

FY23 Army Congressional Fellowship Program Checklist
Submission Deadline: 15 March 2021

Reference the ARNG FY2023 Army Congressional Fellowship announcement for specific details about the application packet submission and additional requirements. The packet must be emailed to Ms. Linda Conlin (linda.b.conlin.civ@mail.mil) as a "Portable Document Format" .pdf attachment. At a minimum, the packet must include:

1. **Broadening Opportunity Program Application**: Fill out all required personal information and answer the three (3) mandatory short-essay questions. Application must be signed by the first COL (O-6) or GO in the chain of command. **Note**: NCO applicants will submit a separate NCO DA Form 4187 addressed to Army Human Resources Command in lieu of the Broadening Opportunity Program Application.
2. **Evaluations**: Submit three (3) most recent Officer Evaluation Reports (OER) or Non-commissioned Officer Evaluation Reports (NCOER).
3. **ORB/ERB**: Include a current DA Board copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB). **Note**: ORB/ERB should not include DA Photo.
4. **DA Photo**: Submit a current DA Photo.
5. **Civilian Resume**: Any format with the following information: Name, current rank, mailing address, phone number, email address (civilian and military), brief description of military work experience with dates (do not go back more than five assignments), education (include type of degree, degree major, dates attended, GPA, name of institution), brief accounting of languages, special skills, and interests. Please keep your resume to one (1) page or your application will be returned without action.
6. **College Transcripts**: Include copy of undergraduate transcript and any transcripts for ongoing and/or completed graduate degrees. Candidates with an undergraduate GPA below 2.8 who do not have a graduate degree or a juris doctorate must take the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT) and submit their score. Test date must be after 1 May 2017.
7. **Letters of Recommendation**: Not more than three (3) Letters of Recommendation - Addressed to "President of the Selection Panel." One letter of recommendation must be from the current commander.
8. **Physical Fitness Forms**: Must submit most current DA 705 (Army Physical Fitness Test) and, if applicable, DA Form 5500 (Body Fat Content).
9. **Writing Sample**: All applicants must write a 2-page executive summary (single spaced) of the 2020 Army Posture Statement identifying key points for each of the Army's priorities. Use Arial, 12-pt. font and 1- inch margins. Include a title and your name. No other headers or footers are necessary. The 2020 Posture Statement can be access via <https://www.armed-services.senate.gov/imo/media/doc/McCarthy-->

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[McConville 03-26-20.pdf](#) or the National Guard Bureau Office of Legislative Liaison website.

10. **Memorandum for Record**: Submit a memorandum (any format) with the following information: rank, name, last four of your SSN, baccalaureate degree GPA, graduate degree GPA (if you have a graduate degree), GRE or GMAT scores (if required or you have one. Not a requirement if you have a graduate degree or your undergraduate degree GPA is 2.8 or higher), and the following statement: "I understand that if I am awarded a FY2023 Army Congressional Fellowship, I will incur the following obligations: a) Two separate Active Duty Service Obligations (ADSO). ADSOs will be three times the length of the period, computed in days, for each day I participate in this fellowship. One ADSO will be from pursuing a graduate degree from George Washington University and the second ADSO will be from participating in the Congressional Fellowship Program upon Capitol Hill. Both ADSOs will be served concurrently. This will result in an approximate four year ADSO. I understand the graduate degree ADSO will not begin until the day after I graduate from George Washington University and my second ADSO will not begin until the day after I complete my time on Capitol Hill. I understand the ADSOs I receive under 10 this program is to be served consecutively with other civilian ADSOs, IAW AR 350-100, paragraph 3-3". b) I further understand that I have a twenty-four month mandatory utilization, immediately following my time on Capitol Hill. The utilization assignment will be determined by the Office of the Chief for Legislative Affairs (OCLL). I also understand any request to defer or reduce the utilization, must be submitted to OCLL for final decision.

11. **DA 4187 & TAG Release**: ARNG Title 10 candidates must submit a DA 4187 signed by their Office of Primary Responsibility (OPR), G-Staff Colonel. Title 32 AGR and Traditional Drilling (M-Day) National Guard candidates must submit a signed TAG Release Memorandum and a DA Form 4187. **Note**: Mirror the language in the Example 4187 and TAG Release Memo template. Examples of the DA 4187 and memorandum are provided at <https://www.nationalguard.mil/Leadership/Joint-Staff/Personal-Staff/Legislative-Liaison/Congressional-Fellowship-Program/>.