

EXAMPLE



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

1050  
G-1

THIRD ENDORSEMENT on MSgt AA Form 1000 of 19 Dec 14

From: Commander, Marine Corps Installations East-Marine Corps  
Base, Camp Lejeune  
To: President of the Calendar Year 2016 Congressional Fellowship  
Program Selection Board

Subj: APPLICATION FOR CALENDAR YEAR 2016 CONGRESSIONAL FELLOWSHIP  
PROGRAM IN CASE OF MASTER SERGEANT

1. Forwarded, recommended with enthusiasm. Master Sergeant is  
an excellent candidate for this program.
2. Point of contact is

(Signature)

Copy to:  
CO, H&S BN  
CO, Co A, H&S BN

EXAMPLE



UNITED STATES MARINE CORPS  
HEADQUARTERS AND SUPPORT BATTALION  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20087  
CAMP LEJEUNE NORTH CAROLINA 28542-0087

1050  
S-1

SECOND ENDORSEMENT on MSgt AA Form 1050 of

From: Commanding Officer, Headquarters and Support Battalion,  
Marine Corps Installations East-Marine Corps Base,  
Camp Lejeune

To: President of the Calendar Year 2016 Congressional  
Fellowship Program Selection Board

Via: Commanding General, Marine Corps Installations East-  
Marine Corps Base, Camp Lejeune

Subj: APPLICATION FOR CALENDAR YEAR 2016 CONGRESSIONAL  
FELLOWSHIP PROGRAM IN CASE OF MASTER SERGEANT

1. Forwarded, recommending approval.
2. The point of contact is Gunnery Sergeant

(Signature)

Copy to:  
CO, Co A, H&S BN, MCIEAST-MCB CamLej  
Files  
SNM

EXAMPLE



UNITED STATES MARINE CORPS  
ALPHA COMPANY  
HEADQUARTERS AND SUPPORT BATTALION  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20087  
CAMP LEJEUNE NORTH CAROLINA 28542-0087

IN REPLY REFER TO  
1050

FIRST ENDORSEMENT on Master Sergeant AA Form 1050 of

From: Company Commander, Alpha Company, Headquarters and Support Battalion, Marine Corps Installations-East Marine Corps Base, Camp Lejeune

To: President of the Calendar Year 2016 Congressional Fellowship Program Selection Board

Via: Commanding Officer, Headquarters and Support Battalion, Marine Corps Installations-East Marine Corps Base, Camp Lejeune

Subj: APPLICATION FOR CALENDAR YEAR 2016 CONGRESSIONAL FELLOWSHIP PROGRAM ICO MASTER SERGEANT

Ref: (a) MARADMIN 537/14

1. Forwarded, recommending approval.
2. MSgt is an exceptional candidate for this program. has my absolute highest recommendation. MSgt is a model Marine on and off duty. character, work ethic, and personality comes second to none. There is no doubt that would excel if selected and appointed within this program.
3. The point of contact for this matter is at commercial or

(Signature)

EXAMPLE

Please review Privacy Act Statement on Page 3

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 09-11) (EF)

Previous editions will be used

FOUO - Privacy sensitive when filled in.

1. ACTION NO.	2. SSIC/FILE NO. 1000
3. DATE	

4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) MSgt	5. ORGANIZATION AND STATION (Complete address) Marine Corps Installations East Marine Corps Base Camp Lejeune PSC Box 20005 Camp Lejeune, NC 28542-0005
6. VIA (As required) (1) Commanding Officer Company A (2) Commanding Officer H&S Bn (3) CG MCIEAST-MCB Camp Lejeune	

7. Commandant of the Marine Corps Headquarters Marine Corps 3280 Russell Road TO: Quantico, Virginia 22134-5103	8. NATURE OF ACTION/SUBJECT APPLICATION FOR CY16 CONGRESSIONAL FELLOWSHIP PROGRAM
	9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable) MARADMIN 537/14	11. ENCLOSURES (if any) (1) Privacy Act Statement (8) Certification of Security Clearance (2) Resume (3) Statement of Application (4) Reporting Senior Assessment (5) Letter of Recommendation (6) Promotion Photo (7) College Transcripts
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12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

1. As per the Reference, the following information is provided:

- a. Name/EDIPI:
- b. Rank/Grade: MSgt/E-8
- c. Current Position/Title:
- d. Work Address: Marine Corps Installations East  
Marine Corps Base Camp Lejeune  
PSC Box 20005  
Camp Lejeune, NC 28542-0005
- e. Work Telephone/E-mail Address:
- f. Home Address:
- g. Home Telephone Number:

2. If selected, 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.

(Signature)

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

FOR OFFICIAL USE ONLY

EXAMPLE

Professional Resume for Master Sergeant

**Current Assignment:**

**Civilian Education:**

- 1.
- 2.
- 3.

**Military Education: PME Complete for Rank? Yes**

1. Recruit Training -1993
2. Subsistence Supply Training -1994
3. Sergeant's Course (DEP)-1997
4. Drill Instructor School -2000
5. SNCO Career Non Resident-2000
6. SNCO Career Course -2003
7. Warfighting Skills Program -2003
8. Drill Instructor (2)-2005
9. SNCO Advance Course (DEP)-2007
10. SNCO Advance Course -2008
11. Senior Enlisted Joint PME (DEP)-2009
12. Tactical Logistics Officers Course -2009
13. MC Logistics Executive Program -2011
14. Food Service SNCO Course -2011
15. Defense Equal Opportunity Management Institute -2012
16. 1stSgt/MSgt Seminar -2013
17. Senior Enlisted PME -2014

**CHRONOLOGY OF ASSIGNMENTS:**

9403-9504  
9504-9606  
9606-9802  
9803-0004  
0004-0303  
0307-0507

**Assurance Evaluator**

0507-0812 MCRD Parris Island  
0901-1001 HQSVC BN MCRD Parris Island

**Representative**

1001-1206 MCB Quantico  
1209-Pres. MCIEAST-MCB Camp LeJeune

**Deployments:**

**Foreign Language:**

**Hobbies:**

**Personal Decorations:**

**ENCLOSURE (2)**

EXAMPLE



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

1000

From: Master Sergeant  
To: Office of Legislative Affairs  
Via: (1) Commanding Officer Company A  
(2) Commanding Officer H&S Bn  
(3) Commanding General MCIEAST-MCB Camp LeJeune

Subj: PERSONAL STATEMENT FOR THE CONGRESSIONAL FELLOWSHIP PROGRAM

1. It would be my highest honor to serve as a Congressional Fellow and I am confident that I would make a positive impact. I joined the Marine Corps over years ago; the experiences, knowledge, and career opportunities have honed my leadership skills and professional development. My daily actions and personal example are guided by the highest degree of moral and ethical conduct. I have a proven track record of accomplishments and performance; I am ready to excel in this position.

2. As a Congressional Fellow, my diverse set of skills would make a difference and significantly enhance the input provided to Congressional leadership regarding legislative decisions affecting the welfare of our Marines and their families. I would provide unique insights on the impact of strategic decisions at the lowest level and the opportunity to work in this capacity would be cherished. I completely recognize the importance and relevance of this prestigious position and I am prepared to meet all of the associated challenges.

3. If selected and following a successful tour, I will capitalize on the experiences gained by continuing to serve in the Marine Corps; my advice to decision makers will be richer and more relevant with a broader understanding of the relationship between Congress and the success of the Marine Corps. This special opportunity will continue my professional journey and allow me to keep making a positive impact on our most precious resource -- a United States Marine.

ENCLOSURE (3)

EXAMPLE



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

IN REPLY REFER TO:  
5510  
G-1

From: Security Manager, Marine Corps Installations East-Marine  
Corps Base Camp Lejeune  
To: Master Sergeant

MC

Subj: CERTIFICATION OF SECURITY CLEARANCE

1. This letter is issued to certify your security clearance was adjudicated by the Department of the Navy, Central Adjudication Facility (DoNCAF), Washington, DC and may be used to verify your security eligibility.

2. The Joint Personnel Adjudication System (JPAS) indicates the following pertinent details regarding your security clearance:

Open Investigation:

PSQ Sent Date:

Investigation Summary:

Adjudication Summary:

3. Should you require any further clarification regarding your security clearance, contact the command security manager at

**ENCLOSURE (8)**

EXAMPLE

DATA REQUIRED BY THE PRIVACY ACT OF 1974  
(5 U. S. C. 552A)

PART A GENERAL

The Marine Corps uses a variety of forms in administering matters related to the individual Marine. Forms are necessary for enlistment and reenlistment, evaluating performance, applying for training and assignments, granting leave, disciplinary action, administering pay, and other purposes. In some instances, these forms involve the collection of personal information from the individual Marine. Information such as home address and telephone number, names and other information on dependents, preference for duty, address on leave, and the individual's Social Security Number are illustrative of the information asked for on forms.

The Privacy Act of 1974 requires that you be informed of the authority, purposes, uses, and effects of not providing information when it is requested from you. In order to eliminate the need for issuing an individual statement each time information is requested from you about matters such as those described, this statement serves as a one-time Privacy Act Statement which is intended to satisfy the requirements of the Privacy Act when forms related to your personnel and pay records are used. If you desire more information about a specific form when it is used, your commanding officer will provide such information upon request.

Pursuant to the Computer Matching and Privacy Protection Act of 1988 (P.L. 100-503), information furnished may or will be subject to verification by computer matching (internally or with another specific agency). The match may be necessary to verify accuracy of data, and to uncover waste, fraud, or abuse in Federal Programs.

PART B - INFORMATION TO BE FURNISHED TO INDIVIDUAL

1. AUTHORITY

Title 5, U.S. Code, Section 301, is the basic authority for maintaining personnel and pay records. Use of Social Security Number as a means of personal identification is authorized by Executive Order 9397 of 23 November 1943.

2. PRINCIPAL PURPOSES

The basic purposes of personnel and pay records are to enable officials and employees of the Marine Corps to efficiently manage personnel resources; to administer pay and allowances; to screen and select individuals for promotion; to provide educational and training programs; to administer appeals, grievances, discipline, litigation, investigations, and adjudication of claims; to administer benefits and entitlements; and to manage retirement and veterans affairs programs. Further information about the purposes and uses of information being requested can be obtained by consulting the applicable description for system such as the following:

SYSTEM DESCRIPTION	SYSTEM NUMBER
Marine Corps Military Personnel Records System	MMN 00006
Bond and Allotment System	MFD 00004
Joint Uniform Military Pay System/Manpower Management System	MFD 00003

3. ROUTINE USES

Information included in personnel and pay records is used by officials and employees of the Marine Corps in the execution of their official duties. The information is also used under certain conditions by officials and employees elsewhere in the Department of Defense; by other Federal agencies such as the General Accounting Office; Office of Personnel Management; Veterans Administration; the Federal Bureau of Investigation and other Federal, state, and local law enforcement authorities; and the General Services Administration. Information is also furnished to Congressional sources. Your Social Security Number is used as a means of personal identification.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION

Disclosure of information required on forms related to personnel and pay records is mandatory. An individual may, at his or her option, elect not to apply for benefits and services to which entitled (leave, registration of allotments, etc.) but once the individual has made the decision to apply for such benefits the disclosure of information on related forms becomes a mandatory action. Failure to provide requested information could have the effect of denying certain benefits and would hamper the efficient management of an individual's career while in the Marine Corps. Disclosure of your Social Security Number is mandatory.

PART C - STATEMENT OF UNDERSTANDING BY THE INDIVIDUAL

I have read and understand this statement, I understand that I may have the opportunity to review published systems notices and current Marine Corps directives which pertain to forms which I am asked to complete.

Date

Signature of the Individual

Social Security No.

PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS  
NAVMC 11000 (REV. 5-90) (EF) SN: 0000-00-006-6642 U/I: PAD (50 Sheets per pad) (5211)

ENCLOSURE (1)