



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1040.1
G-1

11 DEC 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 1040.1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES (SOP) FOR THE MANAGEMENT AND EXECUTION
OF THE CAREER PLANNING PROGRAM (SHORT TITLE: CAREER PLANNING PROGRAM
SOP)

Ref: (a) MCO 1040.31
(b) MCO P1326.6D

Encl (1) Sample Required Format for Waiver Requests

1. Situation. To maintain a ready, capable Marine Corps, we must continue to invest in our future. To accomplish this, every Marine we retain must be considered a keystone to our Corps. To achieve this goal, our primary means of creating a high quality career force is through a solid career planning program. Our purpose is to reenlist highly qualified first term Marines to meet overall career force military occupational specialty (MOS) requirements and to reenlist qualified career Marines to sustain appropriate career force experience.

2. Cancellation. BO P1040.2C.

3. Mission. To establish SOP for the management and execution of the Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) Program, per references (a) and (b).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commanders Intent. To achieve these goals, our primary means is to establish a well-managed Career Planning program which equally focuses on all aspects of enlisted retention. The purpose of the program is to provide the Marine Corps with the most qualified force by grade and MOS to support the staffing of all authorized career force billets.

(2) Concept of Operations. To ensure our continued success of all subordinate units' career planning programs, MCIEAST-MCB CAMLEJ Career Planning Office shall conduct periodic inspections; Commanding General Readiness Inspections, Staff Assist Visits, and Turnover Inspections. These inspections will be conducted in accordance with the current Automated Inspection Readiness System checklist, Functional Area 040. Additionally, the MCIEAST-MCB CAMLEJ Career Planning Office shall conduct quarterly training for all Career Planners assigned to MCIEAST-MCB CAMLEJ subordinate commands.

11 DEC 2012

b. Coordinating Instructions

(1) Enlisted Interviews. To sustain a strong career planning program, unit leadership should continually strive to "know their Marines." Leadership should understand each Marine's skills and potential, and effectively counsel them on what is needed to succeed in the Marine Corps. Good leaders are constantly aware of what their Marines need to get promoted. When counseling Marines, the focus should be on improving their performance, Professional Military Education (PME) knowledge, Physical Fitness Test, Combat Fitness Test, Armed Services Vocational Aptitude Battery Test, and marksmanship scores. Additionally, Staff Noncommissioned Officers (SNCOs) and officers shall provide guidance at every opportunity to first term Marines and assist them in making the transition to the career force.

(a) The primary ingredient to a successful career planning program is the timely completion of interviews. Therefore, all commanders, officers, and SNCOs shall understand the requirements of enlisted retention interviews in accordance with reference (a). Commanding officers (COs) are authorized per reference (a), to delegate subordinate commanders the authority to conduct CO interviews. Therefore, all subordinate commanders authorized to conduct interviews shall be appointed in writing. Commanders shall ensure that all interviews are completed, documented, and maintained, per reference (a). To ensure the timely completion of interviews are accomplished. Commands are directed to complete a monthly audit of interviews to identify overdue interviews. In accordance with current directives, 100 percent interview completion rate is the standard for inspections. However, an 80 percent interview completion rate is the minimum acceptable working level.

(b) Commands shall ensure special attention is given to each interview. Therefore, Marines should be made aware of all current reenlistment incentives at every available opportunity. Commands are directed to complete semi-annual retention briefs to all enlisted Marines explaining the current incentives offered by the Marine Corps and the benefits of staying Marine. Commands are also encouraged to include family members of the Marines in these briefs.

(c) It is the parent command's responsibility to ensure Marines, categorized as Fleet Assistance Program (FAP)/Temporary Additional Duty (TAD), receive the necessary retention counseling. Whenever possible, required interviews and Marines' requests for retention should be personally conducted and initiated by the parent command. In situations where this is not possible, the unit Career Planner must maintain liaison with the FAP/TAD Career Planner to ensure the Marine's needs are met.

(2) Reenlistments. The decision of a Marine to submit for reenlistment is a very important step in the Marine's life and career. Routing a Marine's request for retention shall be forwarded by the Command within a reasonable timeframe, to ensure the Marine has a fair opportunity for retention. A reasonable timeframe is considered to be five working days, once a Marine has submitted his properly completed request to his chain of command. It is imperative requests submitted to Headquarters U.S. Marine Corps (HQMC) are accurate. Special attention should be used when the commander is making the recommendation for reenlistment. Each recommendation should address the Marine's entire career and potential for further service. HQMC closely reviews the CO's endorsements on every request they receive, whether it is for reenlistment, lateral move, or a special duty. The CO's endorsements must substantiate all recommendations and provide details of

11 DEC 2012

proficiencies. When applicable, comprehensive justification for any waivers must be provided. All Marines submitting for reenlistment should be strictly screened, per reference (a) and current retention guidelines issued by HQMC.

(a) If a Marine is determined to be ineligible for reenlistment, the command will submit a request to this headquarters requesting a Commanding General's (CG) waiver of reenlistment prerequisites. The required format for submitting a waiver request can be located in enclosure (1). Commanders must ensure that all supporting documents are enclosed with the request for a waiver.

(b) The Quality Marine Identification (QMI) program gives the CG the ability to request additional boat-spaces in a Marine's primary MOS. The final approving authority for a QMI boat-space is HQMC. A QMI request is not authorized to be submitted until a Quality Reenlistment Program (QRP) has been executed. All requests shall be submitted via the Total Force Retention System (TFRS). The eligibility requirements for QMI will mirror the current requirements for QRP.

(c) To further enhance the importance of reenlistment, commanders are authorized to grant to any Marine or Sailor 10 days permissive temporary additional duty (PTAD) as a reenlistment incentive. The PTAD can only be authorized while the Marine is in the Continental United States and attached to a MCIEAST-MCB CAMLEJ command.

(3) Special Duty Assignments (SDA)

(a) The assignment of Marines to SDA is vital to the success of the Marine Corps. It is imperative that all levels of leadership continually encourage Marines to seek assignment to Drill Instructor duty, Marine Combat Instructor duty, Marine Security Guard duty and Recruiting duty. The assignment of well qualified Marines to these assignments will ensure that we continually have the flow of Marines into the operating forces that shall ensure our continued success. Special attention will be used when screening Marines for these assignments, commands should strictly screen all Marines, per reference (b). Holding on to your top performers may not be in the Marines' best interest. A successful SDA tour may be a deciding factor that allows a good Marine to be promoted.

(b) Commanders are directed to ensure every Marine in receipt of orders to an SDA is properly recertified prior to detaching for school. Commanders will make every attempt to have re-certifications completed no later than 30 days prior to the class report date. Once the re-certification has been completed, all SDA checklists will be submitted to the MCIEAST-MCB CAMLEJ Career Planning Office.

5. Administration and Logistics

a. SDA reports are due to the MCIEAST-MCB CAMLEJ Career Planning Office weekly.

b. To further enhance the visibility of our Career Planners, the seasonal dress blue "Charlie" or "Delta" uniform shall be worn on Fridays, during reenlistment ceremonies (when feasible), and during HQMC visits.

11 DEC 2012

c. Commanders are encouraged to ensure the primary focus of their Career Planner is enlisted retention. Assigning the Career Planner additional duties which take up a preponderance of his or her time will have a negative impact on the mission of the command and the Career Planner. Examples of additional duties are Family Readiness staff noncommissioned officers, Equal Opportunity Advisor, Safety Officer, Uniformed Victims Advocate, and Electronic Key Management System Manager.

d. Commanders should pay special attention to the working space of the Career Planner. The Career Planner must have a space which is conducive to one-on-one interviews without interruption.

e. Commanders are encouraged to recognize those Career Planners who demonstrate superior performance. Special recognition should be in addition to the Certificate of Appreciation. The CG may award a Commandant of the Marine Corps Certificate of Appreciation to Career Planners who excel in the overall Career Planning Program. Requests for Certificate of Appreciation may be awarded by the local command.

f. All requests for assignment to the Career Planning Force will be submitted, per chapter 2 of reference (a) via the chain of command to the Commandant of the Marine Corps (MMEA-6). All applications must be routed through the MCIEAST-MCB CAMLEJ Career Planning Office, prior to being submitted to HQMC. The MCIEAST-MCB CAMLEJ Staff Noncommissioned Officer in Charge Career Planner will conduct face-to-face interviews for all Career Planner applicants.

6. Command and Signal

a. Command. This Order is applicable all MCIEAST-MCB CAMLEJ subordinate commands.

b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.
Deputy Commander

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71 DEC 2012

Required Format for Waiver Requests

FIRST ENDORSEMENT on Sgt Marine RELM request of 9 Aug 12

From: Commanding Officer, (Your unit)
To: Commandant of the Marine Corps (MMEA-6)
Via: Commanding General, Marine Corps Installations East-Marine Corps Base,
Camp Lejeune

Subj: RECOMMENDATION FOR WAIVER OF REENLISTMENT PREREQUISITIES IN CASE OF
SERGEANT JAMES A. MARINE XXX XX 4444/0111 USMC

Ref: (a) MCO 1040.31

Encl: (1) Letter from Subject Named Marine (SNM)
(2) Two letters of recommendation from chain of command
(3) SRB pages 3, 11, 12, Unit Punishment Book entries
(4) TBIR, TBTR, TEDU, TROS, TAWD, Fitness Report Inventory screen
(5) All supporting documents:

EXAMPLES:

Alcohol treatment certificates
Court documents
Paid fine receipts
Military and civilian police reports
Award certificates
Any documents deemed important to the case
Official photo of Marine

1. Commanding Officer's remarks:

Document order: (1) Endorsements, (2) Reenlistment Extension Lateral Move
Request (RELM), and enclosures (1, 2, and 3)

Submission requirements:

- Create an active RELM in Total Force Retention System
- Designate the Career Planner SNCOIC on the active RELM request
- Scan and attach all required documentation to the RELM
- Submit RELM

SIGNATURE