

**TRADOC RETENTION
BATTALION INSPECTION CHECKLIST**

Proponent/Phone No: TRADOC Retention DSN 680-5114/5115		Page 1 of 5 pages
Functional Area Reenlistment	Program/Activity/Topic (PAT) Army Retention	Date of Revision: 1 April 2002
Installation/Activity/Date:	Commander: Career Counselor or Reenlistment NCO:	GO / NO GO *See Remarks
Battalion Reenlistment Activities:		
1. Is the 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 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 and did the Career Counselor (PMOS 79S) conduct an In-brief?		
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 or roster type duties?		
8. If a separate battalion, is the Senior Career Counselor under the direct supervision of the Battalion Command Sergeant Major?		
9. What is the Career Counselor/full-time Reenlistment NCO's rating scheme?		
Rater: <u>Rank Name</u>	Senior Rater: <u>Rank Name</u>	
10. Does the battalion receive Reenlistment Publicity Items (posters, pamphlets, etc) from higher headquarters?		
11. Are reenlistment posters and displays featured in all locations frequented by enlisted soldiers?		
12. Is the Bonus Extension and Retraining (BEAR) Program properly publicized and administered?		
13. Is the battalion conducting quarterly training for reenlistment personnel and briefings for officers and NCOs?		
14. Are training records being maintained for 12 months, to include training schedules and a list of		

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attendees?	
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15. Does the battalion reenlistment office maintain reenlistment eligibility rosters for 12 months? Are rosters correctly verified?		
16. Is the Career Counselor/full-time Reenlistment NCO publishing objectives and accomplishments to subordinate units and maintaining quarterly and fiscal year statistics?		
17. Has the battalion commander published an Army Retention Incentive Program and does it apply to retention and Reserve Transition?		
18. If a separate battalion, are residual files maintained by the servicing retention office for all reenlistment/extension transactions (i.e., DA Form 3340-R, Confirmation, etc..) and are HQDA and TRADOC messages (to include RETAIN and electronic mail) on file?		
19. Is the Career Counselor/full-time Reenlistment NCO ensuring soldiers declining reenlistment are referred to the servicing transition office for the Reserve Component interviews?		
20. Are reenlistment personnel familiar with counseling procedures for soldiers refusing to meet service remaining requirements (Declination of Continued Service Statement/DCSS)?		
21. Does the battalion have an established system to process and track local Bars to Reenlistment and DCSSs?		
22. Are required retention publications current and available at the battalion reenlistment office?		
23. Does the retention office have direct RETAIN access (PMOS 79S only) and are minimum automation requirements (hardware & software) met, as prescribed by HQDA & CDR PERSCOM?		
24. Are formal quarterly reenlistment inspections conducted by the Career Counselor/full-time Reenlistment NCO on subordinate units and copies of quarterly inspections on file for the past 12 months?		
25. Does the battalion receive promotional items from the brigade or Installation/Activity Retention office?		

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Mission Accomplishment:

Army Retention is the Commander's program IAW AR 601-280. Commanders must implement and aggressively support the Army Retention Program within their commands, assigning reenlistment and Reserve Component Transfer/Enlistment missions to each major subordinate level commander. Commanders must require all subordinate commanders to do the same. Accomplishing all missions is vital to meeting Army endstrength. Each category of assigned mission will count as **0-10** percent for a total of **50** percent of the overall inspection. To receive a **Commendable** rating the battalion must achieve 100% in each category and 90% or above for all items rated **GO**.

COMBINED YTD (COMPLETED QUARTERS)

	<u>POINTS</u>
26. Has the battalion attained mission for initial term reenlistments in the current FY?	
OBJECTIVES <u>0</u> ACCOMPLISHMENTS <u>0</u> PERCENTAGE <u>0%</u>	<u>000</u>
27. Has the battalion attained mission for mid-career reenlistments in the current FY?	
OBJECTIVES <u>0</u> ACCOMPLISHMENTS <u>0</u> PERCENTAGE <u>0%</u>	<u>000</u>
28. Has the battalion attained mission for careerist reenlistments in the current FY?	
OBJECTIVES <u>0</u> ACCOMPLISHMENTS <u>0</u> PERCENTAGE <u>0%</u>	<u>000</u>
29. Has the battalion attained mission for any assigned special mission in the current FY?	
OBJECTIVES <u>0</u> ACCOMPLISHMENTS <u>0</u> PERCENTAGE <u>0%</u>	<u>000</u>
30. Has the battalion attained mission for the Reserve Component in the current FY?	
OBJECTIVES <u>0</u> ACCOMPLISHMENTS <u>0</u> PERCENTAGE <u>0%</u>	<u>000</u>
<u>EXAMPLE:</u>	
OBJECTIVES <u>2</u> ACCOMPLISHMENTS <u>2</u> PERCENTAGE <u>100%</u>	<u>10.0</u>

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Rating standard (Functional Area: Retention):	RATING
<ul style="list-style-type: none"> • Commendable - 90% of all items are rated GO and 100% mission accomplishment in all categories. <p style="margin-left: 20px;">NOTE: Battalion/Activity will receive an automatic satisfactory rating, if a “NO GO” on questions 13,14 & 24 based on the importance of retention training and inspections.</p> <ul style="list-style-type: none"> • Satisfactory – 70 - 89% of all items are rated GO. • Needs Improvement - 69% and below of all items rated GO. <p>NOTE: Questions 1-25 (2 points each) = Questions 26-30 (0-10 points each) =</p>	

V E R I F I C A T I O N

x **Name, Rank, Date**

Battalion Career Counselor/Reenlistment NCO/POC
Signature, Name, Rank, Date

x **Name, Rank, Date**

Inspector Signature, Name, Rank, Date

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Inspector's Remarks/Comments: (Mandatory for all NO GO items)

REMARKS:

OVERALL FINDINGS:

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