



NATIONAL GUARD BUREAU

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NGB-J1-TN

2 February 2010

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

Subject: New Position Description (PD) Numbering System (TN-10-04)

1. Reference TPR 511, Classification and Workforce Management, dated 20 May 2007. Effective immediately, we are implementing an improved numbering system for all NGB technician position descriptions. The reason for the significant numbering change is to correct PD numbering discrepancies. The new system promotes an effective catalog process and efficient numbering methods. All position descriptions will adhere to the new numbering system.

2. The revised position description's numbering system continues to use the eight character alpha/numeric PD identification. The first five characters represent the basic position description. The schema for the position description numbering is as follows:

a. The first letter identifies the type of position description and is one of the following: D for Dual Status; N for Non-Dual Status; or, E for Exception.

b. The next four numbers represent the new NGB sequential identification formula.

c. The last three characters identify specific applications relevant to a position description's requirement, purpose, and location. These conditions and characters are discussed in paragraphs three through five.

3. An Exception PD is developed for a state's specific mission requirement. It must be approved by the NGB Career Field Functional Manager and TN. An Exception PD may not be used until these approvals are coordinated and granted. The position description's last two characters reflect the state/territory's two letter abbreviation. For example, a Title 32-NDS employee is to be assigned to a position specifically designated for a DS incumbency. If this non-dual status employee is to be placed into a PD originally developed for dual status incumbency; it requires the development and approval of an Exception *NDS* position description with a new exception number. For example, a Dual Status Exception position description is published for Nevada with the identification of: PD# E12340NV. If Alabama needs to use this same Exception position description, after the coordination and approvals are completed and received, the PD's identification is changed to read: PD# E12340AL.

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4. When TN publishes an existing Standardized or Exception position description and the states make amendment/pen and ink changes, the sixth alpha character is P to signify the applied changes. The seventh and eighth characters will indicate the number of amended versions published on the same position description, beginning with 01 and changing sequentially for each revised version. An example of an amended Standardized or Exception position description using this identification system is: PD # D1234P01 or PD # E1234P01. When the same position description is amended again, the identification is changed to read: PD # D1234P02 or PD # E1234P02.
5. When a State/Territory identifies a need to make local amendment/pen and ink changes to a Standardized or Exception position description, the state/territory abbreviation fills the seventh and eighth character entries. An example of a standardized Dual Status position description, amended by Kentucky, is changed to read: PD # D1234PKY. If Kentucky amends an existing and approved Exception position description, the number is changed to read: PD # E1234PKY.
6. The new numbering system is a coordinated TN staff project. The office of primary responsibility for the new system is Classification and Position Management. Direct any questions, comments, and requests for assistance to Ms. Debbie Spilman, email: debra.spilman@ang.af.mil, DSN: 245-2175, and Commercial: 801-245-2175.



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