

ARMY REGULATION }  
No. 601-209 }

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 25 June 1965

PERSONNEL PROCUREMENT

REENLISTMENT INTERVIEW AND REPORTING SYSTEM

	Paragraph
Purpose.....	1
General.....	2
Interviewing procedures.....	3
Projected reenlistment losses (RCS CSGPA-SG4).....	4
Special instructions.....	5
Formats.....	6

**1. Purpose.** This regulation establishes procedures which are designed to obtain more accurate information pertaining to future anticipated losses associated with reenlistment actions.

**2. General.** Each year a significant number of enlisted personnel decline to reenlist at scheduled ETS. Current procedures do not provide information upon which to forecast the number of such personnel with any reasonable degree of accuracy. As a result of these inaccuracies, considerable difficulty is being encountered in programing procurement and training requirements. These factors dictate the establishment of procedures which will provide, as a minimum, an accurate 8-month projection of losses associated with reenlistment actions. Such a requirement can only be satisfied by making an early determination of intent on the part of individuals eligible for reenlistment far enough in advance of scheduled ETS to provide required data.

**3. Interviewing procedures.** *a.* The general concept to be employed in conducting interviews of eligible personnel to obtain an advanced determination of intent relative to reenlistment at scheduled ETS will be to conduct two interviews—a preliminary screening, Phase I, 12 months prior to ETS, and a final interview, Phase II, 8 months prior to ETS.

*b.* Interviews should follow the guidance provided by paragraph 16, AR 601-280 to insure that proper counseling techniques are employed. The final interview will culminate in a determination of the intent of the individual relative to reenlistment at scheduled ETS. This determination will be arrived at by employing the following procedures:

(1) *Phase I, Preliminary Interview.* Unit commanders will, upon completion of counseling, inform each enlisted man or woman interviewed that during final interview they will be required to select one of the following choices:

- (a) Take a short discharge and immediately reenlist.
- (b) Sign an intent to reenlist and execute a 9-month extension of current enlistment.
- (c) Decline to reenlist at scheduled ETS.

(2) *Phase II, Final Interview.*

- (a) Unit commanders will conduct final interviews of all eligible personnel.
- (b) Unit commanders will, during final interview and upon completion of counseling, inform each man or woman interviewed that they must now select one of the following choices and complete the necessary forms:

- 1. Take a short discharge and immediately reenlist.
- 2. Sign an intent to reenlist at scheduled ETS. Personnel who are eligible for extension must simultaneously execute a 9-month extension of current enlistment.
- 3. Execute a declination of reenlistment at scheduled ETS.
  - (a) Personnel with over 4 years service for pay purposes will, by signing a declination to reenlist, become ineligible for reenlistment for a period of 93 days after separation.

\*This regulation supersedes DA messages 712364, 22 April 1965, 712575, 23 April 1965, and 713680, 30 April 1965.

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- (b) Personnel with less than 4 years service for pay purposes will, by signing a declination to reenlist, become ineligible for reenlistment for a period of 30 days after separation. Such personnel may still reenlist after 1 month and prior to the expiration of 90 days with the same entitlements currently authorized personnel reenlisting within 2 to 90 days.
- (c) Final interviews will be completed prior to the last day of the 8th month before scheduled ETS.
- (d) A report of the number of personnel who execute a declination to reenlist is required in accordance with paragraph 4.

**4. Projected Reenlistment Losses (Reports Control Symbol CSGPA-864).**

*a.* Reports will be dispatched not later than the 15th calendar day of the reporting month.

*b.* Subsequent to submission of the initial report, which covers the period September 1965 through March 1966, for which a dispatch date of 15 August 1965 is established, each monthly report will cover by month the 7-month period subsequent to the reporting month.

*c.* Each monthly report will include the loss figure for the 7th subsequent month which has not previously been reported and will reflect any changes to the loss figures previously reported for the other 6 months. These changes will be shown by submitting a new total loss figure for the month or months in which the changes occur. Months in which previously reported projected losses remain constant need only be annotated N/C. As an example:

Initial report		Subsequent report	
Month	Loss	Month	Loss
Sep 1965	35		
Oct 1965	42	Oct 1965	N/C
Nov 1965	38	Nov 1965	37
Dec 1965	51	Dec 1965	N/C
Jan 1966	21	Jan 1966	N/C
Feb 1966	0	Feb 1966	N/C
Mar 1966	10	Mar 1966	14
		Apr 1966	41

- d.* Negative reports are required.
- e.* CONUS Army commanders will submit consolidated reports for all installations and activities located within their areas.

*f.* In clarification of *e* above, MDW will submit through Second United States Army.

*g.* Major oversea commanders will submit consolidated reports for all personnel physically within their areas.

*h.* Heads of Special Foreign Activities not located within a major oversea command area will dispatch reports to the 7th DPU who will act as the major commander in this instance and submit consolidated report.

*i.* Consolidated reports, by month of ETS, will be addressed to Deputy Chief of Staff for Personnel, ATTN: PROG-D, Department of the Army, Washington, D.C., 20310.

*j.* Consolidating agencies enumerated in *e, f, g,* and *h,* above will establish internal procedures and issue instructions for the accomplishment of the report in conformance with the foregoing instructions.

**5. Special instructions.** The following additional guidance is provided:

*a.* Personnel who are already serving on an extension are not eligible to execute a further extension.

*b.* Personnel whose records already contain a current valid "Intent to Reenlist" document will not be required to complete a new "Intent" form in connection with this program, nor will they be required to execute a 9-month extension, even if eligible.

*c.* Personnel who have been voluntarily recalled from retirement under the provisions of AR 601-250 need not be interviewed since they are serving on fixed tours which can only be extended by Headquarters, Department of the Army. Therefore, they will be reported as losses at scheduled ETS.

*d.* Where required, waivers for reenlistment will be obtained between the times established for conducting the preliminary and final interviews.

*e.* Unit commanders will cite paragraph 2, AR 635-205 as authority for short discharge for the purpose of immediate reenlistment for all personnel who are reenlisting voluntarily for the second or subsequent time. All such actions will be identified with separation program number 313.

*f.* On transfer of an individual who falls within the established reporting criteria, the losing reporting command will drop the individual from their report and the gaining reporting command will pick up the individual on their report. To

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insure uniformity within reporting commands the EDCSA of individuals who are transferred is established as the effective date for reporting changes caused by such gains and losses.

g. Personnel who originally signed an intent to reenlist and executed a 9-month extension but who failed to reenlist at scheduled ETS may be reenlisted at any time while service on the 9-month extension.

h. The following eligibility codes will be used

*a. Intent format.*

INTENT FORMAT FOR PERSONNEL WITH OVER 4 YEARS SERVICE FOR PAY PURPOSES WHO ARE REQUIRED TO COMPLETE A 9-MONTH EXTENSION

DATE \_\_\_\_\_

I have been interviewed by the unit commander approximately 8 months in advance of my scheduled ETS and have been advised that I must select one of the following choices to indicate my intent with reference to reenlistment at scheduled ETS:

- a. Take a short discharge and immediately reenlist.
- b. Sign an intent to reenlist at scheduled ETS and execute a 9-month extension of current enlistment.
- c. Decline to reenlist at scheduled ETS.

I hereby agree to reenlist at the station to which assigned immediately upon expiration of my current term of service. As an indication of the sincerity of this intent I have executed a 9-month extension of my current enlistment. I understand that this extension will be destroyed subsequent to my reenlistment at scheduled ETS and that should I fail to reenlist at scheduled ETS, the 9-month extension of my current enlistment will remain in effect. I also understand that if I do not reenlist as agreed at scheduled ETS, I will not be eligible to reenlist subsequent to completion of the 9-month extension for a period of 93 days after discharge. Further, in the event I receive services based on this statement, i.e., any transportation for my dependents, movement of household goods and/or auto, and then decline to reenlist, I fully understand that I will be separated upon completion of the 9-month extension of my current enlistment and will not thereafter be eligible to reenlist in the Regular Army.

-----  
(Signature)

-----  
(Typed name, grade, and service number)

Witnessed by :

-----  
(Signature)

-----  
(Typed name, rank, and service number)

INTENT FORMAT FOR PERSONNEL WITH LESS THAN 4 YEARS  
SERVICE FOR PAY PURPOSES WHO ARE REQUIRED TO  
COMPLETE A 9-MONTH EXTENSION

DATE \_\_\_\_\_

I have been interviewed by the unit commander approximately 8 months in advance of my scheduled ETS and have been advised that I must select one of the following choices to indicate my intent with reference to reenlistment at scheduled ETS:

- a. Take a short discharge and immediately reenlist.
- b. Sign an intent to reenlist at scheduled ETS and execute a 9-month extension of current enlistment.
- c. Decline to reenlist at scheduled ETS.

I hereby agree to reenlist at the station to which assigned immediately upon expiration of my current term of service. As an indication of the sincerity of this intent I have executed a 9-month extension of my current enlistment. I understand that this extension will be destroyed subsequent to my reenlistment at scheduled ETS and that should I fail to reenlist at scheduled ETS, the 9-month extension of my current enlistment will remain in effect. I also understand that if I do not reenlist as agreed at scheduled ETS, I will not be eligible to reenlist subsequent to completion of the 9-month extension for a period of 30 days after discharge. Further, in the event I receive services based on this statement, i.e., any transportation for my dependents, movement of household goods and/or auto, and then decline to reenlist, I fully understand that I will be separated upon completion of the 9-month extension of my current enlistment and will not thereafter be eligible to reenlist in the Regular Army.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed name, grade, and service number)

Witnessed by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed name, rank, and service number)

INTENT FORMAT FOR PERSONNEL WITH OVER 4 YEARS SERVICE FOR PAY PURPOSES WHO ARE NOT REQUIRED TO EXECUTE 9-MONTH EXTENSION

DATE -----

I have been interviewed by the unit commander approximately 8 months in advance of my scheduled ETS and have been advised that I must select one of the following choices to indicate my intent with reference to reenlistment at scheduled ETS:

- a. Take a short discharge and immediately reenlist.
- b. Sign an intent to reenlist at scheduled ETS.
- c. Decline to reenlist at scheduled ETS.

I hereby agree to reenlist at the station to which assigned immediately upon expiration of my current term of service. I understand that if I do not reenlist as agreed at scheduled ETS, I will not be eligible to reenlist for a period of 93 days after discharge. Further, in the event I receive services based on this statement, i.e., any transportation for my dependents, movement of household goods and/or auto, and then decline to reenlist, I fully understand that I will be separated upon completion of my current enlistment and will not thereafter be eligible to reenlist in the Regular Army.

-----  
(Signature)

-----  
(Typed name, grade, and service number)

Witnessed by :

-----  
(Signature)

-----  
(Typed name, rank, and service number)

INTENT FORMAT FOR INDUCTEES AND OTHER PERSONNEL  
WITH LESS THAN 4 YEARS SERVICE FOR PAY PURPOSES  
WHO ARE NOT REQUIRED TO EXECUTE A 9-MONTH  
EXTENSION

DATE -----

I have been interviewed by the unit commander approximately 8 months in advance of my scheduled ETS and have been advised that I must select one of the following choices to indicate my intent with reference to reenlistment at scheduled ETS:

- a. Take a short discharge and immediately reenlist.
- b. Sign an intent to reenlist at scheduled ETS.
- c. Decline to reenlist at scheduled ETS.

I hereby agree to reenlist at the station to which assigned immediately upon expiration of my current term of service. I understand that if I do not reenlist as agreed at scheduled ETS, I will not be eligible to reenlist for a period of 30 days after discharge. Further, in the event I receive services based on this statement, i.e., any transportation for my dependents, movement of household goods and/or auto, and then decline to reenlist, I fully understand that I will be separated upon completion of my current enlistment and will not thereafter be eligible to reenlist in the Regular Army.

-----  
(Signature)

-----  
(Typed name, grade, and service number)

Witnessed by:

-----  
(Signature)

-----  
(Typed name, rank, and service number)



*b. Declination forms.*DECLINATION FORMAT FOR PERSONNEL WITH OVER 4 YEARS  
SERVICE FOR PAY PURPOSES

DATE -----

I have been interviewed by the unit commander to determine my intent with reference to reenlistment at my scheduled ETS. I have been given an opportunity to take a short discharge and reenlist and have declined to do so. Further, I decline to reenlist on my scheduled ETS of -----

(Date)

I understand that by this action I do now become ineligible to enlist/reenlist in the Army for a period of 93 days after separation. I further understand that this declination will be automatically withdrawn if I reenlist at any time subsequent to this date but prior to scheduled separation.

-----  
(Signature)-----  
(Typed name, grade, and service number)

Witnessed by:

-----  
(Signature)-----  
(Typed name, rank, and service number)DECLINATION FORMAT FOR PERSONNEL WITH LESS THAN 4  
YEARS SERVICE FOR PAY PURPOSES AT SCHEDULED ETS

DATE -----

I have been interviewed by the unit commander to determine my intent with reference to reenlistment at my scheduled ETS. I have been given an opportunity to sign an intent to reenlist or take a short discharge and reenlist and have declined to do so. Further, I decline to reenlist on my scheduled ETS of -----

(Date)

I understand that by this action I do now become ineligible to enlist/reenlist in the Army for a period of 30 days after separation. I further understand that this declination will be automatically withdrawn if I reenlist at any time subsequent to this date but prior to scheduled separation.

-----  
(Signature)-----  
(Typed name, grade, and service number)

Witnessed by:

-----  
(Signature)-----  
(Typed name, rank, and service number)

AR 601-209

[DCSPER]

By Order of the Secretary of the Army:

HAROLD K. JOHNSON,  
*General, United States Army,  
Chief of Staff.*

Official:

J. C. LAMBERT,  
*Major General, United States Army,  
The Adjutant General.*

Distribution:

*Active Army:* To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures, Enlisted—A.

*AG:* None.

*USAR:* None.

