

Army Regulation 601–280

Personnel Procurement

Army Retention Program

**Headquarters
Department of the Army
Washington, DC
1 April 2016**

UNCLASSIFIED

SUMMARY of CHANGE

AR 601-280

Army Retention Program

This major revision, dated 1 April 2016-

- o Adds responsibilities of the senior Army career counselor (para 2-3a(2)).
- o Adds responsibilities of the command career counselors (para 2-6o).
- o Updates enlisted retention control points (table 3-1).
- o Adds additional waivable disqualifications for immediate reenlistments (para 3-9).
- o Clarifies permanent disqualifications for reenlistment at any time (para 3-9e).
- o Updates processing channels for waivers of reenlistment criteria (para 3-10).
- o Authorizes retention bonuses to be paid for training into critical military occupational specialties (chap 5).
- o Implements phaseout of the Bonus Extension and Retraining Program (chap 6).
- o Adds additional criteria for mandatory bars to reenlistment (para 8-4e).
- o Expands the career counseling system to 11 required interviews (table C-1).
- o Adds bar to reenlistment procedures (app K).
- o Adds instructions for completing DD Form 4 (Enlistment/Reenlistment Document-Armed Forces of the United States) (app L).
- o Incorporates Army Directive 2012-03, Army Retention Initiatives (hereby superseded), and Army Directive 2014-03, Retention Control Points (hereby superseded) (throughout).

Effective 1 May 2016


Personnel Procurement

Army Retention Program

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
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History. This publication is a major revision.

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

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It does not apply to personnel of the Army National Guard or the U.S. Army Reserve who are not included in the Active Army as it is defined in the glossary. Provisions of this regulation will be amended in accordance with the authorities for suspension of law related to the separation and retirement of military personnel under the following conditions: (1) Presidential 200K Call-up (Title 10, Section 12304, United States Code), using Title 10, Section 12305, United States

Code, to suspend all laws related to the separation and retirement of all military personnel up to 270 days; (2) Presidential Declaration of National Emergency for Partial Mobilization (Title 10, Section 12302, United States Code) using Section 12305 to suspend all laws related to the separation and retirement of all military personnel up to 24 months; and (3) Congressional Declaration of National Emergency for Full Mobilization (Title 10, Section 12301, United States Code) using Section 12305 to suspend all laws related to the separation and retirement of all military personnel for the duration of the war plus 6 months. In cases of conflict between this regulation and any other regulations setting forth retention policy for Soldiers serving in the Active Army, this regulation will take precedence.

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

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and

identifies key internal controls that must be evaluated (see appendix M).

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

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

Committee management. AR 15–1 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Department of the Army Committee Management Office (AARP-ZA), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527. Further, if it is determined that an established "group" identified within this regulation, later takes on the characteristics of a committee, as found in the AR 15–1, then the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee.

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

*This regulation supersedes AR 601–280, dated 31 January 2006; AD 2012–03, dated 2 February 2012; and AD 2014–03, dated 28 January 2014.

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Glossary

Chapter 1 General

1-1. Purpose

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

1-2. References

See appendix A.

1-3. Explanation of abbreviations and terms

See the glossary.

1-4. Responsibilities

Responsibilities are listed in chapter 2.

1-5. Goals and mission

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

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

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

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

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

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

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

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

(1) *Regular Army initial term mission.*

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

(3) *Regular Army career mission.* Soldiers who will have more than 10 years active Federal service at ETS.

(4) *Reserve Component enlistment and/or transfer mission.* This mission is based on the number of eligible Soldiers in the ranks of corporal/specialist and sergeant scheduled for ETS and may be assigned as required by Headquarters, Department of the Army (HQDA).

(5) *As otherwise required by Headquarters, Department of the Army.* This includes the USMAPS and ROTC Green to Gold programs.

d. HQDA (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 app H).

1-6. 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) RA Bonus Extension and Retraining (BEAR) Program participation.

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

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

(3) 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, Active Component (AC) and RC, as determined by a variety of board appearances, individual qualifications, and commanders' evaluations and recommendations.

c. Army Retention incentive award programs.

(1) *Purpose.* Incentive awards programs are designed to enhance commanders' abilities to accomplish Army retention and transition missions and goals as stated in paragraph 1-5.

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

1-7. 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 app H).

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

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

(1) Some Reserve officers and warrant officers of the Army have a statutory entitlement to reenlist in their former enlisted grade. The entitlement period starts on the day after discharge or release from active duty (REFRAD) as an officer and expires 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 former enlisted Soldiers of the RA and were discharged as RA enlisted Soldiers to immediately accept commissions or temporary appointments as active duty Reserve commissioned or warrant officers of the Army (no break in service permitted between RA enlisted and Reserve active duty officer or warrant officer status).

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

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

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

1. Misconduct.

2. Professional dereliction.

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

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

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

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

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

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

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

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

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

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 Active Army, former officers, warrant officers, and enlisted Soldiers are referred to AR 601–210 for information regarding reentry.

1–8. 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 Active Army or transferring or enlisting into the RC. Other Soldiers may be denied reenlistment, will be separated under appropriate administrative procedures, or barred from reenlistment under chapter 8.

1–9. 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 paragraph 3–10g 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 Reenlistment or Extension in the Regular Army) and initiate or recommend approval on all other actions including, but not limited to, bars to reenlistment, waivers, and retention related exception to policy. They may not—

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

(*a*) DA Form 3340.

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

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

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

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

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

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

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

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

e. In those cases where a Soldier’s commander believes it is not in the best interest of the Army for the Soldier to continue to serve, the commander will take one of the following actions listed below. If required the commander will forward the Soldier’s request for reenlistment or extension, 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.

(1) If a Soldier does not meet eligibility criteria outlined in chapter 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 reenlistment if the Soldier also meets the provision of chapter 8.

(2) If a Soldier meets eligibility criteria outlined in chapter 3, but the unit commander does not consider the Soldier to be a quality candidate for reenlistment or extension because the Soldier fits the criteria outlined in chapter 8, then the commander will initiate a bar to reenlistment. The approval authority for a bar to reenlistment will be based on the provisions of appendix K.

(3) If a Soldier meets eligibility criteria outlined in chapter 3 of this regulation and the unit commander does not deem the Soldier the best quality or to have the highest potential, but the Soldier does not warrant a bar to reenlistment, the unit commander will deny the Soldier’s reenlistment and forward the DA Form 3340 to the first brigade-level commander, colonel or higher, who will recommend approval or disapproval of the Soldier’s request for reenlistment

or extension. Each intermediate commander will make a specific recommendation with proper justification. HRC is the final authority for this action.

(4) If a Soldier meets eligibility criteria outlined in chapter 3, but the unit commander believes it is not in the best interest of the Army for the Soldier to continue to serve based on manning, requirements, and strengths (and a bar to reenlistment is not warranted), the unit commander will forward the Soldier's request for reenlistment or extension through command channels to the first brigade-level commander, colonel or higher, in the Soldier's chain of command. This commander will review the Soldier's request and the recommendation of the chain of command. If denial of the requested action is supported, the commander will provide his or her comments as an endorsement to the DA Form 3340, through the servicing career counselor, to the Commander, HRC. The Commander, HRC may deny reenlistment or extension to any Soldier who does not have a statutory entitlement to reenlist (chap 1). Any commander who is a commissioned officer in the Soldier's chain of command may stop the denial process and approve the Soldier's request to reenlist or extend.

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

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

1–10. Communication with Headquarters Department of the Army and other Government agency channels

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

Chapter 2 Responsibilities

2–1. Objective and overview

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

b. Success is a direct indicator of the quality of leadership exhibited by commanders, officers, and NCOs. Measurements of success include, but are not limited to, achieving the commander's retention missions with the fewest numbers of waivers, exceptions to policy, and "movement type" options, while improving the readiness, competency, and alignment of the force. Appendix H provides 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 AGR status in support of the transfer and/or enlistment of RA Soldiers into the RC.

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

c. Manage ARNGUS career counselor SDAP, when applicable.

d. Provide ARNGUS advertising and publicity support.

e. Establish enlistment eligibility criteria 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 retention proponent, delegates additional responsibilities to the following subordinate organizations:

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

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

(2) Through the Senior Army Career Counselor, will (at a minimum, list is not all inclusive)—*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 AC 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.

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

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

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

(3) Provide Armywide RETAIN system support.

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

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

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

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

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

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

(10) Publish special duty assignment pay (SDAP) orders for USAR AGR career counselors according to AR 614–200, when applicable.

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. Coordinate with U.S. Army Human Resources Command (HRC), as needed to ensure that they—

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

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

(3) Publish SDAP orders for USAR troop program unit career counselors according to AR 614–200, when applicable.

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

The CG, TRADOC, through the Commandant, Recruiting and Retention School, will—

a. Provide retention (Active Army and RC) training. The Commandant will coordinate fiscal mobile retention training funding requirements with TRADOC. The Commandant will obtain and administer funding for mobile retention training.

b. Serve as the point of contact for the functional proponent of DA Pam 611–21.

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

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

a. Execute duties and responsibilities as retention officers.

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

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

d. Maintain and publish statistics on Army retention, RC enlistment and/or transfer and special program eligible population, missions, accomplishments, and projections. Evaluate, advise, and assist subordinate commanders' processes, techniques, and abilities to do the same. Formulate and implement specific policies and procedures for subordinate commanders.

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

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

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

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

i. Ensure all career counselors (including additional duty reenlistment NCO) are effectively staffed, trained, utilized, performing to prescribed high standards, and accomplishing all missions, in strict accordance with this regulation (see chap 9). Particular attention will be given to the utilization of career counselors during unit readiness training, including, but not limited to alerts, field training exercises, and unit readiness evaluations (see chap 9 and app H).

ACOMs, ASCCs, and/or DRUs will ensure Active Army career counselors additionally performing the duties of RC career counselors are sufficiently trained and resourced to accomplish the RC enlistment and/or transfer mission.

j. Ensure subordinate commanders allocate sufficient monetary and personnel resources to implement, sustain, and accomplish Army Retention Program missions and requirements. ACOMs, ASCCs, and/or DRUs are responsible for defining and ensuring sufficient resources are allocated to support all subordinate and tenant activity commander missions in support of the Army Retention Program.

k. Conduct training conferences, seminars, and meetings, as necessary, for career counselors to train, review, discuss, and improve the Army Retention Program. Forward specific problems and recommendations for improving the Army Retention Program to DCS, G-1 (DAPE-MPE-PD), Washington DC 20310-0300.

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

m. Ensure their subordinate commanders do the following:

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

(2) Execute duties and responsibilities as retention officers.

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

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

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

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

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

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

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

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

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

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

(13) Ensure that reporting of immediate reenlistment prohibition codes (IMREPR), reenlistments, and extensions, via RETAIN, are processed in a timely manner. They will also develop and implement internal procedures ensuring prompt reconciliation of RETAIN report (see para 11-35).

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

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

- (16) Ensure commanders, leaders, and Soldiers are informed of the current Army Retention Program policies and procedures. An annual retention update for all NCOs and officers is required as a minimum.
- (17) Ensure the Army Retention Program is sufficiently publicized throughout the command.
- (18) Regularly review retention documents to ensure that administrative errors are corrected according to this regulation and proper counseling is conducted to prevent recurrences.
- n.* Serve as retention officer. All commanders, by virtue of their position, are retention officers for their specific command. This duty may not be delegated except as authorized in paragraph 1–9*h*. The retention officer will—
- (1) Make continuing estimates of the Army Retention Programs (Active Army and RC) for future planning.
 - (2) Submit recommendations for retention policies or changes to policies.
 - (3) Translate retention decisions and plans into orders and ensure distribution of the orders to subordinate units.
 - (4) Exercise supervision, including inspections as necessary, to ensure that retention policies are executed properly.
 - (5) Be alert for factors that hinder retention efforts.
 - (6) Maintain contact with local finance personnel and public information offices.
 - (7) Conduct frequent personal visits to units to disseminate current information and assure maximum involvement at all levels of command.
 - (8) Coordinate with the servicing comptroller office on funds governed under DFAS–IN Regulation 37–100 to ensure proper use of funds received to include support of tenant units on the installation.
 - (9) All promotional items purchased with retention funds will be directed at the retention effort and will contain retention specific logos or advertisements. Additionally, each item purchased will not exceed a reasonable cost in accordance with 10 USC 2261.
- o.* Ensure the command career counselor does the following (list is not all inclusive and includes para 2–6*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 commanding general’s retention program and serve on the special staff.
 - (2) Assigns an annual mission to subordinate commands.
 - (3) Exercises operational supervision of retention programs designed under the senior mission commander commands of interest.
 - (4) Enforces Army policy, directives, guidance, and processing procedures for retention and reclassification actions.
 - (5) Fulfills responsibilities of the AC or RC Army career counselor.
 - (6) Recommends the relief and reclassification of subordinate career counselors found unfit, unqualified, unable, or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain high standards as prescribed by this regulation (see chap 9).
 - (7) Coordinates and ensures installation personnel receive training as needed in support of the Army Retention Program.
- p.* Ensures the Active Army career counselor does the following:
- Note.* The Active Army career counselor is the program administrator and expert technical advisor to the commander and command sergeant major on all reenlistment aspects of the Army Retention Program.
- (1) Administers daily operations of the commander’s retention program.
 - (2) Ensures the commander and command sergeant major are continually updated regarding the readiness posture of the organizational Army Retention Program and compliance with HQDA and higher headquarters regulatory guidance.
 - (3) 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’s, missions, and accomplishments. Maintains mission projections, identifying potentially detrimental trends and/or retention mission shortfalls. Formulates and submits timely and specific recommendations for the commander to implement. Assigns reenlistment and RC enlistment and/or transfer missions to subordinate units.
 - (5) Executes and processes contracts of Soldiers for a period of continued service.
 - (6) Exercises operational supervision over subordinate unit reenlistment programs and personnel.
 - (7) Prepares and conducts formal training for subordinate and installation personnel as required. Ensures Soldiers are trained and remain sufficiently proficient to performed their assigned duties and responsibilities in support of the Army Retention Program.
 - (8) Conducts briefings, including but not limited to, Noncommissioned Officer Development Program (NCODP) training, commander’s call, NCO Call, of current AC and RC information to all leaders and Soldiers.
 - (9) Counsels Soldiers and Family members regarding the benefits and opportunities within the Army Retention Program.
 - (10) Ensures eligible Soldiers not desiring reenlistment are referred to, and counseled by, the servicing RC career counselor, at a minimum, as specified by this regulation.
 - (11) In the absence of an assigned RC career counselor, performs duties and responsibilities in paragraph 2–6*r*.

(12) Conducts, at a minimum, semi-annual inspections in accordance with AR 1–201. The command or senior career counselor of each corps, division, installation, brigade, group, and battalion will carry out the inspections of their subordinate commands. More frequent inspections or SAVs are at the discretion of the commander. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and be scheduled for reevaluation (generally 30 days). A key area to inspect is ensuring Soldiers are properly counseled as prescribed by appendix C. Outbrief commander and first sergeant for company level inspections, if necessary. Provide a written report of subordinate retention programs, through the command sergeant major, to the commander at battalion level and higher for corrective action. Inspection report formats, procedures, and additional requirements are at the discretion of the ACOM, ASCC, DRU, or installations or similar units as directed by the installation commander. The RC career counselor will be included in all inspections and visits.

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

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

(15) Operates RETAIN. Ensure correct input into RETAIN of Soldier qualifications and counsel Soldiers regarding available reenlistment and/or extension options. Obtain reenlistment control number (RCN) and/or extension control number (ECN) from RETAIN. Report accomplished reenlistments and/or extensions on RETAIN.

(16) Plans and conducts reenlistment and/or extension ceremonies.

(17) Submits or ensures preparation, timely submission, and processing of RETAIN transactions, including, but not limited to reenlistments, extensions, ETS transactions, IMREPR codes, correction of unresolved errors, and unprocessed transactions. RETAIN confirmations transmit assignment instructions and triggers selective retention bonus (SRB) payments. Field-level users have no more than 3 days from the date of reenlistment to confirm the contract. If the reenlistment is not confirmed within 3 days, ACOM-level users have 14 days from the date of reenlistment to confirm the contract. After 14 days, only HRC can confirm reenlistments.

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

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

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

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

g. Ensures the Reserve Component (RC) career counselor does the following:

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

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

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

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

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

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

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

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

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

(9) Conducts briefings, including but not limited to, preseparation services program briefings (see AR 635–8).

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

(11) Conducts, at a minimum, semi-annual inspections of subordinate unit retention programs. Particular attention will be given to the referral process, ensuring all eligible Soldiers are properly counseled, as prescribed by appendix C. Outbriefs commanders and command sergeants major when available. Provides a written report of subordinate retention programs, through the command sergeant major, to the commander for corrective action. Additionally, provides a copy

of the report to the servicing installation command or senior career counselor. Inspection report formats, procedures, and additional requirements are at the discretion of the ACOM, ASCC, and/or DRU.

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

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

(14) Drafts and executes support agreements with local Directors of Information Management (DOIMs), addressing maintenance and repair of all computer hardware, software, communications systems, facsimile (FAX) machines, shredders, and copiers which have been provided by sources outside the DOIM area of responsibility, including equipment provided by HRC or the servicing ACOM, ASCC, and/or DRU.

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

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

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

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

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

r. Ensures company commanders do the following:

(1) Execute duties and responsibilities as retention officers.

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

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

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

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

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

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

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

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

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

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

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

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

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

- (7) Prepares DA Form 3340 for the Soldier's and commander's signatures.
- (8) Coordinates, through RA career counselor to the servicing RC career counselor, referrals of eligible Soldiers declining reenlistment.
- (9) Coordinates through the career counselor, with the servicing FAO, Soldiers due retention bonus 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.

Chapter 3

Qualifications for Immediate Reenlistment and Command Sergeant Major Retention Program

3-1. Soldier processing

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

3-2. Determination of qualifications

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

3-3. Article 84, Uniform Code of Military Justice

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

3-4. Reenlistment qualification steps

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

- a. Determination of eligibility for discharge.
- b. Determination of eligibility for reenlistment.
- c. Determination of eligibility for waiver(s), if necessary.
- d. Determination of reenlistment periods.
- e. Determination of eligibility for reenlistment option(s).

3-5. Qualification of a Soldier for discharge

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

a. A Soldier may be discharged for immediate reenlistment at any time during the established reenlistment window, as directed by a HQDA retention message. 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) imposed by HQDA that cannot be met on the current enlistment or with an extension of the current enlistment of less than 24 months. Soldiers who require 24 or more months to meet the SRR may use a combination of reenlistment and extension to obtain the minimum time necessary to meet the SRR. Soldiers who incur a HQDA SRR and are entitled to an SRB may reenlist for three to six years, if otherwise qualified. The new period of reenlistment must not expire earlier than the previous ETS.

c. Soldiers who were approved for entry into the BEAR Program prior to 1 October 2013 may be discharged for

immediate reenlistment upon completion of training under the BEAR Program. The new period of reenlistment must not expire earlier than the previous ETS.

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 personal action for military occupational specialty (MOS) reclassification pending (includes mandatory reclassification for loss of qualifications as defined by AR 614-200 or has a request for joint domicile (either spouse) pending. Soldiers may not reenlist until the pending personnel action has been completed.

b. Soldiers cannot be discharged for the purpose of immediate reenlistment when they are within 3 months of ETS, except for Soldiers whose application has been approved by Commander, HRC, Retention Management Division (AHRC-EPR). Soldiers promoted to sergeant or staff sergeant within the 3-month window may, with unit commander approval, reenlist for any option for which qualified.

c. Soldiers restricted due to the 3-month window must process an exception to policy. Request for exception to 3-month windows will be forwarded through command channels to the first colonel in the Soldier's chain of command. If approval is supported, the commander will provide his or her comments, attached as an endorsement to DA Form 3340, through the installation senior career counselor to Commander, HRC (AHRC-EPR-P), via RETAIN. Any commander that feels the exception to policy is unwarranted may disapprove the request and no further action is required.

d. Soldiers notified of selection for direct appointment or commission, or attendance at an officer training program such as Officer Candidate School or Warrant Officer Flight Training, will be processed under paragraphs 4-2*d*.

3-7. Commander's evaluation of Soldier for continued service

a. Commanders should evaluate all potential reenlistees under the "whole person" concept. Those Soldiers who are not considered suited for future military service should be considered for immediate administrative separation or initiation of a bar to reenlistment under the provisions of chapter 8. Commanders must carefully assess their Soldiers and ensure only the Soldiers with the most potential are retained; Soldiers not assessed as quality based on the commander's decision may be denied retention 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 further 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 (nonwaiverable).

(1) A Soldier must be 18 years of age or older on the date of reenlistment and not more than 62 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 62.

(2) Soldiers may serve in the RA up to their retention control point or age 62, whichever occurs first.

b. Citizenship (nonwaiverable). A Soldier must meet one of the following criteria:

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

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

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

(3) Be a national of the United States. (Citizens of American 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 (nonwaiverable).

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

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

d. Medical and physical fitness.

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

(a) Soldiers approved for continuation of active duty by the physical disability evaluation system may reenlist or extend to their retention control point. These Soldiers may be identified by Enlisted Distribution and Assignment System (EDAS) data element physical category code (PHYC) “X” and data element continuation of active duty CD codes “A, B, D, E, or F.” However, if the disability for which the Soldier was continued worsens to the degree to make further 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 reenlistment. If reenlistment is denied, the Soldier must be referred to the physical disability evaluation system.

(b) Soldiers who are qualified for retention by a Physical Evaluation Board will not be denied reenlistment under this provision. Soldiers pending MOS Administrative Retention Review (MAR2) action per AR 600–60 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.

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

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

(b) Soldiers with temporary physical profiles (profile cannot exceed 12 months per AR 40–501) which preclude administration of an APFT, but who have passed an APFT within the preceding 9 months to the date of awarding of the profile, are eligible for reenlistment.

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

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

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

(1) Have a temporary or permanent physical medical condition that precludes weight loss, are otherwise physically fit, and have performed their duties in a satisfactory manner. The nature of on-going treatment must be documented. Extensions for temporary medical conditions must be for the minimum time necessary to correct the condition and achieve the required weight loss. Extensions or reenlistments are authorized for Soldiers with permanent medical conditions that preclude attainment of weight standards when medical separation is not warranted. The approval authority for these exceptions is GCMCA or the first general officer in the Soldier’s chain of command. Approved exceptions under this paragraph are for reenlistment or extension 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 table 3–1 by more than 1 month before expiration of contracted service (reenlistment or extension).

Table 3–1
Retention control points

Rank	Total active service in years
Private through private first class	5
Corporal/specialist	8
Corporal/specialist (promotable)	8
Sergeant	14
Sergeant (promotable)	14
Staff sergeant	20
Staff sergeant (promotable)	20
Sergeant first class	26
Sergeant first class (promotable)	26
First sergeant/master sergeant	29
First sergeant/master sergeant (promotable)	32
Command sergeant major/sergeant major	32

Notes:

¹ Active service is defined as service on active duty.

² Soldiers assigned to Special Bands (The U.S. Army Band, The U.S. Army Field Band, West Point Band, and the Old Guard Fife and Drum Corps) may serve up to the retention control point for their rank as stated in this policy.

³ Command sergeants major (CSMs) and sergeants major (SGMs) (at HQDA and ACOMs) serving in nominative positions where the CSM/SGM is rated by a general officer, member of the Senior Executive Service or equivalent; or serving as CSM at the U.S. Army Sergeants Major Academy or as Executive Officer to the Sergeant Major of the Army are authorized to serve past 32 years for assignment purposes. The maximum authorized time for these Soldiers is up to 35 years total active service.

⁴ Promotable only refers to RA and USAR. There is no “promotable” status in the Army National Guard (ARNG) AGR Title 10 Program. ARNG AGR Title 10 Enlisted Soldiers’ retention control point is established at the “nonpromotable” grade.

⁵ The retention control point for Soldiers classified in reporting code 09U is 9 months from the effective date of classification.

(2) Soldiers 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 not earlier than 90 days or no later than 180 days after the effective date of the reduction in grade or removal from the centralized promotion list. 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.

(3) 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.

(4) 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.

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

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 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

a. Waivable disqualifications are listed below:

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

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

- (2) Absent without leave (AWOL) or lost time for Soldiers may be approved as shown below for cumulative, but not necessarily consecutive days:
- (a) For 1 through 15 days AWOL or lost time, commanders (lieutenant colonel) of battalions or battalion-sized units, or Special Court-Martial Convening Authority (SPCMA), as appropriate.
 - (b) For 16 through 30 days AWOL or lost time, the first general officer or the GCMCA, whichever is in the most direct line to the Soldier.
 - (c) Waivers for AWOL or lost time exceeding 30 days will be submitted to the Commander, HRC (AHRC-EPR). This authority may not be further delegated.
- (3) Soldiers in the ranks of staff sergeant and above not serving on an indefinite 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 DA Forms 2166-8 (NCO Evaluation Report) and/or DA Forms 1059 (Service School Academic Evaluation Report) 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 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 a DA Form 1059 with a performance summary of "Failed to Achieve Course Standards" in an NCO Education System course.
- (4) There may be cases in which this regulation does not prescribe a waiver process for a certain disqualification, and a waiver is not prohibited by this regulation. If so, Soldiers who are otherwise qualified for reenlistment may be recommended by the unit commander, through appropriate command channels in accordance with HRC processing guidance, to Commander, HRC (AHRC-EPR).
- b. Soldiers advanced and/or promoted or selected for promotion by a HQDA centralized promotion board for sergeant first class through sergeant major, or attaining semi-centralized promotion list standing to sergeant or staff sergeant after AWOL and/or lost time or courts martial conviction are exempt from this disqualification. For reenlistment purposes, Soldiers recommended by their commander who successfully appear before a promotion board to sergeant or staff sergeant, or who are recommended by their commander and advanced to specialist and below will be considered to possess a waiver of promotion criteria. No further waiver is required.
 - c. Soldiers with the following disqualifications are ineligible for immediate reenlistment. Requests for waiver will not be submitted, unless an exception is authorized below. These Soldiers are in a nonpromotable status per AR 600-8-19. These Soldiers may be eligible to apply for RA enlistment per AR 601-210 at a later date.
 - (1) Soldiers being separated from current term of service to accept commissioned or warrant officer appointment.
 - (2) Soldiers being separated from current term of service with a locally imposed bar to reenlistment in effect.
 - (3) Soldiers failing to meet retention standards of AR 600-9.
 - (4) Soldiers being processed for involuntary separation under provisions of AR 635-200 (convenience of Government, defective enlistments/reenlistments and extensions, alcohol or other drug abuse rehabilitation failure, entry level performance and conduct, unsatisfactory performance, misconduct, or failure to meet weight control standards) or being processed for voluntary discharge under provisions of AR 635-200 (discharge in lieu of trial by court-martial).
 - (5) Soldiers in a nonpromotable status per AR 600-8-19.
 - (6) Soldiers selected for early release by HQDA Selective Early Retirement Board.
 - (7) Soldiers being separated for physical disability with entitlement to receive disability severance pay.
 - (8) Soldiers being separated for physical disability (existed prior to service as established by Physical Evaluation Board (PEB) proceedings (not entitled to severance pay)).
 - (9) Soldiers being separated with less than 20 years active Federal service by reason of physical disability.
 - (10) Soldiers being separated as conscientious objectors before completion of the term of service under AR 600-43.
 - (11) Soldiers who have completed their terms of service and are being separated as conscientious objectors, or Soldiers with religious convictions that preclude unrestricted assignments (see note 3 for exceptions).
 - (12) Soldiers who have a DA Form 4991 in effect. As an exception, Soldiers may request removal of the DA Form 4991 to Commander, HRC.
 - (13) Soldiers currently enrolled in the Army Substance Abuse Program are not allowed to reenlist. Upon successful completion of the program (see AR 600-85), the Soldier will be allowed to reenlist without waiver if he or she is otherwise qualified for reenlistment. As an exception (see para 4-9i), Soldiers who need more service to complete the program may be extended for the minimum number of months necessary, by the commander exercising SPCMA. 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 tattoos or other disqualifications per AR 670–1 or other applicable regulations.

(15) Soldiers who have lost PMOS qualification per AR 614–200.

(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.

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

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

(1) Soldiers medically documented as insane.

(2) Soldiers having a history of psychotic disorders.

(3) Soldiers who are convicted of a sex offense as defined by the National Guidelines for Sex Offender Registration and Notification, Department of Justice, Office of the Attorney General, 2 July 2008 (Federal Register, Volume 73, Number 128). 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.

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

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

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

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

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

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

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

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

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

3–10. Waivers and exceptions to policy

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

(1) Special category personnel (see para 3–10*n*).

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

b. Soldiers who are unable to qualify for reenlistment or extension for one or more reasons must submit a request for waiver. The request will be sent through command channels to the approval authority in time to allow for normal administrative processing. Request will not normally be submitted earlier than 4 months prior to being in the HQDA established reenlistment window, nor later than 4 months prior to ETS except for Soldiers who must extend or reenlist to meet a DA imposed SRR or for promotion to staff sergeant. This requirement is particularly important for requests for Soldiers approaching 3 months prior to ETS who desire unbroken service.

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

d. Exceptions to policy and requests for actions requiring final determination will be forwarded to HQDA or Commander, HRC, as prescribed by program guidance.

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

f. Requests for waivers, exceptions to policy, or other reenlistment actions will include a legible copy of the Soldier's enlisted record brief (ERB).

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

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

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

j. Administrative instructions. Requests for waiver or exception to policy will be submitted on a DA Form 3072. A copy of the DA Form 3340 will be included. The request will be initiated by the Soldier's immediate commander and forwarded for processing. Copies of DA Form 3340 and DA Form 3072 are in electronic format.

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

l. Disposition of disapproved waivers. Disapproved requests for waivers will be attached to the DA Form 3340 (if used) and filed in the Soldier's AMHRR.

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

n. Special category. Waiver authorities will not disapprove requests for waiver(s) of disqualification(s), or exception(s) to policy, for the Soldiers listed below who have less than 20 years of active Federal service. Disapproval recommendations will be forwarded to Commander, HRC, for final determination.

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

3-11. Questions and qualifications

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

3-12. Reenlistment ranks and periods

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

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

c. Soldiers of the Regular Army who have at least 10 years active Federal service in the Armed Forces as of the day of discharge (see para 3-5) will be reenlisted for an unspecified period of service as outlined in paragraph 3-16 and as specified in option 1 of appendix E.

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.

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

a. Officers and warrant officers with statutory entitlement, as defined in chapter 1 of this regulation are authorized to reenlist in the RA.

- (1) Local retention offices are authorized to reenlist these Soldiers in their former rank or in the rank of sergeant,

whichever is higher, after telephonic coordination with HRC (AHRC-EPR-P), for receipt of the RCN and MOS determination. The MOS will be based on the Soldier's experience and needs of the Army. The Soldier will then be reported as immediately available for assignment by the installation reassignment section per AR 614-200.

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

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

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

(1) Requests will be submitted on DA Form 4187 (Personnel Action) with DA Form 1696 (Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)), ERB (if appropriate), DA Form 4037 (Officer Record Brief), last DD Form 214 (Certificate of Release or Discharge from Active Duty) and/or other prior service separation documents, notification memorandum releasing the officer from active duty, promotion standing list documentation (if applicable), and any other documentation deemed appropriate (documentation supporting requested MOS such as civilian and/or service school diplomas and reports) attached as enclosures.

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

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

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

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

(2) Soldiers serving in the rank of staff sergeant or above may be enlisted in the rank of sergeant.

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

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

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

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

b. Military occupational specialties upon enlistment are as directed by Commander, HRC.

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

3-15. Command Sergeant Major Retention Program

a. Retention of command sergeants major and/or sergeants major beyond 32 years active Federal service is limited to those in nominative assignments and/or selected to fill command sergeants major/sergeants major positions where the commander is a general officer. Command sergeants major chosen as Commandant, U.S. Army Sergeants Major Academy are also included in this rule.

b. CSMs and/or SGMs selected under this authority may serve past 32 years active Federal purpose to complete nominative/specialized assignment requirements. These Command sergeants major and/or sergeants major may remain on active duty up to 35 years total active Federal service or age 62, whichever occurs first. Reenlistment periods authorized in paragraph 3-12 apply.

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

d. Reenlistment and/or extension processing. Soldiers selected for retention beyond 32 years active Federal service under the provisions of this regulation may be processed for reenlistment or extension of enlistment, as necessary. ETS

adjustments taking a Soldier past 32 years will be adjusted by DCS, G-1 (DAPA-MPE-PD) to allow the minimum time required by the nominative and/or specialized assignment.

3-16. Indefinite Reenlistment Program

a. Indefinite reenlistment. The SECARMY may accept RA Soldiers for an unspecified or indefinite term of service in accordance with 10 USC 505. All RA enlisted Soldiers with over 10 years active Federal service on date of discharge may be required to reenlist for an indefinite term unless otherwise exempted elsewhere in this regulation.

b. Eligibility. RA Soldiers in the rank of staff sergeant through CSM who are eligible for reenlistment in accordance with chapter 3, to include those with approved waivers, and have at least 10 or more years active Federal service on the date of discharge will be required to reenlist for an unspecified period of time. Soldiers with an SRR will only be allowed to reenlist, not extend, if they have 10 or more years active Federal service, except for humanitarian reasons, or pending other personnel actions.

c. Considerations. Soldiers on indefinite status will be allowed to serve until the applicable retention control point for their rank. If promoted, the Soldier is then permitted to serve to the 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.

d. Voluntary separation requests. Soldiers on indefinite 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.

e. Reductions in rank. Soldiers serving under indefinite status who are reduced in grade or removed from the centralized promotion list and who exceed retention control point as a result of reduction in rank or removal from 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 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 Secretary of the Army 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 not earlier than 90 days or no later than 180 days after the effective date of the reduction in grade or removal from the centralized promotion.

Chapter 4

Reenlistment, Extensions of Enlistment, and Declination of Continued Service Statements

4-1. Reenlistment options

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

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

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

c. Soldiers requesting reenlistment for an option that requires Personnel Reliability Program 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. Soldiers with less than 10 years active Federal service will be reenlisted for 2, 3, 4, 5, or 6 years of service, if otherwise qualified, and in accordance with HQDA guidance. Those Soldiers in the rank of staff sergeant or higher who, on the date of discharge, have 10 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. Regularly published MOS strength status will govern which options are offered to a Soldier at reenlistment. Soldiers in critically over-strength specialties may be restricted to retraining. Soldiers in shortage specialties may also be restricted from migrating to a different specialty.

g. Other restrictions as to trainability criteria and rank are also imposed by HQDA to effectively manage the enlisted

force. Regularly published guidance will be updated periodically over RETAIN or HQDA message. Career counselors will consult current guidance prior to making implied promises concerning a Soldier's reenlistment option.

4-2. Restrictions

Commanders, career counselors, and Soldiers must be aware of and understand the following restrictions before referring to the reenlistment option tables:

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

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

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

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

(2) At normal ETS.

d. All Soldiers reenlisting to meet SRR, regardless of the timeframe in which the reenlistment is accomplished, will be reenlisted only for the option listed in table E-1.

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

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

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

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

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

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

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

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

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

h. Former officers immediately reenlisting per paragraphs 1-7 and 3-13 will be reenlisted only for the reenlistment option E-1.

i. Soldiers in the rank of staff sergeant who are on the DA promotion list for promotion to sergeant first class will be reenlisted only for those options available to a sergeant first class.

j. Soldiers who are human immunodeficiency virus (HIV) positive are restricted to reenlistment in accordance with AR 600-110.

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

l. Initial term Soldiers assigned in CONUS may reenlist for any option which will result in a PCS and for which they are otherwise qualified for provided they will complete at least 2 years on station before movement.

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

4-3. Stabilized assignments

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

b. Soldiers in the rank of sergeant or above who are selected as U.S. Army recruiters will be stabilized in accordance with rules specified under AR 614–200.

c. Soldiers serving as RA career counselors may only reenlist for the reenlistment option listed in table E–1.

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

e. Soldiers assigned on or 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 in which they are otherwise qualified as long as the movement is after completion of the unit’s end date.

4–4. Waiving reenlistment commitments

a. A Soldier who reenlists with a specific commitment who later desires to waive the commitment must sign a statement, in duplicate, as follows: “I voluntarily waive my reenlistment commitment made at the time of my reenlistment. I realize and fully understand that I will be assigned in accordance with the needs of the Army.” The original of this statement will be filed in the servicing retention office. A copy will be scanned to interactive Personnel Electronic Records Management System (iPERMS) to be placed in the Soldier’s AMHRR.

b. Requests for cancellation of assignment will be made by the career counselor in accordance with current processing guidance to HRC when the reenlistment is waived before the report date. However, waiving a reenlistment commitment does not, in itself, cancel existing assignment instructions.

4–5. Service remaining requirements

a. An SRR is an HQDA prerequisite for a Soldier to have a specified amount of remaining contractual service in order for an authorized action to be taken (see AR 600–8–19, AR 614–30, AR 614–200, and AR 635–200). Examples include: CONUS and/or outside the continental United States (OCONUS) deployment; service school and/or course attendance; selection for special duty assignment; and semicentralized promotion.

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

(1) Soldiers serving on a second or subsequent enlistment (not on indefinite status) who arrive in the overseas command with insufficient service remaining will be counseled 10 months prior to their ETS regarding reenlistment to satisfy the prescribed overseas tour requirement. Soldiers must reenlist within 45 days of counseling or sign a DA Form 4991. Soldiers with a DA Form 4991 on file will have their date eligible for return from overseas (DEROS) adjusted to 2 days prior to their ETS.

(2) Soldiers who reenlisted under the RA Reenlistment Option to meet an SRR and are subsequently deleted from orders (due to no fault of their own), may request voluntary separation as an exception. Determination will be made on a case-by-case basis only.

(*a*) Submit request to the approval authority at HRC, endorsed thru the first colonel (O–6) in the chain of command, under the provisions of AR 635–200 (ideally defective or unfulfilled enlistment or reenlistment agreements - action when discovered after initial assignment).

(*b*) If approved—

1. And contractual ETS is more than 3 months from approval, Soldier’s ETS will revert to previous contractual ETS; or

2. And contractual ETS is within 3 months of approval or past the established ETS, Soldier’s ETS will be established not earlier than 3 months and not later than 6 months from approval date.

3. Career counselors must counsel Soldiers and inform them that any unearned portion of an SRB entitlement may be recouped.

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

(1) Elect a discharge for the purpose of immediate reenlistment (see para 3–6 for discharge considerations).

(2) Extend current enlistment (see sec II).

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

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

d. Initial term Soldiers are not required but may, at their option, take action under paragraphs c(1) through (3).

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

f. Soldiers who do not have sufficient service remaining to qualify for reassignment after completion of the prescribed overseas tour may extend their reenlistment (provided otherwise qualified) for the period necessary to meet the normal overseas tour and the SRR to return to CONUS. Extension must be executed before departure to the overseas area. Reason is in addition to those specified in paragraph 4–9 and table 4–1. Soldiers must be advised that,

by reenlisting and/or extending to meet the SRR for both the overseas tour and return to CONUS, they may be forfeiting a reenlistment option that they may have received from reenlisting in the overseas area.

4-6. Extensions

All Soldiers qualified for and desiring extensions will be counseled by the servicing reenlistment NCO and/or career counselor that reenlistment is normally preferable over an extension of enlistment to meet additional service obligations. Additionally—

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

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

c. Soldiers have the option of cashing in accrued leave on the first extension of an enlistment. Payment for accrued leave will be received after the Soldier's current ETS (as reflected by DD Form 4). The Soldier should contact the servicing FAO approximately 1-2 weeks upon commencement of the extension.

Note. Soldiers will be advised to submit a DA Form 4187 to request payment of accrued leave. In section III, "Request for Personnel Action," check "Other" and annotate "Cash in Accrued Leave." Section IV, "Remarks" will be annotated with "The number of days requested."

d. If a retention bonus is involved, extensions will not be used to increase bonus entitlement.

4-7. Periods of extension of enlistment

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

b. Extensions for initial term Soldiers in the ranks of private first class, specialist, or corporal who are on orders for long tour areas, may exceed 23 months, provided they do not exceed the retention control point for their rank at new ETS.

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

4-8. Cancellation of extension

Extensions of enlistment contracts are considered a binding agreement between the Soldier and the Army; therefore, cancellation of extensions will not be performed except when the Soldier extended to meet the SRR but did not receive the benefit of the extension (for example, executed an extension to comply with OCONUS orders and was subsequently deleted from the assignment by HRC). The servicing career counselor will review the Soldier's qualifications and request, ensuring compliance with this regulation, and forward the request through the Soldier's chain of command to HRC Retention and Reclassification Branch for determination.

4-9. Reasons for extensions of enlistment

Requests for extension of enlistment described in this regulation may be approved for the following reasons. Upon receipt of the approved DA Form 3340 and verification of eligibility, the servicing career counselor will obtain an ECN from Commander, HRC, via RETAIN. The ECN will be entered on the Soldier's DA Form 1695. Extensions for purposes other than those listed in this paragraph will be evaluated by the Soldier's immediate commander, approved as outlined, and accomplished only when the Soldier is within the reenlistment eligibility window. These extensions will not exceed a cumulative total of 12 months on any one enlistment, unless otherwise specified. Extensions are not authorized once the Soldier is within 3 months of scheduled ETS, except when prior approval has been obtained from Commander, HRC.

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

b. Retirement. AR 635-200 (retirement for length of service) applies. Soldiers applying for retirement may be extended through the last day of the retirement month. DA Form 1695 is not required. The retirement order will serve as documentary evidence of the approved extension. ECNs are not required for retirement extensions executed according to AR 635-200. The servicing career counselor is required to process an ETS transaction in RETAIN to reflect the last day of the retirement month in order to update the personnel database.

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

d. Reaching maximum age criteria. (See para 3-8.) Restrictions of subparagraph *c*, above, apply.

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

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

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

h. Weight control. See paragraph 3–8 for extending while under the Army Body Composition Program. The reason cited on the DA Form 1695 will be “in the best interest of the Service.”

Note. Pregnant Soldiers who are otherwise qualified may be extended for the least amount of time necessary to comply with service remaining requirements, consistent with retention control point limitations for the Soldier’s rank. Authority for extensions that exceed 23 months is Commander, HRC.

i. Army Substance Abuse Program. Soldiers currently enrolled in the Army Substance Abuse Program who need additional service to complete the program may be extended for the number of months needed by the commander exercising SPCMA. The reason cited on the DA Form 1695 will be “in the best interest of the Service.”

j. Contingency deployment conditions. Soldiers in a deploying unit, to include Soldiers required to reenlist for an indefinite period, may voluntarily extend to complete deployment period plus 3 months. Extension period cannot exceed 23 months.

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

l. Exceptions. Soldiers may extend, whether or not they are reenlistment or extension qualified, according to chapter 3. Soldiers who have nonwaiverable disqualifications, are flagged for APFT failure, do not meet weight standards, or have a locally initiated bar to reenlistment approved below HQDA, may extend when one of the conditions in paragraphs (1) through (7) exists. The approval authority for the following exceptions is the first commander who is a commissioned officer in the Soldier’s chain of command. There is no requirement for processing a DA Form 3072.

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

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

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

(4) A Soldier is within 90 days of ETS and continued healthcare is required, as determined by a competent medical officer. Confirmation will include the approximate amount of time past ETS required for completion of treatment. Extensions may be granted for days or a combination of months and days. Subsequent extensions are authorized as determined by medical officer and this regulation.

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

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

(7) Soldiers who require extension beyond current ETS for Medical Evaluation Board (MEB) and/or PEB or medical treatment must process in accordance with AR 635–200.

m. Soldiers affected by the Lautenberg Amendment. Soldiers who are seeking to reenlist and have a qualifying conviction under the Lautenberg Amendment (Assignment consideration code of “L9”) may not reenlist but may be processed for an extension 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 the extension. The reason cited on the DA Form 1695 will be “Convenience of the Government.”

Table 4–1
Extension of enlistment criteria

Rule	If a Soldier requests an extension and the purpose is—	No single extension will exceed—	And the total of all extensions will not exceed—	And action will be taken—
1	to meet SRRs for selection for overseas assignments, service school training, or other assignment of choice or for which selected	23 months	48 months	before compliance with orders directing movement or movement of dependents as appropriate but not if the Soldier is in the reenlistment eligibility window
2	to volunteer for an overseas assignment, to complete a normal overseas tour, or for a voluntary foreign service tour extension	23 months	48 months	before compliance with orders directing movement, or after approval of foreign service tour extension but not eligible if in the reenlistment eligibility window
3	to meet SRR for promotion to the rank of staff sergeant	13 months	48 months	before promotion regardless of reenlistment eligibility window
4	to meet SRRs for transfer of education benefits upon provision of Post 9/11 GI Bill (chapter 33)	23 months	48 months	before approval of transfer of education benefits upon provision of Post 9/11 GI Bill (chapter 33) but not if the Soldier is in the reenlistment eligibility window

4–10. Use of DA Form 4991

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

- a. Soldiers ineligible to obtain sufficient time through reenlistment or extension of enlistment as verified by the servicing career counselor per chapter 3.
- b. Soldiers with insufficient time and ineligible to take action to obtain sufficient time to complete an unaccompanied tour.
- c. Soldiers within 90 days of their contractual ETS date on date of notification of assignment instructions.
- d. Soldiers who are CONUS-based and alerted for OCONUS movement with insufficient time to complete an accompanied tour but who have sufficient time or are eligible to take action to obtain sufficient time to complete an unaccompanied tour. (That is, the Soldier having enough time to complete an unaccompanied tour, but not the longer accompanied tour, will not have a declination of continued service.)
- e. Soldiers serving on an indefinite reenlistment do not have the option of submitting a DA Form 4991. Indefinite Soldiers who are retirement eligible may submit retirement applications in lieu of assignment; however, approval is not automatic. Non-retirement eligible Soldiers may submit for separation under other applicable provisions of AR 635–200.

4–11. Execution and processing of DA Form 4991

- a. Soldiers not willing to reenlist or extend to meet an SRR will be advised of the impact of their decision by the servicing career counselor within 7 to 30 days from the EDAS transmittal date.
- b. The career counselor will initiate a DA Form 4991 after a Soldier has been on assignment instructions for more than 7 days but not later than 45 days from EDAS transmittal date and has not taken action to meet the SRR for the assignment. The career counselor will forward the document with a 3-working-day suspense to the commander or first sergeant to allow completion of counseling requirements.
- c. The commander or first sergeant will counsel the Soldier, ensuring the Soldier fully understands that refusal to comply with orders will result in the execution of a DA Form 4991. Specifically, Soldiers with a declination of continued service are—
 - (1) Placed in a nonpromotable status.
 - (2) Prohibited from reenlistment or extension of enlistment.
 - (3) Prohibited from applying for reentry into the RA for a period of at least 93 days if separated at normal ETS, and at least 2 years if voluntarily separated before ETS under applicable provisions of AR 635–200.
 - (4) Required to receive a rank determination from HQDA, if approved for reentry into the RA.
 - (5) Prohibited from application, selection, or attendance for commissioning or warrant officer appointment programs while on the current period of active duty.
 - (6) Precluded from consideration by HQDA for centralized selection for promotion and/or advanced schooling.
 - (7) Eligible to request voluntary separation under the provisions of AR 635–200 (see overseas returnees).

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

(9) Not eligible for separation pay.

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

e. For Soldiers in the rank of staff sergeant and below, the commander or first sergeant additionally will annotate the Soldier's DA Form 4591 (Retention Data Worksheet) in the remarks (block 37), and advise the Soldier that he or she is ineligible for reenlistment or extension. Retention personnel will further ensure the "9Q" IMREPR transaction is reported via RETAIN.

f. The commander or first sergeant will complete Section C and return the DA Form 4991 through the career counselor to the Reassignments Section.

g. Reassignments uses the DA Form 4991 as the basis for requesting a deletion action under AR 614-200 and for entering the proper assignment eligibility and availability code in the eMILPO.

4-12. Disposition of DA Form 4991

a. *Original.* Filed in the servicing retention office as prescribed by Army Records Information Management System (ARIMS).

b. *Second copy.* Scanned to iPERMS for permanent filing in the Soldier's AMHRR.

c. *Third copy.* Given to the Soldier.

d. *Additional.* An additional copy will be forwarded to Commander, U.S. Army Human Resources Branch (appropriate career branch), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5407.

4-13. Requests for withdrawal of DA Form 4991

a. Requests for withdrawal of DA Form 4991 must be fully justified and submitted through appropriate command channels in accordance with HRC processing guidance to Commander, HRC for consideration.

b. Requests will include a copy of the DA Form 4991, current copy of ERB, and chain of command recommendations.

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

d. Withdrawal requests will be submitted as follows:

(1) From CONUS, not later than 90 days before Soldier's ETS.

(2) From OCONUS, not later than 90 days (120 days for sergeant first class, first sergeant and/or master sergeant, and command sergeant major and/or sergeant major) before rotation date.

e. Disposition of approved withdrawal requests will be as prescribed in paragraph 4-12.

Chapter 5

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 the Secretary of Defense under 37 USC 308 and 37 USC 309. The SRB Program provides a monetary incentive that may be offered to retain adequate numbers of qualified personnel in certain reenlistment categories.

5-2. Program responsibilities

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

b. 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 man 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 the following reenlistment or extension categories:

(1) Designated military skill, career field, unit, or grade.

(2) To meet some other condition or conditions imposed by the Secretary of the Military Department.

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

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

(2) Reenlist in the Active Army 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 have 17 months continuous active duty on the date of reenlistment. Completion of the 17 months of continuous active duty need not occur immediately before the date of reenlistment.

(5) Reenlist under one of the conditions below:

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

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

(6) If discharged or released from active duty, reenlist within 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 currently assigned in, on assignment instructions to, or reenlisting (to include option E–2) for an authorized MOS included in the SRB Location MILPER paragraph by skill qualification identifier, additional skill identifier, or language qualification position, may be entitled to the SRB if otherwise qualified. For Soldiers who

possess an MOS with an associated additional skill identifier, skill qualification identifier, or language code listed in the MILPER Inventory paragraph 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. The Soldiers must remain eligible for future assignment in the SRB identified skill qualification identifier, additional skill identifier, or language position. This entitlement includes Soldiers who possess 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 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 who are reenlisting to meet the DA imposed SRR under the RA reenlistment option, may be entitled to the location specific SRB. 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.

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

(3) Soldiers who are selected for, or assigned as detailed 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. The following restrictions exist. Regardless of whether a Soldier is eligible under paragraph e, a Soldier is ineligible for a SRB if the reenlistee—

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

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

(3) Enlists in the RA following a discharge from an RC during or at completion of active duty for training, AGR, temporary tour of active duty, or active duty for special work tours.

(4) An SRB may not be paid to an enlisted member who has completed more than 20 years of active duty or who will complete a total of 24 years of service before the end of the period of active duty for which the bonus may be offered. Specific eligibility criteria is announced in the respective MILPER message for each bonus program.

(5) 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) Bonuses will be paid as a lump sum.

(3) Total SRB payment may not exceed \$25,000 for each year of additional obligated service with a maximum amount of 100,000 per SRB.

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

(5) The maximum number of additional obligated service will not exceed 6 years.

(6) An SRB will not be paid for any active Federal service beyond 24 years. Specific eligibility criteria is announced in the respective MILPER message for each bonus program.

b. *Additional obligated service.*

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

(2) Extensions are considered prior obligated service for bonus computation purposes once the extension has commenced. Soldiers whose extensions have not commenced by the date of discharge will be forgiven up to 24 months of the extension.

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

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

Section II

Administrative Instructions, Use, and Recoupment of Bonus Recipients

5–6. General

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

5–7. Records, reports, and orders

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

b. The SRB designator will be entered in the “Remarks” section of the DD Form 4.

c. The SRB designators will be used in all requests for assignment instructions, personnel actions, and correspondence for Soldiers serving on a period of SRB obligated service.

d. Orders directing assignment or reassignment of bonus recipients will show the proper bonus designator for the “ENL/REENLB.”

5–8. Written agreement

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

b. The agreement for an SRB recipient will be a DA Form 4789 (Statement of Entitlement to Selective Retention Bonus).

5–9. Financial administration

Bonus payments will be processed per DOD 7000.14–R, DODI 1304.31, and bonus processing RETAIN message.

a. Selective retention bonuses contingent upon successful completion of training for a new PMOS, skill qualification identifier, additional skill identifier, or language qualification will not be processed for payment by HRC Retention and Reclassification Branch to DFAS until the Soldier successfully completes all associated training requirements.

b. All other selective retention bonuses will be processed for payment by HRC Retention and Reclassification Branch within 10 days of confirmation in the RETAIN system.

5–10. Use of bonus recipients

The purpose of the SRB Program is to induce Soldiers to reenlist in critical MOSs and serve in those MOSs for the entire time 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 on which the bonus is based. This includes normal skill and career progression for the bonus MOS as published in DA Pam 611–21.

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

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

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

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

(3) In an MOS directed by the SECARMY.

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

(1) Per paragraphs 5–10*a*(1) through 5–10*a*(3).

(2) Per AR 614–200.

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

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

e. Requests for waivers of the above listed priorities will be submitted in writing through command channels to HRC Retention and Reclassification Branch. Requests will be fully justified as to 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.

5–11. Recoupment from Soldiers who fail to complete obligated service and correction of erroneous selective retention bonus cases

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

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

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

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

d. Cases involving SRB payments in which the career counselor erred, and the Soldier was not paid a bonus to which entitled, or was paid the wrong amount will be forwarded to HRC Retention and Reclassification Branch with recommendations for resolution.

5–12. 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 unqualified portion of the agreement. This does not apply to a Soldier who is not qualified because of injury, illness, or other impairment not caused by his or her own misconduct. Recoupment will not be accomplished until a final determination of the Soldier's appeal or rebuttal has been received and a determination is made to withdraw the minimum security clearance, lose qualification under Personnel Reliability Program, or lose any other qualification required for effective performance in the MOS. The effective date of recoupment will still be based on the date the Soldier originally lost technical proficiency.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(7) A Soldier will not forfeit any portion of an SRB when completion of training results in PMOS reclassification

into career management field (CMF) 18 or within the same CMF, unless otherwise directed by HRC because of technical disqualification or MOS disqualification due to Soldier's own misconduct.

5-13. Recoupment from Soldiers who voluntarily reclassify

Except as provided in paragraph 5-12b(7), a Soldier who voluntarily reclassifies and fails to complete the obligated service for which the SRB was paid will refund an amount equal to the unqualified portion of the agreement.

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

Chapter 6

Phaseout of the Bonus Extension and Retraining Program

6-1. Effective date of Bonus Extension and Retraining Program termination

This chapter provides policies, procedures, and administrative instructions for the phasing out of the previously used BEAR Program. Effective 1 October 2013, use of the BEAR Program was terminated. However, all previous BEAR Program agreements will be honored.

6-2. Service remaining requirements and extensions

- a. All soldiers previously approved for entry into the BEAR Program must extend their enlistment a sufficient amount of time to ensure they will have 24 months time-in-service remaining as computed from the completion date of training. Frequently, corrections to the original BEAR extension must be made to compensate for changes in training end dates. All attempts to correct extensions should be made prior to reenlisting the Soldier
- b. Extensions to participate in the BEAR Program are accomplished as a condition of acceptance into the program. Cancellation of the extension is not authorized for soldiers who voluntarily withdraw from the program or who are involuntarily removed from the program for any reason (that is, academic failure, punishment under UCMJ). The Soldier is considered, in either case, to have received the benefit of the extension.

6-3. Release and removal from the Bonus Extension and Retraining Program

- a. Soldiers may request release from the program for hardship or compassionate reasons only. Fully documented cases will be submitted through the Soldier's immediate commander and appropriate retention office to CG, HRC (Retention and Reclassification Branch), for consideration.
- b. Soldiers released from the program will not be considered for reentry into the program, unless documentation is furnished to indicate the reasons for removal no longer exist.
- c. Soldiers who fail to complete the training will be removed from the program, unless the training unit commander recommends that they be retained and rescheduled for a subsequent class date.
- d. Soldiers who have been approved for entry into the BEAR Program and subsequently become disqualified or receive punishment under UCMJ will be reported to Commander, HRC (AHRC-EPF-R), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5420 for confirmation of assignment information prior to proceeding to the training site. Soldiers allowed to remain in the BEAR Program (upon waiver of disqualification) will be allowed to reenlist upon completion of training and receive all benefits from the program.
- e. When release or removal from the program is necessary, the Soldier will be—
 - (1) Required to complete the period of service for which he or she extended under the program.
 - (2) Reclassified, if appropriate, and reassigned according to the needs of the Army.

6-4. Waivers

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

6-5. Selective Retention Bonus Award level

The MOS designated for award of SRB are changed periodically and are announced in MILPER messages as they occur.

- a. Soldiers will be paid the SRB level in effect at the time of agreement or at the award level in effect at the date of reenlistment, whichever is higher. The "time of agreement" is the date that the DA Form 1695 is completed after notice

of approval for entry into the BEAR Program. The Soldier will be paid even though the MOS no longer is designated for award of an SRB at the time the Soldier becomes eligible to reenlist under the BEAR Program.

b. As an exception, Soldiers with a higher SRB tier level based upon an additional skill identifier, SQI, assignment to a specific location (or combination) based upon the current SRB MILPER Message Location Specific paragraph only, may be paid the higher SRB.

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

Chapter 7

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

7-1. Reserve Component

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

7-2. Pre-separation briefing

AR 635-8 requires honorably separating Soldiers (other than retirees) to attend a pre-separation service program briefing. According to AR 635-8, prior to being released from active duty, all Soldiers are required to attend a pre-separation service program briefing. This briefing is held for Soldiers who are within 90 to 180 days of their ETS. The career counselor is required to attend these briefings to present information related to methods of fulfillment of military service obligation (MSO) and benefits of membership in the RCs. The presentation will not be used as a substitute for the required individual Soldier interview directed by this chapter and appendix C. At a minimum, information on the following topics will be presented:

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

7-3. Interviews

- a. Reserve Component affiliation counseling will be accomplished in accordance with the guidance provided in appendix C.
- b. The counseling requirements of appendix I apply to affiliation with the ARNGUS or USAR.
- c. All nonretiring company grade officers and warrant officers must be interviewed by the local career counselor upon application for REFRAID or discharge from active duty.

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

The goal of the Army Retention Program is to serve the needs of the Army while providing an invaluable service to Soldiers. Except for special programs as announced, waivers are not authorized for RC enlistment and/or transfer. Soldiers must meet all eligibility criteria established by this regulation, referenced regulations, and HRC. Eligibility must be established and verified through records screening by the servicing career counselor 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. Career counselors will review no earlier than 5 business days, prior to ship confirmation, the DD Form 214 on all Soldiers processed for an ARNGUS unit, USAR unit assignment, or IRR enlistment to ensure that no discrepancies exist between the eligibility determinations made by the servicing career counselor and the Soldier's character of separation. All discrepancies will be resolved prior to ship confirmation of the Soldier's reservation.

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

- (1) *Age.* Soldiers must be able to attain 20 years of qualifying service for retired pay by age 60.
- (2) *Citizenship.* Soldiers must be U.S. citizens or aliens who have been lawfully admitted to the United States for permanent residence. Lawfully admitted aliens must have a valid USCIS I-551.

(3) *Trainability.* Soldiers enlisting or transferring for an MOS, other than a currently held PMOS, secondary MOS (SMOS), or additional MOS, must meet all the current requirements established by DA Pam 611–21 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 (GT) score. The HRC Transition Branch can grant waivers of up to three points in needed aptitude areas for some MOSs. See current RETAIN messages in reference to the contact numbers.

(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 for all aptitude areas not to go below 80.

(c) Line scores waivers will not be granted for any MOSs determined to be over-strength based on the U.S. Army Reserve Command G–1 Army Force Generation Imperative Manning Priorities List.

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

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

(a) Soldiers who have a permanent profile resulting in a disqualification for duty in their MOS must have the results of an MAR2/MEB/PEB authorizing retention in the Active Army. Soldiers with a 3 or higher under any portion of their PULHES require further verification to determine eligibility. If a Soldier's profile contains a 3 or higher under any portion of the PULHES and they have not completed the MAR2/MEB/PEB process, the Soldier is not eligible for transition into the RC.

(b) A temporary 3 under any portion of the PULHES must be resolved prior to ETS. The only exception to a temporary 3 in PULHES allowed to transition is pregnancy.

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

(d) Soldiers must have a physical examination completed within 12 months of separation of active duty, and it must be validated within 30 days of transition from active duty. Documentation verifying medical eligibility will be included in the transition packet. The following are authorized documents used to determine medical eligibility:

1. Individual Medical Readiness Report from Medical Protection System.

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

(6) *Human immunodeficiency virus.* Soldiers must present evidence of negative HIV test results valid through ETS or show evidence that results are pending on an HIV test administered within 60 days of terminal leave date or REFRAD date, whichever is earlier. The HIV test results are valid for 5 years. Soldiers who are HIV positive are not eligible for processing.

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

(8) *Rank.* All Soldiers regardless of rank if otherwise qualified.

(9) *Moral and administrative.* The career counselor must review the Soldier's military personnel file to determine if any moral or administrative disqualifications exist. Screen the ERB for bar to reenlistment data and for lost time and/or confinement data. The military personnel file must also be screened for court-martial orders, flagging actions, and reduction in rank actions. Prior Service female Soldiers separating under the provisions of AR 635–200 (see pregnancy) are eligible for enlistment into the ARNGUS. This is provided the Soldier has an MSO or 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 reenlistment. Soldiers who have a DA or local bar to reenlistment are ineligible for enlistment or transfer. A declination of continued service is not considered a bar to reenlistment.

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

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

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

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

2. Paragraph 5–12, failure after enlistment to qualify for flight training.

3. Paragraph 5–15, early release of RC personnel serving AGR tours under 10 USC 12301(d).

4. Paragraph 5–16, early separation to further education.
 5. Paragraph 7–15, erroneous enlistments, reenlistments, or extensions.
 6. Paragraph 7–16, defective or unfulfilled enlistment or reenlistment agreement.
- (e) Soldiers must not have any active flags.

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

7–5. Special enlistment and transfer options and programs

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

a. *The Drill Sergeant Program, U.S. Army Reserve.* This program is designed to assign qualified drill sergeants or train qualified Soldiers as drill sergeants and assign them to a unit within reasonable commuting distance of their home. AR 614–200 governs eligibility for this program. Administrative procedures for the Drill Sergeant Program are listed in table E–8.

b. *Reserve Officers' Training Corps/Simultaneous Membership Program.* Career counselors will not access Soldiers discharged from active duty as Green to Gold participants into the ARNGUS or USAR troop program units. Career counselors at overseas and remote locations will continue to provide support by completing the DD Form 4, accessing these program participants into the Ready Reserve Control Group (ROTC) for a period of 8 years.

c. *Low Density Recruiting Program.* The ARNGUS offers a program for selected MOSs determined to be critical to the mission of the ARNG. The Low Density Recruiting Program offers ARNGUS unit assignments to Soldiers in selected military intelligence MOSs with selected language skills who are unable to be placed in units within reasonable commuting distance of their residence. Commander, HRC will provide administrative procedures for the Low Density Recruiting Program via RETAIN or MILPER message.

d. *State Officer Candidate School Program.* The State Officer Candidate School (OCS) Program offers ARNGUS unit assignments to Soldiers desiring to receive a commission. Soldiers must meet the prerequisites prior to enlistment, including—

- (1) Have a minimum GT score of 110.
- (2) Not have reached their 35th birthday prior to enlistment and be able to complete the State OCS course and commissioning requirements prior to reaching age 42. Prior service personnel are eligible to enlist after age 35, if otherwise eligible based on prior Active or Reserve service computation and be eligible for no regular retirement by age 60.
- (3) Must have at least 90 semester hours from an accredited college or university prior to OCS enrollment or enlistment. Candidates who do not possess a baccalaureate degree must submit an approved degree completion plan prior to commissioning.
- (4) Be a U.S. citizen.
- (5) Contract for a minimum of 3 years.

e. *National Guard Warrant Officer Candidate Option.* The ARNGUS offers a warrant officer enlistment option for Soldiers desiring to become warrant officers. Counselors or low density recruiting coordinators must contact the State warrant officer strength manager for a RETAIN vacancy. A predetermination packet approved by the DA MOS proponent and appointment as a warrant officer candidate must be completed within the first year of the date of enrollment. Further coordination of qualifications or vacancy will be coordinated directly with the State warrant officer strength manager. Soldiers must meet the below (minimum) prerequisites prior to enlistment:

- (1) Soldiers must be in the grades E5 through E7 (E8 by exception only).
- (2) Have minimum GT score of 110.
- (3) Have a valid passing APFT.
- (4) Must be less than 44 years old on the date of enlistment into the ARNGUS.
- (5) Possess an enlisted feeder MOS and all prerequisites for the warrant officer vacancy.
- (6) Meet the physical standards for appointment per AR 40–501.
- (7) Must be able to attain security clearance.
- (8) No age or civil waivers allowed.
- (9) Must meet enlistment eligibility standards of AR 601–210.
- (10) Must enlist for 3 years or the balance of their MSO, whichever is longer. Further coordination of qualifications or vacancy will be coordinated directly with the State warrant officer strength manager.

f. *Try a Year in the Army National Guard.* This program implements a 1-year enlistment and/or transfer option for Soldiers (sergeant and below) interested in the ARNG. Enlistment and/or transfer can be executed without regard to the grade required by the position vacancy for which they enlist. Soldiers need not hold the MOS for the position in which enlisting and/or transferring. Soldiers with a remaining MSO must enlist and/or transfer for their MSO even though they may only participate in the selected reserve for 1 year and serve the remainder of their enlistment period in the

IRR. Soldiers are not eligible for an affiliation bonus, prior service enlistment bonus, increased Montgomery GI Bill, or Montgomery GI Bill Kicker under this program.

g. Try a Year in the U.S. Army Reserve. This program implements a 1-year enlistment and/or transfer option for Soldiers (sergeant and below) interested in the USAR. Enlistment and/or transfer can be executed without regard to the grade required by the position vacancy for which they enlist. Soldiers need not hold the MOS for the position in which enlisting and/or transferring. Soldiers with a remaining MSO must enlist and/or transfer for their MSO even though they may only participate in the selected reserve for 1 year and serve the remainder of their enlistment period in the IRR. Soldiers are not eligible for an affiliation bonus, prior service enlistment bonus, increased Montgomery GI Bill, or Montgomery GI Bill Kicker under this program.

h. Military Service Obligation Reduction Program. This program may be offered to reduce a Soldier's MSO through enlistment or transfer into the RC. This program applies to a Soldier who is released from the Active Component with a remaining MSO and directly affiliates with Selected Reserve and participates in accordance with 10 USC 10147. An eight year MOS originally incurred by a Soldier may be reduced down to six years.

i. Reclassification of primary military occupational specialty. Soldiers who enlist or transfer under a will-train option must do so for a minimum of 3 years.

7-6. Selected Reserve Incentive Program

The Selected Reserve Incentive Program is governed by AR 601-210. Soldiers will be processed by the career counselor, according to AR 601-210, for all incentives for which qualified and entitled. The current Selected Reserve Incentive Program 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 Selected Reserve Incentive Program entitlements processed by career counselor under the provisions of AR 601-210. Additional information on education related incentives is found in AR 621-202.

- a. Nonprior service enlistment bonus.
- b. Prior service enlistment bonus
- c. Officer affiliation bonus.
- d. Student Loan Repayment Program.
- e. Montgomery GI Bill.
- f. Montgomery GI Bill Kicker.

7-7. Enlistment and transfer periods for assignment

a. ARNGUS 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 an ARNGUS troop program unit.
- (b) Of 1 or more years may enlist for a period of years, months, and days equal to their remaining MSO as of the date of expiration of their active duty term of service or they may 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. USAR unit enlistment and/or transfer periods.

(1) Soldiers with a remaining MSO:

- (a) Of less than 1 year must enlist for a minimum of 1 year to join a USAR troop program unit.
- (b) Of 1 or more years may transfer to a USAR troop program unit for the remaining MSO or choose to enlist for any number of whole years in excess of their remaining MSO, up to 6 years.

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

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

c. Commissioned and warrant officers. Sign an acceptance agreement, DA Form 5691 (Request for Reserve Component Assignment Orders) and report to their units with no transfer period specified. Qualified commissioned officers who elect to transfer to an ARNGUS or USAR unit and receive the affiliation bonus are obligated to serve in a unit of that component for 36 months upon date of arrival. Under provisions of 10 USC 12203, appointment as a Reserve commissioned officer is for an indefinite period; 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.

7–8. Processing assignments for Army National Guard of the United States units, U.S. Army Reserve units, and Individual Ready Reserve

Reservations are secured and processed on RETAIN up to 180 days prior to ETS for USAR and ARNGUS assignments. Reservations must establish a report date not later than 30 days from REFRAD or discharge.

a. If a unit vacancy search results in no opportunities for—

(1) An ARNG unit, the career counselor will contact the ARNGUS State or Territory in-service recruiters (ISR) or the State Recruiting and Retention Sergeant where the Soldier is returning.

(2) A USAR unit, the career counselor will contact the USAR unit and determine if there is a vacancy not available on RETAIN, then submit a vacancy request in accordance with the current RETAIN message.

(3) IRR enlistments are processed on RETAIN in accordance with the current RETAIN messages. Soldiers must enlist into the IRR for no less than 36 months. IRR contracts will be digitally scanned and emailed to the HRC Help desk at usarmy.knox.hrc.mbx.cmd-staff-rct-helpdesk@mail.mil.

b. Every effort will be made to assign Soldiers to unit positions that match an MOS the Soldier holds or is within the allowable substitution rules (see DA Pam 611–21). In addition, for RC assignments, the Soldier must hold the rank equal to, or no more than one rank below that of the unit position. The only exception to the rank restriction is when a Soldier is being assigned to a USAR skill qualification identifier “X” unit position. In this case the Soldier must hold the rank equal to, or no more than two ranks below that of the unit position.

c. Soldiers voluntarily accepting assignments to an ARNG or USAR unit beyond the reasonable commuting distance, as defined by AR 140–10 must initial the mileage statement of understanding as follows: “I understand that the unit into which I am enlisting and/or transferring (is) (is not) farther than the reasonable commuting distance, as defined in AR 140–10. I am expected to attend unit drills regularly and be a satisfactory participant of the unit identified.”

d. All RETAIN reservations must be managed daily. If a reservation cannot be confirmed, the record should be moved out to another ship date or canceled. If the ship date is moved out or canceled, the career counselor is required to contact the gaining ARNGUS unit or USAR unit commander or designated unit representative and inform them of the adjusted unit arrival date or cancellation.

e. Ship dates must be the first working day after the Soldier’s ETS date. Weekends and holidays will not be used as ship dates. All completed reservations will be confirmed within 5 working days of the ship date. If this window cannot be met, refer to paragraph 7–8*d* (reservation management), above.

7–9. Administrative guidance

The only authorized system for processing Soldiers for RC assignments is RETAIN.

a. Orders are published according to AR 600–8–105. The order must show, or be amended to show, the ARNG or USAR troop program unit of assignment, or the IRR prior to confirming the reservation.

b. Soldiers enlisting into the ARNG may sign their enlistment documents no earlier than 180 days prior to REFRAD or discharge date. The ARNG packets will be completed in accordance with chapter 11. The oath of enlistment for ARNG applicants will be administered upon initial report date to the ARNG unit of assignment unless oath of enlistment was administered at separation installation. The ARNG contracts, regardless of when completed and oath of enlistment is administered, will not take effect until the day after ETS for the RA.

c. Soldiers enlisting or transferring into the USAR may execute their enlistment and/or transfer documents no earlier than 180 days prior to REFRAD or discharge date. The USAR contracts, regardless of when completed and oath of enlistment is administered, will not take effect until the day after ETS for the RA.

d. Item 9 of the DD Form 214 will be prepared in accordance with AR 635–5. Officers will not receive an assignment in item 9.

e. Once orders are published and records are distributed to the respective RC, they cannot be changed, amended, or revoked by the career counselor. In addition, once a RETAIN reservation has been confirmed, assignments and verification dates cannot be changed, amended, or revoked by the career counselor. The gaining unit must request, through its chain of command, any changes, amendments, or revocations.

f. Forms used for enlisting and transferring Soldiers into the ARNGUS and USAR are contained or listed in chapter 11.

g. Composition and distribution of all packets will be accomplished in accordance with appendix G.

h. Completed enlistment and/or transfer packets will be maintained in the retention office for a period of 1 year from REFRAD or discharge.

i. Soldiers enlisting or transferring into the ARNG or USAR will make initial contact with their unit of assignment within 30 days of their active duty ETS to accomplish administrative requirements, obtain alert data, and establish the date when the Soldier is required to report for duty. Soldiers departing active duty on transition leave will still contact their ARNG or USAR unit of assignment; however, their first duty period will be after the completion of their transition leave and will be coordinated with the appropriate command or full-time unit support staff.

7-10. Enlistment ceremonies

Enlistment ceremonies will be conducted in accordance with appendix D.

7-11. Accession credit

a. The DMPM of the DCS, G-1 has overall staff supervision of Army Retention Programs and mission crediting procedures per paragraph 2-2. 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.

7-12. Processing of commissioned and warrant officers desiring assignment to units of the Army National Guard of the United States or U.S. Army Reserve

Officers desiring transition into units of the ARNGUS or USAR must be counseled by the career counselor assigned to transitioning officers. All officers must receive a memorandum of RC benefits from the servicing career counselor. This memorandum is part of their unqualified resignation packet for HRC. Responsibilities for commissioned or warrant officer processing are as follows:

a. Eligibility determinations for continued service in Selected Reserve and career counseling. Counseling should be accomplished not later than 180 days prior to REFRAD. Assist the career counselor by ensuring documentation required for processing the officer is provided.

b. The career counselor assigned to transitioning officers will use RETAIN assignment information for interested and qualified commissioned and warrant officers. Once a vacancy is located and accepted by the separating officer, the career counselor will make the reservation on RETAIN. Additionally, the career counselor will prepare the DA Form 5691, to ensure that the transition point processes the officer's records for direct assignment upon REFRAD and to ensure that the officer understands their responsibility to report to the unit in accordance with the time frame specified. The career counselor will ensure that records are distributed in accordance with appendix G upon REFRAD. The career counselor will maintain a copy of DA Form 5690 (Reserve Component Career Counselor Interview Record), DA Form 5691, DA Form 71 (Oath of Office-Military Personnel, REFRAD orders, assignment orders, and RETAIN printouts for all assignments completed on officers for 1 year.

c. The transitioning officer's rank must be either the same rank or one rank higher as vacancy available in RETAIN.

d. The separating officer must not be a participant in either a medical fellowship or a residency program.

7-13. Quality control actions

a. All career counselors are required to take every precaution and action necessary to ensure total completeness and accuracy of all forms and documents used to process Soldiers for enlistment or transfer into the RCs.

b. Any career counselor reviewing eligibility determinations or packets will ensure that appropriate actions are taken to correct problems noted in the processing of Soldiers for assignment into the RCs. If cases are discovered involving erroneous or potentially fraudulent enlistment or transfer into ARNGUS units, USAR units, or the IRR, the information will be reported through the chain of command to HRC (AHRC-RCT).

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

- (1) Mission.
- (2) RETAIN use.
- (3) Appointment procedures.
- (4) Processing time-frames.
- (5) Eligibility determination.
- (6) Preparation and distribution of packets.
- (7) RETAIN procedures.
- (8) Coordination with RA career counselors, reenlistment NCOs, command sergeants major, 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.

Chapter 8 Bar to Reenlistment

8–1. General

This chapter prescribes policy to deny reenlistment, after proper rehabilitation as prescribed in this chapter, to Soldiers whose immediate separation under administrative procedures is not warranted, but whose reentry into or service beyond ETS with the Active Army is not in the best interest of the military Service. These Soldiers are considered as not eligible to reenlist. Policies and procedures prescribed herein apply to the field commander's bars to reenlistment. Soldiers may not be reenlisted without the recommendation of the commander. However, if a commander wishes to disapprove a request for reenlistment or extension, when submitted on DA Form 3340 by a Soldier who is fully eligible for reenlistment (according to chap 3) without waiver, he or she must submit a Bar to Reenlistment or follow the procedures in paragraph 1–9 of this regulation. Requests for waivers of reenlistment disqualifications may be disapproved under paragraph 3–10. Soldiers, if otherwise qualified, may not be denied reenlistment arbitrarily.

8–2. Standards for reenlistment

a. Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional Soldier's moral code will be reenlisted in the Active Army. All Soldiers should be evaluated under the "whole person" concept, as set out in paragraph 3–7. Soldiers who cannot, or do not, measure up to such standards, but whose separation under proper administrative procedures is not warranted at the present time, will be barred from further service under this chapter.

b. The bar to reenlistment is not a punitive action but is designed for use as a rehabilitative tool. Imposition of a bar to reenlistment does not preclude administrative separation at a later date. The bar to reenlistment should be initiated prior to a separation or judicial and/or nonjudicial action because it is intended to put the Soldier on notice that—

(1) He or she is not a candidate for reenlistment at the particular moment.

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

8–3. Guidelines for use of bar to reenlistment procedures

a. A bar to reenlistment will not be initiated when separation action is pending per AR 635–200.

b. A bar to reenlistment will not be initiated solely because a Soldier refuses to reenlist.

c. Bar to reenlistment will not be used instead of trial by court-martial, nonjudicial punishment, or other administrative action.

d. The fact that disciplinary or administrative action not resulting in separation has been previously taken does not preclude initiation of bar to reenlistment if such action is deemed appropriate. When a Soldier has had a completed chapter action and subsequently is recommended for retention, any documents used in that chapter action may be used in a subsequent bar action.

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

f. The fact that a Soldier may have served honorably for a number of years is considered in the evaluation of his or her service; however, it does not prohibit the initiation of bar to reenlistment procedures if such action is deemed appropriate.

g. A bar to reenlistment will not be initiated for Soldiers with an approved retirement.

h. A bar to reenlistment will not be initiated on Soldiers serving on indefinite reenlistments. Denial of continued service on these Soldiers will be accomplished in accordance with applicable provisions of AR 635–200 and other regulations as appropriate.

8–4. Criteria

Commanders must be especially alert to the question of whether to afford continued military service to Soldiers of the following, or similar caliber:

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

b. *Unsuitable Soldiers.* When possible, these Soldiers will be identified early in their military service with a view

toward elimination from the Service. When administrative discharge is not warranted, action will be taken under this chapter to bar the Soldier from further service with the Active Army.

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

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

d. Soldiers against whom a bar to reenlistment may be initiated. Soldiers may be barred from reenlistment for one or a combination of the below listed infractions or reasons. This listing provides examples of the rationale for the imposition of a bar and is not intended to be all-inclusive. Examples are—

- (1) Lateness to formations, details, or assigned duties.
- (2) AWOL for 1- to 24-hour periods.
- (3) Losses of clothing and equipment.
- (4) Substandard personal appearance.
- (5) Substandard personal hygiene.
- (6) Continuous indebtedness, reluctance to repay, or late payments.
- (7) Article 15(s).
- (8) Frequent traffic violations.
- (9) An excessive number of sick calls without medical justification.
- (10) Lateness returning from pass or leave
- (11) Cannot follow orders; shirks responsibilities; takes too much time; is recalcitrant.
- (12) Cannot train for a job; apathetic; disinterested.
- (13) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow Soldiers.
- (14) Failure to manage personal, marital, or Family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult).
- (15) Causes trouble in the civilian community.
- (16) Personal behavior brings discredit upon his or her unit or the Army.
- (17) Failure to achieve individual weapons qualification.
- (18) Failure to pass the record APFT.
- (19) Noncompetitive for promotion.
 - (a) Slow rank progression resulting from a pattern of marginal conduct or performance.
 - (b) No demonstrated potential for future service (repeated counseling statements or other indicators).
 - (c) No demonstrated ability to keep pace with others of the same CMF.
 - (d) Declines attendance in professional development courses.
 - (e) Not recommended for promotion by unit commander.
 - (f) Lack of potential to become a supervisor or senior technician.

e. Required action. Commanders must initiate a bar to reenlistment 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 reenlistment on Soldiers who were promoted, selected in a promotable status, selected for promotion by a HQDA promotion board for sergeant first class through master sergeant, previously rehabilitated from the reasons below prior to 1 March 2012, or reenlisted after the below listed incident(s) occurred.

- (1) Do not make satisfactory progress in the Army Body Composition Program (see AR 600–9).
- (2) Fail two consecutive APFTs (see AR 350–1).
- (3) Are removed for cause from Noncommissioned Officer Education System courses (see glossary).
- (4) Lost PMOS qualification in accordance with DA Pam 611–21 due to fault of the Soldier.

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

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

(7) Have 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) Are AWOL more than 96 hours during the current enlistment and/or reenlistment period.

8–5. Separation

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

b. Initiation of separation action is not required for Soldiers who, at the time of second 3-month review, have more than 18 years of active Federal service but less than 20 years. These Soldiers will be required to retire on the last day of the month when retirement eligibility is attained unless separation is authorized due to approved sentence of a court-martial, physical disability, or HQDA in accordance with AR 635–200.

c. If a Soldier is separated with a bar to reenlistment in place, a copy of the DA Form 4126 (Bar to Reenlistment Certificate) will be scanned to iPERMS to be placed in the separating Soldier's AMHRR.

Chapter 9

Active 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

a. Selection criteria are listed in appendix B and DA Pam 611–21.

b. Applications from fully qualified and recommended Soldiers requesting selection, training, and reclassification will, without exception, be forwarded as follows:

(1) Active Army career counselor applications will be forwarded in accordance with paragraph B–3.

(2) U.S. Army Reserve career counselor applications will be processed through Commander, Army Reserve Careers Division, 5015 N. 34th Street, Bldg 900, Gillem Enclave, GA 30297–5245.

(3) Army National Guard of the United States career counselor applications will be processed through Chief, Guard Strength Directorate, National Guard Bureau (NGB–GSS), 111 South George Mason Drive, Arlington, VA 22204–1373.

c. Soldiers currently assigned to U.S. Army Recruiting Command (USAREC) and successfully performing duties as a recruiter or detailed recruiter are presumed qualified by appendix B. Recruiters may apply through Headquarters, USAREC, to Commander, HRC for final approval. Detailed recruiters may apply for training and reclassification to career counselor 6 months prior to completion of their detailed tour.

d. USAR Soldiers currently assigned to USAREC desiring duty as RC career counselors will refer to AR 601–1 for applications procedures.

e. Soldiers may request award of SMOS career counselor in lieu of PMOS reclassification. Commanders should note HQDA does not provide SMOS funding. Training and related temporary duty (TDY) costs will be paid utilizing local funds. SMOS applications may be approved on a space available, case by case basis by Commander, HRC.

f. Upon reclassification to career counselor duties, Soldiers are provided a 12-month probationary period. Soldiers determined to be unable to successfully perform duties will be released without prejudice or adverse effect. The Commander, HRC, will reclassify the Soldier in accordance with the needs of the Service.

g. Soldiers previously relieved or involuntarily reclassified from recruiting or career counselor duties, to include those Soldiers failing to successfully complete the 12-month probationary period, are ineligible to apply for reentry into CMF 79.

9–3. 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 specifically to the commander's special staff.

b. Soldiers failing to successfully complete the AC or RC career counselor courses, and Soldiers found unfit,

unqualified, unable, or unwilling to successfully accomplish assigned duties or responsibilities, will be relieved or reclassified out of CMF 79, per paragraph 9–7*b*, consistent with the needs of the Army.

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

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

9–4. Career counselor and reenlistment noncommissioned staffing requirements

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

b. Career counselors are Soldiers who have successfully completed the Army Career Counselor resident course of instruction, are reclassified into PMOS 79S, and are assigned full-time career counselor duties. Soldiers, other than PMOS 79S, performing full- or part-time retention duties are retention NCOs. Retention NCOs do not have the full capability of the Army Career Counselor and must ensure they receive senior management and oversight by the hierarchy career counselor.

c. Commands of battalion level or higher and installations may be required to have a PMOS career counselor (see glossary). Commanders of installations, battalions, and higher level organizations not authorized a career counselor by TDA or table of organization and equipment, and organizations where a PMOS career counselor is not currently assigned will appoint, in writing, a full-time retention NCO (cite this para as authority to appoint full-time retention NCO). See paragraph 9–10 for qualifications prior to appointment.

d. Commanders of companies, batteries, detachments, and similar size commands will appoint, in writing, a part-time additional duty retention NCO (cite this paragraph as authority to appoint part-time additional duty retention NCO).

9–5. Use of career counselors

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

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

c. Career counselors whose primary function is to enlist and/or transfer Soldiers from the Active Army to RCs are primarily assigned to support the installation commander, units, and Soldiers within the geographic support area, as defined by HQDA and the installation commander's installation support agreements regardless of organizational affiliation. Specific units will not receive preferential treatment or service regardless of the career counselor's unit of assignment.

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

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

f. Career counselors are expected to devote maximum time, effort, and energy to meet Army personnel readiness missions and end-strength requirements. Accordingly, they will not be used, attached, or assigned tasks, functions, and/or duties, other than those in direct support of the Army Retention Program, and specifically authorized by this regulation and DA Pam 611–21. These Soldiers are expressly prohibited from performing either permanent or temporary leadership duties as first sergeant, detachment noncommissioned officer in charge, platoon sergeant, and squad leader. Further, they will not be assigned any additional or roster type duties not in direct support of the Army Retention Program. These include, but are not limited to, duties as: sergeant of the guard, charge of quarters, staff duty NCO, equal opportunity NCO, or training NCO.

g. For the purposes of the Army Retention Program, unless otherwise specified, Soldiers serving as full-time retention NCOs are to be used as career counselor personnel. However, due to their limited experience and technical training levels, they will not, under any conditions, be placed in duties or positions exercising supervision or authority over a career counselor.

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

9-6. DA Form 2166-8 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 command sergeant major 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 of career counselors to the commander's special staff and granting "open door" access significantly improves the commander's ability to accomplish their missions. These Soldiers provide expert information, evaluations, recommendations, and options available to the commander to ensure and enhance retention readiness. Assignment to the commander's special staff is required at all levels of command.

c. Active and reserve career counselors of the same rank will not be placed in positions subordinate to the other. As such, these Soldiers will not be within the other Soldier's rating scheme; rather, they will have the same rating scheme. This provision includes Soldiers assigned duties as retention officer. RA career counselors in a higher rank may rate lower ranking career counselors, regardless of component, if the command sergeant major or commander determines that such rating scheme is in the best interests of the command's retention program. Active Army 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 further service (this is especially useful in evaluating the total performance of a career counselor assigned to brigade and battalion levels of command).

e. The rater for the command or senior career counselor of each level of command will be the command sergeant major 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 and will be immediately relieved, reclassified, and barred from future retention duties. Commanders are reminded that reclassification is an administrative and not a punitive action. Reclassification is often necessary to maintain readiness and force integrity, and does not necessarily adversely reflect upon the Soldier. Criteria and procedures are located in appendix B.

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

b. Command career counselors have program supervisory responsibility over their subordinate workforce of the senior mission commander. They will ensure the force is fit, qualified, and willing to accomplish all tasks and functions, and 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, in writing, to the DMPM (DAPE-MPE), relief for cause on career counselors warranting removal. In supporting their recommendations, the command career counselor will provide the career counselor's chain of command or supervisory chain with relevant documentation, RETAIN data, statements, SAV findings, observations, and specific recommendations.

c. Unless specifically addressed in the installation support agreement, host installation commanders may only recommend, versus direct relief, on career counselors assigned to a tenant or supported unit and 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 appendix B.

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

- (1) Released for cause (see glossary).
- (2) Fails an APFT, if required for course completion or graduation.
- (3) Arrives at any Noncommissioned Officer Education System or other professional development training site not in compliance with AR 600-9 standards.

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

g. Soldiers successfully serving as career counselors will not normally be reclassified due solely to becoming ineligible for selection as outlined in appendix B.

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

9–8. Career Counselor Badge

- a.* For eligibility criteria and procurement, see AR 600–8–22. For proper wear, see AR 670–1.
- b.* The Career Counselor Badge is authorized for wear upon graduation of the Basic Career Counselor Course. Upon successful completion of 12 months as a PMOS 79S career counselor, the Career Counselor Badge becomes a permanent award. Commanders are encouraged to appropriately recognize counselors upon eligibility during appropriate awards ceremonies or formations utilizing DA Form 7347 (Career Counselor Badge Certificate).
- c.* Soldiers relieved of career counselor duties will have their badge withdrawn in accordance with AR 600–8–22.

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

The Secretary of the Army’s Career Counselor and Reserve Component Career Counselor of the Year Awards recognize the most outstanding career counselors for achievements in support of the retention effort and outstanding personal qualities.

a. Eligibility. Any career counselor in the rank of sergeant first class or below who has performed duties in PMOS 79S career counselor for at least 6 months during the fiscal year for which the award is being considered may be nominated.

b. Criteria for selection. Eligible career counselors will be nominated according to the criteria below. Headquarters Department of the Army may revise these criteria as necessary to support the Army Retention Program.

(1) The success of the NCO’s commander(s) in managing their retention program within guidelines established by HQDA and the appropriate ACOM, ASCC, or DRU.

(2) The NCO’s demonstration of outstanding personal qualities and traits required to be a successful NCO and Army career counselor.

(3) The NCO’s individual innovations in counseling Soldiers.

(4) The NCO’s knowledge of the Army Retention, Personnel Competency Enhancement, and Force Alignment Programs.

(5) The NCO’s compliance with height and weight standards of AR 600–9.

c. Procedure for selection. Commanders of ACOM, ASCC, and DRUs and Army field commanders listed in AR 10–87 will nominate the most outstanding career counselor (one RA and one RC, if applicable) of their respective commands by 15 December annually. Nominations will be forwarded with recommendations to HQDA(DAPE–MPE–PD), Pentagon, Washington DC 20310–0300. The nominees will appear before a board from HQDA.

d. Submission of nominations. Nominations for the Secretary of the Army’s Career Counselor of the Year Award will include the following:

(1) Nominee’s name, rank, social security number, date of birth, names of spouse and children, organization or installation to which assigned, and date of assignment.

(2) A brief narrative biography not to exceed one double-spaced, typewritten page.

(3) A brief description of duties, action taken to support commanders in achieving their objectives, and other related areas not to exceed one double-spaced, typewritten page.

(4) A recent head and shoulder length, 8- by 10-inch photograph.

(5) Copy of ERB.

e. Presentation of awards. The awards will be presented by the SECARMY or their designated representative. Consideration will be given to inviting the spouse and immediate Family of the selectee, if allowed under the Joint Travel Regulations.

9–10. Soldiers selected as additional duty 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 app B). 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 NCO should not be relieved or reassigned solely for failure to meet the prerequisites for the job. Commanders will continue to evaluate the performance of each additional duty retention NCO to determine whether the Soldier should continue to be retained on such duty.

Chapter 10

Career Counselor Role in Support of Administrative Separation Programs

10–1. Policy

This chapter 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.

10–2. Objectives

As principle advisors to commanders, career counselors may be called upon to provide information pertaining to the impact of various separation programs. The career counselor will, as a minimum, provide Soldiers with the location and points of contact for separation pay, medical outprocessing procedures, re-entry restrictions, RC eligibility, and location of Army Career and Alumni Program and job assistance centers. Career counselors will serve as principle advisors or augment the separation point to provide advice on separations under the Qualitative Management Program and the Qualitative Service Program. None of these responsibilities are to be construed as the primary duty of the career counselor. The career counselor, as the commander's advisor on programs impacting on retention, is an integral link in ensuring that all Soldiers are fully advised of their status upon separation. These counseling requirements are part of the Army's overall commitment to Soldiers, regardless of the circumstances surrounding their separation. Procedures described in applicable directives will be strictly adhered to in conjunction with separation counseling.

Chapter 11

Forms, Records, and Reports

Section I

Introduction

11–1. Scope

This chapter provides instructions on preparing and disposing of various forms, records, and reports related to the Army Retention Program. The need for accuracy and completeness in preparing these documents cannot be overemphasized. AR 340–21 contains policies and procedures that implement those parts of the Privacy Act of 1974 (5 USC 552a) concerning forms (or formats) used by the Army to get personal information from individuals. These policies and procedures must be strictly followed.

11–2. Verification of entries

a. Entries on documents for reenlistment or extension must be compared to ensure there are no errors or contradictory information. When a discrepancy is noted, the Soldier will be told and the discrepancy corrected before those responsible go ahead with the reenlistment or extension.

b. Human resource and finance personnel are responsible for proper establishment of the basic active service date and pay entry base date for all Soldiers. It is essential that these dates be accurately verified and confirmed prior to each reenlistment, extension, or RC transaction. Failure to confirm these dates may result in improper assignments, payments of retention bonuses, and entitlements to military benefits. Retention personnel will use available records to recompute and confirm the basic active service date and pay entry base date of all Soldiers requesting reenlistment, extension, or transfer, and/or enlistment into RC. Discrepancies will be resolved with the proper human resource and finance personnel before the reenlistment or extension is accomplished.

Section II

Retention Data Worksheet (DA Form 4591)

11–3. Retention counseling

a. The DA Form 4591 is intended as a management tool for commanders and career counselors to effectively guide Soldiers through their Army careers and to ensure that regularly scheduled counseling interviews are being conducted in accordance with appendix C. DA Form 4591 is the accepted record of retention counseling for the Army.

b. The DA Form 4591 will be maintained by the company commander and company retention NCO. The worksheets will be maintained either in a filing cabinet, accordion file, three-ring binder, or as prescribed by higher headquarters.

c. The file consists of three sections or dividers, labeled as follows:

(1) *Status of DA Form 4591–1.* Behind this divider, the retention NCO will maintain the DA Form 4591–1 (Status of the Retention Data Worksheet) (see para 11–5).

(2) *Inspection record.* Behind this divider the Retention NCO will maintain the DA Form 4591–2 (Record of

Inspections Conducted) (see para 11–6 below). Behind the DA Form 4591–2 will be a record copy of all inspections reports and SAV findings, performed during the preceding 12 months.

(3) *Suspense file.* This section consists of a “Suspense divider,” 7 yearly dividers (current year plus 6), and one set of 12 monthly dividers. Monthly dividers will be rotated to the next year at the end of the current month. Commanders may, at their discretion, elect to file the DA Forms 4591 by year and month of either the next action due or the Soldier’s ETS.

11–4. DA Form 4591

The DA Form 4591 is used by commanders and career counselors to record a Soldier’s eligibility, desires, career plans, status, and the results of retention counseling, as prescribed by appendix C. All retention interviews will be recorded on DA Form 4591. Commanders may attach additional notes and information as desired.

a. Preparation.

(1) The initial DA Form 4591 for all Soldiers regardless of rank (Soldiers serving on indefinite reenlistment contracts do not need a DA Form 4591 prepared), will be prepared by the company retention NCO during in-processing.

(2) Entries on the DA Form 4591 may be recorded legibly in pencil, pen, or produced by an automated means. Entries redundant to the information provided on an ERB are not required to be filled in on DA Form 4591. The ERB will be permanently attached to and maintained with DA Form 4591. All entries on DA Form 4591 and/or ERB will be verified and validated by the servicing career counselor.

b. Maintenance.

(1) DA Forms 4591 for Soldiers awaiting the 30- to 60-day interview and those pending a bar to reenlistment, extension, reenlistment, transition, waiver, exception to policy, or other related processing will be filed immediately behind the “Suspense” divider of the retention data worksheet until the action is completed.

(2) Immediate reenlistment prohibition codes will reflect the Soldier’s current reenlistment eligibility status and be correctly annotated in appropriate human resource systems and on DA Form 4591. As an exception, Soldiers ineligible solely due to retention control points do not need to be reported “9G” via RETAIN and eMILPO until the Soldier is within 24 months of ETS. Career counselors are responsible for ensuring IMREPR codes are correct, changes are reported and processed in a timely fashion, and are correctly annotated in human resource systems and on DA Form 4591. If two or more ineligibility codes apply to a person, follow the priority precedence outlined in current policy message.

(3) Retention counseling is an ongoing process between commanders, leaders, career counselors, and Soldiers. The DA Form 4591 provides a record of the counseling as well as progress on the Soldier’s development. Commanders and career counselors will provide specific interview remarks. Comments such as “will not reenlist” or “does not like the Army” will not be used. If a Soldier has a civilian job waiting, the remark might read, “Will return to civilian employment with a construction company in Springfield, VA.” Remarks on Soldiers returning to school will include the name and location of the school, such as “Will attend Jerry’s School of General Studies, Watertown, SD.”

(4) The company retention NCO will prepare a new DA Form 4591 once a Soldier has reenlisted or extended his or her enlistment. DA Form 4591 will not be prepared for Soldiers who reenlist for an indefinite period.

(5) The company retention NCO will transcribe all information from the old DA Form 4591 and the interview comments from the 60- to 90-day interview to the new DA Form 4591, and submit both DA Forms 4591 to the commander in coordination with the career counselor or battalion level retention NCO. The commander will reverify the information on the new DA Form 4591 as necessary. The commander will initial and date the 60- to 90-day interview remarks and the worksheet entry “FORM REMADE–ENTRIES TRANSCRIBED.”

(6) Other than as specified in paragraph (4), remaking of DA Form 4591 is discouraged. At the discretion of the commander, forms may be remade because of mutilation or entries which cannot be corrected, following the procedures in subparagraph *b*(5), above.

(7) When new, updated, or revised DA Forms 4591 are approved for field implementation, the older form version will continue to be used until the available supplies are exhausted.

c. Disposition.

(1) Upon completion of processing and execution of a reenlistment or extension, attach a copy of the ERB, all reservation attempts, cancellations, validations, messages, records of telephonic or electronic communications regarding, impacting, or referencing the processing of the Soldier to the DA Form 4591 and file with the DD Form 4 for reenlistment and/or DA Form 1695 for extension of enlistment.

(2) A Soldier’s DA Form 4591 will be destroyed upon receipt of an appointment or commission as an officer or warrant officer.

(3) A copy of the DA Form 4591 will be provided to the servicing RC career counselor upon the Soldier electing separation or transition from the Regular Army.

11–5. DA Form 4591–1

DA Form 4591–1 provides the unit enlisted force strength, accountability, status, and location of forms not currently

filed with the retention data worksheets. DA Form 4591-1 should be used in connection with a locally produced or automated unit personnel accountability roster. DA Form 4591-1 is filed in accordance with paragraph 11-3b(1).

11-6. DA Form 4591-2

DA Form 4591-2 is used to provide a record of all inspection and SAV evaluations of the commander's Army Retention Program. The commander is required to review and update the DA Form 4591-2, records of inspections monthly. Upon completion of the monthly review, the commander will date and initial DA Form 4591-2. DA Form 4591-2 is filed in accordance with paragraph 11-3b(2).

Section III

Preparation, Completion, and Distribution of DD Form 4

11-7. Use of DD Form 4

a. The DD Form 4 is the only authorized contract document for enlistment or immediate reenlistment of an enlisted Soldier in the RA, ARNGUS, and USAR.

b. Refer to appendix L for preparation instructions of DD Form 4.

11-8. Dates of reenlistment and Reserve Component enlistments on DD Form 4

a. Date of reenlistment. Except as indicated below, the date of RA reenlistment is the date on which the oath of reenlistment is administered. This date must be shown on the DD Form 4 above the signature of the officer who administers the oath. No RA reenlistment or extension will be antedated or postdated without the prior approval of Commander, HRC. When the reenlistment of a Soldier is delayed through no fault of the Soldier, but for the convenience of the Government, and it appears that there is basis for a claim to have a prior date recorded as the date of reenlistment, a full report of the facts, with recommendations, will be forwarded to Commander, U.S. Army Human Resources Command (AHRC-EPR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5420.

b. Date of Reserve Component enlistment. The effective date of an RC enlistment is the day after discharge from the RA. The date on the enlistment or transfer packet will be the date the action is consummated (for example, the date the oath is administered). For Soldiers entering the ARNG, the actual oath will be administered upon reporting into the gaining unit after separation.

11-9. Changes to terms of reenlistment and Reserve Component transfers and/or enlistments

a. Concerning Regular Army immediate reenlistments—

(1) It may be discovered that an error has been made in processing a reenlistment so that the term of reenlistment shown on the DD Form 4 is for a longer term than intended. If so, and if the Soldier was not paid a retention bonus in connection with the reenlistment, the commander will submit a request for correction through command channels to Commander, HRC (AHRC-EPR), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5420. The request will contain the information below:

(a) A sworn statement by the Soldier and other persons involved in the reenlistment. The statement will give the circumstances causing the error.

(b) Copies of the DD Form 4 and supporting documents.

(c) A statement from the Soldier that he or she agrees to correction of the term of reenlistment shown on the DD Form 4.

(2) When the Commander, HRC determines that an error has been made (the term of reenlistment was not that intended by the Soldier and the Army), he or she will direct change of the term of reenlistment to show the correct period. The DD Form 4 will not be amended by pen and ink correction. Instead, a memorandum will be added to the Soldier's file showing the correct term.

Note. The DD Form 4 must be preserved in its original state should it ever be needed in a legal proceeding.

(3) If a term of reenlistment, not involving payment of a retention bonus, is to be lengthened, it will be accomplished through use of an extension of enlistment (refer to chap 4).

(4) The term of a reenlistment, involving payment of an enlistment or retention bonus, may be changed only by Commander, HRC (AHRC-EPR-P) as prescribed in paragraph 5-13c.

b. For USAR enlistments, refer to AR 140-111.

c. For ARNGUS enlistments, refer to NGR 600-200.

11-10. Other errors detected or changes required after execution and distribution of DD Form 4

a. Authority to correct minor administrative or typographical errors discovered after distribution of the DD Form 4 is delegated to the immediate commander or his or her designee. Corrections will be made using a DA Form 4187 indicating the corrections to DD Form 4. Contract errors involving payment of an SRB resulting from career counselor

error will be corrected per paragraph 5–13. A copy of the approved correction with appropriate enclosures will be forwarded as follows:

(1) Regular Army immediate reenlistments will be scanned to iPERMS for permanent filing in the Soldier's AMHRR.

(2) USAR enlistments will be sent to Commander, HRC, 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5420.

(3) Army National Guard of the United States enlistments will be forwarded per appendix G.

b. Authority to act on claims of erroneous entries on reenlistment documents, such as home of record address, which is not delegated elsewhere in this regulation or in AR 600–8–104, is delegated to the Commander, HRC. Requests relating to the claim of erroneous entries must include a statement by the reenlistee and copies of any substantiating documents that will assist in making a decision.

11–11. Immediate reenlistment packets

Immediate reenlistment packets will contain the following documentation:

a. DD Form 4.

b. DA Form 3340, labeled as “Annex B.”

c. DA Form 3286–79 (Statements for Reenlistment) (Parts I through IV), labeled as “Annex A.”

d. DA Form 3072, if required, labeled as “Annex...”

e. DA Form 4789, if applicable, labeled as “Annex...”

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

g. DA Form 4591 and complete copies of the following: ERB, copies of all RETAIN processing actions, cancellations, messages, eMILPO processing records, and all additional related documents or notes as required, to include DA Form 4856 (Developmental Counseling Form), DA Form 2166–8 and/or DA Form 1059.

h. DA Form 5612 (Certificate of Appreciation for Army Spouse).

i. DA Form 5689.

Note. For DD Form 256A (see AR 635–5), issue appropriately to all Soldiers receiving an honorable discharge. In the space under “this is to certify that,” enter the name (in capital letters in signature order), followed by the grade and career branch (officer) or component (enlisted). Do not include the Soldier's social security number (SSN). Spell out the component if RA; enter other components as ARNGUS or USAR. Type the name of the officer signing the certificate between the lines in the lower right corner of the certificate. Type the name in capital letters in the signature order with rank and branch centered below the name.

11–12. Disposition of DD Form 4 and packets for immediate reenlistments

Note. See appendix G for ARNGUS and USAR transition enlistment and transfer packet composition and distribution. Upon completion of the reenlistment, the DD Form 4 and annexed documents will be distributed as follows:

a. Original. Complete with copies of all annexes; DA Form 4591; ERB; forms specified in section II; copies of all RETAIN processing actions, cancellations, messages, eMILPO processing records, and all additional related documents or notes. Will be retained in the servicing retention office as outlined by ARIMS.

b. Second copy. Scanned to iPERMS for permanent filing in the Soldier's AMHRR within 60 days of enlistment or reenlistment.

c. Third copy. Given to the Soldier.

Section IV

Preparation and Disposition of Forms Used in Support of the Regular Army Retention Program

11–13. DA Form 1695

DA Form 1695 will be used by RA enlisted Soldiers in all extensions of contractual obligated service, unless otherwise specified by HQDA.

a. When an extension is for a number of days or a combination of months, DA Form 1695 will be modified as required.

b. Extensions executed for the transfer of Post 9/11 Education Benefits require additional information. The “Remarks” section of DA Form 1695 will include the statement “Soldier is responsible for verifying their status in milConnect.”

c. When extending Soldiers who enlisted under the variable enlistment option and the contract is for years-months-weeks, extension will reflect years-months-weeks. Weeks are not to be converted to months under any circumstance.

d. Preparation and execution of the extension of enlistment will be as follows:

(1) Career counselors will verify Soldier eligibility and receipt of the approved DA Form 3340 (see para 11–16), process the extension request, obtaining HQDA authorization if required, and supervise preparation of all extensions of enlistment.

(2) Any commissioned officer or commissioned warrant officer is authorized to administer the oath of extension (see para (4) and app D) and sign DA Form 1695.

(3) Prior to execution of the extension, the officer will review DA Form 1695 for errors and regulatory compliance. In the event errors are discovered, the current DA Form 1695 will be destroyed and a new DA Form 1695 prepared. Pen and ink corrections are not authorized on DA Form 1695.

(4) Administration of the oath of extension is not mandatory to execute an extension of enlistment, but is optional at the discretion of the extending Soldier (see app D). The extension is executed upon signature of the administering officer and the Soldier. The signature of responsible career counselor (PMOS 79S) is required along with the first initial of the counselor's last name and last four numbers of the counselor's SSN will be entered in the career counselor's CCID block.

(5) Soldiers who are extending past their contractual ETS due to stop loss will have the following statement placed in the "Remarks" section: "SOLDIER RETAINED ON ACTIVE DUTY FROM [insert day after contractual ETS] FOR AN ADDITIONAL [insert number] MONTHS FOR THE CONVENIENCE OF THE GOVERNMENT UNDER THE PROVISIONS OF 10 USC 12305 (STOP LOSS)."

e. Typographical errors later found on the DA Form 1695 do not invalidate the extension of enlistment. The original intent of the extension will be upheld. If errors are discovered after execution and distribution of DA Form 1695, the servicing career counselor will supervise preparation of a corrected DA Form 1695. "CORRECTED COPY SUPERSEDES PREVIOUS COPY EXECUTED ON (date of the incorrect DA Form 1695)" will be typed above the date line in the space for the use of the administering officer. Copies of the corrected DA Form 1695 will be signed by the Soldier and a commissioned officer (not required to be the commissioned officer that signed the original DA Form 1695) and distributed according to subparagraph *f*, below.

f. For disposition and distribution of DA Form 1695, the extension packet consists of copies of DA Forms 1695, 3340, and 3072, if required. The disposition of the extension packet will be as follows:

(1) *Original.* Complete with copies of all annexes; DA Form 4591; ERB; forms specified in Section II; copies of all RETAIN processing actions, cancellations, messages, eMILPO processing records, and all additional related documents or notes. Will be retained in the servicing retention office as outlined by ARIMS.

(2) *Second copy.* Scanned to iPERMS for permanent filing in the Soldier's AMHRR within 60 days of action.

(3) *Third copy.* Given to the Soldier after the execution of the extension.

11–14. DA Form 3072

DA Form 3072 is the only authorized method for commanders to request waivers or exceptions to policy, specifically for purpose of extension or reenlistment (see chap 3).

a. Processing guidance for DA Form 3072.

(1) All requests for waiver or exception to policy are initiated by the Soldier's immediate commander.

(2) A waiver is granted for one specific extension, reenlistment. (For example, a previously approved waiver for an extension of enlistment will not satisfy the waiver requirement for a later reenlistment.)

(3) DA Form 3340 will be initiated if the waiver is for reenlistment or extension purposes.

b. Enclosures.

(1) Enlisted Records Brief is required for all waiver requests.

(2) Other documents as required by this regulation.

(3) Additional documents, statements, or relevant information may be enclosed at the discretion of the Soldier's immediate commander.

c. Disposition and distribution.

(1) Waivers approved for the purpose of immediate reenlistment or extension of enlistment will be annotated on DD Form 4 (see annex L) or DA Form 1695, as appropriate.

(2) Approved waivers, complete with all supporting documentation and enclosures, will be attached to and distributed with the appropriate DD Form 4 or DA Form 1695.

11–15. DA Form 3286–79

DA Form 3286–79 is designed to preclude the possibility of erroneous reenlistments, broken reenlistment commitments, and misunderstandings concerning entitlements, assignments, and other matters relating to the DD Form 4. Once completed, DA Form 3286–79 is labeled as "Annex A" in the lower left corner of the form and attached to and distributed with DD Form 4.

a. Part I—General Statement of Understanding. Care must be taken to ensure the Soldier has read and understands the provisions of Part I, line 1.

b. Part II—In-Service Reenlistment Options. Part II consists of a statement of understanding pertaining to the specific option for which the Soldier is reenlisting. It outlines the conditions of the commitment being made. It includes a precise statement of the promises made to the Soldier by the Army and its representatives, and a detailed statement of

the requirements that the Soldier must fulfill for the commitment to be honored. No promises may be entered on the DA Form 3286–79 that are not contained in the appropriate reenlistment option table.

c. Part III–Statement of Law Violations and Previous Conditions.

(1) This part will be completed by all applicants who enlist or reenlist in the RA. Questions concerning convictions will be answered to include convictions by either a civil or military court. This does not apply to offenses previously waived and/or documented on previous enlistment or reenlistment documents. Offenses not previously waived and/or documented, to include those occurring on the current term of enlistment or reenlistment, will be listed. Article(s) 15 is nonjudicial punishment and will not be listed as conviction(s). The information is used to determine the Soldier's eligibility for reenlistment and will not be used for any other purpose. This will be explained to the Soldier before he or she signs the DA Form 3286–79.

(2) The Soldier must provide the information requested regardless of any information he or she may have received that he or she is not required to reveal the information in order to reenlist. This must be explained to prevent confusion of Soldiers who have expunged records.

d. Part IV–Dependency Statement. This part will be completed by all Soldiers to prevent misunderstanding concerning marital status or responsibility for, or entitlement to claim, individuals as the sponsor's Family members.

11–16. DA Form 3340

DA Form 3340 is used by all Soldiers desiring reenlistment or extension of current enlistment in the RA. Other than as stated, DA Form 3340 will be approved prior to initiation of reenlistment or extension processing. The company retention NCO will assist and advise the Soldier and commander in preparation and use of DA Form 3340. Acting commanders, warrant officer commanders, and enlisted commandants will refer to paragraph 1–9 prior to using DA Form 3340.

a. The DA Form 3340 consists of two sections—

(1) *Section I–Soldier's Request.*

(a) DA Form 3340 is addressed from the Soldier to his or her immediate commander.

(b) Soldier requests authorization by checking the appropriate block in item 3 (either reenlistment or extension).

(c) Soldiers applying for reenlistment indicate their desire to cash-in accrued leave, in connection with the reenlistment, by checking a box in item 4. Soldiers electing to cash-in accrued leave will specify the amount of accrued leave they desire to cash-in. These Soldiers will be counseled regarding the earliest and latest allowable dates of reenlistment in order to qualify for payment of accrued leave. Accrued leave selection is not required for Soldiers requesting extension of enlistment. The number of leave days is not entered on DA Form 3340 when Soldiers sign the extension. Career counselors will instruct Soldiers to select item 4c in DA Form 3340, section I, "I am extending my present enlistment and have been counseled on cashing in accrued leave." Soldiers will be advised to contact their local FAO upon commencement of extension and submit a DA Form 4187 to request payment of accrued leave.

(d) The Soldier will date and sign (use of middle initial or full name is at the Soldier's option) DA Form 3340 and refer the form to his or her immediate commander.

(2) *Section II–Commander's Certification.* Section II requires the commander to make a determination of a Soldier's qualifications and a determination or recommendation of the Soldier's potential for future service. Such action should be completed within 7 days of receipt of DA Form 3340 from the Soldier.

(a) In coordination with the career counselor, the commander will determine the Soldier's eligibility and potential for further service by checking the appropriate block in item 7.

1. If the Soldier meets the eligibility criteria set forth in this regulation, the commander will check Item 7a.

2. If the Soldier is not fully qualified, the commander will check Item 7b.

3. If the Soldier is fully qualified, but not recommended for further service the commander will check Item 7c.

(b) Commanders have several options in determinations and recommendations for further service. The commander will either make a determination or recommendation by checking the appropriate block(s) in item 8.

1. If the Soldier is fully eligible and recommended for the requested action, the commander will approve the request by checking Item 8a.

2. If the Soldier has a disqualification and the commander determines, under the "whole Soldier" concept, that the Soldier's case warrants meritorious consideration, the commander will recommend approval of the request by checking Item 8b and initiate a DA Form 3072.

3. If the Soldier has a disqualification and the commander determines continued service is not in the best interest of the Army, the commander will check Items 8c, and if disqualification is waiverable, also check 8c(1).

4. If the Soldier is eligible but the Soldier's continued service is not in the best interest of the Army and a bar to reenlistment is warranted, the commander will check Item 8c(2) and initiate a bar to reenlistment (see chap 8).

5. If the Soldier is eligible and the commander believes the Soldier's continued service is not in the best interest of the Army, but a bar to reenlistment is not warranted, the commander will check Item 8c and 8c(3).

(c) After completing Items 7 and 8, the commander signs and dates DA Form 3340 and returns it to the Soldier. In cases where the Soldier is fully eligible and the commander does not initiate a bar to reenlistment, the DA Form 3340

will be forwarded through chain of command to the final authority (see para 1–9e).

Note. Career counselors will ensure IMPREPR code "9C" transaction is reported via RETAIN when the first brigade-level commander colonel or higher denies a Soldier's request for reenlistment (see para 1–9e(3)).

b. The approved DA Form 3340 remains valid until requested action is taken. However, the DA Form 3340 is invalid once—

- (1) The reenlistment or extension is executed.
- (2) The Soldier separates from the Active Army.
- (3) The Soldier becomes ineligible for reenlistment or extension.
- (4) A change of unit commanders occurs. The incoming unit commander will initiate a new DA Form 3340.

c. The following guidance is provided for disposition and distribution:

(1) Approved DA Form 3340 for immediate reenlistment is prepared, labeled as "Annex B" in the lower left corner of the form, attached to, and distributed with the DD Form 4, as prescribed in paragraph 11–12.

(2) Approved DA Form 3340 for an extension of enlistment is prepared attached to, and distributed with the DA Form 1695 as prescribed in paragraph 11–13f.

(3) Disapproved DA Form 3340 for extension or reenlistment will be distributed in four copies as follows:

(a) *Original.* Filed in the servicing retention office as prescribed by ARIMS.

(b) *Second Copy.* Scanned to iPERMS for permanent filing in the Soldier's AMHRR with the completed action.

(c) *Third copy.* Given to the Soldier.

11–17. DA Form 4126

Instructions pertaining to preparation and distribution of DA Form 4126 are in chapter 8 and appendix K.

11–18. DA Form 4789

a. DA Form 4789 is used in connection with all reenlistments of Soldiers entitled to the SRB.

b. DA Form 4789 explains the conditions under which continued entitlement may be terminated and unearned portions of bonus payments recouped.

c. DA Form 4789 will be labeled as an annex, and attached to and distributed with the DD Form 4.

11–19. DA Form 4991

The DA Form 4991 is used by commanders, first sergeants, and retention personnel for Soldiers refusing to take action to obtain sufficient time to comply with HQDA directed SRR. (Refer to chap 4 for criteria).

a. *Preparation.*

(1) The career counselor will initiate DA Form 4991 for eligible Soldiers required but refusing to take action to meet a military SRR upon completion of levy brief (not to exceed 30 days) from the EDAS transmittal date. The servicing career counselor will counsel the Soldier on the career effects (see para (3)) of refusing to satisfy the SRR. The career counselor will suspense the document (not more than 15 days after completion of levy brief) to allow completion of counseling requirements (the suspense must allow for priority of the SRR and geographic considerations regarding the distances between the Soldier, commander, and career counselor).

(2) The career counselor is responsible for ensuring the Soldier understands what options are available to meet the SRR, and reaffirms the career effect of refusal. The career counselor completes section A and forwards the DA Form 4991 to the Soldier's immediate commander or first sergeant.

(3) The commander or first sergeant will counsel the Soldier, ensuring the Soldier fully understands that refusal to comply with orders will result in the execution of a DA Form 4991. Specifically, Soldiers with a declination of continued service are—

(a) Placed in a nonpromotable status.

(b) Prohibited from reenlistment or extension of enlistment.

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

(d) Required to have a rank determination from HQDA, if approved for reentry into the Active Army.

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

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

(g) Eligible to request voluntary separation under the provisions of AR 635–200.

(h) Eligible for other assignments (CONUS and OCONUS) provided the Soldier has sufficient service remaining to meet the requirements of the new assignment.

(i) Not eligible for separation pay.

(4) The commander or first sergeant will fully review the DA Form 4991, and obtain the Soldier's signature in

section B (if the Soldier refuses to sign, the commander will annotate the refusal and sign the witness' signature block in section B).

(5) The commander or first sergeant completes section C of the DA Form 4991, and returns it through the career counselor to the reassignments section.

(6) Retention personnel will ensure that the "9Q" IMREPR transaction is reported via RETAIN.

(7) The reassignments section uses the DA Form 4991 as the basis for requesting deletion action and enters the proper assignment eligibility and availability code in eMILPO.

b. Request for withdrawal of DA Form 4991.

(1) Requests for withdrawal of the DA Form 4991 must be fully justified and submitted through appropriate command channels in accordance with current processing guidance to Commander, HRC, for consideration.

(2) Requests will include a copy of the DA Form 4991, current copy of the ERB, and chain of command recommendations.

(3) Commanders will thoroughly evaluate the request for withdrawal of a DA Form 4991. Any commander who is a commissioned officer and does not believe the request warrants meritorious consideration will disapprove and return the request. Commanders will make specific recommendations for approval or disapproval and will not simply endorse or forward requests to higher headquarters "for consideration."

Note. Acting commanders, warrant officer commanders (not commissioned), and enlisted commandants refer to paragraph 1–9.

(4) Additionally, withdrawal requests will be submitted as follows:

(a) From CONUS, not later than 90 days before Soldier's ETS.

(b) From OCONUS, not later than 90 days (120 days for sergeant first class, first sergeant/master sergeant, and command sergeant major/sergeant major) before the rotation date.

c. Disposition and distribution.

(1) *Original.* Filed in the servicing retention office as prescribed by ARIMS.

(2) *Second Copy.* Scanned to iPERMS for permanent filing in the Soldier's AMHRR.

(3) *Third copy.* Given to the Soldier.

(4) *Other copy.* An additional copy will be forwarded to Commander, HRC (Appropriate Career Branch), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5407.

(5) *Disposition.* Approved withdrawal requests will be disposed of as prescribed above.

11–20. DA Form 5612

a. If appropriate, the career counselor will verify the name of spouse and prepare, or supervise preparation of, the DA Form 5612 as part of the reenlistment packet.

b. DA Forms 5612 will be signed by a commissioned officer.

c. If the spouse is present, DA Form 5612 will be presented to the spouse by, or on behalf of, the commander in conjunction with the reenlistment ceremony. In the event the spouse is not present, it is the reenlistee's responsibility to deliver the DA Form 5612 to the spouse.

d. Certificates will not be issued retroactively or to replace those that are damaged or lost.

11–21. DA Form 5689

DA Form 5689 will be prepared with the reenlistment packet by the career counselor. DA Form 5689 may be used by the administering officer and then presented to the Soldier on the occasion of their reenlistment (see app D).

Section V

Preparation of Forms Used in Processing Active Army Soldiers for Transfer or Enlistment into the Reserve Component

11–22. Date of acknowledgment of service requirement

All "dates signed" will reflect the date the Soldier signs their transfer documents or the date the oath is administered, whichever is applicable. The effective date of transfer and/or enlistment is the day following separation from the Active Army.

11–23. DA Form 3540

DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment) is used for all Soldiers enlisting or transferring into the USAR.

a. In the top left margin of page 1 enter the Soldier's last name and SSN (for example, SMITH/123–45–6789).

b. At the top center of page 1 enter "ANNEX A."

c. Reference Section IV, Service Obligation, Soldier must check and initial the applicable paragraph.

(1) For USAR enlistments (including IRR), use paragraph 4.

(2) For USAR transfers use paragraph 6.

d. Reference Section V, Methods of Fulfillment, Soldier must check and initial the applicable paragraph.

(1) For USAR enlistments (including IRR), use paragraph 2.

(2) For USAR transfers use paragraph 3.

e. Reference Section IX, Additions or changes to this certificate. This block must be initialed by the Soldier if addendums are attached to DA Form 3540. All forms approved as addendums are identified as such in their title (for example, Selected Reserve Incentive Program - Affiliation Bonus Addendum).

f. Reference Section XII, Annual Orientation. Paragraph 2 "REMARKS," enter any remarks as required by this regulation or as required by the RC Retention Branch.

(1) Add the following statement and have the Soldier initial on all USAR contracts: "I understand if I have any questions as I transition into the Reserve Component I can contact the command retention office for my region at _____ (phone number) ____ (Soldier's initials)."

(2) Add the following statements and have the Soldier initial each for "Try a Year in the USAR" Program contracts: "Applicant was counseled concerning the "Try a Year in the USAR" Program ____ (Soldier initials)." "I understand as a "Try a Year in the USAR" Program enlistee, one of the following will be accomplished prior to the expiration of my "Try a Year in the USAR" enlistment. I will be: 1. Reassigned to a position vacancy for my grade. 2. Administratively reduced to the grade authorized by the position to which I am assigned. 3. Discharged and transferred to the USAR Control Group (IRR) if I have a remaining military service obligation. 4. Discharged from the USAR troop program unit and as a Reserve of the Army in my present grade providing no remaining service obligation exists. ____ (Soldier initials)"

(3) Add following statement and have the Soldier initial for USAR contracts that meet the mobilization deferment requirements: "I acknowledge that I am authorized a mobilization deferment in accordance with guidance as specified by Chief, U.S. Army Reserves. SUBJECT: Active Component to Reserve Component transition mobilization deferment. ____ (Soldier initials)."

11-24. DA Form 5261-3-R

DA Form 5261-3-R (Selected Reserve Incentive Program - Affiliation Bonus Addendum) is used for all Soldiers enlisting into ARNGUS units or transferring into USAR units who are qualified and authorized to receive an affiliation bonus.

11-25. DA Form 5261-4-R

DA Form 5261-4-R (Student Loan Repayment Program Addendum) is used for all Soldiers enlisting into an ARNGUS or USAR unit who are qualified to receive and desire participation in the Student Loan Repayment Program.

11-26. DA Form 5261-5-R

DA Form 5261-5-R (Selected Reserve Incentive Program - USAR Prior Service Enlistment Bonus Addendum) is used for all Soldiers enlisting into a USAR unit who are qualified and authorized to receive the prior service enlistment bonus.

11-27. DA Form 5435-R

DA Form 5435-R (Statement of Understanding - The Selected Reserve Montgomery GI Bill) is required for all ARNG enlistments and USAR troop program unit enlistments or transfers.

11-28. DA Form 5642-R

DA Form 5642-R (Statement of Understanding and Selected Reserve Service Agreement, Basic Educational Assistance Entitlement for Service in the Selected Reserve) is required for all Soldiers qualified to receive increased incentives under the Montgomery GI Bill 2X4 Program, regardless of the Soldier's incentives election.

11-29. DA Form 5690

DA Form 5690 (Reserve Component Career Counselor Interview Record) must be filled out completely on all separating Soldiers interviewed. The career counselor's signature and date certifies that all entries in sections A and B have been verified as correct.

11-30. DA Form 5691

DA Form 5691 (Request for Reserve Component Assignment Orders) is required for all ARNGUS enlistments or USAR enlistments or transfers.

a. Reference Section I, information to be completed by the career counselor.

(1) Type of Enlistment, place an "x" in the corresponding block ("USAR," "ARNGUS," or "IRR").

(2) In the space provided next to "USAR VAC CTRL NO," enter the VCN from RETAIN.

(3) In the space provided next to "ASGMT MOS," enter the 4-digit MOS code into which the Soldier is being assigned.

b. Section V, Item 10, Installation, enter Retention Office, base, or installation name, state, and APO, or ZIP code.

c. Section II, Item 6, Remaining MSO/Term of Service, for "Try One" Program contracts annotate the Soldier's remaining MSO.

11-31. DA Form 7249

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) is used for all ARNGUS enlistments or transfers.

a. *Name.* In the top left margin of each page enter the Soldier's last name and SSN (SMITH/123-45-6789). "ANNEX A" will be placed in the top center of the page on page 1.

b. *Reference section III, explanation to Soldier.* The Soldier must elect the appropriate option.

(1) Paragraph 1 is used for all ARNGUS enlistments of Soldiers with a remaining MSO.

(2) Paragraph 2 is used for all ARNGUS enlistments with no remaining MSO.

c. *Reference section V, additions and changes to this certificate.* This block must be initialed by the Soldier if addendums are attached to DA Form 7249. All forms approved as addendums are identified as such in their title (for example, Selected Reserve Incentive Program-Affiliation Bonus Addendum).

d. *Reference section VI, Statement of Acknowledgement and Understanding of Enlistment, Transfer or Unit Assignment Obligations.* Soldiers must initial all numbered items and sub items.

e. *Reference section VII, Certification by Officer or Career Counselor.* Soldiers must initial all numbered items and sub items.

(1) Add the following statement and have the Soldier initial on all ARNGUS contracts: "*I understand if I have any questions as I transition into the Reserve Component I can contact the State National Guard representative in _____(state) at _____(phone) for assistance _____(initials).*"

(2) Add the following statements and have the Soldier initial for each "Try One" Program contracts: "*I understand as a Try One in the Guard enlistees, one of the following will be accomplished prior to the expiration of my Try One in the Guard enlistment. I will be: 1. Reassigned to a position vacancy for my grade. 2. Administratively reduced to the grade authorized by the position I'm assigned. 3. Discharged and transferred to a USAR Control Group. 4. Discharged from the ARNGUS and the Reserve of the Army in my present grade providing no remaining service obligation exists _____ (Initials).*" Annotate term of service as *01yrs 00mos 00dys* along with the appropriate "Try One in the Guard" statements.

(3) Add following statement and have the Soldier initial ARNG contracts that have completed a deployment from a combat zone within the last 6 months prior to accession: "*I understand that by enlisting into the ARNG, I am exempt from Federal mobilizations under the authority of the Secretary of the Army for a period of 1 year starting on the day after my separation date from the RA. I further understand that I am required to enlist for a minimum of 12 months. _____ (Initials).*"

(4) Add following statement and have the Soldier initial for Soldiers being separated under the provisions of AR 635-200 (pregnancy): "*I am aware that I may require a Family Care Plan per AR 600-20. If required, the Family Care Plan will be completed upon reporting to my ARNG unit. _____ (Initials).*"

(5) Add the following statements and have the Soldier initial for the State Officer Candidate School Program: "*I understand that I am required to perform my enlisted duties commensurate with my pay grade and MOS while awaiting start of OCS. I further understand that if I fail to complete OCS, I am required to fulfill my contractual obligation with the ARNG in my MOS or in a duty position based on the needs of the Army National Guard. _____ (Initials).*"

11-32. Submission of claims

A Soldier who believes their reenlistment commitment has been breached may submit a claim using DA Form 4187. The claim must be submitted within a reasonable time (normally 30 days). The time period starts from the date he or she is informed that his or her commitment will not be honored, or from the date the Soldier discovers, or should discover through normal efforts, that the commitment has been breached.

11-33. Processing claims

a. The installation commander will report a Soldier who has a reenlistment commitment that cannot be fulfilled by reassignment within the ACOM, ASCC, or DRU, as being immediately available for assignment.

b. It may appear that a Soldier was reenlisted for an option and did not meet the prerequisites. If so, forward the claim to Commander, HRC for resolution. In these cases, help the claimant prepare a DA Form 4187 for either an erroneous, defective, or unfulfilled reenlistment commitment. This application will contain the desired actions to correct the breach. Forward the original and one copy, with the enclosures below, through channels, to Commander, HRC (AHRC-EPR-P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5420.

- (1) DD Form 4.
 - (2) DA Form 3286–79.
 - (3) ERB.
 - (4) SF 88 and SF 93, if appropriate.
 - (5) A statement waiving the Soldier’s reenlistment option, or a statement that the AMHRR does not contain an option waiver.
 - (6) A statement from the servicing career counselor that the Soldier was interviewed, counseled, and the options regarding an unfulfilled reenlistment commitment were explained.
 - (7) Other documents or statements relating to the case.
 - (8) DA Form 209 (Delay, Referral, or Follow-up Notice).
- c. Soldiers who believe their contracts have been breached and that retention bonuses are involved will apply to the Army Board for Correction of Military Records (see AR 15–185).
- d. When Soldiers do not desire another option, they may request separation according to AR 635–200 (see defective enlistments/reenlistments and extensions).

11–34. Report of immediate reenlistments and extensions of enlistment

Immediate reenlistment information must be reported in a timely manner since many decisions that have long-range budgetary and manpower impacts are based on this data. RETAIN is the sole source for reenlistment and extension eMILPO transactions. RETAIN will generate 4115 (reenlistment) and 4140 (extensions) eMILPO transactions upon career counselor confirmation of the reenlistment and extension action on RETAIN. Confirmations on RETAIN will be completed as prescribed by HRC. Accordingly, each career counselor or retention office will—

- a. Establish and maintain a unit log of completed reenlistments and extensions (to include referrals to USMAPS and ROTC Green to Gold Program), complete with RETAIN Report.
- b. At the discretion of the ACOM, ASCC, or DRU, subordinate commands may be required to submit documents (primarily for RETAIN Report reconciliation) to show that reenlistments have been confirmed in RETAIN.
- c. Ensure that FAO personnel are immediately advised of all reenlistments. This action is needed to ensure completion of all required personnel actions in a timely manner.
- d. The ACOMs, ASCCs, and DRUs will include RETAIN confirmation as an item to be checked during SAVs.
- e. The HRC Retention Reclassification Branch will ensure all reenlistments and extensions confirmed on RETAIN that have reported errors are immediately corrected.

11–35. Monthly Reenlistment Report (Reenlistment/Reclassification System Report)

The RETAIN Report provides each ACOM, ASCC, and DRU retention office with the names of all reenlistees processed through RETAIN, and credited to the ACOM, ASCC, and DRU by HQDA. ACOMs, ASCCs, and DRUs are responsible for ensuring RETAIN Report of reenlistment credit is correct before HQDA publishes its final accomplishments.

Appendix A References

Section I Required Publications

AR 40-501

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

AR 350-1

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

AR 380-67

Personnel Security Program (Cited in para 3-9e(7).)

AR 600-8-19

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

AR 600-8-22

Military Awards (Cited in para 9-8a.)

AR 600-8-104

Army Military Human Resource Records Management (Cited in para 5-7a.)

AR 600-8-105

Military Orders (Cited in para 5-12.)

AR 600-9

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

AR 600-60

Physical Performance Evaluation System (Cited in para 3-8d(1)(b).)

AR 600-85

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

AR 601-1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command (Cited in para 9-2d.)

AR 601-210

Active and Reserve Components Enlistment Program (Cited in para 1-7f.)

AR 614-30

Overseas Service (Cited in para 4-2g(4).)

AR 614-200

Enlisted Assignments and Utilization Management (Cited in para 2-3b(10).)

AR 635-5

Separation Documents (Cited in para 7-9d.)

AR 635-8

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

AR 635-40

Physical Evaluation for Retention, Retirement, or Separation (Cited in para 3-8d(1).)

AR 635-200

Active Duty Enlisted Administrative Separations (Cited in para 3-3.)

AR 670-1

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

DA Pam 611-21

Military Occupational Classification and Structure (Cited in para 2-5b.)

DFAS-IN Regulation 37-1

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

Section II

Related Publications

A related publication is source of additional information. The user does not have to read a related publication to understand this regulation. The U.S. Code is available at <http://uscode.house.gov/>.

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

Committee Management

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 15-185

Army Board for Correction of Military Records

AR 25-2

Information Assurance

AR 25-30

The 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 (AGR) Program

AR 135-91

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

AR 135–205

Enlisted Personnel Management

AR 135–210

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

AR 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

Acceptance, Accreditation, and Release of United States Army Criminal Investigation Command Personnel

AR 220–1

Army Unit Status Reporting and Force Registration - Consolidated Policies

AR 340–21

The Army Privacy Program

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 Personnel Management

AR 600–8–2

Suspension of Favorable Personnel Actions (Flag)

AR 600–8–101

Personnel Processing (In-, Out-, Soldier Readiness, Mobilization, and Deployment Processing)

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 611–5

Personnel and Classification Testing

AR 621–202

Army Educational Incentives and Entitlements

AR 623-3

Evaluation Reporting System

AR 700-84

Issue and Sale of Personal Clothing

DA Pam 623-3

Evaluation Reporting System

DFAS-IN Regulation 37-100

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

DOD 7000.14-R

Department of Defense Financial Management Regulations (FMR) Volumes 1-15 (Available at <http://comptroller.defense.gov/FMR/fmrvolumes.aspx>.)

DODI 1304.31

Enlisted Bonus Program (EBP)

Lautenberg Amendment

Gun Control Act of 1968

MCM Rule 303

Preliminary Inquiry Into Reported Offenses

NGR 600-200

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

UCMJ, Art. 15

Commanding Officer's Non-Judicial Punishment

UCMJ, Art. 83

Fraudulent enlistment, appointment, or separation

UCMJ, Art. 84

Effecting unlawful enlistment, appointment, or separation

UCMJ, Art. 85

Desertion

UCMJ, Art. 86

Absence without leave

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 1176

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

10 USC 2261

Presentation of recognition items for recruitment and retention purposes

10 USC 3258

Regular Army: reenlistment after service as an officer

10 USC 3914

Twenty to thirty years: enlisted members

10 USC 3917

Thirty years or more: regular enlisted members

10 USC 12203

Commissioned Officers: Appointment, How Made; Term

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12304

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

10 USC 12305

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

10 USC 10147

Ready Reserve: training requirements

37 USC 308

Special pay: reenlistment bonus

37 USC 309

Special pay: enlistment bonus

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense (OSD) Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>).

DA Form 1695

Oath of Extension of Enlistment (Prescribed in para 1–9.)

DA Form 3072

Waiver of Disqualification for Reenlistment in the Regular Army (Prescribed in para 1–9.)

DA Form 3286–79

Statements for Reenlistment, Parts I through IV to be completed by all applicants for reenlistment in the Regular Army (Prescribed in para 11–11.)

DA Form 3340

Request for Reenlistment or Extension in the Regular Army (Prescribed in para 1–9.)

DA Form 4126

Bar to Reenlistment Certificate (Prescribed in para 8–5.)

DA Form 4591

Retention Data Worksheet (Prescribed in para 4–11.)

DA Form 4591–1

Status of the Retention Data Worksheet (Prescribed in para 11–3.)

DA Form 4591–2

Record of Inspections Conducted (Prescribed in para 11–3.)

DA Form 4789

Statement of Entitlement to Selective Retention Bonus (Prescribed in para 5–8.)

DA Form 4991

Declination of Continued Service Statement (Prescribed in para 1–9.)

DA Form 5612 (Available through normal forms supply channels)

Certificate of Appreciation for Army Spouse (Of Reenlistees) (Prescribed in para 11–11.)

DA Form 5689 (Available through normal forms supply channels)

Oath of Reenlistment (Prescribed in para 1–9.)

DA Form 5690

Reserve Components Career Counselor Interview Record (Prescribed in para 7–12.)

DA Form 5691

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

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 11–31.)

DA Form 7347

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

DD Form 4 (4/1, 4/2, 4/3)

Enlistment/Reenlistment Document—Armed Forces of the United States (Prescribed in para 1–9.)

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil>); DD forms are available on the OSD Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>). SF forms are available from the GSA Web site (<http://www.gsa.gov>).

DA Form 71

Oath of Office-Military Personnel

DA Form 209

Delay, Referral, or Follow-up Notice

DA Form 705

Army Physical Fitness Test Scorecard

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 3349

Physical Profile

DA Form 3540

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

DA Form 4037

Officer Record Brief

DA Form 4187

Personnel Action

DA Form 4856

Developmental Counseling Form

DA Form 5261-3-R

Selected Reserve Incentive Program—Affiliation Bonus Addendum

DA Form 5261-4-R

Student Loan Repayment Program Addendum

DA Form 5261-5-R

Selected Reserve Incentive Program—USAR Prior Service Enlistment Bonus Addendum

DA Form 5435-R

Statement of Understanding - The Selected Reserve Montgomery GI Bill

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DA Form 5642-R

Statement of Understanding and Selected Reserve Service Agreement - Basic Educational Assistance Entitlement for Service in the Selected Reserve (Montgomery GI Bill 2x4 Program)

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 256A

Honorable Discharge Certificate

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

ERB

Enlisted Record Brief

SF 88

Medical Record - Report of Medical Examination

SF 93

Medical Record - Report of Medical History

USCIS I-551

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

Appendix B

Selection and Relief Processing for Active Army and Active Guard Reserve Career Counselors

B-1. Authority

The authority for classification and reclassification without waiver for Active Army career counselors is Commander, HRC. For actions considered for waiver, the DMPM retains authority.

B-2. Selection criteria for Active Army career counselor

Applications requesting selection, training, and reclassification will be processed as prescribed in paragraph 9-2 and B-3. Commanders may request an exception to the selection criteria for meritorious cases only. Commanders, in coordination with command career counselors, will disapprove requests for exception that are not fully justified. Exceptions to policy must be endorsed by the first colonel (O-6) in the chain of command or SPCMA, whichever is in the most direct line to the Soldier, through the ACOM, ASCC, or DRU command career counselor to DCS, G-1(DAPE-MPE-PD), 300 Army Pentagon, Washington DC 20310-0300. Requests for exceptions to policy will be submitted electronically to usarmy.pentagon.hqda-dcs-g-1.mbx.army-retention@mail.mil to be endorsed by the DCS, G-1, DMPM, Army Retention (DAPE-MPE-PD).

a. Criteria for selection of PMOS and SMOS applicants is identical.

b. Criteria and applications requesting selection, training, and reclassification will be processed as prescribed in paragraph 9-2 and appendix B-3.

c. Criteria for MOS 79S is listed in DA Pam 611-21.

Note. All applicants who fail to maintain eligibility for course attendance or who fail to complete the Career Counselor Course are required to be processed as an exception to policy for rescheduling/re-attendance.

B-3. Application processing procedures

Application processing procedures of Soldiers to attend the 79S Career Counselor Course.

a. Application packets for Soldiers desiring to attend the Career Counselor Course will be submitted to the 79S proponent if no exception to policy is required, or HQDA Army Retention if any exception to policy is required. Commanders and command career counselors will disapprove applications for Soldiers not qualified, not recommended, or with incomplete applications.

b. Application packets will contain the following:

(1) DA Form 4187 must specify training for PMOS or SMOS in a TDY enroute or TDY and return status. In the case of OCONUS Soldiers, include CONUS assignment preferences and waiver of homebase and/or advanced assignment, if necessary. Verify enrollment in the Married Army Couples Program; if enrolled include, spouse's name, rank, SSN, and unit of assignment. If assigned OCONUS, include normal tour completion date (Married Army Couples Program applications will be approved or disapproved concurrently). Verify enrollment in the Exceptional Family Member Program; if enrolled attach relevant medical requirements. Include a statement of agreement to the SRR.

(2) Enlisted Records Brief

(3) DA Form 705 (Army Physical Fitness Test Scorecard) dated within 6 months of submission of packet.

(4) DA Form 3349 (Permanent only, if applicable).

(5) DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)) (if applicable).

(6) Joint Personnel Adjudication System printout or verification of security clearance.

(7) Immediate and battalion level commander endorsements.

(8) Recommendation of career counselor (PMOS 79S) and command career counselor (first PMOS 79S sergeant major in command chain, if applicable). All endorsements must include full justification why the Soldier merits the exception to policy, if applicable.

(9) Soldier's statement verifying he or she meets all prerequisites of DA Pam 611-21 may be included in the DA Form 4187 or on a separate memorandum.

(10) Last five NCOERS (if applicable).

c. The following procedures will be used to process application packets with no exception to policy and/or waiver required) by the proponent.

- (1) The proponent will stamp the date on the packet on the day it is received.
- (2) The proponent will verify the Soldier meets all qualifications to attend training.
- (3) The proponent will send the Soldier's name and SSN to the branch manager to obtain a release from current branch.

(4) After the release is obtained, the branch manager will load the Soldier in Army Training Requirements and Resources System for training.

(5) If any application packets is sent back to the recommending command for reasons such as incomplete or need corrections, the date received will start over once received by the proponent with corrections made.

d. The following procedures will be used to process application packets (exception to policy required) by DCS, G-1 Army Retention.

- (1) The DCS, G-1 Army Retention will stamp the date on the packet on the day it is received.
- (2) The DCS, G-1 Army Retention will verify the Soldier meets all qualifications to attend training and approve or disapprove packets based on a meritorious case by case basis.
- (3) The DCS, G-1 Army Retention will forward the packet to the 79S proponent with an endorsement of either approving or disapproving the exception to policy/waiver. The 79S proponent will continue the processing procedures in paragraph c, if necessary.

e. Addresses to be used in block 2 of the DA Form 4187 as stated below:

(1) Application packets that do not require an exception to policy should be sent to the 79S proponent at: Recruiting and Retention School, Retention Department (79S Proponent), 1929 Old Ironsides Avenue, Building 2366, Fort Knox, KY 40121-5123.

(2) Application packets that require an exception to policy should be sent to DCS, G-1 Army Retention at: DCS, G-1 (DAPE-MPE-PD), 300 Army Pentagon, Washington, DC 20310-0300. Applications will be submitted electronically to usarmy.pentagon.hqda-dcs-g-1.mbx.army-retention@mail.mil.

f. Any training date changes (from one class to another) are coordinated between the branch manager and command. The branch manager will send an Army Training Requirements and Resources System personnel load list to DCS, G-1 Army Retention on a monthly basis. Once all training seats are filled for the current fiscal year the proponent will keep an order of merit list. This list will be used to replace Soldiers that cannot attend training for any reason during the current fiscal year. This list will also be used to begin filling seats for the next fiscal year. *Note.* Soldiers successfully serving as Army recruiters or skill qualification identifier 4 (detailed recruiters) are qualified for duty as career counselors. These Soldiers must meet the basic criteria for MOS 79S in accordance with DA Pam 611-21, but because of general lack of installation support and geographic dispersion, their application will consist of a DA Form 4187 (including the relevant information shown above) and ERB sent through Headquarters, USAREC to Commander, HRC.

B-4. Criteria for immediate relief and reclassification of career counselors (Active and Reserve)

Grounds for immediate relief and reclassification of a career counselor include, but are not limited to—

- a.* Receipt of a general officer memorandum of reprimand.
- b.* Uniform code of military justice action or conviction by a courts-martial.
- c.* Conviction (military or civilian jurisdiction) of any drug or alcohol related incident, including, but not limited to, driving under the influence, driving while intoxicated, and possession of a controlled substance.
- d.* Conviction (military or civilian jurisdiction) of a sexual offense AR 27-10.
- e.* Violation of or negligent disregard of prescribed regulatory guidance or professional ethics in order to obtain a reenlistment, extension, or agreement to enlist and/or transfer into the RC.
- f.* Failure to advise commanders, or to supervise, train, and direct subordinate retention personnel, on the Army Retention Program duties, responsibilities, procedures, and compliance with regulatory guidance, resulting in the unit's inability to accomplish the retention mission.
- g.* Failure to maintain personal retention eligibility.
- h.* Failure to maintain standards of AR 600-9. The counselor will not be relieved until given adequate opportunity to comply with weight standards according to applicable procedures described in AR 600-9.
- i.* Failure of two consecutive APFTs.
- j.* Barred from reenlistment.
- k.* Denied further service by DA Qualitative Review Board. (Action will not be initiated under this specific provision until the appeal process has been completed.)
- l.* Signing of a DA Form 4991 (see chap 4).
- m.* Demonstration of a pattern of ineffective counseling techniques which result in erroneous, defective, unfulfilled, or fraudulent reenlistments, extensions, or agreements to enlist and/or transfer into the RC. This includes, but is not limited to, Soldiers who are reenlisted outside of the window, or erroneous payment or nonpayment of a prospective SRB recipient.
- n.* As directed by HQDA and/or HRC as a result of career counselor's repeated failure to process and/or reenlist Soldiers in accordance with directives. This includes—

(1) Repeated failure to accurately process documents or record information on manual or automated systems and reports which resulted in Soldiers' erroneous or incomplete processing or reenlistment.

(2) Repeated failure by supervisors to effectively monitor and manage subordinate counselor's accuracy of retention documents or recording of information on manual or automated systems and reports which resulted in Soldiers' erroneous or incomplete processing or reenlistment.

(3) Failure by supervisor to report incidents of a subordinate's actions as identified in paragraphs B-4a through m or to initiate relief or reclassification as appropriate.

(4) Command career counselors may halt RETAIN access to PMOS 79S Soldiers who have violated any retention guidance, directive, or policy.

(5) Failure to maintain access to the RETAIN system.

o. Failure to maintain the MOS qualifications in accordance with DA Pam 611-21.

B-5. Processing procedures for relief and reclassification of Active Army career counselors

a. *Relief procedures.* Commanders, command sergeants majors, and command career counselors will continually evaluate the quality of their retention force. Career counselors who are determined to be unfit, unqualified, unable, or unwilling to successfully accomplish their functions and tasks, and who cannot fulfill their responsibilities as program administrators and expert advisors, will be relieved and reclassified out of CMF 79. After a determination is made, the commander will—

(1) Counsel the Soldier regarding their intention on a DA Form 4856 (Developmental Counseling Form).

(2) Initiate suspension of favorable personnel actions per AR 600-8-2.

(3) Remove the Soldier from all Army Retention Program duties, functions, and responsibilities.

(4) Initiate "Relief for Cause" DA Form 2166-8 (see AR 623-3).

(5) Notify the servicing command career counselor of the actions taken and coordinate temporary retention support.

(6) Initiate DA Form 4187 requesting involuntary reclassification (see AR 614-200), through chain of command (include the servicing command career counselor for comment) to Commander, HRC.

b. *Reclassification.* When, in the commander's or command career counselor's opinion, it is no longer in the best interests of the Army for the Soldier to remain a career counselor, the commander or command career counselor will initiate involuntary reclassification per AR 614-200. Relief for cause is not required, except as prescribed in paragraph B-4, for all involuntary reclassification actions. However, all Soldiers relieved for cause will be reclassified. Commanders are reminded reclassification is not necessarily an adverse reflection upon the Soldier, but a tool to enhance program effectiveness and force readiness.

c. *Mandatory reclassification.* Reclassification is mandatory if a periodic background investigation reveals that a career counselor is no longer in compliance with the minimum qualification criteria listed in DA Pam 611-21. Specifically, if a career counselor has a negative background check, they are no longer qualified to operate RETAIN. The primary system used for all retention actions is RETAIN; therefore an unqualified career counselor cannot perform their functions.

d. *Appeal.* Once identified as having a negative periodic background investigation, the career counselor has 60 days from notification to appeal the findings. Upon approved adjudication, the career counselor will be allowed to continue to serve in his/her position. The approval authority for the appeals/adjudication process is the DCS, G-1.

B-6. Selection, training, and relief of Soldiers desiring full-time Reserve Component career counselor duties

The authority for classification/reclassification for RC career counselors is National Guard Bureau for ARNGUS MOS 79T personnel and Army Reserves Careers Division for USAR MOS 79V personnel.

B-7. Selection criteria for Reserve Component career counselors

To qualify for selection as a RC career counselor, the Soldier must be qualified for an AGR tour per AR 135-18. The Soldier must also possess a PMOS, SMOS, or additional MOS in CMF 79 and meet the following criteria:

a. Be serving on a second or subsequent term of (AGR) service (no waiver).

b. Be able to serve at least 5 years in an active duty status prior to becoming eligible to receive military retired pay or being subject to mandatory removal (no waiver).

c. Meet the height and weight standards of AR 600-9 (no waiver).

d. Have a minimum physical profile of 232221 (no waiver).

e. Have no lost time during current enlistment or in past 3 years, whichever is longer (no waiver).

f. Must have no record of careless, reckless, or unsafe driving and possess a valid civilian driver's license (no waiver).

g. Possess excellent military appearance and bearing, have no obvious distracting physical abnormalities or mannerisms (no waiver).

h. Not be currently nor, in the past 12 months, have been enrolled in a drug or alcohol dependency intervention program of any type (no waiver).

i. Have no conviction by military courts-martial (no waiver).

j. Be a citizen of the United States (no waiver).

k. Have a minimum of 3 years' experience (waiverable to 2 years) in recruiting or retention (CMF 79).

l. Have no record of recruiting improprieties or misconduct.

m. Have no marital, emotional, or major medical problems that would hamper performance on RC career counselor duty (no waiver). Soldiers enrolled in the EFMP may serve as RC career counselors. Although every effort will be made to attach them to a military installation where definitive medical care for their family member is available, the needs of the Army will be the primary consideration for permanent changes of station.

n. Not be a sole parent, unless the proper Dependent Care Program is in effect (no waiver).

o. Soldiers who are academic failures from the Transition NCO or Career Counselor Course cannot re-apply for admission into the RC Career Counselor Program (no waiver).

p. Personnel who are former Recruiters (ARNGUS) may apply for duty as a RCs career counselor provided they meet the criteria and provided their records are not permanently annotated under NGR 600–200 or AR 601–1 for relief from recruiting duty. Final approval authority for these requests is Chief, Guard Strength Directorate NGB (NGB–GSS).

q. The information technology (IT) system used to process all Soldiers' retention actions is RETAIN. As such, all users must be ITIII user qualified in order to operate this system in accordance with AR 25–2. In order to meet this criteria, Soldiers must possess a current national agency check with local records and credit check or higher to be considered for selection in the RC Career Counselor Program (no waiver).

B–8. Application procedures

Application procedures for entry as AGR career counselors for ARNGUS and USAR personnel are listed below.

a. The ARNG 79T career counselor positions will be selected and filled by Chief, Guard Strength Directorate NGB (NGB–GSS), 111 South George Mason Drive, Arlington, VA 22204–1373.

b. The USAR 79V career counselor applications will be processed through Commander, Army Reserve Careers Division, 5015 N. 34th Street, Bldg 900, Gillem Enclave, GA 30297–5245.

B–9. Training

The training requirement for MOS qualified ARNGUS 79T and USAR 79V career counselors selected for an RC career counselor assignment must successfully complete the 4R Transition Course prior to reporting for the assignment.

B–10. Processing procedures for relief and reassignment of Reserve Component career counselors

a. Relief procedures. Commanders, command sergeants majors, and command career counselors will continually evaluate the quality of their RC career counselor force. RC career counselors determined to be unfit, unqualified, unable or unwilling to successfully accomplish the missions, functions, tasks, and fulfill their responsibilities as program administrators and expert advisors, will be relieved and reassigned by the appropriate component. If it is believed that relief action is warranted the commander will—

(1) Determine if appropriate action is necessary under AR 15–6.

(2) Formally counsel the Soldier, in writing, regarding their intentions.

(3) Initiate suspension of favorable personnel actions per AR 600–8–2.

(4) Remove the Soldier from all Army Retention Program duties, functions, and responsibilities.

(5) Terminate SDAP per paragraph 3–24, AR 614–200 and AR 135–210, when applicable

(6) Initiate Relief-for-Cause Noncommissioned Officer Evaluation Report per AR 623–205.

(7) Notify the servicing command career counselor of the actions and intentions and coordinate temporary RC counseling support.

(8) Initiate DA Form 4187 requesting reassignment through the chain of command to decision authority. Include the servicing command career counselor's comment and any supporting documentation, including findings and recommendations of any formal or informal investigations conducted.

b. Reclassification. See paragraph B–5 for all involuntary reclassification actions. However, all Soldiers relieved-for-cause will be reclassified. Commanders are reminded that reclassification is not necessarily an adverse reflection upon the Soldier, but a tool to enhance program effectiveness and force readiness. For USAR MOS 79V, requests for reclassification on RC career counselors will be forwarded through the chain of command to Commander, HRC (AHRC–EPR–T), 1600 Spearhead Division Ave., Fort Knox, KY 40122–5420. For ARNGUS MOS 79T, requests for reclassification on RC career counselors will be forwarded through the chain of command to Chief, Guard Strength Directorate NGB (NGB–GSS), 111 South George Mason Drive, Arlington, VA 22204–1373. When, in the commander's opinion, it is no longer in the best interests of the Army, Army Retention Program, and/or the Soldier for him to

remain a career counselor, the commander will initiate involuntary reclassification. Relief-for-cause is not required, except as prescribed in paragraph B-4.

Appendix C Retention Interviews and Career Planning

C-1. General

The Army career counseling process is an on-going function that begins the day a Soldier enters the Army and continues throughout the Soldier's Army career. The Army Career Counseling System involves four stages (integration, 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 between commanders, officers, NCOs, and career counselors.

a. Although retaining Soldiers in the RA and RC is an integral part of career counseling, preparation of Soldiers to be more productive citizens in or out of the Army is the overall objective. Soldiers will be guided early in their Army careers with continued follow-up counseling in setting short-term and long-range plans enabling them to make progress towards their goals. Career counselors will supplement existing local training programs, ensuring leaders are trained in the effective and proper use of personal, performance, and career counseling. It may be necessary, and many instances desirable, for career counselors to bring in outside experts to provide specialized counseling, (examples include, but are not limited to, Family life chaplains, budget and investment counselors, education specialists, and health promotion experts).

b. Army career counseling matches the needs of the Army and the Soldier and is an empowerment designed to facilitate a Soldier's career development and growth within the framework of the Army's support systems and unique mission requirements. An Army career is difficult and demanding, but has the potential to be highly rewarding and fulfilling. Soldiers deserve honest and frank evaluations of their potential and opportunities to attain their desired goals with realistic expectations. Soldiers will be advised not only of their reenlistment options, but also of how they compare with their peer group for education, time in current rank, and strength status of their MOS. Since upward progression is in the best interests of the Army and the Soldier, all counseling sessions should be geared toward advising Soldiers on how they measure up and their promotion or advancement potential. Special areas such as commissioning and warrant officer programs, as well as RC opportunities, should also be included in each counseling session. The career counselor must be knowledgeable on available education opportunities and alternate sources such as College Level Examination Program and Defense Activity for Nontraditional Education testing, distance learning opportunities, and alternative sources of education that are tailored to deployed Soldiers or individuals with irregular schedules. All Soldiers should, with the career counselor's assistance, map out their educational goals and, at a minimum, be made aware of how to attain them.

c. Elements of Army career planning programs include the following:

(1) *Clarity of purpose.* A shared responsibility by the Army, leaders, and the Soldier to attain goals consistent with the Army's missions and the Soldier's abilities and aspirations.

(2) *Commitment.* Ongoing research and initiatives by the Army, installations, commanders, and leaders at all levels. A comprehensive effort to ensure fair presentation of Army career opportunities and education opportunities (both in and out of the military), and present Soldiers with proper guidance and opportunities to reach their career and personal goals consistent with Army mission requirements. Commitment also encompasses a reasonable standard of living for Soldiers and their Family members, as well as a support mechanism that supports individual self-development and career progression.

(3) *Command support.* The degree to which installations, local commanders, and support activities work together to integrate Army missions with Soldiers' career goals by providing a documented plan for all Soldiers, availability of assistance programs (education centers, distance learning, Family life chaplains, Army Community Services, and so forth), and frequent assessment of progress towards these goals.

(a) Local command retention activities will have this information in writing as part of the command retention plan.

(b) Within 90 days of assumption of command, new commanders will be briefed on their responsibilities by the servicing career counselor (PMOS 79S).

(4) *Program assessment.* Proper coordination must ensure that Army career counseling programs meet Army manpower and readiness needs and that all Soldiers are given the opportunity to develop to their fullest potential. Staff assistance visits will monitor the following as a minimum:

(a) Quarterly and annual reenlistment rates by categories (for example, initial, mid-career, career).

(b) Frequency of movement options which may be a sign of discontent.

(c) Participation in RC and special programs compared to other commands similar in size and composition.

(d) Availability of military and civilian educational opportunities and participation in these programs consistent with Army mission requirements.

d. Precounseling preparation prior to the counseling session, the Army career counselor will obtain and review the Soldier's ERB, together with local training records, DCS, G-1 automated support systems, and any other information available on the Soldier. The career counselor must also talk with the Soldier's leaders to gather information on the Soldier's current status. Commanders should also review these documents prior to their scheduled counseling sessions. Particular attention should be paid to the following:

- (1) Current strength of the Soldier's PMOS.
- (2) Soldier's current education level and test scores.
- (3) Soldier's current rank and retention control point.
- (4) Soldier's time on station and/or DEROS, if overseas.
- (5) Military schooling completed and mandatory schooling needed.
- (6) Changes in the Soldier's marital status, number of dependents, change of address, health concerns, and other personal changes will be noted. These factors are important in the counseling cycle. Changes in marital status may require referral to outside counselors to better enable the Soldier to prepare and manage a household or become aware of schooling and programs for Family members.

e. Counselors will review prior counseling, recorded on DA Form 4591 and DA Form 4856, to follow-up on previous points.

C-2. Career counseling sessions

a. Career counseling sessions must be conducted for all Soldiers in the rank of staff sergeant and below not in an indefinite status. As an exception, sustainment phase career counseling for Soldiers with nonwaiverable disqualifications (see chap 3) is not required but is recommended. Although the reenlistment process becomes more evident in the months prior to the opening of the reenlistment window, the process is actually ongoing and involves frequent updates whether in career and professional development sessions or individual counseling sessions as stated in paragraph C-1.

b. Career counselors will advise and assist leaders and commanders in identifying potential attrition indicators and eliminating Soldiers not deserving further service in the Army.

c. Commanders and career counselors will ensure that information is available regarding the Soldier's military and civilian education and professional development and the benefits of enrolling in the Thrift Savings Plan. Career counselors must have access to automated systems to provide maximum counseling support to Soldiers.

d. Particular attention will be given to a Soldier's individual qualifications and potential for promotion and further service. Soldiers not meeting required or desired standards will be counseled on educational development programs to become qualified before his or her current reenlistment window expires. Soldiers must also be informed if they are potentially noncompetitive in their current specialty. If retraining or reclassification is appropriate, Soldiers will be advised of alternatives in the Army and the potential effect on their career if they remain in a less competitive or over-strength specialty.

e. Soldiers must be asked about their future goals and personal plans for obtaining those goals. A candid assessment of the Soldier's strong points, interests, and weaknesses will enable the Soldier to make proper decisions. All qualified Soldiers will be asked to reenlist. Those Soldiers who desire to separate, and are qualified to reenlist, will be advised of RC opportunities and enlisted or transferred to the RC.

f. Commanders must ensure that career counselors have access to Soldiers during duty hours and in the place of duty. In units where access to the normal place of duty requires a security clearance, commanders should, when practical, process an appropriate security clearance for the career counselor (PMOS 79S).

C-3. Reserve Component transition counseling

a. The company retention NCO will coordinate through the battalion career counselor and/or retention NCO to schedule all Soldiers not intending to reenlist in the Active Army for an RC counseling session not later than 180 days prior to ETS or beginning of transition leave.

b. The company retention NCO will ensure a copy of the DA Form 4591 is either hand-carried by the Soldier or forwarded to the career counselor prior to the interview. Electronic or reproduced copies will suffice.

c. Soldiers will be interviewed individually by the servicing career counselor. Each career counselor will ensure that an appointment system is established for scheduling Soldiers for their required counseling and that all separating, eligible Soldiers are counseled during the prescribed time-frame.

C-4. 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 his or her authority to conduct 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 per this regulation.

b. The career counselor assigned duties as prescribed in paragraph 2-7o will accomplish all counseling and other regulatory requirements.

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).

C-5. The Army Career Counseling System

The Army Career Counseling System is designed to develop leaders, improve force alignment, and impact Army end-strength. Specifically, it allows the career counselor to advise leaders and counsel Soldiers employing the following four phases to manage retention, force alignment, attrition, and RC transition. The system and required counseling sessions are not designed to replace or provide oversight of the unit leader developmental counseling requirements, but rather supplement the process through leader development and Soldier education.

a. *Integration.* Vital to the Army's sponsorship program. Integration will assist to reduce turbulence with Soldiers when they initially arrive at their units. All Soldiers will be counseled by their career counselor to ensure critical areas have been addressed (sponsorship, basic human needs, personnel and financial issues, military programs, and Family support groups).

b. *Professional development.* This applies to all Soldiers not serving in an indefinite status. Career counselors will counsel these Soldiers on understanding the Army. This function will focus on educating Soldiers on the decentralized and semi-centralized promotion systems, the Army Continuing Education System, various military schools, reclassification, special programs, importance of diverse assignments, finding a mentor, and establishing short- and long-term goals. This phase will assist in developing the Soldier in the Army as a profession. It is used to provide Soldiers with a check on their development and accomplishment of their goals.

c. *Sustainment.* Retains quality Soldiers and enhances Army readiness. Reenlistment enhances Army readiness by aligning the current force with Army force structure requirements based on established priorities at the time of reenlistment. Reenlistment is a tool that supports the Army's transformation. For those Soldiers that decide to separate at ETS, the career counselor will assist them in continuing to serve with the Army as they transition into civilian life. Transition comes in several forms: enlistment into the ARNG, transfer and/or enlistment into the USAR, or retirement.

d. *Career development.* Applies to Soldiers serving on their second or subsequent term of service in the Army. Counseling is focused on Soldiers considering the Army as a career. This function will educate Soldiers on the centralized promotion system, education (military and civilian), special programs, assignments, retention control points, retirement, indefinite reenlistment, mentoring, and establishing short- and long-term goals. Short- and long-term goals established in the professional development phase will be evaluated and tailored to meet the Soldier's career needs, wants, and desires.

Table C-1
Career Counseling Sessions

1	Title:	Integration.
	Time:	Within 30 days of assignment to the unit (all Soldiers).
	Type:	Within 30 days of assignment to the unit (all Soldiers).
	Counselor:	Career counselor.
	Guidance:	Check that in-processing to the unit is proceeding successfully. Any problems should be resolved in coordination with unit NCOs. Areas to address: basic human needs, personnel and finance issues, Family support groups, military programs, transfer of Post 9/11 GI Bill education benefits, sponsorship, and receipt of enlistment and/or reenlistment incentives due. Feedback on unit inprocessing and sponsorship will be provided to the unit commander. This counseling will assist in reducing turbulence for Soldiers when they initially arrive in the unit. This counseling also sustains the Army's commitment to the Soldier as an integral member of the new command. Although first-line leaders are responsible for the basic needs of their Soldiers, the career counselor, on behalf of the commander, provides an essential element in a smooth transition to the new command.
2	Title:	Professional and/or career development.
	Time:	90 to 120 days after assignment to the unit (all Soldiers).
	Type:	Professional and/or career development.
	Counselor:	Career counselor.
	Guidance:	The career counselor will screen the Soldier's records, verify service dates, and extract pertinent information as required to tailor the counseling session.

Table C-1
Career Counseling Sessions—Continued

		a. Soldiers serving on their initial enlistment (professional development): career counselors will counsel these Soldiers on understanding the Army. The counseling will focus on educating Soldiers on the decentralized and semi-centralized promotion systems, the Army Continuing Education System, the transfer of Post 9/11 GI Bill education benefits, various military schools, reclassification, special programs, importance of diverse assignments, finding a mentor, and establishing short- and long-term goals. The career counselor will also assist the Soldier in setting specific career development goals. This session is an informal process to assure the Soldier begins his or her new assignment with data essential to make solid career or life decisions. Special attention will be paid to the Soldier's expectations from an Army experience. Guidance will be provided to foster the Soldier's desires and eliminate false impressions while instilling a realistic, achievable life plan within the Army's framework.
		b. Soldiers serving on their second or subsequent enlistment (career development): career counselors will counsel these Soldiers on the Army as a career. The counseling will focus on the status of the Soldier's current short- and long-term goals, an overview of the centralized promotion system, education (military and civilian), special programs and assignments, retention control points, retirement, indefinite reenlistment, mentoring, and so forth. Short- and long-term goals will be evaluated and tailored to meet the Soldier's career needs, wants, and desires. Since there is a strong likelihood that these Soldiers will be married or have dependents, the counselor must be cognizant of factors that affect the Soldier's plans and enable the Soldier to build a career plan around a Family and the resulting impact a career imposes. Expectations for post Army retirement should also be discussed and potential long-term personal growth programs explored.
3	Title:	Commander's professional and/or career development.
	Time:	Annually on basic active service date anniversary (all Soldiers).
	Type:	Professional and/or career development.
	Counselor:	Company commander.
	Guidance:	The focus of this counseling is to check on the status of professional and career goals and to assist the Soldier in overcoming obstacles to the accomplishment of those goals. The commander will evaluate information provided by the career counselor, as well as performance reports from the Soldier's leaders. This counseling should also serve as a means for the commander to further assess the Soldier's goals, expectations, and understanding of the command's mission. The Soldier will be informed of both positive and negative aspects of current performance and methods to overcome shortcomings or to further improve performance. The commander will follow-up on original findings provided by unit leaders. Commanders will pay special attention to changes in personal status (marriage, dependents, monetary problems, and health). Referral to outside agencies may be required to obtain expert guidance in some instances. If the Soldier shows limited potential or substandard conduct, the commander will advise the Soldier that they may not be a candidate for reenlistment. If a bar to reenlistment is appropriate, it should be discussed at this time (see chap 8). If the Soldier is in an over-strength specialty or is noncompetitive for promotion, retraining options should also be discussed. Ineligible Soldiers will be informed of their status and specifically advised what action is necessary to become eligible. Soldiers recommended for reenlistment, regardless of eligibility status, will continue to receive all counseling. Soldiers not recommended for further service will be informed that they are being considered for a bar to reenlistment.
4	Title:	Commander's retention
	Time:	2 months before entering reenlistment window (all Soldiers not serving on indefinite reenlistments).
	Type:	Sustainment.
	Counselor:	Commander.
	Guidance:	If a Soldier is undecided about reenlistment, this is the time to help them analyze abilities, opportunities, limitations, and personal problems. Discuss the status of the Soldier's MOS, the promotion cutoff score for his or her MOS, and opportunities for promotion. Soldiers in an over-strength MOS should be encouraged to consider the advantages of retraining at the reenlistment point. Interested Soldiers will be referred to the battalion or servicing career counselor. Soldiers who have limited potential for an Army career will be advised of needed improvements and told of shortcomings that need to be overcome. Soldiers will also be advised, in a frank manner, how they compare with their peers not only in their career field but in the Army overall. This counseling will enable Soldiers to weigh alternatives, become more competitive, or prepare for transition to civilian life.
5	Title:	Retention.
	Time:	1–2 months before entering reenlistment window (all Soldiers not serving on indefinite reenlistments).
	Type:	Sustainment.
	Counselor:	Career counselor.

**Table C-1
Career Counseling Sessions—Continued**

	Guidance:	This counseling is conducted with the purpose of obtaining a reenlistment commitment from the Soldier. A review of the Soldier's qualifications from previous counseling will be conducted. Reenlistment options available to the Soldier will be discussed in detail. A review of Army benefits is also appropriate at this time, to include the transfer of Post 9/11 GI Bill education benefits. Soldiers will be apprised of current retirement programs, health care plans for Family members, education opportunities, and other monetary and personal benefits that an Army career provides. Should a firm reenlistment commitment be obtained, the unit retention NCO will ensure that the Soldier initiates a DA Form 3340. Coordination with commanders will be conducted if a bar to reenlistment is warranted. Appropriate record checks to verify eligibility will also be conducted, as appropriate.
6	Title:	Retention options.
	Time:	within first month upon entering reenlistment window (all Soldiers not serving on indefinite reenlistments).
	Type:	Sustainment.
	Counselor:	Career counselor.
	Guidance:	This counseling is conducted with the purpose of obtaining a reenlistment commitment from the Soldier. A review of the Soldier's qualifications from previous counseling will be conducted. Any additional reenlistment options available to the Soldier at this time will be discussed in detail. A review of the Regular Military Compensation Chart is also appropriate in this session, especially if confusion over military and civilian pay potential and benefits packages exist. A review of Army benefits is also appropriate at this time. Soldiers will be apprised of current retirement programs, health care plans for Family members, education opportunities, and other monetary and personal benefits that an Army career provides. Should a firm reenlistment commitment be obtained, the unit retention NCO will ensure that the Soldier initiates a DA Form 3340. Coordination with commanders will be conducted if a bar to reenlistment is warranted. Appropriate record checks to verify eligibility will also be conducted as appropriate.
7	Title:	Retention follow-up.
	Time:	within 4 to 5 months after entering reenlistment window(all Soldiers not serving on indefinite reenlistments).
	Type:	Sustainment.
	Counselor:	Career counselor.
	Guidance:	This counseling is conducted with the purpose of obtaining a reenlistment commitment from the Soldier. A review of the Soldier's qualifications from previous counseling will be conducted. Any additional reenlistment options available to the Soldier will be discussed in detail. A review of Army benefits is also appropriate at this time. Soldiers will be apprised of current retirement programs, health care plans for Family members, education opportunities, and other monetary and personal benefits that an Army career provides. Counselors should also advise Soldiers to investigate civilian opportunities available through the Army Career and Alumni Program to compare available alternatives. A review of the Regular Military Compensation Chart is also appropriate in this session, especially if confusion over military and civilian pay potential and benefits packages exist. Should a firm reenlistment commitment be obtained, the unit retention NCO will ensure that the Soldier initiates a DA Form 3340. Coordination with commanders will be conducted if a bar to reenlistment is warranted. Appropriate record checks to verify eligibility will also be conducted, as appropriate.
8	Title:	Retention summary.
	Time:	7 months prior to ETS (all Soldiers not serving on indefinite reenlistments).
	Type:	Sustainment.
	Counselor:	Career counselor.
	Guidance:	Any unresolved issues and problems must be addressed. The goal is a firm reenlistment commitment. Review all options, incentives, and benefits to include RC programs. If appropriate, refer the Soldier to the unit commander, first sergeant, or command sergeant major for follow-up counseling. If a Soldier appears to be uncertain whether or not to remain in the Army, a comprehensive review of previous counseling sessions, stated goals, desires, and aspirations will be discussed. The objective is to enable Soldiers to make an educated decision and to provide all factual data that will assist in obtaining a decision on reenlistment, RC transition, or separation. Should a firm commitment be obtained, initiate a DA Form 3340 and immediately coordinate with the commander.
9	Title:	RC transition.
	Time:	180 days prior to ETS or beginning of transition leave.
	Type:	RC benefits and options.
	Counselor:	Career counselor.
	Guidance:	The primary purpose is to encourage eligible Soldiers, through presentation of individually tailored benefits and options, to transition into an ARNGUS or USAR unit. For those Soldiers qualified for RC service under the provisions of this regulation who have completed their MSO and for whom unit membership is not possible or practical, enlistment into the IRR will be encouraged. Commanders may waive this interview if the Soldier is currently processing for reenlistment in the RA.

**Table C-1
Career Counseling Sessions—Continued**

10	Title:	Reenlistment follow-up.
	Time:	60 to 90 days after reenlistment (all Soldiers).
	Type:	Career development.
	Counselor:	Career counselor.
	Guidance:	This is a follow-up counseling session to ensure that all options, incentives, and other promises made in conjunction with the Soldier's reenlistment have been fulfilled. This session provides the "service after the sale" to the Soldier and is used to alleviate problems, actual or perceived, associated with the reenlistment and resulting consequences of PCS moves, relocation of dependents, or similar problems. Referral to outside agencies may be necessary.
11	Title:	Change of station and/or transition.
	Time:	60 to 90 days prior to PCS, leave, and/or training start date, or transition leave and/or ETS (all Soldiers).
	Type:	Career development.
	Counselor:	Career counselor.
	Guidance:	This counseling session enables the career counselor to assist the Soldier in the PCS or ETS process and answer any questions or help to solve any remaining problems to ensure that the Soldier's move commences with minimum difficulty. The career counselor must also verify that all SRRs have been met and/or any required security clearances obtained. Conduct RC follow-up for transitioning Soldiers to allow them to consummate ARNG contracts.

Appendix D Administration of the Oath of Reenlistment, Extension of Enlistment, and Enlistment into the Reserve Components

D-1. Administration of the oath constitutes the enlistment or reenlistment of a Soldier

The administration of the oath of extension is not required to execute the extension, but is at the discretion of the extending Soldier. The planning for ceremonies for Soldiers desiring administration of the oath of extension will follow the guidance for planning enlistment and reenlistment ceremonies.

D-2. Pre-ceremonial planning considerations

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

- a. Determine the date of enlistment or reenlistment.
- b. Coordinate all aspects of the ceremony with the chain of command.
- c. A commissioned officer or a commissioned warrant officer of the Armed Forces of the United States will administer the oath (see para1-9). The officer must currently be on either active, reserve (active or inactive), or retired reserve status. If the Soldier has a preference among administering officers, ensure he or she is available, and appropriate schedules are reserved; obtain necessary information for documents; and make appropriate coordination. Determine if administering officer requires background information or "biography card" on the Soldier for the ceremony.
- d. If the Soldier is married, obtain the necessary information to complete DA Form 5612. If the spouse will be in attendance, include presentation of DA Form 5612 in the planning.
- e. Suitable arrangements will be made to ensure the oath is administered in an appropriate setting. Ensure the location is of suitable size to accommodate the anticipated number of guests. If outdoors, consider alternate locations in the event of inclement weather.
- f. The ceremony is an official act and should be conducted accordingly. In some cases, Soldiers and commands desire the ceremony to be conducted in connection with activities such as parachuting, climbing utility poles, and other similar acts. These activities are not in keeping with the solemnity associated with the oath of enlistment and reenlistment and will not be part of the ceremony.
- g. The ceremony should be conducted in proper military uniform. Exceptions to this provision are authorized when—

(1) The Soldier is a military intelligence agent, Criminal Investigation Command agent, or other Soldier whose normal duty uniform is civilian attire.

- (2) The administering officer is a retired or inactive RC officer who prefers to wear civilian attire.
- (3) The administering officer is an Active Army warrant officer or enlisted Soldier who holds a commission in the RCs of the U.S. Armed Forces.

Note. These officers may wear their commissioned uniform to administer the oath only if the location of the ceremony is not within DOD areas of control or agencies. In this situation, the reenlistment may be conducted at an off-site, such as the Soldier's off-post residence or other non-DOD activity, installation, or area.

(4) Other cases when the wearing of the military uniform is clearly not proper to the occasion or the persons involved.

- h.* Coordinate appropriate photographic support.
- i.* Determine if reception or refreshments will follow.
- j.* Ensure a flag of the United States of America, is prominently displayed in the immediate vicinity of the administering officer and Soldier.
- k.* Verify with Soldier to determine if he or she prefers to "swear" or "affirm." The phrase, "so help me God" may be deleted for Soldiers electing to "affirm." For Soldiers electing to "affirm," prepare a 3x5-inch card, editing the oath, for use by the administering officer.
- l.* If the Soldier receives passes, or other incentives, coordinate with the chain of command to have the necessary documentation prepared, as required.

D-3. Immediately prior to the conduct of ceremonies

- a.* Review the ceremony agenda with the administering officer and Soldier (see para D-4).
- b.* Obtain the required signatures and the use of the forms below:
 - (1) DA Form 5689, if applicable.
 - (2) DA Form 5612, if applicable.
 - (3) DD Form 256A is presented to the Soldier only after the oath has been administered, if applicable.
- c.* The administering officer counsels the Soldier on the provisions of Articles 83 and 137, UCMJ (see app I).

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

D-4. Conduct of the ceremony

A typical enlistment or reenlistment ceremony consists of—

- a.* Entrance/positioning of the official party (ensure the photographer is ready).
- b.* Opening remarks by administering officer.
- c.* Introduction of the Soldier, Family members, and special guests.
- d.* The administering officer should ask or ensure attendees rise and military personnel stand at the position of attention during administration of the oath. The administering officer should instruct the Soldier to "raise your right hand and repeat after me." If the Soldier "affirms," the officer may administer the edited oath on a 3x5-inch card; he or she may read the oath from DA Form 5689.
- e.* Photographs and presentation of DA Form 5689 and DD Form 256A.
- f.* Photographs and presentation of DA Form 5612. (Optional for RC transfer or affiliation).
- g.* Remarks by Soldier.
- h.* Closing remarks by administering officer.
- i.* Guests and attendees congratulate the Soldier.

D-5. Post-ceremonial duties

- a.* The administering officer counsels the Soldier on Articles 85 and 86, UCMJ (see app I).
- b.* Review the DD Form 4 and all related documents and annexes with the Soldier and administering officer, obtaining necessary signatures and dates where required (see chap 11, section III).
- c.* Provide the Soldier copies of the reenlistment packet (see chap 11).
- d.* Report the reenlistment as prescribed by chapter 11 and local retention reporting procedures.
- e.* Undertake follow-up with the Soldier, ensuring any incentives which apply have been presented to the Soldier and that all necessary military personnel and pay records reflect the transaction.

D-6. Conduct of the extension ceremony

The verbal administration of the oath of extension is not required. However, an officer (see paras 1-9 and D-1c) will personally witness the Soldier's signature and endorse the DA Form 1695 as such. Soldiers may, at their discretion, request administration of the oath of extension.

Appendix E Reenlistment Options

Table E-1
Regular Army reenlistment option E-1

Line: 1

Item: Name of option

Comment: Regular Army reenlistment option

Line: 2

Item: Description of option

Comment: Assignment to training or duty to the needs of the Army

Line: 3

Item: Reenlistment period

Comment: Qualified Soldiers may reenlist for 2, 3, 4, 5, or 6 years, regardless of grade or amount of service completed. Assignment to training or duty to the needs of the Army. Soldiers in the rank of staff sergeant or higher who have 10 or more years active Federal service on the date of discharge will be restricted to an indefinite term of reenlistment, unless prohibited by other provisions of this regulation.

Line: 4

Item: Prerequisites

Comment: Meet basic eligibility criteria and reenlist in the timeframe prescribed in chapter 3 with or without waiver(s) of disqualification(s).

Line: 5

Item: Option information

Comment: This option carries no guarantee of assignment, training, or stabilization. Soldiers will be assigned and utilized according to the needs of the Army. Soldiers, except those reenlisting to meet SRRs, may be assigned to their present duty assignment or to any vacancy for which qualified. A subsequent extension is required if the term does not meet the SRRs.

Line: 6

Item: Option processing procedures

Comment: Normal processing procedures prescribed by this regulation. If applicable, assignment instructions will be requested in accordance with AR 614-200.

Line: 7

Item: Special processing for overseas commands

Comment: None

Line: 8

Item: Statements required for reenlistment

Comment: DA Form 3286-79, Parts I through IV, for all Soldiers. Part II, Item 2, enter on the second line, "In accordance with the needs of the Army under the Indefinite Reenlistment Program" for Soldiers reenlisting for an indefinite period.

Table E-2
Current station stabilization reenlistment option E-2

Line: 1

Item: Name of option

Comment: Current station stabilization reenlistment option

Line: 2

Item: Description of option

Comment: Guarantees a 1 to 12-month period of stabilization as prescribed by line 5 below.

Line: 3

Item: Reenlistment period

Comment: Initial term and mid career Soldiers, who are staff sergeant or below may reenlist for 3, 4, 5, or 6 years, if otherwise qualified and authorized.

Line: 4

Item: Prerequisites

Comment:

- a. Meet basic eligibility criteria and reenlist in the time frame prescribed in chapter 3 with or without waiver(s) of disqualification(s).
 - b. Soldiers reenlisting for this option must be serving in a valid position.
-

Table E-2
Current station stabilization reenlistment option E-2—Continued

Line: 5

Item: Option information

Comment:

- a. For CONUS-based Soldiers reenlisting for this option, stabilization will commence on the date of reenlistment. For OCONUS Soldiers, see line 7.
 - b. If the Soldier is placed on temporary duty, to include operational temporary change of station (TCS), away from the stabilized station (during the stabilization period), for a period in excess of 30 consecutive days, the period of stabilization will be increased by the number of days the Soldier was away from the stabilized station, unless the stabilization is waived by the Soldier.
 - c. To meet the operational needs of the Army, if the unit to which the Soldier is assigned must be deployed, relocated, transferred, or reassigned from the parent organization, the Soldier will move with the unit and no grounds for a broken reenlistment commitment will exist.
 - d. If the guaranteed station is inactivated and transfer of the Soldier is necessary before completion of the 12-month stabilization period, the Soldier will be given the choice of assignment to any other station in the command to which assigned if a vacancy in PMOS and grade exists. If no vacancy exists, reassignment will be according to the needs of the Army.
 - e. If the guaranteed station is redesignated, relocated, transferred, or deployed, the Soldier will remain assigned to the station and will be moved as part of the station.
-

Line: 6

Item: Option processing procedures

Comment: Normal processing procedures prescribed by this regulation.

Line: 7

Item: Special processing for overseas commands

Comment:

- a. Processing requirements in overseas commands are the same as those within CONUS except as prescribed below.
 - b. Authority to approve reenlistment for this option, when all or any portion of the guaranteed tour exceeds the normal overseas tour, is the prerogative of the major overseas commander per AR 614-30.
 - c. If the Soldier's DEROS will occur before completion of the stabilization period, the overseas tour will be extended for a sufficient period to allow completion of the full 12 month guarantee period. Stabilization will commence from DEROS. OCONUS Soldiers must reenlist for a minimum of 3 years.
 - d. Soldiers assigned to OCONUS TDA/modified table of organization and equipment units are authorized this option provided they reenlist at least 6 months prior to DEROS.
-

Line: 8

Item: Statements required for reenlistment

Comment: DA Form 3286-79, Parts I through IV, for all Soldiers. Part II, Item 2, enter "Guaranteed 1 to 12 months stabilization from reenlistment date or DEROS." Part II, Item 3, enter the number of months stabilized and commencement date.

Table E-3
Army training reenlistment option E-3

Line: 1

Item: Name of option

Comment: Army training reenlistment option

Line: 2

Item: Description of option

Comment: Guarantees to qualified Soldiers

- a. Attendance at an available service school of choice for PMOS, skill qualification identifier, additional skill identifier or language training.
 - b. Airborne training for Soldiers possessing a PMOS listed in applicable RETAIN message for award of skill qualification identifier "P."
-

Line: 3

Item: Reenlistment period

Comment: Qualified and authorized Soldiers as determined by HQDA, at staff sergeant and below, with less than 10 years of active Federal service on date of discharge may reenlist for 3, 4, 5, or 6 years. A subsequent extension is required if the reenlistment term does not meet or exceed the SRR for the specific school/training as required by AR 614-200 and DA Pam 611-21.

Line: 4

Item: Prerequisites

Comment:

- a. Must meet eligibility criteria and reenlist in the reenlistment window prescribed in chapter 3 with or without waiver(s) of disqualification(s).
- b. Possess a physical profile equal to or higher than (all factors) the physical profile for the desired MOS per DA Pam 611-21.
- c. Career counselors must ensure that Soldiers reenlisted for E-3 meet all prerequisites in accordance with the RETAIN MINQUALS, DA Pam 611-21, and the ATRRS course catalog at <http://www.atrrs.army.mil/atrrscc/>.

Table E-3
Army training reenlistment option E-3—Continued

- d. In a pay grade that does not exceed the authorized pay grade for the requested three-character MOS per DA Pam 611-21.
 - e. Possess required security clearances before departing the losing installation. If the required security clearance is not awarded, the Soldier will not depart the losing installation. Notify Commander, HRC (AHRC-EPR-R), immediately and they will issue further instructions. Failure to qualify for required clearances is cause for cancellation of the option, even if discovered after the Soldier's reenlistment. (In cases where the selected training requires a higher security clearance than the Soldier holds, caution must be used when requesting a class start date to ensure sufficient time to secure the required clearance prior to the Soldier's departure from the losing installation.)
 - f. Meet any other special requirements for the school course selected.
 - g. Soldiers requesting airborne training must also meet requirements of AR 614-200, and currently possess, or request training in, an airborne-shortage MOS.
 - h. Soldiers who possess an overage-MOS and desire airborne training, may request retraining in one of the MOSs listed in the appropriate RETAIN message. Soldiers desiring retraining into a MOS that is an airborne-shortage MOS but is over-strength worldwide, must complete a statement acknowledging the requirement on jump status at least 36 months after completion of airborne training or be reclassified and reassigned according to the needs of the Army.
 - i. Soldiers requesting retraining in conjunction with assignment to an airborne unit must successfully complete airborne training before attending the MOS producing school course.
-

Line: 5

Item: Option information

Comment: Soldier must understand—

- a. The requested course purpose, scope, and prerequisites for training and a review of the MOS description, as outlined in DA Pam 611-21.
 - b. If relieved from the school course for academic deficiency, disciplinary reasons, or failure to retain the required security clearance, he or she will be reassigned according to the needs of the Army and must complete the term for which reenlisted.
 - c. If the Soldier becomes disqualified after reenlistment and before starting the course for which reenlisted, he or she will be reassigned according to the needs of the Army.
 - d. If a change in the Soldier's rank or PMOS occurs before movement to the course, confirmation of attendance must be made. If the Soldier is no longer eligible for course attendance or assignment because of change in rank or PMOS, the Soldier will be assigned according to the needs of the Army.
 - e. If the course for which he or she reenlisted is discontinued before, or during attendance, or if he or she is later medically disqualified for the course, he or she will be given a chance to select another course for which he or she is qualified and for which quotas are available.
 - f. Reenlistment will be accomplished and all required personnel records updated before the Soldier departs the installation where he or she reenlisted. Transmit personnel records according to AR 600-8-104.
 - g. Soldiers reenlisting for airborne training will also understand—
 - (1) AR 614-200.
 - (2) Airborne training will be in a TDY en route status.
 - (3) Failure to complete airborne training will result in reassignment according to the needs of the Army.
 - (4) When airborne training is successfully completed, they will receive skill qualification identifier "P." The Soldier will be assigned in accordance with the needs of the Army. Those Soldiers reenlisting for retraining must also complete the MOS course before assignment to an airborne unit.
 - h. A subsequent extension is required if the reenlistment term does not meet the SRRs.
-

Line: 6

Item: Option processing procedures

Comment:

- a. Requests for MOS producing school will be made by RETAIN or by telephone to HRC, Retention Reclassification Branch.
 - b. Report all personnel information per applicable RETAIN and HRC messages.
 - c. Applications for airborne training must be submitted according to AR 614-200.
-

Line: 7

Item: Special processing for overseas commands

Comment: See current HRC guidance and AR 614-20.

Line: 8

Item: Statements required for reenlistment

Comment: DA Form 3286-79, Parts I through IV, for all applicants. Reenlistees will be assigned to the student detachment of the appropriate service school as follows:

- a. If the school course is 20 weeks or more in duration, the Soldier will be assigned to the school in a PCS status.
 - b. If the school course is less than 20 weeks duration the Soldier will be assigned according to instructions from Commander, HRC. The personnel records custodian will obtain ultimate unit assignment from the Soldier's new career management branch, HRC, before issuance of movement orders.
 - c. Part II, Item 3, Soldier enters "I have read and understand lines 4e and 5 of table E-3 in AR 601-280."
-

Table E-4
Overseas assignment reenlistment option E-4

Line: 1

Item: Name of option

Comment: Overseas assignment reenlistment option

Line: 2

Item: Description of option

Comment:

a. Guarantees assignment to one of the following overseas areas of choice:

- (1) Korea.
- (2) Pacific area, long tour.
- (3) Pacific area, short tour.
- (4) Alaska.
- (5) Japan.
- (6) Caribbean area.
- (7) Europe.
- (8) Germany.
- (9) Italy.
- (10) Hawaii.
- (11) Africa.
- (12) Southwest Asia.

b. Assignment guarantee is 24 months or 12 months from date of arrival of dependents in long-tour area, whichever occurs later.

Line: 3

Item: Reenlistment period

Comment: Initial or mid-career Soldiers, who are staff sergeant or below may reenlist for 3, 4, 5, or 6 years, if otherwise qualified and authorized. Long tour areas require a minimum of 4 year reenlistment.

Line: 4

Item: Prerequisites

Comment:

- a. Meet basic eligibility criteria and reenlist in the time-frame prescribed in chapter 3 with or without waiver(s) of disqualification(s).
 - b. Qualify as a volunteer for overseas service according to AR 614-30.
-

Line: 5

Item: Option information

Comment:

- a. Option guarantees initial assignment only. No guarantee can be made that the entire enlistment period or any specific portion, (other than line 2 above), will be served in the chosen assignment.
 - b. If the Soldier's rank or PMOS change before movement, the Soldier may be ineligible for the assignment and assigned according to the needs of the Army.
 - c. Soldiers are not guaranteed assignment to any particular unit within the area of choice. Any promises made orally or in writing to the contrary are considered void.
 - d. If all units in the guaranteed long-tour area to which the reenlistee could be assigned are inactivated before the Soldier completes 12 months in that area, he or she will be given his or her choice of reassignment if a vacancy in his or her rank and PMOS exists. If this is not possible, reassignment will be made according to the needs of the Army.
 - e. If the unit to which the Soldier is assigned is relocated, transferred, or deployed outside the guaranteed area, the Soldier will remain a part of the unit and will move with the unit.
 - f. Subsequent extension is required if the reenlistment term does not meet the SRR.
-

Line: 6

Item: Option processing procedures

Comment:

- a. Processing required for overseas movement. The unit to which the Soldier is assigned at the time of reenlistment is responsible for the following:
 - (1) Preparation of replacements for overseas movement (POR) qualifications.
 - (2) Informing Soldiers with dependents of the provisions of AR 55-46.
 - (3) Processing Soldiers who are not eligible for, or who do not desire concurrent travel of dependents.
 - (a) Port call instructions will be requesting according to AR 55-46.
 - (b) Upon completion of POR processing and receipt of port call instructions, the Soldier will be reassigned from the current unit to the appropriate U.S. Army Overseas Replacement Detachment.
 - (4) Processing Soldiers who are eligible for, and desire concurrent travel of dependents as follows:
 - (a) Request for concurrent travel of dependents (unless precluded or suspended by separate DA directives) will be transmitted to the overseas commander according to AR 55-46.
 - (b) If concurrent travel is approved, the Soldier will be reassigned from their current unit with a pinpoint assignment to their next unit.
-

Table E-4
Overseas assignment reenlistment option E-4—Continued

- (c) If concurrent travel is not approved, the Soldier will be processing according to (3) above.
 - b. If a change in the Soldier's rank or PMOS occurs prior to reenlistment for an authorized assignment, the Soldier will be reported to HRC, Retention, Reclassification Branch for confirmation of assignment.
 - c. After accomplishment of reenlistment, all personnel records will be updated before the Soldier departs the installation where he or she reenlisted. Personnel records will be transmitted according to AR 600-8-104.
 - (d) The Soldier will be advised that they may not indicate reenlistment to any specific unit on any reenlistment document.
-

Line: 7

Item: Special processing for overseas commands

Comment: Same as CONUS except as provided by current HRC guidance and AR 614-30.

Line: 8

Item: Statements required for reenlistment

Comment: DA Form 3286-79, Parts I through IV, for all Soldiers. Part II, Item 3, Soldier enters "I have read and understand Line 5 of table E-4 in AR 601-280."

Table E-5
CONUS station-of-choice reenlistment option E-5

Line: 1

Item: Name of option

Comment: CONUS station-of-choice reenlistment option

Line: 2

Item: Description of option

Comment: This option guarantees assignment for at least 24 months at the CONUS station-of-choice for Soldiers reenlisting for 3, 4, 5, or 6 year periods, if otherwise qualified and authorized. This option is available to both CONUS and OCONUS Soldiers.

Line: 3

Item: Reenlistment period

Comment: Initial or mid career Soldiers, who are staff sergeant or below, may reenlist for 3, 4, 5, or 6 years, if otherwise qualified and authorized.

Line: 4

Item: Prerequisites

Comment:

- a. Meet basic eligibility criteria prescribed in chapter 3 with or without waiver(s) of disqualification(s).
 - b. A requirement for the Soldier's PMOS must exist at the CONUS station-of-choice for which applying.
 - c. Have no assignment limitations that would preclude assignment to the station of choice.
 - d. Other prerequisites as announced by HRC over RETAIN.
-

Line: 5

Item: Option information

Comment:

- a. The period of stabilization will commence upon arrival at the new duty station. If the Soldier is subsequently placed on TDY in excess of 30 consecutive days, the period of stabilization will be extended by that number of days in excess of the consecutive 30-day period unless stabilization is waived by the Soldier concerned.
 - b. To meet the operational needs of the Army, if the unit must be deployed, relocated, transferred, or reassigned from the Soldier's installation of choice, the Soldier will move with the unit and no grounds for a broken reenlistment commitment will exist.
 - c. If the Soldier's rank or PMOS change before reassignment, the Soldier may be ineligible for the assignment to which reenlisting and may be assigned according to the needs of the Army.
 - d. If the guaranteed station-of-choice is inactivated and transfer of the Soldier is necessary before completion of the 24-month stabilization, the Soldier will be given his or her choice of assignment to any other station in the command to which assigned if a vacancy in rank and PMOS exists. If this is not possible, reassignment will be according to the needs of the Army.
 - e. If the guaranteed station is redesignated, relocated, transferred, or deployed, the Soldier will remain assigned to the station and will be moved as part of the station.
 - f. No promises can be made that assignment will be to a specific unit within the station unless specified by HRC. Any promises, either oral or in writing, indicating a specific unit, will be considered void.
 - g. The station includes the installation, and any other location in close proximity, for which the installation has requisitioning authority (that is, Fort Euis and Fort Story, Fort Stewart and Hunter Army Airfield). Even though these cases are not considered unfulfilled, every effort should be taken to assign the Soldier to the actual contracted location.
 - h. If the Soldier's rank or PMOS change before reassignment, the Soldier may be reassigned according to current qualifications and the needs of the Army.
-

Table E-5
CONUS station-of-choice reenlistment option E-5—Continued

Line: 6

Item: Option processing procedures

Comment:

- a. If a change in the Soldier's rank or PMOS occurs before reenlistment, the Soldier will be reported for confirmation or change of assignment.
 - b. After reenlistment is accomplished, personnel records will be updated before the Soldier departs the installation where he or she reenlisted.
-

Line: 7

Item: Special processing for overseas commands

Comment: All Soldiers serving overseas must complete the normal overseas tour before departing the overseas command.

Line: 8

Item: Statements required for reenlistment

Comment: DA Form 3286-79, Parts I through IV, for all Soldiers.

Table E-6
Reenlistment option E-6—reserved for future use (intentionally left blank), may be designed by the DCS, G-1, DMPM

Line: 1

Item: Name of option

Comment: N/A

Line: 2

Item: Description of option

Comment: N/A

Line: 3

Item: Reenlistment period

Comment: N/A

Line: 4

Item: Prerequisites

Comment: N/A

Line: 5

Item: Option information

Comment: N/A

Line: 6

Item: Option processing procedures

Comment: N/A

Line: 7

Item: Special processing for overseas commands

Comment: N/A

Line: 8

Item: Statements required for reenlistment

Comment: N/A

Table E-7
Option E-7—reserved for future use (intentionally left blank), may be designed by the DCS, G-1, DMPM

Line: 1

Item: Name of option

Comment: N/A

Line: 2

Item: Description of option

Comment: N/A

Table E-7**Option E-7—reserved for future use (intentionally left blank), may be designed by the DCS, G-1, DMPM—Continued**

Line: 3**Item:** Eligibility**Comment:** N/A

Line: 4**Item:** Processing procedures**Comment:** N/A

Table E-8**USAR drill sergeant option**

Line: 1**Item:** Name of option**Comment:** USAR drill sergeant option

Line: 2**Item:** Description of option**Comment:** The need exists on a continuing basis for assignment of qualified prior service drill sergeants, and Soldiers interested in becoming skill qualification identifier "X" qualified drill sergeants. This option provides for the assignment of Soldiers as drill sergeants into USAR unit by career counselors.

Line: 3**Item:** Eligibility**Comment:** Qualifications and eligibility for this option will be in accordance with the provisions of AR 614-200.

Line: 4**Item:** Processing**Comment:** Soldiers interested in this option will be processed in accordance with this regulation. For those Soldiers not skill qualification identifier "X" qualified, the gaining USAR unit is responsible for coordination of the Soldier's training.

Table E-9**Option E-9—Reserved for future use (intentionally left blank), may be designed by the DCS, G-1, DMPM**

Line: 1**Item:** Name of option**Comment:** N/A

Line: 2**Item:** Description of option**Comment:** N/A

Line: 3**Item:** Eligibility**Comment:** N/A

Line: 4**Item:** Processing procedures**Comment:** N/A

Line: 5**Item:** Additional information**Comment:** N/A

Table E-10**Reserve Officers' Training Corps and/or Simultaneous Membership Program**

Line: 1**Item:** Name of option**Comment:** ROTC and/or Simultaneous Membership Program (SMP)

Table E-10
Reserve Officers' Training Corps and/or Simultaneous Membership Program—Continued

Line: 2

Item: Description of option

Comment: This program is designed to place potential ROTC cadets into ARNGUS units and USAR units. It provides for the utilization of the applicant as a cadet in preparation for his acceptance of a Reserve Commission upon completion of his 4-year degree in the college of enrollment.

Line: 3

Item: Eligibility

Comment: Eligibility for this program is established in AR 601-210. In addition, those Soldiers that are being discharged under chapter 16-2, AR 635-200 for the purpose of entry into Army Senior ROTC as a nonscholarship advanced course cadet, are eligible for this program.

Line: 4

Item: Processing procedures

Comment: Upon determination of eligibility, the following guidance applies to the components as indicated.

- a. ARNGUS. If processing for ARNGUS unit affiliation under this program, acceptance as a SMP member is required by the appropriate state.
- b. USAR. If processing for USAR unit affiliation under this program, telephonic coordination with the desired unit is required after locating a "09R" position on RETAIN. After approval by the unit commander or a designated representative, the position can be secured and accessed on RETAIN.

Line: 5

Item: Additional information

Comment:

- a. Soldiers assigned to ARNGUS and USAR units under this program are not authorized payment of an affiliation bonus or a prior service bonus.
- b. Orders will be amended or endorsed per AR 600-8-105.
- c. Forward the Soldier's military personnel records and copies of transfer packet to proper ROTC region commander.

Appendix F
Addresses and points of contact

For information, addresses for State or local ARNG activities, and general information concerning ARNG units, contact:

Chief, ARNGUS (NGB-ARP-R)
 111 South George Mason Drive
 Arlington, VA 22204-1382
 Phone: DSN: 327-7144
 Commercial: 703-607-7174
 FAX: 703-607-7185

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

State	Address
AL	P.O. BOX 3711 MONTGOMERY, AL 36109-0711
AK	3601 C ST., SUITE 620 ANCHORAGE, AK 95503-5989
AR	ATTN: TAG-AZ-RR CAMP ROBINSON N. LITTLE ROCK, AR 72118-2200
CO	300 LOGAN ST. DENVER, CO 80203-4072
CT	360 BROAD ST. HARTFORD, CT 06105-3795
DC	2001 EAST CAPITOL ST. WASHINGTON, DC 20003-1719

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

DE	FIRST REGIMENT RD. WILMINGTON, DE 19808-2191
FL	STATE ARSENAL ST. AUGUSTINE, FL 32084-1008
GA	DEPT OF DEF MIL DIV PO BOX 17965 ATLANTA, GA 30316-0965
GU	622 EAST HARMON INDUST PK RD. FORT JUAN MUNA TAMUNING GUAM 96911-4211
HI	3949 DIAMOND HEAD RD. HONOLULU, HI 96816-4495
IA	CAMP DODGE 7700 NW BEAVER DRIVE JOHNSTON, IA 50131-1902
ID	PO BOX 45 BOISE, ID 83707-0045
IL	1301 MCARTHUR BLVD. SPRINGFIELD, IL 62702-2399
IN	MILITARY DEPT OF INDIANA PO BOX 41326 INDIANAPOLIS, IN 46241-0326
KS	PO BOX C-300 TOPEKA, KS 66601-0300
KY	BOONE NATIONAL GUARD CENTER FRANKFORT, KY 40601-6168
LA	HQ BLDG JACKSON BARRACKS NEW ORLEANS, LA 70146
MA	25 HAVERHILL ST. CAMP CURTIS GUILD READING MA 01867-1999
MD	MILITARY DEPT 5TH REGIMENT ARMORY BALTIMORE, MD 21201-2288
ME	CAMP KEYS AUGUSTA, ME 04333-0033
MI	2500 S WASHINGTON AVE. LANSING, MI 48913
MN	VETERANS SERVICE BLDG ST. PAUL, MN 55155-2098
MO	1717 INDUSTRIAL DR. JEFFERSON CITY, MO 65109-1468
MS	PO BOX 5027 JACKSON, MS 39216-1027
MT	PO BOX 4789 HELENA, MT 59604-4789
NC	4105 REEDY CREEK RD. RALEIGH, NC 27607-6410
ND	FRAIN BARRACKS PO BOX 5511 BISMARCK, ND 58502-5511
NE	1300 MILITARY RD. LINCOLN, NE 68508-1090

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

NH	STATE MILITARY RESERVATION 1 AIRPORT RD. CONCORD, NH 03301-5353
NJ	EGGERT CROSSING RD. CN 340 TRENTON, NJ 08625-0340
NM	PO BOX 4277 SANTA FE, NM 87502-4277
NV	2525 S CARSON ST. CARSON CITY, NV 89701-5502
NY	330 OLD NISKAYUNA RD. LATHAN, NY 12110-2224
OH	2825 W GRANTVILLE RD. COLUMBUS, OH 43235-2712
OK	3501 MILITARY CIRCLE NE OKLAHOMA CITY, OK 73111-4398
OR	2150 FAIRGROUNDS RD. NE SALEM, OR 97303-3299
PA	DEPARTMENT OF MILITARY AFFAIRS ANNVILLE, PA
PR	PO BOX 3786 SAN JUAN, PR 00904-3786
RI	1051 NORTH MAIN ST. PROVIDENCE, RI 02904-5717
SC	1 NATIONAL GUARD RD. COLUMBIA, SC 29201-3117
SD	2823 WEST MAIN ST. RAPID CITY, SD 57702-8186
TN	HOUSTON BARRACKS PO BOX 41502 NASHVILLE, TN 37204-1501
TX	PO BOX 5218 AUSTIN, TX 78763-5218
UT	PO BOX 1776 12953 MINUTEMAN DR. DRAPER, UT 84020-1776
VA	501 E. FRANKLIN ST. RICHMOND, VA 23219-2317
VI	FAB ALEXANDER HAMILTON AIRPORT ST.CROIX, US VI 00820-1150
VT	BLDG 1 CAMP JOHNSON WINOOSKI, VT 05404-1697
WA	CAMP MURRAY TACOMA, WA 98430-5000
WI	PO BOX 8111 MADISON, WI 53708-8111
WV	1701 COONSKIN DR. CHARLESTON, WV 25311-1085

Appendix G Composition and distribution of enlistment/transfer packets

G-1. Composition of Army National Guard of the United States packets

The following documents will be assembled and distributed as indicated in the table G-1.

Documents or forms	OMPF file	Soldier copy	Office files	Gaining State
DA Form 5691	original	copy	copy	copy
DA Form 5690	N/A	N/A	original	N/A
DA Form 7249 (if applicable)	original/copy	copy	copy	copy
DA Form 5435-R	original/copy	copy	copy	copy
Separation order, endorsement/amendment orders	2 copies	copy	copy	copy
ERB	N/A	N/A	copy	copy
SFs 88 and 93	copy	copy	copy	copy
DA Form 5500 (Body Fat Content Worksheet (Male) or DA Form 5501 (Body Fat Content Worksheet (Female) Tape test (if applicable)	copy	copy	copy	copy
RETAIN paperwork	N/A	N/A	original	N/A
Sponsorship letter	N/A	N/A	copy	N/A
DD Form 214	copy	original	copy	copy
DD Form 4	original/copy	copy	copy	copy
*DA Form 3540	original	copy	copy	copy

OMPF File—will be hand-carried to unit by Soldier, **SOLDIER COPY**—given to Soldier, **OFFICE FILES**—maintained for one (1) year, **GAINING STATE**—forwarded to state ISR coordinator upon receipt of DD Form 214

G-2. Composition of U.S. Army Reserve transfer packets

The following documents will be assembled and distributed as indicated in table G-2.

Documents or forms	OMPF file	Soldier copy	Office files
DA Form 5691	original/copy	copy	copy
DA Form 5690	N/A	N/A	original
DA Form 3540	original/copy	copy	copy
DA Form 5261-3-R (addendum to DA Form 3540)	original/copy	copy	copy
DA Form 5435-R	original/copy	copy	copy
DA Form 5642-R	original/copy	copy	copy
Separation order, endorsement/amendment orders	2 copies	copy	copy
ERB	N/A	N/A	copy

Table G-2
Composition and distribution of U.S. Army Reserve transfer packets—Continued

SF 88, SF 93 (MFR, if not available)	copy	copy	copy
Tape test (if applicable)	copy	copy	copy
RETAIN paperwork	copy	copy	original
Sponsorship letter	N/A	N/A	copy
DD Form 214	copy	original	copy

OMPF File—will be hand-carried to unit by Soldier, **SOLDIER COPY**—given to Soldier, **OFFICE FILES**—maintained for 1 year

G-3. Composition and distribution of U.S. Army Reserve enlistment packets

The following documents will be assembled and distributed as indicated in table G-3.

Table G-3
Composition and ordering of U.S. Army Reserve enlistment packets

Documents or forms	OMPF File	Soldier copy	Office files
DA Form 5691	original and/or copy	copy	copy
DA Form 5690	N/A	N/A	original
DD Form 4	original/1st copy	2nd copy	3rd copy
DA Form 3540	original/copy	copy	copy
DA Form 5261-4-R (addendum to DA Form 3540)	original/copy	copy	copy
DA Form 5261-5-R	original/copy	copy	copy
DA Form 5435-R	original/copy	copy	copy
DA Form 5642-R	original/copy	copy	copy
Separation order, endorsement/ amendment orders	2 copies	copy	copy
ERB	N/A	N/A	copy
SF 88, SF 93 (MFR, if not available)	copy	copy	copy
Tape test (if applicable)	copy	copy	copy
RETAIN paperwork	copy	copy	original
Sponsorship letter	N/A	N/A	copy
DD Form 214	copy	original	copy

OMPF File—will be hand-carried to unit by Soldier, **SOLDIER COPY**—given to Soldier, **OFFICE FILES**—maintained for one (1) year

G-4. Composition of inactive ready reserve enlistment packets

The following documents will be assembled in the order indicated and distributed in table G-4.

Table G-4
Composition and distribution of Inactive Ready Reserve enlistment packets

Documents or forms	OMPF file	Soldier copy	Office files
DA Form 5691	original	copy	copy
DA Form 5690	N/A	N/A	original
DD Form 4	original/1st copy	2nd copy	3rd copy
DA Form 3540	original/copy	copy	copy
DA Form 5435-R	original/copy	copy	copy
Separation order, endorsement/ amendment orders	2 copies	copy	copy
ERB	N/A	N/A	copy
SF 88, SF 93 (MFR, if not avail- able)	copy	copy	copy
Tape test (if applicable)	copy	original	copy
RETAIN paperwork	copy	copy	original
DD Form 214	copy	original	copy

G-5. Composition and distribution of officer and warrant officer packets

The following documents will be assembled and distributed as indicated in table G-5.

Table G-5
Composition and ordering of officer and warrant officer packets

Documents or forms	OMPF file	Soldier copy	Office files
DA Form 5691	original	copy	copy
DA Form 5690	N/A	N/A	original
DA Form 71	copy	original	copy
REFRAD, Endorsement/amend- ment orders	2 copies	copy	copy
DA Form 4037	N/A	N/A	copy
SF 88, SF 93 (MFR, if not avail- able)	copy	copy	copy
Tape test (if applicable)	copy	original	copy
RETAIN paperwork	N/A	N/A	copy
DD Form 214	copy	original	copy

Appendix H
Army Retention Program Operations During Periods of Increased Readiness or Mobilization

H-1. Missions, accomplishments, recognition, and incentive programs

a. The Secretary of the Army 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-PD).

H-2. Policy for contingency plans

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

b. Plans will provide the highest priority, including maximum access to all available RA and RC career counselor

personnel resources, support, and program assistance, to the forward theater commander, in support of all forces, units, and Soldiers within the theater of operations.

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

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

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

H-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 unit will deploy at the discretion of the commander.

Appendix I

Counseling requirements of Articles 83, 85, and 86 of the Uniform Code of Military Justice

Appendix I includes extracts from Articles 83, 85, and 86 of UCMJ. Prior to the administration of the oaths of reenlistment, extension, or transition, the administering officer will explain and ensure that the Soldier fully understands the following text of the UCMJ.

I-1. Article 83—Any person who—

a. Procures his or her own enlistment or appointment in the armed forces by knowingly false representation or deliberate concealment as to their qualifications for that enlistment or appointment and receives pay or allowances thereunder.

b. Procures his or her own separation from the armed forces by knowingly false representation or deliberate concealment as to their eligibility for that separation, shall be punished as a court-martial may direct.

I-2. Article 85—Any member of the Armed Forces who does the following:

a. Without authority goes or remains absent from their unit, organization, or place of duty with intent to remain away there from permanently.

b. Quits their unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important service.

c. Without being regularly separated from one of the armed forces enlists or accepts an appointment in the same or another one of the armed forces without fully disclosing the fact that he/she has not been regularly separated, or enters any foreign armed service except when authorized by the United States; is guilty of desertion.

I-3. Article 86—Any member of the Armed Forces who does the following:

a. Fails to go to their appointed place of duty at the time prescribed.

b. Goes from that place.

c. Absents himself (herself) or remains absent from his or her unit, organization, or place of duty at which he or she is required to be at the time prescribed; shall be punished as a court-martial may direct.

I-4. Article 137—Articles to be explained—

a. This section of this title (articles of the Uniform Code of Military Justice) specified in paragraph (3) shall be carefully explained to each enlisted member at the time of (or within six days after)—

(1) the member's initial entrance on active duty; or

(2) the member's initial entrance into a duty status with an RC.

b. Such sections (articles) shall be explained again —

(1) after the member has completed 6 months of active duty or, in the case of a member of a RC, after the member has completed basic training; and

(2) at the time the member reenlists.

c. This subsection applies with respect to sections 802, 803, 807- 815, 825, 827, 831, 37, 837, 855, 877–934, and 937–939 of this title (articles 2, 3, 7–15, 25, 27, 31, 38, 55, 77–134, and 137–139).

d. The text of the Uniform Code of Military Justice and of the regulations prescribed by the president under such Code shall be made available to a member on active duty or to a member of a RC, upon request by the member, for the member's personal examination (Manual for Courts Martial).

Appendix J Facilities and Publicity

J–1. Facilities

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

(1) Privacy.

(2) An informal, friendly atmosphere.

(3) An effective display of retention literature.

(4) Access to all necessary material, directives, and other sources of information needed for interviewing and counseling.

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

J–2. Publicity

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

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

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

c. Outside displays with all weather protection should be made where possible.

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

(1) When a retention publicity item is printed or reprinted, it is automatically distributed to all RPI account holders.

(2) Items stocked by AG publications centers may be requisitioned by submitting a request to Commander, USAREC(RCRM–LO–PM), Fort Knox, KY 40121–2726.

e. A section of the unit bulletin board, or a separate board, will be properly labeled for the display of retention material. The name, location, and telephone number of the unit retention officer, unit retention NCO, primary duty career counselor, and RCs career counselor serving the unit will be posted on the board. Current program information will also be posted, that is, SRB information, and in/out calls message. Copies of duty appointment orders will not be posted on this board.

Appendix K Bar to Reenlistment Procedures

K–1. General

a. A bar to reenlistment should not be based on generalities, approximate dates, or vague places or times. It should be based on specific incidents substantiated by official remarks made at the time of each occurrence. The Soldier should be counseled on each occurrence and told that all instances are made matter of official record when acts considered unworthy of the Army are performed.

b. A bar to reenlistment may not be approved after the Soldier has separated from active duty. A bar may not be entered in a Soldier's records after he or she has separated from active duty. Further, Soldiers may not be retained involuntarily past their normal separation to approve a bar to reenlistment.

K–2. Time of initiation

A Soldier's unfitness or unsuitability may show up soon after entry into the military Service or it may not develop or become apparent until after many years of service. A current commander should not be deterred from taking action

under this regulation against Soldiers performing in a substandard manner who may have been permitted to remain on active duty for a number of years.

a. Normally, a bar to reenlistment should not be initiated against a Soldier who has been assigned to a unit for less than 90 days. When a bar to reenlistment is initiated during this time, the commander's certificate will contain an explanation on the timing of the action.

b. A bar to reenlistment should be initiated without regard to a Soldier's ETS or their reenlistment intent. However, a bar to reenlistment will not normally be initiated against a Soldier during the last 30 days before ETS or his or her departure from the unit to which currently assigned. If warranted by recent incidents, a bar to reenlistment should be initiated regardless of a Soldier's ETS or departure date. When a bar to reenlistment is initiated during this period, the DA Form 4126 (Bar to Reenlistment Certificate) completed by the commander will contain an explanation of why the action was not taken at an earlier date. A bar to reenlistment will not be imposed on Soldiers with an indefinite ETS date; however, Soldiers on indefinite status who, in the opinion of the commander, do not merit further retention should be referred for separation under appropriate provisions of AR 635-200.

K-3. Initiation of a bar to reenlistment

Any commander in the Soldier's chain of command may initiate a bar to reenlistment. Normally, this action will be initiated by the company, battery, troop, or detachment level commander.

K-4. Processing of a bar to reenlistment

A commander in the chain who believes that bar action is warranted will personally initiate a bar by completing DA Form 4126. On this form, they will summarize the basis for his or her intent to initiate bar to reenlistment procedures. This will include the number and dates of courts-martial, incidents of nonjudicial punishment, and all other factual and relevant data supporting his or her recommendation.

a. The Soldier will be flagged in accordance with the provisions of AR 600-8-2 upon initiation of the bar, if applicable.

b. Total active service will be computed as of the date of initiation of the bar (date placed on DA Form 4126).

c. The commander will refer the DA Form 4126 to the Soldier concerned and allow the Soldier to submit a statement, if desired, as required by AR 600-37. The Soldier will be given a copy of the DA Form 4126. If desired, the Soldier will be allowed a period of 7 days to prepare his or her comments and to allow collection of any documents or pertinent materials. An extension of this period may be granted by the commander initiating the bar action on a case-by-case basis. The bar will be processed immediately when the Soldier does not desire to make a statement.

d. DA Form 4126, section I, will be forwarded from the initiating commander through the Soldier to the next commander in the normal chain of command. A copy of the ERB and any additional supporting documentation pertaining to the reason for the bar to reenlistment will accompany the DA Form 4126.

e. Upon receipt of the Soldier's comment, the DA Form 4126 will be endorsed personally by each commander (or acting commander) in the chain of command. It will be approved by the proper authority shown in M-5 below.

(1) Any commander in the chain of command who does not believe the bar action is warranted will disapprove the action and return it to the initiating commander.

(2) Further, any commander may elevate the authority to approve or disapprove a bar to reenlistment to his or her level, or any appropriate subordinate commander (see para 3-10g for example). The bar to reenlistment will not be forwarded to a higher authority for consideration without a recommendation for approval.

(3) The commander who initiates the DA Form 4126 may not take final action on the bar. If the initiating authority would normally be the approving authority, the DA Form 4126 will be forwarded to the next higher approval authority for final action.

K-5. Bar to reenlistment approval

a. For Soldiers with less than 10 years' active Federal service at date of bar initiation, the bar will be personally approved by the first commander in the rank of lieutenant colonel or above in the Soldier's chain of command, or the commander exercising SPCMA, whichever is in the most direct line to the Soldier (unless this is the same commander who initiated the action). Personal signature of the approving or disapproving authority is required.

b. For Soldiers with 10 or more years of active Federal service at date of initiation, and who are not on indefinite reenlistment status, the approval authority is the first brigade level commander, colonel or higher, in the Soldier's chain of command or the commander exercising GCMCA, whichever is in the most direct line to the Soldier (unless this is the same commander who initiated the action). The personal signature of the approving or disapproving authority is required (see para 1-9a). Soldiers who must be extended to complete 20 years of active Federal service will extend within 30 days of approval or appeal denial (when appropriate). DA Form 1695 will cite this paragraph as the authority and "In the best interest of the Service" as the reason.

c. Commanders do not have the authority to prevent a Soldier's retirement by barring the Soldier from reenlistment once the Soldier attains 18 years or more of active duty to preclude the Soldier from attaining retirement eligibility.

d. Final approval authority for any bar to reenlistment must be at least one approval level higher than the initiating authority.

K-6. Bar to reenlistment appeal

a. Soldiers desiring to submit an appeal who are otherwise qualified under the criteria of chapter 3, including those with approved waivers, will not be involuntarily separated while an appeal is pending. Should the Soldier desire to submit an appeal, but refuses retention to allow processing of the appeal, he or she will be informed that the bar will remain in effect.

b. From the time he or she is informed that the bar was approved, the Soldier will be allowed 7 days to submit an appeal. On a case-by-case basis, an extension of this period may be granted by the commander initiating the bar procedure.

c. Appeals will be endorsed personally by each commander (or acting commander) in the chain of command, and approved or disapproved by the proper authorities shown below in paragraphs (1) or (2).

(1) For Soldiers with less than 10 years of active Federal service at date of bar initiation, the approval or disapproval authority is the first colonel (brigade commander) or first general officer in the Soldier's chain of command, or the commander exercising GCMCA, whichever is in the most direct line to the Soldier. The personal signature of the approving or disapproving authority is required.

(2) For Soldiers with more than 10 years of active Federal service at the date of bar initiation, and who are not on indefinite status, the approval or disapproval authority is the first general officer in the Soldier's chain of command.

d. Final approval of appeals will be at least one approval level higher than the original bar approval authority. Final disposition should be accomplished within 30 days of submission of appeal by Soldier. Commanders will counsel Soldiers in writing on final disposition.

K-7. Bar to reenlistment reviews

a. The company, detachment, or comparable commander of the unit to which the Soldier is assigned, or attached for duty and administration, will continue documented evaluation of the Soldier.

b. Approved bars to reenlistment will be reviewed by the proper unit commander at least every 3 months after the date of approval, and 30 days before the Soldier's scheduled departure from the unit or separation from the Service (see DA Pam 600-8).

c. If, upon review, the commander feels the bar to reenlistment should remain in effect, they will notify the career counselor. When removal of the bar is not recommended, the Soldier should be considered for elimination.

d. Upon completion of the reviews prescribed above, the unit commander will inform the Soldier that the bar to reenlistment was reviewed and what action was taken. At any time the bar to reenlistment is reviewed and not recommended for removal, the Soldier should be reevaluated for possible separation under proper administrative procedures in accordance with AR 635-200.

(1) Upon completion of the first 3-month review, the unit commander will use a counseling statement, DA Form 4856 (Developmental Counseling Form), to inform the Soldier that the bar has been reviewed and will remain in effect, unless recommended for removal. The Soldier will be further informed that, upon completion of the second 3-month review, separation proceedings will be initiated, unless he or she has demonstrated that the bar should be removed and recommendation for removal is submitted and approved by proper authority.

(2) The counseling should comply with the requirements of AR 635-200 (see general provisions). In the event that no progress has been made, the commander should consider separation under proper administrative procedures without waiting for the next review to occur.

K-8. Removal of a bar to reenlistment

a. Any commander in the Soldier's chain of command may recommend removal of a bar to reenlistment, or remove a bar to reenlistment, if he or she is the same or higher level of command than the one that initially approved the bar to reenlistment.

b. A recommendation to remove a bar to reenlistment will be submitted in writing to the next commander in the chain of command. Recommendation for removal of a bar to reenlistment will be reviewed and endorsed personally by each commander (or acting commander) in the chain of command. Any commander in the chain of command who feels removal is not justified may recommend disapproval of the recommendation and forward it to the approval authority for final determination.

c. Approval to withdraw the DA Form 4126 will be the same authority who would approve a bar for a Soldier with the same years of service or, if the Soldier has moved to another jurisdiction, the comparable commander in that jurisdiction. However, in no case will the authority to approve the withdrawal of a bar be a lower command level than the commander who approved the bar initially.

d. If the bar is removed, flagging actions associated with the bar will be lifted in accordance with AR 600-8-2.

K-9. Administrative matters

a. If all appropriate commanders concur, Soldiers who will have less than 6 months to ETS from the date a bar is approved may be extended for rehabilitative purposes up to, but not beyond, 6 months from the bar approval date. If the Soldier does not meet the reenlistment criteria of chapter 3, required waivers must be approved by the proper authority before the extension is accomplished. The final approval authority for such extensions is the bar approval authority. The reason cited will be “In the best interest of the Service.” This extension action may be taken when the bar is initiated, but not later than 30 days prior to ETS.

b. Barred Soldiers are not eligible to PCS. An assignment eligibility and availability code of “C” with a 6-month termination date and an IMREPR code of “9K” will be placed on the Soldier unless an IMREPR code of higher precedence is placed on the Soldier.

c. Separation actions initiated against some Soldiers are subject to a separation board prior to separation approval. In some instances, a separation board may recommend that the barred Soldier, recommended for separation by the chain of command, be retained in the Army. In these instances, the bar to reenlistment will still remain in effect and reviews will be conducted at the 3-month intervals as specified above. In instances where a PCS is requested or warranted on such Soldiers, counselors should send all pertinent data on the Soldier via RETAIN to HRC Retention and Reclassification Branch for resolution.

Appendix L Instructions for completing DD Form 4

Table L-1
Instructions for completing DD Form 4

Item	Title	Instructions for completion
1.		Any corrections or typewriter strikeouts will be initialed, in pen and ink, by the Soldier and the administering officer. Corrections are not permitted in item 5 (Date of Enlistment), item 8 (Service, Period of Enlistment, and Pay Grade), and Section E. If errors are made in these items, a new form must be prepared.
2.		The administering officer will, prior to signing the completed form, review all entries for accuracy, and ensure the Soldier understands the meaning and intent of the reenlistment document.
3.		Use only capital/upper case letters when preparing DD Form 4.
4.		Black ink, typewriter, or automatic writing machine equipment will be used to prepare the DD Form 4.
5.		Abbreviations may be used only if authorized by AR 25-52.
6.		No punctuation (commas, periods, and so forth) is required on USAR/ARNGUS transfer and enlistment documents.
<i>Top left margin:</i>		
	USAR:	Enter “RESERVE COMPONENT ENLISTMENT”
	ENLISTMENT RA:	Enter “IMMEDIATE REENLISTMENT”
<i>Top right margin:</i>		
	USAR:	Enter “PMOSC:” which will be followed by the Soldier’s 4-digit PMOS. Then enter “PPN:” followed by 92 for unit enlistment’s or 95 for IRR enlistment’s (for example, PMOSC: 12B1 PPN: 92).
	RA:	No entries authorized.

Table L-1
Instructions for completing DD Form 4—Continued

1	Name	Enter the Soldier's complete last name, full first name, full middle name, and any suffixes such as Jr., Sr., III, and so forth. If the Soldier was given initials rather than a first and/or middle name, enter such initials. Do not use punctuation of any sort, including periods, commas, and/or dashes. In addition, with mechanized preparation, an apostrophe or hyphen contained within a name is not to be shown. Spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens (for example, McAfee, John Q. is shown as MCAFFEE JOHN Q and O'Brien, James Henry Jr. is shown as OBRIEN JAMES HENRY JR, and Smith-Connally, M. Harold is shown as SMITHCONNALLY M HAROLD).
2	Social Security Number	Enter the Soldier's SSN, number separating divisions with a hyphen (for example, 123-45-6789).
3	Home of Record:	
	USAR:	Enter the address the Soldier claims as a permanent address. The street, city, and State will be spelled out (for example, 123 Anywhere Avenue, Any city, STATE, 12345).
	RA:	Enter the street, city, State, and ZIP Code of the home of record. Home of record is the place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into the relevant tour of active duty. The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted, or inducted or ordered into the relevant tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day, can the home of record be changed by the member.
4	Place of Enlistment	
	USAR:	Enter the military installation and State, and ZIP (for example, FORT BENNING, GA 33060).
	RA:	Enter the unit of assignment, installation and State, (for example, HHC, DISCOM, FORT BENNING, GA 33060).
5	Date of Enlistment	Enter the date the Soldier is actually administered the oath, in YYYY MMM DD format (for example, 2009 JUN 25).
6	Date of Birth	Enter in YYYY MMM DD format, the Soldier's date of birth (for example, 1978 NOV 13).
7	Previous Military Service	
	USAR:	No entries authorized.

Table L-1
Instructions for completing DD Form 4—Continued

	RA:	Enter in spaces provided, the total active and inactive military service completed at the time of reenlistment. Effective 1 January 1985, time spent in the Delayed Entry Program (DEP) is no longer creditable for pay purposes. However, all time spent in the DEP is creditable toward the military service obligation (MSO) and will be included in the computation of inactive service. Enter years, months, and days in two positions each, preceding numbers 1 to 9 with a zero (for example, 01, 05, 12). If the Soldier has no inactive military service, enter "00" for years, "00" for months, and "00" for days. Complete all blocks.
8	Branch of Service	
	USAR:	Enter, in space provided, ARMY RESERVE. This is the only authorized entry for enlistment into the USAR. Period of Enlistment in the second line, after the word "for," will be entered in Arabic numbers, to reflect the period of years for which the Soldier is enlisting (for example, 4, 5, 6). Enter the Soldier's current pay grade, in the third line, after the words "pay grade" (for example, E3, E4, E5). The Annexes in the fourth line, will be entered after the word "Annexes." Annex A is the DA Form 3540.
	RA:	Enter "ARMY" after "(list branch of service)." Enter the number of years for which reenlisting (for example, 3, 4, 5, or 6 OR "indefinite"). Enter the grade in which reenlisting as shown in item 4 (for example, E4, E5). All forms defining the promises being made to the reenlistee regarding duty assignments, geographical areas, restrictions, and provisions will be annexes. In the space following the word "annexes," enter the letter of the annex that will be attached to the DD Form 4 (for example, A, B, C). Assign each annex a separate letter; list all annexes by letter. All forms such as the DA Form 3286-79, DA Form 3072, DA Form 3340, and DA Form 4789, as appropriate, will become annexes to the reenlistment document.
8a		No entries authorized.
8b	Remarks	
	USAR:	Enter the following: "RESERVE COMPONENT ENLISTMENT, per AR 601-280, CHAPTER 7."

Table L-1
Instructions for completing DD Form 4—Continued

<p>RA:</p>	<p>Enter information on option selected, RCN, bonuses, waivers, and number of times reenlisted, in the order shown below.</p> <p>a. Enter reenlistment option from, appendix E, to show the initial assignment or specific programs outlined in chapter 4 or other special reenlistment directives, and the reenlistment control number.</p> <p>b. The option shown in this item and the entry made by the Soldier in DA Form 3286-79, Part II, will be the same as shown in the appropriate option table.</p> <p>c. Guidelines for specific entries:</p> <p>(1) If reenlisted for the Overseas Area or CONUS Station-of-Choice Reenlistment Options, enter the title of the option, specific area or station selected, and code. Example: (a) OVERSEAS ASSIGNMENT REENLISTMENT OPTION (PACIFIC AREA, LONG TOUR). (b) CONUS STATION-OF-CHOICE REENLISTMENT OPTION (FOR CARSON, CO).</p> <p>(2) If reenlisted for the Army Training Reenlistment Option, enter the title of the option, code, and specific MOS selected. Give course, title and number from which the MOS produced can be determined. (For example, ARMY TRAINING REENLISTMENT OPTION (Class 551-76P20 STOCK CONTROL AND ACCOUNTING SPECIALIST).</p> <p>(3) For all other options, enter only the title and code of the option selected. Example: (a) REGULAR ARMY REENLISTMENT OPTION. (b) CURRENT STATION STABILIZATION REENLISTMENT OPTION.</p> <p>(4) If reenlisting after completion of training under the BEAR Program, enter the appropriate option followed by (C997-BONUS EXTENSION AND RETRAINING (BEAR) PROGRAM).</p>
	<p>d. RCN. Enter "RCN" and the number provided by HRC.</p>
	<p>e. Bonuses. Enter type of bonus entitlement (for example, SRB) as appropriate. If entitled to SRB, tier level, and MOS (for example, SRB, Tier 2, MOS 11B or SRB, Tier 3, MOS 11B W/P).</p> <p>(1) If not eligible for bonus, enter "NO BONUS ENTITLEMENT."</p> <p>(2) If SRB entitlement is for BEAR reenlistment, also enter months of previously obligated service (number of months) and months of newly obligated service (number of months) (for example, SRB, Tier 4, MOS 89D, 24 MONTHS PREVIOUSLY OBLIGATED SERVICE, 48 MONTHS NEWLY OBLIGATED SERVICE).</p> <p>(3) If SRB entitlement is MOS immaterial, entry will not include the Soldier's PMOS, SMOS or training MOS but will be annotated as N/A (for example, SRB, MOS N/A).</p>

Table L-1
Instructions for completing DD Form 4—Continued

		<p>f. Waivers, Enter the type of waiver granted using the following abbreviations or the words “no waiver” as applicable. Indicate the approving authority using the words “approved by.”</p> <p>(1) W(A)—Waiver for AWOL or lost time.</p> <p>(2) W(F)—Waiver of physical readiness testing criteria.</p> <p>(3) W(P)—Waiver of medical requirements other than physical fitness testing.</p> <p>(4) W(X)—Waiver other than as indicated above.</p>
		<p>g. Number of reenlistments. Enter the number of times the Soldier has reenlisted, to include the current reenlistment (for example, 1st, 2nd, 3d, as appropriate).</p>
		<p>h. Election of SRB payment.</p>
		<p>i. This is an example of entries for item 8B.</p> <p>(1) CONUS STATION-OF-CHOICE REENLISTMENT OPTION (FORT LEWIS, WA) RCN 123456.</p> <p>(2) SRB, TIER 2, MOS 11B W/J3.</p> <p>(3) W(A) APPROVED BY HQ, 2D BN, 60TH FA.</p> <p>(4) 1ST REENLISTMENT.</p> <p>(5) LUMP SUM FLAT-RATE BONUS.</p>
		<p>j. For indefinite reenlistment program, the following statement will appear after the last item in the remarks section: “I understand that my reenlistment is for an indefinite period and that I will be allowed to serve up to the Retention Control Point for my current rank. The retention control point for my current rank is YYM-MDD. I further understand that if I am selected for promotion/promoted, reduced in rank or become ineligible for continued service that I may be further retained or separated IAW appropriate policies in effect at the time as prescribed by the Secretary of the Army or applicable law.” _____(initials)</p>
		<p>k. Soldiers who are reenlisting past their contractual ETS date due to Stop Loss will have the following statement included in the remarks section: “SOLDIER RETAINED ON ACTIVE DUTY FROM [DAY AFTER CONTRACTUAL ETS] FOR AN ADDITIONAL [XX] MONTHS FOR THE CONVENIENCE OF THE GOVERNMENT UNDER THE PROVISIONS OF TITLE 10 USC 12305 (STOP LOSS).”</p>
8c		The Soldier must read and enter all initials.
<i>DD Form 4/1 (Reverse):</i>		
9-12		The Soldier must read all statements and initial at bottom on back of 4/1.
<i>DD Form 4/2:</i>		
	Name	Enter the Soldier’s full name in Last First Middle format. Use the same format and rules used for completing Block 1.
	SSN	Enter the Soldier’s SSN, separating divisions with a hyphen.
13a	Certification	The Soldier must read.
13b	Signature	The Soldier must sign his/her full name, in First, Middle, Last sequence.

Table L-1
Instructions for completing DD Form 4—Continued

13c	Date signed	Enter the date the Soldier is actually administered the oath, in YYYY MMM DD format (for example, 2009 JUN 25).
14a	Branch of Service:	
	USAR:	Enter "ARMY RESERVE" on the line provided.
	RA:	Enter "ARMY."
14b	Service Representative Name:	
	USAR:	Enter the Service Representative's name in last, first, middle initial sequence.
	RA:	Type the last, first, and middle name or initial of the NCO who is accepting the Soldier for reenlistment. If the NCO is not a career counselor, enter the initial of the last name, and the last four digits of the SSN of the career counselor (PMOS 79S) who is responsible for the validity of the reenlistment. (For example, H-1218.) In remote areas of the world where no career counselors are available, the remark "No career counselor available" will be entered.
14c	Pay Grade	Enter the Service Representative's pay grade (for example, E7, E8, E9). (No hyphen.)
14d	Unit/Command:	
	RA:	Enter the Service Representative's unit of assignment (for example, HHD, 1st Bn, 41st FA).
	USAR:	Enter the Service Representative's unit of assignment. Enter RETENTION OFFICE if CONUS or Transition Point if OCONUS.
14e	Signature	Before signing the Service Representative will verify all entries for correctness and explain all applicable paragraphs to the Soldier. The Soldier identified in block 14b will sign in first, middle initial, last name sequence.
14f	Date Signed	This date must reflect the date the Soldier was actually administered the oath in YYYY MMM DD (for example, 2009 JUN 25).
14g	Unit/Command Address:	
	USAR:	Enter the Installation, State, and ZIP code where the Service Representative's unit/command is located (for example, FORT BENNING, GEORGIA 98765).
	RA:	Enter location of military unit to which the Service Representative is assigned to include ZIP code or APO (for example, APO AE 09281 or Patrick AFB, FL 32935).
15	In the Armed Forces:	
	USAR:	After the word "I," enter the Soldier's full first, middle, and last name.
	RA:	After the word "I," enter the Soldier's full first, middle, and last name.
16	RA/USAR:	No entries authorized.
17	RA/USAR:	No entries authorized.
18a	Signature	The Soldier must sign his/her full name, first, middle, last sequence.

Table L-1
Instructions for completing DD Form 4—Continued

18b	Date signed	Enter the date the Soldier is actually administered the oath in YYYY MMM DD format (for example, 2009 JUN 25).
19b	Administering Officer	Enter the administering officer's name in last, first, middle, initial sequence.
19c	Pay Grade	Enter the administering officer's pay grade (O-1, O-2, O-3).
19d	Unit/Command	Enter the administering officer's unit/command as appropriate (for example, CO A, 1ST BN, 89 FA).
19e	Signature	The Soldier identified in block 19b will sign in first, middle, last name sequence.
19f	Date Signed	This date must reflect the date the Soldier was actually administered the oath in YYYY MMM DD format.
19g	Address	Enter the Installation, State and ZIP code where the officer's unit/command is located (for example, FORT BENNING, GA 98765).
<i>DD Form 4/2</i>		Soldier will initial the bottom of the form.
<i>DD Form 4/3</i>	Not used.	(This form is used for entry into the Delayed Entry Program.)

Appendix M

Internal Control Evaluation

M-1. Function

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

M-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.

M-3. Instructions

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

M-4. Test questions

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

- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located and privacy provided for conducting interviews and counseling Soldiers?
- (3) Does the unit have a retention NCO with duty appointment orders?
- (4) Has the unit established an incentive and awards program in writing?
- (5) Does the unit maintain eligibility rosters for current and previous year?
- (6) Does the unit have an approved special operating procedure?
- (7) Does the unit have previous inspections on file for current fiscal year and previous year?
- (8) Does the unit have an established system to track bars to reenlistments?
- (9) Does the unit maintain complete monthly statistics for the AC and/or RC retention mission?
- (10) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hard copy or electronically?
- (11) Does the unit receive RPIs from higher headquarters?

- (12) Does the unit maintain a unit bulletin board or a separate board that is properly labeled for the display of retention material?
- (13) Is the retention data worksheet binder established in accordance with chapter 11?
- (14) Is the retention NCO receiving training from higher retention echelon?
- (15) Has the commander received an orientation by the higher echelon retention office?
- b. Battalion level.*
- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located with privacy provided for conducting interviews and counseling Soldiers?
- (3) Does the battalion have a full-time retention NCO with duty appointment orders or a PMOS 79S career counselor assigned or attached?
- (4) Has the battalion established an incentive and awards program in writing?
- (5) Does the battalion maintain eligibility rosters for current and previous year?
- (6) Does the battalion disseminate retention objectives and accomplishments to unit level?
- (7) Does the battalion have an approved special operating procedure?
- (8) Does the battalion conduct inspections of subordinate programs and keep copies on file for current and previous fiscal year?
- (9) Does the battalion have an established system to track and conduct reviews on bars to reenlistments?
- (10) Does the battalion maintain complete monthly statistics for the AC/RC retention mission?
- (11) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hard copy or electronically?
- (12) Does the battalion receive RPIs from higher headquarters?
- (13) Is the battalion career counselor or full-time retention NCO free of additional and/or roster type duties?
- (14) Does the battalion maintain reenlistment and extension packets, to include copies of annexes, ERBs, (other documents as applicable), and RETAIN paperwork for 24 months in accordance with chapter 11?
- (15) Does the battalion have an established system to track DA Form 4991s?
- (16) Are ETS and IMREPR code changes tracked and source documents filed to verify transactions?
- (17) Does the battalion receive funding from higher headquarters to purchase RPIs?
- (18) Does the battalion conduct formal training for subordinate personnel?
- (19) Are Soldiers that are scheduled to deploy and assigned to the battalion prepared in RETAIN?
- c. Brigade level.*
- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located with privacy provided for conducting interviews and counseling Soldiers?
- (3) Does the brigade have a senior PMOS 79S career counselor assigned or attached?
- (4) Has the brigade established an incentive and awards program in writing?
- (5) Does the brigade maintain eligibility rosters for current and previous year?
- (6) Does the brigade have an approved memorandum of instruction or special operating procedure?
- (7) Does the brigade conduct inspections of subordinate programs and keep copies on file for current and previous fiscal year?
- (8) Does the brigade have an established system to track bars to reenlistments?
- (9) Does the brigade maintain, publish, and disseminate complete monthly statistics for the AC/RC retention mission?
- (10) Does the brigade receive and disseminate retention objectives and accomplishments from higher headquarters?
- (11) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hard copy or electronically?
- (12) Is the brigade career counselor free of additional and/or roster type duties?
- (13) Are ETS and IMREPR code changes tracked and source documents filed to verify transactions?
- (14) Are funds provided by the brigade in support of the Commander's Retention Program to purchase RPIs?
- (15) Are RC appointment letters being processed and delivered to their perspective units in a timely manner?
- (16) Does the brigade conduct formal training for subordinate personnel?
- (17) Does the brigade level retention office coordinate and ensure briefings and training, including, but not limited to NCODP, commander's call, and NCO Call, are being conducted?
- d. Installation, division, and/or command level.*
- (1) Is the retention office identified by signs located throughout the area?
- (2) Is the retention office centrally located with privacy provided for conducting interviews and counseling Soldiers?
- (3) Are career counselors assigned or attached on orders for the units they support?
- (4) Has the installation established an incentive and awards program in writing?
- (5) Does the installation maintain eligibility rosters for current and previous year?

- (6) Does the installation provide its subordinate units with a mission letter which is signed by the commander and are copies on file for current and previous fiscal year?
- (7) Are career counselors free of additional and/or roster type duties?
- (8) Does the installation have an approved memorandum of instruction or special operating procedure?
- (9) Does the brigade conduct inspections of subordinate programs and keep copies on file for current and previous fiscal year?
- (10) Does the installation receive and disseminate AC/RC retention objectives and accomplishments from higher headquarters?
- (11) Are current retention related publications, as well as messages (RETAIN and MILPER) available in hard copy or electronically?
- (12) Are bars to reenlistments being reviewed within the command in accordance with chapter 8 and appendix K?
- (13) Are ETS and IMREPR code changes tracked and source documents filed to verify transactions?
- (14) Are funds provided by the brigade in support of the Commander's Retention Program to purchase RPIs?
- (15) Are RC appointment letters being processed and delivered to their perspective units in a timely manner?
- (16) Does the installation conduct formal training for subordinate personnel?
- (17) Does the installation level retention office coordinate and ensure briefings and training, including, but not limited to NCODP, commander's call, and NCO Call , are being conducted?

M-5. Supersession.

This evaluation does not replace any previous evaluation.

M-6. Comments

To help improve this review tool submit comments to DCS, G-1 (DAPE-MPE-PD), 300 Army Pentagon, Washington, DC 20310-0300.

Glossary

Section I Abbreviations

AC

Active Component

ACOM

Army command

AGR

Active Guard Reserve

AMHRR

Army Military Human Resource Record

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

absent without leave

BEAR

Bonus Extension and Retraining

CAR

Chief, Army Reserve

CG

Commanding general

CMF

career management field

CNGB

Chief, National Guard Bureau

CONUS

continental United States

CSM

command sergeant major

DA

Department of the Army

DCS

Deputy Chief of Staff

DEROS

date eligible for return from overseas

DFAS

Defense Finance and Accounting Service

DMPM

Directorate of Military Personnel Management

DOD

Department of Defense

DODI

Department of Defense Instruction

DOIM

Director of Information Management

DRU

direct reporting unit

ECN

extension control number

EDAS

Enlisted Distribution and Assignment System

ERB

enlisted record brief

eMILPO

electronic military personnel office

ETS

expiration term of service

FAO

finance and accounting office

GCMCA

General Court-Martial Convening Authority

GT

general test

HIV

human immunodeficiency virus

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

IMREPR

immediate reenlistment prohibition code

iPERMS

interactive Personnel Electronic Records Management System

IRR

Individual Ready Reserve

ISR

in-service recruiter

MAR2

MOS Administrative Retention Review

MEB

Medical Evaluation Board

MILPER

military personnel

MOS

military occupational specialty

MSO

military service obligation

NCO

noncommissioned officer

NCODP

Noncommissioned Officer Development Program

NGB

National Guard Bureau

NGR

National Guard Regulation

OCONUS

outside the continental United States

OCS

Officer Candidate School

PCS

permanent change of station

PEB

Physical Evaluation Board

PHYC

physical category code

PMOS

primary military occupational specialty

POR

preparation of replacements for overseas movement

PULHES

physical, upper, lower, hearing, eyes, psychiatric

RA

Regular Army

RC

Reserve Component

RCN

reenlistment control number

REFRAD

release from active duty

RETAIN

Reenlistment/Reclassification System

ROTC

Reserve Officers' Training Corps

RPI

retention publicity items

SAV

staff assistance visit

SDAP

special duty assignment pay

SECARMY

Secretary of the Army

SGM

sergeant major

SMOS

secondary military occupational specialty

SPCMA

Special Courts-Martial Convening Authority

SRB

selective retention bonus

SRR

service remaining requirement

SSN

social security number

TDA

table of distribution and allowances

TDY

temporary duty

TRADOC

U.S. Army Training and Doctrine Command

UCMJ

Uniform Code of Military Justice

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USC

U.S. Code

USCIS

U.S. Citizenship and Immigration Services

USMAPS

United States Military Academy Preparatory School

Section II**Terms****Army**

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

Active Army

The Active Army consists of: (1) RA Soldiers on active duty; (2) ARNGUS and USAR Soldiers on active duty; (3) ARNG Soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component. Excluded are ARNGUS and USAR Soldiers serving on: (1) active duty for training; (2) AGR; (3) active duty for special work; (4) temporary tours of active duty for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 12304).

Career counselor

RA career counselor (formerly retention NCO) and RC career counselor (formerly transition NCO). The term “career counselor” describes the commander’s principal asset responsible for advising Soldiers on their careers and the various options offered by an RA or RC Army career. RA career counselors routinely counsel Soldiers on procedures and eligibility for RA reenlistment. However, the RA career counselor is also responsible for counseling on opportunities available with the USAR and ARNG, and works in tandem with the RC career counselor in processing Soldiers who separate from the RA and elect enlistment or affiliation with the RCs. RC career counselors consummate RC contracts, and perform necessary coordination with RC commands as necessary to facilitate a Soldier’s affiliation with the RCs, in addition to the counseling associated with their normal duties. DA Pam 611–21 describes various duty positions within the career counseling MOS.

Careerist

a. A Soldier who has more than 36 months of active Federal service. This definition is used only within HQDA and the DOD for statistical purposes. A careerist should not be confused with a “second or subsequent term” as used in assignment of reenlistment objectives. b. A category of reenlistment objective composed of Soldiers on their second or subsequent enlistment who will have more than 10 years of active Federal service at ETS or on their separation date. Note. Reenlistment objectives are assigned based on date of ETS. However, automated reenlistment credit is awarded based on date of reenlistment.

First enlistment (also initial enlistment)

A voluntary enrollment in the RA as an enlisted member for the first time by a Soldier with no prior RA service or with prior service only in other branches of the Armed Forces.

Cause (with regard to Noncommissioned Officer Education System removal)

Elimination for cause includes conduct, disciplinary or academic deficiency, failure, or a combination thereof. Whether to initiate a bar to reenlistment or involuntary separation proceedings is a matter of a commander’s judgment, exercised on a case-by-case basis. A bar is a probationary or rehabilitative measure, intended to put a Soldier on notice that he or she does not meet standards, but is being given a chance to correct the deficiency or shortcoming. If the Soldier corrects the problem, the bar is removed. Initiation of separation proceedings means that, in the commander’s judgment, the Soldier will never meet standards and that early separation is in the best interest of the service.

Command Sergeant Major Program

Retention of command sergeants major and/or sergeants major beyond 32 years active Federal service is limited to

those in nominative assignments and/or selected to fill command sergeants major/sergeants major positions where the commander is a general officer. Command sergeants major chosen as Commandant, U.S. Army Sergeants Major Academy are also included in this rule.

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 not-eligible to reenlist. This code is often referred as IMREPR.

Indefinite reenlistment

A reenlistment period of an "indefinite or unspecified" term. A Soldier on indefinite status has no actual ETS date. The Soldier's service is governed by maximum retention control points (table 3-1) for the specific rank held. Generally, the Soldier is permitted to serve up to the retention control points for current rank, unless sooner separated or removed from active duty under other law or policies.

Initial term

A Soldier serving on an initial term of active Federal military service, or a Soldier who has previously served less than 180 cumulative days on active duty as a member of the Armed Forces.

In-service personnel

Soldiers currently serving on active duty in the Army.

Mid-career

A category of reenlistment objective assigned by HQDA to the ACOMs, ASCCs, and DRUs. A "mid-career" is a Soldier on a second or subsequent period of active Federal military service who will have 10 or less years of active Federal military service on his or her separation date or at ETS.

Persons, applicants, personnel, Soldier

These terms, unless used in such a way as to apply to only one sex in general usage, are used in this regulation to mean both men and women.

Prior service personnel

In-service personnel with service before their current period of active duty.

Reenlistee

The Soldier reenlisting. Generally used in the same context as "applicant."

Reenlistment eligibility codes

These are codes which are assigned to Soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the RC career counselor and the Army recruiter of the Soldier's eligibility to reenter the service. They are also referred to as "reentry codes." A listing of these codes is found in AR 601-210.

Retention noncommissioned officer

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

Reenlistments

All voluntary enrollments after the initial enlistment/induction.

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.

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.

Section III

Special Abbreviations and Terms

UNCLASSIFIED

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