

New Employee Orientation (NEO) will be held in the HRO Classroom C201 and attendance is MANDATORY:

Federal Permanent and Temporary Employees arrive at 0945am.

AGR NEW Employees arrive at 1230pm.

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.)
3. Bring a cancelled check for the account information to complete the SF 1199a (direct deposit form) or sign a memorandum at NEO stating to deposit the money into the same account as your military account.

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>

New employees may require the issuance of a Common Access Card (CAC) ID or the adjudication of a security clearance or background check in order to gain access to facilities and computer networks. Supervisors must begin the request processes to acquire these items as early as possible in order to prevent delays in issuing CAC ID cards or access to facilities and networks. Security clearance and background check requests must be addressed with the G2. Network access requests must be addressed to the G6. CAC ID card requests must be addressed to the DEERS/RAPIDS office.

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.