



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE  
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FORT JACKSON, SOUTH CAROLINA 29207-7050

06 DEC 2013

ATSG-CG

MEMORANDUM FOR ALL Soldier Support Institute (SSI) Personnel

SUBJECT: Policy Memorandum 5-0, Army Retention Program

1. Reference Army Regulation 601-280, Army Retention Program, 31 Jan 06, Rapid Action Review Issued 15 Sep 11.
2. The success of the Army Retention Program depends upon effective leadership, vigorous command involvement and aggressive retention programs at all organizational levels. Reenlistment counseling is an ongoing mission and commanders and leaders will counsel Soldiers on a regular basis regardless of the Soldier's category or time remaining in service. Success is measured by mission accomplishment in all categories (initial, mid-career, career, reserve component and fiscal year). The Army Retention Program provides specific guidance concerning the qualifications and standards for retention. It also addresses the procedures to preclude substandard Soldiers from reenlisting and outlines the responsibilities of key personnel and the objectives of the program. The objectives of the program are:
  - a. Reenlist in the Active Component, on a long-term basis, highly qualified Soldiers consistent with the Army's needs.
  - b. Access highly qualified transitioning Soldiers into the appropriate Reserve Component program, based on geographical compatibility, unit vacancies and Army requirements.
  - c. Achieve and maintain Army force alignment through the reenlistment of highly qualified Soldiers in critical skills.
  - d. Attain maximum command involvement at each echelon of command.
3. Commanders will evaluate Soldiers using the "whole person" concept. Those Soldiers who are not considered suitable for military service should be considered for immediate administrative separation or initiation of a bar to reenlistment. Commander's must carefully assess their Soldiers and ensure only the best qualified are retained. Commanders should not retain Soldiers that are not the best qualified or not have the highest potential. Soldiers not being the best qualified based on the commander's decision may be denied retention. Below is a guideline to assist Commanders with evaluating Soldiers that are best qualified for further service.

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- ~~a. Recent non-judicial punishment.~~
  - b. Repetitive non-judicial punishment.
  - c. Low aptitude area scores.
  - d. Low education achievement in combination with a pattern of disciplinary incidents.
  - e. Low evaluation reports.
  - f. Slow rank progression resulting from a pattern of marginal conduct or performance.
  - g. Potential for further service.
  - h. Competency and duty performance.
  - i. Leadership potential.
  - j. Adherence to standards.
  - k. A combination of any or all of the above factors. This list is not considered inclusive.
4. Commanders will initiate a bar to reenlistment or separation proceedings against Soldiers who:
- a. Do not make satisfactory progress in the Army Weight Control Program.
  - b. Fail two consecutive APFTs.
  - c. Are removed for cause from NCOES courses.
  - d. Have lost PMOS qualification IAW DA Pam 611-21 due to fault of the Soldier.
  - e. Are denied by the Commander for automatic integration onto the SGT or SSG promotion standing list IAW AR 600-8-19, para 3-17.
  - f. Have an incident involving the use of illegal drugs or alcohol within the current enlistment/reenlistment period resulting in an officially filed letter of reprimand, a finding of guilty under Article 15 of the Uniform Code of Military Justice, a civilian criminal conviction, or a conviction by court-martial.

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g. Have two or more separate proceedings under Article 15 of the Uniform Code of Military Justice resulting in a finding of guilty by a field grade commander during the Soldier's current enlistment or period of service.

h. Are AWOL more than 96 hours during the current enlistment/reenlistment period.

5. The Company Commander will recommend denial of reenlistment for Soldiers who are not recommended for future service and do not warrant a bar to reenlistment. Company and Battalion Commanders will provide justification with requests forwarded to the SSI Commander.

6. Soldiers in the rank of SSG and above who are not eligible for reenlistment due to performance on NCOERs and Service School Academic Evaluation Report (DA Form 1059) may be considered for a waiver. Waivers will be submitted for meritorious cases only and will require specific recommendation with proper justification.

7. The success of the Army Retention Program depends on understanding the Army's goals, effective leadership, counseling, command involvement, and aggressive unit retention programs at all levels of command. Success is measured by keeping the Soldiers who are best qualified and have the highest potential for future service.

8. This policy will remain in effect until rescinded or superseded. The proponent for periodic review of this policy is the SSI Career Counselor, SSG Timothy W. Yarbrough at [timothy.w.yarbrough2.mil@mail.mil](mailto:timothy.w.yarbrough2.mil@mail.mil) or 803-751-5533.



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