

**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.

2023 05 23

Date

*I. M. Marine*

Signature of the Individual

EDIPI:

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.

1000

3. DATE

2020 05 23

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)  
CAPT I.M. MARINE, DODID NUMBER/03XX USMC

5. ORGANIZATION AND STATION (Complete address)

PARENT COMMAND ADDRESS

6. VIA (As required)

(1) Company Commander (3) Regimental Commander  
(2) Battalion 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 Fellowship
- (4) Personal Statement to GMU
- (4) Letters of Recommendation
- (5) Unofficial Transcripts

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

I. As per the Reference, the following information is Provide

- a. Name/EDIPI:
- 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

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



DEPARTMENT OF THE NAVY

1000  
PO  
20 Jan 22

SECOND ENDORSEMENT on GySgt s AA Form 1336 of 18 May 22

From: Director, Operations Division, Plans, Policies, and Operations,

Headquarters, U.S. Marine Corps

To: Commandant of the Marine Corps (Attn: OLA)

Subj: APPLICATION FOR THE CONGRESSIONAL FELLOWSHIP PROGRAM IN CASE OF GUNNERY SERGEANT.

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

2. Point of contact for this matter is Gunnery Sergeant , Operations Division Administrative Chief at (703) - or via e-mail at

  
I. M. MARINE



UNITED STATES MARINE CORPS  
MARINE ARTILLERY DETACHMENT  
TRAINING COMMAND  
745 GERONIMO ROAD  
FORT SILL, OKLAHOMA 73503-4255

IN REPLY REFER TO:  
4400  
CO  
8 Jun 22

FIRST ENDORSEMENT on GySgt AA form dtd 18 May 22

From: Commanding Officer, Marine Artillery Detachment  
To: Commandant of the Marine Corps (MMAA-5)  
Via: Commanding General, Training Command

Subj: APPLICATION FOR CONGRESSIONAL FELLOWSHIP PROGRAM IN CASE OF  
GUNNERY SERGEANT /0861 USMC

1. Enthusiastically recommended for selection.
2. As a Marine Artillery Detachment Chief Instructor, Gunnery Sergeant represents the Marine Corps and himself with the utmost professionalism. He is a dedicated and principled SNCO and has demonstrated strength of character and morale values in his tenure at the detachment. GySgt is an intelligent, logical, and skilled communicator, able to present concepts to the most senior military officials or the entry-level Marine with equal ease. I have no doubt he will faithfully serve as an advocate for the Marine Corps and excel as a Congressional Fellow.
3. All supporting documents and enclosures have been reviewed and I recommend this Marine with utmost enthusiasm to the Congressional Fellowship Program.
4. Point of contact for this matter is Major at  
@army.mil or (580) -

  
J. M. MARINE



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3280 RUSSELL RD  
QUANTICO VIRGINIA 22134-5103

IN REPLY REFER TO  
5510  
RA  
06 Jun 2022

From: Security Coordinator, Reserve Affairs Division  
To: Whom it May Concern

Subj: CLEARANCE ACCESS VERIFICATION IN THE CASE OF STAFF SERGEANT  
J111 USMC

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

1. Per the references, Staff Sergeant 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:  
EDIPI:  
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: 2022.06.06  
11:04:20 -04'00'

ENCLOSURE (1)



**UNITED STATES MARINE CORPS**  
CENTER FOR NAVAL AVIATION TECHNICAL TRAINING UNIT CHERRY POINT  
DETACHMENT LITTLE ROCK  
842 LEADERSHIP CIRCLE SUITE 102A  
LITTLE ROCK AIR FORCE BASE ARKANSAS 72099

IN REPLY REFER TO:

1650

OIC

2 June 22

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

ENCLOSURE (2)



**UNITED STATES MARINE CORPS**  
CENTER FOR NAVAL AVIATION TECHNICAL TRAINING UNIT CHERRY POINT  
DETACHMENT LITTLE ROCK  
842 LEADERSHIP CIRCLE SUITE 102A  
LITTLE ROCK AIR FORCE BASE ARKANSAS 72099

IN REPLY REFER TO:

1500

SCD

14 Jul 22

From: Staff Sergeant

To: President of the Board, Calendar Year 20 Congressional Fellowship Program

Subj: PERSONAL STATEMENT FOR CONGRESSIONAL FELLOWSHIP PROGRAM

ENCLOSURE (3)



UNITED STATES MARINE CORPS  
1ST MARINE AIRCRAFT WING  
UNIT 37101  
FPO AP 96373-7101

IN REPLY REFER TO:  
1500  
AWC  
11 JUN 22

From: Assistant Wing Commander, 1st Marine Aircraft Wing  
To: President, CY. Congressional Fellowship Program (CFP) Selection Board  
Subj: LETTER OF RECOMMENDATION ICO STAFF SERGEANT

ENCLOSURE (4)



**PREVIOUS UNDERGRADUATE AND  
GRADUATE TRANSCRIPTS**