NATIONAL GUARD ASSOCIATION OF THE UNITED STATES, INC.

ONE MASSACHUSETTS AVENUE, NORTHWEST WASHINGTON, D.C. 20001 (202) 789-0031 FAX (202) 682-9358

February 23, 2015

National Guard Association of the United States Fellows Program

Statement of Purpose:

The National Guard Association of the United States (NGAUS) Fellows Program is designed to bring Army and Air National Guard Lieutenants, Captains and Warrant Officers in the grade of WO1 and CW2 to the Headquarters of the NGAUS for a period of one year. The intent of this program is to help develop practical experience in the fundamentals of interaction between the U.S. Congress and the agencies that affect the National Guard in both state and federal missions. Specifically, the program will concentrate around the Department of Defense, the Department of Veterans Affairs, and the Department of Homeland Security, along with other agencies such as FEMA. The program is based on a twelve month paid fellowship located at the NGAUS headquarters in Washington, D.C.

The program is intended to build on the Association's mission to empower, educate and increase the influence of its state association's membership by networking with the National Guard Bureau, and understanding the development and execution of federal legislation.

Each NGAUS Fellow is encouraged and expected to return to their home state with skills that will promote leadership and encourage other National Guard junior officers to become advocates for the National Guard through engagement in governmental affairs at the local, state and federal level.

Program Qualifications:

The NGAUS Fellows Program representatives, will choose two candidates through a competitive process that includes a standard set of criteria and assessments including but not limited to the following:

- Lieutenant, Captain, or WO1/CW2.
- Current National Guard member in good standing with a minimum of two years in respective state units. (No adverse pending personnel actions.)
- Current member of respective state National Guard Association and NGAUS.
- Bachelor's Degree or higher.
- Interest in civics, government, politics, public policy and congressional affairs
- Knowledge of the complete Microsoft Office Suite and Social Media (Facebook, Twitter, LinkedIn, etc).
- Advanced/analytical writing and other communication skills.

Logistics/Human Resources:

- Fellow is expected to move to and live in the Washington Metro area for a period beginning 4 January 2016 through 30 December 2016. (Move to and from is at own expense)
- Fellow will be considered an exempt special situation employee of NGAUS with an annual salary of $50 ,000. This is a hybrid category of employee with differences noted below.
- Fellow will be expected to work office hours of 0800 to 1700 in business dress.

Fellow is entitled to:

- Accrue annual and sick leave as stated in the employee manual.
- All annual and sick leave must be taken before the end of the fellowship period of 31 December, 2015.
- Fifteen (15) days of military paid leave (M-F) for annual training.
- NGAUS paid for single health insurance or an opt out stipend.
- A free dedicated parking spot or transportation allowance.
- $50,000 of life insurance paid for by NGAUS.
- Accidental Death & Dismemberment insurance paid for by NGAUS.

Fellow will not be entitled to:

- Enroll in the 401(k) program, 401 (k) match or 401 (k) profit sharing.
- ESGR re-employment rights.
- Higher education reimbursement.

Duties include but are not limited to the following:

- Attend congressional hearings and prepare concise analysis for membership distribution.
- Conduct research concerning the affects of legislation on National Guard Force Structure, End Strength, Equipment Modernization and Distribution, VA, Tricare and mental health issues.
- Accompany NGAUS staff to congressional members and staff meetings.
- Assist in preparing Legislative Briefings at the direction of the NGAUS Legislative staff.
- Meet with NGB staff concerning subjects of interest on behalf of their state and NGAUS members.
- Assist and attend briefings and receptions for visiting state delegations.
- Build a strong network with other congressional fellows from the National Guard and active services.
- Attend lectures and presentations by recognized experts in the areas of defense, homeland security, national emergencies and government, hosted by organizations such as NDIA, CSIS, NDU, AUSA, AFA, and other public/private entities.
- Attend NGAUS national conference.
- Attend fellow's state association conference.
- Gain knowledge of the Presidential budget submission process – analyzing various line items and procurement documents.
- Gain knowledge and understanding of the Congressional appropriations and authorization process through analysis and legislation tracking.
- Work with communications staff to develop variety of publications for the National Guard Magazine, NGAUS blog, Washington Report, etc.
- Assist and support the NGAUS resolutions process as assigned by the Program Managers .
- Assist with the development of legislative alerts, legislative fact sheets, hearing questions and analysis of key legislation.
- Assist and participate in NGAUS Task Force activities.
- Assist in outreach efforts to Congress, the Department of Defense, National Guard Bureau, industry and state associations.
- Assist with plans and preparations for the legislative activities at the NGAUS general conference.
- Maintain status as a drilling Guardsman either in the Washington, DC metro area, (which NGAUS will assist in finding a temporary position) or, at their own expense, return to home station to drill.
- Other duties as assigned.

All those interested should submit the following by close of business 14 October 2015.
Selected Individuals will be notified NLT 15 November 2015.

1. Cover letter with the following attachments:
2. Resume or military biography clearly confirming the minimum criteria.
3. Letter/memo of recommendation from the state TAG
4. Current official military photo
5. Written essay with following criteria:
    - Subject assigned by the NGAUS Legislative Staff.
        - Essay topic is "How to effectively educate Congress on the value of the National Guard"
    - 700-900 words approximately one (1) page.
    - Single spaced
    - One inch margins,
    - 12 point Times New Roman Font
    - **Do not** include your name on the written requirement
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Point of Contact: Submit requested information to Ms Patricia R O'Connell, NGAUS Director of Finance, Contracts, and Human Resources at patricia.oconnell@ngaus.org by close of business October 14, 2015.