



JOINT FORCE HEADQUARTERS - COLORADO

COLORADO ARMY NATIONAL GUARD
6848 SOUTH REVERE PARKWAY
CENTENNIAL, COLORADO 80112

NGCOHRO

MEMORANDUM FOR All New Technicians and AGRs

SUBJECT: Welcome to the Colorado National Guard

1. I want to take the opportunity to welcome you to the full time force of the Colorado National Guard and congratulate you on your choice to join one of the most professional organizations in the nation. Whether you are permanent, indefinite, or temporary; AGR or Technician, you will find your experience in the full time CONG force to be rewarding and you will get out of it everything that you put in. I have just a few items to pass on to each of you as you embark on this new career:

a. Commitment: Make sure you commit yourself to this job. The organization will do everything it can to give you a rewarding career as long as you are giving your full effort to the job. If you are a permanent employee, the organization commits to try and get you to a full retirement as long as you are doing your job and the needs of the organization are being met. Those who are successful in supporting the organization find support in return.

b. HRO Support: I have a 24 hour rule in the HRO. You will meet staff members who are your best resource to ask questions and get answers. Throughout your career, you may have questions about your career. I ask that you contact the staff member that manages that part of your career first before you start calling supervisors. If you don't get a call or email back within 24 hours, then contact that person's supervisor. If you don't get a call or email back from them within the next 24 hours, then you should call me and I will ensure we are getting your questions answered.

c. Retirement: I know as a new employee one of the last things you are thinking about is retirement. Make sure you understand your program and get all of your time counted toward your career. If you have active duty time, as a technician you want to buy that time into your technician career so that you can reach a full, unreduced retirement before you are unable to continue to serve. Don't wait to buy back your time, you don't want to find yourself in a position of paying a penalty for waiting too long to buy back time. If you are AGR, make sure all of your active duty time is accounted for so you get full credit toward your 20 years of Active Federal Service.

d. Have fun: This is a great organization with great people. Get to know your co-workers and make the workplace an enjoyable place to work. It is much easier to pull some of those long days in the office or in a shop if you enjoy your work and those around you.

2. Congratulations again on making a superior decision to become part of the CONG full time family. Enjoy your new position and have a very successful career.

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