



CHIEF OF THE NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1-TCP
DISTRIBUTION: A

CNGBI 1400.25, Vol. 511
30 June 2020

NATIONAL GUARD TECHNICIAN AND CIVILIAN PERSONNEL CLASSIFICATION AND POSITION MANAGEMENT PROGRAM

References: See Enclosure D.

1. Purpose.

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction is to establish policy and assign responsibilities for the National Guard (NG) Technician and Civilian Personnel Policy Division (NGB-J1-TCP) in accordance with (IAW) references a through d.

b. Volume. This volume provides policy and assigns responsibilities for the NG Technician and Civilian Personnel Classification and Position Management Program IAW references e through m.

2. Cancellation. This instruction rescinds and replaces Technician Personnel Regulation 511, 15 June 2007, "Classification and Position Management."

3. Applicability. This instruction:

a. Applies to the NG of the 54 States, Territories, and District of Columbia, hereafter referred to collectively as "States," and to all NG employees. The term "NG employees" throughout this volume is defined IAW references a, b, and c as Title 32 military technician (dual status) excepted service employees and Title 5 NG excepted or competitive service employees within the States.

b. Does not apply to the civilian employees of the Office of the Chief of the National Guard Bureau, National Guard Bureau Joint Staff, Air National Guard Directorate, Army National Guard Directorate, and Directorate of Space Operations.

4. Policy. It is National Guard Bureau (NGB) policy that the NGB Manpower and Personnel Directorate (NGB-J1), Technician and Civilian Personnel Division (TCP), Classification and Position Management (TCPC) has authority to take classification actions on behalf of the NG. Classification actions are binding for

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all administrative, certifying, payroll, disbursing, and accounting matters. The National Guard Technician and Civilian Personnel Classification and Position Management Program sets forth the assignment of duties, including program responsibilities. It is NGB policy that all position classification actions in the NG meet the standard set by statute and regulations from the U.S. Office of Personnel Management (OPM) IAW reference e, f, and g.

a. Position Management. The NGB will employ an effective and efficient position management program that aligns with the operation of its position classification program.

b. Establishment of Positions. The NGB will employ sound position management practices to each position it establishes through implementation of classification actions.

c. Delegation of Authority. The Chief of the National Guard Bureau (CNGB) delegates authority to NGB-J1-TCPC to classify all NG employee positions, as appropriate, IAW guidance established under this instruction.

5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of Chief of the National Guard Bureau Instruction 1400.25, Vol. 511.

8. Releasability. This instruction is approved for public release; distribution is unlimited. It is available at <<https://www.ngbpmc.ng.mil/>>.

9. Effective Date. This instruction is effective upon publication and must be revised, reissued, cancelled, or certified as current within five years.



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Enclosures:

- A -- Responsibilities
- B -- Staff Functions
- C -- Classification in General
- D -- References
- GL -- Glossary

ENCLOSURE A
RESPONSIBILITIES

1. The Manpower and Personnel Director of NGB-J1. The Director of NGB-J1 will regulate classification and position management programs for the NG IAW section 5107 of reference e.
2. Chief of NGB-J1-TCP. The Chief of NGB-J1-TCP will direct the activities of the National Guard Classification and Position Management Program.
3. Chief of NGB-J1-TCPC. The Chief of NGB-J1-TCPC will:
 - a. Exercise delegated classification authority for all NG employee positions IAW subpart B of reference f.
 - b. Serve as the NGB functional manager for all NG positions assigned within the Human Resource Offices in all States.
 - c. Classify and release Position Descriptions (PDs) for nationwide implementation.
 - d. Direct for a periodic review of PDs to comply with OPM guidelines.
 - e. Review and adjudicate PD requests for State use and implementation.
 - f. Ensure compliance with all statutes, regulations, policies, and directives, job-grading standards, and classification and position management actions IAW reference e, f, and g.
 - g. Provide State-level stakeholders with interpretation, clarification, and implementation guidance for pertinent publications.
 - h. Provide advisory services regarding classification and position management actions.
 - i. Conduct position reviews to ensure that all NG positions are properly described and classified IAW section 5107 of reference e.
 - j. Develop, schedule, and conduct classification and position management training programs for HR office personnel and Occupational Series Functional Managers who facilitate classification and position management actions that affect NG positions.
 - k. Review appeal packages, write agency review, and submit both items to the appropriate appeals office within specified time limits.

l. Maintain an automated position description library for all NG positions within the States.

m. Consult Manpower Staffing Guides when taking classification actions.

4. NGB Occupational Series Functional Managers. NGB Occupational Series Functional Managers should:

a. Provide mission/operational objectives and communicate overall functional program goals. Provide technical guidance to State-level stakeholders regarding mission/operational objectives. Provide input relating to the operational/functional goals and requirements to ensure attainment of overall program goals.

b. Provide technical input and interpretation of functional goals and confer best practices related to the subject matter of the position(s).

c. Review the duties of the proposed position and certify by signature that they meet all functional requirements.

d. Clarify enterprise-wide technical matters regarding the duties performed by position(s).

e. Review all PDs within the functional area once every three years.

f. Coordinate with State supervisors to ensure that PDs remain current.

5. The Adjutants General (TAGs) and the Commanding General (CG) of the District of Columbia. TAGs and the CG will:

a. Ensure that classification and position management actions within their State meet the standard in this instruction and references e, f, and g.

b. Properly appoint, assign, promote, demote, reassign, and separate NG employees IAW reference a.

ENCLOSURE B

STAFF FUNCTIONS

1. Human Resource Officers (HROs). HROs should:
 - a. Implement classification decisions, approved by NGB-J1-TCPC, by conducting position reviews.
 - b. Ensure that accurately documented NG employee duties, responsibilities, and actions comply with applicable statutes, OPM standards, and regulations governing the National Guard Classification and Position Management Program.
 - c. Advise and assist management officials with changes to existing organizational structures or eliminating excess or redundant positions to meet new mission requirements, improve organizational efficiencies and effectiveness, create upward mobility opportunities, or respond to budgetary limitations.
 - d. Provide education and training for assigned NG employees, military and civilian supervisors, and managers to promote a better understanding of classification statutes, regulations, and policies.
 - e. Emphasize sound management, control, direction, and support for personnel actions affecting NG positions.
 - f. Ensure all assigned military technicians, commanders, supervisors, and managers are aware of the requirement to establish and maintain military technician positions compatible with the work being performed in their National Guard military assignment IAW reference b.
 - g. Analyze, ensure, and evaluate documentation of performed duties of positions accurately describe the duties and responsibilities in PDs IAW with reference j.
 - h. Validate duties and responsibilities described in PDs prior to processing personnel actions involving position changes.
 - i. Assist occupational series functional managers in updating major duties of a position for approval by NGB-J1-TCPC, as required.
 - j. Authorize pen and ink changes to NG PDs, not covered by Special Retirement Coverage (SRC), that do not affect the classification (pay plan, title, series, grade, or location) of the position.

k. Review OPM and Department of Defense classification standards, if applicable, and ensure local guidance is current, complete, and readily available to NG employees, supervisors, and managers.

1. Conduct position reviews IAW this instruction and furnish completed position package to NGB-J1-TCPC, as required.

m. Review vacant positions to ensure that there is a valid manpower requirement, that the duties and responsibilities of the position are current and properly documented, and that each position is properly classified by NGB-J1-TCPC prior to initiating advertisement, recruitment, and fill action.

n. Provide advice and assistance to NG employees in the classification appeal process by:

(1) Making regulatory material available.

(2) Requesting statements from NG employees and supervisors concerning the accuracy of the PD.

(3) Reviewing the technical merits of the case.

(4) Involving management officials with obtaining their agreement or disagreement with the merits of the case, where they agree or disagree, and their implementation of corrective action.

(5) Assembling the appeal submission and case file.

(6) Ensuring the case file is developed, maintained, and available to appropriate parties.

(7) Advising on requirements for retroactive corrective action.

(8) Providing other advisory services as necessary.

o. Develop a process to implement and issue a PD Release due to a Reclassification Decision Notice.

p. Ensure all classification and position management information entered into the Department of Defense personnel system is accurate and complete.

q. Ensure timely submission of classification appeals to NGB-J1-TCPC.

2. State Human Resources (HR) Specialists (Classification). State HR Specialists should:

a. Receive notice from NGB-J1-TCPC through a PD Release letter that an abolished PD is replaced with a same, higher, or lower-graded position.

b. Ensure compliance with all statutes, regulations, policies, directives, job-grading standards, and classification and position management actions.

c. Provide State-level stakeholders with interpretation, clarification, and implementation guidance for pertinent publications.

d. Provide advisory services regarding classification and position management actions to ensure compliance with Merit Placement and Labor Relations Practices.

e. Conduct analysis of positions at the State to ensure that all NG positions are properly described and classified.

f. Develop, schedule, and conduct classification and position management training programs for HR office personnel, supervisors, and State-level subject matter experts who facilitate classification and position management actions that affect NG positions.

g. Notify NGB-J1-TCPC when an appeal is received, thoroughly review the package for all required documentation, obtain and add all missing documentation, and forward the appeal to NGB-J1-TCPC within 30 days of receipt.

h. Maintain the State library of official copies of PDs.

3. Supervisors. Supervisors should:

a. Initiate classification and position management actions for NG employee positions and seek training opportunities to understand their responsibilities for the management of positions with the human resource office.

b. Certify duties and responsibilities described in PDs prior to initiating requests for personnel actions affecting the organization (for example, recruiting to fill vacant positions, establishing positions, eliminating positions, and restructuring positions due to grade degradation).

c. Inform NG employees of their right to appeal the classification of their positions, answer questions regarding the duties and responsibilities described in their official PD, and forward the appeal promptly to the appropriate human resource office representing the NG employee.

d. Ensure NG employees perform the full range of duties and responsibilities described in their PD.

e. Coordinate with NGB Occupational Series Functional Managers to ensure that PDs remain current.

f. Initiate procedures to change existing organizational structures or eliminate excess or redundant positions to meet new mission requirements, improve organizational efficiencies and effectiveness, create upward mobility opportunities, and respond to budgetary limitations.

g. Review the organization or unit of assignment, ensuring current structure supports mission requirements, efficiencies are in place, effective NG employee utilization, and maintain personnel strength levels.

h. Ensure that assigned positions best serve the mission of the organization and provide for efficient and economic use of NG resources.

i. Maintain familiarity with Merit System Principles, with Prohibited Personnel Practices, and with policies and procedures in this instruction, and provide classification information to NG employees on request.

j. Advise NG employees of classification and position management actions affecting their assigned position.

k. Review vacant positions to ensure the duties and responsibilities of the position are current, valid, and accurately described in the PD.

l. Consider duties listed in employees' official position descriptions when assigning work.

m. Scrutinize any duties assigned which fall under "Other Duties as Assigned" in official position descriptions.

n. Coordinate with Human Resources Office and State Classification Specialist prior to assigning work that may not be related to an employee's official position description.

ENCLOSURE C

CLASSIFICATION IN GENERAL

1. Standards and Guides for Position Classification. Full occupational structure established by OPM for similar occupations can be found in reference g. It lists and defines each occupational group and series in the classification system; the series is a subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements. Series are designated by a title and a four-character number.

2. Classification Actions. Generally, classification actions are comprised of the organization of duties into a PD and subsequently assigning the PD an occupational series, pay plan, grade, and title. The PD contains duties that support the mission of the organization. NGB-J1-TCPC or a higher authority executes classification actions.

a. NGB-J1-TCPC assigns a number to each NG position PD. The PD number is assigned on the basis of key differentiating factors, such as major duties, supervisory relationships, and other complexities (for example, grade level, the position's designation as competitive or excepted service, supervisory relationships, geographical location, or reduction in force).

b. The PD must include enough information so that a sound classification decision can be made by NGB-J1-TCPC when the PD is supplemented by other information about the organization's structure, mission, and procedures. The PD must define clearly the major duties assigned and the nature and extent of responsibility for carrying out assigned duties.

(1) All classification actions are subject to review by OPM, DCPAS, and/or NGB.

(2) NGB-J1-TCPC provides oversight and retains the right to override State-level classification actions when not consistent with similar, related, or identical positions across the NG.

c. Proper recordkeeping IAW section 5113 of reference e is mandatory and essential for the operation of the NG position classification program. All PDs classified by NGB-J1-TCPC can be found in the automated library system. Official PDs are maintained by the State Human Resource Specialist (Classification). The ability to reconstruct a position classification decision or action is essential to the operation and accountability of the NG position classification program. Each position classification action undertaken must be supplemented by an official record of documentation applicable to the

classification action. Classification action records must be stored with copies of each classified PD and archived by NGB-J1-TCPC.

d. The official PD is the PD classified by the official authorized to make position classification actions on behalf of the NGB and is from NGB-J1-TCPC's automated library system that is signed by the immediate supervisor of the position. All other iterations of the position or job description are copies and must be treated as such.

(1) Supervisors have the right to assign the work and responsibilities of a position. Supervisors retain the responsibility of ensuring official PDs are current and accurate.

(2) Each official PD must contain a signed statement from the immediate supervisor or higher management official certifying that the official PD is complete and accurate.

e. Positions are described using one PD when the major duties, knowledge requirements, reporting relationships, and complexities of a given position are identical to those of another in the same organizational hierarchy, and only when such duties are duplicable and adhere to optimal position management principles. This is described as an identical additional procedure. When a position is appropriate for the use of the identical additional procedure, at the time of classification or during a time thereafter, NGB-J1-TCPC will document on the PD cover sheet (or equivalent) the number of authorized positions sufficient to sustain the final position classification action. This designation may be revised only by NGB-J1-TCPC.

f. Classification actions remain in effect until a PD is abolished by NGB-J1-TCPC or an official with an authority to effect position classification actions. NGB-J1-TCPC may be directed by a higher authority to abolish, re-describe, reclassify, or take equivalent actions. NGB-J1-TCP will be required to apply the findings of the classification action to all identical, like, or similar positions in the serviced population.

g. NGB-J1-TCPC releases new or changed PDs when requested or required. The PD release letter announces the new classification decision and the disposition of the previous position classification (if applicable). The old PD may be abolished, stay as is with caveats, be modified to some degree, or in some cases require additional new PDs in the release.

h. Classification actions are effective IAW subpart G of reference f. The effective date of a classification action is the date that NGB-J1-TCPC approves the position action. Effective dates may be extended to correspond with a personnel action if the position is changed to a lower grade and the employee occupying the position is eligible for retained pay or grade. A retroactive

effective date may be used only when an employee is wrongfully demoted due to a classification action, as found by an appeal.

3. Dissemination of Position Descriptions. The classified PD will be available through the automated library systems for retrieval and availability for the State HRO. The State Human Resource Specialist (Classification) maintains the official PD. Each NG employee and supervisor is entitled to a copy of the official PD or job description for the official position of record or, in the case of temporary assignments, the position to which the employee is assigned.

a. In cases of position changes (except transfers to another agency), the State HR Specialist (Classification) must furnish a copy of the official PD or job description to each NG employee not later than five business days following the effective date of the personnel action that implements the position action.

b. In cases of new appointments and transfers from another agency, the State HR Specialist (Classification) must furnish a copy of the official PD or job description to each NG employee not later than two business days following the effective date of the personnel action.

4. Developing PDs based on changes in mission, structure, or equipment. Changes in the mission, structure, or equipment of an organization may require classification of a new or altered PD. Generally, the following three actions may occur when this happens.

a. A classification position review may serve to formally document a change of major duties, it cannot be used to circumvent statutory and regulatory requirements for a competitive promotion process or mandatory time-in-grade requirements. The resulting classification decisions may change the title, pay plan, occupation series, or grade. The grade may remain the same, be upgraded, or changed to a lower grade. Examples of events that may trigger a review are publication and application of new OPM position classification standards or guides and changes in mission, function, organizational structure, or classification appeal findings. Promotions are governed by qualification requirements and individual State merit placement and promotion plans.

b. Pen and ink changes to duties of a previously classified PD for positions not covered by Special Retirement Coverage (SRC), as conditions warrant, may be made by NGB-J1-TCPC. Pen and ink changes shall not be used to document changes involving the addition of supervisor or lead duties, location, pay plan, major duties, recruitment pattern, or qualifications, or to illustrate changes that would otherwise affect the title, series, or grade of the position.

c. The HR Specialist (Classification) should work with NGB-J1-TCPC and the NGB occupational series functional manager to capture relevant major duties for the classification of a new position. The HR Specialist (Classification) creates the position package and sends it to NGB-J1-TCPC. A position package must include a copy of the organizational chart, the described major duties of the position, and the NGB-J1-TCPC position review checklist.

5. Maintenance of the Position Classification Program and Cyclic Reviews. The State HR Specialist (Classification) and the position's supervisor of record should at minimum review all PDs for appropriateness and accuracy. Such review must occur at one of the intervals below and at whichever interval comes first.

a. For projected positions, prior to the classification action, again within six months after the date of the classification action, and after the work described in the PD has been performed by the incumbent(s) of the position.

b. For standardized PDs and positions designated as identical additional:

(1) Prior to recruitment review the major duties, knowledge requirements, and complexities of the position.

(2) During the annual performance appraisal of each NG employee, review the work performed by each incumbent in solitary alongside each NG employee's critical elements to determine the accuracy of duties contained in the PD.

c. For positions classified based upon projected duties, not later than six months after the effective date of classification action.

d. For long-term vacant positions, on a calendar-year annual schedule.

e. When the work or complexities of the position changes in a way that a review becomes necessary.

6. Review of Position Classification Actions. NGB-J1-TCPC, on its own merits or at the direction or request of an appropriate authority, may review its previous classification actions on a position or group of positions at any time. NGB-J1-TCPC may take subsequent action in light of factual information presented or discovered after its most recent classification action to ensure positions remain properly classified.

7. Position Management. The NG will employ an effective and efficient position management program that aligns with the operation of its position classification program and sound position management practices to each position it establishes through implementation of classification actions. NGB-J1-TCPC

may employ mechanisms (for example, PD release letters) to ensure adherence to position management principles and ensure classification actions are implemented as intended.

8. Correction of Error or Issuance of a New Classification Standard. In the event of correction of a classification error or issuance of a new classification standard, the State may not move an NG employee from a position classified at a lower grade to a position corrected to a higher grade, unless the NG employee meets the legal requirements and has the qualifications for promotion to the higher grade at the time of the classification action. The correct grade of a qualified NG employee is a benefit that results from the proper operation of the position classification and job-grading system.

9. Position Classification and Job-Grading Appeals. Position classification and job-grading disputes fall within the exclusive jurisdiction of OPM IAW subpart F of reference f and reference n. The Merit Systems Protection Board does not adjudicate disputes over the proper classification of positions. NG employees currently employed by the Federal Government may appeal the title, series, grade, or pay plan system of the position they officially occupy at any time. Filing an appeal through any of the avenues available will not stop a classification action taken by the State or directed by the NGB.

a. NG employees covered under the General Schedule pay system may file their appeal with the Defense Civilian Personnel Advisory Service (DCPAS) Compensation Division or OPM, but not both at the same time. General Schedule NG employees may file an appeal with DCPAS or through DCPAS to OPM IAW subpart F of reference f.

b. Federal Wage System NG employees must appeal to DCPAS and receive an appeal decision. A further appeal to OPM by a Federal Wage System NG employee must be filed within 15 calendar days of the date of the DCPAS decision and must state which part of the DCPAS decision the appellant disagrees with and why. Late appeals to OPM must show that the appellant did not receive notice of the applicable time limit or were prevented from timely filing by circumstances beyond their control. Deciding officials within OPM may grant an extension of the appeal.

c. Completed appeal packages will be forwarded by the HRO to NGB-J1-TCPC not later than seven calendar days from the date of receipt. NGB-J1-TCPC is required to review the appeal and write a report to send with the appeal to OPM or DCPAS.

d. Complete appeals packages must include the following information:

(1) The appellant's name, email address, home mailing address, office telephone number, and an original signature by the appellant or designated representative.

(2) The appellant's present position classification and the requested classification with a copy of the official position description of the current position. A statement that the PD is accurate or a description of the inaccuracies and efforts made to correct the position description.

(3) The name and address of the organization the appellant physically works.

(4) Additional information they choose to include to support the appellants argument that will aid in understanding referencing the classification standards.

10. Classification of Positions Covered by Special Retirement Coverage (SRC). PDs for positions covered by SRC must be certified by DCPAS. Duties on the PD are separated into two categories: rigorous and non-rigorous. After the PD is classified, it must be submitted to DCPAS for certification of SRC. Records of SRC certification must be kept with the official copy of the PD. Certified SRC PDs that are changed in any way must be recertified. Firefighter, Air Traffic Controller, and Law Enforcement Officer positions may be covered by SRC. Position SRC certification may not provide SRC coverage to the NG employee.

ENCLOSURE D

REFERENCES

PART I. REQUIRED

- a. Chief of the National Guard Bureau (CNGB) Instruction 1400.25A, 11 May 2020, “National Guard Technician and Civilian Personnel Program”
- b. Title 32 United States Code (U.S.C.), “National Guard,” Chapter 7, “Service, Supply, and Procurement,” Section 709, “Technicians: Employment, Use, Status”
- c. Title 10 U.S.C. § 10508, “National Guard Bureau: General Provisions”
- d. Department of Defense (DoD) Directive 5105.77, 30 October 2015, “National Guard Bureau (NGB),” Incorporating Change 1, 10 October 2017
- e. Title 5 U.S.C. Chapter 51, “Classification”
- f. Title 5 Code of Federal Regulations (C.F.R.) Part 511, “Classification Under the General Schedule”
- g. U.S. Office of Personnel Management, TS-134, July 1995, TS-107 August 1991, “Introduction to the Position Classification Standards,” Revised August 2009
- h. U.S. Office of Personnel Management, HRCD-5, June 1998, April 1998, “General Schedule Supervisory Guide”
- i. Title 5 U.S.C. Chapter 53, “Pay Rates and Systems”
- j. U.S. Office of Personnel Management, TS-66, December 1992, “Federal Wage System Job Grading Standard for Supervisors”
- k. U.S. Office of Personnel Management, TS-39, January 1980, “Federal Wage System Job Grading Standard for Leader WL/NL”
- l. U.S. Office of Personnel Management, December 2018, “Handbook of Occupational Groups and Families”
- m. DoD Instruction 1400.25 Volume 511, 28 May 2015, “DoD Civilian Personnel Management System: Classification Program”
- n. Title 5 CFR Subpart G, “Job Grading Reviews and Appeals” change to above

PART II. RELATED

- o. Chief of the National Guard Bureau Memorandum, 16 February 2017, “Designation of the Adjutants General to Appoint, Employ, and Administer National Guard NG Employees”
- p. Code of Federal Regulations, Title 5, “Administrative Personnel”
- q. Title 10 U.S.C. § 10503, “Functions of National Guard Bureau: Charter”
- r. Public Law 114-92, “The National Defense Authorization Act for Fiscal Year 2016,” Section 1053, “Management of Military Technicians”
- s. Fully Automated System for Classification (FASCLASS), https://acpol2.army.mil/ako/fasclass/inbox/text_menu.asp, accessed 30 April 2020
- t. Title 5 U.S.C. § 5346, “Job Grading System”
- u. Title 5 CFR § 532.601, “Job Grading System”

GLOSSARY

PART I. ACRONYMS

DCPAS	Defense Civilian Personnel Advisory Service
HR	Human Resource(s)
HRO	Human Resources Officer
IAW	in accordance with
NG	National Guard
NGB	National Guard Bureau
NGB-J1	National Guard Bureau Manpower and Personnel Directorate
NGB-J1-TCP	National Guard Bureau, Manpower and Personnel Directorate, Technician and Civilian Personnel Policy Division
NGB-J1-TCPC	National Guard Bureau, Manpower and Personnel Directorate, Technician and Civilian Personnel Division, Classification
OPM	Office of Personnel Management
PD	Position Description
SRC	Special Retirement Coverage

PART II. DEFINITIONS

Classification -- The analysis and identification of a position and placing it in a class under the position classification plan established by the Office of Personnel Management as defined in subpart A of reference f and i. It may also mean identification of a position by pay plan, title, series, and grade.

Classification Action -- The execution of a position description by analysis and identification of a position by pay plan, title, series, and grade as determined by the classification authority.

Classification Appeal -- A written petition, initiated by a National Guard employee, requesting a change in the classification of the position to which the employee is assigned.

Fully Automated System for Classification -- A web-based system that simultaneously provides current classified position descriptions to managers, supervisors, and human resources practitioners who have Internet access.

Identical Additional Position Description -- The same position description used more than once in the same organizational unit. The identical position has the same major duties, responsibilities, qualification requirements, organizational patterns, and reporting relationships.

Military Technician (Dual Status) -- A person employed under the provisions of reference b who is required to maintain membership in the Army National Guard or Air National Guard as a condition of employment.

National Guard Employee -- A Title 32 military technician (dual status) excepted service employee or a Title 5 National Guard excepted or competitive service employee within the States.

Occupational Series Functional Manager -- The National Guard Bureau staff officer with the correct level of authority and responsibility for the functional area related to the major duties in a position description and so designated by the appropriate Joint, Army, or Air Force staff for the appropriate organization subject to the classification release.

Pen and Ink Change -- Minor changes made at National Guard Bureau Technician and Civilian Personnel, State Human Resource Office or by first level supervisor. Appropriate to maintain currency and accuracy to existing standardized or centrally developed Position Descriptions. Position Description changes may include minor changes to duties, acronyms, organizational name changes, references, data codes, or elements; such as position sensitivity code. These changes do not include substantive changes; one that would affect the original classification determination, organization location, major duty, or responsibility.

Personnel Action -- Official action taken to place a National Guard employee in a position or remove a National Guard employee from a position by appointment, promotion, reassignment, detail, transfer, demotion, reinstatement, restoration, reemployment, or separation. Also, such actions as within-grade increases, annual salary adjustments, performance awards, and changes in data elements (for example, service computation dates and veterans' preference).

Position Classification -- The process through which Federal jobs are assigned to a pay system, series, title, and grade or band, based on consistent application of position classification standards.

Position Classification Standards -- Standards that encourage uniformity and equity in the classification of positions by providing a common reference across organizations, locations, and agencies. Classification standards may cover one or many occupations. They usually include a description of the work performed, official titles, and the criteria for determining grades. Classification fly-sheets describe the work but refer the user to other standards or guidelines for grading guidance. Some broad standards are issued as "functional guides" and provide criteria for determining the grade level of work in multiple occupations.

Position Description -- The official statement of duties and responsibilities, identified by pay plan, title, series, and grade, that documents the work assigned to a National Guard position and serves as its basis for pay.

Position Description Release Letter -- A notice from the National Guard Technician and Civilian Personnel Division to a State or States that classification of a position is added, abolished, or changed.

Position Management -- The process by which managers assign duties and responsibilities to positions, creating a position structure that provides for effective and economical accomplishment of missions and functions. The relationship among positions, jobs, National Guard employees, and the organizational structure.

Reclassification Decision Notice -- A notice from the United States Office of Personnel Management to an agency that classification of a position is added, abolished, or changed.

Small Shop -- A segment in a maintenance function where specialized work is performed by one or two National Guard employees who are assigned to perform work in the same job series.