

## SELECT BILLET PROGRAM INITIAL SCREENING QUESTIONNAIRE (ISQ)

### DATA REQUIRED BY THE PRIVACY ACT

AUTHORITY:	EXECUTIVE ORDER 9379, 10450, 11652
PRINCIPAL PURPOSE:	TO RECORD DATA CONCERNING INDIVIDUALS WHO VOLUNTEER FOR ASSIGNMENT TO SELECTED 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.

### Select 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 predominantly 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.\*

Please see FAQs on the Selected Billets webpage on M&RA's website for further information.

### ALL MARINES ARE ELIGIBLE TO APPLY.

#### **Minimum Prerequisites:**

1. Full Duty Status
2. US Citizen
3. First Class PFT/CFT
4. SECRET Clearance Eligible/Upgradeable to TOP SECRET
5. UCMJ/Financial: No recurring negative patterns (parent command responsibility at time of screening)
6. In compliance with current USMC tattoo policy (parent command responsibility at time of screening)
7. Provision of a professional biography.
8. ENLISTED MARINES: Must be PME complete in grade prior to PCS if selected

#### **\*INSTRUCTIONS FOR COMPLETION OF FORM\***

This form serves as the initial contact between HQMC and the Select 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 Initial Screening Questionnaire and provide any requested amplifying information.
- Ensure that all information is kept at the UNCLASSIFIED level.
- The Professional Biography can be in any format, however, it must delineate current and past billets with enough information to depict responsibilities and accomplishments.

SUBMIT FORM TO: SMB\_Select\_Billet\_Applications@usmc.mil

**SELECT BILLET PROGRAM INITIAL SCREENING QUESTIONNAIRE (ISQ)**

Personal Information and Data				
Full Name and EDIPI:		Pay Grade:	MOS:	Date of Rank
Personal Email:		NIPR Email:		SIPR Email and SVOIP Number:
Personal Cell Number:	Office Phone Number:		Willing to do a Counterintelligence Polygraph (yes/no):	
Current Clearance:	Projected Rotation Date:	EAS/ECC:	PFT Date/Score:	CFT Date/Score:
Languages:	EFMP (if "Yes," provide date):	Service Spouse (yes/no):		
PME Complete, if not, will you be complete before PCS? (provide info)		If Yes, Branch/Rank?		
		Immediate family members Foreign Nationals (yes/no):		
On a Promotion Selection Board/Education Board/Competitive Board? (provide info):				
Immediate Supervisor Contact Information				
Rank/Name:		Recommend (yes/no):	Signature:	
Email:		Phone Number:		
SgtMaj/MGySgt Contact Information				
Rank/Name:		Recommend (yes/no):	Signature:	
Email:		Phone Number:		
Commanding Officer - O5 or above (REQUIRED)				
Rank/Name:		Recommend (yes/no):	Signature:	
Email:		Phone Number:		

I CERTIFY THAT I MEET ALL MINIMUM PREREQUISITES AS STATED ABOVE AND THAT ALL INFORMATION IS CORRECT. You are required to notify your Chain of Command of your intent to screen for a Select Billet. This information will not be processed without contact information for the above individuals and they may be contacted by HQMC.

SIGNATURE/DATE:

**INSERT PROFESSIONAL BIOGRAPHY BELOW**