Annex C Soldier Retention Lifecyle to OKARNG Retention SOP

INITIAL GAIN SPONSORSHIP

1. ON RAMP: Soldier assignment verified/POC verified/Address of Unit/Next drill date. Unit POC Contacted. Soldier and Sponsor assigned in Sponsorship module within RMS.

2. 1st Month Drill- Unit Sponsor meets- coordinated prior to drill with New Soldier, Sponsorship Checklist initiated by Sponsor / maintained by URNO.

3. 6th Month Drill- 1SG validates all Sponsorship activities have been completed on Sponsorship Checklist and new Soldier is signed off by 1SG. Maintained and updated by URNCO and input into RMS

CAREER COUNSELING

1. 1YR- Career counseling conducted by either CO or appointed designee, preferably 1SG, review progress over last year, issues, benefits used, benefits available (recorded and maintained by URNCO in RMS).

2. 2YR- Career counseling conducted by PSG- Review schools, PME, ACFT, benefits used. Civilian Career and plans.

3. 3YR- Career counseling conducted by 1SG- Review promotion status, PME, civilian education, civilian career, and BRS contributions.

4. 4YR- Career counseling conducted by PSG- Benefits Review, PME, Schedule for "State Retention Event".

RETENTION COUNSELING

1. 450 days to ETS- URNCO counseling on benefits available. ETS Intent Recorded. Transfer Requests Initiated OKARNG 78. Issues Recorded. (All in RMS)

2. 365 days to ETS- Commander Counsels Retention. Intent Updated and Recorded. URNCO maintains and updates in RMS. Issues Identified.

3. 270 days to ETS- Retention Counseling conducted- 1SG or PL or FLL. Maintained and updated by URNCO and documented in RMS.

4. 180 days to ETS- State RNCO reviews RMS updates for assigned area. Identifies issues and assists with processing forward state level. Annotates in RMS status of Soldier in ETS window for reporting processes.

5. 120 days to ETS- State RNCO reviews RMS. Contacts SM in 120 window. Validates notes in RMS with SM annotates updates.

6. 90 days to ETS- BDE reviews for DRB, validates information, inputs status.

7. 60 days to ETS- Review process and ensure Soldier completes Exit Survey at Crossroads.

8. 30 days to ETS- Soldier completes final drill with unit, recognized for his/her service.