

# National Air Grant Fellowship Frequently Asked Questions

## FAQs

### **Is there an opportunity to telework?**

Congressional offices are meeting in person on Capitol Hill as well as FAA offices. Fellows should assume they will be asked to do the same. However, this is dependent upon the office that the fellow is working for.

### **How many hours will fellows work a week?**

8 Hours a day and/or 40 hours per week. The Fellowship is considered full-time. Fellows should assume the work schedule will follow standard office hours, approximately 8:30am to 5:00pm eastern standard time. There may be some flexibility to this based on individual office assignments.

### **What type of accommodations or concessions can be made for academic responsibilities?**

Since this is a full-time position, accommodations and concessions will be at the discretion of a supervisor. However, with sufficient notice it is likely that accommodations can be made.

### **How often are fellows compensated?**

Biweekly

### **Are fellows eligible for benefits and paid time off?**

Yes, as full-time federal employees, the fellows will have access to health and retirement benefits. Additionally, Fellows will accrue four (4) hours of sick and annual leave per pay period. Because Fellows will spend most of their time on detail to a Congressional or Executive office, leave must be coordinated with supervisors in that office as well as the FAA program office. The FAA uses the CASTLE system to request leave. Fellows will be trained on this system during the orientation process.

### **What will the daily workflow look like?**

The workflow is likely to be highly dynamic. The fellow can expect to research various topics requested by Members of Congress and senior staff, have a hand in crafting legislation, and advise personal and committee staff on technical issues related to aviation. With that in mind, the fellow may also be included on work outside of transportation and aviation as required by Members.

**What will or should the first 90 days look like for fellows in terms of training, onboarding, workload, and other duties?**

During the first month of the fellowship, fellows will undergo training and onboarding. This is likely to include meeting with different FAA LOBs to learn about the FAA and Congress. From there the fellow will join their assigned Congressional or Executive office, likely in late July. Each assignment office will have their own onboarding and orientation processes that are likely to include meet and greets with staff and other networking opportunities. The Congressional or Executive office will assign fellows their work portfolios.

**Will there be any additional responsibilities outside of the required work hours (e.g., attendance at special events or weekend activities)?**

The program office is planning activities that could go outside of work hours. These may include professional development opportunities such as touring the FAA Command Center in Vint Hill, Virginia, or optional team bonding activities such as attending a Washington Nationals baseball game.

**Is there a minimum number of professional development activities fellows will be required to attend per month?**

The fellows will be expected to attend monthly meetings with FAA Lines of Business but are free to attend opportunities provided by Congress as well.

**Will fellows be able to pick a congressional staff office, or will they be assigned to one?**

Fellows will be assigned to congressional offices. The legislation also requires an equal distribution of fellows for both political parties.

**Is there a contractual obligation fellows will have to sign or adhere to for the position?**

The fellows will be expected to sign a fellowship agreement. This document will lay out expectation of both the fellow and program office but is not a traditional contract.

**Will there be an opportunity to apply for FAA positions after successful completion of the fellowship?**

After the completion of the program, the fellows may be eligible for selection to various positions throughout the agency. Since the fellows are going to already be employed by the FAA, the appointment process should take less time than traditional hiring paths. Throughout the course of the fellowship, fellows will meet with different FAA senior staff in the various FAA Lines of Business (LOB) (e.g., Air Traffic Organization, Commercial Space Transportation, Office of Airports, etc). Both the fellows and LOBs will use this time to evaluate level of interest and potential for future employment.