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

NGOH-HRO-D 19 January 2012

MEMORANDUM FOR Supervisor

SUBJECT: New Employee Orientation

1. The new hire for your unit or section is scheduled to attend New Employee Orientation (NEO). This curriculum will provide the baseline knowledge of essential skills and requirements to begin a successful career as a full-time employee in the Ohio National Guard. New employees receive instruction on our organization, strategic plan, TAGNET, internet policies, ethics, and an introduction to four Microsoft Office applications. Personnel are also instructed on health benefits, retirement, pay and other administrative items. Please encourage new employees to visit the HRO public web site at http://www.ong.ohio.gov/human_resources/HRO_index.html.

2. As their supervisor, we ask you to assist your new employee by doing the following:

a. As applicable, attendance at initial required training is **mandatory** for all **permanent** new employees IAW TPR 400 para 2-4.b. **Temporary Technicians are required to attend only day one.** Identify and enroll him/her for attendance at a required proponent course conducted in the next six- (6) months.

b. Provide the new employee the following enclosures and ensure the employee gather all required documents for NEO.

- (Encl 1) Training Schedule.
- (Encl 2) Maps.
- (Encl 3) Supervisor's Checklist – Advise new employee to gather documents prior to attending NEO.
- (Encl 4) Computer Training Instructions – To be completed prior to day one or during day two at Rickenbacker Distance Learning Center.
- (Encl 5) Valid ID Listing.
- (Encl 6) New Network Account Request Form.
- (Encl 7) Computer –OH Network Account Checklist.
- (Encl 8) Technician Guide to Federal Benefits for Federal Civilian Employees.

c. Permanent personnel who complete the online computer training, DTS Self Registration, Constitution Training, DOD Information Assurance Awareness, Thumb Drive, G3, and Soft Skills courses prior to NEO will not be required to attend days two and three. Certificates of completion will be required to be exempt from days two and three. Refer to days two and three on the training schedule which lists the required courses.

3. **Location - Day One:** Adjutant General's Department, 2825 West Dublin Granville Road, Beightler Armory, Balcony, HRO Classroom (Room # C201), Columbus Ohio 43235-2789.

a. Reporting time: **0830 (ending approximately 1630)**.
b. Uniform: Duty Uniform.

4. **Location – Day Two and Three:** Distant Learning Center, Building 944, Columbus, Ohio 43217 Rickenbacker (RANGB).

a. Reporting time: **0830**.
b. Uniform: Duty uniform.
c. **Orders:** Request for orders/authorizations will be prepared by the employee's respective organization in the Defense Travel System (DTS) if required.

5. The POCs for New Employee Orientation are MSgt Jim Brewster at (614) 336-7120 or jim.brewster@us.army.mil and SMSgt Renee Frey at (614) 336-7450 or renee.frey@us.army.mil.

FOR THE ADJUTANT GENERAL:

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Director of Human Resources