

# Career Counselor of the Year Board Study Guide

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11 October 2006

ArmyReenlistment.com would like to thank the following Soldiers for contributing to this study guide, thus far:

<b>SSG(P) Shawn Rohan</b>	<b>DA Career Counselor of the Year (FY05)</b>
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If there is something listed in this study guide that you know needs updating, please email [webmaster@armyreenlistment.com](mailto:webmaster@armyreenlistment.com) with the appropriate changes or information and we will update the study guide as soon as possible. Please include any reference that you may have such as the publication, paragraph or page number. *This study guide will be updated at least once per fiscal year with each year's latest Retention Policy.*

Unless this study guide states otherwise, masculine nouns and pronouns do not refer exclusively to men.

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## **Career Counselor Creed**

I am honored to serve as the honest broker for the Soldier and the commander's eyes and ears in the unit. I exist to keep the Army's forces strong through the retention of America's sons and daughters, our Soldiers. I realize that since the birth of our Army, before America was a nation, Soldiers required advice and counseling to decide the proper course of action in doing their part to defend our nation. My role is to tell the truth, and to honestly represent my country and the Soldiers I serve to the utmost of my abilities. To do less is to forsake my duties and my fellow Career Counselors.

I wear the Career Counselor Badge with pride and full knowledge that this very symbol epitomizes our nation and our duty to sustain America's fighting force. The musket on my badge symbolizes the courage of our forefathers and the role of the Army in defending our nation. The eagle and stars represent the spirit of the American people that we defend, and whose Soldier's careers have been placed in my trust. The olive branch on my badge is the most important part, for it signifies peace; that is the goal of every American Soldier.

My commanders and senior leaders will be assured that their Soldiers are afforded the most effective counseling available. My superiors will not be burdened with my duties and responsibilities. Loyalty and honesty to superiors, peers and subordinates are my credentials. I will exercise initiative, integrity and the courage to convey the Army's story, good or bad to all those who serve with me. I am a Career Counselor, by choice an advisor to Soldiers, leaders and peers; A trusted intermediary that will never forget the professional aspects of my existence.

**I am a Career Counselor!**

## The Secretary of the Army's Career Counselor of the Year Award

The Secretary of the Army's Career Counselor and RC Career Counselor of the Year Awards recognize the most outstanding Career Counselors, except those in the rank of SFC(P) or higher, for achievements in support of the retention effort **and** outstanding personal qualities.

- a. **Eligibility.** Any Career Counselor in the rank of SFC or below, who has performed duties in PMOS(79S) Career Counselor for at least 6 months during the fiscal year for which the award is being considered may be nominated.
- b. **Criteria for selection.** Eligible Career Counselors will be nominated according to the criteria below. HQDA may revise these criteria as necessary to support the Army Retention Program.
  - (1) The success of the NCO's commander(s) in managing their retention program within guidelines established by HQDA and the appropriate MACOM.
  - (2) The NCO's demonstration of outstanding personal qualities and traits required to be a successful NCO and U.S. Army Career Counselor.
  - (3) The NCO's individual innovations in counseling Soldiers.
  - (4) The NCO's knowledge of the Army's Retention, Personnel Competency Enhancement, and Force Alignment Programs.
  - (5) The NCO's compliance with height and weight standards of AR 600-9.
- c. **Procedure for selection.** Commanders of MACOMs and Army field commanders listed in AR 10-5 will nominate the most outstanding Career Counselor of their respective commands by 1 December annually. Nominations will be forwarded with recommendations to HQDA, Attn: DAPE-MPE-PD, Pentagon, Washington DC 20310-0300. The nominees will appear before a board from HQDA.
- d. **Presentation of the awards.** The awards will be presented by the SA or his or her designated representative. Consideration will be given to inviting the spouse and immediate family of the selectee, if allowed under the Joint Travel Regulations.

## **Previous Recipients of the Secretary of the Army's Career Counselor of the Year Award**

Fiscal Year 2006	<i>(Your Name Here)</i>
Fiscal Year 2005	SSG Shawn D. Rohan
Fiscal Year 2004	SFC Christopher S. Richardson
Fiscal Year 2003	SFC John D. Pugh
Fiscal Year 2002	SFC Shane A. Wentz
Fiscal Year 2001	SSG Karen S. Bishop
Fiscal Year 2000	SFC Derek C. Dahlke
Fiscal Year 1999	SFC Cary C. Potts
Fiscal Year 1998	SSG Willene Orr
Fiscal Year 1997	SFC John E. Cage
Fiscal Year 1996	SFC Paul D. Smith, Jr.
Fiscal Year 1995	SSG Julie Hoover
Fiscal Year 1994	SFC Doug Ports
Fiscal Year 1993	SFC Michael J. Thompson
Fiscal Year 1992	SSG Woodrow Roeback
Fiscal Year 1991	SSG Craig T. Lott
Fiscal Year 1990	No Award / Desert Storm

## Chapter 1, General

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**What are the goals of the Army Retention program?**

- Reenlist, on a long-term basis, sufficient numbers of highly qualified Active Army Soldiers.
- Enlist, or transfer and assign sufficient numbers of highly qualified Soldiers who are separating from the Active Army into RC units, consistent within geographic constraints.
- Achieve and maintain Army force alignment through the retention, transfer, or enlistment of highly qualified Soldiers in critical skills and locations.
- Adequately support special programs such as the U.S. Military Academy Preparatory School (USMAPS) and ROTC “Green to Gold” programs.

***(AR 601-280, Chapter 1, paragraph 1-2a)***

**How are missions issued to MACOM Commanders?**

MACOM Commanders are issued retention missions based upon their “fair share” ratio of reenlistment eligible Soldiers.

***(AR 601-280, Chapter 1, paragraph 1-2b)***

**Which categories do MACOM Commanders get “missioned” for?**

- Regular Army Initial Term mission.
- Regular Army Mid-Career mission
- RC enlistment/transfer mission.
- As otherwise required by HQDA, to include the USMAPS and ROTC Green to Gold programs.

***(AR 601-280, Chapter 1, paragraph 1-2c)***

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**In what way does HQDA recognize program excellence within the Army Retention Program?**

- Department of the Army Retention Award
  - The SA Career Counselor of the Year Award
- (AR 601-280, Chapter 1, paragraph 1-5b)***

**What is the purpose of the Retention Incentive Awards Program?**

Incentive Awards Programs are designed to enhance commanders' abilities to accomplish Army retention and transition missions and goals.

***(AR 601-280, Chapter 1, paragraph 1-5c)***

**May an acting Commander disapprove a Request to Reenlist?**

No.

***(AR 601-280, Chapter 1, para 1-8d)***

**Can a Career Counselor perform duties as a Retention Officer?**

Yes. Commanders may, in writing, appoint Soldiers serving as the Command or Installation Senior Career Counselors, to perform duties as Retention Officers.

***(AR 601-280, Chapter 1, paragraph 1-8g)***

**How many chapters and appendixes are there in AR 601-280?**

11 Chapters and 10 Appendixes

**What do Chapters 5 and 6 cover?**

Chapter 5 - Selective Reenlistment Bonus (SRB)  
Chapter 6 - Bonus Extension and Retraining (BEAR) Program

**What do Appendixes C and E cover?**

Retention Interviews and Options

## Chapter 2, Responsibilities

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**Who has ownership of the unit's Army Retention Program?**

The Army Retention Program is a commander's program, as a result commanders, by virtue of their position are the Retention Officer for their respective commands.

*(AR 601-280, Chapter 2, paragraph 2-1a)*

**What is the Command Sergeant Major's title in the Army Retention Program?**

The Command Sergeant Major as the senior enlisted Soldier in the command is by virtue of his/her position, the Retention NCO for their command.

*(AR 601-280, Chapter 2, paragraph 2-1a)*

**There are 20 responsibilities listed in AR 601-280 that you have as an Army Career Counselor. Name at least five (5) of your responsibilities.**

- (1) Administer daily operations of the commander's retention program.
- (2) Ensure the commander and command sergeant major are continually updated regarding the readiness posture of the organizational Army Retention Program and compliance with HQDA and higher headquarters regulatory guidance.
- (3) Ensure completion of all required tasks, functions, duties and program compliance with HQDA and higher headquarters guidance.
- (4) Maintain and publish statistics on Army Retention Program eligibles, missions, and accomplishments. Maintain mission projections, identifying potentially detrimental trends and/or retention mission shortfalls. Formulate and submit timely and specific recommendations for the commander to implement. Assign reenlistment and RC enlistment/transfer missions to subordinate units.
- (5) Exercise operational supervision over subordinate unit reenlistment programs and personnel.
- (6) Prepare and conduct formal training for subordinate personnel. Ensure Soldiers are trained and remain sufficiently proficient to perform their assigned duties and responsibilities in support of the Army Retention Program.
- (7) Conduct briefings, including but not limited to, Noncommissioned Officer Development Program (NCODP) training, Commander's Call, NCO Call, and so on, of current Active Army and RC information to all leaders and Soldiers.

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- (8) Counsel Soldiers and family members regarding the benefits and opportunities within the Army Retention Program.
  - (9) Ensure eligible Soldiers, not desiring reenlistment, are referred to and counseled by the servicing RC Career Counselor, at a minimum, as specified by this regulation.
  - (10) In the absence of an assigned RC Career Counselor, perform duties and responsibilities in g below.
  - (11) Conduct, at a minimum, quarterly inspections of subordinate unit retention programs. Inspections should be coordinated with the servicing RC Career Counselor wherever possible. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and scheduled for reevaluation (generally 30 days). Particular attention will be given to the DA Form 4591-R (Reenlistment Data) file, ensuring Soldiers are properly counseled as prescribed by [appendix C](#). Out-brief Commander and First Sergeant when available. Provide a written report of subordinate retention programs, through the Command Sergeant Major, to the Commander for corrective action. Inspection report formats, procedures and additional requirements are at the discretion of the MACOM.
  - (12) Advise commanders on bar to reenlistment preparation, imposition and removal procedures, impacts, review and separation requirements.
  - (13) Determine reenlistment/extension eligibility by thoroughly screening Official Military Personnel File (OMPF), Military Personnel Records Jacket (MPRJ), and local training records and rosters, as required, by regulatory criteria.
  - (14) Operate the RETAIN system. Ensure correct input into RETAIN of Soldier qualifications and counsel Soldiers regarding available reenlistment/extension options. Obtain Reenlistment Control Number (RCN)/ Extension Control Number (ECN) from the RETAIN system. Report accomplished reenlistments/extensions on RETAIN.
  - (15) Plan and conduct reenlistment/ extension ceremonies.
  - (16) Submit or ensure preparation and timely submission and processing of retention related SIDPERS transactions, including, but not limited to, reenlistments, extensions, and immediate reenlistment prohibition codes (ERUP). This also includes prompt correction of unresolved errors and unprocessed transactions as reported by the servicing SIDPERS Interface Branch (SIB).
  - (17) Ensure the Army Retention Program is sufficiently publicized ensuring information is available and distributed throughout the command.
  - (18) Assist the commander in developing, implementing, and maintaining an effective Incentive Awards Program, supporting attainment of assigned retention and enlistment/transfer missions.
  - (19) Coordinate payments of reenlistment bonus entitlements and accrued leave, as required, through the servicing FAO.
  - (20) Obtain, from the servicing FAO, up-to-date information on reenlistment bonuses for prospective reenlistees.
- (AR 601-280, Chapter 2, paragraph 2-2f)**

## Chapter 3, Qualification for Immediate Reenlistment and CSM Retention Program

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- Explain, in your own words, what Article 84 of the Uniform Code of Military Justice (UCMJ) states.**

This article provides that, "Any person subject to the code who effects an enlistment or appointment in, or a separation from the Armed Forces of any person who is known to him to be ineligible for such enlistment, appointment, or separation, because it is prohibited by law, regulation, or order, shall be punishable as a court martial may direct."

*(AR 601-280, Chapter 3, paragraph 3-4)*

- What are the Reenlistment Qualifications steps?**

- Determination of eligibility for discharge.
- Determination of eligibility for reenlistment.
- Determination of eligibility for waiver(s) if necessary.
- Determination of reenlistment periods.
- Determination of eligibility for reenlistment option(s).

*(AR 601-280, Chapter 3, paragraph 3-5)*

- When may a Soldier be discharged for immediate reenlistment?**

A Soldier may be discharged for immediate reenlistment at any point not earlier than 24 months and not later than 3 months prior to their ETS.

*(AR 601-280, Chapter 3, paragraph 3-6b)*

**Name three (3) of the eight (8) qualifications a Soldier must obtain prior to be eligible for Reenlistment.**

- Age (Non waivable)
  - Citizenship (Non waivable)
  - Trainability & Educaiton (Non waivable)
  - ~~Education~~ *(Rescinded; PM 07-01)*
  - Medical and Physical Fitness
  - Weight Control (Non waivable)
  - Rank (Non waivable)
  - Security Clearance (Non waivable)
  - Moral and Administrative Disqualification
- (AR 601-280, Chapter 3, paragraph 3-8)***

**A Soldier wants to reenlist, but he is pending a MOS/Medical Retention Board (MMRB). What actions can you take if a Soldier is pending MMRB.**

Soldiers pending MMRB action per AR 600-60 will not be reenlisted until the MMRB action has been finalized; however, they may be extended for the minimum time necessary to complete the MMRB action.

***(AR 601-280, Chapter 3, paragraph 3-8e(1))***

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**What are the Retention Control Points (RCP) for each rank?**

PVT-PFC	8 Years
SPC	10 Years
SPC(P)	15 Years
SGT	15 Years
SGT(P)	20 Years
SSG	22 Years
SSG(P)	24 Years
SFC	24 Years
SFC P)	26 Years
MSG / 1SG	26 Years
MSG(P) / 1SG(P)	30 Years
SGM / CSM	30 Years

***(AR 601-280, Chapter 3, Table 3-1)***

**How long may a Soldier serve past his/her RCP?**

29 days.

***(AR 601-280, Chapter 3, paragraph 3-8g(1))***

**If a SPC with 4 years active federal service reenlists for 5 years and then gets reduced to PVT, should the Soldier be processed for separation because he is now past his RCP?**

No. Soldiers who reach their RCP during their current enlistment agreement, either through length of service, reduction in rank, or by removal from a promotion list, whether voluntary or involuntary, may serve until contracted Expiration Term of Service (ETS), unless they are separated earlier under applicable administrative, physical disability, or UCMJ separation

***(AR 601-280, Chapter 3, paragraph 3-8g(2))***

**Explain the Command Sergeant Major Retention Program.**

Retention of CSMs beyond 30 years active Federal service is limited to those nominated and selected to fill CSM positions where the commander is a General Officer. CSMs selected under this authority may remain on active duty up to 35 years total active Federal service or age 62, whichever occurs first.

***(AR 601-280, Chapter 3, paragraph 3-15a&b)***

**Explain who is eligible to reenlist under the Indefinite Reenlistment Program.**

Soldiers in the rank of SSG through CSM who are eligible for reenlistment IAW Chapter 3, AR 601-280, to include those with approved waivers, and have at least 10 or more years AFS on the date of discharge. Soldiers with a service remaining requirement will only be allowed to reenlist, not extend if they have 10 or more years AFS, except for humanitarian reasons or pending other personnel actions.

***(AR 601-280, Chapter 3, paragraph 3-16b)***

## Chapter 4, Reenlistment, Extensions of Enlistment and Declination of Continued Service Statements (DCSS)

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### REENLISTMENT

- When does the Reenlistment Window open? When does it open for all options to which qualified for?**

The reenlistment eligibility window opens when the soldier is within 24 months of ETS and closes when the soldier reaches 3 months prior to ETS and when Soldiers are within 24 months of ETS, all options to which qualified will be available.

*(AR 601-280, Chapter 4, paragraph 4-1e)*

- A first term Soldier on a 4-year contract with a 112 GT score is selected for assignment to Korea. He has 17-months until his ETS. What are his reenlistment options?**

Initial term Soldiers, and Soldiers who have 4 years or less of service for pay purposes at ETS and elect not to take action to meet the minimum tour requirements, may reenlist for any option for which they are otherwise qualified.

*(AR 601-280, Chapter 4, paragraph 4-2b)*

- A Soldier in a transitional leave status awaiting ETS who changes his or her mind and desires reenlistment, may take what actions?**

1. Soldiers last assigned to a CONUS installation are ineligible, but may return to that installation and apply for reenlistment as an exception to policy.
2. Soldiers who departed an overseas command for the purpose of ETS are ineligible, but may return to the transition point where their records are located and apply for reenlistment.

*(AR 601-280, Chapter 4, paragraph 4-2f)*

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- What amount of time must an initial term Soldier be on station before they are eligible to PCS? Mid-career and career Soldier?**

Initial term Soldiers assigned in CONUS may reenlist for any option which will result in a PCS and they are otherwise qualified for provided they will complete at least 1 year on station before movement.

Mid-career and career Soldiers assigned in CONUS may reenlist for any option which will result in a PCS and they are otherwise qualified for provided they will complete at least 2 years on station before movement.

***(AR 601-280, Chapter 4, paragraph 4-2l & m)***

- How long must a Soldier serve as a Drill Sergeant prior to PCSing?**

24 months

***(AR 601-280, Chapter 4, paragraph 4-3a)***

- How long must a Soldier serve as a Detailed Recruiter prior to PCSing?**

36 months

***(AR 601-280, Chapter 4, paragraph 4-3b)***

- What are the service remaining requirements for the following?**

Warrior Leaders Course	None
BNCOC	6-months
ANCOC	6-months
SMC	24-months
Battle Staff	12-months

***(AR 614-200, Chapter 4, paragraph 4-6g)***

Promotion to SGT	None
Promotion to SSG	12-months

***(AR 600-8-19, Chapter 3, paragraph 3-34a)***

Promotion to SFC through SGM	24-months
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***(AR 600-8-19, Chapter 4, paragraph 4-8a)***

## **EXTENSIONS**

**What are the minimum and maximum periods of extensions allowed?**

Individual extensions of enlistment are given in monthly increments, from 1 to a maximum of 23 months, for the minimum amount of time necessary to fulfill the authorized service requirement.

***(AR 601-280, Chapter 4, paragraph 4-8a)***

**State three reasons Soldiers may extend for.**

- Meeting SRRs
- Retirement
- Extending to the Retention Control Point
- Reaching maximum age
- Achieving reenlistment qualification under physical fitness testing
- Graduating from the US Army Regional Correctional Activity
- Pending personnel action
- Weight Control
- Army Substance Abuse Program (ASAP)
- Contingency deployment conditions
- Married Army Couples Program (MACP)
- Exceptions

***(AR 601-280, Chapter 4, paragraph 4-9)***

**DECLINATION OF CONTINUED SERVICE STATEMENT (DCSS)**

**Who is required to sign a DCSS if they do not take action to meet an SRR?**

Soldiers, other than those in their initial term, having 4 or more years service for pay purposes at ETS, eligible, but refusing to take action to satisfy military SRRs will be denied further service.

***(AR 601-280, Chapter 4, paragraph 4-11)***

**What form is used for processing a DCSS?**

DA Form 4991-R

***(AR 601-280, Chapter 4, paragraph 4-11)***

**A career Soldier serving on an indefinite reenlistment is alerted for assignment and does not want to go. What are his options in regards to signing a DCSS?**

Soldiers serving on an indefinite reenlistment do not have the option of submitting a DCSS.

Indefinite Soldiers who are retirement eligible may submit retirement applications in lieu of assignment, however approval is not automatic.

Non-retirement eligible Soldiers may submit for separation under other applicable provisions of AR 635-200.

***(AR 601-280, Chapter 4, paragraph 4-11e)***

**How long does a Soldier have until a DCSS is initiated by the Career Counselor?**

The servicing Career Counselor will initiate a DA Form 4991-R upon completion of Levy briefing (not to exceed 30 days) but no later than 45 days from the EDAS Transmittal Date.

***(AR 601-280, Chapter 4, paragraph 4-12b)***

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**Is the Soldier's signature required to process the DCSS?**

The commander/first sergeant will fully review the DA Form 4991-R and obtain the Soldier's signature in Section B (*if the Soldier refuses to sign, the commander/first sergeant will annotate the refusal and sign in the witness' signature block in Section B*).

***(AR 601-280, Chapter 4, paragraph 4-12d)***

**What happens to the Soldier after the Commander/First Sergeant signs the DA Form 4991-R?**

- (1) Placed in a nonpromotable status.
- (2) Prohibited from reenlistment or extension of enlistment.
- (3) Prohibited from applying for reentry into the Regular Army for a period of at least 93 days if separated at normal ETS, and at least 2 years if voluntarily separated before ETS under applicable provisions of AR 635-200.
- (4) Required to receive a rank determination from HQDA
- (5) Prohibited from application, selection, or attendance for commissioning or warrant officer appointment programs while on the current period of active duty.
- (6) Precluded from consideration by HQDA for centralized selection for promotion
- (7) Eligible to request voluntary separation under the provisions of paragraph 16-4, AR 635-200.
- (8) Eligible for other assignments (CONUS and OCONUS) provided you have sufficient service remaining to meet the requirements of the new assignment.
- (9) Not eligible for separation pay.

***(AR 601-280, Chapter 4, paragraph 4-12c)***

**Once DA Form 4991-R is signed, what ERUP Code will be inputted for the Soldier in RETAIN?**

9Q

***(AR 601-280, Chapter 4, paragraph 4-12e)***

## Chapter 5, Selective Reenlistment Bonus (SRB)

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**How many eligibility zones are there in the SRB program? Define them.**

(1) Zone A is applicable to Soldiers with at least 17 months of continuous active duty (other than active duty for training (ADT) as a Reservist) and no more than 6 years of active duty service.

(2) Zone B is applicable to Soldiers with 6 years of active duty service, at least 17 months of which was continuous active duty (other than ADT as a Reservist) and no more than 10 years of active duty service.

(3) Zone C is applicable to Soldiers with 10 years of active duty service, at least 17 months of which was continuous active duty (other than ADT as a Reservist) and no more than 14 years of active duty service.

***(AR 601-280, Chapter 5, paragraph 5-6a)***

**Explain the eligibility criteria for the three SRB zones.**

**ZONE A eligibility** — To be eligible for a Zone A SRB, a Soldier must —

(1) Have completed at least 17 months of continuous active duty service (other than ADT) but no more than 6 years of active duty service (including ADT) on the date of reenlistment.

(2) Reenlist in the Active Army for at least 3 years.

(3) Have a total of at least 6 years of active service when the term of reenlistment is added to existing active service.

(4) Have not previously received a Zone A SRB or VRB.

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**ZONE B eligibility**-To be eligible for a Zone B SRB, a Soldier must-

- (1) Have completed at least 6 but no more than 10 years of active duty service (including ADT) on the date of reenlistment.
- (2) Reenlist in the Active Army for at least 3 years.
- (3) Have a total of at least 10 years of active duty service when the term of reenlistment is added to the existing active service.
- (4) Have not previously received a Zone B SRB.

**ZONE C eligibility** — To be eligible for a Zone C SRB, a Soldier must —

- (1) Have completed at least 10 but not more than 14 years of active duty service (including ADT) on the date of reenlistment.
- (2) Reenlist in the Active Army for at least 3 years.
- (3) Have a total of at least 14 years of active service when the term of reenlistment is added to existing service.
- (4) Have not previously received a Zone C SRB.

***(AR 601-280, Chapter 5, paragraph 5-6e, f &g)***

- One of your Soldiers wants to reenlist one day after their 6<sup>th</sup> year mark. Which bonus zone would they qualify for?**

Soldiers with exactly 6 years of active duty *on the date of discharge* will be paid a Zone A bonus, if otherwise eligible and if they have not previously received a Zone A bonus. If they have received a Zone A bonus or no Zone A bonus is designated, they are entitled to and will be paid a Zone B bonus if all other requirements are met.

***(AR 601-280, Chapter 5, paragraph 5-6h(1))***

- How is the total amount of a bonus computed?**

Monthly basic pay (at time of discharge) multiplied by years, or fractions of a year (months) of additional obligated service, multiplied by the SRB multiplier

***(AR 601-280, Chapter 5, paragraph 5-7a(1))***

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- A Soldier reenlists, receives a bonus and then submits and is accepted in an officer producing program. How much bonus does the Soldier have to pay back?**

None. Recoupment of an unearned bonus is not required if the Soldier is separated to permit acceptance of a commission or warrant appointment or to enter a program leading to a commission or warrant appointment.

***(AR 601-280, Chapter 5, paragraph 5-13c)***

- A Soldier reenlists, receives a bonus and then becomes pregnant and voluntarily separates. Is a recoupment required in this case?**

Yes. Recoupment of the unearned portion of an EB or SRB is required when the bonus recipient voluntarily separates because of pregnancy.

***(AR 601-280, Chapter 5, paragraph 5-13d)***

- A Soldier reenlists, receives an Inventory Bonus and then decides to reclassify into a shortage Military Intelligence MOS. Is a recoupment required in this case?**

Yes. A Soldier who voluntarily reclassifies and fails to complete the obligated service for which the SRB was paid will refund an amount equal to the unqualified portion of the agreement.

***(AR 601-280, Chapter 5, paragraph 5-15)***

## Chapter 6, Bonus Extension and Retraining (BEAR)

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**What are the objectives of the BEAR Program?**

The objectives of the BEAR Program are to attract highly qualified Soldiers in the rank of SSG and below who are currently serving in an over-strength/balanced MOS to migrate into a critically short SRB MOS, and receive an SRB in the newly awarded PMOS.

*(AR 601-280, Chapter 6, paragraph 6-2)*

**What are some of the eligibility criteria for the BEAR Program?**

- Must be eligible for reenlistment.
- Soldiers must meet the eligibility criteria for an SRB.
- Soldiers must be in the rank of SSG or below.
- SGT and below; PMOS must be N/N or N/Y IAW current In/Out Calls.
- SSG; PMOS must be N/Y IAW current In/Out Calls.

*(AR 601-280, Chapter 6, paragraph 6-5)*

**How many months does a Soldier need to have after completion of training in order to meet the time-in-service remaining requirement to participate in the BEAR Program?**

All soldiers approved for entry into the BEAR Program must extend their enlistment a sufficient amount of time to ensure they will have 24 months time-in-service remaining as computed from the completion date of training.

*(AR 601-280, Chapter 6, paragraph 6-10a)*

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- To be able to qualify for the SRB in their new BEAR MOS, when must a Soldier reenlist? And which reenlistment options would a Soldier be eligible for?**

Soldiers participating in the BEAR Program may be forgiven up to 24 months of "previously obligated extended service" provided they reenlist (Option E-1 only) ***within 90 days after completion of training.*** Implementing instructions will be announced via RETAIN and/or MILPER messages.

***(AR 601-280, Chapter 6, paragraph 6-10b)***

- Name five (5) MOSs currently on the BEAR Program?**

13D	25U
13F	31B
13R	63B
14E	68W
14T	88M
18B	89D
18C	92R
18D	92Y
18E	96B
18F	97E
21P	

## Chapter 7, Enlistment/Transfer Processing of Soldiers from the Regular Army to the Reserve Component

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- Is citizenship a requirement for eligibility processing into the Reserve Components?**  
No. Citizenship is no longer a requirement.  
*(TACC Message 05-26)*
  
- Soldiers flagged for overweight or PT and are voluntarily released from active duty (REFRAD) are they eligible for service in the Reserve Component?**  
Yes, but they are not entitled to a bonus.
  
- What is the minimum rank required for a Soldier who is requesting to process into the Reserve Components from Active Duty?**  
PFC (E-3)
  
- Soldiers with a remaining military service obligation (MSO) of 6 months or less, or with no MSO remaining may enlist into the Reserve Components for what period of time?**  
1, 2, 3, 4, 5, or 6 years
  
- When can a Reserve Component Career Counselor (RCCC) process a Soldier (lock an assignment and initiated paperwork)?**  
6 months from ETS
  
- What is the least amount of time a Soldier can enlist into the National Guard from Active Duty?**  
1 Year

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**What kinds of bonuses are offered for Soldiers transitioning from AC to RC and what are the current amounts?**

- NG / USAR Affiliation Bonus = 3 years for \$10,000 or 6 years for \$20,000
- Prior Service Enlistment Bonus = 3 years for \$7,500 or 6 years for \$15,000

**When is a RCCC awarded credit for a contract?**

When the Soldier ships

**What is the deployment benefit for Soldiers transitioning from AC to RC?**

**USAR** – Soldiers returning from deployment iso OIF/OEF within 12 months are non-deployable for 2 years; guaranteed in writing.

**NG** – Soldiers returning from deployment iso OIF/OEF within 12 months are non-deployable for 1 year; guaranteed in writing; depending on the state.

**Name at least three (3) special enlistment and transfer option programs?**

The Military Augmentation Detachment (MIAD) Program

The Drill Sergeant Program

The Army College Fund Plus (2+2+4) Program

AMEDD Professional Management Command (AMPC)

Military Intelligence Readiness Improvement Program (MIRIP)

Try One in the Guard Program

Try a Year in the USAR

## Chapter 8, Bar to Reenlistment Procedures

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**Explain what a Bar to Reenlistment is for.**

The Bar to Reenlistment is not a punitive action but is designed for use as a rehabilitative tool.

*(AR 601-280, Chapter 8, paragraph 8-2b)*

**What DA Form is used to initiate a bar to reenlistment?**

DA Form 4126-R

*(AR 601-280, Chapter 8, paragraph 8-5b)*

**A unit commander has initiated separation proceedings on a Soldier. The commander instructs the Company Reenlistment NCO to initiate a Bar to Reenlistment Certificate. When the Reenlistment NCO brings the Bar to Reenlistment for your review, you learn that separation proceedings have been initiated. What would you do?**

Inform the Commander that a Bar to Reenlistment will not be initiated when separation action is pending per AR 635-200.

*(AR 601-280, Chapter 8, paragraph 8-3a)*

**Can a Bar to Reenlistment be initiated on a Soldier serving under the indefinite reenlistment program?**

A Bar to Reenlistment will not be initiated on soldiers serving on indefinite reenlistments. Denial of continued service on these soldiers will be accomplished IAW applicable provisions of AR 635-200.

*(AR 601-280, Chapter 8, paragraph 8-3h)*

- Commanders may initiate a Bar to Reenlistment for numerous reasons. What are the reasons a commander WILL initiate a Bar to Reenlistment?**

Commanders will initiate bar to reenlistment or separation proceedings on soldiers who:

- Do not make satisfactory progress in the Army Weight Control Program.
- Fail two consecutive APFT.
- Are removed for cause from NCOES courses.

***(AR 601-280, Chapter 8, paragraph 8-4e)***

- How often must a Bar to Reenlistment be reviewed?**

Approved Bars to Reenlistment will be reviewed by the proper unit commander **at least each 3 months after the date of approval**, and 30 days before the soldier's scheduled departure from the unit or separation from the service.

***(AR 601-280, Chapter 8, paragraph 8-5h)***

- Who may remove a Bar to Reenlistment?**

The same or higher level of command than the one that initially approved the Bar to Reenlistment, may remove the Bar to Reenlistment.

***(AR 601-280, Chapter 8, paragraph 8-5h(2))***

- Can a Soldier have a Bar to Reenlistment remain in effect for more than 6 months?**

Separation actions initiated against some soldiers are subject to a separation board prior to separation approval. In some instances, a separation board may recommend that the barred soldier, recommended for separation by the chain of command, be retained in the Army. ***In these instances, the bar to reenlistment will still remain in effect and reviews will be conducted at the three month intervals.***

***(AR 601-280, Chapter 8, paragraph 8-5h(7))***

**Chapter 9, Active Army and Reserve Component  
Career Counselor**

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**Chapter 10, Career Counselor Role in Support of  
Administrative Separation Programs**

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## Chapter 11, Forms, Records, and, Reports

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## Appendix A, References

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**Appendix B, Selection and Relief Processing for  
Career Counselors**

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## Appendix C, Retention Interviews and Career Planning Procedures

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**What does the Army Career Counseling process accomplish?**

Army Career Counseling matches the needs of the Army and the Soldier.

*(AR 601-280, Appendix C, paragraph C-1)*

**Who receives Reenlistment Interviews?**

Reenlistment interviews are required to be conducted on all Soldiers in the rank of SSG and below.

*(AR 601-280, Appendix C, paragraph C-2a)*

**What are the minimum Retention Interviews?**

- Integration (within 30 days of assignment to unit)
- Professional/Career Development (90-120 days after assignment to unit)
- Commander's Professional/Career Development (BASD anniversary)
- Commander's Retention (26 months prior to ETS)
- Retention (24-25 months prior to ETS)
- Retention Options (16-18 months prior to ETS)
- Retention Follow-up (12-13 months prior to ETS)
- Retention Summary (7 months prior to ETS)
- Reserve Component Transition (180 days prior to ETS/Transitional Leave)
- Reenlistment Follow-up (60-90 after reenlistment)
- Change of Station/Transition (60-90 days prior to PCS/Transitional Leave)

*(AR 601-280, Appendix C, Table C-1)*

**Appendix D, Administration of the Oath of Reenlistment,  
Extension of Enlistment and Enlistment into the Reserve  
Components**

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## Appendix E, Reenlistment Options

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- Name all the Reenlistment Options currently available to Soldiers.**
- Option E-1, Regular Army Reenlistment Option
  - Option E-2, Current Station Stabilization Reenlistment Option
  - Option E-3, Army Training Reenlistment Option
  - Option E-4, Overseas Assignment Reenlistment Option
  - Option E-5, CONUS Station-of-Choice Reenlistment Option
- What is the minimum time a Soldier can reenlist for Option E-1?**
- 2 years  
*(AR 601-280, Appendix E, Table E-1, Line 3)*
- If a Soldier assigned within CONUS reenlists for four years for Option E-2, how long are they stabilized for and when would the stabilization commence?**
- 12-months stabilization from date of reenlistment  
*(AR 601-280, Appendix E, Table E-2, Line 2)*
- A Soldier that has four (4) months remaining until ETS, reconsiders and decides to reenlist, but wants to stay at his current location. Is he eligible?**
- Yes, but as an Exception to Policy. RMB will process stabilization requests through Distribution Division within HRC. Distribution Division has the final approval/disapproval authority.  
*(RMB Message 07-04, dtd 1 October 2006)*

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**Can a Soldier get anything else besides a PMOS change from Option E-3?**

Yes. Soldiers qualified and reenlisting for Option E-3 may receive attendance at an available service school for PMOS, ASI, SQI or Language training.

*(AR 601-280, Appendix E, Table E-3, Line 2)*

**What is the minimum time a Soldier can reenlist for if choosing Option E-3?**

4 years. 3 years for Soldiers desiring CMF 11, 13, 19, or 21.

*(AR 601-280, Appendix E, Table E-3, Line 3)*

**If a Soldier reenlists for Option E-3 as a SPC and the course is 12 months from date of reenlistment, may a Soldier attend a promotion board and get promoted?**

If a change in the Soldier's rank or PMOS occurs before movement to the course, confirmation of attendance must be made. If the Soldier is no longer eligible for course attendance or assignment because of change in rank or PMOS, the Soldier will be assigned according to the needs of the Army.

*(AR 601-280, Appendix E, Table E-3, Line 5e)*

**A Soldier comes to and requests to reenlist for Germany or Italy. Is this possible?**

Soldiers cannot reenlist for Germany or Italy; they'd reenlist for Europe.

*(AR 601-280, Appendix E, Table E-4, Line 2a)*

**What are some of the overseas locations that a Soldier may be eligible to reenlist for with Option E-4?**

Korea, Pacific area (long tour), Pacific area (short tour), Alaska, Caribbean area, Europe, Hawaii.

*(AR 601-280, Appendix E, Table E-4, Line 2a)*

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**How much stabilization is guaranteed when Soldiers reenlist for Option E-4?**

Assignment guarantee is 24 months or 12 months from date of arrival of dependents in long-tour areas, whichever occurs later.

*(AR 601-280, Appendix E, Table E-4, Line 2a)*

**A mid-career SGT with over 700 promotion points stationed at Fort Stewart, GA wants to reenlist for Fort Campbell, KY, but just arrived here 3 months earlier. Is he eligible to PCS?**

A mid-career Soldier, regardless of promotion points, is not eligible for PCS until they have served 24-months at current location.

**How much stabilization is guaranteed when Soldiers reenlist for Option E-5?**

This option guarantees assignment for at least 12 months at the CONUS station of choice.

*(AR 601-280, Appendix E, Table E-5, Line 2)*

**What is the minimum amount of time a Soldier can reenlist for to be eligible for Option E-5?**

Soldiers more than 12 months from ETS must reenlist for a minimum of 4 years. Soldiers reenlisting 12 months or less from ETS may reenlist for 3 or more years; unless the option requires a term greater than 3 years.

*(AR 601-280, Appendix E, Table E-5, Line 3)*

**Appendix F, Addresses and Points of Contact**

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**Appendix G, Composition and Distribution of  
Enlistment / Transfer Packets**

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**Appendix H, Army Retention Operations During Periods of  
Increased Readiness or Mobilization**

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## **Appendix I, Counseling Requirements of the Uniform Code of Military Justice (UCMJ)**

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- Prior to the administration of the oaths of reenlistment, extension, or transition, the administering officer will explain and ensure that the soldier fully understands which articles of the Uniform Code of Military Justice (UCMJ)?**

Article 83, Fraudulent enlistment, appointment, or separation

Article 85, Desertion

Article 86, Absent without Leave (AWOL)

## Appendix J, Facilities and Publicity

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**What, at a minimum, should a Retention Bulletin Board contain?**

A section of the unit bulletin board, or a separate board, will be properly labeled for the display of retention material. The *name, location, and telephone number of the unit Retention Officer, unit Reenlistment NCO, primary duty Career Counselor, and Reserve Components Career Counselor serving* the unit will be posted on the board. Current program information will also be posted, i.e. *BEAR Program newsletter, SRB information, In/Out Calls Message, etc.* Copies of duty appointment orders will not be posted on this board.

*(AR 601-280, Appendix J, paragraph J-2j)*

## Current Policy / RMB Messages

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- What is the maximum age criteria for a Soldier?**

62 years old

*(AR 601-280, Chapter 3, paragraph 3-8a)*

- Can a single Soldier take advantage of the MGIB Transferability of Benefits Program?**

Yes. Soldiers need not be married to participate in this program.

*(Policy Message 07-03, paragraph 2d)*

- When a Soldier takes advantage of the MGIB Transferability of Benefits Program, what happens to the Soldier's Selective Reenlistment Bonus?**

Eligible Soldiers who elect transfer of MGIB benefits at the time of reenlistment will have their entitlement to a SRB multiplier reduced by 0.5.

*(Policy Message 07-03, paragraph 3)*

- Can a non-promotable SPC receive a B Zone bonus? What must you be aware of?**

Yes. Soldier cannot exceed RCP of 10 years and 29 days.

*(Policy Message 06-04)*

- What is the service remaining requirement for CID Special Agent (MOS 31D)?**

5 years from the date of successful completion of the Apprentice Special Agent Course (ASAC).

*(Policy Message 06-03)*

## **RETAIN**

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**What does the acronym RETAIN stand for?**

The Department of the Army Reenlistment, Reclassification, Reserve Component Assignment and Information Management System  
*(AR 614-200, Chapter 3, paragraph 3-18g)*

**What version of RETAIN are we currently using?**

RETAIN Version 5.1

**When you first login into RETAIN, how many tabs are on the Flash Message Box and what are they?**

- RMB INFO
- UNIT INFO
- TRAINING
- RETAIN NCOIC
- KEYSTONE
- RECLASS
- RCR
- RETIREMENT

**RETAIN Hotline category REUPSGM is used for what?**

Inquiries from Retention Sergeants Major only (not the Operations NCO) directed specifically to the RMB SGM

**What RETAIN Message governs Hotline Processing Guidance/Information?**

RMB Message 07-02

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- For security, DDPSTA changes IAW RMB Message 07-03 when verification of clearance has been obtained, Counselors must submit a hotline to what category and using what Hotform?**

Category-CUSTSERV; Hotform-DDPSTA.

- In RETAIN under the Retention drop down menu, what are the 6 areas you can access?**

Review Soldier, Reenlistment, Extension, Reserve Component, Reclassification, and Retirement.

- For RETAIN security, what criteria must your password meet when creating one?**

A minimum of 10 to 13 characters and contain at least 2 each of the following:  
2 upper case, 2 lower case, 2 numerical, and 2 special characters.

- When sending a new Hotline on RETAIN, in the top left corner there are four (4) boxes that need to be filled in. What are they?**

Recipient LOCID, Category, SSN, Title

- When your password is reset in RETAIN and you initially login with the new password you were given, what are you required to do?**

Create a new password

- What colors are used in RETAIN workbooks?**

**Yellow**=ETS 120 days away; no action

**Red**=REUP date within 5 days (passed REUP date)

**Aqua**=Completed

**Green**=Waitlist hold

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- What actions must go through Division Retention?**  
Del/Def, Option Exceptions, Val/Reno, Waitlist, Confirm Help, and BEAR
- Who is the RETAIN NCOIC at HRC?**  
MSG Whitehouse
- Can you download the RETAIN software to your computer thru an FTP Site?**  
No; effective 2 November 2005, this site has been deactivated and you must contact Keystone. Keystone will then mail you a CD containing the software.
- When you into RETAIN, after you have entered your UK and password and have hit the “Enter” button, what is the first screen you see?**  
Flash Message
- There is a tool bar in the top left hand corner when you are in RETAIN which consists of seven (7) “short cuts”. What do they stand for?**
- Flash Message
  - Message Processing
  - Reports
  - User Management
  - Printer Setup
  - Reconnect
  - Exit
- While in the RETAIN Manager portion of RETAIN, there are three different areas you can work in. What are they?**  
Retention Processing, Data Management, and User Support

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**How many Immediate Reenlistment Prohibition Codes (ERUP) are currently used?**

ERUP	Description	Priority Precedence
10	No disqualification	N/A
11	Life cycle manning requirement not met	N/A
9A	Lost Time Disqualification	14
9B	Citizenship Criteria ( <b>Rescinded</b> )	----
9C	Trainability ( <b>Rescinded</b> )	----
9D	Pending Security Clearance Determination	12
<b>9E</b>	<b>Physical Readiness Disqualification</b>	<b>10</b>
9F	Civilian Education Status ( <b>Rescinded</b> )	----
<b>9G</b>	<b>Grade Exceeds Allowable RCP for Pay Grade</b>	<b>9</b>
<b>9H</b>	<b>Pending MMRB/MEB/PEB</b>	<b>16</b>
9I	Non Promotable Status	17
9J	Field Bar to Reenlistment – Approved Retirement	18
<b>9K</b>	<b>Field Bar to Reenlistment</b>	<b>5</b>
9L	DA Bar to Reenlistment	1
9M	QMP—Approved Retirement ( <b>Suspended</b> )	----
9N	Courts-Martial Conviction	6
9O	Does or Will Exceed Maximum Age	4
9P	Loss of Qualification of PMOS	3
<b>9Q</b>	<b>Refusal to Meet Length of Service Requirement – DCSS</b>	<b>2</b>
9S	Conscientious Objector (except CMF 91)	15
9T	Waiver Required for Continued RA Service ( <b>Suspended</b> )	----
9U	Unacceptable Weapons Qualification	7
9V	Reserved for Future Use	----
9W	Unacceptable Article 15 Qualification ( <b>Rescinded</b> )	----
<b>9X</b>	<b>Other Disqualification – Not Otherwise Identified</b>	<b>13</b>
<b>9Y</b>	<b>Approved Retirement</b>	<b>11</b>
<b>9Z</b>	<b>Weight Disqualification</b>	<b>8</b>

*(Policy Message 07-04, dated 3 October 2006)*

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**Name five (5) MOSs that are currently on the MOS Critical list?**

11B – Infantryman  
11C – Indirect Fire Infantryman  
13B – Cannon Crewmember  
13D – FA TAC Data Sys Specialist  
13F – Fire Support Specialist  
13M – MLRS Crewmember  
13R – FA Firefinder Radar Operator  
14E – Patriot Fire Control Enhanced OPR/MAINT  
14T – Patriot Launching Station ENH OPR/MAINT  
15S – OH58D Helicopter Repairer  
15T – UH-60 Helicopter Repairer  
15U – CH-47 Helicopter Repairer  
18 – All CMF 18 MOSs  
19D – Calvary Scout  
19K – Armor Crewman  
21B – Combat Engineer  
25U – Signal Support Systems Specialist  
31B – Military Police  
31E – Corrections NCO  
37F – Psychological Operations Specialist  
42A – Human Resources Specialist  
63B – Light Wheeled Vehicle Mechanic  
88M – Light Wheeled Vehicle Mechanic  
89D – EOD Specialist  
91W/68W – Health Care Specialist  
92F – Petroleum Supply Specialist  
92R – Parachute Rigger  
96B – Intelligence Analyst  
97E - Human Intelligence Collector

**To ensure all Soldiers that are assigned to your unit are loaded on your workbook, what is the correct way to load Soldiers on your workbook?**

Using the “Roster” feature, you can load all Soldiers assigned to your unit on your workbook.

**How many days do you have to confirm a reenlistment?**

3 days

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- Soldiers who are in, or migrate into their reenlistment window with an ERUP Code other than “10” are ineligible to reenlist or extend. However, Soldiers with certain “9” codes may extend and if their disqualification is overcome, reenlist with a waiver. Which ERUP Codes does this apply?**

9B, 9D, 9G, 9H, 9P.

- What HOTLINE category is used when requesting a report date change that is more than four (4) months from the original report date.?**

VAL/RENO

- What are the authorized methods for producing reenlistment contracts?**

RETAIN generated, Form Flow/Pure Edge, Typed/Pen and ink

- What are the four (4) sources used to qualify a Soldier for an MOS?**

DA PAM 611-21, RETAIN Min Quals, ATRRS Catalog, and DA PAM 351-4

- What is the least amount of time a Soldier can enlist into the Reserves from Active Duty?**

Soldiers with over 90 days until Military Service Obligation (MSO) can enlist for the remainder of their MSO.

- What deletion code is used when canceling reenlistment generated assignments?**

MQ

## Reclassification

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- Which regulation governs reclassification?**  
AR 614-200, Chapter 3, Section III
  
- What is the number one factor to be determined when a Soldier is requesting reclassification?**  
The Needs of the Army  
*(AR 614-200, Chapter 3, paragraph 3-17)*
  
- Is a RCN (Reclassification Control Number) required when a personnel management action changes a Soldier's PMOS?**  
Yes  
*(AR 614-200, Chapter 3, paragraph 3-18f)*
  
- What is Reclassification?**  
Reclassification refers to an approved change in a Soldier's PMOS
  
- There are three ways in which a Soldier can be reclassified. What are they?**  
Voluntary, Mandatory, Involuntary
  
- There are two methods of processing reclassifications. What are they?**  
Request List and Non-Request List
  
- What does the acronym FRA stand for? Who is a FRA?**  
Field Reclassification Authority – Career Counselor

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**What are the criteria for Soldiers submitting for a voluntary reclassification?**

- (1) The PMOS must be over-strength and requested MOS must be short, and/or as announced by the HRC reenlistment/reclassification IN/OUT call message.
- (2) They must meet the required criteria of DA Pam 611–21 for new MOS.
- (3) They cannot be on AI. (Soldier is considered on AI when assignment has been processed through EDAS, not date of notification.)
- (4) They must have completed 12 months at their current duty station.
- (5) They may not be serving on initial enlistment under the Army Civilian Acquired Skills Program (ACASP). (See AR 601–210.)
- (6) They may not be receiving a bonus for current term of enlistment or reenlistment. However, as an exception, the Soldier must agree in writing to recoupment of the unearned portion of bonus entitlement to be eligible.
- (7) They must be within 12 months, but not less than 5 months, of date eligible for return from overseas (DEROS).
- (8) They ***may not*** be within 12 months of ETS.
- (9) They must have fulfilled all time–in–service–remaining requirements.
- (10) If first term Soldier is serving in an over-strength MOS, Soldier may request reclassification into a shortage MOS, as announced in HRC reenlistment/reclassification IN/OUT call message.
- (11) When stabilized as a result of reenlistment, Soldiers must waive their reenlistment option through reenlistment channels.
- (12) They must be eligible to reenlist or extend per AR 601–280.  
***(AR 614-200, Chapter 3, paragraph 3-18b)***

**What ASI is used with reclassifications actions and when is it used?**

ASI 4A is only authorized for award in conjunction with involuntary/mandatory reclassifications when instructed by HRC.

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- For voluntary, mandatory/involuntary reclassification, what is the date a Soldier is awarded the new MOS?**

Voluntary – the date Soldier graduates from MOS training

Mandatory/Involuntary – date specified on approval memo or decision report

- When a Soldier has lost PMOS qualification through his own misconduct, what must happen prior to processing for reclassification?**

The Soldier must be processed for separation under applicable chapter of AR 635-200 with a decision to retain and reclassify from SPCMCA (Bde Cdr) ***(AR 614-200, Chapter 3, paragraph 3-18(3)(c))***

- Who do you send reclassification specific hotlines to?**

CRCRMD1

- How many Reclassification requests are there? State five (5).**

- APL2 - Application Approval Required-Request List
- APPL - Application Approval Required
- BRIN - Branch Initiated
- DADIR - DA Directed
- FTRK - Fast Track
- MAND - Mandatory
- MED - Medical/MMRB-Request List (P2 or P2)
- MND2 - Mandatory (loss of qualifications)
- VOL - Voluntary
- OTH - HRC Processed Voluntary

- When processing a Soldier for an MMRB reclassification, how many MOSs are you required to request on the DA Form 4187?**

3 MOSs

## Thrift Savings Plan (TSP)

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**What is the Thrift Savings Plan (TSP)?**

The Thrift Savings Plan (TSP) is a retirement savings and investment plan. It is similar to a private corporation's "401-k".

**How does a Soldier enroll in TSP?**

Soldiers can login to their MyPay page and follow the links to Thrift Savings Plan. Once there, Soldiers can elect to put percentages of their basic pay, bonuses, and incentive and special pays into TSP.

**How much can a Soldier contribute to TSP?**

Beginning in 2006, Soldiers can contribute 1% and up to 100% of their basic pay. Contributions are limited to \$15,000 per year for 2006.

**If a Soldier knows he will stay in for 20 years and collect Military Retired Pay, does he still need to contribute to TSP?**

Military Retired Pay and TSP are completely different. Your Military Retired Pay is a benefit plan and TSP is a contribution plan. TSP will not deduct from your Military Retired Pay.

**When will a Soldier be able to join TSP?**

Military members can currently enroll twice per year during the TSP open seasons: April 15<sup>th</sup> through June 30<sup>th</sup> and October 15<sup>th</sup> through December 31<sup>st</sup>.

**Where would a Soldier go to learn more about TSP?**

Soldiers can go to [www.TSP.gov](http://www.TSP.gov)

## Military Programs

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- What does the acronym COOL stand for and what is COOL used for?**

COOL = Credentialing Opportunities On-Line

Find civilian credentials related to your MOS, understand what it takes to obtain the credentials and see if there are available programs that will help pay credentialing fees.

- What internet tool provides Soldiers the capability to post assignment preferences, update person contact information, indicate special duty interests, and/or volunteer for assignment locations directly to the Total Army Personnel Database (TAPDB)?**

ASK (Assignment Satisfaction Key)

- Under the old "Dream Sheet" days you could choose from 230 CONUS locations and 280 OCONUS locations for your assignment preferences. The new system allows Soldiers to select how many, and what type of locations?**

CONUS = 2 Divisional Installations and 1 location from an expanded list

OCONUS = 3 locations from a listing of 4

- What programs are categorized under the Special Programs Mission?**

Green-to-Gold (ROTC), US Military Academy Preparatory School (USMAPS), Officer Candidate School (OCS), and the Warrant Officer Program

ArmyReenlistment.com  
**Career Counselor of the Year Board Study Guide**  
11 October 2006

**What does ACES stand for? Name two (2) of the basic services provided by them.**

- Army Continuing Education System
- Basic Skill Education Program (BSEP)
- High School Completion Program
- Servicemen's Opportunity College (SOC) Associate Degree Program
- Veteran's Educational Assistance Program (VEAP) / MGIB
- Skill Recognition Program
- Language Program (Headstart-Gateway)
- Defense Activity for Non-Traditional Education Support Service (DANTES)
- CLEP
- Education Counseling Service
- MOS Reference Library
- Testing Service

**To you, what is the most important Army Program?**

The Army Retention Program

**What is Tri-Care for Life?**

Tri-Care for Life (TFL) is a permanent program funded through the Department of Defense Medicare-Eligible Retiree Health Care Fund, resourced with general revenues of the U.S. Treasury and annual contributions from appropriations. TFL doesn't require annual authorization by Congress. TFL is for all TRICARE beneficiaries who are entitled to Medicare because of a disability, end stage renal disease, or age.

**Explain eCYBERMISSION.**

eCYBERMISSION is a web-based science, math and technology competition for 6th, 7th, 8th and 9th grade teams. A team will propose a solution to a real problem in your community and compete for regional and national awards. eCYBERMISSION challenges you to explore how science, math and technology work in your world.

## **Creed of the Noncommissioned Officer**

**N**o one is more professional than I. I am a Noncommissioned Officer, a leader of Soldiers. As a Noncommissioned Officer, I realize that I am a member of a time honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

**C**ompetence is my watchword. My two basic responsibilities will always be uppermost in my mind -- accomplishment of my mission and the welfare of my Soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

**O**fficers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders

## **The Soldiers Creed**

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

**I will always place the mission first.**

**I will never accept defeat.**

**I will never quit.**

**I will never leave a fallen comrade.**

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

**I am an American Soldier!**

## **NOTES**

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## **NOTES**

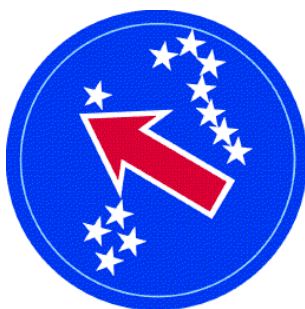
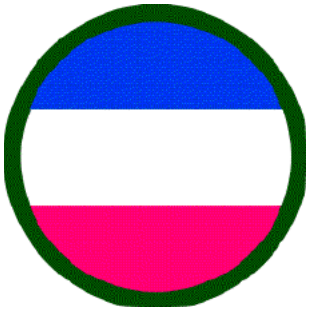
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[www.ArmyReenlistment.com](http://www.ArmyReenlistment.com)