

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

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

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

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

<p>Authorized Enlisted Strength: _____ Assigned Enlisted Strength: _____</p> <p>Company Level Reenlistment Activities (Deployed):</p> <ol style="list-style-type: none"> 1. Does the unit have access to a reenlistment facility at the Base Camp? 2. Does the unit reenlistment NCO know where the reenlistment facility is located? 3. Has the unit reenlistment NCO been appointed in writing? 4. Is the unit reenlistment NCO (additional duty) fully qualified for reenlistment IAW AR 601-280? 5. Has an Army Retention Incentive Program been announced in writing and implemented by the current unit commander and does it pertain to deployed soldiers? 6. Is the unit maintaining complete statistics on the retention program by quarter, and fiscal year? 7. Is the average length of assignment of the unit reenlistment NCO at least 12 months or more? 8. Is AR 601-280, Army Retention Program, current and available to the unit reenlistment NCO? 9. Is the Retention Data Worksheet Notebook established IAW AR 601-280, USAREUR directives, and the IID deployment SOP? 10. Is there a DA Form 4591-R on file for deployed soldiers (unless serving on an Indefinite Reenlistment Contract)? 11. Is there a "Status of DA Form 4591-R" Form on file and is it current? 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? 13. Has the commander inspected the unit retention program on a monthly basis and has it been annotated on the "Record of Inspection" Form? 		
---	--	--

ITEM	GO	NO-GO
<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 and filed in the Retention Data Worksheet Notebook?</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"> (a) 30-60 days after assignment screening and familiarization interview? (b) 60-90 days after assignment job performance interview? (c) 15-16 months prior to ETS career guidance interview? (d) 13-14 months prior to ETS reenlistment benefits and options interview? (e) 4 months prior to ETS reenlistment follow-up interview? <p>20. Has the DA Form 4591-R been forwarded to the rear detachment Career Counselor to ensure the reserve component interview is conducted?</p> <p>21. Are the current BEAR, SRB/TSRB, ERP, OTEIP, pay scale, unit incentive award program (unit level), and transition information kept by the company retention NCO?</p> <p>22. Is the unit reenlistment NCO familiar with the basic qualifications for reenlistment under the provisions of AR 601-280?</p> <p>23. Does the unit reenlistment NCO understand the reenlistment options outlined in AR 601-280?</p> <p>24. Is the unit reenlistment NCO familiar with the BEAR, SRB/TSRB, ERP, and OTEIP programs?</p> <p>25. Is the unit reenlistment NCO familiar with bar to reenlistment procedures IAW AR 601-280?</p> <p>26. Has the unit commander received an orientation by the brigade or separate battalion Senior Career Counselor?</p>		

ITEM	GO	NO-GO
<p>27. Is the unit commander familiar with the Army Retention Program (interviews, eligibility, and bars to reenlistment)?</p> <p>28. Does the unit commander know who is currently eligible for reenlistment?</p> <p>29. 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>30. Does the unit commander provide the unit reenlistment NCO sufficient time to perform reenlistment duties?</p> <p>31. Does the overall unit reenlistment program reflect command involvement/support?</p> <p>32. Has the unit attained it's quarterly objective for initial term reenlistments (previous quarter)?</p> <p>33. Has the unit attained it's quarterly objective for mid-career reenlistments (previous quarter)?</p> <p>34. Has the unit attained it's quarterly objective for special mission categories (previous quarter)?</p>		
<p>Mandatory Red:</p> <p>Army Retention is the Unit Commander's program IAW AR 601-280. The retention data worksheet notebook is the Commander's tool in monitoring and conducting interviews, achieving assigned objectives and indicates command involvement. Therefore if any of the following are not met, the unit will automatically receive a "Red" rating.</p> <ul style="list-style-type: none"> • 90% of all "Eligible/Recommended" blocks are properly checked and initialed on DA Forms 4591-R of soldiers deployed. • 90% of all interview's due for previous months (including last month) are given and annotated on DA Forms 4591-R of soldiers deployed. • Unit fell to achieve 100% or higher of assigned objectives for the current/previous Fiscal Year. <p>Rating standard (Functional Area: REENLISTMENT):</p> <ul style="list-style-type: none"> • Green – 75% - 100% of all inspectable items are rated GO. • Amber - 70 - 74% of all inspectable items are rated GO. • Red - 69% and below of all inspectable items are rated GO are mandatory "Red". 		
<p>Inspector's Comments Mandatory for all NO GO items. (Attach Additional Sheets if Necessary.)</p>		

NOTES:

VERIFICATION

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

X _____
Inspector's Signature, Name Rank, Date