



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
16TH SPECIAL TROOPS BATTALION
UNIT 27503
APO AE 09139

AETS-SBB-CO

6 June 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Battalion Commander's Policy #20, Retention Awards Program

1. **PURPOSE:** The 16th Special Troops Battalion Awards Program recognizes Reenlistment NCOs'/Career Counselors who are instrumental in accomplishing their designated units assigned retention objectives during the Fiscal Year.
2. **APPLICABILITY:** Headquarters, 16th Special Troops Battalion and subordinate units.
3. **BACKGROUND:** The Army extends the privilege of reenlistment to all Soldiers who demonstrate potential for future service in the United States Army. They must maintain a record of acceptable performance and be IAW AR 600-9 as well as meet all eligibility requirements listed in AR 601-280 Chapter 3. I expect all Commanders to implement and monitor their Retention Programs to ensure all Soldiers within the Battalion have the opportunity to reenlist, if and when they desire. Commanders are tasked to develop and sustain the Total Army Retention Program within their commands and IAW AR 601-280.
4. **POLICY:** It is the responsibility of every Officer and Non-Commissioned Officer within the 16th Special Troops Battalion to enhance and promote the Army's Retention Program. We must provide accurate and timely information to our Soldiers and emphasize the benefits of staying on active duty. Ultimately, retention is the Commander's Program fully supported by the Career Counselors and Reenlistment NCOs' within the Battalion. Leaders retain Soldiers and the Battalion Retention team will provide maximum support to Commanders and leaders within the Battalion.
5. **COMMAND EMPHASIS:** Commanders will establish Unit Award and Incentive Programs within their organization. The program will recognize Soldiers who reenlist or extend into the BEAR Program as well as those who enlist/transfer into the Army Reserve or National Guard. The program will also recognize Reenlistment NCOs' who actively contribute to the accomplishment of the Units Retention mission.
6. **AWARDS:** Retention Awards will be presented annually during an appropriate ceremony. I will present the awards at an annual retention recognition ceremony. To qualify for any award, units must meet all assigned objectives in all categories. The unit that achieves 100 percent in each category and has the highest cumulative percentage of its assigned mission will be presented with a plaque/trophy and the Company will be given a 3 day pass. The Battalion Retention NCO/ Career Counselor will also be recognized and given a plaque/trophy and appropriate military award. All units who accomplish 100% of their assigned retention objectives in all categories will receive a Certificate of Achievement. Reenlistment NCOs'/Career Counselors responsible for those units will receive an appropriate military award.

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7. EXPIRATION: This policy memorandum will remain in effect until rescinded.
8. Point of Contact for this action is Battalion Retention NCO, SSG Petty at DSN: 314-469-9525.
9. ***ON POINT!***



CODY L. ZILHAVER
LTC, FC
Commanding

DISTRIBUTION:
CDR, HHC 16th STB
CDR, 504th BDE SIG CO
CDR, 106th FMCO