

# USMC CONGRESSIONAL FELLOWSHIP PROGRAM CY24 OFFICER APPLICATION GUIDANCE

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The following nine 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 nine 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. 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. 750-1000 WORD PERSONAL STATEMENT indicating specific goals for and interest in attending George Mason University's Schar School of Policy to receive a Master's in Public Policy (MPP).
8. TWO LETTERS OF RECOMMENDATION for the applicants to attend the George Mason University's Schar School of Policy.
9. UNOFFICIAL TRANSCRIPT(S) for ALL prior university work.

**REMEMBER THE ABOVE ITEMS (1-9) SHOULD BE CONSOLIDATED, IN ORDER, AND SUBMITTED AS  
A SINGLE PDF DOCUMENT NAMED: LASTNAME\_FIRSTNAME\_CY24\_CFP\_APPLICATION**

1. MASTER BRIEF SHEET (MBS) a copy of your MBS, as a separate file to be submitted with your application package.
2. 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 15-19 August 2021 for Officers. Ensure any dates of interview non-availability, or any limitations on SVTC capability, are noted on the administrative action form.