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OFFICE OF MILITARY AFFAIRS

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AGONM TECHNICIAN PERSONNEL
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POSITION MANAGEMENT

This AGONM TPR contains the regulatory requirements of the National Guard Technician Position Management. It is consistent with the requirements of the Federal Personnel Manual Chapter 312 and Technician Personnel Regulation 300(312).

This regulation supersedes AGONM TPR 312, dated 30 JUNE 1987.

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POSITION MANAGEMENT

CHAPTER ONE. GENERAL PROVISIONS

1-1. Authority and Responsibility for Establishing Positions: Federal agencies are created by law and Executive order to accomplish specific missions in the furtherance of national goals. The head of each agency is vested with the authority and responsibility for organizing the agency within this framework and within requirements of pertinent statutes and directives. The Chief, NGB and the and the Directors of the Army National Guard and Air National Guard, through subordinate officials to which they delegate authority, are responsible for structuring the National Guard technician program in a manner which will assure that assigned missions are legally and properly accomplished.

1-2. Policy Governing Establishment of Positions: The policy of the Federal Government, and accordingly the NGB, is to organize its constituent agencies or units in a manner that will make the optimum use of its manpower resources. Efficient and economical operations are inherent parts of the continuing general management responsibilities of the head of each agency. These responsibilities are shared in turn by all subordinate management and supervisory personnel who are responsible for the work of others. Limited manpower resources and rising personnel and equipment costs have made it increasingly important that human resources and material be economically managed.

1-3. Definition of a Position: The work consisting of all the duties and responsibilities currently assigned or delegated by competent authority and requiring full-time or part-time employment of one person.

1-4. Employment Ceilings.

a. Air Guard. NGB/MP publishes the Support Personnel Manning Document (SPMD) Employment Authorizations, NGB Form 0112. These authorizations are divided into Military Technician (includes competitive) and Military Duty (AGR) allocations. This establishes the State's ANG employment ceiling.

b. Army Guard. NGB-ARM-B publishes the ARNG Full Time Support Manpower Voucher which transmits required positions and identifies authorized (funded) Military Technician (includes competitive) and Military Duty(AGR) allocations. This establishes the State's ARNG employment ceiling.

1-5. Local Air Technician Manning Document Management.

a. Per NGB/MO All States letter, Log Number P89-0149, dated 22 September 1989, Subject: Revision of ANG Local SPMD Management Procedures, approval authority for th following actions is delegated as follows:

1) Classification actions may be approved by the SPMO, within the limitations of NGB-TNC letter dated 30 Jan 89, Subject: Delegation of Additional Classification Authority.

2) Approval authority is delegated to air commanders and detachment commar to abolish and establish full-time support positions within their units. This authority must be administered consistent with and in accordance with Position Management Policy established by the Adjutant General through the SPMO. Delegating this authority to units provides the flexibility to manage their own resources efficiently and to respond quickly to local mission needs. However, the authority is limited to the use of existing position descriptions in authorized functions as depicted on the SPMD and must be coordinated with the SPMO. For example, if 150 TFG is authorized four aircraft mechanics in Functional Account Code 2320, the commander may authorize adding a fifth mechanic while simultaneously deleting another authorized position in the 150 TFG. Developing a new position or functional responsibility, however, is not authorized without NGB/MO concurrence. State Headquarters, 150 TFG and DSE are considered different units for Manpower Authorizations.

3) Supervisory Position Descriptions: The SPMD will normally reflect the highest supervisory grade authorized within a function consistent with the number of subordinates authorized in that function. If a lower grade is appropriate due to less than the total number of authorized positions being filled, request for change of a Supervisory Position Description should be submitted SPMO.

4) Exception Position Descriptions: There may be instances where a position description authorized on the SPMD is not consistent with classification factors such as the duties being performed by the incumbent. For example, someone titled a Clerk Typist might be performing as a Secretary or a Stenographer. In such cases, a reques for an Exception Position Description must be processed. Requests of this type must be limited to expanding or restricting the basic duties and responsibilities of the standard position description. Primary career field (AFSC) requirements for tl position may not be changed without specific NGB/MO and the Office of Primary Responsibility approval.

5) In those situations where multiple standardized position descriptions may apply to one position (e.g., Personnel Staffing Specialist, GS-221-09 and 11; Classification Specialist, GS-212-09 and 11; Photo/Audio Visual Production Specialist, GS-1001-07 vs. Audio-Visual Production Specialist, GS-1071-09; Management Assistant, GS-344-07 vs. Management Analyst, GS-343-09; and Machinist, WG-3414-11 vs. Toolmaker, WG-3416-12) the SPMD Classification Specialist may audit and change grade within within delegated classification authority. For those positions which exceed this authority, approval to use the higher graded position wil be made by the servicing Regional Activity. It is preferable that such multiple standardized positions employ the use of an "Individual Development Plan" for incumbents at the lower grade to document actual development requirements in the training and performance areas.

6) Requests for change of Supervisory Position Descriptions, Exception Positio Descriptions, or Optional Selection Position Descriptions as described herein will b submitted via Request for Personnel Action, SF52 to the Support Personnel Management Office (SPMO). Approved SF 52's must be retained in the SPMO as documentation of th SPMD changes.

7) All SPMD changes not addressed in the above paragraphs must be submitted for approval through the SPMO to NGB/MO with full justification. This policy is coordinated with NGB/MO and NGB-TN. and position management practices. Western Classification Activity (WCA) must be consulted before any local changes are made that are not within the Classification Specialist delegated authority.

a. Changes must be accomplished within major functional areas and be limited to established Manning Document numbers. Major functional areas are defined in Appendix B. Manning document changes are limited to non-managerial and nonsupervisory positions. Any changes made must be made within the allocated employment authorizations and total Manning Document authorizations. The changes approved by the respective supervisors/commanders will be made in coordination with the Support Personnel Management Officer.

b. All changes must be cleared for proper position classification and position management standards and principles by SPMO. This will be accomplished by submitting a SF 52 in original and two copies, signed by the SPMO in Item E, Part I and approved by the Adjutant General in Item H, Part I. When appropriate, Western Classification Activity will sign the classification clearance in Item 3, Part III when satisfied that the action complies with position classification and position standards and principles. The original of the SF 52 will be returned to the SPMO and will be retained for documentation for the Manning Document change.

c. All actions must conform to military membership requirements (i.e., appointment criteria, qualification, and compatibility) of affected positions.

1-6. Local Army Technician Manning Document Management.

a. The Army Full-time Support (FTS) Manpower Voucher reflects requirements that are established IAW NGB PAM(s) 570-1, 570-3, 570-4, DA DCSOPS approved staffing guides and documented in the SPIMS (Support Personnel Information Management System).

b. All changes to ARNG Support Personnel Manning Document (SPIMS) must be approved by NGB-ARM and are subject to restrictions outlined below:

(1) Classification actions may be approved by the SPMO, within the limitations of NGB-TNC letter dated 30 Jan 89, Subject: Delegation of Additional Classification Authority. If the SPMO does not have a trained classification specialist assigned, approval authority is the servicing NGB Classification Activity.

(2) Changes must be accomplished within major functional areas and be limited to established Manning Document numbers. Major functional areas are defined in Appendix B.

(3) Manning document changes are limited to non-managerial and non-supervisory positions.

(4) Any changes made must be made within the allocated employment authorizations and total Manning Document authorizations.

(5) The changes approved by the respective supervisors/commanders will be made in coordination with the Support Personnel Management Officer.

c. All changes must be cleared for proper position classification and position management standards and principles by SPMO. This will be accomplished submitting a SF 52 in original and two copies, signed by the SPMO in Item E, Pa and approved by the Adjutant General in Item H, Part I. When appropriate, Wester Classification Activity will sign the classification clearance in Item 3, Part III when satisfied that the action complies with position classification and position standards and principles. The original of the SF 52 will be returned to the SPMO and will be retained for documentation for the Manning Document change.

d. All requests for changes will then be coordinated by SPMO with NGB-ARM to change the SPIMS.

e. All actions must conform to military membership requirements (i.e., appointment criteria, qualification, and compatibility) of affected positions.

CHAPTER TWO. PROGRAM RESPONSIBILITIES.

2-1. National Guard Bureau.

a. Provide broad policy guidance.

b. Define organizational missions.

c. Determine manpower requirements of all National Guard entities.

d. Establish organizational structures.

e. Monitor the National Guard classification and position management programs.

f. Ensure that statutory compliance and reporting requirements are met.

g. Provide other advisory services and policy guidance.

2-2. National Guard Classification Activities.

a. Ensure compliance with all pertinent directives, policies, position classification and job grading standards, etc.

b. Provide interpretation and implementation guidance on pertinent publications.

c. Provide position classification and position management advisory services.

d. Conduct on-site position reviews to ensure that all positions are properly described and classified.

e. Develop and classify position descriptions for implementation nationwide, and forward them to NGB-TN for release.

f. Develop, classify, and release for local use position descriptions required to accommodate a unique local situation.

g. Respond to OPM regional offices and NGB personnel management evaluations.

h. Review classification appeals and make recommendations to NGB-TN on their disposition.

i. Conduct position classification and position management education programs for SPMO representatives and for supervisors and managers.

j. Provide other services as required.

2-3. SPMO responsibilities.

a. Ensure that an effective position management program is established a maintained.

b. Review every request (SF 52) for recruitment or reassignment to determine: (1) Whether the duties of the position are accurately described and essential, (2) If the duties of the position can be absorbed by another position of equivalent or higher grade, (3) If funding is available to support the position, (4) If the required number of subordinate positions to support the classification of supervisory, leader, and additive grade small shop chief positions are filled.

c. Implement multiple grade-level nationwide position descriptions within delegated authority.

d. Prepare and implement position descriptions and evaluation statements for local exception positions within delegated classification authority.

e. Restructure positions to grades below journeyman level for staffing, traini and upward mobility purposes, preparing required statements of difference Prepare amendments to standard position descriptions as required. to provide upward mobility.

f. Ensure that supervisory, leader, or additive grade small shop chief positions are responsible for the day-to-day supervision or leadership of the required number of subordinates. Also, process reclassificati^n actions when the number of on-board subordinates falls below that required to support the grade of the higher level (WS, WL, or small shop chief) positions.

g. Assure that position descriptions are properly and currently certified and that all cases of noncurrent or inaccurate descriptions are corrected.

h. Maintain organizational charts and manning documents.

i. Assist in the allocation of personnel resources to managers and assure ceilings are not exceeded.

j. Upon request, assist in the development of position descriptions for national application. Prepare position descriptions and evaluation reports for proposed reclassification of standardized positions.

k. Ensure periodic position reviews are conducted.

l. Work with local managers to achieve a mix of variety of authorized positio in a classification package, based on local conditions and sound position management and classification principles.

2-4. Manager responsibilities. Activity managers, as designated by the State Adjutant General, will have the responsibility for taking actions affecting position management as follows:

a. Initiate procedures to modify position management structures in order to meet mission requirements, improve efficiency, improve economy, or to meet local requirements.

b. Approve or disapprove requests for action (SF 52s) which affect organizational structure such as recruiting for vacancies , restructuring positions to lower grades, eliminating positions, or establishing new positions.

c. Review the position structures periodically to determine that the organization is not unnecessarily split into too many small organizations, does not have too many levels in the chain of command, has no unnecessary positions, and does not have more supervisory positions than are necessary.

2-5. Supervisor responsibilities.

a. Ensure that positions are accurately described in position descriptions.

b. Ensure that incumbents are performing the full range of duties and responsibilities of their official position description.

c. Recognize changes in position content, and recommend revisions to the SPMO.

d. Become familiar with the principles and procedures of position management, and explain them to technicians as needed.

e. Inform technicians of classification actions affecting them.

f. Review all vacant positions, as well as positions that later become vacant, to determine if the duties can be eliminated, assigned to other positions, or modified to permit filling at a lower grade.

g. Provide up-to-date organizational charts to the SPMO including all full-time manning.

CHAPTER THREE. ASSIGNMENT OF DUTIES AND RESPONSIBILITIES

3-1. Objectives.

a. Primary objective. The primary objective of assigning duties and responsibilities to individual positions is to provide the basis for orderly, efficient, and economical accomplishment of work. This objective requires striking an optimum balance among a number of competing factors: (1) management's desire for economy and productivity; and (2) technicians' desire for work that is challenging and stimulating, as well as monetarily rewarding, and which provides an opportunity for increasing their skills and advancing to higher level positions. The failure of management to provide a reasonable measure of these opportunities can result in high turnover, increased training costs, and lower efficiency. Thus, management is seeking a proper balance among the needs for economy, productivity, skills utilization, and technician development and motivation.

b. Lines of progression. To the extent possible, positions should be planned so that there are logical entrance levels and logical career patterns for progression to more skilled and higher graded positions. This planning also aids in the establishment of a comprehensive system of job relationships in which pay rates and pay differentials are commensurate with the work performed and qualifications required.

c. Results of careful design. Careful design of positions provides a solid foundation for selecting and utilizing properly qualified technicians at all skill levels. It also assures that assignments requiring higher level and/or scarce skills are concentrated in as few positions as possible; that there is a proper ratio of support positions to professional, administrative, and technical positions; and that proper use is made of jobs at all levels in a career pattern to achieve econom operations and provide a source of trained technicians for higher level positic . Thus, careful design of positions provides a basis for balanced and economical staffing.

3-2. Planning a position.

a. Factors to be considered. Each position must be systematically planned so that it is logical and consistent internally and fits with other positions into an orderly, productive, and efficient organization. Poor position planning can result in unsatisfactory productivity, high unit cost, confusion of responsibility, technician dissatisfaction, grievances, and high turnover. The following factors should be given careful consideration in position design:

(1) Delegating authority commensurate with assigned responsibilities.

(2) Establishing a reasonable supervisory span of control.

(3) Distinguishing supervision from production.

(4) Making effective use of technicians' skills.

(5) In positions comprised of a variety of duties, assigning duties that are at approximately the same skill level.

(6) Concentrating duties requiring special skills or training into as few positions as possible.

(7) Determining the impact of technological changes in machinery, systems, and facilities on manpower requirements.

(8) Defining the requirements for contacts with others.

(9) Identifying requirements for training and skills upgrading.

b. Steps in the planning process. Planning a position requires an orderly procedure of arriving at sound basis for assigning duties and responsibilities. Analysis must be made of the work to be accomplished and a decision made on production methods to be used. The volume and nature of production to be accomplished may affect the division of work specialization. Also, consideration must be given to the requirements for supervision and training, specialized technician support, quantity and quality control, and review and evaluation.

3-3. Position Description. A written record of major duties and responsibilities assigned to a position at the target grade, entry level and intermediate level (when jobs are announced at multiple grades) and must be prepared before a technician can be hired or assigned. A well-designed position has clearly defined operations, tasks, duties, authorities, and responsibilities, and provisions for supervisory control and supervisory requirements.

3-4. Standard position descriptions. A standard position description is a single description used to cover a number of like positions. Whenever a group of substantially identical positions exists, use of a standard position descriptions should be considered. They are particularly effective in the National Guard technician program where organization patterns and procedures are uniform or standardized in different locations where the same activities are to be performed. They may also be used in different organizational functions where identical work is being accomplished or when differences are only minor or incidental.

3-5. Proper use of Military Technician Positions. Technician position descriptions represent an effort by Manpower, the Offices of Primary Responsibility (OPRs) and the Classification Activities to provide adequate resources, accomplish the mission, and support these jobs at the highest possible grades. If duties or responsibilities are diluted or diminished for any reason, classification may be adversely affected. It is the responsibility of our managers and supervisors to see that such a condition does not occur by ensuring that duties in official position descriptions are fully assigned and performed. Ensuring that our technicians are performing the duties for which they are paid and for which the position was established will avoid potential adverse actions to our technicians.

CHAPTER FOUR. IDENTIFICATION OF POSITIONS

4-1. Position Titles and Numbers.

a. Position Titles. The official class titles for individual positions covered by the General Schedule are in Position Classification Standards published by the Office Of Personnel Management (OPM). These titles must be used to designate individual positions on positions description forms, notifications of personnel actions, and other reports or communications submitted to OPM. Agencies may also use organizational or other operating titles to meet the requirements of some special statute or to satisfy internal operating needs. However, the official class title must be used on all documents submitted to SPMO, NGB and OPM. The Position Classification Standards are covered in AGONM TPR 511, Position Classification In the New Mexico National Guard.

b. Position Numbers. Position numbers for technician positions are established by NGB-TN and are recorded on the position descriptions, with a separate control number system for Army and Air National Guard.

4-2. Position Descriptions.

a. Definition. A position description is a statement of the duties and responsibilities comprising the work assigned to a civilian officer or employee. A group of like positions may be covered by a single description.

b. Purposes and uses. Position descriptions are an essential feature of a modern personnel management system. They provide an official record of a decision by the responsible management official that certain work is to be performed by an employee or group of employees. Position descriptions have many important uses or example, they are useful:

- In determining qualification requirements and evaluating qualifications in recruiting, examining, selection, and promotion activities.
- For informing applicants or appointees about prospective duties and responsibilities.
- In analyzing training needs and developing training agreements.
- In developing career ladders and career development programs.
- In reviewing job content in performance rating.
- In analyzing recommendations for incentive awards.
- For developing and studying work flow patterns and organization structures.
- In detecting duplication of work or overlapping responsibilities.
- In establishing competitive levels for reduction in force.
- As a basic evidence in appeal cases.

Use of position descriptions for classification purposes is discussed in AGONM TPR 511 as well as in FPM-Chapter 511.

c. **Responsibility for preparation of descriptions.** Depending on individual circumstances within an organization, it may be best at any given time for the description to be written by the employee in a position, his/her immediate supervisor, a higher level supervisor, a personnel technician, or any combination of these.

d. **Writing a description.** Writing a position description represents a job being performed by someone and is being described for purposes of pay, training, appraisal, promotion, retention, and so forth, which are each of great importance to the organization and the employee. The position description is a basic management tool. A good description states the duties and responsibilities of a position in clear, simple language and no special words or phrases are necessary. Shortcut methods that reduce the amount of work involved in preparing and maintaining position descriptions are encouraged.

e. **Distribution of Copies of Position Descriptions.** Each State Support Personnel Management Office (SPMO) will distribute local copies of position descriptions.

(1) Employee copy. Each technician will be given a copy of his/her position description. A copy of the technician's position description will be attached to the appointment SF 50. When a position change occurs, the SPMO will attach a copy of the new position description to the technician's copy of the SF 50 effecting the change.

(2) Supervisor copies. Supervisors will receive and maintain a copy of the current position description for each technician under their supervision. If more than one technician occupies a particular position, only one copy of the position description need be maintained.

4-3. Multiposition Descriptions. It is NGB policy that maximum use will be made of standardized position descriptions. Exception position descriptions should only be developed when local conditions are such that a significant difference exists between assigned duties and those contained in the standard position description.

In addition to using standard position descriptions for like organizations nationally, these descriptions should be used in different organizational functions where identical work is being performed; such as secretarial and clerical positions or when differences are only minor, incidental duties. Local minor changes to position descriptions, not affecting the title, series, or grade, should be accomplished by the SPMO by using an amendment (addendum). The SPMO should consult with the servicing classification activity if there is any question regarding a possible effect duties to be added or deleted may have on the classification of the position.

4-4. Position Control Records. NGB-TN is the office of record for the master file of all position descriptions and evaluation statements. SPMOs will maintain a State master file of position descriptions and evaluation statements. An annual review file will also be maintained by the SPMO.

CHAPTER FIVE. ESTABLISHMENT, REVIEW, AND ABOLISHMENT OF POSITIONS

5-1. Establishment of Positions. Positions are established by NGB based upon known or projected organizational needs or upon special State requests. The number of positions which can be filled is determined by allocations from NGB.

5-2. Additional Identical Positions. Except when implementing the "understudy" authority, States may establish additional (overhire) positions for period up to 60 days. These positions must be identical to those on existing manning documents and will be funded through existing manpower authorizations. When a position is not authorized for the type of services needed, or an additional position is needed for a period of time beyond 60 days, States may request the additional position or overhire authority by contacting the appropriate ARNG or ANG manpower office.

5-3. Elimination of Positions. Positions which become obsolete because of changes in functions and assignments, organization, methods and procedures, or workload should be eliminated.

5-4. Conditions prerequisite to filling positions:

a. Basic requirements. Before filling a position other than by detail, appointing officers should assure themselves that the position is properly authorized and classified, that funding is available, and that the position is not scheduled to be abolished or changed through reorganization or other management action. The State-level position classification specialist is included in this review process. The process will include a review of the position description to see if it is current. If the position is supervisory, the required number of on-board subordinates must be verified. The SPMO classifier may want to desk audit the position. This review allows any questions about the position to be satisfied . re the recruitment process begins.

b. Action in absence of vacancy. When a technician is absent for an extended period but has not vacated the position, arrangements to carry on the work of the position may be made by detailing another technician to the position. Also, temporary additional identical (overhire) positions may be established for periods up to 60 days (see 5-2 above).

5-5. Semi-annual Submission of Organizational Charts

a. IAW TPR 300(312.C) 4-5. Supervisor responsibilities, g. which states "Provides up-to-date organizational charts to the SPMO including all full-time manning.", all supervisors and managers will submit semiannually a current Organizational Chart indicating the following, including lines of authority:

1. Position Description Control Number (PDCN)
2. Position Description Title
3. Occupational Series, payplan and grade(e.g. GS-0212-11)
4. Present incumbent (indicate vacant if appropriate), rank, if military and AGR if position is held by an AGR (an * may be used to indicate AGR)

The supervisor's and manager's organizational chart is an invaluable tool for good position management practices. At a glance it is possible for the SPMO classifier, staffer or concerned position managers to view the composure of an organization for:

a. Proper ratio of supervisors and subordinates.

b. Present trainees in the various sections.

c. Career progression avenues for vacancies in your section.

d. Mix of AGR, civil service and state employees.

e. Proper alignment of lines of authority IAW assigned position descriptions.

The organizational chart helps your servicing SPMO assist you as supervisors and managers to have dynamic yet economical organizational structures.

b. Supervisors' and managers's regular review with subordinates position descriptions is accomplished to verify the accuracy of the position description's duties and responsibilities.

c. Supervisors and managers should not certify position descriptions which require any significant change to the duties and responsibilities. If the incumbent or supervisor does not believe the position descriptions reflects the major duties and responsibilities of the position, they will consult the next level supervisor for clarification. Any recommendations for revisions or changes will be forwarded in written form to the SPMO within 20 days of the review date. Such recommendations should include:

1) A current organizational chart showing the job setting of the position in relation to the other positions in the organization and functional area.

2) A narrative summary of proposed changes including examples of tasks involved in accomplishing the work, percentage of time devoted to the work, and frequency of occurrence of such work.

d. The SPMO classifier will prepare local amendments (addendums) deemed appropriate and which do not affect the Title, Occupational Series or Grade of the positions. These amendments will be based upon information provided by the first level supervisor of the position.

e. Proposed changes which the SPMO classifier determines may affect the Title, Occupational Series, and/or Grade of the Position will be forwarded to the Office of Primary Responsibility (OPR) at NGB for the functional area involved for further consideration.

CHAPTER SIX: COORDINATION

6-1. COORDINATION WITH NFFE LOCAL 1636: The Support Personnel Management Offic will coordinate with NFFE Local 1636 on program policy formulation, and will maintain an open line of communication with union representatives. This will assure cooperation and support of this regulation by the employees' federation. Supervisors and technicians are encouraged to discuss and seek assistance from the local union representative.

FOR THE ADJUTANT GENERAL:

RUDY F. GONZALES, GM-13
Personnel Officer

APPENDIX:

APPENDIX A	Local Air Technician Manning Document Management
APPENDIX B	Local Army Technician Manning Document Management
APPENDIX C	Employee-Supervisor Checklist for Reviewing Accuracy of Position Description

DISTRIBUTION:

A, B, C, F, G, H, I
ANG - 100
NFFE Local 1636 - 25
CSMS - 8
MATES - 6

Local Air Technician Manning Document Management
Major Functional Area Definitions

Major Functional Area	Specific Functional Codes
1. Headquarters, Administration	1010, 1100, 1680, 1690
2. Command, Safety, Administration, Information Support, Direct Support	1000, 1060, 1100, 1105, 1110, 1251, 1400, 4000
3. Comptroller	1500, 150001, 150011, 150012, 150030
4. Personnel	1620, 162010, 16210, 16220, 16300, 16400, 16430, 16500, 16900
5. Aircraft Maintenance	2100 thru 2122, 2200 thru 2250, 2300 thru 2340, 2400 thru 2461, 2500 thru 2530
6. Air Operations, C-130 Support, and Unit Aircraft Life Support	3100, 3102
7. Supply	4100 thru 4170
8. Transportation and Traffic Management	4200, 4220
9. Security Police	4300
10. Engineering and Services	4400, 4600
11. Base Operations and Training	4700
12. Medical Services	5810

NMARNG Major Functional Area Definitions

Major Functional Area	
COMMAND Administration	
COMMAND ADMIN OFFICE	1210
CONST & FAC MGMT OFFICE/SUPPORT	1211/1220
G-4 MANAGEMENT HQS/SUPPORT	1212/1221
DIR OF INFO MANAGEMENT	1213
INSPECTOR GENERAL	1214
GENERAL SAFETY OFFICE	1222
MILITARY PERSONNEL OFFICE	
MILPO HEADQUARTERS	1310
PLANS & ACTIONS BRANCH	1320
ADMIN SUPPORT BRANCH	1321
SIDPERS	1322
RCTG/RET MGMT	1330
FTRF/FTARF	1331
PLANS, OPERATIONS & TNG OFFICE	
OFFICE OF POTO	1410
TRAINING BRANCH	1411
PLANS, OPNS & MIL SPT BRANCH	1412
MOB READINESS BRANCH	1413
U.S. PROPERTY & FISCAL OFFICE	
ADMIN BRANCH	1520
ANALYSIS & INT REVIEW	1521
COMPTROLLER	1523
FISCAL ACCOUNTING BRANCH	1524
PAY & EXAM BRANCH	1525
LOG DIVISION	1620
STOCK CONTROL BRANCH	1621
SUPPLY BRANCH	1622
TRAFFIC BRANCH	1623
PURCHASING & CONTRACTING	1624

Major Functional Area	
SUPPORT PERSONNEL MGMT OFFICE	
OFFICE OF SPMO	1710
LABOR RELATIONS	1711
EQUAL EMPLOYMENT	1712
TECHNICIAN MANAGEMENT	1713
AGR MANAGEMENT	1714
AVIATION OPERATIONS	
AASF #1	4141
AASF LOG SUPPORT	4621
SURFACE MAINTENANCE	
SSMO	5020
OMS #1	5121
OMS #2	5122
OMS #3	5123
OMS #4	5124
OMS #5	5125
OMS #6	5126
OMS #7	5127
CSMS	6021
MATES	7021
MILITARY ACADEMY	2141
TROOP COMMAND	2140/2340
642ND MAINT CO.	2344
3631ST MAINT CO.	2345
HHB, 111TH BDE	2440
HHB, 2ND BN	2541
HHB, 3RD BN	2542
HHB, 4TH BN	2543
HHB, 6TH BN	2544

EMPLOYEE-SUPERVISOR CHECK LIST FOR REVIEWING POSITION DESCRIPTIONS

1. ( ) Has the proper guide been used in writing the description?

2. ( ) Is a brief introduction statement given; is it accurate?

3. ( ) Is each major function or duty described in a separate paragraph?

4. ( ) Are percentages shown? Is a separate percentage given for any time spent in supervising others? For any typing or stenography work done?

5. ( ) Are all significant facts about the work brought out?

6. ( ) Should more examples be cited to make the meaning of individual statements clear?

7. ( ) Are the statements in the description accurate?

8. ( ) Are any generalized statements explained?

9. ( ) Are any specialized terms used that will tend to confuse the reader? If so, be sure they are explained.

10. ( ) Is the description too long? Be sure to eliminate (a) any discussion of personal education and experience; (b) too detailed explanations of work procedures; (c) any discussion of work not done personally (e.g., work by other employees in the unit); (d) any repetition of material?

11. ( ) (For supervisors) Is there any overlap between this description and other descriptions in your unit? If so, eliminate the overlap, or explain it in the description.

12. ( ) (For supervisors) Are you about to change the way this position will operate? If so, discuss this with your classification activity before submitting the description.