



2021 VA Congressional Fellowship Program

Thank you for your interest in the VA Congressional Fellowship Program. The Department of Veterans Affairs is seeking highly motivated VA employees to work in the Capitol Hill office of a Member of Congress, or with a congressional committee. Successful candidates will begin working on Capitol Hill during January 2021. The ideal candidate is an employee who fully meets the eligibility criteria detailed below.

Purpose

The purpose of this program is threefold. First, it provides outstanding VA professionals firsthand experience and understanding of the strategic relationships between the VA and Congress. Second, the program exposes Congressional members and staff to the outstanding quality of the VA's professional workforce to allow them to learn about the VA as an institution through contact with VA personnel working in their office. Third, the program develops individuals for *possible* detail opportunities as a Congressional Relations Officer in the VA Office of Congressional and Legislative Affairs.

Overview

This Fellowship is one year in duration and consists of three components: (1) training through the Office of Congressional and Legislative Affairs (OCLA), (2) a legislative operations seminar through the Government Affairs Institute at Georgetown University, and (3) working on Capitol Hill.

NOTE: VA employees who accept an assignment to the VA Congressional Fellowship Program may be required to sign a Continuing Service Agreement (CSA) to serve in the agency three (3) times the length of the fellowship, pursuant to Title 5 USC 4108 and 5 CFR 410.309.

Eligibility Criteria

VA employees, who are GS-11 through GS-15, with strong written and oral communication abilities, are invited to apply. Parent organizations are responsible for funding costs associated with selected candidates.

Applications

The application deadline is **July 3, 2020**.

Complete the VA Congressional Fellows Program Application Form and submit your application with all required attachments to CongressionalFellows@va.gov

Questions? Visit: [Frequently Asked Questions](#). For any additional questions not answered in the FAQs you can email CongressionalFellows@va.gov



VA Congressional Fellows Program Application Form

***Denotes Required Field**

Current VA Office/Code

Candidate Name (Last, First)*

Grade Level*

Job Title

Candidate Email*

Candidate Phone*

Supervisor's Name*

Supervisor's Email*

Supervisor's Phone

The completed application must contain the items in the checklist below.

The application may also include a link to an article or materials published on a public website (including social media) Paste Links Below:

Required Items Checklist:

- | | |
|--|---|
| <input type="checkbox"/> One Page Personal Statement (See below) | <input type="checkbox"/> Resume (No More Than 2 Pages) |
| <input type="checkbox"/> One or Two Letters of Recommendation | <input type="checkbox"/> Written supervisory approval acknowledging willingness to support successful applicant |
| <input type="checkbox"/> Most Recent VA Form 0750 (Annual Performance Appraisal) | <input type="checkbox"/> Most Recent SF-50 (Notice of Personnel Action) |

Personal Statement Instructions:

The Personal Statement should be no more than 250 words and should address the following topics:

- a. What the VA Congressional Fellowship Program means to you.
- b. Why you want to be part of this program.
- c. What skills you will bring to this program.

Enter Personal Statement below:

(Note: If you copy and paste your answers from another document, formatting may not transfer)*