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Reenlistment NCO *Responsibilities*

Reference: AR 601-280, Chapter 2, paragraph 2-2i

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

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

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

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

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

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

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

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

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

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

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

Get the latest updates for your Unit Retention Bulletin Board at:
<http://www.ArmyReenlistment.com/board.htm>

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