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MCO P1040.31

CAREER PLANNING AND DEVELOPMENT GUIDE



U.S. MARINE CORPS

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DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON D C 20380

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Report Required: Career Planning Report (Report Symbol MC-1040-02), chapter 6

1. Purpose. To promulgate the subject guide for use in the conduct of the Marine Corps Career Planning Program.

2. Cancellation. MCO P1040.31B.

3. Effective Date. 1 October 1981.

4. Summary of Revision. This Manual has been revised to incorporate extensive changes and should be reviewed in its entirety. Significant changes contained in this revision are denoted by an () symbol.

5. Information. This Manual is issued for the guidance and compliance of all individuals concerned with matters pertaining to the Marine Corps retention program.

6. Recommendation. Recommendations for changes to this Manual are invited and should be submitted to the Commandant of the Marine Corps (Code MMCP) via the appropriate chain of command for evaluation.

7. Reserve Applicability. This Manual is not applicable to the Marine Corps Reserve.

8. Certification. Reviewed and approved this date.


R. C. SCHULZE
By direction

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RECORD OF CHANGES

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CHAPTER 1

INTRODUCTION

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CHAPTER 1

INTRODUCTION

1000. PURPOSE

1. The primary purpose of the Career Planning Program is the retention of highly qualified officer and enlisted Marines. Retention of quality Marines will ensure the maintenance of a career force which is composed of Marines who are capable of making significant contributions to the overall effectiveness of the Marine Corps.

2. The unit Career Planning Program should promote individual retention. To accomplish this goal, each unit must:

- a. Ensure an individual approach.
- b. Emphasize the value of personal satisfaction in a job well done and the tangible benefits of a Marine Corps career.
- c. Expedite personal service for all Marines.

1001. ORGANIZATION

1. Career planning is a function of command. Therefore, no unique organization exists to supplement the traditional lines of command. However, the following agencies/personnel do exist within the Marine Corps organization to manage the career planning program:

a. Headquarters Marine Corps. Career Planning Branch, Personnel Management Division, Manpower Department (CMC (Code MMCP)).

b. Field Commands

- (1) Career planning officers.
- (2) Career planners.

2. Field organizations will be as prescribed by the organization/unit commander. The following considerations apply:

a. Major commands will assign a primary duty career planning officer as indicated in current tables of organization. All other commands will assign a career planning officer on an additional duty basis.

b. Commanding officers will assign primary duty career planners as indicated in current tables of organization. In commands which are not authorized a primary duty career planner, a career planner will be assigned on an additional duty basis.

3. Direct liaison between field career planning personnel and the Career Planning Branch at Headquarters Marine Corps is authorized and encouraged at all times. This may be accomplished most efficiently and expeditiously by the senior career planning officer/career planner of each major/separate command. However, in the interest of providing personal service for all Marines, and when time constraints demand, all career planning personnel and unit commanders may effect direct liaison with this Headquarters as authorized within guidelines prescribed in local standing operating procedures (SOP).

1002. RESPONSIBILITY

1. Career Planning Branch (CMC (Code MMCP)), Personnel Management Division, Manpower Department, Headquarters Marine Corps.

a. Mission. The Career Planning Branch (CMC (Code MMCP)) is responsible to the Commandant of the Marine Corps through the Director, Personnel Management Division (CMC (Code MM)), and the Deputy Chief of Staff for Manpower (CMC (Code M)), for managing the Marine Corps Career Planning Program and for the retention of qualified officer and enlisted personnel to maintain personnel strength and stability.

b. Organization. The Career Planning Branch consists of the Officer Section, the Enlisted Section, and the Administrative Section. (See figure 1-1.)

c. Functions. A list of general and specific areas of responsibility and functions is provided in figure 1-2.

2. Commanding Generals/Commanding Officers

a. The responsibility for a successful career planning program rests with the commander. A successful program is one which complies with the guidelines set forth in this Manual while attaining the command numerical retention goals prescribed in the current Marine Corps Bulletin of the 1160 series.

b. Key ingredients which invariably relate directly to the success or failure of a career planning program are command emphasis and attention, officer and staff noncommissioned officer participation and leadership, and the selection, training, and professional knowledge of the career planners.

c. Commanders must be particularly watchful of their responsibilities with regard to FMF Personnel Assistance Program (FAP) and temporary additional duty (TAD) Marines. Commanders of both parent and host commands are enjoined to formalize local procedures regarding FAP and TAD Marines to ensure that the best interest of the individual and career planning/retention programs are served. For planning purposes, this Headquarters will assume that host commands are responsible for FAP Marines unless official notification is received indicating mutual agreement between both parties that the parent command accepts responsibility.

d. The career planning and reenlistment of Marines participating in the unit deployment program is the responsibility of parent commands. The reenlistment of unit deployment Marines in FAP status, however, is the responsibility of host commands, in accordance with the provisions of paragraph 1002.2c above.

3. Career Planning Officers

a. The career planning officer is a special staff officer responsible to the commander for managing the command career planning program and for the retention of qualified officer and enlisted personnel.

b. All primary duty career planning officers are required to effect direct liaison with the Career Planning Branch at Headquarters Marine Corps on a weekly basis.

4. Career Planners. The career planner is responsible to the commander for administering the organizational/unit career planning program, and is the command's expert on retention programs. To this end, the career planner must be knowledgeable of and comply with the provisions of this Manual and associated orders, publications and directives. The scope of the career planner's responsibility is set forth in MCO P1200.7, MOS Manual, under the duties and tasks of MOS 8421.

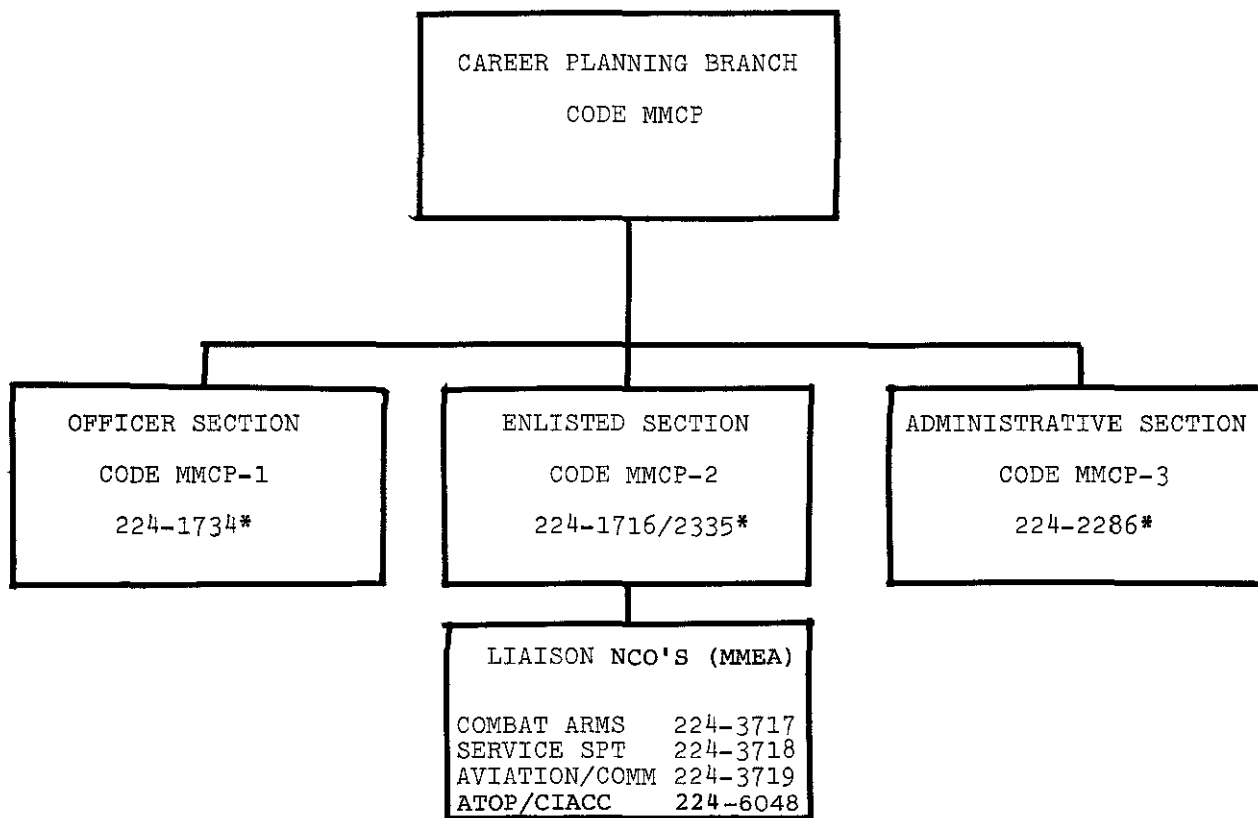
5. All Officers and Staff Noncommissioned Officers

a. Although the responsibility for a successful career planning program rests ultimately with the commander, it is a responsibility to be fully shared with every officer and staff noncommissioned officer in the command.

b. Career planning is an inherent responsibility of leadership. All officers and staff noncommissioned officers have the opportunity to make a positive impact on retention during the routine guidance and counseling of their Marines.

c. Highly motivated and qualified Marines, when identified, should be referred to the unit career planner for detailed information.

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Figure 1-1 -- Career Planning Branch Organization

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CAREER PLANNING FUNCTIONS

GENERAL

1. Advises the Commandant of the Marine Corps on military personnel matters.
2. Plans, promulgates and supervises the Marine Corps programs and regulations pertaining to personnel retention.
3. Maintains direct liaison with all career planning personnel in the field and monitors the selection and formal training of such personnel.
4. Coordinates and maintains liaison with other branches of the Armed Forces and the U.S. Coast Guard on personnel retention matters in which the Marine Corps participates or has interest.
5. Monitors all personnel action within the Personnel Management Division (CMC (Code MM)) and maintains close liaison with other staff agencies of HQMC to ensure that career attractiveness is a significant consideration in the development of policy.
6. Serves as unofficial ombudsman at HQMC regarding retention and career planning.
7. Answers congressional correspondence pertaining to career planning.
8. Conducts career planning conferences.

OFFICER SECTION

1. Provides officers with personal counseling regarding their career goals and professional performance, to include counseling of officers who have failed of selection for promotion to the next higher grade.
2. Maintains continuous liaison with staff agencies within HQMC to ensure that current Marine Corps policies and programs are known throughout the service, and to ensure that career attractiveness is a significant consideration in the development of policy.
3. Administers the Officer Fitness Report Readout Program.
4. Studies officer retention trends. Recommends management actions to retain best qualified officers in the quantity necessary to fill Marine Corps requirements.
5. Provides formal instruction for Marine Corps schools.

ENLISTED SECTION

1. Supervises and coordinates the enlisted retention portion of the Career Planning Program through close liaison with unit career planners and enlisted monitors.
2. Exercises authority over first and second term immediate reenlistments and career length extensions.
3. Authorizes all accelerated payments of the selective reenlistment bonus and, when requested, assists field commanders in determining eligibility for a reenlistment bonus.

Figure 1-2.--Career Planning Branch Functions.

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4. Studies long range enlisted retention trends. Recommends management action to retain best qualified Marines in the quantity and skills required. Maintains retention statistics.
5. Controls quotas and screens applications for assignment of Marines to the Career Information and Counseling Course. Approves the assignment of MOS 8421.
6. Conducts continuous liaison with the Navy Career Information and Counseling School at the Naval Schools Center, Norfolk, VA and Naval Training Center, San Diego, CA concerning career planning matters.
7. Provides personal counseling to career Marines regarding career goals/patterns and professional performance.
8. Exercises authority over cancellations of extensions of enlistment agreements.
9. Approves requests for extensions or cancellations of active duty tours from reservists serving on EAD.
10. Provides formal instruction for Marine Corps schools.
11. Conducts career planning information trips to field commands.

ADMINISTRATIVE SECTION

1. Performs routine administration and service functions for the branch.
2. Responsible for editorial and directly related clerical and administrative work pursuant to the preparation and printing of all branch originated Marine Corps directives and publications.
3. Maintains cognizance and administration of reenlistment eligibility codes.
4. Administers the Enlisted Fitness Report Readout Program.

Figure 1-2.--Career Planning Branch Functions--Continued.

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CHAPTER 2

CAREER PLANNING PERSONNEL

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CHAPTER 2

CAREER PLANNING PERSONNEL

2000. ASSIGNMENT OF CAREER PLANNERS

1. The importance of assigning highly motivated Marines to career planning billets cannot be overemphasized. Personnel who take an enthusiastic interest in their assignment will assist the Marine Corps in achieving its goal of retention of the highest quality Marines who are both eligible and recommended for reenlistment. Marines assigned duties as career planners, whether primary or additional duty, will normally be in the grades prescribed by current tables of organization. Appropriate grade substitution, one grade higher or lower, is acceptable. In the absence of specific grade assignments by table of organization, the career planner should as a minimum be a highly qualified corporal with at least 4 years active Marine Corps service with indicated positive career intentions.
2. With the retention effort directed toward quality Marines, it is of utmost importance that career planning personnel exemplify those traits associated with quality. Both primary duty and additional duty career planners should represent the type of Marine we desire to retain in the career force.
3. Inasmuch as career planning billets are category "B" billets, qualified career planners will not be assigned to individual commands by Headquarters Marine Corps. Therefore, commanders must identify quality Marines for assignment to those billets from available personnel assets.
4. Upon identification of prospective career planning personnel, liaison with the Career Planning Branch at Headquarters Marine Corps is recommended prior to assignment. A review of the personnel records will be accomplished to verify the commander's selection, if desired. Furthermore, the future availability of selected personnel can be determined to ensure career planner stability and continuity in the billet.
5. Stability of assigned career planning personnel will enhance the success of the unit Career Planning Program. To ensure stability, primary duty career planning personnel should be assigned for a minimum of 1 year and where possible for 2 or more years. Furthermore, it is desired that additional duty career planning personnel achieve similar tenure.
6. To achieve the desired stability, commanders must anticipate the transfer/reassignment of incumbent career planning personnel. Qualified replacements should be selected in ample time for screening by the Commandant of the Marine Corps (Code MMCP), if desired, and formal school training, if necessary.

2001. WORKING AREA OF CAREER PLANNERS. The nature of career planning activity requires that special consideration be given to the working area assigned to unit career planners. The career planner's office should be located so as to be readily accessible to all Marines during normal working hours. The capability of the location to afford privacy during an interview is essential. An area where conversation can be readily overheard by a third, uninvolved party is not conducive to establishing a good rapport with an interviewer. Similarly, an area susceptible to frequent interruption by daily activity inhibits the ability of the career planner to create the relaxed environment needed for a successful interview. In assigning work spaces for career planners, commanders are enjoined to consider these and other factors which could affect their retention program.

2002. TRAINING OF CAREER PLANNERS

1. All enlisted Marines assigned to primary duty career planning billets will be successful graduates of formal school training in career planning. Furthermore, reassignment to formal school training is mandatory if more than 3 years have elapsed since performing career planning duties. Personnel assigned to

primary duty career planning billets who do not meet the above requirements should be assigned to a formal school within 90 days.

2. Commands assigned additional duty career planning billets are urged to schedule individuals filling these billets to receive formal school training within 6 months of their assignment or as soon as practical depending on the availability of formal school quotas. Personnel subject to this policy include those serving as additional duty career planners in battalion/squadron sized units, in independent units (e.g., ships' detachments, MARTD's, etc.) and in separate commands.

3. Formal school training is available as follows:

a. Career Information and Counseling Course, Naval Training Center, San Diego, California

(1) Course Length. 5 weeks.

(2) Quota Control. Commandant of the Marine Corps (Code MMCP).

b. Career Information and Counseling Course, Fleet Training Center, Naval Base, Norfolk, Virginia

(1) Course Length. 5 weeks.

(2) Quota Control. Commandant of the Marine Corps (Code MMCP).

c. Career Planning Course, Fleet Marine Force, Pacific, Okinawa, Japan

(1) Course Length. 3 weeks.

(2) Quota Control. Commanding General, FMFPac.

4. Prior to the issuance of orders to any Marine to attend the formal career planning schools at San Diego or Norfolk, approval by the Commandant of the Marine Corps is required. Submit the name, grade, and SSN of each nominee to the Commandant of the Marine Corps (Code MMCP).

5. Additional regulations pertaining to assignment to such schools are contained in the current edition MCO P1500.12, Marine Corps Formal Schools Catalog.

6. Marine instructors at career information and counseling courses and the senior Marine at the Fleet Marine Force Career Planning Course will submit class results to the Commandant of the Marine Corps (Code MMCP). Course graduates who are serving in the grade of sergeant and above will be automatically assigned MOS 8421 by this Headquarters. Marines possessing MOS 8421 and serving in primary duty billets authorized in tables of organization receive special duty assignment pay of \$50 per month as prescribed in the current edition of MCO 7220.12, Proficiency Pay Program.

2003. UNIFORM FOR CAREER PLANNERS

1. To enhance the prestige of career planners and to provide visibility for identification purposes, career planners are authorized to wear the dress blue uniform as prescribed by current uniform regulations.

2. Subject to MCO P10120.28D, Individual Clothing Regulations, paragraphs 02053 and 02055.11g, issuance of the small blue uniform allowance is authorized to personnel who are assigned to an authorized T/O primary duty billet and are assigned MOS 8421. When in garrison, the dress blue uniform will normally be worn by authorized career planning personnel.

2004. RECOGNITION OF CAREER PLANNERS

1. To provide additional emphasis on career planning and its importance to the Marine Corps, the Certificate of Appreciation, Figure 2-1, was designed as an additional means of recognizing superior performance. It may be awarded in lieu of, concurrent with, or in addition to the other means of recognizing superior performance such as meritorious promotions, meritorious masts, and the Marine Corps awards system.
2. The certificate may be awarded by commanding generals on behalf of the Commandant of the Marine Corps. The career planning certificate of appreciation forms may be procured from the Commandant of the Marine Corps (Code MMCP-3).
3. Commanders of separate commands, not in the chain of command of a general officer may submit nominations for award of the Career Planning Certificate of Appreciation to the Commandant of the Marine Corps (Code MMCP-3). Complete justification for the award must be included in all nominations.
4. Major commands are encouraged to establish appropriate procedures in which to recognize the individual Marine who has made the most significant contribution to the command's Career Planning Program.

United States Marine Corps



Certificate of Appreciation

Presented To

STAFF SERGEANT JAMES O. SAMPLE, U. S. MARINE CORPS

in recognition of exceptional effort
and achievement in contributing to
a successful

Career Planning Program

Presented The 20TH Day Of OCTOBER 19 80

R. L. H. Brown
Commandant of the Marine Corps

Figure 2-1.--Certificate of Appreciation.

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CHAPTER 3

REENLISTMENT AND EXTENSION OF ENLISTMENT

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CHAPTER 3

REENLISTMENT AND EXTENSION OF ENLISTMENT

SECTION 1: REENLISTMENT

3000. GENERAL

1. Types of Reenlistment. Reenlistment involves the execution of an entirely new contract between the applicant and the Marine Corps. This contract is the basic agreement which establishes the legal relationship between the United States Government and an enlisted member. A reenlistment replaces either a current enlistment/reenlistment contract, or one which has been terminated by separation. All reenlistments will be for general service. There are three types of reenlistment:

a. Immediate. The reenlistment of a Marine into the Regular Marine Corps within 24 hours of the time of separation from the last service period in the Regular Marine Corps, and at the place where that separation occurred. Immediate reenlistment may be further categorized into two subcategories:

(1) Early Reenlistments. An early reenlistment is any immediate reenlistment effected following a discharge occurring more than 3 months before the expiration of an enlistment or extended enlistment. (The date of normal expiration of enlistment is excluded in computing the 3-month period.)

(a) The following regulations apply to early reenlistments:

1 Upon receipt of appropriate authority to reenlist a Marine, the commanding officer is authorized to effect discharge of that Marine in accordance with MCO P1900.16B, MARCORSEPMAN, paragraph 6012.1h, for the express purpose of reenlistment.

2 Agreements to extend enlistment may be canceled upon discharge if they are followed by the effecting of an immediate reenlistment, provided the discharge occurred prior to the effective date of the extension of enlistment period. However, the service obligations incurred by those canceled extensions of enlistment are still valid in these cases. Such cancellations do not remit the obligation to serve the periods of service promised by the execution of those extensions. Therefore, the minimum additional service reenlistment prerequisites established in paragraphs 3002.3a and 3002.4a(1) are required in excess of those periods of service already obligated for by those extensions of enlistment canceled by the discharge preceding the immediate reenlistment.

3 In the case of Marines eligible for SRBP/RRB, or those receiving SRBP/RRB for their present contract, refer to the current edition of MCO 7220.24.

4 In the case of Marines who were paid an enlistment bonus for their present contract, refer to the current edition of MCO 1130.57.

5 Marines discharged for early reenlistment are not entitled to lump sum leave settlement. The Department of Defense Military Pay and Allowances Entitlements Manual, paragraph 40401 applies.

(b) The following Marines are not eligible for early reenlistment:

1 Marines who have applied for appointment to warrant or commissioned officer status and have received notification of selection or are awaiting notification of selection or nonselection.

2 Marines who are currently undergoing a course of instruction leading to a commission in the Marine Corps Reserve.

3 Marines who have been accepted for assignment to the Naval Preparatory School as candidates for appointment to the U.S. Naval Academy.

4 Marines who fail to meet the reenlistment eligibility prerequisites set forth in this Manual. This does not apply in cases where the commanding general has waived eligibility prerequisites for first term Marines in accordance with paragraph 3002 of this Manual.

(2) Reenlistment Following Discharge Upon Expiration of Enlistment. Marines discharged not more than 3 months before the expiration of enlistment or extended enlistment are considered to have been discharged as if they had completed this enlistment or extended enlistment. (The date of normal expiration of enlistment is excluded in computing the 3-month period.) Marines so discharged are afforded any right, privilege, or benefit, that they would have had if they had been discharged upon expiration of enlistment or extended enlistment, except that they are not entitled on that enlistment to pay and allowances for the period not served. MCO P1900.16B, MARCORSEPMAN, paragraph 6009 applies. Marines who reenlist following such discharge are entitled to bonus entitlements paid for previous enlistments as stated in current editions of MCO 1130.57, MCO 7220.24, and the Department of Defense Military Pay and Allowances Manual.

b. Continuous. The reenlistment of a former Marine in the Regular Marine Corps who has been separated from the Regular Marine Corps for greater than 24 hours but not more than 3 months. The period of 3 months begins on the day following the date of discharge or release from active duty and ends with the day of the month 3 months later corresponding to the date of discharge or release from active duty.

c. Broken. The reenlistment of a former Marine in the Regular Marine Corps who has been separated from the Regular Marine Corps for more than 3 months.

2. Reenlistment Ceremony. Reenlistment is a major event in the career of an enlisted Marine. An appropriate, meaningful ceremony should be held which will render full recognition of the high quality of performance attested to by the recommendation for reenlistment. The commanding officer or, if that officer is absent, the executive officer should preside. The following procedures are considered appropriate:

a. Consideration of the member's desires regarding the time and location of the ceremony; family, special guests, and fellow Marines to be invited; a particular officer to administer the oath. Providing the reenlistment of an individual has been authorized by proper authority, the oath of enlistment may be administered by any commissioned officer in a Regular, Reserve, or retired status in the U.S. Armed Forces.

b. Photographic coverage of the ceremony with copies of the prints presented to the member. Press releases may be forwarded to station, hometown and local newspapers.

c. Organization of a brief social gathering with simple refreshments following the ceremony for the Marine and his/her guests.

d. Grant special liberty or leave as soon as possible following the reenlistment. (See current edition of MCO P1050.3.)

e. Personalize the occasion with other recognition as appropriate.

3. Reenlistment Term. Marines may be reenlisted in the Regular Marine Corps for a period of 2, 3, 4, 5, or 6 years according to the merit of their service record as determined by appropriate and competent reenlistment authority.

3001. REENLISTMENT AUTHORITY

1. All authorizations of reenlistment requests are dependent upon the applicant meeting all eligibility criteria for reenlistment and type of reenlistment contemplated. Entitlement to any options or incentives offered to execute the reenlistment is contingent upon meeting reenlistment eligibility criteria, and then any eligibility criteria established to determine qualification for those options and incentives. Whenever possible, reenlistment authority should be delegated to the unit commander. However, the circumstances of each reenlistment may be different. The authorization of a higher authority may be required. Therefore, close scrutiny of each reenlistment request case is required. Subsequent paragraphs of this Manual prescribe the eligibility criteria for reenlistment, limitations which are imposed upon certain reenlistment categories, and situations where commanders may authorize the reenlistment of Marines. Provisions for reenlistment authority and eligibility criteria also apply to Marines who desire to execute career length extensions of enlistment. See paragraph 3200 of this Manual for further instruction.

2. Marines on Their Initial Enlistment Contract

a. Only commanding officers with special court-martial convening authority may approve the immediate reenlistment of Marines on their initial enlistment, provided the Marine concerned is recommended and meets all reenlistment eligibility criteria.

b. Commanding officers are not authorized to waive any of the reenlistment eligibility prerequisites or other requirements contained in this Manual without the specific approval of the Commandant of the Marine Corps (Code MMCP) or the commanding general as authorized in paragraph 3002 of this Manual.

3. Marines on Their Second Enlistment Contract

a. Only commanding officers with special court-martial convening authority may approve the immediate reenlistment of Marines on their second enlistment, provided the Marine concerned is recommended and meets all reenlistment eligibility criteria. In addition, Marines on their second enlistment must meet the following prerequisites:

(1) That the Marine has been in the reenlisting organization for 6 months prior to reenlistment. Marines who desire reenlistment and who have less than 6 months in the organization must submit a reenlistment request to the Commandant of the Marine Corps (Code MMCP-2). This minimum period of observation stipulation is waived for Marines assigned to special duties which require a preliminary quality control screening prior to their assignment (recruiting, drill instructor, barracks, MSG).

(2) That such reenlistment does not exceed the following total active service limits by grade:

(a) Corporals not to exceed 8 years active Marine Corps service. The one exception being the Marine who immediately upon reenlistment will be promoted to the grade of sergeant as a reenlistment incentive in accordance with paragraph 4103 of this Manual.

(b) Sergeants and above not to exceed 12 years active Marine Corps service.

b. Requests for waiver of reenlistment prerequisites for Marines on their second enlistment and requests for reenlistment from those Marines not meeting the above criteria must be submitted to the Commandant of the Marine Corps (Code MMCP-2).

4. Marines on Third or Subsequent Enlistment. Reenlistment requests from Marines on their third or subsequent enlistment must be approved by the Commandant of the

Marine Corps (Code MMEA-6). However, those Marines, who have previously submitted a request for transfer to the Fleet Marine Corps Reserve, must submit their request to the Commandant of the Marine Corps (Code MMSR-2) requesting cancellation of their orders. Furthermore, they must also agree to reenlist or extend for a minimum period of 2 years from the date that transfer to the Fleet Marine Corps Reserve is canceled.

5. The primary exception to the above is MOS 9811 Marines, United States Marine Band, who may be reenlisted by the commanding officer of Marine Barracks, Washington, D.C., without prior approval of the Commandant of the Marine Corps. Other exceptions are that Marines selected for assignment to various college educational programs such as the Degree Completion Program for Staff Noncommissioned Officers (MCO 1560.21), the Marine Corps Enlisted Commissioning Program (MECEP) (MCO 1560.15), the Secretary of Navy Scholarship Program (SECNAVINST 1500.4), and certain Marines promoted to the grade of gunnery sergeant and above (see paragraph 3100) will be reenlisted or extended without prior approval of the Commandant of the Marine Corps for the minimum time necessary to comply with obligated service requirements of the appropriate directive or paragraph of this Manual.

3002. REENLISTMENT ELIGIBILITY CRITERIA

1. General. In considering applicants for reenlistment, caution must be exercised to ensure that other administrative criteria affecting a Marine's reenlistment situation are considered prior to authorizing further service. Some of these are computation of lost time, promotion status, grade at time of reenlistment, service limitations, and reenlistment options and incentives. Marines must be thoroughly counseled on what the Marine Corps will provide and what is required of them, reenlistment prerequisites included. Reenlistment prerequisites which may be waived by commanding generals for first term reenlistees are so indicated. Waivers(s) of other eligibility prerequisites must be obtained from the Commandant of the Marine Corps. Reenlistment of Marines not eligible to reenlist in accordance with the following prerequisites is not authorized unless waiver(s) of the appropriate prerequisites has/have been authorized by the appropriate competent authority prior to reenlistment. Policies and procedures for consideration of a Marine's case for waiver of reenlistment prerequisites are discussed in detail in paragraph 3003 of this Manual.

2. Basic Reenlistment Prerequisites. The following basic reenlistment prerequisites pertain to all Marines applying for reenlistment. The Marine's case must satisfy these prerequisites prior to effecting his/her reenlistment.

- a. Be recommended by his/her commanding officer.
- b. Must have demonstrated high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps.
- c. Possess the moral character and personal integrity expected of all Marines.
- d. Pass a physical examination to be fully qualified for all duties at sea and in the field. MANMED 15-83 provides information regarding validity periods for reports of medical examinations. Additionally, the Marine must meet dental standard Class I or II as prescribed in Chapter 6, Art. 6-101, Manual of the Medical Department (MANMED). Provided the Marine is otherwise qualified for enlistment, he/she may be extended for sufficient length of time to obtain treatment to meet the prescribed dental standards (paragraph 3200.6 applies).
- e. Pass the physical fitness test in accordance with the current edition of MCO 6100.3 and meet military appearance and height/weight standards prescribed by the current edition of MCO 6100.10.

f. Not have a record of any civil or military involvement in illegal, wrongful or improper use; possession, sale; transfer; introduction on a military installation; and trafficking of any narcotic substance, dangerous drugs, or marijuana, when supported by evidence not attributed to a urinalysis administered for identification of drug abusers pursuant to MCO 5355.2, or not attributable to a Marine's volunteering for treatment pursuant to MCO 5355.3. Waivers of this prerequisite will not be considered. As an exception, a Marine who has been tried by court-martial or punished under Article 15, UCMJ proceedings, for simple use or possession of marijuana is considered eligible for reenlistment provided all available evidence was considered at those proceedings and the Marine is otherwise eligible for reenlistment. Paragraph 6017.2d of MCO P1900.16B, MARCORSEPMAN, applies.

g. Not be a conscientious objector and have never received clemency under the President's Clemency Program (Executive Order No. 11803 of 16 September 1974).

h. Not be a sole surviving son/daughter. However, Marine may waive this status in accordance with the current edition of MCO 1300.8.

i. Marines who are sole parents; not married and who have legal custody of a minor dependent, who have not demonstrated, by their record of performance, that they are available for unrestricted service on a worldwide basis may not be reenlisted. (May be waived by the commanding general.)

j. Not be under a Commandant of the Marine Corps imposed reenlistment restriction (may be waived by the commanding general for first term Marines provided reason for restriction is obtained from the Commandant of the Marine Corps (Code MMCP)).

k. Have no convictions by a court-martial. (May be waived by the commanding general for first term Marines.)

l. Have no known civilian court convictions or actions tantamount to a court conviction for felonies; have no known convictions by civilian authorities (foreign or domestic) or actions tantamount to a finding of guilty for felonies or offenses for which the maximum penalty under the UCMJ is death or confinement for 1 year or more; for other offenses where the adjudicated sentence included civil restraint for 6 months and/or a fine of \$500 or more; or for offenses due to involvement with narcotic substances or dangerous drugs. Only convictions which occurred while on active duty will be considered, unless a prior conviction was unknown/not revealed at the time of initial enlistment. (May be waived by commanding generals for first term Marines.) Convictions for offenses simply involving use or possession of marijuana do not render a Marine ineligible for reenlistment, provided the adjudication for the offense concerned considered all available evidence, does not fall within the scope of the other ineligible categories listed above, and the Marine is otherwise recommended and eligible for reenlistment. For offenses not listed or closely related to those listed in the Manual for Courts-Martial Table of Maximum Punishments, the maximum punishment authorized by the U.S. Code, or the District of Columbia Code, whichever is lesser, applies. For further guidance, see MCO P1900.16B, MARCORSEPMAN, paragraph 6017.3c. In this regard, only convictions which occurred while on active duty will be considered, unless a prior conviction was unknown/not revealed at time of initial enlistment. (May be waived by the commanding general for first term Marines.)

m. Have no more than two nonjudicial punishments. (May be waived by the commanding general for first term Marines.)

n. Have a minimum conduct and proficiency average of 4.0/4.0, respectively. (May be waived by the commanding general for first term Marines, not applicable to sergeants and above.)

3. Prerequisites for First Reenlistment. In addition to those basic reenlistment prerequisites established in paragraph 3002.2 above, Marines serving on their initial enlistment, including extensions of enlistment thereto, must meet the following prerequisites prior to reenlistment.

a. Time In Service Criteria. Providing that the requested/authorized reenlistment term provides a minimum of 2 years service beyond the term of the current contract and any extensions of enlistment thereto.

(1) Marines with an initial enlistment term of 2 years are eligible to reenlist upon completion of a minimum of 21 months of continuous active duty in the Regular Marine Corps.

(2) Marines with an initial enlistment term of 3 or more years are eligible to reenlist when they have less than 1 year remaining on the current enlistment contract.

b. Have successfully completed a 10th grade education or that equivalent. (May be waived by the commanding general.)

c. Have a general technical (GT) aptitude area score of 80 for a high school graduate or 95 for a nonhigh school graduate. (May be waived by the commanding general.)

4. Prerequisites for Second and Subsequent Reenlistment. Marines who have previously reenlisted must meet all the basic reenlistment prerequisites delineated in paragraph 3002.2 (applicable to current enlistment only). Any disqualifying factor for which the Marine was previously granted a reenlistment waiver by the Commandant of the Marine Corps will not in itself be a bar to reenlistment. However, such disqualifying factors will be considered in evaluating the whole Marine.

a. Additionally, Marines who have previously reenlisted must meet the following prerequisites:

(1) Have less than 1 year remaining on the current enlistment contract and reenlist for a term which will result in a minimum 2-year service obligation beyond the current contract and extensions of enlistment thereto.

(2) Marines serving on their second enlistment must have successfully completed a high school level education as evidenced by a high school diploma, to include diplomas received from home study programs approved by the National Home Study Council, or possess a state or local civilian agency equivalency certificate or a letter of intent to issue such a certificate at a later date, either of which may be based upon General Educational Development (GED) test battery results. The GED test battery results in themselves do not satisfy this requirement. Certificates of attendance or completion and letters certifying attendance in high school through the 12th grade do not satisfy this requirement.

b. If a third or subsequent term Marine desires additional service but is not recommended for reenlistment, his/her request must still be referred to the Commandant of the Marine Corps (Code MMEA-6). Final reenlistment authority in this case resides at this Headquarters.

3003. WAIVER OF REENLISTMENT PREREQUISITES

1. General. Marines requesting reenlistment who do not meet those prerequisites prescribed in paragraph 3002 of this Manual may be considered for waivers unless waiver of the appropriate reenlistment prerequisite is prohibited. Although the authority to waive reenlistment eligibility criteria rests with either commanding generals or the Commandant of the Marine Corps, it is a basic prerogative of subordinate commanders at each decision level, i.e., company/battery, battalion/squadron, etc., to disapprove the waiver request of any ineligible reenlistment

applicant without forwarding it to the next higher decision level for action. However, such action is authorized only in accordance with guidelines established by higher headquarters and providing an objective evaluation of the Marine's case was accomplished under the "whole Marine" concept. The utmost discretion must be used in granting waivers. In each case, the good of the Marine Corps will take precedence. The waiver process is not intended as an administrative addendum by which unqualified applicants can be reenlisted.

2. "Whole Marine" Concept. The decision to submit and to approve a Marine's case for a waiver of reenlistment prerequisites is arrived at under this concept. The Marine's value to the Marine Corps will be judged with objectivity considering each of the following criteria:

- a. Overall performance, past and present.
- b. Individual initiative towards correction of the basis for his/her ineligibility.
- c. Future potential as a career Marine.

3. Commanding generals are authorized to grant waivers of certain reenlistment prerequisites as indicated in paragraphs 3002.2 and 3002.3 of this Manual. This authority may not be redelegated. Waivers granted shall have been considered in accordance with the criteria established in paragraphs 3003.1 and 3003.2 above. Requests for reenlistment options from first term Marines who have been granted a waiver of reenlistment prerequisites must arrive at this Headquarters endorsed by the commanding general who granted the waiver or in compliance with the message format provisions contained in figure 3-1.

4. Waiver Request Format. Requests for waiver of reenlistment prerequisites will be forwarded in the following format via the chain of command to the Commandant of the Marine Corps (Code MMCP) for first and second term Marines or the Commandant of the Marine Corps (Code MMEA-6) for third or subsequent term Marines.

- a. A positive recommendation from the commanding officer.
- b. Copies of service record book pages 3, 5, 11, 12, 13, and 23.
- c. Current photographs of the Marine (paragraph 3002.2e waivers only).
(See paragraph 3302.2.)
- d. A request for waiver of physical examination, for immediate reenlistment only, must be based on the fact that a medical officer of the Department of Defense is not available. If a waiver of physical examination is granted, a notation will be made on the Enlistment Contract, Armed Forces of the United States (DD Form 4)/USMC Agreement to Extend Enlistment (NAVMC 321A) in accordance with current instructions.
- e. In those cases where a waiver had been granted, a physical examination by a Department of Defense medical officer shall be obtained at the earliest opportunity, in accordance with Article 15-40 of the Manual of the Medical Department (MANMED.)
- f. Requests for waiver of disqualifying physical defects must be submitted to the Commandant of the Marine Corps in accordance with current instructions including Article 15-38, MANMED. Copies of current Report of Medical Examination (SF 88) and Report of Medical History (SF 93) will be submitted with these requests. Examining physicians are not authorized to waive such defects.

5. Administrative Requirement. When a waiver of a reenlistment prerequisite has been granted, an appropriate entry must be made on page 11 of the Marine's service record book indicating the type of waiver granted, the pertinent paragraph of this Manual which lists the reenlistment prerequisite waived, and the waiver authority who granted the waiver. For example:

"(Date): The reenlistment prerequisite contained in paragraph 3002.2n of MCO P1040.31C for minimum proficiency and conduct markings waived by CG, 1st MARDIV for first term reenlistment.

(Signature of Commanding Officer)"

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CHAPTER 3

REENLISTMENT AND EXTENSION OF ENLISTMENT

SECTION 2 RESTRICTIONS AFFECTING FURTHER SERVICE AUTHORIZATION

3100. SERVICE LIMITATIONS

1. The total active service authorized is limited as predicated on the grade held.

a. The following depicts the active service limitation by grade held at the time of reenlistment, to include the period of reenlistment/extension contemplated.

Corporal	8 years active Marine Corps service
Sergeant	12 years active Marine Corps service
Staff Sergeant	20 years active service
Gunnery Sergeant	25 years active service
1stSgt/MSgt	27 years active service
SgtMaj/MGySgt	30 years active service

b. Exceptions to the service criteria indicated above may be made in cases involving humanitarian considerations provided the individual is a quality Marine. Short term extensions are justified in this situation.

c. Additional service for quality Marines with special skills such as undermanned MOS's may be authorized to the following limits by grade.

Staff Sergeant	23 years active service
Gunnery Sergeant	28 years active service
1stSgt/MSgt	30 years active service
SgtMaj/MGySgt	33 years active service

Waivers of this service criteria may be granted in exceptional cases only where there is a critical Marine Corps need by grade and MOS.

d. Marines attaining a 30-year career will normally be authorized total service of 180 days beyond the 30th anniversary unless otherwise qualifying for additional service.

2. In addition to the service limitations cited above, the following additional guidelines apply:

a. Service Beyond 20 Years

(1) All service beyond 20 years, with the exception of MOS 9811 Marines of the United States Marine Band (see paragraph 3001.5), extension of reenlistment provisions contained in paragraph 3200.6b(3), and those Marines who have previously requested transfer to the Fleet Marine Corps Reserve, must be approved by the Commandant of the Marine Corps (Code MMEA-6). Those Marines, who have previously submitted a request for transfer to the Fleet Marine Corps Reserve, must submit their request to the Commandant of the Marine Corps (Code MMSR-2) requesting cancellation of their orders. In addition, they must agree to reenlist or extend for a minimum period of 2 years from the date transfer to the Fleet Marine Corps Reserve is canceled. The only other exception will be that Marines selected for promotion to gunnery sergeant and above may be reenlisted or extended a maximum of 2 years, when such reenlistment or extension is a prerequisite for promotion and will not result in total active service exceeding those limits established in paragraph 3100.1a above.

(2) Prerequisites. The following prerequisites must be satisfied by all applicants for service beyond 20 years:

(a) Must meet the basic reenlistment prerequisites established in paragraph 3002.

(b) Must be a staff sergeant or above.

(c) Request for active service beyond 20 years should be submitted to the Commandant of the Marine Corps (Code MMEA-6), to arrive not less than 3 months nor more than 12 months prior to expiration of enlistment or desired date of reenlistment. Personnel ordered to accompanied tours who must have sufficient remaining obligated active service may request service beyond 20 years upon receipt of orders.

(d) All requests must include, in addition to items noted in paragraph 3302.2.

1 Length of reenlistment/extension desired.

2 Current expiration of enlistment date.

3 Total active service at expiration of enlistment date.

(3) Endorsements forwarding requests for active service beyond 20 years will include a positive recommendation by the commanding officer regarding the Marine's qualifications for continued service.

b. Maximum Age Limitation. Reenlistment/extension will not normally be approved for a period which will result in serving past the last day of the month in which the applicant will attain age 55, except where the staff noncommissioned officer has not or will not become eligible for transfer to the Fleet Marine Corps Reserve prior to attaining age 55. Exceptions to the age limitation will be considered by the Commandant of the Marine Corps (Code MMEA-6) in the following instances, provided the individual is a quality Marine

(1) The Marine Corps has a critical requirement for the grade and MOS of the Marine concerned.

(2) Humanitarian conditions exist. In this instance, short term extensions may be justifiable.

c. Promotion. Marines with at least 18 years active duty, who have been selected for promotion to gunnery sergeant and above, must serve 2 years in the grade to which being promoted, to be computed from the date the appointment is effected. If additional service is a prerequisite for promotion, commanding officers are authorized to reenlist or extend Marines, provided the total of all extensions does not exceed 48 months, for a period not to exceed 2 years on the date the promotion is effected. The provisions of paragraph 3100.1 do not pertain, except that total service will not exceed 30 years.

d. Sergeant Major of the Marine Corps. The sergeant major selected to serve as Sergeant Major of the Marine Corps may reenlist or extend a current enlistment to have sufficient active obligated service to permit completion of a minimum of a 2-year tour in that office, provided the total of all extensions does not exceed 48 months. The provisions of paragraph 3100.1 above do not apply to the Sergeant Major of the Marine Corps.

e. Sergeants. Sergeants who have been considered for promotion once in the promotion zone but were not selected may request authorization from the Commandant of the Marine Corps (Code MMCP or MMEA-6, as appropriate) for only that amount of service which will allow them to be considered once in the above zone. No sergeant may be reenlisted or extended who has twice failed selection, regardless of total active service, having been considered once in the promotion zone and once in the above zone, without approval of the Commandant of the Marine Corps (Code MMCP or MMEA-6, as appropriate).

f. Marine Band. The provisions of paragraphs 3100.1a and 3100.2b do not apply to members of the Marine Band.

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CHAPTER 3

REENLISTMENT AND EXTENSION OF ENLISTMENT

SECTION 3 EXTENSIONS OF ENLISTMENT

3200. VOLUNTARY EXTENTIONS OF ENLISTMENT

1. General. Voluntary extensions of enlistment are executed in monthly increments and may be classified into two types:

a. Career Length. Extensions of enlistment for periods of 24 months or greater are career length extensions of enlistment.

b. Short Term. Extensions of enlistment for periods of 23 months or less are short term extensions of enlistment.

2. Definitions

a. Execution Date. The day an agreement to extend an enlistment is subscribed and sworn to is the execution date. On this day, the agreement to extend an enlistment is valid and the USMC Agreement to Extend Enlistment (NAVMC 321A) becomes a legal document. By definition, the execution date must precede the effective date of the extension of enlistment.

b. Effective Date. The effective date is the date on which the term of the extension of enlistment commences or becomes operative. An extension of enlistment is effective on the day following the expiration of current contract (ECC) date.

c. Expiration of Current Contract (ECC). The ECC date is the day on which the current contract expires. The ECC date does not reflect an extension of enlistment until the extension becomes operative. MCO P1080.35C, PRIM, paragraph 8113, contains complete information concerning ECC date.

d. Expiration of Active Service (EAS). The EAS is the last day in which the current reenlistment agreement may be effective. If the reenlistment contract has been extended by an executed extension of enlistment, the EAS corresponds to the last day of the service period covered by that extension of enlistment. The new EAS is valid from the execution date of the extension of enlistment.

3. Effect of Extensions of Enlistment on Reenlistment Bonuses. An extension, once executed, is considered additional obligated service and any unserved portion of it may not be considered for entitlement in the Selective Reenlistment Bonus Program (SRBP) computation.

4. Marines may agree to extend their enlistment in order to have sufficient obligated service to accept a promotion or to qualify for a preferred assignment.

5. Extensions of enlistment to have sufficient obligated active service to qualify for an assignment for a course of instruction do not constitute a guarantee of a specific tour length or permanent assignment in a particular skill. While a normal tour length can reasonably be expected, the individual will be subject to future assignments and classification actions based on the needs of the Marine Corps.

6. Short Term Extensions of Enlistment

a. Purpose. Short term extensions are intended to provide sufficient obligated active service to permit serving a tour of specified length and are primarily of benefit to the Marine Corps. Short term extensions may only be effected to provide the required service to participate in a particular exercise, deployment, official project, study, or course of training, to gain sufficient obligated service to qualify for a specific assignment, valid humanitarian circumstances, to qualify for reenlistment, or to qualify for transfer to the Fleet Marine Corps Reserve. Other instances where short term extensions of enlistment are appropriate are as follows:

(1) Subject to the provisions of paragraph 3200.6b below, an extension for reason of additional service only must be made for a minimum period of 12 months, with a maximum period of 23 months on a one time basis only for any given enlistment. The following entry must be made on line 12 of the USMC Agreement to Extend Enlistment (NAVMC 321A):

"For additional service only; no other benefits involved in this transaction.

(Signature of Marine)"

(2) An enlisted Marine whose wife is pregnant may voluntarily extend his enlistment for a minimum period of 12 months in order to receive medical benefits, provided his service has been satisfactory and his services can be effectively utilized. If the Marine's services cannot be utilized locally, commanding officers will forward the request to the Commandant of the Marine Corps (Code MMEA) with appropriate recommendations. To qualify for this extension, the Marine's wife must be scheduled to deliver subsequent to the Marine's expiration of active service.

b. Authority. Provided the authorized term of extension does not result in total active service beyond service limitations established in paragraph 3100 of this Manual, commanders may approve short term extensions of enlistment for:

(1) Marines on their initial enlistment, provided the total of all short term extensions does not exceed 23 months. Request cases not covered by the above criteria will be submitted to the Commandant of the Marine Corps (Code MMCP).

(2) Marines on their second enlistment, provided the total of all short term extensions does not exceed 23 months and they have been in the reenlisting organization for 6 months prior to the execution date of the extension. Request cases not covered by the above criteria must be submitted to the Commandant of the Marine Corps (Code MMCP-2). As an exception, commanders may approve one short term extension of enlistment for a maximum period of 6 months for a Marine on his/her second enlistment who has requested reenlistment but has not yet served 6 months in his/her prospective reenlisting organization. In this case, the reason stated in block 12 of the USMC Agreement to Extend Enlistment (NAVMC 321A) will be "To permit a sufficient period of observation to be authorized reenlistment by the Commanding Officer, (reenlisting organization)."

(3) Marines on their third or subsequent enlistment, provided the sum of all short term extensions does not exceed 6 months. Request cases not covered by that criteria must be submitted to the Commandant of the Marine Corps (Code MMEA-6).

(4) Marines selected for promotion to the grades of gunnery sergeant or above, provided the period of extension is not greater than 23 months. Such extensions of enlistment may be authorized only if necessary to enable these Marines to accept promotion under the provisions of the current edition of MCO P1400.29, MARCORPROMAN.

7. Career Length Extensions of Enlistment

a. Purpose and Scope. A career length extension is a means by which a Marine may acquire sufficient obligated service for a particular assignment, if an additional service commitment is required prior to the Marine becoming eligible to reenlist in accordance with paragraphs 3002.3 and 3002.4a(1) of this Manual. On its effective date, a career length extension executed for a term of 3 or more years becomes indistinguishable from a 3 or more years reenlistment in regard to bonus eligibility and reenlistment options and incentives. For example, reenlistment bonus payments and promotion by reason of promotion incentive will not be authorized prior to the effective date of the extension of enlistment. Also, accrued leave payments in conjunction with extensions of enlistment are

payable only for the first voluntary extension of enlistment on the day before the effective date of extension. Further, any career length extension, on its effective date, contributes to the retention attainment statistic of the command in which the subject Marine is a member when that extension is effected.

b. Service Term Limitations. Career length extensions must be executed in monthly increments for periods of service ranging from 24 to 48 months. However, the sum of all extensions, career and short term, may not exceed 48 months. Additionally, the term of service must not authorize an active and obligated service total in excess of those limitations established in paragraph 3100 of this Manual.

c. Eligibility Prerequisites. Marines requesting authorization to execute a career length extension must meet all reenlistment eligibility prerequisites appropriate for their enlistment category or be granted a waiver(s) of the prerequisite(s) by the appropriate waiver authority. See paragraphs 3002 and 3003 of this Manual.

d. Authority. All authorizations of requests to execute career length extensions of enlistment are dependent upon the applicant's satisfying all reenlistment eligibility criteria.

(1) Marines on Their Initial Enlistment. Commanding officers with special court-martial authority are authorized to approve the requests of these Marines who request to execute a career length extension. If the Marine does not meet all reenlistment prerequisites, approval of the Commandant of the Marine Corps (Code MMCP) or commanding general, as authorized in paragraph 3002 of this Manual, is required.

(2) Marines who are serving on their second enlistment requesting to execute a career length extension must submit their requests to the Commandant of the Marine Corps (Code MMCP-2), if they have not been a member of their cognizant organization for at least 6 months. Otherwise, commanding officers with special court-martial authority may approve such requests.

(3) Marines who are serving on their third or subsequent enlistment requesting to execute career length extension must submit their requests to the Commandant of the Marine Corps (Code MMEA-6) for approval.

3201. CANCELLATION OF VOLUNTARY EXTENSION AGREEMENT

1. Cancellation of voluntary extensions of enlistment are not authorized on or after the effective date of the extension period. Separation of Marines in these cases may be accomplished by discharge only. Requests for separation of Marines due to erroneous extensions of enlistment which are in effect must be submitted to the Commandant of the Marine Corps (Code MMSR) in accordance with MCO P1900.16, MARCORSEPMAN, paragraph 6012.1e.

2. Commanders are authorized to cancel an extension of enlistment prior to its effective date under the following circumstances:

- a. When the Marine's performance of duty so warrants.
- b. When the Marine's conduct or physical condition so warrants.
- c. When closing out the Marine's service record book because of desertion.
- d. When the Marine reenlists. (See paragraphs 3000.1a(1), 3002.3, 3002.4, and 3102.2a.)
- e. When Marines have extended their enlistment for a special reason (e.g., for assignment to MSG duty, DI duty, recruiting duty, a specific duty station, a specific school, etc.), shown on the extension agreement, and through no fault of

their own have failed to receive the benefits for which they extended, and no official notification or guarantee of any kind has been received which would assure future receipt of such benefits within the period of service allowed by the extension of enlistment in question itself.

3. Extensions of enlistments will not be canceled:

a. When the Marine who extended for the purpose of attending a service school is dropped from the course due to lack of application or misconduct.

b. When a Marine by his/her own volition becomes unqualified for any incentive granted in conjunction with the extension.

4. If the agreement to extend enlistment is canceled prior to the effective date, remove the original agreement from the service record book and write thereon the word "canceled" and the exact subparagraph above which was the authority for cancellation. Forward the canceled original agreement to the Commandant of the Marine Corps (Code MSRB-20). Record the cancellation, and the date and authority therefor, on page 11 of the service record book. Report the cancellation on the unit diary in accordance with MCO P1080.35, PRIM, paragraph 8097

5. Cancellation of an extension agreement is not a bar to the execution of another extension agreement, provided the individual is eligible.

6. All requests for cancellation of extensions of enlistment prior to their effective date which are based on circumstances not fully covered by this chapter will be forwarded with an appropriate recommendation to the Commandant of the Marine Corps (Code MMCP) for final determination.

3202. INVOLUNTARY EXTENSIONS OF ENLISTMENT

1. An involuntary extension is defined as the retention of a Marine beyond the normal date of expiration of enlistment. In such cases, the date of expiration of enlistment is postponed for either a definite or an indefinite period.

2. Whenever Marines are so retained or their enlistment so extended, the reason and authority will be entered on page 11 of the service record book in accordance with current instructions. Report the involuntary extension on the unit diary in accordance with MCO P1080.35, PRIM, paragraph 8057

3. Occasions for involuntary extension or retention:

a. For Duration of War or National Emergency

(1) The enlistments of all Marines in the Regular Marine Corps may be involuntarily extended by the Secretary of the Navy in the event of war proclaimed by the President, for such additional time as the Secretary may deem necessary in the public interest, but not later than 6 months after termination of the war.

(2) When the President determines that the national interest so requires, and Congress is not in session (having adjourned sine die), he/she may authorize involuntary extensions for not more than 6 months of any enlistment, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status that will expire before the 13th day after Congress next convenes or reconvenes. An extension under this authority continues until the 16th day after Congress next convenes or reconvenes, or until the expiration of the specified period of the involuntary extension, whichever occurs earlier.

(3) A Marine whose enlistment is extended under the provisions of paragraph 3202.3a(1) or 3202.3a(2) above, may, while serving on such involuntary extension, voluntarily reenlist. The effective date of such reenlistment will be the date the oath of enlistment is administered.

b. For Enlisted Marines Undergoing or Awaiting Trial by Military Authorities

(1) When action is initiated with a view to trial because of an offense committed by Marines prior to termination of their enlistment or extension thereof, they may be involuntarily retained in the service for trial held after their enlistment would otherwise have expired.

(2) Marines may not be held involuntarily beyond the term of their enlistment for the purpose of being a witness at a court-martial.

c. For Enlisted Marines Under Investigation, Under Indictment, or Awaiting Trial by a Foreign Jurisdiction

(1) When action is taken by a foreign jurisdiction in the case of an enlisted Marine, which initiates the obligations of the United States under the applicable Status of Forces Agreement (SOFA) to ensure the availability of the Marine to the authorities of that jurisdiction, as the receiving state, for investigation, trial, and final judgment because of an offense allegedly committed by the Marine prior to the termination of enlistment, including prior extensions thereof, even though the term of enlistment may have expired at the time foreign authorities take such action, the Marine's enlistment may be involuntarily extended. Should such involuntarily extension be effected, the Marine may be involuntarily retained on active duty through final disposition of the matter, including completion of all foreign criminal proceedings, service of any sentence adjudged, and subsequent return to CONUS for discharge.

(2) The SOFA's do not require an automatic extension of enlistment. In this regard, ordinarily an involuntary extension of enlistment should not be effected:

(a) unless the Marine is first given the opportunity to execute a voluntary extension of enlistment, after being fully explained the advantages thereof, e.g., the availability of legal counsel provided at U.S. Government expense; the implementation, in the event of trial, of the fair-trial safeguards secured by the various SOFA's; the appointment of a U.S. trial observer to monitor the foreign trial proceedings and the assistance of a qualified interpreter; and, in the event of conviction and the execution of an imposed sentence, periodic prison visits by military representatives; or

(b) unless discharge of the Marine in the foreign jurisdiction in question is not applicable in accordance with the current edition of MCO P1900.16, MARCORSEPMAN.

d. For Enlisted Marines Serving on a Ship or at Sea

(1) An individual serving on a ship at sea on the date of expiration of enlistment will be retained involuntarily in the service until arrival at the next port.

(2) An individual serving on board a ship outside the continental limits of the United States on the date of expiration of enlistment may be retained in the service until return of the ship to a continental port of the United States. Retention for return to the United States may be effected upon request of the senior officer present afloat, if in the senior officer's opinion retention is essential to the public interests.

3203. ENLISTED MARINES UNDERGOING MEDICAL TREATMENT

1. Marines on active duty, who are hospitalized or in need of medical care as a result of disease or injury incurred in line of duty and not due to misconduct, will, with their consent, be retained on active duty beyond the date of expiration of service until they are able to meet the physical requirements for release from active duty, discharge, or reenlistment, or until it is determined that recovery

to such an extent is impossible, whichever is earlier. That consent may be assumed for retention in the service beyond the expiration of enlistment in cases of mental incompetency or physical incapacity. Further retention may be authorized in meritorious cases upon proper recommendation accompanied by supporting facts.

2. Marines on active duty, whose period of active service expires while under treatment for disease or injury incurred not in the line of duty, or which is the result of their own misconduct, may not be extended under the provisions of paragraph 3203.1 above. Such cases should be brought before a medical board for recommendation as to disposition at a time which will permit action to be taken prior to the normally scheduled date of expiration of enlistment. If it is determined by a medical board that the Marine is not physically fit for service or reenlistment and the report of the medical board is approved by the appropriate authority, the Marine will normally be discharged for disability rather than expiration of enlistment.

3. Marines found physically unqualified for discharge at the time of expiration of enlistment will be retained in the service and their accounts will not be closed until disposition of the case has been made by the medical authorities.

4. If a Marine is found physically fit for duty by the Commandant of the Marine Corps (Code MMSR-4), while serving voluntarily for medical treatment, that Marine may be extended for a period of 3 months effective the day found physically fit, provided the total of voluntary extensions does not exceed 48 months. This will provide sufficient time for a request for additional service or a transfer to the Fleet Marine Corps Reserve to be processed by the Commandant of the Marine Corps.

3204. USMC AGREEMENT TO EXTEND ENLISTMENT (NAVMC 321A)

1. All requests to extend enlistment will be administered in accordance with the provisions of the Privacy Act of 1974.

2. The USMC Agreement to Extend Enlistment (NAVMC 321A), Figure 3-3, will be used to execute voluntary extensions of enlistment or induction. Forward the duplicate copy of the agreement to the Commandant of the Marine Corps (Code MSRB-20). Administrative instructions for preparation and disposition of the agreement are contained on the form. The following additional instructions apply:

a. The reason for extension of enlistment will be entered in specific terms on line 12 of the Agreement to Extend Enlistment (NAVMC 321A). To ensure that both the Marine Corps and the Marine are aware of the terms of the extension executed, the word "none" will not be entered. The following are examples of appropriate line 12 entries:

"For reclassification/lateral movement to OccFld 13"

"For assignment to MB, Rota, Spain"

"For assignment to FMFPac, WestPac"

"To extend for a minimum period of 12 months by reason of pregnant wife"

"For assignment to the Basic Electronics Course"

"To qualify for reenlistment"

"For retraining in OccFld 60"

"To meet minimum obligated active service for promotion"

b. The agreement must be executed prior to or on the date of expiration of enlistment or induction, except when the Marine is serving in accordance with paragraphs 3202 or 3203; otherwise, it is not valid.

c. NAVMC 321A will not be used to extend periods of Extended Active Duty (EAD). Requests for EAD must be submitted to the Commandant of the Marine Corps (Code MMCP-2).

d. The agreement will normally be sworn to before the Marine's commander or such other officer of the command as may be designated. However, when this is impracticable and no other Marine officer is available who is on active duty and authorized to administer oaths, the agreement may be sworn to before any commissioned officer of any component (including Reserve) of the Armed Forces of the United States, or before a notary public.

e. Report the execution of the agreement to extend enlistment on the unit diary in accordance with MCO P1080.35C, PRIM, paragraph 8097.

f. When the extension becomes effective, an appropriate entry will be made on page 3 of the service record book. A unit diary entry will be made in accordance with MCO P1080.35C, PRIM, paragraph 8097, to report that the extension has become effective.

g. A physical examination is required for career length extensions, unless the member has received a complete physical examination within 12 months preceding the execution date of the extension agreement. A physical examination is not required for a short term extension if the member is currently serving on full duty without physical limitations, unless such examination is considered warranted by the medical officer. When required, physical examinations for this purpose should be conducted just prior to and as near the execution date of the extension agreement as practicable. To complete the form (NAVMC 321A), item 18 of the original must bear the signature of the medical officer, if a physical examination was conducted, or a notation that a physical examination is not required in accordance with the provisions of this Manual.

CAREER PLANNING AND DEVELOPMENT GUIDE

CHAPTER 3

REENLISTMENT AND EXTENSION OF ENLISTMENT

SECTION 4: ADMINISTRATIVE PROCEDURES

3300. SUBMISSION OF REQUESTS

1. Requests for reenlistment, career length extensions, or incentive options will be forwarded to the Commandant of the Marine Corps (Code MMCP or MMEA-6, as appropriate) via message in the format specified in figure 3-1 or utilizing NAVMC 10842 (Reenlistment-Extension-Lateral Move Request (1220)) as depicted in figure 3-4. However, requests requiring the Commandant of the Marine Corps prerequisite waivers or for participation in the Agreement to Train Option Program (ATOP) must be submitted via NAVMC 10842.
2. When utilizing the message format it must be emphasized that all paragraphs are to be completed correctly. For example, an N/A in paragraph BB, commanding officer's recommendation, is inappropriate. Figure 3-2 is provided as an example.
3. All requests and enclosures thereto which are forwarded for consideration will comply with the provisions of the Privacy Act of 1974.
4. Attendant to the reenlistment process is the requirement to ensure that Marines meet all the administrative criteria and the reenlistment prerequisites set forth in chapters 3 and 4 of this Manual.
5. In addition, certain administrative comments are required to be entered on page 11 of the Marine's service record book. Particular attention must be paid to entries regarding reenlistment for specific options, deferral of options, promotion incentives, and bonus programs. It is imperative that the entries and the circumstances surrounding record book entries are explicitly clear to individual Marines prior to their signing any statements. Paragraph 4201 provides sample record book entries.
6. All requests from first and second term Marines requesting duty station options or lateral moves must be submitted to the the Commandant of the Marine Corps (Code MMCP-2), allowing at least 15 and 20 days from the time of receipt for processing, respectively. Additionally, all ATOP requests will likewise require 30 days for processing.
7. All requests for reenlistment, career length extensions, or short term extensions which would cause the total of all extensions on the current enlistment to exceed 6 months from career Marines serving on third or subsequent enlistments should, whenever possible, be submitted to the Commandant of the Marine Corps (Code MMEA-6) to arrive not less than 3 months nor more than 14 months prior to the expiration of enlistment or desired date of reenlistment. This requirement applies as well for requests for Marines who are not recommended for reenlistment. (See paragraph 3002.4b.) Allow at least 15 days for processing, which commences upon receipt of a complete package at this Headquarters.
8. Career planners desiring to check on the status of a reenlistment request for first and second term Marines only should call the appropriate liaison NCO utilizing the numbers listed in figure 1-1. Calls should not be made to these numbers concerning lateral moves not in conjunction with reenlistment or modifications to permanent change of station orders.

3301. REENLISTMENT-EXTENSION-LATERAL MOVE REQUEST (RELM) (1220) (NAVMC 10842)

1. The blocks provided in the RELM document must be filled out accurately and completely. See figure 3-3. The following subparagraphs discuss the completion of that document:

a. Blocks 1 through 12 are self-explanatory. Block 5 must be accurate to facilitate timely location of individual case files. Block 7 must also be doublechecked for accuracy, to ensure that all lost time is computed in figuring adjusted EAS dates. The accuracy of EAS information is significant in determining eligibility for various benefits and incentives, bonus payments, and in accurately counseling Marines as to their benefits.

b. Block 13. Identify the type of request.

c. Block 14. Indicate the Monitored Command Code (MCC) that accurately identifies the duty station/area option that the Marine requests. If no MCC is listed for the specific option requested, show full unit identification in section 18, "REMARKS." Ensure that the Marine's MOS and lateral move MOS are compatible with the commands requested. Chapter 4 should be consulted for additional information regarding duty station option, lateral movement, bonuses and other incentives.

d. Block 15. Enter test scores from data on form NAVMC 118 (8). The Armed Services Vocational Aptitude Battery (ASVAB) replaced the Aptitude Area Classification Test Battery (AA) in October 1976. Either AA scores or ASVAB Standard Aptitude Area Scores may be submitted on the RELM document.

(1) When ASVAB Standard Aptitude Scores are submitted, enter in block 15 as follows: GT=GT; CO=IN; FA=EL; GM=GM; MM=MM; CL=CL, EL=ETST. Only ASVAB Standard Aptitude Area Scores are required.

(2) Hand-scored results, certified by the testing officer, are also acceptable.

(3) Indicate the type test/scores reported (ASVAB/AA) by crossing out the inappropriate heading over block 15.

e. Block 16. A Marine must request a lateral move if his/her MOS is shown as over according to the current Marine Corps bulletin in the 1220 series. Indicate the MOS/OccFld that the Marine desires. Caution should be exercised to ensure that Marines are properly counseled in selecting an MOS or OccFld that is within their capabilities and for which they are otherwise eligible. Chapter 4 of this Manual should be consulted.

f. Block 17. Insert the appropriate information based on the case submitted. The reenlistment eligibility category associated with the case shall be indicated. These categories are not to be confused with the retention attainment categories addressed in chapter 6 of this Manual. First term cases are defined as those Marines on their initial enlistment, second term cases are those on their second enlistment; career cases are those on their third or subsequent enlistment. Include the specific PFT score and the associated performance classification (1/C, 2/C, 3/C). Only NJP's and courts martial awarded during the current enlistment should be identified. In the case of submissions of sergeants, include average pro/con marks received as a corporal.

g. Block 18. The remarks section should include any additional required information which would influence the decision on reenlistment, lateral move or duty station option. For those Marines requesting lateral movement, the following statement will be typed "I have been counseled and fully understanding the provisions of ATOP, do not desire to participate" and will be signed underneath by the Marine concerned. Only commanding officers with special court-martial convening authority may authorize the reenlistment or career length extension of Marines on their first and second enlistment, provided the Marine is recommended and meets all eligibility criteria. The special court-marital convening authority must sign an endorsement to this effect in block 18. Commanding generals who authorize a waiver of first term Marine reenlistment prerequisite(s) must sign an endorsement to this effect in block 18. Include each Marine's current height/weight and certification that prescribed Marine Corps standards are met. Specify the total number of extensions of enlistment on the current contract and their associated total number of

months. List any civilian convictions, to include the nature of the charge and punishment awarded, that the Marine has incurred on the current enlistment. Enter the name and work telephone number (AUTOVON or commercial) of the career planner who is immediately responsible for the preparation of the RELM document. Enter that career planner's signature above his/her name.

h. Block 19. Check the appropriate blocks and cross out reenlist or extend as applicable.

i. Block 20. Applicable only to reenlistment eligible privates first class, lance corporals, and corporals.

j. Block 21. The commanding officer's recommendation is the most significant element in making a determination as to reenlistment. Commander's written comments are required and need not be limited by the space provided. Additional comments and attachments are encouraged when waivers are required or when extenuating and mitigating factors would assist the decisionmaking process.

k. The information required in blocks 22 and 23 is self-explanatory.

3302. ADDITIONAL ADMINISTRATIVE REQUIREMENTS/INFORMATION

1. The Date and Results of the Latest PFT. In the case of those who failed or were required but did not test, a statement regarding the reason for not testing and/or the individual's attempts will be included. If medically or otherwise excused, a statement will be included indicating the reason for the excusal and the expected duration.

2. Photographs, when required, will be current and in the seasonal uniform of the day, without blouse, uncovered, full length, front and side views, 4- by 5-inch prints. Photographs will be mounted on a sheet of white bond paper. The following identifying information will be entered therein and certified by the Marine's commanding officer. name, grade, social security number, date of photograph, current height and weight, and signature of the Marine.

3. In the case of overweight Marines, a copy of the command weight control resume must be included.

4. For career Marines, if block 17 indicates disciplinary action which has occurred during the current enlistment, a copy of page(s) 12 and/or 13, as appropriate, of the Marine's service record must be submitted.

3303. USMC CERTIFICATE OF REENLISTMENT (NAVMC 8064)

1. The United States Marine Corps Certificate of Reenlistment will be presented to all immediate reenlistees in the U.S. Marine Corps on the effective date of reenlistment at an appropriate ceremony.

2. Preparation of this certificate should be accomplished as shown in figure 3-4, where possible, to provide distinctive lettering. Commands not having this capability should use a standard electric/manual typewriter.

3. The Certificate of Reenlistment, NAVMC 8064, PCN 104 012087 00, should be requisitioned in accordance with instructions contained in the current edition of MCO P5600.31, Marine Corps Publications and Printing Regulations.

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JOINT MESSAGEFORM							SECURITY CLASSIFICATION			
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
OF										
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM SUBMITTING COMMAND</p> <p>TO CMC WASHINGTON DC</p> <p>INFO CHAIN OF COMMAND</p> <p>UNCLAS //NO1040//</p> <p>FOR CODE MMCP-2 {1ST AND 2ND TERM} OR MMEA-6 {3RD TERM AND ABOVE}</p> <p>SUBJ REENL/EXTENL/SRBP/LAT MOV {AS APPROPRIATE}</p> <p>1 THE FOLLOWING INFO IS PROV</p> <p>A. LAST NAME, FIRST NAME, MI</p> <p>B. SSN/MOS{S}</p> <p>C GRADE/DOR</p> <p>D ORGANIZATION/MCC XXX</p> <p>E TYPE REQUEST {REENL OR EXTENL}</p> <p>F REENL NUMBER XXX {1ST, 2ND, 3RD, ETC OR N/A}</p> <p>G {TERM REENL/EXTENL} XX MONTHS, {TERM/EFF DT CUR CONTRACT}X YRS/XXXXXX</p> <p>H EXEC X EXTENL, TOTALING XX MONTHS ON CURRENT CONTRACT</p> <p>I EAS XXXXXX, INTENDED REENL {OR EXTENL} DT:XXXXXX</p> <p>6 J AFADBD XXXXXX, DCTB XXXXXX, RTD XXXXXX</p> <p>5 K NUMBER OF DEPENDENTS</p> <p>4 L SECURITY CLEARANCE</p> <p>3</p> <p>2</p> <p>1</p> <p>0 M PFT XXX/XXX {SCORE/1CL, 2CL, 3CL, OR FAIL}, DT TESTED XXXXXX</p>										
<p>DISTR</p> <p>DOB.XXXXXX</p>										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME TITLE OFFICE SYMBOL AND PHONE										
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Figure 3-1.--Message Format For RELM Request.

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JOINT MESSAGEFORM							SECURITY CLASSIFICATION			
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
OF										
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>N. HT:XX {INCHES}, WT XXX {POUNDS}</p> <p>O CO CERTIFIES {LINE A} MARINE MEETS PRESCRIBED HT/WT STANDARDS</p> <p>P PROM INCENTIVE XXX {YES, NO, N/A}</p> <p>Q SRBP ELIGIBLE XXX {YES OR NO IF YES COMPLETE LINE DD }</p> <p>R. DUSTA: {LIST THREE CHOICES IN ORDER OF PREFERENCE OR N/A}</p> <p>ORGANIZATION/MCC XXX, ORGANIZATION/MCC XXX, ORGANIZATION/MCC XXX</p> <p>S. LAT MOVE.XXXX/XXXX/XXXX {LIST THREE OCCFLD/MOS CHOICES IN ORDER OF PREFERENCE OR INDICATE N/A SEE LINE EE INSTRUCTIONS.}</p> <p>T LAT MOV DESIRED XXX {YES, NO, N/A} {IF YES IS INDICATED THE FOLLOWING WILL BE ACCOMPLISHED AND INCLUDED "THE CO CERTIFIES THAT THE LINE A MARINE HAS BEEN COUNSELED AND FULLY UNDERSTANDING ATOP, DOES NOT DESIRE TO PARTICIPATE" }</p> <p>U ATOP XXX {STATEMENT OF UNDERSTANDING PREVIOUSLY EXECUTED - YES, NO}, {IF YES} DT EXEC.XXXXXX</p> <p>V. CM: {NUMBER, TYPE{S}, DATE{S} OF COURTS-MARTIAL} X,XXX,XXXXXX {OR N/A} {DATE CG WAIVER GRANTED} CG WVR XXXXXX {IF APPLICABLE}</p> <p>W. NJP {NUMBER, ARTICLE{S} VIOLATED, DATE{S} OF NJP{S}} X, ART XXX, XXXXXX {OR N/A} {DATE CG WAVIER GRANTED} CG WVR.XXXXXX {IF APPL} {IDENTIFY ONLY THOSE AWARDED DURING THE CURRENT ENLISTMENT}</p> <p>DISTR</p>										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
TYPED NAME TITLE OFFICE SYMBOL AND PHONE										
RELEASER	SIGNATURE					SECURITY CLASSIFICATION			DATE TIME GROUP	

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Figure 3-1.--Message Format For RELM Request--Continued.

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JOINT MESSAGEFORM										SECURITY CLASSIFICATION	
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
OF	DATE TIME	MONTH	YR	ACT	INFO						
BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>X CIVCON {NUMBER, TYPE{S}, DATE{S} OF CIVILIAN CONVICTION{S}</p> <p>X, {AS REQUIRED}, XXXXXX {OR N/A}</p> <p>Y PRO/CON {AVERAGE} X.X/X X {OR N/A FOR SSGTS AND ABOVE, FOR SGTS AVERAGE</p> <p>PRO/CON MARKS AS A CPL} {DATE CG WAIVER GRANTED} CG WVR XXXXXX {IF APPLICABLE}</p> <p>Z EDUC COMPL XX YRS {DATE CG WAIVER GRANTED} CG WVR XXXXX</p> <p>{IF APPLICABLE}</p> <p>AA GT SCORE XXX, DT TESTED XXXXXX, TYPE TEST XXXXX {ASVAB, AA}</p> <p>{DATE CG WAIVER GRANTED} CG WVR XXXXXX {IF APPLICABLE} {LIST ALL</p> <p>OTHER NEW SCORES IF RETESTED WITHIN THE LAST YEAR} GM XXX, MM XXX,</p> <p>CL XXX, ETC. {LIST RAW ASVAB SCORES IF RETESTED WITHIN THE LAST</p> <p>90 DAYS INCLUDE ETST OR EDPT SCORES, IF APPLICABLE}</p> <p>BB {SUCCINCT CO RECOMMENDATIONS FOR REENLISTMENT AND THE RESULTS</p> <p>OF SCREENING FOR DI, RCTG, MSG, MARBKS, OR INDEP DUTY, IF APPLICABLE}</p> <p>CC CAREER PLANNER'S NAME AND AUTOVON PHONE NO</p> <p>DD {IF APPLICABLE} CO CERTIFIES THAT SRBP ELIG CHKLIST COMPLETED,</p> <p>{LINE A} MARINE ELIG SRB ZONE X, {A, B, C} AT AWARD MULTIPLE X {1-6}</p> <p>ON {LINE I} DT XXXXXX</p> <p>EE REMARKS {INCLUDE LATERAL MOVE INFORMATION REQUIRED BY</p> <p>MC0 1220 5. WHEN AN INTERVIEW IS NECESSARY, INDICATE THE</p> <p>INTERVIEWER'S NAME, TITLE, DATE CONDUCTED, AND PARAPHRASE THE</p>											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS					
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION					
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						DATE TIME GROUP					

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Figure 3-1.--Message Format For RELM Request--Continued.

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JOINT MESSAGEFORM							SECURITY CLASSIFICATION			
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG MSG IDENT
	DATE TIME	MONTH	YR	ACT	INFO					
OF										
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>RESULTS FORWARD A HARDCOPY OF THE RESULTS TO CMC {CODE MMEA-B}</p> <p>{THIS PARAGRAPH IS TO BE UTILIZED FOR MISCELLANEOUS REMARKS}.</p> <p>NOTES {1} ON ALL LINES NOT APPLICABLE INDICATE N/A</p> <p>{2} ALL DATES ARE TO BE INDICATED IN SIX DIGITS {YYMMDD- 810227}</p> <p>{3} WHERE X'S ARE INDICATED, A NUMBER OR LETTER MUST BE FILLED IN</p>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION				
	SIGNATURE									
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Figure 3-1.--Message Format For RELM Request--Continued.

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JOINT MESSAGEFORM										SECURITY CLASSIFICATION	
PAGE OF	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
	DATE TIME	MONTH	YR	ACT	INFO						
BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM CG SECOND FSSG</p> <p>TO CMC WASHINGTON DC</p> <p>INFO: EIGHTH ENGRSPTBN</p> <p>UNCLAS //N01040//</p> <p>FOR CODE MMCP-2</p> <p>SUBJ REENL/LAT MOVE</p> <p>1. THE FOLLOWING INFO PROV</p> <p>A. MARINE, IRA H</p> <p>B. 123 45 67 89/1341</p> <p>C CPL, 801001</p> <p>D CO D, EIGHTH ENGRSPTBN/151</p> <p>E REENL/LAT MOV</p> <p>F 1ST</p> <p>G 48 MONTHS, 4 YEARS/770701</p> <p>H. EXEC 2 EXTENL, TOTALING 4 MONTHS ON CUR CONTRACT</p> <p>I. EAS 811101, IRDT 811015</p> <p>J. AFADBD 770701, DCTB 790723, RTD N/A</p> <p>K 1</p> <p>L. FS</p> <p>M PFT 278/1CL, DT TESTED 810410, DOB 540721</p>											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS					
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION					
	SIGNATURE										
						DATE TIME GROUP					

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Figure 3-2.--Example Message For RELM Request.

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JOINT MESSAGEFORM										SECURITY CLASSIFICATION	
PAGE OF	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
	DATE TIME	MONTH	YR	ACT	INFO						
BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>N HT 71, WT 165</p> <p>O CO CERTIFIES SNM MEETS PRESCRIBED HT/WT STANDARDS</p> <p>P. PROM INCENT YES</p> <p>Q SRBP ELIG NO</p> <p>R. DUSTA LAT MOV {SEE ITEM S}, DI DU, MCC 121, 169, 122</p> <p>S LAT MOVE 0811, 3371, 3535</p> <p>T. LAT MOVE DESIRED. YES</p> <p>U ATOP. THE CO CERTIFIES THAT SNM HAS BEEN COUNSELLED</p> <p>AND FULLY UNDERSTANDING ATOP DOES NOT DESIRE TO PARTICIPATE</p> <p>V CM N/A</p> <p>W NJP. N/A</p> <p>X. CIVCON N/A</p> <p>Y PRO/CON 4.6/4.7</p> <p>Z. EDUC COMPL 12 YRS</p> <p>AA GT SCORE: 100, DT TESTED JUL80, TYPE TEST ASVAB IN 95,</p> <p>AE 102, EL 99, GM: 90, MM 101, CL 99</p> <p>BB SNM HAS BEEN SCREENED IAW MCO 1326 6 AND IS QUAL FOR ASSIGNMENT</p> <p>TO DI DU REC APPROVAL REENL OPT 1 OR 2. REC APPROVAL LAT MOV</p> <p>1 OR 3, DISAP OF 2 CPL MARINE IS ENTHUSIASTICALLY RECOMMENDED FOR</p> <p>FOR FURTHER SVC AND AUTH TO REENL PRD OF 6 YRS</p> <p>DISTR</p>											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS					
TYPED NAME TITLE OFFICE SYMBOL AND PHONE											
RELEASER	SIGNATURE					SECURITY CLASSIFICATION			DATE TIME GROUP		

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Figure 3-2.--Example Message For RELM Request--Continued

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JOINT MESSAGEFORM										SECURITY CLASSIFICATION	
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
OF	DATE TIME	MONTH	YR	ACT	INFO						
BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>CC SGT J M JONES / 484-5000</p> <p>DD N/A</p> <p>EE SNM HAS NORMAL COLOR PERCEPTION AND 20/20 VISION BOTH EYES</p>											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS					
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION					
	SIGNATURE										
						DATE TIME GROUP					

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Figure 3-2.--Example Message For RELM Request--Continued.

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AGREEMENT TO EXTEND ENLISTMENT (1133)
NAVMC 321a (REV 6 80) (2 79 edition will be used until supply is exhausted)
SN 0000 00 000 6010 U/1 PADS OF 100

1 NAME (Last first middle) SCHMIDLAP, Harry Leon		2 GRADE SSgt	3 SSN 123 45 67 89	4 COMPONENT <input checked="" type="checkbox"/> USMC <input type="checkbox"/> USMCR
5 CURRENT ENLISTMENT COMMENCED 19 May 1977 FOR Four YEARS 4 YEARS (Word) (Fig)		6 CURRENT EXTENSION COMMENCED 19 May 1981 FOR Two MONTHS 26 MONTHS (Word) (Fig)		7 CURRENT <input type="checkbox"/> ENLISTMENT EXPIRES <input checked="" type="checkbox"/> EXTENSION EXPIRES DATE 18 July 1981 (A see nstruc item 17)
8 TIME LOST TO BE MADE GOOD None DAYS	9 EFFECTIVE DATE THIS EXTENSION 19 July 1981	10 TERM THIS EXTENSION Twenty-six MONTHS 26 MONTHS (Word) (Fig)		11 VOLUNTARY EXTENSION OF CURRENT ENLISTMENT Second (Indicate first second)
12 Specific reason for extending To have sufficient obligated service to serve an accompanied by dependents tour at Marine Barracks, Adak, Alaska				
13 (Applicable if individual is extending to attend a service school) I understand that this extension of enlistment will not be canceled in the event I am dropped from the course due to my lack of application or misconduct on my part				
14 I understand that once this extension of enlistment has become effective it cannot be canceled for any reason				
15 I understand that under the terms of this extension agreement I will continue to be subject to all the provisions and obligations of my enlistment contract for the period of the extension				
16 I CERTIFY that to the best of my knowledge and belief I have no serious physical defects or illness				
SIGNATURE Harry Leon Schmidlap (First name) (Middle name) (Last name)				
17 Subscribed and sworn to before me this 10th of July AD 1981 (See instruction for item 17)				
SIGNATURE OF ADMINISTERING OFFICER OR OFFICIAL I. BOES, LtCol, USMC (Officer of the Armed Forces, give rank and service)				
ORGANIZATION AND STATION SOES, MCAS, Joint, N C. 28533				
18 Examined and found physically qualified for this extension DOCTOR				
DATE 5 July 1981		SIGNATURE OF MEDICAL OFFICER DOCTOR		GRADE AND SERVICE LCdr USN (MC)
Physical examination waived authority				

INSTRUCTIONS
THIS AGREEMENT MUST BE EXECUTED ON THE DATE OF EXPIRATION OF ENLISTMENT EXCEPT AS PROVIDED IN PARA 3203 4 MCO P1040 31 CAREER PLANNING & DEVELOPMENT GUIDE (VOL 1 ADMIN) OTHERWISE IT IS NOT VALID THIS FORM IS NOT TO BE USED TO EXTEND PERIODS OF EAD THIS AGREEMENT WILL BE COMPLETED IN DUPLICATE THE ORIGINAL FILED IN THE MARINE S SRB AND DUPLICATE FORWARDED TO CMC (CODE MSRB-20)

- Items 1 through 4 — Self explanatory
- Item 5 — Enter the date current enlistment commenced and show its term both by word and figure
- Item 6 — (Use only if the individual is currently serving on a voluntary extension of enlistment and is re-extending for an additional period) Enter the date current extension of enlistment commenced and show its term both by word and figure
- Item 7 — Enter date of expiration of current enlistment or extension thereof as appropriate also check appropriate box
- Item 8 — Enter by word the number of days lost during current enlistment or extension thereof that must be made good prior to commencement of this extension
- Item 9 — Enter the date this extension will commence
- Item 10 — Enter by word and figure the term of this extension
- Item 11 — Enter by word the number of this extension (whether it is the first or second regular extension of current enlistment or the third extension allowed under certain circumstances INVOLUNTARY EXTENSIONS ARE NOT TO BE CONSIDERED FOR PURPOSES OF THIS ENTRY)
- Item 12 through 15 — Self explanatory
- Item 16 — The individual extending his enlistment will sign his full name here Both the original and duplicate will be signed
- Item 17 — The officer or official before whom this agreement is subscribed and sworn to will sign here with his usual signature Both the original and duplicate will be signed THE DATE ENTERED IN THIS ITEM CAN NOT BE LATER THAN THE DATE ENTERED IN ITEM 7 EXCEPT AS PROVIDED IN CURRENT INSTRUCTIONS
- Item 18 — The examining Medical Officer will enter his certification here or if physical examination has been waived the authority therefor will be entered below
- NOTE In the event this agreement is canceled prior to its effective date the word "Canceled" and the date and authority therefor will be written across the face of the original copy Care must be taken to enter the specific subparagraph of Para 3201 MCO P1040 31 or special authorization which constitutes authority for cancellation

ORIGINAL File in service record book on loc of enlistment contract
DUPLICATE Forward to CMC (Code MSRB 20)

Figure 3-3.--USMC Agreement to Extend Enlistment.

CAREER PLANNING AND DEVELOPMENT GUIDE

REENLISTMENT EXTENSION LATERAL MOVE REQUEST (1220)
NAVMC 10842 (REV 8 79) (Previous editions are obsolete and will not be used)
SN 0000-00-006 3815 U/I SH

2 FROM (Name Last First Middle Initial) MARINE, Ira H				1 DATE 810915			
4 GRADE/DOR Cpl 801001	5 SSN 123 45 6789	6 MOS 1341	7 EAS 811101	3 ORGANIZATION AND STATION Co D, 8th Engr Bn 2d FSSG, FMFLant Camp Lejeune, NC 28542 MMC 151			
8 DAUS 781115	9 RTD (If applicable) N/A	10 DCTB 790723	11 INTENDED REENLISTMENT DATE 811015				
8A DATE OF BIRTH 540721	11A AFADBD 770701			12 COPY TO			

COMMANDANT OF MARINE CORPS (CODE MMCP-2) for 1st and 2nd Term Marines
HEADQUARTERS U S MARINE CORPS MMEA-6 for 3rd and subsequent Term
WASHINGTON D C 20380 Marines

13 TYPE REQUEST	14 REENL OPTIONS	15 TEST SCORES (ASVAB/AA)											
<input checked="" type="checkbox"/> REENLISTMENT <input type="checkbox"/> EXTENSION <input checked="" type="checkbox"/> LATERAL MOVE	1 Lat move See Blk 16	GCT/GT	VE	AR	PA	CI	MA	ACS	ARC	GIT	SM	AI	DATE TESTED
	2 DI Duty	100											
	3 Dusta MCC 121,169,122	ELI	IN	AE	EL	GM	MM	CL	EDPT	ETST	LAT	DATE RETESTED	
16 LATERAL MOVE REQUEST		17 MISCELLANEOUS											
MOS		<input checked="" type="checkbox"/> 1st TERM		HS EDUCATION (Yrs)		12		AVG CON		4.7			
1 0811		<input type="checkbox"/> 2nd TERM		COURTS		0		AVG PRO		4.6			
2 3371		<input type="checkbox"/> CAREERIST		NJP		0		LAST DLA PAID		N/A			
3 3535				SECURITY CLEARANCE		FS							
18 REMARKS (Continue on back of form)		PFT DATE 278		NO OF DEPENDENTS		REQUIRING TRAVEL		1					
SNM DESIRES TO REMAIN IN PRESENT MOS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		810410 1CL		<input checked="" type="checkbox"/> PASS <input type="checkbox"/> FAIL									

1 No previous requests
2 SNM is in over MOS. If lateral move approved as reenlistment option, request consideration of duty assignment location indicated in Block 14 3 for retraining/duty. SNM has been physically examined and has normal color perception and 20/20 vision in both eyes
3 SNM has been screened IAW MCO 1326 6 and is qualified for assignment to DI duty
4 HT 71, WT 165 and meets prescribed standards set forth in MCO 6100 10
5 Two extensions of enlistment totaling four months on current contract.
6 I have been counseled and fully understanding the provisions of ATOP, do not desire to participate

18A NAME AND GRADE OF CAREER PLANNER (PHONE AUTOVON) J M JONES, Sgt 484-5000	Signature <i>Ira H. Marine</i>
19 <input checked="" type="checkbox"/> I understand that I must reenlist/extend for a period of 48 months on the intened reenlistment date in Block 11 to remain eligible for the reenlistment options/incentives requested herein <input checked="" type="checkbox"/> I CERTIFY that the provisions of MCO 7220.24 have been explained to me <input type="checkbox"/> I desire to execute an agreement to train in MOS(S) Block 16 or as listed in	20 QUALIFIED AND RECOMMENDED FOR PROMOTION INCENTIVE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 21 COMMANDING OFFICER'S RECOMMENDATIONS 1 Rec approval Reenl opt 1 or 2 2 Rec approval latmov 1 or 3, disapproval of 2 3 Cpl Marine is enthusiastically recommended for further service and authorization of a period up to 6 years.
22 SIGNATURE OF MARINE <i>Ira H. Marine</i>	DATE 810915
23 SIGNATURE OF COMMANDING OFFICER (Name/Grade) <i>A.B. See, Capt</i>	DATE 810915

Figure 3-4 --RELM Request (1220)

CAREER PLANNING AND DEVELOPMENT GUIDE

18 REMARKS (Continued)

FOR HQMC USE ONLY				
ROUTING	RECOMMENDED ACTION/REMARKS	AVAILABILITY	DATE	INIT
1	MONITOR OF _____	GR _____ % MOS _____ % OF _____ %		
2	CONTROL OFFICER OF _____			
3	MONITOR OF _____	GR _____ % MOS _____ % OF _____ %		
4	CONTROL OFFICER OF _____			
5	MONITOR OF _____	GR _____ % MOS _____ % OF _____ %		
6	CONTROL OFFICER OF _____			
7	MONITOR OF _____	GR _____ % MOS _____ % OF _____ %		
8	CONTROL OFFICER OF _____			
9	MMEA(When appropriate)			

U S G P O 1976-624 921/804

Figure 3-4.--RELM Request (1220)--Continued.

UNITED STATES MARINE CORPS

Certificate of Reenlistment

BE IT KNOWN THAT

Staff Sergeant John J. Doe

has been accepted for reenlistment in the United States Marine Corps

Your reenlistment reflects uncommon devotion and loyalty to your country and to the Corps

*It is this special kind of commitment that makes the Corps unique and respected
throughout the world. The Corps is proud to have you in its ranks*

Presented this 30th day of September, 19 80

M. Y. Battalio
M. Y. BATTALION
Commanding Officer



CAREER PLANNING AND DEVELOPMENT GUIDE

CHAPTER 4

REENLISTMENT OPTIONS AND INCENTIVES

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CAREER PLANNING AND DEVELOPMENT GUIDE

CHAPTER 4

REENLISTMENT OPTIONS AND INCENTIVES

SECTION 1: GENERAL

4000. GENERAL. Reenlistment options and incentives are offered to afford qualified Marines who are sincerely oriented towards a Marine Corps career an opportunity to influence their futures. They have the option of improving their occupational skills by requesting assignment to a formal school; they may request lateral movement to another occupational field/MOS through on-the-job or formal school training, they may request assignment at a duty station or in a locality of their choice. Further, at the commanding officer's discretion, they may be offered promotion to the next higher grade, not to exceed sergeant, upon meeting minimum time in grade requirements for their current grade as specified in this chapter. Marines can be assured that requests submitted in accordance with the provisions of this chapter will receive every possible consideration.

4001. OPTIONS AND INCENTIVES ELIGIBILITY CRITERIA

1. First Term. Marines on their initial Marine Corps enlistment who effect either an immediate reenlistment of 3 or more years or an extension of enlistment for a period of 36 months or more are entitled to one reenlistment option and any associated incentives, if otherwise qualified. Marines who have received a first term reenlistment option for effecting an extension of their initial enlistment are considered for second term reenlistment options and incentives as indicated in paragraph 4001.2 below. See paragraph 4103 for an additional promotion incentive requirement.

2. Second Term. Marines on their second Marine Corps enlistment who effect either an immediate reenlistment for a period of 4 or more years or an extension of enlistment for a period of 48 months are entitled to one reenlistment option and any associated incentives, if otherwise qualified. Marines who have received a first term reenlistment option for effecting an extension of their initial enlistment for 36 months or more may be considered for one second term option and any associated incentives for their first reenlistment of 4 or more years. Marines on their second enlistment, who have already received a second term reenlistment option for either having effected a 48-month extension of enlistment or for effecting their second enlistment, are not entitled to a reenlistment option for a subsequent reenlistment.

3. Marines assigned to commands participating in the Unit Deployment Program are authorized to partake of the reenlistment options and incentives presented in this chapter, however, career planners should ensure that these personnel are apprised of the benefit of remaining in their Deployment Monitored Command Code (DMCC) until a new Date Arrived United States Dependents Restricted (DAUS DEPN RESTR) has been attained.

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CHAPTER 4

REENLISTMENT OPTIONS AND INCENTIVES

SECTION 2 OPTIONS AND INCENTIVES

4100. DUTY/DUTY STATION

1. Guarantee. This option guarantees reenlistees a choice of assignment to a duty station, a type of duty (i.e., sea duty, recruiting duty, drill instructor duty, State Department duty, etc.), or any Marine Corps post or station where a requirement and billet vacancy exists for their grade, specialty, and service. Assignments granted in fulfillment of this option will be guaranteed for a minimum of 1 year, unless otherwise specified. Retention at or transfer to any post, station, duty, or command as a reenlistment option, however, does not guarantee that the Marine will remain in the particular geographical locale where he/she was initially joined.

2. Request Procedures

a. When only duty/duty station choices are requested for reenlistment options, three choices, including one major command, will be submitted. One of the requested options will be granted if billet vacancies exist, or, normally, alternative choices will be offered by this Headquarters. Major commands to be considered are:

CONUS

Major command, Quantico (MCDEC)
Major command, Camp Lejeune (2d MarDiv, 2d FSSG, MCB)
Major command, Cherry Point (2d MAW, MCAS)
Major command, Twentynine Palms (CAC, MCAGCC, MCB)
Major command, El Toro (3d MAW, MCAS)
Major command, Camp Pendleton (1st MarDiv, 1st FSSG, MCB)
Marine Corps Air Station, Tustin
Marine Corps Air Station, Beaufort
Marine Corps Air Station, New River
Marine Corps Air Station, Yuma
Marine Corps Logistics Base, Albany
Marine Corps Logistics Base, Barstow
Marine Corps Recruit Depot, Parris Island
Marine Corps Recruit Depot, San Diego
Headquarters, U.S. Marine Corps

OVERSEAS

Marine division
Marine aircraft wing
First Marine Brigade
Marine Corps base/Marine Corps air station

b. Options for duty stations may specify FMF or non-FMF, and may be for either a type of duty or locality, i.e., Marine security forces, overseas; Marine barracks, west coast; or for specific duty stations, i.e., Marine Barracks, Yokosuka; Marine Barracks, Treasure Island; 1st Marine Division; Headquarters Marine Corps. Career planners should ensure that the reenlistee is fully advised of all aspects surrounding a choice of duty station. Duty station choices must be made realistically and where a billet vacancy would logically exist for their grade and specialty. In this regard, utilization of the Authorized Strength Report, published and promulgated by this Headquarters, is encouraged. Assignment requests should also be consistent with individual career pattern enhancement.

c. Marines requesting assignment to any of the below listed special duty assignments must meet the assignment eligibility prerequisites established in appropriate directives. Commanding officers of prospective reenlistees requesting assignment to such duty as reenlistment options will ensure that those Marines are qualified to be assigned to such duty prior to submission of reenlistment option requests and subsequent transfer.

- (1) Marine barracks (current edition of MCO 1300.20)
- (2) Sea duty (current edition of MCO 1300.20)
- (3) State Department duty (current edition of MCO 1306.2)
- (4) Recruiting duty (current edition of MCO 1326.6)
- (5) Drill instructor duty (current edition of MCO 1326.6)
- (6) Inspector-instructor duty (current edition of MCO 1326.6)

d. Marines in the grade of sergeant and below will not be granted an option that provides consecutive non-FMF unaccompanied overseas tours in the same country. Marines who have previously served a tour at a Marine barracks overseas will not normally be given an option to serve on another overseas tour at the same Marine barracks in the same geographical area. Additionally, consecutive tours in non-FMF type duty will not normally be approved.

e. Paragraph 4201 provides sample page 11 service record book entries which may be required in conjunction with duty/duty station options.

3. Types of Assignments

a. Immediate Transfer. The normal 3-year time on station transfer limitation is waived for those Marines eligible to transfer in connection with a reenlistment option except for those Marines assigned to a prescribed overseas or fixed-tour length. In general, the following minimum time on station transfer criteria apply (see the current edition of MCO 1300.8)

(1) First term reenlistees are normally eligible for transfer upon completion of 1 year time on station at their reenlisting command or upon completion of the prescribed overseas or fixed-tour length during which they were reenlisted. First term Marines who reenlist within the 90-day period preceding their EAS, however, are authorized transfer without regard for transfer limitations.

(2) Second term reenlistees are normally eligible for transfer upon completion of 2 years time on station at their reenlisting command or upon completion of the prescribed overseas or fixed-tour length during which they were reenlisted. Second term Marines issued orders to drill instructor/recruiting duty or unaccompanied tours prior to receipt of their reenlistment requests at this Headquarters will carry out those orders and receive a deferred reenlistment option. Also, second term Marines stabilized in a deployment-designated unit will not be reassigned until completion of the scheduled deployment and will receive a deferred reenlistment option.

b. Retention on Station. Marines electing this form of assignment as their duty station/reenlistment option are guaranteed that they will not be transferred for either a 1- or 2-year period, as authorized, from the major command to which their reenlisting unit belongs. Commanders may enhance the attractiveness of retention on station by utilizing local quotas such as the Fleet Assistance Program (FAP) and Quota Serial Number (QSN). Marines who subsequently volunteer for and receive FAP or QSN assignments will be considered by this Headquarters to have been granted retention on station as their reenlistment option. In such cases, voluntary assignment to FAP or QSN should be documented and the reenlistment option cycle will be considered completed. Marines who are assigned to a deployment-designated unit and are granted retention on station as their reenlistment option will not be reassigned from their Deployment Monitored Command Code (DMCC) even if two unit deployments have been completed and a new Date Arrived United States Dependents Restricted (DAUS DEPN RESTR) has been attained. The commands listed as major in paragraph 4100.2a are the only commands which can grant the guaranteed retention-on station option described in paragraph 4100.3b(1). All others must receive approval from CMC.

(1) First Term. Commanding officers with special court-martial authority may grant retention on station as a reenlistment option to eligible first term Marines. Retention on station may be authorized for either a 1- or 2-year period in accordance with the criteria listed below. Commanding officers granting retention on station as a reenlistment option will ensure compliance with the reenlistment incentive granted unless the needs of the Marine Corps dictate otherwise.

(a) Retention on station for 1 year may be granted to a first term reenlistee who has reenlisted for a minimum period of 3 years. This option will commence upon completion of 2 years on station at the reenlisting command or at the time of reenlistment, whichever date is later. One year retention on station may be granted by appropriate commanding officers at overseas commands to first term Marines provided they reenlist not later than 6 months prior to their Rotation Tour Date (RTD); otherwise, this option must be requested from the Commandant of the Marine Corps (Code MMEA-8). Retention on station at overseas commands commences on the RTD of the original tour.

(b) Retention on station for 2 years may be granted to a first term reenlistee who reenlists for a minimum period of 4 years. This option may not be deferred. The retention on station period will commence on the date of reenlistment. This incentive is not available to Marines at overseas commands.

(c) Commanding officers who have granted retention on station as a reenlistment option must notify the Commandant of the Marine Corps (Code MMEA-8) by message and make an appropriate page 11 entry in the Marine's service record book. Sample message formats and page 11 entries are provided in figure 4-1 and paragraph 4201.

(2) Second Term. Marines on their second enlistment requesting retention on station as their reenlistment option must receive approval from the Commandant of the Marine Corps (Code MMEA) prior to reenlistment. Unless otherwise specified, a 1-year period is guaranteed which commences either on the date of reenlistment or upon completion 2 years time on station at the reenlisting command, whichever date is later. When approved by the Commandant of the Marine Corps, retention on station at overseas commands commences at the RTD of the original tour. The reenlistment of second term Marines for retention on station will be documented with an appropriate page 11 entry in the service record book.

c. Deferred Option. Marines who reenlist prior to the date they would be eligible to transfer by reason of a reenlistment option are still entitled to elect transfer as their reenlistment option. Transfer must be deferred, however, until minimum transfer limitations, or prescribed overseas or fixed-tour lengths are met. In such cases, commanding officers with special court-martial authority may grant a deferred reenlistment option. Reenlistees who volunteer for and receive QSN assignments as reenlistment options are not entitled to a subsequent deferred option. Prospective reenlistees who are recent formal school graduates who have not completed 1 year of service utilizing their training or are formal school graduates serving in short MOS's (see current MCBul in the 1220 series) are not eligible to be assigned deferred options without approval of the Commandant of the Marine Corps (Code MMEA-8) prior to reenlistment.

(1) Guarantee. Marines granted a deferred reenlistment option will be guaranteed the opportunity to choose to be transferred to a post, duty, or station upon completion of the minimum required time on station or the prescribed overseas/ fixed-tour length, whichever is applicable to their reenlisting command. Deferral of transfer to a specific duty station is not expressly guaranteed. Marines who have reenlisted with a deferred option, however, are entitled to choose a specific assignment to which they desire to be transferred upon attaining the required minimum time on station. Unless otherwise directed, specific transfer options must be submitted upon attaining the required minimum time on station. Certain options requested to fulfill a deferred option granted may require an additional service obligation beyond the term of the current contract to meet assignment requirements. In these cases, the reenlistment option guarantee will be considered valid as long as the opportunity to submit for reenlistment options in accordance

with paragraph 4200 of this Manual is provided during the term of the reenlistment contract entitling the Marine to an option.

(2) Administrative Action

(a) Commanding officers granting a deferred reenlistment option will notify the Commandant of the Marine Corps (Code MMEA-8) by message that a deferred option has been granted and will make an appropriate page 11 entry in the Marine's service record book. Sample message formats and page 11 entries are contained in figure 4-2 and paragraph 4201.

(b) Reenlistees at overseas commands assigned deferred options should submit their specific choices for transfer not later than 5 months prior to their RTD's which were in effect on their reenlistment dates.

4101. CAREER PROGRESSION TRAINING. Formal school training at advanced level courses described in the current edition of MCO P1500.12, Marine Corps Formal Schools Catalog, may be guaranteed as a reenlistment option. Requests for a formal school must indicate the specific course desired. Applicants must be fully qualified for the desired course of instruction. Waivers of specific prerequisites may be requested in exceptional cases when appropriate justification is provided by endorsement of the Marine's request from his/her commanding officer. Final determination on each request for assignment to formal schools will be made by the Commandant of the Marine Corps (Code MMEA) based on the needs of the Marine Corps and the availability of formal school quotas.

4102. SELECTIVE REENLISTMENT BONUS PROGRAM (SRBP)

1. Marines eligible to participate in the SRBP may receive bonuses up to \$16,000 for their reenlistment. The SRBP was established to provide an additional pay incentive to encourage service continuation in specific military occupational specialties with personnel shortages. Commanding officers are responsible to ensure that SRBP payments are made only to those Marines who are properly entitled according to eligibility criteria contained in the current edition of MCO 7220.24.

2. The current edition of MCO 7220.24 will stipulate the type of payment authorized for the SRBP. The following methods of payment can be authorized.

a. Lump Sum. Under this method, the selective reenlistment bonus will be paid in full at the time of reenlistment.

b. Annual Payments. Under this method, the selective reenlistment bonus will be paid in equal annual installments. The first installment is payable at the time of reenlistment and subsequent installments are payable on the anniversary date of the reenlistment during each year of the reenlistment period.

c. Accelerated Payment. If the bonus is being paid in annual installments, an accelerated payment may be requested. Specific eligibility criteria pertaining to those payments are contained in the current edition of MCO 7220.24. If authorized, accelerated payment will be made in addition to the annual installment.

3. An SRBP eligibility worksheet has been designed in order to assist commanding officers in correctly determining SRBP eligibility. Local reproduction of figure 4-3 is authorized. Its use with the SRBP Eligibility Checklist in order to determine general eligibility to participate in the SRBP is required. The original worksheet must accompany the SRBP Eligibility Checklist to the local disbursing officer or the Marine Corps Finance Center, Kansas City as appropriate before payment will be made. Figure 4-4 is a sample SRBP Eligibility Worksheet which is provided to illustrate its proper utilization.

4. To assist the commanding officer and to properly counsel eligible Marines, career planners must have a thorough knowledge of selective reenlistment bonus eligibility criteria, the Agreement to Train Option Program (ATOP), the SRBP eligible MOS's and their award level, and understand authorized methods of payment.

4103. PROMOTION INCENTIVE

1. At the discretion of the commanding officer, Marines on their initial Marine Corps enlistment who are eligible to reenlist, and who immediately reenlist or effect an extension of enlistment for a period of 3 years or more, may be promoted to the next higher grade, not to exceed the grade of sergeant. Previous active service, excluding active duty for training, plus the term of reenlistment must ensure completion of a minimum of 72 months of active service.

2. At the discretion of the commanding officer, Marines on their second enlistment who are eligible to reenlist, and who immediately reenlist for a period of 4 years or more, or effect an extension of enlistment for 48 months, may be promoted to the next higher grade, not to exceed the grade of sergeant.

3. Marines promoted in accordance with this authority must have completed either the minimum time in grade indicated below or in the current promotion directive, whichever is less, at the time of receiving their promotion:

To: lance corporal -8 months time in grade as a private first class

corporal -8 months time in grade as a lance corporal

sergeant -1 year time in grade as a corporal

4. Qualified Marines may be granted only one promotion as a reenlistment incentive for each reenlistment or extension of enlistment which entitles them to a first or second term reenlistment option.

5. Qualified Marines will be permanently promoted upon reenlistment or upon meeting the minimum time in grade requirements subsequent to reenlistment, provided they are still qualified and recommended at that time, except as follows: Marines who reenlist with the option of lateral movement or reenlist after participation in the Agreement to Train Option Program (ATOP) will have the promotion incentive deferred until they are deemed qualified in their new MOS by their commanding officer and satisfy the minimum time in grade requirement whichever is longer. At the commanding officer's discretion the determination of eligibility for promotion incentive may be deferred for up to 6 months after reclassification in the new MOS. A failure to complete retraining or attain qualification in the new MOS as determined by the commanding officer will cause the Marine to be ineligible for the promotion incentive in any MOS. Appropriate entries regarding promotion will be made in service record books at the time of reenlistment. Promotion incentives granted in conjunction with a career length extension of 36 or 48 months will not be granted sooner than the effective date of that extension.

6. Reenlistment bonuses will be computed at the pay rate applicable to the grade held on date of discharge or release from active duty (prior to promotion).

7. The promotion incentive must be exercised at the time of eligibility or the Marine must be deemed unqualified for such a promotion. If the reenlistee is deemed unqualified, a page 11 entry will be made in the service record book. This entry will indicate that the Marine has been advised that he/she is not to be promoted and the reason for nonpromotion. It will also indicate that the Marine does or does not desire to make a statement (see paragraph 4201.2). In the case of an affirmative response, the statement will be forwarded to the Commandant of the Marine Corps (Code MSRB) and a copy will be retained in the individual's service record book.

8. The qualification for promotion of a Marine who is found to be over 30 days beyond the time of eligibility and who has not been promoted or deemed unqualified will be determined by this Headquarters. In such cases, forward to the Commandant of the Marine Corps (Code MMCP) a copy of pages 3, 11, and 12 of the Marine's service record book with an explanation of the circumstances of the administrative oversight and a command recommendation as to the Marine's qualification for promotion to the next higher grade.

9. All promotions under the provisions of this paragraph will be in addition to other regular promotions authorized and will not be charged against a unit's allocation or promotion quota. The date of rank for all promotions under this paragraph will be from the 1st day of the reenlistment month or the 1st day of the month in which the minimum time in grade requirement was satisfied, whichever is later. Pay and allowances will accrue from the actual date the promotion is effected.

4104. LATERAL MOVEMENT. Lateral movement is reclassification of qualified Marines within or between occupational fields. Reclassification may occur and/or be requested at any point in a Marine's career as specified in the current edition of MCO 1220.5. However, reenlistment is the most opportune time to consider a Marine for lateral movement.

1. Eligibility. Marines are eligible for lateral movement as prescribed by the current edition of MCO 1220.5. Marines requesting a voluntary lateral movement will be required to meet obligated service requirements as specified in the current edition of MCO 1220.5. Marines directed to execute a selective lateral movement are not required to incur additional obligated service.

a. Reenlistment of Marines in an MOS listed in the current MCBul in the 1220 series as over is not authorized unless approval of the Commandant of the Marine Corps (Code MMEA) was granted prior to reenlistment. These Marines must submit three MOS's/OccFld's to which they would prefer lateral movement, if required. Duty station and/or retraining required in order to execute such a lateral movement will not be considered to have been assigned in fulfillment of a Marine's entitled reenlistment option. However, reenlistment options approved must be compatible with the lateral move preferences indicated.

b. Marines who were paid a bonus under the:

(1) Enlistment Bonus Program (EBP) are eligible to submit requests for reenlistment, lateral movement, and Agreement to Train Option Program (ATOP) participation under the conditions specified in the current editions of MCO 1130.57, MCO 1220.5, and this paragraph. EBP Marines are normally expected to serve in their designated skill until they are within 90 days of their EAS; however, such Marines may request reclassification into a new skill through lateral movement or ATOP when they are within 12 months of their EAS, providing they are assigned an "over" or "balanced" MOS (in accordance with the current MCBul in the 1220 series) and that MOS is not currently EBP eligible (in accordance with the current MCBul in the 1130 series. When such requests are approved, enlistment bonus monies will not be subject to recoupment in accordance with paragraph 10942.1 of the Military Pay and Allowances Entitlements Manual, (DODPM).

(2) Selective Reenlistment Bonus Program (SRBP) are normally expected to serve in the military specialty for which the bonus was awarded. However, they may request lateral movement when they again become eligible to reenlist, providing their military occupational specialty is not SRBP eligible in their zone (A, B, or C) and is listed as "over" or "balanced" in the current MCBul in the 1220 series, (Grade and Occupational Field Imbalances). Such Marines may request retraining in skills which are listed as "short" or "balanced" in the current MCBul in the 1220 series.

c. Lateral moves which require a Marine to execute a permanent change of station move will normally be deferred until completion of the prescribed overseas or normal CONUS tours. Likewise, lateral moves requiring permanent change of station of first term personnel will normally be deferred to comply with first term tour sequence requirements delineated in the current edition of MCO 1300.8.

d. When a reenlistment option other than lateral movement has been assigned and accepted during the reenlistment option cycle, subsequent lateral movement preferences during that reenlistment can not be guaranteed.

2. Counseling Procedures/References. The cornerstone of the Marine Corps personnel system is its job structure as expressed by its framework of occupational fields and the specialties contained therein. Lateral movement/reclassification action is an effective retention and leadership tool in that it provides a method through which more effective utilization of manpower may be achieved by ensuring that the right person is assigned in the right job. Proper counseling of our most precious asset, the individual Marine, is an inherent responsibility of leadership at all levels. Career planning personnel are referred to chapter 2 of this Manual regarding the establishment of an atmosphere conducive to productive counseling and chapter 5 for a detailed development of interview and counseling requirements. As a minimum, no discussion of reclassification may be considered complete unless the following directives and publications are consulted:

a. MCBul 1220, Grade and Occupational Field Imbalances. This bulletin announces the current imbalances in the Marine Corps job structure. This reference must be consulted to determine whether a Marine is eligible for lateral movement and to what specialties he/she may be eligible to seek reclassification.

b. MCO 1220.5, Lateral Movement. This order establishes requirements and procedures to be used in directing reclassification action. It also provides a tool for career planning personnel and the individual Marine to assist in determining what job the Marine is best suited for by his/her individual qualifications.

c. MCO Pl200.7, Military Occupational Specialties Manual. This publication describes career patterns and provides related information which may be used to evaluate career development or to assess compatibility with career interest. This is a particularly useful tool in assisting Marines to develop an appreciation of what future assignments and responsibilities they may expect as their career develops in their current occupational field or in a new one.

d. MCO Pl500.12, Marine Corps Formal School Catalog. This publication describes formal retraining and additional requirements either to be required for reclassification by MCO 1220.5D, or to be expected during normal career progression within a Marine's occupational specialty or field as described in MCO Pl200.7.

e. MCO 7220.24, Selective Reenlistment Bonus Program. Career planning personnel may apply additional incentives for continuation in eligible occupational fields/specialties under the provisions of the Selective Reenlistment Bonus Program (SRBP). Incentives for retention in a Marine's current occupational field or for lateral movement to a different occupational field are offered.

3. Agreement to Train Option Program (ATOP)

a. The current editions of MCO 1220.5, Lateral Movement, and MCO 7220.24, Selective Reenlistment Bonus Program, provide the scope and the detail of the ATOP. Participation in the ATOP is contingent upon approval from the Commandant of the Marine Corps (Codes MMEA and MMCP). ATOP participation is not an entitlement of every Marine who elects to be reclassified. It is a reclassification option/incentive which must be requested by the Marine and approved by the Commandant of the Marine Corps. However, career planning personnel are encouraged to advise all Marines who are eligible to elect the ATOP as a reclassification incentive about ATOP policies and procedures as they may affect their case for lateral movement. ATOP Marines are not guaranteed a reenlistment duty station choice, however, they should indicate on the ATOP RELM document submission and near completion of formal school training, their preference regarding subsequent assignment to major commands where their prospective new skill can be utilized. Participation in ATOP is also contingent upon the Marine being eligible for reenlistment. Therefore, commanding officers must ensure

that the eligibility criteria set forth in paragraph 3002 of this Manual are met, including waivers, if required, before the ATOP RELM document is submitted.

b. ATOP requests from second and subsequent term Marines assigned to commands participating in the unit deployment program must arrive at this Headquarters prior to 6 months before unit deployment. Requests from eligible first term Marines will not be subject to this 6-month criteria unless the readiness of the command will be adversely affected and a replacement cannot be identified.

4. Retraining. Either formal school training or on-the-job training may be required to qualify Marines in the MOS designated for their lateral movement. The current edition of MCO 1220.5, Lateral Movement, designates retraining requirements for qualification in a specific MOS.

a. Formal School Training. Prior to submission of lateral movement requests involving formal schools retraining, career planning personnel must ensure that the Marine meets minimum prerequisites for assignment to an appropriate formal school as described in the current edition of MCO P1500.12, Marine Corps Formal Schools Catalog. Failure to meet minimum assignment criteria for formal school may constitute reason for disapproval of the Marine's request for lateral movement to an MOS/OccFld.

(1) Assignment for schools in occupational field 28 and MOS's 594x, 596x, and 597x will be made to the Basic Electronics School only. Further assignment to appropriate courses of instruction will be made by the Commanding Officer, Marine Corps Communication-Electronics School, Marine Corps Base, Twentynine Palms, California, based on the needs of the Marine Corps, individual aptitude, and personal desires. (See the current edition of MCO 1220.5.)

(2) Assignment for schools in MOS's 5938 and 595x and in occupational fields 60 through 70 and 73 will generally be made to the appropriate class "A" school based on the needs of the Marine Corps, individual aptitude, and personal desires. (See the current edition of MCO 1220.5.)

b. On-the-Job Training (OJT). Where it is sufficient to complete a period of OJT to become qualified in a new MOS, the Marine's primary MOS will be changed to a basic MOS in the occupational field desired upon approval of the request for lateral movement. Assignment to a program of OJT will be made leading toward a qualification in a specific skill upon completion of the prescribed OJT period. In certain cases, depending on the Marine's qualifications and prior experience, reclassification, assignment in the MOS requested may be authorized. Chapter 5 of MCO P1000.6D, ACTS Manual, sets forth pertinent guidance for changing MOS's.

c. Requests for a formal school or a retraining option from Marines who have previously received formal school training may receive favorable consideration, providing the MOS in which these Marines are requesting school or retraining is as deficient or more deficient than their current MOS.

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CHAPTER 4

REENLISTMENT OPTIONS AND INCENTIVES

SECTION 3. ADMINISTRATION

4200. SUBMISSION AND APPROVAL

1. Submission. Requests for reenlistment options will be submitted on Reenlistment-Extension-Lateral Move Request (1220) (NAVMC 10842) (RELM) document or in message format. Procedures for submission of RELM documents and the message format are covered in chapter 3 of this Manual.

a. Requests Submitted After the Reenlistment Date. Reenlistment option requests will not be honored if submitted for approval after reenlistment or the effective date of a career length extension has occurred. Besides individuals reenlisting with a deferred option, exceptions will only be made in those cases where deployment or unusual circumstances precluded submission prior to the date of reenlistment or the effective date of the extension. Requests under these circumstances must reach the Commandant of the Marine Corps (Code MMCP) within 60 days after reenlistment or the effective date of the extension.

b. Consideration for Reenlistment Options or Incentives Granted for Extension of Enlistment. Marines who execute career length extensions of enlistment, which will subsequently entitle them to reenlistment options and incentives, will neither be considered nor submit for those options or incentives until 5 months prior to the effective date of their extension of enlistment. Insofar as such Marines are not entitled to options/incentives for merely executing an extension of enlistment of appropriate length, they may not be granted a deferred option upon execution of such an extension of enlistment. See paragraph 3200.7 of this Manual. Additionally, options and incentives so granted will not be issued so that the benefit will be received prior to the effective date of the extension of enlistment.

2. Approval of the Reenlistment Option Cycle Each reenlistee who qualifies for a reenlistment option in accordance with the criteria set forth in this chapter is entitled to consideration for one option per reenlistment. Eligible Marines will apply for their option by submitting three choices. Each choice may be selected from only one of the following categories. duty/duty station, lateral movement, or career progression training. (See paragraphs 4100, 4101, and 4104 of this Manual.) However, as a group, the three choices may be selected from all of these categories. Once an option choice is approved, other incentives, including those which may be offered from the two option categories not approved, may be considered and offered, if available, to enhance the reenlistment agreement, but are not expressly guaranteed by the reenlistment option cycle. The choices will be submitted in order of decreasing preference. Each option choice will be considered for approval in order of decreasing preference. The first option choice able to be approved will be granted as the Marine's reenlistment option. The Commandant of the Marine Corps approval of a reenlistment option will be considered the authority for orders to the Marine concerned. Acceptance of orders as specified in the Commandant of the Marine Corps approval, effecting a subsequent reenlistment to entitle the Marine to the orders, and execution of those orders will complete the reenlistment option cycle.

a. Renegotiation. If it is not possible to grant any of the Marine's three choices, alternate choices may be submitted. If no alternate choices are acceptable to the Marine, and the needs of the Marine Corps prevent approving those option choices requested, the reenlistment option cycle will be considered completed. Expeditious processing of renegotiated requests is expected. Normally, a 10-day period of continual inaction will be considered sufficient justification to end the reenlistment option cycle initiated by the original request. Thereafter, submission of a new RELM document will be required. The new submission will initiate a new reenlistment option cycle.

b. Option Termination. If a reenlistee voluntarily or because of his/her own misconduct is subsequently determined to be unqualified for his/her authorized reenlistment option and the reenlistment option cycle has been completed, he/she will not be entitled to a second reenlistment option.

c. Option Fulfillment

(1) If a Marine is subsequently found to have been unqualified for a reenlistment option granted, and the cause for disqualification was the result of improper screening required prior to completion of the reenlistment option cycle, renegotiation for another reenlistment option will be considered if the scope of the option program/option guarantee cannot be fulfilled by the Marine Corps and the reenlistee is prevented from receiving the benefit of his/her option in full due to the disqualification. In similar cases, a reenlistee's reenlistment option cycle will be considered complete if found to be unqualified but the scope of his/her option program/program guarantee has been fulfilled.

(2) All reenlistment options approved by the Commandant of the Marine Corps will be valid for 90 days only, unless otherwise stated. If the Marine concerned has not reenlisted within the 90-day period, the incentive associated with the Marine's reenlistment is canceled. In this case, options may be renegotiated if desired. However, full justification will be required concerning nonexecution of the reenlistment option previously offered within the time specified. The Commandant of the Marine Corps (Codes MMEA and MMCP) should be immediately notified by message in cases where Marines have decided not to reenlist for their granted option. Such action releases reserved school seats and billets so that they may be offered to other Marines.

4201. REQUIRED SERVICE RECORD BOOK ENTRIES. The administration of the incentives program requires that one or more of the following appropriate entries be made on page 11 of the Marine's service record book.

1. Reenlistment Option Granted

"Reenlisted/Extended for _____ years/months on _____ (date) for the following option: (type in as appropriate) None, ATOP in MOS, DUSTA, school, retention on station, etc., for minimum period of _____ years, deferred until _____ (if applicable). Promotion option deferred until _____ (date), when appointment to _____ (grade) will be effected if still qualified and recommended.

(Signature of Marine)

(Signature of Commanding Officer)"

2. Eligible but Not Recommended for Promotion Incentive

"I understand that I am eligible but not recommended for promotion to _____ (grade) because _____ (state reason). I (do) (do not) desire to make a statement. I further understand I am afforded an opportunity to make a statement by Navy Regulations, Article 1110, and if I make a written statement it will be forwarded to CMC (Code MSRB-20) for inclusion in my Official Military Personnel File.

(Signature of Marine)

(Signature of Commanding Officer)"

3. Not Recommended/Eligible for Reenlistment

"(Grade and Name of Marine) has been interviewed by the undersigned and is not recommended or recommended but not eligible for reenlistment because
(state reason) and has been assigned a reenlistment code of RE-4 or RE-3.
He/she has been informed by me of this action.

(Signature of Marine)

(Signature of Commanding Officer)"

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JOINT MESSAGEFORM							SECURITY CLASSIFICATION			
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT
OF	DATE TIME	MONTH	YR	ACT	INFO					
BOOK	MESSAGE HANDLING INSTRUCTIONS									
<p>FROM REENLISTING ORGANIZATION</p> <p>TO CMC WASHINGTON DC</p> <p>INFO CHAIN OF COMMAND</p> <p>UNCLAS //NO1040//</p> <p>FOR CMC CODE MMEA-8</p> <p>RETN ON STA/REENL OPT CASE OF CPL A. J MARINE 123 45 67 89/0311 USMC</p> <p>A MCO P1040 31C</p> <p>1. SNM {REENL/EFF EXTENL} PRD {YR/MO} ON {DATE}</p> <p>RETN ON STA AT {COMMAND} MCC { } FOR MIN PRD {1/2} YR</p> <p>GRANTED AS FIRST TERM REENL OPT RETN ON STATION BEGINS ON</p> <p><u>1/</u> THIS REENL OPT ASG IAW PAR { } REF A.</p> <p><u>1/</u> COMPLETE SENTENCE WITH ONE OF THE FOLLOWING APPROPRIATE PHRASES</p> <p>REENL DATE {DATE}</p> <p>UPON COMPLETION {YEARS} ON STATION W/DCTB {DATE}</p>										
DISTR										
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS				
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION				
	SIGNATURE									
						DATE TIME GROUP				

Figure 4-1 --Sample Message Format For Notification of Retention on Station Granted.

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JOINT MESSAGEFORM										SECURITY CLASSIFICATION	
PAGE	DTG/RELEASER TIME			PRECEDENCE		CLASS	SPECAT	LMF	CIC	ORIG/MSG IDENT	
OF	DATE TIME	MONTH	YR	ACT	INFO						
BOOK	MESSAGE HANDLING INSTRUCTIONS										
<p>FROM REENLISTING ORGANIZATION</p> <p>TO CMC WASHINGTON DC</p> <p>INFO CHAIN OF COMMAND</p> <p>UNCLAS //NO1040//</p> <p>FOR CMC CODE MMEA-8</p> <p>DEF OPT GRANTED, CASE OF CPL A J MARINE 123 45 67 89/0311 USMC</p> <p>A MCO P1040 31C</p> <p>1 SNM {REENL/EFF EXTENL} PRD _____ {YR/MO} ON {DATE}. DEF OPT</p> <p>GRANTED SNM IAW PAR _____ REF A AS {1ST/2ND} TERM REENL OPT</p> <p>SNM ADVISED SUBM REENL OPT <u>1/</u></p> <p><u>1/</u> COMPLETE SENTENCE WITH ONE OF THE FOLLOWING APPROPRIATE PHRASES</p> <p>UPON COMPLETION <u>{1/2} YRS ON STATION W/DCTB {DATE}</u></p> <p>5 MONTHS PRIOR RTD <u>{DATE}</u></p> <p>5 MONTHS PRIOR COMPLETION OF FIXED TOUR.</p>											
DISTR											
DRAFTER TYPED NAME TITLE OFFICE SYMBOL PHONE						SPECIAL INSTRUCTIONS					
RELEASER	TYPED NAME TITLE OFFICE SYMBOL AND PHONE					SECURITY CLASSIFICATION					
	SIGNATURE										
						DATE TIME GROUP					

DD FORM 1 MAR 79 173/1

PREVIOUS EDITION IS OBSOLETE

☆US GPO 1979-O 302 175

Figure 4-2 --Sample Message Format For Notification of Deferred Option Granted.

SRBP ELIGIBILITY WORKSHEET

I. NAME _____ GRADE _____ MOS _____
 SSN _____ ZONE _____ MULTIPLE _____
 AFADBD _____ MCBul 7220 DATED _____ WITH CH _____
 REENL DATE _____ MCO 7220.24 WITH CH _____

II. SERVICE SUMMARY

	1ST				2D				3D				4TH				5TH				6TH
ENLISTMENT	MO	NEW	EAS		MO	NEW	EAS		MO	NEW	EAS		MO	NEW	EAS		MO	NEW	EAS		
TERM ENL/EXT																					
EAS																					
DISCHARGE DATE																					
ENLISTMENT DATE	-				-				-				-				-				
DIFFERENCE																					
INCLUSIVE DATE	+00	00	01		+00	00	01		+00	00	01		+00	00	01		+00	00	01		
ACTIVE SERVICE																					
LOST TIME	-				-				-				-								
ADJUSTED ACTIVE SERVICE																					

Figure 4-3.--SRBP Eligibility Worksheet

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INSTRUCTIONS FOR USE OF SRBP ELIGIBILITY WORKSHEET (SECTIONS I AND II)

1. Section I. Complete this section as indicated. Some definitions and additional notes are listed below. DD Form 214 MC and DD Form 4 are the only documents which may be used in the computation of service.

a. AFADBD. This is a constructive date computed from active service performed in any branch of the Armed Forces as modified by time lost on periods not creditable as active federal service.

b. REENL DATE. Use an anticipated/intended reenlistment date.

2. Section II. This section contains four columns in which a service summary for as many as five terms of enlistment or active service may be recorded. The following paragraphs are intended to describe how one column would be completed. Unless otherwise specified, dates and service total will be expressed in six digits in the year-month-day format. For example: (1) 4 October 1980 is expressed as 801004; (2) 4 years, 6 months, and 28 days is expressed as 04.06.28. In computing service, consider each month to consist of 30 days regardless of the actual number of days in the month. Change all discharge dates to the 30th day of the month if it is the last day of the month and other than 30. However, if service ended on the 28th of February in a leap year, do not change the 28 to 30 since the 29th is the last day. Never change enlistment dates.

a. Insert the term of the basic enlistment contract, in months, in the block below the block which indicates the number of the enlistment.

b. In the "EAS" row, write the EAS due to the enlistment term alone. This date will always be one day less than the last anniversary date of the enlistment. For example, a Marine who enlisted for 4 years on 760415 has an EAS of 800414.

c. After the "MO" block on the "TERM ENL/EXT" row, write the term of each executed extension of enlistment, in the order they were executed and from left to right, in the boxes provided. Above each box write the "NEW EAS" associated with the execution of the extension of enlistment term. This EAS may be computed by extending the EAS described in paragraph 1b above by the term of the extension of enlistment concerned in months. For example, an EAS OF 760801 extended 5 months is an EAS of 770101.

d. Write the date the Marine was discharged from the enlistment/active service period described. For the last or current term of enlistment/active service period, this date will be the date immediately prior to the reenlistment date for immediate reenlistees. For continuous reenlistees, it will merely be the date released from active duty/discharge date.

e. Enter the enlistment date, the date on which the original enlistment term began.

f. Subtract the enlistment date from the discharge date and enter the difference in the "DIFFERENCE" row. To determine the difference, it may be necessary to reexpress the discharge date. Remember, a year is expressed as 12 months in the month total, and a month is always expressed as 30 days in the day total.

g. The day of discharge is a day of duty. Add one day to the difference and write the active period served in the "ACTIVE SERVICE" period row.

h. TIME LOST. Determine the total time lost on the enlistment being described. See MCO P7220.31D, JFPM 1, paragraph 10106.1, if a calculation is necessary. Two different calculations may arise: (1) time lost made good; (2) time lost not made good.

i. Subtract the lost time from the active service period served and insert the difference in the adjusted active service block. This yields the service period creditable in years, months, and days. If no time lost was created during the enlistment, the creditable service period is the same as the active service period served.

SRBP ELIGIBILITY WORKSHEET

II. SERVICE SUMMARY (CONTINUED)

ACTIVE DUTY FOR TRAINING	
RELEASE DATE	.
ACTIVE DUTY DATE	-
DIFFERENCE	.
INCLUSIVE DATE	+ 00 . 00 . 01
ACTIVE SERVICE	
LOST TIME	- . .
ADJUSTED ACTIVE SERVICE	. .

Figure 4-3 --SRBP Eligibility Worksheet--Continued.

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INSTRUCTIONS FOR USE OF SRBP ELIGIBILITY WORKSHEET (SECTION II (CONTINUED))

Section II (Continued). Use this page to compute any active duty creditable for service in a Reserve component on active duty for training. One or more pages may be required. The release date is the last day of the active service period. It is similar to the discharge date from active service to the Regular component. Creditable periods of EAD may also be calculated on this form.

SRBP ELIGIBILITY WORKSHEET

III ELIGIBILITY DETERMINATION

ZONE	A		B		C	
CRITERIA	>21 MOS CONTINUOUS ACTIVE SERVICE	<6 YEARS ACTIVE SERVICE	>6 YEARS ACTIVE SERVICE	<10 YEARS ACTIVE SERVICE	>10 YEARS ACTIVE SERVICE	<14 YEARS ACTIVE SERVICE
ACTIVE DUTY FOR TRAINING						
1ST ENLISTMENT		+	+		+	
2D ENLISTMENT	+	+	+		+	
3D ENLISTMENT	+	+	+		+	
4TH ENLISTMENT	+	+	+		+	
5TH ENLISTMENT	+	+	+		+	
TOTAL ACTIVE SERVICE						
TERM OF REENLISTMENT		+		+		+
ACTIVE PLUS OBLIGATED SERVICE	MUST BE >6 YEARS		MUST BE >10 YEARS		MUST BE >14 YEARS	
OBLIGATED SERVICE ENTITLEMENT LIMIT					<16 YEARS	~ 16 00 00
SERVICE BEYOND 16-YEAR LIMIT						

SB-16 YRS

>GREATER THAN OR EQUAL TO
<LESS THAN OR EQUAL TO

4-22
Figure 4-3 --SRBP Eligibility Worksheet--Continued

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INSTRUCTIONS FOR USE OF SRBP ELIGIBILITY WORKSHEET (SECTION III)

1. Section III. A quick estimate of which SRBP zone of eligibility pertains to the Marine can be made by subtracting the AFADBD from the anticipated reenlistment date. If the difference is less than or equal to 6 years, Zone A is applicable; if at least 6 years but less than or equal to 10 years, Zone B is applicable; if at least 10 years but less than or equal to 14 years, Zone C is applicable. If the difference is more than 14 years, the Marine is ineligible for the SRBP. A Marine with exactly 6 years of active duty on the date of reenlistment is entitled to a Zone A bonus if otherwise eligible and he/she has not received a previous Zone A bonus. Marines who have received a Zone A bonus, or if no Zone A is designated, may be entitled to a Zone B bonus if all other eligibility criteria are met. A Marine with exactly 10 years of active duty on the date of reenlistment is entitled to a Zone B bonus if otherwise eligible and he/she has not previously received a Zone B award. Marines who have received a Zone B, or no Zone B is designated, may be entitled to a Zone C bonus if all other eligibility criteria are met. Ensure that the zone of eligibility in which the prospective SRBP reenlistee will be considered has an award multiple for the Marine's OccFld/MOS and that the multiple and zone are the same as those which were indicated in section I. Once the appropriate SRBP zone has been determined, begin work in section III of the worksheet in the appropriate area for the applicable zone. Advance in the reading of this text to either paragraph 1a for Zone A, paragraph 1b for Zone B, or paragraph 1c for Zone C.

a. Zone A Columns. Begin work in the left-hand column transcribing all appropriate information from the previous sections of this form. The information to be listed in the enlistment rows are the creditable active service periods. If active duty for training and/or EAD periods have been served, both left and right columns must be completed. The "ACTIVE DUTY FOR TRAINING" block must contain the total of all active service creditable on ADT as computed in all "SECTION II (Continued)" sheets.

(1) Total Active Service

(a) Left-Hand Column. Write the sum of all active service periods served on EAD and on Regular component enlistments. The sum must be reexpressed in simplified form if periods of greater than 12 months or 30 days are determined in the total. Compare the sum to the Zone A eligibility criteria at the top of the column. First, examine whether the sum is greater than or equal to 21 months. Next, check to see that at least 21 months were served continuously. The continuous service period may be served at any time during the Marine's service history. Continuous active service is active service without a break of more than 3 months (see current edition of MCO 7220.24). Then ensure that the reenlistment is within 3 months after the date of discharge or release from active duty. If the Marine is still eligible for Zone A and no ADT has been served, rewrite the sum in the box to the right of the arrow and begin in the right-hand column with the "TERM OF REENLISTMENT" block. If the eligible Marine has served ADT, go to the right-hand column and begin in the block below the criteria block.

(b) Right-Hand Column. Total the creditable active service from all periods of enlistment, EAD, and ADT. Write the service total in simplified form in the "TOTAL ACTIVE SERVICE" block. In the "TERM OF REENLISTMENT" block, write the reenlistment term requested by the Marine which was approved by the cognizant reenlistment authority and indicated in section I. Add the total active service creditable and the term of reenlistment. Write this sum in simplified form in the "ACTIVE PLUS OBLIGATED SERVICE" block.

1 Compare the sum in the "TOTAL ACTIVE SERVICE" block to the criteria block above. If it is greater than 6 years by 1 or more days/months/years, the Marine is not eligible for Zone A. Screening and counseling on the Marine's opportunity for a Zone B award may be appropriate.

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2 Ensure that the reenlistment term requested is greater than 3 years.

3 Compare the total in the "ACTIVE PLUS OBLIGATED SERVICE" block to 6 years. If the total is 6 years or greater, the Marine is eligible for a Zone A provided he/she meets the other general SRBP criteria which are screened by using the SRBP eligibility checklist. If the total is less than 6 years, the Marine is not eligible for Zone A either on the reenlistment date anticipated or for the reenlistment term requested. Either an advance in the reenlistment date is necessary or an increase in the reenlistment term must be requested and authorized. When the Marine has met all the screening criteria in section III of the form, continue on to section IV.

b. Zone B. Utilize the left column for service computation and screening, and the right column for screening. Enter the appropriate information, transcribed from all part II forms. The sum of all ADT service creditable will be written in simplified form in the "ACTIVE DUTY FOR TRAINING" block. Creditable active service in Regular component enlistments and EAD will be placed in the enlistment blocks. Total all active service creditable and write the total in simplified form in the "TOTAL ACTIVE SERVICE" block.

(1) TOTAL ACTIVE SERVICE. Compare the active service creditable total to the 6-year service criteria. If the "TOTAL ACTIVE SERVICE" is less than 6 years, an advance in the reenlistment date is necessary to consider the Marine for Zone B eligibility. If the service total is exactly 6 years, ensure that no Zone A award is available. Marines with exactly 6 years of active service immediately prior to reenlistment are entitled to a Zone A bonus if otherwise eligible and they have not previously received a Zone A bonus. Marines who have received a Zone A bonus are entitled to a Zone B bonus, if all other eligibility requirements are met. Make the appropriate computation adjustments and reflect the date change in section I. If a Zone A award multiple is not available, the reenlistment date is valid for a Zone B award. Compare the active service creditable total to the 10-year service criteria. If the total is more than 10 years, the Marine is not entitled to the Zone B bonus. After it has been determined that the 6- and 10-year service criteria have been satisfied, write the total service creditable in the block to the right of the arrow, in the right column.

(2) TERM OF REENLISTMENT. Write the term of reenlistment which was requested by the Marine and approved by the cognizant reenlistment authority. This term must be at least 3 years (36 months). For personnel who are reenlisting due to ATOP participation, a minimum of 4 years (48 months) is required. Failure to meet minimum terms established will cause the Marine to be ineligible for SRBP.

(3) ACTIVE PLUS OBLIGATED SERVICE. Add the "TOTAL ACTIVE SERVICE" creditable and the "TERM OF REENLISTMENT". Write the sum in the "ACTIVE PLUS OBLIGATED SERVICE" block. Compare the sum to the 10-year service criteria. If the sum is less than 10 years by 1 or more days, either the reenlistment date must be advanced or the reenlistment/extension of enlistment term must be increased. Make appropriate adjustments in the computation and in section I. If the sum is greater than or equal to 10 years, the Marine is eligible for Zone B provided he/she meets other general eligibility criteria which are screened for by using the SRBP Eligibility Checklist. Continue on in section III.

c. Zone C. Utilize the left column for service computation and screening, and the right column for screening. Enter the appropriate information, transcribed from all part II forms. The sum of all ADT service creditable will be written in simplified form in the "ACTIVE DUTY FOR TRAINING" block. Creditable active service in Regular component enlistments and EAD will be placed in the enlistment blocks. Total all active service creditable and write the total in simplified form in the "TOTAL ACTIVE SERVICE" block.

Figure 4-3 --SRBP Eligibility Worksheet--Continued

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(1) TOTAL ACTIVE SERVICE. Compare the active service creditable total to the 10-year service criteria. If the "TOTAL ACTIVE SERVICE" is less than 10 years, an advance in the reenlistment date is necessary to consider the Marine for Zone C eligibility. If the service total is exactly 10 years, ensure that no Zone B award is available. Marines with exactly 10 years of active service immediately prior to reenlistment are entitled to a Zone B bonus if otherwise eligible and they have not previously received a Zone B bonus. Marines who have received a Zone B bonus are entitled to a Zone C bonus, if all other eligibility requirements are met. Make the appropriate computation adjustments and reflect the date change in section I. If a Zone B award multiple is not available, the reenlistment date is valid for a Zone C award. After the 10-year service criteria has been attained, write the total service creditable in the block to the right of the arrow, in the right column. Compare the active service creditable total to the 14-year service criteria. If the total is more than 14 years, the Marine is not entitled to the Zone C bonus.

(2) TERM OF REENLISTMENT. Write the term of reenlistment which was requested by the Marine and approved by the cognizant reenlistment authority. This term must be at least 3 years (36 months). For personnel who are reenlisting due to ATOP participation, a minimum of 4 years (48 months) is required. Failure to meet minimum terms established will cause the Marine to be ineligible for SRBP.

(3) ACTIVE PLUS OBLIGATED SERVICE. Add the "TOTAL ACTIVE SERVICE" creditable and the "TERM OF REENLISTMENT". Write the sum in the "ACTIVE PLUS OBLIGATED SERVICE" block. Compare the sum to the 14-year service criteria. If the sum is less than 14 years by 1 or more days, either the reenlistment date must be advanced or the reenlistment/extension of enlistment term must be increased. Make appropriate adjustments in the computation and in section I. If the sum is greater than or equal to 14 years, the Marine is eligible for Zone C provided he/she meets other general eligibility criteria which are screened for by using the SRBP Eligibility Checklist. Continue on in section III.

(4) SERVICE BEYOND 16-YEAR LIMIT (SB-16). Zone C entitlements are not credited for obligated service beyond 16 years. Determine the amount of service which will not be used in the SRBP computation due to this limitation by subtracting 16 years from any "ACTIVE PLUS OBLIGATED SERVICE" sum which is greater than 16 years.

SRBP ELIGIBILITY WORKSHEET

IV. COMPUTATION OF ADDITIONAL OBLIGATED SERVICE

Figure 4-3 --SRBP Eligibility Worksheet--Continued.

TERM OF REENLISTMENT			
SB-16 YRS			
EAS OR NEW EAS	.		
DISCHARGE DATE	-		
UNSERVED PREVIOUSLY OBLIGATED SERVICE	.	➔	+
TOTAL SERVICE NOT ENTITLED SRB ADDITIONAL OBLIGATED SERVICE		.	➔ -
			+ 12 YRS
			. YRS

APPROX SRB(\$)

= BASE PAY X MULTIPLE X YEARS ADDITIONAL OBLIGATED SERVICE

= _____ X _____ X _____

= _____ (\$16,000 Limit)

MONTHS	FRACTIONS	MONTHS	FRACTIONS
1	.08333	7	.58333
2	.16666	8	.66666
3	.25000	9	.75000
4	.33333	10	.83333
5	.41666	11	.91666
6	.50000		

PREPARER'S SIGNATURE _____ DATE _____

SRB MARINE'S SIGNATURE _____ DATE _____

CO/XO'S SIGNATURE _____ DATE _____

CAREER PLANNING AND DEVELOPMENT GUIDE

INSTRUCTIONS FOR USE OF SRBP ELIGIBILITY WORKSHEET (SECTION IV)

1. Section IV. This portion of the worksheet is used to determine how much service the SRBP eligible Marine is entitled to be paid for in the bonus computation, and approximately how much money he/she may be expected to be paid for his/her reenlistment/effectuated extension of enlistment.

a. TERM OF REENLISTMENT/EXTENSION OF ENLISTMENT. Insert the requested and approved term of reenlistment/extension of enlistment.

b. SB-16 YRS. For Zone C calculations only. Transcribe the "SB-16 YRS" total from section III of this form.

c. EAS OR NEW EAS. Insert the EAS date for the current enlistment which corresponds to the full obligation to be served. The EAS will reflect all valid extensions of enlistment executed. Therefore, the most advanced EAS date in the "EAS OR NEW EAS" row will be used.

d. DISCHARGE DATE. Insert the date of discharge which will occur either just prior to the anticipated reenlistment date in the case of immediate reenlistees or which did occur prior to the Marine's reenlistment date as a continuous reenlistee.

e. UNSERVED PREVIOUSLY OBLIGATED SERVICE. This quantity is the difference between the EAS/new EAS and discharge date. Write this difference in both blocks in the row.

f. TOTAL SERVICE NOT ENTITLED SRB. Add the "UNSERVED PREVIOUSLY OBLIGATED SERVICE" and "SB-16 YRS." To the right of the arrow, express that sum in years and months. Partial months count as a whole month.

g. ADDITIONAL OBLIGATED SERVICE. This is the difference between the reenlistment term requested/approved and the service not entitled SRB. It is expressed in years. Portions of years indicated in months will be expressed as a decimal fraction of years. Refer to the table for the decimal associated with the number of months beyond a whole year.

h. APPROX SRB (\$). A sample SRB calculation may be computed. Use the SRB Marine's base pay at the pay grade he/she will be discharged from before he/she reenlisted. Caution: Reenlistment incentive promotions may not be executed until after the reenlistment is executed. Pay rates in the grade to which appointed by reason of promotion incentive may never be reflected in the SRB computation and may not affect SRBP eligibility determinations. The dollar award calculated on the worksheet is an approximation of the gross entitlement before federal and state income tax obligations are deducted and is not to be guaranteed. Calculation by disbursing representatives are to be considered as the Marine's true entitlement.

i. SUBMISSION OF SRBP WORKSHEET. The SRBP worksheet will be completed in duplicate. The original will be forwarded to the disbursing officer along with the SRBP checklist to aid in proper SRBP payments. The copy should be filed along with appropriate career planning correspondence at the unit.

Figure 4-4.--Sample of Completed SRBP Eligibility Worksheet.

Figure 4-4 --Sample of Completed SRBP Eligibility Worksheet--Continued

SAMPLE - SRBP ELIGIBILITY WORKSHEET - SAMPLE

I. NAME J.D. MARINE GRADE SS6T MOS 2875
 SSN 123 45 6789 ZONE B MULTIPLE 6
 AFADBD 710216 MCBul 7220 DATED 5 JUN 80 WITH CH #3
 REENL DATE 80 10 16 MCO 7220.24 K WITH CH 4/A

II. SERVICE SUMMARY

ENLISTMENT	1ST	NEW EAS	2D	NEW EAS	3D	NEW EAS	4TH	NEW EAS	5TH	NEW EAS	6TH
TERM ENL/EXT	48	MO 73 06 01	24	MO 77 07 15	36	MO 80 04 15	48	MO 80 10 15		MO 80 10 15	
EAS	73	06	01	77	07	15	80	04	15		
DISCHARGE DATL	73	12	16	77	04	15	80	10	15		.
ENLISTMENT DATE	-69	06	02	-75	07	16	-77	04	16	-	.
DIFFERENCE	4	06	14	1	08	29	3	05	29		
INCLUSIVE DATL	+00	00	01	+00	00	01	+00	00	01	+00	00
ACTIVE SERVICE	4	06	15	1	08	30	3	05	30		.
LOST TIME	-	0	01	15	-	0	0	0	0	-	.
ADJUSTED ACTIVE SERVICE	4	05	00	1	09	00	3	06	00		.

SAMPLE - SRBP ELIGIBILITY WORKSHEET - SAMPLE

II. SERVICE SUMMARY (CONTINUED)

ACTIVE DUTY FOR TRAINING <i>N/A</i>	
RELEASE DATE	.
ACTIVE DUTY DATE	- .
DIFFERENCE	.
INCLUSIVE DATE	+ 00 00 01
ACTIVE SERVICE	.
LOST TIME	- .
ADJUSTED ACTIVE SERVICE	<i>0 .00 00</i>

Figure 4-4 --Sample of Completed SRBP Eligibility Worksheet--Continued

SAMPLE - **SRBP ELIGIBILITY WORKSHEET** - SAMPLE

III ELIGIBILITY DETERMINATION

ZONE	A		B		C	
CRITERIA	>21 MOS CONTINUOUS ACTIVE SERVICE	<6 YEARS ACTIVE SERVICE	>6 YEARS ACTIVE SERVICE	<10 YEARS ACTIVE SERVICE	>10 YEARS ACTIVE SERVICE	<14 YEARS ACTIVE SERVICE
ACTIVE DUTY FOR TRAINING			0 00 00			
1ST ENLISTMENT		+	+ 4 05 00		+	
2D ENLISTMENT	+	+	+ 1 09 00		+	
3D ENLISTMENT	+	+	+ 3 06 00		+	
4TH ENLISTMENT	+	+	+ 0 00 00		+	
5TH ENLISTMENT	+	+	+ 0 00 00		+	
TOTAL ACTIVE SERVICE		➡	8 20 00	➡ 9 08 00		➡
TERM OF REENLISTMENT		+		+ 4 00 00		+
ACTIVE PLUS OBLIGATED SERVICE	MUST BE ≥6 YEARS		MUST BE ≥10 YEARS	13 08 00	MUST BE ≥14 YEARS	
OBLIGATED SERVICE ENTITLEMENT LIMIT					≤16 YEARS	~ 16 00 00
SERVICE BEYOND 16-YEAR LIMIT						SB-16 YRS

>GREATER THAN OR EQUAL TO

≤LESS THAN OR EQUAL TO

SAMPLE - SRBP ELIGIBILITY WORKSHEET - SAMPLE

IV. COMPUTATION OF ADDITIONAL OBLIGATED SERVICE

TERM OF REENLISTMENT		4.00
31-16 YRS	N/A.	
EAS OR NFW EAS	81.07.15	
DISCHARGE DATE	-80.10.15	
UNSERVED PREVIOUSLY OBLIGATED SERVICE	.09.00	+ .09.00
TOTAL SERVICE NOT ENTITLED SRB	.09.00	- .09
ADDITIONAL OBLIGATED SERVICE		3.03
		3 + ³ / ₁₂ YRS
		3.2500YRS

APPROX = BASE PAY X MULTIPLE X YEARS ADDITIONAL OBLIGATED SERVICE

$$= 910.20 \times 6 \times 3.2500$$

$$= 17,748.90 \quad (\$16,000 \text{ Limit})$$

MONTHS	FRACTIONS	MONTHS	FRACTIONS
1	.08333	7	.58333
2	.16666	8	.66666
3	.25000	9	.75000
4	.33333	10	.83333
5	.41666	11	.91666
6	.50000		

J.M. Planner 801001
PREPARER'S SIGNATURE DATE

J.D. Marine 801002
SRB MARINE'S SIGNATURE DATE

A.N. Officer 801002
CO/XO'S SIGNATURE DATE

3

4

5

6

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CHAPTER 5

COUNSELING AND INTERVIEWING

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CHAPTER 5

COUNSELING AND INTERVIEWING

5000. PURPOSE OF CAREER PLANNING INTERVIEWS

1. The purposes of career planning interviews are to:
 - a. influence quality Marines to reenlist, and
 - b. provide each potential reenlistee with all the information needed to arrive at a sound decision.
2. The career planning interview is one method where Marines are counseled and afforded the opportunity to discuss a Marine Corps career, as it specifically pertains to themselves. At this crucial time, the decision concerning reenlistment must be approached with a full awareness of what a Marine Corps career can and cannot provide.
3. The secondary reasons for conducting career planning interviews are as follows:
 - a. The interview is important from the standpoint of gaining an understanding of the true reasons why Marines do or do not reenlist. By analyzing many similar interviews, solutions to retention problems can be determined.
 - b. The interview provides an opportunity to counsel and advise those Marines who have decided not to reenlist regarding the alternatives of the Selected Marine Corps Reserve and broken and continuous reenlistments.
 - c. Finally, the interview is also important from the standpoint of good will. Marines who do not reenlist will express their opinions about the Marine Corps wherever they go in civilian life. These opinions, good or bad, will have an effect upon recruiting of both the Marine Corps and the Selected Marine Corps Reserve. Marines may be influenced to present a favorable picture of the Marine Corps by uncovering and either eliminating or neutralizing resentment and bitterness.

5001. TYPES OF INTERVIEWS

1. Interviews may be required or voluntary and they may be conducted by the unit commander or the career planner.
2. Voluntary interviews may be conducted at any time by career planners upon the request of individual Marines whether or not they are eligible or recommended for reenlistment. Marines may request interviews to seek specific information. Spaces are provided on the Career Planning Contact Record (1133) (NAVMC 10213) to record the accomplishment of voluntary interviews.
3. Required interviews are to fulfill the purposes delineated in paragraph 5000. These interviews are scheduled with the unit commander and the career planner at specific time periods, dependent upon eligibility for reenlistment and the unit commander's recommendation regarding reenlistment.
4. The commanding officer should conduct those interviews identified as commanding officer career planning interviews; however, the executive officer may conduct commanding officer interviews, when acting or when circumstances dictate. Commanding officers of units with a strength of over 350 enlisted Marines may authorize department/section heads to conduct commanding officer interviews. However, the commanding officer will continue to conduct the preponderance of interviews, and department/section heads may only interview Marines who they have cognizance over. The commanding officer must conduct an interview when the Marine is not recommended for reenlistment by department/section heads authorized to conduct interviews.

5002. REQUIRED INTERVIEWS

1. A regular schedule of career planning interviews will be conducted with all Marines who are on their initial and second enlistments, regardless of grade.
2. The results of these interviews will be recorded on the Career Planning Contact Record (1133) (NAVMC 10213) as indicated in paragraph 5006 below.

3. Career Planner's Initial Interview

a. This interview will be conducted with each first and second term Marine not normally before the 14th month nor later than the 12th month prior to the expiration of active service.

b. The purpose of this interview is to determine if the Marine meets all the prerequisites for reenlistment, to ensure that corrective action is initiated if necessary, and to ensure the Marine is fully apprised of the benefits and incentives related to reenlistment.

4. Commanding Officer's Initial Interview

a. One of the purposes of this interview is to determine the unit commander's recommendation for reenlistment. The interview will be conducted with each first and second term Marine immediately subsequent to the career planner's initial interview.

b. In the event the Marine is not recommended for reenlistment, a subsequent interview will be conducted at such time as the unit commander desires to reevaluate his/her recommendation or 6 months prior to EAS, whichever is earlier.

c. Furthermore, at such time as a Marine who was recommended for reenlistment is no longer recommended by the unit commander, another interview will be conducted.

5. Six-Month Interview

a. All first and second term Marines will be interviewed 6 months prior to EAS, if the Marine remains recommended for reenlistment.

b. This interview is normally conducted by a career planner and is to ensure that the Marine understands all the benefits attendant to a career in the Marine Corps.

6. EAS Interview

a. This interview will be conducted during the final 3 months prior to EAS or prior to transfer to a separation center or to a Marine barracks for separation, whichever is appropriate.

b. The primary purpose of this interview remains to guide qualified Marines into requesting additional service (reenlistment, career length extension, or short term extension) and, secondarily, to ensure that each Marine being separated is thoroughly apprised concerning the benefits of joining the Selected Marine Corps Reserve. EAS interviews will be conducted by both the commanding officer and the career planner.

7. Commonsense should prevail regarding the amount of time spent in each interview. For instance, a commanding officer interview could simply be the verification and signing of a properly completed reenlistment document resulting from a preceding career planner interview.

8. Interview Management. Each command must devise a system which identifies, schedules, records status, and reschedules commanding officer and career planner interviews.

5003. INTERVIEWING/COUNSELING TECHNIQUES

1. Interviewing techniques vary according to the interviewer, the Marine to be interviewed, the specific purpose of the interview, and the state of the art.
2. This directive cannot teach such techniques and will not attempt to do so. However, these techniques were introduced at the Career Information and Counseling Courses at Norfolk, Virginia and at San Diego, California.
3. Advice regarding the career planners working area and the establishment of an atmosphere conducive to a productive interview is contained in paragraph 2001. Additionally, paragraph 4104.2 provides information to assist in the counseling of Marines interested in lateral movement. The Automated Fitness Report Program, detailed in appendix A, is available to all Marines in the grade of sergeant and above. It can provide valuable insight when questions regarding performance, promotion, and relative competitiveness for education or officer programs arise.
4. To review counseling and interviewing techniques, and to remain current with the state of the art, reference may be made to current library books.
5. The following considerations should be employed.
 - a. Before the Interview
 - (1) Thoroughly prepare for each interview.
 - (2) Know the Marine to be interviewed by reviewing his/her service record book, record of previous interviews, and through discussions with the Marine's immediate supervisor.
 - (3) Ensure the interview will be conducted in privacy and without interruption.
 - (4) Know your subject matter (particularly the options and incentives available to each Marine).
 - b. During the Interview
 - (1) Be informal, be yourself, and place the Marine at ease.
 - (2) Listen, be helpful, and be honest.
 - (3) Make notes as necessary.
 - (4) Accomplish the purpose of the interview.
 - c. After the Interview
 - (1) Conduct followup action as required.
 - (2) Complete the Career Planning Contact Record (1133) (NAVMC 10213) in accordance with paragraph 5006.

5004. BROKEN AND CONTINUOUS REENLISTMENTS

1. Marines who do not reenlist immediately will be counseled regarding their opportunity to reenlist at a later date. However, they should understand that benefits which accrue from such a reenlistment (grade to which reappointed and date of rank) decrease as time subsequent to release from active duty increases.

2. These Marines should also be counseled regarding the obvious benefits of joining the Selected Marine Corps Reserve to preserve grade reappointment and date of rank benefits as much as possible in the event they later decide to reenlist in the Regular Marine Corps.

3. Broken and continuous reenlistments will be processed by the Marine Corps recruiting service in accordance with the current editions of MCO 1130.58, MCO P1100.74, Military Personnel Procurement Manual (MPPM), Volume 4, Enlisted Procurement, and this Manual. Commandant of the Marine Corps (Code MRRE) approval is required where reenlistment or appointment/reappointment is to the grade of sergeant or above, or a waiver of reenlistment prerequisites are necessary.

4. The following paragraphs contain information relating to the assignment of the appropriate grade and date of rank for various categories of broken and continuous reenlistments:

a. Staff Noncommissioned Officers Serving in the Selected Marine Corps Reserve or on Extended Active Duty. Submit a written request to the Commandant of the Marine Corps (Code MRRE) for accession into the Regular Marine Corps. These requests will be referred to the Reserve SNCO and Officer and Former Officer Enlistment/Reenlistment Evaluation Board for consideration and determination of grade and date of rank. MCO 1130.63 is applicable.

b. Sergeants and Below Serving in the Selected Marine Corps Reserve and All Other Former Marines. See current edition of MCO 1130.58.

5. An individual with previous active duty, to include 6 months or more continuous active duty for training, as a member of another branch of the Armed Forces of the United States but with no previous active duty in the Marine Corps or the Selected Marine Corps Reserve, will be appointed to the grade of private first class, if the grade at the time of last discharge was equal to or higher than private first class. Date of rank will be date of enlistment.

6. Requests from commissioned or warrant officers of all branches of the Armed Forces, including former commissioned or warrant officers who held those grades at the time of separation, will be submitted to the Commandant of the Marine Corps (Code MMCP) for referral to the Reserve SNCO and Officer and Former Officer Enlistment/Reenlistment Evaluation Board to determine enlistment/reenlistment eligibility, grade, and MOS. Date of rank will normally be date of enlistment/reenlistment. In no case will appointment be above the grade of gunnery sergeant. MCO 1130.63 is applicable.

5005. SELECTED MARINE CORPS RESERVE

1. Once it is determined that recommended and eligible Marines are not going to reenlist prior to separation, emphasis should be placed upon counseling regarding the advantage of the Selected Marine Corps Reserve (SMCR).

2. The current edition of MCO 1001.39 provides detailed information concerning the counseling of enlisted personnel being separated from active duty regarding participation in the Marine Corps Reserve. The current edition of MCO P1040R.35, Marine Corps Reserve Career Planning Guide, provides information concerning benefits of the Selected Marine Corps Reserve program.

5006. CAREER PLANNING CONTACT RECORD

1. A Career Planning Contact Record (1133) (NAVMC 10213) (Figure 5-1) will be maintained on all Marines serving on their first and second enlistment regardless of grade.

2. Properly executed, the career planning contact record provides a chronological record of:

- a. the Marine's basic qualifications for reenlistment,
- b. the commanding officer's recommendation regarding reenlistment of the Marine,
- c. the career planner's evaluation of the Marine, and
- d. the Marine's specific reason(s) for either reenlisting or not reenlisting.

3. Preparation

a. The career planning contact record will be filed on the document side of the service record book at the first permanent duty station with only the name and identification number blocks of part I completed. Entries on the form may be completed in legible handwriting. In this regard, it is recommended that commanding officers and career planners take notes on a worksheet or scratch pad during each interview and then, subsequent to the interview, summarize and transfer appropriate information to the career planning contact record.

b. Part I. This part of the career planning contact record will be completed by administrative personnel just prior to the career planner's initial interview. The career planning contact record will not be completed on personnel awaiting discharge for disciplinary or administrative (misconduct, unsuitability, etc.) reasons or on those in confinement or long term hospitalization. An appropriate entry should be made on page 11 of the service record book indicating that the interview is held in abeyance pending release from confinement or hospitalization.

c. Part II-A. This part of the contact record will be accomplished by the career planner as indicated in paragraph 5002.

d. Part II-B. This part of the contact record will be accomplished by the unit commanding officer as indicated in paragraph 5002. The Marine will be present at this time and an appropriate interview will be conducted.

e. Part III. This part of the contact record will be accomplished as indicated in paragraph 5002.

f. Part IV. This part of the contact record will be completed during the Marine's final 3 months prior to EAS or prior to transfer to a separation center or Marine barracks for separation. Upon completion of the EAS interview, the career planner will make a specific recommendation to the commanding officer regarding the reenlistment code to be assigned to the Marine upon discharge. The recommended reenlistment code will be recorded in part IV. The reenlistment code the commanding officer assigns to separating Marines will be recorded in part IV and entered on page 11 of the service record book in accordance with the instructions contained in figure 5-2.

4. Disposition. Upon reenlistment, the career planning contact record is not required and will be removed from the document side of the service record book and destroyed.

5007. AUTOMATED DATA PROCESSING SUPPORT. Commanding officers and career planners of commands with large enlisted populations and/or a high rate of personnel turnover have the continual problem of identifying, scheduling, and accomplishing the required first and second term Marine interviews in a timely and professional manner. In such commands, the success of the retention effort is dependent upon the ability of the career planner to maximize the time available for interviewing while accomplishing the necessary administrative and management tasks in the most efficient manner possible. In this regard, the judicious use of locally available automated data processing support is encouraged. The information systems management officer (ISMO) resident at each major command possesses considerable data processing expertise and can assist in the development of automated career planning management reports. As an example, a monthly listing of first and second term Marines who are 1 year, 6 months, and 3 months from their EAS would be an invaluable aid in determining interview requirements and scheduling their accomplishment. Additional screening information such as educational level, DCTB, AFADBD, and GT score can also be provided. Within the foreseeable future, all Marine Corps battalion and squadron size units will have a self-contained automated data processing capability, and utilizing the MMS data base, career planners will be able to develop and produce their own specialized management reports.

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CAREER PLANNING CONTACT RECORD (1133)
NAVMC 10213 (REV 7 81) (Previous Editions are obsolete)
SN 0000 00-002-4807 U/I PADS OF 50

INSTRUCTIONS Forms will be completed in accordance with Chapter 5 Career Planning Guide
Parts II V will be completed in legible handwriting by the authorized person using short idea
phrases rather than long complete sentences.

PART I - PERSONAL DATA									
NAME				SSN		BIRTHDATE		AGE	
GRADE		DATE		YEARS OF SERVICE		PRESENT ORGANIZATION			
EAS/EAD DATE		COMPONENT		ADDITIONAL MOS		ADDITIONAL MOS		AVERAGE CONDUCT	
ASVAB		TEST		GT		SC		EL	
SCORE		FA		OF		ST		CL	
TEST		MM		CO		DATE		TEST <input type="checkbox"/> RETEST <input type="checkbox"/>	
SCORE		EDPT		OTHER TESTS ADMINISTERED		CERTIFIED BY CAREER PLANNER (Signature and Grade)			
PERMANENT HOME ADDRESS				MARITAL STATUS		NO DEPENDENTS			

PART II - INITIAL INTERVIEW									
A CAREER PLANNER'S INITIAL INTERVIEW									
CAREER BENEFITS DISCUSSED		<input type="checkbox"/> FORMAL SCHOOL		<input type="checkbox"/> PROMOTION INCENTIVE		<input type="checkbox"/> MEDICAL CARE		<input type="checkbox"/> SURVIVOR BENEFITS	
		<input type="checkbox"/> LAT MOVE/RETRAINING/ATOP		<input type="checkbox"/> SRBP/RRB		<input type="checkbox"/> OFFICER PROGRAMS		<input type="checkbox"/> FRINGE BENEFITS	
		<input type="checkbox"/> DUTY/DUTY STATION OPTION		<input type="checkbox"/> EDUCATION		<input type="checkbox"/> RETIREMENT		<input type="checkbox"/> DEPENDENTS BENEFITS	

SUMMARY OF INTERVIEW (Include prior service employment and Career Planner's evaluation)

Your opinion of the Marine's intentions Establish goals, interests, uncover objections and discontent, and explain misconceptions Note what the Marine said and how he/she feels about a career or single reenlistment Marines recommended but not eligible should be counseled on action they can take to become eligible, if possible Contact the Marine's CO and section head and inform them of the Marine's decision If a reenlistment request is submitted, keep the Marine informed of its status

RELM SUBMITTED		DATE SUBMITTED		OPTION REQUESTED	
<input type="checkbox"/> YES <input type="checkbox"/> NO					
CAREER PLANNER (Signature and Grade)			ORGANIZATION		DATE OF INTERVIEW

B - COMMANDING OFFICER'S INITIAL INTERVIEW									
COMMANDING OFFICER'S SUMMARY (State reason if not recommended)									
To be completed when Marine first becomes eligible for reenlistment (see par 5002) If Marine is not recommended, document here and inform Marine of the deficient area The commanding officer should conduct those interviews identified as commanding officer career planning interviews, however, the executive officer or department/section heads may conduct commanding officer interviews, when required (see par 5001).									

RECOMMENDED FOR REENLISTMENT (If not initially recommended for reenlistment, reinterview 6 months prior to EAS for possible improved recommendation)		COMMANDING OFFICER (Signature and Grade)		DATE OF INTERVIEW	
<input type="checkbox"/> YES <input type="checkbox"/> NO					

PART III - SUBSEQUENT INTERVIEWS									
SUMMARY OF INTERVIEW						FOR UNSCHEDULED INTERVIEW AS REQUIRED			

Generally the same as the first interview

INTERVIEWER (Signature, Grade and Title)		ORGANIZATION		DATE OF INTERVIEW	

OBTAIN THE MARINE'S SRB PRIOR TO INTERVIEW AND STUDY IT. HAVE IT AVAILABLE

Figure 5-1.--Career Planning Contact Record (1133).

CAREER PLANNING AND DEVELOPMENT GUIDE

SUMMARY OF INTERVIEW		CONDUCTED 6 MONTHS PRIOR TO EAS BY CAREER PLANNER	
Keep helping and suggesting Don't forget Marines who have decided to reenlist. Assure them that they have made the right decision and let them know that the Corps cares about their career Stress to the undecided that the time for decision is near if an option wanted is to be available prior to EAS Try to submit a reenlistment document even if the Marine is undecided. A tangible set of orders can often be the deciding factor			
REELM SUBMITTED <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE SUBMITTED	
OPTION REQUESTED		DATE OF INTERVIEW	
CAREER PLANNER (Signature and Grade)		ORGANIZATION	
SUMMARY OF INTERVIEW		FOR UNSCHEDULED INTERVIEW AS REQUIRED	
If Marine is recommended but does not meet all reenlistment prerequisites (see chap 3), evaluate desirability of obtaining a waiver			
INTERVIEWER (Signature, Grade and Title)		DATE OF INTERVIEW	
ORGANIZATION		DATE OF INTERVIEW	
PART IV - EAS INTERVIEW			
A CAREER PLANNER'S EAS INTERVIEW			
INTERVIEWEE WAS GRANTED REENLISTMENT INCENTIVE <input type="checkbox"/> YES <input type="checkbox"/> NO		TYPE DISCHARGE	
RE CODE RECOMMENDED BY CAREER PLANNER		RE CODE RECOMMENDED BY CAREER PLANNER	
RESERVE UNIT NEAREST INTERVIEWEE'S HOME Refer to the current edition of the Reserve Reference Book (NAVMC 2689) appendix D for listing of SMCR units.			
INTERVIEWEE'S CIVILIAN PLANS		CAREER PLANNER RECOMMENDS MARINE BE INDIVIDUALLY CONTACTED BY RECRUITER <input type="checkbox"/> YES <input type="checkbox"/> NO	
SUMMARY OF INTERVIEW If the Marine is recommended and still has not expressed a desire to reenlist, list information that may be helpful to the CO in trying to motivate the Marine to stay, such as duty station assignment or lateral move possibilities Be sure the departing Marine is informed of			
1 Selected Marine Corps Reserve Program (current edition MCO 1001.39). 2 VA benefits (current edition MCO P1760 8, VA pamphlets) 3 Civilian Health Care Insurance Coverage (current edition MCO 1741.10).			
CAREER PLANNER (Signature and Grade)		DATE OF INTERVIEW	
ORGANIZATION		DATE OF INTERVIEW	
B COMMANDING OFFICER'S EAS INTERVIEW			
SUMMARY OF INTERVIEW Summarize this Marine's attitudes toward the Marine Corps which had the most significant effect on his/her final reenlistment decision Your sincere counsel may be very influential towards the retention of a good Marine who is really undecided about his/her future. Indicate the RE code to be as- signed to the Marine interviewed See paragraph 4201 for required SRB page 11 entries.			
RECOMMENDED FOR REENLISTMENT <input type="checkbox"/> YES <input type="checkbox"/> NO		RE CODE	
COMMANDING OFFICER (Signature and Grade)		DATE OF INTERVIEW	

Figure 5-1 --Career Planning Contact Record (1133)--Continued

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REENLISTMENT ELIGIBILITY CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-1A	Recommended and eligible.	No restriction to reenlistment. Meets all prerequisites; to include women Marines discharged while pregnant who would otherwise be eligible.
RE-2A	Transferred to FMCR prior to reaching maximum service limitation for grade.	Recommended and eligible for reenlistment at time of transfer to FMCR.
RE-2B	Retired.	Not eligible for reenlistment. For disability, assign RE-3P.
RE-2C	Transferred to FMCR at maximum service limitation for grade.	Not eligible for reenlistment at time of transfer to FMCR.
RE-3A	Failure to meet general technical score prerequisite. Assign when single disqualifying factor only.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine. CMC authority required for reenlistment.
RE-3B	Assign when not eligible and disqualifying factor is not covered by any other code, or when there is a military or civil record of inservice drug involvement.*	SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine. CMC authority required for reenlistment.
RE-3C	When directed by CMC.	SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine. CMC authority required for reenlistment.
RE-3E	Failure to meet educational standards. Assign when single disqualifying factor only.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine. CMC authority required for reenlistment.
RE-3F	Failure to complete recruit training.	SRB entry required stating reason for assignment. CMC authority required for reenlistment. To include women Marines discharged due to pregnancy.
RE-3H	Hardship discharge.	Assign when discharged pursuant to MCO P1900.16B, MARCORSEPMAN, paragraph 6014. CMC authority required for reenlistment.

*This reenlistment code is not to be automatically assigned in cases of simple possession or use of marijuana when a waiver for nonjudicial punishments or civilian court convictions is not required for reenlistment (see paragraph 3002).

NOTE. A reenlistment eligibility code of RE-3__ is by definition considered recommended but not eligible for reenlistment for the reason indicated by the designated letter.

Figure 5-2.--Reenlistment Eligibility Codes.

CAREER PLANNING AND DEVELOPMENT GUIDE

REENLISTMENT ELIGIBILITY CODES

RE-30	Refused orders assigned without sufficient obligated service remaining.	SRB entry required stating reason for assignment. SRB entry must be signed by the individual. CMC authority required for reenlistment. This code may only be assigned when directed by CMC and is not to be assigned to first term Marines.
RE-3P	Failure to meet physical (medical) standards.	Recommended by CO upon removal of disqualifying factor. CMC authority required for reenlistment.
RE-4	Not recommended for reenlistment.	SRB entry required stating reason for assignment. SRB entry must be signed by the individual Marine.

NOTE: A reenlistment eligibility code of RE-3__ (excluding RE-3F) is by definition considered recommended but not eligible for reenlistment for the reason indicated by the designated letter.

Figure 5-2.--Reenlistment Eligibility Codes--Continued.

CAREER PLANNING AND DEVELOPMENT GUIDE

CHAPTER 6

CAREER PLANNING REPORT

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FIGURE

6-1 SAMPLE ENLISTED CAREER PLANNING REPORT (1040)	6-7
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CAREER PLANNING AND DEVELOPMENT GUIDE

CHAPTER 6

CAREER PLANNING REPORT

6000. THE CAREER PLANNING REPORT

1. The Enlisted Career Planning Report (1040) (NAVMC 10637) (Report Symbol MC-1040-02) (figure 6-1) is a required monthly report to be submitted to the Commandant of the Marine Corps (Code MMCP). This report provides Headquarters Marine Corps with current retention statistics and information to evaluate retention programs, the effects of benefits and incentives, and the ability to identify problem areas. Candid comments by commanders regarding retention and those variables which could impact on the retention of quality Marines are desired and encouraged.

2. Career planning reports will be submitted by all commanding generals, Marine Corps district directors, and all commanding officers of separate commands. The report will be submitted to the Commandant of the Marine Corps (Code MMCP), to arrive not later than the 10th day of the month immediately following the reported calendar month. Due to the urgency associated with retention reporting requirements, telephonic transmission of career planning report results to HQMC is desired by the 1st working day of the month following the reporting period from all commands whose written report has not yet been submitted. Telephonic transmission of results will not preclude the requirement to submit a written report by the 10th day of the month. The Enlisted Career Planning Report (1040) (NAVMC 10637) (figure 6-1) will be utilized. All spaces in part I are to be completed even if the number is zero. Elsewhere in the report, where items are zero, the space will be left blank. Negative reports are required. Figure 6-1 is filled out as an example of a properly prepared report.

6001. PREPARATION OF THE CAREER PLANNING REPORT (FIGURE 6-1)

1. Retention Attainment Categories. The following criteria will be used to categorize attainment toward retention goals. The Armed Forces Active Duty Base Date (AFADBD) will be used to determine the total active service completed by the Marine at reenlistment. Retention attainment categories should not be confused with reenlistment eligibility or incentive categories which correspond to the term of a Marine's current contract, i.e., initial, first, second or subsequent enlistment.

a. First Term. For reporting purposes only, include in this category all those Marines who reenlisted or whose career length extension of enlistment was effected with exactly 60 months or less total active service completed.

b. Intermediate. For reporting purposes only, include in this category all those Marines who reenlisted or whose career length extension of enlistment was effected with greater than exactly 60 months but not greater than exactly 120 months active service completed.

c. Career. For reporting purposes only, include in this category all those Marines who have reenlisted or whose career length extension of enlistment was effected with greater than exactly 120 months active service completed.

2. Part I - Separations - Reenlistments - Extensions

a. Line 1, Separation

(1) By definition, and in reports made externally to the Marine Corps, all enlisted losses from active duty are considered as separations. For internal Marine Corps use and retention attainment purposes, the following separations will not be reported.

- (a) Recruit drops
- (b) Temporary disability retirements
- (c) Deserters
- (d) Deaths
- (e) Retirements at 30 years
- (f) Appointment to officer programs

All other separations will be reported, to include those individuals who have reenlisted.

(2) A Marine who is transferred from an overseas command for release from active duty upon arrival in CONUS will be counted as a separation by the transferring command. Career length extensions of enlistment and Agreement to Train Option Program (ATOP) Marines are not counted as separations.

b. Line 2, Recommended/Eligible. Of the Marines counted as separations, enter the total number who are recommended for reenlistment and meet all prerequisites for reenlistment or have received a waiver of disqualifying criteria. Indicate the number of individuals granted waivers by this Headquarters or a commanding general in parentheses after the total number of those recommended and eligible. For example: First Term 30 (1); Intermediate 20 (1); Career Marine 5 (1); Total 55 (3).

c. Line 3, Recommended/Not Eligible. Of the Marines counted as separations, enter the total number of Marines who are recommended but do not meet the reenlistment criteria and have not received a waiver of deficiencies from this Headquarters or a commanding general.

d. Line 4, Not Recommended. Of the Marines counted as separations, enter the total number of Marines who are not recommended for reenlistment. Marines not recommended for reenlistment are not considered eligible to reenlist.

e. Line 5, Reenlistments. Indicate the number of reenlistments which occurred within the command during the calendar month. If a Marine reenlists while at a separation center, the reenlistment will be credited to the transferring command only if a request for reenlistment was initiated prior to the Marine being transferred. Indicate in parentheses, next to the number of reenlistments effected, the number of reenlistments effected by Marines whose EAS would have arrived within the current fiscal year. A Marine's EAS reflects obligated service incurred under his/her current contract and any extensions of enlistment executed by the Marine. ATOP Marines were previously counted on line 6 by the command which entered the individual into the program and cannot be counted again except to indicate their reenlistment in part V.

f. Line 6, Career Length Extensions Effected

(1) Modify this line to read "CAREER LENGTH EXTENSIONS EFFECTED + ATOP". Enter the number of career length extensions which have gone into effect during the calendar month plus the number of Marines who entered ATOP retraining during the reporting period. One career length extension and two ATOP's would be entered as "1 + 2". The sum of several short term extensions will not be counted as a career length extension.

(2) ATOP Marines reported in this line who do not subsequently reenlist as a result of participation in this program will be deducted from the entering command's retention totals as they are identified. Commands which are responsible for the training of ATOP Marines will identify those individuals dropped from the program in part V of this report. The following information will be included: ATOP DROP: Name and initials, grade, social security number, training MOS, old

MOS, retention category, the command which entered the Marine into ATOP, and the reason. For example. ATOP DROP: SMITH, T.E., Cpl, 123 45 67 89, 5900, 2512, First Term, 2d FSSG (MCC 151), Academic Failure. Commands will be notified if a deduction is to be made from their retention totals because an ATOP participant that they entered into the program did not complete retraining.

g. Line 7, Percent Recommended and Eligible. The sum of the recommended and eligible separations (line 2) and career length extensions of enlistment effected plus ATOP (line 6), divided by the sum of separations (line 1) and career length extensions of enlistment effected plus ATOP (line 6), multiplied by 100.

h. Line 8, Retention Rate. The sum of the reenlistments (line 5) and career length extensions of enlistment effected plus ATOP (line 6), divided by the sum of the separations (line 1) and career length extensions of enlistment effected plus ATOP (line 6), multiplied by 100.

i. Line 9, Early Reenlistments. Modify this line to read "SRBP" vice "EARLY REENLISTMENTS". Enter the total of reenlistments (line 5), effected career length extensions (from line 6) and ATOP reenlistments (part V).

3. Part II - Assignment of Reenlistment Code (Personnel Not Reenlisted). Although all Marines who are released from active duty or discharged for immediate reenlistment must be assigned a reenlistment eligibility (RE) code in accordance with MCO P1900.16B, MARCORSEPMAN, paragraph 11002.8, only indicate the number of first term, intermediate, and career Marines who were not reenlisted, by RE code. The RE codes have been consolidated to RE-1, RE-2, RE-3 and RE-4 to ease reporting. (See chapter 5.)

4. Part III - Reenlistment or Career Length Extension Effected

a. Fill in the data requested. Group all reenlistments and career length extensions of enlistment effected by retention attainment category, i.e., first term, intermediate, or career. Within each category, in order of the occupational fields, list each reenlistment and career length extension of enlistment effected. In the reenlistment column, indicate the number of years reenlisted. In the career extension column, indicate the number of months extended. If additional pages are required, attach to the report and so state in part III. Career planners and unit administrators (unit diary clerks) are required to maintain close liaison to ensure the compatibility of the career planning reports and MMS data.

b. Retention Quality Indicators. Next to the name of each Marine who reenlisted or effected a career length extension of enlistment but was not initially eligible to do so, indicate the type(s) of reenlistment eligibility prerequisite waiver(s) granted in the remarks column with the appropriate letter waiver codes shown below. Within each waiver code category, more than one waiver may have been granted in each waiver case. However, the waiver code will be used only once. For example, a Marine granted a waiver for both average proficiency and average conduct markings will be indicated by waiver code "B." Waiver cases which involve more than one waiver code category will be indicated by using each appropriate waiver code. For example, a Marine who was granted waivers of the GT and educational reenlistment prerequisites shall be reported by the waiver code "CD." The following letter waiver codes will be used:

A - Courts-martial/nonjudicial punishment/civilian conviction

B - Proficiency/conduct marks

C - Education

D - GT score

c. Agreement to Train Option Program (ATOP) Reenlistees. The entry of Marines into the ATOP will be reflected in part III. In the remarks column next to the Marine's name, place the acronym "ATOP" and the MOS in which retraining will occur.

5. Part IV - Reenlistments/Separations by Occupational Field. This section is a numerical tabulation of reenlistments and separations by retention category in each occupational field. The number of reenlistments reported will reflect the sum of the reenlistments, effected career length extensions, and Marines entering ATOP retraining reported for each occupational field. The separations reported will reflect the sum of the total occupational field separations and the number of career length extensions of enlistment effected and Marines entering ATOP retraining in that occupational field. Marines authorized a lateral move upon reenlistment or entering ATOP retraining will be counted as a reenlistment and separation within their new occupational field. Each reenlistment is also counted as a separation.

6. Part V - Commanding Officer's Remarks

a. Candid comments by commanders provide this Headquarters with feedback as to those factors which positively or negatively affect retention and maintenance of a quality force. Commanders' appraisals and comments are requested and comments are releasable under the Privacy Act of 1974.

b. Agreement to Train Option Program (ATOP) Participants. Marines who reenlist after completion of ATOP retraining during the reporting period will be noted in this section. ATOP data should be organized in linear form. The following information will be reflected:

ATOP. Name, grade, SSN, old MOS, new MOS, reenlistment term, retention category.

c. Report Accuracy Indicators. The accuracy of reports submitted to higher headquarters at all levels cannot be emphasized too greatly in the interest of timeliness and the decisions which will ultimately be based upon the statistics reported. The following accuracy indicators are provided to assist the commander and the career planner in preparing an accurate career planning report.

(1) Part I. In each retention category and total column the sum of lines 2, 3, and 4 must equal the number of separations reported on line 1.

(2) Part II. In each retention category, the sum of reenlistment codes must equal the number of separations reported on line 1 of part I minus the number of reenlistments reported on line 5 of part I.

(3) Part III. The number of Marines identified in each retention category must equal the sum of lines 5 and 6 of part I.

(4) Part IV. The number of occupational field reenlistments reported in each retention category and in total must equal the sum of line 5 and line 6 of part I. The number of occupational field separations reported in each category and in total must equal the sum of line 1 and line 6 of part I.

(5) Part V. The number of names listed here equal the number of ATOP Marines reported on line 6 of part I.

7. Statistics compiled in accordance with the provisions of this Manual are for internal Marine Corps use only and cannot be used to meet any external reporting requirements.

CAREER PLANNING AND DEVELOPMENT GUIDE

ENLISTED CAREER PLANNING REPORT (1040)

NAVMC 10637 (REV 7 80) (Previous editions are obsolete and will not be used)
SN 0000-00 006 1637 U/I SH

REPORT SYMBOL MC-1040-02

FROM HQBN HQMC

TO COMMANDANT OF THE MARINE CORPS (CODE MMCP)

REPORTING UNIT CODE	MONITOR COMMAND CODE
54004	011
REPORTING PERIOD	
1-31 December 1980	

PART I - SEPARATION - REENLISTMENT - EXTENSIONS					PART II - ASSIGNMENT OF REENLISTMENT CODE (Personnel not reenlisted)			
	1st TERM	INTERM	CAREER	TOTAL	CODE	1st TERM	INTERM	CAREER
1 SEPARATION	21	11	10	42	RE-1	11	2	1
2 RECOMMENDED/ELIGIBLE	16(1)	9	8	33(1)	RE-2			2
3 RECOMMENDED/NOT ELIGIBLE	3	1	2	6	RE-3	3	1	
4 NOT RECOMMENDED	2	1	0		RE-4	2	1	
5 REENLISTMENTS	5(4)	7(6)	7(7)	19(17)				
6 CAREER LENGTH EXTENSIONS EFFECTED + ATOP	0+2	1+1	1+0	2+3				
7 % RECOMMENDED & ELIGIBLE (2+6) - (1+6) x 100	78 3	84 6	81 8	80 9				
8 RETENTION RATE (5 + 6) - (1 + 6) x 100	30 4	69 2	72 7	51 1				
See Note 1/ 9 EARLY REENLISTMENTS	5	7	3	15				

PART III - REENLISTMENT OR CAREER LENGTH EXTENSION EFFECTED

	NAME	GRADE	MOS	SSN	REENL (Yrs)	CAREER EXTEN (Months)	REMARKS
1ST	JONES, D J	Cpl	0131	123456789	4		Waiver Code D
	SMITH, R L Jr	Sgt	0151	234567890	6		
	TAYLOR, N Y	Sgt	0311	345678901	3		
	JACKSON, W	Lcpl	4016	456789012	5		
	GONZALES, A R.	Cpl	5811	567890123	4		
	EVANS, D. L	Cpl	0151	123456789			ATOP - 4063
	MANNING, S M	Cpl	3535	234567890			ATOP - 5811
INT	BROWN, A B	SSgt	0193	678901234	6		36
	GALLO, C D	Sgt	0151	789012345	3		
	GREEN, E T.	Sgt	0151	890123456	4		
	BLACK, F. N	Cpl	0151	901234567	4		
	JAMES, G H.	SSgt	3432	012345678			
	KOWALSKI, H M	GySgt	4063	123456789	6		
	GIBBS, J	SSgt	4063	234567890	3		
	WILLIAMS, Z. K	Sgt	0121	345678901			
	ANDERSON, L E	Sgt	5811	456789012	4		
							ATOP - 3432
CAR	BRADSHAW, T B.	GySgt	0193	567890123	5		24
	SMIRNOFF, V M	GySgt	0193	678901234	2		
	BLAKE, J P.	MSgt	0369	789012345	3		
	ROSSI, M	MGySgt	4063	890123456	4		
	BRONSON, C	SSgt	4069	901234567	6		
	SCHMIDTS, O P	GySgt	6046	012345678	4		
	MIGUEL, S N	1stSgt	9999	123456789	3		
	HANSEN, B. D	SgtMaj	9999	234567890			

NOTE: 1/ Modify to read "SRBP" vice "Early Reenlistments".

Figure 6-1.--Sample Enlisted Career Planning Report (1040).

CAREER PLANNING AND DEVELOPMENT GUIDE

PART IV - REENLISTMENTS/SEPARATIONS BY OCCUPATIONAL FIELD

OCCUP FIELD	1st TERM		MONTHS OF ACTIVE DUTY										INTERM		MONTHS OF ACTIVE DUTY				CAREER		TOTAL 1st TERM INTERMEDIATE CAREER	
			1st TERM												INTERMEDIATE							
			13 24		25 36		37-48		49-60		61-84				85 120							
	REENL	SEP	REENL	SEP	REENL	SEP	REENL	SEP	REENL	SEP	REENL	SEP	REENL	SEP	REENL	SEP	REENL	SEP	REENL	SEP		
01	2	8		1			1	4	1	3	4	5	3	4	1	1	2	5	8	18		
02																						
03	1	1					1	1									1	1	2	2		
04																						
08																						
11																						
13																						
14																						
15																						
18																						
21																						
23																						
25																						
26																						
28																						
30		3			2		1				1				1					4		
31																						
33		1								1										1		
34											2	2	1	1	1	1			2	2		
35		2					1			1										2		
40	2	3			1	1	1	1		1	2	2	1	1	1	1	2	2	6	7		
41																						
43																						
44																						
46		2			1		1													2		
55																						
57																						
58	2	3					1	1	1	2	1	3		1	1	2			3	6		
59																						
60																	1	1	1	1		
61																						
63																						
64																						
65																						
68																						
70																						
71																						
72																						
73																						
99																	2	2	2	2		
TOTAL	7	23		1	1	4	4	10	2	8	9	13	5	7	4	6	8	11	24	47		

PART V - COMMANDING OFFICER'S REMARKS

ATOP BOLLA, K W SSgt 345678901 0311 4063 4 yrs Intern

SIGNATURE

J. H. Command
J N COMMAND

Figure 6-1.--Sample Enlisted Career Planning Report (1040) - Continued.

CAREER PLANNING AND DEVELOPMENT GUIDE

CHAPTER 7

OFFICER RETENTION

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CAREER PLANNING AND DEVELOPMENT GUIDE

CHAPTER 7

OFFICER RETENTION

7000. OFFICER RETENTION PROGRAM

1. The objective of the officer retention program is to retain highly qualified officers on active duty with the Regular Establishment. The program is primarily aimed at company grade officers, both Regular and Reserve, inasmuch as the vast majority of field grade officers are career oriented.

2. The program includes the retention of officers on active duty with the Regular Establishment in either a career or noncareer status. Retention in a career status includes the retention of Regular officers, augmentation of Reserve officers into the Regular officer corps, and the assignment of Reserve officers to an extended duty reserve (EDR) status. Retention in a noncareer status includes acceptance of a standard written agreement (SWAG) or assignment to an extended active duty (EAD). The current edition of MCO 1001.45, Policies Relating to the Retention of Officers on Active Duty, establishes the policies and procedures regarding officer retention. The command should be fully informed and in complete support of all administrative aspects of forwarding applications for retention.

3. The current edition of MCO P1200.7, MOS Manual, contains career management information to include career planning guidance, policies and criteria applicable to the assignment and professional development of all Marine officers. Commands should utilize the information provided to the fullest in guiding company grade officers along career paths which enhance their overall potential and in fostering positive attitudes toward pursuing a career in the Marine Corps which are methods of attaining the objective of the officer retention program. Effective communications between junior officers and their seniors are requisite to those methods.

4. Within field commands, the officer retention program must be based upon sound leadership principles which ensure that all officers know what to expect, what is expected of them, and the total ramifications of a Marine Corps career. The following guidelines are suggested for a viable and aggressive program:

a. The responsibility for officer career counseling rests with all senior officers, but particularly with organizational and unit commanders. Commanders are responsible for the continuous motivation, encouragement, guidance, development and inspiration of subordinate officers, with special attention to those officers with high growth potential who are undecided in regard to a career in the Marine Corps.

b. Commanding officers should ensure the following:

(1) That each Reserve officer fully understands the increased assignment latitude and educational opportunities which accrue to Marine officers in a career status (augmentation and EDR).

(2) That each Reserve officer understands the security that a Regular officer enjoys relative to the Reserve officer.

(3) That each junior officer understands the compensation and benefits of a Marine officer, retirement pay and benefits, and the obligations and responsibilities attendant to a Marine Corps career.

c. In addition to the counseling requirements prescribed by the current edition of MCO P1610.7, Performance Evaluation System, each officer should be counseled upon joining a command and upon transfer from the command. The "welcome aboard" counseling session should stress the importance of the individual and serve as an

opportunity to establish rapport between the commander and his/her subordinates. The joining officer should be briefed on:

- (1) The mission and organization of the command.
 - (2) The policies and procedures specifically prescribed by the commander.
 - (3) The specific assignment of the new officer and his/her functions within the command.
 - (4) His/her responsibilities to the unit and Marines assigned therein.
- d. The joining officer should be warmly received and advised that if he/she measures up to the quality and professional standards of Marine officers, every effort will be made to influence him/her to seek a career in the Marine Corps.
- e. A personal letter of welcome similar to figure 7-1 should be sent to the civilian spouses of newly joined officers.
- f. The "farewell" counseling session should be directed specifically at the retention of deserving and qualified officers. The conversation should be conducted in terms of personal thanks for a job well done and as an invitation to dedicate oneself to a career in the Marine Corps.
- g. Upon selection for a career status (augmentation or EDR), Reserve officers should be individually recognized by the commanding general. This recognition may be in the form of a personal interview, a personal telephone call, a personal letter, or any combination of the above. Expediting this recognition is important because the officer has a critical decision to make regarding acceptance of the status to which selected. Career planning officers should monitor this recognition closely so as to initiate the action desired by the commanding general. Figures 7-2 and 7-3 are provided as example letters for augmentation selectees and EDR selectees, respectively.
- h. In many instances, highly qualified Reserve officers are counseled and encouraged to apply for augmentation but are transferred prior to arriving at a career decision. In such cases, the reporting senior should initiate follow-up action by advising the command career planner. The latter should prepare a letter from the commanding general to the officer's new command to advise them that the officer is a worthy prospect for retention in the Marine Corps. An example of this letter is shown in figure 7-4.

7001. THE OFFICER RETENTION BOARD

1. The Officer Retention Board is appointed jointly by the Secretary of the Navy and the Commandant of the Marine Corps. It is charged as follows:
 - a. To select and recommend Reserve officers and temporary officers of the Marine Corps for permanent appointment to commissioned grade in the Regular Marine Corps.
 - b. To consider Reserve officers for continuation on active duty.
 - c. To consider Reserve officers for return to active duty.
 - d. To consider former officers for reappointment to a commissioned grade.
 - e. To consider applications for interservice transfer of Regular and Reserve officers of the Army, Navy, Air Force, and Coast Guard into the Regular and Reserve components of the Marine Corps.
2. The Officer Retention Board meets semiannually to consider requests submitted in accordance with Marine Corps bulletins in the 1040 series. In addition, the

board meets as necessary to consider officers who have been nominated for meritorious augmentation and such other cases as directed by the Commandant of the Marine Corps.

3. Selection for a career status (augmentation and EDR) is extremely competitive and dependent upon the vacancies which exist in the career officer structure within each particular category and year group. Selection is based upon the applicants' mental, moral, and professional qualifications as demonstrated in their official records, including their application.

4. There are several points of advice concerning applications for retention that will assist officers in the field.

a. Officers should ensure their Official Military Personnel File (OMPF) is complete.

b. Ensure eligibility criteria is satisfied as prescribed in the current edition of MCO 1001.45 and the Marine Corps bulletin 1040 series soliciting applications for retention.

c. Ensure applications are submitted on time, complete, accurate, and include a good quality photograph.

d. Requests for lateral moves should be submitted in conjunction with applications for augmentation only if specifically desired. Indicating a willingness, to accept a lateral move "for the good of the Marine Corps" will not enhance ones request for augmentation.

5. The board will consider a request from any officer who is eligible for consideration in accordance with the current edition of MCO 1001.45 and the appropriate Marine Corps bulletin in the 1040 series. If insufficient information is available for the board to evaluate career potential, the promising officer will be so advised and invited to reapply at a later date. However, if that officer's expiration of active service may preclude his/her reapplication to a subsequent board while he/she is still on active duty, the board may select the officer for a SWAG or EAD.

6. Selection for EDR, SWAG, or EAD indicates that varying degrees of career potential have been identified by the board. Officers should be encouraged to accept the status to which selected and further encouraged to reapply for augmentation at a later date. Although not precluded from reapplying to the next board, a 1-year wait is suggested to ensure ample opportunity to strengthen the record of performance. Caution must be exercised, however, because category and year group vacancies in the career officer structure may not exist after a lengthy delay. Regardless, selection for other than augmentation may be viewed as a stepping stone to the ultimate objective, augmentation, should the officer be so inclined and should his/her record of performance warrant the attainment of that objective. To ensure that this is an attainable objective, all Reserve officers on active duty with the Regular Establishment (primarily EDR) will be automatically considered for augmentation by the Officer Retention Board, subsequent to their selection for promotion to the grade of major.

7002. OFFICER SECTION, CAREER PLANNING BRANCH. To supplement the officer retention program, the Officer Section, Career Planning Branch (CMC (Code MMCP)), Headquarters Marine Corps performs the following functions:

1. Provides officers with personal counseling regarding career goals and performance.

a. Counseling on individual performance is a vital part of career planning. Certain aspects of counseling, such as current performance, must be accomplished by the present reporting senior. Advice on, or explanation of, generally desirable career patterns and career progression assignments can be obtained through the

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CAREER PLANNING AND DEVELOPMENT GUIDE

CHAPTER 8

RETENTION ADVERTISING MATERIAL

8000. RETENTION ADVERTISING MATERIAL

1. Retention advertising material is printed matter developed and funded through the Marine Corps advertising program to support the career planning program. These items are identified by a 104 prefix control number in the Marine Corps supply system.
2. A listing of current retention advertising material is contained in the Career Retention Advertising Catalog (NAVMC 8152) (PCN 104 012197 00) which is updated periodically by automatic distribution and by information published in the career planning newsgrams. Each command should maintain a copy of the catalog and be familiar with requesting procedures.

8001. DISTRIBUTION OF RETENTION ADVERTISING MATERIAL

1. Retention advertising material is distributed automatically under Marine Corps list 9600 series as determined by the Commandant of the Marine Corps (Code MRM).
2. Requisitioning of additional material should be in accordance with the current edition of MCO P5600.31, Marine Corps Publications and Printing Regulations, and specific instructions contained in the Career Retention Advertising Catalog.

8002. RECOMMENDATIONS REGARDING RETENTION ADVERTISING MATERIAL. Recommendations for the development or revision of retention advertising material are encouraged. Such recommendations should be submitted to the Commandant of the Marine Corps (Code MRM).

8003. CAREER PLANNING FILMS

1. Films are developed periodically for use in the career planning program and are distributed to specific commands and training support centers.
2. Commands and activities not receiving automatic distribution of career planning films for retention by the command career planner may request such films on a temporary loan basis from either the Commandant of the Marine Corps (Code MRM) or from the appropriate training support center indicated in the current edition of MCO 1551.1, Training Material.
3. Requests to this Headquarters for temporary loan of career planning films must arrive no later than 14 days prior to the required date. These films will be returned by certified mail, within the time limit specified. A statement indicating the date of each showing, number of personnel viewing the film, and audience reaction will be included with all returned films. Films will be rewound and any damage, breaks, or tears noted.

8004. RETENTION ADVERTISING ASSISTANCE. All career planning personnel are authorized direct telephone communications with the Career Planning Branch (CMC (Code MMCP)) or the Retention Advertising Section (CMC (Code MRM)) concerning retention advertising material. During nonworking hours, use of the 24-hour telecopier service of the Career Planning Branch is authorized.

8005. SUPPORTING MATERIAL. Publications of additional value to the career planning program, but not classified specifically as retention advertising material, may be located in SL-1-3, Index of Publications Authorized and Stocked by the Marine Corps (PASMCI). These may include posters, charts, booklets, pamphlets, brochures and books on related matter such as grades and insignia, medals and

decorations, benefits, education programs, and any other material deemed beneficial to unit retention programs. These items may be requisitioned through normal supply procedures and need not be submitted via the Commandant of the Marine Corps.

8006. CAREER PLANNING/PUBLIC AFFAIRS RELATIONSHIP

1. Career planning personnel are encouraged to make maximum use of unit public affairs offices and personnel in publicizing local retention efforts.
2. Publicizing career opportunities and benefits available to Marines and their families through the use of post and station newspapers, Fleet Home Town News Service, and other local media may contribute to a more successful retention program.
3. Career planning personnel should familiarize themselves with the current editions of MCO P5720.44 and MCO P5720.58, Marine Corps Public Affairs Manuals, to determine the methods available to publicize the career planning program. They should also be cognizant of the restriction imposed by the publication regarding the release of information, both for commands not assigned a T/O public affairs section and for commands having T/O public affairs section.
4. A close working relationship between career planning and public affairs personnel is encouraged to enhance retention and to attain public support and understanding of career service in the Marine Corps.

8007. SNCO REENLISTMENT INCENTIVE PROGRAM. A reenlistment incentive program is in effect which acknowledges the importance of the continued dedicated service on the staff noncommissioned officer and recognizes the role of the spouse in the reenlistment decision. The program is funded out of the retention advertising account and entails the presentation of a scarf or a wallet, and/or plaque and a letter from the Commandant of the Marine Corps to eligible staff noncommissioned officers and/or spouses. See MCO 1040.39 for information regarding eligibility criteria and submission procedures.

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APPENDIX A

AUTOMATED FITNESS REPORT READOUT PROGRAM

1. The fitness report readout program has been developed to provide individual Marines a record of their career performance. The automated Fitness Report Brief Sheet (NAVMC HQ 477), Figure A-1, is a condensed record of performance of duty. It can be used to determine if fitness reports for any period have not been submitted to HQMC and for self-evaluation in assessing strong traits or identifying areas where improvement may be desired. The service is available to officers and enlisted Marines, sergeants and above, on active duty and in the Selected and Individual Ready Reserve.

2. An automated fitness report brief sheet can be obtained through an individual request to the Commandant of the Marine Corps (Officer, Code MMCP-1; enlisted, Code MMCP-3). Requests for brief sheets must reflect that requirements of the Privacy Act of 1974 have been met. Requests must contain the name, grade, social security number, MOS, and requester's signature, and should indicate either active duty or inactive duty status. Each request for a brief sheet must be accompanied by a stamped, self-addressed return envelope, or the request will not be processed. Use of government franked envelopes is authorized. For further inquiries or assistance, contact the Commandant of the Marine Corps (Code MMCP) by calling AUTOVON 224-2286/1716.

THE FOLLOWING INFORMATION SHOULD BE LOCALLY REPRODUCED OR TYPED ON A 3 1/2- BY 5-INCH CARD:

PLEASE PRINT		
<input type="checkbox"/>	I AM ON ACTIVE DUTY	<input type="checkbox"/> I AM NOT ON ACTIVE DUTY
I,		
	(LAST NAME, FIRST, INT)	(GRADE) (SSN/MOS)
authorize CMC (Code MMCP) to send me an automated fitness report brief Sheet.		
(SIGNATURE)		
A SELF-ADDRESSED RETURN ENVELOPE IS ENCLOSED.		
(4 1/2 BY 10 1/2 INCHES PREFERRED)		

MAIL REQUEST TO:

Commandant of the Marine Corps
(Code MMCP-1 or-3)
Headquarters, U.S. Marine Corps
Washington, D.C. 20380

MONITORED COMMAND ORGANIZATION/SCHOOL				DUTY ASSIGNMENT			OC	REGIN DATE	PERFORMANCE												QUALITIES												VALUE & DISTRIBUTION												D		CAD	
				GRADE	CBT/JS	DMOS	SP	END DATE	RO	AD	AM	HO	HE	TP	TH	EN	PA	MP	AD	CO	IN	JD	PM	FO	LD	LY	PR	EC	GP	NO	U	BA	A	AA	F	O	D	Y										
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2ND MARDIV				ADMIN CLK			TR	02JUL74	A	N	A	N	E	A	A	E	E	E	A	E	E	A	N	E	A	E	E	A	E																			
MP CO MPBN				SGT		015103		30SEP74	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		2			9															
HQFMFLANT				ADMIN CLK			SA	01OCT74	A	N	A	N	A	N	N	N	E	E	A	E	E	A	N	A	A	A	A	E	E																			
HQ CO H&SBN FMFLANT				SGT		015106		31MAR75	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A																				
HQ FMFLANT				ADMIN CLK			CH	01APR75	A	N	E	N	A	N	N	N	E	E	E	E	E	A	N	A	E	A	E	E	E																			
HQ CO H&SBN FMFLANT				SGT		015104		31JUL75	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A																				
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HQ CO H&SBN FMFLANT				SGT		015102		30SEP75																																								
HQ FMFLANT				ADMIN CLK			SA	01OCT75	O	N	O	N	E	E	A	N	O	E	E	O	E	E	N	E	E	E	O	E	O																			
HQ CO H&SBN FMFLANT				SGT		015106		31MAR76																																								
HQ FMFLANT				ADMIN CLK			GC	01APR76	O	N	O	N	E	E	A	N	O	E	E	O	E	E	N	E	E	O	O	E	O																			
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CAREER PLANNING AND DEVELOPMENT GUIDE

APPENDIX B

DIRECTIVES PERTINENT TO CAREER PLANNING

MCO P1040.31 <u>1/</u>	Career Planning and Development Guide
AIG 9990 and 9205 <u>1/2/</u>	Career Planning Newsgrams
NAVMC P-1005 <u>1/</u>	Combined Lineal List of Officers on Active Duty in the Marine Corps

SUPPORTING DIRECTIVES AND REFERENCES

MCO P1000.6	Assignment, Classification and Travel Systems Manual
MCO P1001R.1	Marine Corps Reserve Administration Management Manual
MCO 1001.39	Indoctrination of Personnel Being Separated from the Regular Marine Corps Concerning Participation in the Organized Marine Corps Reserves
MCO 1001.45 <u>1/</u>	Policies Relating to the Retention of Officers on Active Duty
MCBul 1040 series <u>1/</u>	Current FY Warrant Officer Program for Active Duty & OMCR Personnel
MCBul 1040 series <u>1/</u>	Current FY Augmentation
MCO 1040.9 <u>1/</u>	Enlisted Commissioning Program
MCO 1040.14 <u>1/</u>	LDO and WO Programs
MCO 1040.22	Naval Flight Officer Program
MCO 1040.27	Commissioning Program Duty with OMCR
MCO P1040R.35	Marine Corps Reserve Career Planning Guide
MCO 1040.39 <u>1/</u>	SNCO Reenlistment Incentive Program
MCO P1050.3	Regulations for Leave, Liberty and Administrative Absence
MCO 1050.14	Excess Leave Program (Law)
MCO P1070.12	Marine Corps Individual Records Administration Manual (IRAM)
MCO P1080.20	MMS Codes Manual
MCO 1080.26	Management of Quota Serial Number (QSN) Orders Process

1/ Directives and references the career planner must have immediate access to.

2/ Maintenance of last and current fiscal year newsgrams required.

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MCO P1080.35	Personnel Reporting Instructions Manual (PRIM)
MCO P1100.71	Military Personnel Procurement Manual, Volume 1, Administration
MCO P1100.73	Military Personnel Procurement Manual, Volume 3, Officer Procurement
MCO P1100.74	Military Personnel Procurement Manual, Volume 4, Enlisted Procurement
MCO 1130.57	Enlistment Bonus Program
MCO 1130.58	Accession of Former Enlisted Marines and Marine Corps Reservists into the Regular Marine Corps
MCO 1130.63	Enlistment/Reenlistment of Reserve SNCO and Officers/Former Officers in the Regular USMC
MCO P1200.7 <u>1</u> /	Military Occupational Specialties Manual (MOS Manual)
MCO 1210.8	Lateral Movement of Marine Officers
MCBul 1220 series <u>1</u> /	Grade and Occupational Field Imbalance
MCO 1220.5 <u>1</u> /	Lateral Movement
MCO 1300.8 <u>1</u> /	Marine Corps Personnel Assignment Policy
MCO 1300.20 <u>1</u> /	Enlisted Qualifications Criteria and Assignment Prerequisites for Marine Corps Security Forces (MCSF)
MCO 1306.2 <u>1</u> /	Assignments Security Guard Duty with the Department of State Foreign Service Establishments
MCO 1326.6 <u>1</u> /	Selection Screening and Preparation of Enlisted Marines for Assignment to Drill Instructor, Recruiting, and Independent Duty
MCO 1331.1	Retention on Station of Officers Attending Law School During Off-Duty Hours
MCO P1400.29 <u>1</u> /	Marine Corps Promotion Manual
MCO 1400.30	Staff Noncommissioned Officers Promotion Policies and Procedures
MCBul 1414 series	Promotion to Private First Class

1/ Directives and references the career planner must have immediate access to.

CAREER PLANNING AND DEVELOPMENT GUIDE

MCO 1418.9	Promotion to Lance Corporal
MCO 1430.58	Corporal and Sergeant Promotion Periods
MCO P1500.12 <u>1/</u>	Marine Corps Formal Schools Catalog
MCO 1510.27 <u>1/</u>	Staff Noncommissioned Officer Academy
MCO 1520.9	Special Education Program
MCO 1530.11 <u>1/</u>	Naval Academy>Naval Academy Preparatory School, Application for Nomination to
MCO 1542.1	Naval Aviator Program
MCO 1542.3	USN/USAF Test Pilot School
MCO 1560.7	College Degree Program
MCO 1560.15 <u>1/</u>	Marine Corps Enlisted Commissioning Program (MECEP)
MCO 1560.19	Advanced Degree Program
MCO 1560.21 <u>1/</u>	Degree Completion Program for Staff Noncommissioned Officers
MCO 1560.24	Broadened Opportunity for Officer Selection and Training Program (BOOST)
MCO 1560.29	Funded Law Education Program
MCO P1610.7	Performance Evaluation System
MCO 1900.1	Release from Active Duty of Officers of the Marine Corps Reserve Serving with the Regular Establishment or with the Reserve Program
MCO 1900.2	Transfer of Enlisted Marines with Obligated Service Remaining to the Marine Corps Reserve
MCO P1900.16 <u>1/</u>	Marine Corps Separation and Retirement Manual
MCO 3700.2	Retention of Reserve Naval Aviators
MCO 5310.2	Quality Control of Male Applicants for Enlistment in the Marine Corps and Marine Corps Reserve
MCO 5510.7	Marine Corps Personnel Reliability Program
MCO P5600.31	Marine Corps Publications and Printing Regulations

1/ Directives and references the career planner must have immediate access to.

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MCO 6100.3 <u>1/</u>	Physical Fitness
MCO 6100.10 <u>1/</u>	Weight Control and Military Appearance
MCBul 7220 series	Selective Reenlistment Bonus Program (SRBP)
MCO 7220.12 <u>1/</u>	Proficiency Pay Program
MCO 7220.24 <u>1/</u>	Selective Reenlistment Bonus Program (SRBP)
NAVMC 8152 <u>1/</u>	Career Retention Advertising Catalog

SECTIONS OF MARCORMAN

MARINE CORPS MANUAL

Par. 2000	Manpower Management
Par. 2004	Career Management
Par. 2200	Procurement of Military Personnel
Par. 2201	Officer Procurement
Par. 2202	Enlisted Recruiting
Par. 2400	Training
Par. 2401	Education
Par. 2503	Enlisted Promotions
Par. 2600	Retirement
Par. 2601	Separation
Par. 2602	Separation of Officers
Par. 2603	Discharge of Enlisted Personnel
Par. 2605	Civil Readjustment
Par. 2800.8	Correction of Records
Par. 2817	Personal Affairs
Par. 2819	Casualty Services

1/ Directives and references the career planner must have immediate access to.

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