



## Frequently Asked Questions

### 1. How does one obtain an application?

Applications are not used; instead each Service/Agency nominates qualified individuals through their own review, selection, and nomination process. Guidance and instructions are sent to each service/agency and are also located on the Office of the Assistant Secretary of Defense (Logistics & Materiel Readiness) Transportation Policy website: <http://www.acq.osd.mil/log/tp/tranmgt.htm>

### 2. How does one apply for the program?

Individuals may apply for consideration within their sponsoring DoD Service/Agency by submitting a resume and one-page paper stating why they should be considered for the program. Each Service/Agency is encouraged to nominate qualified individuals through an internal review, selection, and nomination process. Civilian nominations should include an updated SF 171, OF 612, or resume, the most recent performance appraisal, and a signed copy of the training agreement. Military nominations should include a biographical summary which summarizes their assignment history and educational background.

### 3. Who is eligible to compete for the program?

DoD civilians (GS-13 to GS-14 or YA-02/03) and military officers (04 to 05).

### 4. How and when is the nomination process started each year?

A memo from the Assistant Secretary of Defense (Logistics and Materiel Readiness) is usually sent to DoD Services and Agencies in January (see distribution list below). Each of the Services' headquarters is encouraged to submit at least two nominations. USTRANSCOM and DLA may submit up to two nominations each. Reserve and National Guard headquarters may submit one nomination each. Nominations should be forwarded through the Service or Agency to the ASD(L&MR) in early February. and nominees will be notified by March.

#### **Distribution list for the Supply and Transportation Fellows Program:**

CHIEF, NATIONAL GUARD BUREAU  
COMMANDER, U.S. TRANSPORTATION COMMAND  
DEPUTY CHIEF OF STAFF FOR LOGISTICS (G-4), U.S. ARMY  
DEPUTY CHIEF OF NAVAL OPERATIONS FOR FLEET READINESS AND LOGISTICS (N 4), U.S. NAVY  
DEPUTY CHIEF OF STAFF FOR LOGISTICS, INSTALLATIONS AND MISSION SUPPORT, U.S. AIR FORCE  
DEPUTY COMMANDANT, INSTALLATIONS AND LOGISTICS, U.S. MARINE CORPS  
COMMANDER, NAVAL RESERVE FORCES COMMAND  
COMMANDER, MARINE FORCES RESERVE  
COMMANDER, AIR FORCE RESERVE COMMAND  
CHIEF, ARMY RESERVE  
DIRECTOR, DEFENSE LOGISTICS AGENCY

### 5. What is the period of the program?

The program begins in July and is one-year in length.



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### **6. What type of individual is OSD looking for?**

The Department seeks only highly motivated military and civilian logisticians that have demonstrated senior leadership potential who will help lead and manage DoD's Future Logistics Enterprise. Participants must be self-starters, willing to learn and experience others aspects of DoD logistics, and be dedicated to immersing themselves into each assignment.

### **7. What is expected of an OSD Fellow during the program year?**

The fellowship year is a busy and challenging time. Fellows are expected to fully engage in their work placement, which lies at the heart of an OSD fellowship. Work assignments can offer unparalleled experience working with DoD officials on challenging issues.

Fellows also are expected to fully participate in four or five domestic policy trips and several day trips to include such locations as Capitol Hill and the Defense Logistics Agency.

The fellowship year is a full-time commitment. Fellows are expected to focus full time on their work in this program and sponsoring organizations are asked not to require the Fellows to continue to work issues related to their home station.

During the year, leave can be taken if authorized by your OSD fellow's coordinator. However, OSD would prefer you take your leave before or after the program year.

### **8. Are applicants required to have or obtain a security clearance?**

Yes. Nominees must have and maintain a secret clearance.

### **9. Are Fellows provided with compensation and benefits?**

Yes. Salaries, official travel, and per diem expenses for participants in the program will be paid by their sponsoring service or agency, and if applicable will receive long-term TDY benefits in accordance with the Joint Travel Regulations (JTR). If required, travel in support of OSD mission requirements shall be funded by OSD.

### **10. I am a Service member; will I be authorized for the OSD badge?**

No. In accordance with DoD 1328.33-M, the policy requires Service members to be assigned to OSD on a permanent basis. OSD Supply and Transportation Fellows are temporarily "on loan" to OSD and officially occupy positions on the manning documents of their sponsoring organizations.

### **11. Where can I get more information on the program?**

- Contact your organization's training or human resources office.
- Visit the OSD Fellows Program Web site at <http://www.acq.osd.mil/log/tp/tranmgt.htm>
- E-mail the OSD Fellows Program at: [osd.fellows@osd.mil](mailto:osd.fellows@osd.mil)