Soldier's Manual and Trainer's Guide

Retention and Transition NCO
US Army Reserve

MOS 79V

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MOS 79V

Retention and Transition NCO, US Army Reserve

Skill Levels 4 and 5

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PREFACE

This publication is for skill level (SL) 4/5 Soldiers holding Military Occupational Specialty (MOS) 79V to include US Army Reserve (USAR) performing duties under the guidance of Office of the Chief of the Army Reserve-Retention and Transition Division (OCAR-RTD).   It contains standardized training objectives in the form of task summaries. Leaders will use these objectives to train and evaluate the 79V Retention Force on critical tasks, which support their unit mission.

Soldiers holding MOS 79V SL 4/5 must have access to this publication. It should be made available in the Soldier's work area, in the unit's learning center and libraries. Commanders will ensure that an adequate supply of this manual has been ordered from US Army Publications Distribution Center (USAPDC) under pinpoint distribution procedures.

This manual applies to all Reserve Component Soldiers, to include AGRs with the MOS 79V awarded.

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

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

CHAPTER 1

Introduction

OVERVIEW

1-1.   GENERAL. The Soldier Training Publication (STP) identifies the individual Military Occupational Specialty (MOS) and Area of Concentration (AOC) training requirements for Soldiers in various specialties, for example, MOSs 11B, infantry skill levels 2-4. The STP is located at the Army Knowledge Online (AKO) https://www.us.army.mil. Commanders, trainers, and Soldiers should use the STP to plan, conduct, and evaluate individual training in units. The STP is the primary MOS/AOC reference to support the self-development and training of every Soldier in the unit. It is used with the Soldier's Manual of Common Tasks, Army training and evaluation programs (ARTEPs), and FM 7-0, *Training the Force*, to establish effective training plans and programs that integrate Soldier, leader, and collective tasks. This chapter explains how to use the STP in establishing an effective individual training program. It includes doctrinal principles and implications outlined in FM 7-0. Based on these guidelines, commanders and unit trainers must tailor the information to meet the requirements for their specific unit.

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

        a.   Operational Environment

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

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

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

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

b.   How the Army Trains the Army

(1)   Training is a team effort and the entire Army -- Department of the Army, major commands (MACOMs), the institutional training base, units, the combat training centers (CTCs), each individual Soldier and the civilian workforce -- has a role that contributes to force readiness. Department of the Army and MACOMs are responsible for resourcing the Army to train. The Institutional Army, including schools, training centers, and NCO academies, for example, train Soldiers and leaders to take their place in units in the Army by teaching the doctrine and tactics, techniques, and procedures (TTP). Units, leaders, and individuals train to standard on their assigned critical individual tasks. The unit trains first as an organic unit and then as an integrated component of a team. Before the unit can be trained to function as a team, each Soldier must be trained to perform their individual supporting tasks to standard. Operational deployments and major training opportunities, such as major training exercises, CTCs, and ARTEPs provide rigorous, realistic, and stressful training and operational experience under actual or simulated combat and operational conditions to enhance unit readiness and produce bold, innovative leaders. The result of this Army-wide team effort is a training and leader development system that is unrivaled in the world. Effective training produces the force -- Soldiers, leaders, and units -- that can successfully execute any assigned mission.

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

- The operational domain includes home station training, CTC rotations, and joint training exercises and deployments that satisfy national objectives. Each of these actions provides foundational experiences for Soldier, leader, and unit development.
- The institutional domain focuses on educating and training Soldiers and leaders on the key knowledge, skills and attributes required for operating in any

environment. It includes individual, unit and joint schools, and advanced education.
· The self-development domain, both structured and informal, focuses on taking those actions necessary to reduce or eliminate the gap between operational and institutional experiences.

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

Figure 1-1. Army Training and Leader Development Model

FIGURE 1-1

c. Leader Training and Leader Development

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

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

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

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

(1)   Commander Responsibility

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

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

(2)   NCO Responsibility

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

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

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

1-3.   BATTLE-FOCUSED TRAINING. Battle focus is a concept used to derive peacetime training requirements from assigned and anticipated missions. The priority of training in units is to train to standard on the wartime mission. Battle focus guides the planning, preparation, execution and assessment of each organization's training program to ensure its members train as they are going to fight. Battle focus is critical throughout the entire training process and is used by commanders to allocate resources for training based on wartime and operational mission requirements. Battle focus enables commanders and staffs at all echelons to structure a training program that copes with non-mission-related requirements while focusing on mission essential training activities. It is recognized that a unit cannot

attain proficiency to standard on every task whether due to time or other resource constraints. However, unit commanders can achieve a successful training program by consciously focusing on a reduced number of METL tasks that are essential to mission accomplishment.

a. Linkage Between METL and STP. A critical aspect of the battle focus concept is to understand the responsibility for and the linkage between the collective mission essential tasks and the individual tasks that support them. For example, the commander and the CSM/1SG must jointly coordinate the collective mission essential tasks and supporting individual tasks on which the unit will concentrate its efforts during a given period. This task hierarchy is provided in the task database at the Reimer Digital Library. The CSM/1SG must select the specific individual tasks that support each collective task to be trained. Although NCOs have the primary role in training and sustaining individual Soldier skills, officers at every echelon remain responsible for training to established standards during both individual and collective training. Battle focus is applied to all missions across the full spectrum of operations.

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

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

· Trainers in every unit and location define task standards the same way
· Trainers evaluate all Soldiers to the same standards

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

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

BATTLE-FOCUS PROCESS	STP SUPPORT PROCESS
Select supporting Soldier tasks	Use TG to relate tasks to METL
Conduct training assessment	Use TG to define what Soldier tasks to assess
rw10Determine training objectives	Use TG to set objectives
lDetermine strategy; plan for training	Use TG to relate Soldier tasks to strategy
Conduct pre-execution checks	Use SM task summary as source for task performance
Execute training; conduct after action review	Use SM task summary as source for task performance
Evaluate training against established standards	Use SM task summary as standard for evaluation

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

1-4. TASK SUMMARY FORMAT. Task summaries outline the wartime performance requirements of each critical task in the SM. They provide the Soldier and the trainer with the information necessary to prepare, conduct, and evaluate critical task training. As a minimum, task summaries include information the Soldier must know and the skills that he must perform to standard for each task. The format of the task summaries included in this SM is as follows:

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

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

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

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

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

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

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

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

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

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

(1)   Subordinate leaders, as a result of the bottom-up feed from internal training meetings, identify and select the individual tasks necessary to support the identified training objectives. Commanders develop the tentative plan to include requirements for preparatory training, concurrent training, and training resources. At a minimum, the training plan should include confirmation of training

areas and locations, training ammunition allocations, training simulations and simulators availability, transportation requirements, Soldier support items, a risk management analysis, assignment of responsibility for the training, designation of trainers responsible for approved training, and final coordination. The time and other necessary resources for retraining must also be an integral part of the original training plan.

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

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

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

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

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

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

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

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

1-6.   TRAINING ASSESSMENT.   Assessment is the commander's responsibility.   It is the commander's judgment of the organization's ability to accomplish its wartime operational mission. Assessment is a continuous process that includes evaluating individual training, conducting an organizational assessment, and preparing a training assessment. The commander uses his experience, feedback from training evaluations, and other evaluations and reports to arrive at his assessment. Assessment is both the end and the beginning of the training management process.   Training assessment is more than just training evaluation, and encompasses a wide variety of inputs. Assessments include such diverse systems as training, force integration, logistics, and personnel. It provides the link between the unit's performance and the Army's standard. Evaluation of training is, however, a major component of assessment. Training evaluations provide the commander with feedback on the demonstrated training proficiency of Soldiers, leaders, battle staffs, and units. Commanders cannot personally observe all training in their organization and, therefore, gather feedback from their senior staff officers and NCOs.

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

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

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

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

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

c.   Role of Commanders and Leaders. Commanders ensure that evaluations take place at each echelon in the organization. Commanders use this feedback to teach, coach, and mentor their

subordinates. They ensure that every training event is evaluated as part of training execution and that every trainer conducts evaluations. Commanders use evaluations to focus command attention by requiring evaluation of specific mission essential and battle tasks. They also take advantage of evaluation information to develop appropriate lessons learned for distribution throughout their commands.

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

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

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

CHAPTER 2

Training Guide

2-1.   GENERAL.

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

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

(1) Identifies subject areas in which to train Soldiers.

(2) Identifies the critical tasks for each subject area.

(3) Specifies how Soldiers are trained to standard on each task.

(4) Recommends how often to train Soldiers on each task to sustain proficiency.

(5)   Recommends a strategy for cross training.

(6)   Recommends a strategy for training Soldiers to perform higher-level tasks.

2-2. BATTLE-FOCUSED TRAINING.

a. As described in FM 7-0, Training the Force, and FM 7-1, Battle Focused Training, the commander must define the Mission-Essential Task List (METL) as the basis for unit training.

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

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

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

(2) That training focus is applied to the necessary training.

(3) That the training meets the established objectives and standards.

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

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

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

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

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

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

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

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

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

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

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

g. Record the results. The leader book referred to in FM 7-1 is used to record task performance. It gives the leader total flexibility on the method of recording training. The trainer may use DA Form 5164-R (Hands-On Evaluation) as part of the leader book. This form is optional and locally reproducible.

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

2-5. EVALUATION.

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

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

   (2) Prepare the test site according to the conditions section of the task summary. Some tasks contain special evaluation preparation instructions. These instructions tell the trainer what modifications must be

made to the task conditions to evaluate the task. To ensure that conditions are the same for each Soldier, the trainer must reestablish the test site to the original requirements after evaluating each Soldier.

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

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

2-6. TRAINING TIPS FOR THE TRAINER.

a. Prepare yourself.

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

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

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

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

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

(6) Practice your training presentation.

b. Prepare the resources.

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

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

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

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

c. Prepare the Soldier.

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

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

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

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

d. Train the Soldiers who failed the pretest.

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

(2) Have Soldiers study the appropriate training materials.

(3) Have Soldiers practice the task until they can perform it to SM standards.

(4) Evaluate each Soldier using the evaluation guide.

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

e. Record all results in the leader book.

2-7. MILITARY OCCUPATIONAL SPECIALTY (MOS) TRAINING PLAN. One of the key components of the TG is the MOS Training Plan (MOSTP). The MOSTP identifies the essential components of a unit-training plan for individual training. Units have different training needs and requirements based on differences in environment, location, equipment, dispersion, and similar factors. Therefore, the MOSTP should be used as a guide for conducting unit training and not a rigid standard. The MOSTP consists of two parts. Each part is designed to assist the commander in preparing a unit's training plan, which satisfies integration, cross training, training up, and sustainment training requirements.

2-8. PART ONE--SUBJECT AREAS AND DUTY POSITIONS.

a.   Section I of Figure 2-1 of the MOSTP, lists subject area codes and titles used throughout the MOSTP.   The subject areas are the critical tasks that have been grouped by commonality. The subject area define the training requirements for each duty position within an MOS, and relate duty positions to subject areas and cross-training and train-up/merger requirements:

Subject Area Codes.

Skill Level 4
1	Unit Programs
2	Retention Functions
3	Special Missions
4	Training and Recovery Programs
5	Retention Mobilization Activities
6	Retention Assessment Tools
7	IRR to TPU Transfer

Skill Level 5
8	Program Management
9	Special Missions Management
10	Training and Assessment Tools
11	Retention Force Supervision

b. Section II of Figure 2-1 identifies the total training requirements in terms of subject areas listed in section I, for each duty position in a MOS within the Regional Readiness Commands (RRCs) and Functional Commands (FCs).

NOTE: *Due to the upcoming changes of duty positions within the Retention and Transition Force, the term Retention and Transition NCO (RTNCO) is used instead of the term Army Reserve Career Counselor (ARCC) throughout this publication.*

(1) <u>Duty Position Column</u>--contains the MOS duty positions, by skill level (SL), which have different training requirements.

(2) <u>Subject Area Column</u>--lists by subject area number, the subject areas in which the Soldier must be proficient for that duty position.

(3) <u>Train-up/Merger Column</u>. This column lists the corresponding duty position for the next higher skill level or MOSC the Soldier will merge into upon promotion.

2-9. PART TWO--CRITICAL TASKS. Figure 2-2 identifies the subject areas, the critical tasks to be trained in an MOS, task number, task title, location, the sustainment training frequency and training SL.

a. Subject Area Column--lists the subject area number and title in the same order as in the MOSTP, Part One, sections I.

b. Task Number Column--lists the task numbers for all tasks included in the subject area.

c. Task Title Column--lists the task title.

d. Training Location Column--identifies the training location where the task is first trained to STP standards. If the task is first trained to standard in the unit, the word "Unit" will be in this column. If the task is first trained to standard in the training base, it will identify the resident course where the task was taught. All 79V training is conducted at the Army Reserve Readiness Training Center (ARRTC) located at Fort McCoy, WI.

e. Sustainment Training Frequency Column--indicates the recommended frequency at which tasks should be trained to ensure Soldier maintains task proficiency. This MOS trains all tasks annually.

f. Sustainment Training SL Column--lists the SLs of the MOS for which Soldiers must receive sustainment training to ensure they maintain proficiency to SM standard.

This 79V MOSTP addresses the duty positions and skill levels for enlisted Soldiers under the guidance of Office of the Chief of the Army Reserve-Retention and Transition Division (OCAR-RTD). Proper utilization of the MOSTP will ensure that every Soldier receives the proper initial, sustainment, and enhancement training. Leaders are encouraged to utilize the MOSTP when counseling Soldiers for cross training, train-up, and career direction.

PART ONE - SUBJECT AREAS AND DUTY POSITIONS						
		MILITARY OCCUPATION SPECIALTY TRAINING PLAN 79V				
SECTION I: SUBJECT AREA CODES						
Code	**Subject Area**			**Code**	**Subject Area**	
1	Unit Programs			7	IRR to TPU Transfers	
2	Retention Functions			8	Program Management	
3	Special Missions			9	Special Missions Management	
4	Training and Recover Programs			10	Training and Assessment Tools	
5	Retention Mobilization Activities			11	Retention Force Supervision	
6	Retention Assessment Tools					
SECTION II: DUTY POSITION TRAINING REQUIREMENTS						
Duty Positions			**Subject Area**	**Train-up/Merger**		
Several RRC/FC Level Positions		SL				
SR Army Reserve Career Counselor		5	8,9,10.11	Command Career Counselor		
Area Leader		5	8,9,10.11	Command Career Counselor		
SR Operations NCO		5	8,9,10.11	Command Career Counselor		
Special Missions NCO		5	8,9,10.11	Command Career Counselor		
District Leader		5	8,9,10.11	Command Career Counselor		
SR Liaison NCO		5	8,9,10.11	Command Career Counselor		
Note: All of the above duty positions may cross-train as required.						
Several RRC/FC Field Level Positions						
Retention and Transition NCO		4	1,2,3,4,5,6,7	Special Missions NCO		
				Area Leader		
				District Leader		
				SR Liaison NCO		
				SR Operations NCO		
				Accessions NCO		
Accessions NCO		4	1,2,3,4,5,6,7	Special Missions NCO		
				Area Leader		
				District Leader		
				SR Liaison NCO		
				SR Operations NCO		
Note: All the above duty positions may cross-train as required.						
DRC/FC Level Position						
Liaison NCO		4	1,2,3,4,5,6,7	Accessions NCO		
				Operations NCO		
Note: All the above duty positions may cross-train as required.						

Figure 2-1

PART TWO – CRITICAL TASKS

CRITICAL TASKS

Task Number	Task Title	Training Location	Sust Tng Freq	Sust Tng SL
Skill Level 4				
Subject Area 1. Unit Programs				
805B-79V-4501	Establish Unit Rapport	ARRTC	AN	4
805B-79V-4503	Prevent Non-Participation	ARRTC	AN	4
805B-79V-4505	Coordinate Sponsorship Program	ARRTC	AN	4
Subject Area 2. Retention Functions				
805B-79V-4507	Determine Reenlistment/Extension/Incentive Eligibility	ARRTC	AN	4
805B-79V-4509	Maintain Reenlistment/Extension Program	ARRTC	AN	4
805B-79V-4511	Maintain Unit Retention File	ARRTC	AN	4
805B-79V-4513	Prepare Reenlistment and Extension Documents	ARRTC	AN	4
805B-79V-4515	Coordinate Reenlistment Ceremonies for Soldiers Reenlisting	ARRTC	AN	4
805B-79V-4517	Conduct Career Counseling Interview	ARRTC	AN	4
805B-79V-4519	Maintain Retention Awareness	ARRTC	AN	4
805B-79V-4531	Conduct Retention Interview	ARRTC	AN	4
Subject Area 3. Special Missions				
805B-79V-4521	Determine Warrant Officer Eligibility	ARRTC	AN	4
Subject Area 4. Training and Recovery Programs				
805B-79V-4523	Conduct Unit Retention Training	ARRTC	AN	4
805B-79V-4525	Implement the Recovery Program	ARRTC	AN	4
Subject Area 5. Retention Mobilization Activities				
805B-79V-4527	Perform Call to Active Duty Procedures	ARRTC	AN	4
805B-79V-4529	Perform Release from Active Duty Procedures	ARRTC	AN	4
Subject Area 6. Retention Assessment Tools				
805B-79V-4533	Conduct Unit Retention Briefing	ARRTC	AN	4
805B-79V-4535	Complete a Written Unit Visit AAR	ARRTC	AN	4
Subject Area 7. IRR to TPU Transfer				
805B-79V-4540	Obtain an Appointment	ARRTC	AN	4
805B-79V-4542	Conduct an Appointment	ARRTC	AN	4
805B-79V-4544	Conduct Processing Procedures	ARRTC	AN	4

Skill Level 5				
Subject Area 8. Program Management				
805B-79V-5501	Manage Command Retention Program	ARRTC	AN	5
805B-79V-5519	Conduct Retention Assessment Visits with RTNCOs	ARRTC	AN	5
Subject Area 9. Special Missions Management				
805B-79V-5521	Achieve WO Special Mission	ARRTC	AN	5
Subject Area 10. Training and Assessment Tools				
805B-79V-5523	Conduct Area Retention Training	ARRTC	AN	5
805B-79V-5533	Conduct Area Retention Briefing	ARRTC	AN	5
s805B-79V-5535	Prepare an Area Written AAR	ARRTC	AN	5
Subject Area 11. Retention Force Supervision				
805B-79V-5537	Supervise Retention Force	ARRTC	AN	5
805B-79V-5539	Develop a Yearly Training Calendar	ARRTC	AN	5

Figure 2-2

CHAPTER 3

MOS/Skill Level Tasks

Skill Level 4

Subject Area 1: Unit Programs

Establish Unit Rapport
805B-79V-4501

Conditions: You are a newly assigned RTNCO at a unit, using interpersonal skills and access to:

a. AR 600-9
b. AR 670-1
c. USARC Reg 140-6
d. USAREC Pam 350-7
e. General Office Supply
f.   Full-Time Support
g. Unit Leadership
h. Unit Records

Standards: Gained cooperation and access to unit records; increased unit retention rate, readiness and morale; and achieved a green rating on the Retention Scorecard.

Performance Steps

1. Maintain professional conduct, attitude and appearance at all times when dealing with the unit and its personnel.

2. Introduce yourself as the assigned RTNCO to key unit personnel (i.e. Cdr, SGM, 1SG, UA, SSA, SAA, FTUS, etc)

3. Obtain copies of unit's training schedule and Yearly Training Guidance (YTG).

4. Schedule meeting with the key unit leadership team to discuss:
    a. Benefits for both unit and the RTNCO by working together.
    b. Your role and responsibility as the RTNCO (i.e., missions, goals, etc).
    c. Buy in to the Retention Role.
    d. Units Retention Strategy.

5. Communicate the retention strategy with the assigned Duty Appointed Retention NCO (DARN).

6. Be receptive, helpful and open with unit members and take the time to talk with them about their issues and concerns.

7. Circulate throughout unit training site to meet with unit personnel.

8. Attend Battle Training Assemblies (BTAs), PreBTAs meetings and training activities to include Recruiting Partnership Council (as directed and available).

9. Maintain rapport with the following unit programs:
    a. Non-Participant Recovery
    b. Sponsorship
    c. Reenlistment/Extensions
    d. Career Counseling

Performance Steps
        e. Battle Training Assembly participation
        f. Call to Active Duty
        g. Release from Active Duty
        h. Warrant Officer/AGR Referrals/79V
        i. Providing quality referrals through the Operation "SMART" Program
        j. Assist the Unit Commander with attrition

10. Ensure commitments are followed thru on issues identified regardless of person or item committed. Keep all concerned informed.

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

Performance Measures	**GO**	**NO-GO**
1. Maintained professional conduct, attitude and appearance at all times when dealing with the unit and its personnel.	——	——
2. Introduced yourself as the assigned RTNCO to key unit personnel (i.e. Cdr, SGM, 1SG, UA, SSA, SAA, FTUS, etc)	——	——
3. Obtained copies of unit's training schedule and Yearly Training Guidance (YTG).	——	——

4. Scheduled meeting with the key unit leadership team to discuss:
   a. Benefits for both unit and the RTNCO by working together.
   b. Your role and responsibility as the RTNCO (i.e., missions, goals, etc).
   c. Buy in to the Retention Role.
   d. Units Retention Strategy.
	——	——

5. Communicated the retention strategy with the assigned Duty Appointed Retention NCO (DARN).	——	——
6. Became receptive, helpful and open with unit members and take the time to talk with them about their issues and concerns.	——	——
7. Circulated throughout unit training site to meet with unit personnel.	——	——
8. Attended Battle Training Assemblies (BTAs), PreBTAs meetings and training activities to include Recruiting Partnership Council (as directed and available).	——	——

9. Maintained rapport with the following unit programs:
   a. Non-Participant Recovery
   b. Sponsorship
   c. Reenlistment/Extensions
   d. Career Counseling
   e. Battle Training Assembly participation
   f. Call to Active Duty
   g. Release from Active Duty
   h. Warrant Officer/AGR Referrals/79V
   i. Providing quality referrals through the Operation "SMART" Program
   j. Assist the Unit Commander with attrition
	——	——

10. Ensured commitments are followed thru on issues identified regardless of person or item committed. Keep all concerned informed.	——	——

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

References
    Required   **Related**
    AR 600-9
    AR 670-1
    USARC REG 140-6
    USAREC PAM 350-7

Prevent Non-Participation
805B-79V-4503

Conditions: Given a unit's non-participation percentage and access to:

a.   AR 135-7
b.   AR 140-10
c.   AR 140-111
d.   AR 600-9
e.   DA Pam 611-21
f.   DA Form 4856-R
g.   FM 22-100
h.   USARC Reg 140-6
i.   USARC Reg 37-1
j   General Office Supply
k.   Computer
l.   ITRS
m.   RLAS
n.   RMS
o.   Sign-In Rosters (DA Form 1379)
p.   Soldier's Records
q.   UCPMR

Standards: Reduced the unit's non-participation percentage to (or below) the current policy.

Performance Steps

1. Advise the Commander/First Line Leader of the importance of preventing non-participants and its effect on the unit.

2. Identify possible non-participants:
    a. Review Sign-In Roster for accuracy (attendance).
    b. Review UCPMR to determine possible pay problems.
    c. Compare Sign-In Roster with UCPMR to identify discrepancies.
    d. Review Soldier's records to determine status (i.e. TDY, School, etc).
    e. Employ the DARN/unit personnel for feedback on unit morale based on their observations and conversations with the Soldiers.
    f. Conduct a formal/informal UCP upon request from the Commander or as needed.
    g. Establish procedures to access Report 16 (PMARS) from ITRS or RMS.
    h. Ensure all interviews and counseling are being conducted and documented IAW USARC Reg 140-6 and USARC Poster 6-R.

3. Contact each possible Non-participant Soldier to identify the issues that are interrupting participation.

4. Address all issues with pertinent key unit personnel for resolution.

5. Conduct follow-up Procedures:
    a. Contact Soldier face-to-face or telephonically.
    b. Document results and file IAW current guidance.
    c. Contact key leadership

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

Performance Measures	**GO**	**NO-GO**

1. Advised the Commander/First Line Leader of the importance of preventing non-participants and its effect on the unit. —— ——

2. Identified possible non-participants: —— ——
   a. Reviewed Sign-In Roster for accuracy (attendance).
   b. Reviewed UCPMR to determine possible pay problems.
   c. Compared Sign-In Roster with UCPMR to identify discrepancies.
   d. Reviewed Soldier's records to determine status (i.e. TDY, School, etc).
   e. Employed the DARN/unit personnel for feedback on unit morale based on their observations and conversations with the Soldiers.
   f. Conducted a formal/informal UCP upon request from the Commander or as needed.
   g. Established procedures to access Report 16 (PMARS) from ITRS or RMS.
   h. Ensured all interviews and counseling were being conducted and documented IAW USARC Reg 140-6 and USARC Poster 6-R.

3. Contacted each possible Non-participant Soldier to identify the issues that are interrupting participation. —— ——

4. Addressed all issues with pertinent key unit personnel for resolution. —— ——

5. Conducted follow-up Procedures: —— ——
   a. Contacted Soldier face-to-face or telephonically.
   b. Documented results and file IAW current guidance.
   c. Contacted key leadership

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

References
    Required   **Related**
    AR 135-7
    AR 140-10
    AR 140-111
    AR 600-9
    DA PAM 611-21
    FM 22-100
    USARC REG 140-6
    USARC REG 37-1

Coordinate Sponsorship Program
805B-79V-4505

Conditions: Given a Soldier, a unit, and access to:

a. USARC Reg 140-6
b. USARC Form 62-R
c. USARC Form 62-1-R
d. USARC Form 62-2-R
e. USARC Poster 6-R
f. General Office Supply
g. Computer
h. Internet
i. ITRS
j. RLAS
k. RMS
l. Gain Report

Standards: Performed Sponsorship Coordinator duties, which ensured 100% sponsorship of Soldiers

Performance Steps

1. Assess unit's current Sponsorship Program IAW USARC Reg 140-6.

2. Perform duties as Sponsor Coordinator:
    a. Ensure selected sponsors are trained utilizing USARC 62-R.
    b. Review the Gain Report weekly to initiate sponsorship for assigned units.
    c. Mail Welcome Letter to Soldier, Sponsor and First Line Leader (FLL).
    d. Ensure USARC Form 62-R is complete within 60 days from initial Battle Training Assembly (BTA).
    e. Maintain USARC Form 62-1-R.
    f. Maintain USARC Form 62-2-R.
    g. Ensure initial counseling requirements are completed IAW USARC Poster 6-R.
    h. Brief sponsors on responsibilities and the TTHS Program, If applicable.
    i. Inform the unit on the status of the Sponsorship Program continually.

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

Performance Measures	**GO**	**NO-GO**
1. Assessed unit's current Sponsorship Program IAW USARC Reg 140-6.	——	——
2. Performed duties as Sponsor Coordinator:	——	——
a. Ensured selected sponsors are trained utilizing USARC 62-R.		
b. Reviewed the Gain Report weekly to initiate sponsorship for assigned units.		
c. Mailed Welcome Letter to Soldier, Sponsor and First Line Leader (FLL).		
d. Ensured USARC Form 62-R was completed within 60 days from initial Battle Training Assembly (BTA).		
e. Maintained USARC Form 62-1-R.		
f. Maintained USARC Form 62-2-R.		

Performance Measures   **GO**   **NO-GO**

    g. Ensured initial counseling requirements are completed IAW USARC Poster
      6-R.

    h. Briefed sponsors on responsibilities and the TTHS Program, If applicable.

     i. Informed the unit on the status of the Sponsorship Program continually.

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

References
    Required   **Related**
    RMS SOFTWARE
    USARC FORM 62-1-R
    USARC FORM 62-2-R
    USARC FORM 62-R
    USARC POSTER 6-R
    USARC REG 140-6

Subject Area 2: Retention Functions

Determine Reenlistment/Extension/Incentive Eligibility
805B-79V-4507

Conditions: Given a Soldier, AR 140-111/AR 135-7 and access to:

a. USARC Form 130-R
b. General Office Supply
c. Computer
d. RLAS
e. RMS
f. Soldier's Records
g SRIP List

Standards: Determined Soldier's eligibility to reenlist, extend and/or receive incentives without deficiencies.

Performance Steps

1. Determine Eligibility for Immediate Reenlistment:
    a. Provide an overview of the reenlistment process.
    b. Identify the governing authorities, regulation and service obligation.
    c. Extract initial qualification data.
    d. Extract applicable data from MPRJ (i.e., ETS, DOB, PEBD, DLPE, APFT, etc.)
    e. Determine service obligation (MSO).
    f. Complete the Reenlistment Eligibility Worksheet (USARC Form 130-R).
        (1) Apply Table 2-1:
            (a) Define the purpose of a waiver.
            (b) Determine the waiver approval authority.
            (c) Advise the command on available options.
            (d) Identify the procedures to process a waiver request.
        (2) Apply Table 2-2.
        (3) Apply Table 2-3.
        (4) Apply Table 2-4.
        (5) Apply Table 4-1.
        (6) Apply Table 4-2.
        (7) Complete Block 7.

2. Determine Eligibility for Extension:
    a. Analyze the data on the USARC Form 130-R.
    b. Determine the authorized reasons for extension IAW Table 3-1.
    c. Determine the authorization period for extension.
    d. Complete Block 6 of USARC Form 130-R.
    e. Complete Block 7.

3. Determine Eligibility for Incentive:
    a. Define Incentives versus Entitlement.
    b. Identify key components of the SRIP.
    c. Interpret each program's eligibility criteria.
    d. Define an Exception to Policy.
    e. Identify the circumstances requiring an Exception to Policy.
    f. Identify the Exception to Policy process.

Performance Steps

    4. Counsel the Soldier on options:
        a. Reenlist 3 year or 6 year option.
        b. Indefinite Reenlistment
        c. Extension options IAW Table 3-1.
        d. Waiver Options.

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

Performance Measures	**GO**	**NO-GO**
1. Determined Eligibility for Immediate Reenlistment:	——	——
a. Provided an overview of the reenlistment process.		
b. Identified the governing authorities, regulation and service obligation.		
c. Extracted initial qualification data.		
d. Extracted applicable data from MPRJ (i.e., ETS, DOB, PEBD, DLPE, APFT, etc.)		
e. Determined service obligation (MSO).		
f. Completed the Reenlistment Eligibility Worksheet (USARC Form 130-R).		
(1) Applied Table 2-1:		
(a) Defined the purpose of a waiver.		
(b) Determined the waiver approval authority.		
(c) Advised the command on available options.		
(d) Identified the procedures to process a waiver request.		
(2) Applied Table 2-2.		
(3) Applied Table 2-3.		
(4) Applied Table 2-4.		
(5) AppliedTable 4-1.		
(6) Applied Table 4-2.		
(7) Completed Block 7.		
2. Determined Eligibility for Extension:	——	——
a. Analyzed the data on the USARC Form 130-R.		
b. Determined the authorized reasons for extension IAW Table 3-1.		
c. Determined the authorization period for extension.		
d. Completed Block 6 of USARC Form 130-R.		
e. Completed Block 7.		
3. Determined Eligibility for Incentive:	——	——
a. Defined Incentives versus Entitlement.		
b. Identified key components of the SRIP.		
c. Interpreted each program's eligibility criteria.		
d. Defined an Exception to Policy.		
e. Identified the circumstances requiring an Exception to Policy.		
f. Identified the Exception to Policy process.		
4. Counseled the Soldier on options:	——	——
a. Reenlist 3 year or 6 year option.		
b. Indefinite Reenlistment		
c. Extension options IAW Table 3-1.		
d. Waiver Options.		

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

References

Required	**Related**
AR 135-7	
AR 135-91	
AR 140-1	
AR 140-111	
RMS SOFTWARE	

Maintain Reenlistment/Extension Program
805B-79V-4509

Conditions: Given a unit and a Reenlistment Goal and access to:

a. AR 140-111 Ch 5
b. USARC Reg 140-6
c. DA Form 3540 Series
d. DA Form 4836
e. DA Form 5261-Series
f. DA Form 5435-R
g. DA Form 5447
h. DA Form 5612
i. DD Form 2384-1
j. DD Form 4/1
k. DD Form 4/2
l. Computer
m. RLAS
n. RMS
o. Unit Records

Standards: Met established Reenlistment Program goals to achieve green status established by OCAR for current FY.

Performance Steps

1. Document number of reenlistments:
    a. Eligible
    b. Ineligible
    c. Achieved

2. Document number of extensions:
    a. Rule "A"
    b. All other

3. Document reenlistments to the IRR.

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

Performance Measures	GO	NO-GO

1. Documented number of reenlistments:
    a. Eligible
    b. Ineligible
    c. Achieved
	——	——

2. Documented number of extensions:
    a. Rule "A"
    b. All other
	——	——

Performance Measures   <u>**GO**</u>   <u>**NO-GO**</u>

   3. Documented reenlistments to the IRR.   ___   ___

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

References
    Required   **Related**
    AR 140-111
    RMS SOFTWARE
    USARC REG 140-6

Maintain Unit Retention File
805B-79V-4511

Conditions: Given a unit and access to:

a.   AR 25-400-2
b.   General Office Supply
c.   AAR
d.   Alert Roster
e.   BTA Schedule
f.   DARN Appointment Orders
g.   ETS Report
h.   ITRS
i.   Loss File
j.   Monthly NP Report
k.   Retention Correspondence
l.   Retention SOP
m. RLAS
n.   RMS
o.   SRIP List
p.   UCPMR
q.   UMR
r.   Unit information
s.   YTC

Standards: Maintained unit retention files with current and historical information IAW Privacy Act Procedures.

Performance Steps

   1. Establish individual unit retention files IAW ARIMS and RRC SOP Guidance.

   2. Populate the files with the following:
         a. Monthly NP Report.
         b. AAR
         c. ETS Report. (18 months)
         d. Loss Report. (ITRS Report 21)
         e. YTC (yearly)
          f. UMR (monthly)
         g. Alert Roster (as required)
         h. DARN Appointment Letter(s)
          i. Retention related correspondence (as required)
         j. Monthly UCPMR

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

Performance Measures	**GO**	**NO-GO**

1. Established individual unit retention files IAW ARIMS and RRC SOP Guidance.   ——   ——

2. Populated the files with the following: ——   ——
   a. Monthly NP Report.
   b. AAR
   c. ETS Report. (18 months)
   d. Loss Report. (ITRS Report 21)
   e. YTC (yearly)
    f. UMR (monthly)
   g. Alert Roster (as required)
   h. DARN Appointment Letter(s)
    i. Retention related correspondence (as required)
    j. Monthly UCPMR

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

References
    Required   **Related**
    AR 25-400-2

Prepare Reenlistment and Extension Documents
805B-79V-4513

Conditions: Given an eligible Soldier and access to:

a. AR 140-111, Ch 5
b. DA Form 4836
c. DA Form 3540 Series
d. DA Form 5261-Series
e. DA Form 5435-R
f.   DA Form 5612
g. DD Form 2384-1
h. DD Form 4/1
i.   DD Form 4/2,
j.   USARC Pam 37-1
k. USARC Form 80-1-R
l.   General Office Supply
m. Computer
n. RLAS
o. RMS
p. Soldier's Records

Standards: Prepared reenlistment or extension documentation without error.

Performance Steps

1. Prepare reenlistment documents, as necessary:
    a. DD Form 4/1 and DD Form 4/2
    b. DA Form 3540 Series
    c. DA Form 5612, as needed
    d. USARC Form 80-1-R, as needed

2. Prepare SRIP Addendums (DA Form 5261 series, as needed).

3. Prepare DD Form 2384-1, as needed.

4. Prepare DA Form 5435-R, as necessary.

5. Prepare exception to policy documents, as needed.

6. Prepare extension document, as necessary.

7. Review completed documents with the Soldier.

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

Performance Measures	**GO**	**NO-GO**
1. Prepared reenlistment documents, as necessary: 　　a. DD Form 4/1 and DD Form 4/2 　　b. DA Form 3540 Series 　　c. DA Form 5612, as needed	——	——

Performance Measures	GO	NO-GO
d. USARC Form 80-1-R, as needed		
2. Prepared SRIP Addendums (DA Form 5261 series, as needed).	——	——
3. Prepared DD Form 2384-1, as needed.	——	——
4. Prepared DA Form 5435-R, as necessary.	——	——
5. Prepared exception to policy documents, as needed.	——	——
6. Prepared extension document, as necessary.	——	——
7. Reviewed completed documents with the Soldier.	——	——

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

References
    Required   **Related**
    AR 135-7
    AR 140-111
    RMS SOFTWARE
    USARC PAM 37-1
    USARC REG 140-6

Coordinate Reenlistment Ceremonies for Soldiers Reenlisting
805B-79V-4515

Conditions: Given an Eligible Soldier and access to:

a. AR 140-111 Ch 5
b. DA Form 5612
c. General Office Supply
d. Camera
e. Computer
f.   Flag
g. Officer
h. Reenlistment Documents
i.   Reenlistment Location
j.   RLAS
k. RMS
l.   Soldier's Records

Standards: Coordinated reenlistment ceremony, which resulted in reenlistment/extension of a Soldier.

Performance Steps

1. Review Immediate Reenlistment Ceremony Procedures.

2. Coordinate Reenlistment Ceremony.

3. Conduct and Evaluate a Reenlistment Ceremony.

4. Review documents to ensure all signatures have been obtained from ceremony participants.

5. Ensure proper distribution of reenlistment documents.

6. Prepare Exception to Policy documents, as needed.

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

Performance Measures	GO	NO-GO
1. Reviewed Immediate Reenlistment Ceremony Procedures.	——	——
2. Coordinated Reenlistment Ceremony.	——	——
3. Conducted and Evaluated a Reenlistment Ceremony.	——	——
4. Reviewed documents to ensure all signatures have been obtained from ceremony participants.	——	——
5. Ensured proper distribution of reenlistment documents.	——	——
6. Prepared Exception to Policy documents, as needed.	——	——

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

References

Required	**Related**
AR 140-111	
RMS SOFTWARE	
USARC REG 140-6	

Conduct Career Counseling Interview
805B-79V-4517

Conditions: Given a Soldier and access to:

a. AR 135-7
b. AR 140-111
c. AR 140-158
d. DA Pam 611-21
e. FM 22-100
f. USARC Reg 140-6
g. DA Form 4856
h. USARC Form 83-R
i. USARC Poster 6-R
j. General Office Supply
k. APD
l. Computer
m. Internet
n. RMS
o. Location
p. Privacy Statement
q. Soldier's Records
r. SRIP List

Standards: " Conducted career counseling interview, which resulted in Soldier establishing written career goals or obtaining a reenlistment commitment (65% on 1st Termers/85% on Careerist)."

Performance Steps

1. Identify the type and purpose of counseling interviews (ETS, Career, Non-participants, Retention).

2. Identify the counseling preparation steps.

3. Identify Career Counseling Interview Steps.

4. Conduct a counseling session.

5. Record counseling on DA Form 4856.

6. Conduct follow-up actions to counseling.

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

Performance Measures	GO	NO-GO
1. Identified the type and purpose of counseling interviews (ETS, Career, Non-participants, Retention).	——	——
2. Identified the counseling preparation steps.	——	——
3. Identified Career Counseling Interview Steps.	——	——
4. Conducted a counseling session.	——	——
5. Recorded counseling on DA Form 4856.	——	——

Performance Measures	**GO**	**NO-GO**
6. Conducted follow-up actions to counseling.	___	___

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

References
<table>
<tr><td>**Required**</td><td>**Related**</td></tr>
<tr><td>AR 135-100</td><td></td></tr>
<tr><td>AR 135-18</td><td></td></tr>
<tr><td>AR 135-7</td><td></td></tr>
<tr><td>AR 140-111</td><td></td></tr>
<tr><td>AR 140-158</td><td></td></tr>
<tr><td>DA PAM 611-21</td><td></td></tr>
<tr><td>FM 22-100</td><td></td></tr>
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Maintain Retention Awareness
805B-79V-4519

Conditions: Given a Bulletin Board, RPI Account and access to:

a. General Office Supply
b. Computer
c. Current Retention Information
d. Internet
e. Unit Information

Standards: Maintained current retention information to promote awareness of USAR Programs and increased unit strength.

Performance Steps

1. Update Center Retention Bulletin Board to include but not limited to:
    a. HQDA SRIP information.
    b. Education and MGIB information.
    c. Current MSC ESGR POC contact information.
    d. Relocation procedures and information.
    e. Interview schedules for current and upcoming month's Battle Training Assembly (BTA).
    f. Warrant Officer Eligibility Criteria list.
    g. Advancement information.
    h. Retention POC list (AGR, IDT and DARN) that support the USAR Center.
    i. Direct Commission information.

2. Order Retention Publicity Items (RPIs) IAW current guidance.

3. Display RPIs in high traffic areas within the USAR Center.

4. Display USAR Banner prominently at the USAR Center.

5. Participate in community events, such as job fairs, and parades, as available/directed.

6. Maintain relations with Recruiting Command.

7. Distribute reenlistment awareness items.

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

Performance Measures	GO	NO-GO
1. Updated Center Retention Bulletin Board to include but not limited to:	——	——
a. HQDA SRIP information.		
b. Education and MGIB information.		
c. Current MSC ESGR POC contact information.		
d. Relocation procedures and information.		
e. Interview schedules for current and upcoming month's Battle Training Assembly (BTA).		
f. Warrant Officer Eligibility Criteria list.		
g. Advancement information.		
h. Retention POC list (AGR, IDT and DARN) that support the USAR Center.		

Performance Measures	**GO**	**NO-GO**
i. Direct Commission information.		
2. Ordered Retention Publicity Items (RPIs) IAW current guidance.	——	——
3. Displayed RPIs in high traffic areas within the USAR Center.	——	——
4. Displayed USAR Banner prominently at the USAR Center.	——	——
5. Participated in community events, such as job fairs, and parades, as available/directed.	——	——
6. Maintained relations with Recruiting Command.	——	——
7. Distributed reenlistment awareness items.	——	——

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

References
Required   **Related**
USARC REG 140-6

Conduct a Retention Interview
805B-79V-4531

Conditions: Given a Soldier, Soldier's Records and access to:

a. FM 22-100
b. USARC Poster 6-R
c. USARC Reg 140-6
d. USARC Form 83-R
e. DA Pam 611-1
f. DA Pam 611-21
g. DA Form 4856
h. General Office Supply
i. APD
j. Computer
k. Internet
l. Location
m. Privacy Statement

Standards: Conducted an interview, which resulted in the Soldier remaining in the Army Reserve.

Performance Steps

1. Identify the purpose of the interview.

2. Identify the interview preparatory steps.

3. Identify Interview Steps.

4. Conduct an interview session.

5. Document the interview on DA Fm 4856.

6. Conduct Follow-Up actions to interview.

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

Performance Measures	GO	NO-GO
1. Identified the purpose of the interview.	——	——
2. Identified the interview preparatory steps.	——	——
3. Identified Interview Steps.	——	——
4. Conducted an interview session.	——	——
5. Documented the interview on DA Fm 4856.	——	——
6. Conducted Follow-Up actions to interview.	——	——

Evaluation Guidance: Score the Soldiers GO if all applicable measures are passed (P). Score them NO GO if any applicable measures are failed (F). If they experience minor difficulty, on-the-spot correction

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

References
   Required   **Related**
   DA PAM 611-1

Subject Area 3: Special Missions

Determine Warrant Officer Eligibility
805B-79V-4521

Conditions: Given a Soldier, Soldier's Records, AR 135-100, and access to:

a.   AR 135-100
b.   DA Form 60
c.   General Office Supply
d.   Computer
e.   Eligibility Checklist
f.   Internet
g.   RMS
h.   OCAR-RTD Website
i   Sample Warrant Officer Packet

Standards: Determined Soldier's eligibility to apply for the Warrant Officer Program.

Performance Steps

1. Determine WOC eligibility/pre-requisites criteria.

2. Determine WOC eligibility for waivers, if necessary.

3. Determine security clearance requirements.

4. Advise ineligible Soldiers of disqualifications and corrective actions necessary to become eligible.

5. Describe DA Selection Board process.

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

Performance Measures	**GO**	**NO-GO**
1. Determined WOC eligibility/pre-requisites criteria.	——	——
2. Determined WOC eligibility for waivers, if necessary.	——	——
3. Determined security clearance requirements.	——	——
4. Advised ineligible Soldiers of disqualifications and corrective actions necessary to become eligible.	——	——
5. Described DA Selection Board process.	——	——

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

References
    Required   **Related**
    AR 135-100
    RMS SOFTWARE
    USARC REG 140-6

Subject Area 4: Training and Recovery Programs

Conduct Unit Retention Training
805B-79V-4523

Conditions: Given an audience, subject, training materials, training aids and access to:

a. FM 7-0
b. FM-7-1
c. General Office Supply
d. Internet
e. Location
f. RMS
g. Time

Standards: Completed a training session that delivered 100% accuracy of subject matter.

Performance Steps

1. Identify possible training needs:
   a. Identify performance/procedural deficiencies.
   b. Identify the unit's mandatory training needs such as:
      (1) Sponsorship Program
      (2) Soldier Accountability Program
      (3) Incentive and Entitlement Programs
      (4) Retention subjects
      (5) DARN and FTUS Training
      (6) Career Counseling
      (7) Special Missions Program

2. Conduct a needs analysis to ensure training is needs based.

3. Prepare for the training session by:
   a. Researching the training topic and compiling all necessary documents and regulations.
   b. Developing training to abide by current regulatory guidance.
   c. Sequencing training properly to ensure prerequisite tasks are delivered first.
   d. Conducting Risk Assessment prior to training.
   e. Coordinating for resources and training aids.

4. Rehearse training prior to the event using the same type of facility and multimedia:
   a. Utilize multimedia to enhance training (not to divert focus from training).
   b. Use proper procedures for developing training materials.
      (1) Visually appealing.
      (2) Conservative and contrasting color schematics for slides.
      (3) Setup/arrange the training area paying particular attention to the size of the room/audience and audio/visual needs.

5. Adjust presentation based on rehearsal.

6. Maximize efficiency of presentation for the greatest training impact.

7. Conduct Training.

8. Solicit feedback or ask for questions from the audience.

Performance Steps

  9. Conduct AAR on Training Event.

10. Record results:
    a. Annotate the training schedule and sign-in roster with task trained.
    b. Complete the record of training on individual Soldiers.

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

Performance Measures	<u>**GO**</u>	<u>**NO-GO**</u>

1. Identified possible training needs:
  a. Identified performance/procedural deficiencies.
  b. Identified the unit's mandatory training needs such as:
    (1) Sponsorship Program
    (2) Soldier Accountability Program
    (3) Incentive and Entitlement Programs
    (4) Retention subjects
    (5) DARN and FTUS Training
    (6) Career Counseling
    (7) Special Missions Program
	____	____

2. Conducted a needs analysis to ensure training is needs based.	____	____

3. Prepared for the training session by:
  a. Researched training topic and compiled all necessary documents and regulations.
  b. Developed training to abide by current regulatory guidance.
  c. Sequenced training properly to ensure prerequisite tasks are delivered first.
  d. Conducted Risk Assessment prior to training.
  e. Coordinated for resources and training aids.
	____	____

4. Rehearsed training prior to the event using the same type of facility and multimedia:
  a. Utilized multimedia to enhance training (not to divert focus from training).
  b. Used proper procedures for developing training materials.
    (1) Training materials were visually appealing.
    (2) Training materials were conservative and contrasting color schematics for slides.
    (3) Setup/arranged the training area paying particular attention to the size of the room/audience and audio/visual needs.
	____	____

5. Adjusted presentation based on rehearsal.	____	____
6. Maximized efficiency of presentation for the greatest training impact.	____	____
7. Conducted Training.	____	____
8. Solicited feedback or ask for questions from the audience.	____	____
9. Conducted AAR on Training Event.	____	____

10. Recorded results:
  a. Annotated the training schedule and sign-in roster with task trained.
  b. Completed the record of training on individual Soldiers.
	____	____

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

References

Required	**Related**
FM 7-0	
FM 7-1	
RMS SOFTWARE	

Implement the Recovery Program
805B-79V-4525

Conditions: Given a unit with a number of non-participant members and access to:

a. FM 22-100
b. DA Form 4856
c. General Office Supply
d. Battle Training Assembly Schedule
e. Computer
f.   ITRS
g. Internet Connectivity
h. Government Vehicle
i.   RLAS
j.   RMS
k. Sign-In Roster (DA Form 1379)
l.   Soldier's Records
m. UCPMR

Standards: Recovered maximum number of non-participant to be at or below the USARC established standards.

Performance Steps

1. Verify if identified Soldier is a non-participant with the Unit Leadership Fulltime Support IAW current guidance.

2. Contact the Soldier either face-to-face or telephonically.

3. Build rapport with the Soldier.

4. Identify the reason for non-participating.

5. Utilize the seven step problem solving method IAW FM 22-100:
    a. Identify the problem.
    b. Identify facts and assumptions.
    c. Generate alternatives.
    d. Analyze the alternatives.
    e. Compare the alternatives.
    f. Make and execute your decision.
    g. Assess the results.

6. Inform the Commander of the outcome of the initial contact with the Soldier.

7. Follow-up with the Soldier and the Commander.

8. Record all recovery and non-recovery results on DA Form 4856.

9. Forward substantiating documents to the unit.

10. Monitor progress of Soldier's status.

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

Performance Measures	<u>**GO**</u>	<u>**NO-GO**</u>
1. Verified if identified Soldier is a non-participants with the Unit Leadership Fulltime Support IAW current guidance.	——	——
2. Contacted the Soldier either face-to-face or telephonically.	——	——
3. Built rapport with the Soldier.	——	——
4. Identified the reason for non-participating.	——	——
5. Utilized the seven step problem solving method IAW FM 22-100:	——	——

    a. Identified the problem.
    b. Identified facts and assumptions.
    c. Generated alternatives.
    d. Analyzed the alternatives.
    e. Compared the alternatives.
    f. Made and executed your decision.
    g. Assessed the results.

6. Informed the Commander of the outcome of the initial contact with the Soldier.	——	——
7. Followed up with the Soldier and the Commander.	——	——
8. Recorded all recovery and non-recovery results on DA Form 4856.	——	——
9. Forwarded substantiating documents to the unit.	——	——
10. Monitored progress of Soldier's status.	——	——

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

References
    Required   **Related**
    AR 135-91
    AR 140-10
    FM 22-100
    RRC SOP
    USARC REG 140-6

Subject Area 5: Retention Mobilization Activities

Perform Call to Active Duty Procedures
805B-79V-4527

Conditions: Given a Call to Active Duty Unit and access to:

a.   USARC Reg 140-6
b.   DA Form 4591
c.   DA Form 4856
d. USARC Form 130-R
e. General Office Supply
f.   Battle Training Schedule
g. Internet
h. ITRS
i.   RLAS
j.   RMS
k. Sign-In Roster (DA Form 1379)
l.   Soldier's Records

Standards: Completed all required retention activities without error for called to Active Duty Soldiers IAW RRC SOP/Regulatory Guidance.

Performance Steps

1. Coordinate retention strategy with Commander.

2. Identify activated Soldiers.

3. Provide Soldier Readiness Processing (SRP) support IAW RRC SOP and regulatory guidance as applicable.

4. Obtain Reenlistment Eligibility Roster.

5. Complete USARC Form 130-R for activated Soldiers IAW regulatory guidance and/or RRC SOP.

6. Complete DA Form 4591 for activated Soldiers and attach to USARC Form 130-R.

7. Provide reenlistment opportunities for qualified Soldiers.

8. Complete DA Form 4856 for activated Soldiers.

9. Ensure distribution of reenlistment documents IAW regulatory guidance and/or RRC SOP.

10. Maintain contact with activated and rear detachment Soldiers.

11. Maintain contact with Family Readiness Representative.

12. Provide ESGR info and refer as necessary.

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

Performance Measures	**GO**	**NO-GO**
1. Coordinated retention strategy with Commander.	——	——
2. Identified activated Soldiers.	——	——
3. Provided Soldier Readiness Processing (SRP) support IAW RRC SOP and regulatory guidance as applicable.	——	——
4. Obtained Reenlistment Eligibility Roster.	——	——
5. Completed USARC Form 130-R for activated Soldiers IAW regulatory guidance and/or RRC SOP.	——	——
6. Completed DA Form 4591 for activated Soldiers and attach to USARC Form 130-R.	——	——
7. Provided reenlistment opportunities for qualified Soldiers.	——	——
8. Completed DA Form 4856 for activated Soldiers.	——	——
9. Ensured distribution of reenlistment documents IAW regulatory guidance and/or RRC SOP.	——	——
10. Maintained contact with activated and rear detachment Soldiers.	——	——
11. Maintained contact with Family Readiness Representative.	——	——
12. Provide ESGR info and refer as necessary.	——	——

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

References
Required	**Related**
RMS SOFTWARE	
SRC GUIDANCE	
USARC REG 140-6	

Perform Release from Active Duty Procedures
805B-79V-4529

Conditions: Given a Soldier Released from Active Duty and access to:

a. FM 22-100
b. DA Form 4856
c. General Office Supply
d. Battle Training Assembly Schedule
e. Computer
f.   Internet
g. ITRS
h. REFRAD Data Cards
i.   RLAS
j.   RMS
k. Sign-In Roster
l.   Soldier's Records

Standards: Completed all required release from Active Duty activities without error IAW RRC SOP and Regulatory Guidance.

Performance Steps

1. Provide Release from Active Duty support IAW RRC SOP and regulatory guidance as applicable.

2. Review REFRAD Data Cards to identify future participation concerns.

3. Contact Soldiers after returning to home station:
    a. Greet Soldier upon return
    b. Contact Soldier 45 to 60 days after return to home station.
    c. Identify possible issues, which could impact unit attrition.
    d. Report issues to unit leadership.

4. Contact Soldiers who were not present at the Reconstitution Training Session.

5. Promote Army Reserve Opportunities (WO, AGR Program, etc.) when appropriate.

6. Coordinate a UCP three months after the Reconstitution Training Session with Commander's permission.

7. Provide feedback to the Chain of Command.

8. Follow-up with unresolved issues.

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

Performance Measures	GO	NO-GO
1. Provided Release from Active Duty support IAW RRC SOP and regulatory guidance as applicable.	——	——
2. Reviewed REFRAD Data Cards to identify future participation concerns.	——	——
3. Contacted Soldiers after returning to home station:	——	——

Performance Measures   **GO**   **NO-GO**
    a. Greeted Soldier upon return
    b. Contacted Soldier 45 to 60 days after return to home station.
    c. Identified possible issues, which could impact unit attrition.
    d. Reported issues to unit leadership.

  4. Contacted Soldiers who were not present at the Reconstitution Training Session.   ——   ——

  5. Promoted Army Reserve Opportunities (WO, AGR Program, etc.) when   ——   ——
     appropriate.

  6. Coordinated a UCP three months after the Reconstitution Training Session with   ——   ——
     Commander's permission.

  7. Provided feedback to the Chain of Command.   ——   ——

  8. Followed-up with unresolved issues.   ——   ——

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

References
    Required   **Related**
    FM 22-100
    RMS SOFTWARE
    RRC SOP
    SRC GUIDANCE

Subject Area 6: Retention Assessment Tools

Conduct Unit Retention Briefing
805B-79V-4533

Conditions: Given an audience, a subject, computer and access to:

a. FM 101-5
b. General Office Supply
c. Internet
d. ITRS
e. Location
f. Time

Standards: Conducted a professional briefing within allotted timeframe.

Performance Steps

   1. Determine the type of the briefing (info, decision, staff, mission).

   2. Research the subject.

   3. Identify the key points.

   4. Arrange the key points in logical order in an outline format.

   5. Provide supporting data to substantiate validity of key points

   6. Select visual aids, as necessary.

   7. Develop the briefing.

   8. Rehearse

   9. Deliver the briefing professionally.

   10. Follow-up.

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

Performance Measures	GO	NO-GO
1. Determined the type of the briefing (info, decision, staff, mission).	——	——
2. Researched the subject.	——	——
3. Identified the key points.	——	——
4. Arranged the key points in logical order in an outline format.	——	——
5. Provided supporting data to substantiate validity of key points	——	——
6. Selected visual aids, as necessary.	——	——
7. Developed the briefing.	——	——

Performance Measures	<u>**GO**</u>	<u>**NO-GO**</u>
8. Rehearsed	——	——
9. Delivered the briefing professionally.	——	——
10. Followed-up.	——	——

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

References
    Required   **Related**
    FM 101-5

Complete a Written Unit Visit AAR
805B-79V-4535

Conditions: You have just completed a retention action or event that requires written documentation and access to:

a. DA Form 4856-R
b. General Office Supply
c. Battle Training Schedule
d. Computer
e. ITRS
f. Internet
g. Sign-In Roster
h. Soldier's Records
i. RLAS
j. RMS

Standards: Documented actions or events which impact unit readiness.

Performance Steps

1. Consolidate factual retention notes and information.

2. Prepare draft:
    a. Address factual info only.
    b. Follow AAR formatting IAW regulatory guidance and/or RRC SOP.

3. Edit draft for accuracy IAW the Army Writing Program.

4. Review written AAR with Unit Commander prior to forwarding to next level for approval.

5. Forward final draft to next level for approval IAW regulatory guidance and RRC SOP.

6. Follow-up with unit on any pending actions identified in the written AAR.

7. File IAW ARIMS Filing System.

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

Performance Measures	**GO**	**NO-GO**
1. Consolidated factual retention notes and information.	——	——

2. Prepared draft:
    a. Addressed factual info only.
    b. Followed AAR formatting IAW regulatory guidance and/or RRC SOP.
	——	——

3. Edited draft for accuracy IAW the Army Writing Program.	——	——
4. Reviewed written AAR with Unit Commander prior to forwarding to next level for approval.	——	——
5. Forwarded final draft to next level for approval IAW regulatory guidance and RRC SOP.	——	——

Performance Measures **GO** **NO-GO**

6. Followed-up with unit on any pending actions identified in the written AAR. —— ——

7. Filed IAW ARIMS Filing System. —— ——

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

References
  Required **Related**
  AR 25-400-2
  USARC REG 140-6

Subject Area 7: IRR to TPU Transfer

Obtain an Appointment
805B-79V-4540

Conditions: In an office environment and given a Prospect and access to:

a. USARC Reg 140-6
b. General Office Supplies
c. Computer
d. Community Event Calendar
e. Internet
f. Government Vehicle
g. Lead Sources
h. Local Recruiters
i. Local Schools

Standards: Obtained an Appointment

Performance Steps

1. Prepare Prospecting Plan:
   a. Define marketing plan
   b. Identify lead sources
   c. Document Leads
   d. Develop canvassing plan

2. Conduct Prospecting by utilizing one of the following techniques:
   a. Telephone Prospecting
      (1) Pre-Call Plan
      (2) ID yourself and the Army Reserve
      (3) Establish and maintain rapport
      (4) Uncover needs and interests
      (5) Present features and benefits
      (6) Close
      (7) Handle Objections
      (8) Confirm the Appointment
      (9) Ask for a referral (regardless of appointment)
      (10) Document Appointment
   b. Face-to-Face Prospecting
      (1) Prospecting Plan
      (2) ID yourself and the Army Reserve
      (3) Establish and maintain rapport
      (4) Determine needs and interests
      (5) Determine immediate qualifications
      (6) Present features and benefits
      (7) Close
      (8) If appointment schedules, reconfirm and document
      (9) If Soldier is unavailable, leave message

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

Performance Measures **GO** **NO-GO**

   1. Prepared Prospecting Plan by performing the following steps in order: ____ ____
       a. Defined marketing plan
       b. Identified lead sources
       c. Documented Leads
       d. Developed canvassing plan

   2. Conducted Prospecting by utilizing one of the following techniques: ____ ____
Evaluator: Soldier must use one of two techniques. Technique used must be
performed in order.
       a. Telephone Prospecting
          (1) Utilized Pre-Call Plan
          (2) ID yourself and the Army Reserve
          (3) Established and maintained rapport
          (4) Uncovered needs and interests
          (5) Presented features and benefits
          (6) Closed
          (7) Handled Objections
          (8) Confirmed the Appointment
          (9) Asked for a referral (regardless of appointment)
        (10) Documented Appointment
       b. Face-to-Face Prospecting
          (1) Utlized Prospecting Plan
          (2) ID yourself and the Army Reserve
          (3) Established and maintained rapport
          (4) Determined needs and interests
          (5) Determined immediate qualifications
          (6) Presented features and benefits
          (7) Closed
          (8) If appointment scheduled, reconfirmed and documented
          (9) If Soldier was unavailable, left message

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

References
   Required   **Related**
   USARC REG 140-6

Conduct an Appointment
805B-79V-4542

Conditions: In an office environment and given a prospect and access to:

a. USARC Reg 140-6
b. DA Form 4187
c. General Office Supplies
d. Calendar
e. Computer w/Internet Access
f. Government Vehicle
g. Lead Source
h. PERNET
i. RPIs

Standards: Conducted an appointment, which resulted in a commitment to process the Soldier.

Performance Steps

1. Prepare for the Interview
    a. Determine Soldier's qualification
    b. Initiate documentation

2. Conduct the Interview
    a. Greet the Soldier
    b. Build Rapport
    c. Present Opportunities
    d. Discuss Options
    e. Attempt to Close
     f. Overcome Objections
    g. Obtain a commitment
    h. Summarize Interview
     i. Complete necessary documentation, as appropriate:
        (1) DA Form 4187
        (2) USARC Form 95-R
    j. Follow-up with Soldier within 72 hours

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

Performance Measures	GO	NO-GO
1. Prepared for the Interview	——	——
a. Determined Soldier's qualification		
b. Initiated documentation		
2. Conducted the Interview	——	——
a. Greeted the Soldier		
b. Built Rapport		
c. Presented Opportunities		
d. Discussed Options		
e. Attempted to Close		
f. Overcome Objections		
g. Obtained a commitment		

Performance Measures   **GO**   **NO-GO**

     h. Summarized Interview

     i. Completed necessary documentation, as appropriate:

        (1) DA Form 4187

        (2) USARC Form 95-R

     j. Followed-up with Soldier within 72 hours

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

References

    Required   **Related**

    AR 140-10

    DA FORM 4187

    USARC FORM 95-R

    USARC REG 140-6

Conduct Processing Procedures
805B-79V-4544

Conditions: In an office environment and given a committed Soldier and access to:

a. AR 25-400-2
b. USARC Reg 140-6
c. DA Form 4187
d. General Office Supplies
e. Calendar
f.   Computer w/Internet Access
g. Government Vehicle
h. Internet
i.   PERNET
j. UMR

Standards: Conducted Processing Procedures which resulted in an accession.

Performance Steps

1. Conduct follow-up actions
      a. Assemble documents
      b. Conduct quality control
      c. Forward documents to Area Leader
      d. Update Lead Sources

2. Create a Residual File IAW ARIMS
      a. DA Form 4187
      b. RDMS screens
      c. Support Documents
      d. Photo ID
      e. Assignment Orders

3. Transfer Orders
      a. Verify mission credit
      b. Distribute Orders

4. Determine Actions with Unit
      a. Identify Sponsor
      b. Ensure in-processing procedures initiated
      c. Escort the Soldier
      d. Follow-up any pending actions

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

Performance Measures	GO	NO-GO
1. Conducted follow-up actions	___	___
a. Assembled documents		
b. Conducted quality control		
c. Forwarded documents to Area Leader		
d. Updated Lead Sources		
2. Created a Residual File IAW ARIMS	___	___
a. DA Form 4187		

Performance Measures   **GO**   **NO-GO**
    b. RDMS screens
    c. Support Documents
    d. Photo ID
    e. Assignment Orders

  3. Transfer Orders   ____   ____
    a. Verified mission credit
    b. Distributed Orders

  4. Determined Actions with Unit   ____   ____
    a. Identified Sponsor
    b. Ensured in-processing procedures initiated
    c. Escorted the Soldier
    d. Followed-up any pending actions

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

References
    Required   **Related**
    AR 25-400-2
    DA FORM 4187
    RRC SOP
    USARC FORM 95-R
    USARC REG 140-6

Skill Level 5

Subject Area 8: Program Management

Manage Command Retention Program
805B-79V-5501

Conditions: Given Retention & Transition programs and access to:

a. USARC Reg 140-6
b. General Office Supply
c. Computer
d. Intranet/Internet
e. ITRS
f. Government Vehicle
g. MS OUTLOOK
h. Retention Management System (RMS)
i. RLAS
j. RRC Guidance
k. Soldier's Records

Standards: Attained Green Status on Retention Scorecard

Performance Steps

1. Manage Retention missions' goals, objectives and statistics.
    a. Manage the Loss Ceiling for area.
    b. Manage Non-Participant Program.
        (1) Verify RTNCO/area has:
            (a) Identified unit non-participants.
            (b) Contacted possible non-participants face-to-face or telephonically.
            (c) Determined the reason for the non-participation.
            (d) Informed the Unit Commander of the initial contact with the Soldier and the problem.
            (e) Monitored the progress of the Soldier and the resolution.
            (f) Documented all recovery and non-recovery results on a DA Form 4856.
        (2) Identify results of RTNCO actions:
        (3) Develop a plan of action.
        (4) Follow-up with RTNCO on any pending actions.
    c. Manage the Reenlistment Program for 1st term Soldiers.
        (1) Review Retention Management Software (RMS).
        (2) Monitor reenlistment rate.
        (3) Verify potential deficiencies using RLAS, ITRS, and RMS.
        (4) Follow-up with corrective actions for any deficiencies noted.
    d. Manage the Reenlistment Program for mid-term/career Soldiers.
        (1) Review Retention Management Software (RMS).
        (2) Monitor reenlistment rate.
        (3) Verify potential deficiencies using RLAS, ITRS, and RMS.
        (4) Follow up with corrective actions for any deficiencies noted.
    e. Manage the Sponsorship Program.
        (1) Ensure 100% standards for Sponsorship is accomplished in assigned units.
        (2) Evaluate accomplishment of the following Sponsorship Coordinator duties:
            (a) Selected sponsors are trained.

Performance Steps

          (b) Review the Gain Report (weekly) to notify unit of new Soldiers arrival thus initiate sponsorship at assigned unit.
          (c) Mail Welcome Letters to Soldier, Sponsor and FLL.
          (d) USARC Form 62-R was completed within 60 days of initial BTA.
          (e) Maintain USARC Form 62-1-R.
          (f) Maintain USARC Form 62-2-R.
          (g) Initial counseling requirements were completed IAW USARC Poster 6-R.
          (h) Brief sponsors on the TTHS program and responsibilities, as applicable.
       (3) Identify deficiencies.
       (4) Follow up with corrective actions for any deficiencies noted.
    f. Manage the Career Counseling Interview Program.
       (1) Ensure all interviews IAW USARC Poster 6-R are accomplished & documented.
       (2) Follow-up with corrective actions for any deficiencies noted.

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

Performance Measures	**GO**	**NO-GO**
1. Managed Retention missions goals, objectives and statistics.	——	——

    a. Managed the Loss Ceiling for area.
    b. Managed Non-Participant Program.
       (1) Verified RTNCO/area has:
          (a) Identified unit non-participants.
          (b) Contacted possible non-participants face-to-face or telephonically.
          (c) Determined the reason for the non-participation.
          (d) Informed the Unit Commander of the initial contact with the Soldier and the problem.
          (e) Monitored the progress of the Soldier and the resolution.
          (f) Documented all recovery and non-recovery results on a DA Form 4856.
       (2) Identified results of RTNCO actions:
       (3) Developed a plan of action.
       (4) Followed-up with RTNCO on any pending actions.
    c. Managed the Reenlistment Program for 1st term Soldiers.
       (1) Reviewed Retention Management Software (RMS).
       (2) Monitored reenlistment rate.
       (3) Verified potential deficiencies using RLAS, ITRS, and RMS.
       (4) Followed-up with corrective actions for any deficiencies noted.
    d. Managed the Reenlistment Program for mid-term/career Soldiers.
       (1) Reviewed Retention Management Software (RMS).
       (2) Monitored reenlistment rate.
       (3) Verified potential deficiencies using RLAS, ITRS, and RMS.
       (4) Followed-up with corrective actions for any deficiencies noted.
    e. Managed the Sponsorship Program.
       (1) Ensured 100% standards for Sponsorship is accomplished in assigned units.
       (2) Evaluated accomplishment of the following Sponsorship Coordinator duties:
          (a) Selected sponsors were trained.
          (b) Reviewed the Gain Report (weekly) to notify unit of new Soldiers arrival thus initiate sponsorship at assigned unit.

Performance Measures   <u>GO</u>   <u>NO-GO</u>

    (c) Mailed Welcome Letters to Soldier, Sponsor and FLL.
    (d) USARC Form 62-R was completed within 60 days of initial BTA.
    (e) Maintained USARC Form 62-1-R.
    (f) Maintained USARC Form 62-2-R.
    (g) Initialed counseling requirements were completed IAW USARC
      Poster 6-R.
    (h) Briefed sponsors on the TTHS program and responsibilities, as
      applicable.
   (3) Identify deficiencies.
   (4) Followed-up with corrective actions for any deficiencies noted.
  f. Managed the Career Counseling Interview Program.
   (1) Ensured all interviews IAW USARC Poster 6-R were accomplished and
    documented.
   (2) Followed-up with corrective actions for any deficiencies noted.

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

References
 Required   **Related**
 AR 135-7
 AR 135-91
 AR 140-10
 AR 600-8-22
 AR 600-9
 USARC REG 140-6

Conduct Retention Assessment Visits with RTNCOs
805B-79V-5519

Conditions: Given a Retention NCO and access to:

a. USARC Reg 140-6
b. Government Vehicle
c.   Phone
d. Retention Assessment Visit Checklist

Standards: Conducted Retention Assessment visit that resulted in 100% compliance of appropriate level guidance IAW RAV Checklist.

Performance Steps

1. Determine trends in Area by utilizing RMS, Retention Scorecard, and ITRS.

2. Prioritize visit schedule based on results.

3. Notify RTNCO of the following information regarding the visit:
    a. Date and time.
    b. Location
    c. Reason

4. Conduct Assessment Visit.

5. Document findings both positive and negative for future reference.

6. Make on the spot corrections.

7. Develop a plan of action to correct deficiencies.

8. Conduct follow-up to ensure that the RTNCO is working on correcting all deficiencies identified and addressed in the visit.

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

Performance Measures	GO	NO-GO
1. Determined trends in Area by utilizing RMS, Retention Scorecard, and ITRS.	——	——
2. Prioritized visit schedule based on results.	——	——
3. Notified RTNCO of the following information regarding the visit: a. Date and time. b. Location c. Reason	——	——
4. Conducted Assessment Visit.	——	——
5. Documented findings both positive and negative for future reference.	——	——
6. Made on the spot corrections.	——	——
7. Developed a plan of action to correct deficiencies.	——	——

Performance Measures	GO	NO-GO
8. Conducted follow-up to ensure that the RTNCO is working on correcting all deficiencies identified and addressed in the visit.	——	——

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

References

Required	Related
AR 135-100	
AR 135-175	
AR 135-178	
AR 135-18	
AR 135-7	
AR 135-91	
AR 140-10	
AR 140-111	
AR 25-400-2	
FM 22-100	
FM 7-0	
FM 7-1	
USARC REG 140-6	

Subject Area 9: Special Missions Management

Achieve WO Special Mission
805B-79V-5521

Conditions: Given Retention & Transition Force and access to:

a. AR 135-100
b. USARC Reg 140-6
c. DA Form 61
d. DA Form 4187
e. EPSQ
f. ITRS
g. RMS
h. RLAS
i. Assigned Mission
j. General Office Supply
k. Computer
l. Internet/Intranet
m. Higher HQ Guidance
n. Government Vehicle
o. Medical Appointments
p. Soldier's Records
q. Unit Training Schedule

Standards: Achieved 100% of assigned Warrant Officer mission.

Performance Steps

1. Identify WO market with ITRS Ad Hoc Query (selecting personnel qualification data in comparison with TWO vacancies prequalification criteria).
    a. Utilize ITRS Reports and RMS.
    b. Analyze Warrant Officer market data.

2. Implement Marketing Plan.
    a. Schedule Unit Briefing.
    b. Schedule Mail outs.
    c. Conduct Phone calls/face-to-face.
    d. Obtain Referrals.
    e. Conduct Unit Briefing.
    f. Display Warrant Officer awareness items.

3. Determine Warrant Officer Prerequisites.
    a. Identify enlisted feeder MOS.
    b. Determine the prospect experience.
    c. Verify prospect leadership experience.
    d. Determine grade requirements.
    e. Determine NCOES completion.
    f. Determine civilian education.
    g. Identify other prerequisites as necessary.

4. Determine Warrant Officer Eligibility.
    a. Determine Warrant Officer eligibility criteria:
        (1) Age and Years.
        (2) Citizenship.

Performance Steps
          (3) Mental.
          (4) Education.
          (5) Character.
          (6) Leadership.
          (7) Medical.
          (8) Security Requirements.
          (9) Ineligibles.
     b. Describe the DA Selection Board process.
     c. Determine Warrant Officer Eligibility Criteria for Waivers.

  5. Counsel Prospective Candidates on the Key Components of the WO Program.
     a. Describe Warrant Officer Programs.
     b. Identify the Warrant Officer grade structure.
     c. Identify the roles and responsibilities of Warrant Officer.
     d. Define the MOS code structure.
     e. Identify the levels in the Warrant Officer Education System.
     f. Determine the Warrant Officer Readiness Objective.
     g. Determine the Warrant Officer Transition Mission.
     h. Explain priority fills for Warrant Officer.

  6. Complete a Warrant Officer application.
     a. Describe the application processing procedures.
     b. Complete a Warrant Officer application utilizing the newest checklist and guidance.

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

Performance Measures	**GO**	**NO-GO**

1. Identified WO market with ITRS Ad Hoc Query (selecting personnel qualification data in comparison with TWO vacancies prequalification criteria).
    a. Utilized ITRS Reports and RMS.
    b. Analyzed Warrant Officer market data.
	——	——

2. Implemented Marketing Plan.
    a. Scheduled Unit Briefing.
    b. Scheduled Mail outs.
    c. Conducted Phone calls/face-to-face.
    d. Obtained Referrals.
    e. Conducted Unit Briefing.
    f. Displayed Warrant Officer awareness items.
	——	——

3. Determined Warrant Officer Prerequisites.
    a. Identified enlisted feeder MOS.
    b. Determined the prospect experience.
    c. Verified prospect leadership experience.
    d. Determined grade requirements.
    e. Determined NCOES completion.
    f. Determined civilian education.
    g. Identified other prerequisites as necessary.
	——	——

4. Determined Warrant Officer Eligibility.
    a. Determined Warrant Officer eligibility criteria:
      (1) Age and Years.
      (2) Citizenship.
	——	——

Performance Measures   **GO**   **NO-GO**

      (3) Mental.
      (4) Education.
      (5) Character.
      (6) Leadership.
      (7) Medical.
      (8) Security Requirements.
      (9) Ineligibles.
   b. Described the DA Selection Board process.
   c. Determined Warrant Officer Eligibility Criteria for Waivers.

5. Counseled Prospective Candidates on the Key Components of the WO Program.   ——   ——
   a. Described Warrant Officer Programs.
   b. Identified the Warrant Officer grade structure.
   c. Identified the roles and responsibilities of Warrant Officer.
   d. Defined the MOS code structure.
   e. Identified the levels in the Warrant Officer Education System.
   f. Determined the Warrant Officer Readiness Objective.
   g. Determined the Warrant Officer Transition Mission.
   h. Explained priority fills for Warrant Officer.

6. Completed a Warrant Officer application.   ——   ——
   a. Described the application processing procedures.
   b. Completed a Warrant Officer application utilizing the newest checklist and
      guidance.

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

References
   Required   **Related**
   AR 135-91
   AR 140-10
   AR 25-50
   AR 40-501
   AR 600-8-22
   AR 600-9
   AR 670-1
   DA PAM 611-1
   DA PAM 611-21
   FM 21-20
   USARC REG 140-6

Subject Area 10: Training and Assessment Tools

Conduct Area Retention Training
805B-79V-5523

Conditions: Given an audience, subject, training materials, training aids and access to:

a. FM 7-0
b. FM 7-1
c. General Office Supply
d. Internet
e. APD
f. Location
g. Time

Standards: Completed a training session that delivered 100% accuracy of subject matter.

Performance Steps

1. Identify possible training needs:
    a. Identify performance/procedural deficiencies.
    b. Identify RTNCO Mandatory Training Needs such as:
        (1) Sponsorship Program.
        (2) Soldier Accountability Program.
        (3) Incentive and Entitlement Programs.
        (4) Retention subjects.
        (5) DARN and FTUS Training.
        (6) Career Counseling.
        (7) Special Missions Program.

2. Conduct a needs analysis to ensure training is needs based.

3. Prepare for the training session by:
    a. Research training topic and compile all necessary documents and regulations.
    b. Develop training to abide by current regulatory guidance.
    c. Sequencing training properly to ensure prerequisite tasks are delivered first.
    d. Conduct Risk Assessment prior to training.
    e. Coordinate for resources and training aids.

4. Rehearse training prior to the event using the same type of facility and multimedia.
    a. Utilize multimedia to enhance training (not to divert focus from training).
    b. Use proper procedures for developing training materials.
        (1) Visually appealing.
        (2) Conservative and contrasting color schematics for slides.
        (3) Setup/arrange the training area paying particular attention to the size of the room/audience and audio/visual needs.

5. Adjust presentation based on rehearsal.

6. Maximize efficiency of presentation for the greatest training impact.

7. Conduct Training.

8. Solicit feedback or ask for questions from the audience.

Performance Steps

    9. Conduct AAR on Training Event.

  10. Document results:
        a. Annotate the training schedule and sign-in roster with task trained.
        b. Complete the record of training on individual Soldiers.

  11. Adjust the training presentation to correct deficiencies identified during training session.

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

Performance Measures	**GO**	**NO-GO**

1. Identified possible training needs:
    a. Identified performance/procedural deficiencies.
    b. Identified RTNCO Mandatory Training Needs such as:
        (1) Sponsorship Program.
        (2) Soldier Accountability Program.
        (3) Incentive and Entitlement Programs.
        (4) Retention subjects.
        (5) DARN and FTUS Training.
        (6) Career Counseling.
        (7) Special Missions Program.
	——	——

2. Conducted a needs analysis to ensure training is needs based.	——	——

3. Prepared for the training session by:
    a. Researched training topic and compiled all necessary documents and regulations.
    b. Developed training to abide by current regulatory guidance.
    c. Sequenced training properly to ensure prerequisite tasks was delivered first.
    d. Conducted Risk Assessment prior to training.
    e. Coordinated for resources and training aids.
	——	——

4. Rehearsed training prior to the event using the same type of facility and multimedia.
    a. Utilized multimedia to enhance training (not to divert focus from training).
    b. Used proper procedures for developing training materials.
        (1) Training materials were visually appealing.
        (2) Training materials were conservative and contrasting color schematics for slides.
        (3) Setup/arranged the training area paying particular attention to the size of the room/audience and audio/visual needs.
	——	——

5. Adjusted presentation based on rehearsal.	——	——
6. Maximized efficiency of presentation for the greatest training impact.	——	——
7. Conducted Training.	——	——
8. Solicited feedback or ask for questions from the audience.	——	——
9. Conducted AAR on Training Event.	——	——
10. Documented results: a. Annotated the training schedule and sign-in roster with task trained.	——	——

Performance Measures   **GO**   **NO-GO**

     b. Completed the record of training on individual Soldiers.

11. Adjusted the training presentation to correct deficiencies identified during training   ——   ——
    session.

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

References
    Required   **Related**
    FM 7-0
    FM 7-1

Conduct Area Retention Briefing
805B-79V-5533

Conditions: Given an audience, a subject, computer and access to:

a. FM 101-5
b. General Office Supply
c. Internet
d. Location
e. Time

Standards: Conducted a professional briefing within allotted timeframe.

Performance Steps

1. Determine the type of the briefing (info, decision, staff, mission).

2. Research the subject.

3. Identify the key points.

4. Arrange the key points in logical order in an outline format.

5. Provide supporting data to substantiate validity of key points.

6. Select visual aids, as necessary.

7. Develop the briefing.

8. Rehearse.

9. Deliver briefing professionally.

10. Follow-up.

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

Performance Measures	GO	NO-GO
1. Determined the type of the briefing (info, decision, staff, mission).	——	——
2. Researched the subject.	——	——
3. Identified the key points.	——	——
4. Arranged the key points in logical order in an outline format.	——	——
5. Provided supporting data to substantiate validity of key points.	——	——
6. Selected visual aids, as necessary.	——	——
7. Developed the briefing.	——	——
8. Rehearsed.	——	——
9. Delivered briefing professionally.	——	——

Performance Measures   **GO**   **NO-GO**

  10. Followed-up.   ____   ____

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

References
    Required   **Related**
    FM 101-5

Prepare an Area Written AAR
805B-79V-5535

Conditions: You have just completed a retention action or event that requires written documentation and access to:
a. DA Form 4856-R
b. General Office Supply
c. Battle Training Assembly Schedule
d. Computer
e. ITRS
f. RLAS

Standards: Documented actions or events which impact unit readiness

Performance Steps

1. Consolidate factual retention notes and information.

2. Prepare draft:
    a. Address factual info only.
    b. Follow AAR formatting IAW regulatory guidance and/or RRC SOP.

3. Edit draft for accuracy IAW Army Writing Program.

4. Review written AAR with Unit Commander prior to forwarding to next level for approval.

5. Forward final draft to next level for approval IAW regulatory guidance and RRC SOP.

6. Follow-up with participant(s) on any pending actions identified in the written AAR.

7. File IAW ARIMS Filing System.

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

Performance Measures	GO	NO-GO
1. Consolidated factual retention notes and information.	——	——

2. Prepared draft:
    a. Addressed factual info only.
    b. Followed AAR formatting IAW regulatory guidance and/or RRC SOP.
	——	——

3. Edited draft for accuracy IAW Army Writing Program.	——	——
4. Reviewed written AAR with Unit Commander prior to forwarding to next level for approval.	——	——
5. Forwarded final draft to next level for approval IAW regulatory guidance and RRC SOP.	——	——
6. Followed-up with participant(s) on any pending actions identified in the written AAR.	——	——

Performance Measures   <u>GO</u>   <u>NO-GO</u>

   7. Filed IAW ARIMS Filing System.   ____   ____

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

References
    Required   **Related**
    AR 25-400-2
    FM 7-0
    RRC SOP
    USARC REG 140-6

Subject Area 11: Retention Force Supervision

Supervise Retention Force
805B-79V-5537

Conditions: Given a retention force and access to:

a. DA Form 2166-8
b. DA Form 2166-8-1
c. DA Form 4856
e. General Office Supply
f. Government Vehicle
g. Computer
h. Internet
i. ITRS
j. Microsoft Outlook
k. RMS
l. RLAS
m Soldier's Records
n. OCAR-RTD Scorecard

Standards: Supervised Retention Force that motivated and directed the activities of subordinates which resulted in achieving assigned retention and transition goals.

Performance Steps

1. Evaluate Retention Force Performances.
    a. Analyze the following Retention reports: (if applicable)
        (1) OCAR-RTD retention reports.
        (2) RRC retention reports.
        (3) Area retention reports.
        (4) Supported Unit Reports (RMS, ITRS 16, 21, 23, 35 etc.).
        (5) Mileage reports.
        (6) DA Form 2062 (Hand receipt).
    b. Determine Trends.
    c. Determine course of action based on identified trends and conclusions.
    d. Implement plan of action to correct deficiencies and shortcomings.
    e. Follow-up to ensure plan was put into action.

2. Conduct Counseling.
    a. Identify reasons for counseling (AR 623-205).
        (1) Performance - initial, quarterly, annual (DA Form 2166-8/-1).
            (a) Explain Rating Schemes.
            (b) Identify Counseling requirements (initial, quarterly)
        (2) NCOER Development.
            (a) Job Description.
            (b) Rating Scheme.
            (c) Bullets
        (3) Career Counseling.
        (4) Misconduct - (AR 623-205, AR 27-10)
        (5) Professional Growth
    b. Identify types of developmental counseling.
    c. Identify the need for counseling.

Performance Steps
    d. Prepare for counseling.
    e. Conduct the counseling session.
    f. Follow-up to ensure plan implementation.

  3. Conduct Area Meetings.
    a. Schedule time and place.
    b. Develop Agenda.
        (1) Conduct a polling session with Soldiers.
        (2) Higher HQ objectives.
        (3) Follow-up on issues.
        (4) Review Deficiencies.
    c. Notify Retention Force of the time, place and agenda.
    d. Conduct the meeting.
    e. Follow-up to ensure that the issues and deficiencies were resolved.

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

Performance Measures	**GO**	**NO-GO**
1. Evaluated Retention Force Performances.	___	___
a. Analyzed the following Retention reports: (if applicable)		
(1) OCAR-RTD retention reports.		
(2) RRC retention reports.		
(3) Area retention reports.		
(4) Supported Unit Reports (RMS, ITRS 16, 21, 23, 35 etc.).		
(5) Mileage reports.		
(6) DA Form 2062 (Hand receipt).		
b. Determined Trends.		
c. Determined course of action based on identified trends and conclusions.		
d. Implemented plan of action to correct deficiencies and shortcomings.		
e. Followed-up to ensure plan was put into action.		
2. Conducted Counseling.	___	___
a. Identified reasons for counseling (AR 623-205).		
(1) Performance - initial, quarterly, annual (DA Form 2166-8/-1).		
(a) Explain Rating Schemes.		
(b) Identify Counseling requirements (initial, quarterly)		
(2) NCOER Development.		
(a) Job Description.		
(b) Rating Scheme.		
(c) Bullets		
(3) Career Counseling.		
(4) Misconduct - (AR 623-205, AR 27-10)		
(5) Professional Growth		
b. Identified types of developmental counseling.		
c. Identified the need for counseling.		
d. Prepared for counseling.		
e. Conducted the counseling session.		
f. Followed-up to ensure plan implementation.		
3. Conducted Area Meetings.	___	___
a. Scheduled time and place.		
b. Developed Agenda.		

Performance Measures <u>GO</u>   <u>NO-GO</u>
      (1) Conduct a polling session with Soldiers.
      (2) Higher HQ objectives.
      (3) Follow-up on issues.
      (4) Review Deficiencies.
    c. Notified Retention Force of the time, place and agenda.
    d. Conducted the meeting.
    e. Followed-up to ensure that the issues and deficiencies were resolved.

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

References
    Required   **Related**
    AR 140-111
    AR 27-10
    AR 623-205
    DA PAM 600-25
    FM 22-100
    FM 7-0
    FM 7-1

Develop a Yearly Training Calendar
805B-79V-5539

Conditions: Given Retention & Transition programs and access to:

a. USARC Reg 140-6
b. General Office Supply
c. APD
d. Battle Training Assembly Schedule
e. Briefings
f. Computer
g. Conferences
h. General Office Supplies
i. Government Vehicle
j. Higher HQ Guidance
k. Internet Access
l. Retention Assessment Visit EXSUM
m. Retention Management Software (RMS)
n. Mandatory Training Events
o. MS Outlook
p. NCO Development
q. Schedules/Leaves/Passes

Standards: Developed Yearly Training Calendar that encompassed 100% of pertinent events.

Performance Steps

1. Obtain applicable training data.
    a. RRC Training Guidance.
    b. BTA Schedules.
    c. Projected leaves and passes.
    d. RPC Schedule.
    e. Area Training Schedule.
    f. Annual Training Schedules.
    g. DARN Training Schedule.
    h. Warrant Officer Briefing/Forums.
    i. Other mandatory and pertinent events.

2. Analyze Area Training needs based on:
    a. Review Retention Assessment Visits EXSUM specifically looking at deficiencies.
    b. Analyze Individual mission performance.
    c. Analyze the statistics of area units.

3. Develop Area training Schedule based on the data analyzed and gathered (internal & external).
    a. Identify critical/mandatory events.
    b. Prioritize events.
    c. Complete calendar starting with the highest priority and working toward the lowest.

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

Performance Measures   **GO**   **NO-GO**

1. Obtained applicable training data.   ——   ——
    a. RRC Training Guidance.
    b. BTA Schedules.
    c. Projected leaves and passes.
    d. RPC Schedule.
    e. Area Training Schedule.
    f. Annual Training Schedules.
    g. DARN Training Schedule.
    h. Warrant Officer Briefing/Forums.
    i. Other mandatory and pertinent events.

2. Analyzed Area Training needs based on: ——   ——
    a. Reviewed Retention Assessment Visits EXSUM specifically looking at
        deficiencies.
    b. Analyzed Individual mission performance.
    c. Analyzed the statistics of area units.

3. Developed Area training Schedule based on the data analyzed and gathered   ——   ——
    (internal & external).
    a. Identified critical/mandatory events.
    b. Prioritized events.
    c. Completed calendar starting with the highest priority and working toward the
        lowest.

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

References
    Required   **Related**
    FM 7-0
    FM 7-1
    USARC REG 140-6

GLOSSARY

AAR	after action review; after action report
AGR	Active Guard Reserve
APD	Army Publishing Directorate
AR	Army Regulation
ARIMS	Army Records Information Management System
BASD	basic active service date
BTA	battle training assembly
DA	Department of the Army
DARN	duty appointed retention NCO
DD	Defense Department
EPSQ	electronic personnel security questionnaire
ER	evaluation report
ESGR	employer support of the Guard and Reserve
ETS	Expiration Term of Service
EXSUM	Executive Summary
FLL	first line leader
FM	field manual
FTUS	fulltime unit support
HQ	headquarters
HQDA	Headquarters, Department of the Army
IADT	initial active duty training
IAW	in accordance with
IDT	inactive duty training
IRR	Individual Ready Reserve
ITRS	individual training and readiness system
MFR	memorandum for record

MOS	military occupational specialty
MPRJ	military personnel records jacket, U. S. Army
MS	microsoft
MSC	major subordinate command
NCO	noncommissioned officer
NCOER	noncommissioned officer evaluation report
NCOES	NCO education system
NP	non-participant
OCAR-RTD	Office of the Chief of the Army Reserve-Retention and Transition Division
PEBD	pay entry basic date
PMARS	commander's participation management and reporting system
RA	regular army
RC	reserve component
ref	reference
REFRAD	release from active duty
RLAS	regional level application system
RMS	retention management software
RRC	regional readiness command
RTD	retention and transition division
RTNCO	retention and transition noncommissioned officer
RPC	recruiter partnership council
RPI	retention publicity item
SM	Soldier's manual
SOP	standing operating procedure
SRIP	selected reserve incentive program
SRP	school requirements package; Soldier readiness processing
TG	training guide
TTHS	trainees, transients, holdees and students accounts

TWO	technical warrant officer
UCP	unit climate profile
UCPMR	unit commander pay management report
UMR	unit manning report
USAR	U.S. Army Reserve
USARC	U.S. Army Reserve Command
WO	warrant officer
WOC	warrant officer candidate
****	
YTC	yearly training calendar
YTG	yearly training guidance

Section II
Terms

application
1. The system or problem to which a computer is applied. Reference is often made to an application as being either of the computational type (arithmetic computations predominate) or of the data processing type (data handling operations predominate). 2. In the intelligence context, the direct extraction and tailoring of information from an existing foundation of intelligence and near real time reporting. It is focused on and meets specific, narrow requirements, normally on demand. (JP 2-0)

approval authority
A representative (person or organization) of the Commandant, US Coast Guard, authorized to approve containers within terms of the International Conference for Safe Containers. See also International Convention for Safe Containers. (JP 4-01.7)

assessment
1. Analysis of the security, effectiveness, and potential of an existing or planned intelligence activity. 2. Judgment of the motives, qualifications, and characteristics of present or prospective employees or "agents."

assign
(*) 1. To place units or personnel in an organization where such placement is relatively permanent, and/or where such organization controls and administers the units or personnel for the primary function, or greater portion of the functions, of the unit or personnel. 2. To detail individuals to specific duties or functions where such duties or functions are primary and/or relatively permanent. See also attach.

attach
1. The placement of units or personnel in an organization where such placement is relatively temporary. 2. The detailing of individuals to specific functions where such functions are secondary or relatively temporary, e.g., attached for quarters and rations; attached for flying duty. See also assign.

attrition
(*) The reduction of the effectiveness of a force caused by loss of personnel and materiel.

briefing
(*) The act of giving in advance specific instructions or information.

Cir
circular

command
1. The authority that a commander in the Armed Forces lawfully exercises over subordinates by virtue of rank or assignment. Command includes the authority and responsibility for effectively using available resources and for planning the employment of, organizing, directing, coordinating, and controlling military forces for the accomplishment of assigned missions. It also includes responsibility for health, welfare, morale, and discipline of assigned personnel. 2. An order given by a commander; that is, the will of the commander expressed for the purpose of bringing about a particular action. 3. A unit or units, an organization, or an area under the command of one individual. Also called CMD. See also area command; base command; combatant command; combatant command (command authority). (JP 0-2)

DD Form
Department of the Defense Form

decision
In an estimate of the situation, a clear and concise statement of the line of action intended to be followed by the commander as the one most favorable to the successful accomplishment of the assigned mission.

etc
and so forth

Executive Summary
EXSUM - A brief, 1 to 17 line(s), summary of specific retention related observations that occurred at the battle training assembly for a specific Army Reserve unit.

ext
extension

facility
A real property entity consisting of one or more of the following: a building, a structure, a utility system, pavement, and underlying land. See also air facility.

Full-Time Support (FTS) Personnel
Personnel assigned on a full-time basis for the purposes of organizing, administering, recruiting, instructing, or training the ARNG and the ARMY RESERVE. These personnel include civilian personnel, members of the Active Army, and personnel serving on AGR status. The AGR Program is a component of the FTS Program.

i.e.
that is

implementation
Procedures governing the mobilization of the force and the deployment, employment, and sustainment of military operations in response to execution orders issued by the National Command Authorities. Also called IMP.

Individual Training and Readiness System
ITRS is a tool designed to assist and manage units at all levels within the chain of command. There are reports that would prove beneficial for the Unit Administrator/Unit Clerk all the way to the Commanding General. It eliminates the manual methods of comparing databases. The system is most applicable, but not limited to, assisting with DMOSQ (Duty Military Occupational Specialty Qualification). ITRS web site is the USARCs' (United States Army Reserve Commands') database of record for DMOSQ.

information
1. Facts, data, or instructions in any medium or form. 2. The meaning that a human assigns to data by means of the known conventions used in their representation.

Major Subordinate Command (MSC)
USARC MSCs consist of Regional Readiness Commands (RRCs), Army Reserve Readiness Training Center (ARRTC), Training Support Division (TSD), Division Institutional Training (DIV IT), Readiness Command, Military Intelligence Augmentation Detachment (MIAD), National AMEDD Augmentation Detachment (NAAD), USA Element HQ Atlantic Command, Small Arms Training Team, and USARC installations.

Non-Participant (NP)
Non-Participating Soldiers are those assigned on the pay system (Defense Joint Military Pay System-Reserve Components (DJMS-RC) who have had no duty performed for pay in the last 90-plus days, IAW Commanders Participation Management and Reporting System (PMRS) reports.

order
(*) A communication, written, oral, or by signal, which conveys instructions from a superior to a subordinate. (DOD only) In a broad sense, the terms "order" and "command" are synonymous. However, an order implies discretion as to the details of execution whereas a command does not.

personnel
Those individuals required in either a military or civilian capacity to accomplish the assigned mission.

reenl
reenlistment

Reg
Regulation

Regional Level Application Software (RLAS)
The RLAS System is an automated database designed for use by unit technicians and commanders in managing unit personnel. Selected data elements entered into RLAS are ultimately input to TAPDB-R, thereby improving the accuracy and currently of TAPDB-R. The RLAS system can also import information from TAPDB-R.

responsibility
1. The obligation to carry forward an assigned task to a successful conclusion. With responsibility goes authority to direct and take the necessary action to ensure success. 2. The obligation for the proper custody, care, and safekeeping of property or funds entrusted to the possession or supervision of an individual.

Retention Management Software (RMS)
The RMS Application is a comprehensive automated retention tool that specifically addresses the critical functions in a retention program. Those functions are: reenlistments and extensions, non-participation prevention and recovery, sponsorship, career counseling, call to activity duty/release from active duty, battle assembly training incentives and reporting.

Retention Publicity Items (RPI)
The RPIs are printed materials, also called collateral materials, having a retention message supporting a specific retention program. Examples include flyers, posters, brochures, and booklets.

security clearance
An administrative determination by competent authority that an individual is eligible, from a security standpoint, for access to classified information.

Trainees, Transients, Holdees, and Students (TTHS)
This account has been established for the Army Reserve with the intend to remove most unready Soldiers from the units so commanders can concentrate on improving readiness and training. While in this TTHS Account, Soldiers will be managed to correct or adjudicate the reason they are unready. These Soldiers remain assigned to the Selected Reserve.

unit
1. Any military element whose structure is prescribed by competent authority, such as a table of organization and equipment; specifically, part of an organization. 2. An organization title of a subdivision of a group in a task force. 3. A standard or basic quantity into which an item of supply is divided, issued, or used. In this meaning, also called unit of issue. 4. With regard to Reserve Components of the Armed Forces, denotes a Selected Reserve unit organized, equipped, and trained for mobilization to serve on active duty as a unit or to augment or be augmented by another unit. Headquarters and support functions without wartime missions are not considered units.

Waiver
A request, submitted through appropriate channels, for permission to enlist/reenlist/immediately reenlist/extend an individual who does not meet all of the eligibility requirements.

REFERENCES

Required Publications

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

Army Regulations

AR 135-100	Appointment of Commissioned and Warrant Officers of the Army 1 September 1994
AR 135-175	Separation of Officers 28 February 1987
AR 135-178	Enlisted Administrative Separations 26 March 2004
AR 135-18	The Active Guard/Reserve (AGR) Program 10 December 2003
AR 135-180	Qualifying Service for Retired Pay Nonregular Service 1 July 1987
AR 135-7	Incentive Programs 15 April 1996
AR 135-91	Service Obligations, Methods of Fulfillment, Participation Requirements, And Enforcement Procedures 26 September 2000
AR 140-1	Mission, Organization and Training 12 January 2004
AR 140-10	Assignments, Attachments, Details, and Transfers 1 September 1994
AR 140-111	U.S. Army Reserve Reenlistment Program 19 December 2003
AR 140-158	Enlisted Personnel Classification, Promotion and Reduction 17 December 1997
AR 140-185	Training and Retirement Point Credits and Unit Level Strength 1 July 1987
AR 25-400-2	The Army Record Information Management System (ARIMS) 18 March 2003
AR 25-50	Preparing and Managing Correspondence 3 June 2002
AR 27-10	Legal Services: Military Justice 13 June 2005
AR 40-501	Standards of Medical Fitness 19 February 2004
AR 600-8-104	Military Personnel Information Management/Records 22 June 2004
AR 600-8-2	Suspension of Favorable Personnel Actions (FLAGS) 23 December 2004
AR 600-8-22	Military Awards 25 February 1995
AR 600-9	The Army Weight Control Program 1 September 1986
AR 611-1	Military Occupational Classification Structure Development and Implementation 30 September 1997
AR 623-205	Noncommissioned Officer Evaluation Reporting System 15 May 2002
AR 635-200	Active Duty Enlisted Administrative Separations 6 June 2005
AR 670-1	Wear and Appearance of Army Uniforms and Insignia 5 September 2003
AR 735-5	Policies and Procedures for Property Accountability 10 June 2002

Department of Army Circulars

DA CIRCULAR 601-99-1	Warrant Officer Procurement Program 23 April 1999

Department of Army Forms

DA FORM 2171-E	Request for Tuition Assistance - Army Continuing Education System 1 March 1996
DA FORM 3540-R	Certificate of Acknowledgment of US Army Reserve Service Requirements and Methods of Fulfillment 1 September 2000
DA FORM 4187	Personnel Action 3 January 2000

DA FORM 4651-R	Request for Reserve Component Assignment and Attachment 1 September 2001
DA FORM 4836	Oath of Extension of Enlistment or Reenlistment 1 November 1986
DA FORM 5261-2-R	Selected Reserve Incentive Program - Reenlistment/Extension Bonus Addendum 1 February 1996
DA FORM 5261-3-R	Selected Reserve Incentive Program - Affiliation Bonus Addendum 1 February 1996
DA FORM 5261-4-R	Student Loan Repayment Program Addendum 1 February 1996
DA FORM 5261-5-R	Selected Reserve Incentive Program - Enlistment Bonus Addendum 1 February 1996
DA FORM 5261-R	Selected Reserve Incentive Program - Enlistment Bonus Addendum 1 February 1996
DA FORM 5435-1-R	Statement of Understanding - The Selected Reserve Montgomery GI Bill Kicker Program (10USC 16131) 1 October 1999
DA FORM 5435-R	Statement of Understanding - The Selected Reserve Montgomery GI Bill (10 USC Chap 1606) 1 February 1996
DA FORM 5447-R	Officer Service Agreement Selected Reserve Educational Assistance Program 1 February 1996

Department of Army Pamphlets

DA PAM 600-11	Warrant Officer Professional Development 30 December 1996
DA PAM 600-25	U.S. Army Noncommissioned Officer Professional Development Guide 15 October 2002
DA PAM 608-47	A Guide to Establishing Family Support Groups 16 August 1993
DA PAM 611-1	The Army Interview 31 August 1965
DA PAM 611-21	Military Occupational Classification and Structure 31 March 1999

Field Manuals

FM 101-5	Staff Organization and Operations 31 May 1997
FM 21-20	Physical Fitness Training 30 September 1992
FM 22-100	Military Leadership 30 August 1999
FM 7-0	Training the Force 22 October 2002
FM 7-1	Battle Focused Training 15 September 2003

Other Product Types

DD FORM 2384-1	Notice Basic Eligibility (NOBE) 1 June 1998
DD FORM 2475	DoD Educational Loan Repayment Program (LRP) Annual Application 1 May 2003
RMS SOFTWARE	Retention Management Software (RMS)
RRC SOP	RRC SOP
SRC GUIDANCE	SRC Guidance
USARC FORM 1058	Application for Active Duty and Annual Training for Members of the Army Reserve (DCS, G-8) 1 September 1993
USARC FORM 127-R	Certificate of Self-Representation for Acceptance Into the AGR Recruiter Program 1 May 2003
USARC FORM 128-R	Army Reserve Active Guard Reserve (AGR) 79R Recruiter Application Checklist 1 June 2003
USARC FORM 129-R	Army Reserve Warrant Officer Application Checklist 1 June 2003
USARC FORM 130-R	Reenlistment Eligibility Worksheet 1 July 2003
USARC FORM 23-R	Adjustment Certification Worksheet (SRIP) 1 June 2002

USARC FORM 62-1-R	Unit Sponsor List 1 October 1999
USARC FORM 62-2-R	New Soldier Sponsorship Log 1 October 1999
USARC FORM 62-R	Sponsor's Guide & In-processing Checklist 1 May 2000
USARC FORM 80-1-R	Reenlistment Bonus Control Sheet 1 October 1999
USARC FORM 80-2-R	Reenlistment Bonus Control Number Log 1 October 1999
USARC FORM 83-R	Army Reserve Career Plan 1 May 2000
USARC FORM 95-R	Leads Data Form 1 March 2001
USARC PAM 37-1	Defense Joint Military Pay System-Reserve Component (DJMS-RC) Procedures Manual (DCS, G-8) 1 November 2002
USARC POSTER 6-R	USARC Retention "Action Chart" 1 May 2000
USARC REG 140-6	USARC Retention and Transition Program 1 August 2003
USARC REG 25-10	Information Resources Management Program (DCS, G-6) 1 February 1997
USARC REG 37-1	USAR Accounting and Fund Control
USAREC PAM 350-7	Recruiter Salesmanship 7 July 1994
VA FORM 22-1990	Application for Educational Benefits 3 July 2000

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER
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