

ARNG-SLC -Evaluate the RRNCO's Efforts in Supporting the Unit's Strength Maintenance Plan and Attrition Management Program
805B-PCA19888 / Version 2.1
Effective Date Not Assigned

SECTION I. ADMINISTRATIVE DATA

All Courses Including This Lesson

<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
None		

Task(s) Taught(*) or Supported

<u>Task Number</u>	<u>Task Title</u>
None	

Reinforced Task(s)

<u>Task Number</u>	<u>Task Title</u>
None	

Knowledge

<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
None			

Skill

<u>Skill Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
None			

Administrative/Academic Hours

The administrative/academic hours required to teach this lesson are as follows:

<u>Academic</u>	<u>Resident Hours / Methods</u>		
Yes	1 hr	20 mins	Facilitator
Yes	0 hrs	20 mins	Practical Exercise (Written)
No	0 hrs	10 mins	Conference/Discussion
<hr/>			
Total Hours:	2 hrs	0 mins	

Test Lesson Number

<u>Hours</u>	<u>Lesson Number</u>
None	

Prerequisite Lesson(s)

<u>Lesson Number</u>	<u>Lesson Title</u>
None	

Training Material Classification

Security Level: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Foreign Disclosure Restrictions

None

References

<u>Number</u>	<u>Title</u>	<u>Date</u>	<u>Additional Information</u>
None			

Student Study Assignment

Student must read the following regulation as homework: NGR 601-1, 2-18, 6-9, 6-10, and 6-24. NG PAM 601, 3-2, 4-2, 4-3 and 4-4.

Instructor Requirements SMTC Qualified Instructor(s)

Support Personnel Requirements None

Additional Support Personnel Requirements	<u>Name</u>	<u>Student Ratio</u>	<u>Qty</u>	<u>Man Hours</u>
	None			

Equipment Required for Instruction	<u>ID - Name</u>	<u>Student Ratio</u>	<u>Instructor Ratio</u>	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
	6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC	1:4	1:1	No	0	No
	6730-01-C07-0756 - Projector, LCD/DLP: ELP7200 Epson	0:0	1:1	No	0	No
	6730-01-C13-1784 - Screen Projection, Rear/Fixed or PT: 980S Quartet	0:0	1:1	No	0	No
	702101C056576 - COMPUTER, PERSONAL WORKSTATION	0:0	1:1	No	0	No
	702101C161319 - COMPUTER MICRO LAP TOP PORTABLE AC	1:1	0:0	No	0	No
	7520-01-186-3605 - Marker Assortment, Tube Type	1:4	4:1	No	0	Yes
	7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet	1:8	0:0	No	0	No
	7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba	0:0	2:1	No	0	No
	<i>(Note: Asterisk before ID indicates a TADSS.)</i>					

Materials Required

Instructor Materials:

Instructor and student Disc.

Student Materials:

Student Disc

Classroom, Training Area, and Range Requirements	<u>ID - Name</u>	<u>Quantity</u>	<u>Student Ratio</u>	<u>Setup Mins</u>	<u>Cleanup Mins</u>
	17120-1000-20 Classroom, Gen Purpose, 1000SF, 20PN	1	1:16	5	5

Ammunition Requirements	<u>DODIC - Name</u>	<u>Exp</u>	<u>Student Ratio</u>	<u>Instruct Ratio</u>	<u>Spt Qty</u>
	None				

**Instructional
Guidance**

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Required reading: NGR 601-1, 2-18, 6-9, 6-10 and 6-24. NG PAM 601-1, 3-2, 4-2,4-3, and 4-4. During the instruction the instructor must ensure the Operating Environment (OE) is addressed throughout the lessonl.

**Proponent Lesson
Plan Approvals**

<u>Name</u>	<u>Rank</u>	<u>Position</u>	<u>Date</u>
None			NO DATA

SECTION II. INTRODUCTION

Method of Instruction: Conference/Discussion
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:16/0)
Time of Instruction: 5 mins
Instructional Strategy: Small Group Instruction

Motivator

One of the most overlooked roles of a RRNCO is the RRNCO is the Retention and Attrition Management support he/she could be providing to the unit. The National Guard's mission has shifted recently because of the draw down of the war and transitioning back to a garrison environment. Therefore, greater emphasis for the success of success of a Strength Maintenance Plan must be given to Retention and Attrition. In this lesson we will discuss the other two tenants in detail.

Show VU1: Title

Show VU2: TLO

Terminal Learning Objective

NOTE. Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

Action:	Evaluate the RRNCO's Efforts in Supporting the Unit's Strength Maintenance Plan and Attrition Management Program.
Conditions:	In a classroom with access to NGR 601-1 and NG PAM 601-1.
Standards:	Students will score 80% or higher on a written examination.

Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil consideration, (METT-TC).

No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring.

In the event of an electrical storm, you will be instructed to power down equipment. Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation. In the event of a tornado, or other adverse weather, designated storm shelters provide protection. In Saratoga Hall, the designated storm shelter are: all latrines.

Risk Assessment Level

Moderate - Power and Data Cables on the floor.

Assessment:

Controls:

Leader Actions:

Moderate - Food or drink near computer and electrical equipment.

Assessment:

Controls:

Leader Actions:

Moderate - Electrical storm

Assessment:

Controls:

Leader Actions:

High - Inclement weather.

Assessment:

Controls:

Leader Actions:

Environmental Considerations

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations IAW FM 3-34.5, Environmental Considerations {MCRP 4-11B}, and ensure students are briefed on hazards and control measures.

NOTE: Instructor should conduct a Risk Assessment to include Environmental Considerations {MCP 4-11B}, and ensure students are briefed on hazards and control measures.

Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. REFER TO fm 3-34.5 Environmental Considerations and GTA 05--08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Instructional Lead-in

It is critical that we provide the strength and maintain the stability of the Army National Guard. In order to do this we must constantly evaluate all aspects of the RRNCO's recruiting efforts. During this lesson we will learn how to evaluate the RRNCO's Efforts in Supporting the Unit's Strength Maintenance Plan and Attrition Management Program.

SECTION III. PRESENTATION

TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Meet with RRNCO's to discuss their efforts with the units Strength Maintenance

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)*

Time of Instruction: 1 hr 0 min

Instructional Strategy: Small Group Instruction

Media Type: PowerPoint Presentation

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Ask the following questions to start a discussion:

a. What are your current responsibilities when it pertains to Retention and Attrition Management?

Possible Answers:

The answers will come from the homework reading. This would include:

NGR 601-1, 2-18, g, h, i, k, l, m, n, o, p, r, s, x, y, z, aa, bb, cc, dd, ee, ff.

NGR 601-1, 6-9 (Attrition Management), 6-10 (Retention), and 6-24 (Retention Interviews) and briefly discuss each.

NG PAM 601-1, 3-2 (Purpose of Attrition Management), 4-2 (Purpose of Retention Activities), 4-3 (Process/Timeline), 4-4 (Retention Program) and briefly discuss each.

b. Now that we have determined a few of the responsibilities of the RRNCO we will break it down further in our groups and really look at the importance of each.

Instructor Note:

1. Break students into their groups.

2. Assign one topic to each group:

- a. Retention and Attrition Mission/Goals
- b. Extension/Immediate Reenlistment Objectives
- c. Programs in the Unit that support Retention/Attrition Management
- d. Unit Retention Binder
- e. BARS

3. What would be the RRNCO's role and responsibilities in your assigned topic? List at least 3 different areas that would fall under your assigned topic. Explain in detail what the RRNCO should do and why each area is important.

4. You will have 15 minutes to discuss in your groups and 5 minutes to brief back.

Instructor Note: Make sure the following areas are covered if they were not discussed during the brief back.

- a. Retention and Attrition Mission/Goals
 - (1) NGB Standard
 - (2) State Guidance
- b. Extension/Immediate Reenlistment Objectives
 - (1) DPRO
 - (2) GIMS
 - (3) iPERMS
 - (4) Unit Manning Roster (UMR)
 - (5) DA Form 4836's
- c. Programs in the Unit that support Retention/Attrition Management
 - (1) Unit Sponsorship Program

- (2) Family Programs
- (3) Family Readiness Center
- (4) ESGR Training and Support

d. Retention Binder

- (1) Non-Val Pay Report
- (2) Attrition Rate
- (3) Pending ETS Report
- (4) Soldier Interview's
- (5) SOP
- (6) Commander and 1SG Guidance

e. BARS

- (1) Tracking approval/removal of BAR's
- (2) Helping Command/Soldier resolve the issue
- (3) Proper paperwork/documentation

Check on Learning:

Question: What is perhaps the most important aspect of the Strength Maintenance philosophy?

Answer: Attrition Management and managing losses

Reference: NGR 601-1, 6-9, a

Question: What are the two methods for determining a retention mission?

Answer: Percentage Method and Activity Method

Reference: NGR 601-1, 6-10, c, (1), (2)

Question: Which one of the methods is the most effective? And why?

Answer: Will Vary (Make students justify their answers)

Review Summary: None

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Evaluate the following retention and attrition management areas

Method of Instruction: Facilitator

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)*

Time of Instruction: 0 hrs 20 mins

Instructional Strategy: Small Group Instruction

Media Type: Practical Exercise

Other Media: Unassigned

Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

Note: Marked as (*) is derived from the parent learning object

Instructor Note: This LSA will primarily be taught through DPRO. Demonstrate on the instructor computer and have the students follow along with their assigned unit in DPRO.

a. After looking at all the roles and responsibilities of the RRNCO for Retention and Attrition Management, how would you evaluate the RRNCO in each area?

Instructor Note: Start with Retention and make sure these areas are covered (Make sure students state why they would look at this area or report):

1. Verify the RRNCO's assigned unit is meeting retention areas by:

(a) DPRO

(b) Director's Slide (DPRO): Snapshot of the entire strength maintenance program.

2. Verify how many Soldiers have extended/immediately reenlisted:

(a) Obligor (DPRO): Soldiers within their first initial contract.

(b) Careerist (DPRO): Soldier on their second or more reenlistments.

3. Verify how many Soldiers are unsatisfactory participants by:

(a) NOVAL Pay Report (DPRO): Identifies Soldiers in an active drill status who have not attended training/drill or received any type of duty pay in the past four consecutive months.

(b) Potential NOVAL Pay (DPRO): Identifies Soldiers who have not attended training in the past two to three months, who are not mobilized for active duty, and Who are not in the Training Pipeline.

4. Verify how many Soldiers are eligible for reenlistment/immediate reenlistment using:

(a) 15 months to ETS (DPRO): Identifies enlisted Soldiers whose ETS dates expire within the next 15 months.

(b) ETS within 120 days (DPRO): Identifies Soldiers whose ETS dates occur within the next 4 months.

(c) Retention Success Rate (DPRO): Displays the Careerist, Obligor, and Total retention success rates for the past 12 complete months.

5. Verify that the procedures are put in place to contact Soldiers within the Inactive National Guard (ING).

6. Verify that the RRNCO identified positive and negative trends within the unit by:

(a) Comparing information

(b) Commanders Intent

(c) Unit Goals

(d) Standards set by the Commander

Instructor Note: Say: As you can see there are many different areas within the unit when looking at increasing the overall Retention rate, now we will look more into the Attrition Management within the unit.

Cover Attrition Management and make sure the following areas are covered (Make sure students state why they would look at this area or report:

1. Identify Soldiers not in authorized positions.
2. Verify that Soldiers are being properly utilized in their MOS.
3. Verify the Unit Training Plan includes MOS specific training.
4. Verify that initial entry training (IET) graduates are being used to conduct training.
5. Verify the state maintains a current attrition management SOP.
6. Verify the unit is meeting attrition objectives by using:
 - (a) Director's slide
 - (b) Attrition Loss Rate (DPRO): Displays metrics associated with attrition loss rates.
 - (c) First Term Attrition Losses (DPRO): Displays losses from SIDPERS during the past 12 months for reasons other than changing between Enlisted and Officer Status.
 - (d) Losses by Reason-12 Months (DPRO): Identifies Soldiers who left the ARNG, or have moved between the Officer and Enlisted Ranks within the past 12 months.
7. Verify that Soldier interviews are being conducted to resolve problems with:
 - (a) Monthly Pay

- (b) Incentive Payments
- (c) GI Bill Payments
- (d) Awards and Decorations
- (e) Tricare Benefits

- 8. Verify that unit has a functional Family Readiness Group (FRG).
- 9. Verify that unit actively pursues employer support (ESGR).
- 10. Verify that the unit personnel actively refer people to become members of their unit.
- 11. Verify if the unit utilizes Stay Guard surveys (SMMS Website).

Check on Learning:

Question: What constitutes a functional Family Readiness Group (FRG)?

Answer: Will Vary

Question: What is a tool you have available that will assist you when you evaluate a RRNCO and his/her retention and attrition management mission?

Answer: DPRO

Question: Why is it important that Soldiers are in the proper position and working within their assigned MOS when looking at Retention and Attrition Management? And Why?

Answer: Will Vary (Make sure students justify their answers.)

ShowVU:3 Practical Exercise

Review Summary: Summarize the learned activity

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Practical Exercise

Method of Instruction: Practical Exercise (Written)
 Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:16/0)*

Time of Instruction: 0 hrs 20 mins
Instructional Strategy: Small Group Instruction
Media Type: Practical Exercise
Other Media: Unassigned
Security Classification: This course/lesson will present information that has a
Security Classification of: U - Unclassified.
Note: Marked as (*) is derived from the parent learning object

Direct the students to the 10 question Practical Exercise located in Blackboard.

Check on Learning: The practical exercise will serve as the check on learning.

ShowVU:4 TLO

Review Summary: Summarize the learned activities

SECTION IV. SUMMARY

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:16/0)
Time of Instruction:	5 mins
Instructional Strategy:	Small Group Instruction

Check on Learning

Determine if the students have learned the material presented by soliciting student questions and explanations. Ask the students questions and correct misunderstandings.

Review/ Summary

None

SECTION V. STUDENT EVALUATION

Testing Requirements

Student must score 80% or higher on written examination.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students questions about the test. Provide remedial training as needed.

Appendix A - Viewgraph Masters

**ARNG-SLC -Evaluate the RRNCO's Efforts in Supporting the Unit's Strength Maintenance Plan and Attrition Management Program
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Sequence	Media Name	Media Type
None		

Appendix B - Test(s) and Test Solution(s)

Appendix C - Practical Exercises and Solutions

PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-PCA19888 Version 2.1

Appendix D - Student Handouts

**ARNG-SLC -Evaluate the RRNCO's Efforts in Supporting the Unit's Strength Maintenance Plan and Attrition Management Program
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Sequence	Media Name	Media Type
None		

Appendix E - TRAINER'S LESSON OUTLINE

ARNG-SLC -Evaluate the RRNCO's Efforts in Supporting the Unit's Strength Maintenance Plan and Attrition Management Program

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DRAFT

1. The importance of this lesson: (Why)

Evaluate the RRNCO's Efforts in Supporting the Unit's Strength Maintenance Plan and Attrition Management Program.

2. What we want our Soldiers to Achieve: (Outcomes/Standard)

Student must achieve a 80% or higher on a written examination.

3. Tasks to be taught

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
None		

Additional Non-Standard Tasks

None

4. References:

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
None		

Additional Non-Standard References

None

5. Resources

TIME: Time of Instruction: 2 hrs 0 mins

LAND: Classroom, Training Area, and Range Requirements

<u>Id</u>	<u>Name</u>
17120-1000-20	Classroom, Gen Purpose, 1000SF, 20PN

AMMO: Ammunition Requirements

<u>DODIC</u>	<u>Name</u>
None	

MISC: Materiel Items and TADSS Requirements

<u>Id</u>	<u>Name</u>
6130-01-C12-1514	Power Supply Assembly, TYX: Battery Back Up UPS APC
6730-01-C07-0756	Projector, LCD/DLP: ELP7200 Epson
6730-01-C13-1784	Screen Projection, Rear/Fixed or PT: 980S Quartet
702101C056576	COMPUTER, PERSONAL WORKSTATION
702101C161319	COMPUTER MICRO LAP TOP PORTABLE AC
7520-01-186-3605	Marker Assortment, Tube Type
7520-01-C12-6434	Easel, portable with/without Access TY SZ AA: QRT500TE Quartet
7730-01-C09-7569	Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

(Note: Asterisk before ID indicates a TADSS.)

Additional Non-Standard Resources

None

6. A possible technique to achieve the outcome:

None

7. Conduct AAR with Soldier and Cadre.

None

NOTE: Before presenting this lesson, Instructors must be thoroughly prepared by studying the appropriate lesson plan and identified reference material.

