



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
102 MCNAIR DRIVE
FORT MONROE, VIRGINIA 23651-1047

REPLY TO
ATTENTION OF

ATBO-BR

11 January 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Fiscal Year (FY) 2008 Retention Program
Guidance and Commanding General's Retention Excellence Awards
Program

1. References:

a. AR 601-280, Army Retention Program, 31 Jan 06.

b. Training and Doctrine Command Retention Program Staff
Assistance Checklists, Oct 07.

2. Retention Management. Be advised, changes in policy may
occur periodically throughout the FY that may change these
guidelines.

a. The Army Retention Program is a commander's program.
Commanders must meet retention missions and enforce strong
command involvement at all levels to support this critical
mission. Resources include, but are not limited to personnel,
administrative support, funding for retention publicity items,
training events, and retention awards. Retention facilities
should be centrally located and attractively furnished to
provide a suitable professional environment to service our
Soldiers and their Families. Additionally, this command will
allocate funds to offset costs associated with retention, based
upon your assigned mission.

b. Career counselors will accomplish the following tasks
for FY 08, and once a month thereafter, to ensure population
gains and losses are identified throughout the FY.

(1) Verify retention eligibility rosters to ensure
immediate reenlistment prohibition (ERUP) codes, flagging
actions, ETS transactions, and reenlistment term categories are
accurate. This command used 1 Nov 07 through 30 Mar 10 for
Active Army and 1 Nov 07 through 29 Sep 08 for Reserve Component
to determine the annual eligibility window.

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(2) Servicing career counselors will review personnel files for each Soldier on their eligibility roster, complete the Retention Data Worksheet (DA Form 4591-R), and enter the pertinent data into RETAIN.

(3) Senior career counselors will review the installation's eligible separating population and assign a fair share mission to ensure the RC mission is equitable. Once a reasonable mission is established, the senior career counselor and IIF Data Solutions Contract Career Counselors will review and sign the memorandum of agreement (MOA) (Encl 6). The MOA will establish a realistic mission for assigned counselors and assist the contractor in validating the "statement of work." In addition, this MOA must include "subject to change" conditions.

c. HQDA, G-1 has established guidelines for each Army Command to precisely evaluate their eligible populations and establish glide paths. The TRADOC glide path was based upon these guidelines and accelerated to support the "Grow the Army Plan." Retention mission accomplishment is required no later than (NLT) **31 Aug 08** (Encl 1). The FY 08 ETS category glide path is accelerated for completion NLT **31 Mar 08**. All subordinate units are required to establish their own glide paths. Mission success will be evaluated based on evaluation of your glide path.

d. The servicing career counselor will maintain a residual copy of all retention transactions to include Reserve Component actions. The installation/activity command/senior career counselor will establish internal quality control measures to maintain data accuracy and to minimize erroneous, fraudulent, and unfulfilled actions prior to distribution. Residual files, as a minimum, will include annexes, DA Form 4591-R, ERB, and RETAIN work as applicable by current regulations and policy. Guidelines for Reserve Component files are outlined by current Human Resources Command and Army Command policy. Note: Hard copy, digital, or electronic filing to maintain and store this data is authorized.

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e. Each installation/activity will provide an end-of-month (EOM) report NLT the second working day of each month to monitor progress of retention accomplishments and ensure accurate statistical data throughout the command. EOM reports will include all confirmed reenlistments in each category and BEAR extensions, as well as any other directed credit transactions by HQDA. Additionally, all Army Command code changes that result in retention credit must be annotated on the EOM report with all supporting documents included.

f. Each TRADOC installation/activity will receive an annual staff assistance visit (SAV) conducted by the TRADOC retention staff. SAVs are conducted to ensure compliance with all regulations and policies that govern the Army and TRADOC retention programs. All visits are coordinated by TRADOC G-1, Retention Division with the applicable retention office and may include an assessment down to the company level to obtain an overall evaluation of the Command Retention Program. The enclosed TRADOC SAV checklists will be used. Installation/activity command/senior career counselors will coordinate an out-brief to the commander or command sergeant major for the TRADOC retention staff upon completion of the visit. A formal program evaluation and letter signed by the TRADOC Deputy Commanding General will be forwarded to the installation commander within a reasonable time after the SAV. Highly successful installations/activities that maintain or exceed the established glide paths and exhibit administratively proficient programs may not require annual assistance visits. In these cases, the TRADOC command career counselor will add or cancel visits as determined in the best interest of the overall Army Command Retention Program.

g. To ensure our reenlistments are in compliance with manning guidance, Soldiers reenlisting in TRADOC for Current Station Stabilization Reenlistment Option (E-2) will not exceed 24 months time on station, unless their position is listed as an exception by current policy. Verification of a Soldier's position status is required before the option is locked in RETAIN to ensure compliance with TRADOC and HQDA policy. This area may be evaluated during SAVs in accordance with current TRADOC SAV checklists, Part I-Administration.

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h. Enclosed is the TRADOC Retention Program Calendar of Events for FY 08 that includes the SAV schedule, senior leader forums, site meetings, and video teleconferences for your planning purposes.

3. TRADOC Commanding General's Retention Excellence Awards Program.

a. Installation/Activity - Credit for reenlistments, BEAR extensions, and Reserve Component transitions (shipped/verified only) are based on RETAIN confirmations, no exceptions. Awards will be presented to winners in each installation/activity category. The following categories are established based upon the total enlisted strength and eligible population:

Category I:

Fort Benning, Georgia
Fort Knox, Kentucky
Fort Leonard Wood, Missouri
United States Army Recruiting Command

Category II:

Fort Bliss, Texas
Fort Gordon, Georgia
Fort Huachuca, Arizona
Fort Jackson, South Carolina
Fort Sill, Oklahoma

Category III:

Fort Eustis, Virginia
Fort Leavenworth, Kansas
Fort Lee, Virginia
Fort Rucker, Alabama
United States Army Ordnance Center and Schools

Category IV:

Carlisle Barracks, Pennsylvania
Defense Language Institute, California
Fort Polk, Louisiana
Fort Irwin, California
Fort Monroe, Virginia

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(1) Highest Production Award - A trophy will be presented to the installation/activity who achieves the highest combined percentage in each of the four categories listed in paragraph 3(a) after meeting 100 percent in each mission category for FY 08. Each command/senior retention team leader assigned to the installation/activity will also be recognized as a most valuable producer (MVP) and inducted into the TRADOC Commanding General's Installation/Activity "Winners Circle." Their names will be placed on a perpetual plaque to be displayed at Headquarters, TRADOC. Additionally, the winners in each category will receive \$10,000 to augment their retention budget for FY 09.

(2) Early Bird Award - A trophy will be presented to the first installation/activity in each of the four categories listed in paragraph 3(a) who achieves 100 percent in all categories. Additionally, the FY 08 ETS category must be achieved NLT 31 Mar 08 with all other categories achieved by NLT 31 Aug 08. A monetary supplemental award of \$15,000 will also be given to the winners in each category who achieve the criteria above NLT 31 Jul 08 to augment their retention budget for FY 08.

(3) Retention Excellence Award - A plaque will be presented to installations/activities who achieve 100 percent or higher in all mission categories for FY 08.

(4) Individual Recognition - All unit career counselors within the installations/activities who achieve 100 percent or higher in all mission categories will receive special recognition by the TRADOC command team.

b. Brigade - Credit for reenlistments, BEAR extensions, and Reserve Component transitions (shipped/verified only) are based on RETAIN confirmations, no exceptions. Awards will be presented to winners in each brigade category. The following categories are established based upon the total enlisted strength and eligible population:

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Large Brigade:

1st Recruiting Brigade (USAREC)
2nd Recruiting Brigade (USAREC)
3rd Recruiting Brigade (USAREC)
5th Recruiting Brigade (USAREC)
6th Recruiting Brigade (USAREC)
16th Cavalry Regiment (Fort Knox)
194th Armored Brigade (Fort Knox)

Medium Brigade:

Ranger Training Brigade (Fort Benning)
3rd Chemical Brigade (Fort Leonard Wood)
6th Air Defense Artillery Brigade (Fort Bliss)
8th Transportation Brigade (Fort Eustis)
15th Signal Brigade (Fort Gordon)
23rd Quartermaster Brigade (Fort Lee)
111th Military Intelligence Brigade (Fort Huachuca)
197th Infantry Brigade (Fort Benning)
428th Field Artillery Brigade (Fort Sill)
434th Field Artillery Brigade (Fort Sill)

Small Brigade:

Soldier Support Institute (Fort Jackson)
1st Aviation Brigade (Fort Rucker)
1st Engineer Brigade (Fort Leonard Wood)
14th Military Police Brigade (Fort Leonard Wood)
59th Ordnance Brigade (Redstone Arsenal/OC&S)
61st Ordnance Brigade (Aberdeen Proving Ground/OC&S)
110th Aviation Brigade (Fort Rucker)
165th Infantry Brigade (Fort Jackson)
171st Infantry Brigade (Fort Jackson)
192nd Infantry Brigade (Fort Benning)
193rd Infantry Brigade (Fort Jackson)
198th Infantry Brigade (Fort Benning)
199th Infantry Brigade (Fort Benning)

c. Top Brigade Award - A trophy will be presented to the brigade with the highest production percentage in each of the three categories listed in paragraph 3(b) for FY 08. Each career counselor assigned to the winning brigades will be recognized as an MVP and inducted into the TRADOC Commanding

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General's Brigade "Winners Circle" where their names will be placed on a perpetual plaque to be displayed at Headquarters, TRADOC. Each brigade must, at a minimum, achieve 100 percent or higher in every mission category to compete. The brigade with the highest combined percentage in their respective categories will be presented with the Commanding General's Top Brigade award.

4. Point of contact is SGM Khadijah H. Sellers, DSN 680-5111, (757) 788-5111, khadijah.sellers@monroe.army.mil.

6 Encls


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General, U.S. Army
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Installation/Activity Command/Senior Career Counselor

FY08 TRADOC Retention Glide Path

Month	FY08 ACC / PERCT	INT ACC / PERCT	MID ACC / PERCT	CAR ACC / PERCT	RC TRANSITION ACC / PERCT
OCTOBER	103 / 17%	77 / 9%	147 / 8%	162 / 7%	13 / 5%
NOVEMBER	207 / 34%	156 / 19%	303 / 16%	338 / 14%	26 / 10%
DECEMBER	310 / 51%	236 / 28%	468 / 24%	532 / 21%	36 / 14%
JANUARY	413 / 68%	318 / 38%	643 / 33%	746 / 30%	56 / 22%
FEBRUARY	517 / 85%	400 / 48%	826 / 42%	978 / 39%	73 / 28%
MARCH	608 / 100%	481 / 57%	1020 / 52%	1234 / 50%	92 / 35%
APRIL	608 / 100%	560 / 67%	1211 / 62%	1489 / 60%	112 / 44%
MAY	608 / 100%	636 / 76%	1400 / 72%	1741 / 70%	132 / 51%
JUNE	608 / 100%	710 / 84%	1586 / 82%	1991 / 80%	167 / 65%
JULY	608 / 100%	778 / 93%	1768 / 91%	2239 / 90%	200 / 78%
AUGUST	608 / 100%	841 / 100%	1946 / 100%	2483 / 100%	226 / 88%
SEPTEMBER	608 / 100%	841 / 100%	1946 / 100%	2483 / 100%	258 / 100%

TRADOC Retention Calendar of Events, Fiscal Year 2008

Activities	Dates	Attendees from TC Retention
SAV - Fort Eustis, VA	15-16 Oct	TBD
2008 WWRTS - St. Louis, MO	24 Oct-3 Nov	ALL
VTC 1500-1600 EST	5 Dec	ALL
SAV - Fort Knox, KY & USAREC	10-13 Dec	TBD
SAV - Fort Sill, OK	7-11 Jan	Postponed
SAV - Fort Polk (JRTC), LA	13-15 Jan	TBD
SAV - Fort Benning, GA	15-18 Jan	TBD
TRADOC Retention Senior Leader Forum	4-8 Feb	ALL
SAV - Fort Huachuca, AZ	25-29 Feb	TBD
SAV - Fort Rucker, AL	10-14 Mar	TBD
SAV - Fort Leonard Wood, MO	24-28 Mar	TBD
SAV - Fort Leavenworth, KS	14-18 Apr	TBD
Retention Sergeants Major Steering Group	28 Apr-2 May	SGMs Sellers and Jay
VTC 1500-1600 EST	7 May	ALL
SAV - Fort Bliss, TX	12-16 May	TBD
SAV - Redstone Arsenal, AL	2-4 Jun	TBD
SAV - DLI & Fort Irwin (NTC), CA	16-20 Jun	TBD
SAV - APC, MD & Carlisle Barracks, PA	7-11 Jul	TBD
SAV - Fort Jackson, S.C. & Fort Gordon, GA	21-25 Jul	TBD
SAV - Fort Lee, VA	5-6 Aug	TBD
VTC 1500-1600 EST	27 Aug	ALL

TRADOC RETENTION PROGRAM INSTALLATION/ACTIVITY STAFF ASSISTANCE VISITS CHECKLIST

Installation/Activity:	Commander:	
	Senior AC Career Counselor:	
SAV Date:		Senior RC Career Counselor:

Career Counselor Strength	AUTH	ASSG	LOSSES	GAINS	ENL STRNG	RATIO ENL/CC
a. AC Career Counselors						
b. RC Career Counselors						

PART I - ADMINISTRATION	YES	NO	N/A
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1. Is the Command Sergeant Major in the Installation/Activity Command/Senior Career Counselor's rating scheme?			
2. Does the Command/Senior Career Counselor rate or have input in the evaluation of subordinate career counselors on the installation/activity?			
3. Are Career Counselors free from additional roster-type duties IAW AR 601-280?			
4. Did the in-brief conducted have a combined total retention program emphasis with the AC and RC Command/Senior Career Counselors participation?			
5. Are signs or directories visible to identify the location of the Installation/Activity AC and RC Retention Offices?			
6. Are the retention facilities set up IAW AR 601-280?(location, equipment, etc.)?			
7. Are funds provided by the installation in support of the Commander's Retention Program, and are retention personnel familiar with the use and budgeting of funds?			
* 8. Has the Installation/Activity established a Retention Awards Program in support of TRADOC and Army G-1 goals for the Active and Reserve Component?			
9. Has the Installation/Activity established a Reenlistment Incentive Program in support of TRADOC and Army G-1 goals for the Active and Reserve Component?			
* 10. Does the Installation/Activity maintain, publish and disseminate mission and accomplishment statistics? (minimum monthly.)			
11. Is the retention mission letter disseminated to subordinate units and signed by the commander for the current and previous year?			
12. Are retention eligibility rosters for the current and previous fiscal years maintained as well as monthly roster pulls to monitor gains and losses throughout the fiscal year?			
13. Are quality control measures, such as tracking logs, checklists, etc., utilized for reenlistments and extension packets to prevent fraudulent, erroneous and unfulfilled retention actions prior to distribution?			
14. Are reenlistment and extension packets maintained to include copies of Annexes, DA Form 4591-Rs, ERBs (or other documents as applicable) to include RETAIN paperwork for 24 months?			
15. Are all files maintained in accordance with an approved Army filing system?			
16. Are ETS changes tracked and a file maintained with source documents?			

PART I – ADMINISTRATION (CONT.)	YES	NO	N/A
17. Are ERUP changes tracked and a file maintained with source documents?			
18. Are DDPSTA Code changes made during the packet build being properly documented, tracked and a file maintained?			
19. Are SRB errors being properly resolved and documented with counseling statements when required and a file maintained?			
20. Are local Bars to Reenlistment, DCSS or Attrition actions tracked and a file maintained?			
21. Are current retention messages maintained to include policy changes either hard copy or electronically?			
22. Do tenant units on the installation receive adequate retention support from the Installation/Activity?			
23. Is there an effective working relationship with the servicing Installation Transition Center?			
24. Are pre-separation briefings being conducted 120 days out through ACAP?			
*25. Are RC appointments being scheduled NLT 90 -120 days prior to ETS?			
26. Are RC worksheets being populated 120-150 days out?			
27. Do Installation/Activity retention personnel understand and comply with RC cancellation procedures?			
28. Do the retention personnel have an effective no-show program? (i.e. missed appointment letters)			
29. Are all the DA Form 5690-R's filed as required by current policy?			
30. Is RETAIN being updated to reflect all interviews, (i.e. current status of Soldier)?			
31. Are RC records maintained IAW current regulations and appropriate TACC messages?			

PART II – PUBLICITY	YES	NO	N/A
1. Are locally produced retention publicity items available?			
2. Does the retention office utilize the local Public Affairs Office to support the installation program?			
3. Are copies of local publicity, poster, newspaper articles, and bulletins on file for the past 24 months?			
4. Are retention personnel familiar with Retention Publicity Items requisitioning procedures?			

PART III - TRAINING AND PROFESSIONAL DEVELOPMENT	YES	NO	N/A
*1. Does the installation conduct combined quarterly AC and RC training?			
2. Is quarterly training conducted with subordinate units and are training schedules, training outlines, list of attendees, and copies of training presentations/briefs on file for the past 12 months?			
3. Is the retention office conducting retention updates as needed for NCOs and Officers (Commanders/leaders orientation, NCOPD/OPD)? (minimum annually)			
4. Are quarterly inspections conducted with subordinate units and are checklists on file for 12 months?			

PART IV – MISSION ACCOMPLISHMENT

1. Does the Installation/Activity have a legitimate and signed glide path?

2. Is the Installation/Activity meeting the current **MACOM** glide path?

3. Is the Installation/Activity meeting the current **Installation** glide path?

4. Current Glide Path as of the last EOM report	Month:	MACOM Glide Path			Instl/Act Glide Path		
		AC	RC	FY ETS	AC	RC	FY ETS

MISSION	INITIAL	MID-TERM	CAREER	FY08	RC Aggregate	ARNG ENL	USAR ENL	ARNG OFF	USAR OFF
OBJ						N/A	N/A	N/A	N/A
ACC									
%						N/A	N/A	N/A	N/A

Area(s) not in compliance with established glide path =

Met or exceeded glide path in all categories	Within 2% of glide path in all categories	More than 2% below glide path on any category
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***CRITICAL AREA**

PART V – DEFICIENCIES

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PART VI – RECOMMENDATIONS

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TRADOC RETENTION PROGRAM BRIGADE/BATTALION STAFF ASSISTANCE VISITS CHECKLIST

Brigade/Battalion:	Commander:	
	Senior Career Counselor:	
SAV Date:		Career Counselor:

PART I – ADMINISTRATION	YES	NO	N/A
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1. Is the Senior Career Counselor/Retention NCO rated by the Brigade/Battalion Command Sergeant Major?			
2. If a full-time Retention NCO is assigned in lieu of a PMOS 79S Army Career Counselor, has appointment been made in writing?			
3. If a full-time Retention NCO is assigned, does the NCO meet the criteria IAW AR 601-280?			
4. Are Career Counselors/Retention NCO's free from additional roster-type duties IAW AR 601-280?			
5. Did the Senior Career Counselor/Retention NCO conduct an in-brief that provides a concise overview of the retention program?			
6. Are signs or directories visible to identify the location of the Brigade/Battalion Retention Office?			
7. Are the retention facilities set up IAW AR 601-280 (location, equipment, etc.)?			
8. Are funds provided by the installation/brigade/battalion in support of the Commander's Retention Program and are retention personnel familiar with the use and budgeting of funds?			
*9. Has the Brigade/Battalion established a Retention Awards Program in support of Installation, TRADOC and Army G-1 goals for the Active and Reserve Components?			
*10. Has the Brigade/Battalion established an Incentive Program in support of Installation, TRADOC and Army G-1 goals for the Active and Reserve Component?			
*11. Does the Brigade/Battalion maintain, publish and disseminate mission and accomplishment statistics? (minimum monthly)			
12. Is the retention mission letter disseminated to subordinate units and signed by the commander for the current and previous fiscal year?			
*13. Does the retention office maintain retention eligibility rosters for current and previous fiscal year as well as monthly roster pulls to monitor gains and losses?			
14. Are quality control measures and a tracking logs, checklists, etc. utilized for reenlistments and extension packets to prevent fraudulent, erroneous and unfulfilled retention actions prior to distribution?			
15. Are reenlistment and extension packets maintained to include copies of Annexes, DA Form 4591-Rs, ERBs (or other documents as applicable) to include RETAIN paperwork for 24 months?			
16. Are files maintained in accordance with an approved Army filing system?			
17. Are related publications current and available hard copy or electronically at the retention office?			
18. Are retention messages maintained to include policy changes either hard copy or electronically?			
19. Are ETS and ERUP code changes tracked and source documents filed to verify transactions?			
20. Are local Bars to Reenlistment, DCSS or Attrition actions tracked and/or file maintained?			

PART I – ADMINISTRATION (cont.)	YES	NO	N/A
21. Are retention personnel familiar with the counseling procedures for soldiers refusing to meet service remaining requirement for Declination of Continued Service Statement (DCSS)?			
22. Are BARs or the Attrition Program being reviewed/monitored in accordance with regulatory guidance?			
23. Is the Career Counselor/Retention NCO ensuring soldiers declining reenlistment or separating are referred to the servicing transition office for the Reserve Component interviews?			
*24. Are appointment letters for separating soldiers received in a timely manner?			
25. Are no-show letters received from the RC Career Counselor in a timely manner?			
26. Are no-shows being rescheduled by the RC Career Counselor and coordinated with the AC Career Counselor?			

PART II – PUBLICITY	YES	NO	N/A
1. Does the retention office receive distinctive Reenlistment Publicity Items (RPIs) from higher headquarters or does the unit provide funds to purchase items?			
2. Are locally produced retention publicity items available?			
3. Are AC and RC posters and displays featured in locations frequented by soldiers?			
4. Is the contact information for the units AC and RC retention personnel publicized throughout the command's footprint?			
5. Are copies of local publicity (posters, newspaper articles, bulletins, etc.) and PAO activity supporting the retention program on file for the past 24 months?			
6. Are retention personnel familiar with Retention Publicity Items requisitioning procedures?			

PART III - TRAINING AND PROFESSIONAL DEVELOPMENT	YES	NO	N/A
* 1. Does the Brigade/Battalion conduct combined quarterly AC and RC training with subordinate retention personnel?			
2. Is quarterly training documented and are training schedules, training outlines, list of attendees and copies of training presentations/briefs on file for the current and previous FY?			
3. Is the retention office conducting retention updates as needed for NCOs and Officers (Commanders/Leaders Orientation, NCOPD/OPD)? (minimum annually)			
4. Are quarterly inspections conducted with subordinate units and are checklist on file for 12 months?			

PART IV – MISSION ACCOMPLISHMENT

1. Has the Installation/Activity issued a legitimate glide path that is to be used by the Brigade/Battalion?
2. Is the Brigade/Battalion meeting the current Installation/Activity glide path?
3. Is the Brigade/Battalion meeting the current Brigade/Battalion glide path?

4. Glide path percentage as of last EOM report.	Month:	Inst/Act Glide Path			Brigade/Battalion Glide Path:		
		AC	RC	FY ETS	AC	RC	FY ETS

MISSION	INITIAL	MID-TERM	CAREER	FY08	RC Aggregate	ARNG ENL	USAR ENL	ARNG OFF	USAR OFF
OBJ						N/A	N/A	N/A	N/A
ACC									
%						N/A	N/A	N/A	N/A

b. Area(s) not in compliance with glide path:

Met or exceeded glide path in all categories		Within 2% of glide path in all categories		Below 2% of glide path in any category	
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*** CRITICAL AREA**

PART V – DEFICIENCIES

PART VI - RECOMMENDATIONS

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PART VII –RETENTION PROGRAM EVALUATION

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PART VII – SAV AUTHENTICATION

Brigade/Battalion Senior Career Counselor Name, Rank and Signature,

Inspector Name, Rank and Signature

TRADOC RETENTION PROGRAM COMPANY STAFF ASSISTANCE VISITS CHECKLIST

Company:		Commander/Retention Officer:	
SAV Date:		Reenlistment NCO:	

PART I - ADMINISTRATION	YES	NO	N/A
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1. Does a sign or directory identify the location of the Company Retention Office?			
2. Is the retention office centrally located and convenient for the majority of assigned personnel?			
3. Is the retention office set up IAW AR 601-280 with privacy for conducting interviews and counseling Soldiers and their families?			
4. Did the Company Reenlistment NCO conduct an in-brief on all aspects of the retention program?			
5. Is the Company Reenlistment NCO on appointment orders?			
6. Does the Company Reenlistment NCO meet the criteria of AR 601-280? Average length of assignment of is _____ years and _____ months.			
7. Did the Company Reenlistment NCO attend or are they scheduled to attend MRTT?			
8. Does the company meet required suspense's to the higher headquarters?			
*9. Has the company established an Incentive Program in support of the Active and Reserve Components?			
*10. Does the Company Reenlistment NCO keep the command abreast of changes that positively or adversely impact the retention program in a timely manner?			
11. Are related publications current and available hard copy or electronically at the retention office?			
12. Does the Company Reenlistment NCO know how to obtain missing regulations and changes?			
*13. Are all current RETAIN messages maintained either hard copy or electronically?			
*14. Does the company receive and disseminate retention objectives and accomplishments from higher headquarters?			
15. Does the company maintain complete statistics on the AC/RC retention program for the current and previous fiscal year?			
*16. Does the company maintain retention eligibility rosters for current and previous fiscal year?			
17. Are eligibility rosters verified and maintained with higher headquarters on a monthly basis?			
18. Is the retention office conducting retention updates as needed for NCOs and Officers (Commanders/Leaders Orientation, NCOPD/OPD)? (minimum annually)			
19. Is the Company Reenlistment NCO ensuring Soldiers declining reenlistment or separating are referred to the servicing transition office for the Reserve Component interviews?			

PART II- RETENTION KNOWLEDGE (Reenlistment NCO) IAW AR 601-280	YES	NO	N/A
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* 1. Is the company reenlistment NCO familiar with the basic qualifications for retention?			
2. Is the Company Reenlistment NCO familiar with the reenlistment procedures involving:			
a. Lost Time?			
b. Overweight Program (AR 600-9)			
c. Extensions?			
d. Reenlistment Interviews?			
e. Commander's Rehabilitation Program (Bar to Reenlistment/Attrition)?			
f. BEAR Program?			
g. Waivers?			
h. Selective Reenlistment Bonus?			
i. Reenlistment Options?			
j. DCSS?			
k. Special Programs? (i.e. Green to Gold, USAMAPS, WOC, OCS)			
* l. Reserve Component Retention Program? (i.e. interviews, appointments, basic eligibility, points of contact, etc.)			
* m. Relevance of data accuracy to retention transactions and mission? (ERUP and FLAG codes)			

PART III - RETENTION DATA WORKSHEET BINDER *	YES	NO	N/A
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1. Is the Retention Data Worksheet Binder established IAW AR 601-280?			
2. Is the DA Form 4591-1-R (Status of DA Form 4591-R) on file and current?			
3. Has the Commander monitored the company program, inspected the binder monthly and annotated DA Form 4591-2-R (Record of Inspection)?			
4. Has the Career Counselor/Full Time Retention NCO inspected the Retention Program and annotated findings on DA Form 4591-2-R?			
5. Are copies of inspections/staff assistance visits conducted, provided to the company for corrective action, filed in the binder and being retained for current and previous fiscal years?			
6. Are entries on the Retention Data Worksheet current and correct?			
7. Have all required interviews been conducted?			

PART IV – PUBLICITY	YES	NO	N/A
1. Does the retention office receive distinctive Reenlistment Publicity Items (RPIs) from higher headquarters or does the unit provide funds to purchase items?			
2. Are locally produced distinctive retention publicity items available?			
3. Are reenlistment and reserve component posters and displays featured in locations frequented by soldiers?			
4. Does the retention office utilize the local Public Affairs Office to support the company program?			
5. Are copies of local publicity (posters, newspaper articles, bulletins, etc.) on file for the past 24 months?			
*6. Is the company maintaining a Unit Reenlistment Bulletin Board complete with updated information on Bonuses, BEAR, Reserve Components, Incentives and Special Programs, etc?			

PART V – RETENTION KNOWLEDGE (Commander) IAW AR 601-280	YES	NO	N/A
1. Has the company commander received an orientation by the higher HQ Retention Office?			
2. Is the Company Commander familiar with the reenlistment procedures involving:			
a. Lost Time?			
b. Overweight Program? (AR 600-9)			
c. Extensions?			
d. Reenlistment Interviews?			
e. Commander's Rehabilitation Program (Bar to Reenlistment/Attrition)?			
f. BEAR Program?			
g. Waivers?			
h. Selective Reenlistment Bonus?			
i. Reenlistment Options?			
j. DCSS?			
3. Does the unit Commander:			
* a. Maintain a copy eligibility roster and know who is currently eligible for reenlistment?			
b. Provide the Company Reenlistment NCO sufficient time to carry out reenlistment functions?			
* c. Understand the impact of incorrect ERUP and FLAG codes, etc as it relates to retention actions? (data accuracy)			
d. Have a working knowledge of basic eligibility to participate in the Reserve Components?			
e. Encourage and refer soldiers declining reenlistment or separating to the RC Career Counselor for required Reserve Component counseling?			

PART VI Mission Accomplishment

1. Does the company meet the current fiscal year glide path as established by Installation/Activity or Brigade/Battalion?

2. Glide path percentage as of last EOM report.	Month:	Inst/Act Glide Path			Brigade/Battalion Glide Path		
		AC	RC	FY ETS	AC	RC	FY ETS

MISSION	INITIAL	MID-TERM	CAREER	FY08	RC Aggregate	ARNG ENL	RC ENL	ARNG OFF	RC OFF
OBJ						N/A	N/A	N/A	N/A
ACC									
%						N/A	N/A	N/A	N/A

b. Area/s not in compliance with glide path:

Met or exceeded glide path
in all categories

Within 2% of glide path in all
categories

Below 2% of glide path on
any category

*** CRITICAL AREA**

PART VII - DEFICIENCIES

PART VIII - RECOMMENDATIONS

Empty rectangular box for recommendations.

PART IX – RETENTION PROGRAM EVALUATION

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PART X – SAV AUTHENTICATION

[Empty signature line]

Unit Retention NCO Name, Rank, and Signature

[Empty signature line]

Inspector Name, Rank and Signature