

# USMC CONGRESSIONAL FELLOWSHIP PROGRAM

## FY26 APPLICATION GUIDANCE

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**The application process for the Congressional Fellowship Program is divided into two parts. Please read the below instructions carefully.**

**\*\*\*All submissions for the FY26 are due by COB on 8 July 2025\*\*\***

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**General Criteria: All applicants should possess the following qualities:**

1. Strong moral character and the judgment necessary to operate independently in an unfamiliar and dynamic environment.
2. Trajectory of high performance in PMOS.
3. Exceptional reading, writing, and communication skills.
4. Familiarity with current service-level and Department of Defense-specific policy concerns, national security affairs, government affairs, and international relations is preferred but not required.
5. Professional appearance.

### **Part 1: Application Package**

**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. NAVMC 10274 Administrative Action Form.
  - a. Include name, EDIPI, grade, current position title, organization address, work telephone number, and work email address.
  - b. In Block 7, input the below address:

Commandant of the Marine Corps (Graduate Education Manager MMOA-3)  
Headquarters Marine Corps  
3280 Russell Road  
Quantico, Virginia 22134-5103
  - c. The following statements **must be included** on the AA Form:

(1) I understand the Congressional Fellowship Program requires 54 months of time in service starting from my report date. Per reference (b), I agree to a service commitment of three times the length of my legislative fellowship. I understand that in practice, this means I am agreeing to remain on active duty for a minimum of three years following the completion of my fellowship with the legislative branch. I agree not to tender resignation or request separation or retirement while participating in the Congressional Fellowship Program. I further understand that this obligation is to run concurrently with any obligation previously incurred.

# USMC CONGRESSIONAL FELLOWSHIP PROGRAM

## FY26 APPLICATION GUIDANCE

---

(2) Per reference (b), I agree to complete a two-year mandatory follow-on utilization tour in positions in which the benefits of my education and training will be used immediately upon completion of my legislative fellowship.

d. Identify any dates of non-availability for potential program interviews. Program interviews are anticipated to occur in July 2025.

3. Command Endorsements. Command endorsements through the first general officer in the applicant's chain of command (Wing, Division, or MLG equivalent).

4. Reporting Senior Assessment. The applicant's current reporting senior (RS) must provide an assessment of applicant qualifications for the fellowship. These assessments shall not exceed two pages.

5. Personal Statement to the CFP Selection Board

a. The primary audience for this statement is the CFP Selection Board. The statement should be addressed per the application template.

b. This statement should explain the applicant's motivations for applying to the program, the relevance of the fellowship to the applicant's career goals, and how the applicant will utilize the knowledge and skills they gain during the fellowship.

c. This statement should not exceed **one page**.

6. George Mason University (GMU) Personal Statement.

a. For officers: This statement is required.

b. For staff non-commissioned officers (SNCOs): **This item is only required if the applicant has completed a bachelor's degree and desires to complete the master's in Public Policy Program at GMU's Schar School of Policy and Government.** If the SNCO applicant is not eligible and/or does not desire to earn an MPP, they may omit the GMU personal statement from their application package.

c. The primary audience for this statement is the GMU Schar School of Policy Admissions Office. The letter should be addressed per the application template.

d. This statement should indicate the applicant's specific goals for and interest in attending GMU's Schar School of Policy to receive a Master's in Public Policy (MPP).

e. This statement should be between 750 and 1000 words.

7. Letters of Recommendation (LORs)

a. Applicants must submit a minimum of two and no more than three letters of recommendation (LORs).

b. The primary audience for these LORs is the CFP Selection Board.

c. For all officers and for SNCOs who are eligible for/desire to complete the MPP program at George Mason University, the secondary audience is GMU's Schar School of Public Policy Admission Office.

## USMC CONGRESSIONAL FELLOWSHIP PROGRAM FY26 APPLICATION GUIDANCE

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- d. The LORs should be addressed per the application template.
  - e. The letters *may* address other aspects of the applicants' qualifications to complete the CFP, but for all officers and for SNCOs who are eligible for/desire to complete the MPP program at GMU, at a minimum the letters *must* address the applicant's academic potential to attend the GMU Schar School of Public Policy and earn an MPP.
  - f. For SNCOs who are not eligible for/do not desire to complete the MPP program, these letters should address the applicants' overall qualifications to complete the CFP.
8. Unofficial Transcript(s). Include unofficial transcripts for **all** prior university coursework.
9. Professional Resume
- a. This should include service history, civilian education, military education, military decorations, additional military occupational specialties, and personal data to include the name and age of spouse and children.
  - b. The maximum length of the resume is two pages.
10. Correspondence from the Applicant's PMOS Monitor.
- a. This correspondence should indicate the applicant's MOS monitor's support or lack of support for their application to the CFP.
  - b. This correspondence may be in the form of an email or letter communication.
11. Security Clearance Verification Letter. Reference template.

### **Stage 2: Interviews**

- 1. The CFP Selection Board will review all applications and select candidates for interviews.
  - 2. Interviews will be conducted in person or via MS Teams depending on the candidate's geographic location.
  - 3. Interviews are an essential component of the board process. Failing to participate in an interview will disqualify applicants from the program.
4. Interview Preparation.
- a. Candidates are not expected to be experts in legislative affairs.
  - b. Effective written and oral communication, emotional intelligence, and the ability to build relationships with Members of Congress, office staff, and Professional Staff Members (PSMs) while representing the Marine Corps are essential for a successful assignment.
  - c. Applicants should prepare for interviews as they would for a professional civilian interview.

## USMC CONGRESSIONAL FELLOWSHIP PROGRAM FY26 APPLICATION GUIDANCE

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- d. Applicants selected for an interview are encouraged to become familiar with key Marine Corps policies and programs as described in the Commandant's Planning Guidance and recent congressional testimony by Marine leadership.
4. The names of personnel successful in interviews will be endorsed and forwarded to MMOA. OLA works with MMOA/MMEA to select candidates with consideration for individual career progression and the needs of the Marine Corps.
5. Final selectees will be informed via MARADMIN.