

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

NGOH-HRO-Z

16 August 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: New Security Requirements for Entry into the Ohio Army National Guard Technician program

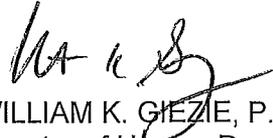
1. No one is authorized to obtain access to the Army National Guard network without a favorably adjudicated National Agency Check with Inquires (NACI/Tier 1) or higher-level investigation. Additionally, in accordance with Homeland Security Presidential Directive-12 (HSPD-12), all personnel selected for Ohio Army National Guard (OHARNG) technician positions must first possess, at a minimum, a favorably adjudicated NACI/Tier 1 prior to their technician-employment start date. This applies to all selectees for dual-status and non-dual status technician positions, regardless of whether the positions are temporary, indefinite, or permanent. All Army technician job announcements, therefore, will include the following additional requirement: "must obtain a favorably adjudicated NACI/Tier 1 or higher-level check prior to technician-employment start date."
2. Once interviews are completed and a potential selectee is chosen for an OHARNG technician position, selecting officials will submit the standard hiring packet to the HRO Technician branch for review. If no issues are found during the review, the Technician branch will notify the selecting official that he/she may make a tentative job offer that is contingent upon the selectee's possession of a favorably adjudicated NACI/Tier 1. If the selectee accepts the tentative offer, he/she must provide his/her Social Security Number (SSN) to the selecting official, who will forward the selectee's full name, SSN, and the job number, for which the selectee was tentatively chosen, to the Technician branch.
3. The Technician Branch will verify that the selectee has, at a minimum, a favorably adjudicated NACI/Tier 1. Upon verification of this minimum requirement, the Technician Branch will notify the selecting official that he/she may make a valid job offer to the selectee.
4. If the selectee does not possess a favorably adjudicated NACI/Tier 1, the Technician Branch will coordinate for the initiation of the screening process for this requirement; which could take up to eight weeks to complete. Selecting officials are not authorized to make a valid job offer until the Technician Branch has informed them that a selectee possesses a favorably adjudicated NACI/Tier 1.
5. Once the NACI/Tier 1 screening is complete, the Technician Branch will inform the selecting official of the results. If the results are favorable, the selecting official will make a valid job offer to the selectee. If the results are unfavorable, the selecting official will have the option of tentatively choosing the next applicant from his/her list of applicants. The same process will then be followed, as outlined in paragraphs 2 through 4, as required.

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SUBJECT: Additional Security Requirements for Entry into the Ohio Army National Guard Technician program

6. For additional information, contact Ms. Dana Pharis, Technician Branch Manager, at 614-336-7054/DSN 346-7054 or dana.a.pharis.civ@mail.mil.

FOR THE ADJUTANT GENERAL:



WILLIAM K. GIEZE, P.E., Colonel, OHANG
Director of Human Resources

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