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UNCLASSIFIED//

**MARADMIN 572/11**

MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC OLA//

**SUBJ/CY13 CONGRESSIONAL FELLOWSHIP PROGRAM SELECTION BOARD FOR AR OFFICER AND AC SNCO//**

REF/A/MSGID:DOC/CNO/YMD:19900420//

REF/B/MSGID:MMAA3/-/YMD:19960820//

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

NARR/REF A IS OPNAVINST 1520.24C, OFFICER SCHOLARSHIP PROGRAMS. REF B IS MCO 1500.41A W/CH1, SCHOLARSHIP PROGRAMS FOR MEMBERS OF THE MARINE CORPS. REF C IS DOD DIRECTIVE 1322.6, FELLOWSHIPS, SCHOLARSHIPS, AND GRANTS FOR MEMBERS OF THE ARMED FORCES//

POC/REX VANBUSKIRK/LTCOL/UNIT:HQMC/NAME:OLA/TEL:703-692-0235//

GENTEXT/REMARKS/1. THE PURPOSE OF THIS MARADMIN IS TO SOLICIT APPLICATIONS FROM THE ACTIVE RESERVE (AR) OFFICER RANKS AND ACTIVE COMPONENT (AC) SNCO RANKS FOR CONSIDERATION TO THE CY13 CONGRESSIONAL FELLOWSHIP PROGRAM (CFP).

2. THE CFP OFFERS MARINE OFFICERS AND STAFF NONCOMMISSIONED OFFICERS THE OPPORTUNITY FOR 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 ON THE STAFF OF A SENATOR OR REPRESENTATIVE, COMMITTEE, OR SUPPORT ORGANIZATION OF THE U.S. CONGRESS IN WASHINGTON, DC. 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 FORMAL PART OF THE PROGRAM RUNS FROM OCTOBER 2012 TO DECEMBER 2013. ACTIVE COMPONENT (AC) MARINES AND ACTIVE RESERVE (AR) MARINES INCUR A THREE-YEAR SERVICE OBLIGATION FOLLOWING THE COMPLETION OF THEIR FELLOWSHIP. FELLOWS ARE ALSO ASSIGNED A TWO YEAR FOLLOW-ON UTILIZATION TOUR THAT LEVERAGES THEIR LEGISLATIVE EXPERIENCE. OLA, IN CONJUNCTION WITH M AND RA WILL DETERMINE UTILIZATION PLACEMENT, WHICH TYPICALLY OCCURS IMMEDIATELY FOLLOWING THE FELLOWSHIP.

A. M AND RA HAS IMPLEMENTED A WEB-BASED APPLICATION SYSTEM FOR CFP PACKAGE SUBMISSIONS. THIS APPLICATION WILL BE USED BY THE APPLICANT'S FINAL ENDORSING AUTHORITY TO

SUBMIT THE REQUEST FOR CONSIDERATION ALONG WITH ACCOMPANYING DOCUMENTATION ON-LINE TO M AND RA. MARINES WILL BE ABLE TO TRACK THE STATUS OF THEIR INDIVIDUAL PACKAGES VIA THE CFP WEBSITE. THE CFP APPLICATION, INSTRUCTIONS ON ITS USE, PROGRAM DETAILS, AND SUBMISSION PROCEDURES WILL BE LOCATED IN THE MANPOWER INFORMATION PORTAL AT: WWW.MANPOWER.USMC.MIL/CFP. THE CFP PORTAL WILL BE AVAILABLE TO RECEIVE PACKAGES UPON RELEASE OF THIS MESSAGE.

B. INTERESTED AR OFFICERS AND AC SNCOS MUST SUBMIT THEIR APPLICATIONS WITH ALL ENDORSEMENTS INTO THE CFP PORTAL NO LATER THAN 2 DECEMBER 2011. A RESULTS MARADMIN WILL BE RELEASED IN FEBRUARY 2012 DESIGNATING PRIMARY SELECTEES TO REPORT DURING THE FIRST WEEK OF OCTOBER 2012.

C. AC OFFICERS WILL BE SCREENED THROUGH THE CPIB/CCLEB PROCESS. ALL AC OFFICERS SHOULD DIRECT QUESTIONS REGARDING APPLICATIONS TO MMOA-3, CAPT JEFFERY STEELE; EMAIL JEFFERY.STEELE@USMC.MIL OR CIV DIANE RODGERS; EMAIL DIANE.RODGERS@USMC.MIL; TEL COMM (703) 784-9286, DSN 278-9286.

4. MARINES WITH THE FOLLOWING QUALIFICATIONS MAY APPLY:

A. OFFICERS SERVING IN THE AR PROGRAM. AR OFFICERS MUST BE CAREER DESIGNATED AND HAVE AT LEAST 30 MONTHS OF SERVICE IN THE AR PROGRAM BY 01 OCTOBER 2012. AR OFFICERS SELECTED FOR PROMOTION TO LTCOL AND AR LTCOLS WITH A DATE OF RANK OF 01 FEBRUARY 2011 OR JUNIOR. AR OFFICERS SELECTED FOR PROMOTION TO MAJOR AND AR MAJORS WITH A DATE OF RANK OF 01 OCTOBER 2006 OR JUNIOR. AR CAPTAINS IN THE FY13 IN-ZONE POPULATION FOR MAJOR MAY APPLY. SUBSEQUENT FAILURE OF SELECTION FOR PROMOTION TO ANY GRADE WILL RESULT IN DISQUALIFICATION. AR OFFICERS MUST HAVE NO LESS THAN SIX YEARS OF COMMISSIONED SERVICE REMAINING TO BE CONSIDERED FOR THIS PROGRAM. HQMC (RAM) MAINTAINS FINAL AUTHORITY ON PMOS SPECIFIC ELIGIBILITY REQUIREMENTS BASED ON THE CONTEMPORARY NEEDS OF THE PROGRAM. RC (EXCLUDING AR OFFICERS) AND RESTRICTED OFFICERS ARE INELIGIBLE.

B. SNCOS, SSGT THROUGH MGYSGT IN THE MARINE CORPS AC. AC 1STSGTS AND SGTSMAJ, AND RC SNCOS ARE INELIGIBLE TO APPLY.

C. EXCEPTIONAL MILITARY PERFORMANCE AND KNOWLEDGE OF CURRENT EVENTS IN NATIONAL SECURITY AFFAIRS AND INTERNATIONAL RELATIONS.

D. AR OFFICERS AND AC SNCOS MEETING MINIMUM TIME ON STATION (TOS) REQUIREMENTS BY OCTOBER 2012. TOS INFORMATION CAN BE OBTAINED THROUGH THE APPLICANTS PRIMARY MOS MONITOR OR THE POINTS OF CONTACT LISTED BELOW. TOS REQUIREMENTS MUST BE MET PRIOR TO THE START OF THE FELLOWSHIP IN OCTOBER 2012. APPLICANTS PRESCRIBED TOURS OF DUTY WILL NOT NORMALLY BE INTERRUPTED. APPLICANTS MUST NOTIFY THEIR PRIMARY MOS MONITOR OF THEIR INTENT TO APPLY TO THE CFP PRIOR TO SUBMITTING AN APPLICATION.

E. APPLICANTS ARE INELIGIBLE TO APPLY IF THEY HAVE ALREADY ACCEPTED SELECTION TO A VOLUNTARY EDUCATION PROGRAM OR RESIDENT PME SCHOOL FOR ACADEMIC YEAR 2012.

5. FOR APPLICATION FORMAT USE AN ADMINISTRATIVE ACTION FORM, STANDARD NAVAL CORRESPONDENCE FORMAT, AND THE EXAMPLE TEMPLATE ON THE OFFICE OF LEGISLATIVE AFFAIRS (OLA) WEBSITE [WWW.MARINES.MIL/UNIT/HQMC/CMCLEGALASST/PAGES/HOME.ASPX](http://WWW.MARINES.MIL/UNIT/HQMC/CMCLEGALASST/PAGES/HOME.ASPX) OR MANPOWER WEB SITE [WWW.MANPOWER.USMC.MIL/CFP](http://WWW.MANPOWER.USMC.MIL/CFP). LETTERS OF RECOMMENDATION MAY BE INCLUDED AS ENCLOSURES. THE FOLLOWING INFORMATION IS REQUIRED.

A. AA FORM WITH NAME, SSN, GRADE, 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 FOR AC AND AR MARINES: "I AGREE TO REMAIN ON ACTIVE DUTY FOR AT LEAST THREE YEARS AFTER COMPLETION OF MY FELLOWSHIP. I AGREE NOT TO TENDER RESIGNATION OR REQUEST SEPARATION OR RETIREMENT WHILE PARTICIPATING IN THE PROGRAM. I FURTHER UNDERSTAND THAT THIS OBLIGATION IS TO RUN CONCURRENTLY WITH ANY OBLIGATION PREVIOUSLY INCURRED."

B. APPLICATIONS MUST CONTAIN COMMAND ENDORSEMENTS THROUGH THE FIRST GENERAL OFFICER (WING, DIVISION, OR MLG EQUIVALENT) AS APPROPRIATE.

C. RESUME WITH SERVICE HISTORY, CIVILIAN EDUCATION, MILITARY EDUCATION, MILITARY DECORATIONS AND PERSONAL DATA TO INCLUDE NAME AND AGE OF SPOUSE AND CHILDREN.

D. STATEMENT INDICATING THE REASON FOR APPLYING TO THE PROGRAM, THE RELEVANCE OF THE FELLOWSHIP TO CAREER GOALS, AND HOW THE FELLOWSHIP WILL BE UTILIZED.

E. REPORTING SENIOR ASSESSMENT OF APPLICANT QUALIFICATIONS FOR THE FELLOWSHIP.

F. AN OMPF DIGITAL PHOTOGRAPH TAKEN WITHIN 12 MONTHS OF THE PROGRAM APPLICATION DEADLINE IS REQUIRED. PER THE GUIDANCE IN MARADMIN 0003/09, 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 APPLICANTS OMPF.

G. COMPLETED AND SIGNED NAVMC 11000 PRIVACY ACT STATEMENT.

6. AC SNCO APPLICATIONS WILL BE SCREENED FOR TOS REQUIREMENTS, CAREER PROGRESSION, PROMOTION, ETC, BY THE APPLICANTS PRIMARY MOS MONITOR, THE CAREER COUNSELING SECTION, AND HEAD MMEA PRIOR TO BEING RELEASED TO OLA FOR THE FINAL SELECTION PROCESS. HQMC (RAM) WILL SCREEN AR APPLICATIONS PRIOR TO BEING RELEASED TO OLA FOR THE FINAL SELECTION PROCESS. HQMC (RAM) MAINTAINS FINAL AUTHORITY ON AR ELIGIBILITY DETERMINATIONS.

7. ADDITIONAL INFORMATION CONCERNING DETAILS OF THE FELLOWSHIP PROGRAM CAN BE OBTAINED BY CONTACTING LTCOL REX VANBUSKIRK AT (703)692-0235 OR DSN 222-0235; EMAIL REX.VANBUSKIRK@USMC.MIL. OR MGYSGT RICHARD MOORE AT (703)692-0236; EMAIL RICHARD.A.MOORE4@USMC.MIL

8. ALL AR COMMISSIONED OFFICERS SHOULD DIRECT QUESTIONS REGARDING APPLICATIONS TO HQMC (RAM), MAJ MOSER; EMAIL JODIE.MOSER@USMC.MIL; TEL COMM (703)784-0525.

9. ALL AC SNCOS SHOULD DIRECT QUESTIONS REGARDING APPLICATIONS TO MMEA-85, CAPT A. DESJARDIN; EMAIL ALEXANDRIA.DESJARDIN@USMC.MIL; TEL COMM (703) 784-9266, DSN 278-9266.

10. ALL APPLICANTS ARE RESPONSIBLE FOR ENSURING THEIR APPLICATIONS ARE RECEIVED AT HQMC PRIOR TO THE 2 DECEMBER 2011 DEADLINE. LATE PACKAGES WILL NOT BE ACCEPTED.

11. THE CFP WEB-BASED APPLICATION SYSTEM IS THE ONLY METHOD IN WHICH TO SUBMIT APPLICATIONS. CONTACT MANPOWER INFORMATION SYSTEM DIVISION (MI) AT (703) 784-9030 IF EXPERIENCING ISSUES WITH WEB ACCESS.

12. THIS MARADMIN IS APPLICABLE TO THE TOTAL FORCE.

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