

**USAR Regulation 140-6**

**Army Reserve**

**US Army Reserve (USAR)  
Retention and Transition  
(RT) Program**

**Department of the Army  
Headquarters, US Army Reserve Command  
1401 Deshler Street, SW  
Fort McPherson, GA 30330-2000  
1 March 2006**

# ***SUMMARY OF CHANGE***

USAR Reg 140-6  
US Army Reserve Retention and Transition (RT) Program

This regulation --

- o Contains policy, mission objectives, responsibilities, and procedures for the Army Reserve RT Program.
- o Provides specific RT duties for unit personnel. Other revisions include: updates publication references in text and in Appendix A, updates forms; updates duties and responsibilities of RT Force.
- o Clarifies RT essential tasks for RT Division (RTD) missions.
- o Assigns the duties of the Unit Sponsorship Coordinator to the Army Reserve Career Counselor (ARCC) supporting the unit.
- o Adds the job description for the Accessions NCO and District Leaders (DLs).
- o Clarifies that the Command RT Office is not responsible for programs such as Employer Support of the Guard and Reserve (ESGR), Selected Reserve Incentive Program and Family Readiness.
- o For the purpose of this regulation, the term "Army Reserve Career Counselor (ARCC)" is used instead of the term "Retention and Transition NCO (RTNCO)" referenced in other Army publications.
- o Supersedes USAR Regulation 140-6, 1 Aug 03, US Army Reserve Command (USAR) Retention and Transition Program.
- o Rescinds USARC Form 127-R, Certificate of Self-Representation for Acceptance into the AGR Recruiter Program (1 May 03), and USARC Form 128-R, Army Reserve Active Guard Reserve (AGR) 79R Recruiter Application Checklist (1 Jun 03).
- o Prescribes USAR Form 135-R, Army Reserve Warrant Officer Checklist and USAR 136-R, Army Reserve Warrant Officer Flight Checklist.

Army Reserve  
**UNITED STATES ARMY RESERVE (USAR)  
RETENTION AND TRANSITION (RT) PROGRAM**

For the Commander:

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OFFICIAL:



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Command, Military Intelligence Augmentation Detachment (MIAD), Army Reserve Medical Command (AR-MEDCOM), USA Element HQ Atlantic Command, and Small Arms Training Team. This regulation also applies to USAR installations. This regulation influences unit readiness and mobilization. It may be used by Army Reserve commands not under the jurisdiction of the USAR.

**Proponent and exception authority.** The proponent of this regulation is the Chief, Army Reserve-Retention and Transition Division (AR-RTD). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division or office chief under their supervision within the proponent directorate.

**Army management control process.** This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from Chief, AR-RTD, (DAAR-RT), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

**Suggested improvements.** Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publication and Blank Forms) directly to AR-RTD (DAAR-RT), 1401 Deshler Street SW, Fort McPherson, GA 30330-2000.

**Distribution:** This publication is available in electronic media on the USAR Intranet web site at <https://USARintra> and is intended for command level A plus USACAPOC; 7th ARCOM and 9th RRC. Local reproduction is authorized.

**History.** This is the fifth printing of USAR Regulation 140-6. It was originally published on 1 Oct 95 with the title of US Army Reserve Command (USAR) Strength Management Program.

**Summary.** This regulation provides policy, mission objectives, responsibilities, and procedures for the Army Reserve Commander's Retention and Transition (RT) Program. This regulation defines the Army Reserve RT Program and supports previous retention regulations by providing specific RT responsibilities for unit personnel with examples and samples to assist with the accomplishment of their duties.

**Applicability.** This regulation applies to USAR Headquarters, USAR Major Subordinate Commands (MSCs) consisting of Regional Readiness Commands (RRCs), Functional Commands (FCs), 84th United States Army Reserve Readiness Training Center (84th USARRTC), Training Support Divisions (TSD), Division Institutional Trainings (DIV IT), Readiness

\* This regulation supersedes USAR Regulation 1-40-6, 1 August 2003

## CONTENTS (Listed by paragraph and page number)

### Chapter 1

#### Retention and Transition (RT) Program - Overview Contents

Introduction • 1-1

Purpose • 1-2

References • 1-3

Explanation of abbreviations and terms • 1-4

Responsibilities • 1-5

Retention and Transition (RT) Essential Tasks • 1-6

Retention and Transition (RT) Missions • 1-7

### Chapter 2

#### Retention and Transition (RT) Operations and Functions

##### *Section I*

##### **Retention and Transition (RT) Organization and Training**

General • 2-1

Retention and Transition Force (RTF) Organization • 2-2

Retention and Transition (RT) Training • 2-3

##### *Section II*

##### **The Army Reserve RT Program**

Retention and Transition (RT) Support Missions • 2-4

Administrative Support • 2-5

Office Space and Supplies • 2-6

Furniture • 2-7

Use of Electronic Mail • 2-8

##### *Section III*

##### **Retention and Transition (RT) Funding**

Use of Retention and Transition Funds • 2-9

AR-RTD Funding Responsibility • 2-10

##### *Section IV*

##### **Logistics**

Equipment Accountability • 2-11

Vehicles • 2-12

Telecommunications, Information Technology Support, and Equipment • 2-13

### Chapter 3

#### Retention and Transition Force (RTF)

General • 3-1

Personnel Management Responsibilities • 3-2

Organization • 3-3

Army Reserve Retention and Transition Division (AR-RTD) • 3-4

Major Subordinate Command (MSC) • 3-5

Chief, Retention Officer (CRO) (AGR) • 3-6

Deputy Chief, Retention Officer (DCRO) (AGR) • 3-7

Senior Command Career Counselor (SCCC) • 3-8

Senior Operations NCO (MSG) • 3-9

Operations NCO (SFC) • 3-10

Special Missions NCO (MSG) • 3-11

Accessions NCO (MSG, SFC) • 3-12

## **Contents—Continued**

Human Resource NCO (SSG/42A) • **3-13**  
District Leader (DL) (OFFICER) • **3-14**  
District Senior Career Counselor (DSCC) (MSG) • **3-15**  
District Operations NCO (DONCO) (SFC) • **3-16**  
Area Leader (AL) (MSG) • **3-17**  
Army Reserve Career Counselor (ARCC) RRC (SFC) • **3-18**  
Command Career Counselor (CCC) (SFC) (MSC) • **3-19**  
Duty Appointed Reenlistment NCO (DARN) • **3-20**

### **Chapter 4**

#### **Retention and Transition (RT) Program Implementation**

##### *Section I*

##### **Retention and Transition Missions**

Retention and Transition Missions • **4-1**

##### *Section II*

##### **Retention and Transition Sustainment Programs**

Retention and Transition Sustainment Programs • **4-2**

##### *Section III*

##### **Incentives and Education Programs (Responsibilities)**

General • **4-3**

AR-RTD Responsibilities • **4-4**

RTNCO Responsibilities • **4-5**

Unit FTS (G-1 Administrative Support) Responsibilities • **4-6**

##### *Section IV*

##### **Additional Retention Guidance**

Major Subordinate Command (MSC) Transfer Program • **4-7**

Request for Transfer to the Individual Ready Reserve (IRR) • **4-8**

Request for Transfer to the Individual Mobilization Augmentee (IMA) • **4-9**

Conditional Release from the SELRES (ARNG or Active Component) • **4-10**

Unit Attrition Management by Sponsorship • **4-11**

Soldier's Training Program (STP) for MOS 79V • **4-12**

### **Chapter 5**

#### **Retention and Transition Force (RTF) Improprieties, Policies and Procedures**

##### *Section I*

##### **General**

Purpose • **5-1**

Authority • **5-2**

Responsibilities • **5-3**

##### *Section II*

##### **Retention and Transition Force (RTF) Personnel Reassignment or Relief**

Purpose • **5-4**

Grounds and Criteria for Reclassification • **5-5**

Unqualified Retention and Transition NCO (RTNCO) • **5-6**

Ineffective RTNCO • **5-7**

Unsuitable RTNCO • **5-8**

Suspension of Retention Personnel from Duty • **5-9**

Reinstatement to Duty • **5-10**

Grounds and Criteria for Immediate Relief from RT Duties • **5-11**

## **CONTENTS—Continued**

Relief Procedures • **5-12**

### ***Section III***

#### **Retention and Transition (RTF) Allegations, Improprieties and Specific Prohibitions**

RTF Allegations and Improprieties Defined • **5-13**

Specific Prohibitions • **5-14**

### ***Section IV***

#### **Processing of Allegations of Retention and Transition Force (RTF) Improprieties**

General • **5-15**

Investigation Reporting Guideline • **5-16**

Final Disposition of Substantiated Cases • **5-17**

## **Chapter 6**

### **Reports and Reporting**

Purpose • **6-1**

Responsibilities • **6-2**

## **Appendices**

**A.** References

**B.** Battle Assembly Participation

**C.** Sample MSC Retention and Transition Training Plan and Unit Notification

**D.** 79V Army Reserve Career Counselor (ARCC) Job Description

**E.** Unit Sponsorship

**F.** Sample Unit Retention and Transition Standing Operating Procedures (SOP)

**G.** Non-Participant (NP) Prevention and Recovery Program

**H.** Unit Attrition Management

**I.** Reenlistment or Extension Program

**J.** 79R Accessions Program

**K.** TPU Warrant Officer (WO) Accessions Program

**L.** Role of 79V During Phases of Entry on and Release from Active Duty in Support of Contingence Operations

**M.** Retention Awareness Items and the Accessions Distribution Center

**N.** Army Reserve Incentives and Educational Assistance

**O.** Career Counseling

**P.** Retention and Transition Systems Support

**Q.** Logistics

**R.** RT Award Programs

**S.** Individual Ready Reserve (IRR) to Selected Reserve (SELRES) Reassignment Program

**T.** Sample Memorandum for Unit DARN

**U.** 79V Accessions Program

## **Figures**

Figure C-1. Sample MSC Retention and Transition Training Plan and Unit Notification

Figure C-2. Sample Cost Analysis Computation for Figure C-1

Figure D-1. Sample Modified Unit Climate Profile (UCP) Procedures

Figure E-1. Sample Sponsor Training Lesson Plan

Figure E-2. Sample Lesson Outline

## **CONTENTS—Continued**

- Figure E-3. Sample Welcome Letter
- Figure R-1. Sample Soldier's Biography
- Figure R-2. Height and Weight Chart
- Figure R-3. Sample Height and Weight Statement

## **GLOSSARY**

### *Section I*

Abbreviations

### *Section II*

Terms

# Chapter 1

## Retention and Transition (RT) Program – Overview

### 1-1. Introduction

The objective of the RT Program is to maintain and improve the personnel readiness of Army Reserve units through implementation of aggressively managed RT programs to retain Soldiers. Retention is the cornerstone of unit readiness. Everything we do, or neglect to do, contribute to a Soldier's decision to remain or leave the Army Reserve.

### 1-2. Purpose

This regulation provides policy and guidance for the conduct of the RT Program. This regulation describes performance objectives, provides guidance, standardizes functions, fixes responsibilities, describes reporting requirements, and outlines procedures for Major Subordinate Commands (MSC) to execute the RT Program. The MSCs consist of Regional Readiness Commands (RRC), Functional Commands (FC), 84th United States Army Reserve Readiness Training Center (84th USARRTC), Training Support Divisions (TSD), Division Institutional Trainings (DIV IT), Readiness Command, Military Intelligence Augmentation Detachment (MIAD), National AMEDD Professional Management Command (APMC formerly NAAD), USA Element MSC Atlantic Command, Small Arms Training Team, Military Intelligence Readiness Command (MIRC), USAR Augmentation Unit (UAU), and USAR installations.

### 1-3. References

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

### 1-4. Explanation of abbreviations and terms

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

### 1-5. Responsibilities

The USAR Headquarters (HQs), MSCs and all subordinate units will perform all RT tasks as directed throughout this regulation.

### 1-6. Retention and Transition (RT) essential tasks

The RT objective is committed to improving and maintaining personnel readiness by accomplishing the following:

- a. Enhance personnel readiness of units by retaining Soldiers who are eligible to reenlist or extend.
- b. Assist commanders and leaders in the retention of Soldiers by the following actions:
  - (1) Coordinate unit sponsorship.
  - (2) Provide life-cycle counseling on career opportunities in the Army Reserve.
  - (3) Explain Army Reserve incentives and educational assistance.
  - (4) Attend battle assemblies.
  - (5) Reenlist or extend eligible Soldiers.
  - (6) Identify and recover non-participants (NPs).
  - (7) Provide support during entry to, or release from, active duty.
- c. Accomplishment of these tasks builds teamwork to establish a partnership with the chain of command. It

also balances retention management with the needs of the unit and maintains qualified Soldiers by reducing turnover throughout the Army Reserve.

### 1-7. Retention and Transition (RT) Missions

- a. The mission consists of several tenets:
  - (1) Retain quality Soldiers through reenlistment or extension.
  - (2) Reduce and recover NPs.
  - (3) Reduce attrition.
  - (4) Increase end strength.
  - (5) CMF 79 Accession Mission.
  - (6) Prospect and process qualified TPU Soldiers for the Officer Programs
  - (7) Prospect and process qualified Individual Ready Reserve (IRR) Soldiers to the Selected Reserve

(SELRES).

- b. The missions are accomplished by providing life-cycle counseling throughout the Soldier's military career.
- c. Additional missions may be directed from OCAR as required based on the needs of the Army.

## **Chapter 2**

### **Retention and Transition (RT) Operations and Functions**

#### ***Section I***

#### ***Retention and Transition (RT) Organization and Training***

##### **2-1. General**

The AR-RTD is a centralized division, which provides guidance, procedures, and resources to the RT force strategically aligned with RRC structure to execute RT policy implementation (mission).

##### **2-2. Retention and Transition Force (RTF) Organization**

a. Army Reserve, Force Programs Division, is the structure proponent for both SELRES and full-time support (FTS) organizations. The division documents MOS 79V retention positions and applies Standards of Grades in accordance with DA Pam 611-21. Organizations authorized MOS 79V retention positions (AGR and/or Army Reserve) are as follows:

- (1) Office of the Chief, AR-RTD.
- (2) Regional Readiness Command, RT Office (RRC CRTO).
- (3) Direct Reporting Command, RT Office (DRC RTO).
- (4) The 84th US Army Reserve Readiness Training Center (84th USARRTC).
- (5) Human Resource Command, Alexandria and St. Louis (HRC-A, HRC-STL).
- (6) United States Army Recruiting Command (USAREC).
- (7) Training and Doctrine Command (TRADOC).
- (8) United States Army Civil Affairs Psychological Operations Command (USACAPOC).
- (9) Army Reserve Medical Command (AR-MEDCOM).
- (10) Military Intelligence Readiness Command (MIRC).
- (11) Soldier Support Institute (SSI).

b. Rating schemes for the RTF correspond to chain of command and supervision regardless of geographical location. Rating schemes are established by name and effective dates IAW AR 623-205 and are published and distributed as changes occur. Changes are not retroactive.

##### **2-3. Retention and Transition (RT) training**

Institutional, functional, and refresher training of leaders and personnel assigned RT duties enhances the Soldiers' skills and abilities to achieve the RT mission at levels of increased responsibility and is mandatory for a successful RT program. Functional training is not designed to qualify Soldiers in the MOS 79V.

- a. The 84th USARRTC conducts two institutional training courses for RT personnel.
  - (1) The RTNCO Course is conducted for initial award of MOS 79V.
  - (2) The RT Managers Course is a 2-week course that focuses on skills necessary to manage the various systems, processes, and responsibilities of Army Reserve RT Programs.
- b. AR-RTD hosts an annual RT training workshop (functional training) for select RT personnel.
- c. The MSC CRO conducts functional RT training for:
  - (1) Commanders and senior NCOs.
  - (2) Duty Appointed Reenlistment NCOs (DARNs).
  - (3) A train-the-trainer course on REQUEST/Reserve Data Management System (RDMS)/Retention Management Software (RMS)/Individual Training Readiness System (ITRS) and Automated Orders Request System (AORS) via CD-ROM.
- d. The RRC CRO is responsible for conducting annual planning sessions for RTF.
- e. All RT personnel will attend required training/refresher training for the systems that support RT.

## **Section II**

### **The Army Reserve RT Program**

#### **2-4. Retention and Transition (RT) support missions**

The Army Reserve RT Program consists of functions and operations that support missions to increase personnel strength in Army Reserve units. The scope and responsibilities of each specific mission is located in the appendices at the end of this regulation.

#### **2-5. Administrative support**

- a. The MSC commander provides pay and administrative support to the RTF.
- b. The RRC CRO will-
  - (1) Ensure RT activities adhere to all assigned RT support missions in this regulation.
  - (2) Provide required policy and publications for Army Reserve Career Counselors (ARRC) through publication supply activities.

#### **2-6. Office space and supplies**

- a. Space. The MSCs will provide sufficient office space IAW with current Army Reserve space allocation policies based upon grade and number of authorized personnel. The RT office in Army facilities is established considering the following:
  - (1) The CRTO is located near the main entrance of the facility.
  - (2) The CRTO presents a clean and professional appearance at all times.
- b. Supplies. The CRTO will establish procedures to requisition and issue office supplies, postage and business cards for RT personnel.

#### **2-7. Furniture**

Furniture issued to retention offices is solely for the use of appropriate RTF and is located in the RT office.

#### **2-8 Use of electronic mail (email)**

Any email sent by any member of the AR-RTD RTF (includes all MSCs), that contains personal information must include the following statement *"This email contains information that is privileged and confidential and subject to legal restrictions and penalties regarding its unauthorized disclosure or other use. You are prohibited from copying, distributing, or otherwise using this information if you are not the intended recipient. If you receive this message in error, please notify me by email immediately and delete this message and all attachments from your system."*

## **Section III**

### **Retention and Transition (RT) Funding**

#### **2-9. Use of RT funds**

Operation and Maintenance, Army Reserve (OMAR) and Reserve Personnel, Army (RPA), funds are forecast and programmed specifically to support the Army Reserve RT Program. Commanders are encouraged to resource RT activities to programmed levels consistent with budget authority guidance. Reprogramming of Management Decision Evaluation Package (MDEP) code "FARC" funds is not authorized. Funds are not authorized for automation or telecommunication requirements, nor are they used to obtain contracted services, without prior approval from the Chief, AR-RTD. Funds are appropriated for the following activities:

- a. The RT training and travel.
- b. Facilities and equipment necessary to host RT training or conferences.
- c. The RT staff assistant and validation visits.
- d. Purchase of equipment necessary for mission accomplishment.
- e. Production and printing of RT publicity items.
- f. Attendance of appropriate personnel at Recruiting Partnership Council meetings.
- g. OCAR, DA and RRC ARCC of the year boards.
- h. Regional workshops.
- i. The RRC RT personnel visit(s) to AR-RTD.

## **2-10. AR-RTD funding responsibilities**

AR-RTD will-

- a. Validate and approve RRC RT Program budgets.
- b. Program, budget, justify, and execute the Army Reserve RT program.
- c. Issue guidance for use of RT funds.
- d. Ensure proper execution of RRC RT budgets and identify problems that will affect the completion of RT missions.
- e. Program and manage funds used by Army Reserve Headquarters in command-wide support of RT activities.

### ***Section IV***

#### ***Logistics (see Appendix Q)***

## **2-11. Equipment accountability**

Inventory all equipment issued to support the RT missions and hand receipt to the end user IAW AR 735-5 and DA Pam 710-2-1.

## **2-12. Vehicles**

AR-RTD authorizes Non-tactical Vehicle (NTV) support to the MSC Retention Force. These vehicles are for direct support of RT functions and are not used for off-road, private, or non-retention activities. Funds for these vehicles are identified in the MSC retention budget. The standard vehicle is a midsize sedan, although other multi-passenger vehicles can be obtained with justification. The operator is responsible for vehicle use, control, and reporting to the assisting MSC G-4 IAW USARC Reg 58-1, Management, Acquisition and Use of Non-Tactical Vehicles. AR-RTD is responsible for ensuring policy changes are in effect and completes annual fleet reporting requirements to DA and the Department of Energy.

## **2-13. Telecommunications, information technology support, and equipment**

- a. Cellular telephones are distributed for the sole purpose of allowing RTF personnel to make mission critical telephone calls when no other means of voice communication is available. The office telephone is the primary means of communication.
- b. Equipment such as laptop computers, desktop computers, printers, scanners, keyboards, and any other electronic equipment used to support mission requirements is used solely by RTF and is located in the RT office.
- c. The Army Reserve Chief Information Officer (CIO) provides telecommunication and automation support for RT personnel assigned to USAR properties or facilities.

## **Chapter 3**

### **Retention and Transition Force (RTF)**

#### **3-1. General**

This section prescribes the policies and guidance for the duties and responsibilities of OCAR and MSC RT personnel. Retention is a command responsibility with technical guidance and support provided by the RTF. Commands are responsible to manage and attain their RT goals and objectives as missioned by AR-RTD and/or assigned by the Commanding General (CG) based on the needs of the Army.

#### **3-2. Personnel management responsibilities**

a. OCAR allocates RTF requirements and authorizations to the MSCs based on program guidance. These allocations are contained in the AGR Tables of Distribution and Allowances (TDA). Personnel staffing is in accordance with the MSC TDA.

(1) The RRC positions are under the supervision and control of the CRO for the exclusive use in the Retention Program.

(2) Direct Reporting Commands (DRC) Command Career Counselor (CCC) is a special staff member working for the DRC Commanding General (CG), under the direction of the DRC Deputy for Management and Support (DMS), to support the command RT program.

b. Personnel assets allocated specifically to support the RT Program include AGR officers and NCOs (MOS 79V), assigned ARCCs (MOS 79V) in Inactive Duty Training (IDT) status, and Duty Appointed Reenlistment NCOs (DARNs). Management of retention officers and ARCCs is as follows:

(1) AGR retention officers are managed by Army Reserve Active Duty Management Directorate (ARADMD), Human Resources Command - St. Louis (HRC-STL), and are assigned to the appropriate MSC, CRTO within the MSC, or command.

(2) AGR ARCCs (MOS 79V) are managed by ARADMD, HRC-STL, and assigned to the appropriate MACOM, MSC, or CRTO within the MSC.

(3) The RRC CRO manages assignments of ARCC.

(4) Unit commanders will appoint a DARN for every fifty enlisted Soldiers assigned to a unit or detachment.

(5) Unit commanders will appoint a Retention Officer.

c. The Career Counselor Badge is awarded as a part of the uniform for qualified enlisted personnel IAW AR 600-8-22.

### **3-3. Organization**

a. The RRC CRTO is organized as a special staff office within the command headquarters with AGR and IDT authorizations. The CRO is a special staff member of the RRC command group. The CRO is rated and senior rated by the commanding general (CG). At the discretion of the CG, the CRO may be rated by the DCG and senior rated by the CG.

b. The CCC is a special staff member within the command headquarters and is rated and senior rated by the DRC DMS.

### **3-4. Army Reserve-RT Division (AR-RTD)**

The AR-RTD supports and assists the MSC RTF in all efforts to improve unit strength and sustain personnel readiness. AR-RTD will -

a. Develop, implement and interpret Army Reserve RT and accession policies and regulations.

b. Obtain resources.

c. Provide yearly training guidance for RTF.

d. Assign RT missions based on the needs of the Army.

e. Ensure ongoing command emphasis on RT mission objectives.

f. Coordinate with commands on all RT issues.

g. Develop Yearly Training Calendar (YTC) with RRC input.

h. Report data on assigned mission status with higher headquarters and MSC commanders.

i. Program, distribute and monitor RT funding.

j. Develop and monitor Awards Programs (see Appendix R) and Retention Awareness Items (see Appendix M).

k. Develop and monitor the Unit Sponsorship Program (see Appendix E).

l. Provide training for RTF missions.

m. Conduct visits to MSCs to ensure proper implementation of the RT program. Visits are based on priority of current readiness indicators, the Chief, Army Reserve's (CAR) priorities, and other critical areas. Visits include assessment, assistance and training on the following:

(1) Execution of command RT plan.

(2) Proper use of RT personnel and funds.

(3) Use of personnel data systems (i.e., RMS, Total Army Personnel Database-Reserve (TAPDB-R), Regional Level Applications Software (RLAS), USAR-Recruit Quota System (REQUEST), Reserve Component Management System (RCMS), and ITRS.

(4) Effectiveness of incentives and education assistance programs.

(5) Effective use of the RT Awareness items.

(6) Sponsorship Program (see Appendix E)

(7) Non-Participant (NP) Prevention and Recovery Program (see Appendix G).

n. Prepare report of findings from each visit.

### **3-5. Major Subordinate Command (MSC)**

All MSC commanders will -

- a. Ensure unit readiness by accomplishing all assigned retention missions distributed by AR-RTD.
- b. Implement, aggressively support, and sustain the Army Reserve RT Program.
- c. Approve the command RT training plan (see Appendix C).
- d. Verify that each unit establish and validate a RT plan annually.
- e. Provide procedural guidance to subordinate unit commanders to ensure RT actions occur.
- f. Integrate RT mission accomplishment as a command function with the same emphasis as training, pay, administration, and logistics.
- g. Ensure the proper forecasting and execution of RT funds.
- h. Ensure all personnel involved with RT receive required training, professional career development, and supervision to effectively perform RT tasks.
- i. Participate in US Army Recruiting Command (USAREC) Recruiting Partnership Council (RPC) meetings.
- j. Establish and maintain a command WOC mentorship program. This program is designed to reduce the attrition rate at WOCS. The Command Chief Warrant Officer (CCWO) oversees the assignment and training of WO mentors. Mentors will prepare WOCs for attendance at WOCS. The WO mentor shares knowledge, experience, and acts as a role model.

### **3-6. Chief, Retention Officer (CRO) (AGR)**

The CRO is responsible to the RRC commander for execution of all functions of the RRC's RT program. The CRO will -

- a. Report to the CG on all matters concerning RT within the command.
- b. Develop an annual RT plan and provide input to command yearly training calendar.
- c. Participate in RRC command functions (i.e., Battle Focus Readiness Reviews or Commander Conferences).
- d. Monitor to assure accomplishment of RT missions.
- e. Provide procedural guidance to MSCs.
- f. Train all commanders on personnel strength accountability, benefit programs, and RT missions.
- g. Oversee budgetary requirements, schedule expenditures of resources, and attend command Program and Budget Advisory Committee (PBAC).
- h. Establish zones of operations.
- i. Provide MSC/DRC commanders with RT statistics.
- j. Ensure subordinate command RT programs comply with regulatory guidance.
- k. Participate in staff assistance and assessments.
- l. Approve the RRC RT Awareness and Awards Programs.
- m. Support HRC-STL with AGR accessioning forums.
- n. Ensure participation in regional RPCs or other USAREC activities.
- o. Ensure RTF personnel are not used for any additional duties that detract from RT missions. The ARCCs are not used for roster type duties IAW AR 140-111, para 1-17b.
- p. Supervise and manage all aspects of the RTF.
  - (1) Fulfill functions normally reserved for commanders including:
    - (a) Training, discipline, and personnel actions.
    - (b) Record maintenance, supplies and budgeting.
  - (2) Depending on the MSC commander's guidance and staff relationships, these functions may be set in policy or negotiated through memorandum of agreement.
- q. Support DRC/CCC.

### **3-7. Deputy Chief, Retention Officer (DCRO) (AGR)**

The DCRO will -

- a. In the absence of the CRO, assume CRO responsibilities.
- b. Manage operations and administrative staff of the CRO.
- c. Ensure execution of RT workshops for ARCCs (MOS 79V).
- d. Develop and manage the RT annual budget.
- e. Assist CRO in developing the commanding general's annual RT plan and yearly training calendar input.
- f. Assist CRO in Battle Focus Readiness Reviews.
- g. Analyze retention statistics, RT operations, and develop recommendations for mission success.

- h. Analyze trends of attrition, end strength, and reenlistment statistics.
- i. Review required mission reports for accuracy prior to transmission.
- j. Support MSC RT Programs at all levels of command and other duties as assigned.
- k. Control and manage equipment accountability (cell phones, vehicles, and automation equipment).
- l. Approve International Merchant Purchase Authorization Card (IMPAC) expenditures and Request for Orders (RFOs.)

### **3-8. Senior Command Career Counselor (SCCC) (SGM)**

The SCCC is the senior enlisted expert for RT issues and serves as an advisor to the CG and CSM. The AGR SCCC is the primary representative of the command RT program. Assigned SCCC's will -

- a. Manage command RT missions and implement RT programs.
- b. Advise the CRO on matters concerning RT within the command.
- c. Assist with the development and execution of the command's annual RT plan, yearly training calendar input, and budget.
- d. Manage assignments, training, and supervision of ARCCs within the command.
- e. Evaluate and train ARCCs utilizing MOS 79V Soldier Training Publication (STP) available through AKO (see paragraph 4-8).
- f. Assist the CRO during RRC command functions (i.e. Battle Focus Readiness Reviews, Commander Conferences).
- g. Establish liaison with command leadership teams within the Area of Responsibility (AOR).
- h. Supervise multiple automated systems usage by RTF.
- i. Ensure compliance of NCOERs IAW AR 623-205 for command.
- j. Manage the RRC RT Awareness and Awards Programs.
- k. Manage RRC ARCC of the year board.
- l. Ensure in-processing and sponsorship of newly assigned ARCCs.
- m. Coordinate Army wide with peers to employ strategic planning for future changes.
- n. Review all ARCC after action reviews (AARs) for trends and report trends. Forward reports to the respective functional command retention office.

### **3-9. Senior operations NCO (MSG)**

The senior operation NCO has the primary responsibility for operational functions. The senior operations NCO will -

- a. Support District Leaders (DLs), Area Leaders (ALs) and ARCC.s
- b. Analyze, monitor, and report RT mission data.
- c. Provide RT program guidance to subordinate levels.
- d. Plan and conduct RT training.
- e. Monitor RTF training requirements and reservations.
- f. Evaluate DL/AL/ARCC training presentations and provide feedback.
- g. Assist the command RT leadership with managing goals, objectives, statistics and award programs.
- h. Request required resources to support the annual training plan.
- i. Manage the program to issue reenlistment Bonus Control Numbers for RRC IAW AR 135-7, 4-6.1.
- j. Provide support for all required automated retention systems (see Appendix P).
- k. Coordinate with Army Reserve G-1 to support RTF for WEBREQUEST vacancy management.
- l. Coordinate with DRC CCCs and other RRC Operations NCOs.
- m. Monitor Selected Reserve Incentive Program (SRIP) exceptions to policy, requests for antedated reenlistments, and erroneous reenlistments and extensions.
- n. Maintain equipment accountability.

### **3-10. Operations NCO (SFC)**

The operation NCO has the primary responsibility for assisting the Senior Operations NCO. The Retention Office Operations NCO will -

- a. In the absence of the senior operations NCO, assume senior operations NCO responsibilities.
- b. Support the senior operations NCO in analyzing data and monitoring RT mission status.
- c. Provide RRC level guidance for the RT program to subordinate levels.
- d. Assist with the planning and conducting of RT training.

- e. Evaluate subordinate training presentations and provide feedback.
- f. Assist the command RT leadership with managing goals, objectives, statistics and awards program.
- g. Provide support for all required automated retention systems (see Appendix P).
- h. Maintain equipment accountability.

### **3-11. Special mission NCO (MSG)**

The Special Mission NCO is the primary officer accession program manager and manages other RT missions as assigned by the CRO, and will -

- a. Supervise, manage, and evaluate performance of RRC Accession NCOs (see Appendix K).
- b. Ensure the accomplishment of all assigned RT special missions.
- c. Report mission status to RTO leadership.
- d. Provide input to the RT yearly training plan.
- e. Provide training and technical expertise to the ARCCs assigned to the command.
- f. Develop local Officer Accession transition programs.
- g. Assist with the preparation and processing of officer candidates applications.
- h. Conduct quality control on all special mission applications.
- i. Maintain residual files of officer accession IAW Army Records Information Management System

(ARIMS).

### **3-12. Accessions NCO (MSG, SFC)**

The Accessions NCO is the WO Accessions POC for Army Reserve Soldiers in their area of responsibility. The Accessions NCO has primary responsibility for the WO Accessions in a geographical area. The Accessions NCO will -

- a. Identify WO candidates through prospecting, unit referrals and unit presentations.
- b. Implement marketing plan.
- c. Determine WO prerequisites.
- d. Determine WO eligibility.
- e. Counsel prospective candidates on the key components of the WO program.
- f. Complete a WO application with all required enclosures (see Appendix K).
- g. Forward completed WO application packet IAW AR 135-100, Chapter 2 and unit position vacancy to RRC Special Mission NCO.

### **3-13. Human Resource NCO (SSG/42A)**

The Human Resource NCO performs clerical and administrative functions for the RRC CRO staff. The Human Resource NCO will -

- a. Work exclusively for the RRC RTF.
- b. Initiate sponsorship and in-processing of newly assigned Soldiers to the RTF.
- c. Track and process personnel actions to include Noncommissioned Officer Evaluation Reports (NCOERs), promotions, leave requests, pay actions, awards and decorations.
- d. Update data in RLAS Personnel Module and process request for orders (RFOs) through RLAS Resource Management Module.
- e. Use approved and required computer applications and programs.
- f. Maintain office files and records IAW AR 25-400-2, ARIMS
- g. Maintain personnel files for RTF.

### **3-14. District Leader (DL) (Officer)**

The DL has primary responsibility for RT mission support throughout an area. The DL will -

- a. Supervise, manage and evaluate performance of ALs and provide RT training and guidance by utilizing MOS 79V STP (see paragraph 4-8).
- b. Manage district RT program, goals, objectives, statistics and award programs for RT mission accomplishment.
- c. Monitor district RT training.
- d. Conduct district RT briefings.
- e. Develop the district's annual RT plan, yearly training calendar, and budget.
- f. Ensure system automation support for the ALs.
- g. Provide and review AL's job description, and ensure initial and quarterly counseling IAW AR 623-205.

- h. Ensure rated ALs understand their missions and duties.
- i. Establish and maintain RT files IAW AR 25-400-2, ARIMS.
- j. Maintain equipment accountability.
- k. Resolve district RT issues with DRC commands, through the DRC CCC. Report unresolved issues to the SCCC.
- l. Review all AL AARs and forward to commanders and CRTO.
- m. Mentor district RTF on personal and professional growth.
- n. Conduct RT assessment visits with ALs.

### **3-15. District Senior Career Counselor (DSCC) (MSG)**

The DSCC is the senior enlisted expert for RT issues and serves as advisor to the DL and SCCC. The DSCC has the primary responsibility for operational functions within the District. The DSCC will-

- a. Manage district RT missions and implement RT programs.
- b. Advise the DL on matters concerning RT within the district.
- c. Assist with the development and execution of the district's annual RT plan, yearly training calendar, and budget.
- d. Establish liaison with command leadership teams within the Area of Responsibility (AOR).
- e. Supervise multiple automated systems usage by district.
- f. Ensure compliance of NCOERs IAW AR 623-205.
- g. Ensure in-processing and sponsorship of newly assigned ARCC.
- h. Analyze, monitor, and report RT mission data.
- i. Provide RT program guidance to subordinate levels.
- j. Plan and conduct RT training.
- k. Monitor RTF training requirements and reservations.
- l. Evaluate AL/ARCC training presentations and provide feedback.
- m. Assist the DL with managing goals, objectives, statistics and award programs.

### **3-16. District Operations NCO (DONCO) (SFC)**

The DONCO has the primary responsibility for operational functions within the District. The DONCO will -

- a. Support ALs and ARCCs in accomplishment of the district RT missions.
- b. Ensure conduct of district RT workshops for ARCCs (MOS 79V).
- c. Manage district RT budget.
- d. Ensure district training needs are assessed and training is provided.
- e. Ensure implementation of supported commands' annual RT plans and yearly training calendar.
- f. Support CRO in Battle Focus Readiness Reviews.
- g. Monitor district RT mission objective statistics and RT operations.
- h. Monitor district attrition, end strength, and reenlistment statistics.
- i. Validate required mission reports for accuracy prior to transmission.
- j. Control and manage equipment accountability within the district (cell phones, vehicles, and automation equipment).
- k. Validate and monitor IMPAC expenditures and RFOs.
- l. Forward SRIP exceptions to policy, requests for antedated reenlistments, and erroneous reenlistments and extensions to RRC Senior Operations NCO.
- m. Support command RT programs within the district at all levels of command and other duties as assigned.
- n. In absences of DL, will assume responsibilities of DL.

### **3-17. Area Leader (AL) (MSG)**

The AL has primary responsibility for RT mission support throughout an area. The AL will -

- a. Supervise, manage and evaluate performance of ARCCs and provide RT training and guidance by utilizing MOS 79V STP available through AKO (see para 4-8).
- b. Manage area RT program, goals, objectives, statistics and award programs for RT mission accomplishment.
- c. Conduct area RT training.
- d. Conduct area RT briefings.
- e. Develop the yearly training calendar and request required resources to implement.

- f. Provide system automation support for the ARCC.
- g. Provide and review ARCC's job description, and conduct initial and quarterly counseling IAW AR 623-205.
- h. Ensure rated ARCCs understand their missions and duties.
- i. Establish and maintain RT files IAW ARIMS.
- j. Maintain equipment accountability.
- k. Resolve area RT issues with DRC commands, through the DRC CCC. Report unresolved issues to the SCCC.
- l. Review all ARCC AARs and forward to commanders and RTO.
- m. Mentor area RTF on personal and professional growth.
- n. Forward SRIP exceptions to policy, requests for antedated reenlistments, and erroneous reenlistments and extensions to RRC Operations NCO.
- o. Conduct RT assessment visits with ARCCs.
- p. Be able to perform all duties of an ARCC.
- q. Maintain a POC list and coordinate with RCCC.

### **3-18. Army Reserve Career Counselor (ARCC) (SFC)**

The ARCC is the Career Counselor for Army Reserve Soldiers in assigned areas of responsibility. The AGR ARCC has primary responsibility for RT programs in assigned units. The ARCC will -

- a. Achieve all assigned RT missions.
- b. Establish rapport with unit commander and key unit personnel to include assisting in the preparation of the annual RT training plan (see Appendix C).
- c. Conduct unit RT briefings.
- d. Support NP prevention and recovery program (see Appendix G).
- e. Achieve IRR to SELRES reassignment mission objectives (see Appendix S).
- f. Coordinate unit Sponsorship Program (see Appendix E).
- g. Determine reenlistment/extension/incentive eligibility (see Appendix I).
- h. Prepare reenlistment and extension documents (see Appendix I).
- i. Manage reenlistment/extension program (see Appendix I).
- j. Coordinate reenlistment ceremonies.
- k. Conduct required career counseling interviews (IAW USAR Poster 6-R). Record ALL required counseling on DA Form 4856.
- l. Participate in battle assemblies.
- m. Perform call to active duty and release from active duty procedures (see Appendix L).
- n. Complete written AARs after any visit to a unit and forward to the AL.
- o. Maintain retention awareness items for supported Army Reserve centers using the Accessions Distribution Center (see Appendix M).
- p. Forward qualified WO referrals to Accessions NCO to (see Appendix K).
- q. Support unit in selection and training of DARNs.
- r. Conduct unit RT training.
- s. Attend the Recruiting Partnership Council (RPC) meeting for supported units.
- t. Maintain access to and a working knowledge of the following systems or reports (see Appendix P):
  - (1) ITRS
  - (2) RLAS
  - (3) Unit Commander's Pay Management Report (UCPMR)
  - (4) Army Knowledge Online (AKO)
  - (5) RDMS/Personnel Network (PERNET)
  - (6) RMS
  - (7) PROLEADS
- u. Encourage use of Operation Sergeant Major of the Army Recruiting Team (SMART) Program to provide quality referrals.
- v. Assist with unit inactivations, reorganizations or relocations.
- w. Maintain a POC list and coordinate with DRC CCCs.
- x. Maintain accountability for all authorized and assigned equipment (see Appendix Q).

y. Complete and submit the Reenlistment Bonus Control Worksheet, USAR Form 80-1-R to the RT office (see Appendix N).

### **3-19. Command Career Counselor (CCC) (SFC) (MSC)**

The CCC is the primary RT program adviser to the DRC commander. The AGR CCC has primary responsibility for RT missions. The CCC will -

- a. Provide RT mission updates to DRC commander.
- b. Provided RT training to subordinate local units.
- c. Forward SRIP exceptions to policy, requests for antedated reenlistments, and erroneous reenlistments and extensions.
- d. Assist unit leadership with RT programs for DRC.
- e. Coordinate with RRC Operations NCO for resolution of RT issues.
- f. Coordinate with RRC Operations NCO to determine and evaluate DRC mission accomplishment.
- g. Develop the command's annual RT plan.
- h. Participate in local RRC RT training and AR-RTD workshops.
- i. Participate in USAREC, battalion and company RPCs.
- j. Work strength management issues through USAREC, RCCC, RRC asset.
- k. Maintain accountability of all hand-receipted equipment.
- l. Complete and submit the Reenlistment Bonus Control Worksheet, USAR Form 80-1-R to the supporting RT office (see Appendix N).
- m. Promote Operation SMART Program.

### **3-20. Duty Appointed Reenlistment NCO (DARN)**

The DARN is the unit reenlistment representative for the unit commander and 1SG, and will -

- a. Evaluate Soldiers' experiences during Battle Assemblies and annual training (AT).
- b. Inform the commander and 1SG of the results of the evaluations.
- c. Assist and support the ARCC with RT training subjects.
- d. Determine reenlistment and incentive eligibility using standardized USAR Form 130-R.
- e. Prepare reenlistment and extension documents.
- f. Conduct reenlistment interviews and document on DA Form 4856.
- g. Perform these duties no less than 4 to 6 hours during Battle Assembly.
- h. Perform the duties of a unit reenlistment NCO when units are called to active duty.
- i. Attend RRC DARN training.
- j. Be appointed by memorandum signed by commander (see Appendix T).
- k. Serve as unit DARN for 24 months unless relieved sooner by command.
- l. Complete and submit the Reenlistment Bonus Control Worksheet, USAR Form 80-1-R to the RT office (see Appendix N).

## **Chapter 4**

### **Retention and Transition (RT) Program Implementation**

#### *Section I*

#### *Mission*

#### **4-1. The RT missions**

The RTF assists in sustaining strength by working to complete all assigned missions to improve strength, reduce attrition and provide life-cycle career counseling to Soldiers.

a. Reenlistment Mission. The RTF uses all available RT tools to identify Soldiers eligible to reenlist, to resolve disqualifications, to conduct reenlistments, and to ensure the reenlistment is correctly processed. The RTF meets the reenlistment mission by reenlisting a determined percentage of eligible career and first-term Soldiers (see Appendix I).

b. Non-Participation Mission. An Army Reserve Soldier is a non-participant (NP) when he/she has not received any form of military pay for 90 days. The RTF meets the NP mission by meeting or exceeding NP goals established by OCAR through implementation of the NP Prevention and Recovery Program (see Appendix G).

c. The CMF 79 Accession Mission. Recruiting and retention are critical to Army Reserve readiness. The RTF meets the CMF 79 accession mission by providing completed application packets of qualified Soldiers to meet established OCAR mission objectives (see Appendix J and U).

d. Unit Attrition Mission. Unit attrition detracts from unit readiness and prevents commanders from fulfilling mission requirements by loss of trained personnel. The unit attrition mission assists units in meeting or exceeding established attrition goals. (See Appendix H).

e. The TPU Officer Accession Mission. The AR-RTD is the sole accessioning agency in the Army Reserve with the exclusive mission of transitioning qualified TPU Soldiers to TPU officers. The RTF meets the TPU WO and direct commission accession mission by providing complete and board approved application packets of qualified Soldiers to meet established OCAR mission objectives (see Appendix K).

f. The IRR to SELRES Reassignment Mission. The RTF uses all available RT tools to identify eligible IRR Soldiers for reassignment to the SELRES. The RTF meets the IRR to SELRES reassignment mission by counseling and processing IRR Soldiers into the SELRES to meet or exceed established OCAR goals (see Appendix S).

## ***Section II*** ***Sustainment***

### **4-2. The RT Sustainment Programs**

Commanders at all levels are responsible for implementation and sustainment of all programs that improve retention. Leaders at all levels of command have a role in retention in units. Commanders ensure that the following programs are active in their command.

a. Soldier Accountability Program. Commanders and NCOs at all levels are accountable for Soldiers. The following actions will be taken to retain our most important resource:

(1) When a Soldier is absent from Battle Assembly without a known reason, the FLL will contact the Soldier during the Battle Assembly, determine reason for absence, document the conversation on DA Form 4856 and attempt to recover the Soldier, if necessary. Document why the Soldier is not at the Battle Assembly and provide the information to the 1SG for review and action. File the documentation in the MPF for 1 year, IAW AR 600-8-104, paragraph 2-3.

(2) The unit commander must contact the Soldier before submitting any request for transfer or separation due to unsatisfactory participation, voluntary reassignment to the IRR, ETS, or other cogent personal reasons. Document the conversation on DA Form 4856 and file IAW AR 600-8-104, Chapter 2.

(3) The next higher headquarters (G-1) will review transfer action and determine if systemic problems exist before forwarding transfer request.

(4) The ARCC will conduct an exit interview (face-to-face or telephonically) with Soldiers that are in a loss category and document the interview on DA Form 4856 or document IAW MSC policy. The ARCC is responsible for counseling the Soldier on potential loss of Army Reserve incentives.

(5) The MSC G-1 will not publish transfer or separation orders without required documentation from exit interviews conducted by commanders and ARCCs.

b. AR-RTD awards program.

(1) The AR-RTD awards program provides positive reinforcement to MSCs, Soldiers, and units that accomplish RT mission objectives. It is not used as a substitute for recognizing individual Soldier achievements (see AR 600-8-22, Chapter 3). Items used for awards can include, but are not limited to; certificates and plaques (see Section II of the Glossary).

(2) Annual award criteria for top mission accomplishment are published prior to the start of the FY in memorandum format by AR-RTD.

c. Sponsorship (See Appendix E).

d. Career Counseling. (See Appendix O).

e. Maximum Battle Assembly Participation.

f. Army Reserve Incentive Management. (See Appendix N).

g. Support to Soldiers Called To and Released From Active Duty.

h. Full Time Support (FTS) Accession Program. Personnel throughout the RT community must encourage all the career benefits and opportunities the Army Reserve has to offer. One opportunity includes FTS in the AGR program or in civil service in support of the Army Reserve. The RTF will participate in and support Full Time Support Career Forums scheduled by RRCs or by agencies such as HRC-STL as required.

i. Retention Awareness Items (see Appendix M).

(1) Retention Awareness Items publicize all aspects of the Army Reserve to stimulate interest and to encourage accession and retention in the Army.

(2) Publicity items are available at center level using a national system managed by the United States Army Recruiting Command, known as the Accessions Distribution Center (see Appendix M).

(3) Locally procured items at RRC level may be ordered to encourage membership in the Army Reserve or to inform of the benefits of Army Reserve *only* when RTO leadership determines that mission support of RRC RTF is fully funded for the year. All items procured are in IAW AR 600-8-22.

### ***Section III***

#### ***Incentives and Education Programs (Responsibilities)***

#### **4-3. General**

The SRIP and education programs are described in AR 135-7, USARC Pamphlet 37-1 and AR 621-5. Headquarters, Department of the Army (HQDA) will provide policy guidance to the USARC G-1 and AR-RTD.

#### **4-4. AR-RTD**

Provide MSCs RTOs with updated information on incentives and education programs (IAW USARC G-1 guidance).

#### **4-5. The RTF**

The RTF will -

a. Ensure supported commanders brief Soldiers about their responsibilities concerning incentives/educational assistance programs for which the Soldier contracted (e.g., completing DD Form 2475, Part I, and initiate the annual payment of their student loan).

b. Conduct incentive and educational benefit training for FTS personnel in supported units.

c. Determine SRIP eligibility based on RMS Data. If the Soldier is eligible for a reenlistment bonus, the ARCC will fax USAR Form 80-1-R (Reenlistment Bonus Control Worksheet) to the RRC RTO 5-10 days prior to the reenlistment date for a bonus control number. Upon receipt of the bonus control number, complete DA Form 5261-2-R and make it part of the reenlistment contract.

#### **4-6. Unit FTS (G-1 Administrative Support)**

The unit FTS will -

a. Prepare and administrate the following incentive programs and process educational assistance forms for Soldiers that qualify IAW AR 135-7:

(1) DD Form 2384-1 (Notice of Basic Eligibility (NOBE)).

(2) DA Form 5261 Series, when applicable.

(3) DD Form 5261-4-R, Student Loan Repayment Program (SLRP) Addendum.

(4) DA Form 5435-R, Statement of Understanding, SELRES Montgomery GI Bill.

(5) DA Form 5447-R (Officer Service Agreement Selected Reserve Education Assistance Program).

b. Serve as the POC for the SRIP and educational programs.

### ***Section IV***

#### ***Additional Retention Guidance***

#### **4-7. Major Subordinate Command (MSC) transfer program**

Army Reserve Soldiers who move or relocate for any reason, other than entry on active duty, are transferred from losing to gaining units using management of the Trainee, Transient, Holdee, and Students (TTHS) account.

a. Relocating Soldiers are transferred to the TTHS account (code TN) when unit commanders approve the request by signing a DA Form 4651-R (Request for Reassignment or Attachment). The Military Personnel File (MPF) is maintained at losing unit until receipt of assignment orders.

b. The TTHS account managers transfer relocating Soldiers to the first available unit vacancy using REQUEST, based on grade, MOS or will-train status.

c. The TTHS account manager sends orders to the Soldier, losing unit, and gaining unit, upon assignment to another TPU, as an Individual Mobilization Augmentee (IMA), the Individual Account (IA) or the IRR. Transfer

to the IRR is the least desired reassignment. Reassignment per this paragraph is executed IAW AR 135-91 and AR 140-10.

d. The ARCC is responsible for identifying relocating Soldiers in supported units and will counsel them on the impact of transfer on Army Reserve incentives and entitlements.

#### **4-8. Request for transfer to the Individual Ready Reserve (IRR)**

A request for reassignment of a TPU Soldier to an appropriate Control Group of the IRR is accomplished under one or more conditions IAW AR 140-10. The supporting documents required in AR 140-10 are included with request for transfer. The ARCC is responsible for counseling the Soldier on potential loss of Army Reserve incentives and entitlements.

#### **4-9. Request for transfer to the Individual Mobilization Augmentee (IMA)**

A request for reassignment of a TPU Soldier as an IMA or a drilling IMA Soldier, is accomplished IAW AR 140-145 through HRC-STL. The ARCC is responsible for counseling the Soldier on impact of transfer on Army Reserve incentives and entitlements.

#### **4-10. Conditional release from the SELRES (ARNG or Active Component)**

When a TPU Soldier request a release from his or her unit to join the Regular Army, ARNG or other component, a DD Form 368 (Request for Conditional Release) is prepared and forwarded to the MSC G-1 for consideration. The ARCC is responsible to counsel the Soldier on potential loss of Army Reserve incentives and career opportunities should the Soldier return to the Army Reserve.

#### **4-11. Unit attrition management by sponsorship**

The ARCC will log into RMS to review the Gain Report and notify each unit of a newly assigned Soldier. The ARCC then initiates the unit sponsorship program immediately and makes contact with the newly assigned Soldier. The ARCC, unit commander, and the First Line Leader (FLL) must make every attempt to contact the Soldier and encourage membership in the unit. A Soldier is declared a "No Show" only when every attempt has been made to contact the Soldier and 90 days has passed since the Soldier's assignment to the unit. The results are documented on a DA Form 4856 which is included with any request for transfer or discharge to the MSC G-1 for processing. Processing instructions are in AR 140-10, paragraph 4-18. The ARCC must document results of the exit interview on a DA Fm 4856.

#### **4-12. Soldier's Training Publication (STP) for MOS 79V**

[STP 12-79V45-SM-TG](https://atiam.train.army.mil/soldierPortal/atia/adlsc/view/public/21035-1/STP/12-79V45-SM-TG/STP12-79V45-SM-TG.HTM) (or in your URL address block, type in <https://atiam.train.army.mil/soldierPortal/atia/adlsc/view/public/21035-1/STP/12-79V45-SM-TG/STP12-79V45-SM-TG.HTM>)

## **Chapter 5**

### **Retention and Transition Force (RTF) Improprieties, Policies and Procedures**

#### *Section I*

#### *General*

##### **5-1. Purpose**

All RT personnel must consistently demonstrate high standards of professional conduct. This chapter prescribes the standards of conduct required for RTF personnel.

##### **5-2. Authority**

The MSC commander has command authority over the RTF. The CRO has the authority to initiate investigations and temporarily suspend (and/or reinstate), personnel from RT duty status pending final adjudication of an allegation.

##### **5-3. Responsibilities**

All allegations of improprieties or suspected improprieties must be reported to the appropriate MSC chain of command.

- a. The CRO will -
  - (1) Regularly evaluate the quality of their force while assessing training needs and mission success.
  - (2) Implement appropriate procedures to assure compliance with appropriate regulatory guidance.
  - (3) Ensure allegations of misconduct or improprieties are addressed.
  - (4) Monitor the progress of the investigation.
  - (5) Seek legal review.
  - (6) Recommend disposition to chain of command.
  - (7) Ensure appropriate remedial or disciplinary action is taken. For example:
    - (a) Developmental counseling.
    - (b) Suspension of favorable personnel actions.
    - (c) Letter of reprimand/admonishment.
    - (d) Detail from RT duties with concurrent termination of Special Duty Assignment Pay (SDAP).
    - (e) Bar to reenlistment.
    - (f) Reclassification and withdrawal of MOS 79V.
    - (g) Non-judicial punishment under UCMJ.
    - (h) Adverse administrative action.
    - (i) Judicial punishment under UCMJ.
- b. The CRO will make recommendation on improprieties or suspected improprieties to the MSC Commander.

## ***Section II***

### ***Retention and Transition Force (RTF) Personnel Reassignment or Relief***

#### **5-4. Purpose**

This section defines reasons for reclassification or immediate relief of RTF personnel who demonstrate substandard performance. It applies to all assigned RT personnel in the Army Reserve. Failure to comply with this section may subject Soldiers to adverse administrative actions.

#### **5-5. Grounds and criteria for reclassification**

The MSC commander may recommend the involuntary reclassification and/or reassignment of RTNCOs whose performance does not meet retention standards. The RTNCOs may be considered for involuntary reassignment either as unqualified, ineffective, or unsuitable at any time or upon completion of stabilization. The provision for involuntary reattachment applies to all RTNCOs. These procedures do not apply to RTNCOs who have been relieved-for-cause but are not being involuntarily reassigned.

- a. Involuntary reattachment as unqualified or ineffective will be requested only after a determination that adequate assistance, training, supervision, and counseling, or medical rehabilitation will not be or was not effective to correct inadequacies.
- b. The requirement for remedial training, assistance, and counseling procedures specified for ineffective or unqualified RTNCOs is not applicable to recommendations for the involuntary reattachment of unsuitable RTNCOs except as indicated in paragraph 5-8.
- c. The potential adverse impact on the career of RTNCOs recommended for reattachment for cause (ineffective or unsuitable), in terms of future promotions, reenlistment, assignments, and active duty tenure must be considered; therefore, commanders will ensure that individuals recommended for reattachment receive fair and equitable treatment.

#### **5-6. Unqualified RTNCO**

An RTNCO's reattachment as unqualified is without prejudice. It does not entail the potential adverse career impact as do unsuitable or ineffective reassignments. The RTNCOs may be identified as unqualified for the following reasons:

- a. Unable to accomplish duties due to physical or medical limitations, not the result of misconduct.. Reports of medical evaluation prepared by a physician assigned or employed by any military or other federal government facility must be enclosed to justify requests for reattachment. Personnel will not be reattached based on temporary medical conditions that are expected to be resolved within a reasonable time, normally 120 days or less.
- b. Incur a financial hardship that results directly from their assignment and does not involve mismanagement of personal income. Statements that compare personal income against validated obligations will be enclosed to justify these requests.

c. When a spouse or family member becomes involved in unfavorable incidents that impair the RTNCO's performance of duty or reputation in civilian communities. These requests must be justified by sufficient documentation of unfavorable incidents.

d. Loss of access to appropriate computer systems (i.e. loss of appropriate level of security clearance), to perform daily duties.

### **5-7. Ineffective RTNCO**

An RTNCO may be identified as ineffective for

a. Failure to respond to training, performance counseling, and other guidance. Statements that support the RTNCO's failure to respond and evidence of counseling must support these requests. Ineffective relief candidates require **technique** evaluation with counseling and training. These critical evaluations must be initiated and continued every 30 days for 90 consecutive days. Training and counseling associated with these evaluations must be clearly documented. Should the chain of command determine the above evaluations cannot be accomplished due to weak or nonexistent training, or to poor leadership, then rehabilitative transfers should be considered.

b. Failure to attain or sustain assigned missions; unsatisfactory performance according to established objectives and standards; or failure to develop the necessary ability to be a successful RTNCO. Objective evidence of mission failure and statements that show remedial performance counseling must support these requests.

c. Failure to attain or sustain adequate knowledge of regulations, programs, policies, and procedures related to retention. This includes, but is not limited to, repeated retention errors during reenlistment processing that do not constitute improprieties. The supporting documentation must clearly establish that training, performance counseling, or other guidance would not likely prevent continued mistakes.

d. Failure to train subordinates; attain or sustain area standards; or failure to demonstrate the necessary leadership and supervisory skills to be a successful AL, DSCC, or special operations NCO.

### **5-8. Unsuitable RTNCO**

An RTNCO may be identified as unsuitable for any of the following reasons:

a. Commission of improper practices that violate federal, state, or local law, DOD or DA regulations, or Army Reserve regulations, directives or policies. Evidence of specific practices must accompany requests for reattachment and must be processed through the MSC Staff Judge Advocate Office. Additionally, evidence of disciplinary or administrative actions taken against the Soldier or considerations which countered such actions must be provided.

b. Failure to maintain acceptable standards of conduct, to include involvement in unfavorable incidents or commission of acts which adversely reflect on the Army and the Soldier and which violate civil law or UCMJ. Description and evidence of specific incidents and/or acts must support these requests. Either evidence of disciplinary or administrative action taken against the Soldier or considerations which countered such actions must be provided with these requests.

c. Failure to maintain acceptable standards of personal appearance, including maintenance of physical fitness and weight standards according to AR 600-9. Documentary evidence of specific deficiencies and remedial action taken to correct the Soldier's inadequacies must be provided.

d. A failure to pay just debts after proper counseling or evidence of financial hardship on family members that can only be alleviated or remedied by reattachment from retention duty, must be demonstrated. The impact of financial mismanagement on RTNCO's reputations in the civilian communities where they reside and perform duty should be reported. Statements that compare personal income with liabilities must accompany these requests.

### **5-9. Suspension of Retention personnel from duty**

a. Suspension from duty is the removal of an RTNCO from all contact with Soldiers for reenlistment, transition or transfer and from the processing of any documentation required for mission accomplishment. The provision for suspension exists to prevent recurrence of incidents of impropriety and misconduct involving RTNCOs and to minimize the adverse impact such incidents or suspected incidents have on the public image of the US Army.

b. The CRO is authorized to suspend retention personnel within their respective commands who are suspected of improper retention practices or who are identified as unsuitable, according to the criteria specified in paragraph 5-8. In impropriety cases, RTNCOs normally will not be suspended unless the CRO intends to recommend relief. Normally, an RTNCO identified as unqualified or ineffective under paragraph 5-6 or 5-7 will not be suspended but will continue to perform retention duties pending involuntary reattachment. The SDAP will not be terminated prior

to departure for individuals being reattached unless suspension is directed as an exception to policy. However, on a case-by-case basis, RTNCOs identified as unqualified or ineffective may be suspended by the CRO, provided detailed justification is forwarded through command channels with the reattachment action.

c. Suspended RTNCOs are not entitled to SDAP because they are removed from their retention duties. Termination of SDAP is effective on the date of suspension. Accordingly, CROs must review each case thoroughly prior to suspension to ensure that the basis for the action is adequate. When an RTNCO is suspended, he or she must be notified in writing, both of the basis for the suspension and of the action to terminate SDAP per AR 135-205, paragraph 2-5. The RTNCO will be given the chance to rebut the proposed action and provide statements on his or her behalf.

d. Commanders imposing suspension will refer to AR 600-8-2 to determine when submission of DA Form 268 is required.

#### **5-10. Reinstatement to duty**

a. For cases of involuntary reattachment, except for improprieties, authority is delegated to each CRO to reinstate suspended personnel to duty where investigated allegations and/or the proposed basis for the involuntary reattachment is adequately refuted by an individual's rebuttal or by objective evidence provided by the chain of command. Prior to taking any action to reinstate an individual to duty, the CRO will obtain a legal review.

b. Authority is delegated to each CRO to reinstate suspended personnel in cases of alleged retention improprieties where the allegations made against them are adequately refuted by rebuttal or by information provided by the chain of command. Legal review will be obtained prior to reinstatement.

c. A letter of notification will be furnished to the RTNCO concerned when reinstatement is approved. The letter of notification will provide the effective date of the reinstatement, if different from the date of the basic letter. The RTNCO's SDAP will be reinstated effective the date of reinstatement to the special duty assignment, provided all other eligibility requirements are met per AR 135-205, paragraph 2-2.

#### **5-11. Grounds and criteria for immediate relief from RT duties**

Commanders should consider relief of RTF personnel IAW AR 623-105 or AR 623-205 under the following circumstances:

a. Violations of regulations or directives committed in order to obtain a reenlistment, transition, incentive, or transfer agreement of a person not qualified.

b. Failures to maintain standards of professional, personal, and moral conduct, which result in:

- (1) A General Officer memorandum of reprimand.
- (2) UCMJ/Article 15 action or a court-martial conviction.
- (3) Civilian court conviction for any offense that indicates questionable moral character.
- (4) Imposition of a Bar to Reenlistment.
- (5) Failure of 79V Course.

#### **5-12. Relief procedures**

The RTF personnel determined to be unfit, unsuitable, and/or unwilling to accomplish the mission, or fulfill their responsibilities, will be relieved and reassigned by the appropriate commander. If relief action is warranted, the supervisory chain must:

a. Determine whether an investigation or inquiry should be initiated under the provisions of AR 15-6.

b. Formally counsel the Soldier, in writing, regarding their intentions.

c. Recommend suspension of favorable personnel actions (flag) IAW AR 600-8-2.

d. Suspend the Soldier from all RT duties, functions, and responsibilities.

e. Recommend termination of SDAP IAW AR 135-205.

f. Initiate a Relief-for-Cause OER/NCOER IAW AR 623-105 or 623-205.

g. Initiate reassignment of a Soldier relieved-for-cause.

h. Initiate DA form 4187 (Request for Personnel Action), requesting reassignment through the chain of command to Cdr, HRC-STL, (ARPC-ARE), 1 Reserve Way, St. Louis, MO 63132-5200.

### **Section III**

#### ***The RTF Allegations, Improprieties and Specific Prohibitions***

##### **5-13. The RTF allegations and improprieties defined**

a. Allegations are defined as credible information from any source, either verbally or in writing, that alleges an impropriety.

b. Improprieties include any of the following:

(1) Acts or omissions in violation of law or regulation with the intent to circumvent quality control procedures resulting in the reenlistment, transfer, or transition of a person not qualified.

(2) Acts or omissions in law violations or regulation with the intent to entice a person to reenlist or transition for a program which they do not qualify, or to promise eligibility for an incentive or entitlement (Montgomery GI Bill (MGIB), SRIP, SLRP), for which the person is not eligible.

(3) Acts or omissions in violation of law, regulation, or policy resulting in a fraudulent, erroneous, or defective reenlistment or transfer.

##### **5-14. Specific prohibitions**

The following is a non-exclusive list of violations of professional and personal conduct required for RTF personnel. Violations shall be addressed with appropriate remedial measures as specified in paragraph 5-3 above:

a. Violation of standards of military discipline and personal conduct.

(1) It is mandatory that RTF personnel possess and present the highest degree of professionalism on and off duty.

(2) RTF personnel will not conduct themselves in a manner that minimizes the standards of conduct required of all Soldiers and as prescribed by the Joint Ethics Regulation, DODD 5500.7-R. This regulation provides military personnel with guidance on a multitude of ethical issues including the avoidance of conflicts of interests between their commercial/financial interest and their official duties.

b. False documents. All RTF personnel -

(1) Will not falsify, assist in falsifying, knowingly use any false documents and/or information, or intentionally omit any material when processing a Soldier for transition, reenlistment, incentives and entitlements, entry on AD as an AGR Soldier or entry into the Officer Program.

(2) Will not use documents containing false information during processing, including documents bearing false or unauthorized signatures.

c. Pre-signed forms and false certification. All RTF personnel -

(1) Will not pre-sign nor have a Soldier pre-sign any blank or incomplete form that results in the transition process.

(2) Will not sign or have the Soldier sign a DA form 4187 to transfer the Soldier from the IRR to the SELRES without first completing sections III and IV of the form.

(3) Will, under no circumstances, process an IRR to SELRES transfer without the Soldier's consent.

d. Medical improprieties/prohibition/violations. All RTF personnel -

(1) Are prohibited from concealing, assisting in the concealment, or advising a Soldier to conceal any relevant medical information, whether or not disqualifying.

(2) Are prohibited from giving or advising Soldiers to use any pharmaceutical product, medicine, or remedy, whether controlled, prescribed, or sold over the counter for the purpose of meeting transitioning requirements.

e. Misrepresentation and coercion. All RTF personnel -

(1) Will not knowingly mislead or misinform a prospect regarding any aspect of processing, entitlements, benefits, or other aspects of the Army so the Soldier would decide to reenlist, transition from IRR to SELRES, access into the AGR program, or the officer program.

(2) Will not give false promises of eligibility for any incentive or entitlement or an AGR accession specific station of choice.

f. Prospecting improprieties.

(1) Prospecting is limited to the RTNCO's geographical boundary as designated by the chain of command. A Soldier's home address that appears on available systems is used to determine prospecting and processing eligibility criteria. Mail outs are limited to the accessible Soldiers on available systems or other resources not to exceed the RTNCO's geographical boundaries.

(2) Confrontations between RTNCOs over the geographical boundaries for processing individuals for assignment are strictly prohibited. Boundary arbitration shall be resolved at the AL level within the RRC.

#### **Section IV**

#### ***Processing of Allegations of RTF Improprieties***

##### **5-15. General**

This section prescribes procedures for the reporting, processing, investigation, and disposition of impropriety allegations.

a. The MSC CRO may investigate credible allegations of impropriety using informal investigation procedures under the provisions of AR 15-6. If -

(1) An allegation is not substantiated; no further action should be taken.

(2) An allegation is substantiated, the CRO will -

(a) Report the results to the chain of command for appropriate action.

(b) Inform Chief, AR-RTD of the substantiated allegation.

b. If the situation warrants, the RTF personnel involved will be suspended from RT duties and directly report to a duty location specified by the MSC chain of command pending final disposition of the case. This action may necessitate suspension of SDAP IAW AR 135-205.

c. Any RTF personnel allegedly involved in the impropriety will not conduct investigations.

d. If the MSC CRO has determined that the allegation warrants investigation, flagging action should be taken IAW AR 600-8-2.

##### **5-16. Investigation reporting guideline**

Investigations will be completed and reported IAW AR 15-6.

##### **5-17. Final disposition of substantiated cases**

Once final determination is made -

a. Document the investigation IAW AR 15-6.

b. Report the results to the chain of command.

c. Inform Chief, AR-RTD of the investigation results.

d. Ensure involved RTF personnel receive proper notice and due process as required by law or regulation.

## **Chapter 6**

### **Reports and Reporting**

#### **6-1. Purpose**

Accurate data provided to the commander ensures mission success. As in any military operation, the RT program requires periodic reports covering mission achievement, personnel, and logistical status.

#### **6-2. Responsibilities**

a. AR-RTD will -

(1) Develop and implement a report on status of all mission accomplishment.

(2) Ensure distribution of the report to MSC commanders and Army Reserve senior leadership on a

monthly basis or as required.

b. MSC CRO will -

(1) Submit required logistic reports to appropriate headquarters.

(2) Review AR-RTD mission status reports for accurate mission statistics.

## APPENDIX A References

### *Section I*

#### *Required Publications*

|                 |  |
|-----------------|--|
| AR 135-7        | Incentive Programs   |
| AR 135-18       | The Active Guard Reserve (AGR) Program   |
| AR 135-91       | Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures            |
| AR 135-178      | Enlisted Administrative Separations  |
| AR 140-111      | U.S. Army Reserve Reenlistment Program   |
| AR 140-158      | Enlisted Personnel Classification, Promotion, and Reduction  |
| AR 600-8-2      | Suspension of Favorable Personnel Actions (FLAGS)  |
| AR 600-8-8      | The Total Army Sponsorship Program   |
| AR 600-8-22     | Military Awards  |
| AR 600-9        | The Army Weight Control Program  |
| AR 600-110      | Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV) |
| AR 601-1        | Assignment of Enlisted Personnel to the US Army Recruiting Command   |
| AR 611-1        | Military Occupational Classification Structure Development and Implementation                                  |
| AR 614-200      | Enlisted Assignments and Utilization Management  |
| AR 635-200      | Enlisted Personnel   |
| AR 735-5        | Policies and Procedures for Property Accountability  |
| DA Pam 600-11   | Warrant Officer Professional Development   |
| DA Pam 611-1    | The Army Interview   |
| DA Pam 611-21   | Military Occupational Classification and Structure   |
| DA Pam 710-2-1  | Using Unit Supply System (Manual Procedures)   |
| USARC Reg 25-1  | Information Resources Management Program   |
| USARC Reg 25-10 | Telecommunications Management Program  |
| USARC Reg 58-1  | Management, Acquisition, and Use of Non-Tactical vehicles  |

### *Section II*

#### *Related Publications*

|              |  |
|--------------|--|
| AR 15-6      | Procedures for Investigating Officers and Boards of Officers   |
| AR 25-55     | The Department of the Army Freedom of Information Act Program  |
| AR 25-400-2  | The Army Records Information Management System (ARIMS)   |
| AR 40-501    | Standards of Medical Fitness   |
| AR 135-100   | Appointment of Commissioned and Warrant Officers of the Army   |
| AR 135-205   | Enlisted Personnel Management  |
| AR 140-1     | Mission, Organization, and Training  |
| AR 140-6     | Mobilization of the U.S. Army Standby Reserve  |
| AR 140-10    | Assignments, Attachments, Details, and Transfers   |
| AR 140-30    | Active Duty in Support of the US Army Reserve (USAR) and Active Guard Reserve (AGR) Management Program |
| AR 140-145   | Individual Mobilization Augmentation (IMA) Program   |
| AR 140-185   | Training and Retirement Point Credits and Unit Level Strength  |
| AR 220-1     | Unit Status Reporting  |
| AR 340-21    | The Army Privacy Program   |
| AR 351-1     | Individual Military Education and Training   |
| AR 600-20    | Army Command Policy  |
| AR 600-8-10  | Leave and Passes   |
| AR 600-8-105 | Military Orders  |
| AR 601-208   | Recruiting/Reenlistment Advertising Program  |
| AR 601-210   | Regular Army and Army Reserve Enlistment Program   |
| AR 601-280   | Army Retention Program   |
| AR 621-5     | Army Continuing Education System (ACES)  |

|                              |   |
|------------------------------|---|
| AR 623-205                   | Noncommissioned Officer Evaluation Reporting System                       |
| AR 640-30                    | Photographs for Military Personnel Files                                  |
| AR 670-1                     | Wear and Appearance of Army Uniforms and Insignia                         |
| DOD Dir. 1250.1              | National Committee for Employer Support of the Guard and Reserve (NCESGR) |
| DA Cir 601-99-1              | Warrant Officer Procurement Program                                       |
| DA Pam 25-30                 | Consolidated Army Publications and Forms Index (electronic media only)    |
| DA Pam 350-20                | Unit Equal Opportunity Training Guide                                     |
| DA Pam 351-4                 | US Army Formal Schools Catalog  |
| DA Pam 600-25                | US Army Noncommissioned Officer Professional Development Guide            |
| DA Pam 608-47                | A Guide to Establishing Family Support Groups                             |
| HRC-STL                      | Individual Mobilization Augmentation Handbook                             |
| FM 1                         | The Army  |
| FM 21-20                     | Physical Fitness Training   |
| FM 6-22                      | Army Leadership   |
| USAREC/FOMSCOM<br>Reg 601-67 | Unit Referral System  |
| FOMSCOM Reg 500-3-1          | FORMDEPS - Forces Command Demobilization Plan                             |
| FOMSCOM Reg 500-3-3          | FORMDEPS - Reserve Component Unit Commanders Handbook (RCUCH)             |
| FOMSCOM Reg 500-3-5          | FORMDEPS - Forces Command Mobilization Plan                               |

### ***Section III Prescribed Forms***

The following forms are available on the USAR Intranet website (<https://USARintra>) in both Adobe Acrobat Reader PDF and FormFlow Filler formats. (Providing this information does not constitute the Army's endorsement of the products.)  
*[Note: PDF versions are also included at the end of this publication.]*

|                  |  |
|------------------|--|
| USAR Form 62-R   | Sponsor's Guide & In-processing Checklist    |
| USAR Form 62-1-R | Unit Sponsor List                            |
| USAR Form 62-2-R | New Soldier Sponsorship Log                  |
| USAR Form 80-1-R | Reenlistment Bonus Control Worksheet         |
| USAR Form 80-2-R | Reenlistment Bonus Control Number Log        |
| USAR Form 83-R   | Army Reserve Career Plan                     |
| USAR Form 130-R  | Reenlistment Eligibility Worksheet           |
| USAR Form 135-R  | Warrant Officer Application Checklist        |
| USAR Form 136-R  | Warrant Officer Flight Application Checklist |
| USAR Poster 6-R  | USAR Retention "Action Chart"                |

### ***Section IV Related Forms***

|                  |   |
|------------------|---|
| USARC Form 98-R  | Center of Influence (COI) – Very Important Person (VIP)   |
| DD Form 4/1 & 2  | Enlistment / Reenlistment Document - Armed Forces of the United States                                  |
| DD Form 149      | Application for Correction of Military Record Under the Provisions of Title 10, U.S. Code, Section 1552 |
| DD Form 214      | Certificate of Release or Discharge From Active Duty  |
| DD Form 368      | Request for Conditional Release   |
| DD Form 1351-2   | Travel Voucher or Subvoucher  |
| DD Form 1966     | Record of Military Processing-Armed Forces of the United States   |
| DD Form 2384-1   | Notice of Basic Eligibility (NOBE)  |
| DD Form 2475     | DOD Educational Loan Repayment Program (LRP) Annual Application {SLRP}                                  |
| DA Form 2        | Personnel Qualification Record (Part I)   |
| DA Form 2-1      | Personnel Qualifications Record (Part II)   |
| DA Form 87       | Certificate of Training   |
| DA Form 145      | Army Correspondence Course Enrollment Application   |
| DA Form 1059     | Service School Academic Evaluation Report   |
| DA Form 1380     | Record of Individual Performance of Reserve Duty Training   |
| DA Form 2028     | Recommended Changes to Publications and Blank Forms   |
| DA Form 2166-8   | Noncommissioned Officer Evaluation Report   |
| DA Form 2166-8-1 | Noncommissioned Officer Counseling Checklist/Record   |

|                  |  |
|------------------|--|
| DA Form 3540     | Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment |
| DA Form 4187     | Personnel Action   |
| DA Form 4651-R   | Request for Reserve Component Assignment and Attachment  |
| DA Form 4836     | Oath of Extension of Enlistment or Reenlistment  |
| DA Form 4856     | Developmental Counseling Form  |
| DA Form 5247-R   | Request for Security Determination   |
| DA Form 5261-2-R | Selected Reserve Incentive Program- Reenlistment/Extension Bonus Addendum                            |
| DA Form 5261-3-R | Selected Reserve Incentive Program – Affiliation Bonus Addendum                                      |
| DA Form 5261-4-R | Student Loan Repayment Program Addendum  |
| DA Form 5435-R   | Statement of Understanding – The Selected Reserve Montgomery GI Bill                                 |
| DA Form 5447-R   | Officer Service Agreement Selected Reserve Educational Assistance Program                            |
| USAR Label 1-R   | Personal in Nature   |

## **Section V**

### ***RT Related Topics Cross-referenced to Corresponding Publications***

| <b>Subject</b>                                       | <b>Publication</b>   |
|--|----------------------|
| Army Continuing Education System                     | AR 621-5             |
| Army   | AR 621-202           |
| Additional Skill Identifier (ASI)                    | DA Pam 611-21        |
| AGR program  | AR 135-18            |
| Appendix P Student Loan Repayment Program Procedures | USARC Pamphlet 37-1  |
| Attachments  | AR 140-10            |
| Awards and Badges                                    | AR 600-8-22          |
| Bonus: Affiliation, Enlistment, Reenlistment         | AR 135-7             |
| Career Counselor Badge                               | AR 600-8-22          |
| Career Management Field                              | DA Pam 611-21        |
| Correspondence Courses Counseling                    | DA Pam 350-20        |
| Battle Focus Training                                | FM 7-1               |
| NCO-ER   | AR 623-205           |
| Defective Reenlistments Enlisted                     | AR 135-178           |
| Enlisted Discharges                                  | AR 135-178           |
| Promotions   | AR 140-158           |
| Separations  | AR 135-178           |
| Enlistment Program                                   | AR 601-210           |
| Evaluations (NCOER)                                  | AR 623-205           |
| Extensions   | AR 140-111           |
| Family Support Group                                 | DA Pam 608-47        |
| Fraudulent Reenlistment                              | AR 135-178           |
| Health Profession Loan Repayment                     | AR 135-7             |
| Initial Entry Training Policies Interviews           | TRADOC Reg 350-6     |
| Techniques   | DA Pam 611-1         |
| Type   | AR 140-111           |
| Language Identifier Code                             | DA Pam 611-21        |
| Leadership   | FM 6-22              |
| Leaves and Passes                                    | AR 600-8-10          |
| ARIMS  | AR 25-400-2          |
| Military Occupational Specialties                    | DA Pam 611-21        |
| Military Orders                                      | AR 600-8-105         |
| Mobilization   | FORMDEPS 500-3-1,3,5 |
| Montgomery GI Bill (MGIB)                            | AR 135-7             |
| NCO Professional Development Guide                   | DA Pam 600-25        |
| Overstrength   | AR 140-1             |
| Photographs  | AR 640-30            |
| Physical Fitness Testing/Training                    | FM 21-20             |
| Reassignments  | AR 140-10            |
| Reclassifications                                    | AR 140-158           |
| Reenlistments (Army Reserve)                         | AR 140-111           |
| Relocation   | AR 135-91            |

|  |                                  |
|--|----------------------------------|
| Retirement (Reserve)                             | AR 140-185                       |
| Selective Reserve Incentive Program              | AR 135-7                         |
| Service Obligations                              | AR 135-91                        |
| Special Qualification Identifier (SQI)           | DA Pam 611-21                    |
| Sponsorship                                      | AR 600-8-8 and/or USAR Reg 140-6 |
| Student Loan Repayment Program                   | AR 135-7                         |
| Student Loan Repayment Program (SLRP) Procedures | USAR Pam 37-1                    |
| Transfers  | AR 140-10                        |
| Unit Status Report (USR)                         | AR 220-1                         |
| Unsatisfactory Participants                      | AR 135-91                        |
| Weight Control                                   | AR 600-9                         |
| Wear and Appearance of Army Uniforms             | AR 670-1                         |

## **APPENDIX B**

### **Battle Assemble Participation**

#### **B-1 Scope**

The ARCC attends Battle Assemblies for supported units to provide maximum support of unit RT programs. All Soldiers of supported units must consider the ARCC the subject matter expert for all RT concerns. The ARCC supports unit leadership by monitoring and training the RT environment of units.

#### **B-2 Responsibilities**

a. The ARCC will -

- (1) Attend the maximum number of Battle Assemblies possible for units of responsibility.
- (2) Ensure that unit members, including unit leadership, are kept up to date on changes in entitlement and incentive programs to encourage retention of qualified Soldiers.
- (3) Inform unit leaders of the status of unit RT programs.
- (4) Take responsibility for coordinating unit sponsorship in supported units, as the unit sponsorship coordinator (See Appendix E).
- (5) Conduct required retention and reenlistment counseling.
- (6) Attend pre-Battle Assembly meetings.
- (7) Evaluate and monitor Battle Assembly attendance by skill level within units (coordinate with FTUS for attendance).
- (8) Conduct a verbal out brief (status brief) to commander or commander's representative prior to the end of the Battle Assembly concerning the status of unit retention.
- (9) Prepare an AAR from Battle Assembly attendance with status, recommendations, and expected resolution of shortfalls within 72 hours of weekend and forward to AL.

b. The commander will -

- (1) Ensure that every newly assigned Soldier at a Battle Assembly is assigned a sponsor.
- (2) Ensure that supporting ARCC is aware of schedule changes to Battle Assemblies.
- (3) Conduct all required interviews (initial, reenlistment, and exit) IAW this and applicable regulations.
- (4) Ensure that ARCC is provided information on Battle Assembly attendance and access to personnel databases and OMPFs.

**APPENDIX C**  
**Sample MSC RT Training Plan and Unit Notification**

|  |   |
|--|---|
| AFRC-XXX-XX (140)  | DATE  |
| MEMORANDUM FOR COMMANDING GENERAL, XXXth RRC   |   |
| SUBJECT: Decision Memorandum - Retention and Transition (RT) Training Plan   |   |
| <p>1. PURPOSE. This is a decision memorandum to obtain the Commanding General's approval of the enclosed detailed FY 02 and FY 03-05 quarterly overview RT training plan.</p> <p>2. DISCUSSION.</p> <ul style="list-style-type: none"><li>a. This plan complies with and implements/sustains USAR regulatory and procedural guidance in USAR Regulation 140-6.</li><li>b. To provide the best training possible, coordinated with AR-RTD, and they agreed to assist with training as indicated in the plan.</li><li>c. Fourteen of the 20 assigned IDT ARCCs of this command have attended the "train the trainer" DARN Course. Ten will act as trainers in the eight regionally planned DARN training sessions during this FY. To minimize cost, attendees will attend the training in a rescheduled training or fragmented AT status if ADSW funding is not available.</li><li>d. Six regional Commander/Senior NCO training sessions are scheduled. These sessions will complete training for both Tier One and Two units of our command and supported MSCs. Remaining units are scheduled second quarter next FY.</li><li>e. Coordinated with the RRC CSM and G-1 to participate in both of their scheduled conferences during this FY.</li><li>f. Plan to participate in the RTD Training when notified of date and identification of attendee criteria. Our training will have instructor priority if a conflict happens, but coverage of other events will occur.</li></ul> <p>3. FUNDING.</p> <ul style="list-style-type: none"><li>a. See enclosed funding statement showing both OMAR and Reserve Personnel, Army requirements.</li><li>b. To minimize travel and per diem expenditures, regional training will be used for the DARN, Commander/Senior NCO and unit administrator (UA)/AGR Unit Clerk Courses.</li><li>c. For Soldiers who cannot perform duty for two weekends in a month, commanders may authorize rescheduled training.</li><li>d. As an alternative to fund Commander/Senior NCO RT Training, requests will be submitted to G-2 to use school Reserve Personnel, Army to compensate for ADSW funding shortages.</li></ul> <p>4. RECOMMENDATION.</p> <ul style="list-style-type: none"><li>a. The Commanding General approves the enclosed plan.</li><li>b. To maximize the emphasis on the Commander/Senior NCO training, a representative from command group or principle staff should be present at each session to serve as observer and provide resolution for issues on the spot.</li></ul> |   |
| 2 Encls<br>1. Sample RT Training Plan<br>2. Funding Statement  | JOHN E. DOE<br>LTC, GS, US Army Reserve<br>Retention and Transition Officer |
| Approved: _____<br>Disapproved: _____<br>Other: _____<br>See Me: _____   |   |
| CF:<br>MSC CSM   |   |

**Figure C-1. Sample MSC RT Training Plan and Unit Notification Memo.**

| FY02 Training Plan - as of (date) |                           | RECOMMEND TWO VISITS TO TARGET PER FY |   |   |                     |
|-----------------------------------|---------------------------|---------------------------------------|---|---|---------------------|
| DATE                              | UNIT/LOCATION             | ACTIVITY                              | PERSONNEL   | COMMENTS  | UNIT POC            |
| <b>OCTOBER</b>                    |                           |                                       |   |   |                     |
| 1-Oct                             | 257TC Co - Phoenix, AZ    | VALw/UCP                              | SFC Mickey/ SFC House/ SSG Boat/ SSG Wright/ SGT Tugg | AAR fwd to Team 8, BDE coordination no-go, SPONSORSHIP broke fix date | Don Adams/ 222-2222 |
| 2-Oct                             | 5th BDE - Bluefield, OH   | DARN TNG                              | MSG Crusher   |   |                     |
| <b>NOVEMBER</b>                   |                           |                                       |   |   |                     |
| TBD                               | OCAR, Atlanta, GA         | Retention NCO of the Year Board       | MSG Crusher   |   |                     |
|                                   |                           |                                       | SGT Best  |   |                     |
| <b>DECEMBER</b>                   |                           |                                       |   |   |                     |
| <b>JANUARY</b>                    |                           |                                       |   |   |                     |
| 27                                | Los Angeles, CA           | USARC Regional Retn MTG               | MSG Crusher   |   |                     |
| <b>FEBRUARY</b>                   |                           |                                       |   |   |                     |
| <b>MARCH</b>                      |                           |                                       |   |   |                     |
| 8 to 11                           | Orlando, FL               | TOW Mentor Workshop                   | SFC Boat  |   |                     |
| <b>APRIL</b>                      |                           |                                       |   |   |                     |
| 14-Apr                            | 257TC Co - Phoenix, AZ    | Validation                            | SFC Mickey  |   |                     |
|                                   |                           |                                       | SFC House   |   |                     |
| <b>MAY</b>                        |                           |                                       |   |   |                     |
| 12-May                            | 323RD MP CO - Mt Zion, WV | VALw/UCP                              | MSG Crusher   |   |                     |
|                                   |                           |                                       | SSG Kirk  |   |                     |
| <b>JUNE</b>                       |                           |                                       |   |   |                     |
| 16-Jun                            | 339th, 452nd - RENO, NV   | DARN TNG                              | MSG Crusher   |   |                     |
| <b>JULY</b>                       |                           |                                       |   |   |                     |
| <b>AUGUST</b>                     |                           |                                       |   |   |                     |
| <b>SEPTEMBER</b>                  |                           |                                       |   |   |                     |
| <b>FY03</b>                       |                           |                                       |   |   |                     |
| <b>OCTOBER</b>                    |                           |                                       |   |   |                     |
| 22                                | 323RD MP CO - Mt Zion, WV | Validation                            | MSG Crusher   |   |                     |

Figure C-1. (continued) Sample Format for MSC RT Training Plan and Unit Notification.

**FISCAL YEAR 2003 QUARTERLY OVERVIEW**

|         |                                |   |                            |
|---------|--------------------------------|---|----------------------------|
| 1st Qtr | FLL<br>Train the Trainer       | Atlanta, GA<br>24 attendees   | SGM Smith<br>*MSG Hamilton |
| 2nd Qtr | 2 Cdr/Sr NCO                   | Birmingham, AL<br>Charlotte NC<br>24 attendees each   | TBD                        |
| 3rd Qtr | URTNCO<br>Sustainment          | Atlanta, GA<br>20 attendees   | TBD                        |
| 4th Qtr | RTNCO Tng<br>18 AGR/IDT RTNCOs | Birmingham, AL  | SGM Smith<br>*MSG Hamilton |
|         | 8 UA/AGR Clerk                 | Birmingham, AL<br>Jacksonville, FL<br>Orlando, FL<br>Atlanta, GA<br>Charlotte, NC<br>Columbia, SC<br>Nashville, TN<br>Louisville, KY<br>24 Attendees Each | TBD                        |
| 4th Qtr | RTNCO Planning                 | Birmingham, AL<br>18 AGR/IDT RTNCOs   | SGM Smith<br>*MSG Hamilton |

[\*indicates Readiness Command RTNCO assistance or participation.]

**FISCAL YEAR 2004 QUARTERLY OVERVIEW**

|         |                             |                                     |           |
|---------|-----------------------------|-------------------------------------|-----------|
| 1st Qtr | TBD                         |                                     | TBD       |
| 2nd Qtr | URTNCO<br>Sustainment       | Atlanta, GA<br>20 Attendees         | TBD       |
|         | FLL<br>Train the Trainer    | Atlanta, GA<br>24 attendees         | SGM Smith |
| 3rd Qtr | RTNCO Tng                   | Birmingham, AL<br>18 AGR/IDT RTNCOs | SGM Smith |
|         | Cdr/Sr NCO<br>Sustainment   | Charlotte, NC<br>24 Attendees       | TBD       |
|         | UA/AGR Clerk<br>Sustainment | Charlotte, NC<br>24 Attendees       | TBD       |
| 4th Qtr | RTNCO Planning              | Birmingham, AL<br>18 AGR/IDT RTNCOs | SGM Smith |

**FISCAL YEAR 2003 QUARTERLY OVERVIEW**

Prepare quarterly outline as in previous years. Include sustainment training for newly assigned DARNs, commanders/senior NCOs, UAs/AGR unit clerks and "Train the Trainer" for First Line Leader.

**FISCAL YEAR 2004 QUARTERLY OVERVIEW**

Prepare quarterly outline as in previous years. Include sustainment training for newly assigned DARNs, commanders/senior NCOs, UAs/AGR unit clerks and "Train the Trainer" for First Line Leader.

NOTE: THE STATUS OF THE ANNUAL DOD APPROPRIATIONS ACT WILL IMPACT FUNDING. IF THE BEGINNING FISCAL YEAR FUNDING IS BASED ON A CONTINUING RESOLUTION ACT (CRA), FUNDING WILL BE MINIMAL (ABOUT 80% OF WHAT YOU SPENT THE PREVIOUS FISCAL YEAR). THEREFORE, PLAN MINIMAL ACTIVITIES IN THE FIRST QUARTER TO AVOID CONFLICTS BECAUSE OF FUNDING.

**Figure C-1. (continued) Sample Format for MSC RT Training Plan and Unit Notification.**

| FY 02 ACTIVITY OMAR |        |        |                    |                         |        | FUNDING LIMITED TO FY99 BUDGET | EST COST   | TOTAL    | TOTAL |
|---------------------|--------|--------|--------------------|-------------------------|--------|--------------------------------|------------|----------|-------|
| QTR                 | DATE   | # DAYS | ACTIVITY           | LOCATION                | # PERS | PER SM                         | REQUESTED  | EXPENDED |       |
| 1                   | O21001 | 4      | Validation         | 257th TC Co,Phoenix, AZ | 2      | \$1,200.00                     | \$2,400.00 |          |       |
| 1                   | O21002 | 3      | DARN               | 5th BDE - Bluefield, OH | 1      | \$1,100.00                     | \$1,100.00 |          |       |
| 1                   | O21210 | 3      | DARN TNG           | RENO, NV                | 1      | \$231.63                       | \$231.63   |          |       |
| 1                   | O21210 | 3      | DARN TNG SITE COST | RENO, NV                |        | \$2,500.00                     | \$2,500.00 |          |       |
| 3                   | O30414 | 3      | Validation         | 257th TC Co,Phoenix, AZ | 1      | \$1,000.00                     | \$1,000.00 |          |       |
|                     |        |        |                    |                         |        |                                | \$7,231.63 |          |       |

NOTE:  
Prepare spreadsheets for Oct 1 to 15, 16 to 30, Nov 1 to 15, 16 to 30 and Dec 1-15, 16 to 30 in case of CRA

| FY 02 ACTIVITY RPA |        |        |            |                         |        | EST COST   | TOTAL       | TOTAL    |
|--------------------|--------|--------|------------|-------------------------|--------|------------|-------------|----------|
| QTR                | DATE   | # DAYS | ACTIVITY   | LOCATION                | # PERS | PER SLDR   | REQUESTED   | EXPENDED |
| 1                  | O21001 | 3      | VAL w/UCP  | 257TC Co - Phoenix, AZ  | 3      | \$231.63   | \$694.89    |          |
| 1                  | O21002 | 2      | DARN TNG   | Bluefield, OH           | 25     | \$153.99   | \$3,849.75  |          |
| 1                  | O21210 | 3      | DARN TNG   | RENO, NV                | 25     | \$231.63   | \$5,790.75  |          |
| 3                  | O30414 | 3      | Validation | 257th TC Co,Phoenix, AZ | 1      | \$1,000.00 | \$1,000.00  |          |
|                    |        |        |            |                         |        |            | \$11,335.39 |          |

NOTE:  
Prepare spreadsheets for Oct 1 to 15, 16 to 30, Nov 1 to 15, 16 to 30 and Dec 1-15, 16 to 30 in case of CRA

Figure C-1. (continued) Sample Format for MSC RT Training Plan and Unit Notification.

UNIT ARCC TRAINING COST PER SESSION: ATLANTA GA LOCATION:

| FORMULA   | SAMPLE FIGURES   |
|---|--|
| <b>FOR TRAINING CONDUCTED USING ADSW OR AT:</b><br>[AVERAGE GRADE: SSG WITH 10 YEARS SERVICE]<br>ACTIVE DUTY PAY PER DAY (INCLUDING BAS & BAQ): | \$88.00 X 2 DAYS = \$176.00  |
| TIMES NUMBER OF ATTENDEES:  | 20 X \$176.00 = \$3,520.00   |
| <b>NUMBER REQUIRING OVERNIGHT STAY:</b><br>ATLANTA TRAVEL AND PER DIEM COST:  | <b>10 ATTENDEES X 2 NIGHTS = 20</b><br>HOTEL: \$76.00 X 2 DAYS = \$152.00<br>MEALS: \$34.00 X 2.5 DAYS = \$85.00<br>150 MILES ROUND TRIP @ \$.31 = \$46.50 |
| TRAVEL FOR ROUND TRIP @ \$.31<br>COST PER ATTENDEE:   | \$ 283.50  |
| TOTAL COST FOR 10 ATTENDEES:  | \$2,835.00   |
| <b>OTHER TRAVEL COST FOR LOCAL TRAVEL:</b><br>ROUND TRIP TRAVEL @ \$.31 FOR REMAINING 10 ATTENDEES  | 100 MILES ROUND TRIP @ \$.31 = \$310.00  |
| <b>TOTAL ADSW OR AT COST FOR TRAINING SESSION:</b>  | <b>\$6,665.00</b>  |
| <b>OMAR FUNDS FOR 2 AGR INSTRUCTORS:</b><br>TWO AIRLINE TICKETS<br>RENTAL CAR<br>HOTEL<br>MEALS   | 2 TICKETS @ \$340.00 X 2 = \$680.00<br>3 DAYS = \$90.00<br>2 NIGHTS @ \$152.00 X 2 = \$304.00<br>2.5 DAYS = \$85.00 X 2 = \$170.00                         |
| <b>TOTAL OMAR FOR 2 AGR INSTRUCTORS:</b>  | <b>\$1,244.00</b>  |
| <b>PLUS TOTAL ADSW OR AT TRAINING SESSION COST:</b>   | <b>+ \$5,345.00</b>  |
| <b>TOTAL COST FOR TRAINING SESSION:</b>   | <b>\$7,909.00</b>  |
| <b>For training conducted in rescheduled training status using OMAR only:</b>   | \$7,909.00 - \$3,520.00 (Active Duty Pay) = \$4,389.00   |

\* Funding for noon meal for rescheduled training Soldiers not authorized per diem from G-4 rations account via SF 44.

Figure C-2. Sample Cost Analysis Computation for Figure C-1.

## APPENDIX D

### 79V Army Reserve Career Counselor (ARCC) Job Description

The ARCC is the primary Career counselor for Army Reserve Soldiers in their areas of responsibility and will perform the following:

- a. Advise and assist Unit Commander, NCO Support Channel and appropriate staff on all events that affect Retention. Events include, but are not limited to:
  - (1) Non-Participant Prevention/Recovery.
  - (2) Sponsorship.
  - (3) Reenlistment/Extensions for all Army Reserve Soldiers, AGR, IRR and TPU.
  - (4) Career Counseling.
  - (5) Battle Training Assembly (BTA).
  - (6) Call to Active Duty (Mobilization).
  - (7) Release from Active Duty (Demobilization).
  - (8) Warrant Officer Program.
  - (9) Providing quality referrals through the Operation SMART Program.
  - (10) Unit Retention Scorecard status.
- b. Brief supported units on status of Retention Programs.
- c. Non-Participant Prevention/Recovery.
  - (1) Assist unit in reducing NP rate to established Non-Participant standard.
  - (2) Train and assist unit leadership on the Soldier Accountability Program IAW AR 140-6, para G-2.
  - (3) Immediately contact Soldiers that received an unexcused absence (U) after a Battle Assembly. This is in addition to the responsibilities of the First Line Leader.
  - (4) All recovery attempts are documented on a DA Form 4856. File IAW USAR Reg 140-6, para G-2 (All Levels).
  - (5) Document and track the status/resolution of all Soldiers who attain nine or more U's prior to conducting exit interview.
  - (6) Prior to being discharged/transferred as an unsatisfactory participant, within 30 days, Soldiers must be contacted and counseled by the ARCC.
- d. Sponsorship
  - (1) Perform duties of the Sponsor Coordinator.
  - (2) Train units on their responsibilities in support of the Sponsorship Program.
  - (3) Train Sponsors selected by the 1SG, as needed.
  - (4) Ensure USAR Form 62-R (Sponsor's Guide & In-Processing Checklist) is completed within 60 days from initial Battle Assembly.
  - (5) Maintain USAR Form 62-1-R (Unit Sponsor List).
  - (6) Maintain USAR Form 62-2-R (New Soldier Sponsorship Log).
  - (7) Ensure initial counseling requirements are completed IAW USAR Poster 6-R (Army Reserve Retention "Action Chart").
  - (8) Brief Soldiers in the TTHS account on their responsibilities.
  - (9) Continually inform the unit on the status of their Sponsorship program.
  - (10) Correspond with IADT Soldiers NLT 30 days upon completion of MOS training.
- e. Reenlistment/Extension.
  - (1) Achieve or exceed assigned reenlistment mission.
  - (2) Track number of reenlistments (eligible and achieved).
  - (3) Track number of extensions completed (Rule A).
  - (4) Track number of extensions completed (Minus Rule A).
  - (5) Track number of reenlistments to the IRR.
  - (6) Complete Reenlistment Eligibility Worksheet (USAR Form 130-R) on all Soldiers 12 months from ETS and provide to the Commander.
  - (7) Review USAR Form 130-R during the four month interview.
  - (8) Coordinate reenlistment/extension ceremonies.
  - (9) Prepare reenlistment and extension documents.
  - (10) Ensure proper distribution of reenlistment/extension contracts are made IAW local procedures.
  - (11) Ensure reenlisting Soldiers receive Reenlistment Awareness Items.

- f. Incentives/Entitlements Management.
  - (1) Brief the following incentives to Soldiers:
    - (a) NPS Enlistment Bonus.
    - (b) PS Enlistment Bonus.
    - (c) Reenlistment Bonus.
    - (d) Affiliation Bonus.
    - (e) Student Loan Repayment Program.
    - (f) MGIB (AC & RC).
    - (g) MGIB Kicker.
    - (h) Tuition Assistance Program.
    - (i) Current SRIP list.
  - (2) Have knowledge of procedures for incentive payments as well as associated documents.
  - (3) Conduct incentives and entitlements training for supported units annually.
  - (4) Complete and submit the Reenlistment Bonus Control Worksheet, USAR Form 80-1-R.
  - (5) Prepare and submit exceptions to policy.
- g. Career Counseling. (All required counseling will be recorded on a DA Form 4856)
  - (1) Establish and maintain retention interview schedule IAW USAR Poster 6-R.
  - (2) Train and assist unit leaders on use of the USAR Form 83-R (Army Reserve Career Plan) and the requirements of USAR Reg 140-6, Appendix O.
  - (3) Maintain a USAR Form 83-R on all Soldiers SSG and below. Provide the USAR Form 83-R to the First Line Leader prior to the Annual Retention Interview.
  - (4) Conduct exit interviews.
  - (5) Provide career counseling to all Soldiers, AGR, IRR and TPU.
- h. Battle Assembly Participation.
  - (1) Ensure maximum support of assigned units by attending Battle Assemblies.
  - (2) Provide unit leadership a verbal out brief prior to the end of the Battle Assembly. Complete an AAR after Battle Assembly and forward to the AL.
  - (3) Attend Pre-Battle Assembly Meetings.
  - (4) Evaluate Battle Assembly attendance by skill level.
  - (5) Conduct monthly training on retention related subjects.
- i. Call to Active Duty.
  - (1) Complete USAR Form 130-R for Soldiers within 18 months of their ETS date and include it as part of the pre-Call to Active Duty packet.
  - (2) Complete a DA Form 4591-R (Retention Data Worksheet) for all Soldiers and include it as part of the pre-Call to Active Duty packet.
  - (3) Provide career, reenlistment, and incentive briefings/counseling.
  - (4) Maintain contact with activated units.
  - (5) Maintain contact with Family Readiness Program representatives.
  - (6) Assist with ESGR issues.
  - (7) Maintain a copy of current Call to Active Duty guidance.
- j. Release from Active Duty.
  - (1) Review Release from Active Duty data cards.
  - (2) Contact Soldiers 45 to 60 days after returning to home station. Document results on a DA Form 4856.
  - (3) Identify possible issues which could impact unit attrition and report them to unit leadership.
  - (4) Contact Soldiers immediately after the Reconstitution Battle Assembly that were not present. Document results on a DA Form 4856. This is in addition to the responsibilities of the First Line Leader.
  - (5) Promote Army Reserve opportunities (OCS, TPU Warrant Officer, AGR, and 79R/79V Programs).
  - (6) Provide career, reenlistment, and incentive briefings/counseling.
  - (7) Maintain a copy of current Release from Active Duty guidance.
- k. Retention awareness:
  - (1) Maintain the Center Retention Bulletin Board. Minimum items include, but are not limited to:
    - (a) HQDA SRIP information.
    - (b) Education and MGIB information.
    - (c) Current MSC ESGR POC contact information.
    - (d) Relocation procedures and information.

- (e) Interview schedules for current and upcoming months Battle Assembly.
- (f) TPU Warrant Officer Program information.
- (g) Advancement/Promotion information.
- (h) Retention POC list (AGR, IDT and DARN) that support the center.
- (i) Direct Commission information.
- (j) AGR program placement.
- (2) Order retention publicity items (RPIs) IAW current policy and display them in a high traffic area within the Reserve Center.
- (3) Be knowledgeable of the Recruiter Store ordering process and POC for problem resolution.
- l. TPU Warrant Officer Accession Program.
  - (1) Be knowledgeable of Warrant Officer Candidate qualification criteria.
  - (2) Conduct Warrant Officer Program briefings in units as needed.
- m. DARN selection and training.
  - (1) Assist unit leadership in selecting DARN(s).
  - (2) Assist AL in coordinating and conducting DARN Training.
- n. Attend the Semi-Annual Recruiting Partnership Council (RPC) meeting for the Army Reserve units they support.
  - o. Have a working knowledge of the following systems/reports:
    - (1) Individual Training and Readiness System (ITRS).
    - (2) RLAS.
    - (3) Commander's Pay Management Report.
    - (4) Army Knowledge Online (AKO).
    - (5) Human Resources Command (Website).
    - (6) Retention Management System (RMS).
  - p. Assist RRC G-1 with inactivations, reorganizations or relocations by counseling Soldiers during job fairs or similar events about assignment alternatives.
  - q. Maintain a POC list of all Reserve Component Career Counselors (RCCC) and CCC to coordinate sponsorship.
  - r. Maintain accountability for all authorized/assigned equipment.
  - s. Maintain a filing system for:
    - (1) Individual Soldiers SSG and below. Documents may include but are not limited to copies of:
      - (a) USAR Form 62-R, if applicable.
      - (b) USAR Form 83-R.
      - (c) USAR Form 130-R.
      - (d) DA Form 4856.
      - (e) Source documents that support reenlistment eligibility.
    - (2) Each supported unit. Documents on file may include but are not limited to copies of:
      - (a) Monthly NP Report.
      - (b) Previous AAR(s).
      - (c) ETS Report.
      - (d) Loss Report (ITRS).
      - (e) Yearly Training Calendar and Battle Assembly schedule.
      - (f) UMR.
      - (g) Alert Roster.
      - (h) DARN appointment orders.
      - (i) Retention Correspondence.
      - (j) UCPMR (Unit Commander's Pay Management Report).
      - (k) Retention SOP.

## **APPENDIX E**

### **Unit Sponsorship**

#### **E-1. Scope and definition**

a. Scope. Effective sponsorship is a critical program to enhance unit retention in the Army Reserve. Every Soldier and civilian employee assigned to a unit is assigned a sponsor by the ARCC. The ARCC is the Unit Sponsorship Coordinator and is responsible for the execution of unit sponsorship.

b. Definition. A unit sponsorship program ensures that newly assigned personnel are quickly and efficiently integrated into a unit to contribute to readiness. The program gives a new Soldier or civilian employee the first impression of the morale and organization of the unit.

#### **E-2. Standards**

a. Sponsorship of all newly assigned Active Component (AC), Reserve Component, (RC), Active/Guard and Reserve (AGR) and civilian employees is IAW AR 600-8-8.

b. USAR Form 62-R, (Sponsor's Guide & In-processing Checklist) is used to ensure execution of all in-processing of new RC Soldiers. The unit administrator (UA) or records clerk will file the completed checklist in the unit's Army Records Information Management System (ARIMS) and retain for one year.

c. The Civilian Personnel Office (CPO) identifies the point of contact (POC) for in-processing, however upon notification that a new civilian person is hired, commanders ensure that the ARCC assigns a sponsor. Sponsorship for civilians mirrors the procedures for an AGR or AC Soldier.

#### **E-3. Responsibilities**

a. MSC G-1 provides:

(1) A USAR-REQUEST new Soldier reservation report for TPUs on a weekly basis to subordinate units to assist in the sponsorship of newly assigned Soldiers.

(2) Copies of orders, documents, or notifications of newly assigned Soldiers, and civilian employees to the unit commander.

b. The AL will -

(1) Ensure that the standards for sponsorship are established and adhered to in units of responsibility.

(2) Train ARCCs how to develop and conduct an effective sponsorship program.

(3) Evaluate the effectiveness of execution of unit sponsorship in area of responsibility and take corrective action as necessary.

c. The ARCC has the primary responsibility for execution of unit sponsorship and accomplishes the following:

(1) Coordinate sponsorship of new Soldiers before the first battle assembly; ensure timely contact and follow-up to make sure each Soldier feels welcome.

(2) Select a sponsor from the sponsor list provided by the ISG.

(3) Prepare and provide a welcome letter (sample format in Appendix E, figure E-3) to the new Soldier within three days after notification identifying new Soldier for assignment/attachment. Include, as enclosures to the welcome letter, a strip map to the unit, battle assembly and AT schedule, and a key personnel list with telephone numbers.

(4) Provide a copy of the welcome letter without enclosures and a copy of the Reservation Processing Applicant Information Sheet (a REQUEST generated data sheet) to the sponsor.

(5) Provide a welcome packet at the beginning of the Soldier's first battle assembly or first visit to the unit. Include copies of the unit SOPs, policy memorandums, unit history, patches, crests, etc.

(6) Provide the Unit Family Readiness Liaison Officer with information about the arrival of the new Soldier and any known family members.

(7) Give the USAR Form 130-R to the commander before the commander's interview with the new Soldier(s).

(8) Begin the in-processing of new Soldiers during the week before first battle assembly, if possible.

(9) Sponsor FTS personnel. In addition to the welcome letter, provide them with housing information, if necessary. If no other FTS personnel are assigned or available at the unit to act as the person's sponsor, the next higher headquarters will provide an FTS sponsor.

(10) Notify the First Line Leader (FLL) of the newly assigned Soldier.

- (11) Notify the designated sponsor of the newly assigned Soldier. Train all unit leaders on responsibilities of and the importance of effective unit sponsorship.
  - (12) Train Sponsors selected by the 1SG and maintain a list of trained sponsors.
  - (13) Assign a trained sponsor to every newly assigned Soldier and civilian.
  - (14) Ensure USAR Form 62-R, Sponsor's Guide & In-Processing Checklist, is completed within 60 days from initial Battle Assembly and provide copy to UA and 1SG.
  - (15) Maintain USAR Form 62-1-R, Unit Sponsor List.
  - (16) Maintain USAR Form 62-2-R, New Soldier Sponsorship Log.
  - (17) Ensure initial counseling requirements are completed IAW USAR Poster 6-R, USAR Retention "Action Chart," and document on DA Form 4856.
  - (18) Brief Soldiers in the TTHS account of their responsibilities.
  - (19) Inform unit leaders on the status of their sponsorship program.
  - (20) Correspond with IADT Soldiers upon their completion of MOS training NLT 30 days after REFRAID.
  - (21) Identify all newly assigned personnel using RMS.
  - (22) Verify recruiter initials USAR Form 62-R when they escort new Soldiers to the unit.
- d. Unit commander will -
    - (1) Ensure that the unit sponsorship program is functional and every new Soldier is assigned a sponsor.
    - (2) Discuss unit sponsorship with supporting ARCC at Battle Assemblies and off duty as necessary.
    - (3) Provide personnel and administrative support as necessary for sponsorship program.
    - (4) Welcome new Soldiers to the unit during the first battle assembly by conducting an initial interview.
  - e. First Sergeant (1SG)/Senior NCO will -
    - (1) Select Soldiers to serve as sponsors who represent the unit in a positive manner, are familiar with the unit and demonstrate high standards in personal appearance and military bearing.
    - (2) Conduct a personal interview with each new Soldier during first scheduled battle assembly.
    - (3) Review and explain Army Reserve service obligations in DA Form 3540, Certificate and Acknowledgement of US Army Reserve Service Requirements and Methods of Fulfillment.
    - (4) Ensure battle assembly and AT schedules are provided to the Soldier, in addition to attendance requirements.
    - (5) Ensure that non-qualified Soldiers are scheduled for training either through unit or TTHS account.
  - f. First Line Leader (FLL) will -
    - (1) Contact the new Soldier prior to first battle assembly.
    - (2) Provide and explain the job description and answer questions for the new Soldier.
    - (3) Ensure sponsors complete all sponsorship tasks.
    - (4) Complete the initial interview during the Soldier's first battle training assembly.
    - (5) Assist the Soldier in developing a career plan using life cycle management counseling.
    - (6) Conduct a FLL interview as identified in USAR Poster 6-R.
  - g. Sponsor. Ideally, the sponsor will be a Soldier in the same section, squad or crew and the same grade as the new Soldier. The sponsor will -
    - (1) Contact the new Soldier before first battle assembly.
    - (2) Ensure the new Soldier completes in-processing, using USAR Form 62-R.
    - (3) Schedule mandatory interviews with the commander/First Sergeant and ARCC.

**SUBJECT:** Sponsor Training

**TERMINAL LEARNING OBJECTIVE (TLO):**

**TASK:** The 1SG/Det SGT will emphasize the important role the sponsor performs in welcoming, in-processing and being a person the new Soldier can talk with.

**CONDITION:** Given a 30 to 60 minute lecture with spontaneous questions.

**STANDARD:** IAW this lesson plan.

**MATERIALS AND EQUIPMENT:**

USAR Form 62-R, Sponsor's Guide and In-processing Checklist  
Unit unique in-processing checklist (if established)  
RPI 460, Army Reserve Sponsorship Welcome Folder  
RPI 461, Sponsorship Guide  
Copies of unit's welcome letter  
Copies of a Reservation Processing Applicant Information Sheet

**REFERENCES:**

USAR Reg 140-6  
MSC Retention and Transition (RT) Publications  
Duty Appointed Reenlistment NCO (DARN) SOP

**METHOD OF INSTRUCTION:**

Lecture and discussion

**TIME:**

30 to 60 minutes

**Figure E-1. Sample Sponsor Training Lesson Plan**

1. The 1SG/Det SGT introduces himself/herself and explains that the Soldier was selected as a sponsor because of the Soldier's knowledge of the unit and its mission, overall knowledge of the Army Reserve, positive attitude and professional bearing.
2. Provide the new sponsors examples of the unit's welcome letter and Reservation Processing Applicant Information Sheet (new Soldier notification). Review the documents and point out that the letter will identify the sponsor. A copy of the letter is also mailed to the sponsor. Upon receipt of the copy, the sponsor will-
  - a. Contact the new Soldier using the telephone number and address shown on the Reservation Processing Applicant Information Sheet or other information provided by the UA/AGR Unit Clerk.
  - b. Answer questions the Soldier may have.
  - c. Make sure the Soldier does not have any problems attending battle assembly; e.g., understands directions to the Reserve Center, has transportation, knows what to do if an emergency occurs.
  - d. Establish a time and location at the Reserve Center that they will meet prior to formation.
  - e. Mail a note to the Soldier if telephonic contact cannot be established and notify the UA/AGR Unit Clerk.
3. Provide a copy of the USAR Form 62-R and unit in-processing checklist (if established) to the new sponsor. Review both documents with them and explain the in-processing procedures outlined the unit's SOP that includes:
  - a. That they will personally escort the Soldier to all the in-processing stops.
  - b. Eat the noon meal with the new Soldier.
  - c. After in-processing, relinquish control of the new Soldier to the platoon sergeant, section sergeant or NCOIC of the crew.
4. Provide the sponsor a copy of RPI 461 and review it with them.
5. Ask for and answer questions.
6. Summarize the training by reviewing paragraphs 2, 3 and 4 above. Restate the importance of being a unit sponsor and that first impressions are a lasting impression upon the new Soldier.

**Figure E-2. Sample Lesson Outline**

DEPARTMENT OF THE ARMY  
555TH MILITARY POLICE COMPANY (COMBAT SUPPORT)  
000 Any Street  
Any City, GA 00000-0000

January 17, 2005

Private John Doe  
000 Any Avenue  
Your City, GA 00000

Dear Private Doe,

I would like to welcome you to the 555th Military Police Company (Combat Support) of the 288th Regional Readiness Command.

I have appointed Private First Class Alfred Adams as your sponsor. His telephone numbers are: (000) 000-0000 (residence), (000) 000-0000 (work) and his home address is 000 Old Way, Atlanta, GA 00000.

PFC Adams will call you and answer any questions you may have. If PFC Adams does not contact you within 5 days after receipt of this letter, call Mr. Shaw, the Unit Administrator, (000) 000-0000.

(If the Soldier is married or has dependents use this paragraph) Ensure you bring your marriage certificate and/or birth certificates for your dependents. Also, if your dependent(s) (8 years or older) do not have dependent identification cards, they may attend the Sunday battle assembly period with you to visit the unit, meet the unit's family support coordinator, Mrs. Jane Oliver, and receive their cards.

The Army now requires all Soldiers to have their pay deposited directly to either a checking or savings account. You must bring your checkbook or last savings account statement with you to the upcoming battle assembly period in order for your pay to begin.

I have also enclosed copies of the unit's key personnel telephone roster, training dates for the remainder of the fiscal year and a map to the unit. Please share the training dates with your family and employer or school.

Once again, welcome to the 555th. I am looking forward to meeting you at your first training assembly.

Sincerely,

PAUL S. OLIVER  
Captain, MP, USAR  
Commanding

Enclosures

**Figure E-3. Sample Welcome Letter**

**APPENDIX F**  
**Sample Unit RT Standing Operating Procedures (SOP)**

DEPARTMENT OF THE ARMY  
(Address of 555th MP Co)  
1 January 2005

555TH MP CO (CS) SOP 140-1

**Unit Retention and Transition (RT) Standing Operating Procedures (SOP)**

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Applicability. This SOP applies to all personnel in the 555th MP CO (CS).

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1. The 555th MP Co (CS) will use AR 135-7, AR 140-111, USAR Regulation 140-6, and 288th RRC Regulation 140-1 (TAB A), as the basis for its RT SOP.
2. The following administrative procedures apply to personnel of the 555th MP Co (CS) as indicated:
  - a. Sponsorship and In Processing.
    - (1) Upon receipt of the REQUEST Gains Report indicating that a new Soldier has been assigned (or orders attaching the Soldier), the UA distributes copies to the commander, 1SG, DARN, platoon sergeant, and sponsor. File the original REQUEST Gains Report or orders in the Soldier's Military Personnel File (MPF).
    - (2) The ARCC assigns a trained sponsor using USAR Form 62-1-R. The ARCC trains the sponsors using the lesson plan at Appendix C.
    - (3) The ARCC selects a sponsor from the list of trained sponsors and completes sponsor log using USAR Form 62-2-R. The sponsor selected is from the new Soldier's platoon and similar grade. Same grade is preferred.
    - (4) The ARCC mails a welcome letter (TAB E) to the new Soldier within 3 working days of notification of a newly assigned Soldier. The letter is printed as an original for each new Soldier. The letter will include the following enclosures:
      - (a) Map to the unit (TAB E).
      - (b) Current FY Battle Assembly and AT schedule (TAB E).
      - (c) Key personnel telephone list (TAB E).
      - (d) Battle Assembly schedule.
      - (5) Make four copies of the welcome letter. Distribute the original and enclosures to the new Soldier, mail a copy without enclosures to the sponsor and First Line Leader (FLL). Place a copy on the 1SG's desk and a copy in IAW ARIMS.
      - (6) The ARCC personally provides the unit welcome packet to the new Soldier upon arrival at the first Battle Assembly. The packet includes:
        - (a) Retention publicity items (RPI) 460, Army Reserve Sponsorship Welcome Folder (copy of folder face is at TAB F).
        - (b) USAR Form 62-R, Sponsor's Guide and In Processing Checklist, with a copy of the unit's unique in-processing requirements sheet (TAB F).
        - (c) Unit history sheet (TAB F).
        - (d) A list of general military standards (TAB F).
        - (e) Employment rights for Reservists (TAB F).
        - (f) Current RPIs that are available and appropriate.
        - (g) DA Form 5435-R, Statement of Understanding, Selected Reserve Education Assistance Program (TAB M) for the Montgomery GI Bill.
        - (h) Fact sheet describing SGLI, PX and commissary privileges, and other benefits available.
    - (7) After receiving a copy of the welcome letter and new Soldier notification information sheet, the sponsor--
      - (a) Telephonically contacts the new Soldier. If the phone contact is unsuccessful, mail the Soldier a note and contact the ARCC at (000) 000-0000.

(b) Advise the new Soldier about the Battle Assembly schedule and uniform (or when he/she can expect to receive uniforms (normally 60 days after requisition)). Ask if the Soldier needs transportation to the first Battle Assembly. Coordinate with the Soldier where to meet upon arrival at the Reserve Center prior to formation.

(c) Escorts the new Soldier to the 1SG's office immediately after Saturday morning formation for initial orientation and ensure that in-processing will begin immediately. The 1SG reviews the welcome packet with the new Soldier and solicits questions, e.g., why the Soldier joined the Army Reserve and what they expect.

(d) Escorts the new Soldier to all in-processing stops, including the ARCC who completes the USAR Form 130-R. Introduces the Soldier to his/her platoon leader and sergeant, and eat the noon meal with the Soldier.

(e) Escorts the new Soldier to the commander's office upon completion of all in-processing stops, who will conduct an interview with the new Soldier and ensure that all in-processing action has been completed. The commander reviews unit standards, what he/she expects and how the Soldier can meet these expectations and documents results on DA Form 4856. Commander will then solicit questions from the Soldiers, e.g., why they joined the Army Reserve, and complete the interview portion of the USAR Form 130-R. Make this interview a positive discussion.

(f) After the commander's interview, the sponsor will escort the new Soldier to his/her FLL and relinquish control.

(g) The sponsor will return the completed USAR Form 62-R and unit in-processing sheet to the UA for filing in the Soldier's MPF. The UA will furnish a copy to the ARCC.

(8) The Soldier's rater or leader will provide the Soldier with a job description (prepare upon notification of new Soldiers arrival) describing their specific duties, standards of accomplishment and goals for the period.

*NOTE: Soldiers will be given an updated job description annually based on their assignment or NCOER rating period. An example of a job description is at TAB G.*

(9) New Soldiers who are non-PS are assigned to TTHS, account until departure to IET.

b. Retention and Reenlistment Interviews. Prior to any interview, the ARCC will determine reenlistment/extension eligibility. This will preclude last minute problems. All interviews are documented on DA Form 4856 IAW USAR Poster 6-R. Conduct interviews based on the following schedule:

(1) The 1SG will interview new Soldiers after first formation of the first Battle Assembly. This interview is a welcome orientation briefing that gives an overview of the unit and in-processing procedures

(2) After completion of all in-processing steps, the commander will conduct an interview. This interview will consist of validating in-processing completion, advising the Soldier of upcoming unit activities/missions, soliciting and answering the new Soldier's questions, e.g., the Soldier's expectations and reason(s) for joining the Army Reserve.

(3) Upon completion of IET for non-PS Soldiers, the Soldier's FLL conducts an interview. Primarily the Soldier's duties and responsibilities are discussed and the Soldier's current eligibility for reenlistment is reviewed. *NOTE: Identify to the Soldier the reenlistment eligibility rules of AR 140-111, Table 2-1, particularly those dealing with APFT and weight control.*

(4) During the Soldier's birth month, the ARCC conducts a retention interview. During this interview the ARCC solicits the Soldier's feeling about their assignment, duties and future reenlistment intentions.

(5) Twelve months prior to the Soldier's ETS date, the commander will conduct an interview focused on the Soldier's reenlistment intentions, problems the Soldier may be experiencing and identification of possible solutions.

(6) Four months prior to the Soldier's ETS date, the ARCC determines the Soldier's eligibility for reenlistment IAW AR 140-111, Table 2-1, and Selective Reserve Incentive Program (SRIP) eligibility in accordance with AR 135-7 and current HQDA SRIP list (TAB J), conducts an interview, and determines the Soldier's reenlistment intentions. The ARCC then provides the results to the 1SG and unit commander.

**Continued. Sample SOP**

(7) The commander, 1SG, ARCC, FLL, or other interested party can conduct an interview at any time. Ensure that these interviews are recorded on the USAR Form 130-R and filed IAW ARIMS.

c. Retention and Reenlistment Interview Administrative Procedures. Follow the steps listed below:

(1) By 1200 of each Sunday Battle Assembly during a MUTA-4/5 or 1600 on Saturday of a MUTA-2 or 3, the ARCC will provide the 1SG with a listing of required interviews for the next Battle Assembly period. This list will show who requires an interview, who will do the interview, and times and locations of the interviews conducted by the ARCC. (**NOTE:** do not schedule any interview after 1400 on Sunday).

(2) The 1SG will coordinate a time with the commander that he/she desires to do his/her interviews during the next Battle Assembly period and advise the ARCC.

(3) The 1SG will announce who will receive interviews during the next Battle Assembly during final formation.

(4) The ARCC will post the list on the RT bulletin board.

(5) At the beginning of Battle Assembly (prior to initial formation), the ARCC provides the 1SG the USAR Form 130-R for Soldiers who require an interview, except those that they are required to do.

(6) The 1SG provides those requiring FLL interviews to the platoon sergeants. The platoon sergeants are responsible for providing the sheet to the FLLs, ensuring the interviews are conducted and returning the sheet to the 1SG by noon on Sunday of a MUTA-4/5 and by 1600 on Saturday of a MUTA-2/3.

(7) To assist with interview techniques, refer to DA Pamphlet 611-1, The Army Interview, and FM 6-22, Leadership Counseling.

d. USAR Form 130-R. The following administrative procedures apply:

(1) By the end of each Battle Assembly period, the ARCC will provide the UA with a list of Soldiers who require interview during the up-coming Battle Assembly period. To support this action, the UA will print an ETS and date of birth roster 5-10 days prior to each Battle Assembly.

(2) The criteria sheet will be provided to the UA 5-10 days prior to each Battle Assembly. Place the sheets and rosters in the ARCC's distribution box.

(3) The ARCC will coordinate with the 1SG to ensure that required interviews are accomplished.

(4) The 1SG will review the interview sheets, keep the ones that show a Soldier who may have a problem and discuss them with the commander for resolution. Return the remaining sheets to the ARCC.

(5) After review by the ARCC, (who verifies that all interviews were conducted), provide the sheets to the UA for filing in ARIMS.

e. Reenlistment and Extension Contracts. The ARCC prepares the DD Form 4/1 and 4/2 (reenlistment) and DA Form 4836 (extension). The following procedures will apply for contracting a Soldier for continued military service:

(1) Prior to the 4 months before ETS interview by the ARCC, reenlistment and SRIP eligibility will be determined using USAR Form 130-R, AR 140-111 (Table 2-1 and Table 2-3), and AR 135-7 with the current HQDA SRIP List (TAB J).

(2) If the Soldier is eligible to reenlist and indicates he/she desires to reenlist, the ARCC will solicit from the Soldier what type of ceremony they desire. At a minimum, the ceremony will be conducted with the American Flag and witness present. Inform the Soldier that the paperwork will be prepared and ceremony conducted the next Battle Assembly period when the Soldier is within the 3-month window. The CTRNCO coordinates with the 1SG to determine the type reenlistment ceremony the Soldier desires.

(3) If the Soldier is eligible for a reenlistment bonus, the ARCC will fax or electronically transmit USAR Form 80-1-R (Reenlistment Bonus Control Worksheet) to the 288th RRC RTO at 1-000-000-0000, 5-10 days prior to the reenlistment date for a bonus control number.

(4) The ARCC prepares DA Form 5261-4-R (TAB L) for Soldiers who meet the eligibility requirements of AR 135-7 and the current HQDA SRIP Student Loan Repayment Program (SLRP). This form will become a part of the reenlistment contract.

**Continued. Sample SOP**

(5) If the Soldier meets the eligibility requirements for the Montgomery GI Bill (MGIB) as outlined in AR 135-7, Chapter 8, do the following:

(a) The UA completes DD Form 2384-1 (example at TAB L) and make this document part of the reenlistment packet, not an addendum to the contract.

(b) After the reenlistment ceremony the ARCC gives the Soldier the original DD Form 2384-1. This form documents eligibility for Veterans Administration benefits.

(c) The FTS inputs RLAS data to update MGIB eligibility submit a copy of the form with the reenlistment contract and file one in the Soldier's MPF. *NOTE: A Soldier can extend in certain cases to become eligible for the MGIB. For these cases see AR 140-111, Chapter 9. A Soldier's eligibility for MGIB benefits is based on the first 6-year contract on or after 1 Jul 85 provided the Soldier meets the eligibility requirements. Reenlisting a second term will not extend those benefits. See AR 135-7 for further guidance.*

(6) Commanders may authorize Soldiers who are not eligible to reenlist an extension provided they meet a rule criteria of AR 140-111, Table 3-1, (e.g., Rule O for overweight and making progress).

(7) Soldiers who are eligible to reenlist and desire to extend may do so using AR 140-111, Table 3-1, Rule A, with the commander's approval.

(8) At the conclusion of the ceremony, the ARCC ensures that all parties properly sign the document(s) and return them to the FTS for distribution in accordance with AR 140-111.

(9) Erroneous contracts with errors that affect the date of reenlistment or period of reenlistment are processed in accordance with AR 140-111, Chapter X, or by requesting Army Board Corrections Military Records (ABCMR) action using DD Form 149.

f. Reenlistment Bonus.

(1) Soldiers eligible to reenlist IAW AR 135-7 who possess an MOS on the current HQDA bonus list will be processed for a bonus as follows:

(a) Upon determination that a Soldier is eligible, the ARCC prepares DA Form 5261-2-R (TAB L), as part of the reenlistment contract packet for signature after the reenlistment oath.

(b) Five to 10 days prior to the reenlistment date, ARCC verifies that RMS data supports eligibility and requests a bonus control number from the 288th RRC at 1-000-000-0000 using USAR Form 80-1-R.

(c) After receipt of the bonus control number, type the control number on DD Form 4, item 8b (Remarks), on the upper right hand corner on page one DA Form 3540-R, DA Forms 5261-2-R and finance documents.

(2) FTS prepare an exception to policy for Soldiers who reenlisted for an incentive, but were not eligible, or were eligible and did not sign a bonus addendum. These exceptions to policy are processed IAW AR G-1 guidance.

g. SLRP. Soldiers, who reenlist and meet the eligibility criteria of AR 135-7 and provided the Soldier's MOS is on the current HQDA SLRP List, will be processed for SLRP as follows:

(1) Upon determination that a Soldier is eligible, the ARCC will prepare DA Form 5261-4-R (TAB M), as part of the reenlistment contract packet for signature after the reenlistment oath.

(2) Soldiers who are reenlisted for SLRP, were eligible for the incentive and the DA Form 5261-4-R was not completed or Soldiers who were reenlisted for SLRP and were ineligible, process in accordance with USAR Regulation 140-6.

h. Montgomery GI Bill (MGIB). Process enlisted Soldiers for enrollment in the MGIB who reenlist or extend their current contract for a 6-year period (or officers who extend their current service agreement for 6 years using DA Form 5447-R) (TAB L) and meet the other eligibility criteria of AR 135-7, Chapter 8.

(1) Complete DD Form 2384-1, Notice of Basic Eligibility for the Montgomery GI Bill (TAB L), and make it part of the reenlistment packet.

(2) Provide the Soldier with the original copy of the DD Form 2384-1 and file the second copy in the Soldier's MPRJ.

(3) Input the MGIB update in RLAS and forward a copy of the DD Form 2384-1 with the reenlistment contract or extension document or the officer service agreement to the MSC for input MGIB eligibility update into TAPDB-R.

**Continued. Sample SOP**

(4) All Soldiers, regardless of eligibility, will complete DA Form 5435-R, Statement of Understanding, Selected Reserve Education Assistance Program (TAB L). Distribution of the form will be in accordance with AR 135-7, Chapter 8.

i. Affiliation Bonus. Process Soldiers for the affiliation bonus who are released from active duty, have a remaining military statutory obligation (MSO) and meet the eligibility requirements of AR 135-7.

(1) Upon assignment of the Soldier and receipt of sufficient records to determine the Soldier has a remaining MSO, complete DA Form 5261-3-R (TAB L).

(2) If a delay occurs, the date of the DA Form 5261-3-R will be the effective date the Soldier is assigned to the unit and meets eligibility.

j. The RTNCOPD. At a minimum, conduct a RT subject, e.g., benefits, retirement, incentive, reenlistment and extension eligibility, career planning, given by the unit or ARCC as NCOPD semi annually. Contact the 288th RRC ARCC for support. Make this training part of the yearly training program (YTP).

k. Soldier Accountability Program. This program is outlined in USAR Regulation 140-6. The 1SG will ensure the platoon sergeants for each platoon contacts Soldiers who are absent for Battle Assembly without a know reason by:

(1) Telephoning the Soldier's residence and/or work place to make contact with the Soldier.

(2) Documenting the call using DA Form 4856 (TAB M) and provide to the 1SG not later than 1200 on the day the Soldier is absent.

l. DARN Selection.

(1) The commander and 1SG will select four Soldiers to perform as DARN. They must meet the following qualifications:

(a) The criteria of DA Pam 611-21 for MOS 79V.

(b) Project a positive attitude and image of the Army Reserve and not under suspension of favorable personnel actions.

(2) Document these appointments in accordance with USAR Reg 140-6 and reflect the appointed duty in the Soldier's job description and NCOER. Do not assign any other extra duties.

m. DARN Training.

Newly assigned DARNs will attend the first available RRC DARN (Duty Appointed) Training Course. As an interim measure, the 1SG will ensure the ARCC of support provides initial training with the Soldier.

n. Relocations. When a Soldier moves out of the commuting distance of 50 miles or 90 minutes from the unit and desires a new assignment the UA or AGR clerk will follow the procedures below:

(1) Prepare DA Form 4651-R (Request for Reserve Component Assignment or Attachment) (TAB N), showing the Soldier's new address in block #3. Block #5 will be left blank.

(2) Forward the form with the Soldier's MPF, health/dental records, training records, and supply records directly to the 288th RRC, (AFRC-XXX-XX-X), for immediate transfer action.

o. Family Days. During family days accomplish the following:

(1) Issue dependent identification cards.

(2) Update Defense Enrollment Eligibility Reporting System (DEERS).

(3) Present mobilization briefing to the family members.

(4) Provide a copy of the Family Mobilization Guide (TAB P).

p. Unit Newsletter.

(1) The unit's monthly newsletter will identify who is newly assigned, recently promoted, reenlisted or extended, scheduled for reenlistment or extension, interview schedule for the up coming Battle Assembly, beginning time and uniform of the next Battle Assembly.

(2) The UA will mail the newsletter 10 days before each Battle Assembly.

q. Employer Support of the Guard and Reserve (ESGR).

Give each Soldier a copy of the ESGR pamphlet (TAB F) about job rights for Reservists as part of the in-processing packet and copy will be on the RT bulletin board.

**Continued. Sample SOP**

r. Recruiting.

(1) Give each Soldier in the unit a USAREC Referral card semi annually and require them to generate a lead. The Soldier will return the completed card to the 1SG, who will provide them to the local Army Reserve Recruiter for follow-up.

(2) The commander or 1SG and the FTS will attend the local recruiting battalion's partnership council meetings based on announcements from the recruiting battalion or RRC.

s. RT publicity.

(1) Order RPIs IAW current policy and display them in a high traffic area within the reserve center.

(2) Maintain a RT bulletin board that includes, at a minimum:

(a) Current HQDA SRIP MOS information.

(b) Duty appointment notification of unit DARNs (see sample memo at Appendix G) and their location.

(c) Current MSC ESGR POC contact information.

(d) Education and MGIB information.

(e) Defense Activity for Non-Traditional Education Support (DANTES) testing information and a list showing where testing is available.

(f) Relocation procedures and information.

(g) Interview schedules for current and upcoming month's IDT period.

(h) WOC eligibility.

(i) Advancement/promotion information.

3. Although this SOP addresses and identifies specific actions by unit personnel, timeliness and good judgment must be exercised in all our actions, if we are to retain our Soldiers and be prepared for a call to active duty, to fight and win!

PAUL S. OLIVER  
CPT, MP, USAR  
Commanding

CF:  
CDR, 288th RRC  
CDR, 480th MP Bn

**Continued. Sample SOP**

## APPENDIX G

### Non-Participant (NP) Prevention and Recovery Program

#### G-1. Scope and definition

a. Scope. The Non-Participant (NP) Prevention and Recovery Program ensures ready units by establishing accountability and documentation of contact of Soldiers who fail to attend battle assemblies, in the spirit of problem identification and resolution. The goal of the NP Recovery and Prevention Program is to get the Soldier to return to an active Reserve status for the next scheduled battle assembly.

b. Definition. An NP is a TPU Soldier who has not received any type of military pay for 90 days.

#### G-2. Responsibilities

a. AR-RTD will-

(1) Develop a model to identify NPs throughout the Army Reserve (including USASOC, 7th ARCOM, 9th MSC).

(2) Develop and distribute an NP recovery mission that ensures compliance with the Chief, Army Reserve NP percentage.

(3) Report recovery of NPs by identifying Soldiers who get paid for returning to an active Reserve status.

(4) Provide reports of current mission status to commanders as required.

b. The RRC CRO will -

(1) Manage the RRC NP Prevention and Recovery Program to ensure compliance with Chief, Army Reserve allowable NP percentage in all supported units.

(2) Evaluate success of NP Prevention and Recovery Program and provide feedback to appropriate RT personnel.

(3) Provide training and logistic support to RT personnel to ensure program success.

(4) Inform commanders of status of NP Prevention and Recovery Program with recommendations as needed.

c. AL will -

(1) Assess counseling skills and success of ARCCs in encouraging NP Soldiers to return to battle assemblies.

(2) Develop training plan in coordination with RRC CRO for training of ARCCs in NP Prevention and Recovery.

(3) Notify RRC CRO personnel of issues and situations that will have a negative impact on success of assigned NP Prevention and Recovery mission.

(4) Brief supported commanders on the all aspects of successful unit NP prevention and recovery.

d. ARCC will -

(1) Take responsibility for supported unit NP Prevention and Recovery programs.

(a) Assist unit in maintaining at or below the Army Reserve established NP standard.

(b) Train and assist unit leadership on the Soldier Accountability Program IAW USAR Reg 140-6, para 4-

2a.

(c) Immediately contact Soldiers who receive an unexcused absence (U) after a battle assembly. This is in addition to the contact made by the Soldier's First Line Leader.

(d) Contact Soldiers being discharged/transferred as unsatisfactory participants prior to being discharged/transferred and document on DA form 4856. A Soldier's request for discharge or transfer is forwarded only after two face-to-face house calls and after thirty days after initial request.

(e) Document all recovery attempts on DA form 4856 (Developmental Counseling form).

(f) Document and track the status/resolution of all Soldiers who attain nine or more U's prior to conducting exit interview.

(g). Ensure Soldiers who return to battle assemblies continue to participate satisfactorily.

(h) Provide feedback to supported commanders and FTUS on Soldiers who agree to return to battle assemblies.

e. Commanders will -

(1) Take all necessary actions to ensure adherence to the Chief, Army Reserve allowable NP percentage in units commanded.

(2) Implement proactive Soldier contact programs that encourage NP Soldiers to return to battle assemblies.

(3) Ensure unit leaders actively support ARCC's efforts to get NP Soldiers to return to battle assemblies

f. Unit FTUS will -

- (1) Provide administrative assistance to ARCC in support of unit NP Prevention and Recovery program.
- (2) Allow ARCC continued access to unit records (personnel and training), in support of unit NP Prevention and Recovery Program.
- (3) Keep commander informed of status of identified NP Soldiers in the unit.

## **APPENDIX H**

### **Unit Attrition Management**

#### **H-1. Scope and definition**

a. Scope. Unit attrition detracts from unit readiness and prevents commanders from fulfilling mission requirements by loss of trained personnel. The goal of unit attrition management is to retain qualified Soldiers in units and to ensure maximum assigned strength.

b. Definition. Unit attrition occurs when a Soldier transfers or leaves an active Reserve status (attending battle assemblies), for any reason. Transfers within the Army Reserve are not considered an attrition loss, though commanders in losing units must replace that personnel loss to maintain readiness.

#### **H-2. Responsibilities**

a. AR-RTD will -

(1) Develop a unit attrition model throughout the Army Reserve (including USASOC, 7th ARCOM, 9th MSC).

(2) Develop and distribute an attrition percentage mission in compliance with the Chief, Army Reserve requirements.

(3) Report attrition percentages of MSCs on a regular basis as required by OCAR and AR-RTD.

(4) Provide status reports of current attrition percentage status to commanders as required.

b. The RRC CRO will -

(1) Manage the attrition management program to ensure compliance with Chief, Army Reserve requirements.

(2) Evaluate success of the attrition management program and provide feedback to appropriate RT personnel.

(3) Provide training and logistic support to RT personnel to ensure program success.

(4) Inform commanders of unit status and command attrition management program with recommendations as needed.

c. AL will -

(1) Assess counseling skills and success of ARCCs by monitoring unit attrition percentages in ARCC's units.

(2) Develop training plan in coordination with RRC CRO for training of ARCCs in unit attrition management.

(3) Notify RRC CRO personnel of issues and situations that will have a negative impact on unit attrition percentage mission.

(4) Brief supported commanders on the all aspects of successful unit attrition management.

d. ARCC will -

(1) Provide technical assistance to commanders and unit leaders on all retention programs that contribute to lower unit attrition.

(a) Perform duties of Unit Sponsorship Coordinator and take responsibility for program effectiveness.

(b) Ensure all eligible Soldiers are reenlisted or extended in supported units.

(c) Manage Army Reserve incentives and entitlements for unit personnel.

(d) Conduct required Career Counseling IAW USAR Poster 6-R and document on DA Form 4856.

(e) Take responsibility for unit NP Prevention and Recovery program.

(f) Attend maximum battle assemblies for supported units.

(g) Support Soldiers who are called to and released from active duty in support of contingency operations.

(h) Assist RRC G-1 with inactivations, reorganizations, or relocations by counseling Soldiers to continue Army Reserve service.

(i) Counsel Soldiers on impact of leaving the Army Reserve to enter on active duty and explain use of the DA Form 368.

(j) Ensure Soldiers who are relocating continue Army Reserve service by utilizing the MTA Program managed by TTHS.

(2) Provide feedback to supported commanders and FTUS on Soldiers who agree to return to battle assemblies.

e. Commanders will -

(1) Take all necessary actions to avoid attrition percentages in units that exceed the Chief, Army Reserve standard.

(2) Implement proactive Soldier contact programs that encourage retention of qualified Soldiers in units.

(3) Ensure unit leaders actively support ARCC efforts to reduce unit attrition.

f. Unit FTUS will -

(1) Provide administrative assistance to the ARCC in support of unit attrition management.

(2) Allow ARCC continued access to unit records (personnel and training), in support of unit attrition management.

(3) Keep commander informed of status of all issues that impact unit attrition in units.

## **APPENDIX I**

### **Reenlistment or Extension Program**

#### **I-1. Scope and definition**

a. Scope. Strength maintenance and improvement in the Army Reserve depends on maximum reenlistment of qualified enlisted Soldiers. Commanders must actively manage reenlistment of qualified Soldiers within their commands putting special emphasis on "first term" Soldiers. The goal of the reenlistment or extension program is to surpass the reenlistment mission of eligible Soldiers given to every unit in the Army Reserve. All Army Reserve reenlistments are completed using Retention Management Software (RMS).

b. Definition. Soldiers continue military service in the Army Reserve by reenlistment or extension IAW AR 140-111. Soldiers must also meet the criteria for reenlistment or extension IAW AR 140-111.

#### **I-2. Personnel records**

Personnel performing interviews or counseling are authorized access to the personnel records of the Soldiers requiring interviewing and counseling. The Privacy Act of 1974 (5 USC 522a) requires that interviewers use personal and military information in Soldiers' records only for the purpose of career counseling and reenlistment.

#### **I-3. Responsibilities**

a. AR-RTD will -

(1) Develop a reenlistment model identifying Soldiers eligible for reenlistment throughout the Army Reserve (including USACAPOC, 7th ARCOM, 9th MSC).

(2) Develop and distribute a reenlistment mission in compliance with the Chief, Army Reserve requirements.

(3) Report numbers of reenlistments of MSCs on a regular basis as required by OCAR and AR-RTD.

(4) Provide status reports of numbers of reenlistments to commanders as required.

b. The RRC CRO will -

(1) Manage the reenlistment and extension program to ensure compliance with Chief, Army Reserve requirements.

(2) Evaluate success of the reenlistment and extension program and mission status to provide feedback to appropriate RT personnel.

(3) Provide training and logistic support to RT personnel to ensure program success.

(4) Inform commanders of reenlistment mission status with recommendations as needed.

c. AL will -

(1) Assess counseling skills and success of ARCCs by monitoring numbers of reenlistments and extensions executed in ARCC's units.

(2) Develop training plan in coordination with RRC CRO for training of ARCCs in reenlistment and extension of Soldiers.

(3) Notify RRC CRO personnel of issues and situations that have a negative impact on unit reenlistment and extension mission.

(4) Brief supported commanders on the all aspects of maximum reenlistment or extension of targeted eligible Soldiers.

d. ARCC will -

(1) Achieve or exceed assigned reenlistment mission by using RMS to reenlist Soldiers.

(2) Track number of reenlistments (eligible and achieved).

(3) Track number of extensions completed (Rule A).

(4) Track number of extensions completed (Minus Rule A).

(5) Track number of reenlistments to the IRR.

(6) Complete Reenlistment Eligibility Worksheet (USAR Form 130-R) available in RMS for all Soldiers, at a minimum, upon assignment to unit and 12 months prior to ETS. Provide the completed form to the commander.

(7) Review USAR Form 130-R during the 4-month interview.

(8) Coordinate reenlistment/extension ceremonies.

(9) Prepare reenlistment and extension document. The ARCC will use RMS as the single system source to complete reenlistments.

- (10) Ensure proper distribution of reenlistment/extension contracts are made IAW AR-RTD procedures (digital copies sent to chain of command) and MSC G-1 procedures.
  - (11) Ensure reenlisting Soldiers receive Reenlistment Awareness Items if available.
  - (12) Assist in the process of SRIP exceptions to policy and erroneous reenlistments and extensions forward through chain of command.
- e. Commanders will -
    - (1) Take all necessary actions to maximize reenlistments and extensions of eligible Soldiers in command to exceed the Chief, Army Reserve standard.
    - (2) Enforce proactive Soldier counseling by First Line and other unit leaders to encourage retention of qualified Soldiers in units by reenlistment or extension.
    - (3) Ensure unit leaders actively support the ARCC's efforts to maximize reenlistment or extension of all eligible Soldiers, with special emphasis on "first term" Soldiers.
  - f. Unit FTUS will -
    - (1) Provide administrative assistance to the ARCC in support of maximized reenlistment and extension of eligible unit Soldiers.
    - (2) Allow ARCC continued access to unit records (personnel and training), in support of all phases of reenlistment and extension (including counseling).
    - (3) Keep commander informed whether or not all eligible Soldiers in unit reenlist or extend. Provide commander of specific reasons why the Soldier is not willing to reenlist.

## APPENDIX J

### 79R AGR Accession Program

#### J-1. Scope

- a. To outline the responsibilities, policies, and procedures for the 79R AGR Accessions Program.
- b. Definition. The AR-RTD 79R Accessions Program is executed when the RTF provides qualified referrals from supported units by counseling Soldiers on career opportunities as an AGR recruiter.
- c. Eligibility Criteria. 79R eligibility criteria may be found in AR 601-1, AR135-18, and DA Pam 611-21.

#### J-2. Responsibilities

- a. AR-RTD will –
  - (1) Advise the CAR on issues regarding the 79R AGR Accessions Program.
  - (2) Establish policy for governing the 79R AGR Accessions Program and related missions.
  - (3) Develop fiscal plans to support the 79R AGR Accessions Program.
  - (4) Develop an annual AGR CMF 79 Accessions mission.
  - (5) Advise the CAR and MSC commanders on issues regarding the 79R AGR Accessions Program.
  - (6) Establish policy and procedures for the management and execution of the 79R AGR Accessions Program.
  - (7) Provide general program oversight and support the command in execution of the program.
  - (8) Exercise program resourcing and provide funding to the MSC commanders to support plans and programs that execute the 79R AGR Accessions Program.
  - (9) Mission the MSCs in order to ensure that the Army Reserve is maintained at 102% fill for authorized AGR Recruiters.
  - (10) Initiate Recruiter Background Investigations (RBIs) requested by RRCs for applicants.
  - (11) Review AGR Recruiter applications for eligibility IAW AR 601-1 and AR 135-18.
  - (12) Resolve accession issues and coordinate with the Army Reserve MSCs for Soldiers with missing or incomplete accession requirements.
  - (13) Maintain the status of AGR Recruiter applications and provide a bi-weekly report to the MSCs.
  - (14) Maintain liaison with the Recruit the Recruiter Team, Army Reserve Active Duty Management Directive (ARADMD) AGR Personnel Management Division the Human Resource Command (HRC) at St. Louis, Missouri.
  - (15) Maintain the AGR Recruiter website at <https://usarcintra/rtd/>. The site will provide information on the procedures, process, and eligibility requirements for the AGR 79R program.
- b. MSCs will –
  - (1) Identify qualified Soldiers to become AGR Recruiters.
  - (2) Achieve the quarterly and annual 79R AGR Accessions Program mission provided by AR-RTD.
  - (3) Obtain completed AGR Recruiter applications from the ARCCs. If necessary have, the ARCC assist the Soldier in the completion of the application, to include scheduling the physical examination and other required medical requirements.
  - (4) Ensure local AL interviews all AGR recruiter applicants and performs a review of the application before submitting to the MSC.
  - (5) Ensure MSC special missions NCO review all AGR Recruiter application packets for eligibility, accuracy, and completeness. Packets will not be forwarded to AR-RTD until complete.
  - (6) Request eligibility waivers for AGR recruiter applicants IAW AR 601-1 and AR 135-18, if applicable.
  - (7) Ensure RBIs are forwarded to AR-RTD.
  - (8) Forward completed AGR Recruiter applications to AR-RTD for review and processing.
  - (9) Maintain a log with the status of all AGR Recruiter applications.
  - (10) Request resources from AR-RTD to support the 79R AGR Accessions Program.
  - (11) Execute the 79R AGR Accessions Career Forum Program as directed by AR-RTD.

### **J-3. Processing categories**

a. Eligible Personnel. All applications of personnel who meet the eligibility requirements for AGR Recruiter duty in accordance with AR 601-1 will be forwarded by the RRC to the AR-RTD 79 CMF Accessions Team. Packets will be reviewed, processed and forwarded to the Recruit the Recruiter Team at HRC-STL for further processing.

b. Non-Eligible Personnel. All processing will discontinue for AGR Recruiter candidates who are determined to be unqualified during any phase of the packet process. The ARCC will counsel Soldiers who do not meet the eligibility criteria for recruiting duty concerning the standard AGR Program and other career enhancing opportunities.

### **J-4. Eligibility requirements**

To qualify for selection as an AGR Recruiter, applicants must meet the eligibility requirements as outlined in AR 601-1, Chapter 6 and AR 135-18, Table 2-2.

### **J-5. Waiver authorities**

a. Applicants must meet the eligibility criteria listed in AR 601-1, paragraph 6-3, unless waived by proper authority. Applicants who do not meet the eligibility criteria will not be considered, except as noted below. Applicants will submit a request for waiver which will accompany the packet.

b. Waiver Authorities. Waiver request will be forwarded to the appropriate authority IAW AR 601-1.

(1) The Office of the Deputy Chief, G-1, has final approval authority for all AFS waivers.

(2) Commander, HRC-STL, is approving authority for the following eligibility requirements:

(a) Education.

(b) Age.

(c) Former US Military Entrance Processing Command Assignment.

(d) Financial.

(3) Commander, USAREC may approve exceptions to policy outside the requirements in AR 601-1.

### **J-6. Application requirements**

Applicants must submit a completed 79R AGR Accessions packet. A complete list of the required documents and actions are listed on the 79R QC Checklist. All ARCC and Special Mission NCOs will utilize the checklist to review the packets for accuracy and completeness. The checklist will be the first page of the packet and must be present when the packet is forwarded to AR-RTD.

### **J-7. Application packet preparation procedures**

All application packets will be forwarded through the applicable MSC for quality control and processing.

a. MSCs are responsible for submitting a request for the Recruiter Background Investigation to AR-RTD during the packet preparation process. Request for RBIs should be forwarded to AR-RTD prior to the packet.

b. Request for RBIs will contain the following information. Requests may be submitted via electronic mail:

(1) Applicant's full name (maiden)

(2) SSN

(3) Rank/grade

(4) DOB

(5) Place of birth

(6) PMOS (5 characters)

(7) Gender

(8) MSC POC and phone number

c. Completed packets will be forwarded to AR-RTD as a scanned document via electronic mail using the Army Knowledge Online knowledge centers set up for each RRC. Packets will be labeled with the applicant's last name and will be placed in the 79R folder. Packets and missing documents may also be submitted as a scanned document via normal email procedures.

d. In the absence of electronic mail or scanner availability, packets may be mailed to: AR-RTD, (DAAR-RT) (CMF 79), 1401 Deshler Street, SW Fort McPherson, GA 30330-2000.

### **J-8. Accession procedures**

Commander, HRC-STL will -

- a. Serve as the final approval authority for the accession of all AGR Recruiters.
- b. Schedule individuals for initial recruiter training at the Army Recruiting Course (ARC) at Fort Jackson, SC.
- c. Publish Active Duty for Training (ADT) orders for the ARC for selected individuals. Copies will be forwarded to AR-RTD, the MSC and the Soldier.
- d. Publish assignment orders for the AGR program upon successful completion of the ARC.

### **J-9. Mission guidelines**

- a. Mission methodology. The methodology for assigning the AGR Recruiter mission to the RRCs will be based upon the needs of the Army.
- b. AGR Recruiter Mission. Commands will be responsible for a quarterly and annual mission.
- c. Mission credit. AR-RTD will award mission credit when the Recruit the Recruiter Team at HRC-STL review and accept a 79R AGR packet for continued Accessions processing.
- d. Processing responsibility. The MSCs are responsible for processing applications from Soldiers assigned to their region.

### **J-10. Reporting instructions**

- a. Recruiter Packet status. The MSCs will maintain the status of all AGR Recruiter applicants from their command.
- b. Mission tracking. The AR-RTD will maintain an AGR Recruiter Accession Database. This database will provide the status of all packets and RBIs requested. The AR-RTD will provide a bi-weekly status of all AGR Recruiter application packets to the MSCs.
- c. Application status. The MSC Special Mission NCO may contact AR-RTD to resolve problems in the accession process. Individual units and Soldiers will not contact AR-RTD for the status of their application packets. The RRC Special Mission NCOs will provide the updated status of the packet to the Soldier.
- d. Notification. The AR-RTD will inform the MSC through electronic mail Soldier's application packet and/or RBI has been received and forwarded to HRC-STL for continued processing for selection as an AGR Recruiter.

### **J-11. Additional information**

- a. Standard AGR Program applicants.
  - (1) Soldiers applying for the regular AGR Program on the HRC-STL OML can have their applications pulled and reviewed for recruiting duty. The MSCs will request to AR-RTD that the packet is pulled and boarded for AGR Recruiting.
  - (2) The MSCs will complete ARPC Form 2370-2-R, ARPC Form 2370-R and any required memorandums and forward to AR-RTD.
- b. The AR-RTD maintains the AGR Recruiter website at <https://usarcintra/rtd/>. The site provides information on the procedures, process, and eligibility requirements for the 79R AGR Accessions Program as well as the AGR application.
- c. Information on the policies and procedures for conducting AGR Recruiter Career Forums is contained in a separate Memorandum of Instruction and is scheduled on an annual basis, based upon potential shortfalls of AGR MOS 79R applicants.
- d. Notice to employers. Applicants should provide notice to their current employers that they have applied for the AGR program. However, applicants should not tender their resignation until they have completed the ARC and have received orders for the AGR Program.
- e. The Army Recruiting Course (ARC). Accepted applicants will receive ADT orders directing them to report to Fort Jackson, SC to attend the 7-week ARC. Completion of the ARC is mandatory, failure to complete the course will result in immediate release from ADT, and the Soldier will be released to their TPU or the IRR (as applicable).

## **APPENDIX K**

### **TPU Warrant Officer (WO) Accession Program**

#### **K-1. Scope and definition**

a. Scope. AR-RTD is the sole agency in the Army Reserve with the exclusive mission of transitioning qualified TPU Soldiers into WOs through a recruiting and accessioning program. The TPU WO Accessions Program directly supports increased strength of TPU WO and contributes to Army Reserve readiness.

b. Definition. The TPU WO accessions mission is designed to create ready units by prospecting and processing qualified Soldiers into the Army Reserve WO Program.

#### ***Section I***

#### ***Mission Process***

#### **K-2. Responsibilities**

a. AR-RTD is responsible for management of the WO accessions program and will -

(1) Provide guidance and policy to RRCs/MSCs.

(2) Establish and enforce quality control for completion of applications.

(3) Ensure that the WO Accession NCO preparing the packets use USAR Form 135-R, Army Reserve Warrant Officer Checklist, for technical WO packets and USAR Form 136-R, Army Reserve Warrant Officer Flight Checklist, for aviation WO packets.

(4) Submit all applications to the requisite MOS and waiver proponents for approval.

(5) Prepare and board all applications at the HQDA selection board.

(6) Determine and distribute yearly WO accession goals.

(7) Award mission credit.

(8) Notify RRC/MSC of selection or non-selection of applicant(s).

b. The CRO will-

(1) Accomplish their TPU WO accessions goal.

(2) Identify and notify AR-RTD of the Special Mission NCO and Accessions NCO who will handle all WO accession issues.

(3) Notify the Accessions NCO who sponsored the applicant of their selection or non-selection.

(4) Coordinate with the RRC command Chief Warrant Officer (CCWO) to ensure the Warrant Officer Candidate (WOC) is notified selection or non-selection and is pinned as appropriate.

c. The Accessions NCO will-

(1) Identify and submit the unit position vacancy to AR-RTD.

(2) Accomplish assigned mission by developing interest among qualified members of the Army Reserve, Army Reserve National Guard, Active Army, US Navy, US Marine Corps Reserve, Air National Guard, US Air Force Reserve, and US Coast Guard. The SELRES, which includes the IRR and IMA members, will also be considered part of this market. The Accessions NCOs will assist these members by providing eligibility criteria for transitioning to the Army Reserve for the purpose of entering the WO Accessions Program and to confirm in processing for appointment and renewing their commitment to the Army Reserve.

(3) Complete and distribute the WO application packet IAW AR 135-100, Chapter 2.

d. The AR G-1 WOC Program Manager is responsible for scheduling WOCs for Warrant Officer Candidate School (WOCS) and Warrant Officer Basic Course (WOBC). Accessions NCOs will assist the WOC in correcting any packet deficiencies that inhibit attendance at WOCS.

#### **K-3. Mission credit**

AR-RTD will award accession credit to the RRC/MSC for the month in which the HQDA board selects the WO applicant.

#### **K-4. Selection or non-selection**

a. AR-RTD notifies will notify the RRC/MSC of the selection or non-selection of the applicant by the HQDA board.

b. Army Reserve G-1 will provide a notification letter to all HQDA board selected applicants with instructions on WOC program management and WOCS reservations.

## **Section II**

### **Management of Warrant Officer Candidates (WOC)**

#### **K-5. The WOC appointment**

The unit appoints the Soldier as a WOC in formation, after receiving the memorandum from the AR G-1. The WOC insignia are available through the unit supply system.

#### **K-6. Transfer to new unit**

If the Soldier is selected as a WOC against a position in another unit, the WOC initiates a DA Form 4651-R in accordance with the selection board memorandum. The unit of assignment provides support to the candidate until the transfer is effective.

#### **K-7. The WOC evaluation**

The WOC performs duty in the position vacancy for which selected. The candidate performs duties commensurate with that of a WO1. The unit evaluates the WOC using DA Form 2166-8. However, the rating chain is the same as that of a WO1. Indicate grade and rank as WOC-E.

#### **K-8. Annual Training (AT) requirement**

The WOC does not have an AT obligation with the unit. The Army Reserve G-1 may use AT for attendance at required schools to ensure completion of WOCS and WOBC in the shortest possible time. The candidate may attend AT with the unit as long as it does not compromise training under the WOC Program.

#### **K-9. The MOS code for WOC**

Units use special reporting code 09W for WOCs as their primary MOS.

#### **K-10. Deployment while in a candidate status**

Soldiers with pending applications into the WOCP (not yet selected) can mobilize. Army Reserve Soldiers notified of selection to the WOP will not deploy. Once appointed as a WO1, they are not deployable until completion of WOBC (DA Personnel Policy Guidance (PPG), 17 Sep 04).

#### **K-11. Additional uniform requirements**

Candidates are authorized an additional two (2) sets of BDUs in accordance with CTA 50-900. These are mandatory items at WOCS.

#### **K-12. Army Physical Fitness Test (APFT)**

Candidates must complete the standard three-event record APFT. The unit administers the "for record" APFT to Army standards. A minimum score of 180 points with 60 points in each event is required. Units are required to advise HRC-STL and AR G-1 of record APFT failures. Candidates who cannot take the three-event record APFT must submit an APFT waiver request in memorandum format with a copy of their permanent profile through the appropriate chain –of –command to take the alternate APFT.

## APPENDIX L

### Role Of 79V During All Phases Of Entry On And Release From Active Duty (ISO Contingency Operations)

#### L-1. Scope and definition

a. Scope. All Army Reserve Soldiers are available for entry on active duty in support of contingency operations due to a declaration of war by the President of the United States. The RT force ensures maximum numbers of Soldiers return to Battle Assemblies upon release from active duty. Soldiers who possess MOS 79V, both AGR and IDT, may be called to active duty in times of war depending on needs of the Army. The role of 79V Soldiers is determined by current policy from the Chief, Army Reserve or the Commanding General, USAR .

b. Definition. Reference to "entry on and release from active duty" is a call to active duty in support of contingency operations determined by the level of mobilization directed by the President of the United States. This definition does not include periods of active duty such as ADSW, ADT, or TTAD not directly supporting contingency operations.

#### L-2. References

a. Forces Command Mobilization and Deployment Planning Systems (FORMDEPS) 500-3-3, dated 15 Jul 99.

b. FORSCOM Regulation 500-3-5, FOMSCOM Demobilization Plan, dated 31 Dec 99.

c. Memorandum, DAAR-RTD (140), 4 Jan 02, subject: Role of the ARCC (79V) During Partial Mobilization.

d. Memorandum, DAAR-RTD (611), 11 Feb 03, subject: Cross Level of Military Occupational Specialty (MOS), 79V, Retention and Transition NCO.

#### L-3. Responsibilities

a. The MSC will -

(1) Coordinate with MSC CRO for assistance at Power Projection Platforms (PPP) to provide 79V support when Soldiers enter on and are released from active duty. Such assistance may include administration of surveys, reenlisting or extending Soldiers scheduled to deploy or providing information on incentives and educational assistance.

(2) Submit cross-leveling requests (MOS 79V Soldiers voluntarily or involuntarily requesting entry on active duty), through the AR-RTD with a cross leveling impact statement from the MSC CRO.

(3) Request final approval from the Deputy Commanding General, USAR, for Soldiers assigned to the MSC serving as AGR or IDT MOS 79V who are cross-leveled to another MOS in support of contingency operations.

b. AR-RTD will -

(1) Collect survey results of Soldiers entering on or being released from active duty conducted at PPPs and CRCs and brief the Chief, Army Reserve of results.

(2) Review requests to cross-level 79V Soldiers to other MOSs in support of combatant commanders and forward to Deputy Commanding General, USAR as necessary.

(3) Ensure RRC CROs are aware of the support role of the ARCCs to their supported units during partial mobilization.

c. The RRC CRO will -

(1) Provide 79V reenlistment and counseling support as required to PPPs within geographical boundaries of RRC.

(2) Coordinate with AR-RTD for funding to support 79V assets at PPP locations.

d. ARCC will -

(1) Continue assigned RT missions for non-mobilized supported units when other supported units are mobilized.

(2) Assist with reenlistment operations for Soldiers prior to entry on active duty and release from active duty.

(3) Ensure that every Soldier in supported units has a completed reenlistment eligibility worksheet (USAR Form 130-R) attached to a DA Form 4591 (Retention Data Worksheet), completed at least 1 year prior to ETS as part of the pre-mobilization packet.

(4) Serve as the liaison with the Family Readiness Groups(s) to support mobilized units located in area of responsibility.

(5) Coordinate with the MSC Deputy Chief of Staff, Logistics, for local reserve center guidance for facilities management for mobilized units.

## **APPENDIX M**

### **Retention Awareness Items and the Accessions Distribution Center**

#### **M-1. Scope and definition**

a. Scope. The Army Reserve supports and manages a program to distribute items to raise awareness and to provide knowledge by means of information pamphlets, video presentations, and items of various values. All forms of RT awareness educate potential enlistees, in-service and prior service Soldiers, and persons of influence of Army Reserve programs and Army Reserve benefits. The sole purpose of this program is to enhance retention in the Army Reserve.

b. Definition. Items available in the Army Reserve awareness program are retention publicity items (RPIs) and Promotional Publicity Items (PPI) are procured through the accessions distribution center. This provides the RTF with a systematic way to order awareness items that encourage retention in the Army Reserve and to publicize the Army Reserve programs.

#### **M-2. Responsibilities**

a. Deputy Chief of Staff, G-1, HQDA. Responsible for nationally distributed print advertising, all television productions, and all major policy matter affecting the Total Army.

b. OCAR. Responsible for all matters relating to public information, public affairs, and community relations for the *Army Reserve* on a national basis. Accordingly, all Army Reserve RPIs will be processed IAW current policy.

c. USAREC.

(1) Manages the Retention Store database and permissions for access to publicity items by authorized users.

(2) Controls and maintains inventories of items in the Retention Store.

d. AR-RTD

(1) Ensures Army Reserve Center users are authorized access to the accessions distribution center.

(2) Monitors publicity item effectiveness and recommends items for future use.

(3) Coordinates with the US Army Accessions Command (USAAC) to ensure availability of items.

(4) Develops Monthly Allowable Quota (MAQ) based on current inventory and history of items ordered.

e. Commanders ensure effective control measures are in place to guarantee that retention awareness or incentive items ordered from the accessions distribution center are not wastefully distributed or used for purposes other than raising awareness or publicizing the Army Reserve.

f. All Army Reserve Centers have a valid accessions distribution center account. The ARCCs are the key personnel authorized to access items ordered through the accessions distribution center. Availability of items is based on the MAQ. Ordered items are authorized for distribution only as they enhance or encourage retention of unit personnel.

#### **M-3. Additional information**

a. All personnel throughout the Army Reserve provide feedback on pre-existing items or make recommendations to AR-RTD through supporting RRC CRO for new items.

b. Locally procured items are not authorized through the accessions distribution center.

## **APPENDIX N**

### **Army Reserve Incentives and Educational Assistance**

#### **N-1. Scope and definition**

a. Scope. The ARCC, as a career counselor, is a Soldier's main point of contact for incentive program and educational assistance information. The ARCC must have technical knowledge of eligibility criteria, policy and procedures, and program execution for incentive programs and educational assistance for all Soldiers, including AGR Soldiers, assigned to a unit.

b. Definition. The Army Reserve manages and implements incentive and educational assistance programs to qualified Soldiers to encourage continued service in the SELRES.

#### **N-2. References**

Army Reserve incentive program policy and implementation guidance is IAW AR 135-7, AR 621-5, and Army G-1 policy memorandums and messages.

#### **N-3. Personnel files**

Personnel performing interviews or counseling are authorized access to the personnel records of the Soldiers requiring interviewing and counseling. The Privacy Act of 1974 (5 USC 522a), requires that interviewers use personal and military information in Soldiers' records only for the purpose of career counseling and reenlistment.

#### **N-4. Responsibilities**

a. AR-RTD is the main source of information to Soldiers for incentive programs and educational assistance. AR-RTD will -

- (1) Provide the RTF with updated current information.
- (2) Inform the RTF of current policy and policy updates.
- (3) Submit ideas and recommendations to Army G-1 through Army Reserve G-1.
- (4) Represent the Army Reserve at meetings and conferences.

b. The RRC CRO will -

(1) Ensure that ARCCs have access to systems that assist in reenlistment for incentives and educational assistance.

(2) Coordinate with RRC Educational Services Officer for updates on educational assistance and tuition assistance (TA).

c. ARCCs will -

- (1) Provide information to Soldiers on all available Army Reserve incentives and educational assistance.
- (2) Have knowledge of procedures for incentive payments as well as required documents and addendums available through RMS.
- (3) Conduct incentive and educational assistance training for support units annually.
- (4) Complete and submit the Reenlistment Bonus Control Worksheet, USAR Form 80-1-R.
- (5) Assist Soldier in preparation and submission of SRIP exceptions to policy to Army Reserve G-1.

#### **N-5. Incentive and educational assistance programs**

a. The following SRIP and educational assistance program are executed at reenlistment. Eligibility criteria for each program are IAW AR 135-7, messages from Army G-1 or policy memorandums. Messages from Army G-1 or policy memorandums are in effect pending updating of current regulations.

(1) Reenlistment Bonus. The reenlistment bonus is available to Soldiers who reenlist for 3 or 6 years, possess an HQDA approved bonus MOS, and who are Duty MOSQ against a valid position in a unit. The reenlistment bonus number is included in the reenlistment documents IAW AR 135-7, paragraph 4-6.1d and is determined as follows:

- (a) First two characters identify the MSC.
- (b) The third and fourth characters identify the fiscal year.
- (c) The fifth through eighth characters identify the number of bonus control numbers issued during the fiscal year (The first number used at the beginning of the FY is 0001, second is 0002, et al).
- (d) The letters "AS" are included after the eighth character for six year reenlistments or "BS" after the eighth character for 3 year reenlistments.

(2) Soldiers who reenlist and meet the eligibility criteria of AR 135-7 and provided the unit or the Soldier's MOS is on the current SRIP list will be processed for a bonus as follows:

(a) Upon determination that a Soldier is eligible, the ARCC will prepare DA Form 5261-2-R as part of the reenlistment contract packet for signature after the reenlistment oath.

(b) Five to 10 days prior to the reenlistment date, the ARCC will verify that RMS data supports eligibility and request a bonus control number from the RRC RTO using USAR Form 80-1-R.

(c) After receipt of the bonus control number, type the control number on DD Form 4, item 8b (Remarks), on the upper right hand corner on page one DA Form 3540-R, DA Forms 5261-2-R and finance documents.

(3) The following errors will be processed in accordance with Army Regulation 140-111:

(a) Soldiers who reenlist and were eligible and DA Form 5261-2-R was not completed.

(b) Soldiers who were reenlisted with a reenlistment bonus and were ineligible.

(c) This also applies to similar enlistment situations.

(4) Student Loan Repayment Program (SLRP). The SLRP is available to Soldiers who reenlist for a minimum of 3 years and possess an HQDA approved bonus MOS.

(5) Montgomery GI Bill (MGIB) Chapter 1606. Educational assistance from MGIB Chapter 1606 is available to Soldiers who reenlist for a minimum of 6 years in the SELRES. Soldiers have fourteen years of date of eligibility to use the program and must remain a member of the SELRES. All MGIB programs are managed by the VA.

(6) MOS Conversion Bonus. The MOS Conversion bonus is available to Soldiers in overage MOSs who agrees to reclassify to a critical MOS and incur a 3-year SELRES commitment.

b. Soldiers may be eligible for the following incentives and educational assistance programs.

(1) Tuition Assistance (TA). The TA is available to SELRES Soldiers to help defray costs for tuition at approved universities, colleges, and most technical schools. Soldiers must coordinate with their supporting RRC ESO for program guidance.

(2) Montgomery GI Bill (MGIB) 1607. Educational assistance from MGIB Chapter 1607 is available to Soldiers who were deployed in support of contingency operations for a minimum of ninety days to 2 years. The amount of assistance is based upon the length of time deployed. All MGIB program are managed by the VA.

c. Soldiers may be accessed into the Army Reserve eligible for the following incentive programs, requiring SELRES membership as criteria for eligibility:

(1) Prior Service Enlistment Program (PSEB). Soldiers transitioning from active duty with no remaining MSO or a civil life gain with prior Reserve Component service may be eligible for PSEB. This incentive does not require a Soldier to be DMOSQ but the incentive is not paid until the Soldier is MOSQ.

(2) Affiliation Bonus. This incentive pays Soldiers transitioning from active duty with a remaining MSO an incentive based on the amount of time remaining until expiration of their MSO. Enlisted Soldiers must be MOSQ to receive this incentive.

(3) Officer Accession and Affiliation Bonus. The Officer Accession bonus pays an incentive to newly assessed commissioned officers or WOs (critical skills) upon completion of OBC/WOBC and requires a 6 year commitment to the SELRES. The Officer Affiliation bonus pays an incentive to transitioning commissioned officers or WOs (critical skills) upon assignment to the SELRES and requires a 3 year commitment to the SELRES.

## **APPENDIX O**

### **Career Counseling**

#### **O-1 Scope.**

The unit commander is responsible for providing life-cycle career counseling IAW the policy and procedure of this and other applicable regulations. The ARCC advises Soldiers of the benefits and incentives for continued service in the Army Reserve through effective career counseling. Career counseling is conducted throughout a Soldier's career within current policy and regulatory guidance and within the needs and the best interest of the Army. The results of all career counseling conducted by the commander and the ARCC is documented on a DA Form 4856 and maintained in a Soldier's OMPF throughout the implementation of a unit's RT program.

#### **O-2. Responsibilities**

- a. The unit commander and other unit leaders will -
  - (1) Conduct required initial interviews for newly assigned Soldiers such as career counseling, and professional development IAW USAR Poster 6-R.
  - (2) Conduct reenlistment counseling (IAW USAR Poster 6-R)
  - (3) Conduct exit counseling in support of the unit Soldier Accountability Program (Chapter 4-2a)
- b. First Line Leader (FLL) will -
  - (1) Contact Soldiers after first or subsequent unexcused absences (telephone or in person) from battle assembly and document results on DA Form 4856. The counseling form is maintained in the OMPF and a copy is provided to the ARCC.
  - (2) Conduct annual interviews to review job performance, career goals, and encourage a future favorable decision to reenlist when Soldiers are within reenlistment eligibility window IAW USAR Form 83-R.
- c. The ARCC is the career counselor for all Soldiers assigned to a unit and will -
  - (1) Assume all responsibilities for unit sponsorship (AGR 79V) (See Appendix E).
  - (2) Conduct reenlistment counseling for Soldiers within 12 months of ETS (IAW USAR Poster 6-R)
  - (3) Provide incentive program and benefit counseling for all assigned Soldiers.
  - (4) Track and contact Soldiers who fail to regularly attend battle assemblies and encourage them to return to a participating status.
  - (5) Provide counseling on status of incentives and benefits for Soldiers who transfer between components within or outside of the Army Reserve. Provide counseling to Soldiers in the IRR who request reassignment to the SELRES.
  - (6) Support unit Soldiers during entry on or release from active duty in support of contingency operations.
  - (7) Inform Soldiers of impact on incentives and entitlements upon transition to active Army.
- d. The DARN will -
  - (1) Determine reenlistment eligibility and conduct reenlistment career counseling in support of the ARCC.
  - (2) Assist and support the ARCC on training of RT topics that provide career enhancing opportunities for unit Soldiers.
  - (3) Assume the duty of the unit ARCC when the unit is called to active duty in support of contingency operations.

## **APPENDIX P**

### **Retention and Transition (RT) System Support**

#### **P-1. Scope**

The RT operations depend on the use of various data systems and applications to retain Soldiers. The ARCCs counsel Soldiers face-to face, telephonically and by mail getting support from various systems for sponsorship, career counseling, incentive eligibility, reenlistment, incentive eligibility, identifying and recovering NPs.

#### **P-2. Responsibilities**

a. Army Reserve Chief Information Officer (CIO) will -

(1) Coordinate and manage the supply and distribution of all telecommunications equipment, maintenance and support.

(2) Coordinate and manage the supply and distribution of all automation equipment, maintenance and support.

(3) Review, approve and automate all forms, publications, and/or; changes to regulations initiated by missions assigned to AR-RTD.

(4) Distribute guidelines on the appropriate use of all telecommunications equipment.

b. AR-RTD System Support Branch will -

(1) Provide support to the MSC RTF for the Retention Management Software (RMS). The RMS is an automated software application developed under the OCAR RCMS Intranet. The RMS is an on-line application, built on an Intranet platform, designed to be accessed by using a standard personal computer (PC). It groups specific Retention functions and reports, with drill-down capability, by command hierarchy and retention field force hierarchy. The RMS is designed for use by AR-RT personnel at all levels. It has seven primary missions to support:

(a) Reenlistments and Extensions. The RMS provides an automated single-source for all reenlistment and extension functions and a reporting system that identifies Army Reserve Soldiers that are eligible to reenlist and those who do reenlist. The application provides an automated means to identify the group of Soldiers defined as "First Term or Careerist." The ultimate goal is to provide reenlistment/extension support with automated methods to compare and track reenlistments and extensions, provide executive and unit level summaries for reporting and track reenlistment/extension statistics.

(b) Non Participation Prevention/Recovery. The RMS is intended to support the personnel community in identifying units that have low battle assembly attendance and to assist commanders in identifying Soldiers that are non-participating and are potential losses to the Army Reserve. This is an excellent indicator of future attrition problems. It provides a single source tracking, reporting and management system that identifies Soldier disconnects between the Army's legacy personnel and pay systems. Additionally, the RMS application compares the PMARS application, the Army Reserve's personnel (Total Army Personnel Database - Reserve (TAPDB-R)) and pay (Defense Finance and Accounting Service (DFAS), Defense Joint Military Pay System – Reserve Components (DJMS-RC) systems to identify mismatches or Soldiers accounted for in one system and not in the other.

(c) Career Counseling. Charts career progression paths and enables retention force to provide, record, and track counseling activity down to specific Soldier level. It provides report capabilities at the individual Soldier level thru all levels of command and tracks retention counseling by specific type.

(d) Sponsorship Management. This identifies newly recruited and assigned Soldiers to individual unit levels (and to unit support retention force). Creates and provides (print and email) unit level sponsorship forms for both the Soldier and the designated unit level sponsor.

(e) Battle Assembly Training. The RMS allows the retention field force to evaluate units and to identify unit trends in poor participation rates, and identify individual Soldiers with poor performance short of becoming PNP or NP. Enables further retention program focus and career progression planning and support.

(f) Incentive Management. The RMS identifies unit Soldiers receiving incentives and/or other entitlements (e.g., Tuition Assistance). Specifically identifies late/missing payments for assistance of unit staffs, program managers and Retention force. Intent is to eliminate retention issues associated with errors in these programs.

(g) Call To and Release From Active Duty. The RMS identifies Soldiers currently on active duty, recently released REFRAD, and those Soldiers projected for near-term REFRAD. Data extracted from Mobilization Application as well as other sources. Intent is to enable retention program focus to address and

resolve Soldier level issues associated with mobilization. Module also provides historical mobilization and active duty periods for unit members. This extended data supports retention program efforts in assignments, programs, and career counseling functions.

(2) Provide support to the MSC RTF for user access to the following systems:

(a) Army Reserve WEBREQUEST is the system of record for accessions to and transfers within the Army Reserve using a system of vacancy management.

(b) PROLEADS-RTD is a system to identify eligible IRR Soldiers for reassignment to the SELRES within specific geographical regions.

(c) The Recruit Eligibility Determination Display (REDD) is a system used when qualifying IRR Soldiers to TPU positions.

c. HRC-STL provides Reserve Data Management System (RDMS) and AORS user access and support to the MSC CRO.

d. The ITRS user access and support is provided by accessing the website (<https://arnetopsitrr/EITRR/>) and selecting "Request LOGIN".

e. The MSC CRO Operations Branches support the RTF in their area of responsibility for user access for the following systems:

(1) PMARS

(2) RLAS

## **APPENDIX Q**

### **Logistics**

#### **Q-1. Scope**

Accomplishment of assigned RTD missions requires logistic support that allows the RTF to contact Soldiers by face-to-face, telephonic or email contact both during duty and non-duty hours. An AL and ARCC may have an extensive geographical area of responsibility and must have transportation and telecommunication support to accomplish assigned missions.

#### **Q-2. AR-RTD responsibilities**

AR-RTD will -

- a. Validate and approve RRC RT Program equipment requirements/requests.
- b. Assist in the procurement and distribution of cellular telephones, GSA vehicles, and automation equipment to support the RTF.
- c. Provide guidance for the use of cellular telephones, GSA vehicles and required reports.
- d. Assist the RRC CRO in correcting any equipment deficiencies or discrepancies.

#### **Q-3. Equipment accountability**

- a. All equipment issued to support the RT missions is inventoried and hand receipted to the end user IAW AR 735-5 and DA Pam 710-2-1.
- b. All equipment/furniture purchased for the RT mission is solely used by the RTF and is located only in the appropriate retention office.
- c. MSC CRO will -
  - (1) Maintain a comprehensive list of individual issued equipment in all ARCC offices to include individual's name, center name, type of equipment, serial number, and quantity.
  - (2) Coordinate with AR-RTD to correct equipment deficiencies and discrepancies.
  - (3) Provide the AL with a consolidated list (DA Form 2062, Hand Receipt/Annex Number) of all office and individual equipment issued to the ARCCs in their area.
  - (4) Ensure the primary hand receipt holder for the CRO performs annual inventories on issued equipment and report deficiencies and discrepancies to AR-RTD.
  - (5) Submit GSA vehicle mileage reports to RRC through appropriate channels as required.
- d. The AL will -
  - (1) Maintain a copy of all hand receipts.
  - (2) Perform annual inventories on issued equipment and report deficiencies and discrepancies to the MSC.
  - (3) Maintain a copy of an office inventory checklist for each center of responsibility.
- e. The ARCC will -
  - (1) Maintain accountability of all issued equipment.
  - (2) Verify all office equipment is on hand by signing a DA Form 2062.
  - (3) Report any deficiencies and discrepancies to the AL. Submit all requests for communication services to AR-RTD. Individuals will submit requests for cellular telephones through their chain of command for review and approval. Include a justification statement as to why the cellular telephone is required. If approved, the written request and justification statement is filed with the original hand receipt (IAW ARIMS).

#### **Q-4. Operator/user responsibilities**

- a. Vehicles
  - (1) Operators will ensure they maintain a safe operating vehicle and conduct PMCS procedures. Operators will safeguard the keys and the GSA/Voyager fuel credit card. The Voyager fuel credit card is used for fuel and minor maintenance items required to operate the vehicle.(i.e. oil, wiper blades, or windshield wiper fluid).
  - (2) The GSA will notify the operator, using reminder cards sent through the G-4 of the assisting MSC, of maintenance scheduled for the vehicle (i.e. regularly scheduled oil changes for GSA leased vehicles).1
  - (3) Accidents: Report all accidents through the chain of command to the MSC G-4. The MSC G-4s report accidents to the Army Reserve G-4, Transportation and Services Division within 48 hours. Operators involved in accidents complete an SF Form 91, Accident Report and a SF-94, Statement of Witness, if available, and forward to their MSC G-4 facsimile. Contact the GSA Regional Fleet Manager for GSA leased vehicles

involved in an accident. For 751 lease program vehicles involved in an accident, contact Acme Auto Leasing at (203) 234-6850, or fax (203) 234-6858. The investigating officer and or the Staff Judge Advocate (SJA) may require additional information from the operator.

b. Cellular Phones. Cellular telephones are issued using DA Form 2062 or authorized substitution.

(1) The RRC CRO may authorize the use of telephone credit/calling cards to conduct retention activities when cellular service is unavailable.

(2) All ARCCs will comply with USAR Regulation 25-10, Telecommunications Management Program, and The Army Reserve Memorandum, subject: US Army Reserve Command Policy on the Use and Safeguarding of Government Issued Cellular Telephones, dated 1 Dec 00 which outlines communication services regarding use and safeguarding of government issued cellular phones. These documents are provided to each ARCC when hand receipting for their cellular phones.

(3) The cellular telephone is used only for business relating to mission support by RTF personnel when no other means of voice communication is available. The office telephone is the primary means of communication. Violations of this policy may result in any or all of the following sanctions: loss of use or limitations of use of cellular phones; disciplinary or adverse actions; criminal penalties under the Uniform Code of Military Justice/Federal criminal statutes; and assessment of financial liability for the costs of unauthorized use.

(4) Unauthorized and/or excessive charges are the responsibility of the end user, to include charges incurred for failure to report lost or stolen telephones. Any lost or stolen telephones are reported immediately to AR-RTD through appropriate channels.

(5) Cellular telephones are not used while operating a motorized vehicle, regardless of additional equipment to include hands-free kits.

(6) Use of the Wireless Web on government issued cellular telephones is not authorized.

(7) The MSC may purchase, operate and maintain telephone answering machines and pagers using funds provided for this purpose.

(8) Cellular telephones are not used on fixed wing aircraft, rotary wing aircraft, balloons, or any other type of aircraft while airborne.

(9) All calls must be for official use only. Limit the length of calls using the following standards:

(a) Cellular telephones without prepaid blocks of time. Cellular telephone calls, with the exception of absolutely mission critical communications and personnel safety, will not exceed 10 minutes in duration. Minimize all calls whenever possible.

(b) Calls made using cellular telephones with prepaid blocks of time are limited to prepaid blocks of time contracted with the service provider based on number of minutes provided under the contract.

(10) Cellular telephones are not secure. Do not discuss classified information while using a cellular telephone. If any party begins to discuss classified information, advise the party that classified information is not discussed over a cellular telephone. If the party continues to discuss classified information, end the telephone call and report the incident to the communications security officer.

(11) Cellular telephones are not issued as a supplement to tactical and non-tactical communications.

(12) The agency issuing the equipment is notified immediately, or as soon as possible, if a cellular telephone is lost, stolen, or missing. Cellular service may be terminated and an appropriate investigation is initiated (see paragraph 3-12d).

## **APPENDIX R**

### **Retention and Transition (RT) Award Programs**

#### **R-1. General**

- a. The AR-RTD awards program provides positive reinforcement to MSCs, Soldiers, and units that accomplish Retention mission objectives. It is not used as a substitute for recognizing individual Soldier achievements (see AR 600-8-22, Chapter 3). Items used for awards can include, but are not limited to, certificates and plaques (see Section II of the Glossary).
- b. Annual award criteria for top mission accomplishment are published prior to the start of the FY in memorandum format by AR-RTD.

#### **R-2. Secretary of the Army, Army Reserve Career Counselor of the Year Award**

- a. AR-RTD conducts a selection board for nominating an eligible Soldier for the Secretary of the Army, Army Reserve Career Counselor of the Year award. The Commanding General (CG), USAR, appoints a selection board with five SGMs or MSGs (the majority MOS 79V), and a non-voting recorder. The OCAR or USAR CSM, AR-RTD SGM, or designated representative, will serve as board president.
- b. Selection is based on knowledge, performance, attitude, enthusiasm, appearance, Soldier skills, and the ability to express oneself orally.
  - (1) The MSC will appoint a selection board of five senior NCOs, one of which will be a CSM or SGM. The board will select the command's nominee through a personal appearance interview. At least one board member will be a qualified MOS 79V.
  - (2) Once a selection is made, the MSC will forward the completed packet to AR-RTD. The only packets accepted will be those from the MSCs.
- c. Funding for each nominee to appear before boards and/or ceremonies will be by the MSC of assignment.
- d. The DRC candidates will participate in the RRC board in the geographical region of the DRC HQs.

#### **R-3. Nominating Soldiers for the Secretary of the Army, Army Reserve Career Counselor of the Year Award requirements**

- a. Nominee must meet the following criteria:
  - (1) Be an MOS 79V assigned to a valid AGR or IDT MOS 79V position.
  - (2) Performed successfully as an ARCC for at least 6 months.
  - (3) Be recommended by a commander within the chain of command, specifying the nominee's accomplishments.
  - (4) Meet the standards of AR 600-9.
  - (5) Be of the rank of SGT through SFC.
  - (6) Must not be under a suspension of favorable personnel actions (flagged) IAW AR 600-8-2.
- b. The MSC commander will submit nominations by packet in the following format:
  - (1) Board minutes and results, board members appointment memorandum, memorandum announcing scheduled regional board to subordinate units, and commanding general's endorsement.
  - (2) Commander's letter of recommendation (Soldier's commander).
  - (3) Soldier's Enlisted Records Brief (ERB).
  - (4) Soldier's official DA photograph (uniform awards, ribbons and decorations must coincide with DA Form 2-1, Section II, Block 9). **NOTE:** Tape Soldier's DA photo, centered on a sheet of white bond paper.
  - (5) Height and weight statement (see Figures R-2, Height and Weight Chart and R-3, Height and Weight Statement).
  - (6) DA Form 5500-R/DA Form 5501-R, Body Fat Content Worksheet Male/Female (if applicable).
  - (7) DA Form 705, Army Physical Fitness Test Scorecard.
  - (8) Soldier's biography (see sample in Figure R-1).

**Sergeant First Class Tabitha A. Johnson**  
*United States Army Reserve Career Counselor*

Sergeant First Class Tabitha A. Johnson is an elementary school teacher at Snowden Elementary School, in Brooklyn, New York. She teaches 5th graders and has been a teacher in the public school system since 1996. In 1990, as a young specialist assigned to a Personnel Service Company she accepted the additional duty as a Duty Appointed Reenlistment Noncommissioned Officer (DARN) supporting a large company unit. Today, she is assigned as Retention and Transition (RT) NCO with the 77th Regional Readiness Command, Fort Totten, Flushing, New York.

She entered the Army in December 1986. Prior to assignment as an ARCC in January 1998, she served as administrative specialist with the 316th AG Postal Unit, Fort Totten, Flushing, New York. Sergeant First Class Johnson has also held the assignment of Finance and Personnel Services Noncommissioned Officer with the 301st Support Group and 344th General Hospital, 411th Engineer Brigade, Fort Totten, Flushing, New York.

Sergeant First Class Johnson has completed the Primary Leadership Development Course, Basic Noncommissioned Officers Course, Advanced Noncommissioned Officers Course, Recruiting and Retention Noncommissioned Officers Course, Army Reserve Readiness Training Center Basic Pay Course, Unit Administrator Basic Course, and Duty Appointed Reenlistment Noncommissioned Course.

Her awards and decorations include the Meritorious Service Medal, Army Commendation Medal with 2 oak leaf clusters, Army Achievement Medal with 2 oak leaf clusters, and Career Counselor Badge.

Sergeant First Class Johnson has completed a Bachelor of Arts degree in Education and a Master of Science in General Administration. In addition to her duties as a teacher and active Army Reserve Soldier, Sergeant First Class Johnson and her husband Lyndon are the parents of one child, Ricky.

**Figure R-1. Sample Soldier's Biography.**

| HEIGHT<br>(in inches) | MALE AGE |       |       |       | FEMALE AGE |       |       |     | HEIGHT<br>(in inches) |
|-----------------------|----------|-------|-------|-------|------------|-------|-------|-----|-----------------------|
|                       | 17-20    | 21-27 | 28-39 | 40+   | 17-20      | 21-27 | 28-39 | 40+ |                       |
| 58                    | -----    | ----- | ----- | ----- | 109        | 112   | 115   | 119 | 58                    |
| 59                    | -----    | ----- | ----- | ----- | 113        | 116   | 119   | 123 | 59                    |
| 60                    | 132      | 136   | 139   | 141   | 116        | 120   | 123   | 127 | 60                    |
| 61                    | 136      | 140   | 144   | 146   | 120        | 124   | 127   | 131 | 61                    |
| 62                    | 141      | 144   | 148   | 150   | 125        | 129   | 132   | 137 | 62                    |
| 63                    | 145      | 149   | 153   | 155   | 129        | 133   | 137   | 141 | 63                    |
| 64                    | 150      | 154   | 158   | 160   | 133        | 137   | 141   | 145 | 64                    |
| 65                    | 155      | 159   | 163   | 165   | 137        | 141   | 145   | 149 | 65                    |
| 66                    | 160      | 163   | 168   | 170   | 141        | 146   | 150   | 154 | 66                    |
| 67                    | 165      | 169   | 174   | 176   | 145        | 149   | 154   | 159 | 67                    |
| 68                    | 170      | 174   | 179   | 181   | 150        | 154   | 159   | 164 | 68                    |
| 69                    | 175      | 179   | 184   | 186   | 154        | 158   | 163   | 168 | 69                    |
| 70                    | 180      | 185   | 189   | 192   | 159        | 163   | 168   | 173 | 70                    |
| 71                    | 185      | 189   | 194   | 197   | 163        | 167   | 172   | 177 | 71                    |
| 72                    | 190      | 195   | 200   | 203   | 167        | 172   | 177   | 183 | 72                    |
| 73                    | 195      | 200   | 205   | 208   | 172        | 177   | 182   | 188 | 73                    |
| 74                    | 201      | 206   | 211   | 214   | 178        | 183   | 169   | 194 | 74                    |
| 75                    | 206      | 212   | 217   | 220   | 183        | 188   | 194   | 200 | 75                    |
| 76                    | 212      | 217   | 223   | 226   | 189        | 194   | 200   | 206 | 76                    |
| 77                    | 218      | 223   | 229   | 232   | 193        | 199   | 205   | 211 | 77                    |
| 78                    | 223      | 229   | 235   | 238   | 198        | 204   | 210   | 216 | 78                    |
| 79                    | 229      | 235   | 241   | 244   | 203        | 209   | 215   | 222 | 79                    |
| 80                    | 234      | 240   | 247   | 250   | 208        | 214   | 220   | 227 | 80                    |

**NOTES**

1. THE HEIGHT WILL BE MEASURED IN STOCKING FEET (WITHOUT SHOES), STANDING ON A FLAT SURFACE WITH CHIN PARALLEL TO THE FLOOR. THE BODY SHOULD BE STRAIGHT BUT NOT RIGID. THE MEASUREMENT WILL BE ROUNDED TO THE NEAREST INCH WITH THE FOLLOWING GUIDELINES:
2. WEIGHT MEASUREMENTS SHOULD BE ROUNDED TO THE NEAREST, OR NEXT HIGHEST WHOLE NUMBER IN POUNDS SIMILAR TO NOTE 1. a. and b.
3. ALL MEASUREMENTS WILL BE IN STANDARD PT UNIFORM (GYM SHORTS AND T-SHIRT WITHOUT SHOES).

**Figure R-2. Height and Weight Chart.**

**CERTIFICATION**

THE UNDERSIGNED CERTIFIES THAT THE SOLDIER WHOSE NAME AND SSN APPEARS ON THIS DOCUMENT IS IN COMPLIANCE WITH THE HEIGHT AND WEIGHT REQUIREMENTS OF AR 600-9. FOR SOLDIERS WHO REQUIRE HEIGHT AND WEIGHT MEASUREMENTS FOR BODY FAT CONTENT, DA FORM 5500-R/5501-R IS REQUIRED.

CURRENT HEIGHT: 5'7"

CURRENT WEIGHT: 125

SOLDIER: SFC TABITHA A. JOHNSON

*Thomas X. Jones*

CERTIFYING OFFICER'S SIGNATURE

SSN: 123-45-6789

JONES, THOMAS X. 24 JANUARY 2005  
NAME (LAST, FIRST, MI) (DATE)

**Figure R-3. Sample Height and Weight Statement.**

## APPENDIX S

### Individual Ready Reserve (IRR) to Selected Reserve (SELRES) Reassignment Program

#### S-1. Scope

a. A member of the IRR may request voluntary reassignment to a SELRES unit after being contacted by an ARCC by signing a completed DA Form 4187 requesting reassignment to the SELRES. Voluntary assignments are described and are subject to the assignment limitations of AR 140-10.

b. A member of the IRR with a contractual obligation may be involuntarily assigned to a SELRES unit. This action does not require a Soldier to sign a DA Form 4187 for assignment. The ARCC is the sponsorship coordinator for involuntary IRR to SELRES reassignments.

c. A member of the IMA may request voluntary reassignment to an Army Reserve TPU by requesting release from the IMA. The Soldier must complete and sign a DA Form 4651-R. Once released from the IMA, the Soldier can request a transfer into a TPU by completing and signing a DA Form 4187, requesting a transfer into a TPU. Voluntary assignments are described and are subject to the assignment limitations of AR 140-10.

#### S-2. Responsibilities

a. AR-RTD will -

- (1) Assign the IRR to SELRES reassignment mission objective to MSCs.
- (2) Provide all MSCs the resources necessary for accomplishment of mission objectives.
- (3) Evaluate MSCs to assess training needs and facilitate training as required.
- (4) Provide status reports to the Chief, Army Reserve, and Deputy, USAR Commanding General.
- (5) Develop and publish IRR to SELRES reassignment program policy and procedures.
  - (a) Develop mission related reports.
  - (b) Provide guidance concerning operations that support mission objectives.
  - (c) Ensure adherence to the policy and procedures of this and other applicable regulations.
  - (6) Provide data and vacancy management support for required automated systems.
    - (a) WEBREQUEST.
    - (b) PERNET/RDMS.
    - (c) REDD.
    - (d) SMS.
    - (e) PROLEADS-RTD.
    - (f) RMS.
  - (7) Provide access support for required automated systems.
    - (a) WEBREQUEST.
    - (b) PMARS.
    - (c) RMS.
    - (d) SMS.
  - (8) Maintain database to track MSC mission status.
  - (9) Establish liaison with agencies that support mission objectives (HRC-STL, USAREC).
  - (10) Assist MSC personnel when reassignment problems occur with AORS or RDMS.

b. HRC-STL will -

- (1) Review the forwarded supporting documentation for updating RDMS.
- (2) Publish reassignment orders from IRR to SELRES units.
- (3) Monitor error queue for reassignment orders that are not published.
- (4) Provide data management assistance for MSCs through HRC-STL regional team support.

c. The MSC CRO will -

- (1) Ensure all ALs are provided the resources necessary for accomplishment of mission objectives.
- (2) Evaluate ALs to assess training needs and ensure training needs are met.
- (3) Ensure the ALs are supported for mission requirements.
- (4) Provide the MSC commander reports on mission status and necessary briefings.
- (5) Ensure IRR to SELRES reassignment mission is accomplished by -
  - (a) Assisting ALs when a selected vacancy cannot be found on WEBREQUEST.
  - (b) Providing production-related reports as required.

d. The AL will -

- (1) Ensure ARCCs are provided with resources necessary for accomplishment of mission objectives.

- (2) Evaluate and assess training needs and provide training as required.
- (3) Ensure the operation reflect and support mission requirements and accomplish the mission.
- (4) Forward mission status report to RRC operations.
- (5) Monitor RMS for mission production.
- (6) Maintain copy of residual files IAW paragraph S-5.
- (7) Provide training required to accomplish assigned mission objectives.
- (8) Assist the ARCC in verifying status and eligibility of Soldiers using RDMS. If Soldier is not eligible for immediate transfer, notify ARCC of documentation required to correct deficiency in RDMS.
- (9) Upon receipt of a copy of DA Form 4187, the AL will-
  - (a) Review the documents for accuracy.
  - (b) Determine eligibility for transfer using RDMS.

If the enlisted Soldier is within 6 months of ETS and the ARCC or AL verifies that the Soldier is eligible for reenlistment or extension, the MSC POC will contact the Enlisted Operations Section located within the Regional Services Support Directorate of the Soldier's geographic location at HRC-STL and request an immediate reenlistment or extension control number. Telephone numbers for the Eastern region are (314) 592-0671, or DSN 892-0671. The Western Region telephone numbers are (314) 592-0374, or DSN 892-0374. Current telephone numbers may be obtained at the HRC-STL web site (<https://www.hrc.army.mil/site/reserve/>).

If an IRR Soldier requesting reassignment from the IRR is within 6 months of ETS, is not eligible for an incentive, and does not require a physical, the Soldier should request reenlistment. If the Soldier is within 6 months of ETS and is eligible for an incentive (SRIP), the Soldier should request extension. This allows the Soldier to qualify for the incentive when within their reenlistment incentive window. *NOTE: All reenlistment and extension control numbers issued by the Enlisted Services Division at HRC-STL that are not used within 10 working days must be canceled. The MSC POC contacts the Enlisted Services Division, HRC-STL, and cancels the control number. A typed copy of the reenlistment or extension contract must be sent via facsimile to the Enlisted Services Division, HRC-STL, within 48 hours of completion. The facsimile number for the Eastern Region is (314) 592-0648 and the Western Region is (314) 592-1060. The original contract must be mailed to Commander, HRC-STL, (AHRC-RSE-O, if Soldier resides East of Mississippi) (AHRC-RSW-O if the Soldier resides West of the Mississippi), 1 Reserve Way, St Louis, MO 63132-5200.*

(10) If RDMS indicates the Soldier is eligible for transfer, the RRC Operations determines who will use WEBREQUEST to build and ship verify the record to access the Soldier.

- (11) When a Soldier is accessed on WEBREQUEST, RRC Operations will -
  - (a) Determine who obtains a copy of the Soldier's assignment orders within 72 hours via AORS.
  - (b) Forward the orders to appropriate ARCC. If orders are not in AORS, RRC Operations will contact AR-RTD for reason and resolution.
  - (c) Contact AR-RTD for support if the select vacancy or a similar vacancy in the same unit is not available on WEBREQUEST.
  - (d) Support data updates on RDMS if required data for a reassignment is missing by notifying the IRR Career Counselor what documentation is required and forwarding the documentation to HRC-STL for update. The RRC Operations will maintain a suspense log for all requests sent to HRC-STL to update RDMS.

e. IRR career counselor will -

- (1) Make initial Soldier contact (for voluntary or involuntary reassignments).
  - (a) Maintain access to and a working knowledge of the following systems or reports (see Appendix P).
  - (b) Use PROLEADS-RTD automated system or reports from AR-RTD as the contact source.
  - (c) Coordinate with TPU commanders and unit members to solicit referrals of Soldiers in the IRR who are potential SELRES gains.
  - (d) Verify Soldier SELRES reassignment eligibility in RDMS.
  - (e) Notify RRC Operations of information or changes to Soldier's status to forward to HRC-STL.
- (2) Conduct interviews for voluntary SELRES reassignments to -
  - (a) Get a positive commitment from the IRR Soldier to reassign to a SELRES unit.
  - (b) Provide the Privacy Act Statement to the Soldier before gathering any data.
  - (c) Inform the Soldier of the benefits, opportunities, and options available to a SELRES Soldier.
  - (d) Verify height and weight to ensure compliance with AR 600-9.
  - (e) Obtain Soldier's signature on a completed DA Form 4187 (pages 1 and 2), and follow MSC procedures to procure orders using the required systems.
- (3) Conduct interviews for involuntary SELRES reassignments to -

- (a) Review information on reassignment order to identify unit of assignment
- (b) Inform the Soldier of the benefits, opportunities and incentives available to a SELRES Soldier.
- (c) Provide Soldier with time, date and location of next Battle Assembly.
- (d) Verify the Soldier's identity by obtaining picture identification (ID) card with signature, (i.e. Driver's License, Military ID, and State ID). Attach a copy of the photo ID to the residual packet.
- (e) Maintain unit RT files and documents.
- (4) In-process and sponsor the reassigned Soldier to the SELRES unit.
- (a) Ensure the new Soldier gets to the gaining unit at the next scheduled Battle Assembly.
- (b) Assign a sponsor to the Soldier (see Appendix E).
- (c) Answer any and all questions the Soldier has about benefits, opportunities and options for service in the SELRES.

#### **S-4. Mission credit**

Transition credit for any assigned mission is awarded when the Soldier's record is "ship verified" in REQUEST. Transfers or removals will be adjudicated by AR-RTD.

#### **S-5. Residual file**

Residual files on Soldiers who are voluntarily or involuntarily reassigned from the IRR are maintained in a standard manila folder, IAW ARIMS. They will remain in the current file area for 1 year and cutoff at the end of the Fiscal Year. They are then transferred to the inactive files to remain for a period of 2 years and then destroyed. Residual packets are filed alphabetically.

- a. The AL's residual files are stapled and assembled in the following order:
  - (1) Copy of DA Form 4187 (page 1 & 2).
  - (2) Copy of RDMS screens (Q00 Series).
  - (3) The WEBREQUEST Reservation screens (unless ship/verified at RRC level).
  - (4) Supporting documentation.
  - (5) Copy of photo ID.
  - (6) Reassignment orders.
  - (7) Completed USAR Form 95-R (Leads Data Form).
- b. The ARCC's residual files are stapled and assembled in the following order:
  - (1) DA Form 4187 (page 1 & 2).
  - (2) Copy of RDMS screens (Q00 Series).
  - (3) Supporting documentation.
  - (4) Copy of photo ID.
  - (5) Reassignment orders.

**APPENDIX T**  
**Sample of Duty Appointed Reenlistment NCO (DARN) Appointment Memorandum**

**(LETTERHEAD STATIONERY)**

AFRC-XX (140)

(Date)

MEMORANDUM FOR Rank Individual Concerned, Office (do not place the individual's social security number on appointment memorandums)

SUBJECT: Appointment of a Duty Appointed Reenlistment Noncommissioned Officer (DARN)

1. Effective (date), you are assigned the duties of (appointment title).
2. Authority: (Directive that prescribes assigned duties (USAR Reg 140-6)).
3. Purpose: To (short description of purpose for appointment).
4. Period: Until relieved or released from appointment (Enter exact dates if known or applicable; otherwise, use statement shown).
5. Area of responsibility: (see USAR Reg 140-6, para 1-32)

XXXX X. ZZZXZ, JR.  
LTC, GS  
(Title)

CF:  
(Other interested offices or individuals)

ALL APPOINTMENTS ARE TYPED ON LETTERHEAD PAPER.

## APPENDIX U

### 79V Accession Program

#### U-1. Scope and definition

a. Retention is critical to Army Reserve readiness. The ARCC assists qualified Army Reserve Soldiers interested in entering on active duty in the AGR program in MOS 79V or reclassifying to a primary duty MOS 79V IDT (TPU). Any CMF 79 mission from OCAR is based upon the needs of the Army. Information on the policies and procedures for MOS 79V accessions mission objectives are contained in a separate Memorandum of Instruction from AR-RTD.

b. Definition. The AR-RTD CMF 79 Accessions Program is executed when the RTF provides qualified referrals from supported units by counseling Soldiers on career opportunities in Army Reserve Retention as a 79V AGR Soldier ARCC, either as an AGR or an IDT Soldier.

c. Eligibility Criteria. MOS 79V eligibility criteria may be found in, AR 135-18, and DA PAM 611-21.

#### U-2. Responsibilities

a. AR-RTD will -

- (1) Advise the Chief, Army Reserve, on the CMF 79 Accessions Program.
- (2) Establish policy and procedures for the management and execution of the CMF 79 Accessions Program.
- (3) Develop fiscal plans to support the CMF 79 Accessions Program.
- (4) Provide general program oversight and support the commands in execution of the program.
- (5) Mission the MSCs to ensure the Army Reserve achieves mission objectives.
- (6) Review MOS 79V applications for eligibility IAW DA Pam 611-21, and AR 135-18
- (7) Maintain a residual of approved applications for MOS 79V accessions and establish an accession database

(10) Maintain liaison with HRC-STL.

(11) Maintain the AR-RTD website (<https://usarcintra/rtd>) with current MOS 79V policy and procedures.

b. RRC RTF

(1) The ARCC -

(a) Identifies Army Reserve Soldiers who are potential 79V (AGR ARCC), and 79V (Primary Duty IDT Soldier) applicants.

(b) Provides presentations in units of responsibility informing Soldiers of the opportunities of service as a 79V AGR or IDT Soldier.

(c) Assists qualified Soldiers to complete application packets for 79V to include all required documents and eligibility waivers.

(d) Forwards completed MOS 79V application packets through the AL to the RRC Special Missions NCO.

(2) The RRC Special Missions NCO -

(a) Validates and reviews all MOS 79V application packets for accuracy and completeness.

(b) Forwards completed application packets to AR-RTD.

(c) Maintains a log of all MOS 79V application packets for processing.

(3) The RRC CRO -

(a) Requests resources from AR-RTD to support CMF 79 mission objectives.

(b) Coordinates with RRC and HRC-STL to conduct regional CMF 79 Accessions Career Forums.

## **GLOSSARY**

### ***Section I***

#### ***Abbreviations***

##### **1SG**

First Sergeant

##### **84th USARRTC**

United States Army Reserve Readiness Training Center

##### **AAR**

After Action Review

##### **AC**

Active Component

##### **ADSW**

Active Duty for Special Work

##### **ADT**

Active Duty for Training

##### **AS**

Active Service (Previously Active Federal Service)

##### **AGR**

Active Guard Reserve

##### **AI**

Awareness Items

##### **AL**

Area Leader

##### **AMEDD**

Army Medical Department

##### **AORS**

Automated Orders Resource System

##### **APFT**

Army Physical Fitness Test

##### **ARIMS**

Army Records Information Management System (formerly Modern Army Recordkeeping System (MARKS))

##### **ARC**

Army Recruiting Course

##### **ARADMD**

Army Reserve Active Duty Management Division

##### **ARCC**

Army Reserve Career Counselor (MOS 79V)

**AR-RTD**

Army Reserve Retention and Transition Division

**ARNG**

Army National Guard

**AT**

Annual Training

**CAR**

Chief, Army Reserve

**CFLCC**

Combined Forces Land Component Command

**CG**

Commanding General

**CMF**

Career Management Field

**CRO**

Chief, Retention Officer

**CRSGM**

Command Retention Sergeant Major

**CRTO**

Center Retention and Transition Office

**CSM**

Command Sergeant Major

**CTAD**

Call to Active Duty

**CXO**

Chief Executive Officer

**DA**

Department of the Army

**DANTES**

Defense Activity for Non-Traditional Education Support

**DARN**

Duty Appointed Reenlistment Noncommissioned Officer

**DCG**

Deputy Commanding General

**DCRO**

Deputy Chief, Retention Officer

**DL**

District Leader

**DOD**

Department of Defense

**DRC**

Direct Reporting Command

**ESGR**

Employer Support of the Guard and Reserve

**ETS**

Expiration Term of Service

**FEDS\_HEAL**

Federal Strategic Health Alliance

**FLL**

First Line Leader

**FTS**

Full-Time Support

**FU**

Functional Commands

**FY**

Fiscal Year

**GT**

General Technical (GT Score)

**GPO**

Government Printing Office

**G-1**

Personnel

**G-4**

Logistics

**HIV**

Human Immunodeficiency Virus

**HQ**

Headquarters

**HQDA**

Headquarters, Department of the Army

**HRC-ALEXANDRIA**

Human Resource Command - Alexandria

**HRC-STL**

Human Resource Command - St. Louis

**IAW**

In Accordance With

**IDT**

Inactive Duty Training

**IET**

Initial Entry Training

**IMA**

Individual Mobilization Augmentee

**IRR**

Individual Ready Reserve

**ITRS**

Individual Training Readiness System

**MEPS**

Military Entrance Processing Station

**MGIB**

Montgomery GI Bill

**MIRC**

Military Intelligence Readiness Command

**MOS**

Military Occupational Specialty

**MPF**

Military Personnel File

**MSC**

Major Subordinate Command

**MSO**

Military Service Obligation

**MUTA**

Multiple Unit Training Assembly

**NCESGR**

National Committee for Employer Support of the Guard and Reserve

**NCO**

Noncommissioned Officer

**NCOER**

Noncommissioned Officer Evaluation Report

**NCOES**

Noncommissioned Officer Education System

**NP**

Non-participant

**OCAR**

Office of the Chief, Army Reserve

**OMAR**

Operation and Maintenance, Army Reserve

**OML**

Order of Merit List

**OMPF**

Official Military Personnel File

**PERNET**

Personnel Network

**PMARS**

Participation Management and Reporting Subsystem

**PMOS**

Primary Military Occupational Specialty

**POC**

Point of Contact

**PS**

Prior Service

**RC**

Reserve Component

**RDMS**

Reserve Data Management System

**REQUEST**

Recruit Quota System

**RLAS**

Regional Level Applications System

**RPC**

Recruiting Partnership Council

**RPI**

Retention Publicity Item

**RRC**

Regional Readiness Command

**RT**

Retention and Transition

**RTD**

Retention and Transition Division

**RTF**

Retention and Transition Force

**RTO**

Retention and Transition Office

**SDAP**

Special Duty Assignment Pay

**SGM**

Sergeants Major

**SJA**

Staff Judge Advocate

**SLRP**

Student Loan Repayment Program

**SMART**

Sergeant Major of the Army Recruiting Team

**SOP**

Standing Operating Procedure

**SRIP**

Selected Reserve Incentive Program

**SSN**

Social Security Number

**TAPDB-R**

Total Army Personnel Database-Reserve

**TDA**

Tables of Distribution and Allowances

**TPU**

Troop Program Unit

**TSD**

Training Support Division

**TTHS**

Trainee, Transient, Holdee, and Students account

**UA**

Unit Administrator

**UAU**  
USAR Augmentation Unit

**USAR**  
United States Army Reserve

**USAREC**  
United States Army Recruiting Command

**USERRA**  
Uniformed Services Employment and Reemployment Rights Act

**UTA**  
Unit Training Assembly

**WEBREQUEST**  
Windows application for REQUEST (Reserve Quota System)

**WO**  
Warrant Officer

**WOBC**  
Warrant Officer Basic Course

**WOC**  
Warrant Officer Candidate

**WOCS**  
Warrant Officer Candidate School

## ***Section II*** ***Terms***

***Applicant***  
A person who applies voluntarily for consideration in the Warrant Officer or AGR CMF 79 program.

***Approved Applicant***  
An Army Reserve Soldier selected to attend the WOCS or CMF 79 AGR Accessions Program/school.

***Area canvas/canvassing***  
Letting the community know of the Army Reserve presence, obtaining exposure by posting the area, cultivating centers of influence and very important persons.

***Audiences***  
The primary target for the Retention Awareness Program is the Soldier and Army Reserve leader. Secondary audiences are families and employers.

***Awareness items (AI)***  
The AIs reinforce a specific retention program by presenting a high visibility item to Soldiers and the community. Carefully selected use of retention AI can help to reinforce retention programs. Examples include, but are not limited to, bumper stickers, book covers, t-shirts, baseball caps, coffee mugs, Army Reserve license plates and license plate frames. The purchase of other items may be approved by the MSC if they meet the following criteria: readily visible to others, tasteful, and do not present the appearance of waste or excess. Each AI must include a readily visible Army LOGO and branded with the words 'Army Reserve' when applicable.

***Battle Assembly***

Regularly scheduled unit training assemblies for Army Reserve Soldiers (usually monthly).

***Candidate***

An approved applicant who is actually attending the WOCS.

***Direct mail***

Direct mail items are printed materials mailed directly to RT target audiences. These include letters from commanders to new members and Soldiers serving in the IRR, retention surveys, and national mailings to Soldiers at their homes. Direct mail is not authorized for RT messages directed to the general public.

***Full-Time Support (FTS) Personnel***

Personnel assigned on a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the ARNG and the ARMY RESERVE. These personnel include civilian personnel, members of the Active Army, and personnel serving on AGR status. The AGR Program is a component of the FTS Program.

***IMA***

Soldiers assigned to the SELRES who may or may not have Battle Assembly attendance requirements. The IMA Soldiers are managed by HRC-STL.

***Individual Ready Reserve (IRR)***

Soldiers who are assigned to the following: Ready Reserve Army Reserve Control Groups: (AT), (Reinf), and (OADO).

***Initial Entry Training (IET) Program***

A program designed by unit commanders to assist assigned Soldiers in the successful completion of the mandatory training required of Soldiers upon entry in the service. The term IET encompasses the completion of basic training and specialty or branch qualification while serving on active duty or ADT. For Army Reserve Soldiers it includes completion of initial active duty for training, the officer basic course (OBC) and the WOBC.

***Intermediate Commands***

Commands subordinate to USAR MSCs.

***Life Cycle Management***

The process of managing an Army Reserve Soldier's career for assignment until the Soldier is discharged from military service.

***Major Subordinate Command (MSC)***

USAR MSCs consist of Regional Support Commands (RRCs), 84th United States Army Reserve Readiness Training Center (84th USARRTC), Training Support Division (TSD), Division Institutional Training (DIV IT), Readiness Command, Military Intelligence Augmentation Detachment (MIAD), Military Intelligence Readiness Command (MIRC), National AMEDD Augmentation Detachment (NAAD), USA Element HQ Atlantic Command, Small Arms Training Team, and USAR installations.

***Messages***

Messages delivered to RT audiences consist of those ideas that support action relating to a specific RT program. For example: Information on the MGIB is a "message" designed to help increase the use of the MGIB in support of the Army Reserve retention efforts.

***Non-Participant (NP)***

Non-Participating Soldiers are those assigned on the pay system (Defense Joint Military Pay System – Reserve Components (DJMS-RC)) that have not performed duty for pay in the last 90-plus days, IAW Participation Management and Reporting Subsystem (PMARS) reports. The PMARS is designed to support the pay and personnel communities in identifying commands that have low Battle Assembly attendance and to assist commanders in identifying Soldiers that are non-participating and are potential losses to the Army Reserve.

***Prospect***

An individual who has indicated an interest in transferring from the IRR to a TPU or has indicated interest in applying for the WO Program.

***Prospecting***

The process of identifying individuals who have indicated an interest in the transitioning from the IRR to TPU, 79R AGR Accessions Program, or in applying for the WO Program, by a ARCC directly or indirectly through face-to-face or telephonic communication or through the referral from Army Reserve Soldiers.

***Regional Level Applications Software (RLAS)***

The RLAS system is an automated database designed for use by unit technicians and commanders in managing unit personnel. Selected data elements entered into RLAS are ultimately input to TAPDB-R, thereby improving the accuracy and currency of TAPDB-R. The RLAS system can also import information from TAPDB-R.

***USAR Applicant Data Report***

A REQUEST generated data sheet to identify newly assigned personnel to TPUs.

***Retention***

The sum of *leadership* actions that creates a positive training environment and influences a Soldier to continue serving in the Army Reserve to enhance unit personnel readiness.

***Retention publicity items (RPI)***

The RPIs are printed materials, also called collateral materials, having a retention message supporting a specific retention program. Examples include flyers, posters, brochures, and booklets.

***Retention and Transition Recognition Awards (RTRAs)***

The RTRAs can be presented to individual Soldiers, civilians, or units for specific actions taken in support of RT of Army Reserve Soldiers. The RTRA can include, but are not limited to, certificates and plaques. Appropriate uses for RTRAs include presentations to the RNCO/ARCC of the Year; a unit award for meeting or exceeding both RT missions; a Soldier on the occasion of their reenlistment; award to a civilian employer for encouraging his/her employees to stay in the Army Reserve; or award to a member of the recruiting command for unusual support of a Unit's Sponsorship Program. The RTRA must have the name (individual or unit) of the recipient placed on the award by the time they are presented. The plaque or certificate must also clearly be identified as being awarded for support of RT goals. Spending on RTRA may not exceed \$50.00 each. The MSC commander may authorize, in writing, the spending of up to \$75.00 in exceptional cases.

***Recruit Quota System (REQUEST)***

The REQUEST system is an automated system designed to facilitate the accessioning and assignment of Soldiers to Army Reserve TPUs.

***Selected Reserve (SELRES)***

Can be defined as follows:

- a. Part of the Ready Reserve of each RC consisting of units and individuals that participate actively in paid training periods and serve on paid ADT each year.
- b. The Army Reserve SELRES units and individuals that comprise all TPUs, IMAs, and full-time AD support personnel. This term should not be confused with Selected Reserve Force(s) in JCS Pub 1.
- c. Officers, WOs, and enlisted Soldiers who are:
  - (1) Members of the ARNG.
  - (2) Assigned to TPUs of the Army Reserve.
  - (3) Serving on active duty (10 USC 672d) or full-time duty (32 USC 502f) in an AGR status.
  - (4) IMAs.

### ***Separation***

An all inclusive term which is applied to personnel actions resulting from release from active duty, discharge, retirement, dropped from the rolls, release from military control of personnel without a military status, death, or discharge from the ARNG with concurrent transfer to the Individual Ready, Standby, or Retired Reserve. Reassignments between the various categories of the Army Reserve (Selected, Ready, Standby, or Retired) are not considered as separations.

### ***Sergeant Major of the Army Recruiting Team (SMART)***

Operation "SMART" is a referral program designed for our Soldiers, to assist the USAREC with our recruiting mission. The program is an initiative to assist our recruiting force in providing the strength for America's Army.

### ***Strength accounting and readiness reports***

The Army Reserve and MSCs maintain various standardized reports derived from RLAS and TAPDB-R data relative to strength accounting, incentive qualification, and readiness indicators. The RT officers and ARCCs/RNCOs should use the following reports regularly in evaluating retention:

- ***USAR Monthly Strength Summary:*** This report is prepared and distributed monthly by the Army Reserve reflecting the success or failure rate of each command relative to their assigned missions.
- ***Personnel Readiness Management Report:*** A report that provides each command with an overall picture of personnel readiness indicators. It is updated weekly.

### ***Total Army Personnel Database-Reserve (TAPDB-R)***

The official and central automated database containing Army Reserve personnel information is TAPDB-R. This system contains current personnel and organizational information derived from the daily processing of personnel actions.

### ***Transition***

A change in a Soldier's status and the providing of opportunity within the military for continued military service. An example is an IRR Soldier who transitions to an active Reserve status or a TPU Soldier who transitions to an AGR status.

### ***Troop Program Unit (TPU)***

A Tables of Organization and Equipment (TOE) or TDA unit of the Army Reserve organization, which serves as a unit on mobilization or one that is assigned a mobilization mission. The "unit" in this case is the largest separate unit prescribed by the TOE or TDA.

### ***Unit Training Assembly (UTA)***

An authorized and scheduled training assembly of at least 4 hours. This assembly is mandatory for all TPU members.

### ***Unit Vacancy***

A position authorized by paragraph and line number of a TOE or TDA which is unoccupied or is filled by an officer of lower grade than that authorized for the position and provided that an officer in the grade of the position vacancy is not assigned as over strength.

### ***Unsatisfactory Participant***

A member of a unit or the Army Reserve Control Group who fails to participate as outlined in AR 135-91, Chapter 4, Sec III.



# SPONSOR'S GUIDE & IN-PROCESSING CHECKLIST

*(For use of this form see USAR Reg 140-6;  
the proponent agency is the AR-RTD)*

NAME OF SPONSOR

YOU'VE BEEN APPOINTED AS  
A SPONSOR FOR

*(Rank and name of new soldier)*

**HERE IS WHAT YOU NEED TO DO TO GET THE NEW SOLDIER OFF TO A GOOD START**  
*(USE REVERSE SIDE TO RECORD COMPLETION OF YOUR SPONSORSHIP RESPONSIBILITIES)*

### PRIOR TO FIRST BATTLE ASSEMBLY -

- . . . . Telephone the new Soldier.
- . . . . Talk about the date and time of the next training assembly.
- . . . . Give the new Soldier directions to the Reserve Center.
- . . . . Ensure that transportation is available.
- . . . . Provide an emergency telephone number.

### AT THE FIRST BATTLE ASSEMBLY -

- . . . . Discuss the day's schedule.
- . . . . Tour the center.
- . . . . Help make the new Soldier welcome.
- . . . . Answer questions which arise.
- . . . . Accompany new Soldier during introductions and throughout in-processing.

### MAKE THE INTRODUCTIONS -

- . . . . Arrange appointments with the First Sergeant and Company Commander.
- . . . . Visit each section and learn what they do.
- . . . . Explain the rank system.
- . . . . Provide on-the-job help, if possible.

## SPONSORSHIP PROGRAM

WHY

?

### WHY A SPONSORSHIP PROGRAM?

- Because the new Soldier needs to feel
- . . . . Welcome.
  - . . . . Needed.
  - . . . . At ease.
  - . . . . Self-confident.
  - . . . . Part of a team.

WHAT

?

### WHAT IS A GOOD SPONSORSHIP PROGRAM?

- It is one where everyone
- . . . . Is involved.
  - . . . . Recognizes the value of both the new Soldier and the sponsor.
  - . . . . Shares their time and knowledge.

WHO

?

### WHO MAKES A GOOD SPONSOR?

- A Soldier who
- . . . . Has a good attitude.
  - . . . . Is well briefed.
  - . . . . Knows the unit and its mission.
  - . . . . Wants to succeed.
  - . . . . Is in the same work section, where

**REMEMBER . . . . A new Soldier has some expectations of you and the unit. The new Soldier may feel somewhat uncomfortable at first. If you do a good job, you've helped the new Soldier build self-confidence, get off to a good start and begin work as a valuable team member.**

## NEW SOLDIER INFORMATION

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 10 U.S. Code 3012 and 3013. **PRINCIPAL PURPOSE(S):** To collect necessary information to administer the Sponsorship Program. **ROUTINE USES:** Used to establish contact and coordinate sponsor's assistance to new Army Reserve unit member. Completed checklist will be retained in the individual's Military Personnel File for 1 year to serve as a record of the Sponsorship Program. **EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:** Disclosure is voluntary, but failure to provide the information requested may preclude proper functioning of the Sponsorship Program.

|                        |      |               |                 |
|------------------------|------|---------------|-----------------|
| Name                   |      |               | Home Phone      |
|                        |      |               | Work Phone      |
| Rank                   | DMOS | PMOS          | Home Address    |
| Social Security Number |      | Date Assigned |                 |
| Duty Section           |      |               | AKO E-mail      |
|                        |      |               | Personal E-mail |

| CHECKLIST  | INITIAL | DATE | COMMENT |
|--|---------|------|---------|
| New Soldier escorted to unit by USAREC recruiter.                    |         |      |         |
| Welcome letter with enclosures mailed.                               |         |      |         |
| Call/meet new Soldier prior to first unit formation.                 |         |      |         |
| Ensure new Soldier has transportation for upcoming training weekend. |         |      |         |
| Provide new Soldier emergency telephone numbers.                     |         |      |         |
| Discuss scheduled first day's events.                                |         |      |         |
| Tour the USAR Training Center.                                       |         |      |         |
| Accompany new Soldier throughout in-processing.                      |         |      |         |
| <u>INTRODUCTIONS / ACTIONS</u>                                       |         |      |         |
| First Sergeant welcome and brief.                                    |         |      |         |
| Mobilization Officer welcome and brief.                              |         |      |         |
| Family Readiness Liaison Officer welcome, in-process and brief.      |         |      |         |
| ARRC or DARN welcome and in-process (for enlisted only).             |         |      |         |
| Unit Technician welcome and in-process. NOBE issued if applicable.   |         |      |         |
| Training NCO welcome, brief, and in-process.                         |         |      |         |
| Supply Sergeant welcome and in-process.                              |         |      |         |
| FLL welcome, in-process, and introduce to all section team members.  |         |      |         |
| <u>ENSURE</u>  |         |      |         |
| New Soldier's questions are answered.                                |         |      |         |
| Duty assignment/unit mission explained.                              |         |      |         |
| ID/Meal/Weapon Cards issued.   |         |      |         |
| Reserve benefits/bonus understood.                                   |         |      |         |
| Pay is received on time.   |         |      |         |
| Uniforms are issued quickly.   |         |      |         |
| New Soldier knows where to go to get help.                           |         |      |         |
| Problems you can't solve are referred to the right person.           |         |      |         |
| Company Commander welcome and interview.                             |         |      |         |

**RETURN TO FIRST SERGEANT**

Date Completed





# REENLISTMENT BONUS CONTROL WORKSHEET

(For use of this form see USAR Reg 140-6; the proponent agency is AR-RTD)

## SECTION I [Completed by Unit]

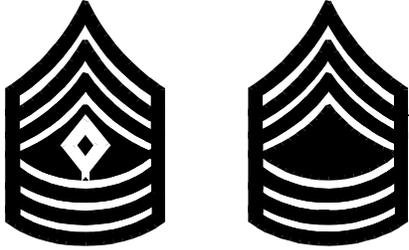
|   |            |                 |                          |  |                               |                               |
|---|------------|-----------------|--------------------------|--|-------------------------------|-------------------------------|
| 1. NAME (Last, First, MI)   |            |                 |                          | 2. RANK                                | 3. SSN                        |                               |
| 4. UNIT   |            |                 |                          | 5. UIC                                 | 6. MOS                        |                               |
| 7. TERM ON CONTRACT   |            | 8. AMOUNT       | 9. PEBD (YYYYMMDD)       | 10. ETS (YYYYMMDD)                     | 11. PMOS                      | 12. DMOS                      |
| 13. POSN #  | 14. PARA # | 15. LINE #      | 16. AUTH GRADE           | 17. SCHED REENLISTMENT DATE (YYYYMMDD) |                               |                               |
| 18. HEIGHT  | 19. WEIGHT | 20. VERIFIED BY |                          |  | DATE (YYYYMMDD)               |                               |
| 21. LAST PHYSICAL (YYYYMMDD)  |            |                 | 22. DATE APFT (YYYYMMDD) |  | <input type="checkbox"/> PASS | <input type="checkbox"/> FAIL |
| 23. Has soldier had an unauthorized absence during the past 3 months? |            |                 |                          | <input type="checkbox"/> YES           | <input type="checkbox"/> NO   |                               |
| 24. UNIT POC  |            |                 | 25. UNIT PHONE NUMBER    |  |                               |                               |
|   |            |                 | (Comm)                   | (DSN)                                  | (FAX)                         |                               |

26. REMARKS

## SECTION II [Completed by RRC]

|   |  |                          |                                   |  |  |
|---|--|--------------------------|-----------------------------------|--|--|
| 27. REENLISTMENT BONUS IS                       |  |                          | <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED [If denied, state why below] |  |
| 28. DATE BONUS CONTROL NUMBER ISSUED (YYYYMMDD) |  | 29. BONUS CONTROL NUMBER |                                   |  |  |
| 30. RRC POC                                     |  | 31. RRC PHONE NUMBER     |                                   |  |  |
|   |  | (Comm)                   | (DSN)                             | (FAX)  |  |





# ARMY RESERVE CAREER PLAN

*(For use of this form see USAR Reg 140-6;  
the proponent agency is the AR-RTD)*

FOR:

\_\_\_\_\_

*NAME*

\_\_\_\_\_

*DATE*

# WHERE AM I NOW?

Determine your specific qualifications in several important areas. The answers affect your future.

|   |  |    |                                |      |  |
|---|--|----|--------------------------------|------|--|
| Your age:   | Decorations/awards:  |    |                                |      |  |
| Your current ETS:   |  |    |                                |      |  |
| Height: _____ Weight: _____   |  |    |                                |      |  |
| NCOES level completed:  |  |    |                                |      |  |
| The next NCOES course to attend; when and where you will attend it:         | Incentives eligibility/participation:                      |    |                                |      |  |
|   |  |    |                                |      |  |
|   | <b>Qualification for extension/immediate reenlistment:</b> |    |                                |      |  |
|   | Does the Soldier meet the standard(s) for --               |    | If no, is a waiver authorized? |      | If a waiver is authorized, the waiver approval authority is -- |
|   | YES  | NO | YES                            | NO   |  |
| Your Pay Entry Basic Date:  | Age  |    |                                |      |  |
| Civilian education level:   | Membership   |    |                                |      |  |
| MOS qualification: <input type="checkbox"/> YES <input type="checkbox"/> NO | Citizenship  |    |                                |      |  |
| Grade: Current _____ Authorized _____                                       | Education  |    |                                |      |  |
| Date of rank:   | Medical  |    |                                |      |  |
| Date of physical:   | Body Weight  |    |                                |      |  |
| Physical profile:   | Grade and MOS  |    |                                |      |  |
|   | Marital Status   |    |                                |      |  |
|   | Moral and Administrative                                   |    |                                |      |  |
|   | APFT   |    |                                |      |  |
| Date eligible for promotion:  | Eligible to immediately reenlist for:                      |    |                                |      |  |
| Number of "good" retirement years:  | Eligible to extend:  |    |                                | Rule |  |

## EVALUATION OF PROFESSIONALISM AND PERFORMANCE

The following areas can be hard to complete. However, they are important to help you evaluate your professional standing and to know your strong and weak points. Rate yourself on how well you have acted and performed in each area for the past year. Your goal is to show a true picture of how you stack up today. Zero (0) is low; 5 means that you are better in that area than anyone else in the same grade and assignment.

### PROFESSIONAL COMPETENCE

|  |                               |
|--|-------------------------------|
|  | Demonstrates initiative       |
|  | Adapts to changes             |
|  | Seeks self-improvement        |
|  | Performs under pressure       |
|  | Attains results               |
|  | Displays sound judgement      |
|  | Communicates effectively      |
|  | Develops subordinates         |
|  | Demonstrates technical skills |
|  | Physical fitness              |

### PROFESSIONAL STANDARDS

|  |                     |
|--|---------------------|
|  | Integrity           |
|  | Loyalty             |
|  | Moral courage       |
|  | Self-discipline     |
|  | Military appearance |
|  | Earns respect       |
|  | Support EO/EEO      |

# WHERE AM I GOING?

The last page now shows your personal and professional qualifications. It also shows whether or not you are qualified to reenlist or extend; something you may need to know later on. The next step is to know the direction in which you should be heading.

*Assume that you will be here for a few more years, and see where the questions lead you. Take your time. The answers are important, and well worth the time and effort to answer them.*

- Where do you see yourself next year? What do you wish your duties to be?
  
- Answer the same questions for three years from now. Four, five, or six years from now.
  
- Is there a particular job, MOS or skill you feel might be the key to your career potential?
  
- Assume you stay in the Army: do you see your future as a troop leader or a staff specialist? Which appeals to you more?

*Use the answers to these questions as a starting point. Examine your qualifications and desires to help establish some realistic goals for the next year and more. Talk it over with your leaders. Some possible goals are --*

- Skill development training
- Change of MOS
- Qualify for promotion
- Leadership training (NCOES)
- Add a new skill
- Change of Career Management Field
- Transfer to another unit
- Work toward a commission or warrant

What are your goals at the present time?

# HOW DO I GET THERE?

Now comes the important part of career development planning. You must identify what must be done to accomplish your goals. Discuss your goals with your leaders. List the actions that must occur, and estimate some dates (milestones) for completion. For example, if a required action is to attend an NCOES course, state the course, the school, and when you will apply. Be specific.

*These are some questions to help guide you. Remember to identify actions and milestones.*

- Should I try to change my duty assignment?
- Is any special training required?
- Should I increase my civilian education?
- Will my Physical Profile impact on training and assignments?
- Must I lose weight?
- Must I take and pass the Army Physical Fitness Test (APFT)?
- Is there a Time-In-Grade requirement?
- Is there a Time-In-Service requirement?
- Is there a service remaining requirement?
- Must I improve my Aptitude Area score(s)?
- What new tests must I take?
- Do I need a security clearance? Or a higher level clearance?
- Have I enough time remaining on my current enlistment?
- What other factors must I consider?

*Regardless of the goals you have chosen, any progress will help improve one or more of the following areas. In which of these must you improve?*

- |                           |                               |                      |
|---------------------------|-------------------------------|----------------------|
| ● Demonstrate initiative  | ● Communicate effectively     | ● Integrity          |
| ● Adapt to change         | ● Develop subordinates        | ● Loyalty            |
| ● Seek self-improvement   | ● Military appearance         | ● Moral courage      |
| ● Perform under pressure  | ● Support EO/EEO              | ● Self-discipline    |
| ● Attain results          | ● Physical fitness            | ● Do I earn respect? |
| ● Display sound judgement | ● Demonstrate technical skill |                      |

---

You have accomplished the three steps of Career Development Planning. You determined where you stand right now; set some realistic short-term (and perhaps longer-term) goals; and decided the actions and timing that might make it all happen. Work your plan, and your progress is almost a sure thing. There is one final point to remember: people change. And as you change, so must your plans and your goals. Go through this exercise at least once each year with your first line leader. Chart your progress, reevaluate your professional standing and goals, and revise or make new plans. Your plans must be as alive as you are.

**In short, keep growing -- get the most out of our time and effort. Stay Reserve!**



## Special Instructions/Explanations

1. Blocks 1 through 6. Obtain information cited in parentheses (e.g., 2A, Sec II, Blk 10) from the Soldier's DA Form 2A/2-1.
2. Block 4. "DLPE" is abbreviation for "Date of Last Physical Examination."
3. Block 6K. Circle "Y" or "N" to indicate "Yes" or "No," based on information in Block 5 of this form. (Is the APFT less than 1 year, 6 months?)

## Explanation of Notes

1. Compute the reenlistment window based on the Soldier's TPU ETS or Ready Reserve ETS, which ever is earlier.
2. When computing the reenlistment window, the date must be a valid calendar date. When computing the first day of the reenlistment eligibility window, your supplemental answer and your final answer must be valid calendar dates. If you do not have a valid calendar date, you must convert it to a valid calendar date before completing this calculation.
3. When computing dates, each segment (YY MM DD) must include at least one number, such as 95 10 01. The final answer on every date must convert to a valid calendar date. For example, 95 02 30 is not a valid calendar date; February does not have 30 days. In addition, no computed date will ever have 00 months or days as a final answer. You must round down (deduct 1 year and add 12 months, or deduct 1 month and add 30 days).
4. The reenlistment date should be the next scheduled unit training assembly within the eligibility window.
5. When determining the reenlistment date, you must establish whether the Soldier is in the reenlistment window. Next, you should determine the date when the Soldier will reenlist.
6. A Soldier currently serving on an extension or a first term Soldier who has elected to continue drill attendance in lieu of transfer to the IRR, may reenlist at any time (AR 140-111, table 2-3). This Soldier must be fully qualified to reenlist on his/her reenlistment date.
7. When determining eligibility on a Soldier, for an annual interview (ETS more than one year away), use the first day of the reenlistment eligibility window for your computations. (This data will be used for planning purposes, since we really don't know when the Soldier will actually reenlist.)
8. When computing a period of time (age, total service, etc.), and the last day of the period is the last day of the month, change that day to 30 if it is other than 30. This note is extracted from the DOD Military Pay and Allowances Entitlement Manual (DODPM), paragraph 010301.

| For example:      |          | Change to       |
|-------------------|----------|-----------------|
| Reenlistment Date | 95 05 31 | 95 05 30        |
| DOB               | 65 02 28 | <u>65 02 28</u> |
|                   |          | 30 03 02        |
|                   |          | + 01            |
| AGE               |          | 30 03 03        |

9. When computing a period of time (age, total service, etc.), always round the final answer up so that you have 11 months or less and 29 days or less. Round days to months or months to years as necessary.

| For example: | Reenlistment Date | 01 08 17        |
|--------------|-------------------|-----------------|
|              | DOB               | <u>68 01 18</u> |
|              |                   | 33 06 29        |
|              |                   | + 01            |
|              |                   | 33 06 30        |
|              | AGE               | 33 07           |

The answer, in the above example, for computing the age is 33 years 06 months 30 days, you need to round this answer up to be 33 years 07 months 00 days. Since 30 days equate to 1 month, change the days to 0 and add 1 month to the month column. If your answer in the month column would be 12 months, you would have to change the 12 to 0 months and add 1 year to the year column.

10. To calculate the total military service you need to use the date of the Soldier's first contract in the military. This date may not be the PEBD (Personnel with prior active duty may not have credit for the prior active duty). The total military service of a Soldier applies to two distinct parts of the eligibility process, they are: Eligibility to Reenlist (AR 140-111) and Reenlistment Bonus Eligibility (AR 135-7). To determine eligibility to reenlist, the Soldier must meet the criteria based on AR 140-111 and your computations are based on the reenlistment date. To determine reenlistment bonus eligibility per AR 135-7 the Soldier's total military service is computed as of ETS date.

# ARMY RESERVE

## RETENTION “ACTION CHART”



(For use of this poster see USAR Reg 140-6;  
the proponent agency is the AR-RTD)

| ACTIONS  | BY WHOM   | PURPOSE   |
|--|---|---|
|  |                                        |   |
| <b>IN-PROCESSING<br/>AND<br/>WELCOME PACKET</b>                                  | <b>UNIT<br/>ADMINISTRATOR<br/>SPONSORSHIP<br/>COORDINATOR</b>   | <b>IDENTIFY A UNIT SPONSOR, PREPARE WELCOME LETTER AND INITIATE USAR FORM 62-R. ENSURE THAT ALL RECORDS ARE COMPLETE AND REVIEWED WITH SOLDIER. ENSURE SOLDIER RECEIVES UNIFORM ISSUE IMMEDIATELY. ISSUE DD FORM 2384-1, IF APPLICABLE.</b>                 |
| <b>CONTACT BY<br/>SPONSOR</b>  | <b>SPONSOR</b>  | <b>HELP INFORM SOLDIER OF HOW UNIT FUNCTIONS. ASSIST WITH PROBLEMS. INTRODUCE SOLDIER TO OTHER UNIT MEMBERS. MAKE SOLDIER FEEL HE/SHE IS WELCOMED BY UNIT.</b>  |
| <b>INITIAL<br/>INTERVIEW</b>   | <b>COMMANDER/ISG<br/>ARCC OR DARN<br/>(AR Career Counselor or Duty<br/>Appointed Retention NCO)<br/>1ST LINE LEADER</b> | <b>WELCOME SOLDIER, INFORM OF UNIT HISTORY, MISSION, POLICIES, PROCEDURES. DETERMINE SOLDIER'S NEEDS &amp; PROBLEMS. VERIFY PERSONAL INFORMATION AND PHONE/CELL NUMBER. ASK WHAT MOTIVATED THEM TO JOIN THE USAR AND IF SOLDIER HAS ANY QUESTIONS, ETC.</b> |
| <b>INTERVIEWS:</b>   |   |   |
| <b>FIRST ANNUAL</b>  | <b>1ST LINE LEADER</b>  | <b>PROMOTE UNIT RETENTION AND SURFACE POTENTIAL PROBLEMS, REVIEW GOALS ON USAR FORM 83-R (AR CAREER PLAN).</b>  |
| <b>SECOND ANNUAL</b>   | <b>1ST LINE LEADER</b>  | <b>REVIEW JOB PERFORMANCE, PROMOTE RETENTION, SURFACE PROBLEMS, REVISE GOALS ON USAR FORM 83-R (AR CAREER PLAN)..</b>   |
| <b>THIRD ANNUAL</b>  | <b>1ST LINE LEADER</b>  | <b>REVIEW TRAINING AND CAREER GOALS ON USAR FORM 83-R (AR CAREER PLAN), REVIEW JOB PERFORMANCE, IDENTIFY POTENTIAL PROBLEMS.</b>  |
| <b>FOURTH ANNUAL</b>   | <b>1ST LINE LEADER</b>  | <b>CAREER COUNSELING, ASSIST IN REVISING GOALS ON USAR FORM 83-R (AR CAREER PLAN), DISCUSS PROMOTIONS.</b>  |
| <b>FIFTH ANNUAL</b>  | <b>1ST LINE LEADER</b>  | <b>ASSIST SOLDIER IN ANALYZING ABILITIES, OPPORTUNITIES, &amp; LIMITATIONS. DISCUSS TRAINING PROGRAMS &amp; USAR BENEFITS. IDENTIFY POTENTIAL BARRIERS TO REENLISTMENT.</b>   |
| <b>12-18 MONTHS<br/>PRIOR TO ETS</b>   | <b>COMMANDER</b>  | <b>ATTEMPT TO OBTAIN FAVORABLE REENLISTMENT DECISION FROM ALL QUALIFIED SOLDIERS. RESOLVE BARRIERS TO REENLISTMENT. DISCUSS FUTURE OPPORTUNITIES WITH UNIT.</b>   |
| <b>13 and 4 MONTHS<br/>PRIOR TO ETS</b>  | <b>ARCC OR DARN</b>   | <b>CONFIRM REENLISTMENT DECISION. INITIATE ADMINISTRATIVE ACTIONS.</b>  |
| <b>ONE UNEXCUSED<br/>ABSENCE</b>   | <b>COMMANDER &amp;<br/>1ST LINE LEADER</b>  | <b>DETERMINE REASON(S) FOR ABSENCE. RESOLVE PROBLEMS TO PRECLUDE RECURRING ABSENCES. COUNSEL &amp; ADVISE SOLDIER OF CONSEQUENCES RESULTING FROM UNSATISFACTORY PARTICIPATION.</b>  |