STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2258

MDNG-AG-HRO (1oo) 8 November 1995

HRO POLICY/GUIDANCE LETTER #1

SUBJECT: Human Resource Office (HRO) Publications

SEE DISTRIBUTION

The following describes the publications which will be used by the HRO to establish policies and procedures and to provide general information to our full-time support personnel:

a. **HRO Publication Index**: To be published annually in January of each year, and updated periodically by HRO Newsletters. This index will list all NGB and MDNG publications which apply to the Army and Air Full-Time Support (FTS) Programs, and will be distributed to all Full-Time Support (Technician and AGR) Supervisors and Managers.

b. **HRO Regulations**: To be used for publication of policy and procedures for major human resource issues which require regulatory guidance. They will be distributed, as appropriate, to personnel or activities which have a need for the information.

c. **HRO Policy/Guidance Letters**: To be used for single subject matters which require the establishment of policy, clarification of another reference, or guidelines for a specific FTS function. Letters in this category will be sequentially numbered for indexing purposes, will normally be in effect for an indefinite period, and will be distributed, as appropriate, to personnel or activities which have a need for the information.

d. **HRO Newsletter**: To be used for general, non-policy information, which is determined to be important information for all

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This HRO Policy/Guidance Letter supersedes SPMO Policy/Guidance Letter #1 dtd 5 December 1988.

FTS personnel. These newsletters will be published by the 15th of each month. They will be distributed to all activities, and will be reproduced on gold colored paper.

e. **HRO Special Information Bulletin**: To be used for specific information on a particular subject of special interest, which needs to be conveyed in an expeditious manner. They will expire one year after the date of the bulletin, will be distributed to supervisors or general audience, as needed, and will be reproduced on gold colored paper.

f. **HRO AGR Alert**: To be used for general information for all Army AGR personnel. It will be published quarterly or when emergency information needs to be sent to the ARNG AGR Force. Distribution will be at the end of a month, attached to each LES.

FOR THE ADJUTANT GENERAL:

CHARLES C. BLACKISTON, III
Capt, MdANG
Human Resource Officer

DISTRIBUTION:
All FTS Activities