

**Summary Report for Individual Task
805B-79T-3405
Evaluate a Unit's Retention Environment
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: Given a requirement to assess the unit's retention environment; with access to unit personnel, reference materials and automated retention resources.

Standard: The Soldier will receive an overall GO on this task by receiving an overall GO on every performance measure.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
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 the Soldier a GO if all performance measures are passed (P). Score the Soldier a NO GO if any performance measure is failed (F).

Evaluation Preparation: Ensure that the Soldier being evaluated has access to all equipment and references required to successfully complete this task.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Discussed the Unit Strength Maintenance Program with unit leadership.			
2. Validated the unit's Strength Maintenance Program.			
3. Evaluated retention related areas.			
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. 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
79T-ARNG Recruiting and Retention-SL3	Enlisted	MOS: 79T, Skill Level: SL3, ASI: V7, Duty Pos: REA, SQI: 4