

**Summary Report for Individual Task
805B-79T-3218
Evaluate a Unit's Retention Program
Status: Approved**

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: Your unit has had a recent change in leadership and the commander has asked you to evaluate the units retention program . You have access to general office equipment, supplies, units historical data, retention policies, RWS, and leadership guidance. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Meet with unit leadership to evaluate attrition and retention programs. Identify trends and recommend improvements.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Meet with unit leadership to discuss the unit's strength maintenance program.
 - a. Mission/Goals.
 - b. Family Readiness.
 - c. Unit Sponsorship Program
 - d. 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.
 - i. Soldiers with unfavorable actions.
 - j. Unit's strength objective.
3. Evaluate the following retention related areas:
 - a. How many Soldiers are not attending drill? Why?
 - b. Is the unit meeting retention objectives?
 - c. How many Soldiers who have extended/immediately reenlisted are-
 - (1) First Term?
 - (2) Careerists?
 - d. How many Soldiers eligible for reenlistment/immediate reenlistment?
 - e. Does the unit maintain contact with members of the ING?
 - f. Are the Soldier's performing their Military Occupational Specialty?

g. How has deployments impacted the Soldiers?

4. Evaluate the following attrition management areas.

a. Are there Soldiers not in authorized positions?

b. Are all Soldiers being properly utilized in their MOS?

c. Does the unit training plan include MOS specific training for all Soldiers?

d. Are initial entry training (IET) graduates being used to conduct training?

e. Does the unit maintain a current attrition management SOP IAW the state attrition management plan?

f. Does the unit comply with the attrition management plan?

g. Is the unit meeting attrition objectives?

h. Are Soldiers experiencing problems in receiving any of the following-

(1) Monthly pay?

(2) Incentive payments?

(3) GI Bill payments?

(4) Awards and decorations?

(5) Tricare Benefits?

(6) Required training for promotion and mandatory training for MOS?

i. Does the unit have a functional Family Readiness Group (FRG)?

j. Does the unit actively pursue employer support?

k. Do unit personnel actively refer people to become members of their unit?

l. Does the unit utilize Stay Guard surveys?

5. Identify positive and negative trends by comparing the information gathered with published objectives, goals, and standards set by the Commander.

6. Prepare a briefing to the Commander, 1SG, and Section Chief on the information gathered and any recommended changes. (see task Conduct a Military Briefing).

(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. Met with unit leadership to discuss a unit's strength maintenance program.			
2. Validated the unit's SM program addressed 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. Evaluated the following retention related areas:			
a. How many Soldiers are not attending drill? Why?			
b. Is the unit meeting retention objectives?			
c. How many Soldiers who have extended/immediately reenlisted are-			
(1) First Term?			
(2) Careerists?			
d. How many Soldiers are unsatisfactory participants?			
e. How many Soldiers eligible for reenlistment/immediate reenlistment?			
f. Does the unit maintain contact with members of the ING?			
4. Evaluated the following attrition management areas.			
a. Are there Soldiers not in authorized positions?			
b. Are all Soldiers being properly utilized in their MOS?			
c. Does the unit training plan include MOS specific training for all Soldiers?			
d. Are initial entry training (IET) graduates being used to conduct training?			
e. Does the unit maintain a current attrition management SOP IAW the state			
f. Attrition management plan?			
g. Does the unit comply with the attrition management plan?			
h. Is the unit meeting attrition objectives?			
i. Are Soldiers experiencing problems in receiving any of the following-			
(1) Monthly pay?			
(2) Incentive payments?			
(3) GI Bill payments?			
(4) Awards and decorations?			
(5) Tricare Benefits?			
j. Does the unit have a functional Family Readiness Group (FRG)?			
k. Does the unit actively pursue employer support?			
l. Do unit personnel actively refer people to become members of their unit?			
m. Does the unit utilize Stay Guard surveys?			
5. Identified positive and negative trends by comparing the information gathered with published objectives, goals, and standards set by the commander.			
6. Briefed the Commander, 1SG, and RRNCOIC on the information gathered and any recommended changes.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-20	Army Command Policy	Yes	No
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	No
	AR 623-3 Revision, March 31, 2014	Evaluation Reporting System http://www.apd.army.mil/pdffiles/r623_3.pdf	Yes	No
	FM 101-5	Staff Organization and Operations	Yes	No
	FM 6-22	SUPERSEDED BY ADRP 6-22, 1 AUGUST 2012 (ALL EXCEPT APPENDIX B) AND SUPERSEDED BY ATP 6-22.1, 1 JULY 2014 (APPENDIX B, EXCEPT PARAGRAPH B-2)	Yes	No
	NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	Yes	No
	NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	Yes	No
	NGR 601-280	Army National Guard Attrition Management Program	Yes	No
	NGR 680-1	Personnel Assets, Attendance and Accounting	Yes	No
	PAM 600-69 (Rescinded, February 06, 2014)	UNIT CLIMATE PROFILE, COMMANDERS HANDBOOK	Yes	No
	PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	Yes	No
	PAM 623-3 (Revision, March 31, 2014)	Evaluation Reporting System http://www.apd.army.mil/pdffiles/p623_3.pdf	Yes	No

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

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

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
USAR Company Commander First Sergeant	Any	LIC: YY
STRUCTURED SELF DEVELOPMENT COURSE (SSD I) ICTL	Enlisted	MOS: 000, Skill Level: SL1
79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4