

# **The Joint Enlistment Enhancement Program (JEEP) for the Arkansas National Guard**

**Department of the Military  
Office of the Adjutant General  
Arkansas National Guard  
10 June 2024**

**UNCLASSIFIED**

**JOINT ENLISTMENT ENHANCEMENT PROGRAM (JEEP)  
FOR THE ARKANSAS ARMY AND AIR NATIONAL GUARD**

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**By Order of Governor:**

**Official:**

**JONATHAN M. STUBBS**

*Major General*

*The Adjutant General*

**Summary.** This rule is to implement an assistance program to encourage members and veterans of the Arkansas National Guard (AR NG) to be more actively engaged in enlisting and accessing new Soldiers or Airmen into the AR NG. This rule and the program promulgated herein will provide a monetary incentive to Soldiers or Airmen who provide a lead to a recruiter resulting in an enlistment or accession into the AR NG. This rule encourages Soldiers, Airmen and veterans to assist with increasing enlistments and accessions for the AR NG.

**Applicability.** This rule applies to the Arkansas Army National Guard (AR ARNG) and the Arkansas Air National Guard (AR ANG).

**Legal Authority.** Arkansas Code Annotated § 12-61-106.

**Suggested Improvements.** Submit recommendations for changes, corrections, deletions, or additions on a DA Form 2028 to The Adjutant General, Arkansas National Guard.

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## **Chapter 1**

### **Joint Enlistment Enhancement Program for the Arkansas Army and Air National Guard**

**1-1. Joint Enlistment Enhancement Program (JEEP) Overview.** This program is designed to gain assistance in enlisting Soldiers or Airmen into the AR NG who are not otherwise excluded from the program by the terms contained herein. When a Soldier, Airman, or veteran exercise personal initiative resulting in the enlistment of a Recruit, the State of Arkansas by and through the offices of the Adjutant General will enter into an agreement with the Soldier, Airman, or veteran whereby they will receive compensation in the form of a voucher payment.

#### **1-2. Definitions**

- a. Lead:** The name, address and phone number of someone who may be interested in joining the AR NG.
- b. Prospect:** An individual who has agreed to an appointment with a recruiter.
- c. Applicant:** A person who is prequalified and desires voluntary enlistment in the AR NG and is being considered for entry.
- d. Enlistee:** An applicant who has been found eligible and is accepted for enlistment or accession in the AR NG.
- e. Recruit:** A person newly enlisted or accessed into the AR NG and not yet fully trained.
- f. Assistant:** An AR NG Soldier, Airman, or veteran whose primary duty is not recruiting (full-time or part-time to include Active Duty for Operational Support (ADOS) or a temporary recruiting position), who helps locate interested individuals to join the AR NG. This program is limited to Soldiers or Airmen in the rank (grade) of Major (O-4) or below and veterans of any grade.
- g. Veteran:** A former member of the AR NG of any rank or grade who has met all requirements for veteran designation in accordance with Arkansas Code Annotated 27-16-812.
- h. Recruiter:** A person whose job is to enlist or assess members into the Arkansas Army or Air National Guard and assigned or attached to the respective recruiting command.
- i. JEEP Assistant Agreement:** A contract between the State of Arkansas and an assistant that provides a new or prior service lead to a recruiter that results in an enlistment or accession as a result of their efforts, mentorship, and assistance.

**j. JEEP Assistant Payment:** The State of Arkansas shall compensate an assistant in the amount of One Thousand Dollars (\$1000.00) per new or prior service lead who enlists or accesses into the AR NG and ships to initial training as a result of the assistant's effort, mentorship, and assistance.

**k. He, She, His, Hers.** Includes both male and female genders.

**l. Family:** Spouse and children, including stepchildren.

### **1-3. Duties of the JEEP Assistant.**

**a.** The assistant shall be available to the prospect from initial contact until the new recruit ships to initial training in order to provide guidance, encouragement, mentorship, and support.

**b.** The assistant shall perform other duties related to the enlistment action as deemed necessary or directed by the Adjutant General.

**c.** The assistant must accompany new recruit at initial meeting with recruiting.

### **1-4. JEEP Assistant Payment.**

**a.** The State of Arkansas will pay \$1000.00 to the assistant for services per the assistant agreement. A Soldier, Airman, or veteran may enter into a separate assistant agreement for each lead provided. When that lead enlists into the AR NG and ships to initial training, the documented assistant will receive \$1000.00 for each recruit upon completion of the terms and conditions of the assistant agreement. The total number of compensated leads for an individual during a fiscal year will not exceed five (5) unless the Department of the Military performs an audit of the circumstances to confirm full JEEP compliance.

**b.** JEEP assistant payments are taxable income and shall be reported on a Form 1099 to the respective tax authorities by the State of Arkansas.

**c.** Assistants must be a current member of the AR NG or a qualified veteran at the time of payment.

### **1-5. JEEP Administration and Responsibility for Administration**

**a.** The AR ARNG, through the Commander of the Recruiting and Retention Battalion and the Department of the Military (DOTM) will coordinate, supervise, monitor, maintain all records, track, process, execute, and perform quality reviews for the JEEP. The Commander, AR Recruiting and Retention Battalion, AR ARNG will manage this program for the Arkansas Army and Air National Guard as a joint program. The AR ANG Director of Staff will collect, review, and submit ANG documents.

**b.** The Soldier, Airman, or veteran who desires to assist in recruiting someone according to JEEP must initially provide information about themselves and the recruit

through JEEP's website. Assistants will complete and sign the JEEP Assistant Agreement, which will establish claim for that lead. Additionally, assistants will need to complete a W-9 tax form for payment. During the online process, assistants will be assigned a control number. This number will be used for supervision, tracking, and processing purposes. The lead's and assistant's information will be sent to JEEP's Program Manager, who will determine the assistant's eligibility and forward the lead's information to an AR NG recruiting and retention NCOIC. The NCOIC will be responsible for linking the lead to a recruiter. Once the recruiter has been selected, the recruiter will request the help of the assistant in mentoring the recruit. All paperwork and documents needed prior to enlistment, will be prepared by the recruiter and finalized at the Military Entrance Processing Station (MEPS). Within ten (10) days of the lead enlisting/accessing into the AR NG, the recruiter will consolidate and forward all documentation to the AR Recruiting and Retention Battalion for verification and processing. Documentation to be submitted includes, but is not limited to, the JEEP Assistant Agreement, DD Forms 4/1 and 4/2, DD Form 1966 (all pages), and NGB Form 377 (if applicable). For veterans, the NGB Form 22, DD Form 214, or retirement order will be submitted. Other documentation may be required for verification purposes. Upon enlistment or accession, the assistant must be named in the remarks on the DD Form 1966 as the individual who referred the lead to the recruiter. Enlistment/accession credit shall not be attributed to an assistant if these procedures are not followed. Further, an assistant shall not be added retroactively to a DD Form 1966 following the Soldier or Airman taking the oath of enlistment into the AR NG

c. Upon the new lead shipping to initial training per the JEEP terms, the Adjutant General's designee will verify all documents, confirm assistant eligibility, and certify the payment is due and payable to the assistant. The certified JEEP Assistant Agreement will be forwarded to the SPDO for processing and payment submittal. Copies of all documents will be maintained for a ten (10) year minimum for auditing purposes.

#### **1-6. JEEP Excluded Persons and Actions Prohibited**

a. Officers of the AR NG holding the pay grade of O-5 and above cannot participate in this program.

b. Soldiers or Airman assigned or attached (full-time, part-time, temporary status, or performing Active Duty for Operational Support) to the AR Recruiting Battalion, AR ARNG or the Recruiting Command for the AR ANG and their immediate family members are excluded from participating in this program.

c. The persons described in paragraphs a. and b. above are prohibited from receiving any funds, directly or indirectly, paid to a JEEP assistant. Receipt of such funds in any amount by a prohibited person according to any agreement, understanding, or deal is considered misconduct and appropriate disciplinary action may be taken. Allegations of any criminal acts or conduct, including but not limited to fraud or misuse of this program will be investigated and prosecuted to the full extent of the law. Any assistant charged with a criminal offense under this program is subject to civilian prosecution, administrative actions, and actions under the ACMJ to include courts-martial.

*d.* An assistant may not assign any rights or expectations of payment to another person.

*e.* Any acts directly or indirectly related to excluded persons or prohibited activities could result in disciplinary actions or prosecution as deemed necessary by the Adjutant General or the Governor of the State of Arkansas.

### **1-7. Joint Enlistment Enhancement Program (JEEP) Conflicts and Dispute Resolution**

*a.* In the case of a dispute involving the JEEP assistant program, all issues of the dispute will be decided by a dispute resolution panel consisting of the Army Guard Chief of Staff, Air Guard Director of Staff, Deputy Chief of Staff Personnel (DCS PER), and the Human Resource Officer (HRO). The panel will have full authority to determine the procedure and process to use in resolving disputes. The panel's decision is final and the Director of Joint Staff (DJS) is the appeal authority.

*b.* In the event of a conflict regarding the language of this DOTM and the JEEP Assistant Agreement, the language of this NGAR governs.

**1-8 Effective Dates and Duration of the Program.** This program will be effective 10 June 2024 and shall remain in effect unless amended or suspended by the Adjutant General. This program may be terminated at any time and for any reason by the Adjutant General. Payment of all assistant agreements are subject to the availability of funds.

**1-9 Forms.** The JEEP Assistant Agreement and the JEEP Request for Payment are included as Appendix A and B.

## Appendix A – JEEP Assistant Agreement

**CONTROL NUMBER:** \_\_\_\_\_

### JOINT ENLISTMENT ENHANCEMENT PROGRAM (J.E.E.P.) CONTRACT FOR THE ARKANSAS ARMY AND AIR NATIONAL GUARD

#### **PART I. ASSISTANT AGREEMENT**

This agreement is entered between the State Military Department (SMD) of the State of Arkansas through the office of the Adjutant General of Arkansas and the parties listed below:

\_\_\_\_\_  
(*Soldier's or Airman's Rank, Last Name, First Name, Middle Initial*)

\_\_\_\_\_  
(*Recruiter's Duty Address to Include City, State and Zip Code*)

Currently serving as a member of the Arkansas Air or Army National Guard, assigned as a recruiter to:

\_\_\_\_\_  
(*Recruiter's Unit Name and Complete Address*)

To enhance and actively engage in enlisting or accessing new members of the Arkansas National Guard by the provisions of the JOINT ENLISTMENT ENHANCEMENT PROGRAM (J.E.E.P.). Be it known that:

\_\_\_\_\_  
(*Rank, Last Name, First Name, Middle Initial - hereafter referred to as J.E.E.P. ASSISTANT*)

Currently residing at: \_\_\_\_\_  
(*Complete Home Address and Phone Number of J.E.E.P. ASSISTANT*)

Has provided the following information about a potential new or prior service recruit:

\_\_\_\_\_  
(*RECRUIT'S First Name, Middle Name, Last Name and Phone Number - Hereafter Referred to as RECRUIT*)

The JEEP ASSISTANT has agreed to the following terms via www.

1. The JEEP ASSISTANT agrees to be available to the prospective RECRUIT prior to enlistment or accession and provide information, guidance, mentorship, encouragement, and support until the prospective RECRUIT enlists into the Arkansas National Guard.
2. The RECRUIT must successfully enlist into the Arkansas Army National Guard or the Arkansas Air National Guard and complete DD Form 4, and DD Form 1966 or NGB 377, and be assigned to a unit of the Arkansas National Guard. Other documents may be required for validation and certification purposes.
3. The J.E.E.P. ASSISTANT must be a member of the Arkansas National Guard or verified veteran at the time of the enlistment or accession to validate the terms of this contract.

\_\_\_\_\_  
(*J.E.E.P. ASSISTANT Signature and Date*)

\_\_\_\_\_  
(*Recruiter Signature and Date*)

**CONTROL NUMBER:** \_\_\_\_\_

## **PART II. ENLISTMENT VERIFICATION**

I, \_\_\_\_\_  
(MEPS Guidance Counselor's First, Middle, and Last Name and MEPS ID Code)

Hereby certify the RECRUIT listed below has enlisted into the Arkansas National Guard,

\_\_\_\_\_  
(RECRUITS First Name, Middle Name, Last Name)

And is assigned to: \_\_\_\_\_  
(Unit name and complete address)

I further certify that \_\_\_\_\_  
(J.E.E.P. ASSISTANT – Rank, First Name, Middle Name, and Last Name and Last 4 of SSN)

Who acted as the Joint Enlistment Enhancement Program (J.E.E.P.) ASSISTANT has provided sufficient evidence that he/she is a member or veteran of the Arkansas National Guard assigned to/discharged from:

\_\_\_\_\_  
(Unit Name and Complete Address)

The following forms have been attached to this J.E.E.P. CONTRACT:

DD 4

NGB 377

W-9 (For J.E.E.P. ASSISTANT)

Form verifying assistant's Veteran status, if applicable

REDD Report (for current member J.E.E.P. ASSISTANTS)

DD 1966 (J.E.E.P. ASSISTANT information must be recorded in remarks section)

**CONTROL NUMBER:** \_\_\_\_\_

### **PART III. CERTIFICATION AND REQUEST FOR PAYMENT**

TO: Department of the Military

Pursuant to NGAR 2024-XX all requirements below have been met:

- a.  RECRUIT has been identified as Army Guard    or Air Guard
- b.  RECRUIT has completed DD Form 4 (attached).
- c.  The RECRUITER has completed DD Form 1966 (attached) and the J.E.E.P. ASSISTANT who referred the new RECRUIT is recorded in the remarks section.
- d.  The J.E.E.P. ASSISTANT has a Vendor Account on file with the Department of the Military.
- e.  Other documents not listed above (*list*): \_\_\_\_\_
- f.  J.E.E.P. ASSISTANT has provided evidence of service or veteran status.

It is expressly understood and agreed that the J.E.E.P. payment is not due and payable by the State of Arkansas Military Department (SMD) to the J.E.E.P. ASSISTANT unless each condition set forth above is satisfied. J.E.E.P. Contracts are completed per Arkansas law and Executive Orders and State Military Department Regulation (DOTM) 7-27, which administers the J.E.E.P. as directed by the Governor. All parties agree to the procedures and requirements of the J.E.E.P. as outlined in DOTM 7-27. The terms and conditions contained in J.E.E.P. Agreement Sections I., II. and III. with Control Number \_\_\_\_\_ has been fulfilled and the JEEP Assistant payment of \$1000.00 is due and payable to the assistant.

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(Commander, AR ARNG RRBN – Signature/Date)

By order of the Adjutant General on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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(Adjutant General, Arkansas National Guard)

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(Chief of Staff, Department of the Military)