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STATE OF HAWAII
DEPARTMENT OF DEFENSE
OFFICE OF THE ADJUTANT GENERAL
3949 DIAMOND HEAD ROAD
HONOLULU, HAWAII 96816-4495

NGHI-HRO

25 October 2019

MEMORANDUM FOR Hawaii National Guard (HING) Full-Time Personnel

SUBJECT: Fiscal Year 2020 (FY20) HING Human Resources Office (HRO) Full-Time Selection Board Training

1. The purpose of conveying a selection panel for HING hiring boards is to create an impartial panel to fairly and thoroughly examine an applicant's credentials. The selection panel is required to determine the "best qualified" applicant for an authorized vacancy within the HING. Board panel members must attend board training at the minimum of once every three (3) years to ensure that consistent internal selection procedures are established and applicable directives and processes are followed. Full-Time Selection board training for FY 20 will be as follows:

Wednesday 20 November 2019
Wednesday 18 December 2019
Wednesday 29 January 2020
Wednesday 26 February 2020
Wednesday 25 March 2020
Wednesday 29 April 2020

Wednesday 27 May 2020
Wednesday 24 June 2020
Wednesday 29 July 2020
Wednesday 26 August 2020
Wednesday 30 September 2020
Wednesday 28 October 2020

2. Location will be at the Human Resources Office, 3949 Diamond Head Road. Unless otherwise stated, training will start at 0900. Employees may make a reservation for the training through the Department of Defense web portal at <http://dod.hawaii.gov/hro/selection-board-training/>.

3. Point of contact is the Labor Relations Specialist, Mr. John K.C. Yim at (808) 672-1555 or email john.k.yim4.civ@mail.mil.

PAMELA L. ELLISON
LTC, USA
Human Resources Officer