

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

NGOH-HRO-Z

17 February 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Business Rules for Technician Personnel Action Requests (HRO 17-001)

1. The Human Resource Office (HRO) manages the full spectrum of personnel actions in the life-cycle of National Guard Technician employment. The purpose of the business rules published in this memorandum is to shape expectations for HRO staff members, supervisors of technicians and individual technicians regarding timelines for submitting, processing and approving personnel actions. These business rules apply to Air and Army National Guard Technician personnel action requests.

2. Business Rules for technician personnel actions are described below and shown graphically on the enclosed HRO Bi-weekly Pay Period Task Calendar.

a. New Employee Orientation (NEO) is held on Monday at the beginning of the pay period. The NEO is conducted on Tuesday when Monday is a holiday.

b. The HRO Remotes must send New Hire Packets to HRO before COB on the day after NEO. This is necessary to provide time for HRO to ensure the accuracy of personnel information provided and to finalize data input into personnel actions.

c. The HRO must process all New Appointment personnel actions by COB on Thursday after NEO. This is necessary to provide time for payroll offices to create new employee records.

d. The HRO must process all Non-New Appointment actions by COB on the second Monday of each pay period. These actions must process before payroll finalizes activities for the pay period.

e. Supervisors must send requests for temporary technicians to HRO by COB on the first Friday of each pay period. This provides time for HRO to staff each request and provide an approval message to the requesting official.

f. Supervisors must return completed selection packets from job announcements by COB on the first Friday of each pay period. This provides time for HRO to staff each request and provide an approval message to the requesting official.

AGOH-HRO-Z

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g. The HRO must send approval messages to officials requesting temporary technician appointments and in response to completed selection packets from job announcements by COB on Wednesday during the second week of each pay period. This approval deadline is necessary in order to provide time for the preparation of personnel actions and to inform prospective technicians, their supervisors and other offices which support the accession actions for new technicians. These supporting offices include, but are not limited to: payroll, security and military personnel offices.

h. The HRO must communicate the reason why temporary technician requests and job announcement packets returning from interviews that arrive by COB on the previous Friday cannot be approved. The HRO must notify the appropriate managers and supervisors by COB on Tuesday with instructions on how to resolve issues causing the delay in the approval of requested actions.

3. **Exceptions to Work Rules.** Exceptions to these work rules may be approved by the Human Resource Officer. All exception requests must be routed for concurrence through the Director of Staff or the Chief of Staff for Air and Army National Guard respectively. Requests for exceptions are submitted in email or memorandum format to the point of contact listed below following DoS or CoS concurrence.

4. Direct questions to CPT Daryl Scott, Technician Branch Manager, at (614) 336-7121, DSN 346-7121 or daryl.g.scott.mil@mail.mil.

FOR THE ADJUTANT GENERAL:

Encl
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WILLIAM K. GIEZIE, P. E., Colonel, OHANG
Director of Human Resources

HRO Bi-weekly Pay Period Task Calendar

	Monday – Day 1	Tuesday – Day 2	Wednesday – Day 3	Thursday – Day 4	Friday – Day 5	
First Week of PP	NEO	Input New Hire Actions into DCPDS, update SCDs, etc. (HRO)				
		COB Deadline to send New Hire Packets to HRO (Air Remotes)		COB Deadline to Process New Appointment Actions in DCPDS (HRO)		
				Build New Pay Records (Payroll)		
	Army Civ Pay Deadline for Previous Pay Period				COB Deadline to Submit requests for new Temp Techs (Supervisors)	
					Staff Temp Appointment Requests for Approval (HRO)	
					COB Deadline to return Selections for appointment at the next NEO (Supervisors)	
					Staff Completed Job Packets for Approval (HRO)	
		Continuously Publishing Job Announcements and Staffing Closed Job Announcements				
	Monday – Day 6	Tuesday – Day 7	Wednesday – Day 8	Thursday – Day 9	Friday – Day 10	
Second Week of PP	Build new Pay Records (Payroll)	Air Civ Pay Deadline				
	COB Deadline to process all Non-New Appointment Actions in DCPDS (HRO)					
		Staff Temp Appointment Requests for Approval (HRO)				
		Staff Completed Job Packets for Approval (HRO)				
		COB Deadline to Notify Supervisors of Delayed Personnel Action Requests (HRO)	COB Deadline to Approve new appointments (HRO)			
				Prepare Personnel Actions in DCPDS		
				HRO Sends NEO Roster		
				Coordination after NEO Roster Published		
		Continuously Publishing Job Announcements and Staffing Closed Job Announcements				