

Training and Evaluation Outline Report

Task Number: 12-9-0070

Task Title: Conduct Retention Operations

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Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-11	REASSIGNMENT	Yes	No
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS	Yes	No
	AR 601-280	Army Retention Program (*RAR 001, 09/15/2011)	Yes	Yes
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	AR 614-30	OVERSEAS SERVICE	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	No

Condition: Career Counselors are deployed in support of Unified Land Operations. The supported commands operations order/deployment order directs the establishment of retention operations within the theater. The Senior Career Counselor within the theater of operations has responsibilities to activate a retention support cell with electronic mail accounts and 24-hour telephone service for the purpose of providing communication support to the deployed personnel/elements in accordance with (IAW) AR 601-280. The section will have appropriate connectivity to both NIPR and SIPR systems and access to all necessary automated personnel systems including the Reenlistment, Reclassification, and Assignment System. This will facilitate communication between the deployed personnel / elements the supported unit, the home station, and HRC for processing any required retention action. Conventional attacks by hostile aircraft and operations by ground elements are possible. Threat capabilities include information gathering, hostile force sympathizers, and terrorist activities in a Chemical, Biological, Radiological, Nuclear and high yield Explosives (CBRNE) environment. Some iterations of this task should be performed in MOPP 4.

Standard: Screen records of all Soldiers within 60 days of assignment to unit not serving on indefinite status to ensure they are entered into RETAIN. Career Counselors must also complete a DA Form 4591-R, Retention Data Worksheet, for all non-indefinite Soldiers with 100% accuracy, in accordance with AR 601-280. Coordinate with unit G-6/S-6 for network connectivity into required databases and automated systems. Obtain sufficient office equipment and supplies; computer, appropriate software, scanner, printer, United States (U.S.) flag, camera, etc., IAW AR 601-280.

Safety Risk: Low

Task Statements

Cue: None

DANGER

Leaders have an inherent responsibility to conduct Composite Risk Management to ensure the safety of all Soldiers and promote mission accomplishment.

WARNING

Composite Risk Management is the Army's primary decision-making process to identify hazards, reduce risk, and prevent both accidental and tactical loss. All Soldiers have the responsibility to learn and understand the risks associated with this task.

CAUTION

Identifying hazards and controlling risks across the full spectrum of Army functions, operations, and activities is the responsibility of all Soldiers.

Remarks: None

Notes: Managing risks is the responsibility of all leaders. Regardless of where the task is conducted, field or garrison, the identification of possible hazards for personnel and equipment is essential to mission accomplishment. Risk management activities are continuous and are performed simultaneously with other operational tasks. Once identified potential hazards must be eliminated or reduced to an acceptable level. Leaders must always consider the local constraints and restrictions for their current operating area.

TASK STEPS

* 1. Army Command Career Counselor receives retention objectives from their ACOM/ASCC/DRU and distributes throughout their subordinate commands.

- a. Oversee all operations, actions, and incidences of subordinate units to ensure compliance with established standards and regulatory guidance.
- b. Monitor subordinate units to ensure retention programs are staffed with MOS qualified Career Counselors.
- c. Assist Career Counselor as needed in obtaining equipment and assets.
- d. Maintain and publish statistics on Army Retention Program eligible's, missions, and accomplishments.
- e. Ensure subordinate commanders accomplish missions, functions, tasks, and responsibilities.
- f. Analyze and report retention impacting trends to command and higher HQs.
- g. Establish a retention awards program for command recognition.
- h. Accomplish retention missions consistent with goals of the Army Retention Program.
- i. Maintain communications with subordinate units and higher echelons.
- j. Conduct Staff Assistance Visits and training for all subordinate units.
- k. Establish and monitor quality control for all pertinent Soldier data and retention related contractual documents.
- l. Establish and manage attrition management controls (i.e., Bars to Reenlistment and Declination of Continued Service Statements).
- m. Include retention operations in all OPORDs, OPLANs, and SOPs.

* 2. Brigade Career Counselor develops a plan for achieving mission accomplishment and produces a retention mission for their subordinate Career Counselors.

- a. Oversee operations, actions, and incidences of subordinate units to ensure compliance with regulatory guidance and directives.
- b. Maintain and publish statistics on command retention eligible, missions, and accomplishments.
- c. Establish a retention awards program for command recognition.
- d. Conduct Staff Assistance Visits and training for all subordinates.
- e. Coordinate with staff principals to ensure subordinate units have all required equipment, software, and supplies needed for retention operations at all levels of readiness.
- f. Ensure units have screened all Soldiers' records.
- g. Include retention operations in unit SOPs.
- h. Ensure Soldiers not on an indefinite status are entered in RETAIN.

- i. Accomplish retention missions consistent with goals of the Army Retention Program.
- j. Oversee and assist retention efforts of subordinate units.
- k. Establish and monitor quality control for all pertinent Soldier data and retention related contractual documents.
- l. Establish and manage attrition management controls (i.e., Bars to Reenlistment and Declination of Continued Service Statements).
- m. Coordinate with the brigade S-3 and S-6 to ensure communications (network) are available to support retention mission.
- n. Verify Career Counselors and unit leadership locations.
- o. Locate/contact local finance, HR services, and other supporting agencies and establish working procedures.
- p. Establish a communication and distribution system with rear detachment retention elements.
- q. Ensure workspace is secured.
- r. Promote and advertise the Army Retention Program through the use of retention publicity items (RPI's).

* 3. Battalion Career Counselor manages their retention program and is responsible for achieving their retention mission issued from their higher command.

- a. Accomplish retention missions consistent with goals of the Army Retention Program.
- b. Include retention operations in unit SOPs.
- c. Coordinate with staff principals to ensure subordinate units have all required equipment, software, and supplies for retention operations at all levels of readiness.
- d. Maintain Career Counselor and unit leadership locations.
- e. Locate/contact local finance, HR services, and other supporting agencies and establish working procedures.
- f. Provide reports as required.
- g. Coordinate transportation to Soldiers' locations.
- h. Ensure workspace is secured.
- i. Counsel Soldiers on how current Army policies, bonus incentives, and opportunities in the RC affect retention options.
- j. Establish and monitor quality control for all pertinent Soldier data and retention related contractual documents.
- k. Establish and manage attrition management controls (i.e., Bars to Reenlistment and Declination of Continued Service Statements).
- l. Promote the Army Retention Program and ensure that retention publicity items are available at all times.

Step Number	Task Number	Title	Proponent	Status
	805K-79S-4007	Process a Service Remaining Requirement	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4008	Process a Reclassification Action	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4009	Process a Retention Packet	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4012	Process a Request for Cancellation of Extension	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4014	Process a Bar to Reenlistment	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4111	Manage a Retention Mission	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4112	Manage a Retention Budget	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4205	Conduct a Retention Briefing	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4303	Conduct a Retention Integration Counseling	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4305	Conduct a Sustainment Counseling Session	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-4405	Perform a Quality Control Check of a Retention Packet	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-5003	Evaluate Unit Retention Activities	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved
	805K-79S-5119	Conduct a Retention Professional Development/Career Development Counseling	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved

Supporting Drill Task(s): None

Supported AUTL/UJTL Task(s):

Task ID	Title
ART 4.2.1.1.5	Conduct Retention Operations

TADSS

Step ID	TADSS ID	Title	Product Type	Quantity
No TADSS specified				

Equipment (LIN)

Step ID	LIN	Nomenclature	Qty
	FH6039	Sony Digital Camera	1
	WF4571	Flag, National	1
	70209N	Computer, Personal Workstation	1

Materiel Items (NSN)

Step ID	NSN	LIN	Title	Qty
No materiel items specified				

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. None

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. Safety in performing tasks and within the work/task environment is everyone's responsibility. Supervisors and leaders must ensure a safe and healthful workplace by inspecting the area for hazards and promptly taking action as required to correct hazards. Leaders increase safety by ensuring that Soldiers and Army Civilians are trained and competent to perform their work safely, efficiently, and effectively. Counsel and take action as necessary with Soldiers or Army Civilians who fail to follow safety standards, rules and regulations, including the use of personal protective clothing and equipment, and seatbelts. Leaders should hold all personnel accountable for accidents and property damage, occurring in operations under their direct supervision and control. (See AR 385-10, The Army Safety Program).