

## GENERAL INFORMATION

### What is the Fellowship Program?

The Fellowship Program provides an immersive experience within the Department of the Air Force (DAF) innovation ecosystem. Participants will gain Innovation Education, Experience, and Exposure designed to enhance their skill sets, which can be applied upon returning to their respective units to foster a culture of innovation.

### Who is eligible to apply?

All active duty members and Federal Employees with the Air and Space Force are eligible to apply.

### What is the duration of the fellowship?

6 Months.

### Where does the fellowship take place?

The fellowship is primarily conducted remotely within a DAF owned or leased facility, with opportunities for Temporary Duty (TDY) assignments.

### What does a DAF owned or leased facility mean?

It is a facility that is owned or being leased by the Department of the Air Force to comply with the Return to Office (RTO) Executive Order.

## APPLICATION PROCESS

### How do I apply?

An application link will be available during specified time frames via the Traditional Fellowship webpage, social media posts, or direct email communications. Follow the link, fill out all required info, and include a resume.

### What are the selection criteria?

The criteria will be based on experience, skills, certifications, education, leadership qualities, work ethic, and alignment with project or program needs.

### What is the application deadline?

Deadlines are clearly communicated through various platforms. Each cohort operates on different deadlines to ensure a smooth onboarding and offboarding process.

### When will I know if I've been accepted?

Notifications of acceptance are sent approximately two weeks after the application deadline, allowing time for a comprehensive review of applications and interviews.

## PROGRAM BENEFITS

### What does the fellowship include?

The program provides full-time remote work opportunities, funded TDYs, educational and networking opportunities, exposure to emerging technologies, and unique innovation experiences.

### What training or workshops are provided?

You will receive training on innovation techniques and processes, funding pathways for projects, collaborative platforms for innovation, and transition support programs.

### What will I receive upon completion?

Fellows will receive a Letter of Appreciation (LOA) before returning to their units.

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## EQUIPMENT REQUIREMENTS

### What equipment is required for participation?

Fellows must have access to:

- A reliable computer, laptop, or tablet (system requirements will be specified, if applicable).
- A stable internet connection within the DAF facility they will be working out of (minimum bandwidth specifications may apply).
- A webcam and microphone for virtual meetings.
- Any required software or tools (e.g., Zoom, Microsoft Office, Adobe, etc.).

### Will the program provide equipment or reimbursements?

No, participants are responsible for ensuring they have the necessary equipment.

### What should I do if I don't have the required equipment?

Contact your home unit for assistance. Also, your Communications squadron may have spare computer equipment they can sign out to you. These arrangements should be made prior to applying for the program.

## TELEWORK INFORMATION

### Can fellows participate remotely?

We are no longer fully remote due to the Return To Office (RTO) Executive Order. Fellows must find a DAF owned/leased facility to perform operations for their selected programs or projects.

### Are there specific working hours or time zones for telework?

Full-time participants are expected to adhere to standard working hours comparable to those at their home unit. Time zone differences will be coordinated with the assigned Host to establish an effective work schedule.

### Will telework impact my ability to participate in all activities?

Fellows are expected to participate fully in all virtual events, workshops, and meetings regardless of location.

### Will I be reimbursed for telework expenses?

No, you are responsible for ensuring you have the necessary resources to work remotely.

## COMMITMENTS AND EXPECTATIONS

### What are my responsibilities as a fellow?

Fellows are responsible for completing assigned tasks, representing their home unit, and the U.S. Air Force/Space Force professionally, maintaining communication with their home unit, attending required meetings, supporting events, and engaging with innovation education materials.

### Do I have commitments at my home unit?

Yes, you are still part of the Air Force. This means you must maintain compliance with mandatory training, physical fitness requirements, medical appointments, and other obligations. It is highly recommended that these requirements be completed before the fellowship to prevent conflicts.

### Is the fellowship position a billeted position?

No, the fellowship position is an out-of-pocket position.

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**What is the time commitment required?**

Full time will be the normal 40 hours.

**Can I take leave during the fellowship?**

To ensure a successful fellowship, participants are encouraged to maximize their 6-month experience. While leave is possible, excessive absences may impact project completion, learning outcomes, and the overall value of the fellowship.

**Is there a travel requirement?**

No, travel is not a requirement. However, multiple TDY opportunities may arise. Ensuring an up-to-date Defense Travel System (DTS) profile and Government Travel Card (GTC) will facilitate a smooth experience.

**OTHER QUESTIONS****Can international candidates apply?**

Currently, the Fellowship Program is available to active-duty Air Force members, and Federal Employees. Future program expansions may include international candidates as relationships evolve.

**What happens after the fellowship ends?**

You may be recommended for an extension or transition into the Developmental Special Experiences (DSE) Program. Additionally, they will be granted access to the Fellowship Teams Channel, which provides extensive innovation resources for continued use at their home station.

**Who can I contact for more information?**

Contact the fellowship team at [afrl.fellowship.support.int@afwerx.af.mil](mailto:afrl.fellowship.support.int@afwerx.af.mil).

**Please stay in contact with your Unit Supervision. Maintaining rapport will help alleviate any questions or concerns they may have during your time in the fellowship, as well as help maintain accountability.**