



# Fellowship Application



## Application

Applicants are required to submit the attached application form, a résumé, a letter of endorsement from the department or agency head acknowledging the time commitment associated with and support for participation in the program, and a written statement (two pages or less).



## Eligibility

This fellowship is available for current employees in a mid- to senior-level position from an SLTT agency who possess a working knowledge of the terrorism and homeland security threats.

Selected fellows will be required to have or obtain a Top Secret (TS)/Sensitive Compartmented Information (SCI) clearance prior to beginning the fellowship. DHS will sponsor any necessary clearance upgrades for selected applicants.



## Duration

The fellowship will last for 12 months in the Washington, DC, area, with an option to extend for an additional 12 months in order to apply the knowledge and skills gained from the fellowship in the Fellows' home jurisdiction via the fusion center in their home area of responsibility (AOR). During this second year, Fellows will be based out of the fusion center in their home AOR and will retain DHS-sponsored TS/SCI clearances until the completion of the fellowship.



## Accommodations and Reimbursements (Year One)

Fellows who do not reside within reasonable proximity to Washington, DC, will be provided temporary quarters in

the Washington, DC, metropolitan area. The cost of travel and per diem will be assumed by I&A, including incidental and miscellaneous expenses, lodging, and transportation. I&A will fund travel for four (4) trips home per year to ensure coordination with the home agency. Details of allowable expenses and instructions for reimbursement will be provided after fellowship selection and prior to the start of the fellowship. All other expenses and the participant's salary are the responsibility of the Fellow's home agency.



## Accommodations and Reimbursements (Year Two)

All costs associated with the second year of the fellowship will be the responsibility of the home agency. However, I&A will fund travel for four (4) trips to DHS Headquarters in Washington, DC, per year.



## Selection

I&A will coordinate a selection committee to review all fellowship applications. The committee will review applicant experience and eligibility, conduct applicant interviews, and make final selections. Once the committee renders its decision, I&A will notify the applicant and agency in writing. Upon acceptance by the applicant and home agency, I&A will coordinate the development of a Fellows Development Plan with the applicant and the home agency.



## For More Information

For more information on the application process or fellowship program, please contact [SLTTPartnerEngagement@hq.dhs.gov](mailto:SLTTPartnerEngagement@hq.dhs.gov).

# Fellows Program Application

Please complete the Fellows Program Application and submit the completed form, along with a résumé and a letter of recommendation, to [SLTTPartnerEngagement@hq.dhs.gov](mailto:SLTTPartnerEngagement@hq.dhs.gov).

## Contact Information

Name (Last, First, Middle) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone (Office) \_\_\_\_\_ (Cell) \_\_\_\_\_ E-Mail \_\_\_\_\_

## Employment

Title \_\_\_\_\_  
Fusion Center Affiliation, if any \_\_\_\_\_  
Home Agency \_\_\_\_\_  
Agency Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Description of Role, Responsibilities, and Duties Related to Intelligence and Information Sharing:

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Name \_\_\_\_\_  
Supervisor Phone Number \_\_\_\_\_ Supervisor E-Mail \_\_\_\_\_

## Education and Training

Name of College or University \_\_\_\_\_  
Major/Concentration \_\_\_\_\_  
Degree/Credit Hours Completed \_\_\_\_\_  
Other Specialized Skills, Schools, and/or Training: \_\_\_\_\_

## Other

Do you currently hold a security clearance? • Yes • No  
If yes, please list the level and sponsoring agency: \_\_\_\_\_  
If selected for the fellowship, will you require housing? • Yes • No  
If selected for the fellowship, will you require transportation? • Yes • No  
Will your agency support a second year on-site at the fusion center in your AOR? • Yes • No

Please identify the location and position you would like to apply for:

- DHS Office of Intelligence and Analysis (I&A)
- NCTC Joint Counterterrorism Assessment Team (JCAT)
- Terrorist Screening Center (TSC)

Please provide a written statement (no more than two pages) addressing the following:

- The specialty you are seeking in the Fellows Program. (Applies to DHS I&A location only)
- The learning objectives you plan to gain while in the position.
- The unique experience you will bring to the position.
- How your participation will strengthen information and intelligence sharing partnerships in your area.
- How you can contribute to joint analysis and production.
- The objectives you would like to accomplish in your jurisdiction following the completion of the first year of the fellowship.

Participants in this fellowship program acknowledge that they are required to handle information in accordance with all applicable laws and policies, such as the Fourth, Fifth, and Fourteenth Amendments to the U.S. Constitution; the Privacy Act of 1974; the Federal Records Retention Act; 28 CFR Part 23; Office of Justice Programs, Criminal/Intelligence Systems Operating Policies; and Executive Orders 12333 and 13388.