

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: Reenlistment	CHAPTER: 2 SECTION: E	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>Brigade Reenlistment Activities Staff Assistance Visit (SAV):</p> <ol style="list-style-type: none"> 1. Is the brigade office adequate, neat, clean, furnished and consistent with available facilities? 2. Are there sufficient signs throughout the brigade identifying the location of the retention offices? 3. Was an In-brief conducted by the brigade Senior Career Counselor on the unit's retention program? 4. Does the brigade retention office have direct RETAIN and SIDPERS access through automated systems? 5. Career Counselor PMOS 79S status: Authorized _____ Assigned _____ Projected gains _____ Projected losses _____ 6. Are Career Counselors free from any additional or roster-type duties not in direct support of the Army Retention Program? 7. Are Career Counselors directly supporting soldiers and not being utilized in unauthorized positions such as brigade retention operations? 8. Is the Senior Career Counselor under the direct supervision of the brigade Command Sergeant Major? 9. What are the Career Counselors' rating schemes? <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <div>Senior Counselor: Rater _____</div> <div>Senior Rater _____</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <div>Career Counselor: Rater _____</div> <div>Senior Rater _____</div> </div> <div style="display: flex; justify-content: space-between; margin-left: 40px;"> <div>Career Counselor: Rater _____</div> <div>Senior Rater _____</div> </div> 10. Does the brigade have locally produced retention publicity items? 11. Are retention personnel familiar with Reenlistment Publicity Items requisitioning and is there an RPI account? 12. Is the Senior Career Counselor familiar with the use and budgeting of retention training funds? Has a budget been requested for the current fiscal year? 13. Is the brigade conducting quarterly training for battalion and unit level reenlistment personnel? 14. Are training records maintained on file for the past 12 months? 15. Do all battalions have a Career Counselor or a full-time additional duty Reenlistment NCO assigned? 		
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ITEM	GO	NO-GO
<p>16. Does the Senior Career Counselor understand the procedures for recommending retention personnel for Division Career Counselor and full-time Reenlistment NCO of the Year?</p> <p>17. Has the brigade commander established an Army Retention Incentive Awards Program and does it support HQDA goals?</p> <p>18. Is the brigade retention office maintaining, publishing, and disseminating complete quarterly and fiscal year statistics?</p> <p>19. Is the brigade retention office publishing and disseminating changes (options, eligibility requirements, etc.) to commanders and battalion Career Counselors/full-time Reenlistment NCOs?</p> <p>20. 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. Are Reenlistment contracts to include annexes properly prepared by the servicing retention personnel IAW AR 601-280?</p> <p>22. Are extension documents being properly prepared by servicing the retention personnel IAW AR 601-280?</p> <p>23. Is the brigade retention office conducting a retention In-brief for all newly assigned commanders?</p> <p>24. Are brigade retention personnel familiar with SIDPERS processing and RETAIN procedures?</p> <p>25. Does the brigade retention office maintain reenlistment eligibility rosters for 12 months? Are rosters correctly purified?</p> <p>26. Is the Bonus Extension and Retraining (BEAR) Program properly publicized and administered?</p> <p>27. Are retention personnel familiar with established procedures for safeguarding the RETAIN equipment and has a Terminal Area Security Officer (TASO) been appointed in writing?</p> <p>28. Does the brigade retention office have all required publications to perform all retention duties?</p> <p>29. Are HQDA, USAREUR, and V Corps messages (to include RETAIN and electronic mail) on file?</p> <p>30. Does the brigade meet required suspense dates to division?</p> <p>31. Does the brigade have an established system to process and track local and HQDA Bars to Reenlistment?</p> <p>32. Are tenant units being adequately serviced?</p> <p>33. Has the brigade attained it's quarterly objective for initial term reenlistment for the last quarter?</p> <p>34. Has the brigade attained it's quarterly objective for mid-career reenlistment for the last quarter?</p> <p>35. Has the brigade attained it's quarterly objective for special mission reenlistment for the last quarter.</p>		

Rating standard (Functional Area: REENLISTMENT):

- **Green** - 75% - 100% of all items are rated GO and majority of companies inspected receive a “**Green**” rating.
- **Amber** – 70% - 74% of all items are rated GO and one company inspected receive a “**Amber**” rating.
- **Red** - 69% and below of all items rated GO and majority of companies inspected receive a “**Red**” rating.

Inspector’s Comments Mandatory for all NO GO ITEMS. (Attach additional sheets if necessary.)

NOTES:

VERIFICATION

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

X _____
Inspector's Signature, Name Rank, Date