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Command Policy

**AIR FORCE LEGISLATIVE FELLOWS
PROGRAM**



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This new instruction implements Air Force Policy Directive (AFPD) 90-4, Relations with Congress. It formalizes the duties of the Office of Legislative Liaison (SAF/LL) as the functional oversight and advocate for the Air Force Legislative Fellows (AFLF) program as it pertains to Active Duty, Air Force Reserve, Air National Guard, and Department of the Air Force Civilians. The Air Education and Training Command, Director of Education (AETC/ED), is the office of primary responsibility for the program. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, "Records Disposition Schedule." Use this instruction with:

DoD Directive 1000.17, *Detail of DoD Personnel to Duty Outside the Department of Defense*, February 17, 1997.

DoD Directive 1322.6, *Fellowships, Scholarships, and Grants for DoD Personnel*, February 24, 1997.

Air Force Instruction, 36-2301, *Air Force Professional Military Education*, July 22, 1994.

1. Background. The Air Force Legislative Fellows (AFLF) program was approved by the Chief of Staff in April 1995 as a Professional Military Education (PME) program for intermediate service school (ISS) credit. The AFLF falls under and is a component of the overall Air Force Fellows (AF Fellows) program. National Defense Fellows (NDF), National Security Fellows (NSF), RAND Fellows, and SecDef Corporate Fellows are senior service school (SSS) level components of its program. One AFLF group per year has participated in the program since 1996.

2. Program Description.

2.1. The AFLF program provides qualified officers and civilians possessing proven leadership potential with an intense exposure to the processes, procedures, and culture of the United States Congress. The program allows participants to develop an enhanced perspective of the legislative process on a wide range of issues, while at the same time providing Congress with on-site experience to lend Air

Force and defense expertise at the staff level. In the AFLF program, participants work for one year on the personal staff or committee of a member of Congress. Specific assignments are determined through an interview process between the fellow and Congressional office with the final decision residing with the fellow. They are encouraged to join offices with defense, intelligence or foreign relations interests.

2.2. Follow-on assignments are in the legislative arena. Per Department of Defense Directive (DoDD) 1322.6, Legislative Fellowships educate DoD personnel on the workings of the Legislative Branch of Government with the intent of assigning AFLFs to follow-on tours in which the education gained by the fellowships can be used.

2.3. The Assistant Secretary of Defense (Force Management Policy) is active in approving all military fellowships and individuals assigned to them.

2.4. All AFLF participants will attend an Air Force Fellows academic institution during their fellowship year. The educational institution serves as the AFLF academic sponsor. The selected institution will provide the fellow with instruction and hands-on experience on Capitol Hill through training and development activities. The institution will maintain contact throughout the fellowship year and conduct regularly scheduled instructional seminars.

3. Scope/Understanding.

3.1. The purpose of the program is to provide Capitol Hill experience to officers and civilians identified as potential Air Force leaders. As such, the program is designated as an intermediate service school program, and the fellows will receive in-resident ISS credit for their year spent as an Air Force Legislative Fellow on Capitol Hill.

3.2. Since they are in a student status, AETC/ED will serve as the office of primary responsibility (OPR) for the fellows with SAF/LL performing functional oversight. HQ AETC/EDX (HQ AU/XP) will insure the performance of the Air University professional military education goals and objectives and perform actual administrative duties during the AFLF academic year.

4. AETC/ED Responsibilities.

4.1. In conjunction with SAF/LL, conduct annual AFLF orientation program in Washington, DC.

4.2. Provide initial program information to fellows to include SAF/LL POC, AFLF ISS PME course of study/curriculum requirements, requirements for Phase I-Joint PME credit, academic institution information, TDY funding limitations/parameters, and advise AFLF participants not to commit to specific Congressional offices prior to SAF/LL orientation.

4.3. Update AFLF military participant records to reflect in-residence ISS credit upon successful completion of AFLF requirements.

4.4. Publish TDY orders.

4.5. Monitor day-to-day activities; collect activity reports, which are then entered into the fellows AF Form 475, Education/Training Report.

4.6. Pay AFLFs academic institution and associated fees.

4.7. Pay TDY expenses to the mode level funded annually for senior service school (SSS) Air Force Fellows.

- 4.8. In conjunction with SAF/LL, act as focal point for Commanders Involvement Program. Ensure compliance with DoDD 1322.6 in post assignment process.
- 4.9. Establish PME course of study/curriculum requirements.

5. SAF/LL Responsibilities.

- 5.1. Provide Air Staff advocacy for the fellows program.
- 5.2. Assist AETC/ED and AF/DPDE in determining AFLF requirements for AFPC Central Schools and Civilian Competitive Development Program (CCDP) Selection Boards.
- 5.3. Assist AETC/ED with any change in AFLF academic institutions.
- 5.4. Assist AETC/ED in conducting the annual orientation program for AFLFs.
- 5.5. Coordinate with AF/DPDE and AETC/ED to ensure adequate program funding to support AFLF activities.
- 5.6. Submit application to AFLF academic institution with fellows' resumes for formal acceptance annually.
- 5.7. Submit letter to OSD FMP with educational institution, AFLFs' names, and statement of continued compliance with directives and regulations annually in coordination with AETC/ED.
- 5.8. Provide sponsors for fellows' PCS to Washington area.
- 5.9. In conjunction with AETC/ED, act as focal point for Commanders Involvement Program. Ensure compliance with DoDD 1322.6 in post assignment process. Ensure DoDD 1322.6 ethics and standards directives are briefed to Congressional office of AFLF assignment.

6. AU/CC Responsibilities.

- 6.1. Serve as Senior Rater for AFLF participants.
- 6.2. Exercise UCMJ authority.
- 6.3. Approve active duty military leaves.
- 6.4. Prepare and sign training reports at the end of the AFLF program.

7. AFRC/CC Responsibilities.

- 7.1. Conduct selective board to identify AFRC AFLF candidates.
- 7.2. Provide funding for AFRC AFLF participants.
- 7.3. Provide SAF/LL and AETC/ED the names of AFRC AFLF participants.
- 7.4. Ensure compliance with DODD 1322.6, post assignment process.
- 7.5. Ensure AFRC AFLP participants incur 3 year Active Status obligation upon completion of AFLF.
- 7.6. Publish TDY orders.
- 7.7. Approve leaves.

7.8. Pay TDY expenses to the mode level funded annually for senior service school (SSS) Air Force Fellows.

8. ANG/CC Responsibilities.

- 8.1. Conduct selective board to identify ANG AFLF candidates.
- 8.2. Provide funding for ANG AFLF participants.
- 8.3. Provide SAF/LL and AETC/ED the names of ANG AFLF participants.
- 8.4. Ensure compliance with DODD 1322.6, post assignment process.
- 8.5. Ensure ANG AFLP participants incur 3 year Active Status obligation upon completion of AFLF.
- 8.6. Publish TDY orders.
- 8.7. Approve leaves.
- 8.8. Pay TDY expenses to the mode level funded annually for senior service school (SSS) Air Force Fellows.

9. AFPC/DPKD Responsibilities.

- 9.1. Conduct the CCDP Selection Board to identify civilian AFLF candidates.
- 9.2. Provide funding for civilian CCDP AFLF participants.
- 9.3. Provide SAF/LL and AETC/ED the names of civilian CCDP AFLF participants.
- 9.4. Approve leaves.
- 9.5. Ensure each CCDP AFLP participant has signed a Continued Service Agreement (CSA) for a commitment period of 3 years in accordance with AFI 36-401, Employee Training and Development, prior to expenditures of any funds. Employees who fail to successfully complete training due to circumstances within their control will reimburse the Air Force for all training costs or on a pro rata basis (excluding salary).
- 9.6. Provide fund cite to AETC/ED to pay TDY expenses to the mode level funded annually for senior service school (SSS) Air Force Fellows.

10. AF/DP Responsibilities.

- 10.1. Provide Active Duty PME manyear requirements to support AFLF.
- 10.2. Serve as Air Staff Program Element Monitor (PEM) in support of Program Objectives Memorandum (POM) funding requirements for the AFLF as an element of the PME program.
- 10.3. In conjunction with SAF/LL and AETC/ED, determine requirements to be used by AFPC Central Schools and Civilian Competitive Development Program (CCDP) Selection Boards in identifying AFLFs to include number of fellows, AFSCs, education, experience, requirements, and reporting date.

10.4. In conjunction with SAF/LL and AETC/ED, coordinate and develop policy for the AFLF.

T. MICHAEL MOSELEY, Major General, USAF
Director, Legislative Liaison

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoD Directive 1000.17, Detail of DoD Personnel to Duty Outside the Department of Defense, February 24, 1997.

DoD Directive 1322.6, Fellowships, Scholarships, and Grants for DoD Personnel, February 24, 1997.

Air Force Instruction, 36-2301, Air Force Professional Military Education, July 22, 1994.

Abbreviations and Acronyms

AETC/ED—Air Education and Training Command, Director of Education

AF/DPDE—Air Force Personnel Force Development, Education and Training Division

AF Fellows—Air Force Fellows program

AFLF—Air Force Legislative Fellows program

AFPC—Air Force Personnel Center

AFPC/DPKD—Air Force Personnel Center, Civilian Career Management Directorate

AFRES—Air Force Reserve Command

ANG—Air National Guard

AU—Air University

CCDP—Civilian Competitive Development Program

DOD—Department of Defense

DODD—Department of Defense Directive

ISS—Intermediate Service School

OSD FMP—Office of the Secretary of Defense, Force Management Personnel

PCS—Permanent Change of Station

PEM—Program Element Monitor

PME—Professional Military Education

SAF/LL—Secretary of the Air Force, Legislative Liaison

SSS—Senior Service School

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

WWW—World Wide Web