

**U.S. DEPARTMENT OF ENERGY
AND
NATIONAL NUCLEAR SECURITY ADMINISTRATION (NNSA)**

Commerce Science and Technology Fellowship (ComSci)

- Objective:** The purpose of the ComSci Program is to provide a hands-on learning experience for participants, increasing their understanding of: technological innovation as a source of national and international economic growth; the relationship of science and technology to government policies on economics, trade, education, and fiscal matters; the organization of scientific and technological activities in the Federal Government; and the technical activities and problems in other executive, legislative, and judicial agencies of the government, thereby motivating and encouraging the development of cooperative endeavors and programs.
- Eligibility:** To be considered eligible for the ComSci Program, applicants must be career Federal Government employees of the Executive Branch; must be U.S. citizens; must have completed their undergraduate education; must be a level GS-13, GS-14, or GS-15 (or equivalent) in a professional or management series or SES; and must be nominated by their agency for consideration by the program.
- Program Overview:** Two ComSci options are offered to applicants:
- 1. The ComSci Program With Work Assignment (Full-time Program)**
- This option offers a 10-month, intensive and challenging work assignment in an executive or legislative branch office (generally in the Washington Metropolitan Area), coupled with the policy study and leadership program of weekly-scheduled ComSci seminars, site visits, and other activities.
- 2. ComSci Program Without Work Assignment (Part-time Program)**
- This option offers a 10-month policy study and leadership program without the work assignment. This option allows individuals to participate in ComSci on a once-a-week, part-time basis. Participants continue to work at their home agencies throughout the duration of the program while attending weekly and specially scheduled ComSci events. Option 2 is best suited for individuals in the Washington Metropolitan Area or for individuals who are able to commute to Washington, D.C., for one day each week.
- For full-time or part-time participants, the ComSci Program combines intensive education and orientation activities. The ComSci Fellows experience a broadening of knowledge and understanding not achievable through traditional fellowship programs. In turn, the ComSci Program develops, within the personnel of the federal service, the skills, and resources needed to conceive, plan, and effectively and intelligently implement national programs dealing with complex scientific and technological issues.
- Components:** Through weekly seminars, site visits, and a policy study trip, Fellows delve deeply into the “how’s, why’s, and where’s” behind decision-making, increasing their knowledge and understanding of science and technology policy-making and management. In addition to the structured study provided by the seminars, Fellows typically spend 10-months on a policy-related assignment in another Federal agency or on Capitol Hill.
- Cost:** **DOE:** Please contact Johnny McChriston at 505-245-2134, or email him at Johnny.mcchriston@hq.doe.gov directly to discuss costs associated with this fellow program.
- NNSA Employees:** This program is not corporately sponsored by NNSA.
- Program Cycle:** 10 months, beginning in September 10, 2009
- Continued Service Agreement:** Successful applicants must sign a Continued Service Agreement in order to participate in this program. The form is available on the ETS web site, http://humancapital.doe.gov/resources/Continued_Service_Agreement_Form.pdf, and should be included with the nomination package. The period of obligated service is 255 days.

**Nomination
Procedure:**

DOE: a designated agency representative nominates Applicants for consideration for the ComSci Program. In general, nominations are based on the candidate's qualifications, accomplishments, and potential for career growth. Nomination by an agency does not ensure a candidate's selection by the ComSci Program.

*The signature of the nominating official denotes agreement to support the applicant's salary, fringe benefits, housing or relocation expenses required, and local travel expenses.

Step 1: For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment in Course #001563, Session 0003. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process.

Step 2: When the training request is approved, complete a nomination package; it must include complete Nomination form, application, and supporting documentation. Each package must be coordinated through his or her training liaison/coordinator located at <http://humancapital.doe.gov/resources/M-7-C2%20jj-ProgLiaisons-Coordiators-5-20-08.pdf>.

Step 3: Submit nomination materials to Johnny McChriston, Human Resources Team Lead, Office of Learning, and Workforce Development via email, Johnny.mcchriston@hq.doe.gov, or fax the package to 505-245-2113.

NNSA Employees: This program is not corporately sponsored/funded for FY09

Nom. Due Date: **DOE: April 14, 2010**

NNSA: N/A

Points of Contact: Johnny.McChriston@hq.doe.gov Human Resources Team Lead, Office of Learning, and Workforce Development, Enterprise Training Services at (505) 245-2134, e-mail Johnny.McChriston@hq.doe.gov. In addition, you may contact Jessica.Dishta@hq.doe.gov, or call her at 505-245-2116.

NNSA POC: Molly Saenz, Career Development Specialist, NNSA Service Center, OHCMS, Learning & Career Development Center, (505) 845-4306 or msaenz@doeal.gov.

**Additional
Information**

More detailed information on the program is available on the ComSci website at <http://www.comsci.nist.gov/index.html>.