

TRADOC

**U.S. Army Training and Doctrine
Command**

Fellows Program Guide



Published by:

Office of the Deputy Chief of the Staff, G-1/4
Headquarters, U.S. Army Training and Doctrine Command, Fort Monroe, Virginia

POC: Civilian Human Resources Directorate, HQ TRADOC, DCS G-1/4

DRAFT: 6 AUG 08

Victory Starts Here!

THIS GUIDE IS A LIVING DOCUMENT

This Guide is prepared in part to answer immediate questions regarding TRADOC Fellows.

The complete and more comprehensive Guide is under development.

Table of Contents

	<u>Page</u>
Fellows Point of Contact List	4
1. Introduction	5
2. How to Request TRADOC Fellows <i>(Intentionally Left Blank)</i>	5
3. Program Requirements	
a. Approved Individual Development Plan (IDP)	5
b. Required Training	6
c. Rotational Assignments	7
d. Mobility and Continued Service Agreements	7
e. Condition of Employment	8
4. Developmental Assignments	9
5. OCONUS Deployments <i>(Intentionally Left Blank)</i>	9
6. Greening Assignments	9
7. Compassionate Reassignments <i>(Intentionally Left Blank)</i>	10
8. Request for a Change to the Permanent Duty Location (PDL)	10
9. Entry Grades, Incentives, Promotion Opportunities, and Awards	10
10. Performance Evaluations	11
11. Program Funding	12
12. Roles and Responsibilities	
a. HQ TRADOC, Deputy Chief of Staff, G-1/4	12
b. HQ TRADOC, Deputy Chief of Staff, G-1/4, Civilian Human Resources Directorate	13
c. Army Materiel Command (AMC) Logistics Leadership Center (ALLC)	13
d. Permanent Duty Location (PDL) Supervisors	14
e. Corporate Fellows Working Group (CFWG)	14
f. SES Corporate Fellows Board (CFB)	14
g. TRADOC Fellows	15
h. Fellows Mentors	15
13. Resignation and Early Placement/Graduation from Program	15

Table of Contents

	<u>Page</u>
14. Other (Miscellaneous)	16
a. In-Processing at the PDL	16
b. Initial Request for Personnel Action (RPA) to PDL	16
c. Household Goods	16
d. Fellows Time and Attendance Reports	16
e. Training Requests and Temporary Duty (TDY) Orders	16
Appendix A - Fellows Time and Attendance Report	
Appendix B - Sample Individual Development Plan	
Appendix C - Quarterly Progress Report	

**FELLOWS POINTS OF CONTACT
INFORMATION**

TRADOC

Civilian Human Resources Directorate

**HQ TRADOC, DCS G-1/4
Fort Monroe, Virginia**

Name	Title	Telephone	E-mail
Mr. Barry Buchanan	Director, Civilian Human Resources Directorate	(757) 788-5223 DSN 680	barry.buchanan@us.army.mil
Ms. Patricia B. Batts	Fellows Program Manager	(757) 788-5234 DSN 680	patricia.b.batts@us.army.mil
Ms. Leslie Davis	Assistant Fellows Program Manager	(757) 788-5247 DSN 680	leslie.bellamy@us.army.mil
Ms. Patricia B. Batts	Fellows Resource Allocation Selection System (RASS) Administrator	(757) 788-5234 DSN 680	patricia.b.batts@us.army.mil
Ms. Collena Rodriguez	Alternate Fellows RASS Administrator	(757) 788-5239 DSN 680	collena.rodriquez@us.army.mil
	Fellows Progress Reports & Annual Appraisals		FellowsProgressReports@us.army.mil

Mailing Address

**HQ TRADOC, DCS G-1/4, CHRD
ATTN: ATBO-C (Fellows Program Manager)
Building 5D – Room D302
5D North Gate Road
Fort Monroe, VA 23651-1048**

TRADOC Fellows Program Guide

1. Introduction

a. TRADOC Civilian Leader Development Program was established November 2006 to ensure development of its civilian force. This program is necessary to train and develop strong, adaptive, and innovative civilian leaders able to lead and manage change, think strategically, and represent the Army across organizations. The Fellows Program will assist in developing a multifunctional and viable civilian force, supporting transformation and building the bench for the road ahead.

b. The Fellows program is a 5-year, fast-track, planned approach to developing civilian leaders of the 21st century. Upon completion of the program, Fellow graduates will be multi-functional in at least two career program specialties and in some instances one major specialty prepared to assertively resolve the challenges of the future.

c. Fellows positions are currently filled using the 301 occupational series code. However, future Fellows' classes may use other series (such as the 801 series) for candidates who possess a qualifying undergraduate degree in engineering, mathematics, or physics. TRADOC participates with the Army Materiel Command (AMC) in the recruitment and hiring process of the Fellow candidates.

2. How to Request TRADOC Fellows: *INTENTIONALLY LEFT BLANK*

3. Program Requirements:

a. Approved Individual Development Plan (IDP)

(1) Each TRADOC Fellow is required to complete the Army Civilian Training Education and Development System (ACTEDS) Master Intern Training Plan (MITP) for their two assigned functional specialties. The mandatory and recommended training required by the two MITPs will be documented in the Fellow's IDP.

(2) The IDP is designed to develop at least two functional specialties, such as, but not limited to: Human Resources, Comptroller, Supply Management, Quality and Reliability Assurance, Intelligence and Security, Engineers and Scientists (Non-Construction), Materiel Maintenance Management, Manpower and Force Management, Physical Security and Law Enforcement, Training and Warfighting Developers, and Information Technology Management. The IDP will ensure all functional specialty requirements at the journeyman level will be met upon completion of the Fellows program.

(3) The IDP is prepared by the Permanent Duty Location (PDL) Supervisor prior to arrival of the Fellow. The supervisor and Fellows will review the IDP, making any necessary changes. The IDP will be finalized and signed, with

copies to the Fellow, TRADOC Fellows Program Manager who in turn will provide a copy to the AMC Logistics Leadership Center (ALLC). The IDP will be completed within 30 days of the TRADOC Fellow's entry into the on-the-job training (OJT) phase of the program. All assignments and training under the IDP are subject to the availability of resources and funds.

(4) The IDP is a working document covering the length of the program and will be reviewed and updated on an annual basis. Supervisors are expected to review (and update) the IDPs of their Fellow(s) at least annually to verify that the Fellow is qualified for his/her grade-level promotions and progressively more complex assignments. Also, the supervisor shall ensure the Fellow is on track to meet certification requirements at the GS-12 or NSPS equivalent grade level in both his/her primary and secondary career programs by the expected graduation date. Deficiencies in training and concerns should be addressed to the Fellows Program Manager.

(5) The use of the WebTEDs database will enable Fellows to upload his/her IDP, progress reports, OJT rotation, and specific "profile" information. Upon activation, it will become the Fellows' responsibility to ensure records remain current. Access will be restricted to the Fellow, permanent supervisors, ALLC, and HQ TRADOC G-1/4 personnel. Specific instructions and policy will be published when the system is activated.

b. Required Training

(1) The Fellows program includes formal core training, mentoring, leadership development, and specialized training in at least two functional areas. TRADOC Fellows will receive formal graduate level training to prepare them for entrance into developmental assignments.

(2) The first 13 months of the program are conducted at ALLC/Texas A&M University—Texarkana (TAMU-T) in Texarkana, Texas. The TRADOC Fellows attend graduate level training courses that include Human Resources Management, Resource Management, Information Technology Management, Instructional Technology, and Logistics. Fellows will attend graduate level classes at TAMU-T; credits earned at ALLC and TAMU-T afford each TRADOC Fellow the opportunity to earn a Master of Science in Business Administration (MSBA), Master of Business Administration (MBA), or Master of Science in Instructional Technology (MSIT).

(3) During the first 13 months of the program, Fellows' course work will be closely monitored. If a grade falls below a satisfactory level (3.0 GPA or B), the Fellow will be given a notice of unsatisfactory performance, counseled, and provided learning resources that will aid in bringing the grade up to a passing level for the course(s). If, at the end of the course(s), the Fellow receives a failing grade (D or lower), he/she may be removed from the program and potentially, Federal Service. A Fellow, who is removed or leaves the program prior to graduation, will refund to the government monies for training and/or

bonuses received. Repayments will be prorated based upon time served in the program.

c. Rotational Assignments

(1) Each Fellow should complete three functional rotation assignments relevant to their career program pairings. The preferred first rotation is from ALLC/Texarkana to their approved, assigned PDL. The PDL supervisor is responsible for identifying rotational assignment locations. The rotational assignments include both on-the-job training and formal classroom courses. Fellow rotational assignments must include at least one assignment in their primary and secondary functional specialties.

(2) The PDL supervisor should research and review assignment information to choose assignments that best match the Fellows' experience, education, and training. Assignment preferences will be considered. However, the primary intent is to make assignments that meet TRADOC's mission needs.

(3) Extensions of rotational assignments are strongly discouraged except in cases where a strong justification can be made. Requests for extensions must be received by the HQ TRADOC Fellows Program Manager at least seventy (70) days prior to the last day of the rotational assignment.

(5) Fellows and supervisors are to remain cognizant of the impact of 2005 Base Realignment and Closure (BRAC) legislation on the program and act proactively to ensure no loss of training tempo. Should an activity with responsibility for training or permanently placing TRADOC Fellow(s) anticipate a negative impact on their ability to train or permanently assign Fellow(s) due to relocation, realignment, or closure, it is essential that the TRADOC Fellows Program Manager be notified as soon as possible.

(6) Fellows are authorized Temporary Quarters Subsistence Expenses (TQSE) for each geographical Permanent Change of Station (PCS) or Temporary Change of Station (TCS). Fellows may choose Fixed or Actual Expense TQSE in accordance with the Joint Travel Regulations (JTR), NTE 30 days of TQSE(F) or 30 days of TQSE(AE). Any extensions beyond 30 days, or adjustments to the Fellows' authorizations, require the approval of the HQ TRADOC DCS G-1/4. House Hunting Trips are **not** authorized.

(7) PCS entitlements and Real Estates expenses must be completed within 2 years of PCS orders effective date. Funds will no longer be obligated or available after 2 years.

d. Mobility and Continued Service Agreements (CSAs)

(1) All Fellows are required to sign a mobility agreement and a continued service agreement (CSA) as a condition of employment. Title 5, U. S. Code

(USC), Section 4108 requires each employee to sign a CSA with the Government before assignment to training that exceeds his/her agency's prescribed minimum period. The employee will agree to (1) continue in the service of the agency at least three times the length of the training period, commencing upon completion of the training, and (2) pay back expenses if he/she voluntarily separates from the agency prior to completion of the service obligation period.

(2) Department of the Army policy requires civilian employees selected for non-Government training in excess of 80 hours, and, Government or non-Government long-term training and education programs in excess of 120 calendar days, to complete a CSA before assignment to the training. Approving officials will retain a copy of each signed agreement (see Pages 4 and 5 of the Standard Form 182, Authorization, Agreement and Certification of Training) and monitor execution of the obligation period.

(3) Failure to comply with the signed Mobility Agreement, and/or refusal to accept a rotational assignment or reassignment during the program without compelling reason or circumstance (see Section 7, Compassionate Reassignments), may be cause for separation from the program and possible removal from Federal service. Mobility agreement and CSA issues should be directed to the TRADOC Fellows Program Manager.

e. Conditions of Employment

(1) The ability to obtain and maintain the minimum required security clearance (SECRET) is a condition of employment. Fellows who are unable to obtain and maintain the required level of security clearance may be separated from the program and/or Federal service. If a Fellow is removed from the program and/or Federal service, he or she will be required to repay the Government any and all training fees incurred while in the program, in accordance with the signed Continued Service Agreement.

(2) The ability to obtain and maintain a Government Travel Card is required.

(3) Satisfactory completion of all coursework as prescribed within the ALLC/TAMU-T curriculum and identified within the IDP is required.

(4) The inability to obtain a MSBA/MBA/MSIT within the first 13 months of the Fellows program may be reason for separation from the program and possible removal from Federal service. If a Fellow is removed from the program and/or Federal service, he or she will be required to repay the Government any tuition and fees incurred while attending TAMU-T, in accordance with the signed Continued Service Agreement.

4. Developmental Assignments

Responsibilities include analyzing, evaluating, formulating, coordinating, recommending, and implementing operational actions on a wide variety of operational and logistical issues. Developmental assignments may include:

- a. Developing and proposing operational support actions for special program tasking;
- b. Evaluating support actions for propriety, feasibility, legality, and risk;
- c. Developing and proposing operational requirements in support of program;
- d. Preparing and presenting oral and written program briefings to senior level officials;
- e. Obtaining concurrence and support to meet program objectives;
- f. Analyzing program expenditure, reimbursement actions, and resource requirements;
- g. Coordinating the acquisition and management of assigned programs;
- h. Analyzing program policies to evaluate the design, implementation, and resulting effectiveness of intervention using Balanced Scorecard approach programs such as the President's Management Agenda and the Government Performance and Results Act;
- i. Using complex analytic techniques to determine whether existing controls are sufficient for sound management;
- j. Proposing a framework for program managers to develop appropriate and measurable intervention programs, evaluating their efforts and outcomes, and providing a bridge across programs for broad program initiatives by using the balanced scorecard approach;
- k. Developing and proposing new quantitative and/or qualitative measures of program performance quality and workload, and recommend the means by which information can be gathered, evaluated, applied and disseminated;
- l. Developing and proposing management, organization and customer satisfaction surveys; and
- m. Developing diagnostic instruments to assess program efficiency.

5. OCONUS Deployments: *INTENTIONALLY LEFT BLANK*

6. Greening Assignments:

Greening assignments provide field experience to the Fellows, interaction with their future colleagues/customers and an opportunity to observe training and operation of our

forces in the field. Greening locations may include any Continental United States (CONUS) active duty military installation. During the first two years of the program, each Fellows class will have two greening experiences for a minimum of one week each.

7. Compassionate Reassignments: *INTENTIONALLY LEFT BLANK*

8. Request for a Change to the Permanent Duty Location (PDL)

a. TRADOC Fellows who are experiencing a personal hardship due to illness or death of an immediate family member may request a change to their PDL.

b. The TRADOC Fellows must submit a written request through the PDL supervisor to the TRADOC Fellows Program Manager. As with all requests for changes to assignment, requests go before the Corporate Fellows Working Group for consideration and recommendation. The Corporate Fellows Board has the final approving authority. There is no basis for an employee to appeal or grieve a denial to a request for a change to the PDL.

9. Entry Grades, Incentives, Promotion Opportunities, and Awards

a. TRADOC Fellows positions will be filled at the GS-7 grade level with promotion potential to the GS-12/13 or YA-02 pay band. Upon being accepted into the program, the highest previous rate may apply in setting pay if the TRADOC Fellow has previous, creditable federal government experience.

b. TRADOC Fellows are eligible for grade-level promotions upon (1) successful completion of 52 weeks at the next lower grade; (2) successful completion of all training requirements; and (3) the supervisor's certification of training and recommendation of the Fellow's promotion.

c. Recognizing Fellows for outstanding performance is permissible. TRADOC Fellows are eligible for honorary and monetary awards. Guidance on specific qualifying criteria or appropriateness of awards or recognition instruments is in AR 672-20 (Incentive Awards). Awards are not automatic entitlements and are given based on leadership decision. ACTEDS funds will not be used for monetary awards for Fellows.

d. The following information is provided concerning the Army's conversion to the National Security Personnel System (NSPS). After promotion to the GS-11, some TRADOC Fellows will be converted to NSPS.

(1) Employees will be placed in Pay Band 1 and will not have a reduction in pay. Position titles are converted using Appendix 4 to SC 1920, Guide to NSPS Occupational Definitions, Codes, and Titles.

(2) Fellows are assigned work designed to provide the competencies, skills, and experience that will prepare them to perform work at pay band level 2 (full-performance/

journey level). Pay Band 1 is not considered full-performance/journey level for professional/analytical/investigative occupations in Department of Army.

(3) The Accelerated Compensation for Developmental Positions (ACDP) may be awarded to a Fellow to recognize that he/she has acquired the set of predefined job-related competencies through training or on-the-job experience as identified in the IDP and has met performance expectations.

(4) The supervisor must document in writing that the Fellow has completed the training and job assignments required in his/her IDP and performance plan. If training or other developmental requirements are not completed through no fault of the Fellow, the supervisor will determine when the objectives should be completed and if an ACDP increase is recommended or should be delayed.

(5) Generally, ACDP increases will be no more than 20 percent (20%) per year, but may be higher or lower depending upon individual circumstances.

(6) Performance Review Authorities, or if delegated, Pay Pool Managers, must use appropriate funding sources to establish a fund for ACDP if there are pay band 1 Fellows in the organization. ACDP may not be taken from pay pool funds (SC1930.9.10).

(7) An authorized management official may approve a noncompetitive promotion from pay band 1 to pay band 2 for a Fellow who has achieved the desired training objectives and has acquired the experience required to perform at the journey level.

(8) For promotion, a Fellow's base salary may be increased from 6 percent (6%) up to 20 percent (20%), to achieve the target salary level, but not to exceed the maximum rate of pay band 2. All pay decisions must be fully documented and made a matter of record.

10. Performance Evaluation

a. The Senior System of the Total Army Performance Evaluation System will be used to rate TRADOC Fellows until conversion to NSPS. The annual rating cycle for TRADOC Fellows in grade levels GS-9 through GS-11 will be from 1 November through 31 October. Upon conversion to NSPS, the first rating cycle will be from the effective date of the conversion through 30 September.

b. Performance objectives will be standardized. The PDL supervisors and rotational supervisors are expected to review the performance objectives of their Fellow(s) on an annual basis to ensure the Fellow is being evaluated for progressively more complex duties in conjunction with his/her most recent grade-level promotion.

c. The supervisor at the PDL will be the Rater and the Senior Leader at the PDL will be the senior rater or higher level reviewer for the entire on-the-job training (OJT) rotation. The PDL supervisor is responsible for designating a supervisor of record

during the OJT rotation. The PDL supervisor will receive letter input from rotation sites. Performance counseling is mandatory. When a Fellow's performance falls into the "Needs Improvement" category, supervisors are expected to counsel the Fellow IAW AR 690-400, 1-5(m) and notify the Fellows Program Manager.

d. All PDL Supervisors are required to conduct mid-year reviews.

e. TRADOC Fellows are required to provide 90-day progress reports to their training supervisors to track performance, promote supervisor/employee interaction, and ensure continuous feedback to current and future training supervisors. It is important that supervisors remain actively engaged in the Fellows' performance throughout their training. Progress reports directly impact their potential for promotion. Supervisors are required to discuss the reports with the Fellows within 30 days of receipt and make appropriate assignment adjustments if necessary, and electronically forward completed progress reports to the TRADOC Fellows Program Manager who will forward the completed progress reports with any additional comments to FellowsProgressReport@us.army.mil.

f. Periodic review of the TRADOC Fellow's performance by the Rotational Assignment Supervisor should minimize the need for removal based on performance. However, if a Fellow's performance is deemed to be less than successful, it may be grounds for removal from the program and/or Federal service. Adverse action guidance, to include performance and conduct, will be obtained from the Civilian Personnel Advisory Center and coordinated with the TRADOC Fellows Program Manager.

11. Program Funding

The first 2 years of the program are funded by the HQDA Army Civilian Training, Education and Development System (ACTEDS). The third year is centrally funded by the HQ, TRADOC Civilian Leader Development Program (CLDP). The last 2 years are funded by the sponsoring TRADOC School, Center, or Activity. A Request for Personnel Action (RPA) must be initiated by the sponsoring School or Center to remove their respective Fellows from ACTEDS rolls and add them to the local rolls prior to the expiration of TRADOC CLDP funding.

12. Roles and Responsibilities

- a. **HQ TRADOC, Deputy Chief of Staff, G-1/4** will be responsible for:
- (1) Providing overarching vision, marketing and program direction;
 - (2) Setting policy and ensuring implementation and adherence to the same; and,
 - (3) Ensuring sufficient resources are available to continue developing and sustaining the Fellows program;

b. HQ TRADOC, Deputy Chief of Staff, G-1/4, Civilian Human Resources Directorate will be responsible for:

- (1) Developing overall guidance for the TRADOC Fellows Program;
- (2) Providing policy guidance to serviced activities, managers, and Fellows;
- (3) Approving and certifying PCS moves, Travel Authorizations and Travel Vouchers;
- (4) Coordinating and managing Fellows requirements, new hires, and final placement;
- (5) Administratively, managing and performing functions in support of the Fellows Program;
- (6) Coordinating voluntary deployment of Fellows;
- (7) Reporting Fellow requirements by primary and secondary career programs, and permanent duty locations to the HQ AMC, ODCS G1, Operations and Training Division, by 31 January of each calendar year; and
- (8) Nominating a senior-level member (SES) for the AMC Corporate Fellows Board to the HQ AMC ODCS G-1.

c. AMC LOGISTICS LEADERSHIP CENTER (ALLC) will be responsible for:

- (1) Evaluating program performance and program demographics, to include trend analysis (e.g., study loss rates; conduct co-host studies; resources utilization; effectiveness of rotating/placing graduating Fellows);
- (2) Developing and coordinating Fellows core curriculum;
- (3) Managing and coordinating Fellows Master Training Plans, and Individual Development Plans;
- (4) Coordinating and facilitating Fellows Greening Trips;
- (5) Processing travel orders, permanent change of duty station orders, and any other related actions (Fellows first year);
- (6) Monitoring, evaluating and providing feedback to HQAMC ODCS G-1, Operations and Training on academic progress of Fellows and recommending appropriate course of action;
- (7) Preparing and coordinating program budget estimates and associated justifications for the Fellows program for the ensuing budget year and the POM cycle;
- (8) Providing monthly status of fund reports to HQ AMC, ODCS G-1, Business Enterprise and Budget Division;
- (9) Coordinating and facilitating graduation ceremonies;
- (10) Negotiating curriculum and associated tuition/book costs with partnering colleges and universities; and,

(11) Managing time and attendance records for Fellows until graduation from the program (Fellows first and second year).

d. **Permanent Duty Location (PDL) Supervisors** will be responsible for:

- (1) Providing day-to-day leadership, guidance and direction for assigned Fellows;
- (2) Assigning meaningful, career enhancing work assignments;
- (3) Providing candid feedback to the TRADOC Fellows on performance and developmental needs;
- (4) Developing the IDP in coordination with TRADOC Fellow upon arrival to PDL;
- (5) Completing Performance Evaluations;
- (6) Reviewing and providing recommendations to requests for compassionate reassignment;
- (7) Proposing appropriate disciplinary actions with coordination between the TRADOC Fellows Program Manager and local CPAC.
- (8) Administering and providing feedback via Exit Interviews/Post Surveys if requested;
- (9) Coordinating and identifying the exact location of the rotational assignment within the TRADOC;
- (10) Confirming the duration of the rotational assignment within the designated location; and,
- (11) Monitoring job assignments and training within the duty location.

e. **The Corporate Fellows Working Group (CFWG)** will be responsible for:

- (1) Identifying, in coordination with their respective parent command/activity, current and future (5-year planned intake) Fellow requirements by career program pairing and permanent duty location;
- (2) Applying knowledge of mission priorities and criticality in determining permanent duty locations;
- (3) Based on input from the Army Commands, MSCs and HQ staff elements, recommending permanent duty locations for Fellows to the SES CFB; and
- (4) Reviewing and recommending course of action for hardship cases and present recommendation to the Corporate Fellows Board for final decision.

f. **SES Corporate Fellows Board (CFB)** will be responsible for:

- (1) Serving in an advisory capacity to the Commanding General, AMC;
- (2) Formulating and recommending to the HQ AMC ODCS G-1 policies and procedures pertinent to the administration and management of the Fellows program;
- (3) Serving as panel members to interview and select new Fellows;

- (4) Periodically visiting the AMC Logistics Leadership Center to demonstrate personal commitment to the Fellows by providing mentorship and career guidance;
- (5) Selecting and appointing CFWG Committee members;
- (6) Guiding the operations of the CFWG Committee; and,
- (7) Delegating certain responsibilities, as agreed to by the entire board, to the Working Group Committee.

g. TRADOC Fellows will be responsible for:

- (1) Attaining and maintaining the required level of security clearance;
- (2) Meeting or exceeding all required training and objectives of the program;
- (3) Maintaining at least an overall 3.0 grade point average with a minimum grade of B in all graduate level work. The Fellow is responsible for reimbursing the Government for classes that result in a grade D or lower;
- (4) Accepting the challenge of assuming rotational assignments;
- (5) Providing a status of current work assignments to the PDL supervisor every 90 days, discussing progress toward meeting the objectives of the program;
- (6) Displaying professional behavior that is representative of the Command and the Department of the Army; and,
- (7) Participating in the formal evaluation of the program as requested.

h. Fellows Mentors will be responsible for:

- (1) Serving as role model in terms of values, ethics and professional practices;
- (2) Providing objective feedback and serving as a resource for career progression;
- (3) Conducting periodic discussions with TRADOC Fellow and providing general advice and guidance; and,
- (3) Participating and providing feedback via Exit Interviews/Post Surveys in coordination with PDL supervisor if requested.

13. Resignation and Early Placement/Graduation from Program

a. In accordance with all applicable agreements and agency/federal regulations, Fellows who resign from the program and/or separate voluntarily/involuntarily from federal service prior to their official graduation date may be required to repay the full or a prorated portion of any recruitment bonus, tuition/training, transportation allowance, and/or other benefits received in conjunction with his/her employment as a Fellow. Any amount of repayment due the Government will become the responsibility of the Fellow and must be paid in full IAW 31 USC Chapter 37, Claims of the U.S. Government; 49 CFR Part 1017, Debt Collection; and/or any other applicable regulations. The net amount of reimbursement due upon separation will be contingent upon actual date of

separation and gross amount of expenses incurred during the Fellow's training, and will be calculated by HQ TRADOC, Civilian Human Resources Directorate.

b. TRADOC Fellows may be placed early by the parent organization onto a full-time local manpower space. Fellows will continue to complete all required training and receive training resources for that training until the actual date of graduation from the Fellows program.

14. Other (Miscellaneous)

a. **In-Processing at the PDL:** As a courtesy, PDL supervisor should notify the local CPAC of the incoming Fellow. It is the discretion of the local CPAC to formally in-process the Fellow(s). Fellows are in-processed when they arrive to ALLC.

b. **Initial RPA to PDL:** ALLC will complete the RPA and PCS Orders for Fellows move to the PDLs.

c. **Household Goods:** Request for 90-day extension must be submitted in writing (via email) to extend storage of household goods. Specific dates must be provided. Request should be submitted thru the PDL supervisor if requested after Fellow arrives and/or PDL supervisor may submit the request in advance of Fellows' arrival to the TRADOC Fellows Program Manager.

d. Fellows Time and Attendance:

(1) Fellows Time and Attendance Reports are managed by ALLC during the Fellows' first and second years. During the Fellows' third year, the Time and Attendance Report will be managed at the Fellows' PDL.

(2) Fellows Time and Attendance Report (Appendix A) will be completed by the Fellow and provided to the PDL supervisor to approve and initial. Completed Time and Attendance Report must be faxed to ALLC, ATTN: Mr. Ron Higgins, DSN 829-2198 or DSN 829-4353, commercial 903-334-2198 or 903-334-4353 by close of business on the last Thursday of a pay period.

e. Training Requests (SF182) and TDY Orders (Defense Travel System):

(1) Fellows will use the Resource Allocation Selection System (RASS) to submit all training requests. RASS is an automated system for those on ACTEDS funding, e.g., DA ACTEDS Interns, Fellows, and Competitive Professional Development Training. The Fellow will input the training information by completing the on-line RASS form. The PDL supervisor will receive an email alerting him/her of the RASS document requesting approval. After the PDL supervisor approves the form, the TRADOC Fellows Program Managers must approve. The document is approved by the Army G-1, Budget Administrator. The Fellow will receive an email notification the training document has been approved. The Fellow should print the SF182 pdf file. RASS link:

<https://acpwap.army.mil/rass/>

(2) All DTS orders initiated by Fellows must have a SF182 attached before approval by Army G-1, Budget Analyst.

(3) Fellows will complete their DTS orders (DD Form 1610) in accordance with DTS guidance. PDL supervisors should assist Fellows where needed.