



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATCL-HHC

03 October 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army Combined Arms Support Command (CASCOM)

SUBJECT: Company Command Policy Letter 18-4 –Retention Incentive Program for Fiscal Year 2019-2020

1. **Purpose:** This memorandum establishes guidelines, policy, and procedures regarding reenlistment for HHC, CASCOM. This incentive program is established to enhance the effectiveness of the Total Army Retention Program.
2. **Applicability:** This policy applies to all Soldiers assigned and attached to HHC, CASCOM who re-enlist in the Regular Army or transfer to the National Guard or United States Army Reserve Component.
3. **References:** Army Regulation (AR) 601-280, Army Retention Program, 1 April 2016.
4. **Policy:** The Army Retention Incentive Program is designed to enhance commanders' abilities to accomplish Army retention, attrition and transition missions and goals.
5. Incentives are established as follows:
 - a. Soldiers reenlisting for an option other than stabilization will be authorized 30 days exemption from ALL roster type duties. **Any duty that was scheduled prior to reenlistment must be performed. Exemption period will start after duty is performed.**
 - b. All Soldiers reenlisting will receive a four day pass, including two full duty days in conjunction with a weekend, to be taken within 90 days after reenlistment. This also applies to Soldiers that transfer into the National Guard or United States Army Reserve.
 - c. After completion of the reenlistment ceremony, the Soldier will be in a non-duty status for the remainder of the day.
6. Ultimately, retention is a Commander's responsibility, but it takes all leaders to ensure we keep great Soldiers in our Army. The company commander will conduct in-

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person interviews for all service members prior to signing associated reenlistment documents, and these will be scheduled only after consultation with the HHC First Sergeant. Specifically, service members should be prepared to discuss their performance as described on their past three performance reviews and their five year plan.

7. This policy is in effect until superseded or rescinded.
8. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.



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CPT, LG
Commanding