



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

IN REPLY REFER TO:
5700

16 Dec 09

From: XXX XX USMC
To: 2010 Senate Youth Program Mentor Officer Selection Board
Subj: 2010 SENATE YOUTH PROGRAM MENTOR OFFICER APPLICATION ICO
XXX XX USMC

1. It is with great enthusiasm that I submit my application to serve as a mentor officer for the 2010 Senate Youth Program. I believe my experience and qualifications can best contribute to fulfilling the Senate Youth Program's mission. In addition to my application, I hope you will read a few of my accomplishments and consider the value I can bring to this organization and how well suited I am to serve as a Marine Corps representative during this program.

2. I have a successful history of working with high school students and youth-oriented programs through my service as a Presidential Classroom Volunteer Instructor and Diversity Outreach Program Officer.

a. Presidential Classroom, a non-profit civic education organization, strives to expand high school students' knowledge of politics, government, and the roles and responsibilities of institutions involved in policy making through seminars, group activities, and site visits. During the week long program, I led a group of 40 students through a demanding curriculum on the U.S. Constitution, lively discussions on current affairs, crossfire debates, and a model congress project. Through my service with Presidential Classroom, I have demonstrated the ability to accomplish the Senate Youth Program's mission of inspiring students to seek careers in public service and to increase students' understanding of the three branches of government.

b. One of my responsibilities in my current assignment is to promote awareness to the career opportunities and diversity found in the Marine Corps to high school students and community influencers. I have represented the Marine Corps at over a dozen outreach events where I provided guidance and insight on military options and career paths to a wide range of age groups and types of audiences. In this capacity, I have become very comfortable working with all levels of private sector and federal government officials.

3. I possess a broad variety of military skills, geographic assignments, and leadership experiences. I have successfully held positions in the aviation, legal, and administrative fields and have participated in numerous exercises and operations from the squadron to the Marine Expeditionary Force level in several different countries. Therefore, I am well-versed in Marine Corps current events and am most capable to help an impressionable group with limited knowledge of the military or national security issues gain a better understanding of defense personnel and missions.

4. My proven track record of serving as a Marine officer, role model, and mentor will make me a valuable asset to this program. Additionally, I am able to encourage students to pursue studies in history and political science due to my educational background in both of those fields. I hope you find that my experience working with high school students along with my rich and diverse military background, as described in my application, make me an ideal

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candidate to represent the Marine Corps in the Senate Youth Program. Thank
you for your time and consideration of my application.



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IN REPLY REFER TO:
5354
MPE
14 Dec 09

From: [redacted] XXX XX 2 USMC; [redacted]
[redacted] Branch
To: 2010 Senate Youth Program Mentor Officer Selection Board
Subj: COMMAND ENDORSEMENT ICO [redacted] XXX XX [redacted] USMC
AS A MENTOR OFFICER FOR THE 2010 SENATE YOUTH PROGRAM
Ref: (a) MARADMIN 678/09

1. As a Program Liaison Officer assigned to the Marine Corps [redacted] Branch, [redacted] promotes awareness of Marine Corps diversity, and career opportunities to students, community leaders, and business professionals at numerous national affinity group conferences. Since joining our branch in June 2008, [redacted] has personally taken the Marine Corps' diversity message to conferences across the nation such as those of the Tuskegee Airmen, Blacks in Government, and American Indian Science and Engineering Society, and many others.
2. [redacted] demonstrates exemplary conduct, character, leadership, self-discipline, and enthusiasm. Through his interaction with conference participants, [redacted] shows respect to all age groups and types of audiences. At each event, he displays a high level of maturity, energy, and professionalism.
3. An adept communicator, [redacted] clearly and concisely articulates his thoughts both verbally and in writing. [redacted] exhibits effective listening, speaking, and writing skills throughout all facets of his duties. He is highly personable and confident, and he is comfortable socializing with a wide range of people from students to senior government officials.
4. [redacted] has been an ardent community supporter and leader throughout his adult life and professional career. In college, he actively participated in community and youth volunteering programs (e.g., Boy Scouts of America and tutoring), which helped influence those he interacted with to become well-rounded individuals and productive citizens. Additionally, [redacted] recently served as a Presidential Classroom Volunteer Instructor. [redacted] also qualified to perform as a U.S. Naval Academy Blue and Gold Officer (BGO). As a BGO, [redacted] assists prospective Midshipmen on every aspect of the Naval Academy's admissions process. Through his current capacity and previous volunteering experiences, [redacted] has developed a successful history of working with youth-oriented programs. Therefore, [redacted] has my highest recommendation to serve as a mentor officer for the 2010 Senate Youth Program, as he will be a valuable asset to the program and its participants.
5. If selected, [redacted] will be available to participate in all functions during the total duration of the 2010 Senate Youth Program, including the orientation training.



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1. Full Name:
2. Rank:
3. Date and place of birth:
4. Place regarded as home:
5. Work mailing address, email address, and phone number:
 - a.
 - b.
 - c.
6. Career field/duty description explained in civilian terms:

a. An air traffic controller sequences and separates aircraft to prevent collisions, organizes and expedites the flow of air traffic, and provides information and support to pilots when needed. As a Marine Air Traffic Control Officer, I obtained an Air Traffic Control Specialist (ATCS) rating and earned a Ground Control and Radar Final Control qualification while serving as a liaison to military, civilian, the Federal Aviation Administration, and other appropriate air traffic control agencies with regard to airspace management plans and procedures. Additionally, I served as an air traffic control crew officer where I was responsible for supervising the operational and administrative duties of 26 crew members at a Marine Corps Air Traffic Control Facility. These duties included ensuring proper manning levels, supervising the training of personnel, and monitoring the maintenance of the facility's equipment.

b. Currently, I serve as a Program Liaison Officer for the _____ Branch. I assist with the development and administration of diversity policies, initiatives, and programs for the Marine Corps. Furthermore, I coordinate Marine Corps participation at national affinity group and Department of Defense student outreach events in order to encourage academic achievement, stimulate leadership development, and instill a sense of community service. As an ambassador for the Marine Corps at these events, I promote the numerous career opportunities available and the diversity of the Marine Corps to students, parents, school officials, and community influencers that have little knowledge or experience with Marine Corps personnel and operations.

7. Combat or Deployment Experience:

has a rich and diverse deployment experience that encompasses working jointly with various military branches, foreign military, and civil counterparts during several exercises in Thailand, South Korea, Japan, and the Philippines. specialized in planning, coordinating, and directing expeditionary airfield operations and interacted with foreign governments and military personnel from throughout the Pacific theater on complicated airspace management issues to ensure the safety of flight for U.S. aircraft during his Okinawa tour.

In the fall of 2005, served as an assistant airspace planner and manager for the 1st Marine Aircraft Wing's (1st MAW) Battle Staff during Exercise Ulchi Focus Lens at Camp Humphries, South Korea.

modified, maintained, updated U.S. Marine Corps (USMC) assigned airspace, assisted with the Air Tasking Order production, and helped de-conflict designated airspace.

During March 2006, led a detachment of five air traffic controllers to provide tower and radar services to Marine Aircraft Group 12 at Yecheon Air Base, South Korea during Exercise Foal Eagle 2006.

provided essential information and guidance to Korean controllers and U.S. pilots which resulted in the safe recovery of all aircraft throughout the exercise.

In October 2006, led a Marine Air Traffic Control Mobile Team during Exercise Talon Vision 2007 that provided air traffic control services in support of the 31st Marine Expeditionary Unit and the 1st MAW aviation operations at Fort Magsaysay, Philippines. managed the planning, coordination, and execution of operations that resulted in over 200 hours of safely controlled flight operations.

In the spring of 2007, served as officer-in-charge of an air traffic control liaison team to the Bangkok Air Control Center in Bangkok, Thailand during Exercise Cobra Gold 07. coordinated airspace management issues between the 1st MAW and the Thai air control agency, Aero Thai, which ensured the safe control of flight operations for the duration of the exercise.

served as a III MEF Liaison Officer to the U.S. Army and the Japanese Self-Defense Force during Exercise Yama Sakura 53 at Camp Sendai, Japan in December 2007. As a Marine representative to the bi-lateral Air Missile Defense Coordination Cell, advised and guided U.S. Army and Japanese personnel on the tactics and employment of the Marine Air Command and Control System in order to effectively integrate USMC assets in a joint and multi-national environment. Additionally, provided technical awareness of USMC capabilities and assisted with the coordination between services, which led to a successful training evolution between the two countries.

8. Brief, one page biography: holds an Associate of Arts degree with a concentration in Political Science from the New Mexico Military Institute and a Bachelor of Science in History from the United States Naval Academy.

He received a commission as a Second Lieutenant in the United States Marine Corps in May 2004 and proceeded to The Basic School in Quantico, Virginia. Upon completion and assignment as an Air Traffic Control Officer, he attended the Marine Air Traffic Control School in Pensacola, Florida.

Assigned to Okinawa, Japan, he received his air traffic control qualifications from Marine Corps Air Station Futenma and served as a crew and facility watch officer. As a crew officer, served as a liaison to military, civilian, and foreign air traffic control agencies with regard to airspace management plans and procedures while responsible for supervising the operational and administrative duties of 26 crew members. Assigned to the 31st Marine Expeditionary Unit, he led a detachment of Marines that provided air traffic control services from remote and exotic locations throughout the Pacific theater. then served as the adjutant and legal officer for Marine Air Control Squadron 4. In this position, created and executed the command's administrative policies, coordinated command affairs between internal staff sections and external agencies, and directed the legal affairs for a squadron of over 300 personnel. During his Okinawa assignment, participated in eight exercises in four different countries in the Asian-Pacific region.

Assigned as a Program Liaison Officer, coordinates Marine Corps participation in national affinity and ethnic groups annual conventions and conferences to promote and support established goals and objectives aimed at increasing awareness and exposure of the diversity found in the Marine Corps to the general public and community leaders.

His experiences working with youth-related programs include volunteer work throughout college that helped English as a Second Language students enhance their verbal and writing skills. Once a week for a semester, he tutored both individuals and groups of students, focusing on improving their grammar and reading ability. He also participated in the annual Naval Academy Boy Scout Jamboree where he led tours of the campus, provided instruction for merit badges, and gave admission advice to potential applicants.

also served as a volunteer instructor for the Presidential Classroom which is an organization that provides outstanding high school students from the United States and abroad with rigorous educational experiences in Washington, DC. The organization's objective is to prepare the students for roles as leaders in public service and private enterprise. In his current capacity, publicizes to numerous high school and college age students, at various affinity groups' youth-oriented functions, the lifestyle, job satisfaction, financial well-being, and leadership opportunities that are available to tomorrow's leaders through careers in the Marine Corps. Additionally, is responsible for providing resources and guidance to students and counselors at two local high schools as a volunteer Naval Academy Blue and Gold Officer (BGO).

currently mentors and assists 12 high school seniors on every aspect of the Naval Academy and through the application process.

His awards and recognitions include earning the Navy and Marine Corps Achievement Medal with Gold Star and being named the honor graduate for the U.S. Air Force's Air and Space Operations Center: Airspace Course at Hurlbert Field, Florida.

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9. **Written Consent:** I, _____, USMC, do hereby authorize the release of all information enclosed in this nomination package to those persons involved in the selection process.

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XXX XX 4 USMC

10. Home mailing and email addresses and phone numbers:

a.

b.

c.

