



OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
OFFICE OF THE ADJUTANT GENERAL
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SALEM, OREGON 97309-5047

NGOR-TAG

23 August 2024

MEMORANDUM FOR All Personnel, Oregon Military Department

SUBJECT: Command Policy Memorandum #247 (Army) - Enlistment Enhancement Program (EEP) for the Oregon Army National Guard (ORARNG)

1. This policy supersedes Command Policy Memorandum #247 dated 24 January 2024.
2. This command policy memorandum implements an assistance program to encourage ORARNG Soldiers and retirees to be more actively engaged in enlisting new Soldiers. This policy will provide a monetary incentive to qualified personnel who provide a lead to a recruiter, resulting in an enlistment into the ORARNG.
3. The legal authority that supports this policy is Oregon Revised Statute (ORS) 396.160 that identifies The Adjutant General (TAG) as the Commander of the Oregon National Guard and Director of the Oregon Military Department (OMD). As such, he is charged with the oversight of the administration, discipline, mobilization, organization, and training of the Oregon National Guard. The ORS also directs TAG to 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 the supervision of the military affairs of the State, as provided in ORS chapters 396, 398, and 399.
4. EEP Overview. This program is designed to gain assistance in enlisting Soldiers into the ORARNG who are not otherwise excluded from the program by the terms contained herein. When an ORARNG Soldier or retiree exercise personal initiative resulting in an enlistment, the OMD by and through the offices of TAG will enter into an agreement with the Soldier, military department employee, or ORARNG retiree whereby they will receive compensation in the form of 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 age and citizenship requirements.
 - 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.
 - d. Assistant: An ORARNG Soldier or retiree whose primary duty is not recruiting (full-time or part-time to include Active Duty for Operational Support (ADOS), Hometown recruiting (HTR), or

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temporary recruiting position), who helps identify individuals interested in joining the ORARNG and puts them in contact with an ORARNG recruiter. This program is limited to ORARNG Soldiers in the rank (grade) of Lieutenant Colonel (O-5) or below and ORARNG retirees of any grade that are not currently employed with the State of Oregon.

e. 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 a NGB Form 22, DD Form 214, Retirement Order, or other official documentation to validate their retirement-eligible status and previous membership in the ORARNG.

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 an enlistment because of their efforts, mentorship, and assistance.

h. EEP Assistant Payment: The OMD will compensate an Assistant in the amount of One Thousand United States Dollars (\$1,000.00) per new or prior service lead enlisting in the ORARNG because of the Assistant's effort, mentorship, and assistance.

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

j. Family: Spouse and children, including stepchildren.

6. Duties of the EEP Assistant.

a. Provide RRC with information on a lead that results in that person's enlistment 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.

7. EEP Assistant Payment.

a. The OMD will pay One Thousand United States Dollars (\$1,000.00) 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 \$1,000.00 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 or a qualified retiree at the time of payment.

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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. See Appendix B for EEP's web link and additional information.

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

8. EEP Administration and Responsibility for Administration.

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

b. ORARNG Soldiers or retirees 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). Once the recruiter has been selected, the recruiter will request the help of the Assistant in mentoring the lead. 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 determines DD Form 1966 remarks were missed for due credit, the EEP Program manager will complete a DD 4187 to record such action.

c. 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, DD Forms 4/1 and 4/2, and DD Form 1966 (all pages). For retirees, the NGB Form 22, DD Form 214, or retirement order will be submitted to assigned recruiter. 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.

d. The EEP Assistant Agreement is complete once the RRC Commander has verified the enlistment into the ORARNG and the RRC Commander and The Adjutant General, or their designated delegation of authorities, have signed the EEP Assistant Agreement.

e. 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.

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a. Officers of the ORARNG holding the pay grade of 0-6 and above cannot participate in this program.

b. Soldiers or civilians assigned or attached (full-time, part-time, temporary status, or performing Active Duty for Operational Support, Hometown recruiting (HTR), or temporary recruiting position) to the ORARNG Recruiting and Retention Command and their immediate family members are excluded from participating in this program. Any leads that were received during assignment or attachment to RRC will 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 a 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 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 Oregon Code of Military Justice to include courts-martial.

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

e. RRC Soldiers and personnel are prohibited from sharing lead information with EEP Assistants, and any leads produced from RRC operations (ex: RRC public engagement events) are ineligible for EEP use. This does not apply to new enlistees assigned to RSP; commonly referred to as RSP Warriors.

f. Any acts directly or indirectly related to excluded persons or prohibited activities could result in disciplinary actions or prosecution under the Oregon Code of Military Justice or state law.

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 Joint Chief of Staff (JCS) 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 and will remain in effect unless amended or suspended by TAG. This program may be terminated at any time and for any reason by TAG. 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.

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13. The point of contact for this policy memorandum is the Commander, ORARNG Recruiting and Retention Command at 971-355-4351.

Encl
Appendix A EEP Asst. Agreement

ALAN R. GRONEWOLD
Brigadier General
The Adjutant General

Appendix A – EEP Assistant Agreement V2

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:

(RRNCO – 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 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.

(EEP ASSISTANT Signature and Date)

(Recruiter Signature and Date)

CONTROL NUMBER:

PART II. ENLISTMENT VERIFICATION

I,

(ORARNG RRC 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

____ NGB 337

____ W-9 (For EEP ASSISTANT)

____ DD 214 (for retired EEP ASSISTANTS)

____ REDD Report (for current member EEP ASSISTANTS)

____ DD 1966 (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).
- c. _____The RECRUITER has completed DD Form 1966 (attached) and the EEP ASSISTANT who referred the RECRUIT is recorded in the remarks section.
- d. _____The EEP ASSISTANT has a W-9 on file with the Oregon Military Department (OMD).
- e. _____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 each condition set forth above is 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 \$1000.00 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#: _____