



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 11-20

6 June 2011

New Position Description (PD) Numbering System

1. National Guard Bureau (NGB) implemented an improved PD numbering system in order to correct PD numbering discrepancies. Current PD numbers assigned to Technicians will automatically change to new PD numbers. These new changes **DO NOT** affect any employees Title, Series or Grade.

2. The automatic conversion process will only occur for position records in DCPDS where the appropriate Nature of Action (NOA) is "Change in PD Number" AND the position number in the record contains all 8 characters as reflected on the New PD Indexes. The revised position description's numbering system continues to use the eight character alpha/numeric PD identification with the first five (5) characters representing the basic PD. The schema for the PD 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.

d. Example: A Materials Examiner and Identifier WG-6912-07, PD 70210000 will now be Materials Examiner and Identifier, WG-6912-07, PD #D0917000.

3. You can check MyBiz anytime to view your personal and employment information.
<https://compo.dcpds.cpmc.osd.mil/>

4. Questions may be directed to Mr. Kevin Park, Army Classification at CAGNET 6-3359, DSN 466-3359, commercial (916) 854-3359, or email at kevin.park@us.army.mil or MSgt Amber Bambaloff, Air Classification at CAGNET 6-3491, DSN 466-3491, commercial (916) 854-3491, or email at amber.bambaloff@us.army.mil

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