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MCO P1040.31J
MMEA
23 Jun 04

MARINE CORPS ORDER P1040.31J

From: Commandant of the Marine Corps
To: Distribution List

Subj: ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

Encl: (1) LOCATOR SHEET

1. Purpose. To publish guidance concerning the conduct of the Career Planning Program.
2. Cancellation. MCO P1040.31H.
3. Summary of Revision. This revision contains a substantial number of significant policy changes and should be reviewed in its entirety. There is clarification on the dialogue between the command and the CMC (MMEA-6). Specific changes include:

- a. Chapter 1. Updated list of toll free phone numbers for the career counselors.

- b. Chapter 2. Inclusion of definitions: Cross Fiscal Year Extension, Deferred Duty Station, Exceptionally Qualified, Subsequent Term Alignment Plan, Marine Corps Total Force Retention System, Total Force Retention System, Statement of Service/Record of Service and TFRS Message.

- c. Chapter 3. Provides guidance for the Selection of the Career Retention Specialist, and the requirement for Automated Data Processing Equipment (ADPE).

- d. Chapter 4

- (1) Paragraph 4100.5, provides guidance on continuous and broken reenlistments.

- (2) Paragraph 4101.2, provides guidance for processing requests that are not favorably endorsed by the command.

- (3) Paragraph 4103.1, changes date gaps in fitness reports to 31 days or longer.

- (4) Paragraph 4105.1, lists reenlistment prerequisites that may be waived.

- (5) Paragraph 4200.2b, grants local commanders the authority to authorize specific extensions.

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e. Chapter 6. Changes requirements for the commanding officer's interviews.

f. Chapter 7. Changes administrative procedures.


g. Appendices. Appendix C contains TFRS instructions.

4. Recommendations. Recommended changes to this Manual are invited and should be submitted to the Commandant of the Marine Corps (MMEA-6) via the appropriate chain of command for evaluation.

5. Records Disposition. Commands must retain individual record of enlistment (IRE) for two fiscal years, and career planning program records, which become part of the individual Service Record Book (SRB) or Official Military Personnel File (OMPF). Other records and documents such as studies, statistics, case files, etc., may be retained at the discretion of the local commander.

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

7. Certification. Reviewed and approved this date.



R. A. HUCK
By direction

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ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Change

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ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

CHAPTER 1

INTRODUCTION

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CHAPTER 1

INTRODUCTION

1000. PURPOSE

1. The Marine Corps has two primary enlisted career force objectives:

a. To provide the Marine Corps with the most qualified force by grade and MOS to support staffing all authorized career force billets.

b. To standardize promotion tempo across all MOS's to match time-in-service targets shown in figure 1-1.

2. The Career Planning Program is the key to achieving these career force objectives. The primary purpose of the program is to reenlist first-term Marines to meet our career force MOS requirements, and to reenlist qualified career Marines to sustain appropriate career force experience levels.

3. Figure 1-1 represents the target career progression pattern for our enlisted force; including timing for promotion, reenlistment and service limits. The retention effort to develop a career force with the proper grade, MOS, and experience is paramount. Without a strong retention program the Marine Corps could not accomplish its career force objectives.

4. Aimed at filling manpower requirements in support of our Corps' warfighting mission, the Career Planning Program focuses on the individual Marine. The Career Planning Program for each organization/unit must be organized, resourced and operated under the following principles:

a. Ensure a personalized approach to the career development needs of each Marine.

b. Emphasize the value of personal satisfaction in making a contribution to our Corps and the intangible as well as tangible benefits of a Marine Corps career.

c. Recognize and reinforce the importance of quality leadership and professionalism to an armed service dedicated to protecting U.S. citizens and interests around the world. America requires a strong career force of Marines to ensure the Marine Corps continues to provide a force ready to fight in any clime or place on very short notice.

d. Ensure the program reflects the leadership roles and relationships found in paragraph 1100 of the Marine Corps Manual. The program must also reflect the intent and direction of the Commandant's Planning Guidance (CPG) and Marine Corps Core Values.

e. Expedite personal service for all Marines by ensuring interviews, counseling sessions, and administrative requirements contained in this Manual are executed promptly and accurately. Timely submission of Reenlistment, Extension, Lateral Move (RELM) requests ensure Marines receive the best possible opportunity to reenlist.

1001. ORGANIZATION

1. Career planning is a function of command. The following agencies/personnel exist within the Marine Corps to help manage the Career Planning Program:

a. The Commandant of the Marine Corps, Manpower and Reserve Affairs Department, Personnel Management Division, Enlisted Assignment Branch, and the Enlisted Retention and Counseling Section the CMC, (MMEA-6).

b. Field Commands

- (1) Commanding Generals/Commanding Officers
- (2) Career Retention Specialists (CRS)
- (3) All officers and staff noncommissioned officers

2. Commanding Generals/Commanding Officers shall prescribe local career planning programs. The following considerations apply: Commanding Generals/Commanding Officers will assign career force Career Planners/Career Retention Specialists (CRS) based on current tables of organization (T/O). Commands not assigned a Career Retention Specialist (CRS) will assign a Career Planner as an additional duty.

3. Direct liaison between CRS/Career Planners and the Enlisted Retention and Counseling Section the CMC (MMEA-6) is authorized, however, routine questions should be fielded primarily through the immediate CRS NCOIC, and the Career Planning chain of command.

1002. RESPONSIBILITY1. Enlisted Retention and Counseling Section the CMC (MMEA-6)

a. Mission. The Enlisted Retention and Counseling Section is responsible to the Commandant of the Marine Corps for managing the Marine Corps Career Planning Program and for the retention of enlisted Marines to meet career force MOS requirements.

b. Organization. The Enlisted Retention and Counseling Section consists of the Headquarters Unit, the Reenlistment Unit CMC (MMEA-61), the Career Planner Monitor Unit CMC (MMEA-62), and the Career Counseling and Performance Evaluation Unit CMC (MMEA-64). Phone numbers are listed in Figure 1-2.

c. Tasks

(1) Headquarters Unit CMC (MMEA-6)

(a) Advise the CMC on enlisted retention matters via the Deputy Commandant for Manpower and Reserve Affairs.

(b) Maintain cognizance over MCO P1040.31, and act as an occupational field sponsor.

(c) Research information for responses to congressional interests, Marine Mail, and Board for Correction of Naval Records cases related to retention and counseling matters.

(d) Plan, publish, and supervise the Marine Corps programs and regulations pertaining to personnel retention.

(e) Conduct the annual Marine Corps CRS Conference.

(f) Approve Course Descriptive Data (CDD) and the Program of Instruction (POI) for the Career Planning Course.

(g) Facilitate the execution of the SNCO Re-accession Board.

(h) Coordinate, supervise, and execute all CMC (MMEA) command/retention assist visits.

(i) Coordinate, supervise, and execute the Enlisted Retention Task Force (ERTF).

(j) Explore retention initiatives and implement improvements.

(k) Manage the Total Force Retention System (TFRS) process.

(2) Reenlistment Unit CMC (MMEA-61)

(a) Process all requests for further service on enlisted Marines.

(b) Execute the First Term Alignment Plan (FTAP).

(c) Execute the Subsequent Term Alignment Plan (STAP).

(d) Exercise authority over cancellations of extension of enlistment agreements.

(e) Ensure compliance with all pertinent regulations in the approval of reenlistment/extension requests.

(f) Maintain effective, open lines of communication with the field commands, CRS/Career Planners and Marines in order to effectively influence the retention effort.

(g) Recommend management action to retain the most qualified Marines in the required quantities and skills.

(h) Maintain retention statistics on first-term and career Marines.

(i) Process reenlistment waiver requests.

(j) Make involuntary separation pay determinations.

(k) Assign reenlistment codes.

(l) Process Prior Service Enlistment Program (PSEP) reenlistment requests submitted through the Marine Corps Recruiting Command (MCRC).

(m) The Career Retention Specialist Liaisons coordinate the enlisted retention and lateral move portion of the Career Planning Program through close liaison with all Marine Corps CRS/Career Planners and enlisted monitors at the Headquarters Marine Corps (MMEA).

(3) Career Retention Specialist Monitor Unit CMC (MMEA-62)

(a) Screen and recommend candidates for assignment to the Career Planner Force.

(b) Control school seat quotas and assign Marines to the Career Planning School.

(c) Assign CRS/Career Planners by Monitor Command Code (MCC).

(d) Review relief for cause cases and recommend the voidance of Primary Military Occupation Specialty (PMOS) 8421 as necessary. Marines who have the 8421 PMOS voided will be reclassified to their former PMOS.

(4) Career Counseling and Performance Evaluation Unit CMC (MMEA-64)

(a) The primary mission of the Enlisted Career Counseling Unit is to guide Enlisted Career Marines to improve his or her performance for promotion.

(b) The CMC (MMEA-64) provides performance evaluations on retention requests with adverse or derogatory material during the current enlistment contract.

(c) The CMC (MMEA-64) presents a series of content progressive briefs on all matters pertaining to career progression while on the CMC (MMEA) command visits as well as to any command on request. It is the responsibility of the requesting command to fund approved trip requests.

(d) Provide formal instruction to all SNCO Academy Career, Advanced, and Sergeant Courses on retention, promotion and career progression issues.

(5) Commanding Generals/Commanding Officers

(a) The responsibility for a successful Career Planning Program rests with the commander. The G-1 has staff cognizance over career planning as indicated in FMFM 3-1, *Command and Staff Action*.

(b) Key factors which affect the success or failure of a Career Planning Program are command emphasis and attention, officer and staff noncommissioned officer participation and leadership, and the proper utilization of CRS/Career Planners.

(c) Commanders should pay particular attention to Marines who are on the Fleet Marine Force Personnel Assistance Program (FAP) and on Temporary Additional Duty (TAD). Commanders of both parent and host commands are encouraged to formalize local procedures regarding Marines on TAD and the FAP to ensure the best interests of the individual and the Marine Corps are served. For planning purposes, this Headquarters assumes parent commands are responsible for FAP Marines.

(d) Parent commands are responsible for the career planning and reenlistment/extension(s) of Marines participating in the Unit Deployment Program (UDP). The reenlistment/extension(s) of unit deployment Marines in a FAP status is the responsibility of the parent commands per paragraph 1002.5.c.

(6) Career Retention Specialist NCOIC. The Career Retention Specialist NCOIC is a special staff officer responsible to the commander for managing the command Career Planning Program.

(7) Unit Career Retention Specialist (CRS)/Career Planners

(a) The unit CRS/Career Planner is responsible to the commander for administering the unit Career Planning Program and is the commander's adviser on enlisted retention matters. The CRS/Career Planner must be familiar with the provisions of this Manual, associated orders, publications, and directives.

(b) The CRS/Career Planner is responsible for accurate completion of all forms pertinent to career planning, to include the reenlistment contract (DD Form 4), Selective Reenlistment Bonus Program (SRBP) forms, the career planning contact record, extension agreement and appropriate Service Record Book (SRB) page 11 entries. MCO 3500.40, Career Planning Training and Readiness Manual describes the CRS/Career Planner's responsibilities in further detail.

(8) All Officers and Staff Noncommissioned Officers (SNCO)

(a) Although the responsibility for a successful Career Planning Program rests ultimately with the commander, every officer and staff noncommissioned officer in the command shares in this responsibility.

(b) All officers and staff noncommissioned officers have the opportunity to make a positive impact on retention during routine guidance and counseling of their Marines. The quality of our NCO/SNCO corps directly relates to the integrity and attention to duty of those officers and staff noncommissioned officers who must recommend retention of the finest Marines who will ultimately fill our ranks in the career force.

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GYSGTS AND 1STSGTS/MSGTS WHO HAVE TWICE FAILED SELECTION PRIOR TO REACHING THE BELOW SERVICE LIMITS ARE NOT PERMITTED TO CONTINUE TO THESE LIMITS AND MUST SUBMIT FOR RETIREMENT FROM 4 TO 14 MONTHS PRIOR TO EAS. FAILURE TO SUBMIT FOR TRANSFER TO FMCR MAY RISK JEOPARDIZING RETIREMENT BENEFITS.

Years of Service	Event	Time in Grade/Svc
0.5	Automatic time in service (TIS) promotion to PFC	6mo/6mo
1.2	Automatic TIS promotion to LCpl	8mo/9mo
2.75	Competitive MOS promotion to Cpl	8mo/12mo
3.5-4.5	Competitive first-term reenlistment for 4 years	
4	Competitive MOS promotion to Sgt	12mo/24mo
8.0	Service limitation for Cpls who have not been promoted to Sgt	

CPLS WITH 4 OR MORE YEARS OF SERVICE WHO REENLIST UNDER THE FTAP MAY BE AUTHORIZED A 4 YEAR REENLISTMENT IF ELIGIBLE FOR A SELECTIVE REENLISTMENT BONUS (SRB).

8.5	Competitive MOS promotion to SSgt	27mo/4yrs
8.0-9.0	Career reenlistment for 4,3,2 years	
13.0	Competitive MOS promotion to GySgt	3yrs/6yrs
12.5-13.0	Career reenlistment for 4,3,2 years	
13.0	Service limitation for Sgts who have not been promoted to SSgt	

EFFECTIVE 1 OCT 01, SGTS MAY REENLIST UP TO THEIR SERVICE LIMIT OF 13 YEARS PROVIDED THEY ARE RECOMMENDED BY THEIR COMMANDING OFFICER AND MEET ALL REENLISTMENT STANDARDS.

17.5	Competitive MOS promotion to MSgt/1stSgt	4yrs/8yrs
20.0	Service limitation for SSgts who have not been promoted to GySgt	

Figure 1-1.--Target Enlisted Career Progression Pattern

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SSGTS WHO HAVE TWICE FAILED SELECTION TO GYSGT MAY BE AUTHORIZED REENLISTMENT AND/OR AN EXTENSION TO CONTINUE SERVICE UP TO 20 YEARS, PROVIDED THEY CONTINUE TO MEET HIGH STANDARDS OF PERFORMANCE AND PERSONAL CONDUCT.

20.0 or Service limitation for GySgts twice passed for
EAS if over 20 promotion to MSgt

SSGTS AND GYSGTS WHO HAVE TWICE FAILED SELECTION TO GYSGT OR MSGT ARE REQUIRED TO TRANSFER TO THE FMCR AT THEIR EAS UPON REACHING 20 YEARS OF SERVICE.

22.0 Competitive MOS promotion to MGySgt/SgtMaj 3yrs/10yrs

1STSGTS/MSGTS WHO HAVE TWICE FAILED SELECTION TO SGTMAJ/MGYSGT ARE REQUIRED TO TRANSFER TO THE FMCR AT THEIR EAS ONCE THEY HAVE COMPLETED AT LEAST 22 YEARS OF SERVICE.

22.0 Service limitation for GySgts who have
not been promoted to MSgt/1stSgt

27.0 Service limits for MSgts/1stSgts who
have not been promoted to MGySgt/SgtMaj

20.0-30.1 Elective transfer to Fleet Marine Force
Reserve (FMCR)/Retirement

30.0 Service limitation for SgtMaj/MGySgt

Variable first time in-zone selection opportunity. This program helps ensure standardized promotion tempo across MOS's. First time in-zone selection opportunities are as follows:

PROMOTION TO	MINIMUM OPPORTUNITY	STANDARD OPPORTUNITY	MAXIMUM OPPORTUNITY
SSGT	70%	80%	90%
GYSGT	65%	75%	85%
MSGT	60%	70%	80%
SGTMAJ/MGYSGT	55%	65%	75%

Figure 1-1.--Target Enlisted Career Progression Pattern-Continued.

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<u>REENLISTMENT UNIT CMC (MMEA-61)</u>	DSN* 278-9238/39
<u>CAREER PLANNER MONITOR UNIT CMC (MMEA-62)</u>	DSN* 278-9785
<u>CAREER COUNSELING & EVALUATION UNIT CMC (MMEA-64)</u>	DSN* 278-9241

Toll-Free from the United States: 1-800-833-2320.

Toll-Free from outside the United States:

(1) Australia	1-800-124-615
(2) Bahamas	1-800-685-5064
(3) Barbados	1-800-534-2309
(4) Belgium	1800-1-1119
(5) Canada	800-677-5019
(6) Denmark	8001-7286
(7) Dominican Republic	1-800-751-6400
(8) France	05-90-0629
(9) Germany	0130-8-17342
(10) Greece	00800-12-2759
(11) Guam	1-800-800-0286
(12) Hong Kong	800-8537
(13) Indonesia	001-800-011-0417
(14) Ireland	1-800-55-7423
(15) Israel	177-150-1752
(16) Italy	167-8-73467
(17) Japan	0031-123608
(18) Luxembourg	0800-6319
(19) Netherlands	06-022-3697
(20) Norway	800-15785
(21) Singapore	800-120-0734
(22) Sweden	020-79-2581
(23) Thailand	001-800-12-066-0395
(24) Trinidad/Tobago	1-800-685-5064
(25) Turkey	00-800-151-0104
(26) Uruguay	000-413-598-0502

Figure 1-2.--Enlisted Retention and Counseling Section Organization

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Website: Marine Corps Home Page (www.usmc.mil), then to
Enlisted Assignment Branch's Page
Career Counseling Section

U.S. Mail: Commandant of the Marine Corps (MMEA-64)
Headquarters, U.S. Marine Corps
3280 Russell Road
Quantico, VA 22134-5103

83-CRS LIAISON
SERVICE SUPPORT

82-CRS LIAISON
COMBAT ARMS

84-CRS LIAISON
AVIATION/COMM
1STSGT/SGTMAJ

01 04 05 11 13
21 23 30 31 33 34
40 41 43 44 46 55

02 03 08 18 35 57
58

06 26 28 59 60 61 62
63 64 65 66 68 70 72
73 84 99

The 8421 MOS is a lateral move only and will be processed by the liaison relevant to PMOS.

DSN: 278-9262

DSN: 278-9336

DSN: 278-9261

* COMMERCIAL (703)-784-XXXX

** CRS/Career Planners desiring to check on the status of a RELM request should call the appropriate CRS Liaison 82/83/84. Please allow at least 14 working days from date of submission for the CMC (MMEA) to process the RELM request.

FAX for the CMC (MMEA-6) DSN 278-9835/COMM (703) 784-9835

Scanning and attaching documents to RELMs prior to submission is more efficient than faxing required documents.

Figure 1-2.--Enlisted Retention and Counseling Section Organization
- Continued.

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CHAPTER 2

DEFINITIONS

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CHAPTER 2

DEFINITIONS

2000. DEFINITIONS

1. Active Duty. Full-time duty in the active military service of the United States to include full-time training duty, annual training, and active duty for training.

2. Active Duty for Training (ADT). Active duty for Reserve training with automatic reversion to inactive duty upon completion.

3. Active Reserve (AR). Reservists on full-time active duty for more than 180 consecutive days. These billets are established for the purpose of organizing, administering, instructing, training, or recruiting the Marine Corps Reserve component.

4. Additional Obligated Service (AOS). Any active service commitment beyond an existing contractual service agreement. Existing contractual service agreements include enlistments, extensions of enlistment (either executed or effected), and reenlistments.

5. Agreement To Extend Enlistment/Reenlistment. An agreement to continue an enlistment/reenlistment contract or an already extended enlistment/reenlistment contract. An extension is considered additional obligated service and any unserved portion will not be considered for entitlement in the Selective Reenlistment Bonus Program (SRBP).

a. Voluntary. An extension requested by the Marine.

b. Involuntary. The extension of a Marine beyond the date of normal expiration of enlistment in the event of war, declared national emergency, or at the Convenience of the Government (COFG), Medical, Legal.

6. Armed Forces Active Duty Base Date (AFADBD). This date is a constructive date computed from active service performed in any branch of the Armed Forces, as modified by time lost or periods not creditable as active Federal service. When making this computation, refer to the DoDFMR.

7. Boatspace. First-term reenlistment opportunity. Every first-term reenlistment uses a boatspace.

8. Boatspace Report. A real time database that reflects the current status of the FTAP. This report is available to the CRS online. Available first term reenlistments, per MOS, required to maintain the end strength of the Marine Corps are published here at the beginning of each Fiscal Year (FY).

9. Career Marines. Marines serving on their second or subsequent contract in the Marine Corps including any extensions to that contract. This definition applies to TFRS reenlistment code (REENL CODE) "C".

10. Career Retention Specialist/Planner (CRS). The Commander's advisor on enlisted matters.

a. Career Retention Specialist (CRS). A Marine formally school trained in career planning and assigned the Primary MOS (PMOS) 8421 by the CMC (MMEA-6).

b. Additional Duty Career Planner. Marine assigned additional duties as a career planner by the commander. Assigned Marines may be formally school trained, however these Marines are neither assigned the PMOS 8421, nor eligible for special duty assignment pay. Formal school training may be requested to the CMC (MMEA-6).

11. Career Progression Training. Training that leads to a higher degree of proficiency within an occupational field. Such training may change a Marine's PMOS.

12. Career Track. A PMOS (e.g., 0811, 1812) or the combination of feeder and career progression PMOS's (e.g. 0844 and 0848) that allows for promotion from Pvt through MGySgt.

13. Commanding Officer. The special court-martial convening authority for a Marine, normally the battalion/squadron commander.

14. Certifying Officer. Normally, the commanding officer as defined in subparagraph 13. However, independent company commanders/I-I's (i.e. HqCo Cmdrs, MSG Co Cmdrs, OIC's, etc.) may act as a certifying officer.

15. Cross Fiscal Year (FY) Extension. First-term Marines who are extended into the next FY. Cross FY extensions are authorized only by the CMC (MMEA-6) only. Cross FY extensions are considered if it is not possible to authorize a reenlistment/lateral move, or if the Marine has extenuating circumstances. Marines granted extensions in support of the needs of the Marine Corps are expected to compete for a boatspace in the FY of his or her new EAS. Cross FY extensions are not authorized under local command authority.

16. Deferred Duty Station. A duty station option that can be requested or assigned after a Marine completes UDP/TOUR II or meets the time on station requirement for PCS orders.

17. Discharge. Complete severance from all active military status gained by the enlistment or induction concerned.

18. Early Reenlistment. A reenlistment occurring more than 12 months from the expiration of enlistment or extension. Marines are not eligible to reenlist with more than 12 months remaining until their EAS unless they receive specific approval from the CMC (MMEA-6).

19. Effective Date. The date on which the term of the contract or agreement to extend enlistment commences or becomes operative.

20. Enlisted Career Force Controls (ECFC). Planning measures, published annually by the CMC Manpower Plans and Policy (MPP), which the CMC creates to meet the enlisted career force objectives.

21. Exceptionally Qualified. A Marine that has successfully completed the service school or carries the MOS as a secondary MOS.
22. Execution Date. The date a contract or an agreement to extend an enlistment is subscribed and sworn to (the date signed). On this date, the contract and agreement to extend an enlistment is valid. The execution date must precede the effective/operative date of the contract or extension, except when a Marine is found fit for full duty while on medical hold Convenience of the Government, Medical (COFGM).
23. Expiration of Active Service (EAS). The date on which active service terminates including voluntary extensions of enlistment, Convenience of the Government, Legal (COFGL), or COFGM for Marines involuntarily retained on active duty.
24. Expiration of Current Contract (ECC). The date on which the current contract expires, excluding voluntary extensions of enlistment that have not become effective.
25. Extended Active Duty (EAD). Active duty performed by a reservist when strength accountability passes from the reserve component to the active military establishment, or active duty while a member of the Fleet Marine Corps Reserve (FMCR). Members of the FMCR are on EAD when recalled to active duty.
26. Expiration of Obligated Service (EOS). The termination date of a Marine's service obligation under the terms of the Military Selective Service Act (MSS ACT).
27. Extension of Enlistment (ExtEnl). Additional service granted which allows a Marine to comply with orders, receive additional observation, appear before a promotion board, or reach service limits. The maximum period for a single extension is 23 months. Total extensions during a single enlistment may not exceed 48 months.
28. First-Term Marines. Marines serving on their initial active duty Marine Corps enlistment contract to include any extensions to that contract.
29. First Term Alignment Plan (FTAP). FTAP is the retention program used to reenlist first-term Marines, by MOS, to meet career force requirements, while preventing promotion stagnation and ensuring opportunities for advancement. The purpose of FTAP is to fill vacancies created by departing careerists. The FTAP also establishes MOS status as follows:
- a. Open MOS. Reenlistment opportunities still exist. Reenlistments within and lateral moves into the MOS are authorized up to the established boat space limit. Lateral moves out of an open MOS are not normally authorized.
 - b. Closed MOS. No reenlistments within or lateral moves into the MOS are authorized.

30. High School Credentials

a. Alternate Credential Holder. Possesses any type of educational credential other than a traditional high school diploma. Includes any test-based equivalency diploma or certificate (General Education Development or California High School Proficiency Examination), high school certificate of attendance, adult education diploma, correspondence school diploma, occupational program certificate, or home study diploma. Any questions concerning types of alternate credential holders should be addressed to the CMC (MPP-30 Officer Plans Section) for clarification.

b. High School Graduate

(1) Possesses a diploma for attending and completing a 12 year or grade day program of classroom instruction. The school where the individual completed all the program requirements must issue the diploma; or,

(2) A non-high school graduate or alternate credential holder who attended a college or university, and completed at least 15 semester or 22 quarter hours of college-level credit. Credit earned through testing or for high school equivalency preparation is not applicable. The college or university must be accredited by a council on post-secondary accreditation (COPA) recognized institutional accrediting body.

c. Non-high School Graduate. An individual who does not meet the criteria established in paragraph b.

31. Initial Active Duty for Training (IADT). The first period of active duty training when recruit training and entry level skill qualification training are accomplished. IADT applies only to the Marine Corps Reserve.

32. Lateral Move. The reclassification of a Marine from one MOS to another.

33. Marine Corps Total Force System (MCTFS). The Marine Corps on line data base information system.

34. Pay Entry Base Date (PEBD). The basic date for computing a Marine's creditable service. PEBD is used to determine the date when a Marine is entitled to increased basic pay.

35. Prior Service Programs. Programs through which prior service Marines may reenter the Active Duty Marine Corps. Applications are processed through the Marine Corps Recruiting Command (MCRC) and CMC (MMEA-6).

36. Reenlistment. The execution of a new contract.

37. Reenlistment, Extension, Lateral Move (RELM) Request. A request from a Marine for reenlistment, extension of an enlistment or for a lateral move. RELMs must be in one of the following formats: Total Force Retention System (TFRS), naval message or [NAVMC 10842](#). AA Forms are **not** acceptable.

38. Release from Active Duty. Termination of active duty status and either transfer or reversion to a Reserve component not on active duty. This also includes transfer to the Individual Ready Reserve (IRR) or release to the civilian sector.

39. Retention on Station. A Marine's request to remain at current geographic location.
40. Separation. A general term which includes discharge, dismissal, dropping from the rolls, revocation of an appointment or commission, termination of an appointment, release from active duty, release from custody and control of the Marine Corps, transfer to the IRR, transfer to the Fleet Marine Corps Reserve, Retired List, Temporary or Permanent Disability List, or Retired Reserve and similar changes in an active or reserve status.
41. Statement of Service/Record of Service (SOS/ROS). Both terms refer to a chronological listing of all service including broken service.
42. Subsequent Term Alignment Plan (STAP). STAP is the retention program used to proactively target and reenlist career Marines by MOS. The purpose of STAP is to improve the retention of career force Marines while assisting in more closely aligning promotion tempos across all MOS's.
43. Time Lost. Period(s) of absence from duty due to Unauthorized Absence (UA), In the Hands of Civilian Authorities (IHCA), In the Hands of Foreign Authorities (IHFA), sick/misconduct, confinement by military authority at the request of civil authority, and confinement by military authority.
44. Total Force Retention System (TFRS). An on-line, web enabled system which career planners use to submit Reenlistment, Extension, Lateral Move (RELM) requests. HQMC also uses TFRS to answer those requests, post and update the Boatspace Report, and display TFRS messages.
45. TFRS Message. A plain text message posted on the TFRS system utilized to pass valuable retention information.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

CHAPTER 3

CAREER RETENTION SPECIALISTS/CAREER PLANNERS

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CHAPTER 3

CAREER PLANNING PERSONNEL

3000. SELECTION OF CAREER RETENTION SPECIALISTS (CRS)

1. Every Career Retention Specialist candidate is thoroughly screened by the CMC (MMEA-6). The decision to accept a Marine for a lateral move into the Career Planning Force will be made based on the following criteria: performance (especially during the past five years), commander's recommendation, strength of the Marine's PMOS, and prerequisites outlined in paragraph 3000.4.
2. The CMC encourages Marines who have a desire to assist Marines in improving their performance and competitiveness for promotion and retention to join the Career Planning Force.
3. Commanders are encouraged to identify potential CRS/Career Planners.
4. Marines desiring to lateral move into the 8421 MOS as a Career Retention Specialist should submit requests via the Total Force Retention System (TFRS). The TFRS request must contain: Present Assignment, Career Planner experience or any special qualifications, and three duty station preferences. The request will include as enclosures (scan and attach or fax to DSN 278-9835):
 - a. Commanding Officer Screening/Interview Checklist - Career Planning (Appendix B).
 - b. Current photograph - in the format prescribed in Marine Corps Order MCO P1070.12, Individual Records Administration Manual (IRAM).
 - c. Certified copy of the Record of Service (ROS) for sergeants with less than 2 years time in grade.
5. Upon selection to the Career Planning Force, each Marine will be assigned TAD to the Career Planner (CRS) Course at MCRD, San Diego, CA. Each class is normally made up of 25 students, four of whom are Active Reserve (AR). Every effort will be made to assign students to a class as soon as possible after being accepted into the Career Planning Force. However, the overriding factor will be the needs of the command to which they will be assigned (i.e. a Marine reporting to a command deploying in less than six months will receive priority). In some cases, the CRS/Career Planner will report to the new command for On-the-Job-Training (OJT), and subsequently attend school within three months of being approved.
6. The following items are considered disqualifying factors due to the high visibility of the Career Retention Specialist (waivers will normally not be approved):
 - a. Failure to meet retention standards.
 - b. Any confirmed illegal drug involvement.

- c. A court martial conviction.
- d. Disenrollment from DI/Recruiter School for adverse reasons.
- e. Failure for selection to next grade.
- f. Non-high school graduate.
- g. Poor personal appearance or history of weight control.
- h. Poor communication skills.
- i. Currently enrolled in command directed Family Advocacy Program.
- j. Current PFT failure.

3001. ASSIGNMENT OF CAREER RETENTION SPECIALISTS/CAREER PLANNERS

1. The CMC (MMEA-6) will assign Marines with PMOS 8421 to fill T/O career planning billets. Every effort will be made to match the desires of each Marine with the needs of the Marine Corps. When this cannot be accomplished, the needs of the Corps must take precedence. When determining needs of the Marine Corps, commands will have the following priority: victor-coded MCC's, independent commands, commands where the CRS/Career Planner is a one-for-one billet, and all others. In the case of victor-coded MCC's, CRS/Career Planners will be assigned by HQMC in accordance with the Synchronization/Tour II plan. They will join the unit prior to lock on, and stay with the unit through two deployments.

2. Individual consideration will be given to the following factors: time on station, overseas control date, availability of requested billet, and personal desire. A Marine who has recently deployed will normally be assigned to a non-deploying unit.

3. Commanders may assign highly qualified Marines as additional duty career planners. Commanders may temporarily assign any highly qualified Marine to a T/O career planning billet until the CMC (MMEA-6) fills the billet. However, the awarding of additional MOS 8421, special duty assignment pay, and the issuance of the dress blue uniform allowance are not authorized.

4. All Marines routinely perform additional duties, however, commanders are not to assign additional duties to CRS/Career Planners which may either compromise their position, or require a preponderance of their time; for example, Substance Abuse Control Officer (SACO), legal NCO, Classified Material Systems (CMS) custodian, etc.

3002. MISSION OF CAREER RETENTION SPECIALISTS

1. Formal school training is conducted at the Career Planning/Career Retention Specialist School. Orders to attend this course are issued only by the CMC (MMEA-6).

2. Career Retention Specialist/Career Planners should exemplify the type of Marine we desire to retain in the Marine Corps. The CRS/Career Planner holds a position of leadership and integrity and should set the example in all aspects of performance and conduct.

3. The CRS/Career Planner is responsible to the CMC (MMEA-6), the commanding officer, as well as the individual Marine.

a. The primary mission of the CRS/Career Planner is to assist Marines in improving their performance and competitiveness for promotion and retention. This includes advising and assisting Marines concerning the following: Enlisted Career Force Controls (ECFC) (promotion tempos, service limits, FTAP, STAP); required PME (ALMAR 339/96); the Fitness Report Audit Program (MCO 1610.7); Performance Evaluation Review Board (MCO 1610.11A); B-billets and special assignments; selection zones for promotion; remedial promotion boards (MCO 5420.16B); involuntary separation pay; the use of the enlisted career counseling service (ALMAR 123/97); and processing all requests for retention, to include administrative requirements necessary to complete the process.

b. The CRS/Career Planner is a special staff officer, responsible directly to the commander for all aspects of retention.

c. The CRS/Career Planner serves as the liaison between the command and the CMC (MMEA-6) on all retention matters. Clear, open, honest communication is essential in ensuring the CMC decisions are as informed as possible.

3003. Automatic Data Processing Equipment (ADPE) SUPPORT. At a minimum, every T/O CRS/Career Planner (8421) will be provided the following ADPE assets by the local command to perform daily retention functions:

1. Pentium II or above based computer with Internet access.
2. Color Monitor.
3. Laser printer.
4. Scanner.

3004. CRS NCOIC'S. Once a Marine has been on the career planner force for a year, he/she may be a candidate for one of 16 CRS NCOIC billets. The role of the NCOIC is critical, and includes the following responsibilities:

1. Instruct and train unit level CRS/Career Planners.
2. Coordinate the implementation of the FTAP/STAP within the command. Screen RELMs prior to submission.
3. Provide assistance to CRS/Career Planners within the command.
4. Advise the Commanding General on retention matters.
5. Conduct on-site inspections of CRS/Career Planners within the command.

6. Gather/disseminate information for HQMC and unit commanders.

3005. WORKING AREA FOR CAREER RETENTION SPECIALISTS/CAREER PLANNERS. The nature of career planning activities requires that the working area receive special consideration. The CRS/Career Planner's office should be located so it is readily accessible to all Marines during normal working hours. The location should offer the utmost privacy during an interview. An area where conversation can be readily overheard is not conducive to establishing good rapport with a Marine being interviewed. Similarly, an area susceptible to frequent interruption by daily activity inhibits the career planner from creating the relaxed environment needed for a successful interview. CRS/Career Planners should be provided with the necessary computer hardware to enhance the effectiveness of daily operations and to access the TFRS or other on-line databases available. In assigning work spaces for CRS/Career Planners, commanders should consider these and other factors which could affect their career planning program.

3006. TRAINING OF CAREER RETENTION SPECIALISTS/CAREER PLANNERS

1. Formal school training is conducted at the Career Retention Specialist School. Orders to attend this course are issued only by the CMC (MMEA-6). NCOICs will conduct and document quarterly training for all subordinate Career Retention Specialists.

2. The senior Marine instructor will submit class results to the CMC (MMEA-6). Course graduates selected as Career Retention Specialists are assigned the PMOS 8421 by this Headquarters. Marines possessing PMOS 8421 and serving in T/O Career Retention Specialist billets receive special duty assignment pay per MCO 7220.12, Special Duty Assignment Pay Program.

3. Marines not approved for the PMOS, but who wish to attend the CRS course because they are currently assigned the additional duty of Career Planner may request a school seat per paragraph 3100.3. School seats are limited. The priority will go to the Marines who have been approved for a lateral move to PMOS 8421. Marines who are assigned as an additional duty Career Planner will neither rate special duty assignment pay nor issuance of the dress blue uniform allowance.

3007. UNIFORM FOR CAREER RETENTION SPECIALISTS/CAREER PLANNERS

1. To enhance the prestige of CRS/Career Planners and to provide visibility for identification purposes, when in garrison, all Career Planners are encouraged to wear the dress blue "D" uniform as appropriate.

2. Subject to MCO P10120.28, Individual Clothing Regulations, the medium blue uniform allowance is authorized to personnel who are assigned to an authorized T/O billet and are assigned PMOS 8421.

3008. RECOGNITION OF CAREER RETENTION SPECIALISTS/CAREER PLANNERS

1. To provide additional emphasis on career planning and its importance to the Marine Corps, the Certificate of Appreciation, figure 3-1 on page 3-8, was designed as an additional means to recognize superior performance. It may be awarded in lieu of or in addition to other means of recognizing superior performance, such as meritorious masts or personal awards.

2. Commanding Generals may award the certificate on behalf of the Commandant of the Marine Corps. Career Planning Certificate of Appreciation [NAVMC 8064](#) forms are available from the CMC (MMEA-6).

3. Commanders of separate commands not having a general officer may submit nominations for awards of the Career Planning Certificate of Appreciation to the CMC (MMEA-6). Include complete justification for the award in all nominations.

4. Major Subordinate Commands (MSCs) are encouraged to establish appropriate procedures in which to recognize individual contributions to the command's career planning program, to include nominations for CRS of the Year.

United States Marine Corps



Certificate of Appreciation

Presented to

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

Career Planning Program

Presented this _____ day of _____ 20____

M. W. Hays
Commandant of the Marine Corps

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

CHAPTER 4

REENLISTMENT AND EXTENSION OF ENLISTMENT

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CHAPTER 4

REENLISTMENT AND EXTENSION OF ENLISTMENT

SECTION 1: REENLISTMENT

4100. GENERAL

1. Reenlistment involves the execution of a new contract by an enlisted Marine. This contract establishes a legal agreement between the United States Government and the Marine. A reenlistment contract replaces either a current enlistment/reenlistment contract or one which has been terminated by separation. Marines may sell back Lump Sum Leave (LSL) in conjunction with a reenlistment, regardless of whether the reenlistment takes place within 90 days of their EAS.

2. A Marine must reenlist prior to midnight of the last day of his/her current enlistment/extension. The reenlistment will be effective on the day following the date of separation.

3. Upon receipt of appropriate authority to reenlist a Marine, the unit commander is authorized to separate the Marine per MCO P1900.16, MARCORSEPMAN, for the express purpose of reenlistment. In the case of Marines who were paid an enlistment bonus for their present contract, refer to MCO 1130.57, Enlistment Bonus Program (EBP).

4. There are three types of reenlistments for active duty Marines: immediate, standard and early.

a. Immediate. A Marine reenlists with less than 90 days remaining on his/her current enlistment contract, to include extensions. The date of expiration of enlistment is excluded in computing the 90-day period. A Marine may sell back his/her accumulated leave balance in accordance with Department of Defense Financial Management Regulation (DODFMR) Volume 7.

b. Standard. A Marine reenlists with more than three months, but less than twelve months remaining on his/her current enlistment contract, to include extensions. The DODFMR applies.

c. Early. A career force Marine reenlists more than 12 months prior to the end of his/her current enlistment contract, to include extensions. This is normally authorized only when a duty assignment requires obligated service. Marines in receipt of Permanent Change of Station Orders (PCSO) requiring additional obligated service may request this exception. This includes orders to Drill Instructor, Recruiter, and Marine Security Guard schools. It is not granted for the sole purpose of maximizing SRBP awards or for boat space availability. The DODFMR applies.

5. There are two types of reenlistments for prior service applicants: continuous and broken.

a. Continuous. Continuous reenlistments occur when prior service active component Marines reenlist back onto active duty after having been separated for more than 24 hours but not more than 90 days. An Active Duty Recruiter, per MCO 1130.80, Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps, may submit continuous reenlistment requests.

b. Broken. A former Marine who reenlists in the Regular Marine Corps while having been separated from the Regular Marine Corps for more than 90 days. An active duty recruiter, per MCO 1130.80A, Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps, may submit broken reenlistment requests.

6. Reenlistment Lengths

a. 48-month or 36-month authority - standard reenlistment lengths.

b. 24-month authority - results from service limitation, to allow for additional observation or at the Marine's request. First Term Marines may not request 24 months.

c. 60/72-month authority - used for special programs only (e.g., courtroom stenographer, MECEP, Advanced Degree Completion Program); **not** used to maximize SRBP.

4101. REENLISTMENT AUTHORITY

1. The CMC (MMEA-6) must approve all reenlistments with the exception of CG authority. Reenlistment authority remains effective until the Marine's expiration of enlistment, or until the date specified in the approval. Extensions executed after receipt of reenlistment authority void the reenlistment authority.

2. If a Marine desires additional service and is not recommended for reenlistment, the request must still be referred to the CMC (MMEA-6) unless the Marine is being processed for administrative discharge.

3. If reenlistment authority has been granted by the CMC (MMEA-6), reenlistment will not be effected if the Marine no longer meets reenlistment prerequisites. Reenlistment will not be effected if, in the opinion of the commander, the Marine authorized to reenlist has failed to maintain the high standards of professional and personal performance that led to the authority for reenlistment being granted. In such cases the command must immediately inform the CMC (MMEA-6) and they will then reconsider the Marine's request. Commanding Officers will review all reenlistment packages prior to executing reenlistment.

4. The CMC (MMEA-6) may grant reenlistment authority of limited duration (normally 24 months) for further observation (FFO) to a Marine with adverse material on contract. The CMC (MMEA-6) may deny further service to a Marine who obtains further adverse material while on an FFO contract.

5. Per section 1176, Title 10, U.S. Code, Marines with 18 years of active service will be retained to achieve retirement eligibility unless separated in accordance with the MARCORSEPMAN.

4102. COMMANDING OFFICER'S RECOMMENDATION. The Commanding Officer's recommendation plays a crucial role in the reenlistment decision. The recommendation should take into consideration the Marine's performance and conduct as it relates to rank, age, experience and maturity level. The primary role of the CO's recommendation is to provide the key initiation of dialogue between the command and the CMC (MMEA-6), contributing to the reenlistment decision as it relates to the Marine's current performance and potential. The CMC (MMEA-6) is responsible for rounding out the Commanding Officer's recommendation by considering the Marine's entire record. Although a recommendation of "not recommended" does not disqualify a Marine for reenlistment, the importance of this recommendation cannot be overemphasized and must be thoroughly considered. The Commanding Officer's recommendation will indicate one of the following categories:

<u>Recommendation</u>	<u>Criteria</u>
Recommended w/enthusiasm	Top 25% of Marines in that grade known to the certifying officer.
Recommended w/confidence	Top 50% of Marines in that grade known to the certifying officer.
Recommended w/reservation	CO's discretion. Marine meets basic retention requirements; however, the CO has reservations concerning the Marine's career potential.
Not recommended	CO's discretion. CO must indicate the reason for not recommending to ensure assignment of appropriate reenlistment eligibility code.

4103. REENLISTMENT PREREQUISITES

1. Basic Reenlistment Prerequisites. The following basic reenlistment prerequisites pertain to all Marines applying for reenlistment:

a. Have demonstrated the high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps. Marines who are guilty of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI), on or off base, and Marines who have an incident of substantiated level III or higher spouse/child abuse or neglect, have not met the personal behavior requirement.

- b. Have demonstrated the core values of honor, courage and commitment.
- c. Be worldwide deployable and fit for rigorous combat duty at sea and on foreign shore. (HIV positive Marines are excluded from this prerequisite. Commanding Officer's certification remains "yes" to protect Marine's privacy.)
- d. Meet medical/dental standards as prescribed in the Navy Medical (NAVMED) 1606 of July 2001. Provided the Marine is otherwise qualified for reenlistment, an extension may be requested for sufficient time to obtain treatment to meet prescribed dental standards. HIV positive status will not be used to deny reenlistment to members on continuous active duty. Marines on light or limited duty will not be granted reenlistment while in this status. Medical/dental screening will be conducted prior to submission of the Reenlistment, Extension, Lateral Move request (RELM).
- e. Pass a full, current physical fitness test and meet military appearance and height/weight/body fat standards prescribed by MCO 6100.12, Marine Corps Physical Fitness Test and Body Composition Program Manual.
- f. Not have an incident involving confirmed illegal use, possession, sale, or distribution of a controlled substance per MCO P1700.24B, Marine Corps Personal Services Manual.
- g. Not be a conscientious objector.
- h. Not be a sole surviving son/daughter. However, a Marine may waive this status per MCO 1300.8, Marine Corps Personnel Assignment Policy.
- i. Have no known dependency or hardship that is not temporary in nature and that causes the Marine to be non-deployable or not available for worldwide assignment at any time.
- j. Not be under a CMC imposed reenlistment restriction.
- k. Have no convictions by a court-martial. This restriction is only subject to the current enlistment contract and extensions to that contract.
- l. Have no known convictions by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the UCMJ is confinement for six months or more or a fine of \$500 or more. If the offense is not listed in the Manual for Courts Martial (Table of Maximum Punishments), or is not closely related to an offense listed there, apply the maximum punishment authorized by the U.S. Code, or the District of Columbia Code, whichever is lesser. This restriction is only subject to the current enlistment contract and extensions to that contract.
- m. Have no more than two nonjudicial punishments (NJP). This restriction is only subject to the current enlistment contract and extensions to that contract.
- n. Have a minimum conduct and proficiency mark average of 4.0/4.0 during the current enlistment contract and extensions to that contract.

o. Have no fitness report date gap of 31 days or more within the last five years or on the current contract, whichever period is greater. The CMC (MMEA-6) may grant short-term extensions to allow time to recover missing fitness reports. Guidance for correcting date gaps caused by missing fitness reports, refer to MCO P1610.7E, Performance Evaluation System, Appendix I.

p. Not have been assigned to an alcohol treatment program, per MCO P1700.24B, Marine Corps Personal Services Manual, during the past 12 months. In these cases, Marines may request an extension for up to 12 months to allow them to complete their after care treatment program and to allow the command to observe their performance and conduct. The observation period begins on the date the Marine completes Level II or III alcohol treatment. Career Planners/Career Retention Specialists must confirm the completion date. This restriction does not apply to Marines who volunteer for treatment and have no performance or conduct problems.

q. Marines who are single parents and have custody of their children or dual military couples with dependents are required to comply with the instructions contained in MCO 1740.13A, Family Care Plans, which provide specific requirements for maintaining current family care plans in the event of deployment/TAD.

3. First-Term Marines. In addition to the basic reenlistment prerequisites, first-term Marines must meet the following prerequisites:

a. Be a high school graduate or alternate credential holder.

b. Have a general technical (GT) score of 80 or higher.

c. Must competitively achieve a First Term Alignment Plan (FTAP) boat space within the fiscal year that his/her original EAS occurs.

4. Career Marines. The following are considered disqualifying factors for reenlistment for career Marines:

a. Marine has previously refused to extend/reenlist to obtain the obligated service necessary to execute PCS/or deployment orders. On a case by case basis, if the Marine accepts similar orders, this may be waived.

b. Marine has submitted for transfer to FMCR.

c. Marine has requested separation by an early separation program.

5. Pregnant Marines including postpartum period. Those Marines who were otherwise qualified for retention prior to becoming pregnant warrant an exception to the following reenlistment prerequisites: height/weight/body fat standards, passing a current PFT and worldwide deployability. This is a blanket exception to reenlistment prerequisites and does not require a waiver.

4104. COMMANDING OFFICER'S CERTIFICATION. The Commanding Officer's certification in the reenlistment request verifies to the CMC (MMEA-6) that

the Marine meets all reenlistment prerequisites. If the Marine does not meet a prerequisite, and a waiver is being requested, the certification should be "No", with an explanation in the CO's comments.

4105. WAIVER OF REENLISTMENT PREREQUISITES

1. The CMC (MMEA) is authorized to grant waivers of certain reenlistment prerequisites. Requests for reenlistment from Marines who require a waiver of a reenlistment prerequisite must be endorsed by the Commanding General (CG), or acting CG only, prior to being sent to the CMC (MMEA-6). By direction endorsements will not be accepted. Marines eligible for retirement or transfer to the Fleet Marine Corps Reserve (FMCR) will submit requests for Enlisted Career Force Control (ECFC) service limit waivers to the CMC (MMSR-2) in accordance with MCO 1900.16, Marine Corps Separations and Retirement Manual, paragraph 7004.8.

a. The following may be waived:

- (1) Court-martial conviction.
- (2) Conviction by civil authorities.
- (3) More than two nonjudicial punishments.
- (4) Less than a high school graduate or alternative credential holder.
- (5) Guilty of DUI/DWI.
- (6) General technical (GT) score of 80 or higher if requesting a Primary MOS only.
- (7) Substantiated Level III or higher spouse/child abuse or neglect.

b. The following will not be waived:

- (1) Confirmed illegal use, possession, sale, or distribution of a controlled substance.
- (2) Conscientious objector.
- (3) Minimum average in service proficiency and conduct marks of 4.0/4.0.
- (4) General technical (GT) composite score of 80 or higher if requesting a lateral move.
- (5) Marine has submitted to FMCR.
- (6) Marine requested separation pay by an early separation program.
- (7) Lautenburg Amendment applies to the Marine.

2. Waiver Request Format. Recommendations for waivers of reenlistment prerequisites should be forwarded to the CMC (MMEA-6) through the chain of command using a [NAVMC 10842](#) and submitted via TFRS. Include the following:

- a. A recommendation from the Commanding General (CG or Acting only).
- b. Scanned copies of SRB pages 11, 12, and 13.
- c. Copy of statement of service for sergeants with less than two years time in grade at the time of request.
- d. Any additional material the commander considers pertinent to the request. Do not include recent fitness reports. Submit fitness reports to the CMC (MMSB) according to MCO P1610.7, Performance Evaluation System.

3. A request for waiver of medical/dental requirements for immediate reenlistment must be based on the fact a medical officer of the Department of Defense is not available and there is no evidence in the member's health record of recent illness or injury. If a waiver of medical/dental requirements is granted, have medical personnel holding the Marine's records make an appropriate entry. The Marine must meet medical/dental requirements at the earliest opportunity per the Manual of Medicine (MANMED).

4. Submit requests for waiver of disqualifying physical defects to the CMC (MMEA-6) per the MANMED. Submit copies of the current Report of Medical Examination (SF 88) and Report of Medical History (SF 93) with these requests. Physicians are not authorized to waive such defects.

4106. SERVICE LIMITATIONS

1. Service limits are established by the CMC (MPP) as part of Enlisted Career Force Controls (ECFC).

2. For service limit computation purposes, Marines with broken service will count all active duty Marine Corps time as completed years of service. Marines with prior service in another military branch will only count active duty Marine Corps service toward completed years of service. The grade held determines the total active service authorized. The following depicts active service limits by grade at the time of reenlistment. All extensions are included when computing total time for service limits.

<u>Grade</u>	<u>Active Service Limitations</u>
Corporal	8 years
Sergeant	13 years
Staff Sergeant	20 years
Gunnery Sergeant	22 years
1stSgt/MSgt	27 years
SgtMaj/MGySgt	30 years

3. First sergeants/master sergeants who have twice failed selection to the next higher grade prior to reaching the above service limits are not

permitted to continue to these limits. They are required to transfer to the FMCR at their EAS once they have completed at least 22 years of service. Gunnery sergeants who have twice failed selection to the next higher grade, prior to reaching the above service limits are not permitted to continue to these limits. They are required to transfer to the FMCR at their EAS upon reaching 20 years of service. Staff Sergeants are required to transfer to the FMCR at 20 years of service. They are not permitted to exceed this limit. The following service limits apply to Marines who have twice failed selection to the next higher grade:

<u>Grade</u>	<u>Twice Passed for Promotion Active Service Limitations</u>
Staff Sergeant	20 Years. Submit for FMCR 4-14 months from current EAS.
Gunnery Sergeant	20 years or current EAS if over 20. Submit for FMCR 4-14 months from current EAS.
1stSgt/MSgt	Required to transfer to the FMCR at their EAS once they have completed at least 22 years. Submit for FMCR 4-14 months from current EAS.

4. Service limits ensure Marines who have reached a certain year of service in their current grade without being selected for promotion are either separated or transferred to the FMCR. Enforcement of service limits improves promotion opportunity for Marines in junior grades.

5. Marines with over 18 years of active service who are approaching their service limit should submit a request for retirement/transfer to the FMCR not more than 14 months and not less than 4 months prior to EAS. Requests submitted outside this time frame are not accepted in the MCTFS and must be submitted, with justification and endorsements, by separate correspondence or message to the CMC (MMSR-2). The CMC (MMSR) may grant extensions to allow Marines to complete 20 years of service or up to their service limit.

a. FMCR approval does not, in itself, prevent a Marine from being worldwide deployable.

b. Marines eligible for promotion who have submitted for transfer to the FMCR may request, in writing to the CMC (MMSR), to be considered by the upcoming selection board.

c. Marines with over 20 years of active service who are not approaching their service limits will be limited to 36-month reenlistments.

d. Marines who have been once passed for promotion may be granted an extension to be considered by the next promotion board. Staff sergeants,

gunnery sergeants, and master sergeants/first sergeants who are approaching service limits and are required to request transfer to the FMCR may request via message to the CMC (MMSR-2), to be considered by the selection board if their EAS/ECC is after the scheduled adjournment date of the selection board. Otherwise, Marines approved for FMCR will be assigned a Draw Case Code (DCC) of "AZ" and will not be considered for promotion. (ECFCS apply if twice failed selection for promotion.)

6. Maximum Age Limitations. Reenlistment/extension is not normally 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 FMCR before attaining age 55. The CMC (MMEA-6) will consider exceptions to the age limit where the following situations exist:

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

b. Humanitarian conditions exist. In this instance, short-term extensions may be justified.

7. 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 two-year tour in that office, provided the total of all extensions does not exceed 48 months. Provisions of paragraph 4106.2 do not apply to the Sergeant Major of the Marine Corps.

8. Marine Band. The provisions of paragraphs 4106.2, 4106.3 and 4106.6 do not apply to members of the United States Marine Band.

9. Sergeants Major who are accepted for Combatant Commander-level joint billets (e.g. EUCOM, PACOM, CENTCOM) will be authorized ECFC waivers over 30 years if necessary.

4107. DENIAL OF FURTHER SERVICE

1. Only the CMC (MMEA-6) will deny further service to career or first term Marines. Before a "no further service" decision is made on a Marine, his/her complete record is thoroughly screened by the CMC (MMEA). This requires ordering the Marine's Official Military Personnel File (OMPF). If a Marine is recommended for further service by a general officer, that Marine may only be denied further service at the general officer level. A Marine denied further service will usually be authorized an extension of up to three months to allow transition time.

2. The CMC (MMEA-6) will make a separation pay determination on each career Marine who is denied further service. Involuntary separation pay is intended to assist Marines who are denied further service in making the transition to civilian life. Appendix C contains the criteria used to determine the level of involuntary separation pay for which the Marine is eligible (i.e. full, half, or zero).

3. The CMC (MMEA-6) will assign a reenlistment code to each Marine who is denied further service. Chapter 6, figure 6-2 contains the reenlistment codes.

4108. RECONSIDERATION. The CMC (MMEA-6) will reconsider any decision. Requests for reconsideration must be endorsed by the Marine's commanding officer and are only to be forwarded if, in the opinion of the commanding officer, the initial response is in error. Endorsements from the next higher commander and additional information are required.

4109. REENLISTMENT CEREMONY. Reenlistment is a major event in the career of an enlisted Marine. An appropriate, meaningful ceremony should be held. The immediate commanding officer should preside. The following procedures are considered appropriate:

1. The Marine's desire regarding the time and location of the ceremony; family, special guests, and fellow Marines to be invited; a particular officer to administer the oath. Any commissioned officer in a regular, reserve, or retired status in the U.S. Armed Forces may administer the oath of enlistment.
2. Photographic coverage of the ceremony with copies of the prints presented to the Marine. Press releases may be forwarded to station, hometown, and local newspapers.
3. A brief social gathering for the Marine and guests following the ceremony.
4. Grant special liberty or leave as soon as possible following the reenlistment ceremony.

CHAPTER 4

REENLISTMENTS AND EXTENSIONS OF ENLISTMENT

SECTION 2: EXTENSIONS OF ENLISTMENT

4200. VOLUNTARY EXTENSIONS OF ENLISTMENT

1. General. Voluntary extensions of enlistment are executed in monthly increments and are not approved for more than 23 months for each extension. Marines cannot exceed 48 months of extensions on each enlistment contract per Title 10, U.S. Code, Section 509.

2. Purpose

a. Extensions are intended to provide sufficient obligated active service to allow a Marine to serve a tour of specified length. They are not to be used in lieu of reenlistment. The CMC (MMEA-6) may authorize extensions for the following reasons:

(1) Obligated service to participate in specific exercises, operations, or unit deployments.

(2) To gain sufficient obligated service to qualify for a specific assignment or for valid humanitarian circumstances.

(3) To qualify for reenlistment/transition.

(4) To qualify for transfer to the Fleet Marine Corps Reserve (FMCR) or for retirement. Request for transfer to FMCR must be submitted not less than 4 months and not more than 14 months from EAS. Marines must submit their request to the CMC (MMSR), per MCO P1900.16, Marine Corps Separations and Retirement Manual.

(5) Requests for cancellation of transfer to the FMCR will be submitted to the CMC (MMSR-2) per MCO 1900.16 (MARCORPSEPSMAN). Cancellation requests are unconditional and must include a statement from the Marine agreeing to extend the enlistment for an appropriate service obligation of no less than two years from the date the request for cancellation is approved. The Marine must also agree not to submit a request for transfer to the FMCR during that period, except for reasons of hardship or approaching service limits. A Marine will not be authorized service beyond ECFC service limits to meet a cancellation obligation.

(6) A Marine whose wife is pregnant or a pregnant Marine may request extension of enlistment to receive medical benefits, provided his/her service has been satisfactory and their services can be effectively used. If the Marine's services cannot be used locally, the commanding officer shall forward the request to the CMC (MMEA-6) with appropriate recommendations. To qualify for this extension, the Marine's wife or a pregnant Marine must be scheduled to deliver after the Marine's EAS.

(7) A Marine who has been assigned and successfully completed Level II or III treatment of the Substance Abuse Program may request an extension to allow up to a 12 month observation period for performance and conduct. The observation period begins on the date the Marine completes treatment.

b. Local Command Authority. Provided the authorized term of extension does not result in total active service beyond the service limit, cross a first term Marine into a new fiscal year, or result in more than 48 months of extensions on each contract (paragraph 4200.1), commanders may approve the following short-term extensions of enlistment:

(1) One month on a one-time basis to await a response from HQMC on a submitted RELM request. This authority may not be used if the extension carries a first-term Marine into a new fiscal year.

(2) Up to three months following a fit for full duty determination.

(3) Up to 12 months to meet minimum obligated service requirements of MCO 1300.8, Marine Corps Personnel Assignment Policy, when Permanent Change-of-Station Orders (PCSO) are issued by the CMC, to include: TADO/PCSO to Drill Instructor, Recruiter, and Marine Security Guard Schools.

(a) The Marine is still subject to the service limits contained in paragraphs 4106.2 and 4106.3.

(b) Obligated service must be required under current directives to use this authority. Before approving an extension of enlistment, commanders must review MCO P1000.6, Assignment, Classification and Travel Systems Manual (ACTS Manual), paragraph 3404, to ensure the Marine's performance supports PCSO and additional service.

(c) First-term Marines assigned to Marine Security Guard School/Duty will be extended for up to 23 months upon reporting to school in order to have 36 months minimum obligated service required for assignment to MSG duty. First-term Marines are expected to submit for reenlistment in the fiscal year of their original EAS.

c. Telephonic extensions. Commanders may request telephonic extensions from the CMC (MMEA-6) when awaiting a response to a previous submission if they have already used their one month authority as described in paragraph 4200.2b(1).

d. Request for Tour II extensions. Only the CMC (MMEA) may authorize first-term Marines a cross fiscal year extension. Tour II extensions allow first term Marines to extend for the sole purpose of having obligated service in order to complete a unit deployment. All Tour II requests are submitted via Naval Message to the CMC (MMEA-12).

e. Obligated Service for Promotion. Marines selected for promotion to gunnery sergeant and above who have completed at least 18 years of service, may be extended up to 23 months to meet obligated service requirements for promotion per MCO P1400.32. In no case is a local command authorized to extend Marines past 30 years of total service without approval from the CMC (MMEA-6).

4201. CANCELLATION OF VOLUNTARY EXTENSION AGREEMENT

1. Cancellation of voluntary extensions of enlistment is not authorized on or after the effective date. Marines currently serving on an extension may only be separated by a discharge or a transfer to the FMCR. Request for separation of a Marine due to an erroneous extension of enlistment which is in effect must be submitted to the CMC (MMSR) per MCO P1900.16, Marine Corps Separations and Retirement Manual (MARCORSEPMAN).
2. Commanders are authorized to cancel an extension of enlistment before its effective date upon approval from the CMC under the following circumstances:
 - a. When the Marine's performance of duty so warrants. In this instance, assignment of reenlistment eligibility code RE-4 is required.
 - b. When the Marine's physical condition so warrants. This includes assignment to weight control or limited duty.
 - c. When a Marine is declared a deserter.
 - d. When a Marine extends to attend a service school and is dropped from the course because of a failure to maintain satisfactory progress or because of misconduct.
 - e. When a Marine, by his/her own volition, becomes unqualified for any incentive granted in conjunction with the extension.
3. When canceling the agreement to extend enlistment before the effective date, write the word "canceled" and state the reason for canceling the extension on the [NAVMC 321A](#). Place the canceled extension agreement on the document side of the SRB. Report the cancellation on the unit diary per MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM).
4. Cancellation of an extension agreement does not bar executing another extension agreement, provided the individual is eligible.
5. Submit to the CMC (MMEA-6) for final determination of all requests to cancel extensions of enlistment, prior to the effective date.

4202. INVOLUNTARY EXTENSIONS OF ENLISTMENT

1. An involuntary extension is defined as the retention of a Marine beyond the normal expiration date of his/her enlistment. In such cases, the date of expiration of enlistment is postponed for either a definite or an indefinite period.
2. Administrative procedures for reporting of involuntary extensions or retention are found in MCO P1080.40, Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM).

4203. 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 the line-of-duty and not caused by misconduct will, with their consent, be retained on active duty beyond the date of EAS until they are able to meet the physical requirements for release from active duty, discharge, reenlistment, or until it is determined recovery to such an extent is impossible, whichever is earliest. Consent may be assumed for retention in the service beyond the EAS in cases of mental incompetence or physical incapacity. Further retention may be authorized in meritorious cases upon proper recommendation accompanied by supporting facts. The EAS of a Marine retained on active duty for medical reasons is changed to Convenience of the Government, Medical, if the medical problem has not been resolved by then. Report the change of EAS on the unit diary per MCO P1080.40 (MCTFSPRIM).

2. Marines on active duty, whose period of active duty 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 4203.1. Such cases should be brought before a medical board for recommendation as to disposition at a time that permits action to be taken before EAS. If a medical board determines the Marine is not physically fit for service or reenlistment and if the report of the medical board is approved by the appropriate authority, the Marine is normally separated for disability immediately rather than at EAS.

3. If the CMC (MMSR-4) finds a Marine physically fit for duty while serving voluntarily for medical treatment, he/she may be extended for a period of three months effective on the date he/she is found physically fit (provided the total months of voluntary extensions does not exceed 48 months). This will provide sufficient time for a request for additional service or for the CMC to process the Marine for transfer to the FMCR or retirement. If the total voluntary extensions exceed 48 months, report that fact to the CMC (MMEA-6) by message and request instructions.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

CHAPTER 5

CAREER ENHANCEMENT TOOLS

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CHAPTER 5

CAREER ENHANCEMENT TOOLS

5000. GENERAL. Marines who are sincerely oriented towards a Marine Corps career may request a lateral move to another MOS or request an assignment to a duty station or geographic location, provided a billet vacancy exists. Final assignment depends upon professional development of the Marine and the needs of the Marine Corps. Assistance and guidance in making career decisions is available through the command's Career Retention Specialist/Career Planner and the CMC (MMEA).

5001. DUTY STATION/DUTY. Career Marines may request a duty station or type of duty from their monitor at the CMC (MMEA-8). Monitors will make every attempt to assign the Marine to the duty station or type of duty requested.

1. Duty Station. Marines may request assignment to a duty station where billet vacancies exist for their grade and MOS. A list of available billet vacancies can be viewed via the CMC (MMEA) homepage or by contacting your Career Retention Specialist/Career Planner.

2. Request Procedures

a. Marines requesting a duty station or type of duty may contact their monitor by Administrative Action Form addressed to the CMC (MMEA-8) or by telephone to obtain a list of available assignments. (Note: Email is not official correspondence.)

b. Requests for duty stations may specify FMF or non-FMF, geographic locale, overseas, coast, or specific duty station. Career Retention Specialist/Career Planners should ensure the Marine is fully advised of all aspects surrounding a request for duty station.

c. Duty station choices must be made where a billet vacancy exists for the Marine's grade and MOS. Assignment requests should also be consistent with individual career development.

3. Duty. Marines requesting assignment to any of the duty assignments listed below must meet the assignment eligibility prerequisites established in the respective directive. Commanding officers of Marines requesting assignment to the below listed duty must ensure each Marine is qualified prior to submitting the request. A duty station preference (major command) must accompany a type of duty request.

- a. Marine Corps Security Force (MCSF) duty (MCO 1300.20)
- b. Marine Security Guard (MSG) duty (MCO 1306.2)
- c. Recruiting duty (MCO 1326.6)

- d. Drill Instructor duty (MCO 1326.6)
- e. Inspector-Instructor Staff/Independent duty (MCO 1326.6)

4. Types of Assignments

a. Immediate Transfer. Normally, Marines must have three to five years time-on-station before they can transfer, except Marines assigned to a prescribed fixed-tour length or overseas. First-term Marines who have just reenlisted are normally eligible for transfer upon completion of 2 years time-on-station at the geo-location where reenlisted or upon completion of the prescribed overseas or fixed-tour length.

b. Retention on Station. Marines may request retention on station. Marines granted retention on station will not be transferred from the major command to which their reenlisting unit belongs for a period of 1 year. Commanders may enhance the attractiveness of retention on station by using local quotas and FAP billets. Retention on station will begin upon completion of 2 years time-on-station or the date of reenlistment, whichever is later.

c. Unit Cohesion/Tour II. The Unit Cohesion/Tour II program maximizes the deployability and utility of first-term Marines by matching the life cycle of a Marine with the deployment cycle of a unit. Tour II extension requests are submitted to the CMC (MMEA-12). Marines are assigned to units 8-16 months prior to a scheduled deployment. Those Marines will make two deployments with the unit, then EAS or reenlist. If a Marine reenlists prior to the second scheduled deployment, any associated duty station option will normally be deferred until completion of the second deployment.

5002. SELECTIVE REENLISTMENT BONUS PROGRAM (SRBP). The SRBP was established to provide an additional pay incentive to encourage service continuation in specific under-strength MOS's. 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 MCO 7220.24. Use the "SRBP PRE-COMP" screen in MCTFS in conjunction with the MCBul 7220 series to determine a Marine's SRBP eligibility.

5003. LATERAL MOVEMENT. Although lateral moves may occur and/or be requested at any point during a Marine's career, as specified in MCO 1220.5, Enlisted Lateral Move Program, lateral moves will normally occur no later than the first-term reenlistment point.

5004. ENLISTED CAREER COUNSELING AND PERFORMANCE EVALUATION

1. Mission. The mission of the Career Counseling and Performance Evaluation Unit is to support the future of our Corps by assisting enlisted active duty career Marines in improving their competitiveness for promotion and their performance for retention through performance evaluation and career counseling.

2. Organization. The CMC (MMEA-64), Enlisted Career Counseling and Performance Evaluation Unit, consists of a Master Gunnery Sergeant/Master Sergeant as the Unit Head, and four Master Sergeants/Gunnery Sergeants who are Career Counselors. The counselors come from a variety of MOS's and have highly competitive career tracks.

3. Tasks. Though the primary mission of the Enlisted Career Counseling Unit is to guide Enlisted Career Marines in ways to improve their performance for promotion, they also perform several additional tasks. They provide performance evaluation on retention requests with adverse or derogatory material on current contract. Counselors present a series of content progressive briefs on all matters pertaining to career progression while on MMEA Command Visits, as well as to any command upon request. It is the responsibility of the requesting command to fund approved trip requests. Units desiring a counselor visit should contact the Head, Career Counseling Unit at 1-800-833-2320.

a. A Marine can schedule a career counseling appointment by calling, e-mailing, writing to the unit, or submitting an online counseling request from the Career Counseling website (see point of contact page). Marines are instructed to call back for their appointments, which are usually one full working day after the initial contact.

b. Since improving competitiveness for promotion takes time, it is recommended that Marines contact the career counselors at least two years before entering the in-zone for selection to the next higher grade. A Marine can estimate the two years by examining the previously released selection MARADMIN for his/her next higher grade. A Marine in the below-zone is projected to be in the in-zone the following year. Therefore, a Marine whose date of rank (DOR) is one year from the below-zone junior DOR is approximately two years from the in-zone.

c. The best time to call the Counselors is first thing in the morning, Eastern Standard Time, as there are fewer time zones engaged with HQMC. The toll free number for the counseling unit is 1-800-833-2320. Career Marines should always seek counsel when considering important career decisions such as duty station options, special duty assignments, lateral moves or competing for commissioning programs.

d. Career Counselors do not provide reasons for failing selection. The selection board is sworn to secrecy and reasons for failing selection are not provided to anyone. Marines calling the Counselors after failing a selection board will be informed if the selection board saw them correctly, and will be given advice on improving individual competitiveness from that point on.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

CHAPTER 6

COUNSELING AND INTERVIEWING

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CHAPTER 6

COUNSELING AND INTERVIEWING

6000. PURPOSE OF CAREER PLANNING INTERVIEWS

1. The purpose of career planning interviews is two-fold:
 - a. Encourage quality Marines to reenlist.
 - b. Provide each potential reenlistee with appropriate information needed to make a sound decision.
2. The career planning interview is a process where Marines are counseled and afforded the opportunity to discuss a Marine Corps career as it specifically pertains to them. At this crucial time, the decision concerning reenlistment must be approached with full awareness of what a Marine Corps career can provide.
3. The interview is important from the standpoint of gaining an understanding of the true reasons why Marines do or do not desire to reenlist. By analyzing many similar interviews, the Career Retention Specialist can determine solutions to retention problems within a unit.
4. 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 to advise them of transition benefits.
5. 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 reenter civilian life. These opinions, positive or negative, will effect recruiting for the Marine Corps. Marines may be encouraged to present a favorable picture of the Marine Corps by discovering and eliminating resentment and bitterness.

6001. TYPES OF INTERVIEWS

1. Interviews may be voluntary or required, and the commanding officer or the Career Retention Specialist must conduct them.
2. The Career Retention Specialist, upon the request of the individual Marine, may conduct voluntary interviews at any time. Marines may request interviews to seek specific information (e.g. special duty and educational programs). The Career Planning Contact Record (1133) (NAVMC 10213) provides space to record voluntary interviews.
3. Paragraph 6000 states the purposes of required interviews. Schedule these interviews with the commanding officer and the Career Retention Specialist at specific time periods, dependent upon eligibility for reenlistment and the 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 may also authorize department/section heads to conduct their interviews. However, the commanding officer should conduct the preponderance of interviews, and department/section heads may only interview Marines over whom they have cognizance. The commanding officer must conduct an interview when the Marine is not recommended for reenlistment by department/section heads authorized to conduct interviews.

6002. REQUIRED INTERVIEWS. Conduct regularly scheduled career planning interviews with all Marines. Record the summary of these interviews on the Career Planning Contact Record (1133) (NAVMC 10213), as indicated in paragraph 6006 below.

1. First-Term Interviews

a. Career Retention Specialist's Initial Interview

(1) Conduct the initial interview within 6 months of present unit join date (PUJD).

(2) Use the initial interview to determine if the Marine meets all prerequisites for reenlistment/lateral move, to ensure that corrective action is initiated if necessary (for example, retaking the AFCT), and to ensure the Marine is fully apprised of the benefits and incentives related to reenlistment. The Marine should also be familiarized with the FTAP process.

b. Career Retention Specialist's FTAP Interview

(1) Conduct this interview between 1 April and 1 July, prior to the the fiscal year in which the Marine is eligible to reenlist and in which the Marine's EAS occurs.

(2) Units may conduct mass FTAP briefs to inform first term Marines of the FTAP. However, the FTAP brief does not qualify for the one-on-one-FTAP interview. Each Marine should have the opportunity to discuss their career options in a private setting with the CRS. Each Marine has unique interests and concerns which may not be voiced if in a public setting.

(3) The CRS normally conducts the FTAP interview to ensure the Marine understands all the benefits of a Marine Corps career.

(4) The CRS should remind the Marine of the need for a complete and competitive performance record.

(5) The CRS should initiate the reenlistment process on all Marines desiring retention.

c. Commanding Officer's FTAP Interview

(1) The purpose of this interview is to determine the commander's recommendation for reenlistment. Conduct this interview between 1 April and 1 July, prior to the fiscal year in which the Marine is eligible to reenlist.

(2) If the Marine is not recommended for reenlistment or the commander's recommendation changes, conduct a subsequent interview prior to the Marine's EAS to reevaluate the recommendation.

d. EAS Interview

(1) Conduct this interview for all Marines, except Marines approved for transfer to FMCR, between nine and six months of EAS or prior to transfer to a command designated to process the Marine for separation.

(2) The primary purpose of the EAS interview is to ensure the Marine is apprised of the benefits of joining the Selected Marine Corps Reserve and Transition Assistance Management Programs. Also advise the Marine of the requirement to attend a mandatory pre-separation brief. Both the Commanding Officer and the CRS will conduct EAS interviews. Make the appropriate page 11 entry (if not already completed) in the Marine's SRB. The Commanding Officer should assign the appropriate reenlistment eligibility code (RE Code) during the EAS interview for those Marines who will not reenlist.

2. Career Marine Interviews

a. STAP Interview

(1) The STAP interview will be conducted 10-12 months from current EAS. The STAP interview is designed to advise the career Marine of current options and benefits such as SRBP, special duty assignments, and to determine reenlistment eligibility. During the STAP interview, the Career Retention Specialist must review each Marine's records to ensure the Marine is not missing any fitness reports and meets all reenlistment prerequisites. The CRS will also counsel the Marine concerning Enlisted Career Force Controls and separation pay, if applicable. The STAP interview also allows the CRS time to get a CG waiver or recover missing fitness reports, should the Marine desire further service, thus reducing stress for Marines.

b. EAS Interview

(1) Conduct an EAS interview between nine and six months of EAS unless the Marine has submitted a reenlistment request. Conduct an EAS interview prior to transfer to a command designated to process the Marine for separation to determine if further service is desired.

(2) The primary purpose of the EAS interview is to inform the Marine of the Selected Marine Corps Reserve and Transition Assistance Management Programs. Also, advise the Marine of the requirement to attend a mandatory pre-separation brief. Both the Commanding Officer and the Career Retention Specialist will conduct EAS interviews. The Commanding Officer must make the appropriate page 11 entry in the Marine's SRB. The Commanding Officer will assign the appropriate reenlistment code during the EAS interview for those Marines who will separate at EAS. The CRS must deliver a copy of the commanding officer's RE-Code assignment to the unit separations clerk to ensure the appropriate entry is made.

(3) The Commanding Officer must advise FMCR eligible Marines to submit for reenlistment or submit a request for transfer to the FMCR 4 to 14 months prior to EAS. Failure to request transfer to the FMCR at least 4

months prior to EAS will jeopardize timely processing of the request. This could impact on Permissive Temporary Additional Duty (PTAD), leave, and other transition benefits. Failure to request transfer to the FMCR could result in separation at EAS without benefits. Retirement eligible Marines who EAS without transfer to FMCR approval must submit to the Board for Correction of Naval Records (BCNR) in order to receive retirement benefits.

6003. BROKEN AND CONTINUOUS REENLISTMENTS

1. Counsel Marines who do not reenlist immediately regarding their opportunity to reenlist at a later date. However, they should understand such a reenlistment is based primarily on the needs of the Marine Corps and is not guaranteed. Continuous reenlistments (90 days or less after EAS) will retain date of rank and are eligible for SRBP, if applicable. Broken reenlistments (more than 90 days after EAS) are not eligible for SRBP and date of rank becomes date of reenlistment. Prior Service first term Marines will not be considered for reenlistment during the first quarter of a Fiscal Year (FY). This is to ensure equitable distribution of boat spaces to the first term population of the respective FY. A Marine should allow at least 14-days to process a reenlistment request.

2. Also, counsel Marines on the benefits of joining the Selected Marine Corps Reserve to preserve grade reappointment and date-of-rank benefits as much as possible, in case they decide later to reenlist or augment in the Regular Marine Corps.

3. Marine Corps recruiting stations will process broken and continuous reenlistments per current PSEP Order MCO 1130.80, and this Manual. The CMC (MMEA-6) is the approving authority for all reenlistments.

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

a. Staff Noncommissioned Officers serving in the Selected Marine Corps Reserve or on extended active duty will submit a written request to the CG (MCRC) 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. The current PSEP order applies.

b. Sergeants and below serving in the Selected Marine Corps Reserve and all other former Marines will be guided by current PSEP order.

6004. MARINE CORPS READY RESERVE

1. It is the responsibility of commanding generals, commanding officers, and officers-in-charge to ensure all separating Marines not reenlisting are briefed on Marine Corps Reserve benefits and obligations.

2. MCO 1001.39K, Separation Counseling on Marine Corps Reserve (MCR) participation, provide detailed information concerning counseling separating officers and enlisted Marines. MCO P1040R.35, Marine Corps Reserve Career Planning Guide, provides information concerning benefits on participating in the Marine Corps Reserve.

3. Marine Reserve Procurement Liaison Sites are located at major commands throughout the Marine Corps. The liaison sites are manned by Active Reserve (AR) Marines whose mission is to disseminate information concerning the Marine Corps Reserve and refer separating Marines to prior service recruiters. Refer specific questions concerning the liaison sites to the Marine Corps Reserve Support Command at 1-800-255-5082 (toll free).

6005. CAREER PLANNING CONTACT RECORD

1. Career Retention Specialists will maintain a Career Planning Contact Record (1133) (NAVMC 10213) (Figure 6-1 page 6-13) on all enlisted Marines assigned to their unit.

2. Properly executed, the Career Planning Contact Record provides a chronological record of:

- a. The Marine's basic qualification for reenlistment.
- b. The commanding officer's reenlistment recommendation.
- c. The CRS's evaluation of the Marine.
- d. The Marine's specific reason(s) for not reenlisting.
- e. The assigned RE-code if the Marine separates.

3. Preparation

a. File the Career Planning Contact Record in an alphabetical file to be maintained in the CRS's Office. Enter the name and SSN in part I. You may complete the form in legible handwriting. In this regard, we recommend commanding officers and Career Retention Specialists take notes on a worksheet or scratch pad during each interview, summarize, and transfer appropriate information to the Career Planning Contact Record.

b. Part I. Career Retention Specialists should complete this part of the Career Planning Contact Record just prior to the initial interview. Do not complete the Career Planning Contact Record on personnel awaiting discharge for disciplinary or administrative (misconduct, unsuitability, etc.) reasons, or on those in confinement or long-term hospitalization.

c. Part II-A. The CRS accomplishes this part of the contact record as indicated in paragraph 6002.

d. Part II-B. The commanding officer accomplishes this part of the contact record as indicated in paragraph 6002. The Marine will be present at this time and an appropriate interview will be conducted.

e. Part III. Accomplish this part of the contact record as indicated in paragraph 6002.

f. Part IV. Complete this part of the contact record during the Marine's EAS interview or prior to transfer to a command designated to process the Marine for separation or discharge. After completing the EAS interview, the CRS will make a specific recommendation to the commanding

officer regarding the RE code to be assigned to the Marine upon separation (figure 6-2). Record in Part IV and enter on page 11 of the SRB, if not already entered, the RE code the Commanding Officer assigns to separating Marines who are not recommended or recommended but not eligible for reenlistment.

4. Disposition. Career Planning Contact Record will be disposed of in the following manner:

a. Upon reenlistment, remove the old Career Planning Contact Record and transfer it to the closed alphabetical file. A new Career Planning Contact Record will be placed in the open alphabetical file.

b. If a Marine is interviewed, but does not desire to reenlist and is subsequently processed for separation, ensure appropriate remarks are annotated on the Career Planning Contact Record.

c. If a Marine is interviewed, processes for reenlistment and subsequently desires separation, the Career Planning Contact Record will be removed prior to discharge and maintained in the closed alphabetical file. The closed alphabetical folder will be retained for a period of 24 months.

6006. AUTOMATED DATA PROCESSING SUPPORT. Commanding officers and Career Retention Specialists of commands with large enlisted populations and/or a high rate of personnel turnover have the continual challenge of identifying, scheduling, and accomplishing the required interviews in a timely and professional manner. In such commands, the success of the retention effort is dependent upon the ability of the Career Retention Specialist to maximize the time available for interviewing while accomplishing the necessary administrative and management tasks in the most efficient manner possible. In this regard, we encourage the use of locally available automated data processing support. The resident Information Systems Management Officer (ISMO) at each major command possesses considerable data processing expertise and can assist in the development of automated local career planning management reports.

6007. REQUIRED SERVICE RECORD BOOK ENTRIES. The administration of the career planning program requires that appropriate entries be made on page 11 of the Marine's service record. Make the following page 11 entry after the EAS interview when Marines are not recommended or recommended but not eligible for reenlistment. Also, use the entry when the CMC (MMEA-6) assigns a RE code of RE-1B or RE-1C. Specific reason for assignment will be provided by the CMC in all cases. This entry will be signed by the Marine.

Not Recommended/Recommended But Not Eligible for Reenlistment.

Sample entry:

"(Date). I have been informed by my commanding officer this date that I am (not recommended or recommended but not eligible) for reenlistment, because of (state reason) and that I will be assigned a reenlistment eligibility code of (RE-1B, RE-1C, RE-3__, or RE-4__) upon separation."

PART I - PERSONAL DATA			
NAME	SSN	GRADE	DOR
ORGANIZATION		AFADBD	EAS
PMOS	DCTB	FY/CATEGORY	RTD

PART II - INITIAL INTERVIEW
CAREER PLANNER'S INITIAL INTERVIEW

SUMMARY OF INTERVIEW

CAREER PLANNER (Signature and Date)

MARINE (SIGNATURE AND DATE)

PART III - FTAP INTERVIEW
A. CAREER PLANNER'S FTAP INTERVIEW

SUMMARY OF INTERVIEW

CAREER PLANNER (Signature and Date)

MARINE (SIGNATURE AND DATE)

REL M SUBMITTED	DATE	LENGTH REQUESTED	INCENTIVE (DUSTAS/LATMOV/SRBP)/APPLICABLE ALMAR
YES NO			

B. COMMANDING OFFICER'S FTAP INTERVIEW
--

SUMMARY OF INTERVIEW

RECOMMENDED FOR REENLISTMENT	COMMANDING OFFICER (Signature and Grade)	DATE OF INTERVIEW
YES NO		

If not initially recommended for reenlistment, reinterview prior to EAS for possible improved recommendation.)

MARINE (Signature and Date)

PART IV - EAS INTERVIEW

A. CAREER PLANNER'S EAS INTERVIEW

SUMMARY OF INTERVIEW

RELM SUBMITTED <input type="checkbox"/> YES <input type="checkbox"/> NO		DATE	LENGTH REQUESTED	INCENTIVE (DUSTAS/LATMOV/SRBP/APPLICABLE ALMAR)
TYPE DISCHARGE	RECOMMENDED RE CODE	CAREER PLANNER'S SIGNATURE/DATE		MARINE'S SIGNATURE/DATE

B. COMMANDING OFFICER'S EAS INTERVIEW

SUMMARY OF INTERVIEW

MARINE (SIGNATURE AND DATE)

RECOMMENDED FOR REENLISTMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	RECOMMENDED RE CODE	COMMANDING OFFICER'S (SIGNATURE AND GRADE)	DATE OF INTERVIEW
--	---------------------	--	-------------------

PART V - UNSCHEDULED INTERVIEWS

SUMMARY OF INTERVIEW

<input type="checkbox"/> YES <input type="checkbox"/> NO		DATE	LENGTH REQUESTED	INCENTIVE (DUSTAS/LATMOV/SRBP/APPLICABLE ALMAR)
--	--	------	------------------	---

SUMMARY OF INTERVIEW

RECOMMENDED FOR REENLISTMENT <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMANDING OFFICER (Signature and Grade)	DATE OF INTERVIEW	MARINE'S INITIALS
--	--	-------------------	-------------------

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-1A	Recommended and eligible	No restriction to reenlistment. Meets all prerequisites, includes those Marines discharged at EAS while pregnant who would otherwise be eligible.
RE-1B	Recommended, eligible and requested retention but denied retention by the CMC. May only be assigned by the CMC.	For corporals/sergeants with performance records released at EAS due to ECFC.
RE-1C	Recommended and eligible career Marines meeting generally acceptable standards and denied further service.	Assigned by the CMC to Marines requesting retention who are eligible for retention, meet generally acceptable standards, and are denied further service by the CMC.
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 or transfer to the Temporary Disability Retirement List (TDRL) 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. must sign the SRB entry.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. The CMC authority required for reenlistment.
RE-3B*	When there is a military or civil record of in-service illegal drug involvement prior to 31 Aug 92 and there is potential for further service.	SRB entry required stating reason for assignment. Individual must sign the SRB entry. The CMC authority required for reenlistment.

Figure 6-2--Reenlistment Eligibility Codes.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-3C*	When directed by the CMC or when not eligible and disqualifying factor is not covered by any other code.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. The CMC authority required for reenlistment.
RE-3E*	Failure to meet education standards. Assign when single disqualifying factor only.	Recommended by CO upon disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign SRB entry. The CMC authority required for reenlistment.
RE-3F*	Failure to complete recruit training.	SRB entry required stating reason for assignment, to include women Marines discharged due to pregnancy prior to completing recruit training. Individual Marine must sign the SRB entry. The CMC authority required for reenlistment.
RE-3H*	Hardship discharge.	Assign when discharged pursuant to MCO P1900.16, MARCORSEPMAN, chapter 6. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. The CMC authority required for reenlistment.
RE-3N*	Pregnancy, single parent-hood.	A female Marine discharged prior to EAS for pregnancy or a Marine separated while in a sole parent status. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. The CMC authority required for reenlistment.
RE-3O*	Refused to extend or reenlist to deploy or to incur obligated service for orders received.	SRB page 11 entry required stating reason for assignment. Individual Marine must sign entry and be afforded the opportunity to submit a statement. Forward signed copies of page 11 entry and statement (if any) to the CMC (MMSB). Refer to MCO 1300.8. This code may only be assigned by the CMC and is not to be assigned to first-term Marines. (cont.)

Figure 6-2.--Reenlistment Eligibility Codes--Continued.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
		Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special pay, education programs, or involuntary separation pay.
RE-3P*	Failure to meet physical/ medical standards (includes pseudofolliculitis and weight standards).	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. The CMC authority required for reenlistment.
RE-3S*	The Marine is approved for separation and receives the Special Separation Benefit (SSB), lump sum payment. May only be assigned by the CMC.	Marine is recommended and eligible for reenlistment. Assigned when Marine meets eligibility criteria established in ALMAR announcing programs. This is a voluntary separation used to effect the military drawdown. SRB entry is required stating Marine agrees to separate between window established by ALMAR and Marine must sign a written agreement to serve in the IRR for 3 years. The CMC approval required for reenlistment.
RE-3V*	The Marine is approved for voluntary separation and receives the Voluntary Separation Incentive (VSI), annuity payment.	Same criteria established for SSB program (above) except Marine must sign agreement to serve in the IRR for the duration of the VSI payment period.
RE-4*	Not recommended for reenlistment.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. This code may be assigned in lieu of any RE-3 code (except RE-3B and RE-3F) if the Marine's performance warrants and the reason can be documented.

Figure 6-2.--Reenlistment Eligibility Codes--Continued.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-4B*	Assign when there is a military or civil record of in-service illegal drug involvement and there is no potential for further service.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry.

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.

* Refer to the IRAM for appropriate page 11 entry

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

CHAPTER 7

ADMINISTRATIVE PROCEDURES

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CHAPTER 7

ADMINISTRATIVE PROCEDURES

7000. SUBMISSION OF REQUESTS

1. Forward requests for reenlistment or extensions of Regular Marines to the CMC (MMEA-6) via Total Force Retention System (TFRS), naval message, or [NAVMC 10842](#) Reenlistment/Extension/Lateral Move (RELM) Request. It is in the best interest of the career Marine and the Marine Corps for the RELM to be submitted at least 180 days before the Marine's EAS.
2. Ensure that all Marines meet the administrative criteria and reenlistment prerequisites contained in chapters 4 and 5 of this manual.
3. Commands should use TFRS as their primary means to submit further service requests for their Marines. For cases requiring supporting documents, use [NAVMC 10842](#) in conjunction with TFRS/RELM. To expedite the routing process, Commanding Officers will ensure Career Retention Specialists are issued or have immediate access to a document scanner.
4. RELM and any enclosures, forwarded for consideration, will comply with the Privacy Act of 1974.
5. Career Retention Specialists will ensure Commanding Officers sight and initial each TFRS response from the CMC (MMEA-6). Career Retention Specialists are required to maintain each response on file for 24 months.

7001. TOTAL FORCE RETENTION SYSTEM. Total Force Retention System (TFRS) provides automated support for the Marine Corps enlisted career development and retention programs. Authorized users submit Reenlistment, Extension, and Lateral Move (RELM) requests and receive responses via the internet. (Appendix D of this Manual provides detailed instructions for TFRS.)

1. Figure 7-1 on page 7-14 shows the TFRS RELM request Career Retention Specialists use to submit a request. TFRS automatically generates an error message when a user violates required data entry procedures. The user corrects the RELM based on the type of error the system indicates.
2. TFRS draws information from Marine Corps Total Force System (MCTFS) and may not be current due to delayed unit diary reporting. The CRS remarks section is provided for the CRS to correspond with MMEA and add pertinent information relative to each TFRS RELM. Required entries in the CRS remarks section are:
 - a. Command CRS, rank, name, unit, phone number, and email address.
 - b. Marine who creates the RELM; rank, name, unit, phone number, and email address (required when the Career Retention Specialist and Marine creating the TFRS RELM are not the same person).
 - c. Record the Marine's most recent PFT (date taken/score/class) if the information in MCTFS is not accurate.

d. Statement of Service for all PSEP or Prior Service other Service Marines.

e. Identify SRBP eligibility by zone if applicable. Include multiple, level, and date of relative MCBul 7220.

f. Identify waiver of reenlistment prerequisites. Information required for waiver consideration will be scanned and attached to the TFRS RELM, or faxed to DSN 278-9835 prior to consideration by the CMC (M&RA).

g. Cite all previous naval messages or TFRS RELM requests within the past 12 months. If no previous requests have been submitted in the past 12 months, enter "No previous request".

h. Any additional pertinent information not covered by specific instructions. The entries made in the CRS comments block become an official entry on an official document.

i. Designate the Major Subordinate Command (MSC) NCOIC.

3. All requests must contain a recommendation from the commanding officer. CO's certification section must include the following minimum entries:

a. Rank

b. Name

c. Unit

d. Title (i.e. commanding officer, Acting)

e. Phone number

f. Body fat % verification, if required.

g. Recommendation

h. Any additional information the CO intends to have considered by the CMC (MMEA).

i. Email address

4. Special Instructions

a. Host commands shall provide TFRS support (internet access) for deployed units.

b. Contact the CMC (MMEA-6) for the current TFRS web site internet address. Registration for new users is required.

c. TFRS access is controlled by the CMC (MMEA-6).

d. CRS is required to thoroughly screen each Marine prior to creating a TFRS RELM. Screening consists of appropriate interviews, reviewing the

Service Record Book (SRB), and the "VIEW PERSONNEL INFORMATION" section provided in TFRS. Proper screening ensures the Marine meets reenlistment prerequisites. Contact the CMC (MMEA-6) to request modification of TFRS RELM.

e. The reference number on the answered TFRS RELM is the authority to be entered on the [DD Form-4](#) or [NAVMC 321a](#).

f. Scan and attach, or fax to DSN 278-9835, pages 11/12 and Unit Punishment Book for all Marines who have received non-judicial punishment (NJP), court martial, or civilian convictions on current contract. These records, and any other related documentation, are required to assist MMEA in making an informed decision.

g. [NAVMC 10842](#) (1220) will be incorporated into the TFRS RELM. The original will be maintained by the local command and a copy will be provided to the CMC (MMEA-6) upon submission.

h. Status checks: TFRS provides a real time status of each TFRS RELM. The "Next to see" column is the status of the TFRS RELM. Career Retention Specialists must monitor the Next to see column constantly in order to follow progress of each TFRS RELM. Contact the CRS NCOIC if time becomes a detrimental factor for a particular TFRS RELM. The NCOIC may contact the appropriate CRS Liaison for assistance.

i. Acknowledge a TFRS RELM for reenlistment when the Marine executes the authority ONLY. The reenlistment date must be entered when accepting the authority. Careerist approvals may remain in Career Planner (CP) Action box for up to 180 days. A TFRS RELM Authority, which has exceeded the no later than (NLT) date is no longer valid and will be revoked. Enter the date declined if a Marine is not willing to accept the RELM authority.

j. All TFRS RELM responses require one of the following CRS actions:

(1) Approved for extension: Acknowledge the RELM once extension is executed. (Date entry is required)

(2) Approved for reenlistment: Acknowledge the RELM once reenlistment is executed. (Date entry is required)

(3) Approved for Lateral Move without time: Acknowledge the RELM in accordance with the authority and upon the Marine committing to the lateral move.

(4) Disapproved TFRS RELM: You MUST acknowledge the disapproved TFRS RELM to complete the process. The former request is archived. The RELM must be archived prior to a subsequent submission for the same Marine.

(5) Revoked TFRS RELM: Inform the Marine and CO of the REVOKE, and acknowledge the TFRS RELM.

7002. MESSAGE FORMAT. Figures 7-2 and 7-3, pages 7-17 - 7-19 explain the correct format when submitting for reenlistment or extension requests via naval message.

7003. REENLISTMENT/EXTENSION/LATERAL MOVE (RELM) REQUEST (1220) [NAVMC 10842](#)

1. Complete the items provided on the RELM document (figure 7-4). Use the RELM request when:

- a. TFRS and message capability is not available.
- b. The request requires supporting documents.
- c. The CMC must authorize a waiver.

2. Follow the below directions when completing the RELM. Forward the [NAVMC 10842](#) through the appropriate chain of command in accordance with local (SOP) when required. Use standard DOD date format for all dates (YYYYMMDD).

- a. Item 1 - Date. Enter the date the document is prepared.
- b. Item 2 - From. Enter full last name, first name, and middle initial, and any suffixes such as Jr., Sr., III, etc.
- c. Item 3 - Organization and Station. Enter the organization and station, including the nine-digit ZIP code, the monitored command code (MCC), and the reporting unit code (RUC).
- d. Item 4 - Grade and Date of Rank. Enter the Marine's grade and date of rank.
- e. Item 5 - Social Security Number (SSN). Enter the nine-digit SSN of the Marine. (Example: 405-40-4323)
- f. Item 6 - Military Occupational Specialty (MOS). Enter the Marine's primary MOS.
- g. Item 7 - Expiration of Active Service (EAS). Enter the Marine's actual EAS. Double-check this item for accuracy to ensure all lost time is computed in figuring adjusted EAS dates. The accuracy of this block is significant in conjunction with reenlistment.
- h. Item 8 - Date Arrived United States-Dependent Restricted (DAUSDR). Enter the date when the individual returned from an overseas dependent's restricted tour.
- i. Item 8A - Date of Birth. Enter the Marine's date of birth.
- j. Item 9 - Rotation Tour Date (RTD). Enter the rotation tour date only if the Marine is serving overseas.
- k. Item 10 - Date Current Tour Began (DCTB). Enter the date when the Marine reported for duty at his/her current organization.
- l. Item 11 - Intended Reenlistment Date. Leave blank.
- m. Item 11A - Armed Forces Active Duty Base Date (AFADBD). Enter the Marine's AFADBD. Double-check this item for accuracy to ensure all lost

time, continuous, and broken service is computed in figuring the adjusted AFADBD.

n. Item 12 - Copy to. Enter the organization(s) which receive a copy of the completed RELM.

o. Item 13 - Type Request. Identify the type of request by placing an "X" in the required block(s).

p. Item 14 - Duty Station Options - Leave blank.

q. Item 15 - Test Scores, Armed Service Vocational Aptitude Battery (ASVAB)/Aptitude Area Classification Battery (AA). Enter ASVAB composite scores from the Basic Training Record (BTR) or the Video Inquiry System (VIS) JP03 screen.

r. Item 16 - Lateral Move Request. First-term Marines serving in a MOS identified as closed by the current boat space report must submit three lateral move choices with any reenlistment request. Marines must be screened per the MOS Manual and be qualified for the MOS requested. The lateral move MOS requested must be available at the time of the request.

(1) Ensure Marines select a MOS for which they are qualified and eligible. Indicate the MOS the Marine desires. Refer to appropriate career planning newsgrams for available school seats.

(2) Marines who have received EBP or SRBP bonus money may have a portion or all of those monies recouped if they voluntarily make a lateral move per MCO 1220.5.

s. Item 17 - Miscellaneous. Insert appropriate information based on the case submitted.

(1) Eligibility Category. Indicate the reenlistment incentive eligibility category associated with the case.

(a) First-term: Marines serving on their initial enlistment.

(b) Careerist: Marines serving on their second or subsequent enlistment.

(2) High School Education (level) (YRS). Enter number of years of high school completed. Examples: 9, 10, 11, or 12.

(3) Courts-Martial (CM). Enter the number of court-martial convictions during the last five years, current grade, or current enlistment contract, whichever is greater.

(4) Nonjudicial Punishment (NJP). Enter the number of NJPs the Marine received during the last five years, current grade, or current enlistment contract, whichever is greater.

t. Item 17 - Miscellaneous. Insert appropriate information based on the case submitted.

- (1) Eligibility Category. Indicate the reenlistment incentive eligibility category associated with the case.
 - (a) First-term: Marines serving on their initial enlistment.
 - (b) Careerist: Marines serving on their second or subsequent enlistment.
- (2) High School Education (level) (YRS). Enter number of years of high school completed. Examples: 9, 10, 11, or 12.
- (3) Courts-Martial (CM). Enter the number of court-martial convictions during the last five years, current grade, or current enlistment contract, whichever is greater.
- (4) Nonjudicial Punishment (NJP). Enter the number of NJPs the Marine received during the last five years, current grade, or current enlistment contract, whichever is greater.
- (5) Security Clearance. Enter the type of clearance the Marine has been granted. Do not enter access.
- (6) Average in service Conduct and Duty Proficiency Marks. Enter the average of all conduct and duty proficiency marks received on all corporals and below. For sergeants who have less than two years time in grade at the time of request, include the average conduct and duty proficiency marks in service as a corporal. (For sergeants, the Statement of Service is filed on the document side of the SRB.)
- (7) DLA. Leave Blank
- (8) Number of Dependents Requiring Travel. Leave Blank
- (9) Physical Fitness Test Date/Results. Enter the specific date tested, score, and the associated performance classification (1/C, 2/C, 3/C). Example: 931110 299/1C. Mark an "X" for pass, partial, or fail. For those who failed or were required but did not test, include a statement regarding the reason for not testing and/or the individual's attempts. If the Marine was medically excused, include a statement indicating the reason and the expected duration. Provide justification for any partial PFT or any PFT older than one semiannual period.
 - u. Item 18 - Remarks. In the remarks section, include any additional required information that may influence the decision on reenlistment, lateral move, or duty station incentive.
 - (1) Commanding generals who recommend a waiver of a reenlistment prerequisite(s) must sign an endorsement in this section or an attached endorsement.
 - (2) Include each Marine's current height/weight/body fat standards. In the case of overweight Marines, include a copy of the Marine's command weight control history and a current photograph.

(3) All reenlistment requests should include broken/continuous and/or prior military service information (INCLUDE A STATEMENT OF SERVICE).

(4) List all NJP, court-martial, and civilian convictions. Include the nature of the charge and punishment awarded in the last five years, current grade, or current enlistment, whichever is greater. Reference any previous requests submitted in the last 12 months and the response.

v. Item 18A - Career Planner Information. Enter the name and work telephone number (DSN or commercial) of the Career Retention Specialist who is immediately responsible for preparing the RELM request. The Career Retention Specialist's signature is required.

w. Item 19 - Individual Marine Certification/Understanding. After counseling by the Career Retention Specialist, the Marine will check the first and second blocks and cross out the word reenlist or extend as applicable. Enter number of months of reenlistment/extension desired in the space provided.

x. Item 20 - Commanding Officer's Recommendation/Certification. The commanding officer's recommendation/certification (see paragraph 4102) is the most significant element in making a determination on reenlistment. A 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 there are extenuating or mitigating factors which would influence the decision making process.

y. Items 21/22. This item is self-explanatory.

7004. AGREEMENT TO EXTEND ENLISTMENT (1133) (NAVMC 321A)

1. The Agreement to Extend Enlistment (1133) (NAVMC 321A) is the basic document used to effect voluntary extensions of enlistment or induction (figure 7-5, page 7-18).

2. Complete the agreement before or on the expiration date of enlistment or induction, except when the Marine is serving according to paragraph 4202; otherwise, it is not valid.

3. Report the execution of the agreement to extend enlistment on the unit diary per MCO P1080.40, MCTFSPRIM.

4. Take the following action when the extension is executed:

a. On the first extension of enlistment, the Marine must elect whether to receive payment of lump-sum leave (LSL). If the Marine does not elect payment of LSL, type the following remark on line 12 of the extension agreement: I do not desire payment of my lump sum leave.

b. If the Marine elects to carry forward the advance leave balance to the new period of service, the following statement will be typed on line 12 of the extension agreement: I elect to carry my entire advance leave balance forward to my new period of service.

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c. Marines should be advised that advance leave not carried forward is charged as excess leave and results in a pay account deduction.

d. No page 11 entry is required.

4. Detailed Instructions. Prepare the document in duplicate. Both the original and the duplicate must bear original signatures. Do not sign through carbon paper. Any erasures or corrections are not permitted and will require a complete retyping of the form. All dates will be in 8-digit DOD format (e.g. YYYYMMDD). All typed text will be in capital letters.

a. Item 1. Enter full last name, first name, and middle name(s) of the Marine. These should be the same as item #1 on the enlistment/reenlistment document.

b. Item 2. Enter the Marine's abbreviated grade (SSGT, GYSGT, etc.) per MCO P1070.12, IRAM.

c. Item 3. Enter the nine-digit SSN of the individual. Separate divisions with a hyphen per MCO P1070.12, IRAM (e.g. 125 22 2328).

d. Item 4. Place an "X" in the appropriate block.

e. Item 5. Enter the date when the current enlistment commenced and show its term both by word and figure.

f. Item 6. Enter the date when the current extension of enlistment commenced and show its term both by word and figure. Use this date only if the Marine is currently serving on a voluntary extension of enlistment and is extending for an additional period.

g. Item 7. Enter the expiration date of the current enlistment or extension, as appropriate. Place a check in the appropriate box.

h. Item 8. Enter, by word, the number of days lost during the current enlistment or extension that must be made up prior to executing this extension.

i. Item 9. Enter the date when this extension will begin.

j. Item 10. Enter, by word and figure, the length of this extension.

k. Item 11. Enter, by word, the number of this extension; i.e. whether it is the first, second, third, etc. (Involuntary extensions and cancelled extensions are not considered for this entry, as listed in paragraph 4201.)

l. Item 12. Enter, in specific terms, the reason for the extension and by what authority. Do not enter the word "none". The following are examples of appropriate entries: MCO P1040.31, paragraph 4200.2b, TFRS number, or NAVMG DTG.

(1) To deploy with (unit designation)

(2) To extend for reason of pregnancy

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- (3) To process RELM Request
- (4) For assignment to MCC, XXX
- (5) To extend due to pregnant wife
- (6) For assignment to the Basic Electronics Course
- (7) To qualify for reenlistment
- (8) For retraining in MOS XXXX

m. Items 13 through 15. These items are self-explanatory.

n. Item 16. Marines extending must sign their full name. Both the original and duplicate forms must show original signatures.

o. Item 17. The Marine will execute the agreement before an active, reserve or retired commissioned officer (CWO-2 or above) of any component of the Armed Forces of the United States. Both the original and duplicate will bear the original signature of the officer. Enter organization address (e.g., HMH-461, MCAS, New River, NC).

p. Item 18. An extension does not require a physical examination if the member is currently serving on full duty without physical limitations, unless the medical officer considers an examination warranted. When required, conduct the physical examination just prior to and as near the execution date of the extension agreement as practical. To complete item #18 of the agreement, the medical officer must check the appropriate box for either physical examination not required or required and completed. Signature is required on the space provided. Item #18 is not required for one-month extensions. In cases when the member has been approved for transfer to the Fleet Marine Corps Reserve for Retirement (FMCR/RET) and has been certified by a medical officer as physically fit for transfer to FMCR/RET, completion of item #18 is not required. This in no way waives the requirement for the Marine to be physically qualified for retention.

5. Disposition of the Completed NAVMC 321A. The original is filed in the SRB on top of the enlistment contract and the duplicate forwarded to the CMC (MMSB-20). The back of the original will have the name, unit, and signature of the CRS who prepared the NAVMC 321A. One additional copy will be kept in the Marine's IRE folder.

7005. USMC CERTIFICATE OF REENLISTMENT (NAVMC 8064)

1. Present the United States Marine Corps Certificate of Reenlistment to all Marines who reenlist in the U.S. Marine Corps on the date you administer the oath of reenlistment at an appropriate ceremony.

2. Prepare this certificate as shown in figure 7-6, page 7-18. Where possible, provide distinctive lettering. Commands not having this capability should use a standard typewriter.

3. Requisition the Certificate of Reenlistment, NAVMC 8064, PCN 104 01208700, from serve mart.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

7006. HONORABLE DISCHARGE CERTIFICATE (DD FORM 256 MC). Present the Honorable Discharge Certificate on the date you administer the oath of enlistment per MARCORSEPMAN. Refer to MARCORSEPMAN for instructions on completing the certificate.

7007. ENLISTMENT/REENLISTMENT DOCUMENT -- ARMED FORCES OF THE UNITED STATES (DD FORM 4). Complete DD Form 4 before the reenlistment according to the instructions contained in MCO P1070.12, IRAM. Include the following statement in block 8 of DD FORM 4: "I HAVE BEEN BRIEFED AND UNDERSTAND MARADMIN 259/02, HOMOSEXUAL CONDUCT POLICY."

7008. SPOUSE CERTIFICATE OF APPRECIATION (NAVMC 11335). At the discretion of the individual Marine, prepare the form and present to the Marine's spouse during the reenlistment ceremony.

Active Duty RELM for MARINE JR, WANNA B. (E6) (222334444)

Type: Reenlistment
Requested Boatspace FY: 2004


MSC: PAC
Sub Command: 1ST MAR DIV

Relm Status	Created By:	Created On:	Reference:
Unsubmitted	Warren E Wooddall	03/02/2004	TFRS-5WPQZD

CO/CG Officer Certification

Does SNM meet all reenlistment prerequisites?
 Yes
 No

Recommend:
 Enthusiastically recommended for approval
 Recommended with confidence
 Recommended with reservation
 Not recommended

CO Certification:


CG General Officer Certification
(If other than N/A, a signed endorsement must accompany RELM)
 CG/General Officer endorsement for waiver of reenlistment Prerequisites
 CG/General Officer Recommendation
 N/A

Field Career Planner Section

No. Mnths Req: 24 36 48 60 72

HT: WT: Body Fat %:

Duty Station Prefs:

Figure 7-1

▼ **INDIVIDUAL DATA**

Height:	0	1st Lat Move Choice:	1st Duty Station Pref:
Weight:	0	2nd Lat Move Choice:	2nd Duty Station Pref:
Body Fat:		3rd Lat Move Choice:	3rd Duty Station Pref:
Primary MOS:	0193	Rank:	SSGT
Billet MOS:	0193	Date of Rank:	11/01/2002
Billet Desc:		Select Grade:	
Intended MOS:	00000	RE Code:	1A
Component Code:	11	Duty Status Code:	
Record Status Code:	0	Duty Status Desc:	
		Avg Pro/Con Ser:	47/48

▼ **TRAINING**

PFT Score:	267	PFT Class:	1	PFT Date/Half:	200310/2
Pistol Score:		Pistol Class:		Pistol Date:	
Rifle Score:	S26	Rifle Class:	M	Rifle Date:	20030912
BST/EST Score:	45	BST/EST Date:	200309	Gas Chamber Date:	200309
Water Survival Code:	4	W/Survival Code Desc:		W/Survival Requal:	200201

▼ **CONVICTIONS**

TYPE	ARTICLE	DATE (MM/DD/YYYY)
<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>

▼ **COMMAND INFORMATION**

RUC:	30002	Unit Name:	HQMC	Company:	3
MCC:	QBF	Unit Join Date:	07/02/2003	Platoon:	TCM2
Temp RUC:	00000	Temp MCC:	000	T/O:	00000

Future RUC:	Future MCC: 000	Line Number: 0115
FAP RUC: 00000	FAP MCC: 000	Rotation Date:
Current Tour Began: 07/02/2003	Estimated Departure:	Geol Began Date: 07/01/2003
Overseas Control: 06/17/1999	Present Tour Control: 36	

▼ **CONTRACT INFORMATION**

Date of Enlistment: 06/04/2002	End Active Service: 06/03/2006	Retirement Date:
Current Enlist Length: 4	End Current Contract: 06/03/2006	Arm Force Orig Entry: 01/25/1995 12:00:00 AM
Total Extensions: 00	End Obligated Service: 01/24/2003	Pay Entry Base Date: 02/27/1995
Current Extension: 0	Tot Service @ EAS:	Active Duty Base Date: 02/27/1995
Curr Extension Length: 00	Reenlistment Bonus:	Strength Cat Code: 0
Extend Effective Date:	Bonus Code Zone:	Curr Source of Entry: CBCA
Length of All Extend: 0		Category: Careerist

▼ **TEST SCORES**

ASVAB Test Date:	GT Score: 100	CL Score: 101
EDPT Test Date:	EDPT Score: 0	EL Score: 92
DLAB Test Date:	DLAB Score: 0	MMScore: 89

▼ **FITNESS REPORTS**

From	To	Gap	Occasion Code	Rank held at time of report
------	----	-----	---------------	-----------------------------

▼ **PERSONAL INFORMATION**

Marital Status: M	Race: C	Non Rec Promotion:
Sex: M	Race Desc:	Service Spouse SSN:
Number of Dep: 3	Service Spouse Code:	Citizenship Desc:
Home of Record: City: 1020 State/Country: 51	Citizenship Code: CA	LSL Sold: 0
Self Education Pts: 0	Civ Education Code: HS DIPL	Time Lost Flag:
Composite Score: 0	Date of Birth: 09/11/1973	Home Phone: 2325555555
Days Lost: 0	Work Phone: 7037849012	

▼ FORMAL SCHOOLS

FORMAL SCHOOLS CODE	FORMAL SCHOOLS DESCRIPTION
81E	DRILL INSTRUCTOR
T3X	SNCO ADVANCED NON-RES (7200)
81E	DRILL INSTRUCTOR
T8G	SNCO CAREER NONRESIDENT PROGRAM
T4M	SERGEANTS
T3W	SGT NON-RESIDENT PROGRAM
01C	PERSONNEL CLERK (DCONTD)
M92	MARINE COMBAT TRAINING
808	RECRUIT TRAINING, MALE

▼ RESERVE INFORMATION

Rec Status Code:	MCC:	20 Year Letter Flag:
Component Code:	CRCR Certification:	20 Letter Effective:
ECC:	Mand Drill Partic Stop:	Train Cat Pay Grp:
RUC:	Total Sat Years: 0	Unit Join Date:
Retired Cat Code: 0	Total Ret Pts 0	

FCP Group Identifier:

FCP Comments:

Designated FCP:

[Click here to attach documents >>](#)

1. Select an Action

Submit RELM

Delete RELM

Save Only

2. Save and exit

ONLY PRESS ONCE!

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

FM SUBMITTING COMMAND
TO CMC WASHINGTON DC//MMEA-6//
INFO CHAIN OF COMMAND//CARPLAN//
BT
UNCLASS //N01040//
SUBJ//REENL/EXTENL (AS APPROPRIATE)
1. THE FOLLOWING INFO IS PROVIDED:
A. LAST NAME, FIRST NAME, MI
B. SSN/MOS(S)
C. GRADE/DOR
D. EAS/AFADB
E. ORGANIZATION MCC/ RUC
F. TYPE REQUEST (REENL OF EXTENL)
G. REENL CATEGORY: (F FOR FIRST TERM, C FOR CAREERIST)
K. LATERAL MOVE: (LIST THREE OCCFIELD/MOS CHOICES IN ORDER OF PREFERENCE
OR INDICATE N/A. SEE LINE R INSTRUCTIONS)
L. LATERAL MOVE DESIRED: (YES, NO N/A) THE MARINE MUST BE SCREENED FOR
ELIGIBILITY PER MCO 1220.5 FOR THE THREE CHOICES INDICATED.
M. CM: NUMBER, TYPE (S), DATE(S) OF COURT-MARTIAL OR N/A. IDENTIFY
ONLY THOSE AWARDED DURING THE LAST FIVE YEARS, WITHIN CURRENT GRADE, OR
CURRENT CONTRACT, WHICHEVER IS GREATER.
N. NONJUDICIAL PUNISHMENT (NJP): NUMBER, ARTICLE (S) VIOLATED, DATE(S)
OF NJP, OR N/A. IDENTIFY ONLY THOSE AWARDED DURING THE LAST FIVE YEARS,
WITHIN CURRENT GRADE, OR CURRENT CONTRACT, WHICHEVER IS GREATER.
O. CIV CONV: NUMBER, TYPE (S), DATE (S) OF CIVILIAN CONVICTION (S), OR
N/A. IDENTIFY ONLY THOSE AWARDED DURING THE LAST FIVE YEARS, WITHIN CURRENT
GRADE, OR CURRENT CONTRACT, WHICHEVER IS GREATER.
P. PROFICIENCY/CONDUCT: FOR CPL'S AND BELOW. FOR SGT'S WITH LESS THAN
TWO YEARS IN GRADE, PROVIDE AVERAGE IN GRADE PRO/CON AS A CPL.
Q. CO'S RECOMENDATION/CERTIFICATION FOR RENLISTMENT PER PARAGRAPH
4102.5B
R. REMARKS (THIS SPACE AVAILABLE FOR CO/CAREER PLANNER TO AMPLIFY
INFORMATION CONTAINED ABOVE) THE FOLLOWING ITEMS MUST BE INCLUDED:
(1) CAREER PLANNERS NAME/PHONE NUMBER.
(2) BRIEF DESCRIPTION OF CM/NJP AND PUNISHMENT IMPOSED (IF APPL).
(3) ALT WT AND DATE GRANTED (IF APPL).
(4) STATEMENT OF SERVICE FOR ALL MARINES WITH BROKEN TIME OR PRIOR
SERVICE OTHER SERVICE (IF APPL).
(5) LATERAL MOVE INFORMATION (IF APPL).
(6) RESULTS OF SCREENING FOR DI, TCTG, MSG, MARBKS, OR INDEP DUTY (IF
APPL).
(7) JUSTIFICATION FOR EXTENSION (IF APPL).

Figure 7-2. --Message Format for RELM Request.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

FROM CG SECOND FSSG
TO CMC WASHINGTON DC//MMEA-6//
INFO EIGHT ENGRSPTBN//CARRTNSPLST//
BT
UNCLASS//N01040//
SUBJ//REENL

1. THE FOLLOWING INFO IS PROVIDED:

- A. MARINE, JOE J.
- B. 111 22 3333/0121
- C. CPL/900101
- D. 2ND FSSG/151
- E. REENL
- F. F
- G. 48 MONTHS
- H. PFT: 300/1CL, DATE TESTED: 930215
- I. HEIGHT: 71, WEIGHT: 170
- J. LATERAL MOVE: 3043, 0231, 0211
- K. LAERAL MOVE DESIRED: NO
- L. CM: N/A
- M. NJP: 01, ART 86, 921215
- N. CIV CONV: NO
- O. PRO/CON: N/A
- P. REC E/ENTHUS - WW DEPLOY, MTS HT/WT STDS, PASSED CURR PFT, FIT FOR RIGOROUS COMBAT AT SEA OR ON FOREIGN SHORE, LTCOL L. B. PULLER.
- Q. C. P. GYSGT DOE DSN 321-1234, NJP VIOL ART 86 UA 0730 1200 921210. AWD REDUCT TO LCPL AND 30 DAYS RESTR. REDUCT TO LCPL SUSP FOR 6 MOS. SNM DESIRES RETENTION IN PMOS.

Figure 7-3. -Sample Message for RELM Request

REENLISTMENT - EXTENSION - LATERAL MOVE REQUEST (1220)

NAVMC 10842 (Rev. 5-95) (EF) (Previous editions will not be used.)

SN: 0109-LF-064-5400



1. DATE

2. FROM (Name - Last, First, Middle Initial)		3. GRADE	4. ORGANIZATION AND STATION MCC _____ RUC _____
5. SSN	6. MOS	7. INTENDED REENLISTMENT DATE	

**COMMANDANT OF THE MARINE CORPS (CODE MMEA-6)
HEADQUARTERS, U. S. MARINE CORPS
WASHINGTON, D. C. 20380-1775**

8. TYPE REQUEST	9. LAT MOVE MOS CHOICES	10. DUTY STATION CHOICES	11. COMMANDING OFFICER'S RECOMMENDATIONS
<input type="checkbox"/> REENLISTMENT NUMBER OF MONTHS _____			<input type="checkbox"/> Recommended with enthusiasm
<input type="checkbox"/> EXTENSION NUMBER OF MONTHS _____			<input type="checkbox"/> Recommended with confidence
<input type="checkbox"/> LATERAL MOVE			<input type="checkbox"/> Recommended with reservation (include reason)
			<input type="checkbox"/> Not Recommended (include reason)

12. MISCELLANEOUS

TEST SCORES							<input type="checkbox"/> 1st TERM	COURTS		AVG CON	
GT	MM	CL	EL	DLAB	ARC	EDPT		NJP		AVG PRO	
DATE TESTED _____							<input type="checkbox"/> CAREER	PFT	DATE: _____	SCORE: _____	CLASS: _____

DESIRES TO REMAIN IN PRESENT MOS (For First Term Marines Only) YES NO

HT: _____ WT: _____ ALT WT: _____ BF% _____
DATE ASSIGNED ALT WT: _____

13. REMARKS (Continue on back of form)

UCMJ CONVICTION HISTORY

TYPE	ARTICLE	DATE
V		
V		
V		
V		
V		

V = CIVILIAN CONVICTION
N = NJP
C = COURT MARTIAL

14. TYPED NAME AND GRADE OF CAREER PLANNER	15. PHONE (DSN) OF CAREER PLANNER
16. TYPED NAME AND GRADE OF COMMANDING OFFICER	17. CO's CERTIFICATION: CHECK YES OR NO IF NO EXPLAIN IN BLOCK 13
18. SIGNATURE OF COMMANDING OFFICER	
DATE _____ PHONE (DSN) OF COMMANDING OFFICER _____	
	WORLD WIDE DEPLOYABLE YES <input type="checkbox"/> NO <input type="checkbox"/> MEETS HEIGHT/WEIGHT STANDARDS YES <input type="checkbox"/> NO <input type="checkbox"/> PASSED CURRENT PFT YES <input type="checkbox"/> NO <input type="checkbox"/> FIT FOR RIGOROUS COMBAT AT SEA AND ON FOREIGN SHORE YES <input type="checkbox"/> NO <input type="checkbox"/>

REENLISTMENT - EXTENSION - LATERAL MOVE REQUEST (1220)

NAVMC 10842 (REV 5-95) (EF) (BACK)

13. REMARKS (Continued)

AGREEMENT TO EXTEND ENLISTMENT (1133)

NAVMC 321a (REV. 3-93) (EF) (Previous editions will not be used)



SN: 0109-LF--062-9200 U/I: PADS OF 100

1. NAME (Last, First, Middle)	2. GRADE	3. SSN	4. COMPONENT USMC USMCR
5. CURRENT ENLISTMENT COMMENCED FOR YEARS _____ YEARS. <small>(Word) (Fig.)</small>	6. CURRENT EXTENSION COMMENCED FOR MONTHS MONTHS. <small>(Word) (Fig.)</small>		7. CURRENT ENLISTMENT EXTENSION EXPIRES EXPIRES DATE <small>(INDICATE, FIRST, SECOND)</small>
8. TIME LOST TO BE MADE GOOD DAYS	9. EFFECTIVEDATE THIS EXTENSION	10. TERM THIS EXTENSION MONTHS MONTHS. <small>(Word) (Fig.)</small>	11. VOLUNTARY EXTENSION OF CURRENT ENLISTMENT <small>(Indicate, first, second)</small>

12. Specific reason for extending: (Include CMC Auth/DTG or PAR/REF)

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. Also, I understand extension of enlistment normally count as additional obligated service for SRBP calculations.

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:

(First Name) (Middle Name) (Last Name)

17. Subscribed and sworn to before me this _____ day of _____ A. D. _____
(See instructions for items 17)

SIGNATURE OF ADMINISTERING OFFICER OFFICIAL

(If an officer of the Armed Forces, give rank and service)

ORGANIZATION AND STATION _____

18. PHYSICAL EXAMINATION NOT REQUIRED FOR THIS EXTENSION OF ENLISTMENT

PHYSICAL EXAMINATION REQUIRED AND COMPLETED

DATE SIGNATURE OF MEDICAL OFFICER _____ GRADE AND SERVICE _____

REFER TO MCO P1040.31 FOR DETAILED INSTRUCTIONS ON COMPLETION OF THIS FORM.

UNITED STATES MARINE CORPS

Certificate of Reenlistment

BE IT KNOWN THAT

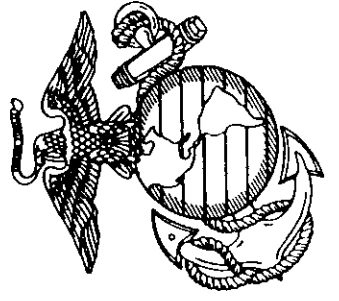
_____ has been accepted for reenlistment in the United States Marine Corps.

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 _____ day of _____,

Commanding Officer



ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

CHAPTER 8

RETENTION/ADVERTISING MATERIAL

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RETENTION ADVERTISING ASSISTANCE.....	8003	8-3
SUPPORTING MATERIAL.....	8004	8-3
CAREER PLANNING/PUBLIC AFFAIRS RELATIONSHIP.....	8005	8-3

CHAPTER 8

RETENTION/ADVERTISING MATERIAL

8000. RETENTION ADVERTISING MATERIAL. Retention advertising material is printed matter developed and funded through the Marine Corps advertising program. Prefix control 104 identifies these items in the Marine Corps Supply System.

8001. DISTRIBUTION OF RETENTION ADVERTISING MATERIAL

1. The CG, MCRC code (M) automatically distributes retention advertising material under Marine Corps lists 39, 73, 75, and Individual Activity Code Numbers (IACN) in the 9600 series.

2. Requests for additional material are reviewed on a case-by-case basis by the CG, MCRC code (M).

8002. RECOMMENDATION REGARDING RETENTION ADVERTISING MATERIAL. Recommendations for the development or revision of retention advertising material are encouraged. Submit recommendations to the CMC (MMEA-6).

8003. RETENTION ADVERTISING ASSISTANCE. All career planning personnel are authorized direct telephone communications with the Enlisted Retention Section the CMC (MMEA-6) concerning retention advertising material. Local SOP may apply.

8004. SUPPORTING MATERIAL. This includes posters, certificates, booklets, and brochures on related matter such as medals and decorations, benefits, education programs, and any other material deemed beneficial to unit retention programs. Requisition these items through major commands.

8005. CAREER PLANNING/PUBLIC AFFAIRS RELATIONSHIP. 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. Publicizing career opportunities and benefits available to Marines and their families through the use of post and station newspapers and other local media may contribute to a more successful retention program.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

APPENDIX A

COMMANDING OFFICER'S AND CAREER RETENTION SPECIALIST
NCOIC SCREENING/INTERVIEW CHECKLIST FOR LATERAL MOVE
TO MOS 8421 (CAREER RETENTION SPECIALIST)

THE PRIVACY ACT STATEMENT FOR INFORMATION ON THIS FORMAT IS CONTAINED ON NAVMC FORM 11000, PRIVACY ACT STATEMENT FOR MARINE CORPS PERSONNEL AND PAY RECORDS.

THIS FORM WILL BE DESTROYED UPON COMPLETION OF CAREER PLANNING/CAREER RETENTION SPECIALIST SCHOOL OR AS LISTED IN DESTRUCTION INSTRUCTIONS. A COPY OF THIS FORM WILL BE SENT TO THE CMC (MMEA-6) PRIOR TO THE MARINE DETACHING, STIPULATING SUCCESSFUL OR UNSUCCESSFUL SCREENING BY THE COMMANDING OFFICER AND CRS NCOIC.

1. Background

a. The Career Retention Specialist (CRS) is vital to the process of retaining Marines. The CRS assists the commander in maintaining a stable career force. Marines will emulate the CRS's actions. Therefore, potential CRS must possess a high degree of maturity, leadership, judgment, and professionalism. Furthermore, potential CRSs must thoroughly embrace and exemplify our core values.

b. The Career Planning Course at Recruiters School, MCRD San Diego, will provide prospective CRS with the required entry-level knowledge for career planning duties and responsibilities. The school will teach Marines effective communication skills and the fundamentals and methods of career planning. The potential CRS must be able to project a positive disposition and exemplify those traits associated with utmost professionalism. The CRS will represent the type of Marine we desire to retain in the career force.

2. Action

a. One copy of the completed Commanding Officer's and CRS NCOIC Screening/Interview Guide, Medical Screening Guide, and Financial Worksheet will be placed on the left side of the Marine's Service Record Book prior to the Marine's transfer to Career Planning School. Thirty days prior to transfer, the Commanding Officer will re-certify that the Marine is still qualified for career planning duty.

b. One copy of the Commanding Officer's Screening and CRS NCOIC/Interview Guide, Medical Screening Guide, and Financial Worksheet, along with certified copies of the Marine's page 11, 12, and 13 will be forwarded to the CMC (MMEA-6). The Marine's command will contact the CMC (MMEA-6) via naval message when there is a change in the Marine's status.

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

Upon request, certain criteria may be waived by the CMC (MMEA).

<u>RANK</u>	<u>NAME</u>	<u>SSN/MOS</u>	<u>PREREQUISITE</u>	<u>QUALIFIED</u>
			1. Career Marine. Must have successfully completed one or more enlistment/reenlistments.	Y/N
			2. Career Potential. Must meet or exceed all standards required for retention (MCO P1040.31 par 4102.2b). Have completed the appropriate PME (resident and non-resident for grade).	Y/N
			3. Grade. Sergeant through Gunnery Sergeant.	Y/N
			4. Integrity/Judgment. Marine demonstrates sound integrity and judgment.	Y/N
			5. Core Values. Marine thoroughly embraces and exemplifies our core values and leads by example in this area.	Y/N
			6. High School Grad/GED. Career Retention Specialists should have an educational background equal to that of the majority of Marines who they will be assisting. Marines with a reading level below the 10th grade may experience some difficulty assimilating Career Planner School course material. The Marine must be a high school graduate.	Y/N
			7. GT score must be 100 or above. (GT score may be waived.) GT score:_____	Y/N
			8. DISCIPLINARY RECORD AND DRUG OR ALCOHOL RELATED INCIDENT(S).	
			a. Courts-Martial	Y/N
			b. NJP Not more than one NJP in the last 5 years preceding the class reporting date. No NJP in the last 24 months preceding the date of request.	Y/N
			c. Pg 11 entries No adverse page 11 entries (i.e., MARCORSEPMAN para 6105 counseling) in the last 24 months preceding the reporting date.	Y/N

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

PREREQUISITE

QUALIFIED

- d. Drug and Alcohol No drug related incidents.
No alcohol related incidents within the last 3 years preceding the class reporting date. A waiver granted for reenlistment is not valid for assignment to CRS duty. A separate waiver must be requested from the CMC (MMEA-6).

Y/N

9. **Stable Family.**

- a. The Marine is not currently enrolled in a command-directed Family Advocacy Program as verified by the local Family Services Center.
- b. Divorce/Separation. Divorce or Separation standing alone does not disqualify someone for assignment to CRS Duty. However, a Marine is not qualified when his/her bonafide separation/divorce/custody proceedings may interfere with training requirements and assigned duties. "The Marine is/is not currently separated or undergoing divorce proceedings."

Y/N

Y/N

10. **Financially responsible.** The Marine has demonstrated an ability to manage personal financial management with maturity and judgment, (e.g. is not overextended financially -- to the point of being unable to fulfill his/her financial obligations).

Y/N

11. **Physically qualified.** The Marine experiences no difficulty in passing all events of the PFT. Marines must pass a PFT 90 days prior to detaching for school. Marines are required to take a PFT at Career Planner School.

PFT Score/Class/Date: _____/_____/_____

Y/N

12. **Meets minimum obligated service.** Marines must have a minimum of 2 years of active service remaining upon completion of school.

EAS: _____

Y/N

PREREQUISITE

QUALIFIED

13. **Communications.** The ability to communicate is essential to career planning. Marines should be able to converse in a clear manner. A CRS should be persuasive and personable, should feel comfortable among Officers, SNCOs, and peers.

Y/N

14. **Meets personal appearance and height and weight standards.** The Marine must be within the Marine Corps height and weight standards IAW MCO 6100.10. No history of assignment to weight control or personal appearance programs is authorized. The Marine must be weighed/measured in P.T. gear, no shoes.

HT: _____

WT: _____

NECK: _____

WAIST: _____

Hips: _____

(FEMALES ONLY)

BODY FAT: _____

(indicate body fat if Marine is over prescribed weight standard)

DATE MEASURED: _____

Y/N

15. **Annual training.** The Marine is required to complete annual training prescribed by the CMC prior to detaching. (Rifle/Pistol Requal, BST, Swim Qual, etc.)

Rifle Qual Score/Date _____/_____

Pistol Qual Score/Date _____/_____

(as required)

Y/N

16. **Medically qualified for duty:** A physical examination by a medical officer must be conducted within 12 months of the class reporting date and state "qualified for Career Retention Specialist duty" in block 77 of SF88. The Commanding Officer and the Medical Officer will also screen the Marine and the Marine's medical records per the Commanding Officer's Medical Screening Guide (See page 5 of appendix B).

Y/N

ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL

PREREQUISITE

QUALIFIED

17. **Disqualifying factors**

In less than full duty status.	Y/N
Failed selection to next grade.	Y/N
Disenroll/Failure to complete Special Assignment School/Duty. To include recruiter school communication skills drop.	Y/N
Failure to complete formal school (e.g. Sergeants Course, SNCO Career Course, SNCO Advanced Course, and Career Planning (CRS) Course).	Y/N
Currently serving on a B-billet or with 24 months of assignment to the Career Planner Force.	Y/N

I have personally screened: _____
 GRADE/NAME/SSN/MOS

This Marine does/does not meet the requirements listed in MCO P1040.31. If the Marine does not meet the requirements, explain below.

(Ensure the following signature page is attached.)

 Battalion/Squadron SgtMaj's Printed Name Date

 Battalion/Squadron SgtMaj's Signature Date

 Commanding Officer's Printed Name Rank

 Commanding Officer's Signature Date

Commanding Officer's Re-certification: (To be completed 30 days prior to the Marine's detachment date.) This Marine's qualifications for assignment to Career Retention Specialist duty have/have not changed since my initial interview and screening of his/her records. The Marine does/does not meet the requirements listed in MCO P1040.31 (If the Marine no longer meets the requirements, contact the CMC (MMEA-6) via naval message.)

 Commanding Officer's Signature Date

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II. MEDICAL SCREENING GUIDE FOR CAREER RETENTION SPECIALIST DUTY

Attention Commanding Officer's and Medical Representatives. Standard forms 88 and 93 must be completed. A medical officer will certify block 77 of Standard Form 88 that the Marine is physically qualified for career planner duty. Medical representatives must have a thorough appreciation of the physical demands of career planner duty, specifically:

1. All Marines are expected to be physically/medically fit and able to pass the required school PFT.
2. Additionally, any medical documentation indicating problems with stress or psychological dysfunction may be disqualifying and must be identified in the remarks section below.
3. Marines found unqualified for these reasons may be directed to appear before a Physical Evaluation Board to determine their fitness for worldwide assignment.

I have personally screened: _____
GRADE/NAME/SSN/MOS

I found him/her medically qualified/unqualified. The finding of UNQUALIFIED is explained in the remarks below.

Medical Officer's Printed Name Grade Billet

Medical Officer's Signature Date

Remarks by Medical Officer:

Commanding Officer's Re-certification: (To be completed 30 days prior to the Marine's detachment date.) This Marine's qualifications for assignment to Career Retention Specialist duty has/has not changed since my initial interview and screening of his/her records. The Marine does/does not meet the requirements listed in MCO P1040.31. (If the Marine no longer meets the requirements, contact the CMC (MMEA-6) via naval message.)

Commanding Officer's Signature Date

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III. COMMANDING OFFICER'S FINANCIAL WORKSHEET

Disclosure of information on this form is voluntary. Possible adverse effects of nondisclosure could result in a decision being made to assign the subject to Career Retention Specialist duty assignment without consideration of information which, if known, might have had a bearing on that decision. The information solicited by this form is not to be included in any official system of records.

Rank	Last Name, First Name, MI	SSN/MOS
Unit	MCC	

1. GENERAL INFORMATION

Married _____ Number of Children/dependents _____
 (excluding spouse)

2. MONTHLY INCOME (Note 1)

a. Base Pay.....\$ _____ . _____

b. Pro/Sep rations.....+ _____ . _____

c. SDA Pay - Career Planner.....+ _____ . _____

d. Other Income+ _____ . _____

e. **Total Monthly Income**.....\$ _____ . _____

3. MANDATORY MONTHLY DEDUCTIONS (Note 2)

a. FITW (Federal Tax).....\$ _____ . _____

b. Social Security.....+ _____ . _____

c. Medicare.....+ _____ . _____

d. SITW (State Tax).....+ _____ . _____

e. SGLI.....+ _____ . _____

f. Dental Family.....+ _____ . _____

g. Charity (Note 3).....+ _____ . _____

h. Allotments (Note 4): _____ + _____ . _____

i. Advance Pay.....+ _____ . _____
 (Balance: \$ _____ . _____)

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- j. Child Support/Alimony.....+ _____ . _____
- k. Other.....+ _____ . _____
(Explain: _____)
- l. **Total Mandatory Monthly Deductions ..\$** _____ . _____

4. MONTHLY CREDIT PAYMENTS/RECURRING BILLS & OBLIGATED DEBTS
(Note 5)

- a. Car #1.....\$ _____ . _____
- b. Car #2.....+ _____ . _____
- c. Car Insurance.....+ _____ . _____
- d. Personal Life Insurance.....+ _____ . _____
- e. Credit Cards: _____ + _____ . _____
_____ + _____ . _____
_____ + _____ . _____
_____ + _____ . _____
- f. Loans: _____ + _____ . _____
_____ + _____ . _____
_____ + _____ . _____
- g. Other: _____ + _____ . _____
_____ + _____ . _____
- h. **Total Monthly Credit Payments..... \$** _____ . _____

5. NET AVAILABLE FUNDS

- a. Total Monthly Income..... \$ _____ . _____
- b. Total Mandatory Monthly Deductions.... + _____ . _____
- c. Total Monthly Credit Payments..... + _____ . _____
- d. **NET AVAILABLE FUNDS..... \$** _____ . _____

6. ADDITIONAL INFORMATION (Note 6)

a. Savings Account(s): _____ \$ _____ . _____

b. Checking Account(s): _____ + _____ . _____

c. Investments: _____ + _____ . _____

d. Total Amount Available \$ _____ . _____

e. Spouse Income..... \$ _____ . _____

This income contributes to credit
payments (Transferrable Skill?) _____

f. Do you own a home or mobile home? yes/no
When Purchased? _____

g. If yes, monthly payment:..... \$ _____ . _____
(Mortgage Balance: \$ _____ . _____)

NOTE 1: Do not include BAH in computing monthly income. BAH payments are considered to adequately cover housing expenses.

NOTE 2: Normally those deductions found on the LES.

NOTE 3: NRS, CFC, USN/MC Retirement Home, etc.

NOTE 4: Explain the type of allotment. Do not include dependent allotments (i.e. child's savings bonds, etc.).

NOTE 5: Do not include those creditors that are paid by an allotment listed under MANDATORY MONTHLY DEDUCTIONS. Do not include rent, mortgage, utilities, telephone, etc. Do include recurring bills paid by spouse.

NOTE 6: The items listed under ADDITIONAL INFORMATION are intended to provide amplification of your financial status. (Include mutual funds, IRA, etc., under savings investments.)

APPENDIX B

INVOLUNTARY SEPARATION PAY DETERMINATIONS

1. Involuntary separation pay is provided to career Marines who have been denied further service. The purpose is to ease the transition to civilian life for Marines forced out of the career force.
2. To qualify for involuntary separation pay, each Marine must have been on active duty on 30 September 1990, have more than 6 years of active service, and be on a second or subsequent contract (to include prior service with another service).
3. **A Marine who satisfies the basic criteria and will be denied will be evaluated for the level of separation pay based on the following checklist. A Marine must satisfy all the conditions (the yes block must be checked) in order to qualify for full separation pay. If, for any reason, a "no" block is checked, the maximum entitlement a Marine may receive is half separation pay.**
4. Marines reaching their EAS who are drug or alcohol abuse rehabilitation failures will receive only half separation pay.
5. A sergeant who elects voluntary discharge under section 6412 of MCO P1900.16d (not selected for promotion to staff sergeant) shall be treated as an involuntary separation for the purpose of entitlement to separation pay.
6. When applying the below criteria, the evaluation will be based on the entire length of the present enlistment period or 5 years, whichever is greater.

Specific Criteria For Determination of Separation Pay

YES NO

- | | | |
|-----|-----|---|
| ___ | ___ | Pass the PFT. A Marine will not be considered a PFT failure if he or she has a valid medical excuse. |
| ___ | ___ | Meets military appearance and height/weight standards. |
| ___ | ___ | Does not have an incident involving confirmed use, possession, or distribution of an illegal drug. |
| ___ | ___ | Have no known dependency or hardship that is not <u>temporary in nature</u> and that causes the Marine to be non deployable or not available for world wide assignment at any time. |
| ___ | ___ | Have no known convictions by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the UCMJ is confinement for 6 months or more and/or a fine of \$500 or more. |

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___ ___ Have no more than 2 NJPs.

___ ___ Have no courts-martial convictions.

___ ___ Performance record during the current enlistment must demonstrate high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps. A Marine must satisfy all of the following criteria in order to be considered for full separation pay. Use the following criteria to determine/judge whether a Marine's record is satisfactory:

- does not have Fitness Reports which contain marks/comments indicating a trend of substandard performance.
- does not have series of page 11's indicating a trend of substandard performance.
- does not have incident(s) which reflects discredit on the Marine Corps.
- has not been placed on a formal weight control program more than 2 times.
- has not failed the PFT more than twice without valid medical excuse during the entire enlistment period.
- has no more than 2 separate incidents of financial irresponsibility.
- does not have any incident of personal irresponsibility to include abuse of family members.
- does not have more than one incident of irresponsible alcohol abuse.

7. NO ENTITLEMENT TO SEPARATION PAY

a. Marine separation is a voluntary action and he/she has not applied for and been denied further service. Marine who elects to go on terminal leave is considered voluntary separation and will not rate a separation pay determination.

b. Marine is a conscientious objector. To be classified as a conscientious objector, the Marine must voluntarily request such action. To accept conscientious objector status, the Marine must be willing to accept that he or she will not be allowed to reenlist. As such, we do not consider a subsequent denial of reenlistment an involuntary separation and therefore there is no entitlement to separation pay.

c. Marine requests discharge as a sole surviving son or daughter.

d. Marine refuses orders, i.e., refuses to extend/reenlist to satisfy obligated service requirements for PCSO/UDP.

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e. Marine refuses to incur obligated service to carry out assigned tour of duty; actions do not warrant consideration for reenlistment; and therefore, denial of a request for additional service is not considered an involuntary separation. Marines who have a draw case code of RE-30 fall into this category.

f. Marine is separated for misconduct or for other punitive reasons established in the MARCORSEPMAN and the characterization of service of Other Than Honorable (OTH) or more adverse.

g. Marine was not on active duty on or after 30 September 1990 in compliance with chapter 58, title 10, United States Code.

h. Marine(s) who submit a letter to a selection board requesting not to be selected may adversely affect entitlement to separation pay.

APPENDIX C

TFRS INSTRUCTIONS

1. The RELM worksheet is a multi-page TFRS generated document received electronically at HQMC when a Reenlistment, Extension, or Lateral Move (RELM) request is submitted using TFRS. This basic document is routed electronically through the Enlisted Assignment Branch (MMEA) to arrive at a decision. All new users must register for an account. The account is connected to your e-mail account. You will receive an e-mail confirmation of your registration. MMEA-6 grants all access to the TFRS server. (Reserves will disseminate reserve accounts.) You will receive a subsequent e-mail notification once you have been granted access to the system. The following instructions are step-by-step procedures to input a TFRS RELM using the Internet:

a. Connect to the Internet using Web Browser (Microsoft Internet Explorer is the preferred Browser).

b. To connect to TFRS type the TFRS web site address in the address box and press enter. Contact, the CMC (MMEA-6) for current TFRS web site address.

c. Click on TFRS RELM box, or photo.

Note: Other options include TFRS messages (this view contains archived sign-on messages published by HQMC pertinent to CRSs' daily operation) and TFRS discussion. Registration and password log on prompt appears.

d. Enter user name and password exactly the same way you registered and then press enter.

e. Click on Press HERE to continue. This screen contains Important Broadcast Messages and should be viewed for TFRS updates and pertinent Career Planning information.

f. Enter SSN, choose 'View Personnel Data' (pulls pertinent data from MCTFS for quick reference on individual Marines).

Note: This option gives the CRS the capability to screen a Marine's data prior to creating a RELM. Using this option will prevent CRSs from submitting a RELM for a Marine who does not meet reenlistment/lateral move/extension prerequisites. To create an Active RELM or a Reserve RELM, choose 'Type of Request' (i.e. reenlist, extend or lateral move). Then select the "Boat Space Requested" fiscal year for all first term Marines. Choose appropriate Major Subordinate Command (i.e. MARFORLANT, MARFORPAC, MCCDC, MCRC, MARFORRES, LOGCOM), and then select the appropriate subordinate command. Click 'Continue' to initiate submission process.

Note: This screen will either be your 'ALL RELMS' or 'ACTION ITEM' view containing all submitted and unsubmitted RELMs. This screen also has links to the 'Online Boat Space Report' (applicable to first-term Marines only) and the "TFRS Trouble Call" (used to report TFRS problems and make suggestions).

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g. Follow the guidance provided in the RELM submission handbook. The electronic version of the RELM Submission Handbook can be located at the MMEA-6 website:
https://lnweb1.manpower.usmc.mil/manpower/mi/mra_ofct.nsf/mmea/Enlisted+Retention+and+Counseling+Selection).

(1) If a field does not apply to the Marine, leave it blank (i.e. Pro/Con) for SNCOs and Sgts with more than one year TIG. Average Pro/Con marks during current enlistment contract and extensions to that contract are required for sergeants with less than a year time in grade.

(2) FCP Group Identifier Prompt: Select your name. This field identifies specific CRSs, companies, battalions, squadrons, or groups.

(3) If a Marine does not meet height/weight standards, a body fat percentage must be entered. Certification of body fat percentage must be in the Commanding Officer's comments block.

(4) Designated FCP: This field will allow designated CRS NCOICs supervisory visibility of RELMs. This view is available to ensure quality control of RELMs submitted to the CMC.

h. Once all appropriate information has been entered, click one of the following three boxes:

(1) **Submit RELM button;** clicking here will save and submit the RELM to the CMC. Marines with jeopardy on contract must have pages 11/12 scanned and attached to the RELM, or faxed. The TFRS allows for entry of verbatim transcription of offenses in the "ARTICLE" section for offenses and punishments. Entering the information here (verbatim from the SRB) expedites the processing for the RELM because the faxing and attaching processes are not necessary. Career Retention Specialists/Career Planners should have a scanner for use for these functions. If a scanner is not available, fax documents, or manually enter verbatim the transcription from the SRB entry.

(2) **Delete RELM;** clicking here will delete the RELM completely.

(3) **Save only button;** clicking here will save the RELM to your view without submitting it to the CMC (MMEA-6). This option allows for mass creation without submitting, and allows the CRS to forward the RELM to a designated NCOIC for review prior to submission.

i. Click the SUBMIT button to initialize the action in step "h".

j. Back out to Main TFRS page if the system does not submit the RELM. (View all RELMs to confirm submission.) Do not push the SUBMIT button multiple times, as this action may cause multiple RELMs to be created.

k. Push 'Refresh' button on tool bar periodically to refresh your view and prevent the system from timing out due to inactivity.

2. The following is a step-by-step guide to check on the status of pending and answered RELM requests. (In Box within TFRS)

a. Click on 'Press Here' to exit this screen prompt.

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b. Click on 'View Action Items/View All Items'.

(1) **View Action Items**: This view will only list your pending action items, to include pending items returned to the CRS by the CMC (these pending items require action by the CRS).

(a) Click on the SSN to open the RELM.

(b) Scroll down to FCP: Additional Information Requested, to identify action requested. Select edit RELM to respond to additional information requested to view the verbiage.

(c) Enter EDIT mode to type any text response here and attach documents. Respond to the additional information requested and include date and name of Marine responding.

(d) Click box located next to your name: Press here to add your comments to this RELM then return the RELM to the CMC (MMEA-6).

(2) **View All Items**: This view will list the following and is the preferred view for status:

(a) **Accepted**: RELM requests of your Marines that have accepted their authorities.

(b) **Approved**: RELMs that have been approved by the CMC. This view requires action by the CRS. It is imperative that CRSs acknowledge the RELM prior to the No Later Than (NLT) date. To perform this function, simply enter the date of reenlistment and acknowledge. RELMs not acknowledged prior to the NLT date are subject to REVOKE. Once an authority is revoked the authority becomes void and resubmission is necessary. The boat space report is triggered by the acknowledgement of the RELMs, therefore the accurate tracking and acknowledgement of RELMs is vital to the proper execution of the FTAP. Other Marines may be requesting this boat space.

1 Select specific 'RELM'.

2 Select 'EDIT'.

3 Select 'Reenlisted or Return Authority'.

4 Enter date (e.g. DD/MM/YY).

5 Click on box to accept or decline authority (if the RELM is being declined, also enter brief reason for returning the authority). All RELM authorities past the NLT date must be declined immediately. This action is imperative for first term Marines. Neglect in regard to the NLT date for first term Marines may cause other Marines to miss a reenlistment opportunity in their MOS.

6 This action must be complete by the NLT date or the authority will be revoked and the RELM will have to be resubmitted. MMEA may modify NLT dates for circumstances beyond the CRS's control. Contact MMEA-6 to request modification of NLT dates.

7 Click back to the "All" items View.

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(3) Disapproved/Revoked: Lists all RELMs that have been completed and disapproved/revoked by the CMC. Acknowledgement is required by the CRS.

(a) Click on specific RELM

(b) Click on 'Acknowledge Disapproval'. This will automatically archive a RELM. CRSs will monitor their RELM requests daily.

Note: The "STATUS" of the RELMs change as they are being routed. Do not call HQMC to inquire about the status of a RELM. This information is provided in red for each RELM. MMEA processes over 70,000 RELMs per fiscal year. Calls for status checks prevent MMEA from processing. CRSs will manage the interviews properly in order to prevent last minute RELM submission. The lack of attention to detail causes undue stress on the individual Marine. RELMs submitted not in compliance (with current orders and directives) will be returned NOT IN COMPLIANCE and must be resubmitted. NCOICs will monitor and train all subordinate CRS/Career Planners concerning RELM submission to ensure RELMs are submitted in compliance with current orders and directives.

LETTER OF INTENT

FOR FIRST TERM MARINES NOT SUBMITTING FOR REENLISTMENT

Date: _____

From: _____
(Print Rank, Name, SSN and MOS of Marine Submitting for Reenlistment)

To: _____

Via: _____

1. As a first term Marine, having no desire to submit for reenlistment, I confirm and understand the following (initial each):

____ I understand that under the First Term Alignment Plan (FTAP), I am currently eligible for reenlistment.

____ I have elected of my own free will not to submit for reenlistment upon the release of the appropriate FTAP/Boat Space Report, in my case FY ____ boat spaces.

____ I understand that although my decision at this time is not to submit a reenlistment package, I may reconsider at any time prior to separation.

____ I understand that my decision not to submit at this time could possibly hinder my chances to reenlist in my primary MOS. If I should reconsider and desire to reenlist at a later date, I understand my primary MOS may be closed. If this should occur I acknowledge that I may have to request lateral move choices into an open MOS (if qualified).

____ I understand that it is my responsibility to ensure that I have attended TAMP/TAP classes prior to my departure from the Marine Corps and that I have already been given ample time for transition from the Marine Corps.

____ I have been counseled on this date regarding my decision not to compete for a FY ____ boat space. I acknowledge and understand that I will be eligible and afforded the opportunity to submit a reenlistment package at any separations site.

Marine's Signature

Date

EAS DCTB

Career Retention Specialist's Signature & Date