

This brochure was developed to help members of the Ohio National Guard incorporate the demands of their military career with the needs of their civilian workplace. Our ready teams are comprised of many who do not wear the uniform; employers, families and community members.

We hope that you will use some of the enclosed tips to:

- Balance the challenges of your military career.
- Help your civilian employer feel more a part of our team.
- Build a long-term successful relationship with your civilian employer and co-workers.

Good relationships with employers enable you to reach your career goals.



“Studies show that keeping your job and building good relationships with your employer builds post-deployment resiliency.”

Dr. Jeremy D. Kaufman,
Ohio National Guard Director
of Psychological Health

Succeeding at Work



Ways to improve your workplace relationships.

Collaborate and communicate:

- Be honest and forthright about your military career, remembering your military core values.
- Consider your employer's point of view, especially when you are thinking about voluntary deployment.
- If being involuntarily deployed, communicate the mobilization process expectations and dates with your employer as soon as possible.

Ask yourself:

- Is there a better time to volunteer based upon the seasonal demands of your civilian job?
- How would you respond to your deployment request if you were in your employer's shoes?
- If possible, plan early, carefully considering deployment timing with commanders. Minimize short notice and no-notice military absences.
- Anticipate employer questions and provide answers.

During deployments:

- Keep in touch with supervisors, human resource office and co-workers through email, photographs, etc.
- Express interest in your workplace.
- Provide approximate return dates.



Post deployment:

- Tell your deployment story as your comfort permits.
- Explain how you are doing and ask for help as needed.
- Ask about what has changed at work and about your employer's needs.
- Make it possible for information to be sent to your employer by keeping the ESGR Civilian Employer Information database current.

Show appreciation:

- Say thank you as often, and in as many ways, as appropriate.
- Nominate your employer for the ESGR Patriot Award and higher level awards as you deem appropriate.

Educate your employer about the Ohio National Guard:

- Invite your employer to a Joint Employer Event.
- Include your employer in unit activities as appropriate.



The Adjutant General

**Major General
Deborah A. Ashenhurst**

Dear National Guard Member:

Thank you for the selflessness you demonstrate through your service to Ohio and the nation. Your dedication and commitment, along with the other members of the Ohio National Guard, provide the assurance of safety, security, and support to our fellow citizens. I recognize and appreciate the sacrifices made by you, your employer, and your Family.

Employers are an important part of America's national security team. Their understanding, loyalty, and support help the Guard stay ready. This support also significantly contributes to you and your Family's well-being. Let's work together to keep them on our team!

This brochure provides recommendations about how to cultivate and maintain strong relationships with your employer. I ask you to consider carefully these best practices as you proactively manage this important relationship. Communicating with your employer in a forthright, considerate, and timely manner helps you and the Ohio National Guard.

I appreciate your steadfast commitment and tireless contributions.

Sincerely,

Deborah A. Ashenhurst
Major General
The Adjutant General



Ohio National Guard Resources

State Family Programs Office
(800) 589-9914

- Region 1 Akron/Canton (Prompt 1)
- Region 2 Chillicothe/Portsmouth (Prompt 2)
- Region 3 Cincinnati (Prompt 3)
- Region 4 Kettering (Prompt 4)
- Region 5 Bowling Green (Prompt 5)
- Region 6 Columbus (Prompt 6)

Military Family Life Consultants
(614) 336-6000 Ext 1413 or
(614) 336-7479

OHIOCARES
(800) 761-0868

Transition Assistance Advisors
(614) 336-7152

Military One Source Consultaion
24/7 (800) 342-9647

Employer Support of Guard and Reserve
(614) 336-7444

Employer Outreach Coordinator
Capt. Nicole Ashcroft
(614) 336-7077



Succeeding at Work