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 on-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 9937 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:

<table>
<thead>
<tr>
<th>SYSTEM DESCRIPTION</th>
<th>SYSTEM NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marine Corps Military Personnel Records System</td>
<td>MMN 00006</td>
</tr>
<tr>
<td>Bond and Allowment System</td>
<td>MFD 00004</td>
</tr>
<tr>
<td>Joint Uniform Military Pay System/Manpower Management System</td>
<td>MFD 00003</td>
</tr>
</tbody>
</table>

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.

2023 05 23

Signature of the Individual

SOCIAL SECURITY NO.

PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS
NAVMC 11000 (REV. 5-90) (E) SN: 0109-LF-064-8800

(File Original in OQR or SRB; Provide Copy to Individual)
<table>
<thead>
<tr>
<th>1. ACTION NO.</th>
<th>2. SSIC/FILE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1000</td>
</tr>
<tr>
<td>3. DATE</td>
<td>2023 05 23</td>
</tr>
</tbody>
</table>

4. FROM (Grade, Name, SSN, MOS, or O/C, Pers. O., etc.)
   Capt. J.M. Marine, DODID NUMBER/03XX USMC

5. ORGANIZATION AND STATION (Complete address)
   PARENT COMMAND ADDRESS

6. VIA (As required)
   (1) Company Commander
   (2) Battalion Commander
   (3) Regimental Commander

7. TO:
   Commandant of the Marine Corps (ATTN: OLA)
   Headquarters Marine Corps
   3280 Russell Road
   Quantico, Virginia 22314-5103

8. NATURE OF ACTION/SUBJECT
   APPLICATION FOR CYXX CONGRESSIONAL FELLOWSHIP PROGRAM ICO I. M. MARINE

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)
    (a) MARADMIN

11. ENCLOSURES (if any)
    (1) Security Verification Letter
    (2) Reporting Senior Assessment
    (3) Personal Statement to the board
    (4) Personal Statement for GMU
    (5) Letters of Recommendation
    (6) Unofficial Transcripts
    (7) Professional Resume

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

   1. As per the Reference, the following information is provide:
      a. Name/EDIP:
      b. Rank/Grade:
      c. Current Position/Title:
      d. Work Address:
      e. Work Telephone:
      f. Home Address:
      g. Home Telephone:

   2. 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.

   I. M. MARINE
THIRD ENDORSEMENT on Capt. AA Form 1500 of 14 Dec 11

From: Commanding General, 3d Marine Aircraft Wing
To: Commandant of the Marine Corps (MMAO-3)

Subj: APPLICATION FOR THE CONGRESSIONAL FELLOWSHIP PROGRAM
IN CASE OF CAPTAIN

1. Forwarded, recommended with enthusiasm.

2. Captain carries himself with the utmost professionalism. His demonstrated leadership skills and core principles would lead to great success in the Congressional Fellowship Program.

3. The point of contact for this matter is Captain
SECOND ENDORSEMENT on Capt XXX XX USMC

From: Commanding Officer, Marine Aircraft Group 16
To: Commandant of the Marine Corps (MNOA-5)
Via: Commanding General, 3d Marine Aircraft Wing

Subj: APPLICATION FOR CONGRESSIONAL FELLOWSHIP PROGRAM ICC CAPT XXX XX USMC

1. Forwarded, recommended with the highest enthusiasm for selection as a Congressional Fellow.

2. Captain XXX XX is a motivated MAGTF Officer who is known for his proficient, professional, and superb leadership qualities. He has earned this reputation through four deployments which included combat operations in Iraq and Afghanistan and shipboard operations in support of 13th and 31st Marine Expeditionary Units. These qualities will serve him well in representing the Marine Corps and assisting members of Congress in the development of legislation and better understanding military affairs. He has built a solid foundation for himself within the Marine Corps and this program will enable him to discover new opportunities through knowledge and study while continuing to serve our nation. I have the utmost confidence in Captain XXX XX's ability to represent our Corps well if selected for the Congressional Fellowship Program.

Copy to:
CO, HMH-465
FIRST ENDORSEMENT on Capt NAVMC 10274 of 14 Dec 11

From: Commanding Officer, Marine Heavy Helicopter Squadron 465
To: Commandant of the Marine Corps (Graduate Education MMOA-5)
Via: (1) Commanding Officer, Marine Aircraft Group 16
     (2) Commanding General, 3d Marine Aircraft Wing

Subj: APPLICATION FOR CONGRESSIONAL FELLOWSHIP PROGRAM ICO CAPT

1. Enthusiastically recommended for selection.

2. As a MAGTF Officer, Capt represents the Marine Corps and himself with the utmost professionalism. He is a dedicated and principled Officer and has demonstrated strong leadership. He is an advocate for the Marine Corps and will certainly excel as a Congressional Fellow.

3. All supporting documents and enclosures have been reviewed and I recommend this Marine with enthusiasm to the Congressional Fellowship Program.
From: Security Coordinator, Reserve Affairs Division
To: Whom it May Concern

Subj: CLEARANCE ACCESS VERIFICATION IN THE CASE OF 0111 USMC

Ref: (a) SECNAVINST 5510.30A
     (b) SECNAVINST 5510.36

1. Per the references, has been granted eligibility to classified material inclusive to TOP SECRET (INTERIM). Enrollment in the Continuous Evaluation Program is effective as of . The below information is provided and can be verified in the Defense Information System for Security (DISS).

Name: 
EDIFI: 
DOB: 
Place of Birth: 
Clearance Access: 
Type Investigation: 
Investigating Agency: DODCAF 
Date Investigation Completed: 
Date Investigation Adjudicated by DoNCAF: (INTERIM) 
Security Clearance Eligibility: TOP SECRET

2. If you have any questions, please contact 703-

Digitally signed by

Date 2013 06 36
11 54 30 0430
From: Officer in Charge, Center for Naval Aviation Technician Training Unit Cherry Point, Detachment Little Rock
To: Office of Legislative Affairs

Subj: REPORTING SENIOR ASSESSMENT ICO STAFF SERGEANT
From: Captain
To: Office of Legislative Affairs

Subj: PERSONAL STATEMENT FOR CONGRESSIONAL FELLOWSHIP PROGRAM ICO CAPTAIN

Ref: (a) USMC CFP CY24 Officer Application Guidance

1. Per the reference, the below is submitted as my personal statement for the Congressional Fellowship Program Application:

I.M. MARINE
From: Captain  
To: Office of Legislative Affairs  

Subj: PERSONAL STATEMENT FOR ACCEPTANCE INTO GEORGE MASON UNIVERSITY’S MASTER’S IN PUBLIC POLICY DEGREE PROGRAM I CO CAPTAIN  

Ref: (a) USMC CFP CY24 Officer Application Guidance  

1. Per the reference, the below is submitted as my personal statement for the George Mason University’s Masters in Public Policy Application:

I, M. MARINE

ENCLOSURE (4)
From: Lieutenant Colonel
To: President, CY Congressional Fellowship Selection Panel

Subj: LETTER OF RECOMMENDATION FOR CONGRESSIONAL FELLOWSHIP ICO
CAPTAIN

1. Captain has my strongest recommendation for admission into George Mason University’s Master’s of Public Policy program and selection into the Congressional Fellowship program. I can think of no finer officer for this program. I have known and observed Captain since December 2020, when she checked into 3rd Raider Support Battalion. From December 2020-May 2021, I was her Reporting Senior while she served as the Battalion S-4 Officer. In May 2021, she was selected to serve as the Marine Special Operations Command (MARSOC) Commander’s Aide-de-Camp. I had the opportunity to continue to work with and observe this Marine as I transitioned to serve as the G-33 and later within the Combat Development and Integration Branch (CD&I).

2. Captain has always demonstrated a passion and drive for learning and continued education, both personally and professionally. Her organization, multi-tasking abilities, and interpersonal skills have proven unmatched, especially during her time as the Aide-de-Camp. I recommended her interviewing for this prestigious position knowing her strengths and seeing the potential to which she could reach within this billet and this community. There is no question she would thrive in a graduate level program while maintaining her professional competence and enthusiasm.

3. Professionally and personally, Captain is the example and embodies a true Marine Corps Officer. She continually strives for the highest levels of physical fitness, personal appearance, and professional skill. She takes pride in her roles and responsibilities and holds herself to surpassing standards and expectations. The little time she does have outside of work, she uses for furthering her reading and fitness.

4. I enthusiastically recommend Captain for the Congressional Fellowship Program; she is exactly who we need to represent the Marine Corps on Capitol Hill. I can be reached at
PREVIOUS UNDERGRADUATE AND GRADUATE TRANSCRIPTS