

RETURN TO H&S BN FILES

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood
San Diego, California 92140-5199

OFFICIAL FILE COPY

BnO 1040.1~~16~~¹⁸
8

6 JUL 1992

BATTALION ORDER 1040.16~~8~~¹⁸ w/cw 1

From: Commanding Officer
To: Distribution List

Subj: BATTALION CAREER PLANNING PROGRAM

Ref: (a) MCO P1040.31F
(b) DepO 1040.4E
(c) MCBul 1754
(d) MCO P1070.12G, IRAM

Encl: (1) Career Planning Contact Record (1133) (NAVMC 10213)
(2) Transition Assistance Counseling Acknowledgement

Report Required: Monthly Reenlistment Report (Chap. 6, ref (a))

1. Purpose. To implement the Battalion Career Planning Program in accordance with the references.

2. Cancellation. BnO 1040.1~~6~~¹⁸. ^A

3. Summary of Revision. This Order has been reformatted and contains major and administrative changes. Major changes are as follows:

a. Paragraph 7. Lists guidelines/procedures regarding the Transition Assistance Separation Program in accordance with reference (c).

b. Paragraph 7c. Stipulations and time lines for the Initial and Terminal Interviews have been rewritten. Company Commanders/Recruiters School Director/Officers-in-Charge should review this paragraph in its entirety.

4. Background. The references prescribe the objectives and assign responsibilities for the conduct of the Marine Corps Career Planning Program. This Order establishes the procedures for conducting a centralized career planning program within Headquarters and Service Battalion. The objective of a centralized program is to provide Marines of this Command with the services required for career planning and to afford a central area where incentives, benefits, education, and advancement opportunities of a Marine Corps career can be explained. This program will also provide for more efficient utilization of Career Planning personnel. Centralized systematic career planning does not relieve the Company Commanders or the Staff Section/Work Center supervisor of the

inherent leadership responsibilities of advising and counseling their Marines on the benefits of a career in the Marine Corps. Career Planning and retention is the leadership responsibility of every officer and staff noncommissioned officer of this Battalion.

5. Objectives. The objective of this program is to retain every qualified Marine on active duty capable of making significant contributions to the overall effectiveness of the Marine Corps. This can only be accomplished through sound leadership, sustained administration of the Career Planning Program, and the positive action of all personnel in positions of responsibility. The following Career Planner objectives are established:

- a. Continuously inform all Marines of the benefits of a Marine Corps career.
- b. Stimulate self-improvement of the individual Marine through the many education and leadership opportunities afforded by the Marine Corps.
- c. Establish and maintain a professional career atmosphere within the Command.
- d. Advise Marine families of the many extra benefits the Corps offers them in contrast with benefits available in civilian life.
- e. Encourage the "Every Marine is a Career Planner" concept in order to stress, whenever possible, the advantages of a career in the Marine Corps.
- f. Encourage successful career planning and assistance in personal affairs matters.
- g. Reinforce the sense of pride associated with the Marine Corps.
- h. Create a desire, within members of the Command, to make the Marine Corps a career.
- i. Motivate all qualified Marines to reenlist.

6. Information

a. Staffing. The Battalion Central Career Planning Office will be established within the Battalion Headquarters building and staffed as follows:

(1) Career Planning Officer (an additional duty of the Adjutant)

(2) Career Planning NCOIC

(3) One Administration Clerk (an additional duty of the Battalion Adjutant's office)

b. Reenlistment/Extension. Marines requiring HQMC approval for reenlistment/extension must ensure their requests are submitted in sufficient time to permit them to be processed by both this Headquarters and HQMC prior to the projected reenlistment/ extension date.

7. Action

a. Career Planning Officer

(1) Coordinate and supervise all functions and activities of the battalion career planning program.

(2) Monitor monthly EAS rosters to ensure all interview procedures are completed on a timely basis as required by the references.

(3) Coordinate and screen reenlistment/extension request (RELM documents), supervise waiver procedures, and periodically inspect to ensure personnel attached to the Battalion are properly screened.

b. NCOIC Career Planning Section

(1) Conduct career planning interviews.

(2) Maintain liaison with the Battalion S-1 concerning transfers, reassignments, and formal schools quotas which may be used as career incentives.

(3) Coordinate with the Battalion S-1 to have a monthly automated report printed listing all Marines who are within 14 months of their EAS. This report will be provided to Company Commanders for the purpose of Career Planning interviews. Ensure that the Career Planning Contact Record (1133) (NAVMC 10213), enclosure (1), is utilized during the Career Planning Interviews.

(4) Coordinate and monitor the required interviews to be conducted by Company Commanders. These include the interviews conducted during the period 12 to 14 months prior to the EAS and the EAS interview as required by current directive.

(5) Disseminate career planning materials throughout the Battalion area to ensure maximum exposure.

(6) Arrange for and/or conduct training for career planners through the Career Information and Counseling Course or other local programs.

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(7) Consolidate and submit all required reports to higher Headquarters via the Career Planning Officer.

(8) Ensure records and files are maintained in the career planning office in accordance with current directives.

(9) Submit a roster to the Company Commanders on a monthly basis, listing all Marines required to attend the Transition Assistance Program Brief and the dates that these briefings are required.

c. Company Commanders/Recruiters School Director

(1) Conduct required initial and End of Service career planning interviews on Marine's within your cognizance who are on their first and second enlistment.

(a) Conduct the initial career planning interview immediately following the career planners initial interview, which is normally conducted during the period 12 to 14 months prior to the Marine's EAS.

(b) Conduct the EAS career planning interview immediately following the career planner's EAS interview which is normally conducted within 3 months prior to the Marine's EAS.

(2) In the event the Marine is not recommended for reenlistment by the officer-in-charge, a subsequent interview is required by the Company Commander, as soon as possible.

(3) Ensure that all separating Marines receive the Mandated Transition Counseling Session within the 6 months prior to their EAS.

(4) Ensure that all separating Marines and spouses are encouraged and afforded the opportunity to receive additional transition assistance services. These services will cover topics such as successful communication skills, interviewing techniques, standards of dressing for success, resume preparation, job search, relocation, etc.

d. Battalion S-1

(1) Monthly, provide to CMC (Code MH), through the chain of command, a list of all Marines who are separated without attending mandatory counseling sessions. Commanders must also provide CMC (MH) the Record of Emergency Data (RED) address and DD-214 address of all such personnel.

(2) Ensure a preseparation counseling acknowledgement form, as shown on enclosure (2), is signed by Marines within the 180 days prior to separation indicating that they have received the mandated counseling session. The completed form will be placed on the document side of the Service Record for permanent filing in accordance with reference (d).

(3) Ensure all Marines, who are separated under certain categories of involuntary separation, receive Transition Assistance Management Program (TAMP) Services and, where appropriate, Transition Assistance Benefits.

(4) Ensure a copy of Medical Records of Marines being medically separated is transmitted (with members consent) within 1 day of separation to the Regional VA Office nearest where the Marine intends to relocate. Additionally, if requested, provide a copy of the member's medical record to the medically separating Marine.

(5) Ensure special attention is given to TAMP Services for Marines assigned to overseas duty stations, at remote duty stations, or deployed within the 180 days prior to separation.


C. F. YOUNG

DISTRIBUTION: A

UNITED STATES MARINE CORPS
Headquarters and Service Battalion
Marine Corps Recruit Depot
3800 Belleau Wood
San Diego, California 92140-5010

BnO 1040.1B Ch 1
6A
23 JUL 1992

BATTALION ORDER 1040.1B Ch 1

From: Commanding Officer
To: Distribution List

Subj: BATTALION CAREER PLANNING PROGRAM

1. Purpose. To direct pen changes to the basic Order.

2. Action

(a) Change the revision letter to read "B" vice "C" on top of all the pages.

(b) In paragraph 2, Change the letter to read "A" vice "B".

3. Filing Instructions. This change transmittal will be filed immediately following the signature page of the basic Order.

M S Edwards
M. S. EDWARDS
By direction

DISTRIBUTION: A

PART I - PERSONAL DATA

NAME		SSN		GRADE		DOR	
ORGANIZATION			AFADBD	EAS	PMOS	ADD MOS	DCTB
AV PRO/CON	MARITAL STATUS	FY/CATEGORY		RTD	WAIVER REQUIRED/TYPE		

PART II - INITIAL INTERVIEW

A. CAREER PLANNER'S INITIAL INTERVIEW

SUMMARY OF INTERVIEW

CAREER PLANNER (Signature and Date)

MARINE (Signature and Date)

RELM SUBMITTED	DATE	LENGTH REQUESTED	INCENTIVE (DUSTAS/LATMOV/SRBP)/ APPLICABLE ALMAR
<input type="checkbox"/> YES <input type="checkbox"/> NO			

B. COMMANDING OFFICER'S INITIAL INTERVIEW

SUMMARY OF INTERVIEW

RECOMMENDED FOR REENLISTMENT	(If not initially recommended for reenlistment, reinterview 6 months prior to EAS for possible improved recommendation.)	COMMANDING OFFICER (Signature and Grade)	DATE OF INTERVIEW
<input type="checkbox"/> YES <input type="checkbox"/> NO			

PART III - SUBSEQUENT INTERVIEWS

SUMMARY OF INTERVIEW

FOR UNSCHEDULED INTERVIEW
AS OCCUR

CAREER PLANNER (Signature and Date)

MARINE (Signature and Date)

RELM SUBMITTED	DATE	LENGTH REQUESTED	INCENTIVE (DUSTAS/LATMOV/SRBP)/ APPLICABLE ALMAR
<input type="checkbox"/> YES <input type="checkbox"/> NO			

ENCLOSURE (1)

TRANSITION ASSISTANCE COUNSELING ACKNOWLEDGEMENT

INVOLUNTARY SEPARATIONS

I have been given personal and individual counseling in all of the following areas, which cover all the benefits and entitlements that are available to a person who is or will be involuntarily separated from the United States Armed Forces.

- _____ 1. Excess Leave and Permissive TAD.
- _____ 2. Priority in Affiliating with the Marine Corps Reserves.
- _____ 3. Travel & Transportation Allowances.
- _____ 4. Extension in DOD Dependents School System.
- _____ 5. Educational Benefits.
- _____ 6. Health Benefits.
- _____ 7. Extension of Commissary and Exchange Privileges
- _____ 8. Extension of Military Family Housing.
- _____ 9. Employment - Nonappropriated fund positions.

I have been provided individual counseling regarding benefits and entitlements which I may be entitled to if I am involuntarily separated from the Armed Forces. I fully understand these benefits and have received a copy of all the listed benefits/entitlements.

FULL NAME (PRINT)

Signature

RANK

SSN

Signed this ___ Day of ___, 1992

COUNSELOR

RANK

Date of Counseling: _____