

Control Number: \_\_\_\_\_



**JOINT ENLISTMENT ENHANCEMENT PROGRAM (J.E.E.P.) CONTRACT  
FOR THE ALABAMA ARMY AND AIR NATIONAL GUARD**

**PART I. ASSISTANT AGREEMENT**

This agreement is entered between the State Military Department (SMD) of the State of Alabama through the office of the Adjutant General of Alabama 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 Alabama 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 Alabama 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.jeep500.com](http://www.jeep500.com) :

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 Alabama National Guard.
2. The RECRUIT must successfully enlist into the Alabama Army National Guard or the Alabama Air National Guard and complete DD Form 4, and DD Form 1966 or NGB 377, and be assigned to a unit of the Alabama 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 Alabama National Guard or verified retiree at the time of the enlistment or accession to validate the terms of this contract.
4. The JEEP ASSISTANT has reviewed the State Military Department Regulation (SMDR) 7-27 and is eligible for the JOINT ENLISTMENT ENHANCEMENT PROGRAM (J.E.E.P.)

\_\_\_\_\_  
(J.E.E.P. ASSISTANT Signature and Date)

\_\_\_\_\_  
(Recruiter Signature and Date)

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**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 Alabama 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 retiree of the Alabama 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)

\_\_\_\_\_ DD 214 (for retired J.E.E.P. ASSISTANTS)

\_\_\_\_\_ REDD Report (for current member J.E.E.P. ASSISTANTS)

\_\_\_\_\_ DD 1966 (J.E.E.P. ASSISTANT information must be recorded in remarks section)

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

TO: State Military Department  
ATTN: AL-SPDOF  
P. O. Box 3711  
Montgomery, Alabama 36109-0711

Pursuant to Executive Order Number **XX**, SMDR 7-27, and Alabama Code § 31-2-132, 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 W-9 on file with the State Military Department (SMD).
- e. \_\_\_\_\_ Other documents not listed above (*list*): \_\_\_\_\_
- f. \_\_\_\_\_ J.E.E.P. ASSISTANT has provided evidence of service or retirement.

It is expressly understood and agreed that the J.E.E.P. payment is not due and payable by the State of Alabama 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 Alabama law and Executive Order **XX** and State Military Department Regulation (SMDR) 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 SMDR 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 \$500.00 is due and payable to the assistant.

\_\_\_\_\_  
(Commander, 22ND RRB – Signature/Date)

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

\_\_\_\_\_  
(Adjutant General, Alabama National Guard)

\_\_\_\_\_  
(State Property and Disbursement Office)