

USMC External Billet Application Instructions

CAO 20181026

The below instructions and [this flowchart](#) outline the external billet application process.

Step 1: access the application

Click [here](#) to access the USMC External Billet Initial Screening Questionnaire. The questionnaire, along with more information about external billets, also be found at the following links:

Enlisted:

https://www.manpower.usmc.mil/webcenter/portal/oracle/webcenter/page/scopedMD/sba0f5312_7cac_4354_9416_b881114f3134/Page28fd6c68_9a37_4cd8_8ee6_3412c12937c8.jspx

Officer:

https://www.manpower.usmc.mil/webcenter/portal/MMOA/pages_page1

Step 2: complete the application

Fill out the form and obtain the required signatures from your chain of command (either “wet” or digital signatures are acceptable).

Step 3: coordinate with your monitor

As part of the application process, contact your monitor and inform him or her of your desire to serve in an external billet. Your monitor will assist you in determining whether you are eligible for orders and will help you understand the possible risks to your career of serving in an external billet. **Your monitor has the final say as to whether you are eligible for orders to an external billet. If you have web orders to PCA or PCS, or have been selected for command, school, or some other program, you will NOT be considered for an external billet until your orders have been executed and you have submitted a new package with a new command endorsement.**

Step 4: submit the application

Once the form is complete and you have coordinated with your monitor, send it to ombhqmapplications@usmc.mil. In your email, you may indicate the billet(s) you prefer, but please identify billets **ONLY** by referring to their general location. For example, you could state: “I wish to be considered for an external billet in the National Capitol Region (NCR).” Or you could state: “I do NOT wish to be considered for external billets in the Tidewater area of VA.” If you do not have a preference, simply state: “I wish to be considered for any external billets for which I am eligible.” **DO NOT USE UNIT NAMES OR IDENTIFY SPECIFIC INSTALLATIONS/LOCATIONS. ENSURE THE CONTENT OF YOUR EMAIL IS UNCLASSIFIED.** You will receive an email notifying you that your application has been received.

Step 5: administrative screening of application by HQMC

Your application will be screened by HQMC to ensure it satisfies basic administrative requirements, including: that it is complete; that there are external billets for which you are eligible (by rank and MOS); and that you are eligible for orders. Your monitor will also be contacted to determine whether he or she concurs with your application.

Step 6: review of application by external organization

If your monitor concurs with your application and it satisfies the administrative requirements, it will be reviewed by the external organization(s). If an organization is interested your application, it will contact you regarding additional application requirements, which may include a more detailed application form as well as a period of assessment/selection, which could range from 1-6 weeks. If, after reviewing your application, the organization is no longer interested in your candidacy, you will be contacted by the organization or HQMC notifying you that you have not been selected. **Please note that your application will NOT be archived and reviewed during future rounds of selection for external billets. Therefore, if you wish to be considered again, you must reapply.**

Contact Us

Special Programs Section, Special Operations Directorate, PP&O, HQMC

ombhqmapplications@usmc.mil

For officer applicants: (703) 571-1059 (commercial) or (302) 221-0661 (SVOIP)

For enlisted applicants: (571) 256-9830 (commercial) or (302) 221-0668 (SVOIP)