

Secretary of the Air Force Enlisted Legislative Fellow Program (9N000)



For application and general questions contact Program Manager:
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Table of Contents

Introduction	3
History of the Program	3
Eligibility	3
Application Process and Procedures	4
ANNEX A - Application Instructions & Examples	5
ANNEX B - Department of the Air Force Enlisted Fellows Heritage	9

Introduction

Thank you for your interest in the Secretary of the Air Force Enlisted Legislative Fellow Program. This document provides an overview of the program and its history and outlines the application process. It is recommended that applicants read this document in full to gain a thorough understanding of the program that will inform their decision to apply for this challenging but enriching opportunity.

History of the Program

The Chief of Staff approved the Air Force Legislative Fellows program in April 1995 as a Professional Military Education program for intermediate service school credit for officer military members, adding civil servants to the program in 2000. The Air Force Legislative Fellows program falls under and is a component of the overall Air Force Fellows program. One Air Force Legislative Fellows group per year has participated in the program since 1996. In 2009, DoDI 1322.06 was modified to allow for enlisted member participation in the Air Force Legislative Fellows program.

Eligibility

The program is **open to all enlisted Air Force Specialty Codes** (AFSC). However, candidates **MUST** meet the eligibility requirements listed below to apply to the program.

- **Must be a MSgt-select or SMSgt.** (Candidates promoted to CMSgt during the application process will have their records removed from consideration.)
- **Must possess a bachelor's degree.** There is no requirement for a specific focus area.
- **Must have completed Enlisted Joint Professional Military Education II**
- **Must be PME complete for rank.** (Completion of SNCOA before RNLTG is highly desired)
- **Must have no more than 18 years Time in Service at close out of advertisement (30 Nov).**
- **TS//SCI security clearance preferred but not required**
- **Time in Service and Time on station waivers not guaranteed if selected**

Beyond the primary eligibility requirements, candidates must possess and demonstrate key qualities that contribute to the successful completion of the program. Additional eligibility criteria are listed below:

- Well-spoken, quick on their feet, comfortable/relaxed briefer
- Impeccable writing skills

- Administrative acumen, especially in preparing professional correspondence
- Diverse career background/Joint operating experience
- Working knowledge of Congress
- Working knowledge of the National Defense Strategy (NDS)
- Working knowledge of top AF priorities
- Team builder/team leader
- Pattern of working autonomously in ambiguous work environments
- Self-Motivated

Application Process and Procedures

The application cycle occurs annually and typically opens at the beginning of November. The program is advertised in Talent Marketplace. **ALL CANDIDATES MUST CLICK THE BUTTON AND SUBMIT A FORMAL APPLICATION TO BE CONSIDERED BY THE SPECIFIED DATE.** Failure to complete both renders the candidate ineligible. If you cannot click the button, email the point of contact identified in the advertisement, typically the PM.

The application review process consists of two phases. Phase I begins once the application window closes. During this phase, the PM conducts an initial review of the applications for completeness. **Incomplete applications are removed from consideration.** Once this is accomplished the PM convenes a board that includes the PM, graduated fellows (enlisted and officers), and other relevant stakeholders. The board is responsible for reviewing and evaluating all complete applications from which an initial list of possible hires will be made. Applicants on this list will move on to Phase II and receive notification from the PM.

Phase II consists of a virtual interview in which applicants will meet with the PM and board members. The PM and board members will assess applicants' suitability based on their character, conduct, and competency. After all interviews are complete, a final rack and stack will occur. From there, the results of the rack and stack will be shared with the Chief Master Sergeant of the Air Force for awareness and routed to the Director, Legislative Liaison, for final approval based on the recommendation of the PM and other board members.

Read through ANNEX A for complete instruction on constructing your application.

ANNEX A

Application Instructions & Examples

Proofread your application for accuracy, format, grammar, and spelling. In Phase I, the selection board relies solely on information and impressions made through your application.

Incomplete or poorly crafted applications are a reflection of the applicant's professionalism. As a general rule, successful Phase I applications are concise, easy to understand, and are not filled with extra "fluff."

Applicants must submit a formal application in a single PDF document (in order as a "flat" .pdf file NOT in a .PDF portfolio file). The order of the application is as follows:

1. Single-page SURF
2. Copies of the last 3 EPR/EPBs with most current on top
3. Current Fitness Test from the Air Force Fitness Management System
4. Official biography with official photo (reference AFH 33-337, Tongue and Quill for format)
5. Memorandum for Record which includes: full name, SSN, grade, current position title, organization address, work telephone number, email address, home address, home telephone number, and the following required statement:
 - a. I agree to remain on active duty to meet all ADSC requirements after selection for this fellowship.
 - b. I agree not to request separation or retirement while participating in the program.
 - c. I have coordinate career field release with my CFM (**See Selection Agreement / Applicant Summary**)
6. Single-page Memorandum for Record indicating the reason for applying to the program, the relevance of the fellowship to career goals, and how the fellowship will be utilized.
7. Senior Rater Endorsement Memorandum (maximum of one additional letter of recommendation will be accepted)

Forward electronic application packages with all endorsements to CMSgt Chloe Rainey-Fluellen (chloe.rainey-fluellen@us.af.mil) via DoD SAFE (<https://safe.apps.mil>) NLT 30 Nov 24. Include in the subject line: SECAF Enlisted Legislative Fellowship - Nominee Rank Name.

LETTER OR RECOMMENDATION EXAMPLE

DATE

MEMORANDUM FOR SECAF ENLISTED LEGISLATIVE FELLOW BOARD

FROM: X ABW/CC

1 F Street, Suite 1

JBSA-Randolph TX 78150-4324

SUBJECT: SECAF Enlisted Legislative Fellow Recommendation Letter (EXAMPLE)

1. It is my absolute honor and privilege to provide this letter of recommendation for Master Sergeant John A. Doe to serve as a SECAF Enlisted Legislative Fellow. John is the epitome of what a Fellow should be due to his academic background and diverse operational experience. He stands out amongst his contemporaries as the perfect candidate as he already possesses competencies that one gains by completing the program.
2. John is an impeccable scholar and strategic thinker who is unrelenting in his pursuits for development. In just 14 years of service, he garnered a distinguished list of academic accomplishments on par with senior officers. A quick review of his biography shows that he has an in-depth understanding of the national security apparatus. Years of refining his intellectual capacity place him in the best position to provide Congress with an enterprise perspective of the Intelligence Community, U.S. Air Force, and U.S. Space Force. John's diverse operational experience spans the gamut of national security activities, such as intelligence, surveillance and reconnaissance, space and cyberspace operations, special operations, acquisitions, and special programs. Regardless of the complexity associated with these challenges, John has led countless teams to victory.
3. I cannot emphasize this more – absolutely select John for the SECAF Enlisted Legislative Fellow Program. As a former National Defense Fellow, I can attest he possesses the stature, maturity, dependability, and commitment required to interact with Congress and senior officials daily. His records exude the competencies needed to succeed in this prestigious position. There is no doubt in my mind that his selection would bring new meaning to what enlisted Airmen can achieve and the impact they can have on Capitol Hill.

JOHN B. HANCOCK, Colonel, USAF
Commander

NOTE:

- Letter of Recommendation will be formatted according to AFH 33-337, The Tongue and Quill.
- Letter of Recommendation from Senior Rater must be indicated in the subject line, such as "SECAF Enlisted Legislative Fellow Recommendation Letter - Senior Rater Endorsement"

LETTER OF INTENT

DATE

MEMORANDUM FOR SECAF ENLISTED LEGISLATIVE FELLOW BOARD

FROM: MSgt John Doe

SUBJECT: Letter of Intent

1. This document is provided to give the selection board an overall understanding of your character and personality. It should be clear, concise, and free of extra “fluff” statements.

It should include:

- a. Your reason for applying to the program
- b. The relevance of the fellowship to your career goals
- c. How the fellowship will be utilized for the remainder of your career

2. The narrative will be formatted with 1-inch margins on the left and right sides. The top margin will be between 1 inch and 1.5 inches depending on the heading you establish. The bottom will be 1 inch.

3. The heading format you see above should be followed with your own information entered in the FROM portion. The document may not exceed more than one page in length. Use Times New Roman with font size 12. Include an appropriate header and do not include LETTER OF INTENT as header. See AFH 33-337 The Tongue and Quill for examples of an Official Memorandum for Record.

JOHN A. DOE, MSgt, USAF
Applicant

SELECTION AGREEMENT / APPLICANT SUMMARY

DATE

MEMORANDUM FOR SECAF ENLISTED LEGISLATIVE FELLOW BOARD

FROM: MSgt John Doe

SUBJECT: Selection Agreement / Applicant Summary

1. I agree to remain on active duty to meet all ADSC requirements for this fellowship. I agree not to request separation or retirement while participating in the program.
2. I confirm that my CFM has approved my release from my career field if selected for the program, and I will provide documentation supporting my release to the selection board when requested.
3. Applicant Summary:

Full Name:	
Social Security Number:	
Grade:	
Current Position Title:	
Organization Address:	
Work Telephone Number:	
Email Address:	
Home Address:	
Home Telephone Number:	

JOHN A. DOE, MSgt, USAF
Applicant

NOTE:

- Include an appropriate header and do not include SELECTION AGREEMENT / APPLICANT SUMMARY as header.

ANNEX B

Department of the Air Force Enlisted Fellows Heritage

Air Force

Name	AFSC	Cohort	Heritage #	Congressional Office
Noel, Melanie	3F0	AY13	AF 1	Rep Tsongas (MS-3)
Kirkpatrick, Lavor	1N0	AY14	AF 2	Rep Begich (AK)
Temple, Thomas	3F0	AY15	AF 3	Rep Tsongas (MS-3)
Walker, Trey	1N0	AY16	AF 4	Sen Boozman (AR)
Armga, Mariah	1N0	AY17	AF 5	Sen Boozman (AR)
Kolcun, Dave	4A0	AY18	AF 6	Rep Cuellar (TX-28)
Oats, Marcus	6C0	AY19	AF 7	Sen Murkowski (AK)
Polanco, Mary	4V0	AY19	AF 8	Sen Murray (WA)
Jenkins, Jason	1N0	AY20	AF 9	Sen Boozman (AR)
Schmidt, Marissa	1N0	AY20	AF 10	Sen Cramer (ND)
Stockett, Lucy	1A0	AY20	AF 11	Rep Diaz-Balart (FL-25)
Chesney, Jamaal	1N0	AY21	AF 12	Rep Crenshaw (TX-2)
Gunnell, T.J.	1Z3	AY21	AF 13	Rep Stewart (UT-2)
Lusco, Louis	2A6	AY21	AF 14	Rep Castro (TX-20)
Sanchez, Carlos	3E8	AY21	AF 15	Sen Boozman (AR)
Mickens, Terrell	5J0	AY22	AF 16	Rep Larsen (WA-2)
King, Lebaron	4H0	AY22	AF 17	Sen Boozman (AR)
Flaherty, Paige	1N4	AY22	AF 18	Rep Houlahan (PA-6)
Montaño, Roberto	1N2	AY22	AF 19	Rep Cheney (WY-AL)
Leonard, Joshua	3F1	AY23	AF 20	Sen Boozman (AR)
Roper, Jess	1N0	AY23	AF 21	Rep Houlahan (PA-6)

Rainey-Fluellen, Chloe	4N0	AY23	AF 22	Rep Larsen (WA-2)
Lewis, Wendy	3P0	AY23	AF 23	Rep Horsford (NV-04)
Butler, Katrina	3F5	AY24	AF 24	Dev Rotation
Lawrence, Percilla	5J0	AY24	AF 25	Dev Rotation
Schuetz, Megan	1N3	AY24	AF 26	Dev Rotation
Woods, Aaron	1C7	AY24	AF 27	Dev Rotation
Wassung, David	1A2	AY24	AF 28	Dev Rotation
Watson, Ryan	7S0	AY24	AF 29	Dev Rotation

Air Force Reserve

Name	AFSC	Cohort	Heritage #	Congressional Office
Parrot, Megan	2A/3F	AY 18	AFR 1	Sen Boozman (AR)
Bourdeau, Tony	3E0	AY20	AFR 2	Rep Cheney (WY-AL)
Appiah, Eva	2S0	AY22	AFR 3	Rep Diaz-Balart (FL-25)
Lewis, Adam	1N4	AY24	AFR 4	Dev Rotation

Air National Guard

Name	AFSC	Cohort	Heritage #	Congressional Office
Russer, Tim	3F0	AY19	ANG 1	Sen Harris (CA)

Space Force

Name	AFSC	Cohort	Heritage #	Congressional Office
Griffin, Josh	1C6	AY21	SF 1	Sen Cramer (ND)
Sheffield, Brian	1N1	AY22	SF 2	Rep McCarthy (CA-23)
Valenzuela, Julia	1C6	AY23	SF 3	Rep Lamborn (CO-05)
Bahley, Brad	1C6	AY24	SF 4	Dev Rotation