



UNITED STATES MARINE CORPS

2D MARINE LOGISTICS GROUP, FMF  
II MARINE EXPEDITIONARY FORCE  
PSC BOX 20002  
CAMP LEJEUNE, NC 28542-0002

Canc: Sep 2021

2dMLGBul 1040  
CarPlan

**JUL 17 2020**

2D MARINE LOGISTICS GROUP BULLETIN 1040

From: Commanding General, 2d Marine Logistics Group  
To: Distribution List

Subj: FISCAL YEAR (FY) 2021 ENLISTED RETENTION CAMPAIGN PLAN

Ref: (a) MCO 1040.31  
(b) MARADMIN 330/20  
(c) Fiscal Year 2021 Enlisted Retention Goals  
(d) Fiscal Year 2021 First Term Alignment Program (FTAP) Enlisted Retention Guidelines  
(e) Fiscal Year 2021 FTAP Submission Guidelines  
(f) Fiscal Year 2021 Subsequent Term Alignment Program (STAP) Enlisted Retention Guidelines  
(g) Fiscal Year 2021 STAP Submission Guidelines  
(h) Fiscal Year 2021 Selective Retention Bonus Program  
(i) MARADMIN 306/20  
(j) MARADMIN 309/20

Encl: (1) FY 2021 2d MLG FTAP/STAP Retention Goal  
(2) 2d MLG CG Endorsement Process  
(3) Approved Reenlistment Decline Survey  
(4) Delegated Retention Authority Quotas

1. Situation. Per the references, this Bulletin establishes required education, incentives, and retention goals for FY 2021.

2. Mission. To reinforce the importance of enlisted retention throughout 2d Marine Logistics Group (2d MLG) and provide a pathway to retention for all qualified enlisted Marines.

3. Execution

a. Commanding General's Intent and Concept of Operations

(1) Commanding General's Intent. Leaders at all levels will be involved in their Marines' careers and I expect leaders to talk to their Marines about reenlistment options. Every 2d MLG Marine with an end of current contract (ECC) date during FY 2021 should have the opportunity to submit for retention. Unit Career Planners will support both the commands and the Marines to ensure all reenlistment options are understood and reenlistment packages are prepared in accordance with the Marine's desires.

(2) Concept of Operations. Retaining our best Marines is vital to building and sustaining our enlisted career force. Unit goals are based off of each unit's eligible population, in accordance with reference (c). Unit goals are listed in enclosure (1). In efforts to meet required deadlines and

in blocks 35a through 35g of the NAVMC 11537 shall not take longer than two working days to complete per recommendation. In situations that require greater than two working days to obtain a single command recommendation the cause of the delay will be included in the comments. For example, "SNCOIC recommendation exceeded two working days due to missing information required to make a proper determination".

(a) Professional Military Education. While the primary mission of the Career Planner is to advise Commanders and Marines on all aspects of retention, it is important that they assist Marines with increasing their competitiveness for retention.

1. FTAP Brief. It is recommended to conduct this brief between 1 March and 30 June, but must be conducted no later than 31 July. Many briefs were conducted prior to the release of this bulletin and that is acceptable. There is no need to conduct an additional brief if one has already been completed.

2. Service Limit and High Year Tenure - It is recommended to conduct this brief between 1 October 2020 and 31 December 2020 with a target audience of all enlisted Marines.

3. Promotions. It is recommended to conduct this brief between 1 January 2021 and 31 March 2021 with a target audience of all enlisted Marines. It is also recommended to provide this brief in two separate categories: SNCO promotions and Sergeant and below promotions. Career Planners are encouraged to coordinate a guest to provide the SNCO promotion PME that has prior promotion board experience.

4. Quality Comparison (Tier) Worksheet. It is recommended to conduct this brief between March 1 2021 and 30 September 2021. This brief will serve as preparation for FY 2022 retention and should include information on leadership concerning subjective evaluations of their Marines submitting for reenlistment.

(b) Incentives. Incentive listed in the bulletin are applicable to all Marines and Sailors within 2d MLG. Personnel who are assigned to 2d MLG in a temporary status may only utilize these incentives while attached to 2d MLG. These authorizations do not transfer to any other command.

1. Reenlisting Marine and Sailor Incentive. All 2d MLG Marines and Sailors that reenlist during FY 2021 will be granted a special liberty period of 96 hours. The 96 hour liberty period is to be used within three months of the reenlistment unless the unit Commander determines that extenuating circumstances prevent such execution.

2. Unit Incentive. Upon achieving both the FTAP and STAP retention goals, a special liberty period of 72 hours will be granted to all Marines and Sailors within that unit. The entire unit should be granted the 72 in unison with emphasis being placed on why the 72 hour liberty period was granted. Doing so increases awareness of how important retention in 2d MLG is.

3. Career Planner Incentive. Career Planning Certificate of Appreciation contained within reference a will be prepared for unit Career Planners upon achieving the reenlistment goal for both FTAP and STAP within their units. This certificate will ONLY be awarded if the incumbent unit

Career Planner has accounted for 51 percent or greater of the total reenlistments for the unit.

(c) Early Reenlistments. Qualified tier I, first term, fiscal year 2022 Marines desiring to compete for an early reenlistment authority must receive an approval endorsement from the Commanding General per reference (i). Once all early reenlistment authority allocations have been exhausted, no additional requests will be forwarded for approval. Marines who did not receive an endorsement for early reenlistment can still submit for reenlistment in fiscal year 2022.

(d) Delegation of Retention. Per reference (d) and (j), computed tier I and II, first term, fiscal year 2021 Marines in select occupational specialties are eligible to request delegated retention approval. There are a limited number of delegated reenlistment approval quotas available. Marines who do not receive a delegated retention approval from the Commanding General, will have their request routed to Manpower Management Enlisted Assignments for normal routing procedures. The deadline for Marines to request a delegated retention approval is 31 July 2020. Unit career planners will be notified of further delegated request availability and timelines base on availability.

(e) Retention Goals. While the primary mission of the Career Planner is to advise Commanders and Marines on all aspects of retention, it is important that they assist Marines with increasing their competitiveness for retention.

1. Commanders have expressed the desire for established retention targets to aid with active enlisted retention efforts. In order to facilitate commanders' active approach to retention, submission targets have been established. These targets provide commanders with the ability to gauge their retention efforts. The Marine Corps executes an enlisted retention process based on centralized decision making authority for retention. Therefore, the best metric for measuring progress during the first phase of the retention year is the submission rate.

2. First Term Alignment Plan (FTAP) goals are based on retaining 24 percent of the FY 2021 reenlistment eligible first term Marines who have an ECC in FY 2021. In order to obtain the 24 percent retention rate, units will submit 28 percent of the FY 2021 FTAP population in accordance with reference (c). FTAP early reenlistment authority approvals will count against FY 2022 boatspace authorizations in accordance with reference (i).

3. Subsequent Term Alignment Plan (STAP) goals are based on retaining 55 percent of the FY 2021 reenlistment eligible career Marines who have an ECC in FY 2021. In order to obtain the 55 percent retention rate, units will submit 61 percent of the FY 2021 STAP population in accordance with reference (c).

4. During October 2020, an overall assessment of the FY 21 Enlisted Retention Campaign will be conducted. Submission goals may be modified based on the overall effectiveness of the retention effort.

Subj: FISCAL YEAR (FY) 2021 ENLISTED RETENTION CAMPAIGN PLAN

b. Subordinate Command Tasks

(1) Ensure the primary focus for the Career Planner is enlisted retention interviews for FY 2021 FTAP and STAP to include the subsequent routing of reenlistment and lateral move requests.

(2) Provide suitable workspace for your Career Planner to conduct the interview process, as described in reference (a).

(3) Unit Career Planners will maintain and manage a progress roster that shows the status of 100 percent completion of FY 2021 FTAP and STAP interviews and retention actions.

(4) Provide access to a network computer, color printer, scanner, and access to Marine Corps Total Force System (MCTFS), Official Military Professional File (OMPF), Basic Orders System (BOS), and Automated Message Handling System (AMHS) in order for Career Planners to function effectively.

(5) Marines electing to decline an approved reenlistment authority are required to complete enclosure (3) of this bulletin, and it will be reviewed by the 2d MLG Career Planner SNCOIC.

4. Administration and Logistics

a. Enclosure (1) provides FTAP and STAP goals by unit.

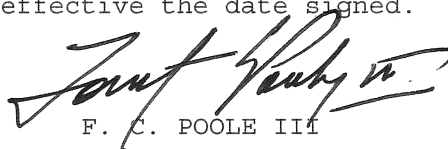
b. Retention requests (NAVMC 11537) requiring a Commanding General's endorsement will use enclosure (2) as a standard example.

c. Requests for special liberty for reenlisting Marines or Sailors will require submission via Marine-On-Line to ensure proper accountability.

5. Command and Signal

a. Command. This Bulletin is applicable to 2d MLG Total Force.

b. Signal. This Bulletin is effective the date signed.

  
F. C. POOLE III

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

## 2d MLG Enlisted Submission Retention Goals

### FIRST TERM ALIGNMENT PLAN

Unit	MCC	Starting Pop	Submission Goal	Reenlistment Goal
2d MLG HQ	15A	29	8	7
8th ESB	15L	233	65	56
2d MAINT BN	15H	232	65	56
CLC-21	1DY	24	7	6
CLC-23	1E0	12	3	3
2d SUP BN	15J	121	34	29
2d MED BN	15K	34	10	8
2d DEN BN	15M	0	0	0
CLR-2 HQ	15C	16	4	4
CLB-2	15D	67	19	16
CLB-6	15E	83	23	20
CLB-8	15F	57	16	14
2d TSB	15T	232	65	56
2d LSB	15N	0	0	0
CLR-25 HQ	15G	4	1	1
CLR-27 HQ	15B	123	34	30
CLB-22	152	76	21	18
CLB-24	1UV	38	11	9
CLB-26	1UW	55	15	13
<b><u>MLG TOTAL</u></b>		<b><u>1436</u></b>	<b><u>402</u></b>	<b><u>345</u></b>

### SUBSEQUENT TERM ALIGNMENT PLAN

Unit	MCC	Starting Pop	Submission Goal	Reenlistment Goal
2d MLG HQ	15A	17	11	10
8th ESB	15L	57	37	34
2d MAINT BN	15H	41	27	24
CLC-21	1DY	4	3	2
CLC-23	1E0	6	4	4
2d SUP BN	15J	31	20	18
2d MED BN	15K	7	5	4
2d DEN BN	15M	0	0	0
CLR-2 HQ	15C	0	0	0
CLB-2	15D	7	5	4
CLB-6	15E	11	7	6
CLB-8	15F	12	8	7
2d TSB	15T	30	20	18
2d LSB	15N	0	0	0
CLR-25 HQ	15G	6	4	4
CLR-27 HQ	15B	27	18	16
CLB-22	152	22	14	13
CLB-24	1UV	13	8	8
CLB-26	1UW	16	10	9
<b><u>MLG TOTAL</u></b>		<b><u>307</u></b>	<b><u>200</u></b>	<b><u>181</u></b>

## 2D MARINE LOGISTICS GROUP CG ENDORSEMENT PROCESS

Requests that require the Commanding General's endorsement will be submitted via TFRS utilizing MCO 1040.31, TFRS current RELM process guidance and the attached example.

### Routing Procedures:

- NAVMC 11537 (Rev. 02-19) (RELM request) from the initiating unit does not require an endorsement letter. Page 6 of the RELM request serves as the Commanding Officer's endorsement (use the notes for the CO in the attached RELM request)
  - **Battalions:** Do NOT type any Naval Correspondence. Your CO's recommendation is on the RELM request form itself. The Regimental Commander will be the FIRST ENDORSEMENT letter to the RELM form or they can also utilize pages 5-6 of the RELM request for endorsement.
  - **Regiments and Separate Battalions:** Do NOT type any Naval Correspondence. Your CO's recommendation is on the RELM request form itself. A request coming directly from the Regiment or Separate Battalion will have the Commanding General as the FIRST ENDORSEMENT.
- Once the request is complete and ready to be routed to the Commanding General; move the request in TFRS to "Ready for Waiver" box. (Do not bring a hard copy to the MLG Career Planners office unless requested.)
- Put the following statement in the TFRS RELM Career Planners comment box "Requires CG endorsement due to..."
- Once the request is in "Ready for Waiver" it will be processed by the MLG SNCOIC or Assistant SNCOIC.

### **NOTES:**

- Sergeants and above may be asked to attach MBS.
- See supporting documents section of these guidelines and ensure that you're paying attention to them!

**REENLISTMENT EXTENSION LATERAL MOVE (RELM) REQUEST****PRIVACY ACT STATEMENT**

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form.  
Please read it before completing the form.

**Authority:** 10 U.S.C. 5013; 10 U.S.C. 5041; 10 U.S.C. 1074f; 32 CFR 64.4; DoDI 1215.13; DoDI 3001.02; CJCSM 3150.13B; DoDI 6490.03; MCMEDS: SECNAVINST 1770.3D; MCO 7220.50B; E.O. 9397 (SSN), as amended; and SORN M01040-3.

**Purpose:** To determine reenlistment, extension, lateral move eligibility and to obtain command recommendations.

**Routine Uses:** Information will be accessed by career planners, commanding officers, DON officials and personnel with a need to know in the performance of their official duties to meet the purpose. A complete list and explanation of the applicable routine uses is published in the authorizing SORN available at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570625/m01040-3/>.

**Disclosure:** Voluntary. However, failure to provide the requested information may negate the application.

## Reenlistment Extension Lateral Move (RELM) Request

<b>1. Rank</b>		<b>2. Name</b> <i>(Last, First, MI)</i>						<b>3. EDIPI</b>		<b>4. MOS</b>	
<b>5. DOR</b>	<b>6. AFADBD</b>	<b>7. PEBD</b>	<b>8. ECC</b>	<b>9. EAS</b>	<b>10. DCTB</b>	<b>11. RTD</b>	<b>12. FY</b>				
<b>13. Type of Request</b>					<b>14. Length Requested</b>		<b>15. Category</b>			<b>16. SOE Code</b>	
<b>17. Organization</b> <i>(Unit / Section)</i>									<b>18. Work Phone</b>		
<b>19. Conduct / Proficiency Marks</b>						<b>20. Fitness Report Validation</b>					
AVG CON in Enlistment _____ AVG PRO in Enlistment _____ <i>(For ALL Cpls and below, to include Sgt's with less than 2 yrs TIG.)</i>						FitRep Date Gap(s) <input type="checkbox"/> Yes <input type="checkbox"/> No Date Verified : _____					
<b>21. Test Scores</b>				<b>22. Duty Station Options</b>				<b>23. LATMOVE Choices</b>			
<i>(FTAP / LatMove Only)</i>				<i>(FTAP Only)</i>				<i>(List only those MOS's SNM is qualified for.)</i>			
GT		MM		EL		CL		1st	2nd	3rd	
<b>24. High School Graduate</b> <i>(FTAP Only)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No							<b>25. Previous Requests</b> <i>(Within last 12 months.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>26. Draw Case Codes</b>		1) _____ / _____ 2) _____ / _____ 3) _____ / _____									
<b>27. UCMJ History</b> <i>(This section will include all Military and Civilian convictions on current contract or within the last 5 years)</i>											
Conviction Type : _____				Articles(s) : _____				Date : _____			
Conviction Type : _____				Articles(s) : _____				Date : _____			
Conviction Type : _____				Articles(s) : _____				Date : _____			
<b>28. Bonus Eligibility</b>						<b>Previous Bonus Payments</b>					
Is SNM currently eligible for SRBP? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, SRB/BSSRB Eligibility Checklist must be completed.)</i>						Zone : _____ Amount Paid : _____					
Does SNM plan to Maximize SRBP by reenlisting for additional obligated service? <input type="checkbox"/> Yes <input type="checkbox"/> No						Zone : _____ Amount Paid : _____					
Zone : _____ Bonus Amount : _____						Zone : _____ Amount Paid : _____					
<b>29. Does SNM Require a Tattoo Waiver?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No						<i>(If yes, attach Color Photo and descriptions.)</i>					
<b>30. Does SNM Have Broken / Prior Service?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No						<i>(If yes, attach Statement of Service (NAVMC 11501).)</i>					
<b>31. Active Duty Spouse Information</b>											
<b>31a. Name</b>		<b>31b. Rank</b>		<b>31c. MOS</b>		<b>31d. Branch</b>		<b>31e. EAS</b>		<b>31f. MCC</b>	
<b>32. Remarks</b>											
<b>33. Member Certification. I certify that to the best of my knowledge all information provided above is accurate.</b>											
Marine's Signature : _____						Date : _____					
Career Planner's Signature : _____						Date : _____					



<b>Rank</b>	<b>Name</b>	<b>EDIPI</b>

**34. Command Screening****34a. Medical Certification**

SNM has been **SCREENED / EXAMINED** and found **QUALIFIED / UNQUALIFIED** for retention.

SNM's Duty Status is : ☐ Full Duty ☐ Light Duty  
☐ Limited Duty ☐ No Duty

*(Medical MUST be recertified if SNM fails to submit request within 90 days.)*

If unqualified give reason :

\_\_\_\_\_  
Rank Name  
\_\_\_\_\_  
Medical Officer / IDC Signature Date

**34b. Dental Certification**

SNM has been **SCREENED / EXAMINED** and found **QUALIFIED / UNQUALIFIED** for retention.

SNM's Dental Class : \_\_\_\_\_

If unqualified give reason :

\_\_\_\_\_  
Rank Name  
\_\_\_\_\_  
Dental Officer / IDC Signature Date

**34c. Security Screening (S-2)**

Does SNM have a security clearance? ☐ Yes ☐ No

*(If yes, provide letter from the security Manager/SSO stating what level and the date it was adjudicated.)*

Comments :

\_\_\_\_\_  
Rank Name  
\_\_\_\_\_  
Security (S-2) Signature Date

**34d. Training Certification (S-3)**

PFT Date : \_\_\_\_\_ Score : \_\_\_\_\_ Class : \_\_\_\_\_

CFT Date : \_\_\_\_\_ Score : \_\_\_\_\_ Class : \_\_\_\_\_

Ht : \_\_\_\_\_ Wt : \_\_\_\_\_ Max : \_\_\_\_\_ BF% : \_\_\_\_\_

*(Ht/Wt MUST be verified within 90 days of submitting RELM.)*

BCP Program : ☐ Yes ☐ No

Comments :

\_\_\_\_\_  
Rank Name  
\_\_\_\_\_  
Training (S-3) Signature Date

**34e. Legal Certification**

Legal action may include actions taken by civilian authorities.

1. Is SNM pending any legal action at this time? ☐ Yes ☐ No

2. Has SNM had any Domestic Violence incidents? ☐ Yes ☐ No

*(If yes, documents must be provided. Annotate the level of Domestic Violence.)*

Comments :

\_\_\_\_\_  
Rank Name  
\_\_\_\_\_  
Legal (S-1) Signature Date

**34f. SACO Certification**

Has SNM been assigned to any treatment program during the current contract? ☐ Yes ☐ No

*(If yes, certificate of completion must be provided.)*

Does SNM have any incident involving confirmed illegal use, possession, sale, or distribution of a controlled substance (to include any positive urinalysis)?

☐ Yes ☐ No

Comments :

\_\_\_\_\_  
Rank Name  
\_\_\_\_\_  
SACO Signature Date

(Please check the appropriate boxes and make brief comments justifying your recommendations.)

Rank	Name	EDIPI

**35. Command Recommendations****35a. NCOIC / SNCOIC**☐

Recommended

☐

Not Recommended

Comments :

_____	_____	_____	_____
Rank	Name	Signature	Date

**35b. OIC**☐

Recommended

☐

Not Recommended

Comments :

_____	_____	_____	_____
Rank	Name	Signature	Date

**35c. FIRST SERGEANT**☐

Recommended

☐

Not Recommended

Comments :

_____	_____	_____	_____
Rank	Name	Signature	Date

**35d. COMPANY COMMANDER**☐

Recommended

☐

Not Recommended

Comments :

_____	_____	_____	_____
Rank	Name	Signature	Date

**\*RETURN TO CAREER PLANNING OFFICE\***

Rank	Name	EDIPI

**35e. SERGEANT MAJOR**

Is SNM recommended for this request:

☐

Yes

☐

No

Comments :

\_\_\_\_\_  
Rank\_\_\_\_\_  
Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date**35f. EXECUTIVE OFFICER**

Is SNM recommended for this request:

☐

Yes

☐

No

Comments :

\_\_\_\_\_  
Rank\_\_\_\_\_  
Name\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

Rank	Name	EDIPI

**35g. Commanding Officer / Commander Recommendation**

*Must have Special Courts-Martial convening authority or be properly designated as "Acting", via an Assumption of Command or Appointment Letter.*

Does SNM meet all prerequisites for this request : ☐ Yes ☐ No

Is SNM recommended for request: ☐ Yes ☐ No











**Tier I** - Does superior work in all duties. Even extremely difficult or unusual assignments can be given with full confidence that they will be handled in a thoroughly competent manner. Demonstrates positive effect on others by example and persuasion. A Tier I Marine may not have any NJP, court martial, or civilian conviction on his current contract.

**Tier II** - Does excellent work in all regular duties, but needs assistance in dealing with extremely difficult or unusual assignments. Demonstrates reliability, good influence, sobriety, obedience, and industry. A Tier II Marine may have only one form of jeopardy on contract in the form of NJP or misdemeanor civilian conviction, but may have no courts martial.

**Tier III** - Can be depended upon to discharge regular duties thoroughly and competently but usually needs assistance in dealing with problems not of a routine nature. A Tier III Marine may have no more than two incidents of jeopardy in the form of NJP or misdemeanor civilian conviction, but have no courts martial conviction.

**Tier IV** - May or may not meet minimum standards. Any Marine with a courts martial conviction will be categorized as Tier IV.

**\*\*Note** - The Career Planner should ensure that the TFRS Tier evaluation accompanies this RELM request for all FTAP reenlistment requests.

Commander's Tier Evaluation:	<input type="checkbox"/> I	10%	
	<input type="checkbox"/> II	30%	  
	<input type="checkbox"/> III	50%	    
	<input type="checkbox"/> IV	10%	

Comments to HQMC (MMEA):

Rank

Name

Signature

Date



UNITED STATES MARINE CORPS

REGIMENT NAME  
2D MARINE LOGISTICS GROUP  
PSC BOX 12345  
INSTALLATION STATE 12345-1234

IN REPLY REFER TO:

1040

CP

Date Stamp

Replace all red text with appropriate information.

FIRST ENDORSEMENT on Sgt Marine's RELM form of 7 Sep 13

From: Commanding Officer, XX Regiment

To: Commandant of the Marine Corps (MMEA-1)

Via: Commanding General, 2d Marine Logistics Group

Use Block 33 of the RELM form for the date!!!

Subj: REQUEST FOR WAIVER OF REENLISTMENT PRE-REQUISITES IN THE  
CASE OF SERGEANT MOTO S. MARINE 1234567890/0311 USMC

1. Forwarded, recommending approval or disapproval.
2. The point of contact for this matter at this command is  
Master Sergeant Davis, Steven M. at DSN: 751-3387, Commercial:  
910-451-3387, or email: Steven.M.Davis2@usmc.mil.

I. M. COMMANDER

Copy to:

CO, (UNIT AS APPROPRIATE)

Page Number will be 7 due to the RELM request already containing pages 1-5

[illegible]

**35i.**

Is SNM recommended for this request:      ☐ Yes      ☐ No

Comments :


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Rank                                  Name                                  Signature                                  Date

Rank	Name	EDIPI

35j. Commanding General Recommendation

Must have General Courts-Martial convening authority or be properly designated as "Acting", via an Assumption of Command or Appointment Letter.

Is SNM recommended for this request: ☐ Yes ☐ No

Comments to HQMC (MMEA) :

Rank

Name

Signature

Date

**Replace all red text with appropriate information.**

IN REPLY REFER TO:

1040

CarPlan

Date Stamp



From: Sergeant Moto S. Marine 1234567890/0311 USMC  
To: Commandant of the Marine Corps (MMEA-1)

Subj: REQUEST FOR WAIVER OF REENLISTMENT PREREQUISITES  
REQUEST FOR WAIVER OF SERVICE LIMITS  
REQUEST FOR QUALITY MARINE IDENTIFICATION PROGRAM  
REQUEST FOR RECONSIDERATION OF PREVIOUS HQMC DECISION

Choose  
Appropriate  
Subj: line



Ref: (a) MCO 1040.31  
(b) MCBUL 5314 (for service limits)  
(b) TFRS Message Number (For QMI)  
(b) TFRS Ref No. (For reconsideration)

1. In accordance with the reference I require a Commanding General endorsement for xxxxx due to xxxxx. (Input your situation, who, what, when, where, why, etc)
2. What have you done since the incident that makes you deserving of the waiver/endorsement?
3. You goals/aspirations - What can you contribute to the Corps still?

M. S. MARINE

**Information contained that is both highlighted in yellow and red font is meant to be deleted.**

**Marine letter WILL be Enclosure (1) and REQUIRED.**



Enclosure (1)

**ENCLOSURE (2)**



**Replace all red text with appropriate**

IN REPLY REFER TO:

1040

CP

Date Stamp

From: First Sergeant Dedicated M. Leader 1234567890/8999 USMC  
To: Commandant of the Marine Corps (MMEA-1)

Subj: LETTER OF RECOMMENDATION IN CASE OF SERGEANT MOTO S. MARINE  
1234567890/0311 USMC

1. Why is the Marine the best thing since sliced bread? What benefit is there to the Marine Corps to keep this Marine?
2. What was the incident and what has the Marine done since? Isolated incident or recurring incident that has been rectified, etc.
3. The point of contact for this letter is First Sergeant Leader, Dedicated M. at DSN: 123-4567 or email: Dedicated.Leader@usmc.mil.

D. M. LEADER

RECOMMENDATION LETTERS ARE HIGHLY ENCOURAGED;  
HOWEVER, THEY MAY BE OMITTED IF THE MARINE IS UNABLE TO  
GET ANY.

**More than one letter (or page) will require the page number centered at the bottom of subsequent pages. All will have the same "Enclosure (2)" on the right side**

**\*\*Page Numbers may be hand-written NEATLY\*\***

Enclosure (2)

## SRB PAGES

11

12

13

UPB

COURTS MARTIAL RECORD

More than one letter (or page) will require the page number centered at the bottom of subsequent pages. All will have the same "Enclosure (2)" on the right side. DO NOT NUMBER THE FIRST PAGE.

**\*\*Page Numbers may be hand-written NEATLY\*\***

## MCTFS PAGES

BIR  
BTR  
TROS  
GRAD  
TOUR  
TEDU  
AWDS  
D113  
D119  
D600

More than one letter (or page) will require the page number centered at the bottom of subsequent pages. All will have the same "Enclosure (2)" on the right side. DO NOT NUMBER THE FIRST PAGE.  
\*\*Page Numbers may be hand-written NEATLY\*\*

# SUPPORTING DOCS

- DUI
  - Court Docs or base citation
  - Proof of fines paid
  - SACO completion documentation (to include 12 month aftercare)
- Domestic Violence
  - Court Docs (If applicable)
  - Proof of fines paid
  - Documentation of any counseling required (FAP)
  - Letter from SJA addressing the Lautenberg Amendment.
- Reconsideration
  - Previous TFRS response.
  - New information which has occurred since that response.
- Service Limit Waiver
  - SDA Checklist (If applicable)
  - Promotion message for current (If they're out) or previous year (If not).
  - Web Orders
- Security Manager Letters
- LatMove Supporting Documents
- FTAP Quality Worksheet
- MMSB Printout
- PFT/CFT Rosters (If Applicable)
- Statement of Service (If broken service)
- TEB application (if request is to gain svc for TEB)

More than one letter (or page) will require the page number centered at the bottom of subsequent pages. All will have the same "Enclosure (2)" on the right side. DO NOT NUMBER THE FIRST PAGE.  
\*\*Page Numbers may be hand-written NEATLY\*\*

Approved Reenlistment Decline Survey	
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<b>1. SERVICE MEMBER AND AUTHORITY INFORMATION (Print or Type)</b>
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a. Name (Last, First, Middle Initial)	b. EDIPI:	c. TFRS Reference No:	d. Authority Expiration Date:
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## 2. BASIC REASONS FOR DECLINING REENLISTMENT AUTHORITY

For a full list of the authors' affiliations, please see the end of this article.

- Read and initial each item below as applicable:
1. \_\_\_\_\_ A feeling of stagnant career and/or promotion opportunities.
  2. \_\_\_\_\_ Command climate/leadership.
  3. \_\_\_\_\_ Continued transition has created a burden on me and/or family.
  4. \_\_\_\_\_ Better pay opportunities in civilian sector.
  5. \_\_\_\_\_ High deployment tempo.
  6. \_\_\_\_\_ Job satisfaction.
  7. \_\_\_\_\_ Lack of fulfillment of intangible benefit (e.g. pride of belonging, challenge, self-reliance, self-confidence).
  8. \_\_\_\_\_ Lack of opportunity for deployments.
  9. \_\_\_\_\_ Further education opportunities outside of the Marine Corps.
  10. \_\_\_\_\_ Quality of life (e.g. barracks conditions, housing, etc.).
  11. \_\_\_\_\_ Treatment of junior Marines.
  12. \_\_\_\_\_ Available incentives for reenlistment do not match with my/or my family's needs (e.g. duty station vs. bonus).
  13. \_\_\_\_\_ RELM request response took too long from my initial submission and I decided to commit to alternative plans.
  14. \_\_\_\_\_ A feeling of inadequacy or inability to adapt to Marine Corps culture.

3. ADDITIONAL COMMENTS	
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Provide any additional reasons (not covered above) or expand your reason in the space provided below:

What changes (if any) would alter your decision to decline?

#### 4. SERVICE MEMBER

I understand declining this authority does not prohibit me from re-submitting for reenlistment into an open MOS at a later date.

a. TYPED OR PRINTED NAME (Last, First, Middle Initial)	b. Rank	c. Signature	d. Date
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## 5. CAREER PLANNER

a. TYPED OR PRINTED NAME (Last, First, Middle Initial)	b. Rank	c. Signature	d. Date
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6. SERGEANT MAJOR	
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a. TYPED OR PRINTED NAME (Last, First, Middle Initial)	b. Rank	c. Signature	d. Date
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(Rev. 07-20) Ver 2.0

\*\*\*The Sergeant Major Signature will be completed by the Regimental or O6 level Sergeant Major, with the below exception:

1. 8th ESB and 2d Maintenance BN declines will be completed at the battalion level.

**ENCLOSURE (3)**

## 2d MLG Delegated Reenlistment Authority Allocations

Highlighted MOSs denotes historic Fast Filling MOSs

MOS	Allocations
0111	1
0161	1
0411	1
0451	1
0481	1
0621	3
0631	1
0671	1
1141	1
1142	1
1161	1
1171	2
1341	2
1345	1
1371	2
1391	2
2111	1
2141	1
2146	1
2147	1
2161	1
2171	1
2311	2
2841	1
2847	1
3043	1
3051	1
3381	1
3432	1
3521	5
3531	4
Total	45