

# Army NSPS to AcqDemo Transition Guide



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## References:

1. Office of Personnel Management Federal Register, Civilian Acquisition Workforce Personnel Demonstration Project: Department of Defense; Notice, dated January 8, 1999.
2. Department of the Army Memorandum, subject: Elimination of DA Form 374, Department of the Army Job Description, dated 23 November 1999.
3. Department of Army NSPS Policy, Appendix 1, Intern/Developmental Program Policy, dated May 14, 2009.
4. DoD NSPS to AcqDemo Transition Guidance, issued March 29, 2011.
5. Army NSPS to GS Transition Guide, dated February 15, 2011.
6. Army Regulation 690-950, Career Management, dated December 31, 2001.
7. Department of Defense Civilian Acquisition Workforce Personnel Demonstration Project Operating Procedures, dated May 15, 2003, and embedded Army Operating Procedures, dated November, 11 2003.

## Chapter 1 – General

This document provides Army guidance on matters related to transition of organizations from NSPS to the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo). This guidance supplements reference 4, referred to in this document as the “DoD Guide”. This Army supplement is organized to complement the DoD Guide, using the same paragraph designators. If no Army supplemental guidance is issued, the paragraph designator matching the DoD Guide will not exist.

This guide will refer to the use of the “NSPS2GS Tool” throughout. The tool was originally designed for transition of the workforce from NSPS to GS, and is being expanded for use with AcqDemo organizations. It is designed to provide lists of employees and positions requiring review first to managers and then to Civilian Human Resources Agency (CHRA) representatives to ensure that decisions are made in preparation for transition. Further information regarding this tool is at Annex 1.

Where management action is required, the following “alert box” is inserted:

	<p><b>Management responsibility:</b> Text in this box will explain briefly the actions that management must take; detailed instructions will follow.</p>
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**I.B.** Positions/employees in AcqDemo organizations that were established after conversion to NSPS will be assigned to either GS or AcqDemo, based on what they would have been, had NSPS not been in existence. Command HR Directors will submit requests to transition positions to AcqDemo that would have been covered by AcqDemo if NSPS had never been established to the Army NSPS Program Management Office for review and further submission to the DoD NSPS Transition Office. Requests will include:

- a. Organization name, location, and UIC.
- b. Current Title, Series, Pay Band/Grade and requested Title, Series, Broadband.
- c. Date the position was established or realigned to the AcqDemo organization.
- d. Reason the position was established or realigned to the AcqDemo organization.
- e. Previous geographic location and UIC of the position if realigned.
- f. Any additional information relevant to the request.

Guidance in reference 5 will apply to NSPS positions and employees in AcqDemo organizations transitioning to GS.

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## I.B.a. In Army:

--All ACTEDS interns (career ladder positions) are excluded from coverage under AcqDemo IAW Reference 1, Section II.F ,and Army AcqDemo Operating Procedures Para 5.6.

--Local interns (career ladder positions) are also excluded from transition to AcqDemo, unless the organization previously covered by AcqDemo included local interns in the AcqDemo. In this case, the transitioning intern will be placed under AcqDemo.

--Student Career Experience Program (SCEP) employees are also excluded from transition to AcqDemo unless the organization previously covered by AcqDemo included SCEP positions in the AcqDemo. In this case, the transitioning SCEP employee will be placed under AcqDemo.

--Functional Trainees are covered by the AcqDemo.

### NOTE:

1. For transition, the guidance in the Federal Register as well as the definitions for local interns and functional trainee positions from reference 6, paragraphs 3-9 through 3-11 will be used to make decisions on final GS or AcqDemo placement.
2. DoD and Army guidance governing transition of employees to GS applies to Interns, SCEP, and STEP employees that were covered by GS prior to NSPS. Employees transitioning to GS will transition on the same date the rest of the organization transitions to AcqDemo.

**I.C.1.** One or more organizations may serve as pilots for the transition, to be scheduled prior to 22 May 2011.

**I.C.3.** Employees permanently assigned (i.e. having received a Permanent Change of Station move) to the theater of operation are not covered by the exclusion. For those covered by the exclusion, acceptance of an additional tour, extension of a temporary assignment in theater, or any change in position in a deployed area is considered a renewal.



### **Management responsibility:**

Management must ensure employees are properly identified and notified of their transition by not later than March 31, 2011 or 30 days prior to transition, whichever is earlier.

DoD requires that management notify employees who deployed prior to 12 November 2010 at least 30 days prior to the end of the initial deployment, renewal of deployment, or extension of deployment, that they will transition at that time. In Army, management will notify all employees that deployed prior to November 12, 2010 of their transition dates and changes in pay that may occur, by not later than March 31, 2011.

Employees who deploy or deployed after November 12, 2010 will transition with their organizations provided they have received notification in accordance with DoD guidance at least 30 days in advance of

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their deployment. In Army, management will notify these employees no later than March 31, 2011 of their transition dates and changes in pay that may occur. If the notification did not occur 30 days prior to the deployment date, the employee will transition from NSPS to AcqDemo on the date the organization transitions, or 30 days after notification occurs, whichever is later.

This guidance does not affect deployed civilians currently occupying non-NSPS positions if their permanent (home) positions are AcqDemo.

Employees occupying NSPS positions and excluded from transition while deployed are coded with the spiral exclusion code of AJJ (Deployed Civilian), and will be so identified in the Transition Report of the NSPS2GS tool for AcqDemo. This includes:

- a. Deployees who did not change positions (occupying permanent NSPS position and are TDY).
- b. Permanent AcqDemo employees who temporarily occupy an NSPS position while deployed.

Management must review the Transition Report to:

- a. Verify that identified employees (AJJ spiral code) meet the definition of deployed civilian;
- b. Identify other employees who are deployed and occupying NSPS positions;
- c. Identify those who have returned from deployment; and
- d. Identify those whose deployment is being extended or renewed.

Commands provided an initial report of deployees, including name, position sequence number, dates of deployment and end of tour, and date of notification for each deployee to the HR Program Development Division, NSPS Branch. Commands must report any changes to deployees' status as they occur (all reports to maria.e.garza@us.army.mil). Reviews should be done routinely, with a final report submitted no later than May 8, 2011 for the May 22, 2011 transition.

Once an organization has transitioned out, HR reports will identify employees still occupying NSPS positions. Employees who deployed prior to November 12, 2010 and are therefore excluded from transition due to deployment will be transitioned out of NSPS on the first day of the first pay period after they renew, extend, or return from deployment, but no later than December 31, 2011.

- If the NSPS employee was assigned to a non-NSPS Position Description (PD) while deployed, the return to the original NSPS position will trigger the transition to AcqDemo.
- If the employee did not change positions for deployment (often the case for TDY deployments), the HR Program Development Division, NSPS Branch needs to be notified in order to remove the "AJJ" code in the position, which will trigger the transition action.

### II.D. (New Paragraph) Employee Notice



**Management responsibility:**

Prior to transition, managers must notify employees of their AcqDemo broadband. They must provide information to employees regarding the impact of transition on

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temporary assignments. Following transition, managers will ensure employees receive a copy of the transition Notification of Personnel Action and provide them with information regarding retained pay, as applicable.

As early as feasible, but prior to the organization's transition date, supervisors will provide notification to all employees regarding their AcqDemo broadband, using automated reports provided through command channels or the Transition Report in the NSPS2GS Tool. Supervisors will also advise employees who are on temporary assignments whether the temporary assignment will continue, be terminated, or be made permanent after transition. Approximately two weeks after transition, supervisors will ensure that employees have downloaded and reviewed a copy of their transition Notification of Personnel Action from My Biz. At that same time, supervisors will provide employees who are receiving retained pay a copy of the "Notification of Pay Retention to Employees Transitioning to AcqDemo" and the "Employee Bulletin: Impact of Transition on Pay for AcqDemo" (once finalized these documents will be located on the NSPS Repeal page at <http://cpol.army.mil/library/general/nsps/repeal.html>).

Organizations should notify employees on LWOP-US (those that are on leave without pay from the NSPS position because they are called to active duty) that the transition will occur, the date the organization is scheduled for transition, and the new AcqDemo broadband of the NSPS position they are assigned to. These employees are not considered deployed and will transition with the owning organization. (See DoD Guide, 2.I.C.)

## Appendix 1-A.

**B.2.c.** The reference to a “recruitment action” is not intended to apply to competitive processes.

**C.1. and C.2.** “Non-DoD individuals” and “Non-DoD individuals/employees” includes all individuals that are not currently DoD federal employees (e.g. Servicemembers and contractors).

**C.3.** For positions that have already been announced, selectees will be advised of the AcqDemo time limits and resulting time frame at the time of job offer. If the job offer has already been made and the employee will not enter on duty until April 10, 2011 or later, the Civilian Personnel Advisory Center (CPAC) will amend the job offer to modify the time limits. Temporary excepted service appointments and advertisements will be subject to the guidelines that apply to the excepted service authority used for the appointment.

**C.4.a. and C.4.b.** All vacancy announcements anticipated to result in AcqDemo appointments must be advertised in the AcqDemo personnel system.

**C.6.** Army open continuous announcements will remain open for NSPS positions through April 9, 2011 and then close. Open continuous announcements will open for the AcqDemo personnel system effective April 10, 2011.

**C.7.** The following statement will be included in the tentative or firm job offer letter or email issued by the CPAC advisor or manager to a selectee for a position being filled in NSPS. “The position you are being offered is scheduled to transition from NSPS to the AcqDemo no later than July 3, 2011. The broadband of the AcqDemo position will be determined at the time of transition. Please contact the CPAC if you have questions about this change.”

**C.9.** (New Paragraph) Position Classification. Position Requirements Documents (PRD) accompanying recruitment requests for positions being filled in the AcqDemo must be written and classified in accordance with classification standards applicable to the AcqDemo system (i.e. with AcqDemo factors as appropriate). Managers and supervisors are encouraged to utilize classified PRDs from the Fully Automated System for Classification (FASCLASS) if available and cover the work required. (NOTE: Position classification authority guidance in Assistant Secretary of the Army (Manpower and Reserve Affairs) Civilian Personnel Policy, subject: Delegation of Classification Authority, dated November 17, 1997 remains in effect.)

**D.2.** Exceptions applied under 2.a.-d. will be applied only with the approval of the commander of the respective Army Command, Army Service Component Command or Direct Reporting Unit; or within DA Headquarters, the Administrative Assistant to the Secretary of the Army. Any such exceptions will be reported to the Army NSPS Program Management Office within 30 days of the decision to make such exceptions. Exceptions under 2.e. will be applied by the selecting official.

**D.3.** Requests for approval of exceptions in this paragraph must be endorsed through the chain of command and submitted through the Army NSPS Program Management Office.

## Chapter 2 – Position Classification

**I.F.** Reference 7, Section 3.2., Career Paths and Broadband Levels, is an additional resource for determining appropriate broadbands for transition.

**I.H.** (New Paragraph) All employees transitioning to AcqDemo must be assigned to a title, series, pay plan, and broadband under that system. Employees whose PDs reflect an AcqDemo pay plan and broadband will be assigned to that classification. If there is no AcqDemo classification on the currently assigned PD, managers or HR specialists will assign an AcqDemo classification.

**II.A.1.** The DD 2918 will not be used in Army. The Fully Automated System for Classification (FASCLASS) will be used to document all AcqDemo positions in electronic format (Reference 2).

	<p><b>Management responsibility:</b></p> <p>Before transition, managers must determine AcqDemo classification for selected positions in accordance with the instructions in this section.</p>
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**II.B.2.** Managers and supervisors are encouraged to utilize classified PRDs from the FASCLASS system if available and applicable.

**III.B.** Positions that were identified as supervisors under NSPS may no longer be supervisors under AcqDemo. Managers will need to review certain supervisory positions to ensure they meet criteria for classification under AcqDemo, using the NSPS2GS Tool (see Annex 1).

**III.L** (New Paragraph) Post-Transition Requirements for Update of PRDs.

Some positions will require post-transition review to ensure the records are accurate. Actions in 1, 2, and 3 below must be completed no later than 120 days after transition.

	<p><b>Management responsibility:</b></p> <p>Managers must take action on certain positions to change titles, occupational series, leader and interoccupational classifications, and other matters after transition in accordance with instructions in this section.</p>
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1. Position Titles. NSPS classification structure utilized simplified position titles that in some cases do not meet AcqDemo requirements. The vast majority of these titles will be corrected at transition through an automation routine, but some may require management review to determine the correct title. Managers should review all position titles to ensure that all required corrections were completed

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for positions in the organization. If a position title requires change, management should submit a request for personnel action (RPA) to effect a title change.

2. Occupational Series Review. Some positions were assigned to NSPS occupational series that either do not exist under AcqDemo or that were abolished or changed while the NSPS system was in effect. During the transition process these PDs will be assigned to the appropriate "XX01" generic classification family series through a set of automation routines. A post-transition review of selected positions is required to accurately classify these positions to their individual series. A table indicating the required action is at Annex 2 of this document. Management should review positions on this list, assign the correct occupational series and submit an RPA to effect a series change.

3. Leader Classifications. (See the DoD Guide, 2.III.D.) Some positions formerly titled as Leaders under the AcqDemo were no longer classified as Leaders in NSPS. If these positions still exist, they should be reviewed to determine if the title needs to be changed. We do not anticipate a need for PRD rewrites or change in AcqDemo breadbands in most cases. However, management should submit an RPA to effect the title change, if necessary.

4. Interoccupational Positions. Interoccupational positions (See DoD Guide, Chapter 2, III.F.) are those that may be classified in more than one administrative occupational series in NSPS. Upon transition, these positions will be assigned to the occupational series applicable to the current occupant. After transition, these positions will need to be reclassified to a single series prior to recruitment at the time the position becomes vacant.

5. Factors. AcqDemo factors will be added to each PD through an automated process post-transition, but managers should review positions being filled to ensure factors were added correctly.

6. Interim Developmental PRDs. When a promotion action is submitted to move the developmental employee to the next intervening or target grade, management must submit a PRD, if necessary, with the RPA for that action.

## Chapter 3 – Pay Upon Transition

### II.C.2.a. (New Paragraph) Administratively Uncontrollable Overtime

	<p><b>Management responsibility:</b></p> <p>Management must identify employees eligible for AUO and contact the CPAC for instructions.</p>
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Administratively uncontrollable overtime (AUO) is 10% to 25% of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and is required on an irregular/occasional basis, with the employee generally being responsible for recognizing, without supervision, circumstances that require the employee to remain on duty. This is most frequently associated with such occupations as Emergency Medical Technicians, investigators, firefighters, and some police officers. Under NSPS, employees did not receive AUO payments, but may be eligible for it under AcqDemo. To initiate AUO for qualifying employees, managers must submit an RPA (Salary Change → Other Pay). Contact the servicing CPAC for more information.

### II.C.2.b. (New Paragraph) Premium Pay

	<p><b>Management responsibility:</b></p> <p>Managers need to review several categories of premium pay, determine if employees should continue to receive the pay post-transition, and notify the CPAC in accordance with instructions below.</p>
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Prior to transition, managers should review the categories of premium pay that each employee is receiving, and determine whether the employee should continue to receive the pay post-transition.

If an employee receiving premium pay in his/her NSPS position should continue to receive such pay at the same rate after transition, no action is needed. However, if any of the following types of premium pay should be changed or discontinued post-transition, managers should contact the servicing CPAC:

- Standby Duty Pay;
- Air Traffic Controller Differential;
- Foreign Differentials/Allowances; and
- Recruitment, Relocation, and Retention Incentives.

II.D.1.

	<b>Management responsibility:</b>
	Managers need to determine, prior to transition, if any developmental employees are eligible for promotion to the target grade or for an ACDP increase prior to transition and submit the request for personnel action.

Organizations should carefully consider ACDP eligibility prior to an employee’s transition from an NSPS position to a GS career ladder position (see References 3 and 5 for additional guidance). If the employee is eligible for promotion to the target band or an ACDP increase before transition, management may submit an RPA to CHRA to effectuate that promotion or increase; such an RPA must be submitted no later than four weeks prior to transition.

II.E.

	<b>Management responsibility:</b>
	Managers will review all temporary promotions and temporary reassignments and determine whether the temporary assignment will be made permanent, terminate, or continue as temporary after the transition.

When an employee is temporarily assigned to a position other than the permanent position of record, CHRA will return the employee to his/her permanent position prior to transition, and notify management of permanent positions that require an AcqDemo classification decision. Managers must determine which temporary assignments to continue, terminate, or make permanent and use the Army’s NSPS2GS Tool to document decisions. Annex 1 provides guidance for use of the Tool. Additionally, management must take the steps as described below:

**1. Continue a Non- Competitive Temporary Promotion – Management Action Required.**

If the manager decides to continue the temporary promotion, in addition to documenting the decision in the NSPS2GS Tool, he/she must submit an RPA to the CPAC no later than four weeks prior to transition. Total time served in a non-competitive temporary promotion, including NSPS, GS, and AcqDemo time, may not exceed 120 days in accordance with AcqDemo non-competitive temporary promotion time limitations.

**2. Competitive Temporary Promotion Made Permanent - CHRA and Management Action Required.**

CHRA will review the request to make the competitive temporary promotion permanent recorded in the NSPS2GS Tool by management; determine if the employee is eligible for a permanent promotion; and notify management. To effect the permanent promotion, the

manager must submit an RPA no later than four weeks prior to transition IAW Annex 3 of this document.

**3. Temporary Reassignment Made Permanent - Management Action Required.**

In addition to documenting the decision in the NSPS2GS Tool, to effect the permanent reassignment action, management must submit an RPA to CHRA no later than four weeks prior to transition.

**4. Temporary NSPS Reassignments Resulting in Temporary Promotions under AcqDemo – CHRA and Management Action Required.**

If employee was previously serving on a temporary reassignment that under AcqDemo rules would be a promotion, and management decides to temporarily promote the the employee after transition (and documents this decision in the NSPS2GS Tool), CPAC will determine if employee is eligible/qualified for non-competitive temporary promotion and notify the manager. If the temporary promotion will exceed 120 days, it requires competition. Otherwise, management may submit an RPA for the noncompetitive temporary promotion NTE 120 days not later than four weeks prior to transition.

**II.E.5. Details**

	<b>Management responsibility:</b>
Management must identify employees on details and contact the CPAC for instructions if certain details will be continued past transition.	

Employees serving on details will transition to the AcqDemo system on their permanent positions of record. Management must identify post-transition details to the CPAC if they involve changes to premium pay or movement between Fair Labor Standards Act (FLSA) exempt and non-exempt positions. Extensions of details post-transition to higher banded positions or those with known promotion potential must be processed under competitive procedures.

**II.F. and Appendix 3-C.** DoD AcqDemo Program Office announced a decision to eliminate the requirement for computation of DLEI at the time of transition. This update will be made in the next issuance of the DoD Guide.

## Chapter 4 – Staffing



**Management responsibility:**

Management must comply with the moratorium provisions in Annex 3 and notify the servicing CPAC if an emergency action is required.

**II.B. and II.C.** Army moratorium provisions and dates are at Annex 3. Personnel actions for employees not transitioning are not affected by this moratorium. Management should notify the servicing CPAC as soon as possible in the event that an emergency action is required (e.g. death).

**III.D.4.**



**Management responsibility:**

Management must perform review of recruitment, relocation, and retention incentives on annual basis and record the results in writing.

**III.J.** The Army's NSPS2GS Tool will be used to document management decisions regarding temporary assignments post-transition (see Chapter 3, II.E. in this guide). Annex 1 provides guidance for use of the Tool.

## Chapter 5 – Performance Management



### **Management responsibility:**

Managers are responsible for ensuring employees receive timely feedback through the appropriate performance management actions as noted in the DoD Guide and this document.\*\*

**III.A.** Management officials should contact the servicing CPAC if assistance is needed in completing NSPS interim reviews. NSPS performance plans should have been in place for all eligible NSPS employees within 90 days of the beginning of the rating cycle – NLT 31 December 2010. Performance plans must be documented in the Performance Appraisal Application (PAA), approved by the Higher Level Reviewer (HLR), and communicated to employees. If there is no access to the PAA (e.g., for employees deployed to foreign locations), a hard copy of the DD Form 2906 must be used. A written interim review without any ratings, must be completed and documented in the PAA, approved by the HLR, and communicated to the employee prior to the transition date. The interim review documents accomplishments on the objectives during the NSPS period of performance.

\*\*Please note: Approved NSPS performance plans in the NSPS Performance Appraisal Application (PAA) will be available to employees/managers in the PAA (currently indefinitely) even after the transition out of NSPS. However, upon transition, if there is no approved performance plan in the PAA, there will be no way to add the performance plan or complete the interim review after transition.

**III.B.** Employees who transition out of NSPS on 22 May 2011 should be notified as soon as practicable that NSPS job objectives will be aligned to the Contribution-based Compensation and Appraisal System (CCAS) Contribution Factors, and there will be no break in accountability. NSPS job objectives in the DD Form 2906 should be transferred to the CCAS. The CCAS contribution objectives must be approved and communicated to the employee in order to transfer the NSPS job objectives. The final rating for the period from 1 October 2010 through 30 September 2011 will be completed in the CCAS.

Managers will provide employees a hard copy of applicable CCAS Factors for those who transition to AcqDemo, if the CCAS Factors have not been added to their PDs.

## Annex 1: NSPS2GS Automated Tool

	<p><b>Management responsibility:</b>                  Management must follow directions in the NSPS2GS tool and make determinations for CHRA to finalize prior to transition.</p>
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An interactive automated tool, NSPS2GS, is available to assist Commands, Transition Managers, supervisors, and HR practitioners to prepare for the transition from NSPS to GS and non-GS systems. Access to records in this tool is controlled using the same access controls used for other HR applications. For example, managers will have access to records pertaining to the employees in their organization; command transition managers will have access to records from their command as long as they possess a CSU account.

The tool is set up for two separate audiences: managers and CHRA HR staff. Reports in the tool are developed accordingly; managers can update data in their set of reports and CHRA will update data in the HR reports and perform follow-on actions from the manager reports. In both segments we anticipate interaction between the manager and HR staff to resolve any discrepancies, address questions, determine appropriate actions, etc. All reports include an “export to Excel” option. Comment blocks with e-mail capability are available to promote interaction between managers and HR staff.

### Reports for manager review and action include:

Report Name	Description	Action Required
Temporary Assignments	Lists all employees who are on temporary assignments (promotions or reassignments). These employees need to be returned to their permanent position prior to transition.	Management needs to identify intent: <ul style="list-style-type: none"> <li>- let the assignment expire</li> <li>- continue it after transition</li> <li>- make the temporary assignment permanent before transition</li> </ul>
Developmental Employees	Lists employees who are on known developmental positions (ACTEDS Interns/Local Interns/Functional Trainees) and SCEPs/STEPS.	Management needs to identify the GS grade or broadband at which the employee is currently working, and PDs or PRDs may need to be created or changed as a result.
Supervisors	Lists employees in certain supervisory positions that may not meet GS definition of supervisor.	Management needs to certify whether or not the employee meets the GS definition of supervisor (performs supervisory duties at least 25% of the time).

NOTE: Manager reports flow to CHRA once decisions are made and CHRA will complete the processing.

**Reports for CHRA review and action include:**

Report Name	Description	Action Required
PDs without GS Grade	Not applicable for AcqDemo	None.
GS Grade not in the Pay Band	Not applicable for AcqDemo.	None.
Occupational Series Differences	Lists positions in which the occupational series shown in FASCLASS differs from the occupational series in DCPDS.	HR will determine which series (FASCLASS or DCPDS) is correct and take appropriate action.

**Reports for manager and HR information:**

Report Name	Description
Transition	Lists all employees, for use in notifying employees about their AcqDemo broadband or GS grade. Can be run for an organization (command and/or UIC) or for individual employees. Includes Summary Reports with transition information that can be provided to employees.
Productivity – Summary	Not applicable for AcqDemo
Productivity	Not applicable for AcqDemo
Workload Tracking	Not applicable for AcqDemo
Command Completion	Detailed information about actions completed in the NSPS2GS tool.

**Annex 2: Occupational Series Review**

	<p><b>Management responsibility:</b>                  Management must review PDs in the organization, make determinations according to the table below, and submit RPAs as needed.</p>
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NSPS Series	GS Default Series	Action Required Post-transition
<b>401 Biological Science</b>	401 General Natural Resources Management and Biological Sciences	Assign positions performing functions related to genetics to the 440 Genetics Series.  Assign positions performing functions related to soils to the 470 Soil Science Series.
<b>404 Biological Science and Laboratory Technician</b>	404 Biological Science Technician	Assign positions performing functions that are related to range conservation and resource management to the 455 Range Technician Series.
<b>1002 Arts and Information Specialist</b>	1001 General Arts and Information Series	Assign positions to the series that best fits the duties, e.g. transition positions performing functions related to public affairs to the 1035 Public Affairs Series.  Assign positions performing functions related to audio visual to the 1071 Audiovisual Production Series, etc.
<b>1108 Business Support</b>	1101 General Business and Industry Series	Assign positions managing and/or evaluating family housing/billeting to the 1173 Housing Management Series.
<b>1801 Inspection, Investigation, and Compliance</b>	1801 Inspection, Investigation, and Compliance	Assign positions performing functions related to customs entry and liquidating to the 1894 Customs Entry and Liquidating Series.  Assign positions performing functions related to customs and border protection to the 1895 Customs and Border Protection Series.

### Annex 3: RPA Submission and Processing During Transition

	<p><b>Management responsibility:</b>                  Management must be aware of and follow moratorium dates to ensure needed personnel actions can be accomplished timely; and must delete current RPAs in DCPDS that will not be effected prior to transition.</p>
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In preparation for the transition out of NSPS, a moratorium for processing personnel actions prior to the transition effective date must be implemented. The purpose of the moratorium is to ensure all necessary personnel actions on transitioning employees are processed in a timely manner so that the transition process runs smoothly. This means human resource-related actions such as pay changes, promotions, resignations, LWOP, awards, etc. that are to be effective before the transition effective date must be submitted no later than the timeframes specified below. Emergency actions such as death, retirement, and removal actions will be processed during the moratorium.

Entry on duty dates will not generally be set during the last two weeks prior to the transition date.

**Please note** – Managers must delete RPAs that have been created and not submitted to CHRA (located in manager or resource manager "Inboxes") prior to the below cut-off dates for submission. Managers will need to re-create the RPAs in order for the new non-NSPS data to populate the RPA properly.

Regulations require that most personnel actions be approved by the appointing officer (Processing Center) **prior** to the effective date. To ensure actions are effective on the desired effective date, the timelines indicated below must be followed.

Personnel actions for employees who are not transitioning from NSPS remain unaffected. Questions about the moratorium should be directed to the servicing CPAC.

RPA SUBMISSIONS AND PROCESSING DURING NSPS TRANSITION		
If the action is:	Proposed Effective Date is:	RPA must be in the CPAC No Later Than:
<b>Pre-Transition Reclassification/Reassignment Action</b>	Prior to the effective date of transition	4 weeks prior to the effective date of transition
<b>Award</b>	Prior to the effective date of transition	2 weeks prior to the effective date of transition

RPA SUBMISSIONS AND PROCESSING DURING NSPS TRANSITION		
If the action is:	Proposed Effective Date is:	RPA must be in the CPAC No Later Than:
<b>Extension of Appointment</b> (expiring during transition period. These actions will be processed with an earlier effective date than would otherwise be used.)	Prior to the effective date of transition	2 weeks prior to the effective date of transition
<b>Non-Pay Action</b> (Reassignments, Realignment, etc.)	Prior to the effective date of transition	3 weeks prior to the effective date of transition
<b>Pay Action</b> (Promotion, Change to Lower Grade, ACDP etc.)	Prior to the effective date of transition	4 weeks prior to the effective date of transition
<b>Accessions / New Hires **</b>	Prior to the effective date of transition	4 weeks prior to the effective date of transition
<b>Emergency Actions</b> (Death, Removal, Suspension, Accessions Critical to Mission)	Actions will be processed manually during the transition period and input in the database after the transition is completed.	

\*\* Emergency Accession Actions – actions that are true emergencies required to support critical military missions, or life and safety missions. These actions should be rare exceptions and must be approved by the Heads of the Organization in advance of submission. Since these actions will be processed manually, as soon as these situations are recognized, the manager should immediately contact the servicing CPAC.

**Additional Information**

Based on regulation/procedure, the list below can be made effective **prior to the date approved** by the Appointing Official. Thus, the actions below should be submitted to CPAC as soon as possible in advance of the effective date, and may be processed with an effective date during the moratorium.

Action	The Effective Date is
<b>Change in Allowance or Differential</b>	Effective date set by the agency or pay period following date approved
<b>Change in Hours</b>	Date approved by the employee’s Supervisor
<b>Change in Service Computation Date (SCD)</b>	Date of appointment or last action in OPF

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<b>Change in Tenure</b>	Date following completion of the service requirement
<b>Change in Work Schedule</b>	Change in Work Schedule
<b>Conversion to Career Conditional</b>	Date the VRA position is brought into the competitive service
<b>Death</b>	Date shown on the death certificate
<b>Disability Retirement</b>	See CSRS and FERS Handbook
<b>Extension of LWOP</b>	Date approved by the employee's supervisor
<b>Leave Without Pay (LWOP)</b>	Date approved by the employee's supervisor
<b>Mandatory Retirement</b>	Last day of the month in which the employee reaches the age and completes any length-of-service requirements for the retirement system under which he or she is covered.
<b>Name Change</b>	Date the Notification of Personnel Action is prepared
<b>Resignation</b>	Set by the employee
<b>Retirement-ILIA (in lieu of involuntary action)</b>	Set by the employee
<b>Return to Duty</b>	Date approved by the employee's supervisor
<b>Special Option Retirement</b>	Set by the employee
<b>Voluntary Retirement</b>	Set by the employee