

**Technician Personnel Regulation 511**

**Classification and Pay Administration**

# **Classification and Position Management**

**Departments of the Army and the Air Force  
National Guard Bureau  
Arlington, VA 22202-3231  
15 June 2007**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

TPR 511

Classification and Position Management

Revision dated 15 June 2007

Moves the listing of required and related references to Appendix A.

Moves the explanation of abbreviations and terms to the Glossary.

Adds an explanation of the responsibilities of the Chief, National Guard Bureau and the Manpower and Personnel Directorate in relation to the Classification and Position Management Program.

Reflects the change from the organizational title of the NGB level office responsible for managing the Technician human resources program from Human Resources Office to the Office of Technician Personnel.

Replaces an explanation of the responsibilities of organizational/unit managers with those of the NGB Functional Managers.

Designates the Chief, Office of Technician Personnel as the Functional Manager (FM) for Army and Air National Guard technician positions assigned to Human Resources Offices (HRO) in all 50 States, Puerto Rico, Guam, the Virgin Islands and the District of Columbia.

Includes a new policy requiring all Human Resources Officer position actions include written justification by the Adjutant General prior to NGB-J1-TN consideration for approval.

Describes the limited classification program authority/responsibility which has been delegated down to the state/territory Human Resources Offices.

Describes more fully the responsibilities of supervisors in relation to the Classification and Position Management Program.

Addresses the specific delegation of the authority to classify Army and Air National Guard technician positions. No provisions are included permitting the delegation of this authority below the Office of Technician Personnel, Classification and Position Management Branch staff members.

Describes the HR Office responsibilities in the classification appeals process, to include setting a suspense of seven calendar days for the HR Office to gather all pertinent information and forward the appeal package to NGB-J1-TNC.

**Classification and Pay Administration**

**Classification and Position Management**

---

**By Order of the Secretaries of the Army and the Air Force:**

**H STEVEN BLUM**  
Lieutenant General, USA  
Chief, National Guard Bureau

**Official:**

**GEORGE R. BROCK**  
Chief, Plans and Policy Division

---

**History.** This printing publishes a revision of TPR 511.

**Summary.** This TPR defines the NGB Classification and Position Management Program. It establishes policy, delegates authority, assigns responsibilities and prescribes procedures for all classification and position management actions effecting National Guard General Schedule (GS) and Federal Wage System (FWS) technicians and technician positions.

**Applicability.** This Technician Personnel Regulation (TPR) is applicable to all Army National Guard (ARNG) and Air National Guard (ANG) technicians, to include military and civilian supervisors and managers at all levels, who facilitate position management and classification actions affecting National Guard technician positions. Department of Army and Department of Air Force civilian personnel publications are not applicable to the National Guard technician program unless specifically directed by a Technical Personnel Regulation (TPR), Technician Personnel Bulletin (TPB), Technician Personnel Pamphlet (TPP), or other agency level directives. Classification evaluation guidance published by Department of Army and Department of Air Force may be used by NGB in the evaluation of positions.

**Proponent and exception authority.** The proponent of this regulation is the Chief, NGB-J1-TN. The proponent has the authority to approve exceptions to this regulation when they are consistent with controlling law and regulation.

**Management Control Process.** This regulation is not subject to the management control requirements of AR 11-2 (Management Control) and does not contain management control provisions.

**Supplementation.** Supplements to this regulation are authorized and must be forwarded to NGB-J1-TN for coordination, review, and approval prior to implementation (5 USC 301).

**Suggested Improvements.** Comments and/or suggested improvements to this regulation may be directed to NGB-J1-TNC, Classification and Position Management Branch, Utah ANG Base, 765 North 2200 West, Salt Lake City, UT 84116-2999.

**Distribution.** B/F

*Table of Contents*

1. Purpose
2. References
3. Explanation of abbreviations and terms

4. Responsibilities
5. Authorities
6. Appointment Requirements of Technician Positions
7. Classification and Job-Grading Appeals
8. Changes to Lower Grade

**Appendix A**  
**References**

**Glossary**

## 1. Purpose

This regulation establishes the National Guard Bureau (NGB) Classification and Position Management Program in support of National Guard technicians. It designates the Chief, National Guard Bureau (CNGB) as the classification authority for National Guard technician positions. In exercising this authority, the CNGB or his/her designee, determines pay plan, title, series, and grade for all National Guard technician positions. The CNGB has further delegated classification authority to the NGB Manpower and Personnel Directorate (NGB-J1) and the NGB Office of Technician Personnel (NGB-J1-TN), in turn. This regulation details NGB Classification and Position Management Program policies, processes and procedures, and establishes NGB and State authorities and responsibilities for all classification and position management actions impacting National Guard technician positions. It designates NGB-J1 as the delegated classification authority for all Army and Air National Guard technician positions. It also designates NGB-J1-TN as the functional Office of Collateral Responsibility (OCR) responsible for exercising delegated classification authority for all Army and Air National Guard technician positions. This regulation also designates the Chief NGB-J1-TN as the Functional Manager (FM) for Army and Air National Guard technician positions assigned to Human Resources Offices (HRO) in all 50 States, Puerto Rico, Guam, the Virgin Islands and the District of Columbia. NGB-J1-TN has further delegated classification authority to the NGB-J1-TNC staff. This directive includes a new policy requiring all Human Resources Officer position actions include written justification by the Adjutant General prior to NGB-J1-TN consideration for approval. For the purposes of this regulation, the authorities governing the NGB Classification and Position Management Program are referenced, when appropriate, and an expanded definition of terms has been included.

## 2. References

Required and related references are listed in Appendix A.

## 3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## 4. Responsibilities

a. The Chief, National Guard Bureau. Responsible for exercising the authorities delegated to the Chief, National Guard Bureau (CNGB) by the Secretary of the Army and the Secretary of the Air Force (10 USC 10503). This includes acting as the agency head with respect to administration of the National Guard Technician Program. Regulates classification and position management programs for the National Guard through the NGB Manpower and Personnel Directorate (NGB-J1) and the NGB Office of Technician Personnel (NGB-J1-TN), in turn. Initiates corrective action to ensure compliance with OPM standards and National Guard classification and position management policies and directives.

b. The National Guard Bureau Manpower and Personnel Directorate (NGB-J1). The office responsible for regulating classification and position management programs for the National Guard. The delegated classification authority for all ARNG and ANG technician positions.

c. The National Guard Bureau Office of Technician Personnel (NGB-J1-TN). The Office of Collateral Responsibility (OCR) for regulating classification and position management programs for the National Guard. Exercises delegated classification authority for all ARNG and ANG technician positions. The FM for all ARNG and ANG technician positions assigned to HROs in all 50 States, Puerto Rico, Guam, the Virgin Islands, and the District of Columbia. Responsibilities include, but are not limited to:

- (1) Developing policies, providing guidance, and issuing regulations governing the National Guard Classification and Position Management Program.
- (2) Ensuring compliance with all pertinent policies, directives, job grading standards, and technician classification and position management actions.
- (3) Providing interpretation, clarification, and implementation guidance for pertinent publications.
- (4) Providing advisory services regarding classification and position management actions.
- (5) Conducting position reviews to ensure that all National Guard technician positions are properly described and classified.
- (6) Developing, classifying, and approving standardized position descriptions for nationwide implementation.
- (7) Reviewing, certifying, and approving exception position descriptions for state use and implementation.

(8) Developing, scheduling, and conducting classification and position management training programs for HRO personnel, military, and civilian supervisors and managers who facilitate classification and position management actions that affect National Guard technician positions.

(9) Coordinating activities that support the NGB policy requiring that all Human Resources Officer position classification change actions include written justification by the Adjutant General prior to NGB-J1-TN consideration for approval.

d. The Adjutants General (TAG). Responsible for exercising the authorities specifically designated by the Secretary of the Army and the Secretary of the Air Force. Responsible to employ and administer National Guard technicians within their respective jurisdiction (32 USC 709). Responsible for the appointment, assignment, promotion, demotion, reassignment, suspension, discipline, and separation of National Guard technicians.

e. Human Resources Office (HRO). The single office through which each State Adjutant General discharges obligation for the day-to-day administration of the NGB Classification and Position Management Program. HROs have limited delegated classification authority to evaluate position descriptions and conduct audits to validate the work performed. This limited responsibility includes such actions as implementing classification decisions approved by NGB, conducting desk audits and position reviews, and developing exception position descriptions for NGB approval. Ensures that technician duties and responsibilities are accurately documented and all National Guard technician personnel actions comply with applicable Statutes, OPM Standards, and regulations governing the NGB Classification and Position Management Program. Other responsibilities include, but are not limited to:

(1) Advising and assisting management officials on a wide range of National Guard classification and position management issues that include changes to existing organizational structures, and/or eliminating excess or redundant positions to meet new mission requirements, improve organizational efficiencies and effectiveness, create upward mobility opportunities or to respond to budgetary limitations.

(2) Providing education and training for assigned technicians, military, and civilian supervisors and managers that promote a better understanding of the National Guard Classification and Position Management Program and emphasize sound management, control, direction, and support for personnel actions affecting National Guard technician positions.

(3) Ensuring that all assigned technicians, commanders, supervisors, and managers are aware of the requirement to establish and maintain Dual-Status technician positions compatible with the work being performed in their National Guard military position.

(4) Analyzing and evaluating the duties and responsibilities of technician positions to ensure that technicians are performing the work described in their position description.

(5) Validating duties and responsibilities described in position description prior to certifying/approving all personnel actions involving position changes.

(6) Providing assistance to supervisors and managers to update and/or develop exception position descriptions, as required, for NGB approval as well as providing support in the development of standard position descriptions.

(7) Authorizing minor changes to National Guard technician position descriptions that do not effect the classification (pay plan, title, series, and grade) of the position.

(8) Reviewing the local library of OPM and DoD classification standards and local guides to ensure that they are current, complete and are readily available to technicians, supervisors, and managers for reference and/or use.

(9) Conducting technician position reviews and furnishing position information to NGB-J1-TNC, as required.

(10) Reviewing vacant technician positions to ensure that the duties and responsibilities of the position are current, properly documented and that each position is properly classified prior to initiating advertisement/recruitment/fill action.

(11) Providing advisement and assistance in the classification appeal process.

(12) Developing and issuing reclassification action notices.

(13) Ensuring that all classification and position management information entered into the Defense Civilian Personnel Data System (DCPDS) are accurate and complete.

(14) Conducting position reviews to identify whether duties and responsibilities have naturally increased to meet the criteria for accretion of duties.

f. NGB Functional Managers. Assign work on a national level via a standardized position description; recommend organizational structure and develop work center descriptions; work with local managers to ensure a complete awareness of mission and resource requirements; coordinate with manpower and personnel; coordinate with NGB-J1-TNC in assigning work and organizational structures; periodically review standard PDs for adequacy and currency; and review exception position description requests from the states/territories to ensure that duties being assigned are consistent with mission requirements. Functional Managers may delegate this authority to an Office of Primary Responsibility.

g. Supervisors. Initiate classification and position management actions for National Guard technician positions and seek training opportunities to understand responsibilities for the management of human resources. Responsibilities include, but are not limited to:

(1) Developing and maintaining accurate local exception descriptions (duties and responsibilities) for technician positions within their organization and/or unit of assignment and coordinating with the state/territory HRO to obtain approval to use.

(2) Initiating procedures to change existing organizational structures, and/or eliminating excess or redundant positions to meet new mission requirements, improve organizational efficiencies and effectiveness, create upward mobility opportunities, and to respond to budgetary limitations.

(3) Initiating requests for technician personnel actions (Standard Form 52) affecting the organization (e.g. recruiting to fill vacant positions, establishing positions, eliminating positions, and restructuring positions due to grade degradation).

(4) Reviewing the organization and/or unit of assignment to ensure that the current structure supports mission requirements, efficiencies are in-place, employee utilization is high, and technician strength levels are maintained.

(5) Ensuring that assigned positions best serve the mission of the organization and provide for the efficient and economic utilization of technician personnel resources.

(6) Ensuring that technicians are performing the full range of duties and responsibilities described in their technician position description.

(7) Coordinating with NGB Functional Managers to ensure that position descriptions remain current and up-to-date.

(8) Providing that information to subordinates assigned to technician positions by being familiar with the principles, policies, and procedures required by the NGB Classification and Position Management Program.

(9) Ensuring that all actions taken are effective, efficient, and fair, open to every citizen; free of political coercion, and served by persons who are competent and dedicated to the public service by being familiar with Merit Systems Principles.

(10) Advising technicians of classification and position management actions affecting the technician position to which they are assigned.

(11) Reviewing vacant technician positions prior to initiating recruitment/fill action to ensure that the duties and responsibilities of the position are current, valid, and accurately described in the technician position description.

## 5. Authorities

a. Classification Authority. The authority for administration of the National Guard Technician Program is specifically delegated to the Chief, National Guard Bureau by the Secretary of the Army and the Secretary of the Air Force (10 USC 10503.) The authority to classify ARNG and ANG technician positions and establish pay plan, title, series, and grade for National Guard technician positions, is the responsibility of the CNGB, as delegated by the Secretary of the Army and the Secretary of the Air Force. Pursuant to 10 USC 10503 (8), the Secretary of the Army and the Secretary of the Air Force have jointly developed and prescribed a charter for the NGB that charges the CNGB with the authority to establish policies and programs, and issue directives, regulations, and publications, for the employment and use of National Guard technicians employed under 32 USC 709.

b. Appointment Authority. The National Guard Technicians Act of 1968 (codified as 32 USC 709) provides the Adjutants General of all 50 States, Territories and the District of Columbia, the statutory function to employ and administer National Guard technicians within their jurisdiction. As the appointment authority the Adjutant General has the authority to employ, promote, reassign, discipline, demote, detail, compensate, and separate National Guard technicians.

c. Delegated Classification Authority. The authority to classify Army and Air National Guard technician positions and determine pay plan, title, series, and grade for National Guard technician positions is specifically delegated to NGB-J1, NGB-J1-TN, and NGB-J1-TNC, in turn, by the CNGB and is directed by this regulation. The Chief, NGB-J1-TNC has the authority to further delegate classification authority to staff members. With delegated

classification authority, NGB-J1-TN has programmatic responsibility and authority to establish policies governing the NGB Classification and Position Management Program, provide program management and oversight, and approve all classification decisions for National Guard technician positions. With Adjutant General concurrence, HROs in all 50 States, Puerto Rico, Guam, the Virgin Islands, and the District of Columbia, have the authority to manage National Guard classification and position management actions impacting National Guard technicians within their respective jurisdictions.

**6. Appointment Requirements for Technician Positions.** NGB-J1-TN is responsible for determining appointment requirements for National Guard technician positions, and coordinating appointment requirements with NGB Functional Managers.

**7. Classification and Job-Grading Appeals.**

a. Issues for Appeal. Described in DoD 1400.25, Subchapter 511 and the US Office of Personnel Management website for Classification Appeals.

b. Content of an Appeal. The information required in the employee appeal package is described in DoD 1400.25, Subchapter 511 or the US Office of Personnel Management website for Classification Appeals.

c. Filing Options and Channels for Appeal. Described in DoD 1400.25-M, Subchapter 511 and the US Office of Personnel Management website for Classification Appeals.

d. Supervisory Responsibilities. With the assistance of the State HRO, supervisors and managers will inform technicians of their right to appeal the classification of their positions, resolve questions regarding the duties and responsibilities described in an official technician position description, and forward the appeal promptly advising the HRO of any significant changes in the duties and responsibilities of the technician position under appeal.

e. HRO Responsibilities. Upon receipt of an appeal, immediately notify NGB-J1-TNC, thoroughly review the package for all required documentation, obtain/add all missing documentation, and forward to NGB-J1-TNC which in turn forwards to the appropriate appeals office. Completed packages should be forwarded to NGB-J1-TNC no later than seven (7) calendar days from the date of receipt.

f. Effect on Agency Actions. Filing an appeal through any of the avenues available will not stop a classification action taken by the State and/or directed by NGB.

**8. Changes to Lower Grade.**

a. General. A technician position may be re-classified at the lower grade when the applicable standard has changed, when a reclassification occurs due to erosion of duties, or when a classification or job-grading error has occurred.

b. Issuing Authority. The State HRO is the sole agent for developing, approving, and issuing Notices of Reclassification Action.

c. Notice of Reclassification Action. When it is appropriate to classify a technician position to a lower grade, the technician assigned to this position will be given a 30-day Notice of Reclassification Action. This notice will:

(1) Provide the technician a written explanation of why their position is being classified to a lower grade; together with a copy of the new position description.

(a) If the position was previously classified (graded) in error, the Notice of Reclassification Action provides an explanation of how the application of the new job standard resulted in the position being classified at the lower grade.

(b) When an Office of Personnel Management (OPM) classification decision results in the downgrade of a technician position(s), the requirement for specificity and detail is met by referring to, and providing the technician, a copy of the OPM classification decision.

(c) When a position(s) downgrade is the result of an organizational or mission change, the technician must be informed as to why and how their technician position is affected (e.g., a reduction in supervisory responsibilities or a change in the type of equipment serviced).

(2) Inform the technician of grade and/or pay retention benefits, if eligible, to include the conditions under which their benefits would terminate.

(3) Include a statement of the technician's right to file a classification appeal in accordance with the procedures contained herein. Advise the technician he/she may appeal only the classification decision. Using the administrative grievance system to appeal an adverse classification action is not appropriate in this circumstance.

(4) In order for a technician to be entitled to retroactive benefits, the technician must be advised that when not covered by grade or pay retention, he/she must file a formal appeal of the classification decision/action no later than 15-calendar days following the effective date of the position being classified to the lower grade.

(5) For technicians not entitled to grade retention, describe the efforts taken by the State to reassign the technician and advise the technician as to why these efforts failed.

(6) If the classification decision/action results in a position downgrade of more than one grade, describe the efforts taken by the State to place the technician at intervening grades and advise the technician as to why these efforts failed.

(7) Include a statement of the arrangements that will be made to accommodate the technician should he/she wish to review a complete list of considered positions to include qualification requirements for each position.

## **Appendix A References**

### **Section I Required Publications**

This section contains no entries.

### **Section II Related Publications**

#### **AFI 36-103**

Organizational Responsibility for Civilian Personnel Administration and Management (Available at [http://www.army.mil/usapa/epubs/pdf/r130\\_5.pdf](http://www.army.mil/usapa/epubs/pdf/r130_5.pdf))

#### **AR 11-2**

Management Control (Available at [http://www.hqda.army.mil/acsimweb/fd/policy/AR42090/pages/app\\_a\\_txt.htm](http://www.hqda.army.mil/acsimweb/fd/policy/AR42090/pages/app_a_txt.htm))

#### **Classification Act of 1949**

DAPE Decision Memorandum, 10 March 1969

#### **DoDD 1400.25 M**

DoD Civilian Personnel Manual, Subchapter 511

#### **GAO Report**

Effective Conversion of National Guard Technician Positions to Federal Positions, dated 29 Apr 71 (Available at <http://www.gao.gov/>)

#### **General Order 85, 31 December 1968**

#### **House of Representatives Report No. 1823**

National Guard Technician Act of 1968, dated 31 Jul 68 (Available at <http://www.gpoaccess.gov/serialset/creports/index.html>)

#### **Senate Report No. 1446**

National Guard Technician Act of 1968, dated 22 Jul 68 (Available at <http://www.gpoaccess.gov/serialset/creports/index.html>)

#### **5 CFR**

Administrative Personnel (Cited in Part 511 and Part 532) (Available at <https://www.opm.gov/fedregis/2006/71-063006-37490-a.pdf>)

#### **5 USC 1**

Organization (Cited in Section 102) (Available at <http://www.usda.gov/da/employ/LERWebGuide.htm>)

#### **5 USC 3**

Powers (Cited in Sections 301 and 302) (Available at <http://www.usda.gov/da/employ/LERWebGuide.htm>)

#### **5 USC 11**

Office of Personnel Management (Cited in Section 1104) (Available at <http://www.usda.gov/da/employ/LERWebGuide.htm>)

**5 USC 31**

Authority for Employment (Cited in Section 3101) (Available at <http://www.usda.gov/da/employ/LERWebGuide.htm>)

**5 USC 51**

Classification (Cited in Section 5107) (Available at <http://www.access.gpo.gov/uscode/uscmain.html>)

**5 USC 53**

Pay Rates and Systems (Available at <http://www.usda.gov/da/employ/LERWebGuide.htm>)

**10 USC 1007**

Administration of Reserve Components (Cited in Sections 10216 and 10217) (Available at <http://www.gpoaccess.gov/uscode/browse.html>)

**10 USC 1011**

National Guard Bureau (Cited in Section 10503) (Available at <http://www.gpoaccess.gov/uscode/browse.html>)

**32 USC, P.L.90-486**

A codification of the National Guard Technician Act of 1968 (Cited in Section 709) (Available at <http://www.gpoaccess.gov/uscode/browse.html>)

**Section III**

**Prescribed Forms**

This section contains no entries.

**Section IV**

**Referenced Forms**

**SF 52**

Request for Personnel Action

**Glossary**

**Section I**  
**Abbreviations**

**AFI**  
Air Force Instruction

**AFR**  
Air Force Regulation

**ANG**  
Air National Guard

**AR**  
Army Regulation

**ARNG**  
Army National Guard

**CNGB**  
Chief, National Guard Bureau

**DCPDS**  
Defense Civilian Personnel Data System

**DoD**  
Department of Defense

**DoDD**  
Department of Defense Directive

**DS**  
Dual Status

**FWS**  
Federal Wage System

**GS**  
General Schedule

**HRO**  
Human Resources Office

**NDS**  
Non-Dual Status

**NGB**  
National Guard Bureau

**NGBP**  
National Guard Bureau Pamphlet

**OCR**  
Office of Collateral Responsibility

**OPM**

Office of Personnel Management

**OPR**

Office of Primary Responsibility

**TAG**

The Adjutant General

**TPG**

Technician Personnel Guide

**TPP**

Technician Personnel Pamphlet

**TPR**

Technician Personnel Regulation

**USC**

United States Code

**Section II****Terms****Agency**

The Department of the Army and the Department of the Air Force are *agencies* for the purpose of administering the Federal personnel system within their respective department (5 USC 302).

**Appointing Authority**

The authority to employ, promote, reassign, discipline, demote, detail, compensate and separate National Guard technicians as Federal civilian employees (32 USC 709).

**Appointing Officer**

The Adjutants General of each State, Puerto Rico, Guam, the Virgin Islands and the District of Columbia, as designated by the Secretary of the Army and the Secretary of the Air Force (32 USC 314).

**Classification**

The identification of a technician position by pay plan, title, series, and grade. It is the analysis and identification of a position and placing it in a class under the position-classification plan established by OPM under Chapter 51 of Title 5, United States Code. All National Guard technician positions are classified in accordance with OPM Classification Standards, and are based on the duties and responsibilities of the position required to perform the mission. OPM approved agency supplements may also be used.

**Classification Action**

The analysis and identification of a technician position, by pay plan, title, series, and grade; as determined by the *delegated classification authority*.

**Classification Appeal**

A written petition, initiated by a National Guard technician, requesting a change in the classification of the technician position to which assigned.

**Classification Authority**

The authority, delegated by the Secretary of the Army and the Secretary of the Air Force, to the CNGB, to classify positions and to establish pay plan, title, series, and grade for ARNG and ANG technician positions (5 USC 5107).

**Delegated Classification Authority**

The authority, delegated by the CNGB to the NGB-J1 Manpower and Personnel Directorate to classify positions and to establish pay plan, title, series, and grade for all ARNG and ANG technician positions (5 USC 302).

**Delegation of Authority**

The head of an *agency* may delegate to a subordinate official(s), in whole or in part, the authority vested in him/her by law to take final action on matters pertaining to the employment, direction and general administration of personnel in his/her *agency*.

**Dual Status Technician**

A person employed, under the provisions of 32 USC 709, who is required to maintain membership in the ARNG or ANG as a condition of employment.

**Exception Position Description (PD)**

A locally developed position description, approved by NGB-J1-TNC, used to record the duties and responsibilities of a particular technician position that is unique to a single state/territory for a limited time period (usually related to short-term missions or taskings), or unique to a specific individual (also referred to as impact of person-on-the-job).

**NGB Functional Manager**

National Guard Bureau office having functional responsibility for National Guard technician position descriptions. This includes those located in the Joint Forces Headquarters, Army National Guard Headquarters, and Air National Guard Headquarters.

**Non-Dual Status Technician**

A person, employed by the National Guard, who is not required to maintain membership in the ARNG or ANG as a condition of employment.

**Organization/Unit Manager**

A commander or manager in-charge of an organization and/or unit of assignment in which National Guard technicians are employed.

**Personnel Action**

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

**Position Description (PD)**

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

**Position Review**

The process used to determine/validate the appropriate pay plan, title, series, and grade of a National Guard technician position that is consistent with prevailing statutes, Office of Personnel Management (OPM) Standards, and Department of Defense (DoD), OPM and NGB guides. Also referred to as a *desk audit*.

**Standardized Position Description (PD)**

A position description, approved by NGB-J1-TN, used to record the duties and responsibilities of National Guard technician positions supporting a continuing mission. While these positions are typically found in most, or all, states/territories and National Guard organizations performing similar missions, they may also be found in a limited number of states/territories or even a single state/territory.

**Technician**

A Federal civilian employee of the National Guard who occupies a full-time position either as a Dual-Status (DS) or Non-Dual Status (NDS) technician.

**Section III****Special Terms**

This section has no entries.