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UNCLASSIFIED/

MARADMIN 099/13

MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC OLA(UC)/F002//

SUBJ/CY14 WOUNDED WARRIOR CONGRESSIONAL FELLOWSHIP/PROGRAM SELECTION BOARD//

REF/A/MSGID:MMOA3/-/YMD:19960820//

REF/B/MSGID:DOC/DOD/YMD:20040422//

NARR/REF A IS MCO 1500.41A W/CH1, SCHOLARSHIP PROGRAMS FOR MEMBERS OF THE MARINE CORPS. REF B IS DOD DIRECTIVE 1322.6, FELLOWSHIPS, SCHOLARSHIPS, AND GRANTS FOR MEMBERS OF THE ARMED FORCES//

POC/JULIUS D. SPAIN SR/MGYSGT/UNIT:HQMC/NAME:SEAOLA/TEL:703-692-0236//
GENTEXT/

1. THE PURPOSE OF THIS MARADMIN IS TO SOLICIT APPLICATIONS FROM QUALIFIED STAFF NONCOMMISSIONED OFFICERS (SNCO) FROM THE ACTIVE COMPONENT (AC) FOR ASSIGNMENT TO THE CALENDAR YEAR 2014 WOUNDED WARRIOR CONGRESSIONAL FELLOWSHIP PROGRAM (WWCFP) ON THE SENATE AND HOUSE VETERANS AFFAIRS COMMITTEES (SVAC/HVAC).

2. THE WWCFP OFFERS MARINE SNCOS THE OPPORTUNITY FOR AN ENHANCED UNDERSTANDING OF THE OPERATIONS AND FUNCTIONS OF THE LEGISLATIVE BRANCH OF THE U.S. GOVERNMENT. FELLOWS RECEIVE INSTRUCTION AND HANDS-ON EXPERIENCE IN A FULL TIME ASSIGNMENT TO THE STAFF OF THE SVAC OR HVAC COMMITTEES. TYPICAL RESPONSIBILITIES OF FELLOWS INCLUDE DRAFTING LEGISLATION, FLOOR DEBATE PREPARATION, PLANNING AND ANALYSIS OF PUBLIC POLICY, AND SERVING AS CONGRESSIONAL LIAISONS TO CONSTITUENTS AND INDUSTRY.

3. THE FELLOWSHIP PROGRAM RUNS FROM OCTOBER 2013 TO 31 DECEMBER 2014. AC SNCOS INCUR A THREE-YEAR SERVICE OBLIGATION THAT BEGINS ON 1 JANUARY 2015. FELLOWS WILL BE SLATED FOR A TWO YEAR FOLLOW ON WWCFP UTILIZATION TOUR WITHIN THE NATIONAL CAPITAL REGION THAT LEVERAGES THEIR LEGISLATIVE EXPERIENCE. THE OFFICE OF LEGISLATIVE AFFAIRS (OLA) IN CONJUNCTION WITH MANPOWER AND RESERVE AFFAIRS WILL ASSIST WITH UTILIZATION PLACEMENT.
 - A. INTERESTED SNCOS MUST SUBMIT THEIR APPLICATIONS NO LATER THAN 31 MAY 2013. A SELECTION MARADMIN WILL BE RELEASED IN JULY 2013 DESIGNATING PRIMARY SELECTEES TO REPORT DURING THE FIRST WEEK OF OCTOBER 2013.

4. MARINES WITH THE FOLLOWING QUALIFICATIONS MAY APPLY:
 - A. GYSGT THROUGH MGYSGT IN THE MARINE CORPS AC. AC 1STSGTS AND SGTSMJ, AND RESERVE COMPONENT TO INCLUDE ACTIVE RESERVE SNCOS ARE INELIGIBLE TO APPLY.

- B. MUST HAVE BEEN COMBAT WOUNDED AND AWARDED THE PURPLE HEART.
 - C. EXCEPTIONAL MILITARY PERFORMANCE.
 - D. KNOWLEDGE OF CURRENT EVENTS IN NATIONAL SECURITY AFFAIRS AND INTERNATIONAL RELATIONS IS HIGHLY DESIRED.
 - E. SNCOS MUST MEET MINIMUM TIME ON STATION (TOS) REQUIREMENTS BY OCTOBER 2013. TOS INFORMATION CAN BE OBTAINED THROUGH THE APPLICANT'S PRIMARY MOS MONITOR OR THE POINTS OF CONTACT LISTED BELOW. TOS REQUIREMENTS MUST BE MET PRIOR TO STARTING THE FELLOWSHIP. APPLICANT'S PRESCRIBED TOURS OF DUTY WILL NOT NORMALLY BE INTERRUPTED. APPLICANTS MUST NOTIFY THEIR PRIMARY MILITARY OCCUPATIONAL SPECIALTY MONITOR OF THEIR INTENT TO APPLY TO THE WWCFFP PRIOR TO SUBMITTING AN APPLICATION.
 - F. APPLICANTS ARE INELIGIBLE TO APPLY IF THEY HAVE ALREADY ACCEPTED SELECTION TO A VOLUNTARY EDUCATION PROGRAM OR RESIDENT PME SCHOOL FOR ACADEMIC YEAR 2014.
5. FOR APPLICATION FORMAT USE AN ADMINISTRATIVE ACTION FORM IN STANDARD NAVAL CORRESPONDENCE FORMAT. AN EXAMPLE TEMPLATE CAN BE FOUND ON THE OFFICE OF LEGISLATIVE AFFAIRS (OLA) WEBSITE. LETTERS OF RECOMMENDATION MAY BE INCLUDED AS ENCLOSURES. THE FOLLOWING INFORMATION IS REQUIRED:
- A. NAME, EDIPI, GRADE, DOR, AFADBD, CURRENT POSITION TITLE, ORGANIZATION ADDRESS, WORK TELEPHONE NUMBER, EMAIL ADDRESS, HOME ADDRESS, AND HOME TELEPHONE NUMBER. THE FOLLOWING STATEMENT MUST BE INCLUDED ON THE AA FORM: "I AGREE TO REMAIN ON ACTIVE DUTY FOR AT LEAST THREE YEARS AFTER COMPLETION OF MY FELLOWSHIP. I AGREE NOT TO SEPARATE OR RETIRE WHILE PARTICIPATING IN THE PROGRAM. I FURTHER UNDERSTAND THAT THIS OBLIGATION IS TO RUN CONCURRENTLY WITH ANY OBLIGATION PREVIOUSLY INCURRED."
 - B. APPLICATIONS MUST CONTAIN ENDORSEMENTS UP TO AND INCLUDING THE FIRST GENERAL OFFICER IN THE CHAIN OF COMMAND.
 - C. RESUME WITH SERVICE HISTORY, CIVILIAN EDUCATION, MILITARY EDUCATION, MILITARY DECORATIONS AND PERSONAL DATA TO INCLUDE NUMBER OF DEPENDENTS.
 - D. PERSONAL STATEMENT INDICATING THE REASON FOR APPLYING TO THE PROGRAM AND THE RELEVANCE OF THE FELLOWSHIP TO YOUR CAREER GOALS.
 - E. REPORTING SENIOR ASSESSMENT OF APPLICANT QUALIFICATIONS FOR THE FELLOWSHIP.

F. AN OFFICIAL MILITARY PERSONNEL FILE DIGITAL PHOTOGRAPH TAKEN WITHIN 12 MONTHS OF THE PROGRAM APPLICATION DEADLINE IS REQUIRED. PER THE GUIDANCE IN MARADMIN 003/09, DEPLOYED MARINES MAY TAKE THE PHOTO IN UTILITIES MINUS THE UTILITY BLOUSE. THE TITLE BOARD WILL INCLUDE THE WORD "DEPLOYED" DISPLAYED PROMINENTLY ACROSS THE TOP OF THE BOARD IN ADDITION TO ALL OTHER REQUIRED INFORMATION. DIGITAL PHOTOS WILL NOT NEED TO BE SUBMITTED WITH THE PACKAGE, ONLY UPDATED IN THE APPLICANT'S OMPF.

G. COMPLETED AND SIGNED NAVMC 11000 PRIVACY ACT STATEMENT.

H. COLLEGE TRANSCRIPTS, IF AVAILABLE.

6. APPLICATIONS WILL BE SCREENED FOR TOS REQUIREMENTS, CAREER PROGRESSION, PROMOTION, CAREER DESIGNATION, AND THE NEEDS OF THE MARINE CORPS BY THE APPLICANT'S PRIMARY MOS MONITOR, THE CAREER COUNSELING SECTION, AND HEAD, MMEA PRIOR TO BEING RELEASED TO OLA FOR FINAL SELECTION.

7. ADDITIONAL INFORMATION CONCERNING DETAILS OF THE FELLOWSHIP PROGRAM CAN BE OBTAINED BY CONTACTING USMC OLA: LTCOL KEITH KOPETS AT (703) 692-0233; EMAIL: KEITH.KOPETS@USMC.MIL OR CAPT JOHN SCHIPPERT AT (703) 692-0198; E-MAIL: JOHN.SCHIPPERT@USMC.MIL OR MGYSGT JULIUS D. SPAIN SR AT (703)692-0236 OR DSN 222-0236; EMAIL JULIUS.SPAIN@USMC.MIL.

8. ALL APPLICANTS ARE RESPONSIBLE FOR ENSURING THEIR APPLICATIONS ARE RECEIVED AT HQMC PRIOR TO 31 MAY 2013. LATE PACKAGES WILL NOT BE ACCEPTED. APPLICATIONS SHOULD BE MAILED TO HEADQUARTERS, U.S. MARINE CORPS, ENLISTED ASSIGNMENTS (MMEA-85), ATTN WWCFP MONITOR, 3280 RUSSELL ROAD QUANTICO, VA 22134-5103. IT IS RECOMMEND THAT APPLICANTS E-MAIL A LOW RESOLUTION COPY OF THEIR APPLICATION TO THE OLA REPRESENTATIVES LISTED IN PARA 7.

9. THIS MARADMIN IS NOT APPLICABLE TO THE MARINE CORPS RESERVE.

10. RELEASE AUTHORIZED BY BGEN STEVEN R. RUDDER, LEGISLATIVE ASSISTANT TO THE COMMANDANT OF MARINE CORPS, OFFICE OF LEGISLATIVE AFFAIRS.//