DEPARTMENT OF THE ARMY
JOINT FORCE HEADQUARTERS
3501 MILITARY CIRCLE
OKLAHOMA CITY, OKLAHOMA 73111-4305

NGOK-MPD 02 June 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: State Career Counselor Roles and Responsibilities

1. The State Career Counselor is a state level asset, with the intent to be a force multiplier at the brigade level. The team is comprised of four State Career Counselor NCOs, an OIC, and civilian federal employee. This is memorandum is a baseline on the roles and responsibilities of the team.

a. There are four State Career Counselor NCOs, broken down in areas of responsibility that align with each MACOM.

(1) Two Soldiers assist the 45th IBCT.

(2) One Soldier assist the 45th FAB, JFHQ, and Camp Gruber.

(3) One Soldier assist the 90th Troop Command.

b. The State Career Counselor NCOs jobs and responsibilities are listed below.

(1) Manage Retention Management Software (RMS) at the Brigade level. They review, process all brigade level extensions and then forward to state.

(2) Manage a training program for the Brigade which trains and tracks Unit Career Counselors (UCC) at the battalion and unit level.

(3) Acts as an advisor for retention issues and retention policies to the Brigade S1, BDE AO, and Brigade Commander, to include but not limited to:

(a) Retention Evaluation Metrics

(b) Unit Assessment

(c) Attrition Analysis

(d) Exit Survey Assessment

(4) Assist with completing extensions that are high priority or on a case-by-case basis.

(a) The intent is for Unit Administrators, Readiness NCOs, and Battalion S1s to complete extensions and bonus addendums.

(b) The State Career Counselor NCOs are available to assist, if needed, at the battalion and unit level if requested by the brigade.

(5) State Career Counselor NCOs are expected to drill with the Brigade Headquarters and be available throughout the drill weekend. They are also expected to assist in any annual training retention events or training. The intent is for the State Career Counselor NCO to drill one weekend a month with a MACOM Headquarters, unless requested to assist at the battalion level on an alternate weekend. The priority of work (which battalion, unit) that they work with for that month is coordinated between the State Career Counselor NCO and BDE S1.

(6) State Career Counselor NCOs are available to train company level commander's, first sergeants, company/battalion level UCCs on the use of the Directors Personnel Readiness Overview (DPRO) and RMS.

(7) State Career Counselor NCOs rotate quarterly to assist with Cross-Roads. It is their responsibility to coordinate with the MACOMs for dates that they will not be available.

(8) State Career Counselor NCOs coordinate pickup and delivery of Extend to Defend items with respective battalion level (or unit) representatives.

2. Point of contact is MAJ Roberts, Stephen at 405-228-5368 or stephen.p.roberts16.mil@army.mil.

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DISTRIBUTION:
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Battalion S1s
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Readiness NCOs
Unit Administrators