

**Report Date:** 29 Apr 2015

**Summary Report for Individual Task**  
**805B-79T-5110**  
**Evaluate the RRNCO's Efforts in Supporting the Unit's Strength Maintenance Plan and Attrition Management Program**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD1** - The materials contained in this course have been reviewed by the course developers in coordination with the RRS, Fort Jackson foreign disclosure authority. This course is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You contact your subordinate RRNCO and inform them that you will visit them during weekend drill to discuss their unit's Strength Maintenance and Attrition Management programs. You have access to Unit Retention Binders, all web base applications, internet and all current regulations Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Evaluate the RRNCOs Efforts in supporting the units Strength Maintenance Plan and Attrition Management Program, by meeting with RRNCOs to discuss their efforts with the units Strength Maintenance Program, evaluate retention related areas, and evaluate attrition management areas.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

|                        |
|------------------------|
| <b>Task Statements</b> |
|------------------------|

**Cue:** None

|               |
|---------------|
| <b>DANGER</b> |
| None          |

|                |
|----------------|
| <b>WARNING</b> |
| None           |

|                |
|----------------|
| <b>CAUTION</b> |
| None           |

**Remarks:** None

**Notes:** None

## Performance Steps

1. Meet with RRNCO's to discuss their efforts with the units Strength Maintenance Program:

a. Retention and Attrition Mission/Goals:

(1) IAW NGB Standard.

(2) State Guidance.

b. Extension/immediate reenlistment objectives using:

(1) DPRO.

(2) IMARC/GIMS.

(3) iPERMS.

(4) Unit Manning Roster (UMR).

(5) Access to DA Form 4836.

c. Verify that the RRNCO has identified the following:

(1) Unit sponsorship program:

(a) Identify who are the sponsor in the unit.

(b) Identify new enlistment.

(2) Family programs:

(a) Family support group.

(b) Identify civilian POC.

(c) POC telephone number.

(d) Identify location.

(3) Family Readiness Center:

(a) Identify civilian POC.

(b) POC telephone number.

(c) Identify location.

(4) ESGR training and support:

(a) Identify civilian POC.

(b) POC telephone number.

(c) Identify location.

d. RRNCO's retention binder must contain the following and must be IAW NGB and state standard:

(1) NOVAL pay report (less than 1.8%).

(2) Attrition rate (less than 18%).

(3) Pending ETS report.

(4) Soldier interview.

(5) Policies and Standard Operating Procedures.

(6) Briefing for the Commander and 1SG on the information gathered for the unit retention environment and any recommended changes.

e. Verify bars to extension/immediate reenlistment roster:

(1) Commanders dash board IAW state guidance.

(2) Interview and counsel Soldier.

2. Evaluate the following retention related areas:

a. Verify how many Soldiers are not attending drill utilizing:

(1) DPRO.

(2) No val pay report.

(3) DPRO directors slide.

b. Verify that the RRNCO's assigned unit is meeting retention objectives by utilizing:

(1) DPRO.

(2) IMARC/GEMS.

(3) Directors slide.

c. Verify how many Soldiers who have extended/immediately reenlisted are:

(1) First term utilizing DPRO.

(2) Careerists utilizing DPRO:

d. Verify how many Soldiers are unsatisfactory participants by utilizing:

(1) DPRO.

(2) No val pay report.

e. Verify how many Soldiers eligible for reenlistment/immediate reenlistment utilizing:

(1) DPRO.

(2) ETS roster.

f. Verify that the unit maintains contact with members of the ING IAW NGR 614-1 inactive National Guard Program, dated 18 Mar 2010.

g. Verify that the RRNCO identified positive and negative trends in the unit by comparing the information gathered with:

(1) Commander's intent.

(2) Unit goals (IAW state guidance).

(3) Standard set by the Commander.

3. Evaluate the following attrition management areas:

a. Identify Soldiers that are not in authorized positions using:

(1) AUVS.

(2) DPRO.

(3) IMARC.

b. Verify that all Soldiers being properly utilized in their MOS:

(1) Verify Yearly Training Calendar (YTC).

(2) Verify Digital Training Management System (DTMS).

c. Verify the unit training plan include MOS specific training for all Soldiers:

(1) View the units YTC.

(2) Verify DTMS.

d. Verify that initial entry training (IET) graduates being used to conduct training:

(1) Verify Units YTC.

(2) Verify DTMS.

e. Verify that the unit maintains a current attrition management SOP IAW the state attrition management plan.

f. Verify that the unit complies with the state attrition management plan utilizing:

- (1) DPRO.
- (2) Director's slide.
- (3) State guidance.

g. Verify that the unit is meeting attrition objectives utilizing:

- (1) DPRO.
- (2) Director's slide.
- (3) Attrition Management Report.
- (4) State guidance.

h. Verify Soldier Interviews, and if they are experiencing problems in receiving any of the following and what actions have been taken:

- (1) Monthly pay.
- (2) Incentive payments.
- (3) GI Bill payments.
- (4) Awards and decorations.
- (5) Tricare benefits.

i. Verify that the Unit has a functional Family Readiness Group (FRG):

- (1) See Commanders policy.
- (2) State SOP.

j. Verify that the unit actively pursues employer support (ESGR) IAW state SOP.

k. Verify that the unit personnel actively refer people to become members of their unit utilizing:

- (1) Leader Zone.
- (2) Unit referral list.

l. Verify if the unit utilizes Stay Guard surveys contact state human resource office.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score "GO" if Soldier correctly performs all performance measures. Score "NO GO" if Soldier incorrectly performs one or more performance measure. Provide on-the-spot correction should the Soldier experience minor difficulty. Consider directing self-study or on-the-job training for Soldiers who experience major difficulties in task performance.

**Evaluation Preparation:** This task may be evaluated by two methods:  
a. Self Evaluation. Perform the task on the job using the materials listed in the Conditions Statement. Evaluate yourself, using the performance measures, graded IAW the Evaluation Guidance section.  
b. Supervisor's Evaluation. Ensure that the Soldier(s) have the material shown in the Condition statement to accomplish the task. When you feel they are able, have them perform the task on the job. Grade them using the Performance Measures, IAW the Evaluation Guidance section.

| PERFORMANCE MEASURES   | GO | NO-GO | N/A |
|--|----|-------|-----|
| 1. Conducted meeting with RRNCO to discuss their efforts with the unit's Strength Maintenance program.                             |    |       |     |
| a. Reviewed Retention and Attrition Mission/Goals.   |    |       |     |
| b. Reviewed extension/immediate reenlistment objectives.   |    |       |     |
| c. Verified that the RRNCO has identified the following:   |    |       |     |
| (1) Unit Sponsorship Program.  |    |       |     |
| (2) Family programs.   |    |       |     |
| (3) Family Readiness Center.   |    |       |     |
| 2. Evaluated the following retention related areas:  |    |       |     |
| a. Verified how many Soldiers are not attending drill utilizing:   |    |       |     |
| (1) DPRO.  |    |       |     |
| (2) No val pay report.   |    |       |     |
| (3) DPRO director's slide.   |    |       |     |
| b. Verified that the RRNCO's assigned unit is meeting retention objectives by utilizing:   |    |       |     |
| (1) DPRO.  |    |       |     |
| (2) IMARC/GIMS.  |    |       |     |
| (3) Director's slide.  |    |       |     |
| c. Verified how many Soldiers who have extended/immediately reenlisted are:  |    |       |     |
| (1) First Term<br>Utilizing DPRO.  |    |       |     |
| (2) Careerists<br>Utilizing DPRO.  |    |       |     |
| d. Verified how many Soldiers are unsatisfactory participants by utilizing:  |    |       |     |
| (1) DPRO.  |    |       |     |
| (2) No val pay report.   |    |       |     |
| e. Verified how many Soldiers eligible for reenlistment/immediate reenlistment utilizing:  |    |       |     |
| (1) DPRO.  |    |       |     |
| (2) ETS roster.  |    |       |     |
| f. Verified that the unit maintains contact with members of the ING IAW NGR 614-1 inactive National Guard Program dtd 18 Mar 2010. |    |       |     |
| g. Verified that the RRNCO identified positive and negative trends in the unit by comparing the information gathered with:         |    |       |     |
| (1) Commander's intent.  |    |       |     |
| (2) Unit goals (IAW state guidance).   |    |       |     |
| (3) Standard set by the Commander.   |    |       |     |
| 3. Evaluated the following attrition management areas:   |    |       |     |
| a. Identified Soldiers that are not in authorized positions using:   |    |       |     |
| (1) AUVS.  |    |       |     |
| (2) DPRO.  |    |       |     |
| (3) IMARC.   |    |       |     |
| b. Verified that all Soldiers being properly utilized in their MOS:  |    |       |     |
| (1) Verify Yearly Training Calendar (YTC).   |    |       |     |
| (2) Verify Digital Training Management System (DTMS).  |    |       |     |
| c. Verified the unit training plan include MOS specific training for all Soldiers:   |    |       |     |
| (1) View the units YTC.  |    |       |     |
| (2) Verify DTMS.   |    |       |     |
| d. Verified that initial entry training (IET) graduates being used to conduct training:  |    |       |     |
| (1) Verify Units YTC.  |    |       |     |
| (2) Verify DTMS.   |    |       |     |

|   |  |  |  |
|---|--|--|--|
| e. Verified that the unit maintains a current attrition management SOP IAW the state attrition management plan.                             |  |  |  |
| f. Verified that the unit complies with the state attrition management plan utilizing:  |  |  |  |
| (1) DPRO.   |  |  |  |
| (2) Director's slide.   |  |  |  |
| (3) State guidance.   |  |  |  |
| g. Verified that the unit is meeting attrition objectives utilizing:  |  |  |  |
| (1) DPRO.   |  |  |  |
| (2) Director's slide.   |  |  |  |
| (3) Attrition management report.  |  |  |  |
| (4) State guidance.   |  |  |  |
| h. Verified Soldier interviews, to see if they are experiencing problems in receiving any of the following and what actions hve been taken: |  |  |  |
| (1) Monthly pay.  |  |  |  |
| (2) Incentive payments.   |  |  |  |
| (3) GI Bill payments.   |  |  |  |

**Supporting Reference(s):**

| Step Number | Reference ID                              | Reference Name   | Required | Primary |
|-------------|---|--|----------|---------|
|             | AR 135-180                                | QUALIFYING SERVICE FOR RETIRED PAY NONREGULAR SERVICE                    | Yes      | No      |
|             | AR 600-9                                  | The Army Body Composition Program  | Yes      | No      |
|             | DA PAM 600-67 (Rescinded)                 | (Rescinded, January 15, 2013)Effective Writing for Army Leaders          | Yes      | No      |
|             | NG PAM 601-1                              | Personnel Procurement - Army National Guard Strength Maintenance Program | Yes      | No      |
|             | NGR 601-1                                 | Personnel Procurement - Army National Guard Strength Maintenance Program | Yes      | No      |
|             | NGR 614-1                                 | Inactive Army National Guard   | Yes      | No      |
|             | PAM 600-69 (Rescinded, February 06, 2014) | UNIT CLIMATE PROFILE, COMMANDERS HANDBOOK                                | Yes      | No      |

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

| <b>ICTL Title</b>                           | <b>Personnel Type</b> | <b>MOS Data</b>  |
|---|-----------------------|--|
| 79T-ARNG<br>Recruiting and<br>Retention-SL5 | Enlisted              | MOS: 79T, Skill Level: SL5, ASI: V7, Duty Pos: REA, SQI: 4 |