

# USMC CONGRESSIONAL FELLOWSHIP PROGRAM FY25/CY26 SNCO APPLICATION GUIDANCE

---

**\*\*\*\*Update from 25 April\*\*\*\* There was an inconsistency in previous guidance for how the naming convention of the packages should be listed when sending them to HQMC. We have updated this guidance to reflect accurate information. Additionally, an enclosure from the monitor has been added as an additional item included in the package. This requirement was listed in the MARADMIN, but had not been included on this sheet.**

The application process for the Congressional Fellowship Program is divided into two stages. Please read the below instructions carefully. There are two pages to this document, be sure to read both of them since it includes application instructions and guidance on the CFP interview.

**\*\*\*\*All submissions are due by COB on 20 May 2024, not on 3 May 2024.\*\*\*\***

---

## **STAGE 1**

**The following items should be consolidated, in order, into a single PDF document titled:**

**EDIPI\_LastName\_CFP                    EXAMPLE: 1234567890\_Puller\_CFP**

1. NAVMC 11000 PRIVACY ACT STATEMENT completed and signed.
2. AA FORM with name, EDIPI, grade, current position title, organization address, work telephone number, email address, home address, and home telephone number. In Block 7 of the AA Form, please input the below address:

COMMANDANT OF THE MARINE CORPS (ATTN: OLA)  
HEADQUARTERS MARINE CORPS  
3280 RUSSEL ROAD  
QUANTICO, VIRGINIA 22134-5103

Additionally, the following statement must be included on the AA Form: "I understand the Congressional Fellowship Program requires 54 months of time in service starting from my report date. 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 early curtailment, separation, or retirement while participating in the program. I further understand that this obligation is to run concurrently with any obligation previously incurred."

3. COMMAND ENDORSEMENTS through the first general officer (Wing, Division, or MLG equivalent) as appropriate.
4. SECURITY CLEARANCE VERIFICATION LETTER
5. REPORTING SENIOR ASSESSMENT of applicant qualifications for the fellowship.
6. PERSONAL STATEMENT TO THE FELLOWSHIP BOARD explaining the applicant's motivations for applying to the program, the relevance of the fellowship to career goals, and how the fellowship will be utilized.
7. LETTER(S) OF RECOMMENDATION one or more Letters of Recommendation to the President of the Fellowship Board on the qualifications for the Congressional Fellowship.
8. UNOFFICIAL TRANSCRIPT(S) for ALL prior university work.
9. PROFESSIONAL RESUME with service history, civilian education, military education, military decorations, and personal data to include name and age of spouse and children (maximum length of resume is 2 pages).
10. EMAIL/LETTER FROM YOUR PMOS MONITOR indicating their support or lack of support for your application to the CFP.

# USMC CONGRESSIONAL FELLOWSHIP PROGRAM FY25/CY26 SNCO APPLICATION GUIDANCE

---

Please refer to the relevant MARADMIN for submission criteria and timelines.

---

## **STAGE 2**

Submit a copy of your Master Brief Sheet via email to the following address: [HQMC\\_OLA\\_CFP@USMC.MIL](mailto:HQMC_OLA_CFP@USMC.MIL)

**It should be a PDF and titled as: LastName\_FirstName\_CY26\_CFP\_MBS      EXAMPLE: Puller\_Chesty\_CY26\_CFP\_MBS**

---

## **Interviews**

The anticipated dates for program screening interviews will be in June 2024. Ensure any dates of interview non-availability, or any limitations on SVTC capability are communicated on your AA form. Interviews are an essential component of the board process. Not participating in the interview will disqualify applicants from the program. For more information on the interview, please refer to the CFP FAQ document on the OLA website.