



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
JOINT BASE MYER – HENDERSON HALL
204 LEE AVENUE
FORT MYER, VIRGINIA 22211-1199

IMMH-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Base Myer- Henderson Hall (JBM-HH) Policy Memorandum ZA-4,
Retention Awards Program

1. REFERENCE. AR 601-280, Army Retention Program, 1 Apr 16.
2. PURPOSE. To establish policy regarding the recognition of those individuals who contribute to the success of the Joint Base Myer-Henderson Hall (JBM-HH) Retention Program.
3. APPLICABILITY. This policy applies to any individual who supports the JBM-HH Retention Program.
4. POLICY. Individuals who contribute to the success of the JBM-HH Retention Program shall be appropriately recognized by the Joint Base Command.
5. PROCEDURES. Individuals responsible for the success of the Program will be recognized as follows:
 - a. Individuals involved directly in the achievement of mission accomplishment and outstanding Soldier support for the fiscal year will receive the Army Achievement Medal or the Achievement Medal for Civilian Service.
 - b. Individuals involved in the support of the Retention Program and contributing to its success will receive the JBM-HH Certificate of Appreciation.
 - c. Annual Retention Awards will be presented at an appropriate location and a scheduled time.
6. PROPONENT. The proponent and point-of-contact is the Installation Career Counselor at (703) 696-1321.

PATRICK M. DUGGAN
COL, SF
Commanding

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