

USMC CONGRESSIONAL FELLOWSHIP PROGRAM FY24 SNCO/CIVILIAN APPLICATION GUIDANCE

The following eight items should be consolidated, in order, into a single PDF document titled:
LASTNAME_FIRSTNAME_CY24_CFP_APPLICATION EXAMPLE: PULLER_CHESTY_CY24_CFP_APPLICATION

The Master Brief Sheet and Resume will be sent separately from the first eight requirements. DO NOT ADD TO PDF

1. NAVMC 11000 PRIVACY ACT STATEMENT completed and signed.
2. COMMAND ENDORSEMENTS through the first general officer (Wing, Division, or MLG equivalent) as appropriate.
3. 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 for AC and AR Marines: "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 separation or retirement while participating in the program. I further understand that this obligation is to run concurrently with any obligation previously incurred."

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 LOR to the President of the Fellowship Board on the qualifications for the Congressional Fellowship.
8. UNOFFICIAL TRANSCRIPT(S) for ALL prior university work.

**REMEMBER THE ABOVE ITEMS (1-8) SHOULD BE CONSOLIDATED, IN ORDER, AND SUBMITTED AS
A SINGLE PDF DOCUMENT NAMED: LASTNAME_FIRSTNAME_CY24_CFP_APPLICATION**

9. MASTER BRIEF SHEET (MBS) a copy of your MBS, as a separate file to be submitted with your application package.
10. BUSINESS RESUME with service history, civilian education, military education, military decorations, and personal data to include name and age of spouse and children (maximum 2 pages).

NAMED: **LAST NAME_FIRST NAME_CY24_CFP_MBS/RESUME**

Completed packages are due to HQMC OLA by **FRIDAY, 22 JULY 2022 AT 2359 EST**. Please forward applicant packages to HQMC_OLA_CFP@USMC.MIL with the subject line:

CY24 CFP APPLICATION ICO (LAST NAME, FIRST NAME).

The anticipated date for interviews is 22-26 August 2022 for SNCO/Civilians. Ensure any dates of interview non-availability, or any limitations on SVTC capability, are noted on the administrative action form.