

Interim Department of Army NSPS Policy

1. REFERENCES

- (a) Public Law 108-136, National Defense Authorization Act, November 24, 2003
- (b) Title 5, Code of Federal Regulations, Chapter XCIX, Part 9901, Department of Defense Human Resources Management and Labor Relations Systems
- (c) DoD Civilian Personnel Manual 1400.25-M, Chapter 1900

2. PURPOSE

This document provides interim policy, responsibilities and procedures for the National Security Personnel System (NSPS) and further supplements the subchapters of reference (c) and must be used in concert with that issuance. Additional supplementation is not authorized except where permitted.

NOTE: Army policy, indicated by the prefix AP, is numbered to align with the subchapters (SC) of the DoD implementing issuance at reference (c).

3. APPLICABILITY

This interim policy applies to all Army positions covered by NSPS.

SC 1910 - GENERAL

AP-SC 1910.3. Policy

The Department of Army shall:

- a. Leverage NSPS flexibilities, while maintaining a necessary degree of uniformity, to support the DA National Security mission.
- b. Be cost effective and ensure accountability at all levels.
- c. Incorporate the principles of equal employment opportunity and workforce diversity into the design and implementation of civilian personnel policies at all organizational levels.

AP-SC 1910.4.3. Delegation

The Commanders of the Army Commands; Commanders of the Army Service Component Commands; Commanders of Direct Reporting Units (to include the U.S. Military Academy); and to the Administrative Assistant to the Secretary of the Army for Principal Officials of the Headquarters, Department of the Army (HQDA), their staffs and other elements, Field Operating Agencies, Staff Support Agencies, and those Direct

Reporting Units headed by other than a Commander (to include the U.S. Army Acquisition Support Center) are delegated NSPS authorities as set forth in the Interim Policy.

AP-SC 1910.6. Supplementation

Supplementation is not authorized; however, implementing procedures and programs to carry out the provisions of this guidance may be issued as appropriate.

SC 1911 - CONVERSION

AP-SC 1911.1. Applicability

Army Organizations shall comply with the conversion rules and requirements mandated in SC 1911 when converting covered employees to NSPS.

AP-SC 1911.4. Determination of Pay During Conversion Process

AP-SC 1911.4.3. The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may authorize increases to base pay of physicians and dentists converting into NSPS. As appropriate, this authority may be further delegated to the lowest practicable level.

AP-SC 1911.4.7. The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may authorize increases to base pay of employees converting into NSPS from the Acquisition Demonstration Project. As appropriate, this authority may be further delegated to the lowest practicable level.

SC 1920 - CLASSIFICATION

AP-SC 1920.4. GENERAL INSTRUCTIONS FOR CLASSIFYING POSITIONS

The DoD NSPS classification regulation is designed for direct application and action by managers and individual supervisors. Authorized management officials, as identified in AP-SC 1920.6.2.3., are fully responsible for making decisions related to application of those criteria to individual positions. Authorized management officials are also accountable for establishing, documenting, and managing positions under their authority in keeping with DoD, Army, and Command direction. Failure to properly execute this authority can result in rescission of classification authority and/or performance/disciplinary action under NSPS provisions.

AP-SC 1920.4.7. Documenting Classification Decisions

Positions established under NSPS are recorded in the DA Fully Automated System for Classification (FASCLASS). Army NSPS position records must include two certifications: (1) affirm the accuracy of the information describing the position and its requirements; and (2) affirm DoD NSPS classification regulations and standards are the basis for the stated classification of the position. These certifications are effected in the form of an electronic validation in FASCLASS. The first certification is made by the position's immediate supervisor (authorized management official) or a higher level official within the chain of command of the position being certified. The second certification may be made by the same official, or by a higher official in accordance with governing laws and DoD regulations. These certifications cannot be made by Human Resources (HR) practitioners, except for positions they supervise or are designated as the authorized management official in accordance with their organization's delegation of classification authority.

AP-SC 1920.4.8. Position Records

The requirements, process, and format for Army NSPS position recordkeeping are prescribed by the Office of the Assistant G-1 for Civilian Personnel (AG-1(CP)). Inactive NSPS positions that are abolished, or remain vacant for more than one year, are archived in the automated recordkeeping system for two years from the date abolished or vacated. Upon expiration of the two-year retention period, position records are destroyed unless longer retention time is specifically required for legal or administrative purposes.

AP-SC 1920.6. CLASSIFICATION AUTHORITY AND RESPONSIBILITY

AP-SC 1920.6.2. Army classification program authorities and responsibilities are assigned as follows:

a. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) establishes the classification program's strategic direction, provides the overall policy framework, and approves policy guidance for administration of NSPS classification operational support functions.

b. The Deputy Chief of Staff G-1 (DCS G-1) provides executive advice and consultation to the ASA(M&RA) and directs the full spectrum of NSPS classification operational programs, policies, and systems through supervision of the Assistant G-1 for Civilian Personnel.

c. The Assistant G-1 for Civilian Personnel (AG-1(CP)) exercises authority and responsibility for the DA NSPS classification program in accordance with that prescribed in SC 1920.6.2.1 through SC 1920.6.2.5 to include:

(1) Advising on, or coordinating and collaborating with HQDA Principal Officials and Army Commanders on policies or operational concerns that cross command lines.

(2) Conducting classification program reviews and evaluations, directing action to correct problems and irregularities, and limiting or rescinding delegated classification as necessary.

d. Officials Exercising Classification Authority are responsible for:

(1) Managing Command classification programs and establishing classification requirements and guidance, where permitted.

(2) Managing the functions and positions within their purview in a manner that optimizes productivity, organizational effectiveness, and cost-efficiency while meeting mission requirements.

(3) Making classification decisions and related administrative determinations and documenting them in accordance with the requirements contained herein and in reference (c).

(4) Ensuring individuals to whom classification authority is delegated have proper training to perform their classification and position management responsibilities.

e. The HQDA, AG-1(CP), Program Management Division, to include its subordinate advisory and operational offices, shall exercise authority and responsibility that includes:

(1) Providing classification advisory and operational support services to Army Commanders, managers, and supervisors, to include instruction and assistance on classification principles, operations, and procedures.

(2) Executing classification determinations made by Commanders, managers and supervisors.

AP-SC 1920.6.2.3. Exercising and Delegating Classification Authority

a. Army authority to classify civilian positions is delegated to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army. As appropriate, this authority may be further delegated to the lowest practicable level. This authority includes:

(1) Determining and certifying the occupational code and pay band of civilian positions, and making other classification-related administrative determinations such as Fair Labor Standards Act exemptions, in accordance with controlling position

classification standards, regulations, and statutory requirements as specified in references (b) and (c).

(2) Redelegating classification authority to subordinate managerial and supervisory positions within their chain of command or purview.

b. Delegation of classification authority must be documented in written records to be maintained in the office where the authority is held for the duration of the authority. Delegations must stipulate the specific classification regulatory responsibilities inherent in the delegation, any limitations in the delegated authority, and must identify the position authorized to exercise those responsibilities. Delegations of classification authority should not identify by name the official encumbering the position. Once delegated to an authorized position, the delegation remains in effect until rescinded by the proper authority.

c. Delegation of classification authority must be exercised in keeping with the following requirements:

(1) Authorized management officials classify only those positions under their direct managerial or supervisory control. Authorized management officials are prohibited from classifying their own positions, or any subordinate position that has an impact on the classification of their own positions.

(2) Under no circumstances will the classification authority of the authorized management official exceed the level of authority delegated to any higher level commander/manager/supervisor within the delegated official's chain of command.

(3) Delegation of classification authority to HR practitioners or other staff members who are not Commanders, managers, or supervisors is prohibited.

AP-SC 1920.10. RECONSIDERATION OF CLASSIFICATION DECISIONS (CLASSIFICATION APPEALS)

AP-SC 1920.10.5. Appeal Procedures

Responsibilities of the Human Resources Office (HRO) outlined in SC 1920 of reference (c), shall be carried out by the servicing Army Civilian Personnel Operations Centers (CPOC) and Civilian Personnel Advisory Centers (CPAC).

SC 1930 - NSPS COMPENSATION

AP-SC 1930.7.3. Prior to the first performance payout, AG-1(CP) will issue compensation plans for managing pay progression in accordance with reference (c), SC 1930.7.3.

AP-SC 1930.9. PERFORMANCE-BASED PAY

AP-SC 1930.9.3. Performance Pay Pools

AP-SC 1930.9.3.1. Elements of the Pay Pool Fund

AP-SC 1930.9.3.1.1. HQDA will provide annual guidance on the Army pay pool funding floor, if any, for Element 1 pay pool funds. Element 1 represents basic pay funds that under Title 5 of the United States Code were historically spent on within-grade increases, quality-step increases, and promotions between General Schedule grade levels that no longer exist under NSPS. HQDA will set the Element 1 funding floor(s) for the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army. The DoD and DA pay pool funding floors for Element 1 funds shall be met within DA by the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army.

AP-SC 1930.9.3.1.1.1. The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may establish different Element 1 funding floors for each pay pool under their authority as long as the organization meets their funding floor in the aggregate. Such differences in pay pool funding floors may be required to accommodate differences in the market and makeup of pay pools. As appropriate, this authority may be further delegated to the lowest practicable level.

AP-SC 1930.9.3.1.2. Element 2 pay pool funds will be funded and administered in accordance with guidance issued by DOD and HQDA.

AP-SC 1930.9.3.1.3. The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may establish operating guidelines concerning the allocation of funds representative of Element 3 Pay Pool Funds (performance-based cash awards). As appropriate, this authority may be further delegated to the lowest practicable level, but no further than the Performance Review Authority or Pay Pool Manager level.

AP-SC 1930.9.3.1.4. The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may authorize and reallocate from within their existing budget authority additional pay pool funding for Elements 1 and 3. Actions to increase pay pool funding to levels above budgeted amounts must be reviewed through standing program and budget review processes of

the organization. As appropriate, this authority may be further delegated to a level no lower than the Performance Review Authority.

AP-SC 1930.9.5. Pay Band Control Points

The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may establish pay band control points for pay pools within their organization or command. As appropriate, this authority may be further delegated to the lowest practicable level, but no further than the Performance Review Authority or the Pay Pool Manager level.

AP-SC 1930.9.6. Performance Shares

The authority to establish business rules concerning the assignment of shares within a share range is delegated to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army. As appropriate, this authority may be further delegated to the lowest practicable level, but no further than the Performance Review Authority or the Pay Pool Manager level.

AP-SC 1930.9.6.3.2. Prorating the Payout

Army organizations shall follow instructions in Army AI-SC 1930.9.6.3.2 for prorating performance based pay pool payouts.

AP-SC 1930.9.9. Discretionary Performance Payouts

The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may establish internal procedures concerning application of the Discretionary Payout Authority within the organization as well as appropriate funding ranges when a decision is made to exercise this payout authority. As appropriate, this authority may be further delegated to the lowest practicable level, but no further than the Performance Review Authority or the Pay Pool Manager level.

AP-SC 1930.9.10. Pay for Developmental Employees

The criteria in Appendix 1 of the interim Department of Army NSPS Instruction shall be applied when authorizing Accelerated Compensation for Developmental Positions (ACDP) to eligible employees.

AP-SC 1930.10. PAY ADMINISTRATION

AP-SC 1930.10.2. Approval Procedures

The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army are delegated the authority to set pay, with the authority to further delegate to the lowest practical level. This includes the authority to determine and approve salary in situations covered by SC 1930.10 through SC 1930.30 of reference (c) and to determine the approval levels where higher level management approval is required under reference (c). Where higher level management approval is required, that higher level management official must be no lower than one level above the authorized management official who approved the personnel action. Delegations of authority to authorized management officials and determinations regarding higher level management approval authorities must be in writing. All pay setting decisions must be in writing to ensure an adequate audit trail.

AP-SC 1930.12. PREMIUM PAY LIMITATION

AP-SC 1930.12.4. Army organizations shall forward requests for a waiver of the annual limitation *through* their chain of command, i.e. the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army *through* HQDA, AG-1(CP) *to* the Assistant Secretary of the Army (Manpower and Reserve Affairs). Upon concurrence, requests will be forwarded to the Under Secretary of Defense (Personnel and Readiness) for approval.

AP-SC 1930.25. PAY FOR DUTY INVOLVING PHYSICAL HARDSHIP OR HAZARD

AP-SC 1930.25.2. Establishment Of Hazard Pay Differentials

Army organizations shall forward requests to establish or modify hazard pay differentials *through* their chain of command, i.e. the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army *through* HQDA, AG-1(CP) *to* the Assistant Secretary of the Army (Manpower and Reserve Affairs). Upon concurrence, requests will be forwarded to the Under Secretary of Defense (Personnel and Readiness) for approval.

SC 1940 - PERFORMANCE MANAGEMENT

AP-SC 1940.2. APPLICABILITY

AP-SC 1940.2.3. Minimum Period of Performance

AP-SC 1940.2.3.4. Minimum Period of Performance for Employees Working Less Than Full Time or Working on an Annually Recurring Basis (seasonal employees)

Such employees who are working less than full time or working on an annually recurring basis during a current appraisal period shall be rated and become eligible for a performance payout if such employees have performed under an approved NSPS performance plan for 90 or more days during the current appraisal period. A workday is 8 hours of duty time. Forty (40) hours of duty time is considered as satisfying 7 days towards the period of performance.

AP-SC1940.3. DEFINITIONS

AP-SC1940.3.1. Poor Performance means the same as unacceptable performance as found in reference (c).

AP-SC1940.3.1.2. Higher Level Reviewer is an individual, normally in the employee's supervisory chain of command, and may be at a higher level in the organization than the rating official.

AP-SC1940.3.3. Contributing Official is an individual, not in the employee's supervisory chain of command, but who may frequently or consistently assign work to the employee or observe the employee's performance, and who, under appropriate circumstances, assists the rating official in the performance management process related to that employee.

AP-SC 1940.4. GENERAL ROLES AND RESPONSIBILITIES

AP-SC 1940.4.2. Pay Pool Managers

As a general rule, Pay Pool Managers will not manage pay pools for which they are a member. Exceptions to this rule may be approved by a level no lower than the Performance Review Authority. Typically, exceptions would be limited to situations meeting both of the following criteria: (1) assignment of the Pay Pool Manager to membership in another pay pool would result in an unnatural alignment of the position in that pay pool and (2) selecting a different pay pool manager for the pay pool to be managed would compromise the natural alignment of performance management responsibilities within the organization, function, or geographic area.

AP-SC 1940.4.4. Supervisors

AP-SC 1940.4.4.1.15. If a Commander or equivalent organization head is the Rating Official, he or she may also serve as the Higher Level Reviewer. The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army may determine appropriate circumstances where the Rating Official may also serve as the Higher Level Reviewer. As appropriate, this authority may be further delegated to commanders or equivalent organization heads.

AP-SC 1940.4.4.2. HQDA, AG-1 (CP) has delegated authority for determining qualification requirements for management officials involved in the rating process. All management officials in the rating process, to include Pay Pool Managers, shall meet rating official qualification requirements prior to executing performance evaluation responsibilities. In addition, pay pool panel participants and Pay Pool Managers shall complete the NSPS Pay Pool Management Course.

AP-SC 1940.4.6. Commanders and Heads of Activities

AP-SC 1940.4.6.1. Commanders and heads of activities are responsible for:

- a. Ensuring fair and consistent application of NSPS provisions in compliance with governing laws, rules, and regulations.
- b. Developing and communicating organizational goals and objectives.
- c. Communicating and assuring visibility of Army values and ethics.
- d. Ensuring that employees are informed of their rating chain and rating cycles.
- e. Ensuring that all supervisors and employees receive adequate training or orientation concerning the performance appraisal system, including pay-for-performance.
- f. Ensuring all performance management functions for their organizations are executed within prescribed timelines.

AP-SC 1940.4.7. Higher Level Reviewer

AP-SC 1940.4.7.1. Higher level reviewers shall be involved in the performance management process throughout the rating period. Where feasible, higher level reviewers are incorporated into the Pay Pool Panel rating/payout deliberation process as panel members and/or as participants in a discussion involving the higher level reviewer and his/her subordinate rating officials. Specific responsibilities include:

- a. Ensuring that organizational goals and objectives are communicated to all employees and supervisors.
- b. Assessing and reviewing individual contributions to overall mission accomplishment.
- c. Maintaining awareness of performance plans and indicating by signing and approving the plan at the beginning of each rating cycle and official interim review(s).

d. Conferring with subordinate rating officials and considering recommended ratings, share assignments, and payout distributions prior to submission to the Pay Pool Panel.

e. Assuring equitable and consistent application of, and compliance with, rating requirements by all subordinate rating officials.

AP-SC 1940.5. SETTING PERFORMANCE EXPECTATIONS

AP-SC 1940.5.2.3. Army Values

AP-SC 1940.5.2.3.1. The use of Army Values (Loyalty, Duty, Respect, Self-Service, Honor, Integrity and Personal Courage) in the performance management process is retained under NSPS. Rating Officials will discuss the Army values and ethics with employees, exchanging ideas about what values mean and what types of behavior indicate adherence. The Army values will be listed on the performance plan. The Rating Official will document positive aspects of the employee's support of Army values in the "For Component Use Only" section of the DoD NSPS evaluation form. Adherence to Army values enhances and complements performance. They are not intended to replace performance objectives, no numerical rating scores will be assigned to the Values, and they are not used in the determination of the performance rating. Raters should use the Army Values block of the performance management form as a tool for positive comments.

AP-SC 1940.5.5. ADJUSTING PERFORMANCE EXPECTATIONS DURING THE APPRAISAL PERIOD

Performance expectations may be adjusted at any time. The supervisor shall communicate adjustments to performance expectations promptly to the employee. There is no required minimum period of time an employee must be under notice of an adjusted performance expectation before the employee may be held accountable for meeting a communicated adjustment.

AP-SC 1940.5.5.1. Adjustments to Job Objectives. Reasons for adjusting the content or weighting of job objectives in a performance plan may include conditions that change beyond the employee's ability to control or influence, complexity of the job objective or resources to complete the objective were underestimated, and changes in the organization's staffing, structure, or priorities. Any adjustments to job objectives must be made in writing. A supervisor may only make changes to an employee's performance plan within 90 days from the end of the rating period with the approval of the Pay Pool Manager.

AP-SC 1940.5.6. PERFORMANCE PLANS

AP-SC 1940.5.6.1.1. Performance plan extensions shall only be used under legitimate unusual circumstances.

AP-SC 1940.5.6.4. Contributing officials may assist the rating official in developing performance plans and communicating performance expectations, and will provide input to the rating official, as necessary, for ongoing employee performance dialogue and performance assessment.

AP-SC 1940.5.7. JOB OBJECTIVES AND CONTRIBUTING FACTORS

AP-SC 1940.5.7.1.1. Mandatory Weighting of Job Objectives

NSPS job objectives shall be weighted.

AP-SC 1940.5.7.3. Mandatory Job Objective(s) for Supervisors

The standard Army supervisory objective, as identified in AI-SC 1940, shall be included in all supervisory performance plans. This objective may be locally supplemented.

AP-SC 1940.6.4. INTERIM REVIEWS.

Supervisors shall not share a recommended rating or share assignment with employees during interim performance reviews.

AP-SC 1940.7. DEVELOPING PERFORMANCE

The “For Component Use Only” section of the DoD NSPS Performance Plan form may be used to document training objectives, requirements, and individual development plans.

AP-SC 1940.8. PERFORMANCE DEFICIENCIES

AP-SC 1940.8.4.1.1. Supervisors are required to document their efforts to assist employees in improving their performance before initiating any performance-based adverse action.

AP-SC 1940.9. END OF YEAR PERFORMANCE ASSESSMENTS

AP-SC 1940.9.1.1. The Rating Official and Higher Level Reviewer shall not share the recommended rating, share assignments, or payout distributions with employees. The Rating Official shall only communicate the final rating of record, share assignments, and payout distributions awarded to the employee *after* the Pay Pool Manager’s approval and prior to payout. This communication should also include a discussion of the employee’s performance related to that rating, acknowledgement of achievements, and areas for improvement and developmental opportunities.

AP-SC1940.11. PAY POOL POLICIES AND PROCEDURES

AP-SC1940.11.1.1. Pay Pool Composition

The AG-1(CP) may issue further guidance on designing pay pools within Department of Army organizations.

AP-SC 1940.11.2. Notice to Employees

Preferably within the first 90 days of the beginning of the rating cycle, but not less than 90 days prior to the end of the rating cycle, the Performance Review Authority shall communicate to employees, either directly or through the Pay Pool Managers, the projected percent of civilian base pay that will be applied to fund the pay pool, for purposes of pay increases and performance bonuses, for the current rating cycle.

AP-SC 1940.11.4. Pay Pool Panel Composition and Responsibilities.

AP-SC 1940.11.4.1. Nondisclosure Agreement

The members of a Pay Pool Panel, the Pay Pool Administrator, and any observers to pay pool panel deliberations will sign a Department of Army Pay Pool Nondisclosure Agreement as set forth in Army Instructions.

AP-SC 1940.11.4.2. Observers

Observers are persons who are authorized by the Pay Pool Manager or Performance Review Authority to be present during pay pool deliberations for purposes of training or transitioning.

AP-SC 1940.11.4.3. Consultants

Consultants are civilian personnel advisors, resource management advisors, and legal counsel who are asked by the Pay Pool Manager or Performance Review Authority to provide advice related to the pay pool process and/or pay pool deliberations. Consultants should be present during pay pool deliberations only to the extent necessary to provide the requested advice. The general obligation of consultants to maintain confidentiality of personnel and financial information applies equally to information related to the pay pool process. Consultants may disclose pay pool process information only to those persons with a need to know to effectuate the consulting function.

AP-SC 1940.11.4.4. Communication with Rating Official

The pay pool panel may recommend and the Pay Pool Manager may change recommended ratings of record, share assignments, and/or payout distribution. The rating official involved will be notified of the change by the panel along with the rationale for the change. The rating official will then be afforded the opportunity to provide further justification before the change(s) become final. The rating official must make any

appropriate changes in the Performance Appraisal Application to reflect the final rating (e.g., change objective ratings, influence of contributing factors and, if required modify the supervisory assessment) prior to providing the performance appraisal to the employee.

AP-SC 1940.11.4.5. Automated Records Maintenance

Because of the fully automated nature of the performance management process, pay pool/sub pay pool panel members shall not create records other than those maintained through the automated system. Any non-record materials (e.g., notes, working papers) used during pay pool meetings shall be collected by the pay pool manager following these meetings and shall not be retained. If necessary to communicate changes prior to pay pool manager certification, pay pool panel members may take from the meeting room a hard copy of employee performance appraisals that contain markups of the changes rating officials must make in the Performance Appraisal Application tool and these additional non-record materials shall also not be retained.

SC 1950 - STAFFING AND EMPLOYMENT

AP-SC 1950.5.3.2. Establishing or Modifying a Qualification Standard

A request to establish or modify an existing OPM qualification standard will be sent *through* an organization's chain of command, i.e. the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army *to* HQDA, AG-1(CP). Such requests will include information specified in the NSPS implementing issuance and any additional information necessary to support the request.

AP-SC 1950.6.3.3.10. Alternative Forms of Competition

Army authority to use any or all of the alternative forms of competition described in this section is delegated to the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army. As appropriate, this authority may be further delegated to the lowest practicable level. If organizations elect to use an alternative form of competition, the minimum requirements in the Army NSPS Alternative Forms of Competition Procedural Guide must be followed.

Organizations may restrict, but not expand, the applicability of these authorities. Using the alternative forms of competition does not negate the need to clear priority and mandatory placement programs. As such, all priority and mandatory placement programs, i.e., Priority Placement Program, will be cleared before filling a vacant position using one of these alternative forms of competition.

AP-SC 1950.6.5.1.3. Severe Shortage/Critical Need Hiring Authority

Army organizations will send requests for a severe shortage or critical need hiring authority *through* their chain of command, i.e. the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army *to* HQDA, AG-1(CP).

AP-SC 1950.6.5.2.1.1. Duration of Term Appointments

The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army are authorized to extend term appointments. As appropriate, this authority may be further delegated to the lowest practicable level. Justification for extending term appointments may include, but is not limited to, extension of project work, continuing extraordinary workload, or other extenuating circumstances that were unforeseen when the specified time period of the term appointment was determined.

AP-SC 1950.6.5.2.2.1. Duration of Temporary Appointments

The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army are authorized to extend temporary appointments. As appropriate, this authority may be further delegated to the lowest practicable level. The justifications for extending temporary appointments may include, but are not limited to, completion of a project, extended temporary peak workload, or other extenuating circumstances that were unforeseen when the determination was made to hire an employee on a temporary basis.

AP-SC 1950.6.5.3. Non-citizen Hiring

AP-SC 1950.6.5.3.2. Procedures for Appointment

Army organizations will send requests to hire non-citizens *through* their chain of command, i.e. the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army *to* HQDA, AG-1(CP).

SC 1960 - WORKFORCE SHAPING

AP-SC 1960.5. POLICY

Authorized officials with delegated authority may approve actions involving involuntary separation by reduction-in-force (RIF) or transfer of function (TOF) outside the competitive area or commuting area of fewer than 50 direct hire, permanent,

employees. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) retains approval authority for actions involving involuntary separation by RIF or TOF outside the commuting area of 50 or more direct-hire, permanent employees, including actions associated with base realignment and closure (BRAC). Such requests must be submitted/approved in a format similar to those contained in AR 690-351-1, Reduction in Force. HQDA, AG-1(CP) must be notified at least 60 days prior to issuance of RIF notices for RIFs approved at lower levels (i.e., all RIF/TOF involving separation/transfer of fewer than 50 employees, including BRAC related actions); and at least two weeks in advance of release of 50 or more temporary employees.

AP-SC 1960.5.1. Announcement

Army organizations must submit advance notifications or requests, including BRAC actions, through their chain of command, i.e. the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army to HQDA, AG-1(CP).

AP-SC 1960.6. PROCEDURES

AP-SC 1960.6.3. Competitive Area and Competitive Group

Army organizations will send requests to establish or change a competitive area or group less than 90 days before the effective date of the RIF through their chain of command, i.e. the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army to HQDA, AG-1(CP). All requests will include an appropriate justification for making the change within 90 days of the RIF. Examples may include a sudden decrease in funding, mission, or payroll requiring a RIF to be conducted in less than 90 days. Requests and approval/disapproval documentation will be maintained with the RIF files at the CPOC.

AP-SC 1960.6.3.1. Establishing a Competitive Area

The Administrative Assistant to the Secretary of the Army (AASA), the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, and the Commanders of the Direct Reporting Units are authorized to establish competitive areas and competitive groups. As appropriate, this authority may be further delegated to the lowest practicable level. Authorized organizations may establish competitive areas based on one or more of the following: geographical location(s); line(s) of business; product line(s); organizational unit(s); and funding line(s).

AP-SC 1960.6.4.5.2.1. Employees on Temporary Appointment

Employees occupying temporary positions needed for placement of competing employees will be identified for release in retention order.

AP-SC 1960.6.6. Furlough

Prior to announcing a civilian furlough of 30 consecutive workdays or 22 workdays on a discontinuous basis, an organization must obtain a clearance by submitting a request through their chain of command, i.e. the Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders of the Direct Reporting Units, and the Administrative Assistant to the Secretary of the Army to HQDA, AG-1(CP). All requests must be submitted in accordance with SC1960.5 of reference (c) at least 60 days before the projected issue date of the furlough notices.