



NATIONAL GUARD BUREAU
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NGB-J1-TN

17 June 2009

MEMORANDUM FOR ALL HUMAN RESOURCES OFFICERS OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM AND THE DISTRICT OF COLUMBIA

SUBJECT: Guidance When Adding Supervisory Duties to Non-Supervisory Positions (TN-09-22)

1. Reference: Technician Personnel Regulation (TPR) 511, Classification and Position Management, dated 15 June 2007.
2. The TPR 511, Paragraph 4.e(7) permits Human Resource Offices to authorize "minor changes to National Guard technician position descriptions that do not affect the classification (pay plan, title, series, and grade) of the position".
3. There are no restrictions on adding supervisory duties to any non-supervisory position description. However, prior to adding supervisory duties to a non-supervisory position or removing supervisory duties from a position officially classified as a supervisor, Human Resource Offices are required to conduct on-site audits to ensure the changes have no impact on any other position within the state/territory.
4. Supervisory duties added to one position are typically removed from another position. Prior to making these types of changes, classification specialists must audit both the losing supervisory position and the gaining position to ensure the changes do not impact the official classification of either position description. On-site audits are required to ensure the following two points: (1) The gaining position will not perform the added supervisory duties for more than 25% of the average work year; and (2) The losing position's supervisory responsibilities will not drop below the 25% threshold.
5. If the addition or removal of supervisory duties from a position impacts the official classification of the position, the Human Resource Office must develop and submit an exception position description request to the Chief, Position Management and Classification for review and approval.

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6. Address questions regarding this guidance to Ms Debbie Spilman, NGB-J1-TNC at
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