



NATIONAL GUARD BUREAU

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ARNG-HRR

27 November 2019

MEMORANDUM FOR Recruiting and Retention Commanders of all States, Territories, and the District of Columbia

SUBJECT: SMOM 20-013, Retention Accreditation Program Staff Assistance Visit (SAV) FY20 Schedule

1. References:

- a. NGR 601-1 (Army National Guard Strength Maintenance Program), 1 January 2019.
- b. NGR 600-200 (Enlisted Personnel Management), 31 July 2009.
- c. Memorandum, ARNG-HRR, 23 May 2019, Subject: Retention Accreditation Program.
- d. Memorandum, ARNG-HRM, 13 September 2019, Subject: Fiscal Year 2020 Army National Guard Selective Reserve End Strength Objective and Accession Mission

2. The Retention Accreditation Program SAV provides assistance to raise the level of emphasis and awareness for a successful State retention program and to provide potential courses of action to resolve identified issues. The Accreditation Phase consists of site assistance visits to each State and Retention Command (RRC) to provide un-biased evaluation, using the Retention Accreditation Checklist (enclosed), and to discuss state retention business practices. During the site visit, local units may be spot checked to confirm receipt and compliance with State published guidance.

3. The SAV visits will focus on the 5 categories listed below:

- a. Command Emphasis: Retention SOPs, policies, retention and attrition goals.
- b. Retention Task Organization: designated positions and secondary duties, additional personnel assigned, battle rhythm, OERs/NCOERs.
- c. Sponsorship: published guidance, RMS utilization and sponsor tracking, sponsor assignment, checklists.

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d. RMS Extension Module: State guidance and policy letters, percentage of extensions on RMS, ETS counseling guidance, ETS interview guidance.

e. Command Awareness: The FY20 goal is to increase accessions and retention to achieve an End Strength Objective of 336,000 by attaining state specific reenlistment missions as indicated in the enclosure. The Retention Accreditation Program is designed to assist state leadership in the accomplishment of these goals along with awareness of retention and attrition metrics, RMS and DRPO permissions and access, distribution of metrics, and understanding of statistical analysis.

4. Each accreditation visit will include an in-brief with the State RRC and staff followed by a series of interviews with relevant personnel. The team will then conduct a spot check of local units to verify dissemination of policies. The assistance team will conduct an out-brief, including a summary of the notes and score, prior to departure. The team will provide a comprehensive assessment report of the state's retention program and provide feedback on the state's accreditation status approximately 5-10 days following the accreditation visit.

5. The Attrition Management Branch Retention Section will conduct a Retention Accreditation Program visit with the RRC State Retention representative in the following States:

a. California	6-7 January 2020
b. Nevada	8-10 January 2020
c. Louisiana	4-7 February 2020
d. Florida	2-4 March 2020
e. Georgia	4-6 March 2020
f. Arizona	30 March-1 April 2020
g. Utah	1-3 April 2020
h. Indiana	12-15 May 2020
i. Maryland	1-3 June 2020
j. District of Columbia	3-5 June 2020
k. Colorado	22-24 June 2020
l. Wyoming	24-26 June 2020
m. Pennsylvania	6-8 July 2020
n. Virginia	8-10 July 2020

6. RRCs should coordinate with their respective Regional Retention Support team member for assistance in preparation for the scheduled staff assistance visit. This message remains valid until 11 July 2020 or rescinded by this office.

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7. Point of contact for this memorandum is MAJ Jonathan Harvey at
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Encls

1. Reference 1b
2. Accreditation Checklist

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