



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY
NORTH ATLANTIC TREATY ORGANIZATION
APO AE 09705

REPLY TO
ATTENTION OF

ACRT

19 November 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army, North Atlantic Treaty Organization (USANATO), Fiscal Year 2004 (FY04) Retention Program Policy

1. This memorandum announces the USANATO, FY04 Retention Program Policy. Command Retention objectives will be announced in a separate memorandum.
2. The goals of the USANATO, FY04 Retention Program emulate the Army's goals and mission and are:
 - a. Obtain maximum command involvement in the Retention Program.
 - b. Reenlist high quality soldiers consistent with Army needs and assigned objectives.
 - c. Support force alignment objectives by reenlisting soldiers out of overage into shortage MOSs.
 - d. Access quality soldiers into Reserve Component Troop Program Units (TPUs).
 - e. Provide adequate referrals to the ROTC Green to Gold Program, U.S. Military Academy Preparatory School (USMAPS) and the Warrant Officer Candidate Program.
3. Precision management of the Army's Retention program and objectives in FY04 is essential to the Army's continued success in retaining a high quality force, improving MOS qualification, endstrength and readiness. The foundations upon which the FY04 program are based:
 - a. Accomplishment of retention objectives gives the Army and Commanders the capability to meet the worldwide requirements while shaping the future of the force.
 - b. Retention in the Army is a privilege. Only those soldiers, who have demonstrated, through their performance and manner of conduct, the potential for future development, will be offered the privilege of reenlistment.

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c. Regular Army Reenlistments and Reserve Component Enlistments are significant events that demonstrate an individual's commitment to our nation. These ceremonies must be conducted professionally and in a manner meaningful to the soldier. Commanders should use every means available to publicize the event and coordinate the ceremony in accordance with Appendix D of AR 601-280.

d. Commanders are encouraged to use the Bar to Reenlistment procedures outlined in AR 601-280 for soldiers who cannot, or do not, measure up to the Standards of Reenlistment (para 8-2) but whose separation under other administrative procedures is not warranted at the time. The Bar to Reenlistment is not a punitive action but a rehabilitative tool.

4. The following major changes to policy are in effect for FY04:

a. Due to a successful test of the Army's reclassification process it was determined that the automated RETAIN reclassification processing will be transferred from the G1/Strength Management to the Retention community. USANATO Career Counselors will process all RETAIN Reclassification actions while the G1 and local personnel offices remain responsible for all pre and post reclassification functions such as MMRB, PMOS disqualifications, orders etc.

b. In support of Operation Enduring Freedom, Operation Iraqi Freedom and other actual (non-training) contingency deployments, USANATO Retention will give reenlistment credit to subordinate commands for soldiers who are within 12 months of ETS and extend their ETS into FY05 or beyond for actual (non-training) contingency deployment conditions.

c. The Reserve component mission process has been expanded to include a test Officer Mission. MACOM Commanders will be missioned and receive credit for Officers who are eligible to transition into one of the Reserve Component TPUs. Full support is requested in assisting officers, who elect separation and desire to affiliate with the Reserve Components Critical unit vacancies exist in both the Army Reserve and Army National Guard. The Army leadership has special interest in filling these vacancies.

5. USANATO mission management and awards:

a. To be eligible for the annual USANATO award, subordinate commands missioned by this headquarters must achieve or exceed the assigned objective in each missioned category. Because of continued concerns over end strength and our small Reserve Component (RC) market, the RC missions should receive high priority. The annual mission is cumulative. Although commands must strive to attain each quarter's mission, shortfalls from preceding quarters may be made up in subsequent quarters.

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b. Regular Army (RA) reenlistment credit will be awarded based on confirmations. All reenlistments transactions must be confirmed in RETAIN within 5 days of the reenlistment to receive credit towards mission accomplishment. Verification and accuracy of reenlistment transactions should be a major area of command involvement. Reenlistment credit will continue to be awarded for soldiers participating in the Bonus Extension and Retraining (BEAR) Program. Commands must submit a list of BEAR participants and special program referrals to USANATO, ATTN: ACRT, at the end of each month in order to assure proper credit has been award.

c. Reserve Component credit will be awarded during the quarter when the soldiers' transfer packet has been completed and the packet completion date entered in RETAIN. Subordinate commands have the responsibility to ensure that accessed soldiers ultimately ship to the RC upon separation from the RA.

d. The Army Retention Program has the responsibility to refer soldiers to the ROTC Green to Gold Program and the U.S. Military Academy Preparatory School. These "Special Programs" will be monitored separately. Therefore, confirmed referrals that are accepted into either the Green to Gold Program or USMAPS will count for reenlistment credit in the appropriate category once the assigned RA, RC, and FY ETS missions are accomplished.

e. Soldiers with Immediate Reenlistment Prohibition (ERUP) Codes incorrectly reflected on the eligibility roster will not be removed and will be count in the mission process. The reenlistment eligibility codes are a command's responsibility and should be monitored on a regular basis to ensure fair share missioning.

f. Commanders at all levels are encouraged to establish additional incentives that enhance attainment of USANATO and HQDA goals.

g. Commanders should encourage soldiers in an over-strength MOS or balanced MOS, with little or no promotion opportunity, to reclassify into a shortage MOS, increasing their chances for promotion and increasing the Army's readiness.

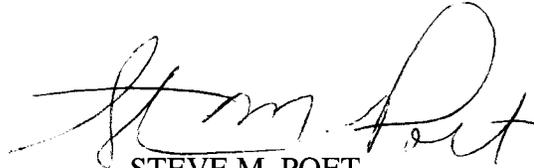
6. The FY03 Retention program was a success due to the involvement by Commanders, leaders, and Career Counselors at all levels. FY04 will present renewed challenges, as our Army continues to meet global commitments. It is essential that leaders keep soldiers informed of changes as they develop, eliminate unfounded rumors, and continue to assure soldiers that an Army career, whether Active or Reserve Component, is a fulfilling one.

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7. Specific questions concerning the FY04 program should be addressed through the retention personnel at the appropriate Battalion Retention Office, which will communicate with USANATO Retention.

8. The USANATO points of contact for organizational inquiries is SGM Moran or MSG Nero at DSN 423-5534/4338.

A handwritten signature in black ink, appearing to read "Steve M. Poet". The signature is fluid and cursive, with a large loop at the end.

STEVE M. POET
Colonel, AG
Commanding

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