



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MMEA
MAY 9 2019

From: Director, Manpower Management Division
To: Distribution List

Subj: FISCAL YEAR 2020 ENLISTED RETENTION GUIDELINES FOR THE
FIRST TERM ALIGNMENT PLAN

Ref: (a) MCO 1040.31
(b) NAVMC 1200.1E
(c) MCO 1900.16 CH 2
(d) MARADMIN 457/16
(e) MARADMIN 273/11
(f) MARADMIN 117/18
(g) MARADMIN 277/19 FY20 Enlisted Retention Campaign
(h) Fiscal Year 2020 Selective Retention Bonus Program
(i) Fiscal Year 2020 Squad Leader Development Program
(j) MCO 1020.34H

Encl: (1) FY 2020 FTAP Submission Guidelines
(2) FY 2020 FTAP Timeline
(3) Request for extension of no later than (NLT) date

1. Purpose. To establish procedures for the Fiscal Year (FY) 2020 First Term Alignment Plan (FTAP):

a. Background. Retaining our best Marines is vital to building and sustaining the Marine Corps' enlisted career force. The Marine Corps' emphasis on retention as a function of the command and the demonstrated willingness of proven performers to remain a Marine is critical in shaping the enlisted career force to meet operational requirements while concurrently meeting key end-strength goals.

b. Enclosure (1) provides detailed submission guidelines for all FY 2020 FTAP Marines.

2. Mission. On 5 July 2019, the Marine Corps executes the FY 2020 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 purpose of our enlisted retention effort is to meet the requirements of our enlisted career force by retaining Marines with proven performance and demonstrated potential. We will accomplish this by focusing on the retention process at every

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level of command and by promulgating goals to the force in appropriate Military Occupational Specialty (MOS) cohorts. This will properly shape the force by providing all eligible Marines with comprehensive information regarding opportunities for further service. The success of our retention effort is predicated on leaders at every level of command taking an active approach. We will execute with centralized, quality-based retention determinations and avoid the "first-come, first-served" process. The end state is to meet all retention requirements with the most qualified Marines and to provide all FTAP Marines eligible to reenlist in FY 2020 with personal interaction through their chain of command regarding professional, personal, and career opportunities.

b. Concept of Operations. Detailed retention submission timelines and guidelines are provided in the enclosures. Reference (a) provides detailed instructions for execution of approved reenlistment authorities. All changes will be announced via separate correspondence. FY 2020 FTAP retention efforts are conducted in two phases:

(1) Phase I: Phase I begins 5 July 2019. The purpose of Phase I is to initiate the submission and processing of retention requests. General submission goals, as compared to anticipated requirements, will be determined and promulgated to major commands for key MOSs that are historically slow-filling no later than July. Commands should utilize the submission goals to assist in formulating initial retention missions at the Major Subordinate Command (MSC) or unit level. Duty Station Incentives are in effect for Tiers I-III during this phase. As submissions are received, Fast-Filling MOS (FFM) boards may be conducted for critical and High Deploying (HD) MOSs. MSCs are encouraged to request a brief for their key leaders outlining the FTAP retention process during the initial stages of this phase. Tier I and II Marines will be approved during this period; Tier III Marines will only be approved based on needs of the Marine Corps. During Phase I, MMEA will conduct FY 2020 MMEA Command Visits (Roadshows). At these visits to the major Marine Corps installations, MMEA-1 will approve Tier I and II Marines based on a percentage of the total MOS population on each installation against the MOS boatspace requirement. Phase I ends on 30 September 2019.

(2) Phase II: Phase II begins 1 October 2019. The purpose of Phase II is to assess the progress of the FY 2020 retention effort, make required adjustments, refine guidance, and continue processing retention requests. Headquarters Marine Corps (HQMC) will conduct an initial assessment of progress at the beginning of this phase. HQMC may publish the results of this assessment via MARADMIN to keep commands informed of the overall effort. If required, boatspaces in slow-filling MOSs will be specifically allocated in a retention mission assigned to major commands. MOSs will not be deemed a FFM

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after 1 October 2019. (During this phase, MMEA-1 will conduct FFM boards for any MOS that is deemed a FFM by the beginning of Phase II.) The Prior Service Enlistment Program (PSEP) and Lateral Move submissions to select non-critical MOSs begin on 1 November 2019. A midyear assessment of progress will be conducted on or about 10 January 2020 that will inform the reallocation or modification of previously assigned retention missions, if required. Retention Assist Visits (RAV) may be conducted to assist commands with retention in specific MOSs when possible. HQMC anticipates a final FTAP assessment will be conducted on or about 1 June 2020. The final assessment will be used to make improvements to the retention process for the following year. Phase II ends on 30 September 2020.

c. Tasks

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

(a) Identify 100 percent of the eligible FY 2020 FTAP population within your MSC.

(b) Develop and distribute a command retention campaign that ensures 100 percent contact with all FY 2020 FTAP Marines no later than 1 September 2019.

(c) Identify and track all FY 2020 FTAP population's computed Tier rankings between 1-4 July 2019.

(d) On 8 July 2019, pull a current FY FTAP Tier report for the entire MSC FTAP population and maintain for the fiscal year.

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

(f) Be prepared to sub-delegate boatspace targets for slow-filling MOSs to unit career planners in Phase II.

(2) Unit Career Planners

(a) Identify, screen, and interview 100 percent of the FY 2020 FTAP population within your respective units.

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

(c) Solicit qualified FY 2020 FTAP Marines to consider a Special Duty Assignment (SDA) as their reenlistment incentive.

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(d) Maintain constant situational awareness of the FTAP boatspace report and use this information in interactions with your command leadership and FTAP populations.

(e) Ensure the commanding officer and senior enlisted leaders are aware of all retention information distributed from HQMC.

(f) Immediately notify the commanding officer and senior enlisted leaders of any disapproved retention request from HQMC so the command can properly inform and counsel the individual Marine.

(g) Ensure timely execution and acknowledgement of approved retention requests in Total Force Retention System (TFRS) before established no later than date.

(h) Ensure timely action and acknowledgement of retention requests that are returned to command Pending Additional Information (PAI). Unreasonable delays in providing requested information may result in requests being returned with no action taken.

d. Coordinating Instructions

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

(2) The following definitions are established:

(a) FY 2020 FTAP Marine: Marine on their initial enlistment contract. FY 2020 FTAP Marines with an Expiration of Current Contract (ECC) between 1 October 2019 and 30 September 2020.

(b) Prior Service Enlistment Program (PSEP): A program through which prior service enlisted Marines may reenter the active component of the Marine Corps.

(c) Boatspace: an available reenlistment opportunity within a specific MOS.

(d) Open MOS: a MOS in which a boatspace exists.

(e) Closed MOS: a MOS in which no boatspaces remain.

(f) Critical MOSs: a MOS which is anticipated to have higher boatspaces available than submissions or is a non-accession level MOS.

(g) High Deploying (HD): a MOS that has a high deployment tempo.

(h) Fast-Filling MOS: a MOS that traditionally has more RELM requests for reenlistment than there are boatspaces.

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(i) Slow-Filling MOS: a MOS that traditionally has fewer RELM requests for reenlistment than there are boatspaces.

4. Administration and Logistics

a. Commanders are authorized to extend FY 2020 FTAP Marines with an Expiration of Active Service (EAS) between 1 October 2019 and 31 May 2020 until 30 June 2020. Marines who have been assigned a Draw Case Code (DCC) of: AF, AH, AJ, or AX are not authorized to be extended with this authority. Additionally, Marines currently pending legal adjudication and/or in a medical status (not in full duty/worldwide deployable, save pregnancy or post-partum) are not authorized to be extended with this authority. Extensions executed IAW this authority do not require submission of a local command authority (LCA) RELM via TFRS.

b. Due to Selective Reenlistment Bonus (SRB) recoupment issues, FTAP Marines who desire to submit for an officer commissioning program who do not meet the EAS cutoff may request an extension through September 2020 in order to meet the requirement. FTAP Marines not selected by the board may be authorized an additional extension to compete for a boatspace.

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

d. Extension or modification of a NLT date will require the unit Commanding Officer's signature. The request for extension of NLT date (Encl 3) will be provided via email to either the MMEA-1 Operations or Assistant Operations Chief. Only MSC SNCOICs or A/SNCOICs will send the attached letter for modification of all NLT date extensions.


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FY 2020 FTAP SUBMISSION GUIDELINES

1. FY 2020 FTAP Marines requesting reenlistment in their primary MOS (PMOS) may create and submit requests no earlier than 5 July 2019. Only FTAP Marines with an ECC between 1 October 2019 and 30 September 2020 will count toward the FY 2020 FTAP allocation.
2. Due to the Commandant's emphasis in retaining the highest quality Marines, computed Tier I Marines may receive responses expeditiously.
3. Due to the need to retain Marines in high deploying (HD) MOSs, CMC (MMEA-1) will release responses and authorizations for the following MOSs beginning August 2019: 0211, 0231, 0241, 0311, 0313, 0321, 0331, 0341, 0351, 0352, 0372, 0431, 0451, 0481, 0621, 0631, 0671, 0811, 0842, 0844, 0847, 0861, 1345, 1361, 1371, 1812, 1833, 2131, 2146, 2147, 2171, 2336, 2621, 2631, 2641, 2651, 3044, 3052, 3521, 3531, 4133, 4571, 6046, 6048, 6062, 6073, 6113, 6116, 6153, 6154, 6156, 6173, 6174, 6176, 6212, 6213, 6217, 6252, 6253, 6257, 6276, 6282, 6283, 6286, 6287, 6288, 6313, 6317, 6323, 6324, 6326, 6332, 6333, 6337, 6386, 6432, 6531, 6541, 7236, and 7372.
4. If any of the MOS(s) identified in paragraph (3) receive more submissions than boatspaces available during Phase I, those MOSs will be designated as a Fast-Filling MOS (FFM). These MOSs will be processed per the below guidance.
5. FFM guidelines.
 - a. A FFM is a MOS that receives more FY 2020 FTAP reenlistment requests than available FY 2020 boatspaces during Phase I. Every MOS has the potential to become a FFM. FY 2020 FTAP Marines in every MOS should submit for reenlistment as early as possible during Phase I to maximize their opportunity for receiving a boatspace.
 - b. FFMs will not be announced via TFRS unless a board submission deadline prior to 30 September 2019 is established. It is important for Career Planners to monitor the boatspace report daily and take swift action to return RELMs categorized as Pending Additional Information (PAI). Failure to provide requested documentation in a timely manner may result in Marines receiving unfavorable consideration on a FFM board.
 - c. MOSs that are not deemed a FFM may continue to submit during the FY per enclosure 2 and will be processed to ensure that the most qualified Marine is retained.
6. First Term requests for 24 months will be processed on a case-by-case basis, unless for a specific PMOS kicker/incentive is listed in the FY 2020 Selective Reenlistment Bonus Program (SRBP) MARADMIN.
7. Quality Marine Identification (QMI) guidelines.

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a. Commanding Generals or equivalent, may request an additional boatspace in a Marine's PMOS, once the MOS reaches 100 percent executed. These allocations should be utilized judiciously. Requests should be submitted through normal routing procedures via the chain of command.

b. Marines requesting a QMI boatspace are not eligible for any reenlistment incentives.

c. Requests for a QMI boatspace will require a positive endorsement from the CG. Requests without a positive endorsement from the CG will be administratively closed.

d. QMI eligibility requirements will be published via separate correspondence.

e. QMI request will only be approved for a minimum of 48 months.

f. Final approval authority for QMI is DC, M&RA.

8. FTAP Reenlistment Incentives.

a. SRBP. FY 2020 SRBP information will be published via separate correspondence.

b. Duty Station Incentive. Career Planners will input at least one of the following installations or geographical locations: Camp Pendleton, Miramar, MCRD San Diego, 29 Palms, Yuma, Camp Lejeune, Cherry Point, New River, Beaufort, MCRD Parris Island, Quantico, Hawaii, Okinawa, or Iwakuni. The monitor will consider the request to assign in accordance with (IAW) para (1) and may, at their discretion, return the request with a specific Monitored Command Code (MCC) or base/installation name.

(1) Computed at submission Tier I through III FTAP Marines requesting a 36 month or greater reenlistment in their PMOS may submit up to three duty station preferences in conjunction with their request. Marines requesting a Special Duty Assignment (SDA) must request a 48 month reenlistment with additional obligated service if required. Duty station incentive will be returned within approved reenlistment requests. Assignments are issued based on the following:

(a) Needs of the Marine Corps.

(b) Billet vacancies.

(c) Marine preference.

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(2) FTAP Marines who reenlist and are authorized an SRB Kicker under the FY 2020 SRBP MARADMIN will only rate one (1) kicker. The approved SRB kicker serves as the Marine's reenlistment duty station incentive.

(3) Computed Tier IV Marines are not eligible to request a duty station incentive in conjunction with their reenlistment request.

(4) Marines requesting a duty station incentive must have a minimum 24 months on station at the time of submission. Marines with less than 24 months on station may request a deferred geographic location option (MCC YAB).

(5) Duty station incentive will only be authorized for a request submitted between 5 July 2019 and 30 September 2019. If a request is submitted after 30 September 2019, no duty station incentive will be authorized.

9. FTAP Lateral Moves.

a. CMC (MMEA) will accept lateral move requests no earlier than 5 July 2019 for the following critical MOSs: 0211, 0241, 0321, 0365, 0372, 0521, 1721, 2336, 2611, 3044, 4133, 4821, and 5821. CMC (MMEA) will begin releasing decisions on these requests expeditiously.

b. Qualified Marines may begin submitting requests for lateral move into Joint Strike Fighter (JSF) no earlier than 5 July 2019. JSF MOSs are only open to Marines in the following MOSs due to their similar training pipeline.

(1) 6218 MOSs: 6212, 6213, and 6217

(2) 6258 MOSs: 6252, 6253, and 6257

(3) 6288 MOSs: 6282, 6283, and 6287

(4) 6338 MOSs: 6332, 6333, and 6337

c. Qualified Marines may begin submitting requests for lateral move into MOS 2621 no earlier than 5 July 2019. MOS 2621 is only open to Marines holding MOS 2631 or 2651.

d. Requests for lateral move into MOSs 0211, 0321, 0372, 2336, and 1721 will require a minimum reenlistment term length of 60 months due to the length of associated training pipelines. All other lateral move requests will require a 48 month reenlistment.

e. FTAP Marines granted a lateral move in conjunction with reenlistment will be assigned per the needs of the new MOS.

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f. MOSs that require formal school training, information regarding school seat dates, orders, and/or funding guidance will be sent to the Unit Career Planner via the Total Force Retention System (TFRS). Funding letters will normally be generated by the command through the Marine Corps Training Information Management System (MCTIMS).

g. Due to the limited availability of lateral move school seats, Marines who have executed a lateral move should contact MMEA-1 via their Unit Career Planner prior to a unit deployment.

h. Requests for lateral moves by Marines who do not have an Expiration of Current Contract (ECC) in FY 2020 will not normally be processed.

i. For information pertaining to the Squad Leader Development Program (SLDP), please see reference (i).

10. Timeline:

a. 5 July 2019

(1) RELM creation and submission period begins for all FY 2020 FTAP Marines.

(2) Computed Tier I Marines may receive an immediate decision.

(3) Reenlistment and lateral move requests for the critical MOSs 0211, 0241, 0321, 0365, 0372, 0688, 2336, 2611, 3044, 4133, 4821, and 5821 may receive an immediate approval.

(4) Reenlistment and lateral move requests for JSF MOSs may receive an immediate approval.

b. 1 August 2019

(1) High Deploying (HD) MOSs will begin receiving approvals or disapprovals.

(2) Abbreviated submission deadlines may be established for any MOS that becomes a FFM prior to 30 September. Such actions will be published via TFRS and will allow as little as two weeks from announcement for submission.

c. 1 October 2019. All remaining MOSs will begin receiving approval or disapproval.

11. MOS Reclassification.

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a. Marines who executed a lateral move and subsequently failed to complete the required training for their new MOS or Marines who no longer meet the requirements for their PMOS must submit a TFRS request for MOS reclassification.

b. CMC (MMEA) will consider all MOS reclassification requests based on the needs of the Marine Corps. In most cases, Marines will be reverted to their original MOS. If there is no valid need in their original MOS, additional MOSs may be considered, provided the Marine is qualified for those MOSs listed in paragraph 9.a. Commands are reminded that once a MOS reclassification RELM has been processed, declination of the authority is not authorized.

c. If no requirement exists in any MOS for which the Marine is qualified, the MOS reclassification will be sent back to the command recommending that the Marine be processed for administrative separation IAW reference (c). In the event that the Marine is not administratively separated, the command should understand the possibility that they will retain the Marine on their Staffing Goal (S/G) and may not receive a replacement until the Marine's EAS.

12. Expanded Permanent Limited Duty (EPLD). FTAP combat wounded Marines desiring retention in an EPLD status are subject to reference (e).

13. Prior Service Enlistment Program (PSEP) Submission Guidelines.

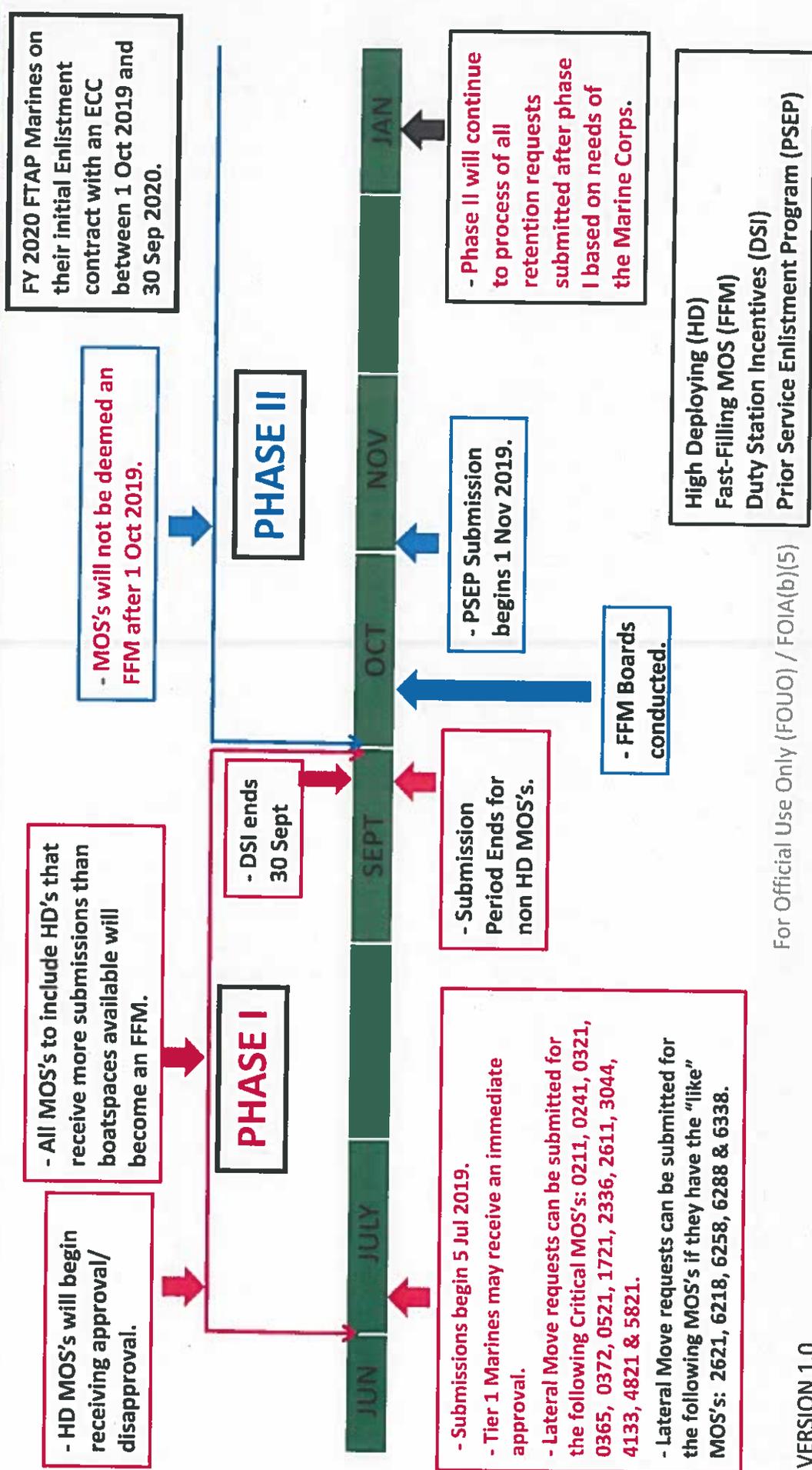
a. In order to give Marines the greatest opportunity to reenlist in their PMOS, the submission period for PSEP requests will begin on 1 November 2019. PSEP Marines have long been valued for their prior contribution and experience. Marines are highly encouraged to submit PSEP requests due to the ongoing requirement to fill critical manpower shortages.

b. PSEP requests will only be considered for MOSs with available boatspaces.



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FY 2020 FTAP Timeline



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