

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

NGOH-HRO-T

29 January 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 23-008, Pre-Employment Background Investigation Requirements for Federal Employees in the Ohio Army National Guard

1. **Reference.** Ohio Army National Guard Personnel Security Investigation Submission Guide.
2. **Purpose.** The Ohio Army National Guard (OHARNG) initiates federal employee background investigations prior to the employees' appointment dates. Early initiation of background investigations reduces the time required for new employees to acquire access to agency systems which increases productivity.
3. **Applicability.** This policy applies to T5 NG Employees and T32 Technicians applying for, or assigned to, positions on the Ohio Army National Guard full-time manning document.
4. **Policy.** Supervisors of OHARNG federal employees will follow the process, outlined in this policy, to initiate background investigations for new employees.

a. Advertisement Phase.

(1) Supervisor submits a Request for Fill (RFF) for a vacant position to the Human Resources Office (HRO) IAW the agency's Merit Placement Plan.

(2) The HRO will coordinate with the Supervisor to establish the risk designation for the position being filled.

(3) The HRO will advise the Supervisor of the final risk designation and background investigation requirements for the position.

b. Selection Phase.

(1) Selecting Officials will return selection certificates to the HRO using the USA Staffing Selection Manager.

(2) The HRO will initiate sending a Tentative Job Offer to the selected candidate.

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(3) Upon acceptance of a Tentative Job Offer, the Selecting Official will follow the instructions in the Ohio Army National Guard Personnel Security Investigation Submission Guide to submit a background investigation request. See Table 1 to determine the required investigation packet for the candidate.

Risk Level	Required Investigation
Low Risk	Tier 1 – Low Tier
Moderate Risk	Tier 3 – Moderate Tier
High Risk	Tier 5 – High Tier

Table 1. Required Investigation by Risk Level

(4) Selected candidates or their supervisors submit the following required paperwork to the G2 Personnel Security office: Personnel Security Investigation Portal Request Form, Declaration of Federal Employment (OF 306) and their official position description in PDF format. Email the forms to ng.oh.oharnq.list.g2-security-clearance@army.mil.

(5) The selected candidate will schedule an appointment to provide fingerprints for processing the background investigation. Candidates must contact the G2 to make an appointment using one of the following methods:

(a) Send an email requesting an appointment for fingerprints to the OHARNG G2 email distribution list: ng.oh.oharnq.list.g2-security-clearance@army.mil.

(b) Call the G2 at (614) 336-7034 or (614) 336-4179.

(c) Visit the G2, in Room E120, at Beightler Armory, 2825 West Dublin Granville Road, Columbus, Ohio 43235.

c. Appointment Phase.

(1) Selecting Officials will notify the HRO Army Staffing Distribution list when the candidate completes both of the following tasks:

(a) Submits the completed investigation packet.

(b) Schedules an appointment to provide fingerprints.

(2) The HRO may then initiate a Final Job Offer to the selected candidate and establish an entrance on duty date when the selected candidate can report for work.

(3) Supervisors are responsible for ensuring the selected candidate remains in communication with the G2 during the processing of the background investigation to provide additional information as may be required. Supervisors will provide selected candidates with a reasonable amount of time to schedule appointments and submit completed packets.

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(4) Supervisors are responsible for submitting any system access requests upon the successful adjudication of the candidate's, or employee's, background investigation.

(5) The G2 will communicate the results of unfavorable adjudication of a candidate's, or an employee's, background investigation to the HRO and to the Selecting Official.

5. Points of Contact:

a. The point of contact for questions about the hiring process is the HRO Army Staffing Distribution List at: ng.oh.oharnq.list.j1-hro-army-staffing@army.mil.

b. The point of contact for questions about the background investigation process is the OHARNG G2 at: ng.oh.oharnq.list.g2-security-clearance@army.mil.

c. The point of contact for the contents of this policy is LTC Daryl Scott, Deputy HRO, at 614-336-7121 or ng.oh.oharnq.list.j1-hro-customer-service@army.mil.

FOR THE ADJUTANT GENERAL:

ROBERT E. LYTTON, III
COL, LG, OHARNG
Director of Human Resources

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