ANG NEW EMPLOYEE ORIENTATION (NEO) CHECKLIST

Instructions for use: IAW HRO Policy Memorandum, dated 2 May 2017, technician supervisors must complete and certify New Employee Orientation (NEO) via this Form within 2 weeks of appointment. Wyoming National Guard technician NEO consists of new employee orientation videos and other supervisor facilitated tasks as listed below. Upon completion, annotate and sign this completed Form and email it to marlene.l.lawson.civ@mail.mil for inclusion in the employee's official DCPDS training records. Certificates of completion will be sent to the technician. **Your Supervisor and Unit/Directorate will be notified if checklist is incomplete or not received within two weeks.**

Watch the New Employee Training videos using one of 3 available options. See attached.
Initial when completed

Annotate your employment status:

☐ Title 32 Dual Status Employee (wears uniform)
☐ Title 5 NG Employee (Civilian)

1. New Employee Orientation YouTube Videos:
   a. TAG Welcome _____
   b. Labor Relations _____
   c. USERRA _____
   d. Technician Leave _____
   e. Military Service Deposits _____
   f. Incentive Awards _____
   g. Fed Employee Workers Comp _____
   h. Performance Appraisal Program _____
   i. Safety _____
   j. The Constitution _____
   k. Ethical Issues _____
   l. EEO _____ [training conducted in class]

2. Office/Section Orientation:
   a. Receipt of Supervisor Work Folder _____
   b. Establish Work Schedule _____
   c. Review & sign Annual Certification of Policies _____
   d. CAC card process _____
   e. Computer process _____
   f. Finance information _____

3. Review with Supervisor:
   a. Standards of Conduct _____
   b. Position Description _____
   c. Communication Business Rules _____
   d. Chain of Command _____

4. Generations _____
Using Non-Military computer https://www.youtube.com/playlist?list=PLiN6Z6b6IrJHiKHcI-JotiVyHmNBV3z9R
Using Military computer https://www.wyomilitary.wyo.gov/employment/new-employee-training

5. NO FEAR Training Completed _____ 5a. Certificate forwarded to marlene.l.lawson.civ@mail.mil _____
Refer to instructions attached below on how to access training links.

6. NEO Checklist completed _____

By signing below, both Supervisor and Employee certify completion of the new technician employee orientation.

I, _____ was hired on _____
Employee Name (Print legibly or type) Hire Date

_____ _____
Supervisor Name (Print legibly or type) Employee Name (Print legibly or type)

_____ _____
Supervisor Signature Date Employee Signature Date

No FEAR Training
(Federal Employee Antidiscrimination & Retaliation Act 2002)

Training required at least every two years for all full time personnel. Must have current certificate to sit on a hiring board.

Personnel must use one of the options below to accomplish the training:

No Fear Training Options – Employee's

Recommended for ANG Personnel:
Link: https://golearn.adls.af.mil/login.aspx
In Air Force myLearning, select Air Force GoLearn tile
Search for "No Fear Act"
Link: L6 - Notification and Federal Employee Anti-discrimination and Retaliation Act
Link: L6 - No FEAR CBT
Complete Training and email certificate to Marlene.l.lawson.civ@mail.mil
Screenshots are available at the end of this document.

Recommended for civilian and ARNG Personnel:
JKO Option: Link is: https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam.
Register & update your profile by completing the fields in red – usually just your email needs to be updated.
Sometimes you have to go into JKO twice before you will see the "Course" tab at the top of the JKO home page – especially if you had to register/update your profile. Once your profile is updated – click "save". You should be redirected to the home page where you can select "Course Catalog".
Search for the course title called "No Fear" or "Joint Staff No Fear Act Training Course" in the title field. Once you find the course select "Enroll".
Select "Launch" once you've completed the enrollment process.
Once you've completed the course – print the certificate for your files and email a copy to: marlene.l.lawson.civ@mail.mil

New Employee Orientation YouTube Videos

HRO has developed several training videos to help get you up to speed and something to refer back to should there be any questions.

Below are three options available to help complete your training requirements:

1. Option 1: Watch videos on a military computer:

WYMD Website: https://www.wyomilitary.wyo.gov/employment/new-employee-training/

2. Option 2: Watch videos on a non-military computer:

a. WYMD YouTube:
https://youtube.com/playlist?list=PLiN6Z6b6IrJHiKHcI-JotiVyHmNBV3z9R

b. WYMD Website:
https://www.wyomilitary.wyo.gov/employment/new-employee-training/

3. Option 3: Watch on the WYMD APP

Step 1:
Navigate to your cell phone's APP Store and search for "Wyoming Military Department".

Step 2:
Download the Free App!

Step 3:
Refer to screenshots on next page.

Step 4:
Remember to review, initial and sign the New Employee Orientation (NEO) Checklist.

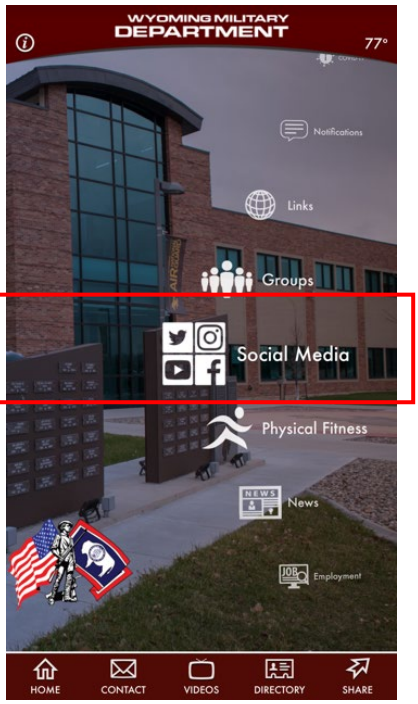
Return the checklist within 2 weeks to Marlene Lawson (marlene.l.lawson.civ@mail.mil)

Important:
If the checklist isn't received within the required 2 weeks, your supervisor and Unit/Directorate will be notified that your inprocessing requirements are incomplete.

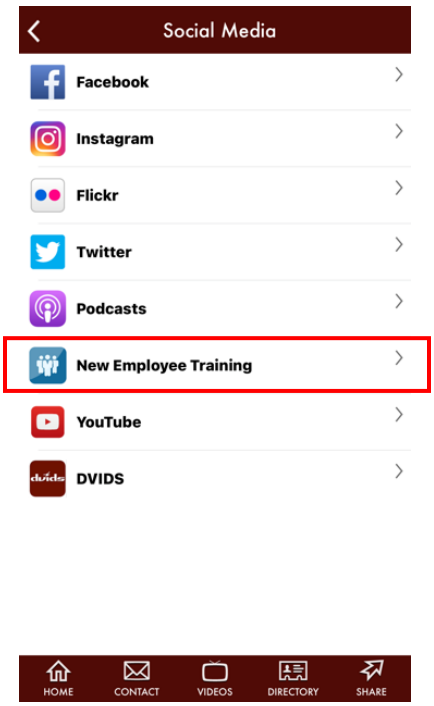
New Employee Orientation YouTube Videos

WYMD APP Screenshots

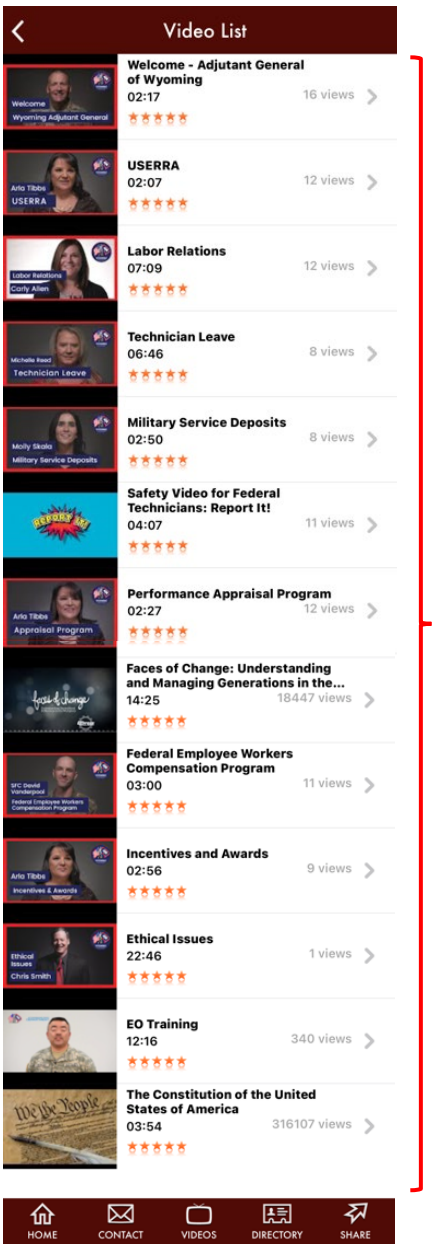
Scroll to Social Media



Select New Employee Training



View each video clip

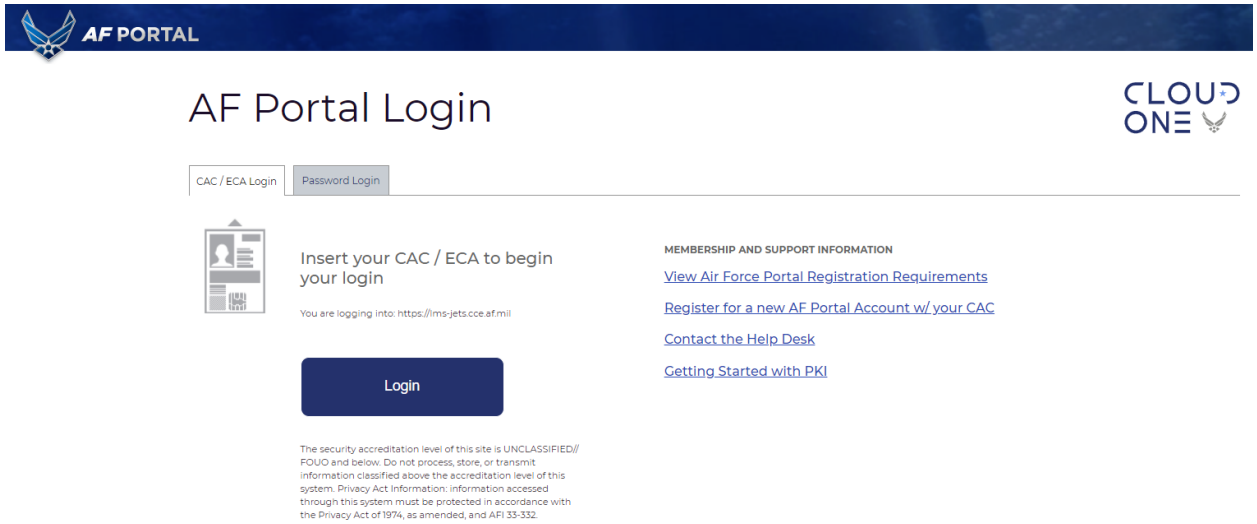


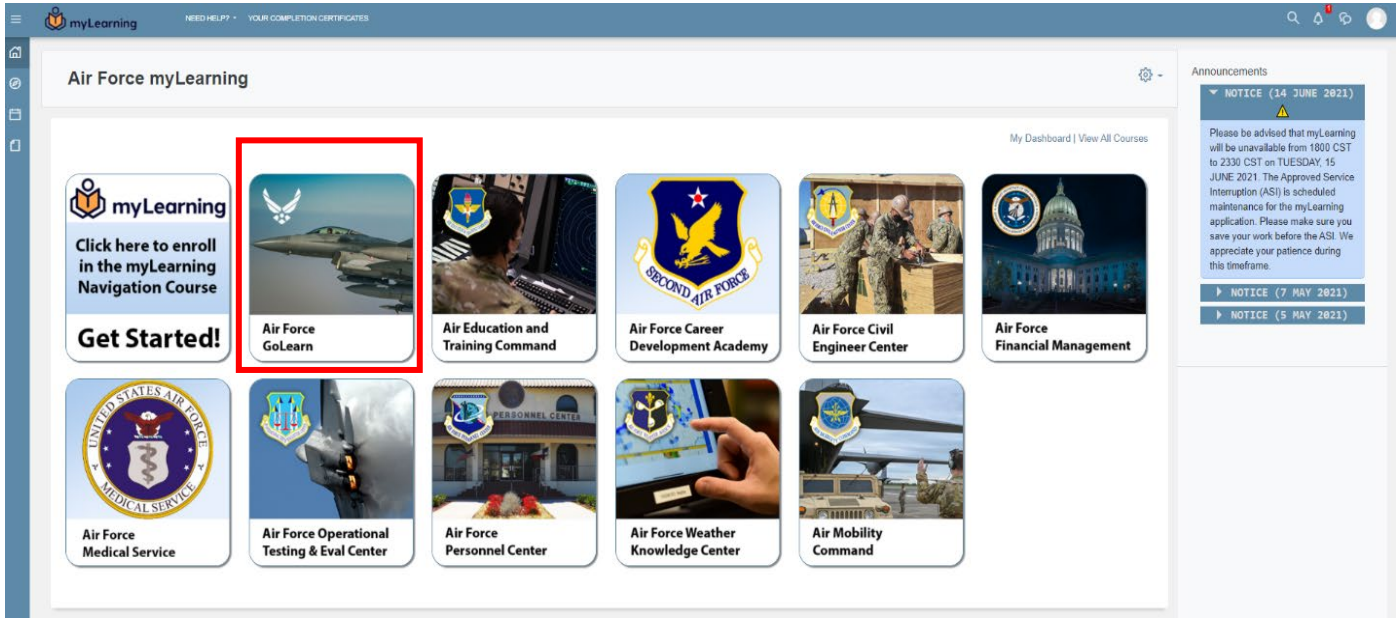
Air Force No Fear Act Training Instructions

Email the completion certificate to marlene.l.lawson.mil@mail.mil

Failure to complete within two weeks of inprocessing will result in a notification to your supervisor and commander until action is complete.

https://golearn.adls.af.mil/login.aspx





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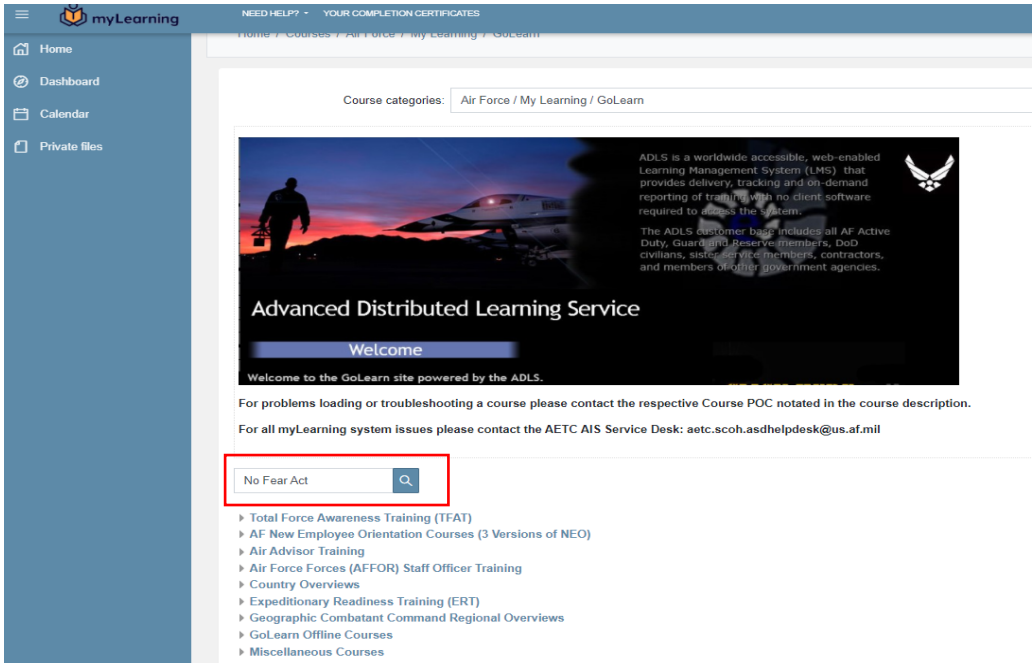

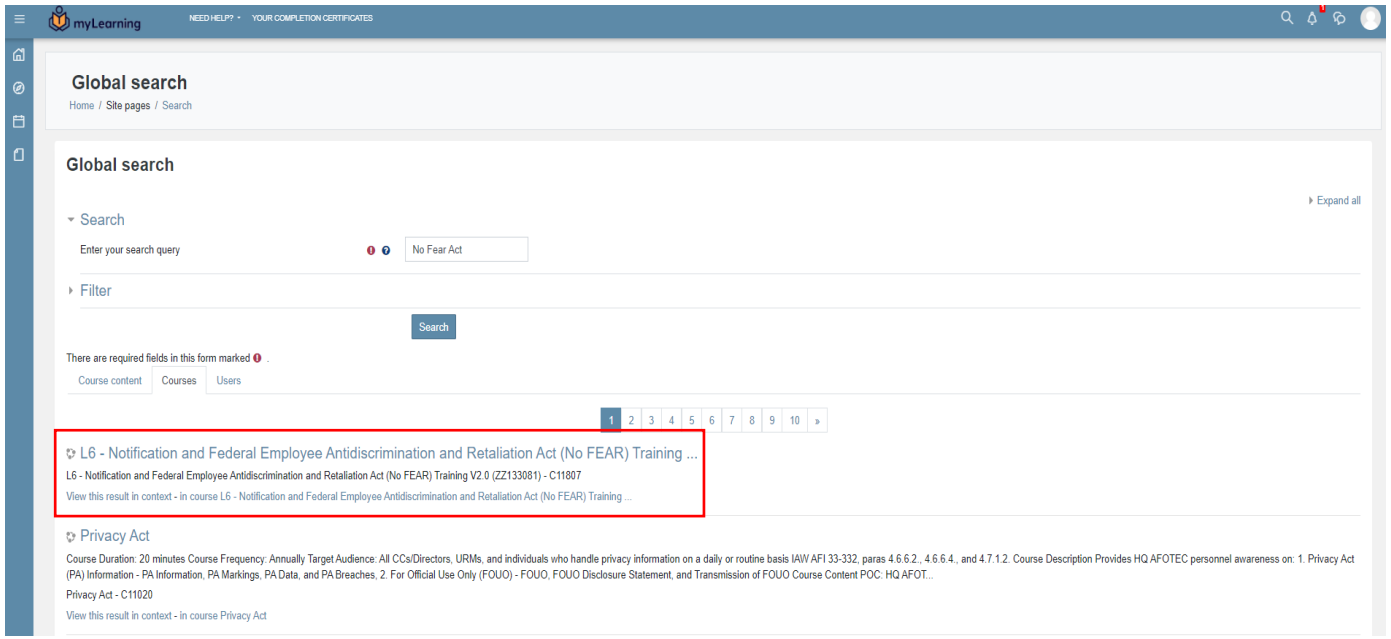

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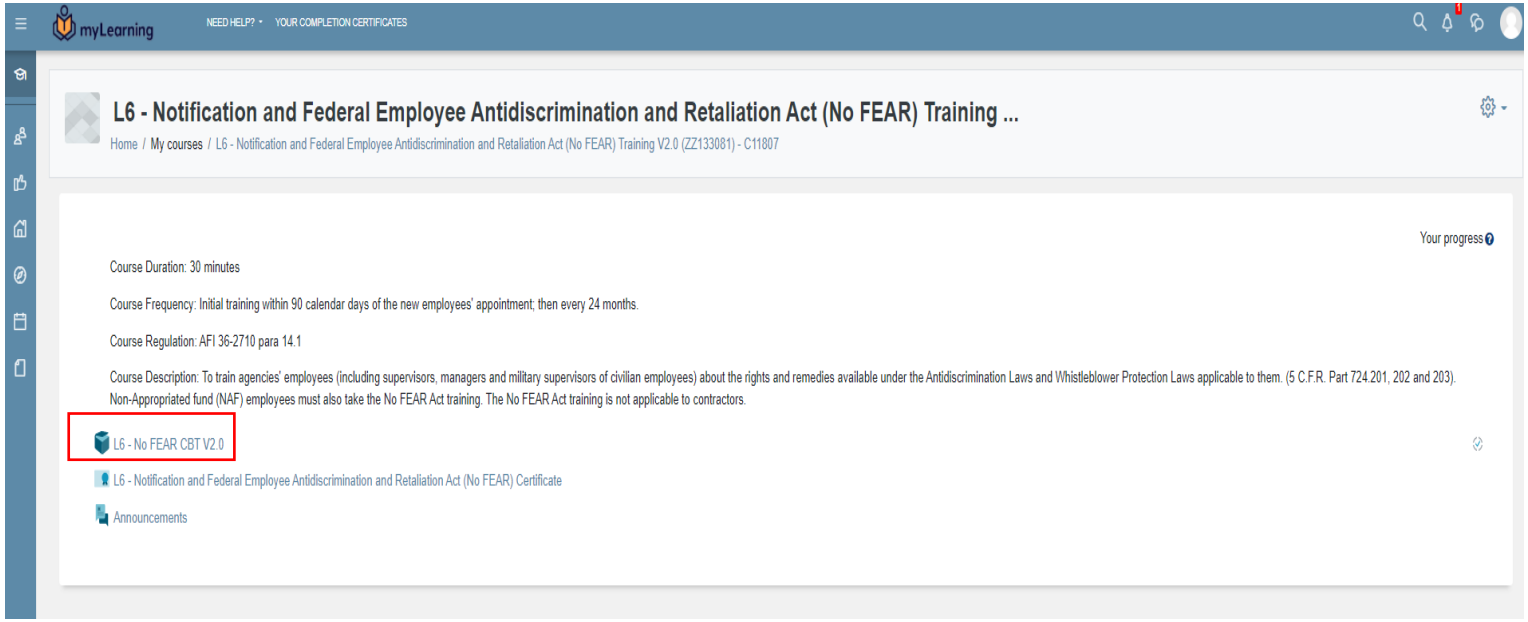
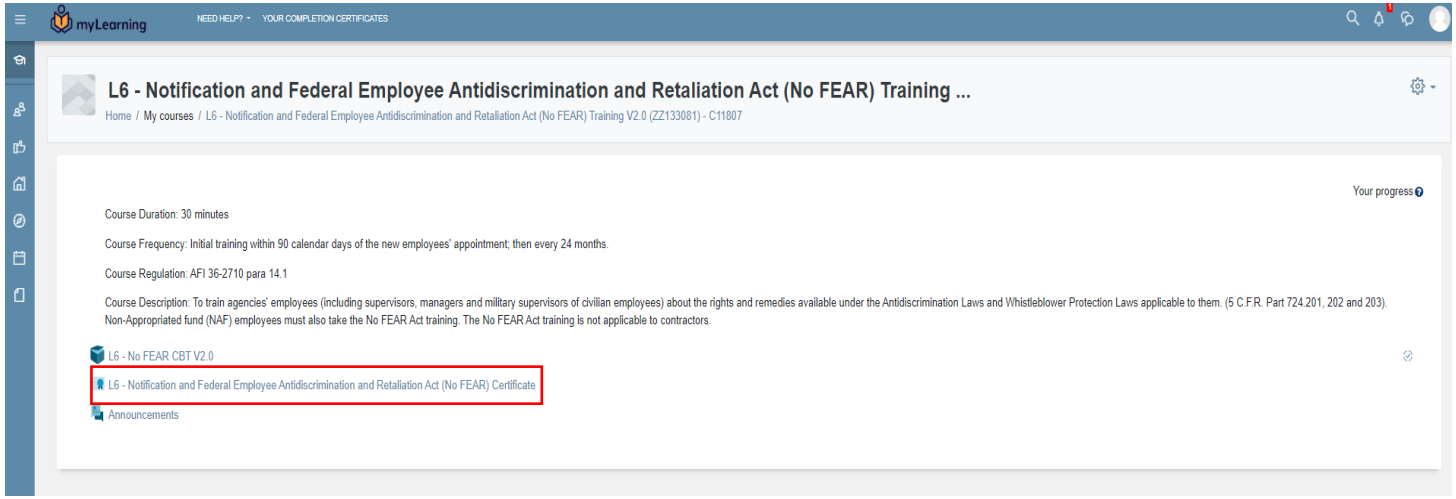
Select L6 – No FEAR CBT V2.0 and conduct the training.



Upon completion of the training, select the link for the certificate, and save a copy to your computer.