Annex Q Workflow Diagram to OKARNG Retention SOP

OKARNG RMS FLOWCHART FULLY QUALIFIED

Unit

- Unit Completes extension; uploads documents
- Transfers to Battalion work bucket

BN

- Battalion QC's documents
- Transfers to Brigade work bucket

BDE

- Brigade QC's documents
- Transfers to State work bucket

State

- If extension has an incentive attached, IM pulls documents and transfers to GIMS
- If no incentive is attached State Retention NCO performs final QC
- Case is pushed to IPPS-A work bucket

IPPS-A

- System updates ETS date and contractual obligation Date in IPPS-A. As soon ETS Date reflects in RMS, case moves to Completed work bucket until end of month.

OKARNG RMS FLOWCHART UN-QUALIFIED

Unit

- Unit completes extension
- Transfers to Battalion work bucket

- Unit uploads documents and waiver
- Transfers to Battalion work bucket for approval

BN

- Battalion QC's documents
- Transfers to Brigade work bucket

- Battalion QC's documents and waiver
- Transfers to Brigade work bucket for approval

BDE

- Brigade QC's documents
- Transfers to State work bucket

- Brigade QC's documents and waiver
- Transfers to State work bucket for approval

State

- State Retention NCO performs final QC
- Case is pushed to IPPS-A work bucket

- Sign and return waiver to unit of origin

IPPS-A

- System updates ETS date and contractual obligation Date in IPPS-A. As soon ETS Date reflects in RMS, case moves to Completed work bucket until end of month.

States have 30 calendar days upon creation of an incentive contract to upload the signed DA Form 4836 and signed bonus addendum into RMS. Approved extension/bonus addendum must be uploaded in GIMS within 30 calendar days. Failure to appropriately upload these signed documents will result in contract invalidation. It is highly recommended that the extension/bonus contract are at each level no more than five calendar days.