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Smartbook Department of the Army Pamphlet 601–280

Army Retention Program Procedures

Effective 14 August 2024

SUMMARY of CHANGE

Smartbook DA PAM 601–280
Army Retention Program Procedures

This new publication, dated 14 August 2024--

Structures Army retention program procedural information to allow immediate access to changes to this pamphlet.

[This information is available at <https://www.army.mil/g-1#org-g-1-publications>.

- o Changed authority and when imposed for immediate reenlistment prohibition code 9D in table 4-1.
- o Updated numbers of months authorized for extension exceptions. (paragraph 5-5l(2)).
- o Established extension criteria for Soldiers incarcerated by civilian authorities. (paragraph 5-5p).
- o Established the service remaining requirement for an approved withdrawal request of a DA Form 4991. (paragraph 5-9b)
- o Removed DA Form 4991 withdrawal request timelines specified by geographical location and rank. (paragraph 5-9e).
- o Changed processing DA Form 3340 Request for Continued Service procedures. (paragraph 13-14).

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Smartbook DA Pam 601-280

Army Retention Program Procedures

Summary. This pamphlet prescribes the criteria and procedures for the Army Retention Program. For those Soldiers serving in the Regular Army, it outlines procedures for immediate continued service. For Soldiers separating from the Regular Army, it provides eligibility criteria and options for enlistment or transfer into the Reserve Component (U.S. Army Reserve and Army National Guard).

Applicability. This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserves, unless otherwise stated.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. The Deputy Chief of Staff, G-1 has granted a waiver of publishing this pamphlet by providing immediate access to changes to this pamphlet by providing the following internet websites address, <https://www.army.mil/g-1#org-g-1-publications>. This web site address will link Army agencies and other worldwide users with access to the most current approved changes. It is essential that these changes be made available, so implementation timelines support the Deputy Chief of Staff, G-1 Army Retention Program.

Suggested improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommend Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G-1 (DAPE-MPA-RT), 300 Army Pentagon, Washington, DC 20310-0300.

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1
Introduction

1-1. Purpose

This pamphlet provides procedures regarding the Army Retention Program for the Regular Army (RA) and the Reserve Components (RCs) of the Army.

1-2. References and forms

See appendix A.

1-3. Explanation of abbreviations and terms

See the glossary.

Chapter 2 Reenlistment Requests and Option Restrictions

2-1. Processing enlistment and reenlistment requests for officers and warrant officers

a. Officers and warrant officers with statutory entitlement, as defined in AR 601-280, are authorized to reenlist in the RA.

(1) Local retention offices are authorized to reenlist these Soldiers in their former rank or in the rank of sergeant, whichever is higher, after coordination with U.S. Army Human Resources Command (HRC) (AHRC-EPR-P), for receipt of the retention control number (RCN) and military occupational specialty (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 installation reassignment section (see 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 2-1c.

b. Officers and warrant officers lacking statutory entitlement to reenlist may submit a request for exception and rank determination, if they meet one or more of the conditions identified in AR 601-280, paragraph 1-8d.

c. Requests for exception and rank determination must be submitted and processed as follows:

(1) Requests will be submitted on DA Form 4187 (Personnel Action) with DA Form 1696 (Enlistment/ Reenlistment Qualifying Application (Specially Recruited Personnel)), last DD Form 214 (Certificate of Release or Discharge from Active Duty) 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 attached as enclosures.

(2) This request must be signed by the unit commander and endorsed by the Special Court Martial Convening Authority (SPCMCA), or the first lieutenant colonel commander in the Soldier's chain of command, then 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 requests submitted by officers without statutory entitlement. If disapproved, the commander will return the request to the officer without further processing. The retention office will only forward authorized requests to Commander, HRC for further determination.

2-2. Waivers and exceptions to qualification policy

The request for waivers will be processed through appropriate command channels, in accordance with HRC guidance. Disapproved requests will not be forwarded to higher authority, except for Soldiers considered special category personnel or Soldiers whose waiver is required only because of a properly awarded permanent physical profile (see AR 601-280). Such requests will be forwarded to the appropriate approval authority for final action.

a. Soldiers who are unable to qualify for continued service 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. Requests will not be submitted earlier than 4 months prior to being in the Headquarters Department of the Army (HQDA) established reenlistment window (see paragraph 3-1), nor later than 4 months prior to expiration term of service (ETS). This requirement is particularly important for Soldiers who desire unbroken service approaching 3 months of ETS.

b. Waivers of multiple disqualifications involving approval by separate levels of authority will be approved by the highest approving authority (for 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 General Court-Martial Convening Authority (GCMCA)). Immediate commanders will make proper recommendations for each disqualification.

c. Exceptions to policy and requests for actions requiring final determination will be forwarded to HQDA or Commander, HRC, as prescribed by program guidance.

d. Field commanders authorized to grant waivers or exceptions to policy under this chapter are expected to communicate with HRC in doubtful cases.

e. Requests for waivers, exceptions to policy, or other reenlistment actions will include a legible copy of the Soldier's STP.

f. Waiver approval authority requires the personal signature of the commander or officer specified. This authority may not be further delegated, unless specifically authorized. However, any commander above the designated approval authority may elevate the approval authority to their level or any subordinate level of command above that level, as appropriate. (For example, an ACOM, Army service component command (ASCC), or direct reporting unit (DRU) commander, may raise the approval level of any waiver, except those approved by HQDA, to the ACOM, ASCC, or DRU level, or to any subordinate commander they consider appropriate.)

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

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

i. Requests for waiver or exception to policy will be submitted on a DA Form 3072 (Waiver of Disqualification for Continued Service in the RA). A copy of the DA Form 3340 (Request for Continued Service in the Regular Army) will be included. The request will be initiated by the Soldier's immediate commander; then, forwarded for processing.

j. Approved requests for waivers (DA Form 3072) will be attached to the original copy of the enlistment/ reenlistment contract. When an extension is granted, the DA Form 3072 will be attached to the original DA Form 1695 (Oath of Extension of Enlistment). Any report(s) of investigation and documentary evidence on which the waiver was predicated will be maintained with the residual file in the retention office. A copy of the approved request will be provided to the Soldier.

k. Disapproved requests for waivers (DA Form 3072) will be attached to the DA Form 3340, if used, and filed in the Soldier's AMHRR.

2-3. Reenlistment option restrictions

Commanders, Career Counselors, and Soldiers must understand the following restrictions before referring to the reenlistment option tables. Reenlistment options are only available, if otherwise qualified, to those Soldiers at the rank of Private First Class (PFC) or above, who are considered in the reenlistment opportunity window (ROW). The eligibility for reenlistment options are as follows:

a. Former members of the Peace Corps will not be assigned to permanent or temporary duty (TDY) in the military intelligence field for a period of 4 years after service in the Peace Corps.

b. Soldiers who must meet a service remaining requirement are only eligible for the RA reenlistment option (see paragraph 3-2 of this pamphlet). However, initial term Soldiers (see glossary) who elect not to take action to meet the service remaining requirement may reenlist for any option for which they are qualified. Soldiers are selected for assignment based on the date on IPPS-A or the message that transmitted the assignment.

c. Soldiers awarded a primary military occupational specialty (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 (SRR) 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. 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.

e. A Soldier in a transitional leave status awaiting ETS, who changes their mind and desires reenlistment or extension, may take the actions listed below:

(1) Soldiers last assigned to continental United States (CONUS) installation are ineligible but may return to the installation and apply for reenlistment or extension, providing they are fully qualified without waiver, as an exception to policy. Soldiers who have received household goods and personal belongings shipped from a CONUS location are not eligible for this exception to policy.

(2) Soldiers who departed an overseas command for the purpose of ETS are ineligible but may coordinate with the closest CONUS installation and apply for reenlistment or extension under paragraph 2-3f.

f. Fully qualified Soldiers in an overseas area who elect to depart the overseas command for the purpose of ETS will not be allowed to reenlist or extend once they depart the overseas area. However, in exceptional cases, HRC, Retention and Reclassification Branch, may authorize reenlistment or extension for Soldiers who meet all the conditions below. Soldiers will apply from the closest CONUS installation.

(1) The Soldier must be qualified for reenlistment or extension without waiver.

(2) The Soldier must not have received household goods and personal belongings shipped from overseas.

(3) 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 the Soldier must be an initial term sergeant or a mid-career staff sergeant (see glossary).

(4) 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 HRC, Retention and Reclassification Branch.

(5) If reenlistment or extension is approved, HRC will determine the reenlistment option, assignment, or extension term length. Soldiers who did not complete a normal overseas tour may be returned to the overseas command from which they departed (see AR 614-30).

g. Former officers immediately reenlisting will be reenlisted only for the RA reenlistment option.

h. Regardless of MOS strength, Soldiers in the rank of staff sergeant who are on the Department of the Army (DA) by-name promotion list issued each month for promotion to sergeant first class, and Soldiers who are in the rank of sergeant first class and above, will be reenlisted only for the RA reenlistment option.

i. Soldiers who are human immunodeficiency virus (HIV) positive must reenlist in accordance with AR 600-110.

j. Soldiers possessing MOSs identified on the current Regular Army Precision Retention MILPER message (regardless of reenlistment window) must be processed in accordance with applicable HRC procedures.

k. For initial term Soldiers, Table 2-1 describes the reenlistment options: —

Table 2-1
Initial Term Reenlistment Options

Option	Shortage - Y/N	Balanced - N/N	Over Strength - N/Y
Regular Army	Yes	Yes	Yes
Current Station Stabilization	Yes	Yes	Yes
Army Training	Yes	Yes	Yes
Overseas Assignment	Yes	Yes	Yes
CONUS Station-of-Choice	Yes	Yes	Yes

Notes:

1. Initial Term Soldiers in a Shortage MOS (Y/N) requesting Army Training must submit a request to HRC for a strength management decision. Career Counselors will process the request in accordance with applicable HRC processing messages.

2. Soldiers may elect to extend their contractual ETS in lieu of reenlisting as outlined in paragraph 3-3(f). However, extensions do not guarantee any movement options (e.g., station-of-choice, training).

l. For Mid-career Soldiers, Table 2-2 describes the reenlistment options:

Table 2-2

Mid-Career Reenlistment Options

Option	Shortage - Y/N	Balanced - N/N	Over Strength - N/Y
Regular Army	Yes	Yes	Yes
Current Station Stabilization	Yes	Yes	Yes
Army Training	No	Yes	Yes
Overseas Assignment	Yes	Yes	No
CONUS Station-of-Choice	Yes	Yes	No

Notes:

1. As an exception: Soldiers serving in an over strength MOS (N/Y) as listed in the current IN/OUT Calls MILPER Message, identified in paragraph 5 with a (3) are authorized to request Current Station Stabilization Reenlistment Option, Overseas Assignment Reenlistment Option, or CONUS Station-of-Choice Reenlistment Option if reenlisting for a valid airborne position.
2. Soldiers may elect to extend their contractual ETS in lieu of reenlisting as outlined in paragraph 3-3(f). However, extensions do not guarantee any movement options associated above (e.g., station-of-choice, training). Soldiers must reenlist to qualify for one of the options above.

m. For Careerist Soldiers, Table 2-3 describes the reenlistment options:

Table 2-3

Careerist Reenlistment Options

Option	Shortage - Y/N	Balanced - N/N	Over Strength - N/Y
Regular Army	Yes	Yes	Yes
Current Station Stabilization	No	No	No
Army Training	No	No	No
Overseas Assignment	No	No	No
CONUS Station-of-Choice	No	No	No

Notes:

1. SSG and above with 10 or more years of AFS on date of discharge must reenlist under the NCO Career Status Program.
2. Careerist Soldiers, except those listed in paragraph 2-3h above, who have less than 10 years of AFS on date of discharge will refer to Table 2-2, Mid-career reenlistment options, for reenlistment options. Additionally, Careerist Soldiers who have less than 10 years of AFS on date of extension may elect to extend their contractual ETS in lieu of reenlisting as outlined in paragraph 3-3(f).
3. Careerist Soldiers reenlisting under the NCO Career Status Program may request reclassification in accordance with current MILPER and HRC Processing Messages through the Reclassification Processing Team (RPT).

Chapter 3**Reenlistment Window, Reenlistment Options, and Retention Control Points****3–1. Reenlistment Opportunity Window**

a. The reenlistment opportunity window (ROW) opens 12 months from a Soldier's contractual ETS, for those Soldiers who's contractual ETS dates are between 1 October 2023 and 30 September 2025. No Soldier with a contractual ETS date of 1 October 2025 and later will enter the ROW at any time during Fiscal Year (FY) 2024. The ROW normally continues through 90 days prior to a Soldier's ETS; however, this restriction has been suspended and may be reinstated without future notice. Career Counselors must ensure they continue to counsel Soldiers and prepare reenlistment packets in accordance with AR 601–280.

Note: As a temporary exception, effective 22 March 2024, Soldiers with an ETS date between 1 October 2024 and 30 September 2025 will be considered in the ROW and may take any retention action they are otherwise qualified for.

b. Soldiers in the ROW who are required to take action to meet the SRR for TEB or Continuation Pay (CP) may reenlist in accordance with this pamphlet and current reenlistment policy. Soldiers in the ROW may reenlist under any option for which they are otherwise qualified; they are not restricted to the Regular Army Reenlistment Option simply because they incurred an SRR for TEB. Soldiers not in the ROW who are required to take action to meet the SRR for TEB must adhere to the procedures found in paragraph 12-2 of this pamphlet. Soldiers not in the ROW who are required to take action to meet the SRR for CP are restricted to Regular Army Reenlistment Option or extension as prescribed in Chapter 5.

3–2. Reenlistment options

To serve the interests of both the Soldier and the Army, it is necessary to ensure that a Soldier accepted for reenlistment is qualified for reenlistment and for the desired option. It is important for the Soldier to be familiar with the terms of the desired reenlistment option. Tables 3-1 through 3-5 below describe the reenlistment options:

Table 3–1
Regular Army reenlistment option

Line: 1

Item: Name of option

Comment: Regular Army reenlistment option

Line: 2

Item: Description of option

Comment: Assignment to training or duty based on the needs of the Army

Line: 3

Item: Reenlistment period

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 staff sergeant or higher, who have 10 or more years active Federal service on the date of discharge, will be restricted to an indefinite term of reenlistment, unless prohibited by other provisions of this pamphlet.

Line: 4

Item: Prerequisites

Comment: Meet basic eligibility criteria (see AR 601–280) and reenlist in the ROW, with or without waiver(s) of disqualification(s).

Line: 5

Item: Option information

Comment: 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 SRRs, 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 SRRs.

Line: 6

Item: Option processing procedures

Comment: Normal processing procedures provided by this pamphlet. If applicable, assignment instructions will be requested in accordance with AR 614–200.

Line:7

Item: Special processing for overseas commands

Comment: None

Line:8

Item: Statements required for reenlistment

Comment: DA Form 3286–79 (Statements for Reenlistment),

- a. Part II, Item 2, enter, "In accordance with the needs of the Army under the NCO Career Status Program" for Soldiers reenlisting for an indefinite period.
 - b. Part II, Item 2, enter, "In accordance with the needs of the Army" or "In accordance with the needs of the Army to meet the SRR for (enter reason: i.e. assignment to Fort Huachuca, AZ; Drill Sergeant duty; or an accompanied tour to Italy)" for those Soldiers not reenlisting for an indefinite period.
 - c. Part II, Item 3 record the above verbiage as appropriate followed by the Soldier's initials. For example, "In accordance with the needs of the Army under the NCO Career Status Program, GTG".
 - d. Part II, Item 3 record the above verbiage as appropriate followed by the Soldier's initials. For example, "In accordance with the needs of the Army, GTG" or "In accordance with the needs of the Army to meet the SRR for (enter reason: i.e. assignment to Fort Huachuca, AZ; Drill Sergeant duty; training in a CMF 18 MOS; Career Counselor Course MOS 79S; or an accompanied tour to Italy), GTG".
-

Table 3–2
Current station stabilization reenlistment option

Line: 1

Item: Name of option

Comment: Current station stabilization reenlistment option

Line: 2

Item: Description of option

Comment: Guarantees a 1 to 30-months period of stabilization as prescribed line 5 below and in paragraph 3-3b (1). Soldiers reenlisting for location specific selective retention bonus (SRB) will be stabilized for a minimum of 24 months (12 months if reenlisting for a short tour area).

Line: 3

Item: Reenlistment period

Comment: Qualified Soldiers may reenlist for 2, 3, 4, 5, or 6 years.

Line: 4

Item: Prerequisites

Comment:

- a. Meet basic eligibility criteria (see AR 601–280) and reenlist in the ROW, with or without waiver(s) of disqualification(s).
 - b. Soldiers reenlisting for this option must be serving in a valid position. For outside the continental United States (OCONUS) Soldiers, see Line 7.
-

Line: 5

Item: Option information

Comment:

- a. For CONUS-based Soldiers reenlisting for this option, stabilization will commence on the date of reenlistment. For outside the continental United States (OCONUS), see line 7.
 - b. If the Soldier is placed on TDY (to include operational temporary change of station) 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.
 - c. If the Soldier's assigned unit must be deployed, relocated, transferred, or reassigned from the parent organization, the Soldier will move with the unit. This does not constitute grounds to break reenlistment commitments.
 - d. If the guaranteed station is inactivated and transfer of the Soldier is necessary before completion of the stabilization period, the Soldier will be given the choice of assignment to any other station in the 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 a part of the station.
-

Line: 6

Item: Option processing procedures

Comment: Normal processing procedures outlined in this pamphlet.

Line: 7

Item: Special processing for overseas commands

Comment:

- a. Processing requirements in overseas commands are the same as those within CONUS, except as outlined below.
 - b. Under AR 614–30, the major overseas commander has the authority to approve reenlistments when all or any portion of the guaranteed tour exceeds the normal overseas tour.
 - c. If the Soldier's Date Eligible for Return from Overseas (DEROS) will occur before completion of the stabilization period, the overseas tour will be extended to allow completion of the guaranteed period. Stabilization will commence from DEROS.
 - d. Soldiers assigned to OCONUS table of distribution and allowances (TDA)/modified table of organization and equipment units are authorized this option, provided they reenlist at least 3 months prior to DEROS.
-

Line: 8**Item:** Statements required for reenlistment**Comment:** DA Form 3286–79, Parts I through IV, for all Soldiers.

a. Part II, Item 2, Soldiers not receiving a location specific SRB for CONUS enter "Guaranteed 1 to XX months (maximum stabilization period is determined by length of reenlistment as outlined in Paragraph 3-3b (1)) stabilization from reenlistment date." OCONUS Soldiers enter "Guaranteed 1 to 18 months (9 months for 2-year reenlistment) stabilization from DEROS."

b. Part II, Item 2, Soldiers receiving a location specific SRB for CONUS enter "Guaranteed minimum of 24 months stabilization from reenlistment date." OCONUS Soldiers enter "Guaranteed 24 (12 if short tour area) months stabilization from DEROS."

c. Part II, Item 3, record the number of months stabilized and commencement date, followed by initials. Maximum stabilization period is determined by length of reenlistment as outlined in Paragraph 3-3b (1).

Table 3–3**Army training reenlistment option**

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, Skill Qualification Identifier (SQI), Additional Skill Identifier (ASI), or language training.

b. Airborne training for Soldiers possessing a PMOS listed in applicable RETAIN message for award of skill qualification identifier "P".

Line: 3**Item:** Reenlistment period**Comment:** Qualified Soldiers may reenlist for 3, 4, 5, or 6 years. A subsequent extension is required if the reenlistment term does not meet or exceed the SRR for the specific training, as required by AR 614-200 and DA PAM 611-21.

Line: 4

Item: Prerequisites

Comment:

- a. Meet basic eligibility criteria (see AR 601–280) and reenlist in the ROW with or without waiver(s) of disqualification(s).
 - b. Possess a physical profile equal to or higher than all factors of the physical profile for the desired MOS (see DA Pam 611–21).
 - c. Career Counselors must ensure that Soldiers reenlisted under table 3-3 meet all prerequisites, in accordance with the RETAIN MINQUALS, DA PAM 611–21, and the Army Training Requirements and Resources System (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 (see 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 Commander, HRC (AHRC–EPR–R) immediately; 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, caution must be used when requesting a class start date to ensure sufficient time for securing required clearance prior to the Soldier's departure from the losing installation.
 - f. Meet any other special requirements for the school course selected.
 - g. Soldiers requesting airborne training must also meet the requirements of AR 614–200 and currently possess or request training in an airborne-shortage MOS.
 - h. Soldiers who possess an overstrength-MOS and desire airborne training may request retraining in one of the MOS 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 on jump status at least 36 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.
-

Line: 5

Item: Option information

Comment: Soldier must understand—

- a. The requested course purpose, scope, and prerequisites for training and must review the MOS description, as outlined in DA PAM 611–21.
 - b. They will be reassigned, if they are relieved from the school course for academic deficiency, disciplinary reasons, or failure to retain the required security clearance and must complete the reenlistment term.
 - c. They will be reassigned, if they become disqualified after reenlistment and before starting the course for which reenlisted.
 - d. Any change in rank or PMOS before movement to the course requires confirmation of attendance. The Soldier will be reassigned, if they are no longer eligible for course attendance or assignment due to a change in rank or PMOS.
 - e. In the event of a course discontinuation (before or during attendance), or a medical disqualification, they will be given the opportunity to select another course based on qualification and quota availability.
 - f. Reenlistment will be completed, including updating all required personnel records, before departing the installation where they reenlisted. Transmission of personnel records will be in accordance with AR 600–8–104.
 - g. Soldiers reenlisting for airborne training will also understand -
 - (1) AR 614–200.
 - (2) Airborne training will be in a TDY enroute 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, they 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.
 - h. A subsequent extension is required if the reenlistment term does not meet the SRR.
-

Line: 6

Item: Option processing procedures

Comment:

- a. Requests for MOS producing school will be made by RETAIN or by telephone to HRC, Retention and Reclassification Branch.
 - b. Report all personnel information based on applicable RETAIN and HRC messages.
 - c. Applications for airborne training must be submitted according to AR 614–200.
-

Line: 7

Item: Special processing for overseas commands

Comment: See current HRC guidance and AR 614–200.

Line: 8**Item:** Statements required for reenlistment**Comment:** DA Form 3286–79, 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 Permanent Change of Station (PCS) status.
 - b. If the school course is less than 20 weeks in duration, the Soldier will be assigned according to the instructions from Commander, 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. Part II, Item 3, Soldier enters, "I have read and understand lines 4 and 5 of table 3–3 in DA PAM 601–280." Followed by initials.
-

Table 3–4
Overseas Assignment reenlistment option

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) Japan.
- (6) Caribbean area.
- (7) Europe.
- (8) Germany.
- (9) Italy.
- (10) Hawaii.
- (11) Africa.
- (12) Southwest Asia.

b. Assignment guarantee is 12 months from date of assignment, or 12 months from date of arrival of dependents, whichever occurs later.

Line: 3**Item:** Reenlistment period**Comment:** Qualified Soldier may reenlist for 3, 4, 5, or 6 years. Long tour areas require a minimum of 4-year reenlistment.

Line: 4

Item: Prerequisites

Comment:

- a. Meet basic eligibility criteria (see AR 601–280) and reenlist in the ROW with or without waiver(s) of disqualification(s).
 - b. Qualify as a volunteer for overseas service, according to AR 614–30.
-

Line: 5

Item: Option information

Comment:

- a. Option guarantees initial assignment only. There is no guarantee that the entire enlistment period or any specific portion, (other than line 2, above), will be served in the chosen assignment.
 - b. If the Soldier's rank or PMOS changes 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 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 are inactivating before the Soldier completes 24 months in that area, the Soldier will be given their choice of reassignment based on vacancies in rank and PMOS. If this is not possible, reassignment will be made according to the needs of the Army.
 - e. If a Soldier's assigned unit is relocated, transferred, or deployed outside the guaranteed area, they 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 SRR.
-

Line: 6**Item:** Option processing procedures**Comment:**

a. Processing required for overseas movement. The Soldier's assigned unit at the time of reenlistment is responsible for the following:

(1) Preparation of replacements for overseas movement 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) Requesting port call instructions, in accordance with AR 55-46.

(b) Reassigning Soldiers from the current unit to the appropriate U.S. Army overseas replacement detachment upon completion of processing and receipt of port call instructions.

(4) Processing Soldiers who are eligible for and desire concurrent travel of dependents, as follows:

(a) Requests 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 their current unit with a pinpoint assignment to their next unit.

(c) If concurrent travel is not approved, the Soldier will be processed, according to a (3), above.

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 HRC, Retention and Reclassification Branch for confirmation of assignment.

c. Reenlistment will be completed, including updating all personnel records, before the Soldier departs the installation where they reenlisted. Transmission of personnel records will be in accordance with AR 600-8-104.

d. The Soldier will be advised not to indicate reenlistment to a specific unit on any reenlistment documentation.

Line: 7**Item:** Special processing for overseas commands**Comment:** Same as CONUS, except as provided by current HRC guidance and AR 614-30.

Line: 8**Item:** Statements required for reenlistment**Comment:** DA Form 3286-79, Parts I through IV, for all Soldiers.

a. Part II, Item 2, enter location as specified by line 2a of this table, e.g., "Germany"

b. Part II, Item 3, record location as specified by line 2a and statement "LOCATION, I have read and understand Line 5 of table 3-4 in DA PAM 601-280." Followed by initials.

Table 3-5
Continental United States station-of-choice reenlistment option

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 or 4 year periods. Guarantees assignment, for at least 24 months for Soldiers reenlisting for 5 or 6 year periods, if qualified and authorized. This option is available to both CONUS and OCONUS Soldiers.

Line: 3

Item: Reenlistment period

Comment: Qualified Soldiers may reenlist for 3, 4, 5, or 6 years.

Line: 4

Item: Prerequisites

Comment:

- a. Meet basic eligibility criteria (see AR 601–280) and reenlist in the ROW, with or without waiver(s) of disqualification(s).
 - b. A requirement for the Soldier's PMOS must exist at the CONUS station-of-choice for which the Soldier is applying.
 - c. Have no assignment limitations that would preclude assignment to the station of choice.
 - d. Other prerequisites, as announced by HRC over RETAIN.
-

Line: 5

Item: Option information

Comment:

- 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.
 - b. If the Soldier's assigned unit must be deployed, relocated, transferred, or reassigned from the parent organization, the Soldier will move with the unit. This does not constitute grounds to break reenlistment commitments.
 - c. If the Soldier's rank or PMOS changes before reassignment, the Soldier may be ineligible for the reenlistment assignment and may be assigned according to current qualifications and 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 stabilization, the Soldier will be given a choice of assignment to any other vacant station (based on rank and PMOS) within their command. 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 a part of the station.
 - f. There will be no promises made for assignment to a specific unit within the station, unless specified by HRC. 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 (for example, 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.
-

Line: 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 complete, personnel records will be updated before the Soldier departs the installation where they reenlisted.
-

Line: 7

Item: Special processing for overseas commands

Comment: All Soldiers serving overseas must complete the normal overseas tour before departing the overseas command.

Line: 8**Item:** Statements required for reenlistment**Comment:** DA Form 3286–79, Parts I through IV, for all Soldiers.

- a. Part II, Item 2, enter the location as specified on the DD Form 4/1 e.g., "Ft. Campbell, KY".
- b. Part II, Item 3, Record the location as specified on the DD Form 4/1 and statement "LOCATION, I have read and understand Line 5 of table 3–5 in DA PAM 601–280." Followed by initials.

3–3. Reenlistment terms

a. *Regular Army reenlistment option (Option 1).* All Soldiers who are within the ROW and who incur an HQDA imposed SRR due to assignment instructions or service school attendance will be restricted to this reenlistment option. Soldiers may reenlist for a 2-6 year term length, if qualified.

b. *Current station stabilization reenlistment option (Option 2).* Soldiers may reenlist for a 2–6 year term length, if qualified.

(1) CONUS - Career Counselors will verify that Assignment Eligibility and Availability (AEA) code and end dates are updated. Soldiers reenlisting for a location specific SRB must reenlist for a minimum 36 months and will be stabilized for a minimum of 24 months. Soldiers assigned to CONUS units, who qualify for this option, are guaranteed 1–30 months stabilization from date of reenlistment.

(a) Soldiers who reenlist for 2 years are authorized 1-9 months stabilization.

(b) Soldiers who reenlist for 3 years are authorized 1-12 months stabilization.

(c) Soldiers who reenlist for 4 years are authorized 1-18 months stabilization.

(d) Soldiers who reenlist for 5 years are authorized 1-24 months stabilization.

(e) Soldiers who reenlist for 6 years are authorized 1-30 months stabilization.

(2) OCONUS - Soldiers assigned to OCONUS units, who qualify for this option and reenlist for at least 3 years, are guaranteed 1–18 months stabilization from DEROS. Career Counselors will verify that DEROS dates are updated. Soldiers must reenlist at least 3 months prior to DEROS. Soldiers who reenlist for 2 year are authorized 1-9 months of stabilization from DEROS. Soldiers reenlisting for a location specific SRB will be stabilized as follows:

(a) *Long tour areas.* A minimum of 24 months.

(b) *Short tour areas.* A minimum of 12 months.

(3) Soldiers assigned to an inactivating unit, based on unit identification codes published by Retention Management Team (RMT), are not eligible for this option. HRC will only restrict this option in RETAIN for specific units. As an exception for units not restricted by HRC, installation-level Command Career Counselors may approve reenlistment under this option, on a case-by-case basis, after full coordination with appropriate installation-level agencies. An approval memorandum is required for each Soldier, to be signed by the installation-level Command Career Counselor. The memo will be retained in the Soldier's residual file for inspection purposes. Option exception hotlines are required for units who have Current Station Stabilization option restricted by HRC.

c. *Army training reenlistment option (Option 3).* Soldiers may reenlist for a 3–6 year term length, if qualified. Soldiers must be available for movement at the requested training start date. Soldiers must have a minimum of 12 months time on station and have met the minimum SRR for the current unit/assignment requirements (for example, Airborne–36 months and Drill Sergeant–24 months) before departing the installation. Additional training processing guidance and procedures are outlined below.

(1) *Soldiers assigned to outside continental United States units.* Training will not be scheduled prior to a Soldier's DEROS or movement availability date, whichever is greater.

(2) *Soldiers with a stop move code.* Soldiers with a stop move status code (SMSC) of "A", "F", or "I" are authorized to request training. The training start date will be no earlier than the stop move end date and no later than 180 days prior to the unit's next Latest Arrival Date (LAD).

(3) Soldiers who are requesting to change their MOS and are offered this option, must select an MOS that is listed as Y/N and or N/N in the current In/Out Call MILPER Message.

d. *Overseas assignment reenlistment option (Option 4).* Soldiers may reenlist for a 4–6 year term length for long tour areas, or for a 3–6 year term length for short tour areas, if qualified.

Soldiers reenlisting for the Overseas Reenlistment Options will have their dwell time verified by Career Counselors at <https://www.ask.army.mil/dwellchecker>. Career Counselors must maintain a record of the Soldier's dwell status and add to the Soldier's residual file as an inspectable item during inspections and staff assistance visits (SAV).

e. *Continental United States station-of-choice reenlistment option (Option 5).* Soldiers may reenlist for a 3–6 year term length, if qualified.

(1) As an exception, Soldiers assigned to OCONUS units are authorized to reenlist for a 2-year term length. Soldiers who reenlist for a 2-year term length must be within 10 months of DEROS and have a minimum of 12 months remaining to ETS upon arrival at the gaining installation. Report dates and TOS requirements must be in accordance with RRB messages.

(2) Soldiers reenlisting for the CONUS station of choice option will have their dwell time verified by Career Counselors at <https://www.ask.army.mil/dwellchecker>. Career Counselors must maintain a record of the Soldier's dwell status and add to the Soldier's residual file as an inspectable item during inspections and SAVs.

f. *ROW Extensions:* Soldiers inside the ROW, and not on assignment instructions or meeting SRR for Foreign Service Tour Extension (FSTE) or command sponsorship, may elect to extend past their contractual ETS for a minimum of 12 months not to exceed 23 months. If a Soldier extended previously, the total extensions will not exceed 48 months. Career

Counselors must use extension reason code "W" when processing the extension in RETAIN. The extension reason on DA Form 1695 and DA Form 3340 must state, "Continued Service". Soldiers who would otherwise be qualified for a Selective Retention Bonus (SRB) and have elected to extend past their contractual ETS in lieu of reenlisting, will acknowledge the following statement in the "Agreement" section of the DA Form 1695: "I have been counseled on potential eligibility for a Selective Retention Bonus. Any questions I had were explained to my satisfaction."

(1) Soldiers who are authorized and elect to extend may be stabilized as outlined below. Soldiers electing to stabilize under this extension must be serving in a valid position.

Extension Term	Stabilization Period
12-22 Months	6 Months
23 Months	9 Months

(a) Stabilization period starts on date the extension is executed for CONUS based Soldiers and date of DEROS for OCONUS based Soldiers, not extension start date. Soldiers who elect to stabilize will have the following statement added in the "Remarks" section of the DA Form 1695: "SOLDIER ELECTS TO STABILIZE FOR (INPUT MONTHS HERE) MONTHS BEGINNING (INPUT START DATE HERE)". Soldier may elect to waive the stabilization at a later date in accordance with current guidance. Soldiers who do not elect to stabilize will have the following statement added in the "Remarks" section of the DA Form 1695: "SOLDIER DOES NOT ELECT TO STABILIZE". Soldiers who are not authorized stabilization (see paragraph 3-3f(1) above) will have the following statement added in the "Remarks" section of the DA Form 1695: "SOLDIER IS NOT AUTHORIZED TO ELECT STABILIZATION".

(b) 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 in accordance with AR 601-280.

(2) OCONUS ACOM/ASCC/DRU G1s must validate strengths prior to approving stabilization requests. Soldiers must extend at least 3 months prior to DEROS.

g. *Deployed or deploying units.* A Soldier's movement out of their unit (that is, report dates and training start dates) must be completed prior to Latest Arrival Date (LAD) minus 180 days or must be after the 60- or 90-day stabilization period following redeployment.

(1) Soldiers whose units have been alerted for deployment, prior to the retention action, must comply with the timeline procedures above. Soldiers whose retention action occurred prior to the unit's alert for deployment, and whose movement is scheduled to occur during the period above, will be reported to Retention and Reclassification Branch for resolution.

(2) Movement options for Soldiers assigned to OCONUS units remain determined by their DEROS date. Soldiers desiring to reenlist for a movement option to move prior to LAD minus 180 days who have a DEROS between LAD minus 90 and LAD minus 180 days, must complete DEROS adjustments in accordance with AR 614-30 prior to the retention action.

3-4. Retention control points

a. Retention control points (RCPs) are for enlisted Soldiers serving on active duty across all Army components. RCPs apply to Soldiers serving in the RA, Soldiers of the U.S. Army Reserve (USAR) who are serving under the Active Guard Reserve (AGR) program, and Soldiers of the Army National Guard of the United States (ARNGUS) who are serving under the AGR Title 10 (10 United States Code (USC)) program. RCP in this chapter do not apply to Soldiers serving in the USAR or ARNGUS who are mobilized or assigned to the Individual Ready Reserve (IRR) or a Troop Program Unit (TPU).

b. Soldiers who were 40 years of age or older on the date of their enlistment may exceed age 60 in order to complete the minimum time for regular or non-regular retirement for their respective component. These Soldiers must retire on the last day of the month they obtained 20 years of service. Soldiers are not authorized to exceed age 62.

Table 3-6
Retention control points^{4, 5}

Rank	Total active service ¹ in years
Private through Private First Class	5
Corporal/Specialist	8
Corporal/Specialist (promotable) ³	10
Sergeant	14
Staff Sergeant	20
Sergeant First Class	24
First Sergeant/Master Sergeant	26
First Sergeant/Master Sergeant (scheduled for, or graduate of, Sergeants Major Course)	28
Command Sergeant Major (CSM)/Sergeant Major (SGM) ²	30

Notes:

¹ Active service is defined as service on active duty.

² CSMs and SGMs at HQDA and ACOMs, serving in nominative positions where the CSM or SGM is rated by a general officer, member of the Senior Executive Service or equivalent; or serving as CSM at the U.S. Army Sergeants Major Academy or as executive officer to the Sergeant Major of the Army are authorized to serve past 30 years total active service while serving in the position. The Vice Chief of Staff of the Army must approve exceptions for operational reasons. Upon leaving a position which authorizes service beyond 30 years, NCOs who have not applied for retirement will be classified using special reporting code 09U (see note 4).

³ Promotable only refers to RA and USAR. There is no "promotable" status in the Army National Guard (ARNG) AGR Title 10 Program. ARNG AGR Title 10 Enlisted Soldiers' retention control point is established at the "non-promotable" grade. Soldiers integrated on the promotion-recommended list are considered promotable.

⁴ The retention control point for Soldiers classified in reporting code 09U is 9 months from the effective date of classification.

⁵ Soldiers who exceed their RCP as a result of their reduction in grade or removal from a centralized promotion list will have their ETS adjusted to 180 days from the effective date of the reduction/removal unless they are within 180 days from their current ETS. The Soldier may request an earlier separation date utilizing a DA Form 4187 signed by their battalion commander (O-5). All Soldiers will be provided a minimum of 90 days to separate. (Example: A SGT with 14 years of Active Federal Service (AFS) who is reduced to SPC will have an ETS 180 days from the effective date of the reduction). Soldiers whose contractual ETS exceeds their RCP as a result of their reduction or removal will have their ETS adjusted to the RCP. Soldiers subsequently re-promoted after a rank reduction will have their ETS adjusted back to the original contractual ETS. In cases of delayed notification of reduction or removal, Career Counselors will coordinate with HRC RRB for determination. Soldiers with 18 or more years of active federal service who exceed their RCP as a result of reduction or removal may serve to meet the minimum retirement eligibility unless involuntarily separated by the Secretary of the Army or their designated representative.

Table 3–6****Temporary Change to Retention Control Points for Soldiers with contractual ETS from 1 October 2023 to 30 September 2025****

Rank	Total active service ³ in years
Private through Private First Class	7
Corporal/Specialist ¹	12
Sergeant ¹	16
Staff Sergeant	22
Sergeant First Class	26
First Sergeant/Master Sergeant	28

Notes:

¹ To include promotable.² Promotable only refers to RA and USAR. There is no “promotable” status in the Army National Guard (ARNG) AGR Title 10 Program. ARNG AGR Title 10 Enlisted Soldiers’ retention control point is established at the “non-promotable” grade. Soldiers integrated on the promotion-recommended list are considered promotable.³ Active service is defined as service on active duty.**3–5. Waiving reenlistment commitments**

a. A Soldier who reenlists with a specific commitment; then, 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 fully understand that I will be assigned in accordance with the needs of the Army.” The original copy of this statement will be filed in the servicing retention office. A copy will be scanned to Interactive Personnel Electronic Records Management System (iPERMS) to be placed in the Soldier’s AMHRR.

b. Requests for cancellation of assignment will be made by the Career Counselor, in accordance with current processing guidance to HRC, when the reenlistment is waived before the report date. However, waiving a reenlistment commitment does not, in itself, cancel existing assignment instructions.

Chapter 4**Immediate Reenlistment Prohibition (IMREPR) (Retention Restriction) Codes and Accuracy****4-1. Responsibility**

a. All commands must monitor RETAIN for Immediate Reenlistment Prohibition Code (IMREPR)(Retention Restriction) inaccuracies.

(1) Career Counselors will timely submit and process IMREPR (Retention Restriction) code transactions, in accordance with AR601-280.

(2) In accordance with Army Techniques Publication (ATP) 1-0.1, the S-1 should be furnishing the retention office a copy of the DA Form 268 (Report to Suspend Favorable Personnel Actions (SFPA FLAG) as a source document to affect an IMREPR (Retention Restriction) code changes related to Suspension of Favorable Personnel Actions (SFPA Flag). Not all IMREPR changes are due to a SFPA Flag.

(3) Integration of Career Counselors with the command and the S/G-1 will produce an informed and proactive working environment.

(4) Source documentation is required for all IMREPR (Retention Restriction) changes in RETAIN.

b. Correct and accurate IMREPR (Retention Restriction) codes not only affect retention; they also affect reclassification, reassignments, promotions, awards and decorations, attendance at civil or military schooling, retirement, and Family member travel to overseas commands. It is imperative that Career Counselors ensure accuracy of IMREPR (Retention Restriction) codes at all levels.

4-2. Immediate reenlistment prohibition codes

a. Career Counselors are reminded to use the appropriate code based on the precedence. RETAIN does not automatically identify the higher precedence when an IMREPR (Retention Restriction) code transaction is completed. Precedence is established with the lowest number identifying the highest disqualification. Career Counselors are not authorized to change IMREPR (Retention Restriction) codes having a higher precedence to an IMREPR (Retention Restriction) code that has a lower precedence.

b. The IMREPR (Retention Restriction) codes listed in table 4-1 and priority precedence levels are approved by the Deputy Chief of Staff (DCS), G-1 for use in RETAIN. Career Counselors will use these codes to identify Soldiers with a disqualification.

Table 4-1
Immediate Reenlistment Prohibition Codes

IMREPR Code (Retention Restriction)	Description	When Imposed	Who May Impose/Remove	Eligible for Continued service ¹	Priority
9M	Approved Retirement under Qualitative Management Program (QMP)	When the Soldier's application for retirement has been approved by HRC: 1) in lieu of being considered for QMP (accomplished before the board) or 2) upon being selected for QMP by the board (accomplished after the board)	HRC/HRC	No	1
9U	Approved Retirement under Qualitative Service Program (QSP)	When the Soldier's application for retirement has been approved by HRC: 1) in lieu of being considered for QSP (done before the board) or 2) upon being selected for QSP by the board (done after the board)	HRC/HRC	No	2
9Y	Retirement	When the Soldier's application for retirement has been approved	CC/HRC	No	3
12	Approved Retirement under Temporary Early Retirement	When the Soldier's application for retirement under TERA has been approved	HRC/HRC	No	4

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	Authority (TERA)				
9L	Involuntary Separation under QMP	When a Soldier is denied continued service by a board under QMP (normally accomplished within 45 days of the board and after all Soldiers are notified)	HRC/HRC	No	5
9J	Involuntary Separation under QSP	When a Soldier is denied continued service by a board under QSP (normally accomplished within 45 days of the board and after all Soldiers are notified)	HRC/HRC	No	6
9F	Denied Retention by Sec Army - Force Shaping/Requirements	When denied reenlistment by HQDA/HRC due to force shaping initiatives	HRC/HRC	No	7
13	Identified for QMP Consideration	When a Soldier is identified for QMP consideration by HRC for an upcoming board	HRC/HRC	May only extend for up to 12 months for a Soldier to await the QMP board outcome	8
9T	Approved Involuntary Separation	When the involuntary separation is approved in accordance with the respective MILPER Message announcing the deactivating units or Korea rotational units	HRC/HRC	No	9
9V	Pending Separation	When SFPA Flag codes B or W are imposed in IPPS-A	HRC/HRC (IPPS-A controlled)	No	10
11	Subject to Involuntary Separation or Transfer to Another Service	Soldiers identified for Involuntary Separation or Transfer and Assignment to a Branch of Service outside of the Army	HRC/HRC	No	11
9C	Denied Retention by Sec Army - Commander Quality	When fully qualified Soldiers (previously IMREPR (Retention Restriction) "10") request and are denied reenlistment by CG, HRC	HRC/HRC	No	12
9Q ⁴	Declination of Continued Service Statement	When the DA Form 4991 (Declination of Continued Service Statement) is in effect	CC/HRC	Authorized a one-time extension for a period of 12 months only ⁴	13
9P	Loss of qualification of PMOS	When Soldiers are no longer qualified in their PMOS in accordance with DA PAM 611-21	CC/HRC	No	14

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9N	Courts Martial Conviction	Upon conviction by one or more Summary, Special, or General Courts Martial unless previously waived or Soldier was promoted after conviction in accordance with AR 601–280	CC/CC	No	15
9K	Field Bar to Continued Service	Upon an approved Bar to Continued Service placed on a Soldier (in accordance with AR 601–280)	CC/CC	No	16
1K	HQDA Directed Bar to Continued Service	Initial identification as not fully qualified for retention by a HQDA NCO Evaluation Board	HRC/HRC	No	17
2K	HQDA Directed Bar to Continued Service	Second or subsequent identification as not fully qualified for retention by a HQDA NCO Evaluation Board after having been found initially not fully qualified in the same grade	HRC/HRC	No	18
8K ^{3,4}	HQDA Directed Bar To Continued Service	Failure to complete required Distributed Leader Course (DLC) Training	HRC / HRC (IPPS-A controlled)	Authorized a one-time extension for a period of 1-12 months ⁴	19
9H	Pending Medical Evaluation Board (MEB) / Physical Evaluation Board (PEB)	When a Soldier receives a permanent "3" profile and is recommended for Integrated Disability Evaluation System (IDES) processing; does not apply to Soldiers who have previously been to an MEB/PEB and retained	CC/CC	No	20
9R	Pending MOS Administrative Retention Review (MAR2)	When the Soldier enters the MOS Administrative Retention Review process	CC/CC	No	21
9W	Not Eligible Due to SSG NCOER/NCOP DS	When the Soldier is not retention eligible due to SSG Noncommissioned Officer Evaluation Report (NCOER)/ Noncommissioned Officer Professional Development System (NCOPDS) Eligibility Requirements	CC/CC	No	22
9B	Adverse Action SFPA Flag	When SFPA Flag codes A, H, L, M, U, V, and X are imposed in IPPS-A	HRC/HRC (IPPS-A controlled)	No	23
9Z	Weight	When SFPA Flag code K is imposed in IPPS-A on a Soldier	HRC/HRC (IPPS-A controlled)	No	24
9E	Physical Readiness	When SFPA Flag code J is imposed in IPPS-A on a Soldier for failure of an Army Combat Fitness Test (APFT)	HRC/HRC (IPPS-A controlled)	No	25

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9A	Lost Time	When it is determined that a Soldier has lost time in accordance with AR 630-10	CC/CC	No	26
8G ²	Grade-Due to Reduction/Removal	When the Soldier cannot reenlist due to RCP as a result of the Soldier's reduction in grade or removal from centralized promotion standing list, regardless of whether Soldier is within 24 months of ETS	CC/HRC	No	27
9G	Grade	When the Soldier cannot reenlist due to RCP and is within 24 months of ETS	CC/CC	Yes (Extension Only)	28
9X	Other (Prohibitions not identified)	When a Soldier is not eligible for reenlistment (in accordance with AR 601-280) and no other IMREPR (Retention Restriction) code applies; supporting documents required	HRC/HRC	No	29
9D	Revoked or Denied Clearance Determination	When Soldiers are longer qualified for continued service due to revoked or denied security clearance.	CC/CC	No	30
9S	Conscientious Objector	When a Soldier is determined to be a conscientious objector by HQDA in accordance with AR 600-43; does not apply to CMF 68	HRC/HRC	No	31
9O	Age	When a Soldier is restricted from retention due to maximum age limitations	CC/CC	No (ETS can only be through last day of the month when maximum age is reached)	32
10 or Blank	No disqualification	When the Soldier is fully qualified for immediate reenlistment	CC/CC	Yes	N/A

¹ Soldiers may still be qualified for exceptions, in accordance with AR 601-280.

² Soldiers who have an IMREPR (Retention Restriction) code of 8G imposed remain ineligible to reenlist until 8G is removed. If reduction in grade or removal from centralized promotion standing list also requires an ETS adjustment, Soldiers remain ineligible to reenlist until ETS date is returned to contractual ETS date.

³ Soldiers who have an IMREPR (Retention Restriction) code of 8K imposed remain eligible to proceed on assignment instructions or separate from service (see paragraph 11-13).

⁴ Temporary exception (see note in paragraphs 5-5j and 5-5n).

Chapter 5

Service Remaining Requirements, Extensions of Enlistment, and Use of Department of the Army Form 4991

5-1. Service Remaining Requirements

a. The SRR is an HQDA prerequisite for a Soldier to have a specified amount of remaining contractual service in order for an authorized action to be taken (see AR 600–8–19, AR 614–30, AR 614–200, and AR 635–200). Examples include: CONUS or OCONUS assignment; service school or course attendance; deployment; and promotion.

b. Reenlistments or extensions of enlistment provide qualified RA enlisted Soldiers additional contractual service to meet SRRs.

(1) Soldiers serving on a second or subsequent enlistment (not serving in the NCO Career Status Program), who arrive in an overseas command with insufficient service time remaining, will be counseled 10 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 DA Form 4991 (Declination of Continued Service Statement). Soldiers with a DA Form 4991 in effect will have their DEROS adjusted to 2 days prior to their ETS.

(2) Soldiers who reenlisted under the RA Reenlistment Option to meet an SRR 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 requests to the approval authority at HRC, endorsed thru the first colonel (O–6) in the chain of command, under the provisions of AR 635–200 (ideally defective or unfulfilled enlistment or reenlistment agreements; action when discovered after initial assignment).

(b) If approved—

1. And their previous contractual ETS is more than 3 months from approval, Soldier's ETS will revert to previous contractual ETS;

or

2. And their previous contractual ETS is within 3 months of approval (or approval is past the contractual ETS), the Soldier's ETS will be adjusted to be no earlier than 3 months and no later than 6 months from approval date. The Soldier will request an ETS date in writing as part of the application.

3. Career Counselors must counsel Soldiers and inform them that any unearned portion of a SRB entitlement may be recouped.

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

(1) Elect a discharge for the purpose of immediate reenlistment (see AR 601–280 for discharge considerations). Soldiers may reenlist for any number of years for which they are otherwise qualified. Soldiers electing to reenlist for a longer period than the minimum necessary to meet the SRR will be advised that they may be forfeiting reenlistment options or incentives that they may have received from a subsequent reenlistment. See chapter 12 of this pamphlet for additional guidance pertaining to service remaining requirement for Post-9/11 GI Bill Transfer of Education Benefits (TEB).

(2) Extend current enlistment. Soldiers not in the ROW may extend for any number of months for which they are otherwise qualified. Soldiers electing to extend for a longer period than the minimum necessary to meet the SRR will be advised that they may be forfeiting reenlistment options or incentives that they may have received from a subsequent reenlistment.

(3) Elect a combination of reenlistment and extension. The period of reenlistment may be combined with an extension of not more than 11 months to gain the length of service necessary to meet SRRs. Caution must be exercised when using this combination. The reenlistment action must be confirmed first, and the extension must occur at least 24 hours after this transaction.

(4) Decline continued service in accordance with paragraph 5-7 of this pamphlet.

d. Initial term Soldiers are not required but may, at their option, take action under paragraphs 5–1c (1) through 5–1c (3).

e. Soldiers, other than initial termers (see glossary), must take action in accordance with either paragraph 5–1c or paragraph 5–7.

f. Soldiers who are not in the ROW and do not have sufficient service remaining to qualify for reassignment after completion of the prescribed overseas tour may extend their reenlistment, provided they are qualified, for the period necessary to meet the normal overseas tour and the SRR to return to CONUS. Extensions must be executed before departure to the overseas area. Soldiers must be advised that by extending to meet the SRR for both the overseas tour and to return to CONUS, they may be forfeiting reenlistment options or incentives that they may have received from reenlisting in the overseas area. Soldiers in the ROW may take any action for which they are otherwise qualified.

5–2. Extensions

All Soldiers qualified for and requesting extension will be counseled by the servicing reenlistment NCO or Career Counselor that—

a. Reenlistment is generally preferable to extension of enlistment for meeting service remaining requirements.

b. Extensions are posted to military personnel records immediately; however, the effective date of the extension is the date immediately following the Soldier's current ETS.

c. If, at the time of extension, Soldiers have a negative leave balance, it will be converted to excess leave and deducted 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 in DD Form 4 (Enlistment/Reenlistment Document—Armed Forces of the United States). The Soldier is responsible for contacting the servicing military pay office approximately 1–2 weeks prior to the effective date of the extension.

Note. Soldiers will be advised to submit a DA Form 4187 (Personnel Action) to request payment of accrued leave. In section III, "Request for Personnel Action," check "Other" and annotate "Cash in Accrued Leave." Section IV, "Remarks" will include the number of days to be sold.

- e.* Extensions will not be used to increase retention bonus entitlements, if applicable.

5-3. Periods of extension of enlistment

a. Individual extensions of enlistment are given in monthly increments, up to 23 months, to meet the minimum amount of time necessary to fulfill an incurred service remaining requirement (see paragraph 5-5 for reasons).

b. Extensions for initial term Soldiers in the ranks of private first class, specialist, or corporal 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. The combined total of all extensions of the same enlistment will not exceed 48 months. Commanders may request an Exception to Policy (ETP) if an authorized extension would exceed the 48-month limitation when combined with any prior extensions of the current enlistment contract. Requests must be submitted to Commander, HRC.

Table 5-1
Extension of enlistment criteria

Rule	If a Soldier requests an extension and the purpose is—	No single extension will exceed—	And the total of all extensions will not exceed—	And action will be taken—
1	to meet SRR for assignments, service school training, promotion, or other HQDA requirement	¹ 23 months	48 months	before compliance with orders or movement of dependents, as appropriate, but not if the Soldier is in the reenlistment opportunity window
2	to complete a normal overseas tour, or for a voluntary foreign service tour extension	23 months	48 months	before compliance with orders or after approval of foreign service tour extension, but not if the Soldier is in the reenlistment opportunity window
3	to meet SRR to transfer Post-9/11 GI Bill education benefits	36 months	48 months	before approval of transfer of Post-9/11 GI Bill education benefits, but not if the Soldier is in the reenlistment opportunity window

Note:

- ¹ Soldiers meeting the criteria in paragraph 5-3b may exceed 23 months.

5-4. Cancellation of extension

Extensions of enlistment contracts are considered binding agreements between Soldiers and the Army. Therefore, cancellation of extensions will not be considered unless a Soldier extends to meet an SRR and through no fault of the Soldier does not receive the benefit of the extension (for example, Soldier extends to meet the SRR for an OCONUS assignment and is subsequently removed from the assignment by HRC). The servicing Career Counselor will review the Soldier's request and qualifications to ensure compliance with this pamphlet and forward the request through the Soldier's chain of command to HRC, Retention and Reclassification Branch for determination.

5-5. Reasons for extensions of enlistment

a. Meeting service remaining requirements. Extensions may be granted as outlined in table 5-1. Soldiers qualified for reenlistment within the reenlistment opportunity window must reenlist to meet the SRR; they may not extend.

b. Retirement. In accordance with AR 635-200, Soldiers applying for retirement may be extended through the last day of the retirement month. DA Form 1695 is not required. The retirement order will serve as documentary evidence of the approved extension. RCNs are not required for retirement extensions executed according to AR 635-200. The servicing Career Counselor will process an ETS update transaction in RETAIN to reflect the last day of the retirement month in order to update the personnel database.

c. Extending to the retention control point according to rank and service criteria. Extensions will not exceed 23 months and must be granted during the reenlistment window (see AR 601-280).

d. Reaching maximum age criteria. Extensions will not exceed 23 months and must be granted during the reenlistment window (see AR 601-280).

e. Achieving reenlistment qualification under physical fitness testing. Extensions will not exceed 7 months and must be granted during the reenlistment window (see AR 601-280). Does not apply to those who are flagged for failing ACFT.

f. Graduating from the U.S. Army Regional Correctional Activity. Soldiers must serve 12 months after graduation before reenlistment may be authorized. 12 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 U.S. Army Regional Correctional Activity graduates pending review of an unremitted sentence to a punitive discharge because they are under suspension of favorable actions in accordance with AR 600-8-2.

g. Pending a personnel action. These may be for MOS reclassification, reassignment, joint domicile (either spouse), or similar situation. Soldiers may be extended, if qualified, to await determination. Extensions will not exceed 3 months and must be granted during the reenlistment window.

h. Weight control. See AR 601-280 for extending while enrolled in the Army Body Composition Program. Extensions will not exceed 7 months and must be granted during the reenlistment window.

i. Army Substance Abuse Program. Soldiers currently enrolled in the Army Substance Abuse Program who require additional service to complete the program may be extended for the number of months needed by the commander exercising SPCMCA.

j. Contingency deployment conditions. Soldiers alerted for deployment, including Soldiers who meet criteria which would normally require reenlistment into the NCO Career Status Program, may voluntarily extend to complete the deployment period plus 3 months. Extensions will not exceed 23 months and may be granted without regard to the reenlistment window.

Note. As a temporary exception, effective 1 June 2022, Soldiers in the ROW, and otherwise qualified for retention, who have an IMREPR (Retention Restriction) code of 8K or 9Q are authorized a one-time extension for a period of 1-12 months under paragraph 5-5j.

k. 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. Extensions may not exceed 23 months and must be granted prior to the reenlistment window.

l. Exceptions. In accordance with AR 601-280, Soldiers may extend regardless of continued service qualifications. Soldiers whose disqualifications are not subject to waiver, are flagged for ACFT failure, who do not meet body composition standards, or who have been barred from continued service may extend if one or more of the following exceptions apply. There is no requirement for processing a DA Form 3072. The approval authority for the following exceptions is the first commissioned commander in the Soldier's normal chain of command.

(1) A Soldier's Family member is ill or requires medical care, including pregnancy. Medical confirmation is required. Extension will not exceed 12 months.

(2) A Soldier has submitted a request for exception/waiver to meet reenlistment eligibility criteria or is pending retention determination, but ETS will occur before final determination is made by approval authority. Extensions will be in 3-month increments only and will not exceed a total of 12 months. Extensions are not authorized once transfer point processing has begun.

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

(4) A Soldier requiring continued medical care beyond their contractual ETS may extend their enlistment to complete treatment. Medical confirmation from an authorized healthcare provider is required and must include the approximate length of time past the Soldier's ETS necessary to complete medical care. Extensions may be granted for a number of days or months. Subsequent extensions may be granted in accordance with this paragraph.

(5) Soldiers denied reenlistment by HQDA under the QMP may be extended as prescribed in AR 635-200, provided they are otherwise qualified. Soldiers not otherwise qualified must obtain an approved waiver of any disqualification from the appropriate waiver approval authority. As an exception, a Soldier identified for QMP consideration by HRC for an upcoming board may only extend for up to 12 months to await the QMP board outcome.

(6) Soldiers under investigation or pending military or civil legal action may voluntarily extend until conclusion of the investigation or legal action.

(7) AR 635-200 provides guidance for Soldiers requiring extension beyond current ETS for Soldiers pending disability evaluation for retention (see AR 635-40). DA Form 1695 is not required. Servicing Career Counselors must follow processing guidance from HRC to update the Soldier's ETS date in these cases.

m. Soldiers affected by the Lautenberg Amendment. Soldiers with a qualifying conviction under the Lautenberg Amendment (with a Readiness Restriction code of "RDLA") may not reenlist but may request an extension if otherwise qualified. The Soldier will provide proof to the servicing Career Counselor that a request for expunction or pardon was initiated, prior to executing the extension.

n. Continued Service. Soldiers within the ROW and not on assignment instructions may voluntarily extend. Extensions must be for a term of no less than 12 months and may not exceed 23 months.

o. Stay Army. Soldiers who's contractual ETS dates are between 1 October 2023 and 30 September 2024 are authorized a one-time short-term extension. Extensions must be for a term of no less than 3 months and may not exceed 11 months. Stay Army extension must take Soldier's new ETS date to 1 October 2024 or later. Soldiers who have previously taken a Stay Army extension are prohibited from executing another 'Stay Army' extension. Soldiers on assignment instructions are not authorized to extend under 'Stay Army' extension. The reason cited on the DA Form 3340 and DA Form 1695 will be "Stay Army".

p. Involuntary Extensions. AR 635-200 provides guidance for Soldiers requiring extension beyond their current ETS when investigation is initiated with view to trial by court-martial or Soldier is awaiting trial or result of trial. Servicing Career

Counselor will update Soldier's ETS utilizing 'Change ETS Reason' A2 – Delay in Separation – Flag/UCMJ (Not Confined) or A5 – Delay in Separation – Currently Confined. Retention of Soldier after the Soldier's ETS, under AR 635-200, paragraph 1-23, is not considered part of the enlistment/reenlistment period. Therefore, no lost time or time to be made good accrues during this retention period. Soldiers incarcerated by civilian authorities must be extended beyond their ETS to make up lost time. Requests for extension beyond a Soldier's contractual ETS will be endorsed by the SPCMCA and describe whether an investigation has been started with a view toward trial by court-martial or an involuntary separation action. ETS adjustments will be made in 120-day increments by the servicing Career Counselor. Requests for ETS adjustments that will exceed the Soldier's RCP will be submitted to the HQDA Retention office as an exception to policy. The Career Counselor executing the ETS transaction will maintain the required documents justifying ETS transaction in the Soldier's residual file.

Note: As a temporary exception, Soldiers in the ROW, and otherwise qualified for retention, who have an IMREPR (Retention Restriction) code of 8K or 9Q are authorized a one-time extension for a period of 12 months under paragraph 5-5n or a one-time extension for a period of 3-11 months under paragraph 5-5o.

Table 5–2
Extension types and required statements

Extension authority (paragraph to be cited on DA Form 1695)	Extension reason code (code to be used for RETAIN processing)	Required statements for DA Form 1695 and DA Form 3340
Paragraph 5-5a	A1	Examples of required statement include: To meet the SRR for Drill Sergeant duty To meet the SRR for an accompanied tour to Italy To meet the SRR for assignment to Fort Huachuca, AZ To meet the SRR for training in a CMF 18 MOS To meet the SRR for Career Counselor Course MOS 79S
Paragraph 5-5a	A2	Required statement is either: To meet the SRR for foreign service tour extension To meet the SRR for command sponsorship
Paragraph 5-5a	A3	Required statement is: To meet the SRR for promotion to [RANK]
Paragraph 5-5a	A5	Required statement is: To meet the SRR for Continuation Pay
Paragraph 5-5a	A7	Required statement is: To meet the SRR to transfer Post-9/11 GI Bill
Paragraph 5-5i	C	Required statement is: In the best interest of the service
Paragraph 5-5k	D	Required statement is: To establish common ETS month with spouse
Paragraph 5-5g	E	Required statement is: At RCP, waiting promotion determination
Paragraph 5-5c	F	Required statement is: To meet the RCP for [RANK]
Paragraph 5-5d	G	Required statement is: To reach maximum age criteria
Paragraph 5-5e	I	Required statement is: In the best interest of the service
Paragraph 5-5f	J	Required statement is: In the best interest of the service
Paragraph 5-5g	K	Required statement is: Pending a personnel action

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Paragraph 5-5h	L	Required statement is: In the best interest of the service
Paragraph 5-5j	M	Required statement is: Contingency deployment conditions
Paragraph 5-5j	M1	Required statement is: Contingency deployment conditions with incentives
Paragraph 5-5l (1)	P	Required statement is: Dependent requires medical care
Paragraph 5-5l (2)	Q	Required statement is either: Pending final determination of exception Pending final determination of waiver
Paragraph 5-5l (3)	R	Required statement is: To complete 20 years AFS
Paragraph 5-5l Paragraph 5-5l (4) Paragraph 5-5l (5) Paragraph 5-5l (6)	T	Required statement is: Convenience of the government
Paragraph 5-5m	T	Required statement is: In the best interest of the service
Paragraph 5-5a	U	Required statement is one of the following: To meet the SRR for OCS To meet the SRR for WOCS
Paragraph 5-5n	W	Required statement is: Continued service
Paragraph 5-5o	LZ	Required statement is: Stay Army

5-6. Use of DA Form 4991

Soldiers, other than those in paragraphs *a* through *e* below, must take action to meet SRRs (see paragraph 5-1 of this pamphlet). Action is required regardless of the SRR start or report date, to include those occurring after a Soldier's current ETS. Eligible Soldiers declining to take action to satisfy SRRs will decline continued service using DA Form 4991. DA Form 4991 will not be used for the following:

- a.* Soldiers serving in their initial term (see glossary).
- b.* Soldiers ineligible to obtain sufficient time through continued service, as verified by the servicing Career Counselor.
- c.* Soldiers within 90 days of their contractual ETS date on date of notification of an SRR.
- d.* Soldiers on assignment to an overseas location who have enough time to complete an unaccompanied tour, but not a longer accompanied tour, are not authorized to decline continued service. Soldiers who decline to take action to meet an accompanied tour length will not submit a DA Form 4991 and will complete an unaccompanied tour.
- e.* Soldiers serving on an NCO career status reenlistment are not authorized to submit a DA Form 4991. Retirement eligible Soldiers may submit retirement applications in lieu of assignment; however, approval is not automatic. Non-retirement eligible Soldiers may apply for separation under other applicable provisions of AR 635-200.

5-7. Execution and processing of DA Form 4991

a. Soldiers unwilling to reenlist or extend to meet an SRR will be counseled by the servicing Career Counselor no fewer than 7 days and no more than 30 days from the IPPS-A assignment date.

b. The Career Counselor will initiate a DA Form 4991 when a Soldier has been on assignment instructions, scheduled for service school/course attendance, or has an approved reclassification for no less than 7 and no more than 45 days from transmittal date and has not taken action to meet the service remaining requirement. The Career Counselor will forward the completed document within 3 working days to the commander or first sergeant to allow completion of counseling requirements.

c. The commander or first sergeant will counsel the Soldier, ensuring the Soldier understands that refusal to comply with assignment instructions will result in the execution of a DA Form 4991 and the following:

- (1) Placement in a non-promotable status.
- (2) Prohibition from continued service.

- (3) Prohibition from application for reentry into the RA for at least 93 days if separated at normal ETS, and at least 2 years if voluntarily separated prior to contractual ETS under provisions of AR 635–200.
- (4) Requirement to receive a rank determination from HQDA if approved for reentry into the RA.
- (5) Prohibition from application to, selection for, or attendance of commissioning or warrant officer appointment programs while on the current period of active duty.
- (6) Preclusion from consideration by HQDA for centralized evaluation for promotion or advanced schooling.
- (7) Eligibility to request voluntary separation under the provisions of AR 635–200.
- (8) Eligibility for other assignments (CONUS and OCONUS) provided they have sufficient service remaining to meet the requirements of the new assignment.
- (9) Ineligibility for separation pay.
- (10) Eligibility for transfer into a Reserve Component, if otherwise qualified.

d. The commander or first sergeant will fully review the DA Form 4991 and obtain the Soldier's signature in Section B. If the Soldier refuses to sign, the commander or first sergeant will annotate the declination and sign in the witness signature block in Section B.

e. The commander or first sergeant will complete Section C and return the DA Form 4991 to the servicing Career Counselor. The Career Counselor will ensure that IMREPR (Retention Restriction) 9Q is applied in RETAIN and follow local procedural guidance to inform the servicing reassignments section of the declination. The reassignments section uses the DA Form 4991 as the basis for requesting a deletion action, in accordance with AR 614–200, and for entering the proper assignment eligibility and availability code in the IPPS-A.

5–8. Disposition of DA Form 4991

a. Original. Filed in the servicing retention office, as prescribed by Army Records Information Management System (ARIMS).

b. Second copy. Scanned to iPERMS for permanent filing in the Soldier's AMHRR.

c. Third copy. Given to the Soldier.

5–9. Requests for withdrawal of DA Form 4991

a. Requests for withdrawal of DA Form 4991 must be fully justified. Fully justified requests will be submitted through appropriate command channels in accordance with HRC processing guidance to Commander, HRC for consideration.

b. Requests will include a copy of the DA Form 4991, a current copy of the Soldier's STP, chain of command recommendations, and a statement from the Soldier acknowledging that an approved withdrawal request will incur a 48 months SRR in accordance with the needs of the Army.

c. Failure or refusal to reenlist within 7 working days of an approved withdrawal will result in reinstatement of the DA Form 4991 and no further requests for withdrawal will be considered.

d. Any commissioned commander in the chain of command may disapprove the request and return it to the originating command without further action.

e. ~~Withdrawal requests will be submitted as follows:~~

~~(1) Continental United States. No later than 90 days prior to the Soldier's ETS date.~~

~~(2) Outside continental United States. No later than 90 days prior to rotation date for staff sergeant and below; no later than 120 days prior to rotation date for sergeant first class and above.~~

f. Disposition of approved withdrawal requests will conform to the requirements in paragraph 5-8.

Chapter 6**Selective Retention Bonus for Enlisted Personnel****6-1. General**

This section provides instructions for preparation, record maintenance, and financial administration for SRB recipients. The MOS designated for award of an SRB will be announced by HRC or MILPER message.

6-2. 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 SRB designators will be used in all requests for assignment instructions, personnel actions, and correspondence for Soldiers serving on a period of SRB obligated service.
- c. Orders directing assignment or reassignment of bonus recipients will show the proper bonus designator for the "ENL/REENLB."

6-3. DA Form 4789, Statement of Entitlement to Retention Incentive

Upon reenlistment with an SRB, the Soldier must complete and sign DA Form 4789 (Statement of Entitlement to Retention Incentive). It states that the Soldier has been counseled and understands the conditions for which the continued entitlement may be stopped, and a pro rata portion of the advanced bonus payment(s) may be recouped. This agreement will also clearly specify the terms of the active service commitment entitling the Soldier to a bonus.

6-4. Written Bonus Agreement Program

The Written Bonus Agreement (WBA) Program within the SRB program was established to replace the Critical Skills Retention Bonus program. It provides the Army with an agile and flexible process to incentivize Soldiers currently on NCO career status contracts to continue serving in the RA.

a. In order to be eligible to receive a language dependent WBA, the Soldier must meet the minimum proficiency standard (level 2—listening; level 2—reading) within 12 months of the date of the approval memorandum from HRC for their control language, as reflected in the personnel system of record.

(1) The DLPT is the only approved proficiency source for this incentive. The Oral Proficiency Interview will not be used for WBA qualification.

(2) If the DLPT is beyond 12 months by the time of final review for approval, the WBA will not be approved until the Soldier has achieved a minimum proficiency score of level 2—listening; level 2—reading score.

(3) Soldiers who receive a language dependent WBA must maintain proficiency for the full term of the WBA, or be subject to recoupment of the unearned portion. Language categories are defined in AR 11-6.

b. Processing procedures for WBA applications are as follows:

(1) Qualified Soldiers must contact their servicing Career Counselor to complete a DA Form 4789. The WBA request will be forwarded from their immediate commander through the Soldier's first commander, in the rank of O-6 or above, for endorsement. Commanders who recommend disapproval of the WBA are required to forward the request to HRC with a rationale for their recommendation. HRC (AHRC-FSF-ER) has final approval and/or disapproval authority. The WBA is an entitlement paid in a lump sum to Soldiers meeting the criteria stated herein.

(2) WBA requests will only be sent forward to HRC via the case management system. Case management system cases must be referred to HRC within 30 days of the commander's endorsement and no later than 60 days after the date of the Soldier's request.

c. Special considerations and technical information—

(1) Soldiers must submit their application no earlier than 365 days prior to the start of their targeted TAFS, and no later than 60 days prior to 20 years TAFS to ensure appropriate time for processing.

(2) HRC's approval document(s) and the reenlistment contract are the documents to be used by Defense Finance and Accounting Service (DFAS) as the authority to disperse payment of the bonus.

(3) Command Sergeants Majors (CSM) possessing a secondary MOS of 18Z may be considered for a WBA.

(4) Approval of the WBA term is authority to retain Soldiers beyond their retention control point, if applicable.

(5) Soldiers may not receive more than \$200,000 in total bonus payments under the SRB programs during a career unless a specific exception by the Deputy Chief of Staff, G-1 is approved. Soldiers may not be paid more than one SRB for the same period of service.

(6) Soldiers who separate prior to completing the WBA's term of service are subject to recoupment of any unearned portion of the SRB.

(7) Soldiers selected for the rank of SGM/CSM under the centralized list process will not have their WBA recouped as this selection is in the normal line of progression for their MOS.

d. Soldiers with questions pertaining to bonuses and eligibility requirements should contact their servicing Career Counselor. Servicing Career Counselors with questions regarding this message should contact their appropriate command retention office. If questions persist, contact HRC (AHRC-FSF-ER), usarmy.knox.hrc.mbx.epmd-ait@army.mil.

6-5. Financial administration

Bonus payments will be processed in accordance with DOD 7000.14-R, DODI 1304.31, bonus processing Retain message(s), and this pamphlet.

a. *Selective Retention Bonus/Retention Incentive*. Contingent upon successful completion of training for a new PMOS,

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skill qualification identifier, additional skill identifier, or language qualification. SRBs/Retention Incentives will not be processed for payment by HRC, Retention and Reclassification Branch to DFAS until the Soldier successfully completes all associated training requirements.

b. Other retention bonus. All other selective retention bonuses will be processed for payment by HRC, Retention and Reclassification Branch within 10 days of confirmation in Retain.

Chapter 7**Enlistment and/or Transfer Processing of Soldiers from the Regular Army to the Reserve Component****7-1. General**

This chapter provides procedural guidance for the enlistment or transfer processing of RA Soldiers being released from active duty who elect to affiliate with the ARNGUS, USAR, or the IRR.

7-2. Processing assignments for Army National Guard of the United States units, U.S. Army Reserve units, and Individual Ready Reserve

Reservations are secured and processed in RETAIN up to 180 days prior to ETS for USAR and ARNGUS assignments. Reservations must establish a report date up to 30 days from Release from Active Duty (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 in-service recruiters where the Soldier is transitioning.
 - (2) A USAR unit, the Career Counselor will contact the USAR G1 REQUEST team for an open position; then submit a vacancy hold request in accordance with the current RETAIN message.
- b. IRR enlistments are processed in RETAIN in accordance with the current RETAIN messages. Soldiers must enlist into the IRR for a minimum of 36 months.
- c. Career Counselors will make every effort to assign Soldiers to unit positions that match their current skill level. If there are no other vacancies that exist in the current skill level, Career Counselors are authorized to take the next higher level. The only exception is if a Soldier is being assigned to a USAR skill qualification identifier "X" unit position. In this case, the Soldier must hold the rank equal to, or two ranks below that of the unit position.
- d. Soldiers voluntarily accepting assignments to a USAR unit beyond the reasonable commuting distance (as defined by AR 140-10 and applicable Joint Travel Regulation) must initial (in the first, middle, last initials sequence) the mileage statement of understanding as follows: "I understand that the unit into which I am enlisting or transferring (is) (is not) farther than the reasonable commuting distance, as defined in AR 140-10 and applicable Joint Travel Regulation. I am expected to attend unit drills regularly and be a satisfactory participant of the unit identified."
- e. 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 adjusted or canceled after the ETS date, the Career Counselor is required to contact the gaining ARNGUS state coordinator or USAR unit commander, or designated unit representative to inform them of the adjusted unit arrival date or cancellation.
- f. The RETAIN Packet Ship Confirm and Packet Cancel Guidance is as follows:
 - (1) Ship dates must be the first working day after the Soldier's ETS date. Weekends and holidays will not be used as ship dates.
 - (2) Reserve Component Career Counselors (RCCCs)/Silver Siege Officers must ship packets within 5 duty days of the Soldier's ETS/REFRAD date and receipt of the DD Form 214 from the installation transition centers.
 - (3) After 3 calendar days, the RETAIN record will be highlighted in yellow.
 - (4) After 5 calendar days, the RETAIN record will be highlighted in red. RCCCs will not have the ability to cancel the record or "ship confirm" the record. The RCCCs/Silver Siege Officers must contact their installation's senior RCCC to "ship confirm" or cancel the record.
 - (5) After 14 calendar days, the senior RCCC must notify HRC-Reserve Component Transitions (RCT) to "ship confirm" or cancel a red record.
 - (6) If there are pending RETAIN records that are highlighted in red with no action/disposition, the ACOM SGM will contact the installation's senior RCCC or HRC-RCT.
 - (7) After 31 calendar days, the ACOM SGM may cancel the RETAIN contract if there are no substantiating reasons for the delay (for example, pending DD Form 214, service member was extended on active duty).

7-3. Administrative guidance

The only authorized system for processing Soldiers for RC assignments is RETAIN.

- a. Orders are published, in accordance with AR 600-8-105. The order must show or 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 REFRAD or discharge date. The ARNG packets will be completed, in accordance with chapter 13 of this pamphlet. The oath of enlistment for ARNG applicants will be administered prior to ETS. The ARNG contract start date, regardless of when completed, and when the oath of enlistment is administered, will not take effect until the day after ETS from the RA.
- c. Soldiers enlisting or transferring into the USAR may execute their enlistment or transfer documents no earlier than 180 days prior to REFRAD or discharge date. The USAR contract start date, regardless of when completed, and when the oath of enlistment is administered, will not take effect until the day after ETS from the RA.
- d. Item 9 of the DD Form 214 will be prepared, in accordance with AR 635-8. Officers will receive an assignment in item 9, unless identified by Officer Separation Board (OSB), in which case, item 9 will read "N/A".
- e. Once orders are published and 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 or verification dates cannot be changed, amended, or revoked by the Career Counselor. The gaining unit must request any changes, amendments, or revocations through its chain of command.
- f. Forms used for enlisting or transferring Soldiers into the ARNGUS or USAR are listed in tables 7-1 through 7-5.

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- g. Composition and distribution of all packets will be in accordance with the tables below.
- h. Completed enlistment or transfer packets will be maintained in the retention office for a period of 2 years from REFRAD 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. The gaining unit will provide administrative requirements, obtain Soldiers' alert data, and establish Soldiers' report date 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 it will be coordinated with the appropriate command or full-time unit support staff.
- j. The following documents will be assembled and distributed, as indicated in tables 7-1 through 7-5. The RCCC will upload all required documents into iPERMS, in accordance with AR 600-8-104, on the day the packet is "shipped/confirmed" in RETAIN. All incentive documents must also be uploaded into—
 - (1) For Army National Guard – the Guard Incentive Management System (GIMS).
 - (2) For United States Army Reserve – the Reserve Incentive Management Sub-System (RIMS).

**Table 7-1
Composition of Army National Guard of the United States packets**

Documents or forms	Official military personnel file	Soldier copy	Office files	Gaining State
DA Form 5691 (Request for Reserve Component Assignment Orders)	original	original/copy	copy	copy
DA Form 5690 (Reserve Component Career Counselor Interview Record)	N/A	N/A	original	N/A
DA Form 7249 (Certificate and Acknowledgement 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)	original/copy	original/copy	copy	copy
DA Form 5435 (Statement of Understanding- The Selected Reserve Montgomery GI Bill (10 USC 1606))	original/copy	original/copy	copy	copy
Separation order, endorsement/amendment orders (Legacy)	copy	original/copy	copy	copy
RC IPPS-A Assignment Order	Original (auto generated)	N/A	copy	copy
DD Form 2807-1 (Report of Medical History)/ DD Form 2808 (Report of Medical Examination) or SF 88 (Medical Record- Report of Medical Examination) or	original/copy	original/copy	copy	copy

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RETAIN Reservation Records for COMP and CFRM	N/A	N/A	original	N/A
Stabilization Statement if applicable	original/copy	original/copy	copy	original/copy
Incentive Forms	original/copy	original/copy	copy	copy
DD Form 214 (copy 2 or 4)	copy	original	copy	copy
DD Form 4	original/copy	original/copy	copy	copy

OMPF—will be hand-carried to unit by Soldier, **SOLDIER COPY**—given to Soldier, **OFFICE FILES**—maintained for 2 years, **GAINING STATE**—forwarded to state in service recruiters coordinator upon receipt of DD Form 214

Table 7–2
Composition and distribution of U.S. Army Reserve transfer packets

The following documents will be assembled and distributed as indicated in the table below. The entire packet must be uploaded in USAR Retention Management System.

Documents or forms	OMPF file	Soldier copy	Office files
DD Form 4	original/copy	original/copy	copy
DA Form 5691	original/copy	original/copy	copy
DA Form 5690	N/A	N/A	original
DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment)	original/copy	original/copy	copy
DA Form 5435	original/copy	original/copy	copy
Separation order, endorsement/ amendment orders (Legacy)	copy	original/copy	copy
RC IPPS-A Assignment Order	Original (auto generated)	N/A	copy
DD Form 2807–1/ DD Form 2808 or SF 88 or MEDPROS	original/copy	original/copy	copy
RETAIN Reservation Records for COMP and	N/A	N/A	original
Stabilization Statement if applicable	original/copy	original/copy	copy
Incentive Forms	original/copy	original/copy	original/copy
DD Form 214 (copy 2 or 4)	copy	original	copy

OMPF—will be hand-carried to unit by Soldier, **SOLDIER COPY**—given to Soldier, **OFFICE FILES**—maintained for 2 years **GAINING UNIT**— forwarded to Army Reserve Careers Group (ARCG) Battalion Operations (OPS) upon receipt of DD

Table 7-3
Composition of U.S. Army Reserve enlistment packets

Documents or forms	OMPF	Soldier copy	Office files
DA Form 5691	original or copy	original/copy	copy
DA Form 5690	N/A	original/copy	original
DD Form 4	original/1st copy	2nd copy	3rd copy
DA Form 3540	original/copy	original/copy	copy
DA Form 5435	original/copy	original/copy	copy
Separation order, endorsement/ amendment orders (Legacy)	copy	original/copy	copy
RC IPPS-A Assignment Order	Original (Auto generated)	N/A	copy
DD Form 2807-1/ DD Form 2808 or SF 88 or MEDPROS	original/copy	original/copy	copy
Incentive Forms	original/copy	original/copy	copy
RETAIN Reservation Records for COMP and CFRM	N/A	N/A	original
Stabilization Statement if applicable	N/A	original/copy	copy
DD Form 214 (copy 2 or 4)	copy	original/copy	copy

OMPF—will be hand-carried to unit by Soldier, **SOLDIER COPY**—given to Soldier, **OFFICE FILES**—maintained for 2 years,

GAINING UNIT— forwarded to ARCG BN OPS upon receipt of DD Form 214.

Table 7-4
Composition of Individual Ready Reserve enlistment/transfer packets

Documents or forms	OMPF	Soldier copy	Office files
DA Form 5691 (enlistments only)	original	copy	copy
DA Form 5690 (enlistments only)	N/A	N/A	original
DD Form 4 (enlistments only)	original/1st copy	2nd copy	3rd copy
DA Form 3540 (enlistments only)	original/copy	copy	copy
DA Form 7852 Individual Ready Reserve (IRR) Statement of Understanding	original/copy	copy	copy
Separation order, endorsement/ amendment orders (enlistments only)(Legacy)	copy	copy	copy
RC IPPS-A Assignment Order	Original (auto generated)	N/A	copy
DD Form 2807-1/ DD Form 2808 or SF 88 or MEDPROS (enlistments only)	original/copy	original/copy	copy
RETAIN Reservation Records for COMP and	N/A	N/A	original
DD Form 214 (copy 2 or 4)	copy	original	copy

OMPF—will be hand-carried to unit by Soldier, **SOLDIER COPY**—given to Soldier, **OFFICE FILES**—maintained for 2 years,
GAINING UNIT— forwarded to ARCG BN OPS upon receipt of DD Form 214.

Table 7–5
Composition of officer and warrant officer packets

The following documents will be assembled and distributed as indicated in the table below and uploaded into the Guard Incentives Management system or the USAR Retention Management System, as applicable.

Documents or forms	OMPF	Soldier copy	Office files
Officer Transition Memo	original/copy	original/copy	copy
Incentive Forms	original	copy	copy
DA Form 5691	original	copy	copy
DA Form 5690	N/A	N/A	original
REFRAD, Endorsement/amendment orders (Legacy)	copy	copy	copy
RC IPPS-A Assignment Order	Original (auto generated)	N/A	copy
Stabilization Statement if applicable	original/copy	original/copy	copy
DD Form 2807–1/ DD Form 2808 or SF 88 or MEDPROS	original/copy	original/copy	copy
DD Form 214 (copy 2 or 4)	copy	original	copy

7–4. Processing of commissioned and warrant officers desiring assignment to units of the Army National Guard of the United States or U.S. Army Reserve

Officers desiring transition into units of the ARNGUS or USAR must be counseled by the Career Counselor assigned to transitioning officers. All officers requesting an Unqualified Resignation (UQR) must receive a RC transition briefing from the RCCC. Officers who are two time non select (2XNONSEL) will be required to provide an approved waiver for continued service from HRC. Officers selected under the OSB will be required to request a RC appointment, in accordance with the current MILPER message. Responsibilities for commissioned or warrant officer processing are as follows:

a. Processing UQR.

(1) The officer will submit their UQR packet through their chain of command 1 year prior to the requested separation date, and not later than 180 days prior to REFRAD (refer to the installation/command standard operating procedures for required documents and counseling sessions).

(2) The unit or officer will forward the UQR packet to the installation transition center.

(3) The installation transition center will forward the UQR packet to HRC, Retirements and Separations Branch. The UQR packet must have a REFRAD date of 6 months to 1 year out from the requested REFRAD date.

(4) Once approved, typically 6–8 weeks from submission date, separation instructions will be forwarded to the officer's transition center with approval to transition into the RC and a RC Scroll will be submitted.

(5) If an active duty service obligation waiver is required, a waiver must be requested. All waivers are reviewed by the Assistant Secretary of the Army (SECARMY).

Note. This process may take 6 to 9 months.

b. Processing a Two Time Non-Select (2XNONSEL).

(1) The officer will be notified of their selection for involuntary separation from HRC Retirement and Separations Branch due to the second non selection to the next higher grade.

(2) The officer will request a waiver to continue service in the RC.

(3) HRC will notify the officer, via email, on the approval or disapproval of the waiver request.

c. Processing an OSB.

(1) The officer will be notified of their selection for involuntary separation from their chain of command due to Reduction in Force.

(2) The officer will request a RC appointment, in accordance with the MILPER message.

(3) The officer will notify the RCCC upon approval for transition or OSB notification. The RCCC will use RETAIN for assignment information into the ARNG or Army Reserve, for interested and qualified commissioned and warrant officers.

(4) Once a vacancy is located and accepted by the separating officer, the RCCC will make the reservation in RETAIN.

Additionally, the RCCC will prepare the DA Form 5691 (Request for Reserve Component Assignment Orders) to ensure that the transition point processes the officer's records for direct assignment upon REFRAD and that the officer understands their responsibility to report to the unit within 30 days of REFRAD date.

(5) The RCCC will ensure that records are distributed, in accordance with tables 7-1 through 7-5, upon REFRAD.

(6) The RCCC will maintain a copy of DA Form 5690 (Reserve Component Career Counselor Interview Record), DA Form 5691 (Request for Reserve Component Assignment Orders), the initial commissioning DA Form 71 (Oath of Office-Military Personnel), REFRAD orders, assignment orders, and RETAIN printouts for all assignments completed for 2 years.

(7) The RCCC will also verify the officer has a RC scroll confirmation with the correct rank/position, prior to shipping the record. If confirmation cannot be verified, request an extension to submit for a re-scroll in the new rank.

(8) The transitioning officer's rank must be either the same rank or one rank higher than vacancy available in RETAIN.

(9) The separating officer must not be a participant in either a medical fellowship or a residency program.

7-5. Special enlistment and transfer options and programs

a. The Drill Sergeant Program, U.S. Army Reserve. This program is designed to train qualified Soldiers as drill sergeants and, if qualified, assign them to a unit within a reasonable commuting distance of their home. AR 614-200 governs eligibility for this program.

b. Reserve Officers' Training Corps/Simultaneous Membership Program. RCCCs will not access Soldiers discharged from active duty as Scholarship/Non-scholarship for Green to Gold participants and Simultaneous Membership Program participants into the ARNGUS or USAR TPUs. RCCCs at overseas and remote locations will continue to provide support by completing the DD Form 4, accessing these program participants into the Ready Reserve Control Group and Individual Ready Reserve Control Group for a period of 8 years.

c. State Officer Candidate School Program. The State Officer Candidate School (OCS) Program offers ARNGUS unit assignments to Soldiers desiring to receive a commission. Soldiers must meet the prerequisites prior to enlistment, including—

(1) Must have a minimum general technical score of 110.

(2) Must not have reached their 35th birthday prior to attendance of the State OCS course.

(3) Must not have reached their 42nd birthday prior to satisfying commissioning requirements.

(4) Prior service personnel are eligible to enlist after age 35, if eligible, based on prior Active or Reserve service computation.

Note. Prior service personnel are eligible for non-regular retirement by age 60.

(5) Must have at least 90 semester hours from an accredited college or university prior to OCS enrollment or enlistment. Candidates who do not possess a baccalaureate degree must submit an approved degree completion plan prior to commissioning.

(6) Must have U.S. citizenship.

(7) Must agree to a service contract for a minimum of 3 years.

(8) Must meet the moral standards defined in National Guard Regulation (NGR) 600-100.

d. Warrant Officer Candidate Option. The ARNGUS and the USAR offer a warrant officer enlistment option for Soldiers desiring to become warrant officers. Career Counselors must contact the HRC-RCT for a RETAIN vacancy. A predetermination packet approved by the DA MOS proponent and appointment as a warrant officer candidate must be completed within the first year of the date of enrollment (see current RETAIN message for enlistment procedures; excludes Aviation Branch and Special Forces). Soldiers must meet the below (minimum) prerequisites prior to enlistment:

(1) Must be in the grades E-5 through E-7 (E-4 and E-8, by exception only).

(2) Must have a minimum general technical score of 110.

(3) Must have a valid passing ACFT.

(4) Must be less than 44 years old on the date of enlistment into the ARNGUS.

(5) Must possess an enlisted feeder MOS and all prerequisites for the warrant officer vacancy.

(6) Must meet the physical standards for appointment per AR 40-501.

(7) Must be able to attain security clearance.

(8) No age or civil waivers allowed.

(9) Must meet the enlistment eligibility standards of AR 601-210.

(10) Must enlist for 3 years.

e. Try a Year in the Army National Guard or "Try One" Program. This program implements a 1-year enlistment for Soldiers (staff sergeant and below) interested in the ARNG. Soldiers can enlist without the required grade for the position vacancy. Soldiers do not need to hold the MOS for the position in which enlisting. Soldiers with a remaining MSO must enlist for their entire statutory MSO even though they may only participate in the selected reserve for 1 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 Montgomery GI Bill, or Montgomery GI Bill Kicker under this program.

f. Try a Year in the U.S. Army Reserve or "Try One" Program. This program implements a 1-year enlistment or transfer for Soldiers (staff sergeant and below) interested in the USAR. Soldiers can enlist or transfer without the required grade for the position vacancy. Soldiers do not need to hold the MOS for the position in which enlisting or transferring. Soldiers with a remaining MSO must enlist or transfer for their entire statutory MSO, even though they may only participate in the selected reserve for 1 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 Montgomery GI Bill, or Montgomery GI Bill Kicker under this program.

g. Military Service Obligation Reduction Program. This program may be offered to reduce a Soldier's MSO through enlistment or transfer into the RC. This program applies to Soldiers released from the RA with a remaining MSO, and directly affiliates and participates with Selected Reserve, in accordance with 10 USC 10147. An original 8-year MSO incurred by a

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Soldier may be reduced to no less than 6 years. Refer to TACC message for processing procedures. Soldiers may voluntarily waive their MSO reduction at any point during their current RC service, which will revert their MSO back to the original date.

h. Reclassification of primary military occupational specialty. Soldiers who enlist or transfer under a will-train option must do so for a minimum of 3 years.

i. Immediate Reenlistment Prohibition Codes. IMREPR (Retention Restriction) codes are used by Regular Army Career Counselors (RACC) to determine retention, reclassification, and reassignment for their Soldiers. The IMREPR (Retention Restriction) codes are used by the RCCCs to ensure a Soldier is qualified for enlistment or transfer to the RC. Soldiers with any of the IMREPR (Retention Restriction) codes listed below, if otherwise eligible, may transition to the RC. Any situation involving an IMREPR (Retention Restriction) code not listed below must be granted a waiver in accordance with paragraph 7-5j below.

(a) 10 – No disqualification.

(b) 11 – Subject to involuntary separation or Transfer to Another Service.

(c) 8G – Grade-Due to reduction/removal.

(d) 8K – HQDA Directed Bar to Continued Service.

(e) 9F – Denied Retention by SECARMY.

(f) 9G – Grade.

(g) 9J – Involuntary separation under QSP.

(h) 9P – Loss of qualification of PMOS (may require HRC–RCT override in RETAIN).

(i) 9Q – Declination of continued service statement.

(j) 9T – Approved involuntary separation.

j. Waivers. Soldiers who do not meet established criteria in this chapter and AR 601-280 are not eligible for transfer unless a waiver is granted. Waivers are limited to meritorious cases and may be submitted only for special programs in paragraphs 7-5a, 7-5e, and 7-5f. Waivers will be forwarded to Chief, HRC-RCT or Commander, HRC as prescribed by program guidance. See current TACC message for processing procedures.

Chapter 8

Selection, Relief, and Reclassification Processing for Career Counselors, Career Counselor of the Year Awards, SGM Pionk Excellence in Retention Medal, and Career Counselor Creed

Section I

Application Process

8-1. Authority

The authority for classification and reclassification without waiver for RACC is Commander, HRC. For actions considered for waiver, the DCS, G-1, DMPM retains authority.

8-2. Selection criteria for Regular Army Career Counselor

Applications requesting selection, training, and reclassification will be processed as outlined in paragraph 8-3. Commanders may request an exception to the selection criteria for meritorious cases only. Commanders, in coordination with 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 SPCMCA, whichever is in the most direct line to the Soldier, through the ACOM, ASCC, or DRU Command Career Counselor to DCS, G-1 (DAPE-MPA-RT), 300 Army Pentagon, Washington DC 20310-0300. Requests for exceptions to policy will be submitted electronically to usarmy.pentagon.hqda-dcs-g-1.mbx.army-retention@army.mil to be endorsed by the DCS, G-1, DMPM, Army Retention (DAPE-MPA-RT).

- a. Criteria for selection of PMOS and secondary military occupational specialty (SMOS) applicants is identical.
- b. Criteria and applications requesting selection, training, and reclassification will be processed as outlined in this chapter.
- c. Criteria for MOS 79S is listed in DA PAM 611-21.

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 or re-attendance.

8-3. Application processing procedures – 79S Career Counselor Course

Application processing procedures of Soldiers to attend the 79S Career Counselor Course

a. All Soldiers desiring to attend the Career Counselor Course will submit their packet/application to the 79S Proponent. 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.

(a) Specify if requesting 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 home base or advanced assignment, if necessary.

(b) Verify enrollment in the Married Army Couples Program. If enrolled, include spouse's name, rank, Social Security Number (SSN), and unit of assignment. If spouse is assigned OCONUS, include normal tour completion date (Married Army Couples Program applications will be approved or disapproved concurrently).

(c) Verify enrollment in the Exceptional Family Member Program; if enrolled, attach relevant medical requirements.

(d) Include a statement of Waiver/Recoupment of SRB, if required.

(e) Annotate agreement to the 36-month SRR from course graduation date.

(2) Soldier Record Brief.

(3) DA Form 705 (Army Combat Fitness Test Scorecard) dated within 6 months of submission of packet.

(4) DA Form 3349 (Physical Profile) (Permanent profiles only, if applicable).

(5) DA Form 5500 (Body Fat Content Worksheet (Male)) or DA Form 5501 (Body Fat Content Worksheet (Female)), if applicable.

(6) Joint Personnel Adjudication System printout or verification of security clearance.

(7) Immediate and battalion level commander endorsements.

(8) Recommendation of Career Counselor (PMOS 79S) and Command Career Counselor (first PMOS 79S SGM in retention chain). Units without an assigned Command Career Counselor will route their recommendation through the closest geographically-located Command Career Counselor for endorsement (for example, U.S. Military Academy through 10th Mountain Division, U.S. Army Space and Missile Defense Command through 4th Infantry Division, Installation Management Command, U.S. Army South, and U.S. Army North through U.S. Army Medical Command and Criminal Investigation Division Command and U.S. Army Corps of Engineers through MDW). If an ETP is being requested, justification must be included that clearly explains why an ETP may be warranted.

(9) Soldier's statement verifying all prerequisites of DA PAM 601-280 (may be included in the DA Form 4187 or on a separate memorandum).

(10) Last five NCOERs, if applicable.

c. The following procedures will be used to process application packets by the proponent.

(1) The proponent will record the date the packet is received.

(2) The proponent will verify that the Soldier meets all qualifications to attend training (see paragraph 4).

(3) For those actions not requiring an ETP, the proponent will provide an approval or disapproval memorandum to the Command Career Counselor and 79S (Professional Development Non-Commission Officer (PDNCO)). If approved, the 79S PDNCO will place information in the Soldier's record indicating that they are pending reclassification.

(4) Those actions requiring an ETP will be forwarded by the proponent office to Army G-1 (Retention) for final approval/disapproval. Army G-1 (Retention) will provide an approval or disapproval memorandum to the Command Career

Counselor, 79S PDNCO, and proponent office. If approved, the 79S PDNCO will place information in the Soldier's record indicating that they are pending reclassification.

(5) Actions approved by Army Retention, or the Proponent office, will require the servicing Career Counselor to submit a reclassification request via RETAIN to RRB, in accordance with the most recent reclassification message.

(6) If any application packets are sent back to the recommending command for reasons such as incomplete or needed corrections, the date received will restart once received by the proponent with necessary corrections.

d. Address to be used in block 2 of the DA Form 4187:

Recruiting and Retention College
ATTN: 79S Proponent
1929 Old Ironsides Avenue BLDG 2389
Fort Knox, KY 40121-5123

e. Any training date changes from one class to another are coordinated between the Command Career Counselor and Recruiting and Retention Branch.

8-4. Criteria for immediate relief and reclassification of Career Counselors for Regular Army and Reserve Components

Grounds for immediate relief and reclassification of a Career Counselor include, but are not limited to the following:

- a. Receipt of a General Officer Memorandum of Reprimand (GOMAR).
- b. Relief For Cause NCOER.
- c. Denied continued service by the Qualitative Management Program. Action will not be initiated under this specific provision until the appeal process has been completed.
- d. Conviction of Assault (of non-relative or domestic partner)
- e. Uniform Code of Military Justice (UCMJ) action or conviction by a court martial.
- f. Conviction (military or civilian jurisdiction) of any drug or alcohol related incident, including, but not limited to, driving under the influence, driving while intoxicated, and possession of a controlled substance.
- g. Conviction (military or civilian jurisdiction) of a sexual offense, under AR 27-10.
- h. Violation of or negligent disregard of prescribed regulatory guidance or professional standards and ethics in order to obtain a reenlistment, extension, or agreement to enlist or transfer into the RC.
- i. Signing of a DA Form 4991 (see AR 601-280).
- j. 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.
- k. Accessing or manipulating official military Personnel records for personal gain or without justification in violation of access policies, i.e., IPPS-A, iPERMS, etc.
- l. Multiple administrative errors resulting in the suspension of access to personnel systems required to conduct daily functions as a Career Counselor, i.e., RETAIN, iPERMS, etc.
- m. Demonstration of a pattern of ineffective counseling techniques, which result in erroneous, defective, unfulfilled, or fraudulent reenlistments, extensions, or agreements to enlist or transfer into the RC. This includes, but is not limited to, Soldiers who are reenlisted outside of the window, or erroneous payment or nonpayment of a prospective SRB recipient.
- n. A Career Counselor's repeated failure to process or reenlist Soldiers in accordance with Army retention guidance, directives, and regulations. This includes the following:
 - (1) Repeated failure to accurately process documents or record information on manual or automated systems and reports, which resulted in Soldiers' erroneous or incomplete processing or reenlistment.
 - (2) Repeated failure to effectively monitor and manage subordinate Career 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) Failure to report incidents of a subordinate's actions, as identified in paragraphs 8-4a through 8-4o, or to initiate relief or reclassification, as appropriate.
 - (4) Failure to maintain access to the RETAIN system.
 - (5) Failure to maintain the MOS qualifications in accordance with DA PAM 611-21.
- o. Failure of two consecutive ACFTs.
- p. Failure to maintain personal retention eligibility.
- q. Failure to maintain standards, under AR 600-9. The Career Counselor will not be relieved until given adequate opportunity to comply with the weight standards according to applicable procedures described in AR600-9.
- r. Barred from continued service.

8-5. Processing procedures for relief and reclassification of Regular Army Career Counselors

a. *Relief procedures.* Commanders, 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 commander will—

- (1) Counsel the Soldier regarding their intention on a DA Form 4856 (Developmental Counseling Form).
- (2) Initiate suspension of favorable personnel actions, per AR 600-8-2, if applicable.
- (3) Remove the Soldier from all Army Retention Program duties, functions, and responsibilities.
- (4) Initiate "relief for cause" (see AR 623-3), if applicable.
- (5) Notify the servicing Command Career Counselor of the actions taken and coordinate temporary retention support.

(6) Initiate a request for mandatory reclassification (see AR 601–280 and AR 614–200) using DA Form 4187, through the chain of command, including the servicing Command Career Counselor for comment, to Commander, HRC. Any supporting documentation, findings, or recommendations of any formal or informal investigations, will be included with the request.

b. Reclassification procedures. A commander or Command Career Counselor will initiate a mandatory reclassification (see AR 601–280 and AR 614–200) when it is no longer in the best interest of the Army for the Soldier to remain a Career Counselor. “Relief for cause” is not required, except as prescribed in AR 623–3, for all mandatory reclassification actions. However, all Soldiers relieved for cause will be reclassified. Commanders, Command Career Counselors, and Career Counselors are reminded reclassification is not necessarily an adverse reflection upon the Soldier, but a tool to enhance program effectiveness and force readiness. In cases where a commander elects not to initiate mandatory reclassification, Command Career Counselors will initiate mandatory reclassification through the Career Counselor Suitability Board (CCSB) for incidents of a subordinate’s actions, as identified in paragraphs 8–4a through 8–4o. To initiate a CCSB, the Command Career Counselor will—

- (1) Counsel the Soldier regarding their intention on a DA Form 4856 (Developmental Counseling Form).
- (2) Counsel the Soldier on the potential imposition of special reporting code 09U on a separate DA Form 4856.
- (3) Notify the command of the actions taken and coordinate temporary retention support, if deemed necessary.
- (4) Initiate a request for mandatory reclassification (see AR 601-280 and AR 614-200) using memorandum format. Any supporting documentation, findings, or recommendations of any formal or informal investigations, will be included with the request. The memorandum will be addressed to Chief, Military Personnel Acquire & Retain Division (DAPE-MPA-RT), DCS, G-1, 300 Army Pentagon, Washington, DC 20310-0300.
- (5) The entire CCSB packet will be electronically submitted to the 79S Senior Career Management NCO.
- (6) The 79S Senior Career Management NCO will provide the Soldier 10 working days to prepare a statement and collect any supporting documents or pertinent materials on their behalf. The CCSB will be processed immediately if the Soldier does not desire to submit a statement. The 79S Senior Career Management NCO will submit consolidated CCSB packet to the Senior Army Retention Operations for processing.
- (7) The CCSB packet is routed by the Senior Army Retention Operations NCO through a review board, which formulates a recommendation for the decision authority. In any circumstance where one or more board members should be recused from considering the CCSB case, suitable replacement will be identified by the Chief, Military Personnel Acquire & Retain Division, DCS, G-1. The review board consists of:
 - (a) Senior Army Career Counselor, DCS, G-1.
 - (b) Sergeant Major, Retention and Reclassification Branch, HRC.
 - (c) Sergeant Major, Retention Department, Recruiting and Retention College.
 - (d) Two Senior Command Career Counselors (FORSCOM, TRADOC, USARPAC, USAREUR-AF, or USASOC) not within the Soldier’s retention heirarchy.
- (8) Final disposition rests with the Chief, Military Personnel Acquire & Retain Division, DCS, G-1. The CCSB will result in one of two outcomes: retain in MOS or reclassify.
- (9) Distribution: CCSBs that result in retention in the MOS will be returned to the initiating Command Career Counselor. CCSBs that result in reclassification will be reported to Retention and Reclassification Branch, HRC, for MOS determination. Regardless of outcome, the reclassification decision memorandum will be scanned to iPERMS for permanent filing in the AMHRR in accordance with AR 600-8-104.

c. Security Clearance. 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. Specifically, if a Career Counselor has a negative background check, they are no longer qualified to operate RETAIN. RETAIN is the primary system used for all retention actions; therefore, an unqualified Career Counselor cannot perform their functions. If identified as having a negative periodic background investigation, the Career Counselor has up to 60 days from notification to appeal the findings. Upon approved adjudication, the Career Counselor will be allowed to continue to serve in their position. The approval authority for the appeals and adjudication process for security clearance is the DCS, G–1.

Section II

Selection, Training, and Relief

8–6. Selection, training, and relief of Soldiers desiring full-time Reserve Component Career Counselor duties

The authority for classification and reclassification of RC Career Counselors is National Guard Bureau (NGB) for ARNGUS MOS 79T personnel; and Army Reserve Careers Group for USAR MOS 79V personnel.

8–7. Selection criteria for Reserve Component Career Counselors

To qualify for selection as a RC Career Counselor, the Soldier must be qualified for an AGR tour, per AR 135–18. The Soldier must also possess a PMOS, SMOS, or additional MOS in CMF 79 and meet the following criteria:

- a. Be serving on a second or subsequent term of AGR service (nowaiver).
- b. Have no more than 15 years active federal service prior to attending the Transition NCO Course (no waiver).
- c. Meet the height and weight standards of AR 600–9 (no waiver).
- d. Have a minimum physical profile of 232321 (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 enrolled in a drug or alcohol dependency intervention program of any type (no waiver).
- i. Have no conviction by military courts-martial (nowaiver).
- j. Be a citizen of the United States (no waiver).
- k. Have a minimum of 3 years' experience, which may be waived to 2 years, in recruiting or retention (CMF 79).
Note: The USAR AGR must be MOS qualified 79V.
- l. Have no record of recruiting improprieties or misconduct.
- m. Have no marital, emotional, or major medical problems that would hamper performance on RCCC duty (no waiver). Soldiers enrolled in the Exceptional Family Member Program may serve as RCCCs. The needs of the Army will be the primary consideration for PCS; however, every effort will be made to attach Soldiers to a military installation having definitive medical care for their Family member(s).
- n. Not be a sole parent unless the proper Dependent Care Program is in effect (no waiver).
- o. Soldiers who are academic failures from the Transition NCO or Career Counselor Course cannot re-apply for admission into the Reserve Component Career Counselor Program (no waiver).
- p. Personnel who are former recruiters (ARNGUS) may apply for duty as a RCCC, provided they meet the criteria and 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 Chief, Guard Strength Directorate (NGB–GSS).
- q. The information technology system used to process all Soldiers' retention actions is RETAIN. As such, all users must be ITIII user-qualified to operate this system, in accordance with AR 25–2. In order to meet this criteria, Soldiers must possess a current national agency check, with local records and credit check, or higher to be considered for selection in the REFRAD.
- r. Career Counselor Program (no waiver).

8–8. Application disposition

- a. The ARNG 79T Career Counselor positions will be selected and filled by Chief, Guard Strength Directorate NGB (NGB–GSS), 111 South George Mason Drive, Arlington, VA 22204–1373.
- b. The USAR 79V Career Counselor applications will be processed through Commander, Army Reserve Careers Group (AFRC–CDY), 85 Chamberlain Street, Fort Knox, KY 40121–5107.

8–9. Training

The training requirement for MOS qualified ARNGUS 79T and USAR 79V Career Counselors selected for a RCCC assignment must successfully complete the 4R Transition Course prior to reporting for the assignment.

8–10. Processing procedures for relief and reassignment of Reserve Component Career Counselors

a. *Relief procedures.* Commanders, CSMs, and Command Career Counselors will continually evaluate the quality of their RCCC 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. After a determination is made, the commander will—

- (1) Determine if appropriate action is necessary, under AR 15–6.
- (2) Formally counsel the Soldier, in writing, regarding their 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, per AR 614–200 and AR 135–210, if applicable.
- (6) Initiate “relief for cause” NCOER, per AR 623–3.
- (7) Notify the servicing Command Career Counselor of the actions and intentions and coordinate temporary RC counseling support.

(8) Initiate a request for mandatory reclassification (see AR 601–280 and AR 614–200), using DA Form 4187, through the chain of command (include the servicing Command Career Counselor for comment) to Commander, HRC. Any supporting documentation, findings, or recommendations of any formal or informal investigations, will be included.

b. *Reclassification.* See paragraph 8–5 and AR 601–280 for all mandatory reclassification actions.

- (1) For USAR MOS 79V, requests for reclassification on RCCCs will be forwarded through the chain of command to Commander, HRC (AHRCEPR–T), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5420.
- (2) For ARNGUS MOS 79T, requests for reclassification on RC Career Counselors will be forwarded through the chain of command to Chief, Guard Strength Directorate NGB (NGB–GSS), 111 South George Mason Drive, Arlington, VA 22204–1373.

8–11. Selection and training of Soldiers for duty as Career Counselors

- a. Applications from fully qualified and recommended RA Soldiers requesting selection, training, and reclassification will be forwarded in accordance with paragraph 8–3 without exception.
- b. USAR Soldiers currently assigned to U.S. Army Recruiting Command desiring duty as RCCCs will refer to AR 601–1 for applications procedures.
- c. Soldiers may request award of Secondary MOS (SMOS) Career Counselor in lieu of PMOS reclassification.

Commanders should note HQDA 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 Commander, HRC.

d. Soldiers are provided a 12-month probationary period upon reclassification to Career Counselor duties. Soldiers determined to be unable to successfully perform duties will be released without prejudice or adverse effect. The Commander, HRC will reclassify the Soldier in accordance with the needs of the service.

e. Soldiers previously relieved or involuntarily reclassified from recruiting or Career Counselors duties, to include those Soldiers failing to successfully complete the 12-month probationary period, are ineligible to apply for re-entry into CMF 79.

f. Additional selection criteria are listed in DA PAM 611–21.

Section III

Career Counselor of the Year Awards, SGM Pionk Excellence in Retention Medal, and Career Counselor Creed

8–12. Secretary of the Army's Career Counselor and Reserve Component Career Counselor of the Year Award

a. Eligibility. Any Career Counselor in the rank of sergeant first class or below may be nominated.

b. Criteria for selection. Eligible Career Counselors will be nominated according to the criteria below. HQDA may revise the 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 HQDA and the appropriate ACOM, ASCC, or DRU.

(2) The NCO's demonstration of outstanding personal qualities and traits required to be a successful NCO and Army Career Counselor.

(3) The NCO's individual innovations in counseling Soldiers.

(4) The NCO's knowledge of the Army Retention Program.

(5) The NCO's compliance with height and weight standards of AR 600–9.

c. Procedure for selection. Commanders of ACOM, ASCC, and DRUs and Army field commanders listed in AR 10–87 will nominate the most outstanding Career Counselor, one RA and one RC, if applicable, of their respective commands by a suspense date established by HQDA. Nominations will be forwarded with recommendations to HQDA (DAPE–MPA–RT), Pentagon, Washington, DC 20310–0300. The nominees will appear before a board from HQDA.

d. Submission of nominations. Nominations for the Secretary of the Army's Career Counselor of the Year Award will include the following:

(1) Nominee's name, rank, DODID, date of birth, name 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 copy of STP.

(5) Nomination packet for the Sergeant Major Jerome Pionk Excellence in Retention Medal.

e. Presentation of Sergeant Major Jerome Lee Pionk Excellence in Retention Medal. If approved, this award will be presented to the winner by the SECARMY, or their designated representative. Consideration will be given to inviting the spouse and immediate Family of the selectee, if authorized under the Joint Travel Regulations.

8-13. Sergeant Major Jerome Pionk Excellence in Retention Medal

a. SGM Jerome L. Pionk was an exceptional Soldier, serving his country for over 30 years as a Construction Equipment Repairer, a Mechanical Maintenance Supervisor, a Recruiter, and a Retention Non-Commissioned Officer until his retirement in April 2000. Additionally, he held a commission in the rank of Major with the U.S. Army Reserve. During his extensive career, he spent over 10 years assigned in the Republic of Korea. He also served at Ft. Hood (currently Cavazos), TX and Fort Leonard Wood, MO and took recruiting assignments in Iowa, South Dakota, and Minnesota. He concluded his career in the Army's Senior Retention Policy Proponent, as its most senior noncommissioned officer, and was named the Army's Career Counselor of the Century upon retirement. After retirement, Dr. Pionk worked as a Professor at the American Military University and continued his service at the Pentagon as a consultant for the Army. He supported outside agencies with human resources related programs, to include Army incentives; managed an annual incentives budget up to \$1 billion, which brought in over 140,000 Soldiers each year; and supported the Disabled Soldier Support System. For all his valiant efforts, he was selected for the prestigious honor to serve as a member of the Army Board for Correction of Military Records.

b. The Deputy Chief of Staff, G-1 established the Sergeant Major Jerome Pionk Excellence in Retention Medal to recognize military and civilian personnel who have displayed individual achievement or a demonstrated pattern of service resulting in a significant contribution to Army Retention. The approval authority is the Director of Military Personnel Management (DMPM). The Sergeant Major Jerome Pionk Excellence in Retention Medal is a decorative honorary award. This award is only authorized for wear during and immediately following the presentation ceremony and at special military occasions such as birthday balls, regimental balls, dining-in, and dining-out.

c. Eligibility criteria for the Sergeant Major Jerome Pionk Excellence in Retention Medal are as follows:

(1) Awarded to U.S. military (any service or component) or Department of Defense civilian whose service or achievement occurred on or after 22 October 2017. Contractor and foreign national personnel are not eligible.

(2) Awarded to personnel who have made significant contributions to Army retention as a whole or through significant personal achievement that enhances the Career Counselor profession, and in recognition of outstanding service to U.S. Army retention, its programs, and its Soldiers.

d. Nominations will be reviewed as received. As an exception, Secretary of the Army Career Counselor of the Year nominations will be processed immediately upon conclusion of the competition. Nominations may be made by any person having first-hand knowledge of the nominee's achievement or pattern of service. The Army does not allow self-recognition (including spouses or other Family members); therefore, a prospective recipient may not recommend themselves for this medal. Routine nominations will be submitted in memorandum format and personally reviewed by either the recommender's or the nominee's Command Career Counselor (first PMOS 79S SGM in retention chain). Organizations without an assigned Command Career Counselor will route their recommendation through the closest geographically located Command Career Counselor for endorsement (for example, U.S. Military Academy through 10th Mountain Division). Nominations will include the following information:

- (1) Name (as it will appear on the certificate).
- (2) Rank/grade.
- (3) MOS/series.
- (4) Unit of assignment/directorate.
- (5) Duty position.
- (6) Inclusive dates of service or achievement.
- (7) Requested presentation date (submit NLT 45 days prior).
- (8) Justification narrative (not to exceed two pages). Justification should clearly indicate how the individual's actions and their results made significant contributions to Army retention.
- (9) Verify in writing that the recipient is not under any disciplinary action and list a point of contact for the recommendation in the last paragraph.
- (10) Include an STP for military personnel or biographical data for civilian personnel.

e. The approval process is routed through a review board which formulates a recommendation for the approval authority. The board consists of:

- (1) Senior Army Career Counselor, DCS, G-1.
- (2) Chief, Retention and Reclassification Branch, HRC.
- (3) Sergeant Major, Retention and Reclassification Branch, HRC.
- (4) Sergeant Major, Retention Department, Recruiting and Retention College.
- (5) Chief, Military Personnel Acquire & Retain, DCS, G-1.

8-14. Creed of the Army Career Counselors

Army Career Counselors should learn the creed of the Army Career Counselor. The creed of the Army Career Counselor is below:

a. I am honored to serve as the honest broker for the Soldier and the commander's eyes and ears in the unit. I exist to keep the Army's forces strong through the retention of America's sons and daughters, our Soldiers. I realize that since the birth of our Army before America was a nation, Soldiers required advice and counseling to decide the proper course of action in doing their part to defend our nation. My role is to tell the truth and to honestly represent my country and the Soldiers I serve to the utmost of my abilities. To do less is to forsake my duties and my fellow Career Counselors.

b. I wear the Career Counselor Badge with pride and full knowledge that this very symbol epitomizes our nation and our duty to sustain America's fighting force. The musket on my badge symbolizes the courage of our forefathers and the role of the Army in defending our nation. The eagle represents the spirit of the American people that we defend and whose Soldier's careers have been placed in my trust. The olive branch on my badge is the most important part, for it signifies peace, which is the goal of every American Soldier.

c. My commanders and senior leaders will be assured that their Soldiers are afforded the most effective counseling available. My superiors will not be burdened with my duties and responsibilities. Loyalty and honesty to superiors, peers, and subordinates are my credentials. I will exercise initiative, integrity, and the courage to convey the Army's story, good or bad, to all those who serve with me. I am a Career Counselor, by choice an advisor to Soldiers, leaders, and peers. A trusted intermediary that will never forget the professional aspects of my existence.

8-15. Mandatory Reporting requirements of Career Counselors who meet the criteria for the Career Counselor Suitability Board (CCSB)

ACOM, ASCC, and DRU retention office are required to report actions of subordinate Career Counselors who meet the criteria for mandatory reclassification through the Career Counselor Suitability Board (as outlined in DA PAM 601-280). A consolidated report will be forwarded to HQDA G-1 Retention office (usarmy.pentagon.hqda-dcs-g-1.mbx.army-retention@army.mil; DAPE-MPA-RT) no later than the 7th work day of each new calendar month.

- a.* Receipt of a General Officer Memorandum of Reprimand (GOMAR).
- b.* Relief For Cause NCOER.
- c.* Conviction of Assault (of non-relative or domestic partner).
- d.* Uniform Code of Military Justice (UCMJ) action or conviction by a court martial.
- e.* Conviction (military or civilian jurisdiction) of any drug or alcohol related incident, including, but not limited to, driving under the influence, driving while intoxicated, and possession of a controlled substance.
- f.* Conviction (military or civilian jurisdiction) of a sexual offense, under AR 27-10.
- g.* Violation of or negligent disregard of prescribed regulatory guidance or professional standards and ethics to obtain a reenlistment, extension, or agreement to enlist or transfer into the RC.
- h.* Signing of a DA Form 4991 (see AR 601-280).
- i.* Denied continued service by the Qualitative Management Program.]

Chapter 9

Administration of the Oath of Enlistment and the Enlistment Ceremony

9–1. General

As used in this chapter, the term “enlistment” includes enlistment into a Reserve Component, transfer to a Reserve Component, reenlistment in the Regular Army, and extension in the Regular Army, and the ceremonies that consummate any of these acts. Administration of the oath is the official act that constitutes the enlistment of a Soldier, and contractual documents are written confirmation of the administration of the oath and contain the binding agreements between the Soldier and the government. The administration of the oath of enlistment is not required to execute an extension but may be administered at the discretion of the extending Soldier.

9–2. Pre-ceremonial planning considerations

- a. Determine the date and time of the ceremony.
- b. Coordinate all aspects of the ceremony with the chain of command.
- c. 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.
- d. 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 activities. These activities are not in keeping with the solemnity associated with the oath of enlistment; therefore, they will not be part of the ceremony.
- e. The ceremony will be conducted in proper military uniform. Exceptions to this provision are authorized when—
 - (1) The Soldier is a military intelligence agent, Criminal Investigation Command 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 a Regular Army warrant officer or enlisted Soldier who holds a commission in a Reserve Component of the U.S. Armed Forces.

Note. These officers may wear their commissioned uniform to administer the oath only if the location of the ceremony is not within DOD areas of control. In this situation, the ceremony may be conducted at an off-site location, 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 appropriate to the occasion or persons involved.
- f. Coordinate appropriate photographic support.
- g. Determine if reception or refreshments will follow.
- h. Ensure the flag of the United States of America is prominently displayed in the immediate vicinity of the administering officer and Soldier.
- i. Verify with Soldier to determine if they prefer to “swear” or “affirm.” The phrase, “so help me God” may be omitted for Soldiers electing to “affirm.” For Soldiers electing to “affirm,” provide a 3x5-inch card with the amended oath to the administering officer.
- j. If the Soldier receives passes or other locally approved incentives, coordinate with the chain of command to have the necessary documentation prepared, as required.
- k. The administering officer counsels the Soldier on the applicable articles of the UCMJ (see AR 601–280).

9–3. Conduct of the ceremony

A typical enlistment or reenlistment ceremony consists of—

- a. Entrance and/or 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 request attendees to rise and instruct military personnel to stand at the position of attention during administration of the oath. The administering officer will instruct the Soldier “raise your right hand and repeat after me,” and will administer the oath. If the Soldier “affirms,” the officer may read the amended oath from the provided 3x5-inch card; otherwise, they may read the oath from DA Form 5689.
- e. Photographs and presentation of DA Form 5689 and DD Form 256A.
- f. Photographs and presentation of DA Form 5612.
- g. Remarks by Soldier.
- h. Closing remarks by administering officer.
- i. Guests and attendees congratulate the Soldier.

9-4. Post-ceremonial duties

- a.* Review all contractual documents with the Soldier and administering officer and obtain necessary signatures and dates (see chapter 13 of this pamphlet).
- b.* Provide the Soldier copies of the contractual documents (see chapter 13 of this pamphlet).
- c.* Report the retention action as outlined in chapter 13 of this pamphlet, and in accordance with local retention reporting procedures.
- d.* Follow-up with the Soldier to ensure any applicable incentives were presented to the Soldier, and that all necessary military personnel and pay records reflect the transaction.

Chapter 10 Career Counseling

10-1. General

a. Although retaining Soldiers in the RA and RC is an integral part of career counseling, preparation of Soldiers to be more productive citizens, both in or out of the Army, is the overall objective. Soldiers will be guided early in their Army careers, with continued follow-up counseling sessions, to set short-term and long-term plans for achieving 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 in many instances desirable, for Career Counselors to bring in outside experts to provide specialized counseling (for example, Family Life Chaplains, budget and investment counselors, education specialists, and health promotion experts).

b. Army career counseling matches the needs of the Army with 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 candid evaluations of their potential and opportunities to realistically attain their desired goals. Soldiers will be advised not only of their reenlistment options, but also of how they compare with their peer group based on performance, education, time in current rank, and strength status of their 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 RC opportunities, should also be included in each counseling session. The Career Counselor must be knowledgeable on available education opportunities, including alternate sources of education such as College Level Examination Program (CLEP), Defense Activity for Nontraditional Education Testing Services (DANTES), distance learning opportunities, and other alternative sources of education that are tailored to deployed Soldiers or individuals with irregular schedules. All Soldiers should map out their educational goals and, at a minimum, be made aware of how to attain them by their Career Counselor.

c. The elements of Army career planning programs are defined below:

(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 and education opportunities, both in and out of the military, and present 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 installations, local commanders, and support activities work together to integrate Army missions with Soldiers' career goals. This provides a documented plan for all Soldiers and provides an availability of assistance programs (for example, education centers, distance learning, Family life chaplains, Army community services, and so forth), with frequent assessment of progress towards these goals. New commanders will be briefed on their responsibilities by the servicing Career Counselor (PMOS 79S) within 90 days of assumption of command.

(4) *Program assessment.* Proper coordination to ensure that Army career counseling programs meet Army manpower and readiness needs, and that all Soldiers are given the opportunity to reach their fullest potential. SAVs will monitor the following, at a minimum:

(a) Quarterly and annual reenlistment rates by categories (that is, initial, mid-career, or career).

(b) Frequency of movement options, which may be a sign of discontent.

(c) Integration of RC Career Counselor and special program recruiters in Retention program.

(d) Availability of military and civilian educational opportunities and the participation in these programs consistent with Army mission requirements.

d. In preparation for the counseling session, the Army Career Counselor will obtain and review the Soldier's STP, along with local training records, DCS, G-1 automated support systems, and any other information available on the Soldier. The Career Counselor must also talk with the Soldier's leadership 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.

(4) Soldier's time on station or DEROS, if overseas.

(5) Soldier's schooling status (that is, military schooling or mandatory schooling).

(6) Soldier's past performance, promotion potential, and developmental needs.

(7) Any changes in the Soldier's personal life (for example, marital status, number of dependents, change of address, health concerns, and other personal changes). These factors are important in the counseling cycle. Changes in marital status may require a referral to outside counselors to better prepare the Soldier for managing a household, or to inform the Soldier of schooling and other programs for Family members.

e. Counselors will review prior counseling(s), recorded on DA Form 4591 (Retention Counseling Record) and DA Form 4856 (Developmental Counseling Form), to follow-up on previous points.

10–2. Career counseling sessions

a. Career counseling sessions are required as a Soldier navigates through their career (see table 10–1 for target audience). As an exception, Retention phase career counseling for Soldiers with disqualifications not subject to waiver (see AR 601–280) is not required but is recommended. Although the reenlistment process becomes more evident in the months prior to the opening of the reenlistment opportunity window, the process is actually ongoing and involves frequent updates, whether in career and professional development sessions or individual counseling sessions, as stated in paragraph 10–1.

b. Career Counselors assigned to Soldier Recovery Units (SRUs) will be required to conduct mandatory Integrated Disability Evaluation System (IDES) TEB counseling for all enlisted Soldiers upon in-processing to unit. These mandatory IDES TEB counseling forms will be maintained on file for five years.

c. Career Counselors will advise and assist leaders and commanders in identifying potential attrition indicators and eliminating Soldiers undeserving of continued service in the Army.

d. Commanders and Career Counselors will ensure information is available on the Soldier's military and civilian education, 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.

e. Particular attention will be given to a Soldier's individual qualifications and potential for promotion and continued service. Soldiers will be counseled on educational development programs, if they are not meeting required or desired standards, in order to become qualified before their current reenlistment window expires.

f. Soldiers must be informed if they are in a potentially noncompetitive specialty. Soldiers will be advised of the potential effects that remaining in a less competitive or over-strength specialty may have on their career. Career Counselors will advise Soldiers if retraining or reclassification is beneficial and inform them of any available alternatives within the Army.

g. 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 allow the Soldier to make proper decisions.

h. All qualified Soldiers will be asked to reenlist. Qualified Soldiers desiring to separate from the AC will be advised of the RC opportunities, and encouraged to enlist or transfer to the RC.

i. Commanders must ensure that Career Counselors have access to Soldiers at the time and place of duty. In units where access to the normal place of duty requires a security clearance, commanders should process an appropriate security clearance for the Career Counselor (PMOS 79S), when practical.

10–3. Reserve Component transition counseling

a. The company retention NCO will coordinate transition counseling, through the Career Counselor or Battalion Retention NCO, for all Soldiers not intending to reenlist in the AC. RC transition counseling session must occur no later than 180 days prior to ETS or at the 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 respective 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' required counseling. Career Counselors will counsel all separating, eligible Soldiers during the prescribed timeframe.

d. Soldiers with an unfulfilled Military Statutory Obligation (MSO) who elect not to enlist or transfer to a participating National Guard or Army Reserves program, must be counseled on the benefits and entitlements provided by the Individual Ready Reserve (IRR) and the reporting requirements for muster duty in accordance with 10 U.S. Code § 12319.

10–4. The Army Career Counseling System

The Army Career Counseling System is designed to develop leaders, improve force alignment, and impact Army end-strength. Specifically, it allows the Career Counselors to advise leaders, and counsel Soldiers to manage retention, force alignment, attrition, and RC 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. Table 10–1 provides further guidance on career counseling sessions. The Army Career Counseling System employs the following four phases:

a. Integration and Professional / Career Development. Vital to the Army's sponsorship program, integration will assist in reducing turbulence for Soldiers upon initial arrival to their units. All Soldiers will be counseled by their commander and Career Counselor to ensure critical areas have been addressed (that is, sponsorship, basic human needs, personnel and financial issues, military programs, and family support groups). Leaders and Career Counselors will counsel all Soldiers on understanding the Army. This phase 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-term and long-term goals. This phase will assist in developing the Soldier in the Army as a profession. It is used to provide Soldiers with an update on their development and accomplishment of their goals.

b. Commander's Professional / Career Development. Career development is a lifelong process that begins when a Soldier enters the Army and extends throughout their career. The goal of this phase is to help Soldiers navigate their military career and to provide the knowledge and skills needed to make future career and life decisions. Commanders and Career Counselors will discuss the factors that influence career development, including Soldier interests, abilities, performance, competitiveness, promotion potential, developmental needs, NCO Career Status Program, Retention Control Points (RCP), and professional development model for their specific PMOS. Leaders and Career Counselors will revisit the topics of civilian education, military schools, reclassification, special programs, the importance of diverse assignment, finding a mentor, and establishing short-term and long-term goals. Soldiers will also be advised, in a candid manner, how they compare with their peers not only in their career field, but in the Army overall.

c. Retention. Retention of Soldiers 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. This counseling is conducted with the purpose of obtaining a reenlistment commitment from the Soldier. During this phase, Career Counselors will review the Soldier's qualifications for continued service, the Soldiers' career development needs, and their personal desires. The reenlistment options available to the Soldier will be discussed in detail.

d. Transition. 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 ARNG, transfer or enlistment into the USAR, or retirement.

Table 10–1
Career Counseling Sessions

1	Title	Integration and Professional/Career development
	Time	Within 90 days of assignment to the unit (all Soldiers).
	Type	Professional or career development.
	Counselor	Commander and Career Counselor.
	Guidance	<p>a. Commanders will 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, transfer of Post- 9/11 GI Bill education benefits, sponsorship, and receipt of enlistment or reenlistment incentives due. Commanders should request feedback on unit in-processing and sponsorship with the goal of improving the process and reducing turbulence. 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. Commanders and first-line leaders are responsible for the basic needs of their Soldiers and provides an essential element in a smooth transition into the new command.</p>
		<p>b. Soldiers serving on their initial enlistment (professional development): Leaders and 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, the transfer of Post- 9/11 GI Bill education benefits, various military schools, reclassification, special programs, importance of diverse assignments, finding a mentor, and establishing short- and long-term goals. The counseling will also assist the Soldier in setting specific career development goals. This session is an informal process to assure the Soldier begins their 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 and achievable life plan within the Army's framework.</p>
		<p>c. Soldiers serving on their second or subsequent enlistment (career development): Leaders and 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, NCO Career Status Program, mentoring, and so forth. Short and long-term goals will be evaluated and tailored to meet the Soldier's career needs and desires. Leaders and Career Counselors must be cognizant of the factors that may affect a Soldier's Family life while pursuing a career in the Army.</p>
2	Title:	Commander's professional or career development.
	Time:	Annually on Basic Active Service Date (BASD) anniversary (all Soldiers).
	Type:	Professional or career development.

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	Counselor:	Company commander.
	Guidance	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 (that is, marriage, dependents, monetary problems, and health). Referral to outside agencies may be required to obtain expert guidance in some instances. If the Soldier shows limited potential or sub-standard conduct, the commander will advise the Soldier that they may not be a candidate for reenlistment. If a bar to continued service is appropriate, it should be discussed at this time (see DA PAM 601-280). 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 continued service will be informed that they are being considered for a bar to continued service.
3	Title:	Retention.
	Time:	Continuously beginning 2 months before entering reenlistment window (all Soldiers not serving in NCO Career Status Program) to ETS or beginning of transition leave.
	Type:	Retention Options and Incentives.
	Counselor:	Commander, Leaders, and Career Counselor.
	Guidance:	a. If a Soldier is undecided about reenlistment, this is the time to help them analyze abilities, opportunities, limitations, and personal issues. Discuss the status of the Soldier's MOS, the promotion cutoff score for their MOS, and opportunities for promotion. Soldiers in an over-strength MOS should be encouraged to consider the advantages of retraining at the reenlistment point. Interested Soldiers will be referred to the battalion or servicing CC. 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 candid 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.
		b. 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, to include the transfer of Post- 9/11 GI Bill education benefits. 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. If a firm reenlistment commitment is obtained, the unit retention NCO will ensure that the Soldier initiates a DA Form 3340. Coordination with commanders will be conducted if a bar to continued service is warranted. Appropriate record checks to verify eligibility will also be conducted, as appropriate.
		c. This counseling is conducted with the purpose of obtaining a reenlistment commitment from the Soldier. A review of the Soldier's qualifications from

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		<p>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 there is confusion over military and Civilian pay potential and benefits packages. A review of Army benefits is also appropriate. 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. If a firm reenlistment commitment is obtained, the unit retention NCO will ensure that the Soldier initiates a DA Form 3340. Coordination with commanders will be conducted if a bar to continued service is warranted. Appropriate record checks to verify eligibility will also be conducted, as appropriate.</p>
		<p>d. Once a reenlistment is completed, the Career Counselor will conduct follow-up counseling sessions to ensure that all options, incentives, and other promises made in conjunction with the Soldier's reenlistment have been fulfilled. This session provides the "service after the sale" 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. This counseling session allows the Career Counselor to assist the Soldier in the PCS process and answer any questions or help solve any remaining problems to ensure the Soldier's move proceeds smoothly. The Career Counselors must also verify that all SRRs have been met or any required security clearances are obtained.</p>
4	Title:	RC benefits and options.
	Time:	180 days prior to ETS or beginning of transition leave.
	Type:	Transition.
	Counselor:	Career Counselor.
	Guidance:	<p>The primary purpose is to encourage eligible Soldiers, through presentation of individually tailored benefits and options, to transition into an ARNGUS or USAR unit. Counselors should also advise Soldiers to investigate Civilian opportunities available through the Transition Assistance Program (TAP) to compare available alternatives. Enlistment into the IRR will be encouraged for Soldiers qualified for RC service, under the provisions of AR 601-280, and have completed their MSO, yet unit membership is not possible or practical.</p>

Chapter 11**Bar to Continued Service Procedures****Section I****Locally initiated Bar to Continued Service****11-1. General**

a. A bar to continued service should not be based on generalities, approximate dates, or 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 considered unworthy of the Army. The Soldier will also be informed that each instance is made a matter of official record.

b. A bar to continued service may not be approved after the Soldier has separated from active duty. A bar may not be entered in a Soldier's records after they have separated from active duty. Furthermore, Soldiers may not be retained involuntarily past their normal separation to approve a bar to continued service.

11-2. Time of initiation

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 current commander should not be deterred from taking action against Soldiers performing in a sub-standard manner, who may have been permitted to remain on active duty for a number of years.

a. A bar to continued service should not be initiated against a Soldier who has been assigned to a unit for less than 90 days. When a bar to continued service is initiated during this time, the commander's certificate will contain an explanation on the timing of the action.

b. A bar to continued service should be initiated without regard to a Soldier's ETS or their reenlistment intent. If warranted by recent incidents, a bar to continued service should be initiated regardless of a Soldier's ETS or departure date. When a bar to continued service is initiated, the DA Form 4126 (Bar to Continued Service Certificate) will be completed by the commander containing a detailed explanation on why the action was not taken at an earlier date. A bar to continued service may be imposed on Soldiers with an indefinite ETS date. Soldiers in the NCO Career Status Program who, in the opinion of the commander, do not merit further retention should be referred for separation under appropriate provisions of AR 635-200.

11-3. Initiation of a bar to continued service

Any commander in the Soldier's chain of command may initiate a bar to continued service. Typically, the company, battery, troop, or detachment level commander will initiate the action.

11-4. Processing of a bar to continued service

Any commander in the chain of command who believes that bar action is warranted will counsel the Soldier in on a DA Form 4856 or memorandum for record explaining their intent and the full reasoning for the bar to continued service, and initiate a bar by completing DA Form 4126. On this form, the commander will summarize the basis for their intent to initiate a bar to continued service. This will include the number and dates of courts-martial, incidents of non-judicial punishment, and all other factual and relevant data supporting their recommendation.

a. The Soldier will be flagged in accordance with the provisions of AR 600-8-2 upon initiation of the bar if applicable.

b. Total active service will be computed as of the date of initiation of the bar with the date placed on DA Form 4126, block 9.

c. The commander will provide the DA Form 4126 to the involved Soldier and allow the Soldier to submit a statement in accordance with AR 600-37. The Soldier will be provided a copy of the DA Form 4126. If requested, the Soldier will be allowed 7 days to prepare their statement and collect any supporting documents or pertinent materials. The commander initiating the bar action may grant an extension on a case-by-case basis. The bar will be processed immediately if the Soldier does not desire to submit a statement.

d. DA Form 4126, section I, will be forwarded from the initiating commander through the Soldier to the next commander in the normal chain of command. A copy of the STP and any additional supporting documentation will accompany the DA Form 4126.

e. Upon receipt of the Soldier's statement, the DA Form 4126 will be personally endorsed by each commander or acting commander in the chain of command and submitted for forwarding, approval, or disapproval (block 21) by the next higher commander (see paragraph 11-5 of this pamphlet).

(1) Any commander in the chain of command who does not believe the bar to continued service is warranted will disapprove the action and return it to the initiating commander. The bar to continued service will not be forwarded to a higher authority for consideration without a recommendation for approval.

(2) Any commander may elevate the authority to approve or disapprove a bar to continued service to their level, or any appropriate subordinate commander.

(3) The commander who initiates the DA Form 4126 may not take final action on the bar. If the initiating authority would normally be the approving authority (e.g., battalion commander is the initiator), the DA Form 4126 will be forwarded to the next higher approval authority for final action.

Note. Prior to approving a locally imposed bar to continued service, the approving authority should have the matter reviewed

by their servicing Staff Judge Advocate.

11-5. Bar to continued service approval

a. For Soldiers with less than 10 years of active Federal service at initiation of the bar, the approval authority is the first commander in the rank of lieutenant colonel or above in the Soldier's chain of command or the commander exercising 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.

b. For Soldiers with 10 or more years of active Federal service at initiation of the bar, the approval authority is the first brigade level commander, colonel or higher, in the Soldier's chain of command or the commander exercising GCMCA, whichever is in the most direct line to the Soldier (unless this is the same commander who initiated the action). The personal signature of the approving or disapproving authority is required. 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. DA Form 1695 will cite this paragraph as the authority and "In the best interest of the Service" as the reason.

c. Commanders do not have the authority to prevent a Soldier's retirement by barring the Soldier from continued service once the Soldier attains 18 years or more of active duty.

d. Final approval authority for any bar to continued service must be at least one approval level higher than the initiating authority.

11-6. Bar to continued service appeal

a. Soldiers who desire to submit an appeal to a bar to continued service (provided they are qualified under the criteria of AR 601-280, including those with approved waivers) will not be involuntarily separated while an appeal is pending. If the Soldier desires to submit an appeal, yet refuses retention to allow the processing of the appeal, they will be informed that the bar will remain in effect.

b. The Soldier will be allowed 7 days to submit an appeal from the date they are informed of bar approval on the DA Form 4126, section IV. Soldier should be granted time seek legal advice if desired. An extension of this period may be granted by the commander initiating the bar, on a case-by-case basis.

c. 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 below in paragraphs 11-6c (1) or 11-6c (2).

(1) For Soldiers with less than 10 years of active Federal service at initiation of the bar, the approval or disapproval authority is the first colonel, brigade commander, or 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 10 or more years of active Federal service at initiation of the bar, the approval or disapproval authority is the first general officer in the Soldier's chain of command.

d. Final disposition of appeals will be at least one command level higher than the original bar approval authority and should be actioned within 30 days of submission of appeal by Soldier. Approved appeals void the bar to continued service; disapproved appeals validate the bar to continued service. Commanders will counsel Soldiers in writing on final disposition of the appeal.

11-7. Reviewing a bar to continued service

a. The company, detachment, or comparable commander of a Soldier's assigned/attached unit for duty and administration will continue the documented evaluation of the Soldier.

b. The proper unit commander will review approved bars at least every 90 days 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).

c. If the commander feels the bar to continued service should remain in effect upon review, they will notify the Career Counselor. When removal of the bar is not recommended, the Soldier should be considered for separation.

d. Upon completion of the prescribed reviews, the unit commander will inform the Soldier that the bar to continued service was reviewed, and the necessary action(s) to be taken. When removal of the bar is not recommended, the Soldier should be considered for possible separation, in accordance with administrative procedures in AR 635-200.

(1) Upon completion of the first 90-day review, the unit commander will use 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.

(2) The Soldier will also be informed that, upon completion of a second 90-day review, separation proceedings will be initiated, unless they have demonstrated that the bar should be removed. The recommendation for removal must be submitted and approved by proper authority. If separation has been initiated, the commander will continue to review the bar at least every 90 days until the Soldier is separated.

(3) The counseling should comply with the requirements of AR 635-200. If no progress has been made, the commander should consider separation (see AR 635-200) without waiting for the next review to occur.

11-8. Removal of a bar to continued service

a. Any commander that is at the same level of command or higher than the initial approving commander and is in the Soldier's chain of command, may recommend removal or directly remove a bar to continued service.

b. A recommendation to remove a bar to continued service will be submitted, in writing, to the next commander in the Soldier's chain of command. Recommendation for removal of a bar to continued service must be reviewed and personally endorsed 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.

c. The approval authority to remove a bar to continued service is the same authority that would approve a bar. In cases where the Soldier has moved to another jurisdiction, the comparable commander in that jurisdiction is the approval authority to remove a bar. The approval authority to remove a bar will never be a lower command level than the initial approving commander.

d. If the bar is removed, commanders should refer questions about SFPA Flag removals to their servicing S-1 or legal office.

11-9. Administrative proceedings

a. Soldiers barred under this section are not eligible to PCS. An IMREPR (Retention Restriction) code of "9K" will be placed on the Soldier in RETAIN unless a higher code takes precedence. Career Counselors must also coordinate with the unit S-1 to ensure that an Assignment Eligibility code of "AETINE" with a 6-month termination date is placed on the Soldier in IPPS-A.

b. Separation actions initiated against some Soldiers are subject to a separation board prior to separation approval. In some cases, a separation board may recommend the retention of a barred Soldier who was previously recommended for separation. In these cases, the bar to continued service will remain in effect, and follow-up reviews will be conducted at 90-day intervals as specified in paragraph 11-7. In cases where a PCS is requested or warranted on such Soldiers, Counselors should send all pertinent data on the Soldier via RETAIN to HRC, Retention and Reclassification Branch for resolution.

Section II

HQDA-imposed Bar to Continued Service

11-10. Initiation of a HQDA-imposed bar to continued service

a. The Deputy Chief of Staff (DCS), G-1 will impose a HQDA bar to continued service against any Soldier who fails to qualify for promotion upon attaining primary zone time in service/time in grade eligibility (for promotion to SGT/SSG) or fails to qualify for promotion selection to SFC and above because they did not complete the mandatory Distributed Leaders Course (DLC).

(1) HRC, by way of top of the system input, will impose the IMREPR (Retention Restriction) code "8K" to identify these Soldiers as having a HQDA bar to continued service.

(2) The servicing Career Counselor is responsible for providing a weekly report to the commander when an IMREPR(Retention Restriction) "8K" is imposed or removed on a Soldier in their command. RETAIN will automatically update this information at least twice a week based upon the Soldier's MES/MEL.

(3) Upon imposition of the HQDA bar to continued service under this paragraph, company, detachment, or comparable commander of a Soldier's assigned/attached unit for duty and administration will counsel the Soldier about the requirement to qualify for promotion board appearance by completing DLC.

b. The DCS, G-1 will impose a HQDA bar to continued service against any Soldier who is found not fully qualified for retention (NFQ-R) for the first time in their current grade by a HQDA NCO Evaluation Board.

(1) HRC will notify Soldiers via memorandum through their chain of command that a HQDA bar to continued service is imposed upon them. HRC will impose the IMREPR (Retention Restriction) code "1K" to identify these Soldiers, and no action is required by servicing Career Counselors.

(2) Upon receipt of the notification memorandum, commanders (LTC or higher) will notify the Soldier and confirm notification in accordance with the instructions provided by HRC.

c. The DCS, G-1 will impose a HQDA bar to continued service against any Soldier who is found NFQ-R for the second time in their current grade by a HQDA NCO Evaluation Board. The first and second identification as NFQ-R in the same grade do not need to be consecutive.

(1) HRC will notify Soldiers via memorandum through their chain of command that a HQDA bar to continued service is imposed upon them. HRC will impose the IMREPR (Retention Restriction) code "2K" to identify these Soldiers, and no action is required by servicing Career Counselors.

(2) Upon receipt of the notification memorandum, commanders (LTC or higher) will notify the Soldier and confirm notification in accordance with the instructions provided by HRC.

11-11. Reviewing a bar to continued service

a. Commanders will review HQDA-initiated bars to continued service under paragraph 11-10a at least every 3 months after the date of imposition and 30 days before the Soldier's scheduled departure from the unit or separation from the Army. Upon completion of each 3-month review, the unit commander will use DA Form 4856 to inform the Soldier that the bar has been reviewed and will remain in place unless the Soldier completes DLC. The commander will also notify the Soldier that, upon completion of the fourth 3-month review, separation proceedings will be initiated unless the Soldier has completed DLC and qualified for promotion.

b. Beyond the initial notification requirements outlined in the notification memorandum from HRC, there are no additional counseling(s) or review requirements for unit commanders for bars to continued service imposed under paragraphs 11-10b or 11-10c.

11-12. Removal of a bar to continued service

a. Once a Soldier is in compliance with DLC requirements, the HQDA bar to continued service will be lifted and RETAIN

will automatically remove the IMREPR (Retention Restriction) code of "8K."

b. Once identified as fully qualified for retention, the HQDA bar to continued service will be lifted and HRC will remove the IMREPR (Retention Restriction) code of "1K."

11–13. Administrative proceedings

a. Soldiers barred under this section are eligible to proceed on permanent change of station (PCS) if otherwise qualified or separate from service.

b. AEA code "C" does not apply to HQDA-initiated bar to continued service unless the Soldier also has a locally initiated bar to continued service in place.

c. Separation actions initiated against some Soldiers are subject to a separation board prior to separation approval. In some cases, a separation board may recommend the retention of a barred Soldier who was previously recommended for separation. In these cases, the bar to continued service will remain in effect, and follow-up reviews will be conducted at 90-day intervals as specified in paragraph 11–11.

Chapter 12**Active Component Transfer of Post 9/11 GI Bill Education Benefits****12-1. Transferring the Post 9/11 GI Bill benefits**

Career Counselors should counsel Soldiers on the Transfer of Post-9/11 GI Bill Education Benefits (TEB) program and encourage Soldiers to visit the VA website (<https://www.vets.gov/education/>) and AR 621-202 for detailed information about the various education benefits, eligibility, and transfer procedures.

12-2. Meeting the service remaining requirement for transfer of education benefits

In order to be approved for TEB, Soldiers must meet all eligibility requirements as stated in AR 621-202, to include having an ETS that is at least four years from the TEB submission date. Soldiers that do not meet the service remaining requirement must take action from the date they elected to TEB. Career Counselors will process reenlistment and/or extension immediately following the Soldier's TEB submission.

a. Soldiers in the prescribed Reenlistment Opportunity Window (ROW) who are required to take action to meet the SRR for TEB may reenlist in accordance with this pamphlet and current reenlistment policy. Soldiers in the ROW may reenlist under any option for which they are otherwise qualified; they are not restricted to the Regular Army Reenlistment Option simply because they incurred an SRR for TEB. Soldiers in the ROW reenlisting for a TEB SRR and receiving a bonus may reenlist for any number of years to maximize the bonus.

b. Soldiers not in the ROW who are required to take action to meet the SRR for TEB must adhere to the following:

(1) Soldiers who are not in the ROW, and not subject to paragraph (2) below, may only take action for the minimum time necessary to meet the SRR for TEB. This may include extension, reenlistment under the RA reenlistment option for a maximum 2-year term length, or a combination of these. Extensions will not exceed 36 months. Career Counselors must use extension reason code "A7" when processing the extension in the Reenlistment/Reclassification System (RETAIN). The extension reason on DA Form 1695 (Oath of Extension of Enlistment) and DA Form 3340 must state, "To Meet the SRR to Transfer Post-9/11 GI Bill". The "Remarks" section of DA Form 1695 for these extensions will include the statement "Soldier is responsible for verifying their status in milConnect." If a Soldier extended previously, the total of all extensions on a single enlistment will not exceed 48 months. Soldiers not in the ROW who incur a TEB SRR are not authorized to receive a bonus unless otherwise required to reenlist (e.g., meeting SRR for assignment or entering NCO CSP).

(2) Soldiers who meet the requirements for the NCO Career Status Program must reenlist for an indefinite term of service in accordance with AR 601-280. This applies only to initial TEB requests, not subsequent TEB requests (e.g., Soldier revokes TEB and subsequently resubmits to incur the 4-year SRR; these Soldiers are not authorized to reenlist outside the ROW).

12-3. Exceptions to reenlist/extend to meet service remaining requirements for transfer of education benefits

Law and DoD prohibit exceptions to the eligibility requirements for TEB other than failing to meet the SRR due to specific reasons (see AR 621-202 for more information). If Soldiers are unable to fulfill the TEB obligation end date for previously transferred benefits, they are responsible for notifying HRC Education Incentives Branch (EIB) at usarmy.knox.hrc.mbx.tagd-post911gibill@army.mil. HRC EIB will determine if they are eligible to maintain TEB.

12-4. Processing exceptions to reenlist/extend to meet service remaining requirements for transfer of education benefits

a. Exceptions to retention policy to reenlist or extend to meet SRR for TEB will be processed through the Command Career Counselor and approved by Army G-1 (Retention).

b. Under significant exceptional circumstances, exceptions to the retention policy may be submitted. Packets must include a DA Form 4187 (signed by the first LTC commander in the Soldier's chain of command), DA Form 3340, STP, and a timeline by the servicing Career Counselor. An appropriate memorandum of justification (such as why the Soldier did not previously transfer benefits) signed by the Soldier must be included in the request.

c. Command Career Counselors must send exceptions to policy to Army G-1 at usarmy.pentagon.hqda-dcs-g-1.mbx.army-retention@army.mil.

12-5. Career Counselor transfer of education benefits accounts

Benefits for Education Administrative Services Tool (BEAST) Read-only account request:

a. Senior Career Counselors must submit a DD Form 2875 to Army G-1 (Retention) at usarmy.pentagon.hqda-dcs-g-1.mbx.army-retention@army.mil for each Career Counselor for whom they are requesting accounts. The DD Form 2875 certifies that the Career Counselor is fully trained on all rules of TEB and the functions of the BEAST webpage.

b. Career Counselors can access the BEAST website at <https://beastapp.dmdc.mil/beast>. The current BEAST User Guide is available on the BEAST website.

c. If the Career Counselor doesn't log into their BEAST account every 30 days, the account will be suspended. The Counselor's supervisor in the retention hierarchy (e.g., Senior Career Counselor) will have to contact Army G-1 (Retention) at usarmy.pentagon.hqda-dcs-g-1.mbx.army-retention@army.mil to have the account reset.

d. Command Career Counselors must notify Army G-1 (Retention) of any Soldier who no longer requires access to BEAST due to retirement, loss of PMOS, etc.

Chapter 13 Forms, Records, and Reports

Section I Introduction

13-1. Scope

a. 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 25-22 contains policies and procedures that implement those parts of the Privacy Act of 1974 (5 USC 552a) concerning forms (or formats) used by the Army to obtain personal information from individuals. These policies and procedures must be strictly followed.

b. Any form listed in this chapter that requires a signature or initials may be handwritten, digitally signed, or a combination thereof (as an exception, digital signatures are not authorized on DD Form 256A, DA Form 5612, or DA Form 5689). Digital signatures must conform to legislative and DOD policy mandates for nonrepudiation. Common access card (CAC)- or public key infrastructure (PKI)-enabled signatures are authorized. Any electronic signature that does not require CAC or PKI security measures is not authorized; see DA PAM 25-1-1 for more information. Time and date stamps captured in a digital signature must be visible on the form and must match the date listed in the associated date field of the form. In officially published forms where a digital signature field exists on an item normally requiring initials, full digital signature is authorized.

c. Personnel using forms listed in this chapter are authorized to use system-generated forms located in the RETAIN system, or they may use the latest version retrieved from the Army Publishing Directorate (APD) website. Any case of discrepancy between the RETAIN-generated form and the APD-published form will be immediately reported to the Senior Army Career Counselor (DAPE-MPA-RT) for adjudication.

13-2. Verification of entries

a. Entries on documents for continued service must be compared to ensure that there are no errors or contradictory information. If a discrepancy is found, the Soldier will be notified. The discrepancy will be corrected before the execution of continued service.

b. Career Counselors, HRC, PAB, and State RPAM Managers 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 are accurately verified and confirmed prior to each reenlistment, extension, or RC transaction. Failure to confirm these dates may result in improper assignments, payments of retention bonuses, or entitlements to military benefits. Career Counselors will use available records to compute and confirm the BASD and PEBD of all Soldiers requesting reenlistment, extension, or transfer, or enlistment into RC. Discrepancies will be resolved with the proper seniority date business process in IPPS-A before the continued service is executed.

c. Cases that involve missing reenlistment or extension documents in the Soldiers iPERMS, errors, or those that require validation will be referred to RRB, HRC for resolution.

Section II

Retention Counseling Record (DA Form 4591)

13-3. Retention Counseling

a. The DA Form 4591 is 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 in accordance with chapter 10 of this pamphlet. DA Form 4591 is an accepted record of retention counseling for the Army.

b. The DA Form 4591 will be maintained by the company commander and company retention NCO. The worksheets will be maintained either in a filing cabinet, accordion file, three-ring binder, or as prescribed by higher headquarters.

13-4. DA Form 4591, Retention Counseling Record

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 outlined in chapter 10. All retention interviews will be recorded on DA Form 4591, or similar electronic methods. Commanders may attach additional notes and information as desired.

a. Preparation.

(1) The initial DA Form 4591 for Soldiers, regardless of rank, (except Soldiers serving on NCO Career Status Program reenlistment contracts), will be prepared by the company retention NCO during in-processing.

(2) Entries on the DA Form 4591 may be recorded legibly in pencil, pen, or electronically. Entries redundant to the information provided on an STP are not required to be filled in on DA Form 4591. The STP will be permanently attached to DA Form 4591. All entries on DA Form 4591 or STP will be verified and validated by the servicing Career Counselor.

b. Maintenance.

(1) DA Forms 4591 for Soldiers awaiting the integration and professional/career development interview, or those pending a bar to continued service, extension, reenlistment, transition, waiver, exception to policy, or other related processing will be filed immediately behind the "Suspense" divider of the retention data worksheet, until the action is completed.

(2) Immediate reenlistment prohibition codes will reflect the Soldier's current reenlistment eligibility status. The codes will be correctly annotated in the appropriate human resource systems, as well as on the DA Form 4591, in accordance with chapter 4 of this pamphlet. Career Counselors are responsible for ensuring IMREPR (Retention Restriction) codes are

correct; ensuring changes are reported and processed in a timely fashion; and ensuring codes correctly annotated in human resource systems and on the DA Form 4591. If two or more ineligibility codes apply to a person, follow the priority precedence outlined in chapter 4 of this pamphlet.

(3) 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 Career 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 a construction company in 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, SD."

(4) 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 the NCO Career Status Program.

(5) The company retention NCO will attach the old DA Form 4591 and the interview comments from the 90-day interview to the new DA Form 4591; then, 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 DA Form 4591, as necessary. The commander will initial and date the 90-day interview remarks.

c. Disposition.

(1) Upon execution of a reenlistment or extension, attach a copy of the STP and all the necessary documentation (for example, reservation attempts, cancellations, validations, messages, records of telephonic or electronic communications regarding, impacting, or referencing the processing of the Soldier) to the DA Form 4591; then, file with the DD Form 4, for reenlistment, or DA Form 1695, for extension of enlistment.

(2) A Soldier's DA Form 4591 will be destroyed upon receipt of an appointment or commission as an officer or warrant officer.

(3) A copy of the DA Form 4591 will be provided to the servicing RCCC if a Soldier elects to separate or transition from the RA to the RC.

Section III

Preparation, completion, and distribution of DD Form 4

13-5. Use 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 RA, ARNGUS, and USAR.

b. Any corrections 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.

c. The administering officer will review all entries for accuracy prior to signing the completed form and ensure the Soldier understands the meaning and intent of the reenlistment document.

d. Use only capital and/or upper case letters when preparing DD Form 4.

e. DD Forms 4 prepared by hand will use only black ink; DD Forms 4 may be produced electronically.

f. Abbreviations may be used only if authorized.

g. No punctuation (commas and periods) is required on USAR/ARNGUS transfer and enlistment documents.

h. Instructions for completing DD Form 4 is in table 13-1:

Table 13-1

Instructions for completing DD Form 4

Item	Title	Instructions for completion
<i>Top left margin:</i>	USAR/ARNG/IRR:	Enter "RESERVE COMPONENT ENLISTMENT."
	ENLISTMENT RA:	Enter "IMMEDIATE REENLISTMENT."
<i>Top right margin:</i>	USAR/ARNG/IRR:	Enter "PMOSC:" which will be followed by the Soldier's 4-digit PMOS. Then enter "PPN:" followed by 92 for unit enlistment's or 95 for IRR enlistment's (for example, PMOSC: 12B1 PPN: 92).
	RA:	No entries authorized.
1	Name:	Enter the Soldier's complete last name, full first name, full middle name, and any suffixes such as Jr., Sr., III, and so forth. If the Soldier was given initials rather than a first or middle name, enter such initials (in the first, middle, last name sequence). Do not use punctuation of any sort, including periods, commas,

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		or dashes. In addition, with mechanized preparation, an apostrophe or hyphen contained within a name is not to be shown. Spaces are not to be inserted between sections of names nor used as substitutes for apostrophes or hyphens (for example, McAfee, John Q. is shown as MCAFFEE JOHN Q and O'Brien, James Henry Jr. is shown as OBRIEN JAMES HENRY JR, and Smith-Connally, M. Harold is shown as SMITHCONNALLY M HAROLD).
2a	Social Security Number: (Used for new contracts)	No entries authorized.
2b	DoD ID Number (Used for reenlistments)	Enter the Soldier's DoD ID number (for example, 1234567890).
3	Home of Record:	
	USAR/IRR/ARNG:	Enter the address the Soldier claims as a permanent address. The street, city, and State will be spelled out (for example, 123 Anywhere Avenue, Any city, State, 12345).
	RA:	Enter the street, city, State, and zip code of the home of record. Home of record 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 1 full day. Only if a break in service exceeds 1 full day can the home of record be changed by the member.
4	Place of Enlistment:	
	USAR/IRR/ARNG:	Enter the military installation and State, and ZIP (for example, Fort Moore (formerly Benning), GA 33060).
	RA:	Enter the unit of assignment, installation, and State, (for example, Headquarters and Headquarters Company, Division Support Command, Fort Moore (formerly Benning), GA 33060).
5	Date of (Enlistment/Reenlistment):	Enter the date the Soldier is actually administered the oath, in the YYYYMMDD format (for example, 20220731).
6	Date of Birth:	Enter in YYYYMMDD format, the Soldier's date of birth (for example, 19730930).
7	Previous Military Service:	
	USAR/IRR/ARNG:	No entries authorized.
	RA:	Enter in the 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 is no longer creditable for pay purposes. However, all time spent in the Delayed Entry Program is creditable toward the MSO and will

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		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 "00" for years, "00" for months, and "00" for days. Complete all blocks.
8	Branch of Service:	
	USAR/TPU/IRR: USAR/IRR/ARNG:	Enter, in space provided, ARMY RESERVE for USAR or IRR. Enter Army National Guard for ARNG. This is the only authorized entry for enlistment into the USAR. 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 (for example, 4, 5, 6). Enter the Soldier's current pay grade without dashes in the third line, after the words "pay grade" (for example, E3, E4, E5). The annexes in the fourth line will be entered after the word "Annexes." Annex A is the DA Form 3540 (Certificate And Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment) for USAR or DA Form 7249 for ARNG.
	RA:	Enter "ARMY" after "(list branch of service)." Enter the number of years for which reenlisting (for example, 2, 3, 4, 5, or 6 or "Indefinite"). Enter the grade without dashes 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 "annex(es)," enter the letter of the annex that will be attached to the DD Form 4 (for example, A, B, AND C). Assign each annex a separate letter; list all annexes by letter. All forms such as the DA Form 3286-79, DA Form 3072, DA Form 3340, DA Form 3540 (for USAR), DA Form 4789, as appropriate, and DA Form 7249 (for ARNG) will become annexes to the reenlistment document.
8a		No entries authorized.
8b	Remarks:	
	USAR/IRR/ARNG:	Enter the following: "RESERVE COMPONENT ENLISTMENT, per AR 601-280, Chapter 7." Without a bonus: "Reserve Component Enlistment per AR 601-280, Chapter 7 Bonus Control #: N/A. I understand that the effective date of my enlistment is 1 day following my current ETS date of YYYY/MM/DD; therefore, the effective date is YYYY/MM/DD." With a bonus: "Reserve Component Enlistment per AR 601-280, Chapter 7, Bonus Control #: XXXXXXXXXXXXXXXXXXXX. I understand that the effective date of my enlistment is 1 day following my current ETS date of YYYY/MM/DD; therefore, the effective date is YYYY/MM/DD."
	RA:	Enter information on option selected, and RCN in the order shown below.

		<p>a. Enters reenlistment option to show the initial assignment or specific programs outlined in chapter 3, or other special reenlistment directives, along with the RCN.</p> <p>b. The option shown in this item, and the entry made by the Soldier in DA Form 3286–79, Part II, will be the same as shown in the appropriate option table.</p> <p>c. Guidelines for specific entries:</p> <p>(1) If reenlisted for the Overseas assignment or CONUS Station-of-Choice reenlistment option, enter the title of the option and specific area or station selected. Examples:</p> <p>(a) Overseas assignment reenlistment option (Pacific Area, Long Tour).</p> <p>(b) CONUS Station-of-choice reenlistment option (Fort Carson, CO).</p> <p>(2) If reenlisted for the Army Training Reenlistment option, enter the title of the option and specific MOS selected. Give course, title, and number from which the MOS produced can be determined. For example, ARMY TRAINING REENLISTMENT OPTION (Class 501, 071-11B10(R) INFANTRYMAN).</p> <p>(3) For all other options, enter only the title option selected. Examples:</p> <p>(a) Regular Army Reenlistment option.</p> <p>(b) Current station stabilization reenlistment option.</p> <p>d. RCN. Enter "RCN" and the number provided by HRC.</p> <p>e. This is an example of entries for item 8B.</p> <p>(1) CONUS STATION-OF-CHOICE REENLISTMENT OPTION (FORT CARSON, CO) RCN 123456.</p> <p>f. For NCO Career Status 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 YYYY MMM DD. 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).</p> <p>g. Soldiers who are reenlisting past their contractual ETS date 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)."</p> <p>h. Soldiers requesting to reenlist for a particular assignment may voluntarily waive their dwell time to accept the assignment. Soldiers will have the following statement in the remark section: "I voluntarily waive my dwell time in connection with my reenlistment for the assignment identified in Line 8b (1) above. Initials</p>
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		_____ " placed after the last item in the remarks section in Block 8b.
8c		The Soldier must read and initial. See paragraph 13-1b for additional guidance on digital signatures.
DD Form 4, Back of Page 1	Privacy Act Statement for DD Form 4	No action required
DD Form 4, Page 2 of 4	Partial Statement of Existing United States Laws	
9-12		The Soldier must read all statements and initial the bottom of the reverse side of 4/1. See paragraph 13-1b for additional guidance on digital signatures.
DD Form 4, Page 3 of 4		
	Name:	Enter the Soldier's full name in Last, First, Middle format. Use the same format and rules.
	SSN:	No entries authorized.
	DoD ID Number	Enter DoD ID Number for Reenlistments
13a	Certification:	The Soldier must read.
13b	Signature:	The Soldier must sign their name. See paragraph 13-1b for additional guidance on digital signatures.
13c	Date signed:	Enter the date the Soldier is actually administered the oath, in YYYYMMDD format (for example, 20220731).
14a	Branch of Service:	
	USAR/IRR/ARNG:	Enter "ARMY RESERVE" for USAR/IRR. Enter "Army National Guard" for ARNG.
	RA:	Enter "ARMY."
14b	Service Representative Name:	
	USAR/IRR/ARNG:	Enter the Service Representative's name in last, first, middle initial sequence.
	RA:	Type the last, first, and middle name/initial of the NCO who is accepting the Soldier for reenlistment. If the NCO is not a Career Counselor, enter name as stated and add the DODID of the Career Counselor (PMOS 79S) who is responsible for the validity of the reenlistment.
14c	Pay Grade:	Enter the Service Representative's pay grade (for example, E7, E8, E9). (No hyphen).
14d	Unit/Command:	
	RA:	Enter the Service Representative's unit of assignment (for example, Headquarters and Headquarters Detachment, 1st Bn, 41st FA).
	USAR/IRR/ARNG:	Enter the Service Representative's unit of assignment. Enter RETENTION OFFICE, if CONUS, or Transition Point, if OCONUS.
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

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		block 14b will sign (see paragraph 13-1b for additional guidance on digital signatures).
14f	Date Signed:	This date must reflect the date the Soldier was actually administered the oath in YYYYMMDD (for example, 20220731) format.
14g	Unit/Command Address:	
	USAR/IRR/ARNG:	Enter the Installation, State, and ZIP code where the Service Representative's unit/command is located (for example, Fort Moore (formerly Benning), GA 98765).
	RA:	Enter location of military unit to which the Service Representative is assigned to include ZIP code or APO (for example, APO AE 09606 or Patrick AFB, FL 32935).
15	In the Armed Forces:	
	USAR/IRR:	After the word "I", enter the Soldier's full first, middle, and last name.
	RA:	After the word "I", enter the Soldier's full first, middle, and last name.
16	ARNG:	After the word "I," enter the Soldier's full first, middle, and last name. After the words "State of " enter the state. After the words the Governor of " enter the state.
	RA/USAR:	No entries authorized.
17	ARNG:	After the words membership in the " enter in ARMY; After the words period of ", enter period enlisting in years, month, and days in two positions each, preceding numbers 1 to 9 (for example, 03,00,00 for a 3 year period).
	RA/USAR/IRR:	No entries authorized.
18a	Signature:	The Soldier must sign their name. See paragraph 13-1b for additional guidance on digital signatures.
18b	Date signed:	Enter the date the Soldier is actually administered the oath in YYYYMMDD format (for example, 20220731).
19b	Administering Officer:	Enter the administering officer's name in last, first, middle, initial sequence.
19c	Pay Grade:	Enter the administering officer's pay grade (O1, O2, O3) (Do not add hyphen).
19d	Unit/Command:	Enter the administering officer's unit/command as appropriate (for example, CO A, 1ST BN, 89 FA).
19e	Signature:	The Soldier identified in block 19b will sign. See paragraph 13-1b for additional guidance on digital signatures.
19f	Date Signed:	This date must reflect the date the Soldier was actually administered the oath in YYYYMMDD format (for example, 20220731).

19g	Address:	Enter the Installation, State, and ZIP code where the individuals unit/command is located (for example, Fort Moore (formerly Benning, GA 98765).
	Initials of Enlistee/Reenlistee	Soldier will initial on the bottom of the form. See paragraph 13-1b for additional guidance on digital signatures.
DD Form 4, Page 4 of 4	Not used.	This form is used for entry into the Delayed Entry Program.

13-6. Dates of reenlistment and Reserve Component enlistments on DD Form 4

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 DD Form 4 above the signature of the officer who administers the oath. No RA continued service will be antedated or postdated without the prior approval of Commander, HRC. If a Soldier's reenlistment is delayed 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 Commander, U.S. Army Human Resources Command (AHRC-FSF-ER), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5100.

b. Date of Reserve Component enlistment. The effective date of an RC enlistment is the day after discharge from the RA. The date on the enlistment or transfer packet will be the date the action is consummated (for example, the date the oath is administered).

13-7. Changes to terms of reenlistment and Reserve Component transfers or enlistments

a. For Regular Army immediate reenlistments—

(1) In cases where an incorrect term length (longer than intended) was annotated on a DD Form 4 when processing a reenlistment, the commander will submit a request for correction through command channels to Commander, U.S. Army Human Resources Command (AHRC-FSF-ER), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5100. The request will contain the following information:

Note. This only applies if the Soldier was not paid a retention bonus in connection with the reenlistment.

(a) A sworn statement by the Soldier and other persons involved in the reenlistment. The statement will provide the circumstances causing the error.

(b) Copies of the DD Form 4 and supporting documents.

(c) A statement from the Soldier stating that they agree with the corrected term of reenlistment shown on the DD Form 4.

(2) If the Commander, HRC determines that an error has been made (the term of reenlistment was not intended by the Soldier and the Army), they will direct the 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 lengthening a term of reenlistment not involving payment of a retention bonus, an extension of enlistment will be used (see AR 601-280).

(4) The term of a reenlistment may be changed only by Commander, HRC (AHRC-FSF-ER), as prescribed in AR 601-280.

b. For USAR enlistments, refer to AR 140-111.

c. For ARNGUS enlistments, refer to NGR 600-200.

13-8. Other errors detected or changes required after execution and distribution of DD Form 4

a. The authority to correct minor administrative or typographical errors discovered after distribution of the DD Form 4 is delegated to the immediate commander or their designee. Corrections will be made using DA Form 4187 indicating the corrections to DD Form 4. Contract errors involving payment of an SRB resulting from Career Counselor error(s) will be corrected, per AR 601-280.

Note. This only applies to RA.

A copy of the approved correction with appropriate enclosures will be forwarded as follows—

(1) RA immediate reenlistments will be scanned to iPERMS for permanent filing in the Soldier's AMHRR.

(2) USAR enlistments will be emailed to the appropriate Army Reserve Careers Group Battalion Operations teams through encrypted email; then, uploaded into the USAR Retention Management System.

(3) ARNGUS enlistments will be forwarded, per AR 601-280.

b. Authority to correct erroneous entries on reenlistment documents, such as home of record address, is delegated to the Commander, HRC. Requests relating to the claim of erroneous entries must include a statement by the reenlisted, and copies of any substantiating documents that will assist in making a decision.

13-9. Immediate reenlistment packets

Immediate reenlistment packets will contain the following documentation (hard copy and digital formats are authorized,

as applicable):

- a. DD Form 4.
- b. DA Form 3286–79 (Statements for Reenlistment) (Parts I through IV), labeled as “Annex A.”
- c. DA Form 3340, labeled as “Annex B.”
- d. DA Form 3072, 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, and complete copies of the following: STP, copies of all RETAIN processing actions, cancellations, messages, IPPS-A processing records, and all additional related documents or notes as required, to include DA Form 4856 (Developmental Counseling Form), DA Form 2166–8 (NCO Evaluation Report), DA Form 2166-9 series (NCO Evaluation Report), or DA Form 1059 (Service School Academic Evaluation Report).
- h. DA Form 5612 (Certificate of Appreciation for Army Spouse).
- i. DA Form 5689.

Note. For DD Form 256A, issued appropriately to all Soldiers receiving an honorable discharge (see AR 635–8). In the space under “this is to certify that,” enter the name (in capital letters in signature order), followed by the grade and career branch (officer) or component (enlisted). Do not include the 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.

13–10. Disposition of DD Form 4 and packets for immediate reenlistments

Note. See Chapter 7 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.* Complete with copies of all annexes; DA Form 4591; STP; forms specified in section II; copies of all RETAIN processing actions, cancellations, messages, IPPS-A processing records, and all additional related documents or notes. All documents will be retained in the servicing retention office, as outlined by ARIMS.
- b. *Second copy.* Scanned to iPERMS for permanent filing in the Soldier’s AMHRR in accordance with AR 600-8-104.
- c. *Third copy.* Given to the Soldier.

Section IV

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

13–11. DA Form 1695, Oath of Extension of Enlistment

DA Form 1695 will be used by RA enlisted Soldiers in all extensions of contractual obligated service, unless otherwise specified by HQDA.

- a. When an extension is for a number of days or a combination of months, DA Form 1695 will be modified as required.
- b. Extensions executed for the transfer of Post 9/11 Education Benefits require additional information. The “Remarks” section of DA Form 1695 will include the statement “Soldier is responsible for verifying their status in milConnect.”
- c. When extending Soldiers who enlisted under the variable enlistment option for years-months-weeks, the extension will reflect years-months-weeks. Weeks are not to be converted to months, under any circumstance.
- d. Preparation and execution of the extension of enlistment will be as follows:

(1) Career Counselors will verify Soldier eligibility and receipt of the approved DA Form 3340 (see paragraph 13–14). Counselors will also process extension requests (obtaining HQDA authorization if required) and supervise preparation of all extensions of enlistment. Required statements to be cited on DA Form 1695 can be found in chapter 5 of this pamphlet. Career Counselors will ensure that dates listed in blocks 4, 7b, and 10 are the same date.

(2) Any commissioned officer or commissioned warrant officer is authorized to administer the oath of extension (see paragraph 13–11d (4) and chapter 9 of this pamphlet), and to sign a DA Form 1695. See paragraph 13-1b for additional guidance on digital signatures.

(3) Prior to execution of the extension, the officer will review DA Form 1695 for errors and regulatory compliance. If errors are discovered, the current DA Form 1695 will be destroyed, and a new DA Form 1695 will be 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 Soldier’s discretion (see chapter 9). The extension is executed upon signatures from the administering officer and the Soldier. The signature of the responsible Career Counselor (PMOS 79S) is required, along with the Career Counselor’s DODID entered in the CCID block. See paragraph 13-1b for additional guidance on digital signatures.

(5) 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 (insert day after contractual ETS) FOR AN ADDITIONAL (insert number) MONTHS FOR THE CONVENIENCE OF THE GOVERNMENT UNDER THE PROVISIONS OF 10 USC 12305 (STOP LOSS).”

(6) Soldiers who would otherwise be qualified for a Selective Retention Bonus (SRB) and have elected to extend past their contractual ETS in lieu of reenlisting, will acknowledge the following statement in the “Agreement” section of the DA Form 1695: “I have been counseled on potential eligibility for a Selective Retention Bonus. Any questions I had were explained to my satisfaction.”

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 DA Form 1695, the servicing Career Counselor will supervise preparation of a corrected DA Form 1695. The “Remarks” section of DA Form 1695 will

include the statement "CORRECTED COPY SUPERSEDES PREVIOUS COPY EXECUTED ON (date of the incorrect DA Form 1695)". Copies of the corrected DA Form 1695 will be signed by the Soldier and a commissioned officer (not required to be the commissioned officer that signed the original DA Form 1695); then, distributed according to subparagraph 13–11f.

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

(1) *Original*. Complete with copies of all annexes; DA Form 4591; STP; forms specified in Section II; copies of all RETAIN processing actions, cancellations, messages, IPPS-Aprocessing records, and all additional related documents or notes. All documents will be retained in the servicing retention office, as outlined by ARIMS.

(2) *Second copy*. Scanned to iPERMS for permanent filing in the Soldier's AMHRR in accordance with AR 600-8-104.

(3) *Third copy*. Given to the Soldier.

13–12. DA Form 3072, Waiver of Disqualification for Continued Service in the Regular Army

DA Form 3072 is the only authorized method for commanders to request waivers or exceptions to policy, specifically for purpose of continued service (see AR 601–280).

a. Processing guidance for DA Form 3072.

(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 or reenlistment. (For example, a previously approved waiver for an extension of enlistment will not satisfy the waiver requirement for a later reenlistment.)

(3) DA Form 3340 will be initiated, if the waiver is for continued service purposes.

b. Enclosures.

(1) STP is required for all waiver requests.

(2) Other documents, as required by this pamphlet.

(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 continued service of enlistment will be annotated as an annex on DD Form 4 (see table 13–1) or attached to DA Form 1695 and distributed with these documents as appropriate.

(2) All waiver requests, regardless of approval or disapproval, complete with all supporting documentation and enclosures, will be retained in the servicing retention office in accordance with ARIMS.

(3) Approved waivers will be distributed with the relevant reenlistment or extension documents (see paragraphs 13-10 and 13-11 of this pamphlet).

(4) Disapproved waivers will be attached to DA Form 3340 and scanned to iPERMS for permanent filing in the Soldier's AMHRR in accordance with AR 600-8-104.

13–13. DA Form 3286–79, Statements for Reenlistment

DA Form 3286–79 is designed to preclude the possibility of erroneous reenlistments, broken reenlistment commitments, and misunderstandings concerning entitlements, assignments, and other matters relating to the DD Form 4. DA Form 3286–79 may be completed and signed prior to the date of reenlistment, but Soldiers are required to report any changes that occur to items 6 and 7 between completion of the DA Form 3286-79 and the date of reenlistment. For forms signed in advance of the reenlistment, Career Counselors are required to validate items 2 and 3 prior to execution of the reenlistment. Any changes to items 2, 3, 6, and 7 require a new DA Form 3286-79 to be completed and signed. Once DA Form 3286-79 is completed and the reenlistment is executed, DA Form 3286–79 is attached to and distributed with DD Form 4.

a. *Part I–General Statement of Understanding*. Career Counselors must ensure the Soldier reads and understands the provisions of Part I.

b. *Part II–In-Service Reenlistment Options*. Part II consists of statements of understanding for the specific reenlistment option. It outlines the conditions of the commitment. Part II also includes a precise statement of the promises made to the Soldier by the Army and its representatives, along with a detailed statement of understanding for alternatives if Soldier requirements are unfulfilled. No promises may be entered on the DA Form 3286–79 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 RA. Questions concerning convictions will be answered, to include convictions by either a civil or military court. This does not apply to offenses previously waived or documented on previous enlistment or reenlistment documents. Offenses not previously waived or documented, including 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 they sign the DA Form 3286–79.

(2) The Soldier must provide the information requested, regardless of any information they may have received that they are not required to reveal the information in order to reenlist. This must be explained to prevent confusion to Soldiers who have expunged records.

d. *Part IV– Uniform Code of Military Justice Articles*. This part explains the counseling requirement of the applicable Articles of the UCMJ. Career Counselors must ensure the Soldier reads and understands the provisions of the UCMJ articles.

e. *Part V– Acknowledgement*. The Soldier will sign the signature block to acknowledge understanding of all statements contained on the form. See paragraph 13-1b for additional guidance on digital signatures.

13–14. DA Form 3340, Request for Continued Service or Reclassification in the Regular Army

DA Form 3340 is used by all Soldiers desiring continued service in the RA. The company retention NCO will assist and advise the Soldier and commander in the preparation and use of DA Form 3340. Acting commanders, warrant officer commanders, and enlisted commandants will refer to AR 601–280 prior to using DA Form 3340.

a. The DA Form 3340 consists of three sections—

(1) *Section I–Soldier's Request.*

(a) DA Form 3340 is addressed from the Soldier to their immediate commander.

(b) Soldiers request authorization by checking the appropriate block in item 3 (reenlistment, extension with explanation, reclassify or continued service (ie written bonus agreement)).

(c) Soldiers requesting to extend their enlistment or reclassify must indicate extension reason/type of reclassification in block 3b.

(d) Soldiers applying for reenlistment must indicate their desire to cash-in accrued leave by checking a box in item 4. Soldiers requesting to continue service for a retention incentive (continued service), section 4 is not applicable or required to fill out. Soldiers requesting extension of an enlistment (extend my enlistment) must select block 4c and will be advised to contact their local finance office upon commencement of extension; then, submit a DA Form 4187 to request payment of accrued leave. Reenlisting Soldiers electing to cash-in accrued leave will specify the amount of accrued leave 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.

(e) The Soldier will date and sign DA Form 3340 (see paragraph 13-1b for additional guidance on digital signatures); then, refer the form to their immediate commander.

(2) *Section II–Commander's Certification.* Section II requires the commander to make a determination of a Soldier's qualifications and a determination or recommendation of the Soldier's potential for future service. Such action should be completed within 7 days of receipt of DA Form 3340 from the Soldier.

(a) In coordination with the Career Counselor, the commander will determine the Soldier's eligibility and potential for continued service by checking the appropriate block in item 7.

1. If the Soldier is qualified and meets the eligibility criteria set forth in AR 601–280, the commander will check Item 7a.

2. If the Soldier is not fully qualified, the commander will check Item 7b.

(b) Commanders have several options in determinations and recommendations for continued service. The commander will either make a determination or a recommendation by checking the appropriate block(s) in item 8.

1. If the Soldier is fully qualified, eligible, and recommended for the requested action, the commander will approve the request by checking item 8a.

2. If the Soldier is fully qualified, eligible, and recommended for a WBA, the commander will recommend approval by checking item 8b(1). The DA Form 3340 will be forwarded to the first O-6 (with UCMJ authority over the Soldier) for recommendation and forwarded to HRC for approval. The DA Form 3340 will be addressed to Commander, Army Human Resources Command (AHRC-FSF-ER), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5100. The effective date of WBA entitlement is the date that the Soldier signs the DA Form 3340.

Note. Commanders should check item 7a if item 8a is checked.

3. If the Soldier has a disqualification, but 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; then, initiate a waiver of disqualification for continued service (see DA Form 3072).

4. If the Soldier has a disqualification and the commander determines continued service is not in the best interest of the Army, the commander will check item 8c.

5. If the Soldier has a disqualification that is subject to waiver, but the commander determines continued service is not in the best interest of the Army, the commander will check item 8d.

a) If the Soldier is eligible, but the Soldier's continued service is not in the best interest of the Army and a bar to continued service is warranted, the commander will check Items 8d and 8d (1); then, initiate a bar to continued service (see AR 601–280).

b) If the 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 continued service is not warranted, the commander will check Items 8d and 8d(2). If selected, Section III of DA Form 3340 must be completed by the appropriate commander(s).

(c) After completing items 7 and 8, the commander signs and dates DA Form 3340; then, returns it to the Soldier.

(d) In cases where the Soldier is fully eligible, and the commander does not initiate a bar to continued service, the DA Form 3340 will be forwarded through chain of command for final approval (see AR 601–280).

(3) *Section III–Recommendations for approval/disapproval (If necessary).* Section III must be elevated to appropriate commander(s) in the Soldier's chain of command for completion.

b. The approved DA Form 3340 remains valid until requested action is taken. However, the DA Form 3340 is invalid once—

(1) The continued service is executed.

(2) The Soldier separates from the Regular Army.

(3) The Soldier becomes ineligible for continued service.

(4) A change of unit commanders occurs. The incoming unit commander will initiate a new DA Form 3340.

c. The following guidance is provided for disposition and distribution:

(1) Approved DA Form 3340 for immediate reenlistment is labeled as “Annex B” in the lower left corner of the form, attached to, and distributed with the DD Form 4, as outlined in paragraph 13–10.

(2) Approved DA Form 3340 for an extension of enlistment is attached to, and distributed with the DA Form 1695, as outlined in paragraph 13–11f.

- (3) Disapproved DA Form 3340 for extension or reenlistment will be distributed in three copies as follows:
- (a) *Original*. Filed in the servicing retention office, as prescribed by ARIMS.
 - (b) *Second Copy*. Scanned to iPERMS for permanent filing in the Soldier's AMHRR in accordance with AR 600-8-104.
 - (c) *Third copy*. Given to the Soldier.

13–15. DA Form 4126, Bar to Continued Service

DA Form 4126 is used by all commanders to document reasons for a Soldier's non-continuation of service. This information becomes a part of the Soldier's military personnel records, which are used to document personnel management actions. Information may be referred to appropriate authorities, if disciplinary action or discharge is appropriate. Acting commanders, warrant officer commanders, and enlisted commandants will refer to chapter 11 of this pamphlet and paragraph 1-10 of AR 601–280 prior to using DA Form 4126. The DA Form 4126 consists of four sections—

a. Section I—Commander's Recommendation.

(1) DA Form 4126 is from the initiating commander addressed through the Soldier being barred to their next higher commander.

(2) The initiating commander will complete items 1 through 16 with the appropriate information.

(3) The commander will indicate the mandatory reason for a bar to continued service by checking the appropriate box in item 11. The commander will also describe the details of the reason for recommending a Soldier's bar to continued service.

Note. The commander must ensure to attach any supporting documents to this form.

(4) If a bar to continued service is initiated for a reason not listed in item 11, the commander will list and describe those reason(s) in item 12.

Note. The commander must ensure to attach any supporting documents to this form.

(5) Under the provisions of AR 601–280, the commander recommends the subject be barred from continued service in the United States Army for reasons indicated. Prior to submission of this recommendation, the commander must counsel the Soldier about the undesirable traits that are the basis for this action and advise the Soldier of the adverse consequences that may ensue from this action. The commander will acknowledge these statements and actions by completing, signing, and dating items 14 through 16. See paragraph 13-1b for additional guidance on digital signatures.

b. Section II—Soldier's Review.

(1) The Soldier will confirm the statements listed in item 17 by placing their initials on the appropriate line. See paragraph 13-1b for additional guidance on digital signatures.

(2) Item 17c provides the Soldier an opportunity to submit a statement to justify or defend the action(s) in question.

(3) The Soldier will acknowledge Section II by completing, signing, and dating items 18 through 20. See paragraph 13-1b for additional guidance on digital signatures. If the Soldier refuses to sign or initial the DA Form 4126, the Commander will counsel the Soldier and annotate the refusal by providing a statement in section II. The DA Form 4126 will be forwarded to the next higher approval authority for final action.

c. Section III—Next Legal Review

(1) The unit legal office will annotate date bar to continued service packet was reviewed.

(2) The unit legal office will render a decision on legal objection of bar to continued service packet. Legal representative may use a continuation sheet to expound on their decision if necessary.

(3) Legal representative will complete, sign, and date items 22 through 24.

d. Section IV—Next Higher Commander.

(1) The unit commander will enter the Unit/Organization in the block for item 25.

(2) Item 26 requires the next higher command to decide on approval or disapproval of a Soldier's bar certificate or bar to continued service.

(3) 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, the bar certificate and enclosures will be forwarded to the servicing Career Counselor (PMOS 79S) for appropriate filing and administrative actions.

(4) The unit commander will complete, sign, and date items 27 through 29. See paragraph 13-1b for additional guidance on digital signatures.

e. Section IV—Counseling by Initiating Commander.

(1) The Soldier will enter the date when the bar to continued service was approved in item 29.

(2) The Soldier must read statements 30 through 33.

(3) The Soldier must indicate whether they will appeal to the bar to continued service or not by placing their initials on the appropriate line. See paragraph 13-1b for additional guidance on digital signatures.

(4) If the Soldier elects to appeal, they must enter the date an appeal is due to their commander. The appeal date must be no later than 7 business days from the initiation date of the bar to continued service.

(5) The Soldier will acknowledge statements listed in Section IV by completing, signing, and dating items 34 through 36. See paragraph 13-1b for additional guidance on digital signatures.

(6) The Commander will acknowledge statements listed in Section IV by completing, signing, and dating items 37 through 39. See paragraph 13-1b for additional guidance on digital signatures.

13–16. DA Form 4789, Statement of Entitlement to Retention Incentive

The DA Form 4789 is an agreement used in connection with all reenlistments of Soldiers entitled to the retention incentive (see AR 601–280). It explains the conditions under which a continued service agreement may be terminated, and unearned portions of bonus payments recouped. For reenlistments, DA Form 4789 will be labeled as an annex and attached to and distributed with the DD Form 4. For extensions or written bonus agreements, DA Form 4789 will be attached to and distributed with the relevant documents.

- a. The Soldier will complete items 1–3.
- b. The Career Counselor will complete items 4-5 on the Soldier's behalf. Item 5 must contain the specific MOS, skill, location, and/or other requirement listed in the relevant MILPER or policy message; the relevant MILPER or policy message number; and the tier number. Examples of authorized entries include: "25U W/P AIRBORNE per MILPER per 22-155, TIER 8", "12W W/P, 75TH RANGER REGIMENT per MILPER 22-093, TIER 9"; "35P W/RU per MILPER 22-155, TIER 10"; and "92M per MILPER 22-093, TIER 4."
- c. The Soldier will read item 5.
- d. The Career Counselor will compute the total incentive amount in item 6 by adding the base amount and the plus amount and enter the dates for the additional obligated service.
- e. The Soldier will read and acknowledge items 7 through 10.
- f. The Career Counselor will select the applicable form in item 11, based on the type of continued service, which will establish the effective date of the retention incentive.
- g. The Soldier will read and acknowledge items 12 through 14.
- h. After thoroughly reviewing all statements, the Soldier will sign and date the agreement in items 18 through 19. See paragraph 13-1b for additional guidance on digital signatures.
- i. The Career Counselor will complete items 15-17, entering their DODID in block 17; and sign and date the agreement in items 20 through 21. See paragraph 13-1b for additional guidance on digital signatures.

13–17. DA Form 4991, Declination of Continued Service Statement

The DA Form 4991 is used by commanders, first sergeants, and retention personnel for Soldiers declining to take action to obtain sufficient time to comply with HQDA directed SRR. (See chapter 5 of this pamphlet and AR 601–280 for further information).

- a. *Preparation.*
 - (1) The Career Counselor will initiate a DA Form 4991 for eligible Soldiers required, but declining to take action, to meet a military SRR. The servicing Career Counselor will counsel the Soldier on the career effects (see chapter 5 of this pamphlet) of declining to satisfy the SRR.
 - (2) The Career Counselor is responsible for ensuring that the Soldier understands what options are available to meet the SRR and reaffirm the career effects of declination. The Career Counselor completes section A; then, forwards the DA Form 4991 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 the career effects of an executed declination of continued service.
 - (4) The commander or first sergeant will fully review the DA Form 4991, then obtain the Soldier's signature in Section B. If a Soldier declines to sign, the commander will annotate the declination; then, sign the witness' signature block in section B (instructions on form, step 12). See paragraph 13-1b for additional guidance on digital signatures.
 - (5) The commander or first sergeant completes section C of the DA Form 4991; then, returns it to the Career Counselor to complete section D.
 - (6) Career Counselor will ensure that the "9Q" IMREPR (Retention Restriction) transaction is reported via RETAIN in accordance with chapter 4 of this pamphlet.
 - (7) The reassignments section uses the DA Form 4991 as the basis for requesting deletion action and enters the proper assignment eligibility and availability code in IPPS-A.
- b. *Request for withdrawal of DA Form 4991.* Requests for withdrawal will be submitted in accordance with HRC processing guidance and chapter 5 of this pamphlet.
- c. *Disposition and distribution.*
 - (1) *Original.* Filed in the servicing retention office, as prescribed by ARIMS.
 - (2) *Second Copy.* Scanned to iPERMS for permanent filing in the Soldier's AMHRR in accordance with AR 600-8-104.
 - (3) *Third copy.* Given to the Soldier.
 - (4) *Other copy.* An additional copy will be forwarded to Commander, HRC (Appropriate Career Branch), 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

13–18. DA Form 5612, Certificate of Appreciation for Army Spouse (of Reenlistees)

- a. If appropriate, the Career Counselor will verify the name of spouse and prepare, or supervise preparation of, the DA Form 5612 (Certificate of Appreciation for Army Spouse (of Reenlistees)), as part of the reenlistment packet.
- b. DA Forms 5612 will be signed by a commissioned officer, preferably the Soldier's commander or the reenlistment officer.
- c. If the spouse is present, DA Form 5612 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 DA Form 5612 to the spouse.
- d. Certificates will not be issued retroactively or to replace those that are damaged or lost.

13–19. DA Form 5689, Oath of Reenlistment

DA Form 5689 will be prepared with the reenlistment packet by the Career Counselor. DA Form 5689 may be used by the administering officer and presented to the Soldier on the occasion of their reenlistment (see chapter 9 and AR 601–280).

Section V

Preparation of Forms Used in Processing Regular Army Soldiers for Transfer or Enlistment into the Reserve Component

13–20. Date of acknowledgment of service requirement

All “dates signed” will reflect the date a Soldier signs the transfer documents or the date the oath is administered, whichever is applicable. The effective date of transfer or enlistment is the day following separation from the Regular Army.

13–21. DA Form 3540, Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment

DA Form 3540 is used for all Soldiers enlisting or transferring into the USAR or IRR.

- a. In the top left margin of page 1. Enter the Soldier’s last name and the last five digits of SSN (for example, ACORD | 56789).
- b. At the top center of page 1. Enter “ANNEX A.”
- c. Reference Section IV, Service Obligation. The Soldier must check and initial (in the first, middle, last name sequence) paragraph 6.
- d. Reference Section V, Methods of Fulfillment. Soldier must check and initial (in the first, middle, last name sequence) the applicable paragraph.
 - (1) For USAR (including IRR), enlistments, use paragraph 2.
 - (2) For USAR transfers use paragraph 3.
- e. Reference Section IX, Additions, or changes to this certificate.
 - (1) If addendums are attached to DA Form 3540 this block must be checked and initialed (in the first, middle, last name sequence) by the Soldier. List all addendums and their respective control numbers (for example, Selected Reserve Incentive Program (SRIP) - Affiliation Bonus Addendum).
 - (2) If no additions/changes are made to this certificate, do not check the box and annotate such by typing “none” and have the Soldier initial (in the first, middle, last name sequence).
- f. Section X, Statement of Acknowledgment and Understanding of Service Obligations, Methods of Fulfillment, and Satisfactory Participation. Complete blocks as labeled. Do not select “Remaining MSO box”. Enter term of service in years, months, and days.
- g. Reference Section XII, Annual Orientation. Paragraph 2 “REMARKS,” enter any remarks as required, or as required by the RC Transition Branch. See current To All Army Career Counselors (TACC) messages for additional required statements.

13–22. NGB 600–7–4–R–E Annex B to DD Form 4, Enlisted Affiliation Bonus Addendum

SRIP - Affiliation Bonus Addendum is used for all qualified Soldiers enlisting into ARNGUS units or transferring into USAR units, who are authorized to receive an affiliation bonus.

13–23. DA Form 5261–4, Student Loan Repayment Program Addendum

DA Form 5261–4 (Student Loan Repayment Program Addendum) is used for all qualified Soldiers enlisting into a ARNGUS or USAR unit, desiring participation in the Student Loan Repayment Program.

13–24. Reserve Component Prior Service Enlistment Bonus Written Agreement

SRIP - USAR Prior Service Enlistment Bonus Addendum is used for all qualified Soldiers enlisting into a USAR unit, who are authorized to receive the prior service enlistment bonus.

13–25. DA Form 5261–7, Selected Reserve Incentive Program - Officer Affiliation Bonus

SRIP - Officer Affiliation Bonus is used for eligible officers transferring into an ARNGUS or USAR TPU for cash bonus entitlement, under the SRIP.

13–26. DA Form 5435, Statement of Understanding - The Selected Reserve Montgomery GI Bill

DA Form 5435 (Statement of Understanding - The Selected Reserve Montgomery GI Bill) is used for all Soldiers on assignment to, or serving in, the Selected Reserve of the U.S. Army, regardless of Selected Reserve Montgomery GI Bill eligibility status.

13–27. DA Form 5690, Reserve Component Career Counselor Interview Record

DA Form 5690 (Reserve Component Career Counselor Interview Record) must be filled out completely on all separating Soldiers. The Career Counselor’s signature and the date certifies that all entries in sections A and B have been verified as correct (see paragraph 13-1b for additional guidance on digital signatures). DA Form 5690, block 45 of Section B refers to basic date of appointment for commissioned officers; leave blank for enlisted Soldiers.

13–28. DA Form 5691, Request for Reserve Component Assignment Orders

DA Form 5691 (Request for Reserve Component Assignment Orders) is required for all ARNGUS enlistments or USAR, or IRR enlistments or transfers.

- a. 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”).

Note. Leave blank for officers.

(2) In the space provided next to "USAR VAC CTRL NO," enter the VCN from RETAIN.

(3) In the space provided next to "ASGMT MOS," enter the 4-digit MOS code into which the Soldier is being assigned.

b. Section II, Item 6, Remaining MSO/Term of Service, for "Try One" Program and ARNG 1 year enlistment contracts, annotate the Soldier's remaining MSO; all officers will have a term of service of INDEFINITE.

c. Section III, Soldier must initial item 8a and 8b.

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

13-29. DA Form 7249, Certificate and Acknowledgment of Service Requirements and Methods of Fulfillment for Individuals Enlisting or Transferring into Units of the Army National Guard upon release from active duty/Discharge from Active Army Service

DA Form 7249 is used for all ARNGUS enlistments.

a. *Name.* In the top left margin of each page, enter the Soldier's last name and DODID (SKATES/0123456789). "ANNEX A" will be placed in the top center of the page on page 1.

b. *Reference section III, explanation to Soldier.* The Soldier must elect the appropriate option.

(1) Paragraph 1 is used for all ARNGUS enlistments of Soldiers with a remaining MSO

(2) Paragraph 2 is used for all ARNGUS enlistments with no remaining MSO.

c. *Reference section IV, satisfactory participation.* This section describes the rules and participation requirements for satisfying the selected reserve obligations. Soldiers will read and acknowledge the requirements described therein.

d. *Reference section V, additions, and changes to this certificate.* This block must be initialed by the Soldier if addendums are attached to DA Form 7249. All forms approved as addendums are identified as such in their title (for example, SRIP-Affiliation Bonus Addendum). If no additions or changes were made to this certificate, annotate such with "not applicable"; then, have the Soldier initial (in the first, middle, last name sequence).

c. *Reference section VI, Acknowledgements and Understanding of Enlistment, Transfer or Unit Assignment Obligations.* Soldiers must acknowledge numbered items 7-10 and sign block 11.

d. *Reference section VII, Certification by Career Counselor.* Career Counselor must sign block 1d.

13-30. Submission of claims

A Soldier who believes their 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 starts from the date they are informed that their commitment will not be honored, or from the date the Soldier discovers, or should discover through normal efforts, that the commitment has been breached.

13-31. Processing claims

The installation commander will report any Soldier who cannot fulfill a reenlistment commitment by reassignment within the ACOM, ASCC, or DRU, as being immediately available for assignment.

a. It may appear that a Soldier was reenlisted for an option, yet did not meet the prerequisites. If so, forward the claim to Commander, HRC for resolution. In these cases, the Career Counselor should 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. Then, forward the original plus one copy, with the enclosures below, through channels to Commander, HRC (AHRC-FSF-ER), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5100.

(1) DD Form 4.

(2) DA Form 3286-79.

(3) STP.

(4) SF 88 and SF 93 (Report of Medical History), if appropriate.

(5) A statement waiving the Soldier's reenlistment option or a statement that the AMHRR does not contain an option waiver.

(6) A statement from the servicing Career Counselor stating 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).

b. Soldiers who believe their contracts have been breached and retention bonuses are involved, will apply to the Army Board for Correction of Military Records (see AR 15-185).

c. When Soldiers do not desire another option, they may request separation, according to AR 635-200 (see defective enlistments/reenlistments and extensions).

13-32. Report of immediate reenlistments and extensions of enlistment

Immediate reenlistment information must be reported in a timely manner because it is a basis for many long-term budgetary and manpower decisions. RETAIN is the sole source for reenlistment and extension transactions. RETAIN will generate 4115 reenlistment and 4140 extension transactions, upon Career Counselor confirmation of the reenlistment and extension action on RETAIN. Confirmations 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 reenlistments and extensions, to include referrals to United States Military Academy Preparatory School (USMAPS) and Reserve Officers' Training Corps (ROTC) Green to Gold Program, complete with a RETAIN report.

- b.* At the discretion of the ACOM, ASCC, or DRU, subordinate commands may be required to submit documents, primarily for RETAIN report reconciliation, to show that reenlistments have been confirmed in RETAIN.
- c.* Ensure that FAO personnel are immediately advised of all reenlistments. This action is needed to ensure completion of all required personnel actions in a timely manner.
- d.* The ACOMs, ASCCs, and DRUs will include RETAIN confirmation as an item to be checked during SAVs.
- e.* The HRC, Retention and Reclassification Branch will immediately correct all erroneous reenlistment and extension confirmations on RETAIN.

13-33. Reenlistment/Reclassification System Report

The RETAIN report provides each ACOM, ASCC, and DRU retention office with the names of all reenlistees processed through RETAIN and credited to the ACOM, ASCC, and DRU by HQDA. ACOMs, ASCCs, and DRUs will ensure the RETAIN report of reenlistment credit is correct before HQDA publishes its final accomplishments.

Appendix A**References****Section I****Required Publications****AR 600–8–19**

Enlisted Promotions and Reductions (Cited in para 5–1a.)

AR 600–8–104

Army Military Human Resource Records Managements (Cited in table 3–3.)

AR 600–8–105

Military Orders (Cited in para 7–3a.)

AR 600–9

The Army Body Composition Program (Cited in para 8–4h.)

AR 600–110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (Cited in para 2–3j.)

AR 601–1

Assignment of Enlisted Personnel to the U.S. Army Recruiting Command (Cited in para 8–7p.)

AR 601–280

Army Retention Program (Cited in para 2–1a.)

AR 614–30

Overseas Service (Cited in para 2–3g(4).)

AR 614–200

Enlisted Assignments and Utilization Management (Cited in para 2–1a(1).)

AR 635–8

Separation Processing and Documents (Cited in para 7–3d.)

AR 635–200

Active Duty Enlisted Administrative Separations (Cited in para 5–1a.)

DA Pam 600–8

Military Human Resources Management Administrative Procedures (Cited in para 11–7b.)

DA Pam 611–21

Military Occupational Classification and Structure (Cited in table 3–3.)

DOD 7000.14–R

Department of Defense, Financial Management Regulations (FMR) (Cited in paras 6–6.) (Available at <http://comptroller.defense.gov/fmr/fmrvolumes.aspx>.)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, all publications are available on the Army Publishing Directorate website at <http://armypubs.army.mil>. United States Code is available at www.gpoaccess.gov/uscode. UCMJ is available at <http://www.au.af.mil/au/awc/awcgate/ucmj2.htm>.

AR 10–87

Army Commands, Army Service Component Commands, and Direct Reporting Units

AR 11–2

Managers' Internal Control Program

AR 11-6

Army Foreign Language Program

AR 15-1

Committee Management

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 15-185

Army Board for Correction of Military Records

AR 25-2

Information Assurance

AR 25-22

The Army Privacy Program

AR 25-30

The Army Publishing Program

AR 27-10

Military Justice

AR 37-104-4

Military Pay and Allowances Policy

AR 40-501

Standards of Medical Fitness

AR 55-46

Travel Overseas

AR 135-5

Army Reserve Forces Policy Committee

AR 135-18

The Active Guard Reserve (AGR) Program

AR 135-91

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures

AR 135-205

Enlisted Personnel Management

AR 135-210

Order to Active Duty as Individuals for Other than a Presidential Selected Reserve Call-up, Partial, or Full Mobilization

AR 135-381

Incapacitation of Reserve Component Soldiers

AR 140-1

Mission, Organization, and Training

AR 140-10

Assignments, Attachments, Details, and Transfers

AR 140-111

U.S. Army Reserve Reenlistment Program

AR 195-3

Acceptance, Accreditation, and Release of United States Army Criminal Investigation Command Personnel

AR 220-1

Army Unit Status Reporting and Force Registration - Consolidated Policies

AR 350-10

Management of Army Individual Training Requirements and Resources

AR 350-51

United States Army Officer Candidate School

AR 600-4

Remission or Cancellation of Indebtedness

AR 600-8

Military Personnel Management

AR 600-8-2

Suspension of Favorable Personnel Actions (SFPA Flag)

AR 600-8-4

Line of Duty Policy, Procedures, and Investigations

AR 600-20

Army Command Policy

AR 600-37

Unfavorable Information

AR 600-43

Conscientious Objection

AR 601-210

Regular Army and Reserve Components Enlistment Program

AR 611-5

Personnel and Classification Testing

AR 621-202

Army Educational Incentives and Entitlements

AR 623-3

Evaluation Reporting System

AR 630-10

Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings

AR 635-40

Disability Evaluation for Retention, Retirement, or Separation

AR 635-200

Active Duty Enlisted Administrative Separations

AR 637-2

Separation Pay (Non-disability) and Levels of Payment

DA Pam 220-1

Defense Readiness Reporting System-Army Procedures

DFAS-IN Regulation 37-100

Financial Management: The Army Management Structure (Available at <https://dfas4dod.dfas.mil/centers/dfasin/library/regs.htm>.)

DODI 1304.31

Enlisted Bonus Program (EBP)

Lautenberg Amendment

Gun Control Act of 1968

MCM Rule 303

Preliminary Inquiry into Reported Offenses (Available at https://www.loc.gov/rr/frd/military_law/pdf/mcm-2012.pdf.)

NGR 600–200

Enlisted Personnel Management (Available at <http://www.ngbpdc.ngb.army.mil>.)

UCMJ, Art. 15

Commanding Officer's Non-Judicial Punishment

UCMJ, Art. 85

Desertion

UCMJ, Art. 86

Absence without leave

UCMJ, Art 104a

Fraudulent enlistment, appointment, or separation

UCMJ, Art. 104b

Effecting unlawful enlistment, appointment, or separation

UCMJ, Art. 137

Articles to be explained

5 USC 552(a)

Records maintained on individuals

10 USC 505

Regular components: qualifications, term, grade

10 USC 672

Reference to chapter 1209

10 USC 1174

Separation Pay

10 USC 1606

Educational Assistance for Members of the Selected Reserve

10 USC 1176

Enlisted members: retention after completion of 18 or more, but less than 20, years of service

10 USC 2261

Presentation of recognition items for recruitment and retention purposes

10 USC 3258

Regular Army: reenlistment after service as an officer

10 USC 3914

Twenty to thirty years: enlisted members

10 USC 3917

Thirty years or more: regular enlisted members

10 USC 10147

Ready Reserve training requirements

10 USC 12203

Commissioned Officers: Appointment, How Made; Term

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12304

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

10 USC 12305

Authority of President to suspend certain laws relating to promotion, retirement, and separation

37 USC 308

Special pay: reenlistment bonus

37 USC 309

Special pay: enlistment bonus

37 USC 331

General bonus authority for enlisted members

37 USC 373

Repayment of unearned portion of bonus, incentive pay, or similar benefit, and termination of remaining payments, when conditions of payment not met

38 USC 3311

Educational Assistance for Service in the Armed Forces Commencing on or After September 11, 2001: Entitlement

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>); DD forms are available on the Office of the Secretary of Defense website (<http://esd.whs.mil/directives/forms>). SFs are available from the GSA website (<http://www.gsa.gov>).

DA Form 71

Oath of Office-Military Personnel

DA Form 209

Delay, Referral, or Follow-up Notice

DA Form 268

Report to Suspend Favorable Personnel Actions (SFPA FLAG)

DA Form 705

Army Physical Fitness Test Scorecard

DA Form 1059

Service School Academic Evaluation Report

DA Form 1695

Oath of Extension of Enlistment

DA Form 1696s

Enlistment/Reenlistment Qualifying Application (Specially Recruited Personnel) (Available through normal supply channels).

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2166-8

NCO Evaluation Report

DA Form 3072

Waiver of Disqualification for Reenlistment in the Regular Army

DA Form 3286-79

Statements for Reenlistment, Parts I through IV to be completed by all applicants for reenlistment in the Regular Army

DA Form 3340

Request for Continued Service in the Regular Army

DA Form 3349

Physical Profile

DA Form 3540

Certificate and Acknowledgment of U.S. Army Reserve Service Requirements and Methods of Fulfillment

DA Form 4037

Officer Record Brief

DA Form 4126

Bar to Continued Service

DA Form 4187

Personnel Action

DA Form 4591

Retention Data Worksheet

DA Form 4789

Statement of Entitlement to Retention Incentive

DA Form 4856

Developmental Counseling Form

DA Form 4991

Declination of Continued Service Statement

DA Form 5261

Student Loan Repayment Program Addendum

DA Form 5261-4

Addendum to DA Form 3540

DA Form 5261-7

Selected Reserve Incentive Program - Officer Affiliation Bonus

DA Form 5435

Statement of Understanding - The Selected Reserve Montgomery GI Bill

DA Form 5500

Body Fat Content Worksheet (Male)

DA Form 5501

Body Fat Content Worksheet (Female)

DA Form 5612

Certificate of Appreciation for Army Spouse (of Reenlistees)

DA Form 5689

Oath of Reenlistment (Available through normal forms supply channels).

DA Form 5690

Reserve Components Career Counselor Interview Record

DA Form 5691

Request for Reserve Component Assignment Orders

DA Form 7249

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

DD Form 4 (4/1, 4/2, 4/3)

Enlistment/Reenlistment Document—Armed Forces of the United States

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 256A

Honorable Discharge Certificate

DD Form 2807-1

Report of Medical History

DD Form 2808

Report of Medical Examination

ERB

Enlisted Record Brief

NBG 600-7-4-R-E

USAR Enlisted Affiliation Bonus Acknowledgement

SF 88

Medical Record - Report of Medical Examination

SF 93

Medical Record - Report of Medical History

Glossary**Section I****Abbreviations****AC**

Active Component

ACOM

Army command

AGR

Active Guard Reserve

AMHRR

Army Military Human Resource Record

ACFT

Army Combat Fitness Test

APFT

Army physical fitness test

ARCG

Army Reserve Careers Group

AR

Army Regulation

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASCC

Army service component command

ASI

Additional Skill Identifier

AWOL

Absent Without Leave

CAR

Chief, Army Reserve

CG

Commanding general

CMF

Career management field

CNGB

Chief, National Guard Bureau

CONUS

Continental United States

CSM

Command sergeant major

DA

Department of the Army

DCS

Deputy Chief of Staff

DEROS

Date eligible for return from overseas

DFAS

Defense Finance and Accounting Service

DMPM

Directorate of Military Personnel Management

DOD

Department of Defense

DODI

Department of Defense Instruction

DOIM

Directorate of Information Management

DRU

Direct reporting unit

ETS

Expiration term of service

FAO

Finance and accounting office

GCMCA

General Court-Martial Convening Authority

GT

General technical

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

IMREPR (Retention Restriction)

Immediate reenlistment prohibition code

IPERMS

Interactive Personnel Electronic Records Management System

IPPS-A

Integrated Personnel and Pay System - Army

IRR

Individual Ready Reserve

ISR

In-service recruiter

MAR2

MOS Administrative Retention Review

MEB

Medical Evaluation Board

MILPER

Military personnel

MOS

Military occupational specialty

MSO

Military service obligation

NCO

Noncommissioned officer

NCODP

Noncommissioned Officer Development Program

NCOPDS

Noncommissioned Officer Professional Development System

NGB

National Guard Bureau

NGR

National Guard Regulation

OCONUS

Outside the continental United States

OCS

Officer Candidate School

PCS

Permanent change of station

PEB

Physical Evaluation Board

PHYC

Physical category code

PMOS

Primary military occupational specialty

PULHES

Physical, upper, lower, hearing, eyes, psychiatric

RA

Regular Army

RC

Reserve Component

RCN

Retention control number

REFRAD

Release from active duty

RETAIN

Reenlistment/Reclassification System

ROTC

Reserve Officers' Training Corps

RPI

Retention publicity item

SAV

Staff assistance visit

SDAP

Special duty assignment pay

SECARMY

Secretary of the Army

SGM

Sergeant major

SMOS

Secondary military occupational specialty

SPCMCA

Special Courts-Martial Convening Authority

SRB

Selective retention bonus

SRR

Service remaining requirement

SSN

Social security number

STP

Soldier Talent Profile

TDA

Table of distribution and allowances

TDY

Temporary duty

TRADOC

U.S. Army Training and Doctrine Command

UCMJ

Uniform Code of Military Justice

USAR

U.S. Army Reserve

USAREC

U.S. Army Recruiting Command

USC

U.S. Code

USCIS

U.S. Citizenship and Immigration Services

USMAPS

United States Military Academy Preparatory School

Section II Terms

Army

The RA, Army of the United States, the ARNGUS, and the USAR.

Active Army

The Active Army consists of: (1) RA Soldiers on active duty; (2) ARNGUS and USAR Soldiers on active duty; (3) ARNG 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: (1) active duty for training; (2) AGR; (3) active duty for special work; (4) temporary tours of active duty for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 12304).

Career Counselor

RA Career Counselor (formerly retention NCO) and 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 RA or RC Army career. RA Career Counselors routinely counsel Soldiers on procedures and eligibility for RA reenlistment. However, the RA Career Counselor is also responsible for counseling on opportunities available with the USAR and ARNG and works in tandem with the RC Career Counselor in processing Soldiers who separate from the RA and elect enlistment or affiliation with the RCs. RC Career Counselors consummate RC contracts, and perform necessary coordination with RC commands as necessary to facilitate a Soldier's affiliation with the RCs, in addition to the counseling associated with their normal duties. DA Pam 611-21 describes various duty positions within the career counseling MOS.

Careerist

A Soldier who has more than 36 months of active Federal service. This definition is used only within HQDA and the DOD for statistical purposes. A careerist should not be confused with a "second or subsequent term" 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 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 Noncommissioned Officer Education System removal)

Elimination for cause includes conduct, disciplinary or academic deficiency, failure, or a combination thereof. Whether to initiate a bar to continued service 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.

Command Sergeant Major Program

Retention of command sergeants major and/or sergeants major beyond 30 years active Federal service is limited to those in nominative assignments and/or selected to fill command sergeants major/sergeants major positions where the commander is a general officer. Command sergeants major chosen as Commandant, U.S. Army Sergeants Major Academy are also included in this rule.

First term

A term used only within HQDA 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 term."

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.

Immediate reenlistment prohibition code

A systematic code used by the U.S. Army to identify Soldiers not eligible to reenlist. This code is often referred as IMREPR (Retention Restriction).

Initial term

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.

Mid-career

A category of reenlistment objective assigned by HQDA to the ACOMs, ASCCs, and DRUs. 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.

NCO Career Status Program reenlistment

A reenlistment period of an "indefinite or unspecified" term. A Soldier on NCO career status has no actual ETS date. The Soldier's service is governed by maximum retention control points (table 3-6) for the specific rank held. Generally, the Soldier is permitted to serve up to the retention control points for current rank, unless sooner separated or removed from active duty under other law or policies.

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 pamphlet 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 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 noncommissioned officer

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.

Retention and Reclassification Branch

Serves as the coordinating agency to the Commander, HRC, responsible for the implementation and execution of DCS, G-1 policy pertaining to the Army Retention and Reclassification Programs while managing the daily retention operations Army wide.

Second or subsequent term

A Soldier who has reenlisted one or more times and is, therefore, on their 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 term."

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**

No entries in this section.

UNCLASSIFIED

PIN 123456-000