



**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-5, Retention Incentive Program

1. REFERENCE. AR 601-280, Army Retention Program, 1 Apr 16.
2. PURPOSE. To establish policy with regard to the Retention Incentive Program for JBM-HH.
3. APPLICABILITY. This policy applies to those Soldiers who fall under the Joint Base 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. JBM-HH'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 the unit commander, on behalf of the JBM-HH Commander, to be taken within 90-days of the retention action or verified acceptance into a commissioning program.
  - 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 is the Installation Career Counselor at 703-696-1321.

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PATRICK M. DUGGAN  
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Commanding