

STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 WEST DUBLIN GRANVILLE ROAD
COLUMBUS, OHIO 43235-2789

TO: SEE DISTRIBUTION
FROM: Gregory L. Wayt, Major General (Ohio), The Adjutant General
DATE: January 5, 2005

SUBJECT: POLICY - State Employee Procedure Letter #1

1. The purpose of these State Employee Procedure Letters is to officially publish and distribute rules, procedures, laws, and other policies that apply to the state employee sector of this department's workforce.
2. These letters will be numbered consecutively for each subject addressed. The normal distribution will be: each Army and Air National Guard unit and each section of the Adjutant General's Department. All recipients are directed to retain these letters in the same manner as regulations.
3. Supervisors are encouraged to refer to these letters, when applicable, in order to resolve questions and administer the state employee program efficiently. Local supplementation of these policies is not authorized unless specifically permitted in the body of each letter.

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