

**Department of the Army
Pamphlet 601–280**

Personnel Procurement

Army Retention Program Procedures

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SUMMARY of CHANGE

DA PAM 601–280
Army Retention Program Procedures

This publication is certified current as of 18 December 2023. Aside from the following administrative changes, no other changes were made to certify the currency of this publication:

- o Updates Department of the Army signature authority and history statement (title page).
- o Updates glossary.
- o Updates the website address for and removes redundant references to the Smartbook DA Pam 601–280 available at <https://www.army.mil/g-1#org-g-1-publications> (throughout).

Personnel Procurement
Army Retention Program Procedures

By Order of the Secretary of the Army:

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History. This publication is certified current on 18 December 2023. Aside from the administrative changes listed in the summary of change, no other changes were made to certify the currency of this publication.

Summary. This pamphlet describes the criteria and procedures for the Army Retention Program. For those Soldiers serving in the Regular Army, it outlines procedures for immediate continued service. For Soldiers separating from the Regular Army, it provides eligibility criteria and options for enlistment or transfer into the Reserve Component (U.S. Army Reserve and Army National Guard).

Applicability. This pamphlet applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserves, unless otherwise stated. (1) Presidential 200K Call-up (Title 10, Section 12304, United States Code), using Title 10, Section 12305, United States Code, to suspend all laws related to the separation and retirement of all military personnel up to 270 days; (2) Presidential Declaration of National Emergency for Partial Mobilization (Title 10, Section 12302, United States Code) using Section 12305 to suspend all laws related to the separation and retirement of all military personnel up to 24 months; and (3) Congressional Declaration of National Emergency for Full Mobilization (Title 10, Section 12301, United States Code) using Section 12305 to suspend all laws related to the separation and retirement of all military personnel for the duration of the war plus 6 months.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval

authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. The Deputy Chief of Staff, G–1 has granted a waiver of publishing this pamphlet by providing immediate access to changes to this pamphlet by providing the following internet website address: <https://www.army.mil/g-1#org-g-1-publications>. This website address will link Army agencies and other worldwide users with access to the most current approved changes. It is essential that these changes be made available so implementation timelines support the Deputy Chief of Staff, G–1 Army Retention Program.

Suggested improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Deputy Chief of Staff, G–1 (DAPE–MPE–RT), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Glossary

1. Purpose

This pamphlet provides guidance on:

- a. The Army Retention Program for the Regular Army (RA) and the Reserve Components (RCs) of the Army.
- b. The use of authorized immediate reenlistment prohibition (IMREPR) codes.
- c. Selective retention bonuses.
- d. The use of Army retention program-related forms, records, and reports.

2. References and forms

See appendix A.

3. Explanation of abbreviations and terms

See glossary.

4. Scope

The current approved procedures and standards of the Army Retention Program contained in this pamphlet will be available via the internet. The following website will allow access to the electronic pamphlet by Army agencies, and other users worldwide as needed to manage the retention program. The latest approved changes to chapter 2 through 13 procedures and standards are continuously incorporated into the Smartbook DA Pam 601–280 available at <https://www.army.mil/g-1#org-g-1-publications>.

5. Chapter 2 summary

This chapter contains procedural guidance on processing enlistment and reenlistment requests for officers and warrant officers.

6. Chapter 3 summary

This chapter provides guidance on the reenlistment window, reenlistment options, reclassification, and retention control points.

7. Chapter 4 summary

This chapter provides a table that outlines the IMREPR codes and priority precedence levels approved by the Army, Deputy Chief of Staff (DCS), G–1 for use in Reenlistment/Reclassification System.

8. Chapter 5 summary

This chapter contains procedural guidance on service remaining requirements, extensions of enlistment, and use of DA Form 4991 (Declination of Continued Service Statement) available at <https://armypubs.army.mil/>.

9. Chapter 6 summary

This chapter provides instructions for preparation, record maintenance, and financial administration for Selective Retention Bonus (SRB) recipients. The military occupational specialties (MOSs) designated for award of SRB will be announced via Human Resources Command/military personnel message.

10. Chapter 7 summary

This chapter provides guidance on enlistment and/or transfer processing of Soldiers being released from active duty who elect to affiliate with the Army National Guard of the United States (ARNGUS), U.S. Army Reserve (USAR), or the Individual Ready Reserve.

11. Chapter 8 summary

This chapter provides selection, relief, and reclassification processing procedures for RA and Active Guard Reserve career counselors.

12. Chapter 9 summary

This chapter provides guidance on the administration of the oath of enlistment or reenlistment, the planning of the enlistment or reenlistment ceremony.

13. Chapter 10 summary

This chapter provides guidance on the Army career counseling system and career counseling sessions.

14. Chapter 11 summary

This chapter provides procedural guidance on handling bar to continued service.

15. Chapter 12 summary

This chapter provides processing instructions for transferring Active Component post 9/11 GI Bill education benefits.

16. Chapter 13 summary

This chapter provides administrative guidance on the completion of Army retention related forms, records, and reports.

Appendix A

References

Section I

Required Publications

DA Pam 611–21

Military Occupational Classification and Structure (Cited in terms.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. United States Code is available at www.gpoaccess.gov/uscode.

AR 25–30

The Army Publishing Program

AR 601–210

Regular Army and Reserve Components Enlistment Program

10 USC 12301

Reserve components generally

10 USC 12302

Ready Reserve

10 USC 12304

Selected Reserve and certain Individual Ready Reserve members; order to active duty other than during war or national emergency

10 USC 12305

Authorities of President to suspend certain laws relating to promotion, retirement, and separation

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website <https://armypubs.army.mil>.

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 4991

Declination of Continued Service Statement

Glossary

Section I

Abbreviations

ARNGUS

Army National Guard of the United States

DA Form

Department of the Army form

DA Pam

Department of the Army pamphlet

DCS

Deputy Chief of Staff

DoD

Department of Defense

IMREPR

immediate reenlistment prohibition

MOS

military occupational specialty

RA

Regular Army

RC

Reserve Component

SRB

Selective Retention Bonus

USAR

U.S. Army Reserve

Section II

Terms

Army

The RA, Army of the United States, the ARNGUS, and the USAR.

Career counselor

RA career counselor (formerly retention noncommissioned officer) and RC career counselor (formerly transition noncommissioned officer). The term “career counselor” describes the commander’s principal asset responsible for advising Soldiers on their careers and the various options offered by an RA or RC Army career. RA career counselors routinely counsel Soldiers on procedures and eligibility for RA reenlistment. However, the RA career counselor is also responsible for counseling on opportunities available with the USAR and Army National Guard, and works in tandem with the RC career counselor in processing Soldiers who separate from the RA and elect enlistment or affiliation with the RCs. RC career counselors consummate RC contracts, and perform necessary coordination with RC commands as necessary to facilitate a Soldier’s affiliation with the RCs, in addition to the counseling associated with their normal duties. DA Pam 611–21 describes various duty positions within the career counseling MOS.

Careerist

A Soldier who has more than 36 months of active Federal service. This definition is used only within Headquarters, Department of the Army and the DoD for statistical purposes. A careerist should not be confused with a “second or subsequent term” as used in assignment of reenlistment objectives. A category of reenlistment objective composed of Soldiers on their second or subsequent enlistment who will have more than 10 years of active Federal service at expiration term of service or on their separation date.

Cause (with regard to Noncommissioned Officer Education System removal)

Elimination for cause includes conduct, disciplinary or academic deficiency, failure, or a combination thereof. A bar is a probationary or rehabilitative measure, intended to put a Soldier on notice that he or she does not meet standards, but is being given a chance to correct the deficiency or shortcoming. If the Soldier corrects the problem, the bar is removed. Initiation of separation proceedings means that, in the commander's judgment, the Soldier will never meet standards and that early separation is in the best interest of the service.

Command Sergeant Major Program

Retention of command sergeants major and/or sergeants major beyond 30 years active Federal service is limited to those in nominative assignments and/or selected to fill command sergeants major/sergeants major positions where the commander is a general officer. Command sergeants major chosen as Commandant, U.S. Army Sergeants Major Academy are also included in this rule.

First enlistment (also initial enlistment)

A voluntary enrollment in the RA as an enlisted member for the first time by a Soldier with no prior RA service or with prior service only in other branches of the Armed Forces.

First term

A term used only within Headquarters, Department of the Army and DoD for statistical purposes to indicate a Soldier with 36 months or less of active Federal military service. This term is not the same and should not be interchanged with the term "initial term."

Immediate reenlistment

A voluntary second or subsequent enrollment in the RA as an enlisted Soldier immediately upon separation from active military service in the Army. This term represents a concurrent action in which the separation document is not given to a Soldier until the Soldier has reenlisted in the RA.

Immediate reenlistment prohibition code

A systematic code used by the U.S. Army to identify Soldiers not-eligible to reenlist. This code is often referred as IMREPR.

Initial term

A Soldier serving on an initial term of active Federal military service, or a Soldier who has previously served less than 180 cumulative days on active duty as a member of the Armed Forces.

In-service personnel

Soldiers currently serving on active duty in the Army.

Mid-career

A category of reenlistment objective assigned by Headquarters, Department of the Army to the Army commands, Army service components, and direct reporting units. A "mid-career" is a Soldier on a second or subsequent period of active Federal military service who will have 10 or less years of active Federal military service on his or her separation date or at expiration term of service.

Noncommissioned officer career status program reenlistment

A reenlistment period of an "indefinite or unspecified" term. A Soldier on noncommissioned officer career status has no actual expiration term of service date. The Soldier's service is governed by maximum retention control points for the specific rank held. Generally, the Soldier is permitted to serve up to the retention control points for current rank, unless sooner separated or removed from active duty under other law or policies.

Persons, applicants, personnel, Soldier

These terms, unless used in such a way as to apply to only one sex in general usage, are used in this pamphlet to mean both men and women.

Prior service personnel

In-service personnel with service before their current period of active duty.

Reenlistee

The Soldier reenlisting. Generally used in the same context as "applicant."

Reenlistment eligibility codes

These are codes which are assigned to Soldiers who do not immediately reenlist at the last duty station to which assigned. The purpose of these codes is to inform the RC career counselor and the Army recruiter of the Soldier's

eligibility to reenter the service. They are also referred to as “reentry codes.” A listing of these codes is found in AR 601–210.

Reenlistments

All voluntary enrollments after the initial enlistment and/or induction.

Regular Army

a. The RA consists of RA Soldiers on active duty; ARNGUS and USAR Soldiers on active duty; Army National Guard Soldiers in the service of the United States pursuant to a call; and all persons appointed, enlisted, or inducted into the Army without component.

b. Excluded are ARNGUS and USAR Soldiers serving on active duty for training; Active Guard Reserve; active duty for special work; temporary tours of active duty for 180 days or less; and active duty pursuant to the call of the President (see 10 USC 12304).

Retention and Reclassification Branch

Serves as the coordinating agency to the Commander, U.S. Army Human Resources Command, responsible for the implementation and execution of DCS, G–1 policy pertaining to the Army Retention and Reclassification Programs while managing the daily retention operations Army wide.

Retention noncommissioned officer

A Soldier assigned reenlistment duties on a full or part-time basis who does not possess a primary military occupational specialty within career management field 79.

Second or subsequent term

A Soldier who has reenlisted one or more times and is, therefore, on their second or subsequent term of active Federal military service. Soldiers who have prior service in another branch of the Armed Forces enter the Army as a “second or subsequent term.”

Unsuitable Soldiers

Soldiers who may exhibit their unsuitability through interests or habits that are detrimental to the maintenance of good order and discipline and who may have records of minor misconduct requiring repetitive corrective or disciplinary action.

Untrainable Soldiers

Soldiers who are found lacking in abilities and aptitudes to the extent that they require frequent or continued special instruction or supervision.

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