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MCO 1220.5J
MPP-25
5 Apr 93

MARINE CORPS ORDER 1220.5J

From: Commandant of the Marine Corps
To: Distribution List

Subj: ENLISTED LATERAL MOVE PROGRAM

Ref: (a) MCO P1200.7L, MOS Manual
(b) MCO P1500.12L, Formal Schools Catalog
(c) SECNAVINST 1160.1A
(d) DODPM (NOTAL)
(e) MCO P1040.31F

1. Purpose. To establish policies and procedures for the Marine Corps Enlisted Lateral Move Program.
2. Cancellation. MCO 1220.5H.
3. Background. In recent years there have been substantial changes to enlisted force management policies under the Enlisted Career Force Controls Program. These changes have invalidated previous definitions and management reports that were designed to help balance manpower inventories with requirements and provide promotion timing consistent with targets. This revision contains substantial changes that bring lateral move policy in line with current definitions and practices under the Enlisted Career Force Controls Program.
4. Definitions
 - a. Career Track. A PMOS (e.g., 0811, 1812) or the combination of feeder and career progression PMOS's (e.g., 0844 and 0848) that allows for promotion from Pvt through MGySgt.
 - b. Lateral Move. The reclassification of a Marine from one career track to another.
 - c. First Term Alignment Plan (FTAP). The fiscal year manpower plan that identifies the number of first term reenlistment requirements for each MOS/career track.
 - d. Boatspaces. The first term reenlistment requirements established in the FTAP for each MOS/career track.
 - e. FTAP Lateral Moves. Those lateral moves conducted incident to first term reenlistment in the Marine Corps.
 - f. Open FTAP MOS. A MOS for which the number of expected first term reenlistments is fewer than the number of boatspaces.

5 Apr 93

g. Restricted FTAP MOS. A MOS for which the number of expected first term reenlistments is greater than or equal to the number of boatspaces.

h. Closed FTAP MOS. A MOS for which there are no boatspaces. (Unless an MOS is obsolescent, it will typically begin the fiscal year in an "open" or "restricted" status. Once the boatspaces are filled, the MOS is considered closed.)

i. Careerist Lateral Moves. Lateral moves of Marines who have previously reenlisted in the Marine Corps.

j. Enlisted Promotion Tempo Report. A report that shows the average time-in-grade (TIG) and average time-in-service (TIS) of those Marines who are next in line to be promoted to each grade/MOS.

k. Target Promotion Flowpoints. The TIS to promotion flowpoints (in years) established under the Marine Corps' Enlisted Career Force Controls Program. (Note that TIG-to-promotion targets are the differences between the TIG-to-promotion targets.) The target promotion flowpoints are as follows:

Grade	TIS	TIG
Sgt	4.5	1.7
SSgt	8.0	3.5
GySgt	12.0	4.0
1stSgt/MSgt	17.0	5.0
SgtMaj/MGySgt	22.0	5.0

l. Short Careerist Grade/MOS. A grade and MOS for which the Enlisted Promotion Tempo Report indicates the TIS and TIG promotion are less than the target promotion flowpoints. This situation indicates a lack of sufficiently experienced Marines to promote to the vacancies in a given grade/MOS.

m. Balanced Careerist Grade/MOS. A grade and MOS for which the Enlisted Promotion Tempo Report indicates the TIS and TIG to promotion are consistent with the target promotion flowpoints. This situation indicates an adequate number of sufficiently experienced Marines to promote to the vacancies in a given grade/MOS.

n. Over Careerist Grade/MOS. A grade and MOS for which the Enlisted Promotion Tempo Report indicates the TIS and TIG to promotion are slower than the target promotion flowpoints. This situation indicates a surplus of sufficiently experienced Marines to promote to the vacancies in a given grade/MOS.

5 Apr 93

(Note that in some cases a careerist grade/MOS that currently meets the definition of "short, balanced or over" may in fact be facing factors (e.g., structure reductions) which will cause the projected promotion tempo to change such that the grade/MOS should no longer be considered in the status reflected on the Enlisted Promotion Tempo Report. Therefore, the CMC (MMEA/MPP) retains the flexibility to change the status of a grade/MOS from that reflected on the Enlisted Promotion Tempo Report.)

o. Involuntary Lateral Moves. Those lateral moves in which the Marine Corps unilaterally directs the reclassification of a Marine into a new MOS/career track without the input and/or concurrence of the Marine. FTAP lateral moves are not considered involuntary since the Marine has the prerogative to not accept the lateral move and be released from active duty.

5. Policy

a. FTAP Lateral Moves. To maximize its return on training and to minimize turbulence in the force, the Marine Corps will meet its first term reenlistment requirements in each MOS by reenlisting first term Marines who are currently in the MOS. This assumes, of course, that those Marines are high quality and recommended and qualified for reenlistment. In those cases where the Marine Corps has an open FTAP MOS, selective reenlistment bonuses (SRB's) and lateral moves will be used to meet the requirements. The decision on the "mix" of SRB multiples and lateral moves will be driven by training costs. SRB's will typically be used in those open FTAP MOSs with high training costs while lateral moves will be used in open FTAP MOSs with low training costs. Marines desiring a lateral move must meet the prerequisites established in reference (a) for the MOS involved. Lateral moves into restricted or closed FTAP MOSs will not normally be approved. Priority for lateral move school seats goes to supporting FTAP lateral moves.

b. Careerist Lateral Moves. To ensure that target promotion flowpoints (and therefore experience levels) are achieved and maintained to each grade/MOS, these lateral moves will only be considered in short careerist grades/MOSs and for Marines who meet the prerequisites established in reference (a). Careerist lateral moves will not normally be approved in balance or over careerist grades/MOSs. Apparent shortages in grades and MOSs as reflected in the Enlisted Personnel Assignments Digest (EPAD) are not a basis for lateral moves. These shortages are often the result of timing mismatches between those being promoted into the grade/MOS and those leaving the grade/MOS because of promotion or attrition. To

5 Apr 93

determine whether a "true" shortage exists, the Enlisted Assignments Branch (MMEA) will determine, using the Enlisted Promotion Tempo Report, whether the grade/MOS is by definition a short careerist grade/MOS. Careerist lateral moves should be limited to meeting the critical manpower needs of the Marine Corps and will not normally be approved from a short to a short careerist grade/MOS. Most "balancing" of MOSs will be done at the first term reenlistment point. This also helps ensure maximum return on training resources.

c. Marines Who Do Not Complete Training Requirements for Their New Lateral Move MOS. Marines who do not complete the training requirements for their new lateral move MOS will not automatically be allowed to revert to their original PMOS. These Marines will be classified and assigned based on the needs of the Marine Corps except in the case of FTAP lateral moves in which case the reenlistment contract is contingent upon completion of the training requirements. The CMC (MMEA) retains the prerogative to not honor the reenlistment contract for those Marines who fail to complete training incident to an FTAP lateral move.

d. Lateral Moves for Prior Service Personnel. Reenlistment of prior service personnel will only be approved for those individuals who already have the training in a PMOS for which the Marine Corps has a shortage and for which it cannot readily meet requirements with Marines already on active duty. Accordingly, lateral moves will not normally be approved for prior service personnel. This policy is subject to change in a force build-up scenario.

e. Obligated Service

(1) Marines conducting a voluntary lateral move are subject to the obligated service requirements specified in reference (b). Marines must incur the obligated service prior to reporting for training. Obligated service requirements for lateral moves take precedence over obligated service requirements for career progression training. The following obligated service requirements pertain to MOSs for which no specific obligation is shown in reference (b).

(a) Twenty-four months remaining obligated service upon completion of a formal school program which is less than 19 weeks in duration.

(b) Thirty-six months remaining obligated service upon completion of a formal school program which is 19 weeks or greater in duration.

5 Apr 93

(c) Forty-eight months remaining obligated service upon completion of a formal school program which is 24 months or greater in duration.

(d) Marines who receive managed-on-the-job-training (MOJT) should contact CMC (MMEA-8) for service obligation requirements.

(2) There is no obligated service incurred by Marines designated for directed lateral moves.

f. Recoupment of a Selective Reenlistment Bonus (SRB). If a Marine moves to a MOS that has a multiple equal to or greater than the MOS that the Marine is moving out of, recoupment is not required per reference (c). If a Marine is paid a SRB for the period of current enlistment and then moves into a non-multiple MOS or a MOS with a lower multiple, recoupment could be required per reference (d).

6. Action

a. Commandant of the Marine Corps

(1) Director, Manpower Plans and Policy Division (MPP-20)

(a) Produce the FTAP. This includes development of SRB plans and lateral move school seat requirements necessary to support the FTAP.

(b) Manage the the model that produces the Enlisted Promotion Tempo Report. This includes management of the computer code and report production.

(c) Provide technical assistance and training to the Enlisted Assignments Branch (MMEA) in support of the Enlisted Promotion Tempo Report.

(d) Provide guidance to MMEA on the numbers of Marines to laterally move into those grades/MOSs that have careerist shortages.

(2) Director, Personnel Management Division (MMEA)

(a) Adjudicate requests for lateral moves and notify individual Marines of the disposition of their requests. Requests for lateral moves via CPMS, [NAVMC 10842](#), or naval message and supporting documentation should be retained for two years.

5 Apr 93

(b) Maintain cognizance over the distribution of the Enlisted Promotion Tempo Report.

b. Commanding Officers

(1) Inform Marines, particularly those reenlisting, of their eligibility for lateral moves and the potential benefits of a lateral move.

(2) Submit requests for lateral moves using the instructions in the Career Planning Management System (CPMS) Users Manual. Do not submit requests for lateral moves via AA form. Units without access to CPMS should follow the instructions in reference (e).

(a) Submit all lateral move requests in conjunction with reenlistment to the CMC (MMEA-6).

(b) Use the Reenlistment-Extension-Lateral Move Request Form 1220 (NAVMC 10842) when it is necessary to send supporting documentation with the lateral move request.

(3) Justify requests for waivers of the prerequisites in reference (a) and make recommendations, if appropriate, and provide supporting documentation for waiving formal schooling requirements if the Marine has experience or other training which qualify him or her to hold the new MOS.

7. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



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By direction

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