



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1560.21E
PERS-440
12 NOV 2010

BUPERS INSTRUCTION 1560.21E

From: Chief of Naval Personnel

Subj: LEGISLATIVE FELLOWS PROGRAM

Ref: (a) DoD Instruction 1322.06 of 15 Nov 2007
(b) 10 U.S.C.
(c) DoD Instruction 1000.17 of 16 Apr 2008
(d) DoD Directive 1344.10 of 19 Feb 2008
(e) DoD 5500.7-R, "Joint Ethics Regulation,"
(f) 26 U.S.C. as amended (Section 501 of the Internal Revenue Code, of 1986)
(g) OPNAVINST 7000.16A

Encl: (1) Sample Application Package
(2) Sample Curriculum Vitae
(3) Sample Privacy Act Release Statement

1. Purpose. To provide information, policy, and procedural guidance for naval officer participation in the Legislative (LEGIS) Fellows program.

2. Cancellation. BUPERSINST 1560.21D.

3. Background. Reference (a) sets forth guidelines for all fellowships, scholarships, and grants for Department of Defense (DoD) personnel, and is the controlling instruction for this program. Legislative (LEGIS) Fellows program educates Navy personnel on the workings of the legislative branch of government. LEGIS Fellows will be immediately assigned to follow-on tours in which the education gained by the Fellow will be used. Fellows receive instruction and hands-on experience in a Congressional office through dedicated training and developmental activities; a full-time assignment (normally for 1 year corresponding with one session of Congress) on the staff of a Member of Congress who serves on a Defense related subcommittee; and liaison with Navy Chief of Legislative Affairs and Staff of the Office of Legislative Affairs (OLA).

4. Policy

a. General

(1) LEGIS Fellows program is designed to broaden the experience level and knowledge that naval officers possess in the operation and organization of Congress, while enhancing Navy's ability to fulfill its role in the national policy development process. Navy benefits from assignment of its personnel to the legislative branch of government by bringing a unique perspective to the process of drafting and passing legislation, and by affording the incumbent opportunity to learn about the legislative process. Accordingly, Navy assigns a high priority to selecting only the most outstanding officers.

(2) The LEGIS Fellows program does not qualify under reference (b), chapter 107 for award of Joint Professional Military Education (JPME) credit (Phase I). Selectees who have not completed JPME Phase I are encouraged to enroll in a JPME distance education program.

(3) Participation by naval officers in legislative fellowships by means other than that outlined in reference (a) and this instruction is not authorized. All requests for assignment to officials of Congress must be submitted to Deputy Under Secretary of Defense (Military Personnel Policy) (DUSD (MPP)) via Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) for final approval via OLA and NAVPERSCOM, Graduate Education and Fellowship Placement (PERS-440B).

(4) Detail of DoD personnel to temporary duty with the legislative branch under conditions not qualifying as a fellowship is controlled by reference (c).

b. Eligibility

(1) Participation is limited to Active and Full-Time Support, unrestricted and restricted line, service college eligible officers serving in the permanent grades of lieutenant, lieutenant commander, or commander. The number of military Fellows shall be established by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)).

(2) Fellows are expected to demonstrate:

(a) Sustained exceptional levels of performance and clear potential for future assignments in the most critical billets;

(b) Flexibility in work habits;

(c) Ability to work in an unstructured environment;

(d) Ability to initiate work independently with minimum supervision, direction, or assistance; and

(e) An interest in legislative procedures, practices, and techniques.

(3) Competitive selection process focuses on individual performance, promotion potential, academic and subspecialty qualifications, needs of the service, and availability for follow-on duty in which the education gained by the Fellow will be utilized.

5. Procedures

a. To be considered for selection as a LEGIS Fellow, a letter application containing the following items must be submitted via the appropriate chain of command to Commander, Navy Personnel Command (NAVPERSCOM) (PERS-440B), 5720 Integrity Drive, Millington, TN 38055-4400.

(1) Application letter including a nomination/motivation statement outlining qualification for selection and a writing sample on a topic of the officer's choice, not to exceed 5 pages in length. The writing sample can be a previously written document. (See enclosure (1));

(2) Curriculum Vitae (see enclosure (2));

(3) Biography;

(4) Signed Privacy Act Release statement permitting access to Officer Summary Record/Performance Summary Record (OSR/PSR) and service record (see enclosure (3));

(5) Signed statement acknowledging and accepting service obligation associated with participation in the LEGIS Fellowship program. (See enclosure (1)); and

(6) Official officer photograph.

b. Applications will normally be due to NAVPERSCOM (PERS-440B) by the last Friday of February each year.

c. NAVPERSCOM (PERS-440B) shall distribute applications received prior to the deadline to appropriate assignment officers for comment on career timing and end of assignment availability. A written/signed statement from the detailer stating: "I, (Detailer Rank, Name, and Title), have advised (Applicant Rank, Name) of the potential career impact of this program" must be included with the application. (See enclosure (4))

d. NAVPERSCOM (PERS-440B) shall forward applications received before the deadline and reviewed by assignment officers to OLA. The Chief of Legislative Affairs shall select applicants warranting further consideration for an interview. Interviews shall normally be conducted in late spring.

e. Chief of Legislative Affairs shall forward a list of LEGIS Fellows nominees to DUSD (MPP) via ASN (M&RA) for final approval. The number of officers selected by OLA will not exceed the number authorized in the annual Advanced Education Quota Plan promulgated by Office of the Chief of Naval Operations (OPNAV), Director of Training and Education (N153).

f. Notification of final selection status shall be made by NAVPERSCOM (PERS-440B) and shall normally occur by August of each year.

g. Assignment to LEGIS Fellows program shall begin in early November with a mandatory orientation program coordinated by OLA. Assignment to LEGIS Fellows program shall be for 12 months. Assignment of LEGIS Fellows shall not exceed 12 consecutive months in one or a combination of legislative details or fellowships. Noncompliance with this provision must be reported to Congress through USD (P&R).

h. Upon completion of the 12-month fellowship, LEGIS Fellows will be assigned to an immediate follow on utilization tour in the local area for a period of not less than 1 year.

6. Service Obligation. Service Obligation is governed by section 2603 of reference (b). Officers participating in the LEGIS Fellows program may not resign or retire from active duty while in the program. Upon execution of orders, Fellows agree to serve on active duty following completion or termination of the fellowship for a period of three times the duration of the fellowship. This obligation is served concurrently with any other obligated service. This obligation will begin upon completion or termination of the fellowship. The immediate utilization tour assignment does not incur any additional obligated service and is a separate assignment from the LEGIS Fellowship.

7. Action

a. Officers interested in applying for the LEGIS Fellows program shall complete an application per procedures outlined in the annual LEGIS Fellows program announcement.

b. Officers selected to participate in the program shall familiarize themselves with references (b) through (g).

c. OLA shall forward a list of Navy officers nominated to participate in the LEGIS Fellows program for approval by USD (P&R) no later than 1 August annually.

d. OLA shall ensure a Department of the Navy (DON)-designated Ethics Official or Counselor trains all LEGIS Fellows in the proper conduct with regard to political activity. Reference (d) contains guidelines for avoiding political activities and specific references for use by LEGIS Fellows and supervisors. LEGIS Fellows shall provide a copy of reference (d) to supervisors in the gaining organization of the legislative branch to inform supervisors of the restrictions. LEGIS Fellows shall initiate a discussion of reference (d) with their congressional office superior at the beginning of the fellowship period.

e. As the LEGIS Fellows Program Sponsor, OLA shall maintain overall responsibility for program management and compliance with Federal regulations and DoD policy. All LEGIS Fellows are

administratively assigned for fitness report and other purposes to OLA. LEGIS Fellows may receive "Not Observed" reports for the duration of their fellowships; however, the congressional member's office to which the officer is assigned may recognize outstanding performance and submit a fitness report for concurrent signature by Chief of Legislative Affairs and the member of Congress. OLA shall meet with LEGIS Fellows periodically to review duties and ensure compliance with references (d) and (e).

f. OLA shall conduct an annual review of the LEGIS Fellows program to ensure compliance with references (a), (b) and (e) for military Fellows. Results of this review will be forwarded to ASN (M&RA) by 31 December each year for ultimate submission to USD (P&R).

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of November 2007.

9. Funding

a. Parent/local commands shall provide temporary additional duty (TEMADD) funding for LEGIS program interviews per reference (g), if required.

b. As program resource sponsor, Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO) (MPTE) (N1) shall follow standard resourcing procedures to ensure that appropriate levels of funding are programmed to support student end-strength, tuition and any training expenses.



D. P. QUINN
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

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SAMPLE APPLICATION PACKAGE

From: LCDR Donald J. Barber, USN, Designator
To: Commander, Navy Personnel Command (PERS-440)
Via: (1) Commanding Officer, USS UNDERWAY (DD-XXX)
(2) Commander, Navy Personnel Command (PERS-4XX)
(Appropriate Detailer Code)

Subj: APPLICATION FOR FY 20XX LEGISLATIVE FELLOWS PROGRAM

Ref: (a) BUPERSINST 1560.21E

Encl: (1) Curriculum Vitae
(2) Biography
(3) Writing Sample

1. PERSONAL STATEMENT TO THE BOARD:

The Legislative Fellows Program is a great opportunity to excel. My extensive (political-military, operational experience, staff background, etc.) make me an ideal candidate for this program.

2. Motivation/Nomination Statement:

3. Goals and future application of the experience:

4. These statements must be made verbatim:

I understand that if selected, I am obligated to serve on active duty for 3 years following completion of the fellowship per reference (a). This obligation will begin upon completion or termination of the Fellowship and can be served concurrently with other service obligations.

5. I understand that upon completion of my Fellowship, I am obligated to complete an immediate utilization tour in the local area for a period of not less than one year unless this is superseded by an operational commitment or the needs of my

Enclosure (1)

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community. If I am unable to complete an immediate utilization tour, I will do so no later than the second subsequent shore tour following my participation in the Fellowship

Signature

D. J. BARBER
LCDR USN

SAMPLE APPLICATION PACKAGE

FIRST ENDORSEMENT on LCDR D. J. Barber, USN, Designator

From: Commander Officer, USS UNDERWAY (DD-XXX)
To: Commander, Navy Personnel Command (PERS-440)
Via: Commander, Navy Personnel Command (PERS-4XX) (Detailer)
Subj: COMMANDING OFFICER'S ENDORSEMENT ICO LCDR D. J. BARBER,
USN, Designator

1. (CO's recommendation and comments).
2. If selected for this program, LCDR Barber will be rotating XX months early. I (intend/do not intend) to make this officer available without the benefit of a qualified relief.

(CO'S ENDORSEMENT MUST INCLUDE A STATEMENT OF PRD AND INTENTION
TO MAKE AVAILABLE WITHOUT REGARD TO RELIEF)

I. M. SALTY

SAMPLE APPLICATION PACKAGE

SECOND ENDORSEMENT on LCDR D. J. Barber, USN, Designator

From: Commander, Navy Personnel Command (PERS-4XX) (Detailer)

To: Commander, Navy Personnel Command (PERS-440)

Subj: SUMMARY OF FELLOWSHIP ASSIGNMENT IMPACT ON COMMUNITY AND
INDIVIDUAL CAREER ICO LCDR BARBER

1. I, (Detailer Rank, Name, and Title), have advised (Applicant Rank, Name) of the potential career impact of this program.
2. Current Tour Impact: (Provide comments on impact to current tour if selected).
3. Overall Individual Career Impact: (provide comments on impact to overall career if selected).
4. Projected Rotation Date (PRD)/Relief Concerns: (Provide PRD and comments on relieving process if selected).
5. Needs of Community Impact: (Provide comments on impact to the warfare community manning if selected).

ALL FIELDS ARE REQUIRED

I. M. DETAILER
CAPT USN

SAMPLE CURRICULUM VITAE

Lieutenant Commander D. J. Barber, USN, 1110
USS NEVERSAIL (CG-01)
FPO AP 98762-1234
Work Phone Number:
Work Email address:

Home Address:
Home Phone Number:
Home e-mail address:

Present Position:
Executive Officer

Educational Background:
- BA in Political Science, Magna Cum Laude, University of California at Berkeley, Berkeley, CA, 1978-1982
- MS in National Security Affairs, Strategic Planning, Graduated with Distinction, Naval Postgraduate School, Monterey, CA, 1990-1992

Military Education:
As appropriate

Professional Background:
1982 - Commissioned NROTC UCAL Berkeley
1982-1984 - USS DDG, Main Propulsion Assistant
1984-1986 - USS MSO, Executive Officer/Navigation
1986 - Naval Destroyer School, Department Head Course, Graduated with Distinction
1986-1988 - USS DDG, Weapons Officer
1988-1990 - USS ATF, Commanding Officer
1990-1992 - Naval Postgraduate School
1992-1995 - Staff Plans Officer OPNAV Staff, Strategic Concepts Branch (N513) Washington, D.C.
1995 - USS NEVERSAIL, Executive Officer

Professional Qualification:
- Qualified and Screened for Commander Command at Sea, Surface

- Qualified TAO, SWO, EOOW
- Proven Subspecialty in Politico-Military/Strategic Planning XX28Q

Awards:

As appropriate

Publication/Articles/Papers:

(If applicable)

Other Relevant Experience:

D. J. BARBER, LCDR, USN

SAMPLE PRIVACY ACT RELEASE STATEMENT

1. Requiring Document: BUPERSINST 1560.21E
2. Sponsor: NAVPERSCOM (PERS-440B)
3. Title of Requirement: Legislative Fellowship Program
4. Authority: 5 U.S.C., Section 301
5. Principal purpose: To allow access to Officer Summary Record (OSR) and service record for use in the annual Legislative Fellowship selection process.
6. Disclosure is voluntary; however, failure to provide this information may hinder the ability of all necessary parties to adequately access the eligibility of a prospective candidate.

Signature

Date