

## Legis Congressional Fellowship Program

### **1. What is the Legis Congressional Fellowship Program?**

The flagship Legis Fellowship program, offered through the Brookings Center for Executive Education, provides federal executives with unparalleled, hands-on experience working on the staff of a Member, committee or support agency of the U.S. Congress.

This exceptional learning and development experience is for federal and agency managers who would benefit from a comprehensive understanding of the legislative process. The Legis Fellowship is the ideal way to prepare your agency's emerging leaders for future challenges and responsibilities. For fellowship qualifications and nominations procedures, including more program [details, click here](#).

### **2. What is the application process within ITA and how are selections made?**

Business units will review training applications for perspective leadership and management development programs for employees within their unit and make a unanimous decision on the best ITA candidates for the training. The ITA Deputy Under Secretary reserves the right to use other selection mechanisms when appropriate.

### **3. Do employees need supervisor approval to apply for this program?**

Yes. Employees must gain supervisory approval to proceed with this program. If the Legis Fellowship Program receives applications without signed agency authorization, they will be considered incomplete and are disqualified.

### **4. What is ITA's responsibility if an employee is accepted for this program?**

The ITA Administration's Office of Strategic Resources (OSR) is the primary point of contact for the program and the employee. OSR will ensure accurate administration of the program: policies and procedures are followed, timely payment of fees and information dissemination, etc.

### **5. What is the employee's responsibility if accepted into this program?**

Your business unit is investing in your career and will enjoy your enhanced knowledge, skills and abilities when you return. Each external training request must be attached to a signed SF-182. The SF-182 contains a continuing service agreement that all employees should read and understand prior to signing. Employees must satisfactorily complete all program aspects and provide certification of completion to their supervisor upon return.

### **6. Who is responsible for costs?**

Unless centralized funds have been set aside as part of an ITA Training Fund for the cost of the program (less any associated travel costs), business units will fund program costs, and other costs as necessary, to support successful applicants throughout their experience in the program.

### **7. Who do I contact if I am interested in the Legis Fellowship Program?**

After employees gain supervisor approval to proceed in the application process, employees should contact Daniel Shaw on 202-482-1751 or email him on [daniel.shaw@mail.doc.gov](mailto:daniel.shaw@mail.doc.gov).