

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY ACCESSIONS COMMAND
OFFICE OF THE COMMANDING GENERAL
30 HARRISON STREET
FORT MONROE, VIRGINIA 23651-1066

ATAL-CG

20 January 2003

MEMORANDUM FOR

Commander, U.S. Military Entrance Processing Command, 2834 Green Bay Road, North Chicago, IL 60064-3094 (COL Slotwinski)

Commander, U.S. Army Recruiting Command, 1307 Third Avenue, Fort Knox, KY 40121-2726 (MG Rochelle)

Commander, U.S. Army Armor Center and Fort Knox, 1101 Chaffee Avenue, Fort Knox, KY 40121-5000 (MG Whitcomb)

Commander, U.S. Army Field Artillery Center and Fort Sill, Fort Sill, OK 73503 (MG Maples)

Commander, U.S. Army Maneuver Support Center and Fort Leonard Wood, Fort Leonard Wood, MO 65473-5000 (MG Van Antwerp, Jr.)

SUBJECT: U.S. Army Accessions Command (USAAC) Buddy Team Assignment Program (BTAP) Implementation Plan

1. REFERENCE.

a. AR 600-3.

b. BTAP Implementation Plan (03 Jan 02), HQUSAIC, Fort Benning.

2. PURPOSE. To direct the implementation, policies, and program procedures for the BTAP within USAAC and all Combat One-Station Unit Training (OSUT) Military Occupational Specialty (MOS) installations.

3. PROPONENT AND POLICY CHANGE AUTHORITY. The proponent for these implementation instructions is the Commanding General, USAAC, Fort Monroe, VA. The proponent has the authority to recommend personnel management policy changes to the Army G1 and other affected units and agencies.

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4. PROGRAM CONCEPT.

a. Background. The Chief of Staff of the Army (CSA) issued guidance for achieving end strength goals by reducing attrition among initial term soldiers to less than five percent annually. The U.S. Army Infantry Center (USAIC) developed this program in order to meet the CSA's intent. This program is designed to reduce attrition among initial term soldiers and increase soldier satisfaction and performance. Under this program, U.S. Total Army Personnel Command (PERSCOM) assigns soldiers who are paired as "Buddy Teams" in OSUT to the same installations. Installations will further assign soldiers to the same unit (ideally the same company, battery, squad, etc.) for the first six months of their assignment.

b. Intent. The intent of this program is to provide new soldiers with a more positive experience during their first few months in the Army by having them serve with another soldier they already know.

c. Expected Program Benefits:

- (1) Reduced OSUT attrition.**
- (2) Improved OSUT performance.**
- (3) Reduced attrition during initial six months at first assignment.**
- (4) Improved performance during first assignment.**
- (5) Improved overall soldier satisfaction.**
- (6) Potential recruiting tool.**

5. INSTALLATION AND AGENCY RESPONSIBILITIES.

a. USAAC.

(1) Prepare and assist with information briefings on the BTAP to all Combat OSUT MOS installations, U.S. Training and Doctrine Command (TRADOC) and PERSCOM staff as required.

(2) Prepare and conduct information updates as required with all relative information pertaining to the BTAP.

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(3) Coordinate with TRADOC Reception Battalion Automated Support System (RECBASS) to develop manifesting software modifications to support BTAP.

b. Fort Sill, Fort Knox, and Fort Leonard Wood OSUT MOS installations.

(1) Conduct information briefs to all cadre, drill sergeants and staff to advise them of this new program and how to execute.

(2) Implement BTAP in accordance with this memorandum.

(3) Track and provide information updates on status of implementation when required.

(4) Coordinate status with USAAC and PERSCOM as required.

(5) Pair soldiers together as Buddy Teams by MOS and commitment based on this memorandum as soon as possible upon shipment from the reception battalion to their training units.

(6) Repair Buddy Teams as needed prior to submission to Enlisted Personnel Management Division, PERSCOM for requisitions.

(7) Identify Buddy Team pairings by Social Security Number and commitment in Army Training Requirements and Resources System (ATRRS) for assignment orders. Pairings may be batch processed into ATRRS.

(8) Assist with soldier surveys and current data on soldier's training.

(9) Prior to or at the time of a ship, the reception battalion will provide training units RECBASS data on soldiers they will receive, to include MOS and commitment information. The RECBASS data will include individual information as well as a rollup report in spreadsheet format depicting numbers of soldiers by MOS and commitment on the ship.

(10) Publish Buddy Team orders based on assignment in Enhanced Data Acquisition System.

(11) Assist with data collection.

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(12) Develop and provide Buddy Team member Cover Page into all soldier 201 files.

6. IMPLEMENTATION PLAN. The implementation of the BTAP into USAAC is a two-phased approach.

a. PHASE I - (Execution) runs from Feb 03 - Aug 03. The purpose of this phase is to expand BTAP to all specified OSUT MOS soldiers. The PERSCOM Public Affairs office executes an information campaign plan that will include, but not be limited to, the Army homepage, Army News Service, Soldiers Radio and Television, Soldiers magazine, Army Times, all branch magazines and the Recruiter Journal.

b. PHASE II - (Assessment) runs from Aug 03 until six months after assignment. Data collection from the field (units) six months after assignment. To assess the program, the proponents are required to provide information by using data queries from Total Army Personnel Data Base on the status of Buddy Teams to CG, USAAC to assess the program.

7. Start Dates by Installation:

a. Fort Sill. 13B10, 13D10, 13F10 - begins on 21 Feb 03. Week six is the target date for requisitions to PERSCOM.

b. Fort Knox. 19D10, 19K10 - begins on 21 Feb 03. Week eight is the target date for requisitions to PERSCOM.

c. Fort Leonard Wood. 12B10, 12C10 - begins on 07 Feb 03. Week eight is the target date for requisitions to PERSCOM.

8. Point of contact is MAJ Jim Orr, USAAC, OPS&T, Training Officer, 757-788-4706, DSN 680-4706, FAX 680-4705, james.orr@usaac.army.mil.

/ Original Signed/

DENNIS D. CAVIN

Lieutenant General, U.S. Army

Commanding