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UNITED STATES MARINE CORPS

3d Marine Division (-) (REIN), FMF  
FPO San Francisco 96602-8600

DivO 1040:2  
16  
24 Mar 87

DIVISION ORDER 1040.2

From: Commanding General  
To: Distribution List

Subj Career Information and Personnel Retention Program for  
Navy Personnel while assigned to the 3d Marine Division

Ref: (a) CINCPACFLTINST 1040.1  
(b) Retention Team Manual (NAVPERS 15873)  
(c) Enlisted Transfer Manual (NAVPERS 159090)  
(d) MILPERSMAN (NAVPERS 15560)

Encl: (1) Retention Assistance Team, Pleasing All Customers  
(RAT/PAC) Award Policy

1. Purpose. To provide policy and administrative guidance for a comprehensive and working Career Information and Retention Program within the 3d Marine Division. This order will effect and encompass all Navy Personnel so assigned.

2. Discussion. The retention of highly qualified Naval Personnel demands the strongest commitment and priority to provide maximum fleet readiness and effectiveness. In an ever changing professional environment, the retention of trained and experienced personnel deserves the immediate and continued review by all in the Chain of Command. This concern must be an ongoing process throughout an individual's Naval Career. Therefore, this program requires constant monitoring and improvement for its success.

3. Action

a. Division Surgeon, 3d Marine Division:

(1) Establish a 3d Marine Division Retention Program for all Navy Personnel so assigned.

(2) Monitor and evaluate this program to ensure its overall effectiveness is as intended.

(3) Ensure that a positive retention atmosphere is maintained throughout the 3d Marine Division through adherence to current directives and policies set forth in references (a) through (d).

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(4) Establish the 3d Marine Division RAT, PAC Award as outlined in the enclosure to recognize excellence in retention. The award will be presented quarterly to those who have demonstrated exceptionally effective and productive efforts in the retention of quality personnel in the Navy.

b. Senior Medical Department Representatives:

(1) Establish a Retention Program using the Career Information Program Management concept.

(2) Provide career counseling as outlined in current directives to all within their areas of responsibility.

(3) Monitor and upgrade the Career Information/Retention Program at each level of the Chain of Command.

(4) Assist the Command Career Counselor in troubleshooting personnel problems and ensure proper use of the Chain of Command.

(5) Conduct a quarterly Professional Development Board.

c. Command Career Counselor/Retention Program Manager:

(1) Work directly for the Division Surgeon as the principal advisor on retention matters and serve as a technical assistant to all other members of the Retention Team.

(2) Train, organize, and motivate the Command Retention Team.

(3) Conduct monthly retention meetings.

(4) Maintain retention reference library.

(5) Conduct required interviews.

d. Navy Personnel Officer: Provide administrative support for the Command Retention Program.



J. T. SEHULSTER  
Chief of Staff

DISTRIBUTION: A/D

RETENTION ASSISTANCE TEAM, PLEASING ALL CUSTOMERS AWARD POLICY

1. Background. The Third Marine Division "Retention Assistance Team, Pleasing All Customers Award" will provide a symbol of recognition for those departments attaining excellence in the Career Information Program Management concept. This award is intended to promote and stimulate leadership attention to the Command Retention Program.

2. Procedures. Third Marine Division RAT, PAC Award will be presented on a quarterly basis following an evaluation of each Department Retention Program by the Command Master Chief and Command Career Counselor. A certificate of achievement will be presented to the Department and Departmental Career Counselor. The specific areas to be evaluated are:

- a. Degree of Departmental involvement.
- b. Retention Team concept.
- c. Professional Development Board utilization.
- d. Officer Retention.
- e. Advancement and educational achievements.

3. Action. The Command Master Chief and Command Career Counselor will submit findings and recommendations to the Division Surgeon for approval.

ENCLOSURE (1)