



REPLY TO
ATTENTION OF

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

AETS-SBH-CO

R: 9 July 2012
10 April 2012

MEMORANDUM FOR RECORD

SUBJECT: HHC, 16th Sustainment Brigade Policy Memorandum #9, Retention Awards Incentive Program.

1. REFERENCES:

- a. AR 601-280, 15 September 2011, Army Retention Program.
- b. Memorandum, HHC, 16th STB Policy Memorandum #20: Battalion Retention Awards Program.

2. PURPOSE: The HHC, 16th Sustainment Brigade Awards and Incentive Program recognize Soldiers who reenlist or extend into the Bonus Extension Army Retraining Program (BEAR) and Battalion Reenlistment NCOs'/Career Counselors who are instrumental in accomplishing their designated units assigned retention objectives during the Fiscal Year.

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. The Company Commander implements and monitors the Retention Program to ensure all Soldiers within the Company have the opportunity to reenlist, if and when they desire.

4. POLICY: It is the responsibility of every Officer and Noncommissioned Officer within the HHC, 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 Brigade. Leaders retain Soldiers and the Retention team will provide maximum support to the Commander and leaders within the Company.

5. COMMAND EMPHASIS: 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. INCENTIVES: Will be used to maintain High Quality Personnel into the Army. The HHC Commander and Reenlistment NCO will ensure the funds are available for these incentives, and that basis of any retention is fully documented. In addition to the incentives established by Army Regulation 600-8-10, The 16th SB retention incentive program, and the 16th STB retention program, the following incentives are offered for Soldiers within the HHC, 16th STB:

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a. Soldiers may select the date, location, time, and officer of choice to perform their reenlistment or agreement to transition ceremony.

b. Reenlisting or transitioning Soldiers will be given the day of the ceremony and the day after off to take care of personal business; i.e., obtain a new ID card, finance appointments, etc. These days will not be taken in conjunction with any training holiday weekend that will extend the Soldier's absence beyond four days.

c. Reenlisting Soldier will be exempt from any additional duty or detail for 30 days after the date of his/her reenlistment.

7. The point of contact for this memorandum is the undersigned at DSN 469-8029, gerson.s.ramirez.mil@mail.mil.



GERSON S. RAMIREZ

CPT, LG

Commanding