

SC1911. SUBCHAPTER 1911

CONVERSION INTO THE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)  
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SC1911. SUBCHAPTER 1911

CONVERSION INTO NSPS

References: (a) Title 5, United States Code  
(b) Title 5, Code of Federal Regulations  
(c) Title 38, United States Code

SC1911.1. PURPOSE

This subchapter implements the DoD policy, delegates authority, assigns responsibility, and prescribes procedures for converting covered employees to the NSPS as authorized by section 9902 of Reference (a), and part 9901 of Reference (b). This subchapter must be read and used in conjunction with part 9901 of Reference (b)..

SC1911.2. APPLICABILITY

This subchapter applies to the OSD, the Military Departments, the Office of 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 (hereafter collectively referred to as the “DoD Components”).

SC1911.3. DEFINITIONS

Key terms applicable to this subchapter are listed at SC1910., Appendix 1.

SC1911.4. CONVERSION TO THE NSPS CLASSIFICATION STRUCTURE

SC1911.4.1. Conversion From Other Pay Systems. Employees are converted to NSPS from other pay systems based on the classification of their current official permanent position of record and the conversion charts in this subchapter. Position titles are converted using Appendix 4 of SC1920., “NSPS Occupational Definitions and Authorized Titles.”

SC1911.4.2. Conversion From Miscellaneous Situations. Employees who are absent from their positions at the time of conversion to NSPS will be converted to an NSPS occupation and pay band (PB) on the basis of their official permanent position of record. Such situations include approved leave without pay; absence to serve in the uniformed services in accordance with section 353.102 of Reference (b) and section 4312 of Reference (c); absence due to a work-related injury; absence due to being in a workers’ compensation status; performance of union activities; or other similarly approved situations.

SC1911.4.3. Conversion From General Schedule (GS) Nonsupervisory Positions. Nonsupervisory employees in GS positions are placed in the career group and pay schedule that correspond to the occupational series of their positions. The pay band is assigned as shown in Table SC1911-1.:

Table SC1911-1. Conversion From GS Nonsupervisory Positions

Nonsupervisory Pay Schedules	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4
YA - STND - PROFESSIONAL/ANALYTICAL	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	N/A
YB - STND - TECHNICIAN/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	N/A
YP - STND - SEEP**	GS-1 to 11	N/A	N/A	N/A
YD - S&E - PROFESSIONAL	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	N/A
YE - S&E - TECH/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	GS-13
YG - MED - PHYS/DENTIST***	N/A	All grades	***	N/A
YH - MED - PROFESSIONAL	GS-4 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	N/A
YI - MED - TECH/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	N/A
YK - I&P - INVESTGATIVE	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	N/A
YL - I&P - FIRE PROTECTION	GS-1 to 6	GS-7 to 10	GS-11 to 12	GS-13 to 14
YM - I&P - POLICE/SECGUARD	GS-1 to 6	GS-7 to 10	N/A	N/A

\* GS-9 through GS-11 positions with promotion potential are considered “developmental” and convert to PB1. GS-9 through GS-11 positions without promotion potential convert to PB 2.

\*\*Student Educational Employment Programs (SEEP).

\*\*\*As preparation for conversion, DoD Components may review nonsupervisory physician (GS-602) and dentist (GS-0680) positions to determine if such positions meet the criteria for YG, PB 3 (see SC1920., Appendix 5, Part III). Where the employing DoD Component determines the position meets the criteria, the employee will be converted to YG, PB 3.

SC1911.4.3.1. Conversion of Positions in the GS-1001, GS-1101, GS-1173 and GS-1702 Occupational Series. Employees in these positions are placed in a career group, pay schedule and pay band level as shown in Tables SC1911-2. and SC1911-3.:

Table SC1911-2. Conversion of Nonsupervisory Professional/Analytical Positions in the GS-1001, GS-1101, GS-1173 and GS-1702 Occupational Series

Nonsupervisory PS YA – STND PROF/ANALYTICAL	Pay Band 1	Pay Band 2	Pay Band 3
GS-1001	GS-5 and GS-7 with Professional, Administrative, Technical, Clerical, Other (PATCO) “A”	GS-9 with PATCO “A” and GS-11 to GS-13	GS-14 to 15
GS-1101	GS-5 and GS-7 with PATCO “A”	GS-9 with PATCO “A” and GS-11 to GS-13	GS-14 to 15

Nonsupervisory PS YA – STND PROF/ANALYTICAL	Pay Band 1	Pay Band 2	Pay Band 3
GS-1173	GS-5 to 8 with target grade of GS-9 or above; GS-9 to 11 with target grade above current grade	GS-9 to GS-13	GS-14 to 15
GS-1702*	GS-5 and GS-7**	GS-9 to GS-13 with PATCO “A”**	GS-14 to 15 with PATCO “A”
<p>*GS-1702-5 through GS-1702-15 positions performing analytical work, convert to series 1703 of the YA pay schedule.</p> <p>**GS-1702-9 through GS-1702-11 positions, performing analytical work without promotion potential convert to series 1703, PB 2 of the YA pay schedule. GS-1702-9 through GS-1702-11 positions, performing analytical work with promotion potential are considered “developmental” and convert to series 1703, PB 1 of the YA pay schedule.</p>			

Table SC1911-3. Conversion of Nonsupervisory Technician/Support Positions in the GS-1001, GS-1101, GS-1173 and GS-1702 Occupational Series

Nonsupervisory PS YB – STND TECH/SUPPORT	NSPS Series	Pay Band 1	Pay Band 2	Pay Band 3
GS-1001	1002	GS-1 to GS-6 with PATCO “T” or “C”	GS-7 to GS-10 with PATCO “T” or “C”	N/A
GS-1101	1108	GS-1 to GS-6 with PATCO “T” or “C”	GS-7 to GS-10 with PATCO “T” or “C”	N/A
GS-1173	1108	GS-1 to GS-6 with target grade below GS-9	GS-7 and GS-8 with target grade below GS-9	N/A
GS-1702*	1702	GS-1 to GS-6	GS-7 to GS-10	GS-11 to GS-12
<p>* GS-1 through GS-12 positions performing technician work, convert to series 1702 of the YB pay schedule.</p>				

SC1911.4.3.2. Conversion of Positions in the GS-0332 and GS-0335 Occupational Series. Employees in GS-0332 will be converted to series 2203 and employees in GS-0335 will be converted to series 2204. Both are converted to the Standard Career Group. Nonsupervisory positions convert to the YB Technician/Support Pay Schedule. Supervisory positions convert to the YC Supervisor/Manager Pay Schedule. Pay band determinations are made in accordance with Tables SC1911-1, or SC1911-4, respectively.

SC1911.4.4. Conversion From General Schedule Supervisory Positions.

SC1911.4.4.1. Conversion From General Schedule Supervisor/Manager Positions. Employees in supervisory or managerial positions are placed in the Supervisor/Manager Pay Schedule in the career group that corresponds to the occupational series of their position.

The conversion routine will use supervisory status code 2 as the sole indicator of supervisory status. DoD Components may review supervisory positions to determine if they perform nonsupervisory work which meets the criteria for a higher pay band. If the nonsupervisory work of a position meets the criteria in SC1920.4.2. and SC1920.4.4., the position should be identified for conversion into the applicable nonsupervisory pay band. The pay band level is typically assigned as shown in Table SC1911-4; however, there may be individual situations where the application of the classification criteria in SC1920 would require that a position be converted to a pay band higher or lower than that identified in the table (see the footnotes to Table SC1911-4 for salient examples) based on the level of work and the pay bands of employees being supervised.

Table SC1911-4. Conversion From General Schedule Supervisor/Manager Positions

Supervisor/Manager Pay Schedules	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4
YC - STND - SUPV/MGR	GS-6 to 11*	GS-12 to 14**	GS-15	N/A
YF - S&E - SUPV/MGR	GS-6 to 11*	GS-12 to 14**	GS-15	N/A
YJ - MED - SUPV/MGR	GS-6 to 11*	GS-12 to 14**	GS-15	Physicians and Dentists only***
YN - I&P - SUPV/MGR	GS-6 to 11*	GS-12 to 14**	GS-15	N/A

\*For GS-9 and GS-10 supervisory positions in occupational series that would be in YA, YD, YH, or YK pay schedules, the employee converts to PB 2 of the *nonsupervisory* pay schedule for that occupational series (YA, YD, YH, or YK) and is titled and coded supervisory under the mixed position criteria in SC1920.4.4. (e.g., a Supervisory Budget Analyst, GS-0560-9, converts to Supervisory Budget Analyst, YA-0560-2). GS-11 supervisory positions with subordinate employees in pay schedule YA, YD, YH or YK will be placed in YC-2, YF-2, YJ-2, or YN-2. GS-11 supervisory positions with subordinate employees in pay schedule YB, YE, YI, YL, or YM will be placed in YC-1, YF-1, YJ-1, or YN-1. As preparation for conversion, management will review GS-11 supervisory positions with subordinate employees in pay schedule YB, YE, YI, YL, or YM to determine if the position also personally performs GS-11 work in YA, YD, YH, or YK. Where management determines the position meets the criteria, the employee will be converted into PB 2 of pay schedule YA, YD, YH, or YK.

\*\*As preparation for conversion, DoD Components will review supervisory positions to be converted from GS-14 to determine if such positions meet the criteria for either supervisory or nonsupervisory PB 3. Where the employing DoD Component determines the position meets the criteria, the employee will be converted to the appropriate PB 3. The review will consider the level of work being performed and the pay bands of employees being supervised.

\*\*\*As preparation for conversion, DoD Components will review supervisory positions to be converted from GS-0602 and 0680 to determine if such positions meet the NSPS classification criteria for either nonsupervisory pay schedule YG, PB 3, or supervisory pay schedule YJ, PB 4. Where the employing DoD Component determines the position meets the criteria, the employee will be converted to the appropriate nonsupervisory or supervisory pay band.

SC1911.4.4.2. Conversion From General Schedule Supervisory Deputy Positions. Deputy positions are normally in the same supervisory pay band as the position to which they report. If the position to which they report is placed in a higher nonsupervisory pay band based on work personally performed, the deputy position will remain in the appropriate supervisory pay band. A deputy to a senior executive service position (or any other position which exceeds PB 3) is normally in PB 3.

SC1911.4.5. Conversion From General Schedule Leader Positions. There are no positions classified as leader in NSPS. Leader tasks and responsibilities are considered nonsupervisory. Employees in positions that are currently classified as leaders are converted to the nonsupervisory career group and pay schedule that correspond to the occupational series of their position. The pay band is assigned using Table SC1911-1. Since the title prefixes “Lead” and “Leader” are not authorized in NSPS, they are deleted upon conversion.

SC1911.4.6. Conversion From the Acquisition Demonstration Project. Acquisition Demonstration Project employees are placed in the career group and pay schedule corresponding to the occupational series and pay band of their position. Acquisition Demonstration Project positions convert to an NSPS pay band as shown in Table SC1911-5.

Table SC1911-5. Conversion From Acquisition Demonstration Project

Note: Salary rates shown are from the 2006 GS base salary table.

Nonsupervisory Acq Demo CG & Pay Band	NSPS Pay Schedule(s)	NSPS Pay Band
NH - BUS & TECH MGT PROF, Level I	YP - STUDENT ED/EMPL PGM	PB 1
NH - BUS & TECH MGT PROF, Level II, Salary less than GS-9/1, \$38,175	YA - STND - PROF/ANALYTICAL YD - S&E – PROF YH – MED PROF	PB 1
NH - BUS & TECH MGT PROF, Level II, Salary = or greater than GS-9/1, \$38,175, AND whose “target Level” is NH-III	YA - STND - PROF/ANALYTICAL YD - S&E - PROF YH – MED PROF	PB 1
NH - BUS & TECH MGT PROF, Level II, Salary = or greater than GS-9/1, \$38,175, AND whose “target Level” is NH-II	YA - STND - PROF/ANALYTICAL YD - S&E – PROF YH – MED PROF	PB 2
NH - BUS & TECH MGT PROF, Level III	YA - STND - PROF/ANALYTICAL YD - S&E - PROF YH – MED PROF	PB 2
NH - BUS & TECH MGT PROF, Level IV	YA - STND - PROF/ANALYTICAL YD - S&E- PROF YH – MED PROF	PB 3
NJ - TECH-MGMT SPT, Level I	YB - STND - TECH/SUPPORT YE – S&E - TECH/SUPPORT	PB 1
NJ - TECH-MGMT SPT, Level II, Salary less than GS-7/1, \$31,209	YB - STND - TECH/SUPPORT YE - S&E TECH/SUPPORT	PB 1
NJ - TECH-MGMT SPT, Level II, Salary = or greater than GS-7/1, \$31,209	YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT	PB 2
NJ - TECH-MGMT SPT, Level III, Salary less than GS-11/1, \$46,189	YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT	PB 2
NJ - TECH-MGMT SPT, Level III, Salary = or greater than GS-11/1, \$46,189	YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT	PB 3
NJ - TECH-MGMT SPT, Level IV, Salary less than GS-13/1, \$65,832	YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT	PB 3
NJ - TECH-MGMT SPT, Level IV, Salary = or greater than GS-13/1, \$65,832	YE - S&E - TECH/SUPPORT	PB 4
NK - ADMIN SPT, Level I	YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT	PB 1
NK - ADMIN SPT, Level II, Salary less than GS-7/1, \$31,209	YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT	PB 1
NK - ADMIN SPT, Level II, Salary = or greater than GS-7/1, \$31,209	YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT	PB 2

Nonsupervisory Acq Demo CG & Pay Band	NSPS Pay Schedule(s)	NSPS Pay Band
NK - ADMIN SPT, Level III	YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT	PB 2

Supervisory Acq Demo CG & Pay Band	NSPS Pay Schedule(s)	NSPS Pay Band
NH - BUS & TECH MGT PROF, Level I	N/A	N/A
NH - BUS & TECH MGT PROF, Level II	YA - STND - PROF/ANALYTICAL* YD - S&E- PROF* YJ - MED - SUPV/MGR*	PB 2
NH - BUS & TECH MGT PROF, Level III	YC - STND - SUPV/MGR YF - S&E- SUPV/MGR YJ - MED - SUPV/MGR	PB 2
NH - BUS & TECH MGT PROF, Level IV Salary less than GS-14/10 + 5%	YC - STND - SUPV/MGR YF - S&E- SUPV/MGR YJ - MED - SUPV/MGR	PB 2**
NH - BUS & TECH MGT PROF, Level IV Salary = or greater than GS-14/10 + 5%	YC - STND - SUPV/MGR YF - S&E- SUPV/MGR YJ - MED - SUPV/MGR	PB 3
NH - BUS & TECH MGT PROF, Level IV NH-0602/0680 with salary greater than GS-15/10 + 5%	YJ - MED - SUPV/MGR	PB 4
NJ - TECH-MGMT SPT, Level I	N/A	N/A
NJ - TECH-MGMT SPT, Level II	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	PB 1
NJ - TECH-MGMT SPT, Level III	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	PB 1
NJ - TECH-MGMT SPT, Level IV	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	PB 2
NK - ADMIN SPT, Level I	N/A	N/A
NK - ADMIN SPT, Level II	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	PB 1
NK - ADMIN SPT, Level III	YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR	PB 1

\*Position is converted to a nonsupervisory pay band but is titled and coded as supervisory under the mixed position criteria in SC1920.4.4.

\*\*As preparation for conversion, DoD Components will review supervisory positions to be converted from NH-IV and whose incumbents have a salary less than GS-14/10 + 5% to determine if such positions meet the criteria for PB 3. Where the employing DoD Component determines the position meets the criteria, the employee will be converted to PB 3.



SC1911.4.7. Conversion From the Permanent Alternative Personnel System (APS). APS employees at sites within the Naval Air Warfare Center, Weapons Division, and sites within the Space and Naval Systems Command are converted to the General Schedule using the APS conversion regulations. Employees will then be converted from GS to NSPS using SC1911.4.3., and SC1911.4.4.

SC1911.4.8. Fair Labor Standards Act (FLSA) Exemption Status Upon Conversion. Conversion to NSPS, by itself, will not affect an employee's FLSA exemption status.

#### SC1911.5. DETERMINATION OF PAY DURING CONVERSION PROCESS

SC1911.5.1. Adjusted Salary Rate. In accordance with section 9901.371(c) of Reference (b), employees will be converted into NSPS without a reduction in their adjusted salary rate. Each employee converted into NSPS will have an adjusted salary comprising a base salary and a local market supplement; however, the percentage value for some local market supplements may be zero (e.g., for occupations and locations where locality payments or special rate supplements do not apply under the General Schedule).

SC1911.5.2. Within-grade increase (WGI) adjustments. To be at an acceptable level of competence in accordance with section 9901.371(j)(6) of Reference (b), the employee's most recent rating of record will be a Level 3 ("fully successful") or equivalent (as determined by the head of the agency). An employee whose rating of record in the system on the day of conversion is Level 3 or above will receive a WGI adjustment, if otherwise eligible. This includes an employee who has been denied a WGI if his or her rating of record still reflects Level 3 or above. Employees who do not have a rating of record will receive a WGI adjustment, if otherwise eligible. An employee with a Level 1 or Level 2 rating of record will not receive a WGI adjustment.

SC1911.5.3. Acquisition Demonstration Project Employees. For employees converted from the Acquisition Demonstration Project, a pro-rata increase in basic pay may be authorized by the DoD Component based on the amount of time elapsed since the end of the most recent appraisal period.

SC1911.5.4. Movement Into Established NSPS Positions Post-Conversion. After an organization converts to NSPS, employees who subsequently move into the organization from a non-covered position to a position already covered by NSPS will have their pay set by using the pay administration procedures outlined in part 9901, subpart C of Reference (b), and SC1930.10. through SC1930.11.