

**Report Date:** 22 Jan 2014

**Summary Report for Individual Task  
805B-79S-4011  
Conduct a Retention Ceremony  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** You have a Soldier scheduled for a retention ceremony. You have 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 This task should not be trained in MOPP.

**Standard:** Conduct a retention ceremony for a reenlisting or extending Soldier by coordinating date, time and location. Coordinate photographic support. Ensure that United States flag is present and ceremony is rehearsed. Perform ceremony to include obtaining all required signatures, administration of the oath, and presentation of Certificate of Appreciation to the spouse (if applicable). Conduct a follow-up interview with the Soldier to ensure all incentives were received.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

## Performance Steps

### 1. Accomplish the following steps for a reenlistment:

#### a. Conduct pre-ceremonial activities

##### (1) Schedule reenlistment ceremony:

- (a) Schedule date of reenlistment and validate DA Form 3340
- (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 administering officer

- (a) Ensure that a biography 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) Verify that administering 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
- (9) Offer the administering officer the opportunity to make closing remarks
- (10) Offer the opportunity for the attendees to congratulate reenlisting Soldier

d. Conduct post-ceremonial activities

- (1) Verify that administering 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. Accomplish the following steps for an extension:

- a. Ensure an officer witnesses the Soldier's signature, and endorses the DA Form 1695
- b. Soldiers may, at their discretion, request administration of the Oath of Extension (follow steps as prescribed for reenlistment ceremony)

3. Extra considerations in a contingency operating environment

- a. Ensure air or ground transportation is available
- b. Coordinate security for movement and reenlistment site
- c. Get threat assesment from intelligence section
- d. Coordinate for Public Affairs coverage when available
- e. Coordinate with Civil Affairs and/or Protocol
- f. Conduct Rehearsal of Concept Drill prior to "outside-the-wire" reenlistments

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** None

**Evaluation Preparation:** None

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Accomplished the following steps for a reenlistment:			
a. Conducted pre-ceremonial activities			
(1) Scheduled reenlistment ceremony:			
(a) Scheduled date of reenlistment			
(b) Scheduled time of reenlistment			
(c) Coordinated location of reenlistment			
(d) Coordinated with Chain of Command			
(e) Ensured invitation of all attendees as applicable			
(f) Ensured coordination with the local Public Affairs Office as applicable			
(2) Coordinated the proper uniform for the reenlistment ceremony			
(3) Coordinated for photographic support			
(4) Conducted a pre-brief with the reenlisting Soldier and administering officer			
(a) Ensured that a biography card was prepared with the reenlisting Soldier's personal information			
(b) Verified the Soldier's preference of the Oath of Reenlistment			
(c) Ensured that all reenlistment incentives were explained to reenlisting Soldier			
b. Conducted retention activities immediately prior to reenlistment			
(1) Placed the U.S. Flag in the appropriate position for the ceremony			
(2) Rehearsed the ceremony			
(3) Gained the signatures of both the reenlisting Soldier and officer on the official certificates			
(4) Verified that administering officer ensured that the Soldier understood Article's 83 and 137 of UCMJ			
c. Conducted the reenlistment ceremony			
(1) Ensured proper entrance of the official party			
(2) Ensured that opening remarks were presented by the administering officer			
(3) Ensured the introduction of special guests			
(4) Called the ceremony to order			
(5) Ensured the proper administration of the Oath of Reenlistment			
(6) Ensured the presentation of the Certificate of Appreciation to the spouse (if applicable)			
(7) Conducted photo opportunity with the reenlisting Soldier and officer			
(8) Allowed Soldier the opportunity to make remarks			
(9) Offered the administering officer the opportunity to make closing remarks			
(10) Offered the opportunity for the attendees to congratulate reenlisting Soldier			
d. Conducted post-ceremonial activities			
(1) Verified that administering officer ensured that the Soldier understood Article's 85 and 86 of UCMJ			
(2) Reenlisting Soldier and officer signed DA Form 4 series, DA Form 3286, DA Form 3340, and all applicable documents			
(3) Ensured that copies of all official documents were provided to the Soldier			
(4) Ensured that a follow-up was conducted			
(5) Provided the Soldier with applicable Retention Publicity Items			
2. Accomplished the following steps for an extension:			
a. Ensured an officer witnessed the Soldier's signature, and endorsed the DA Form 1695			
b. Soldiers requested administration of the Oath of Extension (followed steps as prescribed for reenlistment ceremony)			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-280	Army Retention Program (*RAR 001, 09/15/2011)	Yes	No

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

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None