

**EIGHTH ARMY RETENTION PROGRAM
BRIGADE/BATTALION
COMMAND INSPECTION PROGRAM CHECKLIST**



1. Is the Senior Career Counselor rated by the Brigade/Battalion Command Sergeant Major and Senior rated by the Brigade/Battalion Commander IAW AR 601-280, para 9-6e?		
2. If a full-time Retention NCO is assigned in lieu of a PMOS 79S, has appointment been made in writing?		
3. If a full-time Retention NCO is assigned, does the NCO meet the criteria IAW AR 601-280?		
4. Are Career Counselors free from additional roster-type duties IAW AR 601-280?		
5. Did the Senior Career Counselor conduct an in-brief that provides a concise overview of the retention program?		
6. Are signs or directories visible to identify the location of the Brigade/Battalion Retention Office?		
7. Are the retention facilities set up IAW AR 601-280 (location, equipment, etc.)		
8. Are funds provided by the installation/brigade/battalion in support of the Commander's Retention Program and are retention personnel familiar with the use and budgeting of funds?		
9. Has the Brigade/Battalion established a Retention Awards Program in support of Eighth Army and HQDA goals for the Active and Reserve Component? *		
10. Has the Brigade/Battalion established an Incentive Program in support of Eighth Army and HQDA goals for the Active and Reserve Component? *		
11. Does the Brigade/Battalion maintain, publish and disseminate mission and accomplishment data signed by the commander? (as minimum monthly) *		
12. Does the retention office maintain retention eligibility rosters for current and previous fiscal year? *		
13. Are quality control measures utilized for reenlistments and extension packets to prevent fraudulent, erroneous and unfulfilled retention actions prior to distribution?		
14. Are reenlistment and extension packets maintained to include copies of Annexes, DA Form 4591-Rs, ERBs (or other documents as applicable) to include RETAIN paperwork for 24 months?		
15. Are files maintained in accordance with an approved Army filing system?		
16. Are related publications current and available hard copy or electronically at the retention office?		
17. Are retention messages maintained to include policy changes either hard copy or electronically?		
18. Are ETS changes on file with source documents for current and previous fiscal year?		
19. Are ERUP changes on file with source documents for current and previous fiscal year?		
20. Are local Bars to Reenlistment, DCSS or Attrition actions tracked and/or file maintained?		

21. Are retention personnel familiar with the counseling procedures for soldiers refusing to meet service remaining requirement for Declination of Continued Service Statement (DCSS)?		
22. Are BARs or the Attrition Program being reviewed/monitored in accordance with regulatory guidance?		
23. Is the Career Counselor/Retention NCO monitoring the "on orders report" and taking action to satisfy assignment SRR's (life-cycle unit SRR's are a major concern) in a timely manner? **		
24. Is the Career Counselor/Retention NCO ensuring soldiers declining reenlistment or separating are referred to the servicing transition office for the Reserve Component interviews in a timely manner?		
25. Are appointment letters for separating soldiers received in a timely manner? *		
26. Are no-show letters received from the RC Career Counselor in a timely manner?		
27. Are no-shows being rescheduled by the RC Career Counselor within 10 days and coordinated with the AC Career Counselor?		



1. Does the unit provide funds to purchase Reenlistment Publicity Items (RPI's)?		
2. Are locally produced retention publicity items available?		
3. Are AC and RC posters and displays featured in locations frequented by soldiers?		
4. Does the retention office utilize the local Public Affairs Office to support the brigade/battalion retention program?		
5. Are copies of local publicity (posters, newspaper articles, bulletins, etc.) on file for the past 24 months?		
6. Are retention personnel familiar with Retention Publicity Items requisitioning procedures?		



1. Does the Brigade/Battalion conduct quarterly AC and RC training with subordinate retention personnel? *		
2. Is quarterly training conducted with subordinate units and are training schedules, training outlines, list of attendees and copies of training presentations/briefs on file for the past 12 months?		
3. Is the retention office conducting retention updates as needed for NCOs and Officers (Commanders/Leaders Orientation, NCOPD/OPD)? (minimum annually)		
4. Are quarterly inspections conducted on subordinate units and are checklist on file for current and previous fiscal year?		

1. Is the Brigade/Battalion meeting the current fiscal year glide path? **

a. Glide path percentage as of

Date:

Glide path:

b. Brigade/Battalion glide path =

*** CRITICAL AREA ** MOST CRITICAL AREA**

Deficiencies:

Evaluation:

**EIGHTH ARMY RETENTION PROGRAM
DIVISION / SUSTAINMENT COMMAND
COMMAND INSPECTION PROGRAM CHECKLIST**

	AUTH	ASSG	LOSSES	GAINS	ENL STRNG	RATIO ENL/CC
a. AC Career Counselors						
b. RC Career Counselors						



1. Is the Command Career Counselor rated by the Division/Sustainment Command Sergeant Major and Senior rated by the Division/Sustainment Commander IAW AR 601-280 para 9-6e?		
2. Does the Command Career Counselor rate or have input in the evaluation of subordinate counselors?		
3. Are Career Counselors free from additional roster-type duties IAW AR 601-280?		
4. Is the in-brief conducted with a combined total retention program emphasis with the AC and RC Command Career Counselors participation?		
5. Are signs or directories visible to identify the location of the Division/SC AC and RC Retention Offices?		
6. Are the retention facilities set up IAW AR 601-280 (location, equipment, etc.)		
7. Are funds provided to support of the Commander's Retention Program, and are retention personnel familiar with the use and budgeting of funds?		
8. Has the command established a Retention Awards Program in support of Eighth Army and HQDA goals for the Active and Reserve Component? *		
9. Has the command established an Incentive Program in support of Eighth Army and HQDA goals for the Active and Reserve Component?*		
10. Does the command maintain, publish and disseminate mission and accomplishment data signed by the commander? (i.e. monthly, annually, etc.) *		
11. Are AC/RC files maintained in accordance with an approved Army filing system?		
12. Is the command monitoring the "on orders report" and taking the appropriate actions to ensure subordinate Counselors are taking steps to satisfy SRR's (life-cycle unit SRR's are a critical area)? **		
13. Are ETS changes submitted by subordinate Counselors periodically inspected for quality control?		
14. Are ERUP changes submitted by subordinate Counselors periodically inspected for quality control?		
15. Are local Bars to Reenlistment, DCSS or Attrition actions tracked and/or a file maintained?		
16. Are current retention messages maintained to include policy changes either hard copy or electronically?		
17. Is there an effective working relationship with the Transition Center?		

18. Is the pre-separation brief being conducted 120 days out through ACAP?		
19. Are RC appointments being scheduled NLT 90 -120 days prior to ETS? *		
20. Is RETAIN being updated to reflect all interviews, (i.e. current status of Soldier)?		



1. Are locally produced retention publicity items available?		
2. Does the retention office utilize the local Public Affairs Office to support the command's program?		
3. Are copies of local publicity, poster, newspaper articles, and bulletins on file for the past 24 months?		
4. Are retention personnel familiar with Retention Publicity Items requisitioning procedures?		



1. Does the command conduct AC and RC retention training? *		
2. Is retention training conducted with subordinate units and are training schedules, training outlines, list of attendees, and copies of training presentations/briefs on file for the past 12 months?		
3. Does the retention office conduct retention updates as needed for NCOs and Officers (Commanders/leaders orientation, NCOPD/OPD)? (minimum annually)		



1. Is the Division/SC meeting the current fiscal year glide path? **		
a. Glide path percentage as of	Date:	Glide path:
b. Installation glide path =		

*** CRITICAL AREA ** MOST CRITICAL AREA**

Deficiencies:

Evaluation:

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[Redacted] [Redacted] [Redacted] [Redacted] [Redacted]

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