



**UNITED STATES MARINE CORPS**

MARINE CORPS LOGISTICS BASES

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ALBANY, GEORGIA 31704

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SEP 06 2001

MARINE CORPS LOGISTICS BASES ORDER 1040.8A

From: Commander  
To: Distribution List

Subj: ENLISTED CAREER PLANNING PROGRAM

Ref: (a) MARCORMAN, par. 2004  
(b) MCO P1040.31H

1. Purpose. To publish policy for assignment of responsibilities for the conduct of an effective Enlisted Career Planning Program within this Command.

2. Cancellation. BO 1040.8.

3. Information

a. The broad objective of the Career Planning Program is the reenlistment of high quality first-term Marines to meet our career force MOS requirements, and to reenlist qualified Career Marines to sustain appropriate career force experience levels. The program is also designed to facilitate successful career planning per the references, by providing a pro-career attitude among all officers and noncommissioned officers and emphasizing the benefits and advantages of a career in the Marine Corps.

b. Responsibility for a successful Career Planning Program rests with the Commander. However, the responsibility for the proper leadership, guidance, and counseling of the individual Marine rests with all officers and noncommissioned officers, starting at the lowest levels and continuing up through the echelons of command. The success or failure of the Career Planning Program will be determined, to a great degree, by the quality and effectiveness of the leadership provided by each of the echelons of command. Accordingly, all officers and noncommissioned officers are hereby enjoined to constantly contribute to the development and maintenance of an atmosphere that will stimulate the desire of the individual Marine to seek or continue a career in the Marine Corps.

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4. Objectives. The specific objectives of the Enlisted Career Planning Program are:

a. To ensure that all Marines eligible for reenlistment are made aware of the opportunities available to them through a career in the Marine Corps.

b. To ensure that all eligible Marines are afforded every opportunity to develop or enhance their career status by applying for the programs available to them.

c. To ensure the retention of the maximum number of eligible Marines through the reenlistment process, consistent with the quality and retention goals established by the Commandant of the Marine Corps.

d. To develop among all Marines assigned to this Command an awareness of and a desire to assist in the continued growth and success of the Command's Enlisted Career Planning Program.

5. Action

a. Center/Department/Division Directors; Special Staff Officers; Commanding Officer, MCLB Albany and Barstow; Commanding Officer Blount Island Command; and Commanders/Officers in Charge of Tenant Activities: are primarily responsible for insuring that an atmosphere attractive and conducive to reenlistment is present within their respective organizations at all times. This can best be accomplished by:

(1) Ensuring that a clear path of communication on military matters exists both up and down the chain of command. This is a matter of education and will be achieved only through supervisory enlightenment as to the purpose and objective of the Enlisted Career Planning Program.

(2) Providing an outlet for all Marines to express their career interests. Personnel who express such an interest should be encouraged to pursue a career-oriented course and assisted by placement in assignments that will develop their career potential. Every opportunity must be taken to promote the objectives of the Enlisted Career Planning Program.

(3) Affording the opportunity for Marines with the ability and potential to qualify for selected assignments by inviting the individual Marine to participate in the training and development programs available.

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(4) Developing and maintaining positive, favorable relationships between Marines and their military/civilian supervisors by ensuring that the Marine is well oriented to the job, is aware of the part the Marine plays in the overall effort and is continually kept informed of the required level of achievement and eligibility for reenlistment. All Marines, regardless of rank, will have a military supervisor in the chain of command to which they may turn for assistance and guidance.

(5) Ensuring that the objectives of the Enlisted Career Planning Program are known and understood by all military/civilian supervisors and are being pursued to the maximum extent possible.

(6) Ensuring that all questions pertaining the Enlisted Career Planning Program that cannot be answered adequately by Center/Department/Division personnel are referred to the Base Career Planning Officer for resolution.

(7) Ensuring that all Marines who are eligible and recommended for reenlistment are provided the necessary time off from their jobs to attend scheduled career planning interviews and/or programs designed to further inform them of the benefits and advantages of seeking a Marine Corps career.

(8) Ensuring that frequent informal informational sessions are conducted at the work section level with potential career Marines for the purpose of explaining the obligations of the Marines to their organization, as well as the obligations of the organization to the Marines. In those cases where this is the Marine's first duty station, the importance of the Base's function in the accomplishment of the Marine Corps' mission must be stressed.

(9) Impressing upon military/civilian supervisory personnel the importance of demonstrating professionalism in their performance of duty as a keystone in creating a pro-career attitude in their subordinates.

(10) Providing continual career counseling by establishing a pattern of informal interviews of potential career Marines at all levels within the Division. This procedure will insure that Marines within the Division who are nearing their End of Active Service (EAS) are well aware of the benefits and advantages of reenlistment and have actively taken part in scheduled reenlistment interviews.

(11) Maintaining close and continuous contact with the Base Career Planning Office with a view toward achieving greater success in the Career Planning Program by ensuring that timely guidance and

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counseling are provided to all military personnel who have demonstrated the potential to become career Marines.

(12) Maintaining and distributing the career information and promotional aids provided by the Base Career Planning Office.

b. Commanding Officer, Marine Corps Logistics Base, Albany, and Barstow. The Commanding Officer MCLB, Albany and Barstow, is hereby assigned the primary supervisory responsibility for the proper administration and operation of the Base Career Planning Program. To insure the proper conduct of this program, the Commanding Officer will accomplish the following:

(1) Establish a Base Career Planning Office at MCLB, Albany, and one at MCLB, Barstow, as the central processing agency for all matters pertaining to the Career Planning Program. Each Office will be manned by a Base Career Planner. The Blount Island Command will be serviced by the Base Career Planner at MCLB, Albany.

(2) Assign, in writing, one officer to the additional duty of Base Career Planning Officer.

(3) Assign, in writing, two staff noncommissioned officers to the primary duty of Base Career Planner.

(4) Maintain and distribute all available career planning counseling and promotional aids required to support an effective Career Planning Program.

(5) Provide the necessary administrative support for the preparation, approval, and submission of all correspondence necessary to the reenlistment process.

(6) Provide a weekly column in the base newspaper for the purpose of keeping the Marines of this Command abreast of all information pertaining to the Career Planning Program.

(7) Formulate and conduct a Career Planning Program Brief for presentation. The subject presentation will be made available for use on the following occasions:

(a) In support of the Base Troop Information Program.

(b) Presentation to personnel assigned to the Center/Department/Division.

(8) Establish and monitor a system whereby reenlistment ceremonies can be scheduled for each re-enlistee with appropriate Division representation and Base photographic support.

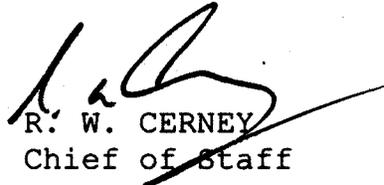
(9) Establish and monitor a system whereby all the Marines assigned to this Command, in the grade of Sergeant and above, may request Automated Fitness Report Readout from the Commandant of the Marine Corps.

(10) Prepare and Submit the necessary career planning statistical reports to the Commandant of the Marine Corps.

(11) Establish and monitor a system whereby the Career Planning Contact Record (NAVMC 10213) is completed, appropriate interviews conducted, and the form filed properly on each Marine requiring it.

(12) Ensure assistance is provided to the Base Career Planning Office regarding requests for photographic support and promotional aids.

6. Applicability. This Order is applicable to the Albany, Barstow, and Blount Island Commands.

  
R. W. CERNEY  
Chief of Staff

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