



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 3<sup>RD</sup> BATTALION, 2<sup>ND</sup> AIR DEFENSE ARTILLERY REGIMENT  
3906 MOW-WAY ROAD  
FORT SILL, OKLAHOMA 73503

AFVL-RTB-BC

12 June 2019

MEMORANDUM FOR All Soldiers Assigned/Attached to the 3-2 ADA Battalion

SUBJECT: Policy Letter #13 – Reenlistment Incentive and Awards

1. Reference: AR 601-280, Army Retention Program, dated 1 April 2016
2. All Soldiers should be commended for continuing to serve our great Nation by reenlisting for active duty or by enlisting into the Army National Guard/Reserves. As such, this command will recognize their dedication by offering the following reenlistment incentives:
  - a. Any Soldier who reenlists for active duty, or transfers with the National Guard/Reserve Component, will receive a 4 day pass to be taken within 60 days after reenlistment, and get the remainder of the day off.
  - b. Soldiers who reenlist will be exempt from the Battalion duty roster for 30 days after reenlistment; however, any duty previously scheduled will be performed.
  - c. Soldiers who reenlist for Current Station Stabilization, Regular Army Reenlistment Option (resulting in stabilization), or under the NCO Career Status Program will be offered a second four day pass to be taken within 180 days of reenlistment.
3. IAW the above reference, all units are required to establish a Retention Awards Program to recognize retention achievements of units and unit retention NCO's that meet their assigned retention objectives in all categories. The following Retention Awards Program is in effect for the 3-2 ADA BN:
  - a. Each Battery/Company that achieved 100% in each reenlistment category, to include reserve component for all four quarters will receive a plaque by Brigade Retention to be placed in their orderly room.
  - b. Each Battery/Company Retention NCO will be recommended for an Army Achievement Medal, Certificate of Appreciation for their Spouse if eligible, and granted a four day pass. Awards will be presented at the end of the fiscal year in which all retention objectives are met.
4. Individual units are also required to establish a separate Retention Incentive and Awards Program and Unit Retention NCO's will post both a copy of this incentive and awards policy and the unit incentive and awards policy on their retention boards. Retention NCO's will also maintain a copy of both in their administrative files.

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5. A copy of this policy will be permanently posted on unit bulletin boards. Unit Commanders will ensure each Soldier is briefed on the provisions and conditions of this policy during the Soldier's initial unit orientation.

LOURDES A. COSTAS  
LTC, AD  
Commanding