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From: Commandant of the Marine Corps
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Subj: RESERVE CAREER RETENTION AND DEVELOPMENT MANUAL

Ref: (a) MCO P1001R.1J
(b) Marine Corps Total Force Systems (MCTFS) Personnel Reporting Instructions Users Manual (PRIUM)
(c) DOD Dir 1215.6, "Uniform Reserve, Training and Retirement Categories," March 14, 1997
(d) MCO P1100.72C
(e) DODI 1215.19, "Uniform Reserve, Training and Retirement, Category Administration," December 12, 2000
(f) Military Selective Service Act
(g) MCO 1560R.30B
(h) MCBUL 1560 (canc. 30 Sept. 2009)
(i) MARADMIN 353/01
(j) MCO 1510.39A
(k) MCO 1133R.26E
(l) MCO 7220R.38C
(m) MCO P1900.16F
(n) MCO P1610.7F
(o) MCO P1070.12K
(p) MCO 7220.12P
(q) SECNAV M-5210.1
(r) Manual of the Medical Department (MANMED)
(s) SECNAVINST 5300.30C
(t) MCO 6100.13
(u) MCO 1700.24B
(v) MCO P1300.8R
(w) MCO 1740.13A
(x) MCO 5000.12E
(y) MCO 1306.16E
(z) MCO 1001R.52H
(aa) 10 U.S.C. 509, 10211, 12301, 12306, 12310(d), 12310
(ab) MCO P1400.32D
(ac) Privacy Act of 1974
(ad) MCO P5600.31G
(ae) MCO P1050.3J
(af) MCO 1001.62
(ag) MCO P1040.31J
(ah) MCO 1130.80A
(ai) MCO 1130.56C
(aj) MCO 1130.62B
(ak) MCO 1040R.10L
(al) MCO 1040.42A

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

Encl: (1) Marine Corps Reserve Career Retention and Development Manual

1. Situation. This manual establishes policy and guidance for the conduct of the Marine Corps Reserve Career Planning Program.

2. Cancellation. MCO P1040R.35B.

3. Mission. HQMC(RA) promulgates policy and provides administrative procedures for the management of the Marine Corps Reserve (MCR) career planning program.

4. Execution

a. Commander's Intent

(1) Establish clear and delineated instructions for Commanders and Career Planners in performance of their duties regarding the management of the MCR career planning program.

(2) Field commands will utilize this Order to assist with the management of the unit's career planning program within the Ready Reserve.

b. Concept of Operations

(1) Comply with the intent of the references and the content of this Order.

(2) The Reserve Career Retention and Development Manual is organized into chapters addressing career retention purpose and organization, definitions, career retention personnel, the Reserve orientation and sponsorship program, reserve reenlistments and extensions, incentives, reserve career options, counseling and interviewing, and retention advertising.

c. Coordinating Instructions. Submit all recommendations concerning this change, and the basic manual, to the Commandant of the Marine Corps (RA-RCT) via the appropriate chain of command.

5. Administration and Logistics. This Order includes significant revisions and should be reviewed in its entirety.

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Reserve.

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

D. L. MOORE
Director
Reserve Affairs Division

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Chapter 1

Introduction

1. Purpose

a. The Reserve career retention program is the key to achieving career force goals within the Ready Reserve. The primary purpose of the program is to reenlist qualified Marines to meet the overall career force Military Occupational Specialty (MOS) requirements, and to reenlist the best qualified Marines to sustain appropriate career force experience levels. The primary enlisted career force objectives are:

(1) To create and sustain a career force inventory within the Marine Corps Reserve by grade and MOS that supports staffing of all authorized career force billets with the highest quality Marines possible. This career force inventory will be established for the three categories in the Ready Reserve: Active Reserve (AR), Selected Marine Corps Reserve (SMCR) and Individual Ready Reserve (IRR).

(2) To provide career force Marines with "career equitability," defined as equal promotion opportunity through the grade of Master Gunnery Sergeant/Sergeant Major. MCR promotion opportunities will continue to be determined by performance and organizational requirements.

b. The career retention program, although designed to fulfill Marine Corps Retention objectives, should be focused on the individual Marine. Each organization/unit must:

(1) Ensure the individual approach. This can be best achieved by utilizing the interview process at required intervals by the Career Planner (CP) and the commander.

(2) 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. A special emphasis should be placed on the fact that this nation requires a strong career force of Marines to ensure that the Corps will continue to provide a total force in readiness.

(3) Expedite personal service for all Marines by ensuring interviews, counseling sessions, and administrative requirements contained in this manual are promptly and properly executed. Timely submission of reenlistment documents will ensure that each Marine receives the best opportunity to reenlist.

c. Encourage Marines to remain active participants within the Selected Reserve in order to maintain military occupational specialty proficiency and competitiveness.

2. Organization. Career retention is a command function. No unique organization exists to supplement the traditional chain of command; however, the following agencies and personnel exist within the MCR to manage the Career Retention Program:

a. Headquarters, U.S. Marine Corps

(1) The Reserve Continuation and Transition Branch (RCT), Reserve Affairs Division (RA), Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA) reviews reserve reenlistments, extensions, and lateral moves; and

promotes improved continuation, transition and retention processes that support Marine Forces Reserve.

(2) The Reserve Affairs Manpower Branch (RAM) provides support for the Individual Mobilized Augmentee (IMA) program.

b. Commands

(1) Marine Forces Reserve (MFR)

(a) SMCR units

(b) Individual Ready Reserve (IRR)

(2) Commanding Generals (CG)/Commanding Officers (CO) prescribe local career retention programs. CGs and COs assign career force Career Planner(s) as indicated on current tables of organization (T/O).

(3) Reserve Affairs Manpower (RAM-2) will assign Active Reserve (AR) Career Planners (CP) as indicated on current T/Os. For commands not assigned a CP, Commanders will assign a career planner on an additional duty basis. Refer to chapter 3 of this order for amplifying instructions.

3. Responsibilities

a. Reserve Affairs Reserve Continuation and Transition Branch (RA-RCT)

(1) Mission. The Reserve Continuation and Transition Branch reviews Reserve re-enlistments, extensions, lateral moves, and officer appointments on behalf of CMC; provides Reserve-specific expertise to other branches of HQMC; provides career guidance to individual Marines; and promotes improved continuation, transition and retention processes that support Marine Forces Reserve in order to ensure a vibrant and deployable Marine Corps Reserve capable of fulfilling its responsibility to the total force Marine Corps.

(2) Organization. Sections within the CMC (RA-RCT) include Reserve Enlisted Retention, Active Component to Reserve Component Transition, Reserve Incentives and Training and Reserve Officer Appointments/Reappointments.

(3) Functions. Figure 1-1 provides a list of general and specific functions that relate to reserve retention.

b. Commander, Marine Forces Reserve (COMMARFORRES). COMMARFORRES is responsible for the implementation of a successful career retention program, in accordance with the provisions of this Order.

c. CP Staff Non-Commissioned Officer In Charge (SNCOIC). The CP SNCOIC is responsible to the commander for administering the command career retention program. At a minimum, CP SNCOICs will be assigned to the following:

(1) MFR.

(2) MFR Major Subordinate Commands.

d. Career Planner (CP). The CP is responsible to the commander for administering the organizational/unit career retention program and is the commander's advisor on enlisted retention matters. CP responsibilities:

(1) Be familiar with the provisions of this Order, associated orders publications, and directives.

(2) Perform the required interviews on the occasions prescribed in this Order.

(3) Ensure accurate completion of all the administrative procedures and forms associated with career retention. These include but are not limited to:

(a) NAVMC 10213A (Career Planning Contact Record (1133)).

(b) DD Form 4 (Enlistment/Reenlistment Document—Armed Forces of the United States).

(c) NAVMC 321A (Agreement to Extend Enlistment (1144)).

(d) Appropriate Page 11 entries.

(e) Appropriate Certificates.

(4) Maintain CO's situational awareness regarding all aspects of the unit's retention program by established measures of effectiveness (MOEs).

e. Officers and Staff Non-Commissioned Officers (SNCOs). Officers and SNCOs assist commanders in administering a successful Reserve career retention program within the command. Officers and SNCOs in the command support the Reserve retention program through their strong leadership to their Marines. This support can include making liaison with the command CP and encouraging Reserve Marines to attend pertinent Reserve career retention briefs.

f. Commanding Officer. Ultimate responsibility for the success or failure of a unit's retention program rests with the Commanding Officer (CO). The CO leverages the collective effort of the unit retention team which includes the CO, senior enlisted advisor and CP to include Inspector-Instructor counterparts. The CO can gauge the effectiveness of his retention program by utilizing the below listed suggested MOE. MOE considered in absence of others may provide a skewed conclusion. Commanding Officers should consider the aggregate of several MOEs to gauge the effectiveness of the collective retention efforts of the unit.

(1) Number of incentives accepted by unit members.

(2) Percentage of unit comprised of non obligors.

(3) Number of interviews conducted.

(4) Number of non EOS separations.

(5) Number of inter unit transfers.

Reserve Affairs Reserve Continuation and Transition Branch (RA-RCT)

Reserve Retention and Continuation Functions

1. Advises the CMC on Reserve enlisted retention matters via the Director, RA Division, and the Deputy Commandant for M&RA.

2. Plans, publishes, and supervises the execution of regulations pertaining to enlisted retention in the MCR.

3. Exercises authority on the processing of all reenlistment requests received on enlisted members of the MCR.

4. Exercises authority to approve or disapprove all CG requests for waiver of reenlistment prerequisites.

5. Determines criteria for reenlistments or extensions for Marines who do not meet the basic reenlistment prerequisites in the MCR.

6. Exercises authority on all prior service requests for off-contract waivers of reenlistment prerequisites and applies the "whole Marine concept". In each case, the best interests of the Marine Corps will take precedence.

7. Exercises authority over cancellations of extension of enlistment agreements for members of the MCR.

8. Maintains cognizance over this Order.

9. Manages the administration of the Total Force Retention System (TFRS) for the MCR.

10. Provides input for congressional correspondence and provides Reserve advisory opinion responses for the Board for Correction of Naval Records (BCNR) on matters pertaining to Reserve career retention.

11. Provides guidance on enlisted retention matters for the MCR to all command representatives, CPs, officers, and SNCOs who make inquiry.

12. Debriefs Reserve SNCO selection boards and provides relevant information to the MCR on the selection process.

13. Provides career counseling for Reserve enlisted and officers.

14. Make involuntary separation pay determinations for release from active service.

Figure 1-1.--Reserve Retention and Continuation Functions

Definitions

1. Active Duty (AD). Full-time duty in the active military service of the United States. A general term applied to all active military service with either the Regular or Reserve component.

2. Active Duty for Operational Support (ADOS). A limited tour of AD which is authorized for Reserve Marines.

a. Using Military Personnel Marine Corps (MPMC) appropriations for supporting Active Component, or

b. Using Reserve Personnel Marine Corps (RPMC) appropriations for projects supporting the Reserve component.

3. Active Duty for Training (ADT). A tour of AD for Reserve training under orders that provide for automatic reversion to inactive duty when the specified period of AD is completed. ADT includes annual training (AT), special tours of ADT, school tours, and the initial tour performed by enlistees without prior military service.

4. Active Federal Service. All forms of AD with or without pay, including Reserve Counterpart Training (RCT), ADOS, Extended Active Duty (EAD), AT, and ADT.

5. Active Reserve (AR). Reserve Marines who are members of the Selected Marine Corps Reserve (SMCR) on full-time AD under 10 U.S.C. Sections 10211, 12310(d) or 12310 for the purpose of organizing, administering, recruiting, instructing, or training the Reserve component.

6. Active Status List (ASL), Standby Reserve. Reserve Marines designated as key federal employees; who have fulfilled their statutory Military Service Obligation, but are temporarily assigned for a hardship reason and intend to return to the Ready Reserve; or retain in an active status because of a special skill/expertise. Members of the ASL may participate voluntarily without pay for retirement credit points and may be considered for promotion, except for promotion to general officer grade. For additional guidance refer to reference (a).

7. Additional Duty Career Planner. A Marine assigned additional duties as a career planner by the commander.

8. 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.

9. Additional Training Period (ATP). A sub-category of Inactive Duty Training (IDT). These are additional IDT periods intended to improve readiness by providing for individuals and units to receive required and necessary training for attaining and maintaining designated readiness levels. Three categories of additional IDT periods are:

a. Additional Training Periods (ATPs) for units, components of units, and individuals for accomplishing additional required training, as defined by a unit's post-mobilization mission;

b. Additional Flying Training Period (AFTPs) are authorized for primary aircrew members for conducting aircrew training and combat crew qualification training to attain and maintain aircrew flying proficiency and sustain mobilization readiness; and,

c. Readiness Management Periods (RMPs) are to support the ongoing day-to-day operations of the unit, accomplishing unit administration, training preparation, support activities, and maintenance functions.

10. Agreement to Extend Enlistment/Reenlistment. An agreement to continue an enlistment/reenlistment contract or an already extended enlistment/ reenlistment contract.

a. Voluntary. An agreement to extend or reenlist upon the Marine's request.

b. Involuntary. The extension of a Marine beyond the date of normal expiration of enlistment for either a definite or indefinite period. Occasions and unit diary reporting procedures are found in reference (b), MCTFSPRIUM.

11. Anniversary Year/Date. The anniversary year is a period of 12 consecutive months (365/366 days) during which a member must accrue a minimum of 50 points (including those received for membership) if such period is to be credited as a qualifying year for retirement purposes. Except as noted in reference (a), these anniversary year periods are calculated from an anniversary date. The date used to determine the anniversary year is established by the date the member entered into active service or into an active status in the Reserve Component.

12. Annual Screening. All Ready Reserve Marines except Reservists on active duty, will be screened annually. The annual screening involves an audit of service records to determine mobilization readiness.

13. Annual Training (AT). Annual Training is annual ADT for members of the SMCR of not less than 14 days (excluding travel time) for units, and 12 days (excluding travel time) for IMAs each year. Training is prescribed by the CMC (RA), COMMARFORRES, or operational sponsors of IMAs per reference (c). The primary purpose of AT is to provide individual and/ or unit readiness training. AT may support Active Component (AC) missions and requirements.

14. Appropriate Duty. A form of Inactive Duty Training (IDT) without pay for attendance at special functions or to perform certain tasks.

15. Armed Forces Active Duty Base Date (AFADBD). 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.

16. Associate Duty. A form of IDT without pay performed on an affiliated basis with a Reserve component or regular component unit.

17. Career Planner (CP). The commander's enlisted advisor on enlisted retention. The CP holds the Primary MOS (PMOS) designator of 4821.

18. Career Progression Training. Training that leads to a higher degree of proficiency within an occupational field, but does not change the Marine's primary MOS.

19. Career Retirement Credit Record (CRCR). Summarizes a Marine's annual retirement credit points resident in MCTFS. It reflects a Reserve Marine's entire career and is derived from the Annual Retirement Credit Record (ARCR).

20. Commanding Officer/Officer In Charge. The lowest ranking officer who holds NJP authority or is responsible for the Marine's SRB.

21. Component. A term used to denote a specific category of the Armed Forces; i.e., Active component or Reserve component.

22. Component Code. Code that indicates which component of the Marine Corps or other branch of the Armed Forces an individual is assigned. There a two fields in the Marine Corps Total Force System in which these codes are found - Component Code and Reserve Component Code.

23. Constructive Age. Real age minus total active service in the Marine Corps, Army, Navy, Air Force and Coast Guard, including service in Reserve components (SMCR or equivalent). When total service is deducted from the present age the constructive age must be less than 32 years for the purpose of enlisting or reenlisting into the MCR. Only the CMC (RA-RCT) may waive this limit when such action is considered to be in the best interest of the Marine Corps, reference (d) pertains.

24. Critical Skill. A job skill considered essential to the mission accomplishment of the parent organization.

25. Discharge. Complete severance from all military status gained by the enlistment or induction concerned. See also Release from Active Duty.

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

27. End Strength. Unit manning levels assigned by the CMC (RA) and administered by the COMMARFORRES, to be achieved by 30 September of each fiscal year. Unit end strength is counted as those individuals who, as indicated in their MCTFS record, are assigned to a SMCR Reporting Unit Code, in Training Pay Category (TPC) A or B, and have a record status other than 9. It does not include Marines classified as AR, active component, or individuals undergoing any increment of IADT as of the current fiscal year. These Marines are counted separately by CMC.

28. Entry Level Training Assignment/Initial Skill Training (ELTA/IST). Training subsequent to recruit training which is required to qualify a basic Marine in the specific minimal skills required for assignment of a primary MOS in the assigned occupational field.

29. 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 date for all reenlistments.

30. Expiration of Active Service (EAS). The date on which AD terminates including voluntary extensions of enlistment, Convenience of the Government, Legal (COFGL), Convenience of the Government, Medical (COFGM) or Convenience of the Government, and Involuntary (COFGI).

31. Expiration of Current Contract (ECC). The date the current enlistment contract expires excluding voluntary extensions of enlistment that have not become effective. Periods of time lost will automatically extend the ECC by the number of days lost.

32. Expiration of Obligated Service (EOS). The termination date for the service obligation under the terms of the Military Selective Service Act (MSS ACT) (reference (e)). (See paragraph 52 of this chapter)

33. Extended Active Duty (EAD). AD performed by a member of a Reserve component when strength accountability passes from a Reserve component to the regular component, contingent upon funding source.

34. First-Term. Marines serving on their initial Marine Corps enlistment contract or any extensions to that contract. Use this definition when determining reenlistment incentive eligibility.

35. Fiscal Year (FY). Accounting period beginning 1 October and ending 30 September the following year. The FY is designated by the calendar year in which it ends. For example, FY 2011 began 1 October 2010 and ends 30 September 2011.

36. Fleet Marine Corps Reserve (FMCR). The FMCR is composed of enlisted personnel who have completed 20, but less than 30 years of active service and are receiving retainer pay. After 30 years of service, members of the FMCR are transferred to the retired list.

37. Force Readiness Analysis and Assistance Program (FRAAP). A readiness evaluation designed to measure the logistical and administrative preparedness of an SMCR unit.

38. High School Credentials

a. Alternative Credential Holder. Possesses any type of education credential other than a traditional high school diploma. This 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 alternative credential holders should be addressed to the CMC (MPP-54) 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 possess a high school diploma or alternate credentials.

39. Inactive Duty Training (IDT). Duty or training performed by reservists not on AD, AT, or ADT. IDT includes regular training periods, Equivalent Instruction or Duty (EIOD), associate duty, appropriate duty, approved correspondence courses, and Mobilization Training Unit (MTU) participation. Three categories of additional IDT periods are: ATPs, AFTPs, and RMPs.

40. Inactive Status List (ISL), Standby Reserve. That part of the Standby Reserve which is composed of Reserve Marines who are not required by law or regulation to remain in an active Reserve status but desire to retain their Reserve affiliation in a nonparticipating status. They may possess skills which may be of use to the Marine Corps, and volunteer for assignment to the ASL of the Standby Reserve, or volunteer for the ASL but have not been assigned. Members on the ISL may not participate for points or pay and will not be considered for promotion. However, service years are still counted for purposes of determining years of service (and count toward grade specific service limitation computations). For additional guidance refer to reference (a).

41. Incremental Initial Active Duty For Training (IIADT). An enlistment program for college, university, or trade school students allowing an individual to attend basic military and initial/technical skill training during summer semester break within 1 year after the completion of recruit training. This training is normally completed in two increments; however, a third summer of training may be required to complete Marine Combat Training for some MOS series.

42. Individual Mobilization Augmentee (IMA). A member of the SMCR who fills a mobilization (M) billet on a regular component T/O. IMAs are considered to be SMCR but are not members of SMCR units. All IMA Marines may perform a maximum of 12 days AT each year; IDT can vary from 0 to 48 IDT periods per fiscal year. A Training Pay Category (TPC) will be assigned to each IMA billet on the T/O; the category assigned determines whether IDT will be used and if so, the number of IDT periods the IMA will be required to attend.

43. Individual Mobilization Augmentee Detachment (IMA Det). The peacetime administrative grouping of IMA Marines by function or geographic location for ease in training, support, and recall in the event of mobilization.

44. Individual Ready Reserve (IRR). A trained manpower pool of Ready Reservists who are not in the SMCR. The IRR consists of: (a) individuals who have had training and served previously in the active component or in the SMCR and have some period of Military Service Obligation (MSO) remaining; (b) individuals who have completed the MSO and are in the IRR by choice; and (c) individuals in the Delayed Entry Program (DEP). In the event of mobilization, the IRR will serve as a pretrained source of manpower for augmenting the active component and as a replacement pool.

45. Initial Active Duty Training (IADT). The period of ADT when recruit training, Marine Combat Training (MCT), and Initial Skill Training (IST) are accomplished incrementally or continuously. This is required of all initial enlisted accessions.

46. Involuntary Active Duty (IAD). A specified period of involuntary active duty performed by a reservist for reasons of unsatisfactory drill participation under terms required by the MSO or when activated for mobilization.

47. Mandatory Drill Stop Date (MDSD). The date a SMCR Marine is no longer obligated to attend drills. This date is based on terms of the original enlistment contract.

48. Mandatory Participant. A person who has a MSO acquired under the provisions of federal law, or an obligation resulting from signing a Standard Written Agreement to Train (SWAT). See reference (a). The length of the MSO is determined by the laws in effect at the time of initial enlistment or appointment into the Armed Forces. The SWAT will not exceed the length of the present enlistment without an extension to cover the period required.

49. Marine Corps Mobilization Station (MCMS). A facility designated to initially process members of the IRR and retirees, prior to entry on active duty during mobilization.

50. Marine Corps Total Force System (MCTFS). An information data system utilized by the Marine Corps to provide personnel management information.

51. Military Entrance Processing Station (MEPS). Those facilities designated by the DOD to conduct mental and physical examinations for chargeable accessions into all branches of the Armed Forces, and such other examinations as may be directed.

52. Military Service Obligation (MSO). Individuals who become members of the Armed Forces sign a contract incurring a military obligation known as an MSO. Any part of this service that is not served on AD or ADT will be performed in a Reserve component. There are two types of obligations currently in effect:

a. Those that signed a contract between 9 August 1955 and 31 May 1984 incurred a 6-year obligation.

b. Those that signed a contract on or after 1 June 1984 incurred an 8-year obligation.

53. Mobilization. The process by which the Armed Forces or part of them are brought to a state of readiness for war or other national emergency. This includes activating all or part of the Reserve Component as well as assembling and organizing personnel, supplies, and material.

54. Mobilization Training Unit (MTU). A unit consisting of IRR Marines who perform Reserve training in a non-pay status for retirement points only. Members of the ASL of the Standby Reserve may train with MTUs in an appropriate duty status.

55. Montgomery GI Bill-Selected Reserve (MGIB-SR). A program offering educational benefits for Marines in the SMCR. These benefits, although an entitlement, must be earned by the fulfillment of certain conditions and eligibility criteria established in reference (f).

56. Nonmandatory Participant. A Reserve Marine who has no separate written agreement, who has passed their MDSD, who has completed the MSO required by federal law or has been earlier discharged under regulations prescribed by the Secretary of Defense and the Secretary of the Navy.

57. Non-prior Service (NPS) Personnel. Individuals without any prior Military Service, who have not completed IADT or its equivalent, and enlist directly into the MCR.

58. Peacetime Wartime Support Team (PWST). A group of SMCR Marines who assist the command during peacetime and provide site support staff during wartime.

59. Prior Service (PS) Personnel. Individuals who served on active duty and have completed their active duty obligation, or enlisted in the MCR and have completed their SMCR obligations.

60. Prior Service Recruiting (PSR). The organization responsible for recruiting qualified prior service personnel for AR, SMCR and IMA billets.

61. Qualifying Year of Federal Service. A year of federal service is qualifying for retirement when a Reserve Marine is credited with a minimum of 50 Reserve retirement points within an anniversary year. This includes 15 points for membership in the MCR.

62. Readiness Management Period (RMP). Paid training periods, consisting of a minimum of 4 hours, in addition to the annual 48 regularly scheduled IDT periods, exclusive of ATPs and AFTPs. RMP is used for unit administration, training preparation, support activities, and maintenance functions. The maximum number of RMPs that may be performed by an individual is one per day and 30 per fiscal year. Note: When combined with ATPs, can have no more than 54 ATPs and RMPs in total, per reference (g).

63. Ready Reserve. Those units and members of the Reserve component of the Armed Forces of the United States liable for active duty to augment active forces, in time of war or national emergency. The Marine Corps Ready Reserve consists of the Selected Reserve and the IRR.

64. Reasonable Commuting Distance. The maximum distance a mandatory participant may be required to travel between residence and drill site:

a. Within a 100-mile radius of the drill site that does not exceed a distance that can be traveled under average conditions of traffic, weather, and roads within 3 hours. This applies only to units that normally conduct four IDT periods on 2 consecutive days during the training year and where Government meals and quarters are provided at the unit IDT site; or

b. Within a 50-mile radius of the drill site that does not exceed a distance that can be traveled by automobile under average conditions of traffic, weather, and roads within a period of an hour and a half when government meals and quarters are not provided at the unit IDT site.

65. Reenlistment. Reenlistment involves the execution of an entirely new contract between the applicant and the Marine Corps. This contract establishes a legal agreement between the United States Government and the enlisted member. A reenlistment contract replaces either a current enlistment/reenlistment contract, or one that has been terminated by separation.

66. Reenlistment, Extension, Lateral Move (RELM) Request. A request from a Marine for reenlistment, extension of an enlistment or for a lateral move. TFRS is currently the approved electronic medium for initiating a RELM request.

67. Release From Active Duty. Termination of active duty status and either transfer or reversion to a Reserve component not on active duty. This includes transfer to the IRR or SMCR.

68. Rescheduled Inactive Duty Training (RIDT). Inactive Duty Training (IDT) periods changed within the fiscal year other than the dates the unit is scheduled to perform IDT. RIDT must be requested by the Reserve Marine and approved in advance of the IDT by the unit's CO. RIDT will be used to avoid missing IDT whenever conflicts, which could preclude attendance, are known in advance.

69. Reserve Component Code. A two-character code to address an individual's Reserve affiliation and for retirees.

70. Reserve Counterpart Training (RCT). A program designed to give IRR members opportunities to enhance military skills by training with their active component counterparts. Reserve Counterpart Training (RCT) provides mobilization readiness training for IRR Marines preassigned to a unit, filling the T/O and line number which they are preassigned to. Reference (h) applies.

71. Reserve Duty On Line (RDOL). A web based program that offers a single information source on Reserve duty opportunities for Marines and units. Access to this site is available through Marine On Line (MOL).

72. Reserve Optional Enlistment Program (ROEP). An enlistment program under which an individual agrees to serve a specified period of time in the SMCR and the remainder of the MSO in the IRR. Reference (i) applies.

73. Reserve Qualification Summary (RQS). The RQS is a form completed by Reserve Marines which provides an up-to-date summary of skills and qualifications. The RQS is generally required for most Reserve boards and is available on line on the MOBCOM, MFR, and RA-RCT websites (within MarineLINK).

74. Reserve Retirement Points. The method provided by law for awarding actual or constructive days of service for ADT or IDT for retired pay computation. Each Reserve retirement point is equivalent to 1 day of full-time active service. A maximum of 365/366 active duty points may be earned per anniversary year. Inactive duty points are earned typically through IDT, earning 1 point for each 4 hour IDT period performed with a maximum of 2 points per day. A maximum of 90 inactive duty points are attainable per anniversary year.

75. Retired Reserve. The Retired Reserve consists of:

a. RC members who are, or have been, retired under the provisions of Title 10 U.S.C. Sections 3911, 6323, or 8911; and,

b. RC members who have been transferred to the Retired Reserve upon their request, retain their status as Reserves, and are otherwise qualified.

76. Satisfactory Participation. Attendance and participation in the required training for the Marine's individual training category.

77. Selected Reserve (SelRes). That portion of the Marine Corps Ready Reserve having an IDT or AT requirement. SMCR members are the MARFORRES units, IMA status or the AR program.

78. Selected Reserve Incentive Program (SRIP). Bonus programs that provide monetary incentive payments to Marines who enlist, reenlist, extend, or affiliate with the SMCR in an authorized skill for a specific period of time.

CMC (RAP) per MARADMIN may publish additional criteria annually. Reference (j) applies.

79. Separate Written Agreement to Train (SWAT). An agreement between the individual unit and an individual, which obligates the individual to participate in Reserve training with that SMCR unit.

80. Separation. A general term which includes discharge, release from active duty, transfer to the Fleet Marine Corps Reserve (FMCR) or Retired List, release from custody and control of the Armed Forces or transfer to the IRR.

81. Service. In career retention terms, periods of time during which an individual is a member of the Armed Forces under contract for purposes of determining service limitations.

a. Total Service. The sum of all periods of time during which an individual is a member of the Armed Forces. It includes all periods served under an enlistment/reenlistment agreement(s) and/or agreement(s) to extend.

b. Qualifying Service. The sum of all periods of service in the Active component, SMCR, and IRR. A year of qualifying service is one in which the member is credited with a minimum of 50 retirement points (including 15 membership points) during the member's anniversary year.

82. Standby Reserve. That portion of the Reserve component consisting primarily of Reserve Marines who may be ordered involuntarily to active duty only in time of war or national emergency declared by Congress, or when otherwise authorized by federal law. The Standby Reserve is composed of the ASL and the ISL. Members of the Standby Reserve in an inactive status may not be ordered to active duty involuntarily unless it has been determined by the Secretary of the Navy, with the approval of the Secretary of Defense, that there are not enough qualified members in an active status in the required category to fulfill mobilization requirements.

83. Tentative Characterization of Service (TCS)

a. An interim description of the quality of performance during a period, which is less than the time required to earn an administrative discharge. Pertains to EOS Marines transferring to the IRR. The quality of performance shall be described as being honorable, general (under honorable conditions), and under other than honorable conditions.

b. If the TCS is under other than honorable conditions, an "Other Than Honorable Conditions" certificate shall be provided to the individual upon discharge.

84. Time Lost. Period(s) of absence from AD in excess of 24 consecutive hours due to Unauthorized Absence (UA), in hands of civilian authorities (IHCA), in hands of foreign authorities (IHFA), sick/misconduct, confinement by military authority at the request of civil authority, and confinement by military authority unless excused as unavoidable by the Marine's CO.

85. Total Force Retention System (TFRS). A web based database used to submit RELM requests to CMC (RA-RCT).

86. TFRS Message. A plain text message posted on the TFRS website to disseminate valuable career and retention information.

87. Trained Reservist. A Reserve Marine who has had at least 12 weeks of basic military training or its equivalent. Trainees completing recruit or subsequent Marine Combat Training (MCT) in excess of 13 weeks during IADT meet the requirements for possible subsequent deployment. However, in accordance with the Marine Corps Mobilization, Activation, Integration, and Deactivation Plan (MAID-P), only those Marines who have completed their MOS training will be mobilized.

88. Unsatisfactory Participant. A member of the SMCR who fails to fulfill an obligation or agreement as prescribed by federal law, or a member who fails to meet the standards prescribed by the MCR for attendance at IDT, AT, ADT, or displays substandard performance of duty.

89. Wartime Billet. Wartime requirements identified to support the initial wartime expansion and subsequent service sustainment functions. Pre-assigned billets for which IRRs, retirees, or civilians will be utilized to fill these billets. These individuals will man bases and stations in the Continental United States (CONUS).

Chapter 3

Career Retention Personnel and Operations

1. Career Retention Personnel. The primary mission of career retention personnel is to assist Marines in improving their performance and competitiveness for promotion and retention through counseling and continuing education. This includes advising and assisting Marines about promotion tempos, service limits, required PME (per current directives), the Fitness Report Audit Program (per reference (k)), Performance Evaluation Review Board, B-billets and special assignments, selection zones for promotion, remedial promotion boards, involuntary separation pay, the use of the enlisted career counseling service, and the use of MOS roadmaps. Career Planners process all requests for retention to include administrative requirements necessary to retain qualified Marines. Career Retention Personnel should exemplify the type of Marine we desire to retain in the Marine Corps Reserve (MCR). Marines assigned in career retention must be known for their excellent initiative, strong communication skills, and ability to work with minimal supervision. Career Retention Personnel should counsel Marines on eligible incentives and lateral move options.

2. Career Retention Personnel Assignment. Marine Corps Reserve (MCR) Career Planner (CP) staffing. The CP force for the Marine Corps Reserve is staffed in three ways:

a. The assignment of qualified Active Reserve (AR) CPs in units with CP billets.

b. The assignment of additional duty CPs in units without CP billets.

c. The assignment of SMCR CPs in SMCR units with SMCR billets for Career Planners.

3. AR CP Assignment. Manpower and Reserve Affairs (M&RA), Reserve Affairs Manpower (RAM) assigns qualified AR Marines to CP billets to meet the needs of the MCR. These billet assignments provide full-time career planner support to Marine Forces Reserve and subordinate units.

a. Commands with Marines who desire to serve as an AR CP must forward a completed Commanding Officer's and Career Planner SNCOIC Screening/Interview Checklist for Lateral Move to MOS 4821 (Career Planner)(Figure 3-1), along with an Administrative Action (AA) form through the chain of command to RAM.

b. RAM is charged with the accession of Marines into the AR CP force based on the following criteria:

(1) Marine's Performance.

(2) Commander's recommendation.

(3) Marine's Major Subordinate Command (MSC) CP SNCOIC recommendation.

(4) Personnel Strength of the Marine's PMOS.

c. The AA Form must contain at a minimum:

(1) Date current tour began.

(2) Date of Rank.

(3) Present assignment.

(4) Career retention experience.

(5) Three duty station preferences.

d. The AA Form will include as enclosures:

(1) Commanding Officer's and Career Planner Screening/Interview Checklist (Refer to Figure 3-1 of this order).

(2) Current Photograph - formatted per reference (l).

(3) Certified true copy of the Record of Service (ROS) for sergeants with less than one year time in grade.

(4) Certified true copy of Total Basic Individual Record and Total Basic Training Record.

(5) Interview letter from CP SNCOIC (Regt/Group level and up).

e. The following items are considered disqualifying and waivers will not be considered:

(1) Fails to meet high standards required for retention in accordance with chapter 5, paragraph 5 of this Order.

(2) Failure of the last PFT taken.

(3) Any confirmed drug involvement.

(4) Convictions by Court-Martial.

(5) Non-high school graduate or non-alternate credential holder.

(6) Poor personal appearance or history of weight control (Current contract).

(7) Poor communication skills as determined by the commander in the screening process.

(8) Currently enrolled in command directed Family Advocacy Program.

(9) Failure for selection to next grade.

(10) Disenrollment from Drill Instructor/Recruiter School for adverse reasons.

f. Upon selection to the AR CP force, each Marine will be assigned TAD to the CP course at Marine Corps Recruit Depot (MCRD) San Diego, CA. Upon graduation from the course, the Marine will be assigned the PMOS 4821 and fill a valid T/O and BIC for assigned PMOS as required per reference (m).

g. All Commanding Officer's Screening/Interview Reserve Checklist for Career Planner Duty along with an Administrative Action (AA) form shall be maintained by CMC RAM per reference (n).

4. Additional Duty Career Planner Assignment. The CO, or Officer In Charge (OIC), shall assign additional duty Career Planners for units without CP billets.

a. Candidates for assignment as additional duty CPs shall be qualified for reenlistment and in compliance with the prerequisites set forth in Figure 3-1.

b. Commanders may assign Marines in grade of sergeant through master sergeant as additional duty career planners.

5. SMCR Career Planners. SMCR Career Planners are assigned as follows:

a. Candidates for assignment as SMCR career planners shall be qualified for reenlistment and in compliance with paragraph 3(e) of this chapter. Commanders shall screen all candidates for SMCR career planner with the Commanding Officer's and Career Planner Screening/Interview Checklist contained in Figure 3-1 of this Order.

b. Commanders may assign Marines in the grade of sergeant through master sergeant to serve a three-year tour as a collateral duty CP in units where a Reserve career planner billet does not exist in the unit T/O. Marines assigned to a career planner billet as indicated in the unit T/O are encouraged to attend the course for SMCR career planners within one year of assignment.

c. The course for SMCR Career Planners is taught at MCRD San Diego, CA. The COMMARFORRES (G-1) CP solicits nominations to attend the SMCR career planner course annually. The course is a non-MOS producing course.

6. Restrictions on Collateral Duties for Career Retention Personnel. All Marines, including career retention personnel, routinely perform additional duties. However, commanders are not to assign additional duties to CP/Career Planners which may ethically compromise their position or conflict with primary duties.

7. Uniform for Career Retention Personnel

a. To enhance the prestige of career retention and to provide visibility for identification purposes, all career retention personnel are encouraged to wear the appropriate dress blue uniform.

b. The issuance of the medium dress blue uniform allowance is authorized to personnel who are assigned an authorized T/O billet and are assigned PMOS 4821 from the Career Planner Basic Course at completion of MOS training.

8. Working Area for Career Retention Personnel. The nature of career planning activities requires that the working area receive special consideration. The CP's office should be located so it is readily accessible to all Marines during normal working hours. The location should afford privacy during interviews. An area where an uninvolved party can readily overhear conversation is not conducive to establishing a good rapport with an interviewee. Similarly, an area susceptible to frequent interruption by daily activity inhibits the ability of the CP to create the relaxed environment needed for a successful interview. In assigning work spaces for

CPs, commanders should consider these and other factors which could affect their career retention program.

9. Recognition of Career Retention Personnel. To provide additional emphasis on career retention and its importance to the Marine Corps, the Certificate of Appreciation - Career Retention Program (NAVMC HQ 818A (10-01)) is designed as an additional means of recognizing superior performance. It may either be awarded in lieu of, or in addition to the other means of recognizing superior performance, such as meritorious masts or personal awards (Figure 3-2).

a. CGs may award the certificate on behalf of the CMC. The NAVMC HQ 818A (10-01) may be obtained from the MFR (G-1) CP.

b. Commanders are encouraged to recognize the individual Marines who have made significant contributions to the command's career retention program.

10. Automatic Data Processing Equipment (ADPE) Support. At a minimum, every CP (4821) and collateral duty CP should be provided the following ADPE assets by the local command to perform daily retention functions:

a. Laptop with Internet access.

b. Digital camera.

c. Color printer.

d. Scanner.

11. Career Planner SNCOIC. The role of the Major Subordinate Command SNCOIC at the regimental/group level and higher is critical, and includes the following responsibilities:

a. Instruct and train unit level CPs.

b. Provide assistance to CPs within the command.

c. Advise the CG/CO on retention matters.

d. Conduct on-site inspections of CPs within the command.

e. Conduct initial, intermediate, and final evaluations.

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

g. Conduct quality control on all RELMS submitted by subordinate commands.

NAVMC 11669 (Rev. 04-11) (EF)
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COMMANDING OFFICER'S AND CAREER PLANNER SNCOIC SCREENING/INTERVIEW CHECKLIST FOR LATERAL MOVE TO MOS 4821 (CAREER PLANNER)

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Information collected by this form will be used to record extensions of enlistment into the U.S. Armed Forces. This information becomes a permanent part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice **M01070-6** which can be downloaded at *http://www.defenselink.mil/privacy/notices/usmc/M01070-6.shtml*.

RETENTION AND SAFEGUARDS: The collected information will be maintained in a database with restricted, limited access by personnel authorized to access this information. The database is protected by password, unique user IDs, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and/or social security number.

ROUTINE USES: This form becomes a permanent part of the Service Members's Enlisted Master File and Field Personnel File. All uses of this form are internal to the relevant service.

DISCLOSURE: Voluntary. However, failure to furnish personally identifiable information may negate the application.

Figure 3-1.--Commanding Officer's and Career Planner SNCOIC Screening/Interview Checklist for Lateral Move to MOS 4821 (Career Planner) NAVMC 11669

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COMMANDING OFFICER'S AND CAREER PLANNER SNCOIC SCREENING/INTERVIEW CHECKLIST FOR LATERAL MOVE TO MOS 4821 (CAREER PLANNER)

Name _____ Rank _____ SSN _____

1. Background

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

b. The Career Planning Course at Recruiters School, MCRD San Diego, provides prospective CP with the required entry-level knowledge for career planning duties and responsibilities. The school teaches Marines effective communication skills and the fundamentals and methods of career planning. The potential CP must be able to project a positive disposition and exemplify those traits associated with utmost professionalism. The CP 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 CP SNCOIC 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 CP SNCOIC/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 (RAM). The Marine's command will contact the CMC (RAM) via naval message when there is a change in the Marine's status. Upon request, certain criteria may be waived by the CMC (RA-RCT).

Upon request, certain criteria may be waived by the CMC (RA-RCT).

PREREQUISITE

1. **Career Marine.** Must have successfully completed one or more reenlistment/reenlistments.	☐ Yes	☐ No
2. **Career Potential.** Must meet or exceed all standards required for retention (MCO 1040R.35 par 5b.(2) sect 1). Have completed the appropriate PME (resident and non-resident for grade).	☐ Yes	☐ No
3. **Grade.** Sergeant through Gunnery Sergeant.	☐ Yes	☐ No
4. **Integrity/Judgment.** Marine demonstrates sound integrity and judgment.	☐ Yes	☐ No
5. **Core Values.** Marine thoroughly embraces and exemplifies our core values and leads by example in this area.	☐ Yes	☐ No
6. **High School Grad/GED.** Career Planners 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.	☐ Yes	☐ No

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Figure 3-1.--Commanding Officer's and Career Planner SNCOIC Screening/Interview Checklist for Lateral Move to MOS 4821 (Career Planner) NAVMC 11669 (continued)

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COMMANDING OFFICER'S AND CAREER PLANNER SNCOIC SCREENING/INTERVIEW CHECKLIST FOR LATERAL MOVE TO MOS 4821 (CAREER PLANNER)

Name _____ Rank _____ SSN _____

PREREQUISITE

7. **GT score must be 100 or above.** (GT score may be waived.) GT score: ☐ Yes ☐ No

8. **Disciplinary Record and Drug or Alcohol Related Incident(s).**

a. Courts-Martial		☐ Yes	☐ No
b. NJP	Not more than one NJP in the class reporting date. No NJP in the last 24 months preceding the date of request.	☐ Yes	☐ No
c. Pg 11	No adverse page 11 entries (i.e., MARCORSEPMAN para 6105 counseling) in the last 24 months preceding the reporting date.	☐ Yes	☐ No
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 CP duty. A separate waiver must be requested from the CMC (RA-RCT).	☐ Yes	☐ No

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. ☐ Yes ☐ No

b. Divorce/Separation. Divorce or Separation standing alone does not disqualify someone for assignment to CP 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." ☐ Yes ☐ No

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). ☐ Yes ☐ No

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

PFT Score _____ Class _____ Date _____

CFT Score _____ Class _____ Date _____

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Figure 3-1.--Commanding Officer's and Career Planner SNCOIC Screening/Interview Checklist for Lateral Move to MOS 4821 (Career Planner) NAVMC 11669 (continued)

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COMMANDING OFFICER'S AND CAREER PLANNER SNCOIC SCREENING/INTERVIEW CHECKLIST FOR LATERAL MOVE TO MOS 4821 (CAREER PLANNER)

Name _____ Rank _____ SSN _____

PREREQUISITE

12. **Meets minimum obligated service.** Marines must have a minimum of 2 years of active service remaining upon completion of school. ☐ Yes ☐ No

EAS : _____

13. **Communications Skills.** The ability to communicate is essential to career planning. Marines should be able to converse and write in a clear manner. A CP should be persuasive and personable, should feel comfortable among Officers, SNCOs, and peers. ☐ Yes ☐ No

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 : _____

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.) ☐ Yes ☐ No

Rifle Qualifying Score _____ Date _____

Pistol Qualifying Score _____ Date _____ (as required)

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 Planner 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 Officer's Medical Screening Guide (See page 5 of appendix B). ☐ Yes ☐ No

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Figure 3-1.--Commanding Officer's and Career Planner SNCOIC Screening/Interview Checklist for Lateral Move to MOS 4821 (Career Planner) NAVMC 11669 (continued)

NAVMC 11669 (Rev. 04-11) (EF), Page 5
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COMMANDING OFFICER'S AND CAREER PLANNER SNCOIC SCREENING/INTERVIEW CHECKLIST FOR LATERAL MOVE TO MOS 4821 (CAREER PLANNER)

Name _____ Rank _____ SSN _____

PREREQUISITE

17. **Disqualifying factors**

In less than full duty status.	☐ Yes	☐ No
Failed selection to next grade.	☐ Yes	☐ No
Disenroll/Failure to complete Special Assignment School/Duty. To include recruiter school communication skills drop.	☐ Yes	☐ No
Failure to complete formal school (e.g. Sergeants Course, SNCO Career Course, SNCO Advanced Course, and Career Planning (CP) Course).	☐ Yes	☐ No
Currently serving on a B-billet or with 24 months of assignment to the Career Planner Force.	☐ Yes	☐ No

I have personally screened :

Grade _____ Name _____ SSN _____ MOS _____

This Marine does/does not meet the requirements listed in MCO 1040R.35. If the Marine does not meet the requirements, explain below.

Battalion / Squadron SgtMaj's Name	Rank	Battalion / Squadron SgtMaj's Signature	Date
Commanding Officer's 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 Planner 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 1040R.35. (If the Marine no longer meets the requirements, contact the CMC (RA-RCT/RAM) via naval message.)

Commanding Officer's Signature _____ Date _____

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Figure 3-1.--Commanding Officer's and Career Planner SNCOIC Screening/Interview Checklist for Lateral Move to MOS 4821 (Career Planner) NAVMC 11669 (continued)

NAVMC 11669 (Rev. 04-11) (EF), Page 6
FOUO - Privacy sensitive when filled in.

II. MEDICAL SCREENING GUIDE FOR CAREER PLANNER DUTY

Name _____ Rank _____ SSN _____

Attention Commanding Officers 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/CFT.

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 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 Planner 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 1040R.35. (If the Marine no longer meets the requirements, contact the CMC (RA-RCT/RAM) via naval message.)

_____ _____
Commanding Officer's Signature Date

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Figure 3-1.--Commanding Officer's and Career Planner SNCOIC Screening/Interview Checklist for Lateral Move to MOS 4821 (Career Planner) NAVMC 11669 (continued)

United States Marine Corps

U.S. MARINE CORPS · CAREER PLANNING

Certificate of Appreciation

Presented to

_____

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

Career Planning Program

Presented this _____ day of _____

_____ _____
Commandant of the Marine Corps

NAVMC HQ 818A (Rev. 10-01)

Figure 3-2.--Certificate of Appreciation - Career Planning Program (NAVMC HQ 818A (10-01))

Chapter 4

Reserve Orientation and Sponsorship Program

Section 1: Program Establishment

1. General

a. Definition. The Reserve Orientation and Sponsorship Program is designed to ensure the smooth transition and assimilation of Delayed Entry Program (DEP) enlistees and newly joined Marines into the Selected Marine Corps Reserve (SMCR). It is one of the most important leadership responsibilities to ensure the welfare and satisfactory participation of our new Marines.

b. Purpose. The primary objective of the Reserve Orientation and Sponsorship Program is for each initial join to the Reserve program to fully understand and fulfill the scope of their contractual obligations to the Marine Corps Reserve. Commanders must ensure that initial joins are well informed, treated fairly, and are aware of their contractual obligations and satisfactory participation requirements as outlined in reference (a).

c. Scope. The program starts with the initial orientation brief and continues through the sponsorship phase. The responsibility for the establishment and execution of the Reserve Orientation and Sponsorship Program rests solely with the Reserve unit commander.

2. Coordination

a. Purpose. Reserve unit commanders and Inspector-Instructors should establish, in writing, mutually agreed upon procedures/directives with local recruiting station commanders and prior service recruiting officers-in-charge.

b. Scope

(1) The primary objective of this agreement is to ensure efforts are coordinated to achieve the final goal of recruiting the right Marine, with the right training, the right place, and at the right time. Another objective is to ensure initial orientation interviews are conducted, and the Initial Orientation Checklist is completed.

(2) The agreement should include, but not be limited to, coordination of initial orientation briefs (i.e., whether briefs should be conducted during normal working hours or during drill weekends; procedures for "direct-ship" orientation briefs, etc.), tracking enlistees from contract to ship dates, notification procedures in the event enlistees fail to complete basic training, and prior service accession procedures. Careful consideration should be exercised to avoid delaying the enlistment/join process. To this end, open lines of communication and coordination between the unit and the recruiting service are highly encouraged.

c. Responsibility. Discrepancies found during orientation interviews should be resolved between the reserve unit commander and the recruiting station (RS) commander. Discrepancies that cannot be resolved at the unit level should be submitted to MFR (G-1) by the reserve unit commander and to Marine Corps Recruiting Command (MCRC) by the RS commander via the most expeditious means for resolution within 24 hours of the interview. Direct liaison is authorized for this purpose with a copy provided to the chain of

command. CMC (RAP) is the final authority for resolution of matters concerning initial orientation interviews.

d. Procedures. Reserve unit commanders may reject an applicant for enlistment/join if they fail to meet the basic prerequisites for enlistment/reenlistment (as applicable), or the gaining unit is over T/O strength.

Section 2: Orientation

1. Initial Orientation Brief

a. Purpose. Initial orientation briefs afford Reserve unit commanders the opportunity to fulfill a fundamental leadership responsibility of welcoming new unit members. More than a mere exchange of information, the orientation brief should convey a sense of being part of the team. The enthusiasm and interest conveyed should motivate and strengthen the prospective applicant's commitment to the unit and to the Marine Corps. Questions by the applicant should be encouraged and answered in a forthright, positive manner.

b. Scope. The orientation brief is designed to familiarize applicants with the reserve unit location and personnel, as well as with their basic duties and responsibilities after joining the unit. As such, the brief should be conducted at the intended Home Training Center (HTC). The orientation brief is not a screening process to determine eligibility for enlistment/join. The latter is the responsibility of the recruiting service.

c. Responsibility. Reserve unit commanders, or their designated representative, will conduct the initial orientation brief for all applicants to the reserve unit.

d. Procedures

(1) It is recommended that the applicant be given a tour of the RTC. Particular emphasis should be placed on the MOS and the area in which the enlistee will be working upon join. The Reserve Non-Prior Service Initial Orientation Checklist (Figure 4-1) or the Prior Service (PS) New Join Worksheet (Figure 4-2), will be completed for each applicant. The reserve unit commander's signature on the Non-Prior Service (NPS) and PS Initial Orientation Checklists does not constitute approval for enlistment/join, but rather acknowledges receipt of the completed form and fulfills the initial portion of the Orientation and Sponsorship program.

(2) At the discretion of the reserve unit commander, and on an exceptional basis, NPS applicants, who must ship within ten days of contracting (direct shippers), or when the situation precludes applicants from attending the brief in person, may be interviewed by the RS. The NPS Initial Orientation Checklist should be completed and provided to the reserve unit within two working days following the brief. A notation will be made in appropriate checklist indicating a direct ship interview with the approval date and rank/name of the authorizing reserve unit official.

(3) At a minimum, the following topics will be covered during the NPS orientation brief:

(a) The enlistee's obligated drilling portion of the program selected. For example, if enlisting for the 6X2 program (non-prior service accessions), the enlistee must drill for six years from their PEBD with the SMCR unit. The remaining portion of the initial Military Service Obligation (MSO) may be served in the SMCR or the Individual Ready Reserve (IRR).

(b) Post IADT duties and unit training highlights (non-prior service applicants).

(c) The MOS for which the individual was recruited.

(d) Verification that the applicant meets reasonable commuting distance criteria as established in reference (a) or has been approved for an appropriate waiver.

(e) Verification that the applicant has the Reserve unit's address, phone number, and a point of contact to include full name, address, and phone number.

(f) Verification that the applicant understands the sponsorship program and will be appointed a command sponsor.

(g) Explanation of the applicant's reemployment rights afforded by the Uniformed Services Employment and Reemployment Rights Act.

(h) The annual training schedule and highlights (prior service Marines), with copies provided to applicants.

(i) Explanation that inter-unit transfers after reporting for IADT are considered on a case-by-case basis (non-prior service applicants).

(j) Family support programs and activities are explained to the applicant.

(k) A brief unit history and mission statement.

2. Non-Prior Service Accessions (DEP Enlistees). Non-prior service accessions will be interviewed within 30 days of contracting. The recruiter will schedule an appointment for the enlistee's orientation brief with the Reserve unit commander or designated representative. Part I of the Reserve NPS Initial Orientation Checklist, (Figure 4-1), will be completed by the recruiter and the applicant prior to enlistment.

3. Prior Service Marines. Prior service Marines requesting assignment with a Reserve unit will be processed and screened by a prior service recruiter. They will receive an initial orientation interview.

a. Figure 4-2 is a sample PS New Join Worksheet. Signature in Part III of the PS New Join Worksheet form constitutes acceptance for join to the Reserve unit.

b. The prior service recruiter must provide the gaining unit with the entire accession package in order to properly complete the orientation.

c. Prior service Marines recruited without a qualified MOS for the unit's T/O must be retrained within 18 months of joining the Reserve unit. New joins may attend an MOS-producing school or undergo On-the-Job Training (OJT) or Managed On-the-Job Training (MOJT), as applicable based on MOS criteria and school seat availability. Prior to join, Reserve Quota Sequence Numbers (RQSNs) are obtained from CMC (RAP) by prior service recruiters in order to secure Prior Service Marine Retraining Program (PSMRP) school seats. Marines must be eligible for additional contractual service obligation for the PSMRP requirement.

d. Prior service Marine applicants desiring an inter-service transfer from another armed forces component into the MCR must obtain approval from the CMC (RA-RCT) to reenlist into the MCR via their local prior service recruiter.

4. Prior Service Recruiters. Prior service recruiters, serving under the cognizance of the Commanding General, Marine Corps Recruiting Command (MCRC), are responsible for the submission to RA-RCT of all off-contract reenlistment requests into the Selected Reserve. All reenlistment requests in conjunction with transfers from the IRR to the AR, SMCR or IMA program will be submitted to RA-RCT. Active component recruiters process Prior Service Other Service (PSOS) applicants (those without previous service in the Marine Corps but with prior service in another armed forces component), who desire to enlistment within the Marine Corps Reserve. All PSOS applicants requesting entry into the Selected Reserve must be screened by RA-RCT.

Section 3: Sponsorship

1. General. Sponsorship is the final and most critical stage of the Reserve Orientation and Sponsorship Program. The Marine's contribution as a team member will be directly related to the quality of attention received during this phase of the program. Assistance provided during the sponsorship phase will minimize difficulties encountered by Marines initially joining a SMCR unit.

2. Assigning a Sponsor. The Reserve unit commander will assign a sponsor, in writing, as soon as it becomes known that a new Marine will be checking into the unit. Figure 4-3 shows a sample format of the sponsor's appointment letter. The sponsor should preferably be in the same grade and MOS, and reside within the same geographical area as the Marine who is being sponsored. Appointment letters shall be maintained per reference (n).

3. Tracking and Corresponding with the Enlistee: Non-prior service enlistees in the Incremental Initial Active Duty Program (IADT) & Non-prior service enlistees in the Reserve Optional Enlistment Program (ROEP). Near the end of recruit training, or immediately after a Marine returns home, a letter from the SMCR unit outlining check-in procedures must be mailed. This letter will include the date and time to report, proper uniform, items to bring, and the name and phone number of the sponsor assigned. Specific directions to the training center, telephone numbers of the SMCR unit and a point of contact should also be included in all correspondence. A welcome aboard package should be forwarded at this time if the new Marine has not already been provided one.

4. Reviewing the Initial Orientation Checklist. During the check-in process, the initial orientation checklist should be reviewed with the Marine. This should reinforce the Marine's understanding of the contractual agreement, MOS, and Reserve participation requirements.

5. Welcome Aboard Package. Ensure that each newly joined Marine will receive a welcome aboard package upon arrival or during the first drill weekend.

a. Package Contents. The following items should be included in the welcome aboard package:

(1) Personal welcome aboard letter from the Reserve unit commander.

(2) Chain of command and points of contact.

(3) Reserve command structure.

(4) Brief command history and mission statement.

(5) Reserve pay scale.

(6) General Reserve information and benefits (excerpts from reference (a)).

(7) Reserve Referral Credit Program.

(8) Reserve Career Options (chapter 7).

(9) Annual Training Plan (may be inserted during check-in).
(10) Quarterly Training Bulletin (may be inserted during check-in).

(11) Mobilization Letter of Intent (may be inserted during check-in).

(12) Family Support Activities and other items deemed necessary or informative.

b. Annual Troop Information. The contents of the Welcome Aboard package should be reviewed with all Marines annually during troop information classes. This is considered an excellent opportunity to update package contents, and to reemphasize pertinent information about Reserve participation, benefits, and careers.

6. First Inactive Duty Training Period

a. At the outset of the first inactive duty for training period, the unit First Sergeant/Sergeant Major should welcome the new Marine, ensure a sponsor has been assigned, and issue the welcome aboard package.

b. The Marine should meet with the CO/OIC, and then begin check-in with the 1stSgt/SgtMaj monitoring the Marine's progress. During the first IDT period the 1stSgt/SgtMaj should ensure that:

(1) The Marine is assigned to the proper work section.

(2) The Marine is issued all the necessary equipment and uniforms as required.

(3) The Marine receives the IDT bulletin, quarterly training schedule, annual training plan, and mobilization letter of intent.

7. Second Inactive Duty Training Period. During this period, the sponsor will work along side the Marine throughout the weekend. The sponsor should be prepared to address any questions brought up by the new Marine.

8. Third Inactive Duty Training Period. During the third IDT period, the 1stSgt/SgtMaj will check on the Marine, and address appropriate issues as necessary.

Reserve Non-Prior Service Initial Orientation Checklist
NAVMC 11667 (09-09) (EF)

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Information collected by this form will be used to record extensions of enlistment into the U.S. Armed Forces. This information becomes a permanent part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice **M01070-6** which can be downloaded at *http://www.defenselink.mil/privacy/notices/usmc/M01070-6.shtml*.

RETENTION AND SAFEGUARDS: The collected information will be maintained in a database with restricted, limited access by personnel authorized to access this information. The database is protected by password, unique user IDs, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and/or social security number.

ROUTINE USES: This form becomes a permanent part of the Service Members's Enlisted Master File and Field Personnel File. All uses of this form are internal to the relevant service.

DISCLOSURE: Voluntary. However, failure to furnish personally identifiable information may negate the application.

Next Page

Figure 4-1.--Reserve Non-Prior Service Initial Orientation Checklist (NAVMC 11667)

Reserve Non-Prior Service Initial Orientation Checklist
NAVMC 11667 (09-09) (EF)
FOUO - Privacy Sensitive when filled in.

Print Form

PART I

Enlistee's Name _____ Last _____ First _____ MI

SSN SMCR Unit _____ MOS _____ QSN _____ Ship Date _____

MOS School (MCC) _____ School Date _____ Proj Unit Join Date _____

SRIP : N/A, Bonus Control Number _____ Date _____ DEP Date _____

Assigned to Training/Pay Category P Program (MCO 1500R.36) : ☐ Yes ☐ No

IIADRT : ☐ Yes ☐ No First Increment Begin Date _____ Second Increment Begin Date _____
College Commencement Date _____ Third Increment MCT _____

ROEP: Component Code (Check one) : ☐ NA ☐ K4 6x2 ☐ B5 5x3 ☐ K9 4x4 ☐ K8 3x5

Education (Check one) : ☐ HS Senior ☐ HS Grad College ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Non-HS Grad
☐ Other (comment) : _____

Test Scores : AFQT _____ GT _____ EL _____ MM _____ CL _____ Other _____

DOB _____ BI Investigation (if applicable) : ☐ Yes ☐ No

Phone Number _____ Marital Startus _____ Number of Dependants _____

Address : _____
Street No. City State Zip Code

Approximate Commuting Time/Distance from SMCR Unit : _____

Employment : _____

Recruiter : _____ (Rank) (Name) RS _____ (City) (State)

RS Phone _____

I-I STF / SMCR Unit _____ InterviewDate _____

Title _____ City _____ State _____

Applicant Signature _____ Recruiter Signature _____ I-I Staff POC Signature _____

Reset Form

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Figure 4-1.--Reserve Non-Prior Service Initial Orientation Checklist (NAVMC 11667 (continued)

Reserve Non-Prior Service Initial Orientation Checklist
NAVMC 11667 (09-09) (EF)
FOUO - Privacy Sensitive when filled in.

PART II

Instructions: Part II should be completed by the Reserve unit commander or designated representative. Give a brief overview of unit's mission and MOS prior to orientation. Ensure Marine initials the appropriate response and signs the checklist upon completion.

1. Does Marine reside within a 50-mile radius of the Reserve unit, not exceeding the distance that can be traveled under average traffic and weather conditions within 1-½ hours?

☐ Yes ☐ No

2. Does Marine reside with in a 100-mile radius of the Reserve unit, a distance that can be traveled under average traffic and weather conditions within 3 hours? If so, government quarters and messing are required.

☐ Yes ☐ No

3. Marine is free from any commitment that would preclude satisfactory participation (i.e., work / school conflicts, lack of transportation).

☐ Yes ☐ No

4. Marine understands the MOS and its requirements.

☐ Yes ☐ No

5. Marine understands contract obligations, and length of time of active/inactive membership, requirements for satisfactory participation, and the consequences for failing to meet these obligations.

☐ Yes ☐ No

Initials

___ Two days of training per month (4-5 IDT periods)

___ Minimum 15 days active duty training annually

___ Must perform to best of ability

___ Must maintain Marine Corps appearance standards

___ Illegal Drug use is not tolerated in the Marine Corps

___ Alcohol Abuse is not tolerated in the Marine Corps

What can be expected from the Marine is explained; e.g., fair treatment, quality training, promotion opportunity, etc. Additionally, the Marine will be provided points of contact, addresses, and phone numbers of key unit members, should he have any future problems or questions.

_____ Enlistee Signature _____ Commander / Rep Signature Date _____

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Figure 4-1.--Reserve Non-Prior Service Initial Orientation Checklist (NAVMC 11667) (continued)

New Join Worksheet
NAVMC 11666 (Rev. 04-11) (EF)
FOUO - Privacy sensitive when filled in.

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE: This System of Records is governed by Privacy Act System of Records Notice M01070-6 which can be downloaded at *http://privacy.defense.gov/notices/usn/NM05000-2b.shtml*. Information collected by this System will be used to assist officials and employees of the U.S. Marine Corps in the management, supervision, and administration of Marine Corps personnel (officer and enlisted), and the operations of related personnel affairs and functions.

RETENTION AND SAFEGUARDS: Official Military Personnel File records are permanent. Permanent records are transferred to the National Archives and Records Administration (NARA) 62 years after the completion of the service member's obligated service. Records are maintained in secure, limited access, or monitored areas. Physical entry by unauthorized persons is restricted through the use of locks, guards, passwords, or other administrative procedures. Access to personal information is limited to those individuals who require the records to perform their official assigned duties.

ROUTINE USES: To various officials outside the Department of Defense (DoD) specifically identified as a Routine Use in Privacy Act System of Records Notice M01070-6 for the stated specific purpose of that Routine Use. Additionally, information may be shared outside the DoD pursuant to the blanket routine uses established by the Department of Defense Privacy Office that apply to all DoD Privacy Act Systems of Records and posted at *http://www.defenselink.mil/privacy/notices/blanket-uses.html*.

DISCLOSURE: Voluntary. However, failure to furnish personally identifiable information may negate the application.

Figure 4-2.--Reserve Prior Service New Join Worksheet (NAVMC 11666)

New Join Worksheet
NAVMC 11666 (Rev. 04-11) (EF)
FOUO - Privacy Sensitive when filled in.

PART I : APPLICANT DATA

Name :	Grade	SSN	MOS:

Address :	Phone (H) :	Phone (O) :	RE Code :

Phone (C):	E-Mail Address:	Proof Source :	Ht :	Wt :	Body Fat % :

PART II : QUALIFICATION DOCUMENTATION & JOIN DATA

PACKAGE TYPE				
OFFICER AFFILIATION	ENLISTED AFFILIATION	REENLISTMENT	ACTIVE RESERVE	AFTER-THE-FACT/ REJECTION

A)MORAL QUALIFICATIONS		**D)REENLISTMENT DOCUMENTS**	
Initial Screening Checklist		Privacy Act	
Tattoo Screening Form		RA Waiver Approval (RELM)	
Tattoo Waiver Approval		DD 4	
Gang/Extremist Groups SOU			
DD 369-Police Records Check			
		E)EXTENSION DOCUMENTS	
B)PHYSICAL QUALIFICATIONS		Extension (NAVMC 321a)	
DD 2807-1 (within 90 days)			
DD 2808		**F)RETRAIN DOCUMENTS**	
Additional medical docs		Retrain Requirements	
		Retrain Approval	
C)PROFESSIONAL QUALIFICATIONS			
DD 214		**G)PROGRAM DOCUMENTS**	
QCRE		AR Program Request/Approval	
QCAC		IMA Endorsement	
RT07 (CRCR)			
RT02		**H)BONUS DOCUMENTS**	
ENLM		Bonus Approval/SOU	
Combined SOU			
DD 368-Conditional Release		**I)OTHER DOCUMENTATION**	

BMOS :	Unit RUC :	T/O :	Line # :	RQSN :	CID # :	Class # :

Class Convening Date :	Bonus Type :	BCN / PCN / KCN :	Billet Identification Code :

PART III : APPLICANT ACKNOWLEDGEMENT

I have reviewed the above documentation and it is true to the best of my knowledge. I understand that I am applying to join the unit listed in Part II.

Applicant Signature: _____ Date: _____

PART IV: UNIT ACCEPTANCE

I have received and reviewed the documentation in Part II above. I have verified the applicant's height, weight, and body fat if required. I accept this Marine for join to billet MOS____. The unit diary will be ran within 5 days in accordance with MCO p1080.40___, MCTFS PRIM.

Unit Rep. Signature	Date	Rank	Title

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Figure 4-2.--Reserve Prior Service New Join Worksheet (NAVMC 11666) (continued)

NAVMC 11666 (Rev. 04-11) (EF), Page 3
FOUO - Privacy Sensitive when filled in.

PART V: RECRUITER DOCUMENT CERTIFICATION SIGNATURES

Recruiter Signature _____ Date _____

SNCOIC Signature _____ Date _____

RI Signature _____ Date _____

Applicant's Name: _____ Applicant's SSN: _____

PART VI: UNIT REJECTION STATEMENT

I have received and reviewed the documentation in Part III above and reject the applicant joining this unit for the following specific reasons:

Unit Representitive _____ Rank _____

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Figure 4-2.--Reserve Prior Service New Join Worksheet (NAVMC 11666) (continued)

UNIT HEADING

1040
CO
Date

From: Commanding Officer
To: Lance Corporal John W. Marine XXX XX 1234/0621

Subj: APPOINTMENT AS SPONSOR FOR A NEW UNIT MEMBER

1. Effective this date, you are hereby appointed as sponsor for:

Rank/Name/Plt:_____

Address: _____

Telephone: (Home) _____ (Work)_____

2. Your appointment was made after careful screening. Development and retention of good Marines is vital to the success of our unit and Corps. You display the responsibility and positive attitude needed for this appointment. The following instructions are provided to assist you in the performance of your duties and getting our new Marine settled into the unit.

a. Contact the new Marine:

(1) Discuss the date and time of the next IDT period.

(2) Ensure the Marine has transportation.

(3) Discuss directions to the training center, and arrange to meet at a given time and place at the center.

(4) Give your name, phone number, email, and times of availability.

b. During the first IDT period:

(1) Discuss the weekend schedule.

(2) Tour the training center.

(3) Confirm appointments with the 1stSgt/SgtMaj and Commanding Officer.

(4) Escort the Marine through the final check-in process.

(5) Introduce the unit chain of command. Collect contact information in the Marine's welcome aboard package.

(6) Report check-in status to the 1stSgt/SgtMaj at the end of the IDT.

Subj: APPOINTMENT AS SPONSOR FOR A NEW UNIT MEMBER

Figure 4-3.--Sample Format of Sponsor's Appointment Letter

c. During the second IDT period:

(1) Contact new Marine before the IDT.

(2) Upon arrival, check to see if the Marine has been properly paid, or check on its status and the timeframe for its arrival. Discuss routine pay procedures with the Marine.

(3) Help the Marine address problems as they occur, by showing the Marine how to use the chain of command.

(4) Work alongside the Marine for the IDT period.

d. During the third IDT period:

(1) Remain close by, remain positive, and help the Marine through the IDT period.

(2) Towards the end of the IDT period, arrange appointments with the 1stSgt/SgtMaj and Commanding Officer for quick briefs.

3. These instructions serve as the minimum guidance to help this Marine become a team member. Should special circumstances arise, or should you discover new ways to help our Marines become more comfortable with their new surroundings, please bring them to my attention.

4. You have been assigned to help this Marine become part of our team. This is an important assignment, as your attitude and the example you set will most certainly leave an impression. I have every confidence that you will respond accordingly.

I. M. COMMANDING

Copy to:
Files

Figure 4-3.--Sample Format of Sponsor's Appointment Letter (continued)

Chapter 5

Reenlistment and Extension of Enlistment

Section 1: Reenlistment

1. General

a. Reenlistment involves the execution of an entirely new contract between the applicant and the Marine Corps. This contract establishes a legal agreement between the United States Government and the enlisted member. A reenlistment contract replaces either a current enlistment/reenlistment contract, or one that has been terminated by separation.

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

c. Reenlistment authority must be obtained from CMC (RA-RCT) via the retention system. Upon receipt of approval of authority to reenlist a Marine, the CO is authorized to separate that Marine per reference (o), for the express purpose of reenlistment.

d. Per reference (m), the reenlistment oath may be administered to SMCR Marines up to 30-days prior to the effective date of the contract to allow the reenlistment ceremony to coincide with a scheduled IDT/AT.

e. Upon reenlistment, Reserve Marines (to include AR) who serve on active duty over 30-days may elect to sell back their accumulated leave balance in accordance with Department of Defense Financial Management Regulation (DODFMR) Volume 7.

2. Types of Reenlistment. There are three types of reenlistments for Reserve Marines:

a. Immediate. A Marine reenlists with 3-months or less remaining on current contract/extension.

b. Standard. A Marine reenlists with more than three months but less than 12 months remaining on current contract/extension.

c. Early. A Marine reenlists with more than 12 months remaining on current contract/extension. Early reenlistments in the MCR are only authorized for:

(1) Marines who elect and are eligible under the SRIP.

(2) Marines who need additional obligated service for PCS/AR assignment/Mobilization/ADOS orders.

(3) Marines with over 18-years of service who are selected for promotion requiring two years of additional service.

3. Reenlistment Lengths. Reenlistment length is considered based on the Marine's service record and the needs of the Marine Corps.

a. Up to 12-month authority may be used for Active Duty and Prior Service off contract Marines who meet reenlistment prerequisites and have

exceeded their MSO to join the MCR. CMC (RA-RCT) may grant a 12-month reenlistment on a case by case basis.

b. Standard reenlistment lengths are 24, 36, or 48-months.

(1) CMC (RA-RCT) may assign a 24-month reenlistment authority to Marines for further observation (FFO). Marines assigned a FFO, may not submit for reenlistment until they are within 90-days of EAS/RECC. A draw case code of BF will be entered into MCTFS.

(2) A 36-month reenlistment is the maximum amount of time that will be granted for Marines with over 20 satisfactory years of service and AR Marines with over 20 active duty years.

c. A 60 or 72-month authority may be granted for special programs only (e.g., SRIP, selected MOS schools, Marines who are accepted for assignment to the Naval Academy).

4. Reenlistment Authority. Reenlistment authorizations are dependent on the applicant meeting ALL eligibility criteria for reenlistment.

a. Commanding Officer

(1) COs are required to submit a reenlistment request for all Marines, regardless of recommendation. If a Marine is not recommended for reenlistment, the request must still be forwarded via the current retention system to RA-RCT for final decision.

(2) All requests for retention must include the Marine's CO's endorsement to ensure the "whole Marine" is evaluated when being considered for retention. The endorsement contains two parts: The CO's recommendation and the CO's certification.

(a) Recommendation. The CO'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 CO and CMC, contributing to the reenlistment decision as it relates to the Marine's current performance and potential. CMC is responsible for affording due consideration to the CO's recommendation while considering the Marine's entire service record. Although a recommendation of "not recommended" does not disqualify a Marine for reenlistment, the importance of this recommendation cannot be overemphasized and will be thoroughly considered. The CO's recommendation will be one of the four types listed below:

Recommendation	Criteria
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 in order to ensure assignment of appropriate reenlistment eligibility code.

(b) The CO's certification shall provide an endorsement containing, at a minimum, the CO's name, rank, unit, email address, and phone number. Based on the Marine's career performance and potential, the CO is directed to make comments regarding the reenlistment recommendation.

(c) Unobtainable source documentation (i.e page 12, UPB, etc) directly related to a Marine's reenlistment must be confirmed in a statement by the CO. This statement shall be included in the CO's endorsement and attached to the current retention system used by CMC (RA-RCT).

(d) Reenlistment shall not be effected when, in the opinion of the commander, the Marine authorized to reenlist has failed to maintain the high standards of professionalism, personal performance, and core values after the authority for reenlistment was granted. In such cases, the Command must immediately inform CMC (RA-RCT) of the circumstances surrounding the decision not to reenlist the Marine. RA-RCT will provide instructions on the proper procedures to follow under such circumstances.

b. Reserve Affairs Reserve Continuation and Transition Branch (RA-RCT)

(1) RA-RCT exercises authority for all reenlistments within the MCR. This authority may be delegated as outlined below.

(2) Reenlistment requests will be submitted from the appropriate command structure via the current retention system to RA-RCT. Reenlistment approval from RA-RCT shall constitute reenlistment authority and additional comments as needed (i.e. bonus, lump sum leave, FFO) shall be cited on the DD Form 4 in the appropriate block.

(3) RA-RCT authority to reenlist will remain effective until the No Later Than (NLT) date issued in the text of the reenlistment approval.

(4) The following reenlistment authorities are delegated by RA-RCT: COs have the authority to grant 1-year reenlistments into the MCR provided Active Component Marines (component code 11) have no further obligated service (MSO/EOS), and meet ALL reenlistment prerequisites as outlined in chapter 5, section 1, paragraph 5 of this Order. Refer to the PRIUM for proper diary entry.

c. Reserve Affairs Manpower (RAM)

(1) RA-RCT exercises authority for all reenlistment/extension requests submitted for Marines currently serving in the Active Reserve (AR) program.

(2) RAM advises RA-RCT on any contractual obligations specific to AR Marines.

(3) RAM is the authority to release Marines from the AR program (i.e. conditional release, augmentation request, and inter-service transfer).

(4) RAM is responsible for issuing RE-codes and final separations pay determination for AR Marines, as applicable.

d. Marine Corps Recruiting Command (MCRC)

(1) Prior service applicants requesting reenlistment in the MCR will submit a reenlistment request through a Prior Service Recruiter via the current retention system to CMC (RA-RCT). RA-RCT is the sole authority for approval of off contract reenlistments to the MCR.

(2) Prior Service Other Service (PSOS) applicants to the SMCR will be accessed through MCRC. All PSOS applicants will attend Marine Corps recruit training. RA-RCT will be the approval authority. Waivers of reenlistment prerequisites will follow the normal off-contract process. Applicants will be matched to the current needs of the Marine Corps based upon their current skill set.

(3) RA-RCT will provide the instructions for requesting retention of the highest grade held in the other service. The highest grade to which the applicant will be approved and the timeline and sequence of events for attaining said grade in the Marine Corps will be detailed in the acceptance letter generated by MCRC.

5. Reenlistment Eligibility Criteria

a. General. COs should carefully consider applications for reenlistment prior to submitting reenlistment requests. Waivers of eligibility prerequisites are outlined in paragraph 6 section 1 in chapter 5 of this Order.

b. Basic Reenlistment Prerequisites. The basic prerequisites pertain to all Marines applying for reenlistment. The Marine must satisfy the following prerequisites prior to effecting reenlistment:

(1) Recommended by the CO (excluding members of the IRR not currently on AD orders).

(2) Demonstrate the high standards of leadership, professional competence, appearance, 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 standard.

(3) Meet medical/dental standards as prescribed in reference (p). Provided the Marine is otherwise qualified for reenlistment, an extension may be requested for sufficient time to obtain treatment to meet prescribed dental standards. Unless otherwise stated in reference (q), HIV positive status will not be used to deny reenlistment in the Ready Reserve.

(4) Have a current passing score on the Physical Fitness Test (PFT), Combat Fitness Test (CFT), meet military appearance, and height/weight standards as prescribed in reference (r).

(a) Prior service applicants are not required to have a completed PFT or CFT at the time of reenlistment request.

(b) Members of an MTU are required to annually complete and pass the PFT and CFT as well as maintain MCMAP certification in accordance with current orders and directives per reference (a).

(5) Have no incidents involving confirmed illegal use, possession, sale, or distribution of a controlled substance per reference (s).

(6) Not be a conscientious objector.

(7) Not be a sole surviving son/daughter. However, a Marine may waive this status per reference (t).

(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) Must not be under a CMC imposed reenlistment restriction. The following reenlistment (RE) codes are not considered restrictive for reenlistment in the MCR: RE-1A, 3N, 3O, and 3V. All other reenlistment codes will be considered on a case-by-case basis.

(10) Have no convictions by court-martial during the current contract and extension to that contract. However, CMC (RA-RCT) retains the right to require a CG level waiver upon any reenlistment request for a service member with a history of a court martial conviction, on a case by case basis.

(11) Have no known convictions by civil authorities (foreign or domestic) or action taken which the maximum penalty, if the member would have been charged under the UCMJ, would have been 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 Punishment), 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 contract and extension to that contract.

(12) Have no more than two NJPs on current contract. However, a CG level waiver may be required upon any reenlistment request for a member with a service history of more than two NJPs.

(13) Have a minimum proficiency and conduct mark average of 4.0/4.0 during the current contract and extension to that contract.

(14) 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.

Guidance for correcting date gaps may be found in Appendix I of reference (1).

(15) Have a current certified CRCR on file in the MCTFS. The CRCR certification date cannot exceed one year from the date of RELM submission. The RA-RCT may grant short term extensions to allow sufficient time to correct the CRCR (excluding prior service Marines off contract).

(16) Not have been assigned to any alcohol treatment program, per reference (s), 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 programs and to allow the command to observe their performance and conduct. The observation period begins on the date Marine completes alcohol treatment. Career Planners must confirm the completion date of the In/Out patient or resident treatment. This restriction does not apply to Marines who volunteer for treatment and have no performance or conduct problems. Failures of the alcohol treatment program are ineligible for reenlistment.

(17) 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 reference (u), which provides specific requirements for maintaining current family care plans in the event of mobilization/deployment/TAD.

(18) Must not fall under the Lautenberg Amendment (Firearms Prohibitions and Domestic Violence Convictions). Every domestic violence case must be endorsed by the MSC Staff Judge Advocate. Refer to the current directives in regards to domestic violence.

c. First Term. In addition to the basic reenlistment prerequisites, Marines serving on their initial enlistments, including extensions of the initial enlistments, must meet the following additional prerequisites prior to reenlistment:

(1) Must have one year or less remaining on the current contract, including extensions of contract. This may be waived if the Marine qualifies for an early reenlistment.

(2) Must be a high school graduate or alternate credential holder.

d. Career Marines. Marines who have previously reenlisted must meet all the basic reenlistment prerequisites. Any disqualifying factor for which the Marine was previously granted a reenlistment waiver by RA-RCT will not, in itself, disqualify the Marine from reenlistment. However, such disqualifying factors will be considered in evaluating the whole Marine.

(1) Must have one year or less remaining on their current contract, including extensions of current contract. This may be waived if qualified for an early reenlistment.

(2) Marines must request retirement 14 to 4 months prior to the desired retirement date or service limits.

(a) All Marines except AR will request transfer to the Reserve Retired List from CMC (MMSR-5). SMCR, IRR and IMA reserve component Marines must have sufficient contractual time to request transfer to the Reserve Retired List once contractual time is granted by RA-RCT.

(b) Retirement eligible AR Marines may request transfer to the Fleet Marine Corps Reserve (FMCR) from the CMC (MMSR-2). Contractual time is not needed for AR Marines.

(c) Marines who have previously submitted a request for retirement must request cancellation of their retirement orders via MMSR prior to being given reenlistment authorization. The Marine must also agree to reenlist for a minimum period of two years from the date that retirement orders are canceled (service limits apply).

e. Prior Service Prerequisites. In addition to the basic reenlistment prerequisites, prior service applicants with continuous or broken service must meet the following prior to reenlistment:

(1) Not be above the grade of sergeant.

(2) Must not have been discharged from the Marine Corps or MCR for period of 3 years or more.

(3) Must have a constructive age of 32 years or less at the time of reenlistment. See chapter 2 for definition and instructions on computing constructive age.

(4) Have less than 20 years qualifying service.

(5) Must possess grade/MOS for the assigned billet or agree to attend a course of instruction to qualify for the required MOS.

(6) Applicants must not exceed the MCR service limitation policies as stated in this Order. Waivers to the above prerequisites will be considered on a case by case basis for those Marines who are exceptionally qualified and possess skills or experience required by the MCR.

f. 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 be deployable worldwide. This is a blanket exception to reenlistment prerequisites and does not require a waiver. Reference (v) outlines proper diary entries and SRB documentation.

6. On-Contract Waiver of Reenlistment Prerequisites

a. General

(1) Marines requesting reenlistment who do not meet basic reenlistment prerequisites contained in this Order may request consideration for a reenlistment waiver, unless the waiver is requested for a non-waiverable prerequisite. All waiver requests will be forwarded via the chain of command from the individual to CMC (RA-RCT).

(2) Waivers of reenlistment prerequisites are authorized only per guidelines established by this Order. The "whole Marine" concept will be employed to provide an objective evaluation of each waiver request. In each case, the needs of the Marine Corps will take precedence. The waiver process is not intended to be an administrative process to reenlist unqualified applicants. Consider the Marine's entire record when deciding a Marine's overall potential for further service. When evaluating a Marine's value to the Marine Corps, use the following criteria:

(a) Overall performance, past and present.

(b) Individual initiative towards correcting the basis for ineligibility.

(c) Future potential as a career Marine.

(3) The following may be waived:

(a) Court-martial conviction.

(b) Conviction by civilian authorities.

(c) More than two nonjudicial punishments.

(d) Less than a high school graduate or alternative credential holder.

(e) Guilty of DUI/DWI.

(f) Substantiated Level III or higher spouse/child abuse or neglect.

(4) Reenlistment prerequisites that will NOT be waived are:

(a) Confirmed illegal use, possession, sale, or distribution of a controlled substance.

(b) Conscientious objector classification in accordance with reference (w).

(c) Proficiency and conduct mark average of less than 4.0/4.0 during current enlistment, including extensions.

(d) Marine has submitted a request for retirement.

(e) Marine with a domestic violence incident which falls under the purview of the Lautenberg Amendment. All potential Lautenberg cases must be reviewed by the MSC SJA.

b. Waiver Request Format

(1) A NAVMC 10274 Administrative Action Form (AA Form) (Figure 5-1) from the Marine, via the current retention system will include the following:

(a) Statement from the Marine addressing specific waiver request with justification for the approval.

(b) Amount of time requested for waiver.

(2) The following enclosures will be included in the wavier package:

(a) Scanned copies of SRB pages 11, 12/Unit Punishment Book (UPB) NAVMC 10132.

(b) In cases where unfavorable material is submitted and is not already included in the Marine's SRB, a statement of rebuttal will be provided by the Marine prior to forwarding the request.

(3) Detailed endorsement addressing the waiver request will be submitted through the Marine's chain of command via the current retention system up to the first CG within that chain of command.

c. Waiver of physical standards due to wounds received in combat. Marines who are combat wounded and subsequently found unqualified by Physical Evaluation Board (PEB) and desire reenlistment may submit a reenlistment request in accordance with current directives pertaining to reenlistment of combat wounded Marines.

7. Off-Contract Waivers of Reenlistment Prerequisites

a. General

(1) Prior service applicants with broken or continuous service must meet the reenlistment prerequisites contained in this order. In those cases where the applicant is determined to be not qualified for reenlistment, a request for waiver of reenlistment requirements may be submitted unless waiver of the appropriate reenlistment prerequisite is prohibited. All waiver requests must be endorsed by Commanding General, Marine Corps Recruiting Command or designate prior to being forwarded to RA-RCT.

(2) The RA-RCT exercises the authority to waive reenlistment prerequisites, with the exception of those previously identified as "non-waiverable."

(3) The local Prior Service recruiting officer in charge may recommend disapproval of an off-contract waiver request in those cases where it has been determined that a reenlistment waiver is not in the best interest of the MCR. Such action is authorized providing an objective evaluation of the Marine's case was accomplished under the "whole Marine" concept. In each case, the best interest of the Marine Corps will take precedence. All cases must be forwarded to the RA-RCT for determination.

(4) The waiver process is not intended to be an administrative process to reenlist unqualified applicants.

(5) Approval for the waiver of the reenlistment prerequisites will be granted only to those Marines who are exceptionally qualified and possess critical skills or experience required by the MCR. An MOS is identified as critical by the RA-RCT in cases where the on-hand level falls below 90% of the staffing requirement. In those cases in which a reenlistment waiver is required and considered in the best interest of the Marine Corps, forward the request for waiver to the RA-RCT via the prospective chain of command.

b. Waiver Request Format

(1) A request from the Marine.

(2) A detailed reenlistment recommendation, indicating one of the categories from paragraph 4.a(2)(a) section 1 in chapter 5, from the CO/I-I of the unit to which the applicant has applied.

(3) A current photograph per MCO P1070.12.

(4) A certified CRCR. Ensure that an accurate statement of service is included in the waiver request to reflect all periods of service if the CRCR is not available.

(5) Copies of release or discharge documents for all periods of previous service including PSOS.

(6) A current resume or statement from the applicant. The applicant should include any additional favorable material which is considered pertinent to the request.

(7) A detailed forwarding endorsement from the regional OIC. In addition to making a reenlistment recommendation, the regional OIC should provide additional information regarding the SMCR unit's manpower plan and the recruiting service's ability to support that requirement.

(8) Applicants who have prior Marine Corps service and PSOS must include all official service records from other branches which they previously served.

(9) The PSR will identify through the initial screening process all applicants who have PSOS.

(10) If at the time of initial screening the PSOS applicant cannot produce either an original or official copy of his/her military service records from the other branch of service, the PSR will provide the applicant with a Standard Form 180 (Request Pertaining to Military Records).

(a) The applicant will send an SF180 to the National Personnel Records Center requesting two copies of their record. The first copy will be sent to the applicant and included in the waiver package.

(b) The second copy will be forwarded directly from the National Personnel Records Center to:

Headquarters, United States Marine Corps
Manpower and Reserve Affairs (RA-RCT)
Attn: Off Contract Waiver Chief
3280 Russell Road
Quantico, Virginia 22134-5103

c. Physical Standards. A request for waiver of physical standards may be submitted if a military medical treatment facility determines that a waiver of physical standards is warranted. The following medical documentation must be submitted when requesting a waiver of physical standards:

(1) Standard Form 2807/2808.

(2) Medical treatment records for NPQ condition.

(3) Follow up treatment documentation.

(4) Prior medical history.

(5) Consultations and physical evaluations.

(6) Results of medical board.

(7) Evaluations from physicians leading to medical board.

(8) Current evaluation and test results which indicate the disqualifying condition no longer exists.

d. Enlisted Inter-Service Transfer. Requests for enlisted inter-service transfer into the MCR will be submitted to the RA-RCT for approval. Requests must contain the most recent enlistment/reenlistment document (DD Form 4), Record of Military Processing-Armed Forces of the United States (DD Form 1966) and verification of the individual's current grade and date of rank assignment. A request for conditional release (DD Form 368) approval will be included in the waiver request from the losing command.

e. Reenlistment. Prior service applicants may be reenlisted into the MCR for a period of one, two, or three years upon approval from the RA-RCT.

f. Grade and Date of Rank. Guidelines for determination of grade and date of rank for prior service personnel enlisting/reenlisting in the MCR are as follows:

(1) If reenlisting in the MCR within 12 months after separation from the Marine Corps/MCR, the applicant will be reappointed to the grade held at the time of separation and will retain the original date of rank.

(2) If reenlisting more than 12 months but less than 3-years after separation from the Marine Corps/MCR, the applicant will be reappointed to the grade held at time of separation. Date of rank for corporals and below will be constructed by crediting all prior service in grade. Date of rank for sergeants and above will be constructed by crediting one-half of prior service in grade.

(3) If reenlisting three years or more after separation from the Marine Corps/MCR, the applicant will be reappointed to the grade held at time of separation. The date of rank will be the date of reenlistment.

(4) Inter-service transfer enlistees will normally be appointed to the grade held at time of separation. Grade and date of rank for all applicants will be determined under the same guidelines as a prior service Marine.

(5) Marines who are administratively reduced in rank as a prerequisite to reenlisting in the active component Marine Corps and subsequently return to the MCR will be reappointed to the grade held prior to entry on active duty. The date of rank for the reappointed grade will be the 1st day of the month in which the Marine reenlists in the Reserve minus the service performed in that grade prior to entry on active duty. If they are promoted while on active duty and reenlist in the Reserve, they will retain the grade held upon release from active duty.

Section 2: Restrictions Affecting Further Service

1. Service Limitations

a. Service limitations in the MCR (excluding AR Marines) are based on two criteria: qualifying service and total federal service.

(1) A qualifying year (satisfactory year, or sat year) of federal service is defined as a year of federal service qualifying for retirement when a Reserve Marine is credited with a minimum of 50 Reserve retirement points during an anniversary year.

(2) Total federal service is defined as the sum of all periods of time during which the Reserve Marine is a member of the Armed Forces (in most cases this is based on PEBD).

b. All service spent as PSOS time will be considered when determining service limits for applicant to the MCR.

c. The grade held determines the number of years of service authorized.

(1) The following depicts MCR service limitations by grade at the time of reenlistment, to include the period of reenlistment/extension contemplated:

GRADE	LIMIT OF SERVICE
Cpl	8 years qualifying service
Sgt	13 years qualifying service
SSgt	20 years qualifying service
GySgt	22 years qualifying service
1stSgt/MSgt	27 years qualifying service
SgtMaj/MGySgt	30 years total federal service

NOTE: "30 years total federal service", applies to all ranks as a maximum service limitation. The CMC may grant additional contractual service when a Marine applying for reenlistment or extension does not exceed the number of total qualifying years of federal service for grade.

(2) Waivers of the service limitations detailed in paragraph 1c(1), above, may be granted in exceptional cases and only where there is a critical Marine Corps need by grade and MOS. Waivers must be requested from the RA-RCT.

d. The service limits for AR Marines are contained in reference (x).

2. Maximum Age Limitations

a. Reenlistment/extension will not normally be approved for a period which will result in service past the last day of the month in which the applicant will attain age 60, except where the SNCO has more than 18 qualifying years and will not become eligible for transfer to the Reserve Retired List prior to attaining age 60.

b. In accordance with reference (o), additional service for Marines who meet the requirements of paragraph 1 above may be authorized to the first day of the month following the Marine's 62nd birthday.

Section 3: Extension of Enlistment

1. Voluntary Extensions of Enlistment

a. General. Voluntary extensions of enlistment are executed in monthly increments and are not approved for a period greater than 23 months for each extension. Marines cannot exceed 48 months of extensions on each contract per section 509 of reference (y).

b. Purpose. Extensions are intended to provide sufficient obligated service to allow a Marine to serve a tour of specified length. They are not to be used in lieu of reenlistment. The following are examples where extensions may be warranted:

(1) To obtain sufficient obligated service upon graduation from MOS producing school.

(2) To obtain sufficient service to participate in specific exercises, operations, or unit deployments.

(3) To qualify for reenlistment/transition.

(4) To qualify for transfer to the FMCR or Reserve Retired List (RRL) for retirement. Request for transfer must be submitted not less than four months and not more than 14 months from RECC/EAS. Marines must submit their request to CMC (MMSR).

(5) A Marine who is pregnant, or whose wife is pregnant may request an extension to receive medical benefits, provided his/her service has been satisfactory and their services can be effectively used. If the Marine's service cannot be used locally, the commanding officer shall forward the request to the RA-RCT with the appropriate recommendations. To qualify for this extension, the pregnant Marine, or wife, must be scheduled to deliver after the Marine's EAS. This is only applicable to AR Marines or pregnant Marines on active duty orders per reference (v).

(6) A Marine who has been assigned and successfully completed in/out patient or resident 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.

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

2. Extension Authority

a. Commandant of the Marine Corps. The CMC (RA-RCT) exercises final authority on all requests for extensions. Refer to chapter 5, section 4 of this Order for instructions on forwarding requests and additional processing requirements.

(1) Extended Active Duty (EAD) recruiters will submit requests for extension to RA-RCT via their recruiting district CO/OIC.

(2) Marines requesting accession with the AR program must be qualified for a 36-month Reserve obligation prior to submission of an accession package or request a reenlistment or extension to meet the 36 month requirement.

(3) AR Marines accepted for career designation will have their EAS extended to match their Reserve ECC.

b. Local Command Authority. Provided the authorized term of extension does not result in total service beyond service limitations explained in chapter 5 section 2 paragraph 1c (1), or exceed 48 months of total extensions on a contract explained in chapter 5 section 3 paragraph 1a, and if otherwise eligible, commanders may approve the following short term extensions of enlistment for:

(1) Three months, on a one-time basis per contract for SMCR/IRR/IMA Marines to await a response from HQMC on a submitted RELM request.

(2) One month on a one-time basis per contract for AR Marines to await response from HQMC on a submitted RELM request.

(3) Three months following a fit for duty determination (see chapter 5 section 3 paragraph 4 of this Order for additional guidance).

(4) Marines selected for promotion to Gunnery Sergeant and above who have completed at least 18 satisfactory years (SMCR, IRR, IMA component), may be extended up to 23 months to meet obligated service requirements for promotion under the provisions of reference (z). In no case is a local command authorized to extend a Reserve Marine past 30 years of total service without approval from RA-RCT. Extension cannot exceed 23 months. (This does not apply to AR Marines).

(5) Two months following the removal of a Convenience Of Government Legal or Convenience Of Government Involuntary (COFGL/COFGI) hold.

c. Prior Service Recruiter (PSR). PSRs are authorized to execute up to a 12 month extension of current enlistment contract for IRR Marines on a current MCR contract who join an SMCR unit. This authority is contingent on current directives, and compliance with the following conditions:

(1) Meets all reenlistment prerequisites per chapter 5 section 1 paragraph 5 of this manual.

(2) The Marine's new Reserve ECC cannot be more than one year after the date they join an SMCR unit.

(3) The term of extension does not result in total service beyond service limitation.

(4) The total of multiple extensions does not exceed a total of 48 months on current contract.

3. Involuntary Extensions of Enlistment

a. An involuntary extension is defined as the retention of a Marine beyond the normal date of expiration of enlistment. In such cases, the date of expiration of enlistment is postponed for either a definite or an indefinite period by Headquarters Marine Corps.

b. Report the involuntary extension on the unit diary.

c. Occasions for involuntary extension are found in reference (b).

4. Enlisted Marines Undergoing Medical Treatment

a. Disease or injury incurred while in the line of duty.

(1) Reserve Marines, to include AR, serving on active duty for a period of 30 days or more, whose Reserve ECC is due to expire while receiving treatment for a disease or injury incurred while in the line of duty, will be retained on active duty in the MCR in a medical hold status Convenience of the Government Medical (COFGM) until found fit for release from active duty or pending final determination through the Disability Evaluation System (DES). A page 11 entry must be done and signed by the Marine stating the following:

"I understand that while on active duty orders I was injured and put on administrative hold at the Convenience of the Government Medical (COFGM). I agree to remain on active duty to receive care for my injury/illness I incurred/aggravated while on active duty. My current RECC is YYYYMMMDD and will be administratively adjusted to reflect the COFGM."

Signature of Marine: _____

(2) Reserve Marines subsequently found physically fit for duty by the Physical Evaluation Board (PEB) and CMC(MMSR-4) may be extended in the MCR, with the Marine's consent, for a period of three months beyond the date found fit for release from AD unless the total term of voluntary extensions exceeds 48-months. This will provide sufficient time for a request for additional service.

(3) If the Marine elects to remain in the MCR, a page 11 entry must be prepared simultaneously with the submission of the three month extension request stating the following:

"I, (SNM), was administratively held in a COFGM status for the period YYYYMMDD to YYYYMMDD." (This reflects number of days Marine served beyond RECC).

Signature of Marine: _____

(4) Reserve Marines subsequently NOT found physically fit for duty by the PEB and CMC (MMSR-4), will be processed for discharge/separation in accordance with reference (m). The following page 11 entry will be completed:

"I, (SNM), was administratively held in a COFGM status for the period YYYYMMDD to YYYYMMDD." (This reflects number of days served beyond the Marine's RECC to the separation/discharge date).

Signature of Marine: _____

b. Reserve Marines authorized Line Of Duty (LOD) Benefits for an injury incurred while serving on a period of active duty of less than 30 days, while performing Inactive Duty Training (IDT), or while previously activated and elected deactivation in lieu of medical hold, will be involuntarily extended in the MCR pending resolution of the disqualifying physical condition or until final determination of the DES.

c. Disease or Injury Incurred While Not in Line of Duty, or Through Misconduct. If the disease or injury is incurred while not in the line of duty, or is the result of the Marine's misconduct, the Marine may not be

extended under the provisions of section 3 paragraph 4a. However, RA-RCT may grant additional service not to exceed six months from date disease/injury was incurred. Follow provisions set forth in the reference (a) for additional guidance. If determined by a medical board that the Marine is not physically fit for service or reenlistment, and the report of the medical board is approved by the appropriate authority, the Marine will normally be discharged per reference (o).

5. Enlisted Marines Pending Legal Action. Marines, to include AR, pending legal action whose RECC is within 30 days may request an extension until determination of legal proceeding. After legal determination, a reenlistment request may be submitted if released from pending legal action.

6. Cancellation of Voluntary Extension Agreement

a. Cancellation of voluntary extensions of enlistment is not authorized on or after the effective date. Separation of Marines in these cases may be accomplished only by discharge or transfer to the Reserve Retired List or FMCR. Requests for separation of Marines due to erroneous extensions of enlistment which are in effect must be submitted to the CMC (MMSR) per reference (o).

b. Commanders are authorized to cancel an extension of enlistment prior to its effective date under the following circumstances:

(1) When the Marine's performance of duty warrants cancellation. In this instance, assignment of reenlistment eligibility code RE-4 is required.

(2) Due to unsatisfactory participation, as defined by reference (o).

(3) When the Marine's physical condition so warrants. This includes assignment to weight control, limited duty, or Not Physically Qualified (NPQ) status.

(4) When the Marine's SRB is closed out because of desertion.

(5) When a Marine has extended the enlistment for a specific benefit shown on the extension agreement, but failed or did not receive the benefit.

(6) When Marines under their own accord become unqualified for any incentive granted in conjunction with the extension.

c. 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 reference (b).

d. Cancellation of an extension agreement is not a bar to the execution of another extension agreement, provided the individual is eligible.

e. In cases not fully covered by this chapter, submit requests to cancel extensions prior to the effective date to the RA-RCT for final determination.

f. All cancelled extensions will be reported to the RA-RCT, via the Marine's chain of command through MFR.

Section 4: Administrative Procedures

1. Submission of Requests. Requests for reenlistment/extension should not be submitted earlier than 12 months and no later than three months prior to the current RECC/EAS. Requests will be initiated with NAVMC 11537A. (See Figure C-1). For exceptions see Chapter 5, Section 1 paragraph 2a.

a. The CP is the primary means by which Marines request additional contractual time.

b. All requests with any enclosures forwarded for consideration will comply with For Official Use Only (FOUO), reference (aa).

c. CPs will ensure all Marines meet the administrative criteria and reenlistment prerequisites contained in Sections 1, 2, and 3 of this chapter.

d. Enter the appropriate administrative remarks entries on page 11 of the Marine's SRB. It is imperative that the required entries and the circumstances surrounding the entries are explicitly clear to the Marine prior to signature. Refer to paragraph 9 section 4 of this chapter.

e. Forward requests for reenlistment or extension to the RA-RCT via the current retention system.

f. CPs desiring to check on the status of a reenlistment/extension request, should allow 30 working days following receipt by the RA-RCT. After 30 working days, inquiries should be directed to the RA-RCT.

2. Total Force Retention System. TFRS provides automated support for the Marine Corps enlisted career development and retention programs. Authorized users submit RELM requests and receive responses via the internet.

a. 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.

b. The Retention System draws information from Operational Data Store Enterprise (ODSE) and may not be current due to delayed unit diary reporting. The CP remarks section is provided for the CP to correspond with RA-RCT and add pertinent information relative to each RELM. Required entries entered by the CP are as follows:

(1) Command CP, rank, name, unit, phone number, and email address.

(2) Marine who creates the RELM; rank, name, unit, phone number, and email address (required when the Career Planner and Marine creating the RELM are not the same person).

(3) Marine's most recent PFT and CFT (date taken/score/class). If the information in MCTFS is not accurate, documentation must be attached to RELM.

(4) SRIP eligibility.

(5) Any waivers of reenlistment prerequisites. Information required for waiver consideration will be scanned and attached to the RELM, prior to consideration by the RA-RCT.

(6) All previous naval messages or RELM requests within the past 12 months. If no previous requests have been submitted in the past 12 months, enter "No previous request".

(7) Any additional pertinent information not covered by specific instructions. The entries made in the CP comments block become an official entry on an official document.

(8) The Major Subordinate Command (MSC) SNCOIC.

c. All requests must contain a recommendation and certification from the Commanding Officer. The certification section must include the following minimum entries:

(1) Rank.

(2) Name.

(3) Unit.

(4) Title (i.e. Commanding Officer, Acting).

(5) Phone number.

(6) Body fat % verification, if required.

(7) Recommendation.

(8) Any additional information the CO wants considered by CMC (RA-RCT).

(9) Email address.

d. Special Instructions

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

(2) Contact RA-RCT for the current Retention System web site internet address.

(3) Retention System access is controlled by the CMC. MSC CP SNCOICs will assign Retention System accounts to CPs under their scope.

(4) Career Planners are required to thoroughly screen each Marine prior to creating a RELM. Screening consists of appropriate interviews, reviewing the Service Record Book (SRB), RELM data, MCTFS, and the MMSB website. Proper screening ensures the Marine meets reenlistment prerequisites. Contact RA-RCT to request modification of RELM.

(5) The reference number on the answered RELM is the authority to be entered on the DD Form-4 or NAVMC 321A. (Annotate on the NAVMC 321A RA-RCT's reason authority was granted; see Figure 5-2).

(6) Scan and attach all required documentation. These records, and any other related documentation, are required to assist RA-RCT in making an informed decision.

(7) Status checks: The Retention System provides a real time status of each RELM. The "Next to see" column is the status of the RELM. CPs must monitor the "Next to see" column constantly in order to follow progress of each RELM. Contact the CP SNCOIC if time becomes a detrimental factor for a particular RELM. The SNCOIC may contact the appropriate CP Liaison for assistance.

(8) Acknowledge a RELM only when the Marine executes the authority. Authority remains effective until the no later than (NLT) date provided on the RELM. A RELM Authority, which has exceeded the 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.

(9) All RELM responses require one of the following CP actions:

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

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

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

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

(e) Revoked RELM: Inform the Marine and CO of the revocation, and acknowledge the RELM.

3. Message Format. The following message format should be used when submitting reenlistment or extension requests by message.

```
SUBMITTING COMMAND
CMC WASHINGTON DC//RA-RCT__//
INFO CHAIN OF COMMAND//PERSO/CP//
UNCLAS //N01040//
SUBJ/REENL/EXTENL (AS APPROPRIATE)//
MSGID/GENADMIN//
REF/A/DOC/RA-RCT____ //
REF/B/RA-RCT__/_________//
NARR/REF (A) CNTN SM'S REENL REQ.  REF (B) IS MCO 1040R.35.//
RMKS/
1.  THE FOLLOWING INFO IS PROVIDED:
    A.  LAST NAME, FIRST NAME, MI
    B.  LAST 4 SSN/MOS (S)
    C.  GRADE/DOR
    D.  ORGANIZATION/MCC XXX
    E.  TYPE REQUEST (REENL OR EXTENL)
    F.  REENL NUMBER:  XXX (1ST, 2D, 3D, ETC, OR N/A)
    G.  (TERM REENL/EXTENL XX MONTHS, (TERM/EFF DATE CURR CONT) X YRS
    H.  EXECD X EXTENL, TOTALING XX MONTHS ON CURR CONT
    I.  EAS/RECC: XXXXXX, INTENDED REENL (OR EXTENL) DATE: XXXXXX
    J.  NUMBER OF DEPENDENTS
    K.  SECURITY CLEARANCE
    L.  PFT XXXXXX (SCORE/1CL, 2CL, 3CL, OR FAIL) DATE TESTED: XXXXX DOB:
XXXXXX//
```

M. HEIGHT: XX (INCHES), WEIGHT: XXXX (POUNDS)
N. CO CERTIFIES MARINE MEETS PRESCRIBED HEIGHT/WEIGHT STANDARDS
O. DATE REENL PHYS COMPLETED (OR SCHEDULED)
P. SRIP ELIGIBLE: YES/NO.
Q. YEARS OF QUALIFYING SERVICE: XXXX/XXXX/XXXX
R. (M: (NUMBER, TYPE(S) DATE(S) OF (COURT-MARTIAL) X, XXX, XXXXX
S. NONJUDICIAL PUNISHMENT (NJP): (NUMBER, ARTICLE(S) VIOLATED,
T. CIV CONV: (NUMBER TYPE(S), DATE(S) OF CIVILIAN CONVICTION(S) AS REQUIRED, XXXXXX (OR N/A)
U. PROFICIENCY/CONDUCT (PRO/CON: (AVERAGE X.X/X.X (OR N/A FOR SSGTS AND ABOVE, FOR SGTS WITH LESS THAN 2 YEARS IN GRADE, PROVIDE DUR CURR ENL AVERAGE PRO/CON MARKS AS CPL) (DATE CG WAIVER GRANTED) CG WAIVER: XXXXXX (IF APPL).
V. EDUC COMPL: XX YRS XXXXX (IF APPL).
W. GT SCORE: XXX, DATE TESTED: XXXXX, TYPE TEST: XXXXXX (ASVAB, ASVAB 14A, AFQT, ETC). XXXXXX (IF APPL) (LIST ALL OTHER COMPOSITE SCORES IF RETESTED WITHIN THE LAST YEAR) MM: XX CL: XXX, EL: XXX. INCLUDE DLAB OR EDPT SCORES, IF APPL)
X. CO'S RECOMMENDATION FOR REENLISTMENT
Y. RETENTION REPRESENTATIVES NAME AND DSN/COMMERCIAL PHONE NO.
Z. YOU MAY INCLUDE MISCELLANEOUS REMARKS IN THIS PARAGRAPH

NOTES: (1) ON ALL LINES NOT APPLICABLE INDICATE N/A.
(2) INDICATE ALL DATES USING SIX-DIGIT FORMAT (YYMMDD-871110).
(3) WHERE X'S ARE INDICATED, FILL IN A NUMBER OR LETTER.//

4. Enlistment/Reenlistment Document - Armed Forces of the United States (DD FORM 4). Refer to reference (l) which outlines preparation instructions of the DD Form 4 (Figure 5-3).

a. Remarks Section. The following additional entries will be included in the remarks section. All entries will be upper case.

(1) The reference number on the answered RELM is the authority that should be referenced on the DD Form 4.

(2) REENLISTED FOR THE FOLLOWING INCENTIVES: XXXXX" (ex. SRIP). Type NONE if not applicable.

(3) "I HAVE BEEN BRIEFED AND UNDERSTAND THE HOMOSEXUAL CONDUCT POLICY, per (cite current directives on homosexual conduct)."

(4) "I DO/DO NOT DESIRE PAYMENT OF MY LUMP-SUM LEAVE."

5. USMC Certificate of Reenlistment (NAVMC 8064)

a. The United States Marine Corps Certificate of Reenlistment, (Figure 5-4), should be presented to all standard re-enlistees in the MCR on the date the oath is administered at an appropriate ceremony.

b. Prepare this certificate as shown in Figure 5-4. Where possible, provide distinctive lettering. Commands not having this capability should use a standard typewriter.

c. Requisition the Certificate of Reenlistment, NAVMC 8064, PCN 104 012087 00, per reference (ab).

6. Honorable Discharge Certificate (DD FORM 256 MC). Present the Honorable Discharge Certificate on the date you administer the oath of enlistment. Reference (o) outlines procedures for administering the oath of enlistment

and for completing the certificate. (Note: This certificate is only awarded after Expiration of Service (EOS).

7. Reenlistment Ceremony. Reenlistment is a major event in the career of an enlisted Marine. An appropriate, meaningful ceremony should be held to recognize of the high quality of performance attested to by the recommendation for reenlistment. Every attempt will be made to honor the Marine's desire regarding time and location of the ceremony; family, special guests, fellow Marines to be invited, and a particular officer to administer the oath.

a. Oath of Enlistment. With the proper authority, the oath of enlistment may be administered by any Commissioned Officer (CWO2 or higher) in a Active, Reserve, or Retired status in the U.S. Armed Forces.

b. Photographs and Media Release. Photographic coverage of the ceremony should be provided and copies of the prints presented to the Marine. Press releases may be forwarded to station, hometown, and local newspapers.

c. Other Recognition. Commanders should personalize the occasion with other recognition as appropriate.

(1) 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.

(2) At the commander's discretion the reenlistee may be granted a social gathering after the ceremony and/or special liberty/leave in accordance with reference (ac).

8. USMC Agreement to Extend Enlistment (1133) (NAVMC 321A)

a. The Agreement to Extend Enlistment (1133) (NAVMC 321A), (Figure 5-2 on page 5-26), is the basic document used to execute voluntary extensions of enlistment. Do not use the agreement to extend a Marine's EAS for periods of ADOS or mobilization orders.

b. Execute the agreement prior to or on the date of expiration of enlistment or induction. Extensions may be executed ONLY after RECC when the Marine is serving per paragraph 3 section 3 of this chapter.

c. Report the execution of the agreement to extend enlistment on the unit diary per reference (b).

d. When the extension becomes effective for Reserve Marines on Active Duty in excess of 30 days (including AR Marines), take the following action.

(1) If this is the first extension to a contract the Career Planner will provide the Marine the opportunity to make an election of whether or not to receive payment of lump sum leave.

(a) On the extension of enlistment, the Marine must elect whether to receive payment of Lump-Sum Leave (LSL).

1. Career Planner Responsibilities. If the extension becomes effective within 30 days and the Marine desires not to sell back leave, the Career Planner will include the statement, "I Do Not desire payment of my lump sum leave", to Item 12.

2. Local Administrative Section Responsibilities. The local administrative section will finalize the document with the Marine's election of payment of lump sum leave in the case that a Marine signs an extension agreement more than 30 days from its effective date.

(2) If the Marine has an advance leave balance on the effective date of extension which does not exceed the extension's potential leave accrual or 30 days (EAD, AR, ADOS) (whichever is less), elects not to convert the advance leave balance to excess leave, and the Marine elects to carry forward the advance leave balance to the new period of service, the following statement will be entered on line 12 of the extension agreement: "I elect to carry my entire advance leave balance forward to my new period of service."

(3) Advise Marines that advance leave not carried forward is charged as excess leave and results in pay account deduction. For additional guidance refer to DOD Financial Management Regulation Volume 7A, Chapter 35.

e. Detailed Instructions. Prepare the NAVMC 321A in duplicate. See Figure 5-2. Both the original and duplicate will bear original signatures. 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 (YYYYMMDD). All typed text will be in capital letters.

(1) Item 1. Enter full last name, first name, and middle name(s). This should be the same as item No. 1 on the enlistment/reenlistment document.

(2) Item 2. Enter the individual's abbreviated grade (SSgt, GySgt, etc.) per reference (m).

(3) Item 3. Enter the nine-digit SSN of the individual. Example: 123-45-6789.

(4) Item 4. Place an "X" in the appropriate component block.

(5) Item 5. Enter the date current enlistment commenced and show its term both by word and figure. (Ex. twelve, 12)

(6) Item 6. Enter the date current extension of enlistment commenced, and show its term both by word and figure. Use only if the Marine is on a voluntary extension of enlistment and is extending for an additional period otherwise leave blank.

(7) Item 7. Enter date of expiration of current enlistment or extension. Place an "X" in the appropriate box. Enter by word the number of this extension or enlistment after the date; i.e., whether it is the first, second, third, etc. (count only Marine Corps enlistment contracts). Involuntary and cancelled extensions are not considered for this entry.

(8) Item 8. Enter, by word, the number of days lost during current enlistment or extension that must be made good prior to commencing this extension. If there are none, write "ZERO".

(9) Item 9. Enter the date this extension will commence.

(10) Item 10. Enter, by word and figure, the term of this extension.

(11) Item 11. Enter, by word, the number of this extension; i.e., whether it is the first, second, third, etc. Involuntary extensions are not

to be considered for purposes of this entry nor are those extensions canceled as listed in paragraph 6 section 3 of this chapter.

(12) Item 12. Cite the reason for granting the extension. Enter in specific terms the reason for the extension. Do not simply enter the word "none." The following are examples of appropriate entries:

(a) "To complete a course of instruction."

(b) "To complete an assignment, exercise, project, ADT, etc."

(c) "To qualify for transfer to the Reserve Retired List."

(d) "For humanitarian reasons."

(e) "To meet minimum obligated service for promotion."

(f) "To qualify for the Montgomery GI Bill (or SRIP) Program."

(g) "To have sufficient obligated service to accept AR orders."

(h) "To qualify for Reenlistment."

(13) Item 13 through 15. Self-explanatory.

(14) Item 16. The Marine extending will sign their full name here. Both the original and duplicate will bear original signatures.

(15) Item 17. The agreement will normally be sworn to before the Marine's commander or such other officer of the command as may be designated. However, when this is impractical and no other officer is available to administer oaths, the agreement may be sworn to before any retired or active commissioned officer of any component (including Reserve) of the Armed Forces of the United States. Both the original and duplicate will bear the original signature of the officer or official.

Note: The date in this item cannot be later than the date entered in item 7, except as provided in chapter 5, Section 3, paragraph 3. Enter organization and/or station.

(16) Item 18. Item is self explanatory.

f. Disposition of the Completed NAVMC 321A. The original will be filed in the service record book on top of the enlistment contract and the duplicate will be forwarded to the CMC (MMSB-20). One additional copy will be made and filed in the Individual Reenlistment Extension (IRE) folder. The back of the original and duplicate will have the name, unit, and signature of the preparer (Figure 5-2).

9. Required Service Record Book Entries. Make the following page 11 entry when Marines are not recommended or recommended but not eligible for reenlistment:

"(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-4_, or RE-3_) upon separation."

10. Unit Diary Reporting. Reenlistment, extension, not recommended/not eligible for reenlistment, and RE code reporting requirements are contained in reference (b) (Figure 5-5).

Print Form

ADMINISTRATIVE ACTION (5216)
NAVMC 10274 (REV. 3-93) (EF)
Previous editions will be used
SN: 0109-LF-063-3200 U/I: PADS OF 100

1. ACTION NO.	2. SSIC/FILE NO.
	1000
3. DATE	
2011 03 31	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)
SSGT MARINE, I. M. XXX-XX-1234/2111 USMC

5. ORGANIZATION AND STATION (Complete address)
UNIT NAME
UNIT ADDRESS
UNIT CITY, ST ZIP

6. VIA (As required)
COMMANDING OFFICER,

7.
TO: COMMANDANT OF THE MARINE CORPS
CODE: (RA-RCT)
3280 RUSSELL RD
QUANTICO VA 22134

8. NATURE OF ACTION/SUBJECT
WAIVER OF SERVICE LIMITS OR REENLISTMENT PREREQUISITE FOR SPECIFIC VIABLE REASON

9. COPY TO (As required)
AS REQUIRED

10. REFERENCE OR AUTHORITY (if applicable)
MCO 1040R.35 RESERVE CAREER PLANNING AND RETENTION MANUAL

11. ENCLOSURES (if any)
(1) CERTIFIED TRUE COPIES OF PG 11S
(2) CERTIFIED TRUE COPIES OF PG 12S
(3) CERTIFIED TRUE COPIES OF UPB PGS
(4) CHAIN OF COMMAND ENDORSEMENTS

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of orginator and sign 3 lines below text)

1. Per the reference I am requesting a waiver (of reenlistment prerequisite or service limitations) for period of XX months (for specific reason with justification for decision), I will be filling T/O and line number

I. M. MARINE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

PRIVACY ACT STATEMENT
The Privacy Act Statement for information on this form is contained on NAVMC form 11000, PrivacyAct Statement for Marine Corps Personnel and Pay Records.

Adobe 8.0

Figure 5-1.--Administrative Action Form Requesting Waiver (NAVMC 10274)

AGREEMENT TO EXTEND ENLISTMENT
NAVMC 321A (REV. 07-09) (EF)

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Information collected by this form will be used to record extensions of enlistment into the U.S. Armed Forces. This information becomes a permanent part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice M01070-6 which can be downloaded at *http://www.defenselink.mil/privacy/notices/usmc/M01070-6.shtml*.

RETENTION AND SAFEGUARDS: The collected information will be maintained in a database with restricted, limited access by personnel authorized to access this information. The database is protected by password, unique user IDs, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and/or social security number.

ROUTINE USES: This form becomes a permanent part of the Service Members's Enlisted Master File and Field Personnel File. All uses of this form are internal to the relevant service.

DISCLOSURE: Voluntary. However, failure to furnish personally identifiable information may negate the application.

Figure 5-2.--Agreement to Extend Enlistment (1133) (NAVMC 321A)

sample (contains ficticious information)

AGREEMENT TO EXTEND ENLISTMENT
NAVMC 321A (REV. 07-09) (EF)
FOUO - Privacy Sensitive when filled in.

1. NAME (Last, First, Middle)	2. GRADE	3. SSN	4. COMPONENT
MARINE JOHNNY BEE	SGT	123456789	☐ USMC ☒ USMCR

5. CURRENT ENLISTMENT	6. CURRENT EXTENSION	7. CURRENT
COMMENCED 20040321	COMMENCED 20080321	☒ ENLISTMENT EXPIRES ☐ EXTENSION EXPIRES
FOR FORTY-EIGHT (Word) MONTHS 48 (Fig) MONTHS	FOR TWELVE (Word) MONTHS 12 (Fig) MONTHS	Date 20090320 FIRST (INDICATE, FIRST, SECOND)

8. TIME LOST TO BE MADE GOOD	9. EFFECTIVE DATE THIS EXTENSION	10. TERM THIS EXTENSION	11. VOLUNTARY EXTENSION OF CURRENT ENLISTMENT
ZERO DAYS	20090321	TWELVE (Word) MONTHS 12 (Fig) MONTHS.	SECOND (INDICATE, FIRST, SECOND)

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

REASON:

AUTHORITY:

ESL OPTION (1st Ext):

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 Johnny Bee Marine
(First Name) (Middle Name) (Last Name)

17. Subscribed and sworn before me this 13TH day of APRIL A.D. 2008
(See instructions for items 17)

SIGNATURE OF ADMINISTERING OFFICER OFFICIAL: Fred W. Dirt Capt, USMC Fred W. Dirt
(If an officer of the Armed Forces, give rank and service)

ORGANIZATION AND STATION: 1st BN 5th MAR BOX 555453 OPEN CA 92055 5438

18. Service Representative.

PREPARED BY: MILTON BRADLEY RANK: SGT

ORGANIZATION AND STATION 1st BN 5th MAR BOX 555453 OPEN CA 92055 5438

SERVICE REPRESENTATIVE SIGNATURE Milton Bradley

FOR OFFICIAL USE ONLY. Adobe Designer 8.0

Figure 5-2.--Agreement to Extend Enlistment (1133) (NAVMC 321A) (Continued)

sample (contains ficticious information)

ENLISTMENT/REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 3331; 10 U.S.C. 113, 136, 502, 504, 505, 506, 507, 508, 509, 510, 513, 515, 516, 518, 519, 972, 978, 2107, 2107a, 3253, 3258, 3262, 5540, 8252, 8253, 8257, 8258, 12102, 12103, 12104, 12105, 12106, 12107, 12108, 12301, 12302, 12304, 12305, 12405; 14 USC 351, 632; 32 U.S.C. 301, 302, 303, 304; and Executive Order 9397, November 1943 (SSN).

PRINCIPAL PURPOSE(S): To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USE(S): This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. NAME *(Last, First, Middle)* MARINE JONNY BEE III	2. SOCIAL SECURITY NUMBER 123-45-6789
3. HOME OF RECORD *(Street, City, County, State, Country, ZIP Code)* 2008 ELLIOT ROAD QUANTICO VA 22134-5030	4. PLACE OF ~~ENLISTMENT~~/REENLISTMENT *(Mil. Installation, City, State)* 1ST BN 5TH MAR BOX 555453 CAMP PENDLETON CA

5. DATE OF ~~ENLISTMENT~~ REENLISTMENT *(YYYYMMDD)*	6. DATE OF BIRTH *(YYYYMMDD)*	7. PREV MIL SVC UPON ENL/REENIST	YEARS	MONTHS	DAYS
19921110	19651110	a. TOTAL ACTIVE MILITARY SERVICE			
		b. TOTAL INACTIVE MILITARY SERVICE			

B. AGREEMENTS

8. I am ~~enlisting~~/reenlisting in the United States *(list branch of service)* MARINE CORPS RESERVE this date for 4 years and 0 weeks beginning in pay grade E4 of which 0 years and 0 weeks is considered an Active Duty Obligation, and 4 years and 0 weeks will be served in the Reserve Component of the Service in which I have enlisted. If this is an initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. The additional details of my ~~enlistment~~/reenlistment are in Section C and Annex(es) (list name of Annex(es) and describe) None

~~a. FOR ENLISTMENT IN A DELAYED ENTRY/ENLISTMENT PROGRAM (DEP):~~
~~I understand that I am joining the DEP. I understand th at by joining the DEP I am enlisting in the Ready Reserve component of the United States *(list branch of service)* _____ for a period not to exceed 365 days, unless this period of time is otherwise extended by the Secretary concerned. While in the DEP, I understand that I am in a nonpay status and that I am not entitled to any benefits or privileges as a member of the Ready Reserve, to include, but not limited to medical care, liability insurance, death benefits, education benefits, or disability retired pay if I incur a physical disability. I understand that the period of time while I am in the DEP is NOT creditable for pay purposes upon entry into a pay status. However, I also understand that the period of time while I am in the DEP is counted toward fulfillment of my military service obligation described in paragraph 10, below. While in the DEP, I understand that I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, qualifications, and mailing address. I understand that I WILL be ordered to active duty unless I report to the place shown in item 4 above by (list date (YYYYMMDD)) _____ for enlistment in the Regular component of the United States (list branch of service) _____ for not less than _____ years and _____ weeks.~~

b. **REMARKS:** *(If none, so state.)*
AUTHORITY: TFRS-XXXXX
REENLISTED FOR THE FOLLOWING INCENTIVE(S): NONE.

(19921109) ARTICLES OF UCMJ EXPLAINED TO ME THIS DATE AS REQUIRED BY ARTICLE 137, UCMJ.
I HAVE BEEN BRIEFED AND UNDERSTAND MARADMIN 259/02, HOMOSEXUAL CONDUCT POLICY.
I DO NOT DESIRE PAYMENT OF MY LUMP-SUM LEAVE.

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.
(Initials of ~~Enlistee~~/Reenlistee) _____ *(Continued on Page 2)*

DD FORM 4/1, OCT 2007 Reset Form PREVIOUS EDITION IS OBSOLETE.

Figure 5-3.--Enlistment/Reenlistment Document Armed Forces of the United States (DD FORM 4)

C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

9. FOR ALL ENLISTEES OR REENLISTEES:

I understand that many laws, regulations, and military customs will govern my conduct and require me to do things under this agreement that a civilian does not have to do. I also understand that various laws, some of which are listed in this agreement, directly affect this enlistment/reenlistment agreement. Some examples of how existing laws may affect this agreement are explained in paragraphs 10 and 11. I understand that I cannot change these laws but that Congress may change these laws, or pass new laws, at any time that may affect this agreement, and that I will be subject to those laws and any changes they make to this agreement. I further understand that:

a. My enlistment/reenlistment agreement is more than an employment agreement. It effects a change in status from civilian to military member of the Armed Forces. As a member of the Armed Forces of the United States, I will be:

(1) Required to obey all lawful orders and perform all assigned duties.

(2) Subject to separation during or at the end of my enlistment. If my behavior fails to meet acceptable military standards, I may be discharged and given a certificate for less than honorable service, which may hurt my future job opportunities and my claim for veteran's benefits.

(3) Subject to the military justice system, which means, among other things, that I may be tried by military courts-martial.

(4) Required upon order to serve in combat or other hazardous situations.

(5) Entitled to receive pay, allowances, and other benefits as provided by law and regulation.

b. Laws and regulations that govern military personnel may change without notice to me. Such changes may affect my status, pay, allowances, benefits, and responsibilities as a member of the Armed Forces **REGARDLESS** of the provisions of this enlistment/ reenlistment document.

10. MILITARY SERVICE OBLIGATION, SERVICE ON ACTIVE DUTY AND STOP-LOSS FOR ALL MEMBERS OF THE ACTIVE AND RESERVE COMPONENTS, INCLUDING THE NATIONAL GUARD.

a. **FOR ALL ENLISTEES:** If this is my initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. Any part of that service not served on active duty must be served in the Reserve Component of the service in which I have enlisted. If this is a reenlistment, I must serve the number of years specified in this agreement, unless I am sooner discharged or otherwise extended by the appropriate authority. Some laws that affect when I may be ordered to serve on active duty, the length of my service on active duty, and the length of my service in the Reserve Component, even beyond the eight years of my Military Service Obligation, are discussed in the following paragraphs.

b. I understand that I can be ordered to active duty at any time while I am a member of the DEP. In a time of war, my enlistment may be extended without my consent for the duration of the war and for six months after its end (10 U.S.C. 508, 12103(c)).

c. As a member of a Reserve Component of an Armed Force, in time of war or of national emergency declared by the Congress, I may, without my consent, be ordered to serve on active duty, for the entire period of the war or emergency and for six (6) months after its end (10 U.S.C. 12301(a)). My enlistment may be extended during this period without my consent (10 U.S.C. 12103(c)).

(Initials of ~~Enlistee~~/Reenlistee) JBM.

d. As a member of the Ready Reserve (to include Delayed Entry Program), in time of national emergency declared by the President, I may, without my consent, be ordered to serve on active duty, and my military service may be extended without my consent, for not more than 24 consecutive months (10 U.S.C. 12302). My enlistment may be extended during this period without my consent (see paragraph 10g).

e. As a member of the Ready Reserve, I may, at any time and without my consent, be ordered to active duty to complete a total of 24 months of active duty, and my enlistment may be extended so I can complete the total of 24 months of active duty, if:

(1) I am not assigned to, or participating unsatisfactorily in, a unit of the Ready Reserve; and

(2) I have not met my Reserve obligation; and

(3) I have not served on active duty for a total of 24 months (10 U.S.C. 12303).

f. As a member of the Selected Reserve or as a member of the Individual Ready Reserve mobilization category, when the President determines that it is necessary to augment the active forces for any operational mission or for certain emergencies, I may, without my consent, be ordered to active duty for not more than 365 days (10 U.S.C. 12304). My enlistment may be extended during this period without my consent (see paragraph 10g).

g. During any period members of a Reserve component are serving on active duty pursuant to an order to active duty under authority of 10 U.S.C. 12301, 12302, or 12304, the President may suspend any provision of law relating to my promotion, retirement, or separation from the Armed Forces if he or his designee determines I am essential to the national security of the United States. Such an action may result in an extension, without my consent, of the length of service specified in this agreement. Such an extension is often called a "stop-loss" extension (10 U.S.C. 12305).

h. I may, without my consent, be ordered to perform additional active duty training for not more than 45 days if I have not fulfilled my military service obligation and fail in any year to perform the required training duty satisfactorily. If the failure occurs during the last year of my required membership in the Ready Reserves, my enlistment may be extended until I perform that additional duty, but not for more than six months (10 U.S.C. 10148).

11. FOR ENLISTEES/REENLISTEES IN THE NAVY, MARINE CORPS, OR COAST GUARD: I understand that if I am serving on a naval vessel in foreign waters, and my enlistment expires, I will be returned to the United States for discharge as soon as possible consistent with my desires. However, if essential to the public interest, I understand that I may be retained on active duty until the vessel returns to the United States. If I am retained under these circumstances, I understand I will be discharged not later than 30 days after my return to the United States; and, that except in time of war, I will be entitled to an increase in basic pay of 25 percent from the date my enlistment expires to the date of my discharge.

12. FOR ALL MALE APPLICANTS: Completion of this form constitutes registration with the Selective Service System in accordance with the Military Selective Service Act. Incident thereto the Department of Defense may transmit my name, permanent address, military address, Social Security Number, and birthdate to the Selective Service System for recording as evidence of the registration.

DD FORM 4/1 (PAGE 2), OCT 2007

Figure 5-3.--Enlistment/Reenlistment Document Armed Forces of the United States (DD FORM 4) (continued)

sample (contains ficticious information)

NAME OF ~~ENLISTEE~~/REENLISTEE (Last, First, Middle)	SOCIAL SECURITY NO. OF ~~ENLISTEE~~/REENLISTEE
MARINE JONNY BEE III	123-45-6789

D. CERTIFICATION AND ACCEPTANCE

13a. ~~My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.~~

I certify that I have carefully read this document, including the partial statement of existing United States laws in Section C and how they may affect this agreement. Any questions I had were explained to my satisfaction. I fully understand that only those agreements in Section B and Section C of this document or recorded on the attached annex(es) will be honored. I also understand that any other promises or guarantees made to me by anyone that are not set forth in Section B or the attached annex(es) are not effective and will not be honored.

Johnny Bee Marine III 19921109

b. SIGNATURE OF ~~ENLISTEE~~/REENLISTEE	c. DATE SIGNED (YYYYMMDD)

14. SERVICE REPRESENTATIVE CERTIFICATION
a. On behalf of the United States (list branch of service) MARINE CORPS, I accept this application for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

KIRK JAMES T

b. NAME (Last, First, Middle)	c. PAY GRADE	d. UNIT/COMMAND NAME
James T. Kirk	E7	1ST BN 5TH MAR
e. SIGNATURE	**f. DATE SIGNED (YYYYMMDD)**	**g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)**
	19921109	BOX 555453 CAMP PENDLETON CA

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):
I, JOHNNY BEE MARINE III, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

~~16. IN THE NATIONAL GUARD (ARMY OR AIR):~~
~~I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.~~

~~17. IN THE NATIONAL GUARD (ARMY OR AIR):~~
~~I do hereby acknowledge to have voluntarily enlisted/reenlisted this _____ day of _____, _____ in the _____ National Guard and as a Reserve of the United States (list branch of service) _____ with membership in the _____ National Guard of the United States for a period of _____ years, _____ months, _____ days, under the conditions prescribed by law, unless sooner discharged by proper authority.~~

Johnny Bee Marine III 19921109

18.a. SIGNATURE OF ~~ENLISTEE~~/REENLISTEE	b. DATE SIGNED (YYYYMMDD)
NIMOY LEONARD S	

19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION
a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. NAME (Last, First, Middle)	c. PAY GRADE	d. UNIT/COMMAND NAME
Leonard S. Nimoy	O3	1ST BN 5TH MAR
e. SIGNATURE	**f. DATE SIGNED (YYYYMMDD)**	**g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)**
JBM	19921109	BOX 555453 CAMP PENDLETON CA 92055 5453

(Initials of ~~Enlistee~~/Reenlistee) _____.

DD FORM 4/2, OCT 2007 Reset Form PREVIOUS EDITION IS OBSOLETE. Print Form

Figure 5-3.--Enlistment/Reenlistment Document Armed Forces of the United States (DD FORM 4) (continued)

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

Figure 5-4.--USMC Certificate of Reenlistment (NAVMC 8064)

Code	When Assigned	Remarks
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 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 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 pre-requisite. 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*	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. 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 Marine must sign the SRB entry. CMC authority required for reenlistment.

Figure 5-5.--Reenlistment Eligibility Codes

Code	When Assigned	Remarks
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. 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 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. 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 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 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.

Figure 5-5.--Reenlistment Eligibility Codes (continued)

Code	When Assigned	Remarks
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 Marine meets eligibility criteria established in MARADMINs 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 MARADMIN and Marine must sign a written agreement to serve in the IRR for 3 years. 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.
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

Figure 5-5.--Reenlistment Eligibility Codes (continued)

Chapter 6

Reenlistment Incentives

1. General. The Marine Corps uses incentives as necessary to meet MOS needs, staff unit shortfalls and meet end-strength goals. Additionally, incentives assist Commanders in attracting highly qualified Marines for reenlistment. Incentives are only one element of personnel inventory control and are not substitutes for good planning and management of personal careers. This chapter provides background information on incentive programs in the SMCR.

2. Responsibility. Since incentives are often necessary tools to persuade the Marine to reenlist or extend, it is important for the CP to be familiar with the incentive programs available. Part of the responsibility of the CP is to:

a. Have a thorough knowledge of current incentives available.

b. Have a thorough knowledge of incentive eligibility requirements.

c. Advise and assist in the administration of incentive programs.

d. Submit reports/data pertaining to formal incentive programs as directed.

e. Disseminate information regarding incentives to unit personnel.

f. Keep current editions of applicable orders, Marine Administrative Messages (MARADMIN), and Marine Corps Bulletins (MCBuls) pertaining to available incentives.

g. Inform every Marine of incentives and re-training opportunities.

3. Montgomery GI Bill - Reserve (MGIB-R). This program offers educational benefits to Marines in the SMCR. These benefits, although an entitlement, must be earned by the fulfillment of certain conditions and eligibility criteria established in reference (f).

4. Montgomery GI Bill - Kicker. The Montgomery GI Bill Kicker is an additional education benefit. To be eligible for this incentive you must be eligible for the MGIB-R. Eligibility criteria is set by CMC (RAP) and published annually by MARADMIN. Additional information is contained in reference (f).

5. Selected Reserve Incentive Program (SRIP). Incentive program providing a monetary payment to Marines who enlist, reenlist, or affiliate with the SMCR in a critical skill. Eligibility criteria is set by CMC (RAP) and published annually by MARADMIN. Additional information is contained in reference (j).

6. Transfer of Post-9/11 GI Bill Benefits to Dependents (TEB). Members can participate in the TEB option through an additional four years of Selected Reserve affiliation.

Chapter 7

Reserve Career Options

1. General. A variety of options exist for participation within the MCR. Career Planners, all officers, and staff non-commissioned officers (SNCOs) should be aware of these options, and be prepared to explain them. Geographic location, employment, schooling, MOS qualification, and professional goals are all considerations when choosing the appropriate Reserve career option. A thorough understanding of each option enables the CP and unit leaders to provide the necessary guidance that may ultimately prevent the loss of a qualified Marine. Reference (a) outlines Reserve categories, administration, and training requirements in greater detail.

2. Selected Marine Corps Reserve (SMCR)

a. The SMCR units consist of both prior and non-prior service (NPS) Marines. Basic minimum training requirements demand that Reserve Marines attend 48 IDT periods and attend a two-week training period each year.

b. The two-week period of AT is normally performed with the unit but may consist of a formal Reserve school to enhance specific skills.

c. Members receive pay and retirement credits for each satisfactory IDT period performed. Procedures and details for payment of MCR personnel including SMCR units at AT are outlined in reference (b).

d. Prior service Marines apply to join a SMCR unit through a local PSR. Acceptance will depend on the individual's qualifications and the requirements of the Reserve unit. Marines leaving active duty with obligated service remaining may be directly assigned to SMCR units per reference (b).

e. Non-prior service applicants (mandatory participants) are recruited by local Marine Corps recruiting stations.

3. Individual Mobilization Augmentee (IMA)

a. An IMA serves in a Reserve billet on an active duty T/O. IMAs are placed on staffs within the MARFORs, MEFs, HQMC and the supporting establishment throughout the Marine Corps. Though not members of a drilling reserve unit, IMAs are drilling reservists that work and train with their active duty counterparts.

b. IMA Marines normally perform 24-48 IDT periods a year, plus 12 to 14 days of AT.

c. Marines desiring to join an IMA detachment from the IRR need to contact a local PSR.

d. The IMA program is governed by reference (ad) and managed by CMC (RAM).

4. Active Reserve (AR) Program

a. Per Ref (y), AR Marines are authorized to assist in organizing, administering, recruiting and retaining, instructing, and training members of the MCR. The purpose of the AR Program is to facilitate the integration of the MCR in the Total Force.

b. AR enlisted personnel are contracted to an initial three year period of duty and may apply for career designation in conjunction with applying for reenlistment via the TFRS.

c. The AR program is governed by reference (x).

5. Individual Ready Reserve (IRR). A trained manpower pool of Ready Reservists who are not in the SMCR or IMA program.

a. The IRR consists of:

(1) Marines who have had training and served previously in the AC or in the SMCR and have some period of MSO remaining,

(2) Marines who have completed their MSO and are in the IRR by choice, and

(3) Marines of the Delayed Entry Program (DEP).

b. IRR members (except DEP members) may:

(1) Drill with an MTU.

(2) Attend professional development schools.

(3) Be assigned to active duty for approved periods (RCT, ADOS, etc.).

(4) Request associate or appropriate duty.

(5) Complete correspondence and non-resident PME courses.

(6) Assist with Marine Corps Junior Reserve Officer Training Corps (MCJROTC).

c. Members of the IRR are not paid unless under active duty orders. They may earn retirement credits for IDT participation.

d. Reserve Marines in the IRR may earn enough retirement credits each year to qualify for retirement. At least 50 points per anniversary year must be earned to complete a qualifying year for retirement. This includes the 15 membership points.

e. IRR Marines are attached to CG, MOBCOM.

6. Incremental Initial Active Duty for Training (IIADT). An enlistment program for college, university, or trade school students allowing an individual to attend basic military and initial/technical skill training during summer semester break within 1 year after the completion of recruit training. This training is normally completed in two increments, however a third summer of training may be required to complete Marine Combat Training for some MOSs.

7. Reserve Duty Online (RDOL)

a. RDOL is a web-based tool that provides Active Duty and Reserve Marines the ability to search and apply for available SMCR, IMA, ADOS, and RCT billets. While any Reserve Marine can use RDOL, active component access is restricted to those Marines within 6 months of their EAS date.

b. RDOL can be accessed through the Marine on Line (MOL) website at https://www.mol.usmc.mil/. Once logged in click on "Resources", then "Reserve Duty Online (RDOL)". RDOL can be accessed directly via https://rdol.mol.usmc.mil/. Civilian employees and other service members can only access RDOL via the latter link.

8. Standby Reserve. Consists of those units or members, or both, of the Reserve Component (RC), other than those in the Ready Reserve or the Retired Reserve, who are eligible for active duty only as provided in 10 U.S.C. Sections 12301 and 12306, reference (y). The Standby Reserve consists of personnel who are maintaining their military affiliation without being in the Ready Reserve, but have been designated key civilian employees, or have a temporary hardship or disability. Those individuals are not required to perform training and are not part of units. The Standby Reserve is a pool of trained individuals who may be mobilized as needed to fill manpower needs in specific skills. The Standby Reserve consists of the following two categories:

a. Active Status List (ASL). RC members designated as key employees; who have fulfilled their statutory MSO, but are temporarily assigned for a hardship reason and intend to return to the Ready Reserve; or retain in an active status because of a special skill/expertise. Members of the ASL may participate voluntarily without pay for retirement credit points and may be considered for promotion, except for promotion to general officer grade.

b. Inactive Status List (ISL). The ISL is comprised of Reservists who are not required by law or regulation to remain in an active Reserve status but desire to retain their Reserve affiliation in a non-participating status and whose skills may be of future use to the Marine Corps. Members on the ISL may not participate for points or pay and will not be considered for promotion.

9. Reenlistment into the Active Component Marine Corps

a. Reserve Marines in the grade of private first class through sergeant may have the option of augmenting into the active component Marine Corps. Reserve Marines who are interested should see the local non prior service Marine Corps recruiter.

b. The request should be submitted by the recruiting service, and must include an endorsement by the Reserve unit Commanding Officer. See reference (ae) for further details.

c. Reserve Marines in the grade of staff sergeant and above who are interested in reenlisting in the active component will submit requests via their chain of command to the CG, MCRC. See reference (ae) for further details.

10. Extended Active Duty (EAD) Recruiting. Reserve Marines may apply for assignment as EAD recruiters. The format of the request may vary depending upon the Marine Corps recruiting station to which the Marine is applying. Marines assigned to the EAD recruiter program need to understand that this is not a career program. The normal term of assignment is 2 years after successfully completing formal training. Reserve Marines interested in the EAD Program should contact their local active component Marine Corps recruiter. Refer to CG MCRC Policy letter 13-02 and references (d) and (af), for further details on the EAD program.

11. Recruiter's Aide Program

a. The Recruiter's Aide program is designed to assist active component Marine recruiters in enlisting qualified applicants into the Marine Corps or MCR. Reserve Marines who perform well may receive appropriate recognition, to include recommendation for meritorious promotion per applicable directives.

b. Reserve Marines in the SMCR may apply for temporary active duty as a Recruiter's Aide to the CO of the appropriate Marine Corps District via their Reserve unit CO. After serving on active duty as a Recruiter's Aide, Marines may reapply for an additional 139-day period. Authorization for further service is dependent upon their performance and manpower allocations during the current fiscal year. Refer to reference (af) for further details.

12. Inter-Service Transfer. Reserve Marines who are satisfactory participants and not on active duty may, upon approval by the MFR G-1, be authorized transfer to another service. Favorable consideration is based solely upon the needs of both the gaining and losing Reserve component. Submit requests for transfer via the chain of command in accordance with instructions contained in references (a) and (l). IRR requests shall be reviewed and approved by MFR G-1.

13. Retirement. Reserve Marines who have completed a minimum of 20 qualifying years of service are eligible, upon application, to transfer to the Reserve Retired List and receive benefits upon or after age 60, subject to the following requirements:

a. The member is not entitled under any other provision of law to receive retired pay from any of the Armed Forces or retainer pay as a member of the FMCR.

b. Reserve Marines are entitled to the same benefits as their active duty counterparts, excluding pay and medical benefits, upon transfer to the Reserve Retired List. Pay and medical benefits will be received on the retired Marine's sixtieth birthday. This is not automatic; the Retiree must apply for these benefits. Refer to reference (o) for further details.

14. Retirement With Pay Based On Active Service. Enlisted Reservists on active duty who have completed 20 years of active service may request transfer to the FMCR or retirement under the provisions of chapter 7 of reference (o).

15. Marine Officer Programs. The Marine Corps is continually soliciting applications from qualified Reserve Marines to be Marine officers. The following Marine officer accession/affiliation programs are managed by MCRC Officer Accessions branch:

a. Reserve Enlisted Commissioning Program (RECP). The RECP accesses qualified active duty and Reserve enlisted Marines to serve as commissioned officers in SMCR units. Reference (ah) outlines the eligibility criteria and procedures required in the application process.

b. Meritorious Enlisted Commissioning Program-Reserve (MECP-R). MECP-R accesses active duty and Reserve enlisted Marines with qualifying college experience to complete their baccalaureate degree and subsequently serve as a commissioned officer in SMCR units.

c. Officer Candidate Course-Reserve (OCC-R). OCC-R accesses qualified civilian college seniors or graduates to serve as commissioned officers in SMCR units.

d. Enlisted to Warrant Officer Program. This program provides for orderly progression from the enlisted grades to warrant officer. Historically, the Marine Corps has relied on the advancement of enlisted Marines to warrant officer status to meet all specialist and technical officer requirements.

e. Platoon Leaders Course (PLC). The PLC is an officer program for college students attending accredited colleges or universities who, upon successful completion of all requirements, are commissioned as second lieutenants in the USMC. The PLC is divided into 3 component programs: PLC (Ground), PLC (Naval Aviator/Naval Flight Officer), and PLC (LAW).

Chapter 8

Counseling and Interviewing

1. Purposes of Career Planning Interviews

a. The career planning interview is conducted to:

(1) Encourage quality Marines to reenlist.

(2) Provide each potential Marine re-enlistee with all the information needed to arrive at a sound reenlistment decision.

(3) Discuss the career opportunities available in the MCR.

b. At this crucial time, a Marine's decision on reenlistment must be approached with full awareness of what a MCR career provides.

c. The interview is important in gaining an understanding of the reasons why Marines do or do not reenlist. By analyzing many similar interviews, solutions to unit retention challenges may be discovered.

d. The interview should also generate good will. Marines who do not reenlist will express their opinions about the Marine Corps wherever they go in civilian life. These opinions, good or bad, will have an effect upon recruiting for both the Active and Reserve components. During the interview, uncovering and addressing possible resentment and bitterness harbored by Marines will help to ensure that their opinions are more favorable.

2. Types of Interviews

a. Interviews may be required or voluntary. They must be conducted by the CO and the CP.

b. Voluntary interviews may be conducted at any time by the CP upon the request of individual Marines whether or not they are eligible or recommended for reenlistment. Marines may request interviews to see specific information. The Reserve Career Planning Contact Record (RCPCR)(NAVMC 10213A) provides spaces to record information provided during voluntary interviews.

c. Paragraph 3 of this chapter states the purpose of required interviews. Interviews should be scheduled with the Commander and the CP at specific time periods, dependent upon eligibility for reenlistment and the Commander's recommendation regarding reenlistment.

d. The CO should conduct Career Planning Interviews. However, the Executive Officer may conduct CO interviews when "acting", or when circumstances dictate. COs may also authorize department/section heads to conduct interviews. However, department/section heads may only interview Marines over whom they have cognizance. The CO must conduct an interview when the Marine is not recommended for reenlistment by a department/section head.

3. Required Interviews

a. The CO and CP are responsible for conducting regularly scheduled career retention interviews with all Reserve Marines within the command. A record of the summary of these interviews will be kept in the appropriate section of the Reserve Career Planning Contact Record (NAVMC 10213A) or electronic retention system authorized by HQMC.

b. The prescribed required interviews will be conducted, as applicable, with all enlisted Reserve Marines, regardless of rank.

c. In cases where the CP and the CO are required to conduct interviews for the same occasion, the CP is required to conduct the CP interview prior to the conduct of the CO interview.

d. The monthly schedule for interviews will be published in a prominent place in the unit.

e. The prescribed occasions for interviews will be completed within the required time frames for each occasion. Interviews conducted outside the required time frames for each occasion will be considered 'overdue'.

f. All prescribed interviews shall, at a minimum, educate the individual reserve Marine on the following topics:

(1) Reenlistment prerequisites to include PME requirements for grade.

(2) Incentives for which the Marine is eligible, to include: Selected Reserve Incentive Program, MGIB, MGIB-SR, MGIB-SR Kicker, Reserve Officer programs, ADOS programs, MOS schools, and career enhancing schools.

(3) Available career paths: SMCR, IMA, IRR, AR and augmentation to the active component.

(4) Benefits of a career in the MCR, such as reserve retirement, the use of the commissary and other base facilities, and TRICARE Reserve Select.

(5) Marine On-Line and Civilian Employment Information reporting requirements, updating contact information, and changes in dependent status.

(6) Eligibility requirements for MGIB and MGIB-SR, including the loss of MGIB-SR benefits upon transfer to the IRR.

(7) For reserve Marines entering the IRR, administrative requirements, and points of contact.

g. SMCR Interviews. The CO and the CP are required to conduct interviews with all members of the SMCR for the following occasions:

(1) Mandatory Drill Stop Date (MDSD) Interview. The CO and the CP are required to conduct a MDSD interview with all reserve Marines with a Reserve Component Code of K4 (Reserve Obligors). This interview is to be conducted 6 to 3 months prior to the MDSD. No other MDSD interview is required. Retention topics shall include:

(a) Definition of MDSD.

(b) Explanation of remaining contractual obligation (IRR time).

(c) Eligibility to continue drilling.

(2) Initial Interview. The CP and CO are required to conduct an initial interview with all Reserve Marines with a Reserve Component Code (R Comp Code) of KA (Reserve non-obligors) or R Comp Code of KF (IMA). This interview is to be conducted 14 to 12 months prior to the RECC.

(3) Six-Month Interview. The CP is required to conduct a six-month interview with all Reserve Marines with a R Comp Code of KA (reserve non-obligor) or R Comp Code of KF (IMA). This interview is to be conducted 9 to 6 months prior to the RECC.

(4) RECC Interview. The CP and CO are required to conduct a RECC interview with all Reserve Marines with a R Comp Code of KA (reserve non-obligors) or R Comp Code of KF (IMA). This interview is to be conducted 6 to 3 months prior to the RECC.

h. AR Interviews. The CP and CO are required to conduct interviews with all AR Marines (Reserve Component Code B1, B2, and B3) for the following occasions:

(1) AR Accession Interview. Conducted by CP only. Must be completed on new AR accessed members within six months of joining their present unit, preferably during the check-in process. See Figure 8-1.

(2) AR Initial Interview. This interview is to be conducted 12 to 10 months prior to the RECC for career designated AR Marines and 12 to 10 months prior to the EAS for non-career designated AR Marines.

(3) AR RECC/EAS Interview. This interview is to be conducted 9 to 6 months prior to the RECC for career designated AR Marines and 9 to 6 months prior to the EAS for non-career designated AR Marines. Retention topics shall include:

(a) Explanation of eligibility for career designation.

(b) Incentives to include: duty station preference, B-billets, MOS producing/enhancing schools, and PME opportunities.

(c) Explanation of the Transitional Assistance Management Program: provide details regarding mandatory attendance at a pre-separation brief.

i. There is no requirement to interview members of the IRR (Reserve Component Code K7) who are not serving on active duty.

j. The CO and the CP of the Employing Force Command (EFC) are required to conduct interviews with activated (mobilized) members of the IRR (Reserve Component Code K7 and Component Code KM) consistent with those for SMCR listed in paragraph 3g.

k. The CP responsible for career retention at the Deployment Processing Command (DPC) or Reserve Support Unit (RSU) shall conduct an interview (unscheduled) for activated (mobilized) Reserve Marines during the demobilization process on the topics listed in paragraph 3f.

l. The CO and the CP of the EFC are required to conduct interviews with members of the IRR, IMA and SMCR who serve as Extended Active Duty (EAD)

recruiters (Component Code CD), Recruiter Aides (Component Code CE) and ADOS (Component Code CF) on the prescribed intervals listed above in paragraph 3g.

m. The respective CP staff will provide notification to IRR Marines of their upcoming RECC at 12 and six month intervals. IRR Marines who desire additional contractual time in the IRR are required to notify the respective CP to initiate the reenlistment/extension process. A copy of the notification, additional correspondence, completed RELM documents, and reenlistment (DD Form 4)/Agreement to Extend Enlistment (NAVMC 321A) documents will be retained on file for 24 months for each IRR Marine.

4. Interviewing/Counseling Techniques. Interviewing techniques vary depending on the interviewer, the Reserve Marine to be interviewed, and the specific purpose of the interview. Some techniques are taught in-depth at the Command Career Counselor/Retention Course at Marine Corps Recruit Depot (MCRD), San Diego, CA. To review counseling and interviewing techniques, refer to the Professional Career Counseling Skills Guide provided at the Career Planner Course or by contacting your higher HQ CP.

a. Guidance concerning the CP working area and the establishment of an atmosphere that will result in a productive interview should be as follows.

b. Employ the following considerations:

(1) Prior to the interview:

(a) Prepare thoroughly for the interview.

(b) Review the Reserve Marine's Service Record Book (SRB) and record of previous interviews. When possible, interview the Reserve Marine's immediate supervisor.

(c) Conduct the interview in privacy and without interruption.

(d) Be prepared to answer questions regarding reenlistment incentives, occupational fields available for retraining, and basic Marine Corps subjects that may influence the Reserve Marine's reenlistment decision.

(2) During the interview:

(a) Be informal, be yourself, and place the Marine at ease.

(b) Listen, be helpful, and be honest.

(c) Make notes as necessary.

(d) Ask for reenlistment.

(e) Accomplish the purpose of the interview.

(3) After the interview:

(a) Complete required follow-up action.

(b) Complete the Reserve Career Planning Contact Record (NAVMC 10213A) per paragraph 6 of this chapter.

5. Continuous and Broken Reenlistments. Reserve Marines who do not reenlist immediately will be counseled on their opportunity to reenlist at a later date. They should understand such a reenlistment is based primarily on the needs of the MCR and is not guaranteed. They should also understand the consequences of reenlisting after initially separating (e.g., grade to which appointed and date of rank).

6. Reserve Career Planning Contact Record

a. The CP and CO will document the content of each interview. The CP will maintain a RCPCR (NAVMC 10213A), Figure 8-1, to record the content of interviews.

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

(1) The Marine's basic qualifications for reenlistment.

(2) The CO's recommendation regarding reenlistment of the Marine.

(3) The CP's evaluation of the Marine.

(4) The Marine's specific reason(s) for either reenlisting or not reenlisting.

c. Preparation

(1) Complete the name, last 4 of SSN, grade, and DOR in part I. The form may be completed in legible handwriting. It is recommended that the CO and CP take notes on a separate paper during each interview. These should be summarized and appropriate information transferred to the RCPCR.

(2) Part I. The CP should complete this part of the RCPCR just prior to the initial interview. Do not complete the RCPCR for Marines awaiting discharge for disciplinary or administrative reasons, such as misconduct or unsatisfactory participation, for Marines in confinement, or for Marines subject to long-term hospitalization.

(3) Part IIIA. The CP completes this part of the contact record as indicated in paragraph 3.h(2).

(4) Part IIIB. The CO completes this part of the contact record as indicated in paragraph 3.h(2). The reserve Marine will be present at this time, and an appropriate interview will be conducted.

(5) Part IV. Complete this part of the contact record as indicated in paragraph 2b.

(6) Part V (VI, VII). Complete 6 to 3 months prior to the MDSD or RECC.

d. Reserve career planning contact records will be maintained in three separate binders.

(1) Open Binder. This binder will contain all open RCPCRs that are not located in the working binder. Once a RCPCR has been initiated it is considered open.

(2) Working Binder. The working binder will be separated into sections for each of the different type interviews. A six-part folder is recommended.

(a) Print a copy of required interviews previously indentified and place the list in working binder according to the interview type.

(b) Pull the RCPCRs from the open binder on all Marines indentified as requiring an interview and place them in the working binder under the corresponding interview section.

(c) Reserve contact records will remain in the working binder until the required interview has been completed, at which time it will be moved back to the open binder.

(3) Closed Binder. RCPCRs will be closed when the Marine detaches, separates or reenlists. Once the RCPCR is closed, move to closed binder. Closed binders will be maintained by FY, based on date the RCPCR is closed.

(4) Reserve contact Record binders will be maintained for the current FY (including those in the open binder) and 2 previous fiscal years then destroyed per reference (ae) SSIC 1040.2.

RESERVE CAREER PLANNING CONTACT RECORD (1133)

NAVMC 10213A (REV. 11-04) (EF)

FOUO - Privacy Sensitive when filled in.

INSTRUCTIONS: Forms will be completed in accordance with MCO 1040.35 _____.

PART I - PERSONAL DATA

NAME	LAST 4 SSN	RANK/GRADE	SAT YRS	AFADBD/PEBD

ORGANIZATION	RECC/EAS	RUC	MCC

PMOS	BMOS	AR	SMCR	DATE JOIN SMCR	DCTB	RTD AR ONLY
		☐	☐			

PART II - AR ACCESSION INTERVIEW (Conduct with 6 months of DCTB)

SUMMARY OF INTERVIEW

CARREER PLANNER (Sign) (Date) MARINE (Sign) (Date)

PART III - INITIAL INTERVIEW (SMCR/MA/AR) (Conduct 14-12 Months before RECC/EAS)

A. CAREER PLANNER'S INITIAL INTERVIEW

SUMMARY OF INTERVIEW

CARREER PLANNER (Sign) (Date) MARINE (Sign) (Date)

B. COMMANDING OFFICER'S INITIAL INTERVIEW

SUMMARY OF INTERVIEW

COMMANDING OFFICER (Sign) (Date) MARINE (Sign) (Date)

PART IV - UNSCHEDULED INTERVIEWS

SUMMARY OF INTERVIEW

CARREER PLANNER (Sign) (Date) MARINE (Sign) (Date)

FOUO - Privacy Sensitive when filled in. Adobe Designer 8.0

Figure 8-1.--Reserve Career Planning Contact Record (NAVMC 10213A)

PART V - MDSD INTERVIEW (Conduct 6-3 Months before MDSD)

A. CAREER PLANNER'S MDSD INTERVIEW

SUMMARY OF INTERVIEW

CARREER PLANNER (Sign) (Date) MARINE (Sign) (Date)

B. COMMANDING OFFICER'S MDSD INTERVIEW

SUMMARY OF INTERVIEW

COMMANDING OFFICER (Sign) (Date) MARINE (Sign) (Date)

PART VI - SIX MONTH SMCR (K4/KF) (Conduct 6-3 Months before RECC)

A. CAREER PLANNER'S SMCR SIX MONTH INTERVIEW

SUMMARY OF INTERVIEW

CARREER PLANNER (Sign) (Date) MARINE (Sign) (Date)

PART VII - AR EAS/RECC INTERVIEW (Conduct 9-6 Months before EAS/RECC)

A. CAREER PLANNER'S AR EAS/RECC INTERVIEW

SUMMARY OF INTERVIEW

TYPE OF DISCHARGE	RECCOMMENDED RE-CODE

CARREER PLANNER (Sign) (Date) MARINE (Sign) (Date)

B. COMMANDING OFFICER'S AR/SMCR EAS/RECC INTERVIEW

SUMMARY OF INTERVIEW RECCOMMENDED FOR REENLISTMENT: ☐ YES ☐ NO

Based on SNM's character of service, SNM will receive the following Reenlistment Eligibility Code upon EAS: _____

COMMANDING OFFICER (Sign) (Date) MARINE (Sign) (Date)

FOUO - Privacy Sensitive when filled in.

Figure 8-1.--Reserve Career Planning Contact Record (NAVMC 10213A) (continued)

Chapter 9

Retention/Advertising Material

1. Retention Advertising Material. Retention/advertising material is printed material developed and funded through the Marine Corps advertising program. Prefix control 104 identifies these items in the Marine Corps Supply System.

2. Distribution of Advertising Material

a. The CG, MCRC, distributes advertising material.

b. Requests for material are reviewed on a case-by-case basis.

3. Recommendation Regarding Retention Advertising Material. Recommendations for the development or revision of retention advertising material are encouraged. Submit recommendations to the CMC (RA-RCT) via the appropriate chain of command.

4. Supporting Material. These may include posters, certificates, booklets, and brochures on matters such as grades and insignia, medals and decorations, benefits, education programs, and any other material deemed beneficial to unit retention programs. Requisition these items through major commands.

5. Career Retention/Public Affairs Relationship

a. A close working relationship between career retention and public affairs personnel is encouraged to enhance retention and to attain public support and understanding of career service in the MCR.

b. Publicizing career opportunities and benefits available to Marine reservists and their families through the use of local media may contribute to a more successful retention program.

c. CPs are encouraged to use the Hometown News Release to update family members on a Marine's accomplishments, such as retention and promotion.

6. All orders...

Appendix A

Directives Pertinent to Career Retention

MCO 1040R.35*	RESERVE CAREER RETENTION AND DEVELOPMENT MANUAL
MCO P1000.6G	ASSIGNMENT, CLASSIFICATION, AND TRAVEL SYSTEMS MANUAL (ACTS MANUAL)
MCO 1000.9A	SEXUAL HARASSMENT
MCO 1001R.1K*	MARINE CORPS RESERVE ADMINISTRATION MANAGEMENT MANUAL (MCRAMM)
MCO 1001.39K	PRE-SEPARATION COUNSELING CONCERNING MARINE CORPS RESERVE (MCR) PARTICIPATION
MCO 1001.52H*	ACTIVE RESERVE (AR) SUPPORT TO THE RESERVE COMPONENT (RC)
MCO 1001R.54E	MARINE CORPS RESERVE INCREMENTAL INITIAL ACTIVE DUTY TRAINING (IIADT) PROGRAM
MCO 1001.59	ACTIVE DUTY OPERATIONAL SUPPORT IN SUPPORT OF THE TOTAL FORCE
MCO P1020.34G	MARINE CORPS UNIFORM REGULATIONS
MCO 1040R.10L	SELECTED MARINE CORPS RESERVE ENLISTED COMMISSIONING PROGRAM (RECP)
MCO 1040.43A	ENLISTED-TO-OFFICER COMMISSIONING PROGRAMS
MCO P1040.31J*	ACTIVE DUTY ENLISTED RETENTION AND CAREER DEVELOPMENT MANUAL
MCO P1050.3J	REGULATIONS FOR LEAVE, LIBERTY, AND ADMINISTRATIVE ABSENCE
MCO P1070.12K*	MARINE CORPS INDIVIDUAL RECORDS ADMINISTRATION MANUAL (IRAM)
MCO P1080.20	MARINE CORPS TOTAL FORCE SYSTEM CODES MANUAL (MCTFS/CODESMAN)
	MARINE CORPS TOTAL FORCE SYSTEM PERSONNEL REPORTING INSTRUCTIONS MANUAL (MCTFSPRIM)
MCO P1100.71A	MILITARY PERSONNEL PROCUREMENT MANUAL VOLUME I, ADMINISTRATION (MPPM ADM)
MCO P1100.72B	MILITARY PERSONNEL PROCUREMENT MANUAL, VOLUME II, ENLISTED PROCUREMENT (MPPM ENLPROC)
MCO P1100.73C	MILITARY PERSONNEL PROCUREMENT MANUAL, VOLUME III, OFFICER PROCUREMENT (MPPM OFFPROC)
MCO 1100R.78A*	ACTIVE RESERVE CAREER RECRUITER PROGRAM (ARCRP)
MCO 1130.51F	MEDICAL REMEDIAL ENLISTMENT PROGRAM (MREP)

MCO 1130.52F	ARMED SERVICES MILITARY PERSONNEL ACCESSION TESTING PROGRAMS
MCO 1130.53P*	ENLISTMENT INCENTIVE PROGRAMS
MCO 1130.56C	TOTAL FORCE RECRUITING
MCO 1130.80A*	PRIOR SERVICE AND RESERVE AUGMENTATION ENLISTMENTS INTO THE REGULAR MARINE CORPS
MCO 1133R.26E*	RESERVE OPTIONAL ENLISTMENT PROGRAM (ROEP)
MCO 1200.17	MILITARY OCCUPATIONAL SPECIALTIES MANUAL (MOS MANUAL)
MCO P1300.8R	MARINE CORPS PERSONNEL ASSIGNMENT POLICY
MCO 1306.16E	CONSCIENTIOUS OBJECTORS
MCO 1320.11E*	PERSONNEL SPONSORSHIP PROGRAM
MCO P1326.6D*	SELECTING, SCREENING, AND PREPARING ENLISTED MARINES FOR SPECIAL DUTY ASSIGNMENTS AND INDEPENDENT DUTY (SDAMAN)
MCO P1400.32D	MARINE CORPS PROMOTION MANUAL, VOLUME 2, ENLISTED PROMOTIONS (MARCORPROMMAN, VOLUME 2, ENLPROM)
MCO 1530.11G*	APPLICATION FOR NOMINATION TO THE U.S. NAVAL ACADEMY AND NAVAL ACADEMY PREPARATORY SCHOOL
MCO 1553.4B*	PROFESSIONAL MILITARY EDUCATION (PME)
MCO 1560R.30B*	MONTGOMERY GI BILL - RESERVE (MGIB-R)
MCO P1610.7F*	PERFORMANCE EVALUATION SYSTEM (PES)
MCO 1610.11C	PERFORMANCE EVALUATION APPEALS
MCO 1700.23F	REQUEST MAST
MCO P1700.24B*	MARINE CORPS PERSONAL SERVICES MANUAL
MCO 1740.13A	FAMILY CARE PLANS
MCO P1741.8D	GOVERNMENT LIFE INSURANCE MANUAL
MCO 1741.11C	SURVIVOR ANNUITY PROGRAMS
MCO 1754.8A	MARINE FOR LIFE (M4L) PROGRAM
MCO 1770.2A*	NOTICE OF ELIGIBILITY (NOE) BENEFITS FOR USMCR MEMBERS
MCO P1900.16F*	MARINE CORPS SEPARATION AND RETIREMENT MANUAL (MARCORSEPMAN)
MCO 5000.12E	MARINE CORPS POLICY ON PREGNANCY AND PARENTHOOD
MCO P5600.31G	MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS
MCO P6100.13	MARINE CORPS PHYSICAL FITNESS PROGRAM

MCO 7220.12P	SPECIAL DUTY ASSIGNMENT PAY (SDA) PAY PROGRAM
MCO 7220R.38C*	SELECTED RESERVE INCENTIVE PROGRAM (SRIP)
MCO 7220.50B	MARINE CORPS POLICY FOR PAYING RESERVE MARINES
MCO P7301.104	ACCOUNTING UNDER THE APPROPRIATIONS "MILITARY PERSONNEL, MARINE CORPS" AND "RESERVE PERSONNEL, MARINE CORPS"
MCO P10120.28G	INDIVIDUAL CLOTHING REGULATIONS (ICR)
MARADMINS 334/00 177/04	RESERVE SNCO RETENTION POLICY CHANGES
MARADMIN 259/02	HOMOSEXUAL CONDUCT POLICY
NAVMC 2761	FORMERLY MCBUL 5215 SERIES (MARINE CORPS DIRECTIVES SYSTEM QUARTERLY CHECKLIST)

*Directives and References to which the Career Planner must have immediate access.

Appendix B

Involuntary Separation Pay Determinations for Reserves

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 before 30 September 1990, or after 29 November 1993, have more than six years of continuous, consecutive active service and be on a second or subsequent contract (to include prior service with another service).

3. A Marine who satisfies the basic reenlistment prerequisites and will be denied further service 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.

Section 1.01 Specific Criteria for Determination of Separation Pay

YES	NO	
___	___	Pass 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.
___	___	Has no known dependency or hardship that is not temporary in nature and that causes the Marine to be nondeployable or not available for world wide assignment at any time.
___	___	Has no known convictions by civil authorities (foreign or domestic), or action taken which is equal 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.

YES	NO	
___	___	Has no more than 2 NJPs.
___	___	Has 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 whether a Marine's record is satisfactory:

- does not have fitness reports which contain section B or C marks/comments or numerous page 11's indicating a trend of substandard performance.
- does not have an 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. A Marine's separation is a voluntary action and the Marine has not applied for further service.

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 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.

e. Marine refuses to carry out assigned tour of duty; actions do not warrant consideration for reenlistment; and therefore, denial of request for additional service is not considered an involuntary separation.

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

g. Marines not on active duty before 30 September 1990, or after 29 November 1993, in compliance with chapter 58, Title 10, U.S. Code.

Reserve Reenlistment Extension Lateral Move (RRELM) Request
NAVMC 11537A (12-09)
FOUO - Privacy Sensitive when filled in.

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Information collected by this form will be used to determine that personnel meet the reenlistment, extension, lateral move eligibility requirements and to obtain command recommendations. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice M01040-1 which can be downloaded at : *http://www.defenselink.mil/privacy/notices/usmc/M01040-1.shtml*.

RETENTION AND SAFEGUARDS: The collected information will be maintained in a database with restricted, limited access by personnel authorized to access this information. The database is protected by password, unique user IDs, and applicable layers of security access within applications. Records in this file system will only be retrieved by name and social security number. Disposition is pending (records are treated as permanent until the National Archives and Records Administration has approved the retention and disposition schedule).

ROUTINE USES: This form becomes part of Headquarters, U.S. Marine Corps permanent files within the Total Force Retention System (TFRS). All uses of this form are internal to the relevant service.

DISCLOSURE: Voluntary. However, failure to furnish personally identifiable information may negate the application.

Next Page

Figure C-1.--Reserve Reenlistment Extension Lateral Move (RRELM) Request NAVMC 11537A (12-09)

NAVMC 11537A (12-09)

Print Form

FOUO - Privacy Sensitive when filled in.

Reserve Reenlistment Extension Lateral Move (RRELM) Request

1. Rank	2. Name *(Last, First, MI)*	3. Last 4 SSN	4. MOS	5. BMOS

6. DOR	7. AFADBD	8. PEBD	9. RECC	10. EAS	11. DCTB	12. MDSD	13. CRCR Cert Date	14. RCOMP	15. RUC	16. MCC

17. Type of Request	18. Length Requested	19. Career Designated *(AR Only)*	20. SOE Code

21. Organization (Unit / Section)	22. Work Phone

23. Conduct / Proficiency Marks

AVG CON in Enlistment ____ AVG PRO in Enlistment ____

(For ALL Cpls and below, to include Sgt's with less than 2 yrs TIG.)

24. Fitness Report Validation

FitRep Date Gap(s) ☐ Yes ☐ No

Date Verified : _____

25. Test Scores *(FTAP / LatMove Only)*

GT		MM		EL		CL	

26. Duty Station Options *(AR / LatMove Only)*

1st	2nd	3rd

27. LATMOVE Choices *(List only those MOS's SNM is qualified for.)*

1st	2nd	3rd

28. High School Graduate *(MSO Only)* ☐ Yes ☐ No

29. Previous Requests *(Within last 12 months.)* ☐ Yes ☐ No

30. Draw Case Codes 1) ____ / ____ 2) ____ / ____ 3) ____ / ____

31. UCMJ History *(This section will include all Military and Civilian convictions on current contract or within the last 5 years)*

Conviction Type : _____ Articles(s) : _____ Date : _____

Conviction Type : _____ Articles(s) : _____ Date : _____

Conviction Type : _____ Articles(s) : _____ Date : _____

32. Bonus Eligibility

Is SNM currently eligible for REB? ☐ Yes ☐ No
(If yes, REB SOU must be completed.)

Is SNM currently eligible for KICKER? ☐ Yes ☐ No
(If Yes, ensure SNM understands and completes kicker SOU)

REB: _____ Bonus Amount : _____

Previous Bonus Payments

REB: _____ Amount Paid : _____

REB: _____ Amount Paid : _____

REB: _____ Amount Paid : _____

33. Does SNM Require a Tattoo Waiver? *(SDA Only)* ☐ Yes ☐ No *(If yes, attach Color Photo and descriptions.)*

34. Does SNM Have Broken / Prior Service? ☐ Yes ☐ No *(If yes, attach Statement of Service (NAVMC 11501).)*

35. Active Duty Spouse Information

35a. Name	35b. Rank	35c. MOS	35d. Branch	35e. EAS	35f. MCC	35g. RTD

36. Remarks

37. Member Certification. I certify that to the best of my knowledge all information provided above is accurate.

Marine's Signature : _____ Date : _____

Career Planner's Signature : _____ Date : _____

Reset Form

FOR OFFICIAL USE ONLY.

Adobe Designer 8.0

Figure C-1.--Reserve Reenlistment Extension Lateral Move (RRELM) Request NAVMC 11537A (12-09) (continued)

NAVMC 11537A (12-09)
FOUO - Privacy Sensitive when filled in.

Rank	Name	Last 4 SSN

38. Command Screening

38a. Medical Certification

SNM has been **SCREENED / EXAMINED** and found **QUALIFIED / UNQUALIFIED** for retention.

SNM's Duty Status is : ☐ Full Duty ☐ Light Duty ☐ Limited Duty ☐ No Duty

(Medical MUST be recertified if SNM fails to reenlist within 90 days.)

If unqualified give reason :

Rank _____ Name _____

Medical Officer / IDC Signature _____ Date _____

38b. Dental Certification

SNM has been **SCREENED / EXAMINED** and found **QUALIFIED / UNQUALIFIED** for retention.

SNM's Dental Class : _____

If unqualified give reason :

Rank _____ Name _____

Dental Officer / IDC Signature _____ Date _____

38c. Security Screening (S-2)

Does SNM have a security clearance? ☐ Yes ☐ No

(If so, provide letter from the Security Manager / SSO stating what level and the date it was adjudicated, or provide a copy of the "Person Summary" page from the Joint Personnel Adjudication System (JPAS).)

Comments :

Rank _____ Name _____

Security (S-2) Signature _____ Date _____

38d. Training Certification (S-3)

PFT Date : _____ Score : _____ Class : _____

CFT Date : _____ Score : _____ Class : _____

Ht : _____ Wt : _____ Max : _____ BF% : _____

BCP Program : ☐ Yes ☐ No Date Assigned _____

Comments :

Rank _____ Name _____

Training (S-3) Signature _____ Date _____

Note: If SNM exceeds ht/wt standards must be signed off by SgtMaj or CO.

SgtMaj/CO Name, Rank, Signature and Date _____

38e. Legal Certification

Legal action may include actions taken by civilian authorities.

Is SNM pending any legal action at this time? ☐ Yes ☐ No

(If yes, documents must be provided.)

Comments :

Rank _____ Name _____

Legal (S-1) Signature _____ Date _____

38f. SACO Certification

Has SNM been assigned to any treatment program during the current contract? ☐ Yes ☐ No

(If yes, certificate of completion must be provided.)

Comments :

Rank _____ Name _____

SACO Signature _____ Date _____

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Figure C-1.--Reserve Reenlistment Extension Lateral Move (RRELM) Request NAVMC 11537A (12-09) (continued)

NAVMC 11537A (12-09)

FOUO - Privacy Sensitive when filled in.

(Please check the appropriate boxes and make brief comments justifying your recommendations.)

Rank	Name	Last 4 SSN

39. Command Recommendations

39a. NCOIC/SNCOIC

☐ Recommended with Enthusiasm (Top 25 %) ☐ Recommended with Confidence (Top 50 %)

☐ Recommended with Reservation Comments Mandatory ☐ Not Recommended Comments Mandatory

Comments :

Rank Name Signature Date

39b. OIC

☐ Recommended with Enthusiasm (Top 25 %) ☐ Recommended with Confidence (Top 50 %)

☐ Recommended with Reservation Comments Mandatory ☐ Not Recommended Comments Mandatory

Comments :

Rank Name Signature Date

39c. FIRST SERGEANT

☐ Recommended with Enthusiasm (Top 25 %) ☐ Recommended with Confidence (Top 50 %)

☐ Recommended with Reservation Comments Mandatory ☐ Not Recommended Comments Mandatory

Comments :

Rank Name Signature Date

39d. COMPANY COMMANDER

☐ Recommended with Enthusiasm (Top 25 %) ☐ Recommended with Confidence (Top 50 %)

☐ Recommended with Reservation Comments Mandatory ☐ Not Recommended Comments Mandatory

Comments :

Rank Name Signature Date

RETURN TO CAREER PLANNING OFFICE

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Figure C-1.--Reserve Reenlistment Extension Lateral Move (RRELM) Request NAVMC 11537A (12-09) (continued)

NAVMC 11537A (12-09)
FOUO - Privacy Sensitive when filled in.

Rank	Name	Last 4 SSN

39e. SERGEANT MAJOR

☐ Recommended with Enthusiasm (Top 25 %) ☐ Recommended with Confidence (Top 50 %)

☐ Recommended with Reservation Comments Mandatory ☐ Not Recommended Comments Mandatory

Comments :

Rank Name Signature Date

39f. EXECUTIVE OFFICER

☐ Recommended with Enthusiasm (Top 25 %) ☐ Recommended with Confidence (Top 50 %)

☐ Recommended with Reservation Comments Mandatory ☐ Not Recommended Comments Mandatory

Comments :

Rank Name Signature Date

39g. Commanding Officer / Commander Recommendation

Must have Special Courts-Martial convening authority or be properly designed at "Acting", via an Assumption of Command or Appointment Letter.

Does SNM meet all reenlistment prerequisites : ☐ Yes ☐ No

☐ Yes ☐ No

☐ Recommended with Enthusiasm (Top 25 %) ☐ Recommended with Confidence (Top 50 %)

☐ Recommended with Reservation Comments Mandatory ☐ Not Recommended Comments Mandatory

Comments :

Rank Name Signature Date

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Figure C-1.--Reserve Reenlistment Extension Lateral Move (RRELM) Request NAVMC 11537A (12-09) (continued)

Appendix D

Abbreviations

1. The following is a list of abbreviations associated with the Reserve component and used frequently in this Manual.

AC . . . . . Active Component
AD . . . . . Active Duty
ADOS . . . . . Active Duty for Operational Support
ADT. . . . . Active Duty Training
ADPE . . . . . Automatic Data Processing Equipment
AFADBD . . . . . Armed Forces Active Duty Base Date
AFQT . . . . . Armed Forces Qualification Test
AFTP . . . . . Additional Flying Training Period
AMC. . . . . Air Mobility Command
AOS. . . . . Additional Obligated Service
AR . . . . . Active Reserve
ARCR . . . . . Annual Retirement Credit Report
ASL. . . . . Active Status List (Standby Reserve)
AT . . . . . Annual Training
ATP. . . . . Additional Training Period
BIC. . . . . Billet Identification Number
CEI. . . . . Civil Employment Information
CG . . . . . Commanding General
CO . . . . . Commanding Officer
CMC. . . . . Commandant of the Marine Corps
RCT. . . . . Reserve Continuation and Transition Branch
COFGI. . . . . Convenience of Government Involuntary
COFGL. . . . . Convenience of Government Legal
COFGM. . . . . Convenience of Government Medical
COMP CODE. . . . . Component Code
COMMARFORRES . . . . . Commander, Marine Forces Reserve
CONUS. . . . . Continental United States
CP . . . . . Career Planner
CRCR . . . . . Career Retirement Credit Report
CTO. . . . . Commercial Travel Office
DEP. . . . . Delayed Entry Program
DI . . . . . Drill Instructor
DOD. . . . . Department of Defense
DUI. . . . . Driving Under the Influence
DWI. . . . . Driving While Intoxicated
EAD. . . . . Extended Active Duty
EAS. . . . . End of Active Service
ECC. . . . . End of Current Contract
EFC. . . . . Employing Force Command
ELTA . . . . . Entry Level Training Assignment
EOS. . . . . Expiration of Obligated Service
FFO. . . . . For Further Observation
FMCR . . . . . Fleet Marine Corps Reserve
FRAAP. . . . . Force Readiness Assistance and Assessment Program
HIV. . . . . Human Immunodeficiency Virus
HQMC . . . . . Headquarters Marine Corps
HTC. . . . . Home Training Center
I-I. . . . . Inspector - Instructor
IACN . . . . . Individual Activity Code Numbers
IAD. . . . . Initial Active Duty
IADT . . . . . Initial Active Duty Training
IDT. . . . . Inactive Duty Training

IIADT. . . . . Incremental Initial Active Duty for Training
IMA. . . . . Individual Mobilization Augmentee
IRR. . . . . Individual Ready Reserve
ISL. . . . . Inactive Status List, Standby Reserve
IST. . . . . Initial Skill Training
LOD. . . . . Line of Duty
M4L. . . . . Marine For Life
MAID-P . . . . . Mobilization, Activation, Integration, Deployment Plan
MarDiv . . . . . Marine Division
MARFORRES. . . . . Marine Forces Reserve
MAW. . . . . Marine Air Wing
MCBul. . . . . Marine Corps Bulletin
MCJROTC. . . . . Marine Corps Junior Reserve Officer Training Corps
MCMS . . . . . Marine Corps Mobilization Station
MCP-R. . . . . Meritorious Commissioning Program - Reserve
MCR. . . . . Marine Corps Reserve
MCRC . . . . . Marine Corps Recruiting Command
MCRD . . . . . Marine Corps Recruit Depot
MCTFS. . . . . Marine Corps Total Force System
MCTFSCODESMAN. . . . . Marine Corps Total Force System Codes Manuel
MCTFSPRIUM . . . . . Marine Corps Total Force System Personnel Reporting Instructions User's Manual
MDSD . . . . . Mandatory Drill Stop Date
MEPS . . . . . Military Entry Processing Station
MFR. . . . . Marine Forces Reserve
MGIB . . . . . Montgomery GI Bill
MGIB-SRM . . . . . Montgomery GI Bill - Selected Reserve
MLG. . . . . Marine Logistics Group
MMSR . . . . . Manpower Management Separation and Retirement Branch
MOBCOM . . . . . Marine Corps Mobilization Command
MOL. . . . . Marine On-Line
MOS. . . . . Marine Occupational Specialty
MOJT . . . . . Managed On-the-Job Training
MPP. . . . . Manpower Plans and Policy Branch
MSC. . . . . Major Subordinate Command
MSO. . . . . Military Service Obligation
MTU. . . . . Mobilization Training Unit
M&RA . . . . . Manpower and Reserve Affairs
NJP. . . . . Non Judicial Punishment
NOE. . . . . Notice of Eligibility
NPQ. . . . . Not Physically Qualified
NPS. . . . . Nonprior Service Personnel
NS . . . . . Not scheduled
OCC-R. . . . . Officer Candidate School - Reserve
ODSE . . . . . Operational Data Store Enterprise
OIC. . . . . Officer In Charge
OJT. . . . . On-the-Job Training
PEB. . . . . Physical Evaluation Board
PFT. . . . . Physical Fitness Test
PLC. . . . . Platoon Leaders Class
PME. . . . . Professional Military Education
PMOS . . . . . Primary Military Occupational Specialty
PS . . . . . Prior Service Personnel
PSOS . . . . . Prior Service Other Service
PSR. . . . . Prior Service Recruiters
PSTA . . . . . Prior Service Training Assignment
PTCD . . . . . Projected Training Completion Date
PWST . . . . . Peacetime Wartime Support Team

RA . . . . . Reserve Affairs Division (HQMC)
RA-RCT . . . . . Reserve Affairs, Reserve Continuation and Transition Branch
RAP. . . . . Reserve Affairs Plans and Policy
RC . . . . . Reserve Component
RCPCR. . . . . Reserve Career Planner Contact Record
RCT . . . . . Reserve Counterpart Training
RDOL . . . . . Reserve Duty On Line
RECC . . . . . Reserve End of Current Contract
RECP . . . . . Reserve Enlisted Commissioning Program
RELM . . . . . Reenlistment Extension Lateral Move
RIDT . . . . . Rescheduled Inactive Duty Training
RMP . . . . . Readiness Management Period
ROEP . . . . . Reserve Optional Enlistment Program
RQS. . . . . Reserve Qualification Summary
RSU . . . . . Reserve Support Unit
SMCR . . . . . Selected Marine Corps Reserve
SNCO . . . . . Staff Non-Commissioned Officer
SNCOIC . . . . . Staff Non-Commissioned Officer In Charge
SPD. . . . . Separation Program Designator
SRB. . . . . Servicemen's Record Book
SRIP . . . . . Selected Reserve Incentive Program
SSN. . . . . Social Security Number
SWAT . . . . . Separate Written Agreement to Train
T/O. . . . . Table of Organization
TAD. . . . . Tour of Additional Duty
TCS. . . . . Tentative Characterization of Service
TFSD . . . . . Total Force Structure Division
TFRS . . . . . Total Force Retention System
TPC. . . . . Training Pay Category
UCMJ . . . . . Uniform Code of Military Justice