

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

NGOH-HRO-TR

16 August 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy #21-007, Organizational Structure Policy

1. **Cancellation.** This policy rescinds policy memorandum, Subject: Full-Time Manning Hierarchy Maintenance, dated 13 July 2012.
2. **Applicability.** This policy applies to supervisors of Ohio National Guard Title 32 (T32) Technicians, Title 5 (T5) National Guard Employees, and Active Guard/Reserve (AGR) members, hereafter referred to as "Employees."
3. **Background.** The Human Resources Office (HRO) maintains the organizational structure for full-time personnel in the Defense Civilian Personnel Data System (DCPDS). Maintaining the accuracy of the organizational structure is important because it provides the foundation for personnel management decisions made by Ohio National Guard leadership, allows supervisors to see subordinate federal employees in the MyBiz+ Portal, and facilitates the accomplishment of performance management actions in the Defense Performance Management Appraisal Program (DPMAP). The maintenance of the organizational structure is especially important as the National Guard prepares to transition from the DCPDS to the Defense Civilian Human Resources Management System (DCHRMS) as the Human Resources Information System of Record.
4. **Policy.** Supervisors will utilize the processes and procedures in this policy to manage the structure of their organizations.
5. **Organizational Charts.** The HRO requires accurate organizational charts to use in validating organizational structures and in the maintenance of the organizational hierarchy. Supervisors must submit organizational charts as a prerequisite for requesting action on topics covered by this policy.
 - a. Supervisors will build and maintain organizational charts for their organizations using the template and instructions in Enclosure 1. The HRO will not accept organizational charts using formats other than the format provided in Enclosure 1.
 - b. Supervisors will send organizational charts to the applicable distribution list:
 - (1) Air National Guard: [ng.oh.oharnq.list.j1-hro-air-staffing@mail.mil](mailto:nq.oh.oharnq.list.j1-hro-air-staffing@mail.mil)
 - (2) Army National Guard: [ng.oh.oharnq.list.j1-hro-army-staffing@mail.mil](mailto:nq.oh.oharnq.list.j1-hro-army-staffing@mail.mil)

c. Organizational charts will remain valid for six months from the date of validation by HRO.

d. The HRO requires current organizational charts for the following actions:

(1) Position Description Release (PDR) implementations,

(2) Reorganizations and realignments (includes PD changes, supervisor/employee relationship changes, and the reallocation of work requirements between positions).

6. Hierarchy Maintenance. The organization's hierarchy is the electronic connection between supervisory positions and their subordinate federal employee positions. The hierarchy allows supervisors to view subordinate federal employee information in the MyBiz+ portal. It also plays a role in the creation of new performance plans in the DPMAP. An accurately maintained hierarchy improves the supervisory experience when managing subordinates using personnel management systems.

a. Supervisors may request updates to their organizational hierarchy using the form in Enclosure 2. This form contains instructions for the form and the email addresses for where to send the completed form.

b. Supervisors may review their organization's hierarchy in two ways:

(1) Supervisors on the Army network may access the HRO Reports Portal and select "Employee Hierarchy" from the dropdown menu. <https://ngoh-g1apps/HRO/HROA/>

(2) All supervisors may access a copy of the current hierarchy on the HRO tab of the Ohio GKO portal.

c. The hierarchy is only accurate as of the date on the HRO Reports Portal or the date on the title of the report on GKO. The "as of" date is typically one day behind the current day depending on HRO's access to the DCPDS source data.

d. The hierarchy is the data set of record when creating new performance plans in DPMAP. Incorrect hierarchy data is not an impediment to the creation of a performance plan. However, if a supervisor does not appear as a searchable Rating Official (RO) or Higher Level Reviewer (HLR) when creating the plan, the hierarchy or requisite supervisory data must be updated by HRO. Incorrect hierarchy data does not prevent an employee from creating a performance plan and then subsequently changing the RO and HLR to reflect the correct personnel. Copied performance plans do not reference the hierarchy when assigning the Rating Official and Higher Level Reviewer.

7. Reorganizations. Reorganization actions include, but are not limited to, situations where a work center increases or decreases in numbers of personnel authorizations, realigns employees or work functions, changes the location of the work center, changes position descriptions, or changes the manner in which employees report to senior levels of management within the organization. The HRO will manage reorganization requests as follows:

a. Units and directorates may only implement one reorganization every 12 months. This is necessary for stability of the organization and to ensure supervisors have the necessary time to

validate the efficacy of the new organizational structure as required in position classification guidelines. The only exceptions to this requirement are the publication of new position descriptions as described in section 8 of this policy and the implementation of a reorganization, realignment, or reduction-in-force.

b. Supervisors may request a reorganization by contacting the Federal Employee Branch Manager. Requests must include the following:

(1) Current organizational charts built IAW this policy.

(2) Proposed organizational charts built IAW this policy that indicates changed positions with yellow highlighting.

(3) A written description of the proposed changes that includes the rationale supporting the proposed organizational structure. Including this description on a separate slide in the proposed organizational chart is preferred.

8. PDR Implementation. The Office of Personnel Management (OPM) delegated position description classification authority to the National Guard Bureau (NGB). The HRO does not have the authority to write, amend, or publish position descriptions. The HRO has the authority to determine which approved position description to use to fill a position. The NGB releases PDRs to the states' HROs to implement within their organizational structures.

a. The HRO will contact the supervisor responsible for the work center impacted by a PDR to provide notification of the PDR effective date and a proposed timeline to complete the PDR implementation.

b. The HRO may require the submission of updated organizational charts to assist in the implementation of a PDR.

c. The HRO may conduct a position review or audit to provide support for implementation of the PDR.

9. AGR Record Maintenance. The HRO will only maintain AGR records for AGR members who supervise federal employees in DCPDS. Supervisors may request the following actions to maintain AGR records in DCPDS:

a. Build supervisory AGR positions and AGR employee records for AGR supervisors of federal employees. Supervisors requesting new AGR position and employee records must use the request form in Enclosure 3.

b. Delete AGR employee records and eliminate AGR positions. Supervisors may request these actions by sending an email to the applicable staffing distribution list as shown on Enclosure 3.

c. Supervisors may request hierarchy changes using the same procedures described in section 6 of this policy.

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10. 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:

A handwritten signature in black ink, appearing to read "Joseph F. Logan". The signature is fluid and cursive, with a long horizontal stroke at the end.

JOSEPH F. LOGAN, Col, ANG
Director of Human Resources

3 Encls

1. Organizational Chart Instructions
2. Hierarchy Request Form
3. AGR Record Request Form

Organization Chart Instructions

1. Supervisors must use only the format in these slides.
2. Large organizations may be broken down into sections over multiple slides as needed.
3. Completed organizational charts must be sent to HRO by email as follows:

Send Air NG organizational charts to: ng.oh.oharng.list.j1-hro-air-staffing@mail.mil

Send Army NG organizational charts to: ng.oh.oharng.list.j1-hro-army-staffing@mail.mil

Name of Organization
Ex. G4 or 121st MXS

CHRIS F. JACKSON
SECRETARY (OA)
GS-0303-07
PD# D1232000

JOHN J. DOE
DIRECTOR
Colonel

MICHAEL R. SMITH
DEPUTY DIRECTOR
GS-0301-13
PD# D1233000

This is an example of an acceptable
organizational chart. HRO will only
accept organizational charts built
using this format in Powerpoint.

MARY L. LAMB
SUPV SPECIALIST
GS-0201-12
PD# T5123000

JEFFREY A. WILDER
SUPV SPECIALIST
GS-0201-12
PD# D1231000

JEFFREY A. WILDER
EXPERT SPECIALIST
GS-0201-11
PD# D1551000

MARTIN T. MARVEL
EXPERT SPECIALIST
GS-0201-11
PD# D1230000

GREG W. HOSKINS
EXPERT SPECIALIST
GS-0201-11
PD# T5143000

Jimmy B. Kline
SPECIALIST
GS-0201-09
PD# T5159000

SUSAN A. BLACK
SPECIALIST
GS-0201-09
PD# D1229000

JAMES U. PARK
EXPERT SPECIALIST
GS-0201-11
PD# T5144000

Sarah L. Sanders
SUPPLY ASSISTANT
SrA

MARK V. HALE
ASSISTANT
GS-0203-07
PD# D1228000

① FIRST MI LAST NAME
② POSITION TITLE
③ PP-OCC-GRD
④ PD#

Example Position Object

- ① Employee's Name
- ② Position Title from Position Description
- ③ Pay Plan, Occupational Series, Grade from Position Description
- ④ Position Description Number

① FIRST MI LAST NAME
② POSITION TITLE
③ MILITARY RANK

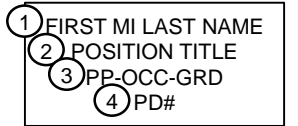
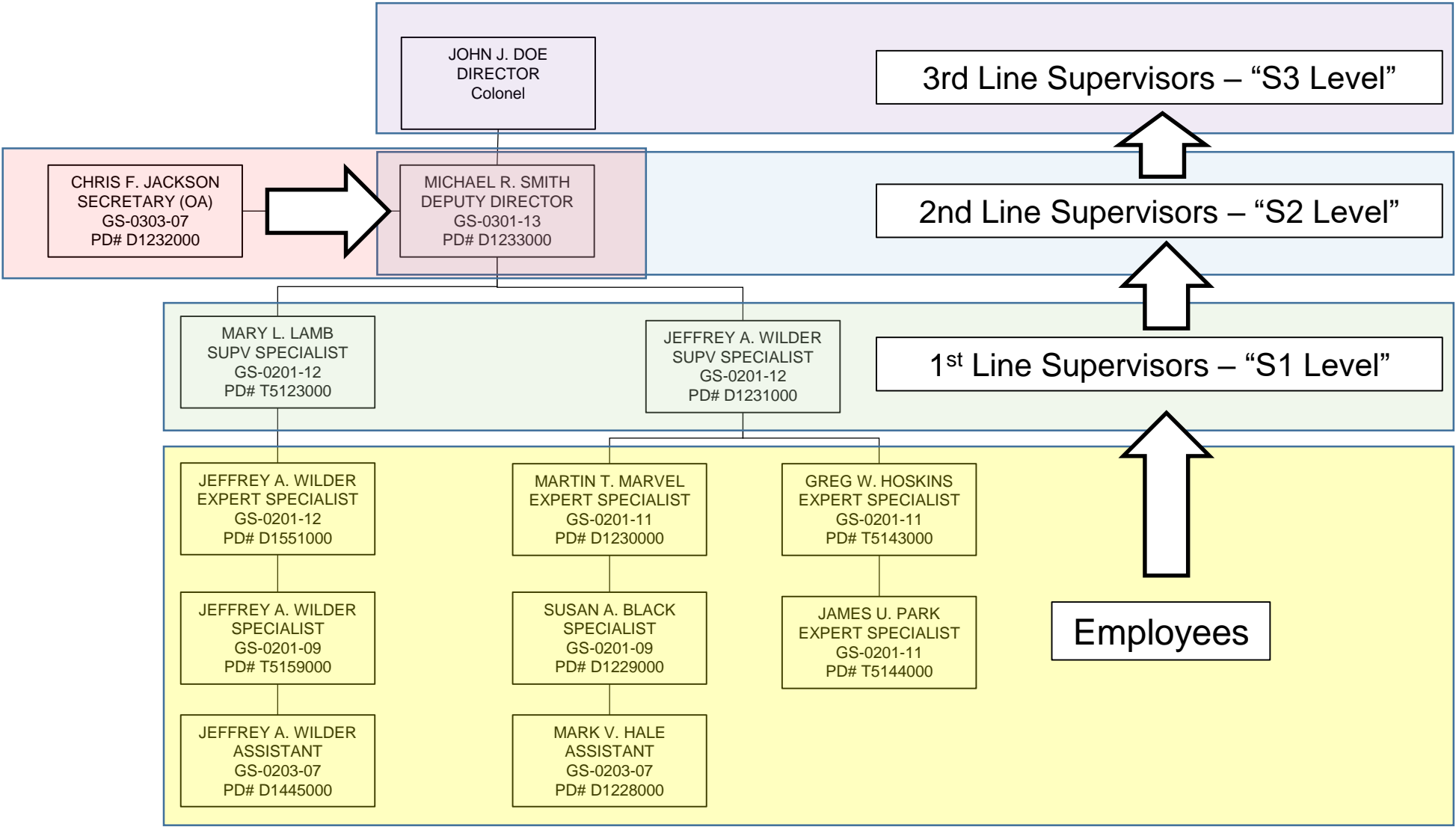
Example Position Object
for an AGR

- ① Employee's Name
- ② Position Title
- ③ Military Rank

John is a 1st Line Supervisor, “S1 Level,” for Michael

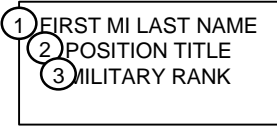
Michael is a 1st Line Supervisor, “S1 Level,” for Chris

John is a 2nd Line Supervisor, “S2 Level,” for Chris



Example Position Object

- ① Employee's Name
- ② Position Title from Position Description
- ③ Pay Plan, Occupational Series, Grade from Position Description
- ④ Position Description Number



Example Position Object
for an AGR

- ① Employee's Name
- ② Position Title
- ③ Military Rank

Request for Hierarchy Change

Instructions.

- (1) Indicate whether this request is for an Air or an Army position.
- (2) Enter the name of the supervisor.
- (3) Enter the name(s) of the subordinate(s) to connect to the supervisor.
- (4) Sign the completed form and send it to the applicable distribution list:
Air Requests: ng.oh.oharng.list.j1-hro-air-staffing@mail.mil
Army Requests: ng.oh.oharng.list.j1-hro-army-staffing@mail.mil

Select one of the following:

Air Hierarchy Request:

Army Hierarchy Request:

Hierarchy Information

Supervisor's Name:

Position Sequence # (if known):

List the names of the subordinate Technicians
and/or T5 NG Employees:

Position Sequence #'s (if known)

Name/Rank of Requestor:

Signature:

Request for DCPDS AGR Record Actions

Instructions.

- (1) Indicate whether this request is for an Air or an Army AGR record.
- (2) Select the type(s) of actions you are requesting.
- (3) Complete the sections that correspond with the Actions Requested.
- (4) Sign the completed form and send it to the applicable distribution list:
 Air Requests: ng.oh.oharng.list.j1-hro-air-staffing@mail.mil
 Army Requests: ng.oh.oharng.list.j1-hro-army-staffing@mail.mil

Select one of the following:

Air Records Action Request:

Army Records Action Request:

Actions Requested (Select all that apply):

<input type="checkbox"/>	Build a New AGR Position Record	<input type="checkbox"/>	Build a New AGR Person Record
<input type="checkbox"/>	Reassign a Current AGR	<input type="checkbox"/>	Other:

New AGR Position Build Information

Air Positions		Army Positions	
8-digit PAS Code:		UIC (Ex. W8BRAA):	
MPCN:		MPCN:	
AFSC (Ex. 3A071):		MTOE/TDA:	
Grade (Ex. E5/O3):		Para/Line:	
FAC:		AMSCO:	
PEC:		MOS:	
		Unit Name:	
		Grade:	

New AGR Person Record Information

Last Name:	First Name:	Middle Name:	Gender:
DOB:	SSN:	Grade:	
PAS/UIC:	Unit of Assignment:		

Accession Information

Tour Start Date:		Position Title:	
Tour End Date:		Position Sequence # (if known):	

Reassignment Information

Effective Date of Reassignment:		AGR Name:
New Tour End Date:		
New Sequence # (if known):		
New Unit:		New Title:

Name/Rank of Requestor:

Signature:

Request for DCPDS AGR Record Actions

[illegible]