OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, OREGON NATIONAL GUARD
HUMAN RESOURCES OFFICE
230 GEER DR NE
SALEM, OR 97301

NGOR-HRO 4 Jun 2024

MEMORANDUM OF INSTRUCTION

SUBJECT: FY25 Title 5/Title 32 NG Joint Supervisor Development Course (SDC)

1. Overview: Per CNGBI 1400.25, Vol. 400, dated 05 Sep 2018, “Supervisors of NG employees must complete the NG Joint Supervisor Development Course within the first year of appointment.” This two-day course combines hands-on learning with live instruction from HRO personnel. It is mandatory for personnel (AGR/T32/T5) supervising federal employees. Attendance is required every three years.
2. Training Details:
    a. Instructors: HRO Subject Matter Experts
    b. Dress Code: Duty uniform for AGR/T32 technicians; business casual attire for T5 civilian employees.
    c. Dates and/or locations may be subject to change:
        i. 22-23 Jan 2025 | Salem, OR
        ii. 12-13 Mar 2025 | Portland, OR
        iii. 23-24 Apr 2025 | Klamath Falls, OR
        iv. 9-10 Sep 2025 | Salem, OR
    d. An 8-hour hybrid Refresher Course will be available to supervisors who have previously attended a full two-day SDC.
        i. 23 Oct 2024 | Salem, OR & Microsoft Teams
3. Instructions: Individuals will email sophy.e.kerzman.civ@army.mil and grace.m.fox5.civ@army.mil to register for the course. Travel expenses may be authorized for reimbursement if traveling over 50 miles to attend.
4. For questions or concerns, please contact Human Resources Development Specialists Ms. Sophy Kerzman at (971) 355-3311 or Ms. Grace Fox at (971) 355-3329.

SOPHY E. KERZMAN
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