

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews



COMMANDING OFFICER

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Introduction

The Career Planning Interview Guide is provided as a tool for Commanding Officers to aid in conducting interviews. It also provides the Commanding Officer with a handy reference on the major aspects of Career Planning, which include:

- Interviews
- The First Term Alignment Plan (FTAP)
- Key Selling Points
- Reenlistment Incentives
- Selective Reenlistment Bonus Program (SRBP)
- Lateral Move Policies
- Boatspace Report
- Reenlistment Guidelines
- Reenlistment Prerequisites and Waiver Requirements
- PME, Service Limitations, Retirement Plans, and Commanding Officer Recommendations



Automated Data Processing Support

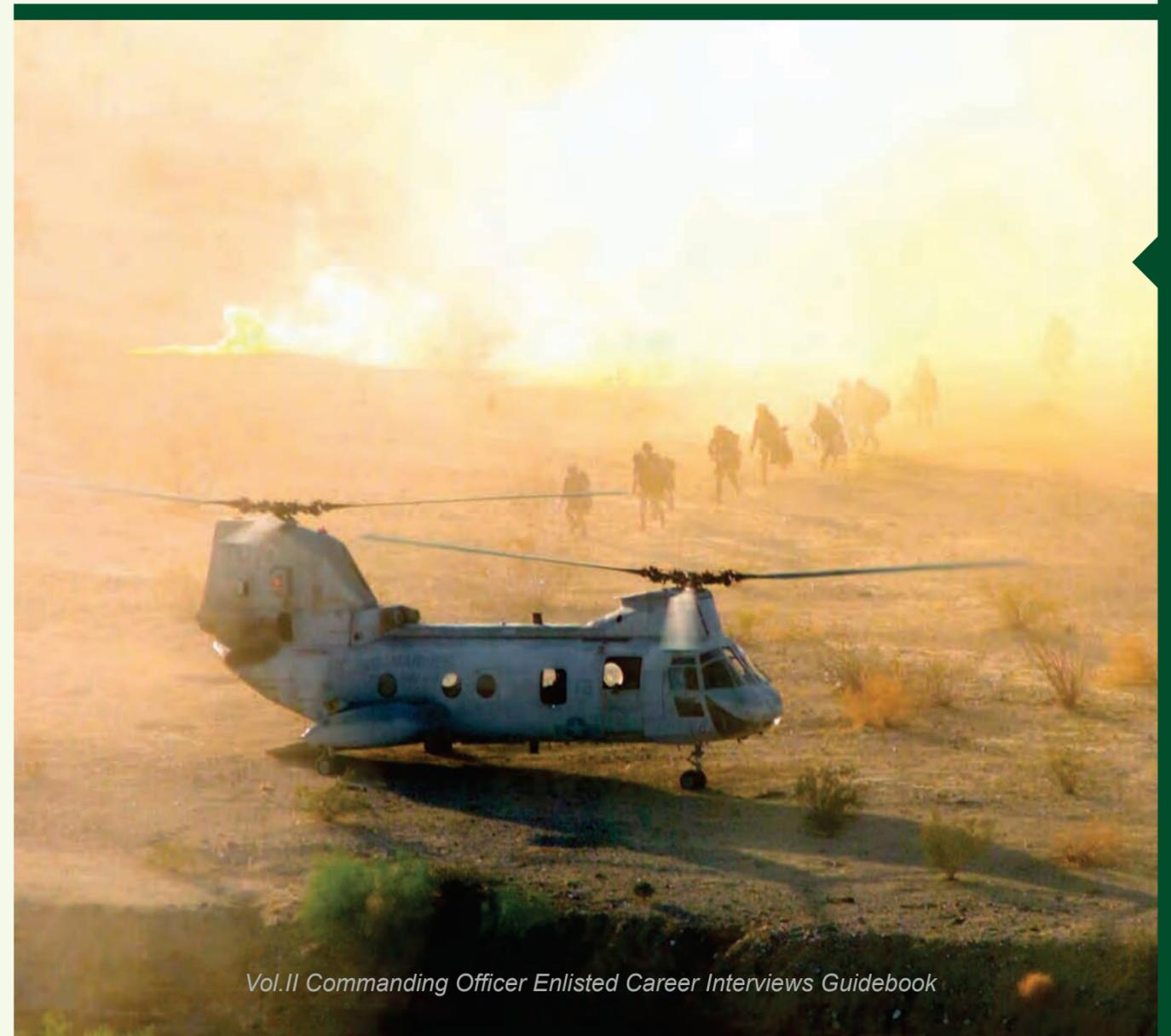
Commanding Officers and Career Retention Specialists (CRS) have the continual challenge of identifying, scheduling, and accomplishing the required interviews in a timely and professional manner. To accomplish this mission the CRS must be provided with a computer with internet access, color printer, digital scanner, and digital camera.

References

MCBUL 1200	MOS Manual
MCO P1040.31_	Enlisted Career Counseling and Retention Manual
MCO 1220.5_	Enlisted Lateral Moves
MCO P1326.6_	Special Duty
MCO P1553.4	Professional Military Education
MCO P1900.16_	MARCORSEPSMAN
MCO 7220.24_	Selective Reenlistment Bonus Program (SRBP)
MCO P6100.12	Marine Corps PFT/BCP Manual (MCPFTBCPM)
MCO 1130.80_	Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps Assignment Manual (SDAMAN)

“Some people spend an entire lifetime wondering if they’ve made a difference. The Marines don’t have that problem.”

*President
Ronald Reagan*



COMMANDING OFFICER

Enlisted Career Interviews

Guidebook

APPENDIX E Lautenberg Amendment

The reference for the Lautenberg requirements is MARADMIN 186/03.

Triggering Event: Conviction of “misdemeanor crime of domestic violence.” (DoD incl felony convictions; summary courts and NJP’s dont count)

Effect of Triggering Event: felony crime for the convicted member to ship, transport, possess, or receive weapons or ammunition; felony crime to give such a convicted member and weapons or ammunition (exceptions to this are major weapons systems: tanks, aircraft, ect.; crew-served weapons and ammunition).

COMMAND REQUIREMENTS:

1. Member must officially inform command via DD Form 2760.
2. DD Form 2760 must be placed in SNM’s SRB and annotated as a pg 11 entry until the update is ran in MCTFS. Once MCTFS has been updated the DD Form 2760 no longer needs to be maintained in the SRB.
3. The command must IMMEDIATELY retrieve all government issued weapons and ammunition.
4. The command must IMMEDIATELY suspend all future access to government issued weapons and ammunition (take SNM’s weapons card and/or any ammunition handling certification).
5. The command must IMMEDIATELY secure any access to privately owned firearms and ammunition kept in government quarters or on-base armery.
6. Advise SNM to take immediate action to dispose of any privately owned firearms and ammunition.
7. Refer SNM to cognizant SJA to determine whether or not a qualifying conviction exists.
8. Afford reasonable time to obtain expungement or pardon (however, 1-7 are still executed).

The command **MAY** process the Marine for ADSEP IAW MARCORSEPMAN, but it is not mandatory and it is based on the CO’s discretion.

TABLE OF CONTENTS

I. Overview	
II. Types of Interviews	
III. Required Interviews	
IV. Types of Reenlistments	
• Basic Reenlistment Prerequisites.....	Page 3
• Marine Corps Benefits.....	Page 11
• CO Reenlistment Recommendation.....	Page 13
• Service Limits.....	Page 14
• Reserve Transition (Appendix A).....	Page 15
• Reenlistment Codes (Appendix B).....	Page 17
• SRBP (Appendix C).....	Page 20
• Mission and Role of the CRS (Appendix D).....	Page 21
• Lautenberg Ammendment (Appendix E)	Page 25

This guide supplements the myriad of orders and directives affecting the career decisions and retention of the most competitive Marines, who will sustain the future success of the United States Marine Corps.

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

SECTION I: OVERVIEW

Purpose of Career Planning Interviews

The purpose of career planning interviews is to encourage the best and brightest first term Marines to join the career force and to provide them with the appropriate information needed to arrive at a sound decision.

The career planning interview affords each Marine the opportunity to discuss a career in the Marine Corps, in accordance with their individual needs, wants, and desires. It is crucial that Marines are accurately informed about what a Marine Corps career can and cannot provide.

The career planning interview is important for gaining an understanding of why Marines decide to either pursue a career or to EAS. Analyzing interviews may provide insight and possible solutions to retention problems within each command.

Required interviews also provide an opportunity for the Commanding Officer and Career Retention Specialist to discuss the alternatives of the Selected Marine Corps Reserves (SMCR) to Marines who have decided not to reenlist and to advise them about transition benefits.

Interviews are also important from the standpoint of good will. Marines who do not reenlist will express their opinion about the Marine Corps wherever they go. These opinions, positive or negative, will be spread to other Americans and may have an effect on the future recruiting and retention efforts. A commander should probe to uncover any bitterness or resentment with the intent of eliminating or neutralizing it.

Basic Reenlistment Prerequisites

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

a. The following restrictions are subject to the current enlistment contract and extensions to that contract only:

1. Have demonstrated the high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps.
2. Have demonstrated the core values of honor, courage, and commitment.
3. 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.)
4. 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

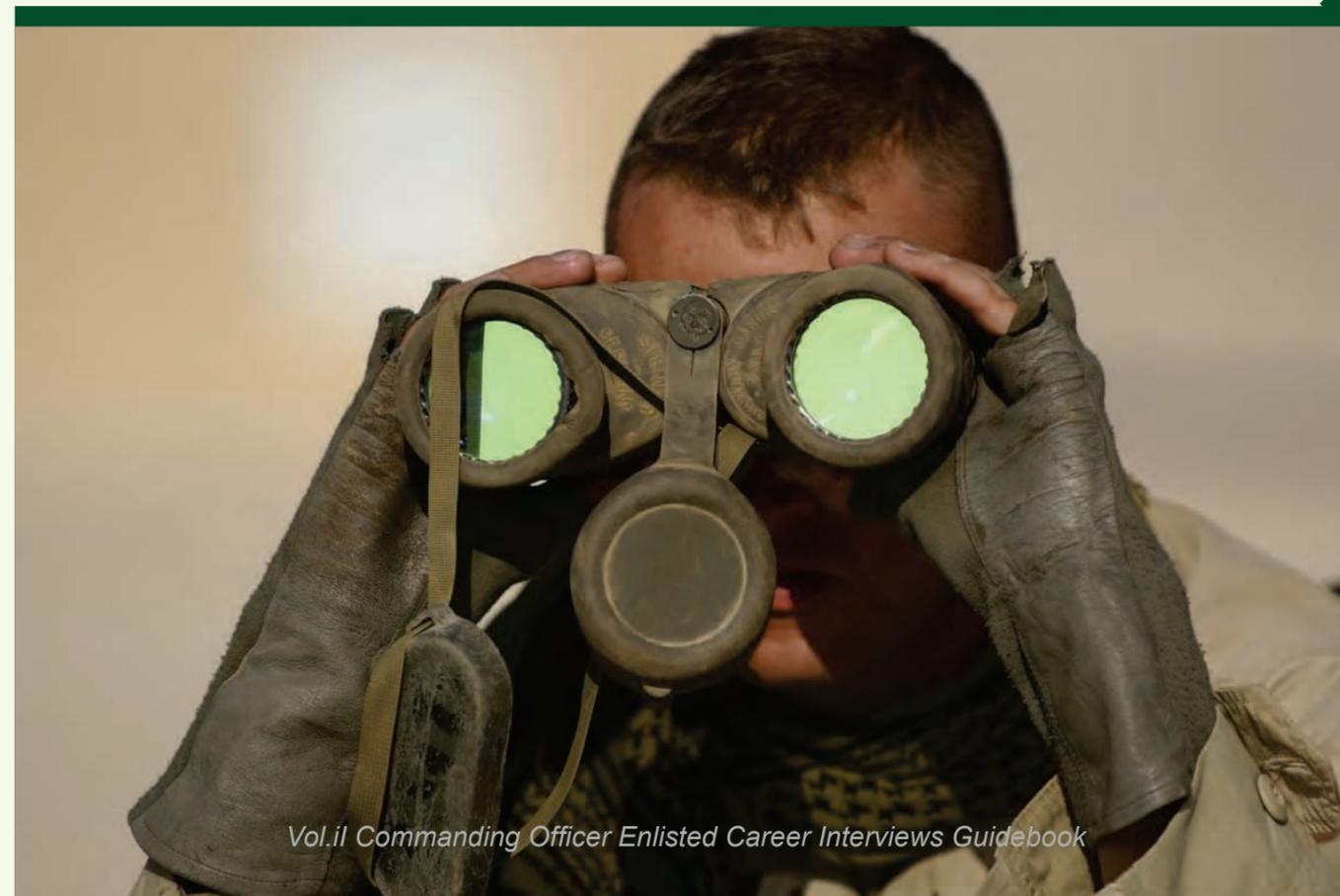
Vol. I Commanding Officer Enlisted Career Interviews Guidebook

APPENDIX D Mission and Role of the CRS continued...

special staff officer for retention, it is strongly recommended that the commander be in the reviewing chain of the CRS's performance evaluation. The CRS is the program manager for the commander and should be reviewed accordingly, as any other staff officer is.

CAREER RETENTION SPECIALIST SNCOIC'S:

As a CRS progression in the Career Retention Specialist force, he/she may be a candidate for one of the Career Retention Specialist SNCOIC billets. These billets are at the regiment (Div or MLG)/Marine Aircraft Group levels for SSgts and GySgts, and the MSC/MSE levels for MSgts and MGySgts. The role of the SNCOIC is critical, and includes the following responsibilities: Instruct and train unit level Career Retention Specialists, coordinate the implementation of the FTAP/STAP within the command, provide assistance to Career Retention Specialists within the command, advise the Commanding General on retention matters, conduct on-site inspections of Career Retention Specialists within the command, gather/disseminate information for HQMC and unit commanders.



Vol. I Commanding Officer Enlisted Career Interviews Guidebook

Guidebook

APPENDIX D Mission and Role of the CRS continued...

Plans /FTAP & STAP), Enlisted Career Force Controls (ECFC), promotions, Professional Military Education, Performance Evaluation and reviews, special duty assignments, involuntary separation pay, and the use of the enlisted career counseling section at MMEA.

The Career Retention Specialist is a special staff officer, responsible directly to the commander for all aspects of retention. The migration to the 01 OccFld does not constitute a change in the day to day interaction between the commander and the CRS. The Career Retention Specialist serves as the liaison between the commander and the CMC (MMEA-6) on all retention matters. Clear, open, honest communication is essential in ensuring the command has a successful Career Planning program. It is crucial that the CRS and the commander have direct and daily contact with one another. As the commander's liaison to CMC, the CRS must be able to convey the commander's intent to HQMC.

The Marine Corps has two primary enlisted career force objectives: To provide the Marine Corps with the most qualified force by grade and MOS to support staffing all authorized career force billets. The Career Retention Specialist coupled with the CMC career planning program is the key to achieving these career force objectives. The primary purpose of the program is to reenlist high quality first-term Marines to meet our career force MOS requirements, and to reenlist qualified career Marines to sustain appropriate career force experience levels.

WORKING AREA OF CAREER RETENTION SPECIALISTS:

The nature of career planning activities requires that the working area assigned to a Career Retention Specialist receive special consideration. The Career Retention Specialist's office should be located so that 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 Retention Specialist from creating the relaxed environment needed for a successful interview. The workspace of a CRS is inspected as part of the CGI and IG process (AIRS Checklist Functional Area 40)

AUTOMATED DATA PROCESSING EQUIPMENT SUPPORT (ADPE):

At a minimum, every Career Retention Specialist (8421/0143) should be provided the following NMCI assets by the local command in order to perform daily retention functions: an NMCI approved computer, internet access, a laser printer, and a scanner.

PERFORMANCE EVALUATION FOR CAREER RETENTION SPECIALISTS:

Career planning is a function of command. Since the Career Retention Specialist serves as the commander's

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 requests (RELM).

5. 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 (a Marine cannot submit for reenlistment while assigned to the Body Composition Program).
6. Not be a conscientious objector.
7. Not be a sole surviving son/daughter. However, a Marine may waive this status per MCO P1300.8, Marine Corps Personnel Assignment Policy.
8. 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.
9. Not be under a CMC imposed reenlistment restriction.
10. Have no convictions by a court-martial.
11. Have no known convictions by civil authorities (foreign or domestic), or action taken which is equivalent 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.
12. Have no more than two nonjudicial punishments (NJP).
13. Have a minimum conduct and proficiency mark average of 4.0/4.0.
14. 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 1740.13_, Family Care Plans, which provide specific requirements for maintaining current family care plans in the event of deployment/TAD.
15. Not have been assigned to an alcohol treatment program, per MCO P1700.24_, 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 in/out patient or resident treatment. Career Retention Specialists/Career

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

Planners must confirm the completion date. This restriction does not apply to Marines who volunteer for treatment and have no performance or conduct problems.

16. Have no alcohol related incidents while operating a vehicle.

17. Have no substantiated Level III or higher spouse/child abuse or neglect.

18. Must not be subject to the stipulations of the Lautenburg Amendment.

b. The following may not apply to current contract only:

1. Not have an incident involving confirmed illegal use, possession, sale, or distribution of a controlled substance per MCO P1700.24_, Marine Corps Personal Services Manual.

2. 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 P1610.7_, Performance Evaluation System, Appendix I.

2. 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 obtain a First Term Alignment Plan (FTAP) boat space within the fiscal year that his/her original EAS occurs.

3. 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.

4. 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.

APPENDIX D Mission and Role of the CRS continued...

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.

-Commands where the Career Retention Specialist is a one-for-one billet.

-All others.

Commanders may assign highly qualified Marines as additional duty Career Retention Specialists to either serve as the command CRS or as an assistant to the command CRS. However, the awarding of additional MOS or MOS 8421/0143, special duty assignment pay, and the issuance of the dress blue uniform are not authorized.

All Marines routinely perform additional duties. However, commanders should not assign additional duties to Career Retention Specialists which may either compromise their position, or require the preponderance of the Career Retention Specialist's time to accomplish; for example, Substance Abuse Control Officer (SACO), legal NCO, classified material systems (CMS) custodian, Barracks NCO, etc.

Marines possessing MOS 8421/0143 and serving in T/O Career Retention Specialist billets receive special duty assignment pay per MCO 7220.12, Special Duty Assignment Pay Program to assist with uniform maintenance and other out-of-pocket expenses.

MISSION OF THE CAREER RETENTION SPECIALIST FORCE:

Career Retention Specialists should exemplify the type of Marine that we desire to retain in the Marine Corps. The Career Retention Specialist holds a position of leadership and integrity and should therefore set the example in all aspects of performance and conduct.

The Career Retention Specialist is responsible to three entities; the individual Marine, the commander, and the CMC (MMEA-6).

The recent MOS designation change for the Career Retention Specialist placing them in the 01 Occupational Field does not alter the traditional functionality of the billet. The primary mission of the Career Retention Specialist is to take care of the individual Marines of the command by assisting them in improving their performance and competitiveness for promotion and retention. This includes, but is not limited to, advising Marines on reenlistment programs (First term and Subsequent Term Alignment

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

APPENDIX D Mission and Role of the CRS

MISSION AND ROLE OF THE CAREER RETENTION SPECIALIST

SELECTION AND ASSIGNMENT: Every Career Retention Specialist (MOS 8421/0143) candidate is thoroughly screened by the CMC (MMEA-6). The decision to accept a Marine into the Career Retention Specialist Force will be based on the Commander's recommendation and the prerequisites outlined in MCO P 1040.31 paragraph 3000.4.

Upon selection to the Career Retention Specialist Force, each Marine will be assigned (TAD) to the Career Retention Specialist Course, Recruiters School, MCRD, San Diego, CA. Every effort will be made to assign students to a class as soon as possible after being accepted into the Career Retention Specialist Force. In some cases, the Career Retention Specialist will first report to the new command for OJT and then attend school at the first available opportunity.

The CMC (MMEA-6) will assign Marines who have lateral moved into MOS 8421/0143 to fill T/O Career

Waiver of Reenlistment Prerequisites

The CMC 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 prior to being sent to the CMC (MMEA-6). The following may be waived:

- Court-martial conviction.
- Conviction by civil authorities.
- Less than a high school graduate or alternative credential holder.
- More than two non-judicial punishments.
- Guilty of DUI/DWI.
- General technical (GT) composite score of 80 or higher if requesting reenlistment in PMOS only.

The following will not be waived:

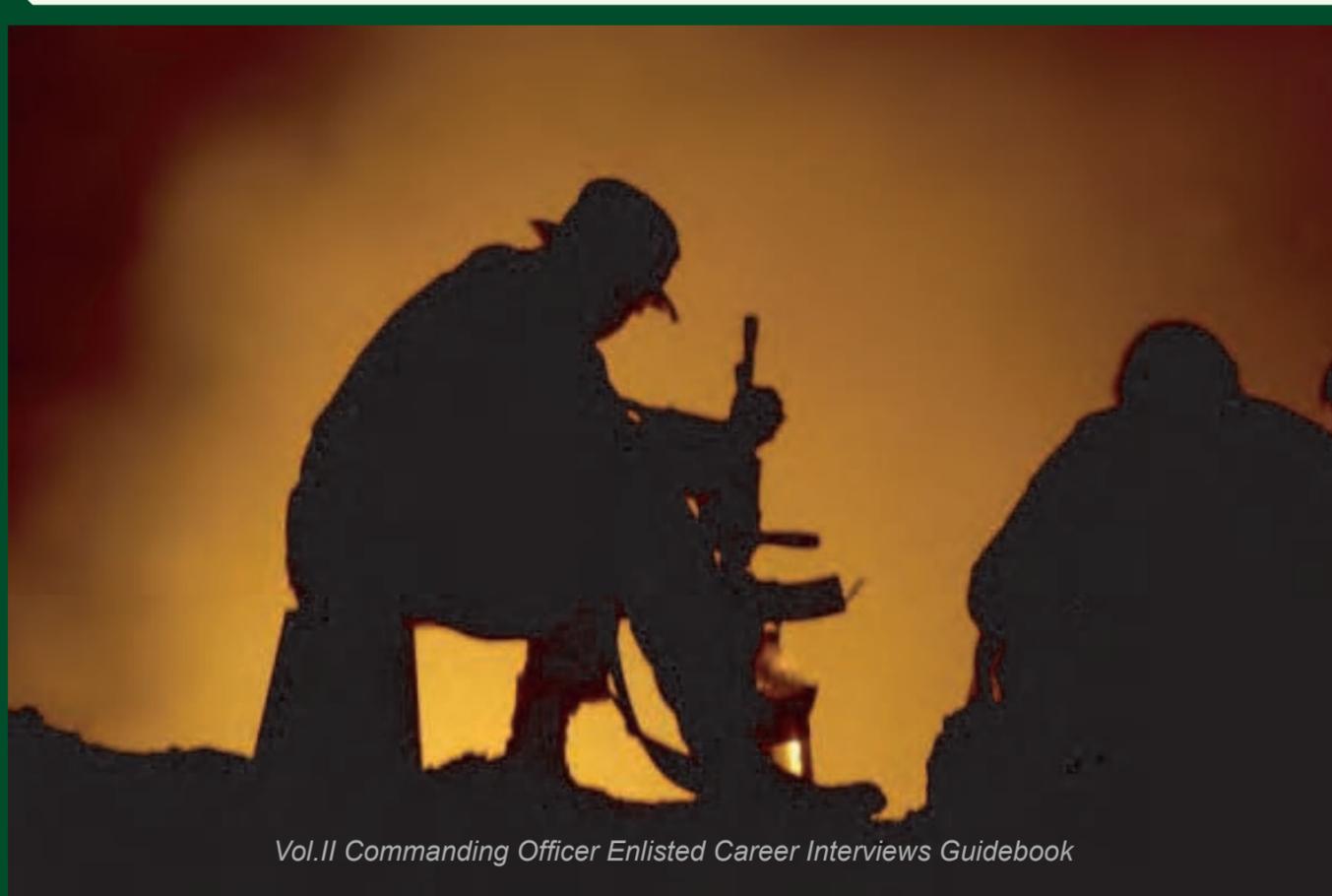
- Confirmed illegal use, possession, sale, or distribution of a controlled substance.
- Conscientious objector.
- Minimum conduct and proficiency mark average of 4.0/4.0.
- Qualifying convictions under the Lautenburg Amendment.
- General technical (GT) composite score of 80 or higher if requesting a Lateral Move.
- Marine has submitted to FMCR.
- Marine has requested separation pay by an early separation program.

Waiver Request Format

Request for waivers of reenlistment prerequisites must be forwarded to the CMC (MMEA-6) through the chain of command via TFRS. Include the following:

- A recommendation from the Commanding General (CG or Acting only).
- Copies of SRB pages 11, 12, and relative unit punishment book (UPB) entries.
- Copy of Record-of-Service for sergeants with less than two years time-in-grade at the time of request.
- Any additional material that 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.
- Attached copies for the D119 and D904 screens off 3270.

A request for waiver of medical/dental requirements for immediate reenlistment must be based on the fact that 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 MANMED.



COMMANDING OFFICER

Enlisted Career Interviews

Guidebook

TYPES OF REENLISTMENTS

- **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.
- **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.
- **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) 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.
- **FFO:** A Marine on a current 2 year For Further Observation (FFO) contract must wait until he/she is 90 day out from his/her current EAS to submit for reenlistment.

SECTION II: TYPES OF INTERVIEWS

- Interviews may be unscheduled or required, and the CO and / or the Career Retention Specialist must conduct them.
- Unscheduled interviews may be conducted at any time by the CRS upon the request of individual Marines whether or not they are eligible or recommended for reenlistment. Marines may request interviews to seek specific information. The Career Planning Record (1133) (NAVMC 10213) provides space to record the accomplishment of voluntary interviews.
- During required FTAP and EAS interviews, the CO will make a recommendation regarding reenlistment or separation.
- The Commanding Officer, defined as having special court-martial convening authority, should conduct FTAP and EAS interviews. However, the Executive Officer may conduct Commanding Officer interviews when “acting” or circumstances dictate. Commanding Officers may designate section/dept. heads in writing to conduct their interviews. However, the Commanding Officer must conduct the interview when section/dept. heads do not recommend a Marine for reenlistment. Additionally, the Commanding Officer should conduct an interview when more emphasis is needed to persuade a Marine who is undecided or has decided not to reenlist. Commanding Officers are required to conduct a preponderance of the CO’s required interviews.

APPENDIX C SRBP

Selective Reenlistment Bonus Program

The Selective Reenlistment Bonus Program (SRBP) is designed to assist the Marine Corps in retaining the best Marines in our critical and short MOSs. The commanding officer will be guided by (DOC/CMC/MPP-24/07MAY1990 AND DOC/CMC/MMEA/02 MAR 1998).

Marine Corps Bulletin 7220 series will announce which MOSs will receive an SRB multiple with respect to zones A, B, and C.

- Zone A = 17 months to 6 years*
- Zone B = 6 years to 10 years*
- Zone C = 10 to 14 years*
- Zone D = 14 to 16 years*

*Refer to current MARADMIN for restrictions and limitations.

The CRS will be able to calculate the amount of money a Marine rates in the MCTFS pre-comp screen.

The commanding officer will ensure the SRBP Statement of Understanding is signed and filed in the Marine’s service record book. Marines who receive an SRB payment must remain in their MOS or risk recoupment of the bonus. Out-of-skill assignments are expressly prohibited for SRB recipients, unless a waiver is granted by CMC, (MMEA).

Marines must reenlist for a minimum of 48 months and be in an MOS rating a bonus to be eligible for the SRBP. Marines may reenlist for the BSSRB if they meet the eligibility requirements for that program. In order for a Marine to be eligible for the BSSRB a Marine must have no less than a 91 day and no more than a 365 days break in active duty service on the date of reenlistment. Under this program a Marine will receive 80 percent of the bonus paid to active duty Marines under the current FY SRB program. If a Marine has a break greater than 366 days but less than 4 years they will receive 60 percent of the current FY SRBP.

“The *measure of success is* not whether you have a tough problem to deal with, but whether it is the same problem you had last year.”

John Foster Dulles

APPENDIX B Reenlistment Codes continued...

Reenl Code	When Assigned	Definitions/Criteria
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.
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.

* Refer to the IRAM for appropriate page 11 entry.

SECTION III: REQUIRED INTERVIEWS

First Term Initial Interview

1. The CRS will conduct this interview 6 months from the Marine's Present Unit Join Date (PUJD)
2. Use this interview to determine if the Marine meets all prerequisites for the reenlistment. Ensure that corrective action is initiated, if necessary, and that the Marine is fully informed of reenlistment incentives, benefits, and procedures.
3. If the Marine is FAP/TAD to another unit/command, they should submit for reenlistment with the Marine's parent command whenever possible. FAP/TAD Marines are considered part of the parent command's EAS population; and should follow local command SOP FAP Agreement.
4. Marines on their initial enlistment must compete for a limited number of reenlistment opportunities called "boatspaces". The boatspaces are projected for the forthcoming year to fill anticipated vacancies for the next five years. The boatspace report (a document used by all CRS') is the cornerstone of the First Term Alignment Plan (FTAP), which balances the manpower and structure by MOS. Boatspaces are limited and approximately 25% of the first term population will be authorized to reenlist. The Boatspace Report is updated continuously as Marines throughout the Marine Corps reenlist/decline/lateral move, or submit for reenlistment. The Boatspace report is accessible to the Career Retention Specialist online. The following topics must be explained in detail:
 - a. THE FIRST TERM ALIGNMENT PLAN (FTAP). The manpower plan that establishes the LIMITED number of first-term boatspaces by MOS.
 - b. FAST FILLING MOS'S (FFM). An MOS that receives more requests for retention than there are available boat spaces from 1 July to 1 Oct.
 - c. LATERAL MOVE. A lateral move is the reclassification of a Marine from one MOS to another. Lateral move opportunities are afforded to first term Marines when no PMOS boatspace remains or the Marine is qualified for a "critical" MOS which is specified by the Retention Guidelines each respective year. Marines requesting lateral move out of an MOS which still has open boatspaces will require a Commanding General's endorsement unless the MOS requested is one of the critical MOS's listed in the Enlisted Retention MARADMIN.
 - d. BOATSPACE REPORT. An automated report which reflects real time status of each fiscal year MOS.
 - e. MCI COURSES. MCI Courses are very important to a Marine's composite score for promotion.
 - f. PME. Most first term Marines are usually lance corporals or corporals on their initial enlistment for 4 years. The most competitive first-term Marines will have completed THE FUNDAMENTALS OF MARINE CORPS LEADERSHIP and PERSONAL FINANCE MCI's. Sergeants should attend the Sgt's Course within 24 months of promotion. The Sgt Nonresident Course is a prerequisite for the Sgt's

COMMANDING OFFICER

Enlisted Career Interviews

Guidebook

Course. Each Marine assigned to the Sgt's Course must be in a full duty status, and meet the Marine Corps physical fitness standards.

f. RIFLE and PFT. Rifle and PFT scores are another important aspect of a Marine's composite score for promotion. All Marines are not expected to score EXPERT with the rifle or score a 300 on the PFT. Marines must understand that it is very important to obtain the best score possible, even though the only requirement for reenlistment is that Marines pass a current PFT. Marines are advised to remain competitive and score their best.

g. ASVAB SCORES. The Armed Service Vocational Aptitude Battery scores are used to determine whether or not Marines are qualified for a particular MOS. Marines may retake the ASVAB to increase their scores and qualify for a wider variety of lateral move MOS's. Marines who procrastinate retaking the ASVAB risk missing out on premium lateral move choices as they too close. New scores must be posted in MCTFS prior to approval of lateral move. The MOS Manual is updated annually. First Term Marines are required to have a minimum GT of 80 to qualify for reenlistment.

- Consider that a Marine's scores can also decrease if the Marine is not prepared to do well on the ASVAB.

- Ensure the Marine sees the Education Officer for proper preparation and additional guidance.

5. The Enlisted Retention Guidelines are published annually in the form of a MARADMIN. The Enlisted Retention Guidelines provide specific guidance concerning enlisted retention for a specified fiscal year. Marines and the CRS must be made aware of the time for submissions and reenlistment qualifications unique to the respective fiscal year. Marines are required submit reenlistment request in compliance with current orders and directives or the request will be returned to the command in a "Not in Compliance" status.

a. Reenlistment/Extension/Lateral Move (RELM) for first term Marines are usually submitted in July and processed by CMC (MMEA-6).

b. Several MMEA officers and senior SNCO's on a Fast Filling MOS (FFM) Board will review the most competitive MOS's. The most competitive Marines will be approved for reenlistment. Marines not selected will have their RELM returned to the command for lateral move or resubmission for a Quality Reenlistment Program (QRP) boatspace.

c. QRP is a program established to provide a means for the exceptionally qualified Marine who did not get an opportunity to compete for a boatspace in their PMOS, an opportunity to remain in their PMOS in excess of 100%. The QRP allows for reenlisting up to 105% or 1 per MOS with a total limit of 100 for all MOS's. Marines will compete with Marines from all MOS's and the most competitive are selected with regard for each MOS.

d. When approved for reenlistment, each Marine is given a no later than (NLT) date (normally 10 working days) to execute reenlistment. The Marine may also decline to reenlist and the CRS must notify CMC (MMEA-6) by acknowledging the RELM so the boatspace may be reissued to another Marine.

APPENDIX B Reenlistment Codes continued...

Reenl Code	When Assigned	Definitions/Criteria
RE-3E*	Failure to meet education standards. Assign when single disqualifying factor only.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. 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. 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. CMC authority required for reenlistment.
RE-3N*	Pregnancy, single parenthood.	A woman Marine discharged before her EAS for pregnancy or any Marine separated while in a sole parent status. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3O*	Refused to extend or reenlist to deploy or to incur obligated service for orders recieved.	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 CMC (MMSB). Refer to MCO 1300.8. This code may only be assigned by CMC and is not to be assigned to first term Marines. Marines assigned to 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. 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 CMC.	Marine is recommended and eligible for reenlistment. Assigned when a 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. CMC approval required for reenlistment.

APPENDIX B Reenlistment Codes

Reenl Code	When Assigned	Definitions/Criteria
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 CMC.	For Corporals/Sergeants with satisfactory performance records released at EAS due to ECFC. May only be assigned by CMC.
RE-1C*	Recommended and eligible Career Marines meeting generally acceptable standards and denied further service.	Assigned by CMC to Marines requesting retention who are eligible for retention, meet generally acceptable standards, and are denied further service by CMC.
RE-2A	Transferred to FMCR prior to reaching maximum service limitations 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.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3B*	Assign when there was 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 SRB entry. CMC authority required for reenlistment.
RE-3C*	When directed by CMC or when not eligible and disqualifying factor is not covered by any other code.	SRB entry required stating reason for assignment. Individual must sign SRB entry. CMC authority required for reenlistment.

e. MMEA usually begins to process first term requests for Lateral Moves in December, for execution after January 1st. Excluding those MOS's listed in the current FY Retention Guidelines as exemptions; MMEA does not allow latmoves earlier than the first of December, this is done to allow all Marines the chance to reenlist in their PMOS before boatspaces are given away to latmoves.

f. Prior Service Enlistment Program (PSEP) is a program designed to give prior service Marines a chance to reenlist. First term PSEP Marines must obtain a boatspace in order to reenlist.

g. When boat spaces are no longer available, first term Marines will be required to either submit for a lateral move to an open MOS that they are qualified for, or they must EAS. Career Marines do not compete for a boatspaces.

Career Retention Specialist FTAP Interview

1. First-term Marines are required to be interviewed by the CRS and the Commanding Officer.
2. The CRS will conduct this interview between 1 April and 1 July prior to the fiscal year in which the Marine's EAS falls. During this interview the CRS does the following:
 - a. Screen the Marine to ensure they meet all reenlistment prerequisites per MCO 1040.31_.
 - b. Check the current status of the Marines' MOS utilizing the current Boatspace Report.
 - c. For a lateral move, ensure the Marine is qualified per MOS Manual and that the MOS is available.
3. The CRS must initiate the reenlistment process on all Marines desiring retention. The CRS must review the current fiscal year retention guidelines and submit the RELM.

CO's FTAP Interview

1. The Commanding Officer will conduct this interview between 1 April and 1 July prior to the fiscal year in which the Marine's EAS falls.
2. The purpose of this interview is to determine the commander's recommendation for reenlistment. During the Commanding Officer's interview the commander should review the following:
 - a. Review reenlistment prerequisites in MCO P1040.31_.
 - b. SRB: Review the SRB (e. g., PRO/CON, PFT, page 11, 12, 13 and relative UPB entries).
 - c. PERFORMANCE: Review the recommendations from the OIC and SNCOIC.
 - d. PME: Review the Marine's past and current PME status. Recommend and stress the relevant importance of PME for future promotion consideration. (note that PME completion is not a requirement for retention)

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

d. MARINE CORPS BENEFITS: Review the tangible and the intangible benefits associated with Marine Corps service:

- Medical and dental coverage
- 30 days paid leave per year
- Secure income with raises and promotion opportunity
- 20 year retirement plan
- Travel and adventure
- Independent Duty (I & I, AMOI)
- Special Duty Assignments (Recruiting Duty, DI Duty, MSG Duty, SOI)
- Selective Reenlistment Bonus, if applicable
- Camaraderie
- Core Values
- Esprit de Corps
- Self-Esteem
- Self-Confidence
- Self-Discipline
- Self-Direction
- Courage
- Poise
- Pride of belonging
- Education Benefits
- Professional Development

3. Make a reenlistment recommendation based on available information. The importance of the Commanding Officers recommendation cannot be over emphasized. The CO's recommendation establishes the initial dialogue between CMC (MMEA) and the command. Consider the "Whole Marine" concept when making a recommendation. Make a recommendation for reenlistment regardless of whether the Marine has expressed a desire to EAS or not. Marines often change their minds when making career decisions. All request for additional service that are submitted to CMC (MMEA) require a CO's recommendation and comments.

Vol.II Commanding Officer Enlisted Career Interviews Guidebook

APPENDIX A Reserve Transition continued...

participate in annual screening to confirm physical condition, dependency status, military qualifications, civilian occupation, skills, and other information required for mobilization readiness.

TRANSITION PROCESS

The following outlines the transition process from active to reserve status:

Accept Reserve Commission (Officers)

Key Documents to have before separation:

-DD-214 Separation Form (all)

-DD-763 Reserve Commission (Officers)

Contact a Transitional Recruiter or Prior Service Recruiter to assist with transition:

-Identify Billet Vacancies

-Coordinate Unit Interview

-Assist with transition/join process

Requirements:

-Must be able to complete 20 years of service before 55th birthday

-Meet age/rank requirement at time of reappointment

-Physically Qualified

-Must have served on active duty/ affiliated with the Reserves within 3 yrs of request

-Must separate active duty with a RE-1A code

Vol.II Commanding Officer Enlisted Career Interviews Guidebook

Guidebook

APPENDIX A Reserve Transition...

MARINE CORPS RESERVE TRANSITION FACTS

Transfer to the SMCR:

Marines are introduced to a Transitional Recruiter when they attend the mandatory Transition Assistance Management Program (TAMP). During the presentation, Transitional Recruiters show separating Marines the many opportunities, options and benefits that are available in the Reserves. The Automated Career Retention System (ACRS) also offers information about the Marine Reserve.

Benefits of SMCR service include: continuation of service, flexible service opportunities, promotion opportunities, expansion of “networking” opportunities, monetary compensation, continued educational benefits, reserve retirement benefits, Space-A travel and other Benefits.

MARINE CORPS RESERVE CATEGORIES

The Marine Corps Reserve is divided by law into three categories; Ready Reserve, Standby Reserve and Retired Reserve

READY RESERVE

The Ready Reserve consists of units and members of the Marine Corps Reserve subject to recall for active duty in time of war or national emergency, or when otherwise authorized by law. There are two subcategories: the Selected Marine Corps Reserve (SMCR) and the Individual Ready Reserve (IRR).

- **SMCR.** The SMCR consists of three elements; SMCR units, Individual Mobilization Augmentees (IMA), and the Active Reserve (AR). Marines in the SMCR typically drill two days each month and receive four days base pay for the two drill days. These Marines attend two-weeks of annual training. Reserve Marines and their families also enjoy the extra income that participating in the Marine Corps Reserve provides.
- **IMA.** An IMA Marine is a member of the SMCR, but is not a member of an SMCR unit. The IMA program provides a source of trained and qualified individuals to fill a time-sensitive portion of the Active component wartime structure. Most IMA Marines are attached to active duty.
- **AR** The AR program provides qualified Marines an opportunity to serve on active duty and qualify for retirement benefits after 20 years of service. AR Marines are assigned to major Marine Corps bases and stations, headquarters, and reserve unit locations. Active Duty Marines are eligible to apply for the AR program when they are within 120 days of their active duty EAS.
- **IRR.** Members of the IRR have opportunities for paid temporary active duty and non-paid inactive duty. Furthermore, IRR members are required to maintain their uniforms and must participate in annual screening to confirm physical condition, dependency status, military

4. Commanding Officer’s recommendation criteria to be used is listed below:

<u>RECOMMENDATION</u>	<u>CRITERIA</u>
Recommended with Enthusiasm	→ Top 25% of Marines in that grade known to certifying officer.
Recommended with Confidence	→ Top 50% of Marines in that grade known to the certifying officer.
Recommended with Reservation	→ The Marine meets the basic retention prerequisites. However, the CO has reservations concerning the Marine’s career potential. Used at the CO’s discretion. CMC requires a explanation.
Not Recommended	→ The CO must indicate the reason for not recommending the Marine. CMC (MMEA) requires a brief explanation to ensure the correct Reenlistment Code (RE) is assigned. CMC requires a explanation.
<u>REQUIREMENTS</u>	<u>QUALIFIED</u>
Marine is world wide deployable.	→ YES / NO
Marine has passed a current PFT.	→ YES / NO
Marine meets Body Composition Standards.	→ YES / NO
Marine is fit for rigorous combat duty at sea and on foreign shore.	→ YES / NO
Marine does not have date gaps 31 days or more.	→ YES / NO

CRS EAS Interview for First Term Marines

1. Career Retention Specialist will conduct this interview between 9 and 6 months from the Marine’s EAS. Review the Marines plans to separate and reiterate the benefits of staying Marine.
2. The primary purpose of the EAS interview is to readdress the Marines intent to EAS and ensure they are aware of the benefits of joining the Selected Marine Corps Reserve and advise the Marine of the requirement to attend a mandatory Pre-SEPS/TAPS class. The CRS recommends the appropriate reenlistment eligibility code during the EAS interview for Marines who do not desire retention. The Career Planning Contact Record is the only document which records the Commanding Officer’s assignment of Reenlistment Eligibility Codes (ensure that the appropriate page 11 entry is correctly documented if applicable). The separations clerk is given a copy of the Career Planning Contact Record to ensure the appropriate RE-Code as entered on the DD-214 and correctly entered into MCTFS.

COMMANDING OFFICER

Enlisted Career Interviews

Guidebook

GRADE	ACTIVE MARINE CORPS SERVICE
Corporal	8 YOS
Sergeant	13 YOS
Staff Sergeant	20 YOS
Gunnery Sergeant	22 YOS
MSgt/1 st Sgt	27 YOS
MGySgt/SgtMaj	30 YOS

Marines twice passed for promotion to the next higher grade the following service limits apply. (Must submit for FMCR four months from EAS minimum).

Staff Sergeant	20 YOS
Gunnery Sergeant	22 YOS or current EAS if over 20 YOS
MSgt/1 st Sgt	27 YOS or current EAS if over 22 YOS

Marines once passed for selection to the next higher are usually authorized to extend to be considered for promotion a second time. (Reenlistment prerequisites apply)

3. Advise FMCR eligible Marines they must submit for reenlistment or submit for transfer to the FMCR (Retirement) 4 to 14 months from EAS. Failure to request transfer to FMCR at least four months prior to EAS will jeopardize timely processing of the request. This could impact on PTAD, leave, and other transition 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.

4. Career Marines are eligible to submit for reenlistment within 12 months from EAS. It is in the best interest of the Marine Corps and the Marine to submit for reenlistment six months prior to EAS this allows the Marine to ensure all reenlistment prerequisites are met (Filling a date gaps can take months).

Required Service Record Book Entries

For a Marine who is not recommended or recommended but not eligible for reenlistment a page 11 entry must be made in the Marine's service record book regarding recommendation for reenlistment and RE Codes. The page 11 entry is made after the EAS interview when Marines are not recommended or recommended but not eligible for reenlistment. Additionally, use the page 11 entry when the CMC (MMEA-6) assigns any RE Code other than RE-1A, RE-2A, RE-2B, RE-2C. Specific reasons for assignment of an alternate RE Code will be provided by CMC in those cases. The Marines will sign this entry.

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 code of (RE-1B, RE-1C, RE-3_, or RE-4_) upon separation.”

Vol. II Commanding Officer Enlisted Career Interviews Guidebook

APPENDICES

Reserve Transition (Appendix A)

Reenlistment Codes (Appendix B)

SRBP (Appendix C)

Mission and Role of the CRS (Appendix D)

Lautenburg Amendment (Appendix E)

