

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

S: 10 November 2009

AGOH-HRO-TN-EDS

26 October 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hiring Process Training Course 10-01

1. The Human Resource Office and AFGE Local 3970 will conduct Hiring Process Training on **18 November 2009**, at The Adjutant General's Department, Beightler Armory, 2825 West Dublin-Granville Road, Columbus, Ohio 43235-2789. The course will be held in the HRO Classroom, Room C201, located on the balcony above the drill floor.
2. All employees are encouraged to apply to attend this course. This course is intended to educate employees on the process used to advertise, interview and hire technician personnel. Employees requesting registration to attend this course should forward a request, with their full-time supervisor's endorsement, to AGOH-HRO-TN-ED. **The following information is needed for registration: Full Name, Rank, SSN, Email address, phone number, and Job Status (AGR or Tech).** E-mail registration requests are acceptable. Requests for attendance will be closed-out when the course is filled, but no later than **10 November 2009**.
3. If you are unable to attend the above course the following dates are for our future classes:
 - 10-02 - 14 Jan 2010
 - 10-03 - 15 Apr 2010
 - 10-03 - 15 Jul 2010
 - 11-01 - 14 Oct 2010

Please submit the above information from paragraph 2 and indicate which class you wish to attend.

4. Point of contact for course information is 1LT Daryl Scott at 614-336-7049, DSN 346-7049 or daryl.scott@us.army.mil. POC for course registration is SMSgt Renee Frey at commercial (614) 336-7450, or DSN 346-7450, Email renee.frey@us.army.mil or Mrs. Dana Pharis at commercial (614)-336-7054, or DSN 346-7054, Email dana.pharis@us.army.mil

FOR THE ADJUTANT GENERAL:

MICHAEL ORE
COL, MP, OHARNG
Director, Human Resource Office

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