

COMOMAGINST 1133.1E  
CCC  
28 JAN 2000

COMOMAG INSTRUCTION 1133.1E

Subj: RETENTION PROGRAM

Ref: (a) OPNAVINST 1040.6A  
(b) Retention Team Manual  
(c) OPNAVINST 1040.8D  
(d) OPNAVINST 1900.1D  
(e) OPNAVINST 1900.2

1. Purpose. To provide guidance for implementing a sound Command Retention Program for Commanding Officer, Mobile Mine Assembly Group (COMOMAG) and Mobile Mine Assembly Units. This instruction is a major revision and should be read in its entirety.

2. Cancellation. COMOMAG/MOMAGINST 1133.1D.

3. Discussion. The retention of top quality personnel in adequate numbers to sustain a high level of combat readiness through a stable force of professional Navy men and women is the primary objective of the U.S. Navy. Our goal in MOMAG is the same, the retention of top quality Naval personnel. We have many talented individuals to whom we owe our thanks for their dedication and hard work. It is important to provide them and their families with as much information as possible regarding a career in the U.S. Navy. Therefore, an aggressive Personnel Retention Program will be pursued within the MOMAG community.

4. Objective. The objectives of the MOMAG Retention Program are:

a. Obtain personnel stability through the retention of top quality personnel.

b. Provide a means that will successfully fulfill the Navy's obligation to keep its personnel and families properly informed.

c. Provide continuing career guidance so that individuals might best develop and use their talents while in the Navy.

d. Provide a means for increasing good will and respect for the Navy so that each member leaving the service will become an "ambassador" for the Navy within the civilian community.

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e. Provide an effective Transition Assistance Management Program (TAMP) within the command. By law all separating members of the armed forces are entitled to pre-separation counseling.

This includes the opportunity to attend a local Transition Assistance Program (TAP) seminar. An Individual Transition Plan (ITP) will be drafted for every separating service member who desires one. Reference (b) contains specific instructions and responsibilities for implementing a successful TAMP.

f. Ensure a completed pre-separation counseling checklist (DD Form 2648) is placed in all separating/retiring personnel (both officer and enlisted) service records.

g. Provide encouragement and guidance for separating members to actively participate in the Naval Reserve.

## 5. Definitions

a. Retention Team: Those designated personnel who are charged with the responsibility for career counseling and motivating career development. The team is directed by the Commanding Officer (CO)/Officer in Charge (OIC). The Retention Team is the backbone of the command retention program and members should be carefully chosen to provide the most effective application of the command program.

b. Career Counseling: Career counseling is the Navy's program for the dissemination of career information to Navy personnel. Ideally, it should provide each member with information regarding all aspects of their Naval career including promotion, education, retention, veterans' benefits and retirement benefits. It involves the entire chain of command acting in the interest of each individual. Career counseling commences with the reporting of the individual to their duty station and extends beyond their separation or retirement from active duty.

## 6. Discussion

a. COMOMAG/MOMAG sites do not have an authorized billet for a full time Navy Career Counselor, therefore information and counseling must be made available through assigned collateral duty Career Counselors. Per reference (b), shore duty commands with enlisted manning below 210 personnel, shall have one enlisted E-6 or above who holds NEC 9588 to serve as the Command Career Counselor.

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b. Counseling and additional career guidance is available from Command Career Counselors assigned at major Naval installations near each site. Collateral duty Career Counselors are encouraged to utilize their services as well as information disseminated by means of Job Advertisement Selection System (JASS).

## 7. Action

a. For COMOMAG: The Executive Officer (XO) will serve as Chairman of the Retention Team. Additionally, the team shall be composed of the Command Master Chief, the Command Career Counselor and a senior member of each department.

b. For MOMAG Units/Detachment: The CO/OIC will serve as Chairman of their Retention Team. Additionally the team shall be composed of the XO/AOIC, Command Master/Senior Chief and Command Career Counselor.

c. COMOMAG Command Career Counselor will advise the XO and the Unit/Detachment Command Career Counselor will advise the XO/AOIC monthly of personnel reaching EAOS/PRD within the next six months and those first term personnel (with less than six years of service at time of EAOS) reaching their EAOS within the next twelve months. The Command Career Counselor will also serve as the Command TAMP Manager in accordance with reference (b). The Command Career Counselor and Chain of Command shall assist each individual in attaining personal/professional goals.

d. Each Retention Team shall meet quarterly, first month of each quarter. They shall review retention statistics, identify top performers approaching EAOS, discuss counseling methods and any new or continuing programs.

e. The Command Career Counselor will ensure that the following minimum requirements are completed for all reenlistments and separations.

### (1) Reenlistments

(a) An Official Ceremony shall be held.

(b) A Letter of Appreciation for the member's spouse and/or parents signed by CO/OIC shall be presented to them if they attend the ceremony. If spouse or parents do not attend, mail the letter to their home address.

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(c) Every effort should be made to take pictures of the ceremony.

(d) Ensure member fills out a Retention/Separation Questionnaire prior to reenlistment.

### (2) Separations

(a) Ensure member fills out a Retention/Separation Questionnaire prior to separating.

(b) Ensure all members are afforded the opportunity to attend a local TAP workshop no later than six months prior to separation.

(c) Utilize references (a) and (b) in providing specific guidance and information for maintaining a system whereby all separating Sailors are given the help they need to successfully transition to civilian life.

8. The Retention Team is the backbone of the command retention effort, but it is the responsibility of every member of the Chain of Command to assist the Retention Team and Career Counselor. Active involvement is required in support of the command retention effort.

R. E. SWART

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List I, II (Case A), III