



STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-SPMO (310-2e)

24 April 1992

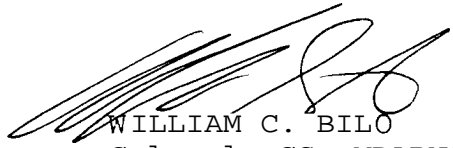
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 2 to Maryland (Army and Air) National Guard
Technician Personnel Regulation No. 312-1, Position Management
Plan

MDNG TPR No. 312-1, position Management Plan, dated 31 January
1990 is changed as follows:

On page 10, remove paragraph 4-3(c).

FOR THE ADJUTANT GENERAL:


WILLIAM C. BILO
Colonel, GS, MDARNG
Personnel Officer

DISTRIBUTION:

- 1 - Each Full-Time Support Manager/Supervisor (Army and Air)
- 1 - NAGS Local R3-81
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STATE OF MARYLAND
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FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MDNG-AG-SPMO

28 May 1991

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Change 1 to Maryland (Army and Air) National Guard
Technician Personnel Regulation No. 312-1, Position Management
Plan

MDNG TPR No. 312-1, Position Management Plan, dated 31 January
1990 is changed as follows:

On page 10, remove paragraph 4-3(f).

FOR THE ADJUTANT GENERAL:

A handwritten signature in black ink, appearing to read "W.C. Bi Lo", written over a series of horizontal lines.

WILLIAM C. BI LO
Colonel, GS, MDARNG
Personnel Officer

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**STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**

MDNG-AG-SPMO


14 February 1990

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Technician Personnel Regulation Number 312-1. dated
31 January 1990, Position Management Plan

1. The attached appendixes were inadvertently omitted. from
TPR No. 312-1 dated 31 January 1990, subject: Position
Management Plan.
2. Please add these appendixes to your regulation.

FOR THE ADJUTANT GENERAL:


LAWRENCE F. McSEE
COL, GS, MDARNG
Personnel Officer

Enclosures

1. Appendix A
2. Appendix B

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DEPARTMENTS OF THE ARMY AND AIR FORCE
MARYLAND (ARMY AND AIR) NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

*MD (Army and Air) NATIONAL GUARD
TECHNICIAN PERSONNEL REGULATION
NUMBER 312-1

31 January 1990

POSITION MANAGEMENT PLAN

This Maryland National Guard Technician Personnel Regulation contains procedures to be followed to effect position management in the Maryland National Guard Technician Program. Unless otherwise indicated, the term "technician" means both military and competitive technicians and the use of either the masculine or feminine pronouns is intended to include both genders.

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*This regulation supersedes TPR No. 312-1, 22 December 1986, with Change 1.

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CHAPTER 1

GENERAL PROVISIONS

1-1. AUTHORITY AND RESPONSIBILITY FOR ESTABLISHING POSITIONS. Federal agencies are created by law and executive order to accomplish specific missions in the furtherance of national goals. The Adjutant General, State of Maryland, is vested with the authority and responsibility for organizing the Agency within this framework and within requirements of pertinent statutes and directives. The Chief, National Guard Bureau (NGB) and the Directors of the Army and Air National Guard, through subordinate officials to which they delegate authority, are responsible for structuring the National Guard Technician Program in a manner which will assure that assigned missions are legally and properly accomplished.

1-2. POLICY GOVERNING ESTABLISHMENT OF POSITIONS. The policy of the Federal Government, and accordingly the NGB, is to organize constituent units in a manner that will make optimum use of manpower resources. Efficient and economical operations are inherent parts of the continuing general management responsibilities of the head of each Agency. These responsibilities are shared in-turn by all subordinate management and supervisory personnel who are responsible for the work of others. Limited manpower resources and rising personnel and equipment costs make it increasingly important that human resources and material be economically managed.

1-3. DEFINITION OF A POSITION. The work consisting of all the duties and responsibilities currently assigned or delegated by competent authority and requiring full-time or part-time employment of one person.

CHAPTER 2

ASSIGNMENT OF DUTIES AND RESPONSIBILITIES

2-1. OBJECTIVES.

a. Primary Objective. The primary objective of assigning duties and responsibilities to individual positions is to provide the basis for orderly, efficient, and economical accomplishment of work. This objective requires striking an optimum balance among a number of competing factors:

(1) Management's desire for economy and productivity; and

(2) Technician's desire for work that is challenging and stimulating as well as monetarily rewarding, and which provides an opportunity for increasing their skills and advancing to higher level positions. The failure of management to provide a reasonable measure of these opportunities can result in high turnover, increased training costs, and lower efficiency. Thus, management is seeking a proper balance among the needs for economy, productivity, skills utilization, and technician development and motivation.

b. Lines of Progression. To the extent possible, positions should be planned so that there are logical entrance levels and logical career patterns for progression to more skilled and higher graded positions.

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

2-2. PLANNING A POSITION.

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

- (1) Delegating authority commensurate with assigned responsibilities.
- (2) Establishing a reasonable supervisory span of control.
- (3) Distinguishing supervision from production.
- (4) Making effective use of technician's skills.

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

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

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

(8) Defining the requirements for contacts with others.

(9) Identifying requirements for training and skills upgrading.

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

2-3. POSITION DESCRIPTION. A written record of the major duties and responsibilities assigned to a position must be prepared before a technician can be hired or assigned. A well-designed position has clearly defined operations, tasks, duties, authorities, responsibilities, and provisions for supervisory control and supervisory requirements.

2-4. DISTRIBUTION OF COPIES OF POSITION DESCRIPTION. The Support Personnel Management Office (SPMO) will maintain a State master file of position descriptions and evaluation statements. The SPMO will distribute copies of position descriptions as follows:

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

b. Supervisor Copies. Supervisors will receive and maintain a copy of the current position description for each technician under their supervision.

c. Official Personnel Folder Copy. A copy of the position description will be maintained on the left side of each technician's official Personnel Folder (OPF) on file in the SPMO.

2-5. STANDARD POSITION DESCRIPTIONS. A standard position description is a single description used to cover a number of like positions. Whenever a group of substantially identical positions exists, use of a standard position description should be considered. They are particularly effective in the National Guard Technician Program where organization patterns and procedures are uniform or

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TPR No. 312-1

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standardized in different locations where the same activities are to be performed. They may also be used in different organizational functions where identical work is being accomplished or when differences are only minor or incidental.

CHAPTER 3

ESTABLISHMENT, REVIEW, AND ABOLISHMENT OF POSITIONS

3-1. ESTABLISHMENT OF POSITIONS. Positions are established by NGB based upon known or projected organizational needs or upon special State requests. The number of positions which can be filled is determined by allocations from NGB.

3-2. ELIMINATION OF POSITIONS. Positions which become obsolete because of changes in functions and assignments, organization, methods and procedures, or workload should be eliminated.

3-3. CONDITIONS PREREQUISITE TO FILLING POSITIONS.

a. Basic Requirements. When requesting to fill a position other than by detail, supervisors must complete a Position Certification Form and forward to the SPMO along with the Standard Form 52 (Request for Personnel Action). The SPMO will contact the National Guard Bureau Eastern~ Classification Activity (NGB-ECA) to assure that the position is authorized and properly classified, that funding is available, and that the position is not scheduled to be abolished or changed through reorganization or other management action.

b. Action in Absence of a Vacancy. When a technician is absent for an extended period but has not vacated the position, arrangements to carry on the work of the position may be made by detailing another technician to the position, or establishing a temporary additional identical (overhire) position.

(1) Detail. A detail is the temporary assignment of an employee to a different position for a specified period, with the employee returning to his/her regular duties at the end of the detail. Technically, a position is not filled by a detail, as the employee continues to be the incumbent of the position from which detailed. Technicians may be detailed in 120-day increments to the same or lower grade positions for up to 240 days. Except for brief periods, an employee should not be detailed to perform work of a higher grade level unless there are compelling reasons for doing so. Normally, an employee should be given a temporary promotion instead. If a detail of more than 120 days is made to a higher grade position, or to a position with known promotion potential, it must be made under competitive promotion procedures. Extension beyond 1 year to positions under the General Schedule require prior office of Personnel Management approval. The request will be prepared by the SPMO on Standard Form 52 and forwarded to the office of Personnel Management. A letter of request to extend details to positions under the wage system will be prepared by the SPMO and forwarded to NGB-TN for approval.

(2) Additional Identical Positions. The Adjutant General has the authority to establish temporary Additional Identical (AI) (overhire) positions for periods up to 60 days. These positions must be identical to those on existing manning documents and will be funded through existing manpower authorizations. When a position is needed for a period of time beyond 60 days, the SPMO will request the additional position or overhire authority by contacting the appropriate ARNG or ANG manpower office.

(3) Procedures for Requesting Details and Establishing Additional Identical Positions. A SF 52 requesting the action (Detail or Establish AI position) whichever is appropriate is prepared by the immediate supervisor and forwarded through channels to the SPMO for appropriate action. Remarks on the SF 52 must include the reason for requesting the action, and the expected length of time the individual will occupy the position.

3-4. DEVELOPMENT OF STATEMENTS OF DIFFERENCE TO POSITION DESCRIPTIONS.

a. A Statement of Difference (SOD) may be prepared for a position description for any of several reasons; e.g., to differentiate between organizational locations of otherwise identical positions, to remove portions of duties from one of two or more identical positions, to temporarily lower the grade of a position to aid recruiting and/or fill at the trainee level.

b. The preparation of any statement of difference requires careful review of the applicable office of Personnel Management (OPM) classification or job grading standards, and an appropriate title assigned.

c. In developing statements of difference three different approaches can be taken depending on the reason for restructuring, the basic nature of 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, a review of the pertinent classification standard is recommended. Copies of OPM classification standards are maintained in the Support Personnel Management Office (SPMO). Supervisors should also review pertinent classification standards carefully to assure that work assignments try incumbents for restructured positions are commensurate with their grade(s).

d. Prior to requesting to fill a position at a lower grade (s), the requesting official must contact the SPMO to develop an appropriate statement of difference.

e. In developing statements of difference for General Schedule (GS) positions, the meaning of the work "level" must be considered. "Level" refers to the normal grade progression patterns within a specific occupational series. For General Schedule positions classified in series that follow a one-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. Wage grade positions follow a somewhat different progression pattern than GS positions, the exact pattern depending upon the established journeyman grade of the occupation. The journeyman grade is determined by referring to the Job Grading Standard for that particular occupation (series). After identifying the journeyman grade the SPMO will refer to the Job Grading Standard for Intermediate Jobs to identify the next lower grade level of the position. The Job Grading Standard for Trades Helper Jobs is used to restructure a position to a still lower level. The helper grade level is WG-5 for all positions where the journeyman grade is WG-9 or above.

f. Statements of difference are designed for recruiting and developmental use only to the journeyman level as defined by the appropriate standard.

Normally statements of difference are not used for: (a) Supervisory positions, whether GS or WS, (b) Small Shop Chief positions, (c) GS position above GS-11 and (d) Above-journeyman level WG type positions (for example, Electronics Mechanic WG-12).

g. After identifying the appropriate grade level pattern for a position, the SPMO will make careful cross-reference to the classification criteria to assure that duty assignments and controls over work are commensurate with the various grade levels in the appropriate classification or job grading standard. 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.

h. The statement of difference is prepared by the SPMO, using both an Optional Form 8 and a supplemental sheet that describes the differences from the basic position description. Block 2 of the OF 8 will be checked "Other" and marked "Statement of Difference." A SPMO representative will certify the OF 8 by signing in block 21. The Statement of Difference (OF 8 and Supplemental Sheet) will be forwarded to the immediate supervisor for certification in block 20 of the OF 8, then returned for retention in the SPMO. Once an individual is selected at a lower grade the appropriate statement of difference will be given to the individual and copy forwarded the immediate supervisor along with a copy of the basic position description.

3-5. PERIODIC REVIEW OF POSITIONS.

a. Office of Personnel Management and National Guard Bureau policy dictates that all positions must be reviewed. During the review the need for each position is to be considered, and those positions found to be unnecessary must be abolished. Positions determined to be necessary must be reviewed to assure that the position description is adequate and properly classified. Each technician's position description is to be reviewed by the immediate supervisor and employee, in conjunction with the employee performance evaluation (appraisal). Supervisors should ensure that performance standards are in correlation to position descriptions, with duties arranged in descending order (major duties first). If the duties and responsibilities are accurate, the immediate supervisor and employee will recertify the supervisory copy of the position description by completing item 23 a & b on the Optional Form 8. Changes or deletions of duties and responsibilities may be requested by supervisors if a position is incorrect. This is accomplished by completing a SPMO Form 312-1 available from the SPMO upon request. Completed SPMO Forms 312-1 are to be returned to the SPMO for evaluation and determination of appropriate action together with an up-to-date organizational chart.

b. An organizational chart may be requested by the SPMO. If requested the organizational Chart must be completed depicting each organizational element of the activity, and include all authorized positions (technician/AGR) as listed on the current manning document. Each block must contain the title, position number, pay plan, occupational series and grade, name and military rank/grade (if applicable) of incumbent. Vacant positions must be so designated. Indicate with an asterisk those positions that are authorized within AGR resources. Charts

must also show the supervisory chain-of-command. Completed SPMO Forms 312-1 and current Organizational Charts must arrive at the Support Personnel Management office not later than 15 days after the review period.

c. Periodic maintenance reviews of groups of positions must be made when:

- (1) Major organizational and mission changes occur.
- (2) There are significant increases or decreases in authorized positions.
- (3) An organization is consistently staffed at less than 100%.
- (4) New nationwide standardized position descriptions are implemented and reviewed one year after they have been in effect.

The SPMO will determine the extent of such reviews which could be as simple as updating and reviewing existing organizational charts or as complex as desk auditing each position in the organization. The result of periodic maintenance reviews must be to ensure the official position description is accurate, correctly classified, and properly used.

d. The Position Classification Specialist may perform desk audits as part of the periodic review process to assure that duty assignments are consistent with published position descriptions and that position classification determinations conform to published OPM classification and job grading standards. SPMOs must perform desk audits under the following circumstances:

- (1) Major organizational and mission changes occur.
- (2) Significant increase or decrease in authorized positions.
- (3) An organization is consistently staffed at less than 100%.
- (4) One year after the implementation of new nationwide standardized or local exception position descriptions.
- (5) Prior to the implementation of any local exception position description.
- (6) At the request of managers/supervisors.
- (7) At the request of the servicing NGB Classification Activity.

Technicians must be notified sufficiently in advance of such desk audits to provide time for preparation. The SPMO and/or supervisors should explain desk audit procedures to technicians as part of the preparation process.

CHAPTER 4

PROGRAM RESPONSIBILITIES

4-1. NATIONAL GUARD BUREAU.

- a. Provide broad policy guidance.
- b. Define organizational missions.
- c. Determine manpower requirements of all National Guard entities.
- d. Establish organizational structures.
- e. Monitor the National Guard classification and position management programs.
- f. Ensure that statutory compliance and reporting requirements are met.
- g. Provide other advisory services and policy guidance.

4-2. NATIONAL GUARD CLASSIFICATION ACTIVITIES.

- a. Ensure compliance with all pertinent directives, policies, position classification, and job grading standards, etc.
- b. Provide interpretation and implementation guidance on pertinent publications.
- c. Provide position classification and position management advisory services.
- d. Conduct on-site position reviews to ensure that all positions are properly described and classified.
- e. Develop and classify position descriptions for implementation nationwide, and forward them to NGB-TN for release.
- f. Develop, classify, and release for local use position descriptions required to accommodate a unique local situation.
- g. Respond to office of Personnel Management regional offices and NGB personnel management evaluations.
- h. Review classification appeals and make recommendations to NGB-TN on their disposition.
- i. Conduct position classification and position management education programs for SPMO representatives and for supervisors and managers.
- j. Provide other services as required.

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4-3. SPMO RESPONSIBILITIES.

a. Review every request (SF 52) for recruitment or reassignment to determine the following:

- (1) Are the duties of the position accurately described and essential?
- (2) Are the duties of the position able to be absorbed by another position of equivalent or higher grade?
- (3) Is funding available to support the position?
- (4) Is the required number of subordinate positions filled to support the classification of supervisor, leader, and additive grade small shop chief positions?

b. Monitor position description compliance and request changes through the NGB-ECA when standardized position descriptions are inadequate.

~~c. Contact NGB ECA prior to staffing any position to ascertain that it is properly classified and not scheduled for abolishment.~~

d. Restructure positions to lower grades, when practical, for economy and to provide upward mobility.

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

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g. Provide recommendations to NGB-ECA for improved organizational structure.

h. Request the elimination of any position determined to be unnecessary.

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

4-4. MANAGER RESPONSIBILITIES. Activity managers, as designated by The Adjutant General, State of Maryland will have the responsibility for taking actions affecting position management as follows:

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

b. Approve or disapprove requests for action (SF 52) which effect

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organizational structure such as recruiting for vacancies, restructuring positions to lower grades, eliminating positions, or establishing new positions.

c. Review the position structures periodically to determine that the organization is not unnecessarily split into too many small organizations, does not have too many levels in the chain-of-command, does not have unnecessary positions, and does not have more supervisory positions than are necessary.

4-5. SUPERVISOR RESPONSIBILITIES.

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

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

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

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

e. Inform technicians of classification actions affecting them.

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

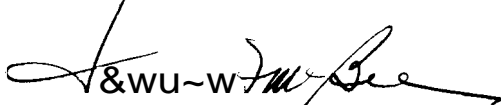
g. Provide up-to-date organizational charts to the SPMO when requested.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Support Personnel Management Office, Fifth Regiment Armory, Baltimore, - Maryland 21201-2288.

BY ORDER OF THE GOVERNOR:

JAMES F. FRETTERD
Major General
The Adjutant General

OFFICIAL:



LAWRENCE F. McBEE
COL, GS, MDARNG
Personnel Officer

DISTRIBUTION:

- 1 - Each Full-Time Support Manager/Supervisor (Army and Air)
- 1 - NAGS Local R3-81
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APPENDIX A

POSITION DESCRIPTION *(Please, Read instructions on the Back)*

1. Agency Position No.

Reason for Submissions		7. Servo		4. Emolordn Office Location		5. Duty Station		6. CSC Certification No.	
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INSTRUCTIONS FOR COMPLETING OPTIONAL FORM 3 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.

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

*Z. Check one.

o "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.

e The "Explanation" section should be used to describe the reason if "Other" is checked, as well as any positions to be placed by position member, 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 1."

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

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

6. To be completed by the Civil Service Commission for positions (GS-16, -17, and -18, and for. Public Law type positions. (See M 5a for date of CSC certification.)

*7. Check one to show whether the incumbent is exempt or non-exempt 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. -

4. 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-213.31021d)" for Attorney positions excepted under Schedule A of the Civil Service Regulations.

11. Check one.

e 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 "lit" after "Supervisory."

• A "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, non-critical-sensitive, or non-sensitive for security purposes See FPM Ch. 732, Subch. I.

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.

e 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 I11, for GS positions. or FPM Supplement 512-1, "Job Grading System for Trades and Labor Occupations," Part 1, Section III.

e For "Pay plan," code, see FPM Supplement 292-1, "Personnel Data Standards," Book I11. Suoch. S1.

e 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-13101141." The codes are listed and discussed in the General Introduction to "Position Classification Standards," Section V1.

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 representations 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.

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APPENDIX B

ANNUAL REVIEW OR STATEMENT OF MAJOR CHANGES TO POSITION DESCRIPTION

PURPOSE: ANNUAL REVIEW PROPOSKD CMANGL (Complete Part I and Factors in Part II Doing changed)	a OTHER (Specify)
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OFFICIAL POSITION TITLE AND NUMBER	PAY PLAN	OCCUPATIONAL CLASS:	GRADE
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Continue on plain bona paper, if additional space is required.

PART I - MAJOR DUTIES

MAJOR DUTIES: (For change at existing position description, explain which duties to discontinue, which remain in same, and for the new Position. "What" is done.)

PART II - FACTORS

KNOWLEDGE/SKILL- (What resources, work orders, regulations, processes, principals, procedures, equipment, tools, facts, and job titles are used? What are they used for, and what level?)

SUPERVISORY CONTROLS: (How is work assigned? What is the responsibility for carrying work out? How often reviewed also by whom?)

GUIDELINES. (What written and/or oral guides are used? Is overtime permitted at management's discretion?)

COMPLEXITY (What is the nature of assignment? What variable factors and conditions must be considered or exist in the work?)

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