The Army Retention Program
AR 601-280
DISCLAIMER: This version of AR 601-280 was developed by the Retention Department, Recruiting and Retention School in coordination with HQDA. Refer to the summary of changes for the latest updates. For question or comments (including any missed updates) contact the Retention Department at DSN 734-8791 or CIV (803) 751-8791, or email them to: tam.tran@usarec.army.mil

Summary of Changes:
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Summary of Changes to this Policy Message:

- Implements the Don’t Ask, Don’t Tell Repeal Act of 2010 by deleting all references to separation for homosexual conduct and to homosexual conduct being a disqualification for Army reenlistment (paras 3-9c(4), 3-9e(3), and 7-4a(9)(d); rescinded para 5-13e).

- Makes administrative changes (app A: obsolete and superseded publications marked; corrected forms titles--DA Form 3286, DA Form 4856, DA Form 5261-4-R, DA Form 5435-R, and DA Form 5612; corrected publication titles; removed “-R” from the following forms: DA Form 1696, DA Form 3540, DA Form 4591, DA Form 5426, DA Form 5500, and DA Form 5501; deleted the following forms: DA Form 1811, DA Form 2A, DA Form 2-1, DD Form 1966, and SF 93; glossary: deleted unused acronyms and corrected titles/abbreviations as prescribed by Army Records Management and Declassification Agency).

- Changed to Table 3-1 notes, added ARFORGEN to paragraph 4-2n, and 4-3e, revised 4-6b(2), changed Table 4-1 Rule 1, added Note 1 for Table 4-1, changed of address to paragraph 9-2b(2) and 9-2b(3), changed subparagraph e to Table 11-1, 8b, added subparagraph 3 to Table 11-1, 8b(e), changed subparagraph h to Table 11-1, 8b, changed subparagraph i to Table 11-1, 8b, changed to B-2b, added subparagraph 20, 21, and 20 to B-2b, changed paragraph B-3, added paragraph B-4n(3), changed address to B-8a and B-8b, and added Careerist Soldiers to Table E3.

- Changed to Table E4 line 4d and Table E5 line 4f to read Soldiers must have a minimum of 12 months (Initial Term) or 24 months (Mid-Career) time on station and have met the minimum SRR for the current tour before departing the installation.

******************************************************************************
Address Ref:

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HRC
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BLDG 10,000 Hampton Parkway
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History. This printing publishes a revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This complete revision of AR 601-280 prescribes the criteria for the Army Retention Program. For those Soldiers serving in the Active Army, it outlines procedures for immediate reenlistment or extension of enlistment. For Soldiers separating from the Active Army, it prescribes eligibility criteria and options for enlistment or transfer into the Reserve Component. (U.S. Army Reserve and Army National Guard).

Applicability.
a. This regulation applies to all military personnel of the Active Army. It does not apply to personnel of the Army National Guard or the U.S. Army Reserve who are not included in the Active Army as it is defined in the Glossary.
b. Provisions of this regulation will be amended in accordance with the authorities for suspension of law related to the separation and retirement of military personnel under the following conditions:
   (1) Presidential 200K Call-up (section 12304, title 10, United States Code) (10 USC 12304), using section 12305, title 10, United States Code to suspend all laws related to the separation and retirement of all military personnel up to 270 days.
   (2) Presidential Declaration of National Emergency for Partial Mobilization (section 12302, title 10, United States Code (10 USC 12302) using section 12305 to suspend all laws related to the separation and retirement of all military personnel up to 24 months.
   (3) Congressional Declaration of National Emergency for Full Mobilization (Section 12301 (a), title 10, United States Code (10 USC 12301(a)) using section 12305 to suspend all laws related to the separation and retirement of all military personnel for the duration of the war plus 6 months.
c. In cases of conflict between this regulation and any other regulations setting forth retention policy for Soldiers serving in the Active Army, this regulation will take precedence.

Proponent and Exception Authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The Deputy Chief of Staff for Personnel may delegate this approval authority, in writing, to a division chief under his supervision within the proponent agency who holds the rank of colonel or the civilian equivalent.

Army Management Control Process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from Deputy Chief of Staff for Personnel, Attn.: DAPE-MPE-PD, 300 Army Pentagon, Washington, DC 20310-0300.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Deputy Chief of Staff for Personnel, Attn.: DAPE-MPE-PD, 300 Army Pentagon, Washington, DC 20310-0300.

Distribution. Distribution of this publication is made in accordance with IDN 095446 intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard, and the U.S. Army Reserve.
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Chapter 1 – General

1–1. Purpose. This regulation prescribes criteria for the Army Retention Program and sets forth policies, command responsibilities for:
   a. Immediate reenlistment or extension of enlistment of Soldiers currently serving in the Active Army.
   b. Enlistment/Transfer and assignment of Soldiers processing from the Active Army to the Reserve Components of the U.S. Army.

1–2. References. Required and related publications and prescribed and referenced forms are listed in Appendix A.

1–3. Explanation of Abbreviations and Terms. Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Goals and Mission. Personnel readiness is a responsibility of command. All commanders are Retention Officers, responsible to sustain Army personnel readiness by developing, implementing, and maintaining aggressive local Army Retention Programs, designed to accomplish specific goals and missions consistent with governing laws, policies and directives.
   a. The goals of the Army Retention Program are to –
      (1) Reenlist, on a long-term basis, sufficient numbers of highly qualified Active Army Soldiers.
      (2) Enlist, or transfer and assign sufficient numbers of highly qualified Soldiers who are separating from the Active Army into RC units, consistent within geographic constraints.
      (3) Achieve and maintain Army force alignment through the retention, transfer, or enlistment of highly qualified Soldiers in critical skills and locations.
      (4) Adequately support special programs such as the U.S. Military Academy Preparatory School (USMAPS) and ROTC “Green to Gold” programs.
   b. Army Commands (ACOM), Army Service Component Commands (ASCC) and Direct Reporting Unit (DRU) Commanders are issued retention missions based upon their “fair share” ratio of reenlistment eligible Soldiers.
   c. ACOM Commanders receive retention missions in the following categories:
      (1) Regular Army Initial Term mission.
      (2) Regular Army Mid-Career mission. Soldiers serving on their second or subsequent term of service, having 10 or less years Active Federal Service at ETS.
      (3) RC enlistment/transfer mission. This mission is based upon the number of eligible Soldiers in the ranks of CPL/SPC and SGT scheduled for ETS and may be assigned as required by ARMY G1.
      (4) As otherwise required by ARMY G1, to include the USMAPS and ROTC Green to Gold programs.
   d. ARMY G1 operates the Army Retention Program.
   e. Specific missions may be suspended or superseded under periods of full or partial mobilization or as announced by the Secretary of Army (SA) (see app H).

1–5. Accomplishments, Recognition and Incentive Programs. Accomplishments are tracked cumulatively within the fiscal year.
   a. Army retention accomplishments. These are credited to each ACOM, ASCC and DRU as follows:
      (1) Regular Army reenlistments as reported by RETAIN reports.
      (2) Commander, HRC provides data on—
         (a) Regular Army Bonus Extension and Retraining (BEAR) Program participation.
         (b) RC enlistment/transfer information extracted from ARMY G1 automated report systems.
         (c) Interim data from the RETAIN or other ARMY G1 automated report systems, as required by ARMY G1.
      (3) USMAPS provides input on approved USMAPS applications.
      (4) US Army Cadet Command provides ROTC Green to Gold referral confirmations.
   b. Recognition of retention excellence. ARMY G1 has two distinct initiatives used to recognize program excellence within the Army Retention and RC Transfer Program.
      (1) Department of the Army Retention Award. This award is presented annually to ACOM, ASCC and DRU Commanders meeting 100 percent of all assigned missions by 30 September.
(2) The SA Career Counselor of the Year Award. The annual SA award recognizes the Army’s best Career Counselors, Active and RC, as determined by a variety of board appearances, individual qualifications, and commanders’ evaluations and recommendations.

c. Army Retention Incentive Award Programs.

(1) Purpose Incentive Awards Programs are designed to enhance commanders’ abilities to accomplish Army retention and transition missions and goals as stated in paragraph 1-4 above.

(2) Implementation all commanders will develop, implement and maintain independent Army Retention Incentive Awards Programs. Programs will be announced in memorandum format and distributed throughout the command, maintained by each Career Counselor (to include those detailed in an additional or full-time duty capacity, (see chap 9), and displayed on unit retention bulletin boards.

1–6. Secretarial Authority and Statutory Entitlement.

a. The SA determines qualifications for retention.

b. During periods of partial or full mobilization, the SA will announce contingency specific actions (see app H).

c. The SA may deny retention or RC transfer/enlistment to anyone, including those who otherwise meet the criteria specified in this regulation, except those who have a “statutory entitlement” under Section 3258, Title 10, United States Code (10 USC 3258).

d. Statutory entitlement and reenlistment/enlistment of officers and warrant officers of the Army (see chap 3).

(1) Some Reserve officers and warrant officers of the Army have a statutory entitlement to reenlist in their former enlisted grade. The entitlement period starts on the day after discharge or release from active duty (REFRAD) as an officer and expires six months after that date. This entitlement only applies to Soldiers who are currently serving on active duty as Reserve commissioned or warrant officers of the Army if—

(a) They are former enlisted Soldiers of the RA and were discharged as RA enlisted Soldiers to immediately accept commissions or temporary appointments as active duty Reserve commissioned or warrant officers of the Army (no break in service permitted between RA enlisted and Reserve active duty officer or warrant officer status).

(b) Their commissioned or warrant officer service is terminated by an honorable discharge or by release from active duty for a purpose other than as specified below. Officers or warrant officers discharged with other than an honorable discharge (separation) and those officers awaiting completion of appellate review of a sentence that includes dismissal or dishonorable discharge lose the statutory entitlement to reenlist.

(2) A person is not entitled to be reenlisted under this section if—

(a) The person was discharged or released from active duty as a Reserve officer for:
   1. Misconduct;
   2. Moral or professional dereliction;
   3. Duty performance below prescribed standards for the rank held;
   4. Retention is inconsistent with the interests of national security;

(b) The person’s former enlisted status and grade was based solely on the participation by that person in a pre-commissioning program that resulted in the Reserve commission held by that person during the active duty from which the person was released or discharged.

(3) Commissioned and warrant officers without a statutory entitlement to reenlist, meeting one or more of the following conditions, may apply for enlistment in the rank of SGT; however, individual qualifications and needs of the Army will determine the rank to be awarded.

(a) The Soldier was separated, as an enlisted member of another Service, to enter on active duty as a USAR commissioned or warrant officer.

(b) The Soldier received the Medal of Honor, Distinguished Service Cross, Silver Star, or an equivalent medal awarded by one of the U.S. Armed Forces.

(c) The Soldier has sufficient creditable active service to retire in an enlisted status. Authority to reenlist will include instructions that the Soldier will be placed on the retired list on the first day of the month after the month of reenlistment.

(d) Active Army enlisted Soldiers who were discharged to immediately accept commissions or temporary appointments as active Reserve commissioned or warrant officer of the Army, and later
integrated into the RA as a commissioned or warrant officer. Without exception, no breaks in active federal service are permitted from—
1. RA enlisted status to Reserve active officer or warrant officer status, and
2. Reserve active officer or warrant officer and RA officer/ warrant officer status.

e. Enlisted Soldiers whose terms of enlistment expire and who have 18 years of qualifying service for retirement, on the date of their discharge, shall be retained on active duty in accordance with section 1176, title 10, United States Code (10 USC 1176).
f. Once released, separated, or discharged from the Active Army, former officers, warrant officers, and enlisted Soldiers are referred to AR 601-210 for information regarding reentry.

1–7. Policy. DA policy is that only those Soldiers who have maintained a record of acceptable performance will be offered the privilege of reenlisting within the Active Army, transferring, or enlisting into the RC. Other Soldiers will be separated under appropriate administrative procedures or barred from reenlistment under chapter 8.

1–8. Authority to Act on Retention Actions.
a. In all cases where the authority for a retention action is stated as "General Court Martial Convening Authority (GCMCA)" or a similar phrase, the action may also be taken by the first general officer in the Soldier's chain of command. Officers flocked to the rank of Brigadier General or higher are considered General Officers for all retention actions in this regulation. Additionally, COL (P), serving in a GO duty position stated above, may also exercise this authority. The provisions of paragraph 3–10g apply to this authority.
b. (POL MSG 11-01) Officers in the rank of MAJ who are serving in authorized LTC command positions, to include as Acting Commanders, are authorized to perform all retention actions requiring the recommendation or decision of a LTC commander. This includes field-grade officers designated as Rear-Detachment Commanders of deployed units.
c. Commissioned warrant officer commanders should follow, without exception, all requirements specified for their particular level of command in this regulation.
d. Other warrant officer commanders, specifically, those not commissioned, enlisted commandants, and acting commanders/ commandants should follow all requirements that are specified for company level commanders in this regulation. These commanders/commandants may approve DA Form 3340-R and initiate or recommend approval on all other actions including, but not limited to, bars to reenlistment, waivers, and retention related exception to policy. They may not—
   (1) Disapprove a reenlistment, RC transfer/enlistment, or extension of enlistment or other request or action required by this regulation. These actions will be forwarded, with the commander's/commandant's specific justification for disapproval, to the first commander who is a commissioned officer in the chain of command for action. Specifically, they will not disapprove—
      (a) DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army).
      (b) DA Form 3072-R (Waiver of Disqualification for Reenlistment/Promotion in the Regular Army), includes any form of Soldier generated request for waiver or exception to policy for reenlistment, extension, or RC affiliation purposes.
      (c) Requests for removal of a Declination of Continued Service Statement (DCSS).
      (d) Soldier's request for removal of a bar to reenlistment. Additionally, if upon review of a bar, the warrant officer commander/enlisted commandant believes the bar should remain in effect, he/she will forward a written justification to the first commander who is a commissioned officer in the chain of command for determination (see chap 8 of this regulation).
   (2) Administer oaths of enlistment, reenlistment, or extension of enlistment (see app D).
   (3) Consistent with governing laws and this regulation, sign as the administering officer—
      (a) DD Form 4 Enlistment/Reenlistment Document—Armed Forces of the United States).
      (b) DA Form 1695 (Oath of Extension of Enlistment).
      (c) DA Form 5689 (Oath of Reenlistment).
e. (POL MSG 11-01) In those cases where a Soldier is fully qualified for retention but the commander believes it is not in the best interest of the Army for the Soldier to continue to serve (but a Bar to Reenlistment is not warranted), the commander will forward the Soldier's request for reenlistment or extension with his or her comments on a memorandum attached as an endorsement to the DA Form 3340 through the servicing Career Counselor and command channels to the first General Officer or the
GCMCA in the Soldier’s most direct chain of command. The first General Officer or the GCMCA, on a case by case basis, may deny reenlistment and/or extension to any Soldier who does not have a statutory entitlement to reenlist. Any commander who is a commissioned officer in the Soldier’s chain of command may stop the process for denial and approve the Soldier's request.

f. For the purposes of the Army Retention Program and this regulation, an organization of company, battery, detachment, or similar size, is referred to as a company. Commanders of these units will ensure accomplishment of all assigned company level missions, functions, tasks and duties, as specified in this regulation.

g. Commanders may, in writing, appoint Soldiers serving as the Command or Installation Senior Career Counselors, to perform duties as Retention Officers.

1–9. Communication with ARMY G1 and Other Governmental Agencies Channels. The cases of Soldiers who desire retention or enlistment/transfer will be handled at the local level when possible. Soldiers will not visit, write, or telephone ARMY G1 or other Government agencies responsible for processing or acting on such cases without first utilizing the local level. If it is necessary to contact higher authorities, commanders will forward correspondence through channels with proper recommendations. This is not intended to prohibit Soldiers from communicating with the Inspector General, congressmen, or other agencies outside the normal retention channels.
Chapter 2 – Responsibilities

2–1. Objective.

a. The Army Retention Program is a commander’s program, as a result commanders, by virtue of their position are the Retention Officer for their respective commands. The program requires active involvement, support, and interest at all levels of command, including the senior Noncommissioned Officer (NCO) Corps. Additionally, the Command Sergeant Major as the senior enlisted Soldier in the command is by virtue of his/her position, the retention NCO for their command. Career counselors should report directly to the CSM. To be truly effective, efforts to retain high quality Soldiers, our future NCO Corps requires the enthusiastic involvement of all leaders. Their total involvement is essential to strengthen and sustain retention programs at all organizational levels.

b. Success is a direct indicator of the quality of leadership exhibited by commanders, officers, and Noncommissioned officers. Measurements of success include, but are not limited to, achieving the commander’s retention missions with the fewest numbers of waivers, exceptions to policy, and “movement type” options, while improving the readiness, competency, and alignment of the force. Additional responsibilities for Army Retention Program operations under mobilization contingencies are provided in appendix H.


a. Army G1. The Army G1 has Army General Staff responsibility for personnel sustainment.

b. Director, Military Personnel Management (DMPM), Office of the Deputy Chief of Staff for Personnel (ODCSPER). The DMPM directs the development of, and exercises Army Staff supervision over the execution of plans, policies, and procedures for all matters that impact on the Army Retention Program. Additional DMPM responsibilities include: serving as policy proponent for AR 601-280; determining and assigning reenlistment, Reserve Component transfer/enlistment and special missions to major Army commands (ACOM, ASCC and DRU); obtaining and administering funding for Mobile Retention Training Team (MRTT); hosting annual World-wide Retention Conference and ACOM, ASCC and DRU Retention Steering Group; and conducting the SA Career Counselor of the Year Board. The DMPM is also the policy proponent over the following functional proponents:

(1) Chief, National Guard Bureau (CNGB). The CNGB will—

(a) Serve as the coordinating agency with the State Adjutants General, regarding operational control (OPCON) of the Army National Guard of the U.S. (ARNGUS) Career Counselors who are on AGR status in support of the transfer/enlistment of Regular Army Soldiers into the Reserve Component.

(b) Publish AGR orders for ARNGUS personnel selected for Career Counselor positions, with concurrence from the respective States.

(c) Manage ARNGUS Career Counselor special duty assignment pay (SDAP).

(d) Provide ARNGUS advertising and publicity support.

(e) Establish enlistment eligibility criteria for enlistment or assignment to ARNGUS units.

(2) Chief, Army Reserve (CAR). The CAR will—

(a) Establish assignment eligibility criteria for Soldiers assigned to USAR units as a part of this program.

(b) Provide advertising and publicity support.

(c) Coordinate with U.S Army Reserve Human Resources Command (ARHRC), to ensure that they—

1. Publish AGR orders for USAR personnel selected for AGR Career Counselor positions in support of the enlistment/transfer of Active Army Soldiers into the Reserve Component.

2. Publish reenlistment, extension, permanent change of station (PCS), and school attendance orders for USAR Career Counselors. Distribution will be to all affected commands, Personnel Service Centers (PSC), HRC, and Soldiers concerned.

3. Publish SDAP orders for USAR Career Counselors according to AR 135-205.

(3) Commander, Human Resources (HRC). The Commander, HRC, will—

(a) Establish operating procedures and exercise daily control of the Army Retention Program consistent with this regulation and additional Army G1 guidance.

(b) Act as the functional proponent of AR 601-280.

(c) Provide Army wide RETAIN system support.
(d) Develop and implement an annual Reserve Component (RC) Partnership Meeting Plan that promotes and supports the development and maintenance of a positive working relationship and open dialogue with RC units by better understanding the RC transfer/enlistment process. The plan will include scheduled participation at appropriate ARNGUS recruiting and retention regional/state conferences, USAR strength management conferences and U.S. Army Recruiting Command (USAREC) hosted Partnership Council meetings.

(e) Assist DMPM in supporting annual Retention Steering Groups, boards, and seminars as required.

(f) Manage Army Retention Program, Active Army, and RC workforce, specifically Active Army and AGR Career Counselors. Maintain Army wide personnel readiness, ensuring sufficient personnel resources are qualified, trained, developed, and distributed, consistent with Army G1 guidance and Table of Distribution Allowances (TDA) manpower requirements, through coordination with RC managers as required.

(g) Develop a broad base contingency plan, to continue Army Retention Program missions as prescribed by appendix H, for use during periods of partial mobilization and in support of contingency operations in forward theaters of operation.

(4) The Commandant, Recruiting and Retention School. This commandant will provide retention (Active Army and RC) training and serve as the point of contact for the functional proponent of AR 611-201. The Commandant will coordinate fiscal MRTT funding requirements with the DMPM.

c. ACOM, ASCC and DRU Commanders. Commanders of ACOM, ASCC and DRU reporting directly to HQDA and Army Staff Agencies will:

(1) Execute duties and responsibilities as Retention Officers.

(2) Implement and aggressively support and sustain the Army Retention Program within their commands, assigning reenlistment and RC transfer/enlistment missions to each major subordinate level commander, requiring all subordinate commanders to do the same.

(3) Develop an ACOM, ASCC and DRU plan to ensure the Army Retention Program continues during all levels of readiness short of full mobilization. Plans should be general in nature and based upon lessons learned from previous contingency operations (see app H).

(4) Maintain and publish statistics on Army Retention, RC enlistment/transfer and special program eligible’s, missions, accomplishments, and projections. Evaluate, advise, and assist subordinate commanders’ processes, techniques, and abilities to do the same. Formulate and implement specific policies and procedures for subordinate commanders.

(5) Provide retention guidance and assistance to subordinate commanders. Minimal guidance includes: identification and reporting of retention eligible Soldiers; “fair share” mission assignment policies; statistical reporting and projection procedures; RETAIN Report reconciliation procedures; additional training requirements for Career Counselors; and retention incentive awards program guidance.

(6) (POL MSG11-01) May conduct Staff Assistance Visits (SAV) IAW AR 1-201, Para 3-5. Staff assistance visits are not inspections but are to assist, teach and train subordinate staff sections on how to meet the standards required to operate effectively within a particular functional area. SAVs can occur at the discretion of the commander, or a staff principal at any level can request a SAV from the next higher staff echelon. In addition, though not mandatory, commanders may direct Command Career Counselors to inspect subordinate commands that fail the basic principles and elements of unit success IAW AR 1-201, Para 3-4 and this regulation. They will establish specific retention criteria, consistent with this regulation and HQDA Policy. Special emphasis must be given to local retention processes and procedures of subordinate commands failing to meet the commander's assigned retention missions, unresolved RETAIN Report discrepancies, significant variations between numbers of actual retention eligible Soldiers and eligible Soldiers as reported by the Electronic Military Personnel Office (EMILPO).

ACOM, ASCC, and DRUs will further ensure that solid working relationships exist between host installations and assigned, attached, and/or supported commanders, elements, and Soldiers, ensuring all elements, commanders, and Soldiers receive the maximum benefit of available retention support and adequate resources. Particular attention will be the accomplishment of Installation Commander retention support missions, as specified by this regulation, ACOM, ASCC, and DRU Commander guidance, and existing Installation Support Agreements. Visits and inspections may include a random sampling of the next subordinate level. Commands marked at success are not required to be inspected on an annual basis.
(7) Relieve or direct the relief of Career Counselors found unfit, unqualified, unable, or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain high standards as prescribed by this regulation (see chap 9).

(8) Ensure Career Counselors are properly incorporated into the local command or organizational structure, enabling the commander to effectively accomplish all required missions, tasks, and functions in support of the Army Retention Program, as prescribed by ARMY G1 and the ACOM, ASCC and DRU Commander. Active Army Career Counselors are primarily assigned and utilized by a specific unit commander. RC Career Counselors, other than those assigned to a ACOM, ASCC and DRU or corps headquarters, are primarily the Installation Commander's program administrator and adviser, with the mission of providing direct support to all assigned, tenant, and attached units, elements, commanders, and Soldiers within the installation's geographic support area, regardless of organizational affiliation (see chap 9).

(9) Ensure all Career Counselors (including additional duty Retention NCO) are effectively staffed, trained, utilized, performing to prescribed high standards, and accomplishing all missions, in strict accordance with this regulation (see chap 9). Particular attention will be given to the utilization of Career Counselors during unit readiness training, including, but not limited to alerts, field training exercises, and unit readiness evaluations (see chap 9 and app H). ACOM, ASCC and DRU will ensure Active Army Career Counselors, additionally performing the duties of RC Career Counselors, are sufficiently trained and resourced to accomplish the RC enlistment/transfer mission.

(10) Ensure subordinate commanders allocate sufficient monetary and personnel resources to implement, sustain, and accomplish Army Retention Program missions and requirements. ACOM, ASCC and DRU are responsible for defining and ensuring sufficient resources are allocated to support all subordinate and tenant activity commander missions in support of the Army Retention Program.

(11) Conduct training conferences, seminars, and meetings, as necessary, for Career Counselors to train, review, discuss, and improve the Army Retention Program. Forward specific problems and recommendations for improving the Army Retention Program to ARMY G1, Deputy Chief of Staff for Personnel, Attn: DAPE-MPE-PD, Washington DC 20310-0300.

(12) Establish an ACOM, ASCC and DRU Retention Incentive Awards Program. Programs are designed to focus on and to enhance the ACOM, ASCC and DRU Commander’s ability to accomplish the Army’s retention missions and to recognize superior accomplishments and performance by subordinate commands and responsible individuals.

d. Subordinate Army commanders.

(1) Execute duties and responsibilities as Retention Officers.

(2) Implement and aggressively support the Army Retention Program within their commands, assigning “fair-share” reenlistment and RC transfer/enlistment missions to each major subordinate level commander, requiring all subordinate commanders to do the same, accomplishing all missions, functions, tasks, and responsibilities as required by this regulation.

(3) Commanders of corps and division levels of command will develop a general plan to ensure the Army Retention Program continues during all levels of readiness short of full mobilization. Plans should be general in nature and based upon lessons learned from previous contingency operations (see app H).

(4) Maintain and publish statistics on Army Retention Program eligible’s, missions, and accomplishments. Evaluate, advise, and assist subordinate commanders’ retention processes, techniques, and abilities to do the same. Formulate and submit specific narrative recommendations for subordinate commanders.

(5) Ensure all Soldiers, serving honorably and faithfully, including those with waiverable disqualifications, are counseled and interviewed as prescribed in appendix C. Soldiers will be informed that retention in the Army is a privilege earned through continued satisfactory performance.

(6) Ensure a Soldier who desires unbroken service is considered for immediate reenlistment or, if he or she is not recommended for reenlistment, is prevented from reenlisting or extending his or her service as prescribed in chapter 8 of this regulation.

(7) Ensure all Soldiers scheduled for separation from the Active Army are counseled and interviewed, as prescribed, by a Career Counselor for potential enlistment or transfer into the ARNGUS or USAR (see app C).
(8) Relieve or direct the relief of Career Counselors found unfit, unqualified, unable, or unwilling to perform duties, accomplish tasks or functions, fulfill responsibilities, or maintain high standards as prescribed by this regulation (see chap 9).

(9) Ensure all units and organizations are staffed or supported by Active Army and RC Career Counselors as required by this regulation (see chap 9).

(10) Ensure Career Counselors are properly supervised, utilized, resourced, trained, and provided sufficient transportation, funding, office space, and clerical assistance, to accomplish their duties and responsibilities in support of the Army Retention Program.

(11) Ensure training conferences are conducted by each division, brigade and similar unit at least once per quarter. These conferences will be used to instruct commanders, Career Counselors, and other key personnel in their duties and responsibilities to the Army Retention Program. Career Counselors, where available, will present the instruction.

(12) Ensure that reporting of immediate reenlistment prohibition (IMREPR) codes, reenlistments, and extensions, via RETAIN, are processed in a timely manner. (POL MSG 11-01) This includes prompt correction of unresolved errors and unprocessed transactions as reported by the servicing EMILPO Interface Branch. They will also develop and implement internal procedures ensuring prompt reconciliation of RETAIN Report (see Para 11-35).

(13) Ensure all subordinate commanders allocate sufficient funds, IAW applicable provisions of the current fiscal year version of DFAS-IN manual 37-100-98 or other accounts as appropriate to support retention and transition efforts within the command. Particular attention is directed to ensure tenant activities are sufficiently resourced and supported by host Installation Commanders (see AR 37-1 and DFAS-IN manual 37-100-98 for budgeting and authorized uses of these funds). Although these funds are not “fenced,” retention offices are expected to coordinate with their comptroller to ensure funds are used to support the Army Retention Program to the greatest extent possible.

(14) Establish an Army Retention Awards Program, designed to enhance the commander’s ability to accomplish assigned retention missions, recognizing subordinate command excellence. Additionally, special recognition or awards are given to assigned officers and NCOs who demonstrate outstanding support of the retention efforts within the command. Recognition may be in any form deemed appropriate by the commander.

(15) Ensure commanders, leaders, and Soldiers are informed of the current Army Retention Program policies and procedures. An annual retention update for all NCOs and officers is required as a minimum.

(16) Ensure the Army Retention Program is sufficiently publicized throughout the command.

(17) Regularly review retention documents to ensure that administrative errors are corrected according to this regulation and proper counseling is conducted to prevent recurrences.

e. Retention Officer. Commanders, by virtue of their position are Retention Officers for their specific command. This duty may not be delegated except as authorized in paragraph 1-8g, this regulation. The Retention Officer will—

(1) Make continuing estimates of the Army Retention programs (Active Army and RC) for future planning.

(2) Submit recommendations for retention policies or changes to policies.

(3) Translate retention decisions and plans into orders and ensure distribution of the orders to subordinate units.

(4) Exercise supervision, including inspections as necessary, to ensure that retention policies are executed properly.

(5) Be alert for factors that hinder the retention efforts.

(6) Maintain contact with local finance personnel and public information offices.

(7) Conduct frequent personal visits to units to disseminate current information and assure maximum involvement at all levels of command.

(8) Coordinate with the servicing comptroller office on funds governed under DFAS-IN manual 37-100-98 to ensure proper use of funds received to include support of tenant units on the installation.

(9) All promotional items purchased with retention funds will be directed at the retention effort and will contain retention specific logos or advertisements. Additionally, each item purchased will not exceed a reasonable cost.
f. **Active Army Career Counselor.** The Active Army Career Counselor is the program administrator and expert technical advisor to the Commander and Command Sergeant Major on all reenlistment aspects of the Army Retention Program. The Active Army Career Counselor will—

1. Administer daily operations of the commander’s retention program.
2. Ensure the commander and command sergeant major are continually updated regarding the readiness posture of the organizational Army Retention Program and compliance with ARMY G1 and higher headquarters regulatory guidance.
3. Ensure completion of all required tasks, functions, duties and program compliance with ARMY G1 and higher headquarters guidance.
4. Maintain and publish statistics on Army Retention Program eligible’s, missions, and accomplishments. Maintain mission projections, identifying potentially detrimental trends and/or retention mission shortfalls. Formulate and submit timely and specific recommendations for the commander to implement. Assign reenlistment and RC enlistment/transfer missions to subordinate units.
5. Exercise operational supervision over subordinate unit reenlistment programs and personnel.
6. **(POL MSG 11-01)** Prepare and conduct formal training for subordinate and installation personnel.

   Installation Command/Senior Career Counselors will train all 79S Career Counselors assigned or attached to all commands on the installation. Ensure Soldiers are trained and remain sufficiently proficient to performed their assigned duties and responsibilities in support of the Army Retention Program. Career Counselor of each Corps, Division, Installation, Brigade, Group, and Battalion will carry out the inspections of their subordinate commands. More frequent inspections or staff assistance visits are at the discretion of the Commander. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and scheduled for reevaluation (generally 30 days). A key area to inspect is ensuring Soldiers are properly counseled as prescribed by Appendix C. Out-brief Commander and First Sergeant for company level inspections, if necessary. Provide a written report of subordinate retention programs, through the Command Sergeant Major, to the Commander at battalion level and higher for corrective action. Inspection report formats, procedures and additional requirements are at the discretion of the ACOM, ASCC, DRU, or Installations or similar units as directed by the Installation Commander. The Reserve Component Career Counselor will be included in all inspections and visits.

7. Conduct briefings, including but not limited to, Noncommissioned Officer Development Program (NCODP) training, Commander’s Call, NCO Call, and so on, of current Active Army and RC information to all leaders and Soldiers.
8. Counsel Soldiers and family members regarding the benefits and opportunities within the Army Retention Program.
9. Ensure eligible Soldiers, not desiring reenlistment, are referred to and counseled by the servicing RC Career Counselor, at a minimum, as specified by this regulation.
10. In the absence of an assigned RC Career Counselor, perform duties and responsibilities in g below.
11. **(POL MSG 11-01)** Conduct, at a minimum, semi-annual inspections IAW AR 1-201, paragraph 3-4. The Command or Senior Career Counselor of each Corps, Division, Installation, Brigade, Group, and Battalion will carry out the inspections of their subordinate commands. More frequent inspections or staff assistance visits are at the discretion of the Commander. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and scheduled for reevaluation (generally 30 days). A key area to inspect is ensuring Soldiers are properly counseled as prescribed by Appendix C. Out-brief Commander and First Sergeant for company level inspections, if necessary. Provide a written report of subordinate retention programs, through the Command Sergeant Major, to the Commander at battalion level and higher for corrective action. Inspection report formats, procedures and additional requirements are at the discretion of the ACOM, ASCC, DRU, or Installations or similar units as directed by the Installation Commander. The Reserve Component Career Counselor will be included in all inspections and visits.
12. Advise commanders on bar to reenlistment preparation, imposition and removal procedures, impacts, review and separation requirements.
13. Determine reenlistment/extension eligibility by thoroughly screening Official Military Personnel File (OMPF), Military Personnel File (MPF), and local training records and rosters, as required, by regulatory criteria.
(14) Operate the RETAIN system. Ensure correct input into RETAIN of Soldier qualifications and counsel Soldiers regarding available reenlistment/extension options. Obtain Reenlistment Control Number (RCN)/Extension Control Number (ECN) from the RETAIN system. Report accomplished reenlistments/extensions on RETAIN.

(15) Plan and conduct reenlistment/extension ceremonies.

(16) (POL MSG 11-01)

(a) Submit or ensure preparation, timely submission, and processing of RETAIN transactions, including but not limited to reenlistment, extensions, ETS transactions, IMREPR codes, correction of unresolved errors and unprocessed transactions.

(b) RETAIN confirmation transmits assignment instructions and trigger SRB payments. Field users have no more than 3 days from the date of reenlistment to confirm the contract. If the reenlistment is not confirmed within 3 days, ACOM/ASCC/DRU-level users have 14 days from the date of reenlistment to confirm the contract. After 14 days, only HRC can confirm reenlistments.

(17) Ensure the Army Retention Program is sufficiently publicized ensuring information is available and distributed throughout the command.

(18) Assist the commander in developing, implementing, and maintaining an effective Incentive Awards Program, supporting attainment of assigned retention and enlistment/transfer missions.

(19) Coordinate payments of reenlistment bonus entitlements and accrued leave, as required, through the servicing FAO.

(20) Obtain, from the servicing FAO, up-to-date information on reenlistment bonuses for prospective reenlistees (see Department of the Defense Financial Management Regulation (DODFMR)).

(g. Reserve Component (RC) Career Counselor. The RC Career Counselor is the program administrator and expert technical advisor to the commander and command sergeant major on all aspects of the Army Retention Program regarding the enlistment/transfer of Active Army Soldiers into the RC. The RC Career Counselor will—

(1) Administer daily operations of the commander’s RC enlistment/transfer responsibilities within the Army retention program.

(2) Ensure the commander and command sergeant major are continually updated regarding the RC readiness posture of the organizational Army Retention Program and compliance with ARMY G1 and higher headquarters regulatory guidance.

(3) Ensure completion of all required tasks, functions, and duties, as specified by ARMY G1 and higher headquarters.

(4) Exercise operational supervision over subordinate RC transfer and enlistment programs and personnel.

(5) Maintain and publish statistics on Army Retention Program (Active Army Soldiers nearing separation) eligible’s, missions, and accomplishments. Assign “fair-share” enlistment/transfer missions to installation assigned, attached, and supported units and activities.

(6) Coordinate with Active Army Career Counselor to ensure all eligible Soldiers scheduled to separate from the Active Army under honorable conditions are interviewed and properly counseled regarding RC opportunities and benefits.

(7) Encourage non-obligated Soldiers to enlist in the Individual Ready Reserve (IRR) if a RC unit assignment is not available.

(8) Prepare and conduct formal training for subordinate retention personnel. Ensure Soldiers are trained and remain sufficiently proficient to perform their assigned duties and responsibilities in support of the Army Retention Program.

(9) Conduct briefings, including but not limited to, Pre-separation services program briefings (see chap 2, AR 635-10), Noncommissioned Officer Development Program (NCODP) training, Commander’s Call, NCO Call, and so on, of current RC information to all leaders and Soldiers.

(10) Conduct, at a minimum, quarterly inspections of subordinate unit retention programs. Particular attention will be given to the referral process, ensuring all eligible Soldiers are properly counseled, as prescribed by appendix C. Out brief Commanders and Command Sergeants Major when available. Provide a written report of subordinate retention programs, through the Command Sergeant Major, to the Commander for corrective action. Additionally, provide a copy of the report to the servicing Installation Command or Senior Career Counselor. Inspection report formats, procedures and additional requirements are at the discretion of the ACOM, ASCC and DRU.
(11) Determine enlistment/transfer eligibility by thoroughly screening Official Military Personnel File (OMPF), Military Personnel File (MPF), and/or local training records and rosters, as required.

(12) Operate the RETAIN system. Ensure Soldier qualifications are correctly input into RETAIN. Utilize RETAIN to collect Soldier and market data, schedule and track appointments, record Soldier eligibility, and produce electronically generated documents and statistical reports. Obtain and verify qualifications and counsel Soldiers regarding available RC enlistment/transfer options. Obtain ARMY G1 authorization for enlistment/transfer. Report accomplished transfers/enlistments on RETAIN. Generate automated reports as required by higher headquarters.

(13) Draft and execute support agreements with local Directors of Information Management (DOIM), addressing maintenance and repair of all computer hardware, software, communications systems, facsimile (FAX) machines, shredders, and copiers which have been provided by sources outside the DOIM area of responsibility, including equipment provided by HRC or the servicing ACOM, ASCC and DRU.

(14) Plan and conduct enlistment/transfer ceremonies.

(15) Submit or ensure correct preparation and timely submission of mission accomplishment reports as required by higher headquarters.

(16) Ensure Retention Publicity Items (RPI) and general retention information is requisitioned, distributed, available and displayed throughout the command.

(17) Assist the Commander in developing, implementing and maintaining an effective Army Retention Incentive Awards Program, enhancing accomplishment of assigned missions and recognizing superior accomplishments and the individual transferring/enlisting Soldier.

(18) Obtain, from the servicing FAO, up to date information on RC pay and entitlements, to include Drill Pay and Affiliation Bonuses for prospective separating Soldiers [see Department of the Defense Financial Management Regulation (DODFMR)].

h. Company Commanders. These officers will—

(1) Execute duties and responsibilities as Retention Officers.

(2) Develop, implement, and sustain an Army Retention Program, accomplishing all assigned missions, tasks, functions, and fulfill responsibilities, as established by this regulation and higher headquarters. Monitor monthly, quarterly, and FY retention statistics and trends, adjusting command emphasis and resources as required to accomplish assigned missions.

(3) Ensure all reenlistment and RC enlistment/transfer counseling is conducted in a timely manner and remarks appropriately documented, as required by chapter 5 and appendix C. Inspect the Army Retention Program, most notably the Reenlistment Data Card file, at a minimum on a monthly basis.

(4) Develop and implement an Army Retention Incentive Program, enhancing mission accomplishment, recognizing those persons who either reenlist, extend under the BEAR Program, special programs, or enlist/transfer into an RC unit. Specifically, the commander will offer incentives, or additional incentives, to Soldiers reenlisting in the Active Army or affiliating with the RC as required by Para 1-5 of this regulation. The program will be announced by memorandum, dated, signed by the current commander, maintained by the additional duty Retention NCO, well publicized throughout the unit, and posted on the unit retention bulletin board.

(5) Encourage maximum attendance at reenlistment ceremonies by the Soldier’s coworkers and fellow unit members.

(6) Ensure the Company Retention NCO is provided sufficient time to carry out retention duties, while remaining proficient in his/her PMOS, to include attending retention meetings, seminars, and conferences as announced by higher headquarters.

i. Company Retention NCO. The Company Retention NCO is appointed in an additional duty capacity, by the commander, to—

(1) Serve as advisor on matters relating to the Army Retention Program, under the operational supervision of the Active Army Career Counselor. Coordinate RC information with the RC Career Counselor.

(2) Maintain and provide monthly, quarterly, and FY statistics for the commander.

(3) Review and maintain the Reenlistment Data Card file for all Soldiers. Screen MPF, local training records and rosters to obtain qualification data for retention actions and records. Special emphasis will be placed upon reporting and recording current reenlistment eligibility. Coordinate with Career Counselor on local EMILPO procedures to update IMREPR codes on the Enlisted Master File.
(4) Coordinate all reenlistment, extension, and RC affiliation actions and ceremonies through the Active Army or RC Career Counselor, as appropriate.

(5) Assist the commander with preparation of bars to reenlistment on Soldiers not recommended for reenlistment, extension, or further service.

(6) Contact and counsel Soldiers recommended for reenlistment, extension, and/or RC affiliation, including those requiring waivers, to give professional guidance.

(7) Prepare DA Form 3340-R for the Soldier’s and commander’s signatures.

(8) Coordinate through Active Army Career Counselor, referrals of eligible Soldiers declining reenlistment, to the servicing RC Career Counselor.

(9) Coordinate through the Career Counselor, with the servicing Finance and Accounting Officer (FAO), Soldiers due reenlistment bonus entitlement payments, including Selective Reenlistment Bonus (SRB) anniversary payments, and payments of accrued leave, resulting from a previously executed extension of enlistment (DA Form 1695).

(10) Maintain Unit Retention Bulletin Board, complete with latest retention information (SRB, incentive programs, and so on), as required by higher headquarters.

(11) Ensure sufficient Retention Publicity Items (RPI) are prominently displayed throughout the unit area.
Chapter 3 – Qualification for Immediate Reenlistment and CSM Retention Program

3–1. General. This chapter explains the following terms:
   a. Soldier processing.
   b. Basic qualifications for reenlistment.
   c. Procedures for waivers (if appropriate).
   d. Reenlistment periods and ranks.
   e. CSM Retention Program.

3–2. Soldier Processing. Soldier processing must ensure that all Soldiers accepted for reenlistment possess the required qualifications. It should also ensure that records and reports are fully documented and confirm the Soldier’s military status.

3–3. Determination of Qualifications. A Soldier currently serving in the Active Army, who wishes to reenlist, or extend his or her current enlistment, will submit a DA Form 3340-R to his or her immediate commander. The commander will then determine whether the Soldier is eligible for continued Active Army service. Soldiers must meet the basic eligibility criteria outlined in this chapter.

3–4. Article 84, Uniform Code of Military Justice (UCMJ). All Soldiers involved in processing reenlistments will pay close attention to Article 84, UCMJ. This article provides that, “Any person subject to the code who effects an enlistment or appointment in, or a separation from the Armed Forces of any person who is known to him to be ineligible for such enlistment, appointment, or separation, because it is prohibited by law, regulation, or order, shall be punishable as a court martial may direct.” Commanders who receive reports or who suspect that a violation of Article 84, UCMJ, may have occurred will conduct or cause to be conducted an inquiry under Rule for Courts Martial 303. Based on the result of such inquiry, commanders will take such disciplinary or administrative action as may be considered appropriate. Commanders and reenlistment personnel must determine the Soldier’s eligibility in accordance with this regulation. This is accomplished through manual screening of personnel records, not through use of automated computer systems such as RETAIN. Soldiers who have been reenlisted in violation of the Article 84, UCMJ, will be processed according to AR 635-200, chapter 7 or 14, as appropriate.

3–5. Reenlistment Qualification Steps. Qualifying a Soldier for reenlistment entails five steps. These steps must be followed to ensure that Soldiers being reenlisted meet all statutory and regulatory requirements for immediate reenlistment.
   a. Determination of eligibility for discharge.
   b. Determination of eligibility for reenlistment.
   c. Determination of eligibility for waiver(s) if necessary.
   d. Determination of reenlistment periods.
   e. Determination of eligibility for reenlistment option(s).

3–6. Qualification of a Soldier for Discharge.(POL MSG 11-01) A Soldier may be discharged for immediate reenlistment at the times shown in a-c below except when a Soldier is within 3 months of their current ETS date (contractual ETS or Stop-Loss ETS Date (whichever is greater)), is flagged, has a personal action for military occupational specialty (MOS) reclassification pending (includes mandatory reclassification for loss of qualifications as defined by AR 614-200, paragraph 3-13a(3), or has a request for joint domicile (either spouse) pending. Soldiers may not reenlist until the personnel action has been completed. Soldiers cannot be discharged for the purpose of immediate reenlistment when they are within 3 months of ETS, except for Soldiers whose application has been approved by CDR, HRC, Eligibility Management Team (AHRC-EPF-P). Soldiers promoted to SGT or SSG within the 3 month window may, with unit commander approval, may reenlist for Regular Army Reenlistment Option, E-1. Requests for exception to the 3 month window, and Note below, will be forwarded through command channels to the first Colonel (O-6) in the Soldier’s chain of command. If approval is supported, commanders will provide his/her comments by memorandum, attached to the DA Form 3340R, through the installation senior/command Career Counselor to Commander, HRC, AHRC-EPF-P, via RETAIN. Any commander that feels the exception to policy is unwarranted may disapprove the request and no
further action is required. Soldiers notified of selection for direct appointment or commission or attendance at an officer-training program such as Officer Candidate School (OCS) or Warrant Officer Flight Training, will be processed under paragraphs 4-2 and 4-6 of this regulation.

**Note:** Soldiers UP of Stop Loss cannot be within 3 months of their Stop Loss ETS date. Soldiers restricted due to the 3 month window must process an Exception to Policy.

a. A Soldier may be discharged for immediate reenlistment at any time during the established reenlistment window, as directed by a HQDA Retention Policy Message. Election of this discharge option is available to all reenlistment eligible Soldiers. Upon reenlistment, Soldiers may elect to cash in accrued leave.

b. A Soldier may be discharged for immediate reenlistment at any time prior to ETS when the Soldier incurs a service remaining requirement (SRR) imposed by HQDA that cannot be met with an extension of the current enlistment of less than 24 months. Soldiers who require 24 or more months to meet the SRR may use a combination of reenlistment and extension to obtain the minimum time necessary to meet the SRR. As an exception, Soldiers entitled to a Selective Reenlistment Bonus may reenlist for three to six years, if otherwise qualified. The new period of reenlistment must not expire earlier than the previous ETS.

c. Soldiers may be discharged for immediate reenlistment upon completion of training under the BEAR Program. The new period of reenlistment must not expire earlier than the previous ETS.

**Note:** Soldiers are required to be counseled that they may cash in no more than 60 days accrued leave during their entire military career.


a. Commanders should evaluate all potential reenlistees under the “whole person” concept. Those Soldiers who are not considered suited for future military service should be considered for immediate administrative separation or initiation of a bar to reenlistment under the provisions of chapter 8 of this regulation.

b. Factors considered under the “whole person” concept are listed below. This is a commander’s guideline to assist in evaluating the potential reenlistee.
   (1) Recent non-judicial punishment.
   (2) Repetitive non-judicial punishment.
   (3) Low aptitude area scores.
   (4) Low education achievement in combination with a pattern of disciplinary incidents.
   (5) Low evaluation reports.
   (6) Slow rank progression resulting from a pattern of marginal conduct or performance.
   (7) Potential for further service.
   (8) A combination of any or all of the above factors.


a. **Age** (Non-Waiverable). (POL MSG 11-01)
   (1) A Soldier must be 18 years of age or older on the date of reenlistment and not more than 62 years of age at new ETS. Soldiers who have completed 20 or more years of active Federal service will not be reenlisted or extended for any period that will expire after the last day of the month in which the soldier reaches age 62.
   (2) Soldiers may serve in the Regular Army up to their retention control point or age 62, whichever occurs first.

b. **Citizenship** (Non-Waiverable). A Soldier must meet one of the following criteria:
   (1) Be a United States citizen. Citizens of the Commonwealth of the Northern Marianas Islands (Rota-Saipan-Tinan) are U.S. citizens.
   (2) (POL MSG 11-01) Be an Alien who has been lawfully admitted to the United States for permanent residence. Note: Although non-U.S. citizen Soldiers are not required to attain citizenship, Career Counselors must ensure Soldiers are aware that this may limit options that require citizenship. Lawfully admitted Aliens must have a valid USCIS I-551 (Permanent Resident Card).
   (3) Be an American Samoan National.
(4) Be a citizen of the Federal States of Micronesia (FSM), the Republic of the Marshall Island (RMI), or the Republic of Palau (ROP). By presidential proclamation and a joint resolution of Congress, these citizens are authorized and have a right to enlist and serve in the U.S. Armed Forces. Soldiers from these islands may reenlist without being required to become U.S. citizens.

c. Trainability and Education (Non-Waiverable). (POL MSG 11-01)  
(1) Soldiers must meet all trainability and educational requirements for the specific option for which reenlisting.
(2) Special training qualifications may be determined from official transcripts/records or a statement signed by the Soldier certifying that he or she has the specific school training or courses required. Soldiers signing these statements who are found not to have the required schooling will have committed a fraudulent reenlistment.

d. Education (Non-waiverable). (POL MSG 11-01) Rescinded

e. Medical and Physical Fitness.  
(1) (POL MSG 11-01) Soldiers must meet the medical retention standards of chapter 3, AR 40-501, or have been found physically qualified to perform in his or her PMOS per AR 635-40. However, the following exceptions apply:
   (a) Soldiers approved for continuation of active duty (COAD) by the physical disability evaluation system (PDES) may reenlist or extend to their retention control point. These Soldiers may be identified by EDAS data element PHYC code "X" and data element COADCD codes "A, B, D, E, or F". However, if the disability for which the Soldier was continued worsens to the degree to make further service questionable or if the Soldier is diagnosed with new conditions which fall below the medical standards of AR 40-501, chapter 3, the Soldier may be denied reenlistment. If reenlistment is denied, the Soldier must be referred to the PDES.
   (b) Soldiers who are qualified for retention by a Physical Evaluation Board will not be denied reenlistment under this provision. Soldiers pending MMRB/MAR2 action per AR 600-60 will not be reenlisted until the MMRB/MAR2 action has been finalized; however, they may be extended for the minimum time necessary to complete the MMRB/MAR2 action.
(2) Soldiers must have passed their most recent Army Physical Fitness Test (APFT), within the nine-month period prior to date of reenlistment.
   (a) Soldiers with permanent physical profiles that prevent taking the APFT are exempt from the requirements of (2) above.
   (b) Soldiers with temporary physical profiles (profile cannot exceed 12 months per AR 40-501) which preclude administration of an APFT, but who have passed an APFT within the preceding 9 months to the date of awarding of the profile, are eligible for reenlistment.
   (c) Soldiers with temporary physical profiles who are not qualified for reenlistment under (b) above may be extended for not more than 7 months to allow removal of the profile and administration of an APFT. Extensions beyond 7 months must be approved by the GCMCA or first general officer in the Soldier’s normal chain of command, whichever is in the most direct line to the Soldier.
   (d) (POL MSG 11-01) Soldiers who do not meet the qualifications of (2) (a), (b), or (c) above may be granted a waiver by the GCMCA or the first general officer in their chain of command.
   (e) (POL MSG 11-01) Deleted.
(3) (POL MSG 11-01) As an exception, deployed Soldiers not meeting the qualifications of (2) above and who are unable to be administered an APFT through no fault of their own, may reenlist, if otherwise qualified.

f. Weight Control (POL MSG 11-01) Soldiers (except those in Para (2) below) placed in the Weight Control Program, per AR 600-9, are not allowed to extend or reenlist unless they are in the Active Army, and—
   (1) Have a temporary or permanent physical medical condition that precludes weight loss, are otherwise physically fit, and have performed their duties in a satisfactory manner. The nature of ongoing treatment must be documented. Extensions for temporary medical conditions must be for the minimum time necessary to correct the condition and achieve the required weight loss. Extensions or reenlistments are authorized for Soldiers with permanent medical conditions that preclude attainment of weight standards and disability separation is not appropriate. (POL MSG 11-01) The approval authority for these exceptions is GCMCA or the first general officer in the Soldier’s normal chain of command.
   (2) Soldiers who are under medical care for pregnancy (includes the birth of the child plus 7 months) and exceed the weight standards of AR 600-9.
(a) May reenlist or extend if they are otherwise qualified and were not in the Weight Control Program immediately prior to pregnancy (POL MSG 11-01) or termination of pregnancy. Extension period will not exceed 7 months from the birth of the child.

(b) (POL MSG 11-01) Soldiers in the weight control program immediately prior to the pregnancy may extend but not reenlist. Extension period will not exceed 7 months from the birth of the child or the termination of pregnancy.

(3) (POL MSG 11-01) Soldiers who do not meet the qualifications of 3-8f may be granted a waiver by the GCMCA or the first general officer in their chain of command.

g. Rank (Non-Waivable).

(1) (POL MSG 11-01) A Soldier may not exceed the retention control points as shown below, by more than one month before expiration of contracted service (reenlistment or extension), see table 3-1 below.

(2) Except for Soldiers serving indefinite reenlistments, Soldiers who reach their RCP during their current enlistment agreement, either through length of service, reduction in rank, or by removal from a promotion list, whether voluntary or involuntary, may serve until contracted Expiration Term of Service (ETS), unless they are separated earlier under applicable administrative, physical disability, or UCMJ separation provisions. Soldiers in this category who are eligible may apply for retirement. Soldiers with less than 18 years AFS serving indefinite reenlistments who exceed RCP as the result of a reduction in rank may serve to minimum retirement eligibility unless they are separated earlier under applicable administrative, physical disability or UCMJ separation provisions.

(3) (POL MSG 11-01) Rescinded to include subparagraphs.

(4) Rank eligibility does not apply to Soldiers selected for attendance at an officer training program (that is, Officer Candidate School or Warrant Officer Flight Training).

h. Marital status and number of dependents. A Soldier’s marital status and number of dependents is immaterial.

i. Security Clearance (POL MSG 11-01). Soldiers must hold the required clearance for the PMOS for which they are reenlisting or extending as announced by the MOS proponent.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Total Active Service in Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>PVT-PFC</td>
<td>5</td>
</tr>
<tr>
<td>CPL/SPC</td>
<td>8</td>
</tr>
<tr>
<td>CPL/SPC (Promotable)</td>
<td>12</td>
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<tr>
<td>SGT</td>
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<td>SGT (Promotable)</td>
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<td>29</td>
</tr>
<tr>
<td>1SG/MSG</td>
<td>29</td>
</tr>
<tr>
<td>1SG/MSG (Promotable)</td>
<td>32</td>
</tr>
<tr>
<td>CSM/SGM</td>
<td>32</td>
</tr>
</tbody>
</table>

1. (POL MSG 12-01) Active service is defined as service on active duty.

2. (POL MSG 12-01) The RCP for Soldiers in the grades of SSG(P) and above assigned to special bands (West Point Band, the Army Band, the Fife and Drum Corps, and the Army Field Band) differs from the above table. They are: SSG(P) and SFC 30 years; SFC(P) and 1SG/MSG 33 years; and 1SG/MSG(P) and CSM/SGM 35 years.

3. (POL MSG 12-01) Master Sergeants selected to attend the United States Army Sergeants Major Course for the purpose of promotion to Sergeant Major are authorized to serve up to 32 years..

4. (POL MSG 12-01) Command Sergeants Major and Sergeants Major (HQDA, ACOM) serving in nominative positions where the officer is a General Officer or Senior Executive Service (SES) equivalent (or serving as the Commandant at the USA Sergeants Major Academy or Executive Officer to the Sergeant Major of the Army) are authorized to serve up to 35 years.

a. Waivable disqualifications are listed below.

Note. Disqualifications not previously revealed will be processed per AR 635-200. They do not require a subsequent waiver. Only those disqualifications occurring during the current term of enlistment are considered under this paragraph. Requests for waivers should be submitted far enough in advance of the requested reenlistment date to permit continuous service. Soldiers denied waivers under this section are in a non-promotable status per AR 600-8-19.

(1) Soldiers who have served less than 12 months after graduation from the U.S. Army Correctional Regional Activity are not eligible to reenlist. For Soldiers who need more service to complete this 12-month period, see paragraph 4-9f.

(2) There may be cases in which this regulation does not prescribe a waiver process for a certain disqualification, and a waiver is not prohibited by this regulation. If so, Soldiers who are otherwise qualified for reenlistment may be recommended by the unit commander, through command channels, to Commander, HRC, AHRC-EPF-R.

(3) (POL MSG 11-01) Absent without leave (AWOL) or lost time for Soldiers may be approved as shown below:

(a) One through 15 days AWOL or lost time: Commanders (rank LTC) of battalions or battalion sized units or Special Court-Martial Convening Authority (SPCMCA) as appropriate.

(b) (POL MSG 11-01) Sixteen through 30 days AWOL or lost time: The first GO or GCMCA in the Soldier's chain of command.

(c) Waivers for AWOL or lost time exceeding 30 days will be submitted to the Commander, AHRC-EPF. This authority may not be further delegated.

b. (POL MSG 11-01) Soldiers advanced/promoted or selected for promotion by a HQDA centralized promotion board for SFC-SGM or those who attained semi-centralized promotion list standing to SGT or SSG after AWOL/lost time or after courts-martial conviction are exempt from this disqualification. For reenlistment purposes, Soldiers recommended by their commander and promoted to SGT and below will be considered to possess a waiver of promotion criteria. No further waiver is required.

c. Soldiers with the following disqualifications are ineligible for immediate reenlistment. Requests for waiver will not be submitted, unless an exception is authorized below. These Soldiers are in a non-promotable status per AR 600-8-19. These Soldiers may be eligible to apply for RA enlistment per AR 601-210 at a later date.

(1) Soldiers being separated from current term of service to accept commissioned or warrant officer appointment.

(2) Soldiers being separated from current term of service with a locally imposed Bar to Reenlistment in effect.

(3) Soldiers failing to meet retention standards of AR 600-9.

(4) (AR 601-280 RAR) Soldiers being processed for involuntary separation under provisions of AR 635-200, chapters 5, 7, 9, 11, 13, 14, 15, or 18; or being processed for voluntary discharge under provisions of AR 635-200, chap 10.

(5) Soldiers in a non-promotable status per AR 600-8-19.

(6) Soldiers selected for early release by ARMY G1 Selective Early Retirement Board (SERB).

(7) Soldiers being separated for physical disability with entitlement to receive disability severance pay.

(8) Soldiers being separated for physical disability [Existed Prior to Service (EPTS), established by Physical Evaluation Board (PEB) proceedings (not entitled to severance pay)].

(9) Soldiers being separated with less than 20 years active Federal service by reason of physical disability.

(10) Soldiers being separated as conscientious objectors before completion of the term of service under AR 600-43.

(11) Soldiers who have completed their terms of service and are being separated as conscientious objectors, or Soldiers with religious convictions that preclude unrestricted assignments (see note 3 for exceptions).

(12) Soldiers who have a DA Form 4991-R (Declination of Continued Service Statement) in effect. A copy of DA Form 4991-R is available at the back of this regulation for reproduction purposes. It will be reproduced locally on 8 1/2 by 11 inch paper.

(13) (POL MSG 11-01) Rescinded.
(14) Soldiers currently enrolled in the Army Substance Abuse Program (ASAP) are not allowed to reenlist. Upon successful completion of the program according to AR 600-85, the Soldier will be allowed to reenlist without waiver if he or she is otherwise qualified for reenlistment. As an exception (see paragraph 4-9I), Soldiers who need more service to complete the program may be extended for the minimum number of months necessary, by the commander exercising Special Court-Martial Convening Authority (SPCMCA). The reason cited on the DA Form 1695 will be “In the best interest of the Service.” Commanders are not required to retain Soldiers on active duty to complete the total ASAP if, in their opinion, the probability for total rehabilitation does not warrant retention.

(15) Soldiers with tattoos or other disqualifications per AR 670-1 or other applicable regulations.

(16) Soldiers who have lost PMOS qualification per AR 614-200, paragraph 3-18a (3). (POL MSG 11-01) However, Soldiers authorized retention by the appropriate commander per AR 635-200 may reenlist, if otherwise qualified, under the provisions of the Army Training Reenlistment Option.

(17) Soldiers with a court-martial conviction during their present term of service, unless promoted or advanced per AR 600-8-19.

d. Rare and unusual cases (as determined by the commander to be meritorious and worthy of special consideration) may be submitted through command channels to Commander, HRC for an exception to policy.

Note. Soldiers classified as 1-A-O noncombatants per AR 600-43 with a PMOS in the medical career management field and who are otherwise qualified, may reenlist for an option that will provide for continued duty in the medical career management field.

e. (POL MSG 11-01) Soldiers with the disqualifications listed in paragraphs (1) through (12) below are ineligible for Active Army reenlistment at any time. Requests for waiver or exception to policy will not be granted. These Soldiers are also ineligible to apply for Active Army enlistment under AR 601-210 at a later date.

(1) Insane Soldiers.
(2) Soldiers having a history of psychotic disorders.
(3) (AR 601-280 RAR) Soldiers of questionable moral character and a history of antisocial behavior, sexual perversion, or homosexual conduct.
(4) Soldiers being processed for involuntary separation under any provision of AR 635-200.
(5) Soldiers currently serving as Reserve commissioned or warrant officers who are being separated and who do not have prior RA enlisted service.
(6) Soldiers whose reenlistment would not be clearly consistent with national security interests under AR 604-10.
(7) Soldiers being separated under the Personnel Security Program (604-10).
(8) Soldiers being processed for separation for physical disability under AR 635-40.
(9) Soldiers being retired after 20, but less than 30 years of active Federal service under section 3914, title 10 United States Code (10 USC 3914).
(10) Soldiers being retired after 30 years of active Federal service under section 3917, title 10, United States Code (10 USC 3917).
(11) Soldiers who have received severance pay (other than disability).
(12) (POL MSG 11-01) Soldiers who are prohibited from possessing firearms or ammunition because of qualifying conviction for domestic violence under the Lautenberg Amendment and AR 600-20, paragraph 4-23, are not eligible to reenlist. Soldiers identified with a qualifying conviction have an assignment consideration code (ASCO) of “L9” in EDAS. As an exception, Soldiers may request an extension if pending legal action for expunction or pardon, if otherwise qualified. Proof that the Soldier has initiated a request for expunction or pardon will be provided to the servicing Career Counselor prior to the Soldier executing an extension. Reason for extension will be “In the best interest of the service” and not exceed 12 months.

3–10. Waivers and Exceptions to Policy.
a. Unless otherwise prescribed in this chapter, requests for waivers will be submitted only for meritorious cases. All requests will be fully substantiated with properly documented evidence. Documents that may be considered relevant and of value in reaching a sound decision on the request should be included. The authority to determine whether a case has merit rests at all levels of command. Except as shown below, any commander in the rank of LTC or higher may disapprove any case that does not have merit and does not warrant a recommendation for approval without further processing. Disapproved requests will not be
forwarded to higher authority except for Soldiers in (1) or (2) below. Such requests will be forwarded to the appropriate approval authority for final action. Each intermediate commander will make a specific recommendation with proper justification.

(1) Special category personnel (see Para 3-10n below).

(2) Soldiers whose waiver is required only because of a properly awarded permanent physical profile.

b. (POL MSG 11-01) Soldiers who are unable to qualify for reenlistment, extension, or promotion to SSG for one or more reasons must submit a request for waiver. The request will be sent through command channels to the approval authority in time to allow for normal administrative processing. Request will not normally be submitted earlier than 28 months nor later than 4 months prior to ETS except for Soldiers who must extend or reenlist to meet a DA imposed service remaining requirement or for promotion to SSG. This requirement is particularly important for requests for Soldiers approaching 3 months prior to ETS who desire unbroken service.

c. Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approving authority. (Example: If a Soldier requires a waiver for 5 days lost time and physical fitness standards, the final approval authority for both waivers would be the GCMCA.) Immediate commanders will make proper recommendations for each disqualification.

d. Exceptions to Policy and Requests for actions requiring final determination by ARMY G1 or Commander, HRC, will be forwarded to Commander, U.S. Total Army Personnel Command, Attn: AHRC-EPF-R-P, 2461 Eisenhower Avenue, Alexandria, VA 22331-0450.

e. Field commanders authorized to grant waiver or exceptions to policy under this chapter are encouraged to communicate with HRC in doubtful cases.

f. (POL MSG 11-01) Requests for waivers, exceptions to policy, or other reenlistment actions will include a legible copy of the ERB.

The waiver approval authority set forth in this regulation requires the personal signature of the commander or officer specified. This authority may not be further delegated, unless specifically authorized by this regulation. However, any commander above the designated approval authority may elevate the approval authority to his level or any subordinate level of command above that level as appropriate. (Example: An ACOM, ASCC and DRU commander may raise the approval level of any waiver, except those approved by ARMY G1, to the ACOM, ASCC and DRU level or to any subordinate commander he considers appropriate).

h. Unless otherwise stated in the instrument, waivers or exceptions to policy are valid only to provide continuous unbroken service to in-service personnel.

i. Waivers granted for extension of an enlistment will not satisfy the requirement for a waiver for reenlistment at a later date.

j. (POL MSG 11-01) Administrative instructions: Requests for waiver or exception to policy will be submitted on DA Form 3072-R. A copy of the DA Form 3340-R will be included (this is not required if the waiver is for promotion only). The request will be initiated by the Soldier's immediate commander and forwarded through the chain of command. Copies of DA Form 3340-R and DA Form 3072-R are in electronic format.

k. Disposition of approved waivers: when the reenlistment is accomplished, an entry of the waiver granted will be made on all copies of the DD Form 4 series. The waiver document will be attached to the original copy of the enlistment/reenlistment contract. Any report of investigation and documentary evidence on which the waiver was predicated will be included. When an extension is accomplished, the waiver document will be attached to the original DA Form 1695. Any report of investigation and documentary evidence on which the waiver was predicated will be included. A duplicate copy will be attached to the duplicate copy of the DA Form 3340-R. The Soldier will be given a copy of approved waivers and advised to safeguard it for use if the OMPF or MPF copies are lost.

l. Disposition of disapproved waivers: disapproved requests for waivers will be attached to the DA Form 3340-R (if used) and filed in the MPF.

m. Civil offenses: a civil offense, in itself, does not require a waiver because there are other disqualification provisions in this regulation, or retention considerations in other regulations, that apply. Commanders will carefully review the records of Soldiers convicted of civil offenses to ensure appropriate administrative action is taken per AR 600-8-19 and AR 635-200.

n. Special category: waiver authorities will not disapprove requests for waiver(s) of disqualification(s), or exception(s) to policy, for the Soldiers listed below who have less than 20 years of Active Federal Service. Disapproval recommendations will be forwarded to Commander, HRC, for final determination.
(1) Recipients of the Medal of Honor, The Distinguished Service Cross, Navy Cross, or the Silver Star.
(2) Soldiers who are partially disabled as a result of combat related injuries.
(3) Prisoner of War returnees.
(4) Soldiers who have completed 18, but less than 20 years of active Federal service, and are requesting extension of enlistment to acquire enough time to complete 20 years of active Federal service.

3–11. Questions and Qualifications. Questions concerning eligibility qualifications, disqualifications, waivers or exceptions to policy will be forwarded through the chain of command to CG, HRC for clarification. Under no circumstances should units below ACOM, ASCC and DRU level contact ARMY G1 directly.

3–12. Reenlistment Ranks and Periods.
   a. Unless otherwise prescribed by this regulation, or by special directive, the rank, title, date of rank, and NCO or specialist status for Soldiers upon immediate reenlistment in the Active Army will be the same as that held on the day of separation.
   b. Immediate reenlistments in the Active Army are authorized for periods of 2, 3, 4, 5, or 6 years.
   c. Soldiers of the Regular Army who have at least 10 years active federal service in the armed forces as of the day of discharge (per Para 3-6) will be reenlisted for an unspecified period of service as outlined in paragraph 3-16 below and as specified in option 1, appendix E, this regulation.
   d. Soldiers authorized to reenlist immediately for an option or special program requiring a minimum reenlistment period must reenlist as specified by that option or program directive.
   e. Soldiers immediately reenlisting after separation from current active service as an Army commissioned or warrant officer will be eligible to reenlist for periods of 2, 3, 4, 5, or 6 years. However, if a Retention Control Point (RCP) will be exceeded before termination of contracted service, then the new period of service will not exceed 3 years.
   f. (POL MSG 11-01) Rescinded.

   a. Officers and warrant officers with statutory entitlement, as defined in chapter 1, AR 601-280.
      (1) Local retention offices are authorized to reenlist these Soldiers in their former rank or in the rank of SGT, whichever is higher, after telephonic coordination with HRC, AHRC-EPF-R-P, for receipt of the Reenlistment Control Number (RCN) and MOS determination. The MOS will be based on the Soldier's experience and needs of the Army. The Soldier will then be reported as immediately available for assignment by the PSC per AR 614-200.
      (2) Consideration for a higher rank may be requested only if the former enlisted Soldier was on a promotion list to the next higher rank at the time of acceptance of commissioning. Requests should be submitted according to paragraph c below.
   b. Officers and warrant officers without statutory entitlement to reenlist, but who meet one or more of the conditions in chapter 1, AR 601-280, may submit a request for exception and rank determination. Requests should be submitted according to paragraph c below.
   c. Requests for rank determination identified above, or exception and rank determination identified above must be submitted and processed as follows:
      d. Requests will be submitted on DA Form 4187 (Personnel Action) with DA Form 1696 (Enlistment/Reenlistment qualifying Application (Specially Recruited Personnel), ERB (officer and enlisted, if appropriate), Officer Record Brief, last DD Form 214 (Certificate of Release or Discharge from Active Duty) and/or other prior service separation documents, notification memorandum releasing the officer from active duty, promotion standing list documentation (if applicable), and any other documentation deemed appropriate (documentation supporting requested MOS such as civilian and/or service school diplomas and reports) attached as enclosures. DA Form 1696 is prescribed by AR 601-210.
      e. This request must be signed by the unit commander and endorsed by the SPCMCA or the first LTC commander in the Soldier's chain of command and submitted to the servicing retention office. Recommendations should consider the commissioned or warrant officer rank attained, position held, previous enlisted rank, training, and potential value to the Army. Any commander in the chain may disapprove the request for a higher rank submitted by a Soldier with statutory entitlement, or the entire
request for officers without statutory entitlement, and return it to the Soldier without further processing. The retention office will forward authorized requests to CG, HRC for determination.

3–14. Regular Army Enlistment Ranks and MOS for ARNGUS or USAR Soldiers.
  a. RC Soldiers serving on extended active duty (EAD) (not a training tour) under AR 135-210 who wish to enlist in the Regular Army must be fully qualified according to this regulation, chapter 3. Rank and MOS upon enlistment will be as shown below.
  (1) Soldiers serving in the rank of SGT or below may be enlisted in their current rank.
  (2) Soldiers serving in the rank of SSG or above may be enlisted in the rank of SGT.
  (3) If a higher rank is desired, a request for rank determination may be submitted as an exception to policy on DA Form 1696 to Commander, HRC if:
     (a) The rank requested is currently held in the ARNGUS or USAR and was previously held in the Regular Army or
     (b) If entry level for Soldier’s PMOS is higher than SGT, the higher rank may be awarded provided the Soldier meets the time-in-service requirements for promotion to that rank in the Regular Army per AR 600-8-19 and currently holds that or a higher rank.
     (c) In the event a Soldier is selected for promotion by an Active Army selection board and is subsequently promoted, enlistment is authorized in the new rank and a request for rank determinations is not required. If promotion has not occurred, the Soldier will be enlisted in current rank and retain recommended list status.
  b. MOSs upon enlistment are as directed by CG, HRC.
  c. The provisions above will not apply during periods of, or termination of, partial or total mobilization. In this event, separate instructions will be provided to accommodate Soldiers affected.
  d. (POL MSG 11-01) Mobilized RC Soldiers desiring to enter the Regular Army may apply using current guidance published via MILPER message. RC Soldiers accepted for Active Army enlistment will receive an approval memorandum from the Chief, RC Personnel Support Services Branch. RC Soldiers will enlist into the Regular Army at the demobilization site through the U.S. Army Recruiting Command. Career Counselors are not authorized to execute enlistment contracts without prior approval from AHRC-EPF-P.

  a. (POL MSG 11-01) Retention of CSMs beyond 32 years active Federal service is limited to those nominated and selected to fill CSM positions where the commander is a General Officer. CSM chosen as Commandant, USA Sergeants Major Academy is also included in this rule. Sergeants Major are not authorized retention beyond 32 years active federal service under provisions of this regulation.
  b. (POL MSG 11-01) Periods of Retention: CSMs selected under this authority may remain on active duty up to 35 years total active federal service or age 62, whichever occurs first. Reenlistment periods authorized in paragraph 3-12 apply.
  c. Retention of CSMs identified in paragraph a above will be automatic (subject to all retention eligibility criteria in this regulation), unless the commander initiates a replacement action. If a replacement action is initiated, the CSM must retire within 6 months after replacement arrives.
  d. Reenlistment/Extension processing. Soldiers selected for retention beyond 30 years active Federal service under the provisions of this regulation may be processed for reenlistment or extension of enlistment, as necessary, on the RETAIN system or telephonically. Reenlistment outside the normal reenlistment window is not authorized except as provided in paragraph 3-6b. Selection for retention beyond 30 years active Federal service does not establish, by itself, a service remaining requirement (SRR). Therefore, these Soldiers may not reenlist or extend their enlistment simply because of selection.

  a. The Secretary of the Army may accept Regular Army Soldiers for an unspecified or indefinite term of service IAW 10 USC, 505d. All RA enlisted Soldiers with over 10 years active federal service are required to reenlist for an indefinite term unless otherwise exempted elsewhere in this regulation.
  b. Eligibility: RA Soldiers in the rank of SSG-CSM who are eligible for reenlistment IAW Chapter 3, this regulation, to include those with approved waivers, and have at least 10 or more years AFS on the date of discharge will be required to reenlist for an unspecified period of time. Soldiers with a service remaining requirement will only be allowed to reenlist, not extend if they have 10 or more years AFS, except for humanitarian reasons or pending other personnel actions.
c. Considerations. Soldiers on indefinite status will be allowed to serve until the applicable Retention control Point for their rank. If promoted, the Soldier is then permitted to serve to the RCP for their new rank. Soldiers will not be allowed to exceed the RCP by more than one month.

d. Voluntary Separation Requests. Soldiers on indefinite status may request voluntary separation IAW AR 635-200 provided they have met service remaining requirements as directed by ARMY G1. Soldiers, who desire to separate in lieu of complying with assignment instructions, must request separation within 30 days of notification of assignment instructions. Upon DA approval, these Soldiers will be separated within six months unless serving on overseas or restricted tour. Soldiers on overseas or restricted tour will be separated within six months of normal tour completion date.

e. (POL MSG 11-01) Reduction in rank. Soldiers serving under indefinite status who are reduced in grade will not be retained beyond the last day of the month in which they meet RCP for the lower rank or 20 years of service, whichever comes later. Soldiers with 20 or more years of active federal service who exceed RCP as a result of reduction in grade must retire not earlier than 90 days or later than 180 days after the effective date of the reduction in rank.
Chapter 4 – Reenlistment, Extensions of Enlistment and Declination of Continued Service Statements (DCSS)

4–1. Reenlistment Options. Reenlistment options are designed to meet the personal desires of the Soldier and to fulfill the needs of the Army. To serve the interests of both the Soldier and the service, it is necessary to ensure that a Soldier accepted for reenlistment is qualified not only for reenlistment, but for the option chosen as well. It is also important that the Soldier be familiar with what is expected of him or her when he or she selects a certain option. This chapter provides information concerning standards that apply to each of the options offered. Option tables are at Appendix E.

a. All applicants must meet the eligibility standards in chapter 3 and all specific qualifications of the option, regardless of the option chosen.
b. (POL MSG 11-01) Soldiers granted waivers may reenlist for any option or period for which they are otherwise qualified.
c. Soldiers requesting reenlistment for an option that requires Personnel Reliability Program (PRP) qualifications will not be reenlisted until the Soldier is qualified in accordance with AR 50-5.
d. Immediate reenlistment is authorized for qualified Soldiers the day following discharge according to Para 3-6.
e. (POL MSG 11-01) Soldiers with less than 10 years active federal service may reenlist for at least 2 years but not more than 6 years of service. Those Soldiers in the rank of SSG or higher who on the date of discharge have 10 or more years active federal service will only be permitted to reenlist for an indefinite period.
f. Reenlistment options are based on the status of a Soldier’s PMOS. Regularly published MOS strength status will govern which options are offered to a Soldier at reenlistment. Soldiers in critically over-strength specialties may be restricted to retraining. Soldiers in shortage specialties may also be restricted from migrating to a different specialty. Other restrictions as to trainability criteria and rank are also imposed by ARMY G1 to effectively manage the enlisted force. Regularly published guidance will be updated periodically over RETAIN or ARMY G1 message. Career Counselors will consult current guidance, prior to making implied promises concerning a Soldier’s reenlistment option.

d–2. Restrictions. Commanders, Career Counselors, and Soldiers must be aware of and understand the following restrictions before referring to the reenlistment option tables.

a. Former members of the Peace Corps will not be assigned to permanent or temporary duty in the military intelligence field for a period of 4 years after service in the Peace Corps.
b. Soldiers who have been selected for assignment, either individually or as a unit are only eligible for Regular Army Reenlistment Option (table E-1). However, initial term Soldiers, and Soldiers who have 4 years or less of service for pay purposes at ETS and elect not to take action to meet the minimum tour requirements, may reenlist for any option for which they are otherwise qualified. Soldiers are considered to be selected for assignment based on the date of the Enlisted Distribution and Assignment System (EDAS) cycle or the message that transmitted the assignment.
c. Soldiers awarded a PMOS as a result of completing formal training of 20 weeks or more may not reenlist for further PMOS training until they have served in the newly awarded PMOS for the minimum time required by the service remaining requirements of AR 614-200. This does not apply—
   (1) To a Soldier who, in the last course attended or currently attending, acquired 20 or more weeks of training as a prerequisite to further training, and is now reenlisting to receive that further training.
   (2) At normal ETS.
d. (POL MSG 11-01) Soldiers reenlisting outside the reenlistment window or to meet service remaining requirements, regardless of the timeframe in which the reenlistment is accomplished, are only eligible for Option E-1 for a period of 2-years, except as described in paragraph 3-6b above.
e. A Soldier authorized discharge for the purpose of immediate reenlistment will be reenlisted for a period of service that will expire no earlier than their current ETS.
f. A Soldier in a transitional leave status awaiting ETS who changes his or her mind and desires reenlistment, may take the actions listed below.
   (1) Soldiers last assigned to a CONUS installation are ineligible, but may return to that installation and apply for reenlistment as an exception to policy.
Soldiers who departed an overseas command for the purpose of ETS are ineligible, but may return to the transition point where their records are located and apply for reenlistment under paragraph g below.

g. Soldiers in an overseas area who are fully qualified for reenlistment, but elect to depart the overseas command for separation processing, will not be allowed to reenlist once they depart the overseas area. These Soldiers will be processed for immediate separation from the service upon arrival at the CONUS transition point. However, in exceptional cases, HRC, Retention Management Division, may authorize reenlistment for Soldiers who meet all the conditions below. Soldiers will apply from the closest CONUS installation transition point.

1. The Soldier must be otherwise qualified for reenlistment without waiver.
2. The Soldier’s PMOS must be shown as a shortage (Yes in/No out (Y/N) skill in the current HRC In/Out call message, or be an initial term SGT or a mid-career SSG (see Glossary).
3. The Soldier must be recommended for reenlistment by the losing commander (the commander of the last overseas unit of assignment. This recommendation will be obtained by personnel at HRC, Retention Management Division.
4. If approved, reenlistment option and/or assignment for these Soldiers will be determined by HRC. Soldiers who did not complete a normal overseas tour per AR 614-30 may be returned to the overseas command from which they departed.

h. Former officers immediately reenlisting per paragraph 1-6 and 3-13 will be reenlisted only for the reenlistment option E-1.

i. Soldiers in the rank of SSG who are on the DA promotion list for promotion to SFC will be reenlisted only for those options available to an SFC.

j. Soldiers who are Human Immunodeficiency Virus positive are restricted to reenlistment in accordance with AR 600-110.

k. Only those commitments shown in the option tables will be entered in reenlistment documents. No other promises will be made to Soldiers, either orally or in writing, nor will they be considered in determining whether a reenlistment commitment is broken or unfilled.

l. Initial term Soldiers assigned in CONUS may reenlist for any option which will result in a PCS and they are otherwise qualified for provided they will complete at least 1 year on station before movement.

m. Mid-career and career Soldiers assigned in CONUS may reenlist for any option which will result in a PCS and they are otherwise qualified for provided they will complete at least (POL MSG 11-02) 1 year on station before movement.

n. (POL MSG 11-01) Soldiers assigned to a lifecycle/ARFORGEN unit may reenlist for any option in which they are otherwise qualified as long as the movement is after completion of the unit’s life cycle.


a. (POL MSG 11-01) Soldiers assigned to drill sergeant duty must serve 24 months beginning the month the Soldier reports to the DS position and terminates the last calendar day of the same month, 2-years later. Soldiers may reenlist for any option in which they are otherwise qualified as long as the movement is after completion of drill sergeant duty.

b. (POL MSG 11-01) Soldiers in the rank of SGT or above who are selected as U.S. Army recruiters are stabilized for 36 months upon assignment to recruiting duty. Soldiers in the rank of SPC or CPL assigned to recruiting duty under the Corporal Recruiting Program are stabilized for 24 months. Soldiers may reenlist for any option in which otherwise qualified as long as movement is after completion of recruiting duty. Soldiers released from recruiting duty prior to completion of their stabilized tour may reenlist for any option otherwise qualified.

c. Soldiers serving as Active Army Career Counselors may only reenlist for reenlistment option listed in table E-1.

d. (POL MSG 11-01) Upon assignment to U.S. Military Entrance Processing Command, Soldiers are stabilized for 3 years. Reenlistment for any qualified option is permitted as long as no movement is made prior to completion of stabilization. Soldiers may reenlist for any option in which otherwise qualified as long as the movement is after completion of stabilization.

e. (POL MSG 11-01) Soldiers assigned to a lifecycle/ARFORGEN unit must reenlist or extend to meet the SRR for the unit's lifecycle/ARFORGEN end date as determined by HRC-A.

a. A Soldier who reenlists with a specific commitment who later desires to waive the commitment must sign a statement, in duplicate, as follows: "I voluntarily waive my reenlistment commitment made at the time of my reenlistment. I realize and fully understand that I will be assigned in accordance with the needs of the Army."

b. The original of this statement will be forwarded to the Commander, U.S. Army Enlisted Records and Evaluation Center, 8899 East 56th Street, Indianapolis, IN 46216. The duplicate will be attached to the copy of the DD Form 4 series in the Soldier’s MPF. Requests for cancellation of assignment will be made by the local PSC to the appropriate career branch, when the reenlistment is waived before the report date. However, waiving a reenlistment commitment does not, in itself, cancel existing assignment instructions.

4–5. HRC Processing Procedures

a. Besides the requirements contained in line items 6 and 7 of each option table, Career Counselors and responsible retention personnel will comply with the procedures established by Commander, HRC. These procedures will be used to process all Soldiers for reenlistment authorization, to include issuance of assignment and/or training instructions when required, and obtaining reenlistment and extension control numbers.

b. A request for a reenlistment option will be processed on the current RETAIN system or telephonically coordinated with Retention Management Division, HRC. Availability of options is determined by the Soldier’s qualifications and the status of current PMOS relating to Army needs as provided by RETAIN or through telephonic coordination with Retention Management Division.

   (1) Soldiers with service remaining requirements may request extension of enlistment per paragraph 4–9, or immediate reenlistment under reenlistment option E-1.

   (2) Soldiers not reenlisting or extending to meet a service remaining requirement must process for immediate reenlistment within the times specified in paragraph 4–1.

c. Soldiers who reenlist in overseas commands for reenlistment options that involve reassignment outside the command, or retraining that is to be conducted outside the overseas area will depart the overseas area according to the guidelines below.

   (1) Initial term Soldiers and Soldiers with 4 years or less years of service for pay purposes at ETS will not depart the overseas area sooner than the date that would have been their ETS, (Soldiers will have adequate time for necessary travel and processing of separation before release from active duty, normally 2 days before ETS per AR 614-30) or normal tour completion, whichever is sooner.

   (2) Soldiers, other than initial term Soldiers, with more than 4 years service for pay purposes at ETS will not depart the overseas area before completion of the normal overseas tour as prescribed in AR 614-30.

   (3) Soldiers who selected retraining in a course that does not begin until after the normal departure date from the overseas area will be extended in the overseas command until the school report date minus desired travel and leave time.


a. An SRR is a ARMY G1 prerequisite for a Soldier to have a specified amount of remaining contractual service in order for an authorized action to be taken (see ARs 600-8-19, 614-30, 614-200, and 635-200). Examples include: CONUS/OCONUS deployment, service school/course attendance, selection for special duty assignment.

b. Reenlistment and/or extensions of enlistment provide qualified Active Army enlisted Soldiers additional contractual service to meet SRRs that cannot be met through immediate reenlistment.

   (1) (POL MSG 11-01) Soldiers serving on a second or subsequent enlistment (not on indefinite status) who arrive in the overseas command with insufficient service remaining will be counseled ten months prior to their ETS regarding reenlistment to satisfy the prescribed overseas tour requirement. Soldiers must reenlist within 45 days of counseling or sign a DCSS. Soldiers with a DCSS on file will have their DEROS adjusted to 2 days prior to their ETS.
(2) (POL MSG 11-01) Soldiers who reenlisted under the Regular Army Reenlistment Option to meet a service remaining requirement and are subsequently deleted from orders (due to no fault of their own), may request voluntary separation as an exception. Determination will be made on a case-by-case basis only.

(a) Submit request to the approval authority (AHRC-EPF-P), endorsed thru the first O-6 in the chain of command, under the provisions of AR 635-200, paragraph 7-16d.

(b) If approved:

1. and contractual ETS is more than 3 months from approval, Soldier’s ETS will revert to their previous contractual ETS or
2. and contractual ETS is within 3 months of approval or past-established ETS, Soldier’s ETS will be established not earlier than 3 months and not later than 6 months from approval date.
3. Career Counselors must counsel Soldiers and inform them that any unearned portion of an SRB Entitlement may be recouped.

c. Within 30 days of notification of an SRR, Soldiers will be counseled and take one of the following actions:

1. Elect a discharge for the purpose of immediate reenlistment (see Para 3-6 for discharge considerations), or
2. Extend current enlistment (Section II), or
3. Elect a combination of reenlistment and extension if in the best interests of the Soldier and the Army. The period of reenlistment may be combined with an extension of not more than 11 months to meet SRRs. Caution must be exercised using this combination. The reenlistment action must be accomplished first, and the extension must occur at least 24 hours after this transaction.
4. Decline continued service according to paragraph 4-11.

d. Initial term Soldiers are not required, but may at their option, take action under subparagraph c (1)-(3) above.

e. Soldiers, other than initial termers, with more than 4 years’ service for pay purposes at ETS, must take action in accordance with either subparagraph c above or paragraph 4-11.

f. (POL MSG 11-01) Soldiers who incur an SRR because of promotion and desire to cash-in leave or who are entitled to an SRB may reenlist up to 30 days after promotion to avoid being adversely affected by reenlisting in the lower rank.

g. (POL MSG 11-01) Soldiers who do not have sufficient service remaining to qualify for reassignment after completion of the prescribed overseas tour may extend their reenlistment (provided otherwise qualified) for the period necessary to meet the normal overseas tour and the service remaining requirement (SRR) to return to CONUS. Extension must be executed before departure to the overseas area. Reason is in addition to those specified in paragraph 4-9 and table 4-1, AR 601-280. Soldiers must be advised that by reenlisting/ extending to meet the SRR for both the overseas tour and return to CONUS, they may be forfeiting a reenlistment option that they may have received from reenlisting in the overseas area.

Section I – Extensions of Enlistment for Regular Army Personnel.

4–7. General. All Soldiers qualified for and desiring extensions will be counseled by the servicing Retention NCO/Career Counselor that reenlistment is normally preferable over an extension of enlistment to meet additional service obligations. Additionally:

a. Extensions are posted to military personnel records immediately. However, the actual effective date of the extension is the date following the Soldier’s current ETS.

b. The Defense Finance and Accounting System (DFAS) posts the extended ETS on the Soldier’s automated finance record. However, the new extended ETS date does not appear on the Soldier’s Leave and Earnings Statement (LES) until the current month of ETS (as reflected by DD Form 4 series). Soldiers are strongly encouraged to verify the posting of the transaction through his/her servicing Career Counselor prior to the Soldier reaching 60 days of normal ETS to avoid being automatically removed from the finance and accounting system.

c. If, at the time of extension, Soldiers have a negative leave balance, it will be converted to excess leave and collected from their pay.

d. Soldiers have the option of cashing in accrued leave on the first extension of an enlistment. Payment for accrued leave will be received after the Soldier’s current ETS (as reflected by DD Form 4). The Soldier...
should contact the servicing finance and accounting office (FAO) approximately 1-2 weeks before the date of the extension takes effect.

**Note. (POL MSG 11-01)** Soldiers will be advised to submit a DA Form 4187 to request payment of accrued leave. In section III, "Request for Personnel Action," check "other" and annotate "Cash in Accrued Leave." In Section IV, "remarks" will be annotated with "the number of days requested." Once the extension has started, Soldiers will not be authorized payment of accrued leave. Soldiers have the option to change their election prior to entering into the extension.

e. If a reenlistment bonus is involved, extensions will not be used to increase bonus entitlement.


a. Individual extensions of enlistment are given in monthly increments, from 1 to a maximum of 23 months, for the minimum amount of time necessary to fulfill the authorized service requirement, (see Para 4-9b and 4-9m for exceptions).

b. Extensions for the Bonus Extension and Retraining (BEAR) Program and for Soldiers in the ranks of PFC, SPC, or CPL, who are on orders for long tour areas, may exceed 23 months, provided they do not exceed the retention control point for their rank at new ETS.

c. Although authorized, subsequent extensions are discouraged. In no case will the combined total of all extensions of the same enlistment exceed 48 months. If an authorized extension, when combined with any prior extensions of the current enlistment contract, would exceed the 48-month limitation, commanders may request an exception to policy to permit reenlistment. Requests will be submitted to CG, HRC.

d. Extensions for the Bonus Extension and Retraining (BEAR) Program and for Soldiers in the ranks of PFC, SPC, or CPL, who are on orders for long tour areas, may exceed 23 months, provided they do not exceed the retention control point for their rank at new ETS.

e. If a reenlistment bonus is involved, extensions will not be used to increase bonus entitlement.

**4–9. Reasons for Extensions of Enlistment.** Requests for extension of enlistment described in this regulation may be approved for the following reasons. Upon receipt of the approved DA Form 3340-R and verification of eligibility, the servicing Career Counselor will obtain an extension control number (ECN) from Commander, HRC, via the RETAIN system. The ECN will be entered on the Soldier's DA Form 1695. Extensions for purposes other than those listed in this paragraph will be evaluated by the Soldier's immediate commander, approved as outlined and accomplished only when the Soldier is within the reenlistment eligibility window and will not exceed a cumulative total of 12 months on any one enlistment, unless otherwise specified. Extensions are not authorized once the Soldier is within 3 months of scheduled ETS, except when prior approval has been obtained from CG, HRC (AHRC-EPF-R).

a. Meeting SRRs. Extensions may be accomplished as prescribed in table 4-1. Soldiers within the reenlistment eligibility window and otherwise qualified, must reenlist to meet the SRR, they may not extend. Soldiers not otherwise qualified for reenlistment may be extended.

b. Retirement. AR 635-200, chapter 12, applies. Soldiers applying for retirement may be extended through the last day of the retirement month. DA Form 1695 (Oath of Extension) is not required. The retirement order will serve as documentary evidence of the approved extension. Extension Control Numbers (ECN) are not required for retirement extensions executed according to AR 635-200. (POL MSG 11-01) The servicing Career Counselor is required to process an ETS transaction on RETAIN to reflect the last day of the retirement month in order to update the PERDB.

c. Extending to the retention control point according to rank and service criteria (see Para 3-8). Extension will not exceed 23 months and must be accomplished during the reenlistment window.

d. Reaching maximum age criteria of paragraph 3-8. Restrictions of c above apply.

e. Achieving reenlistment qualification under physical fitness testing as authorized in Para 3-8. Extension will not exceed 7 months and must be accomplished during the reenlistment window.

f. Graduating from the U.S. Army Regional Correctional Activity. Soldiers must serve 12 months after graduation before reenlistment may be authorized. Twelve months is the designated observation period. The first commander who is a commissioned officer in the chain of command will approve a request for extension to allow completion of the 12-month period. No further extension is authorized. This provision does not apply to USARCA graduates pending review of an un-remitted sentence to a punitive discharge since they are under suspension of favorable actions under AR 600-9-2.

g. Pending a personnel action. These may be for MOS reclassification, reassignment, evaluation by the Physical Performance Evaluation System, joint domicile (either spouse), or similar situation. Soldiers may be extended, if otherwise qualified, to await determination. Extension will not exceed 3 months and must be accomplished during the reenlistment window.

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h. Weight control. Extending while under the weight control program per paragraph 3-8 of this regulation. The reason cited on the DA Form 1695 will be “in the best interest of the service.”

Note. Pregnant Soldiers who are otherwise qualified may be extended for the least amount of time necessary to comply with service remaining requirements, consistent with retention control point limitations for the Soldier’s rank. Authority for extensions that exceed 23 months is CG, HRC.

i. ASAP. Soldiers currently enrolled in the Army Alcohol and Drug Prevention and Control Program who need additional service to complete the program may be extended for the number of months needed by the commander exercising Special Court Martial Convening Authority (SPCMCA). The reason cited on the Oath of Extension of Enlistment will be “in the best interest of the service.”

j. (POL MSG 11-01) Contingency deployment conditions. Soldiers in a deploying unit, to include Soldiers required to reenlist for an indefinite period, may voluntarily extend to complete deployment period plus 3 months. Extension period cannot exceed 23 months. Soldiers affected by stop loss are not authorized to extend under this authority. Soldiers voluntarily extending to meet the time requirement for DEIP, Deployment Extension Incentive Pay, program will refer to HQDA and MILPER messages.

k. (POL MSG 11-01) Married Army Couples Program. Soldiers in the Married Army Couples Program may extend to establish a common ETS month for the purpose of reenlistment processing for joint domicile consideration. This extension is authorized at any time prior to the normal reenlistment window but not when the Soldiers are within 3 months of scheduled ETS.

l. (POL MSG 11-01) Exceptions: Soldiers may extend whether or not they are reenlistment or extension qualified according to chapter 3. Soldiers who have nonwaiverable disqualifications, are flagged for failure of APFT, do not meet weight standards, or have a locally initiated bar to reenlistment, may extend when one of the below conditions exists. The approval authority for the following exceptions is the first commander who is a commissioned officer in the Soldier's chain of command. There is no requirement for processing a DA Form 3072 for Reenlistment/Promotion.

(1) A Soldier’s family member is ill (to include pregnancy) and requires medical care. Medical confirmation is required. Extension will not exceed 12 months.

(2) A Soldier has submitted request for exception or waiver to meet reenlistment eligibility criteria and ETS will occur before final determination is made by the waiver or exception approval authority. Extensions will be in 3-month increments only and will not exceed a total of 6 months. Extensions are not authorized once transfer point processing has begun.

(3) A Soldier has attained 18 but less than 20 years of active Federal service. Unless being separated for disciplinary or medical reasons, the Soldier may request extension to complete 20 years of active Federal service. Extension will not exceed 23 months and will be limited to the number of months necessary to complete 20 years of active service.

(4) (POL MSG 11-01) A Soldier is within 90 days of ETS and continued healthcare is required, as determined by a competent medical officer. Confirmation will include the approximate amount of time past ETS required for completion of treatment. Extensions may be granted for days or a combination of months and days. Subsequent extensions are authorized as determined by medical officer and this regulation.

(5) Soldiers denied reenlistment by ARMY G1 under the Qualitative Management Program may be extended as prescribed in applicable directives, provided otherwise qualified. Soldiers not otherwise qualified must obtain approved waiver of any disqualification from the appropriate waiver approval authority. Table 4-1 lists extension of enlistment criteria.

(6) Soldiers pending legal action, either military or civil, provided otherwise qualified, and recommended by the commander may be extended until final outcome of action.

(7) (POL MSG 11-01) Soldiers affected by Stop Loss/Stop Move who desire additional time to properly transition from the Army may execute a one-time extension. Soldier must be within 90 days of ETS and the extension will not exceed three months. Once a Soldier executes an extension for this reason any subsequent request for extension or reenlistment requires an exception to policy.

(8) (POL MSG 11-01) Soldiers in the U.S. Army Wounded Warrior Program (AW2) are authorized to extend to complete the MEB/PEB process. Extensions will not exceed 23 months. Career Counselors will utilize extension reason code "T", Convenience of the Government to execute these extensions.
m. (POL MSG 11-01) Soldiers affected by the Lautenberg Amendment. Soldiers who are seeking to reenlist and have a qualifying conviction under the Lautenberg Amendment (EDAS ASCO code of “L9”), may not reenlist but may be processed for an extension if otherwise qualified. Proof that the Soldier has initiated a request for expunction or pardon will be provided to the servicing Career Counselor prior to the Soldier executing the extension. The reason cited on the Oath of Extension of Enlistment will be "Convenience of the Government."

4–10. Cancellation of extension. (POL MSG 11-01)
Extensions of enlistment contracts are considered a binding agreement between the Soldier and the U.S. Army; therefore, cancellation of extensions will not be performed except when the Soldier extended to meet the SRR but did not receive the benefit of the extension (e.g. executed an extension to comply with OCONUS orders and was subsequently deleted from the assignment by HRC). The servicing Career Counselor will review the Soldier’s qualifications and request, ensuring compliance with this regulation, and forward the request thru the Soldier’s chain of command to HRC (AHRC-EPF-P) for determination.

a. (POL MSG 11-01) Rescind.
b. (POL MSG 11-01) Rescind.
c. (POL MSG 11-01) Rescind.
d. (POL MSG 11-01) Rescind.
e. (POL MSG 11-01) Rescind.
f. (POL MSG 11-01) Rescind.
g. (POL MSG 11-01) Rescind.
h. (POL MSG 11-01) Rescind.

Section II – Declination of Continued Service Statement (DCSS)
4–11. Use of the DCSS. Soldiers, other than those in their initial term, having 4 or more years of service for pay purposes at ETS, must take action to meet SRRs (see Para 4-6 above). This action is required regardless of the SRR start or report date, to include those after the Soldier’s current ETS. Soldiers eligible, but refusing to take action to satisfy military SRRs will be denied further service through the DA Form 4991-R. However, there are exceptions. The DCSS will not be used for:
a. Soldiers ineligible to obtain sufficient time through reenlistment or extension of enlistment as verified by the servicing Career Counselor per chapter 3 of this regulation.
b. Soldiers with insufficient time and ineligible to take action to obtain sufficient time to complete an unaccompanied tour.
c. (POL MSG 11-01) Soldiers within 90 days of their contractual ETS date on date of notification of assignment instructions.
d. CONUS based Soldiers alerted for OCONUS movement with insufficient time to complete an accompanied tour but who have sufficient time or are eligible to take action to obtain sufficient time to complete an unaccompanied tour. (That is, the Soldier having enough time to complete an unaccompanied tour, but not the longer accompanied tour, will not have a DCSS.)
e. Soldiers serving on an indefinite reenlistment do not have the option of submitting a DCSS. Indefinite Soldiers who are retirement eligible may submit retirement applications in lieu of assignment, however approval is not automatic. Non-retirement eligible Soldiers may submit for separation under other applicable provisions of AR 635-200.

4–12. Execution and processing of DA Form 4991-R.
a. (POL MSG 11-01) Soldiers not willing to reenlist or extend to meet an SRR will be advised of the impact of their decision by the servicing Career Counselor within 7 to 30 days from the EDAS transmittal date.
b. (POL MSG 11-01) The Career Counselor will initiate a DA Form 4991 after a Soldier has been on assignment instructions for more than 7 days but not later than 45 days from EDAS transmittal date and has not taken action to meet the SRR for the assignment. The Career Counselor will forward the document with a three-working-day suspense to the commander/1SG to allow completion of counseling requirements.
c. The commander/first sergeant will counsel the Soldier, ensuring the Soldier fully understands that refusal to comply with orders will result in the execution of a DCSS. Specifically, Soldiers with a DCSS are:
   (1) Placed in a non-promotable status.
(2) Prohibited from reenlistment or extension of enlistment.
(3) Prohibited from applying for reentry into the Regular Army for a period of at least 93 days if separated at normal ETS, and at least 2 years if voluntarily separated before ETS under applicable provisions of AR 635-200.
(4) Required to receive a rank determination from ARMY G1, if approved for reentry into the Regular Army.
(5) Prohibited from application, selection, or attendance for commissioning or warrant officer appointment programs while on the current period of active duty.
(6) Precluded from consideration by ARMY G1 for centralized selection for promotion and/or advanced schooling.
(7) Eligible to request voluntary separation under the provisions of paragraph,16-4b AR 635-200.
(8) Eligible for other assignments (CONUS and OCONUS) provided you have sufficient service remaining to meet the requirements of the new assignment.
(9) Not eligible for separation pay.

d. The commander/first sergeant will fully review the DA Form 4991-R and obtain the Soldier’s signature in Section B (if the Soldier refuses to sign, the commander/first sergeant will annotate the refusal and sign in the witness’ signature block in Section B).
e. For Soldiers in the rank of SSG and below, the commander/first sergeant will additionally annotate the Soldier’s DA Form 4591 by entering “9Q” in the immediate reenlistment prohibition code block, complete the reenlistment status section of the form, obtain the Soldier’s initials and date of notification, and advise the Soldier that he/she is ineligible for reenlistment or extension. Retention personnel will further ensure the “9Q” IMREPR transaction is reported via EMILPO.
f. The commander/first sergeant will complete Section C and return the DA Form 4991-R through the Career Counselor to the PSC.
g. The PSC uses DA Form 4991-R as the basis for requesting a deletion action under AR 614-200 and for entering the proper Assignment Eligibility and Availability (AEA) code in the EMILPO.

4–13. Disposition of DA Form 4991-R.

a. The original document is forwarded to CG, U.S. Army Enlisted Records and Evaluation Center (USAEREC), 8899 East 56th Street, Indianapolis, IN 46216, to be permanently filed in the Soldier’s Official Military Personnel File (OMPF).
b. A duplicate copy will be filed in the Soldier’s Military Personnel Records File (MPF).
c. An additional copy will be forwarded to Commander, HRC, Attn: TAPC (appropriate branch), 2461 Eisenhower Ave., Alexandria, VA 22331-0450.


a. Requests for withdrawal of DCSS must be fully justified and submitted through command channels to CG, HRC, for consideration.
b. Requests will include a copy of the DA Form 4991-R, current copies of ERB, and chain of command recommendations.
c. Any commissioned commander who does not believe the request for withdrawal should be approved will disapprove and return the request.
d. Withdrawal requests will be submitted as follows:
   (1) From CONUS – NLT 90 days before Soldier’s ETS.
   (2) From OCONUS – NLT 90 days (120 days for SFC, 1SG/MSG and CSM/SGM) before rotation date.
e. Disposition of approved withdrawal requests will be as prescribed in paragraph 4-13 above.
### Table 4-1 Extension of Enlistment Criteria

<table>
<thead>
<tr>
<th>Rule</th>
<th>If a Soldier requests an extension and the purpose is:</th>
<th>no single extension will exceed:</th>
<th>and the total of all extensions will not exceed:</th>
<th>and action will be taken:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>to meet service remaining requirements for selection for overseas assignments, service school training or other assignment of choice or for which selected.</td>
<td>23 months</td>
<td>48 months</td>
<td>before compliance with orders directing movement or movement of dependents as appropriate but not if the Soldier is in the Reenlistment eligibility window.</td>
</tr>
<tr>
<td>2.</td>
<td>to volunteer for an overseas assignment, to complete a normal overseas tour, or for a voluntary foreign service tour extension.</td>
<td>23 months</td>
<td>48 months</td>
<td>before compliance with orders directing movement, or after approval of foreign tour extension, but not eligible if in the Reenlistment eligibility window.</td>
</tr>
<tr>
<td>3.</td>
<td>to meet service remaining requirement for promotion the rank of SSG.</td>
<td>13 months</td>
<td>48 months</td>
<td>before promotion regardless of Reenlistment eligibility window.</td>
</tr>
<tr>
<td>4.</td>
<td>to meet service remaining obligation for BEAR program.</td>
<td>48 months</td>
<td>48 months</td>
<td>upon receipt of approval of BEAR application regardless of Reenlistment eligibility window.</td>
</tr>
<tr>
<td>5.</td>
<td>(POL MSG 11-01) Rescinded.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>(POL MSG 11-01) Rescinded.</td>
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</tbody>
</table>

**Note:**

1. (POL MSG 12-01) See current TEB Policy Message for processing procedures for Transfer of Education Benefits (TEB) under the provisions (UP) of Post 9/11 GI Bill (Chapter 33).
Chapter 5 – Enlistment and Reenlistment Bonuses for Enlisted Personnel

Section I – Programs, Program Responsibilities, Qualification, and Bonus Amounts

5–1. Enlistment Bonus (EB) and Selective Reenlistment Bonus (SRB) Programs. The EB program became effective 1 June 1972. The SRB program replaced the Regular Reenlistment Bonus (RRB) and the Variable Reenlistment Bonus (VRB) program effective 1 June 1974. The entitlement portion of this chapter on pay and allowances has been approved by the DOD Military Pay and Allowance Committee. These procedures are prescribed by the Secretary of Defense under sections 308, 308a, and 1001, title 37, United States Code (37 USC308, 308a, and 1001).

5–2. Program Responsibilities.
   a. Army G1 will exercise general staff supervision over personnel policies governing the EB and SRB programs. Corrections of contracts or extensions involving payment of SRB which resulted from career counselor error or oversight will be endorsed by the senior command or installation career counselor and forwarded to HRC for resolution. Address to: CG, HRC, Attn: AHRC-EPF-R, 2461 Eisenhower Ave, Alexandria, VA 22331-0450.
   b. Commander, HRC will operate and technically supervise the program under the policy guidance of Army G1 and the Army Retention Program.
   c. ACOM, ASCC and DRU commanders will—
      (1) Administer the programs for all members under their respective commands.
      (2) Establish and maintain a continuing program of orientation, training, and publicity. Soldiers must be familiar with all aspects of the bonus program.
      (3) Promptly publicize and disseminate to all subordinate echelons all policy directives received from ARMY G1.
      (4) Ensure that subordinate commanders properly use bonus recipients.
   d. Installation commanders will provide assistance and support in promoting objectives and administration of the bonus programs to the following:
      (1) Commanders responsible for custody of personnel records.
      (2) Unit commanders.
      (3) Senior Career Counselors.
      (4) Finance and accounting officers (FAOs).
   e. Commanders responsible for custody of personnel records will—
      (1) Establish controls to identify a Soldier eligible to receive an EB or reenlistment bonus (anniversary payment).
      (2) Advise and assist unit commanders, retention personnel, and FAOs in administering the bonus programs.
      (3) Ensure that correct entries are made promptly on records and reports.
      (4) Report, as surplus (AR 614-200), a Soldier receiving an EB or SRB who cannot be used properly.
   f. Unit commanders will ensure proper use of any Soldier receiving an EB or SRB.
   g. Retention personnel will—
      (1) Coordinate actions for Soldiers who are entitled to receive an EB, but did not receive all monies that were due.
      (2) Ensure that all reenlisting Soldiers eligible for a SRB per this regulation meet all qualifications and receive appropriate bonuses.
   h. Recruiting personnel will ensure that enlistments for bonuses comply with AR 601-210.

5–3. Enlistment Bonuses (EB). (POL MSG 11-01) Policies and instructions for the administration of the EB program are contained in MILPAY message(s). MOS designated for the EB program will be announced by message from Cdr, HRC-A, AHRC-EPF.


5–5. Selective Reenlistment Bonus (SRB). (POL MSG 11-01) MOS designated for the SRB program will be announced by message from CDR, HRC-A, AHRC-EPF. The SRB program is a retention incentive paid to Soldiers who reenlist for a minimum of three years in a military skill designated as critical. The
The objective of the SRB program is to increase the number of reenlistments in critical MOSs that do not have adequate retention levels to man the force. A qualified Soldier may be paid an SRB only once within each zone of eligibility. The bonus will be paid in addition to any other pay and allowances in which the Soldier is entitled.

5-6. Individual Qualifications for SRB.
a. (POL MSG 11-01) Three zones of service eligibility have been established under the SRB program. They are as follows:
   (1) Zone A is applicable to Soldiers with at least 17 months of continuous active duty (other than active duty for training (ADT) as a Reservist) and no more than 6 years of active duty service on date of reenlistment.
   (2) Zone B is applicable to Soldiers with 6 years of active duty service, at least 17 months of which was continuous active duty (other than ADT as a Reservist) and no more than 10 years of active duty service on date of reenlistment.
   (3) Zone C is applicable to Soldiers with 10 years of active duty service, at least 17 months of which was continuous active duty (other than ADT as a Reservist) and no more than 14 years of active duty service on date of reenlistment.

b. To be eligible for an SRB, a Soldier must meet all criteria listed below, conditions for either Zone A (e below), Zone B (f below), or Zone C (g below), and not be restricted by conditions of i below. The Soldier must:
   (1) Be serving within their first 14 years of active service.
   (2) Reenlist in the Active Army for at least 3 years.
   (3) (POL MSG 11-01) Be serving on AD, other than ADT, in the rank of PFC or higher and have 17 months continuous active duty on the date of reenlistment. Completion of the 17 months of continuous active duty need not occur immediately before the date of reenlistment.
   (4) Be qualified in an PMOS awarded under chapter 3, AR 614-200, that is, designated for an SRB as announced by HRC message.
   (5) Reenlist for at least 3 years. If discharged or released from active duty, reenlist within 3 months after the date of discharge or release from active duty. See BSSRB above for a break in service of more than 3 months.
   (6) Attain eligibility and reenlist before the effective date of termination of a MOS from the SRB program. When a MOS’s bonus level is being reduced, a Soldier must meet eligibility and reenlist prior to that reduction of bonus level to receive the higher level. Eligibility through changes in an existing service obligation, including an early discharge, must be accomplished before the effective date of the termination or reduction of award level in the MOS. (Exception: A Soldier approved for entry into the Bonus Extension and Retraining program (BEAR) will be approved for a specific zone and will be paid the SRB level in effect at the time of agreement or at the award level in effect at the date of reenlistment, whichever is higher. The “time of agreement” is the date that the DA Form 1695 is completed after notice of approval for entry into the BEAR program. The Soldier will be paid even though the MOS no longer is designated for award of an SRB at the time the Soldier becomes eligible to reenlist under the BEAR program).
   Note. If, for any reason, the Soldier does not reenlist in the zone for which the BEAR was approved, award of the SRB will be based on the SRB level in effect on the date of reenlistment in the new zone.
   (7) Reenlist for continued active duty in the PMOS held at discharge or in a MOS within the normal line of progression for PMOS held at discharge.

c. (POL MSG 11-01) Soldiers currently assigned in, on assignment instructions to, or reenlisting (to include option E-2) for an authorized MOS included in the SRB Location paragraph by SQI, ASI, or language qualification position, may be entitled to the SRB if otherwise qualified. For Soldiers who possess a MOS with an associated ASI, SQI or language code listed in the Inventory paragraph are authorized to receive the SRB regardless if currently serving in or currently on assignment to a position designated for the ASI, SQI or language skill. The Soldiers must remain eligible for future assignment in the SRB identified SQI, ASI or language position. This entitlement includes Soldiers who possess a higher SQI based on the order of precedence established by AR 614-200. For example, Soldiers possessing the SQI of V may receive the bonus for SQI P or SQI G, if otherwise qualified.
d. (POL MSG 11-01) Soldiers selected to attend training for the appropriate SQI, ASI, or language code with follow-on assignment to a designated location (as announced by MILPER messages) and who are reenlisting to meet the DA imposed SRR under the Regular Army Reenlistment Option, may be entitled to the location specific SRB. These Soldiers will not receive their bonus payment until they have completed the associated training and are subsequently assigned to the designated location.

e. ZONE A eligibility—To be eligible for a Zone A SRB, besides meeting the qualifications of b above, a Soldier must—

(1) (POL MSG 11-01) Have completed at least 17 months of continuous active duty service (other than ADT) but no more than 6 years of active duty service on the date of reenlistment.
(2) Reenlist in the Active Army for at least 3 years.
(3) Have a total of at least 6 years of active service when the term of reenlistment is added to existing active service.
(4) Have not previously received a Zone A SRB or VRB.

f. ZONE B eligibility—(POL MSG 11-01) To be eligible for a Zone B SRB, besides meeting the qualifications of b above, a Soldier must—

(1) Have completed at least 6 but no more than 10 years of active service on the date of reenlistment.
(2) Reenlist in the active Army for at least 3 years.
(3) Have a total of at least 10 years of active duty service when the term of reenlistment is added to existing active service.
(4) Have not previously received a Zone B SRB.

g. ZONE C eligibility—To be eligible for a Zone C SRB, besides meeting the qualifications of b above, a Soldier must—

(1) (POL MSG 11-01) Have completed at least 10 but not more than 14 years of active duty service on the date of reenlistment.
(2) Reenlist in the Active Army for at least 3 years.
(3) Have a total of at least 14 years of active service when the term of reenlistment is added to existing service.
(4) Have not previously received a Zone C SRB.

Note. A SRB will not be paid for any active Federal service beyond 16 years.

h. The following special conditions should be noted:

(1) (POL MSG 11-01) Soldiers with exactly 6 years of active duty on the date of reenlistment will be paid a Zone A bonus if otherwise eligible and if they have not previously received a Zone A bonus. If they have received a Zone A bonus or no Zone A bonus is designated, they are entitled to and will be paid a Zone B bonus if all other requirements are met. Soldiers with exactly 10 years of active duty on the date of reenlistment will be paid a Zone B bonus if otherwise eligible and they have not received a Zone B bonus. If they have received a Zone B bonus or no Zone B bonus is designated, they are entitled to and will be paid a Zone C bonus if all other requirements are met. Soldiers with exactly 14 years of active duty on the date of reenlistment will be paid a Zone C bonus if otherwise eligible.
(2) An officer who reenlists in the Active Army within 3 months after release from active duty as an officer is entitled to the SRB. However, he or she must have served as an enlisted Soldier in the Army just before serving as an officer and must meet all other eligibility qualifications. Pay rank for bonus computation will be based on the rank determined by Commander, HRC (TAPCEPR-P).
(3) A Soldier who is eligible for both the regular reenlistment bonus (RRB) and the SRB will be paid either bonus, whichever the Soldier elects. The type of bonus elected will be entered in the remarks section of the DD Form 4. After the Soldier makes their election and reenlists, they may not change their election.
(4) Soldiers who are selected for, or assigned as detailed U.S. Army Recruiters (SQI 4) or other ARMY G1 directed detailed assignments are authorized the SRB for their PMOS, if otherwise qualified. This also includes SRB based on SQI, ASI, or language code.

i. The following restrictions exist. Regardless of whether a Soldier is eligible under paragraphs e, f, or g above, a Soldier is ineligible for a SRB if the reenlistee—

(1) is entitled to readjustment, separation, or severance pay.
(2) Reenlists or extends to gain enough obligated service to take part in a program leading to commissioned or warrant officer status.
(3) Enlists in the Regular Army following a discharge from a Reserve Component during or at completion of ADT, AGR, TTAD, or ADSW (Active duty for Special Work) tours.
   a. Bonus computation.
      (1) (POL MSG 11-01) The total amount of bonus will be determined by computing the Soldier's additionally obligated service.
      (2) (POL MSG 11-01) Bonuses will be paid in a lump sum IAW DODFMR, Volume 7A, chapter 9 and current SRB MILPER messages.
      (3) (POL MSG 11-01 (C1)) Additional obligated service in excess of 16 years of total active service may not be included in the computation. As an exception, Soldiers eligible for a Tier Level 11 payment on the current SRB MILPER message, may have their additional obligated service computed up to their 20th year of service.
      (4) (POL MSG 11-01) Total SRB payment for each zone may not exceed the amount listed in applicable MILPER message.
   (5) Initial term Soldiers in the rank of CPL/SPC on a 2-year enlistment who are otherwise qualified for reenlistment will receive the SRB computed at the Zone A SRB multiplier level for the rank of SGT as announced by HRC message.
   b. Additional obligated service.
      (1) (POL MSG 11-01) Additional obligated service is any active service commitment beyond an existing contractual service agreement. This includes enlistments, reenlistments, and extensions of enlistments/reenlistments.
      (2) (POL MSG 11-01) Extensions are considered prior obligated service for bonus computation purposes once the extension has commenced. Soldiers whose extensions have not commenced by the date of discharge will be forgiven up to 24 months of the extension.
      (3) An extension of enlistment in which benefits have not been received and which the Army canceled before it became operative (AR 601-280, Para 4-10), will not be prior obligated service for SRB computation. The bonus term will not be reduced by the time of the canceled extension.
         (a) Example: On 4 January 1994, a Soldier extends his 5 May 1990 4-year enlistment for 18 months to fulfill the SRR for an overseas assignment; however, the assignment later is canceled. The extension is then canceled. The Soldier reenlists 5 February 1994 for 6 years in a bonus MOS. In this case, the period of extension is not prior obligated service for SRB computation purposes because the Soldier extended for an overseas assignment but did not receive the benefit of the extension. Thus, the extension will not be deducted from the new term of service. The SRB will be computed for 5 years and 9 months of additionally obligated service, provided no other restrictions apply.
         (b) Example: On 4 January 1994, a Soldier extends his 5 May 1990, 4-year enlistment for 8 months to meet the SRR to accept a promotion from the rank of SGT to the rank of SSG. On 5 June 1994, he reenlists for 4 years to meet the SRR for an overseas assignment. Since the Soldier realized the benefits of the extension (he was promoted), the 7 months remaining to his ETS are prior obligated active service. It will be subtracted from his 4-year period of reenlistment when computing the SRB. Payment of the bonus will be for 3 years and 5 months.
      (4) Any prior obligated service between date of discharge and ETS may not be used in computing a bonus. This applies to discharges within 3 months of ETS as well. Any portion of a month un-served before ETS is considered a full month of prior obligated service and cannot be used in the bonus computation.
         Note. A Soldier who is discharged no more than 3 days early because his or her active obligated service expires on a date that requires the Soldier to reenlist on a Saturday, Sunday, or holiday will have completed the term of service of SRB computation.
Section II – Administrative Instructions, Utilization, and Recoupment of Bonus Recipients.

5–8. General. This section prescribes instructions for preparation, record maintenance, and financial administration for SRB recipients. It also addresses policy and procedures related to administration of accelerated payments, use of bonus recipients, and bonus recoupment. MOSs designated for award of SRB will be announced by HRC message.

5–9. Records, reports, and orders.
   a. Personnel qualification records will be prepared and maintained per AR 600-8-104. Entries on bonus entitlement will not be altered or deleted until the bonus term has expired.
   b. The EB and BSSRB designator will be entered in the remarks section of DD Form 1966 series (Record of Military Processing Armed Forces of the United States). The SRB designator will be entered in the remarks section of the DD Form 4.
   c. EB, BSSRB, and SRB designators will be used in all requests for assignment instructions, personnel actions, and correspondence for Soldiers serving EB, BSSRB, or SRB obligated service.
   d. Orders directing assignment or reassignment of bonus recipients will show the proper bonus designator for the “ENL/REENLB indict lead line,” as provided in table 5-1 below.

5–10. Written agreement
   a. Upon enlistment or reenlistment with an EB, BSSRB or SRB, the Soldier must sign a written agreement. It will state that the Soldier has been counseled and understands the conditions under which continued entitlement to unpaid installments (anniversary payments) may be stopped and a pro rata portion of the advance bonus payment recouped. This agreement will also clearly specify the terms of the active service commitment entitling the Soldier to a bonus.
   b. The agreement for a BSSRB or SRB recipient will be a DA Form 4789, which is available through publications channels. Distribution of this form will be as follows:
      1) Original: Send to Commander, U.S. Army Enlisted Records Center (Attn: PCRE-F), 8899 East 56th Street, Indianapolis, IN 46249. It will be filed permanently in the Soldier’s OMPF as part of the DD Form 4.
      2) Duplicate: File in the Soldier’s MPF as part of the DD Form 1966 series or DD Form 4.
      3) One copy will be given to the bonus recipient to retain and one copy for SRB Recipients will be retained by the local retention office.

5–11. (POL MSG 11-01) Financial Administration. Bonus payments will be processed per DODFMR and RETAIN message.

5–12. Utilization of bonus recipients. The purpose of the EB, BSSRB, and SRB programs are to induce Soldiers to enlist or reenlist in critical MOSs and serve in those MOSs for the entire time of the enlistment or reenlistment.
   a. The utilization of bonus recipients will be closely monitored at all levels of command. Soldiers who are recipients will be used in the following priority:
      1) In the PMOS on which the bonus is based. This includes normal skill and career progression for the bonus MOS as published in DA Pam 611-21.
      2) In a comparable MOS, if a command is over 100 percent in the MOS (no authorized position is available to assign the Soldier in the MOS for which he was trained, all bonus recipients being assigned prior to non-bonus Soldiers). The comparable MOS will be used when no authorized positions exist at the unit or installation for the bonus MOS or a career progression MOS. Bonus recipients may be utilized in a comparable MOS at the same or higher rank level as the bonus MOS. The following priorities will be used to determine specific comparable MOS:
         a) Priority one: Substitutable MOS listed in DA Pam 611-21 that are currently designated for a EB/BSSRB/SRB.
         b) Priority two: Substitutable MOS listed in DA Pam 611-21 not designated for a EB/BSSRB/SRB. (These MOSs are comparable because they require the same basic skills as the bonus MOS even though they are not currently designated for a bonus.
         c) If the criteria in (a) or (b) above cannot be met, then an exception must be granted by ARMY G1, DAPE-MPE.
      3) In a MOS directed by the Secretary of the Army.
b. Soldiers who hold a PMOS listed in AR 614-200, (Space Imbalanced MOS (SIMOS)), and who drew a bonus will be utilized in the following order:
   1. Per paragraphs 5-12a (1) through 5-12a (3) above.
   2. Per AR 614-200.

c. The reclassification procedures of AR 614-200 apply to all bonus recipients.

d. Bonus recipients, except SIMOS recipients, who cannot be properly utilized, will be reported as surplus under AR 614-200.

e. Requests for waivers of the above listed priorities will be submitted in writing through command channels to CG, HRC, Attn: AHRC-EPF-R, 2461 Eisenhower Ave., Alexandria, VA 22331-0450. Requests will be fully justified as to why the bonus recipient cannot be used in the bonus skill or why the commander feels such use is not in the best interest of the Army. Waivers for utilizing bonus recipients outside the bonus MOS will not be routinely made.

5–13. Recoupment from Soldiers who Fail to Complete Obligated Service and Correction of Erroneous SRB cases.

a. A Soldier who voluntarily or because of misconduct fails to complete obligated service for which an EB or SRB was paid will refund a percent of the bonus equal to the percent of obligated service not performed. The servicing FAO will perform recoupment of the portion of the bonus before the Soldier’s discharge.

b. (POL MSG 11-01) An EB recipient who is discharged prior to completion of the term of enlistment for the purpose of immediate reenlistment for which no reenlistment bonus is paid is not required to refund the unearned portion of the enlistment bonus provided the term of reenlistment includes the remaining period of service in the prior enlistment.
   1. (POL MSG 11-01) Rescinded.
   2. (POL MSG 11-01) Rescinded.

c. Recoupment of an unearned bonus is not required if the Soldier is separated to permit acceptance of a commission or warrant appointment or to enter a program leading to a commission or warrant appointment. Entitlement to additional unpaid bonus is suspended and will terminate upon commissioning or appointment. However, the entitlement to additional unpaid bonus will be reinstated and paid on a pro rata basis if the Soldier is not commissioned or appointed and returns to enlisted status in the same bonus MOS.

d. Recoupment of the unearned portion of an EB or SRB is required when the bonus recipient voluntarily separates because of pregnancy.

e. (POL MSG 11-01) Rescinded.

f. Cases involving SRB payments in which the career counselor erred, and the Soldier was not paid a bonus to which entitled, or wrong amount will be forwarded to HRC, AHRC-EPF-R with recommendations for resolution.

5–14. Recoupment from Soldiers who are not Technically Qualified. CG, HRC (AHRC-EPF-R-F), is the final approval authority of bonus entitlement termination and recoupment for technical disqualification. The effective date of loss of technical proficiency will be the effective date of recoupment. If HRC directs recoupment, the PSC will advise the servicing FAO by memorandum with the HRC decision attached. The memorandum will contain the Soldier’s name, SSN, effective date that bonus entitlement ended, and a statement that the Soldier has been advised of the recoupment decision. Reclassification and/or qualification termination action will be attached to the memorandum. Reclassification orders (AR 600-8-105) will include the following statement: “Recoupment of the unearned portion of the bonus is required because of (state reason). Bonus entitlement ended (state date).” A Soldier who is not technically qualified in the skill for which a bonus was paid will refund a percentage equal to the unqualified portion of the agreement. This does not apply to a Soldier who is not qualified because of injury, illness, or other impairment not caused by his or her own misconduct. Recoupment will not be accomplished until a final determination of the Soldier’s appeal or rebuttal has been received and a determination is made to withdraw the minimum security clearance, lose qualification under Personnel Reliability Program (PRP), or lose any other qualification required for effective performance in the MOS. The effective date of recoupment will still be based on the date the Soldier originally lost technical proficiency.

a. A Soldier is not technically qualified in the bonus specialty when—
   1. He or she is no longer classified in that specialty.
(2) The specialty designator is removed from the Soldier’s records.

(3) Current and future assignment in that MOS is precluded for any of the following reasons:
   (a) The Soldier refuses to perform certain duties required in the MOS.
   (b) The Soldier cannot perform in the MOS due to disciplinary action taken under the UCMJ or civil court conviction.
   (c) The Soldier cannot fully perform in the MOS due to injury, illness, or other impairment resulting from the Soldier’s own misconduct. Line-of-duty investigations will be used as the basis for this determination.
   (d) The Soldier cannot fully perform in the MOS due to withdrawal of minimum security clearance, loss of qualification under the PRP, or loss of any other qualification required for performance in the MOS. Withdrawal or loss must be voluntary or caused by misconduct, and result in the removal of the MOS. Failure to make a passing score on the SDT is not disqualification, unless it results in re-designation of the MOS.

b. A Soldier may not forfeit any portion of the bonus when the Soldier is no longer classified in the bonus specialty for any of the following reasons:
   (1) When reassignment to other duties is directed by DA for compassionate reasons.
   (2) When utilization or reclassification is directed by DA in an-other MOS to meet CONUS, OCONUS, or other mission requirements.
   (3) When security clearance is lost through no fault of the Soldier.
   (4) When injury, illness, or other impairment occurs and is not caused by misconduct.
   (5) When pregnancy occurs and discharge is not involved.
   (6) When a Soldier fails to attain a higher level of technical qualification in the MOS in which the bonus was paid when it is set after the bonus entitlement.
   (7) A Soldier will not forfeit any portion of an SRB when completion of training results in PMOS reclassification into CMF 18 or within the same CMF, unless otherwise directed by HRC because of technical disqualification or MOS disqualification due to Soldier’s own misconduct.

5–15. Recoupment from Soldiers who Voluntarily Reclassify. Except as provided in paragraph 5-14b(7), a Soldier who voluntarily reclassifies and fails to complete the obligated service for which the SRB or EB was paid will refund an amount equal to the unqualified portion of the agreement.

a. Soldiers who are bonus recipients may voluntarily reclassify provided—
   (1) They volunteer in writing and agree to the recoupment of the unearned portion of the bonus.
   (2) The MOS requested is a more critical skill than the PMOS currently held as determined by HRC.

b. The effective date of recoupment will be based on the date of reclassification.

c. Approval authority of all reclassification involving bonus recipients is Commander, HRC, Attn: AHRC-EPF-R.

Section III—Phase-out of Regular Reenlistment Bonus (RRB) (POL MSG 11-01) Rescinded.

5–16. (POL MSG 11-01) Rescinded.

5–17. (POL MSG 11-01) Rescinded.

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Chapter 6 – Bonus Extension and Retraining (BEAR) Program

6–1. General. This chapter provides policies, procedures, and administrative instructions for the BEAR Program that is designed to assist in force alignment. It allows eligible Soldiers an opportunity to extend their enlistment for formal retraining into a shortage MOS that is presently in the SRB Program and, upon completion of retraining, to be awarded the new PMOS, reenlist, and receive an SRB in the newly awarded PMOS.

6–2. Objectives of the BEAR Program. The objectives of the BEAR Program are to attract highly qualified Soldiers in the rank of SSG and below who are currently serving in an over-strength/balanced MOS to migrate into a critically short SRB MOS, and receive an SRB in the newly awarded PMOS.

6–3. Program Responsibilities.

a. Army G1 will—
   (1) Exercise general staff supervision over personnel policies governing the BEAR Program.
   (2) Award reenlistment credit to the command after the Soldier extends his or her enlistment for retraining under this program.

b. CG, HRC, will—
   (1) Operate the program under the Army Retention Program (AR 601-280).
   (2) Conduct the program within policy guidance of Army G1.
   (3) Select MOS for the program through coordination with Army G1.
   (4) Evaluate applications and advise Soldiers of selection/non-selection.
   (5) Provide authority to CONUS/OVERSEAS commanders to publish orders directing movement.
   (6) Track MOS migration.
   (7) Account for projected SRB expenditures.

c. Commander, TRADOC, and heads of training activities will—
   (1) Establish a comprehensive program of service school training for Soldiers undergoing MOS retraining under this program.
   (2) Maintain a separate identification file on each BEAR Program participant to allow rapid retrieval upon request by HRC.
   (3) Provide name and expected graduation date to the servicing Reenlistment Office for appropriate action.
   (4) Promptly report to CG, HRC, Attn: AHRC-EPF-R-R, 2461 Eisenhower Avenue, ALEX VA 22331-0450, those Soldiers who fail to complete training under this program.

d. Unit commanders, commanders responsible for custody of personnel records, and reenlistment offices will—
   (1) Encourage Soldiers who meet established eligibility criteria to apply for retraining into an MOS in the BEAR Program.
   (2) Assist Soldiers in preparing their applications and obtaining necessary documentation.
   (3) Provide assistance and support in promoting the objectives and administration of the program.

6–4. MOS in the BEAR Program. Periodic program changes are announced by ARMY G1 via RETAIN and/or MILPER Messages.

6–5. Eligibility Criteria for Entry into the BEAR Program.

a. (POL MSG 11-01) Soldiers applying for the BEAR Program must be eligible for reenlistment in accordance with chapter 3. Required waivers must be approved by the appropriate waiver approval authority, attached to the application, and annotated in the remarks section of the DA form 1695. Approved waivers for participation in the BEAR Program are valid for Soldiers desiring to reenlist at the training site or within 90 days after completion of training. Soldiers desiring to wait until they fall within the reenlistment eligibility window must request waiver from appropriate waiver approval authority prior to reenlistment.

b. Soldiers must meet the eligibility criteria in paragraph 5–6 for an SRB.

c. Soldiers must be in the rank of SSG or below. Additional rank requirements are as follows:
   (1) If the Soldier’s rank is SGT and below, the appropriate rank column for PMOS (as shown in current HRC In/Out Calls Message) must show N/N or N/Y at their current rank and MOS. (POL MSG 11-
As an exception, initial term SGTs and those initial termers in the rank of SPC/CPL with a GT score of 110 or higher, may apply for the BEAR Program without regard to the In/Out Calls.

(2) If the Soldier’s rank is SSG, the appropriate rank column for PMOS (as shown in current HRC In/Out Calls message) must show (BEAR MSG 11-01) N/N or N/Y at their current rank and MOS.

(3) Soldiers on an initial enlistment must be rank PFC or higher, and must be eligible to extend to complete 24 months TIS after completion of training. No waivers will be considered. (POL MSG 11-01)

They may apply for the BEAR Program regardless of status of in/out calls. These Soldiers will be scheduled for training so that they will have a minimum of 17 months of continuous AD upon completion.

d. Exceptions to paragraph c above are as follows:
   (1) (POL MSG 11-01) Soldiers requesting reclassification into selected MOS as published BEAR Program message, may request reclassification regardless of the status of their PMOS.
   (2) Airborne qualified Soldiers assigned to the 82d Airborne Division who possess a MOS that is listed as balanced (N/N) or short (Y/N) in current HRC In/Out Call message, but is over-strength/balanced (N/Y) within the 82d Airborne Division, may apply for retraining into a BEAR Program MOS provided the MOS selected is authorized and a valid requisition exists in the 82d Airborne Division. Upon successful completion of training, the Soldier will return to the 82d Airborne Division (The application procedures in Para 6-6 will be followed and the authorized versus assigned strength (Fort Bragg strength figures) of the Soldier’s current PMOS along with figures of requested MOS will be reflected in the forwarding comment to ARMY G1).

(2) Airborne qualified Soldiers assigned to the 82d Airborne Division who possess a MOS that is listed as balanced (N/N) or short (Y/N) in current HRC In/Out Call message, but is over-strength/balanced (N/Y) within the 82d Airborne Division, may apply for retraining into a BEAR Program MOS provided the MOS selected is authorized and a valid requisition exists in the 82d Airborne Division. Upon successful completion of training, the Soldier will return to the 82d Airborne Division (The application procedures in Para 6-6 will be followed and the authorized versus assigned strength (Fort Bragg strength figures) of the Soldier’s current PMOS along with figures of requested MOS will be reflected in the forwarding comment to ARMY G1).

(2) Airborne qualified Soldiers assigned to the 82d Airborne Division who possess a MOS that is listed as balanced (N/N) or short (Y/N) in current HRC In/Out Call message, but is over-strength/balanced (N/Y) within the 82d Airborne Division, may apply for retraining into a BEAR Program MOS provided the MOS selected is authorized and a valid requisition exists in the 82d Airborne Division. Upon successful completion of training, the Soldier will return to the 82d Airborne Division (The application procedures in Para 6-6 will be followed and the authorized versus assigned strength (Fort Bragg strength figures) of the Soldier’s current PMOS along with figures of requested MOS will be reflected in the forwarding comment to ARMY G1).

e. Soldiers, other than initial term Soldiers, must not have been alerted for reassignment at the time application is received at HRC.

f. Soldiers who possess a PMOS identified as being a space imbalanced MOS (SIMOS) are eligible to apply for the BEAR Program, in accordance with c above.

g. Soldiers must be qualified for training and attendance at the U.S. Army service school per DA Pam 611-21, AR 614-200, and DA Pam 351-4, and meet any special requirements for requested MOS.

h. Soldiers must be recommended for participation in the BEAR Program by the Soldier’s immediate commander with the recommendation based upon personal interview.

i. (POL MSG 11-01(C2)) The Soldier must have completed at least 2 years of active duty (12 months for 2-year enlistees) and at the time of application be within 24 Months from ETS date. In addition, Soldiers serving in an overseas area must be within 18 months of normal tour completion at time of application. The SRR is 24 months upon course completion. Career Counselors must ensure Soldiers will not age outside of the SRB zone for which they extended.

6-6. Application for Entry into the BEAR Program.

a. Applications will be submitted by RETAIN memorandum (Annex A) and follow the format shown at figure 6-1.

b. The following forms will be attached to the application as enclosures:
   (1) An updated copy of ERB.
   (2) A completed DA Form 4591 (Retention Data Worksheet). A copy of DA Form 4591 is available at the back of this regulation for reproduction purposes. It will be reproduced locally on 8 1/2- by 11-inch paper.
   (3) A completed DA Form 3340-R.
   (4) Other forms/documents required by this chapter and/or required by specific MOS.

c. Applications of Soldiers previously released or removed from the program (see Para 6-11) will be submitted per paragraph 6-7.

d. Applications will be evaluated on the “whole person” concept and the projected availability of school seats. Final approval will rest with HRC.

e. Applications of Soldiers desiring TDY and return will contain a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) with items 1 through 8 completed. This form is required only for Soldiers who are assigned in CONUS because this option is not available to personnel assigned to an overseas area.

6-7. Application Processing.

a. Upon receipt of the Soldier’s application, HRC will evaluate and process for an available school seat in the desired MOS and an assignment.
b. If the Soldier is selected, HRC will furnish the following information—
   (1) School starting and ending dates.
   (2) Assignment instructions.
   (3) Extension control number.
   (4) TDY and return orders (only for Soldiers assigned to CONUS, selected for TDY and return).
   (5) Message authorizing orders to be published, directing movement.

   a. Attendance at a service school will be in one of the following categories:
      (1) PCS to a new assignment with TDY enroute to school.
      (2) PCS to school, if training is in excess of 20 weeks.
      (3) Attend school in TDY-and-return status. (See Para 6-6 e).
   b. Assignments will be made only to those commands with a current valid requisition for the MOS in
      which being trained.
   c. Soldiers should list three assignment preferences on, DA Form 4591.
   d. Soldiers having received ultimate assignment instructions in connection with approval of their BEAR
      Program application and electing to leave dependents at their parent installation during the period of TDY
      in accordance with PSC Message Number 81-70, Subject: Clarification of DA Directed Schooling in
      Conjunction with Permanent Change of Station (PCS), (open allotment DA fund cite) are eligible to return
      to parent installation only for the purpose of clearing the installation for subsequent PCS. Reenlistment for
      the purpose of remaining at the parent installation is not authorized.
   e. The majority of approved BEAR participants attend training TDY enroute to a new assignment. In
      addition, many approved participants receive overseas assignments and some desire dependent travel.
      BEAR participants should not extend or reenlist to satisfy the SRRs for dependent travel at the old duty
      station prior to departure for training. Such an extension or reenlistment will reduce, or cause the Soldier
      to lose SRB entitlement. If the Soldier desires dependent travel, he or she should submit a request per
      AR 55-46 at the losing installation. AR 55-46 does not require the Soldier to take action regarding SRRs
      at that time. If the Soldier’s request is approved, the approval will be forwarded to the training site where
      the Soldier is undergoing training; however, no action will be taken to process the Soldier’s dependents
      for movement until the Soldier successfully completes the training, is awarded the new MOS, and
      reenlists. Upon reenlistment, dependent travel actions may be accomplished. BEAR Program participants
      will be afforded a minimum of 30 days reenlistment leave if desired. The training site should request from
      HRC an adjusted arrival month to allow time for desired leave and dependent travel. In no event should
      the BEAR Program participant be denied dependent travel solely because of failure to reenlist or extend
      for that purpose at the losing installation.
   f. Soldiers who decline assignment instructions under the BEAR Program will be processed per
      paragraph 6-11a.

6-9. Instruction for Retention Offices. In addition to the responsibilities cited in paragraph 6-3d,
   retention offices will—
   a. Publicize the BEAR Program and provide interested Soldiers with details about the program, and also
      determine their eligibility.
   b. Use the RETAIN system for this program as directed by HRC.
   c. Ensure the Soldier meets the criteria in the following areas:
      (1) Soldiers must be fully qualified for reenlistment, without waiver, except as indicated in paragraph 6-5a
      above. Soldiers in the rank of PFC who will have 24 months or less active Federal service on the
      date of discharge may apply for this program; however, these Soldiers must be in the rank of CPL/SPC
      at the time of reenlistment to qualify for payment of the SRB.
      (2) Prior to the Soldier’s departure from the losing command for retraining, ensure that the Soldier:
         (a) Has the appropriate security clearance for the MOS being trained (see Para 1-13, DA Pam 351-4). Solders
         requesting entry into the BEAR Program for training in a MOS that requires either an interim or final
         clearance for attendance at the service school will be required to have the clearance prior to
         compliance with orders directing movement. Reenlistment authorities will coordinate with the
         installation SSO to ensure security clearance requirement are met. Upon notification that the
         appropriate security clearance requirement has been met, notify AHRC-EPF-R-R via the RETAIN
         Hotline. AHRC-EPF-R-R will put in suspense those cases requiring security clearance action and if
notification is not received at least 60 days prior to course starting date, assignment instructions issued will be canceled until the necessary clearance has been received.

(b) Has a copy of DA Form 1695 filed in their MPF approving Soldier for participation in the BEAR Program.

(c) Has MPF and health records in his or her possession.

(3) Soldiers completing retraining under this program are eligible to reenlist at the training site under the provisions of table E-1.

(4) Soldiers who elect not to reenlist at the training site and who proceed to their ultimate assignment will be authorized discharge for the purpose of immediate reenlistment under the provisions of tables E-1 or wait until they fall within the “reenlistment window” for other options.

(5) Soldiers selected for TDY and return (funded by HRC) will be authorized discharge and immediate reenlistment after TDY and return to parent installation per table E-1 only.

d. Ensure that all Soldiers approved for entry into the BEAR Program are fully aware of current SRB policies contained in chapter 5.

6–10. SRRs and Extensions.

a. All Soldiers approved for entry into the BEAR Program must extend their enlistment a sufficient amount of time to ensure they will have 24 months time-in-service remaining as computed from the completion date of training.

b. An SRB is paid only for “additional obligated service” and any time remaining on the extension of enlistment that is executed upon entrance into the BEAR Program is considered “previously obligated service.” An SRB will not be paid for any un-served time remaining on the extension of enlistment at the time of reenlistment following successful completion of retraining into the new PMOS. Soldiers participating in the BEAR Program may be forgiven up to 24 months of “previously obligated extended service” provided they reenlist (Option E-1 only) within 90 days after completion of training. Implementing instructions will be announced via RETAIN and/or MILPER messages.

c. Extensions to participate in the BEAR Program are accomplished as a condition of acceptance into the program. Cancellation of the extension is not authorized for Soldiers who voluntarily withdraw from the program or who are involuntarily removed from the program for any reason (that is, academic failure, punishment under UCMJ). The Soldier is considered, in either case, to have received the benefit of the extension.

6–11. Release and Removal from the BEAR Program.

a. Soldiers may request release from the program for hardship or compassionate reasons only. Fully documented cases will be submitted through the Soldier’s immediate commander and appropriate retention office to CG, HRC, Attn: AHRC-EPF-R-R, 2461 Eisenhower Avenue, ALEX VA 22331-0450, for consideration.

b. Soldiers released from the program will not be considered for reentry into the program, unless documentation is furnished to indicate the reasons for removal no longer exist.

c. Soldiers who fail to complete the training will be removed from the program, unless the training unit commander recommends that they be retained and rescheduled for a subsequent class date.

d. Soldiers who have been approved for entry into the BEAR Program and subsequently become disqualified or receive punishment under UCMJ will be reported to CG, HRC, Attn: AHRC-EPF-R-R, 2461 Eisenhower Avenue, 2461 Eisenhower Avenue, ALEX VA 22331-0450, DSN: 221-8020, for confirmation of assignment information prior to proceeding to the training site. Soldiers allowed to remain in the BEAR Program (upon waiver of disqualification) will be allowed to reenlist upon completion of training and receive all benefits from the program.

e. When release or removal from the program is necessary, the Soldier will be—

(1) Required to complete the period of service for which he or she extended under the program.

(2) Reclassified, if appropriate, and reassigned according to the needs of the Army.

6–12. Waivers. The Army will waive any SRR in excess of 24 months to attend the school for Soldiers approved and taking part in the program.
6–13. SRB Award Level. See paragraph 5-6 to determine eligibility for specific zone. The MOS designated for award of SRB are changed periodically and are announced in MILPER messages as they occur.

a. Soldiers with less than 6 years of active Federal service at the time of application for the BEAR Program will not be approved for retraining into an MOS under the provisions of the BEAR Program when it is obvious that by the completion of training the Soldier will fall into zone B and the MOS for which he is applying is not designated for a zone B bonus. These Soldiers may apply for such MOS as a normal reclassification action, if otherwise qualified. Soldiers with less than 6 years of active service at the time of application who will fall into zone B while in training, may apply for a MOS in the BEAR Program that is designated for payment in zone B and will be specifically approved for zone B, even though at the time the Soldier extends he is still in zone A. Should the zone B designator be reduced, increased, or eliminated, the Soldier is authorized the level for which initially approved or the level at the time of reenlistment, whichever is higher.

b. Soldiers in the rank of CPL/SPC(P), who have less than 6 years of active Federal service, who apply for entry into the BEAR Program for training into a MOS that has no zone B multiplier for their rank, and who will fall into zone B prior to completion of training, may be approved for a zone B SRB at the SGT level. These Soldiers will receive an SRB computed at the zone B SRB level listed for SGT in effect at the time of extension or at time of reenlistment, whichever is higher. Entitlement will be confirmed by HRC upon approval of the Soldier’s BEAR application.
Chapter 7 – Enlistment/Transfer Processing of Soldiers from the Regular Army to the Reserve Component

7–1. General. This chapter prescribes policies and procedures for the enlistment/transfer processing of Soldiers being released from active duty from the Active Army (REFRAD) who elect to affiliate with the Army National Guard of the United States (ARNGUS), United States Army Reserve (USAR), or the Individual Ready Reserve (IRR).

7–2. Pre-Separation Briefing. (POL MSG 11-01) AR 635-10 requires honorably separating Soldiers (other than retirees) to attend a pre-separation service program briefing. According to AR 635-10, prior to being released from active duty all Soldiers are required to attend a Pre-separation service program briefing. This briefing is held for Soldiers who are within 90-180 days of their ETS. The Career Counselor is required to attend these briefings to present information related to methods of fulfillment of Military Service Obligation (MSO) and benefits of membership in the Reserve Components. The presentation will not be used as a substitute for the required individual Soldier interview directed by this chapter and Appendix C. At a minimum, information on the following topics will be presented:
   a. Purpose of Reserve Components Affiliation Counseling.
   b. Location and telephone number of local Career Counselor.
   c. MSO and options for fulfillment.
   d. Basic benefits and options of ARNGUS, USAR unit, and IRR membership.
   e. Local appointment procedures for RC affiliation counseling.

7–3. Interviews
   a. RC affiliation interviews will be accomplished in accordance with the guidance provided in Appendix C.
   b. The counseling requirements of Appendix I apply to affiliation with the ARNGUS or USAR.
   c. (POL MSG 11-01) All non-retiring company grade officers and warrant officers must be interviewed by the local Career Counselor upon application for REFRAD or discharge from Active Duty.

7–4. Eligibility for Processing into the ARNGUS, USAR and IRR. The goal of the Army Retention Program is to serve the needs of the Army while providing an invaluable service to Soldiers. Except for special programs as announced, waivers are not authorized for RC enlistment/transfer. Soldiers must meet all eligibility criteria established by this regulation, referenced regulations, and HRC. Eligibility must be established and verified through records screening by the servicing Career Counselor prior to processing. Automated systems such as EMILPO and RETAIN will not be used in lieu of a manual records screen to verify personal data or establish eligibility. Career Counselors will review, prior to ship confirmation, the DD Form 214 on all Soldiers processed for an ARNGUS unit, USAR unit assignment, or IRR enlistment to ensure that no discrepancies exists between the eligibility determinations made by the servicing Career Counselor and the Soldier’s character of separation. All discrepancies will be resolved prior to ship confirmation of the Soldier’s reservation.
   a. Eligibility for enlisted Soldiers desiring enlistment or transfer into ARNGUS units or USAR unit. Soldiers must meet the eligibility criteria of this regulation.
      (1) Age. Soldiers must be able to attain 20 years of qualifying service for retired pay by age 60.
      (2) Citizenship. (POL MSG 11-01) Soldiers must be U.S. citizens or aliens who have been lawfully admitted to the United States for permanent residence. Lawfully admitted Aliens must have a valid USCIS I-551 (Permanent Resident Card).
      (3) Trainability. (POL MSG 11-01) Soldiers enlisting or transferring for an MOS, other than a current held PMOS, SMOS, or AMOS, must meet the current aptitude area score(s) criteria established by DA Pam 611-21 and the RETAIN MOS qualifications file for the MOS into which enlisting or transferring. Additionally, Soldiers desiring to join an:
         (a) (POL MSG 11-01) Soldiers requesting retraining into an ARNGUS unit must have a minimum of 3 aptitude area scores of 85 or higher, not including the General Test (GT) score. Chief, National Guard Bureau (CNGB) can telephonically grant waivers of up to three points in needed aptitude areas for some MOS’s, See current TACC MSG 09-10 in reference to the contact numbers.
         (b) (POL MSG 11-01) Soldiers requesting retraining into a USAR unit must have a minimum aptitude area score of 85 in all areas. Cdr, HRC-A can grant a waiver of up to three points for all aptitude areas not to go below 80. (TACC MSG 07-40) CMF 68 (except 68W) and 35 along with
MOS; 25S, 46R, 46Q, 92R and 15Q are specifically excluded unless proponent authorizes. Line score exceptions continue to exist for the Army Civilian Acquired Skills Program (ACASP).

(4) Education. If accepting retraining, Soldiers must meet all education requirements listed in DA PAM 611-21 and in the RETAIN MOS qualifications file.

(5) Medical. (POL MSG 11-01) Soldiers not qualified to reenlist due to medical and physical fitness criteria contained in paragraph 3-8e of this regulation are not eligible to join a Reserve Component. (a) Soldiers who have a permanent profile resulting in a disqualification for duty in their PMOS must have the results of a MOS Medical Retention Board/MOS Administrative Retention Review (MMRB/MAR2) authorizing retention in the Active Army. (TACC MSG 06-15) If a Soldier’s profile changes to a 3 under any portion of the PULHES and has not appeared before or completed the MEBD process, the Soldier is not eligible for transition into the RC. If the physical profile has changed since the last physical, Soldier will be given a copy of DA Form 3349 showing the new status. The following are the only authorized documents used to determine medical eligibility and must be included in the transition packet.

- DD Form 2808/SF88 and DD Form 2807-1/SF93.
- DD Form 3349, Physical Profile.
- DD Form 2697. Used when the medical record is lost, the physical is lost or outdated.

(b) (POL MSG 11-01) Soldiers applying for retraining must possess the minimum prerequisites of the new MOS according to DA Pam 611-21 and RETAIN MOS qualifications file.

(TACC MSG 07-40) USAR Soldier Color vision exceptions to policy may be granted to enlist individuals with no color vision in CMF 42 and 31, and MOS 21W, 88M, 92M and 92Y. Exceptions may be granted to enlist an individual with Red/Green color vision for CMF 98 and MOS 21C, 92A and 92G.

(6) HIV. Soldiers must present evidence of negative HIV test results valid through ETS or show evidence that results are pending on an HIV test administered within 60 days of terminal leave date or REFRAD date, whichever is earlier. HIV test results are valid for 5 years. HIV positive Soldiers are not eligible for processing.

(7) Body Composition. Soldiers must meet the requirements of AR 600-9. (POL MSG 11-01) Soldiers flagged for weight control or APFT failure and voluntarily REFRAD or discharged are eligible for assignment to the ARNGUS and USAR. Soldiers with a bar to reenlistment or who are being involuntarily separated from the Service for failing to meet APFT or Weight Control standards are not eligible for enlistment in the ARNG. Soldiers are not eligible to receive the affiliation bonus, but may receive the Prior Service Enlistment Bonus and Montgomery GI Bill Kicker if they meet all of the incentives eligibility criteria. Authorization must be obtained from CDR, HRC-A to allow enlistment.

(8) Rank. (POL MSG 11-01) All Soldiers regardless of rank if otherwise qualified.

(9) Moral and Administrative. The Career Counselor must review the Soldier’s MPF to determine if any moral or administrative disqualifications exist. Screen the ERB for bar to reenlistment data, lost time and/or confinement data. The MPF must also be screened for Court Martial Orders, flagging actions, and reduction-in-rank actions. (POL MSG 11-01) Prior Service female Soldiers separating under the provisions of chapter 8, AR 635-200 are eligible for enlistment into the ARNGUS. This is provided the Soldier has a MSO or will not be terminated as a result of their narrative reason for separation. The following is a list of disqualifying moral and administrative factors.

(a) DA or Local Bar to Reenlistment - Soldiers who have a DA or local bar to reenlistment are ineligible for enlistment or transfer. A Declination of Continued Service Statement is not considered a bar to reenlistment.

(b) AWOL/Confinement - Soldiers with 30 or more days AWOL/confinement during current enlistment are ineligible for enlistment or transfer.

(c) Court Martial Conviction - Soldiers who have a record of court martial conviction during their current enlistment are ineligible for enlistment or transfer into the ARNGUS or USAR. Soldiers who are promoted, advanced, or selected for promotion after court-martial convictions regain eligibility, if otherwise eligible under this chapter.

(d) (AR 601-280 RAR) Chapter Separations - Soldiers being separated under the provisions of AR 635-200, Chapters 5, 6, 7, 9, 10, 11, 12, 13, 14, 15 or 18 are ineligible for enlistment or transfer unless the authority and reason for separation is as follows and the Soldier is otherwise eligible:

1. Paragraph 5-3, Secretarial Authority (as long as the Soldier retains reenlistment eligibility).
2. Paragraph 5-12, Failure after enlistment to qualify for flight training.
3. Paragraph 5-15, Early release of RC personnel serving AGR tours under 10 USC 672(d).
4. Paragraph 5-16, Early separation to further education.
5. Paragraph 7-15, Erroneous enlistments, reenlistments, or extensions.
6. Paragraph 7-16, Defective or unfulfilled enlistment or reenlistment agreement.

b. Eligibility for enlisted Soldiers desiring enlistment in the USAR with assignment to the Individual Ready Reserve (IRR). Soldiers who desire enlistment into the IRR are eligible provided they have no more than 3 months remaining on their MSO and meet the eligibility criteria established above.

7–5. Special Enlistment and Transfer Options and Programs. A list of special enlistment and transfer options and programs follow. Processing procedures for these options are addressed in Appendix E.

a. The Military Intelligence Augmentation Detachment (MIAD) Program. This program offers unit assignments to Soldiers in selected Military Intelligence MOS with selected language skills who are unable to be placed in units within reasonable commuting distance of their home. Reference AR 135-382 for additional information regarding MIAD Program. Administrative procedures for the MIAD Program are listed in Table E-7. Further management procedures for this program may be provided by HRC via RETAIN or message.

b. The Drill Sergeant Program. This program is designed to assign qualified Drill Sergeants or train qualified Soldiers as Drill Sergeants and assign them to a unit within reasonable commuting distance of their home. AR 614-200 governs eligibility for this program. Administrative procedures for the Drill Sergeant program are listed in Table E-8.

c. The Army College Fund Plus (2+2+4) Program. The ACF Plus (2+2+4) Program is offered to individuals joining the Active Army. It provides college money for the individual in addition to the GI Bill. The program requires Soldiers to serve two years plus training on active duty in the Army, two years in an ARNGUS unit or USAR unit, and the balance of their MSO in the IRR to be entitled to receive the increased educational incentive. Administrative procedures for this program are listed in Table E-9.

d. (POL MSG 11-01) Career Counselors will not access Soldiers discharged from Active Duty as Green-to-Gold participants into the ARNG or USAR Troop Program Units. Career Counselors at overseas and remote locations will continue to provide support by completing the DD Form 4 series, accessing these program participants into the Ready Reserve Control Group (ROTC) for a period of eight (8) years.

e. (POL MSG 11-01) AMEDD Professional Management Command (AMPC). This program offers unit assignments to qualified commissioned officers who are unable to be placed in units within reasonable commuting distance of their residence.

f. (POL MSG 11-01) Military Intelligence Readiness Improvement Program (MIRIP). This program offers ARNGUS unit assignments to Soldiers in selected Military Intelligence MOS with selected language skills who are unable to be placed in units within reasonable commuting distance of their residence. Cdr, HRC-A will provide administrative procedures for the MIRIP Program via RETAIN or MILPER message. LDR Program. Cdr, HRC-A will provide administrative procedures for the LDR Program via RETAIN or MILPER message.

g. (POL MSG 11-01) The State OCS program offers ARNGUS unit assignments to Soldiers desiring to receive a commission. Soldiers must meet the below prerequisites prior to enlistment.

1. Have a minimum GT score of 110.
2. Be less than 31 years of age (waivers for age requirements upon commissioning are available and must be coordinated prior to enlistment).
3. Have completed a minimum of 60 semester hours of post-secondary education from an accredited college or university and be able to complete 90 semester hours prior to commissioning.
5. Contract for a minimum of 3 years.

h. (POL MSG 11-01) Try One in the Guard Program. This program offers a one-year enlistment option for Soldiers (SGT and below) interested in the ARNGUS. Enlistments can be executed without regard to the grade required by the position vacancy. Soldiers need not hold the MOS for the position. Soldiers with remaining MSO must enlist for the remainder MSO even though applicants only participate in the Selected Reserve for one year and serve the remainder of enlistment period in the IRR. Soldiers are not eligible for an Affiliation Bonus, Prior Service Enlistment Bonus, increased MGIB or MGIB Kicker under this program. NGR 600-200 enlistment criteria governs eligibility for this program. Administrative procedures for this program are listed in annual ARNGUS enlistment publications and HRC-A messages.

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i. **(POL MSG 11-01)** Try a Year in the USAR. This program implements a one-year enlistment/transfer option for Soldiers (SGT and below) interested in the USAR. Enlistment/transfer can be executed without regard to the grade required by the position vacancy for which they enlist. Soldiers need not hold the MOS for the position in which enlisting/transferring. Soldiers with a remaining MSO must enlist/transfer for their MSO even though they may only participate in the Selected Reserve for one year and serve the remainder of their enlistment period in the IRR. Soldiers are not eligible for an Affiliation Bonus, Prior Service Enlistment Bonus, increased MGIB, or MGIB Kicker under this program.

7–6. **Selected Reserve Incentive Program.** The Selected Reserve Incentive Program (SRIP) is governed by AR 135-7. Soldiers will be processed by the Career Counselor according to AR 135-7 for all incentives for which qualified and entitled. Special incentives offered for the ARNG will be governed by the appropriate State. Although AR 135-7 prescribes policy and procedures for administration of the SRIP for the ARNGUS, some states and territories offer state funded incentives for which they retain authority for determining eligibility based on their requirements. The following is a list of SRIP entitlements processed by Career Counselor under the provisions of AR 135-7.

- a. **USAR** Prior Service Enlistment Bonus
- b. Affiliation Bonus.
- c. Student Loan Repayment Program
- d. Montgomery GI Bill
- e. Montgomery GI Bill 2X4 Program
- f. **(POL MSG 11-01)** Montgomery GI Bill Kicker

7–7. **Enlistment and Transfer Periods for Assignment. (POL MSG 11-01)**

a. **ARNGUS** unit enlistment periods.

1. Soldiers with a remaining MOS:
   - (a) Of less than 1 year must enlist for a minimum of 1 year to join an ARNGUS TPU.
   - (b) Of 1 or more years may enlist for a period of years, months, and days equal to their remaining MSO as of the date of expiration of their AD term of service or they may choose to enlist for any number of whole years in excess of their remaining MSO, up to 6 years.

2. Soldiers without a remaining MSO or those with less than 3 months remaining upon ETS may enlist into an ARNGUS TPU for a period of 1, 2, 3, 4, 5, or 6 years.

3. Soldiers eligible for an Affiliation Bonus must enlist in the ARNGUS for a period of not less than 3 years as a condition of entitlement to that bonus.

b. **USAR** unit enlistment/transfer periods.

1. Soldiers with a remaining MOS:
   - (a) Of less than 1 year must enlist for a minimum of 1 year to join a USAR TPU.
   - (b) Of 1 or more years may transfer to a USAR TPU for the remaining MSO or choose to enlist for any number of whole years in excess of their remaining MSO, up to 6 years.

2. Soldiers without a remaining MSO or those with less than 3 months remaining upon ETS may enlist into a USAR TPU for a period of 1, 2, 3, 4, 5, or 6 years; or the IRR for a period of 3, 4, 5, or 6 years.

3. Soldiers eligible for an Affiliation Bonus must enlist in the USAR for a period of not less than 3 years as a condition of entitlement to that bonus.

c. Commissioned and Warrant officers sign an acceptance agreement, DA Form 5691 (Request for Reserve Component Assignment Orders), and report to their units with no transfer period specified. Qualified commissioned officers who elect to transfer to an ARNGUS or USAR unit and receive the Affiliation Bonus are obligated to serve in a unit of that component for 36 months upon date of arrival. Under provisions of 10 USC 12203, appointment as a Reserve commissioned officer is for an indefinite period; however, Reserve officers may submit an unqualified resignation upon completion of any contractual obligations and their MSO. After completion of the 36 months, officers may stay, be transferred to the IRR to remain in an indefinite status, or submit an unqualified resignation if they have completed their MSO.

7–8. **Processing Assignments for ARNGUS Units, USAR Units and IRR. (POL MSG 11-01)**

Reservations are secured and processed on the RETAIN system up to 180 days prior to ETS for USAR and ARNG assignments. Reservations must establish a report date not later than 30 days from REFRAD or discharge.
a. If a unit vacancy search results in no opportunities for:
   (1) An ARNG unit, the Career Counselor will contact the ARNGUS State or Territory RCT where the Soldier is returning.
   (2) A USAR unit, the Career Counselor will contact the U.S. Army Reserve Command Liaison at DSN 367-9303/9453, who will attempt to match the Soldier to a USAR unit assignment.
   (3) IRR enlistments are processed on RETAIN in accordance with the current (POL MSG 06-07) TACC Messages.

b. (POL MSG 11-01) Every effort will be made to assign Soldiers to unit positions that match an MOS the Soldier holds or that is within the allowable substitution rules (DA PAM 611-21). In addition, for Reserve Component assignments, the Soldier must hold the rank equal to, or no more than one rank below that of the unit position. The only exception to the rank restriction is when a Soldier is being assigned to a USAR SQI ‘X’ unit position. In this case the Soldier must hold the rank equal to or no more than two ranks below that of the unit position.

c. Soldiers voluntarily accepting assignments to an ARNG or USAR unit beyond the reasonable commuting distance, as defined by AR 140-10 must initial the mileage statement of understanding as follows: “I understand that the unit into which I am enlisting/transferring is (is not) farther than the reasonable commuting distance, as defined in AR 140-10. I am expected to attend unit drills regularly and be a satisfactory participant of the unit identified.

d. All RETAIN reservations must be managed daily. If a reservation cannot be confirmed, the record should be moved out to another ship date or canceled. If the ship date is moved out or canceled, the career counselor is required to contact the gaining ARNG unit or USAR unit commander or designated unit representative, and informs them of the adjusted unit arrival date or cancellation.

e. Ship dates must be the first working day after the Soldier’s ETS date. Weekends and holidays will not be used as ship dates. All completed reservations will be confirmed within 5 working days of the ship date. If this window cannot be met, refer to paragraph 7-8d (reservation management) above.

7–9. Administrative Guidance. (POL MSG 11-01) The RETAIN system is the only authorized system for processing Soldiers for RC assignments

a. Orders are published according to AR 600-8-105. The order must show, be amended to show, the ARNG or USAR TPU of assignment, or the IRR prior to confirming the reservation.

b. Soldiers enlisting into the ARNG may sign their enlistment documents no earlier than 180 days prior to REFRAED for discharge date. ARNG packets will be completed IAW chapter 11, this regulation. The oath of enlistment for ARNG applicants will be administered upon initial report date to the ARNG unit of assignment unless oath of enlistment was administered at separation installation. ARNG contracts, regardless of when completed and oath of enlistment is administered will not take effect until the day after ETS for the RA.

c. Soldiers enlisting or transferring into the USAR may execute their enlistment/transfer documents no earlier than 180 days prior to REFRAED or discharge date. USAR contracts, regardless of when completed and oath of enlistment is administered will not take effect until the day after ETS for the RA.

d. Item 9 of the DD Form 214 will be prepared IAW Table 2-1, AR 635-5.

e. Once orders are published and records are distributed to the respective RC, they cannot be changed, amended, or revoked by the Career Counselor. In addition, once a RETAIN reservation has been confirmed assignments and verification dates cannot be changed, amended or revoked by the Career Counselor. The gaining unit must request, through its chain of command, any changes, amendments, or revocations.

f. Forms used for enlisting and transferring Soldiers into the ARNG and USAR are contained or listed in Chapter 11 of this regulation.

g. Composition and distribution of all packets will be accomplished in accordance with Appendix G.

h. Completed enlistment/transfer packets will be maintained in the retention office for a period of 1 year from REFRAED or discharge.

i. Soldiers enlisting or transferring into the ARNG or USAR will make initial contact with their unit of assignment within 30 days of their active duty ETS to accomplish administrative requirements, obtain alert data, and establish the date when the Soldier is required to report for duty. Soldiers departing active duty on transition leave will still contact their ARNG or USAR unit of assignment; however, their first duty period will be after the completion of their transition leave and will be coordinated with the appropriate Command/Full-Time Unit Support Staff.
7–10. **Enlistment Ceremonies.** Enlistment ceremonies will be conducted in accordance with Appendix D of this regulation.

7–11. **Accession Credit.**

a. The Director, Military Personnel Management (DMPM) of the Army G1 has overall staff supervision of Army retention programs and mission credit procedures per paragraph 2-2 this regulation. Mission procedures may be adjusted by Army G1 at any time depending on critical Army needs.

b. HRC will provide specific accession crediting guidance, subject to Army G1 approval, over RETAIN or through other communications channels as appropriate.

7–12. **Processing of Commissioned and Warrant Officers desiring assignment to units of the ARNGUS or USAR.** Officers desiring transition into units of the ARNGUS or USAR must be counseled by the Installation REFRA Officer Counselor (IROC). All officers contemplating separation should be encouraged to attend RC affiliation briefings. Any officer desiring assignment to a unit of the ARNGUS will be processed in coordination with the appropriate State POC.

a. Responsibilities for commissioned or warrant officer processing are as follows:
   
   (1) IROC responsibility: Eligibility determinations and career counseling. Counseling should be completed not later than 90 days prior to REFRA. The IROC will assist the Career Counselor by ensuring documentation required for processing the officer is provided and that the USAR oath DA Form 71 (Oath of Office - Military Personnel), is coordinated and administered to Active Army officers processing for a Reserve Component unit. The IROC will coordinate with the Career Counselor to establish installation level counseling and processing procedures.

   (2) Career Counselor responsibility: Assist the IROC by providing RETAIN assignment information for interested and qualified commissioned and warrant officers. Once a vacancy is located and accepted by the separating officer, the Career Counselor will make the reservation on RETAIN in accordance with the RETAIN user’s manual. Additionally, the Career Counselor will prepare the DA Form 5691-R, to ensure that the transition point processes the officer’s records for direct assignment upon REFRA and to ensure that the officer understands his responsibility to report to the unit in accordance with the time frame specified. As part of the processing, the Career Counselor will ensure that the officer’s DD form 214 reflects assignment to the correct unit and that records are distributed in accordance with Appendix G upon REFRA. The Career Counselor will maintain a copy of DA Form 5690-R (Reserve Component Career Counselor Interview Record), DA Form 5691-R, DA Form 71, REFRA orders, assignment orders, and RETAIN print-outs for all assignments completed on officers for 1 year.

b. Special Branch Officer Processing. Officers holding commissions in the following branches must follow the guidance indicated for transition into a unit.

   (1) The Judge Advocate Generals Corps (JAGC). The IROC will coordinate all The Judge Advocate General Corps (JAGC) officer assignments with The Guard and Reserve Affairs Division at The Judge Advocate General’s school in Charlottesville, VA. At DSN: 934-7115, extension 382, or commercial: (804) 972-6382 extension 382 or Toll Free: (800) 325-4914 extension 382. The Career Counselor will provide information on vacancy availability as obtained from RETAIN to the officer and to the IROC. All assignments must be approved by the TJAG National Guard and Reserve Affairs Office prior to processing a reservation on REFRA.

   (2) Chaplains. All Chaplain Corps officers will be transferred to the IRR upon REFRA. Unit assignments are made by the Chaplain PMO at ARHRC. Separating Chaplains will be given the Chaplain PMO phone number. Telephone numbers are: toll free (800) 325-4914 or Commercial: (314) 592-0654.

   (3) Medical Corps and Army Nurse Corps officers: The IROC or Career Counselor will contact the FORSCOM Surgeon General Office to coordinate assignments prior to securing a reservation on RETAIN. Telephone numbers are: DSN 367-6852 or Commercial: (404) 669-6852.

c. OCONUS Career Counselors are exempt from the coordination requirements above if all of the following conditions are met. OCONUS Career Counselors will coordinate with OCONUS Transition points in accordance with local communications procedures for assistance.

   (1) The separating officer must possess the exact MOS/AOC of the vacancy (no MOS substitution is allowed for USAR medical unit assignments without approval from the FORSCOM Surgeon General’s office).
(2) The vacancy rank must be either the same rank or one rank higher as the officer being REFRA.D.
(3) The vacancy comments or remarks must not say "AAC" or be specifically annotated "HOLD FOR"
(4) The separating officer must not be a participant in either a medical fellowship or a residency program.

7–13. Quality Control Actions and Procedures

a. All Career Counselors are required to take every precaution and action necessary to ensure total completeness and accuracy of all forms and documents used to process Soldiers for enlistment or transfer into the Reserve Components.

b. Any Career Counselor reviewing eligibility determinations or packets will ensure that appropriate actions are taken to correct problems noted in the processing of Soldiers for assignment into the Reserve Components. If cases are discovered involving erroneous or potentially fraudulent enlistment or transfer into ARNGUS units, USAR units, or the IRR, the information will be reported through the chain of command to HRC (AHRC-EPF-R-T).

c. Major items of interest on Staff Assistance Visits (SAV) will include the following:
   (1) Mission
   (2) RETAIN utilization
   (3) Appointment procedures.
   (4) Processing time-frames.
   (5) Eligibility determination.
   (6) Preparation and distribution of packets
   (7) RETAIN procedures.
   (8) Coordination with RA Career Counselors, Retention NCOs, CSMs, Commanders, and Transition Points.
   (9) Special options, programs, and incentives.
   (10) Accountability, utilization, and maintenance of computer hardware and software.
   (11) Files.
   (12) Securing ARNGUS and USAR assignments.
   (13) Pre-separation briefing topics and procedures
Chapter 8 – Bar to Reenlistment Procedures

8–1. General. This chapter prescribes procedures to deny reenlistment to Soldiers whose immediate separation under administrative procedures is not warranted, but whose reentry into or service beyond ETS with the Active Army is not in the best interest of the military service. Policies and procedures prescribed herein apply to the field commander’s Bars to Reenlistment. Soldiers may not be reenlisted without the recommendation of the unit commander. However, if a commander wishes to disapprove a request for reenlistment or extension, when submitted on DA Form 3340-R by a Soldier who is fully qualified for reenlistment (according to chap 3) without waiver, he or she must concurrently submit a Bar to Reenlistment or follow the procedures in paragraph 1-8 of this regulation. Requests for waivers of reenlistment disqualifications may be disapproved under paragraph 3-10. Soldiers, if otherwise qualified, may not be denied reenlistment arbitrarily.

8–2. Standards for Reenlistment.

a. Only Soldiers of high moral character, personal competence, and demonstrated adaptability to the requirements of the professional Soldier’s moral code will be reenlisted in the Active Army. All Soldiers should be evaluated under the “whole person” concept, as set out in paragraph 3-7. Soldiers who cannot, or do not, measure up to such standards, but whose separation under proper administrative procedures is not warranted at the present time, will be barred from further service under this chapter.

b. The Bar to Reenlistment is not a punitive action but is designed for use as a rehabilitative tool. Imposition of a Bar to Reenlistment does not preclude administrative separation at a later date. The Bar to Reenlistment should be initiated prior to a separation or judicial/non-judicial action because it is intended to put the Soldier on notice that-

(1) He or she is not a candidate for reenlistment.

(2) He or she may be a candidate for separation if the circumstances that led to the Bar to Reenlistment are not overcome. Soldiers will be advised exactly what is expected in order to overcome the Bar to Reenlistment and be given explicit timetables to over-come the reasons for the bar.


a. A Bar to Reenlistment will not be initiated when separation action is pending per AR 635-200.

b. A Bar to Reenlistment will not be initiated solely because a Soldier refuses to reenlist.

c. Bar to Reenlistment procedures will not be used instead of trial by court-martial, non-judicial punishment, or other administrative action.

d. The fact that disciplinary or administrative action not resulting in separation has been previously taken does not preclude initiation of Bar to Reenlistment if such action is deemed appropriate. When a Soldier has had a completed chapter action and subsequently is recommended for retention, any documents used in that chapter action may be used in a subsequent bar action.

e. The fact that a Soldier may be issued an honorable or general discharge for the current period of service does not prevent initiation of a Bar to Reenlistment to deny the Soldier later service in the Active Army.

f. The fact that a Soldier may have served honorably for a number of years is considered in the evaluation of his or her service; however, it does not prohibit the initiation of Bar to Reenlistment procedures if such action is deemed appropriate.

g. A Bar to Reenlistment will not be initiated for Soldiers with an approved retirement.

h. A Bar to Reenlistment will not be initiated on Soldiers serving on indefinite reenlistments. Denial of continued service on these Soldiers will be accomplished IAW applicable provisions of AR 635-200 and other regulations as appropriate.

i. An approved local bar to reenlistment will take precedence over the QMP. If the bar is removed, the Soldier will be processed under QMP as prescribed in AR 635-200.

8–4. Criteria. Commanders must be especially alert to the question of whether to afford continued military service to Soldiers of the following, or similar caliber:

a. Un-trainable Soldiers. These Soldiers will be identified as soon as possible with a view toward eliminating them from the service. When discharge under administrative procedures is not warranted, action will be taken under this regulation to bar the Soldier from further service with the Active Army. These Soldiers are often identified by failure to perform the basic tasks required of their PMOS, or loss of
qualification in PMOS, and the Soldier’s inability to be retrained. Additional indicators include: failure to achieve individual weapons qualification, second consecutive failure of the Army’s Physical Fitness Test, substandard evaluation results by the Army Education Activity. Soldiers who meet the minimum standards for their present rank but lack the potential to become a supervisor or senior technician may be deemed un-trainable.

b. Un-suitable Soldiers. When possible, these Soldiers will be identified early in their military service with a view toward elimination from the service. When administrative discharge is not warranted, action will be taken under this chapter to bar the Soldier from further service with the Active Army.

c. Single Soldiers/dual-service couples with dependent family members. Commanders will initiate a Bar to Reenlistment against Soldiers described below who have been counseled per AR 600-20, chapter 5, and who do not have on file within 2 months after counseling, an approved family member care plan as described in AR 600-20, chapter 5. Soldiers described below who have assignment instructions to an overseas assignment will have Bars to Reenlistment initiated if they are unable to provide names of guardians who will care for their family members in CONUS in the event of evacuation from overseas. The balance of the family care plan is completed after arrival in the overseas command.

(1) Single Soldiers are Soldiers who—
   (a) are single,
   (b) are widowed,
   (c) are divorced,
   (d) are legally separated,
   (e) are residing without their spouses,
   (f) have spouses who are incapable of self-care; and who have custody of one or more minor family members or one or more adult family members unable to care for themselves (who, for example, are handicapped or infirm).

(2) Dual service couples include married Army couples and Soldiers who have military spouses from another service.

d. Soldiers against whom a Bar to Reenlistment may be initiated Soldiers may be barred from reenlistment for one or a combination of the below listed infractions or reasons. This listing provides examples of the rationale for the imposition of a bar and is not intended to be all-inclusive. Examples are—

(1) Lateness to formations, details, or assigned duties.
(2) AWOL for 1- to 24-hour periods.
(3) Losses of clothing and equipment.
(4) Substandard personal appearance.
(5) Substandard personal hygiene.
(6) Continuous indebtedness, reluctance to repay, or late payments.
(7) Article 15(s).
(8) Frequent traffic violations.
(9) An excessive number of sick calls without medical justification.
(10) Lateness returning from pass or leave
(11) Cannot follow orders; shirks responsibilities; takes too much time; is recalcitrant.
(12) Cannot train for a job: apathetic; disinterested.
(13) Cannot adapt to military life; uncooperative; involved in frequent difficulties with fellow Soldiers.
(14) Failure to manage personal, marital, or family affairs. This includes failure to respond to duty requirements because of parenthood or custody of dependents (minor or adult).
(15) Causes trouble in the civilian community.
(16) Involvement in immoral acts.
(17) Personal behavior brings discredit upon his unit or the Army.
(18) Failure to achieve individual weapons qualification.
(19) Failure to pass the Army’s Physical Fitness Test for record.
(20) Loss of qualification in PMOS when HRC (AHRC-EPF-R-F) has determined that reclassification is not appropriate because the Soldier cannot be retrained into a new MOS.
(21) Noncompetitive for promotion.
   (a) Slow rank progression resulting from a pattern of marginal conduct or performance.
   (b) No demonstrated potential for future service (repeated counseling statements or other indicators).
   (c) No demonstrated ability to keep pace with others of the same Career Management Field.
(d) Declines attendance in professional development courses such as WLC, ALC, SLC, and so on.
(e) Not recommended for promotion by unit commander.
(f) Lack of potential to become a supervisor or senior technician.

e. Commanders will initiate bar to reenlistment or separation proceedings (per AR 635-200) against Soldiers who—

1. Do not make satisfactory progress in the Army Weight Control Program (see AR 600-9).
2. Fail two consecutive APFT (see AR 350-41).
3. Are removed for cause from NCOES courses (see glossary definition).

8–5. Procedures. A Soldier’s unfitness or unsuitability may show up soon after entry into the military service or it may not develop or become apparent until after many years of service.

a. A current commander should not be deterred from taking action under this regulation against Soldiers performing in a substandard manner who may have been permitted to remain on active duty for a number of years.

1. Normally, a Bar to Reenlistment should not be initiated against a Soldier who has been assigned to a unit for less than 90 days. When a Bar to Reenlistment is initiated during this time, the commander’s certificate will contain an explanation on the timing of the action.
2. A Bar to Reenlistment should not be based on generalities, approximate dates, vague places or times. It should be based on specific incidents substantiated by official remarks made at the time of each occurrence. The Soldier should be counseled on each occurrence and told that all instances are made matter of official record when acts considered unworthy of the U.S. Army are performed.
3. A Bar to Reenlistment should be initiated without regard to a Soldier’s ETS or his or her reenlistment intent. However, a Bar to Reenlistment will not normally be initiated against a Soldier during the last 30 days before ETS or his or her departure from the unit to which currently assigned. If warranted, by recent incidents, though, a Bar to Reenlistment should be initiated regardless of a Soldier’s ETS or departure date. When a Bar to Reenlistment is initiated during this period, the commander’s certificate will contain an explanation of why the action was not taken at an earlier date. A Bar to Reenlistment will not be imposed on Soldiers with an indefinite ETS date; however, Soldiers on indefinite status who, in the opinion of the commander, do not merit further retention should be referred for separation under appropriate provisions of AR 635-200.

b. Any commander in the Soldier’s chain of command may initiate a Bar to Reenlistment. Normally this action will be initiated by the company, battery, troop, or detachment level commander. A senior commander in the chain who believes that bar action is warranted will personally initiate a bar by completing DA Form 4126-R (Bar to Reenlistment Certificate), signed in quadruplicate. On this form, he or she will summarize the basis for his or her intent to initiate Bar to Reenlistment procedures. This will include the number and dates of courts-martial, incidents of non-judicial punishment, and all other factual and relevant data supporting his or her recommendation. The Soldier will be flagged IAW applicable provisions of AR 600-8-2 upon initiation of the bar.

1. Total active service will be computed as of the date of initiation of the bar (date placed on bar certificate).
2. DA Form 4126-R will be reproduced locally on 8 1/2-inch by 11-inch paper. A reproducible copy of this form is located at the back of this regulation.
3. The commander will refer the certificate to the Soldier concerned and allow the Soldier to submit a statement, if desired, as required by AR 600-37. The Soldier will be given a copy of the DA Form 4126-R. If desired, the Soldier will be allowed a period of 7 days to prepare his or her comment and to allow collection of any document or pertinent materials. An extension of this period may be granted by the commander initiating the bar action on a case-by-case basis. The bar will be processed immediately when the Soldier does not desire to make a statement.
4. DA Form 4126-R, section I, will be forwarded from the initiating commander through the Soldier to the next commander in the normal chain of command.

c. Upon receipt of the Soldier’s comment, the certificate will be endorsed personally by each commander (or acting commander) in the chain of command. It will be approved by the proper authority shown in paragraphs d (1), d (2), or d (3) below. A copy of ERB will accompany the certificate. Any commander in the chain of command who does not believe the bar action is warranted will disapprove the action and return it to the initiating commander. Further, any commander may elevate the authority to approve or disapprove a Bar to Reenlistment to his or her level, or any appropriate subordinate commander (see...
Para 3-10g for example). The Bar to Reenlistment will not be forwarded to a higher authority for consideration without a recommendation for approval. The commander who initiates the bar certificate may not take final action on the bar. If the initiating authority would normally be the approving authority, the certificate will be forwarded to the next higher approval authority for final action.

d. A Bar to Reenlistment may not be approved after the Soldier has separated from active duty. A bar may not be entered in a Soldier’s records after he or she has separated from active duty. Further, Soldiers may not be retained involuntarily past their normal separation to approve a Bar to Reenlistment.

(1) For Soldiers with less than 10 years’ active Federal service at date of bar initiation, the bar will be personally approved by the first commander in the rank of LTC or above in the Soldier’s chain of command, or the commander exercising Special Court Martial Convening Authority (SPCMCA), whichever is in the most direct line to the Soldier (unless this is the same commander who initiated the action). Personal signature of the approving or disapproving authority is required (see Para 1-8b).

(2) For Soldiers with 10 or more years of active Federal Service at date of bar initiation, and who are not on indefinite reenlistment status, the approval authority is the first general officer in the Soldier’s chain of command or the commander exercising General Court Martial Convening Authority (GCMCA), whichever is in the most direct line to the Soldier. The personal signature of the approving or disapproving authority is required (see Para 1-8a). Soldiers who must be extended to complete 20 years of active Federal service will extend within 30 days of approval or appeal denial (when appropriate). The Oath of Extension of Enlistment (DA Form 1695) will cite this paragraph as the authority and “In the best interest of the service” as the reason.

(3) Commanders do not have the authority to prevent a Soldier’s retirement by barring the Soldier from reenlistment once the Soldier attains 18 years or more of active duty to preclude the Soldier from attaining retirement eligibility.

(4) Final approval authority for any bar to reenlistment must be at least one approval level higher than the initiating authority. (A bar initiated by any commander above the company, battery, or troop level must be approved by the first general officer in the chain of command, the GCMCA, or at ARMY G1 through CDR, HRC, Attn: AHRC-EFP-R).

e. Soldiers desiring to submit an appeal who are otherwise qualified under the criteria of chapter 3, including those with approved waivers, will not be involuntarily separated while an appeal is pending. Should the Soldier desire to submit an appeal, but refuses retention to allow processing of the appeal, he will be informed that the bar will remain in effect. From the time he is informed that the bar was approved, the Soldier will be allowed 7 days to submit an appeal. On a case-by-case basis, an extension of this period may be granted by the commander initiating the bar procedure. Appeals will be endorsed personally by each commander (or acting commander) in the chain of command, and approved or disapproved by the proper authorities shown in (1) or (2) below. Final approval of appeals will be at least one approval level higher than the original bar approval authority.

(1) For Soldiers with less than 10 years of active Federal service at date of bar initiation, the approval or disapproval authority is the first general officer in the Soldier’s chain of command, or the commander exercising GCMCA, whichever is in the most direct line to the Soldier. The personal signature of the approving or disapproving authority is required.

(2) For Soldiers with more than 10 years of active Federal service at the date of bar initiation, and who are not on indefinite status, the approval or disapproval authority is CG, HRC. Unless specifically directed by the approving authority, appeals will not be forwarded through Corps, ACOM, ASCC and DRU, or similar commanders en route to HRC.

(3) Bars to Reenlistment approved by HRC under this regulation may not be appealed.

f. If all appropriate commanders concur, Soldiers who will have less than 6 months to ETS from the date a bar is approved, may be extended for rehabilitative purposes up to, but not beyond, 6 months from the bar approval date. If the Soldier does not meet the reenlistment criteria of chapter 3 required waivers must be approved by the proper authority before the extension is accomplished. The final approval authority for such extensions is the bar approval authority. The reason cited will be “In the best interest of the service”. This extension action may be taken when the bar is initiated, but not later than 30 days prior to ETS.

g. When a certificate has been approved by the proper authority, the custodian of the Soldier’s personnel records will place a signed copy in the Soldier’s MPF where it will remain a permanent part of the file. The remark “not recommended for further service” will be entered on the Soldier’s ERB according to AR 600-8-104. The DA Form 4591 and the ERB will have the proper in-service ineligibility code entered as shown
in AR 680-29, chapter 1. Barred Soldiers are not eligible to PCS. An AEA code of “C” with a 6-month termination date and an IMREPR code of “9K” will be placed on the Soldier.

h. After placing an approved certificate in the Soldier’s MPF, the company, detachment, or comparable commander of the unit to which the Soldier is assigned, or attached for duty and administration, will continue documented evaluation of the Soldier. Approved Bars to Reenlistment will be reviewed by the proper unit commander at least each 3 months after the date of approval, and 30 days before the Soldier’s scheduled departure from the unit or separation from the service (see DA Pam 600-8).

(1) If, upon review, the commander feels the Bar to Reenlistment should remain in effect, he will notify the custodian of the Soldier’s personnel records who will enter the remark below on the Soldier’s ERB: “Bar to Reenlistment reviewed; not recommended for removal, (date)” The commander will make the same remark on the DA Form 4591. When removal of the bar is not recommended, the Soldier should be considered for elimination. If the bar is removed, all flagging actions will be lifted IAW AR 600-8-2.

(2) Any commander in the Soldier’s chain of command may recommend removal of a Bar to Reenlistment, or remove a Bar to Reenlistment, if he or she is the same or higher level of command than the one that initially approved the Bar to Reenlistment.

(3) A recommendation to remove a Bar to Reenlistment will be submitted in writing to the next commander in the chain of command. Recommendation for removal of a Bar to Reenlistment will be reviewed and endorsed personally by each commander (or acting commander) in the chain of command. Any commander in the chain of command who feels removal is not justified may recommend disapproval of the recommendation and forward it to the approval authority for final determination.

(4) Approval to withdraw the certificate will be the same authority who would approve a bar for a Soldier with the same years of service or, if the Soldier has moved to another jurisdiction, the comparable commander in that jurisdiction. However, in no case will the authority to approve the withdrawal of a bar be a lower command level than the commander who approved the bar initially.

(5) When a recommendation for removal of a Bar to Reenlistment is approved, the remark “Not recommended for further service” on the ERB will be deleted per AR 600-8-104. When ERB is remade, deleted information will not be reentered on the new form.

(6) Upon completion of the reviews prescribed above, the unit commander will inform the Soldier that the Bar to Reenlistment was reviewed and what action was taken. At any time the Bar to Reenlistment is reviewed and not recommended for removal, the Soldier should be reevaluated for possible separation under proper administrative procedures in accordance with AR 635-200. Upon completion of the first 3-month review, the unit commander will use a counseling statement, DA Form 4856 (Developmental Counseling Form), to inform the Soldier that the bar has been reviewed and will remain in effect, unless recommended for removal. The Soldier will be further informed that upon completion of the second 3-month review, separation proceedings will be initiated, unless he or she has demonstrated that the bar should be removed and recommendation for removal is submitted and approved by proper authority. The counseling should comply with the requirements of AR 635-200, paragraph 1-18. In the event that no progress has been made, the commander should consider separation under proper administrative procedures without waiting for the next review to occur.

(7) Separation actions initiated against some Soldiers are subject to a separation board prior to separation approval. In some instances, a separation board may recommend that the barred Soldier, recommended for separation by the chain of command, be retained in the Army. In these instances, the bar to reenlistment will still remain in effect and reviews will be conducted at the three-month intervals as specified above. In instances where a permanent change of station is requested or warranted on such Soldiers, counselors should send all pertinent data on the Soldier via RETAIN to HRC (RMD) for resolution.

(ALARACT MSG 035/97) In order to reduce attrition, conserve Soldier resources, and maintain Army End Strength, the provision for Regular Army Soldiers with a local bar to reenlistment to request voluntary separation on grounds of perceived inability to overcome the bar is suspended indefinitely. This applies to all Soldiers, whether serving initial or subsequent enlistments.

(MILPER MSG 95-177) ARMY G1 approved a change in policy that stabilizes Soldiers with approved local Bar to Reenlistment. The stabilization remains in effect until the Bar is removed, or the Soldier is separated. In cases where the Bar is not removed and the CDR initiates separation action, the stabilization will remain in effect until separation processing is completed. If retention is authorized, the
stabilization will terminate immediately. Stabilization will be accomplished using the appropriate AEA codes IAW with MILPER Memorandum NR 94-02 until AR 614-200 is updated.

2. For Soldiers not on assignment instructions take the following action upon approval of the Bar.
   a. Submit IMREPR code “9K” and AEA code “C” with a six-month termination date.
   b. If the Bar is subsequently removed (before termination date), submit IMREPR code “10” and AEA code “L” making the Soldier eligible for assignment.
   c. If the CDR does not remove the Bar and initiates separation processing, submit an AEA code “B” to prevent the Soldier from being selected for reassignment by his/her career branch.
   d. If separation proceedings result in retention being authorized, submit a request to HRC, ATTN: TAPC-EPC-O to change AEA code “L” and the Soldier will again be available for assignment.

3. For Soldiers on AI take the following action upon approval of a local Bar.
   a. Submit IMREPR code “9K”.
   b. If more than 6 months remains before report month take no further immediate action; however, if separation proceeding are initiated before report month change AEA code to “B” and request immediate deletion. If the Bar is removed before the report month submit IMREPR code “10”, Soldier will proceed on AI and no further action is required.
   c. If between 3 and 6 months remain before report month request deferment (up to 120 days) IAW AEA codes to complete required reviews and initiation of separation (if necessary) or removal of the Bar. If separation is initiated change AEA code to “B” and request deletion. If Bar is removed submit IMREPR code “10” and Soldier will proceed on AI and no further action is required.
   d. If less than 3 months remain before report month request deletion and follow procedures in AR 601-280.

8–6. Separation.
   a. Unit Commanders will initiate separation proceedings under AR 635-200 upon completion of the second 3-month review, unless a recommendation for removal is submitted and approved by proper authority. Initiation of separation proceedings is not required, but should be considered, for previously disapproved requests for separation.
   b. Initiation of separation action is not required for Soldiers who, at time of second 3-month review, have more than 18 years of active federal service but less than 20 years. These Soldiers will be required to retire on the last day of the month when retirement eligibility is attained.
Chapter 9 – Active Army and Reserve Component Career Counselor

9–1. General. Commanders must continually evaluate their Army Retention Program workforce, most notably, their Career Counselors. Commanders should be proactive in maintaining the readiness of the force through careful consideration of recommendations for selection, training, utilization and relief of these Soldiers.

   a. Applications from fully qualified and recommended Soldiers requesting selection, training, and reclassification will, without exception, be forwarded as follows:
      (1) (POL MSG 11-01) Forward Active Army Career Counselor applications IAW HQDA Message 11-03
      (2) (POL MSG 12-01) USAR Career Counselor applications will be processed through Commander, Army Reserve Careers Division, 1401 Deshler Street S.W., Fort McPherson, GA 30330.
      (3) (POL MSG 12-01) ARNG Career Counselor positions will be selected and filled by Chief, Guard Strength Directorate NGB, Attn: NGB-GSS, 111 S. George Mason Drive, Arlington, VA 22204.
   b. Specific selection criteria are listed in appendix B.
   c. Soldiers currently assigned to USAREC and successfully performing duties as a Recruiter or Detailed Recruiter are presumed qualified by Appendix B. Recruiters may apply through HQ, USAREC, to Commander, HRC for final approval. Detailed Recruiters may apply for training and reclassification to Career Counselor 6 months prior to completion of their detailed tour.
   d. USAR Soldiers currently assigned to USAREC desiring duty as RC Career Counselors will refer to paragraph 6-9, AR 601-1 for applications procedures.
   e. Soldiers may request award of Secondary MOS (SMOS) Career Counselor in lieu of PMOS reclassification. Commanders should note ARMY G1 does not provide SMOS funding. Training and related TDY costs will be paid utilizing local funds. SMOS applications may be approved on a space available, case-by-case basis by CDR, HRC.
   f. Upon reclassification to Career Counselor duties, Soldiers are provided a 12-month probationary period. Soldiers determined to be unable to successfully perform duties will be released without prejudice or adverse effect. CG, HRC will reclassify the Soldier in accordance with the needs of the service.
   g. Soldiers previously relieved or involuntarily reclassified from recruiting or Career Counselor duties, to include those Soldiers failing to successfully complete the 12-month probationary period, are ineligible to apply for reentry into CMF 79.

   a. Non PMOS 79S Soldiers successfully serving in USAREC as a Recruiter or Detailed Recruiter, in the rank of SSG or below, may volunteer for Career Counselor duties. (see Para 9-2c above). PMOS 79S Soldiers detailed to USAREC will be reassigned to Career Counselor duties upon successful completion of their USAREC tour. Relieved recruiters, holding PMOS 79S, must submit a formal application for reinstatement to Career Counselor duties to HRC (TAPC-EPM-A) to determine their status.
   b. Career Counselors having over 12 months of credible service in CMF 79, upon assignment to USAREC, as a Recruiter or Guidance Counselor, begin their service at Special Duty Assignment Pay (SDAP) 6 level immediately upon assignment to USAREC. Recruiters and Detailed Recruiters, upon assignment as Career Counselors, receive SDAP-3 (see Para 3-23, AR 614-200). Soldiers who hold PMOS 79S as a secondary MOS as the result of formal school training are eligible for payment of SDAP if serving full time as a Career Counselor IAW Para 3-22 and Para 3-23 of AR 614-200.
   c. Soldiers failing to successfully complete the Army Recruiting or AC or RC Career Counselor Courses, and Soldiers found unfit, unqualified, unable, or unwilling to successfully accomplish assigned duties or responsibilities, will be relieved or reclassified out of CMF 79, per paragraph 9-7b below, consistent with the needs of the Army.
   d. Career Counselors relieved from duty are ineligible for future assignments within CMF 79.
   e. Commander, HRC, may use Additional Skill Identifiers (ASI) to identify and manage CMF 79.

a. Commanders are Retention Officers upon assumption of command Duty appointment orders for commanders to perform these duties are not required.

b. Career Counselors are Soldiers who have successfully completed the Army Career Counselor resident course of instruction, are reclassified into PMOS 79S, and are assigned full-time Career Counselor duties. Soldiers, other than PMOS Career Counselor, performing full or part-time retention duties are Retention NCOs.

c. Commands of battalion level or higher, and installations are required to have a PMOS Career Counselor (see Glossary). Commanders of installations, battalions, and higher level organizations not authorized a Career Counselor by Table of Distribution Allowances (TDA), Table of Organization and Equipment (TOE), and organizations where a PMOS Career Counselor is not currently assigned, will appoint, in writing, a fulltime Retention NCO (cite this paragraph as authority to appoint fulltime Retention NCO). See paragraph 9-10 for qualifications prior to appointment.

d. Commanders of companies, batteries, detachments, and similar size commands, will appoint, in writing, a part-time additional duty Retention NCO (cite this paragraph as authority to appoint part-time additional duty Retention NCO).


a. Career Counselors, as the commander’s Army Retention Program administrators and expert advisors, are generally assigned to the Commander’s Special Staff, and are under the direct supervision of the Command Sergeant Major.

b. Career Counselors are primarily assigned to support specific unit commands. Career Counselors assigned as the Installation, Command, or Senior Career Counselor provide direct support to the Installation Commander, units, and Soldiers within the geographic support area, as defined by the Installation Commander’s Installation Support Agreements (ISA), regardless of organizational affiliation for units without a Career Counselor.

c. Career Counselors whose primary function is to enlist/transfer Soldiers from the Active Army to Reserve Component are primarily assigned to support the Installation Commander, units, and Soldiers within the geographic support area, as defined by ARMY G1 and the Installation Commander’s ISA, (Installation Support Agreement) regardless of organizational affiliation. Specific units will not receive preferential treatment or service regardless of the Career Counselor’s unit of assignment.

d. To maintain proficiency within the workforce, commanders possessing several Career Counselors and “no-cost” move authority, should develop rotation programs within their respective organizations/installations. (Example: An SFC serves as Battalion Career Counselor, followed by duty as the Brigade Career Counselor, then progresses to Division or Corps Operations NCO). Rotational assignments provide commanders with a highly trained, capable retention force. Soldiers and commanders should be aware that “no-cost” moves do not result in stabilization of the Soldier (see AR 614-200). Rotation programs significantly enhance readiness and the professional development of the Army Retention Program workforce.

e. Reserve Component (AGR) Career Counselors will not be reassigned locally without prior approval of the CG, HRC, Attn: AHRC-EPF-R.

f. Career Counselors are expected to devote maximum time, effort, and energy to meet Army personnel readiness missions. Accordingly, they will not be utilized, attached, or assigned tasks, functions, and/or duties, other than those in direct support of the Army Retention Program, and specifically authorized by this regulation and DA PAM 611-21. These Soldiers are expressly prohibited from performing either permanent or temporary leadership duties as First Sergeant, Detachment NCOIC, platoon sergeant, and squad leader. Further, they will not be assigned any additional or roster type duties, not in direct support of the Army Retention Program. These include, but are not limited to, duties as: Sergeant of the Guard, Charge of Quarters, Staff Duty NCO, Equal Opportunity NCO, Training NCO.

g. For the purposes of the Army Retention Program, unless otherwise specified, Soldiers serving as full-time Retention NCOs, are to be utilized as Career Counselor personnel. However, due to their limited experience and technical training levels, they will not, under any conditions, be placed in duties or positions exercising supervision or authority over a Career Counselor.

h. Proper utilization of Career Counselor personnel will be an area of major interest on SAVs and inspections.

a. Career Counselors are program administrators, advisers, and special staff to field commanders and command sergeants major in retention readiness and Soldier quality of life issues. Frequent, unrestricted access to the commander and command sergeant major is critical to the success of the commander’s Army Retention program.

b. It is the intent of ARMY G1 to promote maximum effective utilization and placement of Career Counselors. Proper placement within the organizational structure should focus on where their skills and abilities can best support the commander. Assignment of Career Counselors to the Commander’s Special Staff and granting “open door” access, significantly improves the commander’s ability to accomplish his or her missions. These Soldiers provide expert information, evaluations, recommendations, and options available to the commander to ensure and enhance retention readiness. Assignment to the Commander’s Special Staff has proven most effective at brigade and battalion levels of command.

c. Active Army and RC Career Counselors of the same rank will not be placed in positions subordinate to the other. As such, these Soldiers will not be within the other Soldier’s rating scheme; rather, they will have the same rating scheme. This provision includes Soldiers assigned duties as Retention Officer. RA counselors in a higher rank, may rate lower ranking counselors, regardless of component, if the Command Sergeant Major or Commander determines that such rating scheme is in the best interests of the Command’s Retention Program. RA counselors on production will not be rated by RC counselors regardless of rank.

d. Raters and senior raters are encouraged to solicit input, from the next Command or Senior Career Counselor in the chain of command, regarding the rated Soldier’s performance and potential for further service (this is especially useful in evaluating the total performance of a Career Counselor assigned to brigade and battalion levels of command).

e. The rater for the Command or Senior Career Counselor of each level of command will be the command sergeant major with the commander being the senior rater or reviewer. This provision includes Soldiers performing full-time reenlistment duties.

f. As an exception to e. above, ACOM, ASCC and DRU, Corps, and Division Commanders may elect to assign rating and supervisory responsibilities of Career Counselors to the military officer most responsible for accomplishing the Army Retention Program missions. This option will not be extended below division levels of command.

9–7. Reclassification and Relief of Career Counselors. Ongoing evaluation and maintenance of the Army Retention Program workforce is critical to Army readiness. Accordingly, all commanders, command sergeants major, senior Career Counselors, will ensure subordinate Career Counselors maintain the highest standards of conduct, proficiency, performance, and ethics. Career Counselors who fail to establish and maintain the confidence and trust required of their position, undermine the sensitive balance of force management will be immediately relieved, reclassified, and barred from future retention duties. Commanders are reminded that reclassification is an administrative and not a punitive action. Reclassification is often necessary to maintain readiness and force integrity, and does not necessarily adversely reflect upon the Soldier. Criteria and procedures are located in appendix B.

a. Commanders will flag (see AR 600-8-2), relieve (see AR 600-20, Para 2-15, and AR 623-205, Para 2-10), and request reclassification (see AR 614-200, Para 3-18, and this Para) of Career Counselors who fail to maintain the highest standards of personal and professional characteristics, conduct, behavior, or performance of duty.

b. Command Career Counselors have program supervisory responsibility over their subordinate workforce. They will ensure the force is fit, qualified, and willing to accomplish all tasks, functions, and is capable of fulfilling their responsibilities as prescribed by this regulation. In executing these responsibilities, they will recommend, in writing, relief-for-cause on Career Counselors warranting removal. In supporting their recommendations, the Command Career Counselor will provide the Career Counselor’s chain of command or supervisory chain with relevant documentation, statements, SAV findings, observations, and specific recommendations.

c. Unless specifically addressed in the Installation Support Agreement (ISA), host Installation Commanders may only recommend, versus direct relief, on Career Counselors assigned to a tenant or supported unit, belonging to another ACOM, ASCC and DRU. Recommendations for relief will be forwarded through the appropriate chain of command for further action.
Specific grounds for relief and reclassification of Career Counselors are located in appendix B.

Commanders will flag and initiate involuntary reclassification action to CG, HRC, on any Career Counselor, who fails to complete any NCOES, or MOS professional development course, as the result of one or more of the following reasons:

1. Are released for cause (see Glossary).
2. Fail an APFT, if required for course completion or graduation.
3. Arrive at any NCOES, or other professional development training site not in compliance with AR 600-9 standards.

Academic failures will be evaluated by their chain of command, for their potential as a Career Counselor, upon return to home station. Commanders will initiate involuntary reclassification on those Soldiers lacking potential.

Soldiers successfully serving as Career Counselors will not normally be reclassified due solely to becoming ineligible for selection as outlined in appendix B.

Soldiers serving in positions requiring a DMOS outside CMF 79 are subject to immediate involuntary reclassification by CG, HRC. Additionally, CMF 79 Career Counselor Soldiers drawing Special Duty Assignment Pay (SDAP) and serving in DMOS positions other than CMF 79 are subject to recoupment of SDAP and possible disciplinary action under the Uniform Code of Military Justice (see AR 614-200).


For eligibility criteria and procurement, see AR 600-8-22. For proper wear, see AR 670-1.

Upon successful completion of 12 months as a PMOS (79S) Career Counselor, the Career Counselor Badge becomes a permanent award. Commanders are encouraged to appropriately recognize counselors upon eligibility during appropriate awards ceremonies or formations utilizing a DA Form 7347 (Career Counselor Badge Certificate).

Soldiers relieved of career counselor duties will have their badge withdrawn IAW AR 600-8-22.

9–9. Secretary of the Army’s Career Counselor and RC Career Counselor of the Year Award. The Secretary of the Army’s Career Counselor and RC Career Counselor of the Year Awards recognize the most outstanding Career Counselors, except those in the rank of SFC(P) or higher, for achievements in support of the retention effort and outstanding personal qualities.

Eligibility. Any Career Counselor in the rank of SFC or below, who has performed duties in PMOS (79S) Career Counselor for at least 6 months during the fiscal year for which the award is being considered may be nominated.

Criteria for selection. Eligible Career Counselors will be nominated according to the criteria below. ARMY G1 may revise these criteria as necessary to support the Army Retention Program.

1. The success of the NCO’s commander(s) in managing their retention program within guidelines established by ARMY G1 and the appropriate ACOM, ASCC and DRU.
2. The NCO’s demonstration of outstanding personal qualities and traits required to be a successful NCO and U.S. Army Career Counselor.
3. The NCO’s individual innovations in counseling Soldiers.
4. The NCO’s knowledge of the Army’s Retention, Personnel Competency Enhancement, and Force Alignment Programs.
5. The NCO’s compliance with height and weight standards of AR 600-9.

Procedure for selection. Commanders of ACOM, ASCC and DRU and Army field commanders listed in AR 10-5 will nominate the most outstanding Career Counselor (one RA and one RC, if applicable) of their respective commands by 1 December annually. Nominations will be forwarded with recommendations to ARMY G1, Attn: DAPEMPE-PD, Pentagon, Washington DC 20310-0300. The nominees will appear before a board from ARMY G1.

Submission of nominations. Nominations for the Secretary of the Army’s Career Counselor of the Year Award will include—

1. Nominee’s name, rank, social security number, date of birth, names of spouse and children, organization or installation to which assigned, and date of assignment.
2. A brief narrative biography—not to exceed one double-spaced, typewritten page.
3. A brief description of duties, action taken to support commanders in achieving their objectives, and other related areas —not to exceed one double-spaced typewritten page.
4. A recent, head and shoulder length, 8-by 10-inch photograph.
5. Copies of ERB.
e. Presentation of the awards. The awards will be presented by the SA or his or her designated representative. Consideration will be given to inviting the spouse and immediate family of the selectee, if allowed under the Joint Travel Regulations.

9–10. Soldiers Selected as Additional Duty Retention NCO.

a. When possible, Soldiers having previous successful experience in retention should be assigned as additional duty Retention NCO. Soldiers assigned these duties, either part-time or full-time, should meet the same qualifications as those required for Career Counselors (see App B). Soldiers selected should have at least 12 months retainability in the unit.

b. First sergeants, platoon sergeants, PMOS 79S Career Counselors, and full-time Retention NCOs will not be assigned additional duties as Retention NCOs at company or similar levels of command.

c. Soldiers currently assigned and performing satisfactorily as additional duty Retention NCO should not be relieved or reassigned solely for failure to meet the prerequisites for the job. Commanders will continue to evaluate the performance of each additional duty Retention NCO to determine whether the Soldier should continue to be retained on such duty.
Chapter 10 – Career Counselor Role in Support of Administrative Separation Programs
See Chapter 19, AR 635-200

10–1. Policy and Procedures. This chapter sets forth policy and procedures prescribing the Career Counselor’s role in the counseling of Soldiers in conjunction with separation programs described in various provisions of AR 635-200.

10–2. Objectives. As principle advisors to commanders, Career Counselors may be called upon to provide information pertaining to the impact of various separation programs. The Career Counselor will, as a minimum provide Soldiers with the location and points of contact for separation pay, medical out-processing procedures, re-entry restrictions, reserve component eligibility, and location of ACAP and job assistance centers. Career Counselors will serve as principle advisors or augment the separation point to provide advice on separations under the Qualitative Management Program (QMP) as described in previous editions of this regulation unless further rescinded by AR 635-200. None of these responsibilities are to be construed as the primary duty of the Career Counselor. The Career Counselor, as the commander’s advisor on programs impacting on retention, is an integral link in ensuring that all Soldiers are fully advised of their status upon separation. These counseling requirements are part of the Army’s overall commitment to Soldiers, regardless of the circumstances surrounding their separation. Procedures described in applicable directives will be strictly adhered to in conjunction with separation counseling.
Chapter 11 – Forms, Records, and, Reports

Section I – Introduction

11–1. Scope. This chapter provides instructions on preparing and disposing of various forms, records, and reports related to the Army Retention Program. The need for accuracy and completeness in preparing these documents cannot be overemphasized. AR 340-21 contains policies and procedures that implement those parts of the Privacy Act of 1974 (5 USC 522a) concerning forms (or formats) used by the Army to get personal information from individuals. These policies and procedures must be strictly followed.

11–2. Verification of Entries.
   a. Entries on documents for reenlistment or extension must be compared to ensure there are no errors or contradictory information. When a discrepancy is noted, the Soldier will be told and the discrepancy corrected before those responsible go ahead with the reenlistment or extension.
   b. PSC and finance personnel are responsible for proper establishment of the basic active service date (BASD) and pay entry base date (PEBD) for all Soldiers. It is essential that these dates be accurately verified and confirmed prior to each reenlistment, extension, or RC transaction. Failure to confirm these dates may result in improper assignments, payments of reenlistment bonuses, and entitlements to military benefits. Retention personnel will use available records to recompute and confirm the BASD and PEBD of all Soldiers requesting reenlistment, extension, or transfer/enlistment into Reserve Component. Discrepancies will be resolved with the proper PSC and finance personnel before the reenlistment or extension is accomplished.

Section II – Reenlistment Data Card File

   a. The Reenlistment data card file is intended as a management tool for commanders and Career Counselors to effectively guide Soldiers through their Army careers and to ensure that regularly scheduled counseling interviews are being conducted IAW Appendix C, this regulation. Although the DA Form 4591 is the accepted record of counseling for the Army, ACOM, ASCC and DRU have the authority to permit their subordinate commands to copy the DA Form 4591 on the reverse side of the DA Form 4591. ACOM, ASCC and DRU that choose to utilize the DA Form 4591 must publish a Letter of Instruction (LOI) to the Major Subordinate Commands, advising them of ACOM, ASCC and DRU procedures that differ from the below listed criteria. The LOI will be updated annually.
   b. The Reenlistment Data File will be maintained by the company commander and company retention NCO. The file will be maintained either in a card box, filing cabinet, accordion file, a three ring binder or as prescribed by higher headquarters.
   c. The file consists of three sections or dividers, labeled as follows:
      (1) Status of DA Forms 4591. Behind this divider the Retention NCO will maintain the DA Form 4591-1-R (Status of DA Form 4591) (see Para 11-5 below).
      (2) Inspection Record. Behind this divider the Retention NCO will maintain the DA Form 4591-2-R (Record of Inspections Conducted) (see Para 11-6 below). Behind the DA Form 4591-2-R will be a record copy of all inspections reports, SAV findings, and so on, performed during the preceding 12 months.
      (3) Suspense File. This section consists of a “Suspense divider,” 7 yearly dividers (current year plus six), and one set of 12 monthly dividers. Monthly dividers will be rotated to the next year at the end of the current month. Commanders may, at their discretion, elect to file the DA Form 4591 cards by year and month of either the next action due or the Soldier’s ETS.

11–4. DA Form 4591 (Reenlistment Data). The DA Form 4591 is used by commanders and Career Counselors to record a Soldier’s eligibility, desires, career plans, status, and the results of retention counseling, as prescribed by appendix C (see fig 11-1). All retention interviews will be recorded on the DA Form 4591. Commanders may attach additional notes and information as desired.
disposition.

Preparation.

The Company Retention NCO will complete a DA Form 4591 during inprocessing on all assigned Soldiers, except those serving in an indefinite status.

Entries on the DA Form 4591 may be recorded legibly in pencil, pen, or produced by an automated means. Entries redundant to the information provided on an ERB are not required to be filled in on the DA Form 4591. The ERB will be permanently attached to and maintained with the DA Form 4591. All entries on the DA Form 4591 and/or ERB will be verified and validated by the servicing Career Counselor.

The unit Retention NCO will verify and transcribe the following items from the Soldier's Military Personnel File (MPF): Name, social security account number (SSN), rank (to include promotion status), ETS, unit, MOS data, IMREPR code, BASD, PEBD, DEROS/DROS, date of birth, citizenship, military and civilian education, and aptitude area scores and date. RETAIN data will be supplied with the assistance of the primary MOS career counselor.

Maintenance.

DA Forms 4591 for Soldiers awaiting the 90 to 120 day interview and those pending a Bar to Reenlistment, extension, reenlistment, transition, waiver, exception to policy, or other related processing, will be filed immediately behind the “Suspense” divider of the file until the action is completed.

Immediate Reenlistment Prohibition Codes (IMREPR) (see AR 680-29) will reflect the Soldier’s current reenlistment eligibility status and be correctly annotated on the DA Form 4591. As an exception, Soldiers ineligible solely due to retention control points (RCP) do not need to be reported “9G” via EMIILPO, until the Soldier is within 16 months of ETS. Career Counselors are responsible for ensuring IMREPR codes are correct, changes reported and processed in a timely fashion, and correctly annotated on the DA Form 4591. If two or more ineligibility codes apply to a person, one of which is a local or ARMY G1 imposed Bar to Reenlistment, the bar to reenlistment code will take precedence.

Retention counseling is an ongoing process between commanders, leaders, Career Counselors, and Soldiers. The DA Form 4591 provides a record of the counseling as well as progress on the Soldier’s development. Commanders and counselors will provide specific interview remarks. Comments such as “will not reenlist,” or “does not like the Army,” will not be used. If a Soldier has a civilian job waiting, the remark might read, “Will return to civilian employment with Barber Construction Co., Springfield, VA.” Remarks on Soldiers returning to school, will include the name and location of the school such as, “Will attend Jerry’s School of General Studies, Watertown, South Dakota.”

The Company Retention NCO will prepare a new DA Form 4591 once a Soldier has reenlisted or extended their enlistment. DA Form 4591 will not be prepared for Soldiers who reenlist for an indefinite period.

The Company Retention NCO will transcribe all information from the old DA Form 4591 and the interview comments from the 60-to 90-day interview to the new form, and submit both DA Forms 4591 to the commander in coordination with the career counselor or Battalion level Retention NCO. The commander will re-verify the information on the new form, to include checking and initialing the Reenlistment Status blocks as necessary. The commander will also initial and date the 60-to 90-day interview remarks and the card entry “FORM REMADE—ENTRIES TRANSCRIBED.”

Other than as specified in subparagraph (4) above, remaking of DA Form 4591 is discouraged. At the discretion of the commander, cards may be remade because of mutilation or entries which cannot be corrected, following the procedures in subparagraph (5) above.

When new, updated, or revised DA Forms 4591 are approved for field implementation, old forms will continue to be used until the available supplies are exhausted.

d. Disposition.

DA Forms 4591 will be destroyed upon completion of the requirements outlined in subparagraph b (5) above.

A Soldier’s DA Form 4591 will be destroyed upon receipt of an appointment or commission as an officer or warrant officer or indefinite reenlistment.

When Soldiers are transferred or reassigned, the DA Form 4591 will be forwarded to the gaining command as a part of his/her personnel records according to AR 600-8-104.

Upon separation or transition from the Active Army, the DA Form 4591 will become a part of, and will be forwarded with, the Soldier’s personnel records.
11–5. DA Form 4591-1-R (Status of DA Form 4591). DA Form 4591-1-R provides the unit enlisted force strength, accountability, status, and location of forms not currently filed within the Reenlistment Data File. This form should be used in connection with a locally produced or automated unit personnel accountability roster. DA Form 4591-1-R will be filed in accordance with paragraph 11-3b(4) 11-3c. An example of a completed DA Form 4591-1-R is located at figure 11-2. A copy for local reproduction purposes is located at the back of this regulation.

11–6. DA Form 4591-2-R (Record of Inspections Conducted). DA Form 4591-2-R form is used to provide a record of all inspections and SAV evaluation of the commander’s Army Retention Program. The commander is required to review and update the Reenlistment Data File monthly. Upon completion of the monthly review, the commander will date and initial the DA Form 4591-2-R. DA Form 4591-2-R will be filed in accordance with paragraph 11-3b(2). An example of a completed DA Form 4591-2-R is located at figure 11-3. A copy for local reproduction purposes is located at the back of this regulation.

Section III – Preparation, Completion, and Distribution of DD Form 4 (Enlistment/Reenlistment Document—Armed Forces of the United States)


a. The DD Form 4 is the only authorized contract document for enlistment or immediate reenlistment of an enlisted Soldier in the Regular Army, the ARNGUS, and the USAR.

b. Refer to table 11-1 for preparation instructions of the DD Form 4.

c. Completed examples of DD Form 4 are located as follows:

(1) Active Army immediate reenlistment examples are located at figures 11-4 and 11-5.

(2) A USAR unit enlistment example is located at figure 11-7.

(3) A USAR enlistment with an assignment to the IRR example is located at figure 11-7A

(4) (POL MSG 11-01) An ARNG accession example for Soldiers taking the oath of enlistment at their ARNG unit of assignment is located at figure 11-8.

(5) (POL MSG 11-01) An ARNGUS enlistment example is located at figure 11-6 (DD FORM 4/1, 4/2) with the following changes made to the form:

(a) Section B, Block 8 to read, “I AM ENLISTING/REENLISTING IN THE (STRIKE OUT UNITED STATES) ARMY NATIONAL GUARD OF THE UNITED STATES THIS DATE FOR,”

(b) Section E, Blocks 16 and 17, add appropriate information.

(c) Note: DA FORM 7249-R, dated DEC 94 will be used in conjunction with figure 11-6 (DD Form 4/1, 4/2).


a. Date of reenlistment. Except as indicated below, the date of RA reenlistment is the date on which the oath of reenlistment is administered. This date must be shown on the reenlistment contract above the signature of the officer who administers the oath. No RA reenlistment or extension will be antedated or postdated without the prior approval of CG, HRC. When the reenlistment of a Soldier is delayed, through no fault of the Soldier, but for the convenience of the Government, and it appears that there is basis for a claim to have a prior date recorded as the date of reenlistment, a full report of the facts, with recommendations, will be forwarded to the CG, HRC, Attn: AHRC-EPF-R, Alexandria, VA 22331-0400.

b. Date of RC enlistment. The effective date of a RC enlistment or transfer is the day after discharge from the Regular Army; however, the date on the RC Enlistment or transfer packet will be the date the action is consummated, e.g. the date the oath is administered (POL MSG 11-01) unless the oath was administered at separation installation.

11–9. Changes to Terms of Reenlistment and RC Transfer/Enlistments.

a. Active Army immediate reenlistments:

(1) It may be discovered that an error has been made in processing a reenlistment so that the term of reenlistment shown on the DD Form 4 is for a longer term than intended. If so, and if the Soldier was not paid a reenlistment bonus in connection with the reenlistment, the commander will submit a request for correction through command channels to Commander, HRC, Attn: AHRC-EPF-R, Alexandria, VA 22331-0400. The request will contain the information below:
(a) A sworn statement by the Soldier and other persons involved in the reenlistment. The statement will give the circumstances causing the error.
(b) Copies of the DD Form 4 and supporting documents.
(c) A statement from the Soldier that he agrees to correction of term of reenlistment shown on the DD Form 4.

(2) When the CG, HRC, determines that an error has been made (the term of reenlistment was not that intended by the Soldier and the Army), he/she will direct change of the term of reenlistment to show the correct period. The DD Form 4 will not be amended by “pen and ink” correction. Instead, a memorandum will be added to the Soldier’s file showing the correct term.

Note. The DD Form 4 must be preserved in its original state should it ever be needed in a legal proceeding.

(3) If a term of reenlistment, not involving payment of a reenlistment bonus is to be lengthened, it will be accomplished through use of an extension of enlistment (refer to chap 4).
(4) The term of a reenlistment, involving payment of an enlistment or reenlistment bonus, may be changed only by Cdr, HRC (AHRC-EPF-R-P) as prescribed in paragraph 5-13f.

b. For USAR enlistments refer to AR 140-111.
c. For ARNGUS enlistments refer to NGR 600-200.

11–10. Other Errors Detected or Changes Required after Execution and Distribution of DD Form 4.

a. Authority to correct minor administrative or typographical errors discovered after distribution of the DD Form 4 is delegated to the immediate commander or his designee. Corrections will be made utilizing a DA Form 4187 indicating the corrections to DD Form 4. Contract errors involving payment of an SRB resulting from Career Counselor error will be corrected per paragraph 5-13 of this regulation. A copy of the approved correction with appropriate enclosures will be forwarded as follows:
   (1) Active Army immediate reenlistments: Commander, USAEREC, Attn: PCRE-RP, USAEREC, Attn: PCRE-RP, 8899 East 56th Street, Indianapolis, IN 46249.
   (2) USAR enlistments: Commander, ARHRC, 9700 Page Blvd., St Louis, MO 63132-5200.
   (3) ARNGUS enlistments: see appendix G.

b. Authority to act on claims of erroneous entries on reenlistment documents, such as home of record address, which is not delegated elsewhere in this regulation or in AR 600-2, is delegated to the CG, USAEREC. Requests relating to the claim of erroneous entries must include a statement by the reenlistee and copies of any substantiating documents that will assist in making a decision.

11–11. Immediate Reenlistment Packets. Immediate reenlistment packets will contain the following documentation:

a. DD Form 4 (Enlistment/Reenlistment Document).
b. DA Form 3340-R, labeled as “Annex B”.
c. DA Form 3286 (Statements for Enlistment), labeled as “Annex A”.
d. DA Form 3072-R, if required, labeled as “Annex...”
e. DA Form 4789, if applicable, labeled as “Annex...”
f. DD Form 256A (Honorable Discharge Certificate).
g. DA Form 4591, complete with copies of the following: ERB; forms specified in Section II; copies of all RETAIN processing actions, cancellation, messages, EMILPO processing records, and all additional related documents or notes as required.
h. DA Form 5612 (Certificate of Appreciation).
i. DA Form 5689.

Note. (POL MSG 11-01) DD Form 256A (Honorable Discharge Certificate) and DD Form 257A (General Discharge Certificate) (AR 635-5, Para 2-10) Issue these discharge certificates appropriately to all Soldiers receiving an honorable or general discharge. In the space under “this is to certify that,” enter the name, typed-in capital letters in signature order, followed by the grade and career branch (officer) or component (enlisted). Do not include the Soldier’s SSN. Spell out the component if RA; enter other components as ARNGUS or USAR. Type the name of the officer signing the certificate between the lines in the lower right corner of the certificate. Type the name in capital letters in the signature order with rank and branch centered below the name.
11–12. Disposition of DD Form 4 and Packets for Immediate Reenlistments (see app G for ARNGUS and USAR Transition Enlistment and Transfer Packet Composition and Distribution).

Upon completion of the reenlistment, the DD Form 4 and annexed documents will be distributed as follows:

a. Original. The original (white) copy, complete with all annexes, will be forwarded to the Commander, USAEREC, 8899 East 56th Street, Indianapolis, IN 46249.

b. Second copy. The duplicate (yellow) copy, complete with all annexes, will be submitted directly to the servicing PSC for posting in the Soldier’s MPF.

c. Third copy. The triplicate (green) copy, complete with copies of all annexes; DA Form 4591; ERB; forms specified in Section II; copies of all RETAIN processing actions, cancellations, messages, EMILPO processing records, and all additional related documents or notes, will be retained in the servicing retention office as outlined by Modern Army Records Keeping System (MARKS) Army Records Information Management System (ARIMS).

d. Fourth copy. The quadruplicate (pink) copy, complete with a copy of all annexes, will be given to the Soldier after completion of the reenlistment ceremony (see app D).

e. FAO copy. One legible copy (or as otherwise required) will be reproduced and provided to the servicing FAO. The DD Form 4 is the official document to be used by the FAO to establish entitlements.

Section IV – Preparation and Disposition of Forms Used in Support of the Regular Army Retention Program

11–13. DA Form 1695 (Oath of Extension of Enlistment). DA Form 1695 will be used by Regular Army enlisted Soldiers in all extensions of contractual obligated service, unless otherwise specified by ARMY G1. DA Form 1695 is available through normal AG publications distribution channels. Example of a completed DA Form 1695 is located at figure 11-9.

a. When an extension is for a number of days or a combination of months and days, the DA Form 1695 will be modified as required.

b. Extensions executed for BEAR participation require additional information (see Chap 6 and fig 11-10). (POL MSG 11-01) The BEAR memorandum is identified as “ANNEX-A” and will be listed as an enclosure in the remarks section of the DA Form 1695. In the remarks section of the DA Form 1695, in addition to the entries in figure 11-10, add the “school completion date”.

c. When extending Soldiers who enlisted under the Variable Enlistment Option (VEL) and the contract is for years-months-weeks, extension will reflect years-months-weeks. Weeks are not to be converted to months under any circumstances.

d. Preparation and execution of the extension of enlistment will be as follows:

(1) Career Counselors will verify Soldier eligibility, verify receipt of the approved DA Form 3340-R (see Para 11-16), process the extensions request obtaining ARMY G1 authorization, if required, and supervise preparation of all extensions of enlistment of enlistment.

(2) Any commissioned officer or commissioned warrant officer is authorized to administer the oath of extension (see (4) below and app D and sign the DA Form 1695.

(3) Prior to execution of the extension, the officer will review the DA Form 1695 for errors and regulatory compliance. In the event errors are discovered, the DA Form 1695 will be destroyed and a new form prepared. Pen and ink corrections are not authorized on DA Form 1695.

(4) Administration of the oath of extension is not mandatory to execute an extension of enlistment, but is optional at the discretion of the extending Soldier (see app D). The extension is executed upon signature of the administering officer and the Soldier. Social Security Number of responsible Career Counselor is not required; however the first initial of the counselor’s last name and last four numbers of the counselor’s social security number will be entered in the career counselor’s SSN block.

(5)(POL MSG 11-01) Soldiers who are extending past their contractual ETS due to Stop Loss will have the following statement placed in the remarks section: “SOLDIER RETAINED ON ACTIVE DUTY FROM (DAY AFTER CONTRACTUAL ETS) FOR AN ADDITIONAL “XX” MONTHS FOR THE CONVENIENCE OF THE GOVERNMENT UNDER THE PROVISIONS OF TITLE 10 USC 12305 (STOP LOSS)”.

e. Typographical errors later found on the DA Form 1695 do not invalidate the extension of enlistment. The original intent of the extension will be upheld. If errors are discovered after execution and distribution of the DA Form 1695, the servicing Career Counselor will supervise preparation of a corrected DA Form
1695. "CORRECTED COPY SUPERSEDES PREVIOUS COPY EXECUTED ON (date of the incorrect form)" will be typed above the date line in the space for the use of the administering officer. Copies of the corrected form will be signed by the Soldier and a commissioned officer (not required to be the commissioned officer that signed the original document and distributed according to paragraph f below.

f. Disposition and distribution of the DA Form 1695: The extension packet consists of copies of DA Forms 1695, 3340-R, and 3072-R, if required. The disposition of the extension packet will be as follows:

1. Original. The original extension packet will be forwarded to the Commander, USAEREC, 8899 East 56th Street, Indianapolis, IN 46249.
2. Second copy. A duplicate copy of the extension packet will be submitted directly to the servicing PSC for attachment to the affected DD Form 4 and posting in the Soldier’s MPF.
3. Third copy. A triplicate copy of the packet, complete with copies of: ERB, other forms specified in Section II; copies of all RETAIN processing including reservation attempts, offers, and cancellations, and messages, EMILPO processing records, and all additional related documents or notes, will be retained in the servicing retention office as outlined by Modern Army Records Keeping System (MARKS) Army Records Information Management System (ARIMS).
4. Fourth copy. A quadruplicate copy of the packet will be given to the Soldier after execution of the extension.
5. FAO copy one legible copy (or as otherwise required) will be reproduced and provided to the servicing FAO. The DA Form 1695 is the official document used by the FAO to authorize continuation of entitlements.

11–14. DA Form 3072-R (Waiver of Disqualification for Enlistment/Promotion in the Regular Army). DA Form 3072-R is the only authorized method for commanders to request waivers or exceptions to policy, specifically for purpose of extension or reenlistment (see chap 3 this regulation). An example of a completed DA Form 3072-R is located at figure 11-11. A copy for local reproduction purposes is located in the back of this regulation.

a. Processing guidance for DA Form 3072-R.
1. All requests for waiver or exception to policy are initiated by the Soldier’s immediate commander.
2. A waiver is granted for one specific extension, reenlistment.

b. Enclosures.
1. ERB is required enclosures on all waiver requests.
2. Other documents as required by this regulation.
3. Additional documents, statements, or relevant information may be enclosed at the discretion of the Soldier’s immediate commander.

c. Disposition and distribution.
1. Waivers approved for the purpose of immediate reenlistment or extension of enlistment will be annotated on DD Form 4 (see table 11-1 and fig 11-4) or DA Form 1695 (see fig 11-9), as appropriate.
2. Approved waivers, complete with all supporting documentation and enclosures, will be attached to and distributed with the appropriate DD Form 4, DA Form 1695, or promotion document (see AR 600-8-19).

11–15. DA Form 3286 (Statements for Enlistment). DA Form 3286 is designed to preclude the possibility of erroneous reenlistments, broken reenlistment commitments, and misunderstandings concerning entitlements, assignments, and other matters relating to the reenlistment contract. Once completed, the form is labeled as “Annex A” in the lower left corner of the form and attached to and distributed with DD Form 4. An example of a completed DA Form 3286 is located at figure 11-12. DA Form 3286 is available through normal AG publications distribution channels.

a. Part I—General Statement of Understanding. Care must be taken to ensure the Soldier has read and understands the provisions of Part I, line 1.
b. **Part II—In-Service Reenlistment Options.** Part II consists of a statement of understanding pertaining to the specific option for which the Soldier is reenlisting. It outlines the conditions of the commitment being made. It includes a precise statement of the promises made to the Soldier by the Army and its representatives, and a detailed statement of the requirements that the Soldier must fulfill for the commitment to be honored. No promises may be entered on this form that are not contained in the appropriate reenlistment option table.

c. **Part III—Statement of Law Violations and Previous Conditions.**

(1) This part will be completed by all applicants who enlist or reenlist in the Regular Army. Questions concerning convictions will be answered to include convictions by either a civil or military court. This does not apply to offenses previously waived and/or documented on previous enlistment or reenlistment documents. Offenses not previously waived and/or documented, to include those occurring on the current term of enlistment or reenlistment will be listed. Article(s) 15 is non-judicial punishment and will not be listed as conviction(s). The information is used to determine the Soldier’s eligibility for reenlistment and will not be used for any other purpose. This will be explained to the Soldier before he signs the form.

(2) The Soldier must provide the information requested regardless of any information he may have received that he is not required to reveal the information in order to reenlist. This must be explained to prevent confusion of Soldiers who have “Expunged Records.”

d. **Part IV—Dependency Statement.** This part will be completed by all Soldiers to prevent misunderstandings concerning marital status or responsibility for or entitlement to claim individuals as the sponsor’s family members.

11–16. **DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army).** DA Form 3340-R is used by all Soldiers desiring reenlistment, or extension of current enlistment in the Regular Army. Other than as stated, the DA Form 3340-R will be approved prior to initiation of reenlistment or extension processing. The Company Retention NCO will assist and advise the Soldier and commander in preparation and use of the DA Form 3340-R. Acting commanders, warrant officer commanders, and enlisted commandants, will refer to paragraph 1-8 prior to using this form. The DA Form 3340-R consists of two sections:

a. **Section I—Soldier’s Request.**

(1) DA Form 3340-R is addressed from the Soldier to his or her immediate commander.

(2) Soldier requests authorization, by checking the appropriate block in Item 3, for reenlistment or extension.

(3) Soldiers applying for reenlistment indicate their desire to cash-in accrued leave, in connection with the reenlistment, by checking a box in Item 4. Soldiers electing to cash-in accrued leave will specify the amount of accrued leave they desire to cash in. These Soldiers will be counseled regarding the earliest and latest allowable dates of reenlistment in order to qualify for payment of accrued leave (see chap 3 and DODPM). Accrued leave selection is not required for Soldiers requesting extension of enlistment. (POL MSG 11-01) The number of leave days is not entered on the DA Form 3340-R when Soldiers sign the extension. Career Counselors will instruct Soldiers selecting 4c in Section 1 of DA Form 3340, “I am extending my present enlistment and have been counseled on cashing accrued leave.” Soldiers will be advised to contact their local FAQ one to two weeks prior to their ETS date and submit a DA Form 4187 to request payment of accrued leave.

(4) The Soldier will date and sign (use of middle initial or full name is at the Soldier’s option) the DA Form 3340-R and refer the form to his/her immediate commander.

b. **Section II—Commander’s Certification.** Section II requires the commander to make a determination of a Soldier’s qualifications and a determination/recommendation of the Soldier’s potential for future service.

(1) In coordination with the Career Counselor, the commander will determine the Soldier’s eligibility and potential for further service, by checking the appropriate block in Item 7. If the commander determines the Soldier is not fully qualified for the requested action, the commander will check the block and refer to either Item 8b or 8c on the form.

(2) Commanders have several options in recommendations for further service and will check the appropriate block in Item 8. Such action should be completed within 7 days of receipt of the DA Form 3340-R from the Soldier.

(a) If the Soldier is fully eligible and recommended for the requested action, the commander will approve the request by checking Item 8.
(b) If the Soldier has a disqualification and the commander determines, under the “whole Soldier” concept, that the Soldier’s case warrants meritorious consideration, the commander will recommend approval of the request by checking Item 8b and initiate a DA Form 3072-R.
(c) If the Soldier has a disqualification and the commander determines, under the “whole Soldier” concept, that the Soldier’s case does not warrant meritorious consideration, the commander will recommend disapproval by checking Item 8c and will forward the request, through the chain of command, to the first commander in the rank of LTC or higher (see Para 3-10).
(d) If the Soldier is eligible but the Soldier’s continued service is not in the best interest of the Army, the commander will check Item 8c(2) and initiate a Bar to Reenlistment (see chap 8).
(e) In situations where a Soldier is eligible and the commander believes the Soldier’s continued service is not in the best interest of the Army, but a Bar to Reenlistment is not warranted, the commander will check Item 8c and contact the servicing Career Counselor for further assistance and guidance (see Para 1-8f).
(f) After completing Items 7 and 8, the commander signs and dates the form and returns it to the Soldier.
c. Approved DA Form 3340-R. This form will remain valid until requested action is taken. However, the DA Form 3340-R is invalid once—
   (1) The reenlistment or extension is executed, or
   (2) The Soldier separates from the Active Army, or
   (3) The Soldier becomes ineligible for reenlistment or extension, or
   (4) A change of unit commanders occurs. The incoming unit commander will initiate a new DA Form 3340-R.
d. Disposition and distribution.
   (1) Approved DA Form 3340-R for immediate reenlistment is prepared in four copies, labeled as “Annex B” in the lower left corner of the form, attached to, and distributed with the DD Form 4, as prescribed in paragraph 11-12.
   (2) Approved DA Form 3340-R for an extension of enlistment with the DA Form 1695, is prepared in five copies, attached to, and distributed as prescribed in paragraph 11-13f.
   (3) Disapproved DA Form 3340-R, for extension or reenlistment, will be distributed in four copies as follows:
      (a) Original. Forwarded through the PSC to the Commander, USAEREC for permanent filing in the OMPF.
      (b) Second copy. Forwarded to the PSC for temporary filing in the MPF.
      (c) Third copy Filed in the servicing retention office as pre-scribed by the Modern Army Records Keeping System.
      (d) Fourth copy. Given to the Soldier.
   (e) Completed forms. Examples of completed DA Forms 3340-R are at figures 11-13 and 11-14.
f. Reproduction. A copy for local reproduction purposes is located in the back of this regulation.

11–17. DA Form 4126-R (Bar to Reenlistment Certificate). Instructions pertaining to preparation and distribution of DA Form 4126-R are in chapter 8. A completed example of the form is figure 11-15. A copy for local reproduction purposes is located in the back of this regulation. Battalion or higher-level commander’s Social Security Number (SSN) is not required in Section III, Item 5.

11–18. DA Form 4591 (Retention Data Worksheet). Career counselors utilize the DA Form 4591 as the primary reference document in reenlistment and extension processing.
 a. Upon receipt of the approved DA Form 3340-R, retention personnel thoroughly screen and verify Soldier qualifications and eligibility criteria as documented in the Soldier’s MPF and other local records.
 b. DA Form 4591 serves as a template of information for use in conjunction with the RETAIN system in determining available reenlistment options for the Soldier. This form will be provided to the servicing RC Career Counselor upon the Soldier’s electing separation from the Regular Army.
 c. All entries shown by the RETAIN system, will be verified against the data recorded on the DA Form 4591. Upon completion of the RETAIN reenlistment or extension eligibility processing, information which required changing during RETAIN processing must be reported and processed via EMILPO.
d. Copies of the worksheet, ERB, all reservation attempts, cancellations, validations, messages, records of telephonic or electronic communications regarding, impacting, or referencing the processing of the Soldier, should be permanently attached to and maintained with the DA Form 4591.

e. Upon completion of processing and execution, attach a record copy of the reservation validation.

f. The DA Form 4591 is ultimately attached to and filed with the DD Form 4 for reenlistment and DA Form 1695 for extension of enlistment.

g. An example of a completed DA Form 4591 is at figure 11-16.

h. A copy for local reproduction purposes is located in the back of this regulation.

11–19. DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus).

a. This form is used in connection with all reenlistments of Soldiers entitled to the SRB.

b. DA Form 4789 explains the conditions under which continued entitlement to unpaid installments may be terminated and unearned portions of bonus payments recouped.

c. The form will be labeled as an annex, attached to and distributed with the DD Form 4.

d. An example of a completed DA Form 4789 is located at figure 11-17.

e. This form is available through normal AG publication distribution channels.

11–20. DA Form 4991-R (Declination of Continued Service Statement)(DCSS). The DCSS is used by commanders, 1SG, and retention personnel for Soldiers refusing to take action to obtain sufficient time to comply with ARMY G1 directed SRR. (Refer to chap 4 for criteria).

a. Preparation.

(1) The Career Counselor will initiate DA Form 4991-R for eligible Soldiers required to but refusing to take action to meet a military SRR upon completion of Levy briefing (not to exceed 30 days) from the EDAS transmittal date. The servicing Career Counselor will counsel the Soldier on the career effects (see (3) below) of refusing to satisfy the SRR. The Career Counselor will suspend the document (not more than 15 days after completion of levy brief) to allow completion of counseling requirements (the suspension must allow for priority of the SRR and geographic considerations regarding the distances between the Soldier, commander, and the Career Counselor).

(2) The Career Counselor is responsible for ensuring the Soldier understands what options are available to meet the SRR, and reaffirms the career effect of refusal. The Career Counselor completes section A and forwards the DA Form 4991-R to the Soldier’s immediate commander or first sergeant.

(3) The commander or first sergeant will counsel the Soldier, ensuring the Soldier fully understands that refusal to comply with orders will result in the execution of a DCSS. Specifically, Soldiers with a DCSS are--

(a) Placed in a non-promotable status.

(b) Prohibited from reenlistment or extension of enlistment.

(c) Prohibited from applying for reentry into the Regular Army for a period of at least 93 days if separated at normal ETS, and at least 2 years if voluntarily separated before ETS under provisions of AR 635-200.

(d) Requires a rank determination from ARMY G1, if approved for reentry into the Active Army.

(e) Prohibited from application, selection, or attendance for commissioning or warrant officer appointment programs while on the current period of active duty.

(f) Precluded from consideration by ARMY G1 for centralized selection for promotion and/or advanced schooling.

(g) Eligible to request voluntary separation under the provisions of AR 635-200.

(h) Eligible for other assignments (CONUS and OCONUS) provided you have sufficient service remaining to meet the requirements of the new assignment.

(i) Not eligible for separation pay.

(4) The commander or first sergeant will fully review the DA Form 4991-R, and obtain the Soldier’s signature in section B (if the Soldier refuses to sign, the commander will annotate the refusal and sign the witness’ signature block in section B).

(5) For Soldiers in grade of SSG and below, the commander will additionally annotate the Soldier’s DA Form 4591 by entering “9Q” in the immediate reenlistment prohibition block (see AR 680-29). The commander will complete the reenlistment status section of the form, obtaining the Soldier’s initials and date of notification, and advise the Soldier that he/she is ineligible for reenlistment or extension. Retention personnel will ensure that the “9Q” IMREPR transaction is reported via EMILPO.
The commander or first sergeant completes section C of the DA Form 4991-R, and returns it, through the Career Counselor to the PSC.

The PSC uses the DA Form 4991-R as the basis for requesting deletion action and enters the proper Assignment and Availability (AEA) code in the EMILPO.

b. Request for withdrawal of DCSS.

(1) Requests for withdrawal of DCSS must be fully justified and submitted through command channels to CG, HRC, for consideration.

(2) Requests will include a copy of the DA Form 4991-R, current copies of ERB, and chain of command recommendations.

(3) Commanders will thoroughly evaluate the request for withdrawal of a DCSS. Any commander who is a commissioned officer and does not believe the request warrants meritorious consideration will disapprove and return the request. Commanders will make specific recommendations for approval or disapproval and will not simply endorse or forward requests to higher headquarters "for consideration."

Note. Acting commanders, warrant officer commanders (not commissioned), and enlisted commandants refer to paragraph 1-8.

(4) Additionally, withdrawal requests will be submitted as follows:

(a) From CONUS: not later than 90 days before Soldier’s ETS.

(b) From OCONUS: not later than 90 days (120 days for SFC, 1SG/MSG, and CSM/SGM) before the rotation date.

c. Disposition and distribution.

(1) The original document is forwarded to Commander, U.S. Army Enlisted Records and Evaluation Center, 8899 East 56th Street, Indianapolis, IN 46249, to be permanently filed in the Soldier’s Official Military Personnel File (OMPF).

(2) A second copy will be filed in the Soldier’s Military Personnel File (MPF).

(3) An additional copy will be forwarded to Commander, HRC, Attn: (Appropriate Career Branch), 2461 Eisenhower Ave., Alexandria, VA 22331-0450.

(4) Disposition of approved withdrawal requests will be as prescribed above.

d. Example. An example of a completed DA Form 4991-R is located at figure 11-18.

e. Reproduction. A copy for local reproduction purposes is located at the back of this regulation.

11–21. DA Form 5612 (Certificate of Appreciation)

a. This certificate is available through normal AG publication distribution channels.

b. If appropriate, the Career Counselor will verify the name of spouse and prepare, or supervise preparation of, the certificate as part of the reenlistment packet.

c. Certificates will be signed by a commissioned officer.

d. If the spouse is present, the certificate will be presented to the spouse by, or on behalf of, the commander in conjunction with the reenlistment ceremony. In the event the spouse is not present, it is the reenlistee’s responsibility to deliver the certificate to the spouse.

e. Certificates will not be issued retroactively or to replace those that are damaged or lost.

f. An example of a completed certificate (DA Form 5612) is at figure 11-19.

11–22. DA Form 5689 (Oath of Reenlistment). This form is available through normal AG publication distribution channels and will be prepared with the reenlistment packet by the Career Counselor (see fig 11-20). The certificate may be used by the administering officer and then presented to the Soldier on the occasion of his or her reenlistment (see app D).

Section V – Preparation of Forms Used in Processing Active Army Soldiers for Transfer or Enlistment into the Reserve Component

11–23. Date of Acknowledgment of Service Requirement. All “dates signed” will reflect the date the Soldier signs his or her transfer documents or the date the oath is administered, whichever is applicable. The effective date of transfer/enlistment is the day following separation from the Active Army.

11–24. DA Form 3540 (Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment). This form is used for all Soldiers enlisting or transferring
into the U.S. Army Reserve. A copy of DA Form 3540 is located in AR 135-91 for reproduction. It will be reproduced on 8 1/2 by 11 inch paper.

a. In the top left margin of page 1 of this form enter the Soldier’s last name and SSN (for example: SMITH/123-45-6789)

b. At the top center of page 1 of this form enter ANNEX A.

c. Reference Section IV, Service Obligation, the Soldier must check and initial the applicable paragraph.
   (1) For USAR enlistment’s (including IRR), use paragraph 4.
   (2) For USAR transfers use paragraph 6.

d. Reference Section V, Methods of Fulfillment, Soldier must check and initial the applicable paragraph.
   (1) For USAR enlistment's (including IRR), use paragraph 2.
   (2) For USAR transfers use paragraph 3.

e. Reference Section IX-Additions or changes to this certificate. This block must be initialed by the Soldier if addendum’s are attached to the DA Form 3540. All forms approved as addendum’s are identified as such in their title (i.e., Selected Reserve Incentive Program - Affiliation Bonus Addendum).

f. Reference Section XII-Annual Orientation. Paragraph 2 “REMARKS”; enter any remarks as required by this regulation or as required by the RC Retention Branch.
   (1)(POL MSG 11-01) Add the following statement and have the Soldier initial on all USAR contracts:

   I understand if I have any questions as I transition into the Reserve Component I can contact the Command Retention Office for my region at ______ (phone number) ____ (Soldier’s initials).

   (2)(POL MSG 11-01) Add the following statements and have the Soldier initial each for “Try a Year in the USAR” Program contracts:

   Applicant was counseled concerning the “Try a Year in the USAR” Program ____ (Soldier initials)

   I understand as a “Try a Year in the USAR” Program enlistee, one of the following will be accomplished prior to the expiration of my “Try a Year in the USAR” enlistment. I will be: 1. Reassigned to a position vacancy for my grade. 2. Administratively reduced to the grade authorized by the position to which I am assigned. 3. Discharged and transferred to the USAR Control Group (IRR) if I have a remaining military Service Obligation. 4. Discharged from the USAR TPU and as a Reserve of the Army in my present grade providing no remaining service obligation Exists.” ____ (Soldier initials)

   (3)(POL MSG 11-01) Add following statement and have the Soldier initial USAR contracts that meet the mobilization deferment requirements:

   I acknowledge that I am authorized a mobilization deferment in accordance with ALARACT MSG 063/2005 DATED 241649Z MAR 05. SUBJECT: Active Component to Reserve Component transition mobilization deferment. ____ (Soldier initials)

11–25. DA Form 5261-3-R (Selected Reserve Incentive Program-Affiliation Bonus Addendum). This form is used for all Soldiers enlisting into ARNGUS units or transferring into USAR unit who are qualified and authorized to receive an Affiliation Bonus. A copy for local reproduction purposes is located in AR 135-7.

11–26. DA Form 5261-4-R (Student Loan Repayment Program Addendum). This form is used for all Soldiers enlisting into an ARNGUS unit or USAR unit who are qualified to receive and desire participation in the Student Loan Repayment Program. A copy for local reproduction purposes is located in AR 135-7.

11–27. DA Form 5261-5-R (Selected Reserve Incentive Program—USAR Prior Service Enlistment Bonus Addendum). This form is used for all Soldiers enlisting into a USAR unit who are qualified and authorized to receive the Prior Service Enlistment Bonus. A copy for local reproduction purposes is located in AR 135-7.
11–28. DA Form 5435-R (Statement Of Understanding - The Selected Reserve Montgomery GI Bill). This form is required for all ARNG enlistments and USAR TPU enlistments or transfers. A copy of the form for local reproduction purposes is located in AR 135-7.

11–29. DA Form 5642-R (Statement of Understanding and Selected Reserve Service Agreement, Basic Educational Assistance Entitlement for Service in the Selected Reserve). This form is required for all Soldiers qualified to receive increased incentives under the Montgomery GI Bill 2X4 Program, regardless of the Soldier's incentives election. A copy for local reproduction purposes is located in AR 135-7.

11–30. DA Form 5690-R (Reserve Component Career Counselor Interview Record). This form is required to be filled out completely on all separating Soldiers interviewed per this regulation. The Career Counselor's signature and date certifies that all entries in sections A and B have been verified as correct. An example of a completed DA Form 5690-R is located at figure 11-21. A copy for local reproduction purposes is located at the back of this regulation.

11–31. DA Form 5691-R (Request for Reserve Component Assignment Orders). This form is required for all ARNGUS enlistment’s or USAR enlistment’s or transfers. An example of a completed DA Form 5691-R is located at figure 11-22. A copy for local reproduction purposes is located at the back of this regulation.

a. Reference Section I—Information to be completed by the Career Counselor.
   (1) Type of Enlistment: place an “x” in the corresponding block: “USAR,” “ARNGUS,” or “IRR”.
   (2) In the space provided next to “USAR VAC CTRL NO” enter the vacancy control number from RETAIN.
   (3) In the space provided next to “ASGMT MOS,” enter the 4-digit MOSC into which the Soldier is being assigned.

b. Section V, Item 10, Installation: enter Retention Office, base, or installation name, state, and APO, or ZIP code.

c. (POL MSG 11-01) Section II, Item 6, Remaining MSO/Term of Service: For Try One contracts annotate the Soldiers remaining MSO.

11–32. DA Form 7249-R (Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard upon REFRAD/Discharge from Active Army Service). This form is used for all ARNGUS enlistment’s or transfers. An example of a completed DA Form 7249-R is located at figure 11-18. A copy of DA Form 7249-R is located at the back of this regulation for reproduction purposes. It will be reproduced locally on 8 1/2- by 11-inch paper.

a. Name. In the top left margin of each page of this form enter the Soldier’s last name and SSN (Example: SMITH/123-45-6789).(POL MSG 11-01) Add ANNEX A to the top center of the page 1 of this form.

b. Reference Section III: Explanation to Soldier. The Soldier must elect the appropriate option.
   (1) Paragraph 1 is used for all ARNGUS enlistment’s of Soldiers with a remaining MSO.
   (2) Paragraph 2 is used for all ARNGUS enlistment’s of Soldiers with no remaining MSO.

c. Reference section V: Additions and changes to this certificate. This block must be initialed by the Soldier if addendum’s are attached to the DA Form 7249-R. All forms approved as addendum’s are identified as such in their title (for example, Selected Reserve Incentive Program: Affiliation Bonus Addendum).

d. (POL MSG 11-01) Reference Section VI: Statement of Acknowledgment and Understanding of Enlistment, Transfer, or Unit Assignment Obligations. Soldiers must initial all numbered items and sub items.

e. Reference section VII: Certification by Career Counselor. In the space labeled "REMARKS", enter:

   (1)(POL MSG 11-01) Add the following statement and have the Soldier initial on all ARNGUS contracts:

   I understand if I have any questions as I transition into the Reserve Component I can contact the State National Guard representative in ____ (state) at _____ (phone) for assistance ______ (initials).
(2) (POL MSG 11-01) Add the following statements and have the Soldier initial for each “Try One” Program contracts:

I understand as a Try One in the Guard enlistees, one of the following will be accomplished prior to the expiration of my Try One in the Guard enlistment. I will be: reassigned to a position vacancy for my grade. Administratively reduced to the grade authorized by the position I’m assigned. Discharged and transferred to a USAR Control Group. Discharged from the ARNGUS and the Reserve of the Army in my present grade providing no remaining service obligation exists ___ (Initials)

Annotate Term of Service as 01yrs 00mos 00dys along with the appropriate “Try One in the Guard” statements.

(3) (POL MSG 11-01) Add following statement and have the Soldier initial ARNG contracts that have completed a deployment from a combat zone within the last 6 months prior to accession:

I understand that by enlisting in the ARNG, I am exempt from federal mobilizations under the authority of the Secretary of the Army for a period of one year starting on the day after my separation date from the RA. I further understand that I am required to enlist for a minimum of 12 months. ___ (Initials)

(4) (POL MSG 11-01) Add following statement and have the Soldier initial for Soldiers being separated under the provisions of Chapter 8, AR 635-200:

I am aware that I may require a Family Care Plan per AR 600-20, Para 5-5b. If required, the Family Care Plan will be completed upon reporting to my ARNG unit. ___ (Initials)

(5) (POL MSG 11-01) Add the following statements and have the Soldier initial for the State OCS program:

I understand that I am required to perform my enlisted duties commensurate with my pay grade and MOS while awaiting start of OCS. I further understand that if I fail to complete OCS, I am required to fulfill my contractual obligation with the ARNG in my MOS or in a duty position based on the needs of the Army National Guard. ___ (Initials)

11–33. Submission of Claims. A Soldier who believes his or her reenlistment commitment has been breached may submit a claim using DA Form 4187. The claim must be submitted within a reasonable time (normally 30 days). The time period starts from the date he or she is informed that his or her commitment will not be honored, or from the date the Soldier discovers, or should discover through normal efforts, that the commitment has been breached.

11–34. Processing Claims.

a. The installation commander will report a Soldier who has a reenlistment commitment that cannot be fulfilled by reassignment within the ACOM, ASCC and DRU, as being immediately available for assignment.

b. It may appear that a Soldier was reenlisted for an option and did not meet the prerequisites. If so, forward the claim to CG, HRC for resolution. In these cases, help the claimant prepare a DA Form 4187 for either an erroneous, defective, or unfulfilled reenlistment commitment. This application will contain the desired actions to correct the breach. Forward the original and one copy, with the enclosures below, through channels, to CG, HRC, Attn: AHRC-EPF-R-P, Alexandria, VA 22331-0400.

(1) DD Form 4.
(2) DA Form 3286.
(3) ERB.
(4) SF 2808 (Report of Medical Examination) and SF 2807 (Medical Record—Report of Medical History), if appropriate.
(5) A statement waiving the Soldier’s reenlistment option, or a statement that the MPF does not contain an option waiver.
(6) A statement from the servicing Career Counselor that the Soldier was interviewed, counseled, and the options regarding an unfulfilled reenlistment commitment were explained.

(7) Other documents or statements relating to the case.

(8) DA Form 209 (Delay, Referral, or Follow-up Notice).

c. Soldiers who believe their contracts have been breached and that reenlistment bonuses are involved will apply to the ABCMR (see AR 15-185).

d. When Soldiers do not desire another option, they may request separation according to AR 635-200, chapter 7.

11–35. Report of Immediate Reenlistments and Extensions of Enlistment. Immediate reenlistment information must be reported in a timely manner since many decisions that have long-range budgetary and manpower impacts are based on this data. RETAIN is the sole source for reenlistment/extension EMILPO transactions. RETAIN will generate a 4115(Reenlistment) and 4140 (Extension) EMILPO transaction to EMILPO upon Career Counselor confirmation of the reenlistment and extension action on the RETAIN system. Confirmation on RETAIN will be completed as prescribed by HRC. Accordingly, each Career Counselor or Retention office will—

a. Establish and maintain a unit log of completed reenlistment and extension (to include BEAR participation, referrals to USMAPS and ROTC Green to Gold program), complete with RETAIN Report.

b. Obtain a monthly (as a minimum) confirmation report of transactions processed by RETAIN as a replacement of the EMILPO P-11 report.

c. At the discretion of the ACOM, ASCC and DRU, subordinate commands may be required to submit documents (primarily for RETAIN Report reconciliation) to show that reenlistments have been confirmed in RETAIN.

d. Ensure that PSC and FAO personnel are immediately advised of all reenlistments. This action is needed to ensure completion of all required personnel actions in a timely manner.

e. ACOM, ASCC and DRU will include RETAIN confirmation as an item to be checked during staff assistance visits.

f. Retention and Reclassification Branch (RRB) will ensure all reenlistments and extensions confirmed on RETAIN that have reported errors are immediately corrected.

11–36. Monthly Reenlistment Roster (RETAIN Report). This report provides each ACOM, ASCC and DRU retention office with the names of all reenlistees processed through EMILPO, and credited to the ACOM, ASCC and DRU by ARMY G1. ACOM, ASCC and DRU are responsible for ensuring RETAIN Report of reenlistment credit is correct before ARMY G1 publishes its final accomplishments for the quarter.
Table 11–1 Instructions for completing DD Form 4

1. Any corrections or typewriter strikeouts will be initialed, in pen and ink, by the Soldier and the administering officer. Corrections are not permitted in item 5 (Date of Enlistment), item 8 (Service, Period of Enlistment, and Pay Grade), and Section E. If errors are made in these items, a new form must be prepared.
2. The administering officer will, prior to signing the completed form, review all entries for accuracy, and ensure the Soldier understands the meaning and intent of the reenlistment document.
3. Use only capital/upper case letters when preparing DD Form 4.
4. Black ink, typewriter, or automatic writing machine equipment will be used to prepare the DD Form 4.
5. Abbreviations may be used only if authorized by AR 310–50.
6. No punctuation (commas, periods, etc.) is required on USAR/ARNGUS transfer and enlistment documents.

<table>
<thead>
<tr>
<th>Item</th>
<th>Title</th>
<th>Instructions for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top left margin</td>
<td>USAR/ARNGUS: RA:</td>
<td>Enter &quot;RESERVE COMPONENT ENLISTMENT&quot;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter &quot;IMMEDIATE REENLISTMENT&quot;</td>
</tr>
<tr>
<td>Top right margin</td>
<td>USAR: RA/ARNGUS:</td>
<td>Enter &quot;PMOSC:&quot; which will be followed by the Soldier’s 4-digit PMOS. Then enter &quot;PPN&quot; followed by 92 for unit enlistment’s or 95 for IRR enlistment’s (example: PMOSC: 12B1 PPN: 92). No entries authorized.</td>
</tr>
<tr>
<td>1</td>
<td>Name</td>
<td>Enter the Soldier’s complete last name, full first name, full middle name, and any suffixes such as Jr., Sr., III, etc. If the Soldier was given initials rather than a first and/or middle name, enter such initials. Do not use punctuation of any sort, including periods, commas, and/or dashes. In addition, with mechanized preparation, an apostrophe or hyphen contained within a name is not to be shown. Spaces are not inserted between sections of names nor used as substitutes for apostrophes or hyphens (e.g., McAffee, John Q. is shown as MCAFFEE JOHN Q and O’Brien, James Henry Jr. is shown as O'BRIEN JAMES HENRY JR, and Smith-Connally, M. Harold is shown as SMITHCONNALLY M HAROLD).</td>
</tr>
<tr>
<td>2</td>
<td>Social Security Number</td>
<td>Enter the Soldier’s Social Security Number, number separating divisions with a hyphen (e.g., 123-45-6789).</td>
</tr>
<tr>
<td>3</td>
<td>Home of Record USAR/ARNGUS: RA:</td>
<td>Enter the address the Soldier claims as a permanent address. The Street, City, and State will be spelled out (e.g., 123 ANYWHERE AVENUE, ANY CITY, STATE 12345). Enter the street, city, State, and ZIP Code of the home of record. HOR is the place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into the relevant tour of active duty. The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted, or inducted or ordered into the relevant tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day, can the HOR be changed by the member.</td>
</tr>
<tr>
<td>4</td>
<td>Place of Enlist USAR: RA:</td>
<td>Enter the military installation and state, and ZIP (e.g., FORT BENNING, GA 33060). Enter the unit of assignment, installation and state, (e.g. HHC, DISCOM, FORT BENNING, GA 33060).</td>
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<tr>
<td>5</td>
<td>Date of Enlist</td>
<td>Enter the date the Soldier is actually administered the oath, in YYYY MMM DD format (e.g., 1994 JUN 25).</td>
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<tr>
<td>6</td>
<td>Date of Birth</td>
<td>Enter, in YYYY MM DD format, the Soldier’s date of birth (e.g., 1978 NOV 13).</td>
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<tr>
<td>7</td>
<td>Prev Military Svc USAR/ARNGUS: RA:</td>
<td>No entries authorized. Enter in spaces provided, the total active and inactive military service completed at the time of reenlistment. Effective 1 January 1985, time spent in the Delayed Entry Program (DEP) is no longer creditable for pay purposes. However, all time spent in the DEP is creditable toward the military service obligation (MSO) and will be included in the computation of inactive service. Enter years, months, and days in two positions each, preceding numbers 1 to 9 with a zero (for example, 01, 05, 12). If the Soldier has no inactive military service enter &quot;00&quot; for years, &quot;00&quot; for months, and &quot;00&quot; for days. Complete all blocks.</td>
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<tr>
<td>8</td>
<td>Branch of Service USAR:</td>
<td>Enter, in space provided, ARMY RESERVE. This is the only authorized entry for enlistment into the USAR. Period of Enlistment in the second line, after the word</td>
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<tr>
<td>ARNGUS:</td>
<td>“for,” will be entered in Arabic numbers, to reflect the period of years for which the Soldier is enlisting (e.g., 4, 5, 6). Enter the Soldier’s current pay grade, in the third line, after the words “pay grade” (e.g., E3, E4, E5). The Annexes in the fourth line, will be entered after the word “Annexes.” Annex A is the DA Form 3540. (TACC MSG 00-07) Enter, in space provided, ARMY NATIONAL GUARD OF THE UNITED STATES. This is the only authorized entry for enlistment into ARNGUS. Note: the word “United States” will be “X”ed out. Period of enlistment in the second line, after the word “for”, will be entered in Arabic numbers, to reflect the period of years for which the Soldier is enlisting. If the Soldier is reenlisting for the remaining portion of an MSO, the correct entry should be entered in years, months, and days sequence (e.g. 4 years, 3 months, 23 days). Enter the Soldier’s current pay grade, in the third line, after the words “pay grade” (e.g. E3, E4, E5). The annexes, in the fourth line, will be entered after the word “Annexes.” Annex A will be the DA Form 7249-R. (TACC MSG 00-10) For Try One contracts annotate the Soldiers remaining MSO in years, months and days. Enter “ARMY” after “(list branch of service).” Enter the number of years for which reenlisting (for example, 3, 4, 5, or 6; or “indefinite”). Enter the grade in which reenlisting as shown in item 4 (for example, E4, E5). All forms defining the promises being made to the reenlistee regarding duty assignments, geographical areas, restrictions, and provisions will be annexes. In the space following the word “annexes,” enter the letter of the annex that will be attached to the DD Form 4 (for example, A, B, C). Assign each annex a separate letter; list all annexes by letter. All forms such as the DA Form 3286, DA Form 3072–R, DA Form 3340–R, and DA Form 4789, as appropriate, will become annexes to the reenlistment document.</td>
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<tr>
<td>USAR/ARNGUS:</td>
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<tr>
<td>RA:</td>
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<tr>
<td>Remarks</td>
<td>8a: No entries authorized.</td>
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<tr>
<td>8b</td>
<td>Remarks</td>
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<tr>
<td>USAR:</td>
<td>Enter the following: “RESERVE COMPONENT ENLISTMENT, per AR 601–280, CHAPTER 7”. Enter information on option selected, reenlistment control number (RCN), bonuses, waivers, and number of times reenlisted, in the order shown below.</td>
<td></td>
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<tr>
<td>RA:</td>
<td>a. Enter reenlistment option and code from RETAIN, to show the initial assignment or specific programs outlined in Chapter 4 or other special reenlistment directives, and the reenlistment control number.</td>
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<td>b. The option shown in this item and the entry made by the Soldier in DA Form 3286, Part II, will be the same as shown in the appropriate option table.</td>
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<td>c. Guidelines for specific entries:</td>
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<td>(1) If reenlisted for the Overseas Assignment or CONUS Station-of-Choice Reenlistment Options, enter the title of the option, specific area or station selected, and code. Example:</td>
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<td>(a) OVERSEAS ASSIGNMENT REENLISTMENT OPTION (PACIFIC AREA, LONG TOUR) (E008)</td>
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<td>(b) CONUS STATION-OF-CHOICE REENLISTMENT OPTION (FORT CARSON, CO) (FCCB)</td>
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<td>(2) If reenlisted for the Army Training Reenlistment Option, enter the title of the option, code, and specific MOS selected. Give course, title, and number from which the MOS produced can be determined. Example: ARMY TRAINING REENLISTMENT OPTION (Class A-231-0450 SIGNALS COLLECTOR/ANALYST) (D35S)</td>
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<td>(3) For all other options enter only the title and code of the option selected. Example:</td>
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<td></td>
<td>(a) REGULAR ARMY REENLISTMENT OPTION (A000)</td>
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<td></td>
<td>(b) REGULAR ARMY REENLISTMENT OPTION (BONUS EXTENSION AND RETRAINING (BEAR) PROGRAM) (A000)</td>
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<td>(c) REGULAR ARMY REENLISTMENT OPTION (P000)</td>
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<td>(d) CURRENT STATION STABILIZATION REENLISTMENT OPTION (B000)</td>
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<td>d. Reenlistment control number (RCN). Enter “RCN” and the number provided by HRC.</td>
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</tbody>
</table>
| | e. Bonuses. (POL MSG 12-01) Enter type of bonus entitlement (for example,
Remarks (Cont.)

RRA:

RRB (Regular Reenlistment Bonus) or SRB (Selective Reenlistment Bonus) as appropriate. If entitled to SRB, enter zone and MOS (for example, SRB A ZONE, MOS 12F or SRB A ZONE, MOS11B W/P). In addition, if the soldier is entitled to both the RRB and SRB, enter the statement “SOLDIER ELECTED PAYMENT OF RRB INSTEAD OF SRB” or “SOLDIER ELECTED PAYMENT OF SRB INSTEAD OF RRB” as appropriate.

(1) If not eligible for bonus, enter “NO BONUS ENTITLEMENT.”

(2) If SRB entitlement is for BEAR reenlistment, also enter months of previously obligated service (number of months) and months of newly obligated service (number of months). Example: SRB 2A, MOS OOB, 24 MONTHS PREVIOUSLY OBLIGATED SERVICE, 48 MONTHS NEWLY OBLIGATED SERVICE.

(3) If SRB entitlement is MOS immaterial (for example: deployed location SRB) entry will not include the Soldier’s PMOS, SMOS or training MOS but will be annotated as “N/A” (for example, SRB A ZONE, MOS N/A).

(4) C Zone bonuses need to include a SRB payment statement. Example: SRB 0.0C, MOS 18D (SRB WILL BE PAID UP TO 16 YEARS ONLY)

f. Waivers. Enter the type of waiver granted using the following abbreviations or the words “no waiver” as applicable. Indicate the approving authority using the words “approved by.”

(1) W (A)—Waiver for AWOL or lost time.

(2) W (E)—Waiver of physical readiness testing criteria.

(3) W (P)—Waiver of medical requirements other than physical fitness testing.

(4) W(X)—Waiver other than as indicated above.

g. Number of reenlistments. Enter the number of times the Soldier has reenlisted to include the current reenlistment (for example, 1st, 2d, 3d, as appropriate).

h. (POL MSG 12-01) Election of SRB payment, (for example LUMP SUM FLAT-RATE BONUS IAW MILPER MESSAGE XX-XX, PARA X)

i. (POL MSG 12-01) This is an example of entries for item 8B.

(1) CONUS STATION-OF-CHOICE REENLISTMENT OPTION (FORT LEWIS, WA) RCN 123456.

(2) SRB A ZONE, MOS 11B W/J3.

(3) W(A) APPROVED BY HQ, 2D BN, 60TH FA.

(4) 1ST REENLISTMENT.

(5) LUMP SUM FLAT-RATE BONUS IAW MILPER MESSAGE 11-174, PARA 4.

j. For indefinite reenlistment program, the following statement will appear after the last item in the remarks section: “I understand that my reenlistment is for an indefinite period and that I will be allowed to serve up to the Retention Control Point for my current rank. The retention control point for my current rank is YYYYMMDD. I further understand that if I am selected for promotion/promoted, reduced in rank or become ineligible for continued service that I may be further retained or separated IAW appropriate policies in effect at the time as prescribed by the Secretary of the Army or applicable law.”

k. (POL MSG 11-01) Soldiers who are reenlisting past their contractual ETS due to Stop Loss will have the following statement included in the remarks section: “SOLDIER RETAINED ON ACTIVE DUTY FROM (DAY AFTER CONTRACTUAL ETS) FOR AN ADDITIONAL “XX” MONTHS FOR THE CONVENIENCE OF THE GOVERNMENT UNDER THE PROVISIONS OF TITLE 10 USC 12305 (STOP LOSS).”

l. (RMT Message 11-19(C1)) Soldiers who have voluntarily waived their dwell will have the statement “I voluntarily waive my dwell time in connection with my reenlistment for the activation identified in line 8B (1) above. Initials_____” entered in the remarks section in Block 8b of the DD Form 4/1. Soldiers are required to initial in the space provided acknowledging they understand that accepting this assignment will break the dwell.

m. (POL MSG 11-01) Soldiers participating in the MGIB Transferability Benefit Program and reenlisting for the SRB Enhanced Program will have the following statement included in the remarks section: “I ELECT TO PARTICIPATE IN THE MGIB TRANSFERABILITY PROGRAM. I UNDERSTAND MY SRB ON LINE 8B (2) WILL BE REDUCED IAW MILPER MESSAGE [XX-XX] AND CAANNOT BE
| 8c | DD Form 4/1 (Rev) | The Soldier must read and enter all initials. |
| 12 | DD Form 4/1 (Rev) | The Soldier must read all statements and enter all initials. |
| 13a | Certification | The Soldier must sign, place an “X” in the block, and initial. |
| 13b | Signature | The Soldier must sign his/her full name, in First, Middle, Last sequence. |
| 13c | Date signed | Enter the date the Soldier is actually administered the oath, in YYYYMMDD format (e.g., 1994 JUN25). |
| 14a | Branch of Svc: USAR: ARNGUS: RA: | Enter “ARMY RESERVE” on the line provided. (TACC MSG 00-07) Enter ARMY NATIONAL GUARD on the line. The words “United States” will be “X”ed out. Enter “ARMY.” |
| 14b | Svc Rep Name USAR/ARNGUS: RA: | Enter the Service Representative’s name in last, first, middle initial sequence. Type the last, first, and middle name or initial of the NCO who is accepting the Soldier for reenlistment. If the NCO is not a Career Counselor, enter the initial of the last name, and the last four digits of the SSN of the Career Counselor (PMOS 79S) who is responsible for the validity of the reenlistment. (For example, H–1218.) In remote areas of the world where no Career Counselors are available, the remark “No Career Counselor available” will be entered. (For example, DOE, JOHN L.) |
| 14c | Pay Grade | Enter the Service Representative’s pay grade (for example, E7, E8, E9). (No hyphen.) |
| 14d | Unit/Command USAR/ARNGUS: RA: | Enter the Service Representative’s unit of assignment enter RETENTION OFFICE if CONUS or Transition Point if OCONUS. Enter the Service Representative’s unit of assignment (for example, HHD, 1st Bn, 41st FA). |
| 14e | Signature | Before signing the Service Representative will verify all entries for correctness and explain all applicable paragraphs to the Soldier. The Soldier identified in block 14b will sign in first, middle initial, last name sequence. |
| 14f | Date Signed | This date must reflect the date the Soldier was actually administered the oath in YYYYMMDD format (e.g., 1994 JUN25). |
| 15 | In the Armed Forces: USAR: ARNGUS: RA: | Enter the Installation, State, and ZIP code where the Service Representative’s unit/command is located (e.g., FORT BENNING, GEORGIA 98765). Enter location of military unit to which the Service Representative is assigned to include ZIP code or APO (for example, APO AE 09281 or Patrick AFB, FL 32935). |
| 16 | RA/USAR: ARNGUS: | After the word “I,” enter the Soldier’s full first, middle, and last name. (TACC MSG 00-07) No entries authorized. After the word “I,” enter the Soldier’s full first, middle, and last name. (For example, ROBERT RAY ROBERTSON) |
| 17 | RA/USAR: ARNGUS: | No entries authorized. (TACC MSG 00-07) After the word “I,” enter the Soldier’s full first, middle, and last name. After the words “State of”, enter the State in which the Soldier is enlisting. Following the words “Governor of”, enter the State in which the Soldier is enlisting. For enlistments into Guam, Puerto Rico, and Virgin Islands, strike out “State” and replace with “Territory”. For enlistments into the District of Columbia, strike out “State of” and type in “District of Columbia” on the line provided and strike out “Governor” and replace with “Commanding General” |
| 18 | RA/USAR: ARNGUS: | Enter enlisted/reenlisted day with month spelled out followed by 4 digit year (e.g. 2000). Next entry is State which Soldier is enlisting into the National Guard followed by “ARMY” as the branch of service with membership into the “ARMY” National Guard. Period of service will be written in
USAR/ARNGUS: 2 digit entries (e.g. 01 years, 08 months, 17 days). *(TACC MSG 00-10)* On the DD FORM 4/2, Section E, block 17; annotate 01 years, 00 months, and 00 days. Due to current system constraints dealing with RETAIN, the DD FORM 4 series will have to be edited and printed in two parts. First, enter the Soldiers remaining MSO in the field “Period ENL/TRANS” and print the DD FORM 4/1. Second, go back and change the "Period ENLS/TRANS" period to 01 year, 01 month, 01 day and print the DD FORM 4/2.

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<table>
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<tbody>
<tr>
<td>18a</td>
<td>Signature</td>
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<tr>
<td>18b</td>
<td>Date signed</td>
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<tr>
<td>19b</td>
<td>Administering Officer</td>
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<td>19c</td>
<td>Pay Grade</td>
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<td>19d</td>
<td>Unit/Command</td>
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<td>19e</td>
<td>Signature</td>
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<td>19f</td>
<td>Date Signed</td>
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<td>19g</td>
<td>Address</td>
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<tr>
<td>DD Form 4/3</td>
<td>Initials</td>
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<tr>
<td>Not used</td>
<td>(This form is used for entry into the delayed entry program.)</td>
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<tr>
<td>STATUS OF DA FORM 4591-R</td>
<td>DATE</td>
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<tr>
<td>-----------------------------------------------------------------------------------------</td>
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<tr>
<td>For use of this form, see AR 601-280; proponent agency is Army G-1 Retention</td>
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<td>ASSIGNED STRENGTH (All Enlisted Soldiers not serving under the indefinite reenlistment program)</td>
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<td>CARDS IN FILE</td>
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<td>CARDS WITH COMMANDER</td>
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<td>CARDS WITH REENLISTMENT NCO</td>
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<td>CARDS WITH CAREER COUNSELOR</td>
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<td>CARDS WITH RC CAREER COUNSELOR</td>
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<td>INPROCESSING (Assigned less than 30 days)</td>
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<td>OUT-PROCESSING (PCS and 30-60 days from ETS)</td>
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<tr>
<td>AUTHORIZED ABSENCE OVER 30 DAYS (Card with Soldier)</td>
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<tr>
<td>OTHER (Explain)</td>
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<tr>
<td>TOTAL CARDS ACCOUNTED FOR</td>
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</tbody>
</table>
## RECORD OF INSPECTIONS CONDUCTED

For use of this form, see AR 601-280; proponent agency is Army G-1 Retention

<table>
<thead>
<tr>
<th>DATE (QUARTERLY)</th>
<th>INSPECTED BY (RANK, NAME, ORGANIZATION)</th>
<th>FINAL RESULTS (COMM, SAT, UNSAT)</th>
<th>FINDINGS</th>
</tr>
</thead>
<tbody>
<tr>
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**PROGRAM MONITORED BY COMMANDER**

<table>
<thead>
<tr>
<th>DATE</th>
<th>CDR INITIALS</th>
<th>ADDITIONAL REMARKS OR INSPECTIONS (CIP, OIP, ETC.)</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>
### A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

<table>
<thead>
<tr>
<th>1. NAME (LAST, FIRST, MIDDLE)</th>
<th>ROBERTSON ROBERT RAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. SOCIAL SECURITY NUMBER</td>
<td>000-00-1001</td>
</tr>
<tr>
<td>3. HOME OF RECORD (STREET, CITY, STATE)</td>
<td>25241 210TH STREET CONESVILLE, IA 52739</td>
</tr>
<tr>
<td>4. PLACE OF ENLISTMENT/REENLISTMENT (MIL. INSTALLATION, CITY, STATE)</td>
<td>0003 IN BOX 02 2D BCT FT STEWART, GA 31313</td>
</tr>
<tr>
<td>5. DATE OF ENLISTMENT/REENLISTMENT (YYYY/MM/DD)</td>
<td>2012 AUG 24</td>
</tr>
<tr>
<td>6. DATE OF BIRTH (YYYY/MM/DD)</td>
<td>1986 MAR 25</td>
</tr>
</tbody>
</table>

### B. AGREEMENTS

**a. FOR ENLISTMENT IN A DELAYED ENTRY ENLISTMENT PROGRAM (DEP):**
I understand that I am joining the DEP. I understand that by joining the DEP I am enlisting in the Ready Reserve component of the United States (list branch of service) for a period not to exceed 365 days, unless this period of time is otherwise extended by the Secretary concerned. While in the DEP, I understand that I am in a nonpay status and that I am not entitled to any benefits or privileges as a member of the Ready Reserve, to include, but not limited to medical care, liability insurance, death benefits, education benefits, or disability retired pay if I incur a physical disability. I understand that the period of time while I am in the DEP is NOT creditable for pay purposes upon entry into a pay status. However, I also understand that the period of time while I am in the DEP is counted toward fulfillment of my military service obligation described in paragraph 10, below. While in the DEP, I understand that I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, qualifications, and mailing address. I understand that I WILL be ordered to active duty unless I report to the place shown in item 4 above by (list date (YYYY/MM/DD))

**b. REMARKS:**
(1) OVERSEAS ASSIGNMENT REENLISTMENT OPTION (Korea) (E007) RCN: 12282297.
(2) SRB A ZONE, MOS 11B.
(3) NO WAIVER.
(4) 1ST REENLISTMENT.
(5) LUMP SUM PAYMENT AUTHORIZED IAN WITH MILPER MESSAGE 07-3XX, PARA X.

**c.** The agreements in this section and attached annex(es) are all the promises made to me by the Government. ANYTHING ELSE

ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.

(Initials of Enlisted/Reenlistee) XXXX

(Continued on Page 2)
C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

9. FOR ALL ENLISTEES OR REENLISTEES:
   I understand that many laws, regulations, and military customs will govern my conduct and require me to do things under this agreement that a civilian does not have to do. I also understand that various laws, some of which are listed in this agreement, directly affect this enlistment/reenlistment agreement. Some examples of how existing laws may affect this agreement are explained in paragraphs 10 and 11. I understand that I cannot change these laws but that Congress may change these laws, or pass new laws, at any time that may affect this agreement, and that I will be subject to those laws and any changes they make to this agreement. I further understand that:
   a. My enlistment/reenlistment agreement is more than an employment agreement. It affects a change in status from civilian to military member of the Armed Forces. As a member of the Armed Forces of the United States, I will be:
      (1) Required to obey all lawful orders and perform all assigned duties.
      (2) Subject to separation during or at the end of my enlistment. If my behavior fails to meet acceptable military standards, I may be discharged and given a certificate for less than honorable service, which may hurt my future job opportunities and my claim for veteran’s benefits.
      (3) Subject to the military justice system, which means, among other things, that I may be tried by military courts-martial.
      (4) Required upon order to serve in combat or other hazardous situations.
      (5) Entitled to receive pay, allowances, and other benefits as provided by law and regulation.
   b. Laws and regulations that govern military personnel may change without notice to me. Such changes may affect my status, pay, allowances, benefits, and responsibilities as a member of the Armed Forces REGARDLESS of the provisions of this enlistment/reenlistment document.

10. MILITARY SERVICE OBLIGATION, SERVICE ON ACTIVE DUTY AND STOP-LOSS FOR ALL MEMBERS OF THE ACTIVE AND RESERVE COMPONENTS, INCLUDING THE NATIONAL GUARD.
   a. FOR ALL ENLISTEES: If this is my initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. Any part of that service not served on active duty must be served in the Reserve Component of the service in which I have enlisted. If this is a reenlistment, I must serve the number of years specified in this agreement, unless I am sooner discharged or otherwise extended by the appropriate authority. Some laws that affect when I may be ordered to serve on active duty, the length of my service on active duty, and the length of my service in the Reserve Component, even beyond the eight years of my Military Service Obligation, are discussed in the following paragraphs.
   b. I understand that I can be ordered to active duty at any time while I am a member of the DEP. In time of war, my enlistment may be extended without my consent for the duration of the war and for six months after its end (10 U.S.C. 506, 12103(c)).
   c. As a member of a Reserve Component of an Armed Force, in time of war or national emergency declared by the Congress, I may, without my consent, be ordered to serve on active duty, for the entire period of the war or emergency and for six (6) months after its end (10 U.S.C. 12301(a)). My enlistment may be extended during this period without my consent (10 U.S.C. 12103(c)).

   d. As a member of the Ready Reserve (to include Delayed Entry Program), in time of national emergency declared by the President, I may, without my consent, be ordered to serve on active duty, and my military service may be extended without my consent, for not more than 24 consecutive months (10 U.S.C. 12302). My enlistment may be extended during this period without my consent (see paragraph 10g).

   e. As a member of the Ready Reserve, I may, at any time and without my consent, be ordered to active duty to complete a total of 24 months of active duty, and my enlistment may be extended so I can complete the total of 24 months of active duty, if:
      (1) I am not assigned to, or participating unsatisfactorily in, a unit of the Ready Reserve; and
      (2) I have not met my Reserve obligation; and
      (3) I have not served on active duty for a total of 24 months (10 U.S.C. 12303).

   f. As a member of the Selected Reserve or as a member of the Individual Ready Reserve mobilization category, when the President determines that it is necessary to augment the active forces for any operational mission or for certain emergencies, I may, without my consent, be ordered to active duty for not more than 365 days (10 U.S.C. 12304). My enlistment may be extended during this period without my consent (see paragraph 10g).

   g. During any period members of a Reserve component are serving on active duty pursuant to an order to active duty under authority of 10 U.S.C. 12301, 12302, or 12304, the President may suspend any provision of law relating to my promotion, retirement, or separation from the Armed Forces if he or his designee determines I am essential to the national security of the United States. Such an action may result in an extension, without my consent, of the length of service specified in this agreement. Such an extension is often called a “stop-loss” extension (10 U.S.C. 12025).

   h. I may, without my consent, be ordered to perform additional active duty training for not more than 45 days if I have not fulfilled my military service obligation and fall in any year to perform the required training duty satisfactorily. If the failure occurs during the last year of my required membership in the Ready Reserves, my enlistment may be extended until I perform that additional duty, but not for more than six months (10 U.S.C. 10148).

11. FOR ENLISTEES/REENLISTEES IN THE NAVY, MARINE CORPS, OR COAST GUARD: I understand that if I am serving on a naval vessel in foreign waters, and my enlistment expires, I will be returned to the United States for discharge as soon as possible consistent with my desires. However, if essential to the public interest, I understand that I may be retained on active duty until the vessel returns to the United States. If I am retained under these circumstances, I understand I will be discharged not later than 30 days after my return to the United States, and that except in time of war, I will be entitled to an increase in basic pay of 25 percent from the date my enlistment expires to the date of my discharge.

12. FOR ALL MALE APPLICANTS: Completion of this form constitutes registration with the Selective Service System in accordance with the Military Selective Service Act. Incidents thereto the Department of Defense may transmit my name, permanent address, military address, Social Security Number, and birthdate to the Selective Service System for recording as evidence of the registration.

DD FORM 4/1 (PAGE 2), OCT 2007

Figure 11-4 (Page 2). Sample of DA Form 4/1 AND 4/2 (Enlistment/Reenlistment Document: Regular Army Reenlistment)
Table: DA Form 4/1 AND 4/2 (Enlistment/Reenlistment Document: Regular Army Reenlistment)

**NAME OF ENLISTEE/REENLISTEE (Last, First, Middle)**
ROBERTSON ROBERT RAY

**SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE**
000-00-1001

**D. CERTIFICATION AND ACCEPTANCE**

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I certify that I have carefully read this document, including the partial statement of existing United States laws in Section C and how they may affect this agreement. Any questions I had were explained to my satisfaction. I fully understand that only those agreements in Section B and Section C of this document or recorded on the attached Annex(es) will be honored. I also understand that any other promises or guarantees made to me by anyone that are not set forth in Section B or the attached Annex(es) are not effective and will not be honored.

**b. SIGNATURE OF ENLISTEE/REENLISTEE**
ROBERT RAY ROBERTSON

**c. DATE SIGNED (YYYY/MM/DD)**
2012 AUG 24

**14. SERVICE REPRESENTATIVE CERTIFICATION**

a. On behalf of the United States (list branch of service) ARMY.

I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

b. **NAME (Last, First, Middle)**
SANchez, Luis

c. **PAY GRADE**
E8

d. **UNIT/COMMAND NAME**
0003 IN BDE 02 2D BCT

e. **SIGNATURE**
Luis Sanchez

**f. DATE SIGNED (YYYY/MM/DD)**
2012 AUG 24

g. **UNIT/COMMAND ADDRESS** (City, State, ZIP Code)
FT STEWART, GA 31313

**E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT**

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, ________________, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, ________________, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of ________________, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of ________________, and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted/reenlisted this day of ________________, to serve in the ________________, National Guard and as a Reserve of the United States (list branch of service) with membership in the ________________, National Guard of the United States for a period of ________________ years, ________________ months, ________________ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

**b. **DATE SIGNED (YYYY/MM/DD)**
2012 AUG 24

**19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION**

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

b. **NAME (Last, First, Middle)**
Frellas Strate

c. **PAY GRADE**
0-3

d. **UNIT/COMMAND NAME**
0003 IN BDE 02 2D BCT

e. **SIGNATURE**
Strate Flessas

**f. DATE SIGNED (YYYY/MM/DD)**
2012 AUG 24

g. **UNIT/COMMAND ADDRESS** (City, State, ZIP Code)
FT STEWART, GA 31313

(Initials of Enlisted/Reenlisted) RRR

DD FORM 4/2, OCT 2007

Figure 11-4 (Page 3). Sample of DA Form 4/1 AND 4/2 (Enlistment/Reenlistment Document: Regular Army Reenlistment)
ENLISTMENT/REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

PRIVACY ACT STATEMENT


PRINCIPAL PURPOSE(S): To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USE(S): This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

<table>
<thead>
<tr>
<th>1. NAME (Last, First, Middle)</th>
<th>2. SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORRIS GARY</td>
<td>000-00-0002</td>
</tr>
</tbody>
</table>

3. HOME OF RECORD
(Site, City, County, State, Country, Zip Code)

| RD2 BOX 15                  |
| SHAMOKIN, PA 17872          |

4. PLACE OF ENLISTMENT/REENLISTMENT
(MW Installation, City, State)

| 202D MI BN                  |
| FT GORDON, GA 30905         |

5. DATE OF ENLISTMENT/REENLISTMENT (YYYY/MM/DD)

| 2009 OCT 21                 |

6. DATE OF BIRTH (YYYY/MM/DD)

| 1980 DEC 08                 |

7. PREV MIL SVC UPON ENLIST/REENLIST
YEARS  MONTHS  DAYS

| a. TOTAL ACTIVE MILITARY SERVICE |
| 11 03 00                        |
| b. TOTAL INACTIVE MILITARY SERVICE |
| 00 02 26                        |

B. AGREEMENTS

8. I Am enlisting/reenlisting in the United States (list branch of service) ARMY
this date for INDEFINITE years and _______ weeks beginning in pay grade E7 of which
INDEFINITE years and ________ weeks is considered an Active Duty Obligation, and _______ years and
_______ weeks will be served in the Reserve Component of the Service in which I have enlisted. If this is an initial
reenlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate
authority. This eight year service requirement is called the Military Service Obligation. The additional details of my enlistment/
reenlistment are in Section C and Annex(es) (list name of Annex(es) and describe)

a. FOR ENLISTMENT IN A DELAYED ENTRANCE/ENLISTMENT PROGRAM (DEP):
I understand that I am enrolling in the DEP. I understand that by enrolling in the Ready Reserve component of the United States (list branch of service)
for a period not to exceed 365 days, unless this period of time is otherwise extended by the Secretary concerned. While in the DEP, I understand that I am in a non-pay status and that I am not entitled to any benefits or privileges as a member of the Ready Reserve, to include, but not limited to medical care, liability insurance, death benefits, education benefits, or disability retired pay if I incur a physical disability. I understand that the period of time while I am in the DEP is NOT creditable for pay purposes upon entry into a pay status. However, I also understand that the period of time while I am in the DEP is counted toward fulfillment of my military service obligation described in paragraph 10, below. While in the DEP, I understand that I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, qualifications, and mailing address. I understand that I
WILL be ordered to active duty unless I report to the place shown in item 4 above by (list date YYYY/MM/DD)
for enlistment in the Regular component of the United States (list branch of service)
for not less than _______ years and _______ weeks.

b. REMARKS: (If none, so state)
(1) REGULAR ARMY REENLISTMENT OPTION (P000) RCN: 0010000.
(2) NO BONUS ENTITLEMENT.
(3) NO WAIVER.
(4) 4TH REENLISTMENT.
(5) I UNDERSTAND THAT MY REENLISTMENT IS FOR AN INDEFINITE PERIOD AND THAT I WILL BE ALLOWED
TO SERVE UP TO THE RETENTION CONTROL POINT FOR MY CURRENT RANK. THE RETENTIONCONTROLPOINT
FOR MY CURRENT RANK IS 2014 JUL 31. I FURTHER UNDERSTAND THAT IF I AM SELECTED FOR
PROMOTION/PROMOTED, REDUCED IN RANK OR BECOME INELIGIBLE FOR CONTINUED SERVICE THAT I MAY BE
FURTHER RETAINED OR SEPARATED IAW APPROPRIATE POLICIES IN EFFECT AT THE TIME AS PRESCRIBED
BY THE SECRETARY OF THE ARMY OR APPLICABLE LAW. INITIALS Cyd.

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government.

ANYTHING ELSE
ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.

(Continued on Page 2)

DD FORM 4/1, OCT 2007
PREVIOUS EDITION IS OBSOLETE
(Initials of Enlistees/Reenlistees)

Figure 11-5 (Page 1). Sample of DA Form 4/1 AND 4/2 (Enlistment/Reenlistment Document: Regular Army Reenlistment)
**NAME OF ENLISTEE/REENLISTEE** (Last, First, Middle)  
NORRIS GARY  

**SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE**  
000-00-0002  

**D. CERTIFICATION AND ACCEPTANCE**

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I certify that I have carefully read this document, including the partial statement of existing United States laws in Section C and how they may affect this agreement. Any questions I had were explained to my satisfaction. I fully understand that only those agreements in Section B and Section C of this document or recorded on the attached annex(es) will be honored. I also understand that any other promises or guarantees made to me by anyone that are not set forth in Section B or the attached annex(es) are not effective and will not be honored.

<table>
<thead>
<tr>
<th>b. SIGNATURE OF ENLISTEE/REENLISTEE</th>
<th>c. DATE SIGNED (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Norris</td>
<td>2009 OCT 21</td>
</tr>
</tbody>
</table>

**14. SERVICE REPRESENTATIVE CERTIFICATION**

a. On behalf of the United States (last branch of service) ARMY.

I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and the attached annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

<table>
<thead>
<tr>
<th>b. NAME (Last, First, Middle)</th>
<th>c. PAY GRADE</th>
<th>d. UNIT/COMMAND NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEAUPRE MICHAEL</td>
<td>E8</td>
<td>202D MI BN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. SIGNATURE</th>
<th>f. DATE SIGNED (YYYYMMDD)</th>
<th>g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Beaupre</td>
<td>2009 OCT 21</td>
<td>FT GORDON, GA 30905</td>
</tr>
</tbody>
</table>

**E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT**

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, GARY NORRIS, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, RODAN SHAWN, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of Georgia against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of Georgia and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted/reenlisted this _____________ day of _______ in the __________________________ National Guard and as a Reserve of the United States (last branch of service) with membership in the __________________________ National Guard of the United States for a period of ____________ years, __________ months, __________ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

<table>
<thead>
<tr>
<th>a. SIGNATURE OF ENLISTEE/REENLISTEE</th>
<th>b. DATE SIGNED (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gary Norris</td>
<td>2009 OCT 21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.</td>
</tr>
<tr>
<td>b. NAME (Last, First, Middle)</td>
</tr>
<tr>
<td>ROHAN SHAWN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. SIGNATURE</th>
<th>f. DATE SIGNED (YYYYMMDD)</th>
<th>g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shawn Rohan</td>
<td>2009 OCT 21</td>
<td>FT GORDON, GA 30905</td>
</tr>
</tbody>
</table>

DD FORM 4/2, OCT 2007  
PREVIOUS EDITION IS OBSOLETE.
**ENLISTMENT/REENLISTMENT DOCUMENT**

**ARMED FORCES OF THE UNITED STATES**

**PRIVACY ACT STATEMENT**


**PRINCIPAL PURPOSE(S):** To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject's military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

**ROUTINE USE(S):** This form becomes a part of the Service's Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

**DISCLOSURE:** Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

---

### A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

<table>
<thead>
<tr>
<th>1. NAME (Last, First, Middle)</th>
<th>2. SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICHARDSON CHRISTOPHER</td>
<td>200-00-0001</td>
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<table>
<thead>
<tr>
<th>3. HOME OF RECORD</th>
<th>4. PLACE OF ENLISTMENT/REENLISTMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>715 GRIFFITH DR</td>
<td>CO E 1BN 34INF</td>
</tr>
<tr>
<td>MANHATTAN, KS 66502</td>
<td>FT JACKSON, SC 29207</td>
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</table>

<table>
<thead>
<tr>
<th>5. DATE OF ENLISTMENT/REENLISTMENT</th>
<th>6. DATE OF BIRTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007 APR 01</td>
<td>1987 JAN 13</td>
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</table>

### B. AGREEMENTS

8. I am enlisting/reenlisting in the United States: **ARMY NATIONAL GUARD OF THE UNITED STATES**

**this date for** 06 years and 00MO 00DAYS weeks beginning in pay grade E4 of which 0 years and 0 weeks is considered an Active Duty Obligation, and 06 years and 00MO 00DAYS weeks will be served in the Reserve Component of the Service in which I have enlisted. If this is an initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. The additional details of my enlistment/reenlistment are in Section C and Annex(es) (list name(s) of Annex(es) and describe) ANNEX A.

---

a. FOR ENLISTMENT IN A DELAYED ENTRY ENLISTMENT PROGRAM (DEP):

I understand that I am enlisting in the United States **ARMY NATIONAL GUARD OF THE UNITED STATES** for a period not to exceed 365 days, unless this period of time is otherwise extended by the Secretary concerned. While in the DEP, I understand that I am in a nonpay status and that I am not entitled to any benefits or privileges as a member of the Ready Reserve, to include, but not limited to medical care, liability insurance, death benefits, education benefits, or disability retired pay if I incur a physical disability. I understand that the period of time while I am in the DEP is NOT creditable for pay purposes upon entry into a pay status. However, I also understand that the period of time while I am in the DEP is counted toward fulfillment of my military service obligation described in paragraph 10, below. While in the DEP, I understand that I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, qualifications, and mailing address. I understand that I will be ordered to active duty unless I report to the place shown in Item 4 above by (list date YYYYMMDD) for enlistment in the Regular component of the United States **ARMY NATIONAL GUARD OF THE UNITED STATES** for not less than years and weeks.

b. REMARKS: (If none, so state.)

"RESERVE COMPONENT ENLISTMENT PER AR 601-280, CHAPTER 7"

---

### C. ANYTHING ELSE

**ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.**

(Initialed of Enlisted/Reenlisted)

(Continued on Page 2)
Figure 11-6 (Page 2). Sample of DA Form 4/1 AND 4/2 (Enlistment/Reenlistment Document: ARNGUS Enlistment)

<table>
<thead>
<tr>
<th>NAME OF ENLISTEE/REENLISTEE</th>
<th>SOCIAL SECURITY NO. OF ENLISTEE/REENLISTEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RICHARDSON CHRISTOPHER</td>
<td>200-00-0001</td>
</tr>
</tbody>
</table>

**D. CERTIFICATION AND ACCEPTANCE**

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I certify that I have carefully read this document, including the partial statement of existing United States laws in Section C and how they may affect this agreement. Any questions I had were explained to my satisfaction. I fully understand that only those agreements in Section B and Section C of this document or recorded on the attached annex(es) will be honored. I also understand that any other promises or guarantees made to me by anyone that are not set forth in Section B or the attached annex(es) are not effective and will not be honored.

<table>
<thead>
<tr>
<th>b. SIGNATURE OF ENLISTEE/REENLISTEE</th>
<th>c. DATE SIGNED (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Richardson</td>
<td>2006 APR 01</td>
</tr>
</tbody>
</table>

**14. SERVICE REPRESENTATIVE CERTIFICATION**

a. On behalf of the United States (latter branch of service) ARMY NATIONAL GUARD OF THE UNITED STATES, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

<table>
<thead>
<tr>
<th>b. NAME (Last, First, Middle)</th>
<th>c. PAY GRADE</th>
<th>d. UNIT/COMMAND NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUGH, JOHN D.</td>
<td>E8</td>
<td>USAG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. SIGNATURE</th>
<th>f. DATE SIGNED (YYYYMMDD)</th>
<th>g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John D. Pugh</td>
<td>2006 APR 01</td>
<td>FT JACKSON, SC 29207</td>
</tr>
</tbody>
</table>

**E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT**

15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, _______________________________, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. IN THE NATIONAL GUARD (ARMY OR AIR):

I, _______________________________, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of KANSAS against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of KANSAS and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted/reenlisted this 1ST day of APRIL 2007 in the KANSAS National Guard and as a Reserve of the United States (latter branch of service) ARMY NATIONAL GUARD OF THE UNITED STATES with membership in the National Guard of the United States for a period of ________ years, ________ months, ________ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

<table>
<thead>
<tr>
<th>b. NAME (Last, First, Middle)</th>
<th>c. PAY GRADE</th>
<th>d. UNIT/COMMAND NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wentz, Shane A.</td>
<td>O-3</td>
<td>CO E IBN 34INF</td>
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</table>

<table>
<thead>
<tr>
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<th>g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)</th>
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<tbody>
<tr>
<td>Shane S. Wentz</td>
<td>2006 APR 01</td>
<td>FT JACKSON, SC 29207</td>
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</tbody>
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DD FORM 4/2, OCT 2007 PREVIOUS EDITION IS OBSOLETE
Figure 11-7 (Page 1). Sample of DA Form 4/1 AND 4/2 (Enlistment/Reenlistment Document: USAR Enlistment)

RESERVE COMPONENT ENLISTMENT  PMOSC: 98G2  PPN: 92

ENLISTMENT/REENLISTMENT DOCUMENT
ARMED FORCES OF THE UNITED STATES

PRIVACY ACT STATEMENT


PRINCIPAL PURPOSE(S): To record enlistment or reenlistment into the U.S. Armed Forces. This information becomes a part of the subject’s military personnel records which are used to document promotion, reassignment, training, medical support, and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USE(S): This form becomes a part of the Service’s Enlisted Master File and Field Personnel File. All uses of the form are internal to the relevant Service.

DISCLOSURE: Voluntary; however, failure to furnish personal identification information may negate the enlistment/reenlistment application.

A. ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. NAME (Last, First, Middle)  2. SOCIAL SECURITY NUMBER
BISHOP KAREN  200-00-0008

3. HOME OF RECORD (Street, City, County, State, Country, ZIP Code)  4. PLACE OF ENLISTMENT/REENLISTMENT (Mil. Installation, City, State)
404 12TH ST  POLYGRAPH INSTITUTE
LA GRANDE, OR 97850  FT JACKSON, SC 29207

5. DATE OF ENLISTMENT/REENLISTMENT (YYYY/MM/DD)  6. DATE OF BIRTH (YYYY/MM/DD)  7. PREV MIL SVC UPON ENLIST/REENLIST

2007 JUN 02  1970 SEP 17  a. TOTAL ACTIVE MILITARY SERVICE

B. AGREEMENTS

8. I am enlisting/reenlisting in the United States (list branch of service) ARMY RESERVE

This date for ______ years and _______ weeks beginning in pay grade _____ of which _______ weeks is considered an Active Duty Obligation, and _______ years and _______ weeks will be served in the Reserve Component of the Service in which I have enlisted. If this is an initial enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate authority. This eight year service requirement is called the Military Service Obligation. The additional details of my enlistment/reenlistment are in Section C and Annex(es) (list name of Annex(es) and describe)

ANNEX A

a. FOR ENLISTMENT IN A DELAYED ENLISTMENT PROGRAM (DEP):

I understand that I am enlisting in the Ready Reserve component of the United States (list branch of service) for a period not to exceed 365 days, unless this period of time is otherwise extended by the Secretary concerned. While in the DEP, I understand that I am in a nonpay status and that I am not entitled to any benefits or privileges as a member of the Ready Reserve, to include, but not limited to medical care, liability insurance, death benefits, education benefits, or disability retired pay if I incur a physical disability. I understand that the period of time while I am in the DEP is NOT creditable for pay purposes upon entry into a pay status. However, I also understand that the period of time while I am in the DEP is counted toward fulfillment of my military service obligation described in paragraph 10, below. While in the DEP, I understand that I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, qualifications, and mailing address. I understand that I WILL be ordered to active duty unless I report to the place shown in item 4 above by _______ for enlistment in the Regular component of the United States (list branch of service) for not less than _______ years and _______ weeks.

b. REMARKS: (If none, so state.)

“RESERVE COMPONENT ENLISTMENT PER AR 601-280, CHAPTER 7”

c. The agreements in this section and attached annex(es) are all the promises made to me by the Government. ANYTHING ELSE

ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.

(Initials of Enlistees/Reenlistee) KB

DD FORM 4/1, OCT 2007  PREVIOUS EDITION IS OBSOLETE

Adobe Professional 7.0

AR 601-280 ● 12 October 2011  91
**NAME OF ENLISTEE/REENLISTEE**

| BISHOP KAREN | 200-00-0008 |

**D. CERTIFICATION AND ACCEPTANCE**

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I certify that I have carefully read this document, including the partial statement of existing United States laws in Section C and how they may affect this agreement. Any questions I had were explained to my satisfaction. I fully understand that only those agreements in Section B and Section C of this document or recorded on the attached Annex(es) will be honored. I also understand that any other promises or guarantees made to me by anyone that are not set forth in Section B or the attached Annex(es) are not effective and will not be honored.

<table>
<thead>
<tr>
<th>b. SIGNATURE OF ENLISTEE/REENLISTEE</th>
<th>c. DATE SIGNED (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Bishop</td>
<td>2007 JUN 02</td>
</tr>
</tbody>
</table>

**14. SERVICE REPRESENTATIVE CERTIFICATION**

a. On behalf of the **United States Army Reserve**, I accept this applicant for enlistment. I have witnessed the signature in item 13b to this document. I certify that I have explained that only those agreements in Section B of this form and the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

<table>
<thead>
<tr>
<th>b. NAME (Last, First, Middle)</th>
<th>c. PAY GRADE</th>
<th>d. UNIT/COMMAND NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>POTTS, CARY C.</td>
<td>E8</td>
<td>USAG</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. SIGNATURE</th>
<th>f. DATE SIGNED (YYYYMMDD)</th>
<th>g. UNIT/COMMAND ADDRESS (Cty, State, ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cary Potts</td>
<td>2007 JUN 02</td>
<td>FT JACKSON, SC 29207</td>
</tr>
</tbody>
</table>

**E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT**

15. **IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):**

I, **KAREN BISHOP**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

16. **IN THE NATIONAL GUARD (ARMY OR AIR):**

I, **KAREN BISHOP**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of **ARMY RESERVE** against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of **FT JACKSON, SC 29207** and the orders of the officers appointed over me, according to law and regulations. So help me God.

17. **IN THE NATIONAL GUARD (ARMY OR AIR):**

I do hereby acknowledge to have voluntarily enlisted/reenlisted this **day of** in the **FT JACKSON, SC 29207** National Guard and as a Reserve of the United States **USAG** with membership in the **FT JACKSON, SC 29207** National Guard of the United States for a period of **0** years, **0** months, **0** days, under the conditions prescribed by law, unless sooner discharged by proper authority.

<table>
<thead>
<tr>
<th>a. SIGNATURE OF ENLISTEE/REENLISTEE</th>
<th>b. DATE SIGNED (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Bishop</td>
<td>2007 JUN 02</td>
</tr>
</tbody>
</table>

**19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION**

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

<table>
<thead>
<tr>
<th>b. NAME (Last, First, Middle)</th>
<th>c. PAY GRADE</th>
<th>d. UNIT/COMMAND NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORR, WILLENE</td>
<td>0-2</td>
<td>POLYGRAPH INSTITUTE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>e. SIGNATURE</th>
<th>f. DATE SIGNED (YYYYMMDD)</th>
<th>g. UNIT/COMMAND ADDRESS (Cty, State, ZIP Code)</th>
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</thead>
<tbody>
<tr>
<td>Willene Orr</td>
<td>2007 JUN 02</td>
<td>FT JACKSON, SC 29207</td>
</tr>
</tbody>
</table>

(Initials of Enlistee/Reenlistee) **KB**

**DD FORM 4/2, OCT 2007**

Figure 11-7 (Page 2). Sample of DA Form 4/1 AND 4/2 (Enlistment/Reenlistment Document: USAR Enlistment)
RESERVE COMPONENT ENLISTMENT

NAME (Last, First, Middle):
CAGE JOHN

HOME OF RECORD (Street, City, County, State, Country, ZIP Code):
404 12TH ST
LA GRANDE, OR 97850

PLACE OF ENLISTMENT/REENLISTMENT (MIL Installation, City, State):
FT JACKSON, SC 29207

DATE OF ENLISTMENT/REENLISTMENT (YYYYMMDD):
2007 JUN 02

DATE OF BIRTH (YYYYMMDD):
1970 SEP 17

PREV MIL SVC UPON ENLIST/REENLIST:
TOTAL ACTIVE MILITARY SERVICE
TOTAL INACTIVE MILITARY SERVICE

AGREEMENTS

I am enlisting/reenlisting in the United States Army Reserve on the date
for 00 weeks beginning in pay grade 05 of which 00 00DAYS
weeks will be served in the Reserve Component of the Service in which I have enlisted. If this is my initial
enlistment, I must serve a total of eight (8) years, unless I am sooner discharged or otherwise extended by the appropriate
authority. This eight year service requirement is called the Military Service Obligation. The additional details of my enlistment/reenlistment are in Section C and Annex(es) (list name of Annex(es) and describe)

RESERVE COMPONENT ENLISTMENT PER AR 601-280, CHAPTER 7

ANNEX A

ANYTHING ELSE

ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED.
(Initials of Enlisted/Reenlisted)
## D. CERTIFICATION AND ACCEPTANCE

13a. My acceptance for enlistment is based on the information I have given in my application for enlistment. If any of that information is false or incorrect, this enlistment may be voided or terminated administratively by the Government or I may be tried by a Federal, civilian, or military court and, if found guilty, may be punished.

I certify that I have carefully read this document, including the partial statement of existing United States laws in Section C and how they may affect this agreement. Any questions I had were explained to my satisfaction. I fully understand that only those agreements in Section B and Section C of this document or recorded on the attached annex(es) will be honored. I also understand that any other promises or guarantees made to me by anyone that are not set forth in Section B or the attached annex(es) are not effective and will not be honored.

### b. SIGNATURE OF ENLISTEE/REENLISTEE

John Cage

### c. DATE SIGNED (YYYY/MM/DD)

2007 JUN 02

### 14. SERVICE REPRESENTATIVE CERTIFICATION

**Army Reserve**

a. On behalf of the United States of America, I attest that the information in Section B of this document and the attached Annex(es) will be honored, and any other promises made by any person are not effective and will not be honored.

### b. NAME (Last, First, Middle)

Smith, Paul

### c. PAY GRADE

E8

### d. UNIT/COMMAND NAME

USAG

### e. SIGNATURE

Paul Smith

### f. DATE SIGNED (YYYY/MM/DD)

2007 JUN 02

### g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)

FT Jackson, SC 29207

## E. CONFIRMATION OF ENLISTMENT OR REENLISTMENT

### 15. IN THE ARMED FORCES EXCEPT THE NATIONAL GUARD (ARMY OR AIR):

I, ____________________________, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God.

### 16. IN THE NATIONAL GUARD (ARMY OR AIR):

______________________________, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the State of ____________________________ against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the Governor of ____________________________ and the orders of the officers appointed over me, according to law and regulations. So help me God.

### 17. IN THE NATIONAL GUARD (ARMY OR AIR):

I do hereby acknowledge to have voluntarily enlisted/reenlisted this ______________ day of ____________________________ in the National Guard and as a Reserve of the United States, (list branch of service) with membership in the National Guard for a period of ______________ years, ______________ months, ______________ days, under the conditions prescribed by law, unless sooner discharged by proper authority.

### 18. SIGNATURE OF ENLISTEE/REENLISTEE

John Cage

### 19. ENLISTMENT/REENLISTMENT OFFICER CERTIFICATION

a. The above oath was administered, subscribed, and duly sworn to (or affirmed) before me this date.

### b. DATE SIGNED (YYYY/MM/DD)

2007 JUN 02

### c. PAY GRADE

0-2

### d. UNIT/COMMAND NAME

Polygraph Institute

### e. SIGNATURE

Julie Hoover

### f. DATE SIGNED (YYYY/MM/DD)

2007 JUN 02

### g. UNIT/COMMAND ADDRESS (City, State, ZIP Code)

FT Jackson, SC 29207

(Initials of Enlistee/Reenlistee) __

DD FORM 4/2, OCT 2007

PREVIOUS EDITION IS OBSOLETE.

Figure 11-7A (Page 2). Sample of DA Form 4/1 AND 4/2 (Enlistment/Reenlistment Document: USAR IRR Enlistment)
CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE REQUIREMENTS
AND METHODS OF FULFILLMENT FOR INDIVIDUALS ENLISTING OR TRANSFERRING INTO UNITS OF THE ARMY NATIONAL GUARD UPON REFRA&D/DISCHARGE FROM ACTIVE ARMY SERVICE

For use of this form, see AR 601-280; the proponent agency is ODCSPER.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

<table>
<thead>
<tr>
<th>AUTHORITY:</th>
<th>Title 10, USC Section 270, 10 USC 511, 10 USC 673a, Section 301 and 304, Title 32, USC and Executive Order 9397, 22 November 1943.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL PURPOSE:</td>
<td>To explain obligation and participation requirements and to ensure that your agreement to these conditions is a matter of record.</td>
</tr>
<tr>
<td>ROUTINE USES:</td>
<td>Confirmation of obligation and participation requirements, occasionally as a basis for nonparticipation action if requirements are not met.</td>
</tr>
<tr>
<td>DISCLOSURE:</td>
<td>Disclosure of your SSN is voluntary, however, if not provided you will not be enlisted or transferred.</td>
</tr>
</tbody>
</table>

SECTION I - APPLICABILITY

This certificate and acknowledgment of service requirements will be completed by all individuals enlisting or transferring into units of the ARMY NATIONAL GUARD as applicable under AR 135-91.

SECTION II - INSTRUCTIONS

For soldiers enlisting in the Army National Guard: The Active Army/RC Career Counselor who obtains an ARNG assignment is responsible to read and explain the service requirements shown below. Following the reading, explanation, and affixing of proper signatures, a copy of the signed form will be attached to a copy of the soldier’s orders.

SECTION III - EXPLANATION TO SOLDIER

In connection with membership in the Army National Guard, it is my duty and responsibility to explain the service and participation requirements that are applicable. If, during the course of the explanation, you have any questions, or want further clarification, advise me and I will explain all matters to your satisfaction and understanding before proceeding. The original of this certificate will be attached to the enlistment document once the Oath of Enlistment is administered at your new unit assignment. I will give you a copy of this signed certificate for your personal use.

This certificate is required by regulation when you have voluntarily elected one of the following options: (Individual will initial next to the checked transaction.)

1. **ENLISTMENT INTO THE ARMY NATIONAL GUARD OF THE UNITED STATES OF A PRIOR SERVICE MEMBER WHO WAS RELEASED PRIOR TO COMPLETION OF AN INCURRED EIGHT-YEAR MILITARY SERVICE OBLIGATION (OBLIGOR).**
   - I incurred an 8-year military service obligation upon entry into the active military service and I have not completed that obligation; therefore, this enlistment into the Army National Guard is at least for the minimum period of service remaining of my statutory obligation. This enlistment requires that I commence training with an ARNG unit immediately and I will report to said unit within 30 days of my release/discharge from activity duty. I will be required to maintain satisfactory participation in the Ready Reserve for the entire period of service stipulated on the enlistment document to which this is attached.

2. **ENLISTMENT INTO THE ARMY NATIONAL GUARD OF THE UNITED STATES OF A PRIOR SERVICE MEMBER WHO WAS DISCHARGED HAVING NO REMAINING STATUTORY MILITARY SERVICE OBLIGATION (NON-OBLIGOR).**
   - I am currently not a member of any Reserve Component, but I have had previous military service in the Armed Forces of the United States and I have no remaining statutory military service obligation. This enlistment requires that I commence training with a unit immediately and I will report to said unit within 30 days of discharge from active duty. I will be required to maintain satisfactory participation in the Army National Guard for the entire period of service stipulated on this document.

SECTION IV - SATISFACTORY PARTICIPATION

I understand that I must participate satisfactorily during the entire period of my enlistment or assignment to the Ready Reserve in accordance with the rules and regulations now in effect, or which may be hereafter placed into effect, by proper authority. Satisfactory participation in the Selected Reserve currently is defined as follows:

1. **After completion of your active duty for training (if required) you will serve the remaining period of your enlistment with your assigned unit unless the option you selected provided for transfer to the Individual Ready Reserve (IRR) or Inactive National Guard (ING) after a period of time in your unit.**

**DA FORM 7249-R, MAY 1998**

EDITION OF DEC 94 IS OBSOLETE

**Figure 11-8 (Page 1). Sample of DA Form 7249-R (Annex A – Certificate of Acknowledgement of Service Requirements)**

AR 601-280 ● 12 October 2011

95
2. You will be required to attend all scheduled unit training assemblies (at least 48 per year) unless you are excused by proper authority. If you accrue 9 or more unexcused absences during any continuous 365-day period you may be declared an unsatisfactory participant. A soldier who attends a scheduled unit training assembly must be in the prescribed uniform, present a neat soldierly appearance, and perform his/her assigned duties in a satisfactory manner to receive credit for attendance. In the event that you do not receive credit for attendance for any of the reasons I have explained, you will be charged with an unexcused absence.

3. As a member of a unit you will be required to satisfactorily complete one period of annual active duty for training of not less than 15 days per year exclusive of travel time unless excused by proper authority.

4. If, through reasons beyond your control, you lose your unit assignment and are assigned by proper authority to the Individual Ready Reserve (IRR), you may be required to complete a period of not more than 30 days active duty for training each year.

5. If you change residence to a location too distant to permit continued participation with your unit, you will be authorized a period of not more than 90 days of excused absence from training. During this 90-day period you must locate and join another Reserve Component unit.

6. You will be responsible for keeping your commander advised of your current mailing address at which you will receive official correspondence.

7. You will be responsible for replying and complying with all official orders and correspondence which you may receive.

8. If you fail to participate satisfactorily for any of the reasons I have explained or which may be placed into effect hereafter by proper authority, you may be declared an unsatisfactory participant and may be subject to reduction in grade and removal from the unit and transferred to the Individual Ready Reserve (IRR) or Inactive National Guard (ING).

9. During the entire period of this enlistment, while I am a member of the Ready Reserve, I may at any time be ordered to active duty involuntarily as a member of a unit, or as an individual if not assigned to a unit, in the event of war or national emergency declared by the Congress or the President of the United States; or in the event of an emergency declared by the Governor of the state, or under any other conditions authorized by law in effect at the time of my enlistment or which may be hereafter be enacted into law. I understand that I must comply with said orders.

### SECTION V - ADDITIONS OR CHANGES TO THIS CERTIFICATE

A check in this block indicates that an addendum will be completed, signed by the soldier, and attached hereto once the Oath of Enlistment is administered at individual’s new unit of assignment. Any addendum to your enlistment is to be considered an integral part of this certificate and it may add, alter, or delete, certain portions of this certificate. Only addendums that have been authorized by HQDA publications may be used for this purpose.

### SECTION VI - ACKNOWLEDGMENTS AND UNDERSTANDING OF ENLISTMENT, TRANSFER, OR UNIT ASSIGNMENT OBLIGATIONS

<table>
<thead>
<tr>
<th>1. ASSIGNED TO</th>
<th>2. TERM OF SERVICE</th>
<th>3. HIV TEST CERTIFICATION</th>
</tr>
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<tr>
<td>a. UNIT</td>
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<tr>
<td>35TH MP CO (REAR)</td>
<td>2722 SW TOPEKA BLVD TOPEKA, KS 66611</td>
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<tr>
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<td>MONTHS</td>
<td>DAYS</td>
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<td></td>
<td>YEARS</td>
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</tr>
<tr>
<td></td>
<td>00</td>
<td>00</td>
</tr>
<tr>
<td></td>
<td>a. DATE OF HIV TEST (YYYYMMDD)</td>
<td>20050505</td>
</tr>
<tr>
<td></td>
<td>b. RESULTS OF HIV TEST</td>
<td>POSITIVE X NEGATIVE</td>
</tr>
<tr>
<td></td>
<td>4a. AFFILIATION BONUS AUTHORIZED</td>
<td>X YES NO</td>
</tr>
<tr>
<td></td>
<td>4b. BONUS CONTROL NUMBER</td>
<td>7000022</td>
</tr>
</tbody>
</table>

5. I have been counseled concerning my eligibility for the Student Loan Repayment Program. I understand I may be eligible to reenlist to qualify for this program upon arrival at my unit of assignment.

6. I certify that the unit into which I am enlisting/transferring is not farther than the reasonable commuting distance, as defined in AR 140-10, paragraph 1-10. I expect to attend unit drills regularly and be a satisfactory participant of the unit identified in Item 1 above of this section.

7. I understand that if I have any problems as I transition into the Reserve Component (RC) I can contact the Reserve Component Retention Branch at: 1-888-572-9940 for assistance.

8. I certify that I have been counseled that “The effective date of my Army National Guard of the United States enlistment is the day my Oath of Enlistment is administered at my new unit of assignment.” My contract will be voided if I reenlist or extend in the Active Army or if I become ineligible for enlistment under current policy on or before my transition date.

**Figure 11-8 (Page 2). Sample of DA Form 7249-R (Annex A – Certificate of Acknowledgement of Service Requirements)**
9. I, the undersigned, having voluntarily elected to become a member of the Army National Guard, acknowledge that all the conditions of such membership as outlined on this certificate were read and explained to me by the Active Army/RC Career Counselor whose signature appears in SECTION VII.

<table>
<thead>
<tr>
<th>a. TYPED NAME OF SOLDIER</th>
<th>b. SOCIAL SECURITY NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOUG PORTS</td>
<td>200-00-0001</td>
</tr>
</tbody>
</table>

c. SIGNATURE
d. DATE SIGNED (YYYYMMDD)

Doug Ports
2006 APR 01

SECTION VII - CERTIFICATION BY CAREER COUNSELOR

1. I certify that I have read and explained all the conditions and stipulations concerning the specific program set forth above under which the individual will become a member of an ARMY NATIONAL GUARD unit. Following this reading and explanation, a copy of this signed form was furnished the above soldier.

<table>
<thead>
<tr>
<th>a. TYPED NAME OF CAREER COUNSELOR</th>
<th>b. RANK</th>
<th>c. TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>THOMPSON MICHAEL</td>
<td>MSG</td>
<td>RC CAREER COUNSELOR</td>
</tr>
</tbody>
</table>

d. SIGNATURE
e. DATE SIGNED (YYYYMMDD)

Michael Thompson
2006 APR 01

2. REMARKS

Figure 11-8 (Page 3). Sample of DA Form 7249-R (Annex A – Certificate of Acknowledgement of Service Requirements)
**OATH OF EXTENSION OF ENLISTMENT**

For use of this form, see AR 601-280; the proponent agency is DCSPER.

### APPLICANT DATA

<table>
<thead>
<tr>
<th>NAME (Last, First, Middle)</th>
<th>RANK</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERTSON ROBERT RAY</td>
<td>SGT</td>
<td>000-00-0001</td>
</tr>
</tbody>
</table>

**PLACE OF EXTENSION** (Unit, Installation, State, ZIP Code)

0002 IN DIV 2D INF DIV, APO AP 96224

**EXTENSION CONTROL NUMBER**

0000010

### AGREEMENT

I, a member of the Regular Army, do hereby acknowledge this 11TH day of SEPTEMBER 2013, to have voluntarily extended my 4 YEAR enlistment of the 24TH day of AUGUST 2012, as a soldier in the Regular Army of the United States to a period of 04 years 07 months 00 weeks from the last mentioned date. The period of this extension is 07 months and my new ETS date is 03 MARCH 2017.

My request for extension is TO MEET THE SRR FOR RECRUITING DUTY. (Specify reason)

Up paragraph 4-9a (Appropriate paragraph) chapter 4, AR 601-280.

### FULL SIGNATURE OF APPLICANT

ROBERT RAY ROBERTSON

DATE SIGNED

2017 SEP 11

### RESPONSIBLE CAREER COUNSELOR

<table>
<thead>
<tr>
<th>TYPED NAME (Last, First, MI)</th>
<th>RANK</th>
<th>CCID</th>
<th>UNIT (Unit, Installation, State, ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROEBACK WOODROW</td>
<td>SFC</td>
<td>R-0389</td>
<td>0002 IN DIV 2D INF DIV APO AP 96224</td>
</tr>
</tbody>
</table>

### REMARKS


### ADMINISTERING OFFICER

Subscribed to before me this 11TH day of SEPTEMBER 2013.

<table>
<thead>
<tr>
<th>TYPED NAME (Last, First, MI)</th>
<th>RANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOTT, CRAIG T.</td>
<td>CPT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>UNIT (Unit, Installation, State, ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig T. Lott</td>
<td>0002 IN DIV 2D INF DIV, APO AP 96224</td>
</tr>
</tbody>
</table>

**DA FORM 1695, MAY 1998**

EDITION OF AUG 86 IS OBSOLETE

USAFA V1.00

---

**Figure 11-9. Sample of DA Form 1695 (Oath of Extension)**
OATH OF EXTENSION OF ENLISTMENT

For use of this form, see AR 601-280; the proponent agency is DCSPER

APPLICANT DATA

NAME (Last, First, Middle)  RANK  SSN
BEAUPRE MICHAEL  SPC  400-00-0004

PLACE OF EXTENSION (Unit, Installation, State, ZIP Code)
MONCRIEFARMYCOMMUNITYHOSPITAL, FT JACKSON, SC 29207

EXTENSION CONTROL NUMBER (If applicable)
0000013

AGREEMENT

I, a member of the Regular Army, do hereby acknowledge this 21ST day of JANUARY 2013, to have voluntarily extended my 4 YEAR enlistment of the 11TH day of MAY 2012, as a soldier in the Regular Army of the United States to a period of 06 years 06 months 00 weeks from the last mentioned date. The period of this extension is 30 months and my new ETS date is 10 NOVEMBER 2014.

My request for extension is TO MEET THE SRR FOR BEAR PROGRAM PARTICIPATION (MOS 88M) 

(specify reason)

Up paragraph 4-9a (Appropriate paragraph) chapter 4, AR 601-280.

FULL SIGNATURE OF APPLICANT  DATE SIGNED
Michael Beaupre  2012 JAN 21

RESPONSIBLE CAREER COUNSELOR

TYPED NAME (Last, First, MI)  RANK  CCID  UNIT (Unit, Installation, State, ZIP Code)
FRENCH LORENZO G. III  SSG  F-0389  MONCRIEF ARMY COMMUNITY HOSPITAL FT JACKSON, SC 29207

REMARKS
APPROVED BEAR MOS 88M  BEAR SRB AWARD LEVEL 2.0A
TRAINING COMPLETION DATE 20081103  ANNEX-A ATTACHED
MILPER MESSAGE 08-1XX

ADMINISTERING OFFICER

Subscribed to before me this 21ST day of JANUARY 2012.

TYPED NAME (Last, First, MI)  RANK
MOSS MICHAEL  CPT

SIGNATURE
Michael Moss

UNIT (Unit, Installation, State, ZIP Code)
MONCRIEF ARMY COMMUNITY HOSPITAL FT JACKSON, SC 29207

DA FORM 1695, MAY 1998  EDITION OF AUG 86 IS OBSOLETE

Figure 11-10. Sample of DA Form 1695 (Oath of Extension for BEAR Participation)
### WAIVER OF DISQUALIFICATION FOR
REENLISTMENT/PROMOTION IN THE REGULAR ARMY

**DATE:** 2011 MAR 21

**TO:** (Include ZIP Code)

**FROM:** (Include ZIP Code)

<table>
<thead>
<tr>
<th>1. RANK/NAME (Last, First, Middle)</th>
<th>2. SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFC/ROBERTSON, ROBERT RAY</td>
<td>000-00-0001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. PHYSICAL STATUS</th>
<th>4. CODE</th>
<th>5. DATE OF PHYSICAL</th>
<th>6. DATE OF PROFILE</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>S</td>
<td>A</td>
<td>NONE</td>
</tr>
</tbody>
</table>

#### BRIEF SUMMARY OF ASSIGNMENT LIMITATIONS

NONE

#### 7. TIME LOST DURING CURRENT SERVICE

<table>
<thead>
<tr>
<th>DATES (From/To)</th>
<th>NO. OF DAYS</th>
<th>REASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>20100902/20100904</td>
<td>3</td>
<td>LOST TIME</td>
</tr>
</tbody>
</table>

#### 8. COURTS-MARTIAL DURING CURRENT TERM OF SERVICE

<table>
<thead>
<tr>
<th>TYPE</th>
<th>OFFENSE</th>
<th>DATE OF CONVICTION</th>
<th>SENTENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 9. ARTICLE 15 DURING CURRENT TERM OF SERVICE

<table>
<thead>
<tr>
<th>ARTICLE</th>
<th>TYPE</th>
<th>OFFENSE</th>
<th>DATE OF CONVICTION</th>
<th>SENTENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>86/CO</td>
<td>AWOL</td>
<td>20060919</td>
<td>FORFEIT $50 FOR ONE MONTH</td>
<td>SUSPENDED BUST 3 MONTHS</td>
</tr>
</tbody>
</table>

#### 10. LETTER(S) OF INDEBTEDNESS

<table>
<thead>
<tr>
<th>CREDITOR</th>
<th>AMOUNT</th>
<th>DATE OF LETTER</th>
<th>DISPOSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. RECOMMENDATION OF COMMANDING OFFICER WITH REASONS AND JUSTIFICATIONS (USE CONTINUATION SHEET PER AR 340-15, IF NEEDED)

PFC ROBERTSON IS NOW A CANDIDATE FOR FURTHER SERVICE. HIS MONTHLY COUNSELING STATEMENTS REFLECT HIS ABILITY TO OVERCOME HIS DEFICIENCY, AND SOLID PERFORMANCE AND POSITIVE ATTITUDE DURING BOTH THE PREDEPLOYMENT AND DEPLOYMENT PHASES. HE RECEIVED A COA FOR HIS PREDEPLOYMENT EFFORTS THAT CONTRIBUTED TO THE UNIT’S MISSION SUCCESS.

12. LIST OF ENCLOSES (Double column, if necessary)

2 ENCLS
1. ERB
2. SOLDIER’S STATEMENT

13. TYPED NAME, RANK AND BRANCH OF COMMANDER

LARRY BENEDICT JR, CPT, IN

**SIGNATURE**

Larry Benedict Jr

---

**DA FORM 3072-R, MAY 88**

PREVIOUS EDITION OF JAN 88 IS OBSOLETE.

USAPPC V1.00

---

**Figure 11-11. Sample of DA Form 3072 (Waiver of Disqualification for Reenlistment/Promotion in the Regular Army)**
**STATEMENTS FOR ENLISTMENT**

(Received by the applicant for reenlistment on the date specified in Part I of the Statement of Enlistment, DA Form 601-280. This form is not included in the personnel record of the Army. It is completed only at the end of this form. The proponent agency is DODPER. For use of this form, see AR 601-280; the proponent agency is DODPER.)

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

<table>
<thead>
<tr>
<th>AUTHORITY:</th>
<th>Section 504, 505, 508, and 510, Title 10, USC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL PURPOSE:</td>
<td>To determine eligibility for reenlistment.</td>
</tr>
<tr>
<td>ROUTINE USES:</td>
<td>Information may be referred to appropriate authorities if disciplinary action or discharge for fraudulent enlistment/reenlistment is appropriate.</td>
</tr>
<tr>
<td>DISCLOSURE:</td>
<td>Disclosure of personal information is voluntary, however, failure to furnish information requested may result in denial of reenlistment in the US Army.</td>
</tr>
</tbody>
</table>

**PART I - GENERAL STATEMENT OF UNDERSTANDING**

**TO BE COMPLETED BY ALL APPLICANTS FOR REENLISTMENT IN THE REGULAR ARMY**

1. **ACKNOWLEDGEMENT:** In connection with my reenlistment in the Regular Army, I hereby acknowledge that:

   a. All promises made to me are contained in Item 8 of DD Form 4, my reenlistment agreement, and Part II of this statement.
   
   b. I have not been guaranteed attendance at an MOS-producing Army service school or Airborne training unless the title of the school course or Airborne training has been entered in the title of DD Form 4.
   
   c. Should I make any material omission or misstatement of fact in connection with any of my enlistment documents, (1) I may be subject to disciplinary action, or (2) I may be subject to early separation from this enlistment, or (3) I shall complete, if permitted, the period for which I enlisted in any assignment deemed appropriate in accordance with the needs of the Army.
   
   d. Should I choose an option which requires a security clearance and I am not granted such clearance after I have enlisted, or my granted clearance is revoked after I have enlisted, I agree to accept any assignment in accordance with the needs of the Army and I will complete the period for which I enlisted.
   
   e. Law violations for which I have been convicted or have had adverse adjudication as a juvenile or youthful offender may be cause for denial of security clearance.
   
   f. My choice of initial enlistment option shown in Item 8 of my DD Form 4 does not constitute any guarantee that a substantial part of my enlistment will be served in the option, and the needs of the service may result in my transfer at any time (other than as may be provided by the specific option selected) to any other assignment or overseas command.
   
   g. Should my enlistment involve a commitment for specialized training or a selective assignment, conduct on my part occurring after my enlistment which results in disciplinary action may be just cause for my transfer to any other assignment within the continental United States or to an overseas command.
   
   h. My acceptance for enlistment carries no promise whatsoever relative to furnishing transportation for dependents to overseas commands or to the furnishing of family quarters either in overseas commands or in the continental United States.
   
   i. If, after my enlistment for a specific option, I fail to meet required qualifications which cannot be determined prior to my enlistment, I understand that I will not be offered another enlistment option, but will be trained and assigned in accordance with the needs of the Army and will be required to complete the term of service for which I enlisted.
   
   j. If, after my enlistment in the Regular Army, I should waive my initial enlistment option as listed in Item 8, DD Form 4, and in Part II of my statement for enlistment for any reason whatsoever, this initial option will not be reinstated at a later date.
   
   k. I am not consciously opposed, by reason of religious training or belief, to bearing arms or to participation, or training in any manner or course or Airborne training has been entered in Item 8, DD Form 4.
   
   l. I am aware that in the event of armed conflict involving the United States, the Secretary of the Army may declare null and void any portion of my enlistment option pertaining to training, assignment, or duty, if he determines such action to be necessary.

2. **PART II - IN-SERVICE REENLISTMENT OPTION**

**TO BE COMPLETED BY APPLICANT REENLISTING FOR A SPECIFIC OPTION**

3. I have read and understand the provisions of the reenlistment option for which I am reenlisting. Furthermore, to avoid misunderstandings, I have recorded below in my own words and handwriting all spoken and written promises that have been made to me in connection with my enlistment in the Regular Army (at end of statement, applicant will print the word "END").

   **I have read and understand line 5 of table E-4 in AR 601-280 End RRR**

4. If reenlisting for the CONUS Station of Choice Reenlistment Option, I understand that my stabilization will commence on date of reenlistment or upon arrival at new station, whichever is later. I further understand that if I am subsequently placed on TDY in excess of 30 days, my stabilization will be extended by the number of days in excess of the initial 30-day period, unless I voluntarily waive my stabilization. It is also understood that if ARMY Q1 determines that in order to meet the operational needs of the Army, the unit or subordinate element must be deployed from the parent organization, I must deploy with the unit and no grounds for a broken reenlistment commitment will exist.

---

Figure 11-12 (Page 1). Sample of DA Form 3286 (Statement of Enlistment)
5. In the event my enlistment commitment cannot be fulfilled, the alternatives available to me will be as provided in AR 635-200, as of the date of my claim of unfulfilled enlistment commitment or erroneous enlistment is submitted. I understand that I will have a period of 30 days to elect an alternative or to request other training or assignment from the date I am advised that my selected option cannot be fulfilled or, where not formally advised, from the date I discover or should have discovered the grounds for submitting a claim. This period may be extended by the general courts-martial convening authority when necessary to determine the availability of my selected alternative. If I make no election within that period, my claim will be deemed to have been waived. I may withdraw any request for training or reassignment prior to approval and elect another alternative, but not thereafter.

PART III - STATEMENT OF LAW VIOLATIONS AND PREVIOUS CONDITIONS

6. Complete the statement in a below and answer questions b through f as appropriate, by placing a checkmark under the "YES" or "NO" column. In-service personnel immediately enlisting will list those violations occurring during current term of service, except for offenses not previously revealed.

a. I have read, or have had explained to me, paragraphs 2 through 4 and 7 through 10, AR 604-10, which set forth the criteria (reasons) for discharge and types of discharge and certify that I have not not (check one) engaged in disloyal or subversive activities as defined herein.

b. Have you ever been rejected for enlistment or induction in any of the Armed Forces to include failure of the mental examinations administered by any AFEES, or been discharged from previous service under other than honorable conditions, under Personnel Security Regulations, or by reason of unsuitability, or undesirable habits or traits of character, or for medical reasons?

YES NO


c. Have you ever been arrested, cited, charged or held by Federal, State, County, City or other law enforcement authorities or by Juvenile Court of Juvenile Probation Officials for any violation of any Federal Law, State Law, County or Municipal Law, Regulation or Ordinance?


d. Have you ever been convicted of a felony or any other offense, or adjudicated a youthful or juvenile delinquent?


e. Have you ever been imprisoned under sentence of any court?


f. Are you now or have you ever been on parole, probation supervision, under suspended sentence, or are you awaiting final action of charges against you?


7. In the space below, give full details for any of the above questions to which you answered "YES". (If additional space is required continue on a separate sheet of paper and attached securely to this form).

a. REF ITEM  b. OFFENSE(s)  c. DATE AND PLACE  d. DISPOSITION

Public Drunkenness  2 through 4 September 2006, Savannah, GA  Paid fine and spent 3 days in jail

8. UNDERSTANDING. I understand that should I intentionally conceal or misrepresent any information regarding my record of arrests or convictions or juvenile court adjudication, I may later be subject to disciplinary action under the Uniform Code of Military Justice (UCMJ) and/or discharged from the Service under other than honorable conditions.

PART IV - DEPENDENCY STATEMENT

TO BE COMPLETED BY ALL APPLICANTS

9. Relationship and age of all persons who are dependent upon me for support are recorded below (If none, so state):

<table>
<thead>
<tr>
<th>RELATIONSHIP</th>
<th>AGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIFE</td>
<td>25</td>
</tr>
<tr>
<td>SON</td>
<td>03</td>
</tr>
<tr>
<td>DAUGHTER</td>
<td>02</td>
</tr>
</tbody>
</table>

10. UNDERSTANDING. I understand that if I am selected for enlistment in the Regular Army, I will be expected to accept such assignments as are in the best interest of the Service regardless of marital status and/or responsibility for dependents; and that it is my responsibility to make appropriate arrangements for the care of my dependents should I be required to perform duty in an area where dependents are not authorized.

11. I have read and understand the meaning of all statements contained in Parts I through IV of the form and agree to all conditions set forth therein. I certify that all answers to questions, statements, and entries on the form are true, correct, and complete, and that the Career Counselor has informed me that should I intentionally conceal any information required above, I may later be subject to disciplinary action or discharge upon its discovery.

12. SIGNATURE OF APPLICANT

ROBERT RAY ROBERTSON

13. DATE

2012 AUG 24

14. SIGNATURE AND TITLE OF WITNESS

Darian Rucks
CAREER COUNSELOR
Figure 11-13. Sample of DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army)
### Figure 11-14. Sample of DA Form 3340-R (Request for Reenlistment or Extension in the Regular Army)

**REQUEST FOR REENLISTMENT OR EXTENSION IN THE REGULAR ARMY**

For use of this form, see AR 601-280; the proponent agency is OD/SPER

#### SECTION I - SOLDIER'S REQUEST

<table>
<thead>
<tr>
<th>1. TO</th>
<th>2. FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMANDER</td>
<td>SGT ROBERT RAY ROBERTSON</td>
</tr>
<tr>
<td>0002 IN DIV 2D INF DIV</td>
<td>000-###-1001</td>
</tr>
<tr>
<td>APO AP 96224</td>
<td>0002 IN DIV 2D INF DIV</td>
</tr>
<tr>
<td>APO AP 96224</td>
<td></td>
</tr>
</tbody>
</table>

3. REQUEST I BE AUTHORIZED TO (Select one):
   - [x] b. EXTEND MY ENLISTMENT FOR THE FOLLOWING REASON: TO MEET THE SRR FOR RECRUITING DUTY

4. ACCRUED LEAVE OPTIONS (Select one):
   - [x] c. I AM EXTENDING MY PRESENT ENLISTMENT AND HAVE BEEN COUNSELED ON CASHING IN ACCRUED LEAVE.

#### SECTION II - COMMANDER'S CERTIFICATION

5. DATE: 10 SEP 2013

6. SIGNATURE: ROBERT RAY ROBERTSON

7. COMMANDER'S DETERMINATION OF QUALIFICATION (Select one):
   - [x] a. SOLDIER IS FULLY QUALIFIED FOR REQUESTED ACTION.

8. COMMANDER'S DETERMINATION/RECOMMENDATION FOR CONTINUED SERVICE WITHIN THE ARMY (Select one):
   - [x] a. APPROVED

9. TYPED NAME, RANK, AND BRANCH OF COMMANDER:
   - JAMES R. BRAGG, CPT, IN

10. SIGNATURE: JAMES R. BRAGG

11. DATE: 11 SEP 2013

---

AR 601-280 • 12 October 2011
## BAR TO REENLISTMENT CERTIFICATE

For use of this form, see AR 601-280; the proponent agency is ODCSPER

<table>
<thead>
<tr>
<th>1. DATE</th>
<th>2010 SEP 19</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>2. THRU (Include ZIP Code)</th>
<th>3. TO (Include ZIP Code)</th>
<th>4. FROM (Include ZIP Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFC ROBERT RAY ROBERTSON</td>
<td>COMMANADER</td>
<td>COMMANADER</td>
</tr>
<tr>
<td>0003 IN BDE 02 2D BCT</td>
<td>0003 IN BDE 2D BCT</td>
<td>0003 IN BDE 02 2D BCT</td>
</tr>
<tr>
<td>FT STEWART, GA 31313</td>
<td>FT STEWART, GA 31313</td>
<td>FT STEWART, GA 31313</td>
</tr>
</tbody>
</table>

### SECTION I - COMMANDER’S RECOMMENDATION

Under the provisions of Chapter 8, AR 601-280, I recommend the soldier named below be barred from reenlistment in the United States Army for reasons indicated in Items 11 through 14 as may be applicable. Prior to submission of this recommendation, the soldier was counseled by the undersigned about his undesirable traits which are the basis for this action. The soldier has been counseled and advised of the adverse consequences that may ensue from this or similar action.

<table>
<thead>
<tr>
<th>5. NAME (Last, First, Middle)</th>
<th>6. SSN</th>
<th>7. RANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERTSON ROBERT Ray</td>
<td>000-00-0001</td>
<td>PFC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. ETS</th>
<th>9. DERRS</th>
<th>10. TOTAL ACTIVE SERVICE COMPUTED FROM BASED TO DATE OF BAR INITIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 DEC 15</td>
<td></td>
<td>01 YEARS 00 MONTHS 24 DAYS</td>
</tr>
</tbody>
</table>

| 11. RECORD OF COURT MARTIAL CONVICTIONS (indicate date adjudicated and approved, type, offense, sentence) |
|------------------------------------------------|--------------------------------------------------|
| NONE                                            |

<table>
<thead>
<tr>
<th>12. RECORD OF NON-JUDICIAL PUNISHMENT (Article 15) (Indicate date, specific offense, sentence and article)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010 SEP 19 – Article 86 and 132 (Co Grade), Lost time and public drunkeness; Forfeiture of $50 for one month and suspended bust for 3 months.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>13. RECORD OF NON-PAYMENT OF JUST DEBTS (Indicate dates of letters of indebtedness, counseling, and results)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>14. OTHER FACTUAL AND RELEVANT INDICATORS OF UNTRAINABILITY OR UNSUITABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander’s Statement</td>
</tr>
<tr>
<td>2 Encfs</td>
</tr>
<tr>
<td>1. DA Form 2627. DTD 2010 SEP 19</td>
</tr>
<tr>
<td>2. ERB</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>15. TYPED NAME, RANK AND BRANCH OF COMMANDER</th>
<th>16. SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>KELVIN V. RAIBON, CPT, IN</td>
<td>Kelvin V. Raibon</td>
</tr>
</tbody>
</table>

DA FORM 4126-R, DEC 94 EDITION OF MAY 09 IS OBSOLETE

Figure 11-15 (Page 1). Sample of DA Form 4126-R (Bar to Reenlistment Certificate)
### SECTION II - SOLDIER'S REVIEW (Check and initial as appropriate)

1. I have been furnished a copy of my Commander's recommendation (Sec I) to bar me from further reenlistment.

2. I have been counseled and advised of the basis for this action.

3. I do not desire to submit a statement in my own behalf. (If applicable, make statement - use continuation sheet if required.)

4. See attached continuation statement (if applicable)

<table>
<thead>
<tr>
<th>5. TYPED NAME AND RANK OF SOLDIER</th>
<th>6. SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT RAY ROBERTSON</td>
<td>000-00-0001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. SIGNATURE</th>
<th>8. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT RAY ROBERTSON</td>
<td>2010 SEP 19</td>
</tr>
</tbody>
</table>

### SECTION III - BATTALION OR NEXT HIGHER COMMAND

1. TO (Include ZIP Code)
   - COMMANDER
   - 0003 IN BDE 2D BCT
   - FT STEWART, GA 31313

2. FROM (Include ZIP Code)
   - COMMANDER
   - 0003 IN BDE 2D BCT
   - FT STEWART, GA 31313

3. I have reviewed Sections I and II and
   - a. Recommend the Soldier be barred from reenlistment.
   - b. The bar certificate is disapproved.
   - X c. The bar certificate is approved. The unit commander will officially counsel the Soldier in writing on the implications of this action and the Soldier's right to appeal. After counseling, one copy will be provided to the Soldier and the original will be forwarded to the servicing PSB for posting/filing in the Soldier's MPRJ.

4. TYPED NAME AND RANK OF COMMANDER
   - EULALIE JOSEPH, LTC, IN

5. SSN
   - NA

6. SIGNATURE
   - Eulalie Joseph

7. DATE
   - 2010 SEP 25

### SECTION IV - COUNSELING

1. The Bar to Reenlistment initiated against you was approved on 2010 SEP 25.

2. You have the right to appeal the imposition of the Bar to Reenlistment. If you elect to appeal you must submit the appeal within 7 days from today.

3. Check and initial the appropriate block to indicate your option:
   - a. I will appeal the Bar to Reenlistment.
   - X b. I will not appeal the Bar to Reenlistment.

<table>
<thead>
<tr>
<th>4. TYPED NAME AND RANK OF SOLDIER</th>
<th>5. SIGNATURE OF SOLDIER</th>
<th>6. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROBERT RAY ROBERTSON, PFC</td>
<td>ROBERT RAY ROBERTSON</td>
<td>2010SEP25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. TYPED NAME AND RANK OF COMMANDER</th>
<th>8. SIGNATURE OF COMMANDER</th>
<th>9. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAIBON KELVIN V., CPT</td>
<td>Kelvin V. Raibon</td>
<td>2010SEP25</td>
</tr>
</tbody>
</table>

Figure 11-15 (Page 2). Sample of DA Form 4126-R (Bar to Reenlistment Certificate)
## RETENTION/TRANSITION PROGRAM DATA WORKSHEET

For use of this form see AR 601-280. The proponent agency is the Army G1 Retention.

### RETAIN ELIGIBILITY TABS

1. SSN
2. Last Name (Last First Middle Suffix)
3. First Day Eligible (AC)
4. Last Day Eligible
5. First Day Eligible (RC)
6. Last Day Eligible
7. Spouse SSN
8. MPC Spouse
9. EFMP
10. EFMP Date
11. TYP WPM
12. DLAB
13. Physical Profile
14. Physical Cat
15. Physical Prof Dt
16. DOB
17. Gender
18. Race
19. LOCID
20. Citizenship
21. HIV Date
22. Height
23. Weight
24. Body Fat %
25. Audio Perception
26. BASD
27. PEBD
28. ETS
29. Color Perception
30. APFT
31. APFT Date
32. APFT Profile
33. MMRB Date
34. AEA Code
35. NBR RENL
36. DEROS
37. MOS Certified
38. PMOS
39. SMOS
40. Promotion MOS
41. AMOS
42. AEA Term
43. Rank/Grade
44. Term LV Date
45. Bonus MOS
46. Bonus Date
47. Bonus (Mult/Amnt)
48. Bonus Message
49. Timeline (Notes, Miscellaneous Remarks)

### RESERVATION INFORMATION

50. Option Preference(s)
51. Option Selected
52. MOS: Training Data
53. MOS: Assignment Date
54. E:Retirement Date
55. Option Code
56. CONUS
57. OCONUS
58. MOS
59. Start Date
60. MOS
61. Unit
62. Location
63. Current E:Ret Period
64. Enlistment Date
65. Rank/Grade
66. Course Number
67. Graduation Date
68. Class
69. Location
70. EPDC
71. Special Instructions
72. Extension Term
73. New ETS Date
74. MOS
75. CONUS
76. OCONUS
77. MOS
78. Start Date
79. MOS
80. Unit
81. Location
82. Current E:Ret Period
83. Enlistment Date
84. Rank/Grade
85. Course Number
86. Graduation Date
87. Class
88. Location
89. EPDC
90. Special Instructions
91. Extension Term
92. New ETS Date
93. MOS
94. CONUS
95. OCONUS
96. MOS
97. Start Date
98. MOS
99. Unit
100. Location
101. Current E:Ret Period
102. Enlistment Date
103. Rank/Grade
104. Course Number
105. Graduation Date
106. Class
107. Location
108. EPDC
109. Special Instructions
110. Extension Term
111. New ETS Date
112. MOS
113. CONUS
114. OCONUS
115. MOS
116. Start Date
117. MOS
118. Unit
119. Location
120. Current E:Ret Period
121. Enlistment Date
122. Rank/Grade
123. Course Number
124. Graduation Date
125. Class
126. Location
127. EPDC
128. Special Instructions
129. Extension Term
130. New ETS Date

### SPouse/Retirement

131. Spouse Name
132. Retention MOS (Rank Name Phone)
133. Bonus (Mult/Amnt)
134. Bonus Message
135. Extension Reason
136. Commander (Rank Name Phone)
137. Career Counselor (Rank Name Phone)
138. Career Counselor Signature
<table>
<thead>
<tr>
<th>Type of Counseling</th>
<th>Counseling Date</th>
<th>Remarks</th>
<th>Counselor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTEGRATION (Within 30 days of assignment)</td>
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<td></td>
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<tr>
<td>CAREER COUNSELOR</td>
<td></td>
<td></td>
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<tr>
<td>PROFESSIONAL/CAREER DEVELOPMENT (Between 60 and 120 days of assignment)</td>
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<tr>
<td>CAREER COUNSELOR</td>
<td></td>
<td></td>
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<tr>
<td>CD/R's PROFESSIONAL/CAREER DEVELOPMENT (Annually - BASED Anniversary)</td>
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<tr>
<td>COMPANY COMMANDER</td>
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<tr>
<td>CD/R's RETENTION (26 months from ETS)</td>
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<tr>
<td>COMPANY COMMANDER</td>
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<tr>
<td>RETENTION (24-26 months from ETS)</td>
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<tr>
<td>CAREER COUNSELOR</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>RETENTION OPTIONS (16-18 months from ETS)</td>
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<tr>
<td>CAREER COUNSELOR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RETENTION FOLLOW-UP (12-13 months from ETS)</td>
<td></td>
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</tr>
<tr>
<td>CAREER COUNSELOR</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>RETENTION SUMMARY (7 months from ETS)</td>
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<tr>
<td>CAREER COUNSELOR</td>
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<tr>
<td>TRANSITION (8 months from ETS)</td>
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<tr>
<td>CAREER COUNSELOR (AC/RC)</td>
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<tr>
<td>REENLISTMENT FOLLOW-UP (60-90 days after reenlistment)</td>
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<tr>
<td>CAREER COUNSELOR</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CHANGE OF STATION/TRANSITION (80-90 days from PCS/leave/training start date)</td>
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<td></td>
</tr>
<tr>
<td>CAREER COUNSELOR</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Instructions for Completing DA Form 4591

1. **SSN**: Enter SSN from ERB header.
2. **NAME**: Enter last, first, middle name, and suffix from the ERB header.
3. **FIRST DATE ELIGIBLE (Active Component)**: Enter the first date eligible to reenlist as computed (YYYYMMDD).
   - **LAST DATE ELIGIBLE (Active Component)**: Enter the last date eligible to reenlist as computed (YYYYMMDD).
4. **FIRST DATE ELIGIBLE (Reserve Component)**: Enter the first date eligible to contract RC as computed (YYYYMMDD).
   - **LAST DATE ELIGIBLE (Reserve Component)**: Enter the last date eligible to contract with RC as computed (YYYYMMDD).
5. **SPOUSE/SSN**: Enter the SSN of the military spouse from ERB, Section IV (if applicable).
6. **MPC SPOUSE**: Enter the MPC code of the military spouse from ERB, Section IV (if applicable).
7. **EFMP**: Enter Yes if enrolled in EFMP, or No if not (verify if there is an EFMP date from ERB Section IV)
8. **EFMP DATE**: Enter the date the EFMP expires from ERB, Section IV.
9. **DOB**: Enter the date of birth from ERB, Section IV (YYYYMMDD).
10. **GENDER**: Enter M (male) or F (female) from ERB Section IV.
11. **RACE**: Enter the appropriate race code from ERB, Section IV.
   - C – White – Caucasian.
   - M – Yellow – Asian/Pacific Island.
   - N – Black – African American
   - R – Red – Native Indian.
   - X – Other.
   - Z – Unknown.
12. **LOCID**: Enter CRECC## (use your student number for the ##); upon graduation use your LOCID.
13. **CITZ**: Enter the appropriate citizenship code from ERB, Section IV.
   - A – US / Native Born.
   - B – Naturalization Derivative – Parent naturalized.
   - D – Acquired through Naturalization process.
   - O – Not a US citizen.
   - Y – Citizen of Authorized Territory (AR 601-280, PARA 3-8b).
   - Z – Unknown – not determined.
14. **HOR**: Enter the home of record from initial enlistment contract (DD Form 4/1). If the Soldier has a break in service, enter the home of record from the initial enlistment contract (DD Form 4/1) for the current term of service.
15. **BASD**: Enter the BASD as computed (YYYYMMDD).
16. **PEBD**: Enter the PEBD as computed (YYYYMMDD).
17. **ETS**: Enter the ETS as computed (YYYYMMDD).
18. **AEA**: Enter the AEA code from ERB, Section I (verify using AR 614-200).
19. **NBR-REN**: Enter the number of previous reenlistments. Read the following examples.
   - Enter 0 for Initial Term Soldier who has never reenlisted or has previously served less than 180 days of active federal service.
   - Enter 1 for a Soldier who has reenlisted once before or has previously served 180 days or more of AFS.
   - Enter 2 for a Soldier who has reenlisted twice before or has previously served 180 days or more of AFS coupled with one reenlistment.
   - Etc...
20. **DEROS**: Enter the Date Eligible for Return from OCONUS from ERB, Section I (YYYYMMDD) (if applicable).
21. **AEA TERM**: Enter the termination date of the AEA code from ERB, Section I (YYYYMM) (if applicable).
22. **GRADE/RANK**: Enter the grade and rank from ERB header (i.e. 5/SGT).
23. **Term LV Date**: Enter the start date of terminal leave from DA Form 5690, Block 33 (YYYYMMDD).
24. **DROS**: Enter the Date Returned from OCONUS from ERB, Section I (if applicable).
25. **TERM**: Enter the reenlistment category as determined. Enter 1 (INIT), 2 (MID) or 3 (CAR).
26. DCOST: Enter the date commenced (began) overseas tour from ERB, Section IX (YYYYMMDD) (used for overseas Soldiers only).

27. DT-LST-PCS: Enter the date of last permanent change of station from ERB, Section IX (YYYYMMDD).

28. DOR: Enter the date of rank from ERB header (YYYYMMDD).

29. PROM PTS: Enter the current promotion points from ERB, Section I (if applicable).

30. DEP Date: Enter the DIEMS from ERB, Section III or initial enlistment contract (DD Form 4/1) (YYYYMMDD).

31. IMREPR/FLAG (Code/Date)

<table>
<thead>
<tr>
<th>IMREPR: Enter the appropriate Immediate Reenlistment Prohibition Code (verify with POL MSG 11-03) Career Counselors are the IMREPR Code authority. Parenthetical information contains the priority precedence.</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 – Subject to Involuntary Separation (7)</td>
</tr>
<tr>
<td>10 – No disqualification</td>
</tr>
<tr>
<td>9A – Lost Time because of AWOL (17)</td>
</tr>
<tr>
<td>9D – Pending security clearance determination (19)</td>
</tr>
<tr>
<td>9E – Physical Readiness (13)</td>
</tr>
<tr>
<td>9G – Grade. Exceeds total years AFS for pay grade (10)</td>
</tr>
<tr>
<td>9H – Pending MMRB/MAR2/MEB/PEB (8)</td>
</tr>
<tr>
<td>9I – Non-Promotable Status (22)</td>
</tr>
<tr>
<td>9J – Field Bar to Reenlistment with approved retirement (15)</td>
</tr>
<tr>
<td>9K – Field Bar to Reenlistment imposed below HQDA (5)</td>
</tr>
<tr>
<td>9L – Subject to Denial of Continued Active Service (2)</td>
</tr>
<tr>
<td>9M – Approved Retirement ILO QMP (1)</td>
</tr>
<tr>
<td>9N – Courts-Martial Conviction (9)</td>
</tr>
<tr>
<td>9O – Age. Does/will exceed maximum age criteria (21)</td>
</tr>
<tr>
<td>9P – Loss of qualification in PMOS (3)</td>
</tr>
<tr>
<td>9Q – DCSS. Refusal to take action to meet SRR (16)</td>
</tr>
<tr>
<td>9S – Conscientious objector; except CMF68 (18)</td>
</tr>
<tr>
<td>9T – Approved Involuntary Separation (6)</td>
</tr>
<tr>
<td>9V – Pending Separation (4)</td>
</tr>
<tr>
<td>9X – Other. Prohibition not otherwise identified (14)</td>
</tr>
<tr>
<td>9Y – Application for retirement has been approved. (20)</td>
</tr>
<tr>
<td>9Z – Weight. Does not meet acceptable weight standard (12)</td>
</tr>
</tbody>
</table>

FLAG: Enter the active FLAG code and expiration date (if applicable) from ERB, Section I (verify using AR 600-8-2).

32. TIAFS: Enter in the total inactive federal service as computed in whole years, months, and days (YYMMDD)

33. CIV-ED-LEV: Enter the appropriate highest level of civilian education completed from ERB, Section VII.

| Z – Unknown | C – 12th Grade | J – 6th Year of College (≥ 180 sh) |
| Y – No formal education | D – 1st Year of College (≥ 30 sh) | K – 7th Year of College (≥ 210 sh) |
| X – Other | E – 2nd Year of College (≥ 60 sh) | L – 8th Year of College (≥ 240 sh) |
| 9 – 9th Grade | F – 3rd Year of College (≥ 90 sh) | M – 9th Year of College (≥ 270 sh) |
| A – 10th Grade | G – 4th Year of College (≥ 120 sh) |
| B – 11th Grade | H – 5th Year of College (≥ 150 sh) |

34. CIV-ED-CERT: Enter the appropriate highest level of civilian education certificate achieved from ERB, Section VII.

| B – Adult Education Diploma | H – Home Study Diploma |
| C – Occupational Program Certificate | J – High School Certificate of Attendance |
| D – Associate Degree | K – Baccalaureate Degree |
| E – GED | L – High School Diploma |
| G – Professional Nursing Degree | N – Masters Degree |
| U – Doctorate Degree |
| W – 1st Professional Degree |
| Z – Unknown |

35. YRS CIV ED: Enter the appropriate years of school completed from ERB, Section VII.

| 12 – 12th Grade or 1 – 29 Semester Hours (sh) | 16 – Baccalaureate Degree or 4 Years College (120 – 149 sh) |
| 13 – 1 Year College (30 – 59 sh) | 17 – 5 Years College (150 – 179 sh) |
| 14 – Associates Degree or 2 Years College (60 – 89 sh) | 18 – Master’s Degree or 6 Years College (180 – 209 sh) |
| 15 – 3 Years College (90 – 119 sh) |
36. **MES**: Enter the appropriate military education status Code from the ERB, Section VI.
   - 1 – Graduated
   - 2 – Constructive Credit
   - 3 – Enrolled
   - 4 – Deferred
   - 5 – Declined
   - 6 – Selected
   - 7 – Non-graduate (other than withdrawn)
   - 8 – Withdrawn
   - 9 – None (Use if Blank)

37. **MEL**: Enter the appropriate military education level from the ERB, Section VI.
   - T – SLC
   - U – SLC Phase 1
   - V – ALC
   - X – WLC
   - W – ACL Phase 1
   - Y – No Applicable Course (Use if Blank)

38. **ASVAB DATE**: Enter the last ASVAB date and scores from ERB, Section I (YYYYMM).

39. **MATH**: Enter the highest level of civilian mathematics completed (verify from transcript or ask the Soldier).
   - GEN – General
   - ALG – Algebra
   - TRI – Trigonometry
   - GEO – Geometry

40. **SCI**: Enter the highest level of civilian science completed (verify from transcript).
   - GEN – General
   - BIO – Biology
   - CHE – Chemistry
   - PHY – Physics

41. **DRI**: Enter YES if the Soldier has a valid driver’s license or NO if not (verify from driver’s license).

42. **MVB**: Enter the motor vehicle battery test score (verify from OF 346). If none, enter 0.

43. **TYPWM**: Enter the tested typed words per minute (verify from typing test) (if applicable). If none, enter 0.

44. **DLAB**: Enter the defense language aptitude battery score from ERB, Section V (if applicable).

45. **PHY-PROFILE**: Enter the physical profile code (PULHES) from ERB, Section IV, “Last Physical Exam”.

46. **PPCAT**: Enter physical profile category from ERB, Section IV.
   - A – No Duty Limitations
   - B – No Significant Duty Limitation
   - C thru P – Possesses impairments that limit functions or assignments. (See AR 40-501 table 7-2)
   - T – Waiver granted for initial enlistment.
   - W – Returned to duty by an MMRB/MAR2
   - X – Allowed to continue in the military service by the Physical Evaluation Board (PEB)
   - Y – Determined to be fit for duty by the PEB

47. **PP-DATE**: Enter the physical profile date from ERB, Section IV (YYYYMMDD).

48. **HIV Date**: Enter the HIV date from the ERB, Section X (YYYYMM).

49. **HEIGHT**: Enter the current height from DA Form 705 or ERB, Section IV.

50. **WEIGHT**: Enter the current weight from DA Form 705 or ERB, Section IV.

51. **Body Fat %**: Enter the body fat percentage from DA Form 5500/5501 (if applicable).

52. **AUDIO**: Enter audio perception from DA Form 2808 or 2807. If none, enter 0.

53. **COLOR**: Enter appropriate color perception from DA Form 2808 or 2807.
   - A – Red Color Blindness
   - B – Green Color Blindness
   - C – Red/Green Color Blindness
   - Y – Normal Color Vision

54. **APFT**: Enter P (passed) or F (failed) the last record APFT from DA Form 705 or ERB, Section IV.

55. **APFT-DATE**: Enter the most current record APFT date from DA Form 705 or ERB, Section IV (YYYYMM).

56. **APFT-PROFILE**: Enter Y if last record APFT is invalid and unable to take a record APFT due to a valid profile. Enter N if a Soldier does not have a profile or if the Soldier has a profile and the last record APFT is valid.

57. **MMRB/MAR2-DATE**: Enter the MMRB/MAR2 date from the ERB, Section IV (YYYYMMDD) (if applicable).

58. **MOS-CERT**: Enter YES if certified in current PMOS by MMRB/MAR2 or NO if not from ERB, Section IV (if applicable).

59. **PMOS**: Enter the primary MOS from ERB, Section I.

60. **SMOS**: Enter the secondary MOS from ERB, Section I (if applicable).

61. **Promotion MOS**: Enter the promotion MOS from ERB, Section I (if applicable).

62. **AMOS**: Enter the additional MOS (if applicable).

63. **BONUS MOS**: Enter the bonus MOS from ERB, Section I (if applicable).

64. **BONUS DATE**: Enter the bonus date from ERB, Section I (if applicable).

65. **BONUS (PREV/ZONE)**: Enter the bonus zone from the current DD Form 4/1 (if applicable).
66. SQI(S): Enter the special qualification identifier(s) from ERB, Section I (if applicable).

67. ASI(S): Enter the additional skill identifier(s) from ERB, Section I (if applicable).

68. LANG(S): Enter the language code(s) from ERB, Section IX (if applicable).

69. DLPT: Enter the most current defense language proficiency test scores and date from ERB, Section V and DA Form 330 (if applicable. Example: L2, R2 or S2).

70. UIC: Enter the current unit identification code from ERB, Section IX.

71. CURR-LOC: Enter Soldier’s current location. (Example: Bragg, Iraq, Germany, Afghanistan, etc.)

72. ACOM/ASCC/DRU: Enter the ACOM, ASCC and DRU code from the ERB, Section IX.

73. PSC: Enter the Soldier’s servicing PSC code (verify with S1).

74. UNIT ADDRESS: If the Soldier is not deployed from the home station, enter the unit, installation, and state from the ERB, Section IX (verify phone number and zip code from the Soldier). If the Soldier is deployed, use the address where the Soldier is currently assigned.

  NOTE: LOC Codes from the ERB Section IX describe the country location of the Soldier’s Unit:

<table>
<thead>
<tr>
<th>Code</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>AF</td>
<td>AFGHANISTAN</td>
</tr>
<tr>
<td>EG</td>
<td>EGYPT</td>
</tr>
<tr>
<td>KS</td>
<td>KOREA</td>
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<tr>
<td>QA</td>
<td>QATAR</td>
</tr>
</tbody>
</table>

75. AWOL: Enter the number of days AWOL on the current enlistment from ERB, Section III. If none, enter 0.

76. ART 15: Enter Y (yes) or N (no) if having an Article 15 on current enlistment (if applicable) (verify with S1).

77. WAIVER: Enter the appropriate type of waiver required in order to reenlist or extend (if applicable).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>AWOL</td>
</tr>
<tr>
<td>B</td>
<td>Court Martial/Article 15</td>
</tr>
<tr>
<td>C</td>
<td>Background Investigation (BI)</td>
</tr>
<tr>
<td>D</td>
<td>Special Background Investigation (SBI)</td>
</tr>
<tr>
<td>E</td>
<td>APFT</td>
</tr>
<tr>
<td>F</td>
<td>National Agency Check (NAC) with Inquiries</td>
</tr>
<tr>
<td>G</td>
<td>Medical</td>
</tr>
<tr>
<td>H</td>
<td>Height/Weight</td>
</tr>
<tr>
<td>X</td>
<td>Other</td>
</tr>
<tr>
<td>Y</td>
<td>None</td>
</tr>
</tbody>
</table>

78. COURT: Enter Y (yes) or N (no) if convicted by Courts-Martial on current enlistment (if applicable) (verify with S1).

79. PSIC/DATE: Enter the appropriate personal security investigation completed code and date (YYYYMMDD) from ERB, Section II.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Special Background Investigation (SBI)</td>
</tr>
<tr>
<td>B</td>
<td>Background Investigation (BI)</td>
</tr>
<tr>
<td>C</td>
<td>National Agency Check (NAC) with Inquiries</td>
</tr>
<tr>
<td>D</td>
<td>NAC plus 10 years continuous</td>
</tr>
<tr>
<td>E</td>
<td>NAC</td>
</tr>
<tr>
<td>F</td>
<td>Entrance NAC (ENTNAC)</td>
</tr>
<tr>
<td>G</td>
<td>Periodic Re-Investigation BI</td>
</tr>
<tr>
<td>H</td>
<td>Periodic Re-Investigation SBI</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
</tr>
</tbody>
</table>

80. PSII/DATE: Enter the appropriate personal security investigation initiated code and date (YYYYMMDD) from ERB, Section II.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Special Background Investigation (SBI)</td>
</tr>
<tr>
<td>B</td>
<td>Background Investigation (BI)</td>
</tr>
<tr>
<td>C</td>
<td>National Agency Check (NAC) with Inquiries</td>
</tr>
<tr>
<td>D</td>
<td>NAC plus 10 years continuous</td>
</tr>
<tr>
<td>E</td>
<td>NAC</td>
</tr>
<tr>
<td>F</td>
<td>Entrance NAC (ENTNAC)</td>
</tr>
<tr>
<td>G</td>
<td>Periodic Re-Investigation BI</td>
</tr>
<tr>
<td>H</td>
<td>Periodic Re-Investigation SBI</td>
</tr>
<tr>
<td>I</td>
<td>None</td>
</tr>
</tbody>
</table>

81. PSI Stat/DDPSTA: Enter the appropriate highest level of security access granted from ERB, Section II (if applicable).

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Top Secret (TS) with SCI</td>
</tr>
<tr>
<td>B</td>
<td>TS with Interim access to SCI</td>
</tr>
<tr>
<td>C</td>
<td>Interim TS with Interim SCI</td>
</tr>
<tr>
<td>D</td>
<td>TS</td>
</tr>
<tr>
<td>E</td>
<td>Interim TS</td>
</tr>
<tr>
<td>F</td>
<td>Secret</td>
</tr>
<tr>
<td>G</td>
<td>Interim Secret</td>
</tr>
<tr>
<td>H</td>
<td>Confidential</td>
</tr>
<tr>
<td>J</td>
<td>Interim Confidential CCF required</td>
</tr>
<tr>
<td>Y</td>
<td>None</td>
</tr>
</tbody>
</table>

82. TIMELINE/NOTES/REMARKS
83. **OPTION PREFERENCES**

**MOS DESIRED:** Enter the desired MOS (Option E-3 only).

**CONUS PREFERENCE:** Enter the appropriate CONUS station of choice desired (Option E-5 only).

<table>
<thead>
<tr>
<th>MOS</th>
<th>Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>APG</td>
<td>Aberdeen Proving Grounds, MD</td>
</tr>
<tr>
<td>BELV</td>
<td>FT Belvoir, VA</td>
</tr>
<tr>
<td>BENN</td>
<td>FT Benning, GA</td>
</tr>
<tr>
<td>BLIS</td>
<td>FT Bliss, TX</td>
</tr>
<tr>
<td>BRAG</td>
<td>FT Bragg, NC</td>
</tr>
<tr>
<td>CAMP</td>
<td>FT Campbell, KY</td>
</tr>
<tr>
<td>CARS</td>
<td>FT Carson, CO</td>
</tr>
<tr>
<td>DRUM</td>
<td>FT Drum, NY</td>
</tr>
<tr>
<td>EUST</td>
<td>FT Eustis, VA</td>
</tr>
<tr>
<td>GORD</td>
<td>FT Gordon, GA</td>
</tr>
<tr>
<td>HAAF</td>
<td>Hunter Army Air Field, GA</td>
</tr>
<tr>
<td>OS AREA PREFERENCE: Enter the appropriate OCONUS area desired (Option E-4 only).</td>
<td></td>
</tr>
<tr>
<td>ALAS</td>
<td>Alaska</td>
</tr>
<tr>
<td>CARI</td>
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<tr>
<td>EURO</td>
<td>Europe</td>
</tr>
<tr>
<td>HAWI</td>
<td>Hawaii</td>
</tr>
<tr>
<td>KORE</td>
<td>Korea</td>
</tr>
<tr>
<td>PACS</td>
<td>Pacific Short Tour</td>
</tr>
<tr>
<td>UNKN</td>
<td>Unknown</td>
</tr>
<tr>
<td>PACL</td>
<td>Pacific Long Tour</td>
</tr>
</tbody>
</table>

| APG | Hood – FT Hood, TX |
| BELV | Huac – FT Huachuca, AZ |
| BENN | Irwi – FT Irwin, CA |
| BLIS | Jack – FT Jackson, SC |
| BRAG | Knox – FT Knox, KY |
| CAMP | Leav – FT Leavenworth, KS |
| CARS | Lee – FT Lee, VA |
| DRUM | Lewis – FT Lewis, WA |
| EUST | Mcph – FT McPherson, GA |
| GORD | MDW – Military District of Washington |
| HAAF | MEAD – FT Meade, MD |
| OS AREA PREFERENCE: Enter the appropriate OCONUS area desired (Option E-4 only). |
| ALAS | Alaska |
| CARI | Caribbean |
| EURO | Europe |
| HAWI | Hawaii |
| KORE | Korea |
| PACS | Pacific Short Tour |
| UNKN | Unknown |
| PACL | Pacific Long Tour |

84. **SPECIAL PREREQUISITES**

85. **CREDIT:** Enter Y (yes) or N (no) if receiving reenlistment credit.

86. **OPTION CODE:** Enter the appropriate code for the selected reenlistment option or extension reason.

**Reenlistments:**
- Option 1 – A000 or P000 (Indefinite Reenlistment)
- Option 2 – B000
- Option 3 – D followed by the 3 character of the training MOS (i.e. D74D)
- Option 4:
  - E001 (Alaska)
  - E003 (Caribbean Area)
- Option 5:
  - F011 (District of Columbia)
  - F0AH (FT Huachuca, AZ)
  - F0AN (Redstone Arsenal, AL)
  - F0AR (FT Rucker, AL)
  - F0AY (Yuma Proving Grounds, AZ)
  - F0CC (FT CARSON, CO)
  - F0CD (Presidio of Monterey, CA)
  - F0CI (FT Irwin, CA)
  - F0DW (Walter Reed AMC, DC)
  - F0GB (FT Benning, GA)
  - F0GG (FT Gordon, GA)
  - F0GM (FT McPherson, GA)
  - F0GS (FT Stewart, GA)
  - F0IH (FT Benjamin Harrison, IN)
  - F0IR (Rock Island, IL)

**OS AREA PREFERENCE: Enter the appropriate OCONUS area desired (Option E-4 only).**

<table>
<thead>
<tr>
<th>MOS</th>
<th>Station</th>
</tr>
</thead>
<tbody>
<tr>
<td>APG</td>
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</tr>
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<td>Europe</td>
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<tr>
<td>HAWI</td>
<td>Hawaii</td>
</tr>
<tr>
<td>KORE</td>
<td>Korea</td>
</tr>
<tr>
<td>PACS</td>
<td>Pacific Short Tour</td>
</tr>
<tr>
<td>UNKN</td>
<td>Unknown</td>
</tr>
<tr>
<td>PACL</td>
<td>Pacific Long Tour</td>
</tr>
</tbody>
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| HAAF | MEAD – FT Meade, MD |
| OS AREA PREFERENCE: Enter the appropriate OCONUS area desired (Option E-4 only). |
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| EURO | Europe |
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| KORE | Korea |
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| BELV | FT Belvoir, VA |
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| BRAG | FT Bragg, NC |
| CAMP | FT Campbell, KY |
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| DRUM | FT Drum, NY |
| EUST | FT Eustis, VA |
| GORD | FT Gordon, GA |
| HAAF | Hunter Army Air Field, GA |
| OS AREA PREFERENCE: Enter the appropriate OCONUS area desired (Option E-4 only). |
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| CARI | Caribbean |
| EURO | Europe |
| HAWI | Hawaii |
| KORE | Korea |
| PACS | Pacific Short Tour |
| UNKN | Unknown |
| PACL | Pacific Long Tour |
Extensions:

A1 – SRR for selected assignment, service schools, etc…
A2 – Volunteering for assignment, FSTE
A4 – SRR for the BEAR program
A6 – SRR for Life Cycle Manning Unit
B – Retirement
C – ASAP
D – Joint ETS with spouse
E – At RCP, awaiting promotion determination
F – Retention Control Point
G – Maximum age
I – Physical fitness training
J – Graduates of USA Correctional Activity
K – Pending personnel action
L – Weight control
M – Contingency deployment conditions
P – Dependent is ill
Q – Pending final determination of waiver/exception
S – Bar to Reenlistment
T – Convenience of the government
U – OCS or WOFT Selectee

87. REUP/EXT Mths: Enter the reenlistment/extension term in months and circle REUP or EXT.

88. REUP/EXT/RECLASS Date: Enter the reenlistment/extension date (YYYYMMDD) and circle REUP or EXT.

90. TRAINING/ASSIGNMENT DATA: Fill in as appropriate.
Assignment (EPD/CTL) first two characters identify location:

2C (USA Human Resource CMD) 7B (FT Rucker) 8T FT Sam Houston
32 (USAR ELE US Forces Japan) 7F (FT Monmouth) 8V FT Bliss
3A (USA CENTCOM) 7H (Aberdeen Proving Grounds) 8W Defense Language Institute
4W (WHAT) 7J (FT Meade) 8X 2D ARC FT Polk
4Y (WHCA) 7M (FT Belvoir) 90 5th BDE 2ID FT Lewis
5D (USAR Criminal Investigation CMD) 7N (FT Lee) 91 4ID FT Hood
5E (US MEPCOM) 7P (FT Eustis) 92 RGR TRN BDE
5G (USAR Recruiting CMD) 7R (FT Monroe) 93 3D BDE 3ID FT Benning
63 (25ID – Hawaii) 7S (FT Knox) 94 3D BDE 1AD FT Riley
6A (Alaska) 7V (FT Campbell) 96 1st BDE 1ID FT Riley
6B (172D SEP INF BDE – Alaska) 7W (FT Bragg) 97 3D BDE 2ID FT Lewis
6C (USAR Europe & 7th Army) 7Y (FT Jackson) 98 3D BDE 4ID FT Carson
6E (21st Replacement BN – Germany) 7Z (FT Gordon) 99 10th MTN DIV FT Drum
6H (USA PACOM - Hawaii) 82 (82D ABN DIV) 9A FT Lewis
6I (Italy) 88 (HQ 3D Army) 9G 1st CAV DIV FT Hood
6J (USAR Japan) 8F (FT Benjamin Harrison) 9I 4th BDE 2ID FT Lewis
6K (Korea – 8th Army) 8J (FT Riley) 9J 3ID FT Stewart
6L (Korea) 8L (FT Leavenworth) 9K 3D ARC FT Carson
6M (Korea – 2ID) 8M (FT Leonard Wood) 9L FT Huachuca
70 (4th BDE 10th MTN DIV) 8N (FT Detrick) 9N FT Carson
71 (FT McPherson) 8P (FT Sill) 9Q FT Drum
74 (FT Benning) 8Q (FT Leavenworth (BCTP) 9S FT Irwin
75 (FT Stewart) 8S (FT Hood) 9Z 101st ABN (AA) FT Campbell
77 (Redstone Arsenal)

91. TAFS: Enter total active federal service as computed (reenlistment only).

92. BONUS SRB/AMT: Enter the SRB Zone and the amount of the lump sum payment (i.e. A/5000)

93. BONUS MESSAGE: Enter the Bonus MILPER Message Number.
94. EXTENSION DATA: Enter current period of enlistment; enlistment date; new period of enlistment (convert if applicable); period of extension, new ETS and Extension Reason (appropriate paragraph of AR 601-280) (extensions only).
   - Current Enl Period: ___ YEAR
   - Enlistment date: (YYYYMMDD)
   - New Enl Period: (YYMMDD)
   - Extension Term: (MM)
   - New ETS: (YYYYMMDD)
   - Extension Reason: 4-9a

95. SPOUSE’S NAME: If the Soldier is married, enter the spouse’s name (if applicable).

96. RETENTION NCO (Rank, Name, Phone): Enter the Retention NCO’s Rank Name and Phone Number

97. REENLISTMENT OFFICER (Rank, Name, Branch, Phone): Enter the Reenlistment Officer’s Rank, Name, Branch and Phone Number.

98. DATE SUBMITTED: Enter the date submitted.

99. COMMANDER (Rank, Name, Branch, Phone): Enter the Commander’s Rank, Name, Branch and Phone Number.

100. CAREER COUNSELOR (Rank, Name, Phone): Enter the your rank, name and phone number

101. CAREER COUNSELOR SIGNATURE: Self explanatory.

102. RECORD OF CAREER COUNSELING: Enter in the counseling date; consolidate remarks of counseling and counselor's initials.
Figure 11-17. Sample of DA Form 4789 (Statement of Entitlement to Selective Reenlistment Bonus)
Figure 11-18. Sample of DA Form 4991-R (Declination of Continued Service Statement)
CERTIFICATE OF APPRECIATION

To

NICOLE A. ROBERTSON

on the occasion of the reenlistment of your spouse I wish to extend to you my personal gratitude and the appreciation of the United States Army for the assistance you have provided during the Army service of your spouse. The Army family life is a special experience with its own unique rewards and challenges. I share your pride in the contributions you have made, and I trust that you will support your spouse’s decision and objectives in continuing an Army career.

AUGUST 24TH, 2012

MARK E. THOMPSON, CPT, IN
OATH OF REENLISTMENT

I, ROBERT RAY ROBERTSON, do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the Officers appointed over me, according to regulations and the uniform code of military justice.

So help me God!

ROBERT RAY ROBERTSON
REENLISTEE

24 AUGUST 2012
DATE

Mark E. Thompson
ADMINISTERING OFFICER
**RESERVE COMPONENTS CAREER COUNSELOR INTERVIEW RECORD**

For use of this form, see AR 601-280; the proponent agency is ODCSPER

**AUTHORITY:**
Title 5, USC, Section 301.

**PRINCIPAL PURPOSE:**
Explain obligation and participation requirements.

**ROUNINE USES:**
Confirmation of obligation and participation requirements as a basis for contracts and requests for personnel actions.

**DISCLOSURE:**
Disclosure of any information on this form is voluntary; failure to answer all questions may result in denial of enlistment, or transfer to a Reserve Component unit.

### SECTION A - TO BE COMPLETED BY SEPARATING SOLDIER

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes/No</th>
<th>R/G</th>
<th>16. EDUCATION COMPLETED</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Are you a U.S. citizen?</td>
<td>X</td>
<td></td>
<td>GED, HS GRAD, COL DEGREE</td>
</tr>
<tr>
<td>9. Do you have a military driver's license?</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Do you have a normal color vision?</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Is your spouse on active duty?</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Do you have a bar to enlistment?</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Any Article 15a?</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Any AWOL or bad time?</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Is this a regular ETS?</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. CURRENT UNIT DESIGNATION</td>
<td>CO E 1BN 34INF</td>
<td>ZIP Code</td>
<td></td>
</tr>
<tr>
<td>23. ADDRESS AFTER SEPARATION</td>
<td>715 GRIFFITH DR</td>
<td>MANHATTAN, KS 66502</td>
<td></td>
</tr>
<tr>
<td>24. PHONE NO. AFTER SEPARATION</td>
<td>(785) 539-4641</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. MAJOR COMMAND</td>
<td>PC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. PMOS</td>
<td>89B12</td>
<td></td>
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</tr>
<tr>
<td>27. SMOS</td>
<td>NA</td>
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<tr>
<td>28. RANK/GRADE</td>
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<td>29. YRS OF SERVICE</td>
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<td>30. MARITAL STATUS</td>
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<td>31. NO. DEPENDENTS</td>
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<tr>
<td>32. DATE OF ETS</td>
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<tr>
<td>33. TERMINAL LEAVE</td>
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</tr>
<tr>
<td>34. TYPE OF DISCHARGE (Chapter)</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**35a. SIGNATURE OF SOLDIER**
Robin Emily Meade

**35b. DATE**
20070501

### SECTION B - TO BE COMPLETED BY RC CAREER COUNSELOR

<table>
<thead>
<tr>
<th>Math</th>
<th>Alg</th>
<th>Bio</th>
<th>Cli</th>
<th>GM</th>
<th>EL</th>
<th>Cl</th>
<th>MM</th>
<th>Sc</th>
<th>Co</th>
<th>Fa</th>
<th>Of</th>
<th>St</th>
<th>AFO</th>
<th>DLAB</th>
</tr>
</thead>
<tbody>
<tr>
<td>96. CHECK ONE</td>
<td>X ARNG</td>
<td>USAR</td>
<td>IRR</td>
<td>37. GAINING UNIT</td>
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<td></td>
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</tr>
<tr>
<td>35TH MP CO (REAR)</td>
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<td></td>
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<td></td>
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<tr>
<td>39. BONUS</td>
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<td></td>
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<tr>
<td>40. ADDRESS/LOCATION</td>
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**REMARKS**
ARNG 89B2000YY TRY ONE, ACF PLUS 2+2+4 MGIB 2x4, MGIB KICKER, AB MSO REDUCTION

robin.meade@us.army.mil

**48a. SIGNATURE OF RC CAREER COUNSELOR**
Ronald Lethcoe

**48b. DATE**
20070501

Figure 11-21. Sample of DA Form 5690 (Reserve Component Career Counselor Interview Record)
**REQUEST FOR RESERVE COMPONENT ASSIGNMENT ORDERS**

For use of this form, see AR 601-280; the proponent agency is ODCSPER

### PRIVACY ACT STATEMENT

**AUTHORITY:** Title 5, USC, Section 301.  
**PRINCIPAL PURPOSE:** Explain obligation and participation requirements.  
**ROUTINE USES:** Confirmation of obligation and participation requirements and request for assignments to a Reserve Component unit.  
**DISCLOSURE:** Disclosure of any information on this form is voluntary; however, failure to answer all questions may result in denial of enlistment or transfer to a Reserve Component.

### SECTION I - INFORMATION TO BE COMPLETED BY RC CAREER COUNSELOR

1. **TYPE OF ENLISTMENT**  
   - [ ] USAR  
   - X ARNG  
   - X ENLISTMENT INTO THE USAR WITH ASSIGNMENT INTO THE IRR

2. **MEADE ROBIN EMILY**  
   **RANK** CPL  
   **SSN** 200-00-0001  
   **UNIT ADDRESS** (Street, City, State, ZIP Code) 2722 SW TOPEKA BLVD, TOPEKA, KS 66611

3. **VACANCY CTRL NO** 7000022  
   **PMOS** 89B2  
   **SMOS** NA  
   **ASGNT MOS** 89B2

### SECTION II - GENERAL INFORMATION

1. **DEROS (YYYY/MM/DD)** 20070721  
2. **TERM LEAVE DATE (YYYY/MM/DD)** 20070808  
3. **ETS (YYYY/MM/DD)** 05 07 07  
4. **REMAINING MOS/TERM OF SVC**

### SECTION III - SOLDIER'S STATEMENT OF UNDERSTANDING

1. A unit sponsor has been assigned to greet and assist you in joining your new unit when you arrive at your separation address. Your sponsor is:
   - **NAME AND RANK** JAY JACKSON  
   - **ADDRESS** 2722 SW TOPEKA BLVD  
   - **TOPEKA, KS 66611**  
   - **PHONE NUMBER** (785) 274-1384

### SECTION IV - ENLISTMENT DOCUMENTATION REQUEST

1. Request copies of the following documents from the OMPF of the above named soldier:
   - DD Form 214  
   - SF Form 88  
   - DA Form 2  
   - DA Form 1811  
   - SF Form 93

### SECTION V - AUTHENTICATION

1. **INSTALLATION** FT JACKSON, SC 29207  
2. **CAREER COUNSELOR'S SIGNATURE** Ronald Lethcoe  
3. **DATE (YYYY/MM/DD)** 20070602

### TRANSITION POINT: MAIL DOCUMENTS TO ARMY AREA OR STATE AG, IAW CURRENT REGULATIONS.

**DA FORM 5691-R, MAY 1998**  
**EDITION OF DEC 94 IS OBSOLETE**

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*Figure 11-22. Sample of DA Form 5691-R (Request for Reserve Component Assignment Orders)*
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Appendix A – References

Section I – Required Publications
AR 37–100 Account Code/Structure. (Cited in Para 2-2 d (13).)
AR 40–501 Standards of Medical Fitness. (Cited in para 3-8e (1) and 3-8e (2) (b).)
AR 135–7 ARNG/USAR Incentive Programs. (Cited in Para 7-5c, 7-6, 11-25, 11-26, 11-27 and 11-28.)
AR 135–91 Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures. (Cited in Para 11-24.)
AR 135–200 ADT, AT, and Active Duty Special Work of Individual Soldiers
AR 350–41 Training in Units. (Cited in Para 8-4e (2).)
AR 600–6–19 Enlisted Promotions and Reductions. (Cited in Para 3-9a, c (5), c (17), 3-10m, 3-14a 3 (b) and 11-14c (2).)
AR 600–8–22 Military Awards. (Cited in Para 9-8 a and c.)
AR 600–8–104 Military Personnel Information Management/Records. (Cited in para 5-9a, 8-5g, 1 (5) and 11-4c (3).)
AR 600–8–105 Military Orders. (Cited in Para 5-14 and 7-9a.)
AR 600–9 The Army Weight Control Program. (Cited in para 3-8f, 3-9c (3), 7-4a (7), 8-4e (1), 9-7e (3) and 9-9b (5), App B-2, B-4h.)
AR 600–60 Physical Performance Evaluation System. (Cited in para 3-8e (1).)
AR 600–85 Alcohol and Drug Abuse Prevention and Control Program. (Cited in para 3-9c (14).)
AR 601–1 Assignment of Enlisted Personnel to the U.S. Army Recruiting Command. (Cited in App B-7q and B-8b (5).)
AR 601–210 Regular Army and Army Reserve Enlistment Program. (Cited in para 1-6f, 3-9c,e, 3-13c (1), 5-2h, 5-3, 5-4, 7-5d.)
AR 604–10 Military Personnel Security Program. (Cited in para 3-9e (6).)
AR 611–5 Army Personnel Selection and Classification Testing. (Cited in para 3-8c (4).)
AR 611–201 Enlisted Career Management Fields and Military Occupational Specialties. (Cited in para 2-2b (4), 5-12a (1), 5-12 a (2) a) b), 6-5g, 7-4a(3) (4) (5) b), 7-8c and 9-5fl.)
AR 614–6 PCS Policy. (Cited in para 2-2 (2) c) 2, 4-21m, 6-8a (1) (2), 6-8d, and 8-5g.)
AR 614–30 Overseas Service. (Cited in para 4-2g (4) and 4-5c (1) (2).)
AR 614–200 Enlisted Assignment and Utilization Management. (Cited in para 3-6, 3-13a (1), 4-2c, 4-12l, 5-2e (4), 5-6b (4), 5-6d, 5-12b, 6-4g, 7-5b, 9-3b, 9-5d, 9-7a, 9-7h, App B-5 a (4) (7) and B-10a (5).)
AR 635–5 Separation Documents. (Cited in para 3-13c (1).)
AR 635–10 Processing Personnel for Separation. (Cited in para 2-2g (9) and 7-2.)
AR 635–40 Physical Evaluation for Retention, Retirement or Separation. (Cited in para 3-8e (1) and 3-9e (8).)
AR 635–200 Enlisted Personnel. (Cited in para 3-4, 3-9a, 3-9c (4), 3-10m, 3-16d, e, 4-9b, 4-11c, 4-12e (3) (7), 7-4a (8), 7-4 (9) (d), 7-5d, 7-7b (a) (1), 8-3a h, l, 8-3e, 8-5a (3), 8-5h (6), 8-6a, 10-1, 10-2, 11-20a (3) (c) (g) and 11-33d.)
AR 670–1 Wear and Appearance of Army Uniforms and Insignia. (Cited in para 3-9c (14) and 9-8.a.)
AR 680–29 Military Personnel—Organization, and Type of Transaction Codes. (Cited in para 8-5g, 11-4b (2), and 11-20a (5).)
DA Pam 351–4 U.S. Army Formal Schools Catalog. (Cited in para 6-4g and 6-9c (2) (a).)

Section II – Related Publications
AR 10–5 Organizations and Functions, Headquarters Department of the Army
AR 15–185 Army Board for Correction of Military Records
AR 37–104–4 Military Pay and Allowance Procedures: Active Component
AR 55–46 Travel Overseas
AR 135–210 Order to Active Duty as Individuals for other than a Presidential Selected Reserve Call-up, Partial or Full Mobilization
AR 135–382 Reserve Component Military Intelligence Units and Personnel
AR 140–1 Mission, Organization, and Training
AR 140–10 Army Reserve Assignments, Attachments, Details, and Transfers
AR 140–111 U.S. Army Reserve Reenlistment Program
AR 195–3 Acceptance, Accreditation, and release of U.S. Army Criminal Investigation Command Personnel
AR 310–50 Authorized Abbreviations and Brevity Codes
AR 340–21 The Army Privacy Program
AR 350–10 Management of Army Individual Training Requirements and Resources
AR 351–5 United States Army Officer Candidate School
AR 600–4 Remission or Cancellation of Indebtedness for Enlisted Members
AR 600–8–2 Suspension of Favorable Personnel Actions
AR 600–20 Army Command Policy
AR 600–37 Unfavorable Information
AR 600–43 Conscientious Objection

AR 601-280 ● 12 October 2011

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AR 600–110 Identification, Surveillance, and Administration of Personnel Infected with HIV
AR 604–210 Army Personnel Security Program
AR 600–8–101 Personnel Processing
AR 700–84 Issue and Sale of Personal Clothing

NGR 600–200 Enlisted Personnel Management. This publication can be obtained by submitting a request to Army National Guard, ATTN: NGB-ARP–R, 111 South George Mason Drive, Arlington, VA 22204.

Section III – Prescribed Forms
DA Form 4591 Reenlistment Data (Prescribed in para 2-2, 11-3, and 11-4.)
DA Form 4591–1–R Status of DA Form 4591 (Prescribed in para 11-3, and 11-5.)
DA Form 4591–2–R Record of Inspections Conducted (Prescribed in para 11-3 and 11-6.)
DA Form 1695 Oath of Extension of Enlistment (Prescribed in para 1-8, 3-10, and 11-13.)
DA Form 3286 Statements for Enlistment (Prescribed in para 11-11.)
DA Form 3072–R Waiver of Disqualification for Reenlistment/Promotion in the Regular Army (Prescribed in para 1-8.)
DA Form 3340–R Request for Reenlistment or Extension in the Regular Army (Prescribed in para 1-8 and 3-10.)
DA Form 4126–R Bar to Reenlistment Certificate (Prescribed in para 8-5.)
DA Form 4591–R Retention Data Worksheet. (Prescribed in para 6-6 and 11-18.)
DA Form 4789 Statement of Entitlement to Selective Reenlistment Bonus. (Prescribed in para 5-6 and 11-9.)
DA Form 4991–R Declination of Continued Service Statement. (Prescribed in para 3-9 and 11-20.)
DA Form 5612 Certificate of Appreciation (Prescribed in para 11-11 and 11-21.)
DA Form 5689 Oath of Reenlistment (Prescribed in para 1-8, 11-11, and 11-22)
DA Form 5690–R Reserve Component Career Counselor Interview Record (Prescribed in para 7-12 and 11-30.)
DA Form 5691–R Request for Reserve Component Assignment Orders (Prescribed in para 7-7, 7-12, and 11-31.)
DA Form 7249–R Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard Upon REFRAD/Discharge from Active Army Service (Prescribed in para 7-8 and 11-31.)
DA Form 7347 Career Counselor Badge Certificate (Prescribed in para 9-8.)
DD Form 4 Enlistment Reenlistment Document—Armed Forces of the United States. (Prescribed in para 1-8 and 11-7.)

Section IV
Referenced Forms
DA Form 71 Oath of Office—Military Personnel
DA Form 209 Delay, Referral or Follow-up Notice
DA Form 330 Language Proficiency Questionnaire
DA Form 1696–R Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel)
DA Form 3540–R Certificate of Acknowledgment of US Army Reserve Service Requirements and Methods of Fulfillment
DA Form 4187 Personnel Action
DA Form 4856 Developmental Counseling Form
DA Form 5261–3–R Selected Reserve Incentive Program—Affiliation Bonus Addendum
DA Form 5261–4–R Selected Reserve Incentive Program—Student Loan Repayment Program
DA Form 5261–5–R Selected Reserve Incentive Program—USAR Prior Service Enlistment Bonus Addendum
DA Form 5425–R Application/Nominee Personal Financial Statement
DA Form 5426–R Commander’s Evaluation
DA Form 5435–R Statement Of Understanding - The Selected Reserve Montgomery GI Bill
DA Form 5500–R Body Fat Content Worksheet (Male)
DA Form 5501–R Body Fat Content Worksheet (Female)
DA Form 5642–R Statement of Understanding and Selected Reserve Service Agreement, Basic Educational Assistance Entitlement for Service in the Selected Reserve
DD Form 214 Certificate of Release or Discharge from Active Duty
DD Form 256A Honorable Discharge Certificate
DD Form 1610 Request and Authorization for TDY Travel of DOD Personnel
DD Form 1966 Series Record of Military Processing Armed Forces of the United States
SF Form 2808 Report of Medical Examination
SF Form 2807-1 Medical Record—Report of Medical History

Appendix B – Selection and Relief Processing for Active Army and AGR Career Counselors

B-2. Selection Criteria.
a. Criteria for selection of PMOS and SMOS applicants are identical.
b. (POL MSG 12-01) Applications requesting selection, training, and reclassification will be processed as prescribed in paragraph 9-2 and B-3. Commanders may request an exception to the selection criteria for meritorious cases only. Commanders, in coordination with the Command Career Counselors, will disapprove requests for exception that are not fully justified. Exceptions to policy must be endorsed by the first Colonel (O-6) in the chain of command or SCMCA, whichever is in the most direct line to the Soldier, through the ACOM Command Career Counselor to DCS G1, DMPM Attn: Army Retention DAPE-MPE-PD 300 Army Pentagon, Washington DC 20310. Requests for exceptions to policy will be submitted electronically to G1ArmyRetention@conus.army.mil be endorsed by the DCS G1, DMPM, Army Retention, (DAPE-MPE-PD). Unless specifically addressed below, the following selection criteria are not waiverable:

(1) A physical profile of 2222221.
(2) Qualifying scores as follows:
   (a) Minimum score of 100 in aptitude area GT and 100 in aptitude area ST on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
   (b) A minimum score of 100 in aptitude area GT and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.
(3) Soldiers must possess a valid Secret security clearance awarded as a result of a NACLC or higher level investigation for initial award and to maintain the MOS. If a Soldier does not possess a Secret clearance awarded by a favorable NACLC or higher level investigation, the Soldier must initiate a NACLC level investigation and be awarded an Interim Secret clearance to be qualified to attend the Career Counselor Course.
(4) Must be serving on a second or subsequent tour.
(5) Must have 36 months time remaining in service upon completion of the Career Counselor Course. Action must be taken prior to course attendance.
(6) The following rank criteria must be met:
   (a) (POL MSG 12-01) Be a SGT(P) or SSG with less than 15 years of active federal service upon graduation from the Career Counselor Course. In addition SSG must not have more than 2 years time in grade at time of application (Waivable).
   (b) MOS 79S is closed for reclassification at SFC, MSG, and SGM. As an exception, an SFC awarded the Army Gold Recruiter Badge who has less than 15 years of active federal service and no more than 2 years time in grade are eligible.
(7) Be a Phase 1 BNCOC graduate. (Remove) (POL MSG 11-01)
(8) Must have no history of lost or bad time during the current enlistment or in the past 3 years, whichever is longer.
(9) Must have no history of drug or alcohol dependency intervention program of any type.
(10) Not be pregnant at time of selection or prior to attendance at the Career Counselor Course.
(11) Have no marital, emotional, or major medical problems (to include immediate family members) that would hinder performance as a Career Counselor. Note: Every effort will be made to assign Soldiers with family members enrolled in the Exceptional Family Member Program (EFMP) to a military installation where definitive medical care is available. There is no guarantee that the assigned location will accommodate the family's special needs.
(12) Be a high school diploma graduate or equivalent (GED).
(13) Be serving as a Retention NCO at company or higher level command and recommended by a LTC or higher commander. Additionally, all applicants for PMOS 79S must be interviewed and endorsed by a Command Career Counselor (SGM). DA G-1 (DAPE-MPE-PD) is the only approval authority for exceptions to policy.
(14) Have no record of conviction by summary, special, or general courts martial or civil courts of an offense listed in AR 27-10 (Military Justice), chapter 24 (e.g., Lautenberg Amendment) or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
(15) Formal training conducted under the auspices of the Recruiting and Retention School is mandatory.
(16) MOS 79S is closed for reclassification to Soldiers who have been deemed permanently non-deployable in accordance with AR 614-30, AR 40-501, AR 600-60, AR 220-1, and AR 601-280.
Soldiers must meet the minimum criteria for retainability stated in AR 600-60, paragraph 4-2(b) and be fully deployable to all locations and echelons.
(17) If serving on a dependent restricted tour, waive home base or advanced assignment.
(18) Prior to arrival, all Soldiers attending the Career Counselor Course must complete the following Army Computer Based Training (CBT)/Smart Force Course: any one of the Microsoft Word courses, any one of the Microsoft Excel courses, any one of the Microsoft PowerPoint courses, and one course of their choice.
(19) (POL MSG 12-01) Must meet any additional selection criteria or temporary restrictions outlined in AR 601-280 (AA) or as announced in HQDA messages.
(20) (POL MSG 12-01) Must be a citizen of the United States.
(21) (POL MSG 12-01) Must meet the height and weight standards as outlined in AR 600-9.
(22) (POL MSG 12-01) Must agree to voluntary recoupment of a SRB as required by this regulation.

Note: All applicants who fail to maintain eligibility for course attendance or who fail to complete the Career Counselor Course are required to be processed as an exception to policy for rescheduling/reattendance.

Note: Reference Policy Message 11-08 on temporary restrictions.

B-3. (POL MSG 12-01) Application processing procedures of Soldiers to attend the Career Counselor Course; 79S Packets.
a. Soldiers desiring to attend the Career Counselor Course will submit their packet/application to the 79S Proponent if no exception to policy is required or HQDA Army Retention if any exception to policy is required. Commanders and Command Career Counselors will disapprove applications on soldiers not qualified, not recommended, or with incomplete applications.
b. Application packets will contain the following:
   (1) DA Form 4187. Must specify training for PMOS or SMOS in a TDY enroute or TDY and return status. In the case of OCONUS soldiers, include CONUS assignment preferences and waiver of Homebase/Advanced Assignment, if necessary. Verify enrollment in the Married Army Couples Program (MACP); if enrolled include, spouse's name, rank, SSN, and unit of assignment. If assigned OCONUS, include normal tour completion date (MACP applications will be approved or disapproved concurrently). Verify enrollment in the Exceptional Family Member Program (EFMP); if enrolled attach relevant medical requirements. Include a statement of Waiver/Recoupment of Selective Reenlistment Bonus (if required) and agreement to the Service Remaining Requirement (SRR).
   (2) ERB
   (3) DA Form 705
   (4) DA Form 3349 (Permanent only, if applicable)
   (5) DA Form 5500/5501 (If applicable)
   (6) JPAS or Verification of Security Clearance
   (7) Immediate and Battalion level commanders endorsements
   (8) Recommendation of Career Counselor (PMOS 79S) and Command Career Counselor (first PMOS 79S SGM in command chain, if applicable). All endorsements must include full justification why the Soldier merits the exception to policy, if applicable.
   (9) Soldier’s Statement verifying Soldier meets all prerequisites of AR 601-280, Appendix B, Para B-2, may be included in the DA Form 4187 or on a separate memorandum.
c. The following procedures will be used to process packets/applications (with no exception to policy/waiver required) by the Proponent.
   (1) The Proponent will stamp the date on the packet on the day it is received
   (2) The Proponent will verify the Soldier meets all qualifications to attend training (see para 4)
   (3) The Proponent will send the Soldier's name and SSN to the Branch Manager to attain a release from current branch.
   (4) After the release is attained, the Branch Manager will load the Soldier in ATRRS for training.
   (5) If any packet/application is sent back to the recommending command for reasons such as incomplete or need corrections, the date received will start over once received by the Proponent with corrections made.
d. The following procedures will be used to process packets/applications (exception to policy required) by DA G-1 Army Retention.
   (1) Army Retention will stamp the date on the packet on the day it is received.
   (2) Army Retention will verify the Soldier meets all qualifications to attend training and approve/disapprove packets based on a meritorious case by case basis.
   (3) Army Retention will forward the packet to the 79S Proponent with an endorsement of either approving or disapproving the exception to policy/waiver. The 79S Proponent will continue the processing procedures as listed above in paragraph c, if necessary.

e. Addresses to be used in block 2 of the DA Form 4187 as stated below:
   (1) For a packet/application not requiring an exception to policy send to 79S Proponent: RRS, Retention Department, Attn: 79S Proponent, BLDG 10,000 Hampton Parkway, Fort Jackson, SC 29207
   (2) For a packet/application requiring an exception to policy send to HQDA Army Retention: DCS G1, DMPM, Attn: Army Retention DAPE-MPE-PD, 300 Army Pentagon, Washington, DC 20310. Applications will be submitted electronically to G1ArmyRetention@conus.army.mil.

f. Any training date changes (from one class to another) are coordinated between the Branch Manager and Command. The Branch Manager will send an ATRRS personnel load list to Army Retention on a monthly basis. Once all training seats are filled for the current fiscal year (FY) the Proponent will keep an Order of Merit List (OML). This list will be used to replace Soldiers that cannot attend training for any reason during the current FY. This list will also be used to begin filling seats for the next fiscal year.

Note. Soldiers successfully serving as Army Recruiters or SQI 4 (Detailed Recruiters) are qualified for duty as Career Counselors. Because of general lack of installation support and geographic dispersion, their application will consist of: DA Form 4187 (including the relevant information shown above), ERB sent through HQ, USAREC to CG, HRC.

B–4. Criteria for Immediate Relief and Reclassification of Career Counselors (ACTIVE and RESERVE)

Grounds for immediate relief and reclassification of a Career Counselor include, but are not limited to—

   a. Receipt of a general officer memorandum of reprimand.
   b. UCMJ action or conviction by a courts-martial.
   c. Conviction (military or civilian jurisdiction) of any drug or alcohol related incident, including, but not limited to, driving under the influence (DUI), driving while intoxicated (DWI), possession of a controlled substance, and so on.
   d. Conviction (military or civilian jurisdiction) of any offense that indicates questionable moral character.
   e. Violation of or negligent disregard of prescribed regulatory guidance or professional ethics, in order to obtain a reenlistment, extension, or agreement to enlist/transfer into the RC, any unqualified Soldier.
   f. Failure to advise commanders, or to supervise, train, and direct subordinate retention personnel, on the Army Retention Program duties, responsibilities, procedures, and compliance with regulatory guidance, resulting in the unit’s inability to accomplish the retention mission.
   g. Failure to maintain personal retention eligibility.
   h. Failure to maintain standards of AR 600-9, the counselor will not be relieved until given adequate opportunity to comply with weight standards according to applicable procedures described in AR 600-9.
   i. Failure of two consecutive APFT.
   j. Barred from reenlistment.
   k. Denied further service by DA Qualitative Review Board. (Action will not be initiated under this specific provision until the appeal process has been completed).
   l. Signing of a Declination of Continued Service Statement (see chap 4).
   m. Demonstration of a pattern of ineffective counseling techniques that result in erroneous, defective, unfulfilled, or fraudulent reenlistments, extensions, or agreements to enlist/transfer into the RC. This includes Soldiers who desire cashing in accrued leave who are reenlisted outside of the 3-month window, erroneous payment or nonpayment of a prospective SRB recipient.
   n. As directed by ARMY G1 (HRC) as a result of career counselors repeated failure to process/reenlist Soldiers IAW directives. This includes:
      (1) Repeated failure to accurately process documents or record information on manual or automated systems and reports that resulted in Soldiers erroneous or incomplete processing or reenlistment.
(2) Repeated failure by supervisors to effectively monitor and manage subordinate counselor’s accuracy of retention documents or recording of information on manual or automated systems and reports, which resulted in Soldiers erroneous or incomplete processing or reenlistment.

(3) (POL MSG 12-01) Failure by supervisor to report incidents of a subordinate’s actions as identified in B-4a-m or to initiate relief or reclassification as appropriate.


a. Relief procedures. CDRs, CSMs, and command Career Counselors will continually evaluate the quality of their retention force. Career Counselors who are determined to be unfit, unqualified, unable or unwilling to successfully accomplish their functions and tasks, and who cannot fulfill their responsibilities as program administrators and expert advisors, will be relieved and reclassified out of CMF 79. After a determination is made, the CDR will—

(1) Counsel the Soldier regarding his intention to utilize a General Counseling Statement.
(2) Initiate suspension of favorable personnel actions per AR 600-8-2.
(3) Remove the Soldier from all Army Retention Program duties, functions, and responsibilities.
(4) Terminate Special Duty Assignment Pay (SDAP) (see AR 614-200).
(5) Initiate Relief-for-Cause NCOER (see AR 623-205).
(6) Notify the servicing command Career Counselor of the actions taken and coordinate temporary retention support.
(7) Initiate DA Form 4187, requesting involuntary reclassification (see AR 614-200), through chain of command (include the servicing command Career Counselor for comment) to CG, HRC.

b. Reclassification. When, in the commander’s opinion, it is no longer in the best interests of the Army, Army Retention Program, for the Soldier to remain a Career Counselor, the commander will initiate involuntary reclassification per AR 614-200. Relief-for-cause is not required, except as prescribed in paragraph B-4 above, for all involuntary reclassification actions. However, all Soldiers relieved-for-cause will be reclassified. Commanders are reminded reclassification is not necessarily an adverse reflection upon the Soldier, but a tool to enhance program effectiveness and force readiness.

c. (POL MSG 11-01) Reclassification is mandatory if a periodic background investigation reveals that a Career Counselor is no longer in compliance with the minimum qualification criteria listed in DA PAM 611-21 and paragraph B-7 below. Specifically, if a Career Counselor has a negative background check, he/she is no longer qualified to operate RETAIN. RETAIN is the primary system used for all retention actions; therefore an unqualified Career Counselor cannot perform his/her functions.

d. (POL MSG 11-01) Once identified as having a negative periodic background investigation, the Career Counselor has 60 days from notification to appeal the findings. Upon approved adjudication, the Career Counselor will be allowed to continue to serve in his/her position. The approval authority for the appeals/adjudication process is the DCS, G1.


B–7. Selection Criteria. To qualify for selection as a RC Career Counselor, the Soldier must be qualified for an AGR tour per AR 135-8. The Soldier must also possess a PMOS, SMOS, or AMOS in CMF 79 and meet the following criteria:

a. Be serving on a second or subsequent term of (AGR) service (no waiver).

b. Be able to serve at least 5 years in an active duty status prior to becoming eligible to receive military retired pay or being subject to mandatory removal (no waiver).

c. Meet the height and weight standards of AR 600-9 (no waiver).

d. Have a minimum physical profile of 232221 (no waiver).

e. Have no lost time during current enlistment or in past 3 years, whichever is longer (no waiver).

f. Must have no record of careless, reckless, or unsafe driving and possess a valid civilian driver’s license (no waiver).

g. Possess excellent military appearance and bearing, have no obvious distracting physical abnormalities or mannerisms (no waiver).

h. Not be currently nor, in the past 12 months, have been en-rolled in a drug or alcohol dependency intervention program of any type (no waiver).
i. Not be pregnant at time of selection or prior to attendance at the RC Career Counselor Course (no waiver).

j. Have no conviction by military courts-martial (no waiver).

k. Be a citizen of the United States (no waiver).

l. Have a minimum of 3 years' experience (waivable to 2 years) in Recruiting or Retention (CMF 79).

m. Have no record of recruiting improprieties or misconduct.

n. Have no marital, emotional, or major medical problems that would hamper performance on RC Career Counselor duty (no waiver). Soldiers enrolled in the EFMP may serve as RC Career Counselors. Although every effort will be made to attach them to a military installation where definitive medical care for their family member is available, the needs of the Army will be the primary consideration for permanent changes of station.

o. Not be a sole parent, unless the proper Dependent Care Program is in effect (no waiver).

p. Soldiers who are academic failures from the Transition NCO or Career Counselor Course cannot reapply for admission into the RC Career Counselor Program (no waiver).

q. Personnel who are former Recruiters (ARNGUS/USAR) may apply for duty in the Reserve Components Career Counselors provided they meet the criteria and provided their records are not permanently annotated under NGR 600-200 or AR 601-1 for relief from recruiting duty. Final approval authority for these requests is CG, HRC (AHRC-EPF-R).

r. (POL MSG 11-01) RETAIN is the information technology (IT) system used to process all Soldiers' retention actions. As such, all users must be ITIII user qualified in order to operate this system IAW AR 25-2, Para 4-14. In order to meet this criteria, a National Agency Check/Local Check (NACLC) or higher and background investigation will be conducted. Soldiers attending the Basic Career Counselor Course must have a NACLC initiated prior to attending.

B–8. Application Procedures. Application procedures for entry as Career Counselors for ARNGUS and USAR personnel are listed below.

a. (POL MSG 12-01) ARNG Career Counselor positions will be selected and filled by Chief, Guard Strength Directorate NGB, Attn: NGB-GSS, 111 S. George Mason Drive, Arlington, VA 22204.

b. (POL MSG 12-01) USAR Career Counselor applications will be processed through Commander, Army Reserve Careers Division, 1401 Deshler Street S.W., Fort McPherson, GA 30330. In addition to the requirements of paragraph 6-9, AR 601-1, the following documentation will be provided with the application:
   (1) ERB.
   (2) Current photo.
   (3) Completed DA Form 5425-R (Applicant/Nominee Personal Financial Statement).
   (4) Completed DA Form 5426-R (CDR’s Evaluation). DA Forms 5425-R and 5426-R are prescribed by AR 601-1.

B–9. Training. The minimum training requirement for continuation as a RC Career Counselor is: all candidates who are not PMOS qualified for the RC Career Counselor position must attend and successfully complete the appropriate MOS producing school within 180 days of assignment into the program

B–10. Processing Procedures for Relief and Reassignment of Reserve Component Career Counselors

a. Relief procedures. Commanders, command sergeants majors, and command Career Counselors will continually evaluate the quality of their RC Career Counselor force. RC Career Counselors determined to be unfit, unqualified, unable or unwilling to successfully accomplish the missions, functions, tasks, and fulfill their responsibilities as program administrators and expert advisors, will be relieved and reassigned by the appropriate component. If it is believed that relief action is warranted the commander will—
   (1) Determine if appropriate action is necessary under AR 15-6.
   (2) Formally, counsel the Soldier, in writing, regarding his or her intentions.
   (3) Initiate suspension of favorable personnel actions per AR 600-8-2.
   (4) Remove the Soldier from all Army Retention Program duties, functions, and responsibilities.
   (5) Terminate Special Duty Assignment Pay (SDAP) per Para 3-24, AR 614-200 and AR 135-210, Ch 2.
   (6) Initiate Relief-for-Cause NCOER per AR 623-205.
(7) Notify the servicing command Career Counselor of the actions and intentions and coordinate temporary RC counseling support.

(8) Initiate DA Form 4187 requesting reassignment through the chain of command to CG HRC, ATTN: AHRC-EPF-R-T, 2461 Eisenhower Avenue Alexandria, VA 22331-0451. Include the servicing command Career Counselor’s comment and any supporting documentation, including findings and recommendations of any formal or informal investigations conducted.

b. Reclassification. See B-5 above, for all involuntary reclassification actions. However, all Soldiers relieved-for-cause will be reclassified. Commanders are reminded that reclassification is not necessarily an adverse reflection upon the Soldier, but a tool to enhance program effectiveness and force readiness. Requests for reclassification on RC Career Counselors will be forwarded through the chain of command to CG, HRC ATTN: AHRC-EPF-R-T 2461 Eisenhower Ave Alexandria, VA 22331-0451. When, in the commander’s opinion, it is no longer in the best interests of the Army, Army Retention Program, and/or the Soldier for him to remain a Career Counselor, the commander will initiate involuntary reclassification. Relief-for-cause is not required, except as prescribed in paragraph B-4.
Appendix C – Career Counseling and Planning Procedures (POL MSG 11-01)

C-1. General. The Army Career Counseling process is an on-going function that begins the day a Soldier enters the Army and continues throughout the Soldier’s Army career. The Army Career Counseling System involves four stages (Integration, Professional Development, Sustainment, and Career Development) which are designed to prepare Soldiers for the future, whether a full Army career or for return to civilian pursuits. Army Career Counseling is an integrated effort between commanders, officers, Noncommissioned Officers, and Army Career Counselors.

a. Although retaining Soldiers in the Regular Army and Reserve Components is an integral part of career counseling, preparation of Soldiers to be more productive citizens in or out of the Army is the overall objective. Soldiers will be guided early in their Army careers with continued follow-up counseling in setting short-term and long-range plans enabling them to make progress towards their goals. Career Counselors will supplement existing local training programs ensuring leaders are trained in the effective and proper use of personal, performance, and career counseling. It may be necessary, and many instances desirable, for Career Counselors to bring in outside experts to provide specialized counseling; examples are (but not limited to) family life chaplains, budget and investment counselors, education specialists, and health promotion experts.

b. Army Career Counseling matches the needs of the Army and the Soldier and is an empowerment designed to facilitate a Soldier’s career development and growth within the framework of the Army’s support systems and unique mission requirements. An Army career is difficult and demanding but has the potential to be highly rewarding and fulfilling. Soldiers deserve honest and frank evaluations of their potential and opportunities to attain their desired goals with realistic expectations. Soldiers will be advised not only of their reenlistment options, but also, of how they compare with their peer group for education, time in current rank, and strength status of their Military Occupational Specialty (MOS). Since upward progression is in the best interests of the Army and the Soldier, all counseling sessions should be geared toward advising Soldiers on how they measure up and their promotion or advancement potential. Special areas such as commissioning and warrant officer programs, as well as Reserve Component opportunities, should also be included in each counseling session. The Career Counselor must be knowledgeable on available education opportunities and alternate sources such as College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education (DANTES) testing, distance learning opportunities, and alternative sources of education that are tailored to deployed Soldiers or individuals with irregular schedules. All Soldiers should, with the Career Counselor’s assistance, map out their educational goals and, at a minimum, be made aware of how to attain them.

c. Elements of Army Career Planning Programs.

(1) Clarity of Purpose: A shared responsibility by the Army, leaders, and the Soldier to attain goals consistent with the Army’s missions and the Soldier’s abilities and aspirations.

(2) Commitment: Ongoing research and initiatives by the Army, installations, commanders, and leaders at all levels. A comprehensive effort to ensure fair presentation of Army career opportunities, education opportunities (both in and out of the military), and presenting Soldiers with proper guidance and opportunities to reach their career and personal goals consistent with Army mission requirements. Commitment also encompasses a reasonable standard of living for Soldiers and their family members as well as a support mechanism that supports individual self-development and career progression.

(3) Command Support: The degree to which installation, local commanders, and support activities work together to integrate Army missions with Soldiers’ career goals by providing a documented plan for all Soldiers, availability of assistance programs (Education Centers, distance learning, Family Life Chaplains, Army Community Services, etc.), and frequent assessment of progress towards these goals.

(a) Local command retention activities will have this information in writing as part of the command retention plan.

(b) Within 90 days of assumption of command, new commanders will be briefed on their responsibilities by the servicing Career Counselor (PMOS 79S).

(4) Program Assessment: Proper coordination must ensure that Army Career Counseling programs meet Army manpower and readiness needs and that all Soldiers are given the opportunity to develop to their fullest potential. Staff assistance visits will monitor the following as a minimum:

(a) Quarterly and annual reenlistment rates by categories (i.e., initial, mid-career, career).

(b) Frequency of movement options which may be a sign of discontent.
(c) Participation in Reserve Components and special programs compared to other commands similar in size and composition.

(d) Availability of military and civilian educational opportunities and participation in these programs consistent with Army mission requirements.

d. Pre-Counseling Preparation. Prior to the counseling session, the Army Career Counselor will obtain and review the Soldier’s Enlisted Records Brief (ERB), together with local training records; ARMY G1 automated support systems, and any other information available on the Soldier. The Career Counselor must also talk with the Soldier’s leaders to gather information on the Soldier’s current status. Commanders should also review these documents prior to their scheduled counseling sessions. Particular attention should be paid to the following:

1. Current strength of the Soldier’s PMOS.
2. Soldier's current education level and test scores.
3. Soldier's current rank and Retention Control Point (RCP).
4. Soldier's time-on-station and/or DEROS, if overseas.
5. Military schooling completed and mandatory schooling needed.
6. Changes in the Soldier's marital status, number of dependents, change of address, health concerns, and other personal changes will be noted. These factors are important in the counseling cycle. Changes in marital status may require referral to outside counselors to better enable the Soldier to prepare and manage a household or become aware of schooling and programs for family members.

(e) Counselors will review prior counseling, recorded on the DA Form 4591 and DA Form 4856, to follow up on previous points.

C-2. Career Counseling Sessions

a. Career counseling sessions are required to be conducted for all Soldiers in the rank of SSG and below not in an indefinite status. As an exception, sustainment phase career counseling for Soldiers with non-waiverable disqualifications (see chap 3) is not required but is recommended. Although the reenlistment process becomes more evident in the months prior to the opening of the reenlistment window, the process is actually ongoing and involves frequent updates whether in career/professional development sessions or individual counseling sessions as stated in C-1 above.

b. Career Counselors will advise and assist leaders and commanders in identifying potential attrition indicators and eliminating Soldiers not deserving further service in the Army.

c. Commanders and Career Counselors will ensure that information is available regarding the Soldier's military and civilian education and professional development and the benefits of enrolling in the Thrift Savings Plan (TSP). Career Counselors must have access to automated systems to provide maximum counseling support to Soldiers.

d. Particular attention will be given to a Soldier's individual qualifications and potential for promotion and further service. Soldiers not meeting required or desired standards will be counseled on educational development programs to become qualified before his or her current reenlistment window expires. Soldiers must also be informed if they are potentially noncompetitive in their current specialty. If retraining or reclassification is appropriate, Soldiers will be advised of alternatives in the Army and the potential effect on their career if they remain in a less competitive or over-strength specialty.

e. Soldiers must be asked about their future goals and personal plans for obtaining those goals. A candid assessment of the Soldier’s strong points, interests, and weaknesses will enable the Soldier to make proper decisions. All qualified Soldiers will be asked to reenlist. Those Soldiers who desire to separate, and are qualified, will be advised of Reserve Component (RC) opportunities and enlisted or transferred to the RC.

f. Commanders must ensure that Career Counselors have access to Soldiers during duty hours and in the place of duty. In units where access to the normal place of duty requires security clearance, commanders should, when practical, process an appropriate security clearance for the Career Counselor (PMOS 79S).

C-3. Reserve Component Transition counseling.

a. The Company Retention NCO will coordinate through the Battalion Career Counselor/Retention NCO to schedule all Soldiers not intending to reenlist in the Active Army, for an RC counseling session not later than 180 days prior to ETS or beginning of transition leave.
b. The company Retention NCO will ensure a copy of the DA Form 4591 is either hand-carried by the Soldier or forwarded to the Career Counselor prior to the interview. Electronic or reproduced copies will suffice.
c. Soldiers will be interviewed individually by the servicing Career Counselor. Each Career Counselor will ensure that an appointment system is established for scheduling Soldiers for their required counseling and that all separating, eligible Soldiers are counseled during the prescribed time-frame.

C-4. Delegation of authority to conduct career counseling sessions.
a. Unless otherwise specifically stated below, responsibility for conducting career counseling sessions will not be further delegated.
   (1) Commanders of large units where the majority of troops are not under the direct control of the commander (for example, division AG companies or HQ garrison companies), may wish to delegate his/her authority to conduct career counseling sessions.
   (2) Commanders may delegate this authority to the responsible section chief or staff officer (commissioned or warrant) for the Soldier concerned.
   (3) Delegation of this authority will be in writing and may not be further delegated.
   (4) Commanders retain responsibility to ensure counseling requirements are completed and documented per this regulation.
b. The Career Counselor assigned duties as prescribed in paragraph 2-2f will accomplish all counseling and other regulatory requirements.
c. Battalion Career Counselor. In units not assigned a Battalion Career Counselor, the full time Battalion Retention NCO will accomplish all career counseling sessions and other regulatory requirements (see paragraph 9-5).

C-5. The Army Career Counseling System (TACCS). The Army Career Counseling System is designed to develop leaders, improve force alignment, and impact Army end-strength. Specifically, it allows the Career Counselor to advise leaders and counsel Soldiers employing the following four phases to manage retention, force alignment, attrition, and reserve component transition. The system and required counseling sessions are not designed to replace or provide oversight of the unit leader developmental counseling requirements but rather supplement the process through leader development and Soldier education.
a. Integration. Vital to the Army’s sponsorship program. Integration will assist to reduce turbulence with Soldiers when they initially arrive at their units. All Soldiers will be counseled by their Career Counselor to ensure critical areas have been addressed (sponsorship, basic human needs, personnel and financial issues, military programs, and family support groups).
b. Professional Development. This applies to all Soldiers not serving in an indefinite status. Career Counselors will counsel these Soldiers on understanding the Army. This function will focus on educating Soldiers on the decentralized and semi-centralized promotion systems, the Army Continuing Education system, various military schools, reclassification, special programs, importance of diverse assignments, finding a mentor, and establishing short/long-term goals. This phase will assist in developing the Soldier on the Army as a profession. It is used to provide Soldiers with a check on their development and accomplishment of their goals.
c. Sustainment. Retains quality Soldiers and enhances Army readiness. Reenlistment enhances Army readiness by aligning the current force with Army force structure requirements based on established priorities at the time of reenlistment. Reenlistment is a tool that supports the Army’s transformation. For those Soldiers that decide to separate at ETS, the Career Counselor will assist them in continuing to serve with the Army as they transition into civilian life. Transition comes in several forms: enlistment into the Army National Guard, transfer/enlistment into the U.S. Army Reserve, or retirement.
d. Career Development. Applies to Soldiers serving on their second or subsequent term of service in the Army. Counseling is focused on Soldiers considering the Army as a career. This function will educate Soldiers on the centralized promotion system, education (military and civilian), special programs, assignments, retention control points, retirement, indefinite reenlistment, mentoring, establishing short/long-term goals, etc. Short and long-term goals established in the Professional Development Phase will be evaluated and tailored to meet the Soldier’s career needs, wants, and desires.
### Table C-1 Career Counseling Sessions

<table>
<thead>
<tr>
<th></th>
<th>Title</th>
<th>Time</th>
<th>Type</th>
<th>Counselor</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Title: Integration.</td>
<td>Within 30 days of assignment to the unit (all Soldiers).</td>
<td>Integration</td>
<td>Career Counselor</td>
<td><strong>Guidance:</strong> Check that in-processing to the unit is proceeding successfully. Any problems should be resolved in coordination with unit NCOs. Areas to address: basic human needs, personnel and finance issues, family support groups, military programs, sponsorship, and receipt of enlistment/reenlistment incentives due. Feedback on unit in-processing and sponsorship will be provided to the unit commander. This counseling will assist in reducing turbulence for Soldiers when they initially arrive in the unit. This counseling also sustains the Army's commitment to the Soldier as an integral member of the new command. Although first-line leaders are responsible for the basic needs of their Soldiers, the Career Counselor, on behalf of the commander, provides an essential element in a smooth transition to the new command.</td>
</tr>
</tbody>
</table>
| 2 | Title: Professional/Career Development     | 90-120 days after assignment to unit (all Soldiers). | Professional and Career Development          | Career Counselor       | **Guidance:** The Career Counselor will screen the Soldier's records, verify service dates and extract pertinent information as required to tailor the counseling session.  
  a. Soldiers serving on their initial enlistment (Professional Development): Career Counselors will counsel these Soldiers on understanding the Army. The counseling will focus on educating Soldiers on the decentralized and semi-centralized promotion systems, the Army Continuing Education System, various military schools, reclassification, special programs, importance of diverse assignments, finding a mentor, and establishing short and long-term goals. The Career Counselor will also assist the Soldier in setting specific career development goals. This session is an informal process to assure the Soldier begins his/her new assignment with data essential to make solid career or life decisions. Special attention will be paid to the Soldier's expectations from an Army experience. Guidance will be provided to foster the Soldier's desires and eliminate false impressions while instilling a realistic, achievable life plan within the Army's framework.  
  b. Soldiers serving on their second or subsequent enlistment (Career Development): Career Counselors will counsel these Soldiers on the Army as a career. The counseling will focus on the status of the Soldier's current short and long-term goals, an overview of the centralized promotion system, education (military and civilian), special programs and assignments, retention control points, retirement, indefinite reenlistment, mentoring, etc. Short and long-term goals will be evaluated and tailored to meet the Soldier's career needs, wants, and desires. Since there is a strong likelihood that these Soldiers will be married or have dependents, the counselor must be cognizant of factors that affect the Soldier's plans and enable the Soldier to build a career plan around a family and the resulting impact a career imposes. Expectations for post Army retirement should also be discussed and potential long-term personal growth programs explored. |
| 3 | Title: Commander's Professional/Career Development | Annually on BASD anniversary (All Soldiers) | Professional and Career Development          | Company Commander     | **Guidance:** This annual counseling session will serve as follow-up to the initial Professional/Career Development counseling. The focus of this counseling is to check on the status of professional and career goals and to assist the Soldier in overcoming obstacles to the accomplishment of those goals. The commander will evaluate information provided by the Career Counselor as well as performance reports from the Soldier's leaders. This counseling should also serve as a means for the commander to further assess the Soldier's goals, expectations, and understanding of the command's mission. The Soldier will be informed of both positive and negative aspects of current performance and methods to overcome shortcomings or to further improve performance. The commander will follow up on original findings provided by unit leaders. Commanders will pay special attention to changes in personal status (marriage, dependents, monetary problems, health, etc.). |
Referral to outside agencies may be required to obtain expert guidance in some instances. If the Soldier shows limited potential or substandard conduct, the commander will advise the Soldier that he/she may not be a candidate for reenlistment. If a bar to reenlistment is appropriate, it should be discussed at this time (see chapter 8). If the Soldier is in an over-strength specialty or is noncompetitive for promotion, retraining options should also be discussed. Ineligible Soldiers will be informed of their status and specifically advised what action is necessary to become eligible. Soldiers recommended for reenlistment, regardless of eligibility status, will continue to receive all counseling. Soldiers not recommended for further service will be informed that they are being considered for a bar to reenlistment.

| 4 | Title: Commander’s Retention  
Time: 26 months prior to ETS (all Soldiers not serving on indefinite reenlistments).  
Type: Sustainment.  
Counselor: Commander  
Guidance: If a Soldier is undecided about reenlistment, this is the time to help him/her analyze abilities, opportunities, limitations, and personal problems. All problems should be resolved at this time. Discuss the status of the Soldier's MOS, the promotion cutoff score for his or her MOS, and opportunities for promotion. Soldiers in an over-strength MOS should be encouraged to consider the advantages of retraining at the reenlistment point. This discussion should include advantages of the BEAR program. Interested Soldiers will be referred to the battalion or servicing Career Counselor. Soldiers who have limited potential for an Army career will be advised of needed improvements and told of shortcomings that need to be overcome. Soldiers will also be advised, in a frank manner, how they compare with their peers not only in their career field but in the Army overall. This counseling will enable Soldiers to weigh alternatives, become more competitive, or prepare for transition to civilian life. |

| 5 | Title: Retention  
Time: 24-25 months prior to ETS (all Soldiers not serving on indefinite reenlistments).  
Type: Sustainment.  
Counselor: Career Counselor  
Guidance: This counseling is conducted with the purpose of obtaining a reenlistment commitment from the Soldier. A review of the Soldier's qualifications from previous counseling will be conducted. Reenlistment options available to the Soldier will be discussed in detail. A review of Army benefits is also appropriate at this time. Soldiers will be apprised of current retirement programs, health care plans for family members, education opportunities, and other monetary and personal benefits that an Army career provides. Should a firm reenlistment commitment be obtained, the unit Retention NCO will insure that the Soldier initiates a DA Form 3340-R. Coordination with commanders will be conducted if a bar to reenlistment is warranted. Appropriate record checks to verify eligibility will also be conducted as appropriate. |

| 6 | Title: Retention Options  
Time: 16-18 months prior to ETS (all Soldiers not serving on indefinite reenlistments).  
Type: Sustainment.  
Counselor: Career Counselor  
Guidance: This counseling is conducted with the purpose of obtaining a reenlistment commitment from the Soldier. A review of the Soldier's qualifications from previous counseling will be conducted. Any additional reenlistment options available to the Soldier at this time will be discussed in detail. A review of the Regular Military Compensation (RMC) Chart is also appropriate in this session, especially if confusion over military and civilian pay potential and benefits packages exist. A review of Army benefits is also appropriate at this time. Soldiers will be apprised of current retirement programs, health care plans for family members, education opportunities, and other monetary and personal benefits that an Army career provides. Should a firm reenlistment commitment be obtained, the unit Retention NCO will insure that the Soldier initiates a DA Form 3340-R. Coordination with commanders will be conducted if a bar to reenlistment is warranted. Appropriate record checks to verify eligibility will also be conducted as appropriate. |
<table>
<thead>
<tr>
<th>Title: Retention Follow-up</th>
<th>Time: 12-13 months prior to ETS (all Soldiers not serving on indefinite reenlistments).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type: Sustainment.</td>
<td>Cousinlor: Career Counselor</td>
</tr>
<tr>
<td>Guidance: This counseling is conducted with the purpose of obtaining a reenlistment commitment from the Soldier. A review of the Soldier's qualifications from previous counseling will be conducted. Any additional reenlistment options available to the Soldier will be discussed in detail. A review of Army benefits is also appropriate at this time. Soldiers will be apprised of current retirement programs, health care plans for family members, education opportunities, and other monetary and personal benefits that an Army career provides. Counselors should also advise Soldiers to investigate civilian opportunities available through the Army Career and Alumni Program (ACAP) to compare available alternatives. A review of the RMC Chart is also appropriate in this session, especially if confusion over military and civilian pay potential and benefits packages exist. Should a firm reenlistment commitment be obtained, the unit Retention NCO will insure that the Soldier initiates a DA Form 3340-AR. Coordination with commanders will be conducted if a bar to reenlistment is warranted. Appropriate record checks to verify eligibility will also be conducted as appropriate.</td>
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<tr>
<td>Title: Retention Summary</td>
<td>Time: 7 months prior to ETS (all Soldiers not serving on indefinite reenlistments).</td>
</tr>
<tr>
<td>Type: Sustainment.</td>
<td>Counselor: Career Counselor</td>
</tr>
<tr>
<td>Guidance: Any unresolved issues and problems must be addressed. The goal is a firm reenlistment commitment. Review all options, incentives, and benefits to include Reserve Component programs. If appropriate, refer the Soldier to the unit commander, First Sergeant, or Command Sergeant Major for follow-up counseling. If a Soldier appears to be uncertain whether or not to remain in the Army, a comprehensive review of previous counseling sessions, stated goals, desires, and aspirations will be discussed. The objective is to enable Soldiers to make an educated decision and to provide all factual data that will assist in obtaining a decision on reenlistment, RC transition, or separation. Should a firm commitment be obtained, initiate a DA Form 3340-AR and immediately coordinate with the commander.</td>
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<tr>
<td>Title: Reserve Component Transition</td>
<td>Time: 180 days prior to ETS or beginning of transition leave.</td>
</tr>
<tr>
<td>Type: Reserve Component Benefits and Options.</td>
<td>Counselor: Career Counselor</td>
</tr>
<tr>
<td>Guidance: The primary purpose is to encourage eligible Soldiers, through presentation of individually tailored benefits and options, to transition into an ARNGUS unit or USAR unit. For those Soldiers qualified for RC service under the provisions of this regulation who have completed their MSO and for whom unit membership is not possible or practical, enlistment into the IRR will be encouraged. Commanders may waive this interview if the Soldier is currently processing for reenlistment in the active Army.</td>
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<tr>
<td>Title: Reenlistment Follow-up</td>
<td>Time: 60-90 days after reenlistment (all Soldiers).</td>
</tr>
<tr>
<td>Type: Career Development.</td>
<td>Counselor: Career Counselor</td>
</tr>
<tr>
<td>Guidance: This is a follow-up counseling session to ensure that all options, incentives, and other promises made in conjunction with the Soldier's reenlistment have been fulfilled. This session provides the &quot;service after the sale&quot; to the Soldier and is used to alleviate problems, actual or perceived, associated with the reenlistment and resulting consequences of PCS moves, relocation of dependents, or similar problems. Referral to outside agencies may be necessary.</td>
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</tr>
<tr>
<td><strong>Title:</strong> Change of Station/Transition</td>
<td><strong>Time:</strong> 60-90 days prior to PCS/Leave/Training Start Date or Transition Leave/ETS (all Soldiers).</td>
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<tr>
<td>------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Type:</strong> Career Development</td>
<td><strong>Counselor:</strong> Career Counselor</td>
</tr>
<tr>
<td><strong>Guidance:</strong> This counseling session enables the Career Counselor to assist the Soldier in the PCS/ETS process and answer any questions or help to solve any remaining problems to ensure that the Soldier's move commences with minimum difficulty. The Career Counselor must also verify that all service remaining requirements have been met and/or any required security clearances obtained. Conduct RC follow-up for transitioning Soldiers to allow them to consummate ARNG contracts.</td>
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Appendix D – Administration of the Oath of Reenlistment, Extension of Enlistment, and Enlistment into the Reserve Components

D–1. Administration of the Oath Constitutes the Enlistment or Reenlistment of a Soldier. The administration of the oath of extension is not required to execute the extension, but is at the discretion of the extending Soldier. The planning for ceremonies for Soldiers desiring administration of the oath of extension will follow the guidance for planning enlistment/reenlistment ceremonies.

D–2. Pre-ceremonial Planning Considerations. Prior planning for enlistment/reenlistment ceremonies is important to ensure the ceremony is conducted professionally and in a manner meaningful to the Soldier.
   a. Determine the date of enlistment/reenlistment.
   b. Coordinate all aspects of the ceremony with the chain of command.
   c. A commissioned officer or a commissioned warrant officer of the Armed Forces of the United States will administer the oath (see paragraph 1-8). The officer must currently be on either active, reserve (active or inactive), or retired reserve status. If the Soldier has a preference among administering officers, ensure he or she is available, and appropriate schedules are reserved; obtain necessary information for documents; and make appropriate coordination. Determine if administering officer requires background information or "biography card" on the Soldier for the ceremony.
   d. If the Soldier is married, obtain the necessary information to complete DA Form 5612. If the spouse will be in attendance, include presentation of DA Form 5612 in the planning.
   e. Suitable arrangements will be made to ensure the oath is administered in an appropriate setting. Ensure the location is of suitable size to accommodate the anticipated number of guests. If outdoors, consider alternate locations in the event of inclement weather.
   f. The ceremony is an official act and should be conducted accordingly. In some cases, Soldiers and commands desire the ceremony to be conducted in connection with activities such as parachuting, climbing utility poles, and other similar acts. These activities are not in keeping with the solemnity associated with the oath of enlistment/reenlistment and will not be part of the ceremony.
   g. The ceremony should be conducted in proper military uniform. Exceptions to this provision are authorized when—
      (1) The Soldier is a military intelligence agent, Criminal Investigation Command (CID) agent, or other Soldier whose normal duty uniform is civilian attire.
      (2) The administering officer is a retired or inactive RC officer who prefers to wear civilian attire.
      (3) The administering officer is an Active Army warrant officer or enlisted Soldier who holds a commission in the Reserve Components of the US Armed Forces. Note: These officers may wear their commissioned uniform to administer the oath only if the location of the ceremony is not within Department of Defense areas of control or agencies. In this situation, the reenlistment may be conducted at an offsite, such as the Soldier’s off-post residence or other non-DOD activity, installation, or area.
      (4) Other cases when the wearing of the military uniform is clearly not proper to the occasion or the persons involved.
   h. Coordinate appropriate photographic support.
   i. Determine if reception or refreshments will follow.
   j. Ensure a flag of the United States of America is prominently displayed in the immediate vicinity of the administering officer and Soldier.
   k. Oath of enlistment/reenlistment. Verify with Soldier to determine if he or she prefers to "swear" or "affirm." The phrase, "so help me God" may be deleted for Soldiers electing to "affirm." For Soldiers electing to "affirm," prepare a 3- by 5-inch card, editing the oath, for use by the administering officer.
   l. If the Soldier receives passes, or other incentives, coordinate with the chain of command to have the necessary documentation prepared, as required.

D–3. Immediately Prior to the Conduct of Ceremonies
   a. Review the ceremony agenda with the administering officer and Soldier (see D–4 below).
   b. Obtain the required signatures and the use of the forms below.
      (1) DA Form 5689 if applicable.
      (2) DA Form 5612 if applicable.
(3) DD Form 256A is presented to the Soldier only after the oath has been administered, if applicable. **Note.** (AR 635-5 dtd 15 Sept 00 Para 2–10) DD Form 256A (Honorable Discharge Certificate) and DD Form 257A (General Discharge Certificate). Issue these discharge certificates appropriately to all Soldiers receiving an honorable or general discharge. In the space under “this is to certify that,” enter the name, typed—in capital letters in signature order, followed by the grade and career branch (officer) or component (enlisted). (Do not include a Soldier’s SSN.) Spell out the component if RA; enter other components as ARNGUS or USAR. Type the name of the officer signing the certificate between the lines in the lower right corner of the certificate. Type the name in capital letters in the signature order, with grade and branch centered below the name. **Note.** If certificate presentation folders are used, remove protective document coverings to prevent flash reflections on the pictures.

c. The administering officer counsels the Soldier on the provisions of Articles 83 and § 937. Article 137, UCMJ (see App I).

D–4. Conduct of the Ceremony. A typical enlistment/reenlistment ceremony consists of—

a. Entrance/Positioning of the official party (ensure the photographer is ready).

b. Opening remarks by administering officer.

c. Introduction of the Soldier, family members, and special guests.

d. The administering officer should ask or ensure attendees rise and military personnel stand at the position of attention during administration of the oath. The administering officer should instruct the Soldier to "raise your right hand and repeat after me." If the Soldier "affirms," the officer may administer the edited oath on a 3 X 5 card; he or she may read the oath from DA Form 5689.

e. Photographs and presentation of Oath of Enlistment and Honorable Discharge Certificates.

f. Photographs and presentation of Certificate of Appreciation for Spouse of Reenlistee. (Spouse certificate is optional for RC transfer or affiliation).

g. Remarks by Soldier.

h. Closing remarks by administering officer.

i. Guests and attendees congratulate the Soldier.


a. The administering officer counsels the Soldier on Articles 85 and 86, UCMJ (see App I).

b. Reviews the DD Form 4 and all related documents and annexes with the Soldier and administering officer, obtaining necessary signatures and dates where required (see chap 11, Section III).

c. Provides the Soldier copies of the reenlistment packet (see chap 11).

d. Reports the reenlistment as prescribed by chapter 11 and local retention reporting procedures.

e. Undertakes follow-up with the Soldier, ensuring any incentives which apply have been presented to the Soldier and that all necessary military personnel and pay records reflect the transaction.

D–6. Conduct of the Extension Ceremony. The verbal administration of the oath of extension is not required. However, an officer (see paras 1–8 and D-1c above) will personally witness the Soldier’s signature, and endorse the DA Form 1695 as such. Soldiers may, at their discretion, request administration of the oath of extension.
Appendix E
Reenlistment Options
Option names options are shown below in reenlistment options E-1 through E-5.

Policy Message 11-02(C5)
SUBJECT: Reenlistment Options Effective 05 August 2011
Rescind: Policy Message 11-02(C4)
2. Reenlistment Options are only available, if otherwise qualified, to those Soldiers at the rank of Specialist (E4) or above, who have a contractual ETS date on or before 30 September 2012, to include those FY13 Soldiers who meet the exception criteria IAW the exception included in paragraph 2 of Policy Message 12-02. The eligibility for reenlistment options are as follows:
a. Initial Term Soldiers:
   (1) Serving in an over strength MOS (N/Y) are limited to the Army Training Reenlistment Option only. Additionally, Soldiers must select an MOS listed as under strength (Y/N) or balanced (N/N) on the current IN/OUT Call MILPER Message.
   (2) Serving in a balanced (N/N) or under strength MOS (Y/N) are eligible for the Regular Army Reenlistment Option, Current Station Stabilization Reenlistment Option, Overseas Assignment Reenlistment Option, and CONUS Station-of-Choice Reenlistment Option.
   (3) Assigned, not attached, to USASOC under ACOM/ASCC/DRU Code SP and serving in an over strength MOS (N/Y) are limited to the Regular Army Reenlistment Option or Army Training Reenlistment Option.
   (4) Serving in an over strength MOS (N/Y) who are authorized to receive a Location or SQI/ASI/LANG SRB may only reenlist for the Regular Army Reenlistment Option or Army Training Reenlistment Option. These Soldiers may only reenlist for the Regular Army Reenlistment Option if they are serving in, or are on assignment with duty to a Location or SQI/ASI/LANG position.
b. Mid-Career Soldiers:
   (1) Serving in an over strength MOS (N/Y) are limited to the Army Training Reenlistment Option only. Additionally, Soldiers must select an MOS listed as under strength (Y/N) or balanced (N/N) on the current IN/OUT Call MILPER Message.
   (2) Serving in a balanced (N/N) or under strength MOS (Y/N) are eligible for the Regular Army Reenlistment Option, Current Station Stabilization Reenlistment Option, Overseas Assignment Reenlistment Option, and CONUS Station-of-Choice Reenlistment Option.
   (3) Assigned, not attached, to USASOC under ACOM/ASCC/DRU Code SP and serving in an over strength MOS (N/Y) are limited to the Regular Army Reenlistment Option or Army Training Reenlistment Option.
   (4) Serving in an over strength MOS (N/Y) who are authorized to receive a Location or SQI/ASI/LANG SRB may only reenlist for the Regular Army Reenlistment Option or Army Training Reenlistment Option. These Soldiers may only reenlist for the Regular Army Reenlistment Option if they are serving in, or are on assignment with duty to a Location or SQI/ASI/LANG position.
c. Careerist Soldiers:
   (1) In balanced (N/N) or under strength (Y/N) with less than 10 years of AFS on date of discharge may only receive the Regular Army Reenlistment Option.
   (2) SSG and above, regardless of strength, with 10 or more years of AFS on date of discharge must reenlist under the Indefinite Reenlistment Program.
   (3) SGT or below and serving in an over strength MOS (N/Y) are limited to the Army Training Reenlistment Option only. Additionally, Soldiers must select an MOS listed as under strength (Y/N) or balanced (N/N) on the current IN/OUT Call MILPER Message.
   (4) SSG serving in an over strength MOS (N/Y) with less than 10 years of AFS on the date of discharge may reenlist for the Regular Army Reenlistment Option or the Army Training Reenlistment Option. SSG (P) and SFC are limited to the Regular Army Reenlistment Option.
3. Reenlistment Options: Initial term and Mid-Career Soldiers reenlisting for movement options must have a minimum of 12 months time on station and have met the minimum SRR before departing the installation.
4. Movement out of the unit resulting from a reenlistment option must be accomplished prior to LAD minus 180 days. This means all report dates and training start dates must be prior to LAD minus 180 days. All report dates and training dates must be after the 60 or 90 day stabilization period following redeployment. Movement options for Soldiers assigned to OCONUS AFM units remains driven by their DEROS date. DEROS adjustments may be accomplished IAW AR 614-30 for Soldiers who have a DEROS between LAD minus 90 and LAD minus 180 days and desire to reenlist for a movement option to move prior to LAD −180.
5. Soldiers with an FY12 ETS date must reenlist prior to 31 Jan 2012 (end of Phase I). Soldiers with an FY 12 ETS date who do not reenlist during Phase I are no longer eligible for reenlistment.
<table>
<thead>
<tr>
<th>Line: 1</th>
<th>Item: Name of option</th>
<th>Comment: Regular Army Reenlistment Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line: 2</td>
<td>Item: Description of option</td>
<td>Comment: Assignment to training or duty to the needs of the Army</td>
</tr>
<tr>
<td>Line: 3</td>
<td>Item: Reenlistment period</td>
<td>Comment: Qualified Soldiers may reenlist for 2, 3, 4, 5, or 6 years, regardless of grade or amount of service completed. Assignment to training or duty to the needs of the Army. Soldiers in the rank of SSG or higher regardless of strength who have 10 or more years AFS on the date of discharge will be restricted to an indefinite term of reenlistment, unless prohibited by other provisions of this regulation</td>
</tr>
<tr>
<td>Line: 4</td>
<td>Item: Prerequisites</td>
<td>Comment: Meet basic eligibility criteria and reenlist in the timeframe prescribed in chapter 3 with or without waiver(s) of disqualification(s). New ETS date must be greater than one year from contractual ETS date.</td>
</tr>
<tr>
<td>Line: 5</td>
<td>Item: Option Information</td>
<td>Comment: Soldier must understand--This option carries no guarantee of assignment, training, or stabilization. Soldiers will be assigned and utilized according to the needs of the Army. Soldiers, except those reenlisting to meet service remaining requirements, may be assigned to their present duty assignment or to any vacancy for which qualified. A subsequent extension is required if the term does not meet the service remaining requirements.</td>
</tr>
<tr>
<td>Line: 6</td>
<td>Item: Option processing procedures</td>
<td>Comment: Normal processing procedures prescribed by this regulation. If applicable, assignment instructions will be requested in accordance with AR 614-200.</td>
</tr>
<tr>
<td>Line: 7</td>
<td>Item: Special processing for overseas commands</td>
<td>Comment: None</td>
</tr>
<tr>
<td>Line: 8</td>
<td>Item: Statements required for reenlistment</td>
<td>Comment: DA Form 3286, Parts I through IV, for all Soldiers. <strong>(POL MSG 11-01)</strong> Part II, Item 2, enter on the second line “In accordance with the needs of the Army under the Indefinite Reenlistment Program.”</td>
</tr>
</tbody>
</table>
### Table E-2
**Current Station Stabilization Reenlistment Option E-2**

<table>
<thead>
<tr>
<th>Line: 1</th>
<th>Item: Name of option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comment:</strong> Current Station Stabilization Reenlistment Option</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line: 2</th>
<th>Item: Description of option</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comment:</strong> Guarantees 1 to 12 months stabilization as prescribed by lines 5 and 7 below.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line: 3</th>
<th>Item: Reenlistment period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comment:</strong> Initial and Mid Career Soldiers who are SSG and below may reenlist for 3, 4, 5, or 6 years.</td>
<td></td>
</tr>
<tr>
<td><strong>a. Initial Term Soldiers</strong> - minimum 3 year reenlistment. Guarantees 1 to 12 months stabilization from date of reenlistment for CONUS based Soldiers or 1 to 12 months stabilization from DEROS for OCONUS based Soldiers.</td>
<td></td>
</tr>
<tr>
<td><strong>b. Mid-Career Soldiers</strong> - minimum 3 year reenlistment. Guarantees 1 to 12 months stabilization from date of reenlistment for CONUS based Soldiers or 1 to 12 months stabilization from DEROS for OCONUS based Soldiers.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line: 4</th>
<th>Item: Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a.</strong> Meet basic eligibility criteria and reenlist in the time frame prescribed in chapter 3 with or without waiver(s) of disqualification(s). Soldiers reenlisting for this option must be serving in a valid position.</td>
<td></td>
</tr>
<tr>
<td><strong>b. (POL MSG 12-02)</strong> Soldiers assigned to CONUS TDA units must have less than 23 months Time on Station (TOS) at time of reenlistment to qualify for this option. This restriction does not apply to Soldiers assigned to MTO&amp;E units. Soldiers assigned to CONUS TDA units may not exceed 24 months TOS when adding reenlistment stabilization to current TOS. (Example: Soldier who is assigned to a CONUS TDA unit and has 20 months TOS on date of reenlistment may be stabilized for no more than 4 months). Soldiers assigned to OCONUS TDA/MTO&amp;E units are authorized this option provided they reenlist at least 6 months prior to DEROS. New ETS date must be greater than one year from contractual ETS date.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line: 5</th>
<th>Item: Option Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comment:</strong> Soldier must understand—</td>
<td></td>
</tr>
<tr>
<td><strong>a.</strong> Guarantees 1 to 12 months stabilization from date of reenlistment for CONUS based Soldiers. For OCONUS soldiers, see Line 7.</td>
<td></td>
</tr>
<tr>
<td><strong>b.</strong> If the Soldier is placed on temporary duty, to include operational Temporary Change of Station (TCS), away from the stabilized station (during the stabilization period), for a period in excess of 30 consecutive days, the period of stabilization will be increased by the number of days the Soldier was away from the stabilized station, unless the stabilization is waived by the Soldier.</td>
<td></td>
</tr>
</tbody>
</table>
c. (POL MSG 11-01) To meet the operational needs of the Army, if the unit to which the Soldier is assigned must be deployed, relocated, transferred, or reassigned from the parent organization, the Soldier will move with the unit and no grounds for a broken reenlistment commitment will exist.

d. If the guaranteed station is inactivated and transfer of the Soldier is necessary before completion of the 12 month stabilization period, the Soldier will be given the choice of assignment to any other station in the Major Command to which assigned if a vacancy in PMOS and grade exists. If no vacancy exists, reassignment will be according to the needs of the Army.

e. If the guaranteed station is re-designated, relocated, transferred, or deployed, the Soldier will remain assigned to the station and will be moved as part of the station.

(For OCONUS Soldiers, see Line 7)

Line: 6
Item: Option processing procedures
Comment: Normal processing procedures prescribed by this regulation.

Line: 7
Item: Special processing for overseas commands
Comment:
a. Processing requirements in overseas commands are the same as those within CONUS except as prescribed below.
b. Authority to approve reenlistment for this option, when all or any portion of the guaranteed tour exceeds the normal overseas tour, is the prerogative of the major overseas commander per AR 614-30.

c. (POL MSG 11-02(C2))

(1) Initial Term Soldiers - Guarantees 1 to 12 month’s stabilization from DEROS for OCONUS based Soldiers.

(2) Mid-Career Soldiers - Guarantees 1 to 12 months stabilization from DEROS for OCONUS based Soldiers.

(3) Career Soldiers in balanced (N/N) or under strength (Y/N) MOS with less than 10 years of AFS on date of discharge may only receive the Regular Army Reenlistment Option.

(For CONUS Soldiers, see Line 5)

Line: 8
Item: Statements required for reenlistment
Comment: DA Form 3286, Parts I through IV, for all Soldiers.

(POL MSG 11-01) Part II, Item 2, enter “Guaranteed 1 to 12 months stabilization from Reenlistment date or DEROS.” Part II, Item 3, enter the number of months stabilized and commencement date.
| Line: 1 | Item: Name of option | Comment: Army Training Reenlistment Option |
| Line: 2 | Item: Description of option | Comment: Guarantees to qualified Soldiers |
| a. | Attendance at an available service school of choice for PMOS, SQI, ASI or language training. |
| b. | Airborne training for Soldiers possessing a PMOS listed in applicable RETAIN message for award of SQI “P.” |
| Line: 3 | Item: Reenlistment period | Comment: Qualified Soldiers, SSG and below, may reenlist for 3, 4, 5, or 6 or years. Subsequent extension is required if the reenlistment term does not meet or exceed the service remaining requirement for the specific school/training as required by DA Pam 351-4. New ETS date must be greater than one year from contractual ETS date. Soldiers must have a minimum of 12 months time on station and have met the minimum SRR before departing the installation, as prescribed in paragraph 4. |
| a. | Initial Term Soldiers - minimum 3 year reenlistment. Soldiers must meet the minimum SRR for the new MOS and follow-on assignment using a combination of reenlistment and extension; extension will not exceed 11 months. |
| b. | Mid-Career Soldiers - minimum 3 year reenlistment. Soldiers must meet the minimum SRR for the new MOS and follow-on assignment using a combination of reenlistment and extension; extension will not exceed 11 months. |
| c. | Careerist Soldiers - minimum 3 year reenlistment. Soldiers must meet the minimum SRR for the new MOS and follow-on assignment. This applies only to Soldiers that are SSG with less than 10 years of AFS at date of discharged or SGT and below, and serving in an over strength MOS (N/Y). Soldiers must select an MOS listed as under strength (Y/N) or balanced (N/N) on the current IN/OUT Call MILPER Message. |
| Line: 4 | Item: Prerequisites | Comment: |
| a. | Must meet eligibility criteria and reenlist in the time frame prescribed in chapter 3 with or without waiver(s) of disqualification(s). (POL MSG 11-02(C2)) New ETS date must be greater than one year from contractual ETS date. |
| b. | Possess a physical profile equal to or higher than (all factors) the physical profile for the desired MOS per DA PAM 611-21. |
| c. | (POL MSG 11-01)Career Counselors must ensure that Soldiers reenlisting for E-3 meet all prerequisites IAW the RETAIN MINQUALS, DA Pam 611-21, and the ATRRS course catalog at http://www.atrrs.army.mil/atrrscc/. |
| d. | In a pay grade that does not exceed the authorized pay grade for the requested three-character MOS per DA PAM 611-21. |
| e. | Possess required security clearances before departing the losing installation. If the required security clearance is not awarded, the Soldier will not depart the losing installation. Notify CG, HRC, ATTN: AHRC-EPF-R-R, immediately and they will issue further instructions. Failure to qualify for required clearances is cause for cancellation of the option, even if discovered after the Soldier’s reenlistment. (In cases where the selected training requires a higher security clearance than the Soldier holds, caution must be used when requesting a class start date to ensure sufficient time to secure the required clearance prior to the Soldier’s departure from the losing installation.) |
| f. | Meet any other special requirements for the school course selected. |
Table E–3
Army Training Reenlistment Option E-3--Continued

g. Soldiers requesting airborne training must also meet requirements of AR 614-200, chapter 5, and currently possess, or request training in, an airborne-shortage MOS.
h. Soldiers who possess an overage MOS and desire airborne training, may request retraining in one of the MOS's listed in the appropriate RETAIN message. Soldiers desiring retraining into a MOS that is an airborne-shortage MOS but is over-strength worldwide must complete a statement acknowledging the requirement to remain on jump status at least 24 months after completion of airborne training or be reclassified and reassigned according to the needs of the Army.
i. Soldiers requesting retraining in conjunction with assignment to an airborne unit must successfully complete airborne training before attending the MOS producing school course.
j. Eligibility. (POL MSG 11-02(C2))
(1) Non-deployed Soldiers/Units: All training start dates must be within 12 months of request date; regardless of the type of unit the Soldier is assigned to.
(2) Soldiers assigned to TDA units: Training start date must be within 12 months of request date and the Soldier cannot have no more than 24 months time on station at training start date.
(3) Soldiers with an SMSC code of "A", "F", or "I" are authorized to request retraining. Training start date will be no earlier than 60 or 90 days (as applied) after reddeployment and no later than 180 days prior to the unit's next LAD.
(4) Soldiers assigned to OCONUS units: Eligible to start processing 18 months prior to DEROS. Training will not be scheduled prior to a Soldier's DEROS.
(5) Movement out of the unit resulting from a reenlistment option must be accomplished prior to LAD minus 180 days. This means all report dates and training start dates must be prior to LAD minus 180 days. All report dates and training dates must be after the 60 or 90 day stabilization period following reddeployment. Movement options for Soldiers assigned to OCONUS AFM units remains driven by their DEROS date. DEROS adjustments may be accomplished IAW AR 614-30 for Soldiers who have a DEROS between LAD minus 90 and LAD minus 180 days and desire to reenlist for a movement option to move prior to LAD minus 180.
k. Deployed Soldiers in an over strength MOS and in location without an education center should refer to Policy Message 11-11(C1), para 1c for extension processing. (POL MSG 11-02(C4))

Line: 5
Item: Option Information
Comment: Soldier must understand--
a. The requested course purpose, scope, and prerequisites, as outlined in DA Pam 351-4, and a review of the MOS description in DA PAM 611-21.
b. If relieved from the school course for academic deficiency, disciplinary reasons, or failure to retain the required security clearance, he or she will be reassigned according to the needs of the Army and must complete the term for which reenlisted.
c. If the Soldier becomes disqualified after reenlistment and before starting the course for which reenlisted, he or she will be reassigned according to the needs of the Army.
d. If reenlisting for PMOS retraining, which will re-designate their PMOS, then upon successful completion of training, he or she will lose their entitlement to the Selective Reenlistment Bonus (SRB) unless participating in the Bonus Extension and Retraining program (BEAR).
e. If a change in the Soldier’s rank or PMOS occurs before movement to the course, confirmation of attendance must be made. If the Soldier is no longer eligible for course attendance or assignment because of change in rank or PMOS, the Soldier will be assigned according to the needs of the Army.
f. If the course for which he or she reenlisted is discontinued before, or during attendance, or if he or she is later medically disqualified for the course, he or she will be given a chance to select another course for which he or she is qualified and for which quotas are available.
g. Reenlistment will be accomplished and all required personnel records updated before the Soldier departs the installation where he or she reenlisted. Transmit personnel records according to AR 640-10.
h. Soldiers reenlisting for airborne training will also understand—
   (1) AR 614-200, chapter 6.
   (2) Airborne training will be in a TDY en route status.
   (3) Failure to complete airborne training will result in reassignment according to the needs of the Army.
   (4) When airborne training is successfully completed, he or she will receive SQI "P." The Soldier will be
       assigned in accordance with the needs of the Army. Those Soldiers reenlisting for retraining must also
       complete the MOS course before assignment to an airborne unit.
   (5) (RMT Message 11-05(C1)) Requests for Airborne specific locations will only be authorized if the Soldier
       has already graduated from Airborne training. Airborne volunteer statements will no longer be accepted
       by RMT or readiness division unless it is to a special unit such as 75th Rangers or ARSOF position.

i. A subsequent extension is required if the reenlistment term does not meet the service remaining requirements.

Line: 6
Item: Option processing procedures
Comment:
   a. Requests for MOS producing school will be made by RETAIN or by telephone to HRC, Retention
      Management Division.
   b. Report all personnel information per applicable RETAIN and HRC messages.
   c. Applications for airborne training must be submitted according to AR 614-200, chapter 5.

Line: 7
Item: Special processing for overseas commands
Comment: See paragraph 4-5.

Line: 8
Item: Statements required for reenlistment
Comment: DA Form 3286, Parts I through IV, for all applicants. Reenlistees will be assigned to the
   student detachment of the appropriate service school as follows:
   a. If the school course is 20 weeks or more in duration, the Soldier will be assigned to the school in a
      PCS status.
   b. If the school course is less than 20 weeks duration the Soldier will be assigned according to
      instructions from CG, HRC. The personnel records custodian will obtain ultimate unit assignment from the
      Soldier’s new career management branch, HRC, before issuance of movement orders.
   c. (POL MSG 11-01) Part II, Item 3, Soldier enters “I have read and understand Lines 4e and 5 of Table E-3 in AR 601-280.”
Table E–4
Overseas Assignment Reenlistment Option E-4

Line: 1
Item: Name of option
Comment: Overseas Assignment Reenlistment Option

Line: 2
Item: Description of option
Comment:
a. Guarantees assignment to one of the following overseas areas of choice:
   (1) Korea.
   (2) Pacific area, long tour.
   (3) Pacific area, short tour.
   (4) Alaska.
   (5) Caribbean area.
   (6) Europe.
   (7) Hawaii.
   (8) Southwest Asia (POL MSG 11-01)
b. Assignment guarantee is 24 months or 12 months from date of arrival of dependents in long-tour areas, whichever occurs later.

Line: 3
Item: Reenlistment period
Comment: Initial, and Mid Career Soldiers, who are SSG and below may reenlist for 3, 4, 5, or 6 years.
a. Initial Term Soldiers - minimum 4 year reenlistment for a long tour area and 3 years for a short tour area. Soldiers must be within 12 months of their date available to move (DEROS, LCM end date, SMTYM, or AEA end date) to obtain "movement-type" options in RETAIN.
b. Mid-Career Soldiers - minimum 4 year reenlistment for a long tour area and 3 years for a short tour area. Soldiers must be within 12 months of their date available to move (DEROS, LCM end date, SMTYM, or AEA end date) to obtain "movement-type" options in RETAIN.

Line: 4
Item: Prerequisites
Comment:
a. Meet basic eligibility criteria and reenlist in the time-frame prescribed in chapter 3 with or without waiver(s) of disqualification(s). (POL MSG 12-02(C2)) New ETS date must be greater than one year from contractual ETS date.
b. Qualify as a volunteer for overseas service according to AR 614-30.
c. Eligibility (POL MSG 11-02) TDA to TDA - Soldiers assigned to current TDA units who reenlist for Option 4 must reenlist for a MTO&E unit; they are not authorized to reenlist for another TDA location. (POL MSG 11-02(C2)) New ETS date must be greater than one year from contractual ETS date.
d. (POL MSG 12-02(C2) Soldiers must have a minimum of 12 months (Initial Term) or 24 months (Mid-Career) time on station and have met the minimum SRR for the current tour before departing the installation.
e. Movement out of the unit resulting from a reenlistment option must be accomplished prior to LAD minus 180 days. This means all report dates and training start dates must be prior to LAD minus 180 days. All report dates and training dates must be after the 60 or 90 day stabilization period following redeployment. Movement options for Soldiers assigned to OCONUS AFM units remains driven by their DEROS date. DEROS adjustments may be accomplished IAW AR 614-30 for Soldiers who have a DEROS between LAD minus 90 and LAD minus 180 days and desire to reenlist for a movement option to move prior to LAD -180.
Table E-4
Overseas Assignment Reenlistment Option E-4--Continued

f. (RMT Message 11-05(C1)) Clearance requirements: For requisitions/assignments that require a Secret clearance the Soldier must have at least an interim Secret prior to requesting/reenlisting for the location. For requisitions that require a Top Secret, TS w SCI or TS w SBI the Soldier must be fully awarded the proper clearance prior to requesting/reenlisting for the requested location. Soldiers with an Interim TS are not authorized to reenlist for TS required assignments. Special instructions contained within requisitions don’t supercede the requirements for reenlistment requested assignments.

g. (RMT Message 11-05(C1)) Requests for Airborne specific locations will only be authorized if the Soldier has already graduated from Airborne training. Airborne volunteer statements will no longer be accepted by RMT or readiness division unless it is to a special unit such as 75th Rangers or ARSOF position.

Line: 5
Item: Option Information
Comment: Soldier must understand--
a. Deleted.
b. If the Soldier’s rank or PMOS change before movement, the Soldier may be ineligible for the assignment and assigned according to the needs of the Army.
c. Soldiers are not guaranteed assignment to any particular unit within the area of choice. Any promises made orally or in writing to the contrary are considered void.
d. If all units in the guaranteed long-tour area to which the reenlistee could be assigned are inactivated before the Soldier completes 12 months in that area, he or she will be given his or her choice of reassignment if a vacancy in his or her rank and PMOS exists. If this is not possible, reassignment will be made according to the needs of the Army.
e. If the unit to which the Soldier is assigned is relocated, transferred, or deployed outside the guaranteed area, the Soldier will remain a part of the unit and will move with the unit.
f. Subsequent extension is required if the reenlistment term does not meet the service remaining requirement.

Line: 6
Item: Option processing procedures
Comment:
a. Processing required for overseas movement. The unit to which the Soldier is assigned at the time of reenlistment is responsible for the following:
   (1) Preparation of Soldier for overseas movement (POR) qualifications.
   (2) Informing Soldiers with dependents of the provisions of AR 55-46.
   (3) Processing Soldiers who are not eligible for, or who do not desire concurrent travel of dependents.
      (a) Port call instructions will be requested according to AR 55-28.
      (b) Upon completion of POR processing and receipt of port call instructions, the Soldier will be reassigned from the current unit to the appropriate US Army Overseas Replacement Detachment.
   (4) Processing Soldiers who are eligible for, and desire concurrent travel of dependents as follows:
      (a) Request for concurrent travel of dependents (unless precluded or suspended by separate DA directives) will be transmitted to the overseas commander according to AR 55-46.
      (b) If concurrent travel is approved, the Soldier will be reassigned from his or her current unit with a pinpoint assignment to their next unit.
      (c) If concurrent travel is not approved, the Soldier will be processed according to (3) above.
Table E–4
Overseas Assignment Reenlistment Option E-4--Continued

b. If a change in the Soldier’s rank or PMOS occurs prior to reenlistment for an authorized assignment, the Soldier will be reported to RRB for confirmation of assignment.
c. After accomplishment of reenlistment, all personnel records will be updated before the Soldier departs the installation where he or she reenlisted. Personnel records will be transmitted according to AR 640-8-104.
d. The Soldier will be advised that he may not indicate reenlistment to any specific unit on any reenlistment document.

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Special processing for overseas commands</td>
<td>Same as CONUS except as provided in paragraph 4-5.</td>
</tr>
<tr>
<td>8</td>
<td>Statements required for reenlistment</td>
<td>DA Form 3286, Parts I through IV, for all Soldiers. (POL MSG 11-01) Part II, Item 3, Soldier enters &quot;I have read and understand Line 5 of Table E-4 in AR 601-280.&quot;</td>
</tr>
</tbody>
</table>
Table E-5
CONUS Station-of-Choice Reenlistment Option E-5

Line: 1
Item: Name of Option
Comment: CONUS Station-of-Choice Reenlistment Option

Line: 2
Item: Description of Option
Comment: This option guarantees assignment for at least 12 months at the CONUS station of choice for Soldiers reenlisting for 3, 4, 5, or 6 year periods. This option is available to both CONUS and OCONUS Soldiers.

Line: 3
Item: Reenlistment period
Comment: Initial, and mid career soldiers, who are SSG and below may reenlist for 3, 4, 5, or 6 years.
   a. Initial Term Soldiers - minimum 3 year reenlistment. Soldiers must be within 12 months of their date available to move (DEROS, LCM end date, SMTYM, or AEA end date) to obtain "movement-type" options in RETAIN.
   b. Mid-Career Soldiers - minimum 3 year reenlistment. Soldiers must be within 12 months of their date available to move (DEROS, LCM end date, SMTYM, or AEA end date) to obtain "movement-type" options in RETAIN.

Line: 4
Item: Prerequisites
Comment:
   a. Meet basic eligibility criteria prescribed in chapter 3 with or without waiver(s) of disqualification(s).
      (POL MSG 11-02(C2)) New ETS date must be greater than one year from contractual ETS date.
   b. A requirement for the Soldier’s PMOS must exist at the CONUS station of choice for which applying.
   c. Have no assignment limitations that would preclude assignment to the station of choice.
   d. Other prerequisites as announced by HRC over the RETAIN system.
   e. (POL MSG 11-02) CONUS Station-of-Choice Reenlistment Option (E-5): TDA to TDA - Soldiers assigned to current TDA units who reenlist for Option 5 must reenlist for a MTO&E unit; they are not authorized to reenlist for another TDA location. See paragraph 4.
   f. (POL MSG 12-02(C2)) Soldiers must have a minimum of 12 months (Initial Term) or 24 months (Mid-Career) time on station and have met the minimum SRR for the current tour before departing the installation.
   g. Movement out of the unit resulting from a reenlistment option must be accomplished prior to LAD minus 180 days. This means all report dates and training start dates must be prior to LAD minus 180 days. All report dates and training dates must be after the 60 or 90 day stabilization period following redeployment. Movement options for Soldiers assigned to OCONUS AFM units remains driven by their DEROS date. DEROS adjustments may be accomplished IAW AR 614-30 for Soldiers who have a DEROS between LAD minus 90 and LAD minus 180 days and desire to reenlist for a movement option to move prior to LAD -180.
   h. (RMT Message 11-05(C1)) Requests for Airborne specific locations will only be authorized if the Soldier has already graduated from Airborne training. Airborne volunteer statements will no longer be accepted by RMT or readiness division unless it is to a special unit such as 75th Rangers or ARSOF position.
   i. (RMT Message 11-05(C1)) Clearance requirements: For requisitions/assignments that require a Secret clearance the Soldier must have at least an interim Secret prior to requesting/reenlisting for the location. For requisitions that require a Top Secret, TS w SCI or TS w SBI the Soldier must be fully awarded the proper clearance prior to requesting/reenlisting for the requested location. Soldiers with an Interim TS are not authorized to reenlist for TS required assignments. Special instructions contained within requisitions don't supersede the requirements for reenlistment requested assignments.
Table E–5  
CONUS Station-of-Choice Reenlistment Option E–5—Continued

<table>
<thead>
<tr>
<th>Line</th>
<th>Item</th>
<th>Comment</th>
</tr>
</thead>
</table>
| 5    |      | **Item:** Option Information  
**Comment:** Soldier must understand--  
  a. The period of stabilization will commence upon arrival at the new duty station. If the Soldier is subsequently placed on TDY in excess of 30 consecutive days, the period of stabilization will be extended by that number of days in excess of the consecutive 30–day period unless stabilization is waived by the Soldier concerned.  
  b. (POL MSG 11-01) To meet the operational needs of the Army, the unit must be deployed, relocated, transferred, or reassigned from the installation of choice, the Soldier will move with the unit and no grounds for a broken reenlistment commitment.  
  c. If the Soldier’s rank or PMOS change before reassignment, the Soldier may be ineligible for the assignment for which reenlisting and may be assigned according to the needs of the Army.  
  d. If the guaranteed station of choice is inactivated and transfer of the Soldier is necessary before completion of the 12-month stabilization, the Soldier will be given his or her choice of assignment to any other station in the major command to which assigned if a vacancy in rank and PMOS exists. If this is not possible, reassignment will be according to the needs of the Army.  
  e. If the guaranteed station is re-designated, relocated, transferred, or deployed, the Soldier will remain assigned to the station and will be moved as part of the station.  
  f. No promises can be made that assignment will be to a specific unit within the station. Any promises, either oral or in writing, indicating a specific unit, will be considered void.  
  g. The station includes the installation, and any other location in close proximity, for which the installation has requisitioning authority (that is, Fort Eustis and Fort Story, Fort Stewart and Hunter Army Airfield). Even though these cases are not considered unfulfilled, every effort should be taken to assign the Soldier to the actual contracted location.  
  h. If the Soldier’s rank or PMOS change before reassignment, the Soldier may be reassigned according to current qualifications and the needs of the Army. |
| 6    |      | **Item:** Option processing procedures  
**Comment:**  
  a. If a change in the Soldier’s rank or PMOS occurs before reenlistment, the Soldier will be reported for confirmation or change of assignment.  
  b. After reenlistment is accomplished, personnel records will be updated before the Soldier departs the installation where he or she reenlisted. |
| 7    |      | **Item:** Special processing for overseas commands  
**Comment:** All Soldiers serving overseas must complete the normal overseas tour before departing the overseas command. |
| 8    |      | **Item:** Statements required for reenlistment  
**Comment:** DA Form 3286, Parts I through IV, for all Soldiers. |
<table>
<thead>
<tr>
<th>Line:</th>
<th>Item:</th>
<th>Name of option</th>
<th>Comment: N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line:</td>
<td>Item:</td>
<td>Description of option</td>
<td>Comment: N/A</td>
</tr>
<tr>
<td>Line:</td>
<td>Item:</td>
<td>Reenlistment period</td>
<td>Comment: N/A</td>
</tr>
<tr>
<td>Line:</td>
<td>Item:</td>
<td>Prerequisites</td>
<td>Comment: N/A</td>
</tr>
<tr>
<td>Line:</td>
<td>Item:</td>
<td>Option Information</td>
<td>Comment: N/A</td>
</tr>
<tr>
<td>Line:</td>
<td>Item:</td>
<td>Option processing procedures</td>
<td>Comment: N/A</td>
</tr>
<tr>
<td>Line:</td>
<td>Item:</td>
<td>Special processing for overseas commands</td>
<td>Comment: N/A</td>
</tr>
<tr>
<td>Line:</td>
<td>Item:</td>
<td>Statements required for reenlistment</td>
<td>Comment: N/A</td>
</tr>
<tr>
<td>Line: 1</td>
<td>Item: Name of Option</td>
<td>Comment: Military Intelligence Augmentation Detachment (MIAD)</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------------------</td>
<td>---------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Line: 2</td>
<td>Item: Description of Option</td>
<td>Comment: The MIAD Program was developed to offer Soldiers in selected Military Intelligence MOSs with selected language skills the option for RC unit membership in the event there are no positions available in units located within a reasonable commuting distance from their home. This option provides for a limited number of funded trips to a Regional Training site for Intelligence or other authorized intelligence facility, in lieu of drilling at the Military Intelligence unit to which assigned. MIAD Soldiers are encouraged to perform Rescheduled Training (RST) drills with a local Reserve unit in order to be assured of earning at least 50 retirement points per year to be credited as a qualifying year. Annual Training will be at the direction of the Military Intelligence unit of assignment. MIAD Soldiers are attached to the Military Intelligence Augmentation Detachment for administration, finance and training coordination.</td>
<td></td>
</tr>
<tr>
<td>Line: 3</td>
<td>Item: Eligibility</td>
<td>Comment: The Soldier must reside outside the 50-mile radius of a Troop Program Unit. Be language qualified (minimum 2/2) as evaluated by a Defense Language Proficiency Test (DLPT), Dated within one year of ETS date. Soldier must maintain the 2/2 standard at all time.</td>
<td></td>
</tr>
<tr>
<td>Line: 4</td>
<td>Item: Processing procedures</td>
<td>Comment: a. The Career Counselor must, build Soldier into RETAIN, complete MIAD acceptance form, and obtain current copies of the following forms: (1) ERB (2) DA Form 330 (Language Proficiency Questionnaire) (2/2) Listening/Reading dated within one year of ETS date. (3) SF 2088 and 2807-1 (4) Send a copy of all the forms to the INSCOM RC Command Career Counselor. FAX copy is authorized. b. Add the following statement to all MIAD assignment orders: &quot;IAW AR 140-10, Para 3-10 and AR 140-11, you are further attached to the Military Intelligence Augmentation Detachment (W486AAA) for training and administration.&quot; c. After completion of assignment, ensure the 201 file is mailed to: CDR, USARC ATTN: AFRC-MID (MIAD) 3800 N. Camp Creek Parkway Atlanta, GA 30331-5099. (TACC MSG 00-01) CDR, USARC ATTN: AFRC-MID (MIAD) 1401 Deshler Street SW Fort McPherson, GA 30330-2000</td>
<td></td>
</tr>
<tr>
<td>Line: 1</td>
<td>Item: Name of option</td>
<td>Comment: USAR Drill Sergeant Option</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------------------</td>
<td>-----------------------------------</td>
<td></td>
</tr>
<tr>
<td>Line: 2</td>
<td>Item: Description of option</td>
<td>Comment: The need exists on a continuing basis for assignment of qualified prior service Drill Sergeants, and Soldiers interested in becoming SQI &quot;X&quot; qualified drill sergeants. This option provides for the assignment of Soldiers as drill sergeants into USAR unit by Career Counselors.</td>
<td></td>
</tr>
<tr>
<td>Line: 3</td>
<td>Item: Eligibility</td>
<td>Comment: Qualifications and eligibility for this option will be in accordance with the provisions of chapter 8, AR 614-200.</td>
<td></td>
</tr>
<tr>
<td>Line: 4</td>
<td>Item: Processing</td>
<td>Comment: Soldiers interested in this option will be processed in accordance with this regulation. For those Soldiers not SQI &quot;X&quot; qualified, the gaining USAR unit is responsible for coordination of the Soldiers training.</td>
<td></td>
</tr>
<tr>
<td>Line: 1</td>
<td>Item: Name of Option</td>
<td>Comment: Army College Fund Plus (2+2+4) Program Option</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Line: 2</td>
<td>Item: Description of option</td>
<td>Comment: This option provides for payment of the Army College Fund in addition to the G.I. Bill for Soldiers whose original enlistment into the Army specifies the Army College Fund Plus (2+2+4) Program as an enlistment option. Soldiers enlisted under this option are required to enlist in the Army for 2 years plus training time, join a USAR unit or ARNGUS unit for 2 years, and serve the balance of their MSO in the Individual Ready Reserve. The option is linked to specific non-combat MOS that are subject to change quarterly. Although Soldiers have up to 1 year beyond their ETS to affiliate with a USAR unit or ARNGUS unit, maximum effort will be exercised by the RC Career Counselor to place these Soldiers during the transfer/enlistment process.</td>
<td></td>
</tr>
<tr>
<td>Line: 3</td>
<td>Item: Eligibility</td>
<td>Comment: The only reliable means of identification of Soldiers enlisted into the U.S. Army under this option is by way of a records screen. Eligible recipients are identified by an Annex to the enlistment DD Form 4.</td>
<td></td>
</tr>
<tr>
<td>Line: 4</td>
<td>Item: Processing procedures</td>
<td>Comment: Recipients of this option are processed under the provisions of this regulation. If an ARNGUS unit or USAR unit assignment is not available, the Career Counselor will place the Soldier on the RETAIN USAR waitlist. For those Soldiers who decline an ARNGUS unit or USAR unit assignment thru a Career Counselor, a RETAIN record will be built and the entry of &quot;224&quot; placed into the GCODE field of the record. The record will be accessed and shipped as an IRR accession. Shipment of this record generates a referral to USAREC headquarters that will facilitate future processing on the Soldier by USAREC personnel.</td>
<td></td>
</tr>
<tr>
<td>Line: 5</td>
<td>Item: Additional information</td>
<td>Comment: Payment of the Affiliation Bonus to ACF Plus (2+2+4) recipients is authorized if otherwise qualified and the Soldier agrees to affiliate with a USAR or ARNGUS unit for the remainder of his MSO.</td>
<td></td>
</tr>
</tbody>
</table>
**Table E-10 [Reserve Officers’ Training Corps/Simultaneous Membership Program (SMP)]**

<table>
<thead>
<tr>
<th>Line: 1</th>
<th>Item: Name of Option</th>
<th>Comment: Reserve Officers’ Training Corps/Simultaneous Membership Program (SMP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line: 2</td>
<td>Item: Description of Option</td>
<td>Comment: This program is designed to place potential ROTC cadets into ARNGUS units and USAR units. It provides for the utilization of the applicant as a cadet in preparation for his acceptance of a Reserve Commission upon completion of his 4-year degree in the college of enrollment.</td>
</tr>
<tr>
<td>Line: 3</td>
<td>Item: Eligibility</td>
<td>Comment: Eligibility for this program is established in AR 601-210, chapter 10. In addition, those Soldiers that are being discharged under chapter 16-2, AR 635-200 for the purpose of entry into Army Senior ROTC as a non-scholarship advanced course cadet, are eligible for this program.</td>
</tr>
<tr>
<td>Line: 4</td>
<td>Item: Processing Procedures</td>
<td>Comment: Upon determination of eligibility the following guidance applies to the components as indicated. a. ARNGUS. If processing for ARNGUS unit affiliation under this program, acceptance as a SMP member is required by the appropriate state. b. USAR. If processing for USAR unit affiliation under this program, telephonic coordination with the desired unit is required after locating a “09R” position on RETAIN. After approval by the unit commander or a designated representative, the position can be secured and accessed on RETAIN.</td>
</tr>
</tbody>
</table>
| Line: 5 | Item: Additional Information | Comment: a. Soldiers assigned to ARNGUS and USAR units under this program are not authorized payment of an Affiliation Bonus or a Prior Service Bonus. b. Orders will be amended or endorsed per AR 600-8-105 c. Forward the Soldier’s MPF and copies of transfer packet to proper ROTC Region commander.
The NAAD no longer accepts enlisted Soldiers into the NAAD Program.

<table>
<thead>
<tr>
<th>Line: 1</th>
<th>Item: Name of Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment: National Army Medical Department (AMEDD) Augmentation Detachment (NAAD)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line: 2</th>
<th>Item: Description of Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment: The NAAD program was developed to offer Soldiers in the MOS of 91W ASI “M6” (Practical Nurse) the option for unit membership in the event there are no positions available in units located within a reasonable commuting distance (per AR 140-10, Assignments, Attachments, Details, and Transfers, paragraph 1-10a), from their residence. This is not a valid option when a Soldier can be assigned to a valid 91W ASI “M6” vacancy within a reasonable commuting distance.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line: 3</th>
<th>Item: Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment: In addition to meeting the basic eligibility requirements of chapter 7, paragraph 7-4 the Soldier must meet the following requirements:</td>
<td></td>
</tr>
<tr>
<td>a. Be MOS 91W ASI “M6” qualified</td>
<td></td>
</tr>
<tr>
<td>b. Hold a current, unrestricted license as a Licensed Practical Nurse (LPN) or Licensed Vocational Nurse (LVN).</td>
<td></td>
</tr>
<tr>
<td>c. Live in the Continental United States.</td>
<td></td>
</tr>
<tr>
<td>d. Have a current physical (within the last five years).</td>
<td></td>
</tr>
<tr>
<td>e. Have more than nine months remaining on their MSO.</td>
<td></td>
</tr>
<tr>
<td>f. Have no unit opportunities in MOS 91W ASI “M6” within the normal reasonable commuting distance as described in AR 140-10, Assignments, Attachments, Details, and Transfers.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line: 4</th>
<th>Item: Processing procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment: a. The Career Counselor must build Soldier into RETAIN, complete the NAAD Attachment nomination form, review with the Soldier the Memorandum For Commander National AMEDD Augmentation Detachment, acknowledging the Soldier’s understanding of requirements for 91W ASI “M6” career field Soldiers attached to NAAD, and obtain a copy of the following forms:</td>
<td></td>
</tr>
<tr>
<td>(1) ERB</td>
<td></td>
</tr>
<tr>
<td>(2) ERB</td>
<td></td>
</tr>
<tr>
<td>(3) SF-2808</td>
<td></td>
</tr>
<tr>
<td>(4) Licenser documentation</td>
<td></td>
</tr>
<tr>
<td>(5) Send a copy of all the forms to the USARC HRC Liaison. Fax copy is authorized.</td>
<td></td>
</tr>
<tr>
<td>b. The HRC Liaison will validate Soldier’s eligibility and identify a unit for NAAD attachment, then forward packet to NAAD chief for approval. Disposition of the nominees packet will be sent through A RETAIN hotline message to the career counselor. If approved, the hotline message will contain appropriate vacancy information to complete the unit assignment.</td>
<td></td>
</tr>
<tr>
<td>c. Use one order for the assignment and attachment as follows:</td>
<td></td>
</tr>
<tr>
<td>(1) Add the following after the “Assignment to” information: “with further attachment to the National AMEDD Augmentation Detachment (NAAD), (W7XQ03), 3800 N. Camp Creek Pkwy SW, Atlanta, GA 30331-5099 for training and administration.”</td>
<td></td>
</tr>
<tr>
<td>(2) Include the following in “Additional instructions”: “Forward MPF, health and dental records, licenser documentation, and associated records directly to the NAAD.”</td>
<td></td>
</tr>
<tr>
<td>d. After the assignment is confirmed, ensure the MPF and associated records are mailed to: Commander National AMEDD Augmentation Detachment ATTN: AFRC-NAD 3800 North Camp Creek Parkway, SW Atlanta, Georgia 330331-5099.</td>
<td></td>
</tr>
</tbody>
</table>
## Appendix F - Addresses and Points of Contact


### Table F–1 (Listing of State Adjutants General Addresses for Distribution of Enlistment Packets)

<table>
<thead>
<tr>
<th>State</th>
<th>Address Details</th>
<th>State</th>
<th>Address Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>P.O. BOX 3711 MONTGOMERY, AL 36109-0711</td>
<td>MT</td>
<td>PO BOX 4789 HELENA MT 59604-4789</td>
</tr>
<tr>
<td>AK</td>
<td>3601 C ST., SUITE 620 ANCHORAGE AK 99503-5989</td>
<td>NC</td>
<td>4105 REEDY CREEK RD RALEIGH NC 27607-6410</td>
</tr>
<tr>
<td>AR</td>
<td>ATTN TAG-AZ-RR Camp Robinson N. LITTLE ROCK, AR 72118-2200</td>
<td>ND</td>
<td>FRAIN BARRACKS PO BOX 5511 BISMARK ND 58502-5511</td>
</tr>
<tr>
<td>CO</td>
<td>300 LOGAN ST DENVER CO 80203-4072</td>
<td>NE</td>
<td>1300 MILITARY RD LINCOLN NE 68508-1090</td>
</tr>
<tr>
<td>CT</td>
<td>360 BROAD ST HARTFORD CT 06105-3795</td>
<td>NH</td>
<td>STATE MILITARY RESERVATION 1 AIRPORT RD CONCORD NH 03301-5353</td>
</tr>
<tr>
<td>DC</td>
<td>2001 EAST CAPITOL ST WASHINGTON DC 20003-1719</td>
<td>NJ</td>
<td>EGGERT CROSSING RD CN 340 TRENTON NJ 08625-0340</td>
</tr>
<tr>
<td>DE</td>
<td>FIRST REGIMENT RD WILMINGTON DE 19808-2191</td>
<td>NM</td>
<td>PO BOX 4277 SANTA FE NM 87502-4277</td>
</tr>
<tr>
<td>FL</td>
<td>STATE ARSENAL ST AUGUSTINE FL 32084-1008</td>
<td>NV</td>
<td>2525 S CARSON ST CARSON CITY NV 89701-5502</td>
</tr>
<tr>
<td>GA</td>
<td>DEPT OF DEF MIL DIV PO BOX 17965 ATLANTA GA 30316-0965</td>
<td>NY</td>
<td>330 OLD NISKAYUNA RD LATHAM NY 12110-2224</td>
</tr>
<tr>
<td>GU</td>
<td>622 EAST HARMON INDUST PK RD FORT JUAN MUNA TAMUNING GUAM 96911-4211</td>
<td>OH</td>
<td>2825 W GRANTVILLE RD COLUMBUS OH 43235-2712</td>
</tr>
<tr>
<td>HI</td>
<td>3949 DIAMOND HEAD RD HONOLULU HI 96816-4495</td>
<td>OK</td>
<td>3501 MILITARY CIRCLE NE OKLAHOMA CITY OK 73111-4398</td>
</tr>
<tr>
<td>IA</td>
<td>CAMP DODGE 7700 NW BEAVER DRIVE JOHNSTON IA 50131-1902</td>
<td>OR</td>
<td>2150 FAIRGROUNDS RD NE SALEM OR 97303-3299</td>
</tr>
<tr>
<td>ID</td>
<td>PO BOX 45 BOISE ID 83707-0045</td>
<td>PA</td>
<td>DEPARTMENT OF MILITARY AFFAIRS ANNVILLE PA</td>
</tr>
<tr>
<td>IL</td>
<td>1301 MCARTHUR BLVD SPRINGFIELD IL 62702-2399</td>
<td>PR</td>
<td>PO BOX 3786 SAN JUAN PR 00904-3786</td>
</tr>
<tr>
<td>IN</td>
<td>MILITARY DEPT OF INDIANA PO BOX 41326 INDIANAPOLIS IN 46241-0326</td>
<td>RI</td>
<td>1051 NORTH MAIN ST PROVIDENCE RI 02904-5717</td>
</tr>
<tr>
<td>KS</td>
<td>PO BOX C-300 TOPEKA KS 66601-0300</td>
<td>SC</td>
<td>1 NATIONAL GUARD RD COLUMBIA SC 29201-3117</td>
</tr>
<tr>
<td>KY</td>
<td>BOONE NATIONAL GUARD CENTER FRANKFORT KY 40601-6168</td>
<td>SD</td>
<td>2823 WEST MAIN STREET RAPID CITY, SD 57702-8186</td>
</tr>
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<td>PO BOX 5027 JACKSON MS 39216-1027</td>
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# Appendix G – Composition and Distribution of Enlistment/Transfer Packets (TACC MSG 04-25)

## TABLE G-1 (COMPOSITION AND ORDER OF ARNG ENLISTMENT PACKETS):

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<tr>
<th>Forms</th>
<th>RCT</th>
<th>Unit</th>
<th>Trans Center</th>
<th>Soldier</th>
<th>Office</th>
<th>Notes</th>
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(Note 1) DA Form 5261-3-R will be used in place of NGB 600-7-4-R-E until further notice.
(Note 2) ERB information must be current and dated within 60 days of the contract complete date. ERB must be current and reviewed within one year of the contract complete date.
(Note 3) The Original Sponsorship letter is mailed to unit of assignment upon completion of the contract.
(Note 4) RETAIN Ship Confirmation paperwork and the DD Form 214 is placed in front of the enlistment packet once the Ship Confirmation is completed and prior to filing.
(Note 5) RETAIN Cancellation paperwork is placed in front of the enlistment packet prior to filing.
### TABLE G-2 (COMPOSITION AND ORDER OF USAR ENLISTMENT OR TRANSFER PACKETS):

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<th>UNIT</th>
<th>Unit</th>
<th>Trans Center</th>
<th>Soldier</th>
<th>Office</th>
<th>See</th>
<th>Notes</th>
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(Note 6) The DD 4 series will be used for USAR enlistments only (Soldiers with 6 months remaining MSO or less).  
(Note 7) ERB information must be current and dated within 60 days of the contract complete date. ERB must be current and reviewed within one year of the contract complete date.  
(Note 8) The Original Sponsorship letter is mailed to unit of assignment upon completion of the contract.  
(Note 9) RETAIN Ship Conf paperwork and DD Form 214 is placed in front of the enlistment packet once the Ship Conf is completed and prior to filing.  
(Note 10) RETAIN Cancellation paperwork is placed in front of the enlistment packet prior to filing.
**TABLE G-3 (COMPOSITION AND ORDER OF IRR ENLISTMENT PACKETS):**

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<th>Forms</th>
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</table>

(Note 11) ERB information must be current and dated within 60 days of the contract complete date. ERB must be current and reviewed within one year of the contract complete date.

(Note 12) RETAIN Ship Confirmation paperwork and the DD Form 214 is placed in front of the enlistment packet once the Ship Confirmation is completed and prior to filing.

(Note 13) RETAIN Cancellation paperwork is placed in front of the enlistment packet prior to filing.
### TABLE G-4 (COMPOSITION & ORDER OF OFFICER & WARRANT OFFICER TRANSFER PACKETS):

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<th>RCT/UNIT</th>
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<th>Office</th>
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(Note 14) The DA Form 71 is needed for Officers with a RA Commission only
(Note 15) NGB 337 and NGB 62-E are used for Officers who currently have a Reserve of the Army status.
(Note 16) Regular Army Officers request for unqualified resignation/Request award of Reserve of the Army Commission.
(Note 17) The Acceptance Letter is needed only if the officer or Warrant Officer vacancy does not exist on RETAIN.
(Note 18) The Original Sponsorship letter is mailed to unit of assignment upon completion of the contract.
(Note 19) RETAIN Ship Confirmation paperwork and the DD Form 214 is placed in front of the enlistment packet once the Ship Confirmation is completed and prior to filing.
(Note 20) RETAIN Cancellation paperwork is placed in front of the enlistment packet prior to filing.

### Distribution Procedure:

a. RCT: Mail Original copy to the State RCT NCO address listed on the roster provided by the RCR Branch, HRC upon receipt of the DD Form 214, and after ship confirmation is complete.

b. UNIT: Mail Original copy to the USAR Unit address obtained via RETAIN reservation processing upon receipt of the DD Form 214, and after ship confirmation is complete.

c. Unit: Mail Unit copy to the Unit POC upon receipt of the DD Form 214 and after ship confirmation is complete.

d. Transition Center: Copy will be forwarded immediately upon completion to the Transition Center where it will be placed in the Soldier’s MPRJ. Promptness will ensure that the correct information is properly reflected in item #9 of the DD Form 214.

e. Soldier: Soldier will receive a copy of the completed enlistment contract that the day the packet and oath, if applicable, are completed.

f. Office: The RCR office will maintain a copy of the completed contract, to be filed by ship date in 90-day ship file. Upon ship confirmation the packet will be filed alphabetically, by fiscal year. Larger installations may want to file the packet as stated above but also by Component and/or by ETS month.
Appendix H – Army Retention Program Operations During Periods of Increased Readiness or Mobilization

H–1. Missions, accomplishments, recognition, and incentive programs.
   a. The Secretary of the Army (SA) may suspend or cease Army Retention Program operations during periods of increased readiness or mobilization, as required.
   b. Changes to program missions, duties, responsibilities, and ARMY G1 recognition programs will be announced as required by the Office of the Deputy Chief of Staff for Personnel (DAPE-MPE-PD).

H–2. Policy for contingency plans.
   a. ACOM, ASCC, DRU, divisions, and installation commanders will develop, implement, evaluate, and maintain contingency plans to continue Army Retention Program missions, tasks, and functions.
   b. Plans will provide the highest priority, including maximum access to all available Active Army and RC Career Counselor personnel resources, support, and program assistance, to the forward Theater Commander, in support of all forces, units, and Soldiers within the theater of operations.
   c. Modern doctrine and lessons learned from previous contingencies require a flexible force structure capable of accomplishing Army Retention Program missions, while operating in a multiple command task force or detached unit environment. Fragmentation, resulting from unit, section, and individual Soldier attachment, detachment, or reassignment, severely hampers traditional unit structured retention program effectiveness. Accordingly, plans will focus on supporting all Soldiers and units, regardless of organizational affiliation.
   d. During deployments, it is mandatory that proper telecommunications capabilities be provided to enable career counselors to link with ARMY G1 and other higher headquarters. Senior Career Counselors and Commanders have the responsibility to provide automation support activities with detailed needs prior to any such deployments or exercises. This support is mission essential and will be included as part of the personnel operations and training movement plans.
   e. Deployment Special Operating Procedures (SOP) should contain specific guidance for minimum documentation needed upon deployment. DA form 4591 and ERB are essential items to be considered.

H–3. Deployment of career counselors
   a. During periods of mobilization, Soldiers performing duties as Retention NCOs may possess a skill (PMOS or SMOS) critical to their unit’s success. Upon receipt of official notification or alert for deployment, a Battalion Retention NCO may, consistent with the commander’s desires, be returned to normal PMOS duties. When this occurs, battalion level commanders will notify the brigade level commander of the need for battalion retention support.
   b. Career counselors assigned to MTOE units are assets of their assigned units as such they will deploy with their units to forward theater of operations. Career counselors assigned to TDA unit will deploy at the discretion of the commander.
Appendix I – Counseling Requirements of the Uniform Code of Military Justice (UCMJ)

Appendix I includes extracts from Articles 83, 85, 86 and § 937, Article 137 of the UCMJ. Prior to the administration of the oaths of reenlistment, extension, or transition, the administering officer will explain and ensure that the Soldier fully understands the following text of the UCMJ.

a. Article 83—Any person who—
   (1) Procures his or her own enlistment or appointment in the armed forces by knowingly false representation or deliberate concealment as to his (her) qualifications for that enlistment or appointment and receives pay or allowances there under.
   (2) Procures his or her own separation from the armed forces by knowingly false representation or deliberate concealment as to his or her eligibility for that separation, shall be punished as a court-martial may direct.

b. Article 85—Any member of the armed forces who does the following.
   (1) Without authority goes or remains absent from his or her unit, organization, or place of duty with intent to remain away there from permanently.
   (2) Quits his or her unit, organization, or place of duty with intent to avoid hazardous duty or to shirk important service.
   (3) Without being regularly separated from one of the armed forces enlists or accepts an appointment in the same or another one of the armed forces without fully disclosing the fact that he (she) has not been regularly separated, or enters any foreign armed service except when authorized by the United States; is guilty of desertion.

c. Article 86—Any member of the armed forces who does the following.
   (1) Fails to go to his (her) appointed place of duty at the time prescribed.
   (2) Goes from that place.
   (3) Absents himself (herself) or remains absent from his or her unit, organization, or place of duty at which he or she is required to be at the time prescribed; shall be punished as a court-martial may direct.

d. (POL MSG 11-01) Article 137 – Articles to be explained –
   (1) This section of this title (articles of the Uniform Code of Military Justice) specified in paragraph (3) shall be carefully explained to each enlisted member at the time of (or within six days after) -
      (a) The member’s initial entrance on active duty; or
      (b) The member’s initial entrance into a duty status with a reserve component.
   (2) Such sections (articles) shall be explained again –
      (a) after the member has completed six months of active duty or, in the case of a member of a reserve component, after the member has completed basic training; and
      (b) At the time the member reenlists.
   (3) This subsection applies with respect to sections 802, 803, 807-815, 825, 827, 831, 37, 837, 855, 877-934, and 937-939 of this title (articles 2, 3, 7-15, 25, 27, 31, 38, 55, 77-134, and 137-139).
   (4) The text of the Uniform Code of Military Justice and of the regulations prescribed by the president under such Code shall be made available to a member on active duty or to a member of a reserve component, upon request by the member, for the member’s personal examination. (Manual for Courts Martial)

Note: The intent of Para d (Art 137) is to remind Soldiers they are subject to the provisions of the Uniform Code of Military Justice (UCMJ). The sections and articles listed in Para d (3) above cover everything within the UCMJ from general provisions to commander’s non-judicial punishment to apprehension and to courts-martial.
Appendix J – Facilities and Publicity

J–1. Facilities
a. Retention activities will be carried out in favorable surroundings. Locations in which interviewing, counseling, and related activities take place should ensure-
   (1) Privacy.
   (2) An informal, friendly atmosphere.
   (3) An effective display of retention literature.
   (4) Access to all necessary material, directives, and other sources of information needed for interviewing and counseling.
b. A retention office should be centrally located and attractively furnished. When available, a separate building is desired. The retention office will be identified by signs located throughout the area showing location and telephone extension. When possible, retention offices should not be a part of, or occupy office space with, military personnel offices.

J–2. Publicity. The Army Retention Program will be supported by promotional materials developed and distributed by ARMY G1 and USAREC. In addition to those items provided by the Army, each command should develop additional ideas to publicize retention opportunities.
a. Retention posters and displays will be featured in all locations frequented by enlisted personnel. Posters will be changed as needed and kept in good condition.
b. Retention material will be made available at all times. Self-service displays will be maintained in unit areas.
c. Outside displays with all weather protection should be made where possible.
d. Retention publicity materials are distributed and may be requisitioned as follows:
   (1) When a retention publicity item is printed or reprinted, it is automatically distributed to all Retention Publicity Item (RPI) account holders.
   (2) Items stocked by AG publications centers may be requisitioned by submitting a request to Cdr, USAREC, ATTN: RCRM-LO-PM, Fort Knox, KY 40121.
e. Suggestions for retention advertising should be sent to Cdr, USAREC, ATTN: RCPA-PC (Retention), Fort Knox, KY 40121. An information copy will be sent to Cdr, HRC, ATTN: TAPCEPR-P, Alexandria, VA 22331-0450.
f. A section of the unit bulletin board, or a separate board, will be properly labeled for the display of retention material. The name, location, and telephone number of the unit Retention Officer, unit Retention NCO, primary duty Career Counselor, and Reserve Components Career Counselor serving the unit will be posted on the board. Current program information will also be posted, i.e. BEAR Program newsletter, SRB information, In/Out Calls Message, etc. Copies of duty appointment orders will not be posted on this board.
Glossary

Section I – Abbreviations

AA Active Army
ABCMR Army Board for Correction of Military Records
AC Active Component
ACOM Army Commands (See AR 10-87)
ADAPCP Alcohol and Drug Abuse Prevention and Control
ADT Active duty for training
AEA Assignment, eligibility, and availability
AFMR ARFORGEN Focused Manning (see MLPER Message 08-219)
AGR Active Guard Reserve
APFT Army Physical Fitness Test
ARNG Army National Guard
ARNGUS Army National Guard of the United States
AR-HRC U.S. Army Reserve Human Resources Command
ASCC Army Service Component Commands (See AR 10-87)
ASVAB Armed Services Vocational Aptitude Battery
AUS Army of the United States
AWOL Absent without leave
BASD Basic active service date
BEAR Bonus Extension and Retraining
BT basic training
CAP Centralized Assignment Procedure
CAR Chief, Army Reserve
CCF central control facility
CDR commander
CG commanding general
CID Criminal Investigation Division
CMF career management field
COG convenience of the Government
COHORT Cohesion, Operational Readiness, and Training
CONUS continental United States
DA Department of the Army
DCSPER Deputy Chief of Staff for Personnel
DEROS date eligible for return from overseas
DLAB Defense Language Aptitude Battery
DMPM Director of Military Personnel Management
DOD Department of Defense
DODFMR Department of Defense Financial Management Regulation
DROS date returned from overseas
DRU Direct Reporting Units (See AR 10-87)
EAD entry on active duty
ECN extension control number
EDAS Enlisted Distribution and Assignment system
EIS Eligibility Inquiry Section (part of Retention Management Division, HRC)
EMT Eligibility Management Team (Formerly EIS now under RRB)
ENTNAC Entrance National Agency Check
ETS expiration term of service
EW electronic warfare
FAO Finance and Accounting Office
FBI Federal Bureau of Investigation
FORSCOM Forces Command
GCM general court martial
GCMCA General Court-Martial Convening Authority
GED general education development
ARMY G1 Headquarters, Department of the Army
IADT initial active duty for training
IROC Installation Refrad Officer Counselor
ISA Installation Support Agreement
IMREPR Immediate Reenlistment Prohibition code (Formerly ERUP)
INSCOM U.S. Army Intelligence and Security Command
ISR Individual Soldier’s Report
LAD Latest Arrival Date
MOS military occupational specialty
MPF Military Personnel File
MSO military service obligation
NAAD National AMEDD Augmentation Detachment
NAC National Agency Check
NCO Noncommissioned officer
NGB National Guard Bureau
NMS new Manning system
NPS non-prior service
OCAR Office of the Chief, Army Reserve
ODCSOPS Office of the Deputy Chief of Staff for Operations and Plans
OMPF official military personnel file
OSUT one station unit training
PCS permanent change of station
PEB Physical Evaluation Board
PEBD pay entry base date
HRC Human Resource Command
PMOS primary military occupational specialty
POI programs of instruction
POR preparation of replacements for overseas movement
PSC Personnel Service center/company
PSSP Personnel Security Screening Program
PST Prior Service Training
PT physical training
PW prisoner of war
QMP Qualitative Management Program
RA Regular Army
RC Reserve components
RCN Reenlistment Control Number
REFRAD release from active duty
REQUEST Recruit Quota System
RMB Retention Management Branch (Replaced by RRB)
RMT Retention Management Team
RPI Reenlistment Publicity Item
RPT Reclassification Processing Team (Formerly Reclassification Branch)
RRB regular reenlistment bonus Rescinded
RRB Retention and Reclassification Branch (Formerly RMB)
RVS Reserve Vacancy System
SA Secretary of the Army
SAV Staff Assistance Visit
SBI special background investigation
SCI sensitive compartmented information
SCMA Summary Court Martial Authority
SPCMCA Special Court-Martial Convening Authority
SDAP Special Duty Assignment Pay
SDT Soldier development test
SERB Selective Early Retirement Board
SIB EMILPO Interface Branch
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<tr>
<th>Acronym</th>
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<tr>
<td>EMILPO</td>
<td>Electronic Military Personnel System</td>
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<tr>
<td>SIMOS</td>
<td>Space Imbalance MOS (see MOS)</td>
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<td>SPCMCA</td>
<td>Special Court-Martial Convening Authority</td>
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<tr>
<td>SQI</td>
<td>skill qualification identifier</td>
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<td>skill qualification test</td>
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<td>SRB</td>
<td>Selective Reenlistment Bonus</td>
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<td>Selected Reserve Incentive Program</td>
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<td>SRR</td>
<td>Service Remaining Requirement</td>
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<td>SSN</td>
<td>social security number</td>
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<td>STARS</td>
<td>Software for Total Army Retention Stations</td>
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<td>STP</td>
<td>Separation Transfer Point</td>
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<td>troop program unit</td>
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<td>TP/TA</td>
<td>transition point/transition activity</td>
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<td>TRADOC</td>
<td>U.S. Army Training and Doctrine Command</td>
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<td>TS</td>
<td>TOP SECRET</td>
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<td>UCMJ</td>
<td>Uniform Code of Military Justice</td>
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<td>USAEREC</td>
<td>U.S. Army Enlisted Records and Evaluation Center</td>
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<td>USAISC</td>
<td>U.S. Army Information Systems Command</td>
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<td>U.S. Army Reserve</td>
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<td>USARB</td>
<td>U.S. Army Retraining Brigade</td>
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<td>USAREC</td>
<td>U.S. Army Recruiting Command</td>
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<tr>
<td>USARESTA</td>
<td>U.S. Army Reception Station</td>
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<tr>
<td>USMEPCOM</td>
<td>U.S. Military Entrance Processing Command</td>
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Section II – Terms

Army - The Regular Army, Army of the United States, the Army National Guard of the United States, and the United States Army Reserve.

Active Army - The Active Army consists of:
1. Regular Army Soldiers on active duty;
2. The Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR) Soldiers on active duty;
3. Army National Guard Soldiers in the service of the United States pursuant to a call; and
4. All persons appointed, enlisted, or inducted into the Army without component. Excluded are ARNGUS and USAR Soldiers serving on:
   (a) Active duty for training;
   (b) Active Guard Reserve status (AGR);
   (c) Active duty for special work;
   (d) Temporary tours of active duty for 180 days or less; and
   (e) Active duty pursuant to the call of the President (10 U.S. C. 12304).

Career Counselor - Regular Army (RA) Career Counselor (formerly Retention NCO) Reserve Component (RC) Career Counselor (formerly Transition NCO). The term “Career Counselor” describes the Commander’s principal asset responsible for advising Soldiers on their careers and the various options offered by an Army Career, whether in the Regular Army or the Reserve Components. RA Career Counselors routinely counsel Soldiers on procedures and eligibility for reenlistment in the Regular Army. However, the RA Career Counselor is also responsible for counseling on opportunities available with the US Army Reserve and Army National Guard, and works in tandem with the RC Career Counselor in processing Soldiers who separate from the Regular Army and elect enlistment or affiliation with the Reserve components. RC Career Counselors consummate RC contracts, and perform necessary coordination with RC commands as necessary to facilitate a Soldier’s affiliation with the Reserve Components, in addition to the counseling associated with their normal duties. Both RA and RC counselors hold the primary career counselor MOS. DA PAM 611-21 fully describes various duty positions within the career counseling MOS.

Careerist
a. A Soldier who has more than 36 months of active Federal service. This definition is used only within ARMY G1 and the Department of Defense (DOD) for statistical purposes. A careerist should not be confused with a “second or subsequent termer” as used in assignment of reenlistment objectives.
b. A category of reenlistment objective composed of Soldiers on their second or subsequent enlistment who will have more than 10 years of active Federal service at ETS or on their separation date.

First enlistment (also initial enlistment) - A voluntary enrollment in the Regular Army (RA) as an enlisted member for the first time by a Soldier with no prior RA service or with prior service only in other branches of the Armed Forces.

Cause (with regard to NCOES removal) - Elimination for cause includes conduct, disciplinary or academic deficiency, failure, or a combination there of. Whether to initiate a Bar to Reenlistment or involuntary separation proceedings is a matter of a commander’s judgment, exercised on a case-by-case basis. A bar is a probationary or rehabilitative measure, intended to put a Soldier on notice that he or she does not meet standards, but is being given a chance to correct the deficiency or shortcoming. If the Soldier corrects the problem, the bar is removed. Initiation of separation proceedings means that, in the commander’s judgment, the Soldier will never meet standards and that early separation is in the best interest of the service.

First termer - A term used only within ARMY G1 and DOD for statistical purposes to indicate a Soldier with 36 months or less of active Federal military service. This term is not the same and should not be interchanged with the term “initial termer.”
Immediate reenlistment - A voluntary second or subsequent enrollment in the RA as an enlisted Soldier immediately upon separation from active military service in the Army. This term represents a concurrent action in which the separation document is not given to a Soldier until the Soldier has reenlisted in the RA.

Indefinite Reenlistment - A reenlistment period of an "indefinite or unspecified" term. A Soldier on indefinite status has no actual Expiration Term of Service (ETS) date. The Soldier’s service is governed by maximum Retention Control Points (RCP) table 3-1 for the specific rank held. Generally, the Soldier is permitted to serve up to the RCP for current rank, unless sooner separated or removed from active duty under other law or policies.

Initial termer - A Soldier serving on an initial term of active Federal military service, or a Soldier who has previously served less than 180 cumulative days on active duty as a member of the Armed Forces.

In-service personnel - Soldiers currently serving on active duty in the Army.

Major Commanders - As used in this regulation, the term "major commander" includes the following.
   c. Commanding General, U.S. Army Intelligence and Security Command.
   d. Commander, Military Traffic Management Command
   e. Commander-in-Chief, U.S. Army Europe and Seventh Army.
   d. Oversea major Army commanders.
   d. Heads of Department of the Army agencies.
   e. Commanding General, U.S. Army Criminal Investigation Command.
   f. Commanding General, U.S. Army Medical Command (Provisional).
   g. Commanding General, U.S. Army Training and Doctrine Command.
   h. Commanding General, U.S. Army Forces Command.
   i. Commanders, U.S. Army intelligence agencies.
   l. Commanding General, Eighth U.S. Army.
   m. Commanding General, U.S. Army Element, Allied Command, Europe.

Mid-Career - A category of reenlistment objective assigned by ARMY G1 to the major commands listed in the paragraph above. A "mid-career" is a Soldier on a second or subsequent period of active Federal military service who will have 10 or less years of active Federal military service on his or her separation date or at ETS.

Persons, applicants, personnel, Soldier - These terms, unless used in such a way as to apply to only one sex in general usage, are used in this regulation to mean both men and women.

Prior service personnel - In-service personnel with service before their current period of active duty.

Reenlistee - The Soldier reenlisting. Generally used in the same context as "applicant."

Reenlistment eligibility codes - These are codes which are assigned to Soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the RC Career Counselor and the U.S. Army recruiter of the Soldier’s eligibility to reenter the service. They are also referred to as "reentry codes." A listing of these codes is found in AR 601-210.

Retention NCO - A Soldier assigned reenlistment duties on a full or part-time basis who does not possess a PMOS within CMF 79.

Reenlistments - All voluntary enrollments after the initial enlistment/induction.
**Second or subsequent termer** - A Soldier who has reenlisted one or more times and is, therefore, on his second or subsequent term of active Federal military service. Soldiers who have prior service in another branch of the Armed Forces enter the Army as a "second or subsequent termer."

**Unsuitable Soldiers** - Soldiers who may exhibit their unsuitability through interests or habits that are detrimental to the maintenance of good order and discipline and who may have records of minor misconduct requiring repetitive corrective or disciplinary action.

**Untrainable Soldiers** - Soldiers who are found lacking in abilities and aptitudes to the extent that they require frequent or continued special instruction or supervision.

**Section III - Special Abbreviations and Terms**
This section contains no entries.
Index - This index is organized alphabetically by topic and by sub-topic within a topic. Topics and subtopics are identified by paragraph number.

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