



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1040.1A
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13 JAN 2000

MARINE CORPS BASE ORDER 1040.1A

From: Commander
To: Distribution List

Subj: CAREER PLANNING PROGRAM

Ref. (a) MCO P1040.31H
(b) MCO P1070.12J
(c) MCO P1200.7U
(d) MCO 7220.24M

Encl: (1) Enlisted Career Planning Report
(2) Cumulative Retention Results Report

Report Required: Enlisted Career Planning Report (Report Symbols
MC-1040-02), par. 5a (5)

1. Purpose. To publish policy, information and instruction for the conduct of the Career Planning Program aboard MCB, Quantico.

2. Cancellation. MCBO 1040.1.

3. Information

a. Interviews. Career Planners are responsible for conducting interviews with each Marine per reference (a). It is recommended that First-Term Alignment Plan briefs be given to groups, followed by individual interviews to ascertain each Marine's intent. All interviews will be documented on the Career Planning Contact Sheet.

b. Work Area. The nature of career planning requires that the assigned work area be located so that it is readily accessible to all Marines in a unit. The location should offer utmost privacy during interviews, and should not be susceptible to frequent interruptions or distractions.

c. Equipment. Due to the continually evolving technology being used in career planning, it is imperative that each Career Planner have available to them the equipment and data access to operate effectively. This includes computers incorporating the latest technology, an Internet IP address, a scanner or fax machine, and access to the Marine Corps Data Network (3270).

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d. Working Uniform. All Career Planners are authorized and encouraged to wear the dress blue "D" uniform to enhance their prestige and visibility.

e. Collateral Duties. Per reference (a), no Career Planner will be assigned to any extra duties that compromise their primary duties or require the majority of their time. This includes the training of officer candidates by Career Planners with the secondary MOS of 8511.

f. Waivers of Reenlistment Prerequisites

(1) The decision to submit and approve a request for a reenlistment prerequisite waiver is arrived at under the "whole Marine" concept. Endorsements of waiver requests will use the following guidelines:

(a) Overall performance, past and present.

(b) Individual initiative toward correction of the basis for ineligibility.

(c) Future potential as a career Marine.

(2) All waiver requests will be submitted through the chain of command to the CMC (MMEA-6), and will be endorsed per reference (a).

4. Objectives

a. The Marine Corps has two primary Enlisted Career Force objectives:

(1) To create the highest quality career force of Marines by grade and MOS which supports staffing of all authorized career force billets.

(2) To standardize promotion tempo across all MOS's to match time in service targets.

b. The Career Planning Program is the key to achieving these career force objectives. The primary purpose of the program is to reenlist high quality first-term Marines to our career force and to reenlist qualified career Marines to sustain appropriate career force experience levels.

c. Aimed at filling manpower requirements in support of our Corps' warfighting mission, the Career Planning Program focuses on the individual Marine. Each units Career Planner must be organized, resourced, and operated under the following principles:

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(1) Ensure a personalized approach to the career planning needs of each Marine.

(2) Emphasize the value of personal satisfaction in making a contribution to our Corps and the intangible benefits of a Marine Corps career.

(3) Expedite personal service for all Marines by ensuring interviews, counseling, and administrative requirements are promptly and accurately executed.

5. Mission. The primary mission of the Career Planner is to ensure every Marine knows and understands the opportunities available to them, and the prerequisites for taking advantage of those opportunities. This includes advising Marines on the following: Enlisted Career Force Controls, First-Term Alignment Plan, Promotion Tempo, service limits, required Professional Military Education, B-billets and special assignments, involuntary separations pay, and the use of the Enlisted Career Counseling Service.

6. Responsibilities

a. The Command Career Planning Officer is responsible for the supervision and management of the Command Career Planning Program and shall:

(1) Serve as advisor to the CG MCB, on all retention matters.

(2) Effect direct liaison and serve as a point of contact with the Head, Enlisted Retention Section, HQMC, as directed by reference (a).

(3) Instruct and train unit level Career Planners.

(4) Provide assistance to Career Planners within the command.

(5) Conduct administrative assistance visits as requested.

(6) Conduct inspections of unit Career Planners within this command as part of the CG's Validation Team, and on a "No-Notice" basis.

(7) Monitor the staffing of all command Career Planner billets. Once an assignment is made, effect liaison with HQMC (MMEA-6) to stabilize the Marine in the billet.

(8) Screen and submit to MMEA-6 all reenlistment/extension/lateral move requests.

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(9) Process all requests for waivers on reenlistment prerequisites.

b. Commanding Officer. The CO is responsible for a successful Career Planning Program within the command. Key factors which affect the success or failure of a Career Planning Program are command emphasis and attention, officer and SNCO participation and leadership, and the proper use of Career Planners. CO's are also responsible for direct supervision of the unit's Career Planning Program and shall:

(1) Be familiar with the references (a) through (d).

(2) Ensure that requests for reenlistment/extension/lateral move are completed and submitted in a timely manner.

(3) Maintain career planning orders and directives per reference (a).

(4) Counsel and interview Marines as directed by reference (a).

(5) Assign HQMC designated Career Planners primary responsibilities incident to career planning. Any additional duties should not impede the quality of the organization's retention efforts.

c. Career Planning Officer. The Career Planning Officer is a special staff officer responsible to the Commander for maintaining the Command Career Planning Program.

d. Unit Career Planner. The unit Career Planner is responsible to the Commander for administering the unit Career Planning Program, and is the Commander's advisor on enlisted retention matters. The unit Career Planner shall:

(1) Be familiar with pertinent orders and directives.

(2) Complete and submit all forms pertinent to career planning in a timely manner.

(3) Conduct counseling and interviews per reference (a).

(4) Serve as a liaison between the command and MMEA-6 on all retention matters.

(5) Prepare and conduct reenlistment ceremonies within the command.

(6) Ensure the Selective Reenlistment Bonus Program and other retention incentives are properly administered.

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e. Officers and SNCO's. Although the responsibility for a successful Career Planning Program rests ultimately on the CO, every officer and SNCO has the opportunity to make a positive impact on retention through routine guidance and counseling.



R. P. ROOK
Chief of Staff

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