

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

NGOH-HRZ

23 October 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy #20-004, Conversions to Indefinite and Temporary Appointments

1. **Purpose.** This memorandum establishes policy for requests to convert Technicians and Title 5 (T5) Employees from Permanent and Indefinite appointments to Temporary or Indefinite appointments.
2. **Applicability.** This policy applies to all Technicians and T5 Employees of the Ohio National Guard, hereafter referred to as "employee."
3. **Background.** The Human Resources Office (HRO) receives requests to convert Permanent and Indefinite Technicians and T5 Employees to either Temporary or Indefinite appointments. This type of conversion creates employee records that are prone to significant errors due to the mismatch between the appointment type and benefits eligibility codes in the Defense Civilian Personnel Data System (DCPDS). The coding mismatch causes the employee records to be unique on National Guard Bureau (NGB) reports, which can cause severely negative impacts to the employee's benefits. The negative impacts include, but are not limited to: underpayment or overpayment of wages, under-deduction or over-deduction of benefits premiums,
4. **Policy.** Employees have neither the right, nor the authority, to convert between appointment types without the approval of the HRO. The HRO will not approve the conversion of Permanent and Indefinite employees to temporary or indefinite appointments.
5. Permanent and Indefinite employees may resign at any time, take a full pay period break in service, and then start a new Temporary or Indefinite appointment.
6. The POC for this policy is MAJ Daryl Scott, Federal Employee Branch Manager, at 614-336-7121 or email at daryl.g.scott.mil@mail.mil.

FOR THE ADJUTANT GENERAL:



JOSEPH F. LOGAN
Col, OHANG
Director of Human Resources

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