

**11D PAM 1-201
COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: Reenlistment	CHAPTER: 2 SECTION: B	DATE OF REVISION: 1 SEP 02
----------------------------------	--------------------------	-------------------------------

PROPONENT/PHONE NO: Division Retention 350-7226/6164	PROGRAM/ACTIVITY/TOPIC (PAT) Army Retention	UNIT INSPECTED/DATE:
--	--	----------------------

ITEM	GO	NO-GO
------	----	-------

<p>Battalion Reenlistment Activities:</p> <ol style="list-style-type: none"> 1. Is the battalion reenlistment office adequate, neat, clean, furnished and consistent with available facilities? 2. Are there sufficient signs throughout to identify the location of the battalion reenlistment office? 3. Is the battalion reenlistment office centrally located and convenient for the majority of soldiers? 4. Does the battalion have either a Career Counselor (PMOS 79S) or full-time Reenlistment NCO assigned? 5. If a full-time Reenlistment NCO is assigned, does the NCO meet the reenlistment eligibility criteria in AR 601-280? 6. If a full-time Reenlistment NCO is assigned, has an appointment been made in writing? 7. Is the Career Counselor/full-time Reenlistment NCO free of additional roster type duties? 8. If a separate battalion, is the Senior Career Counselor under the direct supervision of the Battalion Command Sergeant Major? 9. If a separate battalion, what is the Career Counselor's rating scheme? Rater _____ Senior Rater _____ 10. Does the battalion receive Reenlistment Publicity Items (RPIs) from higher headquarters? 11. Are reenlistment posters and displays featured in all locations frequented by enlisted soldiers? 12. Is the battalion conducting quarterly training/briefings to officers and NCOs? 13. Are training records being maintained for 12 months, to include training topics and a list of attendees? 14. Has the battalion commander published an Army Retention Incentive Program? 		
---	--	--

ITEM	GO	NO-GO
<p>15. Is the Career Counselor/full-time Reenlistment NCO publishing objectives to unit level and maintaining quarterly and fiscal year statistics?</p> <p>16. Does the battalion reenlistment office maintain reenlistment eligibility rosters for 12 months? Are rosters correctly purged?</p> <p>17. Are quarterly reenlistment inspections conducted by the Career Counselor / full-time Reenlistment NCO on subordinate units?</p> <p>18. Are copies of quarterly inspections on file for the past 12 months?</p> <p>19. If a separate battalion, are residual files being maintained by the servicing retention office for all reenlistment/extension transactions (i.e., DA Form 4591-R, Confirmation, etc..)?</p> <p>21. If separate battalion, are reenlistment contracts to include annexes properly prepared by the servicing retention personnel IAW AR 601-280?</p> <p>22. If separate battalion, are extension documents being properly prepared by servicing the retention personnel IAW AR 601-280?</p> <p>23. If separate battalion, is the career counselor conducting a retention In-brief for all newly assigned commanders?</p> <p>24. Is the Bonus Extension and Retraining (BEAR) Program properly publicized and administered?</p> <p>25. Is the Career Counselor familiar with procedures for utilizing and safeguarding the RETAIN equipment (PMOS 79S only)?</p> <p>26. Has the career counselor completed all required interviews, IAW AR 601-280.</p> <p>27. Is the Career Counselor/full-time Reenlistment NCO ensuring soldiers declining reenlistment are referred to the servicing transition office for the Reserve Component interviews?</p> <p>28. Are reenlistment personnel familiar with counseling statement procedures for those soldiers refusing to meet service remaining requirements (Declination of Continued Service Statement/DCSS)?</p> <p>29. Are required retention publications current and available at the battalion reenlistment office (AR 601-280, DA PAM 611-21, AR 614-200, AR 600-9 AR 614-30 and AR 635-200)?</p> <p>30. Are HQDA, USAREUR, and V Corps messages (to include RETAIN and electronic mail) on file (latest BEAR, SRB/TSRB, ERP, In/Out Calls and OTEIP messages)?</p> <p>31. Does the battalion have an established system to process and track bars to reenlistment and QMPs?</p>		

ITEM	GO	NO-GO
<p>32. Does the battalion meet required suspense dates to higher headquarters concerning retention issues?</p> <p>33. Has the battalion attained it's quarterly objective for initial term reenlistment (previous quarter)?</p> <p>34. Has the battalion attained it's quarterly objective for mid-career reenlistment (previous quarter)?</p> <p>35. Has the battalion attained it's quarterly objectives for special mission categories (previous quarter)?</p> <hr/> <p>Rating standard (Functional Area: REENLISTMENT):</p> <ul style="list-style-type: none"> • Commendable - 75% - 100% of all items are rated GO and majority of companies inspected receive a "Commendable" rating. • Satisfactory – 70% - 74% of all items are rated GO and one company inspected receive a "Commendable" rating. • Needs Improvement - 69% and below of all items rated GO and majority of companies inspected receive a "Needs Improvement" rating. <p>Inspector's comments are mandatory on needs improvement (if necessary).</p>		
<p>NOTES:</p>		

VERIFICATION

X _____
 Unit POC's Signature, Name Rank, Date

X _____
 Inspector's Signature, Name Rank, Date