

## ARMY CONGRESSIONAL FELLOWSHIP PROGRAM (ACFP)

### MOBILITY AGREEMENT

**GENERAL.** To maximize the Army's return on investment and provide an avenue for full utilization of the competencies acquired through the ACFP, Army civilian employees participating in the program are required to serve a 12-month utilization tour immediately following graduation from the George Washington University Masters in Legislative Affairs Program. After the utilization tour, ACFP graduates will be permanently placed in a position at the same or equivalent grade/level held upon entrance into the program.

The utilization tour and follow-on placement may require that the participant be assigned or reassigned in a manner that constitutes a change to his/her organizational or functional areas and/or in a manner that causes the participant to be relocated outside of his/her current geographic commuting area. Accordingly, execution of a mobility agreement is a required condition of participation in the ACFP.

The authority for this mobility agreement derives from Department of Defense (DoD) Instruction 1400.24 (Civilian Mobility Programs), certified current as of 1 December 2010. Participation in the ACFP provides significant benefit to both the Army and the participant. The participant is provided a professional development opportunity designed for high-performing Army officers and civilian employees. The Army, in turn, benefits from the increased capabilities of the participants. However, to fully realize these benefits, the Army must retain the flexibility to assign and reassign participants to meet the needs of the Department of the Army.

**AGREEMENT.** As a condition of my participation in the Army Congressional Fellowship Program:

I, \_\_\_\_\_, agree to accept placement in the utilization assignment provided to me and thereafter to accept placement in a permanent position that is the same or equivalent to my current grade/level, and that may require an organizational, functional and/or geographic move.

**ACKNOWLEDGMENT.** I understand that:

a. Reassignment to a different position at the same or equivalent grade/level as the position currently held is expected to occur following the 12-month utilization tour; however, this is subject to change depending on the needs of the Army.

b. My preferences for an assignment will be considered when the Army is making assignment decisions, but I understand it may be necessary to assign me to an organizational, functional or geographic area that I have not indicated as a preference, to meet the Army's needs.

c. Efforts will be made to notify me at least 90 days in advance if I am to be reassigned to an Army position that requires a geographic move. However, essential mission requirements may dictate shorter notice.

Employee Initials \_\_\_\_\_

Mobility Agreement

d. Permanent change of station (PCS) expenses authorized in conjunction with my placement in the follow-on assignment will be paid in accordance with the DoD Joint Travel Regulations, Volume 2, Chapter 5. If the participant successfully completes the ACFP, including the utilization tour, and accepts the follow-on placement, approved PCS costs to the designated follow-on assignment will be funded by the G-37/Civilian Training and Leader Development Program.

e. I must notify G-37/TRV and CSLMO immediately of any emergency or hardship that arises during my participation in the program that affect my ability to comply with this mobility agreement and/or the continued service agreement.

f. I may request release from this mobility agreement based on unexpected hardship. The hardship must not have existed prior to my selection and approval to participate in the ACFP. I must submit any request for release from this agreement thru my chain of command or supervision thru the G-37/TRV Civilian Training and Leader Development Program Office to CLSMO for review and action by the ASA (M&RA). I understand that I may be asked to submit additional documentation in support of my request. I further understand that if I am encumbering or slated to encumber an acquisition position, the ASA (ALT) will make the determination on my request for release from this agreement.

g. **Failure to Comply.** If I refuse assignment or reassignment or otherwise fail to comply with this mobility agreement I understand:

- (1) The Department of the Army shall not be responsible to find me another position or placement.
- (2) The G-37/TRV Civilian Training and Leader Development Program Office shall not be responsible to centrally fund my PCS costs.
- (3) I may be removed from federal service if necessary to promote the efficiency of the service.
- (4) Failure to comply may also have an adverse impact on my eligibility to qualify for discontinued service retirement and/or on my entitlements to severance pay (e.g., in the event of a reduction in force or transfer of function).

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee full name (typed or printed): \_\_\_\_\_

Current position title, series and grade: \_\_\_\_\_

Duty station: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone numbers (commercial & DSN): \_\_\_\_\_

Employee Initials \_\_\_\_\_

**PRIVACY ACT STATEMENT**

**Authority:** 10 U.S.C. 3013, 5 U.S.C. 301, DoDI 1400.24.

**Principal purposes:** This information will be used to memorialize a participant's acceptance of the terms of the mobility agreement that is required for participation in the ACFP program.

**Routine Uses:** The DoD "Blanket Routine Uses" apply to this system. The "Blanket Routine Uses" are available at [http://dpclo.defense.gov/privacy/SORNs/blanket\\_routine\\_uses.html](http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html).

**Disclosure:** Voluntary, however, failure to provide the requested information may result in a delay of processing, the inability to contact you about your responsibilities under this mobility agreement or the Army's decision that the agreement was not properly entered into, thus preventing further participation in the ACFP.

Employee Initials \_\_\_\_\_