



## OREGON MILITARY DEPARTMENT

JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD OFFICE  
OF THE ADJUTANT GENERAL  
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NGOR-TAG

1 July 2025

### MEMORANDUM FOR All Personnel, Oregon Military Department

SUBJECT: Command Policy Memorandum #247 – Enlistment Enhancement Program (EEP) for the Oregon Army National Guard (ORARNG) with Referral Eligibility Extended to Oregon Air National Guard (ORANG) Members and Retirees

1. This policy supersedes Command Policy Memorandum #247 dated 23 August 2024.
2. This command policy memorandum implements an assistance program to encourage current Oregon Army National Guard (ORARNG) Soldiers and Oregon Air National Guard (ORANG) Airmen, as well as eligible retirees from both the ORARNG and ORANG, to support the enlistment of new Soldiers into the ORARNG. The policy provides a monetary incentive to qualified individuals (*known as Assistants*) who submit a lead to an ORARNG recruiter that results in a successful enlistment into the ORARNG.
3. Oregon Revised Statute (ORS) 396.160 identifies The Adjutant General (TAG) as the Commander of the Oregon National Guard and Director of the Oregon Military Department (OMD). TAG oversees the administration, discipline, mobilization, organization, and training of the Oregon National Guard. TAG must also perform all duties required by the laws of the United States, the State of Oregon, and the regulations issued thereunder. Per ORS 396.305, the Oregon Military Department, with TAG as Director, is responsible for organization, governance, armament, equipment, training and compensation of the Oregon National Guard.
4. EEP Overview. This program is designed to increase non-recruiter participation in enlisting Soldiers into the ORARNG. When an ORNG Soldier, Airmen, or retiree provides a lead through the EEP process that results in an enlistment into the ORARNG, the OMD will issue them an assistant payment.
5. Definitions.
  - a. Lead: A person who voluntarily provides their name, address, and phone number to determine if they are eligible to join the ORARNG. Lead must meet minimum age of 16 years old and citizenship requirements. A lead includes Prior Service Soldiers with a break in service and military transfers from outside the ORNG.
  - b. Applicant: A person who is prequalified and desires voluntary enlistment in the ORARNG.
  - c. Enlistee: An applicant who has been found eligible and is accepted for enlistment or accession in the ORARNG. The applicant has completed DD Form 4 Enlistment/Reenlistment Document-Armed Forces of the United States at a Military Entrance Processing Station for enlisted applicants or the officer applicant has completed NGB 337 Oaths of Office, National Guard for appointment into the Oregon Army National Guard.
  - d. Assistant: A current member or retiree of the ORARNG or ORANG whose primary duty is

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not recruiting (including full-time or part-time assignments such as Active Duty for Operational Support (ADOS), Hometown Recruiting (HTR), or temporary recruiting roles). The Assistant helps identify individuals interested in joining the ORARNG and connects them with an ORARNG recruiter. This program is limited to ORARNG and ORANG members in the rank of Lieutenant Colonel (O-5) or below and retirees of either component who are not currently employed with the State of Oregon.

e. Retiree:

1) ORARNG Retiree: A former member of the ORARNG of any rank or grade who has met all requirements to be eligible for military retirement pay. The retiree must provide official documentation to validate retirement eligibility and prior service in the ORARNG. Acceptable documents include NGB Form 22, DD Form 214 (Army), or Retirement Orders.

2) ORANG Retiree: A former member of the ORANG of any rank or grade who has met all requirements to be eligible for military retirement pay. The retiree must provide official documentation to validate retirement eligibility and prior service in the ORANG. Acceptable documents include DD Form 214 (Air Force), Air Force Retirement Orders, or a record of service from the Virtual Military Personnel Flight (vMPF) system.

f. Recruiter: A person whose job is to enlist members into the ORARNG and assigned or attached to the respective recruiting command.

g. EEP Assistant Agreement: An agreement between the OMD and an Assistant that provides a lead to a recruiter that results in a Soldier enlistment or Officer accession because of their efforts, mentorship, and assistance.

h. EEP Assistant Payment: The payment OMD gives an assistant for each lead generated in the EEP program resulting in an enlistment to the ORARNG.

i. EEP Program Manager: The ORARNG Recruiting and Retention Command (RRB), Operations Section will serve as the EEP Program Manager.

j. Family: Spouse and children, including stepchildren.

6. Duties of the EEP Assistant.

a. Provide ORARNG RRB with information on a lead that results in that person's enlistment (enlisted or officer) into the ORARNG.

b. Assist, mentor, and support the lead from initial contact until the enlistment date.

c. Provide the ORARNG recruiter any information that would help qualify the applicant for service in the ORARNG.

d. Provide ORARNG Recruiting and Retention Battalion (RRB) with official documentation to verify the EEP Assistant status as either:

1) Current member of the Oregon Army or Air National Guard (REDD Report, vMPF, LES), **or**

2) Verified retiree of the Oregon Army or Air National Guard (DD Form 214, NGB Form 22,

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Retirement Orders).

7. EEP Assistant Payment.

a. The OMD will pay Two Thousand Dollars (\$2,000.00) to the Assistant for services per the Assistant agreement. Assistants will enter into a separate Assistant agreement for each lead provided. The documented Assistant will receive \$2,000.00 for each enlistment 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 OMD Chief Audit Executive performs an audit of the circumstances to confirm full EEP compliance.

b. EEP Assistant payments are taxable income and will be reported on a Form 1099 to the respective state and federal tax authorities.

c. Assistants must be a current member of the ORARNG, ORANG or a qualified retiree of either component at the time of payment.

d. The Internal Revenue Service's (IRS) Request for Taxpayer Identification Number and Certification (W-9) form will be the primary document used to process all assistance payments. All Assistants will complete a W-9 form, which will be placed on file with TAG's Comptroller (AGC) Office. This form can be completed via the EEP's website [OregonArmyGuard.com/Referral](http://OregonArmyGuard.com/Referral).

e. The work of EEP Assistants will be classified as independent contractor under ORS 670.600.

f. The OMD will compensate an Assistant in the amount of \$2,000.00 per new lead submitted on or after 01JUL25. Any lead submitted prior to 01JUL25 in the EEP Referral Portal will receive the past payout amount of \$1,000.00 upon enlistment.

8. EEP Administration and Responsibility for Administration.

a. The ORARNG, through the RRB Commander and the AGC Office will manage this program for TAG and coordinate, supervise, monitor, maintain all records, track, process, execute, and perform quality reviews each quarter for the EEP.

b. Current members or retirees of the ORARNG or ORANG who desire to assist in recruiting someone according to EEP must initially provide information about themselves and the lead through EEP's website or mobile ORARNG application. 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 EEP's Program Manager, who will determine the Assistant's eligibility and forward the applicant's information to an ORARNG Recruiting and Retention Detachment Chief (DC). The DC will be responsible for linking the lead to a recruiter within the Army Recruiting Information Support System (ARISS).

c. Starting 01JUL25-30SEP25, The Adjutant General approves Mission Maker Recruiters that have met their assigned mission YTD, to acquire all EEP leads that are not assigned a recruiter upon entry into the referral portal, in an effort to maximize EEP enlistments this fiscal year 2025. Once the assigned recruiter/Mission Maker Recruiter has been selected, the recruiter will request the help of the Assistant in mentoring the lead. For enlisted accessions, all paperwork will be prepared by the recruiter in ARISS and finalized at the Military Entrance Processing Station (MEPS). The EEP Program Manager will add the Assistant information into the remarks of the DD Form 1966 in ARISS prior to an enlistment. An Assistant will not be added retroactively to a DD Form 1966 following a lead's oath of enlistment into the ORARNG. If the EEP Program manager

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determines DD Form 1966 remarks were missed for due credit, the EEP Program manager will complete a DD 4187 to record such action. For officer accessions, the referral will be routed to the Officer Strength Manager's Office and an Officer Recruiter will be assigned all officer leads.

d. Assistants will complete and sign the EEP Assistant Agreement, a W-9 tax form for payment, and provide additional documentation utilized for the EEP Contract to the assigned recruiter. The EEP Program Manager will compile the rest of the enlistment documents required for payment for enlisted accessions: DD Forms 4/1 and 4/2, and DD Form 1966 (all pages), REDD Report/ vMPF record / LES, and for officer accessions: NGB 337. For retirees, official documentation such as the NGB Form 22, DD Form 214 (Army or Air Force), or Retirement Orders must be submitted to the assigned recruiter to verify prior service and retirement eligibility. An EEP Assistant Agreement is active for 90 days (3 months) from the date signed by the Assistant to receive payout after a successful enlistment. The agreement is void after 12 months if the lead provided on the agreement has not enlisted.

e. The EEP Assistant Agreement is complete once the RRB Commander has verified the enlistment into the ORARNG and the RRB Commander and TAG, or their designee, have signed the EEP Assistant Agreement.

f. When all information is complete and verified, the EEP Program Manager will submit the completed payment packet to AGC for processing and initiate payment. Payment will be mailed to the Assistant's home of record.

#### 9. EEP Excluded Persons and Actions Prohibited.

a. Officers of the ORARNG or ORANG holding the pay grade of O-6 and above cannot participate in this program.

b. Soldiers, Airmen, or civilians who are assigned or attached (whether full-time, part-time, temporary status, or serving under ADOS, Hometown Recruiting (HTR), or a temporary recruiting role) to the ORARNG Recruiting and Retention Command or the ORANG Recruiting Office, as well as their immediate family members, are excluded from participating in this program. Any leads obtained during such an assignment or attachment will also be excluded. This does not apply to new enlistees assigned to the Recruit Sustainment Program (RSP); commonly referred to as RSP Warriors.

c. The persons described in paragraphs a. and b. above are prohibited from receiving any funds, directly or indirectly, paid to a EEP Assistant. Receipt of such funds in any amount by an excluded person according to any agreement, understanding, or deal is considered misconduct and appropriate disciplinary action will be taken. Allegations of any criminal acts or conduct, including but not limited to fraud or misuse of this program will be investigated and, if warranted, referred to criminal prosecutors. Any Assistant charged with a criminal offense under this program is subject to adverse administrative and punitive actions under the Oregon Code of Military Justice.

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

e. Soldiers, Airmen, and personnel assigned to the ORARNG Recruiting and Retention Battalion (RRB) or the ORANG Recruiting Office are prohibited from sharing lead information with EEP Assistants. Additionally, any leads generated from recruiting operations (ex: public engagement events conducted by RRB or ORANG Recruiting) are ineligible for use in the EEP program. This exclusion does not apply to new enlistees assigned to the Recruit Sustainment

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Program (RSP), commonly referred to as RSP Warriors.

10. EEP Conflicts and Dispute Resolution.

a. In the case of a dispute involving the EEP, all issues of the dispute will be decided by a dispute resolution panel consisting of the LCC COS, LCC G1, and the AGC Office. The panel will have full authority to determine the procedure and process to use in resolving disputes. The Director, Joint Staff is the appeal authority, and their decision is final.

b. In the event of a conflict regarding the language of this policy and the EEP Assistant Agreement, the language of this policy governs.

11. Effective Dates and Duration of the Program. This program is effective **1 May 2023** for ORARNG Soldiers and retirees. The expansion of eligibility to include ORANG Airmen and retirees becomes effective **1 July 2025**. The program will remain in effect unless amended or suspended by TAG. TAG may terminate the program at any time and for any reason. All Assistant agreements signed by approving officials prior to the program's termination date will continue as valid agreements.

12. Forms. The EEP Assistant Agreement is included as Appendix A.

13. The point of contact for this policy memorandum is the Commander, ORARNG Recruiting and Retention Battalion at 971-355-3358.

Encl  
Appendix A EEP Asst. Agreement

ALAN R. GRONEWOLD  
Brigadier General  
The Adjutant General

**Appendix A – EEP Assistant Agreement**

**CONTROL NUMBER:**

**ENLISTMENT ENHANCEMENT PROGRAM (EEP)  
ASSISTANT AGREEMENT FOR THE OREGON ARMY  
NATIONAL GUARD**

**PART I. ASSISTANT AGREEMENT**

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

*(Recruiter – Rank Last, First MI, Last 4 of SSN)*

To enhance and actively engage in enlisting or accessing new members of the Oregon Army National Guard by the provisions of the ENLISTMENT ENHANCEMENT PROGRAM (EEP). Be it known that:

*(EEP Assistant – Rank Last, First MI, Last 4 of SSN)*

Has provided the following information about a potential recruit:

*(Lead's First Name, Middle Name, Last Name and Phone Number - Hereafter Referred to as RECRUIT)*

The EEP ASSISTANT has agreed to the following terms:

1. The EEP ASSISTANT agrees to be available to the prospective lead prior to enlistment or accession and provide information, guidance, mentorship, encouragement, and support until the prospective lead enlists into the Oregon National Guard.
2. The lead must successfully enlist into the Oregon Army National Guard and complete DD Form 4, and DD Form 1966 or appoint as an officer and complete NGB 337 and be assigned to a unit of the Oregon Army National Guard. Other documents may be required for validation and certification purposes.
3. The EEP ASSISTANT must be a member of the Oregon National Guard or verified retiree at the time of the enlistment or accession to validate the terms of this agreement.

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*(EEP Assistant Signature and Date)*

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*(Recruiter Signature and Date)*

**CONTROL NUMBER:**

**PART II. ENLISTMENT VERIFICATION**

I,  
(ORARNG RRB Operations Representative -- Rank Last, First MI, Last 4 of SSN)

Hereby certify the person listed below has enlisted into the Oregon National Guard,

(RECRUIT'S -- Rank Last, First MI, Last 4 of SSN)

Is assigned to:

(RECRUIT'S - UIC, Unit Name, Street, City, State ZIP)

I further certify that:

(EEP ASSISTANT -- Rank Last, First MI, Last 4 of SSN)

Who acted as the Enlistment Enhancement Program (EEP) ASSISTANT has provided sufficient evidence that he/she meets the qualification criteria of the EEP ASSISTANT:

(EEP Assistant - UIC, Unit Name, Street, City, State ZIP)

The following forms have been attached to this EEP CONTRACT:

\_\_\_\_ DD 4 (Enlisted)

\_\_\_\_ NGB 337 (Officer)

\_\_\_\_ W-9 (For EEP ASSISTANT)

\_\_\_\_ DD Form 214, Retirement Orders, or vMPF record (to verify retiree status for ORARNG or ORANG)

\_\_\_\_ REDD Report (for current ORARNG members) or REDD Report/ vMPF record / LES (for current ORANG members)

\_\_\_\_ DD 1966 (EEP ASSISTANT's Rank, Last Name, First Name, and unit of assignment must be recorded in remarks section of the applicant's documentation-Enlisted)

\_\_\_\_ Memorandum for Record to validate Officer Referrals (EEP ASSISTANT's Rank, Last Name, First Name, and unit of assignment must be recorded in remarks section)

**CONTROL NUMBER:**

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

TO: OMD  
ATTN: AGC

In accordance with TAG's Command Policy 247 (Army), all requirements below have been met:

- a. \_\_\_\_\_ RECRUIT has been identified as Oregon Army Guard Soldier
- b. \_\_\_\_\_ RECRUIT has completed DD Form 4 (attached) for Enlisted accessions.
- c. \_\_\_\_\_ The RECRUITER has completed DD Form 1966 (attached) and the EEP ASSISTANT who referred the RECRUIT is recorded in the remarks section for Enlisted accessions.
- d. \_\_\_\_\_ RECRUIT has completed NGB 337 (attached) for Officer accessions.
- e. \_\_\_\_\_ The Officer RECRUITER has completed a MFR annotating EEP ASSISTANT who referred the RECRUIT is recorded on this memo for Officer accessions.
- f. \_\_\_\_\_ The EEP ASSISTANT has a W-9 on file with the Oregon Military Department (OMD).
- g. \_\_\_\_\_ EEP ASSISTANT has provided evidence of service or retirement.

It is expressly understood and agreed that the EEP payment is not due and payable by the Oregon Military Department to the EEP ASSISTANT unless conditions set forth above are satisfied. All parties agree to the procedures and requirements of the EEP as outlined in Command Policy 247.

The terms and conditions contained in EEP Agreement Sections I., II. And III. With Control Number has been fulfilled and the EEP Assistant payment of \$2000.00 is due and payable to the assistant.

Certified by:

*(Commander, ORARNG RRB or XO – Signature/Date)*

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

Concur by:

*(The Adjutant General, Oregon National Guard or Chief of State Affairs – Signature/Date)*

Authorization to Pay:

*(Adjutant General's Comptroller – Signature/Date)*

EEP Assistant payment issued date:

check#: