

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

FUNCTIONAL AREA: Reenlistment	CHAPTER: 2 SECTION: A	DATE OF REVISION: 1 SEP 02
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PROPONENT/PHONE NO: Division Retention 350-7226/6164	PROGRAM/ACTIVITY/TOPIC (PAT) Army Retention	UNIT INSPECTED/DATE:
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ITEM	GO	NO-GO
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<p>Authorized Enlisted Strength: _____ Assigned Enlisted Strength: _____</p> <p><b>Company Level Reenlistment Activities:</b></p> <ol style="list-style-type: none"> <li>1. Does the unit reenlistment facility provide a friendly, informal atmosphere?</li> <li>2. Is the unit reenlistment facility suitably identified?</li> <li>3. Has the unit reenlistment NCO been appointed in writing?</li> <li>4. Is the unit reenlistment NCO (additional duty) fully qualified for reenlistment IAW AR 601-280?</li> <li>5. Has an Army Retention Incentive Program been announced in writing and implemented by the current unit commander?</li> <li>6. Is the unit maintaining complete statistics on the retention program by quarter, and fiscal year?</li> <li>7. Is the average length of assignment of the unit reenlistment NCO at least 12 months or more?</li> <li>8. Are the following publications current and available to the unit reenlistment NCO: AR 601-280, AR 614-200, AR 600-9 AR 614-30 and AR 635-200?</li> <li>9. Are missing regulations and changes on current requisitions? Date of publications requisition: _____</li> <li>10. Is the Retention Data Worksheet Notebook established IAW AR 601-280 and USAREUR directives?</li> <li>11. Is there a "Status of DA Form 4591-R" Form on file and is it current?</li> <li>12. Is there a "Record of Inspection" Form on file in the Retention Data Worksheet Notebook and has it been properly annotated for all Inspections conducted?</li> <li>13. Has the commander inspected the unit retention program on a monthly basis and has it been annotated on the "Record of Inspection" Form?</li> </ol>		
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<p>14. Has the Battalion Career Counselor/full-time Reenlistment NCO inspected the Retention Data Worksheet Notebook quarterly and are the results of the inspection recorded on the "Record of Inspection" Form?</p> <p>15. Are copies of all inspections conducted provided to the unit for corrective action, filed in the Retention Data Worksheet Notebook, and being retained for 12 months?</p> <p>16. Are data entries on the Retention Data Worksheets (DA Form 4591-R) current and correct?</p> <p>17. Are "Eligible/Recommended" blocks properly checked and initialed by the commander?</p> <p>18. Are the Retention Data Worksheets for ineligible soldiers properly annotated to reflect they have been informed of their ineligibility and initialed by the commander and soldier?</p> <p>19. Have all soldiers been given the following interviews:</p> <ul style="list-style-type: none"> <li>(a) 30-60 days after assignment screening and familiarization interview?</li> <li>(b) 60-90 days after assignment job performance interview?</li> <li>(c) 15-16 months prior to ETS career guidance interview?</li> <li>(d) 13-14 months prior to ETS reenlistment benefits and options interview?</li> <li>(e) 4 months prior to ETS reenlistment follow-up interview?</li> <li>(f) NLT 90 days prior to ETS or transition leave Reserve Component benefits and options interview?</li> </ul> <p>20. Does the unit receive Reenlistment Publicity Items (RPIs) from higher headquarters?</p> <p>21. Are reenlistment posters and displays featured in all locations frequented by enlisted personnel?</p> <p>22. Does the unit have a section of the bulletin board or a separate board labeled "Reenlistment Information" with the name, location, and telephone number of the retention chain?</p> <p>23. Are the current BEAR, SRB/TSRB, ERP, OTEIP, pay scale, unit incentive award program (unit level), and transition information posted?</p> <p>24. Is the unit reenlistment NCO familiar with the basic qualifications for reenlistment under the provisions of AR 601-280?</p> <p>25. Does the unit reenlistment NCO understands the reenlistment options outlined in AR 601-280?</p>		

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<p>26. Is the unit reenlistment NCO familiar with the BEAR, SRB/TSRB, ERP, and OTEIP programs?</p> <p>27. Is the unit reenlistment NCO familiar with bar to reenlistment procedures IAW AR 601-280?</p> <p>28. Is the unit reenlistment NCO familiar with the procedures to schedule soldiers for the transition interview?</p> <p>29. Has the unit commander received an orientation by the brigade or separate battalion senior counselor?</p> <p>30. Is the unit commander familiar with the Army Retention Program (interviews, eligibility, and bars to reenlistment)?</p> <p>31. Does the unit commander know who is currently eligible for reenlistment?</p> <p>32. Does the unit commander understand the Reserve Component Transition Program as it applies to soldiers who decide to ETS from the Regular Army?</p> <p>33. Does the unit commander provide the unit reenlistment NCO sufficient time to perform reenlistment duties and attend reenlistment training?</p> <p>34. Does the overall unit reenlistment program reflect command involvement/support?</p> <p>35. Has the unit attained it's quarterly objective for initial term reenlistment (previous quarter)?</p> <p>36. Has the unit attained it's quarterly objective for mid-career reenlistment (previous quarter)?</p> <p>37. Has the unit attained it's quarterly objective for special mission categories (previous quarter)?</p>		
<p><b>Rating standard (Functional Area: REENLISTMENT):</b></p> <ul style="list-style-type: none"> <li>• <b>Green</b> - 75% - 100% of all items are rated GO and majority of companies inspected receive a <b>“Green”</b> rating.</li> <li>• <b>Amber</b> – 70% - 74% of all items are rated GO and one company inspected receive a <b>“Green”</b> rating.</li> <li>• <b>Red</b> - 69% and below of all items rated GO and majority of companies inspected receive a <b>“Red”</b> rating.</li> </ul> <p>Inspector's comments on mandatory needs improvement (if necessary).</p>		

**NOTES:**

VERIFICATION

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date