

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**D.C. Department of Human Resources**

This instruction may be accessed electronically at [www.dchr.dc.gov](http://www.dchr.dc.gov), by clicking on the "*Electronic-District Personnel Manual*" link under the "*Policies and Procedures*" tab; and the "*View Issuances to this Chapter*" link for Chapter(s): 9

## District Personnel Manual Issuance System

**E-DPM Instruction No. 9-41**

**SUBJECT:** Capital City Fellows Program

**Date:** May 14, 2013

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**NOTE:** This instruction supersedes E-DPM Instruction No. 9-39, *same subject*, dated April 13, 2013.

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### 1. Purpose

The purpose of this E-DPM instruction is to provide information on the following changes to the Capital City Fellows Program ("Program"):

- a. The duration of the Program is reduced from two-year (2-year) to eighteen-month (18-month);
- b. The number of rotations is reduced from four (4) six-month (6-month) to three (3) six-month (6-month); and
- c. The number of District government agencies the Capital City Fellow will work in is reduced from four (4) to three (3).

### 2. Authority

D.C. Official Code § 1-609.04(6); Chapter 9 of Subpart B of Title 1 of the D.C. Municipal Regulations, Excepted Service; and Chapter 14 of the regulations, Performance Management.

### 3. Program Overview

- a. The Program was established in 1999 as a means for attracting recent graduates of master's degree programs in **public administration, public policy, urban planning, and related fields**, to work for the District government.
- b. The purpose of the Program is to expose its participants to a wide range of governmental operations in a relatively short period of time. Participants are expected to be involved in the design, implementation, monitoring and evaluation of assigned projects and other facets of District government operations.

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*Note: E-DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions.*

**Inquiries:** Workforce Development Administration, DCHR (202) 442-9700

**Distribution:** Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

**Retain Until Superseded**

- c. Candidates apply and compete for an eighteen-month (18-month) fellowship appointment working in various District government agencies.
- d. Each Capital City Fellow selected for the Program will work in three (3) different District government agencies over the course of the eighteen-month (18-month) Program, consisting of three (3) six-month (6-month) rotations. Exceptions can be made to this policy for budgetary reasons.
- e. The Program is administered by the Workforce Development Administration (WDA) within the D.C. Department of Human Resources (DCHR). Staff within the WDA is responsible for coordinating all aspects of the Program, including all placements, salary determination and administration.
- f. Placement of the Capital City Fellows are based on the needs of the participating agencies as well as each individual's experience, skills and preferences.. Every effort will be made to accommodate the placement preferences of participants.
- g. New Capital City Fellows begin their service in **October of every year.**

#### **4. Eligibility Criteria**

- a. To participate in the Program, a candidate must:
  - (1) Be a recent university graduate with an earned master's degree and a 3.5 or higher Grade Point Average (GPA). A waiver may be granted in exceptional cases; and
  - (2) Have earned his or her master's degree within two (2) years prior to the October start-date ("recency of degree requirement"). For example, a Capital City Fellow starting the Program in October of this year must have earned his or her master's degree within two (2) years of applying to the Program.
- b. The recency of degree requirement may be waived for any of the following reasons:
  - (1) The candidate earned his or her master's degree prior to the recency of degree requirement and is currently enrolled in a doctoral or post-doctoral program; or
  - (2) The candidate earned his or her master's degree prior to the recency of degree requirement, but within seven (7) years prior and has exhibited significant commitment to the District government or other local governments through paid or voluntary work.
- c. An individual who anticipates earning his or her master's degree after the October-start date will not be considered for the Program.

- d. A District government employee may apply to the Program; provided that, at the time of application, the employee meets the eligibility criteria as outlined in this section.
- e. A **Career Service permanent employee** selected to the Program will no longer have Career Service job protection rights upon acceptance of the appointment and conversion to the Excepted Service as a Capital City Fellow. Appropriate staff within the WDA must so inform the employee, and ensure that the employee understands this forfeiture provision and completes a statement to that effect.

## 5. Application Process

- a. Individuals applying to the Program must complete the on-line Emerging Leaders application on the DCHR website at [www.dchr.dc.gov](http://www.dchr.dc.gov), click under the link “Emerging Leaders Program.” All applications must include the following:
  - (1) Official graduate transcripts;
  - (2) Résumé; and
  - (3) Two (2) letters of reference (one academic and one professional).
- b. Selected individuals must complete a DC2000 Employment Application.
- c. The documents listed in section “5a” above must be received by the designated due date either electronically or by mail to the following address:

Capital City Fellows Program  
D.C. Department of Human Resources  
441 4<sup>th</sup> Street, N.W., Suite 330 South  
Washington, D.C. 20001  
Email: [capcity.fellows@dc.gov](mailto:capcity.fellows@dc.gov)

## 6. Interview Process

- a. As part of the selection process, a committee reviews all applications and determines which candidates will be invited to an **all-day interview session** held in June of each year prior to the start of the October Fellowship.
- b. Candidates are required to participate in the all-day interview session and must travel to the interview at their own expense.
- c. The committee evaluates applicants based on an individual interview, a group exercise, and a writing exercise.

## 7. Selection Process

- a. Each applicant will be assessed and ranked based on the following:
  - (1) Academic records;

- (2) Strength of the application submitted;
  - (3) Leadership potential;
  - (4) Potential for future professional growth; and
  - (5) Commitment to public service.
- b. Selected candidates will be notified in writing each year no later than **August 31st** of each year.

## **8. Type of Appointment, Salary and other Benefits**

- a. Capital City Fellows are appointed to the Excepted Service. A person appointed to a position in the Excepted Service serves in an “at-will” capacity; does not acquire permanent career status; and may be terminated at any time, with or without a stated reason, as provided in Chapter 9 of the regulations, Excepted Service.
- b. Capital City Fellows are paid from the Excepted Service Pay Schedule (“ES Schedule”).
- c. Upon initial appointment to the Program, Capital City Fellows will be placed at a pay level within the ES Schedule determined by the Director, DCHR.
- d. Individuals first hired by the District government as Capital City Fellows **on or after July 2006** will be paid at a salary of \$50,000 during their first (1<sup>st</sup>) year in the Program, or at whatever salary is subsequently determined by the Director, DCHR. In their second (2<sup>nd</sup>) year in the Program, and upon satisfactory completion of the first (1<sup>st</sup>) year of the Program, these employees will receive a salary increase of up to 4% contingent upon budgetary constraints.
- e. Capital City Fellows are eligible for health benefits, life insurance, and annual and sick leave accrual.

## **9. Domicile Requirement**

- a. Each Capital City Fellow is required to be a domiciliary of the District of Columbia at the time of appointment, or become a domiciliary of the District of Columbia within one hundred eighty (180) days of appointment, and must maintain a District domicile for the duration of the appointment.
- b. Failure to maintain a District of Columbia domicile for the duration of appointment will result in forfeiture of employment.

## **10. Responsibilities**

- a. Program Manager:
  - (1) Provide information about the Program;

- (2) Coordinate agency participation in all phases of the Program;
- (3) Monitor the application, interview and selection processes for the Program;
- (4) Determine the placements of Capital City Fellows with participating District government agencies;
- (5) Establish initial salary levels for Capital City Fellows in accordance to this issuance and submit appropriate documents for salary increases for Capital City Fellows beginning their second (2<sup>nd</sup>) year of the Program; and
- (6) Establish Program-related goals for each Capital City Fellow for inclusion in their performance plan. *See* Chapter 14 of the regulations, Performance Management.

b. Host Agencies

- (1) DCHR maintains a budget for the Program for a designated number of Fellows and host agencies. The number varies based on funding availability.
- (2) By **May 1**, agencies interested in hosting a Capital City Fellow (or Fellows) not funded through DCHR must submit to the DCHR a request for placement. Agencies will be required to provide proof of the availability of funding to absorb the placement of Capital City Fellows to full-time positions and the ability to pay the initial salary, fringe benefits, and any subsequent salary increases.
- (3) Each agency is required to enter into a Memorandum of Understanding with the DCHR that will specify the requirements for participation in the Program.
- (4) Agencies must agree in writing to grant Capital City Fellows administrative leave so they can attend approved Program-sponsored activities.

c. Capital City Fellows

- (1) During the eighteen-month (18-month) Program, each Capital City Fellow shall actively participate in the development of his or her own learning, career development, and advancement.
- (2) Attendance and active participation in all scheduled professional development activities are mandatory. Professional development activities include meetings and training activities scheduled by the WDA and any agency-sponsored seminars and other skill building workshops, as required by a supervisor. Capital City Fellows must provide the Program Manager advanced notice if they are unable to attend scheduled meetings or training. Capital City Fellows with poor attendance at mandatory training activities may be denied salary increases, or terminated from the Program.

**11. Performance Evaluation**

Capital City Fellows will be rated in accordance with the provisions of Chapter 14 of the regulations, Performance Management.

**12. Termination from the Program**

- a. A Capital City Fellow may be terminated from the Program at any time.
- b. The Program Manager will prepare a written recommendation for each termination action.
- c. A Capital City Fellow being terminated from District government service is entitled to receive a written notice of at least fifteen (15) days prior to the effective date of the termination.
- d. A Capital City Fellow does not have the right to formally grieve or appeal his or her termination from the Program.

  
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Shawn Y. Stokes  
Director