

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.

(Commander, AR ARNG RRBN – Signature/Date)

By order of the Adjutant General on this the _____ day of _____, 20____.

(Adjutant General, Arkansas National Guard)

(Chief of Staff, Department of the Military)