



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST INFANTRY DIVISION and FORT RILEY  
BUILDING 580, 1ST DIVISION ROAD  
FORT RILEY, KANSAS 66442-7000

AFZN-CG

22 August 2024

COMMANDER'S POLICY MEMORANDUM #10

SUBJECT: Retention Incentive and Education Incentive Program

**1. References:**

- a. Army Regulation (AR) 601-280, The Army Retention Program, 14 May 2023.
- b. Department of the Army Pamphlet (DA PAM) 601-280, Army Retention Program Procedures, 14 July 2023.
- c. III Armored Corps Retention Program Memorandum of Instruction (MOI), 03 February 2023.
- d. 1st Infantry Division Retention Program MOI, 01 October 2023.

**2. Purpose:** To recognize Soldiers who choose to remain on the Army team by continuing service in the United States Army whether in an Active, Reserve, or National Guard Component through reenlistment, extension, officer commissioning program, or warrant officer commissioning program.

**3. Applicability:** All Soldiers who reenlist, extend, or are approved acceptance into an officer or warrant officer commission program while assigned or attached to the 1st Infantry Division.

**4. Reenlistment Incentives:**

a. Rest of the Day Off. The day of the reenlistment ceremony the Soldier will be released from duty and be free from any roster type duties after the oath of reenlistment has been administered. This ceremony will be carried out at the earliest time possible, after accountability and PT, in order to maximize time off. If predetermined mission requirements exist, compensation will be made at the earliest day available upon return to home station or end of training.

b. Next Day Off. The day after reenlistment the Soldier and their spouse if dual military and assigned to Fort Riley, Kansas, will be a day of no scheduled activities (DONSA) and free of any roster type duties. This time is intended for personal affairs and should include appointments for new ID cards and/or DEERS updates for dependents of Soldier(s) and/or time with their families or visitors for their reenlistment ceremony.

c. Four-Day Pass. The Soldier will be awarded a four-day pass at their convenience, provided it is taken in conjunction with a weekend and is not in conflict with mission requirements. Pass must be taken within 90 days of the reenlistment ceremony or return from deployment, extended training, or schools (if reenlistment was conducted while deployed, in training, or while in military schools).

d. Inter-post Transfer. Soldiers who reenlist for the Current Station Stabilization Option, may request reassignment to another brigade within the 1st Infantry Division. The request must be processed and approved by the losing and gaining Brigade Command Sergeants Major (CSM) prior to reenlistment. The Soldier's servicing Career Counselor will submit a Letter of Release from their current Brigade CSM and a Letter of Acceptance from the new Brigade CSM to Division Retention prior to reenlistment. After reenlistment the Division G-1 will execute PCA orders for the Soldier after the reenlistment is complete.

#### **5. Extension Incentives:**

a. The day of the extension the Soldier will be released from duty and be free from any roster type duties. This release will be carried out at the earliest time possible, after accountability and PT, in order to maximize time off. If predetermined mission requirements exist, compensation will be made at the earliest day available upon return to home station or end of training.

b. The day after extension the Soldier, and their spouse if dual military and assigned to Fort Riley, Kansas, will be a day of no scheduled activities (DONSA) and free of any roster type duties. This time is intended to take care of personal affairs and should include appointments for new ID cards and/or DEERS updates for dependents of Soldier(s) and/or time with their families.

c. If the extension exceeds 12 months, the Soldier will be awarded a four-day pass at their convenience, provided it is taken in conjunction with a weekend and is not in conflict with mission requirements. Pass must be taken within 90 days of the reenlistment ceremony or return from deployment, extended training, or schools (if reenlistment was conducted while deployed, in training, or while in military schools).

d. If the extension exceeds 3 months, but is not 12 months or more, the Soldier will be awarded a three-day pass at their convenience, provided it is taken in conjunction with a weekend and is not in conflict with mission requirements. Pass must be taken within 90 days of the reenlistment ceremony or return from deployment, extended training, or schools (if reenlistment was conducted while deployed, in training, or while in military schools).

**6. Education Incentives:**

a. Soldiers who reenlist for Current Station Stabilization or for the Regular Army Reenlistment Option under the NCO Career Status Program option may receive education incentives. Soldiers going into the NCO Career Status Program must understand that there is no stabilization guarantee associated; these Soldiers may be reassigned at any time based on the needs of the Army in accordance with their Talent Management NCO. If reassigned, the provisions of this incentive are voided. All Soldiers must understand that this is a local reenlistment incentive, not a reenlistment option. The Army makes no guarantees (written or implied) for Soldiers that wish to take part in the incentive.

b. This program affords Soldiers a unique opportunity to attain personal educational goals and enhance professional development while continuing military service. Within the constraints of mission requirements, law, and regulation, commanders at all levels will ensure that eligible Soldiers are allowed to participate in this program. Participating Soldiers must read and comply with all provisions of this program in Appendix A, or they are subject to removal by the battalion-level commander. Soldiers will be allowed to schedule flexible duty hours in order to undertake civilian educational programs utilizing the Education Incentive Request and Approval Forms (Appendix B and C). Soldiers may pursue civilian educational requirements necessary to complete one semester of vocational or college-level studies. The Soldier (with command approval) may elect to complete required studies during day or evening classes.

7. Subordinate commands will establish a Retention Incentive Program to supplement the incentives contained in this policy memorandum. I highly encourage you to be creative and develop incentives that will stimulate your retention programs. The incentives program will be published by memorandum, dated, and signed by the current commander IAW applicable policies and regulations found in the references of this policy.

8. Point of contact for this memorandum is the 1st Infantry Division Command Career Counselor, SGM Schafer at Justin.P.Schafer.mil@army.mil or 785-239-4215.

STAY BIG RED ONE!

Encls  
Appendixes A-C



MONTÉ L. RONE  
Major General, USA  
Commanding

DISTRIBUTION: (A)

## **APPENDIX A**

### **Reenlistment Education Incentive Responsibilities.**

1. Unit commanders will ensure that:

a. Soldiers who elect the Education Incentive are processed through the Fort Riley Education Center for counseling and establishment of an education program tailored to their specific needs prior to enrollment in any course under the provisions of this incentive and prior to reenlisting.

b. Soldiers who have reenlisted for this incentive are released from all unit details that interfere with their educational programs. This applies whether the Soldier is attending classes during the day or evening. Except in the event of actual deployment, commanders will neither hinder nor prevent Soldiers' class attendance due to training exercises. Prior to the commander approving participation in this program, verification will be made with the unit training section to minimize negative effect on the unit.

c. Soldiers do not attend civilian educational institutions as their place of duty. The elected program must comply with 10 U.S.C. 2007 in order for the Soldier to qualify for tuition assistance. The following scenarios are offered to eliminate confusion but are not encompassing:

(1) Scenario 1: Sergeant Jones reenlisted for Current Station Stabilization option. He attends formation, does physical training with the command, reports to his regular place of duty and is excused early each day to attend college or technical school. This Soldier would fit the intent of current policy since the school is not the place of duty. Tuition assistance is authorized.

(2) Scenario 2: Specialist Johnson reenlisted to stay at his current installation. For the next six months he attends school full time as his duty assignment, carrying a full credit load. This case is not authorized, and tuition assistance will not be paid because college is the Soldier's place of duty.

(3) Scenario 3: Specialist Smith works the night shift and reenlisted to stay at her current assignment. She also opted to attend college during the day in conjunction with a local education option. This case would fit the intent of current policy since the Soldier's normal off-duty hours are during the day. Tuition assistance is authorized.

2. Soldiers must process through their installation education center prior to enrolling in any courses under the provisions of this incentive and prior to reenlisting. Failure to follow this procedure will void the guarantees of this incentive. The battalion-level commander may also void this incentive if the Soldier demonstrates less than satisfactory academic performance, fails to maintain height/weight and army physical fitness test (ACFT) standards, or becomes a disciplinary problem during course

attendance. Promises, either oral or in writing, made to Soldiers who fail to meet these standards will not be considered as part of a broken or unfulfilled reenlistment commitment under this incentive.

3. The Education Incentive Request in Appendix B is available from the servicing career counselor and will be used to verify a Soldier's election of this incentive. Soldiers will present the completed form to their immediate commander for approval. The company commander will approve or modify the request based on mission requirements by completing the Commander's Approval of Education Incentive Form at Appendix C. These forms will be filed with the Soldier's residual reenlistment packet, which includes the DD Form 4 and appendixes of the DD Form 4, at the servicing retention office.

**APPENDIX B****Reenlistment Education Incentive Forms****Reenlistment Education Incentive Request Form****PRIVACY ACT STATEMENT**

**AUTHORITY:** Title 44, USC 3101. **PURPOSE:** To verify a Soldier's participation in the Education Incentive Program. **ROUTINE USES:** Utilized by the unit commanders, retention personnel, and education counselors to document a Soldier's attendance in a civilian education program.

I (RANK, NAME, DODID \_\_\_\_\_) request to participate in the Education Incentive and am scheduled to reenlist for the Current Station Stabilization option. I have been counseled by a representative of the installation education center concerning my educational requirements and have selected the following program:

( ) a. Vocational Technical Program.

( ) b. Undergraduate/Postgraduate College Program.

I plan to enroll in the following courses of study (maximum 18 credit hours):

COURSE TITLE	DATES	TIMES	CREDIT HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Soldier's Statement of Understanding.** I have read the terms and conditions of the Education Reenlistment Incentive and understand that funding for my education is an individual responsibility that is neither guaranteed by nor tied to contractual obligation of my reenlistment. Although tuition assistance may be provided, its availability may be limited. I must maintain satisfactory academic progress and military standards throughout the entire education period. Failure to do so will void the educational guarantees of this incentive. I understand that I will be in a duty status during the term of participation and my duty hours will be flexibly crafted in order to allow my attendance at class.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Education Center Verification:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C****Reenlistment Education Incentive Forms****Commander's Approval of Reenlistment Education Incentive Form**1. **Soldier's name:** \_\_\_\_\_ **DODID:** \_\_\_\_\_2. **Unit Commander's Authorization** (*Check A or B*)

a. ( ) Soldier is approved to attend courses as requested. Soldier will be excused from duty in sufficient time to allow their attendance at all courses. Participation will not exceed one semester.

b. ( ) Soldier's request is modified as outlined below. Soldier will be excused from duty in sufficient time to allow their attendance at all courses. Participation will not exceed one semester.

COURSE TITLE	DATES	TIMES	CREDIT HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. **Accountability requirements** (*Check A or B*)

a. ( ) Soldier is required to make all accountability/PT formations.

b. ( ) Soldier is excused from accountability/PT formations on \_\_\_\_\_.

4. **Duty requirements** (*Check A or B*)

a. ( ) Soldier will continue to perform roster duties during participation in this program.

b. ( ) Soldier is exempt from roster duties from \_\_\_\_\_ to \_\_\_\_\_.

5. **Training requirements**

a. Soldier must take and pass the next scheduled ACFT on \_\_\_\_\_.

b. Soldier must participate in the next scheduled weapons qualification on \_\_\_\_\_.

6. **Additional Soldier requirements** \_\_\_\_\_7. **Commander**

a. Name: \_\_\_\_\_ Rank: \_\_\_\_\_

b. Unit: \_\_\_\_\_ Date: \_\_\_\_\_

c. Signature: \_\_\_\_\_