



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

NGOK-MPD-RRO

15 May 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Guard Recruiting Incentive Program Application and Administrative Processes.

1. Purpose: This MOI provides the Oklahoma National Guard (OKNG) Recruiting and Retention personnel with revised administrative and execution guidance pertaining to the Guard Recruiting Incentive Program (G.R.I.P.). All previous delegations and procedures pertaining to G.R.I.P. are superseded by this updated guidance.
2. Objective: Provide efficient guidance and procedures for all OKNG personnel that are authorized or delegated to interact with G.R.I.P. in order to resource recruiting leads or perform system administrative program updates.
3. General: This program is an incentivizing tool for those service members who provide quality leads that turn into future Soldiers or Airmen within the OKNG. Upon accession the G.R.I.P. Assistant will receive \$500 disbursed by the state of Oklahoma.
 - a. The G.R.I.P. Manager will determine eligibility once a lead has been input into the website at <https://goguardok.com/grip500/>. If eligibility is determined, the program manager will assign a control number to the lead and designate a Recruiter.
 - b. The G.R.I.P. Assistant will be responsible for maintaining contact with their lead and providing all required documentation for payment processing once the lead turns into an accession.
 - c. The Recruiter will contact G.R.I.P. lead within 72 business hours of notification and annotate all correspondence in Recruiter Zone (RZ) or Air Force Recruiting Information Support System – Total Forces (AFRISS-TF). Failure to meet suspense will result in assignment of new Recruiter. Lead accountability and status reporting is the responsibility of the assigned Recruiter.
 - d. The Automation Specialist will update and maintain the G.R.I.P. application website. Additionally, all documents required of the G.R.I.P. Assistant will be automated and set to auto fill in a background setting. Management of secure PII and issuance of the auto-filled documents to the G.R.I.P. Manager is of the highest importance.
 - e. The payment processes for an Assistant with an enlisted G.R.I.P. lead entails submission of all required documents to the State Resource Management office for review and approval. Further submission to Oklahoma Office of Management and Enterprise Services (OMES) will be made for payment processing.
4. G.R.I.P. Manager Responsibilities:

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- a. Update and maintenance of this program as required.
- b. Confirm all assistant's eligibility to participate in the program per ONKG policy memorandum 24-01 guidelines.
- c. Assign new control numbers to each new lead input into the system once eligibility has been confirmed.
- d. Provide the assistant with notification of eligibility and information pertaining to their lead's assigned Recruiting and Retention Noncommissioned Officer (RRNCO).
- e. Provide assigned RRNCO control number for G.R.I.P. Required G.R.I.P remark will be annotated in RZ or AFRISS-TF by RRNCO.
- f. Provide G.R.I.P. contract to RRNCO containing Assistant information and for document completion upon lead enlistment.
- g. Issue a weekly, by Team, G.R.I.P. report to Recruiting Noncommissioned Officer in Charge (NCOIC) for management status update and tracking. Suspense for updated report is end of business week.
- h. Maintain appropriate records of all G.R.I.P. contracts and OMES Vendor Pay forms to ensure assistants receive payments if the lead turns into an accession for the OKNG.
- i. Coordinate directly with the OKNG Recruiting and Retention Commands to ensure all contract terms and conditions are being met.
- j. Maintain all Memorandums for Record (MFRs) signed by the Recruiting and Retention NCOs and their NCOICs.
- k. Keep a tracking system for all assigned leads to ensure contact has been made within required time suspense. Reassignment of RRNCO will be routed through the Recruiting and Retention Battalion (RRB) Command Sergeant Major and Operations (S-3) Sergeant Major. Assigned NCOIC's will be notified of the required change of assignment and Assistant will be updated on newly appointed RRNCO.
- l. Consolidate completed contracts and OMES supplier identification for submission to the State Resource Management Office for payment processing.
- m. Lead cannot have contact face to face contact or conduct initial appointments with RRNCO within six months to be eligible for G.R.I.P. entitlements.
- n. Ensure the lead has not been in RZ or AFRISS-TF with previous contact made that will disqualify the G.R.I.P. assistant from receiving credit for that lead.
- o. Oklahoma National Guard retirees are validated using Military Recruiter Information Suite-Reenlistment Eligibility Data Display (MIRS-REDD), Integrated Personnel Electronic Record Management System (iPERMS), or Integrated Personnel and Pay System-Army (IPPS-A). If an assistant is not listed in these systems, a NGB 22 must be provided for

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eligibility verification and will be vetted through the retirement services branch.

p. Prior Service members of the Oklahoma National Guard are validated using MIRS-REDD, iPERMS, or IPPS-A. If an assistant is not listed in this system must provide their NGB 22 for eligibility verification.

q. Current Service Members of the Oklahoma National Guard will be verified by the G.R.I.P Manager through MIRS-REDD, iPERMS, or IPPS-A.

r. Ensure the assistant has no affiliation with the Recruiting and Retention Command. This includes any Officer producing program cadre.

s. Establish that an assistant is not immediate family of any personnel involved in the Recruiting and Retention Command organization, including spouses, children, or anyone living under the same roof.

5. G.R.I.P. Assistant Responsibilities:

a. G.R.I.P. Assistant completes an application via the G.R.I.P. website located at <https://goguardok.com/grip500/>. Application submission provides self and lead information in order to validate G.R.I.P. eligibility.

b. All assistants will have a contract and OMES Vendor Payee form auto populated with the unique information specific to the lead and self-information input per the G.R.I.P. website application. All pay information will be kept on secure file. Registration with OMES is mandated by the State of Oklahoma to receive payment. OMES registration website is accessed using [Supplier Portal \(oklahoma.gov\)](http://Supplier Portal (oklahoma.gov)). The OMES account approval code will be sent to G.R.I.P. manager upon assignment.

c. Ensure the mailing address input is where the assistant receives mail. G.R.I.P. payments are received in the form of paper checks and will be mailed to the address listed in the OMES Vendor Payee account.

d. Provide current and correct contact information to G.R.I.P. Manager and RRNCO; inquiry for eligibility may require contact and follow up for payment progression will constitute accurate data.

e. Encourage assistants to follow up with the recruiter assigned to the lead, as well as the lead to keep track of the lead's progress through the system.

f. If the lead does not turn into an accession and contract with the OKNG within 180 days, the G.R.I.P. application will be terminated. The G.R.I.P. lead requires six months dwell time before assistant can re-input application for same lead.

6. G.R.I.P. Recruiter Responsibilities:

a. Recruiter will receive official email notification of assigned G.R.I.P. lead by G.R.I.P. manager. Notification will include contract with lead and assistant information and specific G.R.I.P. control number.

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b. RRNCO has 72 business hours, upon notification, to attempt or contact assigned G.R.I.P. lead. An additional 7 calendar day suspense is issued to record contact or contact attempt in RZ under contract history. If either suspense is failed, another RRNCO will be assigned to G.R.I.P. lead by Recruiting and Retention Battalion (RRB) Command Sergeant Major and Operations (S-3) Sergeant Major. Recruiting NCOIC's will be notified of the required change of assignment and Assistant will be updated on newly appointed RRNCO.

c. Upon receipt of G.R.I.P. lead notification from G.R.I.P. manager, assigned Recruiter will add remark "G.R.I.P. referral by (list assistant name) / Control # xxxxxxxx" in RZ or AFRISS-TF within 7 calendar days. This allows the G.R.I.P. Manager to know if lead has been contacted, ensures audit readiness, and establishes synchronized program initiative.

d. Do not add G.R.I.P. remark before official lead notification has been provided by the G.R.I.P. Manager.

e. Update the contact history in RZ or AFRISS-TF and the G.R.I.P. Manager on status change per each lead. Weekly status reports are provided and have a suspense for turn in by end of week. See NCOIC for report and turn in method.

f. Enlistment of lead requires G.R.I.P. Manager notification and contract action. The RRNCO will need to complete on page one, lines two and three, type name below signature line, and sign. Send complete contract to G.R.I.P. Manager with an enlistment notification email.

g. Be prepared to assist G.R.I.P. Manager with Assistant contact, document gathering, OMES registration assistance, and signature acquisition.

7. G.R.I.P. Automation Specialist Responsibilities:

a. Maintain and trouble shoot secure website application.

b. Make G.R.I.P. Manager aware of any system issues as they arise.

c. Control original G.R.I.P. documents required for digital disbursement and their automation.

d. Documents with required changes will be made per G.R.I.P. Manager's request after approval from the Operations (S-3) Officer in Charge (OIC) or Sergeant Major

e. Notification of document or system changes will be completed within the week requested.

8. G.R.I.P. Payment Processes Responsibilities:

a. G.R.I.P. Manager will consolidate completed documents and send to the State Resource Management Office for review.

b. Contract is signed by the State Resource Management Office and packets will be submitted to the OMES office.

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c. Contract is signed by the State Resource Management Office and contract will be sent to G.R.I.P. Manager for record maintenance and responsibility.

d. The OMES office will receive the G.R.I.P. packet and payment checks will be disbursed to the mailing address the G.R.I.P. assistant has placed in their OMES Vendor Payee account.

e. G.R.I.P. Assistant can expect an estimated four weeks for the State Resource Management Office to process qualified payments and/or the receiving of the G.R.I.P. packet.

9. Point of contact for this guidance is the OKARNG RRB S-3.

CALEB D. EMDE
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Commanding