



UNITED STATES MARINE CORPS
MARINE HELICOPTER SQUADRON ONE
2134 ROWELL ROAD
QUANTICO, VIRGINIA 22134-5064

IN REPLY REFER TO

5000
MED
16 MAR 10

From: Commanding Officer, Marine Helicopter Squadron One
To: Bureau of Naval Personnel (PERS-4010, PERS-4013, PERS-4415)

Subj: APPLICATION PROCEDURES FOR SQUADRON MEDICAL PERSONNEL

Ref: (a) DoD Directive 5210.87

Encl: (1) Application Criteria
(2) Marine Helicopter Squadron One Applicant Screening/Interview Form

1. When appropriately notified of Squadron Medical vacancies, the following application procedures are to be followed for selection process. All Enlisted applicants are instructed to notify PERS-4013 Placement Coordinator at (901)874-4505. All Officer applicants are instructed to notify PERS-4415 Family Medicine/Operational Assignment Officer at (901)874-4037.
2. Applicants must be within PRD window or be releasable by current command. Applicants are required to complete the attached Screening Form and submit to HMX-1 Counter Intelligence along with credit reports from all three bureaus. Purpose of the HMX-1 Applicant Interview/Screening Form is to determine whether the applicant meets the criteria set forth by the Secretary of the Navy (SECNAV) for assignment to Presidential Support Duty (YANKEE WHITE read-in). The screening form allows the Commanding Officer to determine whether or not a Marine/Sailor meets the security qualifications for highly restrictive programs. If found ineligible for security reasons, the Marine/Sailor will not be assigned to HMX-1, per DoD directive 5210.55. Personnel assigned to HMX-1 who fail to maintain Yankee White status will be transferred out of the Squadron.
3. Upon notification of successful security screening, applicant will submit official package containing the following: personal statement in support of selection, curriculum vitae, a current full length official photograph, copies of the last three evaluation/fitness reports, and PRIMS data covering last three years. All package criteria will be submitted to HMX-1 Navy Senior Enlisted leader.
4. Following package review, selected applicants will be invited to HMX-1 for interview by the Medical team. The final selection will be made after interviews are complete.
5. Point of contact is HMX-1 Navy Senior Enlisted Leader; (571)494-4512.


M. G. GLAVY