SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 79S

Soldier's Manual and Trainer's Guide, Skill Levels 4/5, MOS 79S, Career Counselor

Skill Levels 4 and 5

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PREFACE

This publication is for skill level (SL) 4/5 Soldiers holding Military Occupational Specialty (MOS) 79S to include Unit Reenlistment NCOs appointed in an additional duty capacity. It contains standardized training objectives in the form of task summaries. Leaders will use these objectives to train and evaluate soldiers on critical tasks, which supports their unit mission.

Soldiers holding MOS 79S (SL) 4/5 must have access to this publication. This publication can be downloaded electronically through Army Knowledge Online (AKO) DA pubs and forms link.

This manual applies to both Active and Reserve Component Soldiers.

Users of this publication are encouraged to recommend changes to improve it. Link all comments to the specific page, paragraph, and line of the text in which the change is recommended. Provide reasons for each comment to ensure understanding and complete evaluation. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Soldier Support Institute, ATTN: ATSG-RR, Fort Jackson, SC. 29207-7065.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

CHAPTER 1

Introduction

1-1.   GENERAL.   The Soldier training publication (STP) identifies the individual military occupational specialty (MOS) and area of concentration (AOC) training requirements for Soldiers in various specialties, for example, MOS 11B24, infantry skill levels 2-4. Another source of STP task data is the General Dennis J. Reimer Training and Doctrine Digital Library at http://www.adtdl.army.mil/atdls.htm.   Commanders, trainers, and Soldiers should use the STP to plan, conduct, and evaluate individual training in units.   The STP is the primary MOS/AOC reference to support the self development and training of every Soldier in the unit.   It is used with the Soldier's Manual of Common Tasks, Army training and evaluation programs (ARTEP), and FM 7-0, *Training the Force*, to establish effective training plans and programs that integrate Soldier, leader, and collective tasks.   This chapter explains how to use the STP in establishing an effective individual training program.   It includes doctrinal principles and implications outlined in FM 7-0.   Based on these guidelines, commanders and unit trainers must tailor the information to meet the requirements for their specific unit.

1-2.   TRAINING REQUIREMENT.   Every Soldier, Noncommissioned Officer (NCO), Warrant Officer, and Officer has one primary mission -- to be trained and ready to fight and win our nation's wars.   Success in battle does not happen by accident; it is a direct result of tough, realistic, and challenging training.

      a.   Operational Environment

      (1)   Commanders and leaders at all levels must conduct training with respect to a wide variety of operational missions across the full spectrum of operations. See below, these

operations may include combined arms, joint, multinational, and interagency considerations, and span the entire breath of terrain and environmental possibilities. Commanders must strive to set the daily training conditions as closely as possible to those expected for actual operations.

(2)   The operational missions of the Army include not only war, but also military operations other than war (MOOTW). Operations may be conducted as major combat operations, a small-scale contingency, or a peacetime military engagement. Offensive and defensive operations normally dominate military operations in war along with some small-scale contingencies. Stability operations and support operations dominate in MOOTW. Commanders at all echelons may combine different types of operations simultaneously and sequentially to accomplish missions in war and MOOTW. These missions require training since future conflict will likely involve a mix of combat and MOOTW, often concurrently. The range of possible missions complicates training. Army forces cannot train for every possible mission. They train for war and prepare for specific missions as time and circumstances permit.

(3)   Our forces today use a train-alert-deploy sequence. We cannot count on the time or opportunity to correct or make up training deficiencies after deployment. Maintaining forces that are ready now, places increased emphasis on training and the priority of training. This concept is a key link between operational and training doctrine.

(4)   Units train to be ready for war based on the requirements of a precise and specific mission; in the process they develop a foundation of combat skills that can be refined based on the requirements of the assigned mission. Upon alert, commanders assess and refine from this foundation of skills. In the train-alert-deploy process, commanders use whatever time the alert cycle provides to continue refinement of mission-focused training. Training continues during time available between alert notification and deployment, between deployment and employment, and even during employment as units adapt to the specific battlefield environment and assimilate combat replacements.

b.   How the Army Trains the Army

(1)   Training is a team effort and the entire Army -- Department of the Army, major commands (MACOMs), the institutional training base, units, the combat training centers (CTCs), each individual Soldier and the civilian workforce -- has a role that contributes to force readiness. Department of the Army and MACOMs are responsible for resourcing the Army to train. The Institutional Army, including schools, training centers, and NCO academies, for example, train soldiers and leaders to take their place in units in the Army by teaching the doctrine and tactics, techniques, and procedures (TTP). Units, leaders, and individuals train to standard on their assigned critical individual tasks. The unit trains first as an organic unit and then as an integrated component of a team. Before the unit can be trained to function as a team, each soldier must be trained to perform their individual supporting tasks to standard. Operational deployments and major training opportunities, such as major training exercises, CTCs, and ARTEPs provide rigorous, realistic, and stressful training and operational experience under actual or simulated combat and operational conditions to enhance unit readiness and produce bold, innovative leaders. The result of this Army-wide team effort is a training and

leader development system that is unrivaled in the world. Effective training produces the force -- Soldiers, leaders, and units -- that can successfully execute any assigned mission.

(2)   The Army Training and Leader Development Model (Figure 1-1) centers on developing trained and ready units led by competent and confident leaders. The model depicts an important dynamic that creates a lifelong learning process. The three core domains that shape the critical learning experiences throughout Soldier's and leader's time span are the operational, institutional, and self development domains. Together, these domains interact using feedback and assessment from various sources and methods to maximize warfighting readiness. Each domain has specific, measurable actions that must occur to develop our leaders.

- The operational domain includes home station training, CTC rotations, and joint training exercises and deployments that satisfy national objectives. Each of these actions provides foundational experiences for Soldier, leader, and unit development.
- The institutional domain focuses on educating and training Soldiers and leaders on the key knowledge, skills and attributes required for operating in any environment. It includes individual, unit and joint schools, and advanced education.
- The self-development domain, both structured and informal, focuses on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.

(3)   Throughout this lifelong learning and experience process, there is formal and informal assessment and feedback of performance to prepare leaders and Soldiers for their next level of responsibility. Assessment is the method used to determine the proficiency and potential of leaders against a known standard. Feedback must be clear, formative guidance directly related to the outcome of training events measured against standards.
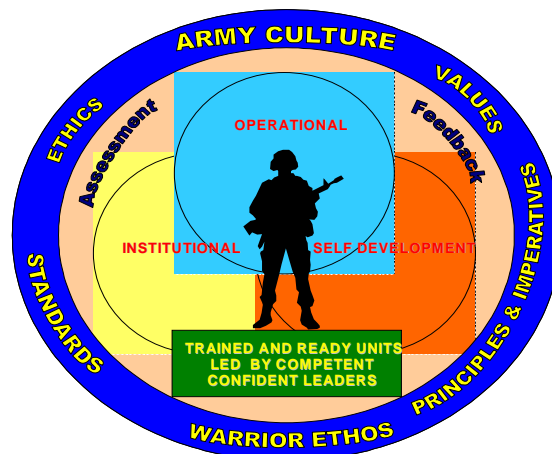
Figure 1-1. Army Training and Leader Development Model

FIGURE 1-1

c.   Leader Training and Leader Development

(1)   Competent and confident leaders are a prerequisite to the successful training of units. It is important to understand that leader training and leader development are integral parts of unit readiness. Leaders are inherently Soldiers first and should be technically and tactically proficient in basic Soldier skills. They are also adaptive, capable of sensing their environment, adjusting the plan when appropriate, and properly applying the proficiency acquired through training.

(2)   Leader training is an expansion of these skills that qualifies them to lead other Soldiers. As such, doctrine and principles of training require the same level of attention of senior commanders. Leader training occurs in the Institutional Army, the unit, the CTCs, and through self development. Leader training is just one portion of leader development.

(3)   Leader development is the deliberate, continuous, sequential, and progressive process, grounded in Army values, that grows Soldiers and civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, and experiences gained through institutional training and education, organizational training, operational experience, and self-development. Commanders play the key roll in leader development that ideally produces tactically and technically competent, confident, and adaptive leaders who act with boldness and initiative in dynamic, complex situations to execute mission-type orders achieving the commander's intent.

d.   Training Responsibility. Soldier and leader training and development continue in the unit. Using the institutional foundation, training in organizations and units focuses and hones individual and team skills and knowledge.

(1)   Commander Responsibility

(a)   The unit commander is responsible for the wartime readiness of all elements in the formation. The commander is, therefore, the primary trainer of the organization and is responsible for ensuring that all training is conducted in accordance with the STP to the Army standard.

(b)   Commanders ensure STP standards are met during all training. If a Soldier fails to meet established standards for identified MOS tasks, the Soldier must retrain until the tasks are performed to standard. Training to standard on MOS tasks is more important than completion of a unit training event such as an ARTEP. The objective is to focus on sustaining MOS proficiency -- this is the critical factor commanders must adhere to when training individual Soldiers units.

(2)   NCO Responsibility

(a)   A great strength of the US Army is its professional NCO Corps who takes pride in being responsible for the individual training of Soldiers, crews, and small teams.   The NCO support channel parallels and complements the chain of command. It is a

channel of communication and supervision from the Command Sergeant Major (CSM) to the First Sergeants (1SGs) and then to other NCOs and enlisted personnel. NCOs train Soldiers to the non-negotiable standards published in STPs. Commanders delegate authority to NCOs in the support channel as the primary trainers of individual, crew, and small team training. Commanders hold NCOs responsible for conducting standards-based, performance-oriented, battle-focused training and providing feedback on individual, crew, and team proficiency. Commanders define responsibilities and authority of their NCOs to their staffs and subordinates.

(b) NCOs continue the soldierization process of newly assigned enlisted Soldiers and begin their professional development. NCOs are responsible for conducting standards-based, performance-oriented, and battle-focused training. They identify specific individual, crew and small team tasks that support the unit's collective mission essential tasks; plan, prepare, rehearse, and execute training; and evaluate training through conducting after action reviews (AARs) to provide feedback to the commander on individual, crew, and small team proficiency. Senior NCOs coach junior NCOs to master a wide range of individual tasks.

(3) Soldier Responsibility. Each Soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's mission essential task list (METL). Soldiers must perform tasks to the standards included in the task summary. If Soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification, assistance, and guidance. First-line supervisors know how to perform each task or can direct Soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining standard performance levels of all Soldier's Manual of Common Tasks at their current skill level and below. Periodically, Soldiers should ask their supervisor or another Soldier to check their performance to ensure that they can perform the tasks.

1-3. BATTLE-FOCUSED TRAINING. Battle focus is a concept used to derive peacetime training requirements from assigned and anticipated missions. The priority of training in units is to train to standard on the wartime mission. Battle focus guides the planning, preparation, execution and assessment of each organization's training program to ensure its members train as they are going to fight. Battle focus is critical throughout the entire training process and is used by commanders to allocate resources for training based on wartime and operational mission requirements. Battle focus enables commanders and staffs at all echelons to structure a training program that copes with non-mission-related requirements while focusing on mission essential training activities. It is recognized that a unit cannot attain proficiency to standard on every task whether due to time or other resource constraints. However, unit commanders can achieve a successful training program by consciously focusing on a reduced number of METL tasks that are essential to mission accomplishment.

a. Linkage Between METL and STP. A critical aspect of the battle focus concept is to understand the responsibility for and the linkage between the collective mission essential tasks and the individual tasks that support them. For example, the commander and the CSM/1SG must jointly coordinate the collective mission essential tasks and supporting individual tasks on which

the unit will concentrate its efforts during a given period. This task hierarchy is provided in the task database at the Reimer Digital Library. The CSM/1SG must select the specific individual tasks that support each collective task to be trained. Although NCOs have the primary role in training and sustaining individual soldier skills, officers at every echelon remain responsible for training to established standards during both individual and collective training. Battle focus is applied to all missions across the full spectrum of operations.

      b.   Relationship of STPs to Battle-focused Training. The two key components of any STP are the soldier's manual (SM) and training guide (TG). Each gives leaders important information to help implement the battle-focused training process. The training guide relates soldier and leader tasks in the MOS and skill level to duty positions and equipment. It states where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders assess and plan training, they should rely on the training guide to help identify training needs.

      (1)   Leaders conduct and evaluate training based on Army-wide training objectives and on the task standards published in the Soldier's Manual task summaries or in the Reimer Digital Library. The task summaries ensure that --

- Trainers in every unit and location define task standards the same way
- Trainers evaluate all Soldiers to the same standards

      (2)   Figure 1-2 shows how battle-focused training relates to the training guide and Soldier's manual:

- The left column shows the steps involved in training Soldiers
- The right column shows how the STP supports each of these steps

BATTLE-FOCUS PROCESS	STP SUPPORT PROCESS
Select individual Soldier tasks	Use TG to relate tasks to METL
Conduct training assessment	Use TG to define what Soldier tasks to assess

Determine training objectives	Use TG to set objectives
Determine strategy; plan for training	Use TG to relate Soldier tasks to strategy
Conduct pre-execution checks	Use SM task summary as source for task performance
Execute training; conduct after action review	Use SM task summary as source for task performance
Evaluate training against established standards	Use SM task summary as standard for evaluation

Figure 1-2. Relationship of Battle-focused Training and STP

1-4.   TASK SUMMARY FORMAT. Task summaries outline the wartime performance requirements of each critical task in the SM. They provide the Soldier and the trainer with the

information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information the Soldier must know and the skills that he must perform to standard for each task. The format of the task summaries included in this SM is as follows:

a.   Task Number. A 10-digit number identifies each task or skill. This task number, along with the task title, must be included in any correspondence pertaining to the task.

b.   Task Title. The task title identifies the action to be performed.

c.   Conditions. The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to use to perform the task in wartime. This section identifies any environmental conditions that can alter task performance, such as visibility, temperature, or wind. This section also identifies any specific cues or events that trigger task performance, such as a chemical attack or identification of a threat vehicle.

d.   Standards. The task standard describes how well and to what level the task must be performed under wartime conditions. Standards are typically described in terms of accuracy, completeness, and/or speed.

e.   Training and Evaluation. The training evaluation section identifies specific actions, known as performance steps, that the Soldier must do to successfully complete the task. These actions are in the evaluation guide section of the task summary and are listed in a pass/fail format for easy evaluation. For some tasks, the training and evaluation section may also include detailed training information in a training information outline and an evaluation preparation section. The evaluation preparation section indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions that should be given to the Soldier before evaluation.

f.   References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than those given in the task summary description.

g.   Warnings. Warnings alert users to the possibility of immediate personal injury or damage to equipment.

h.   Notes. Notes provide a supportive explanation or hint that relates to the performance standards.

1-5.   TRAINING EXECUTION. All good training, regardless of the specific collective, leader, and individual tasks being executed, must comply with certain common requirements. These include adequate preparation, effective presentation and practice, and thorough evaluation. The execution of training includes preparation for training, conduct of training, and recovery from training.

a. Preparation for Training. Formal near-term planning for training culminates with the publication of the unit training schedule. Informal planning, detailed coordination, and preparation for executing the training continue until the training is performed. Commanders and other trainers use training meetings to assign responsibility for preparation of all scheduled training. Preparation for training includes selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the site, issuing the training execution plan, and conducting rehearsals and pre-execution checks. Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for these and other training support tasks. They are used to monitor preparation activities and to follow up to ensure planned training is conducted to standard. Pre-execution checks are a critical portion of any training meeting. During preparation for training, battalion and unit commanders identify and eliminate potential training distracters that develop within their own organizations. They also stress personnel accountability to ensure maximum attendance at training.

(1) Subordinate leaders, as a result of the bottom-up feed from internal training meetings, identify and select the individual tasks necessary to support the identified training objectives. Commanders develop the tentative plan to include requirements for preparatory training, concurrent training, and training resources. At a minimum, the training plan should include confirmation of training areas and locations, training ammunition allocations, training simulations and simulators availability, transportation requirements, Soldier support items, a risk management analysis, assignment of responsibility for the training, designation of trainers responsible for approved training, and final coordination. The time and other necessary resources for retraining must also be an integral part of the original training plan.

(2) Leaders, trainers, and evaluators are identified, trained to standard, and rehearsed prior to the conduct of the training. Leaders and trainers are coached on how to train, given time to prepare, and rehearsed so that training will be challenging and doctrinally correct. Commanders ensure that trainers and evaluators are not only tactically and technically competent on their training tasks, but also understand how the training relates to the organization's METL. Properly prepared trainers, evaluators, and leaders project confidence and enthusiasm to those being trained. Trainer and leader training is a critical event in the preparation phase of training. These individuals must demonstrate proficiency on the selected tasks prior to the conduct of training.

(3) Commanders, with their subordinate leaders and trainers, conduct site reconnaissance, identify additional training support requirements, and refine and issue the training execution plan. The training plan should identify all those elements necessary to ensure the conduct of training to standard. Rehearsals are essential to the execution of good training. Realistic, standards-based, performance-oriented training requires rehearsals for trainers, support personnel, and evaluators. Preparing for training in Reserve Component (RC) organizations can require complex pre-execution checks. RC trainers must often conduct detailed coordination to obtain equipment, training support system products and ammunition from distant locations. In addition, RC pre-execution checks may be required to coordinate Active Component assistance from the numbered CONUSA, training support divisions, and directed training affiliations.

b. Conduct of Training. Ideally, training is executed using the crawl-walk-run approach. This allows and promotes an objective, standards-based approach to training. Training starts at the basic level. Crawl events are relatively simple to conduct and require minimum support from the unit. After the crawl stage, training becomes incrementally more difficult, requiring more resources from the unit and home station, and increasing the level of realism. At the run stage, the level of difficulty for the training event intensifies. Run stage training requires optimum resources and ideally approaches the level of realism expected in combat. Progression from the walk to the run stage for a particular task may occur during a one-day training exercise or may require a succession of training periods over time. Achievement of the Army standard determines progression between stages.

(1) In crawl-walk-run training, the tasks and the standards remain the same; however, the conditions under which they are trained change. Commanders may change the conditions, for example, by increasing the difficulty of the conditions under which the task is being performed, increasing the tempo of the task training, increasing the number of tasks being trained, or by increasing the number of personnel involved in the training. Whichever approach is used, it is important that all leaders and soldiers involved understand in which stage they are currently training and understand the Army standard.

(2) An AAR is immediately conducted and may result in the need for additional training. Any task that was not conducted to standard should be retrained. Retraining should be conducted at the earliest opportunity. Commanders should program time and other resources for retraining as an integral part of their training plan. Training is incomplete until the task is trained to standard. Soldiers will remember the standard enforced, not the one discussed.

c. Recovery From Training. The recovery process is an extension of training, and once completed, it signifies the end of the training event. At a minimum, recovery includes conduct of maintenance training, turn-in of training support items, and the conduct of AARs that review the overall effectiveness of the training just completed.

(1) Maintenance training is the conduct of post-operations preventive maintenance checks and services, accountability of organizational and individual equipment, and final inspections. Class IV, Class V, TADSS and other support items are maintained, accounted for, and turned-in, and training sites and facilities are closed out.

(2) AARs conducted during recovery focus on collective, leader, and individual task performance, and on the planning, preparation and conduct of the training just completed. Unit AARs focus on individual and collective task performance, and identify shortcomings and the training required to correct deficiencies. AARs with leaders focus on tactical judgment. These AARs contribute to leader learning and provide opportunities for leader development. AARs with trainers and evaluators provide additional opportunities for leader development.

1-6. TRAINING ASSESSMENT. Assessment is the commander's responsibility. It is the commander's judgment of the organization's ability to accomplish its wartime operational mission. Assessment is a continuous process that includes evaluating individual training,

conducting an organizational assessment, and preparing a training assessment. The commander uses his experience, feedback from training evaluations, and other evaluations and reports to arrive at his assessment. Assessment is both the end and the beginning of the training management process. Training assessment is more than just training evaluation, and encompasses a wide variety of inputs. Assessments include such diverse systems as training, force integration, logistics, and personnel. It provides the link between the unit's performance and the Army's standard. Evaluation of training is, however, a major component of assessment. Training evaluations provide the commander with feedback on the demonstrated training proficiency of Soldiers, leaders, battle staffs, and units. Commanders cannot personally observe all training in their organization and, therefore, gather feedback from their senior staff officers and NCOs.

a. Evaluation of Training. Training evaluations are a critical component of any training assessment. Evaluation measures the demonstrated ability of Soldiers, commanders, leaders, battle staffs and units against the Army standard. Evaluation of training is integral to standards-based training and is the cornerstone of leader training and leader development. STPs describe standards that must be met for each Soldier task.

(1) All training must be evaluated to measure performance levels against the established Army standard. The evaluation can be as fundamental as an informal, internal evaluation performed by the leader conducting the training. Evaluation is conducted specifically to enable the individual undergoing the training to know whether the training standard has been achieved. Commanders must establish a climate that encourages candid and accurate feedback for the purpose of developing leaders and trained Soldiers.

(2) Evaluation of training is not a test; it is not used to find reasons to punish leaders and Soldiers. Evaluation tells Soldiers whether or not they achieved the Army standard and, therefore, assists them in determining the overall effectiveness of their training plans. Evaluation produces disciplined Soldiers, leaders and units. Training without evaluation is a waste of time and resources.

(3) Leaders use evaluations as an opportunity to coach and mentor Soldiers. A key element in developing leaders is immediate, positive feedback that coaches and leads subordinate leaders to achieve the Army standard. This is a tested and proven path to develop competent, confident adaptive leaders.

b. Evaluators. Commanders must plan for formal evaluation and must ensure the evaluators are trained. These evaluators must also be trained as facilitators to conduct AARs that elicit maximum participation from those being trained. External evaluators will be certified in the tasks they are evaluating and normally will not be dual slotted as a participant in the training being executed.

c. Role of Commanders and Leaders. Commanders ensure that evaluations take place at each echelon in the organization. Commanders use this feedback to teach, coach, and mentor their subordinates. They ensure that every training event is evaluated as part of training execution and that every trainer conducts evaluations. Commanders use evaluations to focus

command attention by requiring evaluation of specific mission essential and battle tasks. They also take advantage of evaluation information to develop appropriate lessons learned for distribution throughout their commands.

       d.   After Action Review. The AAR, whether formal or informal, provides feedback for all training. It is a structured review process that allows participating Soldiers, leaders, and units to discover for themselves what happened during the training, why it happened, and how it can be done better. The AAR is a professional discussion that requires the active participation of those being trained. FM 7-1 provides detailed instructions for conducting an AAR and detailed guidance on coaching and critiquing during training.

1-7.   TRAINING SUPPORT. References have been identified for each task to assist in planning and conducting training. A consolidated list of references identified by type, publication number, and title and a comprehensive glossary of acronyms, abbreviations, and definitions are included in this STP.

1-8.   FEEDBACK. Recommendations for improvement of this STP are requested. Feedback will help to ensure that this STP answers the training needs of units in the field. There is a questionnaire at the end of this STP to make it easier to send recommendations and comments.

CHAPTER 2

Training Guide

2-1. GENERAL.

a. The Training Guide (TG) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the TG is a guide used for conducting unit training and is not considered to be a rigid standard.

b. The TG provides the following information necessary for planning training requirements for the MOS:

   (1) Identifies subject areas in which to train soldiers.

   (2) Identifies the critical tasks for each subject area.

   (3) Specifies how soldiers are trained to standard on each task.

   (4) Recommends how often to train soldiers on each task to sustain proficiency.

   (5) Recommends a strategy for cross-training.

   (6) Recommends a strategy for training soldiers to perform higher level tasks.

2-2. BATTLE-FOCUSED TRAINING.

a. As described in FM 7-0, Training the Force, and FM 7-1, Battle Focus Training, the commander must define the Mission-Essential Task List (METL) as the basis for unit training.

b. Unit leaders use the METL to identify the collective, leader, and soldier task which support accomplishing the task in the METL.

c. Unit leaders then assess the status of the training, lay out the training objectives, and make a plan for accomplishing needed training. After preparing the long and short range plans, they then conduct and evaluate training. The unit's training preparedness is then reassessed, and the training management cycle begins again. This process ensures that the unit has identified the following:

   (1) The kind of training that is important for the wartime mission.

   (2) That the training focus is applied to the necessary training.

   (3) That the training meets the established objectives and standards.

2-3. RELATIONSHIP OF SOLDIER TRAINING PUBLICATIONS (STPs) TO BATTLE-FOCUSED TRAINING.

a. The two key components of enlisted STPs are the Training Guide (TG) and Soldier's Manual (SM). They give leaders important information which helps them develop battle-focused training.

b. The TG relates Soldier and leader tasks in the MOS and SL to duty positions and equipment. As leaders go through the assessment and planning stages, they should use the TG as an important tool in identifying WHAT needs to be trained.

c. Leaders conducting and evaluating Soldier and leader training should rely on the Army wide training objectives and standards in the SM. The SM ensures that Soldiers in any unit or location have the same definition of task performance and that trainers evaluate the soldiers to the same standard.

2-4. TRAINER'S RESPONSIBILITIES. Training Soldier and leader tasks to standard and relating this training to collective mission essential tasks are the NCO trainer's responsibilities. Trainers use the following steps to plan and evaluate training:

a. Identify Soldier and leader training requirements. Using the commander's training guidance, the NCO determines which tasks Soldiers need to train on. The unit's METL is the source for helping the trainer define the individual training needs.

b. Plan the training. Training for specific tasks can usually be integrated or conducted concurrently with other training or during "slack periods." The unit's ARTEP can help identify the Soldier and leader tasks that can be trained and evaluated concurrently with collective task training and evaluation.

c. Gather the training references and materials. The SM lists all references which can help the trainer prepare for the training of that task.

d. Determine risk assessment and identify safety concerns. Trainers must analyze the risk involved in training a specific task under the current conditions at the time of the scheduled training. They must ensure that their training preparation takes into account those cautions, warnings, and dangers associated with each task.

e. Train each Soldier. Trainers must show each Soldier how a task is done to standard, explain step-by-step how to do the task, and give each Soldier one chance to do the task step-by-step.

f. Check each Soldier. Training must evaluate how well each Soldier performs the tasks in this manual. They conduct these evaluations during individual training sessions or while evaluating Soldier proficiency during the conduct of unit collective tasks. This manual provides an evaluation guide for each task to enhance the trainer's ability to conduct year-round, hands-on evaluations of tasks critical to the unit's mission.

g. Record the results. The leader book referred to in FM 7-1, Appendix B is used to record task performance. It gives the leader total flexibility on the method of recording training. The trainer may use DA Form 5164-R (Hands-On Evaluation) as part of the leader book. This form is optional and locally reproducible.

h. Retain and evaluate. Trainers must work with each Soldier until the Soldier can perform the task to specific SM standards.

2-5 EVALUATION.

a. Evaluation guide. This manual contains an evaluation guide for each task. Trainers use the evaluation guide year-round to determine if Soldiers can perform their critical tasks to SM standards. Each evaluation guide contains one or more performance measures. These measures identify what the trainer needs to observe to score a Soldier's performance. Each step is clearly identified by a "GO" and "NO GO" located under the "Results" column on each evaluation guide. Some tasks involve a process which the trainer must observe as the Soldier performs the task. For other tasks, the trainer must evaluate an "end product" that results from doing the task. The following are some general points about using the evaluation guide to evaluate Soldiers:

   (1) Review the guide to become familiar with the information on which the Soldier will be scored.

(2) Ensure that the necessary safety equipment and clothing needed for proper performance of the job are on hand at the training site.

(3) Prepare the test site according to the conditions section of the task summary. Some tasks contain special evaluation preparation instructions. These instructions tell the trainer what modifications must be made to the job conditions to evaluate the task. To ensure that conditions are the same for each Soldier, the trainer must reestablish the test site to the original requirements after evaluating each Soldier.

(4) Score each Soldier according to the performance measures and feedback section in the evaluation guide.

(5) Record the date and task performance ("GO" or "NO GO") in the leader book.

2-6 TRAINING TIPS FOR THE TRAINER.

a. Prepare yourself.

(1) Get training guidance from your chain of command on when to train, which Soldiers to train, availability of resources, and a training site.

(2) Get the training objective (task, conditions, and standards) from the task summary in this manual.

(3) Ensure that you can do the task. Review the task summary and the references in the reference section. Practice doing the task or, if necessary, have someone train you on the task.

(4) Choose a training method. Some tasks provide recommended training methods in the feedback section of the task summary.

(5) Prepare a training outline consisting of informal notes on what you want to cover during your training session.

(6) Practice your training presentation.

b. Prepare the resources.

(1) Obtain the required resources identified in the conditions statement for each task.

(2) Gather equipment and ensure that it is operational.

(3) Ensure that the necessary training aids and devices are on hand.

(4) Prepare the training site according to the conditions statement and evaluation preparation section of the task summary.

c. Prepare the Soldier.

(1) Tell the Soldier what task to do and how well it must be done. Refer to the standard statement and evaluation preparation section for each task.

(2) Caution Soldiers about safety, environment, and security.

(3) Provide any necessary training on basic skills that Soldiers must have before they can be trained   on the task.

(4) Pretest each Soldier to determine who needs training in what areas by having the Soldier perform the task. Use DA form 5164-R and the evaluation guide in each task summary to make this determination.

d. Train the Soldiers who failed the pretest.

(1) Demonstrate how to do the task or the specific performance steps to those Soldiers who could not perform to SM standards.

(2) Have Soldiers study the appropriate training materials.

(3) Have Soldiers practice the task until they can perform it to SM standards.

(4) Evaluate each Soldier using the evaluation guide.

(5) Provide feedback to those Soldiers who fail to perform to SM standards and have them continue to practice until they can perform to SM standards.

e. Record all results in the leader book.

2-7. THE MOS TRAINING PLAN (MTP). The MTP identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

Duty Position Column. This column lists the duty positions of the MOS, by skill level, which have different training requirements.

Subject Area Column. This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.

Cross-Train Column. This column lists the recommended duty position for which soldiers should be cross-trained.

Train-Up/Merger Column. This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part Two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

Subject Area Column. This column lists the subject area number and title in the same order as Section I, Part One of the MTP.

Task Number Column. This column lists the task numbers for all tasks included in the subject area.

Title Column. This column lists the task title for each task in the subject area.

Training Location Column. This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word

---

"Unit" will be in this column. If the task is first trained to standard in the training base, it will be identified by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

CCC	Career Counselor Course
RTC	Reserve Transition Course
UNIT	Trained in the Unit
ANCOC	Advanced NCO Course

Figure 2-1. Training Locations

Sustainment Training Frequency Column. This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	- Biannually
AN	- Annually
SA	- Semiannually
QT	- Quarterly
MO	- Monthly
BW	- Biweekly
WK	- Weekly

Figure 2-2. Sustainment Training Frequency Codes

Sustainment Training Skill Level Column. This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

2-8. <u>Subject Area Codes</u>.

Skill Level 4
    1   Retention Processing
    2   Administration
    3   Training and Evaluation Duties
    4   Interview Counseling
    5   AC Supervisory/Operations
    6   RC Processing

Skill Level 5
    5   AC Supervisory/Operations
    7   RC Supervisory/Operations

2-9. Critical Tasks List.

MOS TRAINING PLAN
79S45

CRITICAL TASKS

Task Number	Title	Training Locatio	Sust Tng Freq	Sust Tng SL
Skill Level 4				
Subject Area 1. Retention Processing				
805B-79S-4004	Determine a Soldier's Eligibility for Extension of Regular Army Enlistment	CCC	AN	4-5
805B-79S-4101	Operate the RETAIN System	CCC	AN	4-5
r805B-79S-4103	Process a Service Remaining Requirement or Declination of Continued Service Statement (DA Form 4991-R)	CCC	AN	4-5
805B-79S-4105	Process a Reclassification Action	CCC	SA	4-5
805B-79S-4002	Confirm a Soldier's BASD/PEBD/DIEMS/ETS	CCC	AN	4-5
805B-79S-4001	Prepare a Retention Data Worksheet (DA Form 4591-R)	CCC	AN	4-5
805B-79S-4003	Determine a Soldier's Eligibility For Immediate Reenlistment	CCC	AN	4-5
805B-79S-4006	Determine a Soldier's Reenlistment Bonus	CCC	SA	4-5
805B-79S-4005	Determine a Soldier's Reenlistment Option	CCC	AN	4-5
805B-79S-4106	Process a Retention Packet	CCC	AN	4-5
805B-79S-4104	Process a Soldier for the Bonus Extension and Retraining Program	CCC	SA	4-5
805B-79S-4102	Process a Retention Option	CCC	AN	4-5
805B-79S-4202	Conduct a Retention Ceremony	UNIT	AN	4-5
Subject Area 2. Administration				
805B-79S-4502	Advise Commanders on Attrition Management	CCC	AN	4-5
805B-79S-4302	Advise Commanders/Soldiers on Processing an Erroneous/Defective/Unfulfilled/Fraudulent Enlistment/Reenlistment Commitment	CCC	SA	4-5
805B-79S-4108	Process a Request for Cancellation of Extension	CCC	AN	4-5
805B-79S-4107	Process a Request to Waive a Reenlistment Commitment	UNIT	AN	4-5
805B-79S-4301	Manage a Retention Mission	CCC	SA	4-5
Subject Area 3. Training and Evaluation Duties				
805B-79S-4204	Conduct a Retention Briefing	CCC	AN	4-5
805B-79S-4203	Conduct Battalion/Brigade/Division/Installation Level Retention Training	CCC	AN	4-5
Subject Area 4. Interview Counseling				
805B-79S-4505	Counsel At-Risk Soldiers	CCC	AN	4-5
805B-79S-4201	Conduct a Career Counseling Session	CCC	AN	4-5
Subject Area 5. AC Supervisory/Operations				
805B-79S-4501	Review a Retention Packet	ANCOC	AN	4-5
Subject Area 6. RC Processing				

805B-79S-4401	Conduct a Pre-Transition Briefing	RTC	AN	4-5
805B-79S-4402	Conduct a Transition Counseling Session	RTC	AN	4-5
805B-79S-4403	Process a Reserve Component Assignment	RTC	AN	4-5
805B-79S-4404	Process a Reserve Component Enlistment/Transfer Packet	RTC	AN	4-5
Skill Level 5				
Subject Area 5. AC Supervisory/Operations				
805B-79S-5000	Evaluate Unit Retention Activities	CCC	AN	4-5
Subject Area 7. RC Supervisory/Operations				
805B-79S-5002	Review the Processing of Soldiers for Reserve Components	RTC	AN	4-5

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 4

Subject Area 1: Retention Processing

Determine a Soldier's Eligibility for Extension of Regular Army Enlistment
805B-79S-4004

Conditions: After encountering a Soldier with a valid reason, you have a requirement to determine a Soldier's qualification for extension of Enlistment/Reenlistment. In an office environment you are given a Soldier with a confirmed BASD/PEBD/DIEMS/ETS. You have access to:

a. AR 40-501
b. AR 600-8-19
c. AR 600-9
d. AR 600-60
e. AR 600-20
f. AR 601-280
g. AR 614-30
h. AR 614-200
i. AR 630-10
j. AR 635-200
k. Soldier's ERB
l. DA Form 4591-R
m. Completed DA Form 3340-R
n. RETAIN

Standards: Process a Soldier for extension by determining validity and eligibility for an extension IAW AR 601-280 and current HRC policy.

Performance Steps

  1. Determine periods of extension of enlistment

  2. Determine validity of extension
      a. Meeting Service Remaining Requirement
      b. Retirement
      c. Extending to Retention Control Point
      d. Reaching maximum age criteria
      e. Achieving reenlistment qualification under physical fitness testing
      f. Graduating from the U.S. Army Regional Correctional Activity
      g. Pending a personnel action
      h. Weight control
      i. ASAP
      j. Contingency deployments
      k. Aliens
      l. Married Army Couples Program
      m. Exceptions

  3. Determine eligibility for extension as prescribed in AR 601-280, Chap 3
      a. Age

Performance Steps
    b. Citizenship
    c. Trainability
    d. Education
    e. Medical and Physical Fitness
    f. Weight Control
    g. Rank
    h. Marital Staus
    i. Moral and Administrative Disqualifications

Evaluation Preparation: This task may be evaluated by using the Evaluation Guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**
1. Determined periods of extension of enlistment	——	——
2. Determined validity of extension	——	——

    a. Meeting Service Remaining Requirement
    b. Retirement
    c. Extending to Retention Control Point
    d. Reaching maximum age criteria
    e. Achieving reenlistment qualification under physical fitness testing
    f. Graduating from the U.S. Army Regional Correctional Activity
    g. Pending a personnel action
    h. Weight control
    i. ASAP
    j. Contingency deployments
    k. Aliens
    l. Married Army Couples Program
    m. Exceptions

3. Determined eligibility for extension as prescribed in AR 601-280, Chap 3	——	——

    a. Age
    b. Citizenship
    c. Trainability
    d. Education
    e. Medical and Physical Fitness
    f. Weight Control
    g. Rank
    h. Marital Staus
    i. Moral and Administrative Disqualifications

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
Required	**Related**
AR 40-501	
AR 600-20	
AR 600-60	
AR 600-8-19	
AR 600-9	
AR 601-280	
AR 614-200	
AR 614-30	

References
    Required   **Related**
    AR 630-10
    AR 635-200
    DA FORM 3340-R
    DA FORM 4591-R
    RETAIN

Operate the RETAIN System
805B-79S-4101

Conditions: In your office, operate the RETAIN system to perform retention processing, data management, and user support with access to the following:

a. AR 380-19
b. AR 601-280
c. Retain Manual (UMXXX)
d. Completed DA Form 4591-R
e. Completed DA Form 5690-R
f. Current HRC policy and procedures

Standards: Operate the Retain system and perform retention processing, data management, and user support as directed by the Retain Manual (UMXXX).

Performance Steps

1. Initialize the RETAIN system
   a. Double-click the RETAIN icon and download new files if required. Note: you cannot log onto RETAIN until any new files are downloaded
   b. Enter Userid and password and click on OK
   c. Close Flash message

2. Perform Retention Processing found on the RETAIN Manager Menu as directed by the RETAIN Manual (RMXXX)
   a. Employ Review Soldier module
   b. Employ Reenlistment module
   c. Employ Extension module.
   d. Employ Reserve Components module
   e. Employ Reclassification module

3. Perform Data Management found on the RETAIN Manager Menu as directed by the RETAIN Manual (RMXXX)
   a. Employ Policy Management module
   b. Employ MOS Management module
   c. Employ LOCID/UIC Management module
   d. Employ Counselor Maintenance module

4. Employ DA 611 module.Perform User Support found on the RETAIN Manager Menu as directed by the RETAIN Manual (RMXXX)
   a. Employ Message Processing module
   b. Employ Reports module
   c. Employ User Management module
   d. Employ DA 611 module

5. Exit RETAIN system as directed by the RETAIN Manual (RMXXX)

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**

1. Initialized the RETAIN system   ——   ——
   - a. Double-click the RETAIN icon and download new files if required. Note: you cannot log onto RETAIN until any new files are downloaded
   - b. Enter Userid and password and click on OK
   - c. Close Flash message

2. Performed Retention Processing found on the RETAIN Manager Menu as   ——   ——
   directed by the RETAIN Manual (RMXXX)
   - a. Employ Review Soldier module
   - b. Employ Reenlistment module
   - c. Employ Extension module.
   - d. Employ Reserve Components module
   - e. Employ Reclassification module

3. Performed Data Management found on the RETAIN Manager Menu as directed   ——   ——
   by the RETAIN Manual (RMXXX)
   - a. Employ Policy Management module
   - b. Employ MOS Management module
   - c. Employ LOCID/UIC Management module
   - d. Employ Counselor Maintenance module

4. Employed DA 611 module.Perform User Support found on the RETAIN Manager   ——   ——
   Menu as directed by the RETAIN Manual (RMXXX)
   - a. Employ Message Processing module
   - b. Employ Reports module
   - c. Employ User Management module
   - d. Employ DA 611 module

5. Exited RETAIN system as directed by the RETAIN Manual (RMXXX)   ——   ——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

    Required   **Related**
    AR 380-19
    AR 601-280
    DA FORM 4591-R
    DA FORM 5690-R

Process a Service Remaining Requirement or Declination of Continued Service Statement (DA Form 4991-R)

805B-79S-4103

Conditions: You have identified a Soldier with a Department of the Army (DA) SRR. In an office environment, process the Soldier to either meet the SRR or process Soldier for DA Form 4991-R (DCSS). You have access to:

a. AR 601-280
b. AR 614-200
c. AR 600-8-11
d. AR 614-30
e. AR 600-8-19
f. RETAIN
g. Soldier's ERB
h. Current policies

Standards: Process Soldier for reenlistment, extension or DA Form 4991-R by determining the validity and length of the requirement; counseled Soldier on courses of action and processed a reenlistment, extension or DA Form 4991-R as directed by AR 601-280 and current policy.

Performance Steps

1. Verify an SRR exists in the following categories:
    a. pending assignment
    b. pending promotions
    c. pending service schools

2. Determine the additional obligated service (AOS)
    a. Establish SRR ending date by adding the months of service required to the SRR beginning date.
    b. Determine the amount of AOS required by subtracting the Soldiers ETS date from the SRR date.

3. Advise the Soldier on the SRR and available courses of action
    a. reenlist
    b. extend
    c. reenlist and extend
    d. decline
        (1) Initial- term Soldiers and Soldiers having 4 years or less service for pay purposes at ETS, DCSS not applicable.
        (2) Soldiers other than initial- termers, having more than 4 years service for pay at ETS, counsel soldier on the effects of a DCSS
        (3) Soldiers under the indefinite reenlistment status may accept assignment or request separation.
        (4) Soldiers eligible for retirement may accept assignment or request retirement.

4. Counsel the Soldier, Task 805B-79S-4201 (Conduct a Career Counseling Session)
    a. For reenlistment refer to task 805b-79s-3529 (determine a Soldiers eligibility for immediate reenlistment.
    b. For extension, refer to task 805b-79s-3502 (determine a Soldiers eligibility for extension of regular army enlistment)
    c. For reenlistment and extension process using a and b above.

Performance Steps
      d. For declining or refusing to take action to become eligible for the SRR, initiate a DCSS.

  5. Process a DCSS if Soldier refuses to comply with SRR
      a. Complete, sign and obtain Soldier's signature on the DA Form 4991-R.
      b. Forward to the unit commander or 1SG for their review and signature
      c. Distribute completed 4991-R
      d. Ensure proper immediate reenlistment prohibition code (ERUP) entered in RETAIN

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures   **GO**   **NO-GO**

1. Verified an SRR exists in the following categories: ——   ——
    a. pending assignment
    b. pending promotions
    c. pending service schools

2. Determined the additional obligated service (AOS)   ——   ——
    a. Establish SRR ending date by adding the months of service required to the SRR beginning date.
    b. Determine the amount of AOS required by subtracting the soldiers ETS date from the SRR date.

3. Advised the Soldier on the SRR and available courses of action   ——   ——
    a. reenlist
    b. extend
    c. reenlist and extend
    d. decline
       (1) Initial- term Soldiers and Soldiers having 4 years or less service for pay purposes at ETS, DCSS not applicable.
       (2) Soldiers other than initial- termers, having more than 4 years service for pay at ETS, counsel soldier on the effects of a DCSS
       (3) Soldiers under the indefinite reenlistment status may accept assignment or request separation.
       (4) Soldiers eligible for retirement may accept assignment or request retirement.

4. Counseled the Soldier, Task 805B-79S-4201 (Conduct a Career Counseling Session) ——   ——
    a. For reenlistment refer to task 805b-79s-3529 (determine a Soldiers eligibility for immediate reenlistment.
    b. For extension, refer to task 805b-79s-3502 (determine a Soldiers eligibility for extension of regular army enlistment)
    c. For reenlistment and extension process using a and b above.
    d. For declining or refusing to take action to become eligible for the SRR, initiate a DCSS.

5. Processed a DCSS if Soldier refused to comply with SRR   ——   ——
    a. Complete, sign and obtain Soldier's signature on the DA Form 4991-R.
    b. Forward to the unit commander or 1SG for their review and signature
    c. Distribute completed 4991-R
    d. Ensure proper immediate reenlistment prohibition code (ERUP) entered in RETAIN

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

    Required   **Related**
    AR 600-8-11
    AR 600-8-19
    AR 601-280
    AR 614-200
    AR 614-30
    RETAIN

Process a Reclassification Action
805B-79S-4105

Conditions: In an office environment, you have a requirement to process a Soldier for reclassification and provided access to:

a. AR 600-60
b. AR 601-280
c. AR 611-1
d. AR 614-200
e. DA Pam 611-21
f. Soldier's MPF
g. Enlisted Smart Book
h. Current RETAIN/ Milper message
i. RETAIN
j. Completed DA Form 4591-R

Standards: Verifiy if the Soldier is eligible for requested action and eligible for all requested MOS before processing. Prepare and process reclassification action as directed by current messages.

Performance Steps

1. Advise and counsel Soldier to determine the type of reclassification required
    a. Voluntary
    b. Fast Track
    c. Mandatory
        (1) Medical
        (2) Loss of PMOS
        (3) MOS Elimination

2. All reclassification packets include the following documents:
    a. DA Form 4187 with the following information
        (1) Reason for request
        (2) Requested MOS (three to five)
        (3) MACP (if applicable)
        (4) EFMP (if applicable)
        (5) Requested follow-on assignments
        (6) Phone number for Soldier
        (7) Signature /R of the Unit and Battalion Commander
    b. Current APFT card with body fat worksheet (if applicable)
    c. Copy of any applicable test or medical physical results
    d. Current ERB
    e. Additional required documents as applicable
    f. MMRB board results (Medical)
    g. Copy of current profile (Medical)
    h. Source document verifying Loss of PMOS (Loss of PMOS)
    i. Copy of process of separation (Loss of PMOS)
    j. Copy of message / letter of PMOS directed change (HRC Directed)
    k. Copy of message / letter verifying Fast Track MOS (Fast Track)
    l. DA Form 4187 must justify exception (Voluntary w/Exceptions)
    m. Must be endorsed by 0-6 or above (Voluntary w/Exceptions)
    n. Must annotate exception justification and officer endorsement in RETAIN

    o. (Voluntary w/Exceptions)

Performance Steps

3. Process a voluntary reclassification action
   a. Review Soldier's Personnel File to verify qualifications and TIS requirements. MOS qualification will be done IAW DA PAM 611-21, Enlisted Smart Book and MinQual
   b. Ensure Soldier meets security clearance requirements for requested MOS IAW DA PAM 611-21, Enlisted Smart Book and MinQual
   c. Process on the RETAIN Automated Electronic Request List for MOS and follow on assignment instructions
   d. Forward to Field Reclassification Authority (FRA) for approval of Staff Sergeant Non-promotable and below. Staff Sergeant promotable and above will be forwarded to Reclassification Branch for final approval
   e. Notify Soldier and commander of approved actions. Disapproved actions will be returned through appropriate channels

4. Process a voluntary reclassification that requires a special application i.e. 00B/21D, 55D/89D, 79S
   a. Verify eligibility and MOS qualifications to include BEAR Program eligibility IAW DA PAM 611-21 under MOS prerequisites and the Enlisted Smart Book
   b. Forward the completed application to the commander for recommendation
   c. Process the Soldier on RETAIN
   d. Forward packet to proponent for final approval

5. Process a medical reclassification action
   a. Counsel the Soldier on MMRB process and possible outcomes
   b. Review Soldier's Personnel File to verify qualifications IAW DA PAM 611-21, Enlisted Smart Book and MinQual
   c. Process Soldier on RETAIN for PMOS reclassification and preference of follow on assignment then forward to FRA

6. Process a reclassification action for loss of qualification of primary MOS (PMOS)
   a. Review Soldier's Personnel File to verify qualifications. MOS qualification will be done IAW DA PAM 611-21, Enlisted Smart Book and MinQual
   b. Ensure Soldier meets security clearance requirements for requested MOS IAW DA PAM 611-21, Enlisted Smart Book and MinQual
   c. Process on the RETAIN Automated Electronic Request List for MOS and follow on assignment instructions
   d. Forward to FRA for approval of Staff Sergeant Non-promotable and below. Staff Sergeant promotable and above will be forwarded to Reclassification Branch for final approval
   e. Notify Soldier and commander of approved actions. Disapproved actions will be returned through appropriate channels

7. Upon completion of request (approval or disapproval) print decision report and distribute to Soldier, Chain of Command, and appropriate agencies as required
   a. If approved with training, forward to G-1 and G-3
   b. If approved and no training is required, forward to G-1

8. Keep files / records of requests and decision reports for all Soldiers processed

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**
1. Advised and counseled Soldier to determine the type of reclassification required	——	——

    a. Voluntary
    b. Fast Track
    c. Mandatory
      (1) Medical

Performance Measures	**GO**	**NO-GO**
(2) Loss of PMOS		
(3) MOS Elimination		

2. All reclassification packets included the following documents: ____   ____
    a. DA Form 4187 with the following information
        (1) Reason for request
        (2) Requested MOS (three to five)
        (3) MACP (if applicable)
        (4) EFMP (if applicable)
        (5) Requested follow-on assignments
        (6) Phone number for Soldier
        (7) Signature /R of the Unit and Battalion Commander
    b. Current APFT card with body fat worksheet (if applicable)
    c. Copy of any applicable test or medical physical results
    d. Current ERB
    e. Additional required documents as applicable
    f. MMRB board results (Medical)
    g. Copy of current profile (Medical)
    h. Source document verifying Loss of PMOS (Loss of PMOS)
    i. Copy of process of separation (Loss of PMOS)
    j. Copy of message / letter of PMOS directed change (HRC Directed)
    k. Copy of message / letter verifying Fast Track MOS (Fast Track)
    l. DA Form 4187 must justify exception (Voluntary w/Exceptions)
    m. Must be endorsed by 0-6 or above (Voluntary w/Exceptions)
    n. Must annotate exception justification and officer endorsement in RETAIN

    o. (Voluntary w/Exceptions)

3. Processed a voluntary reclassification action   ____   ____
    a. Review Soldier's Personnel File to verify qualifications and TIS
       requirements. MOS qualification will be done IAW DA PAM 611-21, Enlisted
       Smart Book and MinQual
    b. Ensure Soldier meets security clearance requirements for requested MOS
       IAW DA PAM 611-21, Enlisted Smart Book and MinQual
    c. Process on the RETAIN Automated Electronic Request List for MOS and
       follow on assignment instructions
    d. Forward to Field Reclassification Authority (FRA) for approval of Staff
       Sergeant Non-promotable and below. Staff Sergeant promotable and above
       will be forwarded to Reclassification Branch for final approval
    e. Notify Soldier and commander of approved actions. Disapproved actions will
       be returned through appropriate channels

4. Processed a voluntary reclassification that required a special application i.e.   ____   ____
  00B/21D, 55D/89D, 79S
    a. Verify eligibility and MOS qualifications to include BEAR Program eligibility
       IAW DA PAM 611-21 under MOS prerequisites and the Enlisted Smart Book
    b. Forward the completed application to the commander for recommendation
    c. Process the Soldier on RETAIN
    d. Forward packet to proponent for final approval

5. Processed a medical reclassification action   ____   ____
    a. Counsel the Soldier on MMRB process and possible outcomes
    b. Review Soldier's Personnel File to verify qualifications IAW DA PAM 611-21,
       Enlisted Smart Book and MinQual
    c. Process Soldier on RETAIN for PMOS reclassification and preference of
       follow on assignment then forward to FRA

Performance Measures	**GO**	**NO-GO**

6. Processed a reclassification action for loss of qualification of primary MOS   ——   ——
   (PMOS)
   a. Review Soldier's Personnel File to verify qualifications. MOS qualification will be done IAW DA PAM 611-21, Enlisted Smart Book and MinQual
   b. Ensure Soldier meets security clearance requirements for requested MOS IAW DA PAM 611-21, Enlisted Smart Book and MinQual
   c. Process on the RETAIN Automated Electronic Request List for MOS and follow on assignment instructions
   d. Forward to FRA for approval of Staff Sergeant Non-promotable and below. Staff Sergeant promotable and above will be forwarded to Reclassification Branch for final approval
   e. Notify Soldier and commander of approved actions. Disapproved actions will be returned through appropriate channels

7. Upon completion of request (approval or disapproval) printed decision report and   ——   ——
   distributed to Soldier, Chain of Command, and appropriate agencies as required
   a. If approved with training, forward to G-1 and G-3
   b. If approved and no training is required, forward to G-1

8. Keep files / records of requests and decision reports for all Soldiers processed   ——   ——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 600-60
    AR 601-280
    AR 611-1
    AR 614-200
    DA PAM 611-21
    RETAIN

Confirm a Soldier's BASD/PEBD/DIEMS/ETS
805B-79S-4002

Conditions: In an office environment while processing a Soldier's packet, confirm the Soldier's Basic Active Service Date (BASD), Pay Entry Basic Date (PEBD), Date Initial Entry Military Service (DIEMS), and Expiration Term Service (ETS) using computations based on guidance from the Department of Defense Financial Management Regulation (DODFMR) Volume 7A, with access to the following listed below:

a. AR 135-91
b. AR 600-8-104
c. AR 601-280
d. AR 635-5
e. AR 635-200
f. NGR 680-2
g. ARPC Form 249-2-E
h. Department of Defense Financial Management Regulation (DODFMR)
i. DA Form 4591-R
j. Soldier's Service Documents

Standards: Confirm the Soldier's correct BASD, PEBD, DIEMS, and ETS based on guidance from the DODFMR.

Performance Steps

1. Establish the beginning date of initial entry into any type of federal service (either active or inactive) and record this date (DIEMS)

2. Determine whether or not a Soldier has a military service obligation, based upon the DIEMS date IAW AR 135-91

3. Determine and record each period of service, reflecting both beginning and ending dates IAW DODFMR

4. Record any absent without leave (AWOL)/lost time, if applicable, with the appropriate period(s) of service in which the AWOL/lost time occurred

5. Compute the Soldier's current ETS date
    a. Add the Soldier's current term of enlistment (to include extensions of current contract) to the beginning date of the most recent enlistment/reenlistment
    b. Subtract one day and add any lost time occurring on current contract
    c. Convert if necessary
    d. For Soldiers on variable enlistments (years and weeks)
        (1) Convert the results of step a. above to a julian date prior to adding weeks
        (2) Convert weeks to days by multiplying the number of weeks by seven
        (3) Add (1) and (2) together
        (4) Subtract one day and add any lost time occurring on current contract
        (5) Convert
    e. Update the confirmed ETS in RETAIN if discrepancies exist

6. Determine the ending date for the last period of service by determining the date of discharge IAW AR 601-280 and AR 635-200

7. Compute each period of creditable active federal service by performing the following progressive steps:

Performance Steps
      a. List the beginning and ending dates of each period of service by year, month, and day
      b. Change the ending date to 30 if it is the last day of the month and other than 30 IAW DODFMR
      c. Subtract the beginning date of each period of service from the ending date of each period of service
      d. Add 1 day to the answer of each period of service to account for the inclusive date IAW DODFMR
      e. Subtract any AWOL/lost time from the periods of service in which the AWOL/lost time occurred, if applicable
      f. Convert the result into full years, months, and days

8. Compute total creditable active federal service by adding all periods of creditable active federal service together

9. Determine the BASD by performing the following steps:
      a. Establish date after last ending date
      b. Subtract total creditable active federal service from the date after last ending date
      c. Convert the results into full years, months, and days

10. Check the math computations by performing the following steps:
      a. Establish beginning date of last continuous active service
      b. Total all previous creditable active service periods
      c. Subtract previous creditable active service from beginning date of continuous active service
      d. Add any AWOL/lost time that is in the continuous active service period
      e. Convert the results into full years, months, and days
      f. Check the answer with the BASD derived in Performance Measure 8

11. Compute each period of creditable inactive service by performing the following steps:
      a. List the beginning and ending dates of each period of service by year, month, and day
      b. Change the ending date to 30 if it is the last day of the month and other than 30 IAW DODFMR
      c. Subtract the beginning date of each period of service from the ending date of each period of service
      d. Add 1 day to the answer of each period of service to account for the inclusive date IAW DODFMR
      e. Subtract any AWOL/lost time from the period(s) of service in which the AWOL/lost time occurred, if applicable
      f. Convert the result into full years, months, and days

12. Compute total creditable inactive service for pay by adding all periods of creditable inactive service for pay IAW DODFMR

13. Compute total service creditable for pay by adding total creditable inactive service for pay and total active federal service

14. Determine the PEBD by performing the following steps:
      a. Establish the date after last ending date
      b. Subtract total service creditable for pay from the date after last ending date
      c. Convert the results into full years, months, and days
      d. Record the PEBD IAW the DODFMR

15. Check the math computations by performing the following steps:
      a. Establish beginning date of last continuous service period, creditable for pay
      b. Total all previous creditable active and creditable inactive service periods for pay
      c. Subtract the total of previous creditable active and creditable inactive services for pay from beginning date of last continuous active service for pay
      d. Add any AWOL/lost time that is in the continuous service period
      e. Convert the results into full years, months, and days
      f. Check the answer with the PEBD derived in Performance Measure 13

Performance Steps

16. Notify PSC and FAO of errors found in computing the BASD/PEBD/DIEMS/ETS before proceeding
    a. Notify Human Resources Command (HRC) of any discrepancies in DIEMS date
    b. Notify Personnel Servicing Agency of any discrepancies in BASD/PEBD

17. Establish total inactive service by adding together all periods of creditable inactive service

18. Record the confirmed BASD/PEBD/DIEMS/ETS and total inactive service on the DA Form 4591-R IAW Task 805B-79S-4001 (Prepare a Retention Data Worksheet)

19. Record DIEMS date for future counseling sessions

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Established the beginning date of initial entry into any type of federal service (either active or inactive) and recorded this date (DIEMS)	——	——
2. Determined whether or not the Soldier had a military service obligation, based upon the DIEMS date IAW AR 135-91	——	——
3. Determined and recorded each period of service, reflecting both beginning and ending dates IAW DODFMR	——	——
4. Recorded any absent without leave (AWOL)/lost time, if applicable, with the appropriate period(s) of service in which the AWOL/lost time occurred	——	——
5. Computed the Soldier's current ETS date	——	——

5.
 a. Add the Soldier's current term of enlistment (to include extensions of current contract) to the beginning date of the most recent enlistment/reenlistment
 b. Subtract one day and added any lost time occurring on current contract
 c. Convert if necessary
 d. For Soldiers on variable enlistments (years and weeks)
   (1) Convert the results of step a. above to a julian date prior to adding weeks
   (2) Convert weeks to days by multiplying the number of weeks by seven
   (3) Add (1) and (2) together
   (4) Subtract one day and added any lost time occurring on current contract
   (5) Convert
 e. Update the confirmed ETS in RETAIN if a discrepancy existed

| 6. Determined the ending date for the last period of service by determining the date of discharge IAW AR 601-280 and AR 635-200 | —— | —— |
| 7. Computed each period of creditable active federal service by performing the following progressive steps: | —— | —— |

7.
 a. List the beginning and ending dates of each period of service by year, month, and day
 b. Change the ending date to 30 if it is the last day of the month and other than 30 IAW DODFMR
 c. Subtract the beginning date of each period of service from the ending date of each period of service
 d. Add 1 day to the answer of each period of service to account for the inclusive date IAW DODFMR
 e. Subtract any AWOL/lost time from the periods of service in which the AWOL/lost time occurred, if applicable

Performance Measures	**GO**	**NO-GO**

      f. Convert the result into full years, months, and days

8. Computed total creditable active federal service by adding all periods of creditable active federal service together   ——   ——

9. Determined the BASD by performing the following steps: ——   ——
      a. Establish date after last ending date
      b. Subtract total creditable active federal service from the date after last ending date
      c. Convert the results into full years, months, and days
      d. Establish the BASD IAW AR 600-8-104

10. Checked the math computations by performing the following steps: ——   ——
      a. Establish beginning date of last continuous active service
      b. Total all previous creditable active service periods
      c. Subtract previous creditable active service from beginning date of continuous active service
      d. Add any AWOL/lost time that is in the continuous active service period
      e. Convert the results into full years, months, and days
      f. Check the answer with the BASD derived in Performance Measure 8

11. Computed each period of creditable inactive service by performing the following steps: ——   ——
      a. List the beginning and ending dates of each period of service by year, month, and day
      b. Change the ending date to 30 if it is the last day of the month and other than 30 IAW DODFMR
      c. Subtract the beginning date of each period of service from the ending date of each period of service
      d. Add 1 day to the answer of each period of service to account for the inclusive date IAW DODFMR
      e. Subtract any AWOL/lost time from the period(s) of service in which the AWOL/lost time occurred, if applicable
      f. Convert the result into full years, months, and days

12. Computed total creditable inactive service for pay by adding all periods of creditable inactive service for pay IAW DODFMR   ——   ——

13. Computed total service creditable for pay by adding total creditable inactive service for pay and total active federal service   ——   ——

14. Determined the PEBD by performing the following steps: ——   ——
      a. Establish the date after last ending date
      b. Subtract total service creditable for pay from the date after last ending date
      c. Convert the results into full years, months, and days
      d. Establish the PEBD IAW the DODFMR

15. Checked the math computations by performing the following steps: ——   ——
      a. Establish beginning date of last continuous service period, creditable for pay
      b. Total all previous creditable active and creditable inactive service periods for pay
      c. Subtract the total of previous creditable active and creditable inactive services for pay from beginning date of last continuous active service for pay
      d. Add any AWOL/lost time that is in the continuous service period
      e. Convert the results into full years, months, and days
      f. Check the answer with the PEBD derived in Performance Measure 13

Performance Measures	**GO**	**NO-GO**
16. Notified PSC and FAO of errors found in computing the BASD/PEBD/DIEMS/ETS before proceeding	——	——
a. Notify Human Resources Command (HRC) of any discrepancies in DIEMS date		
b. Notify Personnel Servicing Agency of any discrepancies in BASD/PEBD		
17. Established total inactive service by adding together all periods of creditable inactive service	——	——
18. Recorded the confirmed BASD/PEBD/DIEMS/ETS and total inactive service on the DA Form 4591-R IAW Task 805B-79S-4001 (Prepare a Retention Data Worksheet)	——	——
19. Recorded DIEMS date for future counseling sessions	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

Required	**Related**
AR 135-91	
AR 600-8-104	
AR 601-280	
AR 635-200	
AR 635-5	
ARPC FORM 249-2-E	
DA FORM 4591-R	
DODFMR 7000.14-R, VOL 7A	
NGR 680-2	

Prepare a Retention Data Worksheet (DA Form 4591-R)
805B-79S-4001

Conditions: In an office environment, with a newly assigned enlisted Soldier and access to:

a. AR 600-8-104
b. AR 601-280
c. AR 680-29
d. DA Form 4591-R
e. Soldier's Military Personnel File (MPF)
f. Standard office supplies and equipment
g. Current MILPER/ RETAIN Messages
h. DA Form 705
i. Enlisted Records Brief (ERB)

Standards: Prepare a Soldier's DA Form 4591-R by manually screening a Soldier's Military Personnel File (MPF) IAW AR 601-280.

Performance Steps

1. Prepare DA Form 4591-R as prescribed in AR 601-280, chapter 11

2. If any information in the Soldier's records is found to be incorrect, ensure the necessary corrections are made

3. Forward DA Form 4591-R to the appropriate Reenlistment NCO

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Prepared a DA Form 4591-R as prescribed in AR 601-280, chapter 11	——	——
2. If any information in the Soldier's records was found to be incorrect, ensured the necessary corrections were made	——	——
3. Forwarded the DA Form 4591-R to the appropriate Reenlistment NCO	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 600-8-104
    AR 601-280
    AR 680-29
    DA FORM 4591-R
    DA FORM 705

Determine a Soldier's Eligibility For Immediate Reenlistment
805B-79S-4003

Conditions: In an office environment you are given a Soldier with a confirmed BASD/PEBD and ETS date. You have a requirement to determine a Soldier's eligibility for immediate reenlistment. You have access to:

a. AR 40-501
b. AR 350-1
c. AR 600-8-19
d. AR 600-8-104
e. AR 600-9
f. AR 600-60
g. AR 600-200
h. AR 601-280
i. AR 614-30
j. AR 614-200
k. AR 630-10
l. AR 635-200
m. DA Pam 600-8-2
n. DODFMR
o. ERB
p. DA Form 4591-R
q. Completed DA Form 3340-R
r. RETAIN
s. Current Policies

Standards: Determine Soldier's eligibility for immediate reenlistment as directed by AR 601-280 and current policy.

Performance Steps

1. Use the confirmed BASD/PEBD/DIEMS/ETS from Task 805B-79S-4002

2. Determine that the Soldier is recommended for reenlistment by the unit commander on an approved DA Form 3340-R IAW AR 601-280

3. Determine if the Soldier has a service remaining requirement. If so, process IAW Task 805B-79S-4103 (Process a Service Remaining Requirement (SRR) or Declination of Continued Service Statement (DCSS)). If not, proceed to Performance Step 4

4. Determine the Soldier's earliest/latest date of discharge IAW AR 635-200 and AR 601-280 and record the earliest date of reenlistment on the DA Form 4591-R, IAW Task 805B-79S-4001 (Prepare a Retention Data Worksheet)

5. Determine if the Soldier meets reenlistment eligibility criteria IAW AR 601-280, using the Soldier's MPF to verify all necessary data

6. Determine if a waiver of reenlistment eligibility criteria or an exception to policy is authorized and record this determination on the DA Form 4591-R IAW Task 805B-79S-4001 (Prepare a Retention Data Worksheet). If a waiver or exception to policy is authorized, ensure the request has been prepared IAW AR 601-280

7. Determine what alternatives are available to the Soldier if a request for waiver of reenlistment eligibility criteria or exception to policy is not authorized

8. Determine the number of years the Soldier is authorized to reenlist for IAW AR 601-280

Performance Steps

9. Use the determinations made above to qualify the soldier for a bonus IAW Task 805B-79S-4006 (Determine a Soldier's Reenlistment Bonus)

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Used the confirmed BASD/PEBD/DIEMS/ETS from Task 805B-79S-4002	——	——
2. Determined that the Soldier is recommended for reenlistment by the unit commander on an approved DA Form 3340-R IAW AR 601-280	——	——
3. Determined if the Soldier has a service remaining requirement. If so, process IAW Task 805B-79S-4103 (Process a Service Remaining Requirement (SRR) or Declination of Continued Service Statement (DCSS)). If not, proceeded to Performance Measure 4	——	——
4. Determined the Soldier's earliest/latest date of discharge IAW AR 635-200 and AR 601-280 and recorded the earliest date of reenlistment on the DA Form 4591-R, IAW Task 805B-79S-4001 (Prepare a Retention Data Worksheet)	——	——
5. Determined if the Soldier meets reenlistment eligibility criteria IAW AR 601-280, using the Soldier's MPF to verify all necessary data	——	——
6. Determined if a waiver of reenlistment eligibility criteria or an exception to policy is authorized and recorded this determination on the DA Form 4591-R IAW Task 805B-79S-4001(Prepare a Retention Data Worksheet). If a waiver or exception to policy is authorized, ensured the request has been prepared IAW AR 601-280	——	——
7. Determined what alternatives are available to the Soldier if a request for waiver of reenlistment eligibility criteria or exception to policy is not authorized	——	——
8. Determined the number of years the Soldier is authorized to reenlist for IAW AR 601-280	——	——
9. Used the determinations made above to qualify the Soldier for a bonus IAW Task 805B-79S-4006 (Determine a Soldier's Reenlistment Bonus)	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

Required	Related
AR 350-1	
AR 40-501	
AR 600-20	
AR 600-60	
AR 600-8-104	
AR 600-8-19	
AR 600-9	
AR 601-280	
AR 614-200	
AR 614-30	
AR 630-10	
AR 635-200	

References
    Required   **Related**
    DA FORM 3340-R
    DA FORM 4591-R
    DA PAM 600-8-2
    DODFMR 7000.14-R, VOL 7A
    RETAIN

Determine a Soldier's Reenlistment Bonus
805B-79S-4006

Conditions: In an office environment, you are preparing a counseling session for a selected Soldier in which you will determine the Soldier's reenlistment bonus with access to:

a. AR 15-185
b. AR 600-4
c. AR 600-8-104
d. AR 601-280
e. DA Form 4591-R
f. DODFMR
g. Current HRC policy and processing procedures

Standards: Determine a soldier's reenlistment bonus by comparing her/his Military Occupational Specialty, bonus messages, zone eligibility, and Enlisted Records Brief (ERB) as directed by AR 601-280.

Performance Steps

1. Determine if the Soldier is eligible for a regular reenlistment bonus (RRB)

2. Determine general eligibility, zone qualification, special conditions, location, and restrictions for a reenlistment bonus IAW AR 601-280 and current HRC policies and procedures

3. Record the bonus multiplier, zone, and amount on the DA Form 4591-R IAW task 805B-79S-4001 (Prepare a Retention Data Worksheet)

4. Determine criteria for potential recoupment of bonus. Recoupment of bonuses falls mainly into the following major categories:
   a. Soldiers who are not technically qualified
   b. Soldiers who voluntarily reclassify

5. Advise Soldiers on remission/cancellation of indebtedness for enlisted members IAW AR 600-4, if applicable

6. Advise commanders and counsel Soldiers on the use of bonus recipients IAW AR 601-280

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**
1. Determined if the Soldier is eligible for a regular reenlistment bonus (RRB) IAW AR 601-280 and the DODFMR	——	——
2. Determined general eligibility, zone qualification, special conditions, location, and restrictions for a reenlistment bonus IAW AR 601-280 and current HRC policies and procedures	——	——
3. Recorded the bonus multiplier, zone, and amount on the DA Form 4591-R IAW task 805B-79S-4001 (Prepare a Retention Data Worksheet)	——	——
4. Determined criteria for potential recoupment of bonus. Recoupment of bonuses falls mainly into the following major categories: a. Soldiers who are not technically qualified b. Soldiers who voluntarily reclassify	——	——

Performance Measures	**GO**	**NO-GO**
5. Advised Soldiers on remission/cancellation of indebtedness for enlisted members IAW AR 600-4, if applicable	——	——
6. Advised commanders and counseled Soldiers on the use of bonus recipients IAW AR 601-280	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

    Required   **Related**
    AR 15-185
    AR 600-4
    AR 600-8-104
    AR 601-280
    DA FORM 4591-R
    DODFMR 7000.14-R, VOL 7A

Determine a Soldier's Reenlistment Option
805B-79S-4005

Conditions: You have a Soldier interested in reenlisting. In an office environment and given access to:

a. AR 600-8-19
b. AR 600-8-104
c. AR 600-60
d. AR 600-200
e. AR 601-280
f. AR 614-30
g. AR 614-200
h. AR 635-200
i. DA PAM 351-4
j. Current HRC processing procedures
k. RETAIN
l. Soldier's completed DA Form 4591-R
m. Current RETAIN/ MILPER messages
n. DA Pam 611-21
o. Enlisted Smart Book

Standards: Determine a Soldier's reenlistment options based on qualifications to fulfill the needs of the Army, as outlined in AR 601-280.

Performance Steps

1. Determine the Soldier's basic qualifications for a reenlistment option
   a. Determine the qualifications for all reenlistment options
   b. Determine if there are any restrictions that would prevent a Soldier from qualifying for a particular option
   c. Determine actions necessary for stabilized Solders

2. Determine individual options for which qualified
   a. Inquire to which option the Soldier desires
   b. Ensure Soldier meets basic qualifications for the option
   c. Ensure Soldier meets specific qualifications as prescribed in current policy

3. Counsel the Soldier on the effects of option selected. Ensure Soldier understands Option Tables including:
   a. Term Length
   b. Effects of Options on Bonuses
   c. Period of Stabilization

4. Advise the Soldier of eligibility for specific options

5. Ask for the commitment

6. Finalize DA Form 4591-R

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**
1. Determined basic qualifications for a reenlistment option to include the following:	——	——

Performance Measures   **GO**   **NO-GO**

      a. Qualifications for reenlistment options
      b. Restrictions to reenlistment options
      c. Actions authorized for Soldiers on a stabilized assignment
      d. Processing procedures for Soldiers in overseas commands, if applicable
      e. Criteria for reenlistment options

2. Determined qualifications for the individual options by ensuring the Soldier meets   ——   ——
the prerequisites of the option table

3. Counseled the Soldier on the effect a reenlistment bonus has on a reenlistment   ——   ——
option, if applicable

4. Ensured the Soldier is afforded the opportunity to read the option table so that   ——   ——
he/she understands exactly what the option guarantees and what is expected of
the Soldier

5. Ensured option processing procedures are followed IAW each option table   ——   ——

6. Ensured special option processing instructions for overseas commands are   ——   ——
followed if applicable

7. Advised the Soldier of eligibility for option chosen   ——   ——

8. Asked for a commitment from the Soldier to reenlist   ——   ——

9. Completed the DA Form 4591-R IAW Task 805B-79S-4001 (Prepare a Retention   ——   ——
Data Worksheet)

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 600-60
    AR 600-8-104
    AR 600-8-19
    AR 601-280
    AR 614-200
    AR 614-30
    AR 635-200
    DA FORM 4591-R
    DA PAM 351-4
    DA PAM 611-21
    RETAIN

Process a Retention Packet
805B-79S-4106

Conditions: You have a requirement to process a retention packet (reenlistment/extension of enlistment) for a qualified Soldier in an office environment and access to:

a. AR 310-50
b. AR 600-8-104
c. AR 601-280
d. DA Pam 600-8
e. DA Form 3340-R
f. DA Form 3072-R (if required)
g. Completed DA Form 4591-R
h. DA Form 1695
i. Soldier's MPF
j. RETAIN
k. Current HRC processing procedures
l. DA Form 3286
m. DA Form 4789 (if required)
n. DD Form 256A
o. DA Form 5612 (if required)
p. DA Form 5689
q. DD Form 4 Series
r. DODFMR

Standards: Process all the necessary documents and execute a reenlistment or extension of enlistment. Finalize action by confirming in RETAIN and distribute all documents to appropriate agencies as directed by AR 601-280.

Performance Steps

1. Process a reenlistment packet
    a. Ensure the Soldier remains qualified to reenlist by contacting Chain of Command
    b. Ensure all required documents are present and data is verified
    c. Properly fill out all necessary documents for the reenlistment
        (1) DD Form 4 series
        (2) DA Form 1695
        (3) DA Form 256A
        (4) DA Form 3072-R (if applicable)
        (5) DA Form 3286
        (6) DA Form 3340-R
        (7) DA Form 4789 (if applicable)
        (8) DA Form 5612
        (9) DA Form 5689
    d. Execute reenlistment ceremony
    e. Confirm reenlistment action via RETAIN and distribute to the appropriate agencies

2. Process an extension packet
    a. Ensure the remains qualified to extend by contacting the Chain of Command
    b. Ensure all required documents are present and data is verified
    c. Properly fill out all necessary documents for the extension
        (1) DA Form 3340-R
        (2) DA Form 1695
        (3) BEAR Memorandum (if applicable)
    d. Execute the extension

Performance Steps
       e. Confirm extension action via RETAIN and distribute to the appropriate agencies

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**
1. Processed a reenlistment packet	——	——
a. Ensure the Soldier remains qualified to reenlist by contacting Chain of Command		
b. Ensure all required documents are present and data is verified		
c. Properly fill out all necessary documents for the reenlistment		
(1) DD Form 4 series		
(2) DA Form 1695		
(3) DA Form 256A		
(4) DA Form 3072-R (if applicable)		
(5) DA Form 3286		
(6) DA Form 3340-R		
(7) DA Form 4789 (if applicable)		
(8) DA Form 5612		
(9) DA Form 5689		
d. Execute reenlistment ceremony		
e. Confirm reenlistment action via RETAIN and distribute to the appropriate agencies		
2. Processed an extension packet	——	——
a. Ensure the remains qualified to extend by contacting the Chain of Command		
b. Ensure all required documents are present and data is verified		
c. Properly fill out all necessary documents for the extension		
(1) DA Form 3340-R		
(2) DA Form 1695		
(3) BEAR Memorandum (if applicable)		
d. Execute the extension		
e. Confirm extension action via RETAIN and distribute to the appropriate agencies		

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

Required	**Related**
AR 310-50	
AR 600-8-104	
AR 601-280	
DA FORM 1695	
DA FORM 3072-R	
DA FORM 3286	
DA FORM 3340-R	
DA FORM 4591-R	
DA FORM 4789	
DA FORM 5612	
DA FORM 5689	
DA PAM 600-8	
DD FORM 256A	

References
    Required   **Related**
    DD FORM 4
    DODFMR 700.14R
    RETAIN

Process a Soldier for the Bonus Extension and Retraining Program
805B-79S-4104

Conditions: During a counseling session in an office environment, you have a fully reenlistment eligible Soldier who indicated a desire to enter into the Bonus Extension and Retraining (BEAR) Program. You have access to:

a. AR 601-280
b. AR 614-200
c. AR 350-1
d. AR 600-8-19
e. DODFMR
f. DA Pam 611-21
g. RETAIN
h. Current Policies
i. Completed DA Form 3340-R
j. Completed DA Form 4591-R
k. Soldier's ERB

Standards: Process Soldier for participation in the BEAR program by determining Soldier's eligibility for extension, eligibility for the BEAR program, entitlement for a Selective Reenlistment Bonus (SRB), and counsel Soldier on participation in the BEAR program as directed by AR 601-280 and current policy.

Performance Steps

1. Determine Soldiers eligibility for extension as per Task 805B-79S-4004 (Determine a Soldier's Eligibility for Extension of Regular Army Enlistment)

2. Determine Soldier's eligibility for BEAR Program participation
    a. Current BEAR Message
    b. Current In/Out Calls
    c. Time in service criteria
    d. SSG or below
        (1) For 82nd ABN Soldiers as announced per BEAR Message
        (2) Selcted MOS's as announced per HRC
    e. Other than Initial term soldiers alerted for reassignment
    f. Meet training critera per AR 611-21, AR 614-200, DA PAM 351-4 and any special requirements for requested MOS
    g. SRB/Zone
    h. Exceptions

3. Determine Soldier's eligibility for a SRB as per Task 805B-79S-4006 (Determine a Soldier's Eligibility for a Bonus)

4. Counsel Soldier on participation into the BEAR Program
    a. Application procedures for entrance into the BEAR Program
    b. Assignment policies
    c. Service Remaining Requirement's (SRR)
    d. Release and removal from BEAR Program
    e. SRB Award levels

5. Process Soldier's BEAR application
    a. BEAR memorandum
    b. Submit Soldiers BEAR application through retention channels (RETAIN)

Performance Steps

6. Counsel Soldier on reasons for disapproved request for BEAR Program participation

7. Prepare an extension packet upon receipt of approved BEAR application as per TASK 805B-79S-4106 (Process a Retention Packet)

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**
1. Determined Soldiers eligibility for extension as per Task 805B-79S-4004 (Determine a Soldier's Eligibility for Extension of Regular Army Enlistment)	——	——
2. Determined Soldier's eligibility for BEAR Program participation	——	——

    a. Current BEAR Message
    b. Current In/Out Calls
    c. Time in service criteria
    d. SSG or below
       (1) For 82nd ABN Soldiers as announced per BEAR Message
       (2) Selcted MOS's as announced per HRC
    e. Other than Initial term soldiers alerted for reassignment
    f. Meet training critera per AR 611-21, AR 614-200, DA PAM 351-4 and any special requirements for requested MOS
    g. SRB/Zone
    h. Exceptions

3. Determined Soldier's eligibility for a SRB as per Task 805B-79S-4006 (Determine a Soldier's Eligibility for a Bonus)	——	——
4. Counseled Soldier on participation into the BEAR Program	——	——

    a. Application procedures for entrance into the BEAR Program
    b. Assignment policies
    c. Service Remaining Requirement's (SRR)
    d. Release and removal from BEAR Program
    e. SRB Award levels

5. Processed Soldier's BEAR application	——	——

    a. BEAR memorandum
    b. Submit Soldiers BEAR application through retention channels (RETAIN)

6. Counseled Soldier on reasons for disapproved request for BEAR Program participation	——	——
7. Prepared an extension packet upon receipt of approved BEAR application as per TASK 805B-79S-4106 (Process a Retention Packet)	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

Required	**Related**
AR 350-1	
AR 600-8-19	
AR 601-280	
AR 614-200	
DA FORM 3340-R	

References
    Required   **Related**
    DA FORM 4591-R
    DA PAM 611-21
    DODFMR 7000.14-R, VOL 7A
    RETAIN

Process a Retention Option
805B-79S-4102

Conditions: In an office environment, process a retention option on RETAIN by selecting the appropriate options(s) available. Process the option by obtaining a retention control number for the option the Soldier desires with access to the following:

a. AR 601-280
b. AR 614-30
c. AR 614-200
d. AR 680-29
e. RETAIN
f. DA Form 4591-R
g. Current HRC policies and procedures

Standards: Process a retention option by obtaining a retention control number on RETAIN as directed by applicable regulations and policies outlined.

Performance Steps

1. Ensure the Soldier is within the prescribed time frame for processing on RETAIN System

2. Ensure all data contained in the ELIGIBILITY portion of the REENLISTMENT/EXTENSION module is correct as directed by TASK 805B-79S-XXXX

3. Process Soldier for one of the following:
   a. Enter the RESERVATION portion of the REENLISTMENT module to obtain option selected by the Soldier
   b. Enter the REGULAR portion of the EXTENSION module to obtain an Extension Control Number (ECN)

4. Contact RMB for further processing, if the Soldier's option was an Off-line Option or required Human Resources Command (HRC) approval

5. Counsel the Soldier on the following if requested option was not available:
   a. Options currently available to the Soldier as directed by current HRC policies and procedures
   b. Options offered are subject to change based on Soldier's qualifications and HRC policies and procedures
   c. There are a limited number of attempts allowed to search for an assignment before that option is lost as directed by current HRC policies and procedures
   d. If an option reservation is secured with an RCN and the Soldier later changes her/his mind and cancels the reservation, that option may no longer be available
   e. Wait List" procedures

6. Cancel reservation if the Soldier changes her/his mind or the request is subsequently disapproved

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Ensured the Soldier is within the prescribed time frame for processing on RETAIN System	——	——

Performance Measures	**GO**	**NO-GO**

2. Ensured all data contained in the ELIGIBILITY portion of the REENLISTMENT/EXTENSION module is correct as directed by TASK 805B-79S-XXXX   ——   ——

3. Processed Soldier for one of the following: ——   ——
   a. Enter the RESERVATION portion of the REENLISTMENT module to obtain option selected by the Soldier
   b. Enter the REGULAR portion of the EXTENSION module to obtain an Extension Control Number (ECN)

4. Contacted RMB for further processing, if the Soldier's option was an Off-line Option or required Human Resources Command (HRC) approval   ——   ——

5. Counseled the Soldier on the following if requested option was not available: ——   ——
   a. Options currently available to the Soldier as directed by current HRC policies and procedures
   b. Options offered are subject to change based on Soldier's qualifications and HRC policies and procedures
   c. There are a limited number of attempts allowed to search for an assignment before that option is lost as directed by current HRC policies and procedures
   d. If an option reservation is secured with an RCN and the Soldier later changes her/his mind and cancels the reservation, that option may no longer be available
   e. Wait List" procedures

6. Canceled reservation if the Soldier changes her/his mind or the request is subsequently disapproved   ——   ——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 601-280
    AR 614-200
    AR 614-30
    AR 680-29
    DA FORM 4591-R
    RETAIN

Conduct a Retention Ceremony
805B-79S-4202

Conditions: At a location, time and date requested by the Soldier, and given access to:

a. AR 27-55
b. AR 601-280
c. Manual for Courts-Martial (MCM)
d. A United States Flag
e. Completed and reviewed reenlistment/extension packet
f. An officer or commissioned warrant officer
g. Camera

Standards: Conduct a retention ceremony, by coordinating with Soldier and administering Officer, as directed by AR 601-280.

Performance Steps

1. If Soldier is reenlisting, accomplish the following steps:
    a. Conduct pre-ceremonial activities
        (1) Schedule reenlistment ceremony
            (a) Schedule date of reenlistment
            (b) Schedule time of reenlistment
            (c) Coordinate location of reenlistment
            (d) Coordinate with Chain of Command
            (e) Ensure invitation of all attendees as applicable
            (f) Ensure coordination with the local Public Affairs Office as applicable
        (2) Coordinate the proper uniform for the reenlistment ceremony
        (3) Coordinate for photographic support
        (4) Conduct a pre-brief with the reenlisting Soldier and Reenlistment Officer
            (a) Ensure that a bio card is prepared with the reenlisting Soldier's personal information
            (b) Verify the Soldier's preference of the Oath of Reenlistment
            (c) Ensure that all reenlistment incentives are explained to reenlisting Soldier
    b. Conduct retention activities immediately prior to reenlistment
        (1) Places the U.S. Flag in the appropriate position for the ceremony
        (2) Rehearse the ceremony
        (3) Gain the signatures of both the reenlisting Soldier and Officer on the official certificates
        (4) Reenlisting Officer ensures that the Soldier understands Article's 83 and 137 of UCMJ
    c. Conduct the reenlistment ceremony
        (1) Ensure proper entrance of the official party
        (2) Ensure that opening remarks are presented by the administering officer
        (3) Ensure the introduction of special guests
        (4) Call the ceremony to order
        (5) Ensure the proper administration of the Oath of Reenlistment
        (6) Ensure the presentation of the Certificate of Appreciation to the spouse (if applicable)
        (7) Conduct photo opportunity with the reenlisting Soldier and Officer
        (8) Allow Soldier the opportunity to make remarks

Performance Steps
        (9) Offer the administrating Officer the opportunity to make closing remarks
        (10) Offer the opportunity for the attendees to congratulate reenlisting Soldier
    d. Conduct post-ceremonial activities
        (1) Reenlisting Officer ensures that the Soldier understands Article's 85 and 86 of UCMJ
        (2) Reenlisting Soldier and Officer sign DA Form 4 series, DA Form 3286,
           DA Form 3340, and all applicable documents
        (3) Ensure that copies of all official documents are provided to the Soldier
        (4) Ensure that a follow-up is conducted
        (5) Provide the Soldier with applicable Retention Publicity Items

  2. If the Soldier is extending, accomplish the following steps:
    a. An Officer will witness the Soldier's signature, and endorse the DA Form 1695 as such
    b. Soldiers may, at their discretion, request administration of the Oath of Extension (follow steps
       as prescribed for reenlistment ceremony)

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is
performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**

  1. If Soldier reenlisted, accomplish the following steps: ——   ——
    a. Conduct pre-ceremonial activities
        (1) Schedule reenlistment ceremony
          (a) Schedule date of reenlistment
          (b) Schedule time of reenlistment
          (c) Coordinate location of reenlistment
          (d) Coordinate with Chain of Command
          (e) Ensure invitation of all attendees as applicable
          (f) Ensure coordination with the local Public Affairs Office as
            applicable
        (2) Coordinate the proper uniform for the reenlistment ceremony
        (3) Coordinate for photographic support
        (4) Conduct a pre-brief with the reenlisting Soldier and Reenlistment
          Officer
          (a) Ensure that a bio card is prepared with the reenlisting Soldier's
            personal
            information
          (b) Verify the Soldier's preference of the Oath of Reenlistment
          (c) Ensure that all reenlistment incentives are explained to reenlisting
            Soldier
    b. Conduct retention activities immediately prior to reenlistment
        (1) Places the U.S. Flag in the appropriate position for the ceremony
        (2) Rehearse the ceremony
        (3) Gain the signatures of both the reenlisting Soldier and Officer on the
          official
          certificates
        (4) Reenlisting Officer ensures that the Soldier understands Article's 83
          and
          137 of UCMJ
    c. Conduct the reenlistment ceremony
        (1) Ensure proper entrance of the official party
        (2) Ensure that opening remarks are presented by the administering officer
        (3) Ensure the introduction of special guests
        (4) Call the ceremony to order
        (5) Ensure the proper administration of the Oath of Reenlistment

Performance Measures   **GO**   **NO-GO**

        (6) Ensure the presentation of the Certificate of Appreciation to the spouse
            (if applicable)
        (7) Conduct photo opportunity with the reenlisting Soldier and Officer
        (8) Allow Soldier the opportunity to make remarks
        (9) Offer the administrating Officer the opportunity to make closing remarks
      (10) Offer the opportunity for the attendees to congratulate reenlisting
            Soldier
    d. Conduct post-ceremonial activities
        (1) Reenlisting Officer ensures that the Soldier understands Article's 85
            and 86 of UCMJ
        (2) Reenlisting Soldier and Officer sign DA Form 4 series, DA Form 3286,
            DA Form 3340, and all applicable documents
        (3) Ensure that copies of all official documents are provided to the Soldier
        (4) Ensure that a follow-up is conducted
        (5) Provide the Soldier with applicable Retention Publicity Items

  2. If the Soldier extended, accomplish the following steps: ——   ——
    a. An Officer will witness the Soldier's signature, and endorse the DA Form
       1695 as such
    b. Soldiers may, at their discretion, request administration of the Oath of
       Extension (follow steps as prescribed for reenlistment ceremony)

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 27-55
    AR 601-280
    MANUAL-MCM

Subject Area 2: Administration

Advise Commanders on Attrition Management
805B-79S-4502

Conditions: In the Commander's office, you are required to advise him/her on Attrition of at-risk Soldiers in the unit. Given access to:

a. AR 600-8-2
b. AR 601-280
c. AR 27-10 UCMJ
d. AR 635-200
e. AR 600-8-19
f. AR 350-1
g. AR 600-37
h. AR 600-8-104
i. DA Form 4126-R
j. Completed DA Form 4856-R

Standards: Advised Commander on Attrition Management by collecting data used to identify at-risk Soldiers, explained the factors, and possible courses of action as directed by AR 601-280.

Performance Steps

1. Brief the Commander on all aspects of the Army Attrition Reduction and Management (ARM) and Commander's Attrition Reduction and Rehabilitation (CARR) programs

2. Explain the factors that identify Soldiers having increased potential for attrition as listed in AR 601-280

3. Recommend creation of attrition policy
    a. Explain the need to institute training and management for Soldiers
    b. Discuss training strategies to enhance Soldier and Leader awareness

4. Explain the need to monitor initial term attrition and reporting requirements
    a. Track initial term attrition in the Unit
    b. Prepare a report to concisely display the findings

5. Identify Soldiers currently in the ARM and CARR program

6. Explain the requirement to counsel at-risk Soldiers

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Briefed the Commander on all aspects of the Army Attrition Reduction and Management (ARM) and Commander's Attrition Reduction and Rehabilitation (CARR) programs	——	——
2. Explained the factors that identify Soldiers having increased potential for attrition as listed in AR 601-280	——	——

Performance Measures	**GO**	**NO-GO**

3. Recommended creation of attrition policy   ——   ——
    a. Explain the need to institute training and management for Soldiers
    b. Discuss training strategies to enhance Soldier and Leader awareness

4. Explained the need to monitor initial term attrition and reporting requirements   ——   ——
    a. Track initial term attrition in the Unit
    b. Prepare a report to concisely display the findings

5. Identified Soldiers currently in the ARM and CARR program   ——   ——

6. Explained the requirement to counsel at-risk Soldiers   ——   ——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 27-10
    AR 350-1
    AR 600-37
    AR 600-8-104
    AR 600-8-19
    AR 600-8-2
    AR 601-280
    AR 635-200
    DA FORM 4126-R
    DA FORM 4856

Advise Commanders/Soldiers on Processing an Erroneous/Defective/Unfulfilled/Fraudulent Enlistment/Reenlistment Commitment

805B-79S-4302

Conditions: You are attending a meeting with the Unit Commander, or conducting a counseling session with a Soldier at your unit; you identify an erroneous, defective/unfulfilled/fraudulent enlistment/reenlistment or extension. Advise the Commander and Soldier on steps to process erroneous, defective/unfulfilled/fraudulent enlistment/reenlistment or extension and formulate available courses of action. You have access to the following:

a. AR 15-185
b. AR 600-4
c. AR 600-8-104
d. AR 601-210
e. AR 601-280
f. AR 635-200
g. Soldier's service computation documents

Standards: Advise the commander and the Soldier on processing an erroneous, defective/ unfulfilled/fraudulent enlistment/reenlistment or extension, and formulated available courses of action such as discharge, renegotiation, or validation as directed by AR 601-280, AR 601-210, and AR 635-200.

Performance Steps

1. Determine the validity of the claim

2. Determine if the enlistment/reenlistment/extension is erroneous and complete the following steps:
   a. Inform the commander of the criteria which caused the enlistment to be erroneous, to include the facts and circumstances surrounding the case
   b. Explain processing procedures and options available to the commander and Soldier, to validate the enlistment or separate the Soldier from active duty as directed by AR 635-200

3. Determine if the enlistment/reenlistment/extension commitment was defective when made or cannot be fulfilled, complete the following steps:
   a. Inform the commander of the criteria that caused the commitment to be defective or unfulfilled
   b. Explain processing procedures and what options are open to the Soldier, including
      (1) Immediate discharge (initial term only)
      (2) Request separation (effective on original ETS)
      (3) Any actions which will correct the breach

4. Determine if the enlistment/reenlistment/extension is fraudulent, complete the following steps:
   a. Inform the commander of the criteria that caused the enlistment/reenlistment/extension to be fraudulent
   b. Advise the commander on processing procedures and options

5. Assist the commander by ensuring the correspondence contains the following information:
   a. Facts related to the case
   b. Statement of the Soldier's desire regarding retention or separation
   c. Specific recommendation and reasons for retention or separation by the commander

6. Advise commander on options available as directed by AR 635-200

7. Forward correspondence to the proper authority for determination of retention or separation as directed by AR 635-200

8. Ensure the Soldier is counseled on the final determination

Performance Steps

    9. Ensure that appropriate documentation is furnished to the servicing personnel agency, and that proper entries are recorded on the Soldier's Enlisted Records Brief (ERB) when retention is authorized as directed by AR 635-200 and current policies

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>**GO**</u>	<u>**NO-GO**</u>
1. Determined the validity of the claim	——	——

2. Determined if the enlistment/reenlistment/extension is erroneous and complete the following steps:
  a. Inform the commander of the criteria which caused the enlistment to be erroneous, to include the facts and circumstances surrounding the case
  b. Explain processing procedures and options available to the commander and Soldier, to validate the enlistment or separate the Soldier from active duty as directed by AR 635-200
	——	——

3. Determined if the enlistment/reenlistment/extension commitment was defective when made or cannot be fulfilled, complete the following steps:
  a. Inform the commander of the criteria that caused the commitment to be defective or unfulfilled
  b. Explain processing procedures and what options are open to the Soldier, including
    (1) Immediate discharge (initial term only)
    (2) Request separation (effective on original ETS)
    (3) Any actions which will correct the breach
	——	——

4. Determined if the enlistment/reenlistment/extension is fraudulent, complete the following steps:
  a. Inform the commander of the criteria that caused the enlistment/reenlistment/extension to be fraudulent
  b. Advise the commander on processing procedures and options
	——	——

5. Assisted the commander by ensuring the correspondence contains the following information:
  a. Facts related to the case
  b. Statement of the Soldier's desire regarding retention or separation
  c. Specific recommendation and reasons for retention or separation by the commander
	——	——

6. Advised commander on options available as directed by AR 635-200	——	——
7. Forwarded correspondence to the proper authority for determination of retention or separation as directed by AR 635-200	——	——
8. Ensured the Soldier is counseled on the final determination	——	——
9. Ensured that appropriate documentation is furnished to the servicing personnel agency, and that proper entries are recorded on the Soldier's Enlisted Records Brief (ERB) when retention is authorized as directed by AR 635-200 and current policies	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 15-185   AR 600-4
    AR 600-8-104
    AR 601-210
    AR 601-280
    AR 635-200

Process a Request for Cancellation of Extension
805B-79S-4108

Conditions: A Soldier enters your office and requests to cancel his extension of enlistment. Given access to:

a. AR 25-50
b. AR 600-8-104
c. AR 600-8-19
d. AR 601-280
e. AR 614-30
f. AR 614-200
g. AR 635-200
h. DODFMR
i. Soldier's MPF
j. RETAIN
k. Current RETAIN/ Milper messages

Standards: Determine validity of request, advise Soldier on effects of cancellation of an extension, and process as directed by AR 601-280.

Performance Steps

1. Determine if the Soldier has received the benefits of the extension
   a. Review current extension documents
   b. Determine as to why the Soldier did not receive the benefits of the extension

2. Advise the Soldier previously obligated service (POS) with regards to a selective reenlistment bonus
   a. If Soldier requests cancellation of extension, advise that period extension is considered previously obligated service (POS)
   b. If extension is cancelled by HRC, advise Soldier that period of extension is not considered previously obligated service (POS)

3. Process as directed by AR 601-280 per circumstances below:
   a. When the Soldier received the benefits of the extension but still desires to cancel the extension for the purpose of immediate reenlistment, determine
      (1) The Soldier qualifies for immediate reenlistment
      (2) The Soldier extended his enlistment past the 6th, 10th, or 14th year of total active federal service, thereby losing his entitlement to an SRB, or his/her SRB entitlement is adversely affected by a later reenlistment
   b. When the Soldier did not receive the benefits of the extension, the request for cancellation of extension will be forwarded through the retention channels to the approving authority

4. Notify the Soldier and Chain of Command on the outcome of request for extension cancellation

5. Process, as necessary, the appropriate RETAIN transactions and distribute to the appropriate agencies

6. Soldier who request cancellation of their extension for the purpose of reenlistment and, later, do not reenlist, will revert to the original extended ETS

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**

1. Determined if the Soldier has received the benefits of the extension   ——   ——
    a. Review current extension documents
    b. Determine as to why the Soldier did not receive the benefits of the extension

2. Advised the Soldier previously obligated service (POS) with regards to a selective   ——   ——
   reenlistment bonus
    a. If Soldier requests cancellation of extension, advise that period extension is
       considered previously obligated service (POS)
    b. If extension is cancelled by HRC, advise Soldier that period of extension is
       not considered previously obligated service (POS)

3. Processed as directed by AR 601-280 per circumstances below: ——   ——
    a. When the Soldier received the benefits of the extension but still desires to
       cancel the
       extension for the purpose of immediate reenlistment, determine
       (1) The Soldier qualifies for immediate reenlistment
       (2) The Soldier extended his enlistment past the 6th, 10th, or 14th year of
           total active federal service, thereby losing his entitlement to an SRB, or
           his/her SRB entitlement is adversely affected by a later reenlistment
    b. When the Soldier did not receive the benefits of the extension, the request
       for cancellation of extension will be forwarded through the retention channels
       to the approving authority

4. Notified the Soldier and Chain of Command on the outcome of request for   ——   ——
   extension
   cancellation

5. Processed, as necessary, the appropriate RETAIN transactions and distribute to   ——   ——
   the
   appropriate agencies

6. Soldier who requested cancellation of their extension for the purpose of   ——   ——
   reenlistment and,
   later, did not reenlist, reverted to the original extended ETS

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 25-50   AR 614-200
    AR 600-8-104
    AR 600-8-19
    AR 601-280
    AR 614-30
    AR 635-200
    DODFMR 7000.14-R, VOL 7A
    RETAIN

Process a Request to Waive a Reenlistment Commitment
805B-79S-4107

Conditions: You are approached by a Soldier desiring to waive a Reenlistment commitment. In an office environment, counsel the Soldier of the consequences, then process the waiver. You have access to:

a. AR 601-280
b. Soldier's ERB
c. Current DD Form 4 Series
d. RETAIN

Standards: Counsel the Soldier and process the request to waive the Reenlistment commitment as directed by AR 601-280 and current policy.

Performance Steps

1. Gather documents necessary to Counsel Soldier
    a. Print EDAS assignment screens and special instructions screens
    b. Obtain DD Form 4 series
    c. Prepare waiver memorandum

2. Advise Soldier on the consequences of waiving a commitment
    a. Counsel Soldier that action will result in assignment based on the needs of the Army
    b. Counsel Soldier that action will not in itself cancel assignment instructions

3. Forward electronic request to HRC and distribute waiver
    a. Process request for deletion via Retain
    b. Distribute waiver to personnel file, EREC, Soldier, and residual file

4. Notify Soldier of HRC's decision

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO

1. Gathered documents necessary to Counsel Soldier
    a. Print EDAS assignment screens and special instructions screens
    b. Obtain DD Form 4 series
    c. Prepare waiver memorandum
	――	――

2. Advised Soldier on the consequences of waiving a commitment
    a. Counsel Soldier that action will result in assignment based on the needs of the Army
    b. Counsel Soldier that action will not in itself cancel assignment instructions
	――	――

3. Forwarded electronic request to HRC and distributed waiver
    a. Process request for deletion via Retain
    b. Distribute waiver to personnel file, EREC, Soldier, and residual file
	――	――

4. Notified Soldier of HRC's decision	――	――

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 601-280
    DD FORM 4
    RETAIN

Manage a Retention Mission
805B-79S-4301

Conditions: Your command is issued a retention mission from higher headquarters. In an office environment, issue a mission to subordinate units with access to the following:

a. AR 601-280
b. MACOM directives pertaining to retention mission
c. Local directives and Standard Operating Procedures (SOP)
d. Identified count of retention eligible Soldiers

Standards: Issued a fair share ratio retention mission to subordinate units identified by category as directed by AR 601-280, MACOM supplements/directives, and local directives/SOPs.

Performance Steps

1. Determine local requirements for the retention mission as directed by AR 601-280 and appropriate MACOM directives

2. Purge the eligibility roster as directed by Human Resources Command (HRC) and MACOM directives to determine the number of eligible Soldiers

3. Determine the retention mission by category for each subordinate unit as outlined below:
    a. Divide the mission for each category by the total number of eligibles in that category to establish a multiplier. (Example: The 1st Battalion's initial term mission is 10 with a total of 40 eligibles. The mission (10) divided by the total eligibles (40) gives a multiplier of .25)
    b. Multiply the number of eligibles in each subordinate unit by the multiplier derived in a. above. (Example: Company A, 1st Battalion, has a total of 6 initial-term Soldiers eligible. Multiplied the total number of eligibles (6) by the multiplier (.25) to establish Company A's initial term mission (1.50))

4. Publish the retention mission approved by the commander as directed by AR 601-280

5. Track statistical mission accomplishment using the following procedure: Determine the percentage of accomplishment by category for each subordinate unit by dividing the total number of reenlistments in each category by the mission for that category and then multiplied the answer by 100. (Example: Company A, 1st Battalion, had an initial-term mission of 1.50 and reenlisted 2 initial-term Soldiers. Divided the number of reenlistments (2) by the mission (1.50) and multiply by 100 (1.33 X 100), to determine the percentage of accomplishment (133 percent))

6. Publish monthly statistics to subordinate units, based on previously assigned retention mission and accomplishments as directed by AR 601-280

Evaluation Preparation: This task can be evaluated by use of the evaluation guide. Perform the task on the job, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**
1. Determined local requirements for the retention mission as directed by AR 601-280 and appropriate MACOM directives	——	——
2. Purged the eligibility roster as directed by HRC and MACOM directives to determine the number of eligible Soldiers	——	——

Performance Measures	**GO**	**NO-GO**

3. Determined the retention mission by category for each subordinate unit as   ——   ——
   outlined below:
   - a. a. Divide the mission for each category by the total number of eligibles in that category to establish a multiplier. (Example: The 1st Battalion's initial term mission is 10 with a total of 40 eligibles. The mission (10) divided by the total eligibles (40) gives a multiplier of .25)
   - b. b. Multiply the number of eligibles in each subordinate unit by the multiplier derived in a. above. (Example: Company A, 1st Battalion, has a total of 6 initial-term Soldiers eligible. Multiplied the total number of eligibles (6) by the multiplier (.25) to establish Company A's initial term mission (1.50))

4. Published the retention mission approved by the commander as directed by AR   ——   ——
   601-280

5. Tracked statistical mission accomplishment using the following procedure: ——   ——
   Determine the percentage of accomplishment by category for each subordinate
   unit by dividing the total number of reenlistments in each category by the mission
   for that category and then multiplied the answer by 100. (Example: Company A,
   1st Battalion, had an initial-term mission of 1.50 and reenlisted 2 initial-term
   Soldiers. Divided the number of reenlistments (2) by the mission (1.50) and
   multiply by 100 (1.33 X 100), to determine the percentage of accomplishment
   (133 percent))

6. Published monthly statistics to subordinate units, based on previously assigned   ——   ——
   retention mission and accomplishments as directed by AR 601-280

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 601-280

Subject Area 3: Training and Evaluation Duties

Conduct a Retention Briefing
805B-79S-4204

Conditions: You are scheduled to conduct a retention briefing to the Leadership of your unit in the Battalion area. You are provided with:

a. AR 25-50
b. AR 601-280
c. FM 101-5
d. A target audience

Standards: Conduct a retention briefing as directed by FM 101-5.

Performance Steps

1. Make an estimate of the briefing situation
    a. Determine the specific briefing subject
    b. Determine your audience to be briefed
    c. Determine the length of time required for your briefing
    d. Coordinate the date, time, location, and necessary resources required for your briefing

2. Construct presentation of the retention briefing
    a. Determine the type of briefing required (information or decision)
    b. Collect the necessary references and research your topic
    c. Prepare and plan you briefing
    d. Prepare a draft outline
    e. Edit and finalize your outline
     f. Prepare the visual aids that will be used for the briefing
    g. Conduct a rehearsal of your briefing

3. Conduct the retention briefing
    a. Clearly state the purpose and classification of your briefing
    b. Anticipate any questions that may arise during the briefing
    c. Ask questions
    d. Ask for a decision (if applicable)

4. Conduct a follow-up of the retention briefing
    a. Ask for feedback to ensure that there is a clear understanding of your briefing
    b. Prepare a Memorandum for Record
    c. Record the decision (if applicable)

Evaluation Preparation: This task can be evaluated by use of the evaluation guide. Perform the task on the job, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO

1. Made an estimate of the briefing situation
    a. Determine the specific briefing subject
    b. Determine your audience to be briefed
    c. Determine the length of time required for your briefing
	____	____

Performance Measures	**GO**	**NO-GO**

    d. Coordinate the date, time, location, and necessary resources required for your briefing

2. Constructed presentation of the retention briefing   ____   ____
    a. Determine the type of briefing required (information or decision)
    b. Collect the necessary references and research your topic
    c. Prepare and plan you briefing
    d. Prepare a draft outline
    e. Edit and finalize your outline
    f. Prepare the visual aids that will be used for the briefing
    g. Conduct a rehearsal of your briefing

3. Conducted the retention briefing   ____   ____
    a. Clearly state the purpose and classification of your briefing
    b. Anticipate any questions that may arise during the briefing
    c. Ask questions
    d. Ask for a decision (if applicable)

4. Conducted a follow-up of the retention briefing   ____   ____
    a. Ask for feedback to ensure that there is a clear understanding of your briefing
    b. Prepare a Memorandum for Record
    c. Record the decision (if applicable)

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

Required	**Related**
AR 25-50	AR 601-280
FM 101-5	

Conduct Battalion/Brigade/Division/Installation Level Retention Training
805B-79S-4203

Conditions: Prepare and conduct Battalion/Brigade/Division/Installation level retention training IAW AR 601-280 and given access to:

a. AR 601-280
b. FM 25-100
c. FM 7-0
d. A target audience

Standards: Prepare and conduct Battalion/Brigade/Division/Installation level retention training IAW AR 601-280.

Performance Steps

1. Determine reason for training

2. Prepare for the training by accomplishing the following:
    a. A complete analysis of the situation, to include method of instruction (e.g., conference/lecture, demonstration, etc.)
    b. Objective of the training
    c. Subject to be covered
    d. Personnel to be trained (e.g., officers, NCOs assigned to brigade/division/installation level, etc.)
    e. Training facilities/sites
    f. Time scheduling considerations

3. Conduct research on the training to be presented, to include the following:
    a. Collecte materials (e.g., ARs, Pams, TMs, FMs, etc.)
    b. Isolate facts
    c. Select appropriate training aids
    d. Prepare a draft outline which includes a task, conditions, and standards statement IAW FM 7-0

4. Practice presentation to ensure the following:
    a. Familiarity of training outline
    b. Effective transitions between separate subject material that has been developed
    c. Proper use of training aids (if required)
    d. Presentation falls within the time constraints
    e. Outline/presentation reviewed by supervisors if required

5. Present effective retention training by incorporating the following:
    a. Display a positive, enthusiastic attitude
    b. Control nervousness
    c. Clear speech
    d. Control mannerisms/gestures
    e. Ask for questions
    f. Conclude the presentation with a meaningful summary

6. Evaluate the presentation to ensure understanding by the audience. Schedule follow-up training as requested

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures **GO** **NO-GO**

1. Determined reason for training —— ——

2. Prepared for the training by accomplishing the following: —— ——
    a. A complete analysis of the situation, to include method of instruction (e.g., conference/lecture, demonstration, etc.)
    b. Objective of the training
    c. Subject to be covered
    d. Personnel to be trained (e.g., officers, NCOs assigned to brigade/division/installation level, etc.)
    e. Training facilities/sites
    f. Time scheduling considerations

3. Conducted research on the training to be presented, to include the following: —— ——
    a. Collect materials (e.g., ARs, Pams, TMs, FMs, etc.)
    b. Isolate facts
    c. Select appropriate training aids
    d. Prepare a draft outline which includes a task, conditions, and standards statement IAW FM 7-0

4. Practiced presentation to ensure the following: —— ——
    a. Familiarity of training outline
    b. Effective transitions between separate subject material that has been developed
    c. Proper use of training aids (if required)
    d. Presentation falls within the time constraints
    e. Outline/presentation reviewed by supervisors if required

5. Presented effective retention training by incorporating the following: —— ——
    a. Display a positive, enthusiastic attitude
    b. Control nervousness
    c. Clear speech
    d. Control mannerisms/gestures
    e. Ask for questions
    f. Conclude the presentation with a meaningful summary

6. Evaluated the presentation to ensure understanding by the audience. Scheduled —— ——
    follow-up training as requested

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 601-280
    FM 25-100
    FM 7-0

Subject Area 4: Interview Counseling

Counsel At-Risk Soldiers
805B-79S-4505

Conditions: Your Commander concurs with your identification of an At-Risk Soldier. Given an office environment that provides privacy and a scheduled time with Soldier and access to:

a. Completed DA Form 4591-R
b. Soldier's counseling Packet
c. AR 601-280
d. AR 600-8-2
e. AR 635-200
f. AR 27-10
g. AR 601-210
h. FM 22-100
i. FM 27-14
j. DA CIR 635-92-1
k. DA Form 4856-R

Standards: Counsel At-Risk Soldier on possible loss of benefits, which includes educational, medical, retirement, GI bill and separation pay. Schedule follow-up.

Performance Steps

1. Identify an At-Risk Soldier

2. Compile data on At-Risk Soldier
    a. Screen Soldier's military personnel file
    b. Review Soldier's counseling packet

3. Schedule counseling session

4. Counsel Soldier on the types of discharges per AR 635-200

5. Counsel Soldier on the potential loss of benefits due to the effects of early separation (i.e., loss of veteran's benefits, bonus recoupment, loss of educational incentives, etc.)

6. Refer Soldier to appropriate agencies for assistance

7. Summarize counseling session and document

8. Track Soldier progress and follow-up as needed

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Identified an At-Risk Soldier	——	——

2. Compiled data on the At-Risk Soldier
    a. Screen Soldier's military personnel file
    b. Review Soldier's counseling packet
	——	——

3. Scheduled counseling session	——	——

Performance Measures	**<u>GO</u>**	**<u>NO-GO</u>**
4. Counseled Soldier on the types of discharges per AR 635-200	——	——
5. Counseled Soldier on the potential loss of benefits due to the effects of early separation (i.e., loss of veteran's benefits, bonus recoupment, loss of educational incentives, etc.)	——	——
6. Referred Soldier to appropriate agencies for assistance	——	——
7. Summarized counseling session and documented	——	——
8. Tracked Soldier's progress and followed-up as needed	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

Required	**Related**
	AR 27-10
	AR 600-8-2
	AR 601-210
	AR 601-280
	AR 635-200
	DA FORM 4591-R
	DA FORM 4856
	FM 22-100
	FM 27-14

Conduct a Career Counseling Session
805B-79S-4201

Conditions: You have a Soldier in your office that is scheduled for a required career counseling session with access to:

a. AR 601-280
b. DA Pam 611-1
c. FM 22-100
d. Soldier's MPF
e. DA Form 4591-R
f. RETAIN

Standards: Conduct the career counseling session IAW AR 601-280, Appendix C and DA Pam 611-1.

Performance Steps

1. Schedule the counseling session, then record the date and time for planning purposes

2. Gather all available information about the Soldier, using the following (if applicable):
    a. DA Form 4591-R
    b. MPF
    c. Previous counseling session notes
    d. Comments from commanders, first sergeant, and supervisors

3. Prepare for the counseling session by accomplishing the following:
    a. Establish the objectives of the counseling session
    b. Determine the type of counseling session desired to accomplish the objective
    c. Schedule the counseling session effectively so as not to rush the counselor or counselee
    d. Prepare a list of questions to guide the counseling session
    e. Prepare the physical surroundings, to ensure
        (1) Privacy
        (2) An informal, friendly atmosphere
        (3) An effective display of reenlistment literature
        (4) Access to all necessary material, directives, and other sources of information

4. Conduct the counseling session by accomplishing the following:
    a. Open the session in a friendly, personal and comfortable manner
    b. Summarize information and determine if anything has been changed
    c. Establish the Soldier's needs, wants, and desires using probing, open-ended fact finding questions to get the Soldier actively communicating
    d. Present factual information utilizing Army regulations, directives, or other source references, and explained the benefits or disadvantages of a particular courses of action being discussed
    e. Overcome objections and restate the Soldier's objection, present facts, and overcome the objection if possible
    f. Summarize before concluding the session, summarize what has been accomplished or what course of action/ decision has been reached
    g. Close the counseling session by obtaining a positive response/ commitment from the Soldier

5. Refer the Soldier to the appropriate activity if further counseling or assistance is needed (Army Community Service (ACS), Army Emergency Relief (AER), Chaplain, etc.)

6. Schedule a follow-up counseling session, if necessary

7. Record the results of the counseling session on the DA Form 4591-R and attach card, if applicable

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Scheduled the counseling session, then recorded the date and time for planning purposes	——	——

2. Gathered all available information about the Soldier, using the following (if applicable):
   a. DA Form 4591-R
   b. MPF
   c. Previous counseling session notes
   d. Comments from commanders, first sergeant, and supervisors
	——	——

3. Prepared for the counseling session by accomplishing the following:
   a. Establish the objectives of the counseling session
   b. Determine the type of counseling session desired to accomplish the objective
   c. Schedule the counseling session effectively so as not to rush the counselor or counselee
   d. Prepare a list of questions to guide the counseling session
   e. Prepare the physical surroundings, to ensure
     (1) Privacy
     (2) An informal, friendly atmosphere
     (3) An effective display of reenlistment literature
     (4) Access to all necessary material, directives, and other sources of information
	——	——

4. Conducted the counseling session by accomplishing the following:
   a. Open the session in a friendly, personal and comfortable manner
   b. Summarize information and determine if anything has changed
   c. Establish the Soldier's needs, wants, and desires using probing, open-ended fact finding questions to get the Soldier actively communicating
   d. Present factual information utilizing Army regulations, directives, or other source references, and explained the benefits or disadvantages of a particular courses of action being discussed
   e. Overcome objections and restated the Soldier's objection, presented facts, and overcome the objection if possible
   f. Summarize before concluding the session, summarize what has been accomplished or what course of action/decision has been reached
   g. Close the counseling session by obtaining a positive response commitment from the Soldier
	——	——

5. Referred the Soldier to the appropriate activity if further counseling or assistance is needed (Army Community Service (ACS), Army Emergency Relief (AER), Chaplain, etc.)	——	——
6. Scheduled a follow-up counseling session, if necessary	——	——
7. Recorded the results of the counseling session on the DA Form 4591-R and an attached card, if applicable	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 601-280
    DA FORM 4591-R
    DA PAM 611-1
    FM 22-100
    RETAIN

Subject Area 5: AC Supervisory/Operations

Review a Retention Packet
805B-79S-4501

Conditions: In an office environment, review a retention packet for completion and accuracy prior to and following the retention action with access to the following:

a. AR 600-8-104
b. AR 601-280
c. AR 635-5
d. AR 635-200
e. AR 680-29
f. Completed DA Form 1695
g. Completed DA Form 3072-R (if required)
h. Completed DA Form 3286
i. Completed DA Form 3340-R
j. Completed DA Form 4591-R
k. Completed DA Form 4789
l. Completed DA Form 5612
m. Completed DA Form 5689
n. Completed DD Form 4 Series
o. Completed DD Form 256A
p. Soldier's Service Computation Documents
q. Completed Bonus, Extension, and Retraining (BEAR) Memorandum (Annex A)
r. Current HRC Policies and Procedures

Standards: Review retention packets such as reenlistment contracts or extensions for completion and accuracy prior to and following the retention action as directed by AR 601-280.

Performance Steps

1. Verify packet of completion
    a. Verify all applicable documents are present
        (1) For reenlistments ensure DD Form 4 series, DA Form 3286, DA Form 3340-R, DA Form 4789 (if applicable), DA Form 3072-R (if applicable), DA Form 5612 (if applicable), DA Form 5689, and DA Form 256A
        (2) For extensions ensure DA Form 1695, DA Form 3340-R, DA Form 3072-R (if applicable), and BEAR Memorandum Annex-A (if applicable)
        (3) If documents are missing, return the packet to the appropriate retention office
    b. Verify all entries are complete. If deficiencies are identified, return the packet to the appropriate retention office for required action

2. Verify accuracy of entries
    a. Compare the data on the service computation documents to the corresponding entries in the retention packet
    b. Ensure required hand written entries are correct. If deficiencies are identified, return the packet to the appropriate retention office for required action

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	**GO**	**NO-GO**
1. Verified packet of completion	＿＿	＿＿

Performance Measures   **GO   NO-GO**
      a. Verify all applicable documents are present
        (1) For reenlistments ensure DD Form 4 series, DA Form 3286, DA Form
           3340-R, DA Form 4789 (if applicable), DA Form 3072-R (if applicable),
           DA Form 5612 (if applicable), DA Form 5689, and DA Form 256A
        (2) For extensions ensure DA Form 1695, DA Form 3340-R, DA Form
           3072-R (if applicable), and BEAR Memorandum Annex-A (if applicable)
        (3) If documents are missing, return the packet to the appropriate retention
           office
      b. Verify all entries are complete. If deficiencies are identified, return the packet
        to the appropriate retention office for required action

  2. Verified accuracy of entries   ___   ___
      a. Compare the data on the service computation documents to the
        corresponding entries in the retention packet
      b. Ensure required hand written entries are correct. If deficiencies are
        identified, return the packet to the appropriate retention office for required
        action

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 600-8-104
    AR 601-280
    AR 635-200
    AR 635-5
    AR 680-29
    DA FORM 1695
    DA FORM 3072-R
    DA FORM 3286
    DA FORM 3340-R
    DA FORM 4591-R
    DA FORM 4789
    DA FORM 5612
    DA FORM 5689
    DD FORM 256A
    DD FORM 4

Subject Area 6: RC Processing

Process a Reserve Component Assignment
805B-79S-4403

Conditions: Given a Soldier scheduled for transition from active duty and desiring assignment to a Reserve Component in an office setting, process an individual Ready Reserve or Selected Reserve assignment. You have access to:

a. AR 135-7
b. AR 135-91
c. AR 140-10
d. AR 601-280
e. AR 614-200
f. AR 635-10
g. FM 101-5
h. DA PAM 611-21
i. Current HRC processing procedures
j. RETAIN
k. DA Form 4591-R
l. DA Form 5690-R

Standards: Process a Reserve Component assignment by identifying and processing the assignment based on Soldier's eligibility, available positions and acceptance of Individual Ready Reserve or Selected Reserve assignment as directed by AR 601-280.

Performance Steps

1. Process a USAR/ARNG/IRR assignment
   a. Access the RETAIN system terminal
   b. Employ the Determine Soldier Eligibility module and enter the Soldier's personnel data using the completed DA Form 5690-R
   c. Perform OCONUS coordination as applicable

2. Employ the Vacancy Training Search/Make Reservation module to make the Reservation
   a. Perform CONUS coordination as applicable. Obtain compatible unit

3. Update the DA Form 5690-R and the Soldier Data File

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Processed a USAR/ARNG/IRR assignment 　a. Access the RETAIN system terminal 　b. Employ the Determine Soldier Eligibility module and enter the Soldier's personnel data using the completed DA Form 5690-R 　c. Perform OCONUS coordination as applicable	——	——
2. Employed the Vacancy Training Search/Make Reservation module to make the Reservation 　a. Perform CONUS coordination as applicable. Obtain compatible unit	——	——
3. Updated the DA Form 5690-R and the Soldier Data File	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

Required	**Related**
AR 135-7	AR 614-200
AR 135-91	DA FORM 4591-R
AR 140-10	DA FORM 5690-R
AR 601-280	
AR 635-10	
DA PAM 611-21	
FM 101-5	
RETAIN	

Conduct a Pre-Transition Briefing
805B-79S-4401

Conditions: Given a scheduled Pre-Transition Briefing to be conducted in an auditorium with Soldiers scheduled for discharge or release from Active Duty and access to:

a. AR 135-7
b. AR 135-91
c. AR 140-10
d. AR 601-280
e. AR 635-10
f. FM 101-5
g. Current HRC processing procedures

Standards: Conduct a pre-transition briefing by covering the following topics: the purpose of briefing; location and telephone number of local Career Counselor; Military Service Obligation (MSO), options for fulfillment; basic Reserve Component Options and Benefits, and local appointment procedures as directed by AR 601-280.

Performance Steps

1. Construct the pre-transition briefing
   a. Identify audience
   b. Prepare an outline identifying the following steps:
      (1) Introduction
      (2) History/ mission statement of Reserve Components
      (3) Body, to include obligations, options, and benefits
      (4) Close
   c. Rehearse

2. Coordinate briefing with Soldier(s) and or responsible agency, to include the following:
   a. Time
   b. Location
   c. Equipment

3. Deliver the briefing and ensure the following:
   a. State the purpose
   b. Anticipate questions and be prepared to respond accordingly
   c. Ask for questions when closing

4. Follow up the briefing by scheduling one-on-one interviews

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures   **GO**   **NO-GO**

1. Constructed the pre-transition briefing   ___   ___
   a. Identify audience
   b. Prepare an outline identifying the following steps:
      (1) Introduction
      (2) History/ mission statement of Reserve Components
      (3) Body, to include obligations, options, and benefits
      (4) Close

Performance Measures	**GO**	**NO-GO**
c. Rehearse		

2. Coordinated briefing with Soldier(s) and or responsible agency, to include the   ——   ——
following:
    a. Time
    b. Location
    c. Equipment

3. Delivered the briefing and ensured the following: ——   ——
    a. State the purpose
    b. Anticipate questions and be prepared to respond accordingly
    c. Ask for questions when closing

4. Followed up the briefing by scheduling one-on-one interviews   ——   ——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 135-7
    AR 135-91
    AR 140-10
    AR 601-280
    AR 635-10
    FM 101-5

Conduct a Transition Counseling Session
805B-79S-4402

Conditions: Given a Soldier scheduled for transition from active duty in an office setting, conduct a transition counseling session. You have access to:

a. AR 135-7
b. AR 135-91
c. AR 601-280
d. DA PAM 611-21
e. DA Form 4591-R
f. DA Form 5690-R
g. RETAIN

Standards: Conduct a transition counseling session ensuring all pertinent data about the Soldier and the Soldier's status were reviewed and available during the counseling session. Ensure the Soldier is informed of all the enlistment/transfer incentives, options, and benefits available to them and with which they make their decision to affiliate based on that information as directed by AR 601-280.

Performance Steps

1. Schedule the counseling session so as not to rush the counseling sessioner or the counseling sessionee

2. Gather all available information about the Soldier

3. Prepare for the counseling session
    a. Establish the objective of the counseling session
    b. Determine the type of counseling session desired to accomplish the objective

4. Prepare a list of questions to guide the counseling session

5. Prepare the physical surroundings to ensure
    a. Privacy
    b. An informal, friendly atmosphere
    c. An effective display of retention/transition literature
    d. Access to all necessary material, directives, and other sources of information

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO
1. Scheduled the counseling session so as not to rush the counseling sessioner or the counseling sessionee	——	——
2. Gathered all available information about the Soldier	——	——

3. Prepared for the counseling session
    a. Establish the objective of the counseling session
    b. Determine the type of counseling session desired to accomplish the objective
	——	——

4. Prepared a list of questions to guide the counseling session	——	——
5. Prepared the physical surroundings to ensure a. Privacy	——	——

Performance Measures   <u>GO</u>   <u>NO-GO</u>
      b. An informal, friendly atmosphere
      c. An effective display of retention/transition literature
      d. Access to all necessary material, directives, and other sources of information

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
Required	Related
AR 135-7	DA FORM 4591-R
AR 135-91	DA FORM 5690-R
AR 601-280	RETAIN
DA PAM 611-21	

Process a Reserve Component Enlistment/Transfer Packet
805B-79S-4404

Conditions: While in an office environment, process a Reserve Component enlistment/transfer packet for a Soldier transitioning from active duty, who has accepted a Reserve Component assignment. You have and access to:

a) AR 135-7
b) AR 135-9
c) AR 140-10
d) AR 601-280
e) AR 635-200
f) DA Pam 600-8
g) Unit assignment data
h) RETAIN
i) Current physical
j) Soldier's ERB
k) Completed DA Form 5690-R
l) Blank DA Form 5691-R
m) Blank DD Form 4 series
n) Blank DA Form 3540-R
o) Blank DA Form 7249-R
p) Blank options/incentives documents (if applicable)
q) Separation orders
r) Completed DD Form 214

Standards: Process a Reserve Components enlistment/transfer packet for Army Reserve, Army National Guard, or Individual Ready Reserve as directed by AR 601-280.

Performance Steps

1. Complete an RC enlistment/transfer packet for USAR Enlistment/Transfer, ARNG Enlistment, IRR Enlistment, and Officer Affiliation as appropriate per assignment
    a. USAR Enlistment
    b. USAR Transfer
    c. ARNG Enlistment
    d. IRR Enlistment
    e. Officer Assignment

2. Perform quality control checks of Soldiers Reserve Components enlistment/transfer packet

3. Verify entries on all documents to ensure that all required information is present

4. Establish the correctness of all entries with the Soldier

5. Consummate the ceremony

6. Distribute enlistment/transfer packet

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

STP 12-79S45-SM-TG

Performance Measures   **GO**   **NO-GO**

1. Completed an RC enlistment/transfer packet for USAR Enlistment/Transfer,   ——   ——
   ARNG Enlistment, IRR Enlistment, and Officer Affiliation as appropriate per
   assignment
       a. USAR Enlistment
       b. USAR Transfer
       c. ARNG Enlistment
       d. IRR Enlistment
       e. Officer Assignment

2. Performed quality control checks of Soldiers Reserve Components   ——   ——
   enlistment/transfer packet

3. Verified entries on all documents to ensure that all required information is present ——   ——

4. Established the correctness of all entries with the Soldier   ——   ——

5. Consummated the ceremony   ——   ——

6. Distributed enlistment/transfer packet   ——   ——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
    Required   **Related**
    AR 135-7
    AR 135-9
    AR 140-10
    AR 601-280
    AR 635-200
    DA FORM 3540-R
    DA FORM 5690-R
    DA FORM 5691-R
    DA FORM 7249-R
    DA PAM 600-8
    DD FORM 214
    DD FORM 4
    RETAIN

3 - 66   1 October 2005

Skill Level 5

Subject Area 5: AC Supervisory/Operations

Evaluate Unit Retention Activities
805B-79S-5000

Conditions: To assist the commander in evaluating the readiness of the unit's retention program and to comply with guidance, you are directed to evaluate a subordinate retention activity. You have access to:

a. AR 135-7
b. AR 135-18
c. AR 135-91
d. AR 140-10
e. AR 601-280
f. AR 614-200
g. AR 635-10
h. AR 680-29
i. DA Pam 611-21
j. FM 22-100
k. Soldier's ERB
l. DA Form 4591-R
m. Current Policy

Standards: Complete evaluation of a unit retention program by evaluating retention facilities; office administration; training; retention publicity; data accuracy; and missioning processes. Annotated deficiencies and recommended course(s) of action; conducted outbrief as directed by AR 601-280 and current policy.

Performance Steps

1. Evaluate retention facilities
   a. Provide privacy
   b. Centrally located, neat, clean and attractively furnished
   c. Identified by signs located throughout the area showing location and telephone extension
   d. Adequate retention display as prescribed by local policy

2. Evaluate office administration
   a. Retention awards program
   b. Files are easily accessible and identified
   c. Retention incentive program
   d. Regulations and current SOP's available
   e. Current messages on file
   f. Tracking Bars to Reenlistment per local guidance
   g. Maintain copies of Inspections

3. Evaluate training
   a. Sign-in roster
   b. Lesson plan
   c. Training announcement

4. Evaluate retention publicity
   a. Locally produced RPI's
   b. Local publicity (post newspaper; website; local newsletter)
   c. Retention bulletin board

Performance Steps
    d. Retention budget

5. Evaluate data accuracy
    a. Review DA Form 4591-R
    b. RETAIN print screens as required by AR 601-280 and local policy
    c. ETS and ERUP reports
    d. Reenlistment/Extension contracts

6. Evaluate missioning processes
    a. Eligibility rosters
    b. Assigning objectives to subordinate units
    c. Maintain quarterly statistics

7. Annotate deficiencies and give recommendations

8. Conduct outbrief (follow-up)

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>**GO**</u>	<u>**NO-GO**</u>
1. Evaluated retention facilities	――	――
a. Provide privacy		
b. Centrally located, neat, clean and attractively furnished		
c. Identified by signs located throughout the area showing location and telephone extension		
d. Adequate retention display as prescribed by local policy		
2. Evaluated office administration	――	――
a. Retention awards program		
b. Files are easily accessible and identified		
c. Retention incentive program		
d. Regulations and current SOP's available		
e. Current messages on file		
f. Tracking Bars to Reenlistment per local guidance		
g. Maintain copies of Inspections		
3. Evaluated training	――	――
a. Sign-in roster		
b. Lesson plan		
c. Training announcement		
4. Evaluated retention publicity	――	――
a. Locally produced RPI's		
b. Local publicity (post newspaper; website; local newsletter)		
c. Retention bulletin board		
d. Retention budget		
5. Evaluated data accuracy	――	――
a. Review DA Form 4591-R		
b. RETAIN print screens as required by AR 601-280 and local policy		
c. ETS and ERUP reports		
d. Reenlistment/Extension contracts		
6. Evaluated missioning processes	――	――
a. Eligibility rosters		
b. Assigning objectives to subordinate units		

Performance Measures	**GO**	**NO-GO**
c. Maintain quarterly statistics		
7. Annotated deficiencies and give recommendations	——	——
8. Conducted outbrief (follow-up)	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References

Required	**Related**
AR 135-18	
AR 135-7	
AR 135-91	
AR 140-10	
AR 601-280	
AR 614-200	
AR 635-10	
AR 680-29	
DA FORM 4591-R	
DA PAM 611-21	
FM 22-100	

Subject Area 7: RC Supervisory/Operations

Review the Processing of Soldiers for Reserve Components
805B-79S-5002

Conditions: Given a requirement to review the processing of a Soldier for a Reserve Component enlistment/transfer and access to:

a. AR 135-7
b. AR 135-91
c. AR 140-10
d. AR 601-280
e. AR 635-5
f. AR 635-5-1
g. AR 635-10
h. DA Pam 351-4
i. DA Pam 611-21
j. Current HRC policies and processing procedures
k. Completed accesion packet
l. Completed DA Form 4591-R
m. Completed DA Form 5690-R

Standards: Review the processing of Soldiers for Reserve Components enlistment/transfer to verify that all required actions are completed.

Performance Steps

1. Review the processing of Soldiers transitioning into a Reserve Component by subordinate Career Counselors. Specifically:
    a. Eligibility
    b. Assignment
    c. Packet
    d. Options
    e. Incentives
     f. Counseling techniques

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	GO	NO-GO

1. Reviewed the processing of Soldiers transitioning into a Reserve Component by subordinate Career Counselors. Specifically:
    a. Eligibility
    b. Assignment
    c. Packet
    d. Options
    e. Incentives
     f. Counseling techniques
	——	——

Evaluation Guidance: Score the Soldiers "GO" if they pass all measures (P). Score them NO GO if they fail any measures (F). If they experience minor difficulty, you may make on-the-spot corrections. For major problems you may conduct corrective training.

References
  Required   **Related**
  AR 135-7
  AR 135-91
  AR 140-10
  AR 601-280
  AR 635-10
  AR 635-5
  AR 635-5-1
  DA FORM 4591-R
  DA FORM 5690-R
  DA PAM 351-4
  DA PAM 611-21

CHAPTER 4

Duty Position Tasks

	DUTY POSITION	SUBJECT AREA	CROSS TRAIN	RAIN-UP/MERGER
SL3	Career Counselor	1 thru 6	N/A	SL4 Career Counselor SL4 Operations NCO
SL4	Career Counselor (ASI 4R)	1 thru 7	N/A	SL4 Operations NCO SL5 Senior Career SL5 Operations NCO
SL4	Operations NCO	1 thru 7	N/A	SL5 Senior Career Counselor SL5 Operations NCO
SL5	Senior Career Counselor (ASI 4R)	1 thru 7	N/A	SL5 Operations NCO SL5 Command Career Counselor
SL5	Operations NCO	1 thru 7	N/A	SL5 Command Career Counselor

GLOSSARY

Section I
Acronyms & Abbreviations

AC	active component; assistant commandant
ACS	Army Community Service
AEA	assignment eligibility and availability
AMOS	additional awarded military occupational specialty
ANCOC	Advanced Noncommissioned Officer Course
AOS	additional obligated service
APFT	Army physical fitness test
AR	Army Regulation; Army Reserve
ARNG	Army National Guard
ASVAB	armed services vocational aptitude battery
AWOL	absent without leave
BAS	basic allowance for subsistence
BASD	basic active service date
BEAR	bonus extension and retraining
BNCOC	Basic Noncommissioned Officer Course
BSSRB	broken service selective reenlistment bonus
CG	Commanding General
CMF	career management field
CONUS	the continental United States
DA	Department of the Army
DCSS	declination of continued service statement
DEROS	date eligible for return from overseas
DOB	date of birth
DROS	date returned from overseas
EB	enlisted bonus

ECN	extension control number
ETS	Expiration Term of Service
FORSCOM	Forces Command
FOUO	for official use only
GCMCA	general court-martial convening authority
GED	general education development
HQDA	Headquarters, Department of the Army
IADT	initial active duty training
IAW	in accordance with
IRR	Individual Ready Reserve
MACOM	Major Army Command
MMRB	MOS/medical retention board
MOS	military occupational specialty
MPRJ	military personnel records jacket, U. S. Army
MSO	military service obligation
NCO	noncommissioned officer
NG	National Guard
NPS	nonprior service; new permanent station
OCONUS	outside the continental United States
OCS	officer candidate school
OMPF	official military personnel file
PCS	permanent change of station
PEB	physical evaluation board
PEBD	pay entry basic date
PLDC	primary leadership development course
PMOS	primary military occupational specialty
POI	program of instruction
PPES	physical performance evaluation system

PS	prior service; postal service
PT	physical training; point
RA	regular army
RC	reserve component
RCN	reenlistment control number
RE	reentry eligibility
RMB	Retention Management Branch
RPI	retention publicity item
RRB	regular reenlistment bonus
SGLI	servicemembers' group life insurance
SL	skill level
SM	Soldier's manual
SMCT	Soldier's Manual of Common Tasks
SMOS	secondary military occupational specialty
SOP	standing operating procedure
SPCMCA	special court-martial convening authority
SQI	skill qualification identifier
SRB	selective reenlistment bonus
SRR	service remaining requirement
STP	Soldier Training Publication
TDA	table of distribution and allowance
TIG	time in grade
TIS	time in service
TM	technical manual
TO&E	table of organization and equipment
TOE	table of organization and equipment
TOS	time on station
TPU	troop program units

TRADOC	Training and Doctrine Command
TSAM	The skill alignment module
UCMJ	uniform code of military justice
UIC	unit identification code
USAEEA	United States Army Enlistment Eligibility Activity
USAEREC	United States Army Enlisted Records and Evaluation Center
USAF	United States Air Force
USAR	U.S. Army Reserve
USMC	United States Marine Corps
USN	United States Navy

Section II
Terms

Warrior Ethos
The Warrior Ethos forms the foundation for the American Soldier's spirit and total commitment to victory, in peace and war, always exemplifying ethical behavior and Army Values. Soldiers put the mission first, refuse to accept defeat, never quit, and never leave behind a fellow American. Their absolute faith in themselves and their comrades makes the United States Army invariably persuasive in peace and invincible in war.

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations

AR 135-100	Appointment of Commissioned and Warrant Officers of the Army
AR 135-101	Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches
AR 135-18	The Active Guard/Reserve (AGR) Program
AR 135-200	Active Duty for Missions, Projects, and Training for Reserve Component Soldiers
AR 135-7	Incentive Programs
AR 135-9	Army National Guard and Army Reserve Participation in Joint Service Reserve Component Facility Boards
AR 135-91	Service Obligations, Methods of Fulfillment, Participation Requirements, And Enforcement Procedures
AR 140-10	Assignments, Attachments, Details, and Transfers
AR 140-111	U.S. Army Reserve Reenlistment Program
AR 15-185	Army Board for Correction of Military Records
AR 25-2	Information Assurance
AR 25-30	The Army Publishing Program
AR 25-400-2	The Army Record Information Management System (ARIMS)
AR 25-50	Preparing and Managing Correspondence
AR 25-52	Authorized Abbreviations, Brevity Codes and Acronyms
AR 25-55	The Department of the Army Freedom of Information Act Program
AR 27-10	Military Justice
AR 27-55	Notarial Services
AR 340-21	The Army Privacy Program
AR 350-1	Army Training and Education
AR 351-4	The Defense Institute of Security Assistance Management
AR 380-5	Department of the Army Information Security Program
AR 40-501	Standards of Medical Fitness
AR 600-20	Army Command Policy
AR 600-25	Salutes, Honors, and Visits of Courtesy
AR 600-37	Unfavorable Information
AR 600-4	Remission or Cancellation of Indebtedness for Enlisted Members
AR 600-60	Physical Performance Evaluation System
AR 600-8-10	Leaves and Passes
AR 600-8-104	Military Personnel Information Management/Records
AR 600-8-105	Military Orders
AR 600-8-11	Reassignment
AR 600-8-14	Identification Cards for Members of Uniformed Services, Their Family Members, and Other Eligible Personnel
AR 600-8-19	Enlisted Promotions and Reductions
AR 600-8-2	Suspension of Favorable Personnel Actions (FLAGS)
AR 600-9	The Army Weight Control Program

AR 601-210	Regular Army and Army Reserve Enlistment Program
AR 601-280	Army Retention Program
AR 611-1	Military Occupational Classification Structure Development and Implementation
AR 614-200	Enlisted Assignments and Utilization Management
AR 614-30	Overseas Service
AR 623-205	Noncommissioned Officer Evaluation Reporting System
AR 630-10	Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings
AR 635-10	Processing Personnel for Separation
AR 635-200	Active Duty Enlisted Administrative Separations
AR 635-5	Separation Documents
AR 635-5-1	Separation Program Designator (SPD) Codes
AR 680-29	Military Personnel Organization, and Type of Transaction Codes

Department of Army Forms

DA FORM 1315	Reenlistment Data
DA FORM 1695	Oath of Extension of Enlistment
DA FORM 2028	Recommended Changes to Publications and Blank Forms
DA FORM 2-1	Personnel Qualification Record, Part II
DA FORM 2446	Request for Orders
DA FORM 3072-R	Waiver of Disqualification for Reenlistment/Promotion in the Regular Army
DA FORM 3286	Statement for Enlistment, United States Army Enlistment Program, US Army Delayed Enlistment Program
DA FORM 3340-R	Request for Regular Army Reenlistment or Extension
DA FORM 3540-R	Certificate and Acknowledgement of US Army Reserve Service Requirements and Methods of Fulfillment
DA FORM 4126-R	Bar to Enlistment/Reenlistment Certificate
DA FORM 4187	Personnel Action
DA FORM 4591-R	Retention Data Worksheet
DA FORM 4789	Statement of Entitlement to Selective Reenlistment Bonus
DA FORM 4856	Developmental Counseling Form
DA FORM 4941-R	Statement of Option
DA FORM 4991-R	Declination of Continued Service Statement
DA FORM 5164-R	Hands-On Evaluation
DA FORM 5612	Certificate of Appreciation for Army Spouse of Reenlistees
DA FORM 5689	Oath of Enlistment
DA FORM 5690-R	Reserve Component Career Counselor Interview Record
DA FORM 5691-R	Request for Reserve Component Assignment Orders
DA FORM 61	Application for Appointment
DA FORM 705	Army Physical Fitness Test Scorecard
DA FORM 7249-R	Certificate and Acknowledgement 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

Department of Army Pamphlets

DA PAM 350-59	Army Correspondence Course Program Catalog
DA PAM 351-4	U. S. Army Formal Schools Catalog
DA PAM 600-8	Management and Administrative Procedures
DA PAM 600-8-1	Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures
DA PAM 600-8-2	Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures
DA PAM 601-5-2	Army Reserve REQUEST User's Manual
DA PAM 611-1	The Army Interview
DA PAM 611-21	Military Occupational Classification and Structure
DA PAM 623-205	The Noncommissioned Officer Evaluation Reporting System

Department of Defense Publications

DODFMR 700.14R	DOD Financial Management Regulation
DODFMR 7000.14-R, VOL 7A	Department of Defense Financial Management Regulation, Volume 7A Military Pay Policy and Procedures - Active Duty and Reserve Pay

Field Manuals

FM 5-0	Army Planning and Orders Production
FM 21-20	Physical Fitness Training
FM 22-100	Army Leadership
FM 7-0	Training the Force
FM 7-1	Battle Focused Training

Other Product Types

ARPC FORM 249-2-E	Chronological Statement of Retirement Points
DD FORM 149	Application for Correction of Military or Naval Record
DD FORM 1966 SERIES	Record of Military Processing Armed Forces of the United States
DD FORM 214	Certificate of Release or Discharge from Active Duty
DD FORM 2246	Applicant Medical Prescreening Form
DD FORM 2280	Armed Forces Fingerprint Card
DD FORM 256A	Honorable Discharge Certificate
DD FORM 4	Enlistment/Reenlistment Document-Armed Forces of the United States
MANUAL-MCM	Manual for Courts-Martial, United States
NGR 680-2	Automated Retirement Points Accounting System
RETAIN	Current RETAIN Messages
SF 88	Report of Medical Examination

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Correspondence Course Program Subcourses
FI 0809   Military Pay: Miscellaneous Actions and Procedures, Part I
IS 1401   Effective Army Writing
IS 1402   Preparation for Writing
IS 1403   Putting Your Thoughts on Paper
IS 1404   Spelling, Abbreviation, and Capitalization
IS 1405   Punctuation
IS 1406   Reviewing Your Writing
IS 1408   Effective Written Communications
RR 0005   Reserve Components Retention

Field Manuals
FM 27-14   Legal Guide for Soldiers

Other Product Types
RETAIN   Current RETAIN Messages

By Order of the Secretary of the Army:

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