Army Regulation 601–280

Personnel Procurement

Army Retention Program

Headquarters
Department of the Army
Washington, DC
31 January 2006

UNCLASSIFIED

SUMMARY of CHANGE

AR 601-280
Army Retention Program

This rapid action revision, dated 23 January 2006--

- Changes the retention control point for staff sergeant from 20 years to 22 years of active service (table 3-1).

- Changes the retention control point for staff sergeant (P) and sergeant first class from 22 years to 24 years of active service (table 3-1).

- Changes the maximum time a soldier may be discharged for immediate reenlistment from 12 to 24 months from expiration term of service and requires that a soldier be counseled that he or she may cash in no more than 60 days accrued leave for his or her entire military career (paras 3-6a and b).

- Removes the requirement for Active Army enlisted soldiers to become U.S. citizens to continue serving past 8 years of active service (para 3-8b).

- Removes the extension policy for alien Active Army soldiers in excess of 8 years of Federal Military Service (rescinds para 4-9k).

This revision, dated 31 March 1999--

- Enhances the role of the CSM in support of the retention program (para 2-1).

- Changes the Retention Control Points (RCP) for SPC, SGT and MSG (Table 3-1, chap 3).

- Promotion/reenlistment eligibility for soldiers with AWOL, courts-martial disqualification's clarified (para 3-9b).

- Updated to include former officers reentering RA under AR 601-210 (para 3-12).

- Incorporates the indefinite reenlistment provisions (para 3-16).

- RA soldiers in the rank of SSG-SGM who have at least 10 or more years active federal service on the date of discharge will be required to reenlist for an unspecified period of time.

- Extends the reenlistment window from 8 to 12 months (para 4-1e).

- Extensions of retirement approved soldiers no longer require DA Form 1695 (the retirement order will serve as the extension document)(para 4-9b).

- Extension provisions included for alien soldiers nearing 8 years AFS who are pending INS processing (para 4-9).

- Changes to advise counselors where to send cases involving SRB error (para 5-2a).

- BEAR program entry provisions changed from 12 months to 15 months to accomodate the 12 month reenlistment window change (para 6-5i).

- Changed to adopt the same HIV policies for ARNG, USAR as RA physical standards currently in effect (para 7-4a(6)).

- Changes to require ARNG oath of enlistment to be administered at the gaining unit. Associated forms (DD Form 4 and DA Form 7249) procedures revised to accommodate this change (para 7-9).

- Reserve Component missioning and accession credit procedures explained (para 7-11).

- An approved local bar to reenlistment will take precedence over the QMP. If the bar is removed, the soldier will be processed under QMP as prescribed in AR 635-200 (para 8-3i).

- Eliminates bar to reenlistment procedures for soldiers on indefinite status (para 8-5d(2)).

- Removes Qualitative Management Program (QMP) from AR 601-280 (chap 10).

- Revised Chapter 10 outlines the role of Career Counselors in support of separation counseling.

- Revises DA Forms 1315, 1695, 4591-R, 4991-R, 5691-R and 7249-R.

- Criteria for immediate relief and reclassification of Career Counselors, added subparagraph n (app B).

- Broadens counseling roles of commanders and career counselors (app C).

- Updates listing of addresses and Points of Contact for State agencies (app F).

- Establishes policies for the Army Retention program during deployment (app H).

- Added appendix to advise commanders of appropriate facilities for retention activities and responsibility for publicity item procurement and utilization (app J).

- Glossary definition of "indefinite" and "unspecified" pertaining to reenlistment terms inserted.

- Numerous corrections of typographical and punctuation errors throughout.

- Changes of office symbols for correction of erroneous entries on reenlistment contracts as needed.

Headquarters
Department of the Army
Washington, DC
31 January 2006

*Army Regulation 601–280

Effective 28 February 2006

Personnel Procurement

Army Retention Program

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
General, United States Army
Chief of Staff

Official:

SANDRA R. RILEY
Administrative Assistant to the
Secretary of the Army

History. This publication is a rapid action revision. The portions affected by this rapid action revision are listed in the summary of change.

Summary. This regulation prescribes the criteria for the Army Retention Program. For those soldiers serving in the Active Army, it outlines procedures for immediate reenlistment or extension of enlistment. For soldiers separating from the Active Army, it prescribes eligibility criteria and options for enlistment or transfer into the Reserve Component (U.S. Army Reserve and Army National Guard).

Applicability.

a. This regulation applies to all military personnel of the Active Army. It does not apply to personnel of the Army National Guard or the U.S. Army Reserve who are not included in the Active Army as it is defined in the Glossary.

b. Provisions of this regulation will be amended in accordance with the authorities for suspension of law related to the separation and retirement of military personnel under the following conditions:

(1) Presidential 200K Call-up (Title 10, Section 12304, United States Code), using Title 10, Section 12305, United States Code, to suspend all laws related to the separation and retirement of all military personnel up to 270 days.

(2) Presidential Declaration of National Emergency for Partial Mobilization (Title 10, Section 12302, United States Code) using section 12305 to suspend all laws related to the separation and retirement of all military personnel up to 24 months.

(3) Congressional Declaration of National Emergency for Full Mobilization (Section 12301(a), Title 10, United States Code) using section 12305 to suspend all laws related to the separation and retirement of all military personnel for the duration of the war plus 6 months.

c. In cases of conflict between this regulation and any other regulations setting forth retention policy for soldiers serving in the Active Army, this regulation will take precedence.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The Deputy Chief of Staff, G–1 has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The Deputy Chief of Staff, G–1 may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1, Attn: DAPE-MPE-PD, 300 Army Pentagon, Washington, DC 20310-0300.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff, G–1, Attn: DAPE-MPE-PD, 300 Army Pentagon, Washington, DC 20310-0300.

Distribution. This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

*This regulation supersedes AR 601-280, dated 31 March 1999.

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Glossary

Chapter 1
General

1–1. Purpose

This regulation prescribes criteria for the Army Retention Program and sets forth policies, command responsibilities for—

a. Immediate reenlistment or extension of enlistment of soldiers currently serving in the Active Army.

b. Enlistment/Transfer and assignment of soldiers processing from the Active Army to the Reserve Components of the U.S. Army.

1–2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Goals and mission

Personnel readiness is a responsibility of command. All commanders are Retention Officers, responsible to sustain Army personnel readiness by developing, implementing, and maintaining aggressive local Army Retention Programs, designed to accomplish specific goals and missions consistent with governing laws, policies, and directives.

a. The goals of the Army Retention Program are to—

(1) Reenlist, on a long term basis, sufficient numbers of highly qualified Active Army soldiers.

(2) Enlist, or transfer and assign sufficient numbers of highly qualified soldiers who are separating from the Active Army into RC units, consistent within geographic constraints.

(3) Achieve and maintain Army force alignment through the retention, transfer, or enlistment of highly qualified soldiers in critical skills and locations.

(4) Adequately support special programs such as the U.S. Military Academy Preparatory School (USMAPS) and ROTC "Green to Gold" programs.

b. MACOM Commanders are issued retention missions based upon their "fair share" ratio of reenlistment eligible soldiers.

c. MACOM Commanders receive retention missions in the following categories:

(1) *Regular Army Initial Term mission.*

(2) *Regular Army Mid-Career mission.* Soldiers serving on their second or subsequent term of service, having 10 or less years Active Federal Service at expiration term of service (ETS).

3. RC enlistment/transfer mission. This mission is based upon the number of eligible soldiers in the ranks of CPL/SPC and SGT scheduled for ETS and may be assigned as required by HQDA.

4. As otherwise required by HQDA, to include the USMAPS and ROTC Green to Gold programs.

d. HQDA (Office of the Deputy Chief of Staff, G–1) (ODCS, G–1) operates the Army Retention Program.

e. Specific missions may be suspended or superseded under periods of full or partial mobilization or as announced by the Secretary of the Army (SA) (see app H).

1–5. Accomplishments, recognition, and incentive programs

Accomplishments are tracked cumulatively within the fiscal year.

a. Army retention accomplishments. These are credited to each MACOM as follows:

(1) Regular Army reenlistments as reported by RETAIN reports.

(2) Commander, HRC-Alexandria provides data on—

(a) Regular Army Bonus Extension and Retraining (BEAR) Program participation.

(b) RC enlistment/transfer information extracted from HQDA automated report systems.

(c) Interim data from the RETAIN or other HQDA automated report systems, as required by HQDA.

(3) USMAPS provides input on approved USMAPS applications.

(4) US Army Cadet Command provides ROTC Green to Gold referral confirmations.

b. Recognition of retention excellence. HQDA has two distinct initiatives used to recognize program excellence within the Army Retention and RC Transfer Program.

(1) *Department of the Army Retention Award.* This award is presented annually to MACOM Commanders meeting 100 percent of all assigned missions by 30 September.

(2) *The SA Career Counselor of the Year Award.* The annual SA award recognizes the Army's best Career Counselors, Active and RC, as determined by a variety of board appearances, individual qualifications, and commanders' evaluations and recommendations.

c. Army Retention Incentive Award Programs.

(1) *Purpose* Incentive Awards Programs are designed to enhance commanders' abilities to accomplish Army retention and transition missions and goals as stated in paragraph 1-4 above.

(2) *Implementation* All commanders will develop, implement, and maintain independent Army Retention Incentive Awards Programs. Programs will be announced in memorandum format and distributed throughout the command, maintained by each Career Counselor (to include those detailed in an additional or full-time duty capacity, (see chap 9), and displayed on unit retention bulletin boards.

1–6. Secretarial authority and statutory entitlement

a. The SA determines qualifications for retention.

b. During periods of partial or full mobilization, the SA will announce contingency specific actions (see app H).

c. The SA may deny retention or RC transfer/enlistment to anyone, including those who otherwise meet the criteria specified in this regulation, except those who have a "statutory entitlement", under Title 10, Section 3258, United States Code (10 USC 3258).

d. Statutory entitlement and reenlistment/enlistment of officers and warrant officers of the Army (see chap 3).

(1) Some Reserve officers and warrant officers of the Army have a statutory entitlement to reenlist in their former enlisted grade. The entitlement period starts on the day after discharge or release from active duty (REFRAD) as an officer and expires six months after that date. This entitlement only applies to soldiers who are currently serving on active duty as Reserve commissioned or warrant officers of the Army if—

(a) They are former enlisted soldiers of the RA and were discharged as RA enlisted soldiers to immediately accept commissions or temporary appointments as active duty Reserve commissioned or warrant officers of the Army (no break in service permitted between RA enlisted and Reserve active duty officer or warrant officer status).

(b) Their commissioned or warrant officer service is terminated by an honorable discharge or by release from active duty for a purpose other than as specified below. Officers or warrant officers discharged with other than an honorable discharge (separation) and those officers awaiting completion of appellate review of a sentence which includes dismissal or dishonorable discharge lose the statutory entitlement to reenlist.

(2) A person is not entitled to be reenlisted under this section if—

(a) The person was discharged or released from active duty as a Reserve officer for:

1. Misconduct;

2. Moral or professional dereliction;

3. Duty performance below prescribed standards for the rank held;

4. Retention is inconsistent with the interests of national security;

(b) The person's former enlisted status and grade was based solely on the participation by that person in a pre-commissioning program that resulted in the Reserve commission held by that person during the active duty from which the person was released or discharged.

(3) Commissioned and warrant officers without a statutory entitlement to reenlist, meeting one or more of the following conditions, may apply for enlistment in the rank of SGT; however, individual qualifications and needs of the Army will determine the rank to be awarded.

(a) The soldier was separated, as an enlisted member of another Service, to enter on active duty as a USAR commissioned or warrant officer.

(b) The soldier received the Medal of Honor, Distinguished Service Cross, Silver Star, or an equivalent medal awarded by one of the U.S. Armed Forces.

(c) The soldier has sufficient creditable active service to retire in an enlisted status. Authority to reenlist will include instructions that the soldier will be placed on the retired list on the first day of the month after the month of reenlistment.

(d) Active Army enlisted soldiers who were discharged to immediately accept commissions or temporary appointments as active Reserve commissioned or warrant officers of the Army, and later integrated into the RA as a commissioned or warrant officer. Without exception, no breaks in active federal service are permitted from—

(1) RA enlisted status to Reserve active officer or warrant officer status, and

(2) Reserve active officer or warrant officer and RA officer/warrant officer status.

e. Enlisted soldiers whose terms of enlistment expire and who have 18 years of qualifying service for retirement, on the date of their discharge, shall be retained on active duty in accordance with 10 USC 1176.

f. Once released, separated, or discharged from the Active Army, former officers, warrant officers, and enlisted soldiers are referred to AR 601-210 for information regarding reentry.

1–7. Policy

DA policy is that only those soldiers who have maintained a record of acceptable performance will be offered the privilege of reenlisting within the Active Army or transferring or enlisting into the RC. Other soldiers will be separated under appropriate administrative procedures or barred from reenlistment under chapter 8.

1–8. Authority to act on retention actions

a. In all cases where the authority for a retention action is stated as "General Court Martial Convening Authority (GCMCA)" or a similar phrase, the action may also be taken by the first general officer in the soldier's chain of command. Officers frocked to the rank of Brigadier General or higher are considered General Officers for all retention actions in this regulation. Additionally, COL(P), serving in a GO duty position stated above, may also exercise this authority. The provisions of paragraph 3-10g apply to this authority.

b. Officers in the rank of MAJ(P) who are serving in authorized LTC command positions are authorized to perform all retention actions requiring the recommendation or decision of a LTC commander. This authority does not apply to promotable officers serving as Acting Commanders (officers must actually occupy the authorized command position). In these situations, the Acting Commander will forward the action to the next higher command with his/her specific recommendations.

c. Commissioned warrant officer commanders should follow, without exception, all requirements specified for their particular level of command in this regulation.

d. Other warrant officer commanders, specifically, those not commissioned, enlisted commandants, and acting commanders/commandants should follow all requirements that are specified for company level commanders in this regulation. These commanders/commandants may approve DA Form 3340-R and initiate or recommend approval on all other actions including, but not limited to, bars to reenlistment, waivers, and retention related exception to policy. They may not—

(1) Disapprove a reenlistment, RC transfer/enlistment, or extension of enlistment or other request or action required by this regulation. These actions will be forwarded, with the commander's/commandant's specific justification for disapproval, to the first commander who is a commissioned officer in the chain of command for action. Specifically, they will not disapprove—

(a) DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army).

(b) DA Form 3072-R (Waiver of Disqualification for Reenlistment/Promotion in the Regular Army), includes any form of soldier generated request for waiver or exception to policy for reenlistment, extension, or RC affiliation purposes.

(c) Requests for removal of a Declination of Continued Service Statement (DCSS).

(d) Soldier's request for removal of a bar to reenlistment. Additionally, if upon review of a bar, the warrant officer commander/enlisted commandant believes the bar should remain in effect, he/she will forward a written justification to the first commander who is a commissioned officer in the chain of command for determination (see chap 8 of this regulation).

(2) Administer oaths of enlistment, reenlistment, or extension of enlistment (see app D).

(3) Consistent with governing laws and this regulation, sign as the administering officer—

(a) DD Form 4 Enlistment/Reenlistment Document—Armed Forces of the United States).

(b) DA Form 1695 (Oath of Extension of Enlistment).

(c) DA Form 5689 (Oath of Reenlistment).

e. In those cases where a soldier is fully qualified for retention but his commander believes it is not in the best interest of the Army for the soldier to continue to serve (but a Bar to reenlistment is not warranted), the commander may forward the soldier's request for reenlistment or extension through command channels to the first Colonel or higher in the soldier's chain of command. This commander will review the soldier's request and the recommendation of the chain of command. If denial of the requested action is supported, the commander will provide his or her comments, attached as an endorsement to the DA Form 3340-R, through the servicing senior Career Counselor to the Commander, HRC-Alexandria (AHRC-EPR-R). The Commander, HRC-Alexandria, may, on a case-by-case basis, deny reenlistment and/or extension to any soldier who does not have a statutory entitlement to reenlist (chap 1). Any commander who is a commissioned officer in the soldier's chain of command may stop the process for denial and approve the soldier's request.

f. For the purposes of the Army Retention Program and this regulation, an organization of company, battery, detachment, or similar size, is referred to as a company. Commanders of these units will ensure accomplishment of all assigned company level missions, functions, tasks and duties, as specified in this regulation.

g. Commanders may, in writing, appoint soldiers serving as the Command or Installation Senior Career Counselors, to perform duties as Retention Officers.

1–9. Communication with HQDA and other governmental agencies channels.

The cases of soldiers who desire retention or enlistment/transfer will be handled at the local level when possible. Soldiers will not visit, write, or telephone HQDA or other Government agencies responsible for processing or acting on such cases without first utilizing the local level. If it is necessary to contact higher authorities, commanders will

forward correspondence through channels with proper recommendations. This is not intended to prohibit soldiers from communicating with the Inspector General, congressmen, or other agencies outside the normal retention channels.

Chapter 2
Responsibilities

2–1. Objective

a. The Army Retention Program is a commander's program, as a result, commanders, by virtue of their position are the Retention Officer for their respective commands. The program requires active involvement, support, and interest at all levels of command, including the senior Noncommissioned Officer (NCO) Corps. Additionally, the Command Sergeant Major (CSM), as the senior enlisted soldier in the command, is by virtue of his/her position the retention NCO for their command. Career counselors should report directly to the CSM. To be truly effective, efforts to retain high quality soldiers, our future NCO Corps requires the enthusiastic involvement of all leaders. Their total involvement is essential to strengthen and sustain retention programs at all organizational levels.

b. Success is a direct indicator of the quality of leadership exhibited by commanders, officers, and noncommissioned officers. Measurements of success include, but are not limited to, achieving the commander's retention missions with the fewest numbers of waivers, exceptions to policy, and "movement type" options, while improving the readiness, competency, and alignment of the force. Additional responsibilities for Army Retention Program operations under mobilization contingencies, are provided in appendix H.

2–2. Major command responsibilities

a. Deputy Chief of Staff, G–1(DCS, G–1). The DCS, G–1 has Army General Staff responsibility for personnel sustainment.

b. Director, Military Personnel Management (DMPM), Office of the Deputy Chief of Staff for Personnel (ODCS, G–1). The DMPM directs the development of, and exercises Army Staff supervision over the execution of plans, policies, and procedures for all matters that impact on the Army Retention Program. Additional DMPM responsibilities include: serving as policy proponent for AR 601-280; determining and assigning reenlistment, Reserve Component transfer/enlistment and special missions to major Army commands (MACOM); obtaining and administering funding for Mobile Retention Training Team (MRTT); hosting annual World-wide Retention Conference and MACOM Retention Steering Group; and conducting the SA Career Counselor of the Year Board. The DMPM is also the policy proponent over the following functional proponents:

(1) *Chief, National Guard Bureau (CNGB).* The CNGB will—

(a) Serve as the coordinating agency with the State Adjutants General, regarding operational control (OPCON) of the Army National Guard of the U.S. (ARNGUS) Career Counselors who are on AGR status in support of the transfer/enlistment of Regular Army soldiers into the Reserve Component.

(b) Publish AGR orders for ARNGUS personnel selected for Career Counselor positions, with concurrence from the respective States.

(c) Manage ARNGUS Career Counselor special duty assignment pay (SDAP).

(d) Provide ARNGUS advertising and publicity support.

(e) Establish enlistment eligibility criteria for enlistment or assignment to ARNGUS units.

(2) *Chief, Army Reserve (CAR).* The CAR will—

(a) Establish assignment eligibility criteria for soldiers assigned to USAR units as a part of this program.

(b) Provide advertising and publicity support.

(c) Coordinate with U.S. Army Reserve Personnel Command (AR-HRC-Alexandria), to ensure that they—

1. Publish AGR orders for USAR personnel selected for AGR Career Counselor positions in support of the enlistment/transfer of Active Army soldiers into the Reserve Component.

2. Publish reenlistment, extension, permanent change of station (PCS), and school attendance orders for USAR Career Counselors. Distribution will be to all affected commands, Personnel Service Centers (PSC), HRC-Alexandria, and soldiers concerned.

3. Publish SDAP orders for USAR Career Counselors according to AR 135-205.

(3) *Commander, HRC-Alexandria.* The Commander, HRC-Alexandria, will—

(a) Establish operating procedures and exercise daily control of the Army Retention Program consistent with this regulation and additional DCS, G-1 guidance.

(b) Act as the functional proponent of AR 601-280.

(c) Provide Army wide RETAIN system support.

(d) Develop and implement an annual Reserve Component (RC) Partnership Meeting Plan that promotes and supports the development and maintenance of a positive working relationship and open dialogue with RC units by better understanding the RC transfer/enlistment process. The plan will include scheduled participation at appropriate

ARNGUS recruiting and retention regional/state conferences, USAR strength management conferences and U.S. Army Recruiting Command (USAREC) hosted Partnership Council meetings.

(e) Assist DMPM in supporting annual Retention Steering Groups, boards, and seminars as required.

(f) Manage Army Retention Program, Active Army, and RC workforce, specifically Active Army and AGR Career Counselors. Maintain Army wide personnel readiness, ensuring sufficient personnel resources are qualified, trained, developed, and distributed, consistent with DCS, G-1 guidance and Table of Distribution Allowances (TDA) manpower requirements, through coordination with RC managers as required.

(g) Develop a broad base contingency plan, to continue Army Retention Program missions as prescribed by appendix H, for use during periods of partial mobilization and in support of contingency operations in forward theaters of operation.

(4) *The Commandant, Recruiting and Retention School.* This commandant will provide retention (Active Army and RC) training and serve as the point of contact for the functional proponent of AR 611-201. The Commandant will coordinate fiscal MRTT funding requirements with the DMPM.

c. Commanders of MACOMS and Army Staff Agencies. Commanders of MACOMS reporting directly to HQDA and Army Staff Agencies will—

(1) Execute duties and responsibilities as Retention Officers.

(2) Implement and aggressively support and sustain the Army Retention Program within their commands, assigning reenlistment and RC transfer/enlistment missions to each major subordinate level commander, requiring all subordinate commanders to do the same.

(3) Develop a MACOM plan to ensure the Army Retention Program continues during all levels of readiness short of full mobilization. Plans should be general in nature and based upon lessons learned from previous contingency operations (see app H).

(4) Maintain and publish statistics on Army Retention, RC enlistment/transfer and special program eligibles, missions, accomplishments, and projections. Evaluate, advise, and assist subordinate commanders' processes, techniques, and abilities to do the same. Formulate and implement specific policies and procedures for subordinate commanders.

(5) Provide retention guidance and assistance to subordinate commanders. Minimal guidance includes: identification and reporting of retention eligible soldiers; "fair share" mission assignment policies; statistical reporting and projection procedures; RETAIN Report reconciliation procedures; additional training requirements for Career Counselors; and retention incentive awards program guidance.

(6) Conduct annual staff assistance visits (SAV) and inspections to ensure compliance with this regulation and MACOM directives, policies, and procedures. MACOM Commanders will establish specific inspection criteria, consistent with this regulation. Special emphasis must be given to local retention processes and procedures of subordinate commands failing to meet the commander's assigned retention missions, unresolved RETAIN Report discrepancies, significant variations between numbers of actual retention eligible soldiers and eligible soldiers as reported by the Standard Installation/Division Personnel System (SIDPERS). MACOM will further ensure that solid working relationships exist between host installations and assigned, attached, and/or supported commanders, elements, and soldiers, ensuring all elements, commanders, and soldiers receive the maximum benefit of available retention support and adequate resources. Particular attention will be the accomplishment of Installation Commander retention support missions, as specified by this regulation, MACOM Commander guidance, and existing Installation Support Agreements. Visits and inspections will include a random sampling of brigade, battalion, and company levels of command.

(7) Relieve or direct the relief of Career Counselors found unfit, unqualified, unable, or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain high standards as prescribed by this regulation (see chap 9).

(8) Ensure Career Counselors are properly incorporated into the local command or organizational structure, enabling the commander to effectively accomplish all required missions, tasks, and functions in support of the Army Retention Program, as prescribed by HQDA and the MACOM Commander. Active Army Career Counselors are primarily assigned and utilized by a specific unit commander. RC Career Counselors, other than those assigned to a MACOM or corps headquarters, are primarily the Installation Commander's program administrator and adviser, with the mission of providing direct support to all assigned, tenant, and attached units, elements, commanders, and soldiers within the installation's geographic support area, regardless of organizational affiliation (see chap 9).

(9) Ensure all Career Counselors (including additional duty Reenlistment NCO) are effectively staffed, trained, utilized, performing to prescribed high standards, and accomplishing all missions, in strict accordance with this regulation (see chap 9). Particular attention will be given to the utilization of Career Counselors during unit readiness training, including, but not limited to alerts, field training exercises, and unit readiness evaluations (see chap 9 and app H). MACOM will ensure Active Army Career Counselors, additionally performing the duties of RC Career Counselors, are sufficiently trained and resourced to accomplish the RC enlistment/transfer mission.

(10) Ensure subordinate commanders allocate sufficient monetary and personnel resources to implement, sustain, and accomplish Army Retention Program missions and requirements. MACOM are responsible for defining and

ensuring sufficient resources are allocated to support all subordinate and tenant activity commander missions in support of the Army Retention Program.

(11) Conduct training conferences, seminars, and meetings, as necessary, for Career Counselors to train, review, discuss, and improve the Army Retention Program. Forward specific problems and recommendations for improving the Army Retention Program to HQDA, Deputy Chief of Staff for Personnel, Attn: DAPE-MPE-PD, Washington DC 20310-0300.

(12) Establish a MACOM Retention Incentive Awards Program. Programs are designed to focus on and to enhance the MACOM Commander's ability to accomplish the Army's retention missions, and to recognize superior accomplishments and performance by subordinate commands and responsible individuals.

d. Subordinate Army commanders. Subordinate Army commanders will develop and implement policies and actively support an aggressive program designed to accomplish Army retention missions. They will—

(1) Execute duties and responsibilities as Retention Officers.

(2) Implement and aggressively support the Army Retention Program within their commands, assigning "fair-share" reenlistment and RC transfer/enlistment missions to each major subordinate level commander, requiring all subordinate commanders to do the same, accomplishing all missions, functions, tasks, and responsibilities as required by this regulation.

(3) Commanders of corps and division levels of command will develop a general plan to ensure the Army Retention Program continues during all levels of readiness short of full mobilization. Plans should be general in nature and based upon lessons learned from previous contingency operations (see app H).

(4) Maintain and publish statistics on Army Retention Program eligibles, missions, and accomplishments. Evaluate, advise, and assist subordinate commanders' retention processes, techniques, and abilities to do the same. Formulate and submit specific narrative recommendations for subordinate commanders.

(5) Ensure all soldiers, serving honorably and faithfully, including those with waiverable disqualifications, are counseled and interviewed as prescribed in appendix C. Soldiers will be informed that retention in the Army is a privilege earned through continued satisfactory performance.

(6) Ensure a soldier who desires unbroken service is considered for immediate reenlistment or, if he or she is not recommended for reenlistment, is prevented from reenlisting or extending his or her service as prescribed in chapter 8 of this regulation.

(7) Ensure all soldiers scheduled for separation from the Active Army are counseled and interviewed, as prescribed, by a Career Counselor for potential enlistment or transfer into the ARNGUS or USAR (see app C).

(8) Relieve or direct the relief of Career Counselors found unfit, unqualified, unable, or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain high standards as prescribed by this regulation (see chap 9).

(9) Ensure all units and organizations are staffed or supported by Active Army and RC Career Counselors as required by this regulation (see chap 9).

(10) Ensure Career Counselors are properly supervised, utilized, resourced, trained, and provided sufficient transportation, funding, office space, and clerical assistance, to accomplish their duties and responsibilities in support of the Army Retention Program.

(11) Ensure training conferences are conducted by each division, brigade, and similar unit at least once per quarter. These conferences will be used to instruct commanders, Career Counselors, and other key personnel in their duties and responsibilities to the Army Retention Program. Career Counselors, where available, will present the instruction.

(12) Ensure that reporting of reenlistment eligibility codes (ERUP), reenlistments and extensions, via SIDPERS, are processed in a timely manner. This includes prompt correction of unresolved errors and unprocessed transactions as reported by the servicing SIDPERS Interface Branch (SIB). They will also develop and implement internal procedures ensuring prompt reconciliation of RETAIN Report (see para 11-35).

(13) Ensure all subordinate commanders allocate sufficient funds, IAW applicable provisions of the current fiscal year version of DFAS-IN 37-100 or other accounts as appropriate to support retention and transition efforts within the command. Particular attention is directed to ensure tenant activities are sufficiently resourced and supported by host Installation Commanders (see AR 37-1 and DFAS-IN 37-100 for budgeting and authorized uses of these funds). Although these funds are not "fenced," retention offices are expected to coordinate with their comptroller to ensure funds are used to support the Army Retention Program to the greatest extent possible.

(14) Establish an Army Retention Awards Program, designed to enhance the commander's ability to accomplish assigned retention missions, recognizing subordinate command excellence. Additionally, special recognition or awards are given to assigned officers and NCOs who demonstrate outstanding support of the retention efforts within the command. Recognition may be in any form deemed appropriate by the commander.

(15) Ensure commanders, leaders, and soldiers are informed of the current Army Retention Program policies and procedures. An annual retention update for all NCOs and officers is required as a minimum.

(16) Ensure the Army Retention Program is sufficiently publicized throughout the command.

(17) Regularly review retention documents to ensure that administrative errors are corrected according to this regulation and proper counseling is conducted to prevent recurrences.

e. Retention Officer. Commanders, by virtue of their position are Retention Officers for their specific command. This duty may not be delegated except as authorized in paragraph 1-8h, this regulation. The Retention Officer will—

(1) Make continuing estimates of the Army Retention programs (Active Army and RC) for future planning.

(2) Submit recommendations for retention policies or changes to policies.

(3) Translate retention decisions and plans into orders and ensure distribution of the orders to subordinate units.

(4) Exercise supervision, including inspections as necessary, to ensure that retention policies are executed properly.

(5) Be alert for factors that hinder the retention efforts.

(6) Maintain contact with local finance personnel and public information offices.

(7) Conduct frequent personal visits to units to disseminate current information and assure maximum involvement at all levels of command.

(8) Coordinate with the servicing comptroller office on funds governed under DFAS-IN 37-100 to ensure proper use of funds received to include support of tenant units on the installation.

(9) All promotional items purchased with retention funds will be directed at the retention effort and will contain retention specific logos or advertisements. Additionally, each item purchased will not exceed a reasonable cost.

f. Active Army Career Counselor. The Active Army Career Counselor is the program administrator and expert technical advisor to the Commander and Command Sergeant Major on all reenlistment aspects of the Army Retention Program. The Active Army Career Counselor will—

(1) Administer daily operations of the commander's retention program.

(2) Ensure the commander and command sergeant major are continually updated regarding the readiness posture of the organizational Army Retention Program and compliance with HQDA and higher headquarters regulatory guidance.

(3) Ensure completion of all required tasks, functions, duties and program compliance with HQDA and higher headquarters guidance.

(4) Maintain and publish statistics on Army Retention Program eligibles, missions, and accomplishments. Maintain mission projections, identifying potentially detrimental trends and/or retention mission shortfalls. Formulate and submit timely and specific recommendations for the commander to implement. Assign reenlistment and RC enlistment/transfer missions to subordinate units.

(5) Exercise operational supervision over subordinate unit reenlistment programs and personnel.

(6) Prepare and conduct formal training for subordinate personnel. Ensure soldiers are trained and remain sufficiently proficient to perform their assigned duties and responsibilities in support of the Army Retention Program.

(7) Conduct briefings, including but not limited to, Noncommissioned Officer Development Program (NCODP) training, Commander's Call, NCO Call, and so on, of current Active Army and Reserve Component information to all leaders and soldiers.

(8) Counsel soldiers and family members regarding the benefits and opportunities within the Army Retention Program.

(9) Ensure eligible soldiers, not desiring reenlistment, are referred to and counseled by the servicing RC Career Counselor, at a minimum, as specified by this regulation.

(10) In the absence of an assigned RC Career Counselor, perform duties and responsibilities in *g* below.

(11) Conduct, at a minimum, quarterly inspections of subordinate unit retention programs. Inspections should be coordinated with the servicing RC Career Counselor wherever possible. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and scheduled for reevaluation (generally 30 days). Particular attention will be given to the DA Form 1315 (Reenlistment Data) file, ensuring soldiers are properly counseled as prescribed by appendix C. Outbrief Commander and First Sergeant when available. Provide a written report of subordinate retention programs, through the Command Sergeant Major, to the Commander for corrective action. Inspection report formats, procedures, and additional requirements are at the discretion of the MACOM.

(12) Advise commanders on bar to reenlistment preparation, imposition and removal procedures, impacts, review and separation requirements.

(13) Determine reenlistment/extension eligibility by thoroughly screening Official Military Personnel File (OMPF), Military Personnel Records Jacket (MPRJ), and local training records and rosters, as required, by regulatory criteria.

(14) Operate the RETAIN system. Ensure correct input into RETAIN of soldier qualifications and counsel soldiers regarding available reenlistment/extension options. Obtain Reenlistment Control Number (RCN)/Extension Control Number (ECN) from the RETAIN system. Report accomplished reenlistments/extensions on RETAIN.

(15) Plan and conduct reenlistment/extension ceremonies.

(16) Submit or ensure preparation and timely submission and processing of retention related SIDPERS transactions, including, but not limited to, reenlistments, extensions, and immediate reenlistment prohibition codes (ERUP). This also includes prompt correction of unresolved errors and unprocessed transactions as reported by the servicing SIDPERS Interface Branch (SIB).

(17) Ensure the Army Retention Program is sufficiently publicized, ensuring information is available and distributed throughout the command.

(18) Assist the commander in developing, implementing, and maintaining an effective Incentive Awards Program, supporting attainment of assigned retention and enlistment/transfer missions.

(19) Coordinate payments of reenlistment bonus entitlements and accrued leave, as required, through the servicing FAO.

(20) Obtain, from the servicing FAO, up-to-date information on reenlistment bonuses for prospective reenlistees (see Department of the Defense Financial Management Regulation (DODFMR)).

g. Reserve Component (RC) Career Counselor. The RC Career Counselor is the program administrator and expert technical advisor to the commander and command sergeant major on all aspects of the Army Retention Program regarding the enlistment/transfer of Active Army soldiers into the Reserve Component. The RC Career Counselor will—

(1) Administer daily operations of the commander's RC enlistment/transfer responsibilities within the Army retention program.

(2) Ensure the commander and command sergeant major are continually updated regarding the RC readiness posture of the organizational Army Retention Program and compliance with HQDA and higher headquarters regulatory guidance.

(3) Ensure completion of all required tasks, functions, and duties, as specified by HQDA and higher headquarters.

(4) Exercise operational supervision over subordinate RC transfer and enlistment programs and personnel.

(5) Maintain and publish statistics on Army Retention Program (Active Army soldiers nearing separation) eligibles, missions, and accomplishments. Assign "fair-share" enlistment/transfer missions to installation assigned, attached, and supported units and activities.

(6) Coordinate with Active Army Career Counselor to ensure all eligible soldiers scheduled to separate from the Active Army under honorable conditions are interviewed and properly counseled regarding RC opportunities and benefits.

(7) Encourage nonobligated soldiers to enlist in the Individual Ready Reserve (IRR) if a Reserve Component unit assignment is not available.

(8) Prepare and conduct formal training for subordinate retention personnel. Ensure soldiers are trained and remain sufficiently proficient to perform their assigned duties and responsibilities in support of the Army Retention Program.

(9) Conduct briefings, including but not limited to, Preseparation services program briefings (see chap 2, AR 635-10), Noncommissioned Officer Development Program (NCODP) training, Commander's Call, NCO Call, and so on, of current RC information to all leaders and soldiers.

(10) Conduct, at a minimum, quarterly inspections of subordinate unit retention programs. Particular attention will be given to the referral process, ensuring all eligible soldiers are properly counseled, as prescribed by appendix C. Outbrief Commanders and Command Sergeants Major when available. Provide a written report of subordinate retention programs, through the Command Sergeant Major, to the Commander for corrective action. Additionally, provide a copy of the report to the servicing Installation Command or Senior Career Counselor. Inspection report formats, procedures, and additional requirements are at the discretion of the MACOM.

(11) Determine enlistment/transfer eligibility by thoroughly screening Official Military Personnel File (OMPF), Military Personnel Records Jacket (MPRJ), and/or local training records and rosters, as required.

(12) Operate the RETAIN system. Ensure soldier qualifications are correctly input into RETAIN. Utilize Software for Total Army Retention Stations (STARS) to collect soldier and market data, schedule and track appointments, record soldier eligibility, and produce electronically generated documents and statistical reports. Obtain and verify qualifications and counsel soldiers regarding available RC enlistment/transfer options. Obtain HQDA authorization for enlistment/transfer. Report accomplished transfers/enlistments on RETAIN. Generate automated reports as required by higher headquarters.

(13) Draft and execute support agreements with local Directors of Information Management (DOIM), addressing maintenance and repair of all computer hardware, software, communications systems, facsimile (FAX) machines, shredders, and copiers which have been provided by sources outside the DOIM area of responsibility, including equipment provided by HRC-Alexandria or the servicing MACOM.

(14) Plan and conduct enlistment/transfer ceremonies.

(15) Submit or ensure correct preparation and timely submission of mission accomplishment reports as required by higher headquarters.

(16) Ensure Retention Publicity Items (RPI) and general retention information is requisitioned, distributed, available and displayed throughout the command.

(17) Assist the Commander in developing, implementing, and maintaining an effective Army Retention Incentive Awards Program, enhancing accomplishment of assigned missions and recognizing superior accomplishments and the individual transferring/enlisting soldier.

(18) Obtain, from the servicing FAO, up to date information on RC pay and entitlements, to include Drill Pay and

Affiliation Bonuses for prospective separating soldiers (see Department of the Defense Financial Management Regulation (DODFMR)).

h. Company Commanders. These officers will—

(1) Execute duties and responsibilities as Retention Officers.

(2) Develop, implement, and sustain an Army Retention Program, accomplishing all assigned missions, tasks, functions, and fulfill responsibilities, as established by this regulation and higher headquarters. Monitor monthly, quarterly, and FY retention statistics and trends, adjusting command emphasis and resources as required to accomplish assigned missions.

(3) Ensure all reenlistment and RC enlistment/transfer counseling is conducted in a timely manner and remarks appropriately documented, as required by chapter 5 and appendix C. Inspect the Army Retention Program, most notably the Reenlistment Data Card file, at a minimum on a monthly basis.

(4) Develop and implement an Army Retention Incentive Program, enhancing mission accomplishment, recognizing those persons who either reenlist, extend under the BEAR Program, special programs, or enlist/transfer into an RC unit. Specifically, the commander will offer incentives, or additional incentives, to soldiers reenlisting in the Active Army or affiliating with the RC as required by para 1-5 of this regulation. The program will be announced by memorandum, dated, signed by the current commander, maintained by the additional duty Reenlistment NCO, well publicized throughout the unit, and posted on the unit retention bulletin board.

(5) Encourage maximum attendance at reenlistment ceremonies by the soldier's coworkers and fellow unit members.

(6) Ensure the Company Reenlistment NCO is provided sufficient time to carry out retention duties, while remaining proficient in his/her PMOS, to include attending retention meetings, seminars, and conferences as announced by higher headquarters.

i. Company Reenlistment NCO. The Company Reenlistment NCO is appointed in an additional duty capacity, by the commander, to—

(1) Serve as advisor on matters relating to the Army Retention Program, under the operational supervision of the Active Army Career Counselor. Coordinate RC information with the RC Career Counselor.

(2) Maintain and provide monthly, quarterly, and FY statistics for the commander.

(3) Review and maintain the Reenlistment Data Card file for all soldiers. Screen MPRJ, local training records and rosters to obtain qualification data for retention actions and records. Special emphasis will be placed upon reporting and recording current reenlistment eligibility. Coordinate with Career Counselor on local SIDPERS procedures to update ERUP codes on the Enlisted Master File.

(4) Coordinate all reenlistment, extension, and RC affiliation actions and ceremonies through the Active Army or RC Career Counselor, as appropriate.

(5) Assist the commander with preparation of bars to reenlistment on soldiers not recommended for reenlistment, extension, or further service.

(6) Contact and counsel soldiers recommended for reenlistment, extension, and/or RC affiliation, including those requiring waivers, to give professional guidance.

(7) Prepare DA Form 3340-R for the soldier's and commander's signatures.

(8) Coordinate through Active Army Career Counselor, referrals of eligible soldiers declining reenlistment, to the servicing RC Career Counselor.

(9) Coordinate through the Career Counselor, with the servicing Finance and Accounting Officer (FAO), soldiers due reenlistment bonus entitlement payments, including Selective Reenlistment Bonus (SRB) anniversary payments, and payments of accrued leave, resulting from a previously executed extension of enlistment (DA Form 1695).

(10) Maintain Unit Retention Bulletin Board, complete with latest retention information (SRB, incentive programs, and so on), as required by higher headquarters.

(11) Ensure sufficient Retention Publicity Items (RPI) are prominently displayed throughout the unit area.

Chapter 3
Qualifications for Immediate Reenlistment and Command Sergeant Major Retention Program

3–1. General

This chapter explains the following terms:

a. Soldier processing.

b. Basic qualifications for reenlistment.

c. Procedures for waivers (if appropriate).

d. Reenlistment periods and ranks.

e. CSM Retention Program.

3–2. Soldier processing

Soldier processing must ensure that all soldiers accepted for reenlistment possess the required qualifications. It should also ensure that records and reports are fully documented and confirm the soldier's military status.

3–3. Determination of qualifications

A soldier currently serving in the Active Army who wishes to reenlist, or extend his or her current enlistment, will submit a DA Form 3340-R to his or her immediate commander. The commander will then determine whether the soldier is eligible for continued Active Army service. Soldiers must meet the basic eligibility criteria outlined in this chapter.

3–4. Article 84, Uniform Code of Military Justice

All soldiers involved in processing reenlistments will pay close attention to Article 84, Uniform Code of Military Justice (UCMJ). This article provides that, "Any person subject to the code who effects an enlistment or appointment in, or a separation from the Armed Forces of any person who is known to him to be ineligible for such enlistment, appointment, or separation, because it is prohibited by law, regulation, or order, shall be punishable as a court martial may direct." Commanders who receive reports or who suspect that a violation of UCMJ, Art. 84, may have occurred will conduct or cause to be conducted an inquiry under Rule 303, Manual for Courts Martial (MCM). Based on the result of such inquiry, commanders will take such disciplinary or administrative action as may be considered appropriate. Commanders and reenlistment personnel must determine the soldier's eligibility in accordance with this regulation. This is accomplished through manual screening of personnel records, not through use of automated computer systems such as RETAIN. Soldiers who have been reenlisted in violation of the UCMJ, Art. 84, will be processed according to AR 635-200, chapter 7 or 14, as appropriate.

3–5. Reenlistment qualification steps

Qualifying a soldier for reenlistment entails five steps. These steps must be followed to ensure that soldiers being reenlisted meet all statutory and regulatory requirements for immediate reenlistment.

a. Determination of eligibility for discharge.

b. Determination of eligibility for reenlistment.

c. Determination of eligibility for waiver(s) if necessary.

d. Determination of reenlistment periods.

e. Determination of eligibility for reenlistment option(s).

3–6. Qualification of a soldier for discharge

A soldier may be discharged for immediate reenlistment at the points in time shown below.

Note. Except when a soldier is flagged, has a personal action for MOS reclassification pending (includes mandatory reclassification for loss of qualifications as defined by AR 614-200, paragraph 3-13a (3) or has a request for joint domicile (either spouse) pending. Soldiers may not reenlist until the pending personnel action has been completed. Soldiers cannot be discharged for the purpose of immediate reenlistment when they are within 3 months of ETS, except for soldiers whose application has been approved by Cdr., HRC-Alexandria, Retention Management Division (AHRC-EPR). Soldiers promoted to SGT or SSG within the 3 month window may, with unit commander approval, reenlist for any option for which qualified. Request for exception to 3 month windows will be forwarded through command channels to the first Colonel in the soldier's chain of command. If approval is supported, commander will provide his/her comments, attached as an endorsement to DA Form 3340-R, through the installation senior Career Counselor to Commander, HRC-Alexandria, AHRC-EPR-P, via RETAIN.Soldiers notified of selection for direct appointment or commission, or attendance at an officer training program such as Officer Candidate School; or Warrant Officer Flight Training, will be processed under paragraphs 4-2d and 4-6c(3) of this regulation.

a. A soldier may be discharged for immediate reenlistment at any point not earlier than 24 months and not later than 3 months prior to their ETS. Election of this discharge option is available to all reenlistment eligible soldiers. Upon reenlistment, soldiers may elect to cash in accrued leave.

Note. Soldiers will be counseled that they may cash in no more than 60 days accrued leave for their entire military career.

b. A soldier may be discharged for immediate reenlistment at any point prior to 24 months before ETS when the soldier incurs a service remaining requirement imposed by HQDA that cannot be met on the current enlistment or enlistment as extended. Soldiers must be advised of the benefits or disadvantages of electing an extension of the enlistment instead of discharge and immediate reenlistment. The new period of reenlistment must not expire earlier than the previous ETS.

c. Soldiers may be discharged for immediate reenlistment upon completion of training under the Bonus Extension and Retraining (BEAR) Program. The new period of reenlistment must not expire earlier than the previous ETS.

3–7. Commander's evaluation of soldier for continued service

a. Commanders should evaluate all potential reenlistees under the "whole person" concept. Those soldiers who are not considered suited for future military service should be considered for immediate administrative separation or initiation of a bar to reenlistment under the provisions of chapter 8 of this regulation.

b. Factors considered under the "whole person" concept are listed below. This is a commander's guideline to assist in evaluating the potential reenlistee.

(1) Recent nonjudicial punishment.

(2) Repetitive nonjudicial punishment.

(3) Low aptitude area scores.

(4) Low education achievement in combination with a pattern of disciplinary incidents.

(5) Low evaluation reports.

(6) Slow rank progression resulting from a pattern of marginal conduct or performance.

(7) Potential for further service.

(8) A combination of any or all of the above factors.

3–8. Qualification of a soldier for reenlistment

a. Age (Non-Waivable).

(1) A soldier must be 18 years of age or older on the date of reenlistment and not more than 55 years old at the new ETS. Soldiers who will have completed 20 or more years of active Federal Service on their 55th birthday will not be reenlisted or extended for any period that will expire after the last day of the month in which the soldier reaches age 55.

(2) Soldiers who will not have completed 20 years of active Federal service on their 55th birthday may be reenlisted or extended to complete 20 years' active Federal service provided they meet the below listed requirements.

(a) The soldier is an enlisted soldier otherwise qualified for reenlistment, or is an Army commissioned or warrant officer released from active duty.

(b) The soldier can complete 20 years active Federal service before his or her 60th birthday.

b. Citizenship (non-waiverable). A soldier must meet one of the following criteria:

(1) Be a United States citizen. Citizens of the Commonwealth of the Northern Marianas Islands (Rota-Saipan-Tinan) are U.S. citizens.

(2) Be an alien who has been lawfully admitted to the United States for permanent residence.

(3) Be a national of the United States. (Citizens of America Samoa, Guam, Puerto Rico, and the Virgin Islands are U.S. nationals.)

(4) Be a citizen of the Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI), or the Republic of Palau (ROP). By presidential proclamation and a joint resolution of Congress, these citizens are authorized to enlist and serve in the U.S. Armed Forces.

c. Trainability (non-waiverable).

(1) Initial term soldiers requesting reenlistment must possess aptitude area score of 85 or higher in any three aptitude areas of the Armed Services Vocational Aptitude Battery (ASVAB). Soldiers in the rank of SGT or higher are exempt from the score requirements.

(2) Soldiers on their second or subsequent enlistment are exempt from all aptitude area score requirements.

(3) Aptitude area scores, as shown on the DA Form 2-1 (Personnel Qualification Record, Part II), will be used to determine reenlistment eligibility.

(4) Initial term soldiers who did not attain the aptitude score required above may be retested on the Armed Forces Classification Test (AFCT) under AR 611-5 and DA Pam 600-8.

d. Education (Non-waiverable).

(1) Soldiers must possess a GED, high school diploma, or 15 or more semester hours of college to be eligible for reenlistment. Soldiers must also meet all educational requirements of the specific option for which reenlisting.

(2) Special training qualifications may be determined from official transcripts, or by a statement signed by the soldier certifying that he or she has the specific school training or courses required. Soldiers signing these statements who are found not to have the schooling required will have committed a fraudulent reenlistment.

(3) Initial term soldiers who do not possess a GED, high school diploma, or 15 or more semester hours of college, and incur a DA imposed Service Remaining Requirement, are exempt from (1) and (2) above.

e. Medical and Physical Fitness.

(1) Soldiers must meet the medical retention standards of chapter 3, AR 40-501, or have been found physically qualified to perform in his or her PMOS per AR 635-40. Soldiers who have been found qualified for retention by a Physical Evaluation Board will not be denied reenlistment under this provision. Soldiers pending MMRB action per AR 600-60 will not be reenlisted until the MMRB action has been finalized; however, they may be extended for the minimum time necessary to complete the MMRB action.

(2) Soldiers must have passed their most recent Army Physical Fitness Test (APFT), within the nine-month period prior to date of reenlistment.

(a) Soldiers with permanent physical profiles which prevent taking the APFT are exempt from the requirements of (2) above.

(b) Soldiers with temporary physical profiles (profile can not exceed 12 months per AR 40-501) which preclude

administration of an APFT, but who have passed an APFT within the preceding 9 months to the date of awarding of the profile, are eligible for reenlistment.

(c) Soldiers with temporary physical profiles who are not qualified for reenlistment under (b) above may be extended for not more than 7 months to allow removal of the profile and administration of an APFT. Extensions beyond 7 months must be approved by the GCMCA or first general officer in the soldier's normal chain of command, whichever is in the most direct line to the soldier.

(d) Soldiers who do not meet the qualifications of (2) (a), (b), or (c) above, and are unable to be administered an APFT through no fault of their own, may be granted waivers by the GCMCA or the first general officer in their chain of command.

f. Weight Control (Non-waiverable). Soldiers (except those in para (2) below) placed in the Weight Control Program, per AR 600-9, are not allowed to extend or reenlist unless they are in the Active Army, and—

(1) Have a temporary or permanent physical medical condition that precludes weight loss, are otherwise physically fit, and have performed their duties in a satisfactory manner. The nature of on-going treatment must be documented. Extensions for temporary medical conditions must be for the minimum time necessary to correct the condition and achieve the required weight loss. Extensions or reenlistments are authorized for soldiers with permanent medical conditions that preclude attainment of weight standards and disability separation is not appropriate. The approval authority for these exceptions is GCMCA or the first general officer in the soldier's normal chain of command.

(2) Soldiers who are under medical care for pregnancy (includes the birth of the child plus 7 months) and exceed the weight standards of AR 600-9.

(a) May reenlist or extend if they are otherwise qualified and were not in the Weight Control Program immediately prior to pregnancy. Extension period will not exceed 7 months from the birth of the child.

(b) May extend only if they are otherwise qualified and were in the Weight Control Program immediately prior to their pregnancy. Extension period will not exceed 7 months from the birth of the child.

g. Rank (Non-waiverable).

(1) A soldier may not exceed the retention control points as shown below, by more than 29 days before expiration of contracted service (reenlistment or extension), see table 3-1 below.

Table 3–1
Retention control points

Rank	Total active service in years
PVT-PFC	3
CPL/SPC	10
CPL/SPC (Promotable)	15
SGT	15
SGT (Promotable)	20
SSG	22
SSG (Promotable)	24
SFC	24
SFC (Promotable)	26
1SG/MSG	26
1SG/MSG (Promotable)	30
CSM/SGM	30

Notes:

[1] The RCP for soldiers in the ranks of SSG(P) and above who are assigned to special bands (West Point Band, The Army Band, The Fife and Drum Corps and the Army Field Band) differs from the above table. They are: SSG(P) and SFC 30 years; SFC(P) and 1SG/MSG 33 years; and 1SG/MSG(P) and CSM/SGM 35 years.

[2] Command sergeants major serving in nominative positions when the commander is a GO are authorized retention beyond 30 years. These soldiers will not be retained beyond 35 years of total active service.

(2) Except for soldiers serving indefinite reenlistments, soldiers who reach their RCP during their current enlistment agreement, either through length of service, reduction in rank, or by removal from a promotion list, whether voluntary or involuntary, may serve until contracted Expiration Term of Service (ETS), unless they are separated earlier under applicable administrative, physical disability, or UCMJ separation provisions. Soldiers in this category who are eligible may apply for retirement. Soldiers with less than 18 years AFS serving indefinite reenlistments who exceed RCP as the result of a reduction in rank may serve to minimum retirement eligibility unless they are separated earlier under applicable administrative, physical disability, or UCMJ separation provisions.

(3) As an exception, Soldiers in the rank of PFC or below:

(a) Who are in the rank of PFC on their initial enlistment of 3 or less years, if otherwise qualified, to include those with approved waivers, and reenlist prior to 26 months total active service, are eligible to reenlist for a period not to exceed 6 years 29 days.

(b) Who are eligible for a SRB and in the rank of PFC on their initial enlistment of less than 4 years, (such as, original enlistment of 2 years and 26 weeks) if otherwise qualified, to include 21 months continuous Active Federal Service (other that ADT), and those with approved waivers, are eligible to reenlist for a period not to exceed 5 years to become eligible to receive an SRB. Total active service will not exceed 7 years and 29 days.

(c) Who incur a DA imposed service remaining requirement, if otherwise qualified to include those with approved waivers, are eligible for extension/reenlistment. The extension will only be for the time necessary to fulfill the service remaining requirement. Total active service will not exceed 7 years 29 days. Prior service soldiers may exceed 7 years 29 days. These soldiers are permitted to reenlist for the time necessary to fulfill the service remaining requirement, not to exceed the RCP for the next higher rank.

(d) Who are reduced in rank are not authorized reenlistment or extension under (a) (b) or (c) above.

(4) Rank eligibility does not apply to soldiers selected for attendance at an officer training program (that is, Officer Candidate School or Warrant Officer Flight Training).

h. Marital status and number of dependents. A soldier's marital status and number of dependents is immaterial.

3–9. Moral and administrative disqualifications

a. Waivable disqualifications are listed below.

Note. Disqualifications not previously revealed will be processed per AR 635-200. They do not require a subsequent waiver. Only those disqualifications occurring during the current term of enlistment are considered under this paragraph. Requests for waivers should be submitted far enough in advance of the requested reenlistment date to permit continuous service. Soldiers denied waivers under this section are in a nonpromotable status per AR 600-8-19.

(1) Soldiers who have served less than 12 months after graduation from the U.S. Army Correctional Regional Activity are not eligible to reenlist. For soldiers who need more service to complete this 12-month period, see paragraph 4-9f.

(2) There may be cases in which this regulation does not prescribe a waiver process for a certain disqualification, and a waiver is not prohibited by this regulation. If so, soldiers who are otherwise qualified for reenlistment may be recommended by the unit commander, through command channels, to Commander, HRC-Alexandria, AHRC-EPR.

(3) A one-time occurrence of AWOL or lost time for soldiers with 10 or less years of active federal service may be approved as shown below:

(a) One through 15 days AWOL or lost time: Commanders (rank LTC) of battalions or battalion sized units, or Special Court-Martial Convening Authority (SPCMA) as appropriate.

(b) Sixteen through 30 days AWOL or lost time: The first General Officer or the General Court-Martial Convening Authority (GCMCA) whichever is in the most direct line to the soldier.

(c) Waivers for AWOL or lost time exceeding 30 days will be submitted to the Commander, HRC-Alexandria (AHRC-EPR). This authority may not be further delegated.

b. Soldiers advanced/promoted or selected for promotion by a HQDA promotion board for SFC-SGM or attaining semi-centralized promotion list standing to SGT or SSG after AWOL/lost time or courts martial are exempt from this disqualification. For reenlistment purposes, soldiers recommended by their commander who successfully appear before a promotion board to SGT or SSG or who are recommended by their commander and advanced to SPC and below will be considered to possess a waiver of promotion criteria. No further waiver is required.

c. Soldiers with the following disqualifications are ineligible for immediate reenlistment. Requests for waiver will not be submitted, unless an exception is authorized below. These soldiers are in a nonpromotable status per AR 600-8-19. These soldiers may be eligible to apply for RA enlistment per AR 601-210 at a later date.

(1) Soldiers being separated from current term of service to accept commissioned or warrant officer appointment.

(2) Soldiers being separated from current term of service with a locally imposed Bar to Reenlistment in effect.

(3) Soldiers failing to meet retention standards of AR 600-9.

(4) Soldiers being processed for involuntary separation under provisions of AR 635-200, chapters 5, 7, 9, 11, 13, 14, 15, or 18; or being processed for voluntary discharge under provisions of AR 635-200, chapter 10.

(5) Soldiers in a nonpromotable status per AR 600-8-19.

(6) Soldiers selected for early release by HQDA Selective Early Retirement Board (SERB).

(7) Soldiers being separated for physical disability with entitlement to receive disability severance pay.

(8) Soldiers being separated for physical disability (Existed Prior to Service (EPTS), established by Physical Evaluation Board (PEB) proceedings (not entitled to severance pay)).

(9) Soldiers being separated with less than 20 years active Federal service by reason of physical disability.

(10) Soldiers being separated as conscientious objectors before completion of the term of service under AR 600-43.

(11) Soldiers who have completed their terms of service and are being separated as conscientious objectors, or soldiers with religious convictions that preclude unrestricted assignments (see note 3 for exceptions).

(12) Soldiers who have a DA Form 4991-R (Declination of Continued Service Statement) in effect. A copy of DA Form 4991-R is available at the back of this regulation for reproduction purposes. It will be reproduced locally on 81/2 by 11 inch paper.

(13) Aliens who will have in excess of 8 years of Federal Military Service at the expiration of the period for which they are seeking to reenlist, are disqualified from reenlistment. As an exception see paragraph 3-8b(3) or (4).

(14) Soldiers currently enrolled in the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) are not allowed to reenlist. Upon successful completion of the program according to AR 600-85, the soldier will be allowed to reenlist without waiver if he or she is otherwise qualified for reenlistment. As an exception (see paragraph 4-9I), soldiers who need more service to complete the program may be extended for the minimum number of months necessary, by the commander exercising Special Court-Martial Convening Authority (SPCMCA). The reason cited on the DA Form 1695 will be "In the best interest of the Service." Commanders are not required to retain soldiers on active duty to complete the total ADAPCP if, in their opinion, the probability for total rehabilitation does not warrant retention.

(15) Soldiers with tatoos or other disqualifications per AR 670-1 or other applicable regulations.

(16) Soldiers who have lost PMOS qualification per AR 614- 200, paragraph 3-18a(3).

(17) Soldiers with a court-martial conviction during their present term of service, unless promoted or advanced per AR 600-8-19.

d. Rare and unusual cases (as determined by the commander to be meritorious and worthy of special consideration) may be submitted through command channels to Commander, HRC-Alexandria for an exception to policy.

Note. Soldiers classified as 1-A-O noncombatants per AR 600-43 with a PMOS in the medical career management field and who are otherwise qualified, may reenlist for an option that will provide for continued duty in the medical career management field.

e. Soldiers with the disqualifications listed in paragraphs (1) through (11) below are ineligible for Active Army reenlistment at any time. Requests for waiver or exception to policy will not be granted. These soldiers are also ineligible to apply for Active Army enlistment under AR 601-210 at a later date.

(1) Insane soldiers.

(2) Soldiers having a history of psychotic disorders.

(3) Soldiers of questionable moral character and a history of anti-social behavior, sexual perversion, or homosexual conduct.

(4) Soldiers being processed for involuntary separation under any provision of AR 635-200.

(5) Soldiers currently serving as Reserve commissioned or warrant officers who are being separated and who do not have prior RA enlisted service.

(6) Soldiers whose reenlistment would not be clearly consistent with national security interests under AR 604-10.

(7) Soldiers being separated under the Personnel Security Program (604-10).

(8) Soldiers being processed for separation for physical disability under AR 635-40.

(9) Soldiers being retired after 20, but less than 30 years of active Federal service under 10 USC 3914.

(10) Soldiers being retired after 30 years of active Federal service under 10 USC 3917.

(11) Soldiers who have received severance pay (other than disability).

3–10. Waivers and exceptions to policy

a. Unless otherwise prescribed in this chapter, requests for waivers will be submitted only for meritorious cases. All requests will be fully substantiated with properly documented evidence. Documents that may be considered relevant and of value in reaching a sound decision on the request should be included. The authority to determine whether a case has merit rests at all levels of command. Except as shown below, any commander in the rank of LTC or higher may disapprove any case that does not have merit and does not warrant a recommendation for approval without further processing. Disapproved requests will not be forwarded to higher authority except for soldiers in (1) or (2) below. Such requests will be forwarded to the appropriate approval authority for final action. Each intermediate commander will make a specific recommendation with proper justification.

(1) Special category personnel (see para 3-10n below).

(2) Soldiers whose waiver is required only because of a properly awarded permanent physical profile.

b. Soldiers who are unable to qualify for reenlistment, extension, or promotion to SSG for one or more reasons must submit a request for waiver. The request will be sent through command channels to the approval authority in time to

allow for normal administrative processing. Request will not normally be submitted earlier than 16 months, nor later than 4 months prior to ETS except for soldiers who must extend or reenlist to meet a DA imposed service remaining requirement or for promotion to SSG. This requirement is particularly important for requests for soldiers approaching 3 months prior to ETS who desire unbroken service.

c. Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approving authority. (Example: If a soldier requires a waiver for 5 days lost time and physical fitness standards, the final approval authority for both waivers would be the GCMCA.) Immediate commanders will make proper recommendations for each disqualification.

d. Exceptions to Policy and Requests for actions requiring final determination by HQDA or Commander, HRC-Alexandria, will be forwarded to Commander, U.S. Total Army Personnel Command, Attn: AHRC-EPR-P, 2461 Eisenhower Avenue, Alexandria, VA 22331-0450.

e. Field commanders authorized to grant waiver or exceptions to policy under this chapter are encouraged to communicate with HRC-Alexandria in doubtful cases.

f. Requests for waivers, exceptions to policy, or other reenlistment actions will include a legible copy of the soldier's DA Form 2A (Personnel Qualification Record Part I) and DA Form 2-1.

g. Waiver approval authority set forth in this regulation requires the personal signature of the commander or officer specified. This authority may not be further delegated, unless specifically authorized by this regulation. However, any commander above the designated approval authority may elevate the approval authority to his level or any subordinate level of command above that level as appropriate. (Example: A MACOM commander may raise the approval level of any waiver, except those approved by HQDA, to the MACOM level or to any subordinate commander he considers appropriate).

h. Unless otherwise stated in the instrument, waivers or exceptions to policy are valid only to provide continuous unbroken service to in-service personnel.

i. Waivers granted for extension of an enlistment will not satisfy the requirement for a waiver for reenlistment at a later date.

j. Administrative instructions: the use of electrical communications to request waivers is discouraged. The use of electrical communications to request exceptions to policy is prohibited, unless specifically directed by HQDA or its field operating agency. Requests for waiver or exception to policy will be submitted on DA Form 3072-R. A copy of the DA Form 3340-R will be included (this is not required if the waiver is for promotion only). The request will be initiated by the soldier's immediate commander and forwarded through the chain of command. Copies of DA Form 3340-R and DA Form 3072-R are available at the back of this regulation for reproduction purposes. They will be reproduced locally on 8 1/2 x 11 inch paper.

k. Disposition of approved waivers: when the reenlistment is accomplished, an entry of the waiver granted will be made on all copies of the DD Form 4 series. The waiver document will be attached to the original copy of the enlistment/reenlistment contract. Any report of investigation and documentary evidence on which the waiver was predicated will be included. When an extension is accomplished, the waiver document will be attached to the original DA Form 1695. Any report of investigation and documentary evidence on which the waiver was predicated will be included. A duplicate copy will be attached to the duplicate copy of the DA Form 3340-R. The soldier will be given a copy of approved waivers and advised to safeguard it for use if the OMPF or MPRJ copies are lost.

l. Disposition of disapproved waivers: disapproved requests for waivers will be attached to the DA Form 3340-R (if used) and filed in the MPRJ.

m. Civil offenses: a civil offense, in itself, does not require a waiver because there are other disqualification provisions in this regulation, or retention considerations in other regulations, that apply. Commanders will carefully review the records of soldiers convicted of civil offenses to ensure appropriate administrative action is taken per AR 600-8-19 and AR 635-200.

n. Special category: waiver authorities will not disapprove requests for waiver(s) of disqualification(s), or exception(s) to policy, for the soldiers listed below who have less than 20 years of Active Federal Service. Disapproval recommendations will be forwarded to Commander, HRC-Alexandria, for final determination.

(1) Recipients of the Medal of Honor, The Distinguished Service Cross, Navy Cross, or the Silver Star.

(2) Soldiers who are partially disabled as a result of combat related injuries.

(3) Prisoner of War returnees.

(4) Soldiers who have completed 18, but less than 20 years of active Federal service, and are requesting extension of enlistment to acquire enough time to complete 20 years of active Federal service.

3–11. Questions and qualifications

Questions concerning eligibility qualifications, disqualifications, waivers or exceptions to policy will be forwarded through the chain of command to CG, HRC-Alexandria, for clarification. Under no circumstances should units below MACOM level contact HQDA directly.

3–12. Reenlistment ranks and periods

a. Unless otherwise prescribed by this regulation, or by special directive, the rank, title, date of rank, and NCO or specialist status for soldiers upon immediate reenlistment in the Active Army will be the same as that held on the day of separation.

b. Immediate reenlistments in the Active Army are authorized for periods of 2, 3, 4, 5, or 6 years.

c. Soldiers of the Regular Army who have at least 10 years active federal service in the armed forces as of the day of discharge (per para 3-6) will be reenlisted for an unspecified period of service as outlined in paragraph 3-16 below and as specified in option 1, appendix E, this regulation.

d. Soldiers authorized to reenlist immediately for an option or special program requiring a minimum reenlistment period must reenlist as specified by that option or program directive.

e. Soldiers immediately reenlisting after separation from current active service as an Army commissioned or warrant officer will be eligible to reenlist for periods of 2, 3, 4, 5, or 6 years. However, if a Retention Control Point (RCP) will be exceeded before termination of contracted service, then the new period of service will not exceed 3 years.

f. Soldiers who are serving on their initial enlistment after payment of an enlistment bonus must be reenlisted for a minimum of two years past their original ETS or the unearned portion of their bonus will be recouped.

3–13. Reenlistment and enlistment processing of officers and warrant officers

a. Officers and warrant officers with statutory entitlement, as defined in chapter 1, AR 601-280.

(1) Local retention offices are authorized to reenlist these soldiers in their former rank or in the rank of SGT, whichever is higher, after telephonic coordination with HRC-Alexandria, AHRC-EPR-P, for receipt of the Reenlistment Control Number (RCN) and MOS determination. The MOS will be based on the soldier's experience and needs of the Army. The soldier will then be reported as immediately available for assignment by the PSC per AR 614-200.

(2) Consideration for a higher rank may be requested only if the former enlisted soldier was on a promotion list to the next higher rank at the time of acceptance of commissioning. Requests should be submitted according to paragraph c below.

b. Officers and warrant officers without statutory entitlement to reenlist, but who meet one or more of the conditions in chapter 1, AR 601-280, may submit a request for exception and rank determination. Requests should be submitted according to paragraph c below.

c. Requests for rank determination identified above, or exception and rank determination identified above must be submitted and processed as follows:

d. Requests will be submitted on DA Form 4187 (Personnel Action) with DA Form 1696-R (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)), DA Form 2A, and DA Form 2-1 (officer and enlisted, if appropriate), Officer Record Brief, last DD Form 214 (Certificate of Release or Discharge from Active Duty) and/or other prior service separation documents, notification memorandum releasing the officer from active duty, promotion standing list documentation (if applicable), and any other documentation deemed appropriate (documentation supporting requested MOS such as civilian and/or service school diplomas and reports) attached as enclosures. DA Form 1696-R is prescribed by AR 601-210.

e. This request must be signed by the unit commander and endorsed by the SPCMCA or the first LTC commander in the soldier's chain of command and submitted to the servicing retention office. Recommendations should consider the commissioned or warrant officer rank attained, position held, previous enlisted rank, training, and potential value to the Army. Any commander in the chain may disapprove the request for a higher rank submitted by a soldier with statutory entitlement, or the entire request for officers without statutory entitlement, and return it to the soldier without further processing. The retention office will forward authorized requests to CG, HRC-Alexandria, for determination.

3–14. Regular Army enlistment ranks and military occupational specialties for the Army National Guard of the United States or U.S. Army Reserve soldiers

a. Reserve Component soldiers serving on extended active duty (EAD)(not a training tour) under AR 135-210 who wish to enlist in the Regular Army must be fully qualified according to this regulation, chapter 3. Rank and MOS upon enlistment will be as shown below.

(1) Soldiers serving in the rank of SGT or below may be enlisted in their current rank.

(2) Soldiers serving in the rank of SSG or above may be enlisted in the rank of SGT.

(3) If a higher rank is desired, a request for rank determination may be submitted as an exception to policy on DA Form 1696-R to Commander, HRC-Alexandria if:

(a) The rank requested is currently held in the ARNGUS or USAR and was previously held in the Regular Army or

(b) If entry level for soldier's PMOS is higher than SGT, the higher rank may be awarded provided the soldier meets the time-in-service requirements for promotion to that rank in the Regular Army per AR 600-8-19 and currently holds that or a higher rank.

(c) In the event a soldier is selected for promotion by an Active Army selection board and is subsequently promoted, enlistment is authorized in the new rank and a request for rank determinations is not required. If promotion has not occurred, the soldier will be enlisted in current rank and retain recommended list status.

b. MOSs upon enlistment are as directed by CG HRC-Alexandria.

c. The provisions above will not apply during periods of, or termination of, partial or total mobilization. In this event, separate instructions will be provided to accommodate soldiers affected.

3–15. Command Sergeant Major Retention Program

a. Retention of CSMs beyond 30 years active Federal service is limited to those nominated and selected to fill CSM positions where the commander is a Lieutenant General or General. CSM chosen as commandant USA Sergeants Major Academy are also included in this rule. Sergeants Major are not authorized retention beyond 30 years' active Federal service under provisions of this regulation.

b. Periods of Retention: CSMs selected under this authority may remain on active duty up to 35 years total active Federal service or age 55, whichever occurs first. Reenlistment periods authorized in paragraph 3-12 apply.

c. Retention of CSMs identified in paragraph a above will be automatic (subject to all retention eligibility criteria in this regulation), unless the commander initiates a replacement action. If a replacement action is initiated, the CSM must retire within 6 months after replacement arrives.

d. Reenlistment/Extension processing. Soldiers selected for retention beyond 30 years active Federal service under the provisions of this regulation may be processed for reenlistment or extension of enlistment, as necessary, on the RETAIN system or telephonically. Reenlistment outside the normal reenlistment window is not authorized except as provided in paragraph 3-6b. Selection for retention beyond 30 years active Federal service does not establish, by itself, a service remaining requirement (SRR). Therefore, these soldiers may not reenlist or extend their enlistment simply because of selection.

3–16. Indefinite Reenlistment Program

a. The Secretary of the Army may accept Regular Army soldiers for an unspecified or indefinite term of service IAW 10 USC, 505d. All RA enlisted soldiers with over 10 years active federal service are required to reenlist for an indefinite term unless otherwise exempted elsewhere in this regulation.

b. Eligibility: RA soldiers in the rank of SSG-CSM who are eligible for reenlistment IAW Chapter 3, this regulation, to include those with approved waivers, and have at least 10 or more years AFS on the date of discharge will be required to reenlist for an unspecified period of time. Soldiers with a service remaining requirement will only be allowed to reenlist, not extend if they have 10 or more years AFS, except for humanitarian reasons or pending other personnel actions.

c. Considerations. Soldiers on indefinite status will be allowed to serve until the applicable Retention control Point for their rank. If promoted, the soldier is then permitted to serve to the RCP for their new rank. Soldiers will not be allowed to exceed the RCP by more than 29 days.

d. Voluntary Separation Requests. Soldiers on indefinite status may request voluntary separation IAW AR 635-200 provided they have met service remaining requirements as directed by HQDA. Soldiers who desire to separate in lieu of complying with assignment instructions, must request separation within 30 days of notification of assignment instructions. Upon DA approval, these soldiers will be separated within six months unless serving on overseas or restricted tour. Soldiers on overseas or restricted tour will be separated within six months of normal tour completion date.

e. Reductions in rank. Soldiers on indefinite status who are reduced in rank will be allowed to serve until the RCP for the lower rank. Soldiers who exceed RCP as a result of reduction or removal from a promotion list will be processed IAW paragraph 3-8g and table 3-1 this regulation. Soldiers who have attained 18 years AFS will not be separated under provisions of AR 635-200, but will be permitted to retire on the first day of the month following the month they reach 20 years AFS.

Chapter 4
Reenlistment, extensions of enlistment, and Declination of Continued Service Statements

4–1. Reenlistment Options

Reenlistment options are designed to meet the personal desires of the soldier and to fulfill the needs of the Army. To serve the interests of both the soldier and the service, it is necessary to ensure that a soldier accepted for reenlistment is qualified not only for reenlistment, but for the option chosen as well. It is also important that the soldier be familiar with what is expected of him or her when he or she selects a certain option. This chapter provides information concerning standards that apply to each of the options offered. Option tables are at appendix E.

a. All applicants must meet the eligibility standards in chapter 3 and all specific qualifications of the option, regardless of the option chosen.

b. Soldiers granted waivers may be reenlisted for any option or period for which they are otherwise qualified.

c. Soldiers requesting reenlistment for an option that requires Personnel Reliability Program (PRP) qualifications will not be reenlisted until the soldier is qualified in accordance with AR 50-5.

d. Immediate reenlistment is authorized for qualified soldiers the day following discharge according to paragraph 3-6.

e. Reenlistment options, other than the Regular Army Reenlistment option, are available only to soldiers in the reenlistment eligibility window. The reenlistment eligibility window opens when the soldier is within 12 months of ETS and closes when the soldier reaches 3 months prior to ETS. Immediate reenlistment is not authorized when soldiers are within 3 months of scheduled ETS without prior approval from CG, HRC-Alexandria (AHRC-EPR). Soldiers with less than 10 years AFS will be reenlisted for 2, 3, 4, 5, or 6 years of service. Those soldiers in the rank of SSG or higher, who on the date of discharge, have 10 or more years AFS will only be permitted to reenlist for an indefinite period.

f. Reenlistment options are based on the status of a soldier's PMOS. Regularly published MOS strength status will govern which options are offered to a soldier at reenlistment. Soldiers in critically overstrength specialties may be restricted to retraining. Soldiers in shortage specialties may also be restricted from migrating to a different specialty. Other restrictions as to trainability criteria and rank are also imposed by HQDA to effectively manage the enlisted force. Regularly published guidance will be updated periodically over RETAIN or HQDA message. Career Counselors will consult current guidance, prior to making implied promises concerning a soldier's reenlistment option.

4–2. Restrictions

Commanders, Career Counselors, and soldiers must be aware of and understand the following restrictions before referring to the reenlistment option tables.

a. Former members of the Peace Corps will not be assigned to permanent or temporary duty in the military intelligence field for a period of 4 years after service in the Peace Corps.

b. Soldiers who have been selected for assignment, either individually or as a unit, are only eligible for Regular Army Reenlistment Option (table E-1). However, initial term soldiers, and soldiers who have 4 years or less of service for pay purposes at ETS and elect not to take action to meet the minimum tour requirements, may reenlist for any option for which they are otherwise qualified. Soldiers are considered to be selected for assignment based on the date of the Enlisted Distribution and Assignment System (EDAS) cycle or the message that transmitted the assignment.

c. Soldiers awarded a PMOS as a result of completing formal training of 20 weeks or more may not reenlist for further PMOS training until they have served in the newly awarded PMOS for the minimum time required by the service remaining requirements of AR 614-200. This does not apply—

(1) To a soldier who, in the last course attended or currently attending, acquired 20 or more weeks of training as a prerequisite to further training, and is now reenlisting to receive that further training.

(2) At normal ETS.

d. All soldiers reenlisting to meet time remaining requirements, regardless of the timeframe in which the reenlistment is accomplished, will be reenlisted only for Option table E-1.

e. A soldier authorized discharge for the purpose of immediate reenlistment will be reenlisted for a period of service that will expire no earlier than their current ETS.

f. A soldier in a transitional leave status awaiting ETS who changes his or her mind and desires reenlistment, may take the actions listed below.

(1) Soldiers last assigned to a CONUS installation are ineligible, but may return to that installation and apply for reenlistment as an exception to policy.

(2) Soldiers who departed an overseas command for the purpose of ETS are ineligible, but may return to the transition point where their records are located and apply for reenlistment under paragraph g below.

g. Soldiers in an overseas area who are fully qualified for reenlistment, but elect to depart the overseas command for separation processing, will not be allowed to reenlist once they depart the overseas area. These soldiers will be processed for immediate separation from the service upon arrival at the CONUS transition point. However, in exceptional cases, HRC-Alexandria, Retention Management Division, may authorize reenlistment for soldiers who meet all the conditions below. Soldiers will apply from the closest CONUS installation transition point.

(1) The soldier must be otherwise qualified for reenlistment without waiver.

(2) The soldier's PMOS must be shown as a shortage (Yes in/No out (Y/N) skill in the current HRC-Alexandria In/Out call message, or be an initial term SGT or a mid-career SSG (see Glossary).

(3) The soldier must be recommended for reenlistment by the losing commander (the commander of the last overseas unit of assignment. This recommendation will be obtained by personnel at HRC-Alexandria, Retention Management Division.

(4) If approved, reenlistment option and/or assignment for these soldiers will be determined by HRC-Alexandria. Soldiers who did not complete a normal overseas tour per AR 614-30 may be returned to the overseas command from which they departed.

h. Former officers immediately reenlisting per paragraph 1-6 and 3-13 will be reenlisted only for the reenlistment option E-1.

i. Soldiers in the rank of SSG who are on the DA promotion list for promotion to SFC will be reenlisted only for those options available to an SFC.

j. Soldiers who are Human Immunodeficiency Virus positive are restricted to reenlistment in accordance with AR 600-110.

k. Only those commitments shown in the option tables will be entered in reenlistment documents. No other promises will be made to soldiers, either orally or in writing, nor will they be considered in determining whether a reenlistment commitment is broken or unfilled.

l. Initial term soldiers assigned in CONUS may reenlist for any option which will result in a PCS and they are otherwise qualified for provided they will complete at least 1 year on station before movement.

m. Mid-career and career soldiers assigned in CONUS may reenlist for any option which will result in a PCS and they are otherwise qualified for provided they will complete at least 2 years on station before movement.

4–3. Stabilized assignments

a. Soldiers assigned to drill sergeant duty must serve 24 months after successful completion of drill sergeant school. Reenlistment for any qualified option is permitted as long as no movement is made prior to successful completion of drill sergeant duty.

b. Soldiers serving as U.S. Army recruiters must serve 36 months after assignment to recruiting duty before reenlistment for any option, other than reenlistment options listed in table E-1, unless sooner released from recruiting duty. If released from recruiting duty prior to completion of 36 month service requirement and within the normal reenlistment window, recruiters may reenlist for any option for which qualified.

c. Soldiers serving as Active Army Career Counselors may only reenlist for the reenlistment option listed in table E-1.

d. Soldiers assigned to USMEPCOM may reenlist for reassignment only upon completion of their 3 year stabilized tour.

4–4. Waiving reenlistment commitments

a. A soldier who reenlists with a specific commitment who later desires to waive the commitment must sign a statement, in duplicate, as follows:

"I voluntarily waive my reenlistment commitment made at the time of my reenlistment. I realize and fully understand that I will be assigned in accordance with the needs of the Army."

b. The original of this statement will be forwarded to the Commander, U.S. Army Enlisted Records and Evaluation Center, 8899 East 56th Street, Indianapolis, IN 46216. The duplicate will be attached to the copy of the DD Form 4 series in the soldier's MPRJ. Requests for cancellation of assignment will be made by the local PSC to the appropriate career branch, when the reenlistment is waived before the report date. However, waiving a reenlistment commitment does not, in itself, cancel existing assignment instructions.

4–5. HRC-Alexandria processing procedures

a. Besides the requirements contained in line items 6 and 7 of each option table, Career Counselors and responsible retention personnel will comply with the procedures established by Commander, HRC-Alexandria. These procedures will be used to process all soldiers for reenlistment authorization, to include issuance of assignment and/or training instructions when required, and obtaining reenlistment and extension control numbers.

b. A request for a reenlistment option will be processed on the current RETAIN system or telephonically coordinated with Retention Management Division, HRC-Alexandria. Availability of options is determined by the soldier's qualifications and the status of current PMOS relating to Army needs as provided by RETAIN or through telephonic coordination with Retention Management Division.

(1) Soldiers with service remaining requirements may request extension of enlistment per paragraph 4-9, or immediate reenlistment under reenlistment option E-1.

(2) Soldiers not reenlisting or extending to meet a service remaining requirement must process for immediate reenlistment within the times specified in paragraph 4-1.

c. Soldiers who reenlist in overseas commands for reenlistment options that involve reassignment outside the command, or retraining that is to be conducted outside the overseas area, will depart the overseas area according to the guidelines below.

(1) Initial term soldiers and soldiers with 4 years or less years of service for pay purposes at ETS will not depart the overseas area sooner than the date that would have been their ETS, (soldiers will have adequate time for necessary travel and processing of separation before release from active duty, normally 2 days before ETS per AR 614-30 or normal tour completion, whichever is sooner.

(2) Soldiers, other than initial term soldiers, with more than 4 years service for pay purposes at ETS will not depart the overseas area before completion of the normal overseas tour as prescribed in AR 614-30.

(3) Soldiers who selected retraining in a course that does not begin until after the normal departure date from the

overseas area will be extended in the overseas command until the school report date minus desired travel and leave time.

4–6. Service remaining requirements

a. A SRR is a HQDA prerequisite for a soldier to have a specified amount of remaining contractual service in order for an authorized action to be taken (see ARs 600-8-19, 614-30, 614-200, and 635-200). Examples include: CONUS/OCONUS deployment, service school/course attendance, selection for special duty assignment and semi-centralized promotion.

b. Reenlistment and/or extensions of enlistment provide qualified Active Army enlisted soldiers additional contractual service to meet SRRs which cannot be met through immediate reenlistment.

c. Within 30 days of notification of an SRR, soldiers will be counseled and take one of the following actions:

(1) Elect a discharge for the purpose of immediate reenlistment (see para 3-6 for discharge considerations), or

(2) Extend current enlistment (Section II), or

(3) Elect a combination of reenlistment and extension if in the best interests of the soldier and the Army. The period of reenlistment may be combined with an extension of not more than 11 months to meet SRRs. Caution must be exercised using this combination. The reenlistment action must be accomplished first, and the extension must occur at least 24 hours after this transaction.

(4) Decline continued service according to paragraph 4-11.

d. Initial term soldiers are not required, but may at their option, take action under subparagraph c(1)-(3) above.

e. Soldiers, other than initial termers, with more than 4 years' service for pay purposes at ETS, must take action in accordance with either subparagraph *c* above or paragraph 4-11.

4–7. General

All soldiers qualified for and desiring extensions, will be counseled by the servicing Reenlistment NCO/Career Counselor that reenlistment is normally preferable over an extension of enlistment to meet additional service obligations. Additionally:

a. Extensions are posted to military personnel records immediately. However, the actual effective date of the extension, is the date following the soldier's current ETS.

b. The Defense Finance and Accounting System (DFAS) posts the extended ETS on the soldier's automated finance record. However, the new extended ETS date does not appear on the soldier's Leave and Earnings Statement (LES) until the current month of ETS (as reflected by DD Form 4 series). Soldiers are strongly encouraged to verify the posting of the transaction through his/her servicing Career Counselor prior to the soldier reaching 60 days of normal ETS to avoid being automatically removed from the finance and accounting system.

c. If, at the time of extension, soldiers have a negative leave balance, it will be converted to excess leave and collected from their pay.

d. Soldiers have the option of cashing in accrued leave on the first extension of an enlistment. Payment for accrued leave will be received after the soldier's current ETS (as reflected by DD Form 4). The soldier should contact the servicing finance and accounting office (FAO) approximately 1-2 weeks before the date of the extension takes effect.

e. If a reenlistment bonus is involved, extensions will not be used to increase bonus entitlement.

4–8. Periods of extension of enlistment

a. Individual extensions of enlistment are given in monthly increments, from 1 to a maximum of 23 months, for the minimum amount of time necessary to fulfill the authorized service requirement, (see para 4-9b and 4-9m for exceptions).

b. Extensions for the Bonus Extension and Retraining (BEAR)Program and for soldiers in the ranks of PFC, SPC, or CPL who are on orders for long tour areas, may exceed 23 months, provided they do not exceed the retention control point for their rank at new ETS.

c. Although authorized, subsequent extensions are discouraged. In no case will the combined total of all extensions of the same enlistment exceed 48 months. If an authorized extension, when combined with any prior extensions of the current enlistment contract, would exceed the 48-month limitation, commanders may request an exception to policy to permit reenlistment. Requests will be submitted to CG, HRC-Alexandria.

4–9. Reasons for extensions of enlistment

Requests for extension of enlistment described in this regulation may be approved for the following reasons. Upon receipt of the approved DA Form 3340-R and verification of eligibility, the servicing Career Counselor will obtain an extension control number (ECN) from Commander, HRC-Alexandria, via the RETAIN system. The ECN will be entered on the soldier's DA Form 1695. Extensions for purposes other than those listed in this paragraph will be evaluated by the soldier's immediate commander, approved as outlined, and accomplished only when the soldier is within the reenlistment eligibility window and will not exceed a cumulative total of 12 months on any one enlistment,

unless otherwise specified. Extensions are not authorized once the soldier is within 3 months of scheduled ETS, except when prior approval has been obtained from CG, HRC-Alexandria (AHRC-EPR).

a. Meeting SRRs. Extensions may be accomplished as prescribed in table 4-1. Soldiers within the reenlistment eligibility window and otherwise qualified, must reenlist to meet the SRR, they may not extend. Soldiers not otherwise qualified for reenlistment may be extended.

b. Retirement. AR 635-200, chapter 12, applies. Soldiers applying for retirement may be extended through the last day of the retirement month. DA Form 1695 (Oath of Extension) is not required. The retirement order will serve as documentary evidence of the approved extension. Extension Control Numbers (ECN) are not required for retirement extensions executed according to AR 635-200.

c. Extending to the retention control point according to rank and service criteria (see para 3-8). Extension will not exceed 23 months and must be accomplished during the reenlistment window.

d. Reaching maximum age criteria of paragraph 3-8. Restrictions of c above apply.

e. Achieving reenlistment qualification under physical fitness testing as authorized in para 3-8. Extension will not exceed 7 months and must be accomplished during the reenlistment window.

f. Graduating from the U.S. Army Regional Correctional Activity. Soldiers must serve 12 months after graduation before reenlistment may be authorized. Twelve months is the designated observation period. The first commander who is a commissioned officer in the chain of command will approve a request for extension to allow completion of the 12-month period. No further extension is authorized. This provision does not apply to USARCA graduates pending review of an unremitted sentence to a punitive discharge since they are under suspension of favorable actions under AR 600-8-2.

g. Pending a personnel action. These may be for MOS reclassification, reassignment, evaluation by the Physical Performance Evaluation System, joint domicile (either spouse), or similar situation. Soldiers may be extended, if otherwise qualified, to await determination. Extension will not exceed 3 months and must be accomplished during the reenlistment window.

h. Weight control. Extending while under the weight control program per paragraph 3-8 of this regulation. The reason cited on the DA Form 1695 will be "in the best interest of the service."

Note. Pregnant soldiers who are otherwise qualified may be extended for the least amount of time necessary to comply with service remaining requirements, consistent with retention control point limitations for the soldier's rank. Authority for extensions that exceed 23 months is CG, HRC-Alexandria.

i. ADAPCP. Soldiers currently enrolled in the Army Alcohol and Drug Prevention and Control Program (ADAPCP) who need additional service to complete the program may be extended for the number of months needed by the commander exercising Special Court Martial Convening Authority (SPCMCA). The reason cited on the Oath of Extension of Enlistment will be "in the best interest of the service."

j. Contingency deployment conditions. Under actual (non-training) contingency deployment conditions, soldiers within 120 days of normal ETS may be voluntarily extended for deployment. A one-time extension for a period not to exceed 6 months is authorized. Extensions are not authorized once transition point processing has begun.

k. Married Army Couples Program. Soldiers in the Married Army Couples Program may extend to establish a common ETS month for the purpose of reenlistment processing for joint domicile consideration. This extension is authorized at any time prior to the normal reenlistment window but not when the soldiers are within 3 months of scheduled ETS.

l. Exceptions. Soldiers may extend, whether or not they are reenlistment or extension qualified, according to chapter 3. Soldiers who have non-waiverable disqualifications, who are flagged for failure of APFT, who do not meet weight standards, or who have a locally initiated Bars to Reenlistment approved below HQDA, may extend when one of the conditions in paragraphs (1) through (5) below exists. The approval authority for the following exceptions is the first commander who is a commissioned officer in the soldier's chain of command. There is no requirement for processing a DA Form 3072-R for Reenlistment/Promotion in the Regular Army.

(1) A soldier's family member is ill (to include pregnancy) and requires medical care. Medical confirmation is required. Extension will not exceed 12 months.

(2) A soldier has submitted request for exception or waiver to meet reenlistment eligibility criteria and ETS will occur before final determination is made by the waiver or exception approval authority. Extensions will be in 3-month increments only and will not exceed a total of 6 months. Extensions are not authorized once transfer point processing has begun.

(3) A soldier has attained 18 but less than 20 years of active Federal service. Unless being separated for disciplinary or medical reasons, the soldier may request extension to complete 20 years of active Federal service. Extension will not exceed 23 months and will be limited to the number of months necessary to complete 20 years of active service.

(4) A soldier is within 90 days of ETS and in, or projected to be in, medical hold status past ETS. Medical confirmation is required. Confirmation will include the approximate amount of time past ETS required for completion of treatment and/or release from medical hold status as determined by competent medical authority. Extensions may be

granted for days or a combination of months and days. Subsequent extensions are authorized as determined by medical authority and this regulation.

(5) Soldiers denied reenlistment by HQDA under the Qualitative Management Program may be extended as prescribed in applicable directives, provided otherwise qualified. Soldiers not otherwise qualified must obtain approved waiver of any disqualification from the appropriate waiver approval authority. Table 4-1 lists extension of enlistment criteria.

(6) Soldiers pending legal action, either military or civil, provided otherwise qualified, and recommended by the commander may be extended until final outcome of action.

4–10. Cancellation of extension

Soldiers may submit requests for cancellation of extension on DA Form 4187, complete with facts and justification. The servicing Career Counselor will review the soldier's qualifications and request, ensuring compliance with this regulation, and forward the request to the soldier's commander for action. Approval authority for requests of cancellation of extension of *a* and *b* below is the senior installation Career Counselor. Disapproval authority is reserved for the commander exercising SPCMCA.

a. In the case of soldiers who extended for an SRR, but did not receive the benefits of the extension— an example would be a soldier who executed an extension to comply with OCONUS deployment orders and then the assignment was later canceled— if the soldier cancels the extension because he/she was deleted or deferred by the service, the canceled extension will not count as previously obligated service when computing a Selective Reenlistment Bonus (SRB). However, if the soldier is deleted from the assignment at his/her request, or if the report date is deferred at his/her request, the extension will count as previously obligated service in computing the SRB (see *e* below).

b. Soldiers may request cancellation of extension for the purpose of immediate reenlistment for the reenlistment option listed in table E-1 (Regular Army Reenlistment Option), provided they are otherwise qualified, if:

(1) They have extended their enlistment past the 6th, 10th, or 14th year of total active Federal service, thereby losing their entitlement, or

(2) Their SRB entitlement may be adversely affected by a later reenlistment.

c. Requests for cancellation of extension for soldiers other than in *a* or *b* above may be forwarded through the servicing Command Career Counselor, to the Commander exercising GCMCA for determination. Requests will include copies of DA Form 1695, DA Form 3340-R, DA Forms 2 and 2-1, complete facts and justification for the cancellation, and chain of command recommendations.

d. Soldiers who have extended their enlistment because of acceptance into the BEAR program will not be allowed to cancel their extension before completing BEAR Military Occupational Specialty (MOS) training.

e. For purposes of SRB computation, all extensions canceled after they have commenced count as previously obligated service.

f. Soldiers who request cancellation of their extensions for the purpose of reenlistment and, later, do not reenlist, will revert to the original extended ETS.

g. Distribution of approved cancellation of extension actions will be per paragraph 11-13.

4–11. Use of the Declination of Continued Service Statement

Soldiers, other than those in their initial term, having 4 or more years service for pay purposes at ETS, must take action to meet SRRs (see para 4-6 above). This action is required regardless of the SRR start or report date, to include those after the soldier's current ETS. Soldiers eligible, but refusing to take action to satisfy military SRRs will be denied further service through the DA Form 4991-R. However, there are exceptions. The DCSS will not be used for:

a. Soldiers ineligible to obtain sufficient time through reenlistment or extension of enlistment as verified by the servicing Career Counselor per chapter 3 of this regulation.

b. Soldiers with insufficient time and ineligible to take action to obtain sufficient time to complete an unaccompanied tour.

c. Soldiers within 90 days of ETS date on date of notification of assignment instructions.

d. CONUS based soldiers alerted for OCONUS movement with insufficient time to complete an accompanied tour but who have sufficient time or are eligible to take action to obtain sufficient time to complete an unaccompanied tour. (That is, the soldier having enough time to complete an unaccompanied tour, but not the longer accompanied tour, will not have a DCSS.)

e. Soldiers serving on an indefinite reenlistment do not have the option of submitting a DCSS. Indefinite soldiers who are retirement eligible may submit retirement applications in lieu of assignment, however approval is not automatic. Non-retirement eligible soldiers may submit for separation under other applicable provisions of AR 635-200.

4–12. Execution and processing of DA Form 4991-R

a. Soldiers indicating a desire to refuse to take action to meet an SRR will be advised by the servicing Career Counselor regarding the impact of the refusal.

b. Soldiers still indicating a desire to refuse to take action to meet the SRR, the servicing Career Counselor will initiate DA Form 4991-R upon completion of Levy briefing (not to exceed 30 days) but no later than 45 days from the EDAS Transmittal Date for eligible soldiers required to, but refusing to, take action with an SRR (that is, the soldier refuses to reenlist or extend for SRR). The Career Counselor will forward the document with a 3 working day suspense to the commander/first sergeant to allow completion of counseling requirements (the suspense must additionally allow for priority of the SRR and geographic considerations regarding the distances between the soldier, commander, and the Career Counselor).

c. The commander/first sergeant will counsel the soldier, ensuring the soldier fully understands that refusal to comply with orders will result in the execution of a DCSS. Specifically, soldiers with a DCSS are—

(1) Placed in a nonpromotable status.

(2) Prohibited from reenlistment or extension of enlistment.

(3) Prohibited from applying for reentry into the Regular Army for a period of at least 93 days if separated at normal ETS, and at least 2 years if voluntarily separated before ETS under applicable provisions of AR 635-200.

(4) Required to receive a rank determination from HQDA, if approved for reentry into the Regular Army.

(5) Prohibited from application, selection, or attendance for commissioning or warrant officer appointment programs while on the current period of active duty.

(6) Precluded from consideration by HQDA for centralized selection for promotion and/or advanced schooling.

(7) Eligible to request voluntary separation under the provisions of paragraph 16-5, AR 635-200.

(8) Eligible for other assignments (CONUS and OCONUS) provided you have sufficient service remaining to meet the requirements of the new assignment.

(9) Not eligible for separation pay.

d. The commander/first sergeant will fully review the DA Form 4991-R and obtain the soldier's signature in Section B (if the soldier refuses to sign, the commander/first sergeant will annotate the refusal and sign in the witness' signature block in Section B).

e. For soldiers in the rank of SSG and below, the commander/first sergeant will additionally annotate the soldier's DA Form 1315 by entering "9Q" in the immediate reenlistment prohibition code block, complete the reenlistment status section of the form, obtain the soldier's initials and date of notification, and advise the soldier that he/she is ineligible for reenlistment or extension. Retention personnel will further ensure the "9Q" ERUP transaction is reported via SIDPERS.

f. The commander/first sergeant will complete Section C and return the DA Form 4991-R through the Career Counselor to the PSC.

g. The PSC uses DA Form 4991-R as the basis for requesting a deletion action under AR 614-200 and for entering the proper Assignment Eligibility and Availability (AEA) code in the SIDPERS.

4–13. Disposition of DA Form 4991-R

a. The original document is forwarded to CG, U.S. Army Enlisted Records and Evaluation Center (USAEREC), 8899 East 56th Street, Indianapolis, IN 46216, to be permanently filed in the soldier's Official Military Personnel File (OMPF).

b. A duplicate copy will be filed in the soldier's Military Personnel Records Jacket (MPRJ).

c. An additional copy will be forwarded to Commander, HRC-Alexandria, Attn: AHRC (appropriate branch), 2461 Eisenhower Ave., Alexandria, VA 22331-0450.

4–14. Requests for withdrawal of Declinations of Continued Service Statements

a. Requests for withdrawal of DCSS must be fully justified and submitted through command channels to CG, HRC-Alexandria, for consideration.

b. Requests will include a copy of the DA Form 4991-R, current copies of DA Form 2A and 2-1, and chain of command recommendations.

c. Any commissioned commander who does not believe the request for withdrawal should be approved, will disapprove and return the request.

d. Withdrawal requests will be submitted as follows:

(1) From CONUS—not later than 90 days before soldier's ETS.

(2) From OCONUS—not later than 90 days (120 days for SFC, 1SG/MSG, and CSM/SGM) before rotation date.

e. Disposition of approved withdrawal requests will be as prescribed in paragraph 4-13 above.

Table 4–1
Extension of enlistment criteria

Rule	If a soldier requests an extension and the purpose is--	no single extension will exceed--	and the total of all extensions will not exceed--	and action will be taken
1	to meet service remaining requirements for selection for overseas assignments, service school training or other assignment of choice or for which selected.	23 months	48 months	before compliance with orders directing movement or movement of dependents as appropriate but not if the soldier is in the Reenlistment eligibility window
2	to volunteer for an overseas assignment, to complete a normal overseas tour, or for a voluntary foreign service tour extension.	23 months	48 months	before compliance with orders directing movement, or after approval of foreign service tour extension but not eligible if in the Reenlistment eligibility window.
3	to meet service remaining requirement for promotion to the rank of SSG.	13 months	48 months	before promotion regardless of Reenlistment eligibility window.
4	to meet service remaining obligation for BEAR program.	48 months	48 months	upon receipt of approval of BEAR application regardless of Reenlistment eligibility window.
5	to meet the service remaining requirement for PLDC	6 months	48 months	upon notification to attend PLDC regardless of the soldier's Reenlistment eligibility window.

Chapter 5
Enlistment and Reenlistment Bonuses for Enlisted Personnel

Section I
Programs, Program Responsibilities, Qualification, and Bonus Amounts

5–1. Enlistment Bonus and Selective Reenlistment Bonus Programs

The Enlistment Bonus (EB) program became effective 1 June 1972. The SRB program replaced the Regular Reenlistment Bonus (RRB) and the Variable Reenlistment Bonus (VRB) Programs effective 1 June 1974. The entitlement portion of this chapter on pay and allowances has been approved by the DOD Military Pay and Allowance Committee. These procedures are prescribed by the Secretary of Defense under 37 USC 308 and 309.

5–2. Program responsibilities

a. DA ODCS, G-1 (DAPE-MPE) will exercise general staff supervision over personnel policies governing the EB and SRB programs. Corrections of contracts or extensions involving payment of SRB which resulted from career counselor error or oversight will be endorsed by the senior command or installation career counselor and forwarded to HRC-Alexandria for resolution. Address to: CG, HRC-Alexandria, Attn: AHRC-EPR, 2461 Eisenhower Ave, Alexandria, VA 22331-0450.

b. Commander, HRC-Alexandria will operate and technically supervise the program under the policy guidance of ODCS, G-1 and the Army Retention Program.

c. MACOM commanders will—

(1) Administer the programs for all members under their respective commands.

(2) Establish and maintain a continuing program of orientation, training, and publicity. Soldiers must be familiar with all aspects of the bonus program.

(3) Promptly publicize and disseminate to all subordinate echelons all policy directives received from HQDA.

(4) Ensure that subordinate commanders properly use bonus recipients.

d. Installation commanders will provide assistance and support in promoting objectives and administration of the bonus programs to the following:

(1) Commanders responsible for custody of personnel records.

(2) Unit commanders.

(3) Senior Career Counselors.

(4) Finance and accounting officers (FAOs).

e. Commanders responsible for custody of personnel records will—

(1) Establish controls to identify a soldier eligible to receive an EB or reenlistment bonus (anniversary payment).

(2) Advise and assist unit commanders, retention personnel, and FAOs in administering the bonus programs.

(3) Ensure that correct entries are made promptly on records and reports.

(4) Report, as surplus (AR 614-200), a soldier receiving an EB or SRB who cannot be used properly.

f. Unit commanders will ensure proper use of any soldier receiving an EB or SRB.

g. Retention personnel will—

(1) Coordinate actions for soldiers who are entitled to receive an EB, but did not receive all monies that were due.

(2) Ensure that all reenlisting soldiers eligible for a SRB per this regulation meet all qualifications and receive appropriate bonuses.

h. Recruiting personnel will ensure that enlistments for bonuses comply with AR 601-210.

5–3. Enlistment bonuses

Policies and instructions for the administration of the EB program are contained in AR 601-210. The MOS designated for the EB program will be announced by message from Commander, HRC-Alexandria, Attn: AHRC-EPR.

5–4. Broken service selective reenlistment bonus

Instructions for preparation, record maintenance, financial administration, recoupment, and the use of broken service selective reenlistment bonus (BSSRB) recipients are contained in AR 601-210. The objective of the BSSRB is to increase the level of mid-career soldiers in specific skills. The bonus is offered to prior service (PS) Regular Army soldiers who were qualified in the bonus skill immediately before their discharge or release from active duty and who agree to reenter the Regular Army in that skill. The MOS designated for the BSSRB program will be announced by message from CG, HRC-Alexandria, Attn: AHRC-EPR.

5–5. Selective Reenlistment Bonus

The MOS designated for the SRB program will be announced by message from Commander, HRC-Alexandria, Attn: AHRC-EPR. The SRB program is a retention incentive paid to soldiers in certain selected MOSs who reenlist for a minimum of 3 years. The objective of the SRB program is to increase the number of reenlistments in critical MOSs that do not have adequate retention levels to man the career force. Although Department of Defense policy permits SRB payments of up to $45,000.00, soldiers may be paid bonuses up to six times their monthly basic pay at discharge, times the number of years of additional obligated service, or $20,000.00, whichever is less. A qualified soldier may be paid an SRB only once within each zone of eligibility. The bonus will be paid in addition to any other pay and allowances to which the soldier is entitled. Soldiers reenlisting for Indefinite Status will not be paid a Selective Reenlistment Bonus.

5–6. Individual qualifications for a selective reenlistment bonus

a. Three eligibility zones have been established under the SRB program. They are as follows:

(1) Zone A reenlistments are reenlistments between 21 months active Federal service and 6 years of active service.

(2) Zone B reenlistments are reenlistments between 6 and 10 years of active service.

(3) Zone C reenlistments are reenlistments between 10 and 14 years of active service.

b. To be eligible for an SRB, a soldier must meet all criteria listed below, conditions for either Zone A (*e* below), Zone B (*f* below), or Zone C (*g* below), and not be restricted by conditions of *i* below. The soldier must:

(1) Be serving within their first 14 years of active service.

(2) Reenlist in the Active Army for at least 3 years.

(3) Be serving on active duty, other than Active Duty for Training (ADT), in the rank of CPL/SPC or above. Also, soldiers on a 2-year initial enlistment who hold the rank of PFC, may reenlist and receive the SRB multiplier listed for SPC, if otherwise qualified. (The requirement that the soldier must have completed at least 21 months continuous active Federal service on the date of reenlistment is still in effect).

(4) Be qualified in an PMOS awarded under chapter 3, AR 614-200, that is, designated for an SRB as announced by HRC-Alexandria message.

(5) Reenlist for at least 3 years. If discharged or released from active duty, reenlist within 3 months after the date of discharge or release from active duty. See BSSRB above for a break in service of more than 3 months.

(6) Attain eligibility and reenlist before the effective date of termination of a MOS from the SRB program. When a MOS's bonus level is being reduced, a soldier must meet eligibility and reenlist prior to that reduction of bonus level to receive the higher level. Eligibility through changes in an existing service obligation, including an early discharge, must be accomplished before the effective date of the termination or reduction of award level in the MOS. (Exception: A soldier approved for entry into the Bonus Extension and Retraining program (BEAR) will be approved for a specific zone and will be paid the SRB level in effect at the time of agreement or at the award level in effect at the date of reenlistment, whichever is higher. The "time of agreement" is the date that the DA Form 1695 is completed after notice of approval for entry into the BEAR program. The soldier will be paid even though the MOS no longer is designated for award of an SRB at the time the soldier becomes eligible to reenlist under the BEAR program).

Note. If, for any reason, the soldier does not reenlist in the zone for which the BEAR was approved, award of the SRB will be based on the SRB level in effect on the date of reenlistment in the new zone.

(7) Reenlist for continued active duty in the PMOS held at discharge or in a MOS within the normal line of progression for PMOS held at discharge.

c. If reenlisting in a MOS that is included in the SRB Program by language qualification, SQI, or ASI, the soldier must—

(1) Have the PMOS, language code, SQI, or ASI awarded before discharge or release from active duty.

(2) Reenlist for continued active duty in, or assignment to an authorized PMOS, SQI, ASI, or language qualification position.

(3) Serve in an authorized PMOS, SQI, ASI, or language qualification position for the entire reenlistment term per DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus) and the reenlistment contract.

d. An airborne qualified soldier who is reenlisting in a MOS that is only included in the SRB program with SQI "P" (parachutist), is entitled to the SRB when serving in airborne positions coded "P" (parachutist) or "V" (ranger parachutist). This entitlement includes airborne soldiers who possess a higher SQI based on the order of precedence established by AR 614-200. An airborne qualified soldier with SQI "P" is not entitled to the SRB for MOS' that are only included in the SRB program with a higher SQI identifier ~(SQI "V").

e. ZONE A eligibility—To be eligible for a Zone A SRB, besides meeting the qualifications of b above, a soldier must—

(1) Have completed at least 21 months of continuous active service (other than ADT) but no more than 6 years of active service (including ADT) on the date of discharge. (A break in active service may not exceed 3 months in computing continuous active service. Any break in active service of less than 3 months will not be included as part of the continuous active service computation).

(2) Reenlist in the Active Army for at least 3 years.

(3) Have a total of at least 6 years of active service when the term of reenlistment is added to existing active service.

(4) Have not previously received a Zone A SRB or VRB.

f. ZONE B eligibility—To be eligible for a Zone B SRB, besides meeting the qualifications of *b* above, a soldier must—

(1) Have completed at least 6 but less than 10 years of active service (including ADT) on the date of discharge.

(2) Reenlist in the Active Army for at least 3 years.

(3) Have a total of at least 10 years of active service when the term of reenlistment is added to existing active service.

(4) Have not previously received a Zone B SRB.

(5) Be serving in the rank of SGT or higher at the time of reenlistment. This requirement is waived for soldiers in the rank of CPL(P)/SPC(P) participating in the BEAR program.

g. ZONE C eligibility—To be eligible for a Zone C SRB, besides meeting the qualifications of b above, a soldier must—

(1) Have completed at least 10 but not more than 14 years of active service (including ADT) on the date of discharge. Soldiers with over 10 years AFS who hold the rank of SSG or higher are not eligible to reenlist for a SRB unless approved by HQDA (DAPE-MPE-PD).

(2) Reenlist in the Active Army for at least 3 years.

(3) Have a total of at least 14 years of active service when the term of reenlistment is added to existing service.

(4) Have not previously received a Zone C SRB.

Note. A SRB will not be paid for any active Federal service beyond 16 years.

h. The following special conditions should be noted:

(1) A soldier with exactly 6 years of active service on the date of discharge will be entitled to a Zone A bonus. However, the soldier must be otherwise eligible and have not previously received a Zone A SRB or a VRB. If the soldier has received a Zone A SRB or a VRB, or no Zone A SRB is designated, the soldier will be entitled to a Zone B bonus if all other eligibility requirements are met.

(2) An officer who reenlists in the Active Army within 3 months after release from active duty as an officer is entitled to the SRB. However, he or she must have served as an enlisted soldier in the Army just before serving as an officer and must meet all other eligibility qualifications. Pay rank for bonus computation will be based on the rank determined by Commander, HRC-Alexandria (AHRC-EPR-P).

(3) A soldier who is eligible for both the regular reenlistment bonus (RRB) and the SRB will be paid either bonus, whichever the soldier elects. The type of bonus elected will be entered in the remarks section of the DD Form 4. After the soldier makes their election and reenlists, they may not change their election.

(4) Soldiers who are selected for, or assigned as detailed U.S. Army Recruiters (SQI 4), or other HQDA directed detailed assignments are authorized the SRB for their PMOS, if otherwise qualified. This also includes SRB based on SQI, ASI, or language code.

i. The following restrictions exist. Regardless of whether a soldier is eligible under paragraphs *e*, *f*, or *g* above, a soldier is ineligible for a SRB if the reenlistee—

(1) Is entitled to readjustment, separation, or severance pay.

(2) Reenlists or extends to gain enough obligated service to take part in a program leading to commissioned or warrant officer status.

(3) Enlists in the Regular Army following a discharge from a Reserve Component during or at completion of ADT, AGR, TTAD, or ADSW (Active duty for Special Work) tours.

(4) Has been officially informed that the soldier's application has been approved for attendance at an MOS-producing service school or course and that successful completion will result in redesignation of their PMOS. This does not apply if the new PMOS is in the normal line of progression of the PMOS held at discharge.

Note. This paragraph does not apply to soldiers who qualify for an RRB as in paragraph *h*(5) above.

(5) Selects an option for retraining, and the successful completion of retraining will result in a change in the soldier's 3-character PMOS. This restriction does not apply if the new PMOS is in the normal line of progression of the PMOS held at discharge.

5–7. Amount of payment

a. Bonus computation.

(1) The total amount of bonus will be computed as follows: Monthly basic pay (at time of discharge, or release from active duty) multiplied by years, or fractions of a year (months) of additional obligated service, multiplied by the SRB multiplier, equals the total SRB. A 50 percent payment of SRB will be paid upon reenlistment and the remaining 50 percent paid in equal annual installments each anniversary of the reenlistment.

(2) The SRB multiplier used will be the one in effect on the date of reenlistment.

(3) Additional obligated service in excess of 16 years of total active service may not be included in the computation.

(4) Total SRB for each zone may not exceed $20,000.

(5) Initial term soldiers in the rank of CPL/SPC on a 2-year enlistment who are otherwise qualified for reenlistment will receive the SRB computed at the Zone A SRB multiplier level for the rank of SGT as announced by HRC-Alexandria message.

b. Additional obligated service.

(1) Additional obligated service is any active service commitment beyond an existing contractual service agreement. This includes enlistments, extensions of enlistments, and reenlistments.

(2) Extensions are considered prior obligated service for bonus computation purposes, except as shown in paragraph (3) below.

(3) An extension of enlistment in which benefits have not been received and which the Army canceled before it became operative (AR 601-280, para 4-10), will not be prior obligated service for SRB computation. The bonus term will not be reduced by the time of the canceled extension.

(a) Example: On 4 January 1994, a soldier extends his 5 May 1990 4-year enlistment for 18 months to fulfill the SRR for an overseas assignment; however, the assignment later is canceled. The extension is then canceled. The soldier reenlists 5 February 1994 for 6 years in a bonus MOS. In this case, the period of extension is not prior obligated service for SRB computation purposes because the soldier extended for an overseas assignment but did not receive the benefit of the extension. Thus, the extension will not be deducted from the new term of service. The SRB will be computed for 5 years and 9 months of additionally obligated service, provided no other restrictions apply.

(b) Example: On 4 January 1994, a soldier extends his 5 May 1990, 4-year enlistment for 8 months to meet the SRR to accept a promotion from the rank of SGT to the rank of SSG. On 5 June 1994, he reenlists for 4 years to meet the SRR for an overseas assignment. Since the soldier realized the benefits of the extension (he was promoted), the 7 months remaining to his ETS are prior obligated active service. It will be subtracted from his 4-year period of reenlistment when computing the SRB. Payment of the bonus will be for 3 years and 5 months.

(4) Any prior obligated service between date of discharge and ETS may not be used in computing a bonus. This applies to discharges within 3 months of ETS as well. Any portion of a month unserved before ETS is considered a full month of prior obligated service and cannot be used in the bonus computation.

Note. A soldier who is discharged no more than 3 days early because his or her active obligated service expires on a date that requires the soldier to reenlist on a Saturday, Sunday, or holiday will have completed the term of service of SRB computation.

Section II
Administrative Instructions, Utilization, and Recoupment of Bonus Recipients

5–8. General

This section prescribes instructions for preparation, record maintenance, and financial administration for SRB recipients. It also addresses policy and procedures related to administration of accelerated payments, use of bonus recipients, and bonus recoupment. MOSs designated for award of SRB will be announced by HRC-Alexandria message.

5–9. Records, reports, and orders

a. Personnel qualification records will be prepared and maintained per AR 600-8-104. Entries on bonus entitlement will not be altered or deleted until the bonus term has expired.

b. The EB and BSSRB designator will be entered in the remarks section of DD Form 1966 series (Record of Military Processing Armed Forces of the United States). The SRB designator will be entered in the remarks section of the DD Form 4.

c. EB, BSSRB, and SRB designators will be used in all requests for assignment instructions, personnel actions, and correspondence for soldiers serving EB, BSSRB, or SRB obligated service.

d. Orders directing assignment or reassignment of bonus recipients will show the proper bonus designator for the "ENL/REENLB indic lead line," as provided in table 5-1 below.

5–10. Written agreement

a. Upon enlistment or reenlistment with an EB, BSSRB or SRB, the soldier must sign a written agreement. It will state that the soldier has been counseled and understands the conditions under which continued entitlement to unpaid installments (anniversary payments) may be stopped and a pro rata portion of the advance bonus payment recouped. This agreement will also clearly specify the terms of the active service commitment entitling the soldier to a bonus.

b. The agreement for a BSSRB or SRB recipient will be a DA Form 4789, which is available through publications channels. Distribution of this form will be as follows:

(1) Original: Send to Commander, U.S. Army Enlisted Records Center (Attn: PCRE-F), 8899 East 56th Street, Indianapolis, IN 46249. It will be filed permanently in the soldier's OMPF as part of the DD Form 1966 series or DD Form 4.

(2) Duplicate: File in the soldier's MPRJ as part of the DD Form 1966 series or DD Form 4.

(3) One copy will be given to the bonus recipient to retain and one copy for SRB Recipients will be retained by the local retention office.

Table 5–1
Bonus

Designator	Meaning
BSSRB/SRB--0.5A	Zone A with a multiplier of 0.5
BSSRB/SRB--1A	Zone A with a multiplier of 1
BSSRB/SRB--1.5A	Zone A with a multiplier of 1.5
BSSRB/SRB--2A	Zone A with a multiplier of 2
BSSRB/SRB--3A	Zone A with a multiplier of 3
BSSRB/SRB--4A	Zone A with a multiplier of 4
BSSRB/SRB--5A	Zone A with a multiplier of 5
BSSRB/SRB--6A	Zone A with a multiplier of 6
BSSRB/SRB--1B	Zone B with a multiplier of 1
BSSRB/SRB--2B	Zone B with a multiplier of 2
BSSRB/SRB--3B	Zone B with a multiplier of 3
BSSRB/SRB--4B	Zone B with a multiplier of 4
BSSRB/SRB--5B	Zone B with a multiplier of 5
BSSRB/SRB--6B	Zone B with a multiplier of 6
BSSRB/SRB--1C	Zone C with a multiplier of 1
BSSRB/SRB--2C	Zone C with a multiplier of 2
BSSRB/SRB--3C	Zone C with a multiplier of 3
BSSRB/SRB--4C	Zone C with a multiplier of 4
BSSRB/SRB--5C	Zone C with a multiplier of 5
BSSRB/SRB--6C	Zone C with a multiplier of 6
EB-1	Enlistment Bonus (Combat Arms)
EB-2	Enlistment Bonus (Non combat Arms)

Table 5–1
Bonus—Continued

Designator	Meaning
RRB	Regular Reenlistment Bonus

5–11. Financial administration

Bonus payments will be processed per DODFMR.

5–12. Utilization of bonus recipients

The purpose of the EB, BSSRB, and SRB programs are to induce soldiers to enlist or reenlist in critical MOSs and serve in those MOSs for the entire time of the enlistment or reenlistment.

a. The utilization of bonus recipients will be closely monitored at all levels of command. Soldiers who are recipients will be used in the following priority:

(1) In the PMOS on which the bonus is based. This includes normal skill and career progression for the bonus MOS as published in AR 611-201.

(2) In a comparable MOS, if a command is over 100 percent in the MOS (no authorized position is available to assign the soldier in the MOS for which he was trained, all bonus recipients being assigned prior to non-bonus soldiers). The comparable MOS will be used when no authorized positions exist at the unit or installation for the bonus MOS or a career progression MOS. Bonus recipients may be utilized in a comparable MOS at the same or higher rank level as the bonus MOS. The following priorities will be used to determine specific comparable MOS:

(a) Priority one: Substitutable MOS listed in AR 611-201 which are currently designated for a EB/BSSRB/SRB.

(b) Priority two: Substitutable MOS listed in AR 611-201 not designated for a EB/BSSRB/SRB. (These MOSs are comparable because they require the same basic skills as the bonus MOS even though they are not currently designated for a bonus.

(c) If the criteria in (a) or (b) above can not be met, then an exception must be granted by HQDA, DAPE-MPE.

(3) In a MOS directed by the Secretary of the Army.

b. Soldiers who hold a PMOS listed in AR 614-200, (Space Imbalanced MOS (SIMOS)), and who drew a bonus will be utilized in the following order:

(1) Per paragraphs 5-12a(1) through 5-12a(3) above.

(2) Per AR 614-200.

c. The reclassification procedures of AR 614-200 apply to all bonus recipients.

d. Bonus recipients, except SIMOS recipients, who cannot be properly utilized, will be reported as surplus under AR 614-200.

e. Requests for waivers of the above listed priorities will be submitted in writing through command channels to CG, HRC-Alexandria, Attn: AHRC-EPR, 2461 Eisenhower Ave., Alexandria, VA 22331-0450. Requests will be fully justified as to why the bonus recipient can not be used in the bonus skill or why the commander feels such use is not in the best interest of the Army. Waivers for utilizing bonus recipients outside the bonus MOS will not be routinely made.

5–13. Recoupment from soldiers who fail to complete obligated service and correction of erroneous selective reenlistment bonus cases.

A soldier who voluntarily or because of misconduct fails to complete obligated service for which an EB or SRB was paid will refund a percent of the bonus equal to the percent of obligated service not performed. The servicing FAO will perform recoupment of the portion of the bonus before the soldier's discharge.

a. An SRB recipient who is discharged and immediately reenlists before completing the obligated service will not be required to refund the unearned portion.

b. An EB recipient who is discharged and immediately reenlists before completing the obligated service will not be required to refund the unearned portion, so long as—

(1) The soldier is not paid an RRB.

(2) The reenlistment is for at least 2 years beyond the time for which the EB was paid. In cases of Career Counselor error, (Career Counselor failed to properly examine the soldier's records or counsel the soldier as to the consequences of not reenlisting for sufficient time to avoid recoupment), requests for exception will be forwarded to CG, HRC-Alexandria, Attn: AHRC-EPR, 2461 Eisenhower Ave., Alexandria, VA 22331-0450 in the following instances:

(a) When an EB recipient did not reenlist for at least 2 years' service beyond their original contract and states that had he or she known of the recoupment policy, he or she would have opted for a longer reenlistment period.

(b) When a Career Counselor erred and such error adversely affected the soldier's bonus to which he or she was entitled.

c. Recoupment of an unearned bonus is not required if the soldier is separated to permit acceptance of a commission or warrant appointment or to enter a program leading to a commission or warrant appointment. Entitlement to

additional unpaid bonus is suspended and will terminate upon commissioning or appointment. However, the entitlement to additional unpaid bonus will be reinstated and paid on a pro rata basis if the soldier is not commissioned or appointed and returns to enlisted status in the same bonus MOS.

d. Recoupment of the unearned portion of an EB or SRB is required when the bonus recipient voluntarily separates because of pregnancy.

e. Recoupment of the unearned portion of an EB or SRB on soldiers being separated for homosexual misconduct will be referred to HRC-Alexandria, AHRC-EPR for resolution.

f. Cases involving SRB payments in which the career counselor erred, and the soldier was not paid a bonus to which entitled, or wrong amount will be forwarded to HRC-Alexandria, AHRC-EPR with recommendations for resolution.

5–14. Recoupment from soldiers who are not technically qualified

CG, HRC-Alexandria (AHRC-EPR-F), is the final approval authority of bonus entitlement termination and recoupment for technical disqualification. The effective date of loss of technical proficiency will be the effective date of recoupment. If HRC-Alexandria directs recoupment, the PSC will advise the servicing FAO by memorandum with the HRC-Alexandria decision attached. The memorandum will contain the soldier's name, SSN, effective date that bonus entitlement ended, and a statement that the soldier has been advised of the recoupment decision. Reclassification and/or qualification termination action will be attached to the memorandum. Reclassification orders (AR 600-8-105) will include the following statement: "Recoupment of the unearned portion of the bonus is required because of (state reason). Bonus entitlement ended (state date)." A soldier who is not technically qualified in the skill for which a bonus was paid will refund a percentage equal to the unqualified portion of the agreement. This does not apply to a soldier who is not qualified because of injury, illness, or other impairment not caused by his or her own misconduct. Recoupment will not be accomplished until a final determination of the soldier's appeal or rebuttal has been received and a determination is made to withdraw the minimum security clearance, lose qualification under Personnel Reliability Program (PRP), or lose any other qualification required for effective performance in the MOS. The effective date of recoupment will still be based on the date the soldier originally lost technical proficiency.

a. A soldier is not technically qualified in the bonus specialty when—

(1) He or she is no longer classified in that specialty.

(2) The specialty designator is removed from the soldier's records.

(3) Current and future assignment in that MOS is precluded for any of the following reasons:

(a) The soldier refuses to perform certain duties required in the MOS.

(b) The soldier can not perform in the MOS due to disciplinary action taken under the UCMJ or civil court conviction.

(c) The soldier can not fully perform in the MOS due to injury, illness, or other impairment resulting from the soldier's own misconduct. Line-of-duty investigations will be used as the basis for this determination.

(d) The soldier can not fully perform in the MOS due to withdrawal of minimum security clearance, loss of qualification under the PRP, or loss of any other qualification required for performance in the MOS. Withdrawal or loss must be voluntary or caused by misconduct, and result in the removal of the MOS. Failure to make a passing score on the SDT is not disqualification, unless it results in redesignation of the MOS.

b. A soldier may not forfeit any portion of the bonus when the soldier is no longer classified in the bonus specialty for any of the following reasons:

(1) When reassignment to other duties is directed by DA for compassionate reasons.

(2) When utilization or reclassification is directed by DA in another MOS to meet CONUS, OCONUS, or other mission requirements.

(3) When security clearance is lost through no fault of the soldier.

(4) When injury, illness, or other impairment occurs and is not caused by misconduct.

(5) When pregnancy occurs and discharge is not involved.

(6) When a soldier fails to attain a higher level of technical qualification in the MOS in which the bonus was paid when it is set after the bonus entitlement.

(7) A soldier will not forfeit any portion of an SRB when completion of training results in PMOS reclassification into CMF 18 or within the same CMF, unless otherwise directed by HRC-Alexandria because of technical disqualification or MOS disqualification due to soldier's own misconduct.

5–15. Recoupment from soldiers who voluntarily reclassify

Except as provided in paragraph 5-14b(7), a soldier who voluntarily reclassifies and fails to complete the obligated service for which the SRB or EB was paid will refund an amount equal to the unqualified portion of the agreement.

a. Soldiers who are bonus recipients may voluntarily reclassify provided—

(1) They volunteer in writing and agree to the recoupment of the unearned portion of the bonus.

(2) The MOS requested is a more critical skill than the PMOS currently held as determined by HRC-Alexandria.

b. The effective date of recoupment will be based on the date of reclassification.

c. Approval authority of all reclassification involving bonus recipients is Commander, HRC-Alexandria, Attn: AHRC-EPR-F.

Section III
Phase-out of Regular Reenlistment Bonus

5–16. Effective date of Regular Reenlistment Bonus termination
Effective 1 June 1974, use of the RRB was terminated. However, each soldier on active duty on 1 June 1974 will continue to be eligible to receive at least $2,000.00 for reenlisting (RRB, SRB, or combination) during an entire 20-year career. This does not apply to ADT. (See DODFMR for complete conditions of RRB entitlement.)

5–17. Payment of Regular Reenlistment Bonus
Payment of RRB to an eligible soldier who reenlists with a break in active duty of more that 24 hours will be no earlier than 30 days after the arrival at the first permanent duty station after reenlistment. The total bonus award will be computed from the date of reenlistment. A soldier will not be penalized monetarily because of delayed payment.

Chapter 6
Bonus Extension and Retraining Program

6–1. General
This chapter provides policies, procedures, and administrative instructions for the Bonus Extension and Retraining (BEAR) Program which is designed to assist in force alignment. It allows eligible soldiers an opportunity to extend their enlistment for formal retraining into a shortage MOS that is presently in the SRB Program and, upon completion of retraining, to be awarded the new PMOS, reenlist, and receive an SRB in the newly awarded PMOS.

6–2. Objectives of the Bonus Extension and Retraining Program
The objectives of the BEAR Program are to attract highly qualified soldiers in the rank of SSG and below who are currently serving in an overstrength/balanced MOS to migrate into a critically short SRB MOS.

6–3. Program responsibilities
a. DCS, G-1 will—

(1) Exercise general staff supervision over personnel policies governing the BEAR Program.

(2) Award reenlistment credit to the command after the soldier extends his or her enlistment for retraining under this program.

b. CG, HRC-Alexandria, will—

(1) Operate the program under the Army Retention Program (AR 601-280).

(2) Conduct the program within policy guidance of the DCS, G-1.

(3) Select MOS for the program through coordination with the DCS, G-1.

(4) Evaluate applications and advise soldiers of selection/nonselection.

(5) Provide authority to CONUS/OVERSEAS commanders to publish orders directing movement.

(6) Track MOS migration.

(7) Account for projected SRB expenditures.

c. Commander, TRADOC, and heads of training activities will—

(1) Establish a comprehensive program of service school training for soldiers undergoing MOS retraining under this program.

(2) Maintain a separate identification file on each BEAR Program participant to allow rapid retrieval upon request by HRC-Alexandria.

(3) Provide name and expected graduation date to the servicing Reenlistment Office for appropriate action.

(4) Promptly report to CG, HRC-Alexandria, Attn: AHRC-EPR-R, 2461 Eisenhower Avenue, ALEX VA 22331-0450, those soldiers who fail to complete training under this program.

d. Unit commanders, commanders responsible for custody of personnel records, and reenlistment offices will—

(1) Encourage soldiers who meet established eligibility criteria to apply for retraining into an MOS in the BEAR Program.

(2) Assist soldiers in preparing their applications and obtaining necessary documentation.

(3) Provide assistance and support in promoting the objectives and administration of the program.

6–4. MOS in the Bonus Extension and Retraining Program

Periodic program changes are announced by HQDA via RETAIN and/or MILPER Messages.

6–5. Eligibility criteria for entry into the Bonus Extension and Retraining Program

a. Soldiers applying for the BEAR Program must be eligible for reenlistment in accordance with chapter 3, without a waiver, except for PT test. Required waivers must be approved by the appropriate waiver approval authority and attached to the application. (Approved waivers for participation in the BEAR Program are valid for soldiers desiring to reenlist at the training site or within 90 days after arrival at the ultimate unit of assignment. Soldiers desiring to wait until they fall within the reenlistment eligibility window must request waiver from appropriate waiver approval authority prior to reenlistment).

b. Soldiers must meet the eligibility criteria in paragraph 5-6 for an SRB.

c. Soldiers must be in the rank of SSG or below. Additional rank requirements are as follows:

(1) If the soldier's rank is SGT and below, the appropriate rank column for PMOS (as shown in current HRC-Alexandria In/Out Calls message) must show N/N or N/Y at their current rank and MOS. As an exception, initial term SGTs and those initial termers in the rank of SPC/CPL with a GT score of 110 or higher, may apply for the BEAR Program without regard to the In/Out Calls.

(2) If the soldier's rank is SSG, the appropriate rank column for PMOS (as shown in current HRC-Alexandria In/Out Calls message) must show N/Y at their current rank and MOS.

(3) Soldiers on an initial enlistment must be rank PFC or higher, and must be eligible to extend to complete 24 months TIS after completion of training. No waivers will be considered. They may apply for the BEAR Program regardless of status of in/out calls. These soldiers will be scheduled to complete training after they have served a minimum of 21 months time in service.

d. Exceptions to paragraph *c* above are as follows:

(1) Soldiers requesting reclassification into selected MOS as published by BEAR Program message from Commander, HRC-Alexandria, may request reclassification at any time regardless of the status of their PMOS (see AR 600-200), paragraph 2-31b(3)).

(2) Airborne qualified soldiers assigned to the 82d Airborne Division who possess a MOS that is listed as balanced (N/N) or short (Y/N) in current HRC-Alexandria In/Out Call message, but is overstrength/balanced (N/Y) within the 82d Airborne Division, may apply for retraining into a BEAR Program MOS provided the MOS selected is authorized and a valid requisition exists in the 82d Airborne Division. Upon successful completion of training, the soldier will return to the 82d Airborne Division (The application procedures in para 6-6 will be followed and the authorized versus assigned strength (Fort Bragg strength figures) of the soldier's current PMOS along with figures of requested MOS will be reflected in the forwarding comment to HQDA).

e. Soldiers, other than initial term soldiers, must not have been alerted for reassignment at the time application is received at HRC-Alexandria.

f. Soldiers who possess a PMOS identified as being a Space Imbalanced MOS (SIMOS) are eligible to apply for the BEAR Program, in accordance with *c* above. MOS 00B, CMF 18, and CMF 98 BEAR Program MOS are open to all soldiers regardless of the status of their PMOS. Soldiers applying for MOS 97B must forward the statement of interview, required essays, SBI packet, and associated forms to MI Branch, Attn: AHRC-EPL-M, prior to submission of the BEAR application. Notification to that effect must be certified by the local counterintelligence office. The local CI officer's POC and DSN: number must be included.

g. Soldiers must be qualified for training and attendance at the U.S. Army Service School per AR 611-201, AR 614-200, and DA Pam 351-4, and meet any special requirements for requested MOS.

h. Soldiers must be recommended for participation in the BEAR Program by the soldier's immediate commander, with the recommendation based upon personal interview.

i. The soldier must have completed at least 2 years of active service (12 months for 2-year enlistees) and at the time of application be within 15 months of ETS. In addition, soldiers serving in an overseas area must be within 15 months of normal tour completion at the time of application.

6–6. Application for entry into the Bonus Extension and Retraining Program

a. Applications will be submitted by memorandum and follow the format shown at figure 6-1.

b. The following forms will be attached to the application as enclosures:

(1) An updated copy of DA Forms 2 and 2-1.

(2) A completed DA Form 4591-R (Retention Data Worksheet). A copy of DA Form 4591-R is available at the back of this regulation for reproduction purposes. It will be reproduced locally on 8 1/2- by 11-inch paper.

(3) A completed DA Form 3340-R.

(4) Other forms/documents required by this chapter and/or required by specific MOS.

c. Applications of soldiers previously released or removed from the program (see para 6-11) will be submitted per paragraph 6-7.

d. Applications will be evaluated on the "whole person" concept and the projected availability of school seats. Final approval will rest with HRC-Alexandria.

e. Applications of soldiers desiring TDY and return will contain a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) with items 1 through 8 completed. This form is required only for soldiers who are assigned in CONUS because this option is not available to personnel assigned to an overseas area.

6–7. Application processing

a. Upon receipt of the soldier's application, HRC-Alexandria will evaluate and process for an available school seat in the desired MOS and an assignment.

b. If the soldier is selected, HRC-Alexandria will furnish the following information—

(1) School starting and ending dates.

(2) Assignment instructions.

(3) Extension control number.

(4) TDY and return orders (only for soldiers assigned to CONUS, selected for TDY and return).

(5) Message authorizing orders to be published, directing movement.

6–8. Assignment policies

a. Attendance at a service school will be in one of the following categories:

(1) PCS to a new assignment with TDY enroute to school.

(2) PCS to school, if training is in excess of 20 weeks.

(3) Attend school in TDY-and-return status. (See para 6-6e).

b. Assignments will be made only to those commands with a current valid requisition for the MOS in which being trained.

c. Soldiers should list three assignment preferences on, DA Form 4591-R.

d. Soldiers having received ultimate assignment instructions in connection with approval of their BEAR Program application and electing to leave dependents at their parent installation during the period of TDY in accordance with PSC Message Number 81-70, Subject: Clarification of DA Directed Schooling in Conjunction with Permanent Change of Station (PCS), (open allotment DA fund cite) are eligible to return to parent installation only for the purpose of clearing the installation for subsequent PCS. Reenlistment for the purpose of remaining at the parent installation is not authorized.

e. The majority of approved BEAR participants attend training TDY enroute to a new assignment. In addition, many approved participants receive overseas assignments and some desire dependent travel. BEAR participants should not extend or reenlist to satisfy the SRRs for dependent travel at the old duty station prior to departure for training. Such an extension or reenlistment will reduce, or cause the soldier to lose SRB entitlement. If the soldier desires dependent travel, he or she should submit a request per AR 55-46 at the losing installation. AR 55-46 does not require the soldier to take action regarding SRRs at that time. If the soldier's request is approved, the approval will be forwarded to the training site where the soldier is undergoing training; however, no action will be taken to process the soldier's dependents for movement until the soldier successfully completes the training, is awarded the new MOS, and reenlists. Upon reenlistment, dependent travel actions may be accomplished. BEAR Program participants will be afforded a minimum of 30 days reenlistment leave if desired. The training site should request from HRC-Alexandria an adjusted arrival month to allow time for desired leave and dependent travel. In no event should the BEAR Program participant be denied dependent travel solely because of failure to reenlist or extend for that purpose at the losing installation.

f. Soldiers who decline assignment instructions under the BEAR Program will be processed per paragraph 6-11a.

6–9. Instruction for retention offices

In addition to the responsibilities cited in paragraph 6-3d, retention offices will—

a. Publicize the BEAR Program and provide interested soldiers with details about the program, and also determine their eligibility.

b. Use the RETAIN system for this program as directed by HRC-Alexandria.

c. Ensure the soldier meets the criteria in the following areas:

(1) Soldiers must be fully qualified for reenlistment, without waiver, except as indicated in paragraph 6-5a above. Soldiers in the rank of PFC who will have 24 months or less active Federal service on the date of discharge may apply for this program; however, these soldiers must be in the rank of CPL/SPC at the time of reenlistment to qualify for payment of the SRB.

(2) Prior to the soldier's departure from the losing command for retraining, ensure that the soldier:

(a) Has the appropriate security clearance for the MOS being trained (see para 1-13, DA Pam 351-4). Soldiers requesting entry into the BEAR Program for training in a MOS that requires either an interim or final clearance for attendance at the service school will be required to have the clearance prior to compliance with orders directing movement. Reenlistment authorities will coordinate with the installation SSO to ensure security clearance requirement

are met. Upon notification that the appropriate security clearance requirement has been met, notify AHRC-EPR-R via the RETAIN Hotline. AHRC-EPR-R will put in suspense those cases requiring security clearance action and if notification is not received at least 60 days prior to course starting date, assignment instructions issued will be canceled until the necessary clearance has been received.

(b) Has a copy of DA Form 1695 filed in their 201 file approving soldier for participation in the BEAR Program.

(c) Has 201 file and health records in his or her possession.

(3) Soldiers completing retraining under this program are eligible to reenlist at the training site under the provisions of table E-1.

(4) Soldiers who elect not to reenlist at the training site and who proceed to their ultimate assignment will be authorized discharge for the purpose of immediate reenlistment under the provisions of tables E-1 or wait until they fall within the "reenlistment window" for other options.

(5) Soldiers selected for TDY and return (funded by HRC-Alexandria) will be authorized discharge and immediate reenlistment after TDY and return to parent installation per table E-1 only.

d. Ensure that all soldiers approved for entry into the BEAR Program are fully aware of current SRB policies contained in chapter 5.

6–10. Service remaining requirementsand extensions

a. All soldiers approved for entry into the BEAR Program must extend their enlistment a sufficient amount of time to ensure they will have 24 months time-in-service remaining as computed from the completion date of training.

b. An SRB is paid only for "additional obligated service" and any time remaining on the extension of enlistment that is executed upon entrance into the BEAR Program is considered "previously obligated service." An SRB will not be paid for any unserved time remaining on the extension of enlistment at the time of reenlistment following successful completion of retraining into the new PMOS. Soldiers participating in the BEAR Program may be forgiven up to 24 months of "previously obligated extended service" provided they reenlist (Option E-1 only) within 90 days after completion of training. Implementing instructions will be announced via RETAIN and/or MILPER messages.

c. Extensions to participate in the BEAR Program are accomplished as a condition of acceptance into the program. Cancellation of the extension is not authorized for soldiers who voluntarily withdraw from the program or who are involuntarily removed from the program for any reason (that is, academic failure, punishment under UCMJ). The soldier is considered, in either case, to have received the benefit of the extension.

6–11. Release and removal from the Bonus Extension and Retraining Program

a. Soldiers may request release from the program for hardship or compassionate reasons only. Fully documented cases will be submitted through the soldier's immediate commander and appropriate retention office to CG, HRC-Alexandria, Attn: AHRC-EPR-R, 2461 Eisenhower Avenue, ALEX VA 22331-0450, for consideration.

b. Soldiers released from the program will not be considered for reentry into the program, unless documentation is furnished to indicate the reasons for removal no longer exist.

c. Soldiers who fail to complete the training will be removed from the program, unless the training unit commander recommends that they be retained and rescheduled for a subsequent class date.

d. Soldiers who have been approved for entry into the BEAR Program and subsequently become disqualified or receive punishment under UCMJ will be reported to CG, HRC-Alexandria, Attn: AHRC-EPR-R, 2461 Eisenhower Avenue, 2461 Eisenhower Avenue, ALEX VA 22331-0450, DSN: 221-8020, for confirmation of assignment information prior to proceeding to the training site. Soldiers allowed to remain in the BEAR Program (upon waiver of disqualification) will be allowed to reenlist upon completion of training and receive all benefits from the program.

e. When release or removal from the program is necessary, the soldier will be—

(1) Required to complete the period of service for which he or she extended under the program.

(2) Reclassified, if appropriate, and reassigned according to the needs of the Army.

6–12. Waivers

The Army will waive any SRR in excess of 24 months to attend the school for soldiers approved and taking part in the program.

6–13. Selective Reenlistment Bonus Award level

See paragraph 5-6 to determine eligibility for specific zone. The MOS designated for award of SRB are changed periodically and are announced in MILPER messages as they occur.

a. Soldiers with less than 6 years of active Federal service at the time of application for the BEAR Program will not be approved for retraining into an MOS under the provisions of the BEAR Program when it is obvious that by the completion of training the soldier will fall into zone B and the MOS for which he is applying is not designated for a zone B bonus. These soldiers may apply for such MOS as a normal reclassification action, if otherwise qualified. Soldiers with less than 6 years of active service at the time of application who will fall into zone B while in training, may apply for a MOS in the BEAR Program that is designated for payment in zone B and will be specifically approved

for zone B, even though at the time the soldier extends he is still in zone A. Should the zone B designator be reduced, increased, or eliminated, the soldier is authorized the level for which initially approved or the level at the time of reenlistment, whichever is higher.

b. Soldiers in the rank of CPL(P) or SPC(P), who have less than 6 years of active Federal service, who apply for entry into the BEAR Program for training into a MOS that has no zone B multiplier for their rank, and who will fall into zone B prior to completion of training, may be approved for a zone B SRB at the SGT level. These soldiers will receive an SRB computed at the zone B SRB level listed for SGT in effect at the time of extension or at time of reenlistment, whichever is higher. Entitlement will be confirmed by HRC-Alexandria upon approval of the soldier's BEAR application.

AERAS-U-A (601-280) 8 November 1996

MEMORANDUM FOR Commander, Co A, 2-78th IN, Ft Stewart, GA 23678

SUBJECT: Request for Army Service School Under the BEAR Program

1. I, SPC Robert R. Robertson, 123-45-6789, volunteer for the Bonus Extension and Retraining (BEAR) Program in MOS 91C under the provisions of Chapter 6, AR 601-280.

2. I agree to voluntarily extend my existing enlistment/ reenlistment to ensure 24 months time in service remain after completion of training (the Army waives any service remaining requirements in excess of 24 months). I further agree to complete this extension upon notification that a formal school training space is reserved for the purpose of retraining into MOS 91C.

3. I understand that I will be required to complete the period of service for which extended and will be reassigned in accordance with the needs of the Army, if I fail to complete the school course. Failure includes any reason (lack of security clearance, misconduct, academic deficiency, lack of motivation, AWOL, disciplinary action, etc.).

4. Upon completion of training and in conjunction with my reenlistment, the Army will:

a. Award me an SRB for my new PMOS at the time of reenlistment.

b. Pay the bonus level in effect at the time of agreement for the entry into the BEAR, or the bonus level in effect at the time of reenlistment, whichever is higher. The "time of agreement" is considered to be the date that the DA Form 1695 (Oath of Extension of Enlistment) is executed after notification of approval for entry into the BEAR. If I age into another zone, I will be paid the SRB level in effect at the time of reenlistment.

5. I understand that I accrue no, REPEAT, no right to an SRB solely by signing this application or by extending my current period of service as provided above. I must successfully complete training, be awarded the new PMOS, and reenlist in order to be paid an SRB.

6. I also understand that if my promotion status changes prior to school start date it may negate BEAR program approval and therefore must be reported for confirmation prior to departure for MOS training.

7. Additional promises made to me in conjunction with the BEAR are listed as follows in my own handwriting: (if none, so state). NONE

Robert R. Robertson
ROBERT R. ROBERTSON
SPC, 123-45-6789
Co A, 2-78th IN
Ft Stewart, GA 23678

4 Encls
1. DA Form 3340-R
2. DA Form 4591-R
3. DA Form 2A
4. DA Form 2-1

Figure 6–1. Sample Memorandum Request for Army Service School, Under the Bear Program

AERAS-U-A (AERAS-U-A/8 Nov 96) (601-280) 1st End SFC Doe/jld/234-7673
SUBJECT: Request for Army Service School Under the BEAR Program

CDR, Co A, 2-78th IN, Ft Stewart, GA 23678 10 November 1996

FOR CDR, 2nd BN, 78th IN, Ft Stewart, GA 23678

Recommend Approval.

4 Encls
nc

RON WALLACE
CPT, IN
Commanding

AERAS-U 2nd End SFC Doe/jld/234-7673

CDR, 2nd BN, 78th IN, Ft Stewart, GA 23678 12 November 1996

1st Brigade Retention Office, Ft Stewart, GA 23678

Recommend Approval.

4 Encls
nc

JAMES D. THURMAN
LTC, IN
Commanding

Figure 6–1. Sample Memorandum Request for Army Service School, Under the Bear Program--Continued

Chapter 7
Enlistment/Transfer Processing of Soldiers from the Regular Army to the Reserve Component

7–1. General

This chapter prescribes policies and procedures for the enlistment/transfer processing of soldiers being released from active duty from the Active Army (REFRAD) who elect to affiliate with the Army National Guard of the United States (ARNGUS), United States Army Reserve (USAR), or the Individual Ready Reserve (IRR).

7–2. Pre-separation briefing

According to AR 635-10, prior to being released from active duty all soldiers are required to attend a Pre-separation service program briefing. This briefing is held for soldiers who are within 90-180 days of their ETS. The Career Counselor is required to attend these briefings to present information related to methods of fulfillment of Military Service Obligation (MSO) and benefits of membership in the Reserve Components. The presentation will not be used as a substitute for the required individual soldier interview directed by this chapter and Appendix C. At a minimum, information on the following topics will be presented:

a. Purpose of Reserve Components Affiliation Counseling.

b. Location and telephone number of local Career Counselor.

c. MSOs and options for fulfillment.

d. Basic benefits and options of ARNGUS, USAR unit, and IRR membership.

e. Local appointment procedures for RC affiliation counseling.

7–3. Interviews

a. Reserve Component affiliation interviews will be accomplished in accordance with the guidance provided in Appendix C.

b. The counseling requirements of Appendix I apply to affiliation with the ARNGUS or USAR.

7–4. Eligibility for processing into the Army National Guard of the United States, U.S. Army Reserve, and Individual Ready Reserve

The goal of the Army Retention Program is to serve the needs of the Army while providing an invaluable service to soldiers. Except for special programs as announced, waivers are not authorized for RC enlistment/transfer. Soldiers must meet all eligibility criteria established by this regulation, referenced regulations, and HRC-Alexandria. Eligibility must be established and verified through records screening by the servicing Career Counselor prior to processing. Automated systems such as SIDPERS and RETAIN will not be used in lieu of a manual records screen to verify personal data or establish eligibility. Career Counselors will review, prior to ship confirmation, the DD Form 214 on all soldiers processed for an ARNGUS unit, USAR unit assignment, or IRR enlistment to ensure that no discrepancies exists between the eligibility determinations made by the servicing Career Counselor and the soldier's character of separation. All discrepancies will be resolved prior to ship confirmation of the soldier's reservation.

a. Eligibility for enlisted soldiers desiring enlistment or transfer into ARNGUS units or USAR unit. Soldiers must meet the eligibility criteria of this regulation.

(1) *Age.* Soldiers must be able to attain 20 years of qualifying service for retired pay by age 60.

(2) *Citizenship.* A soldiers must be aU.S. citizen or an alien who has been lawfully admitted to the United States for permanent residence.

(3) *Trainability.* Soldiers enlisting or transferring for an MOS, other than a currently held PMOS, SMOS, or AMOS, must meet the current aptitude area score(s) criteria established by AR 611-201 and the RETAIN MOS qualifications file for the MOS into which enlisting or transferring. Additionally, soldiers desiring retraining must have a minimum of 3 scores of 85 or higher, not including the General Test (GT) score, to join an ARNGUS or USAR unit. Chief, National Guard Bureau (CNGB) can telephonically grant waivers of up to three points in needed aptitude areas for some MOS's, at DSN 327-7125, commercial (703) 607-7125, fax 9587.

(4) *Education.* If accepting retraining, soldiers must meet all education requirements listed in AR 611-201 and in the RETAIN MOS qualifications file.

(5) *Medical.* Soldiers fully eligible to reenlist in the Regular Army based on their last physical examination are qualified to join an ARNGUS or USAR unit without regard to the date of the last physical examination.

(a) Soldiers who have a permanent profile resulting in a disqualification for duty in their PMOS must have the results of an MOS/Medical Retention Board (MMRB) authorizing retention in the Active Army.

(b) The minimum profile limitations of AR 611-201 must be met for soldiers applying for retraining.

(6) *HIV.* Soldiers must present evidence of negative HIV test results valid through ETS or show evidence that

results are pending on an HIV test administered within 60 days of terminal leave date or REFRAD date, whichever is earlier. HIV test results are valid for 5 years. HIV positive soldiers are not eligible for processing.

(7) *Body Composition.* Soldiers must meet the requirements of AR 600-9.

(8) *Rank.* Soldiers must hold the rank of PFC or higher. As an exception, MOS qualified soldiers separated according to Chapter 8, AR 635-200 may be enlisted or transferred regardless of rank if otherwise qualified. If otherwise eligible and qualified, soldiers who have reached or are beyond their Retention Control Points are eligible for enlistment or transfer into the ARNG or USAR.

(9) *Moral and Administrative.* The Career Counselor must review the soldier's MPRJ to determine if any moral or administrative disqualification's exist. Screen the DA Form 2-1, block 4 for bar to reenlistment data and block 21 for lost time and/or confinement data. The MPRJ must also be screened for Court-Martial Orders, flagging actions, and reduction-in-rank actions. The following is a list of disqualifying moral and administrative factors.

(a) DA or Local Bar to Reenlistment - Soldiers who have a DA or local bar to reenlistment are ineligible for enlistment or transfer. A Declination of Continued Service Statement is not considered a bar to reenlistment.

(b) AWOL/Confinement - Soldiers with 30 or more days AWOL/confinement during current enlistment are ineligible for enlistment or transfer.

(c) Court Martial Conviction - Soldiers who have a record of court martial conviction during their current enlistment are ineligible for enlistment or transfer into the ARNGUS , or USAR. Soldiers who are promoted, advanced, or selected for promotion after court-martial convictions regain eligibility, if otherwise eligible under this chapter.

(d) Chapter Separations - Soldiers being separated under the provisions of AR 635-200, Chapters 5, 6, 7, 9, 10, 11, 12, 13, 14, 15 or 18 are ineligible for enlistment or transfer unless the authority and reason for separation is as follows and the soldier is otherwise eligible:

(1) Paragraph 5-3, Secretarial Authority (as long as the soldier retains reenlistment eligibility).

(2) Paragraph 5-12, Failure after enlistment to qualify for flight training.

(3) Paragraph 5-16, Early release of reserve component personnel serving AGR tours under 10 USC 672(d).

(4) Paragraph 5-17, Early separation to further education.

(5) Paragraph 7-15, Erroneous enlistment's, reenlistments, or extensions.

(6) Paragraph 7-16, Defective or unfulfilled enlistment or reenlistment agreement.

b. Eligibility for enlisted soldiers desiring enlistment in the USAR with assignment to the Individual Ready Reserve (IRR). Soldiers who desire enlistment into the IRR are eligible provided they have no more than 3 months remaining on their MSO and meet the eligibility criteria established above.

7–5. Special enlistment and transfer options and programs

A list of special enlistment and transfer options and programs follow. Processing procedures for these options are addressed in Appendix E.

a. The Military Intelligence Augmentation Detachment (MIAD) Program. This program offers unit assignments to soldiers in selected Military Intelligence MOSs with selected language skills who are unable to be placed in units within reasonable commuting distance of their home. Reference AR 135-382 for additional information regarding MIAD Program. Administrative procedures for the MIAD Program are listed in Table E-7. Further management procedures for this program may be provided by HRC-Alexandria via RETAIN or message.

b. The Drill Sergeant Program. This program is designed to assign qualified Drill Sergeants or train qualified soldiers as Drill Sergeants and assign them to a unit within reasonable commuting distance of their home. AR 614-200 governs eligibility for this program. Administrative procedures for the Drill Sergeant program are listed in Table E-8.

c. The Army College Fund Plus (2+2+4) Program. The ACF Plus (2+2+4) Program is offered to individuals joining the Active Army. It provides college money for the individual in addition to the GI Bill. The program requires soldiers to serve two years plus training on active duty in the Army, two years in an ARNGUS unit or USAR unit, and the balance of their MSO in the IRR to be entitled to receive the increased educational incentive. Administrative procedures for this program are listed in Table E-9.

d. Reserve Officers' Training Corps/Simultaneous Membership Program (SMP). Provides for the assignment of potential ROTC Cadets into ARNGUS and USAR units. AR 601-210 governs eligibility for entry into this program. In addition those soldiers that are being discharged under chapter 16-2, AR 635-200 for the purpose of entry into Army Senior ROTC as a nonscholarship advanced course cadet, are eligible for this program. Administrative procedures for this program are listed in Table E-10.

e. National Army Medical Department (AMEDD) Augmentation Detachment (NAAD). This program offers unit assignments to soldiers in MOS 91C (Practical Nurse) who are unable to be placed in units within reasonable commuting distance of their residence. HQ USARC governs eligibility for this program. Administrative procedures for NAAD program are listed in Table E-11.

7–6. Selected Reserve Incentive Program

The Selected Reserve Incentive Program (SRIP) is governed by AR 135-7. Soldiers will be processed by the Career Counselor, according to AR 135-7, for all incentives for which qualified and entitled. Special incentives offered for the

ARNG will be governed by the appropriate State. Although AR 135-7 prescribes policy and procedures for administration of the SRIP for the ARNGUS, some states and territories offer state funded incentives for which they retain authority for determining eligibility based on their requirements. The following is a list of SRIP entitlements processed by Career Counselor under the provisions of AR 135-7.

a. USAR Prior Service Enlistment Bonus

b. Affiliation Bonus

c. Student Loan Repayment Program

d. Montgomery GI Bill

e. Montgomery GI Bill 2X4 Program

7–7. Enlistment and transfer periods for assignment

a. ARNGUS unit enlistment periods. (All enlistments into the ARNGUS will be effected at the ARNG unit and the oath of enlistment administered at that time.)

(1) Soldiers with a remaining MSO:

(a) Must have at least three months remaining on their MSOs as of the date of expiration of their active duty term of service.

(b) Upon reporting to their ARNGUS units, may enlist for any authorized period (1, 2, 3, 4, 5, or 6 years).

(c) Soldiers eligible for an Affiliation Bonus must enlist in the ARNGUS for a period equal to or greater than their remaining MSO as a condition of entitlement to that bonus.

(1) Soldiers without a remaining MSO, and those with less than three months remaining upon ETS:

(a) Must enlist in the Individual Ready Reserve (IRR) for at least three years at the active duty installation.

(b) Upon reporting to their ARNGUS units, may enlist for any authorized period (1, 2, 3, 4, 5, or 6 years)

b. USAR unit enlistment and transfer periods.

(1) Soldiers with no remaining MSO may enlist in a USAR unit (1, 2, 3, 4, 5 or 6 years) or Individual Ready Reserve (IRR) (3, 4, 5 or 6 years).

(a) Per AR 635-200, a soldier with less than 3 months remaining MSO must be discharged. To join a USAR unit, this soldier must enlist for a minimum of 1 year.

(b) A soldier with 6 months or less remaining MSO must enlist to join a USAR unit (minimum 1 year). The months of remaining MSO apply in calculating an Affiliation bonus if otherwise qualified.

(2) Soldiers with more than 6 months remaining MSO transfer to a USAR unit for their remaining MSO. Special separation programs may require longer Ready Reserve obligations than a soldier's MSO provides. Special provisions will cover the extending or reenlisting a soldier to satisfy these service requirements.

(3) Officers and Warrant Officers sign an acceptance agreement DA Form 5691-R (Request for Reserve Component Assignment Orders), and report to their units with no transfer period specified.

7–8. Processing assignments for Army National Guard of the United States units, U.S. Army Reserve units and Individual Ready Reserve

Reservations for ARNGUS and USAR assignments may be processed on the RETAIN system up to 120 days prior to ETS. Reservations must establish a report date not later than 30 days after release from active duty.

a. Assignments will be secured as follows.

(1) ARNG assignments are secured and processed on RETAIN in accordance with the current RETAIN users manual. When requesting assignments from states not utilizing the AUVS in RETAIN the Career Counselor will contact the state coordinator telephonically or by FAX for assignments. A list of ARNG coordinators is available over RETAIN. If an ARNG unit vacancy search in RETAIN results in no opportunities for the soldier, the Career Counselor will contact the ARNG state coordinator for an assignment. Once the state coordinator locates the assignment the position will be loaded on AUVS and the Career Counselor will be notified to complete the soldiers processing (See Appendix F for a list of ARNG state coordinators). ARNG reservations will be completed when the soldier signs the DA Form 7249-R (Certificate and Acknowledgement of Service Requirements and Methods of Fullfillment for Individuals Enlisting or Transferring into Units of the Army National Guard upon REFRAD/Discharge from Active Army Service) or DD Form 4 as prescribed by HRC-Alexandria, DA 5691-R and an order is issued (at this time a packet complete date will be entered on RETAIN). If it becomes necessary to change or cancel an ARNG assignment, the Career Counselor will contact the state concerned and inform them of any changes or cancellations as they occur.

(2) USAR assignments are secured and processed on RETAIN in accordance with the current RETAIN users manual. If a USAR unit vacancy search results in no opportunities for the soldier's record, the Career Counselor will place the soldier's record on the waitlist. Those USAR records placed on the waitlist will be monitored by HRC-Alexandria and the HRC-Alexandria USARC Liaison, who will attempt to match the record to a USAR unit assignment. The Career Counselor will be notified of an assignment match via RETAIN Hotline message.

(3) IRR enlistments are processed on RETAIN in accordance with the current RETAIN users manual.

b. Every effort will be made to assign soldiers to unit positions that match an MOS the soldier holds or is within the

allowable substitution rules (AR 611-201). In addition, for USAR assignments, the soldier must hold the rank equal to, or no more than one rank below that of the unit position. The only exception to the rank restriction is when a soldier is being assigned to a USAR SQI 'X' unit position. In this case the soldier must hold the rank equal to, or no more than two ranks below that of the unit position.

c. Soldiers voluntarily accepting assignments to a ARNG or USAR unit beyond the reasonable commuting distance, as defined by AR 140-10 must initial the mileage statement of understanding as follows:"I understand that the unit into which I am enlisting/transferring (is) (is not) farther than the reasonable commuting distance, as defined in AR 140-10. I am expected to attend unit drills regularly and be a satisfactory participant of the unit identified in paragraph one (1) above."

d. All RETAIN reservations must be managed daily. If a reservation cannot be confirmed, the record should be moved out to another ship date or canceled. If the ship date is moved out or canceled, the career counselor is required to contact the gaining ARNGUS unit or USAR unit commander or designated unit representative, and inform them of the adjusted unit arrival date or cancellation.

e. Ship dates must be the first working day after the soldier's ETS date. Weekends and holidays will not be used as ship dates. All completed reservations will be confirmed within 5 working days of the ship date. If this window cannot be met, refer to paragraph 7-8d (reservation management) above.

7–9. Administrative guidance

Software for Total Army Retention Stations (STARS) is a package of customized databases supported by word processing capabilities which allows the Career Counselor to collect data on each RC transferring/enlisting soldier, schedule and track appointments, record eligibility, and produce electronically generated contract documents and management reports. Career Counselors will use STARS in accordance with the STARS Users Manual to accomplish these tasks.

a. Orders are published according to AR 600-8-105. The order must show the ARNGUS or USAR unit of assignment or the IRR prior to confirming the reservation.

b. Soldiers enlisting or transferring into the USAR may consummate their enlistment/transfer documents no earlier than 120 days prior to REFRAD date. As an exception, those soldiers entering the USAR, whose terminal leave and permissive TDY (in conjunction with ETS) exceed 70 days may consummate their transfer documents 10 days prior to the start of their terminal leave or permissive TDY whichever is earlier. Soldiers transferring into the ARNG may be processed no earlier than 120 days prior to REFRAD date or 10 days prior to the start of terminal leave or permissive TDY, whichever is earlier. ARNG packets will be completed IAW chapter 11, this regulation. The oath of enlistment for ARNG applicants will be administered upon initial report date to the ARNG unit of assignment.

c. Item 9 of the DD Form 214 will be prepared IAW Table 2-1, AR 135-5.

d. Once orders are published and records are sent to the respective state (ARNGUS) or Army area (USAR), they cannot be changed, amended, or revoked by the Career Counselor. In addition, once a RETAIN reservation has been confirmed, assignments and verification dates cannot be changed, amended or revoked by the Career Counselor. The gaining unit must request, through its own channels, any changes, amendments, or revocations.

e. Forms used for enlisting and transferring soldiers into the ARNGUS and USAR are contained or listed in Chapter 11 of this regulation.

f. Composition and distribution of all packets will be accomplished in accordance with Appendix G.

g. Completed enlistment/transfer packets will be maintained in the retention office for a period of 1 year from REFRAD.

7–10. Enlistment ceremonies

Enlistment ceremonies will be conducted in accordance with Appendix D of this regulation.

7–11. Accession credit

a. The Director, Military Personnel Management (DMPM) of the ODCPER has overall staff supervision of Army retention programs and mission crediting procedures per paragraph 2-2 this regulation. Missioning procedures may be adjusted by ODCS, G-1 at any time depending on critical Army needs.

b. HRC-Alexandria will provide specific accession crediting guidance, subject to ODCS, G-1 approval, over RETAIN or through other communications channels as appropriate.

7–12. Processing of commissioned and warrant officers desiring assignment to units of the Army National Guard of the United States or U.S. Army Reserve

Officers desiring transition into units of the ARNGUS or USAR must be counseled by the Installation REFRAD Officer Counselor (IROC). All officers contemplating separation should be encouraged to attend RC affiliation briefings. Any officer desiring assignment to a unit of the ARNGUS will be processed in coordination with the appropriate State POC.

a. Responsibilities for commissioned or warrant officer processing are as follows:

(1) IROC responsibility: Eligibility determinations and career counseling. Counseling should be accomplished not later than 90 days prior to REFRAD. The IROC will assist the Career Counselor by ensuring documentation required for processing the officer is provided and that the USAR oath DA Form 71 (Oath of Office-Military Personnel), is coordinated and administered to Active Army officers processing for a Reserve Component unit. The IROC will coordinate with the Career Counselor to establish installation level counseling and processing procedures.

(2) Career Counselor responsibility: Assist the IROC by providing RETAIN assignment information for interested and qualified commissioned and warrant officers. Once a vacancy is located and accepted by the separating officer, the Career Counselor will make the reservation on RETAIN in accordance with the RETAIN users manual. Additionally, the Career Counselor will prepare the DA Form 5691-R, to insure that the transition point processes the officer's records for direct assignment upon REFRAD and to ensure that the officer understands his responsibility to report to the unit in accordance with the time frame specified. As part of the processing, the Career Counselor will insure that the officer's DD form 214 reflects assignment to the correct unit and that records are distributed in accordance with Appendix G upon REFRAD. The Career Counselor will maintain a copy of DA Form 5690-R (Reserve Component Career Counselor Interview Record), DA Form 5691-R, DA Form 71, REFRAD orders, assignment orders, and RETAIN printouts for all assignments completed on officers for 1 year.

b. Special Branch Officer Processing. Officers holding commissions in the following branches must follow the guidance indicated for transition into a unit.

(1) The Judge Advocate Generals Corps (JAGC). The IROC will coordinate all The Judge Advocate General Corps (JAGC) officer assignments with The Guard and Reserve Affairs Division at The Judge Advocate General's school in Charlottesville, VA. At DSN: 934-7115, extension 382, or commercial: (804) 972-6382 extension 382 or Toll Free: (800) 552-3978 extension 382. The Career Counselor will provide information on vacancy availability as obtained from RETAIN to the officer and to the IROC. All assignments must be approved by the TJAG National Guard and Reserve Affairs Office prior to processing a reservation on RETAIN.

(2) Chaplains. All Chaplain Corps officers will be transferred to the IRR upon REFRAD. Unit assignments are made by the Chaplain PMO at ARHRC-Alexandria. Separating Chaplains will be given the Chaplain PMO phone number. Telephone numbers are: toll free (800) 325-4914 or Commercial: (314) 592-0654.

(3) Medical Corps and Army Nurse Corps officers: The IROC or Career Counselor will contact the FORSCOM Surgeon General Office to coordinate assignments prior to securing a reservation on RETAIN. Telephone numbers are: DSN 367-6852 or Commercial: (404) 669-6852.

c. OCONUS Career Counselors are exempt from the coordination requirements above if all of the following conditions are met. OCONUS Career Counselors will coordinate with OCONUS Transition points in accordance with local communications procedures for assistance.

(1) The separating officer must possess the exact MOS/AOC of the vacancy (no MOS substitution is allowed for USAR medical unit assignments without approval from the FORSCOM Surgeon General's office).

(2) The vacancy rank must be either the same rank or one rank higher as the officer being REFRAD.

(3) The vacancy comments or remarks must not say "AAC" or be specifically annotated "HOLD FOR"

(4) The separating officer must not be a participant in either a medical fellowship or a residency program.

7–13. Quality control actions and procedures

a. All Career Counselors are required to take every precaution and action necessary to insure total completeness and accuracy of all forms and documents used to process soldiers for enlistment or transfer into the Reserve Components.

b. Any Career Counselor reviewing eligibility determinations or packets will insure that appropriate actions are taken to correct problems noted in the processing of soldiers for assignment into the Reserve Components. If cases are discovered involving erroneous or potentially fraudulent enlistment or transfer into ARNGUS units, USAR units, or the IRR, the information will be reported through the chain of command to HRC-Alexandria (AHRC-EPR-T).

c. Major items of interest on Staff Assistance Visits (SAV) will include the following:

(1) Mission

(2) STARS utilization

(3) Appointment procedures.

(4) Processing time-frames.

(5) Eligibility determination.

(6) Preparation and distribution of packets

(7) RETAIN procedures.

(8) Coordination with RA Career Counselors, Reenlistment NCOs, CSMs, Commanders, and Transition Points.

(9) Special options, programs, and incentives.

(10) Accountability, utilization, and maintenance of computer hardware and software.

(11) Files.

(12) Securing ARNGUS and USAR assignments.

(13) Pre-separation briefing topics and procedures.

Chapter 8
Bar to Reenlistment Procedures

8–1. General

This chapter prescribes procedures to deny reenlistment to soldiers whose immediate separation under administrative procedures is not warranted, but whose reentry into or service beyond ETS with the Active Army is not in the best interest of the military service. Policies and procedures prescribed herein apply to the field commander's Bars to Reenlistment. Soldiers may not be reenlisted without the recommendation of the unit commander. However, if a commander wishes to disapprove a request for reenlistment or extension, when submitted on DA Form 3340-R by a soldier who is fully qualified for reenlistment (according to chap 3) without waiver, he or she must concurrently submit a Bar to Reenlistment or follow the procedures in paragraph 1-8 of this regulation. Requests for waivers of reenlistment disqualifications may be disapproved under paragraph 3-10. Soldiers, if otherwise qualified, may not be denied reenlistment arbitrarily.

8–2. Standards for reenlistment

a. Only soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional soldier's moral code will be reenlisted in the Active Army. All soldiers should be evaluated under the "whole person" concept, as set out in paragraph 3-7. Soldiers who cannot, or do not, measure up to such standards, but whose separation under proper administrative procedures is not warranted at the present time, will be barred from further service under this chapter.

b. The Bar to Reenlistment is not a punitive action but is designed for use as a rehabilitative tool. Imposition of a Bar to Reenlistment does not preclude administrative separation at a later date. The Bar to Reenlistment should be initiated prior to a separation or judicial/nonjudicial action because it is intended to put the soldier on notice that-

(1) He or she is not a candidate for reenlistment.

(2) He or she may be a candidate for separation if the circumstances that led to the Bar to Reenlistment are not overcome. Soldiers will be advised exactly what is expected in order to overcome the Bar to Reenlistment and be given explicit timetables to overcome the reasons for the bar.

8–3. Guidelines for use of Bar to Reenlistment procedures

a. A Bar to Reenlistment will not be initiated when separation action is pending per AR 635-200.

b. A Bar to Reenlistment will not be initiated solely because a soldier refuses to reenlist.

c. Bar to Reenlistment procedures will not be used instead of trial by court-martial, nonjudicial punishment, or other administrative action.

d. The fact that disciplinary or administrative action not resulting in separation has been previously taken does not preclude initiation of Bar to Reenlistment if such action is deemed appropriate. When a soldier has had a completed chapter action and subsequently is recommended for retention, any documents used in that chapter action may be used in a subsequent bar action.

e. The fact that a soldier may be issued an honorable or general discharge for the current period of service does not prevent initiation of a Bar to Reenlistment to deny the soldier later service in the Active Army.

f. The fact that a soldier may have served honorably for a number of years is considered in the evaluation of his or her service; however, it does not prohibit the initiation of Bar to Reenlistment procedures if such action is deemed appropriate.

g. A Bar to Reenlistment will not be initiated for soldiers with an approved retirement.

h. A Bar to Reenlistment will not be initiated on soldiers serving on indefinite reenlistments. Denial of continued service on these soldiers will be accomplished IAW applicable provisions of AR 635-200 and other regulations as appropriate.

i. An approved local bar to reenlistment will take precedence over the QMP. If the bar is removed, the soldier will be processed under QMP as prescribed in AR 635-200.

8–4. Criteria

Commanders must be especially alert to the question of whether to afford continued military service to soldiers of the following, or similar caliber:

a. Untrainable soldiers. These soldiers will be identified as soon as possible with a view toward eliminating them from the service. When discharge under administrative procedures is not warranted, action will be taken under this regulation to bar the soldier from further service with the Active Army. These soldiers are often identified by failure to perform the basic tasks required of their PMOS, or loss of qualification in PMOS, and the soldier's inability to be

retrained. Additional indicators include: failure to achieve individual weapons qualification, second consecutive failure of the Army's Physical Fitness Test, substandard evaluation results by the Army Education Activity. Soldiers who meet the minimum standards for their present rank but lack the potential to become a supervisor or senior technician may be deemed untrainable.

b. Unsuitable soldiers. When possible, these soldiers will be identified early in their military service with a view toward elimination from the service. When administrative discharge is not warranted, action will be taken under this chapter to bar the soldier from further service with the Active Army.

c. Single soldiers/dual-service couples with dependent family members. Commanders will initiate a Bar to Reenlistment against soldiers described below who have been counseled per AR 600-20, chapter 5, and who do not have on file within 2 months after counseling, an approved family member care plan as described in AR 600-20, chapter 5. Soldiers described below who have assignment instructions to an overseas assignment will have Bars to Reenlistment initiated if they are unable to provide names of guardians who will care for their family members in CONUS in the event of evacuation from overseas. The balance of the family care plan is completed after arrival in the overseas command.

(1) Single soldiers are soldiers who—

(a) are single,

(b) are widowed,

(c) are divorced,

(d) are legally separated,

(e) are residing without their spouses,

(f) have spouses who are incapable of self-care; and who have custody of one or more minor family members or one or more adult family members unable to care for themselves (who, for example, are handicapped or infirm).

(2) Dual service couples include married Army couples and soldiers who have military spouses from another service.

d. Soldiers against whom a Bar to Reenlistment may be initiated. Soldiers may be barred from reenlistment for one or a combination of the below listed infractions or reasons. This listing provides examples of the rationale for the imposition of a bar and is not intended to be all-inclusive. Examples are—

(1) Lateness to formations, details, or assigned duties.

(2) AWOL for 1- to 24-hour periods.

(3) Losses of clothing and equipment.

(4) Substandard personal appearance.

(5) Substandard personal hygiene.

(6) Continuous indebtedness, reluctance to repay, or late payments.

(7) Article 15(s).

(8) Frequent traffic violations.

(9) An excessive number of sick calls without medical justification.

(10) Lateness returning from pass or leave

(11) Cannot follow orders; shirks responsibilities; takes too much time; is recalcitrant.

(12) Cannot train for a job; apathetic; disinterested.

(13) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow soldiers.

(14) Failure to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult).

(15) Causes trouble in the civilian community.

(16) Involvement in immoral acts.

(17) Personal behavior brings discredit upon his unit or the Army.

(18) Failure to achieve individual weapons qualification.

(19) Failure to pass the Army's Physical Fitness Test for record.

(20) Loss of qualification in PMOS when HRC-Alexandria (AHRC-EPR-F) has determined that reclassification is not appropriate because the soldier can not be retrained into a new MOS.

(21) Noncompetitive for promotion.

(a) Slow rank progression resulting from a pattern of marginal conduct or performance.

(b) No demonstrated potential for future service (repeated counseling statements or other indicators).

(c) No demonstrated ability to keep pace with others of the same Career Management Field.

(d) Declines attendance in professional development courses such as PLDC, BNCOC, ANCOC, and so on.

(e) Not recommended for promotion by unit commander.

(f) Lack of potential to become a supervisor or senior technician.

e. Commanders will initiate bar to reenlistment or separation proceedings (per AR 635-200) against soldiers who—

(1) Do not make satisfactory progress in the Army Weight Control Program (see AR 600-9).

(2) Fail two consecutive APFT (see AR 350-41).

(3) Are removed for cause from NCOES courses (see glossary definition).

8–5. Procedures

A soldier's unfitness or unsuitability may show up soon after entry into the military service or it may not develop or become apparent until after many years of service.

a. A current commander should not be deterred from taking action under this regulation against soldiers performing in a substandard manner who may have been permitted to remain on active duty for a number of years.

(1) Normally, a Bar to Reenlistment should not be initiated against a soldier who has been assigned to a unit for less than 90 days. When a Bar to Reenlistment is initiated during this time, the commander's certificate will contain an explanation on the timing of the action.

(2) A Bar to Reenlistment should not be based on generalities, approximate dates, vague places or times. It should be based on specific incidents substantiated by official remarks made at the time of each occurrence. The soldier should be counseled on each occurrence and told that all instances are made matter of official record when acts considered unworthy of the U.S. Army are performed.

(3) A Bar to Reenlistment should be initiated without regard to a soldier's ETS or his or her reenlistment intent. However, a Bar to Reenlistment will not normally be initiated against a soldier during the last 30 days before ETS or his or her departure from the unit to which currently assigned. If warranted, by recent incidents, though, a Bar to Reenlistment should be initiated regardless of a soldier's ETS or departure date. When a Bar to Reenlistment is initiated during this period, the commander's certificate will contain an explanation of why the action was not taken at an earlier date. A Bar to Reenlistment will not be imposed on soldiers with an indefinite ETS date, however, soldiers on indefinite status who, in the opinion of the commander, do not merit further retention should be referred for separation under appropriate provisions of AR 635-200.

b. Any commander in the soldier's chain of command may initiate a Bar to Reenlistment. Normally, this action will be initiated by the company, battery, troop, or detachment level commander. A senior commander in the chain who believes that bar action is warranted will personally initiate a bar by completing DA Form 4126-R (Bar to Reenlistment Certificate), signed in quadruplicate. On this form, he or she will summarize the basis for his or her intent to initiate Bar to Reenlistment procedures. This will include the number and dates of courts-martial, incidents of nonjudicial punishment, and all other factual and relevant data supporting his or her recommendation. The soldier will be flagged IAW applicable provisions of AR 600-8-2 upon initiation of the bar.

(1) Total active service will be computed as of the date of initiation of the bar (date placed on bar certificate).

(2) DA Form 4126-R will be reproduced locally on 8 1/2-inch by 11-inch paper. A reproducible copy of this form is located at the back of this regulation.

(3) The commander will refer the certificate to the soldier concerned and allow the soldier to submit a statement, if desired, as required by AR 600-37. The soldier will be given a copy of the DA Form 4126-R. If desired, the soldier will be allowed a period of 7 days to prepare his or her comment and to allow collection of any document or pertinent materials. An extension of this period may be granted by the commander initiating the bar action on a case-by-case basis. The bar will be processed immediately when the soldier does not desire to make a statement.

(4) DA Form 4126-R, section I, will be forwarded from the initiating commander through the soldier to the next commander in the normal chain of command.

c. Upon receipt of the soldier's comment, the certificate will be endorsed personally by each commander (or acting commander) in the chain of command. It will be approved by the proper authority shown in paragraphs d(1), d(2), or d(3) below. A copy of DA Form 2A and DA Form 2-1 will accompany the certificate. Any commander in the chain of command who does not believe the bar action is warranted will disapprove the action and return it to the initiating commander. Further, any commander may elevate the authority to approve or disapprove a Bar to Reenlistment to his or her level, or any appropriate subordinate commander (see para 3-10g for example). The Bar to Reenlistment will not be forwarded to a higher authority for consideration without a recommendation for approval. The commander who initiates the bar certificate may not take final action on the bar. If the initiating authority would normally be the approving authority, the certificate will be forwarded to the next higher approval authority for final action.

d. A Bar to Reenlistment may not be approved after the soldier has separated from active duty. A bar may not be entered in a soldier's records after he or she has separated from active duty. Further, soldiers may not be retained involuntarily past their normal separation to approve a Bar to Reenlistment.

(1) For soldiers with less than 10 years' active Federal service at date of bar initiation, the bar will be personally approved by the first commander in the rank of LTC or above in the soldier's chain of command, or the commander exercising Special Court Martial Convening Authority (SPCMCA), whichever is in the most direct line to the soldier (unless this is the same commander who initiated the action). Personal signature of the approving or disapproving authority is required (see para 1-8b).

(2) For soldiers with 10 or more years of active Federal Service at date of bar initiation, and who are not on indefinite reenlistment status, the approval authority is the first general officer in the soldier's chain of command or the commander exercising General Court Martial Convening Authority (GCMCA), whichever is in the most direct line to

the soldier. The personal signature of the approving or disapproving authority is required (see para 1-8a). Soldiers who must be extended to complete 20 years of active Federal service will extend within 30 days of approval or appeal denial (when appropriate). The Oath of Extension of Enlistment (DA Form 1695) will cite this paragraph as the authority and "In the best interest of the service" as the reason.

(3) Commanders do not have the authority to prevent a soldier's retirement by barring the soldier from reenlistment once the soldier attains 18 years or more of active duty to preclude the soldier from attaining retirement eligibility.

(4) Final approval authority for any bar to reenlistment must be at least one approval level higher than the initiating authority. (A bar initiated by any commander above the company, battery, or troop level must be approved by the first general officer in the chain of command, the GCMCA, or at HQDA, through CDR, HRC-Alexandria, Attn: AHRC-EPR).

e. Soldiers desiring to submit an appeal who are otherwise qualified under the criteria of chapter 3, including those with approved waivers, will not be involuntarily separated while an appeal is pending. Should the soldier desire to submit an appeal, but refuses retention to allow processing of the appeal, he will be informed that the bar will remain in effect. From the time he is informed that the bar was approved, the soldier will be allowed 7 days to submit an appeal. On a case-by-case basis, an extension of this period may be granted by the commander initiating the bar procedure. Appeals will be endorsed personally by each commander (or acting commander) in the chain of command, and approved or disapproved by the proper authorities shown in (1) or (2) below. Final approval of appeals will be at least one approval level higher than the original bar approval authority.

(1) For soldiers with less than 10 years of active Federal service at date of bar initiation, the approval or disapproval authority is the first general officer in the soldier's chain of command, or the commander exercising GCMCA, whichever is in the most direct line to the soldier. The personal signature of the approving or disapproving authority is required.

(2) For soldiers with more than 10 years of active Federal service at the date of bar initiation, and who are not on indefinite status, the approval or disapproval authority is CG, HRC-Alexandria. Unless specifically directed by the approving authority, appeals will not be forwarded through Corps, MACOM, or similar commanders en route to HRC-Alexandria.

(3) Bars to Reenlistment approved by HRC-Alexandria under this regulation may not be appealed.

f. If all appropriate commanders concur, soldiers who will have less than 6 months to ETS from the date a bar is approved, may be extended for rehabilitative purposes up to, but not beyond, 6 months from the bar approval date. If the soldier does not meet the reenlistment criteria of chapter 3, required waivers must be approved by the proper authority before the extension is accomplished. The final approval authority for such extensions is the bar approval authority. The reason cited will be "In the best interest of the service." This extension action may be taken when the bar is initiated, but not later than 30 days prior to ETS.

g. When a certificate has been approved by the proper authority, the custodian of the soldier's personnel records will place a signed copy in the soldier's MPRJ where it will remain a permanent part of the file. The remark "not recommended for further service" will be entered on the soldier's DA Form 2-1 according to AR 600-8-104. The DA Form 1315 and the DA Form 2A will have the proper in-service ineligibility code entered as shown in AR 680-29, chapter 1. Barred soldiers are not eligible to PCS. An AEA code of "C" with a 6-month termination date and an ERUP code of "9K" will be placed on the soldier.

h. After placing an approved certificate in the soldier's 201 file, the company, detachment, or comparable commander of the unit to which the soldier is assigned, or attached for duty and administration, will continue documented evaluation of the soldier. Approved Bars to Reenlistment will be reviewed by the proper unit commander at least each 3 months after the date of approval, and 30 days before the soldier's scheduled departure from the unit or separation from the service (see DA Pam 600-8).

(1) If, upon review, the commander feels the Bar to Reenlistment should remain in effect, he will notify the custodian of the soldier's personnel records who will enter the remark below on the soldier's DA Form 2-1: "Bar to Reenlistment reviewed; not recommended for removal, (date)" The commander will make the same remark on the DA Form 1315. When removal of the bar is not recommended, the soldier should be considered for elimination. If the bar is removed, all flagging actions will be lifted IAW AR 600-8-2.

(2) Any commander in the soldier's chain of command may recommend removal of a Bar to Reenlistment, or remove a Bar to Reenlistment, if he or she is the same or higher level of command than the one that initially approved the Bar to Reenlistment.

(3) A recommendation to remove a Bar to Reenlistment will be submitted in writing to the next commander in the chain of command. Recommendation for removal of a Bar to Reenlistment will be reviewed and endorsed personally by each commander (or acting commander) in the chain of command. Any commander in the chain of command who feels removal is not justified may recommend disapproval of the recommendation and forward it to the approval authority for final determination.

(4) Approval to withdraw the certificate will be the same authority who would approve a bar for a soldier with the same years of service or, if the soldier has moved to another jurisdiction, the comparable commander in that

jurisdiction. However, in no case will the authority to approve the withdrawal of a bar be a lower command level than the commander who approved the bar initially.

(5) When a recommendation for removal of a Bar to Reenlistment is approved, the remark "Not recommended for further service" on the DA Form 2-1 will be deleted per AR 600-8-104. When DA Form 2-1 is remade, deleted information will not be reentered on the new form.

(6) Upon completion of the reviews prescribed above, the unit commander will inform the soldier that the Bar to Reenlistment was reviewed and what action was taken. At any time the Bar to Reenlistment is reviewed and not recommended for removal, the soldier should be reevaluated for possible separation under proper administrative procedures in accordance with AR 635-200. Upon completion of the first 3-month review, the unit commander will use a counseling statement, DA Form 4856 (General Counseling Form), to inform the soldier that the bar has been reviewed and will remain in effect, unless recommended for removal. The soldier will be further informed that upon completion of the second 3-month review, separation proceedings will be initiated, unless he or she has demonstrated that the bar should be removed and recommendation for removal is submitted and approved by proper authority. The counseling should comply with the requirements of AR 635-200, paragraph 1-18. In the event that no progress has been made, the commander should consider separation under proper administrative procedures without waiting for the next review to occur.

(7) Separation actions initiated against some soldiers are subject to a separation board prior to separation approval. In some instances, a separation board may recommend that the barred soldier, recommended for separation by the chain of command, be retained in the Army. In these instances, the bar to reenlistment will still remain in effect and reviews will be conducted at the three month intervals as specified above. In instances where a permanent change of station is requested or warranted on such soldiers, counselors should send all pertinent data on the soldier via RETAIN to HRC-Alexandria (RMD) for resolution.

8–6. Separation

a. Unit Commanders will initiate separation proceedings under AR 635-200 upon completion of the second 3-month review, unless a recommendation for removal is submitted and approved by proper authority. Initiation of separation proceedings is not required, but should be considered, for previously disapproved requests for separation.

b. Initiation of separation action is not required for soldiers who, at time of second 3-month review, have more than 18 years of active federal service but less than 20 years. These soldiers will be required to retire on the last day of the month when retirement eligibility is attained.

Chapter 9
Active Army and Reserve Component Career Counselor

9–1. General

Commanders must continually evaluate their Army Retention Program workforce, most notably, their Career Counselors. Commanders should be proactive in maintaining the readiness of the force through careful consideration of recommendations for selection, training, utilization and relief of these soldiers.

9–2. Selection and training of soldiers for duty as Career Counselors

a. Specific selection criteria are listed in appendix B.

b. Applications from fully qualified and recommended soldiers requesting selection, training, and reclassification will, without exception, be forwarded as follows:

(1) Active Army Career Counselor applications will be forwarded through the MACOM Command Career Counselor for endorsement to the Commander, HRC-Alexandria, Attn: AHRC-EPM-A, 2461 Eisenhower Ave, Alexandria, VA 22331-0454.

(2) USAR Career Counselor applications will be processed through Commander, AR-HRC-Alexandria, Attn: DAPC-ART, 9700 Page Blvd, St Louis, MO 63132-5200, to CG, HRC-Alexandria, Attn: AHRC-ERP-T, 2461 Eisenhower Ave., Alexandria, VA 22331-0451.

(3) ARNGUS Career Counselor applications will be processed through Chief, National Guard Bureau, Attn: NGB-ARP-T, 111 S. George Mason Drive, Arlington, VA 22204, to CG, HRC-Alexandria, Attn: AHRC-ARP-T, 2461 Eisenhower Ave., Alexandria, VA 22331-0451.

c. Soldiers currently assigned to USAREC and successfully performing duties as a Recruiter or Detailed Recruiter are presumed qualified by Appendix B. Recruiters may apply through HQ, USAREC, to Commander, HRC-Alexandria for final approval. Detailed Recruiters may apply for training and reclassification to Career Counselor 6 months prior to completion of their detailed tour.

d. USAR soldiers currently assigned to USAREC desiring duty as RC Career Counselors will refer to paragraph 6-9, AR 601-1 for applications procedures.

e. Soldiers may request award of Secondary MOS (SMOS) Career Counselor in lieu of PMOS reclassification. Commanders should note HQDA does not provide SMOS funding. Training and related TDY costs will be paid utilizing local funds. SMOS applications may be approved on a space available, case by case basis by Commander, HRC-Alexandria.

f. Upon reclassification to Career Counselor duties, soldiers are provided a 12 month probationary period. Soldiers determined to be unable to successfully perform duties will be released without prejudice or adverse effect. CG, HRC-Alexandria, will reclassify the soldier in accordance with the needs of the service.

g. Soldiers previously relieved or involuntarily reclassified from recruiting or Career Counselor duties, to include those soldiers failing to successfully complete the 12-month probationary period, are ineligible to apply for reentry into CMF 79.

9–3. Recruiter/Career Counselor assignment and utilization

a. Non PMOS 79S soldiers successfully serving in USAREC as a Recruiter or Detailed Recruiter, in the rank of SSG or below, may volunteer for Career Counselor duties. (see para 9-2c above). PMOS 79S soldiers detailed to USAREC will be reassigned to Career Counselor duties upon successful completion of their USAREC tour. Relieved recruiters, holding PMOS 79S, must submit a formal application for reinstatement to Career Counselor duties to HRC-Alexandria (AHRC-EPM-A) to determine their status.

b. Career Counselors having over 12 months of credible service in CMF 79, upon assignment to USAREC, as a Recruiter or Guidance Counselor, begin their service at Special Duty Assignment Pay (SDAP) 6 level immediately upon assignment to USAREC. Recruiters and Detailed Recruiters, upon assignment as Career Counselors, receive SDAP-3 (see para 3-23, AR 614-200). Soldiers who hold PMOS 79S as a secondary MOS as the result of formal school training are eligible for payment of SDAP if serving full time as a Career Counselor IAW para 3-22 and para 3-23 of AR 614-200.

c. Soldiers failing to successfully complete the Army Recruiting or AC or RC Career Counselor Courses, and soldiers found unfit, unqualified, unable, or unwilling to successfully accomplish assigned duties or responsibilities, will be relieved or reclassified out of CMF 79, per paragraph 9-7b below, consistent with the needs of the Army.

d. Career Counselors relieved from duty are ineligible for future assignments within CMF 79.

e. Commander, HRC-Alexandria, may use Additional Skill Identifiers (ASI) to identify and manage CMF 79.

9–4. Career Counselor and reenlistment noncommissioned staffing requirements

a. Commanders are Retention Officers upon assumption of command. Duty appointment orders for commanders to perform these duties are not required.

b. Career Counselors are soldiers who have successfully completed the Army Career Counselor resident course of instruction, are reclassified into PMOS 79S, and are assigned full-time Career Counselor duties. Soldiers, other than PMOS Career Counselor, performing full or part-time retention duties are Reenlistment NCOs.

c. Commands of battalion level or higher, and installations are required to have a PMOS Career Counselor (see Glossary). Commanders of installations, battalions, and higher level organizations not authorized a Career Counselor by Table of Distribution Allowances (TDA), Table of Organization and Equipment (TOE), and organizations where a PMOS Career Counselor is not currently assigned, will appoint, in writing, a full-time Reenlistment NCO (cite this para as authority to appoint full-time Reenlistment NCO). See paragraph 9-10 for qualifications prior to appointment.

d. Commanders of companies, batteries, detachments, and similar size commands, will appoint, in writing, a part-time additional duty Reenlistment NCO (cite this paragraph as authority to appoint part-time additional duty Reenlistment NCO).

9–5. Utilization of Career Counselors

a. Career Counselors, as the commander's Army Retention Program administrators and expert advisors, are generally assigned to the Commander's Special Staff, and are under the direct supervision of the Command Sergeant Major.

b. Career Counselors are primarily assigned to support specific unit commands. Career Counselors assigned as the Installation, Command, or Senior Career Counselor provide direct support to the Installation Commander, units, and soldiers within the geographic support area, as defined by the Installation Commander's Installation Support Agreements (ISA), regardless of organizational affiliation for units without a Career Counselor.

c. Career Counselors whose primary function is to enlist/transfer soldiers from the Active Army to Reserve Component are primarily assigned to support the Installation Commander, units, and soldiers within the geographic support area, as defined by HQDA and the Installation Commander's ISA, (Installation Support Agreement) regardless of organizational affiliation. Specific units will not receive preferential treatment or service regardless of the Career Counselor's unit of assignment.

d. To maintain proficiency within the workforce, commanders possessing several Career Counselors and "no-cost" move authority, should develop rotation programs within their respective organizations/installations. (Example: An SFC serves as Battalion Career Counselor, followed by duty as the Brigade Career Counselor, then progresses to Division or Corps Operations NCO). Rotational assignments provide commanders with a highly trained, capable retention force.

Soldiers and commanders should be aware that "no-cost" moves do not result in stabilization of the soldier (see AR 614-200). Rotation programs significantly enhance readiness and the professional development of the Army Retention Program workforce.

e. Reserve Component (AGR) Career Counselors will not be reassigned locally without prior approval of the CG, HRC-Alexandria, Attn: AHRC-EPR.

f. Career Counselors are expected to devote maximum time, effort, and energy to meet Army personnel readiness missions. Accordingly, they will not be utilized, attached, or assigned tasks, functions, and/or duties, other than those in direct support of the Army Retention Program, and specifically authorized by this regulation and AR 611-201. These soldiers are expressly prohibited from performing either permanent or temporary leadership duties as First Sergeant, Detachment NCOIC, platoon sergeant, and squad leader. Further, they will not be assigned any additional or roster type duties, not in direct support of the Army Retention Program. These include, but are not limited to, duties as: Sergeant of the Guard, Charge of Quarters, Staff Duty NCO, Equal Opportunity NCO, Training NCO.

g. For the purposes of the Army Retention Program, unless otherwise specified, soldiers serving as full-time Reenlistment NCOs, are to be utilized as Career Counselor personnel. However, due to their limited experience and technical training levels, they will not, under any conditions, be placed in duties or positions exercising supervision or authority over a Career Counselor.

h. Proper utilization of Career Counselor personnel will be an area of major interest on SAVs and inspections.

9–6. Noncommissioned Officer Evaluation Report rating schemes for Career Counselors (see AR 623-205)

a. Career Counselors are program administrators, advisers, and special staff to field commanders and command sergeants major in retention readiness and soldier quality of life issues. Frequent, unrestricted access to the commander and command sergeant major is critical to the success of the commander's Army Retention Program.

b. It is the intent of HQDA to promote maximum effective utilization and placement of Career Counselors. Proper placement within the organizational structure should focus on where their skills and abilities can best support the commander. Assignment of Career Counselors to the Commander's Special Staff and granting "open door" access, significantly improves the commander's ability to accomplish his or her missions. These soldiers provide expert information, evaluations, recommendations, and options available to the commander to ensure and enhance retention readiness. Assignment to the Commander's Special Staff has proven most effective at brigade and battalion levels of command.

c. Active Army and RC Career Counselors of the same rank will not be placed in positions subordinate to the other. As such, these soldiers will not be within the other soldier's rating scheme; rather, they will have the same rating scheme. This provision includes soldiers assigned duties as Retention Officer. RA counselors in a higher rank, may rate lower ranking counselors, regardless of component, if the Command Sergeant Major or Commander determines that such rating scheme is in the best interests of the Command's Retention Program. RA counselors on production will not be rated by RC counselors, regardless of rank.

d. Raters and senior raters are encouraged to solicit input, from the next Command or Senior Career Counselor in the chain of command, regarding the rated soldier's performance and potential for further service (this is especially useful in evaluating the total performance of a Career Counselor assigned to brigade and battalion levels of command).

e. The rater for the Command or Senior Career Counselor of each level of command will be the command sergeant major with the commander being the senior rater or reviewer. This provision includes soldiers performing full-time reenlistment duties.

f. As an exception to e. above, MACOM, Corps, and Division Commanders may elect to assign rating and supervisory responsibilities of Career Counselors to the military officer most responsible for accomplishing the Army Retention Program missions. This option will not be extended below division levels of command.

9–7. Reclassification and relief of Career Counselors

Ongoing evaluation and maintenance of the Army Retention Program workforce is critical to Army readiness. Accordingly, all commanders, command sergeants major, senior Career Counselors, will ensure subordinate Career Counselors maintain the highest standards of conduct, proficiency, performance, and ethics. Career Counselors who fail to establish and maintain the confidence and trust required of their position, undermine the sensitive balance of force management will be immediately relieved, reclassified, and barred from future retention duties. Commanders are reminded that reclassification is an administrative and not a punitive action. Reclassification is often necessary to maintain readiness and force integrity, and does not necessarily adversely reflect upon the soldier. Criteria and procedures are located in appendix B.

a. Commanders will flag (see AR 600-8-2), relieve (see AR 600-20, para 2-15, and AR 623-205, para 2-10), and request reclassification (see AR 614-200, para 3-18, and this para) of Career Counselors who fail to maintain the highest standards of personal and professional characteristics, conduct, behavior, or performance of duty.

b. Command Career Counselors have program supervisory responsibility over their subordinate workforce. They will ensure the force is fit, qualified, and willing to accomplish all tasks, functions, and is capable of fulfilling their

responsibilities as prescribed by this regulation. In executing these responsibilities, they will recommend, in writing, relief-for-cause on Career Counselors warranting removal. In supporting their recommendations, the Command Career Counselor will provide the Career Counselor's chain of command or supervisory chain with relevant documentation, statements, SAV findings, observations, and specific recommendations.

c. Unless specifically addressed in the Installation Support Agreement (ISA), host Installation Commanders may only recommend, versus direct relief, on Career Counselors assigned to a tenant or supported unit, belonging to another MACOM. Recommendations for relief will be forwarded through the appropriate chain of command for further action.

d. Specific grounds for relief and reclassification of Career Counselors are located in appendix B.

e. Commanders will flag and initiate involuntary reclassification action to CG, HRC-Alexandria, on any Career Counselor, who fails to complete any NCOES, or MOS professional development course, as the result of one or more of the following reasons:

(1) Are released for cause (see Glossary).

(2) Fail an APFT, if required for course completion or graduation.

(3) Arrive at any NCOES, or other professional development training site not in compliance with AR 600-9 standards.

f. Academic failures will be evaluated by their chain of command, for their potential as a Career Counselor, upon return to home station. Commanders will initiate involuntary reclassification on those soldiers lacking potential.

g. Soldiers successfully serving as Career Counselors will not normally be reclassified due solely to becoming ineligible for selection as outlined in appendix B.

h. Soldiers serving in positions requiring a DMOS outside CMF 79, are subject to immediate involuntary reclassification by CG, HRC-Alexandria. Additionally, CMF 79 Career Counselor soldiers drawing Special Duty Assignment Pay (SDAP) and serving in DMOS positions other than CMF 79, are subject to recoupment of SDAP and possible disciplinary action under the Uniform Code of Military Justice (see AR 614-200).

9–8. Career Counselor Badge

a. For eligibility criteria and procurement, see AR 600-8-22. For proper wear, see AR 670-1.

b. Upon successful completion of 12 months as a PMOS (79S) Career Counselor, the Career Counselor Badge becomes a permanent award. Commanders are encouraged to appropriately recognize counselors upon eligibility during appropriate awards ceremonies or formations utilizing a DA Form 7347 (Career Counselor Badge Certificate).

c. Soldiers relieved of career counselor duties will have their badge withdrawn IAW AR 600-8-22.

9–9. Secretary of the Army's Career Counselor and Reserve Component Career Counselor of the Year Award

The Secretary of the Army's Career Counselor and RC Career Counselor of the Year Awards recognize the most outstanding Career Counselors, except those in the rank of SFC(P) or higher, for achievements in support of the retention effort and outstanding personal qualities.

a. Eligibility. Any Career Counselor in the rank of SFC or below, who has performed duties in PMOS(79S) Career Counselor for at least 6 months during the fiscal year for which the award is being considered may be nominated.

b. Criteria for selection. Eligible Career Counselors will be nominated according to the criteria below. HQDA may revise these criteria as necessary to support the Army Retention Program.

(1) The success of the NCO's commander(s) in managing their retention program within guidelines established by HQDA and the appropriate MACOM.

(2) The NCO's demonstration of outstanding personal qualities and traits required to be a successful NCO and U.S. Army Career Counselor.

(3) The NCO's individual innovations in counseling soldiers.

(4) The NCO's knowledge of the Army's Retention, Personnel Competency Enhancement, and Force Alignment Programs.

(5) The NCO's compliance with height and weight standards of AR 600-9.

c. Procedure for selection. Commanders of MACOMs and Army field commanders listed in AR 10-5 will nominate the most outstanding Career Counselor (one RA and one RC, if applicable) of their respective commands by 1 December annually. Nominations will be forwarded with recommendations to HQDA, Attn: DAPE-MPE-PD, Pentagon, Washington DC 20310-0300. The nominees will appear before a board from HQDA.

d. Submission of nominations. Nominations for the Secretary of the Army's Career Counselor of the Year Award will include—

(1) Nominee's name, rank, social security number, date of birth, names of spouse and children, organization or installation to which assigned, and date of assignment.

(2) A brief narrative biography—not to exceed one double spaced, typewritten page.

(3) A brief description of duties, action taken to support commanders in achieving their objectives, and other related areas —not to exceed one double-spaced typewritten page.

(4) A recent, head and shoulder length, 8- by 10-inch photograph.

(5) Copies of DA Form 2A and DA Form 2-1.

e. Presentation of the awards. The awards will be presented by the SA or his or her designated representative. Consideration will be given to inviting the spouse and immediate family of the selectee, if allowed under the Joint Travel Regulations.

9–10. Soldiers selected as Additional Duty Reenlistment NCO.

a. When possible, soldiers having previous successful experience in retention should be assigned as additional duty Reenlistment NCO. Soldiers assigned these duties, either part-time or full-time, should meet the same qualifications as those required for Career Counselors (see App B). Soldiers selected should have at least 12 months retainability in the unit.

b. First sergeants, platoon sergeants, PMOS 79S Career Counselors, and full-time Reenlistment NCOs will not be assigned additional duties as Reenlistment NCOs at company or similar levels of command.

c. Soldiers currently assigned and performing satisfactorily as additional duty Reenlistment NCO should not be relieved or reassigned solely for failure to meet the prerequisites for the job. Commanders will continue to evaluate the performance of each additional duty Reenlistment NCO to determine whether the soldier should continue to be retained on such duty.

Chapter 10
Career Counselor Role in Support of Administrative Separation Programs

10–1. Policy and procedures

This chapter sets forth policy and procedures prescribing the Career Counselor's role in the counseling of soldiers in conjunction with separation programs described in various provisions of AR 635-200.

10–2. Objectives

As principle advisors to commanders, Career Counselors may be called upon to provide information pertaining to the impact of various separation programs. The Career Counselor will, as a minimum, provide soldiers with the location and points of contact for separation pay, medical outprocessing procedures, re-entry restrictions, reserve component eligibility, and location of ACAP and job assistance centers. Career Counselors will serve as principle advisors or augment the separation point to provide advice on separations under the Qualitative Management Program (QMP) as described in previous editions of this regulation unless further rescinded by AR 635-200. None of these responsibilities are to be construed as the primary duty of the Career Counselor. The Career Counselor, as the commander's advisor on programs impacting on retention, is an integral link in ensuring that all soldiers are fully advised of their status upon separation. These counseling requirements are part of the Army's overall commitment to soldiers, regardless of the circumstances surrounding their separation. Procedures described in applicable directives will be strictly adhered to in conjunction with separation counseling.

Chapter 11
Forms, Records, and, Reports

Section I
Introduction

11–1. Scope

This chapter provides instructions on preparing and disposing of various forms, records, and reports related to the Army Retention Program. The need for accuracy and completeness in preparing these documents cannot be overemphasized. AR 340-21 contains policies and procedures that implement those parts of the Privacy Act of 1974 (5 USC 552a) concerning forms (or formats) used by the Army to get personal information from individuals. These policies and procedures must be strictly followed.

11–2. Verification of entries

a. Entries on documents for reenlistment or extension must be compared to ensure there are no errors or contradictory information. When a discrepancy is noted, the soldier will be told and the discrepancy corrected before those responsible go ahead with the reenlistment or extension.

b. PSC and finance personnel are responsible for proper establishment of the basic active service date (BASD) and pay entry base date (PEBD) for all soldiers. It is essential that these dates be accurately verified and confirmed prior to

each reenlistment, extension, or RC transaction. Failure to confirm these dates may result in improper assignments, payments of reenlistment bonuses, and entitlements to military benefits. Retention personnel will use available records to recompute and confirm the BASD and PEBD of all soldiers requesting reenlistment, extension, or transfer/enlistment into Reserve Component. Discrepancies will be resolved with the proper PSC and finance personnel before the reenlistment or extension is accomplished.

Section II
Reenlistment Data Card File

11–3. General

a. The Reenlistment data card file is intended as a management tool for commanders and Career Counselors to effectively guide soldiers through their Army careers and to ensure that regularly scheduled counseling interviews are being conducted IAW Appendix C, this regulation. Although the DA Form 1315 is the accepted record of counseling for the Army, MACOMs have the authority to permit their subordinate commands to copy the DA Form 1315 on the reverse side of the DA Form 4591-R. MACOMs that choose to utilize the DA Form 4591-R must publish a Letter of Instruction (LOI) to the Major Subordinate Commands, advising them of MACOM procedures that differ from the below listed criteria. The LOI will updated annually.

b. The Reenlistment Data File will be maintained by the company commander and company reenlistment NCO. The file will be maintained either in a card box, filing cabinet, accordion file, a three ring binder or as prescribed by higher headquarters.

c. The file consists of three sections or dividers, labeled as follows:

(1) Status of DA Forms 1315. Behind this divider the Reenlistment NCO will maintain the DA Form 1315-1-R (Status of DA Form 1315) (see para 11-5 below).

(2) Inspection Record. Behind this divider the Reenlistment NCO will maintain the DA Form 1315-2-R (Record of Inspections Conducted) (see para 11-6 below). Behind the DA Form 1315-2-R will be a record copy of all inspections reports, SAV findings, and so on, performed during the preceding 12 months.

(3) Suspense File. This section consists of a "Suspense divider," 7 yearly dividers (current year plus six), and one set of 12 monthly dividers. Monthly dividers will be rotated to the next year at the end of the current month. Commanders may, at their discretion, elect to file the DA Form 1315 cards by year and month of either the next action due or the soldier's ETS.

11–4. DA Form 1315 (Reenlistment Data)

The DA Form 1315 is used by commanders and Career Counselors to record a soldier's eligibility, desires, career plans, status, and the results of retention counseling, as prescribed by appendix C (see fig 11-1). All retention interviews will be recorded on the DA Form 1315. Commanders may attach additional notes and information as desired.

a. Preparation.

(1) The initial DA Form 1315 for all soldiers regardless of rank (soldiers serving on indefinite reenlistment contracts do not need a DA Form 1315 prepared), will be prepared by the Company Reenlistment NCO during in-processing at the soldier's first permanent duty station.

(2) All entries on the DA Form 1315 will be recorded legibly in pencil.

(3) The unit Reenlistment NCO will verify and transcribe the following items from the soldier's Military Personnel Records Jacket (MPRJ): Name, social security account number (SSN), rank (to include promotion status), ETS, unit, MOS data, duty section, ERUP code, BASD, PEBD, DEROS/DROS, date of birth, citizenship, military and civilian education, and aptitude area scores. RETAIN data will be supplied with the assistance of the primary MOS career counselor.

b. Maintenance.

(1) DA Forms 1315 for soldiers awaiting the 30 to 60 day interview and those pending a Bar to Reenlistment, extension, reenlistment, transition, waiver, exception to policy, or other related processing, will be filed immediately behind the "Suspense" divider of the file until the action is completed.

(2) Immediate Reenlistment Prohibition Codes (ERUP)(see AR 680-29) will reflect the soldier's current reenlistment eligibility status and be correctly annotated on the DA Form 1315. As an exception, soldiers ineligible solely due to retention control points (RCP), do not need to be reported "9G" via SIDPERS, until the soldier is within 16 months of ETS. Career Counselors are responsible for ensuring ERUP codes are correct, changes reported and processed in a timely fashion, and correctly annotated on the DA Form 1315. If two or more ineligibility codes apply to a person, one of which is a local or HQDA imposed Bar to Reenlistment, the bar to reenlistment code will take precedence.

(3) Retention counseling is an ongoing process between commanders, leaders, Career Counselors, and soldiers. The DA Form 1315 provides a record of the counseling as well as progress on the soldier's development. Commanders and counselors will provide specific interview remarks. Comments such as "will not reenlist," or "does not like the Army," will not be used. If a soldier has a civilian job waiting, the remark might read, "Will return to civilian employment

with Barber Construction Co., Springfield, VA." Remarks on soldiers returning to school, will include the name and location of the school such as, "Will attend Jerry's School of General Studies, Watertown, South Dakota."

(4) The Company Reenlistment NCO will prepare a new DA Form 1315 once a soldier has reenlisted or extended their enlistment. DA Form 1315 will not be prepared for soldiers who reenlist for an indefinite period.

(5) The Company Reenlistment NCO will transcribe all information from the old DA Form 1315 and the interview comments from the 60- to 90-day interview to the new form, and submit both DA Forms 1315 to the commander in coordination with the career counselor or Battalion level Reenlistment NCO. The commander will reverify the information on the new form, to include checking and initialing the Reenlistment Status blocks as necessary. The commander will also initial and date the 60- to 90-day interview remarks and the card entry "FORM REMADE—ENTRIES TRANSCRIBED."

(6) Other than as specified in subparagraph (4) above, remaking of DA Form 1315 is discouraged. At the discretion of the commander, cards may be remade because of mutilation or entries which cannot be corrected, following the procedures in subparagraph (5) above.

(7) When new, updated, or revised DA Forms 1315 are approved for field implementation, old forms will continue to be used until the available supplies are exhausted.

c. Disposition.

(1) DA Forms 1315 will be destroyed upon completion of the requirements outlined in subparagraph b(5) above.

(2) A soldier's DA Form 1315 will be destroyed upon receipt of an appointment or commission as an officer or warrant officer or indefinite reenlistment.

(3) When soldiers are transferred or reassigned, the DA Form 1315 will be forwarded to the gaining command as a part of his/her personnel records according to AR 600-8-104.

(4) Upon separation or transition from the Active Army, the DA Form 1315 will become a part of, and will be forwarded with, the soldier's personnel records.

11–5. DA Form 1315-1-R (Status of DA Form 1315)

DA Form 1315-1-R provides the unit enlisted force strength, accountability, status, and location of forms not currently filed within the Reenlistment Data File. This form should be used in connection with a locally produced or automated unit personnel accountability roster. DA Form 1315-1-R will be filed in accordance with paragraph 11-3b(1). An example of a completed DA Form 1315-1-R is located at figure 11-2. A copy for local reproduction purposes is located at the back of this regulation.

11–6. DA Form 1315-2-R (Record of Inspections Conducted)

DA Form 1315-2-R form is used to provide a record of all inspections and SAV evaluation of the commander's Army Retention Program. The commander is required to review and update the Reenlistment Data File monthly. Upon completion of the monthly review, the commander will date and initial the DA Form 1315-2-R. DA Form 1315-2-R will be filed in accordance with paragraph 11-3b(2). An example of a completed DA Form 1315-2-R is located at figure 11-3. A copy for local reproduction purposes is located at the back of this regulation.

Section III
Preparation, Completion, and Distribution of DD Form 4 (Enlistment/Reenlistment Document—Armed Forces of the United States)

11–7. Use of DD Form 4

a. The DD Form 4 is the only authorized contract document for enlistment or immediate reenlistment of an enlisted soldier in the Regular Army, the ARNGUS, and the USAR.

b. Refer to table 11-1 for preparation instructions of the DD Form 4.

c. Completed examples of DD Form 4 are located as follows:

(1) Active Army immediate reenlistment examples are located at figures 11-4 and 11-5.

(2) A USAR unit enlistment example is located at figure 11-6.

(3) A USAR enlistment with an assignment to the IRR example is located at figure 11-7.

(4) An ARNGUS accession example is located at figure 11-8. The oath will be administered at the gaining ARNG unit.

11–8. Dates of reenlistment and Reserve Component enlistments on DD Form 4 (Enlistment or Reenlistment Document—Armed Forces of the United States

a. Date of reenlistment. Except as indicated below, the date of RA reenlistment is the date on which the oath of reenlistment is administered. This date must be shown on the reenlistment contract above the signature of the officer who administers the oath. No RA reenlistment or extension will be antedated or postdated without the prior approval of CG, HRC-Alexandria. When the reenlistment of a soldier is delayed, through no fault of the soldier, but for the convenience of the Government, and it appears that there is basis for a claim to have a prior date recorded as the date

of reenlistment, a full report of the facts, with recommendations, will be forwarded to the CG, HRC-Alexandria, Attn: AHRC-EPR, Alexandria, VA 22331-0400.

b. Date of RC enlistment. The effective date of a RC enlistment is the day after discharge from the Regular Army. The date on the enlistment or transfer packet will be the date the action is consummated, e.g. the date the oath is administered. For soldiers entering the ARNG, the actual oath will be administered upon reporting into the gaining unit after separation.

11–9. Changes to terms of reenlistment and Reserve Component transfer/enlistments

a. Active Army immediate reenlistments:

(1) It may be discovered that an error has been made in processing a reenlistment so that the term of reenlistment shown on the DD Form 4 is for a longer term than intended. If so, and if the soldier was not paid a reenlistment bonus in connection with the reenlistment, the commander will submit a request for correction through command channels to Commander, HRC-Alexandria, Attn: AHRC-EPR, Alexandria, VA 22331-0400. The request will contain the information below:

(a) A sworn statement by the soldier and other persons involved in the reenlistment. The statement will give the circumstances causing the error.

(b) Copies of the DD Form 4 and supporting documents.

(c) A statement from the soldier that he agrees to correction of the term of reenlistment shown on the DD Form 4.

(2) When the CG, HRC-Alexandria, determines that an error has been made (the term of reenlistment was not that intended by the soldier and the Army), he/she will direct change of the term of reenlistment to show the correct period. The DD Form 4 will not be amended by "pen and ink" correction. Instead, a memorandum will be added to the soldier's file showing the correct term.

Note. The DD Form 4 must be preserved in its original state should it ever be needed in a legal proceeding.

(3) If a term of reenlistment, not involving payment of a reenlistment bonus is to be lengthened, it will be accomplished through use of an extension of enlistment (refer to chap 4).

(4) The term of a reenlistment, involving payment of an enlistment or reenlistment bonus, may be changed only by Cdr, HRC-Alexandria (AHRC-EPR-P) as prescribed in paragraph 5-13e.

b. For USAR enlistments refer to AR 140-111.

c. For ARNGUS enlistments refer to NGR 600-200.

11–10. Other errors detected or changes required after execution and distribution of DD Form 4

a. Authority to correct minor administrative or typographical errors discovered after distribution of the DD Form 4 is delegated to the immediate commander or his designee. Corrections will be made utilizing a DA Form 4187 indicating the corrections to DD Form 4. Contract errors involving payment of an SRB resulting from Career Counselor error will be corrected per paragraph 5-13 of this regulation. A copy of the approved correction with appropriate enclosures will be forwarded as follows:

(1) Active Army immediate reenlistments: Commander, USAEREC, Attn: PCRE-RP, USAEREC, Attn: PCRE-RP, 8899 East 56th Street, Indianapolis, IN 46249.

(2) USAR enlistments: Commander, AR-HRC-Alexandria, 9700 Page Blvd., St Louis, MO 63132-5200.

(3) ARNGUS enlistments: see appendix G.

b. Authority to act on claims of erroneous entries on reenlistment documents, such as home of record address, which is not delegated elsewhere in this regulation or in AR 600-2, is delegated to the CG, USAEREC. Requests relating to the claim of erroneous entries must include a statement by the reenlistee and copies of any substantiating documents that will assist in making a decision.

11–11. Immediate reenlistment packets

Immediate reenlistment packets will contain the following documentation:

a. DD Form 4 (Enlistment/Reenlistment Document).

b. DA Form 3340-R, labeled as "Annex B".

c. DA Form 3286 (Statements for Enlistment) (Parts I-IV), labeled as "Annex A".

d. DA Form 3072-R, if required, labeled as "Annex..."

e. DA Form 4789, if applicable, labeled as "Annex..."

f. DD Form 256A (Honorable Discharge Certificate).

g. DA Form 4591-R, complete with copies of the following: DA Forms 2 and 2-1; forms specified in Section II; copies of all RETAIN processing actions, cancellation, messages, SIDPERS processing records, and all additional related documents or notes as required.

h. DA Form 5612 (Certificate of Appreciation for Army Spouse).

i. DA Form 5689.

11–12. Disposition of DD Form 4 and packets for immediate reenlistments (see app G for Army National Guard of the United States and U.S. Army Reserve transition enlistment and transfer packet composition and distribution)

Upon completion of the reenlistment, the DD Form 4 and annexed documents will be distributed as follows:

a. Original. The original (white) copy, complete with all annexes, will be forwarded to the Commander, USAEREC, 8899 East 56th Street, Indianapolis, IN 46249.

b. Second copy. The duplicate (yellow) copy, complete with all annexes, will be submitted directly to the servicing PSC for posting in the soldier's MPRJ.

c. Third copy. The triplicate (green) copy, complete with copies of all annexes; DA Form 4591-R; DA Forms 2 and 2-1; forms specified in Section II; copies of all RETAIN processing actions, cancellations, messages, SIDPERS processing records, and all additional related documents or notes, will be retained in the servicing retention office as outlined by Modern Army Records Keeping System (MARKS).

d. Fourth copy. The quadruplicate (pink) copy, complete with a copy of all annexes, will be given to the soldier after completion of the reenlistment ceremony (see app D).

e. FAO copy. One legible copy (or as otherwise required) will be reproduced and provided to the servicing FAO. The DD Form 4 is the official document to be used by the FAO to establish entitlements.

Section IV
Preparation and Disposition of Forms Used in Support of the Regular Army Retention Program

11–13. DA Form 1695 (Oath of Extension of Enlistment)

DA Form 1695 will be used by Regular Army enlisted soldiers in all extensions of contractual obligated service, unless otherwise specified by HQDA. DA Form 1695 is available through normal AG publications distribution channels. Example of a completed DA Form 1695 is located at figure 11-9.

a. When an extension is for a number of days or a combination of months and days, the DA Form 1695 will be modified as required.

b. Extensions executed for BEAR participation require additional information (see Chap 6 and fig 11-10).

c. When extending soldiers who enlisted under the Variable Enlistment Option (VEL) and the contract is for years-months-weeks, extension will reflect years-months-weeks. Weeks are not to be converted to months under any circumstances.

d. Preparation and execution of the extension of enlistment will be as follows:

(1) Career Counselors will verify soldier eligibility, verify receipt of the approved DA Form 3340-R (see para 11-16), process the extensions request obtaining HQDA authorization, if required, and supervise preparation of all extensions of enlistment of enlistment.

(2) Any commissioned officer or commissioned warrant officer is authorized to administer the oath of extension (see (4) below and app D and sign the DA Form 1695.

(3) Prior to execution of the extension, the officer will review the DA Form 1695 for errors and regulatory compliance. In the event errors are discovered, the DA Form 1695 will be destroyed and a new form prepared. Pen and ink corrections are not authorized on DA Form 1695.

(4) Administration of the oath of extension is not mandatory to execute an extension of enlistment, but is optional at the discretion of the extending soldier (see app D). The extension is executed upon signature of the administering officer and the soldier. Social Security Number of responsible Career Counselor is not required, however the first initial of the counselor's last name and last four numbers of the counselor's social security number will be entered in the career counselor's SSN block.

e. Typographical errors later found on the DA Form 1695 do not invalidate the extension of enlistment. The original intent of the extension will be upheld. If errors are discovered after execution and distribution of the DA Form 1695, the servicing Career Counselor will supervise preparation of a corrected DA Form 1695. "CORRECTED COPY SUPERSEDES PREVIOUS COPY EXECUTED ON (date of the incorrect form)" will be typed above the date line in the space for the use of the administering officer. Copies of the corrected form will be signed by the soldier and a commissioned officer (not required to be the commissioned officer that signed the original document and distributed according to paragraph f below.

f. Disposition and distribution of the DA Form 1695: The extension packet consists of copies of DA Forms 1695, 3340-R, and 3072-R, if required. The disposition of the extension packet will be as follows:

(1) *Original.* The original extension packet will be forwarded to the Commander, USAEREC, 8899 East 56th Street, Indianapolis, IN 46249.

(2) *Second copy.* A duplicate copy of the extension packet, will be submitted directly to the servicing PSC for attachment to the affected DD Form 4 and posting in the soldier's MPRJ.

(3) *Third copy.* A triplicate copy of the packet, complete with copies of: DA Forms 2 and 2-1, other forms specified in Section II; copies of all RETAIN processing including reservation attempts, offers, and cancellations, and messages,

SIDPERS processing records, and all additional related documents or notes, will be retained in the servicing retention office as outlined by Modern Army Records Keeping System (MARKS).

(4) *Fourth copy.* A quadruplicate copy of the packet will be given to the soldier after execution of the extension.

(5) *FAO copy* One legible copy (or as otherwise required) will be reproduced and provided to the servicing FAO. The DA Form 1695 is the official document used by the FAO to authorize continuation of entitlements.

11–14. DA Form 3072-R (Waiver of Disqualification for Enlistment/Promotion in the Regular Army)

DA Form 3072-R is the only authorized method for commanders to request waivers or exceptions to policy, specifically for purpose of extension or reenlistment (see chap 3 this regulation). An example of a completed DA Form 3072-R is located at figure 11-11. A copy for local reproduction purposes is located in the back of this regulation.

a. Processing guidance for DA Form 3072-R.

(1) All requests for waiver or exception to policy are initiated by the soldier's immediate commander.

(2) A waiver is granted for one specific extension, reenlistment. (Example: A previously approved waiver for an extension of enlistment will not satisfy the waiver requirement for a later reenlistment.

(3) DA Form 3340-R will be initiated if the waiver is for reenlistment or extension purposes.

Note. DA Form 3072-R is designed to provide information to commanders not necessarily having the benefit of first-hand knowledge of the soldier. If the immediate commander (already possessing this knowledge) determines it is not in the best interest of the Army to approve the waiver, he or she may recommend disapproval and forward the DA Form 3072-R to next higher command (see para 3-10).

b. Enclosures.

(1) DA Forms 2 and 2-1 are required enclosures on all waiver requests.

(2) Other documents as required by this regulation.

(3) Additional documents, statements, or relevant information may be enclosed at the discretion of the soldier's immediate commander.

c. Disposition and distribution.

(1) Waivers approved for the purpose of immediate reenlistment or extension of enlistment will be annotated on DD Form 4 (see table 11-1 and fig 11-4) or DA Form 1695 (see fig 11-9), as appropriate.

(2) Approved waivers, complete with all supporting documentation and enclosures, will be attached to and distributed with the appropriate DD Form 4, DA Form 1695, or promotion document (see AR 600-8-19).

11–15. DA Form 3286 (Statements for Enlistment (Parts I through IV)

DA Form 3286 is designed to preclude the possibility of erroneous reenlistments, broken reenlistment commitments, and misunderstandings concerning entitlements, assignments, and other matters relating to the reenlistment contract. Once completed, the form is labeled as "Annex A" in the lower left corner of the form and attached to and distributed with DD Form 4. An example of a completed DA Form 3286 is located at figure 11-12. DA Form 3286 is available through normal AG publications distribution channels.

a. Part I—General Statement of Understanding. Care must be taken to ensure the soldier has read and understands the provisions of Part I, line 1.

b. Part II—In-Service Reenlistment Options. Part II consists of a statement of understanding pertaining to the specific option for which the soldier is reenlisting. It outlines the conditions of the commitment being made. It includes a precise statement of the promises made to the soldier by the Army and its representatives, and a detailed statement of the requirements that the soldier must fulfill for the commitment to be honored. No promises may be entered on this form that are not contained in the appropriate reenlistment option table.

c. Part III—Statement of Law Violations and Previous Conditions.

(1) This part will be completed by all applicants who enlist or reenlist in the Regular Army. Questions concerning convictions will be answered to include convictions by either a civil or military court. This does not apply to offenses previously waived and/or documented on previous enlistment or reenlistment documents. Offenses not previously waived and/or documented, to include those occurring on the current term of enlistment or reenlistment, will be listed. Article(s) 15 is nonjudicial punishment and will not be listed as conviction(s). The information is used to determine the soldier's eligibility for reenlistment and will not be used for any other purpose. This will be explained to the soldier before he signs the form.

(2) The soldier must provide the information requested regardless of any information he may have received that he is not required to reveal the information in order to reenlist. This must be explained to prevent confusion of soldiers who have "Expunged Records."

d. Part IV—Dependency Statement. This part will be completed by all soldiers to prevent misunderstandings concerning marital status or responsibility for or entitlement to claim individuals as the sponsor's family members.

11–16. DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army)

DA Form 3340-R is used by all soldiers desiring reenlistment, or extension of current enlistment in the Regular Army. Other than as stated, the DA Form 3340-R will be approved prior to initiation of reenlistment or extension processing.

The Company Reenlistment NCO will assist and advise the soldier and commander in preparation and use of the DA Form 3340-R. Acting commanders, warrant officer commanders, and enlisted commandants, will refer to paragraph 1-8 prior to using this form. The DA Form 3340-R consists of two sections:

a. Section I—Soldier's Request.

(1) DA Form 3340-R is addressed from the soldier to his or her immediate commander.

(2) Soldier requests authorization, by checking the appropriate block in Item 3, for reenlistment or extension.

(3) Soldiers applying for reenlistment indicate their desire to cash-in accrued leave, in connection with the reenlistment, by checking a box in Item 4. Soldiers electing to cash-in accrued leave will specify the amount of accrued leave they desire to cash in. These soldiers will be counseled regarding the earliest and latest allowable dates of reenlistment in order to qualify for payment of accrued leave (see chap 3 and DODPM). Accrued leave selection is not required for soldiers requesting extension of enlistment.

(4) The soldier will date and sign (use of middle initial or full name is at the soldier's option) the DA Form 3340-R and refer the form to his/her immediate commander.

b. Section II—Commander's Certification. Section II requires the commander to make a determination of a soldier's qualifications and a determination/recommendation of the soldier's potential for future service.

(1) In coordination with the Career Counselor, the commander will determine the soldier's eligibility and potential for further service, by checking the appropriate block in Item 7. If the commander determines the soldier is not fully qualified for the requested action, the commander will check the block and refer to either Item 8b or 8c on the form.

(2) Commanders have several options in recommendations for further service and will check the appropriate block in Item 8. Such action should be completed within 7 days of receipt of the DA Form 3340-R from the soldier.

(a) If the soldier is fully eligible and recommended for the requested action, the commander will approve the request by checking Item 8.

(b) If the soldier has a disqualification and the commander determines, under the "whole soldier" concept, that the soldier's case warrants meritorious consideration, the commander will recommend approval of the request by checking Item 8b and initiate a DA Form 3072-R.

(c) If the soldier has a disqualification and the commander determines, under the "whole soldier" concept, that the soldier's case does not warrant meritorious consideration, the commander will recommend disapproval by checking Item 8c and will forward the request, through the chain of command, to the first commander in the rank of LTC or higher (see para 3-10).

(d) If the soldier is eligible but the soldier's continued service is not in the best interest of the Army, the commander will check Item 8c(2) and initiate a Bar to Reenlistment (see chap 8).

(e) In situations where a soldier is eligible and the commander believes the soldier's continued service is not in the best interest of the Army, but a Bar to Reenlistment is not warranted, the commander will check Item 8c and contact the servicing Career Counselor for further assistance and guidance (see para 1-8f).

(f) After completing Items 7 and 8, the commander signs and dates the form and returns it to the soldier.

c. Approved DA Form 3340-R. This form will remain valid until requested action is taken. However, the DA Form 3340-R is invalid once—

(1) The reenlistment or extension is executed, or

(2) The soldier separates from the Active Army, or

(3) The soldier becomes ineligible for reenlistment or extension, or

(4) A change of unit commanders occurs. The incoming unit commander will initiate a new DA Form 3340-R.

d. Disposition and distribution.

(1) Approved DA Form 3340-R for immediate reenlistment is prepared in four copies, labeled as "Annex B" in the lower left corner of the form, attached to, and distributed with the DD Form 4, as prescribed in paragraph 11-12.

(2) Approved DA Form 3340-R for an extension of enlistment with the DA Form 1695, is prepared in five copies, attached to, and distributed as prescribed in paragraph 11-13f.

(3) Disapproved DA Form 3340-R, for extension or reenlistment, will be distributed in four copies as follows:

(a) Original. Forwarded through the PSC to the Commander, USAEREC for permanent filing in the OMPF.

(b) Second copy. Forwarded to the PSC for temporary filing in the MPRJ.

(c) Third copy Filed in the servicing retention office as prescribed by the Modern Army Records Keeping System (MARKS).

(d) Fourth copy. Given to the soldier.

(e) Completed forms. Examples of completed DA Forms 3340-R are at figures 11-13 and 11-14.

f. Reproduction. A copy for local reproduction purposes is located in the back of this regulation.

11–17. DA Form 4126-R (Bar to Reenlistment Certificate)

Instructions pertaining to preparation and distribution of DA Form 4126-R are in chapter 8. A completed example of

the form is figure 11-15. A copy for local reproduction purposes is located in the back of this regulation. Battalion or higher level commander's Social Security Number (SSN) is not required in Section III, Item 5.

11–18. DA Form 4591-R (Retention Data Worksheet)

Career counselors utilize the DA Form 4591-R as the primary reference document in reenlistment and extension processing.

a. Upon receipt of the approved DA Form 3340-R, retention personnel thoroughly screen and verify soldier qualifications and eligibility criteria as documented in the soldier's MPRJ and other local records.

b. DA Form 4591-R serves as a template of information for use in conjunction with the RETAIN system in determining available reenlistment options for the soldier. This form will be provided to the servicing RC Career Counselor upon the soldier's electing separation from the Regular Army.

c. All entries shown by the RETAIN system, will be verified against the data recorded on the DA Form 4591-R. Upon completion of the RETAIN reenlistment or extension eligibility processing, information which required changing during RETAIN processing must be reported and processed via SIDPERS.

d. Copies of the worksheet, DA Forms 2 and 2-1, all reservation attempts, cancellations, validations, messages, records of telephonic or electronic communications regarding, impacting, or referencing the processing of the soldier, should be permanently attached to and maintained with the DA Form 4591-R.

e. Upon completion of processing and execution, attach a record copy of the reservation validation.

f. The DA Form 4591-R is ultimately attached to and filed with the DD Form 4 for reenlistment and DA Form 1695 for extension of enlistment.

g. An example of a completed DA Form 4591-R is at figure 11-16.

h. A copy for local reproduction purposes is located in the back of this regulation.

11–19. DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus)

a. This form is used in connection with all reenlistments of soldiers entitled to the SRB.

b. DA Form 4789 explains the conditions under which continued entitlement to unpaid installments may be terminated and unearned portions of bonus payments recouped.

c. The form will be labeled as an annex, attached to and distributed with the DD Form 4.

d. An example of a completed DA Form 4789 is located at figure 11-17.

e. This form is available through normal AG publication distribution channels.

11–20. DA Form 4991-R (Declination of Continued Service Statement)(DCSS)

The DCSS is used by commanders, 1SG, and retention personnel for soldiers refusing to take action to obtain sufficient time to comply with HQDA directed SRR. (Refer to chap 4 for criteria).

a. Preparation.

(1) The Career Counselor will initiate DA Form 4991-R for eligible soldiers required to but refusing to take action to meet a military SRR upon completion of Levy briefing (not to exceed 30 days) from the EDAS transmittal date. The servicing Career Counselor will counsel the soldier on the career effects (see (3) below) of refusing to satisfy the SRR. The Career Counselor will suspense the document (not more than 15 days after completion of levy brief) to allow completion of counseling requirements (the suspense must allow for priority of the SRR and geographic considerations regarding the distances between the soldier, commander, and the Career Counselor).

(2) The Career Counselor is responsible for ensuring the soldier understands what options are available to meet the SRR, and reaffirms the career effect of refusal. The Career Counselor completes section A and forwards the DA Form 4991-R to the soldier's immediate commander or first sergeant.

(3) The commander or first sergeant will counsel the soldier, ensuring the soldier fully understands that refusal to comply with orders will result in the execution of a DCSS. Specifically, soldiers with a DCSS are--

(a) Placed in a nonpromotable status.

(b) Prohibited from reenlistment or extension of enlistment.

(c) Prohibited from applying for reentry into the Regular Army for a period of at least 93 days if separated at normal ETS, and at least 2 years if voluntarily separated before ETS under provisions of AR 635-200.

(d) Requires a rank determination from HQDA, if approved for reentry into the Active Army.

(e) Prohibited from application, selection, or attendance for commissioning or warrant officer appointment programs while on the current period of active duty.

(f) Precluded from consideration by HQDA for centralized selection for promotion and/or advanced schooling.

(g) Eligible to request voluntary separation under the provisions of AR 635-200.

(h) Eligible for other assignments (CONUS and OCONUS) provided you have sufficient service remaining to meet the requirements of the new assignment.

(i) Not eligible for separation pay.

(4) The commander or first sergeant will fully review the DA Form 4991-R, and obtain the soldier's signature in

section B (if the soldier refuses to sign, the commander will annotate the refusal and sign the witness' signature block in section B).

(5) For soldiers in grade of SSG and below, the commander will additionally annotate the soldier's DA Form 1315-R by entering "9Q" in the immediate reenlistment prohibition block (see AR 680-29). The commander will complete the reenlistment status section of the form, obtaining the soldier's initials and date of notification, and advise the soldier that he/she is ineligible for reenlistment or extension. Retention personnel will ensure that the "9Q" ERUP transaction is reported via SIDPERS.

(6) The commander or first sergeant completes section C of the DA Form 4991-R, and returns it, through the Career Counselor to the PSC.

(7) The PSC uses the DA Form 4991-R as the basis for requesting deletion action and enters the proper Assignment and Availability (AEA) code in the SIDPERS.

b. Request for withdrawal of DCSS.

(1) Requests for withdrawal of DCSS must be fully justified and submitted through command channels to CG, HRC-Alexandria, for consideration.

(2) Requests will include a copy of the DA Form 4991-R, current copies of DA Form 2A and 2-1, and chain of command recommendations.

(3) Commanders will thoroughly evaluate the request for withdrawal of a DCSS. Any commander who is a commissioned officer and does not believe the request warrants meritorious consideration will disapprove and return the request. Commanders will make specific recommendations for approval or disapproval and will not simply endorse or forward requests to higher headquarters "for consideration."

Note. Acting commanders, warrant officer commanders (not commissioned), and enlisted commandants refer to paragraph 1-8.

(4) Additionally, withdrawal requests will be submitted as follows:

(a) From CONUS: not later than 90 days before soldier's ETS.

(b) From OCONUS: not later than 90 days (120 days for SFC, 1SG/MSG, and CSM/SGM) before the rotation date.

c. Disposition and distribution.

(1) The original document is forwarded to Commander, U.S. Army Enlisted Records and Evaluation Center, 8899 East 56th Street, Indianapolis, IN 46249, to be permanently filed in the soldier's Official Military Personnel File (OMPF).

(2) A second copy will be filed in the soldier's Military Personnel Records Jacket (MPRJ).

(3) An additional copy will be forwarded to Commander, HRC-Alexandria, Attn: (Appropriate Career Branch), 2461 Eisenhower Ave., Alexandria, VA 22331-0450.

(4) Disposition of approved withdrawal requests will be as prescribed above.

d. Example. An example of a completed DA Form 4991-R is located at figure 11-18.

e. Reproduction. A copy for local reproduction purposes is located at the back of this regulation.

11–21. DA Form 5612 (Certificate of Appreciation for Army Spouses)

a. This certificate is available through normal AG publication distribution channels.

b. If appropriate, the Career Counselor will verify the name of spouse and prepare, or supervise preparation of, the certificate as part of the reenlistment packet.

c. Certificates will be signed by a commissioned officer.

d. If the spouse is present, the certificate will be presented to the spouse by, or on behalf of, the commander in conjunction with the reenlistment ceremony. In the event the spouse is not present, it is the reenlistee's responsibility to deliver the certificate to the spouse.

e. Certificates will not be issued retroactively or to replace those that are damaged or lost.

f. An example of a completed certificate (DA Form 5612) is at figure 11-19.

11–22. DA Form 5689 (Oath of Reenlistment)

This form is available through normal AG publication distribution channels and will be prepared with the reenlistment packet by the Career Counselor (see fig 11-20). The certificate may be used by the administering officer and then presented to the soldier on the occasion of his or her reenlistment (see app D).

Section V
Preparation of Forms Used in Processing Active Army Soldiers for Transfer or Enlistment into the Reserve Component

11–23. Date of Acknowledgment of Service requirement

All "dates signed" will reflect the date the soldier signs his or her transfer documents or the date the oath is

administered, whichever is applicable. The effective date of transfer/enlistment is the day following separation from the Active Army.

11–24. DA Form 3540-R (Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment)

This form is used for all soldiers enlisting or transferring into the U.S. Army Reserve. A copy of DA Form 3540-R is located in AR 135-91 for reproduction. It will be reproduced on 8 1/2 by 11 inch paper.

a. In the top left margin of page 1 of this form enter the soldier's last name and SSN (for example: SMITH/123-45-6789)

b. At the top center of page 1 of this form enter ANNEX A.

c. Reference Section IV, Service Obligation, the soldier must check and initial the applicable paragraph.

(1) For USAR enlistment's (including IRR), use paragraph 4.

(2) For USAR transfers use paragraph 6.

d. Reference Section V, Methods of Fulfillment, soldier must check and initial the applicable paragraph.

(1) For USAR enlistment's (including IRR), use paragraph 2.

(2) For USAR transfers use paragraph 3.

e. Reference Section IX - Additions or changes to this certificate. This block must be initialed by the soldier if addendum's are attached to the DA Form 3540-R. All forms approved as addendum's are identified as such in their title (i.e., Selected Reserve Incentive Program - Affiliation Bonus Addendum).

f. Reference Section XII - Annual Orientation. Paragraph 2 "REMARKS", enter any remarks as required by this regulation or as required by the RC Retention Branch.

11–25. DA Form 5261-3-R (Selected Reserve Incentive Program-Affiliation Bonus Addendum)

This form is used for all soldiers enlisting into ARNGUS units or transferring into USAR unit who are qualified and authorized to receive an Affiliation Bonus. A copy for local reproduction purposes is located in AR 135-7.

11–26. DA Form 5261-4-R (Student Loan Repayment Program Addendum)

This form is used for all soldiers enlisting into an ARNGUS unit or USAR unit who are qualified to receive and desire participation in the Student Loan Repayment Program. A copy for local reproduction purposes is located in AR 135-7.

11–27. DA Form 5261-5-R (Selected Reserve Incentive Program—USAR Prior Service Enlistment Bonus Addendum)

This form is used for all soldiers enlisting into a USAR unit who are qualified and authorized to receive the Prior Service Enlistment Bonus. A copy for local reproduction purposes is located in AR 135-7.

11–28. DA Form 5435-R (Statement of Understanding - Selected Reserve Educational Assistance Program)

This form is required for all ARNG enlistments and USAR TPU enlistments or transfers. A copy of the form for local reproduction purposes is located in AR 135-7.

11–29. DA Form 5642-R (Statement of Understanding and Selected Reserve Service Agreement, Basic Educational Assistance Entitlement for Service in the Selected Reserve)

This form is required for all soldiers qualified to receive increased incentives under the Montgomery GI Bill 2X4 Program, regardless of the soldier's incentives election. A copy for local reproduction purposes is located in AR 135-7.

11–30. DA Form 5690-R (Reserve Component Career Counselor Interview Record)

This form is required to be filled out completely on all separating soldiers interviewed per this regulation. The Career Counselor's signature and date certifies that all entries in sections A and B have been verified as correct. An example of a completed DA Form 5690-R is located at figure 11-21. A copy for local reproduction purposes is located at the back of this regulation.

11–31. DA Form 5691-R (Request for Reserve Component Assignment Orders)

This form is required for all ARNGUS enlistment's or USAR enlistment's or transfers. An example of a completed DA Form 5691-R is located at figure 11-22. A copy for local reproduction purposes is located at the back of this regulation.

a. Reference Section I—Information to be completed by the Career Counselor.

(1) Type of Enlistment: place an "x" in the corresponding block: "USAR," "ARNGUS," or "IRR".

(2) In the space provided next to "USAR VAC CTRL NO" enter the vacancy control number from RETAIN.

(3) In the space provided next to "ASGMT MOS," enter the 4-digit MOSC into which the soldier is being assigned.

b. Section V, Item 10, Installation: enter Retention Office, base, or installation name, state, and APO, or ZIP code.

11–32. DA Form 7249-R (Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard upon REFRAD/Discharge from Active Army Service)

This form is used for all ARNGUS enlistment's or transfers. An example of a completed DA Form 7249-R is located at figure 11-8. A copy of DA Form 7249-R is located at the back of this regulation for reproduction purposes. It will be reproduced locally on 8 1/2- by 11-inch paper.

a. Name. In the top left margin of each page of this form enter the soldier's last name and SSN (Example: SMITH/ 123-45-6789).

b. Reference Section III: Explanation to soldier. The soldier must elect the appropriate option.

(1) Paragraph 1 is used for all ARNGUS enlistments of soldiers with a remaining MSO.

(2) Paragraph 2 is used for all ARNGUS enlistments with no remaining MSO.

c. Reference Section V: Additions and changes to this certificate. This block must be initialed by the soldier if addendums are attached to the DA Form 7249-R. All forms approved as addendums are identified as such in their title (for example, Selected Reserve Incentive Program-Affiliation Bonus Addendum).

d. Reference Section VI: Statement of Acknowledgement and Understanding of enlistment, Transfer or Unit Assignment Obligations. In the space labeled "REMARKS", enter remarks as required by this regulation or as required by the RC Retention Branch.

11–33. Submission of claims

A soldier who believes his or her reenlistment commitment has been breached may submit a claim using DA Form 4187. The claim must be submitted within a reasonable time (normally 30 days). The time period starts from the date he or she is informed that his or her commitment will not be honored, or from the date the soldier discovers, or should discover through normal efforts, that the commitment has been breached.

11–34. Processing claims

a. The installation commander will report a soldier who has a reenlistment commitment that cannot be fulfilled by reassignment within the MACOM, as being immediately available for assignment.

b. It may appear that a soldier was reenlisted for an option and did not meet the prerequisites. If so, forward the claim to CG, HRC-Alexandria for resolution. In these cases, help the claimant prepare a DA Form 4187 for either an erroneous, defective, or unfulfilled reenlistment commitment. This application will contain the desired actions to correct the breach. Forward the original and one copy, with the enclosures below, through channels, to CG, HRC-Alexandria, Attn: AHRC-EPR-P, Alexandria, VA 22331-0400.

(1) DD Form 4.

(2) DA Form 3286.

(3) DA Form 2A.

(4) SF 88 (Report of Medical Examination) and SF 93 (Medical Record—Report of Medical History), if appropriate.

(5) A statement waiving the soldier's reenlistment option, or a statement that the MPRJ does not contain an option waiver.

(6) A statement from the servicing Career Counselor that the soldier was interviewed, counseled, and the options regarding an unfulfilled reenlistment commitment were explained.

(7) Other documents or statements relating to the case.

(8) DA Form 209 (Delay, Referral, or Follow-up Notice).

c. Soldiers who believe their contracts have been breached and that reenlistment bonuses are involved will apply to the ABCMR (see AR 15-185).

d. When soldiers do not desire another option, they may request separation according to AR 635-200, chapter 7.

11–35. Report of immediate reenlistments and extensions of enlistment

Immediate reenlistment information must be reported in a timely manner since many decisions that have long-range budgetary and manpower impacts are based on this data. RETAIN IS THE SOLE SOURCE FOR REENLISTMENT/ EXTENSION SIDPERS TRANSACTIONS. RETAIN WILL GENERATE A 4115 (REENLISTMENT) AND 4140 (EXTENSIONS) SIDPERS TRANSACTION TO SIDPERS UPON CAREER COUNSELOR CONFIRMATION OF THE REENLISTMENT AND EXTENSION ACTION ON THE RETAIN SYSTEM. CONFIRMATIONS ON RETAIN WILL BE COMPLETED AS PRESCRIBED BY HRC-Alexandria. Accordingly, each Career Counselor or Retention office will—

a. Establish and maintain a unit log of completed reenlistment and extension (to include BEAR participation, referrals to USMAPS and ROTC Green to Gold program), complete with RETAIN Report.

b. Obtain a monthly (as a minimum) confirmation report of transactions processed by RETAIN as a replacement of the SIDPERS P-11 report.

c. At the discretion of the MACOM, subordinate commands may be required to submit documents (primarily for RETAIN Report reconciliation) to show that reenlistments have been confirmed in RETAIN.

d. Ensure that PSC and FAO personnel are immediately advised of all reenlistments. This action is needed to ensure completion of all required personnel actions in a timely manner.

e. MACOMS will include RETAIN confirmation as an item to be checked during staff assistance visits.

f. Retention Management Branch (RMB) will ensure all reenlistments and extensions confirmed on RETAIN that have reported errors are immediately corrected.

11–36. Monthly Reenlistment Roster (RETAIN Report)

This report provides each MACOM retention office with the names of all reenlistees processed through SIDPERS, and credited to the MACOM by HQDA. MACOMs are responsible for ensuring RETAIN Report of reenlistment credit is correct before HQDA publishes its final accomplishments for the quarter.

Table 11–1
Instructions for completing DD Form 4

Item	Title	Instructions for completion
1. Any corrections or typewriter strikeouts will be initialed, in pen and ink, by the soldier and the administering officer. Corrections are not permitted in item 5 (Date of Enlistment), item 8 (Service, Period of Enlistment, and Pay Grade), and Section E. If errors are made in these items, a new form must be prepared.		
2. The administering officer will, prior to signing the completed form, review all entries for accuracy, and ensure the soldier understands the meaning and intent of the reenlistment document.		
3. Use only capital/upper case letters when preparing DD Form 4.		
4. Black ink, typewriter, or automatic writing machine equipment will be used to prepare the DD Form 4.		
5. Abbreviations may be used only if authorized by AR 310–50.		
6. No punctuation (commas, periods, etc.) is required on USAR/ARNGUS transfer and enlistment documents.		
	Top left margin:	
	USAR:	Enter “RESERVE COMPONENT ENLISTMENT”
	RA:	Enter “IMMEDIATE REENLISTMENT”
	Top right margin:	
	USAR:	Enter “PMOSC:” which will be followed by the soldier’s 4-digit PMOS. Then enter “PPN:” followed by 92 for unit enlistment’s or 95 for IRR enlistment’s (example: PMOSC: 12B1 PPN: 92).
	RA:	No entries authorized.
1	Name	Enter the soldier’s complete last name, full first name, full middle name, and any suffixes such as Jr., Sr., III, etc. If the soldier was given initials rather than a first and/or middle name, enter such initials. Do not use punctuation of any sort, including periods, commas, and/or dashes. In addition, with mechanized preparation, an apostrophe or hyphen contained within a name is not to be shown. Spaces are not to inserted between sections of names nor used as substitutes for apostrophes or hyphens (e.g., Mc Affee, John Q. is shown as MCAFFEE JOHN Q and O’Brien, James Henry Jr. is shown as OBRIEN JAMES HENRY JR, and Smith-Connally, M. Harold is shown as SMITHCONNALLY M HAROLD).
2	Social Security Number	Enter the soldier’s Social Security Number, number separating divisions with a hyphen (e.g., 123-45-6789).
3	Home of Record:	
	USAR:	Enter the address the soldier claims as a permanent address. The Street, City, and State will be spelled out (e.g., 123 ANYWHERE AVENUE, ANY CITY, STATE 12345).
	RA:	Enter the street, city, State, and ZIP Code of the home of record. Home of Record is the place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into the relevant tour of active duty. The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted, or inducted or ordered into the relevant tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day, can the home of record be changed by the member.
4	Place of Enlistment.	
	USAR:	Enter the military installation and state, and ZIP (e.g., FORT BENNING, GA 33060).

Table 11–1
Instructions for completing DD Form 4—Continued

Item	Title	Instructions for completion
	RA:	Enter the unit of assignment, installation and state, (e.g. HHC, DISCOM, FORT BENNING, GA 33060).
5	Date of Enlistment	Enter the date the soldier is actually adminstered the oath, in YY MMM DD format (e.g., 94 JUN 25).
6	Date of Birth	Enter, in YY MMM DD format, the soldier's date of birth (e.g., 78 NOV 13).
7	Previous Military Service	
	USAR:	No entries authorized.
	RA:	Enter in spaces provided, the total active and inactive military service completed at the time of reenlistment. Effective 1 January 1985, time spent in the Delayed Entry Program (DEP) is no longer creditable for pay purposes. However, all time spent in the DEP is creditable toward the military service obligation (MSO) and will be included in the computation of inactive service. Enter years, months, and days in two positions each, preceding numbers 1 to 9 with a zero (for example, 01, 05, 12). If the soldier has no inactive military service enter "00" for years, "00" for months, and "00" for days. Complete all blocks.
8	Branch of Service	
	USAR:	Enter, in space provided, ARMY RESERVE. This is the only authorized entry for enlistment into the USAR. Period of Enlistment in the second line, after the word "for," will be entered in Arabic numbers, to reflect the period of years for which the soldier is enlisting (e.g., 4, 5, 6). Enter the soldier's current pay grade, in the third line, after the words"pay grade" (e.g., E3, E4, E5). The Annexes in the fourth line, will be entered after the word "Annexes." Annex A is the DA Form 3540-R.
	RA:	Enter "ARMY" after "(list branch of service)." Enter the number of years for which reenlisting (for example, 3, 4, 5, or 6 OR "indefinite"). Enter the grade in which reenlisting as shown in item 4 (for example, E4, E5). All forms defining the promises being made to the reenlistee regarding duty assignments, geographical areas, restrictions, and provisions will be annexes. In the space following the word "annexes," enter the letter of the annex that will be attached to the DD Form 4 (for example, A, B, C). Assign each annex a separate letter; list all annexes by letter. All forms such as the DA Form 3286, DA Form 3072–R, DA Form 3340–R, and DA Form 4789, as appropriate, will become annexes to the reenlistment document.
8a		No entries authorized.
8b	Remarks	
	USAR:	Enter the following: "RESERVE COMPONENT ENLISTMENT, per AR 601–280, CHAPTER 7".
	RA:	Enter information on option selected, reenlistment control number (RCN), bonuses, waivers, and number of times reenlisted, in the order shown below.
		a. Enter reenlistment option and code from AR 680–29, Appendix D, to show the initial assignment or specific programs outlined in Chapter 4 or other special reenlistment directives, and the reenlistment control number.
		b. The option shown in this item and the entry made by the soldier in DA Form 3286, Part II, will be the same as shown in the appropriate option table.
		c. Guidelines for specific entries:
		(1) If reenlisted for the Overseas Area or CONUS Station-of Choice Reenlistment Options, enter the title of the option, specific area or station selected, and code. Example:
		(a) OVERSEAS ASSIGNMENT REENLISTMENT OPTION (PACIFIC AREA, LONG TOUR) (E008).
		(b) CONUS STATION-OF-CHOICE REENLISTMENT OPTION (FORT CARSON, CO) (F0CC).
		(2) If reenlisted for the Army Training Reenlistment Option, enter the title of the option, code, and specific MOS selected. Give course, title, and number from which the MOS produced can be determined. (e.g. ARMY TRAINING REENLISTMENT OPTION (Class 551–76P20 STOCK CONTROL AND ACCOUNTING SPECIALIST)(D76P).
		(3) For all other options enter only the title and code of the option selected. Example:
		(a) REGULAR ARMY REENLISTMENT OPTION (A000).
		(b) CURRENT STATION STABILIZATION REENLISTMENT OPTION (B000).
		(4) If reenlisting after completion of training under the BEAR Program, enter the appropriate option followed by (C997-BONUS EXTENSION AND RETRAINING (BEAR) PROGRAM).

Table 11–1
Instructions for completing DD Form 4—Continued

Item	Title	Instructions for completion
		d. Reenlistment control number (RCN). Enter“RCN” and the number provided by HRC-Alexandria.
		e. Bonuses. Enter type of bonus entitlement (for example, RRB (Regular Reenlistment Bonus) or SRB (Selective Reenlistment Bonus) as appropriate. If entitled to SRB, enter multiplier, zone, and MOS (for example, SRB 3A, MOS 12F or SRB 3A, MOS11B w/“P”). In addition, if the soldier is entitled to both the RRB and SRB, enter the statement “SOLDIER ELECTED PAYMENT OF RRB INSTEAD OF SRB” or “SOLDIER ELECTED PAYMENT OF SRB INSTEAD OF RRB” as appropriate.
		(1) If not eligible for bonus, enter “NO BONUS ENTITLEMENT.”
		(2) If SRB entitlement is for BEAR reenlistment, also enter months of previously obligated service (number of months) and months of newly obligated service (number of months)(for example, SRB 2A, MOS OOB, 24 MONTHS PREVIOUSLY OBLIGATED SERVICE, 48 MONTHS NEWLY OBLIGATED SERVICE).
		f. Waivers. Enter the type of waiver granted using the following abbreviations or the words “no waiver” as applicable. Indicate the approving authority using the words “approved by.”
		(1) W(A)—Waiver for AWOL or lost time.
		(2) W(E)—Waiver of physical readiness testing criteria.
		(3) W(P)—Waiver of medical requirements other than physical fitness testing.
		(4) W(X)—Waiver other than as indicated above.
		g. Number of reenlistments. Enter the number of times the soldier has reenlisted to include the current reenlistment (for example, 1st, 2d, 3d, as appropriate).
		h. Election of SRB payment,(e.g. SOLDIER ELECTED 50 PERCENT PAYMENT OF SRB).
		i. This is an example of entries for item 8B.
		(1) CONUS STATION-OF-CHOICE REENLISTMENT OPTION (FORT LEWIS, WA) (FOWL)RCN 123456.
		(2) SRB 2A, MOS 11B.
		(3) W(A) APPROVED BY HQ, 2D BN, 60th FA.
		(4) 1ST REENLISTMENT.
		(5) SOLDIER ELECTED 50 PERCENT PAYMENT OF SRB.
		j. For indefinite reenlistment program, the following statement will appear after the last item in the remarks section: " I understand that my reenlistment is for an indefinite period and that I will be allowed to serve up to the Retention Control Point for my current rank. The retention control point for my current rank is YYMMDD. I further understand that if I am selected for promotion/promoted, reduced in rank or become ineligible for continued service that I may be further retained or separated IAW appropriate policies in effect at the time as prescribed by the Secretary of the Army or applicable law."_____(initials)
8c		The soldier must read and enter all initials.
	DD Form 4/1 (Reverse):	
9–12		The soldier must read all statements.
	DD Form 4/2:	
	Name	Enter the soldier’s full name in Last First Middle format. Use the same format and rules used for completing Block 1.
	SSN	Enter the soldier’s SSN, separating divisions with a hyphen.
13a	Certification	The soldier must read, place an “X” in the block, and initial.
13b	Signature	The soldier must sign his/her full name, in First, Middle, Last sequence.
13c	Date signed	Enter the date the soldier is actually administered the oath, in YY MMM DD format (e.g., 94 JUN 25).
14a	*Branch of Service:*	
	USAR:	Enter “ARMY RESERVE” on the line provided.
	RA:	Enter “ARMY.”

Table 11–1
Instructions for completing DD Form 4—Continued

Item	Title	Instructions for completion
14b	*Service Representative Name:*	
	USAR	Enter the Service Representative's name in last, first, middle initial sequence.
	RA:	Type the last, first, and middle name or initial of the NCO who is accepting the soldier for reenlistment. If the NCO is not a Career Counselor, enter the initial of the last name, and the last four digits of the SSN of the Career Counselor(PMOS 79S) who is responsible for the validity of the reenlistment. (For example, H–1218.) In remote areas of the world where no Career Counselors are available, the remark "No Career Counselor available" will be entered.
14c	Pay Grade	Enter the Service Representative's pay grade (for example, E7, E8, E9). (No hyphen.)
14d	*Unit/Command:*	
	RA:	Enter the Service Representative's unit of assignment (for example, HHD, 1st Bn, 41st FA).
	USAR:	Enter the Service Representative's unit of assignment enter RETENTION OFFICE if CONUS or Transition Point if OCONUS.
14e	Signature	Before signing the Service Representative will verify all entries for correctness and explain all applicable paragraphs to the soldier. The soldier identified in block 14b will sign in first, middle initial, last name sequence.
14f	Date Signed	This date must reflect the date the soldier was actually administered the oath in YY MMM DD format (e.g., 94 JUN 25).
14g	*Unit/Command Address:*	
	USAR:	Enter the Installation, State, and ZIP code where the Service Representative's unit/command is located (e.g., FORT BENNING, GEORGIA 98765).
	RA:	Enter location of military unit to which the Service Representative is assigned to include ZIP code or APO (for example, APO AE 09281 or Patrick AFB, FL 32935).
15	*In the Armed Forces:*	
	USAR:	After the word "I," enter the soldier's full first, middle, and last name.
	RA:	After the word "I," enter the soldier's full first, middle, and last name.
16	RA/USAR:	No entries authorized.
17	RA/USAR:	No entries authorized.
18a	Signature	The soldier must sign his/her full name, first, middle, last sequence.
18b	Date signed	Enter the date the soldier is actually administered the oath in YY MMM DD format (e.g. 94 JUN 25).
19b	Administering Officer	Enter the administering officer's name in last, first, middle initial sequence.
19c	Pay Grade	Enter the administering officer's pay grade (O–1, O–2, O–3).
19d	Unit/Command	Enter the administering officer's unit/command as appropriate (e.g., CO A, 1ST BN, 89 FA).
19e	Signature	The soldier identified in block 19b will sign in first, middle, last name sequence.
19f	Date Signed	This date must reflect the date the soldier was actually administered the oath in YY MMM DD format.
19g	Address	Enter the Installation, State and Zip code where the officer's unit/command is located (e.g., FORT BENNING, GA 98765).
	DD Form 4/3 Not used	(This form is used for entry into the delayed entry program.)

1. NAME	2. SSN	3. RANK	4. ETS	5. [X] INITIAL [ ] MID-CAREER [ ] CAREER
Robertson, Robert R.	123-45-6789	SPC	981014	

6. UNIT	7. DATE ASSIGNED	8. DUTY SECTION	9. ERUP CODE	10. BASD	11. PEBD
A 2-78 IN	950806	Scout PLT	9A	941015	941015

12. DEROS/DROS	13. DATE OF BIRTH	14. CITIZENSHIP
NA	720714	NB

15. EDUCATION

a. CIV ED LEVEL	b. HSG/GED	c. OTHER
14 yrs.	[X] YES [ ] NO	Assoc.

MILITARY	d. COURSE TITLE	e. WEEKS	f. YEAR
	Cav Scout - 19D	8	95

g. APTITUDE AREA TEST DATES AND SCORES

TEST DATE		RETEST DATE	
941015			
GT 113	SC 121	GT	SC
GM 126	CO 123	GM	CO
EL 117	FA 120	EL	FA
CL 128	OF 110	CL	OF
MM 121	ST 129	MM	ST

16. REENLISTMENT STATUS

[ ] a. ELIGIBLE [ ] b. RECOMMENDED — COMMANDER'S INITIALS

[ ] c. ELIGIBLE BUT NOT RECOMMENDED. BAR TO REENLISTMENT UNDER PROVISIONS OF AR 601-280 SUBMITTED. — DATE SUBMITTED

REASONS — SOLDIER'S INITIALS

DATE SOLDIER NOTIFIED — COMMANDER'S INITIALS

[ ] APPROVED — DATE OF FINAL ACTION

[X] d. NOT ELIGIBLE; WAIVER REQUIRED.

REASON: AWOL — SOLDIER'S INITIALS: RRR

DATE SOLDIER NOTIFIED: 960930 — COMMANDER'S INITIALS: RW

[ ] e. NOT ELIGIBLE; WAIVER NOT AUTHORIZED.

REASON — SOLDIER'S INITIALS

DATE SOLDIER NOTIFIED — COMMANDER'S INITIALS

DA FORM 1315, MAY 98 EDITION OF DEC 94 IS OBSOLETE **REENLISTMENT DATA**

For use of this form, see AR 601-280; the proponent agency is ODCSPER

17. RECORD OF REENLISTMENT INTERVIEWS

a. INTERVIEW BY	b. DATE	c. INTERVIEW RESULTS	d. CDR'S INITIALS
RA CAREER COUNSELOR *(30-60 days after assignment)*	951101	PFC Robertson's duty performance has been exemplary. Discussed the importance of continuing his military and civilian education. Also discussed the status of his PMOS and opportunity for promotion.	CC
UNIT COMMANDER *(60-90 days after assignment)*	Jun-Jul 97		
UNIT COMMANDER *(15-16 months prior to ETS)*	Aug-Sep 97		
RA CAREER COUNSELOR *(13-14 months prior to ETS)*	Jun 98		
RA CAREER COUNSELOR *(4 months prior to ETS)*	Jul 98		
RC CAREER COUNSELOR *(90 days prior to ETS or Terminal Leave)*			

e. REMARKS

f. CARD WAS REMADE - DATE ENTRIES TRANSCRIBED

DA FORM 1315, MAY 98

Figure 11–1. (page 1) Sample of DA Form 1315 (Reenlistment Data card)

STATUS OF DA FORM 1315 For use of this form, see AR 601-280; proponent agency is DCSPER	DATE 20 APR 98
ASSIGNED STRENGTH *(SSG AND BELOW)*	137
CARDS IN FILE	117
CARDS WITH COMMANDER	3
CARDS WITH BATTALION REENLISTMENT NCO	3
CARDS WITH CAREER COUNSELOR	6
CARDS WITH RC CAREER COUNSELOR	2
INPROCESSING *(Assignment less than 15 days)*	4
OUTPROCESSING *(PCS and 30-60 days from ETS)*	2
AUTHORIZED ABSENCE OVER 30 DAYS *(Card with soldier)*	0
OTHER *(Explain)*	0
TOTAL CARDS ACCOUNTED FOR	137

DA FORM 1315-1-R, DEC 94 EDITION OF AUG 88 IS OBSOLETE

Figure 11–2. Sample of DA Form 1315–1–R (Status of DA Form 1315)

RECORD OF INSPECTIONS CONDUCTED

For use of this form, see AR 601-280; proponent agency is DCSPER

DATE	FINDINGS	INSPECTED BY	PROGRAM MONITORED BY CDR	
			DATE	CDR INITIALS
11 MAR 97	QUARTERLY INSPECTION - SAT	SFC DOE	10 MAR 97	π
10 MAY 97	QTRLY INSP. - 2 CARDS MISSING	SFC DOE	9 APR 97	π
27 SEP 97	BN COMMAND INSP - 3 LATE INTERVIEWS	SFC DOE	9 MAY 97	π
			11 JUN 97	π
			14 JUL 97	π
			10 AUG 97	π
			26 SEP 97	RW
			15 OCT 97	RW
			13 NOV 97	RW
			17 DEC 97	RW

DA FORM 1315-2-R, AUG 86

Figure 11–3. Sample of DA Form 1315–2–R (Record of Inspections Conducted)

IMMEDIATE REENLISTMENT

ENLISTMENT/REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 3331; 32 USC 708; 44 USC 708 and 3101; 10 USC 133, 265, 275, 504, 508, 510, 591, 672(d), 678, 837, 1007, 1071 through 1087; 1168, 1169, 1475 through 1480, 1553, 2107, 2122, 3012, 5031, 8012, 8033, 8496, and 9411; 14 USC 351 and 632; and Executive Order 9397, November 1943 (SSN).

PRINCIPAL PURPOSE(S): To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USE(S): This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. NAME *(Last, First, Middle)* JONES, WILLIAM DAVID	**2. SOCIAL SECURITY NUMBER** 900-00-0020
3. HOME OF RECORD *(Street, City, State, ZIP Code)* 55 HANG TEN ST. MIAMI, FL. 33169	**4. PLACE OF ENLISTMENT/REENLISTMENT** *(Mil. Installation, City, State)* HHC, 1ST BN, 8TH ID, ROSE BARRACKS BAD KRUEZNACH, APO, AE 09036

5. DATE OF ENLISTMENT/ REENLISTMENT *(YYYYMMDD)*	6. DATE OF BIRTH *(YYYYMMDD)*	7. PREV MIL SVC UPON ENL/REENLIST	YEARS	MONTHS	DAYS
1998 APR 20	1967 MAR 21	a. TOTAL ACTIVE MILITARY SERVICE	4	4	0
		b. TOTAL INACTIVE MILITARY SERVICE	0	3	18

B. AGREEMENTS

8. I am enlisting/reenlisting in the United States *(list branch of service)* ARMY this date for 3 years and _____ weeks beginning in pay grade E4. The additional details of my enlistment/reenlistment are in Section C and Annex(es) A, B, AND C.

a. FOR ENLISTMENT IN A DELAYED ENTRY/ENLISTMENT PROGRAM (DEP):
I understand that I will be ordered to active duty as a Reservist unless I report to the place shown in item 4 above by *(list date (YYYYMMDD))* _____ for enlistment in the Regular component of the United States *(list branch of service)* _____ for not less than _____ years and _____ weeks. My enlistment in the DEP is in a nonpay status. I understand that my period in the DEP is **NOT** creditable for pay purposes upon entry into a pay status. However, I also understand that this time is counted toward fulfillment of my military service obligation or commitment. I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, moral qualifications, and mailing address.

b. REMARKS: *(If none, so state.)*

(1) CONUS STATION - OF- CHOICE REENLISTMENT OPTION (FT RILEY, KS) (FOKR) RCN: 987879

(2) NO BONUS ENTITLEMENT

(3) W (A) APPROVED BY HQ, 1ST BN, 8TH ID

(4) 1ST REENLISTMENT

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. **ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.**

(Initials of Enlistee/Reenlistee) W.D.J.

(Continued on reverse side.)

DD FORM 4/1, AUG 1998 (EG) PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR, Aug 98

Figure 11–4 (PAGE 1). Sample of DD Forms 4/1 and 4/2 (Enlistment/Reenlistment Document: Regular Army Reenlistment)

NAME OF ENLISTEE/REENLISTEE *(Last, First, Middle)*	SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE
JONES, WILLIAM DAVID	900-00-0020

D. CERTIFICATION AND ACCEPTANCE

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I CERTIFY THAT I HAVE CAREFULLY READ THIS DOCUMENT. ANY QUESTIONS I HAD WERE EXPLAINED TO MY SATISFACTION. I FULLY UNDERSTAND THAT ONLY THOSE AGREEMENTS IN SECTION B OF THIS DOCUMENT OR RECORDED ON THE ATTACHED ANNEX(ES) WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW: *(If none, X "NONE" and initial.)* [X] **NONE** WDJ *(Initials of enlistee/reenlistee)*

b. SIGNATURE OF ENLISTEE/REENLISTEE	c. DATE SIGNED *(YYYYMMDD)*
William David Jones	1998 APR 20

14. SERVICE REPRESENTATIVE CERTIFICATION

a. On behalf of the United States *(list branch of service)* ARMY, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT/COMMAND NAME
WAYNE, RONALD C.	E7	HHC, 1ST BN, 8TH ID
e. SIGNATURE	**f. DATE SIGNED *(YYYYMMDD)***	**g. UNIT/COMMAND ADDRESS *(City, State, ZIP Code)***
Ronald C. Wayne	1998 APR 20	BAD KRUEZNACH, APO, AE 09036

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, WILLIAM DAVID JONES, do solemnly swear (or affirm) that I will support defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted/reenlisted this_____ day of _____, _____ in the _____ National Guard and as a Reserve of the United States *(list branch of service)* _____ with membership in the _____ National Guard of the United States for a period of _____ years, _____ months, _____ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

18.a. SIGNATURE OF ENLISTEE/REENLISTEE	b. DATE SIGNED *(YYYYMMDD)*
William David Jones	1998 APR 20

19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT/COMMAND NAME
ARMOR, INFANTRY C.	03	HHC, 1ST BN, 8TH ID
e. SIGNATURE	**f. DATE SIGNED *(YYYYMMDD)***	**g. UNIT/COMMAND ADDRESS *(City, State, ZIP Code)***
Infantry C. Armor	1998 APR 20	BAD LRUEZNACH, APO, AE 09036

DD FORM 4/2, AUG 1998 PREVIOUS EDITION IS OBSOLETE.

Figure 11–4 (PAGE 2). Sample of DD Forms 4/1 and 4/2 (Enlistment/Reenlistment Document: Regular Army Reenlistment) - Continued

IMMEDIATE REENLISTMENT

ENLISTMENT/REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 3331; 32 USC 708; 44 USC 708 and 3101; 10 USC 133, 265, 275, 504, 508, 510, 591, 672(d), 678, 837, 1007, 1071 through 1087; 1168, 1169, 1475 through 1480, 1553, 2107, 2122, 3012, 5031, 8012, 8033, 8496, and 9411; 14 USC 351 and 632; and Executive Order 9397, November 1943 (SSN).

PRINCIPAL PURPOSE(S): To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USE(S): This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. NAME *(Last, First, Middle)* RODRIGUEZ, MARIA HELENA	**2. SOCIAL SECURITY NUMBER** 900-00-0029
3. HOME OF RECORD *(Street, City, State, ZIP Code)* 1313 W. 43RD ST. NEW YORK, NY 11258	**4. PLACE OF ENLISTMENT/REENLISTMENT** *(Mil. Installation, City, State)* CO A, 3-63RD AR APO,AE 09033

5. DATE OF ENLISTMENT/ REENLISTMENT *(YYYYMMDD)*	6. DATE OF BIRTH *(YYYYMMDD)*	7. PREV MIL SVC UPON ENL/REENLIST	YEARS	MONTHS	DAYS
1998 OCT 15	62 OCT 10	a. TOTAL ACTIVE MILITARY SERVICE	11	3	0
		b. TOTAL INACTIVE MILITARY SERVICE	0	2	26

B. AGREEMENTS

8. I am enlisting/reenlisting in the United States *(list branch of service)* ARMY this date for _____ years and _____ weeks beginning in pay grade E7. The additional details of my enlistment/reenlistment are in Section C and Annex(es) A AND B.

a. FOR ENLISTMENT IN A DELAYED ENTRY/ENLISTMENT PROGRAM (DEP):
I understand that I will be ordered to active duty as a Reservist unless I report to the place shown in item 4 above by *(list date (YYYYMMDD))* _____ for enlistment in the Regular component of the United States *(list branch of service)* _____ for not less than _____ years and _____ weeks. My enlistment in the DEP is in a nonpay status. I understand that my period in the DEP is **NOT** creditable for pay purposes upon entry into a pay status. However, I also understand that this time is counted toward fulfillment of my military service obligation or commitment. I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, moral qualifications, and mailing address.

b. REMARKS: *(If none, so state.)*
(1) REGULAR ARMY REENLISTMENT OPTION (P000) RCN: 1434786
(2) NO BONUS ENTITLEMENT
(3) NO WAIVER
(4) 4TH REENLISTMENT
(5) I UNDERSTAND THAT MY REENLISTMENT IS FOR AN INDEFINITE PERIOD AND THAT I WILL BE ALLOWED TO SERVE UP TO THE RETENTION CONTROL POINT FOR MY CURRENT RANK. THE RETENTION CONTROL POINT FOR MY CURRENT RANK IS 2009 JUL 31. I FURTHER UNDERSTAND THAT IF I AM SELECTED FOR PROMOTION/PROMOTED, REDUCED IN RANK OR BECOME INELIGIBLE FOR CONTINUED SERVICE SERVICE THAT I MAY BE FURTHER RETAINED OR SEPARATED IAW APPROPRIATE POLICES INE EFFECT AT THE TIME AS PRESCRIBED BY THE SECRETARY OF THE ARMY OR APPLICABLE LAW. INITIALS MHR.

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. **ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.**

(Initials of Enlistee/Reenlistee) MHR

(Continued on reverse side.)

DD FORM 4/1, AUG 1998 (EG) PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR, Aug 98

Figure 11–5 (PAGE 1). Sample of DD Forms 4/1 and 4/2 (Enlistment/Reenlistment Document: Regular Army Reenlistment)

NAME OF ENLISTEE/REENLISTEE *(Last, First, Middle)*	SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE
RODRIGUEZ, MARIA HELENA	900-00-0029

D. CERTIFICATION AND ACCEPTANCE

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I CERTIFY THAT I HAVE CAREFULLY READ THIS DOCUMENT. ANY QUESTIONS I HAD WERE EXPLAINED TO MY SATISFACTION. I FULLY UNDERSTAND THAT ONLY THOSE AGREEMENTS IN SECTION B OF THIS DOCUMENT OR RECORDED ON THE ATTACHED ANNEX(ES) WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW: *(If none, X "NONE" and initial.)* [X] **NONE** MHR *(Initials of enlistee/reenlistee)*

b. SIGNATURE OF ENLISTEE/REENLISTEE	c. DATE SIGNED *(YYYYMMDD)*
Maria Helena Rodriguez	1998 OCT 15

14. SERVICE REPRESENTATIVE CERTIFICATION

a. On behalf of the United States *(list branch of service)* ARMY, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT/COMMAND NAME
JOHNSON, GERALD W.	E6	HHC, 3-63RD AR
e. SIGNATURE	**f. DATE SIGNED *(YYYYMMDD)***	**g. UNIT/COMMAND ADDRESS *(City, State, ZIP Code)***
Gerald W. Johnson	1998 OCT 15	APO, AE 09033

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, MARIA HELENA RODRIGUEZ, do solemnly swear (or affirm) that I will support defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted/reenlisted this_____ day of _____, _____ in the _____ National Guard and as a Reserve of the United States *(list branch of service)* _____ with membership in the _____ National Guard of the United States for a period of _____ years, _____ months, _____ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

18.a. SIGNATURE OF ENLISTEE/REENLISTEE	b. DATE SIGNED *(YYYYMMDD)*
Maria Helena Rodriguez	1998 OCT 15

19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT/COMMAND NAME
LEE, AUBREY A.	0-3	CO A, 3-63RD AR
e. SIGNATURE	**f. DATE SIGNED *(YYYYMMDD)***	**g. UNIT/COMMAND ADDRESS *(City, State, ZIP Code)***
Aubrey A. Lee	1998 OCT 15	APO, AE 09033

DD FORM 4/2, AUG 1998 PREVIOUS EDITION IS OBSOLETE.

Figure 11–5 (PAGE 2). Sample of DD Forms 4/1 and 4/2 (Enlistment/Reenlistment Document: Regular Army Reenlistment) - Continued

RESERVE COMPONENT ENLISTMENT PMOSC: 19D1 PPN: 92

ENLISTMENT/REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 3331; 32 USC 708; 44 USC 708 and 3101; 10 USC 133, 265, 275, 504, 508, 510, 591, 672(d), 678, 837, 1007, 1071 through 1087; 1168, 1169, 1475 through 1480, 1553, 2107, 2122, 3012, 5031, 8012, 8033, 8496, and 9411; 14 USC 351 and 632; and Executive Order 9397, November 1943 (SSN).

PRINCIPAL PURPOSE(S): To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USE(S): This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. NAME *(Last, First, Middle)* ROBERTSON, ROBERT RAY	**2. SOCIAL SECURITY NUMBER** 123-45-6789
3. HOME OF RECORD *(Street, City, State, ZIP Code)* 1627 NORTH 39TH STREET INDIANAPOLIS, INDIANA 46256	**4. PLACE OF ENLISTMENT/REENLISTMENT** *(Mil. Installation, City, State)* FORT STEWART, GA 23678

5. DATE OF ENLISTMENT/ REENLISTMENT *(YYYYMMDD)*	**6. DATE OF BIRTH** *(YYYYMMDD)*	**7. PREV MIL SVC UPON ENL/REENLIST**	**YEARS**	**MONTHS**	**DAYS**
1998 SEP 15	1972 JUL 14	**a. TOTAL ACTIVE MILITARY SERVICE**			
		b. TOTAL INACTIVE MILITARY SERVICE			

B. AGREEMENTS

8. I am enlisting/reenlisting in the United States *(list branch of service)* ARMY RESERVE this date for 4 years and _____ weeks beginning in pay grade E4. The additional details of my enlistment/reenlistment are in Section C and Annex(es) A.

a. FOR ENLISTMENT IN A DELAYED ENTRY/ENLISTMENT PROGRAM (DEP):
I understand that I will be ordered to active duty as a Reservist unless I report to the place shown in item 4 above by *(list date (YYYYMMDD))* _____ for enlistment in the Regular component of the United States *(list branch of service)* _____ for not less than _____ years and _____ weeks. My enlistment in the DEP is in a nonpay status. I understand that my period in the DEP is **NOT** creditable for pay purposes upon entry into a pay status. However, I also understand that this time is counted toward fulfillment of my military service obligation or commitment. I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, moral qualifications, and mailing address.

b. REMARKS: *(If none, so state.)*

"RESERVE COMPONENT ENLISTMENT PER AR 601-280, CHAPTER 7"

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. **ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.**

(Initials of Enlistee/Reenlistee) RM

(Continued on reverse side.)

DD FORM 4/1, AUG 1998 (EG) PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR, Aug 98

Figure 11–6 (PAGE 1). Sample of DD Forms 4/1 and 4/2 (Enlistment/Reenlistment Document: Reserve Component enlistment)

NAME OF ENLISTEE/REENLISTEE *(Last, First, Middle)*	SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE
ROBERTSON, ROBERT RAY	123-45-6789

D. CERTIFICATION AND ACCEPTANCE

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I CERTIFY THAT I HAVE CAREFULLY READ THIS DOCUMENT. ANY QUESTIONS I HAD WERE EXPLAINED TO MY SATISFACTION. I FULLY UNDERSTAND THAT ONLY THOSE AGREEMENTS IN SECTION B OF THIS DOCUMENT OR RECORDED ON THE ATTACHED ANNEX(ES) WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW: *(If none, X "NONE" and initial.)* [X] **NONE** RRR *(Initials of enlistee/reenlistee)*

b. SIGNATURE OF ENLISTEE/REENLISTEE	c. DATE SIGNED *(YYYYMMDD)*
Robert Ray Robertson	1998 SEP 15

14. SERVICE REPRESENTATIVE CERTIFICATION

a. On behalf of the United States *(list branch of service)* ARMY RESERVE, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT/COMMAND NAME
DOE, JOHN L.	E7	HHC, USAG
e. SIGNATURE	**f. DATE SIGNED** *(YYYYMMDD)*	**g. UNIT/COMMAND ADDRESS** *(City, State, ZIP Code)*
John L. Doe	1998 SEP 15	FORT STEWART, GA 23678

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, ROBERT RAY ROBERTSON, do solemnly swear (or affirm) that I will support defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted/reenlisted this _____ day of _____, _____ in the _____ National Guard and as a Reserve of the United States *(list branch of service)* _____ with membership in the _____ National Guard of the United States for a period of _____ years, _____ months, _____ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

18.a. SIGNATURE OF ENLISTEE/REENLISTEE	b. DATE SIGNED *(YYYYMMDD)*
Robert Ray Robertson	1998 SEP 15

19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT/COMMAND NAME
WALLACE, RON	0-3	CO A, 2-78TH IN
e. SIGNATURE	**f. DATE SIGNED** *(YYYYMMDD)*	**g. UNIT/COMMAND ADDRESS** *(City, State, ZIP Code)*
Ron Wallace	1998 SEP 15	FORT STEWART, GA 23678

DD FORM 4/2, AUG 1998 PREVIOUS EDITION IS OBSOLETE.

Figure 11–6 (PAGE 2). Sample of DD Forms 4/1 and 4/2 (Enlistment/Reenlistment Document: Reserve Component enlistment) - Continued

RESERVE COMPONENT ENLISTMENT PMOSC: 19D1 PPN: 95

ENLISTMENT/REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 3331; 32 USC 708; 44 USC 708 and 3101; 10 USC 133, 265, 275, 504, 508, 510, 591, 672(d), 678, 837, 1007, 1071 through 1087; 1168, 1169, 1475 through 1480, 1553, 2107, 2122, 3012, 5031, 8012, 8033, 8496, and 9411; 14 USC 351 and 632; and Executive Order 9397, November 1943 (SSN).

PRINCIPAL PURPOSE(S): To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USE(S): This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. NAME *(Last, First, Middle)* ROBERTSON, ROBERT RAY	**2. SOCIAL SECURITY NUMBER** 123-45-6789
3. HOME OF RECORD *(Street, City, State, ZIP Code)* 1627 NORTH 39TH STREET INDIANAPOLIS, INDIANA 46256	**4. PLACE OF ENLISTMENT/REENLISTMENT** *(Mil. Installation, City, State)* FORT STEWART, GA 23678

5. DATE OF ENLISTMENT/ REENLISTMENT *(YYYYMMDD)*	6. DATE OF BIRTH *(YYYYMMDD)*	7. PREV MIL SVC UPON ENL/REENLIST	YEARS	MONTHS	DAYS
1998 SEP 15	1972 JUL 14	a. TOTAL ACTIVE MILITARY SERVICE			
		b. TOTAL INACTIVE MILITARY SERVICE			

B. AGREEMENTS

8. I am enlisting/reenlisting in the United States *(list branch of service)* ARMY RESERVE this date for 4 years and _____ weeks beginning in pay grade E4. The additional details of my enlistment/reenlistment are in Section C and Annex(es) A.

a. FOR ENLISTMENT IN A DELAYED ENTRY/ENLISTMENT PROGRAM (DEP):
I understand that I will be ordered to active duty as a Reservist unless I report to the place shown in item 4 above by *(list date (YYYYMMDD))* _____ for enlistment in the Regular component of the United States *(list branch of service)* _____ for not less than _____ years and _____ weeks. My enlistment in the DEP is in a nonpay status. I understand that my period in the DEP is **NOT** creditable for pay purposes upon entry into a pay status. However, I also understand that this time is counted toward fulfillment of my military service obligation or commitment. I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, moral qualifications, and mailing address.

b. REMARKS: *(If none, so state.)*

"RESERVE COMPONENT ENLISTMENT PER AR 601-280, CHAPTER 7"

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. **ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.**

(Initials of Enlistee/Reenlistee) RRR

(Continued on reverse side.)

DD FORM 4/1, AUG 1998 (EG) PREVIOUS EDITION IS OBSOLETE. Designed using Perform Pro, WHS/DIOR, Aug 98

Figure 11–7 (PAGE 1). Sample of DD Forms 4/1 and 4/2 (Enlistment/Reenlistment Document: Reserve Component enlistment)

NAME OF ENLISTEE/REENLISTEE *(Last, First, Middle)*	SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE
ROBERTSON, ROBERT RAY	123-45-6789

D. CERTIFICATION AND ACCEPTANCE

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I CERTIFY THAT I HAVE CAREFULLY READ THIS DOCUMENT. ANY QUESTIONS I HAD WERE EXPLAINED TO MY SATISFACTION. I FULLY UNDERSTAND THAT ONLY THOSE AGREEMENTS IN SECTION B OF THIS DOCUMENT OR RECORDED ON THE ATTACHED ANNEX(ES) WILL BE HONORED. ANY OTHER PROMISES OR GUARANTEES MADE TO ME BY ANYONE ARE WRITTEN BELOW: *(If none, X "NONE" and initial.)* [X] **NONE** RRR *(Initials of enlistee/reenlistee)*

b. SIGNATURE OF ENLISTEE/REENLISTEE	c. DATE SIGNED *(YYYYMMDD)*
Robert Ray Robertson	1998 SEP 15

14. SERVICE REPRESENTATIVE CERTIFICATION

a. On behalf of the United States *(list branch of service)* ARMY RESERVE, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and in the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT/COMMAND NAME
DOE, JOHN L.	E7	HHC, USAG
e. SIGNATURE	**f. DATE SIGNED *(YYYYMMDD)***	**g. UNIT/COMMAND ADDRESS *(City, State, ZIP Code)***
John L. Doe	1998 SEP 15	FORT STEWART, GA 23678

E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, ROBERT RAY ROBERTSON, do solemnly swear (or affirm) that I will support defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of _____ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of _____ and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted/reenlisted this_____ day of _____, _____ in the _____ National Guard and as a Reserve of the United States *(list branch of service)* _____ with membership in the _____ National Guard of the United States for a period of _____ years, _____ months, _____ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

18.a SIGNATURE OF ENLISTEE/REENLISTEE	b. DATE SIGNED *(YYYYMMDD)*
Robert Ray Robertson	1998 SEP 15

19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. NAME *(Last, First, Middle)*	c. PAY GRADE	d. UNIT/COMMAND NAME
WALLACE, RON	0-3	CO A, 2-78TH IN
e. SIGNATURE	**f. DATE SIGNED *(YYYYMMDD)***	**g. UNIT/COMMAND ADDRESS *(City, State, ZIP Code)***
Ron Wallace	1998 SEP 15	FORT STEWART, GA 23678

DD FORM 4/2, AUG 1998 PREVIOUS EDITION IS OBSOLETE.

Figure 11–7 (PAGE 2). Sample of DD Forms 4/1 and 4/2 (Enlistment/Reenlistment Document: Reserve Component enlistment) - Continued

CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS AND METHODS OF FULFILLMENT FOR INDIVIDUALS ENLISTING OR TRANSFERRING INTO UNITS OF THE ARMY NATIONAL GUARD UPON REFRAD/DISCHARGE FROM ACTIVE ARMY SERVICE

For use of this form, see AR 601-280; the proponent agency is ODCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, USC Section 270, 10 USC 511, 10 USC 673a, Section 301 and 304, Title 32, USC and Executive Order 9397, 22 November 1943.
PRINCIPAL PURPOSE:	To explain obligation and participation requirements and to ensure that your agreement to these conditions is a matter of record.
ROUTINE USES:	Confirmation of obligation and participation requirements, occasionally as a basis for nonparticipation action if requirements are not met.
DISCLOSURE:	Disclosure of your SSN is voluntary, however, if not provided you will not be enlisted or transferred.

SECTION I - APPLICABILITY

This certificate and acknowledgment of service requirements will be completed by all individuals enlisting or transferring into units of the ARMY NATIONAL GUARD as applicable under AR 135-91.

SECTION II - INSTRUCTIONS

For soldiers enlisting in the Army National Guard: The Active Army/RC Career Counselor who obtains an ARNG assignment is responsible to read and explain the service requirements shown below. Following the reading, explanation, and affixing of proper signatures, a copy of the signed form will be attached to a copy of the soldier's orders.

SECTION III - EXPLANATION TO SOLDIER

In connection with membership in the Army National Guard, it is my duty and responsibility to explain the service and participation requirements that are applicable. If, during the course of the explanation, you have any questions, or want further clarification, advise me and I will explain all matters to your satisfaction and understanding before proceeding. The original of this certificate will be attached to the enlistment document once the Oath of Enlistment is administered at your new unit assignment. I will give you a copy of this signed certificate for your personal use.

This certificate is required by regulation when you have voluntarily elected one of the following options: *(Individual will initial next to the checked transaction.)*

[X] 1. **ENLISTMENT INTO THE ARMY NATIONAL GUARD OF THE UNITED STATES OF A PRIOR SERVICE MEMBER WHO WAS RELEASED PRIOR TO COMPLETION OF AN INCURRED EIGHT-YEAR MILITARY SERVICE OBLIGATION *(OBLIGOR).*** I incurred an 8-year military service obligation upon entry into the active military service and I have not completed that obligation; therefore, this enlistment into the Army National Guard is at least for the minimum period of service remaining of my statutory obligation. This enlistment requires that I commence training with an ARNG unit immediately and I will report to said unit within 30 days of my release/discharge from activity duty. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

[ ] 2. **ENLISTMENT INTO THE ARMY NATIONAL GUARD OF THE UNITED STATES OF A PRIOR SERVICE MEMBER WHO WAS DISCHARGED HAVING NO REMAINING STATUTORY MILITARY SERVICE OBLIGATION *(NON-OBLIGOR).*** I am currently not a member of any Reserve Component, but I have had previous military service in the Armed Forces of the United States and I have no remaining statutory military service obligation. This enlistment requires that I commence training with a unit immediately and I will report to said unit within 30 days of discharge from active duty. I will be required to maintain satisfactory participation in the Army National Guard for the entire period of service stipulated on this document.

SECTION IV - SATISFACTORY PARTICIPATION

I understand that I must participate satisfactorily during the entire period of my enlistment or assignment to the Ready Reserve in accordance with the rules and regulations now in effect, or which may be hereafter placed into effect, by proper authority. Satisfactory participation in the Selected Reserve currently is defined as follows:

1. After completion of your active duty for training *(if required)* you will serve the remaining period of your enlistment with your assigned unit unless the option you selected provided for transfer to the Individual Ready Reserve *(IRR)* or Inactive National Guard *(ING)* after a period of time in your unit.

DA FORM 7249-R, MAY 1998 EDITION OF DEC 94 IS OBSOLETE USAPA V1.00

Figure 11–8 (PAGE 1). Sample of DA Form 7249–R (Annex A-Certificate and Acknowledgement of Service Requirements)

2. You will be required to attend all scheduled unit training assemblies *(at least 48 per year)* unless you are excused by proper authority. If you accrue 9 or more unexcused absences during any continuous 365-day period you may be declared an unsatisfactory participant. A soldier who attends a scheduled unit training assembly must be in the prescribed uniform, present a neat soldierly appearance, and perform his/her assigned duties in a satisfactory manner to receive credit for attendance. In the event that you do not receive credit for attendance for any of the reasons I have explained, you will be charged with an unexcused absence.

3. As a member of a unit you will be required to satisfactorily complete one period of annual active duty for training of not less than 15 days per year exclusive of travel time unless excused by proper authority.

4. If, through reasons beyond your control, you lose your unit assignment and are assigned by proper authority to the Individual Ready Reserve *(IRR)*, you may be required to complete a period of not more than 30 days active duty for training each year.

5. If you change residence to a location too distant to permit continued participation with your unit, you will be authorized a period of not more than 90 days of excused absence from training. During this 90-day period you must locate and join another Reserve Component unit.

6. You will be responsible for keeping your commander advised of your current mailing address at which you will receive official correspondence.

7. You will be responsible for replying and complying with all official orders and correspondence which you may receive.

8. If you fail to participate satisfactorily for any of the reasons I have explained or which may be placed into effect hereafter by proper authority, you may be declared an unsatisfactory participant and may be subject to reduction in grade and removal from the unit and transferred to the Individual Ready Reserve *(IRR)* or Inactive National Guard *(ING)*.

9. During the entire period of this enlistment, while I am a member of the Ready Reserve, I may at any time be ordered to active duty involuntarily as a member of a unit, or as an individual if not assigned to a unit, in the event of war or national emergency declared by the Congress or the President of the United States; or in the event of an emergency declared by the Governor of the state, or under any other conditions authorized by law in effect at the time of my enlistment or which may be hereafter be enacted into law. I understand that I must comply with said orders.

SECTION V - ADDITIONS OR CHANGES TO THIS CERTIFICATE

[X] A check in this block indicates that an addendum will be completed, signed by the soldier, and attached hereto once the Oath of Enlistment is administered at individual's new unit of assignment. Any addendum to your enlistment is to be considered an integral part of this certificate and it may add, alter, or delete, certain portions of this certificate. Only addendums that have been authorized by HQDA publications may be used for this purpose.

SECTION VI - ACKNOWLEDGEMENTS AND UNDERSTANDING OF ENLISTMENT, TRANSFER, OR UNIT ASSIGNMENT OBLIGATIONS

1. ASSIGNED TO

a. UNIT *(Include Street, City, State and ZIP Code)*	b. PHONE
HQ 164TH INF BDE 4501 VINELAND ROAD INDIANAPOLIS, IN 46216	(111) 555-0001
	c. UIC WYJ2FF

2. TERM OF SERVICE			3. HIV TEST CERTIFICATION
YEARS 04	MONTHS 00	DAYS 00	a. DATE OF HIV TEST *(YYYYMMDD)* 1997/10/12
4a. AFFILIATION BONUS AUTHORIZED [X] YES [ ] NO			b. RESULTS OF HIV TEST [ ] POSITIVE [X] NEGATIVE
4b. BONUS CONTROL NUMBER 1231234			

5. I have been counseled concerning my eligibility for the Student Loan Repayment Program. I understand I may be eligible to reenlist to qualify for this program upon arrival at my unit of assignment.

6. I certify that the unit into which I am enlisting/transferring [ ] is [X] is not farther than the reasonable commuting distance, as defined in AR 140-10, paragraph 1-10. I am expected to attend unit drills regularly and be a satisfactory participant of the unit identified in Item 1 above of this section.

7. I understand that if I have any problems as I transition into the Reserve Component *(RC)* I can contact the Reserve Component Retention Branch at: 1-888-572-9940 for assistance.

8. I certify that I have been counseled that "The effective date of my Army National Guard of the United States enlistment is the day my Oath of Enlistment is administered at my new unit of assignment." My contract will be voided if I reenlist or extend in the Active Army or if I become ineligible for enlistment under current policy on or before my transition date.

DA FORM 7249-R, MAY 1998

Page 2 of 3
USAPA V1.00

Figure 11–8 (PAGE 2). Sample of DA Form 7249–R (Annex A-Certificate and Acknowledgement of Service Requirements)—continued.

9. I, the undersigned, having voluntarily elected to become a member of the Army National Guard, acknowledge that all the conditions of such membership as outlined on this certificate were read and explained to me by the Active Army/RC Career Counselor whose signature appears in SECTION VII.	
a. TYPED NAME OF SOLDIER ROBERT RAY ROBERTSON	b. SOCIAL SECURITY NUMBER 123-45-6789
c. SIGNATURE Robert Ray Robertson	d. DATE SIGNED *(YYYYMMDD)* 1998/09/15

SECTION VII - CERTIFICATION BY CAREER COUNSELOR

1. I certify that I have read and explained all the conditions and stipulations concerning the specific program set forth above under which the individual will become a member of an ARMY NATIONAL GUARD unit. Following this reading and explanation, a copy of this signed form was furnished the above soldier.		
a. TYPED NAME OF CAREER COUNSELOR JOHN L. DOE	b. RANK SFC	c. TITLE RC CAREER COUNSELOR
d. SIGNATURE John L. Doe	e. DATE SIGNED *(YYYYMMDD)* 1998/09/15	
2. REMARKS		

DA FORM 7249-R, MAY 1998

Page 3 of 3
USAPA V1.00

Figure 11–8 (PAGE 3). Sample of DA Form 7249–R (Annex A—Certificate and Acknowledgement of Service Requirements)—continued.

OATH OF EXTENSION OF ENLISTMENT

For use of this form, see AR 601-280; the proponent agency is DCSPER

APPLICANT DATA

NAME *(Last First, Middle)*	RANK	SSN
SNYDER, STEVEN SAMUEL	SGT	900-00-0019

PLACE OF EXTENSION *(Unit, Installation, State, ZIP Code)*	EXTENSION CONTROL NUMBER *(If applicable)*
HHC, 1ST BDE, 6TH ID, FT CAMPBELL, KY 42223	0000010

AGREEMENT

I, a member of the Regular Army, do hereby acknowledge this 15TH day of OCTOBER 1997, to have voluntarily extended my 4 YEAR AND 6 MONTH *(Enter current enlistment as extended)* enlistment of the 6TH day of FEBRUARY 1995, as a soldier in the Regular Army of the United States to a period of 5 years 11 months 0 weeks from the last mentioned date. The period of this extension is 17 months and my new ETS date is 5 JANUARY 2001,

My request for extension is TO MEET THE SRR FOR A WITH DEPENDENT TOUR TO GERMANY *(Specify reason)*.

Up paragraph 4-9a *(Appropriate paragraph)* chapter 4, AR 601-280.

FULL SIGNATURE OF APPLICANT	DATE SIGNED
Samuel Steven Snyder	97 OCT 15

RESPONSIBLE CAREER COUNSELOR

TYPED NAME *(Last, First, MI)*	RANK	CCID	UNIT *(Unit, Installation, State, ZIP Code)*
CLANCY, JAMES D.	SFC	C-3456	HHC, 1ST BDE, 6TH ID FT CAMPBELL, KY 42223

REMARKS

AWOL/LOST TIME WAIVER APPROVED BY HQ, 1ST BDE, 6TH ID

ADMINISTERING OFFICER

Subscribed to before me this 15TH day of OCTOBER 1997.

TYPED NAME *(Last, First, MI)*	RANK
SNEAD, LLOYD R.	CPT

SIGNATURE	UNIT *(Unit, Installation, State, ZIP Code)*
Lloyd R. Snead	HHD, 1ST BDE, 6TH ID FT CAMPBELL, KY 42223

DA FORM 1695, MAY 1998 EDITION OF AUG 86 IS OBSOLETE

Figure 11–9. Sample of DA Form 1695 (Oath of Extension of Enlistment)

OATH OF EXTENSION OF ENLISTMENT

For use of this form, see AR 601-280; the proponent agency is DCSPER

APPLICANT DATA

NAME *(Last First, Middle)*	RANK	SSN
ROBERTSON, ROBERT RAY	SPC	123-45-6789

PLACE OF EXTENSION *(Unit, Installation, State, ZIP Code)*	EXTENSION CONTROL NUMBER *(If applicable)*
CO A, 2-78TH IN, FT STEWART, GA 23678	0000020

AGREEMENT

I, a member of the Regular Army, do hereby acknowledge this 15TH day of JANUARY 1997, to have voluntarily extended my 3 YEAR *(Enter current enlistment as extended)* enlistment of the 1ST day of OCTOBER 1994, as a soldier in the Regular Army of the United States to a period of 6 years 3 months 0 weeks from the last mentioned date. The period of this extension is 39 months and my new ETS date is 31 DECEMBER 2000,

My request for extension is TO MEET THE SRR FOR BEAR PROGRAM PARTICIPATION (MOS 91C) *(Specify reason)*.

Up paragraph 4-9a *(Appropriate paragraph)* chapter 4, AR 601-280.

FULL SIGNATURE OF APPLICANT	DATE SIGNED
Robert Ray Robertson	97 JAN 15

RESPONSIBLE CAREER COUNSELOR

TYPED NAME *(Last, First, MI)*	RANK	CCID	UNIT *(Unit, Installation, State, ZIP Code)*
DOE, JOHN L.	SFC	D-1234	HHC, 2-78TH IN FT STEWART, GA 23678

REMARKS

BEAR PROGRAM APPROVED FOR MOS 91C. SRB AWARD LEVEL 2A.

ADMINISTERING OFFICER

Subscribed to before me this 15TH day of JANUARY 1997.

TYPED NAME *(Last, First, MI)*	RANK
RON WALLACE	CPT

SIGNATURE	UNIT *(Unit, Installation, State, ZIP Code)*
Ron Wallace	CO A, 2-78TH IN FT STEWART, GA 23678

DA FORM 1695, MAY 1998 EDITION OF AUG 86 IS OBSOLETE

Figure 11–10. Sample of DA Form 1695 (Oath of Extension for BEAR participation)

WAIVER OF DISQUALIFICATION FOR REENLISTMENT/PROMOTION IN THE REGULAR ARMY

For use of this form see AR 601-280; the proponent agency is DCSPER

DATE 97 NOV 11

DISQUALIFICATION

PARAGRAPH 3-9a(3) AR 601-280

TYPE AWOL/LOST TIME

TO: *(Include ZIP Code)*
COMMANDER
2ND BN, 78TH IN
FT STEWART, GA 23678

FROM: *(Include ZIP Code)*
COMMANDER
CO A, 2-78TH IN
FT STEWART, GA 23678

1. RANK/NAME *(Last, First, Middle)*
SPC ROBERTSON, ROBERT RAY

2. SSN
123-45-6789

3. PHYSICAL STATUS	P	U	L	H	E	S	CODE	DATE OF PHYSICAL	DATE OF PROFILE	4. HT.	5. WT.
	1	1	1	1	1	1	A	95 FEB 05	NONE	68	167

BRIEF SUMMARY OF ASSIGNMENT LIMITATIONS

NONE

6. SQT DATA
PMOS
SCORE
DATE

7. TIME LOST DURING CURRENT SERVICE

DATES *(From/To)*	NO OF DAYS	REASON
9 SEP 96/11 SEP 96	2	AWOL

8. COURTS-MARTIAL DURING CURRENT TERM OF SERVICE

TYPE	OFFENSE	DATE OF CONVICTION	SENTENCE
NONE			

9. ARTICLE 15 DURING CURRENT TERM OF SERVICE

ARTICLE/TYPE	OFFENSE	DATE OF CONVICTION	SENTENCE
134/CO	DRUNK AND DISORDERLY	20 AUG 96	7 DAYS ED & RESTRICTION
86/CO	AWOL	25 SEP 96	FORFEIT $50 FOR ONE MONTH

10. LETTER(S) OF INDEBTEDNESS

CREDITOR	AMOUNT	DATE OF LETTER	DISPOSITION
NONE			

11. RECOMMENDATION OF COMMANDING OFFICER WITH REASONS AND JUSTIFICATIONS *(USE CONTINUATION SHEET PER AR 340-15 IF REQUIRED)*

(Commander's statement)

12. LIST OF ENCLOSURES *(Double column, if necessary)*

3 ENCLS
1. DA FORM 2A
2. DA FORM 2-1
3. SOLDIER'S STATEMENT

13. TYPED NAME, RANK AND BRANCH OF COMMANDER
RON WALLACE, CPT, IN

SIGNATURE
Ron Wallace

DA FORM 3072-R, MAY 88 PREVIOUS EDITION OF JAN 88 IS OBSOLETE

ANNEX C

Figure 11–11. Sample of DA Form 3072-R (Waiver of Disqualificatiion for Reenlistment/Promotion in the Regular Army

STATEMENTS FOR ENLISTMENT

(PARTS I THROUGH IV)

For use of this form, see AR 601-280; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Section 504, 505, 508, and 510, Title 10, USC.
PRINCIPAL PURPOSE: To determine eligibility for reenlistment.
ROUTINE USES: Information may be referred to appropriate authorities if disciplinary action or discharge for fraudulent enlistment/reenlistment is appropriate.
DISCLOSURE: Disclosure of personal information is voluntary, however, failure to furnish information requested may result in denial of reenlistment in the US Army.

PART I - GENERAL STATEMENT OF UNDERSTANDING

TO BE COMPLETED BY ALL APPLICANTS FOR REENLISTMENT IN THE REGULAR ARMY

1. **ACKNOWLEDGEMENT:** In connection with my reenlistment in the Regular Army, I hereby acknowledge that::

a. All promises made to me are contained in Item 10 of DD Form 4, my reenlistment agreement, and Part II of this statement.

b. I have not been guaranteed attendance at an MOS-producing Army service school or Airborne training unless the title of the school course or Airborne training has been entered in Item 10, DD Form 4.

c. Should I make any material omission or misstatement of fact in connection with any of my enlistment documents, (1) I may be subject to early separation from this enlistment, or (2) I will complete, if permitted, the period for which I enlisted in any assignment deemed appropriate in accordance with the needs of the Army.

d. Should I choose an option which requires a security clearance and I am not granted such clearance after I have enlisted, or my granted clearance is revoked after I have enlisted, I agree to accept any assignment in accordance with the needs of the Army and I will complete the period for which I enlisted.

e. Law violations for which I have been convicted or have had adverse adjudications as a juvenile or youthful offender may be cause for denial of security clearance.

f. My choice of initial enlistment option shown in item 10 of my DD Form 4 does not constitute any guarantee that a substantial part of my enlistment will be served in the option, and the needs of the service may result in my transfer at any time *(other than as may be provided by the specific option selected)* to any other assignment within the continental United States or to an oversea command. I am aware that due to the needs of the Army I may be subject to involuntary retraining and/or reclassification.

g. Should my enlistment involve a commitment for specialized training or a selective assignment, conduct on my part occurring after my enlistment which results in disciplinary action may be just cause for my transfer to any other assignment within the continental United States or to an oversea command.

h. My acceptance for enlistment carries no promise whatsoever relative to furnishing transportation for dependents to oversea commands or to the furnishing of family quarters either in oversea commands or in the continental United States.

i. If, after my enlistment for a specific option, I should fail to meet required qualifications which cannot be determined prior to my enlistment, I understand that I will not be offered another enlistment option, but will be trained and assigned in accordance with the needs of the Army and will be required to complete the term of service for which I enlisted.

j. If, after my enlistment in the Regular Army, I should waive my initial enlistment option as listed in item 10, DD Form 4, and in Part II of my statement for enlistment for any reason whatsoever, this initial option will not be reinstated at a later date.

k. I am not consciously opposed, by reason of religious training or belief, to bearing arms or to participation, or training for war in any form.

l. I am aware that in the event of armed conflict involving the United States, the Secretary of the Army may declare null and void any portion of my enlistment option pertaining to training, assignment, or duty, if he determines such action to be necessary.

PART II - IN-SERVICE REENLISTMENT OPTION

TO BE COMPLETED BY APPLICANT REENLISTING FOR A SPECIFIC OPTION

2. In connection with my reenlistment in the Regular Army for the Overseas Assignment Reenlistment option, I hereby acknowledge that provided I meet required prerequisites I will be assigned as follows:

Europe

3. I have read and understand the provisions of the reenlistment option for which I am reenlisting. Furthermore, to avoid misunderstandings, I have recorded below in my own words and handwriting all spoken and written promises that have been made to me in connection with my enlistment in the Regular Army *(at end of statement, applicant will print the word "END")*.

Assignment to Europe End REQ

4. If reenlisting for the CONUS Station of Choice Reenlistment Option, I understand that my stabilization will commence on date of reenlistment or upon arrival at new station, whichever is later. I further understand that if I am subsequently placed on TDY in excess of 30 days, my stabilization will be extended by the number of days in excess of the initial 30-day period, unless I voluntarily waive my stabilization. It is also understood that if HQDA determines that in order to meet the operational needs of the Army, the unit or subordinate element must be deployed from the parent organization, I must deploy with the unit and no grounds for a broken reenlistment commitment will exist.

DA FORM 3286, DEC 94 EDITION OF SEP 79 IS OBSOLETE
ANNEX A

Figure 11–12. Sample of DA Form 3286 (Statement of Enlistment)

5. In the event my enlistment commitment cannot be fulfilled, the alternatives available to me will be as provided in AR 635-200, as of the date of my claim of unfulfilled enlistment commitment or erroneous enlistment is submitted. I understand that I will have a period of 30 days to elect an alternative or to request other training or assignment from the date I am advised that my selected option cannot be fulfilled or, where not formally advised, from the date I discover or should have discovered the grounds for submitting a claim. This period may be extended by the general courts-martial convening authority when necessary to determine the availability of my selected alternative. If I make no election within that period, my claim will be deemed to have been waived. I may withdraw any request for training or reassignment prior to approval and elect another alternative, but not thereafter.

PART III - STATEMENT OF LAW VIOLATIONS AND PREVIOUS CONDITIONS

6. Complete the statement in a below and answer questions b through f as appropriate, by placing a checkmark under the "YES" or "NO" column. In-service personnel immediately enlisting will list those violations occurring during current term of service, except for offenses not previously revealed.

a. I have read, or have had explained to me, paragraphs 2-4 and 7-4, AR 604-10, which set forth the criteria *(reasons)* for discharge and types of discharge and certify that I [ ] have [X] have not *(check one)* engaged in disloyal or subversive activities as defined herein.

	YES	NO
b. Have you ever been rejected for enlistment or induction in any of the Armed Forces to include failure of the mental examinations administered by any AFEES, or been discharged from previous service under other than honorable conditions, under Personnel Security Regulations, or by reason of unsuitability, or undesirable habits or traits of character, or for medical reasons?		X
c. Have you ever been arrested, cited, charged or held by Federal, State, County, City or other law enforcement authorities or by Juvenile Court of Juvenile Probation Officials for any violation of any Federal Law, State Law, County or Municipal Law, Regulation or Ordnance?		X
d. Have you ever been convicted of a felony or any other offense, or adjudicated a youthful or juvenile delinquent?		X
e. Have you ever been imprisoned under sentence of any court?		X
f. Are you now or have you ever been on parole, probation supervision, under suspended sentence, or are you awaiting final action of charges against you?		X

7. In the space below, give full details for any of the above questions to which you answered "YES". *(If additional space is required, continue on a separate sheet of paper and attached securely to this form).*

a. REF ITEM	b. OFFENSE*(s)*	c. DATE AND PLACE	d. DISPOSITION
	NONE		

8. **UNDERSTANDING.** I understand that should I intentionally conceal or misrepresent any information regarding my record of arrests or convictions or juvenile court adjudications, I may later be subject to disciplinary action under the Uniform Code of Military Justice (UCMJ) and/or discharged from the Service under other than honorable conditions.

PART IV - DEPENDENCY STATEMENT

TO BE COMPLETED BY ALL APPLICANTS

9. Relationship and age of all persons who are dependent upon me for support are recorded below *(If none, so state)*:

RELATIONSHIP	AGE	RELATIONSHIP	AGE	RELATIONSHIP	AGE
Wife	28				
Daughter	11				

10. **UNDERSTANDING**: I understand that if I am selected for enlistment in the Regular Army, I will be expected to accept such assignments as are in the best interest of the Service regardless of marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not authorized.

11. I have read and understand the meaning of all statements contained in Parts I through IV of the form and agree to all conditions set forth therein. I certify that all answers to questions, statements, and entries on the form are true, correct, and complete, and that the Career Counselor has informed me that should I intentionally conceal any information required above, I may later be subject to disciplinary action or discharge upon its discovery.

12. SIGNATURE OF APPLICANT	13. DATE	14. SIGNATURE AND TITLE OF WITNESS
Robert Ray Robertson	98 JUL 15	Ron Wallace, Cpt, IN

DA FORM 3286, DEC 94 Page 2 of 2

Figure 11–12 (PAGE 2). Sample of DA Form 3286 (Statement of Enlistment) - Continued

REQUEST FOR REENLISTMENT OR EXTENSION IN THE REGULAR ARMY

For use of this form, see AR 601-280; the proponent agency is ODCSPER

SECTION I - SOLDIER'S REQUEST

1. TO	2. FROM
COMMANDER CO A, 2-78TH IN FT STEWART, GA 23678	SPC ROBERT RAY ROBERTSON 123-45-6789 CO A, 2-78TH IN FT STEWART, GA 23678

3. REQUEST I BE AUTHORIZED TO *(Select One)*

[XX] a. REENLIST IN THE ACTIVE COMPONENT.

[ ] b. EXTEND MY ENLISTMENT FOR THE FOLLOWING REASON: _____

4. ACCRUED LEAVE OPTIONS *(Select One)*

[XX] a. I DESIRE TO CASH IN 14 DAYS OF ACCRUED LEAVE.

[ ] b. I DO NOT DESIRE TO CASH IN ACCRUED LEAVE.

[ ] c. I AM EXTENDING MY PRESENT ENLISTMENT AND HAVE BEEN COUNSELED ON CASHING IN ACCRUED LEAVE.

5. DATE	6. SIGNATURE
97 NOV 11	Robert R. Robertson

SECTION II - COMMANDER'S CERTIFICATION

7. COMMANDER'S DETERMINATION OF QUALIFICATION *(Select one)*

[ ] a. SOLDIER IS FULLY QUALIFIED FOR REQUESTED ACTION.

[XX] b. SOLDIER IS NOT FULLY QUALIFIED AND REQUIRES WAIVER *(Select 8b or 8c(1) below).*

[ ] c. SOLDIER IS FULLY QUALIFIED, BUT IS NOT RECOMMENDED FOR FURTHER SERVICE. *(Select 8c(2) below)*

8. COMMANDER'S DETERMINATION/RECOMMENDATION FOR CONTINUED SERVICE WITHIN THE ARMY *(Select one)*

[ ] a. APPROVED

[XX] b. RECOMMEND APPROVAL. DA FORM 3072 IS ATTACHED.

[ ] c. DISAPPROVED

[ ] (1) I DISAPPROVE THE SOLDIER'S REQUEST FOR WAIVER OF DISQUALIFICATION.

[ ] (2) I HAVE INITIATED A BAR TO REENLISTMENT UNDER THE PROVISIONS OF CHAPTER 8, AR 601-280.

9. TYPED NAME, RANK AND BRANCH OF COMMANDER

RON WALLACE, CPT, IN

10. SIGNATURE	11. DATE
Ron Wallace	97 NOV 11

DA FORM 3340-R, DEC 94 EDITION OF MAY 88 IS OBSOLETE

ANNEX B

Figure 11–13. Sample of DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army)

REQUEST FOR REENLISTMENT OR EXTENSION IN THE REGULAR ARMY

For use of this form, see AR 601-280; the proponent agency is ODCSPER

SECTION I - SOLDIER'S REQUEST

1. TO	2. FROM
COMMANDER HHC, 1ST BN, 44TH IN APO AE 09036	SPC WILLIAM DAVID JONES 900-00-0020 HHC, 1ST BN, 44TH IN APO AE 09036

3. REQUEST I BE AUTHORIZED TO *(Select One)*

[ ] a. REENLIST IN THE ACTIVE COMPONENT.

[XX] b. EXTEND MY ENLISTMENT FOR THE FOLLOWING REASON: TO MEET THE SRR FOR AN APPROVED FOREIGN SERVICE TOUR EXTENSION

4. ACCRUED LEAVE OPTIONS *(Select One)*

[ ] a. I DESIRE TO CASH IN _____DAYS OF ACCRUED LEAVE.

[ ] b. I DO NOT DESIRE TO CASH IN ACCRUED LEAVE.

[XX] c. I AM EXTENDING MY PRESENT ENLISTMENT AND HAVE BEEN COUNSELED ON CASHING IN ACCRUED LEAVE.

5. DATE	6. SIGNATURE
96 NOV 11	William David Jones

SECTION II - COMMANDER'S CERTIFICATION

7. COMMANDER'S DETERMINATION OF QUALIFICATION *(Select one)*

[XX] a. SOLDIER IS FULLY QUALIFIED FOR REQUESTED ACTION.

[ ] b. SOLDIER IS NOT FULLY QUALIFIED AND REQUIRES WAIVER *(Select 8b or 8c(1) below).*

[ ] c. SOLDIER IS FULLY QUALIFIED, BUT IS NOT RECOMMENDED FOR FURTHER SERVICE. *(Select 8c(2) below)*

8. COMMANDER'S DETERMINATION/RECOMMENDATION FOR CONTINUED SERVICE WITHIN THE ARMY *(Select one)*

[XX] a. APPROVED

[ ] b. RECOMMEND APPROVAL. DA FORM 3072 IS ATTACHED.

[ ] c. DISAPPROVED

[ ] (1) I DISAPPROVE THE SOLDIER'S REQUEST FOR WAIVER OF DISQUALIFICATION.

[ ] (2) I HAVE INITIATED A BAR TO REENLISTMENT UNDER THE PROVISIONS OF CHAPTER 8, AR 601-280.

9. TYPED NAME, RANK AND BRANCH OF COMMANDER

JOSHUA CADISON, CPT, IN

10. SIGNATURE	11. DATE
Joshua Cadison	96 NOV 11

DA FORM 3340-R, DEC 94 EDITION OF MAY 88 IS OBSOLETE

Figure 11–14. Sample of DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army) - Continued)

BAR TO REENLISTMENT CERTIFICATE

For use of this form, see AR 601-280; the proponent agency is ODCSPER

1. DATE: 97 NOV 01

2. THRU *(Include ZIP Code)*	3. TO *(Include ZIP Code)*	4. FROM *(Include ZIP Code)*
SPC FRANK A. FOX Co B, 3-63 Armor APO AE 09033	COMMANDER 3rd Bn, 63rd Armor APO AE 09033	COMMANDER Co B, 3-63 Armor APO AE 09033

SECTION I - COMMANDER'S RECOMMENDATION

Under the provisions of Chapter 8, AR 601-280, I recommend the soldier named below be barred from reenlistment in the United States Army for reasons indicated in Item*(s)* 11 through 14 as may be applicable. Prior to submission of the recommendation, the soldier was counseled by the undersigned about his undesirable traits which are the basis for this action. The soldier has been counseled and advised of the adverse consequences that may ensue from this or similar action.

5. NAME *(Last, First, Middle)*	6. SSN	7. RANK
FOX, FRANK ALAN	900-00-0022	SPC

8. ETS	9. DEROS	10. TOTAL ACTIVE SERVICE COMPUTED FROM BASD TO DATE OF BAR INITIATION
99 JAN 20	98 JUN 09	05 YEARS 03 MONTHS 11 DAYS

11. RECORD OF COURT MARTIAL CONVICTIONS *(Indicate date adjudicated and approved, type, offense, sentence)*

Adjudicated 96 JAN 18, approved 96 JAN 25: Special Court Martial, Larceny; Forfeiture of $400.00 per month for two months.

12. RECORD OF NON-JUDICIAL PUNISHMENT *(Article 15)(Indicate date, specific offense, sentence and article)*

96 AUG 20 - ART. 132 (Co Grd), Drunk and Disorderly; 14 days Extra Duty.
96 SEP 25 - ART. 86 (Co Grd), AWOL; Forfeiture of $50 for one month.

13. RECORD OF NON-PAYMENT OF JUST DEBTS *(Indicate dates of letters of indebtedness, counseling, and results)*

96 APR 22: Returned check for $100; counseled 96 May 10; paid in full.

14. OTHER FACTUAL AND RELEVANT INDICATORS OF UNTRAINABILITY OR UNSUITABILITY

See attached memorandum for commander's statement.
8 Encls
1. Court Martial Orders, dated 96 JAN 25
2. DA Form 2627, dtd 96 AUG 20
(SEE CONTINUATION SHEET)

15. TYPED NAME, RANK AND BRANCH OF COMMANDER	16. SIGNATURE
MICHAEL S. JAMES, CPT, AR	Michael S. James

DA FORM 4126-R, DEC 94 EDITION OF MAY 88 IS OBSOLETE

For Instructional Purposes

Figure 11–15 (PAGE 1). Sample of DA Form 4126–R (Bar to Reenlistment Certificate)

SECTION II - SOLDIER'S REVIEW *(Check and initial as appropriate)*

☒ FAF 1. I have been furnished a copy of my Commander's recommendation *(Sec I)* to bar me from further reenlistment.

☒ FAF 2. I have been counseled and advised of the basis for this action.

☒ FAF 3. I ☐ do ☒ do not desire to submit a statement in my own behalf. *(If applicable, make statement - use continuation sheet if required.)*

☐ 4. See attached continuation statement *(if applicable)*

5. TYPED NAME AND RANK OF SOLDIER	6. SSN
FRANK ALAN FOX, SPC	900-00-0022
7. SIGNATURE Frank A. Fox	8. DATE 97 NOV 01

SECTION III - BATTALION OR NEXT HIGHER COMMAND

1. TO *(Include ZIP Code)*	2. FROM *(Include ZIP Code)*
COMMANDER Co B, 3-63 Armor APO AE 09033	COMMANDER 3rd Bn, 63rd Armor APO AE 09033

3. I have reviewed Sections I and II and

☐ a. Recommend the soldier be barred from reenlistment.

☐ b. The bar certificate is disapproved.

☒ c. The bar certificate is approved. The unit commander will officially counsel the soldier in writing on the implications of this action and the soldier's right to appeal. After counseling, one copy will be provided to the soldier and the original will be forwarded to the servicing PSB for posting/filing in the soldier's MPRJ.

4. TYPED NAME AND RANK OF COMMANDER	5. SSN
JOHNNY J. JOHNSON, LTC, AR	N/A
6. SIGNATURE J.J. Johnson	7. DATE 97 NOV 06

SECTION IV - COUNSELING

1. The Bar to Reenlistment initiated against you was approved on 97 NOV 06.
2. You have the right to appeal the imposition of the Bar to Reenlistment. If you elect to appeal you must submit the appeal within 7 days from today.
3. Check and initial the appropriate block to indicate your option:

☐ _____ a. I will appeal the Bar to Reenlistment ☒ FAF b. I will not appeal the Bar to Reenlistment.

4. TYPED NAME AND RANK OF SOLDIER	5. SIGNATURE OF SOLDIER	6. DATE
FRANK ALAN FOX, SPC	Frank A. Fox	97 NOV 10
7. TYPED NAME AND RANK OF COMMANDER	8. SIGNATURE OF COMMANDER	9. DATE
MICHAEL S. JAMES, CPT	Michael S. James	97 NOV 10

DA FORM 4126-R, DEC 94 Page 2 of 2

Figure 11–15 (PAGE 2). Sample of DA Form 4126–R (Bar to Reenlistment Certificate) - Continued

AETV-G-B-HHC
SUBJECT: Continuation of DA Form 4126-R, dated 97 NOV 01 (Fox, Frank A., 900-00-0022)

Block #14:

3. DA Form 2627, dated 96 SEP 25
4. Letter of Indebtedness, dated 96 APR 22
5. DA Form 4856, dated 96 MAY 10
6. Memorandum, dated 97 NOV 01.
7. DA Form 2A
8. DA Form 2-1

Figure 11–15 (PAGE 3). Sample of DA Form 4126–R (Bar to Reenlistment Certificate) - Continued

RETENTION DATA WORKSHEET

For use of this form, see AR 601-280; the proponent agency is ODCSPER

1. SSN	2. NAME *(Last, First, Middle, Jr./Sr.)*	3. DATE ELIGIBLE	4. DATE INELIGIBLE *(90 Day)*
900-00-0020	JONES, WILLIAM DAVID	970721	980421

RETAIN PREPARE SCREENS

5. SPOUSE SSN	6. MPC-SPOUSE	7. EFMP	8. EFMP-DATE
		NO	

9. DOB	10. LOCID	11. GENDER	12. CIT	13. RACE
670321	ORE81D4	MALE	A	C

14. HOR *(Street, City, State, ZIP)*: 55 HANG TEN ST. , MIAMI, FL 33169

15. BASD	16. PEBD	17. ETS
930721	930721	980720

18. NBR-RENL	19. DEROS	20. GRADE/RANK	21. DROS
0	980611	4/SPC	

22. TERM	23. DCOST	24. DT-LST-PCS
P1	950610	950610

25. DOR	26. PROM PTS	27. ERUP	28. CIV-ED-LEV
960503		9A	B

29. CIV-ED-CERT	30. YRS CIV ED	31. ASVAB DATE
D	12	9303

32. ASVAB TEST SCORES

GT	GM	EL	CL	MM	SC	CO	FA	OF	ST
113	109	101	100	111	104	103	110	102	108

33. DLAB	34. AFQT	35. MATH	36. SCI	37. DRI
		ALG	BIO	YES

38. MVB	39. TYPWPM	40. PHY-PRO	41. PPCAT	42. PP-DATE	43. HEIGHT
107	0	111111	A	930721	72'

79. MOS DESIRED	80. OS AREA PREFERENCE	81. CONUS PREFERENCE

83. CREDIT	84.a. OPTION	84.b. CODE	85. REUP/EXT *(Yrs/Mos)*
Y	E-5		36

RETAIN PREPARE SCREENS

44. WEIGHT	45. AUDIO	46. COLOR	47. APFT
172			P

48. APFT-DATE	49. APFT-PRO	50. MMRB DATE	51. MOS CERT
980404	NO	NO	NO

52. PMOS	53. SMOS	54. PRMOS	55. BONUS MOS
19K1			NO

56. BONUS DATE	57. EB	58. SQI-1	59. ASI-1
	YES		

60. LANG-1	61. SQI-2	62. ASI-2	63. LANG-2

64. UIC	65. CURR LOC
WBNVAA	HHC, 1-8ID

66. UNIT ADDRESS *(Unit Name, Street, City, State, ZIP, Phone)*
HHC, 1ST BN, 8TH ID, ROSE BARRACKS
BAD KRUEZNACH, APO, AE 09036

67. MACOM	68. AWOL	69. ART 15	70. WAIVER
E1	7	N	YES

71. COURT	72. PSC	73. PSIC	74. PSIC-DATE
NO	EU22	F	931116

75. PSII	76. PSII-DATE	77. DDPSTA	78. PRP-STAT
E	930801	F	Y

82. SPECIAL PREREQUISITES/REMARKS

86. REUP/EXT/RECLASS DATE	87. RCN/ECN	88. BONUS *(SRB/AMT)*
980420	987879	

89. TRAINING DATA

MOS	CRS NO.
START	GRAD
CLASS	LOC

91. TAFS	YEARS	MONTHS	DAYS
	04	04	00

90. ASSIGNMENT DATA

UNIT	LOC
UIC	
EPD/CTL	REQ *(Mo/Yr)*

92. TIAFS	YEARS	MONTHS	DAYS
	00	03	18

93. EXTENSION

CURRENT ENL. PERIOD	ENLISTMENT DATE
NEW PERIOD OF ENL: Years	Months Weeks
PERIOD OF EXTENSION: Months	New ETS
EXTENSION REASON	

94. SPOUSE'S NAME: WYNETTA C. JONES

95. REENLISTMENT NCO: SPENCER B. JAKES, SSG, DSN 123-4567

96. CAREER COUNSELOR *(Typed name, grade, and telephone number)*: RONALD C. WAYNE, SFC, 379-5100

97. SIGNATURE: Ronald C. Wayne

98. DATE SUBMITTED: 970621

DA FORM 4591-R, MAY 1998 DA FORM 4591-R, SEP 85, IS OBSOLETE USAPA V1.00

Figure 11–16 (PAGE 1). Sample of DA Form 4591–R (Retention Data Worksheet)

Figure 11-16.
Instructions on filling out DA Form 4591-R

(1) **SSN** Enter the soldier's Social Security Number from DA Form 2A, Section I, Item 2.

(2) **NAME** Enter the soldier's last name, first middle, JR, SR, II, III, from DA Form 2A, Section I, Item 1.

(3) **DATE ELIGIBLE** Enter the date the soldier is eligible to reenlist IAW chapter 3 of this regulation.

(4) **DATE INELIGIBLE** ***(90 day)*** Enter the 1ST date the soldier is ineligible for reenlistment IAW chapter 3 of this regulation.

(5) **SPOUSE/SSN** Enter the SSN of the military spouse's SSN from DA Form 2A, Section I, Item 15 (if applicable).

(6) **MPC-SPOUSE** Enter the MPC code of the military spouse from DA Form 2A, Section I, Item 16. (if Applicable)

----------MPC- SPOUSE----------

C=Academy Cadet
E=Enlisted
O=Commissioned Officer
S=Reserve Officer Training Corps
W=Warrant Officer

(7) **EFMP** Enter Yes if the soldier is enrolled in the Exceptional Family Member Program, No if not from DA Form 2-1, Item 4.

(8) **EFMP-DATE** Enter the date the soldier's EFMP expires. From DA Form 2-1, Item 4. (if applicable).

(9) **DOB** Enter the soldier's Date of Birth from DA Form 2A, Section I, Item 7. (YYYYMMDD format)

(10) **LOCID** Enter the RETAIN Location Identification received from the Senior Career Counselor.

(11) **GENDER** Enter M for Male or F for Female from DA Form 2A, Section I, Item 5.

(12) **CIT** Enter the code which identifies the soldier's citizenship from DA Form 2A, Section I, Item 12.

----------CIT----------

A=Native Born in area considered part of the US.
B=Derivative Naturalization acquired after birth through naturalization of a parent.
C=Derivative Birth acquired at birth, regardless of location, if one parent is a US citizen.
D=Naturalization acquired through completion of naturalization procedures.
O=Other Eligible, non-citizen (this code is determined through chapter 2 of this regulation of a non-citizen.
Y=Not Applicable not a US citizen.
Z=Unknown not determined.

(13) **RACE** Enter the soldier's Race Code from DA Form 2A, Section I, Item 6.

----------RACE----------

C=White Caucasian
M=Yellow Asian/Pacific Island
N=Black
R=Red Native American Indian
X=Other
Z=Unknown

(14) **HOR** Enter the home of record from the initial enlistment contract in the soldier's MPRJ.

(15) **BASD** Enter the soldier's Basic Active Service Date as computed. (YYYYMMDD format)

(16) **BPED** Enter the soldier's Basic Pay Entry Date as computed. (YYYYMMDD format)

(17) **ETS** Enter the soldier's Expiration Term of Service as determined from the MPRJ. (YYYYMMDD format)

(18) **NBR-RENL** Enter the number of times the soldier has reenlisted from the MPRJ.

(19) **DEROS** Enter the soldier's Date Expected Return from Overseas from DA Form 2A Section IV, Item 14 and DA Form 2-1 Item 5. (YYYYMMDD format) (if applicable)

(20) **GRADE/RANK** Enter the soldier's current grade and rank from DA Form 2A, Section II, Item 1.

(21) **DROS** Enter the soldier's Date Return from Overseas, from DA Form 2A, Section IV, Item 14. (if applicable)

(22) **TERM** Enter if the soldier is an Initial Term, Mid-Career or Careerist IAW the Glossary, Section II, "Terms" of this regulation.

(23) **DCOST** Enter the date of the soldier began the current overseas assignment from DA Form 2-1, Item 5. (YYYYMMDD format)

(24) **DT-LST-PCS** Enter the date of last permanent change of station from DA Form 2A, Section IV, Item 6.

(25) **DOR** Enter the soldier's Date of Rank from DA Form 2A, Section II, Item 2. (YYYYMMDD format)

(26) **PROM PTS** Enter the soldier's current promotion points from DA Form 2A, Section II, Item 31. (if applicable)

(27) **ERUP** Enter the soldier's current Immediate Reenlistment Prohibition Code from the DA Form 2A, Section II, Item 33. Verify during processing.

----------ERUP----------

10=No disqualification
9A=Lost Time (on current enlistment)
9C=Skill Qualification (currently not applicable)
9E=Physical Readiness
9G=Retention Control Point
9K=Bar to Reenlistment (not QMP)
9L=Qualitative Management Program (QMP)
9N=Courts-martial Conviction (on current enlistment)
9O=Age
9Q=Declination of Continued Service Statement (DCSS)
9U=Weapons (currently not applicable)
9W=Article 15 (currently not applicable)
9X=Other
9Y=Retirement
9Z=Weight

(28) **CIV-ED-LEV** Enter the soldier's highest level of civilian education from DA Form 2A, Section II, Item 14 using RETAIN codes.

----------CIV ED LVL----------

Z=Unknown
X=Other
W=Preschool
P=11th year college
N=10th year college
M=9th year college
L=8th year college
K=7th year college
I=6th year college
H=5th year college
G=4th year college
F=3rd year college
E=2nd year college
D=1st year college
C=12th grade
B=11th grade
A=10th grade
9=9th grade
8=8th grade
7=7th grade
6=6th grade
5=5th grade
4=4th grade
3=3rd grade
2=2nd grade
1=1st grade
0=Kindergarden

(29) **CIV-ED-CERT** Enter the soldier's highest level of civilian educational certificate achieved from DA Form 2-1, Item 17 using RETAIN codes.

----------CIV ED CERT----------

Z=Unknown
W=1st Professional degree
U=Doctorate degree
S=High school senior
R=Post Masters degree
N=Masters degree
L=High school diploma
K=Baccalaureate degree
J=High school certificate of attendance
H=Home study diploma
G=Professional nursing diploma
F=Overseas General Education Development (High school level) OS GED
E=Test based equivalency diploma (GED)
D=Associate degree
C=Occupational program certificate
B=Adult education diploma
9=Currently in high school
8=Completed 1 semester of college
7=Correspondance school diploma
1=Less than high school diploma

(30) **YRS CIV ED** Enter the years of school completed by the soldier based on DA Form 2-1, Item 17. This is a numerical entry: ie. 12th Grade=12; Associates Degree=14; 4 year college=16; Masters degree=18.

(31) **ASVAB DATE** Enter the date the last ASVAB scores were taken from DA Form 2-1, Item 8. (YYYYMM format)

(32) **ASVAB TEST SCORES** Enter the current ASVAB test scores from DA Form 2-1, Item 8 or 28.

(33) **DLAB** Enter the soldier's defense language aptitude battery score from DA Form 2-1, Item 10. (if applicable)

(34) **AFQT** Not used by RA reenlistment, leave blank.

(35) **MATH** Enter the soldier's highest level

Figure 11–16 (PAGE 2). Sample of DA Form 4591–R (Retention Data Worksheet) - Continued

of civilian mathematics completed: general (GEN), algebra (ALG), trigonometry (TRI) or, geometry (GEO). Get this information from the soldier.

(36) **SCI** Enter the soldier's highest level of civilian science completed: general (GEN), biology (BIO), chemistry (CHE) or, physics (PHY). Get this information from the soldier.

(37) **DRI** Enter YES if the soldier has a valid driver's license or NO if not. Get this information from the soldier.

(38) **MVB** Enter the soldier's Motor Vehicle Battery Test Score from DA Form 2-1, item 10.

(39) **TYPWM** Enter the soldier's tested Typed Words Per Minute if available from DA Form 2-1, Item 10.

(40) **PHY-PRO** Enter the soldier's 6 digit Physical Profile Code from DA Form 2A, Section II, Item 9.

(41) **PPCAT** Enter the soldier's Physical Profile Category from DA Form 2A, Section II, Item 10.

(42) **PP-DATE** Enter the soldier's Physical Profile Date from DA Form 2-1 Item 22. (YYYYMMDD format)

(43) **HEIGHT** Enter the soldier's current height from the soldier's unit file.

(44) **WEIGHT** Enter the soldier's current weight from the soldier's unit file.

(45) **AUDIO** Enter the soldier's most recent Audio Perception Test from DA Form 2-1, Item 10.

(46) **COLOR** Enter the soldier's color perception from DA Form 2-1, Item 4.

(47) **APFT** Enter if the soldier "P" passed or "F" failed the last for record APFT from DA Form 705.

(48) **APFT-DATE** Enter the date of the person's latest APFT for record from DA Form 705.

(49) **APFT-PRO** Enter YES or NO indicating whether or not the soldier is currently profiled from taking the APFT obtain from the unit file.

(50) **MMRB-DATE** Enter the date the soldier was last reviewed by the Military Medical Review Board (MMRB) from MPRJ. (YYYYMMDD format) (if applicable).

(51) **MOS-CERT** Enter YES if the soldier is certified in current PMOS or NO if not determined through processing.

(52) **PMOS** Enter the soldier's Primary Military Occupational Specialty using the first 4 characters from DA Form 2A, Section II, Item 4.

(53) **SMOS** Enter the soldier's Secondary Military Occupational Specialty from DA Form 2A Section II, Item, 18. (if applicable)

(54) **PRMOS** Enter the soldier's Promotable Military Occupational Specialty from DA Form 2A, Section II, Item 21. (if promotable)

(55) **BONUS MOS** If the soldier is currently receiving a SRB, put in the Bonus MOS from DA Form 2A, Section II, Item 20.

(56) **BONUS DATE** If the soldier is currently receiving a SRB, put in the date of current reenlistment from the MPRJ.

(57) **EB RECIPIENT** If initial term, enter Y if the soldier received an EB or N if not, from DA Form 2-1, Item 4 or from MPRJ.

(58) **SQI-1** Enter the soldier's Special Qualification Identifier form DA Form 2A , Section II Item 4, 5th character (if applicable).

(59) **ASI-1** Enter the soldier's first Additional Skill Identifier from DA Form 2A, Section II, Item 4, 6th and 7th character. (if applicable)

(60) **LANG-1** Enter the person's second Language Code from DA Form 2A, Section II, Item 5, 8th and 9th character. (if applicable)

(61) **SQI-2** Enter the soldier's second Special Qualification Identifier from DA Form 2-1 Item 17 (if applicable).

(62) **ASI-2** Enter the soldier's second Additional Skill Identifier from DA Form 2-1 Item 17. (if applicable)

(63) **LANG-2** Enter the soldier's second Language Code from DA Form 2-1 Item 10. (if applicable)

(64) **UIC** Enter the soldier's Unit Identification Code from DA Form 2A, Section III, Item 1.

(65) **CURR-LOC** Enter an abbreviation of the soldier's current unit of assignment. (ie. Rose Bks, Vilseck Germany)

(66) **CURR UNIT** Enter the soldier's Unit, Installation, State, ZIP Code and phone number. (ie. HHC, 3 BDE, 1ID, APO AE 09112, Tel: 476-2785)

(67) **MACOM** Enter the soldier's Major Command Code IAW AR 680-29.

(68) **AWOL** Enter the number of days the soldier was absent without leave on current enlistment from DA Form 2-1, Item 21.

(69) **ART 15** Enter Y/N for Article 15 proceedings on current enlistment, check the MPRJ.

(70) **WAIVER** Enter Yes if the person requires a waiver in order to reenlist or extend, No if not IAW Chapter 3.

(71) **COURT** Enter if the soldier was convicted by Courts-Martial on current enlistment from the MPRJ.

(72) **PSC** Enter the soldier's Personnel Service Center Identification Code IAW AR 680-29.

(73) **PSIC** Enter the code that indicates whether a personal security investigation was completed for this soldier from DA Form 2A, Section II, Item 40.

----------**PSIC**----------

A=Special background investigation
B=Background investigation
C=National agency check with inquiries
D=National agency check plus 10 years continuous
E=National agency check
F=Entrance national agency check
G=Periodic reinvestigation BI
H=Periodic reinvestigation SBI
X=Other
Y=None

(74) **PSIC-DATE** Enter the date the personal security investigation was completed from DA Form 2A, Section II, Item 35.

(75) **PSII** Enter the code indicating the security investigation initiated for this soldier from DA Form 2A, Section II, Item 39.

----------**PSII**----------

A=Special background investigation
B=Background investigation
C=National agency check with inquiries
D=National agency check plus 10 years continuous
E=National agency check
F=Entrance national agency check
G=Periodic reinvestigation BI
H=Periodic reinvestigation SBI
X=Other
Y=None

(76) **PSII-DATE** Enter the date the investigation was initiated from DA Form 2A, Section II, Item 34.

(77) **DDPSTA** Enter the code indicating the soldier's highest level of security access granted from DA Form 2A, Section II, Item 37.

----------**DDPSTA**----------

A=TS with TS-TSI sensitive compartmented
B=TS with interim access to sensitive compartmented
C=Interim TS with interim access to sensitive compartmented
E=Interim TS
F=Secret
G=Interim Secret
H=Confidential
J=Interim Confidential central clearance facility required
L=Classified data access not granted to date by field commander.
M=Classified data suspended
N=Classified data eligibility denied by department level CCF
P=Ineligible for personnel security clearance
Y=None

(78) **PRP-STAT** Enter the code that indicates whether the soldier qualifies for a Personal Reliability Program position from DA Form 2A, Section II, Item 38.

----------**PRP STAT**----------

Q=Qualified
D=Not Qualified
Y=None (not requested)

(79) **MOS DESIRED** Enter the soldier's desired MOS selection. Ensure eligibility IAW chapter IV of this regulation.

(80) **OS AREA PREFERENCE** Enter the overseas area of preference the soldier desires. Ensure the soldier will be able to reenlist and or extend long enough to complete the tour.

(81) **CONUS PREFERENCE** Enter the CONUS station of choice the soldier desires.

(82) **SPECIAL PREREQUISITES / REMARKS** Enter any/all special information required for processing the soldier's action. (ie. Enter the SRB

Figure 11–16 (PAGE 3). Sample of DA Form 4591–R (Retention Data Worksheet) - Continued

designator and the amount of initial payment to be received or, enter the security clearance needed for desired MOS).

(83) **CREDIT** Enter YES if this action is going to receive reenlistment credit or NO if not IAW AR 201-280.

(84) **OPTION** Enter the reenlistment option from Appendix E of this regulation or 1E if the soldier is extending.

(85) **CODE** Enter the code for either the reenlistment or extension IAW AR 680-29 or RETAIN code, listed below, for extensions.

------EXTENSION REASON CODE------

A1=Meeting remaining requirements for selection of overseas assignment, service schools etc.
A2=Volunteering for assignment, FSTE.
A3=Meeting remaining requirements for promotion to SSG.
A4=Meet remaining service obligation-BEAR program.
A5=Meet remaining service requirement for PLDC.
B=Retirement.
C=Army Alcohol and Drug Prevention Program.
D=Joint ETS with spouse.
E=At RCP, awaiting promotion determination.
F=Retention Control Point.
G=Maximum age.
I=Physical fitness testing.
J=Graduates of USA Correctional Activity.
K=Pending personnel action.
L=Weight control.
M=Contingency deployment conditions.
N=Initial term in (NMS) none military service.
O=Aliens pending citizenship.
P=Dependent is ill.
Q=Pending final determination of waiver/exception.
R=Soldier between 18 and 20 years AFS.
S=Bar to reenlistment.
T-Convenience of the government.
U=OCS or WOFT selectee.
V=Participation in TARP program.

(86) **REUP/EXT Yrs/Mths** Enter the Years/Months the soldier is reenlisting or extending.

(87) **REUP/EXT/RECLASS DATE** Enter the date this action is to take place.

(88) **RCN/ECN** Enter the reenlistment or extension control number received from RETAIN or from higher headquarters.

(89) **TRAINING DATA** Enter the retraining data from RETAIN. (if applicable)

(90) **ASSIGNMENT DATA** Enter the RETAIN assignment data. (if applicable)

(91) **TAFS** For reenlistment enter total active Federal service.

(92) **TIAFS** For reenlistment enter total inactive Federal service.

(93) **EXTENSION** For extension, enter current period of enlistment; enlistment date; new period of enlistment (convert if applicable); period of extension and new ETS.

(94) **SPOUSE'S NAME** If the soldier is married enter the spouse's name.

(95) **REENLISTMENT NCO** Enter the Unit Reenlistment NCO's name (if applicable).

(96) **CAREER COUNSELOR** The servicing Career Counselor will enter their name, rank and telephone number upon receiving the form for action.

(97) **SIGNATURE** The Career Counselor signs this side of the form when submitted for a reenlistment, extension, or reclassification indicating verification of data on the form.

(98) **DATE SUBMITTED** Enter the date the form was submitted to the Career Counselor for processing.

Figure 11–16 (PAGE 4). Sample of DA Form 4591–R (Retention Data Worksheet) - Continued

STATEMENT OF ENTITLEMENT TO SELECTIVE REENLISTMENT BONUS

For use of this form, see AR 600-200; the proponent agency MILPERCEN.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Section 308 of Title 37, US Code, as amended by Public Law 93-277, Armed Forces Enlisted Personnel Bonus Revision Act of 1974, 10 May 1974, Public Law 95-57, 29 June 1977, and Public Law 95-485, 20 October 1978.
PRINCIPAL PURPOSE:	To explain the conditions under which continued entitlement to unpaid installments of the bonus may be terminated and unearned portion of advanced bonus payments recouped.
ROUTINE USES:	Information may be referred to appropriate authorities if individual becomes subject to termination and/or recoupment of bonus.
DISCLOSURE:	Disclosure of personal information is voluntary. However, failure to furnish information requested may result in denial of reenlistment in the Army.

I ROBERT RAY ROBERTSON (Full name) 123-45-6789 (SSN)

understand that I am getting a selective reenlistment bonus in return for my (reenlistment) ~~(extension of enlistment)~~ in MOS 19D for a period of 4 YEARS (____ months) (____ years).

I agree to complete this period of service.

I have been advised and understand that if I do not complete the full period of service, or if I do not remain technically qualified in MOS 19D, I will not get any more installments of the bonus, and I will have to pay back as much of the bonus as I already received for the unexpired part of the period of obligated service.

I understand that I will be considered *NOT* technically qualified in MOS 19D when I am no longer classified in that MOS and my current and future assignment in that MOS is precluded for any of the following reasons within my control:

a. I refuse to perform certain duties which I volunteered for in writing prior to my accepting the bonus and which are required for effective performance in the MOS;

b. Disciplinary action taken under UCMJ or civil court conviction disqualifies me for future performance in the MOS;

c. My own misconduct causes injury, illness, or some other condition which interferes with effective performance in the MOS;

d. Withdrawal of the minimum security clearance, loss of qualification under the Personnel Reliability Program *(PRP)*, or loss of any other mandatory qualification required for effective performance in the MOS.

SIGNATURE OF BONUS RECIPIENT

Robert Ray Robertson — ROBERT RAY ROBERTSON, SPC

SIGNATURE OF REENLISTMENT OFFICER

Ron Wallace — RON WALLACE, CPT

DATE	TIME	STATION
98 JUL 15	0900	FT STEWART, GA

DA FORM 1 JUN 79 4789

ANNEX D

Figure 11–17. Sample of DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus)

DECLINATION OF CONTINUED SERVICE STATEMENT

For use of this form, see AR 601-280; the proponent agency is ODCSPER

STEVEN SAMUEL SNYDER (*Soldier's name*), 900-00-0019 (*SSN*), SGT (*Rank*), HHC, 101ST ABN (*Unit of assignment*),

having incurred a service-remaining requirement under the provisions of Chapter 4, AR 601-280 as a result of

ASSIGNMENT TO GERMANY, EDAS CYCLE S4, DTD 980601, PERS CON NO: 6EL-A057,

and whose ETS date is 12 DEC 1999, has been advised that in order to comply with the operational commitment,

he/she must have a minimum of 24 months remaining to ETS as of 31 DEC 1998.

SECTION A - COUNSELING BY THE CAREER COUNSELOR *(PMOS 79S)*

1. The soldier has been advised as to the options available to acquire sufficient remaining service to satisfy the commitment, but has refused to take necessary action to meet the length of service. The soldier will initial in the space provided next to all career effects signifying understanding of that statement. Soldier has been advised that refusal to take action to comply with the operational commitment will have the following effects:

SSS	I understand that I have no later than 45 days from the date of notification *(EDAS Transmittal Date)* to extend, reenlist or execute this statement.
SSS	Placement in a nonpromotable status.
SSS	Prohibited from reenlistment or extension of enlistment.
SSS	Removal from promotion standing list *(if applicable)*.
SSS	Prohibited to apply for reentry into the Active Army for a period of at least 93 days if separated at normal ETS, and at least 2 years if voluntarily separated before ETS under para 16-5, AR 635-200.
SSS	Required to receive a grade determination from HQDA, if approved for reentry into the Active Army.
SSS	Prohibited from application, election, or attendance for commissioning or warrant officer programs while on the current period of active duty.
SSS	Precluded from consideration by HQDA for centralized selection for promotion and/or advanced schooling.
SSS	Eligible to request voluntary separation under the provisions of para 16-5, AR 635-200.
SSS	You may be eligible to join the Reserve Component.
SSS	You may be considered eligible for other assignments *(CONUS and OCONUS)* provided you have sufficient service remaining to meet the requirements of the new assignment.
SSS	You are not eligible for separation pay.

a. TYPED NAME, RANK AND ORGANIZATION OF CAREER COUNSELOR JAMES D. CLANCY, SFC, HHC, 101ST ABN	b. CAREER COUNSELOR'S SIGNATURE James D. Clancy	
c. PLACE WHERE THE SOLDIER WAS ADVISED FT. CAMPBELL, KY 42223	d. DATE *(YYYYMMDD)* 1998/10/05	e. TIME 0930

SECTION B - SOLDIER'S ACKNOWLEDGEMENT OF COUNSELING

2. I hereby acknowledge that I have been counseled by the above career counselor concerning action required by me to satisfy a length-of-service requirement incident to an operational commitment, and regarding my refusal to extend my enlistment or reenlist to comply with the commitment. I understand the effects my refusal will have on my Army career and on any future decision I might make concerning reenlistment or enlistment after separation.

a. SOLDIER'S SIGNATURE Steven Samuel Snyder	☐ b. CHECK THIS BOX IF SOLDIER REFUSES TO SIGN ACKNOWLEDGMENT OF COUNSELING RECEIVED
c. TYPED NAME, RANK, AND BRANCH OF WITNESS	d. WITNESS' SIGNATURE

SECTION C - COMMANDER'S/FIRST SERGEANT'S REVIEW

3. I have reviewed and discussed the above statement with the soldier and have determined that the soldier has been properly counseled. The soldier refused to take action to acquire sufficient service to comply with the operational commitment.

a. TYPED NAME, RANK, AND BRANCH OF COMMANDER/ FIRST SERGEANT MARVIN P. BECK, CPT, IN	b. COMMANDER'S/FIRST SERGEANT'S SIGNATURE Marvin P. Beck

DA FORM 4991-R, MAY 1998 EDITION OF DEC 94 IS OBSOLETE USAPPC V1.00

Figure 11–18. Sample of DA Form 4991–R (Declination of Continued Service Statement)

DEPARTMENT OF THE ARMY

CERTIFICATE OF APPRECIATION

To

ROBERTA R. ROBERTSON

on the occasion of the reenlistment of your spouse I wish to extend to you my personal gratitude and the appreciation of the United States Army for the assistance you have provided during the Army service of your spouse. The Army family life is a special experience with its own unique rewards and challenges. I share your pride in the contributions you have made, and I trust that you will support your spouse's decision and objectives in continuing an Army career.

JULY 15, 1998

DATE

RON WALLACE, CPT, IN

DA FORM 5612, JAN 87

Figure 11–19. Sample of DA Form 5612 (Certificate of Appreciation)

United States Army

OATH OF REENLISTMENT

I, ROBERT RAY ROBERTSON do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the Officers appointed over me, according to regulations and the uniform code of military justice.

So help me God!

Robert Ray Robertson	15 July 1998	
REENLISTEE	DATE	ADMINISTERING OFFICER

DA FORM 5689, 1 AUG 88

Figure 11–20. Sample of DA Form 5689 (Oath of Reenlistment)

RESERVE COMPONENTS CAREER COUNSELOR INTERVIEW RECORD

For use of this form, see AR 601-280; the proponent agency is ODCSPER

AUTHORITY: Title 5, USC, Section 301.

PRINCIPAL PURPOSE: Explain obligation and participation requirements.

ROUTINE USES: Confirmation of obligation and participation requirements as a basis for contracts and requests for personnel actions.

DISCLOSURE: Disclosure of any information on this form is voluntary; failure to answer all questions may result in denial of enlistment, or transfer to a Reserve Component unit.

SECTION A - TO BE COMPLETED BY SEPARATING SOLDIER

1. NAME *(Last, first, middle)(Jr., Sr.)*: ROBERTSON, ROBERT RAY
2. SSN: 123-45-6789
3. SEX: [X] MALE [ ] FEMALE
4. BIRTHDAY *(YYMMDD)*: 720714
5. HEIGHT: 68
6. WEIGHT: 160
7. PULHES: 111111

ITEM *(Check appropriate block for each item)*	YES	NO	R/G
8. Are you a U.S. citizen?	✓		
9. Do you have a military driver's license?	✓		
10. Do you have a normal color vision?	✓		
11. Is your spouse on active duty?		✓	
12. Do you have a bar to enlistment?		✓	
13. Any Article 15s?		✓	
14. Any AWOL or bad time?		✓	
15. Is this a regular ETS?	✓		

16. EDUCATION COMPLETED: [ ] GED [ ] HS GRAD [X] COL DEGREE
17. RACE: BLACK
18. DATE OF LAST PHYSICAL: 940415
19. DATE OF HIV SCREEN: 970615
20. HOME PHONE NO.: (555) 555-8687
21. DUTY PHONE NO.: (555) 234-8793
22. CURRENT UNIT DESIGNATION: A CO, 2-78 IN
23. ADDRESS AFTER SEPARATION *(Street, city, state, ZIP Code)*: 1627 N. 39TH ST. INDIANAPOLIS, IN 46256
24. PHONE NO. AFTER SEPARATION: (111) 222-3333
25. MAJOR COMMAND: FC
26. PMOS: 19D1
27. SMOS: 88M1
28. RANK/GRADE: SPC/E4
29. YRS OF SERVICE: 04
30. MARITAL STATUS: M
31. NO. DEPENDENTS: 2
32. DATE OF ETS: 981014
33. TERMINAL LEAVE *(YYMMDD)*: 981002
34. TYPE OF DISCHARGE *(Chapter)*: HON. (CH. 4)
35a. SIGNATURE OF SOLDIER: Robert Ray Robertson
35b. DATE: 980716

SECTION B - TO BE COMPLETED BY RC CAREER COUNSELOR

MATH	SCI	GT	GM	EL	CL	MM	SC	CO	FA	OF	ST	AFQT	DLAB
ALG	BIO	113	126	117	128	121	121	123	128	110	129	-	-

36. CHECK ONE: [X] ARNG [ ] USAR [ ] IRR _____
37. GAINING UNIT: HQ, 164TH INF BDE
38. NUMBER OF YRS: 04 00 00
39. BONUS: [ ] YES [X] NO
40. ADDRESS/LOCATION *(City, state, ZIP Code)*: 4501 VINELAND ROAD INDIANAPOLIS, IN 46216
41. UIC: WYJ2FF
42. CONTROL NO.: —
43. POC: SFC ROGERS
44. ASGT DMOS: 19D1
45. APPOINTMENT DATE: —
46. UNIT PHONE *(Incl area code)*: (111) 555-0001
47. REMARKS:
PARA/LINE: 203/03
ORDER # 138-014
DTD: 15 JUN 98
48a. SIGNATURE OF RC CAREER COUNSELOR: John L. Doe
48b. DATE: 980826

DA FORM 5690-R, DEC 94 EDITION OF AUG 90 IS OBSOLETE USAPPC V1.00

Figure 11–21. Sample of DA Form 5690–R (Reserve Components Career Counselor Interview Record)

REQUEST FOR RESERVE COMPONENT ASSIGNMENT ORDERS

For use of this form, see AR 601-280; the proponent agency is ODCSPER

PRIVACY ACT STATEMENT

AUTHORITY:	Title 5, USC, Section 301.
PRINCIPAL PURPOSE:	Explain obligation and participation requirements.
ROUTINE USES:	Confirmation of obligation and participation requirements and request for assignments to a Reserve Component unit.
DISCLOSURE:	Disclosure of any information on this form is voluntary; however, failure to answer all questions may result in denial of enlistment or transfer to a Reserve Component.

SECTION I - INFORMATION TO BE COMPLETED BY RC CAREER COUNSELOR

1. TYPE OF ENLISTMENT ☐ USAR ☒ ARNG ☐ ENLISTMENT INTO THE USAR WITH ASSIGNMENT INTO THE IRR

2. I, ROBERT RAY ROBERTSON RANK SPC SSN 123-45-6789,

upon completion of my active service, unless sooner authorized, have voluntarily accepted an assignment to the following unit:

HQ 164TH INF BDE

PARA 203 LINE 03 UIC WYJ2FF

UNIT ADDRESS *(Street, City, State, ZIP Code)* 4501 VINELAND ROAD, INDIANAPOLIS, IN 46216

VACANCY CTRL NO _____ PMOS 19D10 SMOS 88M10 ASGMT MOS 19D10

SECTION II - GENERAL INFORMATION

3. DEROS *(YYYYMMDD)*	4. TERM LEAVE DATE *(YYYYMMDD)*	5. ETS *(YYYYMMDD)*	6. REMAINING MSO/TERM OF SVC
	1998/10/02	1998/10/14	04 YRS 00 MO 00 DAYS

7. A unit sponsor has been assigned to greet and assist you in joining your new unit when you arrive at your separation address. Your sponsor is:

a. NAME AND RANK	b. ADDRESS	c. PHONE NUMBER
ROGERS, SFC	"SAME AS ABOVE"	(111) 555-0001

SECTION III - SOLDIER'S STATEMENT OF UNDERSTANDING

8. I understand that as a member of an ARNG unit or USAR Troop Program Unit *(TPU)*, I will be required to:
   a. Report to my unit within 30 days of my ETS and attend the next scheduled assembly/drill with my assigned unit.
   b. Attend one period of annual training each year of not less than 15 days, unless excused by proper authority.

SECTION IV - ENLISTMENT DOCUMENTATION REQUEST

9. Request copies of the following documents from the OMPF of the above named soldier:

☒ DD Form 214 ☒ SF Form 88 ☒ DA Form 1811

☒ DA Form 2 ☒ DA Form 2-1 ☒ SF Form 93

SECTION V - AUTHENTICATION

10. INSTALLATION	11. CAREER COUNSELOR'S SIGNATURE	12. DATE *(YYYYMMDD)*
FORT STEWART, GA 23678	John L. Doe	1998/09/15
13. SOLDIER'S SIGNATURE	**14. HOME ADDRESS**	**15. PHONE NUMBER**
Robert Ray Robertson	1627 NORTH 39TH STREET INDIANAPOLIS, IN 46256	(111) 222-3333

TRANSITION POINT: MAIL DOCUMENTS TO ARMY AREA OR STATE AG, IAW CURRENT REGULATIONS.

DA FORM 5691-R, MAY 1998 EDITION OF DEC 94 IS OBSOLETE USAPA V1.00

Figure 11–22. Sample of DA Form 5691–R (Request for Reserve Component Assignment Orders)

Appendix A
References

Section I
Required Publications

AR 40–501
Standards of Medical Fitness. (Cited in para 3-8e.)

AR 135–7
Army National Guard and Army Reserve Incentive Programs. (Cited in para 7-6, 11-25, 11-26, 11-27, 11–28, and 11-29.)

AR 135–91
Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in para 11-24.)

AR 350–1
Army Training and Education(Cited in para 8-4e(2).)

AR 380–67
Military Personnel Security Program. (Cited in para 3-9e(7).)

AR 600–8–19
Enlisted Promotions and Reductions. (Cited in paras 3-9a, 3–9c, 3-10m, 3-14a, and 11-14c(2).)

AR 600–8–22
Military Awards. (Cited in para 9-8 a and c.)

AR 600–8–104
Military Personnel Information Management/Records. (Cited in para 5-9a, 8-5, and 11-4c(3).)

AR 600–8–105
Military Orders. (Cited in paras 5-14 and 7-9a and table E-10.)

AR 600–9
The Army Weight Control Program. (Cited in para 3-8f, 3-9c (3), 7-4a (7), 8-4e (1), 9-7e (3) and 9-9b (5), B-2, and B-4h.)

AR 600–60
Physical Performance Evaluation System. (Cited in para 3-8e(1).)

AR 600–85
Alcohol and Drug Abuse Prevention and Control Program. (Cited in para 3-9c(14).)

AR 601–1
Assignment of Enlisted Personnel to the U.S. Army Recruiting Command. (Cited in paras 9–2d, B-7q, and B-8b(5).)

AR 601–210
Regular Army and Army Reserve Enlistment Program. (Cited in paras 1-6f, 3-9, 3-13c(1), 5-2h, 5-3, 5-4, and 7-5d.)

AR 604–10
Military Personnel Security Program. (Cited in para 3-9e(6).)

AR 611–5
Army Personnel Selection and Classification Testing. (Cited in para 3-8c (4).)

AR 614–30
Overseas Service. (Cited in paras 4-2g(4), 4-5c(1) and (2), E-2, and E-3.)

AR 614–200
Enlisted Assignment and Utilization Management. (Cited in paras 3-6, 3-13, 4-2c, 4-12, 5-2e(4), 5-6b(4), 5-6d, 5-12b, 6–5, 7-5b, 9-3b, 9-5d, 9-7a, 9-7h, B-5a, B-10a, and tables E-1, E-3, and E-8.)

AR 635–5
Separation Documents. (Cited in para 3-13c (1).)

AR 635–10
Processing Personnel for Separation. (Cited in paras 2-2g(9) and 7-2.)

AR 635–40
Physical Evaluation for Retention, Retirement or Separation. (Cited in paras 3-8e (1) and 3-9e (8).)

AR 635–200
Enlisted Personnel. (Cited in para 3-4, 3-9, 3-10m, 3-16d,e, 4-9b, 4-11c, 4-12e (3) (7), 7-4a (8), 7-4 (9) (d), 7-5d, 7-7b (a) (1), 8-3a h, I, 8-4e, 8-5a (3), 8-5h (6), 8-6a, 10-1, 10-2, 11-20a (3) (c) (g), 11-33d, and 11–34c and table E-10.)

AR 670–1
Wear and Appearance of Army Uniforms and Insignia. (Cited in paras 3-9c(15) and 9-8a.)

AR 680–29
Military Personnel--Organization, and Type of Transaction Codes. (Cited in paras 8-5g, 11-4b(2), and 11-20a(5), and table 11–1.)

DA Pam 351–4
U.S. Army Formal Schools Catalog. (Cited in paras 6-5g and 6-9c (2)(a) and table E-3.)

DA Pam 611–21
Military Occupational Classification and Structure. (Cited in paras 5–12, 7–4, and 9–5.)

DFAS–IN Reg 37–1
Finance and Accounting Policy Implementation. (Cited in para 2–2d.) (Available at https://dfas4dod.dfas.mil/centers/dfasin/library/regs.htm.)

Section II
Related Publications

United States Codes is available at www.gpoaccess.gov/uscode.

AR 10–5
Organizations and Functions, Headquarters Department of the Army

AR 15–185
Army Board for Correction of Military Records

AR 37–104–4
Military Pay and Allowance Procedures: Active Component

AR 50–5
Nuclear Surety

AR 55–46
Travel Overseas

AR 135–5
Army Reserve Forces Policy Committee

AR 135–205
Enlisted Personnel Management

AR 135–210
Order to Active Duty as Individuals for other than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

AR 135–382
Reserve Component Military Intelligence Units and Personnel

AR 140–1
Mission, Organization, and Training

AR 140–10
Army Reserve Assignments, Attachments, Details, and Transfers

AR 140–111
U.S. Army Reserve Reenlistment Program

AR 195–3
Acceptance , Accreditation, and release of U.S. Army Criminal Investigation Command Personnel

AR 310–50
Authorized Abbreviations and Brevity Codes

AR 340–21
The Army Privacy Program

AR 350–10
Management of Army Individual Training Requirements and Resources

AR 351–5
United States Army Officer Candidate School

AR 600–4
Remission or Cancellation of Indebtedness for Enlisted Members

AR 600–8
Management and Administrative Procedures

AR 600–8–2
Suspension of Favorable Personnel Actions

AR 600–20
Army Command Policy

AR 600–37
Unfavorable Information

AR 600–43
Conscientious Objection

AR 600–110
Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 601–280
Army Retention Program

AR 604–210
Army Personnel Security Program

AR 600–8–101
Personnel Processing

AR 623–205
Noncommissioned Officer Evaluation Reporting System

AR 700–84
Issue and Sale of Personal Clothing

NGR 600–200
Enlisted Personnel Management. This publication may obtained by submitting a request to Army National Guard, ATTN: NGB-ARP-R, 111 South George Mason Drive, Arlington, Virginia 22204-1382.

DFAS–IN 37–100
Financial Management: The Army Management Structure. (Available at https://dfas4dod.dfas.mil/centers/dfasin/library/regs.htm.)

UCMJ, Art. 15
Commanding Officer's Non-Judicial Punishment

UCMJ, Art. 84
Effecting Unlawful Enlistment, Appointment, or Separation. (Available from www.au.af.mil/au/awc/awcgate/ucmj.htm.)

Rule 303, MCM
Preliminary Inquiry Into Reported Offenses. (Available at www.jag.navy.mil/documents/mcm2000.pdf#search='manual%20of%20courtsmartial'.)

5 USC 552(a)
Public information; agency rules, opinions, orders, records, and proceedings

10 USC 505(d)
Regular components: qualifications, term, grade

10 USC 672(d)
Reference to chapter 1209

10 USC 1176
Enlisted members: retention after completion of 18 or more, but less than 20, years of service

10 USC 3258
Regular Army: reenlistment after service as an officer

10 USC 3259
Secs. 3259 to 3261. Repealed. Pub. L. 103-337, div. A, title XVI, Sec. 1662(b)(3), Oct. 5, 1994, 108 Stat. 2990

10 USC 3914
Twenty to thirty years: enlisted members

10 USC 3917
Thirty years or more: regular enlisted members.

10 USC 12301(d)
Reserve components generally

10 USC 12302
Ready Reserve

10 USC 12304
Selected Reserve and certain Individual Ready Reserve members

37 USC 308
Special pay: reenlistment bonus

37 USC 309
Special pay: enlistment bonus

UCMJ, Art.15
Commanding Officer's Non-Judicial Punishment. (Available from www.au.af.mil/au/awc/awcgate/ucmj.htm.)

Section III
Prescribed Forms

DA Form 1315
Reenlistment Data (Prescribed in para 2-2, 11-3, and 11-4.)

DA Form 1315–1–R
Status of DA Form 1315-R (Prescribed in para 11-3, and 11-5.)

DA Form 1315–2–R
Record of Inspections Conducted (Prescribed in para 11-3 and 11-6.)

DA Form 1695
Oath of Extension of Enlistment (Prescribed in para 1-8, 3-10, and 11-13.)

DA Form 3286
Statements for Enlistment (Prescribed in para 11-11.)

DA Form 3072–R
Waiver of Disqualification for Reenlistment/Promotion in the Regular Army (Prescribed in para 1-8.)

DA Form 3340–R
Request for Reenlistment or Extension in the Regular Army (Prescribed in para 1-8 and 3-10.)

DA Form 4126–R
Bar to Reenlistment Certificate (Prescribed in para 8-5.)

DA Form 4591–R
Retention Data Worksheet. (Prescribed in para 6-6 and 11-18.)

DA Form 4789
Statement of Entitlement to Selective Reenlistment Bonus. (Prescribed in para 5-6 and 11-9.)

DA Form 4991–R
Declination of Continued Service Statement. (Prescribed in para 3-9 and 11-20.)

DA Form 5612
Certificate of Appreciation for Army Spouses (Prescribed in para 11-11 and 11-21.)

DA Form 5689
Oath of Reenlistment (Prescribed in para 1-8, 11-11, and 11-22.)

DA Form 5690–R
Reserve Component Career Counselor Interview Record (Prescribed in para 7-12 and 11-30.)

DA Form 5691–R
Request for Reserve Component Assignment Orders (Prescribed in para 7-7, 7-12, and 11-31.)

DA Form 7249–R
Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard Upon REFRAD/Discharge from Active Army Service (Prescribed in para 7-8 and 11-31.)

DA Form 7347
Career Counselor Badge Certificate (Prescribed in para 9-8.)

DD Form 4
Enlistment Reenlistment Document--Armed Forces of the United States. (Prescribed in para 1-8 and 11-7.)

Section IV
Referenced Forms

DA Form 2A
Personnel Qualification Record, Part I

DA Form 2–1
Personnel Qualification Record, Part II

DA Form 71
Oath of Office--Military Personnel

DA Form 209
Delay, Referral or Followup Notice

DA Form 330
Language Proficiency Questionnaire

DA Form 1696–R
Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)

DA Form 1811
Physical Data and Aptitude Test Scores Upon Release from Activity Duty

DA Form 3540–R
Certificate of Acknowledgment of US Army Reserve Service Requirements and Methods of Fulfillment

DA Form 4187
Personnel Action

DA Form 4856
General Counseling Form

DA Form 5261–3–R
Selected Reserve Incentive Program--Affiliation Bonus Addendum

DA Form 5261–4–R
Selected Reserve Incentive Program--Student Loan Repayment Program

DA Form 5261–5–R
Selected Reserve Incentive Program--USAR Prior Service Enlistment Bonus Addendum

DA Form 5425–R
Application/Nominee Personal Financial Statement

DA Form 5426–R
Commander's Evaluation

DA Form 5435–R
Statement of Understanding--Selected Reserve Educational Assistance Program

DA Form 5500–R
Body Fat Content Worksheet (Male)

DA Form 5501–R
Body Fat Content Worksheet (Female)

DA Form 5642–R
Statement of Understanding and Selected Reserve Service Agreement, Basic Educational Assistance Entitlement for Service in the Selected Reserve

DD Form 214
Certificate of Release or Discharge from Active Duty

DD Form 256A
Honorable Discharge Certificate

DD Form 1610
Request and Authorization for TDY Travel of DOD Personnel

DD Form 1966 Series
Record of Military Processing Armed Forces of the United States

SF Form 88
Report of Medical Examination

SF Form 93
Medical Record--Report of Medical History

Appendix B
Selection and Relief Processing for Active Army and AGR Career Counselors

B–1. General
The authority for classification and reclassification for Active Army Career Counselors is CG, HRC-Alexandria, ATTN: AHRC-EPM-A, 2461 Eisenhower Ave., Alexandria, VA 22331-0450.

B–2. Selection criteria
a. Criteria for selection of PMOS and SMOS applicants is identical.

b. Criteria will be updated, Applications requesting selection, training, and reclassification will be processed as prescribed in para 9-2. Unless specifically addressed below, the following selection criteria are not waiverable:

(1) Be a citizen of the United States.

(2) Be a high school diploma graduate or have had one year of college.

(3) Possess a minimum GT score of 110, waiverable to 100 with a ST score of 100, by Commander, HRC-Alexandria.

(4) Be at least 21 years old.

(5) Be a SGT(P) or SSG.

(6) Be a BNCOC graduate, if available in their PMOS.

(7) Have no more than 12 years time in service, if SGT(P), and not more than 15 years time in service if SSG. SSGs must additionally have not more than 2 years time in rank.

(8) Be serving on a second or subsequent term of service.

(9) Be serving as a Reenlistment NCO at company or higher level for a minimum of 6 months, and be recommended by a LTC or higher commander and the MACOM Command Career Counselor.

(10) Have completed 1 year of service since reclassification per AR 600-200.

(11) Meet the height and weight standards of AR 600-9.

(12) Meet the minimum physical profile of 23221.

(13) Have no history of lost or bad time on current enlistment or in the past 3 years, whichever is longer (no waiver).

(14) Have no history of drug or alcohol dependency intervention program of any type.

(15) Not be pregnant at time of selection or prior to attendance at the Army Retention NCO Course.

(16) Have no marital, emotional, or major medical problems (to include immediate family members) that would hamper performance as a Career Counselor. (Every effort will be made to assign sponsors enrolled in the Exceptional

Family Member Program (EFMP) to a military installation where definitive medical care is available. This is not, however, a guarantee).

(17) If serving on a dependent restricted tour, waive homebase or advanced assignment.

(18) If serving on an enlistment/reenlistment contract for which a Selective Reenlistment Bonus (SRB) was paid, agree to voluntary recoupment as required by this regulation.

(19) Prior completion of Mobile Retention Training Team (MRTT) Retention/Transition Program or Subcourse RR003.

B–3. Application processing procedures

a. Applications for award of primary Active Army Career Counselor MOS will be forwarded through the chain of command to CG, HRC-Alexandria. Commanders and Command Career Counselors will disapprove applications on soldiers not qualified, not recommended, or with incomplete applications. Commanders and Command Career Counselors will make sure that the requirements below are met.

b. For DA Form 4187 ensure the following applies.

(1) That DA Form 4187 specifies training is for PMOS or SMOS.

(2) In the case of OCONUS soldiers, include CONUS assignment preferences and waiver of Homebase/Advanced Assignment, if necessary.

(3) If the soldier is enrolled in the Married Army Couples Program (MACP), include spouse's name, rank, SSN, and unit of assignment; if OCONUS, include normal tour completion date.

Note. MACP applications will be approved or disapproved concurrently by CG, HRC-Alexandria).

(4) If the soldier is enrolled in the Exceptional Family Member Program (EFMP), include relevant medical requirements.

c. Immediate and LTC Commander endorsements.

d. Recommendation of servicing Command Career Counselor (First PMOS 79S SGM in command chain, if applicable).

e. DA Forms 2 and 2-1.

f. Copy of Subcourse RR003 or MRTT certificate of training (if not posted to DA Form 2-1).

g. Waiver/Recoupment statement of Selective Reenlistment Bonus (if required).

Note. Soldiers successfully serving as Army Recruiters or SQI 4 (Detailed Recruiters) are qualified for duty as Career Counselors. Because of general lack of installation support and geographic dispersion, their application will consist of: DA Form 4187 (including the relevant information shown above), DA Forms 2 and 2-1 sent through HQ, USAREC to CG, HRC-Alexandria.

B–4. Criteria for immediate relief and reclassification of Career Counselors (ACTIVE and RESERVE)

Grounds for immediate relief and reclassification of a Career Counselor include, but are not limited to—

a. Receipt of a general officer memorandum of reprimand.

b. UCMJ action or conviction by a courts-martial.

c. Conviction (military or civilian jurisdiction) of any drug or alcohol related incident, including, but not limited to, driving under the influence (DUI), driving while intoxicated (DWI), possession of a controlled substance, and so on.

d. Conviction (military or civilian jurisdiction) of any offense that indicates questionable moral character.

e. Violation of or negligent disregard of prescribed regulatory guidance or professional ethics, in order to obtain a reenlistment, extension, or agreement to enlist/transfer into the RC, any unqualified soldier.

f. Failure to advise commanders, or to supervise, train, and direct subordinate retention personnel, on the Army Retention Program duties, responsibilities, procedures, and compliance with regulatory guidance, resulting in the unit's inability to accomplish the retention mission.

g. Failure to maintain personal retention eligibility.

h. Failure to maintain standards of AR 600-9, the counselor will not be relieved until given adequate opportunity to comply with weight standards according to applicable procedures described in AR 600-9.

i. Failure of two consecutive APFT.

j. Barred from reenlistment.

k. Denied further service by DA Qualitative Review Board. (Action will not be initiated under this specific provision until the appeal process has been completed).

l. Signing of a Declination of Continued Service Statement (see chap 4).

m. Demonstration of a pattern of ineffective counseling techniques which result in erroneous, defective, unfulfilled, or fraudulent reenlistments, extensions, or agreements to enlist/transfer into the RC. This includes soldiers who desire cashing in accrued leave who are reenlisted outside of the 3-month window, or erroneous payment or nonpayment of a prospective SRB recipient.

n. As directed by HQDA (HRC-Alexandria) as a result of career counselors repeated failure to process/reenlist soldiers IAW directives. This includes:

(1) Repeated failure to accurately process documents or record information on manual or automated systems and reports which resulted in soldiers erroneous or incomplete processing or reenlistment.

(2) Repeated failure by supervisors to effectively monitor and manage subordinate counselor's accuracy of retention documents or recording of information on manual or automated systems and reports which resulted in soldiers erroneous or incomplete processing or reenlistment.

B–5. Processing procedures for relief and reclassification of Career Counselors

a. Relief procedures. Commanders, command sergeants majors, and command Career Counselors will continually evaluate the quality of their retention force. Career Counselors who are determined to be unfit, unqualified, unable or unwilling to successfully accomplish their functions and tasks, and who can not fulfill their responsibilities as program administrators and expert advisors, will be relieved and reclassified out of CMF 79. After a determination is made, the commander will—

(1) Counsel the soldier regarding his intention to utilize a General Counseling Statement.

(2) Initiate suspension of favorable personnel actions per AR 600-8-2.

(3) Remove the soldier from all Army Retention Program duties, functions, and responsibilities.

(4) Terminate Special Duty Assignment Pay (SDAP) (see AR 614-200).

(5) Initiate Relief-for-Cause NCO-ER (see AR 623-205).

(6) Notify the servicing command Career Counselor of the actions taken and coordinate temporary retention support.

(7) Initiate DA Form 4187, requesting involuntary reclassification (see AR 614-200), through chain of command (include the servicing command Career Counselor for comment) to CG, HRC-Alexandria.

b. Reclassification. When, in the commander's opinion, it is no longer in the best interests of the Army, Army Retention Program, for the soldier to remain a Career Counselor, the commander will initiate involuntary reclassification per AR 614-200. Relief-for-cause is not required, except as prescribed in paragraph B-4 above, for all involuntary reclassification actions. However, all soldiers relieved-for-cause will be reclassified. Commanders are reminded reclassification is not necessarily an adverse reflection upon the soldier, but a tool to enhance program effectiveness and force readiness.

B–6. Selection, training, and relief of soldiers desiring full- time RC (AGR) Career Counselor duties

The authority for classification/reclassification for Reserve Component Career Counselors is National Guard Bureau for ARNGUS personnel and USAR Full Time Support Management Center for USAR personnel.

B–7. Selection criteria

To qualify for selection as a RC Career Counselor, the soldier must be qualified for an AGR tour per AR 135-8. The soldier must also possess a PMOS, SMOS, or AMOS in CMF 79 and meet the following criteria:

a. Be serving on a second or subsequent term of (AGR) service (no waiver).

b. Be able to serve at least 5 years in an active duty status prior to becoming eligible to receive military retired pay or being subject to mandatory removal (no waiver).

c. Meet the height and weight standards of AR 600-09 (no waiver).

d. Have a minimum physical profile of 232221 (no waiver).

e. Have no lost time during current enlistment or in past 3 years, whichever is longer (no waiver).

f. Must have no record of careless, reckless, or unsafe driving and possess a valid civilian driver's license (no waiver).

g. Possess excellent military appearance and bearing, have no obvious distracting physical abnormalities or mannerisms (no waiver).

h. Not be currently nor, in the past 12 months, have been enrolled in a drug or alcohol dependency intervention program of any type (no waiver).

i. Not be pregnant at time of selection or prior to attendance at the RC Career Counselor Course (no waiver).

j. Have no conviction by military courts-martial (no waiver).

k. Be a citizen of the United States (no waiver).

l. Have a minimum of 3 years' experience (waiverable to 2 years) in Recruiting or Retention (CMF 79).

m. Have no record of recruiting improprieties or misconduct.

n. Have no marital, emotional, or major medical problems that would hamper performance on RC Career Counselor duty (no waiver). Soldiers enrolled in the EFMP may serve as RC Career Counselors. Although every effort will be made to attach them to a military installation where definitive medical care for their family member is available, the needs of the Army will be the primary consideration for permanent changes of station.

o. Not be a sole parent, unless the proper Dependent Care Program is in effect (no waiver).

p. Soldiers who are academic failures from the Transition NCO or Career Counselor Course cannot re-apply for admission into the RC Career Counselor Program (no waiver).

q. Personnel who are former Recruiters (ARNGUS/USAR) may apply for duty in the Reserve Components Career

Counselors provided they meet the criteria and provided their records are not permanently annotated under NGR 600-200 or AR 601-1 for relief from recruiting duty. Final approval authority for these requests is CG, HRC-Alexandria (AHRC-EPR).

B–8. Application procedures

Application procedures for entry as Career Counselors for ARNGUS and USAR personnel are listed below.

a. ARNGUS applications will be processed through Chief, National Guard Bureau, ATTN: NGB-ARP-T, 111 S. George Mason Drive, Arlington, VA 22204, to CG, HRC-Alexandria, ATTN: AHRC-EPR-T, 2461 Eisenhower Ave., Alexandria, VA 22331-0451.

b. USAR applications will be processed through Commander, ARPERCEN, ATTN: ARPC-ART, 9700 Page Blvd., St. Louis, MO 63132- 5200, to CG, HRC-Alexandria, ATTN: AHRC-ERP-T, 2461 Eisenhower Ave., Alexandria, VA 22331-0451. In addition to the requirements of paragraph 6-9, AR 601-1, the following documentation will be provided with the application:

(1) Copy of DA Form 2-1.

(2) Copy of DA Form 2.

(3) Current photo.

(4) Completed DA Form 5425-R (Applicant/Nominee Personal Financial Statement).

(5) Completed DA Form 5426-R (Commander's Evaluation). DA Forms 5425-R and 5426-R are prescribed by AR 601-1.

B–9. Training

The minimum training requirement for continuation as a RC Career Counselor is: all candidates who are not PMOS qualified for the RC Career Counselor position must attend and successfully complete the appropriate MOS producing school within 180 days of assignment into the program.

B–10. Processing procedures for relief and reassignment of Reserve Component Career Counselors

a. Relief procedures. Commanders, command sergeants majors, and command Career Counselors will continually evaluate the quality of their RC Career Counselor force. RC Career Counselors determined to be unfit, unqualified, unable or unwilling to successfully accomplish the missions, functions, tasks, and fulfill their responsibilities as program administrators and expert advisors, will be relieved and reassigned by the appropriate component. If it is believed that relief action is warranted the commander will—

(1) Determine if appropriate action is necessary under AR 15-6.

(2) Formally counsel the soldier, in writing, regarding his or her intentions.

(3) Initiate suspension of favorable personnel actions per AR 600-8-2.

(4) Remove the soldier from all Army Retention Program duties, functions, and responsibilities.

(5) Terminate Special Duty Assignment Pay (SDAP) per para 3-24, AR 614-200 and AR 135-210, chapter 2.

(6) Initiate Relief-for-Cause NCO-ER per AR 623-205.

(7) Notify the servicing command Career Counselor of the actions and intentions and coordinate temporary RC counseling support.

(8) Initiate DA Form 4187 requesting reassignment through the chain of command to CG HRC-Alexandria, ATTN: AHRC-EPR-T, 2461 Eisenhower Avenue Alexandria, VA 22331-0451. Include the servicing command Career Counselor's comment and any supporting documentation, including findings and recommendations of any formal or informal investigations conducted.

b. Reclassification. See B-5 above, for all involuntary reclassification actions. However, all soldiers relieved-for-cause will be reclassified. Commanders are reminded that reclassification is not necessarily an adverse reflection upon the soldier, but a tool to enhance program effectiveness and force readiness. Requests for reclassification on RC Career Counselors will be forwarded through the chain of command to CG, HRC-Alexandria ATTN: AHRC-EPR-T 2461 Eisenhower Ave Alexandria, VA 22331-0451. When, in the commander's opinion, it is no longer in the best interests of the Army, Army Retention Program, and/or the soldier for him to remain a Career Counselor, the commander will initiate involuntary reclassification. Relief-for-cause is not required, except as prescribed in paragraph B-4.

Appendix C
Retention Interviews and Career Planning Procedures

C–1. General

a. The Army Career Counseling process is an on going function that begins the day a soldier enters the Army, and continues throughout the soldier's Army career. It prepares soldiers for the future, whether in a full Army career or for

a return to civilian pursuits. Army Career Counseling is an integrated effort between commanders, officers, noncommissioned officers and Army Career Counselors.

b. Although retaining soldiers in the Regular Army and Reserve Components is the desired outcome of the Army Career Counseling process, preparation of soldiers to be more productive citizens in or out of the Army is the overall objective. Soldiers will be guided early in their Army careers with continued follow-up counseling in setting short term and long range plans which will enable them to make progress toward their goals. Career Counselors will supplement existing local training programs, ensuring leaders are trained in the effective and proper use of personal, performance and career counseling.

c. Army Career Counseling matches the needs of the Army and the soldier. Soldiers will be advised not only of their reenlistment options; but also of how they compare with their peer group for education, time in current rank and strength status of their Military Occupational Specialty (MOS). Since upward progression is in the best interests of the Army and the soldier, all counseling sessions should be geared toward advising soldiers on how they measure up and their promotion or advancement potential. Special areas such as commissioning and warrant officer programs, as well as Reserve Component opportunities, should also be included in each counseling session. The Career Counselor must be knowledgeable on education opportunities available and alternate sources such as College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education (DANTES) testing. All soldiers should, with the Career Counselor's assistance, lay out their educational goals and as a minimum be made aware of how to attain them.

d. Elements of Army Career Planning Programs.

(1) Clarity of Purpose: A shared responsibility by the Army, leaders and the soldier to attain goals consistent with the Army's missions and the soldier's abilities.

(2) Commitment: Ongoing research by the Army, installations, commanders, and leaders at all levels. A comprehensive effort to ensure fair presentation of Army career opportunities, education opportunities, both in and out of the military, and presenting soldiers with proper guidance and opportunities to reach their career and personal goals consistent with Army mission requirements.

(3) Command Support: The degree to which installation, local commanders, and support activities work together to integrate Army missions with soldier career goals by providing a documented plan for all soldiers, availability of assistance programs (Education Centers, Army Community Services, etc.), and frequent assessment of progress toward these goals.

(a) Local command retention activities will have this information in writing as part of the command retention plan.

(b) Within 90 days of assumption of command, new commanders will be briefed on their responsibilities by the servicing Career Counselor (PMOS 79S).

(4) Program Assessment: Proper coordination must ensure that Army Career Counseling programs meet Army manpower and readiness needs and that all soldiers are given the opportunity to develop their fullest potential. Staff assistance visits will monitor the following as a minimum:

(a) Quarterly and annual reenlistment rates by categories, i.e., initial and mid-career.

(b) Frequency of movement options which may be a sign of discontent.

(c) Participation in Reserve Components and Special Programs, compared to other commands similar in size and composition.

(d) Availability of military and civilian educational opportunities and participation in these programs consistent with Army mission requirements.

e. Pre-Counseling Preparation. Prior to the counseling session, the Army Career Counselor will obtain and review the soldier's Personnel Qualification Record (PQR), together with local training records, HQDA automated support systems, and any other information available on the soldier. Commanders should also review these documents prior to their scheduled interviews. Particular attention will be paid to the following:

(1) Current strength of the soldier's PMOS.

(2) Soldier's current education level and test scores.

(3) Soldier's current rank and Retention Control Point (RCP).

(4) Soldier's time-on-station and/or DEROS, if overseas.

(5) Military schooling completed and mandatory schooling needed.

f. Counselors will review prior interviews, recorded on the DA Form 1315, to follow up on previous points. Commanders will review and (re) validate the reenlistment status portion of the DA Form 1315 on each interview.

C–2. Retention interviews

a. Reenlistment interviews are required to be conducted on all soldiers in the rank of SSG and below. As an exception, interviews on soldiers with nonwaiverable disqualifications (see chap 3) are not required. Although the reenlistment process becomes more evident in the 16 month period preceding the Expiration Term of Service (ETS), the process is actual ongoing and involves frequent updates, whether in career/professional development sessions or individual interviews, as stated in C-1 above.

b. Career Counselors will advise and assist leaders and commanders in identifying, implementing Bars to Reenlistment, and eliminating soldiers not deserving further service in the Army.

c. Commanders and Career Counselors will ensure that information is available regarding the soldier's military and civilian education and professional development. Career Counselors must have access to automated systems to provide maximum counseling support to soldiers.

d. Particular attention will be given to a soldier's individual qualifications and potential for promotion and further service. Soldiers not meeting required or desired standards, will be counseled on educational development programs to become qualified before his or her current reenlistment windows expires. Soldiers must also be informed if they are potentially noncompetitive in their current specialty. If retraining or reclassification is appropriate, soldiers will be advised of alternatives within the Army, and the potential effect on their career if they remain in a less competitive or overstrength specialty.

e. Soldiers must be asked about their future goals and personal plans for obtaining those goals. A candid assessment of the soldier's strong points, interests and weakness will enable the soldier to make the proper decision. All qualified soldiers will be asked to reenlist. Those soldiers who desire to separate, and who are qualified, will be advised of Reserve Component opportunities, and enlisted or transferred to a Reserve Component, if possible.

f. Commanders must ensure that Career Counselors have access to soldiers during duty hours and in the soldiers' place of duty. In units where access to the soldiers' normal place of duty requires security clearance, commanders should, when practical, process appropriate security clearance for the Career Counselor (PMOS 79S).

C–3. Reserve Component affiliation/enlistment interviews

a. The company Reenlistment NCO will coordinate through the Active Army Career Counselor, to schedule all soldiers, not intending to reenlist in the Active Army, for an RC interview not later than 90 days prior to ETS or beginning of terminal leave.

b. The company Reenlistment NCO will ensure a copy of the DA Form 1315 is either hand carried by the soldier or forwarded to the RC Career Counselor prior to the interview. Xerox or electronically reproduced copies will suffice.

c. Soldiers will be interviewed individually by the servicing Career Counselor. Each Career Counselor will ensure that an appointment system is established for scheduling soldiers for their required interviews and that all separating, eligible soldiers are interviewed during the prescribed time frame.

C–4. Delegation of authority to conduct retention interviews

a. Unless otherwise specifically stated below, retention interviews will not be further delegated.

(1) Commanders of large units where the majority of troops are not under the direct control of the commander (for example, division AG companies or HQ garrison companies), may desire to delegate his/her authority to conduct retention interviews.

(2) Commanders may delegate this authority to the responsible section chief or staff officer (commissioned or warrant) for the soldier concerned.

(3) Delegation of this authority will be in writing and may not be further delegated.

(4) Commanders retain responsibility to ensure counseling requirements are completed and documented per this regulation.

b. RC Career Counselor. In units not assigned or supported by a RC Career Counselor, the soldier assigned duties as prescribed in para 2-2f will accomplish all interviews and other regulatory requirements.

c. Battalion Career Counselor. In units not assigned a Battalion Career Counselor, the full time Battalion Reenlistment NCO will accomplish all interviews and other regulatory requirements (see para 9-4).

Table C–1
Minimum interview requirements

Time of interview: 30–60 days after assignment to unit (all soldiers).

Type of interview: Screening and Familiarization.

The soldier, as a new member of the organization, will be officially welcomed as soon as possible once initial inprocessing is completed. As a follow-up to inprocessing, a courtesy visit will be scheduled by the unit reenlistment NCO with the servicing Career Counselor. This counseling session will serve as a prelude to the commander's job performance and potential interview. The soldier will receive as a minimum, promotion potential in current MOS, and evaluation of military and civilian education accomplishments and goals, and a comprehensive dialogue about career expectations, short and long term goals, and steps needed to accomplish these goals. RPI 399, "The Army Career Planner" and other up-to-date publicity items will be provided, as available, that answer questions the soldier may have and aid in career fulfillment. This session is an informal helping process to assure the soldier begins his/her new assignment with data essential to make solid career or life decisions.

Reenlistment status: N/A

Interviewer: Regular Army Career Counselor

Note: Remarks will be annotated on a blank sheet of paper or card and attached to the DA Form 1315 prior to the commander's interview. DA Form 4591-R may be provided as an additional tool (optional).

Table C–1
Minimum interview requirements—Continued

Time of interview: 60-90 days after assignment to unit (all soldiers).

Type of interview: Job Performance and Potential.

The commander will evaluate information as provided from the Career Counselor's screening interview as well as performance reports from the soldier's leaders, if available. Since this is likely the first formal meeting between the commander and the soldier, it should also serve as a means for the commander to further assess the soldier's goals, expectations and understanding of the command's mission. The soldier will be informed of negative and positive aspects in current performance and methods to overcome shortcomings or to further improve performance. If the soldier shows limited future potential or substandard conduct, the commander will advise the soldier that he/she may not be a candidate for reenlistment. If a bar to reenlistment is appropriate, it should be discussed at this time (se Chapter 8). If the soldier is in an overstrength specialty or is noncompetitive for promotion, retraining options should also be discussed.

Reenlistment status: The reenlistment status portion of the DA Form 1315 will be completed. Ineligible soldiers will be informed of their status and specifically advised what action is necessary to become eligible. Soldiers, recommended for reenlistment, regardless of eligibility status, will continue to receive all interviews. Soldiers not recommended for further service will be informed that a Bar to Reenlistment has been or is being initiated.

Interviewer: Company Commander.

Time of interview: 15 to 16 months prior to ETS (all soldiers).

Type of interview: Career Guidance Interview.

If a soldier is undecided about reenlistment, this is the time to help him/her analyze their abilities, opportunities, limitations, and personal problems. All problems should be resolved at this time. Discuss the status of the soldier's MOS, the promotion cutoff score for his or her MOS, and opportunities for promotion. Soldiers in overstrength PMOS should be encouraged to consider the advantages of retraining at the reenlistment point. This discussion should include advantages of the BEAR program. Interested soldiers will be referred to the battalion or servicing Career Counselor. Commanders should also advise soldiers to investigate civilian opportunities available through the Army Career and Alumni Program (ACAP) to compare available alternatives. Soldiers who have limited potential for a further Army career will be advised of needed improvements and told of shortcomings needed to be overcome. Soldiers will also be advised in a frank manner how they compare with their peers, not only in their career field, but in the Army overall. The end result of this interview will be to enable soldiers to weigh alternatives and become more competitive or to better prepare for transition to civilian life.

Reenlistment status: N/A

Interviewer: Company Commander.

Time of interview: 13 to 14 months before ETS (all soldiers).

Type of interview: Reenlistment Benefits and Options.

This interview is conducted with the purpose of obtaining a reenlistment commitment from the soldier. A review of the soldier's qualifications from previous interviews will be conducted. Reenlistment options available to the soldier will be discussed in detail. A review of Army benefits is also appropriate at this time. Soldiers will be apprised of current retirement programs, health care plans for family members, education opportunities and other monetary and personal benefits that an Army career provides. A review of RPI 399 "The Army Career Planner" is also appropriate at this session. Should a firm reenlistment commitment be obtained, the counselor will coordinate with the unit reenlistment NCO to initiate DA Form 3340-R. Coordination with commanders will be conducted if a bar to reenlistment is warranted. Appropriate record checks to verify eligibility will also be conducted as appropriate.

Reenlistment status: N/A

Interviewer: Regular Army Career Counselor

Time of interview: 4 months before ETS (all soldiers).

Type of interview: Reenlistment Follow-up.

Any unresolved issues and problems must be addressed. The goal is a firm reenlistment commitment. Review all options, incentives and benefits to include Reserve Component programs. If appropriate, refer the soldier to the unit commander, First Sergeant, or Command Sergeant Major for follow-up counseling. Should a firm commitment be obtained, initiate DA Form 3340-R and immediately coordinate with the commander and RC Career Counselor if applicable. RC Counselor will be provided the completed DA Form 1315. If there is no RC Counselor, the RA Counselor will continue the Reserve Component counseling at this point.

Reenlistment status: N/A

Interviewer: Regular Army Career Counselor.

Time of interview: 90 days prior to ETS or beginning of terminal leave.

Type of interview: Reserve Component Benefits and Options.

The primary purpose is to encourage eligible soldiers, through presentation of individually tailored benefits and options, to transition into an ARNGUS unit or USAR unit. For those soldiers qualified for RC service under the provisions of this regulation who have completed their MSO and for whom unit membership is not possible or practical, enlistment into the Individual Ready Reserve (IRR) will be encouraged. Commanders may waive this interview if the soldier is currently processing for reenlistment in the Active Army.

Reenlistment status: N/A

Time of interview: Career Counselor (RA or RC)

Appendix D
Administration of the Oath of Reenlistment, Extension of Enlistment, and enlistment into the Reserve Components

D–1. Administration of the oath constitutes the enlistment or reenlistment of a soldier

The administration of the oath of extension is not required to execute the extension, but is at the discretion of the extending soldier. The planning for ceremonies for soldiers desiring administration of the oath of extension, will follow the guidance for planning enlistment/reenlistment ceremonies.

D–2. Pre-ceremonial planning considerations

Prior planning for enlistment/reenlistment ceremonies is important to ensure the ceremony is conducted professionally and in a manner meaningful to the soldier.

a. Determine the date of enlistment/reenlistment.

b. Coordinate all aspects of the ceremony with the chain of command.

c. A commissioned officer or a commissioned warrant officer of the Armed Forces of the United States, will administer the oath (see paragraph 1-8). The officer must currently be on either active, reserve (active or inactive), or retired reserve status. If the soldier has a preference among administering officers, insure he or she is available, and appropriate schedules are reserved; obtain necessary information for documents; and make appropriate coordination. Determine if administering officer requires background information or "biography card" on the soldier for the ceremony.

d. If the soldier is married, obtain the necessary information to complete DA Form 5612. If the spouse will be in attendance, include presentation of DA Form 5612 in the planning.

e. Suitable arrangements will be made to ensure the oath is administered in an appropriate setting. Ensure the location is of suitable size to accommodate the anticipated number of guests. If outdoors, consider alternate locations in the event of inclement weather.

f. The ceremony is an official act and should be conducted accordingly. In some cases, soldiers and commands desire the ceremony to be conducted in connection with activities such as parachuting, climbing utility poles, and other similar acts. These activities are not in keeping with the solemnity associated with the oath of enlistment/reenlistment and will not be part of the ceremony.

g. The ceremony should be conducted in proper military uniform. Exceptions to this provision are authorized when—

(1) The soldier is a military intelligence agent, Criminal Investigation Command (CID) agent, or other soldier whose normal duty uniform is civilian attire.

(2) The administering officer is a retired or inactive RC officer who prefers to wear civilian attire.

(3) The administering officer is an Active Army warrant officer or enlisted soldier who holds a commission in the Reserve Components of the US Armed Forces. Note: These officers may wear their commissioned uniform to administer the oath only if the location of the ceremony is not within Department of Defense areas of control or agencies. In this situation, the reenlistment may be conducted at an off site, such as the soldier's off-post residence or other non-DOD activity, installation, or area.

(4) Other cases when the wearing of the military uniform is clearly not proper to the occasion or the persons involved.

h. Coordinate appropriate photographic support.

i. Determine if reception or refreshments will follow.

j. Ensure a flag of the United States of America, is prominently displayed in the immediate vicinity of the administering officer and soldier.

k. Oath of enlistment/reenlistment. Verify with soldier to determine if he or she prefers to "swear" or "affirm." The phrase, "so help me God" may be deleted for soldiers electing to "affirm." For soldiers electing to "affirm," prepare a 3- by 5-inch card, editing the oath, for use by the administering officer.

l. If the soldier receives passes, or other incentives, coordinate with the chain of command to have the necessary documentation prepared, as required.

D–3. Immediately prior to the conduct of ceremonies

a. Review the ceremony agenda with the administering officer and soldier (see D-4 below).

b. Obtain the required signatures and the use of the forms below.

(1) DA Form 5689 if applicable.

(2) DA Form 5612 if applicable.

(3) DD Form 256A is presented to the soldier only after the oath has been administered, if applicable.

Note. If certificate presentation folders are used, remove protective document coverings to prevent flash reflections on the pictures.

c. The administering officer counsels the soldier on the provisions of Articles 83 and 137, UCMJ (see app I).

D–4. Conduct of the ceremony

A typical enlistment/reenlistment ceremony consists of—

a. Entrance/Positioning of the official party (ensure the photographer is ready).

b. Opening remarks by administering officer.

c. Introduction of the soldier, family members, and special guests.

d. The administering officer should ask or ensure attendees rise and military personnel stand at the position of attention during administration of the oath. The administering officer should instruct the soldier to "raise your right hand and repeat after me." If the soldier "affirms," the officer may administer the edited oath on a 3 X 5 card, he or she may read the oath from DA Form 5689.

e. Photographs and presentation of Oath of Enlistment and Honorable Discharge Certificates.

f. Photographs and presentation of Certificate of Appreciation for Spouse of Reenlistee. (Spouse certificate is optional for RC transfer or affiliation).

g. Remarks by soldier.

h. Closing remarks by administering officer.

i. Guests and attendees congratulate the soldier.

D–5. Post-ceremonial duties

a. The administering officer counsels the soldier on Articles 85 and 86, UCMJ (see App I).

b. Reviews the DD Form 4 and all related documents and annexes with the soldier and administering officer, obtaining necessary signatures and dates where required (see chap 11, Section III).

c. Provides the soldier copies of the reenlistment packet (see chap 11).

d. Reports the reenlistment as prescribed by chapter 11 and local retention reporting procedures.

e. Undertakes follow-up with the soldier, ensuring any incentives which apply have been presented to the soldier and that all necessary military personnel and pay records reflect the transaction.

D–6. Conduct of the extension ceremony

The verbal administration of the oath of extension is not required. However, an officer (see paras 1-8 and D-1c above) will personally witness the soldier's signature, and endorse the DA Form 1695 as such. Soldiers may, at their discretion, request administration of the oath of extension.

Appendix E
Reenlistment Options

Option names options are shown below in reenlistment options E-1 through E-5.

Table E–1
Regular Army Reenlistment Option E–1

Line: 1	
Item: Name of option	
Comment: Regular Army Reenlistment Option	
Line: 2	
Item: Description of option	
Comment: Assignment to training or duty to the needs of the Army	
Line: 3	
Item: Reenlistment period	
Comment: Qualified soldiers may reenlist for 2, 3, 4, 5, or 6 years, regardless of grade or amount of service completed. Assignment to training or duty to the needs of the Army. Soldiers in the rank of SSG or higher who have 10 or more years AFS on the date of discharge will be restricted to an indefinite term of reenlistment, unless prohibited by other provisions of this regulation.	
Line: 4	
Item: Prerequisites	
Comment: Meet basic eligibility criteria and reenlist in the timeframe prescribed in chapter 3 with or without waiver(s) of disqualification(s).	

Table E–1
Regular Army Reenlistment Option E–1—Continued

Line: 5
Item: Option Information
Comment: This option carries no guarantee of assignment, training, or stabilization. Soldiers will be assigned and utilized according to the needs of the Army. Soldiers, except those reenlisting to meet service remaining requirements, may be assigned to their present duty assignment or to any vacancy for which qualified. A subsequent extension is required if the term does not meet the service remaining requirements.

Line: 6
Item: Option processing procedures
Comment: Normal processing procedures prescribed by this regulation. If applicable, assignment instructions will be requested in accordance with AR 614-200.

Line: 7
Item: Special processing for overseas commands
Comment: None

Line: 8
Item: Statements required for reenlistment
Comment: DA Form 3286, Parts I through IV, for all soldiers.

Table E–2
Current Station Stabilization Reenlistment Option E-2

Line: 1
Item: Name of option
Comment: Current Station Stabilization Reenlistment Option

Line: 2
Item: Description of option
Comment: Guarantees a 12–month period of stabilization as prescribed by line 5 below.

Line: 3
Item: Reenlistment period
Comment: Initial term and mid career soldiers, who are SSG or below may reenlist for 3, 4, 5, or 6 years.

Line: 4
Item: Prerequisites
Comment: Meet basic eligibility criteria and reenlist in the time frame prescribed in chapter 3 with or without waiver(s) of disqualification(s). Soldiers reenlisting for this option must be serving in a valid position.

Line: 5
Item: Option Information
Comment:

a. For CONUS based soldiers reenlisting for a three year period, stabilization will commence on the date of reenlistment. For CONUS based soldiers reenlisting for a 4, 5, or 6 year period, stabilization will commence on date of old ETS. For OCONUS soldiers, see Line 7.

b. If the soldier is placed on temporary duty, to include operational Temporary Change of Station (TCS), away from the stabilized station (during the stabilization period), for a period in excess of 30 consecutive days, the period of stabilization will be increased by the number of days the soldier was away from the stabilized station, unless the stabilization is waived by the soldier.

c. If HQDA determines that, to meet the operational needs of the Army, the unit to which the soldier is assigned must be deployed, relocated, transferred, or reassigned from the parent organization, the soldier will deploy with the unit and no grounds for broken reenlistment commitment will exist.

d. If the guaranteed station is inactivated and transfer of the soldier is necessary before completion of the 12 month stabilization period, the soldier will be given the choice of assignment to any other station in the Major Command to which assigned if a vacancy in PMOS and grade exists. If no vacancy exists, reassignment will be according to the needs of the Army.

e. If the guaranteed station is redesignated, relocated, transferred, or deployed, the soldier will remain assigned to the station and will be moved as part of the station.

Line: 6
Item: Option processing procedures
Comment: Normal processing procedures prescribed by this regulation.

Line: 7
Item: Special processing for overseas commands
Comment:

Table E–2
Current Station Stabilization Reenlistment Option E-2—Continued

a. Processing requirements in overseas commands are the same as those within CONUS except as prescribed below.

b. Authority to approve reenlistment for this option, when all or any portion of the guaranteed tour exceeds the normal overseas tour, is the prerogative of the major overseas commander per AR 614-30.

c. If the soldier's DEROS will occur before completion of the stabilization period, the overseas tour will be extended for a sufficient period to allow completion of the full 12 month guarantee period. Stabilization will commence from DEROS. OCONUS soldiers must reenlist for a minimum of 3 years.

Line: 8
Item: Statements required for reenlistment
Comment: DA Form 3286, Parts I through IV, for all soldiers.

Table E–3
Army Training Reenlistment Option E-3

Line: 1
Item: Name of option
Comment: Army Training Reenlistment Option

Line: 2
Item: Description of option
Comment: Guarantees to qualified soldiers

a. Attendance at an available service school of choice for PMOS, SQI, ASI or language training.

b. Airborne training for soldiers possessing a PMOS listed in applicable RETAIN message for award of SQI "P."

Line: 3
Item: Reenlistment period
Comment: Qualified soldiers, SSG and below, with less than 10 years of AFS on date of discharge may reenlist for 3, 4, 5, or 6 or years. A subsequent extension is required if the reenlistment term does not meet or exceed the service remaining requirement for the specific school/ training as required by DA Pam 351-4.

Line: 4
Item: Prerequisites
Comment:

a. Must meet eligibility criteria and reenlist in the time frame prescribed in chapter 3 with or without waiver(s) of disqualification(s).

b. Possess a physical profile equal to or higher than (all factors) the physical profile for the desired MOS per AR 611-201.

c. Meet all prerequisites in the RETAIN Qualification Guide, AR 611-201, and DA Pam 351-4 for attendance at the service school. (Qualifications may be verified from official school transcripts or by a statement, signed by the soldier, certifying that they possess the specific required school courses. Information on required qualifications provided by RETAIN will take precedence over AR 611-201 or DA Pam 351-4.)

d. In a pay grade that does not exceed the authorized pay grade for the requested three-character MOS per AR 611-201.

e. Possess required security clearances before departing the losing installation. If the required security clearance is not awarded, the soldier will not depart the losing installation. Notify CG, HRC-Alexandria, ATTN: AHRC-EPR-R, immediately and they will issue further instructions. Failure to qualify for required clearances is cause for cancellation of the option, even if discovered after the soldier's reenlistment. (In cases where the selected training requires a higher security clearance than the soldier holds, caution must be used when requesting a class start date to ensure sufficient time to secure the required clearance prior to the soldier's departure from the losing installation.)

f. Meet any other special requirements for the school course selected.

g. Soldiers requesting airborne training must also meet requirements of AR 614-200, chapter 5, and currently possess, or request training in, an airborne-shortage MOS.

h. Soldiers who possess an overage-MOS and desire airborne training, may request retraining in one of the MOS's listed in the appropriate RETAIN message. Soldiers desiring retraining into a MOS that is an airborne-shortage MOS but is overstrength worldwide, must complete a statement acknowledging the requirement to remain on jump status at least 24 months after completion of airborne training or be reclassified and reassigned according to the needs of the Army.

i. Soldiers requesting retraining in conjunction with assignment to an airborne unit must successfully complete airborne training before attending the MOS producing school course.

Line: 5
Item: Option Information
Comment: Soldier must understand--

a. The requested course purpose, scope, and prerequisites, as outlined in DA Pam 351-4, and a review of the MOS description in AR 611-201.

b. If relieved from the school course for academic deficiency, disciplinary reasons, or failure to retain the required security clearance, he or she will be reassigned according to the needs of the Army and must complete the term for which reenlisted.

Table E–3
Army Training Reenlistment Option E-3—Continued

c. If the soldier becomes disqualified after reenlistment and before starting the course for which reenlisted, he or she will be reassigned according to the needs of the Army.

d. If reenlisting for PMOS retraining, which will redesignate their PMOS, then upon successful completion of training, he or she will lose their entitlement to the Selective Reenlistment Bonus (SRB) unless participating in the Bonus Extension and Retraining program (BEAR).

e. If a change in the soldier's rank or PMOS occurs before movement to the course, confirmation of attendance must be made. If the soldier is no longer eligible for course attendance or assignment because of change in rank or PMOS, the soldier will be assigned according to the needs of the Army.

f. If the course for which he or she reenlisted is discontinued before, or during attendance, or if he or she is later medically disqualified for the course, he or she will be given a chance to select another course for which he or she is qualified and for which quotas are available.

g. Reenlistment will be accomplished and all required personnel records updated before the soldier departs the installation where he or she reenlisted. Transmit personnel records according to AR 640-10.

h. Soldiers reenlisting for airborne training will also understand--

(1) AR 614-200, chapter 6.

(2) Airborne training will be in a TDY en route status.

(3) Failure to complete airborne training will result in reassignment according to the needs of the Army.

(4) When airborne training is successfully completed, he or she will receive SQI "P." The soldier will be assigned in accordance with the needs of the Army. Those soldiers reenlisting for retraining must also complete the MOS course before assignment to an airborne unit.

i. A subsequent extension is required if the reenlistment term does not meet the service remaining requirements.

Line: 6
Item: Option processing procedures
Comment:

a. Requests for MOS producing school will be made by RETAIN or by telephone to HRC-Alexandria, Retention Management Division.

b. Report all personnel information per applicable RETAIN and HRC-Alexandria messages.

c. Applications for airborne training must be submitted according to AR 614-200, chapter 5.

Line: 7
Item: Special processing for overseas commands
Comment: See paragraph 4-5.

Line: 8
Item: Statements required for reenlistment
Comment: DA Form 3286, Parts I through IV, for all applicants. Reenlistees will be assigned to the student detachment of the appropriate service school as follows:

a. If the school course is 20 weeks or more in duration, the soldier will be assigned to the school in a PCS status.

b. If the school course is less than 20 weeks duration the soldier will be assigned according to instructions from CG, HRC-Alexandria. The personnel records custodian will obtain ultimate unit assignment from the soldier's new career management branch, HRC-Alexandria, before issuance of movement orders.

Table E–4
Overseas Assignment Reenlistment Option E-4

Line: : 1
Item: Name of option Comment: Overseas Assignment Reenlistment Option
Comment: N/A

Line: 2
Item: Description of option
Comment:

a. Guarantees assignment to one of the following overseas areas of choice:

(1) Korea.

(2) Pacific area, long tour.

(3) Pacific area, short tour.

(4) Alaska.

(5) Caribbean area.

(6) Europe.

(7) Hawaii.

b. Assignment guarantee is 24 months or 12 months from date of arrival of dependents in long-tour areas, whichever occurs later.

Line: 3
Item: Reenlistment period
Comment: Initial or mid career soldiers, who are SSG or below may reenlist for 3, 4, 5, or 6 years.

Table E–4
Overseas Assignment Reenlistment Option E-4—Continued

Line: 4
Item: Prerequisites
Comment:
a. Meet basic eligibility criteria and reenlist in the time-frame prescribed in chapter 3 with or without waiver(s) of disqualification(s).
b. Qualify as a volunteer for overseas service according to AR 614-30.

Line: 5
Item: Option Information
Comment:
a. Option guarantees initial assignment only. No guarantee can be made that the entire enlistment period or any specific portion, (other than line 2 above), will be served in the chosen assignment.
b. If the soldier's rank or PMOS change before movement, the soldier may be ineligible for the assignment and assigned according to the needs of the Army.
c. Soldiers are not guaranteed assignment to any particular unit within the area of choice. Any promises made orally or in writing to the contrary are considered void.
d. If all units in the guaranteed long-tour area to which the reenlistee could be assigned are inactivated before the soldier completes 12 months in that area, he or she will be given his or her choice of reassignment if a vacancy in his or her rank and PMOS exists. If this is not possible, reassignment will be made according to the needs of the Army.
e. If the unit to which the soldier is assigned is relocated, transferred, or deployed outside the guaranteed area, the soldier will remain a part of the unit and will move with the unit.
f. Subsequent extension is required if the reenlistment term does not meet the service remaining requirement.

Line: 6
Item: Option processing procedures
Comment:
a. Processing required for overseas movement. The unit to which the soldier is assigned at the time of reenlistment is responsible for the following:
(1) Preparation of soldier for overseas movement (POR) qualifications.
(2) Informing soldiers with dependents of the provisions of AR 55-46.
(3) Processing soldiers who are not eligible for, or who do not desire concurrent travel of dependents.
(a) Port call instructions will be requested according to AR 55-28.
(b) Upon completion of POR processing and receipt of port call instructions, the soldier will be reassigned from the current unit to the appropriate US Army Overseas Replacement Detachment.
(4) Processing soldiers who are eligible for, and desire concurrent travel of dependents as follows:
(a) Request for concurrent travel of dependents (unless precluded or suspended by separate DA directives) will be transmitted to the overseas commander according to AR 55-46.
(b) If concurrent travel is approved, the soldier will be reassigned from his or her current unit with a pinpoint assignment to their next unit.
(c) If concurrent travel is not approved, the soldier will be processed according to (3) above.
b. If a change in the soldier's rank or PMOS occurs prior to reenlistment for an authorized assignment, the soldier will be reported to RMB for confirmation of assignment.
c. After accomplishment of reenlistment, all personnel records will be updated before the solider departs the installation where he or she reenlisted. Personnel records will be transmitted according to AR 640-8-104.
d. The soldier will be advised that he may not indicate reenlistment to any specific unit on any reenlistment document.

Line: 7
Item: Special processing for overseas commands
Comment: Same as CONUS except as provided in paragraph 4-5.

Line: 8
Item: Statements required for reenlistment
Comment: DA Form 3286, Parts I through IV, for all soldiers.

Table E–5
CONUS Station-of-Choice Reenlistment Option E–5

Line: 1
Item: Name of Option
Comment: CONUS Station-of-Choice Reenlistment Option

Table E–5
CONUS Station-of-Choice Reenlistment Option E–5—Continued

Line: 2
Item: Description of Option
Comment: This option guarantees assignment for at least 12 months at the CONUS station of choice for soldiers reenlisting for 3, 4, 5, or 6 year periods. This option is available to both CONUS and OCONUS soldiers.

Line: 3
Item: Reenlistment period
Comment: Initial or mid career soldiers, who are SSG or below, may reenlist for 3, 4, 5, or 6 years.

Line: 4
Item: Prerequisites
Comment:
a. Meet basic eligibility criteria prescribed in chapter 3 with or without waiver(s) of disqualification(s).
b. A requirement for the soldier's PMOS must exist at the CONUS station of choice for which applying.
c. Have no assignment limitations that would preclude assignment to the station of choice.
d. Other prerequisites as announced by HRC-Alexandria over the RETAIN system.

Line: 5
Item: Option Information
Comment:
a. The period of stabilization will commence upon arrival at the new duty station. If the soldier is subsequently placed on TDY in excess of 30 consecutive days, the period of stabilization will be extended by that number of days in excess of the consecutive 30–day period unless stabilization is waived by the soldier concerned.
b. If HQDA determines that, to meet the operational needs of the Army, the unit must be deployed, relocated, transferred, or reassigned from the installation of choice, the reenlistee will deploy with the unit. There will be no grounds for a broken reenlistment commitment.
c. If the soldier's rank or PMOS change before reassignment, the soldier may be ineligible for the assignment for which reenlisting and may be assigned according to the needs of the Army.
d. If the guaranteed station of choice is inactivated and transfer of the soldier is necessary before completion of the 12– month stabilization, the soldier will be given his or her choice of assignment to any other station in the major command to which assigned if a vacancy in rank and PMOS exists. If this is not possible, reassignment will be according to the needs of the Army.
e. If the guaranteed station is redesignated, relocated, transferred, or deployed, the soldier will remain assigned to the station and will be moved as part of the station.
f. No promises can be made that assignment will be to a specific unit within the station. Any promises, either oral or in writing, indicating a specific unit, will be considered void.
g. The station includes the installation, and any other location in close proximity, for which the installation has requisitioning authority (that is, Fort Eustis and Fort Story, Fort Stewart and Hunter Army Airfield). Even though these cases are not considered unfulfilled, every effort should be taken to assign the soldier to the actual contracted location.
h. If the soldier's rank or PMOS change before reassignment, the soldier may be reassigned according to current qualifications and the needs of the Army.
Soldiers who meet the following criteria may reenlist to move CONUS to CONUS:
(1) Initial Term
(a) CPL/SPC(P) or above or
(b) CPL/SPC Non promotable with a GT score of 100 or higher;
(c) serving in a balanced or shortage MOS.
(2) Mid Career
(a) Must be SGT, SGT (P), or SSG and,
(b) Serving in a balanced or shortage MOS and
(c) Have seven or less years AFS at ETS

Line: 6
Item: Option processing procedures
Comment:
a. If a change in the soldier's rank or PMOS occurs before reenlistment, the soldier will be reported for confirmation or change of assignment.
b. After reenlistment is accomplished, personnel records will be updated before the soldier departs the installation where he or she reenlisted.

Line: 7
Item: Special processing for overseas commands
Comment: All soldiers serving overseas must complete the normal overseas tour before departing the overseas command.

Line: 8
Item: Statements required for reenlistment
Comment: DA Form 3286, Parts I through IV, for all soldiers.

Table E–6
Reenlistment Option E–6—Reserved for future use (intentionally left blank)

Line: 1
Item: Name of option
Comment: N/A

Line: 2
Item: Description of option
Comment: N/A

Line: 3
Item: Reenlistment period
Comment: N/A

Line: 4
Item: Prerequisites
Comment: N/A

Line: 5
Item: Option Information
Comment: N/A

Line: 6
Item: Option processing procedures
Comment: N/A

Line: 7
Item: Special processing for overseas commands
Comment: N/A

Line: 8
Item: Statements required for reenlistment
Comment: N/A

Table E–7
Military Intelligence Augmentation Detachment (MIAD)

Line: 1
Item: Name Of Option
Comment: Military Intelligence Augmentation Detachment (MIAD)

Line: 2
Item: Description of Option
Comment: The MIAD Program was developed to offer soldiers in selected Military Intelligence MOSs with selected language skills the option for RC unit membership in the event there are no positions available in units located within a reasonable commuting distance from their home. This option provides for a limited number of funded trips to a Regional Training site for Intelligence or other authorized intelligence facility, in lieu of drilling at the Military Intelligence unit to which assigned. MIAD soldiers are encouraged to perform Rescheduled Training (RST) drills with a local Reserve unit in order to be assured of earning at least 50 retirement points per year to be credited as a qualifying year. Annual Training will be at the direction of the Military Intelligence unit of assignment. MIAD soldiers are attached to the Military Intelligence Augmentation Detachment for administration, finance and training coordination.

Line: 3
Item: Eligibility
Comment: The soldier must reside outside the 50 mile radius of a Troop Program Unit. Be language qualified (minimum 2/2) as evaluated by a Defense Language Proficiency Test (DLPT), Dated within one year of ETS date. Soldier must maintain the 2/2 standard at all time.

Line: 4
Item: Processing procedures
Comment:
a. The Career Counselor must, build soldier into RETAIN, complete MIAD acceptance form, and obtain current copies of the following forms:
(1) DA Form 2A
(2) DA Form 2-1
(3) DA Form 330 (Language Proficiency Questionnaire) (2/2) Listening/Reading dated within one year of ETS date.

Table E–7
Military Intelligence Augmentation Detachment (MIAD)—Continued

(4) SF 88 and 93

(5) Send a copy of all the forms to the INSCOM RC Command Career Counselor. FAX copy is authorized.

b. Add the following statement to all MIAD assignment orders: "IAW AR 140-10, Para 3-10 and AR 140-11, you are further attached to the Military Intelligence Augmentation Detachment (W486AAA) for training and administration."

c. After completion of assignment, ensure the 201 file is mailed to:
CDR, USARC
ATTN: AFRC-INO-MI (MIAD)
3800 N. Camp Creek Parkway
Atlanta, GA 30331-5099

Table E–8
USAR Drill Sergeant Option

Line: 1
Item: Name of option
Comment: USAR Drill Sergeant Option

Line: 2
Item: Description of option
Comment: The need exists on a continuing basis for assignment of qualified prior service Drill Sergeants, and soldiers interested in becoming SQI "X" qualified drill sergeants. This option provides for the assignment of soldiers as drill sergeants into USAR unit by Career Counselors.

Line: 3
Item: Eligibility
Comment: Qualifications and eligibility for this option will be in accordance with the provisions of chapter 8, AR 614-200.

Line: 4
Item: Processing
Comment: Soldiers interested in this option will be processed in accordance with this regulation. For those soldiers not SQI "X" qualified, the gaining USAR unit is responsible for coordination of the soldiers training.

Table E–9
Army College Fund Plus (2+2+4) Program Option E–9

Line: 1
Item: Name of Option
Comment: Army College Fund Plus (2+2+4) Program Option

Line: 2
Item: Description of option
Comment: This option provides for payment of the Army College Fund in addition to the G.I. Bill for soldiers whose original enlistment into the Army specifies the Army College Fund Plus (2+2+4) Program as an enlistment option. Soldiers enlisted under this option are required to enlist in the Army for 2 years plus training time, join a USAR unit or ARNGUS unit for 2 years, and serve the balance of their MSO in the Individual Ready Reserve. The option is linked to specific non-combat MOS which are subject to change quarterly. Although soldiers have up to 1 year beyond their ETS to affiliate with a USAR unit or ARNGUS unit, maximum effort will be exercised by the RC Career Counselor to place these soldiers during the transfer/enlistment process.

Line: 3
Item: Eligibility
Comment: The only reliable means of identification of soldiers enlisted into the U.S. Army under this option is by way of a records screen. Eligible recipients are identified by an Annex to the enlistment DD Form 4.

Line: 4
Item: Processing procedures
Comment: Recipients of this option are processed under the provisions of this regulation. If an ARNGUS unit or USAR unit assignment is not available, the Career Counselor will place the soldier on the RETAIN USAR waitlist. For those soldiers who decline an ARNGUS unit or USAR unit assignment thru a Career Counselor, a RETAIN record will be built and the entry of "224" placed into the GCODE field of the record. The record will be accessed and shipped as an IRR accession. Shipment of this record generates a referral to USAREC headquarters, that will facilitate future processing on the soldier by USAREC personnel.

Table E–9
Army College Fund Plus (2+2+4) Program Option E–9—Continued

Line: 5
Item: Additional information
Comment: Payment of the Affiliation Bonus to ACF Plus (2+2+4) recipients is authorized if otherwise qualified and the soldier agrees to affiliate with a USAR or ARNGUS unit for the remainder of his MSO.

Table E–10
Reserve Officers' Training Corps/Simultaneous Membership Program (SMP)

Line: 1
Item: Name of Option
Comment: Reserve Officers' Training Corps/Simultaneous Membership Program (SMP)

Line: 2
Item: Description of Option
Comment: This program is designed to place potential ROTC cadets into ARNGUS units and USAR units. It provides for the utilization of the applicant as a cadet in preparation for his acceptance of a Reserve Commission upon completion of his 4-year degree in the college of enrollment.

Line: 3
Item: Eligibility
Comment: Eligibility for this program is established in AR 601-210, chapter 10. In addition those soldiers that are being discharged under chapter 16-2, AR 635-200 for the purpose of entry into Army Senior ROTC as a non-scholarship advanced course cadet, are eligible for this program.

Line: 4
Item: Processing Procedures
Comment: Upon determination of eligibility the following guidance applies to the components as indicated.
a. ARNGUS. If processing for ARNGUS unit affiliation under this program, acceptance as a SMP member is required by the appropriate state.
b. USAR. If processing for USAR unit affiliation under this program, telephonic coordination with the desired unit is required after locating a "09R" position on RETAIN. After approval by the unit commander or a designated representative, the position can be secured and accessed on RETAIN.

Line: 5
Item: Additional Information
Comment:
a. Soldiers assigned to ARNGUS and USAR units under this program are not authorized payment of an Affiliation Bonus or a Prior Service Bonus.
b. Orders will be amended or endorsed per AR 600-8-105
c. Forward the soldier's MPRJ and copies of transfer packet to proper ROTC Region commander.

Table E–11
National Army Medical Department (AMEDD) Augmentation Detachment (NAAD).

Line: 1
Item: Name Of Option Comment: National Army Medical Department (AMEDD) Augmentation Detachment (NAAD)
Comment: none

Line: 2
Item: Description of Option
Comment: The NAAD program was developed to offer soldiers in the MOS of 91C (Practical Nurse) the option for unit membership in the event there are no positions available in units located within a reasonable commuting distance (per AR 140-10, Assignments, Attachments, Details, and Transfers, paragraph 1-10a), from their residence. This is not a valid option when a soldier can be assigned to a valid 91C vacancy within a reasonable commuting distance.

Line: 3
Item: Eligibility
Comment: In addition to meeting the basic eligibility requirements of chapter 7, paragraph 7-4 the soldier must meet the following requirements:
a. Be MOS 91C qualified
b. Hold a current, unrestricted license as a Licensed Practical Nurse (LPN) or Licensed Vocational Nurse (LVN).
c. Live in the Continental United States.

Table E–11
National Army Medical Department (AMEDD) Augmentation Detachment (NAAD).—Continued

d. Have a current physical (within the last five years).
e. Have more than nine months remaining on their MSO.
f. Have no unit opportunities in MOS 91C within the normal reasonable commuting distance as described in AR 140-10, Assignments, Attachments, Details, and Transfers.

Line: 4
Item: Processing procedures
Comment:
a. The Career Counselor must build soldier into RETAIN, complete the NAAD Attachment nomination form, review with the soldier the Memorandum For Commander National AMEDD Augmentation Detachment, acknowledging the soldier's understanding of requirements for 91C career field soldiers attached to NAAD, and obtain a copy of the following forms:
(1) DA Form 2A
(2) DA Form 2-1
(3) SF 88 and 93
(4) licenser documentation
(5) Send a copy of all the forms to the USARC HRC-Alexandria Liaison. Fax copy is authorized.
b. The HRC-Alexandria Liaison will validate soldier's eligibility and identify a unit for NAAD attachment, then forward packet to NAAD chief for approval. Disposition of the nominees packet will be sent through A RETAIN hotline message to the career counselor. If approved, the hotline message will contain appropriate vacancy information to complete the unit assignment.
c. Use one order for the assignment and attachment as follows:
(1) Add the following after the "Assignment to" information: "with further attachment to the National AMEDD Augmentation Detachment (NAAD) (W7XQ03), 3800 N. Camp Creek Pkwy SW, Atlanta, GA 30331-5099 for training and administration."
(2) Include the following in "Additional instructions": "Forward MPRJ, health and dental records, licenser documentation, and associated records directly to the NAAD."
d. After the assignment is confirmed, ensure the MPRJ and associated records are mailed to:
Commander
National AMEDD Augmentation Detachment
ATTN: AFRC-NAD
3800 North Camp Creek Parkway, SW
Atlanta, Georgia 330331-5099

Appendix F
Addresses and points of contact

For Information, addresses for State or Local ARNG activities and general information concerning Army National Guard units, contact:
Chief, ARNGUS
ATTN: NGB-ARP-R
111 South George Mason Drive
Arlington, VA 22204-1382

Phone: DSN: 327-7144
Commercial: 703-607-7174
FAX: 703-607-7185

Table F–1
Listing of State Adjutants General addresses for distribution of enlistment packets

State	Address Listing of State Adjutants General addresses for distribution of enlistment packets
AL	P.O. BOX 3711 MONTGOMERY, AL 36109-0711
AK	3601 C ST., SUITE 620 ANCHORAGE AK 95503-5989
AR	ATTN TAG-AZ-RR Camp Robinson N. LITTLE ROCK, AR 72118-2200

Table F–1
Listing of State Adjutants General addresses for distribution of enlistment packets—Continued

State	Address Listing of State Adjutants General addresses for distribution of enlistment packets
CO	300 LOGAN ST DENVER CO 80203-4072
CT	360 BROAD ST HARTFORD CT 06105-3795
DC	2001 EAST CAPITOL ST WASHINGTON DC 20003-1719
DE	FIRST REGIMENT RD WILMINGTON DE 19808-2191
FL	STATE ARSENAL ST AUGUSTINE FL 32084-1008
GA	DEPT OF DEF MIL DIV PO BOX 17965 ATLANTA GA 30316-0965
GU	622 EAST HARMON INDUST PK RD FORT JUAN MUNA TAMUNING GUAM 96911-4211
HI	3949 DIAMOND HEAD RD HONOLULU HI 96816-4495
IA	CAMP DODGE 7700 NW BEAVER DRIVE JOHNSTON IA 50131-1902
ID	PO BOX 45 BOISE ID 83707-0045
IL	1301 MCARTHUR BLVD SPRINGFIELD IL 62702-2399
IN	MILITARY DEPT OF INDIANA PO BOX 41326 INDIANAPOLIS IN 46241-0326
KS	PO BOX C-300 TOPEKA KS 66601-0300
KY	BOONE NATIONAL GUARD CENTER FRANKFORT KY 40601-6168
LA	HQ BLDG JACKSON BARRACKS NEW ORLEANS LA 70146
MA	25 HAVERHILL ST CAMP CURTIS GUILD READING MA 01867-1999
MD	MILITARY DEPT 5TH REGIMENT ARMORY BALTIMORE MD 21201-2288
ME	CAMP KEYS AUGUSTA ME 04333-0033
MI	2500 S WASHINGTON AV LANSING MI 48913
MN	VETERANS SERVICE BLDG ST PAUL MN 55155-2098
MO	1717 INDUSTRIAL DR JEFFERSON CITY MO 65109-1468
MS	PO BOX 5027 JACKSON MS 39216-1027
MT	PO BOX 4789 HELENA MT 59604-4789

Table F–1
Listing of State Adjutants General addresses for distribution of enlistment packets—Continued

State	Address Listing of State Adjutants General addresses for distribution of enlistment packets
NC	4105 REEDY CREEK RD RALEIGH NC 27607-6410
ND	FRAIN BARRACKS PO BOX 5511 BISMARK ND 58502-5511
NE	1300 MILITARY RD LINCOLN NE 68508-1090
NH	STATE MILITARY RESERVATION 1 AIRPORT RD CONCORD NH 03301-5353
NJ	EGGERT CROSSING RD CN 340 TRENTON NJ 08625-0340
NM	PO BOX 4277 SANTA FE NM 87502-4277
NV	2525 S CARSON ST CARSON CITY NV 89701-5502
NY	330 OLD NISKAYUNA RD LATHAM NY 12110-2224
OH	2825 W GRANTVILLE RD COLUMBUS OH 43235-2712
OK	3501 MILITARY CIRCLE NE OKLAHOMA CITY OK 73111-4398
OR	2150 FAIRGROUNDS RD NE SALEM OR 97303-3299
PA	DEPARTMENT OF MILITARY AFFAIRS ANNVILLE PA
PR	PO BOX 3786 SAN JUAN PR 00904-3786
RI	1051 NORTH MAIN ST PROVIDENCE RI 02904-5717
SC	1 NATIONAL GUARD RD COLUMBIA SC 29201-3117
SD	2823 WEST MAIN STREET RAPID CITY, SD 57702-8186
TN	HOUSTON BARRACKS PO BOX 41502 NASHVILLE, TN 37204-1501
TX	PO BOX 5218 AUSTIN, TX 78763-5218
UT	PO BOX 1776 12953 MINUTEMAN DR DRAPER, UT 84020-1776
VA	501 E FRANKLIN ST RICHMOND VA 23219-2317
VI	FAB ALEXANDER HAMILTON AIRPORT ST CROIX US VI 00820-1150
VT	BLDG 1 CAMP JOHNSON WINOOSKI VT 05404-1697
WA	CAMP MURRAY TACOMA WA 98430-5000
WI	PO BOX 8111 MADISON WI 53708-8111

Table F–1
Listing of State Adjutants General addresses for distribution of enlistment packets—Continued

State	Address Listing of State Adjutants General addresses for distribution of enlistment packets
WV	1701 COONSKIN DR CHARLESTON WV 25311-1085

Appendix G
Composition and distribution of enlistment/transfer packets

G–1. Composition and distribution of ARNGUS packets

The following documents will be assembled and distributed as indicated in the following table.

Table G–1
The Composition and Ordering of ARNGUS Packets

Documents or forms	OMPF file	Soldier copy	Office files	Gaining State
DA Form 5691-R	original	copy	copy	copy
DA Form 5690-R	NA	NA	original	NA
DA Form 7249-R (if applicable)	original/copy	copy	copy	copy
DA Form 5435-R	original/copy	copy	copy	copy
Separation Order, Endorsement/Amendment orders	2 copies	copy	copy	copy
DA Forms 2A and 2-1	NA	NA	copy	copy
SFs 88 & 93,	copy	copy	copy	copy
(DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty)	copy	copy	copy	copy
DA Form 5500-R (Body Fat Content Worksheet (Male) or DA Form 5501-R (Body Fat Content Worksheet (Female) Tape test (if applicable)	copy	copy	copy	copy
RETAIN paperwork	NA	NA	original	NA
Sponsorship letter	NA	NA	copy	NA
DD Form 214	copy	original	copy	copy
DD Form 4	original/copy	copy	copy	copy
*DA Form 3540-R	original	copy	copy	copy

OMPF FILE - will be hand caried to unit by soldier, **SOLDIER COPY** - given to soldier, **OFFICE FILES** - maintained for one year (1) year, **GAINING STATE** - forwarded to state ISR coordinator upon receipt of DD Form 214

G–2. Composition and ordering of USAR transfer packets

The following documents will be assembled and distributed as ~indicated in the following table.

Table G–2
Composition and Distribution of USAR Transfer Packets

Documents or forms	OMPF file	Soldier copy	Office files
DA Form 5691-R	original/copy	copy	copy
DA Form 5690-R	NA	NA	original
DA Form 3540-R	original/copy	copy	copy
DA Form 5261-3-R (addendum to DA Form 3540-R)	original/copy	copy	copy
DA Form 5435-R	original/copy	copy	copy
DA Form 5642-R	original/copy	copy	copy
Separation order, Endorsement/Amendment orders	2 copies	copy	copy
DA Forms 2A and 2-1	NA	NA	copy
SF 88, SF 93, (MFR if not available)	copy	copy	copy
Tape test (if applicable)	copy	copy	copy
RETAIN paperwork	copy	copy	original
Sponsorship letter	NA	NA	copy
DD Form 214	copy	original	copy
OMPF FILE - will be hand carried to unit by soldier, **SOLDIER COPY** - given to soldier, **OFFICE FILES** - maintained for one (1) year			

G–3. Composition and distribution of USAR enlistment packets

The following documents will be assembled and distributed as ~indicated in the following table.

Table G–3
Composition and Ordering of USAR Enlistment Packets

Documents or forms	OMPF file	Soldier copy	Office files
DA Form 5691-R	original/copy	copy	copy
DA Form 5690-R	NA	NA	original
DD Form 4	original/1st copy	2nd copy	3rd copy
DA Form 3540-R	original/copy	copy	copy
DA Form 5261-4-R (addendum to DA Form 3540-R)	original/copy	copy	copy
DA Form 5261-5-R	original/copy	copy	copy
DA Form 5435-R	original/copy	copy	copy
DA Form 5642-R	original/copy	copy	copy
Separation order, Endorsement/ Amendment orders	2 copies	copy	copy
DA Forms 2A and 2-1	NA	NA	copy
SF 88, SF 93, (MFR if not available)	copy	copy	copy
Tape Test (if applicable)	copy	copy	copy
RETAIN paperwork	copy	copy	original
Sponsorship letter	NA	NA	copy
DD Form 214	copy	original	copy
OMPF FILE - will be hand carried to unit by soldier, **SOLDIER COPY** --given to soldier, **OFFICE FILES** - maintained for one (1) year			

G–4. Composition and distribution of IRR enlistment packets

The following documents will be assembled in the order indicated ~and distributed in the following manner:

Table G–4
Composition and distribution of IRR enlistment packets

Documents or forms	OMPF file	Soldier copy	Office files
DA Form 5691-R	original	copy	copy
DA Form 5690-R	NA	NA	original
DD Form 4	original/1st copy	2nd copy	3rd copy
DA Form 3540-R	original/copy	copy	copy
DA Form 5435-R	original/copy	copy	copy
Separation order, Endorsement/ Amendment orders	2 copies	copy	copy
DA Forms 2A and 2-1	NA	NA	copy
SF 88, SF 93, (MFR if not available)	copy	copy	copy
Tape Test (if applicable)	copy	original	copy
RETAIN paperwork	copy	copy	original
DD Form 214	copy	original	copy

G–5. Composition and distribution of officer and warrant officer packets

The following documents will be assembled and distributed as ~indicated in the the following table.

Table G–5
Composition and Ordering of Officer and Warrant Officer Packets

Documents or forms	OMPF file	Soldier copy	Office files
DA Form 5691-R	original	copy	copy
DA Form 5690-R	NA	NA	original
DA Form 71	copy	original	copy
REFRAD, Endorsement/ Amendment Orders	2 copies	copy	copy
ORB	NA	NA	copy
SF 88, SF 93, (MFR if not available)	copy	copy	copy
Tape Test (if applicable) RETAIN paperwork	copy NA	original NA	copy copy
DD Form 214	copy	original	copy

Appendix H
Army Retention Program Operations During Periods of Increased Readiness or Mobilization

H–1. Missions, accomplishments, recognition, and incentive programs

a. The Secretary of the Army (SA) may suspend or cease Army Retention Program operations during periods of increased readiness or mobilization, as required.

b. Changes to program missions, duties, responsibilities, and HQDA recognition programs will be announced as required by the Office of the Deputy Chief of Staff for Personnel—DAPE-MPE-PD.

H–2. Policy for contingency plans

a. MACOM, corps, divisions, and installation commanders will develop, implement, evaluate, and maintain contingency plans to continue Army Retention Program missions, tasks, and functions.

b. Plans will provide the highest priority, including maximum access to all available Active Army and RC Career Counselor personnel resources, support, and program assistance, to the forward Theater Commander, in support of all forces, units, and soldiers within the theater of operations.

c. Modern doctrine and lessons learned from previous contingencies, require a flexible force structure capable of accomplishing Army Retention Program missions, while operating in a multiple command task force or detached unit environment. Fragmentation, resulting from unit, section, and individual soldier attachment, detachment, or reassignment, severely hampers traditional unit structured retention program effectiveness. Accordingly, plans will focus on supporting all soldiers and units, regardless of organizational affiliation.

d. During deployments, it is mandatory that proper telecommunications capabilities be provided to enable career counselors to link with HQDA and other higher headquarters. Senior Career Counselors and Commanders have the responsibility to provide automation support activities with detailed needs prior to any such deployments or exercises. This support is mission essential and will be included as part of the personnel operations and training movement plans.

e. Deployment Special Operating Procedures (SOP) should contain specific guidance for minimum documentation needed upon deployment. DA form 4591-R and DA form 2A and 2-1 are essential items to be considered.

H–3. Deployment of career counselors

a. During periods of mobilization, soldiers performing duties as Reenlistment NCOs may possess a skill (PMOS or SMOS) critical to their unit's success. Upon receipt of official notification or alert for deployment, a Battalion Reenlistment NCO may, consistent with the commander's desires, be returned to normal PMOS duties. When this occurs, battalion level commanders will notify the brigade level commander of the need for battalion retention support.

b. Career counselors assigned to MTOE units are assets of their assigned units As such they will deploy with their

units to forward theater of operations. Career counselors assigned to TDA unit will deploy at the discretion of the commander.

Appendix I
Counseling requirements of the Uniform Code of Military Justice (UCMJ)

Appendix I includes extracts from Articles 83, 85 and 86 of the Uniform Code of Military Justice (UCMJ). Prior to the administration of the oaths of reenlistment, extension, or transition, the administering officer will explain and ensure that the soldier fully understands the following text of the UCMJ.

a. Article 83— Any person who—

(1) Procures his or her own enlistment or appointment in the armed forces by knowingly false representation or deliberate concealment as to his(her) qualifications for that enlistment or appointment and receives pay or allowances thereunder.

(2) Procures his or her own separation from the armed forces by knowingly false representation or deliberate concealment as to his or her eligibility for that separation, shall be punished as a court-martial may direct.

b. Article 85— Any member of the armed forces who does the following.

(1) Without authority goes or remains absent from his or her unit, organization, or place of duty with intent to remain away therefrom permanently.

(2) Quits his or her unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important service.

(3) Without being regularly separated from one of the armed forces enlists or accepts an appointment in the same or another one of the armed forces without fully disclosing the fact that he(she) has not been regularly separated, or enters any foreign armed service except when authorized by the United States; is guilty of desertion.

c. Article 86— Any member of the armed forces who does the following.

(1) Fails to go to his(her) appointed place of duty at the time prescribed.

(2) Goes from that place.

(3) Absents himself (herself) or remains absent from his or her unit, organization, or place of duty at which he or she is required to be at the time prescribed; shall be punished as a court-martial may direct.

Appendix J
Facilities and Publicity

J–1. Facilities

a. Retention activities will be carried out in favorable surroundings. Locations in which interviewing, counseling, and related activities take place should ensure-

(1) Privacy.

(2) An informal, friendly atmosphere.

(3) An effective display of retention literature.

(4) Access to all necessary material, directives, and other sources of information needed for interviewing and counseling.

b. A retention office should be centrally located and attractively furnished. When available, a separate building is desired. The retention office will be identified by signs located throughout the area showing location and telephone extension. When possible, retention offices should not be a part of, or occupy office space with, military personnel offices.

J–2. Publicity

The Army Retention Program will be supported by promotional materials developed and distributed by HQDA and USAREC. In addition to those items provided by the Army, each command should develop additional ideas to publicize retention opportunities.

a. Retention posters and displays will be featured in all locations frequented by enlisted personnel. Posters will be changed as needed and kept in good condition.

b. Retention material will be made available at all times. Self-service displays will be maintained in unit areas.

c. Outside displays with all weather protection should be made where possible.

d. Retention publicity materials are distributed and may be requisitioned as follows:

(1) When a retention publicity item is printed or reprinted, it is automatically distributed to all Retention Publicity Item (RPI) account holders.

(2) Items stocked by AG publications centers may be requisitioned by submitting a request to Cdr, USAREC, ATTN: RCRM-LO-PM, Fort Knox, KY 40121.

e. Suggestions for retention advertising should be sent to Cdr, USAREC, ATTN: RCAPA-PC (Retention), Fort Knox, KY 40121. An information copy will be sent to Cdr, HRC-Alexandria, ATTN: AHRC-EPR-P, Alexandria, VA 22331-0450.

f. A section of the unit bulletin board, or a separate board, will be properly labeled for the display of retention material. The name, location, and telephone number of the unit Retention Officer, unit Reenlistment NCO, primary duty Career Counselor, and Reserve Components Career Counselor serving the unit will be posted on the board. Current program information will also be posted, i.e. BEAR Program newsletter, SRB information, In/Out Calls Message, etc. Copies of duty appointment orders will not be posted on this board.

Glossary

Section I
Abbreviations

AA
Active Army

ABCMR
Army Board for Correction of Military Records

AC
Active Component

ADAPCP
Alcohol and Drug Abuse Prevention and Control

ADT
active duty for training

AEA
assignment, eligibility, and availability

AGR
Active Guard Reserve

APFT
Army Physical Fitness Test

ARNG
Army National Guard

ARNGUS
Army National Guard of the United States

AR-HRC-Alexandria
U.S. Army Reserve Personnel Command

ASVAB
Armed Services Vocational Aptitude Battery

AUS
Army of the United States

AWOL
absent without leave

BASD
basic active service date

BEAR
Bonus Extension and Retraining

BT
basic training

CAP
Centralized Assignment Procedure

CAR
Chief, Army Reserve

CCF
central control facility

CDR
commander

CG
commanding general

CID
Criminal Investigation Division

CMF
career management field

COG
convenience of the Government

COHORT
Cohesion, Operational Readiness, and Training

CONUS
continental United States

DA
Department of the Army

DCS, G–1
Deputy Chief of Staff, G–1

DEROS
date eligible for return from overseas

DLAB
Defense Language Aptitude Battery

DMPM
Director of Military Personnel Management

DOD
Department of Defense

DODFMR
Department of Defense Financial Management Regulation

DROS
date returned from overseas

EAD
entry on active duty

ECN
extension control number

EDAS
Enlisted Distribution and Assignment system

EIS
Eligibility Inquiry Section (part of Retention Management Division, HRC-Alexandria)

ENTNAC
Entrance National Agency Check

EPTS
Existed Prior to Service

ERUP
Immediate Reenlistment Prohibition code

ETS
expiration term of service

EW
electronic warfare

FAO
Finance and Accounting Office

FBI
Federal Bureau of Investigation

FORSCOM
Forces Command

GCM
general court martial

GCMCA
General Court-Martial Convening Authority

GED
general education development

HQDA
Headquarters, Department of the Army

HRC-Alexandria
Human Resources Command–Alexandria

IADT
initial active duty for training

IROC
Installation Refrad Officer Counselor

ISA
Installation Support Agreement

INSCOM
U.S. Army Intelligence and Security Command

ISR
Individual Soldier's Report

MOS
military occupational specialty

MPRJ
Military Personnel Records Jacket, U.S. Army

MSO
military service obligation

NAAD
National AMEDD Augmentation Detachment

NAC
National Agency Check

NCO
noncommissioned officer

NGB
National Guard Bureau

NMS
new manning system

NPS
non-prior service

OCAR
Office of the Chief, Army Reserve

ODCS, G–1
Office of the Deputy Chief of Staff, G–1

ODC, G–3
Office of the Deputy Chief of Staff, G–3

OMPF
official military personnel file

OSUT
one station unit training

PCS
permanent change of station

PEB
Physical Evaluation Board

PEBD
pay entry base date

PMOS
primary military occupational specialty

POI
programs of instruction

POR
preparation of replacements for oversea movement

PSC
Personnel Service center/company

PSSP
Personnel Security Screening Program

PST
Prior Service Training

PT
physical training

PW
prisoner of war

QMP
Qualitative Management Program

RA
Regular Army

RC
Reserve components

RCN
Reenlistment Control Number

REFRAD
release from active duty

REQUEST
Recruit Quota System

RPI
Reenlistment Publicity Item

RRB
regular reenlistment bonus

RVS
Reserve Vacancy System

SA
Secretary of the Army

SAV
Staff Assistance Visit

SBI
special background investigation

SCI
sensitive compartmented information

SCMA
Summary Court Martial Authority

SDAP
Special Duty Assignment Pay

SDT
soldier development test

SERB
Selective Early Retirement Board

SIB
SIDPERS Interface Branch

SIDPERS
Standard Installation/Division Personnel System

SIMOS
Space Imbalance MOS (see MOS)

SPCMA
Special Court-Martial Authority

SQI
skill qualification identifier

SQT
skill qualification test

SRB
Selective Reenlistment Bonus

SRIP
Selected Reserve Incentive Program

SRR
Service Remaining Requirement

SSN
social security number

STARS
Software for Total Army Retention Stations

STP
Separation Transfer Point

TPU
troop program unit

TP/TA
transition point/transition activity

TRADOC
U.S. Army Training and Doctrine Command

TS
TOP SECRET

UCMJ
Uniform Code of Military Justice

USAEREC
U.S. Army Enlisted Records and Evaluation Center

USAISC
U.S. Army Information Systems Command

USAR
U.S. Army Reserve

USARB
U.S. Army Retraining Brigade

USAREC
U.S. Army Recruiting Command

USARECSTA
U.S. Army Reception Station

USMEPCOM
U.S. Military Entrance Processing Command

WASH
Washington

Section II
Terms

Army
The Regular Army, Army of the United States, the Army National Guard of the United States, and the United States Army Reserve.

Active Army
The Active Army consists of: (1) Regular Army soldiers on active duty; (2) the Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR) soldiers on active duty; (3) Army National Guard soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component. Excluded are ARNGUS and USAR soldiers serving on: (1) active duty for training; (2) Active Guard Reserve status (AGR); (3) active duty for special work; (4) temporary tours of active duty for 180 days or less; and (5) active duty pursuant to the call of the President (10 U.S.C. 12304).

Career Counselor
Regular Army (RA) Career Counselor (formerly Retention NCO) Reserve Component (RC) Career Counselor (formerly Transition NCO).

The term "Career Counselor" describes the Commander's principal asset responsible for advising soldiers on their careers and the various options offered by an Army Career, whether in the Regular Army or the Reserve Components. RA Career Counselors routinely counsel soldiers on procedures and eligibility for reenlistment in the Regular Army. However, the RA Career Counselor is also responsible for counseling on opportunities available with the US Army Reserve and Army National Guard, and works in tandem with the RC Career Counselor in processing soldiers who separate from the Regular Army and elect enlistment or affiliation with the Reserve components. RC Career Counselors consummate RC contracts, and perform necessary coordinations with RC commands as necessary to facilitate a soldier's affiliation with the Reserve Components, in addition to the counseling associated with their normal duties. Both RA and RC counselors hold the primary career counselor MOS. AR 611–201 fully describes various duty positions within the career counseling MOS.

Careerist
a. A soldier who has more than 36 months of active Federal service. This definition is used only within HQDA and the Department of Defense (DOD) for statistical purposes. A careerist should not be confused with a "second or subsequent termer" as used in assignment of reenlistment objectives.

b. A category of reenlistment objective composed of soldiers on their second or subsequent enlistment who will have more than 10 years of active Federal service at ETS or on their separation date.

Note. Reenlistment objectives are assigned based on date of ETS. However, automated reenlistment credit is awarded based on date of reenlistment.

First enlistment (also initial enlistment)
A voluntary enrollment in the Regular Army (RA) as an enlisted member for the first time by a soldier with no prior RA service or with prior service only in other branches of the Armed Forces.

Cause (with regard to NCOES removal)
Elimination for cause includes conduct, disciplinary or academic deficiency, failure, or a combination thereof. Whether to initiate a Bar to Reenlistment or involuntary separation proceedings is a matter of a commander's judgment, exercised on a case-by-case basis. A bar is a probationary or rehabilative measure, intended to put a soldier on notice

that he or she does not meet standards, but is being given a chance to correct the deficiency or shortcoming. If the soldier corrects the problem, the bar is removed. Initiation of separation proceedings means that, in the commander's judgment, the soldier will never meet standards and that early separation is in the best interest of the service.

First termer
A term used only within HQDA and DOD for statistical purposes to indicate a soldier with 36 months or less of active Federal military service. This term is not the same and should not be interchanged with the term "initial termer."

Immediate reenlistment
A voluntary second or subsequent enrollment in the RA as an enlisted soldier immediately upon separation from active military service in the Army. This term represents a concurrent action in which the separation document is not given to a soldier until the soldier has reenlisted in the RA.

Indefinite Reenlistment
A reenlistment period of an "indefinite or unspecified" term. A soldier on indefinite status has no actual Expiration Term of Service (ETS) date. The soldier's service is governed by maximum Retention Control Points (RCP) (table 3-1) for the specific rank held. Generally, the soldier is permitted to serve up to the RCP for current rank, unless sooner separated or removed from active duty under other law or policies.

Initial termer
A soldier serving on an initial term of active Federal military service, or a soldier who has previously served less than 180 cumulative days on active duty as a member of the Armed Forces.

In-service personnel
Soldiers currently serving on active duty in the Army.

Major commanders
As used in this regulation, the term "major commander" includes the following.

a. Commanding General, U.S. Army Military District of Washington.
b. Commanding General, U.S. Army Materiel Command.
c. Commanding General, U.S. Army Intelligence and Security Command.
d. Commander, Military Traffic Management Command
e. Commander-in-Chief, U.S. Army Europe and Seventh Army.
d. Oversea major Army commanders.
d. Heads of Department of the Army agencies.
e. Commanding General, U.S. Army Criminal Investigation Command.
f. Commanding General, U.S. Army Medical Command (Provisional).
g. Commanding General, U.S. Army Training and Doctrine Command.
h. Commanding General, U.S. Army Forces Command.
i. Commanders, U.S. Army intelligence agencies.
j. Commanding General, U.S. Army Recruiting Command.
k. Commanding General, U.S. Army Pacific.
l. Commanding General, Eighth U.S. Army.
m. Commanding General, U.S. Army Element, Allied Command, Europe.
n. Superintendent, U.S. Military Academy.

Mid-Career
A category of reenlistment objective assigned by HQDA to the major commands listed in the paragraph above. A "mid-career" is a soldier on a second or subsequent period of active Federal military service who will have 10 or less years of active Federal military service on his or her separation date or at ETS.

Persons, applicants, personnel, soldier
These terms, unless used in such a way as to apply to only one sex in general usage, are used in this regulation to mean both men and women.

Prior service personnel
In-service personnel with service before their current period of active duty.

Reenlistee
The soldier reenlisting. Generally used in the same context as "applicant."

Reenlistment eligibility codes
These are codes which are assigned to soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the RC Career Counselor and the U.S. Army recruiter of the soldier's eligibility to reenter the service. They are also referred to as "reentry codes." A listing of these codes is found in AR 601-210.

Reenlistment NCO
A soldier assigned reenlistment duties on a full or part-time basis who does not possess a PMOS within CMF 79.

Reenlistments
All voluntary enrollments after the initial enlistment/induction.

Second or subsequent termer
A soldier who has reenlisted one or more times and is, therefore, on his second or subsequent term of active Federal military service. Soldiers who have prior service in another branch of the Armed Forces enter the Army as a "second or subsequent termer."

Unsuitable soldiers
Soldiers who may exhibit their unsuitability through interests or habits that are detrimental to the maintenance of good order and discipline and who may have records of minor misconduct requiring repetitive corrective or disciplinary action.

Untrainable soldiers
Soldiers who are found lacking in abilities and aptitudes to the extent that they require frequent or continued special instruction or supervision.

Section III
Special Abbreviations and Terms
This section contains no entries.

USAPD

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