

## **Mansfield Fellowship Program**

### **1. What is the Mansfield Fellowship Program?**

The Mansfield Fellowship Program—named after Mike Mansfield, former U.S. Ambassador to Japan, Senate Majority Leader, U.S. Senator and U.S. Congressman from Montana—is a first-of-its-kind program for both the United States and Japan. The two-year Fellowships enable U.S. federal government employees to develop an in-depth understanding of Japan, learn how its government works, and establish relationships with their counterparts in the government of Japan as well as in the business, professional and academic communities. For fellowship qualifications and nominations procedures, including more program [details, click here](#).

### **2. What is the application process within ITA and how are selections made?**

Business units will review training applications for perspective leadership and management development programs for employees within their unit and make a unanimous decision on the best ITA candidates for the training. The ITA Deputy Under Secretary reserves the right to use other selection mechanisms when appropriate.

### **3. Do employees need supervisor approval to apply for this program?**

Yes. Employees must gain supervisory approval to proceed with this program. If the Mansfield Fellowship Program receives applications without signed agency authorization, they will be considered incomplete and are disqualified.

### **4. What is ITA's responsibility if an employee is accepted for this program?**

The ITA Administration's Office of Strategic Resources (OSR) is the primary point of contact for the program and the employee. OSR will ensure accurate administration of the program: policies and procedures are followed, timely payment of fees and information dissemination, etc.

### **5. What is the employee's responsibility if accepted into this program?**

Your business unit is investing in your career and will enjoy your enhanced knowledge, skills and abilities when you return. Each external training request must be attached to a signed SF-182. The SF-182 contains a continuing service agreement that all employees should read and understand prior to signing. Employees must satisfactorily complete all program aspects and provide certification of completion to the Training Office in CFO/Admin upon return.

### **6. Who is responsible for costs?**

Unless centralized funds have been set aside as part of an ITA Training Fund for the cost of the program (less any associated travel costs), business units will fund program costs, and other costs as necessary, to support successful applicants throughout their experience in the program.

**7. Who do I contact if I am interested in the Mansfield Fellowship Program?** After employees gain supervisor approval to proceed in the application process, employees should contact Lesley Nichols on 202-482-3504 or email him on [Lesley.Nichols@mail.doc.gov](mailto:Lesley.Nichols@mail.doc.gov).