

CY17 CONGRESSIONAL FELLOWSHIP FOR ACTIVE COMPONENT (AC) STAFF  
NONCOMMISSIONED OFFICERS

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SUBJ/CY17 CONGRESSIONAL FELLOWSHIP FOR ACTIVE COMPONENT (AC) STAFF  
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NARR/REF A IS DOD DIRECTIVE 1322.6 FELLOWSHIPS, SCHOLARSHIPS, TRAINING WITH INDUSTRY(TWI), AND GRANTS FOR DOD PERSONNEL. REF B IS DOD INSTRUCTION 1322.06 FELLOWSHIPS, SCHOLARSHIPS, TRAINING WITH INDUSTRY (TWI), AND GRANTS FOR DOD PERSONNEL. REF C IS MCO 1500.41A W/CH 1, SCHOLARSHIP PROGRAM FOR MEMBERS OF THE MARINE CORPS. REF D IS MCO P1300.8R, MARINE CORPS PERSONNEL ASSIGNMENT POLICY. REF E IS MCO 5216.19A, ADMINISTRATIVE ACTION (AA) FORM, NAVMC 10274. REF F IS DOD INSTRUCTION 1000.30, REDUCTION OF SOCIAL SECURITY NUMBER (SSN) USE WITHIN DOD. REF G IS MARADMIN 003/09, TRANSMISSION AND FILING OF DIGITAL PHOTOGRAPHS TO THE OFFICIAL MILITARY PERSONNEL FILE (OMPF).//  
POC/J. SPAIN SR/MGYSGT/TEL: DSN 222-0236/TEL: COMM 703-692-0236//  
POC/B. SHOTTENKIRK/MAJ/TEL: COMM 703-692-0232//

GENTEXT/REMARKS/1. This message solicits applications from Active Component (AC) SNCOs for the CY17 Congressional Fellowship Program (CFP). **Due date for applications is 2359 on 15 January 2016.** The selection board and personal interviews will occur during February 2016. Final results will be released via MARADMIN NLT 28 February 2016. Personnel selected will participate in the CY17 CFP will be directed to report no earlier than 14 October 2016 and no later than 19 October 2016 to MCC K20, Legislative Fellows Program, Office of Legislative Affairs (OLA), Pentagon, for duty.

A. The CFP offers SNCOs the opportunity to gain experience while working in the legislative branch of the united states government on the staff of a United States senator, United States representative, or committee. Typical responsibilities include drafting legislation, floor debate preparation, planning and analysis of public policy, and serving as congressional liaisons to constituents and industry.

B. The **formal part of the CFP runs from 1 January 2017 to 31 December 2017.** Per refs a through c, active duty selectees will incur a three year service obligation and assignment by OLA to a 24-month utilization tour within the National Capital Region (NCR) beginning on or about 2 January 2018.

2. ELIGIBILITY GUIDELINES

A. Exceptional military and personal appearance, performance and knowledge of current service and DOD specific issues, national security affairs, government affairs, and international relations.

B. The CFP is open to active component gunnery sergeants, master sergeants and master gunnery sergeants from all occupational specialties.

C. Time on station (TOS) requirements. Per ref d, applicants who complete their prescribed tour lengths by October 2016 are eligible to apply. Questions concerning tour lengths should be directed to the appropriate occupational field monitor.

### 3. NOT ELIGIBLE FOR CONSIDERATION

A. SNCOs with less than 13 years time in service

B. Gunnery Sergeants who denote "f" in section 8c of their fitness reports

C. First Sergeants and Sergeants Major are not eligible due to manpower shortfalls

D. Active duty applicants that have twice failed selection for promotion to the next higher grade

E. Applicants who have been accepted for selection to a voluntary education program for academic year 2017

### 4. Application process

A. Applicants must notify their primary MOS monitor of their intent to apply for the CFP prior to submitting an application.

B. Applicants must submit their CFP application with all signed endorsements and privacy act release form via the web-based board survey tool located at <https://www.manpower.usmc.mil/application>. Marines should also email a pdf copy to: [julius.spain@usmc.mil](mailto:julius.spain@usmc.mil) and [rongalett.green@usmc.mil](mailto:rongalett.green@usmc.mil). Only eligible applicants identified in para 2 will be able to access the CY17 CFP board within the board survey tool. Direct CFP eligibility questions to POCs listed in MARADMIN. Direct board tool functionality questions to HQMC Manpower Information (MI) System division at (703) 784-9030.

C. All applicants must use an administrative action form to apply. See ref e for instructions. Per ref f, applicants must substitute their electronic data interchange personal identifier (EDIPI) for the last four numbers of their SSN. A sample CFP application is posted to the congressional Fellowship Program web page at <http://www.hqmc.marines.mil/agencies/officeoflegislativeaffairs/congressionalfellowshipprogram.aspx>.

D. The following statement must be included in the administrative action form for all active duty applicants: I agree to remain on active duty for at least three years after completion of my congressional fellowship. I agree not to request for resignation, separation or retirement while participating in the program. I further understand that this obligation is to run concurrently with any obligation previously incurred.

E. Applications must contain command endorsements through the first general officer in the chain of command of the applicant.

F. Required enclosures to the application

(1) A professional resume with service history, civilian education with certified copy of transcripts, military education, and military decorations

(2) A one-page 250 words or less personal statement indicating the reason for applying to the program, the relevance of the fellowship to career goals, and how the fellowship will be utilized in your career

(3) A one-page reporting senior assessment of applicant qualifications for the fellowship

program

(4) Official photo taken within the last 12 months of the application deadline (see ref g for submission requirements of digital photos)

(5) Completed and signed privacy act statement using navmc 11000

(6) No more than two letters of recommendation

(7) Current security clearance verification letter

G. CMC (MRA) will screen all applications for TOS requirements, career progression, promotion, and Enlisted Career Force Controls (ECFC).

H. HQMC OLA will screen applications and select potential candidates for personal interviews. Interviews will be conducted either by video teleconference or in person. Applicants outside the national capital region who desire to interview in person will do so at the expense of their command.