OKARNG SPONSORSHIP CHECKLIST

Date:_____

SOLDIER: _____ **RANK:**_____

MOS / SECTION:_____ **ETS Date:**_____

SPONSOR:_____ **RANK:** _____

Unit Sponsor

Initials/Date _____

- ☐ Make contact with Soldier prior to drill to coordinate
- ☐ Introduce Soldier to key leadership
- ☐ Introduce Soldier to other sections in unit
- ☐ Have Soldier follow sponsor during the first drill
- ☐ Answer any questions that arise
- ☐ Return completed checklist to Retention NCO

Section NCO

Initials/Date _____

- ☐ Provide initial counseling & expectations
- ☐ Brief the unit and section mission
- ☐ Explain the chain of command
- ☐ Provide drill / AT dates & unit newsletter
- ☐ Provide unit phone numbers & emails
- ☐ Obtain personal data for leader book

1SG

Initials/Date _____

- ☐ Unit attendance policy
- ☐ Physical fitness & height/weight requirements
- ☐ Enlisted Promotion System (EPS)
- ☐ Career progression & guidance
- ☐ Review responsibilities of ARNG membership

COMMANDER

Initials/Date _____

- ☐ Welcome the Soldier during formation
- ☐ Review command philosophy & policies
- ☐ Explain open door policy
- ☐ Discuss OCS, ROTC, WOC opportunities

_____

Soldier Signature Date

Readiness/Training/Admin

Initials/Date _____

- ☐ Personnel records review
- ☐ Emergency contact (DD93) & unit alert roster
- ☐ Pay https://mypay.dfas.mil
  - ☐ Explain: LES, BAH (DA5960), types of duty pay
  - ☐ Direct deposit, deductions, allotments, W-4
  - ☐ TSP (Thrift Savings Plan)
- ☐ DTS & GOVCC
- ☐ Medical & dental insurance http://www.tricare.mil
- ☐ Life insurance: SGLI & SSLI
- ☐ Mil Connect https://milconnect.dmdc.osd.mil/milconnect/
- ☐ ID cards https://idco.dmdc.osd.mil/idco/
- ☐ Military & civilian driver license
- ☐ Review retirement points (NGB23)
- ☐ Explain procedures to request military schools
- ☐ Promotions: 4101, 4100, NCOER, rating chain

Supply NCO

Initials/Date _____

- ☐ Issue unit patch, crest, rank (as applicable)
- ☐ Organizational equipment (OCIE) ordered / issued
- ☐ Individual clothing ordered / issued
- ☐ Issue wall locker & explain responsibility
- ☐ Issue equipment as needed

Retention NCO

Initials/Date _____

- ☐ Complete initial retention interview
- ☐ Explain features & benefits of the OKARNG
- ☐ Education benefits available: GI Bill, STA, FTA
- ☐ Incentives: Bonus, Kicker, SLRP
- ☐ Career path: SWVA, AGR, TECH, ADOS
- ☐ Upload sponsorship checklist into RMS
- ☐ File sponsorship checklist in retention binder

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Unit Career Counselor Signature Date

File COMPLETED form in Unit Retention Binder and Upload into RMS