STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789

NGOH-HRO-Z 13 July 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Full-Time Manning Hierarchy Maintenance

1. The Ohio National Guard Human Resource Office (HRO) must maintain a complete and accurate hierarchy of positions in the Defense Civilian Personnel Data System (DCPDS). Units and directorates must validate their hierarchies on a quarterly basis as part of the HRO's regular cycle of hierarchy maintenance.

2. The full-time manning hierarchy is the organizational structure which documents the supervisor-to-subordinate relationships throughout the organization. This structure may include AGR, Technician or State employees, depending on the unique resource composition of the unit or directorate. A properly maintained hierarchy allows supervisors to view subordinates' personnel data and process performance appraisals in the Performance Appraisal Application (PAA). Maintaining this structure provides leadership and HRO with an accurate representation of the full-time personnel structure to aid in full-time personnel management initiatives and positively affects organizational change.

3. The HRO requires quarterly updates of the units' hierarchies to establish a maintenance routine and to effectively manage the flow of hierarchy change requests. The HRO will distribute hierarchy reports with suspense dates for units and directorates as follows:

Hierarchy Report Distribution and Unit/Directorate Validation Schedule				
	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
HRO Report Distribution Date	30 April	31 July	31 October	31 January
Unit/Directorate Validation Due Date	30 May	31 August	30 November	28 February

a. The HRO hierarchy reports are sorted according to the technician's unit of assignment and includes the following for each technician, at a minimum:

(1) Technician name.

(2) Technician's Position Sequence Number.

(3) Unit of assignment.

(4) Name of the Technician's Rating Official (RO).

(5) Position Sequence Number of the Technician's RO.

(6) Name of the Technician's Higher Level Reviewer (HLR).

(7) Position Sequence Number of the Technician's HLR.

b. Validation procedure for units. The only updates necessary are those which change a technician's RO or HLR.

(1) Insert a line below the record of the technician which requires a change.

(2) Place the name and position sequence number (if known) of the correct RO and/or HLR in the corresponding columns of the line you inserted in step one.

c. Units and directorates will review, update, validate and return hierarchy reports to NGOH-HRO-TR, no later than the dates shown in the table above.

d. Update procedure for HRO.

(1) Review the unit's validation document for logical work center structure and proper supervisory assignments (i.e., Supervisor positions must be coded as "Supervisory" and excluded from the bargaining unit).

(2) Request clarification from units or directorates, as needed.

(3) Update connections in the DCPDS hierarchy.

(4) Send an updated report to units and directorates according to the schedule shown above.

4. Point of contact for this memorandum is CPT Daryl Scott, Resources Branch Manager, (614) 336-7049, DSN 346-7049 or daryl.scott@us.army.mil.

FOR THE ADJUTANT GENERAL:

HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resource