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SUBJ/CALENDAR YEAR 2027 NAVY LEGISLATIVE FELLOWSHIP CALL FOR APPLICATIONS//

REF/A/DOC/BUPERS/12DEC17//
REF/B/DOC/SECDEF WASHINGTON DC/12OCT16//

NARR/Ref A is BUPERSINST 1560.21F, Legislative Fellows Program.
Ref B is DODINST 1322.06, Fellowships, Legislative Fellowships, Internships, Scholarships, Training-With-Industry (TWI), and Grants Provided to DoD or DoD Personnel for Education and Training.//

Rmks/1. This NAVADMIN solicits applications for the 2027 Navy Legislative Fellows Program. The Legislative Fellows Program allows naval officers (O-3 to O-5), senior enlisted (E-7 to E-9), and Department of the Navy civilian employees (GM/GS-13 and above or equivalent) to broaden their understanding of the legislative process and the operation of the U.S. Congress through a year-long, full-time assignment to the office of a member of the House of Representatives or the Senate. The Legislative Fellows Program also enhances the ability of the Navy to fulfill its role in the national policy development process. Typical responsibilities of a fellow include drafting legislation, preparing for hearings and briefings, traveling to the Members Congressional District, analyzing public policy, and serving as a congressional liaison to constituents and industry.

2. To succeed in this highly competitive program, applicants should have exceptional written and verbal communication skills, display mature and critical thinking, and show a proven ability to work in a dynamic environment. Records should reflect sustained superior performance and potential for future assignments in critical billets. Upon completion of the program, Officers earn the Legislative Fellowship Additional Qualification Designation (AQD 234), and Enlisted earn the Legislative Fellow (8LEG) Navy Enlisted Classification (NEC).

3. Military Applicants. The program is available to both Officers and Enlisted.

a. Officer Applicants. Participation is open to all Active Duty and Training and Administration of the Reserve (TAR) unrestricted line, restricted line, and staff corps officers in the permanent grades of O-3 through O-5. The selection process will focus on individual performance, promotion potential, academic and subspecialty qualifications, needs of the Navy, and availability for follow-on assignment. Officers with permanent change of station orders already issued will not be considered. All officer

applicants must contact their detailers for counseling on the career impact of participation in the Legislative Fellowship Program. Officers should plan for an immediate follow-on utilization tour or assignment upon completion of the fellowship, in line with Ref (a).

b. Enlisted Applicants. Participation is open to all Active Duty Navy ratings in the permanent grades of E-7 through E-9. The selection process will focus on individual performance, promotion potential, academic and additional qualifications, needs of the Navy, and projected rotation date. Sailors with permanent change of station orders already issued will not be considered. Following the fellowship, Sailors will be assigned to a single 24-month utilization tour supporting a role determined by the Office of Legislative Affairs (OLA).

c. All military applicants must be available for permanent change of station assignment to the Washington, DC, area in November 2026. Following orientation at OLA, fellows will begin a 12-month assignment in January 2027 in the office of either a member of the House of Representatives or the Senate. In accordance with reference (b), upon execution of orders, fellows must agree in writing to serve on active duty following completion or termination of the fellowship for a period of three times the duration of the fellowship.

d. In addition to the application requirements listed in reference (a), applicants are requested to submit the last three years of Officer Fitness Reports or Enlisted Evaluations as part of their package.

e. In accordance with reference (a), applicants must submit a writing sample in information paper format. The writing sample must be on an unclassified topic of the applicants choice and must not exceed one page.

f. Military applicants shall submit applications via e-mail to the OLA point of contact no later than 08 December 2025.

g. Points of contact are:

(1) CAPT Katherine Noel, Navy Legislative Fellows Program Manager, (703) 697-2885 or katherine.e.noel.mil(at)us.navy.mil

(2) MCPO Kristina Koch, Navy Legislative Fellows Program Assistant Manager, (703) 571-1940 or kristina.l.koch2.mil(at)us.navy.mil

(3) PERS: LCDR Jenna Quist, Navy Fellowships and Out-Service Education Placement Branch Head, PERS 443, jenna.m.quist.mil(at)us.navy.mil

(4) GENERAL: Questions on Navy fellowship programs other than Legislative Fellowships should be directed to OPNAV N712 Fellowship and Scholarship Programs Deputy Branch Head: Ms. Jennifer Rigdon Teter; Comm (703) 692-1934; E-mail: jennifer.c.rigdonteter.civ(at)us.navy.mil.

4. Civilian Applicants. The program is available to senior civilian Employees (GM/GS-13 and above or equivalent).

a. For the duration of the fellowship, civilian fellows will remain under administrative control of their respective parent command. Training and travel costs incurred as part of the fellowship shall be paid by the parent command.

b. Civilian employees interested in the Legislative Fellowship Program must contact their local civilian training officer for information on submission of applications for the 2027 program. Notably, civilian participation in the Fellowship Program differs from military requirements in that civilian selectees do not participate in a rotational assignment post-Fellowship and will return to their command and position. Civilian selectees must be able to report for the role in November 2026 for orientation at OLA followed by 12-month placement in a Congressional office (January 2027 - December 2027).

c. Questions concerning Department of the Navy civilian participation should be directed to Ms. Joline Miller;

E-mail: joline.d.miller.civ(at)us.navy.mil. Additional information is available at:

<https://portal.secnave.navy.mil/orgs/MRA/DONHR/Training/Pages/Developmental-Programs.aspx>

5. Following administrative screening of packages submitted by the deadline, OLA will notify applicants of selection for interview or non-selection status. Interviews will be conducted in-person (if applicant is local) or virtually, OLA makes the final determination of applicant selection or non-selection to the fellowship program.

6. Program information and submission guidance are available at:

<https://www.mynavyhr.navy.mil/Portals/55/Reference/Instructions/BUPERS/BUPERSINST%201560.21.pdf?ver=11P7X09h2Dm3s3RmSrCWyQ%3d%3d>

OR

<https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Education-Placement/Navy-Legislative-Fellowship/>

7. This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first.

8. Released by VADM Yvette M. Davids, Deputy Chief of Naval Operations for Operations, Plans, Strategy, and Warfighting Development (N3N5N7).//

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