



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

BUPERSINST 1560.21F
PERS-443
12 Dec 2017

BUPERS INSTRUCTION 1560.21F

From: Chief of Naval Personnel

Subj: LEGISLATIVE FELLOWS PROGRAM

Ref: (a) DoD Instruction 1322.06 of 12 October 2016
(b) 10 U.S.C.
(c) DoD Instruction 1000.17 of 30 October 2013
(d) DoD Directive 1344.10 of 19 February 2008
(e) DoD 5500.7-R, Joint Ethics Regulation, Aug 1993

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

1. Purpose

a. To provide information, policy, and procedural guidance for U.S. Navy personnel participation in the Legislative (LEGIS) Fellows Program.

b. Major changes include applications will now be submitted directly to the Office of Legislative Affairs (OLA) and OLA will now provide notification of selection status. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUPERSINST 1560.21E.

3. Scope and Applicability. The provisions of this instruction are applicable throughout the U.S. Navy Program eligibility requirements are listed in paragraph 5b.

4. Discussion. 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. The 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 they gained 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 (CLA) and staff of the OLA.

5. Policy

a. General

(1) The LEGIS Fellows Program is designed to broaden the experience level and knowledge that Navy personnel 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 personnel for this program.

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

(3) Navy personnel participation 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 via OLA and Navy Personnel Command (NAVPERSCOM) Outservice Education (PERS-443B) to Deputy Under Secretary of Defense for Military Personnel Policy (DUSD (MPP)) via Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) for final approval.

(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, staff corps service college eligible officers serving in the permanent grades of lieutenant (junior grade) that will be in the permanent paygrade of lieutenant by the time they report to OLA, lieutenant, lieutenant commander, or commander. Enlisted participation is open to all ratings in the permanent grades of chief petty officer through master chief petty officer. The number of military fellows will be established by the Under Secretary of Defense for Personnel and Readiness (USD (P&R)).

(2) Fellows are expected to demonstrate:

(a) Sustained exceptional 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 Navy, and availability for follow-on duty in which the education gained by the fellow will be utilized.

6. Procedures

a. To be considered for selection as a LEGIS fellow, an application (see enclosure (1)), containing the following items must be submitted via the appropriate chain of command to CLA, 1300 Navy Pentagon, Room 4C549, Washington, DC 20350-1300. Additional point of contact information is provided in the annual Navy Legislative Fellow Navy administrative (NAVADMIN) message soliciting applications and providing deadlines and detailed submission procedures.

(1) Application letter including a nomination and motivation statement outlining qualification for selection;

(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 photograph;

(7) Writing sample in information paper format. The writing sample must be on an unclassified topic of the member's choice and must not exceed one page (see enclosure (4)); and

(8) Letter(s) of recommendation, no more than three.

b. Applications will normally be due to CLA by the last Friday of February each year.

c. CLA will forward a list of LEGIS fellow nominees to DUSD (MPP) via ASN (M&RA) for final approval. The number of selectees will be per the number authorized in the annual Advanced Education Quota Plan promulgated by Office of the Chief of Naval Operations, Director of Training and Education (OPNAV N127).

d. Notification of final selection status will be made by OLA and will normally occur by August of each year.

e. Assignment to the LEGIS Fellows Program will begin in early November with a mandatory orientation program coordinated by OLA. Assignment to the LEGIS Fellows Program will be for 12 months. Assignment of fellows will not exceed 12 consecutive months in one or a combination of legislative details or fellowships. Non-compliance with this provision must be reported to Congress through USD (P&R).

f. 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.

7. Service Obligation. Service obligation is governed by reference (b), section 2603. Navy personnel 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 and will begin upon completion or termination of the fellowship. The immediate utilization assignment does not incur any additional obligated service and is a separate assignment from the LEGIS fellowship.

8. Action

a. Navy personnel interested in applying for the LEGIS Fellows Program must complete an application per procedures outlined in the annual LEGIS Fellows Program NAVADMIN.

b. Personnel selected to participate in the program must familiarize themselves with reference (b).

9. Responsibility

a. OLA forwards a list of Navy personnel nominated to participate in the LEGIS Fellows Program for approval by USD (P&R) no later than 15 June annually.

b. OLA ensures a Department of the Navy designated ethics official or counselor trains all LEGIS fellows in 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 must provide a copy of reference (d) to supervisors in the gaining organization of the legislative branch to inform them of the restrictions. LEGIS fellows must initiate a discussion of reference (d) with their congressional office superior at the beginning of the fellowship period.

c. As the LEGIS Fellows Program sponsor, OLA maintains responsibility for program management and compliance with Federal regulations and DoD policy. All LEGIS fellows are

administratively assigned to OLA for fitness report and other purposes. LEGIS fellows will receive "observed" reports for the duration of their fellowships; concurrent signature is by CLA. CLA will meet with LEGIS fellows periodically to review duties and ensure compliance with references (d) and (e).

d. CLA will 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).

10. Funding

a. Parent or local commands will provide temporary additional duty funding for LEGIS Program interviews, if required.

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

11. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

12. Review and Effective Date. Per OPNAVINST 5215.17A, NAVPERSCOM, Staff and Restricted Line Officer Distribution Division (PERS-44) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



R. A. BROWN
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.npc.navy.mil/>

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12 Dec 2017

SAMPLE APPLICATION PACKAGE

Date

From: LCDR Donald J. Barber, USN, Designator
To: Chief of Legislative Affairs
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 1560.21F

Encl: (1) Curriculum Vitae
(2) Biography
(3) Writing Sample
(4) Privacy Act Release Statement

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 1 year unless this is superseded by an operational commitment or the needs of my 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.

D. J. BARBER

Enclosure (1)

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FIRST ENDORSEMENT on LCDR Donald. J. Barber, USN, Designator ltr of (date)

From: Commanding Officer, USS UNDERWAY (DD XXX)
To: Chief of Legislative Affairs
Via: Commander, Navy Personnel Command (PERS-4XX) (Detailer)

Subj: APPLICATION FOR FY 20XX LEGISLATIVE FELLOWS PROGRAM

1. (Commanding officer's (CO) 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

Copy to:
LCDR Barber

X (page number)

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Ser/

SECOND ENDORSEMENT on LCDR Donald. J. Barber, USN, Designator ltr of _____

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

To: Chief of Legislative Affairs

Subj: APPLICATION FOR FY 20XX LEGISLATIVE FELLOWS PROGRAM

1. I, (detailer's rank, name, and title), have advised (applicant's 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/Relief Concerns: Provide comments on relieving process if selected.
5. Needs of Community Impact: Provide comments on impact to the warfare community's manning if selected.

ALL FIELDS ARE REQUIRED TO BE COMPLETED

I. M. DETAILER
By direction (if authorized)

Copy to:
USS UNDERWAY (DD XXX)
LCDR Barber

X (page number)

SAMPLE CURRICULUM VITAE

Lieutenant Commander D. J. Barber, USN, 1110
USS SHIP (CG 01)
FPO AP 98762-1234
Work Phone Number: Work e-mail 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 (UCAL) 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, DC
1995 - USS SHIP, 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 1560.21F
2. Sponsor: Navy Personnel Command (PERS-443B)
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 and service record for use in the annual Legislative Fellowship Program 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

SAMPLE INFORMATION PAPER

BACKGROUND

Why you are writing this paper. Brevity, clarity, and logical analysis are key ingredients of a point paper. Use cascading indentation to organize subordinate points. Use line spacing to make reading easier.

DISCUSSION

- Might contain problems, pros/cons, present stats/outlook for the future.
Point papers should be concisely written.

- Point papers may exceed one page, and include tabs or enclosures.
Margins should be 1-inch all around.

- Font should not be smaller than 12 point. You may use Times New Roman. Acronyms may be used if spelled out on initial use.

- For legal issues consider using "Issue, Rule, Analysis, and Conclusion" for organization.

- If this issue has been coordinated with other codes or external organizations, include who has been involved and state who concurs or non-concurs. You should include a coordination page if the JAG/Commander, Naval Legal Service Command will have to forward to superiors (CNO, SECNAV, etc.).

RECOMMENDATION

State what the recommended approach is. State whether the recommendation concerns discussion of plans and policies that have not yet been approved by higher authority.