STP 12-79S25-SM-TG

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SOLDIER'S MANUAL and TRAINER'S GUIDE

MOS 79S

Soldier's Manual and Trainer's Guide, Skill Levels 3/4/5, MOS 79S, Career Counselor

Skill Levels 3, 4 and 5



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PREFACE

This publication is for skill level (SL) 3/4/5 soldiers holding Military Occupational Specialty (MOS) 79S to include Company Reenlistment NCOs appointed in an additional duty capacity. It contains standardized training objectives in the form of task summaries. Leaders will use these objectives to train and evaluate soldiers on critical tasks, which support their unit mission.

Soldiers holding MOS 79S SL 3/4/5 must have access to this publication. It should be made available in the soldier's work area, in the unit's learning center and libraries. Commanders will ensure that an adequate supply of this manual has been ordered from US Army Publications Distribution Center (USAPDC) under pinpoint distribution procedures. The quantity ordered should be based on the authorized MOS strength of the units TDA, TOE, or MTOE.

This manual applies to both Active and Reserve component soldiers.

Users of this publication are encouraged to recommend changes to improve it. Link all comments to the specific page, paragraph, and line of the text in which the change is recommended. Provide reasons for each comment to ensure understanding and complete evaluation. Send comments and recommendations on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, US Army Soldier Support Institute, ATTN: ATSG-RR, Fort Jackson, SC. 29207-7065.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

CHAPTER 1

Introduction

CHAPTER 1 OVERVIEW

1-1. GENERAL. The soldier training publication (STP) identifies the individual military occupational specialty (MOS) and area of concentration (AOC) training requirements for soldiers in various specialties, for example, MOSs 11BCHM, infantry skill levels 2-4. Another source of STP task data is the General Dennis J. Reimer Training and Doctrine Digital Library at http://www.adtdl.army.mil/atdls.htm. Commanders, trainers, and soldiers should use the STP to plan, conduct, and evaluate individual training in units. The STP is the primary MOS/AOC reference to support the self-development and training of every soldier in the unit. It is used with the Soldier's Manual of Common Tasks, Army training and evaluation programs (ARTEPs), and FM 7-0, *Training the Force*, to establish effective training plans and programs that integrate soldier, leader, and collective tasks. This chapter explains how to use the STP in establishing an effective individual training program. It includes doctrinal principles and implications outlined in FM 7-0. Based on these guidelines, commanders and unit trainers must tailor the information to meet the requirements for their specific unit.

1-2. TRAINING REQUIREMENT. Every soldier, noncommissioned officer (NCO), warrant officer, and officer has one primary mission -- to be trained and ready to fight and win our nation's wars. Success in battle does not happen by accident; it is a direct result of tough, realistic, and challenging training.

a. Operational Environment



(1) Commanders and leaders at all levels must conduct training with respect to a wide variety of operational missions across the full spectrum of operations; See below, these operations may include combined arms, joint, multinational, and interagency considerations, and span the entire breadth of terrain and environmental possibilities. Commanders must strive to set the daily training conditions as closely as possible to those expected for actual operations.

(2) The operational missions of the Army include not only war, but also military operations other than war (MOOTW). Operations may be conducted as major combat operations, a small-scale contingency, or a peacetime military engagement. Offensive and defensive operations normally dominate military operations in war along with some small-scale contingencies. Stability operations and support operations dominate in MOOTW. Commanders at all echelons may combine different types of operations simultaneously and sequentially to accomplish missions in war and MOOTW. These missions require training since future conflict will likely involve a mix of combat and MOOTW, often concurrently. The range of possible missions complicates training. Army forces cannot train for every possible mission; they train for war and prepare for specific missions as time and circumstances permit.

(3) Our forces today use a train-alert-deploy sequence. We cannot count on the time or opportunity to correct or make up training deficiencies after deployment. Maintaining forces that are ready now, places increased emphasis on training and the priority of training. This concept is a key link between operational and training doctrine.

(4) Units train to be ready for war based on the requirements of a precise and specific mission; in the process they develop a foundation of combat skills that can be refined based on the requirements of the assigned mission. Upon alert, commanders assess and refine from this foundation of skills. In the train-alert-deploy process, commanders use whatever time the alert cycle provides to continue refinement of mission-focused training. Training continues during time available between alert notification and deployment, between deployment and employment, and even during employment as units adapt to the specific battlefield environment and assimilate combat replacements.

b. How the Army Trains the Army

(1) Training is a team effort and the entire Army -- Department of the Army, major commands (MACOMs), the institutional training base, units, the combat training centers (CTCs), each individual soldier and the civilian workforce -- has a role that contributes to force readiness. Department of the Army and MACOMs are responsible for resourcing the Army to train. The Institutional Army, including schools, training centers, and NCO academies, for example, train soldiers and leaders to take their place in units in the Army by teaching the doctrine and tactics, techniques, and procedures (TTP). Units, leaders, and individuals train to standard on their assigned critical individual tasks. The unit trains first as an organic unit and then as an integrated component of a team. Before the unit can be trained to function as a team, each soldier must be trained to perform their individual supporting tasks to standard. Operational deployments and major training opportunities, such as major training exercises, CTCs, and ARTEPs provide rigorous, realistic, and stressful training and operational experience

under actual or simulated combat and operational conditions to enhance unit readiness and produce bold, innovative leaders. The result of this Army-wide team effort is a training and leader development system that is unrivaled in the world. Effective training produces the force -- soldiers, leaders, and units -- that can successfully execute any assigned mission.

(2) The Army Training and Leader Development Model (Figure 1-1) centers on developing trained and ready units led by competent and confident leaders. The model depicts an important dynamic that creates a lifelong learning process. The three core domains that shape the critical learning experiences throughout soldier's and leader's time span are the operational, institutional, and self-development domains. Together, these domains interact using feedback and assessment from various sources and methods to maximize warfighting readiness. Each domain has specific, measurable actions that must occur to develop our leaders.

- The operational domain includes home station training, CTC rotations, and joint training exercises and deployments that satisfy national objectives. Each of these actions provides foundational experiences for soldier, leader, and unit development.
- The institutional domain focuses on educating and training soldiers and leaders on the key knowledge, skills and attributes required for operating in any environment. It includes individual, unit and joint schools, and advanced education.
- The self-development domain, both structured and informal, focuses on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.

(3) Throughout this lifelong learning and experience process, there is formal and informal assessment and feedback of performance to prepare leaders and soldiers for their next level of responsibility. Assessment is the method used to determine the proficiency and potential of leaders against a known standard. Feedback must be clear, formative guidance directly related to the outcome of training events measured against standards.



Figure 1-1. Army Training and Leader Development Model

FIGURE 1-1

c. Leader Training and Leader Development

(1) Competent and confident leaders are a prerequisite to the successful training of units. It is important to understand that leader training and leader development are integral parts of unit readiness. Leaders are inherently soldiers first and should be technically and tactically proficient in basic soldier skills. They are also adaptive, capable of sensing their environment, adjusting the plan when appropriate, and properly applying the proficiency acquired through training.

(2) Leader training is an expansion of these skills that qualifies them to lead other soldiers. As such, doctrine and principles of training require the same level of attention of senior commanders. Leader training occurs in the Institutional Army, the unit, the CTCs, and through self-development. Leader training is just one portion of leader development.

(3) Leader development is the deliberate, continuous, sequential, and progressive process, grounded in Army values, that grows soldiers and civilians into competent and confident leaders capable of decisive action. Leader development is achieved through the life-long synthesis of the knowledge, skills, and experiences gained through institutional training and education, organizational training, operational experience, and self-development. Commanders play the key roll in leader development that ideally produces tactically and technically competent, confident, and adaptive leaders who act with boldness and initiative in dynamic, complex situations to execute mission-type orders achieving the commander's intent.

d. Training Responsibility. Soldier and leader training and development continue in the unit. Using the institutional foundation, training in organizations and units focuses and hones individual and team skills and knowledge.

(1) Commander Responsibility

(a) The unit commander is responsible for the wartime readiness of all elements in the formation. The commander is, therefore, the primary trainer of the organization and is responsible for ensuring that all training is conducted in accordance with the STP to the Army standard.

(b) Commanders ensure STP standards are met during all training. If a soldier fails to meet established standards for identified MOS tasks, the soldier must retrain until the tasks are performed to standard. Training to standard on MOS tasks is more important than completion of a unit training event such as an ARTEP. The objective is to focus on sustaining MOS proficiency -- this is the critical factor commanders must adhere to when training individual soldiers units.

(2) NCO Responsibility

(a) A great strength of the US Army is its professional NCO Corps who takes pride in being responsible for the individual training of soldiers, crews, and small

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teams. The NCO support channel parallels and complements the chain of command. It is a channel of communication and supervision from the Command Sergeant Major (CSM) to the First Sergeants (1SGs) and then to other NCOs and enlisted personnel. NCOs train soldiers to the non-negotiable standards published in STPs. Commanders delegate authority to NCOs in the support channel as the primary trainers of individual, crew, and small team training. Commanders hold NCOs responsible for conducting standards-based, performance-oriented, battle-focused training and providing feedback on individual, crew, and team proficiency. Commanders define responsibilities and authority of their NCOs to their staffs and subordinates.

(b) NCOs continue the soldierization process of newly assigned enlisted soldiers and begin their professional development. NCOs are responsible for conducting standards-based, performance-oriented, and battle-focused training. They identify specific individual, crew and small team tasks that support the unit's collective mission essential tasks; plan, prepare, rehearse, and execute training; and evaluate training through conducting after action reviews (AARs) to provide feedback to the commander on individual, crew, and small team proficiency. Senior NCOs coach junior NCOs to master a wide range of individual tasks.

(3) Soldier Responsibility. Each soldier is responsible for performing individual tasks identified by the first-line supervisor based on the unit's mission essential task list (METL). Soldiers must perform tasks to the standards included in the task summary. If soldiers have questions about tasks or which tasks in this manual they must perform, they are responsible for asking their first-line supervisor for clarification, assistance, and guidance. First-line supervisors know how to perform each task or can direct soldiers to appropriate training materials, including current field manuals, technical manuals, and Army regulations. Soldiers are responsible for using these materials to maintain performance. They are also responsible for maintaining standard performance levels of all Soldiers' Manual of Common Tasks at their current skill level and below. Periodically, soldiers should ask their supervisor or another soldier to check their performance to ensure that they can perform the tasks.

1-3. BATTLE-FOCUSED TRAINING. Battle focus is a concept used to derive peacetime training requirements from assigned and anticipated missions. The priority of training in units is to train to standard on the wartime mission. Battle focus guides the planning, preparation, execution and assessment of each organization's training program to ensure its members train as they are going to fight. Battle focus is critical throughout the entire training process and is used by commanders to allocate resources for training based on wartime and operational mission requirements. Battle focus enables commanders and staffs at all echelons to structure a training program that copes with non-mission-related requirements while focusing on mission essential training activities. It is recognized that a unit cannot attain proficiency to standard on every task whether due to time or other resource constraints. However, unit commanders can achieve a successful training program by consciously focusing on a reduced number of METL tasks that are essential to mission accomplishment.

a. Linkage Between METL and STP. A critical aspect of the battle focus concept is to understand the responsibility for and the linkage between the collective mission essential tasks and the individual tasks that support them. For example, the commander and the CSM/1SG must jointly coordinate the collective mission essential tasks and supporting individual tasks on which

the unit will concentrate its efforts during a given period. This task hierarchy is provided in the task database at the Reimer Digital Library. The CSM/1SG must select the specific individual tasks that support each collective task to be trained. Although NCOs have the primary role in training and sustaining individual soldier skills, officers at every echelon remain responsible for training to established standards during both individual and collective training. Battle focus is applied to all missions across the full spectrum of operations.

b. Relationship of STPs to Battle-focused Training. The two key components of any STP are the soldier's manual (SM) and training guide (TG). Each gives leaders important information to help implement the battle-focused training process. The training guide relates soldier and leader tasks in the MOS and skill level to duty positions and equipment. It states where the task is trained, how often training should occur to sustain proficiency, and who in the unit should be trained. As leaders assess and plan training, they should rely on the training guide to help identify training needs.

(1) Leaders conduct and evaluate training based on Army-wide training objectives and on the task standards published in the soldier's manual task summaries or in the Reimer Digital Library. The task summaries ensure that --

- Trainers in every unit and location define task standards the same way
- Trainers evaluate all soldiers to the same standards

(2) Figure 1-2 shows how battle-focused training relates to the training guide and soldier's manual:

- The left column shows the steps involved in training soldiers
- The right column shows how the STP supports each of these steps

BATTLE-FOCUS PROCESS	STP SUPPORT PROCESS
Select supporting soldier tasks	Use TG to relate tasks to METL
Conduct training assessment	Use TG to define what soldier tasks to
	assess
rdrw15rw10Determine training	Use TG to set objectives
objectives	
Determine strategy; plan for training	Use TG to relate soldier tasks to
	strategy
Conduct pre-execution checks	Use SM task summary as source for
	task performance
Execute training; conduct after	Use SM task summary as source for
action review	task performance
Evaluate training against established	Use SM task summary as standard
standards	for evaluation
Evaluate training against established standards	Use SM task summary as standard

Figure 1-2. Relationship of Battle-focused Training and STP

1-4. TASK SUMMARY FORMAT. Task summaries outline the wartime performance requirements of each critical task in the SM. They provide the soldier and the trainer with the

information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information the soldier must know and the skills that he must perform to standard for each task. The format of the task summaries included in this SM is as follows:

a. Task Number. A 10-digit number identifies each task or skill. This task number, along with the task title, must be included in any correspondence pertaining to the task.

b. Task Title. The task title identifies the action to be performed.

c. Conditions. The task conditions identify all the equipment, tools, references, job aids, and supporting personnel that the soldier needs to use to perform the task in wartime. This section identifies any environmental conditions that can alter task performance, such as visibility, temperature, or wind. This section also identifies any specific cues or events that trigger task performance, such as a chemical attack or identification of a threat vehicle.

d. Standards. The task standard describes how well and to what level the task must be performed under wartime conditions. Standards are typically described in terms of accuracy, completeness, and/or speed.

e. Training and Evaluation. The training evaluation section identifies specific actions, known as performance steps, that the soldier must do to successfully complete the task. These actions are in the evaluation guide section of the task summary and are listed in a pass/fail format for easy evaluation. For some tasks, the training and evaluation section may also include detailed training information in a training information outline and an evaluation preparation section. The evaluation preparation section indicates necessary modifications to task performance in order to train and evaluate a task that cannot be trained to the wartime conditions. It may also include special training and evaluation preparation instructions to accommodate these modifications, and any instructions that should be given to the soldier before evaluation.

f. References. This section identifies references that provide more detailed and thorough explanations of task performance requirements than those given in the task summary description.

g. Warnings. Warnings alert users to the possibility of immediate personal injury or damage to equipment.

h. Notes. Notes provide a supportive explanation or hint that relates to the performance standards.

1-5. TRAINING EXECUTION. All good training, regardless of the specific collective, leader, and individual tasks being executed, must comply with certain common requirements. These include adequate preparation, effective presentation and practice, and thorough evaluation. The execution of training includes preparation for training, conduct of training, and recovery from training.

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a. Preparation for Training. Formal near-term planning for training culminates with the publication of the unit training schedule. Informal planning, detailed coordination, and preparation for executing the training continue until the training is performed. Commanders and other trainers use training meetings to assign responsibility for preparation of all scheduled training. Preparation for training includes selecting tasks to be trained, planning the conduct of the training, training the trainers, reconnaissance of the site, issuing the training execution plan, and conducting rehearsals and pre-execution checks. Pre-execution checks are preliminary actions commanders and trainers use to identify responsibility for these and other training support tasks. They are used to monitor preparation activities and to follow up to ensure planned training is conducted to standard. Pre-execution checks are a critical portion of any training meeting. During preparation for training, battalion and company commanders identify and eliminate potential training distracters that develop within their own organizations. They also stress personnel accountability to ensure maximum attendance at training.

(1) Subordinate leaders, as a result of the bottom-up feed from internal training meetings, identify and select the individual tasks necessary to support the identified training objectives. Commanders develop the tentative plan to include requirements for preparatory training, concurrent training, and training resources. At a minimum, the training plan should include confirmation of training areas and locations, training ammunition allocations, training simulations and simulators availability, transportation requirements, soldier support items, a risk management analysis, assignment of responsibility for the training, designation of trainers responsible for approved training, and final coordination. The time and other necessary resources for retraining must also be an integral part of the original training plan.

(2) Leaders, trainers, and evaluators are identified, trained to standard, and rehearsed prior to the conduct of the training. Leaders and trainers are coached on how to train, given time to prepare, and rehearsed so that training will be challenging and doctrinally correct. Commanders ensure that trainers and evaluators are not only tactically and technically competent on their training tasks, but also understand how the training relates to the organization's METL. Properly prepared trainers, evaluators, and leaders project confidence and enthusiasm to those being trained. Trainer and leader training is a critical event in the preparation phase of training. These individuals must demonstrate proficiency on the selected tasks prior to the conduct of training.

(3) Commanders, with their subordinate leaders and trainers, conduct site reconnaissance, identify additional training support requirements, and refine and issue the training execution plan. The training plan should identify all those elements necessary to ensure the conduct of training to standard. Rehearsals are essential to the execution of good training. Realistic, standards-based, performance-oriented training requires rehearsals for trainers, support personnel, and evaluators. Preparing for training in Reserve Component (RC) organizations can require complex pre-execution checks. RC trainers must often conduct detailed coordination to obtain equipment, training support system products and ammunition from distant locations. In addition, RC pre-execution checks may be required to coordinate Active Component assistance from the numbered CONUSA, training support divisions, and directed training affiliations.

b. Conduct of Training. Ideally, training is executed using the crawl-walk-run approach. This allows and promotes an objective, standards-based approach to training. Training starts at the basic level. Crawl events are relatively simple to conduct and require minimum support from the unit. After the crawl stage, training becomes incrementally more difficult, requiring more resources from the unit and home station, and increasing the level of realism. At the run stage, the level of difficulty for the training event intensifies. Run stage training requires optimum resources and ideally approaches the level of realism expected in combat. Progression from the walk to the run stage for a particular task may occur during a one-day training exercise or may require a succession of training periods over time. Achievement of the Army standard determines progression between stages.

(1) In crawl-walk-run training, the tasks and the standards remain the same; however, the conditions under which they are trained change. Commanders may change the conditions, for example, by increasing the difficulty of the conditions under which the task is being performed, increasing the tempo of the task training, increasing the number of tasks being trained, or by increasing the number of personnel involved in the training. Whichever approach is used, it is important that all leaders and soldiers involved understand in which stage they are currently training and understand the Army standard.

(2) An AAR is immediately conducted and may result in the need for additional training. Any task that was not conducted to standard should be retrained. Retraining should be conducted at the earliest opportunity. Commanders should program time and other resources for retraining as an integral part of their training plan. Training is incomplete until the task is trained to standard. Soldiers will remember the standard enforced, not the one discussed.

c. Recovery From Training. The recovery process is an extension of training, and once completed, it signifies the end of the training event. At a minimum, recovery includes conduct of maintenance training, turn-in of training support items, and the conduct of AARs that review the overall effectiveness of the training just completed.

(1) Maintenance training is the conduct of post-operations preventive maintenance checks and services, accountability of organizational and individual equipment, and final inspections. Class IV, Class V, TADSS and other support items are maintained, accounted for, and turned-in, and training sites and facilities are closed out.

(2) AARs conducted during recovery focus on collective, leader, and individual task performance, and on the planning, preparation and conduct of the training just completed. Unit AARs focus on individual and collective task performance, and identify shortcomings and the training required to correct deficiencies. AARs with leaders focus on tactical judgment. These AARs contribute to leader learning and provide opportunities for leader development. AARs with trainers and evaluators provide additional opportunities for leader development.

1-6. TRAINING ASSESSMENT. Assessment is the commander's responsibility. It is the commander's judgment of the organization's ability to accomplish its wartime operational mission. Assessment is a continuous process that includes evaluating individual training,

conducting an organizational assessment, and preparing a training assessment. The commander uses his experience, feedback from training evaluations, and other evaluations and reports to arrive at his assessment. Assessment is both the end and the beginning of the training management process. Training assessment is more than just training evaluation, and encompasses a wide variety of inputs. Assessments include such diverse systems as training, force integration, logistics, and personnel. It provides the link between the unit's performance and the Army's standard. Evaluation of training is, however, a major component of assessment. Training evaluations provide the commander with feedback on the demonstrated training proficiency of soldiers, leaders, battle staffs, and units. Commanders cannot personally observe all training in their organization and, therefore, gather feedback from their senior staff officers and NCOs.

a. Evaluation of Training. Training evaluations are a critical component of any training assessment. Evaluation measures the demonstrated ability of soldiers, commanders, leaders, battle staffs and units against the Army standard. Evaluation of training is integral to standards-based training and is the cornerstone of leader training and leader development. STPs describe standards that must be met for each soldier task.

(1) All training must be evaluated to measure performance levels against the established Army standard. The evaluation can be as fundamental as an informal, internal evaluation performed by the leader conducting the training. Evaluation is conducted specifically to enable the individual undergoing the training to know whether the training standard has been achieved. Commanders must establish a climate that encourages candid and accurate feedback for the purpose of developing leaders and trained soldiers.

(2) Evaluation of training is not a test; it is not used to find reasons to punish leaders and soldiers. Evaluation tells soldiers whether or not they achieved the Army standard and, therefore, assists them in determining the overall effectiveness of their training plans. Evaluation produces disciplined soldiers, leaders and units. Training without evaluation is a waste of time and resources.

(3) Leaders use evaluations as an opportunity to coach and mentor soldiers. A key element in developing leaders is immediate, positive feedback that coaches and leads subordinate leaders to achieve the Army standard. This is a tested and proven path to develop competent, confident adaptive leaders.

b. Evaluators. Commanders must plan for formal evaluation and must ensure the evaluators are trained. These evaluators must also be trained as facilitators to conduct AARs that elicit maximum participation from those being trained. External evaluators will be certified in the tasks they are evaluating and normally will not be dual slotted as a participant in the training being executed.

c. Role of Commanders and Leaders. Commanders ensure that evaluations take place at each echelon in the organization. Commanders use this feedback to teach, coach, and mentor their subordinates. They ensure that every training event is evaluated as part of training execution and that every trainer conducts evaluations. Commanders use evaluations to focus

command attention by requiring evaluation of specific mission essential and battle tasks. They also take advantage of evaluation information to develop appropriate lessons learned for distribution throughout their commands.

d. After Action Review. The AAR, whether formal or informal, provides feedback for all training. It is a structured review process that allows participating soldiers, leaders, and units to discover for themselves what happened during the training, why it happened, and how it can be done better. The AAR is a professional discussion that requires the active participation of those being trained. FM 7-1 provides detailed instructions for conducting an AAR and detailed guidance on coaching and critiquing during training.

1-7. TRAINING SUPPORT. References have been identified for each task to assist in planning and conducting training. A consolidated list of references identified by type, publication number, and title and a comprehensive glossary of acronyms, abbreviations, and definitions are included in this STP.

1-8. FEEDBACK. Recommendations for improvement of this STP are requested. Feedback will help to ensure that this STP answers the training needs of units in the field. There is a questionnaire at the end of this STP to make it easier to send recommendations and comments.

CHAPTER 2

Training Guide

2-1. GENERAL.

a. The TG identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the TG is a guide used for conducting unit training and is not considered to be a rigid standard.

b. The TG provides the following information necessary for planning training requirements for the MOS:

- (1) Identifies subject areas in which to train soldiers.
- (2) Identifies the critical tasks for each subject area.
- (3) Specifies how soldiers are trained to standard on each task.
- (4) Recommends how often to train soldiers on each task to sustain proficiency.
- (5) Recommends a strategy for cross training.
- (6) Recommends a strategy for training soldiers to perform higher-level tasks.

2-2. BATTLE-FOCUSED TRAINING.

a. As described in FM 7-0, Training the Force, and FM 25-101, Battle Focused Training, the commander must define the Mission-Essential Task List (METL) as the basis for unit training.

b. Unit leaders use the METL to identify the collective, leader, and soldier task, which support accomplishing the task in the METL.

c. Unit leaders then assess the status of the training, lay out the training objectives, and make a plan for accomplishing needed training. After preparing the long- and short-range plans, they then conduct and evaluate training. The unit's training preparedness is then re assessed, and the training management cycle begins again. This process ensures that the unit has identified the following:

(1) The kind of training that is important for the wartime mission.

- (2) That the training focus is applied to the necessary training.
- (3) That the training meets the established objectives and standards.

2-3. RELATIONSHIP OF SOLDIER TRAINING PUBLICATIONS (STPs) TO BATTLE-FOCUSED TRAINING.

a. The two key components of enlisted STPs are the Training Guide (TG) and Soldier's Manual (SM). They give leaders important information, which helps them develop battle-focused training.

b. The TG relates soldier and leader tasks in the MOS and SL to duty positions and equipment. As leaders go through the assessment and planning stages, they should use the TG as an important tool in identifying WHAT needs to be trained.

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c. Leaders conducting and evaluating soldier and leader training should rely on the Army-wide training objectives and standards in the SM. The SM ensures that soldiers in any unit or location have the same definition of task performance and that trainers evaluate the soldiers to the same standard.

2-4. TRAINER'S RESPONSIBILITIES. Training soldier and leader tasks to standard and relating this training to collective mission essential tasks are the NCO trainer's responsibilities. Trainers use the following steps to plan and evaluate training:

a. Identify soldier and leader training requirements. Using the commander's training guidance, the NCO determines which tasks soldiers need to train on. The unit's METL is the source for helping the trainer define the individual training needs.

b. Plan the training. Training for specific tasks can usually be integrated or conducted concurrently with other training or during "slack periods." The unit's ARTEP can help identify the soldier and leader tasks that can be trained and evaluated concurrently with collective task training and evaluation.

c. Gather the training references and materials. The SM lists all references, which can help the trainer, prepare for the training of that task.

d. Determine risk assessment and identify safety concerns. Trainers must analyze the risk involved in training a specific task under the current conditions at the time of the scheduled training. They must ensure that their training preparation takes into account those cautions, warnings, and dangers associated with each task.

e. Train each soldier. Trainers must show each soldier how a task is done to standard, explain stepby-step how to do the task, and give each soldier one chance to do the task step-by-step.

f. Check each soldier. Training must evaluate how well each soldier performs the tasks in this manual. They conduct these evaluations during individual training sessions or while evaluating soldier proficiency during the conduct of unit collective tasks. This manual provides an evaluation guide for each task to enhance the trainer's ability to conduct year-round, hands-on evaluations of tasks critical to the unit's mission.

g. Record the results. The leader book referred to in FM 25-101, Appendix B, is used to record task performance. It gives the leader total flexibility on the method of recording training. The trainer may use DA Form 5164-R (Hands-On Evaluation) as part of the leader book. This form is optional and locally reproducible.

h. Retain and evaluate. Trainers must work with each soldier until the soldier can perform the task to specific SM standards.

2-5 EVALUATION.

a. Evaluation guide. This manual contains an evaluation guide for each task. Trainers use the evaluation guide year-round to determine if soldiers can perform their critical tasks to SM standards. Each evaluation guide contains one or more performance measures. These measures identify what the trainer needs to observe to score a soldier's performance. Each step is clearly identified by a "GO" and "NO GO" located under the "Results" column on each evaluation guide. Some tasks involve a process which the trainer must observe as the soldier performs the task. For other tasks, the trainer must evaluate an "end product" that results from doing the task. The following are some general points about using the evaluation guide to evaluate soldiers:

(1) Review the guide to become familiar with the information on which the soldier will be scored.

(2) Ensure that the necessary safety equipment and clothing needed for proper performance of the job are on hand at the training site.

(3) Prepare the test site according to the conditions section of the task summary. Some tasks contain special evaluation preparation instructions. These instructions tell the trainer what modifications must be made to the job conditions to evaluate the task. To ensure that conditions are the same for each soldier, the trainer must reestablish the test site to the original requirements after evaluating each soldier.

(4) Score each soldier according to the performance measures and feedback section in the evaluation guide.

(5) Record the date and task performance ("GO" or "NO GO") in the leader book.

2-6 TRAINING TIPS FOR THE TRAINER

a. Prepare yourself.

(1) Get training guidance from your chain of command on when to train, which soldiers to train, availability of resources, and a training site.

(2) Get the training objective (task, conditions, and standards) from the task summary in this manual.

(3) Ensure that you can do the task. Review the task summary and the references in the reference section. Practice doing the task or, if necessary, have someone train you on the task.

(4) Choose a training method. Some tasks provide recommended training methods in the feedback section of the task summary.

(5) Prepare a training outline consisting of informal notes on what you want to cover during your training session.

(6) Practice your training presentation.

b. Prepare the resources.

(1) Obtain the required resources identified in the conditions statement for each task.

(2) Gather equipment and ensure that it is operational.

(3) Ensure that the necessary training aids and devices are on hand.

(4) Prepare the training site according to the conditions statement and evaluation preparation section of the task summary.

c. Prepare the soldier.

(1) Tell the soldier what task to do and how well it must be done. Refer to the standard statement and evaluation preparation section for each task.

(2) Caution soldiers about safety, environment, and security.

(3) Provide any necessary training on basic skills that soldiers must have before they can be trained on the task.

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(4) Pretest each soldier to determine who needs training in what areas by having the soldier perform the task. Use DA form 5164-R and the evaluation guide in each task summary to make this determination.

d. Train the soldiers who failed the pretest.

(1) Demonstrate how to do the task or the specific performance steps to those soldiers who could not perform to SM standards.

- (2) Have soldiers study the appropriate training materials.
- (3) Have soldiers practice the task until they can perform it to SM standards.
- (4) Evaluate each soldier using the evaluation guide.

(5) Provide feedback to those soldiers who fail to perform to SM standards and have them continue to practice until they can perform to SM standards.

e. Record all results in the leader book.

2-1. <u>General</u>. The MOS Training Plan (MTP) identifies the essential components of a unit training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MTP should be used as a guide for conducting unit training and not a rigid standard. The MTP consists of two parts. Each part is designed to assist the commander in preparing a unit training plan which satisfies integration, cross training, training up, and sustainment training requirements for soldiers in this MOS.

Part One of the MTP shows the relationship of an MOS skill level between duty position and critical tasks. These critical tasks are grouped by task commonality into subject areas.

Section I lists subject area numbers and titles used throughout the MTP. These subject areas are used to define the training requirements for each duty position within an MOS.

Section II identifies the total training requirement for each duty position within an MOS and provides a recommendation for cross training and train-up/merger training.

- **Duty Position Column**. This column lists the duty positions of the MOS, by skill level, which have different training requirements.
- Subject Area Column. This column lists, by numerical key (see Section I), the subject areas a soldier must be proficient in to perform in that duty position.
- **Cross Train Column**. This column lists the recommended duty position for which soldiers should be cross-trained.
- **Train-up/Merger Column**. This column lists the corresponding duty position for the next higher skill level or MOSC the soldier will merge into on promotion.

Part two lists, by general subject areas, the critical tasks to be trained in an MOS and the type of training required (resident, integration, or sustainment).

- **Subject Area Column**. This column lists the subject area number and title in the same order as Section I, Part One of the MTP.
- Task Number Column. This column lists the task numbers for all tasks included in the subject area.
- Title Column. This column lists the task title for each task in the subject area.

• **Training Location Column**. This column identifies the training location where the task is first trained to soldier training publications standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify, by brevity code (ANCOC, BNCOC, etc.), the resident course where the task was taught. Figure 2-1 contains a list of training locations and their corresponding brevity codes.

CCC	Career Counselor Course
UNIT	Trained in the Unit
ANCOC	Advanced NCO Course
RTC	Reserve Transition Course

Figure 2-1. Training Locations

• Sustainment Training Frequency Column. This column indicates the recommended frequency at which the tasks should be trained to ensure soldiers maintain task proficiency. Figure 2-2 identifies the frequency codes used in this column.

BA	-	Biannually
AN	-	Annually
SA	-	Semiannually
QT	-	Quarterly
MO	-	Monthly
BW	-	Biweekly
WK	-	Weekly

Figure 2-2. Sustainment Training Frequency Codes

• Sustainment Training Skill Level Column. This column lists the skill levels of the MOS for which soldiers must receive sustainment training to ensure they maintain proficiency to soldier's manual standards.

2-2. Subject Area Codes.

Skill Level 3

- 1 Retention Processing
- 2 Administration
- 3 Training and Evaluation Duties
- 4 Interview Counseling

Skill Level 4

- 5 AC Supervisory/Operations
- 6 RC Processing

Skill Level 5

7 RC Supervisory/Operations

2-3. Duty Position Training Requirements.

2-4. Critical Tasks List.

MOS TRAINING PLAN 79S25

CRITICAL TASKS

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng Sl
	Skill Level 3			
Subject Area 1. R	etention Processing			
805B-79S-3502	Determine a Soldier's Eligibility for Extension of Regular Army Enlistment	CCC	SA	3-5
805B-79S-3503	Confirm a Soldier's BASD, PEBD and ETS	CCC	SA	3-5
805B-79S-3681	Prepare a Retention Data Worksheet (DA Form 4591-R)	CCC	SA	3-5
805B-79S-3529	Determine a Soldier's Eligibility For Immediate Reenlistment	CCC	SA	3-5
805B-79S-3530	Determine a Soldier's Eligibility for a Bonus	CCC	SA	3-5
805B-79S-3578	Determine a Soldier's Reenlistment Option	CCC	SA	3-5
805B-79S-3576	Process a Service Remaining Requirement	CCC	SA	3-5
805B-79S-3508	Process a Reenlistment Packet	CCC	SA	3-5
805B-79S-3507	Process an Extension Packet	CCC	SA	3-5
805B-79S-3526	Process a Soldier for the Bonus Extension and Retraining Program	CCC	SA	3-5
805B-79S-4502	Process a Retention Option	CCC	SA	3-5
805B-79S-3506	Conduct a Retention Ceremony	CCC	AN	3-5
805B-79S-3415	Counsel Transitioning Soldiers on Reserve Component	CCC	QT	3-5
Subject Area 2. A	dministration			
805B-79S-3525	Advise Commanders/Soldiers on Processing an Erroneous/Defective/Unfulfilled/Fraudulent Enlistment/Reenlistment Commitment	CCC	AN	3-5
805B-79S-3528	Advise a Soldier on a Request for Cancellation of Extension	UNIT	AN	3-5
805B-79S-3517	Process a Request to Waive a Reenlistment/Enlistment Commitment	UNIT	AN	3-5
805B-79S-3533	Process a Declination of Continued Service Statement (DA Form 4991-R)	CCC	SA	3-5
Subject Area 3. Tr	raining and Evaluation Duties			
805B-79S-3584	Conduct a Retention Briefing	CCC	AN	3-5
805B-79S-3408	Advise the Commander on Soldiers to be Assigned as Unit Reenlistment NCOs	UNIT	AN	3-5
805B-79S-3515	Perform Retention Publicity Duties	UNIT	AN	3-5
805B-79S-3516	Manage a Retention Objective and Awards Program	UNIT	AN	3-5
805B-79S-3532	Evaluate the Unit Retention Activities at Company, Detachment, or Similar Size Units	UNIT	AN	3-5
805B-79S-3573	Conduct Battalion Level Retention Training	CCC	AN	3-5
Subject Area 4. In	terview Counseling			•
805B-79S-3409	Conduct a Career Counseling Session	CCC	AN	3-5

Task Number	Title	Training Location	Sust Tng Freq	Sust Tng SL	
	Skill Level 4		•		
Subject Area 5. AC	Supervisory/Operations				
805B-79S-3548	Utilize Automated Systems for Retention Activities	ANCOC	AN	4-5	
805B-79S-3550	Evaluate a Career Counseling Session	UNIT	AN	4-5	
805B-79S-3555	Evaluate a Retention Ceremony	UNIT	AN	4-5	
805B-79S-3556	Review an Extension Packet	ANCOC	SA	4-5	
805B-79S-3558	Review a Reenlistment Packet	ANCOC	SA	4-5	
805B-79S-3574	Conduct Brigade/Division/Installation Level Retention Training	ANCOC	AN	4-5	
805B-79S-4509	Review the Processing of Transitioning Soldiers for Reserve Components	ANCOC	SA	4-5	
805B-79S-5001	Manage Retention Activity Resources	UNIT	AN	4-5	
Subject Area 6. RC Processing					
805B-79S-7001	Conduct a Pre-Transition Briefing	RTC	AN	4-5	
805B-79S-7002	Determine Reserve Component Enlistment/Transfer Eligibility	RTC	AN	4-5	
805B-79S-7003	Determine Reserve Component Options and Incentives	RTC	SA	4-5	
805B-79S-7004	Conduct a Transition Counseling Session	RTC	AN	4-5	
805B-79S-7005	Process a Reserve Components Assignment	RTC	AN	4-5	
805B-79S-7006	Process a Reserve Components Enlistment/Transfer Packet	RTC	AN	4-5	
	Skill Level 5				
Subject Area 7. RC Supervisory/Operations					
805B-79S-8001	Evaluate a Pre-Separation Briefing	UNIT	AN	4-5	
805B-79S-8002	Review the Processing of Soldiers for the Reserve Components	UNIT	AN	4-5	
805B-79S-9001	Utilize Automated Systems for Transition Activities	UNIT	SA	4-5	

CRITICAL TASKS

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 3

Subject Area 1: Retention Processing

Determine a Soldier's Eligibility for Extension of Regular Army Enlistment 805B-79S-3502

Conditions: Given a Soldier with a confirmed BASD/PEBD and ETS and a requirement to determine a Soldier's qualification for extension of a Regular Army enlistment and access to:

- a. AR 40-501.
- b. AR 600-8-19.
- c. AR 600-8-104.
- d. AR 600-9.
- e. AR 600-60.
- f. AR 600-200.
- g. AR 601-280.
- h. AR 614-30.
- i. AR 614-200.
- j. AR 630-10.
- k. AR 635-200.
- I. Soldier's MPRJ.
- m. DA Form 4591-R.
- n. Completed DA Form 3340-R.
- o. RETAIN.

Standards: Determine eligibility for an extension of enlistment/reenlistment in the Regular Army IAW AR 601-280.

Performance Steps

- 1. Determine the Soldier's eligibility for and the validity of extension IAW AR 601-280.
- 2. Determine that the Soldier is recommended for extension by the unit commander on an approved DA Form 3340-R, IAW AR 601-280 and initiate DA Form 3072-R, if required.

Evaluation Preparation: This task may be evaluated by using the Evaluation Guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures

- 1. Determined the soldier's eligibility for extension IAW AR 601-280, to include the following:
 - a. Age.
 - b. Citizenship.
 - c. Trainability.
 - d. Education.
 - e. Medical.
 - f. Rank.
 - g. Moral and administrative.

NO GO

GO

Performance Measures

 Determined that the soldier is recommended for extension by the unit commander on an approved DA Form 3340-R, IAW AR 601-280 and initiated DA Form 3072-R, if required.

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 40-501 AR 600-60 AR 600-8-104 AR 600-9 AR 600-9 AR 601-280 AR 614-30 AR 630-10 AR 635-200 DA PAM 600-8-2 DA PAM 611-21 DODFMR 7000.14-R, VOL 7A Related AR 614-200

Confirm a Soldier's BASD, PEBD and ETS 805B-79S-3503

Conditions: Given a requirement to confirm a soldier's basic active service date/basic pay entry date (BASD/PEBD), expiration term of service (ETS) and access to:

- a. AR 135-91.
- b. AR 600-8-104.
- c. AR 601-280.
- d. AR 635-5.
- e. AR 635-200.
- f. Department of Defense Financial Management Regulation (DODFMR).
- g. Blank DA Form 4591-R (DA FORM 4591-R, OCT 2002).
- h. Soldier's Military Personnel Records Jacket, U. S. Army (MPRJ).
- i. RETAIN.
- j. Current PERSCOM processing procedures.

Standards: Recompute and confirm a soldier's BASD/PEBD/ETS IAW AR 601-280 and the DODFMR.

Performance Steps

- 1. Establish the beginning date of initial entry into any type of federal service (either active or inactive) and record this date.
- 2. Determine whether or not a soldier has a military service obligation, based upon the initial entry date IAW AR 135-91.
- 3. Determine and record each period of service, reflecting both beginning and ending dates IAW AR 635-200.
- 4. Record any absent without leave (AWOL)/lost time, if applicable, with the appropriate period(s) of service in which the AWOL/lost time occurred.
- 5. Compute the soldier's current ETS date.
 - a. Add the soldier's current term of enlistment (to include extensions of current contract) to the beginning date of the most recent enlistment/reenlistment.
 - b. Subtract one day and add any lost time occurring on current contract.
 - c. Convert if necessary.
 - d. For Soldiers on variable enlistments (years and weeks):
 - (1) Convert the results of step a. above to a Julian date prior to adding weeks.
 - (2) Convert weeks to days by multiplying the number of weeks by seven.
 - (3) Add (1) and (2) together.
 - (4) Subtract one day and add any lost time occurring on current contract.
 - (5) Convert.
 - e. Update the confirmed ETS in RETAIN if discrepancies exist.
- 6. Determine the ending date for the last period of service by determining the date of discharge IAW AR 601-280 and AR 635-200.
- 7. Compute each period of creditable active federal service by performing the following progressive steps:
 - a. List the beginning and ending dates of each period of service by year, month, and day.
 - b. Change the ending date to 30 if it is the last day of the month and other than 30 IAW DODFMR.

Performance Steps

- c. Subtract the beginning date of each period of service from the ending date of each period of service.
- d. Add 1 day to the answer of each period of service to account for the inclusive date IAW DODFMR.
- e. Subtract any AWOL/lost time from the periods of service in which the AWOL/lost time occurred, if applicable.
- f. Convert the result into full years, months, and days.
- 8. Compute total creditable active federal service by adding all periods of creditable active federal service together.
- 9. Determine the BASD by performing the following steps:
 - a. Establish date after last ending date.
 - b. Subtract total creditable active federal service from the date after last ending date.
 - c. Convert the results into full years, months, and days.
 - d. Establish the BASD IAW AR 600-8-104.
- 10. Check the math computations by performing the following steps:
 - a. Establish beginning date of last continuous active service.
 - b. Total all previous creditable active service periods.
 - c. Subtract previous creditable active service from beginning date of continuous active service.
 - d. Add any AWOL/lost time that is in the continuous active service period.
 - e. Convert the results into full years, months, and days.
 - f. Check the answer with the BASD derived in Performance Measure 8.
- 11. Compute each period of creditable inactive service by performing the following steps:
 - a. List the beginning and ending dates of each period of service by year, month, and day.
 - b. Change the ending date to 30 if it is the last day of the month and other than 30 IAW DODFMR.
 - c. Subtract the beginning date of each period of service from the ending date of each period of service.
 - d. Add 1 day to the answer of each period of service to account for the inclusive date IAW DODFMR.
 - e. Subtract any AWOL/lost time from the period(s) of service in which the AWOL/lost time occurred, if applicable.
 - f. Convert the result into full years, months, and days.
- 12. Compute total creditable inactive service for pay by adding all periods of creditable inactive service for pay IAW DODFMR (all creditable inactive service, except DEP entered into on or after 1 Jan 85).
- 13. Compute total service creditable for pay by adding total creditable inactive service for pay and total active federal service.
- 14. Determine the PEBD by performing the following steps:
 - a. Establish the date after last ending date.
 - b. Subtract total service creditable for pay from the date after last ending date.
 - c. Convert the results into full years, months, and days.
 - d. Establish the PEBD IAW the DODFMR.
- 15. Check the math computations by performing the following steps:
 - a. Establish beginning date of last continuous service period, creditable for pay.
 - b. Total all previous creditable active and creditable inactive service periods for pay.
 - c. Subtract the total of previous creditable active and creditable inactive services for pay from beginning date of last continuous active service for pay.
 - d. Add any AWOL/lost time that is in the continuous service period.
 - e. Convert the results into full years, months, and days.
 - f. Check the answer with the PEBD derived in Performance Measure 13.
- 16. Notify PSC and FAO of errors found in computing the BASD/PEBD/ETS before proceeding.

Performance Steps

active federal service together.

- 17. Establish total inactive service (for entry onto reenlistment documents IAW AR 601-280) by adding together all periods of creditable inactive service (including DEP entered into on or after 1 Jan 85).
- 18. Record the confirmed BASD/PEBD/ETS on the DA Form 4591-R IAW Task 805B-79S-3681 (Prepare a Retention Data Worksheet).

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures			<u>NO GO</u>
1.	Established the beginning date of initial entry into any type of federal service (either active or inactive) and record this date.		
2.	Determined whether or not a Soldier has a military service obligation, based upon the initial entry date IAW AR 135-91.		
3.	Determined and recorded each period of service, reflecting both beginning and ending dates IAW AR 635-200.		
4.	Recorded any absent without leave (AWOL)/lost time, if applicable, with the appropriate period(s) of service in which the AWOL/lost time occurred.		
5.	 Computed the Soldier's current ETS date. a. Added the Soldier's current term of enlistment (to include extensions of current contract) to the beginning date of the most recent enlistment/reenlistment. b. Subtracted one day and add any lost time occurring on current contract. c. Converted if necessary. d. For Soldiers on variable enlistments (years and weeks): (1) Converted the results of step a. above to a Julian date prior to adding weeks. (2) Converted weeks to days by multiplying the number of weeks by seven. (3) Added (1) and (2) together. (4) Subtracted one day and add any lost time occurring on current contract. (5) Converted. e. Updated the confirmed ETS in RETAIN if discrepancies existed. 		
6.	Determined the ending date for the last period of service by determining the date of discharge IAW AR 601-280 and AR 635-200.		
7.	 Computed each period of creditable active federal service by performing the following progressive steps: a. Listed the beginning and ending dates of each period of service by year, month, and day. b. Changed the ending date to 30 if it is the last day of the month and other than 30 IAW DODFMR. c. Subtracted the beginning date of each period of service from the ending date of each period of service. d. Added 1 day to the answer of each period of service to account for the inclusive date IAW DODFMR. e. Subtracted any AWOL/lost time from the periods of service in which the AWOL/lost time occurred, if applicable. f. Converted the result into full years, months, and days. 		
8.	Computed total creditable active federal service by adding all periods of creditable		

Performance Measures	<u>G0</u>	<u>NO GO</u>
 9. Determined the BASD by performing the following steps: a. Established date after last ending date. b. Subtracted total creditable active federal service from the date after last ending date. c. Converted the results into full years, months, and days. d. Established the BASD IAW AR 600-8-104. 		
 Checked the math computations by performing the following steps: a. Established beginning date of last continuous active service. b. Totaled all previous creditable active service periods. c. Subtracted previous creditable active service from beginning date of continuous active service. d. Added any AWOL/lost time that is in the continuous active service period. e. Converted the results into full years, months, and days. f. Checked the answer with the BASD derived in Performance Measure 8. 		
 Computed each period of creditable inactive service by performing the following steps: Listed the beginning and ending dates of each period of service by year, month, and day. Changed the ending date to 30 if it is the last day of the month and other than 30 IAW DODFMR. Subtracted the beginning date of each period of service from the ending date of each period of service account for the ending date of each period of service to account for the inclusive date IAW DODFMR. Subtracted any AWOL/lost time from the period(s) of service in which the AWOL/lost time occurred, if applicable. Converted the result into full years, months, and days. 		
 Computed total creditable inactive service for pay by adding all periods of creditable inactive service for pay IAW DODFMR (all creditable inactive service, except DEP entered into on or after 1 Jan 85). 		
 Computed total service creditable for pay by adding total creditable inactive service for pay and total active federal service. 		
 14. Determined the PEBD by performing the following steps: a. Established the date after last ending date. b. Subtracted total service creditable for pay from the date after last ending date. c. Converted the results into full years, months, and days. d. Established the PEBD IAW the DODFMR. 		
 Checked the math computations by performing the following steps: a. Established beginning date of last continuous service period, creditable for pay. b. Totaled all previous creditable active and creditable inactive service periods for pay. c. Subtracted the total of previous creditable active and creditable inactive services for pay from beginning date of last continuous active service for pay. d. Added any AWOL/lost time that is in the continuous service period. e. Converted the results into full years, months, and days. f. Checked the answer with the PEBD derived in Performance Measure 13. 		

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Notified PSC and FAO of errors found in computing the BASD/PEBD/ETS be proceeding. 	efore —	
 Established total inactive service (for entry onto reenlistment documents IAV 601-280) by adding together all periods of creditable inactive service (includin DEP entered into on or after 1 Jan 85). 		
 Recorded the confirmed BASD/PEBD/ETS on the DA Form 4591-R IAW Tas 805B-79S-3681 (Prepare a Retention Data Worksheet). 	sk —	

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Related

Required AR 135-91 AR 600-8-104 AR 601-280 AR 630-10 AR 635-200 AR 635-5 DODFMR 7000.14-R, VOL 7A

Prepare a Retention Data Worksheet (DA Form 4591-R) 805B-79S-3681

Conditions: Given a requirement to prepare a DA FORM 4591-R, OCT 02 for Reenlistment/Extension or BEAR Program, and access to:

- a. AR 600-8-104.
- b. AR 601-280.
- c. AR 680-29.
- d. Blank DA Form 4591-R
- e. Soldier's MPRJ.
- Standard office supplies and equipment. f.
- g. Current MILPER/RETAIN Messages.

Standards: Prepare a DA Form 4591-R IAW AR 601-280.

Performance Steps

- 1. Prepare the DA Form 4591-R and verify the entries.
- 2. If any information in the MPRJ is incorrect, ensure corrections are made.

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

NO GO

Performance Measures	<u>GO</u>
 Prepared the DA Form 4591-R IAW AR 601-280 and verified the entries against the information in the soldier's MPRJ. 	

2. In the event any information in the MPRJ is found to be in error, ensured corrections were made IAW AR 600-8-104.

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References Required AR 600-8-104 AR 601-280 AR 680-29

Related

Determine a Soldier's Eligibility For Immediate Reenlistment 805B-79S-3529

Conditions: Given a requirement to qualify a soldier for immediate reenlistment and access to:

- a. AR 40-501.
- b. AR 350-1.
- c. AR 600-8-19.
- d. AR 600-8-104.
- e. AR 600-9.
- f. AR 600-60.
- g. AR 600-200.
- h. AR 601-280.
- i. AR 614-30.
- k. AR 614-200.
- I. AR 630-10.
- m. AR 635-200.
- n. DA Pam 600-8-2.
- o. DODFMR.
- p. Soldier's MPRJ.
- r. DA Form 4591-R.
- s. Completed DA Form 3340-R (Request for Regular Army Reenlistment or Extension).
- t. RETAIN.
- u. Current PERSCOM processing procedures.

Standards: Qualify a soldier for immediate reenlistment IAW AR 601-280.

Performance Steps

- 1. Use the confirmed BASD/PEBD/ETS from Task 805B-79S-3503 (Confirm a Soldier's BASD, PEBD and ETS).
- 2. Determine that the soldier is recommended for reenlistment by the unit commander on an approved DA Form 3340-R IAW AR 601-280.
- 3. Determine if the soldier has a service remaining requirement. If so, process IAW Task 805B-79S-3576 (Process a Service Remaining Requirement). If not, proceed to Performance Step 4.
- 4. Determine the soldier's earliest/latest date of discharge IAW AR 635-200 and AR 601-280 and record the earliest date of reenlistment on the DA Form 4591-R, IAW Task 805B-79S-3681 (Prepare a Retention Data Worksheet).
- 5. Determine if the soldier meets reenlistment eligibility criteria IAW AR 601-280, using the soldier's MPRJ to verify all necessary data.
- Determine if a waiver of reenlistment eligibility criteria or an exception to policy is authorized and record this determination on the DA Form 4591-R IAW Task 805B-79S-3681(Prepare a Retention Data Worksheet). If a waiver or exception to policy is authorized, ensure the request has been prepared IAW AR 601-280.
- 7. Determine what alternatives are available to the soldier if a request for waiver of reenlistment eligibility criteria or exception to policy is not authorized.
- Determine the number of years the soldier is authorized to reenlist for IAW AR 601-280, to include restrictions to the number of years due to eligibility criteria (i.e., age, citizenship, or rank requirements).

Performance Steps

9. Use the determinations made above to qualify the soldier for a bonus (IAW Task 805B-79S-3530) (Determine a Soldier's Eligibility For a Bonus).

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Used the confirmed BASD/PEBD/ETS from Task 805B-79S-3503 (Confirm a Soldier's BASD, PEBD and ETS). 		
Determined that the soldier is recommended for reenlistment by the unit commander on an approved DA Form 3340-R.		
 Determined if the soldier has a service remaining requirement. If so, process IAW Task 805B-79S-3576 (Process a Service Remaining Requirements). If not, proceeded to Performance Measure 4. 		
 Determined the soldier's earliest/latest date of discharge IAW AR 635-200 and AF 601-280 and recorded the earliest date of reenlistment on the DA Form 4591-R, IAW Task 805B-79S-3681 (Prepare a Retention Data Worksheet). 	R	
 5. Determined if the soldier meets reenlistment eligibility criteria IAW AR 601-280, using the soldier's MPRJ to verify all necessary data, to include: a. Age. b. Citizenship. c. Trainability. d. Education. e. Medical. f. Rank. g. Moral and administrative. 		
6. Determined if a waiver of reenlistment eligibility criteria or an exception to policy is authorized and recorded this determination on the DA Form 4591-R IAW Task 805B-79S-3681(Prepare a Retention Data Worksheet). If a waiver or exception to policy is authorized, ensured the request has been prepared IAW AR 601-280.		
 Determined what alternatives are available to the soldier if a request for waiver of reenlistment eligibility criteria or exception to policy is not authorized, to includea. Actions that can be taken to meet reenlistment eligibility criteria (i.e., retest on the Armed Forces Classification Test (AFCT)). Eligibility for an extension of an enlistment/reenlistment contract IAW Task 805B-79S-3502(Determine a Soldier's Eligibility For Extension of Regular Army Reenlistment). 		
 Determined the number of years the soldier is authorized to reenlist for IAW AR 601-280, to include restrictions to the number of years due to eligibility criteria (i.e., age, citizenship, or rank requirements). 		
 Used the determinations made above to qualify the soldier for a bonus IAW Task 805B-79S-3530 (Determine a Soldier's Eligibility For a Bonus). 		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 40-501 AR 600-60 AR 600-8-104 AR 600-8-19 AR 600-9 AR 601-280 AR 614-30 AR 630-10 AR 635-200 DA PAM 600-8-2 DA PAM 611-21 DODFMR 7000.14-R, VOL 7A

Related AR 614-200

Determine a Soldier's Eligibility for a Bonus 805B-79S-3530

Conditions: Given a Soldier qualified for reenlistment/extension and access to:

- a. AR 15-185.
- b. AR 600-4.
- c. AR 600-8-104.
- d. AR 601-210.
- e. AR 601-280.
- f. AR 614-200.
- g. DODFMR.
- h. Current PERSCOM processing procedures.
- i. Soldier's MPRJ.
- j. Completed DA Form 3340-R.
- k. Completed DA Form 3072-R (if required).
- I. DA Form 4591-R.

Standards: Determine bonus eligibility IAW AR 601-280.

Performance Steps

- 1. Determine if the Soldier is eligible for a regular reenlistment bonus (RRB).
- 2. Determine eligibility for a selective reenlistment bonus (SRB).
- 3. Record the bonus determination on the DA Form 4591-R.
- 4. Explain recoupment of the SRB.
- 5. Advise commanders and counsel Soldiers on the use of bonus recipients.

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Determined if the Soldier is eligible for a regular reenlistment bonus (RRB) IAW AR 601-280 and the DODFMR. 		
 2. Determined eligibility for a selective reenlistment bonus (SRB) IAW AR 601-280 and the DODFMR. Criteria a Soldier must meet includes a. General eligibility. b. Zone qualification. c. Special conditions. d. Restrictions. 		
 Recorded the bonus determination on the DA Form 4591-R IAW Task 805B-79S- 3681 (Prepare a Retention Data Worksheet). 		
 4. Determined recoupment, if necessary, of the SRB. Recoupment of the SRB falls mainly into the following major categories: a. Recoupment from Soldiers who are not technically qualified. b. Recoupment from Soldiers who voluntarily reclassify. c. Advised Soldiers on remission/cancellation of indebtedness for enlisted members IAW AR 600-4, if applicable. 		

Performance Measures	<u>GO</u>	<u>NO GO</u>
 Advised commanders and counseled Soldiers on the use of bonus recipients IAW AR 601-280. 		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correct should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 15-185 AR 600-8-104 AR 601-210 AR 601-280 DA PAM 611-21 DODFMR 7000.14-R, VOL 7A **Related** AR 614-200

Determine a Soldier's Reenlistment Option 805B-79S-3578

Conditions: Given a requirement to determine a Soldier's reenlistment option and access to:

- a. AR 600-8-19.
- b. AR 600-8-104.
- c. AR 600-60.
- d. AR 600-200.
- e. AR 601-280.
- f. AR 614-30.
- g. AR 614-200.
- h. AR 635-200.
- i. DA PAM 351-4.
- j. Current PERSCOM processing procedures.
- k. RETAIN.
- I. Soldier's MPRJ.

Standards: Determine a soldier's reenlistment option.

Performance Steps

- 1. Determine basic qualifications for a reenlistment option.
- 2. Determine qualifications for the individual options.
- 3. Counsel the Soldier on the effect a reenlistment bonus has on a reenlistment option, if applicable.
- 4. Ensure the Soldier is afforded the opportunity to read the option table.
- 5. Ensure option processing procedures are followed.
- 6. Ensure special option processing instructions for overseas commands are followed, if applicable.
- 7. Advise the Soldier of eligibility for option chosen.
- 8. Ask for a commitment from the Soldier to reenlist.
- 9. Complete the DA Form 4591-R.

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

GO

NO GO

Performance Measures

- 1. Determined basic qualifications for a reenlistment option to include the following:
 - a. Qualifications for reenlistment options.
 - b. Restrictions to reenlistment options.
 - c. Actions authorized for Soldiers on a stabilized assignment.
 - d. Processing procedures for Soldiers in overseas commands, if applicable.
 - e. Criteria for reenlistment options.
- 2. Determined qualifications for the individual options by ensuring the Soldier meets the prerequisites of the option table.
- 3. Counseled the Soldier on the effect a reenlistment bonus has on a reenlistment option, if applicable.

Per	formance Measures	<u>GO</u>	<u>NO GO</u>
4	. Ensured the Soldier is afforded the opportunity to read the option table so that he/she understands exactly what the option guarantees and what is expected of the Soldier.		
5	. Ensured option processing procedures are followed IAW each option table.		
6	. Ensured special option processing instructions for overseas commands are followed if applicable.		
7	. Advised the Soldier of eligibility for option chosen.		
8	. Asked for a commitment from the Soldier to reenlist.		
9	. Completed the DA Form 4591-R IAW Task 805B-79S-3681 (Prepare a Retention Data Worksheet).		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 600-60 AR 600-8-104 AR 600-8-19 AR 600-9 AR 601-280 AR 614-30 AR 635-200 DA PAM 351-4 DA PAM 611-21 DODFMR 7000.14-R, VOL 7A Related AR 614-200

Process a Service Remaining Requirement 805B-79S-3576

Conditions: Given a requirement to identify and process a Soldier with a service remaining requirement (SRR) and access to:

- a. AR 600-8-11.
- b. AR 600-8-19.
- c. AR 601-280.
- d. AR 614-30.
- e. AR 614-200.
- f. RETAIN.
- g. Soldier's MPRJ.
- h. Current PERSCOM processing procedures.

Standards: Process a soldier's SRR IAW AR 600-8-11, AR 600-8-19, AR 601-280, AR 614-30, and AR 614-200.

Performance Steps

- 1. Identify a Soldier with an SRR in the following categories:
 - a. Assignments.
 - (1) Using retain and current PERSCOM processing procedures obtain an on orders report.
 - (2) Contact the personnel office for any additional assignment instructions (AI) (i.e. FSTE, COT).
 - b. Promotions Contact the personnel office for any promotion projections.
 - c. Service schools Contact the personnel office and the S-3 for pending service schools.
- 2. Validate the SRR IAW:
 - a. AR 600-8-11.
 - b. AR 600-8-19.
 - c. AR 614-30.
 - d. AR 614-200.
- 3. Determine if the Soldier must take action to meet the SRR as follows:
 - a. Establish the SRR ending date by adding the months of service required to the SRR beginning date .
 - b. If the ETS date is greater than the SRR ending date, no further action is required.
 - c. Determine the amount of additionally obligated service (AOS) required by subtracting the Soldiers ETS date from the SRR ending date IAW step 2 above.
- 4. Counsel the Soldier on the SRR and available courses of action.
 - a. Prepare to counsel the Soldier by determining available courses of action IAW AR 601-280.
 - (1) Reenlistment.
 - (2) Extension.
 - (3) Reenlistment and Extension.
 - (4) Decline.
 - (a) Initial term Soldiers and Soldiers having 4 years or less of service for pay purposes at ETS may decline an SRR.
 - (b) Soldiers, other than initial termers, having more than 4 years service for pay at ETS, must take action to meet SRR's. Soldiers eligible, but refusing to take action will be denied further service through the DA Form 4991-R.
 - b. Counsel the Soldier IAW Task 805B-79S-3409 (Conduct a Career Counseling Session).
 - (1) For reenlistment, refer to Task 805B-79S-3529 (Determine a Soldier's Eligibility for Immediate Reenlistment).

Performance Steps

- (2) For extension, refer to Task 805B-79S-3502 (Determine a Soldier's Eligibility for Extension of Regular Army Enlistment).
- (3) For reenlistment and extension, if authorized IAW AR 601-280, process each part of the request IAW 4a and b above.
- (4) For declining or refusing to take action to become eligible for the SRR, process IAW Task 805B-79S-3533 (Process a Declination of Continued Service Statement).
- 5. Process the Soldier's selection in 4 above.

Performance Measures	<u>GO</u>	<u>NO GO</u>
 Identified a Soldier with an SRR in the following categories: Assignments. Using retain and current PERSCOM processing procedures obtained an on orders report. Contacted the personnel office for any additional assignment instructions (AI) (i.e. FSTE, COT). Promotions. Contacted the personnel office for any promotion projections. Contacted the personnel office for any promotion projections. Contacted the personnel office and the S-3 for pending service schools. 		
 2. Validated the SRR IAW: a. AR 600-8-11. b. AR 600-8-19. c. AR 614-30. d. AR 614-200. 		
 Determined if the Soldier must take action to meet the SRR as follows: a. Established the SRR ending date by adding the months of service required to the SRR beginning date. b. If the ETS date is greater than the SRR ending date, no further action is required. c. Determined the amount of additionally obligated service (AOS) required by subtracting the Soldiers ETS date from the SRR ending date IAW step 2 above. 		_
 4. Counseled the Soldier on the SRR and available courses of action. a. Prepared to counsel the Soldier by determining available courses of action IAW AR 601-280. (1) Reenlistment. (2) Extension. (3) Reenlistment and Extension. (4) Decline. (a) Initial term Soldiers and Soldiers having 4 years or less of service for pay purposes at ETS may decline an SRR. (b) Soldiers, other than initial termers, having more than 4 years service for pay at ETS, must take action to meet SRR's. Soldiers eligible, but refusing to take action will be denied further service through the DA Form 4991-R. b. Counseled the Soldier IAW Task 805B-79S-3409 (Conduct a Career Counseling Session). 		

Performance Measures

- (1) For reenlistment, referred to Task 805B-79S-3529 (Determined a Soldier's Eligibility for Immediate Reenlistment).
- (2) For extension, referred to Task 805B-79S-3502 (Determined a Soldier's Eligibility for Extension of Regular Army Enlistment).
- (3) For reenlistment and extension, if authorized IAW AR 601-280, processed each part of the request IAW 4a and b above.
- (4) For declining or refusing to take action to become eligible for the SRR, processed IAW Task 805B-79S-3533 (Process a Declination of Continued Service Statement).
- 5. Processed the Soldier's selection in 4 above.

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 600-8-19 AR 601-280 AR 614-30 DA PAM 351-4 DODFMR 7000.14-R, VOL 7A Related AR 614-200

<u>GO NO GO</u>

Process a Reenlistment Packet 805B-79S-3508

Conditions: Given a requirement to process a reenlistment packet and access to:

- a. AR 310-50.
- b. AR 600-8-104.
- c. AR 601-280.
- d. AR 635-5.
- e. AR 635-200.
- f. AR 680-29.
- g. DA Form 3340-R.
- h. DA Form 3072-R (if required).
- i. DA Form 4591-R.
- j. DD Form 4 Series.
- k. DA Form 3286 (Statement for Reenlistment-Parts I thru IV).
- I. DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus) (if required).
- m. DD Form 256A (Honorable Discharge Certificate).
- n. DA Form 5612 (Certificate of Appreciation for Army Spouse (of Reenlistees)) (if required).
- o. DA Form 5689 (Oath of Reenlistment).
- p. RETAIN.
- q. Current PERSCOM processing procedures.

Standards: Process the necessary documents for reenlistment IAW AR 601-280.

Performance Steps

- 1. Determine if the Soldier remains qualified.
- 2. Ensure that all required documents are present.
- 3. Make the appropriate entries on all applicable documents IAW current PERSCOM processing procedures and AR 601-280.
- 4. Verify entries on all documents.

Performance Measures		<u>NO GO</u>
 Determined if the Soldier remains qualified IAW AR 601-280 and Task 805B-79S- 3529 (Determine a Soldier's Eligibility for Immediate Reenlistment). 		
 2. Ensured that all documents required by AR 601-280 are present, to include the following: a. DA Form 3340-R. b. DA Form 3286. c. DA Form 3072-R if applicable. d. DA Form 4789 if applicable. e. DA Form 5612 if applicable. f. DA Form 5689 if applicable. g. DD Form 4 Series. h. DD Form 256A. 		
Made the appropriate entries on all applicable documents IAW AR 601-280 and current PERSCOM processing procedures.		

Performance Measures

- 4. Verified entries on all documents to ensure that there are no contradictions in areas that should be identical, to include the following:
 - a. Soldier's name.
 - b. Soldier's SSN.
 - c. Date of reenlistment.
 - d. Number of years for which reenlisting.
 - e. Option selected.
 - f. Waiver information.
 - g. MOS for which an SRB is to be paid if applicable.
 - h. TSRB location, if applicable.

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Related

Required AR 310-50 AR 600-8-104 AR 601-280 AR 635-200 AR 635-5 AR 680-29

Process an Extension Packet 805B-79S-3507

Conditions: Given a requirement to process an extension of Regular Army enlistment/reenlistment and access to:

- a. AR 310-50.
- b. AR 600-8-104.
- c. AR 601-280.
- d. DA Pam 600-8.
- e. Completed DA Form 3340-R.
- f. Completed DA Form 3072-R (if required).
- g. Completed DA Form 4591-R.
- h. DA Form 1695 (Oath of Extension of Enlistment).
- i. Soldier's MPRJ.
- j. RETAIN.
- k. Current PERSCOM processing procedures.

Standards: Process the necessary documents for extension IAW AR 601-280.

Performance Steps

- 1. Counsel Soldier on disapproved request for extension, if applicable.
- 2. Ensure that the Soldier remains qualified.
- 3. Ensure that all documents required are present.
- 4. Verify entries on all documents.
- 5. Execute the extension.

Performance Measures		<u>NO GO</u>
1. Counseled Soldier on disapproved request for extension, if applicable.		
 Determined if the Soldier remains qualified IAW AR 601-280 and Task 805B-79 3502 (Determine a Soldier's Eligibility for Extension of RA Enlistment). 	IS	
 3. Ensured that all documents required by AR 601-280 were present, to include th following: a. DA Form 1695. b. DA Form 3340-R. c. DA Form 3072-R if applicable. 	e —	
 4. Verified entries on all documents to ensure that there were no contradictions in areas that should be identical, to include the following: a. Soldier's name. b. Soldier's SSN. c. Number of months extending. d. New term of enlistment. e. MOS for which an SRB is to be paid, at a later date, if applicable. 		
5. Executed the extension IAW AR 601-280.		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 310-50 AR 600-8-104 AR 601-280 Related

Process a Soldier for the Bonus Extension and Retraining Program 805B-79S-3526

Conditions: Given a Soldier who wants to apply for the Bonus Extension and Retraining (BEAR) Program and access to:

- a. AR 25-50.
- b. AR 350-1.
- c. AR 600-8-19.
- d. AR 601-280.
- e. AR 614-200.
- f. DODFMR.
- g. DA Pam 611-21.
- h. RETAIN.
- i. Current PERSCOM processing procedures.
- j. DA Form 3340-R.
- k. DA Form 4591-R.
- I. Soldier's MPRJ.

Standards: Complete an application for the BEAR Program.

Performance Steps

- 1. Counsel the Soldier on their eligibility for the BEAR Program.
- 2. Assist a Soldier in completing an application for the BEAR Program.
- 3. Ensure Soldier's application is complete.
- 4. Forward the BEAR application to the brigade or higher-level supervisor for review.
- 5. Counsel Soldiers on reasons for disapproved requests for BEAR Program participation.
- 6. Upon receipt of the approved BEAR application extend the Soldier.

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Counseled the Soldier IAW AR 601-280 on the following areas: a. Eligibility for entry into the BEAR Program. (1) Eligibility for reenlistment IAW Task 805B-79S-3529 (Determine a Soldier's eligibility for Immediate Reenlistment). (2) MOS strength and rank requirements IAW the current MILPER message (In/Out Call Message). b. Service remaining requirements. c. Assignment policies. d. Selective reenlistment bonus (SRB) award level (aging into another zone for payment of SRB). e. Application procedures. f. Release and removal from the BEAR Program. 		
 Assisted a Soldier in completing an application for entry into the BEAR Program IAW AR 601-280 and current PERSCOM processing procedures. 		
 Ensured Soldier's application is complete, to include the following: a. The BEAR memorandum is completed with appropriate endorsements. 		

Performance Measures	GO	NO GO
 b. The DA Form 3340-R is completed and signed. c. An updated copy of ERB and 2-1 are included. d. Other forms/documents required for entry into a specific MOS (if applicable). 		
 Counseled Soldiers on reasons for disapproved requests for BEAR Program participation. 		
 Upon receipt of the approved BEAR application and prepared extension packet, proceeded to Task 805B-79S-3507 (Process an Extension Packet). 		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References Required

AR 25-400-2

DODFMR 7000.14-R, VOL 7A

AR 25-50 AR 600-8-19 AR 600-8-2 AR 601-280 DA PAM 351-4 DA PAM 611-21

Related AR 614-200

Process a Retention Option 805B-79S-4502

Conditions: Given a requirement to process a retention option and access to:

- a. AR 601-280.
- b. AR 680-29.
- c. RETAIN.
- d. Soldier's MPRJ.
- e. Completed DA Form 3340-R.
- f. Completed DA Form 3072-R (if required).
- g. Completed DA Form 4591-R.
- h. Current PERSCOM processing procedures.

Standards: Process a retention option with in RETAIN IAW AR 601-280.

Performance Steps

- 1. Ensure the Soldier is within the prescribed time frame for processing on RETAIN.
- 2. Ensure all data contained in the DETERMINE Soldier ELIGIBILITY portion of the REENLISTMENT/EXTENSION module is correct.
- 3. Enter the SELECT OPTION AND MAKE RESERVATION module to obtain the reenlistment options available to the Soldier through RETAIN.
- 4. If the option is a "non-RETAIN option," or requires PERSCOM approval, contact Reenlistment Management Branch (RMB) for further processing.
- 5. If the Soldier's requested option is not available, counsel the Soldier.
- 6. If the option is available in RETAIN secure the option.
- 7. If Soldier is extending, obtain an extension control number (ECN) through RETAIN.
- 8. Cancel all reservations when the Soldier changes his/her mind or the request is subsequently disapproved.

Per	formance Measures	<u>GO</u>	<u>NO GO</u>
1.	Ensured the Soldier is within the prescribed time frame for processing on RETAIN System.		
2.	Ensured all data contained in the DETERMINE Soldier ELIGIBILITY portion of the REENLISTMENT/EXTENSION module is correct.		
3.	Entered the SELECT OPTION AND MAKE RESERVATION module to obtain the reenlistment options available to the Soldier through RETAIN.		
4.	If the Soldier's option was a "non-RETAIN option," or required PERSCOM approval, contacted Reenlistment Management Branch (RMB) for further processing.		
5.	If the Soldier's requested option was not available, counseled the Soldier on the following:		

Performance Measures

- a. Options currently available through RETAIN and what the Soldier qualifies for (based on manual screening of the MPRJ).
- b. Options that are not available through RETAIN and what the Soldier qualifies for (based on manual screening of the personnel records and the option table IAW AR 601-280).
- c. Advised the Soldier that options offered on the RETAIN will not change unless the Soldier's qualifications change and the Soldier is reprocessed on RETAIN.
- d. Advised the Soldier that there are a limited number of attempts allowed (per current PERSCOM processing procedures) to search for an assignment before that option is lost.
- e. Advised the Soldier that, If an option reservation is secured with an RCN and the Soldier later changes his/her mind and cancels the reservation, that option will no longer be available.
- f. Advised the Soldier on the policies for being placed on the "Wait List" if applicable.
- Secured the newly requested option by logging into the RETAIN system, selecting the appropriate program, and secured the reservation if the option is available through RETAIN.
- 7. If Soldier is extending Secured an ECN for the appropriate period of service required.
- Canceled all reservations when the Soldier changes his/her mind or the request is subsequently disapproved.

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 601-280 AR 680-29 Related

GO NO GO

Conduct a Retention Ceremony 805B-79S-3506

Conditions: Given a requirement to conduct a retention ceremony and access to:

- a. AR 27-55.
- b. AR 601-280.
- c. DODFMR.
- d. Manual for Courts-Martial (MCM).
- e. A standard, supply issued United States Flag.
- f. Completed and reviewed reenlistment/extension packet.
- g. A commissioned officer or commissioned warrant officer.

Standards: Conduct a retention ceremony IAW AR 601-280.

Performance Steps

- 1. If the soldier is reenlisting accomplish the following steps:
 - a. Schedule the ceremony.
 - b. Coordinate with local FAO if the soldier has questions regarding finance.
 - c. Schedule photographic coverage.
 - d. Review the prepared reenlistment packet with the soldier prior to the ceremony.
 - e. Brief the officer administering the oath on his/her responsibilities.
 - f. Brief the reenlisting soldier prior to the ceremony.
 - g. Ensure proper administration of the oath.
 - h. Brief the reenlisting soldier on action required after reenlistment.
 - i. Ensure a new DA Form 4591-R card is prepared and appropriate RETAIN entries are completed.
 - j. Ensure the soldier receives the reenlistment incentives.
- 2. If the soldier is extending accomplish the following steps:
 - a. Schedule the appropriate ceremony, if requested by the soldier.
 - b. Counsel the soldier on cashing in accrued leave in conjunction with an extension IAW 601-280.
 - c. Schedule photographic coverage if requested by the soldier.
 - d. Review the prepared extension packet with the soldier prior to the ceremony.
 - e. Ensure the officer performing the ceremony is briefed on his/her responsibilities.
 - f. Brief the soldier prior to the ceremony.
 - g. Ensure proper administration of the oath if requested by the soldier.
 - h. Ensure that all required documents are dated and signed by the soldier and the officer who administered the oath.
 - i. Ensure that the soldier receives appropriate copies of the extension documents IAW AR 601-280.
 - j. Ensure that the soldier is allotted sufficient time for administrative processing of PSC/finance.
 - k. Ensure DA Form 4591-R and RETAIN are updated with the soldier's new ETS date.
 - I. Ensure soldier receives all incentives authorized.

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures

<u>GO</u><u>NO GO</u>

- 1. If reenlisting:
 - a. Scheduled the ceremony, to include:
 - (1) Set the date, time, and location.
 - (2) Coordinated the reenlistment officer of the soldier's choice (when possible), to include choice of uniform IAW AR 601-280.

Performance Measures

- (3) Invited soldier's immediate chain of command, spouse, and any other persons the soldier wanted in attendance.
- b. Coordinated with local FAO if the soldier had questions regarding Bonus or accrued leave payments.
- c. Scheduled photographic coverage (if desired by the soldier).
- d. Reviewed the prepared reenlistment packet with the soldier prior to the ceremony.
- e. Ensured the officer administering the oath was briefed on his/her responsibilities.
- f. Ensured the reenlisting soldier was briefed on the following prior to the ceremony:
 - (1) Articles 83 and 137, Uniform Code of Military Justice (UCMJ).
 - (2) The exact terms of the option for which reenlisting.
 - (3) Explained all entries for court convictions must be entered on DA Form 3286, Part III, even though the conviction may have been expunged, pardoned, or otherwise "wiped out" by the court.
 - (4) Omitted the words "So help me God" if soldier desires to affirm the oath instead of swearing to the oath.
- g. Ensured proper administration of the oath of reenlistment IAW AR 601-280.
- h. After the oath was administered IAW AR 601-280, the retention NCO ensured the following:
 - (1) That the soldier was briefed on Articles 85 and 86 of the UCMJ.
 - (2) That all required documents were dated and signed by the soldier and the officer who administered the oath.
 - (3) That the discharge certificate was presented to the soldier.
 - (4) That the soldier was given appropriate copies of the reenlistment contract.
 - (5) That the soldier is allotted sufficient time for administrative processing of PSC/finance actions.
 - i. Ensured a new DA Form 4591-R is prepared and appropriate RETAIN transactions are completed.
- j. Ensured the soldier receives the reenlistment incentives.
- k. Forwarded the completed packet to the brigade or higher-level supervisor for review.

If the soldier is extending:

- 2. Scheduled the ceremony if the soldier desires.
 - a. Counseled the soldier on cashing in accrued leave in conjunction with an extension.
 - b. Scheduled photographic coverage (if desired by the soldier).
 - c. Reviewed the prepared extension packet with the soldier prior to the ceremony.
 - d. Ensured the officer performing the ceremony was briefed on his/her responsibilities.
 - e. Ensured the extending soldier was briefed on Articles 83 and 137, UCMJ prior to the ceremony:
 - f. Ensured proper administration of the oath of extension IAW AR 601-280, if desired.
 - g. Ensured that all required documents were dated and signed by the soldier and the officer who administered the oath.
 - h. Ensured that the soldier receives appropriate copies of the extension documents IAW AR 601-280.
 - i. Followed up on administrative processing of PSC/finance actions. Followed up on administrative processing of PSC/finance actions.
 - j. Ensured DA Form 4591-R was updated with the soldier's new ETS date.

GO NO GO

Performance Measures

GO NO GO

- k. Ensured soldier receives all incentives.
- I. Forwarded the completed packet to brigade or higher-level supervisor for review.

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Related

Required AR 27-55 AR 601-280 DODFMR 7000.14-R, VOL 7A MANUAL-MCM

Counsel Transitioning Soldiers on Reserve Component 805B-79S-3415

Conditions: Given a Soldier scheduled for transition from the Active Army and access to:

- a. AR 135-7.
- b. AR 135-91.
- c. AR 140-10.
- d. AR 601-210.
- e. AR 601-280.
- f. AR 635-5.
- g. DA Form4591-R.
- h. Soldier's MPRJ.
- i. RETAIN.
- j. Current PERSCOM processing procedures.

Standards: Properly counsel transitioning Soldiers on Reserve Components.

Performance Steps

- 1. If the Soldier declines reenlistment, explain military service obligation (MSO) and the Soldier's Reserve Component commitments.
- 2. Explain maximum/minimum years of enlistment/transfer into the RC.
- 3. Explain benefits of Reserve Components membership.
- 4. Ensure the results of this interview are recorded on the Soldier's DA Form 4591-R card.
- 5. Ensure these Soldiers are scheduled for an appointment with the servicing RC Career Counselor.
- 6. Follow-up on or reschedule missed counseling sessions.

Performance Measures	<u>GO</u>	<u>NO GO</u>
 If the Soldier declines or is denied reenlistment, explained military service obligation (MSO) and the Soldier's Reserve Component commitments (obligor/non-obligor), including the following enlistment/transfer eligibility: a. ENLISTMENT/TRANSFER CRITERIA: (1) Age. (2) Citizenship (3) Trainability. (4) Education. (5) Medical. (6) HIV. (7) Weight control. (8) Rank. (9) Moral/Administrative. 		
 Explained maximum/minimum years of enlistment/transfer into the USAR/ARNG Troop Program Unit (TPU) and IRR. 		
3. Explained benefits of Reserve Component membership.		

Performance Measures		<u>NO GO</u>
 Ensured the results of this counseling session are recorded on the Soldier's DA Form 4591-R. 		
Ensured that the Soldier is scheduled for an appointment with the servicing RC Career Counselor for further processing.		
As a Battalion Career Counselor, upon receipt of the no show roster, contacted the unit to follow-up on or rescheduled missed counseling sessions.		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References	
Required	Related
AR 135-7	AR 140-10
AR 135-91	AR 601-210
AR 601-280	DA PAM 611-21
AR 635-200	

Subject Area 2: Administration

Advise Commanders/Soldiers on Processing an Erroneous/Defective/Unfulfilled/Fraudulent Enlistment/Reenlistment Commitment

805B-79S-3525

Conditions: Given a Soldier with a possible erroneous/defective/unfulfilled/fraudulent enlistment/reenlistment or extension, and access to:

- a. AR 15-185.
- b. AR 600-4.
- c. AR 600-8-104.
- d. AR 601-210.
- e. AR 601-280.
- f. AR 635-200.
- g. Soldier's MPRJ.

Standards: Advise the commander and the Soldier on processing of an erroneous, defective, unfulfilled, or fraudulent enlistment/reenlistment or extension, and actions required IAW AR 601-280, AR 601-210, and AR 635-200.

Performance Steps

- 1. Determine the validity of the claim.
- 2. Explain, to the commander why the enlistment/reenlistment/extension is erroneous, defective/unfulfilled, or fraudulent, and the processing procedures involved.
- 3. Assist the commander by ensuring that all necessary correspondence is complete, correct and forwarded to the proper authority for determination of retention or separation .
- 4. If serving at SPCMCA level, advise separation authority on what options are available.
- 5. Ensure the Soldier is counseled on the final determination.
- 6. Ensure that appropriate documentation is furnished to the servicing PSC.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Determined the validity of the claim.		
 2. If it is determined that the enlistment/reenlistment/extension is erroneous, completed the following steps: a. Informed the commander of the criteria which caused the enlistment to be erroneous, to include the facts and circumstances surrounding the case. b. Explained processing procedures and options available to the commander and Soldier, to validate the enlistment or separate the Soldier from active duty IAW AR 635-200. 		
 If it appears that the enlistment/reenlistment/extension commitment was defective when made or cannot be fulfilled, completed the following steps: a. Informed the commander of the criteria which caused the commitment to be defective or unfulfilled. 		

Performance Measures	GO	<u>NO GO</u>
 b. Explained processing procedures and what options are open to the Soldier, including: 		
(1) Immediate discharge (initial term only).(2) Request separation (effective on original ETS).(3) Any actions which will correct the breach.		
 c. If it appears that the enlistment/reenlistment/extension is fraudulent, completed the following steps: 		
 Informed the commander of the criteria which caused the enlistment/reenlistment/extension to be fraudulent. 		
(2) Explained processing procedures and options open to the commander.d. Assisted the commander by ensuring the correspondence contains the		
following information: (1) Facts relating to the case.		
(2) Statement of the Soldier's desire regarding retention or separation.(3) Specific recommendation and reasons for retention or separation by the commander.		
e. Ensured correspondence is forwarded to the proper authority for determination of retention or separation IAW AR 635-200.		
 If serving at SPCMCA level, advised separation authority on what options are available (if applicable) IAW para 1-19, AR 635-200. 		
5. Ensured the Soldier is counseled on the final determination.		
 Ensured that appropriate documentation is furnished to the servicing PSC, and that proper entries are recorded on the Soldier's DA Form 2-1 when retention is authorized IAW AR 635-200 and AR 600-8-104. 		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 15-185 AR 25-400-2 AR 25-50 AR 600-8-104 AR 601-210 AR 601-280 AR 635-200 Related

Advise a Soldier on a Request for Cancellation of Extension 805B-79S-3528

Conditions: Given a requirement to advise a Soldier on a request for cancellation of an extension and access to:

- a. AR 25-50.
- b. AR 600-8-104.
- c. AR 600-8-19.
- d. AR 601-280.
- e. AR 614-30.
- f. AR 614-200.
- g. AR 635-200.
- h. DODFMR.
- i. Soldier's MPRJ.
- j. RETAIN.

Standards: Advise a Soldier on a request for cancellation of an extension IAW AR 601-280.

Performance Steps

- 1. Determine if the Soldier received the benefit of the extension.
- 2. Advise the Soldier on how POS will effect future SRBs.
- 3. If the Soldier received the benefit of the extension, but still desires to cancel the extension for the purpose of immediate reenlistment, determine if the following applies.
 - a. Determine if the extended service will adversely affect SRB entitlement.
 - b. Advise Soldiers that any extension cancelled after it has commenced will be counted as previously obligated service when computing an SRB.
 - c. Advise Soldier on available options.
- 4. Forward written requests through retention channels to the appropriate approval/disapproval authority.
- 5. Notify Soldier of determination by the approval/disapproval authority.
- 6. Ensure that appropriate RETAIN transactions have been completed.

Performance Measures	<u>G0</u>	<u>NO GO</u>
1. Determined if the Soldier received the benefit of the extension.		
 2. If the Soldier did not receive the benefit of the extension, determined which of the following applies: a. Was the assignment/school deleted or deferred by the service, OR: b. Was the assignment/school deleted or deferred at the request of the Soldier? 		
 Advised the Soldier that a. If the assignment/school was deleted or deferred at his/her request, the cancelled extension will count as previously obligated service when computing a SRB. 		

Performance Measures	GO	NO GO
b. If the extension was deleted or deferred at the direction of the service, the cancelled extension will not count as previously obligated service when computing a SRB.		
c. Advised Soldier who has extended for BEAR Program participation that cancellation of the extension is not authorized.		
d. If the Soldier received the benefit of the extension IAW AR 601-280, but still desires to cancel the extension for the purpose of immediate reenlistment, determined if the following applies.		
 Is the Soldier qualified for immediate reenlistment IAW Task 805B-79S- 3529? 		
(2) Has the Soldier extended his enlistment past the 6th, 10th, or 14th year of total active federal service, thereby losing his entitlement to an SRB, or will his/her SRB entitlement be adversely affected by a later reenlistment?		
e. Advised Soldier on available options IAW Task 805B-79S-3578 (Determine a Soldier's Reenlistment Option).		
 Forwarded written requests through retention channels to the appropriate approval authority IAW AR 601-280. 		
 Notified Soldier of determination by the approval/disapproval authority and forward the documentation to the FAO, PSC and EREC for inclusion in the Soldier's MPRJ and OMPF. 		
 Ensured request has been approved and appropriate RETAIN transactions, to include establishing the Soldier's new ETS has been completed before any subsequent reenlistment action is accomplished. 		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 25-400-2 AR 25-50 AR 600-8-104 AR 600-8-19 AR 601-280 AR 614-30 AR 635-200 DODFMR 7000.14-R, VOL 7A Related AR 614-200

Process a Request to Waive a Reenlistment/Enlistment Commitment 805B-79S-3517

Conditions: Given a Soldier that desires to waive his/her reenlistment commitment and access to:

- a. AR 601-210.
- b. AR 601-280.
- c. Soldier's MPRJ.
- d. Current DD Form 4 Series.
- e. RETAIN.

Standards: Process a request to waive a reenlistment/enlistment commitment IAW AR 601-280.

Performance Steps

- 1. Counsel a Soldier on the consequences of waiving a commitment.
- 2. Advise a Soldier that the statement waiving a reenlistment/enlistment commitment must be signed in duplicate.
- 3. Forward the request for deletion to PERSCOM.
- 4. Ensure distribution is accomplished.

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Counseled a Soldier on the consequences of waiving a commitment, to include the following: a. The Soldier will be assigned IAW the needs of the Army. b. That waiving a reenlistment commitment does not in itself cancel existing assignment instructions. 		
Advised a Soldier that the statement waiving a reenlistment/ enlistment commitment must be signed in duplicate.		
Forwarded the request for cancellation of assignment to PERSCOM when the reenlistment is waived before the report date.		
4. Ensured distribution is accomplished.		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some selfstudy, or you may direct SOJT.

References

Required AR 25-400-2 AR 25-50 AR 601-210 AR 601-280 Related

Process a Declination of Continued Service Statement (DA Form 4991-R) 805B-79S-3533

Conditions: Given a Soldier declining to take action to satisfy a service remaining requirement and access to:

- a. AR 600-8-19.
- b. AR 600-8-104.
- c. AR 600-37.
- d. AR 601-280.
- e. AR 614-30.
- f. AR 614-200.
- g. AR 635-200.
- h. AR 680-29.
- i. DA Pam 600-8.
- j. DA Form 4991-R (Declination of Continued Service Statement).
- k. The Soldier's MPRJ.
- I. RETAIN.
- m. Current PERSCOM processing procedures.

Standards: Advise a soldier on a DCSS IAW AR 601-280.

Performance Steps

- 1. Ensure that the Soldier is not an initial-termer or on an indefinite reenlistment or that the soldier has 4 years or less service for pay at ETS.
- 2. Verify the reason for the Soldier's SRR.
- 3. Counsel the Soldier on available options to avoid the DCSS.
- 4. Counsel the Soldier on the effects of a DCSS.
- 5. If Soldier still refuses to comply with the SRR, initiate DA Form 4991-R.
- 6. Sign the DA Form 4991-R and obtain the Soldiers signature.
- 7. Forward the DA Form 4991-R to the unit commander/first sergeant for their review and signature.
- 8. Forward the completed DA Form 4991-R to the PSC for further processing.
- 9. Ensure proper immediate reenlistment prohibition code is entered on the DA Form 4591-R and in RETAIN.
- 10. Ensure the Soldier is informed about the right to request separation and affiliation with the Reserve Component.

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

- 2. Verified the reason for the Soldier's SRR as follows:
 - a. Service schools IAW AR 614-200.
 - b. Overseas assignments IAW AR 614-30.
 - c. Special assignments IAW AR 614-200.

NO GO

Performance Measures

3.	Counseled the Soldier on available options to avoid the DCSS, to include the
	following:

a. Retirement in lieu of PCS IAW AR 601-280 and AR 635-200 if authorized.

GO

NO GO

- Extension action to satisfy the SRR. (Note: Those Soldiers who have enough time to comply with assignment instructions are not required to take action. However, subsequent action will be required to meet tour requirements IAW AR 614-30 and AR 601-280.)
- c. Reenlistment action to satisfy the SRR (see note in 4b above).
- d. Combination of reenlistment and extension when appropriate.
- 4. Counseled the Soldier on the effects of a DCSS IAW AR 601-280, to include the following:
 - a. Places him or her in a nonpromotable status.
 - b. Prohibit reenlistment or extension of enlistment.
 - c. Prohibit him or her from reentering the Regular Army for at least 93 days if separated at ETS, or at least 2 years if voluntarily separated before ETS.
 - d. Require rank determination by DA before reentry.
 - e. Prohibits him or her from applying for commissioning or warrant officer appointment programs while on the current period of active duty.
 - f. Precludes consideration by Headquarters Department of the Army (HQDA) centralized selection boards for promotion and/or advanced schooling.
 - g. Effect on Soldier's eligibility for separation pay.
- 5. If Soldier still refuses to comply with the SRR, initiated the DA Form 4991-R.

6. Signed the DA Form 4991-R and obtained the Soldiers signature.

- 7. Forwarded the DA Form 4991-R to the unit commander/first sergeant for their review and signature.
- 8. Forwarded the completed DA Form 4991-R to the PSC for further processing.
- 9. Ensured proper immediate reenlistment prohibition code was entered on the DA Form 4591-R and in RETAIN.
- 10. Ensured the Soldier is informed about the right to request separation and affiliation with the Reserve Component.

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 600-37 AR 600-8-104 AR 600-8-19 AR 601-280 AR 614-30 AR 635-200 AR 680-29 DA PAM 600-8 DA PAM 600-8-1 **Related** AR 614-200

Subject Area 3: Training and Evaluation Duties

Conduct a Retention Briefing 805B-79S-3584

Conditions: Given a requirement to prepare and conduct a retention briefing and access to:

- a. AR 25-50.
- b. AR 601-280.
- c. FM 101-5.
- d. A target audience.

Standards: Prepare and conduct a retention briefing IAW FM 101-5.

Performance Steps

- 1. Make an estimate of the situation.
- 2. Construct the briefing.
- 3. Deliver the briefing.
- 4. Follow up on the briefing.

Evaluation Preparation: This task can be evaluated by use of the evaluation guide. Perform the task on the job, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Made an estimate of the situation by determining the following: Audience - who is being briefed (superiors/subordinates). Subject of the briefing. Date/time of the briefing. Desired length of the briefing. Location of briefing - size of facility and availability of necessary equipment. 		
 2. Constructed the briefing as follows: a. Determined type of briefing (decision/information). b. Collected necessary references/materials. c. Prepared a detailed presentation plan. d. Prepared a draft outline of the briefing IAW FM 101-5, to include the following: (1) Introduction. (2) Body. (3) Close. 		
 e. Edited and prepared final briefing outline. f. Planed for visual aids (as appropriate). g. Took precoordination steps as necessary, to include the following: (1) Guidance/information from higher headquarters. (2) Prepared decision/information paper as required. (3) Review of subject and/or presentation by chain of command (if required). h. Rehearsed the briefing. 		
 3. Delivered the briefing and ensured the following: a. Stated the purpose and classification of the briefing. b. Anticipated questions and is prepared to respond accordingly. 		

Performance Measures

- c. Asked for questions when closing.
- d. Asked for a decision (if appropriate).
- 4. Followed up on the briefing by accomplishing the following:
 - a. Ensured a clear understanding of material presented.
 - b. Prepared a Memorandum for Record (MFR) and record the decision (as appropriate).

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References Required AR 25-50 FM 101-5

Related

Advise the Commander on Soldiers to be Assigned as Unit Reenlistment NCOs 805B-79S-3408

Conditions: Given a requirement to advise a commander on Soldiers to be assigned as unit retention NCOs and access to:

- a. AR 601-280.
- b. Soldier's MPRJ.
- c. Recommendations from chain of command.
- d. Local directives and SOPs.

Standards: Advise a commander on Soldiers to be assigned as unit retention NCOs IAW AR 601-280.

Performance Steps

- 1. Review the Soldier's MPRJ to determine if the Soldier meets the same general qualifications as those required for duty in PMOS 79S.
- 2. Inform the commander of any derogatory information in the Soldier's MPRJ.
- 3. Receive recommendations from the commander and supervisors.
- 4. Interview the Soldier.
- 5. Make recommendations to the commander.

Evaluation Preparation: This task may be evaluated by using the evaluation guide. Perform the task on the job, using the materials listed in the CONDITIONS statement above.

Performance Measures

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Reviewed the Soldier's MPRJ to determine if the Soldier meets the same general qualifications as those required for duty in PMOS 79S. 		
2. Informed the commander of any derogatory information in the Soldier's MPRJ.		
3. Received recommendations from the commander and supervisors.		
 4. During the interview, determined the following: a. Interest in reenlistment and keeping good people in the Army. b. Past experience, capability, and maturity. c. Attitude toward the Army as a career. d. Demonstration of good judgment, integrity, and initiative in present job. e. Ability to clearly express himself/herself orally. f. Should have at least 12 months retainability in current assignment if possible. 		
 5. Made recommendations to the commander, to include the following: a. Whether or not selection of this Soldier would enhance/detract from the unit's retention program. b. Training requirements for the unit reenlistment NCO. c. Emphasize the visibility and importance of the NCO in the unit's retention program. d. Selection/nonselection of the Soldier concerned. 		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References Required

AR 601-280

Related

Perform Retention Publicity Duties 805B-79S-3515

Conditions: Given a responsibility to perform retention publicity duties for a specified area and access to:

- a. AR 601-280.
- b. Retention Publicity Items (RPI's).
- c. Unit files, to include historical data.

Standards: Accomplish the performance of retention publicity duties IAW AR 601-280.

Performance Steps

- 1. Check with HQS, USAREC (ICAPA-PC), Ft Knox, KY 40121-5000, to determine if the unit has an RPI account established.
- 2. Evaluate the factors that will affect the retention publicity program.
- 3. Determine the audience that will view the retention publicity material and identify the facilities available for display of RPIs.
- 4. Identify the facilities available for display of RPIs.
- 5. Inventory RPIs currently on hand.
- 6. Categorize RPIs by subjects.
- 7. Coordinate with public affairs office (PAO) for assistance in using local newspapers, radio, and television for retention publicity.
- 8. Implement retention publicity programs for activities/commands within area of responsibility.

Evaluation Preparation: This task can be evaluated by use of the evaluation guide. Perform the task on the job, using the materials listed in the CONDITIONS statement above.

Perf	ormance Measures	<u>GO</u>	<u>NO GO</u>
1.	Checked with HQS, USAREC (ICAPA-PC), Ft Knox, KY 40121-5000, to determine if the unit has an RPI account established. Request an account be initiated if one is not in effect.		
2.	Evaluated the factors which will affect the retention publicity program by considering the following:a. Type of unit (infantry, medical, etc.).b. Location of unit (CONUS or overseas).c. Time of year (spring, summer, fall, etc.).		
3.	Determined the audience that will view the retention publicity material, using the following: a. Category of personnel (initial-term, etc.). b. MOS of assigned Soldiers. c. Ratio of men to women. d. Ratio of married to unmarried Soldiers.		
4.	 Identified the facilities available for display of RPIs within the specified area, such as: a. Bowling alleys. b. Dining facilities and snack bars. c. Postal exchanges (PXs) and retail stores. 		

Perfo	rmance Measures d. Education centers. e. Recreation centers and day rooms.	<u>G0</u>	<u>NO GO</u>
	Categorized RPIs by subjects, such as benefits, options, and monetary ncentives.		
6. I	nventory RPIs currently on hand and destroy all obsolete or outdated RPIs.		
	Coordinated with public affairs office (PAO) for assistance in using local newspapers, radio, and television for retention publicity.		
	mplemented retention publicity programs for activities/commands within area of esponsibility and inspects programs IAW local retention SOP.		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 601-280 Related

Manage a Retention Objective and Awards Program 805B-79S-3516

Conditions: Given a retention objective/awards program to conduct and access to:

- a. AR 601-280.
- b. HQDA retention award criteria.
- c. MACOM directives pertaining to objective/awards program.
- d. Local directives and SOPs.
- e. Quarterly/yearly retention statistics.
- f. Sufficient funds budgeted to support retention/transition efforts within the command.

Standards: Conduct a fair and equitable retention objective/awards program IAW AR 601-280, MACOM supplements/directives, and local directives/SOPs.

Performance Steps

- 1. Determine local requirements for the retention objective/awards program.
- 2. Ensure that retention objective/awards program criteria is developed and published for all units.
- 3. Purge the quarterly eligibility roster. Determine the quarterly objective and assign, the retention objectives to subordinate units by category.
- 4. Determine the percentage of accomplishment by category for each subordinate unit.
- 5. Maintain quarterly, and yearly statistics to support the retention objective/awards program and ensure that all units are kept informed as to their standings in the awards program.
- 6. Establish procedures for special recognition or awards for assigned officers and NCOs who demonstrate outstanding support of the Army retention effort within the command.
- 7. Determine winners for each category (like units) based on the established criteria.
- 8. Ensure the program's publicity includes public presentation of appropriate awards/trophies to recognize achievement in the retention arena.

Evaluation Preparation: This task can be evaluated by use of the evaluation guide. Perform the task on the job, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>NO GO</u>
 Determined local requirements for the retention objective/ awards program IAW AR 601-280 and appropriate MACOM directives. 		
 Ensured that retention objective/awards program criteria is developed and published for all units responsible for the program. Criteria should be designed to motivate and influence all levels of command. 		
 Using the monthly or quarterly eligibility roster (as applicable), purged the roster IAW procedures established by the Retention Services Branch and MACOM directives to determine the number of eligible Soldiers. 		
 Determined the quarterly objective by category for each subordinate unit: Divided the objective for each category by the total number of eligibles in that category to establish a multiplier. (Example: The 1st Battalion's initial-term objective is 10 with a total of 40 eligibles. The objective (10) divided by the total eligibles (40) gives a multiplier of .25). 		

Peri	 b. Then, multiplied the number of eligibles in each subordinate unit by the multiplier derived in a. above. (Example: Company A, 1st Battalion, has a total of 6 initial-term Soldiers eligible. Multiplied the total number of eligibles (6) by the multiplier (.25) to establish Company A's initial term objective (1.50)). 	<u>GO</u>	<u>NO GO</u>
5.	 Assigned, on a quarterly basis, the retention objectives to subordinate units for each category of personnel IAW AR 601-280. a. Determined the percentage of accomplishment by category for each subordinate unit by dividing the total number of reenlistments in each category by the objective for that category and then multiplyied the answer by 100. (Example: Company A, 1st Battalion, had an initial-term objective of 1.50 and reenlisted 2 initial-term Soldiers. Divided the number of reenlistments (2) by the objective (1.50) and multiply by 100 (1.33 X 100), to determine the percentage of accomplishment (133 percent).) b. Maintains quarterly, and yearly statistics to support the retention objective/awards program. 		
6.	Established procedures for special recognition or awards for assigned officers and NCOs who demonstrate outstanding support of the Army retention effort within the command.		
7.	Determined winners for each category (like units) based on the established criteria.		
8.	Ensured the program's publicity includes public presentation of appropriate awards to recognize achievement in the retention arena.		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References Required AR 601-280

Evaluate the Unit Retention Activities at Company, Detachment, or Similar Size Units 805B-79S-3532

Conditions: Given a requirement to inspect a unit retention program and access to:

- a. AR 25-50.
- b. AR 601-280.
- c. Major Army command (MACOM) directives and a retention SOP for inspecting reenlistment activities.
- d. Previous inspection reports.
- e. Unit SOP.
- f. Appropriate MACOM Retention inspection checklist.

Standards: Inspect/evaluate the unit to ensure that the retention program is being conducted IAW AR 601-280.

Performance Steps

- 1. Brief unit retention personnel on the purpose of the inspection (i.e., quarterly, yearly, courtesy).
- 2. Review previous inspection reports, giving extra attention to recurring deficiencies and any action taken to correct them.
- 3. Inspect the Unit.
- 4. Conduct an out briefing for the commander and the unit reenlistment NCO.
- 5. Appropriate report of findings will be provided to the unit level commander and the battalion commander and CSM concerned for corrective action as required.
- 6. Schedule follow-up inspection as required.

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>GO</u>	<u>NO GO</u>
	1. Briefed unit retention personnel on the purpose of the inspection (i.e., quarterly, yearly, courtesy).		
	Reviewed previous inspection reports, giving extra attention to recurring deficiencies and any action taken to correct them.		
	3. Inspected the Unit IAW MACOM retention inspection checklist.		
	 4. Conducted an out briefing for the commander and the unit reenlistment NCO. The briefing should include: a. Commendations for outstanding areas. b. Deficiencies noted. c. Recommendations for improvement. 	ne ——	
	5. Reported findings were provided to the unit level commander and the battalion commander and CSM concerned for corrective action as required.		
	6. Scheduled follow-up inspection as required.		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 25-50 AR 601-280

Conduct Battalion Level Retention Training 805B-79S-3573

Conditions: Given a requirement to prepare and present battalion level retention training and access to:

- a. AR 601-280.
- b. FM 25-100.
- c. FM 25-101.
- d. A target audience.

Standards: Prepare and present battalion level retention training IAW AR 601-280 and FM 25-101.

Performance Steps

- 1. Determine reason for training.
- 2. Prepare for the training.
- 3. Conduct research on the training to be presented.
- 4. Practice presentation.
- 5. Present effective retention training.
- 6. Evaluate the presentation to ensure understanding by the participant(s).

Evaluation Preparation: This task can be evaluated by use of the evaluation guide. Perform the task on the job, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>NO GO</u>
 Determined reason for training from one of the following: NOTE: Training may be conducted in a one-on-one situation to correct identified performance weaknesses. 		
 2. Prepared for the training by accomplishing the following: a. A complete analysis of the situation, to include method of instruction (e.g., conference/lecture, demonstration, etc.). b. Objective of the training. c. Subject to be covered. d. Personnel to be trained (e.g., officers, NCOs, family members, etc.). e. Training facilities/sites. f. Time scheduling considerations. 		
 Conducted research on the training to be presented, to include the following: a. Collected materials (e.g., ARs, Pams, TMs, FMs, etc.). b. Isolated facts. c. Selected appropriate training aids. d. Prepared a draft outline which includes a task, conditions, and standards statement IAW FM 25-101. 		
 4. Practiced presentation, to ensure the following: a. Familiarity of training outline. b. Effective transitions between separate subject materials that have been developed. c. Proper use of training aids (if required). d. Presentation falls within the time constraints. e. Outline/presentation reviewed by supervisors if required. 		

Performance Measures

5. Presented effective retention training by incorporating the following:

- a. Displayed a positive, enthusiastic attitude.
- b. Controlled nervousness.
- c. Clear speech.
- d. Controlled mannerisms/gestures.
- e. Asked for questions.
- f. Concluded the presentation with a meaningful summary.
- 6. Evaluated the presentation to ensure understanding by the participant(s). Scheduled follow-up training as requested.

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 601-280 FM 25-100 Related

NO GO

GO

Subject Area 4: Interview Counseling

Conduct a Career Counseling Session 805B-79S-3409

Conditions: Given a requirement to conduct a career counseling session with a Soldier and access to:

- a. AR 601-280.
- b. DA Pam 611-1.
- c. FM 22-100.
- d. Soldier's MPRJ.
- e. DA Form 4591-R.
- f. RETAIN.

Standards: Conduct the career counseling session IAW AR 601-280 and DA Pam 611-1.

Performance Steps

- 1. Arrange for the career counseling session, then record the date and time for planning purposes.
- 2. Gather all available information about the Soldier.
- 3. Prepare for the career counseling session.
- 4. Conduct the career counseling session.
- 5. Refer the Soldier to the appropriate activity if further counseling is required (Army Community Service (ACS), Army Emergency Relief (AER), Chaplain, etc.).
- 6. Schedule a follow-up career counseling session if necessary.
- 7. Record the results of the career counseling session.

Evaluation Preparation: This task may be evaluated by using the evaluation guide. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>NO GO</u>
 Contacted the Soldier to arrange for an counseling session, then recorded the date and time for planning purposes. 		
 2. Gathered all available information about the Soldier, using the following (if applicable): a. The DA Form 4591-R. b. MPRJ. c. Previous counseling session notes. d. Comments from commanders, first sergeant, and supervisors. 		
 3. Prepared for the counseling session by accomplishing the following: a. Established the objectives of the counseling session. b. Determined the type of counseling session desired to accomplish the objective. c. Scheduled the counseling session effectively so as not to rush the counselor or counselee. 		
d. Prepared a list of questions to guide the counseling session.e. Prepared the physical surroundings, to ensure:		

- (1) Privacy.
- (2) An informal, friendly atmosphere.

Performance Measures

- (3) An effective display of reenlistment literature.
- (4) Access to all necessary material, directives, and other sources of information.

NO GO

GO

- 4. Conducted the counseling session by accomplishing the following:
 - a. Opened the session a friendly, personal greeting.
 - b. Summarized advance information determined if anything has been changed.
 - c. Established the Soldier's needs, wants, and desires use probing, openended questions to get the Soldier actively involved.
 - d. Presented factual information utilizing Army regulations, directives, or other source references, explained the benefits or disadvantages of a particular course of action being discussed.
 - e. Overcame objections restated the Soldier's objection, clarify with facts, and overcame if possible.
 - f. Summarized before concluding the session, summarized what has been accomplished or what course of action/decision has been reached.
 - g. Closed ended the session by obtaining a commitment from the Soldier.
- 5. Referred the Soldier to the appropriate activity if further counseling is required (Army Community Service (ACS), Army Emergency Relief (AER), Chaplain, etc.).
- 6. Scheduled a follow-up counseling session if necessary.
- 7. Recorded the results of the counseling session on the DA Form 4591-R or an attached card, as applicable.

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 601-280 AR 680-29 DA PAM 600-8-1 DA PAM 611-1 FM 22-100

Skill Level 4

Subject Area 5: AC Supervisory/Operations

Utilize Automated Systems for Retention Activities 805B-79S-3548

Conditions: Given a requirement to utilize an automated system to enhance the operation of a brigade or similar level retention activity and access to:

- a. AR 380-19.
- b. AR 601-280.
- c. AR 680-29.
- d. RETAIN.
- e. Current PERSCOM processing procedures.

Standards: Utilize automated systems according to the procedures outlined in the local retention SOP.

Performance Steps

- 1. Review all established procedures for the utilization of the automated systems.
- 2. Identify any requirements that are unique to the assigned retention activity.
- 3. Establish procedures, policies and controls.
- 4. Publish policies and controls.
- 5. Prepare and present training, on the automated system for all Career Counselors assigned to the retention activity.

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>GO</u>	<u>NO GO</u>
1.	Reviewed all established procedures for the utilization of the automated systems for retention activities.		
2.	Identified any requirements that are unique to the assigned retention activity.		
3.	 Established procedures and controls for the effective use and operation of automated systems, to include the following: a. Systems security. b. Terminal operator(s). c. Timely confirmation reporting. d. Use of the REENLISTMENT REPORT module to reconcile production reports as authorized. e. Timely distribution of RETAIN generated messages. f. Maintain system requirements (e.g., up-to-date terminal/user information, password for the system operation, etc.) if applicable. g. Timely cancellation of unused reservations/options/extensions. h. Proper use of HOTLINE program as authorized. 		
4.	Published policies and controls.		

Performance Measures

GO NO GO

5. Prepared and presented training IAW Task 805B-79S-3574 (Conduct Brigade/Division/Installation Level Retention Training), on the automated system for all Career Counselors assigned to the retention activity.

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 380-19 AR 601-280 AR 680-29

Evaluate a Career Counseling Session 805B-79S-3550

Conditions: Given a requirement to evaluate a career counseling session conducted by a subordinate Career Counselor and access to:

- a. AR 601-280.
- b. AR 680-29.
- c. DA Pam 611-1.
- d. FM 22-100.
- e. FM 22-101.
- f. Soldier's MPRJ.
- g. Completed DA Form 4591-R.

Standards: Evaluate a career counseling session IAW AR 601-280 and DA Pam 611-1.

Performance Steps

- 1. Ensure prior preparation was accomplished.
- 2. Evaluate the counseling session.
- 3. Do not comment or answer any questions unless specifically asked by the counselor/counselee.
- 4. Reestablish subordinate Career Counselor control of the counseling session after answering any questions or comments.
- 5. Make mental notes on deficiencies, areas needing improvement, and good techniques for later counseling and training.
- 6. Provide positive reinforcement to subordinate Career Counselor.
- 7. Counsel subordinate Career Counselor on deficiencies noted and make suggestions for improved performance.
- 8. Schedule follow-up evaluation with the subordinate career counselor (if required).
- 9. Prepare and conduct training to correct deficiencies noted.

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>NO GO</u>
 Reviewed Performance Measures 1 through 3 of Task 805B-79S-3409 (Conduct a Career Counseling Session), to ensure prior preparation was accomplished. 		
 2. Evaluated the counseling session, ensuring the following was accomplished: a. Opening. b. Summary of advance information. c. Establishing the Soldier's needs, wants, and desires. d. Presenting of factual information. e. Overcoming objections (if necessary). f. Summary of counseling session. g. Closing of the counseling session. 		
Did not comment or answer any questions unless specifically asked by the counselor/counselee.		

Performance Measures

Performance Measures		<u>GO</u>	<u>NO GO</u>
	4. Reestablished subordinate Career Counselor control of the counseling session after answering any questions or comments if applicable.		
	Made mental notes on deficiencies, areas needing improvement, and good techniques for later counseling and training.		
	Provided positive reinforcement to subordinate Career Counselor on good techniques identified during the counseling session.		
	 Counseled subordinate Career Counselor on deficiencies noted during the counseling session (if applicable) and suggested courses of action to improve performance. 		
	 Scheduled follow-up evaluation with the subordinate career counselor (if required). 		
	 Prepared and conducted training to correct deficiencies noted IAW Task 805B- 79S-3574 (Prepare and Present Brigade/Division/Installation Level Retention Training). 		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Related

Required AR 601-280 AR 680-29 DA PAM 611-1 FM 22-100

Evaluate a Retention Ceremony 805B-79S-3555

Conditions: Given a requirement to evaluate a retention ceremony and access to:

- a. AR 601-280.
- b. DODFMR.
- c. MCM.
- d. Completed and reviewed reenlistment/extension packet.

Standards: Evaluate a retention ceremony IAW AR 601-280.

Performance Steps

- 1. Evaluate a retention ceremony conducted by a subordinate Career Counselor.
- 2. If an error is noted during the retention ceremony, made note of the deficiencies for subsequent counseling/training.
- 3. Counseled the subordinate Career Counselor after the ceremony as to the deficiencies noted.
- 4. Prepare and conduct training on deficiencies noted.
- 5. Schedule a date for subsequent review/evaluation of a retention ceremony.

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

 Evaluated a retention ceremony conducted by a subordinate Career Counselor to ensure proper regulatory guidance is being followed. If error(s) were noted during the retention ceremony, made note of the efficiencies for subsequent counseling/training. 	<u>NO GO</u>
denciencies for subsequent coursening/training.	
3. Counseled the subordinate Career Counselor after the ceremony as to the deficiencies noted.	
 Prepared and conducted training on deficiencies noted IAW Task 805B-79S-3573 —— (Conduct Battalion Level Retention Training) if applicable. 	
5. Scheduled a date for subsequent review/evaluation of a retention ceremony.	

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score then NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 601-280 DODFMR 7000.14-R, VOL 7A MANUAL-MCM

Review an Extension Packet 805B-79S-3556

Conditions: Given a completed extension packet and access to:

- a. AR 600-8-104.
- b. AR 601-280.
- c. Completed DA Form 3340-R.
- d. Completed DA Form 3072-R (if required).
- e. Completed DA Form 4591-R.
- f. Completed DA Form 1695.
- g. Soldier's MPRJ.

Standards: Review the extension documents IAW AR 601-280.

Performance Steps

- 1. Review all documents/entries on the extension packet received.
- 2. If an error is found, return the packet to the appropriate retention office for correction.
- 3. Upon verifying the accuracy of entries, forward the packet for distribution completion.
- 4. Prepare and conduct training on deficiencies noted.

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>NO GO</u>
1. Reviewed all documents/entries on the extension packet received.		
If error(s) were found, returned the packet to the appropriate retention office for correction IAW AR 601-280.		
Upon verifying the accuracy of entries, forwarded the packet for distribution completion.		
 Prepared and conducted training on deficiencies noted IAW Task 805B-79S-3573 (Conduct Battalion Level Retention Training) if applicable. 		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Related

Required AR 310-50 AR 600-8-104 AR 601-280

Review a Reenlistment Packet 805B-79S-3558

Conditions: Given a completed reenlistment packet and access to:

- a. AR 310-50.
- b. AR 600-8-104.
- c. AR 601-280.
- d. AR 635-5.
- e. AR 635-200.
- f. AR 680-29.
- g. Completed DA Form 3340-R.
- h. Completed DA Form 3072-R (if required).
- i. Completed DA Form 4591-R.
- j. Completed DD Form 4 Series.
- k. Completed DA Form 3286.
- I. Completed DA Form 4789.
- m. Soldier's MPRJ.

Standards: Review the documents for a reenlistment IAW AR 601-280.

Performance Steps

- 1. Review completed packet received.
- 2. If an error is found, return the packet to the appropriate retention office.
- 3. Upon verifying the correctness of entries, forward the packet to the servicing Career Counselor for distribution.
- 4. Prepare and conduct training on deficiencies noted.

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>NO GO</u>
1. Reviewed completed packet received.		
If error(s) were found, returned the packet to the appropriate retention office for correction.		
Upon verifying the correctness of entries, forwarded the packet to the servicing Career Counselor for distribution.		
 Prepared and conducted training on deficiencies noted IAQ Task 805B-79S- 3573(Conduct Battalion Level Retention Training) if applicable. 		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References		
Required	Related	
AR 310-50		
AR 600-8-104		
AR 601-280		
AR 635-200		

References

Required AR 635-5 AR 680-29

Conduct Brigade/Division/Installation Level Retention Training 805B-79S-3574

Conditions: Given a requirement to prepare and conduct brigade/division/installation level retention training and access to:

- a. AR 601-280.
- b. FM 25-100.
- c. FM 25-101.
- d. A target audience.

Standards: Prepare and conduct brigade/division/installation level retention training IAW AR 601-280 and FM 25-101.

Performance Steps

- 1. Determine reason for training.
- 2. Prepare for the training.
- 3. Conduct research on the training to be presented.
- 4. Practice presentation.
- 5. Present effective retention training.
- 6. Evaluate the presentation to ensure understanding by the audience.

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>G0</u>	<u>NO GO</u>
1. Determined reason for training from one of the following:		
 Prepared for the training by accomplishing the following: a. A complete analysis of the situation, to include method of instruction (e.g., conference/lecture, demonstration, etc.). b. Objective of the training. c. Subject to be covered. d. Personnel to be trained (e.g., officers, NCOs assigned to brigade/division/installation level, etc.) e. Training facilities/sites. f. Time scheduling considerations. 		
 Conducted research on the training to be presented, to include the following: a. Collected materials (e.g., ARs, Pams, TMs, FMs, etc.). b. Isolated facts. c. Selected appropriate training aids. d. Prepared a draft outline which includes a task, conditions, and standards statement IAW FM 25-101. 		
 4. Practiced presentation to ensure the following: a. Familiarity of training outline. b. Effective transitions between separate subject material that has been developed. c. Proper use of training aids (if required). d. Presentation falls within the time constraints. 		

Performance Measures e. Outline/presentation reviewed by supervisors if required.	<u>G0</u>	<u>NO GO</u>
 5. Presented effective retention training by incorporating the following: a. Displayed a positive, enthusiastic attitude. b. Controlled nervousness. c. Clear speech. d. Controlled mannerisms/gestures. e. Asked for questions. f. Concluded the presentation with a meaningful summary. 		
Evaluated the presentation to ensure understanding by the audience. Scheduled follow-up training as requested.		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 601-280 FM 25-100

GO

NO GO

Review the Processing of Transitioning Soldiers for Reserve Components 805B-79S-4509

Conditions: Given a requirement to ensure Soldiers NLT 90 days prior to ETS are afforded the opportunity to receive Reserve Components (RC) counseling and access to:

- a. AR 135-7.
- b. AR 135-91.
- c. AR 601-210.
- d. AR 601-280.
- e. AR 611-201.
- f. AR 635-5.
- g. Eligibility Roster.
- h. Current MILPER/RETAIN Messages.

Standards: Ensure all qualified soldiers receive RC counseling NLT 90 days prior to ETS or beginning date of transition leave IAW AR 601-280.

Performance Steps

1. Review the processing of transitioning Soldiers into the RC.

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures

 Review the processing of transitioning Soldiers into the RC by ensuring that subordinate Career Counselors can complete performance measures IAW Task 121-023-3415 (Process Transitioning Soldiers into the Reserve Components). Specifically:

- a. Eligibility.
- b. Options.
- c. Incentives.
- d. Interview techniques.
- e. Interview procedures.

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score then NO GO if any measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self study, or you may direct SOJT.

References

Required AR 135-7 AR 135-91 AR 601-210 AR 601-280 AR 635-5 DA PAM 611-21

Related

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Manage Retention Activity Resources 805B-79S-5001

Conditions: Given the responsibility to request and utilize retention activity resources and access to:

- a. DFAS MAN 37-100-FY.
- b. AR 601-280.
- c. Local supplements/budget management guides.

Standards: Request and utilize retention activity resources IAW DFAS MAN 37-100-FY and AR 601-280.

Performance Steps

- 1. Determine if the unit has a GF account established.
- 2. Determine the amount of funds that should be requested.
- 3. Obtain cost estimates for items that are to be purchased.
- 4. Prepare a budget, brief the commander and submit to the approval authority.
- 5. Ensure that the funds are used to support the retention program.
- 6. Ensure that adequate funding is maintained and additional funding is requested for the next year.

Evaluation Preparation: This task can be evaluated by using the evaluation guide. Perform the task, using the materials listed in the CONDITIONS statement above.

Perf	ormance Measures	<u>G0</u>	<u>NO GO</u>
1.	Checked with the unit's comptroller or budget section (if applicable) to determine if the unit has a GF account established.		
2.	Reviewed previous year's budget to aid in determining the amount of funds that should be requested.		
3.	Contacted vendors to obtain cost estimates for items that are to be purchased with GF funds if applicable.		
4.	 Prepared a budget, briefed the commander and submit to the approval authority, ensuring the following is addressed: a. TDY travel. b. Promotional items. c. Administrative support. d. Office supplies. 		
5.	Once items have been approved for procurement, made plans for distribution and control of the resources to ensure that they are used to support the retention program.		
6.	Monitored GF funds to ensure that adequate funding is maintained and additional funding is requested for the next year's budget as necessary.		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 25-400-2 AR 25-50 AR 601-280

Subject Area 6: RC Processing

Conduct a Pre-Transition Briefing 805B-79S-7001

Conditions: Given a Soldier scheduled for transition from active duty and access to:

- a. AR 135-7.
- b. AR 135-91.
- c. AR 140-10.
- d. AR 601-280.
- e. DA Pam 140-8.
- f. Current PERSCOM processing procedures.

Standards: Conduct a pre-transition briefing by preparing the briefing, coordinating with the Soldier or PSC to ensure attendance, and deliver the briefing. Make the content of the briefing clear enough to allow the Soldier to make a transition decision.

Performance Steps

- 1. Construct the pre-transition briefing.
- 2. Prepare an outline.
- 3. Coordinate briefing .
- 4. Deliver the briefing.
- 5. Follow up the briefing.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>G0</u>	<u>NO GO</u>
1. Construct the pre-transition briefing.		
 2. Prepare an outline identifying the following steps: a. Introduction. b. History/mission statement of Reserve Components. c. Body, to include obligations, options, and benefits. d. Close. 		
 3. Coordinate briefing with soldier(s) and or PSC, to include the following: a. Time. b. Location. c. Equipment. 		
4. Deliver the briefing and ensure the following:a. State the purpose.b. Anticipate questions and be prepared to respond accordingly.c. Ask for questions when closing.		
5. Follow up the briefing by scheduling one-on-one interviews.		

Evaluation Guidance: Score the soldiers GO if your review satisfies the standard contained in the task summary. If you evaluated yourself F on any performance measures, refer to the applicable reference(s) listed below and research that performance measure prior to reevaluating yourself.

References

Required AR 135-7 AR 135-91 AR 140-10 AR 601-280 AR 635-10 DA PAM 611-21 FM 101-5 RETAIN **Related** AR 614-200

Determine Reserve Component Enlistment/Transfer Eligibility 805B-79S-7002

Conditions: Given a Soldier scheduled for transition from the active Army and access to:

- a. AR 135-91.
- b. AR 135-7.
- c. AR 600-9.
- d. AR 601-280.
- e. AR 614-200.
- f. DA PAM 611-21.
- g. DA Form 4591-R.
- h. DA Form 5690-R.
- i. RETAIN.
- j. Current PERSCOM processing procedures.
- k. Soldier's MPRJ.

Standards: Determine a Soldier's eligibility for enlistment/transfer into the Reserve Component.

Performance Steps

- 1. Ensure that the Soldier is scheduled for an interview, within 90 days prior to ETS or beginning date of transitional leave.
- 2. Determine eligibility.
- 3. Determine enlistment/transfer periods.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures		<u>NO GO</u>
 Ensured servicing Career Counselor scheduled an interview for Soldiers, within 90 days prior to ETS to include submission of a completed DA Form 4591-R card. 		
Determined eligibility for a Soldier (obligor/non-obligor) to enlist/transfer into the Reserve Component.		
3. Determined enlistment/transfer periods (obligor/non-obligor).		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, make on-the-spot correction. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 135-91 AR 601-280 AR 635-10 RETAIN **Related** AR 614-200

Determine Reserve Component Options and Incentives 805B-79S-7003

Conditions: Given a Soldier scheduled for transition from the active Army and access to:

- a. AR 135-7.
- b. AR 135-91.
- c. AR 601-280.
- d. AR 614-200.
- e. AR 635-10.
- f. DA PAM 611-21.
- g. DA Form 4591-R.
- h. DA Form 5690-R.
- i. Soldier's MPRJ.

Standards: Determine a Soldier's eligibility for options and incentives into the Reserve Component.

Performance Steps

- 1. Determine eligibility for options.
- 2. Determine eligibility for incentives.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>G0</u>	<u>NO GO</u>
1. Determine eligibility for options.		
2. Determine eligibility for incentives.		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References	
Required	Related
AR 135-7	AR 614-200
AR 135-91	
AR 601-280	
AR 635-10	
DA PAM 611-21	
RETAIN	

Conduct a Transition Counseling Session 805B-79S-7004

Conditions: Given a Soldier scheduled for transition from active duty and access to:

- a. AR 135-7.
- b. AR 135-91.
- c. AR 601-280.
- d. DA PAM 611-21.
- e. DA Form 4591-R.
- f. DA Form 5690-R.

Standards: Conduct a transition counseling session IAW AR 601-280 by ensuring all pertinent data about the Soldier and the Soldier's status is reviewed and available during the counseling session. Ensure the Soldier understands all options and can make a final decision using the information supplied.

Performance Steps

- 1. Schedule the counseling session.
- 2. Gather information on the soldier.
- 3. Prepare for the counseling session.
- 4. Conduct the counseling session.
- 5. Schedule a follow-up counseling session if necessary.
- 6. Record the results of the counseling session.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>GO</u>	<u>NO GO</u>
 Scheduled the counseling session so as not to rush the counseling sessioner or the counseling sessionee. 		
2. Gather all available information about the Soldier.		
 3. Prepare for the counseling session by accomplishing the following: a. Establish the objective of the counseling session. b. Determine the type of counseling session desired to accomplish the objective. c. Prepare a list of questions to guide the counseling session. d. Prepare the physical surroundings to ensure: 		

- (1) Privacy.
- (2) An informal, friendly atmosphere.
- (3) An effective display of retention/transition literature.
- (4) Access to all necessary material, directives, and other sources of information.

Performance Measures	<u>GO</u>	<u>NO GO</u>
 4. Conduct the counseling session by accomplishing the following: a. Open the counseling session - a friendly, personal greeting. b. Summarize advance information - determine if anything has changed. c. Establish the Soldier's needs, wants, and desires - use probing, open-ended questions to get the Soldier actively involved. d. Present factual information - utilizing Army regulations, directives, or other source references, explain the benefits or disadvantages of a paticular course of action being discussed. e. Objections - restate the Soldier's objection, clarify with facts, and overcome if possible. f. Summarize - before concluding the session, summarize what has been accomplished, or what course of action/decision has been reached. g. Close - end the session by obtaining a commitment from the Soldier. 		
5. Schedule a follow-up counseling session if necessary.		
 Record the results of the counseling session on the DA Form 4591-R, DA Form 5690-R, and the Soldier Data File. 		
Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). GO if any applicable measures are failed (F). If they experience minor difficulty, make on		

correction. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 135-7 AR 135-91 AR 140-10 AR 601-280 AR 635-10 DA PAM 611-21 FM 101-5 RETAIN **Related** AR 614-200

Process a Reserve Components Assignment 805B-79S-7005

Conditions: Given a Soldier scheduled for transition from active duty and access to:

- a. AR 135-7.
- b. AR 135-91.
- c. AR 140-10.
- d. AR 601-280.
- e. AR 614-200.
- f. AR 635-10.
- g. FM 101-5.
- h. DA PAM 611-21.
- i. Current PERSCOM processing procedures.
- k. RETAIN.
- I. DA Form 4591-R.
- m. DA Form 5690-R.

Standards: Process a Reserve Component assignment IAW AR 601-280.

Performance Steps

- 1. Obtain/verify the RC assignment.
- 2. Record the results of the assignment.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

NO GO

GO

Performance Measures

- 1. Processed an ARNG assisgment:
 - a. Access to RETAIN system terminal.
 - b. Use the Determine Soldier Eligibility module and enter the Soldier's personal data,

using the completed DA Form 5690-R.

c. Perform CONUS coordination as applicable. Obtain compatible unit assisgment.

- d. Perform OCONUS coordination as applicable.
- e. Use the Vacancy Training Search/Make Reservation module to make the reservation.

f. Use the Confirm Shipment or Change Ship Date module to confirm the reservation.

2. Updated the DA Form 5690-R and the Soldier Data File.

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, make on-the-spot correction. For major problems you may have them do some self-study, or you may direct SOJT.

References	
Required	Related
AR 135-18	AR 614-200
AR 135-7	
AR 135-91	
AR 140-10	

References

Required AR 601-280 AR 635-10 DA PAM 611-21 FM 101-5 RETAIN

Process a Reserve Components Enlistment/Transfer Packet 805B-79S-7006

Conditions: Given a qualified Soldier transitioning from active duty, who has accepted a Reserve Components assignment, and access to:

- a. AR 135-7.
- b. AR 135-9.
- c. AR 140-10.
- d. AR 601-280.
- e. AR 635-200.
- f. DA Pam 600-8.
- g. Unit assignment data.
- h. RETAIN.
- i. Completed DA Form 1811 (Physical Data and Aptitude Test Scores Upon Release From Active Duty).
- j. Completed DA Form 5690.
- k. Blank DA Form 5691-R (Request for Reserve Component Assignment Orders)
- I. Blank DD Form 4 series.
- m. Blank DA Form 3540-R.
- n. Blank DA Form 7249-R.
- o. Blank options/incentives documents (if applicable).
- p. Separation orders.
- q. Completed DD Form 214.

Standards: Process a Reserve Components enlistment/transfer packet.

Performance Steps

- 1. Perform task/Review the processing of Soldier for the reserve component.
- 2. Complete an RC enlistment/transfer packet.
- 3. Verify entries on all documents.
- 4. Establish the correctness of all entries with the Soldier.
- 5. Consummate the ceremony.
- 6. Distribute enlistment/transfer packet.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Performed the task/ Reviewed the Processing of Soldiers for the Reserve Components. 		
2. Completed an RC enlistment/transfer packet.		
3. Verified entries on all documents to ensure that all required information is present.		
4. Established the correctness of all entries with the Soldier.		
5. Consummated the ceremony.		
6. Distributed enlistment/transfer packet.		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, make on-the-spot correction. For major problems you may have them do some self-study, or you may direct SOJT.

Related

References

Required AR 135-7 AR 135-91 AR 140-10 AR 601-280 AR 635-200 DA PAM 600-8

Skill Level 5

Subject Area 7: RC Supervisory/Operations

Evaluate a Pre-Separation Briefing 805B-79S-8001

Conditions: Given a requirement to evaluate a pre-transition briefing conducted by a subordinate RC Career Counselor and access to:

- a. AR 135-7.
- b. AR 135-18.
- c. AR 135-91.
- d. AR 140-10.
- e. AR 601-280.
- f. AR 614-200.
- g. AR 635-10.
- h. DA Pam 140-8.
- i. DA Pam 611-21.
- j. Current PERSCOM processing procedures.

Standards: Evaluate a pre-separation briefing IAW all applicable regulations and local policy.

Performance Steps

- 1. Review the briefing.
- 2. Provide positive reinforcement.
- 3. Make recommendations.
- 4. Schedule a reevaluation (if applicable).

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>G0</u>	<u>NO GO</u>
 Reviewed the briefing to ensure the following is accomplished: a. Introduction. b. History/mission statement of the Reserve Component. c. Body of the briefing. d. Closing. 		
2. Provided positive reinforcement on techniques used during the briefing.		
 Made recommendations to subordinate RC Career Counselor to improve briefing skills. 		
 Scheduled with the subordinate RC Career Counselor to reevaluate a briefing (if applicable). 		

Evaluation Guidance: Score the soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction should be given. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 135-18 AR 135-7 AR 135-91 AR 140-10 AR 601-280 AR 635-10 DA PAM 611-21 FM 101-5 RETAIN

Related AR 614-200

Review the Processing of Soldiers for the Reserve Components 805B-79S-8002

Conditions: Given a requirement to review the processing of a Soldier for a Reserve Component enlistment/transfer and access to:

- a. AR 135-7.
- b. AR 135-91.
- c. AR 140-10.
- d. AR 601-280.
- e. AR 635-5.
- f. AR 635-5-1.
- g. AR 635-10.
- h. DA Pam 351-4.
- i. DA Pam 611-21.
- j. Current PERSCOM processing procedures.
- k. Completed accesion packet.

Standards: Review the processing of Soldiers for Reserve Components enlistment/transfer to verify that all required actions are completed.

Performance Steps

- 1. Review task 805B-79S-7005 (Process a Reserve Component Assignment).
- 2. Verify all documents.
- 3. Review task 805B-79S-7006(Process a Reserve Component Enlistment/Transfer Packet).

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the CONDITIONS statement above.

Performance Measures	<u>GO</u>	<u>NO GO</u>
1. Reviewed task 805B-79S-7005(Process a Reserve Component Assignment).		
2. Verified all documents.		
 Reviewed task 805B-79S-7006(Process a Reserve Component Enlistment/Transfer Packet). 		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, make on-the-spot correction. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 135-7 AR 135-91 AR 140-10 AR 601-280 AR 635-10 AR 635-5 DA PAM 351-4 DA PAM 611-21 RETAIN Related AR 614-200

Utilize Automated Systems for Transition Activities 805B-79S-9001

Conditions: Given a requirement to utilize automated systems to enhance the operation of an installation/division or similar level Career Counselor activity, and access to:

- a. AR 380-19.
- b. AR 601-280.
- c. RETAIN.
- d. DA Pam 601-5-2.
- e. Local transition SOP.

Standards: Institute procedures for utilization of automated systems (RETAIN) and enhance the operation of an installation/division or similar level transition activity IAW the procedures outlined in DA Pam 601-5-2 and the local transition SOP.

Performance Steps

- 1. Establish procedures for the utilization of the automated systems.
- 2. Identify requirements.
- 3. Establish procedures and controls for the effective use and operation of automated systems.
- 4. Publish policies and controls.
- 5. Manage the training program.

Evaluation Preparation: You may use the evaluation guide to evaluate this task. If the task is performed on the job, perform the task, using the materials listed in the conditions statement above.

Perf	formance Measures	<u>G0</u>	<u>NO GO</u>
1.	Established procedures for the utilization of the automated systems for transition activities within the command.		
2.	Identified any requirements that are unique to the assigned transition activity.		
3.	Established procedures and controls for the effective use and operation of automated systems within the installation/division or similar level retention activity, to include the following: a. Systems security. b. Terminal operator(s). c. Timely accession reporting, to include copies of reports accomplished at a subordinate level. d. Use of the RETAIN programs to reconcile production reports. e. Timely distribution RETAIN generated messages if applicable. f. Maintain system requirements (e.g., up-to-date terminal/user information, password for the system operation, etc.). g. Timely cancellation of unused reservations. h. Proper use of HOTLINE program. i. Controlled use of automated systems accessible through RETAIN.		
4.	Published policies and controls with the transition activity SOPs.		
5.	Managed the training program to ensure proficiency in the use of automated systems of the assigned counselor.		

Evaluation Guidance: Score the soldiers GO if all measures are passed (P). Score them NO GO if any measures are failed (F). If they experience minor difficulty, make on-the-spot correction. For major problems you may have them do some self-study, or you may direct SOJT.

References

Required AR 380-19 AR 601-280 DA PAM 601-5-2

CHAPTER 4

Duty Position Tasks

	DUTY POSITION	SUBJECT AREA	CROSS TRAIN	RAIN-UP/MERGER
SL3	Career Counselor	1 thru 4	N/A	SL4 Career Counselor SL4 Operations NCO
SL4	Career Counselor (ASI 4R)	1 thru 7	N/A	SL4 Operations NCO SL5 Senior Career SL5 Operations NCO
SL4	Operations NCO	1 thru 7	N/A	SL5 Senior Career Counselor SL5 Operations NCO
SL5	Senior Career Counselor (ASI 4R)	1 thru 7	N/A	SL5 Operations NCO SL5 Command Career Counselor
SL5	Operations NCO	1 thru 7	N/A	SL5 Command Career Counselor

GLOSSARY

Section I Acronyms & Abbreviations

AC	active component; assistant commandant
ACS	Army Community Service
AEA	assignment eligibility and availability
AER	Army emergency relief
AMOS	additional awarded military occupational specialty
ANCOC	Advanced Noncommissioned Officer Course
AOS	additional obligated service
APFT	Army physical fitness test
AR	Army Regulation; Army Reserve
ARNG	Army National Guard
ASVAB	armed services vocational aptitude battery
AWOL	absent without leave
BAS	basic allowance for subsistence
BASD	basic active service date
BEAR	bonus extension and retraining
BSSRB	broken service selective reenlistment bonus
CG	Commanding General
CMF	career management field
CONUS	the continental United States
DA	Department of the Army
DCSS	declination of continued service statement
DEROS	date eligible for return from overseas
DOB	date of birth
DROS	date returned from overseas
EB	enlisted bonus

ECN	extension control number
ETS	Expiration Term of Service
FORSCOM	Forces Command
FOUO	for official use only
GCMCA	general court-martial convening authority
GED	general education development
HQDA	Headquarters, Department of the Army
HSDG	high school diploma graduate
IADT	initial active duty training
IAW	in accordance with
IRR	Individual Ready Reserve
МАСОМ	Major Army Command
MMRB	MOS/medical retention board
MOS	military occupational specialty
MPRJ	military personnel records jacket, U. S. Army
MSO	military service obligation
NCO	noncommissioned officer
NG	National Guard
NPS	nonprior service; new permanent station
OCONUS	outside the continental United States
OCS	officer candidate school
OMPF	official military personnel file
PAC	Personnel and Administration Center
PCS	permanent change of station
PEB	physical evaluation board
PEBD	pay entry basic date
PMOS	primary military occupational specialty
РОВ	place of birth

POI	program of instruction
PPES	physical performance evaluation system
PS	prior service; postal service
PSC	personnel service company
РТ	physical training; point
RA	regular army
RC	reserve component
RCN	reenlistment control number
RE	reentry eligibility
RMB	Retention Management Branch
RPI	retention publicity item
RRB	regular reenlistment bonus
SGLI	servicemembers' group life insurance
SL	skill level
SM	Soldier's manual
SMCT	Soldier's Manual of Common Tasks
SMOS	secondary military occupational specialty
SOP	standing operating procedure
SPCMCA	special court-martial convening authority
SQI	skill qualification identifier
SRB	selective reenlistment bonus
SRR	service remaining requirement
STP	Soldier Training Publication
тм	technical manual
TPU	troop program units
TRADOC	Training and Doctrine Command
TSAM	The skill alignment module
UCMJ	uniform code of military justice

UIC	unit identification code
USAEEA	United States Army Enlistment Eligibility Activity
USAEREC	United States Army Enlisted Records and Evaluation Center
USAR	U.S. Army Reserve

REFERENCES

Required Publications

Required publications are sources that users must read in order to understand or to comply with this publication.

Army Regulations AR 135-100 Appointment of Commissioned and Warrant Officers of the Army 1 September 1994 AR 135-101 Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches 15 February 1984 The Active Guard/Reserve (AGR) Program 10 December 2003 AR 135-18 AR 135-200 Active Duty for Training, Annual Training and Active Duty Special Work of Individual Soldiers 30 June 1999 Incentive Programs 15 April 1996 AR 135-7 AR 135-91 Service Obligations, Methods of Fulfillment, Participation Requirements, And Enforcement Procedures 26 September 2000 AR 140-10 Assignments, Attachments, Details, and Transfers 1 September 1994 AR 140-111 U.S. Army Reserve Reenlistment Program 19 December 2003 Army Board for Correction of Military Records 29 February 2000 AR 15-185 AR 25-30 The Army Publishing Program 16 March 2004 AR 25-400-2 The Army Record Information Management System (ARIMS) 18 March 2003 AR 25-50 Preparing and Managing Correspondence 3 June 2002 AR 25-55 The Department of the Army Freedom of Information Act Program 1 November 1997 AR 27-55 Notarial Services 17 November 2003 AR 310-50 Authorized Abbreviations, Brevity Codes and Acronyms 15 November 1985 AR 340-21 The Army Privacy Program 5 July 1985 The Defense Institute of Security Assistance Management 30 October AR 351-4 1995 AR 380-19 Information System Security 27 February 1998 Department of the Army Information Security Program 29 September AR 380-5 2000 AR 40-501 Standards of Medical Fitness 19 February 2004 Army Command Policy 13 May 2002 AR 600-20 Salutes, Honors, and Visits of Courtesy 1 September 1983 AR 600-25 AR 600-37 Unfavorable Information 19 December 1986 Physical Performance Evaluation System 25 June 2002 AR 600-60 AR 600-8-10 Leaves and Passes 31 July 2003 AR 600-8-104 Military Personnel Information Management/Records 27 April 1992 AR 600-8-105 Military Orders 28 October 1994 Identification Cards for Members of Uniformed Services, Their Family AR 600-8-14 Members, and Other Eligible Personnel 20 December 2002 AR 600-8-19 Enlisted Promotions and Reductions 20 January 2004 AR 600-8-2 Suspension of Favorable Personnel Actions (FLAGS) 30 October 1987 AR 600-9 The Army Weight Control Program 10 June 1987

AR 601-210 AR 601-280	Regular Army and Army Reserve Enlistment Program 28 February 1995 Army Retention Program 31 March 1999
AR 614-200	Enlisted Assignments and Utilization Management 30 September 2004
AR 614-30	Overseas Service 23 September 2004
AR 623-205	Noncommissioned Officer Evaluation Reporting System 15 May 2002
AR 630-10	Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings 22 December 2003
AR 635-10	Processing Personnel for Separation 1 July 1984
AR 635-200	Active Duty Enlisted Administrative Separations 15 July 2004
AR 635-5	Separation Documents 15 September 2000
AR 680-29	Military Personnel Organization, and Type of Transaction Codes 29 March 1996

Department of Army Forms

DA FORM 2-1	Personnel Qualification Record, Part II
DA FORM 1311	Physical Data and Aptitude Test Scores Upon Release From Active Duty
DA FORM 1695	Oath of Extension of Enlistment
DA FORM 2028	Recommended Changes to Publications and Blank Forms
DA FORM 3072-R	Waiver of Disqualification for Reenlistment/Promotion in the Regular Army
DA FORM 3286	Statement for Enlistment - Part I through IV
DA FORM 3340-R	Request for Regular Army Reenlistment or Extension
DA FORM 3540-R	Certificate of Acknowledgment of US Army Reserve Service Requirements and Methods of Fulfillment
DA FORM 4591-R	Retention Data Worksheet
DA FORM 4789	Statement of Entitlement to Selective Reenlistment Bonus
DA FORM 4991-R	Declination of Continued Service Statement
DA FORM 5164-R	Hands-On Evaluation
DA FORM 5612	Certificate of Appreciation for Army Spouse of Reenlistees
DA FORM 5689	Oath of Enlistment
DA FORM 5690-R	TACC (ISR) Interview Record
DA FORM 5691-R	Request for Reserve Component Assignment Orders

Department of Army Pamphlets

DA PAM 350-59	Army Correspondence Course Program Catalog 1 October 2002
DA PAM 351-4	U. S. Army Formal Schools Catalog 30 October 1995
DA PAM 600-8	Management and Administrative Procedures 1 August 1986
DA PAM 600-8-1	Standard Installation/Division Personnel System (SIDPERS) Battalion S1 Level Procedures 1 March 1989
DA PAM 600-8-2	Standard Installation/Division Personnel System (SIDPERS) Personnel Service Center Level Procedures 1 March 1989
DA PAM 601-5-2	Army Reserve REQUEST User's Manual 1 May 1985
DA PAM 611-1	The Army Interview 31 August 1965
DA PAM 611-21	Military Occupational Classification and Structure 31 March 1999
DA PAM 623-205	The Noncommissioned Officer Evaluation Reporting System "In Brief" 29 January 1988

Department of Defense Publications

Department of Defense Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures - Active Duty and Reserve Pay 1 July 2003
Staff Organization and Operations
Physical Fitness Training 30 September 1992
Military Leadership 2 August 1999
Training the Force 15 November 1988
Enlistment/Reenlistment Document Armed Forces of the United States
Certificate of Release or Discharge from Active Duty
Honorable Discharge Certificate
Manual for Courts-Martial, United States (2002 Edition)
Current RETAIN Messages

Related Publications

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Correspondence Course Program Subcourses

IS 1403	Putting Your Thoughts on Paper
IS 1404	Spelling, Abbreviation, and Capitalization
IS 1405	Punctuation
IS 1406	Reviewing Your Writing
IS 1408	Effective Written Communications
RR 0005	Reserve Components Retention
Army Regulations	

AR 140-10Assignments, Attachments, Details, and Transfers 1 September 1994AR 601-210Regular Army and Army Reserve Enlistment Program 28 February 1995AR 614-200Enlisted Assignments and Utilization Management 30 September 2004

Department of Army Pamphlets

DA PAM 611-21 Milit	ary Occupational Classification and Structure	31	March	1999
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STP 12-79S25-SM-TG 15 November 2004

By Order of the Secretary of the Army

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