

Army Regulation 601–280

Personnel Procurement

Army Retention Program

**Headquarters
Department of the Army
Washington, DC
16 October 2019**

UNCLASSIFIED

SUMMARY of CHANGE

AR 601–280
Army Retention Program

This major revision, dated 16 October 2019-

- o Incorporates and supersedes from Army Directive 2015–31, Requirements for Noncommissioned Officer Promotions (para 3–8f).
- o Changes Indefinite Reenlistment Program to Noncommissioned Officer Career Status Program (para 3–15).
- o Updates reenlistment options and eligibility window (paras 4–1 and 4–2).
- o Incorporates Regular Army transfer of Post-9/11 GI Bill education benefits (chap 6).
- o Changes bar to reenlistment terminology to bar to continued service (chap 8).
- o Updates bar to continued service (chap 8).
- o Incorporates guidance from Army Directive 2017–28, Sergeant and Staff Sergeant Promotion Recommended List (para 8–3).
- o Updates addresses and points of contact for state and local Army National Guard units (app B).
- o Incorporates guidance from Army Directive 2016–19, Retaining a Quality Noncommissioned Officers Corps (throughout).
- o Incorporates guidance from Army Directive 2019–15, Enlisted Centralized Selection Boards (throughout).
- o Moves Army Retention Program procedures and instructions, to include retention control point and bar to continued service procedures, to new DA Pam 601–280 (throughout).

Effective 16 November 2019

Personnel Procurement Army Retention Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:


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History. This publication is a major revision.

Summary. This regulation prescribes the criteria for the Army Retention Program. For those Soldiers serving in the Regular Army, it outlines requirements for immediate continued service of enlistment. For those Soldiers separating from the Regular Army, it prescribes eligibility criteria and options for enlistment or transfer into the Reserve Component (U.S. Army Reserve and Army National Guard).

Applicability. This regulation applies to the Regular Army, and to the Army National Guard/Army National Guard of the

United States, and the U.S. Army Reserve, where indicated. Provisions of this regulation may be amended or suspended, as necessary, in accordance with 10 USC 12305, which authorizes the President to suspend any provision of law related to the promotion, separation, or retirement of military personnel under certain conditions. See 10 USC 12301–10 USC 12305. In cases of conflict between this regulation and any other regulations setting forth retention policy for Soldiers serving in the Regular Army, this regulation will take precedence.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent 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 their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix C).

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 (DAPE–MPE–RT), 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 the Deputy Chief of Staff, G–1 (DAPE–MPE–RT), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1

General

1–1. Purpose

This regulation prescribes criteria for the Army Retention Program and sets forth policies, command responsibilities for immediate continued service of enlistment of Soldiers currently serving in the Regular Army (RA), and enlistment and/or transfer and assignment of Soldiers processing from the RA to the Reserve Components (RCs) of the Army.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

Responsibilities are listed in chapter 2.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS – A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS – A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Goals and mission

Personnel readiness is a command responsibility. All commanders are retention officers, responsible for sustaining 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 eligible RA Soldiers in order to support end-strength and readiness requirements.

(2) Enlist, or transfer, and assign sufficient numbers of eligible Soldiers who are separating from the RA 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 United States Military Academy Preparatory School (USMAPS) and Reserve Officers' Training Corps (ROTC) Green to Gold programs.

b. The Army command (ACOM), Army service component command (ASCC), and direct reporting unit (DRU) commanders are issued retention missions based upon their “fair share” ratio of reenlistment eligible Soldiers.

c. ACOM, ASCC, and/or DRU commanders receive retention missions in the following categories:

(1) RA initial term mission.

(2) RA mid-career mission. Soldiers serving on their second or subsequent term of service, having 10 or less years of active Federal service at expiration term of service (ETS).

(3) RA career mission. Soldiers who will have more than 10 of years of active Federal service at ETS.

(4) RA enlistment and/or transfer mission. This mission is based on the number of eligible Soldiers, in the ranks of private first class through sergeant, scheduled for ETS and may be assigned as required by Headquarters, Department of the Army (HQDA).

(5) As otherwise required by HQDA. This includes the USMAPS and ROTC Green to Gold programs.

d. Deputy Chief of Staff (DCS), 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 (SECARMY) (see chap 11).

1–7. Accomplishments, recognition, and incentive programs

Accomplishments are tracked cumulatively within the fiscal year.

a. Army retention accomplishments. These are credited to each ACOM, ASCC, and DRU as follows:

- (1) RA reenlistments as reported by Reenlistment/Reclassification System (RETAIN) reports.
- (2) Commander, U.S. Army Human Resources Command (HRC) provides data on—
 - (a) RC enlistment and/or transfer information extracted from HQDA automated report systems.
 - (b) Interim data from the RETAIN or other HQDA automated report systems, as required by HQDA.
- (3) The USMAPS provides input on approved USMAPS applications.
- (4) U.S. 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 ACOM, ASCC, and DRU commanders meeting 100 percent of all assigned missions by 30 September.

(2) *The Secretary of the Army Career Counselor of the Year Award.* The annual SECARMY award recognizes the Army's best career counselors, Regular Army 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 1–6.

(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 and displayed on unit retention bulletin boards (see DA Pam 601 – 280).

1–8. Secretarial authority and statutory entitlement

a. The SECARMY determines qualifications for retention.

b. During periods of partial or full mobilization, the SECARMY will announce contingency specific actions (see chap 11).

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

d. Statutory entitlement, reenlistment, and/or enlistment of officers and warrant officers of the Army.

(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 6 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 formerly discharged RA enlisted Soldiers, and immediately accepted 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 reason not specified in subparagraph (2)(a), below. Officers or warrant officers discharged with other than an honorable discharge (separation), or 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 reenlistment under this section if—

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

1. Misconduct.
2. 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 their participation in a pre-commissioning program that resulted in the Reserve commission during their active duty service.

(3) Commissioned and warrant officers meeting one or more of the below conditions and who do not have a statutory entitlement to reenlist may apply for enlistment in the rank of sergeant. The needs of the Army and an individual's qualifications will determine the rank awarded.

(a) An enlisted Soldier of another service was separated, to enter on active duty as a U.S. Army Reserve (USAR) commissioned or warrant officer.

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

(c) A Soldier with 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) RA 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 duty officer or warrant officer status.

2. Reserve active officer or warrant officer, and RA officer or 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, will be retained on active duty in accordance with 10 USC 1176.

f. Once released, separated, or discharged from the RA, former officers, warrant officers, and enlisted Soldiers should refer to AR 601–210 for information regarding reentry.

1–9. Policy

Department of the Army (DA) policy is that only those Soldiers who have maintained a record of acceptable performance will be offered the privilege of reenlisting within the RA, or transferring or enlisting into the RC. Other Soldiers may be denied reenlistment, separated under appropriate administrative procedures, or barred from continued service (see chap 8 of this regulation and/or DA Pam 601–280).

1–10. 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, promotable colonels serving in a general officer duty position stated above may also exercise this authority. The provisions of DA Pam 601–280 apply to this authority.

b. Officers in the rank of major who are serving in authorized lieutenant colonel command positions, to include as acting commanders, are authorized to perform all retention actions requiring the recommendation or decision of a lieutenant colonel commander. This includes field-grade officers designated as rear detachment commanders of deployed units.

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 and commandants should follow all requirements that are specified for company-level commanders in this regulation. These commanders and commandants may approve DA Form 3340 (Request for Continued Service in the Regular Army), and initiate or recommend approval on all other actions including, but not limited to, bars to continued service, waivers, and retention related exceptions to policy. They may not—

(1) Disapprove a reenlistment, a RC transfer or enlistment, an extension of enlistment, or any 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 may not disapprove—

(a) DA Form 3340.

(b) DA Form 3072 (Waiver of Disqualification for Reenlistment in the Regular Army), which 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 DA Form 4991 (Declination of Continued Service Statement).

(d) A Soldier’s request for removal of a bar to continued service. Additionally, if upon review of a bar, the warrant officer commander or enlisted commandant believes the bar should remain in effect, he or she will forward a written justification to the first commander who is a commissioned officer in the chain of command for determination (see DA Pam 601–280).

(2) Administer oaths of enlistment, reenlistment, or extension of enlistment (see DA Pam 601–280).

(3) Sign as the administering officer, consistent with governing laws and this regulation—

(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. If required, the commander will forward the Soldier’s request for continued service with the commander’s recommendation, through command channels to the first colonel or higher in the Soldier’s chain of command. 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. In cases where a Soldier’s commander believes it is not in the best interest of the Army for the Soldier to continue to serve, the commander will take one of the following actions listed below.

(1) If a Soldier does not meet the retention eligibility criteria (see chap 3), the unit commander will disapprove the DA Form 3340, unless the Soldier is recommended for a waiver. Commanders should consider initiating a bar to continued service if the Soldier meets criteria for a bar to continued service (see chap 8).

(2) If a Soldier meets the retention eligibility criteria (see chap 3), but fits the bar to continued service criteria (see chap 8), then the commander will initiate a bar to continued service (see chap 8 for approval authority).

(3) If a Soldier meets retention eligibility criteria (see chap 3), but the unit commander believes it is not in the best interest of the Army for the Soldier to continue to serve, the unit commander will forward the Soldier's request for continued service through command channels to the first brigade-level commander or 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 the recommendation is supported, the commander will provide his or her comments as an endorsement to the DA Form 3340, through the servicing career counselor to the HRC Commander. The HRC Commander may deny continued service to any Soldier who does not have a statutory entitlement to reenlist (see chap 4). Any commander who is a commissioned officer in the Soldier's chain of command may stop the denial process and approve the Soldier's request to reenlist or extend.

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 appoint, in writing, Soldiers serving as the command or installation senior career counselors to perform duties as retention officers.

1–11. Communication with Headquarters, Department of the Army and other government agency channels

The cases of Soldiers who desire retention, enlistment, or transfer will be handled at the local level when possible. Soldiers will not visit or contact HQDA in any way, or other government agencies responsible for processing or acting on such cases without first using 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 and overview

a. The Army Retention Program is a commander's program that follows specific guidance, directives, and policies set by HQDA, as a result commanders, by virtue of their position, are the retention officers 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 or her position, the retention NCO for their command. Career counselors will report directly to the CSM. To be truly effective, efforts to retain eligible Soldiers, the 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 NCOs. 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. Paragraph 11–2 provides additional responsibilities for Army Retention Program operations under mobilization contingencies.

2–2. Deputy Chief of Staff, G–1

The DCS, G–1 has Army General Staff responsibility for personnel sustainment. DCS, G–1, as the retention proponent, delegate's additional responsibilities to the following subordinate organizations:

a. Directorate of Military Personnel Management. The DMPM will—

(1) Direct the development of, and exercise Army Staff supervision over the execution of, plans, policies, guidance, directives, and procedures for all matters that impact the Army Retention Program. Additional DMPM responsibilities include: serving as policy proponent for AR 601–280; determining and assigning reenlistment, RC transfer and/or enlistment, and special missions to ACOMs, ASCCs, and DRUs; hosting annual the Worldwide Retention Training Seminar and ACOM, ASCC, and DRU Retention Steering Group; and conducting the SECARMY Career Counselor of the Year Competition. The DMPM is also the policy proponent over the following functional proponents: Chief, National Guard

Bureau; Chief, Army Reserve; Commander, U.S. Army Human Resources Command; and Commandant, U.S. Army Recruiting and Retention College.

(2) Through the Senior Army Career Counselor, at a minimum—

Note. The Senior Army Career Counselor is the program's leader, senior manager, policy administrator, and expert technical advisor to the senior Army leadership; DCS, G-1; and DMPM on all retention aspects of the Army Retention Program.

- (a) Administer daily operations of the Army Retention Program.
- (b) Serve as senior advisor to the DMPM; Sergeant Major of the Army; Chief of Staff, Army; and senior Army leadership on the RA retention program and professional development.
- (c) Be the policy writer and manager of AR 601-280.
- (d) Delegate approval authority for retention actions to HRC and adjudicate actions elevated by HRC.
- (e) Be the approval authority for exceptions to retention policy.
- (f) Establish the reenlistment window in accordance with Army strategic planning and support of the Army end-strength and readiness requirements.
- (g) Assign mission to ACOMs, ASCCs, and DRUs.
- (h) Exercise operational and strategic supervision of retention programs.
- (i) Fulfill responsibilities of the command career counselor.
- (j) Ensure the Director, Retention Department (SGM) of Recruiting and Retention College does the following:
 - 1. Manage all aspects of DA Retention Training (DART) in order to facilitate quality instruction.
 - 2. Request, coordinate, and manage fiscal DART funding requirements through the CG, TRADOC.
 - 3. Serve as the rater for the Senior Career Management NCO. The Senior Career Management NCO is a direct subordinate to the SACC, linking the 79S policy proponent with doctrine. As the designated representative of the SACC on 79S proponent issues, the Retention Department Director has proximity location control of the Senior Career Management NCO.
- (k) Ensure Army Retention Branch takes corrective measures (as appropriate) for Career Counselors and commands who fail to maintain accurate immediate reenlistment prohibition codes (IMPEPR).
- (l) See paragraph 5-2 for Selective Retention Bonus Program responsibilities.
- (m) See paragraph 6-1 for Post-9/11 GI Bill Education Benefits Program responsibilities.
- b. *Commander, U.S. Army Human Resources Command.* The Commander, HRC will—
 - (1) Establish operating procedures and exercise daily control of the Army Retention Program consistent with this regulation and additional DCS, G-1 guidance.
 - (2) Act as the functional proponent of AR 601-280.
 - (3) Provide Armywide RETAIN system support.
 - (4) Develop and implement an annual 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 and/or enlistment process.
 - (5) Assist DMPM in supporting annual Retention Steering Groups, boards, and seminars as required.
 - (6) Manage Army Retention Program, RA, and RC workforce, specifically RA and Active Guard Reserve (AGR) career counselors. Maintain Armywide personnel readiness, ensuring sufficient personnel resources are qualified, trained, developed, and distributed, consistent with DCS, G-1 guidance and table of distribution and allowances (TDA) manpower requirements, through coordination with RC managers as required.
 - (7) Develop a broad base contingency plan to continue Army Retention Program missions, as prescribed by chapter 11, for use during periods of partial mobilization and in support of contingency operations in forward theaters of operation.
 - (8) Develop procedures and programs to implement DA policy pertaining to reclassification, including reclassifications—
 - (a) For staff sergeant (promotable) (SSG(P)) and above, regardless of MOS.
 - (b) Requiring recoupment of bonus.
 - (c) Resulting from change to the MOS structure reflected in DA Pam 611-21.
 - (9) Publish AGR orders for USAR personnel selected for AGR career counselor positions in support of the enlistment and/or transfer of RA Soldiers into the RC.
 - (10) 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, HRC, and Soldiers concerned.
 - (11) Ensure the Retention and Reclassification Branch (RRB), HRC provides monthly deficiency reports to DMPM, Army Retention Branch.

2–3. Chief, National Guard Bureau

The CNGB will—

- a.* Serve as the coordinating agency with the State Adjutants General, regarding operational control of the Army National Guard of the United States (ARNGUS) career counselors who are on AGR status in support of the transfer and/or enlistment of RA Soldiers into the RC.
- b.* Publish AGR orders for ARNGUS personnel selected for career counselor positions, with concurrence from the respective States.
- c.* Provide ARNGUS advertising and publicity support.
- d.* Establish enlistment programs for enlistment or assignment to ARNGUS units.

2–4. Chief, Army Reserve

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.* Classification and/or reclassification authority for Soldiers assigned to TPUs within their commands, except Army RA and AGR Soldiers serving in TPUs. This delegation cannot be delegated below the Army command (ACOM), Army service component command (ASCC), and/or direct reporting unit (DRU) level.
- d.* Coordinate with U.S. Army Human Resources Command (HRC), as needed to ensure that they—
 - (1) Publish AGR orders for USAR personnel selected for AGR career counselor positions in support of the enlistment and/or transfer of Regular Army Soldiers into the RC.
 - (2) Publish reenlistment, extension, PCS, and school attendance orders for USAR career counselors. Distribution will be to all affected commands, personnel service centers, HRC, and Soldiers concerned.

2–5. Commanding General, U.S. Army Training and Doctrine Command

- a.* The CG, TRADOC, through the Commandant, Recruiting and Retention College, will serve as the point of contact for the functional proponent of DA Pam 611–21.
- b.* Approve reclassification of Soldiers in the grade of SSG non-promotable, and below, when their MOS is authorized by the HRC reenlistment and/or reclassification IN/OUT call message or otherwise directed by the HRC (Responsibilities in this paragraph are further delegated to CDRs of TRADOC installations).

2–6. Commanders, Army commands, Army service component commands, direct reporting units, and Army Staff agencies

Commanders, ACOMs, ASCCs, and DRUs reporting directly to HQDA and Army Staff agencies will—

- a.* Execute duties and responsibilities as retention officers.
- b.* Implement and aggressively support and sustain the Army Retention Program within their commands, assigning reenlistment and RC transfer and/or enlistment missions to each major subordinate level commander, requiring all subordinate commanders to do the same.
- c.* Develop an ACOM, ASCC, and/or DRU 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 chap 11).
- d.* Maintain and publish statistics on Army retention, RC enlistment and/or transfer and special program eligible population, 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.
- e.* 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.
- f.* Conduct staff assistance visits (SAVs) in accordance with AR 1–201. Staff assistance visits are not inspections, but are to assist, teach, and train subordinate staff sections on how to meet the standards required operating effectively within a particular functional area. SAVs can occur at the discretion of the commander, or a staff principal at any level can request a SAV from the next higher staff echelon. In addition, though not mandatory, commanders may direct command career counselors to inspect subordinate commands that fail the basic principles and elements of unit success in accordance with AR 1–201, and this regulation. They will establish specific retention criteria, consistent with this regulation and HQDA policy. 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 electronic military personnel office (eMILPO). ACOM, ASCC, and DRUs 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, ACOM, ASCC, and DRU commander guidance, and existing installation support agreements. Visits and inspections may include a random sampling of the next subordinate level. Commands marked at success are not required to be inspected on an annual basis.

g. 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 standards as prescribed by this regulation (see DA Pam 601–280).

h. 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 ACOM, ASCC, and/or DRU commander. Regular Army career counselors are primarily assigned and utilized by a specific unit commander. RC career counselors, other than those assigned to an ACOM, ASCC, and/or DRU or corps headquarters, are primarily the installation commander's program administrator and advisor, 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 DA Pam 601–280).

i. Ensure all career counselors (including additional duty reenlistment NCOs) 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 DA Pam 601–280). ACOMs, ASCCs, and/or DRUs will ensure Regular Army career counselors additionally performing the duties of RC career counselors are sufficiently trained and resourced to accomplish the RC enlistment and/or transfer mission.

j. Ensure subordinate commanders allocate sufficient monetary and personnel resources to implement, sustain, and accomplish Army Retention Program missions and requirements. ACOMs, ASCCs, and/or DRUs 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.

k. 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 DCS, G–1 (DAPE–MPE–RT), Washington DC 20310–0300.

l. Establish an ACOM, ASCC, and/or DRU Retention incentive program. Programs are designed to focus on and to enhance the ACOM, ASCC, and/or DRU commander's ability to accomplish the Army's retention missions, and to recognize superior accomplishments and performance by subordinate commands and responsible individuals.

m. Ensure their subordinate commanders do the following:

(1) Develop and implement policies and actively support an aggressive program designed to accomplish Army retention missions.

(2) Execute duties and responsibilities as retention officers.

(3) Implement and aggressively support the Army Retention Program within their commands, assigning "fair-share" reenlistment and RC transfer and/or 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 and guidance published by HQDA.

(4) 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 chap 11).

(5) Maintain and publish statistics on Army Retention Program-eligible Soldiers, 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.

(6) Ensure all Soldiers serving honorably and faithfully, including those with disqualifications that can be waived, are counseled and interviewed as prescribed in DA Pam 601–280. Soldiers will be informed that retention in the Army is a privilege earned through continued satisfactory performance.

(7) 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.

(8) Ensure all Soldiers scheduled for separation from the Regular Army are counseled and interviewed, as prescribed, by a career counselor for potential enlistment or transfer into the ARNGUS or USAR (see DA Pam 601–280).

(9) 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 standards as prescribed by this regulation (see chap 9).

(10) Ensure all units and organizations are staffed or supported by Regular Army and RC career counselors as required by this regulation (see DA Pam 601–280).

(11) 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.

(12) Ensure training seminars are conducted by each division, brigade, and similar unit at least once per quarter. These seminars 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.

(13) Ensure that reporting of immediate reenlistment prohibition codes (IMREPR), reenlistments, and extensions, via RETAIN, are processed in a timely manner. They will also develop and implement internal procedures ensuring prompt reconciliation of RETAIN reports (see DA Pam 601–280).

(14) Ensure all subordinate commanders allocate sufficient funds, in accordance with applicable provisions of the current fiscal year version of Defense Finance and Accounting Service (DFAS)-IN Regulation 37–1 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 DFAS–IN Regulation 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.

(15) 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 should be 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.

(16) 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.

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

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

n. Serve as retention officer. All commanders, by virtue of their position, are retention officers for their specific command. This duty may not be delegated except as authorized in paragraph 1–9g. The retention officer will—

(1) Make continuing estimates of the Army retention programs (RA 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 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 Regulation 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 in accordance with 10 USC 2261.

o. Ensure the command career counselor does the following (list is not all inclusive and includes para 2–6p):

Note. The command career counselor is the program’s principal, leader, senior manager, policy administrator, and expert technical advisor to the senior general officer on all retention aspects of the Army Retention Program.

(1) Administers daily operations of the commanding general’s retention program and serve on the special staff.

(2) Assigns an annual mission to subordinate commands.

(3) Exercises operational supervision of retention programs designed under the senior mission commander commands of interest.

(4) Enforces Army policy, directives, guidance, and processing procedures for retention and reclassification actions.

(5) Fulfills responsibilities of the Regular Army or RC Army career counselor.

(6) Recommends the relief and reclassification of subordinate career counselors found unfit, unqualified, unable, or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain standards as prescribed by this regulation (see DA Pam 601–280).

(7) Coordinates and ensures installation personnel receive training as needed in support of the Army Retention Program.
p. Ensures the RA career counselor does the following:

Note. The RA career counselor is the program administrator and expert technical advisor to the commander and CSM on all reenlistment aspects of the Army Retention Program.

- (1) Administers daily operations of the commander’s retention program.
- (2) Ensures the commander and CSM are continually updated regarding the readiness posture of the organizational Army Retention Program and compliance with HQDA and higher headquarters regulatory guidance.
- (3) Ensures completion of all required tasks, functions, duties, and program compliance with HQDA and higher headquarters guidance.
- (4) Maintains and publishes statistics on Army Retention Program eligibles, missions, and accomplishments. Maintains mission projections, identifying potentially detrimental trends and/or retention mission shortfalls. Formulates and submits timely and specific recommendations for the commander to implement. Assigns reenlistment and RC enlistment and/or transfer missions to subordinate units.
- (5) Executes and processes contracts of Soldiers for a period of continued service, to include uploading all completed contracts to interactive personnel electronic records management system (iPERMS).
- (6) Exercises operational supervision over subordinate unit retention programs and personnel.
- (7) Prepares and conducts formal training for subordinate and installation personnel as required. Ensures Soldiers are trained and remain sufficiently proficient to performed their assigned duties and responsibilities in support of the Army Retention Program.
- (8) Conducts briefings, including but not limited to, Noncommissioned Officer Development Program (NCODP) training, commander’s call, NCO Call, of current RA and RC information to all leaders and Soldiers.
- (9) Counsels Soldiers and Family members regarding the benefits and opportunities within the Army Retention Program.
- (10) Ensures eligible Soldiers not desiring reenlistment are referred to, and counseled by, the servicing RC career counselor, at a minimum, as specified by this regulation.
- (11) In the absence of an assigned RC career counselor, performs duties and responsibilities in paragraph 2–6*q*.
- (12) Conducts, at a minimum, semi-annual inspections in accordance with AR 1–201. The command or senior career counselor of each corps, division, installation, brigade, group, and battalion will carry out the inspections of their subordinate commands. More frequent inspections or SAVs are at the discretion of the commander. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and be scheduled for reevaluation (generally 30 days). A key area to inspect is ensuring Soldiers are properly counseled as prescribed by DA Pam 601–280. Out brief commander and first sergeant for company level inspections, if necessary. Provide a written report of subordinate retention programs, through the command sergeant major, to the commander at battalion level and higher for corrective action. Inspection report formats, procedures, and additional requirements are at the discretion of the ACOM, ASCC, DRU, or installations or similar units as directed by the installation commander. The RC career counselor will be included in all inspections and visits.
- (13) Advises commanders on bar to continued service preparation, imposition, and removal procedures, impacts, review, and separation requirements.
- (14) Determines continued service eligibility by thoroughly screening the Army Military Human Resource Record (AMHRR), and local training records and rosters, as required by regulatory criteria.
- (15) Operates RETAIN. Ensure correct input into RETAIN of Soldier qualifications and counsel Soldiers regarding available continued service options. Obtain retention control number (RCN) from RETAIN. Report accomplished reenlistments and/or extensions on RETAIN.
- (16) Plans and conducts continued service ceremonies.
- (17) Coordinates with S–1 personnel for pending adverse and/or rank reduction action(s).
- (18) Submits or ensures preparation, timely submission, and processing of RETAIN transactions, including, but not limited to reenlistments, extensions, ETS transactions, IMREPR codes, correction of unresolved errors, and unprocessed transactions. RETAIN confirmations transmit assignment instructions and triggers selective retention bonus (SRB) payments.
- (19) Ensures the Army Retention Program is sufficiently publicized, ensuring information is available and distributed throughout the command.

(20) Assists the commander in developing, implementing, and maintaining an effective awards program, supporting attainment of assigned retention and enlistment and/or transfer missions.

(21) Coordinates payments of retention bonus entitlements and accrued leave, as required, through the servicing finance and accounting office (FAO).

(22) Obtains, from the servicing FAO, up-to-date information on retention bonuses for prospective reenlistees (see DOD 7000.14–R).

q. Ensures the RC career counselor does the following:

Note. The RC career counselor is the program administrator and expert technical advisor to the commander and CSM on all aspects of the Army Retention Program regarding the enlistment and/or transfer of RA Soldiers into the RC.

(1) Administers daily operations of the commander’s RC enlistment and/or transfer responsibilities within the Army Retention Program.

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

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

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

(5) Maintains and publishes statistics on Army Retention Program (Regular Army Soldiers nearing separation) eligibles, missions, and accomplishments. Assign “fair-share” enlistment and/or transfer missions to installation assigned, attached, and supported units and activities.

(6) Coordinates with Regular Army career counselor to ensure all eligible Soldiers scheduled to separate from the Regular Army under honorable conditions are interviewed and properly counseled regarding RC opportunities and benefits.

(7) Encourages non-obligated Soldiers to enlist in the Individual Ready Reserve (IRR) if an RC unit assignment is not available.

(8) Prepares and conducts 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) Conducts briefings, including but not limited to, pre-separation services program briefings (see AR 635–8).

(10) Conducts NCO training, commander’s call, NCO Call of current RC information to all leaders and Soldiers.

(11) Conducts, at a minimum, semi-annual 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 chapter 10. Out briefs commanders and command sergeant majors when available. Provides a written report of subordinate retention programs, through the command sergeant major, to the commander for corrective action. Additionally, provides 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 ACOM, ASCC, and/or DRU.

(12) Determines enlistment and/or transfer eligibility by thoroughly screening AMHRR, and/or local training records and rosters, as required.

(13) Operates RETAIN. Ensures Soldier qualifications are correctly input into RETAIN. Uses software for total Army retention stations to collect Soldier and market data, schedule, and track appointments, record Soldier eligibility, and produce electronically generated documents and statistical reports. Obtains and verifies qualifications and counsels Soldiers regarding available RC enlistment and/or transfer options. HQDA issues guidance and determines RC enlistment and/or transfer. Reports accomplished enlistments and/or transfers on RETAIN. Generate automated reports as required by higher headquarters.

(14) Drafts and executes support agreements with local Directors of Information Management (DOIMs), 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 or the servicing ACOM, ASCC, and/or DRU.

(15) Plans and conducts enlistment and/or transfer ceremonies.

(16) Submits or ensures correct preparation and timely submission of mission accomplishment reports as required by higher headquarters.

(17) Ensures retention publicity items (RPIs) and general retention information is requisitioned, distributed, available, and displayed throughout the command.

(18) Assists 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 or enlisting Soldier.

(19) Obtains, 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 DOD 7000.14–R).

(20) Conducts continuum of service briefings to all separating RA Soldiers.

r. Ensures company commanders do the following:

(1) Execute duties and responsibilities as retention officers.

(2) Develop, implement, and sustain an Army Retention Program, accomplishing all assigned missions, tasks, and 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 and/or transfer counseling is conducted in a timely manner and remarks appropriately documented, as required by chapter 10. Inspect the Army Retention Program, most notably the retention data worksheets, 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 special programs, or enlist and/or transfer into an RC unit. Specifically, the commander will offer incentives, or additional incentives, to Soldiers reenlisting in the Regular Army or affiliating with the RC as required by paragraph 1–6. 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 retention NCO is provided sufficient time to carry out retention duties, while remaining proficient in his or her primary military occupational specialty (PMOS), to include attending retention meetings, seminars, and conferences as announced by higher headquarters.

s. Ensure the company retention noncommissioned officer does the following:

Note. The company retention NCO is appointed by the commander in an additional duty capacity.

(1) Serves as advisor on matters relating to the Army Retention Program, under the operational supervision of the RA career counselor, and coordinates RC information with the RC career counselor.

(2) Maintains and provides monthly, quarterly, and fiscal year statistics for the commander.

(3) Reviews and maintains the retention data worksheets for all Soldiers. Screens 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. Coordinates with career counselor on local RETAIN procedures to update IMREPR codes on the enlisted master file.

(4) Coordinates all reenlistment, extension, and RC affiliation actions and ceremonies through the RA or RC career counselor, as appropriate.

(5) Assists the commander with preparation of bars to continued service on Soldiers not recommended for reenlistment, extension, or continued service.

(6) Contacts and counsels Soldiers recommended for reenlistment, extension, and/or RC affiliation, including those requiring waivers, to give professional guidance.

(7) Prepares DA Form 3340 for the Soldier’s and commander’s signatures.

(8) Coordinates, through RA career counselor to the servicing RC career counselor, referrals of eligible Soldiers declining reenlistment.

(9) Coordinates through the career counselor, with the servicing FAO, Soldiers due SRB entitlement payments, including SRB anniversary payments, and payments of accrued leave, resulting from a previously executed extension of enlistment (DA Form 1695).

(10) Maintains unit retention bulletin board, complete with latest retention information (SRB, incentive programs, and so on), as required by higher headquarters.

(11) Ensures sufficient RPIs are prominently displayed throughout the unit area.

(12) Attends Army DART in order to satisfy additional duty requirements.

Chapter 3

Qualifications for Retention

3–1. Soldier processing

Soldier processing must ensure that all Soldiers accepted for retention possess the required qualifications. It should also ensure that records and reports are fully documented and confirm the Soldier’s military status. Once the Soldier’s military status is confirmed, a DA Form 3286–79 (Statements for Reenlistment) is completed to prevent the possibility of erroneous reenlistments or misunderstandings concerning reenlistment entitlements or assignments (see DA Pam 601–280 for DA Form 3286–79 guidance).

3–2. Determination of qualifications

A Soldier currently serving in the RA who wishes to reenlist or continue service for SRB will submit a DA Form 3340 to their immediate commander (see DA Pam 601–280 for DA Form 3340 guidance). The commander will then determine if the Soldier is eligible for continued RA service. Soldiers must meet the basic eligibility criteria outlined in this chapter.

3–3. Article 104b, Uniform Code of Military Justice

All Soldiers involved in processing reenlistments will pay close attention to Article 104b, Uniform Code of Military Justice (UCMJ). This article states: “Any person subject to this chapter who affects an enlistment or appointment in or a separation from the armed forces of any person who is known to him to be ineligible for that enlistment, appointment, or separation because it is prohibited by law, regulation, or order shall be punished as a court-martial may direct.”

a. Commanders who receive reports or who suspect that a violation of UCMJ, Article 104b may have occurred will conduct or cause to be conducted an inquiry under Rule 303, Manual for Courts Martial. Based on the result of such inquiry, commanders will take such disciplinary or administrative action as may be considered appropriate.

b. Retention 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.

c. Soldiers who have been reenlisted in violation of UCMJ, Article 104b, will be processed according to AR 635–200 (defective enlistments/reenlistments and extensions or separation for misconduct, as appropriate).

3–4. Reenlistment qualification steps

Qualifying a Soldier for reenlistment has five steps. These steps must be followed to ensure that Soldiers being reenlisted meet all statutory and regulatory requirements for immediate reenlistment.

a. Qualification of a Soldier for discharge.

b. Qualification of a Soldier for reenlistment.

c. Qualification for waiver(s), if necessary.

d. Determination of reenlistment periods.

e. Determination of eligibility for reenlistment option(s) (see chapter 4).

3–5. Qualification of a Soldier for discharge

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

a. A Soldier may be discharged for immediate reenlistment at any time during the established reenlistment window, as outlined in DA Pam 601–280. 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 the prescribed reenlistment window, when the Soldier incurs a Service Remaining Requirement (SRR) (see DA Pam 601–280).

3–6. Exceptions to qualifications for discharge

a. Soldiers cannot be discharged for the purpose of immediate reenlistment when a Soldier is flagged, has a personnel action for military occupational specialty (MOS) reclassification pending (includes mandatory reclassification for loss of qualifications as defined by para 4–3), or has a request for joint domicile (either spouse) pending. Soldiers may not reenlist until the pending personnel action has been completed.

b. 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 in accordance with DA Pam 601–280.

3–7. Commander’s evaluation of Soldier for continued service

a. Commanders should evaluate all potential reenlistees under the “whole person” concept. Soldiers who are not considered suitable for future military service should be considered for immediate administrative separation or initiation of a bar to continued service under the provisions of chapter 8. Commanders must carefully assess their Soldiers to ensure only the Soldiers with potential are retained. Commanders may recommend denial of retention for Soldiers under the provisions of paragraph 1–9.

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 non-judicial punishment.

(2) Repetitive non-judicial punishment.

- (3) Low aptitude area scores.
- (4) Pattern of disciplinary incidents.
- (5) Low evaluation reports.
- (6) Slow rank progression resulting from a pattern of marginal conduct or performance.
- (7) Potential for continued service.
- (8) Competency and duty performance.
- (9) Leadership potential.
- (10) Adherence to standards.
- (11) A combination of any or all of the above factors. This list is not considered all inclusive.

3–8. Qualification of a Soldier for reenlistment

a. Age (non-waiverable).

(1) A Soldier must be 18 years of age or older on the date of reenlistment and not more than 60 years old at the new ETS. Soldiers who will have completed 20 or more years of active Federal service 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 60.

(2) Soldiers may serve in the RA up to their retention control point or age 60, whichever occurs first.

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

(1) Be a U.S. 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. Lawfully admitted aliens must have a valid United States Citizenship and Immigration Services (USCIS) I–551 (Permanent Resident Card).

Note. Although non-U.S. citizen Soldiers are not required to attain citizenship, career counselors must ensure Soldiers are aware that this may limit options that require citizenship.

(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, the Republic of the Marshall Islands, or the Republic of Palau. 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 and education (non-waiverable).

(1) Soldiers must meet all trainability and educational requirements for the specific option for which reenlisting. Soldiers classified in special reporting code 09U are not qualified in an authorized Army MOS and are not eligible for reenlistment.

(2) Special training qualifications may be determined from official transcripts and/or records, or 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 required schooling will have committed a fraudulent reenlistment.

d. Medical and physical fitness.

(1) Soldiers must meet the medical retention standards of AR 40–501, or have been found physically qualified to perform in their PMOS per AR 635–40. However, the following exceptions apply:

(a) Soldiers approved for continued service by the physical disability evaluation system may reenlist or extend to their retention control point. However, if the disability for which the Soldier was continued worsens to the degree to make continued service questionable or if the Soldier is diagnosed with new conditions which fall below the medical standards of AR 40–501, the Soldier may be denied retention. If retention is denied, the Soldier must be referred to the physical disability evaluation system.

(b) Soldiers who are qualified for retention by a Physical Evaluation Board will not be denied reenlistment under this provision. Soldiers pending MOS Administrative Retention Review (MAR2) action (per AR 635–40) will not be reenlisted until the MAR2 action has been finalized; however, they may be extended for the minimum time necessary to complete the MAR2 action.

(c) Soldiers determined to be fit for duty by a Physical Evaluation Board, but also determined unsuitable for deployment or worldwide assignment, may not be denied reenlistment. If the SECARMY determines a denial of reenlistment is warranted, the SECDEF shall be the final approval authority for denying reenlistment for unsuitability that is based on medical conditions considered in evaluation (see 10 USC 1214a).

(d) Soldiers may be reevaluated by a Physical Evaluation Board (see AR 635–40) if there is reason to believe a Soldier is unsuitable for continued service due to a previously evaluated medical condition.

(2) Soldiers must have passed their most recent record Army physical fitness test (APFT), within the 9-month period prior to date of reenlistment.

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

(b) Soldiers with temporary physical profiles (profile cannot 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 paragraph (b), 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 paragraphs d(2)(a), (b), or (c), 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.

e. Weight control. Soldiers (except those in para (2)) placed in the Army Body Composition Program per AR 600–9 are not allowed to extend or reenlist unless they are in the RA, 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 when medical separation is not warranted. The approval authority for these exceptions is the GCMCA or the first general officer in the Soldier's chain of command. Approved exceptions under this paragraph are for continued service purposes only, and do not exempt Soldiers from the requirements of AR 600–9.

(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 Army Body Composition Program immediately prior to pregnancy. Extension period will not exceed 7 months from the birth of the child or the termination of pregnancy.

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

(3) Soldiers who do not meet the qualifications of paragraph 3–8e may be granted a waiver by the GCMCA or the first general officer in their chain of command.

f. Rank.

(1) A Soldier may not exceed the retention control points (RCPs) (as shown in DA Pam 601–280) by more than 1 month before expiration of contracted service (continued service).

(2) Soldiers selected for promotion to the rank of Sergeant first class and Master sergeant by a HQDA centralized board will no longer attain an extended RCP (as shown in DA Pam 601–280) until actual promotion pin-on to the higher rank.

(3) Soldiers released from military confinement will have their ETS or RCP adjusted to no later than 180 days from their release date of confinement to be computed from their date of arrival at the Personnel Control Facility (PCF) at Ft. Sill, Oklahoma.

(4) Soldiers with 18 or more years active Federal service who exceed retention control points as a result of a reduction in rank may serve to meet minimum retirement eligibility unless involuntarily separated by the SECARMY or designated representative.

(5) Soldiers who are classified in special reporting code 09U must retire or separate no earlier than 90 days or no later than 270 days after the effective date of classification in 09U. Soldiers who have 18 or more years active Federal service who are classified in 09U 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 active Federal service unless involuntarily separated by the SECARMY or designated representative.

(6) Soldiers not in 09U who have from 18 to 20 years of active service may not be separated unless the convening authority recommends discharge and the Assistant Secretary of the Army (Manpower and Reserve Affairs) has made a final determination in such cases.

(7) Rank eligibility does not apply to Soldiers selected for attendance at an officer training program (for example, Officer Candidate School or Warrant Officer Flight Training).

g. Marital status and number of dependents. A Soldier's marital status and number of dependents is immaterial.

h. Security clearance. Soldiers must hold the required or appropriate interim clearance for their current MOS, or for the MOS for which they are reenlisting or extending as announced by the MOS proponent.

3–9. Moral and administrative disqualifications

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 non-promotable status per AR 600–8–19.

a. Waivable disqualifications are listed below:

(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 DA Pam 601–280).

(2) Absence without leave (AWOL) or lost time for Soldiers may be approved as shown below for cumulative, but not necessarily consecutive days:

(a) For 1 through 15 days AWOL or lost time, commanders (lieutenant colonel) of battalions or battalion-sized units, or Special Court-Martial Convening Authority (SPCMA), as appropriate.

(b) For 16 through 30 days AWOL or lost time, the first general officer or the 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 (AHRC–EPR). This authority may not be further delegated.

(3) Soldiers in the ranks of staff sergeant and above not serving on an NCO Career Status Program reenlistment contract and meeting the criteria below in accordance with AR 623–3 and DA Pam 623–3 are not qualified for reenlistment. Waivers will be submitted through the brigade command level or the first O–6 in the chain of command to Commander, HRC (AHRC–EPR), in accordance with HRC guidance. This includes NCO Evaluation Reports (NCOER) and/or Service School Academic Evaluation Reports covering periods of service after the Soldier’s most recent date of promotion or reenlistment, whichever occurs later.

(a) Soldiers who receive DA Form 2166–8 (NCO Evaluation Report) for the reason of “Relief for Cause” (code 05).

(b) Soldiers who receive DA Form 2166–8 with an entry of “No” in Part IV (Army Values/Attributes/Skills/ Actions).

(c) Soldiers who receive DA Form 2166–8 with an entry of “Fair” or “Poor” in Part V (Overall Performance and Potential).

(d) Soldiers who receive DA Form 2166–9–2 (NCO Evaluation Report (SSG–1SG/MSG)) with an entry of “Did Not Meet Standards” in Part IV (Performance, Evaluation, Professionalism, Attributes, and Competencies) in blocks c, d, e, f, g, h, or i.

(e) Soldiers who receive DA Form 2166–9–2 with an entry of “Not Qualified” in Part V (Senior Rater Overall Potential) in blocks a.

(f) Soldiers who receive DA Form 2166–9–3 (NCO Evaluation Report (CSM/SGM)) with an entry of “Did Not Meet Standards” in Part IV (Performance Evaluation, Professionalism, Attributes, and Competencies) in blocks c or e.

(g) Soldiers who receive DA Form 2166–9–3 with an entry of “Not Qualified” in Part V (Senior Rater Overall Potential) in block a.

(h) Soldiers who receive a DA Form 1059 (Service School Academic Evaluation Report) with a performance summary of “Failed to Achieve Course Standards” in an NCO Professional Development System (NCOPDS) course. This only applies to Soldiers who have not subsequently re-attended and graduated an NCOPDS course.

(4) 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 appropriate command channels in accordance with HRC processing guidance, to Commander, HRC (AHRC–EPR).

b. Soldiers advanced and/or promoted or selected for promotion by a HQDA centralized promotion board for sergeant first class through sergeant major, or attaining semi-centralized promotion list standing to sergeant or staff sergeant after AWOL and/or lost time or courts martial conviction are exempt from this disqualification. For reenlistment purposes, Soldiers recommended by their commander who successfully appear before a promotion board to sergeant or staff sergeant, or who are recommended by their commander and advanced to specialist and below will be considered to possess a waiver of promotion criteria. Soldiers who are successfully retained by the Qualitative Management Program (QMP) board 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 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 continued service 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 (convenience of government, defective enlistments/reenlistments and extensions, alcohol, or other drug abuse rehabilitation failure, entry level performance and conduct, unsatisfactory performance, misconduct, or failure to meet weight control standards) or being processed for voluntary discharge under provisions of AR 635–200 (discharge in lieu of trial by court-martial).

(5) Soldiers in a non-promotable status per AR 600–8–19 without regard to paragraph 1–10 “Has not completed the required NCOPDS course for the higher rank.”

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

(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 as established by Physical Evaluation Board (PEB) proceedings (not entitled to severance pay)).

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

(10) Soldiers who have completed their terms of service and are being separated as conscientious objectors, or Soldiers with religious convictions that preclude unrestricted assignments.

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

(12) Soldiers who have a DA Form 4991 (Declination of Continued Service Statement) in effect. As an exception, Soldiers may request removal of the DA Form 4991 to Commander, HRC.

(13) Soldiers currently enrolled in the Army Substance Abuse Program are not allowed to reenlist. Upon successful completion of the program (see AR 600–85), the Soldier will be allowed to reenlist without waiver if he or she is otherwise qualified for reenlistment. As an exception, Soldiers who need more service to complete the program may be extended for the minimum number of months necessary, by the commander exercising SPCMA (see DA Pam 601–280). 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 Army Substance Abuse Program if, in their opinion, the probability for total rehabilitation does not warrant retention.

(14) Soldiers with prohibited tattoos or other disqualifications per AR 670–1 or other applicable regulations.

(15) Soldiers who have lost PMOS qualification per para 4–3.

(16) 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 for an exception to policy.

e. Soldiers with the disqualifications listed in paragraphs (1) through (12) are ineligible for RA reenlistment at any time. Requests for waiver or exception to policy will not be granted. These Soldiers may also be ineligible to apply for RA enlistment under AR 601–210 at a later date.

(1) Soldiers medically documented as insane.

(2) Soldiers having a history of psychotic disorders.

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

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

(5) Soldiers whose reenlistment would not be clearly consistent with national security interests.

(6) Soldiers being separated under the Personnel Security Program (see AR 380–67).

(7) Soldiers being processed for separation for physical disability under AR 635–40.

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

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

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

(11) Soldiers who are prohibited from possessing firearms or ammunition because of a qualifying conviction for domestic violence under the Lautenberg Amendment and AR 600–20 are not eligible to reenlist. Soldiers identified with a qualifying conviction have an assignment consideration code of “L9.” As an exception, Soldiers may request an extension if pending legal action for expunction or pardon, if otherwise qualified. Proof that the Soldier has initiated a request for expunction or pardon will be provided to the servicing career counselor prior to the Soldier executing an extension. The reason for the extension will be “in the best interest of the Service” and the extension will not exceed 12 months.

(12) Soldiers who are convicted of a sex offense as defined by the National Guidelines for Sex Offender Registration and Notification, Department of Justice, Office of the Attorney General, 2 July 2008 (73 Fed.Reg 38030, 38050–1). Soldiers identified with a qualifying conviction have an assignment consideration code of “L8.” A conviction includes a

conviction at a general or special court-martial but does not include results from a summary court-martial or nonjudicial punishment.

f. Soldiers convicted of a sex-related offense (per 34 USC 20911 or AR 27–10) currently serving in any non-permitted OCONUS locations are ineligible for continued duty at those locations. Accordingly, overseas commanders of ACOMs, ASCCs, or DRUs (per AR 10–87) will identify such Soldiers in their commands, and coordinate with the applicable HQDA assignment authority (that is Commander, AHRC; The Judge Advocate General; or Chief of Chaplains) for reassignment to CONUS or the permitted OCONUS locations (that is Hawaii, Alaska, the commonwealth of Puerto Rico, or territories or possession of the United States) as soon as possible. Soldiers who are deployed to a non-permitted OCONUS location in any status (temporary duty/temporary change of station) will immediately be returned to their parent organization. Command responsibility to reassign or redeploy a Soldier takes precedence over initiation of separation. Accordingly, Soldiers convicted of an offense covered by 34 USC 20911 or AR 27–10 will first be reassigned or redeployed to a CONUS or permitted OCONUS location. The receiving commander will subsequently ensure the initiation of separation in accordance with paragraph *g*.

g. Commanders will initiate the administrative separation of any Soldier convicted of a sex offense (as defined by 34 USC 20911 or AR 27–10), whose conviction did not result in a punitive discharge or dismissal. This applies to all personnel currently in the Army, regardless of when the conviction occurred, and regardless of component and status in said component.

(1) For enlisted personnel:

(a) Commanders will follow current guidance for initiating administrative separation proceedings pursuant to AR 135–178 and AR 635–200.

(b) If the separation authority approves retention of the Soldier, he or she will initiate an action for the exercise of the Secretarial plenary separation authority pursuant to AR 135–178 and AR 635–200.

(c) If an enlisted Soldier was already subject to an administrative separation as a result of a sex-related conviction, yet has been retained, the separation authority will initiate a separation under the Secretarial plenary separation authority pursuant to AR 135–178 and AR 635–200.

(2) For commissioned and warrant officers:

(a) Commanders will initiate an elimination action in accordance with AR 135–175 and AR 600–8–24.

(b) No further action is required if a previously convicted commissioned or warrant officer has already been subject to an elimination action for that conviction, but was retained.

3–10. Waivers and exceptions to policy for meritorious cases

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. Except as shown below, any commander in the chain of command may disapprove any case that does not have merit and/or does not warrant a recommendation for approval without further processing. Each intermediate commander will make a specific recommendation with proper justification.

b. 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.

c. 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, 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.

d. Further guidance on the waivers and exceptions to policy process are located in DA Pam 601–280.

e. Questions concerning eligibility qualifications, disqualifications, waivers, or exceptions to policy will be forwarded through the chain of command to Commander, HRC or HQDA, as prescribed by program guidance, for clarification.

3–11. 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 RA will be the same as that held on the day of immediate reenlistment.

- b. Immediate reenlistments in the RA may be authorized for periods of 2, 3, 4, 5, or 6 years, if otherwise qualified.
- c. Soldiers of the RA who have at least 12 years active Federal service in the Armed Forces as of the day of discharge (see para 3–5) will be reenlisted for an unspecified period of service as outlined in paragraph 3–15, and as specified in the RA reenlistment option (see DA Pam 601–280).
- 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 will be exceeded before termination of contracted service, then the new period of service will not exceed 3 years.

3–12. Processing enlistment and reenlistment requests for officers and warrant officers

Refer to DA Pam 601–280 for enlistment and reenlistment procedures of officers and warrant officers.

3–13. Regular Army enlistment ranks and military occupational specialties for the Army National Guard of the United States or U.S. Army Reserve Soldiers

- a. RC 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 chapter 3. Rank and MOS upon enlistment will be as shown below:
 - (1) Soldiers serving in the rank of sergeant or below may be enlisted in their current rank.
 - (2) Soldiers serving in the rank of staff sergeant or above may be enlisted in the rank of sergeant.
 - (3) If a higher rank is desired, a request for rank determination may be submitted as an exception to policy on DA Form 1696 (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)) to Commander, HRC if—
 - (a) The rank requested is currently held in the ARNGUS or USAR and was previously held in the RA; or
 - (b) If entry level for the Soldier’s PMOS is higher than sergeant, the higher rank may be awarded provided the Soldier meets the time-in-service requirements for promotion to that rank in the RA 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 RA selection board and is subsequently promoted, enlistment is authorized in the new rank and a request for rank determination is not required. If promotion has not occurred, the Soldier will be enlisted in the current rank and retain recommended list status.
- b. Military occupational specialties upon enlistment are as directed by Commander, HRC.
- 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.

3–14. Sergeant Major/Command Sergeant Major retention program

- a. Retention of CSMs and/or sergeant majors beyond 30 years active Federal service are limited to those in nominative assignments and/or selected to fill command sergeant major/sergeant major positions where the commander is a General Officer, member of the Senior Executive Service (or equivalent), or is a CSM at the U.S. Army Sergeant Major Academy or as Executive Officer to the Sergeant Major of the Army.
- b. CSMs and/or SGMs selected under this authority may serve past 30 years active Federal service to complete nominative/specialized assignment requirements. These Command sergeant majors and/or sergeant majors may remain on active duty up to 3 months beyond their projected change of responsibility date or age 60, whichever occurs first. Authorized reenlistment periods in paragraph 3–11 apply.
- c. Retention of CSMs/SGMs identified in paragraph *a* 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/SGM must retire within 6 months after replacement arrives.
- d. Soldiers selected for retention beyond 30 years active Federal service under the provisions of this regulation may be processed for continued service of enlistment, as necessary. ETS adjustments taking a Soldier past 30 years will be adjusted by DCS, G–1 (DAPE–MPE–RT) to allow the minimum time required by the nominative and/or specialized assignment.

3–15. Noncommissioned Officer Career Status Program

The SECARMY may accept RA Soldiers with at least 10 years of service for an unspecified or indefinite term of service in accordance with 10 USC 505. All RA enlisted Soldiers with 12 or more years of active Federal service by the date of discharge may be required to reenlist for an indefinite term, unless otherwise exempted.

- a. *Eligibility.* Reenlistment-eligible RA Soldiers in the rank of staff sergeant through command sergeant major (to include those with approved waivers) with at least 12 or more years of active Federal service on the date of discharge will be required to reenlist for an unspecified period of time (see chap 3). Soldiers with an SRR will only be allowed to reenlist

(not extend) if they have 12 or more years of active Federal service, except for humanitarian reasons or if pending a personnel action.

b. Considerations. Soldiers on NCO Career 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 retention control point for their new rank. Soldiers will not be allowed to exceed the retention control point by more than 1 month. The ETS date established by the new retention control point will supersede the reenlistment term length based on the current DD Form 4.

c. Voluntary separation requests. Soldiers on NCO Career Status may request voluntary separation in accordance with AR 635–200, provided they have met SRRs 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.

d. Reductions in rank. Soldiers on NCO Career Status who are reduced in grade or removed from the centralized promotion list and exceed the applicable retention control point as a result of reduction in rank or removal from the promotion list will be separated not earlier than 90 days or later than 180 days after the effective date of the reduction in rank or removal from promotion list.

(1) Soldiers who have between 18 and 20 years of active Federal service will not be separated under the provisions of AR 635–200. These Soldiers will be permitted to retire on the first day of the month following the month they reach 20 years active Federal service, unless involuntarily separated by the SECARMY or designated representative.

(2) Soldiers with 20 or more years of active Federal service who exceed the retention control point for their current rank due to reduction in grade or removal from the centralized promotion list must retire or separate 90 to 180 days after the effective date of the reduction in grade or removal from the centralized promotion list.

Chapter 4

Reenlistment Options, Reclassification, and Stabilization Agreements

4–1. Reenlistment options

Reenlistment options are designed to meet the personal desires of the Soldier and to fulfill the needs of the Army. Reenlistment options are only available, unless otherwise qualified, to those Soldiers at the rank of Private First Class (PFC) or above, who are considered in the reenlistment opportunity window (ROW); processing may vary. This chapter provides information concerning standards that apply to each of the options offered. Option tables can be found in DA Pam 601–280.

- a.* All applicants must meet the eligibility and qualification standards described in chapter 3 for the desired option.
- b.* Soldiers granted waivers may be reenlisted for any option or period, if otherwise qualified.
- c.* Soldiers requesting reenlistment for an option that requires Personnel Reliability Program 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 (see para 3–6).
- e.* Qualified Soldiers with less than 12 years active Federal service on date of discharge will be reenlisted for 2, 3, 4, 5, or 6 years of service in accordance with HQDA guidance. Those Soldiers in the rank of staff sergeant or higher who, on the date of discharge, have 12 or more years active Federal service will only be permitted to reenlist for an indefinite period, unless otherwise specified by HQDA.
- f.* Reenlistment options are based on the status of a Soldier’s PMOS (see DA Pam 601–280 and current MILPER message).
- g.* Other restrictions on 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 via HQDA message. Career counselors will consult current guidance prior to engaging in specific discussions concerning a Soldier’s reenlistment option.

4–2. Restrictions

- a.* 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 (see DA Pam 601–280).
- b.* Further guidance on reenlistment options and terms can be found in DA Pam 601–280.

4–3. Reclassification of primary military occupational specialty and/or secondary military occupational specialty

- a.* Soldiers will not be reclassified solely because they are not performing duties in their PMOS. However, Soldiers will be routinely reclassified as follows:

- (1) *Administrative reclassification of a military occupation specialty* —
 - (a) For normal career progression.
 - (b) Erroneously awarded entry on ERB. These entries will be deleted per AR 600–8–104.
 - (c) Promotion to, or reduction from, grade that is not in line with, or authorized for, a military occupation specialty (MOS).
 - (2) *Voluntary reclassification.* Soldiers may request voluntary reclassification; however, they must meet the following criteria to be reclassified:
 - (a) The Soldier’s current PMOS must be listed as over-strength (NY), and the requested MOS must be listed as short (YN) on the current Reenlistment and/or Reclassification IN/OUT call message published by the HRC.
 - (b) Soldier must meet the required criteria of DA Pam 611–21 for new MOS.
 - (c) Soldier cannot be on assignment instructions (AI). (Soldier is considered on AI when the assignment has been processed through EDAS, not on the date of notification).
 - (d) Soldier must have completed 12 months at their current duty station.
 - (e) Soldier may not be serving on initial enlistment under the Army Civilian Acquired Skills Program (ACASP) (see AR 601–210).
 - (f) Soldier must agree, in writing, to recoupment of any unearned portion of the MOS-specific enlistment and/or reenlistment bonus received for the current period of service (see chap 5).
 - (g) Soldier must be within 12 months of the DEROS.
 - (h) Soldier may not be within the prescribed reenlistment window.
 - (i) Soldier must have fulfilled all SRRs for promotion and assignments.
 - (j) When stabilized because of reenlistment, Soldier must waive their reenlistment option.
 - (k) Soldier must be fully eligible to reenlist or extend per DA Pam 601–280.
 - (3) *Mandatory reclassification* (Soldier not at fault)—
 - (a) Disqualification resulting from action of the MOS Administrative Retention Review (MAR2).
 - (b) The MOS eliminated from MOS structure.
 - (c) Reserve Component unit re-designation and/or restructure.
 - (d) When directed by HRC (when possible, reclassifications will be limited to SSG and below with less than 15 years of active Federal Service).
 - (4) *Mandatory reclassification* (Soldier determined to be at fault)—
 - (a) Disciplinary action taken under UCMJ when it adversely affects Soldier’s performance in MOS.
 - (b) Loss of MOS qualifications (see DA Pam 611–21). These cases will be determined and documented by a field grade officer. If a Soldier is retained after being processed for separation (see AR 635–200 for Soldiers on active duty, and AR 135–178 for RC Soldiers not on active duty), a copy of the separation approval authority’s decision must be included with the reclassification action.
- b. For reasons not listed above, requests may be processed as an exception to policy, and must identify criteria and document specific rationale showing how approval is clearly in the best interest of the Army. Only those requests that in the opinion of the reclassification authority merit consideration will be forwarded to HRC (AHRC–EPF–R). Documentation may include transcripts, certificates, and/or correspondence showing Soldier’s training and/or educational and work experience for the requested MOS.
- c. For mandatory actions, the effective date for award of the new PMOS will be the date of final action by HRC or by USARC ACOM/ASCC/DRUs, or a date as directed by HRC for RA or by USARC ACOM/ASCC/DRUs for USAR Soldiers. In all cases where HRC awards Soldiers an MOS prior to the completion of formal training, an associated Additional Skill Identifier (ASI) of “4A” will be awarded by HRC (see AR 614–200). In instances where the Soldier is considered at fault—due to their own accord—of not completing MOS training as directed by HRC, ASI “4B” will be awarded (see AR 614–200). In instances where the Soldier is considered not at fault—due to the Army’s inability to schedule MOS training—ASI “4A” will remain until the Soldier completes MOS training.
- d. For voluntary actions, the effective date for award of the new PMOS will be the date of graduation from MOS training or a date as directed by the approval authority for HRC (AHRC–EPF–R) or USAR (ARRC–PRP–E).
- e. A reclassification control number (RCN) is required for all personnel management actions that change a Soldier’s PMOS (not applicable to USAR TPU) and will be cited in MOS orders unless the change resulted from—
- (1) Promotion.
 - (2) Normal career progression.
 - (3) Change to MOS structure.
 - (4) New equipment training.
 - (5) Award or withdrawal of PMOS OOB.
 - (6) Reenlistment retraining.

f. The servicing career counselor responsible for reclassification processing for mandatory and voluntary actions will refer to EDAS for processing procedures. HRC (AHRC–EPF–R) is the approval authority for all RA reclassification actions.

g. Reclassification processing requirements for reenlistment, reclassification, RC assignment, and the Information Management System.

(1) Mandatory actions and requests for MOS-producing Service schools identified in paragraph 8–4 and AR 614–200 will be prepared in hard copy, including current ERB, and be processed through channels to the field, career counselor. The career counselor will complete initial RETAIN “determine eligibility” processing and, if appropriate, forward the documented action to HRC (AHRC–EPF–R).

(2) Voluntary actions will be prepared in hard copy, including ERB, and be processed through channels to the career counselor. The career counselor will process the action on RETAIN “request list–REQL” and, if appropriate, electronically submit to HRC for action. HRC will provide response electronically via RETAIN.

h. The secondary military occupational specialty (SMOS) and additional military occupational specialty (AMOS) provide an alternative specialty for assignment when Soldiers cannot be utilized in their PMOS or CPMOS specialty. All Soldiers, regardless of grade, may possess one SMOS and one AMOS. However, Soldiers will not be awarded a SMOS or AMOS that progresses to their PMOS at the grade of SFC or below. Conditions for award of SMOS or AMOS are as follows:

(1) HRC (AHRC–EPF–R) is the approval authority for award of SMOS to Soldiers with PMOS 00Z and for award of SMOS or AMOS within CMF 18, 97, or MOS 21D, 21P, 37F, 79R, 79S, 79T, 89D, 92R, and 35L.

(2) Award of MOS 31D as a SMOS is not authorized.

(3) For other MOSs, commands with reclassification approval authority (see AR 614–200) may award a SMOS or AMOS when it is determined Soldier meets the MOS eligibility requirements outlined in DA Pam 611–21.

(4) Award of SMOS and AMOS will be done without a RCN and will cite this paragraph as authority on the orders.

i. For USAR Soldiers, USARC (ARRC–PRP–E) is the approval authority for CMF’s 18, 46, and ASI 6T. The ACASP reclassification requests for waiver of formal schooling will be submitted through the chain of command to the USARC ASCCs; ASCCs will coordinate with the appropriate proponent for approval.

j. The USARC, 7th Mission Support Command, and 9th Mission Support Command have authority to reclassify USAR TPU Soldiers during operational necessity. The USARC has the authority to further delegate this authority.

4–4. Stabilized assignments

a. Soldiers assigned to drill sergeant duty will be stabilized in accordance with rules specified under AR 614–200.

b. U.S. Army recruiters in the rank of sergeant or above will be stabilized in accordance with rules specified under AR 601–1 and AR 614–200.

c. Soldiers serving as RA career counselors may only reenlist for the RA reenlistment option listed in DA Pam 601–280.

d. All other special duty assignments will be stabilized in accordance with rules specified by the proponent.

e. Soldiers assigned or on assignment to a unit with a specific SRR must meet the SRR for the unit’s end date as determined by HRC. Soldiers assigned to a unit with a specific end date may reenlist for any option, as long as they are otherwise qualified, as long as the movement is after completion of the unit’s end date.

4–5. Service remaining requirements and use of DA Form 4991

Refer to DA Pam 601–280 for service remaining requirements, extensions of enlistment, and use, execution, processing, and disposition of DA Form 4991.

Note. For information related to transfer of Post-9/11 GI Bill education benefits, refer to chapter 6 of this AR and DA Pam 601–280.

4–6. Extension of Enlistment

All Soldiers qualified for, and desiring, extensions will be counseled by the servicing reenlistment NCO or CC, explaining that reenlistment is normally preferable, over an extension of enlistment, to meet additional service obligations. Upon receipt of the approved DA Form 3340, and verification of eligibility, the servicing CC will obtain an retention control number (RCN) from the Commander, HRC, via RETAIN. The RCN will be entered on the Soldier’s DA Form 1695. Extensions for purposes other than those outlined in DA Pam 601–280 will be evaluated by the Soldier’s immediate commander, approved as outlined, and granted only when the Soldier is within the reenlistment eligibility window. These

extensions will not exceed a cumulative total of 12 months on any one enlistment, unless otherwise specified (*see* DA Pam 601–280).

Chapter 5

Selective Retention Bonuses for Enlisted Personnel

Section I

Programs, Program Responsibilities, Qualification, and Bonus Amounts

5–1. Selective Retention Bonus Program

The entitlement portion of this chapter on pay and allowances has been approved by the Department of Defense (DOD) Military Pay and Allowance Committee. These procedures are prescribed by statute in accordance with 37 USC 331 and 37 USC 373. The SRB Program provides a monetary incentive that may be offered to retain adequate numbers of qualified personnel in certain reenlistment categories.

5–2. Program responsibilities

a. The DCS, G–1 (DAPE–MPE) will exercise general staff supervision over personnel policies governing the 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, Retention and Reclassification Branch for resolution.

b. The Commander, HRC will operate and technically supervise the program under the policy guidance of DCS, G–1 and the Army Retention Program.

c. The ACOM, ASCC, and DRU commanders will—

- (1) Administer the programs for all Soldiers 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.
- (5) Command career counselors will ensure Soldiers are paid in accordance with directives received by HQDA.

d. Command career counselors 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.

e. Commanders responsible for custody of personnel records will—

- (1) Assist command career counselors to identify a Soldier eligible to receive a retention bonus.
- (2) Advise and assist unit commanders, and finance and accounting officers in administering the bonus programs.
- (3) Ensure that correct entries are made promptly on records and reports.
- (4) Report Soldiers receiving an SRB who cannot be properly utilized as surplus (*see* AR 614–200).

f. Unit commanders will ensure proper use of any Soldier receiving an SRB.

g. Career counselors and retention personnel will—

- (1) Coordinate actions for Soldiers who are entitled to receive an SRB but did not receive all monies that were due.
- (2) Ensure that all reenlisting Soldiers eligible for an SRB per this regulation meet all qualifications and receive appropriate bonuses.

5–3. Selective retention bonus

The MOSs designated for the SRB Program will be announced by message from HRC, Retention and Reclassification Branch. The SRB Program is a retention incentive paid to Soldiers who reenlist for a minimum of 3 years in a military skill designated as critical. The objective of the SRB Program is to increase the number of reenlistments in critical MOSs that do not have adequate retention levels to staff the force. The bonus will be paid in addition to any other pay and allowances to which the Soldier is entitled.

5-4. Individual qualifications for a selective retention bonus

a. The bonus may be used to obtain the reenlistment or voluntary extension of an enlistment in exchange for a member's agreement to serve for a specified period in at least one of continued service categories:

- (1) Designated military skill, career field, unit, or grade.
- (2) To meet some other condition or conditions imposed by the Secretary of the Military Department.

b. To be eligible for an SRB, a Soldier must meet all criteria listed by guidance from HQDA, and HRC. The Soldier must—

(1) Be serving within his or her first 20 years of active service. Specific eligibility criteria is announced in the respective MILPER message for each bonus program.

(2) Reenlist in the RA for at least three years or voluntarily extend an enlistment for a period of at least one year on active duty.

(3) Be serving on active duty, other than active duty for training.

(4) Unless otherwise specified by retention guidance, may be in the rank of private first class or higher, and must have 17 months continuous active duty on the date of reenlistment. Completion of the 17 months of continuous active duty need not occur immediately before the date of reenlistment.

(5) Reenlist under one of the conditions below:

(a) Be qualified and reenlist for continued active duty in current PMOS held at discharge or in a MOS within the normal line of progression for PMOS held at discharge.

(b) Reenlist for training in a new PMOS designated as critical as announced by military personnel (MILPER) messages.

(6) If discharged or released from active duty, reenlist within three months after the date of discharge or release from active duty.

(7) Reenlist before the effective date of termination of an MOS from the SRB Program. When an 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.

c. Soldiers assigned or reenlisting (to include current station stabilization reenlistment option) for an authorized MOS included in the current SRB MILPER message (skill qualification identifier, additional skill identifier, or language qualification position) may be entitled to the SRB, if otherwise qualified. Soldiers possessing an MOS with an associated additional skill identifier, skill qualification identifier, or language code listed in the current MILPER message are authorized to receive the SRB, regardless if currently serving in or on assignment to a position designated for the additional skill identifier, skill qualification identifier, or language skill. Soldiers must remain eligible for future assignment in the SRB identified skill qualification identifier, additional skill identifier, or language position. This entitlement includes Soldiers possessing a higher skill qualification identifier based on the order of precedence established by AR 614-200. For example, Soldiers possessing the skill qualification identifier of "V" may receive the bonus for skill qualification identifier "P" or "G," if otherwise qualified.

d. Soldiers may be entitled to the location specific SRB if/when selected to attend training for the appropriate skill qualification identifier, additional skill identifier, or language code with follow-on assignment to a designated location (as announced by MILPER messages), and they are reenlisting to meet the DA imposed SRR under the RA reenlistment option. These Soldiers will not receive their bonus payment until they have completed the associated training and are subsequently assigned to the designated location.

e. Soldiers who reenlist for training in a new PMOS designated as critical as announced by MILPER messages for an SRB will not receive their bonus payment until they have successfully graduated the associated training and are subsequently assigned in that PMOS.

f. The following special conditions should be noted:

(1) Soldiers will not receive an SRB monetary amount for POS.

(2) An officer who reenlists in the RA within three 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 the Commander, HRC.

(3) Soldiers who are selected/detailed as U.S. Army recruiters (skill qualification identifier 4), or other HQDA-directed detailed assignments, are authorized the SRB for their PMOS, if otherwise qualified. This also includes SRBs based on skill qualification identifier, additional skill identifier, or language code.

g. Regardless of whether a Soldier is eligible under paragraph *e*, 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 RA following a discharge from an RC during or at completion of active duty for training, AGR, and Active Duty for Operational Support tours.

(4) Selects an option for retraining, and the successful completion of retraining will result in a change in the Soldier's 3-character PMOS, if the new MOS is not designated critical as announced by MILPER messages at time of reenlistment.

5-5. Amount of payment

a. Bonus computation.

(1) The total amount of the bonus will be determined by computing the Soldier's additional obligated service. The SRB will be specified by MILPER message guidance and adhere to limitations specified by DODI 1304.31.

(2) The total combined retention bonus payments over a career shall not exceed \$200,000 unless exempted by the Under Secretary of Defense.

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) For Soldiers who have received an SRB, extensions are considered prior obligated service (POS) for bonus computation purposes once the extension has commenced. Soldiers whose extensions (excluding Bonus Extension Incentive (BEI)) have not commenced by the date of discharge will be forgiven up to 24 months of the extension.

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

Note. A Soldier who is discharged no more than three 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

Use and Recoupment of Bonus Recipients

5-6. General

This section prescribes policy related to the use of bonus recipients and bonus recoupment. The MOSs designated for award of SRB will be announced by HRC message. DA Pam 601-280 provides instructions for preparation, record maintenance, and financial administration for SRB recipients.

5-7. Written agreement

a. Upon reenlistment with an SRB, the Soldier must sign a written agreement. It states the Soldier has been counseled and understands the conditions under which continued entitlement to the SRB may be stopped and a pro rata portion of the advance bonus payment(s) may be recouped. This agreement will also clearly specify the terms of the active service commitment entitling the Soldier to a bonus.

b. The agreement for an SRB recipient will be a DA Form 4789 (Statement of Entitlement to Selective Retention Incentive). See DA Pam 601-280 for processing guidance on DA Form 4789.

5-8. Use of bonus recipients

The purpose of the SRB Program is to encourage Soldiers to reenlist in critical MOSs, and to serve in those MOSs for the entirety of the enlistment or reenlistment.

a. The use 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 for which the bonus is based. This includes normal skill and career progression for the bonus MOS as published in DA Pam 611-21.

(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 or she 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 used 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 MOSs:

(a) Priority one: Substitutable MOSs listed in DA Pam 611-21 which are currently designated for an SRB.

(b) Priority two: Substitutable MOSs listed in DA Pam 611–21 not designated for an 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 paragraphs (a) or (b) cannot be met, then an exception must be granted by DCS, G–1, (DAPE–MPE).

(3) In an MOS directed by the SECARMY.

b. Soldiers who hold a PMOS listed in AR 614–200 (space imbalanced MOS), and who drew a bonus will be used in the following order:

(1) Per paragraphs 5–7a (1) through 5–7a (3).

(2) Per AR 614–200.

c. The reclassification procedures listed in Chapter 4 of this regulation apply to all bonus recipients.

d. Bonus recipients who cannot be properly used, except space imbalanced MOS recipients, 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 HRC, Retention and Reclassification Branch. Requests will fully justify why the bonus recipient cannot be used in the bonus skill, or why the commander feels such use is not in the best interest of the Army. Waivers for using bonus recipients outside the bonus MOS will not be routinely made.

5–9. Recoupment from Soldiers who fail to complete obligated service and correction of erroneous selective retention bonus cases

Soldiers who voluntarily or involuntarily fail to complete additional obligated service for which an SRB was paid will refund a percent of the bonus equal to the percent of unperformed obligated service. The servicing FAO will recoup the portion of the bonus before the Soldier’s discharge.

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

b. Recoupment of an unearned bonus is not required when 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 any additional unpaid bonus is suspended and will terminate upon commissioning or appointment. However, the entitlement to any 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.

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

d. Cases involving incorrect SRB payments due to career counselor error will be forwarded to HRC, Retention and Reclassification Branch with recommendations for resolution.

5–10. Recoupment from Soldiers who are not technically qualified

The Commander, HRC, 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. Reclassification orders (see 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 unfulfilled 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. Bonus entitlement will not be recouped until a final determination of the Soldier’s appeal or rebuttal has been received, and a determination is made to either: withdraw the minimum security clearance; lose qualification under Personnel Reliability Program; 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 cannot perform in the MOS due to disciplinary action taken under UCMJ or civil court conviction.

(c) The Soldier cannot 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 cannot fully perform in the MOS due to withdrawal of minimum security clearance, loss of qualification under the Personnel Reliability Program, 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.

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) When completion of training results in PMOS reclassification within the same CMF or to a more critical MOS (determined by HRC).

5–11. Recoupment from Soldiers who voluntarily reclassify

Except as provided in paragraph 5–9b(7), a Soldier who voluntarily reclassifies and fails to complete the obligated service will refund an amount equal to the unfulfilled 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.
- b. The effective date of recoupment will be based on the date of reclassification.
- c. Approval authority of all reclassification involving bonus recipients is the Commander, HRC (Retention and Reclassification Branch).

Chapter 6

Regular Army Transfer of Post-9/11 GI Bill Education Benefits

6–1. Program responsibilities

- a. Army G–1 (Retention) will –
 - (1) Approve/Disapprove exception to policy requests to reenlist/extend to meet SRR for Transfer of Education Benefits (TEB).
 - (2) Verify separation approval status in the Disability Evaluation System (DES) process upon submission of request for extension.
 - (3) Provide current DA Forms to Senior Career Counselors to conduct mandatory TEB DES counseling.
- b. HRC, Financial Incentives Branch (FIB) will –
 - (1) Approve/Disapprove Soldiers requesting TEB.
 - (2) Determine Soldiers' eligibility to maintain TEB benefits.
 - (3) Adjust Soldiers' obligation end dates for those previously approved for TEB, requiring an exception (see DA Pam 601–280).
- c. Retention Offices of ACOM/ASCC/DRU will incorporate TEB Program into inspections at all levels to ensure successful accomplishment of subordinates' responsibilities.
- d. Command Career Counselors will –
 - (1) Process exception to policy requests to reenlist/extend to Meet SRR for TEB.
 - (2) Coordinate with Installation offices to ensure Soldiers are referred to their proper approving official.
 - (3) Supervise Senior Career Counselors and Career Counselors to ensure all responsibilities are completed in a timely and proficient manner.
 - (4) Conduct semi-annual training for all assigned Career Counselors.
 - (5) Ensure Soldiers of units within the installation's geographical oversight are supported appropriately.
 - (6) Ensure that Senior Career Counselors (operations level career counselors at a minimum) have e-profile access and pull weekly DES rosters or obtain DES rosters from installation Patient Administration Division (PAD) office for mandatory DES TEB counseling.
- e. Senior Career Counselors will –
 - (1) Conduct individual training for subordinate career counselors.

(2) Manage and request benefits for education administrative services tool (BEAST) (review only) accounts for subordinate Counselors (in accordance with DA Pam 601–280).

(3) Obtain weekly DES rosters, as posted by RRB, HRC to ensure Soldiers are coded with IMREPR 9H.

(4) Conduct mandatory TEB counseling for Soldiers in their units upon entry into DES.

(5) Career counselors assigned to Warrior Transition Units will be required to conduct mandatory DES TEB counseling for all enlisted Soldiers upon in-processing to unit. Mandatory TEB DES counseling will be done on a standard DA Form 4856 (Developmental Counseling Form). These mandatory DES TEB counseling forms will be maintained on file for five years.

f. The servicing Career Counselor (MOS 79S) is the subject matter expert for the transfer of Post-9/11 GI Bill benefits for the enlisted Soldiers of his/her respective unit. Career Counselors will have read only access on the BEAST webpage. Career Counselors will –

(1) Obtain TEB rosters (submitted/pending/rejected) weekly and notify Soldiers of the SRR requirement.

(2) Properly counsel Soldiers on meeting the required service obligation through an extension or reenlistment, if required. Career Counselors will notify applicable Soldiers that they have to take action to meet the required service obligation even if their TEB request was denied due to not meeting the SRR.

Note. Soldiers will be denied in TEB immediately if they do not meet the SRR on the date of submission.

(3) Counsel every Soldier using a DA Form 4856 on the date of reenlistment/extension of the requirement to submit or resubmit their request for TEB (via <https://www.dmdc.osd.mil/milconnect>) immediately upon acquiring the 4-year service remaining requirement. This counseling form will be kept with the Soldier's residual file for the reenlistment/extension.

(4) Notify the Soldier if he/she is eligible to apply for an extension.

(5) Contact HRC, FIB if there is an error with a Soldier's obligation end date.

Note. All other questions or concerns to include any action with Career Counselor error should be directed through the Career Counselor's retention hierarchy to Army G–1 (Retention).

(6) Ensure leaders and Soldiers are aware of program rules and requirements.

(7) Take part in the units' in-processing and clearing checklist.

(8) Provide Soldiers basic TEB information.

(9) Ensure each Soldier understands that his/her obligation end date is verified in TEB.

(10) Ensure each Soldier understands he or she must notify the certifying/approving official if separated before the obligation end date to determine if he/she is eligible to maintain benefits.

(11) Monitor submitted/pending/rejected TEB requests daily.

(12) Contact each Soldier who desires to transfer, but does not have sufficient remaining service (4 years).

(13) Notify Soldiers who are eligible to apply for an exception to explain the requirements of the exception.

(14) Comply with all instructions and responsibilities described herein, or be subject to disciplinary action.

g. Soldiers will –

(1) Provide a signed memorandum of justification for exception to policy requests to reenlist/extend to Meet SRR for TEB (see DA Pam 601–280).

(2) Notify HRC, FIB when he or she is unable to complete TEB service obligation.

(3) Verify his/her status (submitted, pending, approved, or rejected) on the TEB web page in milConnect.

6–2. Eligibility

a. Enlisted Regular Army Soldiers must meet all eligibility requirements in order to transfer their Post-9/11 GI Bill benefits. The Post-9/11 GI Bill is a Soldier's benefit; however, the ability to transfer Post-9/11 GI Bill education benefit was created as an incentive for continued service. To meet these requirements, enlisted RA Soldiers must:

(1) Be eligible for the Post-9/11 GI Bill (Post-9/11 Educational Assistance; DODI 1341.13, Post-9/11 GI Bill; and Post-9/11 GI Bill Policy).

(2) Be on active duty.

(3) Have at least 6 total years of service (RA, another Service, or participating Selected Reserve) on the date of the request.

(4) Have no current actions that adversely affect the Soldier.

Note. This includes any flagging action in accordance with AR 600–8–2 that would prevent the Soldier from being promoted or reenlisting.

(5) Agree to the prescribed additional SRR. All Soldiers who transfer their benefits on, or after, 1 August 2013 will incur a 4 year service obligation.

Note. The SRR starts on the date the Soldier requests to transfer on the TEB webpage (milConnect portal) and is otherwise eligible (to include meeting the 4 year SRR).

- b. HRC, FIB is the certifying/approving official for RA officers and enlisted Soldiers.

Chapter 7

Enlistment and/or Transfer Processing of Soldiers from the Regular Army to the Reserve Component

7-1. Reserve Component

This chapter prescribes policies for the enlistment and/or transfer processing of Soldiers being released from active duty from the Regular Army who elect to affiliate with the ARNGUS, USAR, or the IRR. DA Pam 601-280 provides procedures for the enlistment and/or transfer processing of Soldiers.

7-2. Pre-separation briefing

AR 635-8 requires honorably separating Soldiers (other than retirees) to attend a pre-separation service program briefing. All Soldiers are required to attend a pre-separation service program briefing prior to being released from active duty (see AR 635-8). This briefing is held for Soldiers who are within 90 to 180 days of their ETS. The Reserve Component Career Counselor (RCCC) 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 RCs. The presentation will not be used as a substitute for the required individual Soldier interview directed by this chapter and DA Pam 601-280. At a minimum, information on the following topics will be presented:

- a. Purpose of RC affiliation counseling.
- b. Location and telephone number of local RCCC.
- c. Military service obligations and options for fulfillment.
- d. Basic benefits and options of ARNGUS, USAR, and IRR membership.
- e. Local appointment procedures for RC affiliation counseling.

7-3. Interviews

- a. Reserve Component affiliation counseling will be accomplished in accordance with the guidance provided in chapter 10 of this regulation and DA Pam 601-280.
- b. The counseling requirements (chapter 10 and DA Pam 601-280) apply to affiliation with the ARNGUS or USAR.
- c. All non-retiring company grade officers and warrant officers must be interviewed by the local RCCC upon application for REFRAD or discharge from active duty.

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. Waivers are not authorized for RC enlistment and/or transfer except for special announced programs. Soldiers must meet all eligibility criteria established by this regulation, referenced regulations, and HRC-Reserve Component Transition. Eligibility must be established and verified through records screening by the servicing RCCC prior to processing. Automated systems such as eMILPO and RETAIN will not be used in lieu of a manual records screen to verify personal data or establish eligibility. RCCC will review the DD Form 214 (Certificate of Release or Discharge from Active Duty) on all Soldiers processed for an ARNGUS unit, USAR unit assignment, or IRR enlistment no earlier than 15 business days prior to confirmation. This is to ensure that no discrepancies exist between the eligibility determinations made by the servicing RCCC and the Soldier's character of separation. All discrepancies will be resolved prior to confirmation of the Soldier's reservation. If discrepancies cannot be resolved, reservations will be cancelled.

a. *Eligibility for enlisted Soldiers desiring enlistment or transfer into Army National Guard of the United States units or U.S. Army Reserve units.* 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.* Soldiers must be U.S. citizens or aliens who have been lawfully admitted to the United States for permanent residence. Lawfully admitted aliens must have a valid USCIS I-551.

(3) *Trainability.* Soldiers enlisting or transferring for an MOS, other than a currently held PMOS, SMOS, or AMOS, must meet all the current requirements established by DA Pam 611-21 (via milBook) and the RETAIN MOS qualifications file for the MOS into which enlisting or transferring.

(a) Soldiers requesting retraining into an ARNGUS unit must have a minimum of 3 aptitude area scores of 85 or higher, not including the general test score. The HRC Transition Branch can grant waivers of up to three points in needed aptitude areas for some MOSs. See current TACC messages for excluded CMFs/MOSs from ETP.

(b) Soldiers requesting retraining into a USAR unit must have a minimum aptitude area score of 85 in all areas. HRC Transition Branch can grant a waiver of up to three points (see current TACC message).

(4) *Education.* If accepting retraining, Soldiers must meet all education requirements listed in DA Pam 611–21 and in the RETAIN MOS qualifications file.

(5) *Medical.* Soldiers not qualified to reenlist due to medical and physical fitness criteria contained in paragraph 3–8d are not eligible to join a RC.

(a) Soldiers who have a permanent profile resulting in a disqualification for duty in their MOS must have the results of an MAR2/MEB/PEB authorizing retention in the RA. Soldiers with a three or higher under any portion of their PULHES require further verification to determine eligibility. If a Soldier's profile contains a three or higher under any portion of the PULHES and they have not completed the MAR2/MEB/PEB process, the Soldier is not eligible for transition into the RC.

(b) Soldiers with a Medical Readiness Class (MRC) 3 with Deployment Limiting (DL) codes must be resolved prior to ETS to transition into the RC (see AD 2016–07). The only exception is DL 3 for pregnancy.

(c) Soldiers requesting reclassification must meet minimal profile limitations identified in DA Pam 611–21.

(d) Soldiers must have a Periodic Health Assessment completed within 12 months of separation of active duty, and it must be validated within 15 days of transitioning from active duty. Documentation verifying medical eligibility will be included in the transition packet. The following are authorized documents used to determine medical eligibility:

1. Individual Medical Readiness Report from Medical Protection System.

2. DD Form 2807–1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination)/SF 88 (Medical Record–Report of Medical Examination).

(6) *Human immunodeficiency virus.* Soldiers must meet medical retention standards in AR 40–501 regarding their HIV status.

(7) *Body composition.* Soldiers must meet the requirements of AR 600–9. Soldiers flagged for weight control or APFT are not eligible to transfer into the ARNGUS or USAR or enlist into the IRR. Soldiers with a bar to continued service or who are being involuntarily separated from the Service for failing to meet APFT or weight control standards are not eligible for enlistment in the ARNG, USAR, or IRR.

(8) *Rank.* All Soldiers regardless of rank or enlisted/transfer status, if otherwise qualified.

(9) *Moral and administrative.* The RCCC must review the Soldier's military personnel file to determine if any moral or administrative disqualifications exist. Screen the Enlisted Record Brief (ERB) for bar to continued service data and for lost time and/or confinement data. The military personnel file must also be screened for court-martial orders, flagging actions, and reduction in rank actions. Prior Service female Soldiers separating under the provisions of AR 635–200 (see pregnancy) are eligible for enlistment into the ARNGUS, IRR, or USAR. This is provided the Soldier will not be terminated as a result of the narrative reason for separation. The following is a list of disqualifying moral and administrative factors:

(a) Department of the Army or local bar to continued service. Soldiers who have a DA or local bar to continued service are ineligible for enlistment or transfer. A declination of continued service is not considered a bar to continued service.

(b) Absence without leave and/or confinement. Soldiers with 30 or more days AWOL and/or 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 (see separation for convenience of the government, because of dependency or hardship, defective enlistments/reenlistments and extensions, alcohol, or other drug abuse rehabilitation failure, discharge in lieu of trial by court-martial, entry level performance and conduct, retirement for length of service, unsatisfactory performance, misconduct, or failure to meet weight control standards) are ineligible for enlistment or transfer unless the authority and reason for separation is as follows and the Soldier is otherwise eligible:

1. Paragraph 1–8, secretarial authority (as long as the Soldier retains reenlistment eligibility).

2. Paragraph 3–8, failure after enlistment to qualify for flight training.

3. Paragraph 8–5, early separation to further education.

4. DA Pam 601–280, erroneous enlistments, reenlistments, or extensions.

5. DA Pam 601–280, defective or unfulfilled enlistment or reenlistment agreement.

6. DA Pam 601–280, early release of RC personnel serving AGR tours under 10 USC 12301(d).

(e) Soldiers must not have any active flags.

b. Eligibility for enlisted Soldiers desiring enlistment in the U.S. Army Reserve with assignment to the Individual Ready Reserve. Soldiers who desire enlistment into the IRR are eligible, provided they 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 are addressed in DA Pam 601-280.

7-6. Selected Reserve Incentive Program

The Selected Reserve Incentive Program (SRIP) is governed by AR 601-210 and current Selected Reserve Incentive Programs (SRIP). Soldiers will be processed by the RCCC in accordance with AR 601-210 for all qualified and entitled incentives. The current SRIP guidance must be followed to ensure Soldiers' period of transfer or enlistment meets the minimum time requirement for the incentive desired. The following is a list of SRIP entitlements processed by RCCC under the provisions of AR 601-210. Additional information on education related incentives may be found in AR 621-202.

- a. Enlisted affiliation bonus.*
- b. Prior service enlistment bonus (only offered by USAREC).*
- c. Officer/Warrant affiliation bonus.*
- d. Student Loan Repayment Program.*
- e. Montgomery GI Bill.*
- f. Montgomery GI Bill Kicker.*
- g. AMEDD SRIP incentives (special pay and HPLR).*

7-7. Enlistment and transfer periods for assignment

a. Army National Guard of the United States unit enlistment periods.

(1) Soldiers with a remaining MSO:

(a) Of less than 1 year must enlist for a minimum of 1 year to join the ARNGUS.

(b) Of 1 or more years may enlist for a period of 1, 2, 3, 4, 5, or 6 years, up to their remaining MSO or choose to enlist for any number of whole years in excess of their remaining MSO, up to 6 years.

(2) Soldiers without a remaining MSO, or those with less than 3 months remaining upon ETS may enlist into an ARNGUS unit for a period of 1, 2, 3, 4, 5, or 6 years.

(3) Soldiers eligible for an affiliation bonus must enlist in the ARNGUS for a period of not less than 3 years as a condition of entitlement to that bonus.

b. United States Army Reserve unit enlistment and/or transfer periods.

(1) Soldiers with a remaining MSO:

(a) Of less than 1 year must enlist for a minimum of 1 year to join a USAR troop program unit.

(b) Of 1 or more years may transfer to a USAR troop program unit for the remainder of their MSO, enlist for 1, 2, 3, 4, 5, or 6 years up to their remaining MSO, or choose to enlist for any number of whole years in excess of their remaining MSO, up to 6 years.

(2) Soldiers without a remaining MSO, or those with less than 3 months remaining upon ETS may enlist into a USAR troop program unit for a period of 1, 2, 3, 4, 5, or 6 years; or the IRR for a period of 3, 4, 5, or 6 years.

(3) Soldiers eligible for an affiliation bonus must enlist in the USAR for a period of not less than 3 years as a condition of entitlement to that bonus.

c. Commissioned and warrant officers. Sign an acceptance agreement, DA Form 5691 (Request for Reserve Component Assignment Orders), and report to their units with no transfer period specified. Qualified commissioned officers who elect to transfer to an ARNGUS or USAR unit, and receive the affiliation bonus are obligated to serve in a unit of that component for 36 months upon date of arrival. Appointment as a Reserve commissioned officer is for an indefinite period (10 USC 12203); however, Reserve officers may submit an unqualified resignation upon completion of any contractual obligations and their MSO. After completion of the 36 months, officers may stay, be transferred to the IRR to remain in an indefinite status, or submit an unqualified resignation if they have completed their MSO. Block 6 of DA Form 5691 (term of service) should read INDEFINITE.

7-8. Enlistment ceremonies

Enlistment ceremonies will be conducted in accordance with DA Pam 601-280.

7-9. Accession credit

a. The DMPM of the DCS, G-1 has overall staff supervision of Army retention programs and mission crediting procedures per paragraph 2-3. Missioning procedures may be adjusted by DCS, G-1 at any time depending on critical Army needs.

b. HRC will provide specific accession crediting guidance, subject to DCS, G-1 approval, over RETAIN or through other communications channels as appropriate.

7-10. Quality control actions

a. All RCCC's are required to take every precautionary action necessary to ensure total completeness and accuracy of all forms and documents used for processing Soldier enlistments or transfers.

b. In cases where erroneous or potentially fraudulent information is discovered for enlistments or transfers into ARNGUS units, USAR units, or the IRR, that information will be reported through the chain of command to HRC (AHRC-RCT).

c. Major items of interest on SAVs will include the following:

- (1) Mission.
- (2) RETAIN use.
- (3) Appointment procedures.
- (4) Processing timeframes.
- (5) Eligibility determination.
- (6) Preparation and distribution of packets.
- (7) RETAIN procedures.
- (8) Coordination with RA career counselors, reenlistment NCOs, command sergeant majors, commanders, and transition points.
- (9) Special options, programs, and incentives.
- (10) Accountability, use, and maintenance of computer hardware and software.
- (11) Files.
- (12) Securing ARNGUS and USAR assignments.
- (13) Pre-separation briefing topics and procedures.

7-11. Processing assignments

The processing of assignments for the ARNG, USAR, IRR, and the processing of commissioned and warrant officers desiring assignment to units of the ARNG or USAR will be completed in accordance with DA Pam 601-280. Enlistment transfer packets will include approved documents/forms (for example, DD Form 4, DD Form 214, DA Form 71 (Oath of Office - Military Personnel), DA Form 3540 (Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment), DA Form 5690 (Reserve Components Career Counselor Interview Record), DA Form 5691, and DA Form 7249 (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) based on applicability. Administrative guidance on processing assignments, and composition and distribution of enlistment/transfer packets is also provided in DA Pam 601-280. See DA Pam 601-280 for state and local ARNG unit distribution addresses.

Chapter 8

Bar to Continued Service

8-1. General

This chapter prescribes policy to deny reentry or continued service beyond ETS to Soldiers in any Army component. These policies apply to Soldiers whose immediate separation under administrative procedures is not warranted, but reentry or continued service is not in the best interest of the Army. These Soldiers are considered ineligible for reenlistment or continued service. Policies prescribed herein apply to the field commander's bars to continued service. For procedures on implementing the prescribed policies, refer to DA Pam 601-280. Soldiers may not be reenlisted without the recommendation of the commander; however, if a commander wishes to disapprove a fully eligible (see chap 3) Soldier's request for continued service without a waiver, the commander must submit a bar to continued service, or follow the procedures in paragraph 1-9 of this regulation. Requests for waivers of reenlistment disqualifications may be disapproved under paragraph 3-10. If otherwise qualified, Soldiers may not arbitrarily be denied reenlistment.

8–2. Standards for continued service

a. Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional Soldier’s moral code will be authorized continued service. All Soldiers should be evaluated under the “whole person” concept (see para 3–7). Soldiers who cannot, or do not, measure up to such standards will be barred from continued service.

b. The bar to continued service is a punitive action. Imposition of a bar to continued service does not prevent administrative separation at a later date. The bar to continued service should be initiated before a separation or judicial and/or nonjudicial action because it is intended to put the Soldier on notice that–

(1) He or she is not a candidate for reenlistment or continued service in any Army component.

(2) He or she is a candidate for separation if the circumstances that led to the bar to continued service are not overcome. Soldiers will be advised exactly what is expected for them to overcome the bar to continued service, and will be given explicit timetables to overcome the reasons for the bar.

8–3. Guidelines for use of bar to continued service

a. A bar to continued service may be initiated on all Soldiers, except those with an approved retirement.

b. A bar to continued service may be initiated when separation action is pending in accordance with AR 635–200.

c. A bar to continued service will not be initiated solely because a Soldier refuses to reenlist.

d. A bar to continued service will not be used instead of trial by court-martial, nonjudicial punishment, or other administrative action.

e. A bar to continued service will not be initiated for Soldiers determined to be fit for duty by a Physical Evaluation Board, but also determined unsuitable for deployment or worldwide assignment. If the SECARMY determines a denial of reenlistment is warranted, the SECDEF shall be the final approval authority for denying reenlistment for unsuitability that is based on medical conditions considered in evaluation (see 10 USC 1214a).

f. Soldiers may be reevaluated by a Physical Evaluation Board if there is reason to believe a Soldier is unsuitable for continued service due to a previously evaluated medical condition (see AR 635–40).

g. The fact that a previous disciplinary or administrative action taken did not result in separation does not prevent initiation of bar to continued service. When a Soldier has been considered for separation, and was subsequently recommended for retention, any documents used in that separation action may be used in a subsequent bar action.

h. 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 continued service to deny the Soldier later service in the Army.

i. The fact that a Soldier may have served honorably for a number of years does not prohibit the initiation of bar to continued service procedures, if such action is deemed appropriate.

j. A bar to continued service may be initiated on Soldiers serving on NCO Career Status Program reenlistments. Separation of these Soldiers will be accomplished in accordance with applicable provisions of AR 635–200 and other applicable regulations, as appropriate.

k. A bar to continued service will be initiated and forwarded to the DCS, G–1, who will impose a HQDA bar against any Soldier (RA and USAR (AGR) only) who fails to qualify for mandatory appearance before a promotion board upon attaining primary zone time in service/time in grade (TIS/TIG) eligibility because he or she did not complete mandatory Structured Self-Development (SSD)/ Distributed Leaders Course (DLC) courses.

l. The HQDA bar to continued service puts a Soldier on notice that his or her continued service may not be in the Army’s best interest. Upon imposition of the HQDA bar to continued service, the company, detachment, or comparable commander of the unit the Soldier is assigned or attached for duty and administration will counsel the Soldier regarding the requirement to qualify for promotion board appearance by completing SSD/DLC courses. The commander will review the bar to continued service at least every 3 months after the date of imposition, and 30 days before the Soldier’s scheduled departure from the unit or separation from the Army.

m. Upon completion of each 3-month review, the unit commander will use DA Form 4856 (Developmental Counseling Form) to inform the Soldier that the bar has been reviewed, and will remain in effect unless the Soldier completes the mandatory SSD/DLC courses. The commander notify the Soldier that, upon completion of the fourth 3-month review, separation proceedings will be initiated unless he or she has qualified for appearance before a promotion board by completing the mandatory SSD/DLC courses. The HQDA bar to continued service will be removed when the Soldier meets the SSD/DLC requirement.

8–4. Criteria

Commanders must give special consideration for continued service to the following Soldiers (or similar caliber):

a. Untrainable Soldiers. These Soldiers will be identified as soon as possible with a vision of eliminating them from continued service. When discharge under administrative procedures is not warranted, action will be taken under this regulation to bar the Soldier from continued service with the Regular Army. These Soldiers are often identified by failure to perform the basic tasks required of their PMOS, loss of qualification in PMOS, or the Soldier's inability to be retrained. Additional indicators may include failure to achieve individual weapons qualification, second consecutive failure of the APFT, or substandard evaluation results by the Army Education Activity. Soldiers who meet the minimum standards for their present rank, yet lack the potential to become a supervisor or senior technician may be deemed untrainable.

b. Unsuitable Soldiers. These Soldiers will be identified early in their military service with a vision of eliminating them from continued service. When administrative discharge is not warranted, action will be taken under this chapter to bar the Soldier from continued service with the Regular Army.

c. Single Soldiers and dual-Service couples with dependent Family members. Commanders will initiate a bar to continued service against Soldiers described below who have been counseled per AR 600–20 (see other responsibilities of command), and who do not have an approved family care plan as described in AR 600–20 on file within 2 months after counseling. Soldiers who have overseas assignment instructions will have bars initiated if they are unable to provide names of a guardian who will care for their family members stateside, 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 member(s) or one or more adult dependent family member(s) (for example, handicapped and infirm).

(2) Dual service couples include married Army couples and Soldiers who have military spouses from another Service.

d. Soldiers eligible for initiation of a bar to continued service. Soldiers may be barred from continued service for one, or a combination, of the below listed infractions or reasons. This listing provides examples of the rationale for a bar; it is not exhaustive. Examples are the Soldier—

(1) Is denied continued service by his or her immediate commander.

(2) Is late for formations, details, or assigned duties.

(3) Is AWOL for 1-hour to 24-hour periods.

(4) Has lost clothing and equipment.

(5) Has substandard personal appearance.

(6) Has substandard personal hygiene.

(7) Has continuous indebtedness, reluctance to repay, or late payments.

(8) Has Article 15(s).

(9) Has frequent traffic violations.

(10) Has excessive number of sick calls without medical justification.

(11) Is late returning from pass or leave.

(12) Cannot follow orders; shirks responsibilities; takes too much time; is recalcitrant.

(13) Cannot train for a job; apathetic; disinterested.

(14) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow Soldiers.

(15) Fails 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).

(16) Causes trouble in the civilian community.

(17) Personal behavior brings discredit upon his or her unit or the Army.

(18) Fails to achieve individual weapons qualification.

(19) Fails to pass the record APFT.

(20) Is noncompetitive for promotion.

(a) Has slow rank progression resulting from a pattern of marginal conduct or performance.

(b) Has not demonstrated potential for future service (repeated counseling statements or other indicators).

(c) Has not demonstrated ability to keep pace with others of the same CMF.

(d) Declines attendance in professional development courses.

(e) Not recommended for promotion by unit commander.

(f) Lacks potential to become a supervisor or senior technician.

e. Initiation of bar to continued service or separation proceedings. Commanders must initiate a bar to continued service or separation proceedings (as applicable per AR 635–200) against Soldiers who meet the following criteria. Commanders are not required to initiate a bar to continued service on Soldiers who were promoted, selected in a promotable status, selected for promotion by a HQDA promotion board for sergeant first class through master sergeant, previously rehabilitated from the reasons below prior to 1 March 2012, or reenlisted after the below listed incident(s) occurred.

- (1) Does not make satisfactory progress in the Army Body Composition Program (see AR 600–9).
- (2) Fails two consecutive APFTs (see AR 350–1).
- (3) Is removed for cause from an NCOPDS course.
- (4) Lost PMOS qualification in accordance with DA Pam 611–21 due to fault of the Soldier.
- (5) Is denied by the commander for automatic integration onto the sergeant or staff sergeant promotion standing list in accordance with AR 600–8–19.
- (6) Has an incident involving the use of illegal drugs or alcohol within the current enlistment and/or reenlistment period, resulting in: an officially filed letter of reprimand, a finding of guilty under Article 15, UCMJ, a civilian criminal conviction, or a conviction by court-martial.
- (7) Has two or more separate proceedings under Article 15, UCMJ, resulting in a finding of guilty by a field grade commander during the Soldier’s current enlistment or period of service.
- (8) Is AWOL more than 96 hours during the current enlistment and/or reenlistment period.

8–5. 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 the time of the second three-month review:

- (1) Have between 18 and 20 years of active Federal service. These Soldiers will be required to retire on the last day of the month when they attain retirement eligibility, unless separation is authorized by an approved sentence of a court-martial, physical disability, or HQDA in accordance with AR 635–200.
- (2) Did not overcome the bar, but time does not permit processing for separation because of ETS. These Soldiers will ETS with the bar in place, and be denied continued service in all Army components.
- (3) Are eligible for retirement with more than 20 years of active Federal service. These Soldiers will be required to retire on the first day of the seventh month, after the six-month review.

c. If a Soldier is separated with a bar to continued service in place, a copy of the DA Form 4126 (Bar to Continued Service) will be scanned to iPERMS for placement in the separating Soldier’s AMHRR.

Chapter 9 Regular Army and Reserve Component Career Counselor

9–1. General Information

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, use, and relief of these Soldiers.

9–2. Selection and training of Soldiers for duty as career counselors

Selection criteria is listed in DA Pam 611–21 and DA Pam 601–280.

9–3. Career counselor assignment

a. Career counselors are managed by HRC, and will be assigned in accordance with Army manning guidance. Career counselors will be assigned to the commander’s special staff.

b. Soldiers failing to successfully complete the Regular Army or RC career counselor courses, and Soldiers found unfit, unqualified, and/or unable or unwilling to successfully accomplish assigned duties or responsibilities, will be relieved or reclassified out of CMF 79, per paragraph 9–7*b*.

c. Career counselors relieved from duty are ineligible for future assignments within CMF 79.

d. The Commander, HRC may use additional skill identifiers to identify and resource CMF 79.

9–4. Career counselor and reenlistment noncommissioned officer staffing requirements

a. Commanders are retention officers upon assumption of command. Duty appointment orders for commanders to perform these duties are not required. Command career counselors are retention officers at all times.

b. To be deemed an Army career counselor, a Soldier must have successfully completed the Army Career Counselor resident course of instruction, be reclassified into PMOS 79S, and be assigned full-time career counselor duties. Soldiers, other than PMOS 79S, performing full- or part-time retention duties are retention NCOs. Retention NCOs do not have the full capabilities of Army Career Counselors, and must ensure they receive oversight by the hierarchy career counselor.

c. Commanders of installations, battalions, or higher level organizations may be required to have a PMOS career counselor. Those commanders not authorized a career counselor by TDA or MTO&E, and commanders of organizations that do not currently have a PMOS career counselor, will appoint a full-time retention NCO in writing. (See para 9–10 for qualifications prior to appointment.)

d. Commanders of companies, batteries, detachments, and similar size commands will appoint a part-time additional duty retention NCO in writing.

9–5. Use of career counselors

a. Career counselors are the commander’s Army Retention Program leaders, managers, administrators, and expert advisors. They will be assigned to the commander’s special staff, and are under the direct supervision of the CSM or the commander. The career counselor responsibilities, at all levels, will adhere to specific retention directives and guidance from the command senior career counselor.

b. Career counselors are primarily assigned to support specific unit commands. Career counselors assigned as the command, installation, or senior career counselor provide direct support to the senior mission command, installation commander, units, and Soldiers within the geographic support area (as defined by the installation commander’s installation support agreements), regardless of organizational affiliation (for units without a career counselor).

c. Career counselors with a primary function of enlisting and/or transferring Soldiers from the Regular Army to RC 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 installation support agreements) 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 may develop rotation programs within their respective organizations/installations. (For example, a sergeant first class 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 Commander, HRC.

f. Career counselors are expected to devote maximum time, effort, and energy to meet Army personnel readiness missions and end-strength requirements. Accordingly, they will not be used, attached, or assigned tasks, functions, and/or duties, other than those authorized in direct support of the Army Retention Program. These Soldiers are expressly prohibited from performing either permanent or temporary leadership duties as first sergeant, detachment noncommissioned officer in charge, platoon sergeant, and squad leader. Furthermore, they will not be assigned any additional or roster type duties that are 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, or training NCO.

g. Soldiers serving as full-time retention NCOs are to be used as career counselor personnel, unless otherwise specified. Due to their limited experience and technical training levels, they will not be placed in duties or positions exercising supervision or authority over a career counselor under any circumstance.

h. Proper use of career counselor personnel will be an area of major interest on SAVs and inspections.

9–6. Rating schemes for career counselors

a. Career counselors are program leaders, managers, administrators, advisers, and special staff to general officers, field commanders, and command sergeants major in retention readiness, reclassification, and Soldier quality of life issues. Frequent, unrestricted access to the commander and CSM is critical to the success of the Army Retention Program, and must be upheld.

b. It is HQDA’s intent 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 to the commander’s special staff is required at all levels of command. Granting “open door” access significantly

improves the commander's ability to accomplish their missions. These Soldiers provide expert information, evaluations, recommendations, and options to the commander to ensure and enhance retention readiness.

c. RA and RC career counselors of the same rank will not be placed in positions subordinate to one another. 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 career counselors in a higher rank may rate lower ranking career counselors (regardless of component) if the CSM or commander determines that such rating scheme is in the best interests of the command's retention program. RA career counselors on production will not be rated by RC career 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 continued 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 CSM or the commander. This provision includes Soldiers performing full-time reenlistment duties.

f. For further guidance, see AR 623-3.

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, command career counselors, and 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. Those career counselors will be immediately relieved, reclassified, and barred from future retention duties. Commanders are reminded that reclassification is an administrative action, 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 DA Pam 601-280.

a. Commanders will flag (see AR 600-8-2), relieve (see AR 600-20 and AR 623-3), and request reclassification of (see AR 614-200 and chap 4) 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 of the senior mission commander. They will ensure the force is fit, qualified, and willing to accomplish all tasks and functions. They will also ensure the force is capable of fulfilling their responsibilities as prescribed by this regulation, regardless of the career counselor's unit affiliation. In executing these responsibilities, they will recommend "relief for cause" of career counselors warranting removal to the DMPM (DAPE-MPE) in writing (see AR 623-3). In supporting their recommendations, the command career counselor will provide the career counselor's chain of command or supervisory chain with relevant documentation, RETAIN data, statements, SAV findings, observations, and specific recommendations.

c. Unless specifically addressed in the installation support agreement, host installation commanders may only make recommendations (versus directly relieve) concerning career counselors assigned to a tenant or supported unit belonging to another ACOM, ASCC, or DRU. 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 DA Pam 601-280.

e. Commanders will flag and initiate a mandatory reclassification action to Commander, HRC on any career counselor who fails to complete any NCOPDS or MOS professional development course, as the result of one or more of the following reasons:

(1) Released for cause (see glossary).

(2) Fails an APFT, if required for course completion or graduation.

(3) Arrives at any NCOPDS or other professional development training site not in compliance with AR 600-9 standards.

f. Academic failures will be evaluated by the Soldier's chain of command for their potential as a career counselor upon return to home station. Commanders will initiate mandatory reclassification for those Soldiers lacking potential.

g. Soldiers successfully serving as career counselors will not be reclassified solely due to ineligibility for selection (as outlined in DA Pam 601-280).

h. Soldiers serving in positions requiring a duty MOS outside CMF 79 are subject to immediate mandatory reclassification by the Commander, HRC.

9-8. Career Counselor Badge

a. For eligibility criteria and procurement, see AR 600-8-22.

b. The Career Counselor Badge is authorized for wear upon graduation of the Basic Career Counselor Course (see AR 670–1) . 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 DA Form 7347 (Career Counselor Badge Certificate).

c. Soldiers relieved of career counselor duties will have their badge withdrawn in accordance with 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 Reserve Component Career Counselor of the Year Awards recognize the most outstanding career counselors for achievements in support of the retention effort, and outstanding personal qualities. For eligibility and criteria for selection, see DA Pam 601–280.

9–10. Soldiers selected as additional duty retention noncommissioned officer

a. When possible, Soldiers having previous successful experience in retention should be assigned as additional duty retention NCO. Soldiers assigned these duties, either part-time or full-time, will meet the same qualifications as those required for career counselors (see DA Pam 601–280). Soldiers selected should have at least 12 months of retainability in the unit.

b. First sergeants, platoon sergeants, PMOS 79S career counselors, and full-time retention 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 retention NCOs 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 retention NCO to determine whether the Soldier should continue to be retained on such duty.

9–11. Career Counselor Role in Support of Administrative Separation Programs

a. This section sets forth the policy prescribing the career counselor’s role in the counseling of Soldiers in conjunction with separation programs described in various provisions of AR 635–200.

b. As principal advisors to commanders, career counselors may be called upon to provide information pertaining to the impact of various separation programs. The career counselor will, at a minimum provide Soldiers with –

- (1) Location and points of contact for separation pay.
- (2) Medical out-processing procedures.
- (3) Re-entry restrictions.
- (4) RC eligibility.
- (5) Location of Soldier for Life – Transition Assistance Program.
- (6) Job-assistance centers.

c. Career counselors will serve as principal advisors to provide advice on separations under the Qualitative Management Program and the Qualitative Service Program. None of these responsibilities are to be seen as the primary duty of the career counselor.

d. The career counselor 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 10 Retention Interviews and Career Planning

10–1. General

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. The Army Career Counseling System involves three stages (integration and professional development, sustainment, and career development) which are designed to prepare Soldiers for the future, whether a full Army career or for return to civilian pursuits. Army career counseling is an integrated effort among commanders, officers, NCOs, and career counselors.

10–2. Counseling requirements of the Uniform Code of Military Justice

Prior to the administration of the oath of reenlistment, the servicing Career Counselor or applicable representative will explain and ensure that the Soldier fully understands the following text of the UCMJ: Articles 2, 3, 7–15, 25, 27, 31, 37–38, 55, 77–134, and 137–139.

10–3. Delegation of authority to conduct career counseling sessions

a. Unless otherwise specifically stated below, responsibility for conducting career counseling sessions 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 Adjutant General companies or headquarters garrison companies), may wish to delegate their authority for conducting career counseling sessions.

(2) Commanders may delegate this authority to the responsible section chief of 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.

b. The career counselor assigned duties will accomplish all counseling and other regulatory requirements (as prescribed in para 2–6).

c. In units not assigned a battalion career counselor, the full-time battalion retention NCO will accomplish all career counseling sessions and other regulatory requirements (see para 9–5).

Chapter 11

Army Retention Program Operations during Periods of Increased Readiness or Mobilization

11–1. Missions, accomplishments, recognition, and incentive programs

a. The SECARMY 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 DCS, G–1 (DAPE–MPE–RT).

11–2. Policy for contingency plans

a. The ACOM, ASCC, and/or DRU, 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 RA 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 should contain specific guidance for minimum documentation needed upon deployment. DA Form 4591 (Retention Counseling Record) and ERB are essential items to be considered.

11–3. Deployment of career counselors

a. During periods of mobilization, Soldiers performing duties as Retention 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 Retention 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 MTO&E 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 units will deploy at the discretion of the commander.

Chapter 12 Facilities and Publicity

12–1. 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 number. When possible, retention offices should not be a part of, or occupy office space with, military personnel offices.

12–2. Publicity

The Army Retention Program will be supported by promotional materials. 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 utilized when 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 RPI account holders.
- (2) Items stocked by AG publications centers may be requisitioned by submitting a request to Commander, USAREC (RCRM–LO–PM), Fort Knox, KY 40121–2726.

e. 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 retention NCO, primary duty career counselor, and RC career counselor serving the unit will be posted on the board. Current program information will also be posted, to include at a minimum, SRB information and in/out calls message. Copies of duty appointment orders will not be posted on this board.

Chapter 13

Administration of the Oath of Enlistment, Reenlistment, and Extension of Enlistment

13–1. Oath

The administration of the oath is required for enlistments and reenlistments. 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 of ceremonies for Soldiers desiring administration of the oath of extension will follow the guidance for planning enlistment and reenlistment ceremonies (see DA Pam 601–280). A commissioned officer or a commissioned warrant officer of the Armed Forces of the United States will administer the oath (see para 1–10). The officer must currently be on either active, reserve (active or inactive), or Retired Reserve status.

13–2. Ceremony considerations

Prior planning for enlistment and reenlistment ceremonies is important to ensure the ceremony is conducted professionally and in a meaningful manner to the Soldier.

a. If the Soldier is married, obtain the necessary information to complete DA Form 5612 (Certificate of Appreciation for Army Spouse). If the spouse will be in attendance, include presentation of DA Form 5612 in the planning of the enlistment/reenlistment ceremony (see DA Pam 601–280).

b. Immediately prior to conducting the ceremony, review the ceremony agenda and conduct with the administering officer and Soldier (see DA Pam 601–280).

c. Obtain the required signatures and the use of the forms below:

- (1) DA Form 5689 (Oath of Reenlistment), if applicable.
- (2) DA Form 5612, if applicable.

(3) DD Form 256A (Honorable Discharge Certificate) 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.

Appendix A

References

Section I

Required Publications

AD 2015–31

Requirements for Noncommissioned Officer Promotions (Cited in para 3–8*f*.)

AD 2016–19

Retaining a Quality Noncommissioned Officer Corps (Cited in para 8–1.)

AD 2017– 28

Sergeant and Staff Sergeant Promotion Recommended List (Cited in para 8–3.)

AR 40–501

Standards of Medical Fitness (Cited in para 3–8*d*(1).)

AR 350–1

Army Training and Leader Development (Cited in para 8–4*e*(2).)

AR 380–67

Personnel Security Program (Cited in para 3–9*e*(6).)

AR 600–8–19

Enlisted Promotions and Reductions (Cited in para 3–9.)

AR 600–8–22

Military Awards (Cited in para 9–8*a*.)

AR 600–8–105

Military Orders (Cited in para 5–10.)

AR 600–9

The Army Body Composition Program (Cited in para 3–8*e*.)

AR 600–85

The Army Substance Abuse Program (Cited in para 3–9*c*(13).)

AR 601–210

Regular Army and Reserve Components Enlistment Program (Cited in para 1–8*f*.)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in para 4–3*c*.)

AR 635–8

Separation Processing and Documents (Cited in para 2–6*q*(9).)

AR 635–40

Disability Evaluation for Retention, Retirement, or Separation (Cited in para 3–8*d*(1).)

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in para 3–3*c*.)

AR 670–1

Wear and Appearance of Army Uniforms and Insignia (Cited in para 3–9*c*(14).)

DA Pam 601–280

Army Retention Program Procedures (Cited in para 1–7*c*(2).)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in para 2–2*b*(8)(*c*).)

DFAS–IN Regulation 37–1

Finance and Accounting (Cited in para 2–6*m*(14).) (Available at <https://dfas4dod.dfas.mil/centers/dfasin/library/regs.htm>.)

Section II

Related Publications

A related publication is source of additional information. The user does not have to read a related publication to understand this regulation. The United States Code is available at <http://uscode.house.gov/>. Department of Defense publications are available at <http://www.esd.whs.mil/dd/>.

AD 2018–11

Update to Redesign of Personnel Readiness and Medical Deployability

AR 1–201

Army Inspection Policy

AR 10–87

Army Commands, Army Service Component Commands, and Direct Reporting Units

AR 11–2

Managers' Internal Control Program

AR 15–1

Department of the Army Federal Advisory Committee Management Program

AR 15–6

Procedures for Administrative Investigations and Boards of Officers

AR 15–185

Army Board for Correction of Military Records

AR 25–2

Information Assurance

AR 25–30

Army Publishing Program

AR 27–10

Military Justice

AR 37–104–4

Military Pay and Allowances Policy

AR 50–5

Nuclear Surety

AR 55–46

Travel Overseas

AR 135–5

Army Reserve Forces Policy Committee

AR 135–18

The Active Guard Reserve Program

AR 135–91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Provisions

AR 135–175

Separations of Officers

AR 135–178

Enlisted Administrative Separations

AR 135–210

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial, or Full Mobilization

AR 140–1

Mission, Organization, and Training

AR 140–10
Assignments, Attachments, Details, and Transfers

AR 140–111
U.S. Army Reserve Reenlistment Program

AR 195–3
The Criminal Investigation Command Special Agent Program

AR 220–1
Army Unit Status Reporting and Force Registration - Consolidated Policies

AR 350–10
Management of Army Individual Training Requirements and Resources

AR 350–51
United States Army Officer Candidate School

AR 600–4
Remission or Cancellation of Indebtedness

AR 600–8
Military Human Resources Management

AR 600–8–2
Suspension of Favorable Personnel Actions (Flag)

AR 600–8–24
Officer Transfers and Discharges

AR 600–8–101
Personnel Readiness Processing

AR 600–8–104
Army Military Human Resource Records Management

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

AR 601–1
Assignment of Enlisted Personnel to the U.S. Army Recruiting Command

AR 611–5
Personnel and Classification Testing

AR 621–202
Army Educational Incentives and Entitlements

AR 623–3
Evaluation Reporting System

AR 637–2
Separation Pay (Non-disability) and Levels of Payment

AR 700–84
Issue and Sale of Personal Clothing

DA Pam 25–403
Guide to Recordkeeping in the Army

DA Pam 220-1

Defense Readiness Reporting System – Army Procedures

DA Pam 623-3

Evaluation Reporting System

DFAS-IN Manual 37-100

Financial Management: The Army Management Structure (Available at <https://dfas4dod.dfas.mil/centers/dfasin/library>.)

DOD 7000.14-R

Department of Defense Financial Management Regulation (FMR) Volumes 1-16 (Available at <https://esd.whs.mil>.)

DODI 1304.31

Enlisted Bonus Program (EBP)

DODI 1325.07

Administration of Military Correctional Facilities and Clemency and Parole Authority

DODI 1341.13

Post-9/11 GI Bill

Lautenberg Amendment

Gun Ban for Individuals Convicted of a Misdemeanor Crime of Domestic Violence

NGR 600-100

Commissioned Officers – Federal Recognition and Related Personnel Actions (Available at <http://www.ngbpdc.ngb.army.mil>.)

NGR 600-200

Enlisted Personnel Management (Available at <http://www.ngbpdc.ngb.army.mil>.)

Rule for Court-Martial 303

Preliminary inquiry into reported offenses

UCMJ, Art. 15

Commanding Officer's nonjudicial punishment

UCMJ, Art. 85

Desertion

UCMJ, Art. 86

Absence without leave

UCMJ, Art. 104a

Fraudulent enlistment, appointment, or separation

UCMJ, Art. 104b

Unlawful enlistment, appointment, or separation

UCMJ, Art. 137

Articles to be explained

5 USC 552(a)

Records maintained on individuals

10 USC 505

Regular components: qualifications, term, grade

10 USC 672

Reference to chapter 1209

10 USC 1174

Separation pay upon involuntary discharge or release from active duty

10 USC 1176

Enlisted members: retention after completion of 18 or more, but less than 20, years of service

10 USC 1214a

Members determined fit for duty in Physical Evaluation Board: prohibition on involuntary administrative separation or denial of reenlistment due to unsuitability based on medical conditions considered in evaluation

10 USC 2261

Presentation of recognition items for recruitment and retention purposes

10 USC 3258

Regular Army: reenlistment after service as an officer

10 USC 3914

Twenty to thirty years: enlisted members

10 USC 3917

Thirty years or more: regular enlisted members

10 USC 10147

Ready Reserve: training requirements

10 USC 12203

Commissioned officers: appointment, how made; term

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12304

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

10 USC 12305

Authority of President to suspend certain laws relating to promotion, retirement, and separation

34 USC 20911

Relevant definitions, including Amie Zyla expansion of sex offender definition and expanded inclusion of child predators

37 USC 308

Special pay: reenlistment bonus

37 USC 309

Special pay: enlistment bonus

37 USC 331

General bonus authority for enlisted members

37 USC 373

Repayment of unearned portion of bonus, incentive pay, or similar benefit, and termination of remaining payments, when conditions of payment not met

Section III**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) website at (<http://armypubs.army.mil>); DD forms are available on the Office of the Secretary of Defense (OSD) website at (<http://esd.whs.mil/directives/forms>).

DA Form 1695

Oath of Extension of Enlistment (Prescribed in para 1–10*d*(3)(*b*).)

DA Form 3072

Waiver of Disqualification for Reenlistment in the Regular Army (Prescribed in para 1–10*d*(1)(*b*).)

DA Form 3286–79

Statements for Reenlistment (Prescribed in para 3–1.)

DA Form 3340

Request for Continued Service in the Regular Army (Prescribed in para 1–10*d*.)

DA Form 4126

Bar to Continued Service (Prescribed in para 8–5*c*.)

DA Form 4591

Retention Counseling Record (Prescribed in para 11–2*e*.)

DA Form 4789

Statement of Entitlement to Retention Incentive (Prescribed in para 5–7*b*.)

DA Form 4991

Declination of Continued Service Statement (Prescribed in para 1–10*d*(1)*c*.)

DA Form 5612

Certificate of Appreciation for Army Spouse (Prescribed in para 13–2*a*). (Available through normal forms supply channels.)

DA Form 5689

Oath of Reenlistment (Prescribed in para 1–10*d*(3)*c*.) (Available through normal forms supply channels.)

DA Form 5690

Reserve Components Career Counselor Interview Record (Prescribed in para 7–11.)

DA Form 5691

Request for Reserve Component Assignment Orders (Prescribed in para 7–7*c*.)

DA Form 7249

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 (Prescribed in para 7–11.)

DA Form 7347

Career Counselor Badge Certificate (Prescribed in para 9–8*b*.) (Available through normal forms supply channels.)

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD website at (<http://www.armypubs.army.mil>); DD forms are available on the OSD website at (<http://esd.whs.mil/directives/forms>). SFs are available from the General Services Administration website (<http://www.gsa.gov>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 71

Oath of Office – Military Personnel

DA Form 1059

Service School Academic Evaluation Report

DA Form 1696

Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2166–8

NCO Evaluation Report

DA Form 2166–9–2

NCO Evaluation Report (SSG–1SG/MSG)

DA Form 2166–9–3

NCO Evaluation Report (CSM/SGM)

DA Form 3540

Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment

DA Form 4856

Development Counseling Form

DD Form 4

Enlistment/Reenlistment Document-Armed Forces of the United States

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 256A

Honorable Discharge Certificate

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

ERB

Enlisted Record Brief

SF 88

Medical Record - Report of Medical Examination

USCIS I-551

Permanent Resident Card (Available at <http://www.uscis.gov>.)

Appendix B

Addresses and Points of Contact

B-1. State and local Army National Guard addresses

For information, addresses for State and local ARNG activities, and general information concerning ARNG units, contact: U.S. Army Human Resources Command – Reserve Component Transitions (AHRC–RCT), Room 1–3–052, Department 170, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5107. WS014 RCT Office: 502.613.4200 or Toll Free: 800.325.4389. Helpdesk email: usarmy.knox.hrc.mbx.cmd-staff-rct-helpdesk@mail.mil. RCT AKO Knowledge Center: <https://www.us.army.mil/suite/page/702676>. RCT Landing Page: <https://www.hrc.army.mil/enlisted/reserve%20component%20transition%20branch>.

B-2. Adjutants General Addresses

See table B-1 for a listing of adjutants general addresses for distribution of enlistment packets.

Table B-1
Listing of state adjutants general addresses for distribution of enlistment packets

State	Address
AL	P.O. BOX 3711 MONTGOMERY, AL 36109-0711
AK	3601 C ST., SUITE 620 ANCHORAGE, AK 95503-5989
AR	TAG-AZ-RR CAMP ROBINSON N. LITTLE ROCK, AR 72118-2200
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

Table B-1
Listing of state adjutants general addresses for distribution of enlistment packets—Continued

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 AVE. 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
NC	4105 REEDY CREEK RD. RALEIGH, NC 27607-6410
ND	FRAIN BARRACKS PO BOX 5511 BISMARCK, ND 58502-5511

Table B-1
Listing of state adjutants general addresses for distribution of enlistment packets—Continued

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. LATHAN, 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 ST. 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

Table B-1
Listing of state adjutants general addresses for distribution of enlistment packets—Continued

VT	BLDG 1 CAMP JOHNSON WINOOSKI, VT 05404-1697
WA	CAMP MURRAY TACOMA, WA 98430-5000
WI	PO BOX 8111 MADISON, WI 53708-8111
WV	1701 COONSKIN DR. CHARLESTON, WV 25311-1085

Appendix C

Internal Control Evaluation

C–1. Function

The function covered by this evaluation is the management of a Retention Program.

C–2. Purpose

The purpose of this evaluation is to assist commanders, command career counselors, and senior career counselors in evaluating a unit's retention program.

C–3. Instructions

Answers must be based on the actual testing of key controls (for example, document analysis, direct observation, interviewing, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These controls must be evaluated at all levels below ACOMs, ASCCs, and DRUs. These internal controls should be evaluated at the battalion and unit level semi-annually and at the brigade, division, corps, and installation level at least annually.

C–4. Test questions

a. Unit level (company, battery, and/or troop).

- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located and privacy provided for conducting interviews and counseling Soldiers?
- (3) Does the unit have a retention NCO with duty appointment orders?
- (4) Has the unit established an incentive and awards program in writing?
- (5) Does the unit maintain eligibility rosters for current and previous year?
- (6) Does the unit have an approved special operating procedure?
- (7) Does the unit have previous inspections on file for current fiscal year and previous year?
- (8) Does the unit have an established system to track bars to continued service?
- (9) Does the unit maintain complete monthly statistics for the RA and/or RC retention mission?
- (10) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hard copy or electronically?
- (11) Does the unit receive RPIs from higher headquarters?
- (12) Does the unit maintain a unit bulletin board or a separate board that is properly labeled for the display of retention material?
- (13) Is the retention data worksheet binder established in accordance with DA Pam 601–280?
- (14) Is the retention NCO receiving training from higher retention echelon?
- (15) Has the commander received an orientation by the higher echelon retention office?

b. Battalion level.

- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located with privacy provided for conducting interviews and counseling Soldiers?
- (3) Does the battalion have a full-time retention NCO with duty appointment orders or a PMOS 79S career counselor assigned or attached?
- (4) Has the battalion established an incentive and awards program in writing?
- (5) Does the battalion maintain eligibility rosters for current and previous year?
- (6) Does the battalion disseminate retention objectives and accomplishments to unit level?
- (7) Does the battalion have an approved special operating procedure?
- (8) Does the battalion conduct inspections of subordinate programs and keep copies on file for current and previous fiscal year?
- (9) Does the battalion have an established system to track and conduct reviews on bars to continued service?
- (10) Does the battalion maintain complete monthly statistics for the Regular Army/RC retention mission?
- (11) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hard copy or electronically?
- (12) Does the battalion receive RPIs from higher headquarters?
- (13) Is the battalion career counselor or full-time retention NCO free of additional and/or roster type duties?
- (14) Does the battalion maintain continued service and extension packets, to include copies of annexes, ERBs, (other documents as applicable), and RETAIN paperwork for 24 months in accordance with DA Pam 601–280?

- (15) Does the battalion have an established system to track DA Form 4991s?
- (16) Are ETS and IMREPR code changes tracked and source documents filed to verify transactions?
- (17) Does the battalion receive funding from higher headquarters to purchase RPIs?
- (18) Does the battalion conduct formal training for subordinate personnel?
- (19) Are Soldiers that are scheduled to deploy and assigned to the battalion prepared in RETAIN?

c. Brigade level.

- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located with privacy provided for conducting interviews and counseling Soldiers?
- (3) Does the brigade have a senior PMOS 79S career counselor assigned or attached?
- (4) Has the brigade established an incentive and awards program in writing?
- (5) Does the brigade maintain eligibility rosters for current and previous year?
- (6) Does the brigade have an approved memorandum of instruction or special operating procedure?
- (7) Does the brigade conduct inspections of subordinate programs and keep copies on file for current and previous fiscal year?
- (8) Does the brigade have an established system to track bars to continued service?
- (9) Does the brigade maintain, publish, and disseminate complete monthly statistics for the RA/RC retention mission?
- (10) Does the brigade receive and disseminate retention objectives and accomplishments from higher headquarters?
- (11) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hard copy or electronically?
- (12) Is the brigade career counselor free of additional and/or roster type duties?
- (13) Are ETS and IMREPR code changes tracked and source documents filed to verify transactions?
- (14) Are funds provided by the brigade in support of the Commander's retention program to purchase RPIs?
- (15) Are RC appointment letters being processed and delivered to their perspective units in a timely manner?
- (16) Does the brigade conduct formal training for subordinate personnel?
- (17) Does the brigade level retention office coordinate and ensure briefings and training, including, but not limited to NCODP, commander's call, and NCO Call, are being conducted?

d. Installation, division, and/or command level.

- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located with privacy provided for conducting interviews and counseling Soldiers?
- (3) Are career counselors assigned or attached on orders for the units they support?
- (4) Has the installation established an incentive and awards program in writing?
- (5) Does the installation maintain eligibility rosters for current and previous year?
- (6) Does the installation provide its subordinate units with a mission letter which is signed by the commander and are copies on file for current and previous fiscal year?
- (7) Are career counselors free of additional and/or roster type duties?
- (8) Does the installation have an approved memorandum of instruction or special operating procedure?
- (9) Does the brigade conduct inspections of subordinate programs and keep copies on file for current and previous fiscal year?
- (10) Does the installation receive and disseminate RA/RC retention objectives and accomplishments from higher headquarters?
- (11) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hard copy or electronically?
- (12) Are bars to continued service being reviewed within the command in accordance with chapter 8 and DA Pam 601-280?
- (13) Are ETS and IMREPR code changes tracked and source documents filed to verify transactions?
- (14) Are funds provided by the brigade in support of the Commander's retention program to purchase RPIs?
- (15) Are RC appointment letters being processed and delivered to their perspective units in a timely manner?
- (16) Does the installation conduct formal training for subordinate personnel?
- (17) Does the installation level retention office coordinate and ensure briefings and training, including, but not limited to NCODP, commander's call, and NCO call, are being conducted?

C-5. Supersession

This evaluation replaces the evaluation for the Army Retention Program previously published in AR 601-280, dated 1 April 2016.

C-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to Headquarters, Department of the Army (DAPE-MPE-RT), 300 Army Pentagon, Washington, DC 20310-0300.

Glossary

Section I

Abbreviations

ACOM

Army command

AGR

Active Guard Reserve

AI

assignment instructions

AMHRR

Army Military Human Resource Record

AMOS

additional military occupational specialty

APFT

Army physical fitness test

AR

Army Regulation

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASCC

Army service component command

AWOL

absence without leave

CAR

Chief, Army Reserve

CG

Commanding general

CMF

career management field

CNGB

Chief, National Guard Bureau

CONUS

Continental United States

CSM

Command sergeants major

DA

Department of the Army

DCS

Deputy Chief of Staff

DEROS

Date eligible for return from overseas

DFAS
Defense Finance and Accounting Service

DMPM
Directorate of Military Personnel Management

DOD
Department of Defense

DODI
Department of Defense Instruction

DOIM
Director of Information Management

DRU
Direct reporting unit

EDAS
Enlisted Distribution and Assignment System

eMILPO
electronic Military Personnel Office

ERB
Enlisted record brief

ETS
expiration of term of service

FAO
Finance and Accounting Office

GCMCA
General Court-Martial Convening Authority

GI
government issue

GT
general test

HIV
Human Immunodeficiency Virus

HQDA
Headquarters, Department of the Army

HRC
U.S. Army Human Resources Command

IMREPR
Immediate Reenlistment Prohibition Code

iPERMS
interactive Personnel Electronic Records Management System

IRR
individual ready reserve

ISR
in-service recruiter

MAR2
MOS Administrative Retention Review

MEB
Medical Evaluation Board

MILPER

military personnel

MOS

military occupational specialty

MSO

military service obligation

NCO

noncommissioned officer

NCODP

Noncommissioned Officer Development Program

NCOPDS

Noncommissioned Officer Professional Development System

NGB

National Guard Bureau

NGR

National Guard Regulation

OCONUS

outside the continental United States

OCS

Officer Candidate School

PCS

permanent change of station

PEB

Physical Evaluation Board

PHYC

Physical Category Code

PMOS

primary military occupational specialty

POR

preparation of replacements for overseas movement

PULHES

physical, upper, lower, hearing, eyes, psychiatric

RA

Regular Army

RC

Reserve Component

RCCC

Reserve Component Career Counselor

RCN

reenlistment control number

REFRAD

release from active duty

RETAIN

Reenlistment/Reclassification System

ROTC

Reserve Officers' Training Corps

RPI

retention publicity items

SAV

staff assistance visit

SDAP

special duty assignment pay

SECARMY

Secretary of the Army

SGM

sergeant major

SMOS

secondary military occupational specialty

SPCMA

special court-martial convening authority

SRB

Selective retention bonus

SRIP

Selected Reserve Incentive Program

SRR

service remaining requirement

SSN

social security number

TDA

table of distribution and allowances

TRADOC

U.S. Army Training and Doctrine Command

UCMJ

Uniform Code of Military Justice

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USC

United States Code

USCIS

U.S. Citizenship and Immigration Services

USMAPS

U.S. Military Academy Preparatory School

Section II**Terms****Active Guard and Reserve**

(DOD) National Guard and Reserve members who are on voluntary AD providing full-time support to National Guard, Reserve, and RA organizations for the purpose of organizing, administering, recruiting, instructing, or training the RCs (see CJCSM 3150.13C).

Army

The RA, Army of the United States, the ARNGUS, and the USAR.

Army National Guard

That part of the organized militia of the several States and Territories, Puerto Rico, and the District of Columbia, active And inactive, that is a land force; is trained, and has its officers appointed, under the sixteenth clause of section 8, article I of the Constitution; is organized, armed, and equipped wholly or partly at Federal expense; and is federally recognized. (See NGR 600 – 200.)

Army National Guard of the United States

The RC of the Army, all of whose members are members of the ARNG. The ARNGUS consists of federally recognized Units and organizations of the ARNG; and members of the ARNG who are also Reserves of the Army. (See NGR 600 – 200.)

Career counselor

RA career counselor (formerly retention NCO) and 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 RA or RC Army career. RA career counselors routinely counsel Soldiers on procedures and eligibility for RA reenlistment. However, the RA career counselor is also responsible for counseling on opportunities available with the USAR and ARNG, and works in tandem with the RC career counselor in processing Soldiers who separate from the RA and elect enlistment or affiliation with the RCs. RC career counselors consummate RC contracts, and perform necessary coordination with RC commands as necessary to facilitate a Soldier’s affiliation with the RCs, in addition to the counseling associated with their normal duties. DA Pam 611–21 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 DOD for statistical purposes. A careerist should not be confused with a “second or subsequent term” 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.

Cause (with regard to Noncommissioned Officer Professional Development System removal)

Elimination for cause includes conduct, disciplinary or academic deficiency, failure, or a combination thereof. A bar is a probationary or rehabilitative 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.

Command Sergeant Major Program

Retention of command sergeants major and/or sergeants major beyond 30 years active Federal service is limited to those in nominative assignments and/or selected to fill command sergeants major/sergeants major positions where the commander is a general officer. Command sergeants major chosen as Commandant, U.S. Army Sergeant Major Academy are also included in this rule.

Component

Refers to the RA (COMPO 1), ARNGUS/ARNG (COMPO 2), and USAR (COMPO 3). (See AR 220 – 1.)

First enlistment (also initial enlistment)

A voluntary enrollment in the 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.

First term

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 term.”

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.

Immediate reenlistment prohibition code

A systematic code used by the U.S. Army to identify Soldiers who are not eligible to reenlist. This code is often referred to as IMREPR.

Initial term

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.

Mid-career

A category of reenlistment objective assigned by HQDA to the ACOMs, ASCCs, and DRUs. 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.

Noncommissioned Officer Career Status Program reenlistment

A reenlistment period of an "indefinite or unspecified" term. A Soldier on the NCO career status program has no actual ETS date. The Soldier's service is governed by maximum retention control points for the specific rank held (see DA Pam 601-280). Generally, the Soldier is permitted to serve up to the retention control point for current rank, unless sooner separated or removed from active duty under other law or policies.

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 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.

Reenlistments

All voluntary enrollments after the initial enlistment/induction.

Regular Army

A federal force of full-time Soldiers and Department of the Army civilians who make up the operational and institutional organizations engaged in the day-to-day missions of the Army. Upon mobilization, ARNGUS/ARNG (COMPO 2) and USAR (COMPO 3) retain their applicable force structure COMPO designations while on active duty (see DA Pam 220 - 1).

Reserve Component

Consists of ARNG (COMPO 2) and USAR (COMPO 3). (See DA Pam 220 - 1.)

Retention and Reclassification Branch

Serves as the coordinating agency to the Commander, HRC, responsible for the implementation and execution of DCS, G-1 policy pertaining to the Army Retention and Reclassification Programs while managing the daily retention operations Armywide.

Retention noncommissioned officer

A Soldier assigned reenlistment duties on a full or part-time basis who does not possess a PMOS within CMF 79.

Second or subsequent term

A Soldier who has reenlisted one or more times and is, therefore, on their 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 term."

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.

UNCLASSIFIED

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