FRONT COVER

NES

NOOBIC STRATOCRACY

NOOBIC ENGINEERING SERVICE

"SAFETY, SERVICE, REPAIR."



TRAINING BOARD MANUAL

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STATEMENT

NES

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ISBN [redacted]

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PROBATIONARY REQUIREMENTS

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Hello Probationary Instructors! If you are reading this, you have successfully submitted your application to the Orientation & Training Board.

As a part of your probationary period, there are some requirements you will have to undertake to become a full member of the Orientation & Training Board

Important information you need to know:

- You have 1 month to complete your probation.
- You are expected to listen and learn from your hosts and other members of the team.
- You are expected to ask questions if unsure. It's better to know what you're doing than not knowing.
- This department is still somewhat new in terms of orientations, so some information may change or be a bit vague/inaccurate.

Section 1

In this section, you can *co-host* orientations. As a co-host, you are expected to:

- Do any work the host asks you to
- Answer any questions the applicants may have
- Learn from your time as a co-host
- Teach certain sections of the orientation
- Ensure no one is cheating on the examination
- Ensure peace within the orientation
- Dismiss any stimming spectators
- Moderate applicants breaking the rules

Please note that you can co-host after fulfilling section 1. Co-hosting is still incredibly important during orientations.

Requirement(s) for section 1: Co-host two orientations

PROBATIONARY REQUIREMENTS

Section 2

In section 2, you are now permitted to *host supervised* orientations. Your supervisor will act as a co-host during this. They will only help if prompted by you. You are expected to host the orientation nearly solo, teaching all sections.

Requirement(s) for section 2: Host (with supervision) a *minimum* of two orientations. Orientations only count towards this requirement if they are done 12 hours apart.

What's next?

After fulfilling your requirements, ping a Training Manager +, and they can promote you. (~~You will be able to continue to host supervised orientations. Your probationary status will be waived when deemed fit by senior instructors.~~)

PROBATIONARY REQUIREMENTS



CHAIN OF COMMAND

CHAIN OF COMMAND

[PTO] PROBATIONARY TRAINING OFFICER

The lowest rank within the OTB. Cannot host unsupervised Orientations and is required to stick to the scope defined in PROBATIONARY REQUIREMENTS. You need to pass an application to gain this rank.

[TO] TRAINING OFFICER

The general staff of the OTB. Can host unsupervised Orientations and supervise PTO Orientations. Required to stick to the quota for the month outlined in otb-announcements. You need to pass your probationary phase to gain this rank.

[STO] SENIOR TRAINING OFFICER

No practical difference from TO. Same permissions as a TO with some seniority. Quota is still enforced on STOs. You need to be handpicked by the CTO/TM to gain this rank.

[TM] TRAINING MANAGER

The 2nd in command of the OTB. Permitted to assist in documentation creation, minor changes to the department and general administration. Quota is still enforced on TMs. You need to be handpicked by the CTO to gain this rank.

[CTO] CHIEF TRAINING OFFICER

The 1st in command of the OTB. Permitted by High Command to change anything within the department such as documentation and major changes. Handles administration, applications, and the critical running of the department.

CHAIN OF COMMAND

Quota is not enforced, and they are handpicked by the High Command.

TRAINING PROCEDURE

TRAINING PROCEDURE

How to train a probie 101.

-First: Teach them how to make the Apollo/orientation event with the correct format.

-Second: Teach them the Pre-Rally Format & Information that needs to be provided.

-Third: Confirm that all Applicants/NMPs/Spectators are following the rules and regulations within the Orientation Grounds.

-Fourth: Make sure to tell the applicants to use !notepad, write notes down somewhere on a piece of paper, or Google Docs, and tell them about the slides tool.

-Fifth: Make sure to ask any questions or repeat during the orientation for the applicants. Please use the command :chatlogs true during the orientation.

-Sixth: Go over each slide 1 by 1 with correct grammar and make sure to give the Applicants time to write down notes after going over each slide.

-Seventh: After going over the slides, provide them with the rules of the Orientation exam and the link to the exam.

-Eighth: After the exam is over, unpublish the exam, shut the game down, delete messages in the orientation schedule, link the responses to Google Sheets, unlink the Google Sheet from the orientation exam Google Form, delete the responses in the Google Form, and make sure to confirm who passes and if they provided the right exam password

TRAINING PROCEDURE

and instructor.

-Ninth: Post the passers in the OTB-intake-log channel, follow the correct format of the intake log. If you are 18 and above, you are permitted to background check your attendees. If you are under 18, you should ping PMMT and/or a training officer within your log. After PMMT confirms BGC is done, put the passers in the Orientation passers channel. The HRs will accept the people into the Roblox group.

-Tenth: Ask for feedback/questions/concerns from your supervisor.

TRAINING PROCEDURE



DISCIPLINE & MISCONDUCT

DISCIPLINE & MISCONDUCT

See below the regulations imposed on the staff of the OTB.

§1.1	Staff are expected to maintain a professional standard of conduct when representing the Training Board.
§1.2	Staff may not misuse their rank, permissions, or tools for personal benefit or for malicious intent.
§1.3	Staff are prohibited from using commands that may disrupt Orientations, create distracting sound effects, or negatively impact participants' ability to comprehend information.
§1.4	Staff must not grant temporary moderator permissions to any individual during an Orientation. Exceptions exist for SEIs doing their co-host of an Orientation.
§1.5	Staff are required to wear appropriate avatars when hosting Orientations. Offensive or inappropriate avatars are strictly prohibited.
§1.6	Staff must maintain respectful communication at all times. The use of excessive shouting or offensive language is not allowed.
§1.7	Staff are required to remain impartial and avoid bias during Orientations. Relationships, positive or negative, must not influence decisions.
§1.8	Staff are prohibited from publicly announcing individual exam scores to shame someone.
§1.9	The host has final authority during an Orientation unless overruled by the CTO or HR+ ONLY when strictly necessary.

DISCIPLINE & MISCONDUCT

§1.10	Staff must ensure all instructions given during Orientations are clear and understandable to participants.
§1.11	When hosting Orientations, the guard ping must only be pinged after 8 applicants are confirmed to be attending. Orientations under this amount should be cancelled.

DISCORD REGULATIONS

§2.1	Staff may not promote their OTB rank within their username.
§2.2	Staff are only permitted to ping visitors for Orientation purposes. Misuse of the visitor ping will result in your immediate removal.
§2.3	Staff must provide helpful responses to questions. The spreading of misinformation is not permitted.

DISCIPLINE & MISCONDUCT



RESOURCES

RESOURCES

Orientation announcement format. May be changed so long as it contains the same links and general information.

(Add more here if you want)

```
# ORIENTATION PRE-RALLYING

Orientation starting soon...
Join with your NOOB colours and STS at the NES pads.
No stimming, and punishments will be given if needed.

Links:
- [Gathering
hub](https://www.roblox.com/games/83986497542481/NES-Orie
ntation-Grounds)
- [The Employee's
Handbook](https://docs.google.com/document/d/1zHutITWU8SO
IbKqNTMW0eVpUrIAngHSDwDEAHFEm21Y)

We will be using [The Lecture Hall
VC](https://discord.com/channels/1386407365653299352/1489
282959994523769).

Pings: @ visitor @ OTGuardingping
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```
**NES Orientation**

Open to any and all applicants who wish to join the
Noobic Engineering Service. This orientation will take at
max 1 hour and will have a quick quiz at the end.

__Requirements:__

- 13 years of age or more
- Understand basic English
- Willing to attend for 1 hour
- Show up in noob colours, no accessories. Classic faces
are allowed, UGC are not.
- TANK IS FOR NMP
```

RESOURCES

```
## ORIENTATION PASSERS FOR THE <t:946684800:f> (REMOVE 'THE' IF ITS
GRAMMATICALLY INCORRECT)

**__Host:__**
**__Co-Host(s):__**
**__BGC Officer:__** (PING YOURSELF IF YOU DID IT YOURSELF)

**__Passers:__**
- Person 1
- Person 2
- Person 3

- You've all passed, request to join the [NES Roblox
Group](https://www.roblox.com/communities/170636091/NES-Noobic-Engine
ering-Service#!/about)
- You will then undergo a background check. If you fail it in any
aspect, you will be given instructions in a background check ticket.
Please understand this may take longer than 24 hours. You will be
accepted to the group after.
- Don't feel discouraged just because you failed, there is always
next time to do better!
- If you have an issue with your background check, please contact the
officer listed above.
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CREDITS

END OF DOCUMENT

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