

USMC CONGRESSIONAL FELLOWSHIP PROGRAM

FY22 APPLICATION GUIDANCE

****THIS GUIDANCE APPLIES TO ALL APPLICANTS (OFFICER/SNCO/CIVILIAN) UNLESS ANNOTATED BELOW****

1. COMPLETED AND SIGNED NAVMC 11000 PRIVACY ACT STATEMENT.
2. APPLICATIONS MUST CONTAIN COMMAND ENDORSEMENTS THROUGH THE FIRST GENERAL OFFICER (WING, DIVISION, OR MLG EQUIVALENT) AS APPROPRIATE.
3. AA FORM WITH NAME, SSN, GRADE, CURRENT POSITION TITLE, ORGANIZATION ADDRESS, WORK TELEPHONE NUMBER, EMAIL ADDRESS, HOME ADDRESS, AND HOME TELEPHONE NUMBER. THE FOLLOWING STATEMENT MUST BE INCLUDED ON THE AA FORM FOR AC AND AR MARINES: "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 SEPARATION OR RETIREMENT WHILE PARTICIPATING IN THE PROGRAM. I FURTHER UNDERSTAND THAT THIS OBLIGATION IS TO RUN CONCURRENTLY WITH ANY OBLIGATION PREVIOUSLY INCURRED."
4. REPORTING SENIOR ASSESSMENT OF APPLICANT QUALIFICATIONS FOR THE FELLOWSHIP.
5. PERSONAL STATEMENT INDICATING THE REASON FOR APPLYING TO THE PROGRAM, THE RELEVANCE OF THE FELLOWSHIP TO CAREER GOALS, AND HOW THE FELLOWSHIP WILL BE UTILIZED.
6. RESUME WITH SERVICE HISTORY, CIVILIAN EDUCATION, MILITARY EDUCATION, MILITARY DECORATIONS AND PERSONAL DATA TO INCLUDE NAME AND AGE OF SPOUSE AND CHILDREN (2 PAGE MAX).
7. 750-1000 WORD PERSONAL STATEMENT INDICATING THE SPECIFIC GOALS FOR AND INTEREST IN ATTENDING GEORGE MASON UNIVERSITY'S SCHAR SCHOOL OF POLICY TO RECEIVE A MASTER'S IN PUBLIC POLICY (MPP).
OFFICERS APPLICANTS ONLY
8. TWO LETTERS OF RECOMMENDATION TO ATTEND THE GEORGE MASON UNIVERSITY'S SCHAR SCHOOL OF POLICY.
OFFICER APPLICANTS ONLY
9. LETTER(S) OF RECOMMENDATION ONE OR MORE LOR TO THE PRESIDENT OF THE FELLOWSHIP BOARD ON THE QUALIFICATIONS FOR THE CONGRESSIONAL FELLOWSHIP. ***SNCO AND CIVILIAN APPLICANTS ONLY***
10. UNOFFICIAL TRANSCRIPT(S) OF ALL PRIOR UNIVERSITY WORK ***ALL APPLICANTS***

****THE ABOVE SHOULD BE SUBMITTED WITH IN A CONSOLIDATED PDF DOCUMENT****

NAMED: LAST NAME_FIRST NAME_CY22_CFP_APPLICATION

10. AN OMPF DIGITAL PHOTOGRAPH TAKEN WITHIN 12 MONTHS OF THE PROGRAM APPLICATION DEADLINE IS REQUIRED. DIGITAL PHOTOS WILL BE SUBMITTED AS A SEPARATE FILE ALONG WITH THE APPLICATION, AS WELL AS UPLOADED INTO YOUR OMPF.

NAMED: LAST NAME_FIRST NAME_CY22_CFP_PHOTO

11. MASTER BRIEF SHEET (MBS) A COPY OF YOUR MBS AS A SEPARATE FILE TO BE SUBMITTED WITH YOUR APPLICATION PACKAGE.

NAMED: LAST NAME_FIRST NAME_CY22_CFP_MBS

SUSPENSE DATE FOR COMPLETED PACKAGES TO HQMC OLA IS **FRIDAY, 24 JULY 2020 AT 2359 EST**. PLEASE FORWARD APPLICANT PACKAGES TO HQMC_OLA_CFP@USMC.MIL WITH THE SUBJECT LINE: CY22 CFP APPLICATION ICO (LAST NAME, FIRST NAME). THE ANTICIPATED DATE FOR INTERVIEWS IS 17-21 AUGUST 2020 FOR OFFICERS AND 24-28 AUGUST 2020 FOR SNCO/CIVILIANS. ENSURE ANY DATES OF INTERVIEW NON-AVAILABILITY, OR ANY LIMITATIONS ON SVTC CAPABILITY, ARE NOTED ON THE ADMINISTRATIVE ACTION FORM.