

**Title 12. Law Enforcement, Emergency Management, and Military Affairs**  
**Chapter XX. Department of the Military, Generally**  
**Subchapter A. Generally**  
**Part 132. Joint Enlistment Enhancement Program (JEEP) for the Arkansas National Guard**

**Codification Notes.** This part as promulgated prior to codification into the Code of Arkansas Rules provided as follows:

"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."

## **Subpart 1. Generally**

### **12 CAR § 132-101. Joint Enlistment Enhancement Program (JEEP)**

#### **overview.**

(a) This program is designed to gain assistance in enlisting soldiers or airmen into the Arkansas National Guard who are not otherwise excluded from the program by the terms contained herein.

(b) When a soldier, airman, or veteran exercises 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.

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

### **12 CAR § 132-102. Definitions.**

As used in this part:

(1) "Applicant" means a person who is prequalified and desires voluntary enlistment in the Arkansas National Guard and is being considered for entry;

(2)(A) "Assistant" means an Arkansas National Guard soldier, airman, or veteran whose primary duty is not recruiting (full-time or part-time to include Active Duty for Operational Support or a temporary recruiting position), who helps locate interested individuals to join the Arkansas National Guard.

(B) This program is limited to soldiers or airmen in the rank (grade) of Major (O-4) or below and veterans of any grade;

(3) "Enlistee" means an applicant who has been found eligible and is accepted for enlistment or accession in the Arkansas National Guard;

(4) "Family" means spouse and children, including stepchildren;

(5) "He", "she", "his", and "hers" include both male and female genders;

(6) "JEEP Assistant Agreement" means 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:

- (A) Efforts;
- (B) Mentorship; and
- (C) Assistance;

(7) "JEEP assistant payment". The State of Arkansas shall compensate an assistant in the amount of one thousand dollars (\$1,000) per new or prior service lead who enlists or accesses into the Arkansas National Guard and ships to initial training as a result of the assistant's:

- (A) Effort;
- (B) Mentorship; and
- (C) Assistance;

(8) "Lead" means the name, address, and phone number of someone who may be interested in joining the Arkansas National Guard;

(9) "Prospect" means an individual who has agreed to an appointment with a recruiter;

(10) "Recruit" means a person newly enlisted or accessed into the Arkansas National Guard and not yet fully trained;

(11) "Recruiter" means 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; and

(12) "Veteran" means a former member of the Arkansas National Guard of any rank or grade who has met all requirements for veteran designation in accordance with Arkansas Code § 27-16-812.

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

**12 CAR § 132-103. 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:

- (1) Guidance;
- (2) Encouragement;
- (3) Mentorship; and
- (4) 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.

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

**12 CAR § 132-104. JEEP assistant payment.**

(a)(1) The State of Arkansas will pay one thousand dollars (\$1,000) to the assistant for services per the assistant agreement.

(2) A soldier, airman, or veteran may enter into a separate assistant agreement for each lead provided.

(3) When that lead enlists into the Arkansas National Guard and ships to initial training, the documented assistant will receive one thousand dollars (\$1,000) for each recruit upon completion of the terms and conditions of the assistant agreement.

(4) 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 Arkansas National Guard or a qualified veteran at the time of payment.

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

**12 CAR § 132-105. JEEP administration and responsibility for administration.**

(a)(1) The Arkansas Army National Guard, through the Commander of the Recruiting and Retention Battalion and the Department of the Military, will coordinate, supervise, monitor, maintain all records, track, process, execute, and perform quality reviews for the JEEP.

(2) The Commander of the Recruiting and Retention Battalion will manage this program for the Arkansas Army and Air National Guard as a joint program.

(3) The Director of Staff of the Arkansas Air National Guard will collect, review, and submit Arkansas Air National Guard documents.

(b)(1) 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.

(2)(A) Assistants will complete and sign the JEEP Assistant Agreement, which will establish claim for that lead.

(B) Additionally, assistants will need to complete a W-9 tax form for payment.

(3)(A) During the online process, assistants will be assigned a control number.

(B) This number will be used for supervision, tracking, and processing purposes.

(4)(A) 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 Arkansas National Guard recruiting and retention NCOIC.

(B) The NCOIC will be responsible for linking the lead to a recruiter.

(5) Once the recruiter has been selected, the recruiter will request the help of the assistant in mentoring the recruit.

(6) All paperwork and documents needed prior to enlistment, will be prepared by the recruiter and finalized at the Military Entrance Processing Station.

(7) Within ten (10) days of the lead enlisting/accessing into the Arkansas National Guard, the recruiter will consolidate and forward all documentation to the Arkansas Recruiting and Retention Battalion for verification and processing.

(8)(A) Documentation to be submitted includes, but is not limited to:

- (i) The JEEP Assistant Agreement;
- (ii) DD Forms 4/1 and 4/2;
- (iii) DD Form 1966, all pages; and
- (iv) NGB Form 377, if applicable.

(B) For veterans, the NGB Form 22, DD Form 214, or retirement order will be submitted.

(9) Other documentation may be required for verification purposes.

(10) 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.

(11) Enlistment/accession credit shall not be attributed to an assistant if these procedures are not followed.

(12) 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 Arkansas National Guard.

(c)(1) Upon the new lead shipping to initial training per the JEEP terms, the Adjutant General's designee will:

- (A) Verify all documents;
- (B) Confirm assistant eligibility; and
- (C) Certify the payment is due and payable to the assistant.

(2) The certified JEEP Assistant Agreement will be forwarded to the SPDO for processing and payment submittal.

(3) Copies of all documents will be maintained for a ten-year minimum for auditing purposes.

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

**Codification Notes.** "NCOIC" means Noncommissioned Officer in Charge.  
"SPDO" means State Property and Disbursement Officer.

**12 CAR § 132-106. JEEP excluded persons and actions prohibited.**

(a) Officers of the Arkansas National Guard holding the pay grade of O-5 and above cannot participate in this program.

(b) Soldiers or airmen assigned or attached (full-time, part-time, temporary status, or performing Active Duty for Operational Support) to the Arkansas Recruiting and Retention Battalion of the Arkansas Army National Guard or the Recruiting Command for the Arkansas Air National Guard and their immediate family members are excluded from participating in this program.

(c)(1) The persons described in subsections (a) and (b) of this section are prohibited from receiving any funds, directly or indirectly, paid to a JEEP assistant.

(2) 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.

(3) 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.

(4) Any assistant charged with a criminal offense under this program is subject to:

(A) Civilian prosecution;

(B) Administrative actions; and

(C) Actions under the Arkansas Code of Military Justice, 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.

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

**12 CAR § 132-107. Joint Enlistment Enhancement Program (JEEP) conflicts and dispute resolution.**

(a)(1) 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:

- (A) Chief of Staff of the Arkansas Army National Guard;
- (B) Director of Staff of the Arkansas Air National Guard;
- (C) Deputy Chief of Staff Personnel; and
- (D) Human Resource Officer.

(2) The panel will have full authority to determine the procedure and process to use in resolving disputes.

(3) The panel's decision is final and the Director of Joint Staff is the appeal authority.

(b) In the event of a conflict regarding the language of the Department of Military and the JEEP Assistant Agreement, the language of the Arkansas National Guard governs.

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

**12 CAR § 132-108. Effective dates and duration of the program.**

(a) This program will be effective June 10, 2024, and shall remain in effect unless amended or suspended by the Adjutant General.

(b) This program may be terminated at any time and for any reason by the Adjutant General.

(c) Payment of all assistant agreements are subject to the availability of funds.

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

**12 CAR § 132-109. Forms.**

The JEEP Assistant Agreement and the JEEP Request for Payment are included as Appendix A.

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

**Appendix A. JEEP Assistant Agreement**

**Link:**

<https://CodeOfARRules.arkansas.gov/docs/CARCodeAppendices/Appendices/38/12CARpt.132AppendixA.pdf>