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

MDNG-AG-SPMO 24 October 1988

SPMO POLICY/GUIDANCE LETTER #4

SUBJECT: Supervisory Certification of Position Descriptions

SEE DISTRIBUTION

1. Periodically NGB-TNC is requested to intervene in situations where a supervisor has refused to certify position descriptions for which he or she is responsible. The purpose of this letter is to state NGB policy that all position descriptions must be properly certified by appropriate supervisors. TPR 500 (511.4), paragraph 4-3b, addresses this requirement.

2. Standardized nationwide position descriptions reflect specific organizational arrangements and functional assignments as determined by NGB functional specialists. Deviation from standardized position descriptions and organizational arrangements are not permitted without consultation between the SPMO, servicing classification activity, and NGB functional specialists. When new standardized position descriptions are issued supervisors must make every effort to arrange their assignments in conformance with the new position descriptions - existing work arrangements notwithstanding. Therefore, supervisors must promptly certify new standardized position descriptions and SPMOs must implement standardized packages within stated time limitations. A supervisor may not refuse to sign an appropriate standardized position description unless it is virtually impossible to use. In such cases, a local position description may be needed.

3. Local position descriptions are implemented as replacements for standardized position descriptions when circumstances are such that the standardized position description cannot be accurately applied. States may not delay implementation of new standardized position classification packages while considering

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This SPMO Policy/Guidance Letter supersedes SPMO Policy/Guidance Letter #4 dated 28 May 1985, same subject.

the development of replacement local position descriptions since standardized position descriptions reflect NGB management intent. There may be rare instances when it becomes obvious that the only way to secure an accurate statement of duties is through the use of a local position description. Such cases will be referred immediately to the servicing classification activity, who may grant a short delay in implementing all or portions of new classification packages. Supervisors must not knowingly certify inaccurate position descriptions. Neither may they refuse to certify a standardized position description simply because they disagree with NGB management intent or the classification of the job(s).

FOR THE ADJUTANT GENERAL:

LAWRENCE F. McBEE
COL, GS, MDARNG
Personnel Officer

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Supervisors (Army and Air)