



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U.S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:

1040

CARP

18 JUL 2012

POLICY LETTER 5-12

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: FISCAL YEAR 2013 (FY13) RETENTION INCENTIVE PLAN

Ref: (a) MCO 1050.3J  
(b) MCO 1040.31

1. Situation. To set policy for the FY13 Retention Incentive Plan for the I Marine Expeditionary Force (I MEF).

2. Mission. Commanders, Officers, Staff Noncommissioned Officer's, and Career Planners are encouraged to use the reenlistment incentives provided in this Policy letter to help retain FY13 First Term and Career Marines in order to preserve the long-term strength and readiness of both I MEF and the Marine Corps.

3. Execution. Our most valuable asset is the individual Marine. In order to retain our best and brightest we will use aggressive and imaginative methods or programs. To that end, commanders must be actively engaged and use all available tools to meet our retention goals. Commanders are authorized the following incentive measures:

a. Permissive Temporary Additional Duty (PTAD). Reference (a) authorizes delegation of PTAD authority. Prepare PTAD orders using the format provided by Marine Corps regulations. Cite this Policy and paragraphs 5002.1.a and 5002.2.f of the reference as authorization. Maintain an accurate record of the orders issued. The following criteria apply:

(1) All First-term Marines, regardless of end of active service (EAS), end of current contract (ECC) or FY, who reenlist during FY13 (1 October 2012 through 30 September 2013) may receive and be authorized 21 days PTAD.

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(2) All career Marines regardless of EAS, ECC or FY, who reenlist during FY13 (1 October 2012 through 30 September 2013) may receive up to 15 days PTAD.

b. PTAD for Recruiter's Assistance

(1) Sergeants and below who reenlist during FY13 may receive up to 30 days PTAD for the purpose of Recruiter's Assistance.

(2) Per reference (a), Marines who assist the Recruiter while TAD as a Recruiter's Assistant are authorized five days of annual leave in addition to the 30 days PTAD, if they obtain an applicant who enlists into the Marine Corps Delayed Entry Program.

4. Administration and Logistics

a. PTAD. Marines will have 90 days from the date of reenlistment to execute PTAD. Deployed Marines will have 90 days after returning from deployment to execute PTAD orders. Marines who execute permanent change of station/permanent change of assignment orders prior to taking advantage of this incentive may lose this PTAD incentive. Commanders are encouraged to provide their Marines every opportunity to execute PTAD prior to departing their command, however request for modification of orders should not be done for the sole purpose of allowing a Marine to take PTAD.

b. Local Command Incentive can not be listed on the Marine's reenlistment contract (DD Form 4). Only Headquarters Marine Corps sponsored incentive (SRBP, Duty Station or School Seat) may be listed in section 8.b of the contract.

c. Reenlisting Marines must understand these incentives are only valid if used at their parent command, or at a command where their reenlistment was executed. Local incentives not utilized at the parent or reenlisting command, may be lost.

5. Command and Signal

a. The I MEF Career Planner administers the Career Planning Program on behalf of the Commanding General.

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b. The I MEF Career Planner can be reached at  
(760) 763-3881.

A handwritten signature in black ink, appearing to read "R. F. Castellvi". The signature is stylized with a large, looped initial "R" and a cursive "F".

R. F. CASTELLVI  
Chief of Staff

Distribution: I, II