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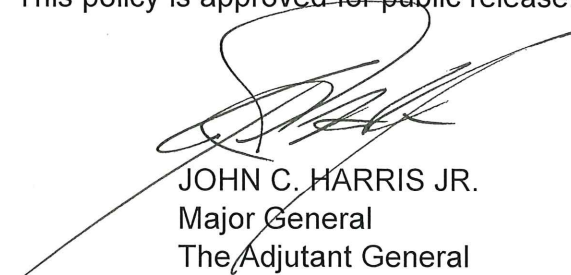
STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 West Dublin Granville Road  
Columbus, Ohio 43235-2789

23 JUN 2023

MEMORANDUM FOR RECORD

SUBJECT: Command Policy: TAG 23-007: Ohio National Guard (OHNG) Leads to Enlistment State Incentive Program (Bucks for Buckeyes) Policy

1. REFERENCE: Ohio Revised Code 5913.01
2. PURPOSE: This program is designed to gain assistance in enlisting and promoting the recruitment of Soldiers and Airmen into the Ohio Army National Guard (OHARNG) or Ohio Air National Guard (OHANG) who are not otherwise excluded from the program by the terms contained herein. When an OHNG Soldier, Airman, recruit, current state employee of the Adjutant General's Department (ADJ), or OHNG retiree exercises personal initiative resulting in the enlistment (and report to Initial Military Training (IMT)) of an OHNG recruit (Army or Air), the State of Ohio, by and through the offices of the ADJ, may enter into an agreement with the Soldier, Airman, current state employee of the ADJ, or OHNG retiree whereby they may receive compensation in the form of an assistant payment. The program may also provide funding to reward innovative initiatives that enhance OHNG recruiter success in converting a lead to an enlistment.
3. POLICY: This management policy prescribes standards for administering the OHNG Leads to Enlistment State Incentive Program Policy.
4. RESPONSIBILITY: See Enclosure 1
5. PROCEDURES: See Enclosure 2
6. DEFINITIONS: See Enclosure 3
7. ORGANIZATIONAL OVERSIGHT AND ACCOUNTABILITY: See Enclosure 4
8. RELEASABILITY: Unlimited. This policy is approved for public release.

  
JOHN C. HARRIS JR.  
Major General  
The Adjutant General

DISTRIBUTION:  
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## **ENCLOSURE 1** **RESPONSIBILITIES**

Leaders and stakeholders at all levels of the organization are responsible for promoting the Bucks for Buckeyes program, encouraging participation, and ensuring participants understand and comply with this policy. Key stakeholders include: OHNG J1, Command Teams/Company Unit Readiness & Retention Enhancement Team, Soldiers and Airmen (NCOs and Officers), current state employees of the ADJ, OHNG retirees, Regional RR BN S3s, OHANG Recruiting Superintendent, Recruiting BN OPS NCO, JFHQ A1, recruiters, the Adjutant General's Department Chief Financial Officer (ADJ CFO), and Director of the Joint Staff.

**1. OHNG J1:** Responsible for prescribing policy, procedures, and budget execution management, and ensuring adequate management controls are in place to ensure program compliance. The J1 will work with the ADJ CFO to coordinate, supervise, monitor, maintain all records, track, process, execute, and perform quality reviews for the program.

**2. Unit Command Teams/Company Unit Readiness & Retention Enhancement Team (URRET):** Responsible for actively promoting and encouraging participation in the program and synchronizing all unit level recruiting efforts and activities.

**3. Soldiers, Airmen, and current State Employees of ADJ (Recruiting Assistants):** Responsible for identifying individuals who meet the minimum qualifications and have an interest in joining the OHNG. The recruiting assistant provides the name, address, and phone number of prospective lead to the OHARNG recruiting command via the OHARNG App or OHANG unit recruiting office. The assistant maintains contact with the potential lead throughout the enlistment process to provide guidance and mentorship as needed, completes the assistant agreement, payment request form, and voluntary tax withholding form for each eligible lead.

**4. OHNG Retirees (Recruiting Assistants):** Responsible for identifying individuals who meet the minimum qualifications and have an interest in joining the OHNG. The recruiting assistant provides the name, address, and phone number of prospective lead to the OHARNG recruiting command via the OHARNG app (Army) or OHANG unit recruiting office (Air). The assistant maintains contact with the potential lead throughout the enlistment process to provide guidance and mentorship as needed, completes the assistant agreement, payment request form, voluntary tax withholding form for each eligible lead, and provide copy of NGB 22, DD 214, or retirement order.

**5. RR BN Regional S3/OHANG Recruiting Superintendent:** Responsible for certifying assistant and lead eligibility for the program.

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**6. Recruiting Operations NCOIC/JFHQ A1:** Responsible for certifying payment eligibility, assigning a control number, tracking agreements, payments, and budget execution.

**7. RRNCO/Recruiter:** Responsible for following up with Recruiting Assistants, contacting prospects, completing the recruiting assistant agreement, verifying Recruiting Assistant and lead eligibility for participation in the program.

**8. State Chief Financial Officer (CFO):** Responsible for processing payments of certified payment requests in accordance with all state finance policies and procedures. Responsible for developing and overseeing audit processes to ensure appropriate and effective controls are in place.

**9. Lead Innovation Initiative Board:** Responsible for evaluating innovation initiative ideas, determining potential to increase participation in the program and/or improve lead to enlistment conversion rates (percent of leads that result in an enlistment). Board members are not members of the Dispute Resolution Panel referenced in Enclosure 2, paragraph 6.

**10. Director of the Joint Staff:** Serves as the appeal authority to the dispute resolution panel.

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## **ENCLOSURE 2** **PROCEDURES**

The following procedures are intended to guide the various responsible parties in understanding their respective requirements related to implementation of this program. These procedures start with lead submission and terminate with required program audit.

**1. Annual Incentive Terms and Conditions Publication.** The OHNG J1 will publish incentive terms and conditions in a Joint Personnel Policy Operational Memorandum (PPOM) annually NLT July of each year, or when changes to the terms and conditions are required.

### **2. Excluded Persons and Prohibited Actions.**

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

b. Soldiers or Airmen assigned or attached (full-time, part-time, ADOS, or FTNGD) to an OHNG recruiting position and their immediate Family members are excluded from participating in this program.

c. Leads generated from OHNG unit-sponsored events (with recruitment as an objective) and from OHNG recruiting-sponsored events are ineligible.

d. Potential applicants (prospects) who have already contacted a recruiter are not eligible leads under this policy.

e. The persons described in paragraphs a. and b. above are prohibited from receiving any funds, directly or indirectly, paid to a program assistant. 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. 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/or judicial or non-judicial punishment under the OCMJ to include courts-martial.

f. An assistant may not assign any rights or expectations of payment to another person.

g. Any acts directly or indirectly related to excluded persons or prohibited activities could also result in disciplinary actions or civilian or military prosecution as determined by the Adjutant General or the Governor of the State of Ohio.

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### **3. Recruiting Assistant Procedures.**

a. Soldiers, Airmen, current state employees of the ADJ, and OHNG retirees (recruiting assistants) will identify potential applicants who have an interest in joining the OHNG and have not had prior contact with a recruiter.

b. Assistants will enter potential applicant information (name, phone, email, address) into the OHARNG App and complete a separate Lead to Enlistment State Incentive Program Agreement (Appendix 1) for each lead provided.

c. Once the lead agrees to process, a recruiter will contact the lead initiating recruiting assistant. The recruiting assistant will sign the agreement in the presence of the recruiter. The recruiter signs the assistant agreement as a witness to the signature of the assistant and verifies the information contained in the agreement. The assistant will also complete a Bucks for Buckeyes Payment and Direct Deposit Request Form (Appendix 2), and Voluntary Tax Withholding Form (W4-V). OHNG Retiree assistants will submit NGB Form 22, DD Form 214, or retirement order. Other documentation may be required for verification purposes.

d. The assistant agreement is active for 365 days from the date signed by the assistant. The agreement is void after 365 days if the lead provided on the agreement has not accessed unless the assistant and recruiter sign a new agreement.

e. The total number of compensated leads for an individual recruiting assistant during a fiscal year will not exceed five (5) unless the ADJ CFO performs an audit of the circumstances to confirm full program compliance. Thereafter, the ADJ CFO will review program compliance every five (5) paid leads to ensure program compliance.

f. Direct deposit is mandatory for recruiting assistants to receive payments associated with the program. The State Finance Office will establish a state payee account for all participating recruiting assistants.

g. Payment will be processed when the recruit ships to initial military training (IMT) or when an SMP cadet reports to their unit of assignment. If the recruit does not ship, the agreement is nullified, and the associated lead is not eligible for payment.

### **4. Recruiting Agreement Payment Processing.**

a. Upon enlistment/accession, the recruiter enters the recruiting assistant's name in the remarks section on the DD Form 1966. The required remark indicates the recruiting assistant as the individual who referred the lead to the recruiter. Enlistment/accession credit is not attributed to an assistant if these procedures are not followed. Further, an assistant cannot be added retroactively to a DD Form 1966 following the Soldier taking the oath of enlistment.

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b. Eligibility Certification: When all of the information is complete on the assistant agreement, the RRNCO will send the 1966 along with the Assistant Agreement, Payment Request Form, Voluntary Tax Withholding Form, and, if applicable in the case of OHNG retirees, a copy of the NGB Form 22, DD Form 214, or retirement order to their Regional S3/JFHQ-A-1 to verify the correctness of the paperwork and validating eligibility for the program by validating the dates the lead was entered into the app, when the lead was entered into RZ/AFRISS, and the recruiting assistants eligibility for participation in the program.

c. Payment Certification:

(1) For OHARNG leads, after the Regional S3 certifies eligibility (i.e., enlistee ships to IMT), the documentation packet is sent to BN Ops who will provide a second level eligibility certification for participation in the program. The BN OPS/JFHQ A1 will send the certified payment package to the J1.

(2) For OHANG leads, the JFHQ-A1 will certify eligibility (i.e., enlistee ships to IMT), review required documents and submit the certified agreement to the State Finance Office for payment. The A1 is also responsible for monitoring execution against the annual budget program in conjunction with the J1.

(3) The J1 (or designee) will provide a control number for supervision, tracking, and processing purposes, and submit the certified agreement to the State Finance Office for payment. The J1 (or designee) will be responsible for monitoring execution against the annual budget for the program.

(4) The State Finance Office will process payments in accordance with state finance procedures and policies. Direct deposit is mandatory for participants. Issuing manual checks is not authorized. The State Finance Office will maintain copies of all documents for a minimum of ten (10) years for auditing purposes.

### **5. Lead Innovation Initiative Award.**

a. The OHNG J1 with the concurrence of the ADJ CFO, may provide funding for an incentive payment under this program for submission of innovative ideas that increase participation in the program and/or improve the lead to enlistment conversion rate.

b. The OHNG J1 will establish a process for the submission and processing of innovative ideas for presentation to a board (Lead Innovation Initiative Awards Board) consisting of a minimum of four (4) members with an O-6 or above as the President of the Board. The board may grant a monetary award for significant innovative ideas that increase participation in the program and/or improve lead to enlistment conversion rates that are (or will be) implemented by the organization.

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c. Board approved Lead Innovation Initiative Awards will be submitted to the J1 (or designee) for assignment of a control number and submission to the State Finance Office for payment.

d. The State Finance Office will process payments in accordance with state finance procedures and policies. Direct deposit is mandatory for participants. Issuing manual checks is not authorized. State Finance Office will maintain copies of all documents for a minimum of ten (10) years for auditing purposes.

e. The board will provide and route findings through the respective recruiting organizations back to the award applicant. Applicants may use board feedback to adjust submission and resubmit for consideration at a future board.

## **6. Program Conflicts and Dispute Resolution.**

a. In the case of a dispute involving the program, all issues of the dispute will be decided by a dispute resolution panel consisting of the Air Guard Director of Staff, J1, RRB CDR, OHANG Director of Recruiting and Retention, and ADJ CFO. The panel will have full authority to determine the procedure and process to use in resolving disputes. The panel's decision is final, and the Director of Joint Staff (DJS) is the appeal authority.

b. In the event of a conflict regarding the language of this policy and the Assistant Agreement, the language of this policy governs.

**7. Ohio Recruiter Achievement Ribbon.** The Ohio Recruiter Achievement Ribbon is authorized by the Ohio Adjutant General. The contractual payment for assistance under this program does not preclude a Soldier from other forms of recognition where/when appropriate such as the Ohio Recruiter Achievement Ribbon.

**8. Federal Programs.** The OHNG Leads to Enlistment State Incentive Program does not preclude the assistant from earning benefits from the Stripes for Buddies Program and the Leads to Enlistments Program.

**9. Effective Dates and Duration of the Program.** This program is effective upon publication of this policy and shall remain in effect unless amended or suspended by the Adjutant General. This program may be terminated at any time and for any reason by the Adjutant General. All assistant agreements signed by approving officials prior to the program's termination date will continue as valid agreements.



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**ENCLOSURE 3**  
**DEFINITIONS**

- 1. Lead:** The name, address, and phone number of someone who may be interested in joining the OHARNG or OHANG.
- 2. Prospect:** An individual who has agreed to an appointment with a recruiter.
- 3. Applicant:** A person who is pre-qualified, desires voluntary enlistment in the OHARNG or OHANG, and being considered for entry.
- 4. Enlistee:** An applicant who has been found eligible and accepted for enlistment or accession in the OHARNG or OHANG.
- 5. Prior Service Personnel:** A person who served in a branch of the military as either an enlisted member, warrant officer, or commissioned officer who is prequalified and desires voluntary enlistment or commission in the OHARNG or OHANG.
- 6. Recruit:** A person newly enlisted or accessed into the OHARNG or OHANG and not yet fully trained.
- 7. Recruiting Assistant:** An OHNG Soldier or Airman, recruit, current state employee of the ADJ, or OHNG retiree who on their own initiative, independently helps locate interested individuals to join the OHNG and is **NOT** a member of any OHNG recruiting organization or a person who is directly supporting an OHNG sponsored unit event or recruiting organization event (with a recruiter present), This program is limited to enlisted Soldiers and Airmen, all warrant officers, officers in the rank (grade) of Lieutenant Colonel (O-5) to Second Lieutenant (O-1), current state employees of the ADJ, and OHNG retirees of any grade.
- 8. OHNG Retiree:** A former member of the OHNG of any rank or grade who has met all requirements to be eligible for military retirement pay and is not otherwise working in direct support of an OHNG recruiting organization (i.e., contractors). The retiree must provide an NGB Form 22, DD Form 214, Retirement Order, or other official documentation to validate their retirement-eligible status and previous membership in the OHNG.
- 9. Recruiter:** A person whose job is to enlist or access members into the OHARNG or OHANG and assigned or attached to the respective recruiting command. Any Soldier or Airman assigned to an OHNG Recruiting and Retention organization, or position is not eligible for the program.

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**10. Assistant Agreement:** A contract between the State of Ohio and an assistant that provides a new or prior service lead to a recruiter resulting in an enlistment or accession because of their efforts, mentorship, and assistance.

**11. Assistant Payment:** The State of Ohio shall compensate an assistant in the amount published annually for each new or prior service lead who enlists/accesses into the OHARNG or OHANG because of the assistant's effort, mentorship, and assistance. Payment will be processed when the recruit ships to initial military training or when an SMP cadet reports to their unit of assignment.

**12. He, She, His, Hers:** Includes all genders.

**13. Family:** Spouse and children, including stepchildren.

**14. Leads Innovation Initiative:** An actionable idea, plan, or program that has the potential to significantly increase participation in the program, increase leads, and/or significantly increase the lead to enlistment conversion rate.

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**ENCLOSURE 4**  
**ACCOUNTABILITY AND OVERSIGHT**

1. The OHNG J1 is responsible for implementing sufficient management controls to ensure program policy compliance with:
  - a. Recruiting assistant eligibility
  - b. Lead eligibility
  - c. Recruiting Assistant agreement and payment processing procedures
  - d. Management of annual budget allocated for the program
  
2. The ADJ CFO is responsible for implementing audit and management controls to ensure issuance of proper payments in accordance with state of Ohio finance policies and procedures. The ADJ CFO may request outside audit assistance from the Ohio Auditor of State.

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**APPENDIX 1 (BUCKS FOR BUCKEYES AGREEMENT FORM)**

CONTROL NUMBER: \_\_\_\_\_

**BUCKS FOR BUCKEYES AGREEMENT**

**PART I. ASSISTANT AGREEMENT**

This agreement is entered between the State of Ohio through the office of the Adjutant General of Ohio and the parties listed below:

\_\_\_\_\_  
*(Recruiter's, Last Name, First Name, Middle Initial)*

Currently serving as a member of the Ohio 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 Ohio National Guard by the provisions of the Ohio National Guard Leads to Enlistment State Incentive Program (Bucks for Buckeyes) be it known that:

\_\_\_\_\_  
*(Rank, Last Name, First Name, Middle Initial - hereafter referred to as RECRUITING ASSISTANT)*

Currently residing at: \_\_\_\_\_  
*(Complete Home Address and Phone Number of RECRUITING ASSISTANT)*

Has provided the following information about a potential new or prior service recruit:

\_\_\_\_\_  
*(PROSPECT'S First Name, Middle Name, Last Name and Phone Number - Hereafter Referred to as PROSPECT)*

The RECRUITING ASSISTANT has agreed to or confirmed the following terms:

1. 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 Ohio National Guard and ships to Initial Military Training (IMT).
2. The PROSPECT must successfully enlist into the Ohio Army National Guard or the Ohio Air National Guard and complete DD Form 4, and DD Form 1966 or NGB 337, and be assigned to a unit of the Ohio National Guard, and ship to IMT. Other documents may be required for validation and certification purposes.
3. The RECRUITING ASSISTANT must be a member of the Ohio National Guard, or current state employee of the Adjutant General's Department, or verified OHNG retiree at the time of the enlistment or accession to validate the terms of this contract.
4. Confirm that the PROSPECT has an interest in joining the Ohio Army or Air National Guard, the prospect has never had contact with an Ohio National Guard Recruiter, the lead was obtained through my own recruiting efforts, and the lead was not the result of a National Guard sponsored unit or recruiting event.

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(RECRUITING ASSISTANT Signature and Date)*

\_\_\_\_\_  
*(Signature)*

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

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CONTROL NUMBER: \_\_\_\_\_

PROSPECT NAME: \_\_\_\_\_

**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 Ohio National Guard,

| \_\_\_\_\_  
*(RECRUIT'S First Name, Middle Name, Last Name)*

And is assigned to:

\_\_\_\_\_  
*(Unit name and complete address)*

I further certify that \_\_\_\_\_  
*(RECRUITING ASSISTANT – Rank, First Name, Middle Name, and Last Name and Last 4 SSN)*

served as the RECRUITING ASSISTANT has provided sufficient evidence that he/she is a member or retiree of the Ohio National Guard assigned to/discharged from:

\_\_\_\_\_  
*(Unit Name and Complete Address)*

The following forms have been attached to this LEAD TO ENLISTMENT AGREEMENT:

- DD 4
- NGB 337 (Officer Only)
- W-9 (For RECRUITING ASSISTANT)
- DD 214, NGB 22, or Retirement Order (for retired RECRUITING ASSISTANT)
- REDD or Pers RB (G1 Portal) (validate current member RECRUITING ASSISTANT)
- DD 1966 (RECRUITING ASSISTANT information must be recorded in remarks section)
- PAYMENT REQUEST AND DIRECT DEPOSIT FORM (for RECRUITING ASSISTANT)

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CONTROL NUMBER: \_\_\_\_\_

PROSPECT NAME: \_\_\_\_\_

**PART III. SHIP TO INITIAL ENTRY TRAINING VERIFICATION AND PAYMENT REQUEST**



SHIP DATE: \_\_\_\_\_ VERIFIED BY: \_\_\_\_\_  
*(Name, Rank, Position, Signature)*

OR 

PROSPECT DID NOT SHIP VERIFIED BY: \_\_\_\_\_  
*(Recruiter Name and Signature)*

**PART IV. PAYMENT REQUEST CERTIFICATION**

I hereby certify that the RECRUITING ASSISTANT meets program participation eligibility requirements, and the prospect lead qualifies for payment under the terms of the BUCKEYE BUCKS PROGRAM (i.e., the recruit enlisted and shipped to Initial Military Training).

REQUEST PAYMENT IN THE AMOUNT OF: \$ \_\_\_\_\_



RR BN S3/RECRUITING SUPERINTENDENT VERIFICATION \_\_\_\_\_  
*(Regional RR BN S3/Superintendent Signature)*



RR BN OPERATIONS NCOIC/JFHQ A1 CERTIFICATION: \_\_\_\_\_  
*(RR BN OPS NCOIC/JFHQ A1 Signature)*



J1 REPRESENTATIVE CERTIFICATION: \_\_\_\_\_  
*(J1 Representative Signature)*

DATE SUBMITTED TO STATE FINANCE FOR PAYMENT: \_\_\_\_\_

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**APPENDIX 2 (BUCKS FOR BUCKEYES PAYMENT & DIRECT DEPOSIT REQUEST FORM)**

**PAYMENT REQUEST AND DIRECT DEPOSIT FORM  
(BUCKS FOR BUCKEYES PROGRAM)**

*I understand that direct deposit is mandatory to receive payments related to the OHNG Leads to Enlistment State Incentive Program (BUCKEYE BUCKS). Eligible payments will be issued by the State of Ohio and direct deposited into the banking account provided.*

FIRST NAME: \_\_\_\_\_

LAST NAME: \_\_\_\_\_

BANK NAME: \_\_\_\_\_

BANK ACCOUNT NUMBER: \_\_\_\_\_

ABA ROUTING NUMBER (Nine Digit ABA/Routing Number): \_\_\_\_\_

BANK STREET ADDRESS: \_\_\_\_\_

BANK CITY: \_\_\_\_\_ BANK STATE: \_\_\_\_\_ BANK ZIP: \_\_\_\_\_

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### **APPENDIX 3 (FREQUENTLY ASKED QUESTIONS)**

To request payment for referring a friend, colleague, or Family member to the OHARNG or OHANG, please read the list of frequently asked questions (FAQ) below to ensure you are paid correctly, timely, and understand the related personal income tax implications.

#### **Q: How will I be paid?**

A: Bonus payments will be paid via Electronic Funds Transfer (EFT) to your bank account. Please be sure your bank account information is entered accurately on the Bucks for Buckeyes Payment and Direct Deposit Form. Manual checks are not authorized.

#### **Q: How much will I be paid?**

A: Referral bonus payment amounts are published by the J1 each fiscal year in July. See your unit Retention NCO for details on this year's incentive amount.

#### **Q: Will the bonus pay be on my annual Form W-2?**

A. Maybe - if you earn \$600 total (bonuses; SAD pay, etc.) in State pay or more during the calendar year, you will receive an IRS Form 1099 by January 31st the following calendar year. Please keep in mind that no income tax is withheld and you will need to be prepared for a *potential* amount due when filing your federal, state, local, and school district personal income tax returns.

***Note: If you would like to have a specific percentage of your recruiting incentive payment withheld, please complete a Voluntary Tax Withholding Form (W4-V) and submit it with your agreement.***

#### **Q: How long will it take to pay me?**

A: In most cases, you will be paid within 8-10 business days from the date the State Finance Office receives your information from your unit and/or the USPFO office. Payment requests submitted in the last two weeks of June may see a delay due to state fiscal year end closeout.

#### **Q: What if my incentive pay looks wrong or I have other questions?**

A: Please contact your unit first. If your unit needs more information, they will contact the State Finance Office.