

General Order 2023-01

**The Joint Enlistment Enhancement  
Program (JEEP) for the Connecticut  
Army and Air National Guard**

Joint Force Headquarters  
Connecticut Military Department  
Hartford, Connecticut  
1 July 2023

**UNCLASSIFIED**

Joint Force Headquarters  
Connecticut Military Department  
Hartford, Connecticut 06105  
01 July 2023

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**JOINT ENLISTMENT ENHANCEMENT PROGRAM (JEEP) FOR THE  
CONNECTICUT NATIONAL GUARD**

**Summary.** This General Order (GO) prescribes the processes for the administration and execution of the JEEP. JEEP provides an incentive for Connecticut National Guard (CTNG) members, CTNG retirees and members of Connecticut's Organized Militia (i.e., Governor's Guard and State Guard) to recruit persons to enlist into the Connecticut National Guard.

**Applicability.** This GO is immediately applicable.

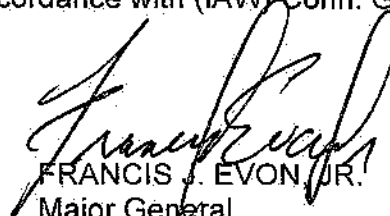
**Supplementation.** Supplementation of this GO is prohibited without prior TAG approval.

**Proponent.** The proponent for this GO is Connecticut Military Department (CTMD) Recruiting and Retention Officer, Governor William A. O'Neill Armory, 360 Broad Street, Hartford, CT 06105

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Office of the Adjutant General, ATTN: CTMD-OTAG, Governor William A. O'Neill State Armory, 360 Broad Street- Room #113, Hartford, CT 06105-3795.

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By Order of TAG, duly authorized, in accordance with (IAW) Conn. Gen Stat. § 27-20

  
FRANCIS J. EVON, JR.  
Major General  
The Adjutant General

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**1-1. JEEP Overview.** This program is designed to facilitate CTNG recruiting by providing an incentive for qualified persons to receive an allowance for providing a lead that results in an enlistment. It is a lead-generating program to increase enlistments of persons into the CTNG for applicants who not otherwise excluded from the program by the terms contained herein. When a CTNG member, CTNG retiree or member of the Connecticut Organized Militia (CTOM) exercises personal initiative resulting in a lead who enlists into the CTNG, the State of Connecticut by and through The Adjutant General, by the terms of JEEP agreement (JEEP-A) with the CTNG/CTOM member or retiree, will issue a JEEP Special Recruiting Allowance (JEEP-SRA) as a State Active Duty (SAD) payment. The SRA is issued as taxable income.

**1-2. Definitions.**

a. **Lead.** The name, address, and phone number of a person who may be interested in joining the CTNG.

b. **Prospect.** A person who has agreed to an appointment with a recruiter.

c. **Applicant.** A person who is prequalified and desires voluntary enlistment in the CTNG and is being considered for entry.

d. **Enlistee.** An applicant who has executed a contract (DD Form 4) and who has sworn in as a member of the CTNG/Reserve of the US Army or US Air Force.

e. **JEEP Assistant (Assistant).** A CTNG member, CTNG retiree or CTOM member whose primary duty is not recruiting (full-time or part-time to include Active Duty for Operational Support or a temporary recruiting position), whose efforts results in an enlistee (through a qualified new or prior-service lead) who enlists in the CTNG due to the Assistant's effort, mentorship, and assistance. To receive the JEEP-SRA for the enlistee, the Assistant must abide by the JEEP as herein provided. An Assistant must be a member of the CTNG or CTOM or a CTNG retiree. An Assistant is not an employee of the State of Connecticut. An Assistant is performing JEEP recruiting activities solely based upon their membership in the CTNG, CTOM or as a CTNG retiree voluntarily acting in their personal capacity. An Assistant must be a member of the CTNG or CTOM or a CTNG retiree. An Assistant is not an employee of the State of Connecticut.

f. **Retiree.** A retired member of the CTNG who has met all requirements to be eligible for military retired pay. The retiree must be on the retired list in accordance with Section 27-54 of the Connecticut General Statutes. To ensure enrollment on the retired list and eligibility for receiving JEEP-SRA, retirees must ensure that they are enrolled on the CTMD retirees list. CTMD point of contact for enrolling on the retired list is the Military Administrative & Programs Officer, who may be contacted at Connecticut Military Department, 360 Broad Street – Room #113, Hartford, CT 06105, (860) 524-4968 (office), (860) 493-2721 (fax), ctjeep500@ct.gov. CTNG Retirees must complete certain forms to be enrolled on the CTNG retired list. All forms are available on the Connecticut JEEP website. See appendices A and B.

g. **Recruiter.** A CTNG member whose job is to enlist or assess members into the CTNG and assigned or attached to the respective recruiting command. Also referred to as a Recruiting and Retention NCO or RRNCO.

h. **JEEP Agreement.** (JEEP-A). A contract between the CTMD and an Assistant that provides a new or prior-service lead to a recruiter that results in an enlistment or accession because of their efforts, mentorship, and assistance.

i. **JEEP Special Recruiting Allowance (JEEP-SRA).** A JEEP-SRA is a payment issued to an Assistant in the amount of five hundred dollars (\$500) as taxable income pursuant to a CTMD SAD order, for each qualified lead, generated from a new or prior-service lead, who enlists as a CTNG member due to the Assistant's effort, mentorship, and assistance.

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

k. **Immediate Family:** Spouse and children, including stepchildren.

l. **Contact with a Recruiter (for purposes of the 180-day rule):** Contact is defined as any of the following items or valid SASVAB combined with any of the following items.

(1) Contact history logged in RZ with a disposition.

(2) An appointment scheduled in RZ.

(3) An appointment conducted in RZ.

(4) A valid AFQT.

(5) Applicant has a completed 680-ADP. Contact does not include a quick contact attempt in RZ.

m. **Connecticut National Guard (CTNG).** CTNG is used throughout this GO. It refers to both the Connecticut Army National Guard and the Connecticut Air National Guard.

n. **Connecticut Military Department (CTMD).** The CTMD is a State of Connecticut Agency under the command and control of the Adjutant General.

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

a. The Assistant shall be available to the prospect from initial contact until the enlistment date 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 will coordinate recruiting activities with an assigned CTNG recruiter to effectuate the recruitment of the lead.

#### **1-4. JEEP Special Recruiting Allowance (JEEP-SRA).**

a. The State of Connecticut Military Department will issue a SAD order authorizing a Special Recruiting Allowance (SRA) in the amount of \$500.00 to the Assistant for services in accordance with the JEEP-A. The JEEP-SRA will be generated through the issuance of an SAD-SRA Order, which will be paid by the State of Connecticut as taxable income. Taxes will be withheld. The SAD-SRA Order will specify JEEP as for the purpose of the order. A JEEP Assistant must enter a separate JEEP-A for each lead provided. When that lead enlists into the CTNG, the documented Assistant will receive \$500.00 for each enlistee upon completion of the terms and conditions of the JEEP-A.

d. The Internal Revenue Service's (IRS) Request for Taxpayer Identification Number and Certification (W-4) form are necessary to process all assistance payments. All Assistants must ensure CTMD has on file a complete a W-4 form. This form can be completed via the JEEP's website (ctjeep500.com). See appendix A and B for JEEP forms and additional information.

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

a. Administration. The CTARNG, through the Commander of the 6<sup>th</sup> RRB and the CTMD, will coordinate, supervise, monitor, maintain all records, track, process, execute, and perform quality reviews for the JEEP. The Commander, 6<sup>th</sup> RRB (6<sup>th</sup> RRB CDR), CTARNG, will manage this program for the CTNG as a joint program. The 6<sup>th</sup> RRB CDR will establish a regular audit policy to ensure compliance with this GO. Each JEEP Enlistee will be required to complete a survey that identifies their JEEP Assistant. At a minimum, no less than 25% of successful jeep enlistments will be audited each quarter. Audits will consist of direct contact with the enlistee, recruiter, and Assistant to ensure eligibility was maintained throughout the entire enlistment process. All JEEP documents will be retained as State of Connecticut records for 7 years following initiation.

b. Entering Assistant and Lead Data. An Assistant must provide all required information about themselves and the lead through the CT JEEP website. An Assistant will complete and sign the JEEP-A, which establishes their claim for the JEEP lead. An Assistant must complete ALL required forms for receipt of a JEEP SRA, including a W-4 tax form. During the online process, Assistants will be assigned a control number. This number will be used for supervision, tracking, and processing purposes.

c. Assigning JEEP Leads to a Recruiter (RRNCO). The information entered into the JEEP website will be sent to JEEP's Program Manager, who will determine the Assistant's eligibility and forward the lead's information to an CTNG Recruiter NCOIC. The Recruiter NCOIC will be responsible for linking the lead to a recruiter, via random number generation. All RRNCO's on each team will be assigned a JEEP lead before any RRNCO on that team is assigned a second JEEP lead. The only exception is leads for high school students, which will be assigned to the RRNCO responsible for the lead's high school.

d. RRNCO Processing of JEEP Leads. Once the RRNCO has been assigned the JEEP lead, the RRNCO will coordinate mentoring the lead with the Assistant. 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 CTNG, the recruiter will consolidate and forward all documentation to the 6<sup>th</sup> RRB for verification and processing.

e. Documentation. All documents necessary for Assistants to complete are posted on the CT JEEP Website (See Appendix A). Relevant documentation submitted for JEEP processing includes but is not limited to the JEEP-A, DD Forms 4/1 and 4/2, DD Form 1966 (all pages), and NGB Form 377 (if applicable). For CTNG Retirees and CTOM Members, State Appointment Orders to the Retired List or to CTOM are required.

f. Enlistment or Accession. Upon enlistment or accession, the RRNCO must ensure that the Assistant is named in the remarks on the DD Form 1966 as the person 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 CTNG. When all information is complete and verified, the JEEP Program Manager will work with the CTMD to initiate payment.

g. The JEEP-A is active for 180 days (6 months) from the date signed by the Assistant. The JEEP-A is void after 180 days (6 months) if the lead provided on the agreement has not enlisted in the CTNG. Exceptions to this timeline are at the discretion of the 6<sup>th</sup> RRB CDR.

h. Upon the new lead accessing into the CTNG per the JEEP terms, 6<sup>th</sup> RRB CDR will verify all documents, confirm Assistant eligibility, and certify the payment is due and payable to the Assistant. The certified JEEP-A will be forwarded to the CTMD for processing and orders generation.

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

a. The Adjutant General and fulltime Assistant Adjutant General are not authorized to be an Assistant due to ethical considerations and conflicting interests.

b. A Soldier or Airman assigned or attached (full-time, part-time, temporary status, or performing Active Duty for Operational Support) to the 6<sup>th</sup> RRB, CTARNG or the Recruiting Command for the CTANG, and their immediate family members are excluded from participating in JEEP as an Assistant.

c. Assistants who are under investigation for JEEP misconduct or who are found to have committed misconduct relative to JEEP are ineligible to participate in JEEP.

d. An Assistant may not assign any rights or expectations of payment to another person. Additionally, an Assistant may not refer a lead that is already in the process of enlistment or has had contact with a RRNCO within 180 days prior to submission of the lead. This is verified via the recruiting system of record. Any lead whose first contact with

the Assistant is via an organized recruiting event sponsored and/or staffed by the respective service's recruiting command is not eligible to be entered into JEEP.

e. If a JEEP lead enlists, and is subsequently discharged from the CTNG, that person cannot be a JEEP lead again. A person can only be a JEEP lead/enlistee once.

f. Any acts directly or indirectly related to excluded persons or prohibited activities could result in disciplinary actions or prosecution as deemed necessary by TAG or the Governor of the state of Connecticut.

g. Assignment as an Assistant is at the discretion of The Adjutant General. Misconduct at any time, including a previous felony conviction or pending criminal prosecution, that is discrediting to the CTNG, CTMD or State of Connecticut or offensive to military customs is grounds for denying an otherwise qualified person from being an Assistant or for disqualifying a current Assistant. There is no inherent right to being an assistant based on status as a CTNG member, CTNG retiree or CTOM member. Assistants at "at will" and can be disqualified at the discretion of The Adjutant General.

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

a. In the case of a dispute involving the JEEP, all issues of the dispute will be decided by the CTARNG Chief of Staff. If necessary, the dispute may be appealed to the Assistant Adjutant General- Army.

b. In the event of a conflict regarding the language of this General Order (GO) and the JEEP Assistant Agreement, the language of this GO governs.

**1-8 Effective Dates and Duration of the Program.** JEEP IS effective 1 July 2023 and shall 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. Any discontinuation of JEEP will be posted on the JEEP website.

**1-9 Forms.** JEEP forms are listed in Appendix A below and are available at the CT JEEP Website.

**1-10. JEEP Suspension or Termination.** JEEP is subject to availability of funds. If funding is unavailable, JEEP will be suspended or terminated. Notice of suspension or termination will be posted on the CT JEEP website. In the event of suspension or termination, CTMD will honor the leads entered by Assistants prior to the posting of the notice of suspension or termination on the CT JEEP website. If JEEP is suspended or termination, the website will not accept leads and will be inoperable.



## **Appendix A – JEEP FORMS**

JEEP Contract Part I, JEEP Assistant Agreement

JEEP Contract Part II, Enlistment Verification

JEEP Contract Part III, Certification and Request for Payment

JEEP Recruiting and Retention Agreement

DD Form 4, Enlistment/ Reenlistment Document

NGB 337, Oaths of Office

DD Form 214, Certificate of Release or Discharge from Active Duty OR NGB 22, National Guard Report of Separation and Record of Service

Re-Enlistment Eligibility Data Display, REDD Report

DD Form 1966, Record of Military Processing

Form W-4, Employee's Withholding Certificate

Form CT-W4, Employee's Withholding Certificate

CO-1080, Direct Deposit Authorization and Input Form

