



UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
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G-1

NOV 19 2014

FORCE POLICY LETTER 4-14

From: Commander, Marine Forces Reserve
To: Distribution List

Subj: MARINE FORCES RESERVE RETENTION OFFENSIVE

Encl: (1) Point System and Competitive Categories
(2) Monthly Report of Career Planner Standings
(3) Reserve Retention Offensive Point Attainment Spreadsheet
(4) Unit Size Categories
(5) Qualification Standards

1. Situation

a. Retention and alignment are critical to shaping the Selected Marine Corps Reserve (SMCR) enlisted career force for optimal alignment of inventory to requirement, while also contributing to end strength requirements. Ensuring every SMCR Marine is properly assigned to a reserve Billet Identification Code (BIC) commensurate with their grade and Military Occupational Specialty (MOS) is necessary to ensure the operational readiness of our SMCR units, now and in the future. Retaining, and in some cases retraining, Marines with proven performance and demonstrated potential consistent with manpower requirements listed in the Authorized Strength Report (ASR) is critical to the retention and alignment process.

b. Readiness reporting from unit leaders throughout Marine Forces Reserve (MARFORRES) indicates critical shortfalls in the Staff Noncommissioned Officer (SNCO) and Chief Warrant Officer (CWO) ranks.

(1) Less than 21% of our SMCR enlisted Marines who reached their mandatory drill stop date during Fiscal Year (FY) 14 remained in the SMCR. This is a historical norm. While a certain level of attrition among these Marines is necessary, it is important for unit leaders and career planners to personally engage and retain the **RIGHT** Marines in order to fill the unit's SNCO ranks.

(2) The best chance for filling the Staff Sergeant vacancies is the retention of our outstanding Noncommissioned Officers (NCO) within our units. This dynamic is unique to the reserve component but one that each unit leader must understand and accommodate. While the possibility exists for Staff Sergeants to join via an inter-unit transfer (IUT) or the Prior Service Recruiting force, these occurrences are rare, for valid reason. Therefore, unit leaders and career planners must collaborate and implement internal retention

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initiatives to identify NCOs who are best suited to fill the unit's current or projected SNCO billets and influence them to continue drilling beyond their obligated drilling requirement.

2. Cancellation. MARFORRES Force Policy Letter 1-14.

3. Mission. MARFORRES will improve manpower readiness by targeting the **RIGHT** Marines for retention and by targeting MOS-mismatches for voluntary retraining, billet reassignment, or IUT.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The purpose of the MARFORRES Retention Offensive is to maximize the utility of Marines currently in our ranks through effective employment of retention incentives, retraining opportunities, and accession programs.

(b) MARFORRES will employ an award-based, competitive program designed to recognize units and career planners whose efforts result in a high accumulation of points toward these objectives per enclosure (1).

(c) While the point system is indeed a viable indicator for selection as the MARFORRES Career Planner and Collateral Duty Career Planners of the Year, all duties and responsibilities should be taken into consideration. Nominated Marines must display a consistently high level of performance, exceptional leadership, management/organization skills, devotion to duty, and initiative in support of the SMCR.

(2) Concept of Operations. Career planners and collateral duty career planners throughout MARFORRES will attain points as outlined in enclosure (1). Point attainment will be based on utilization of Headquarters Marine Corps (HQMC) incentive programs, IUTs, affiliation programs, and Warrant Officer accessions. Use of these programs from 1 October through 30 September of each fiscal year will count toward the retention offensive. MARFORRES will publish monthly standings, allowing unit leadership and career planners throughout the force to measure their progress against peers.

b. Tasks

(1) MARFORRES Assistant Chief of Staff, G-1

(a) Assume overall responsibility for conducting this offensive.

(b) Assign an annual retention goal for SMCR units.

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(c) Collate and verify progress reporting from the field.

(d) Publish monthly standings no later than the 15th calendar day of each month. Adjudicate discrepancies identified by the Major Subordinate Commands (MSC) per enclosure (2).

(e) Coordinate awards.

(f) Publish updated guidance, as appropriate.

(g) Provide quarterly progress updates to Commander, Marine Forces Reserve.

(2) Commanding Generals 4th Marine Division, 4th Marine Aircraft Wing, 4th Marine Logistics Group, and Force Headquarters Group

(a) Ensure reporting of retention offensive attainment by subordinate elements is timely and accurate per enclosure (3).

(b) Identify the respective MSC's Career Planner and Collateral Duty Career Planner of the Year no later than 1 November following completion of the fiscal year mission.

(3) Career Planners assigned to MARFORRES Units. Report additional obligated service, retraining, MARFORRES IUT approvals, affiliations, and Warrant Officer accessions in accordance with enclosure (3).

c. Coordinating Instructions

(1) The Total Force Retention System (TFRS), MARFORRES official mailbox, and the Marine Corps Total Force System (MCTFS) will be the systems of record used to validate the attainment of additional obligated service.

(2) Point attainment reports will be submitted in accordance with enclosure (3).

(3) Guidance for issuing awards will be published via separate correspondence.

(4) Relationship to other Manpower Programs. Most units are at, or above, 100% strength and have excesses in certain rank/MOS categories with shortfalls in others. Manpower programs such as the Obligor Alignment Plan (OAP) and the quarterly realignment cycles are designed to move the excess to valid billets or transfer them to the Individual Ready Reserve (IRR). This offensive is compatible with those programs because its objective is to retain the RIGHT NCOs and SNCOs - those who are qualified for retention and have a valid billet to fill.

5. Administration and Logistics

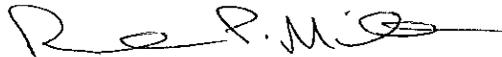
a. Enclosure (3) provides point attainment instructions along with submission criteria. Enclosure (4) provides the unit size categories based on the ASR and career planner hierarchy. Enclosure (5) provides the qualification standards that must be met to compete as the MARFORRES Career Planner or Collateral Duty Career Planner of the Year.

b. All questions concerning this Policy Letter should be directed to the appropriate MSC Career Planner.

6. Command and Signal

(1) Command. This Policy is applicable to MARFORRES.

(2) Signal. This Policy is effective the date signed.


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POINT SYSTEM AND COMPETITIVE CATEGORIES

| <u>Program/Incentive/Action Item</u> | <u>Points</u> |
|--------------------------------------|---------------|
| WO Accession Package | 5 |
| SMCR Lateral Move (LATMOV) Program | 3 |
| Enlisted Affiliation Bonus (EAB) | 2 |
| SSgt Bonus (SSB) | |
| Officer Affiliation Bonus (OAB) | |
| 60 Point Composite Score (60PT) | 1 |
| SMCR Reenlistment (at least 2 years) | |
| Inter-Unit Transfer (IUT) | |
| Direct Affiliation Program (DAP) | |

Points System

1. Each Career Planner (CP) and Collateral Duty Career Planner (CDCP) will receive points for every program, incentive, and or action item they initiate/complete on behalf of an individual Marine (except where indicated). Points are to be used as a tool to compare a CP/CDCP performance to their peers, but not the only impact CPs/CDCPs have on retention. The Retention Offensive consists of:

a. Programs:

(1) Lateral Moves (LATMOV). Also referred to as the retraining program, a CP/CDCP is awarded 3 points for a LATMOV when the Marine reports to his/her retraining school.

(2) Direct Affiliation Program (DAP). DAP requests are submitted through the Total Force Retention System (TFRS). One point will be awarded/claimed when the request is completely closed out in TFRS. The DAP request originator and TFRS CP/CDCP comments will indicate who receives points for a HQMC approved DAP.

b. Incentives:

(1) Enlisted Affiliation Bonus (EAB). Two points will be awarded/claimed for a HQMC approved EAB when the TFRS request is completely closed out and archived. The EAB request originator and TFRS CP/CDCP comments will indicate who receives points for a HQMC approved EAB.

(2) Staff Sergeant Bonus (SSB). Two points for a HQMC approved SSB will be awarded/claimed when the request is completely closed out in TFRS. The SSB originator and CP/CDCP comments in TFRS will indicate who receives points for a SSB.

(3) Officer Affiliation Bonus (OAB). Two points will be awarded/claimed when the TFRS request is completely closed out and archived. The OA/OAB TFRS originator and CP/CDCP comments will indicate who receives points for a HQMC approved OAB. If an officer chooses to affiliate without taking a bonus, the CP/CDCP will still receive credit as long as the request was submitted into TFRS via the CP/CDCP.

(4) 60 Point Composite Score (60PT). Two points will be awarded/claimed when the RELM is completely closed out in TFRS. The 60PT

POINT SYSTEM AND COMPETITIVE CATEGORIES

originator and or CP/CDCP request comments in TFRS will indicate who receives points for a HQMC approved 60PT incentive.

c. Action Items:

(1) WO Accession Package (WOA). The CP/CDCP must sign the initiator line on the WOA checklist. Retention offensive points will only be awarded if the CP/CDCP is the initiator of the WOA request. Five points will be awarded to the CP/CDCP when MARFORRES forwards the package to MCRC. These points will be added to the spreadsheet by the MARFORRES CP and do not need to be submitted by the MSC CPs. WOA points will not be combined with any other point categories. The max number of points for WOA packages is five; LATMOVs and/or IUTs will not be combined.

(2) Reenlistment (REENL). A Marine must reenlist in the SMCR for at least 24 months (2yrs). One point will be awarded/claimed when the reenlistment request is completely closed out in TFRS. The RELM originator and CP RELM comments will indicate who receives points for a HQMC approval. Active Reserve (AR) and Active Duty (component code 11) reenlistments do not count toward this offensive, however, these types of reenlistments should still be considered when forwarding nominees for the CP/CDCP of the year.

(3) Inter-Unit Transfer (IUT). All IUTs require completion of a MARFORRES IUT checklist. The CP/CDCP must sign the initiator line on the IUT checklist. Retention offensive points will only be awarded if the CP/CDCP is the initiator of the IUT request. After approval/acknowledgment by MARFORRES(G1), one IUT point will be added to the CP/CDCP total points.

Competitive Categories

1. Battalion/Squadron Career Planners (CP). This category consists of Active Reserve or Active Component CPs who possess the PMOS of 4821 and are serving primarily at the Battalion/Squadron level, including ANGLICOs, Regimental Truck Companies, etc.

a. Career Planners will only compete against other CP. Career Planners will receive points when they are the initiator of a specific program, incentive, or action. In addition, since CPs are retention program managers and will be evaluated based on the performance of their subordinate units (detachments, companies, sites); therefore, CPs will receive the same points their subordinate CDCP receive.

c. Units that have an assigned CP filling a valid BMOS of 4821 will be categorized by unit size. Using the SMCR Authorized Strength Report (ASR), units will be separated into four categories. The four categories are determined by available SMCR population. SMCR ASR units with a population from 1-300 are "S" (small); 301 to 600 are "M" (medium); 601 to 900 are "L" (large); 901 and more are "X" (extra-large).

d. Attaining the annual retention goal is a prerequisite for selection as the Career Planner of the Year. When board selecting a Career Planner of the Year, each MSC should consider, but are not limited to: Objective attainment from this offensive; unit personnel readiness rates; overall impact on the retention mission; peer performance based on other CPs in the same unit size category (regardless of MSC) as indicated in enclosure (4), other CP responsibilities and performance, as well as qualifying standards set forth in enclosure (5). By considering these things, MSCs are able to

POINT SYSTEM AND COMPETITIVE CATEGORIES

compare the performance of Career Planners against peers with similar ASR populations allowing a smaller population a chance to compete against those with a larger population. Each MSC Career Planner of the Year will be awarded a Navy and Marine Corps Achievement Medal by the Commander, Marine Forces Reserve, unless selected as the MARFORRES Career Planner of the Year.

e. MARFORRES will board select the Reserve Career Planner of the Year. Only Marines who were selected as their respective MSC Career Planner of the Year will be considered for this distinction. The Career Planner of the Year will be awarded a Navy and Marine Corps Commendation Medal by the Commander, Marine Forces Reserve. The selected Career Planner will hold both titles as MARFORRES and (respective MSC) Career Planner of the Year; however, they will only receive the Navy and Marine Corps Commendation Medal associated with the MARFORRES title.

2. Collateral Duty Career Planners (CDCP). In order to be eligible to compete, CDCP must be appointed in writing in accordance with Force Policy Letter 14-11.

a. Collateral Duty Career Planners will only compete against other CDCPs. Points are received when the CDCP is the initiator of a specific program, incentive, or action item.

b. Each MSC, will board their CDCP of the Year from the top point-earners in each of their Regiments/Groups. (Example: within 4th MarDiv, the top point earners from 14th Marines, 23d Marines, 25th Marines, and the conglomeration of separate battalions (4 total Marines) will compete on a board to earn title of 4th Marine Division CDCP of the Year). MSC boards will consider objective attainment from this offensive as well as qualifying standards set forth in enclosure (4). Each MSC CDCP of the Year will be awarded a Navy and Marine Corps Achievement Medal by the Commander, Marine Forces Reserve, unless selected as the MARFORRES CDCP of the Year.

c. MARFORRES will board select the CDCP of the Year. Only Marines who were selected as their respective MSC CDCP of the Year will be considered for this distinction. The MARFORRES CDCP of the Year will be awarded a Navy and Marine Corps Commendation Medal by the Commander, Marine Forces Reserve. The selected CDCP will hold both titles as MARFORRES and (respective MSC) CDCP of the Year however; they will only receive the Navy and Marine Corps Commendation Medal associated with the MARFORRES title.

3. Career Planner SNCOICs. As program managers of other CPs, attention should be directed at training and assisting their subordinate CPs; therefore, CP SNCOICs are not eligible to compete for this offensive. The only exception is if the CP was in a unit competing prior to the assignment of CP SNCOIC. In these cases, the Marine may still be eligible based on the points and qualifications prior to the assignment.

4. Miscellaneous. Any CP/CDCP who is a top point earner within the respective unit size category will receive a Certificate of Commendation for superior performance. If the top point earner is being awarded the MSC or MARFORRES CP/CDCP of the year, they will not receive a Certificate of Commendation.

POINT SYSTEM AND COMPETITIVE CATEGORIES

Amplifying Guidance

1. Points will be awarded based on the initiator of the Reenlistment Extension Lateral Move (RELM) submitted in TFRS, IUT checklist, and WO checklist. In cases where CPs are processing RELMs on behalf of a CDCPs, the following should be placed in comments section of the RELM: "Credit goes to (RANK, LNAME, FNAME, UNIT)". This note must be placed in the RELM when initiated, prior to submission; otherwise, points will only be awarded to the initiator of the RELM.
2. CPs/CDCPs who earn points by filling vacancies at adjacent units via IUT will earn points as part of this offensive.
3. CPs that PCS/PCA or CDCPs that inter-unit transfer to another MSC will compete under the MSC that received the higher number of points or highest standing. In cases of a tie in points, the CP or CDCP will compete under the MSC they were assigned to for the longest period of time.
4. CPs and CDCPs will not receive points for Marines who execute a program, incentive, and/or action item as a result of a Force Structure Review Group (FSRG) MARFORRES Personnel Transition Team (PTT) site visit.
5. Commanders are encouraged to include the performance of CPs and CDCPs relative to their unit readiness, SNCO staffing, and retention goal on formal evaluations. This is especially important for the Active Reserve CPs where quantitative performance relative to peers can be informative for promotion selection boards. Commanders should take into consideration that CPs in units with high ratings (i.e. P-1) may not have the same opportunity to attain points as a P-4 unit. Alternatively, a CP who does not perform well in a unit with a low readiness rate may have had an ample opportunity to excel.

Monthly Report of Career Planner Standings

AD/AR Career Planners (CPs)

| Place | Rank | Marine | Unit | MSC | Points |
|-------|-------|--------|------------------|-----|--------|
| 1 | SSgt | LNAME | 2/25 | Div | 118 |
| 2 | Sgt | | 4th AAV | Div | 103 |
| 3 | SSgt | | 6th Comm | FHG | 82 |
| 4 | Sgt | | 1/23 | Div | 60 |
| 5 | Sgt | | 4th LAR | Div | 52 |
| 6 | SSgt | | 2/23 | Div | 45 |
| 7 | Sgt | | 4th ANGLICO | FHG | 43 |
| 8 | Sgt | | 2/14 | Div | 42 |
| 9 | SSgt | | 4th Recon | Div | 40 |
| 10 | Sgt | | 4th Tank | Div | 38 |
| 10 | SSgt | | Div Comm Co | Div | 38 |
| 12 | Sgt | | CLB 25 | MLG | 37 |
| 13 | Sgt | | 1st CAG | FHG | 36 |
| 13 | Sgt | | CLB 23 | MLG | 36 |
| 15 | Sgt | | 1/25 | Div | 33 |
| 15 | Sgt | | Trk Co, 25th Mar | Div | 33 |
| 17 | Sgt | | 1/24 | Div | 32 |
| 17 | SSgt | | 3/23 | Div | 32 |
| 19 | Sgt | | 3/14 | Div | 28 |
| 19 | SSgt | | 2/24 | Div | 28 |
| 21 | Sgt | | MACG 48 | MAW | 27 |
| 21 | Sgt | | 3d ANGLICO | FHG | 27 |
| 23 | Sgt | | 2d CAG | FHG | 26 |
| 24 | SSgt | | 4th CEB | Div | 24 |
| 25 | GySgt | | CLB 451 | MLG | 24 |
| 26 | Sgt | | MACS 24 | MAW | 21 |
| 26 | SSgt | | MALS 41 | MAW | 21 |
| 28 | SSgt | | 5/14 | Div | 19 |
| 29 | SSgt | | Hq MAG 41 | MAW | 18 |
| 30 | Sgt | | HMLA 773 | MAW | 16 |
| 31 | Sgt | | 3d Force Recon | Div | 14 |

Collateral Duty CPs

| Place | Rank | Marine | Unit | MSC | Points |
|-------|--------|--------|-------------------------|-----|--------|
| 1 | Sgt | Lname | 3d CAG | FHG | 43 |
| 2 | Sgt | | Bulk Fuel Co C, 6th ESB | MLG | 32 |
| 2 | Cpl | | Trans Svc Co, CLB 25 | MLG | 32 |
| 4 | Sgt | | Co A, 4th LE Bn | FHG | 21 |
| 4 | Sgt | | CLR 4 | MLG | 21 |
| 6 | Sgt | | Hq Co, 4th LE Bn | FHG | 20 |
| 7 | Sgt | | Co B, ISB | FHG | 18 |
| 8 | Sgt | | Co B, 4th AAV | Div | 17 |
| 9 | Sgt | | Mnt Co, CLB 25 | MLG | 15 |
| 9 | SSgt | | MWCS 48 | MAW | 15 |
| 11 | Sgt | | 4th LE Bn | FHG | 14 |
| 11 | SSgt | | PRP Co | MLG | 14 |
| 13 | GySgt | | 6th ANGLICO | FHG | 12 |
| 14 | SSgt | | Co E, 4th LAR | Div | 11 |
| 15 | Sgt | | Engr Svc Co, CLB 25 | MLG | 10 |
| 16 | GySgt | | 6th ANGLICO | FHG | 9 |
| 17 | SSgt | | Co B 4th LAR | Div | 8 |
| 17 | Sgt | | Co A, ISB | FHG | 8 |
| 19 | Sgt | | 4th LE Bn | FHG | 7 |
| 19 | GySgt | | Co D, 4th LAR | Div | 7 |
| 21 | 1stSgt | | Co A, 4th AAV | Div | 6 |
| 21 | Sgt | | Co C, ISB | FHG | 6 |
| 21 | GySgt | | RSU East | FHG | 6 |
| 21 | Sgt | | Engr Supt Co, 6th ESB | MLG | 6 |
| 21 | SSgt | | Co F, 4th LAR | Div | 6 |
| 26 | SSgt | | 4th MedBn | MLG | 4 |
| 26 | SSgt | | Co C, 4th LAR | Div | 4 |
| 26 | Sgt | | H&S Co, 2/24 | Div | 4 |
| 29 | MSgt | | 6th ESB | MLG | 2 |
| 29 | Sgt | | Co C, 6th ESB | MLG | 2 |
| 29 | SSgt | | Co A, 4th CEB | Div | 2 |

| Points Earned by MSC | |
|----------------------|-------------|
| DIV | 856 |
| MAW | 154 |
| MLG | 250 |
| FHG | 446 |
| Total | 1706 |

| Incentive Category | # Utilized |
|---------------------------|------------|
| SMCR RETRAINING | 44 |
| (Re) Enlistment Bonus | 43 |
| SSgt Bonus | 56 |
| SMCR REENLISTMENT | 546 |
| Officer Affiliation Bonus | 64 |
| 60pt Bonus | 6 |
| Total | 759 |

| Reenlistment # | |
|----------------|------------|
| Sgts | 299 |
| SSgts | 110 |
| GySgts | 66 |
| Total | 475 |

**FY15 Reserve Retention Offensive
Point Attainment Spreadsheet**

| CP/CD RANK | CP/CD LNAME | CP/CD FNAME | CP/CD UNIT | UNIT SIZE (S,M,L,X) | CP or CD | POINTS | POINT CATEGORY | MARINE EDIPI | RANK | LNAME | FNAME | MSC | MONTH | DATE VALIDATED |
|------------|-------------|-------------|---------------------|------------------------|----------|--------|----------------|--------------|--------|------------|-------------|-----|-------|----------------|
| SGT | XXXXXXXXXX | CHRISTOPHER | 2D BN 14TH MAR | L | CP | 1 | IUT | XXXXXXXXXX | CPL | XXXXXXXXXX | JOEY | DIV | OCT | 20141101 |
| SGT | CDXXXXXXXX | JAMES | 1ST BN 23D MAR REGT | N/A | CD | 2 | INCENTIVE | XXXXXXXXXX | SGT | SAMEXXXXX | CHRISTOPHER | DIV | OCT | 20141101 |
| SGT | CDXXXXXXXX | FRANK | 1ST BN 23D MAR REGT | L | CP | 2 | INCENTIVE | XXXXXXXXXX | SGT | SAMEXXXXX | CHRISTOPHER | DIV | OCT | 20141101 |
| SGT | XXXXXXXXXX | KEITH | VMGR 234 MAG 41 | S | CP | 3 | LATMOV | XXXXXXXXXX | SSGT | XXXXXXXXXX | JEFFREY | MAW | OCT | 20141101 |
| SSGT | XXXXXXXXXX | JOHN | 6TH COMA1BN | S | CP | 1 | REENLISTMENT | XXXXXXXXXX | SGT | XXXXXXXXXX | JORGE | FHG | OCT | 20141101 |
| SSGT | XXXXXXXXXX | JOSHUA | 2D BN 25TH MARINES | L | CP | 1 | IUT | XXXXXXXXXX | CPL | XXXXXXXXXX | HECTOR | DIV | OCT | 20141101 |
| SGT | CDXXXXXXXX | CD1 | 4TH LEBN | N/A | CD | 1 | REENLISTMENT | XXXXXXXXXX | 1575GT | SAMEXXXXX | JOHN | FHG | OCT | 20141101 |
| SGT | CDXXXXXXXX | CP2 | 4TH LEBN | M | CP | 1 | REENLISTMENT | XXXXXXXXXX | 1575GT | SAMEXXXXX | JOHN | FHG | OCT | 20141101 |
| SGT | XXXXXXXXXX | ROBERT | MACS 24 | M | CP | 2 | INCENTIVE | XXXXXXXXXX | SGT | XXXXXXXXXX | MICHAEL | MAW | OCT | 20141101 |
| SSGT | XXXXXXXXXX | ROBERT | 5TH BN 14TH MAR | M | CP | 3 | WO | XXXXXXXXXX | MSGT | XXXXXXXXXX | JOSE | DIV | OCT | 20141101 |
| SSGT | XXXXXXXXXX | MARC | HQTRS MAG 41 | S | CP | 1 | REENLISTMENT | XXXXXXXXXX | SGT | XXXXXXXXXX | PEDRO | MAW | OCT | 20141101 |

-----Submission Instructions-----

1. Point attainment spreadsheets will be submitted by the respective Career Planner (CP) SNCOIC to the respective MSC CP.
2. Spreadsheet must be filled out completely and contain the following categories:
 - a. CP/CDCP RANK. Career Planner (CP) or Collateral Duty Career Planner (CDCP) rank
 - b. CP/CDCP LNAME. CP or CDCP last name.
 - c. CP/CDCP FNAME. CP or CDCP first name.
 - d. CP/CDCP UNIT. CP or CDCP unit.
 - e. UNIT SIZE. Input unit size from enclosure (4). All CDCPs will have an "N/A" placed in this category.
 - f. CP or CDCP. Indicate whether the Marine is a CP or a CDCP. An appointment letter is required for assignment as a CDCP.
 - g. POINTS. As indicated in enclosure (1), the CP/CDCP will be awarded points for each program, incentive, and action item initiated for an individual Marine. An example would be a Marine who is approved for a reenlistment, a bonus, and a LATMOV would receive a total of "6" points. CPs will receive points for all subordinate CDCPs, so if a subordinate CDCP receives "2" points then a duplicate entry will be made reflecting "2" points for the CP. The "CP/CDCP UNIT" name must be the same for both entries.
 - h. POINT CATEGORY. List all the applicable programs, incentives, and action items, as found in enclosure (1), the CP/CDCP assisted the individual Marine with (i.e. LATMOV, DAP, WOA, REENL, IUT, 60PT, EAB, OAB).
 - i. MARINE EDIPI. The EDIPI of the Marine the CP/CDCP assisted.
 - j. RANK. Rank of Marine CP/CDCP assisted.
 - k. LNAME. Last name of the Marine CP/CDCP assisted.
 - l. FNAME. First name of the Marine CP/CDCP assisted.
 - m. MSC. MSC of the CP/CDCP
 - n. MONTH. Month that the MSC CP submitted the point attainment spreadsheet to the MFR G1 Organizational mailbox.
 - o. MONTH VALIDATED. The date (YYYYMMDD) the CP SNCOIC validated the CP/CDCP spreadsheet.
3. Each MSC CP will collect and consolidate all subordinate unit spreadsheets.
4. NLT the 5th of every month, each MSC CP will submit and email a single spreadsheet to the MFR G1 Manpower Organizational Mailbox: mfr_manpower@usmc.mil; Use subject line: "RETENTION OFFENSIVE (MONTH)".

Unit Size Categories

| MSC | SMCR ASR | UNIT NAME | S/M/L |
|-----|----------|------------------------------------|-------|
| MAW | 102 | DET A HMLA-773/DET VMR/MAG-49 (SS) | S |
| MAW | 102 | HMM-774 | S |
| MAW | 156 | VMGR-234 | S |
| DIV | 159 | 3D FORCE | S |
| FHG | 159 | 1ST CAG | S |
| FHG | 161 | 2D CAG | S |
| FHG | 161 | 4TH CAG | S |
| MAW | 168 | HMLA-773 | S |
| MAW | 203 | VMGR-452/HMH-772 | S |
| FHG | 205 | 3D ANG | S |
| FHG | 205 | 4TH ANG | S |
| MAW | 220 | MACG-48 | S |
| DIV | 223 | TRUCK/23 | S |
| DIV | 223 | TRUCK/25 | S |
| MAW | 230 | MAG-49 | S |
| MAW | 240 | VMFA-112 | S |
| MAW | 241 | MWSS-471 | S |
| MAW | 247 | MWSS-471 (DET A/B)/MAG-41 (SS) | S |
| MAW | 273 | MACS-24 | S |
| DIV | 300 | COMM (14) | S |
| MAW | 309 | MALS-41 | M |
| MAW | 434 | VMM-764 | M |
| DIV | 455 | 4TH RECON | M |
| DIV | 548 | 2/14 | M |
| MLG | 557 | CLB-25 | M |
| MLG | 570 | 6TH ESB (ARIZONA ONLY) | M |
| FHG | 573 | ISB | M |
| MLG | 574 | CLB-21 | M |
| MAW | 581 | MASS-6/MWSS-472 | M |
| DIV | 671 | 1/25 | L |
| DIV | 756 | 3/14 | L |
| DIV | 774 | 5/15 | L |
| DIV | 839 | 1/23 | L |
| DIV | 839 | 2/23 | L |
| DIV | 840 | 3/23 | L |
| DIV | 841 | 2/24 (23) | L |
| DIV | 841 | 1/24 (25) | L |
| DIV | 841 | 2/25 | L |
| DIV | 841 | 3/25 | L |
| FHG | 855 | LAW ENF BN | L |
| FHG | 875 | 6TH COMM | L |
| DIV | 922 | 4TH CEB | X |
| DIV | 1027 | 4TH TANKS | X |
| DIV | 1058 | 4TH AAV | X |
| MLG | 1129 | 6TH ESB | X |
| DIV | 1177 | 4TH LAR | X |
| MLG | 1352 | CLB-453 | X |
| MLG | 1366 | CLR-451 | X |

| UNIT SIZE CATEGORY | | | | | |
|--------------------|---------|-----|-----|-----|-----|
| SMALL | 1-300 | | | | |
| MEDIUM | 301-600 | | | | |
| LARGE | 601-900 | | | | |
| X-LARGE | 901+ | | | | |
| CATEGORY | TOTAL | MAW | DIV | MLG | FHG |
| SMALL | 20 | 11 | 4 | 0 | 5 |
| MEDIUM | 9 | 3 | 2 | 3 | 1 |
| LARGE | 12 | 0 | 10 | 0 | 2 |
| X-LARGE | 7 | 0 | 4 | 3 | 0 |

Qualification Standards

CRITERIA

1. Meet basic reenlistment prerequisites.
2. Must have a first class PFT/CFT.
3. No NJP within 12 months of the board.
4. Current official photograph.
5. Not have failed a FAI/CGI 045 during previous 12 months.
6. PME complete for grade.
7. Must attain annual retention goal (only applies to Career Planners with PMOS of 4821).