

EXTERNAL BILLET PROGRAM INITIAL SCREENING QUESTIONNAIRE (ISQ)

STATEMENT OF PERSONAL HISTORY	
<u>DATA REQUIRED BY THE PRIVACY ACT</u>	
AUTHORITY:	EXECUTIVE ORDER 9397, 10450, 11652.
PRINCIPAL PURPOSE:	TO RECORD DATA CONCERNING INDIVIDUALS WHO VOLUNTEER FOR ASSIGNMENT TO EXTERNAL BILLETS.
USES:	TO ASSIST IN SCREENING OF APPLICANT.
MANDATORY/VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:	ALL INFORMATION IS VOLUNTARY AND REFUSAL TO PROVIDE IT MAY PREVENT FAVORABLE CONSIDERATION OF VOLUNTEER'S REQUEST FOR ASSIGNMENT.

External Billet Program Description

Headquarters Marine Corps provides Officer and Enlisted Marines in support of the Joint Manpower Program (JMP) in order to ensure that joint activities have the minimum manpower with appropriate skills and experience to carry out assigned missions, tasks and functions.

This questionnaire is for consideration into a non-USMC unit or agency. These specific billets are predominately in Joint environments with a **high operational tempo**. These billets may not count as a key billet in grade; therefore, it is strongly recommended each applicant considers career risk implications of assignment.

* All billets require additional screening prior to assignment by HQMC *

*** ALL MARINES REGARDLESS OF AGE OR SEX ARE ALLOWED TO APPLY***

MINIMUM PREREQUISITES	
1. FULL DUTY STATUS 2. US CITIZEN 3. 1 ST CLASS PFT 4. SECRET CLEARANCE ELIGIBLE/ UPGRADEABLE TO TOP SECRET 5. AIRBORNE QUALIFIED OR VOLUNTEER TO ATTEND (NOT ALL BILLETS REQUIRE)	6. UCMJ / FINANCIAL: NO RECURRING PATTERNS 7. IN COMPLIANCE WITH CURRENT USMC TATTOO POLICY <ul style="list-style-type: none"> • VERIFY THROUGH UNIT CAREER PLANNER/S-1 • BE PREPARED TO SUBMIT DOCUMENTATION UPON REQUEST
<p>*Professional BIO with Photo*</p>	

*** INSTRUCTIONS FOR COMPLETION OF FORM ***

This form serves as the initial contact between HQMC and the External Billet organization. Additional paperwork will be required from the Marine in the event they are chosen to proceed through the screening process.

- Verify that you meet the minimum prerequisites listed above
- Fill out page 2 of the Screening Questionnaire and provide any requested amplifying information
- Ensure that all information is kept at the UNCLASSIFIED level
- The Professional Bio with photo can be in any format however, it must delineate current and past billets with enough information to depict responsibilities and accomplishments.

SUBMIT FORM TO: ombhqmcapplications@usmc.mil

EXTERNAL BILLET PROGRAM INITIAL SCREENING QUESTIONNAIRE (ISQ)

NAME		PAYGRADE	MOS
EDIPI	AFADBD	EAS/ECC	DCTB
NIPR EMAIL		SIPR EMAIL	
PHONE #		SVOIP	
PFT DATE		PFT SCORE	
CFT DATE		CFT SCORE	
EFMP	YES	NO	If Yes date: _____
SERVICE SPOUSE:	YES	NO	
Immediate Supervisor Contact Information			
Rank/Name:		Signature	Recommend
			Yes No
EMAIL		Phone#	
SgtMaj/MGySgt Contact Information			
Rank/Name:		Signature	Recommend
			Yes No
EMAIL		Phone#	
Commanding Officer Contact Information LtCol or Above			
Rank/Name:		Signature	Recommend
			Yes No
EMAIL		Phone#	

You are required to notify your Chain of Command of desire to screen for an External Billet. This paperwork will not be processed without contact information for the above individuals; these individuals may be contacted by HQMC

I CERTIFY THAT I MEET ALL MINIMUM PREREQUISITES AS STATED ABOVE AND THAT ALL INFORMATION PROVIDED IS TRUE AND ACCURATE.	
_____	_____
Signature of Marine	Date

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EXTERNAL BILLET PROGRAM INITIAL SCREENING QUESTIONNAIRE (ISQ)

UNITED STATES MARINE CORPS

SSgt John M. Smith

0231 All Source Analyst

* Begin Professional Bio here.

INSERT PHOTO HERE



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