



CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

NGCA-JSD-MP
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CALIFORNIA NATIONAL GUARD FEDERAL TECHNICIAN AND CIVILIAN NEW EMPLOYEE ORIENTATION (NEO) PROGRAM

Reference: Chief National Guard Bureau Instruction (CNGBI) 1400.25, Vol. 400, 05 September 2018.

1. Purpose. This Instruction details the process for conducting the New Employee Orientation (NEO) Program for newly appointed California National Guard Federal Technicians and Employees.
2. Cancellation. This instruction replaces CMDI 1415.18, California National Guard Federal Technician New Employee Orientation (NEO) Program, dtd. 09 August 2016.
3. Applicability. This instruction applies to all California Military Department Title 32 (T32) Technicians and Title 5 (T5) Federal Employees; as well as, commanders, managers, and supervisors (military or civilian) with authority or responsibility over those individuals.
4. Policy. Per CNGBI 1400.25, Vol. 400, it is mandatory that newly appointed employees (T32/T5) must complete the New Employee Orientation (NEO) Course, as established by the Human Resources Office (HRO) in each state.
5. Definitions. None.
6. Responsibilities.
 - a. Supervisors are required to facilitate completion of all items on the CNG 690-61, New Technician Employee Orientation Checklist (enclosed), within the first two weeks of a new employee's appointment.
 - b. New employees are required to view all orientation videos and complete all CNG 690-61 orientation items within the first two weeks of appointment.
 - c. Supervisors and employees will certify and document the completion of the NEO by signing the CNG 690-61 checklist and maintaining a copy in the employee work folder.

d. Supervisors will forward completed and signed CNG 690-61 through their remote designee (if applicable) to ng.ca.caarng.list.j1-hro-hrds@mail.mil.

e. The HRO Training and Development (HRD) team will upload the CNG Form 690-61s into the employee training records in DCPDS on a bi-weekly basis.

7. Summary of Changes. This version updates references and hyperlinks to forms.

8. Releasability. This issuance is approved for public release; distribution is unlimited.

9. Effective Date. This instruction is effective upon publication.

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Enclosure:

[CNG 690-61, New Employee Orientation Checklist](#)