OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3501 MILITARY CIRCLE
OKLAHOMA CITY, OK 73111-4305

NGOK-MPD 25 September 2024

MEMORANDUM OF INSTRUCTION

SUBJECT: Annual Commanders Retention Trophy

1. PURPOSE: To provide guidance for the Annual Commanders Retention Trophy.

2. INTENT: To instill esprit de corps and competitiveness in and between organizations.

3. EXECUTION: The Commander's Retention Trophy is a 12-month (FY) competition between like battalions.

- The Commander's Retention Trophy is an annual trophy awarded to the battalions with the highest Directors Personnel Readiness Overview (DPRO) Retention Mission percentage. It has two competitive categories, large and small. A large battalion is an organization that has 40 or more Soldiers in their retention window on the first day of the FY. While a small battalion has 39 or less Soldiers in their retention window on the first day of the FY.

(a) Extensions outside of the 365-day extension window and extensions less than a year do not count for DPRO or the competition.

(b) Extensions within the extension window and extensions greater than a year count for DPRO and the competition.

(c) At the end of the FY the State Strength Team uses DPRO, the Adjusted Retention Mission Request Report and what has yet to process from RMS to DPRO to decide the winner.

(d) The winning battalion receives the Commander's Retention Trophy at the first Readiness Brief of the new FY. The winning battalion retains the trophy until the completion of that FY and ceremonially passes it to the next winner.

(e) The Commander's Retention Plaque is awarded to the battalion who receives the Commander's Retention Trophy. However, it stays with the respective battalion and is not passed along the next fiscal year. The winning unit receives the Commander's Retention Plaque at the first Readiness Brief of the new quarter.

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4. Units requesting mission adjustment or reenlistment credit adjustment will submit the Adjusted Retention Mission Request. Adjustments or reenlistment credits will be reflected at the last readiness brief of the FY and shall not be reflected in DPRO. All requests go to ng.ok.okarng.list.g1-retention-acl@army.mil.

5. POC for this memorandum is the State Strength Manager, MAJ Stephen Roberts stephen.p.roberts16.mil@army.mil or (405) 228-5368.

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