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AGONM TECHNICIAN PERSONNEL
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POSITION CLASSIFICATION IN THE NEW MEXICO NATIONAL GUARD

This AGONM TPR contains the requirements of the Position Classification Program In The New Mexico National Guard and is consistent with Chapter 51 of Title 5 U.S.C, the Federal Personnel Manual Chapter 511 and related 511 FPM Letters and Bulletins. AGONM TPR 511 is applicable to military and competitive technicians. Unless otherwise indicated, the term "technician" means both military and competitive technicians, and the use of either masculine of feminine pronouns is intended to include both genders.

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CHAPTER 1

GENERAL PROVISIONS

1-1 PURPOSE: The purpose of Position Classification in the New Mexico National Guard:

The position classification plan. Under the classification system, positions are first sorted into occupational groups and each of these groups is divided into series of classes. Each series is then divided into classes and each class placed in its appropriate grade which has a salary range provided by law. The structure of the plan is outlined in the Handbook of Occupational Groups and Series of Classes Established Under the Federal Position Classification Plan which serves as the official guide for determining the occupational category within which a position falls. The detailed definitions of the occupational groups, series, and classes, which appear as a separate publication, are the classification standards. With their aid, positions can be placed in classes and grades on a uniform basis, wherever they are and whoever holds them.

1-2 AGENCY AUTHORITY:

a. Administration of the system. The authority to classify positions and to establish pay grades for both Army and Air National Guard technicians is the responsibility of the Chief, National Guard Bureau, as delegated by the Secretaries of the Army and Air Force. This includes authority to designate which positions require membership in the National Guard and which do not.

b. Guides and controls. The general authority of the agencies for the administration of the classification system is subject to:

(1) Applicable laws and Office of Personnel Management (OPM) regulations;
(2) Position classification standards published by the Office Of Personnel Management (OPM);
(3) Audit by the OPM;
(4) Revision of its decisions by OPM; and
(5) Revocation of its general authority by OPM.

c. Administrative authority. Neither chapter 51 of title 5, United States Code, nor the powers of OPM under it affect the authority of agencies to create, change, or abolish positions, or to assign or reassign duties and responsibilities to employees.

d. Redelegation of authority. Authority to classify National Guard technician positions is redelegated to the Chief, Office of Technician Personnel (NGB-TN); the Compensation and Classification Division (NGB-TNC); and the National Guard Classification Activities. Support Personnel Management Offices (SPMO) have authority to make minor changes to position descriptions which do not affect the classification and authority to publish lower graded statements of differences to standard position descriptions.

e. Responsibilities.

(1) NGB-TN is responsible for administering the position management and position classification programs for the National Guard.

(2) The three National Guard Classification Activities are responsible for the position classification and position management programs throughout their respective areas of assignment. (The WESTERN CLASSIFICATION ACTIVITY in Salt Lake City, Utah, services New Mexico.) These responsibilities include:

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

(b) Providing interpretation and implementation guidance on pertinent publications.

(c) Providing position classification and position management advisory services.

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

(e) Developing and classifying position descriptions for implementation nationwide and forwarding them to NGB-TN for release.

(f) Developing, classifying, and releasing position descriptions required to accommodate unique local situations.

(g) Responding to OPM regional offices and NGB personnel management evaluations.

(h) Reviewing classification appeals and making recommendations to NGB-TN on their disposition.

(i) Conducting position classification and position management education programs for SPMO representatives and for supervisors and managers.

(3) SPMOs are responsible for the day-to-day administration of the position classification and position management programs within their respective States. In addition to responsibilities regarding specific personnel actions, the SPMO shares the program improvement responsibility with the classification activity. For example, the SPMO is responsible for:

(a) Providing recommendations to the classification activity for improved organizational structuring.

(b) Requesting the elimination of any position determined to be unnecessary.

(c) Restructuring positions to lower grades, when practical, for upward mobility and economy.

(d) Providing for the education and training of management and supervisory personnel in the principles of good position management and promoting understanding and acceptance of position classification.

(e) Assuring that technicians and supervisors are aware of the necessity of compatibility of the technician and military assignment, as well as assuring that such compatibility is maintained.

(f) Analyzing duties of positions suspected of being misclassified, working with the supervisor of the position to draft new descriptions when deemed necessary, and making recommendations to the classification activity.

(g) Assuring that classification standards and guides are current and complete, and that they are available to supervisors and technicians desiring to examine them.

(h) Assuring that the annual maintenance review is properly conducted and positions certified, and that all cases of non current or inaccurate descriptions encountered in the review are corrected.

(i) Making recommendations to the classification activity for exception position descriptions.

(j) Conducting position reviews and furnishing evaluations upon request of either NGB-TN or the classification activity.

(k) Reviewing vacant positions prior to initiating recruitment ot ensure that assigned duties are still required and whether higher level duties can be assigned to another position of equivalent or higher grade.

(l) Clearing the position through the servicing classification activity prior to initiating recruitment.

(m) Ensuring that supervisory, leader, or additive grade small shop chief positions will be responsible for the day-to-day supervision or leadership of the required number of subordinates before staffing the position at the authorized grade level. Also, processing reclassification actions when the number of onboard subordinates falls below that required to support the grade of the higher level (WS, WL, or small shop chief) positions.

(n) Providing advice and assistance on classification appeals.

(4) Management responsibilities.

Activity managers, as designated by the State Adjutant General, will have the responsibility for taking actions affecting position management as follows:

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

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

(c) Reviewing the position structures periodically to determine that the organization is not unnecessarily split into too many small organization, 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.

(5) Supervisors are responsible for:

(a) Ensuring that positions are accurately described in position descriptions.

(b) Ensuring that incumbents are performing the full range of duties and responsibilities of their official position descriptions.

(c) Recognizing changes in position content recommending revisions to the SPMO.

(d) Becoming familiar with the principles and procedures of position management and explaining them to technicians as needed.

(e) Informing technicians of classification actions affecting them in a timely manner..

(f) Reviewing 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.

1-3. DEFINITIONS.

Terms used in relation to the position classification system are defined as follows:

a. General Schedule classification system. The system prescribed by chapter 51 of title 5, United States Code, for classifying positions in the General Schedule.

b. Class or class of positions. All positions which are sufficiently similar in (1) kind or subject matter of work, (2) level of difficulty and responsibility, nd (3) the qualification requirements of the work, to warrant similar treatment in personnel and pay administration.

c. Classification. Analysis and identification of a position and its placement in a class established by OPM under the General Schedule classification system.

d. Class title. The official name given to a class of positions to identify the class and all positions in the class. Each title in a group of titles listed in position classification standards represents a separate class. The grade of the class is a part of the class title.

e. Coverage. The inclusion of a position under, or the exclusion of a position from, the General Schedule classification system.

f. Agency. Includes:

(1) The executive departments;
(2) The independent establishments and agencies in the executive branch, including corporations wholly owned by the United States;
(3) The administrative Office of the United States Courts;
(4) The Library of Congress;
(5) The Botanic Garden;
(6) The Government Printing Office;
(7) The General Accounting Office;
(8) The Office of the Architect of the Capitol; and
(9) The municipal government of the District of Columbia.

g. Grade. All classes of positions which (although different in kind or subject matter of work) are sufficiently equivalent in (1) level of qualification requirements of the work, to warrant the inclusion of these classes of positions within one range of rates of basic pay.

h. Position. The work, consisting of the duties and responsibilities assigned by competent authority for performance by an employee.

i. Position classification standards. A set of documents published by the Office of Personnel Management (OPM) which provides the criteria for placing each position in its proper class. These standards distinguish both in level of difficulty and responsibility and in kind of work.

j. Qualification standard. A description of the knowledges , abilities, and skills required to predict potential for successful performance of the duties of a class of positions as well as a means for determining that applicants possess this potential.

k. Regraded position. A position which has been changed in grade without a significant change in duties or responsibilities.

l. Series. Classes of positions similar in specialized line of work but differing in difficulty or responsibilities of work, or qualification requirements, and therefore differing in grade and pay range.

m. Compatibility. This is NGB's requirement that technician assignments are consistent with current TPR 300(302.7) and TPR 302, Chapter 3-4, which states that a Technician must be performing in the Duty MOS/AFSC determined to be compatible with the technician position occupied.

n. **Grade Inversion.** Situations of military or technician grade inversion where a subordinate to an individual in technician status but senior to him/her in a military status.(see TPR 302, Chapter 3-4.

CHAPTER 2

POSITION CLASSIFICATION STANDARDS

2-1 FUNCTION OF STANDARDS.

a. Necessity for standards. Section 5105 of title 5, U.S.C., provides the framework for a position classification plan but it is not, alone, an adequate guide for determining the proper class and grade of any position. The law itself recognizes this fact and directs OPM to prepare and publish position classification standards as a means of implementing the plan.

b. Uses of standards. Besides being a necessary tool for placing positions in their proper classes, as required by law, standards also serve other important purposes. They establish a logical structure of occupational relationships in terms of kind and level of work, and qualifications required. This permits identification of career ladders, suitable recruiting sources, and placement opportunities. By means of the standards, management can anticipate the consequences that will result from various possible management decisions in terms of classification grades and pay, and the qualifications that will be required of employees. These management decisions could, for example, involve structuring duties of positions so as to conserve professional skills which are in short supply by making maximum use of technicians, or could involve organizing work in such a way as to provide cross-occupational training and promotional opportunities.

2-2. MANDATORY USE OF STANDARDS.

The law requires that agencies classify positions in conformance with, or consistent with, standards published by OPM. The official class titles in published standards must be used for personnel, budget, and fiscal purposes although agencies may use organizational or other titles for internal administration, public convenience, law enforcement, or similar purposes. To comply with these requirements, each office with authority for classifying positions must have the published standards available for reference. Each office need not maintain a complete set of standards, but it must have those which apply to its positions. Published standards should be made available for review by employees and officials of the agencies.

a. Use required. All technician positions will be evaluated in conformance with published Federal Classification Standards. If no such standards apply directly, evaluation will be consistent with guidance in the following order:

(1) Office of Personnel Management (OPM) position classification and job grading standards. Upon publication of new standards by OPM, all other standards in conflict with them are superseded automatically. Except for cross-series comparison, use of single agency standards for evaluation purposes without prior written approval from OPM is prohibited.

(2) OPM evaluation decisions. OPM decisions certified to NGB-TN are controlling upon all States. The evaluation of positions to which they apply may not be changed while the major duties remain substantially the same, unless pertinent new standards are issued.

(3) NGB-TN guidance. Classification guidance and evaluation decision issued by NGB-TN will be used by the classification activities.

b. Apply new standards. The classification activities will apply newly published standards within 6 months after receipt, unless a longer period is authorized by OPM.

2-3. AUTHORITY AND RESPONSIBILITY FOR STANDARDS.

OPM has final authority over standards. It is required to keep position classification standards up-to-date and to insure, to the extent practicable, that existing positions are covered by current published standards. (See FPM chapter 271 for the role of agencies in the development of standards.)

2-4. RELATIONSHIP BETWEEN QUALIFICATION AND CLASSIFICATION STANDARDS.

A position classification standard describes the duties, responsibilities, and qualifications required for full performance for a class of positions. It distinguishes one class of positions from another under the position classification plan. A qualification standard describes the KNOWLEDGES, ABILITIES, AND SKILLS required to predict potential for successful performance of the duties of a class of positions as well as a means for determining that applicants possess this potential. Both standards are interdependent products of one overall study, and are normally prepared concurrently after a thorough occupational survey.

2-5. BASIC CONCEPTS UNDERLYING THE USE OF CLASSIFICATION STANDARDS.

a. A position classification standard is to be considered and interpreted as a guide to grade level decisions made under authority given agencies by 5 U.S.C. 5107. Proper application of a standard requires this approach rather than just a mechanical matching of specific elements, statistics, duties, or even entire jobs. This is true whether the principle method of defining grade levels in a standard is the use of narrative description or the application of quantitative criteria, or both. Judgment must be used in determining the extent to which the specific job being classified fits in with the intent of the standard.

b. Importance of the intent of a standard. It is essential that the intent of any standard be considered when applying it to a specific job. Intent is determined by consideration of the standard as a whole. This means that full weight is to be given to such matters as:

- Background and introductory material;
- Descriptions used to illustrate successive grade levels;
- Changes in the nature of the work or of the occupation since the standard was published;
- The absence of discussion in the standard of what are clearly one or more significant classification factors as the job actually operates.

c. Evaluation statements. A written evaluation statement is required for all positions. The evaluation statement must include:

(1) Any significant background information.

(2) Reference to at least one OPM standard used in the evaluation process and the date of the standard.

(3) An explanation of how the position title and series were determined.

(4) A full explanation of how the position grade was determined, based on the position's similarity to the referenced standard, and how it differs.

(a) For positions classified in accordance with a standard or guide which provides an evaluation format, such as GS-0201, Supervisory Grade Evaluation Guide, Clerical Guide, Factor Evaluation System (FES) etc., that format should be used.

(b) For wage jobs, each of the four evaluation factors should be treated for each position.

(c) For positions classified under the FES, there must be a record of the evaluation judgments made. As a minimum, the point value for each factor, the total point value, and the General Schedule grade must be shown with the benchmark(s), factor level description(s), or primary standard factor levels used in point-rating. Extensive narrative evaluation reports need be used only for those judgments that are not self-evident by reference to the standards used.

(5) If analysis results in grade determination of GS-13, GS-14, or GS-15, an explanation of whether the position is subject to merit pay and the reason of the conclusion.

(6) A statement of conclusion.

2-6. PARTICIPATION OF OPERATING OFFICIALS IN THE USE OF STANDARDS.

a. Standards as tools of management. Standards are not to be regarded simply as regulatory devices, but as the tools by which management classifies positions. They should be used by management, to the maximum degree provided in the framework set by the Congress, as an aid in accomplishing management's program mission.

b. **Achievement of maximum effectiveness.** This can be accomplished by a close working relationship between operating officials and personnel management specialist. Operating officials are encouraged to become familiar with the classification standards for those occupations which constitute the core of their organization. They should be consulted in the interpretation and application of standards to the jobs for which they are responsible. Their viewpoints and judgments should play an important part in the day-to-day personnel decisions governed by standards. (Further information on the impact of the "position versus incumbent" is found in FPM 511-11, Subchapter 3-7.)

CHAPTER 3

USE OF POSITION DESCRIPTIONS IN CLASSIFICATION

3-1 DEVELOPMENT OF POSITION DESCRIPTIONS.

Optional Form (OF) 8 will be used as the position description form for all technician positions. Positions described on NGB Form 0101 are effective until superseded. A properly classified position description is required for all technician positions.

3-2. STANDARD OF ADEQUACY FOR POSITION DESCRIPTIONS FOR CLASSIFICATION PURPOSES.

a. General criterion. A position description is adequate if it states the principal duties, responsibilities, and supervisory relationships of a position sufficiently clearly and definitely to provide information necessary for its proper classification when:

(1) Considered by one familiar with the occupational fields involved and the application of pertinent classification standards and

(2) Supplemented by otherwise readily available and current information on the organization, functions, programs, and procedures concerned.

b. Essential Elements. The principal duties, responsibilities, and a supervisory relationships of a position are those significant for classification purposes. This includes those which are operative during a substantial part of the time and any others which affect the qualifications required to perform the work. When a position is made up of several different duties, the proportion of time occupied by each must be shown if this information is necessary for classifying the position.

c. Defining responsibilities. The nature and extent of the responsibilities in a position require clear definition. Any specific authority placed in a position is an important element of responsibility.

d. Supervisory relationships. Supervisory relationships are two-way: Supervision is received and supervision is given.

(1) Supervision received. If an employee supervises other, the description of his position should identify the organization or positions under his supervision; show the kind and level of work and approximate size of staff supervised; and describe the scope and degree of his supervisory responsibilities.(The scope and degree are of primary importance.) The description should make plain the matters for which the supervisor is responsible (such as planning and assigning work, instructing and advising,

reviewing, and keeping up production; or such administrative matters as selecting, promoting, and separating employees, approving leave, adjusting complaints, and building morale) and the extent of his responsibility for each. The description of a supervisory position need not include a detailed description of the work performed by subordinates. But, it is extremely important that there be complete consistency between a supervisor's and a subordinate's description in the matter of supervision given and received.

e. Other sources of information. Position descriptions are not expected to supply all information such as occupation concerned and the organization, functions, programs, and procedures of the office in which the position exists. Generally, the person responsible for classifying the position either has the information or can readily obtain it from other sources. If the variety of techniques employed is a significant factor in a position's classification, the techniques used should be identified in the description, but a detailed explanation of each technique is not necessary. Similarly, information on the organization and functions of an office and on programs and procedures should not be repeated in position descriptions if it is otherwise readily available. This information should be up to date and, to the extent that it is needed, it should be available not only in the office which prepares the description but wherever the description is used.

f. Qualification requirements. The qualification requirements and demands of a position are usually apparent from a clear description of its work. A test of whether a description provides information necessary for its proper classification might be: Can the qualifications required to perform the assignment be determined through an analysis of the work described? If, however, there are specialized qualification requirements or significant demands (e.g., for initiative and ingenuity beyond that usual for the occupation involved, or for dealing with others on controversial matters) which are not readily apparent, they should be mentioned specifically in the description.

g. Style and format. The position description should be clear and concise, using simple, direct, and meaningful statements. Generalities and repetition should be avoided. Positions should be described in such a way as to avoid the need for a new description when only minor changes occur, or when additional identical positions, differing in only minor respects, are established. Quantitative data should be given in terms of approximate quantities or as ranges, but not extending beyond the criteria for a single grade level. As much as possible, position descriptions should not extend beyond two or three pages in length.

(1) Nonfactor evaluation system format for General Schedule position descriptions.

(a) Introduction. The introduction portion should consist of a short paragraph explaining the exact location and basic purpose for establishing the position. If the position is supervisory, include the size and scope of the unit supervised. This should usually be in terms of the normal range of number of subordinates and the grades of those which make up the base level.

(b) Major duties. This section of the position description should give an overall view of the position. The duties and responsibilities, which are essential to the classification of the position and to the determination of placement and recruitment requirements, will be described reflecting what is done and the manner in which the work is accomplished. The duties may be listed in order of their importance or in the sequence in which they occur. Related duties may be grouped according to function. Supervisory positions must indicate the nature and scope of the supervision exercised (how work is planned and assigned, how work is reviewed, administrative responsibilities, participation in management, etc.).

(c) Supervisory controls. Identify the incumbent's immediate supervisor (e.g., facility manager); and describe the supervision received before, during, and upon completion of the assignment or project. Describe the guidelines available; such as directives, manuals, and standard operating procedures. Indicate the extent to which the position requires initiative (taking action without specific instructions, originality, and judgment).

(2) FES Format. Positions which are classified by reference to FES standards must be prepared in the factor format. The description of major duties and the nine evaluation factors must complement one another. After the position has been certified under FES, the classifier will show on all copies of the position description, the point values for each factor, the total points for the position, and the General Schedule grade. The major duties section of the position description will be followed by descriptions of the following nine factors (see section VII of Position Classification Standards, General Introduction, Background, and Instructions for a detailed explanation of the factors):

Factor 1. Knowledge Required by the Position
Factor 2. Supervisory Controls
Factor 3. Guidelines
Factor 4. Complexity
Factor 5. Scope and Effect
Factor 6. Personal Contacts
Factor 7. Purpose of Contacts
Factor 8. Physical Demands
Factor 9. Work Environment

(3) Wage grade position descriptions. In addition to the format described in paragraph 3-2g(1), position descriptions for nonsupervisory wage grade technicians shall contain sufficient information on the following four grading factors to allow proper application of OPM job grading standards.

Skill and Knowledge
Responsibility
Physical Effort
Working Conditions

To facilitate the analysis of the position and its comparison with job grading standards, factor information should be presented in the same order as in the applicable grading standard (see FPM Supplement 532-1 for detailed information on the factors).

3-3. STANDARDS OF ADEQUACY FOR POSITION DESCRIPTIONS FOR MANAGEMENT PURPOSES.

a. Management use. Good management requires that a technician's duty assignments be definitely established, clearly outlined, and thoroughly understood; and that there be no conflicting or overlapping responsibilities. Position descriptions maintained on a current and accurate basis serve as effective instruments of management in that they reflect certified duties, authorities, and responsibilities assigned and performed. Although descriptions are used principally as the basis for classifying positions and consequently serve as one of the number of authorized documents that support the payment of funds for work performed, their use by management officials extends to other administrative areas. These include instruction, training, supervision of technicians, preparation of estimates and flow of work, and the execution of programs designed to ensure that the highest skills and abilities are being effectively used consistent with management needs.

b. Required certification. SPMO copies of new or redescribed position descriptions will be certified on the OF Form 8 at the level of work being performed. The required certification that the position description is an accurate statement and that the position is necessary to carry out Government functions will be made by the immediate supervisor (block 20a) and an appropriate higher-level supervisor or manager (block 20b). The incumbent's signature in block 19 is optional with the State. No SF 50 should be issued to fill a new or redescribed position without such certification. If the supervisor feels that the description does not accurately reflect major duties and responsibilities of the position, recommended changes may be submitted to the SPMO.

c. Communication. The function of NGB position classification specialists is not limited to classifying the position, but extends to resolving substantive questions that may arise concerning the accuracy of the position description. Classifiers will work with supervisors, managers, and NGB representatives, as appropriate, to resolve questions concerning description content. When no agreement can be reached between a supervisor and the classification specialist on the propriety or accuracy of a position description, the matter will be taken through the chain of command until it is resolved.

3-4. MAINTENANCE OF ACCURATE DESCRIPTIONS.

a. Management responsibility. Effective management and sound administration of position classification require that the agency officials and firstline supervisors understand and accept their responsibilities for maintaining current and accurate descriptions of assignments and for adhering to basic classification principles.

b. Amendment of a current description. When changes in or additions to duties and responsibilities of a position warrant a revision in the position description of record, the changes may be made by an amendment to the description (ADDENDUM) unless they are of such a nature as to make preparation

f a new description desirable. The test of whether a new description is needed is generally the extent of changes required in the existing description. Sometimes a significant change in a position can take place which does not require an extensive change in its description but can be reflected clearly by an amendment. When amendments are used, they must be officially approved by the SPMO Office and the changes must be made on all copies of the description.

c. Statement of differences (SOD's).

(1) A statement of differences may be prepared for a position description for any one of several reasons; e.g., to differential between organizational locations for otherwise identical positions, to place an additional duty in one of two or more identical positions, to remove portions of duties from one of two or more identical positions, and to temporarily lower the grade of a position to aid recruiting and/or fill at trainee level (particularly helpful in such areas as upward mobility). See Appendix A for guidance in developing statements of differences for filling positions at trainee and developmental levels.

(2) Statement of differences are prepared by the immediate supervisors in coordination with the SPMO, using both an OF Form 8 and a supplemental sheet that describes the difference from the basic position description. Block 2 of the OF Form 8 will be checked "Other" and marked "Statement of Differences." The SPMO will certify the OF Form 8 by signing block 21. With the exception of entry level positions in the upward mobility program, military appointment requirements and compatibility requirements annot be altered from those of the basic description.

3-5. PERIODIC REVIEW OF DESCRIPTIONS AND CLASSIFICATIONS.

a. Periodic review. All positions must be reviewed annually. The need for each position is to be considered, and those found to be unnecessary must be abolished. Positions determined to be necessary must be reviewed to assure that the position description is adequate and the classification proper. All positions in a major functional area will be reviewed at the same time. Examples of major functional areas are: USPFO and ANG aircraft maintenance. From a position management standpoint, an entire function needs to be surveyed at the same time. Fragmented reviews are ineffective and do not address the interrelationships among subfunctions or positions. SPMOs will take necessary action to ensure that each technician's position description is reviewed annually by the supervisor. If major duties and responsibilities are accurate, the supervisor will recertify the supervisory copy of the position description. Changes or deletions of duties and responsibilities may be requested by supervisors if a position description is incorrect. A part of the annual position review will include random desk audits by the SPMO to assure that these requirements are met. Technicians will be notified in advance of desk audits, and SPMOs or supervisors should explain desk audit procedures to technicians. NGB, through the classification activities, will establish an annual schedule of position surveys and will also be responsive to any problem areas that arise as a result of appeals or contact with the State. Appendix B provides guidance on completion of Annual Position Review Forms.

b. Desk audits. There will be an ongoing program of desk audits by qualified classification specialists to assure that duty assignments are consistent with published position descriptions and that position classifications conform to published OPM standards. The classification activities will survey annually any jobs that are reported as having undergone a major change since the last survey and at least 10 percent of those jobs on which no changes are reported.

3-6. DETERMINING APPOINTMENT REQUIREMENTS FOR TECHNICIAN POSITIONS.

NGB-TN is responsible for determining appointment requirements for technician positions. This determination is coordinated with the NGB office of primary responsibility (OPR). The following factors are considered when establishing these requirements:

a. Service determination. Whether the position should be in the excepted or competitive service is determined in accordance with Public Law 90-486 and the accompanying Senate report which states: "About 95 percent of the technicians would hold noncompetitive positions and would be required to be members of the Guard as a part of their civilian employment. About 5 percent, or 2,000 would be in a competitive Federal status and would constitute principally female employees, clerktypists, and security guards."

b. Qualifications. Technicians employed in the competitive service must meet the qualification requirements specified in the Civil Service Handbook X-118, Qualification Standards for White Collar Positions Under the General Schedule or the Civil Service Handbook X-118C, Job Qualification System for Trades and Labor Occupations, as appropriate. Technicians employed in the excepted service must meet the qualifications and military membership requirements established by the position description, which will insure that technicians are qualified for and assigned to military specialties closely allied for their technician position.

c. Military grade. For all excepted positions, a further determination must be made concerning military grade requirements with consideration given to the following:

(1) The military grade of the most compatible position in the event of mobilization.

(2) Whether the duties, responsibilities, and supervision received and/or given are typical of an officer, warrant officer, or enlisted, or could be appropriate for two or all three. Guidelines for this element are available by comparing career management field descriptions with the technician position description.

(3) That grade inversions are not permissible.(see TPR 302,3-4)

CHAPTER 4

ASSIGNMENT OF POSITIONS TO CLASSES AND GRADES

4-1. AGENCY CONSULTATION ON CLASSIFICATION ACTIONS AFFECTING LARGE BLOCKS OF POSITIONS.

a. Prior consultation on classification actions.

(1) NGB need not submit to OPM for prior consultative review proposed classification changes affecting fewer than 110 positions when: (a) the positions do not have substantially similar counterparts in other agencies, and (b) the positions are either "one-of-a-kind" jobs in Air National Guard flying locations or "one-of-a-kind" or "two-of-a-kind" jobs in the 53 separate National Guard jurisdictions in the 50 States, the Virgin Islands, Puerto Rico, and the District of Columbia.

(2) Classification actions, under subparagraph 1 above, changing the grade of 20 or more substantially similar positions or changing 20 or more substantially similar positions from one system to another (FWS to GS or vice versa) must be reported to OPM within 30 days after such actions are taken. The report must show the nature and kind of positions involved; the organizational locations; and the number of upgradings, downgradings, series, or other changes. It should also clearly show the specific basis for the classification changes. Documentation will include position descriptions, evaluation statements, organization charts, and other pertinent information. Such actions will be subject to any post-audit review OPM deems necessary.

CHAPTER 5

APPEALS

5-1. AGENCY APPEALS PROCEDURES.

a. Establishment of internal appeals procedures. OPM strongly recommends that each agency establish and publish processing and decision procedures for classification appeals. These procedures should be made available to all employees.

b. Notice of appeal rights. When an agency makes a classification decision that will lead to a loss in grade or compensation, it must notify the affected employee of its decision promptly and in writing. The notice must inform the employee of his appeal rights. The notice must specify the time limits within which the employee must file his appeal if he is to establish or preserve his rights to retroactive adjustments.

c. Other appeal rights. If an employee has any other rights of appeal, he should be told of these as well. When an employee who appeals an adverse action under any of OPM's regulations also requests a review of a classification decision, that aspect of his appeal from the adverse action will be processed as a classification appeal.

d. Representation. A technician should also be advised of his right to representation.

5-2. APPEAL PROCEDURES FOR TECHNICIANS EMPLOYED UNDER THE GENERAL SCHEDULE OR FEDERAL WAGE SYSTEM.

a. What may be appealed by an employee. Technicians employed under the General Schedule or Federal Wage System may appeal the grade or series of the position officially occupied or the coverage of the position under the General Schedule or FWS.. There must be agreement between the technician and the supervisor that the position description is accurate. When disputes concerning the description of duties arise, they must be resolved outside the appeal channel. Final adjudication cannot take place until an accurate position description is implemented. Such cases should be handled as requests for redescription and/or reclassification rather than as classification appeals.

b. INFORMATION REQUIRED. The technician's appeal letter must include

(1) The employee's name, mailing address, and office telephone number.

(2) Employing component and the location within the component (installation name, mailing address).

(3) Exact location of the employee's position within the component (e.g., organizational unit, division, branch, section, unit).

(4) Employee's current position title, pay plan, occupational series, and grade.

(5) Requested pay plan, position title, occupational series, and grade.

(6) A copy of the official position description along with a statement concerning its accuracy. If the employee believes the position description is not accurate, the employee must provide his own description of the work currently being performed and describe action taken to have the official description changed. Without evidence of a reasonable attempt to resolve an issue of position description accuracy, deciding officials shall return appeals so the employees may attempt resolution before appeal adjudication. If effort fails to resolve the issue, deciding officials will adjudicate appeals based on actual duties performed.

(7) Reasons why the employee believes the position classification is in error. The employee should refer to position classification standards that support the appeal and should state specific points of disagreement with the activity evaluation statement. The employee may also include a statement of facts that he thinks may effect the final decision.

(8) Name, address, and business telephone number of the employee's representative, if any.

(9) Current position description and evaluation statement; current performance standards; statement by the employee's supervisor that the position description is complete and accurate; employee's latest SF 50 that shows the employee's permanent assignment; the supervisor's position description; and the mission and function statement of the employee's organization.

(If the appealed position is supervisory, include copies of subordinates' position descriptions and evaluation statements used for determining the base level of work. If subordinate positions include AGR or state employees, determine and include the equivalent GS/FWS grades. If the GS/GM supervisor has subordinate FWS employees, determine and include the equivalent GS grades.)

c. Filing. Technicians covered under the General Schedule may appeal to the Defense Civilian Personnel Management Service (DCPMS) and subsequently to the Office of Personnel Management (OPM) or directly to OPM. Technicians covered under the Federal Wage System may appeal to the DCPMS and subsequently to OPM. Technicians are encouraged to consult with their supervisor, HRO, and Union for advice and assistance on the procedural aspects of preparing an appeal, and may examine those official documents pertinent to the case.

d. Appeal channel. The technician gives the appeal statement to his immediate supervisor. The immediate supervisor forwards it through channels to the HRO/Classification activity, who in turn forwards it through the Western Personnel Center to the Defense Civilian Personnel Management Service. The appeal should be forwarded to the HRO/Classification activity as soon as possible after submission by the technician. No time limit is fixed but within 15 days is a reasonable guideline.

e. Supervisor responsibilities. Supervisors (with assistance from the HRO and/or Union) will inform technicians of their right to appeal the classification of their position, resolve questions as to adequacy and accuracy of duties and responsibilities as stated in technician's official position description, process the appeal promptly, and inform the HRO of any significant changes in duties and responsibilities in the position under appeal.

f. HRO responsibilities. The HRO determines whether the submission meets the requirements of a classification appeal, and assures there is a mutual agreement between the technician and the supervisor regarding the statement of duties and responsibilities recorded in the official position description. The following statement is submitted with the appeal:

"The undersigned hereby certify that the foregoing is an accurate and complete description of this position."

This statement is signed and dated by both the technician and the supervisor. The HRO/Classification activity specialist makes comments and/or recommendations, ensures that all actions at and below this level of authority are completed on a timely basis, forwards the appeal promptly to the DCPMS through the WPC, and sends the technician written notification of the referral.

g. Classification activity specialist responsibilities. The servicing classification activity specialist ensures that the appeal is complete and accurate in accordance with the provisions of *FPM Supplement 532-1, subchapter S7-9(added)*, provides comments and/or recommendations, performs desk audits if needed, and forwards the appeal promptly to the Western Personnel Center; or takes appropriate action if it does not meet requirements and provides advice and assistance to the HRO.

h. NGB-WPC responsibilities. NGB-WPC reviews the appeal and forwards it to DCPMS for adjudication.

i. Special rules for protection of retroactive benefits. A technician may be entitled to retroactive benefits when a job-grading decision leads to a change to lower grade and a decision on the appeal reverses the adverse classification decision. The classification appeal, however, must be timely in order for the appellant to be eligible for retroactive benefits. To be timely:

(1) An initial appeal must be filed with DCPMS not later than 15 calendar days after the effective date of the personnel action taken. In order to preserve a technician's entitlement, the time limit for initial appeal will be stated in the notice of reclassification.

(2) An appeal of a DCPMS decision on an initial appeal must be filed with the OPM within 15 calendar days after the decision is received or 15 calendar days after the effective date of the action taken as a result of the classification decision, whichever is later. Each DCPMS decision on a classification appeal will state the time limit for a technician's further appeal.

(3) The established time limits may be extended if a technician can show that he was not notified of these limits and was not otherwise aware of the time limits or that circumstances beyond the technician's control prevented filing within these limits.

j. Effect on agency actions. Filing an appeal to either DCPMS or OPM will not stop a classification action taken by the State and/or directed by NGB.

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CHAPTER 6

EFFECTIVE DATES OF POSITION CLASSIFICATION ACTIONS OR DECISIONS

6-1. GENERAL RULE FOR EFFECTIVE DATES FOR APPEAL DECISIONS.

The general rule is that a change brought about by an appeal decision takes effect no earlier than the date of the appeal decision and no later than the beginning of the fourth pay period following the date of decision unless a later date is specified in the decision.

6-2. RETROACTIVE EFFECTIVE DATES FOR APPEAL DECISIONS.

a. **Conditions.** A classification change resulting from an appeal decision is retroactive to the date of the adverse action when all of the following conditions are met:

(1) The appeal decision reverses, in whole or in part, a classification action that led to a loss in grade or pay;

(2) The appeal decision is based on duties and responsibilities existing at the time of the adverse classification action rather than on any assigned later; and

(3) The initial appeal, whether to an agency or to OPM, and any subsequent appeals are filed on a timely basis as defined in subchapter 6 of FPM 511.

b. **Decision resulting in higher grade.** Sometimes a decision on a downgrading appeal places a position in a grade higher than the one it was in before the downgrading occurred. In these cases, the grade of the position just before the downgrading occurred is to be restored retroactively if conditions in subparagraphs (2) ~~and~~ (3) above are met. The effective date of the remainder of the upgrading called for by the appeal decision is governed by the general rule.

CHAPTER 7

COORDINATION

7-1. COORDINATION WITH NFFE LOCAL 1636: The Support Personnel Management Office 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, GS-13
Support Personnel Management Officer

DISTRIBUTION:

A, B, C, F, G, H, I
ANG - 50
NFFE - 25
CSMS - 8
MATES - 6
NMAG-SP - 20

APPENDIX A (ADDED). - STATEMENTS OF DIFFERENCES TO POSITION DESCRIPTIONS

A-1. GENERAL

a. Purpose. This guidance is intended to assist managers and supervisors in developing statements of differences in order to fill positions at trainee and developmental levels.

b. Use of standards. The preparation of any statement of difference requires careful review of the applicable classification or job grading standards. The statement of differences is part of a position description and must be correctly classified and an appropriate title assignedin accordance with OPM classification standards. Questions should be referred to the servicing classifier in the SPMO office.

c. Restructuring positions at lower grade levels. Three different approaches can be taken depending on the reason for restructuring, the basic nature of the work performed, and the restructured grade level desired. They are: (a) Decrease the difficulty/complexity of the duties and responsibilities; (b) Increase the supervisory controls exercised; or (c) both. To determine the best approach, supervisors should review the pertinent classification standards and should also review pertinent classification standards carefully to assure that work assignments to incumbents of restructured positions are commensurate with subordinate's grade.

A-2. GENERAL SCHEDULE POSITIONS

a. In developing statements of differences for General Schedule positions, the meaning of the word "level" should be considered. "Level" refers to the normal grade progression pattern within a specific series. For General Schedule positions classified in series that follow a one-grade interval pattern (e.g., GS-3, 4, 5, 6, 7), one level equals one grade. For positions classified in series that follow a two-grade interval pattern (e.g., GS-5, 7, 9, 11, 12), one level equals two grades through GS-11. Above GS-11, one level equals one grade. (FPM chapter 300, appendix A, is available in the SPMO office, for a list of series for which a two-grade interval pattern is normal). For example, the GS-201, Personnel Management Series is a two-grade interval series. If the target grade level for a GS-201 were GS-11, the job could be restructured to a lower grade for recruiting by following the normal interval pattern: to GS-9 would be one level, to GS-7 would be two levels, and the GS-5 would be three levels. If the target grade level for a GS-201 position were GS-9, the job could be restructured only two levels lower, since GS-5 is the entrance level in the GS-201 series. The GS-203, Personnel Clerical and Assistance Series is not included in the two-grade series list, and therefore follows a one-grade interval pattern. A GS-203-6 position being restructured to a lower grade for recruiting would drop to a GS-5 for one level, to GS-4 for two levels, and to a GS-3 for three levels. For positions in two-grade interval series but classified at an even-numbered grade (for example, Personnel Management Specialist, GS-201-10), the normal two-grade interval pattern must still be followed: GS-5, 7, 9, 10.

b. After identifying the appropriate grade level pattern for a position, supervisor must then make careful cross-reference to the classification c. .eria at various grade levels in the appropriate classification standard. In preparing a statement of differences for a GS-201-9 position (target GS-11 position), duty assignments and controls over work must be commensurate with the criteria outlined in the GS-201 standard at the GS-9 level. As indicated above, this can be accomplished by decreasing the difficulty/complexity of the duties and responsibilities, increasing the supervisory controls exercised, or doing both.

A-3. TRADES AND LABOR POSITIONS

a. Trades and labor positions (wage positions) follow a somewhat different progression pattern than General Schedule positions, the exact pattern depending upon the established journeyman grade of the occupation. In those occupations where the journeyman grade is WG-9 or above, trainee and developmental grade levels are determined through application of the Job Grading Standards for Intermediate Jobs and/or Helper Jobs. To determine the established journeyman grade of a particular occupation, refer to the appropriate job grading standard (not to the position description). For example, the Electronics Mechanic, WG-2604 standard states in the introductory material (page 2) that "WG-11 in this standard is to be used as the "journeyman grade" in applying the Intermediate Job Grading Table."

b. After determining the journeyman grade, refer to the Job Grading Standard for Intermediate Jobs to identify the appropriate intermediate grade level for the position. The grade levels are given in the table on page 2, nted here:

INTERMEDIATE JOB GRADING TABLE

When the journeyman grade is:	The intermediate grade is:
WG-12	WG-9
WG-11	WG-8
WG-10	WG-8
WG-9	WG-7

c. To restructure the position to a still lower level, reference must be made to the Job Grading Standard for Trades Helper Jobs, which identifies the helper grade level as WG-5 for all positions where the journeyman grade is WG-9 or above. Therefore, the career ladder for a WG-11 Electronics Mechanic is WG-5, WG-8, WG-11. For wage positions where the established journeyman grade is lower than WG-9, grade restructuring is accomplished in one grade decrements. For example, for a WG-6 Warehouse Worker, the grade progression pattern would be WG-4, WG-5, WG-6 (reference the Job Grading Standard for Warehouse Worker, WG-6907).

APPENDIX A (ADDED). - STATEMENTS OF DIFFERENCES TO POSITION DESCRIPTIONS

A-4. EXCEPTIONS

a. Statements of differences are designed for recruiting and developmental use only to the journeyman level as defined by the appropriate standard. In the case of General Schedule positions in a two-grade interval series, this maximum full performance level in the National Guard is usually GS-11. Normally SODs should not be used for:

- Supervisory positions, whether GS or WS
- Small Shop chief positions
- GS positions above the GS-11 level
- Above-journeyman level WG-type positions (for example, Electronics Mechanic, WG-12)

The use of statements of differences in the above situations are not precluded entirely. There may be special circumstances in which such usage might be justified, in which case prior approval and instructions must be obtained from the servicing classification activity.

b. Neither helper nor intermediate electronic integrated systems mechanic jobs are included in the coverage of the WG-2610 standard. The type and scope of knowledge and skill required of this occupation makes it inappropriate for trainee work. Lower level jobs should be assigned to one of the other electronics occupations as appropriate to the duty assignment. In most cases the appropriate occupation would be that of the Electronics Mechanic, WG-2604.

A-5. POSITION DESCRIPTION CONTROL NUMBERS

Statements of differences are designated by the addition of an alphabetic suffix to the positions description control number. For positions lowered by one level, the suffix "A" is added; for two levels, a "B", and for three levels, a "C", etc.

APPENDIX A - OPTIONAL FORM (OF) 8 - POSITION DESCRIPTION

POSITION DESCRIPTION *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission
- [ ] Establishment
- [ ] Reestablishment
- [ ] New
- [ ] Other

Explanation (Show any positions replaced)

3. Service
- [ ] Dept'l
- [ ] Field

4. Employing Office Location

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act
- [ ] Exempt
- [ ] Nonexempt

8. Employment/Financial Stmt Required
- [ ] Yes
- [ ] No

9. Subject to IA Action
- [ ] Yes
- [ ] No

10. Position Status
- [ ] Competitive
- [ ] Excepted (Specify)

11. Position is
- [ ] Supervisory
- [ ] Managerial
- [ ] Neither

12. Sensitivity
- [ ] Critical
- [ ] Noncritical
- [ ] Nonsensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Signature | Date

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature | Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

Signature | Date

22. Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on examination from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (see attached)

INSTRUCTIONS FOR COMPLETING OPTIONAL FORM 8
POSITION DESCRIPTION

In order to comply with the requirements of FPM Chapter 295, subchapter 3, and other provisions of the FPM, agencies must complete the items marked by an asterisk. Agencies may determine what other items are to be used.

*1. Enter position number used by the agency for control purposes. See FPM Ch. 312, Subch. 3.

*2. Check one.

- "Redescription" means the duties and/or responsibilities of an existing position are being changed.
- "New" means the position has not previously existed.
- "Reestablishment" means the position previously existed, but had been cancelled.
- "Other" covers such things as change in title or occupational series without a change in duties or responsibilities.
- The "Explanation" section should be used to show the reason if "Other" is checked, as well as any position(s) replaced by position number, title, pay plan, occupational code, and grade.

3. Check one. See FPM Ch. 338, Subch. 3, for application of apportionment requirements to positions in the Departmental Service. Agencies may show apportioned positions by placing "A" after "Dept'l."

*4. Enter geographical location by city and State (or if position is in a foreign country, by city and country).

*5. Enter geographical location if different from that of #4.

[illegible] is completed by the Civil Service Commission for positions at GS-16, -17, and -18, and for Public Law type positions. (See #15e for date of CSC certification.)

*7. Check one to show whether the incumbent is exempt or nonexempt from the minimum wage and overtime provisions of the Fair Labor Standards Act. See FPM Ch. 551.

8. Check one to show whether the incumbent is required to submit a statement of employment and financial interests. See FPM Ch. 735, Subch. 4.

9. Check one to show whether Identical Additional positions are permitted. See FPM Ch. 312, Subch. 4. Agencies may show the number of such positions authorized and/or established after the "Yes" block.

10. Check one. See FPM Ch. 212 for information on the competitive service and FPM Ch. 213 for the excepted service. For a position in the excepted service, enter authority for the exception, e.g., "Sch. A-213.3102(d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations.

11. Check one.

- A "Supervisory" position is one that requires the exercise of at least the level of supervisory responsibility that meets the minimum requirements for application of the "Supervisory Grade Evaluation Guide" for GS positions or for classification in the WS or WN schedules of the Federal Wage System; or, the position meets the standard of minimum supervisory responsibility defined in the job standards of the applicable pay schedule. Agencies may designate first-level supervisory positions by placing "1" or "1st" after "Supervy."

"Managerial" position is one that has the full range of managerial functions as delineated in the "Definition of Managerial Positions" in the introductory section to the "Supervisory Grade Evaluation Guide" for GS positions.

12. Check one to show whether the position is critical-sensitive, noncritical-sensitive, or nonsensitive for security purposes. See FPM Ch. 732, Subch. 1.

13. Enter competitive level code for use in reduction-in-force actions. See FPM Ch. 351.

14. Agencies may use this block for any additional coding requirement.

*15. Enter classification/job grading action.

- For "Official Title of Position," see the applicable classification or job grading standard. For positions not covered by a published standard, see the General Introduction to "Position Classification Standards," Section III, for GS positions, or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.
- For "Pay Plan" code, see FPM Supplement 292-1, "Personnel Data Standards," Book III, Subch. S1.
- For "Occupational Code," see the applicable standard; or, where no standard has been published, see the "Handbook of Occupational Groups and Series of Classes" for GS positions, or FPM Supplement 512-1, Part 3, for trades and labor positions. For all positions in scientific and engineering occupations, enter the two digit functional classification code in parentheses immediately following the occupational code, e.g., "GS-1310(14)." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section VI.

16. Enter the organizational, functional, or working title if it differs from the official title.

17. Enter the name of the incumbent. If there is no incumbent, enter "vacancy."

*18. Enter the organizational location of the position, starting with the name of the department or agency and working down from there.

19. If the position is occupied, have the incumbent read the attached description of duties and responsibilities. The employee's signature is optional.

*20. This statement normally should be certified by the immediate supervisor of the position. At its option, an agency may also have a higher-level supervisor or manager certify the statement.

*21. This statement should be certified by the agency official who makes the classification/job grading decision. Depending on agency regulations, this official may be a personnel office representative, or a manager or supervisor delegated classification/job grading authority.

22. Enter the position classification/job grading standard(s) used and the date of issuance, e.g., "Mail and File, GS-305, May 1977."

23. Agencies are generally required to review, at least annually, each established position to determine whether the position is still necessary and, if so, whether the position description is adequate and classification/job grading is proper. See FPM Ch. 312, Subch. 4. This section may be used as part of the review process. The employee's initials are optional. The initials by the supervisor and classifier represent recertifications of the statements in items #20 and #21 respectively.

24. This section may be used by the agency for additional coding requirements or for any appropriate remarks.

*25. Type the description on plain bond paper and attach to the form. The agency position number should be shown on the attachment. See appropriate instructions for format of the description and for any requirements for evaluation documentation, e.g., "Instructions for the Factor Evaluation System" in the General Introduction to "Position Classification Standards," Section VII.

INSTRUCTIONS AND NOTES ON USE OF THE POSITION REVIEW LIST

FOR THE SPMO:

1. Information on the incumbents should be entered in the format shown on the samples by SPMO personnel. (If a position is currently unencumbered, put VACANT in place of a name.) Usually all the needed information will be available in a computer file or word processing document and can be copied and formatted to fit the Position Review List (PRL). [Note that all positions on a given page should report to the same supervisor (the one who signs as "Supervisor conducting survey") and that the position occupied by that supervisor will appear on another sheet along with all other positions reporting to the supervisor listed as "Supervisor reviewing survey". (For example, the position of the Aircraft Maintenance Officer given on the sample sheet from the AB ANG, 999th FIW as the conducting supervisor will be listed for review on another sheet along with the positions of the Chief of Operations, the Base Services Officer, the Chief of Resources, and all others reporting directly to the Air Commander (Pilot), who will be shown as the conducting supervisor on such a sheet. Along the same lines, each of the incumbents of the Aircraft Mechanic General Foreman positions listed for survey on the sample would also appear as the conducting supervisor on all sheets containing positions of incumbents who report directly to them. The Aircraft Maintenance Officer -- or the Assistant A/C Maint Officer, at local option -- would appear on those sheets as the reviewing supervisor.)] The principle is that all positions appearing on any page have the same first and second line supervisors in common.

2. On a regular schedule, PRLs should be prepared and sent to organizations (or segments thereof) approximately 30 days prior to the scheduled beginning of the SPMO Position Classification Specialist's annual review of the organization(s). When they are returned by the operating segments, they will form the basis for determining which positions should be looked at. This annual review should probably be scheduled for the month following the month during which the supervisory survey was conducted.

FOR THE SUPERVISOR CONDUCTING THE SURVEY:

3. Upon receipt of the PRLs pertaining to the positions which he/she directly supervises, the supervisor will carefully review each position description in light of current operating parameters and the duties officially assigned and actually performed by each incumbent. Such survey should include as a minimum such careful consideration of all factors as will permit accurate answers to the questions at the heads of the first two columns under "SUPERVISOR'S ACTION" on the PRL and a discussion with the incumbent of the job description/position description in comparison to the duties actually performed by him/her. The employee will, as a part of such a discussion, be asked to initial the third column. Note that the employee's initials on the form do not express agreement or disagreement with the position description content, the classification or the duty assignments. Withholding of initials will accomplish nothing, as the supervisor may initial in such cases as well as when the position is vacant. The supervisor will prepare a proposed and more nearly accurate position description for all positions for which the

answer in the second column is "No". This will be given to the classifi during the annual review process. When the supervisor conducting the surv has completed the review of all positions for which responsible, he/she will sign each sheet of the PRL in the appropriate block and forward them to the supervisor reviewing the survey. When the PRLs are all completed for the organizational entity being surveyed, they will be forwarded to the SPMO. The Position Classification Representative (or other representative of the SPMO) will then arrange details of the on-site annual position review.

FOR THE SPMO CLASSIFIER OR REPRESENTATIVE:

4. Although the surveying supervisor <u>may</u> use the Remarks column for necessary -xplanations, it is primarily for the use of the classifier in making essential notes during the audits to be used later in conjunction with the regular audit notes. The use of the column "Audit Affirms Supervisory Conclusions" needs some explanation. A "Yes" means that the supervisor was correct in filling out the second column (Job Description Accurate), no matter whether he/she checked "yes" or "no"; a "No", on the other hand, means that either the supervisor said "yes" and the classifier's audit disclosed that the description was <u>not</u> accurate or that the supervisor marked "no" but the classifier's audit revealed that the description was nonetheless accurate. [While some differences of perception may occasionally exist on this matter, a consistent divergence of findings between the classifier and the supervisor may indicate a training need on the part of one or both.]

5. The PRL is a useful tool in planning, organizing, and conducting yo annual review of positions, but it is only a tool. If you need to mak modifications to the form or the procedures outlined above, do not hesitate to do so if the changes will enhance your efficiency in performing annual reviews of positions. (A report of any improvements you have made would be appreciated by your servicing Classification Activity for possible dissemination to your counterparts in other States.)

FOR ANY PARTICIPANT IN THE ANNUAL SURVEY/ANNUAL REVIEW PROCESS:

6. [Notes: things I need to ask the classifier, SPMO, supervisor, Classification Activity representative; survey pointers; etc.]: _____

_____

_____

_____

_____

_____

_____

_____

POSITION REVIEW LIST	ORGANIZATION: AB ANG, 990TH FIW CHIEF OF MAINTENANCE	DATE: 30 FEB 96	PAGE NO.: 1	NO. OF PAGES: 10

PRESENT INCUMBENT, POSITION TITLE, JOB NUMBER, PAY PLAN, OCCUPATIONAL CODE AND GRADE	SUPERVISOR'S ACTION: POSITION NEEDED DUTY EFFICIENTLY ORGANIZED YES	NO	JOB DESCRIPTION ACCURATE YES	NO	DISCUSSED WITH EMPLOYEE (Employee's Initials)	PERSONNEL OFFICE ACTION: AUDIT AFFIRMS SUPV. CONCLUSIONS (Job Description Accurate) (Analyst's Initials) YES	NO	REMARKS
KLAUS U. von TRAPP Assistant A/C Maint Off GS-1601-12 F4500000	✓		✓		KUT			
CURLEY Q. SCHAVING Aircraft Mechanic General Fman WS-8852-14 F4101000	✓		✓		CAS.			
OTTO DEWITT Aircraft Mechanic General Fman WS-8852-13 F4515000	✓		✓		[illegible]			
FLORA BENDER Management Assistant GS-344-08 F7099000	✓			✓	F.B.			Ms. Bender is doing duties outside the scope of her P.D.

[If the employees reporting to this supervisor are too numerous to list on one page, the listing should be continued for as many pages or parts thereof as may be necessary.]

[Listings herein are for illustrative purposes only; any similarity to real persons is purely coincidental.]

Each of the positions appearing on this list has been reviewed for economy and efficiency of the position structure and accuracy and currency of the position description. Changes needed to improve the position structure and/or properly describe the positions are indicated. The remaining positions are required for accomplishment of the work of this organization, and are properly described on the position descriptions identified with them.

SIGNATURE (Supervisor conducting survey)	TITLE	DATE
Ima Yurboss	AIRCRAFT MAINTENANCE OFFICER	15 March '96
SIGNATURE (Supervisor reviewing survey)	TITLE	DATE
Otto Pilot	AIR COMMANDER (PILOT)	16/iii/96

POSITION REVIEW LIST	ORGANIZATION BC ARNG USP&FO P&C D[illegible]ON	DATE 30 FEB 06	PAGE NO. 14	NO. OF PAGES 15

PRESENT INCUMBENT, POSITION TITLE, JOB NUMBER, PAY PLAN, OCCUPATIONAL CODE AND GRADE	SUPERVISOR'S ACTION: POSITION NEEDED DUTIES EFFICIENTLY ORGANIZED		JOB DESCRIPTION ACCURATE		DISCUSSED WITH EMPLOYEE (Employee's Initials)	PERSONNEL OFFICE ACTION: AUDIT AFFIRMS SUPV. CONCLUSIONS (Job Description Accurate) (Auditor's Initials)		REMARKS
	YES	NO	YES	NO		YES	NO	
BEA PUSHY Clerk-Typist GS-322-04 R7216000	✓			✓	B.P.			The incumbent is functioning as a [illegible]
BILL O. LADING Contract Specialist GS-1102-09 R7111000	✓		✓		B.L.			
KENT DEWITT Procurement Assistant GS-1106-07 R7630000	✓		✓		K.D.			
INA BAIER Lead Purchasing Agent GS-1105-06 R7610000	✓		✓		I.B.			
JAMES PRONOMBRE Purchasing Agent (Typing) GS-1105-05 R7615000	✓				J.P.			

(Listings herein are for illustrative purposes only; any similarity to real persons is purely coincidental.)

Each of the positions appearing on this list has been reviewed for economy and efficiency of the position structure and accuracy and currency of the position description. Changes needed to improve the position structure and/or properly describe the positions are indicated. The remaining positions are required for accomplishment of the work of this organization, and are properly described on the position descriptions identified with them.

SIGNATURE (Supervisor conducting survey)	TITLE	DATE
Len D. O'Lott	SUPERVISORY CONTRACT SPECIALIST	14 March 1996
SIGNATURE (Supervisor reviewing survey)	**TITLE**	**DATE**
[illegible]	ASST USP&FO	24 March 1996

POSITION REVIEW LIST	ORGANIZATION								DATE	PAGE NO.	NO. OF PAGES
PRESENT INCUMBENT, POSITION TITLE, PAY PLAN, OCCUPATIONAL CODE AND GRADE, JOB NUMBER	SUPERVISOR'S ACTION					PERSONNEL OFFICE ACTION					
	POSITION NEEDED? ARE DUTIES EFFICIENTLY ORGANIZED?		JOB DESCRIPTION ACCURATE?		DISCUSSED WITH EMPLOYEE? (Employee's Initials)	AUDIT AFFIRMS SUPV'S CONCLUSIONS (Job Description Accurate) (Analyst's Initials)		REMARKS			
	YES	NO	YES	NO		YES	NO				

EACH OF THE POSITIONS APPEARING ON THIS LIST HAS BEEN REVIEWED FOR ECONOMY AND EFFICIENCY OF THE POSITION STRUCTURE AND ACCURACY AND CURRENCY OF THE POSITION DESCRIPTION. CHANGES NEEDED TO IMPROVE THE POSITION STRUCTURE AND/OR PROPERLY DESCRIBE THE POSITIONS ARE INDICATED. THE REMAINING POSITIONS ARE REQUIRED FOR ACCOMPLISHMENT OF THE WORK OF THIS ORGANIZATION, AND ARE PROPERLY DESCRIBED ON THE POSITION DESCRIPTIONS IDENTIFIED WITH THEM.

SIGNATURE (Supervisor conducting survey)	TITLE	DATE
SIGNATURE (Supervisor reviewing survey)	TITLE	DATE

NEW MEXICO ARMY AND AIR NATIONAL GUARD
OFFICE OF MILITARY AFFAIRS
OFFICE OF THE ADJUTANT GENERAL
SANTA FE, NEW MEXICO 87502-4277

AGONM Technician Personnel
Regulation Number 511
Change 1

15 February 1988

POSITION CLASSIFICATION IN THE NEW MEXICO NATIONAL GUARD

1. AGONM TPR 511 is changed as follows:

A. Insert the attached following pages in front of APPENDIX A - OPTIONAL FORM (OF) 8 - POSITION DESCRIPTION.

FOR THE ADJUTANT GENERAL:

RODY F. GONZALES, GM-13
Support Personnel Management Officer

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NEW MEXICO ARMY AND AIR NATIONAL GUARD
OFFICE OF MILITARY AFFAIRS
OFFICE OF THE ADJUTANT GENERAL
SANTA FE, NEW MEXICO 87502-4277

AGONM Technician Personnel
Regulation Number 511
Change 2

1 April 1995

TECHNICIAN PERSONNEL (ARMY AND AIR)
POSITION CLASSIFICATION IN THE NEW MEXICO GUARD

1. AGONM TPR 511 is changed as follows:

   a. Remove pages 18 thru 22. Insert pages 18 thru 22.

   b. Throughout this regulation, where it reads SPMO or HRMO, change to HRO.

2. The purpose of this change is to change Position Classification Appeal procedures

FOR THE ADJUTANT GENERAL:

RUDY F. GONZALES, GM-13
Personnel Officer

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