

POINTS OF CONTACT

ENLISTED RETENTION SECTION (MMEA-6)

DSN Fax @ 9835
Admin Clerk @ 9238
FTAP Chief @ 9237
STAP Chief @ 9239
General Admin @ 9769
Latmove Chief @ 9235
CRS Monitor @ 9776
Career Counselors @ 9241
Career Counselors 800.833.2320

COMBAT ARMS UNIT (MMEA-82)

02XX Monitor @ 9965
03XX Monitor @ 9246
0311/21 Monitor @ 9245
0369 Monitor @ 9292
18XX/57XX Monitor @ 9964
08XX Monitor @ 9959
352X Monitor @ 9958
353X Monitor @ 9248
58XX Monitor @ 9957

AVIATION/ COMMUNICATION UNIT (MMEA-84)

6042/62/7X/92/625X/8X Monitor @ 9950
61XX Monitor @ 9953
65XX/70XX Monitor @ 9255
64XX/66XX Monitor @ 9256
6046/6211-6242/73XX Monitor @ 9949
6048/63XX Monitor @ 9254
59XX/68XX/72XX Monitor @ 9337
31XX/40XX Monitor @ 9954
26XX Monitor @
3380612/21-27 Monitor @ 9956
0613/14/19/29/48/91 Monitor @ 9955

SERVICE SUPPORT UNIT (MMEA-83)

0121/61/44XX Monitor @ 9227
0151/43XX Monitor @ 9228
0193/05XX @ 9960
21XX Monitor @ 9226
2311/34XX/55XX/98XX Monitor @ 9249
11XX/2336 Monitor @ 9972
04XX Monitor @ 9973
1361/71/46XX Monitor @ 9251
3361/3381/41XX Monitor @ 9250
1391/16/41/45/49 Monitor @ 9252
3043 Monitor @ 9974
3044/3051 Monitor @ 9975

9999 MONITOR UNIT (MMEA-81)

9999 Monitor @ 9217

HUMANITARIAN UNIT (MMEA-86)

Head @ 9333
Admin @ 9331

SPECIAL ASSIGNMENT UNIT (MMEA-85)

Head @ 9266
DI Monitor @ 9263
MSG Monitor @ 9967
MCSF Monitor @ 9264
Recruiter Monitor @ 9968

CRS LIASONS

MMEA 82 Liaison @ 9336
MMEA 83 Liaison @ 9262
MMEA 84 Liaison @ 9261

The DSN prefix for Quantico is 278-XXXX. If you are dialing commercial, please dial (703) 784-XXXX.

DEPARTMENT OF THE NAVY UNITED STATES MARINE CORPS



RELM SUBMISSION HANDBOOK

MMEA-6, Enlisted Retention & Counseling Section

Headquarters, United States Marine Corps

CONTENTS

- ❑ Introduction
- ❑ Reenlistments
- ❑ Extensions
- ❑ Lateral Moves
- ❑ Documentation
- ❑ Common Problems
- ❑ CO and CG endorsements

I. INTRODUCTION

This handbook was created to assist Career Retention Specialists (CRS's) with the Reenlistment/Extension/Lateral Move (RELM) request submission process. It is designed to be a quick reference for CRS's and a guide for new CRS's to aid them in submitting RELM requests to Headquarters Marine Corps (HQMC) via the Total Force Retention System (TFRS).

The information contained within this handbook has been compiled based on many of the common mistakes seen on thousands of RELM requests processed at HQMC.

The overall goal of this handbook is to ensure that CRS's have a useful tool for the correct submission of RELM requests to HQMC via TFRS. This will enhance the accurate and timely processing of RELM requests submitted, and will improve the efficiency of the entire CRS force.

The sections are comprised of lists of items to review prior to submitting a RELM request. CRS's are encouraged to create RELM submission checklists based on these items.



Stay Marine!



“Among all the honors, among all the postings, promotions and medals that have been awarded me, the one in which I take most pride is to be able to say, - ‘I am a Marine’.”

General John A. Lejeune

- No supporting documentation (Waiver, Pg 11, 12, etc.)
- Marine not within height/weight/body fat/PFT standards (see MCO PI600.12_).
- Marine is currently in HUMS status.
- Not qualified for lateral move MOS requested.
- No boatspaces available.
- Submitted as wrong request type.
- NJPs, Civilian Convictions, or Courts Martial not entered on front page of TFRS RELM request.
- No duty stations requested on first term requests.
- Duty stations requested on careerist requests.
- Duty stations requested on lateral move requests.
- First term Marine is from future fiscal year.
- Careerist is more than 12 months from EAS.
- No justification for early reenlistment request.
- Marine is not reenlistment eligible due to draw case code of AY (assigned RE-3O).
- Number of months requested would put Marine beyond ECFC's.
- Request is for 60 or 72 months but Marine is not on special program.
- First term 24 month reenlistment requests.
- No justification/reason for extension request.
- CO certification is not from CO with court-martial convening authority.

VII. CO AND CG ENDORSEMENTS

CO and CG endorsements are important. All of them are read and many make the difference in how a tough case is handled. The information stated in these endorsements showcases the time and effort invested by the CO/CG as well as his or her professional assessment of the Marine's potential. These comments add an important perspective on each particular Marine and should never be left blank.



II. REENLISTMENTS

This section should be used as a checklist of items to be reviewed prior to submitting requests for reenlistment on all Marines, first term Marines, and career Marines, respectively.

All Marines

- Correct RELM type (Standard, Early, QRP, etc.).
- Correct number of months.
- Correct fiscal year.
- Active Duty/Reserve RELM as appropriate.
- Potential ECFC issues.
- Broken/Prior Service (Statement of Service required).
- CO Certification – Rank, Name, Unit, Phone #, (of CO who has court martial authority over SNM).
- Verbatim CO's comments.
- Verify Height, Weight, Body Fat (Verified by S-3).
- Current, valid PFT.
- Submitting CRS Rank, Name, Unit, Phone Number.
- Amplifying comments in *FCP Comments* section as appropriate.
- Check Draw Case Codes.
- Check for NJP's, Courts-Martial, Civilian Convictions.
- Submit supporting documentation as necessary (see *Documentation* section for more detailed info).
- Acquire waivers as necessary (see *Documentation* section for more detailed info).



The Best Team

First Term Marines

- SNM's EAS is in current fiscal year.
- Boatspaces are available.
- Verify Prior Service Enlisted Personnel (PSEP) status.
- Average **in service** Pro/Con for Sgt's w/less than 1 year TIG and all Cpl's and below.
- Check for fitness report date gaps (more than 30 days) for Sgt's w/more than 1 yr TIG and all SNCO's.
- Include duty station choices (IAW MCO PI040.31_ & current Enlisted Retention Guidelines).
- Amplifying info in *FCP Comments* as appropriate (**All** comments entered are read at HQMC).

Career Marines

- Check for fitness report date gaps (more than 30 days) for Sgt's w/more than 1 year TIG and all SNCO's.
- SNM is within 12 months of EAS or has valid reason to request early reenlistment.
- Amplifying info in *FCP Comments* as appropriate.

III. EXTENSIONS

This section should be used as a checklist of items to be reviewed prior to submitting requests for extension on all Marines, first term Marines, and career Marines, respectively.

- PFT or height/weight exemption for pregnancy - A copy of medical verification of pregnancy, including due date. Applies to pregnant Marines only.

- Interviews for lateral moves – Copy of interview if required for lateral move MOS.

- Lateral move to MOS requiring top secret security clearance and/or SSBI - SSO letter of eligibility for top secret security clearance and/or SSBI. Not required if SNM already holds the required security clearance.



**Honor, Courage
& Commitment.**



- Overseas extension beyond 6 years – CG endorsement.
- Special Duty Assignment (SDA) w/reenlistment – Copy of SDA checklist (DI, RCTR, MSG, MCSF, MCT).
- Lateral move to Career Retention Specialist (CRS) – Copy of CRS checklist.
- Prior service Marine – Type Statement of Service in *FCP comments*, attach to RELM, or fax to MMEA-6.
- NJP – Pg 11/12 (or UPB entry in lieu of pg 12).

VI. COMMON PROBLEMS

Listed here are the most common problems seen on requests submitted.

- No CO or CRS contact info (Rank, Name, Unit, Phone #).
- Fitness Report date gaps.
- No current PFT.
- No average in-service Pro/Con.

- Attach any necessary documentation to RELM or fax to MMEA-6 @ DSN 278-9835 (see *Documentation* section for more detailed info).

First Term Marines

- Ensure PMOS is closed.
- Ensure requested MOS is open.
- Review current fiscal year Enlisted Retention Guidelines MarAdmin for lateral moves allowed out of open MOS to critical MOS.
- CG's endorsement is required for Marines requesting lateral move from an open MOS to a non-critical open MOS.

Career Marines

Counsel career Marines on promotions and MOS credibility.

V. DOCUMENTATION

Listed here is the documentation required for specific types of RELM requests. Documentation should be attached to the RELM or faxed to MMEA-6. A comment should be made in *FCP Comments* that documentation was attached or faxed.

- Hard RELMs – NAVMC 10842, CG endorsement, CO endorsement, Pg 11, Pg 12 (or UPB entry), Pg 13 (as necessary for court-martial).
- DUI/DWI Hard RELMs – Same as Hard RELMs, but also include court documentation for civilian convictions and any documentation of substance abuse training.
- Extensions for pregnancy – A copy of medical verification of pregnancy, including due date. Applies to pregnant Marines or Marine spouses.
- PFT exemption – Used only when a Marine is deployed in support of real-world operations (ie: *Operation Enduring Freedom*) and unable to take PFT. A copy of PFT exemption signed by CO.

All Marines

- Submit as extension vice reenlistment or lateral move.
- Reason for extension is on request (should be in *FCP comments*).
- Extension is not covered by local command authority (Obligated service).
- Correct number months.
- Potential ECFC issues.
- CO certification – Rank, Name, Unit, Phone Number, (of CO who has court martial authority over SNM).
- Verbatim CO's comments.
- Submitting CRS Rank, Name, Unit, Phone Number.

First Term Marines

- Only MMEA-6 can authorize a cross-FY extension on first term Marines.
- Tour II extensions (extensions for deployment) are sent via Naval Message to MMEA-12.

Career Marines

- Only Director, PMD can approve an extension beyond ECFC's.

IV. LATERAL MOVES

This section should be used as a checklist of items to be reviewed prior to submitting requests for lateral move on all Marines, first term Marines, and career Marines, respectively.

All Marines

- Ensure SNM is qualified for MOS(s) requested per MOS Manual.
- Submit as *lateral move vice reenlistment or extension*.
- Include any necessary amplifying comments in *FCP Comments*.