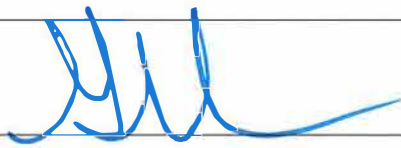


## Unified Washington Military Department and National Guard Policy No. 24-01

<b>Title</b>	Washington National Guard Ambassador Referral Program
<b>References</b>	<a href="#">RCW 38.24.070</a> <a href="#">Referral Incentive Certification Form [link]</a>
<b>Cross-Reference Number</b>	N/A
<b>Information Contact</b>	Regan Hesse, CFO Building #1, (253) 512-7498
<b>Effective Date</b>	September 4, 2024
<b>Mandatory Review Date</b>	September 4, 2028
<b>Revised</b>	N/A
<b>Approved By</b>	 Gent Welsh, Major General The Adjutant General Washington Military Department Director

### Purpose

To establish, manage, and operate a Washington National Guard Ambassador Referral Program (WANGARP) that incentivizes current members of the Washington National Guard (WANG) to provide leads for future accessions into the Washington Army National Guard (WAARNG) and/or Washington Air National Guard (WAANG), encompassing enlistments, officer appointments, and transfers into the WANG. WANG members may be eligible for a lump sum payment if they refer an individual to the WANG in accordance with the terms and conditions established within this policy.

### Scope

This policy applies to all commands, wings, units, and detachments of the WANG, and is subject to available funding to be provided by the Washington Military Department (WMD).

### Definitions

- Lead:** The name, address, telephone number, and email address of someone who may be interested in serving in the WANG.
- Prospect:** An individual with or without prior military service experience who has agreed to an appointment with a Recruiter.

3. **Candidate:** An applicant who is prequalified and has begun the application process to enlist/commission into the WANG.
4. **Eligible Enlistee/Appointee:** Any candidate who has been found eligible, and who has been accepted for accession into the WANG. This includes all non-prior service candidates, prior service candidates (to include fully qualified and/or retraining), interstate transfers (members transferring from another state), and officer accessions.
5. **Recruit:** Any person who is newly enlisted/appointed into the WANG and not attended:
  - Basic Military Training (BMT)
  - Basic Combat Training (BCT)
  - Total Force Officer Training School (TFOTS)
  - Officer Candidate School (OCS)
  - Officer Basic Course (OBC); or
  - Warrant Officer Training School (WOTS).
6. **Ambassador:** A military member in good standing of the WANG who brings a qualified lead to a Recruiter for potential enlistment.
7. **Recruiting Assistant:** Any member of the WANG whose primary duty or employment is recruiting and/or retention to include full-time or part-time duty, Active Duty for Operational Support (ADOS), or assigned to a temporary recruiting position.
8. **Recruiter:** Any member of the WANG who is assigned to a Recruiting and Retention billet, any member who holds the Recruiter MOS/AFSC of 00E and/or 8RXXX, or any member who is attached to a respective Recruiting and Retention unit/command.
9. **Referral Incentive Certification Form:** A formal document entered between the WANG and the Ambassador certifying they have provided a lead to a Recruiter that converted that candidate to an enlistment/appointment into the WANG.
10. **RRB:** Recruiting and Retention Battalion.

## Policy

The WMD may offer a financial incentive through the WANGARP to members of the WANG who successfully refer a new member accession into the WAARNG or WAANG in accordance with this policy.

1. **Ambassador Eligibility.** All current WANG members in good standing are eligible to become an Ambassador **except:**
  - a. Any person who is currently, or was within the last 90 days, assigned to, attached to, or employed by a Recruiting Flight or Recruiting and Retention Battalion in the WANG. This includes Active Guard Reserve (AGR) or part-time Drill Status Guardsmen (DSG), M-Day Guardsmen, Active Duty for Operational Support (ADOS), technicians, civilian positions, and contractors.

- b. Spouse, children, stepchildren, siblings, and parents of any individual referenced in 1. a. or 1.c.
- c. Any military member serving in a leadership position, such as a Unit Commander/Deputy Commander, Chief of Staff/Director of Staff, Command Sergeant Major/Command Chief Master Sergeants, Senior Enlisted Leader, or First Sergeant, serving at the company, troop, battery, flight, or higher-level unit.

## **2. The Ambassador Program.**

- a. To qualify for a bonus, the Ambassador must personally refer the prospect/candidate to a Recruiter, coordinate and attend an initial interview with both the Recruiter and the prospect/candidate, and comply with all program procedures outlined below. It is not sufficient to simply provide a name and phone number; the Ambassador must personally participate.
- b. The Ambassador must complete the Certification Worksheet at the component's appropriate stage of the recruiting process.
- c. The Ambassador will be eligible for a lump sum payment of up to \$500 from the state of Washington upon the Candidate successfully enlisting or assessing into the WANG, subject to program limitations.

## **3. Reporting and Oversight.**

- a. Each component's Recruiting command will maintain records of accessions and referrals for auditing purposes.
- b. Chief of Staff-Army and Director of Staff-Air will coordinate, supervise, monitor, maintain all records, track, process, execute and perform quality review for this program.
- c. This program may be audited by the State Auditor's Office at the Auditor's discretion. The WMD's State Finance Division may conduct internal reviews at any point. The State Finance Division and each component's Recruiting Command will provide supporting documents to the person/entity conducting the internal review.
- d. The State Finance Division will create and maintain an annual report documenting every payment made in accordance with this policy for the prior fiscal year. Reports and the associated documentation associated with each payment will be retained in accordance with the Public Records Act.

## **4. Limitations.**

- a. An Ambassador may not be compensated for more than 20 referrals per calendar year. Referrals beyond 20 are not to be compensated and may not carry over into the next calendar year. The State Finance Division is responsible for ensuring that Ambassadors are not compensated for more than this limit.
- b. The WANGARP is subject to the availability of funds and may be suspended or reduced at any time at the discretion of the Adjutant General or the WMD Chief Financial Officer.

5. **Tax Liability.** The Ambassador may be liable for paying income taxes on the incentive payments depending on state and federal tax laws. The State Finance Division will issue 1099 tax forms to Ambassadors, if necessary, in January of each year.
6. **Awards and Recognition.** The contractual payment for assistance under the WANG Ambassador Referral Program does not preclude an Ambassador from other forms of recognition where or when appropriate, to include federal or state awards. Ambassadors are eligible to receive the Washington Recruiting Ribbon (for Army and Air), the Army Achievement Medal for Soldiers, or the Air and Space Achievement Medal for Airmen under the Air Force Stellar Talent Acquisition Recruiting Referral (STARR) Program.

## **Procedures**

1. WAANG
  - a. WAANG Ambassadors must have a profile in the Aim High App (AHA) that includes their .mil email address, Department of Defense identification number (DoD ID) and Commander Support Staff (CSS) email address.
  - b. WAANG Ambassadors must enter the lead's contact information into AHA prior to the meeting with the Recruiter.
  - c. WAANG Ambassadors will coordinate the initial meeting between the Prospect and the Recruiter.
  - d. The Ambassador will attend the initial meeting between the Prospect and the Recruiter and will remain involved throughout the recruitment process.
  - e. WAANG Recruiters will validate the lead information has been transferred to them via the Air Force Recruiting Information Support System-Total Force (AFRISS-TF).
2. WAARNG
  - a. WAARNG Ambassadors will coordinate the initial meeting between the Prospect and the Recruiter.
  - b. The Ambassador will attend the initial meeting between the Prospect and the Recruiter and remain involved throughout the recruitment process.
  - c. Following the initial interview, the Recruiter will load the candidate information into the Recruiter Zone (RZ) platform ensuring the ambassador is listed as a "Unit Member Referral" under lead source.
  - d. The Recruiter's Section Chief will ensure the ambassador's information is correct in RZ prior to sending certification worksheet to RRB Operations.
3. The Recruiter will initiate the Referral Incentive Certification Form at the component's appropriate stage of the recruiting process.
4. Upon successful enlistment or accession, the respective Recruiting commands will submit the Referral Incentive Package within 90 days to the State Finance Office for processing.

5. The following documents must be included with the Referral Incentive Certification Form, as appropriate:
  - a. Personal Information Record (PIR) Printout from AFRISS-TF or RZ.
  - b. DD Form 4 (Enlisted)
  - c. DD Form 1966 (Enlisted)
  - d. NGB Form 337/AF Form 133 (Officers)
  - e. AF Form 1288/DD Form 368 (Conditional Release Forms for Transfers)
  - f. DD 214/NGB 22 (If Prior Service) or other Discharge paperwork
6. Upon receipt of all the required documentation, State Finance will process payment through the appropriate state Financial Accounting System.
7. Forms
  - a. [Appendix A](#) – Referral Incentive Certification Form
  - b. [Appendix B](#) – WAANG Process Flowchart
  - c. [Appendix C](#) – WAANG Aim High App Instructions
  - d. [Appendix D](#) – WAARNG Process Flowchart
  - e. [Appendix E](#) – Expanded Acronym List

# WASHINGTON NATIONAL GUARD AMBASSADOR REFERRAL PROGRAM CERTIFICATION WORKSHEET

*Instructions and program information located on page 2 of this form.*

*For questions contact: ng.wa.waarnng.list.rrb-referral@army.mil (Army) or waanghq.recruiting.retention@us.af.mil (Air)*

## Section 1 - Initial Interview

### Candidate Information

Status:	Email:
Name:	HOR (City, State):
Phone Number:	Zip Code:

### Ambassador Information

The above candidate is my referral and I am not ineligible as defined on page 2.

Rank & Name:	Unit Name:
DOD ID:	UIC (Army Only):
Email:	Date:
Mail Address:	Signature:
Phone Number:	
Relationship to Candidate:	

### Recruiter Information

I met with the above individuals at the indicated date and location and find the candidate has potential to join the WANG.

Rank & Name:	Interview Location:
Phone Number:	Date:
Area/Recruiting Office:	Signature:
RSID/RIC:	

## Section 2 - Recruiting Section/Flight Chief Certification

I certify the above information to be accurate and that candidate and referral info has been loaded into RZ (Army) or Aim High (Air).

Rank & Name:	Date:
Phone Number:	Signature:
Loaded in RZ/Aim High: <input type="checkbox"/>	

## Section 3 - Recruiting Command and Directorate Staff Verification

### Recruiting Headquarters

Date of Enlistment/Appointment:	Date:
Rank & Name:	Signature:
Required Documents attached: <input type="checkbox"/>	

### Directorate Staff

CoS Army/DoS Air:	Signature:
Date:	

## Section 4 - State Finance

Approved By:	Signature: _____	Coding Instructions:
Date:		
Paid By:	Signature: _____	
Date:		

### Form Instructions

Section 1 is completed during the initial interview by the Recruiter, Ambassador, and Prospect

Section 2 is completed by the Recruiting Flight/Section Chief after Prospect information is uploaded into the services respective applicant tracking system. Once this section is signed, this form will be sent to the respective services recruiting command.

Section 3 is completed by senior recruiting personnel/staff and senior directorate staff IAW internal policy then this form is routed to state finance for processing and payment. Prior to submission, ensure the below documents are attached as appropriate.

- Personal Information Record (PIR) printout from AFRISS-TF or RZ
- DD Form 4 (Enlisted)
- DD Form 1966 (Enlisted)
- NGB Form 337/AF Form 133 (Officers)
- DD Form 368/AF Form 1288 (Conditional Release Forms for Transfers)
- DD 214/NGB 22 (If Prior Service) or other discharge paperwork

Section 4 is for use by State Finance only.

### Program Information

#### **References:**

- WMD Unified Policy dated 09/04/2024
- RCW Chapter 38.24, Substitute Senate Bill 5803

#### **Purpose:**

The purpose of this program is to provide prospective applicants to recruiters while eliminating the need for full time recruiters to prospect hundreds of leads in order to get an interview with an applicant. Current SM who want to pursue this incentive must bring a prospect to a recruiting station for an initial interview. If the referring SM can not physically attend the interview, they will coordinate and schedule the interview and call in to ensure follow through.

**Applicability:** This policy applies to all commands, wings, units, and detachments of the WANG.

**Eligible Service Members:** Eligible members to become an Ambassador are current Washington National Guard Airmen or Soldiers. Any Airman or Soldier who was previously assigned to R&R/RRB AND has been re-assigned to another unit for at least 90 days is also eligible.

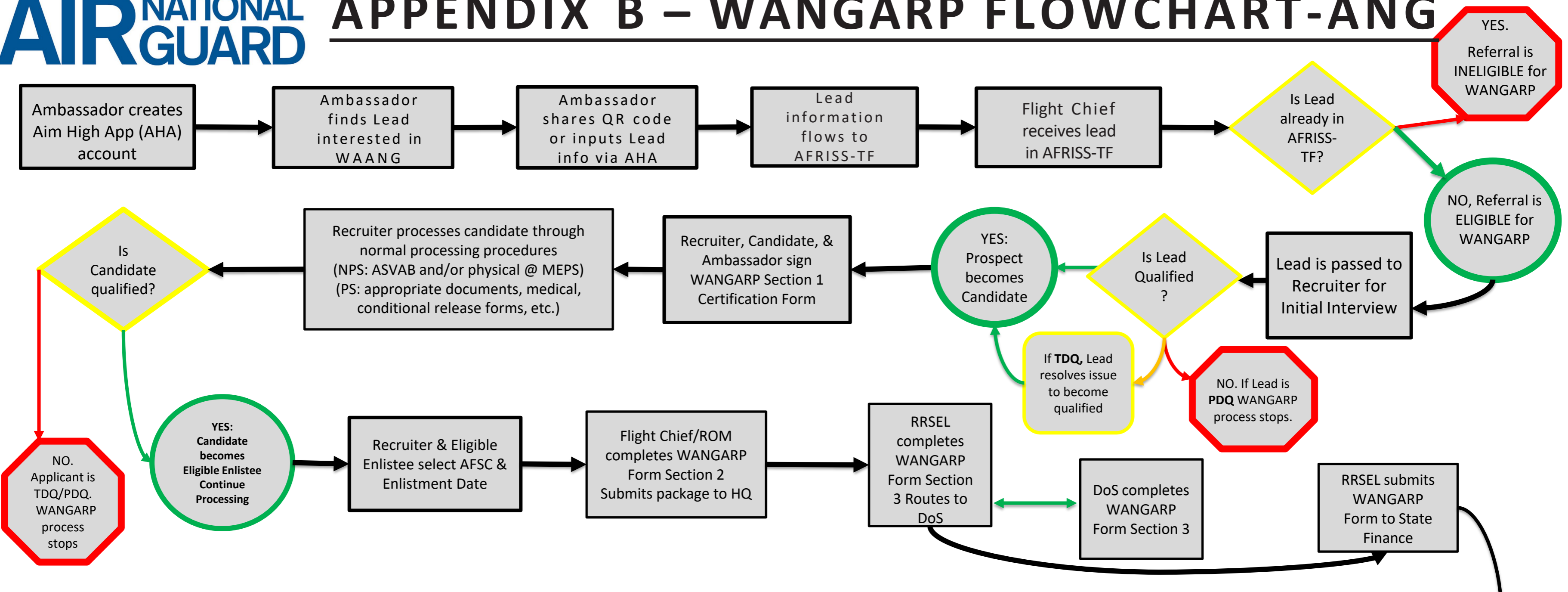
**Ineligible Service Members:** The following categories of individuals are **not eligible** to participate in the program, even if otherwise categorized as eligible.

- Any person who is currently, or was within the last 90 days, assigned to, attached to, or employed by a Recruiting Flight or Recruiting and Retention Battalion in the Washington National Guard. This includes Active Guard Reserve (AGR), M-Day Guardsmen, Active Duty for Operational Support (ADOS), technicians, civilian positions, and contractors.
- Immediate family members (Spouse, children, stepchildren, siblings, and parents) of Any individual in The groups listed above.
- Any military member that is in a Company/Flight or above leadership position such as Unit Commander/Deputy Commander, Chief of Staff/Director of Staff, Command Sergeant Major/Command Chief Master Sergeants, Senior Enlisted Leader, or First Sergeant.
- Any SM who worked in a full-time status with NG Recruiting in the last 12 months

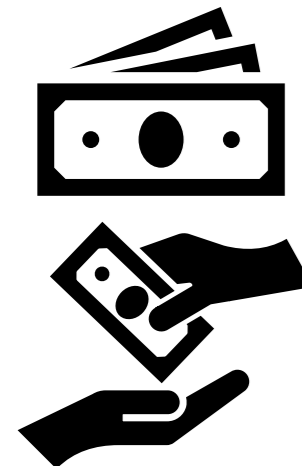
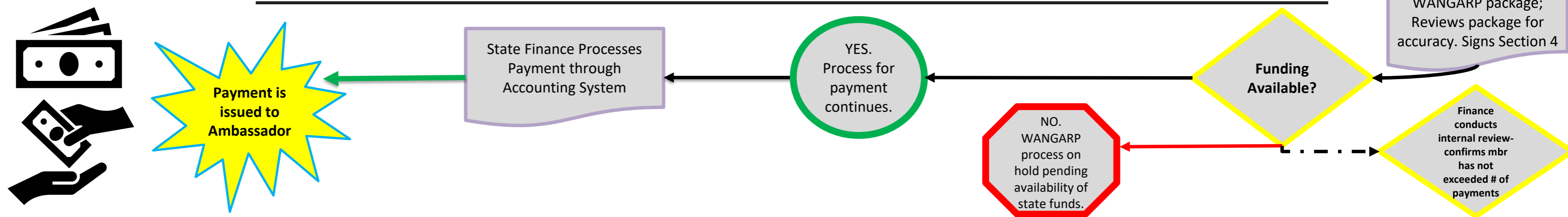
### Legal Information

Signatures on this form are legally binding and all documents processed for program incentive are subject to audit. By signing this form, you are certifying that the information you are providing is true and accurate to the best of your knowledge. Fraudulently pursuing incentives is punishable under Washington State Law and Washington State UCMJ.

# APPENDIX B – WANGARP FLOWCHART-ANG



## STATE FINANCE OFFICE PAYMENT PROCESSING





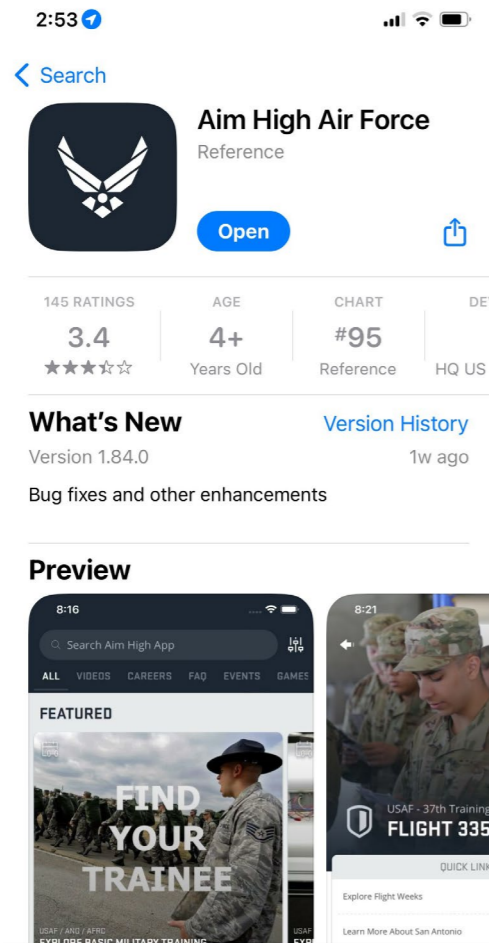


# APPENDIX C – Aim High App Instructions



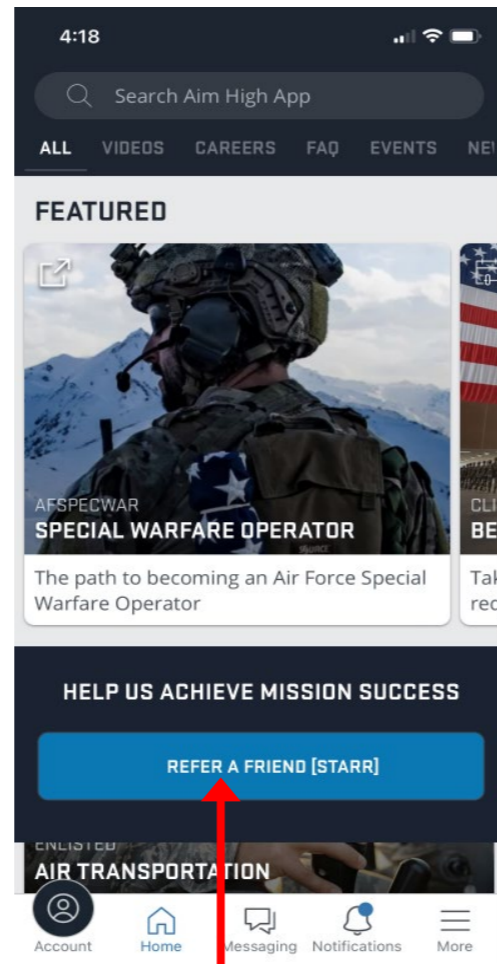
## AMERICA'S AIR FORCE AND SPACE FORCE BEGIN HERE

### 0. Download the Aim High App



### 1. Open the Aim High App

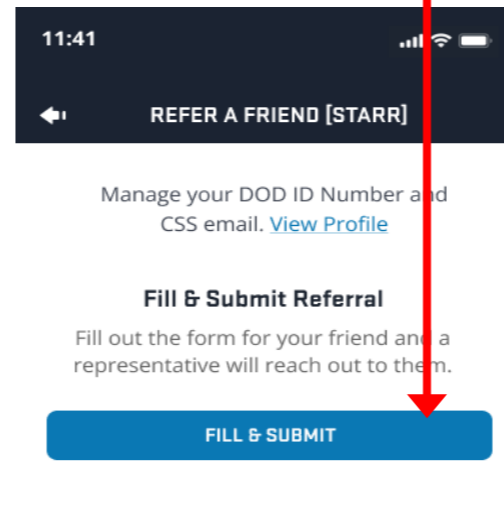
#### 1a. Create an Account\*



### 2. Click "Refer a Friend (STARR)"

\*Make sure your profile is set up and that you are using your .mil email address to receive credit for the referral. You will need your **DoD ID Number** and **CSS Email**.  
CSS Email: [WAANGHQ.CSS.CSS@us.af.mil](mailto:WAANGHQ.CSS.CSS@us.af.mil)

### 3. Click "Fill & Submit"



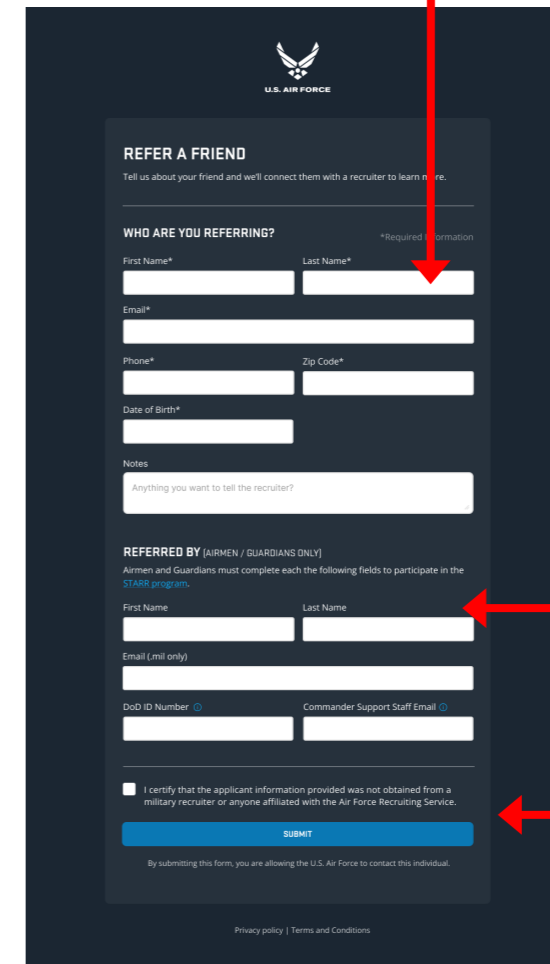
Share Your Referral Link  
Have the friend fill out their information.



SHARE LINK

Or have them scan the QR code and they can fill out their information on their device. You will still be tagged for the referral.

### 4. Enter In The Friend's Information



\* Desktop view above. When viewed on mobile you may need to scroll to view all fields.

### 5. Review Your Information

It will auto populate your information.

### 6. Certify & Submit

Once your friend has completed all recruiting steps and shipped to BMT, you will receive notification of credit for the referral. Your servicing CSS will also receive notification of the type of award earned for the number of referrals you have been created.

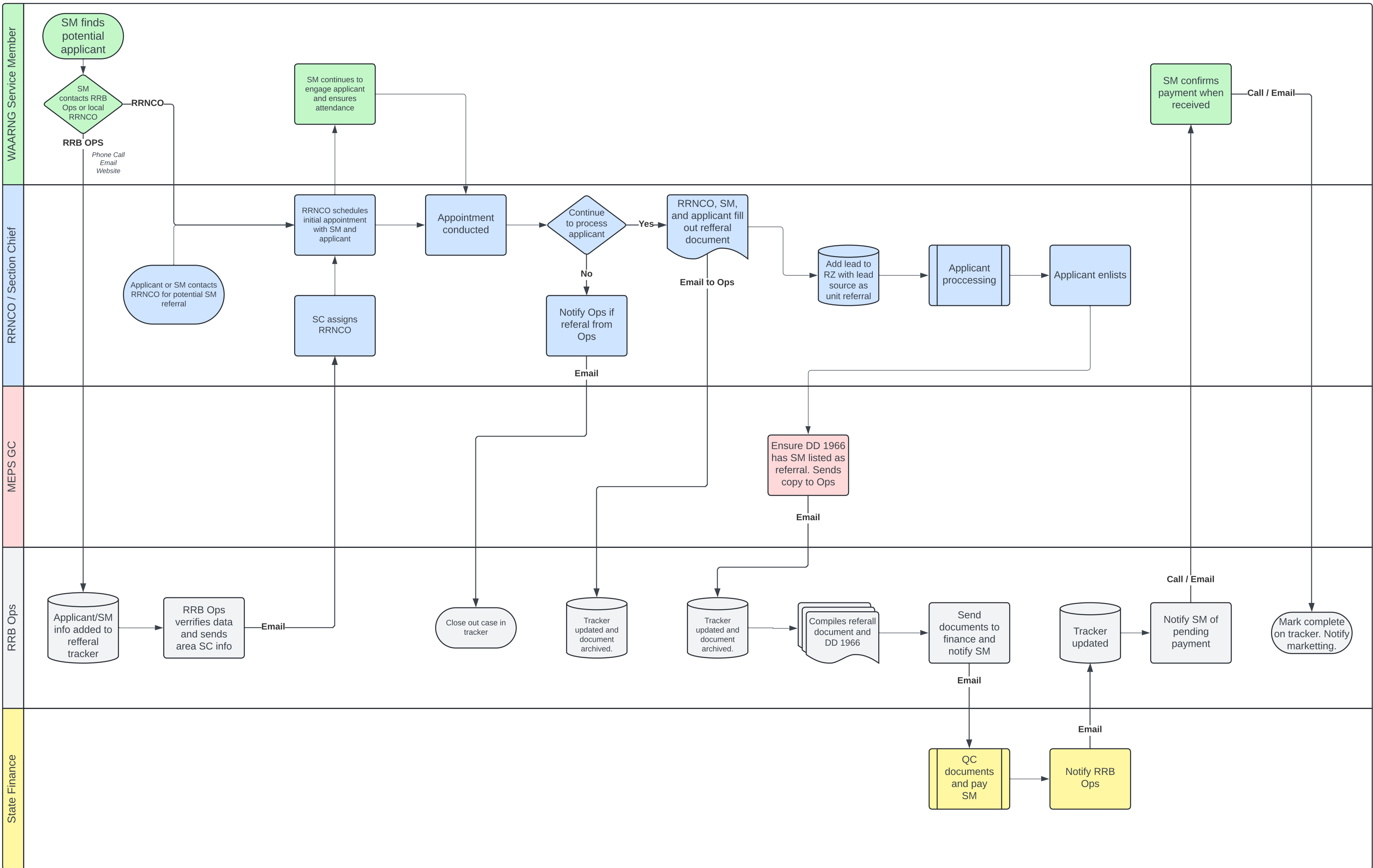
INSPIRE



ENGAGE



RECRUIT



WAARNG Service Member

RRNCO / Section Chief

MEPS GC

RRB Ops

State Finance

SM finds potential applicant

SM contacts RRB Ops or local RRNCO

RRNCO

RRB OPS  
Phone Call  
Email  
Website

SM continues to engage applicant and ensures attendance

RRNCO schedules initial appointment with SM and applicant

Appointment conducted

Continue to process applicant

RRNCO, SM, and applicant fill out referral document

Add lead to RZ with lead source as unit referral

Applicant processing

Applicant enlists

SM confirms payment when received

Applicant or SM contacts RRNCO for potential SM referral

SC assigns RRNCO

Notify Ops if referral from Ops

Ensure DD 1966 has SM listed as referral. Sends copy to Ops

Applicant/SM info added to referral tracker

RRB Ops verifies data and sends area SC info

Close out case in tracker

Tracker updated and document archived.

Tracker updated and document archived.

Compiles referral document and DD 1966

Send documents to finance and notify SM

Tracker updated

Notify SM of pending payment

Mark complete on tracker. Notify marketing.

QC documents and pay SM

Notify RRB Ops

Call / Email

Call / Email

Email

Email

Email

Email to Ops

Email

Email

## Appendix E - Expanded Acronym List

- a. SM: Service Member.
- b. ATS: Applicant Tracking System. Online platform used by respective Recruiting components for applicant tracking purposes.
- c. AFRISS-TF: Air Force Recruiting Information Support System-Total Force. ATS platform used by WAANG Recruiting and Retention.
- d. RZ: Recruiter Zone. ATS platform used by WAARNG RRB.
- e. Aim High App (AHA): Mobile platform application used by Washington Air National Guard Ambassadors to capture leads to submit to WAANG Recruiters.
- f. Recruiting Flight Chief: ANG SNCO in charge of a Recruiting Flight.
- g. RRNCO: Recruiting and Retention Non-Commissioned Officer.
- h. MEPS: Military Entrance Processing Station.
- i. MEPS GC/MEPS LNCO: Military Entrance Processing Station Guidance Counselor/Liaison Non-Commissioned Officer.
- j. ROM: Retention Office Manager.
- k. Referral ID: The Ambassador's full DoD ID