



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, 551ST SIGNAL BATTALION
BLDG 25605 BARNES AVE
FORT GORDON, GEORGIA 30905

ATZH-TBB

1 October 2016

MEMORANDUM FOR RECORD

SUBJECT: Policy Memorandum No. 6 – Battalion Retention Program

1. Reference AR 601-280, Army Retention Program, dated 1 April 2016
2. As the Battalion Retention Officer I want to ensure that all leaders are constantly involved in the Battalion's Retention Program. What we do affects the development of Soldiers and influences their decision to stay in the Army. Commanders will do their part in maintaining the Army's end-strength by doing everything they can to reenlist their best Soldiers.
3. To retain a sufficient number of high-quality Soldiers, leaders must make a commitment to their well-being. Such a commitment encourages retention and helps maintain esprit de corps. Leaders must recognize that the decision to reenlist or separate from the Army is a personal one between the Soldier and his or her family. To help them make that decision, leaders will ensure that retention-counseling personnel are available and provide Soldiers and their families with the information they need to make an informed decision.
4. When advising Soldiers, leaders and retention-counseling personnel will ensure that Soldiers are aware of the Reserve Component (RC). The RC is an integral part of the commander's total retention program and a vital part of our national defense. Leaders therefore must encourage high-quality Soldiers who choose not to continue active service to consider RC options.
5. Company Commanders will establish a retention awards program to recognize their unit reenlistment achievements. Commanders will also recognize Soldiers who reenlist, enter the BEAR Program, or decide to become part of the RC by giving them a 4-day pass on my behalf and be exempt from the duty roster for 30 days.
6. Company commanders will conduct a quarterly review of all Soldiers who are entering their reenlistment window to determine their eligibility.
7. The point of contact for this memorandum is SSG George Patterson at george.d.patterson8.mil@mail.mil or (706) 791-5788.

A handwritten signature in black ink, reading "Alton J. Johnson", is positioned above the typed name.

ALTON J. JOHNSON
LTC, SC
Commanding