



UNITED STATES MARINE CORPS

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AIR BASES ORDER P1040.1

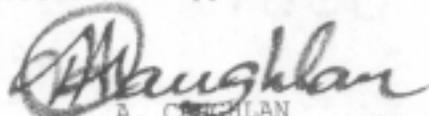
From: Commander
To: Distribution List
Subj: COMMAND CAREER PLANNING PROGRAM

Ref: (a) MCO P1040.31H
(b) MCO P1070.12J
(c) MCO P1200.7U
(d) MCO 1220.5J
(e) MCO 1306.2N
(f) MCO 1326.6C
(g) MCO 1326.7D
(h) MCO 1650.40
(i) MCO 7220.24M

Encl: (1) LOCATOR SHEET

Report Required: Unit Monthly Career Planning Report

1. Purpose. To establish procedures for the Career Planning Program within the Marine Corps Air Bases Western Area (MCABWA).
2. Action. Units within MCABWA will conduct their Career Planning Programs per the provisions contained herein and in consonance with the guidelines set forth in references (a) through (i).
3. Recommendations. Recommendations concerning the MCABWA Career Planning Program are invited. Such recommendations will be forwarded to the Commanding General, MCABWA via the appropriate chain of command.
4. Certification. Reviewed and approved this date.


J. A. COUGHLAN
Chief of Staff

DISTRIBUTION: A

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1 DEC 1999

LOCATOR SHEET

Subj: COMMAND CAREER PLANNING PROGRAM

Location:

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Manual.)

ENCLOSURE (1)

COMMAND CAREER PLANNING PROGRAM

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

COMMAND CAREER PLANNING PROGRAM

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COMMAND CAREER PLANNING PROGRAM

CHAPTER 1

INTRODUCTION

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COMMAND CAREER PLANNING PROGRAM

CHAPTER 1

INTRODUCTION

1000. PURPOSE

1. The primary purpose of the Career Planning Program is to reenlist high quality first-term Marines to meet our overall career force MOS requirements, and to reenlist qualified career Marines to sustain appropriate career force experience levels.
2. A secondary purpose of the Career Planning Program is to provide an expeditious means for dissemination of current information on promotions, duty stations, independent duty, changing Military Occupational Specialties (MOS) and changes in the Selective Reenlistment Bonus Program (SRBP).
3. **The Career Planner is a special staff officer, responsible directly to the unit commander for all aspects of career planning.**
4. Squadron Career Planners should promote individual retention by establishing the following conditions:
 - a. Ensure that each Marine is handled on an individual basis and in a confidential manner, as outlined in reference (a).
 - b. Emphasize the positive aspects of the Marine Corps as a career choice.
 - c. Establish a timely means for disseminating all career related information.
 - d. Establish a credible reputation by providing accurate and concise information at all times. This can further be accomplished with attention to duty and detail in the case of each Marine.

1001. RESPONSIBILITY

1. Commanding Officers

- a. Responsibility for a successful Career Planning Program rests ultimately with commanders at each level in the chain of command. A successful program is one which not only achieves or exceeds the established unit retention goals, but also complies with the spirit and guidelines set forth in current Marine Corps orders and directives.

b. Key ingredients which relate directly to the success or failure of a Career Planning Program are command emphasis and attention. Officer, staff noncommissioned officer and noncommissioned officer participation and leadership is invaluable. Proper utilization of the Career Planner is a must.

c. Commanders will familiarize themselves with the FMF Fleet Assistance Program (FAP). Personnel procedures for host-parent command's responsibilities for participating in the FAP program are contained in references (a) and (i).

d. The parent command has overall responsibility for the reenlistment and career planning matters of Marines participating in the unit deployment programs, to include those in FAP status and those that require screening for independent duty per par 1002.5c of reference (a). However, under some circumstances it may be more practical or convenient to allow the host command to complete the career planning procedures on these Marines, particularly those on UDP. Under such conditions there will be an agreement between both commands indicating which command will accomplish career planning matters on these Marines.

e. Before a Marine is FAP'd to another unit, the parent command's Career Planner will schedule an interview with the commanding officer. The primary purpose of this interview will be to provide the host command with a recommendation for reenlistment on the Marine.

f. Commanders will make all efforts to comply with the spirit of the orders regarding the office accommodations of their Career Planners, per reference (a).

2. MCABWA Career Planning Officer

a. The MCABWA Career Planning Officer is a member of the Commander's Special Staff and is under the cognizance of the Assistant Chief of Staff, G-1 (AC/S, G-1). This officer and staff are responsible to the Commander for supervising, managing, and maintaining the MCABWA Career Planning Program.

b. The MCABWA Career Planning Officer is required by reference (a) to effect direct liaison with the Commandant of the Marine Corps (MMEA-6) on all career planning matters.

c. The MCABWA Career Planning Officer is responsible for an equitable allocation of MCABWA retention goals. This officer will further monitor and report individual unit accomplishment of these established goals to the Commander, MCABWA on a monthly basis.

3. Career Planning Officer. Squadron Career Planning Officers will serve as Special Staff Officers and be responsible to their commanders for managing the Career Planning Program for retention of qualified enlisted personnel.

4. Career Planners. The Career Planner is responsible to the commander for administering the organizational/unit enlisted Career Planning Program. This Marine is the commander's expert on retention and special assignment programs. The Career Planner must be thoroughly familiar with the provisions and information contained in references (a) through (i), associated orders, publications and directives. The scope of a Career Planner's responsibilities are detailed in references (a) and (c).

a. Although the Commander is ultimately responsible for ensuring that the Career Planning Program is successful, all officers, SNCO's, and NCO's share responsibility for the overall unit's program.

b. Career Planning is an inherent responsibility of leadership. All levels of leadership will influence the retention capability of the unit, both positive or negative. Positive guidance and counseling are key ingredients to maintaining a successful program. Ensuring Marines are informed of all information pertaining to career planning and that it is disseminated in a timely manner will further enhance the unit's program.

c. Officers, SNCO's and NCO's who identify highly qualified and motivated Marines should refer them to the Unit Career Planner for complete detailed information on the potential development of their careers.

COMMAND CAREER PLANNING PROGRAM

CHAPTER 2

CAREER PLANNING PERSONNEL

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COMMAND CAREER PLANNING PROGRAM

CHAPTER 2

CAREER PLANNING PERSONNEL

2000. GENERAL. The career planning staff functions as an instructional source to the squadrons for the purpose of establishing techniques, setting retention goals, and conducting viable inspections.

2001. ASSIGNMENTS

1. The Career Planning Officer for MCABWA will be assigned, in writing, as a primary duty. "By direction" authority of the Commander, limited to specified administrative matters under the cognizance of the billet, will be inherent to the billet.

2. All squadron commanders will assign, in writing, a Career Planning Officer. This assignment may be an additional duty. It is recommended that the Career Planning Officer billet be assigned to the Executive Officer.

3. Force Career Planners (MOS 8421) will be assigned to fill table of organization (T/O) primary duty Career Planning billets whenever possible. Marines with this MOS have specifically been assigned for duty as a Career Planner by the Commandant of the Marine Corps (CMC). Marines assigned to primary duty career planning billets will normally serve a minimum three year tour as a career planner, but not necessarily in the same unit. **The three year tour starts from the date the Marine graduates from school.**

4. Should the situation arise where a force career planner is unavailable to fill the T/O primary duty career planner billet, the commander will nominate a Marine from the unit to perform the Career Planner's duties.

a. Only a highly motivated, career minded Marine will be nominated. This Marine should be in the grade prescribed by the unit's current T/O. Appropriate grade substitutions, either one grade higher or lower, are acceptable. All career planners shall be at least second term sergeants. This nominee will be interviewed by the MCABWA Career Planner prior to appointment.

b. A minimum of 30 days will be required to ensure a proper turnover and allow a smooth transition between the outgoing and incoming career planners. This period will not include formal school training at the Command Information and Retention Counselor Course (IRCCC).

5. Requests for assignment to the Career Planning Force will be submitted to the CMC (MMEA-6) via AA Form through the chain of command. Prior to submitting an AA Form, all Marines will be interviewed by the MCABWA Career Planner. The required information for the AA Form can be obtained from reference (a). The Marine's SRB and a current copy of the Master Brief Sheet are required for an interview.

6. Whenever possible this Headquarters will ensure that each unit is assigned a Marine with a category "B" MOS 8421 to fill each T/O career planning billet. "Date arrived U S" (DAUS) will be considered when assigning a career planner to a unit. However, due to the needs of the Marine Corps, this will not always be the deciding factor.

a. Periodically there will be units that either have career planners not yet school trained or have yet to be assigned a career planner. Career Planners will normally be assigned to the first available school. Any Marine awaiting assignment to a formal school will normally be assigned to a unit for "on the job training."

b. The assignment of MCABWA Career Planners will be prioritized in the following order:

- (1) Size of unit.
- (2) Length of time without a career planner.

2002. CAREER PLANNER TRAINING

1. Formal training of career planners will be conducted per reference (a).

2. Quotas to the IRCCC will be established by CMC via the MCABWA Career Planner.

3. Requests for quotas to the IRCCC will be forwarded via the chain of command to the MCABWA Career Planner.

2003. DUTIES

1. MCABWA Career Planning Officer shall:

a. Be responsible to the Commander for the administration and monitoring of all programs that relate to enlisted career planning.

b. Assist MCABWA unit commanders in organizing an effective and continuing Career Planning Program aimed at retaining qualified Marines, utilizing the "Whole Marine" concept.

c. Assign annual retention goals to MCABWA subordinate units based on guidance from the CMC.

d. Conduct inspections and/or courtesy visits of selected subordinate units as required to ensure that the Career Planning Program is being properly executed.

e. Ensure adequate progress is being made toward achieving retention goals, if assigned.

f. Maintain statistical data on all subordinate units and submit formal reports to higher headquarters as required.

g. Report and recommend solutions to the Commander on potential challenges that relate to career retention goals.

h. Conduct quarterly meetings with Career Planner Liaisons to ensure proper dissemination of career planning information.

i. Request IRCCC quotas from CMC (MMEA-6) for Marines accepted into the Career Planning Force.

j. Review for accuracy all requests for reenlistment, lateral moves, and extensions of enlistment per references (a) and (d), to the CMC (MMEA-6).

k. Keep the CMC (MMEA-6) informed of personnel filling career planning billets within MCABWA.

l. Review this order on a quarterly basis to ensure that information contained herein is current.

2. The MCABWA Career Planning NCOIC shall:

a. Maintain liaison with career planning personnel assigned to subordinate units.

b. Ensure that all subordinate unit Career Planners submit a Monthly Report to the MCABWA Career Planning Officer NLT the fifth day of each month via the Squadron Commander.

c. Maintain liaison with CMC on all matters pertaining to career planning.

d. Assist the MCABWA Career Planning Officer in the performance of required duties.

2004. UNIFORMS

1. To enhance the prestige of Career Planners and to provide visibility for identification purposes, Career Planners are authorized and encouraged to wear the dress blue uniform as prescribed by current uniform regulations. (MCBul 10120 series)

2. Career Planners are authorized a medium blue issue. (MCBul 10120 series)

2005. RECOGNITION OF CAREER PLANNERS

1. To provide additional emphasis on Career Planning and its importance to the Marine Corps, a Certificate of Appreciation is authorized as a means of recognizing superior performance. This certificate may be given in addition to any other award within the Marine Corps awards system.

a. Nominations for the certificate should be submitted to the Commander, MCABWA, via the Career Planning Officer.

b. Full justification for the certificate must accompany the nomination.

c. Any other award such as the Navy and Marine Corps Achievement Medal should be forwarded to the MCABWA Career Planning Officer for endorsement.

2. A Career Planner of the Year Award will be awarded based on the highest retention rate for the year, if goals are assigned.

3. A 100 Percent Achievement Award will be awarded to any unit accomplishing 100 percent or higher of its fiscal year retention, if goals are assigned.

COMMAND CAREER PLANNING PROGRAM

CHAPTER 3

SQUADRON CAREER PLANNING PROGRAM

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COMMAND CAREER PLANNING PROGRAM

CHAPTER 3

SQUADRON CAREER PLANNING PROGRAM

3000. GENERAL. The retention of Marines commences the day they check into the unit. Generally, Marines make up their minds to stay or leave the Corps based on how fairly they are treated during their tour. The major part of the career planning effort occurs at the squadron level. Only the formal phase of career counseling is reserved for the primary Career Planner who will direct and supervise the formal portion of the program.

3001. ASSIGNMENTS. Force Career Planner assignments will be made by the MCABWA Career Planning Officer. See paragraph 2001.

3002. DUTIES

1. Commanding Officers shall:

a. Be directly responsible for the implementation and operation of the Career Planning Program under their cognizance per current directives.

b. Be responsible for advising the MCABWA commander on the operation of the unit's Career Planning Program.

c. Conduct personal interviews with all enlisted Marines as outlined in reference (a).

d. Assign reenlistment codes not more than 180 days prior to the Marine being released to separations.

2. The Career Planning Officer shall:

a. Be responsible to the commanding officer for the administration and monitoring of all programs that pertain to career planning within the unit.

b. Conduct an aggressive and productive quality retention program.

c. Maintain statistical data within the unit and submit reports to higher headquarters as required.

d. Review all messages pertaining to career planning for accuracy and forward them to the MCABWA Career Planning Officer for release.

e. Review for accuracy all requests for reenlistment which require a waiver of prerequisites and forward them with appropriate endorsements to the MCABWA Career Planning Officer via the chain of command.

f. Inform the MCABWA commander, in writing, of any change of status of unit career planning personnel which will require appropriate action at the MCABWA level, or higher.

g. Review results of inspections conducted by the MCABWA Career Planner.

h. Supervise all aspects of the commanding general's inspection program as it pertains to Career Planning.

3. Unit Career Planners shall:

a. Schedule and coordinate all Commanding Officer interviews required by reference (a).

b. Conduct all enlisted Marine Career Planning interviews required by reference (a).

c. Initiate all requests for reenlistment and extension of enlistment, no later than 180 days prior to the Marine's EAS.

d. Review and update all outstanding (pending over 30 days) Reenlistment--Extension--Lateral Move (RELM) requests with the MCABWA Career Planner on a monthly basis.

e. Sight all unit diaries which involve career planning matters.

f. Assist the squadron Career Planning Officer in the performance of official duties.

g. Check with the orders clerk on a weekly basis to identify all Marines assigned orders and screen the Marine per current directives as pertaining to the billet assigned.

h. Maintain daily contact with MCABWA Career Planner to ensure that all information and matters pertaining to career planning are received.

i. Disseminate within the unit all career planning information in a timely manner.

j. Complete all duties as outlined in reference (a).

3003. Headquarters Marine Corps (HQMC) PHONE CALLS

1. In the effort to provide MCABWA Marines with the best possible service, it is understood that on occasion there will be a need by unit Career Planners to make direct liaison with HQMC (MMEA-6), moreover, if HQMC calls the unit Career Planner directly, this may become necessary. In such cases the MCABWA Career Planning Officer will be notified immediately.

2. It's in the best interest of the Marine and this command however, to restrict phone calls to the Retention Branch (MMEA-6). Calls to the Retention Branch (monitors and latmove NCOIC excluded) will be made by the MCABWA Career Planner. This will facilitate a smoother reenlistment/extension process for both the Marine and the unit involved.

COMMAND CAREER PLANNING PROGRAM

CHAPTER 4

SPECIAL INSTRUCTIONS

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CAREER PLANNING PROGRAM

CHAPTER 4

SPECIAL INSTRUCTIONS

4000. WAIVER REQUESTS

1. All requests for waiver of prerequisites involving reenlistments will utilize the Reenlistment-Extension-Lateral Movement Request (RELM) NAVMC Form 10842. This form will be submitted via the Commander, MCABWA; to the CMC (MMEA-6). However, for Career Marines who are restricted by Enlisted Career Force Controls (ECFC,) the request may be submitted via TFRS for "Separation Pay Determination Only."
2. Requests for waiver of reenlistment prerequisites will contain endorsements by squadron commanders as well as station commanders.
3. All endorsements will be submitted via the chain of command to this Headquarters, Attn: Career Planner.
4. All requests for waivers will include an original plus one copy of the complete waiver package. All NAVMC 10842 forms, endorsements, and enclosures in the original package will contain original signatures.
5. Upon receipt of a waiver package, the MCABWA Career Planner will:
 - a. Prepare, for the Commander's signature, a recommended endorsement with options, if applicable.
 - b. Return to the Marine, via the chain of command, a copy of the Commander's endorsement.
 - c. Forward all waiver requests to the CMC (regardless of recommendation,) per reference (a).

4001. EXTENSION REQUESTS

1. Reenlistments/extensions are covered in Chapter 4 of reference (a). The reference also identifies circumstances under which commanding officers may cancel extensions. The reference contains the acceptable format for extension agreements.

2. Requests for extensions due to pregnancy must show certification from medical personnel confirming pregnancy and expected due date. This letter will be maintained in the career planner case file.
3. Local authority to extend a Marine for one month on a one-time basis to submit a RELM request or to await a response on a submitted request **is not authorized for first-term Marines if it extends them into a new fiscal year.**
4. When using local command authority to extend a Marine for the purpose of submitting a RELM request, the request must be completed and submitted to the CMC prior to the expiration of the extension. Additionally, if the request is a waiver, the NAVMC 10842 must be submitted to this headquarters within 5 days of the effective date of the extension to allow time for submission to the Commander, prior to forwarding to the CMC.

4002. LATERAL MOVE REQUESTS. Lateral move requests will be submitted via the chain of command on NAVMC 10842 form or the TFRS format, per references (a) and (d). If required, all interview documentation must be included with the request.

4003. SELECTIVE REENLISTMENT BONUS PROGRAM (SRBP)

1. Squadron commanders are responsible for authorizing payment of the SRBP award. They will ensure that only those enlisted Marines who meet all eligibility criteria, as outlined in references (a) and (i), receive the SRBP award.
2. Commanders will ensure the following forms are completed prior to payment of an SRBP award. The references contain appropriate instructions on completing the following forms:
 - a. SRBP Eligibility Checklist (reference i).
 - b. SRBP Statement of Understanding (reference i).
 - c. SRBP Precomputation Sheet (complete per local disbursing SOP).

3. The Selective Reenlistment Bonus Program award (SRBP) should be submitted to the Disbursing Officer within the two preceding working days immediately prior to the Marine reenlisting. Depending on the disbursing office, an SRBP package will normally consist of:

- a. SRBP Statement of Understanding.
- b. SRBP Precomputation Worksheet.
- c. Eligibility Checklist.
- d. Authorization for Reenlistment (TFRS/Naval Message).
- e. Copy of DD Form 4 (Enlistment/Reenlistment Document).

4. The amount of SRBP payment to be paid will be verified with the local Disbursing Officer prior to reenlistment. Disbursing will not normally effect payment until the reenlistment has been executed.

5. The original SRBP Statement of Understanding will be attached to the reenlistment contract in SNM's SRB. If any subsequent reenlistments occur, remove documents supporting payment from previous contract and return to the Marine.

6. The original Eligibility Checklist, a copy of the SRBP Precomputation Worksheet, and a copy of the Statement of Understanding, bearing all required signatures, will be maintained in the Career Planning files for 2 years.

4004. CAREER PLANNING CASE FILES

1. All Career Planning reenlistment, extension, and special assignment case files (IRE Folders), will be maintained for a minimum of two years.

2. All files will either be maintained in Career Planning folders or regular folders with a separate checklist. All case files will contain the following documentation:

- a. Reenlistments

- (1) Completed recommendation sheet.

- (2) Basic Individual Record/Basic Training Record (BIR/BTR).

- (3) NAVMC 10842, Naval Msg, or TFRS Request.

- (4) Copy of TFRS/NAVAL MSG authority/response.
- (5) Copy of DD Form 4.
- (6) Verification of Medical/Dental exam completed.
- (7) SRBP Precomputation Sheet (if SNM received a reenlistment bonus or Lump Sum Leave Settlement).
- (8) Statement of Understanding (if SNM received a bonus).
- (9) SRBP Checklist (if SNM received a bonus).
- (10) Career Planning Processing Checklist (unless using CARPLAN folders).

b. Extensions (see note)

- (1) Completed recommendation sheet.
- (2) NAVMC 321a.
- (3) Basic Individual Record/Basic Training Record.
- (4) Copy of request (TFRS, NAVMC 10842, Naval Msg).
- (5) Copy of TFRS/NVL MSG authority (if not local authority).
- (6) Doctor certification (to be maintained on Marines requesting extensions due to pregnancy).
- (7) Career Planning Processing Checklist (unless using CARPLAN folders).

NOTE: Extensions authorized by MMEA-12, the MCO P1040.31_ for promotion, and authorizations for transfer to FMCR do not require a recommendation sheet. The request for the extension (via naval msg), the promotion of the Marine, the Unit Diary Feedback report will serve as the recommendation.

c. Special Assignments

- (1) Commanding Officer's screening checklist.
- (2) Copy of PCSO/TEMINS orders.
- (3) Basic Individual Record/Basic Training Record.

(4) Verification of Medical/Dental exam completed.

(5) DD Form 4 or NAVMC 321a (if required).

4005. REENLISTMENT ENTRIES. Reenlistment entries are no longer typed on the administrative remarks page (pg 11) of the Marine's SRB. The example shown below will be typed on the DD Form 4, section B8b., "Remarks."

"TFRS AUTH: KUWA-3TGH6Z 981214
REENLISTED FOR THE FOLLOWING INCENTIVE: (NONE, DUTY STATION,
RETENTION ON STATION, SRB,...)

I DO NOT DESIRE PAYMENT OF MY LUMP-SUM LEAVE. (IF APPLICABLE)
I ELECT TO CARRY MY ENTIRE ADVANCE LEAVE BALANCE FORWARD TO MY
NEW PERIOD OF SERVICE. (IF APPLICABLE)
I UNDERSTAND THAT THIS REENLISTMENT CONTRACT IS CONTINGENT UPON
MY SUCCESSFUL COMPLETION OF THE TRAINING REQUIREMENTS FOR MOS
XXXX. SHOULD I FAIL TO COMPLETE THE TRAINING REQUIREMENTS FOR
MOS XXXX, I MAY BE SEPARATED FROM THE MARINE CORPS. (IF
APPLICABLE)

ARTICLES OF UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY
ARTICLE 137, UCMJ."

4006. CONTRACTS. The DD Form 4 and the NAVMC 321A are the two most important documents that a Career Planner will complete. Erasures or corrections to the NAVMC 321A are prohibited. Any errors to this document will require it to be completely retyped. Errors on the DD Form 4, in blocks 5, 8, or any items in sections D and E will necessitate a complete retype as well. See reference (a) for instructions on completing NAVMC 321A and reference (b) for instructions on completing DD Form 4.

4007. EXECUTION DATE AND EFFECTIVE DATE. When completing a DD Form 4, the effective date will normally be the day after the execution date. However, in the case of a Marine whose EAS falls on a weekend or holiday and the Marine desires to reenlist on their EAS, the Career Planner may execute the reenlistment on the last workday and show an effective date later than one day apart. To further clarify; a Marine whose EAS falls on a Monday 980427 (which is a holiday) and request to have a new contract take effect at the end of their current EAS, may have a new contract executed on and show an execution date of Friday 980424 (if that is the last workday).

COMMAND CAREER PLANNING PROGRAM

CHAPTER 5

INTERVIEWS AND CAREER PLANNING CONTACT RECORDS

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COMMAND CAREER PLANNING PROGRAM

CHAPTER 5

INTERVIEWS AND CAREER PLANNING CONTACT RECORDS

5000. INTERVIEWS

1. Policy and procedures for conducting interviews are outlined in reference (a).
2. The primary purpose of conducting interviews is to influence quality Marines to reenlist and to provide each potential reenlistee with information needed to arrive at a sound decision. This information will afford an opportunity to discuss a Marine Corps career as it specifically pertains to the Marine concerned. At this crucial time, the decision concerning reenlistment must be approached with a full awareness of what a Marine Corps career will or will not provide.
3. The Commanding Officer's interview is the most effective method of allowing a Marine an opportunity to look at themselves objectively and to realize the options available to them. The Executive Officer may conduct this interview when in an acting status or when special circumstances dictate. Commanding Officers may authorize department/section heads to conduct the Commanding Officer's interview on enlisted Marines over whom they have cognizance. However, the Commanding Officer will continue to conduct the preponderance of interviews. The Commanding Officer must conduct the interview when the enlisted Marine is not recommended for reenlistment by the department/section head.
4. As mentors of Marines, we should strive to complete one hundred percent of all required interviews, ensuring we are keeping the best and brightest. The minimum standard for the Commanding General's Inspection (CGI) is seventy-five percent completion for a grade of Mission Capable.

5001. TRACKING SYSTEM

1. Each Career Planner is required to maintain an interview management system which will allow that Marine to efficiently track, conduct and record interviews in accordance with the guidelines in reference (a). **Utilization of only an EAS Roster to record as well as track each interview is not sufficient.** It must be accompanied by a separate form to record the results of each interview. If a computer program is utilized to track and record each interview, a turnover folder/binder must be maintained.

2. Each Career Planner will maintain a tracking system which will enable them to monitor and process HQMC authorizations for further service that have "NO-LATER-THAN" dates attached.

5002. CAREER PLANNING CONTACT RECORD (NAVMC 10213)

1. Reference (a) prescribes policy and procedures for completing the Career Planning Contact Record (NAVMC 10213).
2. The Career Planning Contact Record's will be maintained in the Career Planner's office for all enlisted Marines, regardless of rank.
3. The Career Planning Contact Record's will be screened by the unit Career Planner when the enlisted Marine joins the unit. If required interviews were not conducted by the previous command, it will be noted on the contact record and an interview will be conducted within ten working days of the Marine's join date.
4. Historically, units with large enlisted populations have had problems completing the required interviews on their Marines. The primary reasons for these problems are two fold: A T/O which allows only 1 Career Planner per unit and the lack of a creditable Interview Management System to service such a large enlisted population.
5. Per the provisions of reference (a), all enlisted Marines are now required to be interviewed by the Career Planner and the Commanding Officer. This makes it imperative that the units utilize their sections/department heads to conduct those interviews on Marines over whom they have cognizance if the Commanding Officer is not able to do so. However, the Commanding Officer will continue to conduct most of the interviews.
6. Career Planners will coordinate with the individual section/department heads to formulate an effective Interview Management System. This will afford Marines in the larger units the same opportunity and attention afforded those in smaller units.

COMMAND CAREER PLANNING PROGRAM

CHAPTER 6

REENLISTMENT REQUESTS

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COMMAND CAREER PLANNING PROGRAM

CHAPTER 6

REENLISTMENT REQUESTS

6000. REENLISTMENT REQUESTS. There are four formats used to initiate reenlistments or extensions of enlistment:

1. TFRS Computer Format. The computer format can be used for short, uncomplicated reenlistments/extensions of enlistment requests and lateral moves. It is the most expeditious means by which to communicate, however, it is not available to units in a field environment.
 - a. Submission of reenlistment requests that do not require a waiver; lateral moves, and all extensions can be submitted using TFRS.
 - b. Duty station requests submitted as a result of a TFRS answer from CMC directing SNM to do so will be submitted utilizing TFRS, provided the response is submitted within the time frame authorized by HQMC. If SNM's request is submitted after the time frame authorized by HQMC, it will be submitted via naval message. Additionally, if a Marine receives one of the requested duty station choices but later decides to resubmit for a different duty assignment, that request will also be submitted via naval message.
2. HARD RELM (1220). This form is the standard and most flexible of the request formats and can be used in conjunction with lateral moves or when additional information is required by references (a) or (d). A sample RELM is contained in reference (a). This form must be used to submit reenlistment waiver requests.
3. Message Format DD Form 173/2. The message format is completed as shown in the example presented in reference (a). This format is more expeditious than the RELM (1220), but requires access to a communications center. Naval messages may be used when required, such as when units are in a deployed status. All messages will be sent to this Headquarters (MCABWA Career Planner) for forwarding to the CMC.

COMMAND CAREER PLANNING PROGRAM

CHAPTER 7

REPORTS

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COMMAND CAREER PLANNING PROGRAM

CHAPTER 7

REPORTS

7000. REPORTS

1. Implementation of the Manpower Management System makes it particularly important that Career Planners work with unit diary personnel. Proper tracking of reenlistments and extensions of enlistment will have a positive effect on the accuracy of reports and enhances the ability to track overall command retention statistics. HQMC no longer requires the major commands to submit a monthly report. However, it is still required by the MCABWA Career Planning Officer to assist keeping track of the CMC database for tracking of RELM packages.

7001. INSTRUCTIONS FOR COMPLETING THE CAREER PLANNING MONTHLY REPORT

1. All units will submit a Monthly Career Planning Report to this Headquarters (MCABWA Career Planner) via the chain of command. All units will utilize the format in Appendix A and provided to them by the MCABWA Career Planner. Reporting periods will encompass the 1st through last day of each month. All reports are due by 1600 on the fifth day of the month for the preceding month. Should the fifth day fall on a weekend or holiday, the report will be due on the next workday following the holiday or weekend. **A reenlistment or extension will not be reported on the monthly report until it has been entered on unit diary.**
2. There will be occasions when the reporting period will change, such as the end of the fiscal year, or when a report for the Commander is required. In such cases, all units will be notified prior to changes in the reporting period.
3. The completed enlisted Career Planning Report will be kept on file by the MCABWA Career Planner for a minimum of two years.
4. All information provided on the report will be legible and comprehensive.
5. FY reenlistments must equal or be less than total reenlistments.

6. The monthly report will be completed as follows:

a. Line 1, Separations. For reporting purposes, all enlisted losses from active duty are considered separations. Report all separations including Marines who reenlisted. **Line 1 should equal the total of lines 2, 3, and 4.**

b. Line 2, Recommended/Eligible. Of the Marines counted as separations, enter the total number of Marines who are recommended for reenlistment and meet all prerequisites for reenlistment or who have a waiver of disqualifying criteria.

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 disqualifying criteria from the Commandant of the Marine Corps.

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

e. Line 5, Reenlistments. Indicate the total number of reenlistments which occurred in the command during the calendar month.

f. Line 6, FY Reenlistments. Indicate the number of reenlistments effected during the calendar month by Marines whose EAS (not ECC) would have occurred within the current fiscal year (FY).

g. Line 7, SRBP Reenlistments. Enter the number of reenlistments (from line 5), by retention category, where an SRB was paid.

h. Line 8, Extensions of Enlistment (EXTENL). Enter the total number of CMC authorized extensions of enlistment executed during that month.

i. Line 9, Denied Further Service. Enter the number of Marines whose EAS occurs during the current FY that were denied further service.

j. Line 10, First Termers. Enter the number First Term Marines remaining whose EAS occurs during the current FY and the number that has expressed a desire to reenlist.

k. Line 11, Careerists. Enter the number Career Marines remaining whose EAS occurs during the current FY and the number that has expressed a desire to reenlist.

COMMAND CAREER PLANNING PROGRAM

CHAPTER 8

SPECIAL ASSIGNMENTS

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RESPONSIBILITY	8001	8-3
DUTIES	8002	8-3

COMMAND CAREER PLANNING PROGRAM

CHAPTER 8

SPECIAL ASSIGNMENTS

8000. GENERAL. "Special Assignments" (MMEA-85) processes Marines for assignment to Independent Duty ("B" billets).

<u>ASSIGNMENT</u>	<u>REFERENCE</u>
Marine Barracks	(e)
Sea Duty	(e)
Marine Security Guard Duty	(e)
Drill Instructor Duty	(f)
Recruiter Duty	(f)
Independent Duty	(f)
HMX--1 Duty	(g)

8001. RESPONSIBILITY

1. Commanding Officers will ensure that the Marine is qualified for that specific assignment as directed by the appropriate reference.
2. Career Planners will ensure that information pertaining to special assignments is disseminated within their unit in a timely and concise manner.

8002. DUTIES. Career Planners will maintain an active special assignment program. These duties include:

1. Handling administrative duties and monitoring Marines who have been assigned to special duty.
2. Checking on a weekly basis with the orders clerk to identify Marines assigned to a "B" Billet by the CMC.
3. When directed by the CMC, or when Marines volunteer for a special duty, the Career Planner will conduct the initial interview and screen the Marine per appropriate references to determine the Marine's qualification for special duty assignment.

4. Ensure appointments are made for Marines who are required to obtain psychological, medical, dental exams, or review boards as required by the appropriate reference.

5. Ensure timely submission of the screening forms to HQMC (MMEA-85). If a Marine volunteers for a special assignment billet, the Marine will be screened for eligibility and recommendation prior to submission of the request. If the Marine receives orders, the commanding officer must recertify (30 days prior to detachment) that the Marine remains qualified. One copy of the screening checklist, to include the financial worksheet and certified true copies of pages 11 and 12, will be forwarded to the CMC (MMEA-85). Additionally, HQMC will be informed via naval message if the Marine is found unqualified or if there is a significant change to the Marine's status.

COMMAND CAREER PLANNING PROGRAM

APPENDIX A

UNIT MONTHLY CAREER PLANNING REPORT

MONTHLY CAREER PLANNER'S REPORT

<u>UNIT</u>	<u>MCC</u>	<u>REPORTING PERIOD</u>
PART I - SEPARATIONS, REENLISTMENTS, SRBP		
	<u>FIRST TERMERS</u>	<u>CAREERISTS</u>
1.	*SEPARATIONS	
2.	RECOMMENDED/ELIGIBLE	
3.	RECOMMENDED/NOT ELIGIBLE	
4.	NOT RECOMMENDED	
5.	**TOTAL REENLISTMENTS	
6.	FY REENLISTMENTS	
7.	SRBP REENLISTMENTS	
8.	EXTENL (CMC APPR)	
9.	DENIED FURTHER SERVICE	
PART II - REMAINING EAS POPULATION		
	<u>REMAINING FY EAS POPULATION</u>	<u>WILL REENLIST</u>
10.	FIRST TERMERS	
11.	CAREERISTS	



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MRAMAR
PO BOX 452071
SAN DIEGO CA 92145-2071

ABO P1040.1 Ch 1
G-1

25 APR 2000

AIR BASE ORDER P1040.1 CH 1

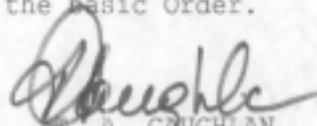
From: Commander
To: Distribution List

Subj: COMMAND CAREER PLANNING PROGRAM

1. Purpose. To direct a pen change to the basic Order.
2. Action
 - a. On page 2-4, add a new paragraph 2001.4c.

"c. The MCABWA Career Planner will conduct a formal turnover inspection no later than fifteen days prior to the departing career planner's detachment date. The Commanding General's Inspection Checklist will be utilized in conducting the inspection. The COMCABWEST Career Planner will retain the turnover inspection checklist for two (2) years."

3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.


T. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR BASES WESTERN AREA MIRAMAR
PO BOX 462001
SAN DIEGO CA 92146-2001

ABO P1040.1 Ch 2
G-1

26 MAR 2001

AIR BASE ORDER P1040.1 CH 2

From: Commander
To: Distribution List

Subj: COMMAND CAREER PLANNING PROGRAM

1. Purpose. To direct a pen change to the basic Order.

2. Action

a. On the letterhead page, delete reference (e) and renumber the existing references accordingly.

b. On the letterhead page, new reference (e), change to read "P1326.6D."

3. Filing Instructions. File this Change transmittal directly behind the signature page of the basic Order.


D. J. MCDANIEL
Chief of Staff

DISTRIBUTION: A