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DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
SUSTAINMENT CENTER OF EXCELLENCE
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

FORT LEE POLICY NO: 07-10

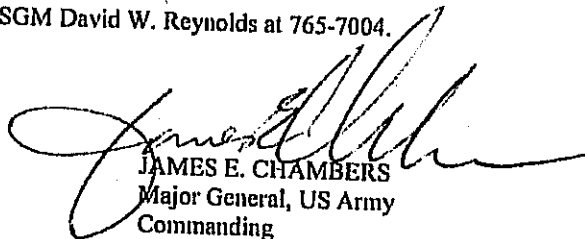
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ATCL-CG

MEMORANDUM FOR RECORD

SUBJECT: Commanding General's Retention Incentive Program

1. References: AR 601-280, (Personnel Procurement – Army Retention Program)
2. Purpose. To establish a Retention Incentive Program designed to acknowledge the commitment of our Soldiers who make the decision to remain a part of the US Army Combined Arms Support Command & Sustainment Center of Excellence (CASCOM/SCoE) and Army Team.
3. Recognition is given to all Soldiers who commit to any of the following: reenlistment in the Regular Army; extending under the provisions of the Bonus, Extension And Retraining program (BEAR); acceptance into a commissioning program (USMAPS, ROTC G2G, AECP, OCS or WOC); or enlisting/transferring into a Troop Program Unit of the US Army Reserve or the Army National Guard. The CASCOM/SCoE extends the privilege of reenlistment in the regular army or transition into a troop program unit of the reserve components to only those Soldiers who maintain and demonstrate the potential for future service.
4. Personnel Recognition:
 - a. All Soldiers who Reenlist or Extend in the BEAR program will receive a Commanding General's 4-Day Pass to be taken within 90 days of their reenlistment ceremony or BEAR extension.
 - b. All Soldiers who Enlist or Transfer to a troop program unit of the Reserve Component or are accepted into a commissioning program (USMAPS, ROTC G2G, AECP, OCS, or WOC) will receive a Commanding General's 3-Day Pass to be taken prior to them beginning transitional leave or departure to school.
5. All subordinate commands are required to establish a Retention Incentive Program by policy letter, dated and signed by the unit commander, to recognize quality Soldiers for reenlisting. Additionally, special recognition or awards should be given to assigned officers and NCOs who demonstrate outstanding support of the retention efforts within the command. Recognition may be in any form deemed appropriate by the commander.
6. This program memorandum supersedes all previous editions.
7. Point of contact for this memorandum is SGM David W. Reynolds at 765-7004.


JAMES E. CHAMBERS
Major General, US Army
Commanding

Retention Allowance Service Agreement

- A. LOCATION _____
- B. TITLE, SERIES, GRADE _____
- C. ANNUAL PAY: _____
- D. AMT OF BONUS _____
- E: CPCN _____
- F: EFFECTIVE DATE: _____
- G. EXPIRATION DATE: _____

EMPLOYEE'S STATEMENT

I understand that:

- a. I will be paid in the same manner and at the same time as basic pay, although, it shall not be considered part of basic pay.
- b. I understand this allowance is subject to the aggregate limitation on pay as prescribed in the regulations.
- c. I understand this allowance is considered income for tax purposes.
- d. I understand the necessity of an annual review in relation to continuing payment of the retention allowance and that the allowance may be paid as long as conditions warrant continuation of payment.

Name (Typed)	Grade	SSN
Signature	Date	
Approving Official (Typed Name, Grade, Title)		
Signature	Date	
Human Resources Director (Typed Name, Grade, Title)		
Signature	Date	

Recruitment/Relocation Bonus Service Agreement

A. LOCATION _____
B. TITLE, SERIES, GRADE _____
C. ANNUAL PAY: _____
D. AMT OF BONUS _____
E: CPCN _____
F: EFFECTIVE DATE: _____
G. EXPIRATION DATE: _____

EMPLOYEE'S STATEMENT

I understand that:

- a. As a condition of accepting the bonus, I will remain in the above position from the effective date at least through the expiration date of this agreement, unless the agreement is terminated sooner as indicated below.
- b. If my employment in the position shown above is terminated during the period of agreement at the convenience of the Government, I will be entitled to retain the entire bonus.
- c. If my employment in the position is terminated during the period of the agreement at my request, or as a result of misrepresentation or misconduct, I will be required to refund the unearned portion of the bonus.
- d. The bonus is not considered basic pay for computing overtime, retirement, insurance entitlement, or other benefits based on basic pay.
- e. This agreement does not, in any way, commit the Government to continue my employment until the expiration date.

Name (Typed)	Grade	SSN
Signature	Date	
Approving Official (Typed Name, Grade, Title)		
Signature	Date	
Human Resources Director (Typed Name, Grade, Title)		
Signature	Date	