



**DEPARTMENT OF THE ARMY**

JOINT BASE MYER-HENDERSON HALL  
HEADQUARTERS COMMAND BATTALION  
239 SHERIDAN AVE, BLDG 417  
FORT MYER, VIRGINIA 22211-1199

IMMH-BN

4 November 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Headquarters Command Battalion (HQ CMD BN) Policy Memorandum, Retention Incentive Program – Policy Memorandum #16

1. REFERENCE. AR 601-280, Army Retention Program, 15 September 2011.
2. PURPOSE. To establish policy with regard to the Retention Incentive Program for HQ CMD BN.
3. APPLICABILITY. This policy applies to those Soldiers who fall under the Headquarters Command Battalion Commander for Uniform Code of Military Justice actions.
4. POLICY. The Retention Incentive Program is offered as a means of enhancing mission accomplishment while serving as a small token of appreciation for Soldiers' decisions to continue their military service. HQ CMD BN's Retention Incentive Program is available to the following categories of Soldiers:
  - a. Soldiers reenlisting in the Active Army.
  - b. Soldiers who enlist/transfer into a unit in either the Army Reserves or Army National Guard.
  - c. Soldiers who gain acceptance into special programs such as the Reserve Officer Training Corps Green-to-Gold Program, the United States Military Academy Preparatory School, the Warrant Officer Program, or the Officer Candidate School.
5. PROCEDURES.
  - a. All Soldiers identified in the three above-listed categories will receive one four day pass, signed by their company commander, in accordance with the Joint Base Myer-Henderson Hall Commander's Policy Memorandum ZA-5, to be taken within 90 days of the retention action or verified acceptance into a commissioning program.

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b. Commanders at every level will establish a retention incentive program that enhances the attainment of their retention goals.

6. PROPONENT. The proponent and point of contact for this memo is the HQ CMD BN Retention NCO at 703-696-2975.

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JOHNATHON M. KUPKA  
LTC, SF  
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