



ANNOUNCEMENT AND APPLICATION KIT

IEEE-USA 2010 ENGINEERING AND DIPLOMACY FELLOWSHIP

Dear IEEE U.S. Member:

Thank you for your interest in the IEEE-USA's Engineering and Diplomacy Fellowship Program, in collaboration with the U.S. State Department. Through our Government Fellowship program, IEEE-USA seeks to offer our members a unique educational experience, while providing the Executive Branch with a resource of technical experience and private sector perspectives that we hope will help foster effective public policy on the issues that affect IEEE and our profession.

This Application Kit provides you with all the essential information required to apply for an IEEE-USA Engineering and Diplomacy Fellowship. Included are:

1. Current State Department Fellowship Announcement
2. Application Instructions
3. Application Form

For additional information visit the Government Fellowship web site at <http://ieeusa.org/policy/govfel/default.asp>.

If you have any questions or need additional information regarding this application or IEEE-USA's Government Fellowship programs, please contact Bernadette Concepcion by phone at 202-530-8365, or by e-mail at b.concepcion@ieee.org.

The Institute of Electrical and Electronics Engineers - United States of America
2001 L Street, N.W., Suite 700, Washington, DC 20036
Phone: 202-785-0017 • Fax: 202-785-0835 • E-mail: ieeusa@ieee.org
WWW: <http://www.ieeusa.org>



ANNOUNCEMENT

IEEE-USA SEEKS APPLICATIONS FOR ENGINEERING AND DIPLOMACY FELLOWSHIP AT THE U.S. STATE DEPARTMENT

Washington, DC: IEEE-USA is seeking applications from IEEE U.S. members interested in spending a year as an Engineering and Diplomacy Fellow in the U.S. State Department starting in January 2010. The Fellowship provides an opportunity for an engineer to learn firsthand how scientific, technical and engineering (STE) knowledge can contribute to U.S. foreign policy, by providing assistance and expertise to the State Department on STE matters.

BACKGROUND: In an October 1999 report, the National Research Council concluded, "the Department [of State] needs the capability to understand how technological factors influence political and economic developments." In its 15 May 2000 response, the State Department recognized, "the growing significance of science and technology based issues in foreign policy and is aware that this trend will continue and accelerate. The Department is determined to do what is necessary to respond to this challenge and to meet its responsibilities in this area."

The State Department Science & Technology Advisor reached out to IEEE-USA and other science and engineering societies for help in building its S&T expertise; the result is the IEEE-USA's Engineering and Diplomacy Fellowship program. Other organizations currently providing State Department fellowships include the American Institute of Physics and the American Association for the Advancement of Science.

QUALIFICATIONS: Applicants must meet the following eligibility requirements:

- Be a U.S. citizen at the time of selection.
- Be an IEEE member in good standing at Member grade or higher for at least two (2) years.
- BS and 10+ years professional experience; MS and 5+ years professional experience; or PhD/ Post-doc entering the workforce.
- Possess or be able to obtain a security clearance ****PRIOR**** to the beginning of the fellowship.

The IEEE-USA Government Fellows Committee will screen the applicants. Among the factors considered are:

- length of IEEE membership,
- education,
- professional experience,
- previous public service/public policy expertise,
- IEEE volunteer activities,
- communication skills,
- demonstrated interest in foreign policy,

- foreign language proficiencies, and
- overall suitability for the Fellowship.

A joint IEEE-USA and State Department committee will then review the finalists, with the State Department giving final approval of the Fellow selection.

ASSIGNMENT: Once the Fellow is selected, he/she must immediately begin arrangements with the State Department to obtain a security clearance (if the Fellow does not already have a clearance). Currently, this requires a 4-6 month background check. For the security check, the Fellow will be asked to complete a clearance form, provide contact information, and make various disclosures.

Fellows are also required to attend a two-week orientation sponsored by the American Association for the Advancement of Science (AAAS). The Fellow will then interview with interested State Department bureaus and offices (see <http://www.state.gov/>) and choose an assignment from among the resulting opportunities.

IEEE-USA has no role in selecting the Fellow's assignment. The Fellow does not act as a representative of IEEE-USA during the Fellowship term, and is not considered an employee of IEEE-USA.

BENEFITS: Fellows receive either a \$65,000 or \$55,000 fellowship stipend from IEEE-USA, depending upon education and experience, plus \$5,000 in relocation assistance that can be distributed separately, or as part of the stipend. Payment of the Fellowship stipend is contingent upon the Fellow's receipt of the appropriate security clearance, participation in the AAAS orientation, and reaching agreement with the State Department on a suitable assignment.

HOW TO APPLY: Individuals interested in applying for the IEEE-USA State Department Fellowship should obtain an Application Kit from the IEEE-USA web site. The Application Kit can be downloaded at <http://ieeusa.org/policy/govfel/state.asp>. Submit the application both electronically and via regular mail to:

IEEE-USA

Attn: Engineering and Diplomacy Fellow
2001 L Street, N.W., Suite 700
Washington, DC 20036
(Phone) 202-785-0017
(Fax) 202-785-0835
b.concepcion@ieee.org

**The deadline for postmarking of completed applications for 2010 fellowships is
13 March 2009.**

The IEEE-USA Government Fellows Committee will select the finalists and invite them to interview in-person with the Committee and a representative of the State Department on 5-6 May 2009. Both IEEE-USA's Operating Committee and the State Department must approve the final candidate.

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WWW: <http://www.ieeusa.org>

**IEEE-USA ENGINEERING AND DIPLOMACY
FELLOWSHIP PROGRAM**

INSTRUCTIONS TO APPLICANTS

1. Please read the application form and program policies and procedures provided at http://ieeusa.org/policy/govfel/documents/Cong_Flwshp_Pgm_Gdlns.pdf to determine if you are eligible and able to serve.
2. If you have any questions, contact Erica Wissolik, Program Manager, Government Relations, IEEE-USA, at e.wissolik @ ieee.org, or Bernadette Concepcion by e-mail at b.concepcion @ ieee.org.
3. Complete the application and obtain all required attachments. Be sure to keep a copy for your file.
4. **Mail the completed application via email** to b.concepcion@ieee.org, **AND via a U.S. mail carrier** to:

IEEE-USA
Attn: Engineering and Diplomacy Fellow
2001 L Street, N.W. Suite 700
Washington, D.C. 20036

5. All documents must be **POSTMARKED** by close of business **13 MARCH 2009**, to be eligible for consideration.
6. WE WILL ISSUE an email acknowledging receipt of your application within a day or two of receipt. If you do not receive an acknowledgement of your application within a reasonable period, please contact the Washington office to make sure we have received it.
7. **If the Government Fellows Committee selects you as a finalist, you will be invited to interview in-person in Washington, DC at IEEE-USA's expense. The interviews are scheduled for 5-6 May 2009. An in-person interview at the scheduled time is mandatory and rescheduling the interview at a later date is not an option.**

**APPLICATION FOR IEEE-USA
ENGINEERING AND DIPLOMACY FELLOWSHIP**

1. Applicant's Name: _____
(Circle one) Mr./Ms./Mrs. (First) (Middle Initial) (Last) Member #
Miss/Dr.

2. Address (Home) _____ (Business) _____

(City, State, Zip)

(City, State, Zip)

3. Telephone (Home) (____) _____ (Business) (____) _____

(FAX) (____) _____ (FAX) (____) _____

4. E-mail Address: _____

5. IEEE Membership:

[_____ to _____] [_____ to _____] [_____ to _____]
Member Senior Member Fellow

(Note: Tenure as a student, an associate or an affiliate of IEEE does not count toward the two (2) year Member grade requirement)

6. Educational History:

Degree _____

Institution _____

Dates Attended _____

7. PE Licenses, Honors, Other Credentials (Describe) _____

8. Total years of professional level experience: _____

9. Citizenship: _____

(Note: Applicants must be a U.S. Citizen at the time of application or, at the latest, prior to selection.)

10. Foreign Language Proficiency (List Languages and Check Appropriate Box To Indicate Area of Fluency)
(Note: A foreign language proficiency is not required, but may be beneficial to the State Department.)

Four horizontal lines for language entry, each followed by checkboxes for Speak, Write, and Read.

11. Do you have a current security clearance? ___ YES ___ NO

If Yes, please indicate what level clearance: _____

If No, is there any reason why you would anticipate any difficulty in obtaining a security clearance?

___ YES ___ NO (You may attach an additional explanation)

Have you lived overseas? ___ YES ___ NO

12. May we contact your employer to verify your availability and employer financial support?

___ YES ___ NO (If NO, give reasons on an attached sheet.)

13. Where did you learn of the IEEE-USA Engineering and Diplomacy Fellowship?

Horizontal line for answer to question 13.

14. I hereby state that the aforementioned and attached information associated with this application is correct to the best of my knowledge. I give IEEE permission to use this data as required to select an State Department Fellow. If I am chosen, the application information may be included in publicity releases.

(Signature of Applicant)

(Date)

REQUIRED ATTACHMENTS

- 1. Cover letter stating applicant's reasons for applying, qualifications for the fellowship, any relevant foreign policy interests/experience, any other attributes or experiences that would make the applicant effective in this position, and the applicant's willingness to abide by the terms and conditions indicated in the program policies and procedures. The Letter-of Intent should also disclose any potential conflicts of interest.
2. Personal and technical resume; including IEEE activities, group/society affiliation.
3. Statement from employer authorizing a leave-of-absence and agreeing to supplemental salary and/or benefit support, or a letter of explanation by the applicant giving reasons for the absence of such authorization and for the expectation that it would be available at a later date, or stating other arrangements.
4. Three letters of reference including contact information. References should have direct knowledge of the applicant's character, professional competence, and particular attributes or experience that would enhance the candidate's suitability for this position. Letters of reference can be returned with the application or submitted separately to the address below.