

Summary Report for Individual Task  
805B-79T-4205  
Evaluate a Unit's Retention Environment  
Status: Approved

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

**Destruction Notice:** None

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

**Condition:** On IDT weekend you and your NCOIC noticed that your assigned units morale seems low. You are directed by your NCOIC to assess the units retention environment. You have access to all required reference material.  
Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

**Standard:** Evaluate a Units Retention Environment by discussing the Unit Strength Maintenance Program with Unit Leadership, validating the Units SM Program, evaluating retention related areas, and identifying positive and negative trends.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** N/A

<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. Discuss the Unit Strength Maintenance Program with unit leadership.
  - a. Mission/Goals.
  - b. Family Readiness.
  - c. Soldier care / NCOES.
  - d. Unit Sponsorship Program.
  - e. Employer support of the Guard and Reserve (ESGR).
2. Validate the unit's SM program addresses the following:
  - a. Policies and Standard Operating Procedures.
  - b. Extension/immediate reenlistment objectives.
  - c. Responsibilities of unit leaders.
  - d. Retention binder.
  - e. Sponsorship and orientation programs.
  - f. Bars to extension/immediate reenlistment.
  - g. Family programs.
  - h. ESGR training and support.
3. Evaluate retention related areas:
  - a. Drill Attendance.
  - b. Retention objectives.
  - c. Extensions.
  - d. Unsatisfactory participants.
  - e. Maintain communication with members of the ING.
  - f. Expired ETS.
  - g. Negative End Strength.
4. Identify positive and negative trends by comparing the information gathered with published objectives, goals, and standards set by the commander.

(Asterisks indicates a leader performance step.)

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

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

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Discussed the unit Strength Maintenance Program with unit leadership.			
a. Mission / Goals.			
b. Family readiness.			
c. Soldier care / NCOES.			
d. Unit sponsorship program.			
e. ESGR.			
2. Validated the Unit's SM program:			
a. Policies and Standard Operating Procedures.			
b. Extension/immediate reenlistment objectives.			
c. Responsibilities of unit leaders.			
d. Retention binder.			
e. Sponsorship and orientation programs.			
f. Bars to extension/immediate reenlistment.			
g. Family programs.			
h. ESGR training and support.			
3. Evaluated retention related areas:			
a. Drill Attendance.			
b. Retention objectives.			
c. Extensions.			
d. Unsatisfactory participants.			
e. Maintained communication with members of the ING.			
f. Expired ETS.			
g. Negative End Strength.			
4. Identified positive and negative trends by comparing the information gathered with published objectives, goals, and standards set by the commander.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 601-210	Active and Reserve Components Enlistment Program	Yes	No
	NGR 601-1	Army National Guard Strength Maintenance Program	Yes	No
	SMTC18	State Specific Strength Maintenance SOP	Yes	No
	STATE R&R SOP	State Recruiting and Retention SOP	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.

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

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None

**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
79T ARNG Recruiting and Retention-SL4	Enlisted	MOS: 79T, Skill Level: SL4, ASI: V7, Duty Pos: REA, SQI: 4