

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 from can be obtained by consulting the applicable description for system such as the following:

<u>SYSTEM DESCRIPTION</u>	<u>SYSTEM NUMBER</u>
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 if 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

Use EDIPI, not SSN

Social Security No.

PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS

NAVMC 11000 (REV. 5-90) (EF) SN: 0109-LF-064-8800

(5211)

(File Original in OQR or SRB; Provide Copy to Individual)

ADMINISTRATIVE ACTION (5216)**NAVMC 10274 (REV. 3-93) (EF)**

Previous editions will be used

SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.

2. SSIC/FILE NO.

3. DATE

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)

5. ORGANIZATION AND STATION (Complete address)

6. VIA (As required)

7.

TO:

8. NATURE OF ACTION/SUBJECT

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)

11. ENCLOSURES (if any)

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)

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



UNITED STATES MARINE CORPS
UNIT ADDRESS

IN REPLY REFER TO:
1000
CO
19 June 2025

THIRD ENDORSEMENT on Rank I. M. Marine's NAVMC 10274 (3-93) dtd 10 June 2025

From: Commanding General, X Unit

To: Commandant of the Marine Corps (Graduate Education Manager MMOA-3)

Subj: APPLICATION FOR CONGRESSIONAL FELLOWSHIP PROGRAM ICO RANK FNAME MI LNAME
EDIPI/MOS USMC

1. State recommendation.
2. State any additional amplifying information for the recommendation.
3. Identify point of contact for this matter.

I. M. COMMANDER



UNITED STATES MARINE CORPS
UNIT ADDRESS

IN REPLY REFER TO:
1000
CO
19 June 2025

SECOND ENDORSEMENT on Rank I. M. Marine's NAVMC 10274 (3-93) dtd 10 June 2025

From: Commanding Officer, X Regiment
To: Commandant of the Marine Corps (Graduate Education Manager MMOA-3)
Via: Commanding General, X Unit

Subj: APPLICATION FOR CONGRESSIONAL FELLOWSHIP PROGRAM ICO RANK FNAME MI LNAME
EDIPI/MOS USMC

1. State recommendation.
2. State any additional amplifying information for the recommendation.
3. Identify point of contact for this matter.

I. M. COMMANDER



UNITED STATES MARINE CORPS
UNIT ADDRESS

IN REPLY REFER TO:
1000
CO
19 June 2025

FIRST ENDORSEMENT on Rank I. M. Marine's NAVMC 10274 (3-93) dtd 10 June 2025

From: Commanding Officer, X Battalion
To: Commandant of the Marine Corps (Graduate Education Manager MMOA-3)
Via: (1) Commanding Officer, X Regiment
(2) Commanding General, X Unit

Subj: APPLICATION FOR CONGRESSIONAL FELLOWSHIP PROGRAM ICO RANK FNAME MI LNAME
EDIPI/MOS USMC

1. State recommendation.
2. State any additional amplifying information for the recommendation.
3. Identify point of contact for this matter.

I. M. COMMANDER

Professional Resume

Major John Smith

Major Smith commissioned in 2013. He holds a Bachelor of Arts degree in Political Science from Johnstown University and a Master's Degree in History from the University of Virginia. He is a distinguished graduate from school X, Y, and Z.

From 2014-2017 he served as the Adjutant for Combat Logistics Battalion 13 where he deployed in support of the 13th Marine Expeditionary Unit on WESTPAC 16.2.

From 2017-2019 he served as the Company Commander for...etc., etc.

Etc.

Etc.

Major Smith is currently assigned to Marine Aircraft Group 29 where he works as the S-4 Officer.

Major Smith's military education includes completion of Expeditionary Warfare School, the Civil Affairs Officer Course, and... etc., etc.

Major Smith's personal awards and decorations include the Navy and Marine Commendation Medal (x2), the Navy and Marine Corps Achievement Medal, the Global War on Terror-Expeditionary Medal, and the Arctic Service Ribbon.

Major Smith is married to the former Ms. Jane Doe and they have two children: Jack (5) and Jill (2).

*****The resume should not be longer than 2-pages. Do not include a photo on this resume. Refer to yourself as your current rank throughout the resume (e.g. do not refer to yourself as 1stLt in the beginning and Maj at the end)******



UNITED STATES MARINE CORPS
UNIT ADDRESS

IN REPLY REFER TO:
1000
CO
19 June 2025

From: Rank FName MI. LName EDIPI/MOS USMC
To: Commandant of the Marine Corps (Graduate Education Manager MMOA-3)

Subj: PERSONAL STATEMENT FOR CONGRESSIONAL FELLOWSHIP PROGRAM

1. Include a personal statement of not more than one page explaining your motivation for applying to the program, relevance of the fellowship to your career goals, and how you would. utilize the knowledge and skills gained during the fellowship.
2. My point of contact for this matter is first.last@usmc.mil or 123-456-7890.

I. M. MARINE

Enclosure (2)



UNITED STATES MARINE CORPS
UNIT ADDRESS

IN REPLY REFER TO:
1000
CO
19 June 2025

From: Rank FName MI. LName EDIPI/MOS USMC

To: Commandant of the Marine Corps (Graduate Education Manager MMOA-3)

Subj: PERSONAL STATEMENT FOR ACCEPTANCE INTO GEORGE MASON UNIVERSITY'S MASTER'S
IN PUBLIC POLICY DEGREE PROGRAM

1. Include a 750-1,000 word statement indicating your specific goals for and interest in attending GMU's Schar School of Public Policy to receive a Master's in Public Policy (MPP).
2. SNCOs should include this enclosure only if they are eligible for and desire to earn a Master's in Public Policy from George Mason University.
3. My point of contact for this matter is first.last@usmc.mil or 123-456-7890.

I. M. MARINE

Enclosure (3)



UNITED STATES MARINE CORPS
UNIT ADDRESS

IN REPLY REFER TO:
1000
INITIALS
19 June 2025

From: Rank FName MI. LName EDIPI/MOS USMC
To: President, FY26 Congressional Fellowship Selection Board

Subj: LETTER OF RECOMMENDATION FOR CONGRESSIONAL FELLOWSHIP ICO RANK FNAME ME
LNAME EDIPI/MOS USMC

1. Detail letter of recommendation content as appropriate. For all officers and for SNCOs who are eligible for and desire to earn an MPP, this letter must at a minimum address the applicant's academic potential to attend the GMU Schar School of Public Policy and earn an MPP.
2. The letter may also address other aspects of the applicant's qualifications to complete the CFP.
3. The point of contact for this matter is first.last@usmc.mil or 123-456-7890.

I. M. MARINE



UNITED STATES MARINE CORPS
UNIT ADDRESS

IN REPLY REFER TO:
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INITIALS
19 June 2025

From: Rank FName MI. LName EDIPI/MOS USMC
To: President, FY26 Congressional Fellowship Selection Board

Subj: LETTER OF RECOMMENDATION FOR CONGRESSIONAL FELLOWSHIP ICO RANK FNAME ME
LNAME EDIPI/MOS USMC

1. Detail letter of recommendation content as appropriate. For all officers and for SNCOs who are eligible for and desire to earn an MPP, this letter must at a minimum address the applicant's academic potential to attend the GMU Schar School of Public Policy and earn an MPP.
2. The letter may also address other aspects of the applicant's qualifications to complete the CFP.
3. The point of contact for this matter is first.last@usmc.mil or 123-456-7890.

I. M. MARINE

Previous Undergraduate and Graduate Transcripts
for All University Coursework

Email or Other Correspondence from PMOS Monitor

Supporting or Noting Lack of Support for

SNM's Application to the Congressional Fellowship Program



UNITED STATES MARINE CORPS
UNIT ADDRESS

IN REPLY REFER TO:
1000
CO
19 June 2025

From: Security Manager Representative, X Unit
To: Commandant of the Marine Corps (Graduate Education Manager MMOA-3)

Subj: CERTIFICATION OF SECURITY CLEARANCE ICO RANK FNAME MI LNAME EDIPI/MOS USMC

1. This letter is issued to certify that a security clearance was adjudicated by the Department of the Navy, Central Adjudication Facility, Washington, D.C. and may be used to verify member's security eligibility.

2. Member's service records indicate the following pertinent details regarding a security clearance:

- a. Open Investigation:
- b. PSQ sent date:
- c. Investigation Summary:
- d. Adjudication Summary:
- e. Continuous Evaluation:

3. Should you require further clarification regarding member's security clearance, contact Billet at first.last@usmc.mil or 123-456-7890.

I. M. MARINE

Enclosure (7)