

**Army Regulation 601–280**

**Personnel Procurement**

# **Army Retention Program**

**Headquarters  
Department of the Army  
Washington, DC  
16 June 2021**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 601–280  
Army Retention Program

This mandated revision, dated 16 June 2021—

- o Incorporates Army Directive 2019–15, Enlisted Centralized Selection Boards (paras 8–3*k* and 8–3*l*).
- o Incorporates Army Directive 2020–06, Army Combat Fitness Test, in part, by replacing “Army physical fitness test” with “Army combat fitness test” (throughout). See Army Directive 2020–06 for further guidance on how to apply the provisions of this regulation with regard to the Army Combat Fitness Test.
- o Updates references (app A).

Effective 16 June 2021

**Personnel Procurement**  
**Army Retention Program**

By Order of the Secretary of the Army:

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*General, United States Army*  
Chief of Staff

Official:

  
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*Administrative Assistant*  
to the Secretary of the Army

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

**Proponent and exception authority.**

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

of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.**

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

**Supplementation.**

Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–MPE–RT), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.**

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

**Distribution.**

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

**History.** This publication is a mandated revision.

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

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

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## Glossary

## **Chapter 1**

### **General**

#### **1–1. Purpose**

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

#### **1–2. References and forms**

See appendix A.

#### **1–3. Explanation of abbreviations and terms**

See the glossary.

#### **1–4. Responsibilities**

Responsibilities are listed in chapter 2 and paragraphs 5–2 and 6–1.

#### **1–5. Records management (recordkeeping) requirements**

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

#### **1–6. Goals and mission**

Personnel readiness is a command responsibility. All commanders are retention officers, responsible for sustaining Army personnel readiness by developing, implementing, and maintaining aggressive local Army retention programs designed to accomplish specific goals and missions consistent with governing laws, policies, and directives.

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

(1) Reenlist, on a long-term basis, sufficient numbers of eligible RA Soldiers in order to support end-strength and readiness requirements.

(2) Enlist, or transfer, and assign sufficient numbers of eligible Soldiers who are separating from the RA into RC units, consistent within geographic constraints.

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

(4) Adequately support special programs such as the United States Military Academy Preparatory School (USMAPS) and Reserve Officers' Training Corps (ROTC) Green to Gold programs.

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

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

(1) RA initial term mission.

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

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

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

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

*d.* Deputy Chief of Staff (DCS), G–1 operates the Army Retention Program.

*e.* Specific missions may be suspended or superseded under periods of full or partial mobilization or as announced by the Secretary of the Army (SECARMY) (see chap 11).

## 1-7. Accomplishments, recognition, and incentive programs

Accomplishments are tracked cumulatively within the fiscal year.

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

- (1) RA reenlistments as reported by Reenlistment/Reclassification System (RETAIN) reports.
- (2) Commander, U.S. Army Human Resources Command (HRC) provides data on—
  - (a)* RC enlistment or transfer information extracted from HQDA automated report systems.
  - (b)* Interim data from the RETAIN or other HQDA automated report systems, as required by HQDA.
- (3) The USMAPS provides input on approved USMAPS applications.
- (4) U.S. Army Cadet Command provides ROTC Green to Gold referral confirmations.

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

(1) *Department of the Army Retention Award.* This award is presented annually to ACOM, ASCC, and DRU commanders meeting 100 percent of all assigned missions by 30 September.

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

*c. Army Retention Incentive Award programs.*

(1) *Purpose.* Incentive awards programs are designed to enhance commanders' abilities to accomplish Army retention and transition mission and goals as stated in paragraph 1-6.

(2) *Implementation.* All commanders will develop, implement, and maintain independent Army retention incentive awards programs. Programs will be announced in memorandum format and distributed throughout the command, maintained by each career counselor, to include those detailed in an additional or full-time duty capacity and displayed on unit retention bulletin boards (see DA Pam 601-280).

## 1-8. Secretarial authority and statutory entitlement

*a.* The SECARMY determines qualifications for retention.

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

*c.* The SECARMY may deny retention, RC transfer, or enlistment to anyone, including those who otherwise meet the criteria specified in this regulation, unless the Soldier has a statutory entitlement under Section 7138, Title 10, United States Code (10 USC 7138).

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

(1) Some Reserve officers and warrant officers of the Army have a statutory entitlement to reenlist in their former enlisted grade. The entitlement period starts on the day after discharge or release from active duty as an officer, and expires 6 months after that date. This entitlement only applies to Soldiers who are currently serving on active duty as Reserve commissioned or warrant officers of the Army if—

*(a)* They are formerly discharged RA enlisted Soldiers and immediately accepted commissions or temporary appointments as active duty Reserve commissioned or warrant officers of the Army (no break in service permitted between RA enlisted and Reserve active duty officer or warrant officer status).

*(b)* Their commissioned or warrant officer service is terminated by an honorable discharge or by release from active duty for a reason not specified in subparagraph 1-8d(2)(a). Officers or warrant officers discharged with other than an honorable discharge (separation), or those officers awaiting completion of appellate review of a sentence (which includes dismissal or dishonorable discharge), lose the statutory entitlement to reenlist.

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

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

1. Misconduct.
2. Professional dereliction.
3. Duty performance below prescribed standards for the rank held.
4. Retention is inconsistent with the interests of national security.

*(b)* The person's former enlisted status and grade was based solely on their participation in a precommissioning program that resulted in the Reserve commission during their active duty service.

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

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



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

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

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

1. RA enlisted status to Reserve active duty officer or warrant officer status.

2. Reserve active officer or warrant officer, and RA officer or warrant officer status.

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

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

### **1–9. Policy**

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

### **1–10. Authority to act on retention actions**

a. In all cases where the authority for a retention action is stated as “General Court-Martial Convening Authority (GCMCA)” or a similar phrase, the action may also be taken by the first general officer in the Soldier’s chain of command. Officers frocked to the rank of brigadier general or higher are considered general officers for all retention actions in this regulation. Additionally, promotable colonels serving in a general officer duty position stated above may also exercise this authority. The provisions of DA Pam 601–280 apply to this authority.

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

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

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

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

(a) DA Form 3340.

(b) DA Form 3072 (Waiver of Disqualification for Continued Service in the Regular Army), which includes any form of Soldier-generated request for waiver or exception to policy for reenlistment, extension, or RC affiliation purposes.

(c) Requests for removal of a DA Form 4991 (Declination of Continued Service Statement).

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

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

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

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

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

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

*e.* If required, the commander will forward the Soldier's request for continued service with the commander's recommendation, through command channels to the first colonel or higher in the Soldier's chain of command. Any commander who is a commissioned officer in the Soldier's chain of command may stop the process for denial and approve the Soldier's request. In cases where a Soldier's commander believes it is not in the best interest of the Army for the Soldier to continue to serve, the commander will take one of the following actions:

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

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

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

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

*g.* Commanders may appoint, in writing, Soldiers serving as the command or senior career counselors to perform duties as retention officers.

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

The cases of Soldiers who desire retention, enlistment, or transfer will be handled at the local level when possible. Soldiers will not visit or contact HQDA in any way, or other Government agencies responsible for processing or acting on such cases without first using the local level. If it is necessary to contact higher authorities, commanders will forward correspondence through channels with proper recommendations. This is not intended to prohibit Soldiers from communicating with The Inspector General, members of Congress, or other agencies outside the normal retention channels.

## **Chapter 2 Responsibilities**

### **2–1. Objective and overview**

*a.* The Army Retention Program is a commander's program that follows specific guidance, directives, and policies set by HQDA. As a result, commanders, by virtue of their position, are the retention officers for their respective commands. The program requires active involvement, support, and interest at all levels of command, including the senior noncommissioned officer (NCO) corps. Additionally, the command sergeant major (CSM), as the senior enlisted Soldier in the command, is by virtue of their position, the retention NCO for their command. Career counselors will report directly to the CSM. To be truly effective, efforts to retain eligible Soldiers, the future NCO Corps, require the enthusiastic involvement of all leaders. Their total involvement is essential to strengthen and sustain retention programs at all organizational levels.

*b.* Success is a direct indicator of the quality of leadership exhibited by commanders, officers, and NCOs. Measurements of success include, but are not limited to, achieving the commander's retention missions with the fewest numbers of waivers, exceptions to policy, and "movement type" options, while improving the readiness, competency, and alignment of the force (see para 11–2 for additional responsibilities for Army Retention Program operations under mobilization contingencies).

### **2–2. Chief, National Guard Bureau**

The CNGB will—

a. Serve as the coordinating agency with the state adjutants general, regarding operational control of the Army National Guard of the United States (ARNGUS) career counselors who are on Active Guard Reserve (AGR) status in support of the transfer or enlistment of RA Soldiers into the RC.

b. Publish AGR orders for ARNGUS personnel selected for career counselor positions with concurrence from the respective States.

c. Provide ARNGUS advertising and publicity support.

d. Establish enlistment programs for enlistment or assignment to ARNGUS units.

### **2-3. Deputy Chief of Staff, G-1**

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

a. *Director of Military Personnel Management.* The Director of Military Personnel Management (DMPM) will—

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

(2) Through the senior Army career counselor, at a minimum—

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

(a) Administer daily operations of the Army Retention Program.

(b) Serve as senior advisor to the DMPM; Sergeant Major of the Army; Chief of Staff, Army; and senior Army leadership on the RA retention program and professional development.

(c) Be the policy writer and manager of AR 601-280.

(d) Delegate approval authority for retention actions to HRC and adjudicate actions elevated by HRC.

(e) Be the approval authority for exceptions to retention policy.

(f) Establish the reenlistment window in accordance with Army strategic planning and support of the Army end-strength and readiness requirements.

(g) Assign mission to ACOMs, ASCCs, and DRUs.

(h) Exercise operational and strategic supervision of retention programs.

(i) Fulfill responsibilities of the Command Career Counselor.

(j) Ensure the Director, Retention Department (SGM) of U.S. Army Recruiting and Retention College—

1. Manages all aspects of Department of the Army retention training (DART) in order to facilitate quality instruction.

2. Requests, coordinates, and manages fiscal DART funding requirements through the Commanding General (CG), U.S. Army Training and Doctrine Command (TRADOC).

3. Serves as the rater for the senior career management NCO. The senior career management NCO is a direct subordinate to the senior Army career counselor, linking the 79S policy proponent with doctrine. As the designated representative of the senior Army career counselor on 79S proponent issues, the retention department director has proximity location control of the senior career management NCO.

(k) Ensure Army Retention Branch takes corrective measures, as appropriate, for career counselors and commands who fail to maintain accurate immediate reenlistment prohibition codes (IMREPRs).

*Note.* See paragraph 5-2 for DCS, G-1 responsibilities for the Selective Retention Bonus (SRB) Program and paragraph 6-1 for DCS, G-1 responsibilities for the Post-9/11 GI Bill Education Benefits Program.

b. *Commander, U.S. Army Human Resources Command.* The Commander, HRC will—

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

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

(3) Provide Armywide RETAIN system support.

(4) Develop and implement an annual RC Partnership Meeting Plan that promotes and supports the development and maintenance of a positive working relationship and open dialogue with RC units by better understanding the RC transfer and enlistment process.

(5) Assist the DMPM in supporting annual retention steering groups, boards, and seminars as required.

(6) Manage Army Retention Program, RA, and RC workforce, specifically RA and AGR career counselors. Maintain Armywide personnel readiness, ensuring sufficient personnel resources are qualified, trained, developed, and distributed, consistent with DCS, G-1 guidance and table of distribution and allowances (TDA) manpower requirements, through coordination with RC managers as required.

(7) Develop a broad base contingency plan to continue Army Retention Program missions, as prescribed by chapter 11, for use during periods of partial mobilization and in support of contingency operations in forward theaters of operation.

(8) Develop procedures and programs to implement DA policy pertaining to reclassification, including reclassifications—

(a) For staff sergeant (promotable) and above, regardless of military occupational specialty (MOS).

(b) Requiring recoument of bonus.

(c) Resulting from change to the MOS structure reflected in DA Pam 611-21.

(9) Publish AGR orders for USAR personnel selected for AGR career counselor positions in support of the enlistment and/or transfer of RA Soldiers into the RC.

(10) Publish reenlistment, extension, permanent change of station, and school attendance orders for USAR career counselors. Distribution will be to all affected commands, personnel service centers, HRC, and Soldiers concerned.

(11) Ensure the HRC, Retention and Reclassification Branch provides monthly deficiency reports to the DMPM, Army Retention Branch.

## **2-4. Chief, Army Reserve**

The CAR will—

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

b. Provide advertising and publicity support.

c. Serve as the classification and reclassification authority for Soldiers assigned to troop program units (TPUs) within their commands, except Army RA and AGR Soldiers serving in TPUs. This delegation cannot be delegated below the ACOM, ASCC, or DRU level.

d. Coordinate with HRC, as needed, to ensure that they—

(1) Publish AGR orders for USAR personnel selected for AGR career counselor positions in support of the enlistment or transfer of RA Soldiers into the RC.

(2) Publish reenlistment, extension, permanent change of station, and school attendance orders for USAR career counselors. Distribution will be to all affected commands, personnel service centers, HRC, and Soldiers concerned.

## **2-5. Commanding General, U.S. Army Training and Doctrine Command**

The CG, TRADOC, through the Commandant, U.S. Army Recruiting and Retention College, will—

a. Serve as the point of contact for the functional proponent of DA Pam 611-21.

b. Approve reclassification of Soldiers in the grade of staff sergeant non-promotable and below when their MOS is authorized by the HRC reenlistment or reclassification in/out call message or otherwise directed by the HRC. Responsibilities in this paragraph are further delegated to commanders of TRADOC installations.

## **2-6. Commanders of Army commands, Army service component commands, direct reporting units, and Army Staff agencies**

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

a. Execute duties and responsibilities as retention officers.

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

c. Develop an ACOM, ASCC, or DRU plan to ensure the Army Retention Program continues during all levels of readiness short of full mobilization. Plans should be general in nature and based upon lessons learned from previous contingency operations (see chap 11).

d. Maintain and publish statistics on Army retention, RC enlistment and transfer and special program eligible population, missions, accomplishments, and projections. Evaluate, advise, and assist subordinate commanders' processes,

techniques, and abilities to do the same. Formulate and implement specific policies and procedures for subordinate commanders.

*e.* Provide retention guidance and assistance to subordinate commanders. Minimal guidance includes identification and reporting of retention eligible Soldiers; “fair share” mission assignment policies; statistical reporting and projection procedures; RETAIN report reconciliation procedures; additional training requirements for career counselors; and retention incentive awards program guidance.

*f.* Conduct staff assistance visits (SAVs) in accordance with AR 1–201. SAVs are not inspections, but are to assist, teach, and train subordinate staff sections on how to meet the standards required operating effectively within a particular functional area. SAVs can occur at the discretion of the commander, or a staff principal at any level can request a SAV from the next higher staff echelon. In addition, though not mandatory, commanders may direct command career counselors to inspect subordinate commands that fail the basic principles and elements of unit success in accordance with AR 1–201 and this regulation. They will establish specific retention criteria, consistent with this regulation and HQDA policy. Special emphasis must be given to local retention processes and procedures of subordinate commands failing to meet the commander’s assigned retention missions, unresolved RETAIN report discrepancies, significant variations between numbers of actual retention eligible Soldiers and eligible Soldiers as reported by the electronic military personnel office (eMILPO). ACOM, ASCC, and DRUs will further ensure that solid working relationships exist between host installations and assigned, attached, or supported commanders, elements, and Soldiers, ensuring all elements, commanders, and Soldiers receive the maximum benefit of available retention support and adequate resources. Particular attention will be given to ensure the accomplishment of senior commander retention support missions, as specified by this regulation; ACOM, ASCC, and DRU commander guidance; and existing installation support agreements. Visits and inspections may include a random sampling of the next subordinate level. Commands marked at success are not required to be inspected on an annual basis.

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

*h.* Ensure career counselors are properly incorporated into the local command or organizational structure, enabling the commander to effectively accomplish all required missions, tasks, and functions in support of the Army Retention Program, as prescribed by HQDA and the ACOM, ASCC, or DRU commander. RA career counselors are primarily assigned and utilized by a specific unit commander. RC career counselors, other than those assigned to an ACOM, ASCC, or DRU or corps headquarters, are primarily the senior commander’s program administrator and advisor with the mission of providing direct support to all assigned, tenant, and attached units, elements, commanders, and Soldiers within the installation’s geographic support area, regardless of organizational affiliation (see DA Pam 601–280).

*i.* Ensure all career counselors (including additional duty reenlistment NCOs) are effectively staffed, trained, utilized, performing to prescribed high standards and accomplishing all missions, in strict accordance with this regulation (see chap 9). Particular attention will be given to the utilization of career counselors during unit readiness training, including, but not limited to, alerts, field training exercises, and unit readiness evaluations (see DA Pam 601–280). ACOM, ASCC, and DRU commanders will ensure RA career counselors additionally performing the duties of RC career counselors are sufficiently trained and resourced to accomplish the RC enlistment or transfer mission.

*j.* Ensure subordinate commanders allocate sufficient monetary and personnel resources to implement, sustain, and accomplish Army Retention Program missions and requirements. ACOM, ASCC, and DRU commanders are responsible for defining and ensuring sufficient resources are allocated to support all subordinate and tenant activity commander missions in support of the Army Retention Program.

*k.* Conduct training conferences, seminars, and meetings, as necessary, for career counselors to train, review, discuss, and improve the Army Retention Program. Forward specific problems and recommendations for improving the Army Retention Program to the Deputy Chief of Staff, G–1 (DAPE–MPE–RT), Washington, DC 20310–0300.

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

*m.* Ensure their subordinate commanders—

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

(2) Execute duties and responsibilities as retention officers.

(3) Implement and aggressively support the Army Retention Program within their commands, assigning “fair share” reenlistment and RC transfer or enlistment missions to each major subordinate level commander, requiring all subordinate commanders to do the same, accomplishing all missions, functions, tasks, and responsibilities as required by this regulation and guidance published by HQDA.

(4) Develop a general plan to ensure the Army Retention Program continues during all levels of readiness short of full mobilization. Plans should be general in nature and based upon lessons learned from previous contingency operations (see chap 11).

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

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

(7) Ensure a Soldier who desires unbroken service is considered for immediate reenlistment or, if they are not recommended for reenlistment, is prevented from reenlisting or extending their service as prescribed in chapter 8 of this regulation.

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

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

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

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

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

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

(14) Ensure all subordinate commanders allocate sufficient funds, in accordance with applicable provisions of the current fiscal year version of Defense Finance and Accounting Service-Indianapolis (DFAS–IN) Manual 37–100 or other accounts as appropriate to support retention and transition efforts within the command. Particular attention is given to ensure tenant activities are sufficiently resourced and supported by host senior commanders (see DFAS–IN Manual 37–100 for budgeting and authorized uses of these funds). Although these funds are not “fenced,” retention offices are expected to coordinate with their comptroller to ensure funds are used to support the Army Retention Program to the greatest extent possible.

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

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

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

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

*n.* Serve as retention officers. All commanders, by virtue of their position, are retention officers for their specific command. This duty may not be delegated except as authorized in paragraph 1–10g. The retention officer will—

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

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

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

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

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

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

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

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

(9) Ensure that all promotional items purchased with retention funds will be directed at the retention effort and will contain retention specific logos or advertisements. Additionally, each item purchased will not exceed a reasonable cost in accordance with 10 USC 2261.

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

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

- (1) Administers daily operations of the CG’s retention program and serves on the special staff.
- (2) Assigns an annual mission to subordinate commands.
- (3) Exercises operational supervision of retention programs designed under the senior mission commands of interest.
- (4) Enforces Army policy, directives, guidance, and processing procedures for retention and reclassification actions.
- (5) Fulfills responsibilities of the RA or RC Career Counselor.
- (6) Recommends the relief and reclassification of subordinate career counselors found unfit, unqualified, unable, or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain standards as prescribed by this regulation (see DA Pam 601–280).
- (7) Coordinates and ensures installation personnel receive training as needed in support of the Army Retention Program.

*p.* Ensure the RA Career Counselor—

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

- (1) Administers daily operations of the commander’s retention program.
- (2) Updates the commander and CSM continually regarding the readiness posture of the organizational Army Retention Program and compliance with HQDA and higher headquarters regulatory guidance.
- (3) Ensures completion of all required tasks, functions, duties, and program compliance with HQDA and higher headquarters guidance.
- (4) Maintains and publishes statistics on Army Retention Program eligible Soldiers, missions, and accomplishments. Maintains mission projections, identifying potentially detrimental trends or retention mission shortfalls. Formulates and submits timely and specific recommendations for the commander to implement. Assigns reenlistment and RC enlistment or transfer missions to subordinate units.
- (5) Executes and processes contracts of Soldiers for a period of continued service, to include uploading all completed contracts to interactive personnel electronic records management system (iPERMS).
- (6) Exercises operational supervision over subordinate unit retention programs and personnel.
- (7) Prepares and conducts formal training for subordinate and installation personnel as required. Ensures Soldiers are trained and remain sufficiently proficient to performed their assigned duties and responsibilities in support of the Army Retention Program.
- (8) Conducts briefings, including, but not limited to, Noncommissioned Officer Development Program (NCODP) training, commander’s call, and NCO Call of current RA and RC information to all leaders and Soldiers.
- (9) Counsels Soldiers and Family members regarding the benefits and opportunities within the Army Retention Program.
- (10) Ensures eligible Soldiers not desiring reenlistment are referred to, and counseled by, the servicing RC career counselor, at a minimum, as specified by this regulation.
- (11) Performs duties and responsibilities in paragraph 2–6*q* in the absence of an assigned RC Career Counselor.
- (12) Conducts, at a minimum, semiannual inspections in accordance with AR 1–201. The command or senior career counselor of each corps, division, installation, brigade, group, and battalion will carry out the inspections of their subordinate commands. More frequent inspections or SAVs are at the discretion of the commander. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and be scheduled for reevaluation (generally 30 days). A key area to inspect is ensuring Soldiers are properly counseled as prescribed by DA Pam 601–280. Out brief commander and first sergeant for company-level inspections, if necessary. Provide a written report of subordinate retention programs, through the CSM, to the commander at battalion level and higher for corrective action. Inspection report formats, procedures, and additional requirements are at the discretion of the ACOM, ASCC, DRU, or installations or similar units as directed by the senior commander. The RC career counselor will be included in all inspections and visits.

(13) Advises commanders on bar to continued service preparation, imposition, and removal procedures, impacts, review, and separation requirements.

(14) Determines continued service eligibility by thoroughly screening the Army Military Human Resource Record (AMHRR) and local training records and rosters, as required by regulatory criteria.

(15) Operates RETAIN. Ensures correct input into RETAIN of Soldier qualifications and counsels Soldiers regarding available continued service options. Obtain retention control number from RETAIN. Reports accomplished reenlistments and extensions on RETAIN.

(16) Plans and conducts continued service ceremonies.

(17) Coordinates with S-1 personnel for pending adverse or rank reduction actions.

(18) Submits or ensures preparation, timely submission, and processing of RETAIN transactions, including, but not limited to, reenlistments, extensions, ETS transactions, IMREPRs, correction of unresolved errors, and unprocessed transactions. RETAIN confirmations transmit assignment instructions and trigger SRB payments.

(19) Ensures the Army Retention Program is sufficiently publicized and that information is available and distributed throughout the command.

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

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

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

*g.* Ensure the RC Career Counselor—

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

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

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

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

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

(5) Maintains and publishes statistics on Army Retention Program (RA Soldiers nearing separation) eligible Soldiers, missions, and accomplishments. Assign "fair share" enlistment and transfer missions to installations assigned, attached, and supported units and activities.

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

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

(8) Prepares and conducts formal training for subordinate retention personnel. Ensures Soldiers are trained and remain sufficiently proficient to perform their assigned duties and responsibilities in support of the Army Retention Program.

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

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

(11) Conducts, at a minimum, semiannual inspections of subordinate unit retention programs. Particular attention will be given to the referral process, ensuring all eligible Soldiers are properly counseled, as prescribed by chapter 10. Out briefs commanders and CSMs when available. Provides a written report of subordinate retention programs, through the CSM, to the commander for corrective action. Additionally, provides a copy of the report to the senior commander or servicing senior career counselor. Inspection report formats, procedures, and additional requirements are at the discretion of the ACOM, ASCC, or DRU.

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

(13) Operates RETAIN. Ensures Soldier qualifications are correctly input into RETAIN. Uses software for total Army retention stations to collect Soldier and market data, schedule and track appointments, record Soldier eligibility, and produce electronically-generated documents and statistical reports. Obtains and verifies qualifications and coun-



sels Soldiers regarding available RC enlistment or transfer options. HQDA issues guidance and determines RC enlistment or transfer. Reports accomplished enlistments and transfers on RETAIN. Generates automated reports as required by higher headquarters.

(14) Drafts and executes support agreements with local directors of information management, addressing maintenance and repair of all computer hardware, software, communications systems, facsimile machines, shredders, and copiers which have been provided by sources outside the director's area of responsibility, including equipment provided by HRC or the servicing ACOM, ASCC, or DRU.

(15) Plans and conducts enlistment and transfer ceremonies.

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

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

(18) Assists the commander in developing, implementing, and maintaining an effective Army retention incentive awards program, enhancing accomplishment of assigned missions and recognizing superior accomplishments and the individual transferring or enlisting Soldier.

(19) Obtains from the servicing FAO up to date information on RC pay and entitlements, to include drill pay and affiliation bonuses for prospective separating Soldiers (see DoD 7000.14-R).

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

r. Ensure company commanders—

(1) Execute duties and responsibilities as retention officers.

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

(3) Ensure all reenlistment and RC enlistment or transfer counseling is conducted in a timely manner and remarks appropriately documented, as required by chapter 10. Inspect the Army Retention Program, most notably the retention data worksheets, at a minimum on a monthly basis.

(4) Develop and implement an Army retention incentive program, enhancing mission accomplishment, recognizing those persons who either reenlist, extend under special programs, or enlist or transfer into an RC unit. Specifically, the commander will offer incentives, or additional incentives, to Soldiers reenlisting in the RA or affiliating with the RC as required by paragraph 1-6. The program will be announced by memorandum, dated, signed by the current commander, maintained by the additional duty reenlistment NCO, well publicized throughout the unit, and posted on the unit retention bulletin board.

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

(6) Ensure the company retention NCO is provided sufficient time to carryout retention duties, while remaining proficient in their primary military occupational specialty (PMOS), to include attending retention meetings, seminars, and conferences as announced by higher headquarters.

s. Ensure the company retention NCO—

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

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

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

(3) Reviews and maintains the retention data worksheets for all Soldiers. Screens local training records and rosters to obtain qualification data for retention actions and records. Special emphasis will be placed upon reporting and recording current reenlistment eligibility. Coordinates with career counselor on local RETAIN procedures to update IMREPRs on the enlisted master file.

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

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

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

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

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

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

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

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

(12) Attends DART to satisfy additional duty requirements.

## **Chapter 3**

### **Qualifications for Retention**

#### **3-1. Soldier processing**

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

#### **3-2. Determination of qualifications**

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

#### **3-3. Article 104b, Uniform Code of Military Justice**

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

*a.* Commanders who receive reports or who suspect that a violation of UCMJ, Article 104b, may have occurred will conduct or cause to be conducted an inquiry under Rule for Courts-Martial 303 (see Manual for Courts-Martial United States (2019 Edition)). Based on the result of such inquiry, commanders will take such disciplinary or administrative action as may be considered appropriate.

*b.* Retention personnel must determine the Soldier's eligibility in accordance with this regulation. This is accomplished through manual screening of personnel records, not through use of automated computer systems such as RETAIN.

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

#### **3-4. Reenlistment qualification steps**

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

*a.* Qualification of a Soldier for discharge.

*b.* Qualification of a Soldier for reenlistment.

*c.* Qualification for waivers, if necessary.

*d.* Determination of reenlistment periods.

*e.* Determination of eligibility for reenlistment options (see chapter 4).

#### **3-5. Qualification of a Soldier for discharge**

A Soldier may be discharged for immediate reenlistment as follows:

a. A Soldier may be discharged for immediate reenlistment at any time during the established reenlistment window, as outlined in DA Pam 601–280. Election of this discharge option is available to all reenlistment-eligible Soldiers. Upon reenlistment, Soldiers may elect to cash in accrued leave.

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

b. A Soldier may be discharged for immediate reenlistment at any point prior to the prescribed reenlistment window when the Soldier incurs a service remaining requirement (SRR) (see DA Pam 601–280).

### **3–6. Exceptions to qualifications for discharge**

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

b. Soldiers notified of selection for direct appointment or commission or attendance at an officer training program such as Officer Candidate School or Warrant Officer Flight Training will be processed in accordance with DA Pam 601–280.

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

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

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

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

### **3–8. Qualification of a Soldier for reenlistment**

a. *Age (non-waiverable).*

(1) A Soldier must be 18 years of age or older on the date of reenlistment and not more than 60 years old at the new ETS. Soldiers who will have completed 20 or more years of active Federal service will not be reenlisted or extended for any period that will expire after the last day of the month in which the Soldier reaches age 60.

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

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

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

(2) Be an alien who has been lawfully admitted to the United States for permanent residence. Lawfully admitted aliens must have a valid United States Citizenship and Immigration Services (USCIS) Form I–551 (Permanent Resident Card).

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

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

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

*c. Trainability and education (non-waiverable).*

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

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

*d. Medical and physical fitness.*

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

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

(b) Soldiers who are qualified for retention by a physical evaluation board will not be denied reenlistment under this provision. Soldiers pending military occupational specialty administrative retention review (MAR2) action (per AR 635–40) will not be reenlisted until the MAR2 action has been finalized; however, they may be extended for the minimum time necessary to complete the MAR2 action.

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

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

(2) Soldiers must have passed their most recent record Army physical fitness test (APFT). A passing score on the last record APFT remains valid until 31 March 2022 for retention eligibility. Soldiers with permanent physical profiles which prevented taking the APFT are exempt from the requirements of this paragraph.

*e. Weight control.* Soldiers (except those in para 3–8e(2)) placed in the Army Body Composition Program per AR 600–9 are not allowed to extend or reenlist unless they are in the RA, and—

(1) Have a temporary or permanent physical medical condition that precludes weight loss, are otherwise physically fit, and have performed their duties in a satisfactory manner. The nature of ongoing treatment must be documented. Extensions for temporary medical conditions must be for the minimum time necessary to correct the condition and to achieve the required weight loss. Extensions or reenlistments are authorized for Soldiers with permanent medical conditions that preclude attainment of weight standards when medical separation is not warranted. The approval authority for these exceptions is the GCMCA or the first general officer in the Soldier’s chain of command. Approved exceptions under this paragraph are for continued service purposes only and do not exempt Soldiers from the requirements of AR 600–9.

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

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

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

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

*f. Rank.*

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

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

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

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

(5) Soldiers who are classified in special reporting code 09U must retire or separate no earlier than 90 days or no later than 270 days after the effective date of classification in 09U. Soldiers who have 18 or more years active Federal service who are classified in 09U will not be separated under provisions of AR 635–200, but will be permitted to retire on the first day of the month following the month they reach 20 years active Federal service unless involuntarily separated by the SECARMY or designated representative.

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

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

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

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

### **3–9. Moral and administrative disqualifications**

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

*a. Waivable disqualifications are—*

(1) Soldiers who have served less than 12 months after graduation from the U.S. Army Correctional Regional Activity are not eligible to reenlist. For Soldiers who need more service to complete this 12-month period, see DA Pam 601–280.

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

*(a)* For 1 through 15 days AWOL or lost time, commanders (lieutenant colonel) of battalions or battalion-sized units, or special court-martial convening authority, as appropriate.

*(b)* For 16 through 30 days AWOL or lost time, the first general officer or the GCMCA (whichever is in the most direct line to the Soldier).

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

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

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

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

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

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

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

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

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

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

(4) There may be cases in which this regulation does not prescribe a waiver process for a certain disqualification and a waiver is not prohibited by this regulation. If so, Soldiers who are otherwise qualified for reenlistment may be recommended by the unit commander, through appropriate command channels in accordance with HRC processing guidance, to Commander, HRC (AHRC–EPR).

b. Soldiers advanced or promoted or selected for promotion by an HQDA centralized promotion board for sergeant first class through sergeant major (SGM), or attaining semicentralized promotion list standing to sergeant or staff sergeant after AWOL or lost time or courts-martial conviction are exempt from this disqualification. For reenlistment purposes, Soldiers recommended by their commander who successfully appear before a promotion board to sergeant or staff sergeant, or who are recommended by their commander and advanced to specialist and below will be considered to possess a waiver of promotion criteria. Soldiers who are successfully retained by the Qualitative Management Program board will be considered to possess a waiver of promotion criteria. No further waiver is required.

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

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

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

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

(4) Soldiers being processed for involuntary separation under provisions of AR 635–200 (convenience of Government, defective enlistments or reenlistments and extensions, alcohol or other drug abuse rehabilitation failure, entry-level performance and conduct, unsatisfactory performance, misconduct, or failure to meet weight control standards) or being processed for voluntary discharge under provisions of AR 635–200 (discharge in lieu of trial by court-martial).

(5) Soldiers in a non-promotable status per AR 600–8–19 without regard to paragraph 1–11 who have “not completed the required NCOPDS course for the higher rank.”

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

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

(8) Soldiers being separated for physical disability (existed prior to service as established by physical evaluation board proceedings (not entitled to severance pay)).

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

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

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

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

(13) Soldiers currently enrolled in the Army Substance Abuse Program are not allowed to reenlist. Upon successful completion of the program (see AR 600–85), the Soldier will be allowed to reenlist without waiver if they are otherwise qualified for reenlistment. As an exception, Soldiers who need more service to complete the program may be extended for the minimum number of months necessary by the commander exercising special court-martial convening authority (see DA Pam 601–280). The reason cited on the DA Form 1695 will be “In the best interest of the Service.” Commanders are not required to retain Soldiers on active duty to complete the total Army Substance Abuse Program if, in their opinion, the probability for total rehabilitation does not warrant retention.

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

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

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

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

*e.* Soldiers with the disqualifications listed in paragraphs 3–9e(1) through 3–9e(12) are ineligible for RA reenlistment at any time. Requests for waiver or exception to policy will not be granted. These Soldiers may also be ineligible to apply for RA enlistment under AR 601–210 at a later date.

(1) Soldiers medically documented as insane.

(2) Soldiers having a history of psychotic disorders.

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

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

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

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

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

(8) Soldiers being retired after 20, but less than 30 years of active Federal service under 10 USC 7314.

(9) Soldiers being retired after 30 years of active Federal service under 10 USC 7317.

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

(11) Soldiers who are prohibited from possessing firearms or ammunition because of a qualifying conviction for domestic violence under the Gun Ban for Individuals Convicted of a Misdemeanor Crime of Domestic Violence (see PL 104–208) and AR 600–20 are not eligible to reenlist. Soldiers identified with a qualifying conviction have an assignment consideration code of “L9.” As an exception, Soldiers may request an extension if pending legal action for expunction or pardon, if otherwise qualified. Proof that the Soldier has initiated a request for expunction or pardon will be provided to the servicing career counselor prior to the Soldier executing an extension. The reason for the extension will be “In the best interest of the Service” and the extension will not exceed 12 months.

(12) Soldiers who are convicted of a sex offense as defined by The National Guidelines for Sex Offender Registration and Notification (available at <https://smart.gov/>). Soldiers identified with a qualifying conviction have an assignment consideration code of “L8.” A conviction includes a conviction at a general or special court-martial but does not include results from a summary court-martial or nonjudicial punishment.

*f.* Soldiers convicted of a sex-related offense (per 34 USC 20911 or AR 27–10) currently serving in any non-permitted outside the continental United States (OCONUS) locations are ineligible for continued duty at those locations. Accordingly, overseas commanders of ACOMs, ASCCs, or DRUs (per AR 10–87) will identify such Soldiers in their commands and coordinate with the applicable HQDA assignment authority (that is Commander, HRC; The Judge Advocate General; or Chief of Chaplains) for reassignment to continental United States (CONUS) or the permitted OCONUS locations (that is Hawaii, Alaska, the commonwealth of Puerto Rico, or territories or possession of the United States) as soon as possible. Soldiers who are deployed to a non-permitted OCONUS location in any status (temporary duty or temporary change of station) will immediately be returned to their parent organization. Command responsibility to reassign or redeploy a Soldier takes precedence over initiation of separation. Accordingly, Soldiers convicted of an offense covered by 34 USC 20911 or AR 27–10 will first be reassigned or redeployed to a CONUS or permitted OCONUS location. The receiving commander will subsequently ensure the initiation of separation in accordance with paragraph 3–9g.

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

(1) For enlisted personnel.

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

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

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

(2) For commissioned and warrant officers.

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

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

### **3-10. Waivers and exceptions to policy for meritorious cases**

a. Unless otherwise prescribed in this chapter, requests for waivers will be submitted only for meritorious cases. All requests will be fully substantiated with properly documented evidence. Documents that may be considered relevant and of value in reaching a sound decision on the request should be included. Any commander in the chain of command may disapprove any case that does not have merit or does not warrant a recommendation for approval without further processing. Each intermediate commander will make a specific recommendation with proper justification.

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

c. Waiver authorities will not disapprove requests for waivers of disqualifications or exceptions to policy for the Soldiers listed below who have less than 20 years of Active Federal Service. Disapproval recommendations will be forwarded to Commander, HRC for final determination.

- (1) Recipients of the Medal of Honor, the Distinguished Service Cross, Navy Cross, or the Silver Star.
- (2) Soldiers who are partially disabled as a result of combat-related injuries.
- (3) Prisoner of war returnees.
- (4) Soldiers who have completed 18, but less than 20, years of active Federal service and are requesting extension of enlistment to acquire enough time to complete 20 years of active Federal service.

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

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

### **3-11. Reenlistment ranks and periods**

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

b. Immediate reenlistments in the RA may be authorized for periods of 2, 3, 4, 5, or 6 years, if otherwise qualified.

c. Soldiers of the RA who have at least 12 years active Federal service in the Armed Forces as of the day of discharge (see para 3-5) will be reenlisted for an unspecified period of service as outlined in paragraph 3-15, and as specified in the RA reenlistment option (see DA Pam 601-280).

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

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

### **3-12. Processing enlistment and reenlistment requests for officers and warrant officers**

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

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

a. RC Soldiers serving on extended active duty (not a training tour) under AR 135-210 who wish to enlist in the RA must be fully qualified according to chapter 3. Rank and MOS upon enlistment will be as follows:

- (1) Soldiers serving in the rank of sergeant or below may be enlisted in their current rank.
- (2) Soldiers serving in the rank of staff sergeant or above may be enlisted in the rank of sergeant.
- (3) If a higher rank is desired, a request for rank determination may be submitted as an exception to policy on DA Form 1696 (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)) to Commander, HRC if—

(a) The rank requested is currently held in the ARNGUS or USAR and was previously held in the RA; or if entry level for the Soldier's PMOS is higher than sergeant, the higher rank may be awarded provided the Soldier meets the



time-in-service requirements for promotion to that rank in the RA per AR 600–8–19 and currently holds that or a higher rank.

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

b. MOS upon enlistment are as directed by Commander, HRC.

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

### **3–14. Sergeant major and command sergeant major retention program**

a. Retention of CSMs and SGMs beyond 30 years active Federal service are limited to those in nominative assignments or selected to fill CSM and SGM positions where the commander is a general officer, member of the senior executive service (or equivalent), or is a CSM at the U.S. Army Sergeant Major Academy or as Executive Officer to the Sergeant Major of the Army.

b. CSMs and SGMs selected under this authority may serve past 30 years active Federal service to complete nominative or specialized assignment requirements. These CSMs and SGMs may remain on active duty up to 3 months beyond their projected change of responsibility date or age 60, whichever occurs first. Authorized reenlistment periods in paragraph 3–11 apply.

c. Retention of CSMs and SGMs identified in paragraph 3–14a will be automatic (subject to all retention eligibility criteria in this regulation), unless the commander initiates a replacement action. If a replacement action is initiated, the CSM or SGM must retire within 6 months after replacement arrives.

d. Soldiers selected for retention beyond 30 years Active Federal Service under the provisions of this regulation may be processed for continued service of enlistment, as necessary. ETS adjustments taking a Soldier past 30 years will be adjusted by DCS, G–1 (DAPE–MPE–RT) to allow the minimum time required by the nominative or specialized assignment.

### **3–15. Noncommissioned Officer Career Status Program**

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

a. *Eligibility.* Reenlistment-eligible RA Soldiers in the rank of staff sergeant through CSM (to include those with approved waivers) with at least 12 or more years of Active Federal Service on the date of discharge will be required to reenlist for an unspecified period of time (see chap 3). Soldiers with an SRR will only be allowed to reenlist (not extend) if they have 12 or more years of Active Federal Service, except for humanitarian reasons or if pending a personnel action.

b. *Considerations.* Soldiers on NCO career status will be allowed to serve until the applicable retention control point for their rank. If promoted, the Soldier is then permitted to serve to the retention control point for their new rank. Soldiers will not be allowed to exceed the retention control point by more than 1 month. The ETS date established by the new retention control point will supersede the reenlistment term length based on the current DD Form 4.

c. *Voluntary separation requests.* Soldiers on NCO career status may request voluntary separation in accordance with AR 635–200, provided they have met SRRs as directed by HQDA. Soldiers who desire to separate in lieu of complying with assignment instructions must request separation within 30 days of notification of assignment instructions. Upon DA approval, these Soldiers will be separated within 6 months unless serving on overseas or restricted tour. Soldiers on overseas or restricted tour will be separated within 6 months of normal tour completion date.

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

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

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

## Chapter 4 Reenlistment Options, Reclassification, and Stabilization Agreements

### 4-1. Reenlistment options

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

- a. All applicants must meet the eligibility and qualification standards described in chapter 3 for the desired option.
- b. Soldiers granted waivers may be reenlisted for any option or period, if otherwise qualified.
- c. Soldiers requesting reenlistment for an option that requires Personnel Reliability Program qualifications will not be reenlisted until the Soldier is qualified in accordance with AR 50-5.
- d. Immediate reenlistment is authorized for qualified Soldiers the day following discharge (see para 3-6).
- e. Qualified Soldiers with less than 12 years Active Federal Service on date of discharge will be reenlisted for 2, 3, 4, 5, or 6 years of service in accordance with HQDA guidance. Those Soldiers in the rank of staff sergeant or higher who, on the date of discharge, have 12 or more years Active Federal Service will only be permitted to reenlist for an indefinite period, unless otherwise specified by HQDA.
- f. Reenlistment options are based on the status of a Soldier's PMOS (see DA Pam 601-280 and current military personnel (MILPER) message).
- g. Other restrictions on trainability criteria and rank are also imposed by HQDA to effectively manage the enlisted force. Regularly published guidance will be updated periodically over RETAIN or via HQDA message. Career counselors will consult current guidance prior to engaging in specific discussions concerning a Soldier's reenlistment option.

### 4-2. Restrictions

- a. Only those commitments shown in the option tables will be entered in reenlistment documents. No other promises will be made to Soldiers, either orally or in writing, nor will they be considered in determining whether a reenlistment commitment is broken or unfulfilled (see DA Pam 601-280).
- b. Further guidance on reenlistment options and terms can be found in DA Pam 601-280.

### 4-3. Reclassification of primary military occupational specialty or secondary military occupational specialty

- a. Soldiers will not be reclassified solely because they are not performing duties in their PMOS. However, Soldiers will be routinely reclassified as follows:
  - (1) *Administrative reclassification of a military occupational specialty*—
    - (a) For normal career progression.
    - (b) Erroneously awarded entry on enlisted record brief (ERB). These entries will be deleted per AR 600-8-104.
    - (c) Promotion to or reduction from grade that is not in line with or authorized for an MOS.
  - (2) *Voluntary reclassification*. Soldiers may request voluntary reclassification; however, they must meet the following criteria to be reclassified:
    - (a) The Soldier's current PMOS must be listed as over-strength (NY) and the requested MOS must be listed as short (YN) on the current reenlistment or reclassification in/out call message published by the HRC.
    - (b) Soldier must meet the required criteria of DA Pam 611-21 for new MOS.
    - (c) Soldier cannot be on assignment instructions. Soldier is considered on assignment instructions when the assignment has been processed through Enlisted Distribution and Assignment System (EDAS), not on the date of notification.
    - (d) Soldier must have completed 12 months at their current duty station.
    - (e) Soldier may not be serving on initial enlistment under the Army Civilian Acquired Skills Program (see AR 601-210).
    - (f) Soldier must agree, in writing, to recoupment of any unearned portion of the MOS-specific enlistment or reenlistment bonus received for the current period of service (see chap 5).
    - (g) Soldier must be within 12 months of the date eligible for return from overseas.
    - (h) Soldier may not be within the prescribed reenlistment window.
    - (i) Soldier must have fulfilled all SRRs for promotion and assignments.
    - (j) When stabilized because of reenlistment, Soldier must waive their reenlistment option.

- (k) Soldier must be fully eligible to reenlist or extend per DA Pam 601–280.
- (3) *Mandatory reclassification (Soldier not at fault).*
- (a) Disqualification resulting from action of the MAR2.
- (b) The MOS eliminated from MOS structure.
- (c) RC unit redesignation or restructure.
- (d) When directed by HRC (when possible, reclassifications will be limited to staff sergeant and below with less than 15 years of active Federal Service).
- (4) *Mandatory reclassification (Soldier determined to be at fault).*
- (a) Disciplinary action taken under UCMJ when it adversely affects Soldier’s performance in MOS.
- (b) Loss of MOS qualifications (see DA Pam 611–21). These cases will be determined and documented by a field grade officer. If a Soldier is retained after being processed for separation (see AR 635–200 for Soldiers on active duty and AR 135–178 for RC Soldiers not on active duty), a copy of the separation approval authority’s decision must be included with the reclassification action.
- b. For reasons not listed above, requests may be processed as an exception to policy and must identify criteria and document specific rationale showing how approval is clearly in the best interest of the Army. Only those requests that in the opinion of the reclassification authority merit consideration will be forwarded to HRC (AHRC–EPF–R). Documentation may include transcripts, certificates, or correspondence showing Soldier’s training or educational and work experience for the requested MOS.
- c. For mandatory actions, the effective date for award of the new PMOS will be the date of final action by HRC or by U.S. Army Reserve Command (USARC) ACOM, ASCC, or DRU; or a date as directed by HRC for RA or by USARC ACOM, ASCC, or DRU for USAR Soldiers. In all cases where HRC awards Soldiers an MOS prior to the completion of formal training, an associated additional skill identifier of “4A” will be awarded by HRC (see AR 614–200). In instances where the Soldier is considered at fault, due to their own accord, of not completing MOS training as directed by HRC, additional skill identifier “4B” will be awarded (see AR 614–200). In instances where the Soldier is considered not at fault due to the Army’s inability to schedule MOS training, additional skill identifier “4A” will remain until the Soldier completes MOS training.
- d. For voluntary actions, the effective date for award of the new PMOS will be the date of graduation from MOS training or a date as directed by the approval authority for HRC (AHRC–EPF–R) or USAR (ARRC–PRP–E).
- e. A reclassification control number is required for all personnel management actions that change a Soldier’s PMOS (not applicable to USAR TPU) and will be cited in MOS orders unless the change resulted from—
- (1) Promotion.
  - (2) Normal career progression.
  - (3) Change to MOS structure.
  - (4) New equipment training.
  - (5) Award or withdrawal of PMOS 00Z.
  - (6) Reenlistment retraining.
- f. The servicing career counselor responsible for reclassification processing for mandatory and voluntary actions will refer to EDAS for processing procedures. HRC (AHRC–EPF–R) is the approval authority for all RA reclassification actions.
- g. Reclassification processing requirements for reenlistment, reclassification, RC assignment, and the Information Management System are as follows:
- (1) Mandatory actions and requests for MOS-producing Service schools identified in paragraph 8–4 and AR 614–200 will be prepared in hardcopy, including current ERB, and be processed through channels to the field career counselor. The career counselor will complete initial RETAIN “determine eligibility” processing and, if appropriate, forward the documented action to HRC (AHRC–EPF–R).
  - (2) Voluntary actions will be prepared in hardcopy, including ERB, and be processed through channels to the career counselor. The career counselor will process the action on RETAIN “request list–REQL” and, if appropriate, electronically submit to HRC for action. HRC will provide response electronically via RETAIN.
- h. The secondary military occupational specialty (SMOS) and additional military occupational specialty (AMOS) provide an alternative specialty for assignment when Soldiers cannot be utilized in their PMOS or career progression MOS. All Soldiers, regardless of grade, may possess one SMOS and one AMOS. However, Soldiers will not be awarded an SMOS or AMOS that progresses to their PMOS at the grade of sergeant first class or below. Conditions for award of SMOS or AMOS are as follows:
- (1) HRC (AHRC–EPF–R) is the approval authority for award of SMOS to Soldiers with PMOS 00Z and for award of SMOS or AMOS within CMF 18 or 97 or MOS 21D, 21P, 37F, 79R, 79S, 79T, 89D, 92R, and 35L.
  - (2) Award of MOS 31D as an SMOS is not authorized.

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

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

*i.* For USAR Soldiers, USARC (ARRC–PRP–E) is the approval authority for CMF 18 and 46 and additional skill identifier 6T. The Army Civilian Acquired Skills Program reclassification requests for waiver of formal schooling will be submitted through the chain of command to the USARC ASCCs. ASCCs will coordinate with the appropriate proponent for approval.

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

#### **4–4. Stabilized assignments**

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

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

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

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

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

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

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

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

#### **4–6. Extension of enlistment**

All Soldiers qualified for and desiring extensions will be counseled by the servicing reenlistment NCO or career counselor, explaining that reenlistment is normally preferable over an extension of enlistment to meet additional service obligations. Upon receipt of the approved DA Form 3340 and verification of eligibility, the servicing career counselor will obtain a retention control number from the Commander, HRC via RETAIN. The retention control number will be entered on the Soldier's DA Form 1695. Extensions for purposes other than those outlined in DA Pam 601–280 will be evaluated by the Soldier's immediate commander, approved as outlined, and granted only when the Soldier is within the reenlistment eligibility window. These extensions will not exceed a cumulative total of 12 months on any one enlistment, unless otherwise specified (see DA Pam 601–280).

## **Chapter 5**

### **Selective Retention Bonuses for Enlisted Personnel**

#### **Section I**

#### **Programs, Program Responsibilities, Qualification, and Bonus Amounts**

##### **5–1. Selective Retention Bonus Program**

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

##### **5–2. Program responsibilities**

*a.* The DCS, G–1 (DAPE–MPE) will exercise general staff supervision over personnel policies governing the SRB Program. Corrections of contracts or extensions involving payment of SRB which resulted from career counselor error or oversight will be endorsed by the command career counselor and forwarded to HRC, Retention and Reclassification Branch for resolution.

- b.* The Commander, HRC will operate and technically supervise the program under the policy guidance of DCS, G-1 and the Army Retention Program.
- c.* The ACOM, ASCC, and DRU commanders will—
  - (1) Administer the programs for all Soldiers under their respective commands.
  - (2) Establish and maintain a continuing program of orientation, training, and publicity. Soldiers must be familiar with all aspects of the bonus program.
  - (3) Promptly publicize and disseminate to all subordinate echelons all policy directives received from HQDA.
  - (4) Ensure that subordinate commanders properly use bonus recipients.
  - (5) Command Career Counselors will ensure Soldiers are paid in accordance with directives received by HQDA.
- d.* Command Career Counselors will provide assistance and support in promoting objectives and administration of the bonus programs to the following:
  - (1) Commanders responsible for custody of personnel records.
  - (2) Unit commanders.
  - (3) Senior career counselors.
  - (4) Finance and accounting officers.
- e.* Commanders responsible for custody of personnel records will—
  - (1) Assist Command Career Counselors to identify a Soldier eligible to receive a retention bonus.
  - (2) Advise and assist unit commanders and finance and accounting officers in administering the bonus programs.
  - (3) Ensure that correct entries are made promptly on records and reports.
  - (4) Report Soldiers receiving an SRB who cannot be properly utilized as surplus (see AR 614–200).
- f.* Unit commanders will ensure proper use of any Soldier receiving an SRB.
- g.* Career counselors and retention personnel will—
  - (1) Coordinate actions for Soldiers who are entitled to receive an SRB, but did not receive all monies that were due.
  - (2) Ensure that all reenlisting Soldiers eligible for an SRB per this regulation meet all qualifications and receive appropriate bonuses.

### **5–3. Selective retention bonus**

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

### **5–4. Individual qualifications for a selective retention bonus**

- a.* The bonus may be used to obtain the reenlistment or voluntary extension of an enlistment in exchange for a member's agreement to serve for a specified period in at least one of continued service categories:
  - (1) Designated military skill, career field, unit, or grade.
  - (2) To meet some other condition or conditions imposed by the Secretary of the military department.
- b.* To be eligible for an SRB, a Soldier must meet all criteria listed by guidance from HQDA and HRC. The Soldier must—
  - (1) Be serving within their first 20 years of active service. Specific eligibility criteria is announced in the respective MILPER message for each bonus program.
  - (2) Reenlist in the RA for at least 3 years or voluntarily extend an enlistment for a period of at least 1 year on active duty.
  - (3) Be serving on active duty, other than active duty for training.
  - (4) Unless otherwise specified by retention guidance, may be in the rank of private first class or higher and must have 17 months continuous active duty on the date of reenlistment. Completion of the 17 months of continuous active duty need not occur immediately before the date of reenlistment.
  - (5) Reenlist under one of the following conditions:
    - (a)* Be qualified and reenlist for continued active duty in current PMOS held at discharge or in a MOS within the normal line of progression for PMOS held at discharge.
    - (b)* Reenlist for training in a new PMOS designated as critical as announced by MILPER messages.
  - (6) If discharged or released from active duty, reenlist within 3 months after the date of discharge or release from active duty.

(7) Reenlist before the effective date of termination of an MOS from the SRB Program. When an MOS's bonus level is being reduced, a Soldier must meet eligibility and reenlist prior to that reduction of bonus level to receive the higher level. Eligibility through changes in an existing service obligation (including an early discharge) must be accomplished before the effective date of the termination or reduction of award level in the MOS.

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

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

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

f. The following special conditions should be noted:

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

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

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

g. Regardless of whether a Soldier is eligible under paragraph 5–4e, a Soldier is ineligible for a SRB if the reenlistee—

- (1) Is entitled to readjustment, separation, or severance pay.
- (2) Reenlists or extends to gain enough obligated service to take part in a program leading to commissioned or warrant officer status.
- (3) Enlists in the RA following a discharge from an RC during or at completion of active duty for training, AGR, and Active Duty for Operational Support tours.
- (4) Selects an option for retraining, and the successful completion of retraining will result in a change in the Soldier's 3-character PMOS, if the new MOS is not designated critical as announced by MILPER messages at time of reenlistment.

## **5–5. Amount of payment**

a. *Bonus computation.*

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

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

b. *Additional obligated service.*

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

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

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

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

## **Section II**

### **Use and Recoupment of Bonus Recipients**

#### **5–6. General**

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

#### **5–7. Written agreement**

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

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

#### **5–8. Use of bonus recipients**

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

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

(1) In the PMOS for which the bonus is based. This includes normal skill and career progression for the bonus MOS as published in DA Pam 611–21.

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

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

*(b)* Priority two: Substitutable MOSs listed in DA Pam 611–21 not designated for an SRB. These MOSs are comparable because they require the same basic skills as the bonus MOS even though they are not currently designated for a bonus.

*(c)* If the criteria in paragraphs 5–8a(2)(a) or 5–8a(2)(b) cannot be met, then an exception must be granted by DCS, G–1, (DAPE–MPE).

(3) In an MOS directed by the SECARMY.

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

(1) Per paragraphs 5–8a(1) through 5–8a(3).

(2) Per AR 614–200.

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

*d.* Bonus recipients who cannot be properly used, except space imbalanced MOS recipients, will be reported as surplus under AR 614–200.

*e.* Requests for waivers of the above priorities will be submitted in writing through command channels to HRC, Retention and Reclassification Branch. Requests will fully justify why the bonus recipient cannot be used in the bonus skill or why the commander feels such use is not in the best interest of the Army. Waivers for using bonus recipients outside the bonus MOS will not be routinely made.

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

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

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

*b.* Recoupment of an unearned bonus is not required when the Soldier is separated to permit acceptance of a commission or warrant appointment, or to enter a program leading to a commission or warrant appointment. Entitlement to any additional unpaid bonus is suspended and will terminate upon commissioning or appointment. However, the entitlement to any additional unpaid bonus will be reinstated and paid on a pro rata basis if the Soldier is not commissioned or appointed, and returns to enlisted status in the same bonus MOS.

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

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

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

The Commander, HRC is the final approval authority of bonus entitlement termination and recoupment for technical disqualification. The effective date of loss of technical proficiency will be the effective date of recoupment. Reclassification orders (see AR 600–8–105) will include the following statement: "Recoupment of the unearned portion of the bonus is required because of (state reason). Bonus entitlement ended (state date)." A Soldier who is not technically qualified in the skill for which a bonus was paid will refund a percentage equal to the unfulfilled portion of the agreement. This does not apply to a Soldier who is not qualified because of injury, illness, or other impairment not caused by their own misconduct. Bonus entitlement will not be recouped until a final determination of the Soldier's appeal or rebuttal has been received and a determination is made to either withdraw the minimum security clearance; lose qualification under Personnel Reliability Program; or lose any other qualification required for effective performance in the MOS. The effective date of recoupment will still be based on the date the Soldier originally lost technical proficiency.

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

(1) They are no longer classified in that specialty.

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

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

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

*(b)* The Soldier cannot perform in the MOS due to disciplinary action taken under UCMJ or civil court conviction.

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

*(d)* The Soldier cannot fully perform in the MOS due to withdrawal of minimum security clearance, loss of qualification under the Personnel Reliability Program, or loss of any other qualification required for performance in the MOS. Withdrawal or loss must be voluntary or caused by misconduct and result in the removal of the MOS.

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

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

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

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

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

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

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

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

### **5–11. Recoupment from Soldiers who voluntarily reclassify**

Except as provided in paragraph 5–10*b*(7), a Soldier who voluntarily reclassifies and fails to complete the obligated service will refund an amount equal to the unfulfilled portion of the agreement.



- a. Soldiers who are bonus recipients may voluntarily reclassify provided—
  - (1) They volunteer in writing and agree to the recoupment of the unearned portion of the bonus.
  - (2) The MOS requested is a more critical skill than the PMOS currently held as determined by HRC.
- b. The effective date of recoupment will be based on the date of reclassification.
- c. Approval authority of all reclassification involving bonus recipients is the Commander, HRC, Retention and Reclassification Branch.

## **Chapter 6**

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

#### **6-1. Program responsibilities**

- a. Army G-1 (Retention) will—
  - (1) Approve or disapprove exception to policy requests to reenlist or extend to meet SRR for transfer of education benefits (TEB).
  - (2) Verify separation approval status in the Disability Evaluation System (DES) process upon submission of request for extension.
  - (3) Provide current DA forms to senior career counselors to conduct mandatory TEB DES counseling.
- b. HRC, Financial Incentives Branch (FIB) will—
  - (1) Approve or disapprove Soldiers requesting TEB.
  - (2) Determine Soldiers' eligibility to maintain TEB benefits.
  - (3) Adjust Soldiers' obligation end dates for those previously approved for TEB, requiring an exception (see DA Pam 601-280).
- c. Retention offices of ACOMs, ASCCs, and DRUs will incorporate TEB Program into inspections at all levels to ensure successful accomplishment of subordinates' responsibilities.
- d. Command career counselors will—
  - (1) Process exception to policy requests to reenlist or extend to meet the SRR for TEB.
  - (2) Coordinate with installation offices to ensure Soldiers are referred to their proper approving official.
  - (3) Supervise senior career counselors and career counselors to ensure all responsibilities are completed in a timely and proficient manner.
  - (4) Conduct semiannual training for all assigned career counselors.
  - (5) Ensure Soldiers of units within the installation's geographical oversight are supported appropriately.
  - (6) Ensure that senior career counselors (operations-level career counselors at a minimum) have e-profile access and pull weekly DES rosters or obtain DES rosters from installation Patient Administration Division office for mandatory DES TEB counseling.
- e. Senior career counselors will—
  - (1) Conduct individual training for subordinate career counselors.
  - (2) Manage and request benefits for education administrative services tool (BEAST) (review only) accounts for subordinate counselors (in accordance with DA Pam 601-280).
  - (3) Obtain weekly DES rosters as posted by HRC, Retention and Reclassification Branch to ensure Soldiers are coded with IMREPR 9H.
  - (4) Conduct mandatory TEB counseling for Soldiers in their units upon entry into DES.
  - (5) Career Counselors assigned to Warrior Transition Units will be required to conduct mandatory DES TEB counseling for all enlisted Soldiers upon in-processing to unit. Mandatory TEB DES counseling will be done on a standard DA Form 4856 (Developmental Counseling Form). These mandatory DES TEB counseling forms will be maintained on file for 5 years.
- f. The servicing career counselor (MOS 79S) is the subject matter expert for the transfer of Post-9/11 GI Bill benefits for the enlisted Soldiers of their respective unit. Career counselors will have read-only access on the BEAST web page. Career counselors will—
  - (1) Obtain TEB rosters (submitted, pending, and rejected) weekly and notify Soldiers of the SRR requirement.
  - (2) Properly counsel Soldiers on meeting the required service obligation through an extension or reenlistment, if required. Career counselors will notify applicable Soldiers that they have to take action to meet the required service obligation even if their TEB request was denied due to not meeting the SRR.

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

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

(4) Notify the Soldier if they are eligible to apply for an extension.

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

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

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

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

(8) Provide Soldiers basic TEB information.

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

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

(11) Monitor submitted, pending, and rejected TEB requests daily.

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

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

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

*g.* Soldiers will—

(1) Provide a signed memorandum of justification for exception to policy requests to reenlist or extend to meet the SRR for TEB (see DA Pam 601-280).

(2) Notify HRC, FIB when they are unable to complete TEB service obligation.

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

## **6-2. Eligibility**

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

(1) Be eligible for the Post-9/11 GI Bill (Post-9/11 Educational Assistance) (see DoDI 1341.13).

(2) Be on active duty.

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

(4) Have no current actions that adversely affect the Soldier. This includes any flagging action in accordance with AR 600-8-2 that would prevent the Soldier from being promoted or reenlisting.

(5) Agree to the prescribed additional SRR. All Soldiers who transfer their benefits on or after 1 August 2013 will incur a 4-year service obligation. The SRR starts on the date the Soldier requests to transfer on the TEB web page (milConnect portal) and is otherwise eligible (to include meeting the 4-year SRR).

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

## **Chapter 7**

### **Enlistment and Transfer Processing of Soldiers from the Regular Army to the Reserve Component**

#### **7-1. Reserve Component**

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

#### **7-2. Pre-separation briefing**

AR 635-8 requires honorably separating Soldiers (other than retirees) to attend a pre-separation service program briefing. All Soldiers are required to attend a pre-separation service program briefing prior to being released from active duty (see AR 635-8). This briefing is held for Soldiers who are within 90 to 180 days of their ETS. The Reserve Component career counselor (RCCC) is required to attend these briefings to present information related to methods of fulfillment of military service obligation (MSO) and benefits of membership in the RCs. The presentation will not

be used as a substitute for the required individual Soldier interview directed by this chapter and DA Pam 601–280. At a minimum, information on the following topics will be presented:

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

### **7–3. Interviews**

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

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

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

a. *Eligibility for enlisted Soldiers desiring enlistment or transfer into Army National Guard of the United States units or U.S. Army Reserve units.* Soldiers must meet the eligibility criteria of this regulation.

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

(2) *Citizenship.* Soldiers must be U.S. citizens or aliens who have been lawfully admitted to the United States for permanent residence. Lawfully admitted aliens must have a valid USCIS Form I–551.

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

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

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

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

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

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

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

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

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

1. Individual medical readiness report from Medical Protection System.
2. DD Form 2807-1 (Report of Medical History) and DD Form 2808 (Report of Medical Examination) or SF 88 (Medical Record - Report of Medical Examination).

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

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

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

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

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

(b) *Absence without leave or confinement.* Soldiers with 30 or more days AWOL or confinement during current enlistment are ineligible for enlistment or transfer.

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

(d) *Chapter separations.* Soldiers being separated under the provisions of AR 635-200 (see separation for convenience of the Government, because of dependency or hardship, defective enlistments or reenlistments and extensions, alcohol or other drug abuse rehabilitation failure, discharge in lieu of trial by court-martial, entry-level performance and conduct, retirement for length of service, unsatisfactory performance, misconduct, or failure to meet weight control standards) are ineligible for enlistment or transfer unless the authority and reason for separation is as follows and the Soldier is otherwise eligible:

1. Paragraph 1-8, secretarial authority (as long as the Soldier retains reenlistment eligibility).
2. Paragraph 3-8, failure after enlistment to qualify for flight training.
3. Paragraph 8-5, early separation to further education.
4. DA Pam 601-280, erroneous enlistments, reenlistments, or extensions.
5. DA Pam 601-280, defective or unfulfilled enlistment or reenlistment agreement.
6. DA Pam 601-280, early release of RC personnel serving AGR tours under 10 USC 12301(d).

(e) *Active flags.* Soldiers must not have any active flags.

b. *Eligibility for enlisted Soldiers desiring enlistment in the U.S. Army Reserve with assignment to the Individual Ready Reserve.* Soldiers who desire enlistment into the IRR are eligible, provided they meet the eligibility criteria established above.

## **7-5. Special enlistment and transfer options and programs**

A list of special enlistment and transfer options and programs are addressed in DA Pam 601-280.

## **7-6. Selected Reserve Incentive Program**

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

- a. Enlisted affiliation bonus.
- b. Prior service enlistment bonus (only offered by U.S. Army Recruiting Command).

- c. Officer and warrant affiliation bonus.
- d. Student Loan Repayment Program.
- e. Montgomery GI Bill.
- f. Montgomery GI Bill Kicker.
- g. U.S. Army Medical Department SRIP incentives (special pay and health professionals loan repayment).

### **7-7. Enlistment and transfer periods for assignment**

- a. *Army National Guard of the United States unit enlistment periods.*
  - (1) Soldiers with a remaining MSO—
    - (a) Of less than 1 year must enlist for a minimum of 1 year to join the ARNGUS.
    - (b) Of 1 or more years may enlist for a period of 1, 2, 3, 4, 5, or 6 years, up to their remaining MSO or choose to enlist for any number of whole years in excess of their remaining MSO, up to 6 years.
  - (2) Soldiers without a remaining MSO or those with less than 3 months remaining upon ETS may enlist into an ARNGUS unit for a period of 1, 2, 3, 4, 5, or 6 years.
  - (3) Soldiers eligible for an affiliation bonus must enlist in the ARNGUS for a period of not less than 3 years as a condition of entitlement to that bonus.
- b. *U.S. Army Reserve unit enlistment and transfer periods.*
  - (1) Soldiers with a remaining MSO—
    - (a) Of less than 1 year must enlist for a minimum of 1 year to join a USAR TPU.
    - (b) Of 1 or more years may transfer to a USAR TPU for the remainder of their MSO, enlist for 1, 2, 3, 4, 5, or 6 years up to their remaining MSO, or choose to enlist for any number of whole years in excess of their remaining MSO, up to 6 years.
  - (2) Soldiers without a remaining MSO, or those with less than 3 months remaining upon ETS may enlist into a USAR TPU for a period of 1, 2, 3, 4, 5, or 6 years; or the IRR for a period of 3, 4, 5, or 6 years.
  - (3) Soldiers eligible for an affiliation bonus must enlist in the USAR for a period of not less than 3 years as a condition of entitlement to that bonus.
- c. *Commissioned and warrant officers.* Sign an acceptance agreement and DA Form 5691 (Request for Reserve Component Assignment Orders) and report to their units with no transfer period specified. Qualified commissioned officers who elect to transfer to an ARNGUS or USAR unit and receive the affiliation bonus are obligated to serve in a unit of that component for 36 months upon date of arrival. Appointment as a Reserve commissioned officer is for an indefinite period (10 USC 12203); however, Reserve officers may submit an unqualified resignation upon completion of any contractual obligations and their MSO. After completion of the 36 months, officers may stay, be transferred to the IRR to remain in an indefinite status, or submit an unqualified resignation if they have completed their MSO. Block 6 of DA Form 5691 (term of service) should read “Indefinite.”

### **7-8. Enlistment ceremonies**

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

### **7-9. Accession credit**

- a. The DMPM of the DCS, G-1 has overall staff supervision of Army retention programs and mission crediting procedures per paragraph 2-3. Missioning procedures may be adjusted by DCS, G-1 at any time depending on critical Army needs.
- b. HRC will provide specific accession crediting guidance, subject to DCS, G-1 approval, over RETAIN or through other communications channels as appropriate.

### **7-10. Quality control actions**

- a. All RCCCs are required to take every precautionary action necessary to ensure total completeness and accuracy of all forms and documents used for processing Soldier enlistments or transfers.
- b. In cases where erroneous or potentially fraudulent information is discovered for enlistments or transfers into ARNGUS units, USAR units, or the IRR, that information will be reported through the chain of command to HRC (AHRC-RCT).
- c. Major items of interest on SAVs will include the following:
  - (1) Mission.
  - (2) RETAIN use.
  - (3) Appointment procedures.
  - (4) Processing timeframes.

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

### **7–11. Processing assignments**

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

## **Chapter 8 Bar to Continued Service**

### **8–1. General**

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

### **8–2. Standards for continued service**

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

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

- (1) They are not a candidate for reenlistment or continued service in any Army component.
- (2) They are a candidate for separation if the circumstances that led to the bar to continued service are not overcome. Soldiers will be advised exactly what is expected for them to overcome the bar to continued service and will be given explicit timetables to overcome the reasons for the bar.

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

- a.* A bar to continued service may be initiated on all Soldiers, except those with an approved retirement.
- b.* A bar to continued service may be initiated when separation action is pending in accordance with AR 635–200.
- c.* A bar to continued service will not be initiated solely because a Soldier refuses to reenlist.
- d.* A bar to continued service will not be used instead of trial by court-martial, nonjudicial punishment, or other administrative action.

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

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

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

*h.* The fact that a Soldier may be issued an honorable or general discharge for the current period of service does not prevent initiation of a bar to continued service to deny the Soldier later service in the Army.

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

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

*k.* HQDA will impose a bar to continued service against any Soldier (RA and USAR (AGR) only) who—

(1) Fails to qualify for mandatory appearance before a promotion board upon attaining primary zone time-in-service or time-in-grade eligibility because they did not complete mandatory Distributed Leaders Courses (DLCs).

(2) Is found not fully qualified for retention by an HQDA NCO evaluation board.

*l.* The HQDA bar to continued service puts a Soldier on notice that their continued service may not be in the Army's best interest. Upon imposition of the HQDA bar to continued service—

(1) For failing to qualify for promotion board appearance due to not completing mandatory DLCs—

(a) The company, detachment, or comparable commander of the unit to which the Soldier is assigned or attached for duty and administration will counsel the Soldier regarding the requirement to qualify for promotion board appearance by completing DLCs.

(b) The commander will review the bar to continued service at least every 3 months after the date of imposition and 30 days before the Soldier's scheduled departure from the unit or separation from the Army.

(c) Upon completion of each 3-month review, the unit commander will use DA Form 4856 to inform the Soldier that the bar has been reviewed and will remain in effect unless the Soldier completes the mandatory DLCs.

(d) The commander will notify the Soldier that, upon completion of the fourth 3-month review, separation proceedings will be initiated unless the Soldier has qualified for appearance before a promotion board by completing the mandatory DLCs.

(e) The HQDA bar to continued service will be removed when the Soldier meets the DLC requirement.

(2) For being found not fully qualified for retention by an HQDA NCO evaluation board—

(a) There are no formal counseling or review requirements.

(b) The HQDA bar will remain in place until such time a subsequent HQDA NCO evaluation board establishes the affected NCO as fully qualified for retention.

(c) Once identified as fully qualified for retention, the HQDA bar to continued service will be lifted.

(d) All NCOs who are determined to be not fully qualified for retention (in the same grade) by a subsequent NCO evaluation board will be denied continued service.

#### **8–4. Criteria**

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

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

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

*c. Single Soldiers and dual-Service couples with dependent Family members.* Commanders will initiate a bar to continued service against Soldiers described below who have been counseled per AR 600–20 (see other responsibilities of command), and who do not have an approved family care plan as described in AR 600–20 on file within 2 months after counseling. Soldiers who have overseas assignment instructions will have bars initiated if they are unable to provide names of a guardian who will care for their Family members stateside in the event of evacuation from overseas. The balance of the family care plan is completed after arrival in the overseas command.

- (1) Single Soldiers are Soldiers who—
  - (a) Are single.
  - (b) Are widowed.
  - (c) Are divorced.
  - (d) Are legally separated.
  - (e) Are residing without their spouses.
  - (f) Have spouses who are incapable of self-care and who have custody of one or more minor Family members or one or more adult dependent Family members (for example, handicapped and infirm).
- (2) Dual-service couples include married Army couples and Soldiers who have military spouses from another Service.

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

- (1) Is denied continued service by their immediate commander.
- (2) Is late for formations, details, or assigned duties.
- (3) Is AWOL for 1-hour to 24-hour periods.
- (4) Has lost clothing and equipment.
- (5) Has substandard personal appearance.
- (6) Has substandard personal hygiene.
- (7) Has continuous indebtedness, reluctance to repay, or late payments.
- (8) Has Article 15s.
- (9) Has frequent traffic violations.
- (10) Has excessive number of sick calls without medical justification.
- (11) Is late returning from pass or leave.
- (12) Cannot follow orders, shirks responsibilities, takes too much time, or is recalcitrant.
- (13) Cannot train for a job or is apathetic or disinterested.
- (14) Cannot adapt to military life or is uncooperative or involved in frequent difficulties with fellow Soldiers.
- (15) Fails to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult).
- (16) Causes trouble in the civilian community.
- (17) Personal behavior brings discredit upon their unit or the Army.
- (18) Fails to achieve individual weapons qualification.
- (19) Fails to pass the record ACFT.
- (20) Is noncompetitive for promotion.
  - (a) Has slow rank progression resulting from a pattern of marginal conduct or performance.
  - (b) Has not demonstrated potential for future service (repeated counseling statements or other indicators).
  - (c) Has not demonstrated ability to keep pace with others of the same CMF.
  - (d) Declines attendance in professional development courses.
  - (e) Not recommended for promotion by unit commander.
  - (f) Lacks potential to become a supervisor or senior technician.

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

- (1) Does not make satisfactory progress in the Army Body Composition Program (see AR 600–9).
- (2) Fails two consecutive ACFTs (see AR 350–1).
- (3) Removed for cause from an NCOPDS course.
- (4) Lost PMOS qualification in accordance with DA Pam 611–21 due to fault of the Soldier.



(5) Denied by the commander for automatic integration onto the sergeant or staff sergeant promotion standing list in accordance with AR 600–8–19.

(6) Has an incident involving the use of illegal drugs or alcohol within the current enlistment or reenlistment period, resulting in an officially filed letter of reprimand; a finding of guilty under Article 15, UCMJ; a civilian criminal conviction; or a conviction by court-martial.

(7) Has two or more separate proceedings under Article 15, UCMJ resulting in a finding of guilty by a field grade commander during the Soldier's current enlistment or period of service.

(8) Is AWOL more than 96 hours during the current enlistment or reenlistment period.

### **8–5. Separation**

*a.* Unit commanders will initiate separation proceedings under AR 635–200 upon completion of the second 3-month review, unless a recommendation for removal is submitted and approved by proper authority. Initiation of separation proceedings is not required, but should be considered, for previously disapproved requests for separation.

*b.* Initiation of separation action is not required for Soldiers who, at the time of the second 3-month review.

(1) Have between 18 and 20 years of active Federal service. These Soldiers will be required to retire on the last day of the month when they attain retirement eligibility, unless separation is authorized by an approved sentence of a court-martial, physical disability, or HQDA in accordance with AR 635–200.

(2) Did not overcome the bar, but time does not permit processing for separation because of ETS. These Soldiers will ETS with the bar in place and be denied continued service in all Army components.

(3) Are eligible for retirement with more than 20 years of active Federal service. These Soldiers will be required to retire on the first day of the seventh month, after the 6-month review.

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

## **Chapter 9**

### **Regular Army and Reserve Component Career Counselor**

#### **9–1. General information**

Commanders must continually evaluate their Army Retention Program workforce, most notably, their career counselors. Commanders should be proactive in maintaining the readiness of the force through careful consideration of recommendations for selection, training, use, and relief of these Soldiers.

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

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

#### **9–3. Career counselor assignment**

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

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

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

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

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

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

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

*c.* Senior commanders and/or commanders of battalions or higher level organizations may be required to have a PMOS career counselor. Those commanders not authorized a career counselor by TDA or modified table of organization and equipment and commanders of organizations that do not currently have a PMOS career counselor will appoint a full-time retention NCO in writing (see para 9–10 for qualifications prior to appointment).

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

#### **9–5. Use of career counselors**

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

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

*c.* Career counselors with a primary function of enlisting or transferring Soldiers from the RA to RC are primarily assigned to support the senior commander, units, and Soldiers within the geographic support area (as defined by HQDA and the senior commander’s installation support agreements) regardless of organizational affiliation. Specific units will not receive preferential treatment or service, regardless of the career counselor’s unit of assignment.

*d.* To maintain proficiency within the workforce, commanders possessing several career counselors and “no-cost” move authority may develop rotation programs within their respective organizations or installations (for example, a sergeant first class serves as battalion career counselor, followed by duty as the brigade career counselor, then progresses to division or corps operations NCO). Rotational assignments provide commanders with a highly trained, capable retention force. Soldiers and commanders should be aware that “no-cost” moves do not result in stabilization of the Soldier (see AR 614–200). Rotation programs significantly enhance readiness and the professional development of the Army Retention Program workforce.

*e.* RC (AGR) career counselors will not be reassigned locally without prior approval of the Commander, HRC.

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

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

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

#### **9–6. Rating schemes for career counselors**

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

*b.* It is HQDA’s intent to promote maximum effective utilization and placement of career counselors. Proper placement within the organizational structure should focus on where their skills and abilities can best support the commander. Assignment to the commander’s special staff is required at all levels of command. Granting “open door” access significantly improves the commander’s ability to accomplish their missions. These Soldiers provide expert information, evaluations, recommendations, and options to the commander to ensure and enhance retention readiness.

*c.* RA and RC Career Counselors of the same rank will not be placed in positions subordinate to one another. As such, these Soldiers will not be within the other Soldier’s rating scheme; rather, they will have the same rating scheme. This provision includes Soldiers assigned duties as retention officer. RA career counselors in a higher rank may rate lower ranking career counselors (regardless of component) if the CSM or commander determines that such rating scheme is in the best interests of the command’s retention program. RA Career Counselors on production will not be rated by RC Career Counselors, regardless of rank.

*d.* Raters and senior raters are encouraged to solicit input from the next command or senior career counselor in the chain of command regarding the rated Soldier's performance and potential for continued service. This is especially useful in evaluating the total performance of a career counselor assigned to brigade and battalion levels of command.

*e.* The rater for the command or senior career counselor of each level of command will be the CSM or the commander. This provision includes Soldiers performing full-time reenlistment duties.

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

### **9-7. Reclassification and relief of career counselors**

Ongoing evaluation and maintenance of the Army Retention Program workforce is critical to Army readiness. Accordingly, all commanders, command sergeants major, command career counselors, and senior career counselors will ensure subordinate career counselors maintain the highest standards of conduct, proficiency, performance, and ethics. Career counselors who fail to establish and maintain the confidence and trust required of their position undermine the sensitive balance of force management. Those career counselors will be immediately relieved, reclassified, and barred from future retention duties. Commanders are reminded that reclassification is an administrative action, not a punitive action. Reclassification is often necessary to maintain readiness and force integrity and does not necessarily adversely reflect upon the Soldier. Criteria and procedures are located in DA Pam 601-280.

*a.* Commanders will flag (see AR 600-8-2), relieve (see AR 600-20 and AR 623-3), and request reclassification of (see chap 4 of this regulation and AR 614-200) career counselors who fail to maintain the highest standards of personal and professional characteristics, conduct, behavior, or performance of duty.

*b.* Command career counselors have program supervisory responsibility over their subordinate workforce of the senior mission commander. They will ensure the force is fit, qualified, and willing to accomplish all tasks and functions. They will also ensure the force is capable of fulfilling their responsibilities as prescribed by this regulation, regardless of the career counselor's unit affiliation. In executing these responsibilities, they will recommend "relief for cause" of career counselors warranting removal to the DMPM (DAPE-MPE) in writing (see AR 623-3). In supporting their recommendations, the command career counselor will provide the career counselor's chain of command or supervisory chain with relevant documentation, RETAIN data, statements, SAV findings, observations, and specific recommendations.

*c.* Unless specifically addressed in the installation support agreement, host senior commanders may only make recommendations (versus directly relieve) concerning career counselors assigned to a tenant or supported unit belonging to another ACOM, ASCC, or DRU. Recommendations for relief will be forwarded through the appropriate chain of command for further action.

*d.* Specific grounds for relief and reclassification of career counselors are located in DA Pam 601-280.

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

(1) Released for cause (see glossary).

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

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

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

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

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

### **9-8. Career Counselor Badge**

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

*b.* The Career Counselor Badge is authorized for wear upon graduation of the Basic Career Counselor Course (see AR 670-1). Upon successful completion of 12 months as a PMOS 79S career counselor, the Career Counselor Badge becomes a permanent award. Commanders are encouraged to appropriately recognize counselors upon eligibility during appropriate awards ceremonies or formations utilizing DA Form 7347 (Career Counselor Badge Certificate).

*c.* Soldiers relieved of career counselor duties will have their badge withdrawn in accordance with AR 600-8-22.

### **9–9. Secretary of the Army’s Career Counselor and Reserve Component Career Counselor of the Year Award**

The SECARMY’s Career Counselor and Reserve Component Career Counselor of the Year Awards recognize the most outstanding career counselors for achievements in support of the retention effort and outstanding personal qualities. For eligibility and criteria for selection, see DA Pam 601–280.

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

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

*b.* First sergeants, platoon sergeants, PMOS 79S career counselors, and full-time retention NCOs will not be assigned additional duties as reenlistment NCOs at company or similar levels of command.

*c.* Soldiers currently assigned and performing satisfactorily as additional duty retention NCOs should not be relieved or reassigned solely for failure to meet the prerequisites for the job. Commanders will continue to evaluate the performance of each additional duty retention NCO to determine whether the Soldier should continue to be retained on such duty.

### **9–11. Career counselor role in support of administrative separation programs**

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

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

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

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

*d.* The career counselor is an integral link in ensuring that all Soldiers are fully advised of their status upon separation. These counseling requirements are part of the Army’s overall commitment to Soldiers, regardless of the circumstances surrounding their separation. Procedures described in applicable directives will be strictly adhered to in conjunction with separation counseling.

## **Chapter 10**

### **Retention Interviews and Career Planning**

#### **10–1. General**

The Army career counseling process is an ongoing function that begins the day a Soldier enters the Army and continues throughout the Soldier’s Army career. The Army Career Counseling System involves three stages (integration and professional development, sustainment, and career development) which are designed to prepare Soldiers for the future, whether a full Army career or for return to civilian pursuits. Army career counseling is an integrated effort among commanders, officers, NCOs, and career counselors.

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

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

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

*a.* Unless otherwise specifically stated below, responsibility for conducting career counseling sessions will not be further delegated.

(1) Commanders of large units, where the majority of troops are not under the direct control of the commander (for example, division Adjutant General companies or headquarters garrison companies), may wish to delegate their authority for conducting career counseling sessions.

(2) Commanders may delegate this authority to the responsible section chief of staff officer (commissioned or warrant) for the Soldier concerned.

(3) Delegation of this authority will be in writing, and may not be further delegated.

(4) Commanders retain responsibility to ensure counseling requirements are completed and documented.

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

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

## **Chapter 11**

### **Army Retention Program Operations during Periods of Increased Readiness or Mobilization**

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

*a.* The SECARMY may suspend or cease Army Retention Program operations during periods of increased readiness or mobilization, as required.

*b.* Changes to program missions, duties, responsibilities, and HQDA recognition programs will be announced as required by the DCS, G–1 (DAPE–MPE–RT).

#### **11–2. Policy for contingency plans**

*a.* The ACOM, ASCC, or DRU, corps, divisions, and senior commanders will develop, implement, evaluate, and maintain contingency plans to continue Army Retention Program missions, tasks, and functions.

*b.* Plans will provide the highest priority, including maximum access to all available RA and RC career counselor personnel resources, support, and program assistance, to the forward theater commander in support of all forces, units, and Soldiers within the theater of operations.

*c.* Modern doctrine and lessons learned from previous contingencies require a flexible force structure capable of accomplishing Army Retention Program missions, while operating in a multiple command task force or detached unit environment. Fragmentation resulting from unit, section, and individual Soldier attachment, detachment, or reassignment severely hampers traditional unit structured retention program effectiveness. Accordingly, plans will focus on supporting all Soldiers and units, regardless of organizational affiliation.

*d.* During deployments, it is mandatory that proper telecommunications capabilities be provided to enable career counselors to link with HQDA and other higher headquarters. Senior career counselors and commanders have the responsibility to provide automation support activities with detailed needs prior to any such deployments or exercises. This support is mission essential and will be included as part of the personnel operations and training movement plans.

*e.* Deployment special operating procedures should contain specific guidance for minimum documentation needed upon deployment. DA Form 4591 (Retention Counseling Record) and ERB are essential items to be considered.

#### **11–3. Deployment of career counselors**

*a.* During periods of mobilization, Soldiers performing duties as retention NCOs may possess a skill (PMOS or SMOS) critical to their unit's success. Upon receipt of official notification or alert for deployment, a battalion retention NCO may, consistent with the commander's desires, be returned to normal PMOS duties. When this occurs, battalion level commanders will notify the brigade-level commander of the need for battalion retention support.

*b.* Career counselors assigned to modified table of organization and equipment units are assets of their assigned units; as such, they will deploy with their units to forward theater of operations. Career counselors assigned to TDA units will deploy at the discretion of the commander.

## **Chapter 12**

### **Facilities and Publicity**

#### **12-1. Facilities**

*a.* Retention activities will be carried out in favorable surroundings. Locations in which interviewing, counseling, and related activities take place should ensure—

- (1) Privacy.
- (2) An informal, friendly atmosphere.
- (3) An effective display of retention literature.
- (4) Access to all necessary material, directives, and other sources of information needed for interviewing and counseling.

*b.* A retention office should be centrally located and attractively furnished. When available, a separate building is desired. The retention office will be identified by signs located throughout the area showing location and telephone number. When possible, retention offices should not be a part of or occupy office space with military personnel offices.

#### **12-2. Publicity**

The Army Retention Program will be supported by promotional materials. In addition to those items provided by the Army, each command should develop additional ideas to publicize retention opportunities.

*a.* Retention posters and displays will be featured in all locations frequented by enlisted personnel. Posters will be changed as needed and kept in good condition.

*b.* Retention material will be made available at all times. Self-service displays will be maintained in unit areas.

*c.* Outside displays with all-weather protection should be utilized when possible.

*d.* Retention publicity materials are distributed and may be requisitioned as follows:

- (1) When an RPI is printed or reprinted, it is automatically distributed to all RPI account holders.
- (2) Items stocked by Adjutant General publications centers may be requisitioned by submitting a request to Commander, U.S. Army Recruiting Command (RCRM-LO-PM), Fort Knox, KY 40121-2726.

*e.* A section of the unit bulletin board or a separate board will be properly labeled for the display of retention material. The name, location, and telephone number of the unit retention officer, unit retention NCO, primary duty career counselor, and RC career counselor serving the unit will be posted on the board. Current program information will also be posted, to include at a minimum, SRB information and in/out call messages. Copies of duty appointment orders will not be posted on this board.

## **Chapter 13**

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

#### **13-1. Oath**

The administration of the oath is required for enlistments and reenlistments. The administration of the oath of extension is not required to execute the extension, but is at the discretion of the extending Soldier. The planning of ceremonies for Soldiers desiring administration of the oath of extension will follow the guidance for planning enlistment and reenlistment ceremonies (see DA Pam 601-280). A commissioned officer or a commissioned warrant officer of the Armed Forces of the United States will administer the oath (see para 1-10). The officer must currently be on either active, reserve (active or inactive), or Retired Reserve status.

#### **13-2. Ceremony considerations**

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

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

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

*c.* Obtain the required signatures and following forms:

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

(3) DD Form 256 (Honorable Discharge Certificate) is presented to the Soldier only after the oath has been administered, if applicable.

*Note.* If certificate presentation folders are used, remove protective document coverings to prevent flash reflections on the pictures.

## Appendix A

### References

#### Section I

##### Required Publications

**AD 2019–15**

Enlisted Centralized Selection Boards (Cited in summary of change page.)

**AR 40–501**

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

**AR 350–1**

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

**AR 380–67**

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

**AR 600–8–19**

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

**AR 600–8–22**

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

**AR 600–8–105**

Military Orders (Cited in para 5–10.)

**AR 600–9**

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

**AR 600–85**

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

**AR 601–210**

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

**AR 614–200**

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

**AR 635–8**

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

**AR 635–40**

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

**AR 635–200**

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

**AR 670–1**

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

**DA Pam 601–280**

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

**DA Pam 611–21**

Military Occupational Classification and Structure (Cited in para 2–3*b*(8)(*c*).)

#### Section II

##### Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this regulation. DoD publications are available at <https://www.esd.whs.mil/dd/>. UCMJ material is available at <https://jsc.defense.gov/>. USC material is available at <https://uscode.house.gov/>.



**AD 2016–07**

Redesign of Personnel Readiness and Medical Deployability

**AD 2020–06**

Army Combat Fitness Test

**AR 1–201**

Army Inspection Policy

**AR 10–87**

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

**AR 11–2**

Managers' Internal Control Program

**AR 15–1**

Department of the Army Federal Advisory Committee Management Program

**AR 15–6**

Procedures for Administrative Investigations and Boards of Officers

**AR 15–185**

Army Board for Correction of Military Records

**AR 25–2**

Army Cybersecurity

**AR 25–30**

Army Publishing Program

**AR 27–10**

Military Justice

**AR 37–104–4**

Military Pay and Allowances Policy

**AR 50–5**

Nuclear Surety

**AR 55–46**

Travel Overseas

**AR 135–5**

Army Reserve Forces Policy Committee

**AR 135–18**

The Active Guard Reserve Program

**AR 135–91**

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

**AR 135–175**

Separations of Officers

**AR 135–178**

Enlisted Administrative Separations

**AR 135–210**

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

**AR 140–1**

Mission, Organization, and Training

**AR 140–10**

Assignments, Attachments, Details, and Transfers

**AR 140–111**

U.S. Army Reserve Reenlistment Program

**AR 195-3**  
The Criminal Investigation Command Special Agent Program

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

**AR 350-10**  
Management of Army Individual Training Requirements and Resources

**AR 350-51**  
United States Army Officer Candidate School

**AR 600-4**  
Remission or Cancellation of Indebtedness

**AR 600-8**  
Military Human Resources Management

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

**AR 600-8-24**  
Officer Transfers and Discharges

**AR 600-8-101**  
Personnel Readiness Processing

**AR 600-8-104**  
Army Military Human Resource Records Management

**AR 600-20**  
Army Command Policy

**AR 600-37**  
Unfavorable Information

**AR 600-43**  
Conscientious Objection

**AR 600-110**  
Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus

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

**AR 611-5**  
Personnel and Classification Testing

**AR 621-202**  
Army Educational Incentives and Entitlements

**AR 623-3**  
Evaluation Reporting System

**AR 637-2**  
Separation Pay (Nondisability) and Levels of Payment

**AR 700-84**  
Issue and Sale of Personal Clothing

**CJCSM 3150.13C**  
Joint Reporting Structure - Personnel Manual (Available at <https://www.jcs.mil/>.)

**DA Pam 25-403**  
Guide to Recordkeeping in the Army

**DA Pam 220-1**  
Defense Readiness Reporting System – Army Procedures

**DA Pam 623–3**

Evaluation Reporting System

**DFAS–IN Manual 37–100**

The Army Management Structure (Available at <https://www.asafm.army.mil/>) (common access card required)

**DoD 7000.14–R**

Department of Defense Financial Management Regulation (FMR) Volume 1–15

**DoDI 1304.31**

Enlisted Bonus Program

**DoDI 1325.07**

Administration of Military Correctional Facilities and Clemency and Parole Authority

**DoDI 1341.13**

Post-9/11 GI Bill

**Manual for Courts–Martial United States (2019 Edition)**

(Available at <https://jsc.defense.gov/>)

**NGR 600–100**

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

**NGR 600–200**

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

**PL 104–208**

Omnibus Consolidated Appropriations Act, 1997 (Available at <https://www.congress.gov/>)

**The National Guidelines for Sex Offender Registration and Notification**

(Available at <https://smart.gov/>)

**UCMJ, Art. 15**

Commanding officer’s non-judicial punishment

**UCMJ, Art. 85**

Desertion

**UCMJ, Art. 86**

Absence without leave

**UCMJ, Art. 104a**

Fraudulent enlistment, appointment, or separation

**UCMJ, Art. 104b**

Unlawful enlistment, appointment, or separation

**UCMJ, Art. 137**

Articles to be explained

**5 USC 552(a)**

Records maintained on individuals

**10 USC 505**

Regular components: qualifications, term, grade

**10 USC 672**

Reference to chapter 1209

**10 USC 1174**

Separation pay upon involuntary discharge or release from active duty

**10 USC 1176**

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

**10 USC 1214a**

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

**10 USC 2261**

Presentation of recognition items for recruitment and retention purposes

**10 USC 7138**

Regular Army: reenlistment after service as an officer

**10 USC 7314**

Twenty to thirty years: enlisted members

**10 USC 7317**

Thirty years or more: regular enlisted members

**10 USC 10147**

Ready Reserve: training requirements

**10 USC 12203**

Commissioned officers: appointment, how made; term

**10 USC 12301**

Reserve components generally

**10 USC 12302**

Ready Reserve

**10 USC 12303**

Ready Reserve: members not assigned to, or participating satisfactorily in, units

**10 USC 12304**

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

**10 USC 12304a**

Army Reserve, Navy Reserve, Marine Corps Reserve, and Air Force Reserve: order to active duty to provide assistance in response to a major disaster or emergency

**10 USC 12304b**

Selected Reserve: order to active duty for preplanned missions in support of the combatant commands

**10 USC 12305**

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

**34 USC 20911**

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

**37 USC 308**

Special pay: reenlistment bonus

**37 USC 309**

Special pay: enlistment bonus

**37 USC 331**

General bonus authority for enlisted members

**37 USC 373**

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

## **Section III**

### **Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/> and DD forms are available on the Office of the Secretary of Defense website at <https://www.esd.whs.mil/directives/forms/>.

#### **DA Form 1695**

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

#### **DA Form 3072**

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

#### **DA Form 3286–79**

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

#### **DA Form 3340**

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

#### **DA Form 4126**

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

#### **DA Form 4591**

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

#### **DA Form 4789**

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

#### **DA Form 4991**

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

#### **DA Form 5612**

Certificate of Appreciation for Army Spouse (of Reenlistees) (Prescribed in para 13–2*a*.)

#### **DA Form 5689**

Oath of Reenlistment (Prescribed in para 1–10*d*(3)(*c*).)

#### **DA Form 5690**

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

#### **DA Form 5691**

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

#### **DA Form 7249**

Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard upon REFRAD/Discharge from Active Army Service (Prescribed in para 7–11.)

#### **DA Form 7347**

Career Counselor Badge Certificate (Prescribed in para 9–8*b*.)

## **Section IV**

### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website at <https://armypubs.army.mil/> and DD forms are available on the Office of the Secretary of Defense website at <https://www.esd.whs.mil/directives/forms/>.

#### **DA Form 11–2**

Internal Control Evaluation Certification

#### **DA Form 71**

Oath of Office – Military Personnel

#### **DA Form 1059**

Service School Academic Evaluation Report

**DA Form 1696**

Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2166-8**

NCO Evaluation Report

**DA Form 2166-9-2**

NCO Evaluation Report (SSG-1SG/MSG)

**DA Form 2166-9-3**

NCO Evaluation Report (CSM/SGM)

**DA Form 3540**

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

**DA Form 4856**

Developmental Counseling Form

**DD Form 4**

Enlistment/Reenlistment Document Armed Forces of the United States

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 256**

Honorable Discharge Certificate

**DD Form 2807-1**

Report of Medical History

**DD Form 2808**

Report of Medical Examination

**SF 88**

Medical Record - Report of Medical Examination (Available at [https://www.gsa.gov/.](https://www.gsa.gov/))

**USCIS Form I-551**

Permanent Resident Card (Application available at [https://www.uscis.gov/.](https://www.uscis.gov/))

## Appendix B

### Addresses and Points of Contact

#### B-1. State and local Army National Guard addresses

For information, addresses for state and local ARNG activities and general information concerning ARNG units, contact: U.S. Army Human Resources Command – Reserve Component Transitions (AHRC–RCT), Room 1–3–052, Department 170, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5107. WS014 Reserve Component Transitions office phone number: 502–613–4200. Helpdesk email: [usarmy.knox.hrc.mbx.cmd-staff-rct-helpdesk@mail.mil](mailto:usarmy.knox.hrc.mbx.cmd-staff-rct-helpdesk@mail.mil). Reserve Component Transitions Army Knowledge Online Knowledge Center: <https://www.us.army.mil/suite/page/702676>. Reserve Component Transitions landing page: <https://www.hrc.army.mil/enlisted/reserve%20component%20transition%20branch> (common access card required).

#### B-2. Adjutants General addresses

See table B-1 for a list of adjutants general's addresses for distribution of enlistment packets.

**Table B-1**

**List of state and territory adjutants general's addresses for distribution of enlistment packets**

State	Address
Alabama	P.O. Box 3711 Montgomery, AL 36109–0711
Alaska	3601 C St, Ste 620 Anchorage, AK 95503–5989
Arkansas	TAG–AZ–RR Camp Robinson North Little Rock, AR 72118–2200
Arizona	5636 E. McDowell Rd Phoenix, AZ 85008–3455
California	9800 Goethe Rd Sacramento, CA 95827–3561
Colorado	300 Logan St Denver, CO 80203–4072
Connecticut	360 Broad St Hartford, CT 06105–3795
Delaware	1 Vavala Way New Castle, DE 19720–2417
District of Columbia	2001 East Capitol St SE Washington, DC 20003–1719
Florida	82 Marine St St. Augustine, FL 32084–5039
Georgia	Department of Defense, Military Division P.O. Box 17965 Atlanta, GA 30316–0965
Guam	622 E Harmon Industrial Park Rd Fort Juan Muna Tamuning, GU 96913–4421

**Table B-1**  
**List of state and territory adjutants general's addresses for distribution of enlistment packets—Continued**

State	Address
Hawaii	3949 Diamond Head Rd Honolulu, HI 96816-4495
Idaho	P.O. Box 45 Boise, ID 83707-0045
Illinois	1301 North MacArthur Blvd Springfield, IL 62702-2399
Indiana	Military Department of Indiana P.O. Box 41326 Indianapolis, IN 46241-0326
Iowa	Camp Dodge 7700 NW Beaver Dr Johnston, IA 50131-1902
Kansas	P.O. Box C-300 Topeka, KS 66601-0300
Kentucky	100 Minuteman Pkwy Frankfort, KY 40601-6120
Louisiana	6400 St Claude Ave New Orleans, LA 70117-1456
Maine	194 Winthrop St Augusta, ME 04330-5032
Maryland	5th Regiment Armory 29th Division St Baltimore, MD 21201-2221
Massachusetts	25 Haverhill St Camp Curtis Guild Reading, MA 01867-1999
Michigan	2500 South Washington Ave Lansing, MI 48913
Minnesota	Veterans Service Bldg 20 W 12th St St. Paul, MN 55155-2002
Mississippi	P.O. Box 5027 Jackson, MS 39216-1027
Missouri	1717 Industrial Dr Jefferson City, MO 65109-1468
Montana	P.O. Box 4789 Helena, MT 59604-4789



**Table B-1**  
**List of state and territory adjutants general's addresses for distribution of enlistment packets—Continued**

State	Address
Nebraska	1300 Military Rd Lincoln, NE 68508-1090
Nevada	2525 South Carson St Carson City, NV 89701-5502
New Hampshire	State Military Reservation 1 Airport Rd Concord, NH 03301-5353
New Jersey	Eggert Crossing Rd CN 340 Trenton, NJ 08625-0340
New Mexico	P.O. Box 4277 Santa Fe, NM 87502-4277
New York	330 Old Niskayuna Rd Lathan, NY 12110-2224
North Carolina	4105 Reedy Creek Rd Raleigh, NC 27607-6410
North Dakota	Frain Barracks P.O. Box 5511 Bismarck, ND 58502-5511
Ohio	2825 West Dublin Granville Rd Columbus, OH 43235-2712
Oklahoma	3501 NE Military Cir Oklahoma City, OK 73111-4398
Oregon	2150 Fairgrounds Rd NE Salem, OR 97303-3299
Pennsylvania	Department of Military and Veterans Affairs Building P-0-47 Fort Indiantown Gap, PA 17003-5002
Puerto Rico	P.O. Box 3786 San Juan, PR 00904-3786
Rhode Island	1051 North Main St Providence, RI 02904-5717
South Carolina	1 National Guard Rd Columbia, SC 29201-3117
South Dakota	2823 West Main St Rapid City, SD 57702-8186
Tennessee	Houston Barracks P.O. Box 41502 Nashville, TN 37204-1501

**Table B-1**  
**List of state and territory adjutants general's addresses for distribution of enlistment packets—Continued**

State	Address
Texas	P.O. Box 5218 Austin, TX 78763-5218
Utah	P.O. Box 1776 12953 South Minuteman Dr Draper, UT 84020-1776
Vermont	Bldg 1 Camp Johnson Winooski, VT 05404-1697
Virgin Islands	FAB Henry E. Rohlsen Airport St. Croix, VI 00820-1150
Virginia	501 East Franklin St Richmond, VA 23219-2317
Washington	1 Militia Dr Camp Murray, WA 98430-5000
West Virginia	1701 Coonskin Dr Charleston, WV 25311-1085
Wisconsin	P.O. Box 8111 Madison, WI 53708-8111
Wyoming	5410 Bishop Blvd Cheyenne, WY 82009-3338

## Appendix C

### Internal Control Evaluation

#### C-1. Function

The function covered by this evaluation is the management of a retention program.

#### C-2. Purpose

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

#### C-3. Instructions

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, interviewing, sampling, simulation, or other). Answers that indicate deficiencies must be explained and corrective action identified in supporting documentation. These internal controls must be evaluated at all levels below ACOMs, ASCCs, and DRUs. These internal controls should be evaluated at the battalion and unit level semiannually and at the brigade, division, corps, and installation level at least annually on DA Form 11-2 (Internal Control Evaluation Certification).

#### C-4. Test questions

*a. Unit level (company, battery, and troop).*

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

*b. Battalion level.*

- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located with privacy provided for conducting interviews and counseling Soldiers?
- (3) Does the battalion have a full-time retention NCO with duty appointment orders or a PMOS 79S career counselor assigned or attached?
- (4) Has the battalion established an incentive and awards program in writing?
- (5) Does the battalion maintain eligibility rosters for current and previous years?
- (6) Does the battalion disseminate retention objectives and accomplishments to unit level?
- (7) Does the battalion have an approved special operating procedure?
- (8) Does the battalion conduct inspections of subordinate programs and keep copies on file for current and previous fiscal years?
- (9) Does the battalion have an established system to track and conduct reviews on bars to continued service?
- (10) Does the battalion maintain complete monthly statistics for the RA and RC retention mission?
- (11) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hardcopy or electronically?
- (12) Does the battalion receive RPIs from higher headquarters?

- (13) Is the battalion career counselor or full-time retention NCO free of additional or roster type duties?
- (14) Does the battalion maintain continued service and extension packets, to include copies of annexes, ERBs, (other documents as applicable), and RETAIN paperwork for 24 months in accordance with DA Pam 601–280?
- (15) Does the battalion have an established system to track DA Forms 4991?
- (16) Are ETS and IMREPR changes tracked and source documents filed to verify transactions?
- (17) Does the battalion receive funding from higher headquarters to purchase RPIs?
- (18) Does the battalion conduct formal training for subordinate personnel?
- (19) Are Soldiers that are scheduled to deploy and assigned to the battalion prepared in RETAIN?

*c. Brigade level.*

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

*d. Installation, division, and command level.*

- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located with privacy provided for conducting interviews and counseling Soldiers?
- (3) Are career counselors assigned or attached on orders for the units they support?
- (4) Has the installation established an incentive and awards program in writing?
- (5) Does the installation maintain eligibility rosters for current and previous year?
- (6) Does the installation provide its subordinate units with a mission letter that is signed by the commander and are copies on file for current and previous fiscal years?
- (7) Are career counselors free of additional or roster type duties?
- (8) Does the installation have an approved memorandum of instruction or special operating procedure?
- (9) Does the brigade conduct inspections of subordinate programs and keep copies on file for current and previous fiscal years?
- (10) Does the installation receive and disseminate RA and RC retention objectives and accomplishments from higher headquarters?
- (11) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hardcopy or electronically?
- (12) Are bars to continued service being reviewed within the command in accordance with chapter 8 of this publication and DA Pam 601–280?
- (13) Are ETS and IMREPR changes tracked and source documents filed to verify transactions?
- (14) Are funds provided by the brigade in support of the commander's retention program to purchase RPIs?
- (15) Are RC appointment letters being processed and delivered to their perspective units in a timely manner?
- (16) Does the installation conduct formal training for subordinate personnel?

(17) Does the installation level retention office coordinate and ensure briefings and training, including, but not limited to, NCOCP, commander's call, and NCO Call, are being conducted?

**C-5. Supersession**

This evaluation replaces the evaluation previously published in AR 601-280, dated 16 October 2019.

**C-6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to Deputy Chief of Staff, G-1 (DAPE-MPE-RT), 300 Army Pentagon, Washington, DC 20310-0300.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACFT**

Army combat fitness test

**ACOM**

Army command

**AD**

Army directive

**AGR**

Active Guard Reserve

**AMHRR**

Army Military Human Resource Record

**AMOS**

additional military occupational specialty

**APFT**

Army physical fitness test

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ASCC**

Army service component command

**AWOL**

absence without leave

**BEAST**

benefits for education administrative services tool

**CAR**

Chief, Army Reserve

**CG**

commanding general

**CJCSM**

Chairman of the Joint Chief of Staff manual

**CMF**

career management field

**CNGB**

Chief, National Guard Bureau

**COMPO**

component

**CONUS**

continental United States

**CSM**  
command sergeant major

**DA**  
Department of the Army

**DART**  
Department of the Army retention training

**DCS**  
deputy chief of staff

**DD**  
Department of Defense (forms)

**DES**  
Disability Evaluation System

**DFAS-IN**  
Defense Finance and Accounting Service-Indianapolis

**DL**  
deployment limiting

**DLC**  
Distributed Leaders Course

**DMPM**  
Director of Military Personnel Management

**DoD**  
Department of Defense

**DoDI**  
Department of Defense instruction

**DRU**  
direct reporting unit

**EDAS**  
Enlisted Distribution and Assignment System

**eMILPO**  
electronic Military Personnel Office

**ERB**  
enlisted record brief

**ETS**  
expiration term of service

**FAO**  
finance and accounting office

**FIB**  
Financial Incentives Branch

**GCMCA**  
General Court-Martial Convening Authority

**HQDA**  
Headquarters, Department of the Army

**HRC**  
U.S. Army Human Resources Command

**IMREPR**  
immediate reenlistment prohibition code

**iPERMS**  
interactive Personnel Electronic Records Management System

**IRR**  
Individual Ready Reserve

**MAR2**  
military occupational specialty administrative retention review

**MILPER**  
military personnel

**MOS**  
military occupational specialty

**MSO**  
military service obligation

**NCO**  
noncommissioned officer

**NCODP**  
Noncommissioned Officer Development Program

**NCOPDS**  
Noncommissioned Officer Professional Development System

**NGR**  
National Guard Regulation

**OCONUS**  
outside the continental United States

**PL**  
Public Law

**PMOS**  
primary military occupational specialty

**POS**  
prior obligated service

**PULHES**  
physical, upper, lower, hearing, eyes, psychiatric

**RA**  
Regular Army

**RC**  
Reserve Component

**RCCC**  
Reserve Component career counselor

**RETAIN**  
Reenlistment/Reclassification System

**ROTC**  
Reserve Officers' Training Corps

**RPI**  
retention publicity item

**RRS-A**  
Records Retention Schedule-Army

**SAV**  
staff assistance visit



**SECARMY**

Secretary of the Army

**SF**

standard form

**SGM**

sergeant major

**SMOS**

secondary military occupational specialty

**SRB**

selective retention bonus

**SRIP**

Selected Reserve Incentive Program

**SRR**

service remaining requirement

**TDA**

table of distribution and allowances

**TEB**

transfer of education benefits

**TPU**

troop program unit

**TRADOC**

U.S. Army Training and Doctrine Command

**UCMJ**

Uniform Code of Military Justice

**USAR**

U.S. Army Reserve

**USARC**

U.S. Army Reserve Command

**USC**

United States Code

**USCIS**

United States Citizenship and Immigration Services

**USMAPS**

United States Military Academy Preparatory School

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

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

**Army**

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

**Army National Guard**

That part of the organized militia of the several states and territories, Puerto Rico, and the District of Columbia, active and inactive, that is a land force; is trained; has its officers appointed under the sixteenth clause of section 8, article I

of the Constitution; is organized, armed, and equipped wholly or partly at Federal expense; and is federally recognized (see NGR 600–200).

### **Army National Guard of the United States**

The RC of the Army, all of whose members are members of the ARNG. Consists of federally recognized units and organizations of the ARNG and members of the ARNG who are also Reserves of the Army (see NGR 600–200).

### **Career counselor**

RA career counselor (formerly retention NCO) and RC career counselor (formerly transition NCO). The commander's principal asset responsible for advising Soldiers on their careers and the various options offered by an RA or RC Army career. Routinely counsels Soldiers on procedures and eligibility for RA reenlistment. Responsible for counseling on opportunities available with the USAR and ARNG. Works in tandem with the RC career counselor in processing Soldiers who separate from the RA and elect enlistment or affiliation with the RCs. Consummates RC contracts. Performs coordination with RC commands as necessary to facilitate a Soldier's affiliation with the RCs, in addition to the counseling associated with their normal duties (see DA Pam 611–21 for various duty positions within the career counseling MOS).

### **Careerist**

a. A Soldier who has more than 36 months of active Federal service. This definition is used only within HQDA and the DoD for statistical purposes. A careerist should not be confused with a "second or subsequent term" as used in assignment of reenlistment objectives.

b. A category of reenlistment objective composed of Soldiers on their second or subsequent enlistment who will have more than 10 years of active Federal service at ETS or on their separation date.

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

Elimination for cause includes conduct, disciplinary or academic deficiency, failure, or a combination thereof. A bar is a probationary or rehabilitative measure, intended to put a Soldier on notice that they do not meet standards, but are being given a chance to correct the deficiency or shortcoming. If the Soldier corrects the problem, the bar is removed. Initiation of separation proceedings means that, in the commander's judgment, the Soldier will never meet standards and that early separation is in the best interest of the service.

### **Command Sergeant Major Program**

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

### **Component**

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

### **First enlistment (also initial enlistment)**

A voluntary enrollment in the RA as an enlisted member for the first time by a Soldier with no prior RA service or with prior service only in other branches of the Armed Forces.

### **First term**

A term used only within HQDA and DoD for statistical purposes to indicate a Soldier with 36 months or less of active Federal military service. This term is not the same and should not be interchanged with the term "initial term."

### **Immediate reenlistment**

A voluntary second or subsequent enrollment in the RA as an enlisted Soldier immediately upon separation from active military service in the Army. This term represents a concurrent action in which the separation document is not given to a Soldier until the Soldier has reenlisted in the RA.

### **Immediate reenlistment prohibition code**

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

### **Initial term**

A Soldier serving on an initial term of active Federal military service or a Soldier who has previously served less than 180 cumulative days on active duty as a member of the Armed Forces.

### **In-service personnel**

Soldiers currently serving on active duty in the Army.

**Mid-career**

A category of reenlistment objective assigned by HQDA to the ACOMs, ASCCs, and DRUs. A “mid-career” is a Soldier on a second or subsequent period of active Federal military service who will have 10 or less years of active Federal military service on their separation date or at ETS.

**Noncommissioned Officer Career Status Program reenlistment**

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

**Persons, applicants, personnel, or Soldier**

These terms, unless used in such a way as to apply to only one sex in general usage, are used in this regulation to mean both men and women.

**Prior service personnel**

In-service personnel with service before their current period of active duty.

**Reenlistee**

The Soldier reenlisting. Generally used in the same context as “applicant.”

**Reenlistment eligibility codes**

Assigned to Soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the RC career counselor and the Army recruiter of the Soldier’s eligibility to reenter the service. They are also referred to as “reentry codes” (see AR 601–210 for a list of these codes).

**Reenlistments**

All voluntary enrollments after the initial enlistment or induction.

**Regular Army**

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

**Reserve Component**

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

**Retention and Reclassification Branch**

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

**Retention noncommissioned officer**

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

**Second or subsequent term**

A Soldier who has reenlisted one or more times and is, therefore, on their second or subsequent term of active Federal military service. Soldiers who have prior service in another branch of the Armed Forces enter the Army as a “second or subsequent term.”

**Unsuitable Soldiers**

Soldiers who may exhibit their unsuitability through interests or habits that are detrimental to the maintenance of good order and discipline and who may have records of minor misconduct requiring repetitive corrective or disciplinary action.

**Untrainable Soldiers**

Soldiers who are found lacking in abilities and aptitudes to the extent that they require frequent or continued special instruction or supervision.

**UNCLASSIFIED**

**PIN 004378-000**