



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

MCIEAST-MCB CAMLEJO 1040.1B
G-1

02 NOV 2015

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

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 Ch 2
(c) MCO 1050.3J

Encl: (1) Sample Required Format for Waiver Requests
(2) Commanding General's Waiver Checklist

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. MCIEAST-MCB CAMLEJO 1040.1A.

3. Mission. To establish an SOP for the management and execution of the Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) Career Planning 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.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

02 NOV 2015

b. Tasks

(1) Subordinate Commands

a. Shall ensure that all interviews are completed, documented, and maintained, per reference (a). To ensure the timely completion of interviews is accomplished, Commands are directed to complete a monthly audit of interviews to identify overdue interviews.

b. Shall ensure special attention is given to each interview. Therefore, Marines should be made aware of all current reenlistment incentives at every available opportunity.

c. 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.

d. Commanders are directed to ensure every Marine in receipt of orders to a Special Duty Assignment (SDA) is properly recertified prior to detaching for school.

e. Will make every attempt to have re-certifications completed no later than 60 days prior to the class report date.

(2) MCIEAST Career Planner

a. Will supervise the daily operations of the MCIEAST Career Planners for accuracy when submitting Reenlistment Extension Lateral Move request to Headquarters U.S. Marine Corps (HQMC).

b. Will provide a weekly report to the MCIEAST Commanding General that includes interview status, retention status and official retention or screening visits.

c. Will ensure every Marine in receipt of orders to an SDA is compliant with obligated service requirements no later than 30 days prior to the class report date.

c. 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 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

02 NOV 2015

authority to conduct CO interviews. Therefore, all subordinate commanders authorized to conduct interviews shall be appointed in writing. 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) 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 that requests submitted to 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 endorsement on every request they receive, whether it is for reenlistment, lateral move, or a special duty. The CO's endorsement must substantiate all recommendations and provide details of 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. Enclosure (2) provides guidance for waiver submissions and should be adhered to for reenlistments requiring a CG level 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. The eligibility requirements for QMI will mirror the current requirements for QRP.

(c) Per reference (c), the act of reenlisting does not generate an entitlement for Permissive Temporary Additional Duty (PTAD). Commanders are not authorized to grant PTAD solely for reenlisting.

(3) SDA: 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

02 NOV 2015

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.

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.

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.

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-1). All requests 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 to all MCIEAST-MCB CAMLEJ subordinate commands.

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



Y. R. ESCOBAR
Deputy Commander

DISTRIBUTION: A/B/C

n 2 NOV 2015

Sample Required Format for Waiver Requests

FIRST ENDORSEMENT on Sgt Marine RELM request of 9 Aug 15

From: Commanding Officer, (Your unit)
To: Commandant of the Marine Corps (MMEA-1)
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 EDIPI: 1234567890/0111 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, AWDS, 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 color photo of Marine, 360 color photos in PT gear

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

Enclosure (1)

02 NOV 2015

COMMANDING GENERAL'S WAIVER CHECKLIST

- ☐ STATION/BASE COMMANDER'S SECOND ENDORSEMENT
- ☐ BN/SQUADRON COMMANDER'S FIRST ENDORSEMENT
- ☐ MARINE'S LETTER TO THE COMMANDANT OF THE MARINE CORPS (MMEA-1) (N/A FOR QMI)
- ☐ LETTERS OF RECOMMENDATION (N/A FOR QMI)
- ☐ OFFICIAL RELM REQUEST (TO INCLUDE MEDICAL, DENTAL, SACO, AND COMMAND RECOMMENDATIONS)
- ☐ MARINE'S LAST CONTRACT AND MOST RECENT EXTENSIONS IF APPLICABLE
- ☐ PG 3, PG 11, PG 12, UPB, AND PAGE 13 (IF NECESSARY)
- ☐ CURRENT (WITHIN 30 DAYS) BIR, BTR, AWDS, EDU, ROS, TOUR, D119, D904 CURRENT PFT/CFT TALLEY SHEET INCLUDED IF CURRENT PFT/CFT IS NOT IN 3270
- ☐ PCSO (IF APPLICABLE)
- ☐ COPY OF COMPLETED SPECIAL DUTY ASSIGNMENT (SDA) CHECKLIST IF REQUESTING ENLISTED CAREER FORCE CONTROL WAIVER FOR SDA
- ☐ ALL COURT DOCUMENTS (TO INCLUDE ANY TICKETS FOR A DUI INCIDENT) (IF APPLICABLE)
- ☐ RECEIPTS FOR FINES PAID (MUST BE PAID IN FULL, RECEIPTS NOT REQUIRED FOR BASE INCIDENT)
- ☐ ALCOHOL TREATMENT CERTIFICATE FROM OUT IN TOWN OR THE IMPACT CERTIFICATE FROM CONSOLIDATED SUBSTANCE ABUSE COUNSELING CENTER (CSACC)
- ☐ MOTHERS AGAINST DRUNK DRIVING (MADD) CERTIFICATE (REQUIRED IF DIRECTED BY THE COURT)
- ☐ ALL CASES INVOLVING DOMESTIC VIOLENCE, MUST PROVIDE A LETTER OF DETERMINATION FROM THE SJA
- ☐ STATEMENT OF SERVICE FOR ANY CAREER MARINE WITH BROKEN SERVICE
- ☐ FITNESS REPORT INVENTORY SHEET CHECK FOR DC FITNESS REPORT
- ☐ COPY OF MASTER BRIEF SHEET (SGT AND ABOVE)
- ☐ SECURITY CLEARANCE LETTER
- ☐ FULL PAGE OFFICIAL COLOR PHOTO, 360 COLOR PHOTO IN PT GEAR

Enclosure (2)