



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-HRO (310-1q)

1 September 2001

HRO POLICY/GUIDANCE LETTER #34

SUBJECT: Orientation (Phase I & II) and Sponsorship of New AGR Soldiers (Army Only)

SEE DISTRIBUTION

1. OVERVIEW and HRO ORIENTATION:

a. Orientation of all newly assigned AGR soldiers is accomplished in two phases. Phase I is conducted at the Human Resource Office during the AGR soldiers in-processing (see enclosure 1). At that time, steps are taken to assure that required documents are completed and signed per regulations. Additionally, the AGR soldier is provided a copy of all HRO Policy/Guidance letters that are in effect at the time of their inprocessing. An inprocessing check sheet will be given to the new AGR soldier and the original will be maintained in the soldiers AGR file within in the Human Resource Office.

b. Phase II of the orientation is the responsibility of the supervisor at the unit of assignment (see enclosure 2).

c. Each phase of the orientation has equal importance in the career of the AGR soldier. Phase I assures that administrative requirements are met while phase II is designed to welcome and orient the member within the unit of assignment as quickly as possible. This policy pertains to individuals who are reassigned as well. Every effort should be taken toward ensuring a positive experience. In short, the orientation should be timely, thorough, and complete, regardless of how long the person has been a member of the ARNG/unit.

This HRO Policy/Guidance Letter supersedes SPMO Policy/Guidance letter #34 dated 12 February 1990, same subject

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2. ORIENTATION AT UNIT LEVEL (PHASE II):

a. Welcome by supervisor (in private) with ample time for conversation. Review manning chart, Job Operating Instructions and the inter-relationship between jobs as they relate to mission accomplishment. This should be completed as soon as possible after Phase I orientation with the HRO.

b. Review mission of unit, relationship with higher headquarters, location and procedures for utilization of support facilities.

c. Review mobilization requirements, status of training and unit readiness for both Federal and State missions.

d. Tour facility, introduction of other staff members and further explanation of what people do and how their assignments relate to that of the new AGR member.

e. Review administrative requirements including but not limited to:

Attendance/hours of work
Physical fitness requirements
Dress and grooming standards
Military discipline/justice procedures
Leave and Pass Policy
Pay problem resolution
Professional Development Program (Selection of dates should begin now and application requested through ATARRS within 30 days.

Participation in training (AT, IDT, etc.)
Health care - Individual and dependents
Security of building, arms, equipment, key control, fire prevention safety.

f. Communications:

Preparation and routing of correspondence
Telephone procedures - local, long distance, autovon
Record keeping requirements

g Logistics - Review procedures for the following:

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- Supplies - requests, issue, turn-in
- Equipment requests - issue, turn-in
- Local purchase
- Work orders
- Transportation - travel requests

3. STANDARDS OF CONDUCT: A briefing on Standards of Conduct as defined in AR 600-50 is a part of the in processing at the HRO and is to be reinforced at the unit of assignment. Specific chapters of AR 600-50 should be reviewed with each new person in AGR status. The unit will insure a certificate is signed and placed in the AGR soldiers training file. The semi-annual review/updates are the responsibility of the unit.

4. CAREER PLANNING:

a. Short-term and long-term career goals should be developed in the orientation process. Short-term goals include the steps necessary to become PDP/MEP qualified. The emphasis to attend courses offered at the Professional Education Center should be pursued.

b. Each person is encouraged to avail themselves of resident and non-resident service schools for professional development and to enhance their potential for upward mobility in addition to satisfy continuation requirements.

c. Cross training and the reasons for cross training should be discussed at this time as related to the needs of the unit in meeting mission requirements and enhancement of the individuals qualifications.

5. SPONSORSHIP:

a. At the completion of Phase II at the unit level, the new AGR soldier will be introduced to a pre-designated sponsor. The sponsor should be an AGR soldier located at the same work site and should be the same grade (or within one grade). If these conditions are not feasible, the supervisor should use discretion in the selection of the sponsor. Designation of the sponsor will be made prior to the arrival of this new AGR soldier to provide adequate preparation time for the sponsor. The name of the

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sponsor will be included in Unit Orientation Checklist (see enclosure 2).

b. The sponsor's responsibility is to help the new AGR member adapt to his/her new assignment by providing one-on-one support and to express roles of fellow AGR members in meeting mission requirements. Also, the sponsor is to assist the new AGR member with the familiarization of the geographical area if necessary.

c. The supervisor is also encouraged to ensure that the new AGR soldier's family is also familiarized with the benefits and requirements of AGR status, i.e. Commissary privileges and TRICARE issues etc. This is best accomplished by another AGR member.

6. DOCUMENTATION OF ORIENTATION AND SPONSORSHIP:

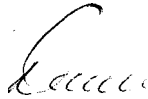
a. Completion of orientation at the HRO is documented on CHECKLIST FOR AGR INPROCESSING (see enclosure 1).

b. Documentation of the unit orientation and assignment of sponsor will be accomplished by completing the Unit Orientation Checklist (see enclosure 2). Blank forms will be provided to the supervisor in conjunction with the Initial AGR Tour Orders. A signed copy of the Unit Orientation Checklist will be forwarded to the HRO no later than 15 days after assignment to the unit. A copy should be placed in the soldiers training record and a copy should be given to the new AGR member.

c. It is recommended that a welcome letter be sent to the new member from the command or CSM/1SG as appropriate. Copies may be sent to this office, but not required.

FOR THE ADJUTANT GENERAL:

2 Encls
as


ANNETTE M. DEENER
COL, GS, MDARNG
Human Resource Officer

DISTRIBUTION:

All Full-Time Support Managers/
Supervisors (Army Only)

CHECK LIST FOR AGR INPROCESSING

Orders`

AGREEMENT OF UNDERSTANDING

W-4 (2)

DA FORM 3685

SF 1199a

DA FORM 5960

DA FORM 4187

DA FORM 4188

DD FORM 2058

SGLV VERIFICATION

DA FORM 4836

DD FORM 2366 MGIB

Copies of the following to the new AGR soldier

AGR Handbook

Understanding your LES

Government Charge Card Program

Government Charge Card Application

HRO P&G letter # 6

HRO P&G Letter # 7

HRO P&G Letter # 14

HRO P&G Letter #15

HRO P&G Letter # 17

Chief of Staff P&P Letter #19

AGR UNIT ORIENTATION CHECKLIST

This checklist is to be completed during the process of orienting the new AGR soldier to the unit and his/her job assignment.

_____ was provided an orientation
(New AGR members name)
on my assignment at _____ as _____
(Unit) (POSITION)
on _____
(DATE)

The following subjects were covered during the orientation: (AGR soldier to initial each blank).

REVIEW OF

1. manning Chart
2. Job Operating Instructions
3. Unit Mission - Federal - State
4. Mobilization Requirements
5. Readiness Requirements (i.e., weight-in, APFT, MEP/PDT application, issue keys if applicable, etc.)
6. Communication requirements
7. Logistical procedures
8. Special instructions
9. Political activity
10. Career planning
11. AGR counseling
12. Personal appearance
13. State Active Duty
14. Duty Hours/Attendance
15. Leave and Pass Policy

Signatures below attest to completion of the orientation, a tour of the facility, and assignment of a sponsor.

NAME OF SPONSOR

(AGR Supervisor)

(AGR MEMBER)

(DATE)

NOTE: COPY OF THIS FORM WILL BE FORWARDED TO HRO-AGR BRANCH WITHIN 15 DAYS OF ENTRY TO AGR PROGRAM OR REASSIGNMENT TO NEW UNIT.