NGOK-NTC-XO 08 July 2019

MEMORANDUM FOR RECORD

SUBJECT: Duty Appointment

1. Effective 08 July 2019, the following individual is assigned as:

Unit Career Counselor

SGT Smith, James K.

2. Authority: AR 140-111

3. Purpose: To assist in retention of Soldiers for as Unit Career Counselor.

4. Period: Until officially relieved or released from appointment or assignment.

5. Special Instructions: To familiarize and fulfill the requirements of the above referenced authority and the Oklahoma Retention SOP. Serve as advisor to the Commander on matters relating to unit's retention program and assist in ensuring the retention program is being administered properly. Training requirements to have the skills necessary to utilize the Retention Management System must be completed within 90 days of assignment to this duty. RMS usage is mandatory to track and review actions to ensure Soldiers are properly counseled and advised to have the best opportunities afforded during their military career.

JAMES T. JONES LTC, IN, USA
Dep BDE Commander

DISTRIBUTION:
Individual Concerned Unit File