



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 outline the Joint Base retention program. To ensure that the Joint Base Commander, Command Sergeant Major, Career Counselors, Company Commanders, First Sergeants, and Company Retention NCOs are aware of all aspects of their reenlistment duties; and that only those Soldiers who have demonstrated potential for future development and have maintained a record of acceptable performance will be offered the privilege of reenlistment. Other Soldiers will be separated under appropriate administrative procedures or barred from reenlistment.
3. APPLICABILITY. Retention is a command responsibility. Every Officer and NCO has the responsibility of rendering energetic and enthusiastic involvement to the retention mission. Retention is an indicator of leadership and counseling. Our means of accomplishing the objective will be based on exemplary leadership and effective counseling.
4. POLICY. The reenlistment mission is to reenlist the greatest number of highly qualified Soldiers consistent with the needs of the Army or transfer them into one of the Reserve Components. In order to accomplish this mission, there are many conditions that must be met. As we strive to implement these conditions, we must also continue to develop innovative methods of improving our overall reenlistment program. Commanders, Career Counselors, and Retention NCOs must work closely together in order for this goal to be realized.
5. PROCEDURES.
 - a. The success of each unit's retention program depends on every command level (Officer and Non-Commissioned Officer) placing maximum effort on advancing and schooling our most highly motivated and qualified Soldiers, not merely passing on Soldiers who have met time requirements for schools and promotion. Those Soldiers not meeting minimum standards or showing an interest in improving their potential should be identified as early as possible to ensure proper corrective action is accomplished.

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b. Bars to continue service. The Army's bar to continue service program is intended to put the Soldier on notice. The Soldier is not a candidate for reenlistment, and the Soldier may be separated if the circumstances that led to the bar are not overcome. Bars to continue service are designed as a tool to assist commanders in monitoring Soldiers with minor substandard performance, allowing the Soldier to improve. If the Soldier is being considered for a separation action, a bar to continue service can also be initiated as part of the separation action.

c. Incentive/awards policy. To ensure a vibrant reenlistment program, it is imperative we recognize those Soldiers who reenlist, units that accomplish their mission, and offer secondary education incentives to enlisted Soldiers. All units will establish their own incentive and awards programs to honor reenlisting Soldiers and those Soldiers who elect to transfer into the reserve components. A copy of the Joint Base Retention Incentive and Awards Program will be posted on all unit reenlistment bulletin boards.

d. Training and inspections. Inspections are an integral part of ensuring accuracy and efficiency. Semi-annual staff assistance visits will be conducted for all retention programs. To ensure all reenlistment personnel are fully trained in all aspects of their duties and remain current on ever-changing reenlistment eligibility policies and procedures, quarterly training will be conducted by the Joint Base Senior Career Counselor.

e. Contingency operations. Preparedness for contingency operations is vital to the Joint Base's successful mission accomplishment. Continued support of the retention program even in the conduct of contingency operations is a must. All units must ensure they are ready and able to support the retention program in remote locations.

f. Detailed definitions, procedures, and guidelines are available in the Joint Base Retention Office Standard Operating Procedure.

6. PROPONENT: The proponent and point-of-contact for this policy memo is the Senior Installation Career Counselor at (703) 696-3001.



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COL, EN
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REPLY TO
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fiscal Year 2018 (FY18) Joint Base Myer-Henderson Hall (JBM-HH)

1. **REFERENCE:** AR 601-280 (Army Retention Program).
2. **PURPOSE:** The purpose of this memorandum is to outline the Garrison Retention Program. To ensure that the Garrison Commander, Command Sergeant Major, Career Counselors, Company Commander, First Sergeant and Company Retention NCOs are aware of all aspects of their reenlistment duties and that only those Soldiers who have demonstrated potential for future development, and have maintained a record of acceptable performance, will be offered the privilege of reenlistment. Other Soldiers will be separated under appropriate administrative procedures or barred from reenlistment.
3. **APPLICABILITY:** Retention is a command responsibility. Every Officer and NCO has the responsibility of rendering energetic and enthusiastic involvement to the retention mission. Retention is an indicator of leadership and counseling. Our means of accomplishing the objective will be based on exemplary leadership and effective counseling. See Annex A and B.
4. **POLICY:** The reenlistment mission statement is to reenlist the greatest number of highly qualified Soldiers consistent with the needs of the Army or transfer them into the one of the Reserve Components. In order to accomplish this mission there are many conditions that must be met. As we strive to implement these conditions we must also continue to develop innovative methods of improving our overall reenlistment program. Commanders, Career Counselors and Retention NCOs must work closely together in order for this goal to be realized.
5. **PROCEDURES:**
 - a) The success of each unit's retention program depends on every command level (Officer and Non-Commissioned Officer) placing maximum effort on advancing and schooling our most highly motivated and qualified Soldiers, not merely passing on Soldiers who have met time requirements for schools and promotion. Those Soldiers not meeting minimum standards or showing an interest in improving their potential should be identified as early as possible to ensure proper corrective action is accomplished. It is imperative

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all counseling's annotate where the Soldier stands with their Army career's, to include all NCOs. See Annex C.

- b) **BARS TO CONTINUE SERVICE:** The Army's Bar to Continue Service Program is intended to put the Soldier on notice; the Soldier is not a candidate for reenlistment and the Soldier may be a candidate for separation if the circumstances that led to the bar are not overcome. Bars to Continue Service are designed as a tool to assist Commanders to monitor Soldiers with minor substandard performance and allow the Soldier to improve and become a quality Soldier. If the Soldier is being considered for a separation action, a Bar to Continue Service can also be initiated as part of the separation action. See Annex D.
- c) **INCENTIVE/AWARDS POLICY:** To ensure a vibrant reenlistment program it is imperative we recognize those Soldiers that reenlist, units that accomplish their mission and offer secondary education incentives to enlisted Soldiers. All units will establish their own incentive and awards program to honor reenlisting Soldiers, and those Soldiers who elect to transfer into the Reserve Components. A copy of the Garrison /Garrison's retention incentive and awards program will be posted on all unit reenlistment bulletin boards. See Annexes E, F and G.
- d) **TRAINING AND INSPECTIONS:** Inspections are an integral part of ensuring accuracy and efficiency. Semi-annual staff assistance visit will be conducted for all retention programs. To ensure all reenlistment personnel are fully trained in all aspects of their duties and remain current on ever changing reenlistment eligibility policies and procedures, quarterly training will be conducted by the Garrison Senior Career Counselor. See Annex H.
- e) **CONTINGENCY OPERATIONS:** Preparedness for contingency operations is vital to successful mission accomplishment of the Garrison. Continued support of the retention program regardless of their mission or location is a must. All units must ensure they are ready and able to support the retention program in remote locations. See Annex I.

6. **PROPONENT:** For questions or further guidance contact MSG Wingate, Senior Installation Career Counselor at dashawna.b.wingate.mil@mail.mil, (703) 696-3001.

9 Encls
Annexes A thru I


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ANNEX A: ORGANIZATION OF APPOINTMENTS

1. **REFERENCE:** AR 601-280 (Army Retention Program).
2. **PURPOSE:** To establish the commander's policy on organization and appointment for retention personnel within the Garrison.
3. **APPLICABILITY:** This retention counseling policy applies to all units assigned or attached to the Garrison for related retention operations.
4. **POLICY:** Retention Organization and Career Counselor Utilization
 - a. The JBM-HH, Garrison, and Company Commanders are the Reenlistment Officers.
 - b. The Installation Senior Career Counselor will have primary staff responsibility for the reenlistment program. He or she will be a member of the Special Staff and he or she will be devoted full time to the retention program. The rating scheme for the Senior Career Counselor will be as follows: Rater: JBM-HH Garrison Command Sergeant Major, Senior Rater: JBM-HH Garrison Commander.
 - c. The Installation Career Counselor will have primary staff responsibility for the reenlistment program. He or she will be a member of the Special Staff and he or she will be devoted full time to the retention program. The rating scheme for the Installation Career Counselor will be as follows: Rater JBM-HH Installation Senior Career Counselor, Senior Rater: JBM-HH Garrison Command Sergeant Major.
 - d. The Garrison Retention NCO will have primary staff responsibility for the reenlistment program. He or she will be a member of the Garrison Special Staff, and he or she will be devoted full time to the Reenlistment Program. The rating scheme for the Garrison Retention NCO will be as follows: Rater: Garrison Command Sergeant Major, Senior Rater: Garrison Commander, Reviewer: Garrison Commander.
 - e. If the Garrison is not assigned a Career Counselor the Garrison Commander will assign a quality Non-Commissioned Officer as a Garrison Reenlistment NCO, IAW AR 601-280 and be free of any additional duties that may detract from the unit's retention mission.

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ANNEX B: DUTIES AND RESPONSIBILITIES

1. **REFERENCE:** AR 601-280 (Army Retention Program).
2. **PURPOSE:** To establish the commander's policy on the duties and responsibilities for key retention personnel within the Garrison.
3. **APPLICABILITY:** This retention counseling policy applies to all units assigned or attached to JBM-HH Garrison Command for related retention operations.
4. **POLICY:** Duties and Responsibilities:

a. **Garrison Commander:** Establish a Garrison Reenlistment Program that will ensure:

(1) Success of the reenlistment program. This depends on effective leadership, vigorous command involvement, and aggressive reenlistment programs at all levels. Success will be measured by the achievement of the command's objectives with the fewest possible waivers or exceptions to policy while improving the competency and skill consistent with the needs of the Army.

(2) Training is conducted to keep the command informed of current reenlistment programs and changes to regulations. Training will be conducted quarterly with lesson plans and training attendance rosters maintained in the Garrison Reenlistment Office.

(3) The Garrison Career Counselor is used full time in support of the JBM-HH Garrison /Garrison Reenlistment Program and is provided transportation, office space, and clerical assistance.

(4) If the Garrison does not have a Career Counselor (PMOS 79S) a Reenlistment NCO will be designated in writing to carry out all reenlistment functions IAW AR 601-280.

(5) Special recognition or awards are given to assigned officers and NCOs who demonstrate outstanding involvement in the Command's Reenlistment Program.

(6) A Garrison Reenlistment Incentive Awards Program that is fully disseminated throughout the Garrison.

b. **Company Commander:** Establish a Company Reenlistment Program designed to meet the special requirements of the unit. The Commander will:

(1) Ensure that every qualified Soldier who is serving honorably and faithfully and desires unbroken service is considered for Immediate Reenlistment IAW AR 601-280. Waivers will be considered for meritorious cases only. Soldiers not recommended for reenlistment will be prevented from continued service by means of a Bar to Continue Service IAW AR 601-280, or separated IAW AR 635-200 as appropriate.

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(2) Maintain monthly, quarterly, and fiscal year reenlistment statistics.

(3) Inspect DA Form 4591-R files at least once a month to ensure that required interviews are being conducted and the reenlistment program is being administered properly.

(4) Establish a Reenlistment Incentive Awards Program to recognize those persons who reenlist. (The program will be announced by letter, dated, signed by the current unit commander, and publicized throughout the unit.)

(5) Encourage maximum attendance at reenlistment ceremonies.

(6) Ensure that the Company Reenlistment NCO is provided enough time to carry out assigned reenlistment duties and to attend reenlistment training conducted by higher headquarters.

(7) Ensure the unit has an adequate reenlistment office that provides privacy with operating hours posted.

c. **Installation Career Counselor:** The Career Counselor will:

(1) Advise commanders on matters relating to Active Component (AC) Reenlistment Program.

(2) Interview all Soldiers, and provide reenlistment counseling and career guidance.

(3) Give assistance to subordinate units regarding the latest interviewing and counseling methods and assist in proper display and use of promotional material.

(4) Give briefs to Officers and NCOs not assigned reenlistment duties, or who are assigned on a unit duty basis, to stimulate interest and support of both the AC Reenlistment Program and the RC In-Service Program.

(5) Maintain up to date information/regulations on reenlistment programs/bonuses for dissemination throughout the Garrison.

(6) Maintain accountability of Reenlistment Data on all enlisted personnel in the grades E6 and below. Post changes to 4591-R Forms as information is received.

(7) Supervise unit Reenlistment NCOs and ensure required duties are accomplished in a timely manner.

(8) Coordinate with the ARNG or USAR In Service Recruiter (ISR), where available, to ensure that the ISR is being provided with the opportunity and necessary information to interview all qualified personnel who decline reenlistment in the Active Army.

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(9) Prepare and conduct formal training to ensure all members of the Garrison are provided with current reenlistment information.

(10) Conduct quarterly inspections of company reenlistment programs. Appropriate report of findings will be provided to the Company Commander and the Garrison Commander for corrective action. Career Counselor will conduct follow up inspections as required.

(11) Have staff supervision of the Garrison reenlistment program to ensure that all aspects of AR 601-280, The Army Reenlistment Program, are complied with.

(12) Establish control procedures, which will allow for an efficient and professional reenlistment program. Some control procedures to be established are:

- (a) Eligibility for reenlistment/extension.
- (b) All waiver actions.
- (c) Interviews/DA Form 4591-R.
- (d) Bars to Reenlistment.
- (e) Identifying eligible Soldiers.
- (f) Processing of all reenlistment related material.
- (g) Record and maintain all records and statistics.
- (h) Maintain the counseling authority for all Transfer of Education Benefits.
- (i) Ensure the accuracy of all IMREPR codes within the unit.

(13) Distribute reenlistment objective on a fair share basis.

(14) Provide Command and Staff with an update of reenlistment accomplishments.

(15) Maintain the Garrison's retention program to comply with AR 601-280 and the FORSCOM inspection checklist and be prepared for semi-annual inspections conducted by higher.

d. **Company Reenlistment NCO:** The Reenlistment NCO will:

(1) Serve as advisor to the unit commander on matters relating to the reenlistment program and work closely with the Garrison Career Counselor.

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(2) Informally contact persons who are recommended for reenlistment, including those requiring waivers before reenlisting, to give aid and guidance for their reenlistment/extension.

(3) Advise the Commander on individual reenlistments, unit reenlistment rate, and changes to reenlistment procedures, options available, and changes to regulation or policy affecting the reenlistment program within the unit. Post monthly, quarterly and cumulative statistics in the Commander's Office so the Commander can determine if reenlistment objectives are being met. The Garrison Career Counselor will assist units in updating reenlistment accomplishments.

(4) Review Reenlistment Data 4591-R Forms of all assigned personnel to determine if reenlistment interviews have been completed as required and ensure the appropriate IMREPS code has been submitted.

(5) Maintain accountability of Reenlistment Data on all enlisted personnel in the grades E6 and below. Post changes to 4591-R Forms as information is received.

(6) Maintain a Company Reenlistment Bulletin Board IAW AR 601-280 and MDW Retention SOP. At a minimum the following will be posted.

- (a) Reenlistment chain of command with office location and phone number
- (b) Current pay scale
- (c) Current SRB listing
- (d) Current In / Out Calls
- (e) Company Incentive Policy Letter
- (f) JBM-HH Garrison /Garrison Incentive Policy Letters

(7) Maintain timely contact with the JBM-HH Garrison Career Counselor throughout the entire reenlistment process of each individual.

(8) Work with the JBM-HH Garrison Career Counselor to ensure appropriate arrangements have been made for reenlistment ceremonies.

(9) Unit Reenlistment NCOs will maintain as a minimum the following publications:

- (a) Current SRB/Messages
- (b) Current In/Out Calls
- (c) Other pertinent messages

ANNEX C: RETENTION COUNSELING PROCEDURES

1. **REFERENCE:** AR 601-280 (Army Retention Program).
2. **PURPOSE:** To establish the Commander's intent on retention counseling requirements.
3. **APPLICABILITY:** This retention counseling policy applies to all units assigned or attached to the Garrison for related retention operations.
4. **POLICY:** (Minimum Interview Requirements): Proper counseling is integral part of the Soldiering process and informs the Soldier of where he/she stands at any point. Below are the minimum requirements for retention counseling. Specific guidance can be referenced within AR 601-280 Appendix C.
 - a. **In-Processing:** Takes place within 30 days of assignment to the unit and is integration counseling. This counseling will be conducted by the Career Counselor
 - b. **Professional/Career Development:** Takes place within 90-120 days of assignment to the unit and is professional/career development counseling. This counseling is conducted by the Career Counselor
 - c. **Commander's Professional/Career Development:** Takes place annually on the BASD of the Soldier and is professional/career development counseling. This counseling is conducted by the Company/Troop Commander.
 - d. **Commander's Retention:** Takes place 20 months prior to ETS and is sustainment counseling. This counseling is conducted by the Company/Troop Commander.
 - e. **Retention:** Takes place 17-19 months prior to ETS and is sustainment counseling. This counseling is conducted by the Career Counselor.
 - f. **Retention Options:** Takes place 15-16 months prior to ETS and is sustainment counseling. This counseling is conducted by the Career Counselor.
 - g. **Retention Follow-up:** Takes place 12-13 months prior to ETS and is sustainment counseling. This counseling is conducted by the Career Counselor
 - h. **Retention Summary:** Takes place 7 months prior to ETS and is sustainment counseling. This counseling is conducted by the Career Counselor.
 - i. **Reserve Component Transition:** Takes place 365 days prior to ETS and are a Reserve Component Benefits and Options counseling. This counseling is conducted by the Reserve Component Career Counselor.

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j. **Reenlistment Follow-up:** Takes place 60-90 days after the reenlistment and is career development counseling. This counseling is conducted by the Career Counselor.

k. **Change of station/Transition:** Takes place 60-90 days prior to PCS/Leave/Training Start Date or Transition Leave/ ETS and is career development counseling. This counseling is conducted by the Career Counselor.

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ANNEX D: BARS TO CONTINUE SERVICE

1. **REFERENCE:** AR 601-280 (Army Retention Program).

2. **PURPOSE:** To establish the Commander's intent on Bars to Continue Service for the purpose of denying reenlistment or extension.

3. **APPLICABILITY:** This Bar to Continue Service policy applies to all units assigned or attached to Joint Base Myer-Henderson Hall for related retention operations.

4. **POLICY:**

a. The Army's Bar to Continue Service Program is intended to put the Soldier on notice that:

(1) Soldier is not a candidate for reenlistment.

(2) Soldier may be a candidate for separation if the circumstances that led to the bar are not overcome.

b. Bars to Continue are designed as a tool to assist Commanders to monitor Soldiers with minor substandard performance and allow the Soldier to improve and become a quality Soldier. If the Soldier is being considered for a separation action, a Bar to Continue Services may be initiated as part of the separation action.

c. The DA Form 4126-R (Bar to Continue Service) will be used for all bars. As this form becomes part of the Soldier's official personnel file, it is important that the DA Form 4126-R be error free and that all enclosures be completely legible. Failure to submit error free DA Form 4126-R or legible enclosures could result in delays in the processing of the request, or its return without action. Key Areas of the DA Form 4126-R are:

(1) The Bar to Continue Service is addressed from Company Commander, through the Soldier being barred to the next higher commander.

(2) Items 5 through 9 are self-explanatory.

(3) Item 10. Will reflect the Soldier's total Active Service on the date the Bar was initiated. This is required in order to determine the approval authority.

(4) Item 11. List all Courts-martial convictions by type, offense, sentence, date, adjudication, and approved. For each court-martial listed, ensure that a clear copy is attached as an enclosure. If none, state so.

(5) Item 12. List all Article 15s by date, specific offense, sentence and article. For each Article 15 listed; ensure that a clear copy of the DA Form 2627 is attached as an enclosure. If none, state so.

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(6) Item 13. List all records of non-payment of just debts by date, counseling, and results. For each letter listed ensure, a clear copy is enclosed. If none, state so.

(7) Item 14. IAW AR 601-280, the initiating Commander will summarize the basis for his intent to initiate a Bar to Continue Services procedures. The Commander's statement must be based on specific incidents that can be substantiated by counseling statements or other supporting documents. If desired the Commander may use a separate sheet for his statement.

(8) Section II: Soldier's review. Upon completion of Section I, the initiating Commander will counsel the Soldier and allow the Soldier 7 days for review and composition of a statement. (NOTE: A General Counseling DA Form 4856 should be used and retained with the bar)

(9) Section III: This section will be used by the Garrison Commander for approval or forwarding to the Garrison Commander.

(10) Section IV. Counseling: This section will be used by the Soldier's Commander to notify the Soldier that the Bar to Continue Service has been approved and to counsel the Soldier on his right to appeal.

5. **PROCEDURES:** The Career Counselor will review the Bar to Continue Service prior to it being presented to the Soldier for initiation. The Career Counselor will review it again for correctness before the Garrison Commander reviews for approval or forwarding to Garrison Commander for approval.

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ANNEX E: RETENTION AWARDS PROGRAM

1. **REFERENCE:** AR 601-280 (Army Retention Program) and MDW Retention SOP and the Commanding General's Reenlistment Award Program.
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 annex establishes the Garrison Retention Awards Program for all assigned or attached.
4. **POLICY:** The Retention Awards Program is designed to recognize those displaying excellence in their Retention Programs and superior achievement in attaining their assigned annual objectives. The success of the retention program depends on effective leadership, vigorous command involvement and aggressive programs at all organizational levels. This success is an indicator of the quality of leadership exhibited by Officers and NCOs. Mission success is measured by 100% achievement of the Commander's objectives in the Active Army, Reserve Component and Special Mission categories. In addition to this Garrison program subordinate Commanders at each level will develop and implement a Retention Awards Program for their units.
5. **PROCEDURES:**
 - 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. Soldier/Officer Award: Soldier's or Officer's who demonstrate outstanding support of the retention effort within the Garrison will receive special recognition. Recognition can be in the form of an award, letter, trophy, plaque or similar tribute. The type of award will be at the discretion of the Commander.
 - c. The Career Counselor / Retention NCO Award: The Counselor or if there is not a Career Counselor (PMOS 79S) assigned to the Garrison, Retention NCO will be selected in accordance with the selection procedures in paragraph A above. Each will receive recognition from the Garrison Commander.

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ANNEX F: RETENTION INCENTIVES PROGRAM

1. **REFERENCES:** AR 601-280 (Army Retention Program) and MDW Retention SOP and the Commanding General's Incentive letter.
2. **PURPOSE:** To establish the JBM-HH Garrison Commander's intent on Soldier Incentives for Reenlisting within the Garrison.
3. **APPLICABILITY:** This Annex establishes the Garrison Reenlistment Incentive for all Soldiers assigned or attached to the JBM-HH Garrison.
4. **POLICY:** It is incumbent on all of us to keep good Soldiers in the Army. The ability to do this well requires an everyday involvement with Soldiers coupled with knowledge to properly inform them of their options. Everyone in the chain of command is responsible for reenlistment because it is a command responsibility. Reenlistment will be the subject for each and every counseling session, beginning with the Soldier's arrival in the unit. All leaders are here by challenged to create a good atmosphere and professionally rewarding experience for the soldiers in their assigned positions. This too, is an everyday affair. If the leadership is inspiring, then good Soldiers will be inspired to reenlist. It is the chain of command's responsibility to sell the quality Soldier on the Army and the Career Counselor's responsibility to sell the options available to the Soldier. All NCOs and Officers should talk informally and individually to all Soldiers whether they are in the reenlistment eligibility window or not.

5. PROCEDURES:

a. In order to provide tangible recognition for Soldiers who reenlist, the following incentive awards will be given to each reenlistee and those Soldiers enlisting or transferring to the Army National Guard (ARNG) or U.S. Army Reserves. In addition, those Soldiers who participate in the Special Programs, which include Green to Gold, Warrant Officer Training, U.S. Military Academy Preparatory School (USMAPS) or Officer Candidate School (OCS), will be given the same incentives.

(1) A four-day pass including two full duty days, to be taken within 60 days after the reenlistment for the Current Station Stabilization Reenlistment Option for three or more years.

(2) The day of reenlistment and the day after are non-duty days and will be used for processing of personal actions related to reenlistment.

b. Reenlistee's receiving an incentive award but not able to immediately take advantage of it due to deployment or field training exercises will be afforded the opportunity to take the incentive award after completion of deployment or field exercise at the Company Commander's discretion. Subordinate Commanders will set up an incentive awards program for their unit. This program should add or mirror to the Commanding General's Incentive and the Garrison s Incentive program.

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ANNEX G: EDUCATIONAL INCENTIVE PROGRAM

1. **REFERENCE:** AR 601-280 (Army Retention Program) and MDW Retention SOP.

2. **PURPOSE:** To establish the Garrison Commander's intent for the Education Incentive Reenlistment policy letter.

3. **APPLICABILITY:** This Annex establishes the Garrison Reenlistment Education Incentive for Initial Term and Mid-Career Soldiers assigned or attached to the JBM-HH Garrison.

4. **POLICY:**

a. This incentive is a local program established to promote education and stabilization. Eligible Initial Term and Mid-Career Soldiers who elect to participate in the Reenlistment Education Incentive will:

(1) Reenlist for a minimum of three years for Current Station Stabilization Reenlistment Option.

(2) Reenlistment must change current ETS date by 12 or more months.

(3) Required to have six months stabilization left from date of acceptance from Company Commander.

b. Participate in a least two full classes of college or trade school for a minimum of six semester hours for a period of one semester not to exceed six months. Participates will be required to be present for duty for Physical Training or first formation whichever is accountability formation. The Soldier's duty day will be determined by Soldier's class schedule. The Commander or 1SG will monitor the Soldier's class scheduled and establish the Soldier's duty day as to conform to the class schedule. If the Soldier has classes in the morning then the soldier will be present for duty in the afternoon, if the Soldier has classes in the afternoon then the Soldier will be present for duty in the morning. Additional time off for study purposes will be at the Commander's discretion. Soldiers are responsible for attending scheduled APFTs, Weapons Qualification ranges, and Unit level Common Tasks Training events.

c. Soldiers are required to maintain a 2.0 grade point average for the semester or subject to the Commander's discretion be relieved from the program.

d. Attend classes at a regionally accredited institution that offers vocational and /or college level courses.

e. Begin their educational training within six months from date of reenlistment. Exception to this criteria are deployed Soldiers. Those Soldiers will begin classes within six months from date returning to MDW.

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f. Participants will be responsible for all expenses incurred in connection with schooling. All forms of education assistance authorized through the Army Education System may be used when authorized and available. Soldiers can obtain details from the MDW Education Office and Education Counselor.

g. Eligible Soldiers who are restricted to Regular Army Reenlistment Option due to MOS Strength in the Excellence in Retention Program or Retention Control Point (RCP) will be evaluated on a case-by-case basis.

h. Company Commanders are encouraged to establish a local policy that allows Career Soldiers to take advantage of further education opportunities.

5. SPECIFIC REQUIREMENTS:

a. INFORMATION FOR THE SOLDIER:

(1) This incentive is available to qualified Initial Term and Mid-Career Soldiers who reenlist for three or more years with stabilization within the Garrison at MDW.

(2) At a minimum participant must be a high school graduate or equivalent (GED).

(3) Participant must complete at least two full classes of college or trade school for a minimum of six semester hours for a period not to exceed six months or one semester. Classes must begin within six months from date of reenlistment with the exception of deployed Soldiers. They must begin their class within six months from returning to MDW.

(4) A representative of the MDW Education Center will counsel all Soldiers for this Option using the Memorandum of Understanding (see attached forms).

(5) Soldiers must maintain satisfactory grades and strict attendance as determined by the Education Institution. Soldiers cited for any disciplinary infractions, or Soldiers not maintaining satisfactory grades and attendance will be subject for immediate termination from this incentive. Termination approval authority is the Garrison Commander. Termination notice will cite the specific reason(s) for termination and be accompanied by a DA Form 4856 (General Counseling Form).

(6) The Soldier will be required to report to the Commander monthly or as established by the Commander with an academic progress report.

b. INFORMATION FOR THE COMMANDER: Commanders will ensure:

(1) At no time, will more than 5% of assigned strength be registered and attending school during duty hours.

(2) Education Counseling and Memorandum of Understanding is signed by Soldier and Education Counselor prior to the Commander determining the Soldier's Duty hours.

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(3) Required individual training is tailored to meet the Soldier's schedule to preclude disruption of school attendance.

(4) Soldiers are exempt from duty rosters, details, field exercises, and training (except training indicated in paragraph 4B above) that would interfere with the educational program.

(5) Closely monitor the Soldier's progress to ensure that the Soldier is in compliance with established parameters of the program. That the Soldier has minimum course load, passing grades, attendance records, and scheduled training is accomplished.

6. **PROCESSING:** The completed Memorandum of Understanding and a DA Form 3340-R (Request for Regular Army Reenlistment) will be forwarded to the Garrison Career Counselor for processing(See Supplement). Termination notices will be forwarded through retention channels to the Garrison Senior Career Counselor for posting in Soldier's file and a copy sent to the Education Center to notify the Educational Institution.

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Supplement to Annex G:

MEMORANDUM OF UNDERSTANDING

JBM-HH Garrison EDUCATION INCENTIVE PROGRAM CERTIFICATE

PRIVACY ACT STATEMENT

AUTHORITY: Title 44, USC 3101. PURPOSE: To verify a Soldier's participation in the MDW Reenlistment Education Option Program. ROUTINE USES: Utilized by Unit Commander, Retention Personnel, and Education Counselor to document a Soldier's attendance in a civilian education program. CONSEQUENCES OF FAILING TO PROVIDE THE REQUIRED INFORMATION: Disclosure of SSN is voluntary and will not affect the Soldier's participation in this reenlistment incentive.

1. I _____, _____, _____, _____
(NAME) (GRADE) (SSN) (UNIT)

having reenlisted on this date ____/____/____ for:
(YYYY/MM/DD)

_____ TABLE E-2, Current Station Stabilization Reenlistment Option,
-or-
_____ TABLE E-1, Regular Army Reenlistment Option (as an exception)

Elect to participate in the JBM-HH Garrison Education Incentive Program, I have been counseled by a representative of the MDW Education Center concerning my educational requirements, course availability, funding, qualifications, and attendance. I have selected the following program:

- a. Vocational Technical Program.
- b. Undergraduate / Postgraduate College Study Program.
- c. Other: _____

2. I plan to enroll in the following courses of study:

Hours	Course Title	Credit
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JBM-HH Garrison Education Form

STATEMENT OF UNDERSTANDING EDUCATION INCENTIVE

3. Education Center's Verification:

NAME _____ TITLE _____

Signature _____ Date _____

4. Soldier's Statement of Understanding:

I have read the terms and conditions of the JBM-HH Garrison Education Incentive program and understand that funding for my education is an individual responsibility that is neither guaranteed by nor tied to a contractual obligation of my reenlistment. Although tuition assistance is provided by the MDW Education Center, its availability may be limited. If the budget is expended prior to my submission for tuition assistance, I will have to use alternate means to fund my education.

I understand that I must maintain satisfactory academic progress and attendance throughout the entire education period. Failure to do so will void the educational guarantees of this program.

Signature _____ Date _____

5. Unit Commanders Authorization:

_____ participation in this education program

(Soldiers name)

will cover the period _____ through _____

(YYYY/MM/DD)

(YYYY/MM/DD)

Participation will not exceed one semester and the through date will not be later than the stabilization end date.

(Commander's Name) (Grade)

(Unit)

Signature _____ Date _____

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Annex H: TRAINING AND INSPECTIONS

1. **REFERENCE:** AR 601-280 (Army Retention Program), MDW Retention SOP and FORSCOM Inspection Checklist.

2. **PURPOSE:** To establish a Garrison training and inspections procedure.

3. **OBJECTIVE:** To ensure units are in compliance with JBM-HH Garrison retention policies and fully trained with all the necessary tools to accomplish the Garrison s retention mission.

4. **POLICY:**

a. **INSPECTIONS:** Semi-annual inspections for Garrison s will be conducted in October and April. The JBM-HH Garrison Career Counselor will inspect all the Reenlistment Programs for data accuracy IAW MDW and FORSCOM inspection policies. All Career Counselors / Full-time Retention NCOs that cannot attend this due to special circumstances must contact the JBM-HH Garrison senior career counselor to schedule a makeup inspection.

b. **TRAINING:** The JBM-HH Garrison Senior Career Counselor will conduct training in the form of weekly strategy meetings and monthly training sessions. The JBM-HH Garrison Senior Career Counselor will publish and maintain a record of all training session. All Garrison Career Counselors / Full-time Retention NCOs are required to attend. All Career Counselors / Full-time Retention NCOs that cannot attend this due to special circumstances must contact the JBM-HH Garrison Senior Career Counselor to schedule a makeup inspection.

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ANNEX I: CONTINGENCY OPERATIONS

1. **PURPOSE:** To establish a JBM-HH Garrison contingency plan for deployment that will continue to support the Soldiers of the JBM-HH Garrison regardless of their mission or location in the world.

2. **REFERENCE:** AR 601-280 (Army Retention Program) and MDW Retention SOP.

3. **APPLICABILITY:** This Contingency Plan applies to all units assigned to, or attached for related retention operations.

4. **GENERAL:** Within all JBM-HH elements, reenlistment will continue through all deployments. Contingency operations and all phases of mobilization programs, unless specifically terminated by HQDA.

5. **OBJECTIVE:** To ensure the Soldiers within the JBM-HH Garrison /Garrison continue to receive the retention support both in a deployed and non-deployed status.

6. POLICY:

a. Within the JBM-HH Garrison /Garrison, the Garrison Commander and Garrison Command Sergeant Major along with the JBM-HH Garrison Senior Career Counselor will deploy in support of the units.

b. The Garrison Career Counselor will deploy with their unit. It is the responsibility of the JBM-HH Garrison /Garrison Retention Office to implement the JBM-HH Garrison /Garrison deployment plan consisting of all items necessary for the Career Counselors and Reenlistment NCOs to deploy with little or no advance warning.

c. The JBM-HH Garrison /Garrison Career Counselor or Reenlistment NCO, will at a minimum, put together the required items necessary to sustain their unit for 120-day deployment. See supplement (a) attached.

7. RESPONSIBILITIES:

a. Upon notification of deployment, or within 15 working days after the deployment in the case of a no notice deployment, the Garrison Reenlistment NCO along with the servicing Career Counselor, will ensure all deployed Soldiers personnel records are screened to determine eligibility and all Soldiers are prepared on RETAIN System.

b. The rear detachment Career Counselor will continue to support those units and Soldiers not deployed. Additionally, every Soldier unable to meet the reenlistment commitments previously reenlisted for stabilization, retraining or reassignment will be identified.

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c. All Career Counselors and Reenlistment NCOs slated for deployment will coordinate with the Senior Career Counselor for RETAIN LOCIDs and automated equipment while deployed.

d. During the deployment the Career Counselor and the Reenlistment NCO will remain under the direct control of the Commander and Command Sergeant Major. The Reenlistment NCO will be utilized for reenlistment actions only, unless reenlistment actions have been terminated by HQDA. If reenlistments are terminated by HQDA, the Commander / CSM will use the Reenlistment NCO as they feel the most useful to the Garrison. Upon reinstatement of reenlistment actions, the Reenlistment NCO will resume reenlistment duties.

e. Upon arrival in the theater of operation, the Career Counselor and Reenlistment NCO will establish and maintain liaison with the Senior Career Counselor who will maintain communications with the Senior Retention element in theater. Additionally, they must establish telephonic or electronic communications with the rear support cell in CONUS, and obtain the required transportation within their area of responsibilities.

f. At no time will a Career Counselor (PMOS 79S) be utilized for any purpose not directly related to the reenlistment mission unless reenlistment actions are terminated by HQDA. This includes EOC NCO, Driver, TOC/TAC NCO or any other task not related with reenlistment. The Career Counselor is part of the Installation or Commanders Special Staff and will be utilized as such.

8. The ability to adapt to any situation during deployment will ensure that the reenlistment process does not stop. Our Soldiers deserve nothing less than total commitment to them during deployment and their future in the Army.

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CONTINGENCY OPERATIONS: Addendum A

Reference: Annex I: Contingency Operations

1. Items required to support reenlistment during deployment:

A. At a minimum, 1 vehicle with a driver will be available for the use of the deployed Career Counselors and Reenlistment NCOs to support the reenlistment actions. If a driver cannot be provided, the deploying unit will ensure that the Retention NCO is certified and qualified as the specific vehicle driver.

B. The deploying unit will ensure that the Retention Cell has a dedicated phone line for theater and worldwide access, (2) LAN lines with dedicated IP Address, adequate office space and access to copy machines and co-located with the Special Staff section.

C. The deploying unit S1 will provide a correct manifest of all deploying Soldiers assigned or attached NLT 15 working days prior to debarkation. Additionally, the Career Counselor (PMOS 79S) will be manifested as part of the Commanders Special Staff or as part of the Installation support element.

D. All reenlistment containers will be accounted for and shipped with the parent HHC, Company for each PMOS 79 Career Counselor.

E. Computer equipment / electronic equipment:

1. One Laptop, with internal modem capabilities with the following programs installed. Window 7, e-mail capabilities, RETAIN, EDAS, SAM Keystone Client.
2. Printers-LaserJet and Color.
3. All connector cables, extension cords 110 and 220, transformer if needed in theater of operation, extra fuses and power savers.
4. ScanSnap scanner.
5. Digital Camera.
6. CDRW discs (min 4GB)
7. Complete retention packets on all Soldiers 24 months out.
8. Copy paper.
9. Misc. office supplies.
10. Two large black Tuff Boxes with wheels.
11. U.S. Flag
12. Certificate Binder (min. 300).
13. Discharge Certificates (min. 300).
14. Oath of Reenlistment Certificates (min. 300).

2. **NOTE:** All above items will be in a 120-day supply and maintained in garrison before alerted for deployment.