

**Standard Operating Procedure**

**The Bonus for  
Referral Initiative for  
District Guard  
Enlistments  
(BRIDGE) for the  
District of Columbia  
National Guard**

Office of the Commanding General  
District of Columbia National Guard  
01 October 2024

**UNCLASSIFIED**

**District of Columbia National Guard**  
**Effective 01 October 2024**

**BONUS FOR REFERRAL INITIATIVE FOR DISTRICT GUARD  
ENLISTMENTS (BRIDGE) FOR THE DISTRICT OF COLUMBIA  
ARMY AND AIR NATIONAL GUARD**

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**Official:**

**JOHN C. ANDONIE**  
*Major General*  
*The Commanding General*

**Summary.** This SOP is to implement an assistance program to encourage members and veterans of the District of Columbia National Guard (DCNG) to be more actively engaged in enlisting and accessing new Soldiers or Airmen into the DCNG. This SOP 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 DCNG. This SOP encourages Soldiers, Airmen and veterans to assist with increasing enlistments and accessions for the DCNG.

**Applicability.** This rule applies to the District of Columbia Army National Guard (DC ARNG) and the District of Columbia Air National Guard (DC ANG).

**Suggested Improvements.** Submit recommendations for changes, corrections, deletions, or additions on a DA Form 2028 to the Director Joint Staff, District of Columbia National Guard.

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## Chapter 1

### Bonus for Referral Initiative for District Guard Enlistments for the District of Columbia Army and Air National Guard

#### 1-1. Bonus for Referral Initiative for District Guard Enlistments (BRIDGE)

**Overview.** This program is designed to gain assistance in enlisting Soldiers or Airmen into the DCNG who are not otherwise excluded from the program by the terms contained herein. When a Soldier, Airman, or Veteran exercise personal initiative resulting in the enlistment of a Recruit, the District of Columbia by and through the offices of the Commanding General will enter into an agreement with the Soldier, Airman, or Veteran whereby they will receive compensation in the form of a voucher payment.

#### 1-2. Definitions

- a. **Lead:** The name, address and phone number of someone who may be interested in joining the DCNG.
- b. **Prospect:** An individual who has agreed to an appointment with a recruiter.
- c. **Applicant:** A person who is prequalified and desires voluntary enlistment in the DCNG and is being considered for entry.
- d. **Enlistee:** An applicant who has been found eligible and is accepted for enlistment or accession in the DCNG.
- e. **Recruit:** A person newly enlisted or accessed into the DCNG and not yet fully trained.
- f. **Assistant:** A DCNG Soldier, Airman, or Veteran whose primary duty is not recruiting (full-time or part-time to include Active Duty for Operational Support (ADOS) or a temporary recruiting position), who helps locate interested individuals to join the DCNG. This program is open to all Soldiers or Airmen regardless of rank and Veterans of any grade.
- g. **Veteran:** A former member of the DCNG of any rank or grade who has met all requirements for Veteran designation.
- h. **Recruiter:** A person whose job is to enlist or assess members into the District of Columbia Army or Air National Guard and assigned or attached to the respective recruiting command.
- i. **BRIDGE Assistant Agreement:** A contract between the District of Columbia 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 efforts, mentorship, and assistance.

j. **BRIDGE Assistant Payment:** The District of Columbia shall compensate an assistant in the amount of One Thousand Dollars (\$1000.00) per new or prior service lead who enlists or accesses into the DCNG.

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

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

### **1-3. Duties of the BRIDGE 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 guidance, encouragement, mentorship, and support.
- b. The assistant shall perform other duties related to the enlistment action as deemed necessary or directed by the Commanding General.
- c. The assistant must accompany the new recruit to initial meeting with recruiting.

### **1-4. BRIDGE Assistant Payment.**

- a. The District of Columbia will pay \$1,000.00 to the assistant for services per the assistant agreement. A Soldier, Airman, or Veteran may enter into a separate assistant agreement for each lead provided. When that lead enlists into the DCNG, the documented assistant will receive \$1,000.00 for each recruit upon completion of the terms and conditions of the assistant agreement. The total number of compensated leads for an individual during a fiscal year will not exceed five (5) unless the G8 performs an audit of the circumstances to confirm full BRIDGE compliance.
- b. BRIDGE assistant payments are taxable income and shall be reported on a Form 1099 to the respective tax authorities by the District of Columbia Government.
- c. Assistants must be a current member of the DCNG or a qualified veteran at the time of payment.

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

- a. The DCNG, through the Director Joint Staff (DJS), through the Commander of the Recruiting and Retention Battalion and the Director of Air Staff will coordinate, supervise, monitor, maintain all records, track, process, execute, and perform quality reviews for the BRIDGE program.
- b. The Soldier, Airman, or Veteran who desires to assist in recruiting someone according to BRIDGE must initially provide information about themselves and the recruit through BRIDGE's website, [www.DCNGbridge.com](http://www.DCNGbridge.com). Assistants will complete and sign the BRIDGE Assistant Agreement, which will establish claim for that lead. Additionally, assistants will need to complete a W-9 tax form for payment. During the online process, assistants will be assigned a control number. This number will be used for supervision, tracking, and processing purposes. The leads and assistant's

information will be sent to the BRIDGE Program Manager (DCARNG Executive Officer & DCANG Director of Air Staff), who will determine the assistant's eligibility and forward the lead's information to a DCNG recruiting and retention Non-Commissioned Officer in Charge (NCOIC). The NCOIC will be responsible for linking the lead to a recruiter. 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 DCNG, the BRIDGE Program Manager will verify packet is complete and accurate. The certified packet will be held in queue until the Recruit either ships or contracts.

c. Once the Recruit ships or contracts the BRIDGE Program Manager has thirty (30) days to forward the certified packet to the DC Government Operations for processing and payment submittal. The DC Government will process payment through the District's finance system (DIFS). Copies of all documents will be maintained for a ten (10) year minimum for auditing purposes.

d. Documentation to be submitted includes, but is not limited to, the BRIDGE Assistant Agreement, DD Forms 4/1 and 4/2, DD Form 1966 (all pages), and NGB Form 377 (if applicable). For veterans, the NGB Form 22, DD Form 214, or retirement order will be submitted. Other documentation may be required for verification purposes. 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. 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 DCNG.

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

a. Soldiers or Airman assigned or attached (full-time, part-time, temporary status, or performing Active Duty for Operational Support) to the DC Recruiting Battalion for the DC ARNG or the Recruiting Command for the DC ANG and their immediate family members are excluded from participating in this program.

b. The persons described in paragraphs a. and b. above are prohibited from receiving any funds, directly or indirectly, paid to a BRIDGE 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 and/or administrative action.

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

d. Any acts directly or indirectly related to excluded persons or prohibited activities could result in disciplinary actions or prosecution as deemed necessary by the Commanding General.

### **1-7. Bonus for Referral Initiative for District Guard Enlistments (BRIDGE) Conflicts and Dispute Resolution**

a. In the case of a dispute involving the BRIDGE assistant program, all issues of the dispute will be decided by a dispute resolution panel consisting of the Army Guard Chief of Staff, Air Guard Deputy Wing Commander, G1, and the Human Resource Officer (HRO). 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 the BRIDGE Assistant Agreement, the language of this regulation governs.

**1-8 Effective Dates and Duration of the Program.** This program will be effective 01 October 2024 and shall remain in effect unless amended or suspended by the Commanding General. This program may be terminated at any time and for any reason by the Commanding General. Payment of all assistant agreements are subject to the availability of funds.

**1-9 Forms.** The BRIDGE Forms are in the Appendix:

- a. Appendix A – BRIDGE Assistant Agreement
- b. Appendix B – BRIDGE Recruiter Lead Assignment
- c. Appendix C – Enlistment Verification
- d. Appendix D – Request for Payment
- e. Appendix E – BRIDGE Online Registration Agreements

## Appendix A – BRIDGE Assistant Agreement

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

### **BONUS FOR REFERRAL INITIATIVE FOR DISTRICT GUARD ENLISTMENTS (BRIDGE) CONTRACT FOR THE DISTRICT OF COLUMBIA ARMY AND AIR NATIONAL GUARD**

#### **PART I. ASSISTANT AGREEMENT**

To enhance and actively engage in enlisting or accessing new members of the District of Columbia National Guard by the provisions of the BONUS FOR REFERRAL INITIATIVE FOR DISTRICT GUARD ENLISTMENTS (BRIDGE). This agreement is entered between the District of Columbia through the office of the Commanding General of District of Columbia and the parties listed below:

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

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

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

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

The BRIDGE ASSISTANT has agreed to the following terms via [www.dcngbridge.com](http://www.dcngbridge.com)

1. The BRIDGE 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 District of Columbia National Guard.
2. The RECRUIT must successfully enlist into the District of Columbia Army National Guard or the District of Columbia Air National Guard and complete DD Form 4, and DD Form 1966 or NGB 377, ship or contract, and be assigned to a unit of the District of Columbia National Guard. Other documents may be required for validation and certification purposes.
3. The BRIDGE ASSISTANT must be a member of the District of Columbia National Guard or verified veteran at the time of the enlistment or accession to validate the terms of this contract.

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*(BRIDGE ASSISTANT Signature and Date)*

## Appendix B – BRIDGE Recruiter Lead Assignment

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

### **BONUS FOR REFERRAL INITIATIVE FOR DISTRICT GUARD ENLISTMENTS (BRIDGE) CONTRACT FOR THE DISTRICT OF COLUMBIA ARMY AND AIR NATIONAL GUARD**

#### **PART II. RECRUITER LEAD ASSIGNMENT**

This agreement is entered between the District of Columbia through the office of the Commanding General of District of Columbia and the parties listed below:

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*(NCOIC's Rank, Last Name, First Name, Middle Initial)*

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

Currently serving as a member of the District of Columbia Air or Army National Guard, assigned as a recruiter to:

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*(Recruiter's Unit Name and Complete Address)*

Has been assigned a potential new or prior service recruit through the BRIDGE program:

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

Provided by this BRIDGE Assistant:

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

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*(NCOIC Signature and Date)*

## Appendix C – Enlistment Verification

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

### **PART III. ENLISTMENT VERIFICATION**

I, \_\_\_\_\_  
(1SG's First, Middle, and Last Name and DOD ID Code)

Hereby certify the RECRUIT listed below has enlisted into the District of Columbia National Guard,

\_\_\_\_\_  
(RECRUITS First Name, Middle Name, Last Name)

And is assigned to: \_\_\_\_\_  
(Unit name and complete address)

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

Who acted as the Bonus for Referral Initiative for District Guard Enlistments (BRIDGE) ASSISTANT has provided sufficient evidence that he/she is a member or veteran of the District of Columbia National Guard assigned to/discharged from:

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

The following forms have been attached to this BRIDGE CONTRACT:

\_\_\_\_\_ DD 4

\_\_\_\_\_ NGB 377

\_\_\_\_\_ W-9 (For BRIDGE ASSISTANT)

\_\_\_\_\_ Form verifying assistant's Veteran status, if applicable

\_\_\_\_\_ REDD Report (for current member BRIDGE ASSISTANTS)

\_\_\_\_\_ DD 1966 (BRIDGE ASSISTANT information must be recorded in remarks section)

\_\_\_\_\_ DC Master Supplier Form

\_\_\_\_\_  
(1SG Signature/Date)

## Appendix D – Request for Payment

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

### **PART IV. CERTIFICATION AND REQUEST FOR PAYMENT**

TO: District of Columbia Government

Pursuant to BRIDGE SOP 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 BRIDGE ASSISTANT who referred the new RECRUIT is recorded in the remarks section.
- d. \_\_\_\_\_ The BRIDGE ASSISTANT has a Vendor Account on file with the District's Finance System (DIFS).
- e. \_\_\_\_\_ Other documents not listed above (list): \_\_\_\_\_
- f. \_\_\_\_\_ BRIDGE ASSISTANT has provided evidence of service or veteran status.

It is expressly understood and agreed that the BRIDGE payment is not due and payable by the District of Columbia to the BRIDGE ASSISTANT unless each condition set forth above is satisfied. BRIDGE Contracts are completed per District of Columbia law and Executive Orders, which administer the BRIDGE Program. All parties agree to the procedures and requirements of the BRIDGE The terms and conditions contained in BRIDGE Agreement Sections I., II. and III. with Control Number \_\_\_\_\_ has been fulfilled and the BRIDGE Assistant payment of \$1000.00 is due and payable to the assistant.

\_\_\_\_\_  
(Commander, DC ARNG RRB – Signature/Date)

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

\_\_\_\_\_  
(Commanding General, District of Columbia National Guard)

## APPENDIX E – BRIDGE Online Registration Agreements

### **BRIDGE ASSISTANT REGISTRATION**

This agreement signifies that the BRIDGE RECRUITING ASSISTANT will uphold the following standards relative to the BRIDGE PROGRAM:

1. The BRIDGE RECRUITING ASSISTANT agrees to be available to the prospective RECRUIT before enlistment or accession and provide information, guidance, mentorship, encouragement, and support until the prospective RECRUIT enlists into the DC National Guard.
2. The RECRUIT must successfully enlist into the DC National Guard and complete DD Form 4, and DD Form 1966 or NGB 377, ship or contract, and be assigned to a unit of the DC National Guard. Other documents may be required for validation and certification purposes.
3. The BRIDGE RECRUITING ASSISTANT must be a member of the DC National Guard or a verified military veteran at the time of the enlistment or accession to validate the terms of this contract.
4. The BRIDGE RECRUITING ASSISTANT has reviewed BRIDGE SOP on the DCNGBridge.com website and is eligible for the Bonus for Referral Initiative for District Guard Enlistments (BRIDGE) Program.

I, [NAME], confirm that I have read and fully understand this document, and by confirming constitutes a legally binding signature.

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### BRIDGE ASSISTANT DIGITAL SIGNATURE

### **BRIDGE RECRUITER AGREEMENT**

This agreement signifies that all District of Columbia National Guard RRSCs and RRNCOs assigned to Recruiting and Retention will uphold the following standards relative to the BRIDGE Program:

1. I will not engage or participate in questionable acts that have the appearance of impropriety. Appearance of impropriety is defined as any act, conduct, or behavior that does or gives the perception of dishonesty, false reports, collusion, and the receipt of funds by any prohibited person who is not eligible for BRIDGE.
2. I understand that acts of impropriety could lead to my removal from the AGR program, criminal conviction, and/or non-judicial punishment.
3. It is my responsibility to maintain accurate files, copies of all relevant documents, to include BRIDGE trackers of all assistants, assigned recruiters, and leads that I have received that are pursuant to the terms and conditions of this program. I will provide a complete and accurate copy of all relevant documents, to include BRIDGE trackers, upon request by the BRIDGE Program Managers and Commander of the Recruiting and Retention Battalion.
4. I will NOT provide leads to BRIDGE Recruiting Assistants for them to upload onto DCNGBridge.com.
5. I will NOT receive any funds (directly or indirectly) from BRIDGE Assistants.

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RECRUITER NAME

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RECRUITER SIGNATURE