

SC1910. SUBCHAPTER 1910

GENERAL
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APPENDIX

AP1. Appendix 1 Definitions for Key Terms

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GENERAL

- References:
- (a) DoD Directive 1400.25, “DoD Civilian Personnel Management System”, November 25, 1996
 - (b) Title 5, United States Code
 - (c) Title 5, Code of Federal Regulations
 - (d) NSPS PEO Charter, August 16, 2004

SC1910.1. ISSUANCE AND PURPOSE

Chapter 1900 is issued to implement policy, responsibilities and procedures for the National Security Personnel System (NSPS) within the Department of Defense in accordance with Reference (a) and covers actions for civilian personnel under NSPS as authorized by section 9902 of Reference (b) and part 9901 of Reference (c). This subchapter must be read and used in conjunction with part 9901 of Reference (c).

SC1910.2. APPLICABILITY

This subchapter applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities in the Department of Defense under NSPS (hereafter collectively referred to as the “DoD Components”).

SC1910.3. POLICY

SC1910.3.1. It is DoD policy under References (a), (b), and (c) that:

SC1910.3.1.1. DoD civilian personnel policies, procedures, and programs will balance the legitimate needs of uniformity and flexibility. Such policies, procedures, and programs incorporate the principles of equal employment opportunity and workforce diversity into the design and implementation of civilian personnel policies at all organizational levels.

SC1910.3.1.2. NSPS will be in alignment with the DoD human resources management system and will protect the civil service rights of its employees.

SC1910.3.2. NSPS civilian personnel policies will:

SC1910.3.2.1. Adhere to the NSPS Guiding Principles.

SC1910.3.2.2. Put the DoD mission first by supporting national security goals and strategic objectives.

SC1910.3.2.3. Respect the individual by protecting rights guaranteed by law.

SC1910.3.2.4. Value talent, performance, leadership, and commitment to public service.

SC1910.3.2.5. Be flexible, understandable, credible, responsive, and executable.

SC1910.3.2.6. Ensure accountability at all levels.

SC1910.3.2.7. Balance human resources system interoperability with unique mission requirements.

SC1910.3.2.8. Be competitive and cost effective.

SC1910.3.3. DoD civilian personnel management publications implementing NSPS will:

SC1910.3.3.1. Be jointly developed in conjunction with the DoD Components and the Civilian Personnel Policy Council (CPPC).

SC1910.3.3.2. Be streamlined and simplified.

SC1910.3.3.3. Be issued only to comply with Executive orders, law, or regulation, or to assist Civilian Personnel Offices (CPOs) and Human Resource Offices (HROs), managers, supervisors, employees, and their representatives with civilian personnel management issues.

SC1910.3.3.4. Provide for the redelegation of authorities.

SC1910.3.3.5. Be available to all CPOs and HROs and, where practical, to managers and supervisors.

SC1910.3.3.6. Be automated to the extent practical to include automated administrative processes, decision support systems, and distribution.

SC1910.3.3.7. To the maximum extent practicable, support total force management in the design of civilian personnel policies. Civilian personnel policies should provide unified direction for the Department of Defense and develop a shared sense of mission and responsibility among civilian employees and military personnel.

SC1910.3.3.8. Be binding on all DoD Components under NSPS. Existing DoD Component civilian personnel policies, procedures, and programs may continue until

superseded by law, controlling regulations, new provisions of this Manual, or related DoD publication provisions.

SC1910.4. RESPONSIBILITIES

SC1910.4.1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) may, from time to time and in accordance with References (b) and (c), establish and issue NSPS policy, including issuing new or revised subchapters to this chapter.

SC1910.4.2. DEPUTY UNDER SECRETARY OF DEFENSE FOR CIVILIAN PERSONNEL POLICY (DUSD(CPP)). The DUSD(CPP), under the USD(P&R), will:

SC1910.4.2.1. Issue uniform DoD-wide civilian personnel procedures, programs, and guidance for NSPS implementation based on References (b) and (c), the references cited in Reference (c), and all applicable subchapters in Chapter 1900.

SC1910.4.2.2. Monitor the implementation and effectiveness of this subchapter and propose revisions, as appropriate.

SC1910.4.2.3. Develop model NSPS civilian personnel management procedures and programs for DoD-wide use for organizations and functions covered by NSPS.

SC1910.4.3. Delegation. Pursuant to chapter 99 of Reference (b) and part 9901 of Reference (c), and except as otherwise specifically provided in Chapter 1900, the Heads of DoD Components with independent appointing authority as provided for in their respective chartering DoD Directives, are delegated the authorities and assigned the responsibilities established in Chapter 1900 for the implementation of NSPS within their respective organizations and their serviced organizations, if any, without independent appointing authority. The Heads of all DoD Components may authorize and approve overtime for their civilian employees in accordance with SC1930.

SC1910.4.4. Managers and supervisors will, when delegated civilian personnel management authorities, carry out civilian personnel management policies, procedures, and programs in accordance with established DoD policies and procedures.

SC1910.4.5. The NSPS Program Executive Officer, under the NSPS Senior Executive, will continue to perform the roles and responsibilities established in the NSPS PEO Charter (Reference (d)).

SC1910.4.6. When an issuance is modified merely to conform with changes to 5 United States Code or the Office of Personnel Management makes a change to or issues new regulations, the Director, Civilian Personnel Management Service, will request the Director, Washington Headquarters Service, issue conforming changes to Chapter 1900 to maintain their statutory and regulatory relationship.

SC1910.5. PROCEDURES

SC1910.5.1. Except as otherwise stated in the regulations, each subchapter of Chapter 1900 is structured to be self-contained and is prepared for direct use by supervisors, managers, and human resource practitioners at all levels. However, users will be aware that organizations or functions are covered by more than one subchapter, and that, when applying the provisions of any single subchapter, they will ensure compliance with all applicable interrelated provisions in other subchapters. Definitions of key terms found in Chapter 1900 are located in Appendix 1 of this subchapter.

SC1910.5.2. To the extent possible, subchapters in Chapter 1900 are arranged numerically to correspond with applicable sections of Reference (c).

SC1910.5.3. Reference (a), and corresponding subchapters within this Manual, will be followed for DoD employees not covered by NSPS.

SC1910.5.4. Unless otherwise specified within Chapter 1900, provisions of Reference (a) and chapter 100 of Reference (a) will be followed in instances where subject matter language covering NSPS employees is silent.

SC1910.5.5. NSPS procedures will be followed for all DoD civilian employees covered by NSPS.

SC1910.6. SUPPLEMENTATION

SC1910.6.1. The need for supplementation to a subchapter of Chapter 1900 will be identified during the joint policy development of each Civilian Personnel Manual (CPM) subchapter.

SC1910.6.2. In accordance with the policy and philosophy of the Secretary of Defense to streamline and eliminate redundancy in government regulations, supplementation will be kept to a minimum.

SC1910.6.3. DoD Components may supplement the policies, procedures and programs published in a subchapter of Chapter 1900 only when the Head of the DoD Component concerned determines that doing so is necessary for DoD Component implementation of that subchapter. DoD Components may not supplement the provisions of Chapter 1900 when doing so is expressly prohibited within a subchapter.

SC1910.6.4. When supplementation is authorized within the Military Departments, the authority to approve supplementation may be delegated to the Assistant Secretary level. No further delegation is authorized. Copies of approved supplementation will be provided to the DUSD(CPP) within 30 days of issuance.

SC1910.6.5. Implementing procedures and programs may be issued at the operating level.

SC1910.6.6. The DUSD(CPP) may issue handbooks, guides, pamphlets, and similar publications, as necessary, to provide detailed procedural, operational, or administrative material on specific program areas or to provide model programs on NSPS subjects that should be uniform for DoD-wide application.

SC1910.7. COVERAGE

SC1910.7.1. Pursuant to the provisions of section 9902 of Reference (b) and consistent with section 9901.102 of Reference (c), the Secretary of Defense or Deputy Secretary of Defense may establish or change the effective date under which eligible employees in DoD organizational and functional units will be covered by some or all portions of NSPS.

SC1910.7.2. Employees in organizations listed in paragraph 9902(c)(2) of Reference (b) are not eligible for coverage under NSPS until the Secretary of Defense makes the determination required by paragraph 9902(c)(1) of Reference (b).

SC1910.8. WAIVER EXCLUSION

The provisions of C100.6, "Waivers," of this Manual do not apply to Chapter 1900.

SC1910.AP1. APPENDIX 1 TO SUBCHAPTER 1910

DEFINITIONS FOR KEY TERMS

Adjusted Rating is the numeric score resulting from the application of the contributing factor assessment to the employee's job objective rating.

Adjusted Salary has the meaning given that term in section 9901.304 of Reference (c).

Administrative Workweek means any period of 7 consecutive days (as defined in these issuances) designated in advance under section 6101 of Reference (b).

Analytical Occupations are occupations that perform work involving judgment, discretion, and personal responsibility. Although analytical positions do not require specialized education, the types of skills required are often gained through college level education or equivalent experience. Analytical occupations are found in the following CGs and PSs: Standard CG - Professional/Analytical PS (e.g., 0343, Management and Program Analyst; 0560, Budget Analyst; 1712, Training Instructor); and Investigative & Protective Services CG - Investigative PS (e.g., 1811, Criminal Investigator).

Aggregate Compensation means the total compensation an employee will receive during a calendar year.

Appraisal has the meaning given that term in section 9901.404 of Reference (c).

Appraisal Period has the meaning given that term in section 9901.103 of Reference (c).

Authorized Management Official is the management official with authority to approve a personnel or pay action.

Band means Pay Band and has the meaning given that term in section 9901.103 of Reference (c).

Base Salary has the meaning given that term in section 9901.304 of Reference (c).

Basic Pay has the meaning given that term in section 9901.103 of Reference (c).

Basic Workweek is, for full-time employees, the 40-hour workweek established in accordance with part 610.111 of Reference (c).

Benchmark Descriptors are common activities and behaviors associated with contributing factors that describe the manner in which a job objective is accomplished. They are used to evaluate the impact of how an employee achieves his/her job objective and are provided for contributing factors at the "Expected" and "Enhanced" levels for each pay schedule and pay band.

Bonus has the meaning given that term in section 9901.304 of Reference (c).

Career Group has the meaning given that term in section 9901.103 of Reference (c).

Classification has the meaning given that term in section 9901.204 of Reference (c).

Closeout Assessment is a narrative description of an eligible employee's performance under an approved performance plan. The closeout assessment is completed by the supervisor or rating official and conveys information regarding the employee's progress toward the completion of job objectives. A closeout assessment is not a rating of record, but should be used to inform the rating official of employee accomplishments and/or needed improvement.

Comparable Pay Band or Comparable Level of Work has the meaning given that term in section 9901.103 of Reference (c).

Compensable Hours or Time are periods of time that are creditable as hours of work for the purpose of determining a specific pay entitlement, even when that work time may not actually generate additional compensation because of applicable pay limitations.

Compensatory Time Off means time off for overtime that is credited under the provisions of SC1930.14

Compensatory Time Off for Travel means time off for travel that is credited under the provisions of SC1930.15.

Competencies has the meaning given that term in section 9901.103 of Reference (c).

Component has the meaning given that term in section 9901.103 of Reference (c).

Contributing Factor has the meaning given that term in section 9901.103 of Reference (c).

Contribution has the meaning given that term in section 9901.103 of Reference (c).

Contribution Assessment has the meaning given that term in section 9901.304 of Reference (c).

CONUS or Continental United States has the meaning given that term in section 9901.304 of Reference (c).

Convert (including converted, converting, and conversion) refers to positions and employees that become covered by the NSPS classification system as a result of a coverage determination made under section 9901.102(b) of Reference (c) and excludes

employees who move from a non-covered position to a position already covered by NSPS.

Day has the meaning given that term in section 9901.103 of Reference (c).

Department or DoD has the meaning given that term in section 9901.103 of Reference (c).

Director has the meaning given that term in section 9901.103 of Reference (c).

Early Annual Recommended Rating of Record is a recommended rating of record issued within 90 days before the end of the appraisal period.

Eligible Employee is an employee who on the last day of the appraisal period has satisfied the minimum period of performance under an NSPS appraisal period and who meets coverage requirements identified in section 9901.402 of Reference (c).

Employee has the meaning given that term in section 2105 of Reference (b).

Employee-Initiated Reassignment is a reassignment at the employee's request, normally initiated by the employee applying for a vacant position through an advertised vacancy announcement.

Estimated Aggregate Compensation is the Department's projection of the aggregate compensation an employee actually will receive during a calendar year based upon known factors--i.e., the total amount of adjusted salary the employee will be paid, plus any lump-sum payment of excess amounts from a previous calendar year; the total amount of preauthorized payments to which the employee is or is projected to be entitled; and the total amount of discretionary payments the employee is authorized to receive.

Fully Constituted Pay Pool is a pay pool that is funded for the appraisal period associated with the effective date of the payout and which has active pay pool deliberations for that appraisal period resulting in a computed share value.

General Schedule or GS has the meaning given that term in section 9901.103 of Reference (c).

Healthcare Personnel are employees providing direct patient care services or services incident to direct patient care services. Examples include, but are not limited to, positions in any of the following occupations: Audiologist, Audiologist-Speech Pathologist, Speech Pathologist, YH-0665; Biomedical Engineer, YD-0858; Diagnostic Radiologic Technician, YI-0647; Dietitian, YG-0630; Expanded-function Dental auxiliaries (Dental Assistant, YI-0681, Dental Hygienist, YI-0682, Dental Laboratory Technician, YI-0683); Medical Instrument Technician, YI-0649; Medical Records Administrator, YA-0669; Medical Records Technician, YB-0675; Medical Technologist, YH-0644; Nuclear Medicine Technician, YI-0642; Nurse, YH-0610; Practical Nurse, YI-

0620; Rehabilitation Therapy Technician, YI-0636; Orthotics and Prosthetics Technician, YI-0667; Pharmacist, YH-0660; Pharmacy Technician, YI-0661; Physical Therapist, YH-0633; Physician's Assistant, YH-0603; Psychologist, YA-0180; Respiratory Therapy Technician, YI-0651; Social Worker, YA-0185; Therapeutic Radiologic Technician, YI-0648 Occupational Therapist, YH-0631.

Higher Pay Band or Higher Level of Work has the meaning given that term in section 9901.103 of Reference (c).

Hourly Adjusted Rate of Pay is an employee's annual adjusted salary divided by 2,087 hours and rounded to the nearest cent.

Hourly Base Rate of Pay is an employee's annual base salary divided by 2,087 hours and rounded to the nearest cent. Hourly base rate of pay for firefighter positions is defined in section 5545(b) of Reference (b).

Implementing Issuance(s) has the meaning given that term in section 9901.103 of Reference (c).

Interim Review is an assessment describing an employee's year-to-date progress on performance expectations, including job objectives and associated contributing factors. At least one interim performance review will be prepared and documented during the appraisal period.

Job Objectives has the meaning given that term in section 9901.103 of Reference (c).

Local Market Supplement has the meaning given that term in section 9901.304 of Reference (c).

Lower Pay Band or Lower Level of Work has the meaning given that term in section 9901.103 of Reference (c).

Management-Directed Reassignment is a reassignment initiated or directed by a management official. While the employee may agree to be reassigned, this action normally does not include the employee applying through an advertised vacancy announcement.

Military Department has the meaning given that term in section 9901.103 of Reference (c).

Minimum Period has the meaning given that term in section 9901.404 of Reference (c).

Modal Rating has the meaning given that term in section 9901.304 of Reference (c).

National Security Personnel System (NSPS) has the meaning given that term in section 9901.103 of Reference (c).

Occupational Series has the meaning given that term in section 9901.103 of Reference (c).

Official Title has the meaning given that term in section 9901.204 of Reference (c).

Official Worksite has the meaning given that term in section 531.605 of Reference (c).

OPM has the meaning given that term in section 9901.103 of Reference (c).

Overtime Work is work that meets the criteria in section 9901.362(b) of Reference (c).

Pay Band or Band has the meaning given that term in section 9901.103 of Reference (c).

Pay-for-Performance Evaluation System has the meaning given that term in section 9901.404 of Reference (c).

Pay Plan means the pay schedule under which an employee's rate of base salary is determined. Each career group has at least three pay schedules.

Pay Plan Code means the code assigned to each pay schedule. The code reflects the career group to which the pay schedule is assigned, e.g. the YA pay plan code denotes the professional/analytical pay schedule under the Standard Career Group.

Pay Pool has the meaning given that term in section 9901.103 of Reference (c).

Pay Pool Manager has the meaning given that term in section 9901.103 of Reference (c).

Pay Pool Panel has the meaning given that term in section 9901.103 of Reference (c).

Pay Schedule has the meaning given that term in section 9901.103 of Reference (c).

Performance has the meaning given that term in section 9901.103 of Reference (c).

Performance-based Pay Increase is an element of the performance payout that consists of an increase to an employee's base salary; also known as "performance pay increase."

Performance Expectations has the meaning given that term in section 9901.404 of Reference (c).

Performance Indicators are general descriptions of levels or thresholds of employee performance used to measure, evaluate, and score an employee's achievement of his/her job objective(s). The performance indicators are provided at Level 3 and Level 5 for each pay schedule and pay band.

Performance Management has the meaning given that term in section 9901.404 of Reference (c).

Performance Management System has the meaning given that term in section 9901.404 of Reference (c).

Performance Plan means a written or electronic document that contains at least one, and generally three to five, job objective(s) and associated contributing factor(s) for each job objective.

Performance Payout has the meaning given that term in section 9901.304 of Reference (c).

Performance Review Authority has the meaning given that term in section 9901.103 of Reference (c).

Performance Share has the meaning given that term in section 9901.304 of Reference (c).

Performance Share Value has the meaning given that term in section 9901.304 of Reference (c).

Position or Job has the meaning given that term in section 9901.204 of Reference (c).

Premium Pay has the meaning given that term in section 9901.304 of Reference (c).

Principal Staff Assistants has the meaning given that term in section 9901.103 of Reference (c).

Professional Occupations are positions that have a positive educational requirement. Typically the education required for professional work can be gained only through completion of a specified curriculum at an accredited college or university. Professional occupations are found in the following PSs: Standard CG - Professional/Analytical PS (e.g., 1410, Librarian; 0510, Accountant; 0905, Attorney); Medical CG - both Physician/Dentist and Professional PSs (e.g., 0602, Physician; 0610, Nurse; 0633, Physical Therapist); and Scientific & Engineering CG - Professional PS (e.g., 0855, Electronics Engineer; 1320, Chemist; 1520, Mathematician). All professional scientist and engineering positions covered by SC1920, Appendix 5 require a functional designation. The functional designation is a system for describing types of work in the engineering disciplines and the physical, biological, mathematical, social, computer, and health sciences. This information is used by the National Science Foundation, the Office of Personnel Management (OPM), and others to study the composition of the workforce. Within the Department of Defense, use of these functional codes is mandatory.

Promotion has the meaning given that term in section 9901.103 of Reference (c).

Rate Range has the meaning given that term in section 9901.304 of Reference (c).

Rating of Record has the meaning given that term in section 9901.103 of Reference (c).

Rating Official has the meaning given that term in section 9901.404 of Reference (c).

Reassignment has the meaning given that term in section 9901.103 of Reference (c).

Reduction in band has the meaning given that term in section 9901.103 of Reference (c).

Regular Working Hours are the days and hours of an employee's regularly scheduled administrative workweek established under part 610, Reference (c).

Retained Rate has the meaning given that term in section 9901.304 of Reference (c).

Scheduled Tour of Duty (for leave purposes) is an employee's regular hours for which he or she may be charged leave under part 630, Reference (c), when absent.

Secretary has the meaning given that term in section 9901.103 of Reference (c).

Self-Assessment is an employee's narrative description of his/her year-to-date accomplishments related to his/her job objectives and the associated contributing factor(s).

SES has the meaning given that term in section 9901.103 of Reference (c).

SL/ST has the meaning given that term in section 9901.103 of Reference (c).

Standard Local Market Supplement has the meaning given that term in section 9901.304 of Reference (c).

Sub Pay Pool has the meaning given that term in section 9901.304 of Reference (c).

Targeted Local Market Supplement has the meaning given that term in section 9901.304 of Reference (c).

Technician and Support Occupations typically provide support to professional or analytical occupations, following established methods and procedures. The work may range from clerical processes to limited or procedural analysis and fact-finding, which does not require the same judgment as analytical and professional occupations. The work requires a practical knowledge of the program area or functional assignment but does not have a positive education requirement. Technician occupations are found in the following CGs and PSs: Standard CG - Technician/Support PS (e.g., 0318, Secretary; 0344, Management and Program Technician; 0561, Budget Technician; 1411, Library Technician); Scientific & Engineering CG - Technician/Support PS (e.g., 0404, Biological Science and Laboratory Technician; 0802, Engineering Technician; 1521, Mathematics Technician); and Medical CG - Technician/Support PS (e.g., 0620, Practical

Nurse; 0661, Pharmacy Technician). Included are some occupations which are technical in nature and do not perform duties in support of other occupations (e.g., 1060, Photographer; 1152, Production Controller).

Travel is officially authorized travel, i.e., travel for work purposes that is approved by an authorized management official or otherwise authorized under established agency policies.

Travel Status means travel time that is creditable in accruing compensatory time off for travel, excluding travel time that is otherwise compensable under these issuances or other legal authority.

Unacceptable Performance has the meaning given that term in section 9901.103 of Reference (c).

Work Behaviors are activities and skills related to a contributing factor that describe how performance is exhibited on the job.