



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
EIGHTH ARMY WIGHTMAN NCO ACADEMY  
CAMP JACKSON, KOREA  
UNIT #15351  
APO AP 96258-5351

EAHC-NCOA

31 May 2013

MEMORANDUM FOR ALL WIGHTMAN NCO ACADEMY ASSIGNED SOLDIERS

SUBJECT: Commandant's Policy Letter #5, Reenlistment Incentives

1. Policies:

- a. The day after reenlistment is considered a non-duty day, except for the accomplishment of administrative processing.
- b. A four-day pass is granted to the individual and taken on a date coordinated with the First Sergeant.
- c. The Soldier is exempt from duty roster for 30 days. However, if the Soldier is already on posted duty roster, the exemption starts after the posted duty is performed.

2. Procedures:

- a. The Retention NCO informs the First Sergeant of all personnel reenlisting for purpose of duty exemption.
- b. The Soldier coordinates with the chain of command for the pass. The pass will comply with the Leave and Pass policy.
- c. The Commandant approves the 30-day exemption from the duty roster from time of notification.

DAVID L. MORGAN  
CSM, USA  
Commandant