



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3280 RUSSELL ROAD
QUANTICO, VIRGINIA 22134-5103

1040
MMEA
MAY 27 2022

From: Director, Manpower Management Division
To: Distribution List

Subj: THE FISCAL YEAR 2023 ENLISTED RETENTION GUIDELINES

Ref: (a) MARADMIN 185/22
(b) MCO 1040.31
(c) MARADMIN 693/21
(d) NAVMC 1200.1G
(e) MARADMIN 457/16
(f) MARADMIN 696/18

Encl: (1) FY23 FTAP Submission Guidelines
(2) FY23 FTAP Timeline
(3) FY23 STAP Submission Guidelines
(4) FY23 STAP Timeline
(5) FY23 SEAP Submission Guidelines
(6) FY23 SEAP Timeline
(7) Key Terms for FY23 Enlisted Retention Guidelines

1. Purpose. To establish procedures for the Fiscal Year 2023 (FY23) First Term Alignment Plan (FTAP), Subsequent Term Alignment Plan (STAP), and the Senior Enlisted Alignment Plan (SEAP).

a. Background. Retaining our best Marines is vital to building and sustaining a balanced enlisted career force. The Marine Corps' emphasis on retention as a function of command drives successful FTAP and STAP retention. A thorough command retention plan and the desire of proven performers to remain an Active Duty Marine are critical to meeting objectives outlined in Talent Management 2030 (TM 2030) while fulfilling operational requirements and concurrently meeting key end-strength goals.

2. Mission. On 7 July 2022, the Marine Corps executes the FY23 Enlisted Retention Campaign in order to retain the highest qualified enlisted Marines to meet the operational requirements of the Marine Corps.

3. Execution

a. Commander's Intent. The enlisted retention guidelines aim to establish procedures and timelines for the successful execution of the FY23 Enlisted Retention Campaign. Additionally, these guidelines provide information to command teams regarding the screening and retention of Marines in the FY23 reenlistment cohort. The FY23 Enlisted Retention Campaign will be accomplished through several talent management initiatives, the Enlisted Career Retention Board

Subj: THE FISCAL YEAR 2023 ENLISTED RETENTION GUIDELINES

(ECRB), and several retention programs and incentives that provide Commanders with tools to facilitate the execution of the retention process at every level. The end state is to fill all FY23 boatspaces with the most highly qualified Marines.

b. Concept of Operations. Reference (a) and enclosures provide detailed retention submission guidelines. Reference (b) provides detailed instructions for the execution of approved reenlistment authorities. Retention is a fluid endeavor; any changes and updates will be announced via separate correspondence.

c. Tasks

(1) Major Subordinate Command (MSC) Staff Noncommissioned Officer in Charge (SNCOIC) Career Planners

(a) Develop the FY23 retention cohort by identifying 100 percent of the eligible population within your MSC.

(b) Develop and distribute a retention campaign plan to engage and educate the FY23 retention cohort and command teams.

(c) Focus on those highly qualified Marines awarded conditional approvals for the Commandant's Retention Program (CRP) and supervise the proper execution of program requirements.

(d) Guide subordinate commands in the execution of the FY23 Command Retention Mission (CRM).

(e) Be prepared to sub-delegate boatspace targets for slow-filling Primary Military Occupational Specialties (PMOS) to unit career planners in Phase III.

(2) Group/Regimental SNCOIC Career Planners

(a) Supervise subordinate units in the development of their unit retention strategy.

(b) Supervise the execution of 100 percent contact with all Marines awarded a conditional approval and the facilitation of direct communication between these Marines and PMOS Monitors in accordance with (IAW) the CRP.

(c) Identify all FY23 STAP Marines assigned Permanent Change of Station (PCS) orders with an estimated date of departure on or before 31 January 2023 and promulgate to subordinate units, as required.

(d) Provide command support to assist in the submission of timely, accurate, and complete reenlistment requests in accordance with reference (b).

Subj: THE FISCAL YEAR 2023 ENLISTED RETENTION GUIDELINES

(3) Unit Career Planners

(a) Identify, screen, and interview 100 percent of the FY23 eligible population within your respective units.

(b) Assist the Commanding Officer in developing and distributing a unit retention plan within the command.

(c) Contact all Marines offered a conditional approval IAW the CRP and facilitate communication between the Marine and PMOS Monitors. CRP processing guidance will be released no later than (NLT) May 2022.

(d) Ensure FY23 STAP Marines in receipt of PCS orders with an estimated date of departure (EDD) on or before 1 January 2023 are submitted in Phase I.

(e) Educate Marines on the benefits of lateral moves to critical PMOSs and assist them in the lateral move process, when applicable.

(f) Solicit qualified FY23 FTAP Marines to consider a Special Duty Assignment (SDA) as their reenlistment incentive.

(g) Educate Marines on the benefits and eligibility requirements for Transfer Education Benefits (TEB) in accordance with reference (c).

(h) Maintain constant situational awareness of the boatspace reports and provide this information to your command leadership and enlisted population, as applicable.

(i) Ensure the Commanding Officer and senior enlisted leaders are notified of all retention information distributed from CMC (MMEA).

(j) Immediately notify the Commanding Officer and senior enlisted leaders of any disapproved retention request from CMC (MMEA).

(k) Ensure the timely processing of FY23 retention requests in the Total Force Retention System (TFRS). Failure to do so may adversely affect the outcome of retention requests.

(l) Identify qualified FY24 Marines that may be eligible for the Early Reenlistment Authority (ERA) program.

d. Coordinating Instructions

(1) CMC (MMEA) is the retention decision authority.

(2) Retention missions for each MSC will be announced via MARADMIN NLT June 2022.

Subj: THE FISCAL YEAR 2023 ENLISTED RETENTION GUIDELINES

4. Administration and Logistics

a. Commanders are authorized to extend FY23 Marines with an Expiration of Active Service (EAS) between 1 October 2022 and 31 July 2023 to or through 30 August 2023. Marines assigned a Draw Case Code (DCC) of AF, AH, AJ, AU, AY, or AX are not authorized to be extended with this authority. This extension authority does not apply to Marines currently serving on a For Further Observation (FFO) contract, pending legal adjudication, and/or in a medical status (not in full duty/worldwide deployable, with the exception of pregnancy, post-partum, or gender transitioning). Extensions executed IAW this authority will require submission of a local command authority (LCA) RELM via TFRS. Commands are not authorized to extend Marines under 18 years of service beyond 18 years of service.

b. CMC (MMEA) retains approval authority for all cross FY extensions for FY23 Marines.

c. Due to Selective Retention Bonus (SRB) recoupment policy, Marines who desire to submit for an officer commissioning program who do not meet the EAS cutoff of the respective program may request an extension through September 2023 in order to meet the requirement. Marines not selected for an officer commissioning program may be authorized an additional extension to compete for a boatspace.

d. Commands will have fourteen (14) calendar days to execute an approved reenlistment authority and ten (10) calendar days for all PMOSs that are identified as a Fast Filling MOS (FFM). Career Planner SNCOICs and Unit Career Planners will ensure timely execution and acknowledgment of approved retention requests in TFRS. The NLT date may be shortened depending on mission requirements.

e. Extension or modification of a NLT date will require valid justification. Requests for extension of NLT dates will be sent via email to either the MMEA-1 Operations Chief or MMEA-1 Assistant Operations Chief. Only MSC SNCOIC Career Planners or Assistant MSC SNCOIC Career Planners will send the request for modification of any NLT date extensions. As a reminder, reenlistment ceremonies are not required to occur on the same day Marines execute reenlistment.

f. Any Marine who does not intend to continue active service should be referred to the Direct Affiliation Program via a Prior Service Recruiter or Active Reserve Career Planner in order to explore further service options in the reserve component. Career Planners are encouraged to make liaison with these billets, as available, in order to support the total force manpower mission.

BORGSCHULTE.MICH
AELJOSEPH.1077997
560

Digitally signed by
BORGSCHULTE.MICHAELJOSEP
H.1077997560
Date: 2022.05.27 22:00:34 -04'00'

M. J. BORGSCHULTE