

**Classification and Pay Administration**

**Classification And Workforce Management**

**Summary of Changes.** This regulation establishes the Human Resources Classification and Workforce Management Program for National Guard technicians. It replaces the classification and workforce management regulations that were used to supplement the Federal Personnel Manual.

**Applicability.** This Technician Personnel Regulation (TPR) applies to all Army and Air National Guard technicians and to commanders, managers and supervisors (military or civilian) with authority or responsibility for classification or workforce management. Departments of the Army and Air Force civilian personnel publications do not apply to Na-

tional Guard technicians, unless specifically made applicable by a TPR, a Technician Personnel Bulletin, or a Technician Personnel Pamphlet (TPP).

**Supplementation.** Supplementation of this regulation is authorized. One copy of any supplement will be provided to the NGB Directorate for Human Resources (NGB-HR).

**Suggested Improvements.** Users of this regulation are invited to send comments and suggested improvements to the National Guard Bureau, Directorate for Human Resources, 1411 Jefferson Davis Highway, Arlington, VA 22202-3231.

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**1. Purpose**

This technician personnel regulation establishes the Human Resources Classification and Workforce Management Program and prescribes responsibilities and policies for position classification for all National Guard technician positions in the General Schedule (GS) and in the Federal Wage System (FWS).

**2. References**

This TPR does not duplicate the provisions and rules found in statutes, the Code of Federal Regulations, or other directives cited below. This regulation must be

used in conjunction with the references listed below.

- a. Title 5, United States Code (USC), Chapters 31, 51, and 53.
- b. Title 10, United States Code, Sections 10216 and 10217.
- c. Title 32, United States Code, Section 709.
- d. Public Law 90-486, The National Guard Technicians Act of 1968 (codified as 32 USC §709).
- e. Title 5, Code of Federal Regulations (CFR) Parts 511; 532, Subparts F and G.
- f. DoD 1400.25-M, *DoD Civilian Personnel Manual*, Subchapter 511, Classification Program, Jan 98.

\*This regulation supersedes all of Change 4 to TPR 300 consisting of Chapter 312 (312.3, 312.4, and 312.C), dated 21 November 1983; that part of Change 5 to TPR 300 consisting of Chapter 312 (312.4), dated 25 February 1985; and TPR 500, dated 21 November 1983.

### 3. Explanation of abbreviations and terms

**a. Organization/unit manager.** A manager or commander in charge of an organization or unit in which technicians are employed.

**b. Office of primary responsibility (OPR).** The National Guard Bureau (NGB) staff having primary responsibility for the functional area related to the major duties in a technician position description.

**c. Technician.** Unless otherwise specified, the term "technician" as used in this regulation applies to both military technicians (dual status) and non dual status military technicians (competitive technicians). See reference 2b.

### 4. Responsibilities

**a. The Director for Human Resources, NGB.** Regulates the workforce management and position classification programs for the National Guard. These responsibilities include:

(1) Issuing Regulations governing the National Guard classification program.

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

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

(4) Providing position classification and workforce management advisory services.

(5) Conducting position reviews to ensure that all positions are properly described and classified.

(6) Developing and classifying position descriptions for implementation nationwide.

(7) Developing and conducting position classification and workforce management education programs for Human Resources Office (HRO) representatives and for supervisors and managers.

**b. The Adjutants General (AGs).** As part of their statutory responsibility for employing and administering National Guard technicians, AGs administer the workforce management and position classification programs within their states.

**c. Human Resources Officers (HROs).** On behalf of the Adjutants General, provide the day-to-day administration of the position classification and workforce management programs within their respective states. Ensure accurate classification of the duties that technicians perform within the workforce. In addition to responsibilities regarding specific personnel actions, the HROs share the program improvement responsibility with NGB-HR. These responsibilities include:

(1) Providing advice and assistance to management officials on the full range of classification and workforce management matters, including rec-

ommending improved organizational structuring, recommending the elimination of positions determined to be unnecessary, and restructuring positions, when practical, for upward mobility, economy, efficiency, and organizational effectiveness.

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

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

(4) Analyzing duties of positions suspected of being misclassified and working with the supervisor of the position to develop new descriptions when necessary.

(5) Ensuring that classification standards and guides are current and complete and that they are available to supervisors and technicians who want to examine them.

(6) Conducting position reviews and furnishing information upon request of NGB-HR.

(7) Reviewing vacant positions before initiating recruitment to ensure that positions are properly classified.

(8) Providing advice and assistance on classification appeals.

(9) Issuing and signing notices of reclassification action.

**d. Organization/unit managers.** Initiate appropriate actions affecting position classification and workforce management. These responsibilities include:

(1) Developing position descriptions for positions within their organization.

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

(3) Approving or disapproving requests for personnel action (Standard Form 52) which affect organizational structure, such as recruiting for vacancies, restructuring positions to lower grades, eliminating positions, or establishing new positions.

(4) Reviewing workforce structures periodically to ensure organizational alignment, efficiency and optimum employee utilization.

(5) Ensuring that positions are structured to best serve the mission of the organization while utilizing resources in the most efficient and economic manner.

**e. Supervisors.** The responsibilities of supervisors include:

(1) Ensuring that duties and responsibilities are accurately described in position descriptions.

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

(3) Preparing revisions to position descriptions when the duties of positions change.

(4) Becoming familiar with the principles and procedures of workforce management and explaining them to technicians.

(5) Informing technicians of classification actions affecting them.

(6) Reviewing all vacant positions to determine if the duties are accurate or if they can be eliminated, assigned to other positions, or modified to permit filling at a lower grade.

## 5. Agency authority

**a. Administration of the system.** The authority to classify positions and to establish pay grades for both Army and Air National Guard technicians has been delegated by the Secretaries of the Army and Air Force to the Chief, National Guard Bureau.

**b. Redlegation of authority.** The authority to classify Army and Air National Guard technician positions is further delegated to the Director for Human Resources (NGB-HR), the State Adjutants General, and the State Human Resources Officers.

## 6. Determining appointment requirements for technician positions

NGB-HR is responsible for determining appointment requirements for technician positions. This determination is coordinated with the NGB OPR.

## 7. Classification appeals (GS appeals) and job grading appeals (FWS appeals).

**a. Appealable and non-appealable issues.** These are described in DoD 1400.25-M, *DoD Civilian Personnel Manual*, Subchapter 511.

**b. Content of the appeal.** The information required in the employee's appeal letter is contained in DoD 1400.25-M, *DoD Civilian Personnel Manual*, Subchapter 511.

**c. Filing options and appeal channels.** These are described in DoD 1400.25-M, *DoD Civilian Personnel Manual*, Subchapter 511.

**d. Supervisory responsibilities.** Supervisors, assisted by the HRO, will inform technicians of their right to appeal the classification of their positions, resolve questions as to adequacy of duties and responsibilities as stated in the technician's official position description; forward the appeal promptly; and

inform the HRO of any significant changes in duties and responsibilities in the position under appeal.

### e. Time limits.

(1) In order to preserve a technician's entitlement to retroactive corrective action, the time limit for initial appeal, as established by the HRO, will be stated in the notice of reclassification action. However, for technicians not covered by grade or pay retention, a 15 day time limit (see paragraph 8c(3), below) applies.

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

**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. Change to lower grade based on classification or job-grading determination

**a. General.** The following procedures apply when a technician is changed to lower grade because of a classification determination to downgrade the technician's position either to correct a classification or job-grading error or because the applicable standard has changed. For requirements and procedures regarding downgrading actions resulting from changes brought about by mission changes or the combining or realignment of functions, see TPR 300.

**b. Issuing authority.** The HRO is the agent for issuing and signing notices of reclassification action.

**c. Notice of reclassification action.** In reclassification actions which result in a position being reclassified to a lower grade, the technician will be given a 30-day Notice of Reclassification Action. This notice will:

(1) Inform the technician, in writing, why the position is being downgraded, and include a copy of the new position description. If the previous classification was in error, the notice must explain how the application of the standard results in evaluating the position at a lower grade. If appropriate, this requirement may be satisfied by attaching a copy of the position evaluation statement to the notice. When the position has been downgraded because of an Office of Personnel Management (OPM) classification decision, the requirement for specificity and detail is met by referring to and providing a copy of the OPM classification with the notice. When the downgrading is caused by organizational or mission changes, the technician must be told how and why the position is affected; e.g., a reduction in supervisory re-

sponsibilities or a change in the type of equipment serviced.

(2) If eligible, inform the technician of the grade and/or pay retention benefits, the conditions under which those benefits terminate, and of the technician's coverage under the placement plan for technicians under grade retention.

(3) Contain a statement of the technician's right to file a classification appeal in accordance with the procedures contained herein. It will be pointed out that the adverse classification action may not be appealed through the administrative grievance system and that a technician may appeal only the classification decision. For technicians not covered by grade or pay retention, the notice must state that

the appeal must be filed no later than 15 days after the effective date of the change to lower grade in order to preserve any retroactive benefits.

(4) For technicians not entitled to grade retention, show what efforts the State made to reassign the technician and why these efforts failed. If the downward reclassification is more than one grade, the notice must explain what efforts the State made to place the technician at intervening grades and why these efforts failed. The notice must include a statement of the arrangements that will be made for the technician if he/she wishes to review a complete list of the positions considered for and statements of pertinent qualification requirements for these positions.

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

**RUSSELL C. DAVIS**  
**Lieutenant General, USAF**  
**Chief, National Guard Bureau**

**Official:**

**DEBORAH GILMORE**  
**Chief**  
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