Transition from NSPS to GS

Updated: July 30, 2010

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Chapter 1 – General

This NSPS to GS Transition Guide provides information on transition-related personnel actions to better equip human resources (HR) practitioners with the knowledge to respond to common inquiries received from employees, managers, and supervisors concerning matters related to the transition of NSPS employees and their positions to the General Schedule (GS) system.

Chapter 1 provides an overview of processes and procedures involved in transitioning employees and their NSPS positions to the GS system. Subsequent chapters provide greater details regarding specific areas impacting the transition. The subsequent chapters cover the following topics.

- Chapter 2 – *Classification*
- Chapter 3 – *Pay Upon Transition*
- Chapter 4 – *Staffing*
- Chapter 5 – *Performance Management*
- Chapter 6 – *Frequently Asked Questions (FAQs)*

The GS system is a classification and pay system that does not specify rules or regulations for other aspects of personnel management such as performance management and staffing. For the purpose of this guidance, "GS" and "GS system" are used to refer to (1) the transition from NSPS to the GS classification and pay system and (2) the transition to non-NSPS performance management and employment and staffing regulations.

Components[1] may issue additional guidance, instructions, and training and communication materials consistent with the information presented in this guide.

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[1] "Components" means the Military Departments, Combatant Commands, and DoD Fourth Estate Entities. The DoD Fourth Estate consists of the following entities: the Office of the Secretary of Defense, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities in the DoD that are not in the Military Departments or the Combatant Commands. For the purpose of this guidance, the term "Components" is limited to organizations with independent appointing authority.

I. General Information

A. Summary of Basic Statutory Provisions

1. Section 1113 of the National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010), Public Law 111-84, enacted on October 28, 2009, repealed the statutory authority for NSPS.

2. All employees and positions must be transitioned from NSPS by not later than January 1, 2012.

3. NSPS regulations in effect on the date of enactment of NDAA 2010 may be modified only as needed to implement the Act.

4. NSPS positions and employees will convert to the statutory pay system and all other aspects of the personnel system that last applied to the employee or position, or the statutory pay system that would have applied if NSPS had never been established.

5. In accordance with section 1113(c)(1) of NDAA 2010, no employee shall suffer a loss of or decrease in pay as a result of conversion of employees and their permanent positions from NSPS to the GS or any other non-NSPS personnel system.

6. NSPS regulations, as in effect on the day before enactment of NDAA 2010, will continue to apply to employees and positions that remain covered by NSPS during the NSPS transition period (i.e., the period beginning on October 28, 2009, and ending on January 1, 2012).

B. Coverage

1. Most NSPS positions were previously covered by the GS system and therefore will return to that system.

2. Positions excluded from transition to the GS system fall into the following categories. Additional information is available in Appendix 2-D.

    a. Positions moving to Science and Technology Reinvention Laboratory (STRL) demonstration projects (these positions are excluded from moving to the GS system by section 1105(c) of NDAA 2010)

    b. Positions moving back to the Acquisition Demonstration Project (these positions are excluded pending extension of the demonstration project and the reestablishment of the project's infrastructure and policies)

c. Categories of positions transitioning to Title 38, United States Code authorities or other healthcare specific authorities pending approval/establishment of those flexibilities and authorities (i.e., physician, dentist and healthcare positions) (*see* Appendix 1-A and 1-B)

d. Positions in organizations returning to another alternative personnel system

e. Other categories of positions pending establishment of a new personnel demonstration project or alternative personnel system

C. Transition Schedule

1. Components will transition the majority of positions, employees, and organizations from NSPS by September 30, 2010.

2. Components may determine the order in which they transition employees and positions in their organizations from NSPS. They may decide to transition the entire Component on a single date or transition organizational subdivisions on different dates based on readiness as described in the DoD NSPS Overarching Transition Plan.

3. When necessary to avoid the requirement to re-advertise or repeat recruitment steps already taken, organizations may delay to July 19, 2010, the transition of a vacant NSPS pipeline position as described in Appendix 1-A. Additionally, organizations may delay the transition of a vacant NSPS healthcare position that was originally covered by the NSPS Transition Office exception memorandum of March 4, 2010, but is no longer excepted by memorandum dated May 27, 2010 (both memorandums found at Appendix 1-B). These positions may be delayed until the later of September 30, 2010 or the date the organization transitions from NSPS provided the position was advertised by June 10, 2010 (*see* Chapter 4, *NSPS to GS – Staffing*, Section III.M.). When exercising this exception, consideration must be given to setting the selectee's pay at a rate compatible with the GS grade to which his or her position will transition.

4. In accordance with NSPS Transition Office memorandum of May 11, 2010, subject: Transition from NSPS to General Schedule – Deployed Civilians (*see* Appendix 1-C), employees deployed to civilian positions prior to June 11, 2010, are excluded from transition while serving in support of a military operation until they return to their permanent position, renew or extend their deployment, or until December 31, 2011, whichever occurs first. Employees must be notified of transition from NSPS not later than 30 days prior to the end, renewal or extension of deployment or start of a new deployment if after June 11, 2010. The notification must include notice that the employee's position will transition one pay period following the renewal, extension, or end of deployment or the date (but not later than December 31, 2011) the employee's permanent or temporary

position will transition. If the required notification does not occur 30 days prior to deployment, the transition must be delayed until the 30 days notice is made. Whether or not an employee receives notification of transition from NSPS, they must transition from NSPS no later than December 31, 2011.

5. Employees who deploy after June 11, 2010, will transition with their organizations provided they receive the required notification concerning their date of transition and changes in pay that may occur as a result of the transition prior to deployment. (*see* paragraph 1.C.4. of this chapter and Chapter 4, section III.F.11. – Order of Processing). If the required notification does not occur 30 days prior to deployment, the transition must be delayed until the 30 days notice is made. Whether or not an employee receives notification of transition from NSPS, they must transition from NSPS no later than December 31, 2011.

6. Unless subject to an exclusion described in the Guidance Governing the Transition Period – Prior to Termination, issued December 10, 2009, (*see* Appendix 1-A) all vacant NSPS positions filled by newly appointed employees or competitively using internal placement procedures must be filled under a non-NSPS statutory pay system after March 1, 2010.

7. Information on the processes, procedures, and timing of transition to non-GS systems will be provided at a later date.

8. Local collective bargaining obligations under 5 U.S.C. Chapter 71 must be satisfied prior to transitioning NSPS employees represented by bargaining units.

II. Basic Transition Procedures

A. Applicable Regulations

Except to the extent necessary to prevent a reduction in NSPS adjusted salary, GS regulations will apply to pay upon transition to the GS system. GS regulations will also apply to the classification of NSPS positions upon transition to GS. GS regulations will not be modified to prevent a loss in earning potential.

B. Basic Transition Process

There are three basic steps to the process:

1. Classify each NSPS position by applying GS classification standards and guides to the duties and responsibilities of the position and the qualifications required to perform those duties and responsibilities. This will result in a title, series, and grade determination for each position (*see* Chapter 2 of this guide)

2. Assign each employee to the GS title, series, and grade classification for their permanent position. (*see* Chapter 4 of this guide)

3. Apply the GS mandatory pay retention rules as follows: Set each employee's pay at the lowest step rate of the highest applicable locality, special rate, or GS base pay range (i.e., the rate range that applies to the series, grade, and geographic location of the employee's permanent position) that meets or exceeds the employee's current NSPS adjusted salary. Place employees with an NSPS adjusted salary above the step 10 rate of the applicable locality, special rate, or GS base pay range on pay retention. (*see* Chapter 3 of this guide)

C. Performance Management During Transition

1. In accordance with paragraph I.A.6. of this chapter, regulations governing the NSPS performance management process apply to employees covered by NSPS.

2. Upon transition from 5 CFR 9901 subpart D, Performance Management, employees become subject to the Component's 5 CFR part 430 performance management system. (*see* Chapter 5 of this guide)

3. NSPS ratings of record (as defined by 5 CFR 9901.103) are "equivalent ratings of record" under 5 CFR 430.201(c)(2). As such, upon transition, an employee's NSPS rating of record is considered a "rating of record" for reduction in force purposes.

III. Transition Tools and Support

A. Readiness Checklist

A DoD-wide readiness checklist to help organizations plan and prepare for transition from NSPS to the GS system is available in the NSPS readiness tool and NSPS web site.

B. Automation

1. As of February 14, 2010, Defense Civilian Personnel Data System (DCPDS) modifications to support manual processing of NSPS to GS transition actions were complete. The Civilian Personnel Management Service (CPMS) provided instructions for manual processing of transition actions on February 12, 2010, to information systems personnel in the Component Human Resources Offices (HRO).

2. As of April 25, 2010, an automated process is in place to facilitate the mass transition of employees and their positions from NSPS to the GS system. Information in DCPDS is insufficient to determine the appropriate GS grade, title, and series classification of each NSPS position. Therefore, the mass automation

capability requires manual intervention to determine the appropriate GS classification and to input GS position data for NSPS positions transitioned to the GS system.

3. Components should take necessary steps to ensure that any Component automated tools that interface with DCPDS are modified as necessary to accommodate changes to DCPDS and to ensure data quality checks/cleanup are performed prior to transition.

C. Training and Communication

1. A variety of training and communication materials are available to assist employees, HR practitioners, managers, and supervisors during the transition period. See the NSPS Transition website (http://www.cpms.osd.mil/nsps) for information.

2. Components may develop training and communication materials specific to their organizations. For Component information on the transition from NSPS, please visit:

   - Air Force at https://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/ps_site_map.php?pid=3354&cid1=3408&cid2=3414
   - Army Civilian Personnel On-Line at http://www.cpol.army.mil
   - Fourth Estate at http://www.whs.mil/hrd/nsps
   - Navy at https://www.donhr.navy.mil

3. The Office of Personnel Management's website (http://www.opm.gov) contains helpful information, particularly concerning the GS system and pay schedules.

Appendix 1-A – Guidance Governing NSPS Transition Period – Prior to Termination

NSPS Transition — HR Practitioner

Guidance Governing NSPS Transition Period – Prior to Termination

Issue Date: December 10, 2009

A. Purpose. This guidance provides instructions for Department of Defense (DoD) Human Resource Offices (HROs) concerning transition appointments and the competitive/noncompetitive placement of current DoD employees to an NSPS covered position during the transition period.

B. Definitions.

1. *Appointment* – placement of an individual onto the DOD rolls.
2. *Pipeline Action* –
   a. A competitive recruitment action for which an announcement is posted before March 1, 2010 or a recruitment action which is in a subsequent phase of the recruitment process (e.g., applicants being reviewed, certificate/list of eligibles sent to selecting official, tentative/firm offer made, etc.) as of March 1, 2010.
   b. An action for which an open continuous announcement is posted before March 1, 2010, and the request for personnel action (RPA) was received by the HRO before March 1, 2010.
   c. A recruitment action for which a noncompetitive selection is made for an NSPS position before March 1, 2010 (e.g., selection for VRA appointment, Schedule A appointment of persons with a disability, etc.).
   d. A noncompetitive reassignment RPA received by March 1, 2010 in the HRO.
   e. A recruitment action for which Priority Placement Plan (PPP) match(es) is/are identified before March 1, 2010.
   f. A noncompetitive conversion of an NSPS employee on a temporary or term appointment in the competitive service, consistent with 5 CFR 9901.511(d)(2), to a permanent appointment in the competitive service when the request to convert the employee is received by the HRO before March 1, 2010.
   g. An extension of an NSPS employee's temporary or term appointment, consistent with 5 CFR 9901.511(d), when the request to extend the appointment is received by the HRO before March 1, 2010.
3. *Transition Period* – the period between October 28, 2009 and January 1, 2012 or the date an organization's employees and positions are converted out of NSPS if prior to January 1, 2012.

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C. Operating Guidance:

1. Non-DoD individuals/employees – permanent appointments prior to March 1, 2010. Effective on the date of this guidance but no later than February 28, 2010, non-DoD individuals *appointed* to a position in an organization covered by NSPS will be placed under the General Schedule (GS) or applicable non-NSPS statutory pay system *when a classified non-NSPS position description is available* and a performance management system established under 5 USC chapter 43 exists.

2. Non-DoD individuals/employees – permanent appointments as of March 1, 2010 and beyond. All non-DoD individuals/employees *appointed* to a position in an organization covered by NSPS must be placed under GS or applicable non-NSPS statutory pay system.

3. Temporary and term appointments. Effective on the date of this guidance, temporary appointments in the competitive and excepted service and term appointments in the competitive service made to positions which will later convert to GS will be limited to not-to-exceed dates consistent with OPM regulations for GS. Further, advertisements for temporary and term appointments will no longer reflect the potential for noncompetitive conversion to a permanent appointment.

4. Internal placement.

   a. DoD Non-NSPS employees. No later than March 1, 2010, non-NSPS employees selected for a position in an organization covered by NSPS must be placed in GS or other applicable non-NSPS statutory pay system.

   b. NSPS Employees.

      1. Competitive placement. No later than March 1, 2010, NSPS employees who are selected for an NSPS covered position via a competitive process must be placed in GS or other applicable non-NSPS statutory pay system.

      2. Noncompetitive placement. During the transition period, employees may be placed noncompetitively in an NSPS covered position (e.g., career ladder promotion, reassignment, temporary promotion NTE 180 days, etc.).

      3. Management-directed actions. Management may not direct assignment of an employee to a non-NSPS statutory pay system when such assignment will result in a loss of pay except in the case of: (i) reduction in force (RIF) action; (ii) termination of a temporary personnel action; (iii) change of position action resulting from failure to successfully complete a supervisory probationary period; or (iv) a reduction in pay that is for cause (i.e., disciplinary or performance-based action).

5. Vacancy announcements posted before March 1, 2010. NSPS vacancy announcements posted before March 1, 2010, must contain the following statement to alert applicants that the position(s) will be converted to another personnel system:

   The position(s) covered by this vacancy announcement is/are scheduled to transition from the National Security Personnel System (NSPS) to the General Schedule (GS) or an applicable personnel system by January 1, 2012.

6. Open continuous announcements. As soon as possible, but no later than March 1, 2010, open continuous announcements for positions in an organization covered by NSPS must be revised to reflect an applicable non-NSPS statutory pay system.

7. Job offers. Job offers for positions covered by NSPS will clearly indicate under which statutory pay system the selectee will be placed. If the selectee is to be placed under the NSPS statutory pay system, the selectee will be notified that the position is scheduled for transition from NSPS to a non-NSPS statutory pay system by January 1, 2012.

8. Components may issue Component-specific guidance consistent with this guidance.

D. Exceptions.

1. The following categories of positions and/or employees are excluded from the requirements outlined in this guidance:

   a. Positions filled in organizations converting from NSPS to scientific and technical reinvention laboratories (STRLs). These positions are excluded by section 1105(c) of NDAA 2010. These positions will be converted directly from NSPS to an appropriate STRL personnel management demonstration project created under Section 342(b) of the National Defense Authorization Act for Fiscal Year 1995 (Public Law 103-337; 108 Stat. 2721), as amended by section 1114 of the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-3981; 114 Stat. 1654A-315).

   b. Positions filled in organizations converting from NSPS to the Acquisition Demonstration project pending extension of Acquisition Demonstration project and reestablishment of Acquisition Demonstration project infrastructure and policies.

   c. Positions in organizations without a Chapter 43 performance management system pending establishment of an appropriate Chapter 43 performance management system no later than March 1, 2010.

   d. Physician and dentist positions pending approval and establishment of the Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule.

   e. Engineer positions in New Orleans, Louisiana covered by a targeted local market supplement until such time as comparable special rate schedules are established under GS.

   f. Forensic anthropologist positions in Hawaii (subject to approval of TLMS) until such time as comparable special rate schedules are established under GS.

   g. Positions occupied by employees on excepted service appointments who either may or must be noncompetitively converted to a competitive service appointment provided a similar noncompetitive conversion authority exists under GS (e.g., VRA, FCIP, etc.).

2. The following populations *may* be excluded from this guidance to minimize adverse impact on employees and mission:
   a. Positions to which BRAC employees are scheduled to relocate either geographically or to another organization when the move is outside the commuting area. This includes early relocation on a voluntary basis in advance of a transfer of function or realignment.
   b. Positions scheduled for a transfer of function to a non-DoD entity prior to January 1, 2012.
   c. Positions in organizations conducting a RIF during the transition period.
   d. Deployed civilians exercising administrative return rights or returning from other deployments provided they were deployed from an NSPS position.
   e. Selections or conversions resulting from pipeline actions as defined in section B.2.
3. Additional categories of positions and/or employees *may* be excluded from this guidance on a case-by-case basis. Requests for approval of additional exceptions must be submitted to the NSPS Program Executive Office (PEO), or its successor office, by the appropriate Component NSPS Program Office. Decisions to grant exceptions may be made in response to a situation identified at the DoD-level or in response to written requests from an organization and submitted through Component channels. At a minimum, requests for exclusions should include:
   a. The approximate number and geographic location of the proposed excepted positions.
   b. Justification based on mission critical needs of the organization.
   c. The proposed expiration date or expiration event of the requested action.
   d. Any additional information relevant to the requested exception.

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Appendix 1-B – Exclusion for Healthcare Positions and Amendment

DEPARTMENT OF DEFENSE
NSPS TRANSITION OFFICE
1400 KEY BOULEVARD SUITE B200
ARLINGTON, VA 22209-5144

NSPS Transition

May 27, 2010

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS)
ASSISTANT G-1 FOR CIVILIAN PERSONNEL, DEPARTMENT OF THE ARMY
CHIEF, BUREAU OF MEDICINE AND SURGERY, DEPARTMENT OF THE NAVY
DEPUTY SURGEON GENERAL, DEPARTMENT OF THE AIR FORCE

SUBJECT: Request for Exception for Healthcare Positions to DoD Guidance on Filling Vacancies and From Conversion During the National Security Personnel System (NSPS) Transition

References:
(a) Memorandum, DoD NSPS Transition Office, Interim Exception to DoD Guidance on Filling Vacancies and From Conversion During the National Security Personnel System (NSPS) Transition, March 4, 2010.
(b) Letter, Chief, Bureau of Medicine and Surgery, Revised Request for Exclusion from DoD Guidance Governing NSPS Transition Period Prior To Termination, April 23, 2010.
(c) Memorandum, Assistant G-1 for Civilian Personnel, Request to Retain 30 Civilian Healthcare Occupations in the National Security Personnel System (NSPS), May 13, 2010.
(d) Memorandum, President, Uniformed Services University of the Health Science Performing the Duties of the Assistant Secretary of Defense (Health Affairs), May 14, 2010.
(e) Memorandum, Brigadier General, USAF, MC, SFS, Deputy Surgeon General, Request for Exception to Department of Defense (DoD) Guidance Governing NSPS Transition Back to GS System, May 18, 2010.
(f) Memorandum, DoD Program Executive Office National Security Personnel System, SUBJECT: Filling NSPS Positions During the NSPS Transition Period, December 10, 2009.

Reference (a) granted interim approval to exempt certain healthcare provider positions from Department of Defense (DoD) guidance governing NSPS transition. Interim approval was granted to allow the Assistant Secretary of Defense for Health

Healthcare page 1 of 4

Affairs and the Military Departments additional time to more thoroughly analyze options under Title 38 as well as to study the level of effort that will be needed to transition selected health care occupations to a future pay and personnel system. References (b) through (e) are updated requests for exemption which now identify 30 health occupational fields requiring continued exception from NSPS transition guidance.

In support of these requests, approval is granted to exempt healthcare positions as listed in the attachment. This exception applies to all DOD organizations with NSPS healthcare positions and is in addition to those exceptions for physician and dentist positions identified in reference (f). This approval supersedes reference (a) and expires December 31, 2011.

My point of contact for this matter is Ms. Paula Shipe. She can be contacted at 703-696-9258 or via e-mail at paula.shipe@cpms.osd.mil.

John H. James, Jr.
Director

Attachment
As stated

2

Healthcare Positions
Exception from Transitioning from NSPS
or Filling NSPS Vacancies
During the Transition Period

Occupation Name	Occupation Series
Clinical Psychologist	0180
Social Worker	0185
Chiropractor	0601
Physician Assistant	0603
Nurse	0610
Practical Nurse	0620
Dietitian and Nutritionist	0630
Occupational Therapist	0631
Physical Therapist	0633
Rehabilitation Therapy Technician	0636
Nuclear Medicine Technician	0642
Medical Technologist	0644
Diagnostic Radiologic Technician	0647
Therapeutic Radiologic Technician	0648
Medical Instrument Technician	0649
Respiratory Therapy Technician	0651
Pharmacist	0660
Pharmacy Technician	0661
Optometrist	0662
Speech Pathologist and Audiologist	0665
Orthotics and Prosthetics Technician	0667
Podiatrist	0668
Medical Records Specialist	0669
Medical Records Technician	0675
Dental Assistant	0681
Dental Hygienist	0682
Dental Laboratory Technician	0683
Industrial Hygienist	0690
Veterinarian	0701
Biomedical Engineer	0858

Amendment

DEPARTMENT OF DEFENSE
NSPS TRANSITION OFFICE
1400 KEY BOULEVARD SUITE B200
ARLINGTON, VA 22209-5144

NSPS Transition

June 17, 2010

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICER, OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS)

SUBJECT: Request to Amend Exception for Healthcare Positions to DoD Guidance on Filling Vacancies and From Conversion During the NSPS Transition

References: (a) Memorandum, Chief Human Capital Officer, OASD(HA) HCO, Request for Exception for Healthcare Positions to Department of Defense Guidance on Filling Vacancies and From Conversion During the NSPS Transition, June 16, 2010.
(b) Memorandum, Director, NSPS Transition Office, Request for Exception for Healthcare Positions to DoD Guidance on Filling Vacancies and From Conversion During the National Security Personnel System (NSPS) Transition, May 27, 2010.

Reference (a) requests an amendment to the May 27, 2010, memorandum, subject "Request for Exception for Healthcare Positions to DoD Guidance on Filling Vacancies and From Conversion During the National Security Personnel System (NSPS) Transition." In response to this request, reference (b) is amended to include all NSPS healthcare positions in occupational series 0180, not only those positions titled "Clinical Psychologist."

If you have any questions, my point of contact is Paula Shipe who can be reached at 703-696-9258.

John H. James, Jr.
Director

Healthcare page 4 of 4

Appendix 1-C – Exclusion for Deployed Civilian

DEPARTMENT OF DEFENSE
NSPS TRANSITION OFFICE
1400 KEY BOULEVARD SUITE B200
ARLINGTON, VA 22209-5144

NSPS Transition

May 11, 2010

MEMORANDUM FOR NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) COMPONENT PROGRAM MANAGERS

SUBJECT: Transition from NSPS to General Schedule – Deployed Civilians

On March 5, 2010, the NSPS Transition Office issued guidance entitled *Transition from NSPS to GS* which excluded certain categories of employees from the NSPS transition process. This memorandum supplements Chapter 1 section I.B of that document by specifically addressing the treatment of deployed civilians.

For the purpose of this guidance, "deployed civilian" is defined in USD memorandum of March 22, 2010 - Subject: Increased Annual Pay Limitations - and is summarized below. Specifically,

- Employees who perform work in direct support of, or directly related to, a military operation, including a contingency operation or an operation in response to an emergency declared by the President and who are assigned overseas within the area of responsibility (AOR) of Commander, U.S. Central Command (CENTCOM) or to an overseas location that has been moved from the CENTCOM AOR to the AOR of Commander, U.S. Africa Command (AFRICOM) [*See* Attachment].

Typically, deployed civilians are assigned via temporary assignment or TDY assignment.

Both the deployed civilian's permanent position and the temporary position to which they are deployed, are excluded from transition out of NSPS until such time as the employee's deployment is renewed or ends, or on December 31, 2011; whichever occurs first. When the deployment is renewed or ends, the employee will transition from NSPS on the date his/her permanent position transitions or on the first day of the first pay period following the renewal or end of deployment, whichever is later.

At least 30 days prior to the end of the initial deployment or the renewal of the deployment, the employee will be informed that:

- The date he/she transitions from NSPS will be no later than the date his/her permanent position transitions, or the first day of the first pay period following the end of deployment (i.e. the date the employee returns to his/her permanent position or the TDY assignment terminates, or December 31, 2011, whichever occurs earlier, and

- Changes in pay may occur as a result of the transition from NSPS.

Please contact Ms. Toni McFadden at 703-696-9161 or via e-mail at Toniann.mcfadden@cpms.osd.mil if you have questions regarding this determination.

John H. James, Jr.
Director

Attachment:
As stated

Deployed Civilians page 2 of 3

Attachment

COUNTRIES IN CENTCOM OVERSEAS AREA OF RESPONSIBILITY

1. Afghanistan
2. Bahrain
3. Egypt
4. Iran
5. Iraq
6. Jordan
7. Kazakhstan
8. Kuwait
9. Kyrgyzstan
10. Lebanon
11. Oman
12. Pakistan
13. Qatar
14. Saudi Arabia
15. Syria
16. Tajikistan
17. Turkmenistan
18. United Arab Emirates
19. Uzbekistan
20. Yemen

COUNTRIES IN AFRICOM OVERSEAS AREA OF RESPONSIBILITY
(Formerly in US CENTCOM Overseas Area of Responsibility)

1. Djibouti
2. Eritrea
3. Ethiopia
4. Kenya
5. Seychelles
6. Somalia
7. Sudan

Deployed Civilians page 3 of 3

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Chapter 2 – Position Classification

The following guidance is issued to facilitate and inform the process of classifying NSPS positions to the General Schedule (GS) system as a result of the repeal of NSPS. Components[2] may issue additional guidance and instructions consistent with this guidance.

I. General Information

A. In accordance with 5 U.S.C. 5106, the basis for GS classification determinations must be the duties and responsibilities of the position and the qualifications required by the duties and responsibilities.

B. NSPS employees on details or temporary assignments (i.e., temporary promotion, temporary reassignment) will be transitioned to the GS system from their permanent NSPS positions of record.

C. NSPS employees who are absent (e.g., leave without pay; absent while serving in the military; absent due to a work-related injury; absent due to being in a workers' compensation status; performance of union activities, etc.) from their positions at the time of transition will be transitioned based on their permanent positions of record.

D. Where an NSPS position was previously classified under GS and where there has been no significant change in duties and responsibilities of the position (in the case of supervisory positions, this also means no change in base level of work supervised), and the appropriate GS classification standard remains unchanged, NSPS positions will revert to the GS classification and full performance level previously assigned. Appendix 2-A provides examples of information sources that may help identify the previous GS classification of an NSPS position. Appendix 2-B provides a list of GS classification standards that have been canceled, revised or established since 2005.

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[2] "Components" means the Military Departments, Combatant Commands, and DoD Fourth Estate Entities. The DoD Fourth Estate consists of the following entities: the Office of the Secretary of Defense, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities in the DoD that are not in the Military Departments or the Combatant Commands. For the purpose of this guidance, the term "Components" is limited to organizations with independent appointing authority.

E. Where GS classification standards have not been previously applied to an NSPS set of duties or where a GS classification standard has been canceled, revised, or newly established, GS classification standards will be applied to NSPS positions to determine the GS title, series, grade, and full performance level of the NSPS position prior to transition to GS.

Note: In most situations, application of a revised GS classification standard will not result in a different grade level determination.

F. NSPS pay band classification criteria encompass the GS classification criteria for specific GS grades as depicted by Appendix 2-C. Therefore:

1. A properly classified NSPS position cannot be classified to a GS grade that is lower or higher than the GS grades encompassed within the assigned NSPS pay band. There are a few exceptions to this rule. Three of them involve supervisory, deputy, and leader positions.

   a. Failure to meet GS Minimum Supervisory Requirements. Some NSPS supervisory positions will not meet the minimum requirements necessary to be classified as a GS supervisor. Typically, this will occur when the NSPS supervisor spends less than 25 percent of his or her time performing supervisory functions. In this situation, the position will be classified by applying Office of Personnel Management (OPM) nonsupervisory classification standards to the nonsupervisory work performed by the employee. For example, a position is classified as a YC-2 under NSPS based on assignment of supervisory functions in addition to assignment of YA-2 nonsupervisory work. Upon transition from NSPS, the position is determined not to meet the minimum GS supervisory threshold of performing supervisory work for at least 25 percent of the time. When transitioned to the GS system, the position is classified based on its nonsupervisory YA-2 work. (*See* additional information in section III.B of this chapter.)

   b. NSPS Deputy Positions. Under NSPS classification criteria, deputy positions were normally classified in the same supervisory pay band as the position to which they report. In contrast, application of GS classification criteria typically results in a one or two grade distinction between the positions. As a result, some NSPS deputy positions will not convert to a GS grade level encompassed by their NSPS pay band. Some exceptions may occur, for example, in the case of mixed supervisory/non-supervisory positions. (*See* additional information in section III.C of this chapter.)

   c. Positions with Team Leader Responsibilities. Some NSPS positions perform team leader responsibilities that meet the General Schedule Leader Grade Evaluation Guide (GSLGEG) classification criteria. Whereas NSPS does not classify positions with team leader duties at a higher level pay band than the

employees led, application of the GS classification criteria for team leader responsibilities will normally result in a determination of one GS grade higher than the GS grade of the employees led. For example, a YB-1 position which meets the GS team leader classification criteria and includes responsibilities for leading GS-6 level nonsupervisory work will normally be classified as a GS-7 (YB-2 equivalent) under the GS. (*See* additional information in section III.D of this chapter.)

2. The GS grade classification of a position's full performance level cannot be a higher GS grade or a lower GS grade than that encompassed by the NSPS full performance level pay band except for the circumstances cited above in paragraph I.F.1.

3. An NSPS position cannot be transitioned to a classification under the Federal Wage System.

G. If the GS classification of an NSPS position accurately results in a GS grade not encompassed by the NSPS pay band or NSPS full performance level pay band (*see* Appendix 2-C) and there is no I.F.1. exception, the NSPS position is inappropriately classified and must be corrected prior to transition of the position from NSPS.

H. When it is necessary to apply GS classification standards to NSPS positions to determine the appropriate classification, nonsupervisory positions in the same organizational unit should be classified before supervisory positions. This order of classification will facilitate identification of the GS base level of work supervised which is used in determining the grade level of team leader and supervisory positions under the GS.

I. Unless modified upon transition to show distinctions in duties and responsibilities and/or qualifications of positions, all identical-additional NSPS positions will be assigned the same GS title, series, and grade classification.

J. NSPS positions scheduled for transition to the Science and Technology Reinvention Laboratory (STRL) Demonstration Projects, an alternative personnel system, or the Acquisition Demonstration Project will not be transitioned to the GS system (*see* Appendix 2-D).

II. Establishing GS Position Descriptions (PDs)

A. Coversheet for PD (OF 8 or equivalent)

1. The NSPS PD coversheet (DD 2918) may be used in lieu of the OF 8 PD coversheet. The Office of Personnel Management (OPM) does not require use of the OF 8 for GS positions. Blocks 1–29 and 35–36 of the DD 2918 correspond to information captured on the OF 8.

2. Pen and ink changes are acceptable. Where sufficient position information exists in the PD to classify an NSPS position under GS, pen and ink changes to the current PD coversheet may negate the need for position recertification or a revised PD and coversheet.

B. Position Description

1. Adequate PD. There is no requirement to rewrite an NSPS PD provided it identifies the major duties, responsibilities, and qualifications sufficient to make GS classification determinations. A GS PD need not be lengthy. OPM guidance states that a GS PD should include enough information so that proper classification (title, series, and grade level) can be made when the description is supplemented by other information about the organization's structure, mission, and procedures. If NSPS performance standards contain information that supports GS classification determinations, they may be added as an addendum to the PD.

2. Factor Evaluation System (FES) Format. There is no requirement to rewrite NSPS PDs in the FES format provided there is sufficient information in the NSPS PD, addendum to PD, and supplemental information to determine the GS classification. Where there is insufficient information in the NSPS PD and supplemental information, the PD should be written in the FES format as this format facilitates the classification process and helps document the basis for the classification determination.

3. PD Libraries. When an NSPS PD must be revised to provide a GS classification, organizations may streamline development of new PDs by utilizing their Component PD library or the PD libraries of other Components/non-DoD agencies. Organizations will follow their Component instructions on accepting or verifying the classification of the PDs selected.

   In addition to the resources suggested in Appendix 2-A, the following provides links to PD library websites:

- **Air Force PD Library**
  https://www.my.af.mil/gcssaf/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=cF575FC8E211B4B5601211C73188103FC.

  Note: A CAC (common access card) is used to access the Air Force site; cards can be registered through AF Portal. Directions for registration are at: https://www.my.af.mil/afp/netstorage/faq/AccountRequirements.html. Those who are unable to self register at the log-on page will need to fill out and submit a GCSS-AF Form 41 and have a valid USAF Sponsor. The form must be faxed to a number specified in the link.

- **Army PD Library – Fully Automated System for Classification (FASCLASS)**
  https://acpol2.army.mil/fasclass/inbox/default.asp

- **OHRM PD Library (Commerce)**
  http://hr.commerce.gov/Practitioners/ClassificationAndPositionManagement/PDLibrary/index.htm

- **Fire Position Description Library (National Park Service/Interior)**
  http://www.nps.gov/fire/employment/emp_positiondescriptions.cfm

- **ETA Position Descriptions (Employment Training**
  http://www.doleta.gov/ohr/ETA_Jobs/pd.cfm

III. Understanding Differences between the NSPS and the GS Classification Process

This section contains several "rules of thumb." Rules of thumb reflect common patterns resulting from application of GS classification standards. These rules do not replace criteria specified in OPM classification standards. Rules of thumb in this section are identified by the following symbol: 👍

A. NSPS/GS Classification – General

1. Basis for Classification Determinations. Both NSPS and GS classification determinations are based on the duties and responsibilities of the position and the qualifications required by the duties and responsibilities. The following table further demonstrates the similarities in the overall basis for classification under NSPS and GS:

NSPS classification is based on:	GS classification is based on:
Work performed on a regular and frequent basis	Work performed on a regular and recurring basis
Work that represents the position's primary purpose	Work that represents the position's primary purpose
Work that governs the position's primary qualifications	Work that governs the position's primary qualifications

2. NSPS Pay Band vs. GS Grade Criteria. NSPS classification standards are closely aligned to GS classification criteria. The NSPS classification criteria for each pay

band describe the minimum classification criteria for the GS grade(s) encompassed within that pay band. Subject to I.F.1. of this chapter, if an NSPS position is properly classified, a GS classification determination will only result in a GS grade that is encompassed within the assigned NSPS pay band. (*see* Appendix 2-C).

3. Occupational Series. The NSPS classification structure renamed many occupational series and has approximately 14 occupational series not utilized by the GS. Additionally, some GS occupational series are not utilized by NSPS. The table at Appendix 2-E provides a crosswalk between NSPS and GS occupational series to facilitate the classification process. (Note: The NSPS Transition Office is working with OPM to establish Explosive Safety Specialist (0017) as a General Schedule series.

4. Titling Practices. The NSPS classification structure simplified GS position titles for many occupations resulting in different titling practices under NSPS. Accordingly, it will be necessary for classifiers to review position titles when transitioning NSPS positions to GS. The table at Appendix 2-F is provided to acquaint classifiers with some of the differences in titling practices between the two systems. Appropriate GS classification standards and guides should be consulted to verify appropriate titles for NSPS positions transitioned to GS.

B. NSPS Supervisory Positions

There is a difference in supervisory grading criteria under NSPS and GS. Under GS, positions must meet the basic coverage and supervisory criteria in the General Schedule Supervisory Guide (GSSG) to be classified as a GS supervisor. For example, the employee must spend at least 25 percent of the time performing technical and administrative supervision. In contrast, NSPS does not have this requirement. Classifiers must apply the GSSG to NSPS supervisory positions when they meet the 25 percent requirement in order to determine the appropriate GS grade classification. Soliciting a list from management of NSPS supervisors who perform technical and administrative supervision less than 25 percent of the time may expedite the determination of whether or not application of the GSSG is appropriate. The following general rules apply to the GS classification of NSPS supervisory positions.

1. NSPS immediate (i.e., first level) supervisory positions are generally transitioned to a GS grade one grade level (in the normal grade progression pattern for the series) above the GS base level of work of the nonsupervisory subordinate positions.

2. NSPS intermediate (i.e., second or third level) supervisory positions are generally transitioned to a GS grade two grade levels (in the normal grade progression pattern for the series) above the GS base level of work of the nonsupervisory subordinate positions.

3. General rules do not typically apply to NSPS manager (usually third or fourth level supervisory) positions classified to supervisory pay band 3. The classification of each must be determined on a case-by-case basis.

4. Positions classified as a supervisor under NSPS but placed in a nonsupervisory pay schedule and pay band on the basis of nonsupervisory work require classification of the nonsupervisory duties against the applicable GS classification standard(s) to derive the appropriate grade level.

C. NSPS Deputy Positions

Under NSPS, deputy positions are normally classified in the same supervisory pay band as the position to which they report. In contrast, deputy positions transitioning to a GS grade typically classify as one grade below the grade of the position to which they report, e.g., the deputy to a GS-14 supervisory position will normally transition to GS-13 and the deputy to a GS-15 would normally transition to GS-14. Additionally, there may be some situations as described in the GSSG where a deputy position will transition to two GS grades below the supervisory position or where a deputy position will transition at the same grade as the position to which it reports due to the grade level assigned to nonsupervisory duties which are also a part of the position .

D. NSPS Positions with "Team Leader" Duties

There is no title designation or unique pay band criteria for "team leader" responsibilities under NSPS. Rather, team leader tasks and responsibilities are considered nonsupervisory and classified using nonsupervisory pay band criteria. In contrast, the GS considers team lead duties and responsibilities as separate and distinct from nonsupervisory and supervisory duties. GS leader positions are classified in accordance with the General Schedule Leader Grade Evaluation Guide (GSLGEG). The following tips are for classifying NSPS positions with lead responsibilities to the GS:

1. Positions which have team leader duties and responsibilities, and authorities that meet the GSLGEG criteria will usually result in the position being one GS grade level higher than the GS grade level of the position(s) led.

2. The title prefix "Lead" is assigned to the basic title of the position at the time of transition. When desired by the agency, the GS classification criteria for team leaders also allows use of the parenthetical suffix "(Leader)" to the basic title of positions when they are graded and titled on the basis of their non-leader responsibilities. All other lead positions are to use the prefix "Lead".

Note: Some GS "team leader" positions meet the 5 U.S.C. 7103 definition of "supervisor" and are excluded from being members of bargaining units. The "supervisor" designation will affect their bargaining unit status (BUS) code—

5 U.S.C. 7103(a)(10) "Supervisor" means an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, ***or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment,*** *except that, with respect to any unit which includes firefighters or nurses, the term "supervisor" includes only those individuals who devote a preponderance of their employment time to exercising such authority.* [Bold text added]

E. OPM Supervisory Codes

NSPS and GS utilize the same Supervisory Code definitions and criteria.
With the exception of "leader" positions that meet the GSLGEG criteria, if there has been no change in the duties and responsibilities of a supervisory position since a position's conversion from GS to NSPS or from NSPS to GS, in most cases there should be no change in supervisory code assigned. One exception may be when a position classified as supervisory under NSPS does not meet the GSSG criteria for supervisor based on performance of those duties less than 25 percent of the time.

- Code 2 – Supervisor or Manager
- Code 4 – Supervisor (CSRA)
- Code 5 – Management Official (CSRA)
- Code 6 – Leader (one-grade interval work)
- Code 7 – Team Leader (two-grade interval work)
- Code 8 – Nonsupervisory

F. NSPS Interoccupational Positions

1. The GS classification system does not support interoccupational position descriptions; therefore, these positions must be reviewed to determine which single GS series is most applicable to the duties, responsibilities and qualifications required of the position. Normally this will be the occupational series of the current incumbent.

2. When an interoccupational position becomes vacant, management must ensure the position description captures the primary purpose of the position and the grade controlling duties, responsibilities and qualifications to ensure proper classification.

G. NSPS Interdisciplinary Positions

Typically, an occupied interdisciplinary professional position is classified to the same GS series to which the NSPS position is classified.

H. NSPS Positions in Pay Band 1 of the YA, YD, YH, and YK Pay Schedules

1. Pay band 1 positions in YA, YD, YH, and YK pay schedules are considered developmental positions with career ladders to a higher NSPS pay band. Because pay band 1 encompasses developmental positions in GS grades 5 through 11, the supervisor or other management official (usually in conjunction with the classifier) must identify the duties and responsibilities the employee is currently assigned as well as the qualifications required to perform duties and responsibilities in order to determine the appropriate GS grade for the employee's trainee or intern level position. To assist in this process, information regarding previous GS career ladder positions, NSPS performance objectives, and established and documented developmental standards/training plans identifying growth and developmental criteria may be used to help determine the duties and responsibilities being performed by each employee.

2. If a pay band 1 position in the YB, YE, YI, YL, or YM pay schedule was designated as trainee or developmental, the same process used above in subparagraph 1 should be followed.

3. With some exceptions (*see* Appendix 2-D and Appendix 2-E), pay band 1 positions are transitioned to the same GS series as their NSPS positions.

I. NSPS Student Employment Experience Program (YP Pay Schedule) Positions

1. Positions classified to NSPS pay schedule YP may perform work at a GS-1 through GS-11 grade level. Pursuant to 5 U.S.C. 5106, the supervisor or other management official (usually in conjunction with the classifier) must identify the duties and responsibilities the employee is currently assigned as well as the qualifications required to perform the duties and responsibilities in order to determine the appropriate GS grade. Information regarding previous GS student PDs, NSPS performance objectives, and established and documented developmental standards/training plans identifying growth and developmental criteria may be used to help determine the duties performed and the level of responsibility for each employee.

2. Typically, NSPS positions in the YP pay schedule are transitioned to the same GS series as their NSPS positions (*see* Appendix 2-E).

J. NSPS Supervisory Fire Protection (YN Pay Schedule) Positions

1. NSPS Fire Chief positions will normally transition to the same GS grade level the position was classified to before conversion into NSPS.

2. NSPS Assistant Fire Chief positions that have the same duties and responsibilities of a full deputy for all matters and fully share in the overall technical and administrative management of the fire department on all shifts are typically classified and transitioned to a GS grade level one grade below the fire chief in accordance with the position classification standard for Fire Protection and Prevention Series, GS-0081.

3. NSPS Assistant Fire Chief positions that do not have "full" assistant duties and responsibilities are classified and transitioned to two GS grade levels below the grade of the fire chief, in accordance with the position classification standard for Fire Protection and Prevention Series, GS-0081. The difficulty and responsibility of assistant chief positions are best measured by comparison with the level of the fire chief position and the position's relative status within the organizational structure.

4. NSPS Station Chief positions are normally classified and transitioned to one GS grade above the subordinate crew chief positions at their stations. However, a station chief at a very large installation, where the station is in a remote location and the nature of the fire hazards and potential severity is high, and/or a station chief with four or more crews, where a higher level line supervisor is not on the shift, may be classified and transitioned two grades above the crew chiefs. (Note: Crew Chief positions are nonsupervisory positions and are normally classified one grade level above the highest grade level of nonsupervisory work led. These positions are evaluated according to the work leader criteria provided in the GSLGEG.)

K. Fair Labor Standards Act (FLSA) Exemption Status

Employees will be transitioned into GS with the same FLSA exemption status they had under NSPS. An exception to this rule is NSPS supervisory positions which transition to GS nonsupervisory positions. These positions must be reviewed to determine their FLSA exemption status.

L. OPM Professional, Administrative, Technical, Clerical and Other (PATCO) Codes

PATCO codes are determined based on the duties and responsibilities of a position; therefore, properly classified NSPS positions will transition to the GS system with the same PATCO code they had under NSPS.

IV. Classification Appeals

Employees may appeal the pay plan; position title, when prescribed by OPM standard; series; and grade of their positions. They may not appeal the content or accuracy of their position descriptions, the accuracy of a classification standard, an agency's *proposed* classification decision, the classification of a position to which the employee is detailed or temporarily promoted for a period of less than two years, or the classification of a position to which the employee is not officially assigned. It is recommended that employees who are concerned with the classification of their positions speak to their supervisor since he or she is responsible for the assignment of work to the positions. The servicing Human Resources Office (HRO) can explain the appeals process to the supervisor and the employee. Both DoD and OPM have helpful fact sheets on classification appeals—

- http://www.cpms.osd.mil/fas/classification/class_filing_appeal.aspx
- http://www.opm.gov/classapp/fact/MSO-98-3.pdf

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Appendix 2-A – Use of Prior General Schedule Classification Determinations since 2005

In many cases, installations/organizations have historical data linking an NSPS classified PD to its former GS classification prior to conversion into NSPS. In addition to the libraries suggested in section II.B of this chapter, sources of information may include:

- Current NSPS PDs. Some NSPS PDs are the former GS PD modified to reflect NSPS classification via pen and ink changes to the PD coversheet. If there has been no significant change in the duties and responsibilities of the position and the appropriate GS classification standard remains unchanged*, it is appropriate to adopt the former GS classification.
- Abolished PD files. Some organizations or HROs have retained their GS PDs in abolished PD files or historical office administrative files. Where such GS PDs describe the duties and responsibilities of the NSPS position and there has been no change in the applicable GS classification standard*, it is appropriate to reactivate the abolished/canceled GS PD and adopt the GS classification previously assigned to positions performing identical or virtually the same work.
- Position management records. The position management records of some organizations continue to reflect the GS full performance grade levels. If there has been no significant change in the mission of the organization or the duties and responsibilities of the position or positions supervised, and no change in the applicable classification standard*, it is appropriate to apply the previous full performance level (FPL) classification for purposes of identifying the base level for supervisors or the FPL of nonsupervisory positions.
- DCPDS historical data. Many organizations have access to DCPDS historical data reflecting PD numbers, title, series, grades, and full performance levels of positions prior to conversion to NSPS. If there has been no significant change in the duties and responsibilities of the position and the appropriate GS classification standard remains unchanged*, it is appropriate to adopt the former GS classification.
- GS Standard PDs. Some Components have standard PDs that have been established under both NSPS and GS. Where NSPS positions are either identical to or virtually the same as a classified GS position, it may be appropriate to adopt the GS classification assigned to that position.
- NSPS Compensation Control Points. Some NSPS organizations established compensation control points linking the NSPS position to GS grades in order to reflect the GS labor market and pay rates. Where assignment of these control points to a position was based on application of current GS classification criteria and/or the previous GS classification, it is appropriate to adopt the GS grade used as a control point as the GS grade classification of the NSPS position.

**Note: While OPM has issued a number of new/revised GS classification standards since 2005, a test application of these standards within the Components indicates that the GS grade level of positions covered by old standards did not typically change upon application of new and/or revised classification standards. A list of canceled, revised, or newly established classification standards can be found at Appendix 2-B.*

Appendix 2-B – GS Classification Standards Canceled, Revised or Abolished since January 2005

OPM Series	R = Revised C = Canceled	Action Required	Comment
0081 Fire Protection and Prevention Series	R	Apply new standard	No grade criteria changes
0312 Clerk-Stenographer and Reporter Series	C	Use 0303, Miscellaneous Clerk and Assistant Series	GS-0303 is not a new standard
0351 Printing Clerical Series	C	Use 0303, Miscellaneous Clerk and Assistant Series	GS-0303 is not a new standard
0357 Coding Series	R	Apply new standard	No grade criteria changes
0401 General Natural Resources Management and Biological Sciences	R	Apply new standard	Minimal change to grading criteria.
0403 Microbiology Series	R	Apply new standard	Minimal change to grading criteria.
0405 Pharmacology Series	R	Apply new standard	Minimal change to grading criteria.
0406 Agricultural Extension Series	C		No DoD positions in this series.
0408 Ecology Series	R	Apply new standard	Minimal change to grading criteria.
0410 Zoology Series	R	Apply new standard	Minimal change to grading criteria.
0413 Physiology Series	R	Apply new standard	Minimal change to grading criteria.

OPM Series	R = Revised C = Canceled	Action Required	Comment
0414 Entomology Series	R	Apply new standard	Minimal change to grading criteria.
0415 Toxicology Series	R	Apply new standard	Minimal change to grading criteria.
0430 Botany Series	R	Apply new standard	Minimal change to grading criteria.
0434 Plant Pathology Series	R	Apply new standard	Minimal change to grading criteria.
0435 Plant Physiology Series	R	Apply new standard	Minimal change to grading criteria.
0436 Plant Protection and Quarantine Series	C	Use GS-0401 General Natural Resources Management and Biological Sciences	
0437 Horticulture Series	R	Apply new standard	Minimal change to grading criteria.
0440 Genetics Series	R	Apply new standard	Minimal change to grading criteria.
0454 Rangeland Management Series	R	Apply new standard	Minimal change to grading criteria.
0457 Soil Conservation Series	R	Apply new standard	Minimal change to grading criteria.
0460 Forestry Series	R	Apply new standard	Minimal change to grading criteria.
0470 Soil Science Series	R	Apply new standard	Minimal change to grading criteria.
0471 Agronomy Series	R	Apply new standard	Minimal change to grading criteria.

OPM Series	R = Revised C = Canceled	Action Required	Comment
0480 Fish and Wildlife Administration Series	R	Apply new standard	Minimal change to grading criteria.
0482 Fish Biology Series	R	Apply new standard	Minimal change to grading criteria.
0485 Wildlife Refuge Management Series	R	Apply new standard	Minimal change to grading criteria.
0486 Wildlife Biology Series	R	Apply new standard	Minimal change to grading criteria.
0487 Animal Science Series	R	Apply new standard	Minimal change to grading criteria.
0493 Home Economics Series	C	Use GS-0601 General Health Science Series	
0635 Corrective Therapist Series	R	Apply new standard	No grade criteria changes
0664 Restoration Technician Series	C	Use GS-640, Health Aid and Technician Series	GS-640 is not a new series.
0801 General Engineering and Architecture Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0802 Engineering Technician Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0803 Safety Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0804 Fire Protection Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact

OPM Series	R = Revised C = Canceled	Action Required	Comment
0806 Materials Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0807 Landscape Architecture Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0808 Architecture Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0809 Construction Control Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0810 Civil Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0817 Surveying Technician Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0818 Engineering Drafting Series	C	Use GS-0802 series	
0819 Environmental Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0830 Mechanical Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0840 Nuclear Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0850 Electrical Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0854 Computer Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact

OPM Series	R = Revised C = Canceled	Action Required	Comment
0855 Electronics Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0856 Electronics Technician Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0858 Bioengineering and Biomedical Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0861 Aerospace Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0871 Naval Architecture Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0873 Ship Surveying Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0880 Mining Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0881 Petroleum Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0890 Agricultural Engineering Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
0895 Industrial Engineering Technician Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
1420 Archivist Series	R	Apply new standard	No grade criteria changes
1501 General Mathematics and Statistics Series	R	Apply new standard	Grade criteria changes, but minimal grade impact

OPM Series	R = Revised C = Canceled	Action Required	Comment
1510 Actuarial Science Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
1515 Operations Research Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
1520 Mathematics Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
1529 Mathematical Statistics Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
1530 Statistics Series	R	Apply new standard	Grade criteria changes, but minimal grade impact
1801 General Inspection, Investigation, and Compliance Series	NEW	Apply new standard	No grade criteria changes
1805 Investigative Analysis Series	NEW	Apply new standard	No grade criteria changes
1810 General Investigation Series	R	Apply new standard	No grade criteria changes
1811 Criminal Investigation Series	R	Apply new standard	No grade criteria changes
1812 Game Law Enforcement Series	C		Use the GS-1801, General Inspection, Investigation, Enforcement, and Compliance Series. In the extremely unlikely event a position meets the criteria for criminal investigator it can be converted to GS-

OPM Series	R = Revised C = Canceled	Action Required	Comment
			1811 Criminal Investigator (Game Enforcement).
1816 Immigration Inspection Series	C	Use GS-1895, Customs and Border Protection Series	
1860 Equal Opportunity Investigation Series	NEW		Work described in this series is not performed in DoD.
1884 Customs Patrol Series	C	Use GS-1801 General Inspection, Investigation, and Compliance Series	
1890 Customs Inspection Series	C	Use GS-1895, Customs and Border Protection Series	
1896 Border Patrol Agent Series	R		Work described in this series is not performed in DoD.
2050 Supply Cataloging Series	C	Use GS-2001, General Supply Series.	

Appendix 2-C – NSPS Pay Band/GS Grade Equivalency Chart

NSPS Career Groups	NSPS Pay Schedule	NSPS Pay Band	General Schedule (GS) Grade Coverage	
			Minimum Grade	Maximum Grade
Standard Career Group	Professional & Analytical	YA-1	GS-5	GS-11
		YA-2	GS-9	GS-13
		YA-3	GS-14	GS-15
	Technician/Support	YB-1	GS-1	GS-6
		YB-2	GS-7	GS-10
		YB-3	GS-11	GS-12
	Supervisor/Manager	YC-1	GS-6	GS-11
		YC-2	GS-11/12*	GS-14
		YC-3	GS-14/15**	GS-15
	Student	YP-1	GS-1	GS-11
Scientific & Engineering Career Group	Professional	YD-1	GS-5	GS-11
		YD-2	GS-9	GS-13
		YD-3	GS-14	GS-15
	Technician/Support	YE-1	GS-1	GS-6
		YE-2	GS-7	GS-10
		YE-3	GS-11	GS-12
		YE-4	GS-13	GS-13
	Supervisor/Manager	YF-1	GS-6	GS11
		YF-2	GS-11/12*	GS-14
		YF-3	GS-14/15**	GS-15

NSPS Career Groups	NSPS Pay Schedule	NSPS Pay Band	General Schedule (GS) Grade Coverage	
			Minimum Grade	Maximum Grade
Medical Career Group	Physician/Dentist *****	YG-2	GS-11/12***	GS-15
		YG-3	GS-15****	GS-15**
	Professional	YH-1	GS-4	GS-11
		YH-2	GS-9	GS-13
		YH-3	GS-14	GS-15
	Technician/Support	YI-1	GS-1	GS-6
		YI-2	GS-7	GS-10
		YI-3	GS-11	GS-12
	Supervisor/Manager	YJ-1	GS-6	GS-11
		YJ-2	GS-11/12*	GS-14
		YJ-3	GS-14/15**	GS-15
		YJ-4	GS-15*****	GS-15*****
Investigative/Protective Services Career Group	Investigative	YK-1	GS-5	GS-11
		YK-2	GS-9	GS-13
		YK-3	GS-14	GS-15
	Fire Protection	YL-1	GS-1	GS-6
		YL-2	GS-7	GS-10
		YL-3	GS-11	GS-12
		YL-4	GS-13	GS-14
	Police/Guard	YM-1	GS-1	GS-6
		YM-2	GS-7	GS-10
	Supervisor/ Manager	YN-1	GS-6	GS-11
		YN-2	GS-11/12*	GS-14
		YN-3	GS-14/15**	GS-15

* Only supervisory positions with subordinate employees in YA, YD, YH, or YK may result in a GS-11 grade.
** Some NSPS "Manager" level supervisory positions may result in a GS-14 grade.
*** Minimum grade for GS-0608 (Dentist) positions is GS-11; minimum grade for GS-0602 (Physician) positions is GS-12.
**** Typically found at medical research/specialized medical facilities or performing major Command/Component medical program development and/or oversight.
***** GS-0602 (Physician) and GS-0608 (Dentist) positions only.

Appendix 2-D – NSPS Positions Designated for Transition to Non-GS Systems

A. Science and Technology Reinvention Laboratory (STRL) Demonstration Project Program

Section 1105(c) of NDAA 2010 (P.L. 111-84, enacted October 28, 2009) provides that positions in the listed STRLs must transition from their current personnel system to an appropriate demonstration project:

> "*The science and technology reinvention laboratories, as so designated by subsection (a), may not implement any personnel system, other than a personnel system under an appropriate demonstration project…without prior congressional authorization.*"

Therefore NSPS positions currently designated for coverage by an STRL demonstration project under Section 1105 of NDAA 2010 will be transitioned directly from NSPS to an appropriate STRL demonstration project created under Section 342(b) of the National Defense Authorization Act for Fiscal Year 1995 (P.L. 103-337; 108 Stat. 2721), as amended by section 1114 of the Floyd D. Spence National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-3981; 114 Stat. 1654A-315). These positions are located in the three Military Departments, with the Army and the Navy having newly designated STRLs that must transition from NSPS to a laboratory demonstration project. Transition is projected to occur during calendar year 2011.

B. Acquisition Demonstration Project

Positions formerly covered by the Acquisition Demonstration (AcqDemo) Project are excluded from transition to the GS system. Additional situations may require transition of NSPS Personnel to the AcqDemo Project. These situations must be reviewed and approved by the NSPS Transition Office and the Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics. Transition of NSPS positions to the AcqDemo project is pending the reestablishment of applicable infrastructure and policies. Transition is projected to occur during calendar year 2011, but no later than the end of June 2011.

C. Alternative Personnel System(s)

SPAWAR units converted to NSPS from the Navy alternative personnel system that are not covered as STRLs by Section 1105(c) of NDAA 2010 will transition to the former alternative personnel system once applicable infrastructure and policies are in place. Transition is projected to occur during calendar year 2011.

D. Medical and Healthcare Occupations

Certain medical and healthcare occupations throughout DoD are scheduled to transition to a hybrid (United States Code, Titles 5 and 38) personnel (non-GS) pay system or personnel authorities. Until these systems and/or new authorities are fully developed and ready for implementation, healthcare positions in occupations specified in Appendix 1-B – Exclusion for Healthcare Positions and physicians and dentists, will remain covered by NSPS. Transition to the new system(s) is projected to occur prior to January 1, 2012.

Appendix 2-E – NSPS/GS Occupational Series Table

Notes:

1. *Items highlighted in blue (or with one asterisk) indicate a GS series not established under NSPS. The vast majority of these series do not describe work performed in DoD. Additionally, certain GS occupational series were not adopted by NSPS because they covered very small DoD populations (15 employees or less).*
2. *Items highlighted in yellow (or with two asterisks) indicate a NSPS series not established under GS. The yellow (double asterisk) also highlights where to place NSPS positions placed in general/catchall series rather than adopt low population GS occupational series.*

NSPS Series	GS Series
0006 Correctional Program Specialist	0006 Correctional Institution Administration
Not established in NSPS*	0007 Correctional Officer
Not established in NSPS*	0011 Bond Sales Promotion
0017 Explosives Safety Specialist** [NOT A GS SERIES]	0018 SAFETY AND OCCUPATIONAL HEALTH SERIES *NOTE: The NSPS Transition Office is working with OPM to establish* Explosives Safety Specialist (0017) *as a series in the General Schedule.*
0018 Safety and Occupational Health Specialist	0018 Safety and Occupational Health
0019 Safety Technician	0019 Safety Technician
0020 Community Planner	0020 Community Planning
0021 Community Planning Technician	0021 Community Planning Technician
0023 Outdoor Recreation Planner	0023 Outdoor Recreation Planning
0025 Park Ranger	0025 Park Ranger
0028 Environmental Protection Specialist	0028 Environmental Protection Specialist
0029 Environmental Protection Technician	0029Environmental Protection Assistant
0030 Sports Specialist	0030 Sports Specialist
0050 Funeral Specialist	0050 Funeral Directing

NSPS Series	GS Series
0060 Chaplain	0060 Chaplain
0062 Clothing Designer	0062 Clothing Design
0072 Fingerprint Specialist	0072Fingerprint Identification
0080 Security Specialist	0080 Security Administration
0081 Firefighter	0081 Fire Protection and Prevention
Not established in NSPS*	0082 United States Marshal
0083 Police Officer and Detective	0083 United States Marshal
Not established in NSPS*	0084 Nuclear Materials Courier
0085 Security Guard	0085 Security Guard
0086 Security Technician	0086 Security Clerical and Assistance
0090 Visitor Guide	0090 Guide
Not established in NSPS*	0095 Foreign Law Specialist
0099 General Student Trainee	0099 General Student Trainee
0101 Social Science	0101 Social Science
0102 Social Science Support	0102 Social Science Aid and Technician
Not Established in NSPS*	0105 Social Insurance Administration
Not Established in NSPS*	0106 Unemployment Insurance
Not Established in NSPS*	0107 Health Insurance Administration
0110 Economist	0110 Economist
0119 Economics Technician	0119 Economics Assistant
0130 Foreign Affairs Specialist	0130 Foreign Affairs
0131 International Relations Specialist	0131 International Relations
0132 Intelligence Specialist	0132 Intelligence

NSPS Series	GS Series
0134 Intelligence Technician	0134 Intelligence Aid and Clerk
Not Established in NSPS*	0135 Foreign Agricultural Affairs
Not Established in NSPS*	0136 International Cooperation
Not Established in NSPS*	0140 Workforce Research and Analysis
0142 Manpower Development Specialist	0142 Workforce Development
0150 Geographer	0150 Geography
Not Established in NSPS*	0160 Civil Rights Analysis
0170 Historian	0170 History
0180 Psychologist	0180 Psychology
0181 Psychology Technician	0181 Psychology Aid and Technician
0184 Sociologist	0184 Sociology
0185 Social Worker	0185 Social Work
0186 Social Services Technician	0186 Social Services Aid and Assistant
0187 Social Services Specialist	0187 Social Services
0188 Recreation Specialist	0188 Recreation Specialist
0189 Recreation Technician	0189 Recreation Aid and Assistant
0190 Anthropologist	0190 General Anthropology
0193 Archeologist	0193 Archeology
0199 Social Science Student Trainee	0199 Social Science Student Trainee
0201 Human Resources Specialist	0201 Human Resources Management
0203 Human Resources Technician	0203 Human Resources Assistance
Not Established in NSPS*	0241 Mediation
0243 Apprenticeship and Training Representative	0243 Apprenticeship and Training

NSPS Series	GS Series
Not Established in NSPS*	0244 Labor Management Relations Examining
0260 Equal Employment Opportunity Specialist	0260 Equal Employment Opportunity
0299 Human Resources Student Trainee	0299 Human Resources Student Trainee
0301 General Analysis	0301 Miscellaneous Administration and Program *TRANSITION POSITIONS ANALYZING ARCHITECTURAL DESIGN AND CONSTRUCTION PRACTICES FOR THE HOUSING INDUSTRY TO THE 0828 CONSTRUCTION ANALYST SERIES. THIS SERIES IS RELATED TO HUD POSITIONS. *TRANSITION POSITIONS WORKING WITH MEDICARE AND MEDICAID NATIONAL HEALTH INSURANCE PROGRAMS TO 0107 HEALTH INSURANCE ADMINISTRATION SERIES. THIS SERIES IS RELATED TO AGENCIES OTHER THAN DOD.
0302 Messenger	0302 Messenger
0303 General Support	0303 Miscellaneous Clerk and Assistant
0304 Information Receptionist	0304 Information Receptionist
0305 Mail and File Technician	0305 Mail and File
0309 Correspondence Technician	0309 Correspondence Clerk
0312 Stenographer** [NOT A GS SERIES]	OPM canceled this series December 22, 2008. *TRANSITION TO 0303 MISCELLANEOUS CLERK AND ASSISTANT SERIES and retain the "(Stenography)" parenthetical.
0313 Work Unit Supervisor	0313 Work Unit Supervising
0318 Secretary	0318 Secretary
0319 Closed Microphone Reporter	0319 Closed Microphone Reporting
0322 Typist	0322 Clerk-Typist
0326 Office Automation Technician	0326 Office Automation Clerical and Assistance
Not Established in NSPS*	0332 Computer Operation

NSPS Series	GS Series
Not Established in NSPS*	0335 Computer Clerk and Assistant
0340 Program Manager	0340 Program Management
0341 Management Services Specialist	0341 Administrative Officer
0342 Support Services	0342 Support Services Administration
0343 Management and Program Analyst	0343 Management and Program Analysis
0344 Management and Program Technician	0344 Management and Program Clerical & Assistance
0346 Logistics Management Specialist	0346 Logistics Management
0350 Equipment Operator	0350 Equipment Operator
0356 Data Transcriber	0356 Data Transcriber
0357 Coding Technician	0357 Coding
0360 Equal Opportunity Compliance Specialist	0360 Equal Opportunity Compliance
0361 Equal Opportunity Technician	0361 Equal Opportunity Assistance
0382 Telephone Operator	0382 Telephone Operating
0390 Telecommunications Equipment Operator	0390 Telecommunications Processing
0391 Telecommunications Specialist	0391 Telecommunications
0392 Telecommunications Technician	0392 General Telecommunications
0394 Communications Technician	0394 Communications Clerical
0399 General Analysis/Office Support Student Trainee	0399 Administration and Office Support Student Trainee
0401 Biological Science	0401 General Natural Resources Management and Biological Sciences *TRANSITION POSITIONS WHOSE FUNCTIONS ARE RELATED TO GENETICS TO 0440 GENETICS SERIES. *TRANSITION POSITIONS WHOSE FUNCTIONS

NSPS Series	GS Series
	ARE RELATED TO SOILS TO THE 0470 SOIL SCIENCE SERIES.
0403 Microbiologist	0403 Microbiology
0404 Biological Science and Laboratory Technician	0404 Biological Science Technician *TRANSITION POSITIONS WHOSE FUNCTIONS ARE RELATED TO RANGE CONSERVATION AND RESOURCE MANAGEMENT TO THE 0455 RANGE TECHNICIAN SERIES.
0405 Pharmacologist	0405 Pharmacology
0408 Ecologist	0408 Ecology
0410 Zoologist	0410 Zoology
0413 Physiologist	0413 Physiology
0414 Entomologist	0414 Entomology
0415 Toxicologist	0415 Toxicology
Not Established in NSPS*	0421 Plant Protection Technician
0430 Botanist	0430 Botany
Not Established in NSPS*	0434 Plant Pathology
Not Established in NSPS*	0435 Plant Physiology
0437 Horticulturist	0437 Horticulture
Not Established in NSPS*	0440 Genetics
0454 Rangeland Management Specialist	0454 Rangeland Management
Not Established in NSPS*	0455 Range Technician
0457 Soil Conservationist	0457 Soil Conservation
0458 Soil Conservation Technician	0458 Soil Conservation Technician
Not Established in NSPS*	0459 Irrigation System Operation

NSPS Series	GS Series
0460 Forester	0460 Forestry
0462 Forestry Technician	0462 Forestry Technician
Not Established in NSPS*	0470 Soil Science
0471 Agronomist	0471 Agronomy
0480 Fish and Wildlife Biologist	0480 Fish and Wildlife Administration
0482 Fishery Biologist	0482 Fish Biology
Not Established in NSPS*	0485 Wildlife Refuge Management
0486 Wildlife Biologist	0486 Wildlife Biology
0487 Animal Scientist	0487 Animal Science
0499 Biological Science Student Trainee	0499 Biological Science Student Trainee
0501 Finance	0501 Financial Administration and Program
0503 Financial Technician	0503 Financial Clerical and Technician
0505 Financial Management Specialist	0505 Financial Management
0510 Accountant	0510 Accounting
0511 Auditor	0511 Auditing
Not Established in NSPS*	0512 Internal Revenue Agent Series
0525 Accounting Technician	0525 Accounting Technician
0526 Tax Specialist	0526 Tax Specialist
0530 Cash Processing Technician	0530 Cash Processing
0540 Voucher Examiner	0540 Voucher Examining
0544 Civilian Pay Technician	0544 Civilian Pay
0545 Military Pay Technician	0545 Military Pay
0560 Budget Analyst	0560 Budget Analysis

NSPS Series	GS Series
0561 Budget Technician	0561 Budget Clerical and Assistance
Not Established in NSPS*	0592 Tax Examining
Not Established in NSPS*	0593 Insurance Accounts
0599 Finance Student Trainee	0599 Financial Management Student Trainee
0601 Health Science	0601 General Health Science
0602 Physician	0602 Medical Officer
0603 Physician Assistant	0603 Physician Assistant
0610 Nurse	0610 Nurse
0620 Practical Nurse	0620 Practical Nurse
0621 Nursing Assistant	0621 Nursing Assistant
0622 Medical Supply Technician	0622 Medical Supply Aide and Technician
0625 Autopsy Technician	0625 Autopsy Assistant
0630 Dietitian and Nutritionist	0630 Dietitian and Nutritionist
0631 Occupational Therapist	0631 Occupational Therapist
0633 Physical Therapist	0633 Physical Therapist
Not Established in NSPS*	0635 Kinesiotherapy
0636 Rehabilitation Therapy Technician	0636 Rehabilitation Therapy Assistant
Not Established in NSPS*	0637 Manual Arts Therapist
0638 Recreation and Creative Arts Therapist	0638 Recreation/Creative Arts Therapist
0640 Health Technician	0640 Health Aid and Technician
0642 Nuclear Medicine Technician	0642 Medicine Technician
0644 Medical Technologist	0644 Medical Technologist
0645 Medical Technician	0645 Medical Technician

NSPS Series	GS Series
0646 Cytology, Histopathology, and Pathology Technician	0646 Pathology Technician
0647 Diagnostic Radiologic Technician	0647 Diagnostic Radiologic Technologist
0648 Therapeutic Radiologic Technician	0648 Radiologic Technologist
0649 Medical Instrument Technician	0649 Medical Instrument Technician
Not Established in NSPS*	0650 Medical Technical Assistant
0651 Respiratory Therapy Technician	0651 Respiratory Therapist
0660 Pharmacist	0660 Pharmacist
0661 Pharmacy Technician	0661 Pharmacy Technician
0662 Optometrist	0662 Optometrist
0664 Restoration Technician** [NOT A GS SERIES]	TRANSITION TO 0640 HEALTH AIDE AND TECHNICIAN SERIES
0665 Speech Pathologist and Audiologist	0665 Speech Pathology and Audiology
0667 Orthotics and Prosthetics Technician	0667 Orthotist and Prosthetist
0668 Podiatrist	0668 Podiatrist
0669 Medical Records Specialist	0669 Medical Records Administration
0670 Health System Administrator	0670 Health System Administration
0671 Health System Specialist	0671 Health System Specialist
Not Established in NSPS*	0672 Prosthetic Representative
0673 Hospital Housekeeping Specialist	0673 Hospital Housekeeping Management
0675 Medical Records Technician	0675 Medical Records Technician
0679 Medical Support Technician	0679 Medical Support Assistance
0680 Dentist	0680 Dental Officer
0681 Dental Assistant	0681 Dental Assistant

NSPS Series	GS Series
0682 Dental Hygienist	0682 Dental Hygiene
0683 Dental Laboratory Technician	0683 Dental Laboratory Aid and Technician
0685 Public Health Specialist	0685 Public Health Program Specialist
0688 Sanitation Specialist	0688 Sanitarian
0690 Industrial Hygienist	0690 Industrial Hygiene
Not Established in NSPS*	0696 Consumer Safety
0698 Environmental Health Technician	0698 Environmental Health Technician
0699 Medical and Health Student Trainee	0699 Medical and Health Student Trainee
0701 Veterinarian	0701 Veterinary Medical Science
0704 Animal Health Technician	0704 Animal Health Technician
Not Established in NSPS*	0799 Veterinary Student Trainee
0801 Engineering	0801 General Engineering
0802 Engineering Technician	0802 Engineering Technical
0803 Safety Engineer	0803 Safety Engineering
0804 Fire Protection and Prevention Engineer	0804 Fire Protection Engineering
0806 Materials Engineer	0806 Materials Engineering
0807 Landscape Architect	0807 Landscape Architecture
0808 Architect	0808 Architecture
0809 Construction Inspection Technician	0809 Construction Control Technical
0810 Civil Engineer	0810 Civil Engineering
0817 Surveying Technician	0817 Survey Technical
0819 Environmental Engineer	0819 Environmental Engineering
Not Established in NSPS*	0828 Construction Analyst

NSPS Series	GS Series
0830 Mechanical Engineer	0830 Mechanical Engineering
0840 Nuclear Engineer	0840 Nuclear Engineering
0850 Electrical Engineer	0850 Electrical Engineering
0854 Computer Engineer	0854 Computer Engineering
0855 Electronics Engineer	0855 Electronics Engineering
0856 Electronics Technician	0856 Electronics Technical
0858 Biomedical Engineer	0858 Bioengineering and Biomedical
0861 Aerospace Engineer	0861 Aerospace Engineering
0871 Naval Architect	0871 Naval Architecture
0873 Ship Survey Specialist	0873 Marine Survey Technical
Not Established in NSPS*	0880 Mining Engineering
0881 Petroleum Engineer	0881 Petroleum Engineering
Not Established in NSPS*	0890 Agricultural Engineering
0892 Ceramic Engineer** [NOT A GS SERIES]	TRANSITION TO 0806 MATERIALS ENGINEERING SERIES
0893 Chemical Engineer	0893 Chemical Engineering
0894 Welding Engineer** [NOT A GS SERIES]	TRANSITION TO 0801 GENERAL ENGINEERING SERIES
0895 Industrial Engineering Technician	0895 Industrial Engineering Technical
0896 Industrial Engineer	0896 Industrial Engineering
0899 Engineering and Architecture Student Trainee	0899 Engineering and Architecture Student Trainee
0901 Legal Specialist	0901 General Legal and Kindred
0904 Law Clerk	0904 Law Clerk
0905 Attorney	0905 General Attorney

NSPS Series	GS Series
Not Established in NSPS*	0930 Hearings and Appeals
0950 Paralegal Specialist	0950 Paralegal Specialist
Not Established in NSPS*	0958 Employee Benefits Law
0962 Contact Representative	0962 Contact Representative
0963 Legal Instruments Examiner	0963 Legal Instruments Examining
Not Established in NSP*S	0965 Land Law Examining
0967 Passport and Visa Specialist	0967 Passport and Visa Examining
0986 Legal Technician	0986 Legal Assistance
Not Established in NSPS*	0987 Tax Law Specialist
Not Established in NSPS*	0991 Workers' Compensation Claims Examining
Not Established in NSPS*	0993 Railroad Retirement Claims Examining
0996 Veterans Claims Specialist	0996 Veterans Claims Examining
0998 Claims Technician	0998 Claims Assistance and Examining
0999 Legal Student Trainee	0999 Legal Occupations Student Trainee
1001 Arts and Information	1001 General Arts and Information
1002 Arts and Information Support** [NOT A GS SERIES]	TRANSITION TO 1001 GENERAL ARTS AND INFORMATION SERIES
1008 Interior Design Specialist	1008 Interior Design
1010 Exhibits Specialist	1010 Exhibits Specialist
1015 Curator	1015 Museum Curator
1016 Museum Technician	1016 Museum Specialist and Technician
1020 Illustrator	1020 Illustrating
1021 Drafting Technician	1021 Drafting
1035 Public Affairs Specialist	1035 Public Affairs

NSPS Series	GS Series	
1040 Language Specialist	1040 Language Specialist	
1046 Language Technician	1046 Language Clerical	
1051 Music Specialist	1051 Music Specialist	
1054 Theater Specialist	1054 Theater Specialist	
1056 Art Specialist	1056 Art Specialist	
1060 Photographer and Videographer	1060 Photography	
1071 Audiovisual Production Specialist	1071 Audiovisual Production	
1082 Writer and Editor	1082 Writing and Editing	
1083 Technical Writer and Editor	1083 Technical Writing and Editing	
1084 Visual Information Specialist	1084 Visual Information	
1087 Editorial Technician	1087 Editorial Assistance	
1099 Information and Arts Student Trainee	1099 Information and Arts Student Trainee	
1101 Business	1101 General Business and Industry	
1102 Contract Specialist	1102 Contracting	
1103 Industrial Property Specialist	1103 Industrial Property Management	
1104 Property Disposal Specialist	1104 Property Disposal	
1105 Purchasing Technician	1105 Purchasing	
1106 Procurement Technician	1106 Procurement Clerical and Technician	
1107 Property Disposal Technician	1107 Property Disposal Clerical and Technician	
1108 Business Support** [NOT A GS SERIES]	DEFAULT TRANSITION: 1101 GENERAL BUSINESS AND INDUSTRY SERIES	TRANSITION POSITIONS MANAGING AND/OR EVALUATING FAMILY HOUSING/BILLETING TO 1173 HOUSING MANAGEMENT SERIES
1130 Public Utilities Specialist	1130 Public Utilities Specialist	

NSPS Series	GS Series
1140 Trade Specialist	1140 Trade Specialist
1144 Commissary Specialist	1144 Commissary Management
Not Established in NSPS*	1145 Agricultural Program Specialist
Not Established in NSPS	1146 Agricultural Marketing
Not Established in NSPS*	1147 Agricultural Market Reporting
1150 Industrial Specialist	1150 Industrial Specialist
1152 Production Controller	1152 Production Control
1160 Financial Analyst	1160 Financial Analysis
1163 Insurance Examining Specialist	1163 Insurance Examining
Not Established in NSPS*	1165 Loan Specialist
Not Established in NSPS*	1169 Internal Revenue Officer
1170 Realty Specialist	1170 Realty
1171 Appraiser	1171 Appraising
1173 Housing Specialist	1173 Housing Management
1176 Building Management Specialist	1176 Building Management
1199 Business Student Trainee	1199 Business and Industry Student Trainee
Not Established in NSPS*	1202 Patent Technician
Not Established in NSPS*	1210 Copyright
Not Established in NSPS*	1220 Patent Administration
1221 Patent Adviser	1221 Patent Adviser
1221 Patent Adviser	1222 Patent Attorney
Not Established in NSPS*	1223 Patent Classifying
Not Established in NSPS*	1224 Patent Examining

NSPS Series	GS Series
Not Established in NSPS*	1226 Design Patent Examining
Not Established in NSPS*	1299 Copyright and Patent Student Trainee
1301 Physical Science	1301 General Physical Science
1306 Health Physicist	1306 Health Physics
1310 Physicist	1310 Physics
1311 Physical Science Technician	1311 Physical Science Technician
1313 Geophysicist	1313 Geophysics
1315 Hydrologist	1315 Hydrology
1316 Hydrologic Technician	1316 Hydrologic Technician
1320 Chemist	1320 Chemistry
1321 Metallurgist	1321 Metallurgy
1330 Astronomer and Astrophysicist	1330 Astronomy and Space Science
1340 Meteorologist	1340 Meteorology
1341 Meteorological Technician	1341 Meteorological Technician
1350 Geologist	1350 Geology
1360 Oceanographer	1360 Oceanography
1361 Navigational Information Specialist	1361 Navigational Information
1370 Cartographer	1370 Cartography
1371 Cartographic Technician	1371 Cartographic Technician
1372 Geodesist	1372 Geodesy
1373 Land Surveyor	1373 Land Surveying
1374 Geodetic Technician	1374 Geodetic Technician
Not Established in NSPS*	1380 Forest Products Technology

NSPS Series	GS Series
1382 Food Technologist	1382 Food Technology
1384 Textile Technologist	1384 Textile Technology
1386 Photographic Technologist	1386 Photographic Technology
1397 Document Analysis Specialist	1397 Document Analysis
1399 Physical Science Student Trainee	1399 Physical Science Student Trainee
1410 Librarian	1410 Librarian
1411 Library Technician	1411 Library Technician
1412 Technical Information Specialist	1412 Technical Information Services
1420 Archivist	1420 Archivist
1421 Archives Technician	1421 Archives Technician
1499 Library Student Trainee	1499 Library and Archives Student Trainee
1501 General Mathematics & Statistics	1501 General Mathematics and Statistics
1510 Actuary	1510 Actuarial Science
1515 Operations Research Analyst	1515 Operations Research
1520 Mathematician	1520 Mathematics
1521 Mathematics Technician	1521 Mathematics Technician
1529 Mathematical Statistician	1529 Mathematical Statistics
1530 Statistician	1530 Statistics
1531 Statistical Assistant	1531 Statistical Assistant
Not Established in NSPS*	1541 Cryptanalysis
1550 Computer Scientist	1550 Computer Science
1599 Mathematics and Statistics Student Trainee	1599 Mathematics and Statistics Student Trainee
1601 Facilities and Equipment	1601 Equipment, Facilities, and Services

NSPS Series	GS Series
1603 Equipment, Facilities, and Services Support	1603 Equipment, Facilities, and Services Assistance
1630 Cemetery Administration Specialist	1630 Cemetery Administration Services
1640 Facility Management Specialist	1640 Facility Operations Services
1654 Printing Management Specialist	1654 Printing Services
1658 Laundry Management Specialist	1658 Laundry Operations Services
1667 Food Services Specialist	1667 Food Services
1670 Equipment Specialist	1670 Equipment Services
1699 Equipment and Facilities Management Student Trainee	1699 Equipment, Facilities, and Services Student
1701 Education and Training	1701 General Education and Training
1702 Education and Training Technician	1702 Education and Training Technician
1703 Education Specialist** [NOT A GS SERIES]	Default transition for one and two-grade interval work: 1702 Education and Training Technician. Transition two-grade interval positions with a positive education requirement to 1701 General Education and Training Series.
1710 Teacher and Education Program Administrator	1710 Education and Vocational Training
1712 Training Instructor	1712 Training Instruction
Not Established in NSPS*	1715 Vocational Rehabilitation
1720 Education Program Specialist	1720 Education Program
1725 Public Health Educator	1725 Public Health Educator
Not Established in NSPS*	1730 Education Research
1740 Education Services Specialist and Guidance Counselor	1740 Education Services
1750 Instructional Systems Specialist	1750 Instructional Systems

NSPS Series	GS Series
1799 Education Student Trainee	1799 Education Student Trainee
1801 Inspection, Investigation, and Compliance	1801 GENERAL INSPECTION, INVESTIGATION, ENFORCEMENT, AND COMPLIANCE * TRANSITION WORK INVOLVING THE EXAMINATION AND OF IMPORTED MERCHANDISE INTO THE UNITED STATES TO THE 1894 CUSTOMS ENTRY AND LIQUIDATING SERIES.
1802 Inspection, Investigation, and Compliance Support	1802 Compliance Inspection and Support
Not Established in NSPS* [ESTABLISHED IN GS AFTER NSPS IMPLEMENTED]	1805 Investigative Analysis APPLY OPM CRITERIA UPON TRANSITION
1810 Investigator	1810 General Investigation
1811 Criminal Investigator	1811 Criminal Investigation
1812 Game Law Enforcement Specialist and Officer** [NOT A GS SERIES]	DEFAULT: TRANSITION POSITIONS PERFORMING ALL OTHER INVESTIGATIVE/ ENFORCEMENT FUNCTIONS TO THE GENERAL INSPECTION, INVESTIGATION, ENFORCEMENT, AND COMPLIANCE SERIES, 1801 SERIES. ONLY TRANSITION POSITIONS PERFORMING CRIMINAL INVESTIGATIVE FUNCTIONS WHICH MEET THE CRITERIA FOR 1811 CRIMINAL INVESTIGATION TO 1811 SERIES.
1815 Air Safety Investigation Specialist	1815 Air Safety Investigating
Not Established in NSPS*	1822 Mine Safety and Health Inspection
1825 Aviation Safety Specialist	1825 Aviation Safety
Not Established in NSPS*	1849 Wage and Hour Investigation
Not Established in NSPS*	1850 Agricultural Warehouse Inspection
Not Established in NSPS*	1860 Equal Opportunity Investigation
Not Established in NSPS*	1862 Consumer Safety Inspection

NSPS Series	GS Series
1863 Food Inspector	1863 Food Inspection
Not Established in NSPS*	1881 Customs and Border Protection Interdiction
Not Established in NSPS*	1889 Import Compliance
1890 Customs Inspector** [NOT A GS SERIES]	TRANSITION TO 1895 CUSTOMS AND BORDER PROTECTION SERIES
Not Established in NSPS*	1894 Customs Entry and Liquidating
Not Established in NSPS*	1895 Customs and Border Protection
Not Established in NSPS*	1896 Border Patrol Enforcement
1897 Customs Technician** [NOT A GS SERIES]	TRANSITION TO 1802 COMPLIANCE INSPECTION AND SUPPORT SERIES
1899 Investigation Student Trainee	1899 Investigation Student Trainee
1910 Quality Assurance Specialist	1910 Quality Assurance
Not Established in NSPS*	1980 Agricultural Commodity Grading
Not Established in NSPS*	1981 Agricultural Commodity Aid
1999 Quality Assurance Student Trainee	1999 Quality Inspection Student Trainee
2001 Supply Specialist	2001 General Supply
2003 Supply Management Specialist	2003 Supply Program Management
2005 Supply Technician	2005 Supply Clerical and Technician
2010 Inventory Management Specialist	2010 Inventory Management
2030 Distribution Facilities and Storage Specialist	2030 Distribution Facilities and Storage
2032 Packaging Specialist	2032 Packaging
2050 Supply Cataloging Specialist** [NOT A GS SERIES]	TRANSITION TO 2001 GENERAL SUPPLY SERIES
2091 Sales Store Technician	2091 Sales Store Clerical

NSPS Series	GS Series
2099 Supply Student Trainee	2099 Supply Student Trainee
2101 Transportation Specialist	2101 Transportation Specialist
2102 Transportation Technician	2102 Transportation Clerk and Assistant
Not Established in NSPS*	2110 Transportation Industry Analysis
Not Established in NSPS*	2121 Railroad Safety
Not Established in NSPS*	2123 Motor Carrier Safety
Not Established in NSPS*	2125 Highway Safety
2130 Traffic Management Specialist	2130 Traffic Management
2131 Freight Rate Technician	2131 Freight Rate
2135 Transportation Loss and Damage Claims Examiner	2135 Transportation Loss and Damage Claims Examining
2144 Cargo Scheduling Technician	2144 Cargo Scheduling
2150 Transportation Operations	2150 Transportation Operations
2151 Dispatching Technician	2151 Dispatching
2152 Air Traffic Control Specialist	2152 Air Traffic Control
2154 Air Traffic Control Technician	2154 Air Traffic Assistance
2161 Marine Cargo Specialist	2161 Marine Cargo
2181 Pilot and Flight Instructor	2181 Aircraft Operation
2183 Navigator and Weapon Systems Specialist	2183 Air Navigation
2185 Flight Engineer, Aerial Refueling Technician, and Aircraft Loadmaster	2185 Aircrew Technician
2199 Transportation Student Trainee	2199 Transportation Student Trainee
2203 COMPUTER OPERATOR**	TRANSITION TO 0332 COMPUTER OPERATION SERIES

NSPS Series	GS Series
2204 Computer Technician**	TRANSITION TO 0335 COMPUTER CLERK AND ASSISTANT SERIES
2210 Information Technology Specialist	2210 Information Technology Management
2299 Information Technology Student Trainee	2299 Information Technology Student Trainee

Appendix 2-F – Examples of OPM Series with Titles that Differ from NSPS Titles

Note: This list does not identify all of the titling differences between NSPS and GS. The crosswalk of titles by series addresses titling differences between NSPS and GS for occupational series with significant DoD populations. The appropriate GS classification standard should be consulted in assigning GS titles for NSPS positions assigned to occupational series not covered by this table.

OPM Terms Not Used by NSPS	NSPS Title
Manager or Officer	Supervisor
Aide	Technician
Clerk	Technician
Assistant	Technician
Position titles ending in "ing" (e.g., Examining)	"er" (e.g., Examiner)
specialized titles	parenthetical titles

OPM Series and Title(s)	NSPS Title
025, Park Manager, Supervisory Park Ranger, Park Ranger	Park Ranger, Supervisory Park Ranger
080, Security Specialist, Personnel Security Specialist, Physical Security Specialist, Information Security Specialist, Security Officer	Security Specialist w/(Personnel) (Physical) (Information) (Industrial)
090, Park Guide, Reclamation Guide, and Guide (General)	Visitor Guide
110, Financial Economist, Labor Economist, Regional Economist, Industry Economist, International Economist, Agricultural Economist	Economist
180, Counseling Psychologist, Clinical Psychologist, Engineering Psychologist, Personnel Psychologist	Psychologist w/(Counseling), (Engineering), (Clinical), (Personnel)
201, (Recruitment & Placement), (Recruitment) or (Placement)	(Staffing)
510, Cost Accountant, Staff Accountant, Systems Accountant	(Cost Accountant) (Staff Accountant)

OPM Series and Title(s)	NSPS Title
602, Medical Officer (Occupational Medicine)	Physician
602, Medical Officer (Occupational Medicine-Administration)	Supervisory Physician
802, Aerospace Engineering Technician, Architecture, Biomedical, Chemical, Civil, Electrical, Materials, Mechanical, Mining, Naval Architecture, Nuclear, Petroleum, Engineering Technician,	All specializations are parenthetical titles and (Drafting)
809, Construction Representative	Construction Inspection Technician
810, Highway Engineer, Hydraulic Engineer, Structural Engineer, Research	Civil Engineer
861, Aerospace Engineer and Pilot	Aerospace Engineer
871, (Ship Design) (Small Craft and Boats)	Nothing
905, Trial Attorney, Attorney-Advisor, Attorney-Examiner, General Attorney	Attorney
905, (Aeronautics), (Antitrust), Customs), (Finance), (Indian Matters), (Mail), (Nationality), (Public Utility), (Tax), (Trademark), (Trade Regulation), (Transpiration), (Veterans), (Legislation), (Editor)	None
1071, Producer, Director, Producer-Director, Editor (TV or Motion Picture)	Audiovisual Production Specialist
1102, Contract Administrator, Contract Negotiator, Termination Specialist, Contract Price/Cost Analyst, Procurement Analyst	(Administration) (Negotiation) (Termination) (Price/Cost Analysis), (Procurement Analysis)
1103, Industrial Property Clearance Spec	Industrial Property Specialist
1105, Purchasing Agent	Purchasing Technician
1144, Commissary Officer, Assistant Commissary Officer, Store Manager, Department Manager, Commissary Management Specialist	Commissary Specialist

OPM Series and Title(s)	NSPS Title
1150, all specialized titles become parenthetical except Agriculture, Anthracite/ Bituminous Mining, Construction, Chemical, Clothing, Electrical Machinery, Fisheries, Forestry, Furniture, Leather, Lumber, Nonmetallic Minerals Mining, Paper, Petroleum, Primary Metals, Publications, Railroad Equipment, Rubber, Scientific Equipment, Stone, Clay and Glass, Textiles, Tobacco Products	Deleted
1152, specialized titles become parenthetical except "Aerospace"	Deleted
1173, Housing Manager, Housing Management Specialist, Housing Management Assistant	Housing Specialist
1330, Astronomer or Astrophysicist or Radio Astronomer or Space Scientist	Astronomer or Astrophysicist
1340, Meteorologist	Meteorologist
1630, Cemetery Administrator	Cemetery Administration Specialist
1640, Facility Operations Specialist	Facility Management Specialist
1710, Principal, Assistant Principal	Deleted
1712, Training Specialist, Training Administrator	Training Instructor
1815, Air Safety Investigator (Field), (Air) (Airworthiness) (Operations) (Analysis)	Air Safety Investigation Specialist
1825, Aviation Safety Inspector, Operation), (Airworthiness), (Manufacturing)	Aviation Safety Specialist
2091, Sales Store Checker	Sales Store Technician
2151, Motor Vehicle Dispatcher, Automotive Equipment Dispatcher, Locomotive Dispatcher, Aircraft Dispatcher, Tug (Vessel) Dispatcher	Dispatching Technician (Motor Vehicle) (Automotive Equipment) (Aircraft)
2181, Airplane Pilot, Helicopter Pilot, Aircraft Pilot	Pilot

Chapter 3 – Pay Upon Transition

I. General Information

A. Use of the term "adjusted salary" in this guide has the meaning given in 5 CFR 9901.304.

§ 9901.304 - Adjusted salary means an NSPS employee's base salary plus any local market supplement paid to that employee. For an employee moving into NSPS from a non-NSPS position, adjusted salary also refers to non-NSPS base salary plus any applicable locality pay under 5 U.S.C. 5304, special rate supplement under 5 U.S.C. 5305, or any equivalent supplement.

B. Each employee's permanent NSPS position will be classified to a GS grade based on the application of appropriate GS classification standards and guides to the current duties and responsibilities, and the qualifications required to perform the duties and responsibilities. (*see* Chapter 2 of this guide)

C. An employee's new GS rate will be set based on the GS compensation structure and the laws and regulations governing the GS pay system, except to the extent exceptions are necessary to prevent a reduction in the employee's adjusted salary upon transition in compliance with the NDAA 2010 requirement that no employee will suffer a loss of or decrease in pay due to NSPS termination. Such adjustments to GS pay regulations have been described in this chapter. (*see* section II.B)

II. Setting Pay under GS Rules

A. General Pay Setting

NSPS employees transitioning to the GS system as a result of the termination of NSPS retain the NSPS adjusted salaries for their permanent positions of record in accordance with section 1113(c)(1) of NDAA 2010. In addition, employees who received an increase in NSPS pay for a temporary promotion or reassignment immediately prior to transition to GS and who return to their temporary assignments immediately after transition will retain the temporary increase earned under NSPS until the initial NSPS not-to-exceed date is reached or termination of the temporary action, whichever is earlier.

Consistent with 5 CFR 536.301(a)(4), the mandatory pay retention regulation will be used to set pay upon transition to GS. In accordance with 5 CFR 536.304(b)(1),

mandatory pay retention is used both to set pay above step 10 and to slot pay into the applicable rate range of a grade. Pay retention only continues, however, if an employee's pay upon completion of the pay setting process is set above step 10.

1. When an employee's adjusted salary falls within the applicable rate range for the GS grade assigned to the employee's permanent position, his or her GS rate of basic pay will be set at the lowest step of the applicable locality rate, special rate, or GS base pay range for that grade that equals or exceeds his or her adjusted NSPS salary and coverage under 5 CFR 536 ceases (*see* Examples in Appendix 3-A).

2. When the employee's adjusted salary falls below step 1 of the applicable rate range (e.g., locality rate, special rate, or GS base pay range) for the assigned GS grade, his or her GS rate of basic pay will be set at step 1 of the assigned GS grade for the applicable rate range.

3. When the employee's adjusted salary exceeds step 10 of the applicable rate range (e.g., locality rate, a special rate or the GS base pay range) for the assigned grade, the employee will be placed on pay retention (*see* Examples in Appendix 3-A).

4. Processing of other NSPS personnel actions, including pay actions, with the same effective date as the transition date is limited. The order of processing personnel actions on that date is addressed under section III.F. of Chapter 4, *NSPS to GS - Staffing*.

5. An NSPS rating of record of "Unacceptable – Level 1" will not disqualify an employee from any increase in pay necessary to place that employee in the appropriate step under the GS system.

6. A wide variety of pay setting examples are included in Appendix 3-A.

B. Pay Retention in the GS system

1. GS pay retention rules found in 5 U.S.C. 5363 and 5 CFR part 536 are subject to exception, as described in this section, to comply with the section 1113(c)(1) provision in NDAA 2010 that mandates no employee will suffer a loss of or decrease in pay upon transition from NSPS to a non-NSPS personnel or pay system. The GS pay retention provision entitles NSPS employees to retain a rate of pay that would otherwise be reduced as a result of a management action.

2. NSPS employees who transition with their positions to the GS system will retain a rate of pay that exceeds the Executive Level IV pay retention limit and/or the 150 percent of step 10 limit imposed by 5 CFR 536.304(b)(3) and 536.306 until an event, as specified in 5 CFR 536.308, terminates entitlement to pay retention or reduces an employee's retained rate below the normally applicable pay retention limits.

Upon transition, these employees will retain the adjusted salary for their permanent positions of record in accordance with section 1113(c)(1) of NDAA 2010. However, other than for physicians and dentists, such a retained rate may not exceed the rate for Level IV of the Executive Schedule plus 5 percent, since no NSPS salary rate (except for physicians and dentists) may exceed that limit.

3. The pay retention exclusion at 5 CFR 536.102(c) will not apply to the rate earned on the NSPS temporary assignment of employees who, immediately before transition from NSPS, are on a temporary promotion or reassignment with an increase in pay, and who return to that temporary assignment immediately after transition. The employee does not retain the NSPS rate of pay for the temporary promotion or reassignment upon reaching the not to exceed date or when the action is terminated for reasons other than the termination of NSPS.

4. For purposes of setting the pay of NSPS employees on temporary or term appointments transitioning to the GS system, the pay retention entitlement exclusion at 5 CFR 536.102(b)(2) will not apply. Upon transition, these employees will retain the adjusted salary for their permanent positions of record in accordance with section 1113(c)(1) of NDAA 2010.

5. Pay retention under the GS system is "indefinite". An NSPS employee who has a preexisting entitlement under 5 CFR 9901.356 immediately before transition or who is placed on pay retention upon transition remains on pay retention until a terminating event occurs (*See* 5 CFR 536.308). Generally, terminating events include:

    a. A break in service of one workday or more.

    b. Entitlement to a rate of basic pay under a covered pay system that is equal to or greater than the employee's retained rate after applying any applicable geographic conversion rule.

    c. The employee declines a reasonable offer of a position in which the employee's rate of basic pay would be equal to or greater than the employee's retained rate after applying any applicable geographic conversion rule.

    d. The employee is reduced in grade for personal cause or at the employee's personal request.

    e. The employee moves to a position not under a covered pay system.

    Additionally, for pay retention associated with continuation of a temporary assignment as described under section II.B.3, a terminating event may also

include reaching the initial NSPS NTE date or termination of a temporary assignment.

6. GS employees on pay retention receive 50 percent of the increase in the maximum rate of basic pay (step 10) for the applicable rate range (i.e., a locality rate, special rate, or GS base pay range) for the GS grade assigned to the employee's permanent position. This continues indefinitely until (a) the employee's salary falls within the applicable rate range or (b) pay retention terminates in accordance with 5 CFR 536.308 or reaching the initial NSPS NTE date or termination of a temporary assignment as described in section II.B.3. However, a retained rate may not be adjusted to exceed Level IV of the Executive Schedule (or Level IV of the Executive Schedule plus 5 percent, if the employee is entitled to a retained rate above Level IV under this section).

7. Employees who will be placed on pay retention upon transition from NSPS must be provided notification, as required by 5 CFR 536.404, describing the circumstances warranting pay retention, the nature of that entitlement, terminating events, and the impact of terminating events.

C. Impact on Other Pay

1. Once employees transition, GS pay rules apply. For payments made after the transition, application of the GS rules may result in different payments than under NSPS. Examples of other pay that may be affected include:

    - Foreign Language Proficiency Pay (FLPP)
    - Foreign area allowances
    - Premium pay
    - Recruitment, relocation, or retention incentives

2. Some employees may experience an increase in the rate of overtime or other premium pay upon transition while others may experience a decrease in the rate of overtime or other premium pay upon transition due to differences in the regulations governing the GS and NSPS systems.

    For example, eligibility for FLPP may cease if an employee's duties and responsibilities do not require use of the foreign language for which the employee has proficiency. Also, there may be circumstances where employees become eligible for pay not available to NSPS employees such as Administratively Uncontrollable Overtime (AUO) governed by 5 CFR 550.151. Appendix 3-B compares some of the differences between NSPS and the GS system with respect to various additional pay opportunities.

3. Some employees who are stationed in a foreign area and who receive a Living Quarters Allowance in accordance with Department of State regulations may experience a change in their Quarters Group Assignment. Effective June 6, 2010, the Undersecretary of State for Management approved an interim change to the Department of State Standardized Regulations (DSSR) language at section 134.14 permitting an employee whose Quarters Group Assignment would be negatively impacted by transition to the GS system to retain a higher Quarters Group Assignment based on his/her previous NSPS classification. The language further authorizes the retention of that Quarters Group Assignment if the employee is management assigned to another position not for personal cause and not at the employee's request. This interim change became final on July 18, 2010, adding a new paragraph 134.14.c as follows:

   c. Despite the provisions of Section 132.3b(1), an employee whose conversion from the existing National Security Personnel System (NSPS) to the General Schedule or other personnel system as a result of termination of NSPS causes him/her to fall into a lower quarters group (Section 135.2) may remain in the higher quarters group as long as he/she remains in the position occupied at the time of conversion or is involuntarily moved to another position, where the reassignment has not been directed for cause and is not at the personal request of the employee. (interim effective 6/6/10 TL:SR-735)

   (In context at http://aoprals.state.gov/content.asp?content_id=241&menu_id=89)

D. Impact on Employees Who Were Receiving ACDP under NSPS

1. ACDP is not a feature of the GS compensation structure. Most employees who occupy NSPS positions conveying eligibility for ACDP will be assigned to a GS career ladder position. The grade of the GS career ladder position to which an employee is assigned will be based on the grade of the duties and responsibilities of the employee's permanent position. In some cases, this will be the target grade of the position. In other cases, this will be a lower grade in the GS career ladder for the position. In either case, it is the application of GS classification standards to the duties and responsibilities of the position and not the salary of the employee that determines the grade to which the employee is assigned.

2. Once the career ladder position becomes covered by the GS system, further advancement is governed by the promotion requirements of the GS system, such as GS qualification requirements, the GS time-in-grade restriction, and applicable training requirements. Once converted to GS, time-in-grade for subsequent promotions may be determined, at least in part, based on the employee's former NSPS adjusted salary (*see* 5 CFR 300.605(b) and paragraphs I.B. and Appendix 4-B of Chapter 4, *NSPS to GS – Staffing*). Consequently, organizations should carefully consider the impact and amount of any ACDP increase to be granted prior to transition from an NSPS position to a GS career ladder position.

3. Accelerated promotions in the GS system. Under the GS system, certain positions may have formerly been covered by accelerated training and promotion agreements with OPM (e.g., typically professional engineer/computer scientist positions). Organizations should verify that these agreements are still in effect and meet the organization's needs (e.g., Do they cover all desired GS grade levels?) as they transition these positions from NSPS back to the GS system.

E. Employees on Temporary Assignments Immediately Prior to Transition of their Positions from NSPS

1. Some NSPS employees may be on temporary assignments (e.g., temporary promotions or temporary reassignments) immediately prior to transition from NSPS. This might include NSPS employees who are temporarily assigned either to positions in GS (or other pay systems) or to other NSPS positions. To effect the transition from NSPS to GS of the position of record and/or the temporary position assigned, these employees are returned to their positions of record with the provision that the temporary assignment may be reinstated immediately post-transition. If the temporary assignment would have terminated for reasons other than transition from NSPS, there is no requirement to return the employee to the temporary assignment held before transition from NSPS.

2. GS pay setting rules for the post-transition reinstatement of a temporary assignment may result in a lower salary than had been granted for the pre-transition period. Since, but for transition from NSPS, these employees would have continued to receive the NSPS offered rate for the temporary assignment until the not-to-exceed date of that assignment, special pay setting procedures apply to comply with the Section 1113(c)(1), NDAA 2010 requirement that no employee shall suffer any loss of or decrease in pay because of transition out of NSPS.

   - <u>Step 1: Return employee to his or her permanent position of record on the day prior to transition</u>. Pay in the position of record is set as if the temporary assignment had not occurred and pay is reconstructed to reflect any adjustments that would have occurred in the employee's absence. For employees returning to NSPS positions, information at 5 CFR 9901.342(l), 9901.353(g), and 9901.354(c)(2), should be followed, as applicable.

   - <u>Step 2: Optional – Return the employee to the temporary assignment. Immediately following transition</u>. Unless the temporary assignment has been terminated for reasons other than transition from NSPS, the employee must be returned to the temporary assignment after the permanent and/or temporary position transitions from NSPS. Due to the structural differences between systems and applicable pay administration rules, the nature of action used to return the employee to the temporary assignment after transition may be different from that used for the initial assignment (for example GS

classification of the temporary and/or permanent position may result in a "Temporary Promotion" nature of action after transition from NSPS instead of "Temporary Reassignment"). This difference may impact how pay is set upon return to the temporary assignment.

- Step 3: Determine employee's rate of pay under the temporary assignment.

  a. If the temporary position the employee will return to is under the GS system, the employee's adjusted salary will be set by applying the applicable GS pay setting rules to the temporary action or, if a higher rate results, the pre-transition NSPS salary rate for the temporary assignment will serve as the basis for setting pay. If the NSPS pre-transition salary is the higher of the two rates of basic pay, salary for the temporary action must be set at the lowest rate on the highest applicable rate range that equals or exceeds the pre-transition temporary salary.

  b. If the position the employee is returning to on temporary assignment is an NSPS position, the salary will be set at the rate held for the position immediately prior to transition from NSPS, unless a higher rate is necessary to meet the 6% minimum promotion rule (5 CFR 9901.354(a)(1). If an NSPS employee whose permanent position of record remains covered by NSPS returns to a temporary position which is now covered by the GS system, the rules at 5 CFR 9901.372 apply to setting pay in the temporary GS assignment.

- Step 4: Determine Pay Retention Eligibility. If the salary determination results in a rate above the maximum of the rate range (step 10), the employee will be placed on pay retention for the duration of the temporary assignment in order to comply with section 1113(c) of NDAA 2010.

- Step 5: Termination of rate earned upon returning to temporary assignment held prior to transition from NSPS. Unless another terminating event occurs during the remainder of the temporary assignment, once the employee reaches the initial NTE date established prior to transition from NSPS or an employee returns to his or her position of record, the temporary rate earned upon return to temporary assignment post transition from NSPS terminates. In addition to termination of the temporary rate of pay, any pay retention entitlement that is based solely on this temporary pay setting process is also terminated.

- Step 6: Process personnel action to document salary decisions. To document the return of an employee to a temporary assignment in the GS system, follow processing instructions in Chapter 4, Section III.F.5. of this guidance.

- Appendix 3-D illustrates several examples for how to determine the employee's pay entitlement in these situations.

3. When the employee returns to a position of record upon expiration or termination of the temporary assignment or upon reaching the not-to-exceed date established under NSPS, any special entitlement under NDAA 2010 ends along with the temporary assignment and GS pay administration rules apply. For example, if an employee is returned to a temporary promotion immediately after transition and pay is set in that position to preserve an entitlement under NDAA 2010, the entitlement ends if the temporary promotion is extended. Upon the effective date of an extension, pay must be set in accordance with GS pay administration rules.

4. Recognizing the potential complications involved in setting pay for employees on temporary assignments during the transition period, activities may want to consider limiting temporary assignments, consistent with mission requirements, once a date for transition of either the employee's temporary or permanent position has been established.

F. Date of Last Equivalent Increase (DLEI) Decisions

1. When an NSPS employee transitions to the GS system, a determination as to the employee's DLEI must be made. The DLEI is used to determine when an employee has met the waiting period requirement (i.e., 52 weeks, 104 weeks, or 156 weeks) for eligibility for the next within-grade (or step) increase under the GS system.

2. While covered by NSPS, certain events may impact the determination of an employee's DLEI. Usually, these events include an increase in the employee's NSPS base salary (e.g., a performance salary increase, a promotion or ACDP increase) or the opportunity for an increase in an employee's NSPS base salary (e.g., a zero performance increase for an employee whose rate of basic pay is below the maximum rate of the pay band). A complete list of these events is found at Appendix 3-C.

3. In some cases, employees may be eligible for a within-grade increase on the same day they transition to the GS system. This will occur when the employee meets performance and waiting period requirements for a step increase on the date of transition to the GS (*see* 5 CFR part 531, subpart D). When an employee is eligible for a within-grade increase on the date of transition from NSPS, the action must be processed as a separate personnel action after the transition action is processed.

G. GS Pay Flexibilities

While NSPS offered many pay setting flexibilities unique to a pay banding environment, the GS system also offers many tools to attract, retain, and reward GS employees. For example, a recruitment or relocation incentive paid to employees under NSPS may also be paid under the GS system to attract candidates to GS positions. The superior qualifications and special needs pay setting authority allows individuals (from outside the

Federal Government) to be hired above step 1 of a GS grade, and high performing GS employees may be eligible for quality step increases (QSI). The Office of Personnel Management (OPM) handbook, *Human Resources Flexibilities and Authorities in the Federal Government*, provides information regarding pay flexibilities available under the GS system.

Appendix 3-A – Pay Setting Examples

Unless annotated otherwise, reference cites in these examples refer to Chapters 1 – 4 of this guide. In each example, the highest applicable rate range is used for pay setting purposes.

GS Locality Rates for Rest of U.S. (RUS) Locality Pay Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	47448	49029	50611	52192	53773	55354	56935	58516	60097	61678
10	52252	53994	55736	57478	59221	60963	62705	64447	66189	67931
11	57408	59321	61234	63148	65061	66974	68888	70801	72714	74628
12	68809	71102	73396	75689	77983	80276	82570	84863	87157	89450

Example #1
Paul is a YA-201-2 Human Resources Specialist in Memphis, Tennessee. Upon transition from NSPS on April 25, 2010, his position is classified as a GS-11. Paul's NSPS adjusted salary is $62,500. Since there is no special rate that applies to Human Resources Specialists in Memphis, Tennessee, the highest applicable GS rate range that applies to Paul's position is the 2010 GS Rest of US (RUS) Locality Table. When comparing Paul's NSPS adjusted salary to the 2010 GS RUS Locality Table, his salary falls between the GS-11, step 3, and the GS-11, step 4. Paul is assigned to the GS-11, step 4, with a locality rate of $63,148 (*see* red circle in above chart) since that step represents the lowest step that meets or exceeds his NSPS adjusted salary upon transition to GS.

Example #2
Ken is a YC-560-2 Supervisory Budget Analyst in Portland, Maine. Upon transition from NSPS on June 20, 2010, his position is classified as a GS-12. Ken's NSPS adjusted salary is $92,106. Since there is no special rate that applies to Supervisory Budget Analysts in Portland, Maine, the highest applicable GS rate range that applies to Ken's position is the 2010 GS RUS Locality Table. Ken's NSPS adjusted salary ($92,106) exceeds the maximum rate (step 10, $89,450) of the GS-12 rate range on that table (*see* blue circle in above chart). Consequently, Ken is assigned to the GS-12, step 00, with a retained rate of $92,106. (Note that in this example the GS retained rate is derived using an NSPS adjusted salary which includes a local market supplement. GS employees do not receive a locality payment on top of the retained rate.)

GS Locality Rates for Rest of U.S. (RUS) Locality Pay Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	47448	49029	50611	52192	53773	55354	56935	58516	60097	61678
11	57408	59321	61234	63148	65061	66974	68888	70801	72714	74628

Special Salary Rate Table Number 0422 – Engineers (Electrical/Electronic/Nuclear)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
09	54028	55413	56798	58183	59568	60953	62338	63723	65108	66493
11	58667	60343	62019	63695	65371	67047				

Example #3

Patricia is a YD-850-2 Electrical Engineer in Mobile, Alabama. Upon transition from NSPS on August 15, 2010, her position is classified as a GS-11. Patricia's adjusted salary is $62,150. Patricia's salary fits in both the GS-11 rate range for the 2010 GS Rest of US (RUS) Locality Table and the GS-11 rate range for the 2010 Special Rate Table for Electrical Engineers. On both pay tables, Patricia's salary falls between the step 3 and step 4 salary rates. The Special Rate Table 0422 rate range, however, is determined to be the highest applicable GS rate range that applies to Patricia's GS-11 position because it provides higher salaries for equivalent steps than provided under the 2010 GS RUS Locality Table. Because Patricia's adjusted salary falls between the GS-11, step 3, and the GS-11, step 4, rate, she is assigned to the GS-11, step 4, with a special rate of $63,695. The GS-11, step 4, rate of Table 0422 is the lowest step rate in the applicable rate range that meets or exceeds her NSPS adjusted salary at the time of transition.

GS Locality Rates for New York-Newark-Bridgeport, NY-NJ-CT Locality Pay Area – 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
15	128241	132516	136791	141066	145340	149615	153890	155500	155500	155500

Example #4

Elizabeth is a YC-3 manager in Brooklyn, New York, with an adjusted salary of $162,594. Application of GS classification standards to her position results in classification at the GS-15 grade level. At transition, her adjusted salary exceeds GS-15, step 10, of the 2010 New York locality table. Consequently, she will be placed on pay retention. (Chapter 3, II.B.1) In Elizabeth's case, her salary also exceeds Executive Schedule Level IV (EX-IV) ($155,500). Employees, who are not Physicians or Dentists, who transition from NSPS to GS may retain their adjusted salaries up to EX-IV plus 5% ($163,275). (Chapter 3, II.B.2) Elizabeth's salary is under this cap and will be fully retained. Note that Elizabeth's pay rate determinant will be "Y" and her entitlement to future government-wide general pay increases is dependent on her salary's positioning relative to the EX-IV amount. In this example, she is eligible for 50% of the applicable adjustment. (Chapter 3, II.B.5)

GS Locality Rates for Columbus-Marion-Chillicothe, OH Locality Pay Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	48695	50318	51941	53563	55186	56809	58431	60054	61677	63299
11	58916	60880	62843	64807	66771	68734	70698	72661	74625	76589
12	70617	72971	75325	77678	80032	82386	84739	87093	89447	91801

Example #5

Tracy is a YA-1102-1 Contracting Specialist in Columbus, Ohio. Her current salary is $57,508. In preparing for transition in July 2010, Tracy's supervisor determines that she has met all of the prescribed YA-1 developmental goals and is fully performing journey level duties. The duties and responsibilities of the journey level position are properly classified at GS-12. Because NSPS YA-1 pay schedule does not encompass journey level work, the employee must first be promoted to YA-2 prior to transition from NSPS in order to place her on the journey level position upon transition. If Tracy receives a 12% increase upon promotion to the YA-2 pay band, her new adjusted salary is $64,409. The YA-2 position will then transition to the GS-1102-12, and Tracy will be placed on step 1 at $70,617.

GS Locality Rates for Seattle-Tacoma-Olympia, WA Locality Pay Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
7	41390	42770	44150	45530	46910	48290	49670	51051	52431	53811

Example #6

Mac was first appointed to Federal service as a YB-318-2 with Navy in Tacoma, Washington, on July 20, 2009. Having been covered by NSPS for less than 90 days of the performance cycle, he was not eligible for a payout in January 2010. His organization will transition to GS on July 18, 2010. Mac's position is classified as a GS-318-7, and his current adjusted pay of $42,280 will result in assignment to step 2 on the 2010 Seattle-Tacoma-Olympia locality table. However, on that same date, he will have served 52 weeks, making him eligible in the GS system for a within-grade increase. In the order of processing his transition, the within grade increase will process after the assignment to GS-7 (Chapter 4, III.F.7) as follows:

Pre-transition salary, July 17 – YB-318-2, $42,280
Post-transition salary (pre-WGI), July 18 – GS-318-7, step 2, $42,770
Date of last equivalent increase – July 20, 2009
Post-transition final salary with WGI, July 18 – GS-318-7, step 3, $44,150

GS Locality Rates for Rest of U.S. (RUS) Locality Pay Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
14	96690	99913	103136	106358	109581	112804	116027	119249	122472	125695

Example #7
Harry is assigned to a YC-3 Deputy Director position in San Antonio, Texas, with an adjusted salary of $129,619. The YC-3 Director's job is determined to be equivalent to GS-15. Based on GS classification criteria, Harry's Deputy position classifies at GS-14. The transition action will not result in a loss of pay; it may, however, result in a pay retention entitlement. On the Rest of US locality table, GS-14, step 10, salary is $125,695. Harry's salary is greater than the applicable rate, so he is entitled to retain his current adjusted salary.

GS Locality Rates for Denver-Aurora-Boulder, CO Locality Pay Area – 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
11	61612	63665	65719	67772	69825	71879	73932	75986	78039	80093

Example #8
Maude is a reemployed annuitant with a 3-year term appointment as a YA-2 in Denver, Colorado. Her NSPS position is properly classified under the General Schedule at the GS-11 grade level. At $82,498, her adjusted salary exceeds step 10 ($80,093) of the applicable rate range in the 2010 Denver locality table. Although 5 CFR 536.102(b)(2) specifically excludes temporary and term appointees from pay retention, Section 1113(c)(1) of NDAA 2010 requiring no loss of or decrease in pay upon transition from NSPS requires Maude's adjusted salary be retained. (Chapter 3, II.B.3) Maude's pay rate determinant will be "Y" and she is entitled to 50% of any government-wide general pay increase while on pay retention. (Chapter 3, II.B.5).

GS Locality Rates San Diego-Carlsbad-San Marcos, CA Locality Pay Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
6	37974	39239	40505	41770	43036	44301	45567	46832	48098	49363

Example #9
Lucette is a YB-0525-1, Accounting Technician in San Diego, California. Upon transition from NSPS on May 9, 2010, her position is classified as a GS-6. Lucette is on pay retention under NSPS retaining an adjusted salary of $49,832. Since there is no special rate that applies to Accounting Technicians in San Diego, California, the highest GS rate range that applies to Lucette's position is the 2010 San Diego Locality Table. When comparing Lucette's adjusted salary to the 2010 San Diego Locality Table, her adjusted salary exceeds the GS-6, step 10. Consequently, Lucette is assigned to the GS-6, step 00, remaining on pay retention with a rate of $49,832.

GS Locality Rates for Rest of U.S. (RUS) Locality Pay Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
5	31315	32359	33402	34445	35489	36532	37576	38619	39663	40706
6	34907	36070	37233	38397	39560	40723	41886	43050	44213	45376

Example #10
Sam is a YB-326-1 in Pensacola, Florida, with an adjusted salary of $36,710. He entered NSPS from a properly classified GS-5 position description. In reviewing his current duties, the new work has resulted in a classification of GS-6. No special rates apply to Sam's position. Employees in Pensacola not covered by a special salary rate are covered by the Rest of US (RUS) locality table. Because the new grade is encompassed in the YB-1 band, Sam will transition as a GS-326-6, step 3, at $37,233 on the Rest of US (RUS) locality table.

GS Locality Rates for Rest of U.S. (RUS) Locality Pay Area – 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
5	31315	32359	33402	34445	35489	36532	37576	38619	39663	40706

Special Rate Table Number 983P

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
5	34563	35715	36866	38018	39170	40321	41473	42625	43776	44928

Example #11
Dana is a YM-0083-1 Police Officer in Athens, Georgia receiving a Targeted Local Market Supplement of 26% for an adjusted salary of $35,768. Upon transition from NSPS on June 6, 2010, her position is classified as a GS-5. Dana's adjusted salary fits in both the GS-5 rate range for the 2010 GS Rest of US (RUS) Locality Table and the GS-5 rate range for the 2010 Special Rate Table for Police Officers (983P) in Athens, GA. Table 983P, however, is determined to be the highest applicable GS rate range that applies to Dana's GS-0083-5 position in Athens, Georgia because it provides a higher rate of pay for equivalent steps than provided under the 2010 GS RUS Locality Table. When comparing Dana's adjusted salary to Table 983P, her salary falls between the GS-5, step 2, and the GS-5, step 3. Dana is assigned to the GS-5, step 3, with a special rate of $36,866. The GS-5, step 3 rate on Table 983P is the lowest step rate in the highest applicable rate range that meets or exceeds her NSPS adjusted salary at the time of transition.

GS Locality Rates for Dallas-Fort Worth, TX Locality Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	50154	51825	53497	55168	56839	58510	60182	61853	63524	65196

Special Rate Table Number 999C

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	54032	55832	57633	59433	61234	63034	64835	66635	68436	70236

Example #12
Bernice is a YA-2210-1, Information Technology Specialist in Dallas, Texas. Upon transition from NSPS on July 18, 2010, her position is classified as a GS-9 with promotion potential to GS-11. Bernice's NSPS adjusted salary is $64,708. Bernice's adjusted salary fits on both the GS-9 rate range for the 2010 Dallas Locality Table and the GS-9 rate range for the 2010 Special Rate Table for Information Technology Specialists (999C). Table 999C is determined to be the highest applicable GS rate range that applies to Bernice's GS-9 position because it provides a higher rate of pay for equivalent steps than provided under the 2010 Dallas Locality Table. When comparing Bernice's adjusted salary to Table 999C, her salary falls between the GS-9, step 6, and the GS-9, step 7. Bernice is assigned to the GS-9, step 7, with a special rate of $64,835.

GS Base Pay Table – 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
12	60274	62283	64292	66301	68310	70319	72328	74337	76346	78355

Example #13
Antonio is a YC-0346-2 Supervisory Logistics Management Specialist in Yokota, Japan. Upon transition from NSPS on August 15, 2010, his position is classified as a GS-12. Antonio's adjusted salary is $72,196. Since there is no special rate that applies to Supervisory Logistics Management Specialist in Yokota, Japan, the highest applicable GS rate range that applies to Antonio's position is the 2010 GS Base Pay Table. When comparing Antonio's adjusted salary to the 2010 GS Base Pay Table, his salary falls between the GS-12, step 6, and the GS-12, step 7. Antonio is assigned to the GS-12 step 7, with a rate of $72,328, since that step is the lowest step that meets or exceeds his NSPS adjusted salary at the time of transition.

GS Locality Rates for State of Hawaii Locality Area - 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
13	75057	77559	80061	82562	85064	87566	90068	92569	95071	97573

Example #14

John is a YD-1301-2 Physical Scientist in Pearl Harbor, Hawaii. Upon transition from NSPS on April 25, 2010, his position is classified as a GS-13. John's NSPS adjusted salary is $85,975; however, he is also receiving a COLA rate of 20.94%. Since there is no special salary rate that applies to Physical Scientists in Pearl Harbor, Hawaii, the highest applicable GS rate range that applies to John's position is the 2010 Hawaii Locality Table. When comparing John's adjusted salary to the 2010 Hawaii Locality Table, do not include the COLA he is receiving, as COLAs are not part of an employee's NSPS adjusted salary. Therefore, John's adjusted salary falls between the GS-13, step 5, and the GS-13, step 6. John is assigned to the GS-13, step 6, with a locality rate of $87,566. The GS-13, step 6, is the lowest step rate in the applicable rate range that meets or exceeds his NSPS adjusted salary at the time of transition.

GS Locality Rates for Huntsville-Decatur, AL Locality Pay Area – 2010

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
9	48221	49828	51435	53042	54649	56256	57863	59470	61076	62683

Example #15

Rodney is a YA-511-2 Auditor in Huntsville, Alabama. Upon transition from NSPS on September 12, 2010, his position is classified as a GS-9. Rodney's NSPS adjusted salary is $94,505. Since there is no special rate that applies to Auditors in Huntsville, Alabama, the highest applicable GS rate range that applies to Rodney's position is the 2010 Huntsville Locality Table. When comparing Rodney's adjusted salary to the 2010 Huntsville Locality Table, his adjusted salary exceeds the GS-9, step 10 by more than 150%. Section 1113(c)(1) of NDAA 2010 prohibits a loss of or decrease in pay upon transition from NSPS; Rodney will receive pay retention upon transition from NSPS. He is assigned to the GS-9, step 00, with a retained rate of $94,505.

Appendix 3-B – Comparison NSPS/GS Additional Pay

This table highlights some differences between NSPS and OPM regulations.. This is not an exhaustive list; HROs should be prepared to inform employees concerning the impact of transition on their individual situation.

Type of Pay	NSPS	GS
Overtime – FLSA Exempt	• Employees in pay band 3 of the YA, YD, YH, and YK pay schedules, pay band 4 of the YL pay schedule, and pay bands 2 and 3 of the supervisor/manager pay schedules receive an overtime rate equal to their hourly adjusted rate. • All others receive an overtime rate equal to 1 ½ times their hourly adjusted rate. • Comp time may be authorized in lieu of overtime. (5 CFR 9901.362(b))	• Employees whose basic pay is equal to or less than GS-10, step 1, are paid an overtime rate of 1 ½ times their hourly rate of basic pay. • Employees whose basic pay exceeds GS-10, step 1, are paid an overtime rate equal to the greater of (a) 1 ½ times the GS-10, step 1, rate or (b) their hourly rate of basic pay. • Comp time may only be authorized in lieu of irregular or occasional overtime unless the employee is covered by a flexible work schedule. (5 U.S.C. 5541, 5542, 6123(a)(1); 5 CFR 550.114)
Night Pay	• NSPS employees can be paid Night Pay for irregular or occasional overtime work in the same manner it is payable for regularly scheduled work. • NSPS Night Pay is not payable during paid absences, except for a period of court leave, military leave, time off awarded under 5 U.S.C. 4502(e), compensatory time off during religious observances, or when excused from duty on a holiday. (5 CFR 9901.362(c))	• GS Night Pay is payable for regularly scheduled work performed by an employee between the hours of 6 p.m. and 6 a.m. • Under GS, an employee is entitled to Night Pay for a period of paid leave only when the total amount of that leave in a pay period, including both night and day hours, is less than 8 hours. (5 U.S.C. 5545(a); 5 CFR 550.121-122)

Type of Pay	NSPS	GS
Sunday Pay	NSPS Sunday pay is similar to that paid to GS employees except NSPS employees can only be paid Sunday Pay for hours actually worked on Sunday. (5 CFR 9901.362(d))	GS Sunday pay is paid for actual work hours performed during an employee's regularly scheduled daily tour of duty. When such tour includes hours on a Sunday, the employee receives Sunday pay for each hour associated with the daily tour whether or not worked on Sunday. (5 U.S.C. 5546; 5 CFR 550.171)
Holiday Pay	• Holiday premium pay is paid at twice an employee's adjusted salary hourly rate; • Paid for each hour (including overtime hours) an employee is ordered or approved to work on a holiday. (5 CFR 9901.362(e))	• Limited to 8 hours, does not include overtime hours; • Overtime hours paid at overtime rate; • Employee receives basic rate plus a rate equal to their basic rate. (5 U.S.C. 5546; 5 CFR 550.131)
Standby Duty Pay	NSPS standby duty pay is similar to that paid to GS employees except as described in NSPS regulations (5 CFR 9901.362(f)): 1) NSPS standby pay is limited to firefighters classified to the 0081 occupation who are not eligible for coverage under 5 U.S.C. 5545(b) and emergency medical technicians not involved in fire protection activities; 2) The Secretary may approve other occupations for coverage, but no additional occupations have been approved as of the date of this guide.	May be paid to an employee in a position requiring him or her to regularly remain at, or within the confines of, his or her duty station for more than 40 hours per week in a standby status rather than performing work. (5 U.S.C. 5545; 5 CFR 550.141). Standby pay under GS rules is not limited to specific occupations.
Administratively Uncontrollable Overtime	Not paid under NSPS.	May be paid to an employee in a position for which the hours of duty cannot be controlled administratively and which requires substantial amounts of irregular or occasional overtime work. (5 U.S.C. 5545; 5 CFR 550.151)

Type of Pay	NSPS	GS
Compensatory Time Off for Religious Observances	• Before religious compensatory time can be scheduled, the hours required to cover the absence must also be scheduled. (5 CFR 9901.362(k)(1)) • Payment for unused religious compensatory time is prohibited under any circumstances. (5 CFR 9901.362(k)(2))	OPM regulations do not require advanced scheduling of hours to cover religious compensatory time. Also unused religious compensatory time may be paid (at the basic hourly rate in effect when the time was worked) when an employee separates, dies, or transfers to another DoD Component. (5 CFR part 550, subpart J)
Air Traffic Controller Differential	Paid to employees in YA-2 or YA-3 who meet certain criteria (5 CFR 9901.362(l)). Under NSPS, only subsections (a)(1) and (d) of 5 U.S.C. 5546a are applicable.	A similar pay is authorized for employees at the GS-9 and above level – criteria are slightly different (5 U.S.C. 5546a) Under GS, all of 5 U.S.C. 5546a applies
Premium Pay for Health Care Personnel	Includes three types of premium pay for health care personnel providing direct patient care services or services incidental to direct patient care services: on call, night pay, and pay for weekend duty (5 CFR 9901.363). Specifically, NSPS health care personnel: 1) may be authorized on-call premium pay in the amount of 15% of his or her adjusted hourly rate for each hour of on-call status when scheduled outside of his or her regular duty hours or during hours on a holiday when the employee is excused from regular duty; *(continued on next page)*	Pursuant to Chapter 55 of 5 U.S.C., GS pay regulations do not provide pay for “on call” duty or weekend duty. However, “on call”, tour differential, and weekend duty may be paid certain health care professionals pursuant to 38 U.S.C., in lieu of chapter 55 premium pay. Night pay also differs in that each hour must be performed between 6pm and 6am. Pursuant to Chapter 55 of 5 U.S.C., GS employees are only paid a night pay differential for absence on leave when the total amount of paid leave in that pay period is less than 8 hours.

Type of Pay	NSPS	GS
Premium Pay for Health Care Personnel *(continued)*	2) will receive night pay for each hour of a tour of duty when at least 4 or more hours occur between 6pm and 6am; such night pay will also be paid for periods of absence due to court leave, military leave, time off awards under 5 U.S.C. 4502(e), or compensatory time off for religious purposes; and 3) will receive additional pay in the amount of 25% of the employee's hourly rate of adjusted salary for each hour of a tour of duty, when any part of the tour is performed between midnight Friday and midnight Sunday, but may not receive Sunday pay.	
Foreign Language Proficiency Pay	May be paid to employees who are proficient in a foreign language as determined by the Secretary of Defense (or his designee) to be necessary for national security interests. (5 CFR 9901.364)	May be paid, but only when the employee's position requires proficiency in a foreign language to perform the work of the position. (10 U.S.C. 1596 and 10 U.S.C. 1596a)
Foreign Differentials and Allowances, including Living Quarters Allowance	Authorized, paid based on pay band structure or NSPS salary. (Department of State Standardized Regulations (DSSR) regulations)	Authorized, paid based on GS structure. (Department of State Standardized Regulations (DSSR)) On June 6, 2010, the State Department granted an interim change to the DSSR which became final on July 18, 2010,to protect employees transitioning from NSPS to GS, allowing them to retain the existing LQA quarters group assignment if the transition would have resulted in a negative impact to LQA. (DSSR Section 134.14c)

Type of Pay	NSPS	GS
Recruitment, Relocation, and, and Retention Incentives (3 Rs)	Adjusted retained pay (including any local market supplement) is used in incentive calculations.	An employee's retained rate may not be used in incentive calculations; instead, the maximum rate (step 10) of the rate range applicable to the employee's GS position is used. (5 CFR 536.307) Exception: If necessary to prevent a reduction in salary upon transition, a retained rate will be used temporarily to calculate these incentives if, at the time of transition, the employee is receiving an incentive and is entitled to pay retention in the GS position.

Appendix 3-C – Determining the Date of Last Equivalent Increase

When an employee's position is transitioned from NSPS to the GS system, a determination will need to be made regarding which NSPS event resulted in a "last equivalent increase" for that individual. The determination of the last equivalent increase is based on information found at 5 CFR 531.407.

The following NSPS events are considered to be an equivalent increase:

1. A promotion to a higher band under 5 CFR 9901.354, excluding a temporary promotion that is later terminated;

2. Any within-band increase *other than* a general salary increase under 5 CFR 9901.323, including:

    - A performance pay increase under 5 CFR 9901.342

    - A special within-band increase under 5 CFR 9901.344

    - A developmental pay increase under 5 CFR 9901.345

    - A pay adjustment upon placement in an NSPS position under 5 CFR 9901.351(c) (i.e., a within-grade increase (WGI) adjustment equivalent)

    - A reassignment increase under 5 CFR 9901.353 to a position within the same band, including such a reassignment increase granted immediately for movement from a non-NSPS position (i.e., excluding reassignment to a comparable band, since that band is in a different NSPS pay schedule with its own basic pay schedule)

    - An increase (if any) under 5 CFR 9901.355 provided after a reduction in band in the same pay schedule, including such an increase provided immediately upon movement from a non-NSPS position or reduction in band from a non-NSPS position (i.e., excluding movement to a lower band in a different pay schedule)

    - A pay adjustment upon conversion to NSPS under 5 CFR 9901.371(j) (i.e., a WGI adjustment (buy-in))

    - A one-time noncompetitive promotion equivalent increase provided to eligible employees during the first 12 months following conversion under 5 CFR 9901.371(1)

3. A zero increase at the time of an opportunity for an increase, which would include the following:

    - A zero performance pay increase under 5 CFR 9901.342, excluding employees who do not have an opportunity for an increase because their rate equals or exceeds a pay band range maximum

    - A zero developmental pay increase under 5 CFR 9901.345, if there is a fixed schedule for receiving such an increase

    - A zero pay adjustment (WGI adjustment) upon conversion to NSPS under 5 CFR 9901.371(j), if the zero adjustment was based on the employee being rated below an acceptable level of competence (as defined in 5 CFR part 531, subpart D), as required by 5 CFR 9901.371(j)(6)

    - A zero pay adjustment (WGI adjustment) upon placement in an NSPS position and application of 5 CFR 9901.351(c), if the zero adjustment was based on the employee being rated below an acceptable level of competence

4. The following pay adjustments are *not* considered an equivalent increase for purpose of resetting the DLEI:

    - The receipt of a local market supplement adjustment under 5 CFR 9901.331-9901.334

    - The receipt of a general salary increase under 5 CFR 9901.323

    - A pay adjustment necessary to place an employee on a GS step upon transition from one pay system to another (5 CFR 531.407(b)

Appendix 3-D – Pay Setting Examples - Transitioning Employees on Temporary Assignments

Place holder for appendix examples –

Chapter 4 – Staffing

This chapter provides information and guidance necessary to process personnel actions transitioning NSPS employees and their positions to the GS system.

I. General Information

A. In accordance with section E.8.c. of the Office of Personnel Management (OPM) *Operating Manual: Qualification Standards for General Schedule Positions:*

- To the extent that an employee does not meet the GS qualifications for the GS position assigned upon transition, the GS qualifications for his or her position will be automatically modified to reflect the NSPS qualifications, unless the employee does not meet educational, licensure, certification, or other mandatory requirements.

- If an employee does not meet any educational, licensure, certification, or other mandatory requirement for the GS position assigned upon transition, the organization must restructure the position in a manner that permits the employee to either meet the mandatory requirement(s) for the position or the employee must be assigned to another position for which he or she is qualified or for which the qualification requirements can be modified in accordance with section E.8.c. and which is at the same grade level as the transitioned position.

B. When an NSPS employee transitions from NSPS to the GS with his or her position, the GS time-in-grade restriction described at 5 CFR part 300, subpart F, is waived per OPM letter dated February 18, 2010, and amended on May 18, 2010, (*see* Appendix 4-A) for employees who are covered by NSPS during the transition period ending on January 1, 2012. A remark code, as indicated in Section III.E. of this chapter, will be added to each employee's transition personnel action. After transition from NSPS, the general schedule time-in-grade restriction will apply to subsequent advancements in the GS system. A guide for determining time-in-grade, including regulatory basis and examples, is included as Appendix 4-B.

C. Except as described below or as described in other transition-related guidance or instruction, the *OPM Guide to Processing Personnel Actions* (OPM GPPA) will be followed when processing the transition action to the GS system.

II. Preparing for Transition

A. Components will determine when their NSPS positions and employees will be transitioned from NSPS to the GS system, including establishing specific schedules for accomplishing pre-transition actions (e.g., reclassifying NSPS positions to GS) and identifying the resources necessary to accomplish the transition. For more information on transition schedules, *see* Chapter 1, *NSPS to GS – General,* Section I.C.

B. A DoD-wide moratorium on processing personnel actions prior to transition of employees and their positions from NSPS will not be implemented. As necessary, Components may consider and impose moratoriums on processing personnel actions to facilitate the transition process and minimize potential disruption, inconsistencies, and/or errors.

C. A DoD-wide moratorium on major planned activities such as organizational restructuring, realignments, or reductions in force will not be implemented for purposes of transition from NSPS to the GS system. Components should consider the timing of these actions to minimize disruption during the transition period.

III. Processing the Transition Action

A. Automation

An automated process to mass transition employees and organizations from NSPS to the GS system was functional as of April 25, 2010. Further instructions on this process have been provided by the Civilian Personnel Management Service (CPMS) to Human Resources Offices (HROs). A manual process remains available for activities use as appropriate.

IMPORTANT: Manual intervention is required for the automated process in order to determine the appropriate GS classification of positions and to input the GS position data in the Defense Civilian Personnel Data System (DCPDS).

B. Nature of Action (NOA)/Nature of Action Code (NOAC)

The nature of action code and nature of action used to transition employees and their positions is 890/Misc Pay Adj. The 890 nature of action code is appropriate regardless of the:

- type of appointment the employee is on, or
- need for change in the employee's position series or title, or
- need for a pay adjustment to place an employee on a step in the applicable rate range.

C. Legal Authority/Legal Authority Code (LAC)

The legal authority code and legal authority to be used on the transition action is ZLM/P.L. 111-84, dated October 28, 2009.

D. Pay Rate Determinant

A new pay rate determinant (PRD) "Y" has been authorized for transition actions involving the following:

1. NSPS employees who are on temporary or term appointments and who are placed (or continue) on pay retention at the time of transition from NSPS.

2. NSPS employees whose retained rate upon transition exceeds 150 percent of the applicable step 10 rate of their assigned GS grades.

3. NSPS employees whose retained rate upon transition exceeds the rate of pay for Level IV of the Executive Schedule.

4. NSPS employees who are receiving a recruitment, relocation, or retention incentive and are placed (or continue) on pay retention at the time of transition from NSPS and whose incentive amount is temporarily protected from the reduction that would otherwise occur because a GS employee's retained rate is not used in computing one of these incentives. (Note: Without this exception to 5 CFR 536.307, the step 10 rate for the employee's GS grade is treated as the retained rate employee's rate of basic pay for purposes of computing a recruitment, relocation, or retention incentive.)

E. Remarks

The following remarks will be used, as applicable, in addition to any other remarks that may be required by the OPM GPPA.

Condition	Code	Remark
Employee's position classification is changed due to repeal of NSPS	ZZZ*	Pay/position changes authorized by P.L. 111-84, dated October 28, 2009.
Date of Last Equivalent Increase (DLEI)	ZZZ*	Date Last Equivalent Increase is_____.
GS Time-in-grade restriction (*see* Note 1)	ZZZ*	If applicable upon transition, the GS time-in-grade restriction at 5 CFR 300, subpart F, is waived per OPM letter dated 02-18-2010.

Condition	Code	Remark
OPM qualifications requirements	ZZZ*	As necessary, the GS qualification requirement is modified in accordance with Qualifications Standards for General Schedule Positions section E.8.(c) to reflect NSPS qualification requirements.
Full performance level of GS position	K20*	Full performance level of employee's position is (enter "GS" and grade of the "To Target Grade").
Employee is on pay retention prior to transition and is entitled to continue to receive pay retention	X40	Employee is entitled to pay retention.
Employee is not on pay retention prior to transition; action results in the employee's NSPS adjusted salary exceeding assigned GS grade	X40	Employee is entitled to pay retention.
Transition action terminates existing pay retention entitlement (i.e., NSPS adjusted salary falls within applicable GS rate range)	X42	Pay retention entitlement terminated.
NSPS adjusted salary is below the minimum of employee's NSPS pay band (due to Level 1 rating) and GS pay is set at minimum step of GS grade.	ZZZ	Your basic pay has been increased to the minimum rate of the assigned grade.
Employee is on temporary or term appointment in the competitive service upon transition to the GS system. (*see* Note 2)	ZZZ	Appointment NTE date continues upon transition IAW OPM Letter dated 02-18-2010. Eligibility for noncompetitive transition to career or career-conditional appointment is subject to the applicable non-NSPS regulations.
Employee is on a temporary appointment in the excepted service upon transition to the GS system. (*see* Note 2)	ZZZ	Appointment NTE date continues upon transition IAW OPM Letter dated 02-18-2010.
Total salary includes availability pay	P99	Salary in block 20 includes availability pay of $_____.
Total salary includes supervisory differential.	P72	Salary in block 20 includes supervisory differential of $_____.

Condition	Code	Remark
Employee is a law enforcement officer entitled to a special base rate at grades 3 through 10 (pay plan code = GL)	P11	Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate.
Employee's position becomes covered by a special rate of pay established under 5 U.S.C. 5305 for recruitment and retention	P05	Special Rate under 5 U.S.C. 5305.
Employee is being paid a special rate established under 5 U.S.C. 5305	P07	Special Rate Table (Insert Special Rate Table).

*This remark mandatory on all transition actions.

Notes:

1. *OPM authorized a waiver of the GS time-in-grade restriction in a letter dated February 18, 2010, and amended on May 18, 2010, (see Appendix 4-A) for NSPS employees whose positions are transitioned to the GS system due to the repeal of NSPS. The employee must have been covered by NSPS during the transition period ending January 1, 2012. The waiver applies to the transitioned position only, not to any subsequent advancement that occurs after transition to the GS system.*

2. *OPM authorized a waiver of the GS temporary and term appointment limits in a letter dated February 18, 2010, (see Appendix 4-A) for employees who were serving on NSPS positions as of the date of the waiver and whose positions are transitioned to the GS system due to the repeal of NSPS. The waiver "applies only to those employees whose temporary or term appointments exceed the 5 CFR part 316 and 213 regulatory time limits as of the positions' NSPS-to-GS conversion date."*

F. Order of Processing

1. Employees on temporary assignments immediately prior to the effective date of their permanent or temporary positions being transitioned from NSPS to the GS system must be returned to their permanent positions for transition. The action returning the employee to his or her permanent position must be processed the day before the effective date of transition, typically on a Saturday. (*See* paragraph J of this section for more information on employees temporarily assigned immediately before transition of their positions from NSPS.)

2. Initial appointment to or transfer to an NSPS position *on the effective date* of that position's transition to the GS system is prohibited.

3. Initial appointment or transfer to a position *after it transitions* to the GS system is permitted on the effective date of the position's transition.

4. Except as noted in F.5., movement of an NSPS employee to a different position on the effective date of transition is prohibited. This includes any movement, temporary or permanent, either before or after the transition action is processed.

5. Immediately after an NSPS position has transitioned to the GS system, an employee who was assigned temporarily to that position immediately prior to the transition may be placed back into the position, subject to GS employment rules and pay setting procedures as described in section II.E. of chapter 3. As needed to effect a placement back into the temporary position, GS qualification standards are modified in accordance with section E.8.c. of the *Qualification Standards for General Schedule Positions* and the time-in-grade restriction is waived in accordance with the OPM waiver granted February 18 , 2010, as amended on May 18, 2010. For this purpose only, when the employee is returned to a temporary assignment following transition and the action is determined to be a reassignment, a temporary reassignment action will be processed as follows:

    - NOAC/NOA: 921/Reassignment NTE or 922/Termination of Reassignment NTE

    - LAC/Legal Authority: 7TR/P.L. 111-84, dated October 28, 2009

    - PRD: Use "Y" if employee's adjusted basic pay for the temporary assignment exceeds step 10 of his or her assigned GS grade; "0" or "6" if it does not

    - Remarks:

      ZZZ: Continuation of temporary reassignment held immediately prior to transition from NSPS. Pay/position change authorized by P.L. 111-84, dated October 28, 2009. Temporary reassignment ends on not-to-exceed date established under NSPS.

      ZZZ: Salary based on entitlement provided under section 1113(c)(1) of P.L. 111-84, dated October 28, 2009. Entitlement terminates upon reaching initial NTE date of temporary assignment or termination of temporary reassignment.

      ZZZ: From Reassignment NTE. (Use on termination action.)

    When the post-transition temporary action is determined to be a promotion and pay is set in accordance with GS pay setting rules, process the action in accordance with OPM instructions. If pay is set to preserve a higher rate received when the temporary position was covered by NSPS, process the action as follows:

    - NOAC/NOA: 703/Temporary Promotion NTE or 713/Termination of Temporary Promotion NTE

    - LAC/Legal Authority: 7TR/P.L. 111-84, dated October 28, 2009

- PRD: Use "Y" if employee's adjusted basic pay for the temporary assignment exceeds step 10 of his or her assigned GS grade; "0" or "6" if it does not

- Remarks:

  ZZZ: Continuation of temporary action held immediately prior to transition from NSPS. Pay/position change authorized by P.L. 111-84, dated October 28, 2009. Temporary promotion ends on not-to-exceed date established under NSPS.

  ZZZ: Salary based on entitlement provided under section 1113(c)(1) of P.L. 111-84, dated October 28, 2009. Entitlement terminates upon reaching initial NTE date of temporary promotion or termination of temporary promotion.

Note: Use remark K16 upon return to the lower grade. If an extension to the temporary promotion is effected, pay must be set in accordance with GS pay administration rules.

6. For NSPS employees, an ACDP pay adjustment, when applicable, may be processed with the same effective date as the employee's transition from NSPS. This action must be processed before the transition action.

7. When an employee is due a within-grade increase under the GS system on the effective date of transition, that action will be processed following the transition.

8. Actions converting an employee to another appointment that do not result in movement to another position are permitted on the effective date of transition.

9. An employee who is placed in an NSPS position after employees in the organization or organizational subcomponent have transitioned to the GS system (*e.g.*, section I.C.3. of Chapter 1, *NSPS to GS – General*) must be transitioned to the GS system on the first day of the first pay period following the effective date of placement in the NSPS position, unless otherwise excepted from transition to GS in accordance with Chapter 1, Section I.B.2 of this guide.

10. Both NSPS GPPA (Chapter 17) and 5 CFR 531.206 governing GS pay specify that when multiple pay actions are effective on the same date, general salary increase(s) must be processed first. Other simultaneous pay actions should be processed in the order that gives the employee maximum benefits. All actions other than separations and termination of grade and/or pay retention are effective at 12:01 am on the action's effective date (see Chapter 3 of the OPM Guide to Processing Personnel Actions). Therefore, the order of processing personnel actions will generally be as follows:

- Order of Processing NSPS Pay Actions (before Transition):
  - GPI
  - Performance-based pay actions
  - ACDP
  - No other NSPS pay action may be effective on the date of transition

- Order of Processing GS Pay Actions:
  - Pay Adjustment (to GS)
  - WIGI
  - Return to Temporary Promotion/Reassignment (if applicable)

11. A deployed civilian employee who returns to his or her permanent NSPS position of record after the organization has transitioned to the GS system (e.g., section I.C.4. of Chapter 1, NSPS to GS – General) must be transitioned to the GS system on the first day of the first pay period after his or her deployment ends, unless otherwise excepted from transition to GS in accordance with Chapter 1, Section I.B.2 of this guide. Similarly a deployed civilian whose deployment is renewed or extended and who has been advised of pay changes that will occur upon transition of his or her position must be transitioned to the GS system on the first day of the first pay period following renewal of his or her deployment. Deployed civilians who have not transitioned prior to the pay period beginning December 18, 2011, must be transitioned from NSPS on that day (*see* Appendix 1-C).

G. Determining the Employee's Rate of Pay in the GS Position

General rules for setting pay in the GS position are prescribed in Chapter 3, *NSPS to GS – Pay Upon Transition.*

H. Determining the Date of Last Equivalent Increase (DLEI)

Guidance on determination of DLEI is provided in Chapter 3, *NSPS to GS – Pay Upon Transition.* In accordance with 5 CFR 531.406(b)(2), not all time in a nonpay status is creditable service in the computation of a waiting period for the next GS within-grade increase. For this reason, the date an employee's next within-grade increase is due under the GS system may change as the employee accumulates hours in a nonpay status. Since NSPS employees do not receive within-grade increases, the data element for the date the next within-grade increase is due is not updated in DCPDS when the DLEI changes, nor is it adjusted for excess nonpay hours.

In preparation for transition to GS and to facilitate computation of hours in a nonpay status for purposes of determining whether an NSPS employee has met a GS waiting period for step increase upon transition, the amount of time an NSPS employee spends in a nonpay status will be reset as of January 3, 2010, for each NSPS employee whose DLEI is reset on this date (this will happen for all employees who were eligible for an NSPS rating of record or 5 CFR 9901.342 performance payout on this date).

When an employee's DLEI is earlier or later than January 3, 2010, and the employee has spent time in a non-pay status, activities may need to consult time and attendance records to determine the amount of time creditable toward a within-grade increase waiting period.

I. Employees on Non-Permanent Appointments When Their Positions are Transitioned from NSPS

Competitive and excepted service employees who are on NSPS temporary appointments and competitive service employees who are on NSPS term appointments as of February 18, 2010, will be transitioned to the GS system without a change in the not-to-exceed date of their appointment per OPM letter dated February 18, 2010, (*see* Appendix 4-A) waiving time limits specified by 5 CFR part 213 and 5 CFR part 316 to allow these employees to serve the remaining time on their appointment, subject to the conditions associated with their appointment and management discretion. Employees must have been covered by NSPS as of February 18, 2010. A remark code, as indicated in Section III.E. of this chapter, will be added to each employee's transition personnel action. The nature of action for these transition actions is the same as that prescribed in section III.B. of this chapter.

Once transitioned to the GS system, these appointments may be extended consistent with 5 CFR part 213 or 5 CFR part 316 time limits. Section 9901.511(d)(2) of 5 CFR which provides authority for noncompetitive conversion to the career service under certain conditions ceases to apply upon transition. Employees may only be noncompetitively converted to career-conditional or career appointments in accordance with appropriate non-NSPS regulations.

J. Employees on Temporary Assignments Immediately Prior to Transition of Their Positions from NSPS

Some NSPS employees may be on temporary promotions or reassignments to other positions immediately prior to transition. This includes NSPS employees temporarily promoted to GS positions and NSPS employees temporarily assigned (i.e., promoted or reassigned) to other NSPS positions. In these cases, employees must be returned to their permanent positions of record prior to the transition of their permanent positions (or the transition of their temporary positions from NSPS) consistent with section F.1. of this chapter.

At its discretion, management may immediately return the employee to the temporary assignment post-transition. The pay setting procedures described at section II.E. of Chapter 3 apply. When an employee is returned to a temporary assignment in the GS system, follow processing instructions at section III.F.5. of this chapter.

Because pay may be impacted, organizations should consider limiting new temporary assignments once a date for transition of the position from NSPS has been established. In addition, organizations must notify employees about how their temporary assignment will be impacted by the transition.

For example:

- An employee on a 180-day noncompetitive temporary promotion to an NSPS position is limited to 120-days for a noncompetitive temporary promotion under the GS system.

- An employee on a temporary reassignment (not to exceed one year) to an NSPS position is limited to 120-days for a noncompetitive temporary promotion under the GS system if the action would result in a promotion after the temporary position transitions.

K. Employees Receiving Foreign Language Proficiency Pay (FLPP)

The transition action for employees receiving FLPP will be processed manually. The employee record must be deselected from the mass process and a determination made as to whether the employee is eligible for FLPP under GS rules. If eligible, management must authorize this payment.

- For employees who will receive the FLPP payment post-transition, first process the transition action, then process the action authorizing FLPP.

- For employees who will not receive FLPP payment post-transition, first process the action terminating the payment, then process the transition action.

L. Transition from Miscellaneous Situations

Employees who are absent from their NSPS positions at the time of transition will be transitioned based on their permanent positions of record. These situations include:

- Absence due to uniformed service or compensable injury in accordance with 5 CFR part 353 and 38 U.S.C. 4312
- Absence due to work-related injury
- Approved leave without pay
- Performance of union activities
- Other similarly approved situations

M. Job Offers and Effective Dates Established On or After Transition

1. If a job offer is made for an NSPS position prior to transition, the selectee must be informed that his/ her position will be transitioned to the GS system. If more specific information is available, such as the date of transition and/or information about the GS position, this information should be provided, at least verbally, so the selectee can make an informed decision about accepting the position.

2. Once NSPS coverage ends for a position, there is no authority to fill the vacant position using NSPS regulations and issuances. Therefore, if a vacant position was recruited under NSPS procedures and the position transitioned to GS prior to placement of selectee, the selectee cannot be placed in the position under NSPS rules. (*See* III.M.3 below regarding temporarily retaining positions in the NSPS system pending consummation of pipeline actions.)

   In some cases, the selectee may be eligible for noncompetitive placement in the GS position. In other cases, the vacancy may need to be re-announced as a GS position under GS competitive procedures. Under the GS system, the selectee may be subject to:

   - Different qualification requirements
   - Time-in-grade restrictions
   - Different competitive procedures
   - Different pay setting procedures.

   If the position must be re-announced, other placement sources such as interagency career transition assistance plan (ICTAP), priority placement program (PPP) and reemployment priority list (RPL), may need to be re-cleared.

3. In accordance with section I.C.3. of Chapter 1, *NSPS to GS – General*, when a vacant position is recruited under NSPS procedures and a selection will not be effected until after employees in the organization or organizational subcomponent have transitioned from NSPS to the GS system (e.g., because of the security clearance process), the selectee may still be placed in the vacant NSPS position using NSPS rules provided that the position remains covered by NSPS (i.e., the vacant position did not transition to the GS system pending completion of the recruit process). The placement action must be effected by July 19, 2010. For healthcare positions that were previously covered by the NSPS Transition Office exception memorandum of March 4, 2010, but are no longer an exception after May 27, 2010, per Appendix 1-B, the placement action must be effected by the later of September 30, 2010, or the date the organization transitions from NSPS. See section III.F. of this chapter for information on scheduling transition for the position and employee after the placement is effective.

4. When an NSPS employee will be assigned, via a BRAC or Joint Basing action, to an organization which is covered by the GS system, the NSPS employee will transition to the GS system either immediately after he or she moves to the GS covered organization or prior to the BRAC/Joint Basing move (whether or not their NSPS organization has transitioned).

N. Placement Programs for Surplus or Displaced Employees

The requirements of placement programs such as the ICTAP, PPP and RPL do not apply to the transition action.

O. Career Ladder Positions

1. Career ladder positions will be established as part of the classification process described in Chapter 2 of this guide. When an NSPS employee is transitioned to a career ladder position (i.e., a position below the full performance level), he or she will have noncompetitive eligibility to the full performance grade level of the position provided the full performance grade level was encompassed within the employee's assigned pay band or the full performance band of the employee's NSPS position.

   For example, if a YA-1 employee with a full performance level of YA-2 is transitioned to a GS-7 with a full performance level of GS-12, progression to the GS-12 is noncompetitive because that grade level was covered by the full performance pay band of the NSPS position (i.e., YA-2).

   Likewise, it is inappropriate to transition a YA-2 employee to a GS-13 position with a noncompetitive full performance level of GS-14, unless the full performance level of the NSPS employee's position was YA-3.

2. Upon transition, employees do not automatically obtain noncompetitive promotion potential to the highest GS grade covered by their assigned NSPS pay band. Except for conditions described in the organization's merit promotion plan (e.g., actions specified by 5 CFR 335.103(c)(2) and (3)), the GS classification of the full performance level of the NSPS position applicable at the time of transition will determine an employee's eligibility for noncompetitive promotion potential under the GS system.

   For example, the YA-2 pay band encompasses work equivalent to the GS-13 level. If a YA-2 employee converts to a GS-12 and the GS-12 is the full performance level of the position, the employee has no further noncompetitive promotion potential and will have to compete for GS-13 level positions.

   If a YA-2 employee converts to a career ladder position (e.g., a GS-9 with full performance level to the GS-12), the employee has noncompetitive promotion eligibility to the GS-12 level but must compete for the GS-13 level (unless meeting an exception in the organization's merit promotion plan).

   An employee who is transitioned to a lower grade than the full performance level of the GS position must meet any applicable GS requirements for subsequent promotion(s) in the career ladder: i.e., qualification requirements, time-in-grade restriction, satisfactory performance.

IV. NSPS Ratings of Record

Guidance on determining treatment of NSPS ratings of record for reduction in force (RIF) purposes will be provided in Chapter 5, *NSPS to GS – Performance Management*.

Appendix 4-A – OPM Waiver Letter and Amendment

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

FEB 18 2010

Mr. John H. James Jr.
Director
NSPS Transition Office
U.S. Department of Defense
1400 Key Boulevard, Suite B200
Arlington, Virginia 22209-5144

Dear Mr. James:

The Office of Personnel Management (OPM) has approved your January 29, 2010, request for waivers of time-in-grade restrictions and of time limitations on temporary and term appointments in the competitive and excepted services. These waivers apply only to current employees under the National Security Personnel System (NSPS) as of the date of this letter whose position are converted from the NSPS to the General Schedule (GS) in accordance with section 1113(c) of the National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84.

Under 5 CFR 300.603, OPM may authorize an agency's request to waive time-in-grade restrictions provided the situation involves circumstances beyond the organization's control and otherwise would require extensive corrective action. OPM agrees the statutory requirement for the Department of Defense (DOD) to convert employees from the NSPS to the GS system meets the regulatory requirements. This waiver will avoid hardship to employees and DOD when an employee's converted NSPS position is classified at a GS grade that would otherwise subject the employee to the time-in-grade restriction. This waiver applies only to those employees who do not meet time-in-grade requirements for the position converting from NSPS to GS; it does not apply to movement to a position other than the NSPS converted position.

Under 5 CFR 316.301, OPM may authorize exceptions beyond the 4-year limit for term appointments when the extension is clearly justified and is consistent with applicable statutory provisions; under 5 CFR 316.401, OPM may authorize exceptions beyond the 2-year limit for competitive service temporary appointments when the request meets an unusual circumstance; and under 5 CFR 213.104, OPM may authorize extensions of excepted service temporary appointments under the same criteria as 5 CFR 316.401. OPM is authorizing exceptions to the time limits because the NSPS regulations provided for time-limited appointments that exceeded parts 316 and 213 limits. This waiver applies only to those employees whose temporary or term appointments exceed the 5 CFR part 316 and 213 regulatory time limits as of the positions' NSPS-to-GS conversion

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Mr. John H. James, Jr. 2

date. We expect this waiver will not be necessary for all NSPS time-limited appointments; i.e., not all NSPS term appointments are effective for the maximum 5 years and not all NSPS temporary appointments have been extended beyond the second year by an authorized management official.

A copy of this letter must be filed in the official personnel folders of employees subject to these waivers.

If you have any questions, please contact Janice Warren at (202) 606-2367 or email Janice.warren@opm.gov.

Sincerely,

for Nancy H. Kichak
Associate Director
Employee Services

Office of Personnel Management waiver page 2 of 3

Amendment

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

MAY 18 2010

Mr. John H. James Jr.
Director
NSPS Transition Office of Personnel Management
U.S. Department of Defense
1400 Key Boulevard, Suite B200
Arlington, Virginia 22209-5144

Dear Mr. James:

The Office of Personnel Management (OPM) is amending the approval granted to you on February 18, 2010, requesting a waiver of time-in-grade restrictions. We previously granted the waiver for only current employees under the National Security Personnel System (NSPS) at the time the approval was requested. We are approving the waiver of time-in-grade for the NSPS transition period through January 1, 2012.

Since you have withdrawn your request for amendment to the time limitations on temporary and term appointments, this approval only applies to waiver of time-in-grade for actions related to the NSPS conversion from NSPS to General Schedule (GS).

As a reminder, a copy of this letter must be filed in the official personnel folder of employees subject to the time-in-grade waiver.

If you have any questions, please contact Janice Warren at (202) 606-2367 or email Janice.Warren@opm.gov.

Sincerely,

for Nancy H. Kichak
Associate Director
Employee Services

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Appendix 4-B – Time-In-Grade Restriction; Crediting NSPS Service in a GS Environment

Regulatory Basis

> ***"5 CFR 300.605(b) Creditable service**. Service in positions not subject to the General Schedule (GS) is credited at the equivalent GS grade by comparing the candidate's rate of basic pay with the representative rate (as defined in §351.203 of this chapter) of the GS position in effect when the non-GS service was performed. The equivalent GS grade is the GS grade with a representative rate that equals the candidate's rate of basic pay. When the candidate's rate of basic pay falls between the representative rates of two GS grades, the non-GS service is credited at the higher grade."* (Emphasis added.)

Crediting Non-GS Service

Step 1: Determine which GS salary table is appropriate for comparison to the NSPS (or other non-GS) salary. Usually, the locality table is the correct choice. Use the GS base pay table for foreign OCONUS positions. Never use a special salary rate table for purposes of determining representative rate for time-in-grade (*see* definition for "rate of basic pay" in 5 CFR 530.302).

Step 2: Compare the candidate's rate of basic pay[1] with the representative rate[2] in effect for the GS position when the NSPS (or other non-GS) service was performed.[3]

[1] Candidate's rate of basic pay is the NSPS adjusted salary

[2] For GS positions, the representative rate is the fourth step of the grade using the locality rate authorized by 5 U.S.C. 5304

[3] If the NSPS rate was earned in a different year and/or locality, then compare with the pay table in effect at that time. For example, 2007 service performed in Dallas will be compared with the 2007 Dallas pay tables.

Step 3: Credit the candidate's NSPS (or other non-GS) service as follows:

- If the candidate's rate of basic pay equals the representative rate for a GS grade, the non-GS service is credited at that grade.
- If the candidate's rate of basic pay falls between the representative rates of two GS grades, the non-GS service is credited at the higher grade.

Tips for Crediting NSPS (or other non-GS) Service

- Consider the candidate's entire service record vs. only the last position held.
- The correct pay table will take into consideration not only the year that the service was performed, but also the locality of the service.
- Creditable service includes competitive and excepted service in positions under the General Schedule and other pay systems, including employment with a non-appropriated fund instrumentality.
- For 2-grade interval positions, non-GS service is credited in the normal line of progression. For example, salary above the rep rate for GS-7 is credited as GS-9.

- Service while on detail is credited at the grade of the employee's position of record, not the grade of the position to which detailed.
- Be cautious in crediting service based on a temporary appointment (5 CFR 300.605(c)) and District of Columbia Government service (5 CFR 300.605(a)).

Examples

Example 1: An employee is being considered for a GS-318-7 position and therefore needs 52 weeks of time-in-grade at the GS-6 level. On April 11, 2010, the candidate transitioned from a YB-1 NSPS position to a GS-318-6, step 3, at the salaries shown on the table below. All service was performed in Battle Creek, Michigan, and covered by the Rest of the United States locality table. How do we determine if the NSPS service is creditable at the GS-6 level for TIG purposes?

Beginning on	NSPS Salary	GS-5, step 4 (Rep Rate)	GS-6, step 4 (Rep Rate)	Pay Table Used
Jan 4, 2009	$35,294	$33,849	★ $37,730	2009 RUS
Jan 3, 2010	$37,219	$34,445	★ $38,397	2010 RUS
Apr 11, 2010	GS-6, step 3 $37,233			2010 RUS

For both 2009 and 2010, the candidate's NSPS salary falls between two representative rates, so it is credited at the higher grade (GS-6). The candidate has met the TIG restrictions for advancement to the GS-7.

Example 2: An HR Specialist in Richmond, VA, entered a career ladder position (YA-1) on November 22, 2009, and will transition as a GS-201-9, target 11, in July 18, 2010. To be eligible for promotion to GS-11, she needs 52 weeks at the GS-9 level. Prior to selection for the YA-1 position, she was a YB-2 with a salary of $43,865. When does she meet time-in-grade for promotion?

Beginning on	NSPS Salary	GS-7, step 4 (Rep Rate)	GS-9, step 4 (Rep Rate)	Pay Table Used
Jan 4, 2009	$43,865	$42,754	★ $52,296	2009 RCH
Nov 22, 2009	$49,129	$42,754	★ $52,296	2009 RCH
Jan 3, 2010	$51,094	$43,534	★ $53,248	2010 RCH
July 18, 2010	GS-9, step 3 $51,635			2010 RCH

Beginning in January 2009 with the YB-2 work, the candidate's NSPS salary fell between the representative rates for GS-7 and GS-9, so the entire period is credited at the higher grade (GS-9). At transition in July 2010, she has already met the TIG restrictions for advancement to GS-11.