



# UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO P1040.1F  
CARPLAN  
13 MAR 1997

## DIVISION ORDER P1040.1F

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR CAREER PLANNING  
(SHORT TITLE: CARPLAN SOP)

Ref: (a) MCO P1040.31G  
(b) MCO 1220.5J  
(c) DivO P5040.3E  
(d) NAVMC 2771  
(e) MCO P1200.7R  
(f) DivO 5210.3B

Encl: (1 LOCATOR SHEET

1. Purpose. To promulgate standing operating procedures for the conduct of the career planning program within the 3d Marine Division.
2. Cancellation. DivO P1040.1E.
3. Information. Reference (a) is the primary source of information and policy relative to the conduct of the career planning program within this command. This Manual establishes the methods by which policy of higher headquarters will be effected in the Division.
4. Summary of Revision. This revision contains substantial changes and must be completely reviewed. Changes include:
  - a. Inspection checklist (appendix A).
  - b. Deletion of Career Planning Reports.
  - c. Deletion of Officer Retention.
  - d. First Term Alignment Plan (Chapter 3).
  - e. Special assignments request format (appendix B).

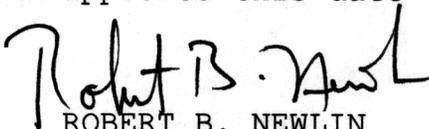
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5. Recommendation. Recommendations concerning the contents of Career Planning SOP are invited. Such recommendations will be forwarded to the Commanding General, 3d Marine Division (AC/S, ) via the appropriate chain of command.

6. Records Disposition. All individual case files will be maintained until the Marine's reenlistment cycle is completed. Upon cycle completion, the case file will be forwarded to the Division Career Planning Office and retained for two years.

7 Certification. Reviewed and approved this date

  
ROBERT B. NEWLIN  
Chief of Staff

DISTRIBUTION: A/B

DivO P1040.1F  
13 MAR 1997

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ENCLOSURE (1



# CAREER PLANNING SOP

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## CAREER PLANNING SOP

### INTRODUCTION

0001. PURPOSE. The objective of the Division Career Planning Program is to establish and maintain a vigorous information and counseling effort which will achieve the maximum retention of highly qualified Marines.

0002 STATUS

1. The concept of the career planning program, as initiated on 1 April 1968, goes far beyond the basic goals of retention evidenced in programs of an earlier era. The more technical and complicated means and methods of warfare have placed an increased emphasis on the quality of the individual Marine. Further, the armed services have experienced increased competition from the business world for the type of quality individual desired to fill the career force. As a result, the concept of career planning was generated out of the realization that increased recognition of the needs of the individual was necessary to achieve not only the desired manpower levels, but also the quality necessary to meet the increasing standards of competence demanded by the nature of modern warfare.

2. In the execution of the stated objectives, the Division Career Planning Section is organized to provide technical staff assistance to subordinate echelons throughout the Division. The Division Career Planning Section provides pertinent information and essential liaison with the Enlisted Assignment Branch (MMEA) at Headquarters Marine Corps.

0003. RESPONSIBILITY. The responsibility for accomplishing the career planning mission rests with the commanding officer. However, complete success depends on the efforts of all officers, staff noncommissioned officers, and noncommissioned officers.

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CHAPTER 1

CAREER PLANNING PERSONNEL

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# CAREER PLANNING SOP

## CHAPTER 1

### CAREER PLANNING PERSONNEL

#### 1000 ASSIGNMENT

##### 1 General

a. The importance of assigning highly motivated and capable individuals to career planning billets cannot be overemphasized. The individual who takes an enthusiastic interest in this assignment will assist the 3d Marine Division and the Marine Corps in achieving their goal of retaining the highest quality Marines.

b. The assignment of career planning personnel within regiments and battalions will be made by the Assistant Chief of Staff, G-1. The Division Career Planning Section will assist in screening individuals for career planning billets.

##### 2. Specific

a. Marines desiring to become a primary duty career planner will submit their applications and a completed screening checklist per paragraph 3000 of reference (a). All applicants are required to be interviewed by the NCOIC of Division Career Planning prior to their request being forwarded to the Commandant of the Marine Corps (MMEA-6).

b. Assignments will be for a minimum of three years unless otherwise directed by the Commandant of the Marine Corps.

c. The ultimate assignment to an MCC will be made by CMC (MMEA-6) upon completion of the Command Career Counseling/Planner Course.

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

1001. DUTIES

1. Division Career Planning Officer. A field grade officer will be assigned on an additional duty basis. The primary function of the Division Career Planning Officer is the supervision and management of the Division Career Planning Program. The Division Career Planning Officer functions under the direct staff cognizance of the Assistant Chief of Staff, G-1. The duties of the Division Career Planning Officer shall consist of:

a. Assisting regimental and separate battalion commanding officers in the command career planning program.

b. Serving as the point of contact with the Career Planning Branch, Headquarters Marine Corps (MMEA-6), per reference (a).

c. Maintaining liaison with the Division Personnel Classification and Assignment section on matters pertaining to transfers and career incentives.

d. Monitoring all requests for reenlistments forwarded to the Commandant of the Marine Corps.

e. Monitor, in conjunction with Division Personnel Classification and Assignment Officer, the staffing of all career planning billets.

2. Division Career Planner. The Division Career Planner will direct the functions of the Division Career Planning Section. The Division Career Planner is the senior staff noncommissioned officer in the division career planning office and is responsible for the direct supervision of the enlisted retention effort. The duties of the Division Career Planner shall consist of:

a. Supervising the Division enlisted retention effort.

b. Assisting regimental and separate battalion commanding officers in the command career planning program.

c. Maintaining a central source of information on all aspects of career service in the Marine Corps and disseminating this information to units on a continuing basis. (See appendix A of reference (a)).

d. Providing training for unit level career planners.

e. Serving as the enlisted point of contact with the Career Planning Branch, Headquarters Marine Corps (MMEA-6), per reference (a).

f. Conducting monthly meetings with all career planners to disseminate new information and to ensure a maximum coordinated retention effort.

g. Providing formal and informal classes on career planning matters upon request.

h. Conducting inspections of organizations per this Manual references (a), (b), (c), and MCO 7220.24.

i. Monitoring all requests for reenlistment forwarded to the Commandant of the Marine Corps.

j. Maintaining statistical reenlistment data on all organizations and submitting required career planning reports

k. Monitoring, in conjunction with the Division Career Planning Officer and the Division Personnel Classification and Assignment Officer, the staffing of all career planning billets

3. Regimental/Separate Battalion Career Planning Officers. The career planning officer is the special staff officer responsible to the commander for managing the organization's career planning program. Regimental and separate battalion commanders may assign a career planning officer as an additional duty. Career planning officers will be appointed in writing.

4. Regimental/Separate Battalion Career Planners. The Regimental/Separate Battalion Career Planner is a primary duty billet. The Career Planner must be thoroughly familiar with the provisions of references (a) through (f). Primary duties include but are not limited to:

a. Administering the organization's career planning program.

b. Submitting reenlistment requests to the Commandant of the Marine Corps via the Commanding General, 3d Marine Division (CARPLAN).

c. Ensuring that counseling and interviews are conducted on all enlisted Marines per reference (a) and this Manual. Particular emphasis will be placed on the Career Planning Contact Record.

- d. Assisting subordinate battalion career planners as required include Unit Deployment Program (UDP) battalions).
- e. Maintaining liaison with the Division Career Planning Office
- f. Attending the monthly meeting conducted by the Division Career Planning Office.
- g. Ensuring accurate and timely submission of first term reenlistment requests to the III Marine Expeditionary Force Retention Board, per current First Term Alignment Plan checklist.
- h. Maintaining access to applicable directives, ensuring timely dissemination of information, and conducting proper maintenance of all career planning records.

1002. UNIFORM. When in garrison the appropriate Blue Dress uniform will normally be worn. MCO P10120.28 provides for the issuance of the Blue Dress uniform to career planning personnel (MOS 8421) assigned to T/O billets.

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CHAPTER 2

ADMINISTRATION

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# CAREER PLANNING SOP

## CHAPTER 2

### ADMINISTRATION

2000. GENERAL. Reenlistment involves the execution of an entirely new contract between the Marine and the Marine Corps. This contract is the basic agreement which establishes the legal relationship between the United States Government and an enlisted service member. A reenlistment replaces a current enlistment/reenlistment contract which has been terminated by separation. All reenlistments will be for general service. Commanders will comply with the administrative responsibilities concerning record keeping, SRB entries, and interview input per reference (a), and this Manual.

2001. REENLISTMENT ELIGIBILITY CRITERIA. Paragraph 4102 of reference (a) applies.

2002. REENLISTMENT AUTHORITY. Reenlistment authority granted by the Commandant of the Marine Corps remains effective until the Marine's expiration of enlistment or until the date specified in the authorization correspondence. Telephonic approval will only be requested for unusual cases and will only be received by the Division Career Planning Office.

2003. EXTENSIONS OF ENLISTMENT AND EXTENSION AUTHORITY

1 Paragraph 4300 of reference (a) applies

2. Personnel requesting an In Place Consecutive Overseas Tour or Consecutive Overseas Tour may need additional obligated service to fulfill this request. Marines needing obligated service to submit or comply with overseas extensions will complete an overseas screening checklist through their unit personnel office. These requests will then be submitted to their unit career planner for submission via the Career Planner Management System (CPMS). This procedure will be used for Marines needing additional service only.

2004. CANCELLATION OF VOLUNTARY EXTENSION AGREEMENT. Paragraph 4301 of reference (a) applies.

2005

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2005 SERVICE LIMITS. Paragraph 4200 of reference (a) applies.

2006 REENLISTMENT REQUESTS

1. Reenlistment, Extension and Lateral Move (RELM) request document (NAVMC 10842), message, and Career Planning Management System requests will be prepared per Chapter 4, Section 4 of reference (a). All RELM documents will be submitted via the Division Career Planning Office for forwarding to the Commandant of the Marine Corps (MMEA-6). At all levels, processing of the RELM document will be expedited to obtain timely approval from the Commandant of the Marine Corps. All career planners will ensure that each Marine receives careful counseling in order to determine the Marine's true desires. An example of a completed RELM document is contained in chapter 4 (figure 4-4) of reference (a).

2. Requests for lateral moves will be submitted per references (a) through (e).

3. All messages and correspondence sent to the Commandant of the Marine Corps concerning requests for additional active service, lateral moves, and other career planning matters will be forwarded from the originating organization to the Division Career Planning Office for release. Requests for orders where no additional service is required are forwarded through the Personnel Classification and Assignment Officer.

2007. WAIVER OF REENLISTMENT PREREQUISITES

1. Waivers for reenlistment prerequisites will be submitted per paragraph 4103 of reference (a).

2. Recommendations and endorsements should provide comprehensive justification and be definitive in nature.

3. Recommendations for additional service when reenlistment or an extension has been denied by the Commandant of the Marine Corps will be submitted in waiver format with comprehensive justification and definitive recommendations. The request must provide grounds for reconsideration.

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2008. INTERVIEWS. Interviews will be conducted per chapter 6 of reference (a).

2009. CAREER PLANNING CONTACT RECORD (1133) (NAVMC 10213). The NAVMC 10213 will be completed per paragraph 6007 of reference (a).

2010. INTERNAL AND EXTERNAL DIVISION STAFFING REQUIREMENTS. Marines who are assigned to external billets will receive career planning support from the host organization. Marines assigned to internal division staffed billets will continue to receive career planning support from their parent organization.

2011. UDP UNITS. Battalions participating in the UDP program will submit requests pertinent to career planning to the Division Career Planning Office via their chain of command. Fifteen days prior to the organization's rotation date, the career planner will forward additional requests for reenlistment to the parent command for input into the Career Planning Management System (CPMS). This allows for the response to be at the parent command when the unit completes its deployment. All requests for First Term Alignment Plan (FTAP) restricted boatspaces will be made via the parent command. Once all FY boatspaces come under HQMC control (1 January CY-XX), all requests (First Term/Careerists) will be processed through 3d Marine Division. 3d Marines UDP battalions will submit all requests to the Division Career Planning Office.

2012. INSPECTIONS. Inspections will be conducted per reference (e). A checklist for career planning is provided in appendix A.

2013. CASE FILES. Case files (NAVMC 11201) are initiated on each Marine when a request related to career planning is submitted. Case files will contain all documents pertaining to the reenlistment. Case files will be maintained for two years.

2014. TURNOVER FOLDER. A turnover folder will be maintained at all levels of career planning. The turnover folder will include but is not limited to:

1. A table of contents
2. Copy of assignment order for the career planner and career planning officer.

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3. Authorization letter for subordinate commanders, authorized to conduct commanding officer interviews.
4. Duties of the career planner
5. Career planner's contact list.
6. Diagram of career planning chain
7. Example of special assignment request form
8. Example of reenlistment screening/recommendation sheet, to include screening of medical, dental, substance abuse counseling, and training.
9. Example of RELM request submission sheet.

Explanation of system used to track required interviews.

List of supporting directives and references

2015. PROFESSIONAL MILITARY EDUCATION (PME). At a minimum, career planners will conduct PME on a quarterly basis. MCO 1510.27 promulgates specific instructions on proper procedures.
2016. SRB ENTRIES. Only entries specifically required by MCO P1070.12 will be placed in the SRB. Career planners must develop a consistent system of coordination between themselves, the commanding officer and the administrative section to ensure the timely and accurate recording of required service record book entries, particularly those required by paragraph 4013.2 of MCO P1070.12.
2017. ERRONEOUS REENLISTMENTS. All erroneous reenlistments must be reported to this Headquarters (CARPLAN) as soon as they are identified. The Division Career Planner will provide guidance for correction.
2018. DEFERRED/RETENTION ON STATION INCENTIVES. Proper procedures for requesting duty station preference are specified in chapter 5 of reference (a). First term Marines may request deferred/retention on station with reenlistment. Career Marines are not eligible to request deferred/retention on station.

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CHAPTER 3

FIRST TERM ALIGNMENT PLAN

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## CAREER PLANNING SOP

### CHAPTER 3

#### FIRST TERM ALIGNMENT PLAN

3000. GENERAL. The First Term Alignment Plan (FTAP) allocates the number of current Fiscal Year (FY) End of Active Service (EAS) first term Marines allowed to reenlist.

1. The FTAP seeks to place the appropriate number of Marines, by Military Occupational Specialty (MOS), into the career force and to broaden the reenlistment opportunities for Marines in closed and restricted MOSSs.

2. Requests for reenlistment authority are solicited by Career Planning Newsgrams. The newsgrams are normally published in July for the upcoming FY.

3. MOSSs are classified as open, closed, or restricted depending upon the number of boatspaces compared to the EAS population.

3001. OPEN MOS. Requests for reenlistment in an open MOS will be made per paragraph 2006 of this Manual. Lateral moves out of open MOSSs are not authorized.

3002. CLOSED MOS. No reenlistments within, or lateral moves into, a closed MOS are authorized. Marines whose MOS is identified as closed, must lateral move into an open MOS.

3003. RESTRICTED MOS. Boatspaces in a restricted MOS are fair share allocated to major commands.

1. Marines whose MOS is identified as restricted may submit for reenlistment in their MOS or request a lateral move into an open MOS.

2. A Division Enlisted Retention Board (ERB) will be held to screen and rank the applications of Marines requesting a III MEF allocation.

a. The Division board will consist of a senior enlisted representative from each regiment and separate battalion. The Division Sergeant Major, or his representative, will serve as the president of the board. The Division Career Planner will provide assistance to the board but is not a voting member.

b. All applications will conform to the format provided by III MEF.

c. Marines whose applications are not forwarded to the III MEF ERB will be provided the opportunity to submit for a lateral move.

3. III MEF will convene a Enlisted Retention Board to determine the allocation of III MEF boatspaces for restricted MOSs.

a. 3d Marine Division will normally be represented by the Division Career Planning Officer and the Division Sergeant Major. The Division Career Planner will also attend the III MEF ERB to assist the Division representatives and to answer any questions the ERB may have concerning Division applications.

b. Marines not given a III MEF allocation will be provided the opportunity to submit for a lateral move.

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CHAPTER 4

INSPECTIONS

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### CHAPTER 4

#### INSPECTIONS

4000. GENERAL. Inspections of subordinate organizations will be conducted by the Division Career Planner and the Division's organizational Career Planners, as scheduled by the Assistant Chief of Staff, Readiness.

1. Functional Area Inspection (FAI) Program. The FAI is conducted on a biannual bases. Results will be retained at the Division Readiness office. Organizations with "not mission capable" results will be reinspected within 30 days. Upon completion of the FAI, the Commanding Officer or Career Planning Officer will be briefed on the result by the career planning inspector. With the exception of 3d Marines, UDP organizations will not be inspected.

2. Conduct. The Career planning inspectors will conduct the Career Planning FAI per reference (c) and will use the inspection checklist in appendix A.

4001. STAFF ASSISTANCE VISIT (SAV). SAVs are conducted when requested or biannually to help prepare organizations for the FAI Program and to encourage the dissemination of ideas from other organizations. Upon completion of the SAV, the Commanding Officer or Career Planning Officer will be briefed on the result by the career planning inspector. SAVs for UDP organizations will be conducted only upon request.

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CHAPTER 5

CAREER ENHANCEMENTS

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## CAREER PLANNING SOP

### CHAPTER 5

#### CAREER ENHANCEMENTS

5000. GENERAL. While the primary focus of career planning is enlisted retention, the career planner should also serve as a career counselor. To provide proper counseling, attention must be given to special assignments, professional military education, and officer commissioning programs. This chapter outlines these areas as they pertain to career counseling.

5001. SPECIAL ASSIGNMENTS. Special assignments are beneficial for any Marine desiring to remain in our Corps. Career planners are to provide Marines with the information necessary to make sound decisions concerning special assignments. Career planners are to familiarize themselves with all aspects of such assignments.

1. Selection for special assignments may be voluntary or involuntary. All Marines selected will be screened prior to accepting orders.

2. All requests for special assignments will be routed through the regimental/separate battalion career planners to ensure that appropriate screening is conducted. All requests will be endorsed at regiment/separate battalion level and will be in the format provided in Appendix B.

5002. PROFESSIONAL MILITARY EDUCATION (PME). PME is an integral part of every Marine's military development. The Marine Corps has established standards to be met as a condition for promotion. Refer to MCO P1553.4. A prerequisite for each of the resident courses is completion of the nonresident program. Career planners should be familiar with and prepared to discuss PME requirements as they pertain to career counselling.

5003. CAREER OPPORTUNITIES. The Marine Corps offers different career options for qualified individuals. Some of these options are in the form of education and commissioning programs. Career planners must be prepared to assist Marines who desire to apply for any of these programs.

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### APPENDIX A

#### DIVISION CAREER PLANNING INSPECTION CHECKLIST

1. PURPOSE. To establish basic guidelines to be used to administer career planning inspections and to ensure uniformity of inspections and ratings.
2. GUIDELINES. The following guide will be used while administering a career planning inspection.
  - a. The 3d Marine Division career planning inspection checklist provides for four (4) distinctly different areas of inspection.
  - b. Part I (Career Planning Administration) on page A-2. This section deals with career planning personnel assignments, training and awarding of special duty allowance/small blues allowance in accordance with current directives.
  - c. Part II (Career Planning Administration) on page A-3. This section deals with the administration of the career planner's office and responsibilities of the career planner. It also deals with enlisted service record books as they pertain to career planning.
  - d. Part III (Career Planning Support) on page A-5. This section deals with the level of support career planning receives from within the organization.
  - e. Part IV (Career Planning Knowledge) on page A-5. This section contains questions that career planners come in contact with on a daily basis. Career planners will be familiar with these questions, with or without the use of reference material.
3. RATINGS. The overall total points attainable is 100. To be mission capable, an organization must receive 80% or more points. An organization has 30 days from the date of receiving the final inspection report to correct all findings. Corrective action will then be forwarded to the Commanding General, 3d Marine Division (CARPLAN). Additionally, if the overall score is not mission capable, that organization will be reinspected within 30 days.

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DIVISION CAREER PLANNING  
INSPECTION CHECKLIST

Ref: (a) MCO P1040.31G  
(b) MCO P1070.12H  
(c) MCO 7220.24M  
(d) DIVO P1040.1F

Rev: (3) Dec-96/EKH

Symbol Div-1040-01

TYPE OF  
VISIT  
(CHECK ONE)

ORGANIZATION EVALUATED: \_\_\_\_\_ QTR SAV \*FAI\*

DATE EVALUATOR:

CAREER PLANNING OFFICER:

CAREER PLANNER: \_\_\_\_\_

PART I. CAREER PLANNING PERSONNEL ASSIGNMENT

YES NO

1. WAS THE CAREER PLANNER PROPERLY ASSIGNED?  
(MCO P1040.31G, PAR 3001.2)
2. WERE SUBORDINATE COMMANDERS AUTHORIZED TO CONDUCT  
COMMANDING OFFICER INTERVIEWS ASSIGNED IN WRITING?  
(DivO P1040.1F, PARA 2014.3)
3. DID THE CAREER PLANNER ASSIGNED HAVE ADDITIONAL \_\_\_\_\_  
DUTIES THAT EITHER COMPROMISED THE CAREER  
PLANNER'S POSITION OR REQUIRED THE PREPONDERANCE  
OF THE CAREER PLANNER'S TIME? (MCO P1040.31G, PAR 3001.3)
4. DID THE CAREER PLANNER HAVE AN ASSIGNED WORK AREA  
CONDUCTIVE TO AN EFFECTIVE CAREER PLANNING PROGRAM?  
(MCO P1040.31G, PAR 3002)

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YES NO

5. DID THE CAREER PLANNER NORMALLY WEAR THE APPROPRIATE DRESS BLUE UNIFORM WHEN IN GARRISON?  
(MCO P1040.31G, PAR 3004.1)
6. DID THE COMMAND ASSIGN A PRIMARY DUTY CAREER PLANNING OFFICER AS INDICATED IN CURRENT TABLES OF ORGANIZATION? (MCO P1040.31G, PAR 1001.2A)
7. IS THE CAREER PLANNER AWARE OF THE PROPER PROCEDURES AND QUALIFICATIONS REQUIRED FOR ASSIGNMENT OF 8421 AS AN ADDITIONAL MOS? (MCO P1040.31G, PAR 3000)
8. DOES THE CAREER PLANNER PRESENT AN OVERALL OUTSTANDING MILITARY PERSONNEL APPEARANCE, DEMONSTRATE A THOROUGH UNDERSTANDING OF MCO P1040.31G, DISPLAY EXCELLENT COMMUNICATION SKILLS (BOTH WRITTEN AND ORAL), AND DOES THE CAREER PLANNER MEET ALL PREREQUISITES REQUIRED FOR ASSIGNMENT TO A CAREER PLANNING BILLET?  
(MCO P1040.31G, APPENDIX B)

### PART II. CAREER PLANNING ADMINISTRATION

1. DID EXAMINATION OF SERVICE RECORD BOOKS REVEAL THE COMMAND WAS COMPLYING WITH CAREER PLANNING ADMINISTRATIVE REQUIREMENTS? (MCO P1040.31G, PAR 6003 (MCO P1070.12H, PAR 4012))
2. WAS THERE A FORMAL LEGAL AGREEMENT ESTABLISHING CAREER PLANNING RESPONSIBILITIES AND PROCEDURES BETWEEN PARENT AND HOST COMMANDS REGARDING FAP AND TAD MARINES? (MCO P1040.31G, PAR 1002.2C)
3. DID THE COMMAND COMPLY WITH INSTRUCTIONS CONCERNING THE SUBMISSION OF THE SRBP PRE COMP SCREEN, STATEMENT OF UNDERSTANDING, AND ZONE ELIGIBILITY CHECKLIST?  
(MCO P1040.31G, PAR 5002 & MCO 7220.24)
4. DID THE COMMAND ATTACH THE SRBP STATEMENT OF UNDERSTANDING TO THE DD FORM 4?  
(MCO 7220.24M, PAR 10B(2))

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YES NO

5. WAS THE SELECTIVE REENLISTMENT BONUS PROGRAM STATEMENT OF UNDERSTANDING CERTIFIED BY THE COMMANDING OFFICER AND FILED PROPERLY?  
(MCO 7220.24M, PAR 10A(4))
6. WAS THE PROPER REENLISTMENT CODE ASSIGNED UPON DISCHARGE? (MCO P1040.31G, FIG 6-2)
7. DID THE COMMAND PROPERLY COMPLETE THE CAREER PLANNING CONTACT RECORD? (MCO P1040.31G, PAR 6007.3)
8. DID THE COMMAND CORRECTLY COMPLETE THE MESSAGE FORMAT ON THE REENLISTMENT OR EXTENSION REQUEST?  
(MCO P1040.31G, PAR 4402 AND FIGURES 4-4 AND 4-5)
9. DID THE COMMAND CORRECTLY COMPLETE THE REENLISTMENT-EXTENSION-LATMOVE REQUEST (RELM) (1220) NAVMC 10842?  
(MCO P1040.31G, PAR 4403 AND FIG 4-6)  
  
DID THE COMMAND CORRECTLY COMPLETE THE AGREEMENT TO EXTEND ENLISTMENT (1133) NAVMC 321A?  
(MCO P1040.31G, PAR 4404 AND FIG 4-7)
11. DID THE COMMAND PROPERLY FILE THE AGREEMENT TO EXTEND \_ ENLISTMENT(1133) NAVMC 321A? (MCO P1040.31G, PAR 4404.6)
12. IS THE CAREER PLANNER PROPERLY COMPLETING THE CO'S RECOMMENDATION/CERTIFICATION ON REQUESTS FORWARDED TO CMC? (MCO P1040.31G, PAR 4102.5)
13. DID THE COMMAND CORRECTLY COMPLETE THE DD FORM 4?  
(MCO P1070.12, PAR 4005)

## CAREER PLANNING SOP

### PART III. CAREER PLANNING SUPPORT

YES

1. DID THE COMMAND DEMONSTRATE SATISFACTORY KNOWLEDGE AND UNDERSTANDING OF THE PURPOSE AND TYPES OF CAREER PLANNING INTERVIEWS? (MCO P1040.31G, CHAPTER 6)
2. DID EXAMINATION OF SERVICE RECORD BOOKS REVEAL THE COMMAND WAS PROPERLY EXECUTING REQUIRED INTERVIEWS? (MCO P1040.31G, CHAPTER 6)
3. DID THE CAREER PLANNER IDENTIFY THOSE MARINES REQUIRING INTERVIEWS, TO INCLUDE DELINQUENT INTERVIEWS? (MCO P1040.31G, CHAPTER 6)
4. DID THE COMMAND HAVE A SATISFACTORY INTERVIEW MANAGEMENT SYSTEM? (MCO P1040.31G, PAR 6001)
5. DID PERSONNEL RESPONSIBLE FOR ENLISTED CAREER PLANNING HAVE IMMEDIATE ACCESS TO THE MINIMUM REQUIRED REFERENCES? (MCO P1040.31G, APPENDIX A)
6. DID THE COMMAND REENLIST MARINES AT AN APPROPRIATE, MEANINGFUL CEREMONY? (MCO P1040.31G, PAR 4100.2)
7. WAS THE OATH OF ENLISTMENT/EXTENSION ADMINISTERED BY A COMMISSIONED OFFICER OR PROPER PUBLIC OFFICIAL? (MCO P1040.31G, PAR 4100.2)
8. DID THE COMMAND HAVE MEDICAL PERSONNEL SCREEN THE MARINE'S HEALTH RECORD PRIOR TO EXECUTING EXTENSIONS OF ENLISTMENT? (MCO P1040.31G, PAR 4404.5P)
9. IS THE COMMANDING OFFICER AWARE OF HIS/HER RESPONSIBILITIES REGARDING THE CO'S RECOMMENDATION/CERTIFICATION AND CAREER PLANNING INTERVIEWS? (MCO P1040.31G, PAR 4102.5 AND 6100, 6002, 6003)

## CAREER PLANNING SOP

YES   NO

10. DOES THE CAREER PLANNER HAVE AN UP TO DATE CAREER PLANNING SOP/TURN OVER FOLDER? (DIVO P1040.1F, PAR 2014) \_
11. DOES THE CAREER PLANNER HAVE AN UP TO DATE EAS ROSTER? (MCO P1040.31G, PAR 6008)
12. DOES THE CAREER PLANNER MAINTAIN A CASE FILE ON ALL REQUESTS? (DIVO P1040.1F, PAR 2013)
13. DOES THE CAREER PLANNER CONDUCT REQUIRED PME? (DIVO P1040.1F, PAR 2015)

### PART IV. CAREER PLANNING KNOWLEDGE

1. WHEN PROVIDED THE FIVE TYPES OF REENLISTMENTS THE CAREER PLANNER WILL BE ABLE TO DEFINE EACH WITHOUT REFERENCE. (MCO P1040.31G, PAR 4100.1)
2. WITHOUT REFERENCE THE CAREER PLANNER WILL BE ABLE TO LIST AT LEAST FIVE OF THE REENLISTMENT ELIGIBILITY CRITERIA. WITH REFERENCE DISCUSS ADDITIONAL FIRST TERMER AND CAREERIST ELIGIBILITY CRITERIA. (MCO P1040.31G, PAR 4102)
3. WITHOUT REFERENCE STATE THE LOWEST LEVEL IN THE CHAIN OF COMMAND THAT CAN DENY A WAIVER REQUEST AND STATE ANY ADDITIONAL ACTION THAT MUST BE TAKEN. (MCO P1040.31G, PAR 4103)
4. WITH REFERENCE EXPLAIN THE POLICY AND PROCEDURES FOR A COMMANDING OFFICER CANCELING VOLUNTARY EXTENSIONS OF ENLISTMENT. (MCO P1040.31G, PAR 4103)
5. WITHOUT REFERENCE DESCRIBE WHEN THE MARINE CAN REQUEST CANCELLATION OF AN EXTENSION. (MCO P1040.31G, PAR 4301) \_
6. WITHOUT REFERENCE STATE THE PRIMARY PURPOSE OF EXTENSIONS OF ENLISTMENT. (MCO P1040.31G, PAR 4301)

CAREER PLANNING SOP

YES NO

- 7 WITH REFERENCE DISCUSS APPROPRIATE REASONS FOR EXTENSIONS OF ENLISTMENT. (MCO P1040.31G, PAR 4301)
8. WITHOUT REFERENCE STATE THE SERVICE LIMITS FOR EACH RANK. (MCO P1040.31G, PAR 4200)
- 9 WITHOUT REFERENCE STATE THE FOUR CONDITIONS FOR USE OF LOCAL COMMAND AUTHORITY TO EXECUTE EXTENSIONS OF ENLISTMENT? (MCO P1040.31G, PAR 4300.3B,3C)
- 10 WITH REFERENCE DISCUSS PROCEDURES AND POLICIES DETERMINATION OF INVOLUNTARY SEPARATION PAY? (MCO P1040.31G, APPENDIX C)
- 11 WITH REFERENCE THE CAREER PLANNER WILL EXPLAIN TARGET ENLISTED PROGRESSION PATTERN. (MCO P1040.31G, FIG 1-1)
12. WITH REFERENCE EXPLAIN THE ORGANIZATION OF THE ENLISTED RETENTION SECTION (MMEA-6), HQMC. (MCO P1040.31G, FIG 1-2)
- 13 WITHOUT REFERENCE DEFINE THE FOLLOWING TERMS CONTAINED IN CHAPTER 2 OF MCO P1040.31G.

AFADBD	BOATSPACE
BOATSPACE REPORT	CAREER MARINE
CPMS	COMMANDING OFFICER
EARLY REENLISTMENT	EFFECTIVE DATE
EXECUTION DATE	EAS
ECC	EXTENSION
FIRST TERMER	FTAP
LATERAL MOVE	1) OPEN
LOST TIME	2) CLOSED
RETENTION	3) RESTRICTED

14. WITH REFERENCE DISCUSS REENLISTMENT AUTHORITY? (MCO P1040.31G, PAR 4101)
15. WITH REFERENCE DISCUSS CAREER DEVELOPMENT POLICIES? (MCO P1040.31G, CHAP 5)

INSPECTION RATING SHEET

A

INSPECTOR

UNIT

TYPE

REASON REFERRED

SECTION

ACTUAL SCORE

POSSIBLE SCORE

ART

ART

AR

PAR

TOTAL

RA IN REAKDOWN M: ON CAPAB.

NOT M: ON CAPABLE BELOW

NOTE TH PAGE FORWARDED TO THE MARD V IN: ECTO  
O: CE

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FOR TH: UN: T

COMMENTS

A

## CAREER PLANNING SOP

### APPENDIX B

#### SPECIAL ASSIGNMENT REQUEST FORMAT

1. PURPOSE. To establish a basic format to be used when submitting requests for special assignment.
2. GUIDELINES. The following formats will be used when submitting a request for special assignments. Requests will include a copy of the appropriate screening checklist.

CAREER PLANNING SOP

FM CG THIRD MARDIV//CARPLAN//  
TO CMC WASHINGTON DC//MMEA-85/MMEA-82B//  
INFO ZEN/CBTALSTBN//CARPLAN//  
BT  
UNCLAS //NO1040//  
MSGID/GENADMIN//  
REF/A/CMC/MCO 1306.2/-//  
SUBJ: REQ ASG TO MSG DU C/O GYSGT U. S. MARINE,  
111 11 1111/0193 USMC//  
RMKS/1. PER REF A, THE FOL INFO IS PROVIDED:  
A. EAS: 971029  
B. DCTB: 960428  
C. RTD: 970427  
D. CLASS: 3-97  
2. SNM WILL EXT/REENL TO ACCEPT ORDERS.  
3. SNM SCREENED AND QUALIFIED PER THE REF.  
4. REGT (BN) REC APPROVAL.  
5. POC GYSGT JONES CARPLAN DSN 622-9545.

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MEMBER

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CAREER PLANNER

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COMMANDING OFFICER

CAREER PLANNING SOP

FM CG THIRD MARDIV//CARPLAN//  
TO CMC WASHINGTON DC//MMEA-85/MMEA-82B//  
INFO ZEN/CBTALSTBN//CARPLAN//  
BT  
UNCLAS //NO1040//  
MSGID/GENADMIN//  
REF/A/CMC/MCO 1300.20H/-//  
SUBJ: REQ ASG TO MCSF C/O GYSGT U. S. MARINE,  
111 11 1111/0193 USMC//  
RMKS/1. PER REF A, THE FOL INFO IS PROVIDED:  
A. EAS: 971029  
B. DCTB: 960428  
C. RTD: 970427  
D. CLASS: 3-97  
E. MCC'S REQUESTED:  
2. SNM WILL EXT/REENL TO ACCEPT ORDERS.  
3. SNM SCREENED AND QUALIFIED PER THE REF.  
4. REGT (BN) REC APPROVAL.  
5. POC GYSGT JONES CARPLAN DSN 622-9545.

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MEMBER

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CAREER PLANNER

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COMMANDING OFFICER

CAREER PLANNING SOP

FM CG THIRD MARDIV//CARPLAN//  
TO CMC WASHINGTON DC//MMEA-85/MMEA-82B//  
INFO ZEN/CBTALSTBN//CARPLAN//  
BT  
UNCLAS //NO1040//  
MSGID/GENADMIN//  
REF/A/CMC/MCO 1326.6/-//  
SUBJ: REQ ASG TO DI DU C/O GYSGT U. S. MARINE,  
111 11 1111/0193 USMC//  
RMKS/1. PER REF A, THE FOL INFO IS PROVIDED:  
A. EAS: 971029  
B. DCTB: 960428  
C. RTD: 970427  
D. CLASS: 3-97  
E. SNM REQ MCC J9G. (J9E)  
2. SNM WILL EXT/REENL TO ACCEPT ORDERS.  
3. SNM SCREENED AND QUALIFIED PER THE REF.  
4. REGT (BN) REC APPROVAL.  
5. POC GYSGT JONES CARPLAN DSN 622-9545.

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MEMBER

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CAREER PLANNER

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COMMANDING OFFICER

CAREER PLANNING SOP

FM CG THIRD MARDIV//CARPLAN//  
TO CMC WASHINGTON DC//MMEA-85/MMEA-82B//  
INFO ZEN/CBTALSTBN//CARPLAN//  
BT  
UNCLAS //NO1040//  
MSGID/GENADMIN//  
REF/A/CMC/MCO 1326.6/-//  
SUBJ: REQ ASG TO RCTR DU C/O GYSGT U. S. MARINE,  
111 11 1111/0193 USMC//  
RMKS/1. PER REF A, THE FOL INFO IS PROVIDED:  
A. EAS: 971029  
B. DCTB: 960428  
C. RTD: 970427  
D. CLASS: 3-97  
2. SNM WILL EXT/REENL TO ACCEPT ORDERS.  
3. SNM SCREENED AND QUALIFIED PER THE REF.  
4. REGT (BN) REC APPROVAL.  
5. POC GYSGT JONES CARPLAN DSN 622-9545.

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MEMBER

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CAREER PLANNER

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COMMANDING OFFICER