



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

POLICY MEMORANDUM
NUMBER 24-01

13 December 2023

GUARD RECRUITING INCENTIVE PROGRAM (G.R.I.P)

1. Reference.

a. Oklahoma Statutes, Title 44, Paragraph F.

2. Purpose. To establish, manage, and operate a National Guard Recruiting Incentive Program that refers leads for future accessions into the Oklahoma Army and Air National Guard Recruiting Commands, encompassing both enlistments and transfers into the Oklahoma National Guard (OKNG). This program is fiscally supported by the Adjutant General's Office's (AGO) through appropriations it receives from General Funds.

3. Applicability. This memorandum applies to all commands, wings, units, detachments, and personnel of the OKNG in the ranks of Captain (CPT) and below not affiliated with the Recruiting and Retention Command. This also applies to all honorably discharged prior service members and retirees of the OKNG regardless of rank and not currently affiliated with the Army or Air Recruiting and Retention Command.

4. General. This program is an incentivizing tool for those service members, prior service members, or retirees who provide quality leads that turn into future Soldiers or Airmen within the OKNG. Upon accession into the OKNG, the G.R.I.P Assistant will receive \$500 paid out from the state of Oklahoma.

5. Coverage and Exclusions. The prescribed guidelines determine an individual's eligibility or disqualification from participating as a G.R.I.P Assistant.

a. Current members of the Oklahoma National Guard in good standing in the rank of CPT and below; to include Active Guard and Reserve (AGR) and Technicians who are not affiliated with the Recruiting Command ARE eligible.

b. Retirees of Oklahoma National Guard who provides retiree documentation and are verified by the G.R.I.P. Manager ARE eligible.

c. Prior Service Members (PSM) of the Oklahoma National Guard who served honorably, provide discharge documentation, and are verified by the G.R.I.P. Manager ARE eligible.

d. Current members of the Oklahoma National Guard's Recruiting and Retention Commands, their spouses, immediate family members, or individuals living in their

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households ARE NOT eligible to receive the referral incentive.

e. individuals working directly with the Recruiting and Retention Commands on other recruiting programs or initiatives ARE NOT eligible to receive the referral incentive.

6. Responsibilities.

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, using submission application and contract data, the program will assign a control number to the lead and designate a Recruiter.

b. The G.R.I.P Assistant will be responsible for providing all required documentation for program validation and for payment processing once the lead turns into an accession. Registration through Oklahoma Office of Management and Enterprise Services (OMES) is required to receive incentive payment. The Assistant should maintain contact with their lead to support the Recruiter, understand lead's status, and increase potential of lead enlistment.

c. The Recruiter will contact the 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) within seven days. 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, automated documents, and interfacing systems and sites. Assistant documents will be automated and set to auto fill in the background settings. Management of secure PII and issuance of auto filled document 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 the Oklahoma Office of Management and Enterprise Services (OMES) will be made for Oklahoma State Supplier Identification verification before payment processing will be issued from the State office.

7. Tracking and Audit Readiness.

a. Assign new control numbers to each new lead input into the G.R.I.P. system once eligibility has been confirmed and maintain appropriate records of all G.R.I.P. Contracts.

b. Coordinate directly with the OKNG Recruiting and Retention Commands to ensure all contract terms and conditions are being met.

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c. Maintain all Memorandums for Record (MRFs) signed by the Recruiting and Retention Noncommissioned Officers (NCO's) and their Noncommissioned Officers in Charge (NCOIC's).

d. Keep a tracking system for all assigned leads ensuring contact and contract requirements are being upheld.

e. An itemized G.R.I.P. report will be issued weekly to each NCOIC for management status update back to the G.R.I.P. Manager and for internal team tracking.

f. All G.R.I.P leads will be annotated in RZ or AFRISS-TF with a G.R.I.P. remark referencing the referring Assistant's name and the unique control number for tracking reference and auditability.

8. Point of Contact for this action is Mrs. Jennifer Gonzalez at 405-228-5755 or okgrip500@gmail.com.



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