**NEW EMPLOYEE ORIENTATION COURSE**

As a new Air Force employee, you're required to complete the New Employee Orientation course.  Once you receive computer access, please complete the training through the Air Force Portal in Advanced Distributed Learning Service (ADLS) under the Course List. (Link is found on Civilian (Appropriated Fund) Desktop Shortcuts.) Coordinate with your supervisor and/or unit training manager for any questions reference ADLS training.

Depending on your status, you're only required to complete one of the following:

NEO Course - Non Prior Military

NEO Course - Prior Other DOD Agency (Army, Navy, OPM etc.)

NEO Course - Prior/Retired Military (USAF).

When you're done with the training, please a copy of your certificate to Mr. Joseph DeLorenzo, [joseph.delorenzo@us.af.mil](mailto:joseph.delorenzo@us.af.mil) for record update.