

## **Air Appointment Approval for NEO**

**Air National Guard Technician in-processing is a two part process.**

### **PART 1**

**New Employee Orientation (NEO) will be at 0945, HRO Classroom C201 and attendance is MANDATORY:**

#### **DOCUMENTS NEEDED AT IN-PROCESSING:**

1. Any DD Form 214 indicating time served in Title 10, Active Duty capacity.
2. 3 forms of identification (Drivers License, Military ID, Social Security Card, etc.)

**NEO information to include a map, mandatory constitution training, and ethics overview is located at the following link:**

<http://hr.ong.ohio.gov/Technicians/Training/NewEmployeeOrientation.aspx>

**Do not begin working until you complete the Benefits and Entitlements Briefing provided at New Employee Orientation. If you do not complete this briefing you will not be paid for time that you work.**

### **PART 2**

1. All other employment functions/in-processing will be performed at your host organization.