

**ARNG - SQI4- Evaluate a Unit's Retention Program**  
**805B-79T-2462 / Version 3.1**  
**Effective Date Not Assigned**

**SECTION I. ADMINISTRATIVE DATA**

<b>All Courses Including This Lesson</b>	<u>Course Number</u>	<u>Version</u>	<u>Course Title</u>
	None		

  

<b>Task(s) Taught(*) or Supported</b>	<u>Task Number</u>	<u>Task Title</u>
	<u>Individual</u>	
	805B-79T-3218 (*)	Evaluate a Unit's Retention Program

  

<b>Reinforced Task(s)</b>	<u>Task Number</u>	<u>Task Title</u>
	None	

  

<b>Knowledge</b>	<u>Knowledge Id</u>	<u>Title</u>	<u>Taught</u>	<u>Required</u>
	805B-K-0020	Know Sponsorship Program	Yes	Yes
	805B-K-0025	Know Command Guidance	Yes	Yes
	805B-K-0028	Evaluate a Unit Retention Environment (SAV)	Yes	Yes
	805B-K-0036	Know Employer Support Guard and Reserve (ESGR) programs	Yes	Yes
	805B-K-0037	Know Incentive Payment Procedures	Yes	Yes
	805B-K-0038	Know Family Support Group programs	Yes	Yes
	805B-K-0047	Know Information Security	Yes	Yes
	805B-K-0095	Determine Eligibility for Immediate Reenlistment	Yes	Yes
	805B-K-0096	Determine a Soldier's Reenlistment Options	Yes	Yes
	805B-K-0097	Determine a Soldier's Eligibility for a Reenlistment Bonus	Yes	Yes
	805B-K-0101	Know ARNG Unit SOP	Yes	Yes
	805B-K-0104	Know Peer Mentorship Program	Yes	Yes
	805B-K-0114	Know Army National Guard (ARNG) Programs and Options	Yes	Yes
	805B-K-0133	Know Inactive National Guard (ING) program	Yes	Yes

<b>Skill</b>	<b><u>Skill Id</u></b>	<b><u>Title</u></b>	<b><u>Taught</u></b>	<b><u>Required</u></b>
	805B-S-0001	Operate General Office Equipment	Yes	Yes
	805B-S-0007	Operate A Computer	Yes	Yes
	805B-S-0013	Navigate Defense Manpower Data Center (DMDC)	Yes	Yes
	805B-S-0016	Develop an Outline	Yes	Yes
	805B-S-0017	Utilize General Office Supplies	Yes	Yes
	805B-S-0018	Navigate the Internet	Yes	Yes
	805B-S-0020	Determine eligibility for immediate reenlistment	Yes	Yes
	805B-S-0024	Utilize PureEdge Forms	Yes	Yes
	805B-S-0029	Evaluate a Unit Retention Environment	Yes	Yes
	805B-S-0040	Perform Retention Career Counseling (RCC)	Yes	Yes
	805B-S-0048	Analyze Retention Scorecard	Yes	Yes
	805B-S-0049	Prepare and Execute Briefings	Yes	Yes
	805B-S-0062	Perform Analysis of Information	Yes	Yes
	805B-S-0063	Perform Goal Setting	Yes	Yes
	805B-S-0065	Perform Organizational Skills	Yes	Yes
	805B-S-0066	Perform Army Writing Skills	Yes	Yes
	805B-S-0068	Navigate Director's Personnel Readiness Overview (DPRO)	Yes	Yes
	805B-S-0070	Operate Installation Management and Resource Center (IMARC)	Yes	Yes
	805B-S-0073	Perform Problem Solving	Yes	Yes
	805B-S-0074	Recognize Risks and Hazards	Yes	Yes
	805B-S-0076	Determine a Soldier's reenlistment options	Yes	Yes
	805B-S-0077	Determine a Soldier's eligibility for a reenlistment bonus	Yes	Yes
	805B-S-0080	Confirm Basic Active Service Date (BASD)	Yes	Yes
	805B-S-0081	Confirm Pay Entry Basic Date (PEBD)	Yes	Yes
	805B-S-0004	Navigate Computer Software	Yes	Yes
	805B-S-0006	Perform Public Speaking	Yes	Yes
	805B-S-0035	Perform Research Skills	Yes	Yes
	805B-S-0082	Confirm Expiration Term of Service (ETS)	Yes	Yes
	805B-S-0083	Access Reference Army Publications	Yes	Yes
	805B-S-0086	Request Resources/Support	Yes	Yes

**Administrative/  
Academic  
Hours**

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

<b><u>Academic</u></b>	<b><u>Resident Hours / Methods</u></b>		
Yes	0 hrs	25 mins	Conference/Demonstration
Yes	3 hrs	0 mins	Conference/Discussion
<hr/>			
Total Hours:	3 hrs	25 mins	

**Test Lesson  
Number**

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

**Prerequisite  
Lesson(s)**

<b><u>Lesson Number</u></b>	<b><u>Lesson Title</u></b>
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>
AR 600-20	Army Command Policy (*RAR 001, 02/11/2009) (*RAR 002, 11/30/2009) (*RAR 003, 04/27/2010) (*RAR 004, 08/04/2011) (*RAR 005, 09/20/2012)	18 Mar 2008	
AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	23 Oct 2012	
AR 623-3	Evaluation Reporting System	05 Jun 2012	
FM 101-5	Staff Organization and Operations	31 May 1997	
FM 6-22	(Superseded by ADRP 6-22, 1 August 2012, Except Counseling refer to FM 6-22 Appendix B) ARMY LEADERSHIP	12 Oct 2006	
NG PAM 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	04 Aug 2006	
NGR 600-200	Enlisted Personnel Management w/Current ARNG Enlistment Criteria	31 Jul 2009	
NGR 601-1	Personnel Procurement - Army National Guard Strength Maintenance Program	28 Apr 2006	
NGR 601-280	Army National Guard Attrition Management Program		
NGR 680-1	Personnel Assets, Attendance and Accounting	29 Dec 1989	
PAM 600-69	UNIT CLIMATE PROFILE, COMMANDERS HANDBOOK	01 Oct 1986	
PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	22 Jan 2007	
PAM 623-3	Evaluation Reporting System	06 May 2012	

**Student Study Assignment**

Obtain a copy of your Unit's Strength Maintenance Program. Read over prior to class NGR 601-1 Para 2-18, Ch. 6, NG PAM 601-1 Ch. 4, DA Pam 600-69, AR 600-8-2 Ch. 1-16, NGR 680-1, AR 600-20 Ch.3, Para 4-23b, Pages 53-54,120, NGR 600-200, ADP 6-22, ATTP 5-0.1.

**Instructor Requirements**

SMTC Qualified Instructor(s)

**Support Personnel Requirements**

None

**Additional Support Personnel Requirements**NameStudent RatioQtyMan Hours

None

**Equipment Required for Instruction**ID - NameStudent RatioInstructor RatioSptQtyExp

6130-01-C12-1514 - Power Supply Assembly, TYX: Battery Back Up UPS APC

1:5

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

7025-01-559-1352 - Display Unit: Smartboard White 64

0:0

1:1

No

0

No

7520-01-186-3605 - Marker Assortment, Tube Type

5:1

1:1

No

0

Yes

7520-01-C12-6434 - Easel, portable with/without Access TY SZ AA: QRT500TE Quartet

1:5

1:1

No

0

No

7730-01-C09-7569 - Television Large Screen, with Stereo Speakers: Regza 42RV530U Toshiba

0:0

2:1

No

0

No

*(Note: Asterisk before ID indicates a TADSS.)***Materials Required***Instructor Materials:*

1. NGR 601-1
2. NG PAM 601-1
3. DA Pam 600-69
4. AR 600-8-2
5. NGR 680-1
6. AR 600-20
7. ADP 6-22
8. ATTP 5-0.1
9. Instructor CD

*Student Materials:*

1. NGR 601-1
2. NG PAM 601-1
3. DA Pam 600-69
4. AR 600-8-2
5. NGR 680-1
6. AR 600-20
7. ADP 6-22
8. ATTP 5-0.1
9. Student CD

**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-M-1600-40 Classroom, Multipurpose, 1600 Square Feet, 40 Students		1:25	10	10

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**Ammunition  
Requirements**

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

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**Instructional  
Guidance**

**NOTE:** Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.  
Instructors must ensure the Operating Environment (OE) is addressed throughout the lesson. (things an Instructor must know/do prior to presenting this lesson) None

**Proponent Lesson  
Plan Approvals**

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

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## SECTION II. INTRODUCTION

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Method of Instruction: Conference/Discussion  
Instr Type(I:S Ratio/Qty): 79T Certified Instructor (1:25/0)  
Time of Instruction: 5 mins  
Instructional Strategy: Large Group Instruction

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### Motivator

#### Show VU #1: Title Slide

As recruiters we always focus on Recruiting because of our assigned mission and guidance from leadership. As an RRNCO it is important to also focus on the other two tenants Attrition and Retention. As an RRNCO you may be required to give a detailed brief to your units command on the climate of the unit and their retention environment.

#### Show VU #2: 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 a Unit's Strength Maintenance program, validate the SM program, and identify positive and negative trends.
Conditions:	In a classroom environment, given a RWS, NGR 601-1, NG Pam 601-1, ATTP 5-0, AR 601-280, DA Pam 600-69, AR 600-20, AR 600-8-2, NGR 680-1, NGR 600-200, and Job Aid
Standards:	Students must conduct a retention briefing and receive a 70% or higher on a performance based evaluation rubric

### Safety Requirements

In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete 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 SGT Young Hall, the designated storm shelters are: all latrines and GuardX Rooms.

### Risk Assessment Level

**Low - Power and Data Cables on the floor.**

Assessment: Power cords and data cables may cause a potential tripping hazard.

Controls: Tape or secure cables to the floor.

Leader Actions: Inspect floor prior to training. Periodically remind students to look down before they move their feet.

**Low - Food or drink near computer and electrical equipment.**

Assessment: Food or drinks may spill into electrical equipment and cause an electrical shock and damage equipment.

Controls: Do not allow food or drink around electrical or computer equipment.

Leader Actions: Do not allow food or drink around electrical or computer equipment.

**Low - Electrical storm**

Assessment: During an electrical storm, surges of electricity can be passed through electrical equipment and can pose a hazard to equipment users.

Controls: Power down all electrical equipment.

Leader Actions: Locate fire extinguisher(s) and first aid kit(s) and ensure they are functional.

**Low - Inclement Weather**

Assessment: Tornadoes or other adverse weather can pose a huge safety risk.

Controls: In an emergency, move towards designated storm shelters.

Leader Actions: Identify storm shelters in the building and brief students.

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**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.

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. It is the responsibility of all Soldiers and DA Civilians to protect the environment from damage.

**Instructional Lead-in**

To assist the Unit with the Retention and Attrition management goals we must first determine the Unit's Strength Maintenance Program status.

### SECTION III. PRESENTATION

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TLO - LSA 1. Learning Step / Activity TLO - LSA 1. Describe the Unit's strength maintenance program, validate the SM program, and identify positive or negative trends.

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 1 hr 25 mins

Instructional Strategy: Large Group Instruction

Media Type: None

Other Media: Unassigned

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

**NOTE:** Use the following questions to create a brief brainstorming session with the entire class.

a. How do you know if you have a positive retention environment at a Unit?

**NOTE:** Accept a few responses and list them on the board. Narrow the list if necessary to ensure the students are listing key indicators that would show a positive retention environment. If you aren't sure, ask them to explain.

Examples could include:

1. Morale of the Unit
2. Cleanliness of the facility
3. Soldiers with unfavorable actions
4. BAR's to extension / immediate reenlistment
5. Height / Weight and PT failures
6. Award Program
7. Sponsorship Program
8. Family Readiness Group (FRG)
9. Soldiers working outside their MOS's
10. Soldiers not attending drill and why

b. Where would you check to validate the Unit's SM program?

**NOTE:** Accept a few responses and list them on the board.

1. Unit Retention binder
2. PQR
3. Talk with Leadership and Soldiers
4. Policies and Standard Operating Procedures
5. Extension / Immediate Reenlistment objectives
6. Family programs
7. Unit's strength objective

8. DPRO

c. As you can see, there are all kinds of indicators that would show the status of a Unit's retention environment.

d. How can you identify positive and negative trends within your Unit?

**NOTE:** There is no right or wrong answer, this can vary from state to state.

Example could include:

By comparing the information gathered with published objectives, goals, and standards set by the Commander.

Check on Learning:

**Show VU #3: Check on learning**

What are some key points you should discuss with unit leadership on their unit's strength maintenance program?

- a. Family Readiness Group
- b. Unit Sponsorship Program
- c. Employer Support of the Guard and Reserve (ESGR)
- d. Morale within the Unit

Review Summary:

This Lesson gives you many ideas to evaluate a unit's retention program. It is important that you understand the other two tenants of your mission, Attrition and Retention.

TLO - LSA 2. Learning Step / Activity TLO - LSA 2. Explain the Conduct a Military Briefing / Evaluate a Unit's Retention Program Rubric

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)

Time of Instruction: 0 hrs 15 mins

Instructional Strategy: Large Group Instruction

Media Type: None

Other Media: Unassigned

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

**NOTE:** Have students open up their Conduct a Military Briefing / Evaluate a Unit's Retention Program Rubric.

a. As you remember from the standard statement of the TLO, each one of you is required to give a briefing and receive a 70% or higher on this task. You will be constructing a briefing about a Unit's Retention program based upon your current unit of assignment. You will be briefing our staff. We are to simulate your Unit's leaders, i. e. 1SG, Commander, Section Chief.

**NOTE:** Refer the students to the training schedule and / or syllabus. Ensure students are clear on when and how (logistically) the briefings will be conducted.

b. Earlier in this course we showed you how to access automated reports in DPRO. If you haven't already done so, you need to request access and familiarize yourself with the system. If you can't find the information there, you can also utilize your full-time Unit staff or other members to assist in fulfilling the requirements.

c. The rubric we about to discuss is a good guideline to use when on the job. Of course, it isn't all inclusive. You must use it for the briefing you give to this class. Feel free to add any of the information from the lists your group came up with if you think it enhances your briefing. Be sure to complete all the items on the rubric.

Check on Learning: Ask if there are any questions about the rubric.

Review Summary: Understanding how to use this rubric is paramount to your success in presenting your briefing.

TLO - LSA 3. Learning Step / Activity TLO - LSA 3. Discuss a Unit's Sponsorship Program

Method of Instruction: Conference/Discussion

Instr Type(I:S Ratio/Qty): 79T Certified Instructor(1:25/0)\*

Time of Instruction: 1 hr 0 min

Instructional Strategy: Large Group Instruction

Media Type: None

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

**NOTE:** Use the following question to create a brief brainstorming session with the entire class.

a. Why is sponsorship important?

b. How do you know if a Unit has an effective sponsorship program?

c. Go to NGR 601-1, para 6-20, Unit Sponsorship Program. Read and Discuss.

d. Application of the Sponsorship Program: While the First Sergeant is responsible for implementing and monitoring the Unit sponsorship program, other Unit members play

a vital role as will.

e. Go to NGR 601-1, para 2-18z, Recruiting and Retention NCO. Read and Discuss. They are responsible for assisting in the development and implementation of the Unit Sponsorship Program.

f. The main thing to remember when you work with new Soldiers is the importance of making them feel welcome. If we don't make new Soldiers feel welcome and comfortable at their first drill, we may never get them to the second drill. The other reason it's important to make them feel welcome is because it will motivate them. Feeling good about their first drill will get them excited about the next. They will be motivated to quickly become MOSQ and a contributing member of the Unit. That's the purpose of sponsorship.

**NOTE:** Use the following question to create a brief brainstorming session with the entire class.

g. Who needs to be Sponsored? Why?

Examples could include:

1. Soldiers transferring from other Guard Units
2. Soldiers coming from other branches
3. Those that have been away for a period of time
4. Soldiers returning from BT / AIT
5. Soldiers returning from inactive status (ING / IRR)
6. Soldiers with a break in Guard service
7. RSP Soldiers
8. Family members

h. The important thing to remember about a sponsorship program is that it will help the new Soldier feel welcomed to the Unit.

i. You can help a new Soldier feel welcome simply by getting to know him or her. Ask questions, and more importantly, listen actively.

j. Finally, one more great way to make someone welcome is to welcome his or her family. If you are assigned as a sponsor for a new Soldier, make sure the Unit's Family Programs Coordinator is also involved in the sponsoring. By meeting with the spouse or parents of your Soldier, you will show you're interested in the Soldier's life. It will also give you a chance to tell the whole family about the mission of the Unit and the benefits available through the National Guard. These two things can help earn the family's support for their loved one's National Guard career. No matter what the specific mission, each National Guard Unit serves their community and the country in

times or emergency or war. Relating that important message to family members may help them appreciate their loved one's decision to join the unit. A proud family can be a great motivator - a great attrition and retention tool.

Check on Learning:

**Show VU #4: Check on Learning**

The ARNG uses sponsorship to ensure a new Soldier's first impression is . . .

**Answer: Positive**

**Reg: NGR 601-1, 6-20 a**

**Show VU #5: Check on Learning**

Who appoints a sponsor?

**Answer: 1SG**

**Reg: NGR 601-1, 6-20 d**

**Show VU #6: Check on Learning**

What is the purpose of the Unit Sponsorship Program?

**Answer: The purpose of any unit sponsorship program is the assimilation of new Soldiers regardless of unit type, Soldier rank and Soldier MOS. The Unit Sponsorship Program establishes the authority of the NCO, integrated the new Soldier into the Unit and ensures Unit readiness.**

**Reg: NGR 601-1, 6-20 b**

Review Summary:

**Show VU #7: TLO**

With the budget restriction we are currently facing in the Army National Guard it is very important we retain our experienced and well trained Soldiers. You will be an assistant to your Unit's 1SG and Commander when it comes to the retention within your assigned Unit. By looking for key indicators in the Unit and observing the environment you will be able to assist the Unit in making well informed decisions to improve the overall retention and attrition of the Unit. Retention begins with the very first

contact that new Soldier has at the Unit. By making a great first impression and the Soldier having a positive experience you can help the Unit meet their retention goals.

TLO - LSA 4. Learning Step / Activity TLO - LSA 4. DPRO Overview

Method of Instruction: Conference/Demonstration  
Instr Type(I:S Ratio/Qty): 79T Certified Instructor(/0)  
Time of Instruction: 0 hrs 25 mins  
Instructional Strategy: Large Group Instruction  
Media Type: Conference/Demonstration  
Other Media: Unassigned  
Security Classification: This course/lesson will present information that has a Security Classification of: U - Unclassified.

The Director's Personnel Readiness Overview (DPRO) is a comprehensive management information system. DPRO has the ability to generate many reports that will be helpful with your job as an RRNCO.

**NOTE:** Demonstrate the process to obtain the data necessary for the Retention Briefing that will be done later in the course.

1. Go to <https://arngg1.ngb.army.mil/portal/>
2. Click on DPRO
3. Click on Command Navigator and chose the Parent Organizational Designator (UCI) and UPC for your unit. Click Set. Any reports or data you collect will now be from the unit you selected.
4. Click DPRO Views and select Basic. Give an overview of the entire screen and discuss the data necessary for the briefing. (Attrition Management and Retention Management) NGB goal is listed on the far right-hand column. You can click the words and it will show you the actual names and reasons they are considered a First Term Attrition Loss or Careerist Attrition Loss.
5. Click on Careerist Attrition Losses, then click on the actual number listed under Careerist Attrition Losses (12 Mo). The loss reason-Desc is the actual reason the Soldier is listed as an Attrition Loss. Not all attrition losses are bad because DPRO counts a retirement as an attrition loss.
6. Go back to the Basic View and click on Reenlistment Rate under Retention Management. Click the number listed under Total Reenlistments (FYTD). This show the Soldiers who have extended and for how long.
7. Click Leadership Reports at the top and select Retention, the 15 months to ETS. Click the number listed under ETS within 15 months. You can sort the columns by

clicking the works in each header. Click Days to ETS to sort them by the closest to ETS as of today. The last column to the right shows if the Soldier is flagged for any reason.

Check on Learning:

Question: Are all Attrition Losses a bad thing?

Answer: No, Soldiers retiring are considered an Attrition Loss.

Question: Where do I go to find the Soldiers that are approaching their ETS?

Answer: Leadership Reports, Retention, 15 months to ETS.

Review Summary:

DPRO is a great database that is an easy way to identify your retention needs within your unit. You can quickly pull your ETS roster before the unit drill weekend and focus your efforts accordingly.

**SECTION IV. SUMMARY**

Method of Instruction:	Conference/Discussion
Instr Type(I:S Ratio/Qty):	79T Certified Instructor (1:25/0)
Time of Instruction:	5 mins
Instructional Strategy:	Large Group Instruction

**Check on Learning**

none

**Review/ Summary**

Summarize the learning activity.

## SECTION V. STUDENT EVALUATION

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**Testing  
Requirements**

Refer student to the Individual Student Assessment Plan (ISAP).

**Feedback  
Requirements**

Answer students' questions and provide remedial training as needed.

**Appendix A - Viewgraph Masters**

**ARNG - SQI4- Evaluate a Unit's Retention Program  
805B-79T-2462 / Version 3.1**

<b>Sequence</b>	<b>Media Name</b>	<b>Media Type</b>
None		

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

**Appendix C - Practical Exercises and Solutions**

**PRACTICAL EXERCISE(S)/SOLUTION(S) FOR LESSON 805B-79T-2462 Version 3.1**

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**Appendix D - Student Handouts**

**ARNG - SQI4- Evaluate a Unit's Retention Program  
805B-79T-2462 / Version 3.1**

<b>Sequence</b>	<b>Media Name</b>	<b>Media Type</b>
0	Evaluate a Unit's Retention Program	PPT

**Appendix E - TRAINER'S LESSON OUTLINE**

**ARNG - SQI4- Evaluate a Unit's Retention Program**

**805B-79T-2462 / Version 3.1**

**DRAFT**

**1. The importance of this lesson: (Why)**

Evaluate a Unit's Strength Maintenance program, validate the SM program, and identify positive and negative trends.

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

Students must conduct a retention briefing and receive a 70% or higher on a performance based evaluation rubric

**3. Tasks to be taught**

<u>Task Number</u>	<u>Task Title</u>	<u>Task Type</u>
805B-79T-3218	Evaluate a Unit's Retention Program	Individual TAUGHT

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**Additional Non-Standard Tasks**

None

**4. References:**

<u>Reference Number</u>	<u>Reference Title</u>	<u>Date</u>
AR 600-20	Army Command Policy (*RAR 001, 02/11/2009) (*RAR 002, 11/30/2009) (*RAR 003, 04/27/2010) (*RAR 004, 08/04/2011) (*RAR 005, 09/20/2012)	18 Mar 2008
AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	23 Oct 2012
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FM 101-5	Staff Organization and Operations	31 May 1997
FM 6-22	(Superseded by ADRP 6-22, 1 August 2012, Except Counseling refer to FM 6-22 Appendix B) ARMY LEADERSHIP	12 Oct 2006
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PAM 611-21	MILITARY OCCUPATIONAL CLASSIFICATION AND STRUCTURE	22 Jan 2007
PAM 623-3	Evaluation Reporting System	06 May 2012

#### **Additional Non-Standard References**

None

#### **5. Resources**

*TIME: Time of Instruction: 3 hrs 25 mins*

*LAND: Classroom, Training Area, and Range Requirements*

<u>Id</u>	<u>Name</u>
17120-M-1600-40	Classroom, Multipurpose, 1600 Square Feet, 40 Students

*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
7025-01-559-1352	Display Unit: Smartboard White 64
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.)

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### **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.