



# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

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# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

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## CHANGES:

Version 5 of this guidance includes the following changes (all changed type is in dark red in this version):

1. Updates references 1k and 1n.
2. Changes references from CHRA Tiger Team to Civilian Human Resources Agency (CHRA) (paragraphs 3.a.1 and Appendix A).
3. Clarifies requirement to review only selected supervisory positions in the NSPS2GS Tool (paragraph 3.a.3.).
4. Updates process for position title changes (paragraph 3.b.1.).
5. Updates guidance for deployed civilians (paragraph 5.a.).
6. Deletes references to Senior Service College (former paragraph 5.c.) and renumbers subsequent paragraphs in section 5.
7. Updates guidance for transition of medical positions (paragraph 5.d.).
8. Clarifies pay retention and impact on recruitment, relocation or retention incentives (paragraph 6.a.).
9. Clarifies procedures for reviewing recruitment, relocation and retention allowances (paragraph 6.i.).

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10. Updates information for Employee Notification (paragraph 8.).
11. Adds information regarding application of Performance Management principles to transitions in 2011 (paragraph 9.)
12. Corrects links to performance management forms in 9.b and 9.g.3.
13. Deletes reference to calculation worksheet that does not exist in NSPS2GS Tool (Appendix D).
14. Corrects procedure for calculating pay (Appendix D).
15. Deletes pay setting guidance for returning employees to temporary positions post-transition and refers the user to DoD guidance (Appendix D).

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## 1. REFERENCES

- a. Public Law 111-84, National Defense Authorization Act for Fiscal Year 2010, dated 28 October 2009
- b. Title 5, Code of Federal Regulations (CFR)
- c. 5 United States Code (USC)
- d. Office of Personnel Management (OPM) Position Classification Standards (<http://www.opm.gov/fedclass/>)
- e. Department of Defense (DoD) NSPS Transition, Guidance Governing NSPS Transition Period – Prior to Termination, dated December 10, 2009
- f. Department of the Army Supplemental Guidance to DoD Guidance Governing NSPS Transition Period – Prior to Termination, dated December 29, 2009
- g. DoDI Civilian Personnel Management System 1400.25, Subchapter 1940, dated December 1, 2008
- h. Department of Army NSPS Policy, dated May 14, 2009
- i. Army Regulation (AR) 690-400, Chapter 4302, Total Army Performance Evaluation System, dated October 16, 1998
- j. AR 672-20, Incentive Awards, dated January 29, 1999
- k. DoD NSPS to GS Transition Guidance, Chapters 1-4, dated **July 30, 2010**
- l. DoD NSPS Transition Office Memorandum, subject: Transition from NSPS to General Schedule – Deployed Civilians, dated May 11, 2010
- m. DoD NSPS Transition Office 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, dated May 27, 2010
- n. DoD NSPS to GS Transition Guidance, **Chapters 5 and 6, dated November 5, 2010**
- o. Under Secretary of Defense Memorandum, subject: Directive-Type Memorandum (DTM) 10-020 – National Security Personnel System Performance Management Policy During Transition, dated July 12, 2010
- p. Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) Memorandum, subject: Civilian Employee Performance-based Monetary Awards and Bonuses for Fiscal Years (FY) 2010 and 2011, dated 26 October 2010

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## 2. APPLICABILITY

This document provides Army guidance regarding the actions required to transition out of NSPS, and applies to all positions and employees transitioning out of NSPS to the General Schedule (GS) system. It supplements references 1k through 1n, and is intended to assist Army managers, supervisors, and Human Resources (HR) professionals in transitioning out of NSPS.



### **Management responsibility:**

These “attention” indicators are included in each section and describe actions that management needs to take.

## 3. POSITION CLASSIFICATION

### **a. Pre-Transition Requirements to Make GS Classification Determinations**

All employees transitioning to the GS system must be assigned to a position description (PD) that is classified under the GS system. Army policy required that NSPS PDs be assigned a GS grade equivalency, so the vast majority of NSPS PDs require no additional review or change prior to transition. These PDs have GS grade equivalencies assigned in the Fully Automated System for Classification (FASCLASS) and those GS grade equivalencies will be the grades assigned to the GS PD at transition through a series of automation routines. There are several categories of PDs, however, that must be reviewed prior to transition to establish the GS title, series, and grade, and they are listed below. An automated tool will be used to identify and document results of these and other reviews (NSPS2GS). This tool is described at Appendix A of this document; it draws its data from, and will update, the Defense Civilian Personnel Data System (DCPDS) and FASCLASS.

**NSPS2GS**

[SPECIAL NOTE: PDs do not require rewrite in any of these categories solely to add factors (such as Factor Evaluation System (FES) factors) if adequate information exists in the PD to make a GS classification determination, IAW reference 1k.]

### **1. PDs Requiring Review**

The Civilian Human Resources Agency (CHRA) **staff** will review and annotate NSPS PDs requiring review (to include those PDs in FASCLASS without **a** GS grade, with **an** invalid grade; or where there is a conflict with the automated system (Defense Civilian Personnel Data System)).

Corrective action will include:

- (a) Ensuring duties are adequate for classification.
- (b) Determining the GS grade based on duties and other information in the PD, if adequate for classification purposes.

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- (c) Coordinating with the supervisor to prepare and classify a new PD if the duties are not adequate for evaluation.
- (d) Requesting the supervisor submit a Request for Personnel Action (RPA) to CHRA, in accordance with the moratorium dates in Appendix C of this document.

After these reviews, CHRA will document the classification of the position and process the RPA as required, and/or update the FASCLASS record prior to transition.

## **2. Positions below the Full Performance Level**



### **Management responsibility:**

Managers need to ensure that all developmental positions have been identified and that the grade level at which the developmental employee is currently working is documented. A PD may need to be created to reflect the current level of work.

Many NSPS developmental assignments were made to PDs that can be classified across a range of GS grades, such as GS-5, 7, 9, or 11. These are generally found in Pay Band 1 in the Professional and Analytical (YA), Scientific and Engineering (YD), and Investigative and Protective Services (YK) pay schedules, but can also be found in Pay Band 1 of the Technician and Support (YB) pay schedules. Another category of developmental positions requiring review and possible rewrite is that of Student Employment Experience Program positions. Because of the broad range of grades encompassed in pay band 1, supervisors must identify the grade level at which each developmental employee is performing and assign a PD/grade that is consistent with that performance level. (Intervening and target PDs may be submitted post transition.) It is extremely important to ensure that this decision is accurate, since after transition, developmental employees' eligibility for promotions to intervening and target GS grades will be subject to meeting both time in grade and GS qualification requirements. Finally, Individual Development Plans for employees not promoted to the target level prior to transition must be adjusted to reflect the GS system and its requirements.

Automated searches have resulted in lists of positions that are likely to be developmental and will require review, and these positions will be listed in the NSPS2GS tool by organization for the supervisors' review. Each supervisor will review his/her positions in the NSPS2GS tool and take appropriate action in accordance with instructions outlined in NSPS2GS. There may be other developmental PDs in the organization that are not readily identifiable in FASCLASS and are not displayed in NSPS2GS; the supervisor must also identify and take required actions on these positions in coordination with the servicing Civilian Personnel Advisory Center (CPAC).

**NSPS 2GS**

After the supervisor completes the reviews and takes necessary action, CHRA will document the classification decision, process the RPA as required, and/or update the FASCLASS record prior to transition.

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## 3. Supervisors



### **Management responsibility:**

Managers need to ensure that all subordinate supervisory positions meet the criteria as supervisory positions under GS, or change the positions to non-supervisors.

Under GS, positions may only be classified as supervisors if they perform supervisory duties for at least 25% of the time, IAW the General Schedule Supervisory Guide (GSSG). NSPS supervisors, on the other hand, may be titled and graded as supervisors if they supervise more than one subordinate, regardless of the time spent on supervisory duties. As a result, supervisory positions under NSPS may no longer meet the criteria for classification as supervisors under GS. Therefore, **selected** supervisory positions will need to be reviewed to ensure they meet the supervisory requirements under GS. These will be displayed by organization in the NSPS2GS tool and will require review. Managers will perform the review of these positions in accordance with the guidance in the NSPS2GS tool.

**NSPS 2 GS**

After these reviews, CHRA will document the classification decision, process the RPA as required, and/or update the FASCLASS record prior to transition.

## **b. Post-Transition Requirements for Update of PDs**

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



### **Management responsibility:**

Managers must take action on certain positions for changes to titles and occupational series as well as leaders, interoccupational, and some developmental positions after transition in accordance with instructions in this section.

## **1. Position Titles**

NSPS classification structure utilized simplified position titles that in some cases do not meet GS requirements. **Managers should review PDs in their organizations** and either assign the correct title (if management has DCA) or recommend a new title (if the CPAC has classification authority), and submit an RPA to effect a title change.

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## **2. Occupational Series Review**

Some positions were assigned to NSPS occupational series that either do not exist under GS or that were abolished or changed while the NSPS system was in effect. During the transition process these PDs will be assigned to the appropriate "XX01" generic classification family series through a set of automation routines. A post-transition review of these positions is required to accurately classify these PDs to their individual series. Listings of PDs requiring review will be provided to supervisors for review and correction post-transition. A table indicating the required action is at Appendix B of this document. Management should review the list and either assign the correct occupational series (if management has DCA) or recommend a new occupational series (if the CPAC has classification authority), and submit an RPA to effect a series change.

## **3. Leaders**

Some positions formerly titled as Leaders under the GS system were no longer classified as Leaders in NSPS. If these positions still exist, they should be reviewed to determine if the title needs to be changed. We do not anticipate a need for position description rewrite or change in GS grade in most cases. However, management should submit an RPA to effect the title change, if necessary.

## **4. Interoccupational Positions**

Interoccupational positions are those that may be classified in more than one administrative occupational series in NSPS. These positions will need to be reclassified to a single GS series prior to recruitment at the time the position becomes vacant, since the GS system does not allow for Interoccupational positions.

## **5. Factors**

Factor Evaluation System (FES)/General Schedule Supervisory Guide (GSSG) factors that are missing from PDs should be added as positions are reviewed for fill.

## **6. Interim Developmental PDs**

When a promotion action is submitted to move the developmental employee to the next intervening grade, management must submit a PD, if necessary, with the RPA for that action.

## **4. KEY PERSONNEL ACTIONS**

### **a. Freezing Personnel Actions**

Appendix C specifies the action and timeframes for RPA submission to the CPAC prior to the transition's effective date to allow enough processing time before transition. For any emergency action (e.g., death), notify the servicing CPAC as soon as possible. Note: Personnel actions for employees who are not transitioning from NSPS to GS remain unaffected.

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## **b. Temporary/Term Appointments**

Temporary/term employees will be transitioned without change to their NTE (Not to Exceed) date. In accordance with OPM waiver dated 18 February 2010, temporary and term appointments that have been extended beyond OPM time limits may retain the NSPS NTE date at transition.

Other Temporary/Term appointments and extensions are subject to 5 CFR part 213 or 5 CFR part 316 time limits.

## **5. TRANSITIONING SPECIAL CATEGORY EMPLOYEES TO GS**

### **a. Deployed Civilians**



**Management responsibility:**

Managers will review deployed civilians identified with spiral exclusion code AJJ in the NSPS2GS Transition Report and report any errors, missing employees, or employees who have returned from deployment prior to transition.

Filling positions: The exception contained in Reference 1.f. allowing deployed positions to continue to be filled as NSPS was withdrawn on 16 March 2010. Civilian employees deployed after that date are to be deployed as GS, unless they are currently in an NSPS position and are being deployed in a temporary duty (TDY) status.

Transition: **Per [DoD memo dated 11 May 2010](#) (Ref 1.i.) and Ref 1.k., civilians who deployed prior to 11 June, 2010 are excluded from transition out of NSPS until either their deployment ends or is renewed.** This memo restates the definition of "deployed civilian" from the USD memorandum of 22 Mar 2010, subject: Increased Annual Pay Limitations, and indicates that deployments include both temporary assignments and TDY assignments. **Additionally, this guidance states that deployed civilians who deployed on or after 11 June, 2010 will transition to GS at the same time as their organizations, as long as they are notified 30 days prior to deployment, or at least 30 days prior to transition.**

**Whether or not an employee receives notification of transition from NSPS, he/she must transition from NSPS no later than 20 November, 2011.**

Additional guidance from DoD has clarified that employees who are on permanent overseas assignments to the countries listed in the guidance are not considered "deployed." Deployed civilians are typically on temporary duty or on a temporary change of station to the deployed location. NSPS employees that do not meet these clarified criteria will transition with the command to which they are permanently assigned.

The DoD memo also requires that deployed employees be informed, at least 30 days in advance of the end or renewal of their deployment, that they will be transitioned out of NSPS at that time and that

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there may be changes in pay as a result of the transition from NSPS. For this purpose, acceptance of an additional tour, extension of a temporary assignment, or any change in position in a deployed area would be considered a renewal.

Many deployed civilians are currently occupying General Schedule (GS) or other non-NSPS positions while deployed. If their permanent (home) positions **are** also GS, this transition guidance does not affect them. If, however, their permanent (home) positions **are or were** NSPS, then when their deployment in a GS position ends or they renew their deployment, they will be transitioned out of NSPS (i.e., their permanent home position will transition to GS) the pay period following the end or renewal of their deployment.

Those employees who are occupying NSPS positions while deployed, to include those who did not change positions and are occupying their permanent NSPS position and were sent TDY, as well as those permanent GS employees who temporarily occupy an NSPS position while deployed, are coded with the spiral exclusion code of AJJ (Deployed Civilian), and can be identified in the Transition Report of the NSPS2GS tool. Management must review that report to (1) verify that identified employees meet the definition of deployed civilian; (2) identify other employees who are deployed and occupying NSPS positions; (3) identify those who have returned from deployment; and (4) identify those whose deployment is being extended or renewed. This should be done routinely, but a final review must be completed two weeks prior to an organization's transition.

**Commands are responsible for ensuring that deployed civilians are notified of their transition in accordance with the provisions of reference 1k. and 1l. It is imperative that these notifications be made timely so that transition may occur at the appropriate time.**

**The NSPS Branch will provide a spreadsheet for commands to identify deployed civilians prior to transition. These initial spreadsheets will include name, position sequence number, date of deployment, end of tour, and date of notification for each employee. Commands will complete missing information, ensure all deployees are included, and report changes in deployees' status as they occur to the NSPS Branch, [maria.e.garza@us.army.mil](mailto:maria.e.garza@us.army.mil). Once notification and transition dates are confirmed by staff in the NSPS Branch, it will provide the data to CHRA for processing.**

Once an organization has transitioned out, employees who still occupy NSPS positions will be identified by way of reports from the HR systems. This will include both deployed civilians as well as any new hires covered by the pipeline provisions. Employees will be transitioned out of NSPS on the first day of the first pay period after they renew, extend, or return from deployment, or the first pay period after their entry on duty in the case of new hires. The process to transition the employee will depend on the position he or she occupied while deployed:

- If the employee was assigned to a different PD while deployed, the return to the original position will trigger the transition action by CHRA. This also covers NSPS employees who occupy GS positions while deployed.
- If the employee did not change positions for deployment (often the case for TDY deployments), the HR Program Development Division, NSPS Branch needs to be notified in order to remove the "AJJ" code in the position, which will trigger the transition action by CHRA.

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## **b. Temporary Assignments**



### **Management responsibility:**

Managers will review all temporary promotions and temporary reassignments and determine whether the temporary assignment will be made permanent, terminate, or continue as temporary after the transition.

When an employee is temporarily assigned to a position other than the permanent position of record, CHRA will return the employee to his/her permanent position of record prior to transition, and will identify obligated vacant permanent positions of record that require a GS classification.

The NSPS2GS tool will include reports that identify employees on temporary assignments. Using the tool, managers will annotate which temporary assignments to continue, terminate or make permanent. If the temporary assignment is not made permanent, the employee will be returned to his or her permanent position of record before transitioning out of NSPS.

## **NSPS2GS**

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

If the manager decides to continue this temporary promotion, he/she must submit an RPA to the CPAC no later than four weeks prior to transition. Total time served in the temporary position (including both NSPS and GS) may not exceed 120 days.

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

CHRA will review the request to make the competitive temporary promotion permanent; determine if the employee is eligible for a permanent promotion; and notify management. To effect the permanent promotion, the manager must submit an RPA no later than four weeks prior to transition IAW Appendix C of this document.

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

To effect the permanent reassignment action, management must submit an RPA to CHRA no later than four weeks prior to transition. Within DoD, temporary reassignments will be used for deployments.

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

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

## **c. Details**



### **Management responsibility:**

Management must identify employees on details and contact the CPAC for instructions if certain details will be continued past transition.

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

## **d. Medical Positions**

We anticipate updated guidance for medical positions. Physician and Dentist positions transitioning to the Physicians and Dentists Pay Plan (PDPP), originally excluded from transition to the GS system in accordance with reference 1.k., will transition to GS and subsequently transition to the PDPP. Additionally, while Reference 1.m. provides an exclusion for positions in 30 medical-related occupational series, these positions also will transition to GS. Dates for transition of all medical positions are pending.

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## 6. PAY SETTING UPON TRANSITION

### **a. Pay Retention**

The following employees are eligible for pay retention; they will be notified of the conditions of the retained pay upon transition (see section 8 of this document).

- *Employee's adjusted salary exceeds step 10 of the applicable GS grade, including:*
  - *Employee's adjusted salary exceeds 150% of the applicable step 10 rate of pay*
  - *Employee's adjusted salary exceeds the rate of pay for level IV of the Executive Schedule*
- *Employee on a temporary/term appointment whose adjusted salary exceeds step 10 of the applicable GS grade*

If employees are receiving a bi-weekly recruitment/relocation/retention incentive and become entitled to pay retention as a result of the transition or **continue a previous NSPS pay** retention entitlement, their retained pay will be used to calculate these incentives. CHRA will identify these employees and code them with a special pay rate determinant of "Y" in DCPDS. (See paragraph 6.i. below.)

### **b. Pay Actions / Geographic Move Actions**

All pay actions and geographic moves will be processed prior to transition to the GS system and in accordance with existing NSPS rules. Pay entitlements for geographic moves will be based on the new geographic area.

### **c. Pay setting upon return to the permanent position from temporary promotion or reassignment prior to transition**

Once the employee returns to the permanent position of record, the employee's salary should also revert back to the salary immediately preceding the temporary increase. See Appendix D for additional information.

### **d. Accelerated Compensation for Developmental Positions (ACDP)**

Organizations should carefully consider ACDP eligibility prior to an employee's transition from an NSPS position to a GS career ladder position (see [The Army Intern/Developmental Program Policy](#) for additional guidance). If the employee is eligible for promotion to the target grade/pay band or ACDP, management may submit an RPA to CHRA; this must be no later than four weeks prior to transition.

### **e. Special Salary Rate Occupations**

Employee total pay will not be reduced upon transition to the GS system. In some cases, the adjusted salary will be reallocated between base salary and Special Salary Rate, and may not be allocated in the same amounts as when receiving base pay and Local Market Supplement (LMS) or Targeted Local Market Supplement (TLMS). In other cases, where it is more advantageous to the employee, salary will be reallocated using the locality tables.

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## **f. Administratively Uncontrollable Overtime (AUO)**



**Management responsibility:**

Management must identify employees eligible for AUO and contact the CPAC for instructions.

Administratively uncontrollable overtime (AUO) is 10% to 25% of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular/occasional basis, with the employee generally being responsible for recognizing, without supervision, circumstances that require the employee to remain on duty. This is most frequently associated with such occupations as Emergency Medical Technicians, investigators, firefighters, and some police officers.

Under NSPS, employees did not receive AUO payments, but may be eligible for it under GS. To initiate AUO for qualifying employees, managers must submit an RPA (Salary Change → Other Pay). Contact the servicing CPAC for more information.

## **g. Date of Last Equivalent Increase (DLEI)**

When an employee transitions from an NSPS position to a GS position, CHRA will determine which NSPS event resulted in a DLEI for that individual. The date of that event must be identified in DCPDS. CHRA will review and update those DLEI determinations as required.

## **h. Review of Premium Pay**



**Management responsibility:**

Managers need to review several categories of premium pay, determine if employees should continue to receive the pay post-transition, and notify the CPAC in accordance with instructions below.

Prior to transition, managers must review and, if appropriate, contact CHRA regarding certain forms of premium pay, as provided in the following instructions.

The servicing CPAC should be contacted if changes are needed or if payment should be discontinued in the following cases:

Standby Duty Pay: If the standby duty pay should continue at the same rate after transition, no action is needed.

Air Traffic Controller Differential: If the differential should continue at the same rate after transition, no action is needed.

Foreign Differentials/Allowances: If the foreign allowances and differentials should continue at the same rate after transition, no action is needed.

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Recruitment, Relocation and Retention Incentives: No action is required if the payment should continue at the same rate. If the payment should be discontinued or changed, the manager should contact the servicing CPAC.

Prior to transition, an RPA must be submitted to re-initiate payment of any supervisory differential that should continue post-transition.

## **i. Review of Recruitment, Relocation, and Retention Incentives**

In accordance with the requirements of reference 1a requiring no loss or decrease in pay upon transition from NSPS, employees on retained pay at transition who are receiving biweekly recruitment, relocation, or retention incentives will continue to receive those payments in the same amounts after transition. Bi-weekly recruitment and relocation incentives will continue at the pre-transition levels until the end of the term of the agreements. Biweekly retention incentives will continue to be based on the retained pay until the annual review takes place as outlined below.

Per Under Secretary of Defense memorandum, "Implementation of Recruitment, Relocation, and Retention Incentives", dated September 21, 2006, and USD memorandum, "Implementation of Enhanced Retention Incentives Authorities, dated February 5, 2008, authorized management officials are required to "annually review retention incentives, adjust payment amounts as warranted by conditions that have changed since the incentive was authorized, and record the results of this review in writing." At the time of this annual review, incentive payments should be re-calculated for those on pay retention so that they are based on step 10 of the applicable GS rate range, rather than on the rate of retained pay. A retained rate is not considered part of an employee's rate of basic pay when applying provisions under 5 CFR part 575, subparts A, B, and C. The employee's rate of basic pay is deemed to be the applicable maximum rate of basic pay for the employee's position of record [5 CFR 536.307(b)].

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## 7. STAFFING, REDUCTION IN FORCE, AND PRIORITY PLACEMENT PROGRAM CONSIDERATIONS

### **a. PPP Placements/Requisitions**

DoD has issued guidance regarding NSPS transition and PPP. Check with your servicing CPAC for more details.

### **b. BRAC: Closure, Transfer of Function (TOF) and Reduction in Force (RIF)**

RIF and TOF are subject to the provisions of 5 U.S.C. Chapter 35, 5 CFR Part 351, and DoD guidance.

### **c. Pipeline Actions**

Previous Army guidance on filling pipeline vacancies (reference 1.f., paragraph C.11.) is hereby rescinded and replaced with the following:

Pipeline actions, as defined by reference 1.e., paragraph B.2., may be filled under NSPS until 19 July 2010 or until the date of the organization's transition, whichever is later, in accordance with the guidance in reference 1.k., Chapter 1, paragraph C.3. and Chapter 4, paragraph F.9. Additionally, for Army organizations transitioning from NSPS to GS prior to 19 July 2010, the commitment to the selectee must be made prior to the date the organization transitions.

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## 8. EMPLOYEE NOTIFICATION



### **Management responsibility:**

Prior to transition, managers must notify employees of their GS grades; and provide employees a copy of the NSPS Employee Bulletin titled “Impact of NSPS Transition on Pay”. They must provide information to employees regarding the impact of transition on temporary assignments. They must also ensure that employees receive a copy of the transition Notification of Personnel Action and provide them with information regarding retained pay, as applicable.

As early as feasible, but prior to the organization’s transition date, supervisors must provide verbal notification to all employees regarding their GS grades, using automated reports provided through command channels. At that time, supervisors will provide employees a copy of the NSPS Employee Bulletin titled “[NSPS Employee Bulletin: Impact of NSPS Transition to GS on Pay](#)” and direct employees to the DoD Transition Simulator ([http://www.cpms.osd.mil/nsps/transition\\_simulator2010.html](http://www.cpms.osd.mil/nsps/transition_simulator2010.html)) to receive an estimate of their new pay. The simulator provides **step and salary estimates from base pay input by employees, and the information** does not include local market supplements (locality pay), targeted local market supplements, or special salary rates, which can impact employee pay as described in the bulletin cited above. Supervisors will also direct employees who are on temporary assignments to paragraph 6 of the above bulletin and explain whether the temporary assignment will continue, be terminated, or be made permanent after transition. Approximately two weeks after transition, supervisors will ensure that employees have downloaded and reviewed a copy of their transition Notification of Personnel Action from My Biz. At that same time, supervisors will provide employees who are receiving retained pay a copy of the “[Notification Letter to Employees on Pay Retention](#)” and advise them to review paragraph 5 in the NSPS Employee Bulletin **referred to** above.

Organizations should notify employees on LWOP-US (those that are on leave without pay from the NSPS position because they are called to active duty) that the transition will occur, the date the organization is scheduled for transition, and the new GS grade of the NSPS position **to which** they are assigned.

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## 9. PERFORMANCE MANAGEMENT



### Management responsibility:

Managers must ensure that employees are placed on performance objectives or standards and are rated in accordance with the instructions in this guidance.

### a. General

This guidance covers the transition from the NSPS performance management system to the Total Army Personnel Evaluation System (TAPES) **through July 2011**. Performance management guidance on timelines and actions for organizations transitioning out after that date will be provided **in a future version of this guidance**.

[Note: In accordance with reference (p), funds available for performance-based monetary awards for employees who transition out of NSPS to GS in FY 2010 and FY 2011 must be capped at 1% of the command's aggregate base salary. This applies only to the first performance appraisal cycle after transition from NSPS.]

**For transitions from May through July 2011, the principles found in the guidance below remain in effect, but the rating period will not be extended. Specifically,**

- ✓ The rating period will be from 1 October 2010 to 30 September 2011.
- ✓ A written NSPS interim review will be documented in the PAA, approved by the HLR, and communicated to the employee prior to transition.
- ✓ NSPS objectives will be transferred to TAPES so that there will be no break in accountability.
- ✓ The TAPES performance plan will be approved and communicated to employees within 30 days after transition.
- ✓ After the close of the rating period, employees will receive a rating under TAPES covering the period from 1 October 2010 to 30 September 2011.
- ✓ For subsequent rating cycles, normal end of cycle rating dates will apply.

### b. Assistance and Resources

Management officials should contact the servicing CPAC if assistance is needed in completing NSPS performance ratings, NSPS interim reviews, establishing TAPES performance plans, evaluating employee performance, addressing performance deficiencies, etc. A copy of the TAPES regulation can be obtained at [http://www.apd.army.mil/pdf/files/r690\\_400.pdf](http://www.apd.army.mil/pdf/files/r690_400.pdf). The forms for TAPES performance plans can be obtained at [http://www.apd.army.mil/Forms/browse\\_forms.asp](http://www.apd.army.mil/Forms/browse_forms.asp).

### c. NSPS Rules Apply Until Transition

Organizations with employees under NSPS must continue to follow the NSPS Performance Management guidance applicable to those employees until no longer covered under 5 CFR 9901, Subpart D. NSPS performance plans should have been in place for all eligible NSPS employees within 90 days of the

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beginning of the rating cycle. Performance plans must be documented in the Performance Appraisal Application (PAA), approved by the Higher Level Reviewer (HLR), and communicated to employees. If there is no access to the PAA (e.g., deployed foreign locations), a hard copy of the DD Form 2906 must be used.

## **d. Employees Transitioning out of NSPS Before 3 July 2010 (Transition dates 9 May 2010, 23 May 2010, and 20 June 2010)**

### **1. Special Rating Cycle**

(a) Employees transitioning out of NSPS before 3 July 2010 will be covered by a special rating cycle covering the period from 1 October 2009 through 31 October 2010. Accomplishments during this special cycle will include those achieved in both the NSPS-covered period and the TAPES-covered period, and will be documented at the end of the rating period in TAPES.

(b) For subsequent TAPES rating periods, normal end of rating cycle dates will apply. Any adjustments to subsequent rating cycles (for instance, extensions of rating periods) must be in compliance with the TAPES regulation.

(c) See timelines in Appendices E (for transition date of 9 May 2010), F (for transition date of 23 May 2010), and G (for transition date of 20 June 2010).

### **2. Actions Required in NSPS Performance Management System and PAA**

A written interim review without any ratings, must be completed and documented in the PAA, approved by the HLR, and communicated to the employee prior to the transition date. The interim review documents accomplishments on the objectives during the NSPS period of performance.

Note: If an interim review cannot be completed for an employee due to insufficient time under NSPS (e.g., a new hire), a midpoint review must be completed under TAPES.

### **3. Actions Required in TAPES**

(a) Employees should be notified as soon as practicable that the NSPS job objectives will be transferred to TAPES and there will be no break in accountability. NSPS job objectives in the DD Form 2906 should be transferred to the TAPES performance plan as TAPES performance objectives (Senior System), or as supplements to the Responsibilities (Base System) (see para. 9.g.3. below, and Appendices K and L). The TAPES performance plan must be approved and communicated to the employee in order to transfer the NSPS job objectives.

(b) The final rating for the period from 1 October 2009 through 31 October 2010 will be completed in TAPES. The authorities in AR 672-20, Incentive Awards, may be used to recognize accomplishments of employees after their conversion to TAPES.

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## **e. Employees Transitioning out of NSPS from 3 July 2010 through 29 September 2010 (Transition dates - 18 July 2010 and 15 August 2010)**

### **1. Shortened Rating Cycle**

(a) Employees transitioning out of NSPS from 3 July 2010 through 29 September 2010 will have a shortened NSPS rating cycle covering the period 1 October 2009 through the day immediately preceding the date of transition out of NSPS staffing, classification, and pay systems.

(b) See timelines in Appendices H (for transition date of 18 July 2010) and I (for transition date of 15 August 2010).

### **2. Actions Required in NSPS Performance Management System and PAA**

(a) A written early annual recommended rating must be completed and documented in the PAA by the rater, and approved by the HLR following the existing NSPS procedures for early annual appraisals. If there is no access to the PAA (e.g., deployed foreign locations), a hard copy of the DD Form 2906 must be used.

**Note:** The Assessments and Ratings tab under the Annual Appraisal tab in the PAA will need to be changed to reflect "Early Annual – NSPS," and the appraisal period end date will need to be changed to reflect the day prior to transitioning out of NSPS staffing, classification, and pay systems.

(b) Coverage under NSPS performance management regulations, instructions, and policies will terminate the day after NSPS ratings of record become effective. Ratings are effective the date they are approved by the pay pool manager. This must occur no later than 90 days after transition from NSPS staffing, classification, and pay systems. Therefore, NSPS ratings of record must be recommended, reviewed, and finalized within that 90-day period.

(c) Early annual rating information must be entered into the PAA and will be used in a modified version of the Compensation Workbench (CWB), which has been adjusted for organizations that are transitioning out of NSPS from 3 Jul through 29 Sep 2010. Additional Pay Pool information for the transition (to include guidance on the PAA and the modified CWB) is available on the CPOL website in the [NSPS Repeal section](#).

(d) Early annual recommended ratings must be reviewed and reconciled. The pay pool manager may perform these functions which were previously accomplished by the pay pool panel, for employees transitioning out during this period. Employees should be notified as soon as practicable of any changes to the pay pool process.

(e) Employees transitioning out during this period (3 July 2010 through 29 September 2010) are not eligible for an NSPS performance-based payout. In accordance with 5 CFR 9901.342(g)(7), employees who are no longer covered by NSPS on the effective date of the payout are not entitled to a performance-based payout. The authorities in AR 672-20, Incentive Awards, may

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be used to recognize accomplishments of employees for performance under NSPS or TAPES. (Note: A Quality Step Increase may be awarded to a GS employee based on the employee's rating of record under NSPS, as long as the employee's GS position, at the time the QSI is granted, is at the same grade/level as the employee's former NSPS position.)

### **3. Actions Required in TAPES**

(a) Employees must continue to be covered by a performance appraisal system. Therefore, during the finalization of the NSPS early annual ratings of record, employees must be given new NSPS performance plans and standards for the next appraisal period. TAPES forms will be used to document these new plans, as employees will be covered by TAPES after their NSPS early annual rating of record becomes effective. TAPES forms should be in place (documented, approved by the senior rater, if used; otherwise approved by rater, and communicated to the employee) within 30 days after transition from NSPS staffing, classification, and pay systems.

(b) Once coverage under NSPS performance management terminates, performance plans must be adjusted, if necessary, to ensure they are in alignment with the TAPES regulation.

(c) The 2010 – 2011 special rating cycle will start the date after transition from NSPS and the normal TAPES end of rating cycle dates will apply. This will be a "mixed" rating cycle consisting of a period under NSPS and a period under TAPES (see note (2) in both Appendix H and Appendix I pertaining to the documentation of performance plans). Any adjustments to rating cycles must be in compliance with TAPES regulations.

## **f. Employees Transitioning out of NSPS to TAPES on 27 February 2011**

### **1. Special Rating Cycle**

(a) Employees transitioning out of NSPS to TAPES on 27 February 2011 will be covered by a special rating cycle for the period from 1 October 2010 through the end of the previously established TAPES rating cycle (based on GS grade level outlined in AR 690-400, Chapter 4302). Accomplishments during this special cycle will include those achieved in both the NSPS-covered period and the TAPES-covered period, and will be documented at the end of the rating period in TAPES.

(b) For subsequent TAPES rating periods, normal TAPES rating cycle dates will apply. Any adjustments to subsequent rating cycles (for instance, extensions of rating periods) must be in compliance with the TAPES regulation.

(c) See action timelines in Appendix J.

### **2. Actions Required in NSPS Performance Management System and PAA**

A written interim review without any ratings, must be completed and documented in the PAA, approved by the HLR, and communicated to the employee prior to the transition date. The

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interim review documents accomplishments on the objectives during the NSPS period of performance.

Note: If an interim review cannot be completed for an employee due to insufficient time under NSPS (e.g., a new hire), a midpoint review must subsequently be completed under TAPES.

### **3. Actions Required in TAPES**

(a) Employees should be notified as soon as practicable that the NSPS job objectives will be transferred to TAPES and there will be no break in accountability. NSPS job objectives in the DD Form 2906 should be transferred to the TAPES performance plan as TAPES performance objectives (Senior System), or as supplements to the Responsibilities (Base System) (see para. 9.g.3. below and Appendices K and L). The TAPES performance plan must be approved and communicated to the employee in order to transfer the NSPS job objectives.

(b) The final rating for the period from 1 October 2010 through the end of the TAPES rating cycle will be completed using TAPES guidance. The authorities in AR 672-20, Incentive Awards, may be used to recognize accomplishments of employees after their conversion to TAPES.

## **g. TAPES Requirements**

Once covered by TAPES, employees will receive a TAPES annual appraisal so long as the minimum period of performance (120 days) under an approved performance plan has been met. The flexibilities of extending or shortening a rating cycle under TAPES may be used to accommodate any special needs for the 2010 - 2011 rating cycle. In accordance with TAPES regulations, adjustments can be made to TAPES Performance Objectives and supplements to Responsibilities at any time after the transition. Early annual ratings will be given to employees who transitioned from NSPS to TAPES with the same job objectives, performed under those objectives for at least 120 days during the rating cycle, and who are leaving their position within the last 120 days of the TAPES rating cycle.

### **1. Senior Rater.**

The use of a senior rater in the review of performance plans is optional, subject to command policies. However, a senior rater must be identified in the performance plan, unless the rater is the Commander or equivalent. All plans must be approved by the senior rater, if utilized (otherwise, the plan is approved by the rater), and communicated to the employee. A TAPES rating of “fails 1 or more obj” or “fails” must be reviewed by the senior rater.

### **2. Weights and Contributing Factors.**

TAPES Performance Objectives for the Senior System or Responsibilities (such as Technical Competence) for the Base System are not weighted. TAPES also does not use Contributing Factors, which are a unique feature of NSPS. However, many of the same aspects of NSPS Contributing Factors are imbedded in the Performance Standards of TAPES and are relevant to evaluations of employee performance.

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## **3. Documenting Performance Plans.**

Appraisals under TAPES will be documented on the DA Form 7222 (Senior System) and the DA Form 7223 (Base System). These forms can be obtained at [http://www.apd.army.mil/Forms/browse\\_forms.asp](http://www.apd.army.mil/Forms/browse_forms.asp) [Note: When transferring NSPS objectives to TAPES during the transition out process for 9 May, 23 May, or 20 June 2010 spirals, ensure the TAPES forms indicate a rating period of 1 October 2009 through 31 October 2010. [When transferring NSPS objectives to TAPES during the transition out process for the 27 February 2011 spiral, ensure the TAPES forms indicate a rating period of 1 October 2010 through the appropriate end of the TAPES rating cycle as prescribed in AR 690-400, Chapter 4302.]

### (a) Senior System Employees (GS-9 and above and Career Interns):

All major objectives should have a significant level of importance to/impact on mission accomplishment and be measurable in accordance with TAPES criteria. Any supplemental objectives that are part of the major objective should be included as sub-bullets to the major objective. [NOTE: When completing the TAPES DA Form 7222-1 for employees transitioning into TAPES on 9 May, 23 May, 20 June 2010, or 27 February 2011, the "Initial" and "Midpoint" sections in Part III should reflect the "Performance Plan" and "Interim Review" dates from Part B of the NSPS DD Form 2906. Transfer the NSPS objectives to Part IV.b. of the DA Form 7222-1 (See Appendix K).] The preprinted Performance Standards in part V of DA Form 7222-1 are performance threshold descriptors (identifying Success level) for assigning a rating. Performance objectives are to be written at the Success level, i.e., Level 3. The use of the performance standards may not be necessary if performance objectives already include measurable criteria.

[Note: Appendix K provides an example of transferring an NSPS job objective to a TAPES Senior System Performance Plan. For employees transitioning out of NSPS on 9 May, 23 May, 20 June 2010, and 27 February 2011, it includes (as a "NOTE") standard language to document notification to the employee of the unique aspects of the special rating cycle.]

### (b) TAPES Performance Plans for Base System Employees (GS-8 and below):

The preprinted Performance Standards are listed on the "REVERSE" page of the DA Form 7223-1. The Performance Standards are performance threshold descriptors for rating the associated Responsibility and are written at the "Success/Meets standard". For example, the "Technical Competence" (called Responsibilities under TAPES) for performing the assigned tasks listed under "Key Points Made" will be rated by using the threshold descriptors of having "knowledge, skills and abilities to do the work."

[NOTE: Appendix L provides an example of transferring an NSPS job objective to a TAPES Base System Performance Plan. For employees transitioning into TAPES on 9 May, 23 May, 20 June 2010, and 27 February 2011, when completing the REVERSE page of the DA Form 7223-1, the "Initial" and "Midpoint" sections should reflect the "Performance Plan" and "Interim Review" dates from Part B of the NSPS DD Form 2906. Transfer the NSPS objectives to TAPES under "Key Points Made" on the REVERSE page of the DA Form 7223-1. Appendix L also includes (as "NOTE

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1” and “NOTE 2”) standard language to document notification to the employee of the unique aspects of the special rating cycle for employees transitioning into TAPES on 9 May, 23 May, 20 June 2010, or 27 February 2011].

## **h. Addressing Performance Deficiencies**

### **1. Monitoring Performance.**

It is the supervisor’s responsibility to monitor the performance of employees throughout the rating period. For those employees whose performance is not meeting expectations, e.g., the performance of a job objective is at the unacceptable level, the supervisor must take timely remedial actions.

### **2. Performance-Based Actions.**

(a) Under NSPS, procedures contained in Chapter 43 of title 5 United States Code (U.S.C) were waived when taking performance based actions. Once employees are no longer covered under 5 CFR 9901, Subpart D, performance based actions may be initiated using either Chapter 43 or Chapter 75 procedures of title 5 U.S.C.

(b) As a reminder, Army NSPS Policy (AP-SC 1940.8.1.1.) requires supervisors to document their efforts to assist employees in improving their performance before initiating any performance-based adverse action under Chapter 75. The use of a performance improvement plan with specified improvement period is strongly encouraged prior to taking performance based action under NSPS (see AP-SC 1940.8.2.4.)

(c) Under TAPES, raters must provide employees with guidance and assistance and a formal opportunity to improve performance (usually with a Performance Improvement Plan (PIP)) before initiating performance based adverse actions (AR 690-400, Chapter 4302, 1-5.I.). At any time during the rating period when a non-probationary employee fails to meet an Objective or Responsibility, the rater must inform the employee in writing, provide guidance and assistance, and offer a reasonable opportunity (usually under a PIP) to improve performance.

## **i. Request for Reconsideration**

Coverage under NSPS performance management provisions terminates the day after NSPS ratings of record become effective. Therefore, all requests for reconsideration of ratings must be accomplished using administrative grievance procedures, negotiated grievance procedures, or alternative dispute resolution, if applicable. [For employees transitioning from NSPS on 27 February 2011, requests for reconsideration of an NSPS rating of record or job objective rating that are not completed prior to this date will continue to be processed, using the administrative grievance procedure, negotiated grievance procedure, or alternative dispute resolution, if applicable.]

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## Appendix A: NSPS2GS Automated Tool



An interactive automated tool, NSPS2GS, is available to assist Commands, Transition Managers, supervisors, and HR practitioners to prepare for the transition from NSPS to GS. Access to records in this tool is controlled using the same access controls used for other HR applications; for example, managers will have access to records pertaining to the employees in their organization; command transition managers will have access to records from their command as long as they possess a CSU account.

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

Comment blocks with email capability are available to promote interaction between managers and HR staff.

Reports for manager review and action include:

Report Name	Description	Action Required
Temporary Assignments	Lists all employees who are on temporary assignments (promotions or reassignments). These employees need to be returned to their permanent position prior to transition.	Management needs to identify intent: let the assignment expire, continue it after transition, or make the temporary assignment permanent.
Developmental Employees	Lists employees who are on known developmental positions.	Management needs to identify the grade level at which the employee is currently working, and PDs may need to be created or changed as a result.
Supervisors	Lists employees in supervisory positions.	Management needs to certify whether or not the employee meets the GS definition of supervisor (performs supervisory duties at least 25% of the time).

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

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Reports for CHRA review and action include:

Report Name	Description	Action Required
PDs without GS Grade	Lists encumbered (or obligated) PDs that do not have a GS equivalent grade in FASCLASS.	HR will determine the appropriate GS equivalent grade, consulting with management as needed.
GS Grade not in the Pay Band	Lists PDs in FASCLASS where the GS equivalent grade is not valid for the NSPS pay schedule and pay band.	HR will identify the correct GS equivalent grade for these positions.
Occupational Series Differences	Lists positions in which the occupational series shown in FASCLASS differs from the occupational series in DCPDS.	HR will determine which series (FASCLASS or DCPDS) is correct and take appropriate action.
Date Last Equivalent Increase (DLEI)	Lists employees who do not have a Date Last Equivalent Increase in their record.	HR will determine the correct DLEI and update the record.

Reports for manager and HR information:

Report Name	Description
Transition	Lists all employees, for use in notifying employees about their GS grade. Can be run for an organization (command and/or UIC) or for individual employees. Includes Summary Reports with transition information that can be provided to employees.
Productivity – Summary	Total numbers of actions in the review and action reports of the NSPS2GS tool (number at start, balance remaining for manager and HR action).
Productivity	Summary of total numbers of actions in the review and action reports of the NSPS2GS tool (number at start, balance remaining), by Command or Spiral.
Workload Tracking	For HR use only. Detailed information about actions which were marked as not certified by the CHRA tiger team.
Command Completion	Detailed information about actions completed in the NSPS2GS tool.

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## Appendix B: Occupational Series Review

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

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## Appendix C: RPA Submission and Processing During Transition

In preparation for the transition into the legacy system or other non-NSPS pay system, a moratorium for processing personnel actions prior to the transition effective date must be implemented. The purpose of the moratorium is to ensure all necessary personnel actions on transitioning employees are processed in a timely manner so that the transition process runs smoothly. This means human resource-related actions such as pay changes, promotions, resignations, LWOP, awards, etc. that are to be effective before the transition effective date must be submitted NLT the timeframes specified below prior to the transition effective date. Emergency actions such as death, retirement and removal actions will be processed during the moratorium.

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

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

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

Personnel actions for employees who are not transitioning from NSPS to GS remain unaffected. Questions about the moratorium should be directed to the servicing Civilian Personnel Advisory Center (CPAC).

RPA SUBMISSIONS AND PROCESSING DURING NSPS TRANSITION		
If the action is:	Proposed Effective Date is:	RPA must be in the CPAC NLT:
<b>Pre-Transition Reclassification/Reassignment Action</b>	Prior to the effective date of transition	4 weeks prior to the effective date of transition
<b>Award</b>	Prior to the effective date of transition	2 weeks prior to the effective date of transition
<b>Extension of Appointment</b> (expiring during transition period. These actions will be processed with an earlier effective date than would otherwise be used.)	Prior to the effective date of transition to GS	2 weeks prior to the effective date of transition
<b>Non-Pay Action</b> (Reassignments, Realignment, etc.)	Prior to the effective date of transition	3 weeks prior to the effective date of transition
<b>Pay Action</b> (Promotion, Change to Lower Grade, ACDP etc.)	Prior to the effective date of transition	4 weeks prior to the effective date of transition

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RPA SUBMISSIONS AND PROCESSING DURING NSPS TRANSITION		
If the action is:	Proposed Effective Date is:	RPA must be in the CPAC NLT:
<b>Accessions / New Hires **</b>	Prior to the effective date of transition	4 weeks prior to the effective date of transition
<b>Emergency Actions</b> (Death, Removal, Suspension, Accessions Critical to Mission)	Actions will be processed manually during the transition period and input in the database after the transition is completed.	

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

### Additional Information

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

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

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## Appendix D: Setting Pay after a Temporary Action

Immediately prior to the effective date of the permanent or temporary position being transitioned out of NSPS to the GS system, CHRA will return employees on temporary assignments to their permanent positions of record. The action returning the employee to his or her permanent position must be processed the day before the effective date of transition.

**Requirement:** 5 CFR 9901.353(g) and 9901.354(c)(2) require that, upon return to the permanent position from a temporary promotion (or a temporary reassignment that resulted in a pay increase), the employee's base salary shall be set at the same rate the employee received prior to the temporary action, with appropriate adjustments for pay increases (i.e., rate range increases, performance payout, etc.) that occurred during the time the employee was assigned to the new position, as applicable.

**Basic procedures for determination of new salary upon return to permanent position from temporary promotion or reassignment:** Once the employee returns to the permanent position of record, the employee's salary should be determined based on the salary immediately preceding the temporary increase. The same percentage that was applied as part of the payout and any rate range adjustments should be applied to the previous salary upon termination of the temporary action to arrive at the salary applicable to the permanent position of record. Follow the process below:

Step	Description	Source	Sample Data
#1	Temporary salary	CWB base salary	\$89,107
#2	Dollar amount of salary increase portion of payout awarded by pay pool	CWB salary increase amount (or 891 SF50 Remarks)	\$2,528
#3	Percentage increase	Calc (step #2, divided by step #1)	2.84%
#4	Base salary prior to temporary action	"From" side of temporary action SF50	\$83,761
#5	Dollar amount of rate range adjustment of 1.5% applied to former salary*	Calculate (step #4, times .015*)	\$1,256
#6	Subtotal of base salary after rate range adjustment	Calculate (step #4 plus step #5)	\$85,017
#7	Dollar amount of salary increase applied to total of base salary after rate range adjustment	Calculate (step #6 times step #3, .0284)	\$2,414
#8	New salary amount upon return to the permanent position	Calculate (step #6, plus step #7)	\$87,431

\* Rate range adjustment percentage varies from year to year. Jan 2010 was 1.5%, Jan 2009 was 1.74%, and Jan 2008 was 1.5%.

**Pay Setting Upon Return to Temporary Position after Transition:** Follow guidance in reference 1.k.

# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

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## Appendix E: Performance Management Timeline for Employees Transitioning on 9 May 2010 Initial Rating Cycle under TAPES

Complete NSPS Interim (1)	TAPES Performance Plan In Place (2)	Rating Cycle for 2010 (Including NSPS & TAPES) (3)	Complete TAPES Rating of Record (4)
All Pay Bands Prior to Transition	All GS Grades NLT 7 Jun 2010	All GS Grades *1 Oct 2009 – 31 Oct 2010	All GS Grades 15 Dec 2010

\*This cycle applies only to employees transitioning out of NSPS on 9 May 2010. It includes the period from 1 October 2009 to 8 May 2010 under NSPS, and the time from 9 May 2010 through 31 October 2010 under TAPES.

- (1) Interim review must be completed, documented in PAA, approved/reviewed by HLR, and communicated to employees. If no access to PAA, use hard copy of DD Form 2906.
- (2) NSPS job objectives must be transferred to TAPES performance plan, (if senior rater is used, approved by senior rater; otherwise approve by rater), and communicated to employees. Raters should communicate in writing to employees as early as practicable that NSPS job objectives will transfer to TAPES and there is no break in accountability.
- (3) This special cycle is to accommodate the NSPS to TAPES transition. For the subsequent TAPES rating period, normal end of rating cycle dates will apply.
- (4) Rating assessment should include the periods under NSPS and TAPES (i.e., 1 October 2009 – 31 October 2010) as employees are under the same job objectives. In accordance with TAPES regulation, raters have 45 days to complete the annual rating.

# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

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## **Appendix F: Performance Management Timeline for Employees Transitioning on 23 May 2010**

Initial Rating Cycle under TAPES

Complete NSPS Interim  (1)	TAPES Performance Plan In Place  (2)	Rating Cycle for 2010 (Including NSPS & TAPES)  (3)	Complete TAPES Rating of Record  (4)
<b>All Pay Bands Prior to Transition</b>	<b>All GS Grades NLT 22 Jun 2010</b>	<b>All GS Grades *1 Oct 2009 – 31 Oct 2010</b>	<b>All GS Grades 15 Dec 2010</b>

\*This cycle applies only to employees transitioning out of NSPS on 23 May 2010. It includes the period from 1 October 2009 to 22 May 2010 under NSPS, and the time from 23 May 2010 through 31 October 2010 under TAPES.

- (1) Interim review must be completed, documented in PAA, approved/reviewed by HLR, and communicated to employees. If no access to PAA, use hard copy of DD Form 2906.
- (2) NSPS job objectives must be transferred to TAPES performance plan, (if senior rater is used, approved by senior rater; otherwise approve by rater), and communicated to employees. Raters should communicate in writing to employees as early as practicable that NSPS job objectives will transfer to TAPES and there is no break in accountability.
- (3) This special cycle is to accommodate the NSPS to TAPES transition. For the subsequent TAPES rating period, normal end of rating cycle dates will apply.
- (4) Rating assessment should include the periods under NSPS and TAPES (i.e., 1 October 2009 – 31 October 2010) as employees are under the same job objectives. In accordance with TAPES regulation, raters have 45 days to complete the annual rating.

# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

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## **Appendix G: Performance Management Timeline for Employees Transitioning on 20 June 2010**

Initial Rating Cycle under TAPES

Complete NSPS Interim  (1)	TAPES Performance Plan In Place  (2)	Rating Cycle for 2010 (Including NSPS & TAPES)  (3)	Complete TAPES Rating of Record  (4)
<b>All Pay Bands Prior to Transition</b>	<b>All GS Grades NLT 3 Jul 2010</b>	<b>All GS Grades *1 Oct 2009 – 31 Oct 2010</b>	<b>All GS Grades 15 Dec 2010</b>

\*This cycle applies only to employees transitioning out of NSPS on 20 June 2010. It includes the period from 1 October 2009 to 19 June 2010 under NSPS, and the time from 20 June 2010 through 31 October 2010 under TAPES.

- (1) Interim review must be completed, documented in PAA, approved/reviewed by HLR, and communicated to employees. If no access to PAA, use hard copy of DD Form 2906.
- (2) NSPS job objectives must be transferred to TAPES performance plan, (if senior rater is used, approved by senior rater; otherwise approved by rater), and communicated to employees. Raters should communicate in writing to employees as early as practicable that NSPS job objectives will transfer to TAPES and there is no break in accountability.
- (3) This special cycle is to accommodate the NSPS to TAPES transition. For the subsequent TAPES rating period, normal end of rating cycle dates will apply.
- (4) Rating assessment should include the periods under NSPS and TAPES (i.e., 1 October 2009 – 31 October 2010) as employees are under the same job objectives. In accordance with TAPES regulation, raters have 45 days to complete the annual rating.

# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

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## Appendix H: Performance Management Timeline for Employees Transitioning on 18 July 2010 Initial Rating Cycle under TAPES

Finalize NSPS Early Annual Rating of Record (1)	TAPES Forms In Place (2)	TAPES Initial Rating Cycle for 2010-2011 (3)	Complete TAPES Rating of Record (4)
All Pay Bands  * <b>Must</b> be completed by 16 Oct 2010	All GS Grades  NLT 17 Aug 2010	<u>GS 13 and above</u> 18 Jul 2010 through 30 Jun 2011  <u>GS 9 – GS 12</u> 18 Jul 2010 through 31 Oct 2011  <u>GS 1 – GS 8</u> 18 Jul 2010 through date determined by command/organization	All GS Grades  NLT 45 days after end of rating cycle

(1) NSPS early annual recommended ratings must be completed by the rating official and approved by the HLR in PAA, to closeout NSPS. If no access to PAA, use hard copy of DD Form 2906. The date for completion of the NSPS early annual recommended ratings will be determined by the Command or PPM/PRA, as appropriate; however, NSPS ratings of record must be approved by 16 October 2010. A streamlined pay pool process may be conducted to finalize the ratings; the pay pool manager may perform these functions which were previously accomplished by the pay pool panel. Employees should be notified as soon as practicable of any deviations from previous guidance having to do with the pay pool process.

**\*IMPORTANT NOTE:** For employees transitioning out on 18 July 2010, NSPS performance management authority under 5 CFR 9901 will terminate no later than 90 days after transition from NSPS staffing, classification and pay systems. As such, all NSPS ratings of record must be approved by 16 October 2010 as there is no authority to approve them after this date.

(2) NSPS performance plans must be prepared, documented on TAPES forms (if senior rater is used, approved by senior rater; otherwise approved by rater), and communicated to employees. Once coverage under NSPS performance management terminates, performance plans must be adjusted, if necessary, to ensure they are in alignment with the TAPES regulation.

(3) This special initial cycle is to accommodate the transition. For subsequent cycles, normal TAPES rating cycle dates will apply, e.g., 1 November to 31 October for GS-9 through 12. Any other adjustments must be in compliance with TAPES regulations.

(4) In accordance with TAPES regulation, raters have 45 days to complete the annual rating. All other TAPES provisions will apply, e.g., performance awards, QSI, timeline for forwarding appraisals to processing centers, etc.

# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

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## Appendix I: Performance Management Timeline for Employees Transitioning on 15 August 2010 Initial Rating Cycle under TAPES

Finalize NSPS Early Annual Rating of Record (1)	TAPES Forms In Place (2)	TAPES Initial Rating Cycle for 2010-2011 (3)	Complete TAPES Rating of Record (4)
All Pay Bands  * <b>Must</b> be completed by 13 Nov 2010	All GS Grades  NLT 14 Sep 2010	<u>GS 13 and above</u> 15 Aug 2010 through 30 Jun 2011  <u>GS 9 – GS 12</u> 15 Aug 2010 through 31 Oct 2011  <u>GS 1 – GS 8</u> 15 Aug 2010 through date determined by command/organization	All GS Grades  NLT 45 days after end of rating cycle

(1) NSPS early annual recommended ratings must be completed by the rating official and approved by the HLR in PAA, to closeout NSPS. If no access to PAA, use hard copy of DD Form 2906. The date for completion of the NSPS early annual recommended ratings will be determined by the Command or PPM/PRA, as appropriate; however, NSPS ratings of record must be approved by 13 November 2010. A streamlined pay pool process may be conducted to finalize the ratings; the pay pool manager may perform these functions which were previously accomplished by the pay pool panel. Employees should be notified as soon as practicable of any deviations from previous guidance having to do with the pay pool process.

**\*IMPORTANT NOTE:** For employees transitioning out on 15 August 2010, NSPS performance management authority under 5 CFR 9901 will terminate no later than 90 days after transition from NSPS staffing, classification and pay systems. As such, all NSPS ratings of record must be approved by 13 November 2010 as there is no authority to approve them after this date.

(2) NSPS performance plans must be prepared, documented on TAPES forms (if senior rater is used, approved by senior rater; otherwise approved by rater), and communicated to employees. Once coverage under NSPS performance management terminates, performance plans must be adjusted, if necessary, to ensure they are in alignment with the TAPES regulation.

(3) This special initial cycle is to accommodate the transition. For subsequent cycles, normal TAPES rating cycle dates will apply, e.g., 1 November to 31 October for GS-9 through 12. Any other adjustments must be in compliance with TAPES regulations.

(4) In accordance with TAPES regulation, raters have 45 days to complete the annual rating. All other TAPES provisions will apply, e.g., performance awards, QSI, timeline for forwarding appraisals to processing centers, etc.

# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

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## Appendix J: Performance Management Timeline for Employees Transitioning on 27 February 2011

### Initial Rating Cycle under TAPES

Complete NSPS Interim  (1)	TAPES Performance Plan In Place  (2)	Rating Cycles* for 2011 (Including NSPS & TAPES)  (3)	Complete TAPES Rating of Record  (4)
<b>All Pay Bands Prior to Transition</b>	<b>All GS Grades NLT 29 Mar 2011</b>	<b>GS 13-15 1 Oct 2010 – 30 Jun 2011</b>  <b>GS 9-12 1 Oct 2010 – 31 Oct 2011</b>  <b>GS 1-8 1 Oct 2010 through date determined by MEDCOM</b>	<b>All GS Grades</b>  <b>NLT 45 days after end of rating cycle</b>

\*These cycles apply only to employees transitioning out of NSPS on 27 February 2011. They include the period from 1 October 2010 to 26 February 2011 under NSPS, and the time from 27 February 2011 through the end of the rating cycle under TAPES.

- (1) Interim review must be completed, documented in PAA, approved/reviewed by HLR, and communicated to employees. If no access to PAA, use hard copy of DD Form 2906.
- (2) NSPS job objectives must be transferred to TAPES performance plan (if senior rater is used, approved by senior rater; otherwise approved by rater), and communicated to employees. Raters should communicate in writing to employees as early as practicable that NSPS job objectives will transfer to TAPES, and there is no break in accountability.
- (3) This special cycle is to accommodate the NSPS to TAPES transition. For the subsequent TAPES rating period, normal TAPES rating cycle dates will apply.
- (4) Rating assessment should include the periods under NSPS and TAPES (i.e., 1 October 2010 through the end of the TAPES rating cycle) as employees will be under the same job objectives. In accordance with the TAPES regulation, raters have 45 days to complete the annual rating. Early annual ratings under TAPES may be given to employees who transitioned from NSPS to TAPES with the same job objectives, performed under those objectives for at least 120 days during this special rating cycle, and who are leaving their position within the last 120 days of the TAPES rating cycle.
- (5) Funds available for performance-based monetary awards for employees who transition out of NSPS to GS in FY 2010 and FY 2011 must be capped at 1% of the command's aggregate base salary. This applies only to the first performance appraisal cycle after transition from NSPS.

# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

## Appendix K: Transfer NSPS Job Objectives to TAPES Senior System Performance Plan

### Sample NSPS Objective from DD Form 2906

PART G – JOB OBJECTIVES (Duplicate this page for each job objective)		
<b>JOB OBJECTIVE NO.</b>	1	<b>TITLE:</b> Special Projects
		<b>LAST MODIFIED ON:</b> (YYYYMMDD)
<b>JOB OBJECTIVE</b> (Limited to 1,000 characters) <i>Accomplish assigned projects in accordance with established project objectives, to achieve expected results, and meet stated milestones / timelines. Projects are accurate, in compliance with applicable legal, regulatory, and policy guidelines, timelines, and reflect anticipated results achieved. Serve as agency representative on workgroups as required.</i>		<b>WEIGHT:</b> 35%
<b>CONTRIBUTING FACTORS</b>		<b>RATING</b>
<input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Cooperation/Teamwork		<input type="checkbox"/> Communication <input type="checkbox"/> Customer Focus <input type="checkbox"/> Resource Management <input type="checkbox"/> Leadership
		<b>OBJECTIVE RATING (1-5)</b> _____ <b>CONTRIBUTING FACTOR IMPACT</b> _____ (+1, -1, or 0)

DD FORM 2906, SEP 2008

### Sample TAPES Senior System Objective

Part IV – RATEE (complete a, b, c below for this rating period)
a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY/TITLE IS:
b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS <i>Accomplish assigned projects in accordance with established project objectives, to achieve expected results, and meet stated milestones / timelines.</i> <i>-Projects are accurate, in compliance with applicable legal, regulatory, and policy guidelines, timelines, and reflect anticipated results achieved.</i> <i>-Serve as agency representative on workgroups as required.</i>
<b>NOTE:</b> Special rating cycle due to transition from NSPS to TAPES. Initial counseling and job objectives issued to employee under NSPS on [insert date]. TAPES objectives issued to employee on [insert date]. Interim Review completed under NSPS on [insert date]. End of cycle rating will include both NSPS and TAPES accomplishments.

DA FORM 7222-1, AUG 1998

PREVIOUS EDITION IS OBSOLETE

# Army Transition Guidance for Termination of National Security Personnel System (NSPS)

## Appendix L: Transfer NSPS Job Objective to TAPES Base System Performance Plan

### Sample NSPS Objective from DD Form 2906

PART G – JOB OBJECTIVES (Duplicate this page for each job objective)		
<b>JOB OBJECTIVE NO.</b> 1	TITLE: Office Support	LAST MODIFIED ON: (YYYYMMDD)
JOB OBJECTIVE (Limited to 1,000 characters)		WEIGHT: 100%
<i>Office Support - Accomplish staff support responsibilities such as managing office suspense's (Tracker System), compiling status reports, and coordinating travel. Work products will be accurate and complete within the timeline established by supervisor. Accomplish work with good judgment (e.g., screening phone calls) and demonstrate professionalism (e.g., tactful and courteous).</i>		
<b>CONTRIBUTING FACTORS</b>		<b>RATING</b>
<input checked="" type="checkbox"/> Technical Proficiency <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Cooperation/Teamwork		OBJECTIVE RATING (1-5) _____ CONTRIBUTING FACTOR IMPACT _____ (+1, - 1, or 0)
<input checked="" type="checkbox"/> Communication <input type="checkbox"/> Customer Focus		
<input type="checkbox"/> Resource Management <input type="checkbox"/> Leadership		

DD FORM 2906, SEP 2008

### Sample TAPES Base System Individual Job Responsibilities:

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS		
DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL  [Insert initial counsel date from NSPS Performance Plan]		<ul style="list-style-type: none"> <li>Accomplish staff support responsibilities such as managing office suspenses (Tracker System), compiling status reports, and coordinating travel.</li> <li>Work products will be accurate and complete within the timeline established by supervisor.</li> <li>Accomplish work with good judgment (e.g., screening phone calls) and demonstrate professionalism (e.g., tactful and courteous).</li> </ul>
LATER (Optional) [Insert date TAPES forms were issued]		<b>NOTE:</b> 1 Special rating cycle due to transition from NSPS to TAPES. Initial counseling completed under NSPS on [insert date]. TAPES Responsibilities issued on [insert date].
MIDPOINT [Insert date of NSPS Interim Review]		<b>NOTE 2:</b> Interim Review completed under NSPS (attached). End of cycle rating will include both NSPS and TAPES accomplishments.
LATER (Optional)		

REVERSE, DA FORM 7223-1, AUG 1998

**Note:** The assigned duties under “Key Points Made” above will be rated by using the applicable Responsibilities (Technical Competence, etc.) and the Performance Standards (Has knowledge, skills and abilities..., etc.) on the REVERSE page of DA Form 7223-1.