



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON SC 29207-5015

ATZJ-CG

24 OCT 2018

MEMORANDUM FOR

Commanders, United States Army Training Center, Fort Jackson, SC 29207
Commanders, Fort Jackson Partners in Excellence, Fort Jackson, SC 29207

SUBJECT: Fort Jackson Policy Memorandum #27 - Retention Program

1. Reference: AR 601-280, Army Retention Program, 1 April 2016.

2. Policy.

a. All commanders and command sergeants major have a regulatory and inherent responsibility to retain quality Soldiers in our Army, as well as successfully achieve their assigned retention mission. Retention is a commander's program. Commanders by virtue of their position are the retention officers in their unit. CSMs and 1SGs are the retention NCOs of their units. These responsibilities cannot be delegated except as discussed in the above reference. An effective and successful retention program requires aggressive and enthusiastic involvement from every leader within the organization.

(1) Success in retaining our Soldiers is derived from sustained and concerted efforts by every level of leadership. Leaders must consistently counsel their Soldiers. Consistent counseling shows Soldiers that leaders have taken a personal interest in their careers. Commanders must conduct retention counseling in accordance with (IAW) AR 601-280, appendix C.

(2) Immediate commanders will evaluate Soldiers for continued service under the "whole person" concept IAW AR 601-280, chapter 3-7.

(3) Soldiers deemed not suitable for continued service should be identified early. Commanders must identify, rehabilitate, and/or separate those Soldiers who do not meet the Army's standards for retainability. Commanders may use tools available to them to process which may include a bar to continued service, suspension of favorable actions (FLAG), and non-judicial punishment.

b. Precision Retention. Precision retention is vital to the Army's ability to sustain force readiness while meeting mandated end-strength requirements.

ATZJ-CG

SUBJECT: Fort Jackson Policy Memorandum #27 - Retention Program

c. The reserve component (RC) transition is a crucial element of the total Army force. It is imperative our leaders encourage separating Soldiers to transition into a reserve component.

d. The command team at every echelon is responsible for ensuring subordinate command teams are adhering to the standards IAW AR 601-280, current retention policies and current mission letters.

(1) Commanders must work closely with their servicing career counselor regarding the implementation of their retention program and report compliance failures.

(2) Career counselors and RC career counselors will work together and conduct follow-up and transition counseling.

(3) Commanders will allow Soldiers time to receive proper retention counseling and time to transition properly.


(4) Career counselors, command teams, and personnel sections must communicate and coordinate appropriately concerning actions that affect a Soldier's retainability. (i.e. reductions, AWOL, chapters) Failure to coordinate appropriately may adversely impact the unit readiness and the Soldier.

(5) Retention teams must conduct training on retention changes, as often as needed, and ensure it's received at the lowest levels. They must conduct staff assistance visits/inspections IAW AR 601-280.

3. The point of contact for this memorandum is the Command Career Counselor at (803) 751-7691.

4. This policy letter is effective until superseded or rescinded.

"VICTORY STARTS HERE"



MILFORD H. BEAGLE JR.
Brigadier General, U.S. Army
Commanding