



DEPARTMENT OF DEFENSE

National Security Personnel System (NSPS)

Guide to Processing Personnel Actions Supplement

INTRODUCTION

Welcome to the streamlined version of the NSPS *Guide to Processing Personnel Actions Supplement (NSPS GPPA Supplement)*. This version includes modifications and updates since the implementation of NSPS in April 2006 and incorporates information contained in the most recently published *Federal Registers* (September 26, 2008 and January 16, 2009). This *Supplement* must be used in conjunction with the [U.S. Office of Personnel Management's Operating Manual, Guide to Processing Personnel Actions \(USOPM GPPA\)](#), 5 CFR Part 9901, DoD Civilian Personnel Manual (CPM) Chapter 1900, and other applicable regulations and guidance (including instructions related to DCPDS processing of NSPS actions) to process actions for DoD employees when those actions are taken under NSPS rules and procedures.

This *Supplement* contains the following:

- [Employee Conversion When Organization Becomes Covered by NSPS](#)
- [General Notes and Guidance for Processing NSPS Actions](#)
 - [Appendix 1. Nature of Action/Legal Authority Code Tables](#)
 - [Appendix 2. NSPS Specific Remarks Codes and Remarks](#)
 - [Appendix 3. OPM Remarks Not Used on NSPS Actions](#)
 - [Appendix 4. Determining the Pay Rate Determinant Under NSPS](#)
 - [Appendix 5. Determining the Last Equivalent Increase](#)
 - [Appendix 6. Glossary of NSPS Terminology](#)

Please note that care should be taken to always use the *USOPM GPPA* in a manner consistent with 5 CFR Part 9901 and CPM NSPS Chapter 1900.

Suggestions or comments, including requests to update information contained in this supplement may be directed to:

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Employee Conversion When Position Becomes Covered by NSPS

Procedures involving the initial movement (conversion in) of employees and their positions into NSPS are addressed in 5 CFR 9901.231, 5 CFR 9901.371, and CPM subchapter 1911. For processors, detailed DCPDS conversion guidance, including updates, may be found in the NSPS Conversion User Guide which is posted to the [HR-BITS website](#) as well as on Tinkerbell. Generally when an update is posted, HR-BITS will send an email out to the Components informing them of an updated version of the guide so they can download and disseminate it.

Conversion information will generally be applicable only in the early years of NSPS implementation when DoD activities are “spiraled” into the system. While the vast majority of conversion actions will be accomplished in a mass fashion through the automated personnel/payroll systems, there may be some manual intervention that will be necessary; for example, there may be a need to process an individual conversion action, or a correction to a conversion action might be required. The following provides general guidance regarding the conversion process.

Actions Effective on Day of Conversion. A personnel action such as a promotion or geographical move that is effective on the same day as the effective date of the employee's conversion to NSPS must be processed according to the existing rules of the old system before the employee is converted to NSPS. This includes actions for employees who are already occupying a position in an organization on the day the organization converts into NSPS and actions for current Federal employees who are being placed in a position in an organization on the day that organization converts into NSPS (e.g., an employee selected for a position and the effective date of the promotion, reassignment, reduction in band, or transfer is effective on the day of conversion). Actions that would normally be effective at the end of the day, such as separations, will need to be processed after the conversion action.

Employees on Temporary Appointments. Employees on temporary appointments, regardless of the NTE exceed date of the appointment are converted into NSPS.

Employees on Temporary Promotion Immediately Prior to Conversion. An employee on a temporary promotion immediately prior to conversion is returned to his or her official permanent position of record prior to processing the conversion action. Pay in the permanent position must be adjusted, prior to conversion, to reflect any increase(s) the employee would have otherwise received if the employee had not been temporarily promoted. Immediately after conversion the employee may be placed back into the temporary position with a temporary increase in pay up to the rate the employee was receiving during the temporary promotion in accordance with 5 CFR 9901.371(f) or (k).

If immediate placement back into the temporary position results in employee movement to a higher pay band, cite the same NOA, Authority Code, and K12 remark used on the initial temporary promotion action.

If immediate placement back into the temporary position results in employee movement to a comparable pay band, cite NOA 611 Reassignment NTE and the

appropriate legal authority(ies)/legal authority code(s) from Table 2 under Appendix 1.

Employees on Leave Without Pay (LWOP) on Day of Conversion. Employees whose permanent positions are in an organization that converts into NSPS while those employees are in a LWOP status are converted in with their organization. The conversion and WGI-adjustment (if the employee is entitled to the adjustment) will be accomplished without returning the employee to duty. The WGI adjustment will be calculated as of the date of conversion.

Conversion from Miscellaneous Situations. Employees who are absent from their position at the time of conversion to NSPS will be converted to an NSPS career group, pay schedule, and pay band on the basis of their permanent position. Such situations include approved leave-without-pay; absent to serve in the uniformed services in accordance with 5 U.S.C. 4312 and 5 CFR 353.102; absent due to a work-related injury; absent due to being in a workers' compensation status; etc.

Employees Separating from the Department. Employees whose effective date of separation (e.g., retirement, resignation, employment in another agency, etc.) is the date their organization converts into NSPS must be converted into NSPS and then separated.

Position Classification. 5 CFR 9901.231, SC1911, and the NSPS Conversion User Guide provide specific information related to the conversion of positions into NSPS.

No change in the position description is required. Pen and ink changes to the position description coversheet (OF-8 or equivalent) may be made to show changes to the pay schedule (pay plan), occupational series, title, and pay band (grade), and supervisory status as a result of conversion to NSPS. There are standardized position titling conventions for most occupational series and the employee's conversion action will reflect any change, as applicable.

NSPS does not have "Leader" positions. Employees in GS positions classified as leads or leaders are converted to the nonsupervisory Career Group and pay schedule that corresponds to the occupational series of their position. The position title prefix of "Lead" or "Leader" is deleted. Leader duties, responsibilities, and authorities may be assigned to nonsupervisory positions.

Employees are converted into NSPS with the same Fair Labor Standards Act (FLSA) exemption status they were under prior to conversion.

NSPS has established a few new occupational series not used by OPM. Other OPM series have been "split" into two series under NSPS to reflect substantial differences in the nature of the work. In some cases, the PATCO code must be updated.

Employees Serving a Probationary or Trial Period on Day of Conversion. An employee who is serving an initial probationary or trial period, or a supervisory probationary period, when his or her position is converted to NSPS completes the time remaining towards completion of that probationary period after conversion. Time served in the

non-NSPS position will count toward the one-year requirement, i.e., the probationary period does not start over.

Tenure Changes. An employee who is serving on a career-conditional (competitive service) or a conditional (excepted service) appointment when his or her position is converted to NSPS completes the time remaining towards a career or permanent appointment. Time served in the non-NSPS position will count toward the completion of the waiting period. These employees are assigned tenure code "2." A temporary employee in the excepted service who completes more than one year of current continuous service as of the effective date of conversion will be assigned to tenure code "3" consistent with the requirements of 5 CFR 351.

Determination of Pay on Day of Conversion. Employees are converted into NSPS without a reduction in pay (comparing the sum of basic pay and any applicable locality payment under 5 U.S.C. 5304, special rate under 5 U.S.C. 5305, or retained rate under 5 U.S.C. 5362 and 5 U.S.C. 5363 with the adjusted salary under NSPS). Each employee converted into NSPS has an adjusted salary comprised of base salary and a local market supplement; however, the percentage value for some local market supplements, for occupations and locations where locality payments or special rate supplements do not apply under the General Schedule, may be zero. The employee's base salary, local market supplement, and adjusted salary appears in blocks 20A, 20B, and 20, respectively, of the SF 50, "Notification of Personnel Action."

Upon conversion, employees whose base salary would fall below the minimum rate of the pay band to which converted will have their base salary adjusted to meet the minimum rate of the pay band. For example, currently, supervisory employees at the GS-6, step 1, 2, or 3 will have their base salary adjusted to meet the minimum rate of pay band 1 in the supervisory pay schedule. The base salary of supervisory employees at GS-6, step 4, and above, can be accommodated within pay band 1. Supervisory employees at the GS-11, step 1, 2, 3, 4, 5, or 6 who convert into pay band 2 of the supervisory pay schedule will have their base salary adjusted to meet the minimum rate of pay band 2 in the supervisory pay schedule. The base salary of supervisory employees at GS-11, step 7, and above, can be accommodated within pay band 2.

Within Grade Increase (WGI) Adjustments. Employees, regardless of work schedule, who are paid below the maximum rate for their grade, receive a prorated WGI adjustment (often referred to as a "buy-in") to their rate of basic pay to account for the time (measured in calendar days) since their last equivalent increase. The WGI adjustment is calculated based on the number of calendar days between the effective date of the employee's last within-grade increase and the date of conversion into NSPS, regardless of the number of days in nonpay status, if any. The maximum adjustment may not exceed a full WGI. The employee's adjusted pay (including any applicable locality rate or special rate supplement) after the addition of the within-grade increase adjustment, is used to set the base and adjusted salary in NSPS. This prorated adjustment is not applicable to an employee whose performance has been determined to be below an acceptable level of competence under 5 CFR 531, subpart D - Within-Grade Increases. Temporary employees do not receive an adjustment. Employees on pay retention do not receive an adjustment. An employee will be provided a WGI adjustment each time he or she converts into NSPS provided the employee meets the requirements for receiving one.

Employees on Grade and Pay Retention. Grade retention is not a feature of NSPS. At the time an employee's position is converted to NSPS, the basic pay of an employee on grade retention is reviewed to see if it fits within the assigned NSPS pay band. If his or her basic pay can be accommodated within the assigned pay band, the pay retention entitlement ceases. If an employee's basic pay cannot be accommodated within the assigned pay band, he or she is placed on indefinite pay retention in accordance with 5 CFR 9901.356(m). An employee who was on grade retention immediately prior to conversion, is eligible for the WGI adjustment, provided he or she is not at the top step of the retained grade and his or her performance is not below an acceptable level of competence under 5 CFR 531, subpart D - Within Grade Increases.

At the time of conversion, the basic pay of an employee on pay retention is reviewed to see if it fits within the assigned NSPS pay band. If his or her basic pay can be accommodated within the assigned pay band, the pay retention entitlement ceases. If an employee's basic pay cannot be accommodated within the assigned pay band, he or she is placed on indefinite pay retention in accordance with 5 CFR 9901.356(m). An employee on pay retention at the time of conversion is not eligible for the WGI adjustment.

Adjustments for Physicians and Dentists. The physicians' comparability allowance (PCA) is not a feature of NSPS. Physicians and dentists are also not eligible for premium pay. At the time of conversion, Components may increase the NSPS base salary of employees in the GS-0602 and GS-0680 series to account for the loss of PCA and premium pay under NSPS. In setting the base salary, consideration must be given to any applicable targeted local market supplement provided under NSPS. Accrued compensatory time off is paid out to the employee.

Conversion from the Permanent Alternative Personnel System. Alternative personnel system employees at sites within the Naval Air Warfare Center, Weapons Division, are converted to the General Schedule using their APS conversion regulations. Employees are then converted from GS to NSPS using NSPS conversion criteria.

Conversion from the Acquisition Demonstration Project. Acquisition demonstration project employees are placed in the Career Group and pay schedule that corresponds to the occupational code and pay band of their position in accordance with Table SC1911-5.

Moving the Employee. Employees are converted into NSPS using the following natures of action (NOAs), nature of action codes (NOACs), legal authorities, and legal authority codes (LACs):

If current appointment is in the	And	NOAC Is	NOA Is	LAC	Legal Authority
Competitive Service (permanent, term or temporary) and employee's occupational series is not changing		890	Misc Pay Adj	Z5A	Reg. 9901.231
Competitive Service (permanent or term) and employee's occupational series changes		721	Reassignment	Z5A	Reg. 9901.231
Competitive Service (temporary) and employee's occupational series changes*		5XX	Conv to Appt NTE (date)	(Cite legal authority code used to effect current temporary appointment)	(Cite legal authority used to effect current temporary appointment)
Excepted Service (permanent, time-limited or temporary) and employee's occupational series is not changing		890	Misc Pay Adj	Z5A	Reg. 9901.231
Excepted Service (permanent or time-limited) and employee's occupational series changes		721	Reassignment	Z5A	Reg. 9901.231
Excepted Service (temporary) and employee's occupational series changes*		5XX	Conv to Appt NTE (date)	(Cite legal authority code used to effect current temporary appointment)	(Cite legal authority used to effect current temporary appointment)

*NTE date for temporary appointment is the same as the original appointment. If an extension is granted, it must be accomplished in accordance with the terms and conditions of the original appointment.

Remarks. Remarks typically required by the GPPA on appointment actions will not be added to the conversion into NSPS action, unless the conversion is processed as a 5XX action. However, remarks specific to NSPS will be added, as appropriate.

- Generally, the following remarks/remarks codes are used on conversion actions:

Y1A Assignment to the National Security Personnel System as authorized by 5 U.S.C. 9902(i).

Y1I Salary in block 20 includes a proportional adjustment in accordance with NSPS regulations based on time completed towards the within-grade increase waiting period applicable to the position occupied immediately prior to movement into NSPS.

P72 Salary in block 20 includes supervisory differential of \$_____.

P99 Salary in block 20 includes availability pay of \$_____.

- SPAWAR employees converted into NSPS using either NOA 894 or 721 require the following remarks:

Y2L The employee's "base grade" is:_____.

Y2M The employee is converted into the National Security Personnel System under the provisions of Implementing Issuances, SC1911.4.7.

Y2N The employee was converted from the demonstration project under the provisions of Federal Register, Vol 46, Number 144, July 28, 1981. Prior to exiting of an employee from the demonstration project, the employee will be converted to the appropriate GS grade using the "base grade" principle. The "base grade" is the GS grade most comparable to the employee's current demonstration project level and salary. Where the employee's salary is in more than one GS grade, the GS grade is either (1) the higher of the two grades if the current salary meets or exceeds Step 4 of the higher GS grade or (2) the lower of the grades if the current salary is less than Step 4 of the higher GS grade.

- If the employee is on grade retention at the time of conversion, use one of the following:

X36 Grade retention entitlement terminated. No further entitlement to grade or pay retention. (Note: Use if employee is no longer entitled to either grade or pay retention upon conversion into NSPS.)

X40 Employee is entitled to pay retention.

X65 Grade retention entitlement is terminated.

- If the employee is on pay retention at the time of conversion, use one of the following:

X40 Employee is entitled to pay retention.

X42 Pay retention entitlement terminated. (Note: Use if employee is no longer entitled to pay retention upon conversion to NSPS.)

- If the employee is in a career ladder position at the time of conversion and the full performance band of the position is a higher band than the band he or she is assigned to at the time of conversion, use:

Y1G Full performance band of employee's position is (enter pay schedule and pay band).

- If the employee's base salary (including any applicable WGI adjustment) at the time of conversion is less than the minimum of the pay band his or her position is assigned to, use:

Y2D Your base salary has been increased to set at the minimum of the pay band.

Pay Rate Determinant (PRD). Special rate employees whose PRD is "6" prior to conversion will be assigned a PRD of "0" at conversion. Employees who have a preexisting entitlement to pay retention or who become entitled to pay retention on the effective date of their position being converted to NSPS will be assigned a PRD of "2." PRD "2" signifies that the employee is entitled to indefinite pay retention unless a terminating event, as specified 5 CFR 9901.356(f), occurs.

General Notes and Guidance for Processing NSPS Actions

The following notes provide general policy, guidance, background, and/or explanatory information about procedures that impact the use of the *USOPM GPPA* as it pertains to processing actions for NSPS employees. These notes are not a substitute for becoming familiar with the NSPS provisions of 5 CFR Part 9901 and CPM Chapter 1900 but, rather, they present information that may be of special interest when processing actions for NSPS employees.

The following general information pertains to processing personnel actions for NSPS-covered employees and should be observed when using the *USOPM GPPA*:

- ✓ The terms "GS" and "grade level" are not applicable to NSPS; the terms "career group", "pay schedule", and "pay band" are introduced.
- ✓ "Steps" are not applicable to NSPS.
- ✓ The term "full performance level" is now "full performance band".
- ✓ Managerial probationary periods do not apply under NSPS. First time supervisors are required to serve a supervisory probationary period under NSPS.
- ✓ Trial periods do not apply under NSPS. Competitive and excepted service employees serve "probationary" periods.
- ✓ Grade retention does not apply under NSPS.
- ✓ The NOAs for "Position Change" which are associated with grade retention are not used, but the term position change is used generically to describe a promotion, reassignment, or reduction in band.
- ✓ Pay retention is limited to 104 weeks. Exceptions: Employees who are "grandfathered" at the time of conversion or, as applicable, management-directed into NSPS, or employees who are assigned pay rate determinant "R".

Documenting an employee's virtual grade and rate when he or she exits NSPS. 5 CFR 9901.372 requires that when an NSPS employee converts out of or moves out of NSPS to the GS system, a GS virtual grade and rate must be established so that the employee may be treated as a GS employee in applying GS pay setting rules. The following remark may be placed on the personnel action which documents the employee's conversion/movement from the NSPS position to a GS position:

Y3F For the purpose of setting pay upon conversion/movement to a GS position, the employee's virtual GS grade is GS-__ (insert GS grade); the virtual GS adjusted rate is \$_____ (insert GS adjusted rate); and the virtual GS base salary rate is \$_____ (insert GS base salary rate). The procedures for establishing a virtual GS grade and virtual GS rate are prescribed in 5 CFR 9901.372.

NSPS uses several LACs that are also used in the existing system (e.g., GS) but, when processing an NSPS action, a different legal authority (NSPS regulatory citation) must be reflected. Consequently, the NSPS legal authorities for these LACs need to be manually inserted. These LACs are:

DBM	KTM	MEM	N6M	VHJ	V7J
DFM	KVM	M6M	N8M	VWR	V8J
DKM	KXM	N2M	VAA	V9B	
KQM	L9M	N3M	VAB	V2J	

Note: In some cases, more than one NSPS legal authority may be associated with a LAC. Extra care must be taken when using any of the above LACs with NSPS actions - be sure to cite the correct NSPS legal authority code.

Appendix 1. Refer to this appendix to determine the NOA/NOAC, legal authority and LAC to use when processing an action taken under NSPS procedures. Continue to use *USOPM GPPA* tables to process actions taken under OPM procedures. Check the following tables for applicable NOAs/NOACs, legal authorities and LACs when you are processing applicable actions for NSPS employees:

- Table 1 - Appointments
- Table 2 - Promotions, Reassignments, Reductions in band
- Table 3 - Pay Changes
- Table 4 - Bonuses
- Table 5 - Other

Appendix 2. Refer to this appendix to determine appropriate NSPS specific remarks to use when processing actions for NSPS employees. Continue to use *USOPM GPPA* remarks as appropriate. For example, when processing a temporary appointment to an NSPS position, check Appendix 2 and *USOPM GPPA* Table 10-I for appropriate remarks.

Note: Care should be taken when using USOPM GPPA tables and remarks - some rules, notes and/or remarks will not apply to NSPS actions or will have been modified for use under NSPS. Also, continue to use USOPM GPPA job aids, figures, and other guidance as applicable.

Appendix 3. This appendix shows which *USOPM GPPA* remarks are not used on NSPS action.

Appendix 4. Use this appendix to determine the correct pay rate determinant (PRD) to use on an action for an NSPS employee.

Appendix 5. Even though the last equivalent increase date does not apply to an NSPS employee (because an NSPS employee does not receive within-grade increases), you'll need to determine if the action you are processing requires you to update this field in DCPDS so that if the employee returns to a pay system where this date is relevant, the information will be accurate. Use this appendix for determining what NSPS actions affect the date of last equivalent increase.

Appendix 6. This appendix provides definitions for commonly used terms related to the processing of NSPS personnel actions.

Additional guidance related to specific USOPM GPPA chapters:

Chapter 4 - Requesting and Documenting Personnel Actions:

Generally, employees covered by NSPS are limited to a 104-week period of pay retention. Employees who are "grandfathered" in at the time of conversion or as a result of an applicable management-directed assignment to NSPS are not subject to this time limit nor are they subject to the 150% cap as under OPM regulations.

Employees under pay rate determinant "R" are also not subject to the 104-week limit. These employees are former SES members who were removed from their SES position through no fault of their own. The NSPS public law does not permit us to waive regulations pertaining to SES members (or former SES members that are covered by SES provisions). When a general salary increase is provided in accordance with 5 CFR 9901.323(a)(1), these employees receive the same percentage increase (calculated in the same manner) as other NSPS employees on pay retention unless they have a Level 1 rating of record, in which case they receive 50% of the GS annual adjustment under 5 U.S.C. 5303. See 5 CFR 359.705 for information on basic pay entitlement for appointee placed under 5 CFR part 359, subpart G, to a position outside the SES.

Instructions for completing selected blocks of the SF 52/50 for NSPS employees:

- Block 16 - Enter NSPS pay schedule designator shown on the position description, e.g., "YA."
- Block 17 - Enter NSPS occupational series shown on the position description.
- Block 18 - Enter NSPS pay band, e.g., "03."
- Block 19 - Enter "00."
- Block 20A - Enter NSPS base salary, excluding allowances, adjustments, and differentials.
- Block 20B - Enter local market supplement, if applicable.
- Block 29 - Enter pay rate determinant as shown in Appendix 4 of this *Supplement* that best describes any special factors used in determining employee's base salary.

Chapter 10 - Nonstatus Appointments in the Competitive Service:

Under NSPS, temporary and term appointment timeframes have been extended (see 5 CFR 9901.511(d)(1)(i) and (ii)). Persons appointed to temporary or term positions through the use of DoD competitive examining procedures may be non-competitively converted to a career or career conditional appointment provided certain conditions are met as specified in 5 CFR 9901.511(d)(2). Temporary employees in the competitive service are assigned to tenure group "0" and do not serve an initial probationary period - they may be terminated at any time. Term employees are assigned to tenure group "3" and are required to serve an initial probationary period. The initial probationary period for employees serving on a term appointment is 1 year.

Chapter 11 - Excepted Service Appointments:

The term "trial" period has been changed to "probationary" period for excepted service employees covered by NSPS. Under NSPS, temporary appointment timeframes have been extended (see 5 CFR 9901.511(1)(i)). Temporary

employees in the excepted service are assigned to tenure group "0" and do not serve an initial probationary period - they may be terminated at any time. After one year of current continuous service with no break in service of 1 workday or more, the tenure group code of an employee on a temporary appointment in the excepted service is changed to "3". Excepted service employees who receive a time-limited appointment are assigned to tenure group 3. Excepted service employees serving on a conditional appointment are assigned to tenure group 2. The initial probationary period for employees serving on time-limited or permanent appointments in the excepted service is 2 years, except for preference eligibles who serve a 1-year initial probationary period (because they have appeal rights after 1 year). Certain excepted service employees who are serving two-year trial periods before being converted to the competitive service must complete those periods upon conversion to NSPS before being converted to the competitive service. These employees are specifically listed in CPM SC1950.

Chapter 14 - Promotions; Changes to Lower Grade, Level or Band; Reassignments; Details:

When an employee who is on grade retention from a non-NSPS position is temporarily assigned to an NSPS position, his or her pay is set in accordance with NSPS pay setting rules. If the employee's basic pay can be accommodated within the assigned pay band, the employee's pay rate determinant is "0." If the employee's basic pay cannot be accommodated within the assigned pay band, the employee is placed on pay retention. If the temporary assignment is employee-initiated, pay rate determinant "4" is assigned. If the employee has a preexisting entitlement to pay retention under 5 CFR part 536 immediately before becoming covered by NSPS through a management-directed temporary assignment, or the employee obtains an entitlement to pay retention upon becoming covered by NSPS through a management-directed temporary action, pay retention is indefinite and pay rate determinant "2" is assigned. To preserve the employee's retained grade data, processors should ensure the employee's special placement consideration data related to their retained grade entitlement has been entered into the person record, special info, "US Fed Spcl Consdtrtn." This permits the system to be queried for retained grade information so the employee can continue receiving priority consideration.

When an employee on a temporary appointment to an NSPS position moves to another position within NSPS, the action must be processed as a conversion to a new temporary appointment (even though the implementing issuances say a temporary employee may be "reassigned"). The NTE date of the new appointment may not exceed the original NTE date.

When an employee moves from one position to another position during his or her continuous service within the same agency, these moves are called promotions, reassignments, or reductions in band (changes to lower grade, level or band). These movements may also be referred to as a "position change." "Position Change Not to Exceed" actions, which refer to the temporary assignment of an employee who is entitled to grade retention to another position a grade no higher than that of the retained grade, do not apply because grade retention is not a feature of NSPS. Therefore, the "Psn Chg" natures of action and NOAC (740/741/770) are not used under NSPS.

There is no time limit on details or any requirement to extend them incrementally. An official personnel action is not required to document a detail unless the detail exceeds one year, crosses Component and/or Agency lines or assigns an employee from NSPS to another pay system within the Component, e.g., NSPS to General Schedule. For pay and benefits purposes, as well as for reduction in force purposes, employees continue to encumber the position from which detailed.

When an employee is receiving an ACDP pay increase (NOAC 892) or a one-time noncompetitive promotion equivalent increase (NOAC 890) and is also being reassigned to another position, two actions must be processed - one for the increase and one to reassign the employee (any "reassignment" increase is processed on the reassignment action, i.e., the employee may receive an ACDP increase and a reassignment increase, but they will be on two separate actions). There is no required order for processing the two actions.

When an employee is reassigned into an NSPS position from a GS or FWS position and he or she receives both a reassignment increase and a within-grade increase adjustment equivalent increase, only one action should be processed. The within-grade increase adjustment equivalent increase should be documented with remark code Y11.

Chapter 17 - Pay Changes and Step Changes:

Follow the information under "Employee Conversion When Position Becomes Covered by NSPS" of this *Supplement* (starting on page 2) to process conversion actions involving a change in pay.

Under NSPS, employees may receive, as a result of the performance payout process, an increase to their base salary, a one-time lump sum bonus, or a combination base salary increase and bonus. NSPS employees are also eligible for other types of payouts as a result of performance (e.g., extraordinary performance recognition (EPR) increase, organizational/team achievement recognition (OAR) increase) - these may be paid as an increase to base salary, a one-time lump sum bonus, or a combination base salary increase and bonus. Employees in pay band 1 of the nonsupervisory pay schedules who are in formally established developmental or trainee positions are eligible to receive accelerated compensation for developmental positions (ACDP) based on having met identified growth and development criteria (e.g., the acquisition of job-related competencies, completion of specified training) combined with successful performance of job objectives. This accelerated compensation must be paid out as an increase to base salary. Potentially, then, several actions resulting in base salary increases will be processed and effective on the same day.

When multiple personnel actions are effective on the same date, general salary increase(s) must be processed first - before any individual pay action(s). When the order of processing will affect an employee's rate of basic pay, individual pay actions should be processed in the order that gives the employee maximum benefit; however, the exact order may be

determined by Component and/or activity policy. Generally, processing all performance-based actions (i.e., regular performance-based pay increase/bonus, EPR pay increase/bonus, OAR pay increase/bonus) immediately after a general salary increase, followed by all other actions (e.g., promotions/reassignments, ACDP, etc.) will result in the most favorable impact on the employee. (Note: The local market supplement (LMS), if applicable, is adjusted with each base salary increase.)

The performance-based payouts (base salary increases and bonuses), i.e., regular performance payout, EPR, and OAR, occur automatically in a specific order via the Mass Performance Payout process. The user can deselect an individual employee record from this mass process when it would be more advantageous to process a promotion/reassignment or some other action, such as an ACDP payment, before the performance-based action(s). Once the record is deselected from the mass process, actions must be processed manually.

The regular performance-based payout is effective at the beginning of the first full pay period in January and is calculated on the base salary of the employee as of the last day of the rating cycle, generally, September 30, of the preceding year. Other performance-based payouts (e.g., EPR, OAR), if applicable, will be effective at the same time and are also calculated as of the last day of the rating cycle of the preceding year.

No SF 50 action is required if an employee does not receive an adjustment to his/her rate of pay because of an unacceptable performance rating.

Filing SF 50s documenting NSPS performance pay increases. SF 50s documenting NSPS actions should be filed according to the instructions in the [OPM Guide to Personnel Recordkeeping](#). Increases to base salary as a result of a performance payout (NOACs 891 and 892) should be filed on the right side of the OPF.

Under NSPS, employees do not receive within-grade increases. However, the last equivalent increase date must be established in case an employee leaves and goes to a GS or FWS position. Appendix 5 of the Introduction to this *Supplement* provides information on how to determine when an equivalent increase has occurred.

NSPS pay tables are established, adjusted, maintained, and published by the DoD Civilian Personnel Management Service, Wage and Salary Division.

Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:

- pay adjustment to effect an increase to base salary at the time of a general salary increase, except if the employee's rating of record is unacceptable;
- pay adjustment to effect the establishment, reduction, or termination of a local market supplement;
- pay adjustment to effect an increase in the employee's local market supplement, except if the employee's rating of record is unacceptable;

—pay adjustment based on performance (includes regular individual increase, extraordinary performance recognition increase, or organizational increase to base salary);

—termination of pay retention at the expiration of the employee's 104-week period of pay retention.

Wait to record other pay actions until the employee returns to duty. Show the new base salary on the return to duty personnel action and enter in the remarks on that action P09—"Pay or step adjusted (date) by (authority)."

Refer to Chapter 29 notes and guidance and Appendix 1, Table 4., of this *Supplement* to process performance-based actions when the employee receives a bonus (either in addition to a base salary increase or as a bonus only).

Chapter 26 - Change in Tenure Group:

Effective March 23, 2009, NSPS will use the OPM regulations to document tenure. NSPS employees will be assigned a tenure group code in accordance with 5 CFR 351.501(b) for competitive service employees or 5 CFR 351.502(b) for excepted service employees. Employees who do not meet the tenure conditions outlined in 5 CFR as of March 23, 2009 will be required to have either a change in tenure or a conversion to career-conditional appointment processed effective March 23, 2009. The type of action processed will depend on how the employee was brought into NSPS.

A unique NOA (Y880) has been created to document this change in tenure. The legal authority codes for these actions will be Z5L Reg.9901.511(e) Comp for competitive service employees or Z5M Reg. 9901.511(e) Exc for excepted service employees. Remark T29—"Tenure code change authorized by 5 CFR 9901.511(e)" will be used to document this action.

Detailed processing instructions will be provided to the Components separate from this guide.

For all other change in tenure actions, refer to the *USOPM GPPA*.

Chapter 28 - Change in Data Element:

Use Rule 7 of Table 28-A in the *USOPM GPPA* to document when the PRD changes because the employee's pay falls below the minimum rate of his/her assigned band as a result of unsatisfactory performance and subsequent adjustment(s) to the minimum rate of the assigned band, or because the maximum rate of the employee's assigned band has increased so that his/her retained base salary now falls within the band, or because the maximum rate of the employee's assigned band has decreased so that the employee is now entitled to pay retention.

Chapter 29 - Bonuses, Awards, and Other Incentives:

Under NSPS, employees may receive, as a result of the performance payout process, an increase to their base salary, a one-time lump sum bonus, or a combination base salary increase and bonus. NSPS employees are also eligible for other types of payouts as a result of performance (e.g., extraordinary performance recognition (EPR) increase, organizational/team

achievement recognition (OAR) increase) - these may be paid as an increase to base salary, a one-time lump sum bonus, or a combination base salary increase and bonus. Potentially, then, several actions paying out bonuses will be processed and effective on the same day (see information under Chapter 17 of this section for a discussion on order of processing multiple actions that affect an employee's base salary). The performance-based payouts (base salary increases and bonuses), i.e., regular performance payout, EPR, and OAR, occur automatically in a specific order via the Mass Performance Payout process.

The regular performance-based payout is effective at the beginning of the first full pay period in January and is calculated on the base salary of the employee as of the last day of the rating cycle, generally, September 30, of the preceding year. Other performance-based payouts (e.g., extraordinary performance recognition increase, organizational/team achievement recognition), if applicable, will be effective at the same time and are also calculated as of the last day of the rating cycle of the preceding year.

Filing SF 50s documenting NSPS performance bonuses. SF 50s documenting NSPS actions should be filed according to the instructions in the [OPM Guide to Personnel Recordkeeping](#). Since lump sum bonuses (NOACs 885, 886, and 887) received as a result of the performance payout or the employee's rating of record do not affect the employee's basic pay, they should not be filed on the right side of the OPF; instead, they should be filed in the employee's performance folder. Award justifications and other reference material should not be filed in the OPF.

Chapter 31 - Separations by Other than Retirement:

Although SES members are eligible for coverage under NSPS, no determination has been made to cover them at this time. Also, 5 CFR part 432 is not used under NSPS. Therefore, on Table 31-A, do not use rules 8, 9, 10, 11, 12, or 13. On Table 31-B, do not use rules 2, 15, 27, 28, 39, 45, or 51.

Remark S54 (Offered job(s) of (position title, pay schedule, pay band, salary, and geographical location)) has been modified for NSPS employees separated by RIF.

Chapter 32 - Interim Relief Actions, Corrections, Cancellations and Replacement Actions for Cancellations:

When an employee successfully challenges an NSPS rating of record through the administrative reconsideration process or the negotiated grievance process, personnel actions may need to be altered. To ensure consistency and uniformity throughout the Department, the following procedures apply:

- If the performance rating is changed, edit/update the performance rating field stored in DCPDS.
- If the changed rating impacts the employee's performance payout, the affected personnel actions (e.g., general salary increase, LMS adjustment, performance payout amount and/or distribution, and any subsequent pay actions impacted by the reconsideration) will be cancelled (NOAC 001) and replaced with appropriate actions.

- Insert the following text for the required C14 remark: "Cancels action due to administrative reconsideration process" or "Cancels action due to negotiated grievance process."
- The personnel action(s) (SF 50(s)) being cancelled, the related SF 52(s), and any supporting documents must be removed from the OPF and filed in the appeal, grievance, or complaint file.

The human resources office processing the personnel action(s) must work closely with the servicing DFAS office to coordinate the timing of cancellation/replacement actions to minimize any disruptive or adverse affect on the employee.

When bargaining unit employees are erroneously converted into NSPS because their bargaining unit status (BUS) code is inaccurate, the conversion must be cancelled. The NSPS Program Executive Office issued specific guidance to Component NSPS Program Managers regarding the cancellation of the conversion action, employee notification, reconstruction under the former system, and coordination with DFAS offices. If a situation involving erroneous coverage because of an incorrect BUS code is identified, close coordination between the servicing HRO and DFAS will be necessary to minimize any disruptive or adverse impact on the employee(s).

Chapter 35 - Glossary of Terms Used in Processing Personnel Actions:

This glossary contains terms commonly used in relation to processing NSPS personnel actions. Several terms found in the *OPM GPPA* are generally not used in processing NSPS personnel actions, either because they do not apply to NSPS or are no longer used in processing current personnel actions. They are shown below. Appendix 6 contains terms commonly used in processing NSPS personnel actions, along with their definitions.

Administratively Uncontrolled Overtime (AUO)
 "CA" Appointments
 Change to Lower Grade
 Class or Class of Positions
 Continued Rate of Pay
 CZMS
 Denial of Within-Grade Increase
 Federal Personnel Manual (FPM) System
 FPM Bulletin
 FPM Letter
 FPM Supplements
 GM Within-Grade Increase
 Grade
 Grade Restoration Action
 Grade Retention Action
 Grade Retention Entitlement
 Interim Geographic Adjustment Continued Rate of Pay
 Job Sheet
 Lead Agency
 Locality Payment
 Locality-Based Comparability Payment
 Merit Pay System
 Performance Management and Recognition System (PMRS)

PMRS Merit Increase
Prevailing Rate System
Quality Step Increase
Rate of Basic Pay
Reduction in Grade
Retained Rate
Sabbatical
Special Pay Adjustment for Law Enforcement Officers
Special Salary Rates
Step
Step Adjustment
Superior Qualifications Appointment
Temp Appt-PER (TAPER Appointment)
Time-After-Competitive-Appointment Restriction
Wage Area
Wage Employees
Within-Grade Increase

Appendix 1.

**National Security Personnel System
Natures of Action and Legal Authority Codes
Table 1. Appointments**

If action results from	And	NOAC	NOA	LAC	Authority (See Notes 1, 2, and 3 of this table)
Permanent (Competitive Service)					
Certificate issued by a DoD Component with a delegation of competitive examining authority from DoD or a special examining unit authorized by DoD	Not on your agency rolls	100	Career Appt	Z5B	DoD Comp Exam (name of installation issuing certificate), Cert No_____
		101	Career-Cond Appt		
	On your agency rolls	500	Conv to Career Appt		
		501	Conv to Career-Cond Appt		
Direct hire authority issued by DoD (e.g., Severe Shortage or Critical Need)	Not on your agency rolls	100	Career Appt	Z5C	Direct-Hire Authority (cite DoD authority and date)
		101	Career-Cond Appt		
	On your agency rolls	500	Conv to Career Appt		
		501	Conv to Career-Cond Appt		
Conversion eligibility resulting from previous qualifying competitive selection for Temporary NTE appointment	On your agency rolls	500	Conv to Career Appt	Z5D	Reg. 9901.511(d)(2) Temp
		501	Conv to Career-Cond Appt		
Conversion eligibility resulting from previous qualifying competitive selection for Term NTE appointment	On your agency rolls	500	Conv to Career Appt	Z5E	Reg. 9901.511(d)(2) Term
		501	Conv to Career-Cond Appt		
Transfer based on competitive service appointment (i.e., under NSPS or another personnel system)	To a comparable level of work	130	Transfer	KTM	Reg. 9901.516(e) Reassignment
	To a higher level of work			KVM	Reg. 9901.516(e) Prom
	To a lower level of work			KXM	Reg. 9901.516(e) Chg to Lower Band
Reinstatement based on a current or previous	Not on your agency rolls	140	Reins-Career	KQM	Reg. 9901.516(e) Reinstatement
		141	Reins-Career-Cond		

permanent appointment in the competitive service (i.e., under NSPS or another personnel system)	On your agency rolls	540	Conv to Reins-Career			
		541	Conv to Reins-Career-Cond			
Reinstatement following a Senior Executive Service (SES) career appointment when employee had guaranteed placement rights	Is moved out of the SES because of unacceptable performance during the SES probationary period	540	Conv to Reins-Career	VDJ and KQM	5 U.S.C. 3594(a) and Reg. 9901.516(e) Reinstatement	
		541	Conv to Reins-Career-Cond			
	Is moved out of the SES because of less than fully successful performance following the SES probationary period	540	Conv to Reins-Career	VCS and KQM	5 U.S.C. 3594(b)(1) and Reg. 9901.516(e) Reinstatement	
		541	Conv to Reins-Career-Cond			
	Is moved out of the SES because of reduction in force	540	Conv to Reins-Career	VCT and KQM	5 U.S.C. 3594(b)(2) and Reg. 9901.516(e) Reinstatement	
		541	Conv to Reins-Career-Cond			
	Is moved out of the SES because of failure to be recertified	540	Conv to Reins-Career	VCW and KQM	5 U.S.C. 3594(b)(3) and Reg. 9901.516(e) Reinstatement	
		541	Conv to Reins-Career-Cond			
	Reinstatement when a position in the excepted service is brought into the competitive service		540	Conv to Reins-Career	KQM and ZLM	Reg. 9901.516(e) Reinstatement and (Cite specific authority that brought the position into the competitive service)
			541	Conv to Reins-Career-Cond		
	Reinstatement when a position in public or private enterprise is taken over by the Federal Government	Not on your agency rolls	140	Reins-Career	KQM and ZLM	Reg. 9901.516(e) Reinstatement and (Cite specific authority that brought the position into the competitive service)
			141	Reins-Career-Cond		
Permanent (Excepted Service)						
Appointment based on the non-citizen hiring authority authorized by NSPS regulations	Not on your agency rolls	170	Exc Appt	Z6J	Reg. 9901.514	
	On your agency rolls	570	Conv to Exc Appt			
Temporary NTE (Competitive Service)						

Certificate issued by a DoD Component with a delegation of competitive examining authority from DoD or a special examining unit authorized by DoD and appointment does not confer eligibility for noncompetitive conversion to a NSPS career appointment	Not on your agency rolls	115	Appt NTE (date)	Z5B and Z5G	DoD Comp Exam (name of installation issuing certificate), Cert No_____ and Reg. 9901.511(d)(1)(i)(A) Temp
	On your agency rolls	515	Conv to Appt NTE (date)		
Certificate issued by a DoD Component with a delegation of competitive examining authority from DoD or a special examining unit authorized by DoD and appointment confers eligibility for noncompetitive conversion to a NSPS career appointment	Not on your agency rolls	115	Appt NTE (date)	Z5B and Z5F	DoD Comp Exam (name of installation issuing certificate), Cert No_____ and Reg. 9901.511(d)(2) Eligible
	On your agency rolls	515	Conv to Appt NTE (date)		
Direct hire authority issued by DoD (e.g., Severe Shortage or Critical Need)	Not on your agency rolls	115	Appt NTE (date)	Z5C and Z5G	Direct-Hire Authority (cite DoD authority and date) and Reg. 9901.511(d)(1)(i)(A) Temp
	On your agency rolls	515	Conv to Appt NTE (date)		
Noncompetitive eligibility to be given a temporary appointment (see Note 4 of this table)	Not on your agency rolls	115	Appt NTE (date)	Z5H and Z5G	Reg. 9901.511(d)(1)(i)(A) Noncomp and Reg. 9901.511(d)(1)(i)(A) Temp
	On your agency rolls	515	Conv to Appt NTE (date)		
Temporary appointment being extended		760	Ext of Temp Appt NTE (date)	(Cite code that identifies authority)	(Cite code that identifies authority)
Temporary NTE (Excepted Service)					
Appointment based on the non-citizen hiring authority authorized by NSPS regulations	Not on your agency rolls	171	Exc Appt NTE (date)	Z6J	Reg. 9901.514
	On your agency rolls	571	Conv to Exc Appt NTE (date)		

	Is being extended	760	Ext of Exc Appt NTE (date)		
Term NTE (Competitive Service)					
Certificate issued by a DoD Component with a delegation of competitive examining authority from DoD or a special examining unit authorized by DoD and appointment does not confer eligibility for noncompetitive conversion to an NSPS career appointment	Not on your agency rolls	108	Term Appt NTE (date)	Z5B and Z5J	DoD Comp Exam (name of installation issuing certificate), Cert No _____ and Reg. 9901.511(d)(1)(ii)(B) Term
	On your agency rolls	508	Conv to Term Appt NTE (date)		
Certificate issued by a DoD Component with a delegation of competitive examining authority from DoD or a special examining unit authorized by DoD and appointment confers eligibility for noncompetitive conversion to an NSPS career appointment	Not on your agency rolls	108	Term Appt NTE (date)	Z5B and Z5F	DoD Comp Exam (name of installation issuing certificate), Cert No _____ and Reg. 9901.511(d)(2) Eligible
	On your agency rolls	508	Conv to Term Appt NTE (date)		
Direct hire authority issued by DoD (e.g., Severe Shortage or Critical Need)	Not on your agency rolls	108	Term Appt NTE (date)	Z5C and Z5J	Direct-Hire Authority (cite DoD authority and date) and Reg. 9901.511(d)(1)(ii)(B) Term
	On your agency rolls	508	Conv to Term Appt NTE (date)		
Noncompetitive eligibility to be given a term appointment (see Note 4 of this table)	Not on your agency rolls	108	Term Appt NTE (date)	Z6L and Z5J	Reg. 9901.511(d)(1)(ii)(B) Noncomp and Reg. 9901.511(d)(1)(ii)(B) Term
	On your agency rolls	508	Conv to Term Appt NTE (date)		
Term appointment being extended		765	Ext of Term Appt NTE (date)	(Cite legal authority code used to effect the term appointment)	(Cite legal authority used to effect the term appointment)

Overseas Limited					
Direct hire authority issued by DoD (e.g., Severe Shortage or Critical Need)	Not on your agency rolls	120	O/S Ltd Appt	Z5C	Direct-Hire Authority (cite DoD authority and date)
	On your agency rolls	520	Conv to O/S Ltd Appt		

Notes:

1. *ZLM: Other Citation (Law, E.O., or Reg.)* may be cited in addition to any other authorities required by this table. Cite *ZLM* in the remarks block on the SF 52/50 if it is the third legal authority.
2. When an appointee or employee was selected on the basis of bicultural/bilingual selective factors, show *ABL: Bicultural/Bilingual Selective Factors* as the second authority in blocks 5E-5F or 6E-6F of the SF 52/50.
3. When an employee is on grade retention immediately prior to transfer into the NSPS, compare the grade he or she currently retains with the pay band of the position to which he or she is transferring in order to determine if the move is to a position at a higher, lower, or comparable level of work. (If the employee is on overlapping periods of grade retention, compare the highest grade the employee is retaining with the pay band of the position he or she is transferring to.)
4. See 5 CFR part 316 (or noncompetitive appointing authority granted to or by the Secretary) for information about noncompetitive temporary or term appointments to NSPS positions in the competitive service.

**National Security Personnel System
Natures of Action and Legal Authority Codes
Table 2. Promotions, Reassignments, Reductions in Band**

If action results from	And	NOAC	NOA	LAC	Authority (See Notes 1 of this table)
Detail					
Detail to a position in another agency (e.g., from Navy to Air Force, Army to Navy, DoD agency to non-DoD agency) or to a non-NSPS position in the same agency (see Note 2 of this table)	Action is initial detail	930	Detail NTE (Date)	ZLM	Reg. 9901.516(d)
	Detail is extended	931	Ext of Detail NTE (Date)		
	Detail is terminated	932	Term of Detail NTE (Date)		
Promotion - Competitive Service					
Competitive selection under NSPS merit staffing procedures	On a temporary basis	703	Promotion NTE (date)	N3M	Reg. 9901.516(e)(6)(i) Comp
	Not on a temporary basis	702	Promotion		
Competitive selection under NSPS assessment board procedures	On a temporary basis	703	Promotion NTE (date)	Z5R	Reg. 9901.516(e)(8)(i) ABP
	Not on a temporary basis	702	Promotion		
Competitive selection under NSPS alternate certification procedures	On a temporary basis	703	Promotion NTE (date)	Z5T	Reg. 9901.516(e)(8)(ii) ACP
	Not on a temporary basis	702	Promotion		
Competitive selection under NSPS exceptional performance promotion procedures	On a temporary basis	703	Promotion NTE (date)	Z5U	Reg. 9901.516(e)(8)(iii) EPP
	Not on a temporary basis	702	Promotion		
Advancement to a higher level of work of an employee who was selected at an earlier stage under competitive procedures (i.e., from DoD competitive examining procedures, direct hire, or under DoD merit promotion program) (For other		702	Promotion	N6M	Reg. 9901.516(e)(7)(i)(c) Career Prom

advancement situations resulting from exception to competition, use N8M)					
Removal of time limitation placed on a Promotion NTE by making it permanent without further competition (see Note 3 of this table)		702	Promotion	N2M	Reg. 9901.516(e)(6)(i)(A)
Exception to competition (see Note 4 of this table) (When the exception to competition is a career ladder promotion, use N6M)	On a temporary basis	703	Promotion NTE (date)	N8M	Reg. 9901.516(e)(7)(i) Except to Comp
	Not on a temporary basis	702	Promotion		
Extension of a Promotion NTE	Was made competitively or this extension is being made under competitive procedures	769	Ext of Promotion NTE (date)	N3M	Reg. 9901.516(e)(6)(i) Comp
	May be extended without further competition			N8M	Reg. 9901.516(e)
Promotion - Excepted Service (See Note 5 of this table)					
Competitive selection under NSPS assessment board procedures	Employee is a VRA appointee and action is on a temporary basis	703	Promotion NTE (date)	J8M and Z5R	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP
	Employee is a VRA appointee and action is on a permanent basis	702	Promotion		
Competitive selection under NSPS alternate certification procedures	Employee is a VRA appointee and action is on a temporary basis	703	Promotion NTE (date)	J8M and Z5T	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP
	Employee is a VRA appointee and action is on a permanent basis	702	Promotion		
Competitive selection under NSPS exceptional performance promotion procedures	Employee is a VRA appointee and action is on a temporary basis	703	Promotion NTE (date)	J8M and Z5U	Pub. L. 107-288 and Reg. 9901.516(e)(8)(iii) EPP
	Employee is a VRA appointee and action is on a permanent basis	702	Promotion		
Reassignment - Competitive Service					

Competitive selection under NSPS merit staffing procedures and action is permanent	Base salary increases	721	Reassignment	N3M and Z5V	Reg. 9901.516(e)(6)(i) Comp and Reg. 9901.353(a)(1) Incr
	Base salary decreases			N3M and Z5W	Reg. 9901.516(e)(6)(i) Comp and Reg. 9901.353(a)(1) Decr
	No change in base salary			N3M	Reg. 9901.516(e)(6)(i) Comp
Competitive selection under NSPS merit staffing procedures and action is temporary	Base salary increases	611	Reassignment NTE (date)	N3M and Z5V	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Incr
	Base salary decreases			N3M and Z5W	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Decr
	No change in base salary			N3M	Reg. 9901.516(e)
Competitive selection under NSPS assessment board procedures and action is permanent	Base salary increases	721	Reassignment	Z5R and Z5V	Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.353(a)(1) Incr
	Base salary decreases			Z5R and Z5W	Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.353(a)(1) Decr
	No change in base salary			Z5R	Reg. 9901.516(e)(8)(i) ABP
Competitive selection under NSPS assessment board procedures and action is temporary	Base salary increases	611	Reassignment NTE (date)	Z5R and Z5V	Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.353(a)(1) Incr
	Base salary decreases			Z5R and Z5W	Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.353(a)(1) Decr
	No change in base salary			Z5R	Reg. 9901.516(e)(8)(i) ABP
Competitive selection under NSPS alternate certification procedures and action is permanent	Base salary increases	721	Reassignment	Z5T and Z5V	Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.353(a)(1) Incr
	Base salary decreases			Z5T and Z5W	Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.353(a)(1) Decr
	No change in base salary			Z5T	Reg. 9901.516(e)(8)(ii) ACP

Competitive selection under NSPS alternate certification procedures and action is temporary	Base salary increases	611	Reassignment NTE (date)	Z5T and Z5V	Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.353(a)(1) Incr
	Base salary decreases			Z5T and Z5W	Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.353(a)(1) Decr
	No change in base salary			Z5T	Reg. 9901.516(e)(8)(ii) ACP
Exception to competition and action is permanent	Base salary increases	721	Reassignment	N8M and Z5V	Reg. 9901.516(e)(7)(i) Except to Comp and Reg. 9901.353(a)(1) Incr
	Base salary decreases (see Note 6 of this table)			N8M and Z5W	Reg. 9901.516(e)(7)(i) Except to Comp and Reg. 9901.353(a)(1) Decr
	No change in base salary			N8M	Reg. 9901.516(e)(7)(i) Except to Comp
Exception to competition and action is temporary	Base salary increases	611	Reassignment NTE (date)	N8M and Z5V	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Incr
	Base salary decreases (see Note 6 of this table)			N8M and Z5W	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Decr
	No change in base salary			N8M	Reg. 9901.516(e)
Removal of time limitation placed on a Reassignment NTE by making it permanent without further competition	Base salary increases	721	Reassignment	N2M and Z5V	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Incr
	Base salary decreases			N2M and Z5W	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Decr
	No change in base salary			N2M	Reg. 9901.516(e)
Employee's failure to satisfactorily complete probationary period for supervisory position				L9M	Reg. 9901.512(b)(2) Supvy
Involuntary action due to performance and action is permanent	Base salary decreases			Z5Y and Z5X	Reg. 9901.343 Perf and 5 U.S.C. 75

	No change in base salary			Z5Y	Reg. 9901.343 Perf		
Involuntary action due to conduct and action is permanent	Base salary decreases			Z6A and Z5X	Reg. 9901.343 Conduct and 5 U.S.C. 75		
	No change in base salary			Z6A	Reg. 9901.343 Conduct		
Involuntary action due to performance and conduct and action is permanent	Base salary decreases			Z6B and Z5X	Reg. 9901.343 Perf and Cond and 5 U.S.C. 75		
	No change in base salary			Z6B	Reg. 9901.343 Perf and Cond		
Involuntary action due to performance and action is temporary	Base salary decreases	611	Reassignment NTE (date)	Z5Y and Z5X	Reg. 9901.343 Perf and 5 U.S.C. 75		
	No change in base salary			Z5Y	Reg. 9901.343 Perf		
Involuntary action due to conduct and action is temporary	Base salary decreases			Z6A and Z5X	Reg. 9901.343 Conduct and 5 U.S.C. 75		
	No change in base salary			Z6A	Reg. 9901.343 Conduct		
Involuntary action due to performance and conduct and action is temporary	Base salary decreases			Z6B and Z5X	Reg. 9901.343 Perf and Cond and 5 U.S.C. 75		
	No change in base salary			Z6B	Reg. 9901.343 Perf and Cond		
A permanent reassignment when rules above for permanent reassignments do not apply	Base salary increases			N2M and Z5V	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Incr		
	Base salary decreases (see Note 6 of this table)			N2M and Z5W	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Decr		
	No change in base salary			N2M	Reg. 9901.516(e)		
A temporary reassignment when rules above for temporary reassignments do not apply	Base salary increases			611	Reassignment NTE (date)	N2M and Z5V	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Incr
	Base salary decreases (see Note 6 of this table)					N2M and Z5W	Reg. 9901.516(e) and Reg. 9901.353(a)(1) Decr
	No change in base salary					N2M	Reg. 9901.516(e)
Extension of a temporary reassignment	Action was made under competitive procedures	612	Ext of Reassignment NTE (date)	N3M	Reg. 9901.516(e)		
	Action may be extended			N8M	Reg. 9901.516(e)		

	without competition				
Termination of temporary reassignment		613	Term of Reassignment NTE (date)	N2M	Reg. 9901.516(e)
Reassignment - Excepted Service (See Note 5 of this table)					
Competitive selection of a VRA appointee under NSPS assessment board procedures and action is permanent	Base salary increases	721	Reassignment	J8M and Z5R and Z5V	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.353(a)(1) Incr
	Base salary decreases			J8M and Z5R and Z5W	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.353(a)(1) Decr
	No change in base salary			J8M and Z5R	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP
Competitive selection of a VRA appointee under NSPS alternate certification procedures and action is permanent	Base salary increases		Reassignment NTE (date)	J8M and Z5T and Z5V	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.353(a)(1) Incr
	Base salary decreases			J8M and Z5T and Z5W	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.353(a)(1) Decr
	No change in base salary			J8M and Z5T	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP
Competitive selection of a VRA appointee under NSPS assessment board procedures and action is temporary	Base salary increases	611	Reassignment NTE (date)	J8M and Z5R and Z5V	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.353(a)(1) Incr
	Base salary decreases			J8M and Z5R	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP

				and Z5W	and Reg. 9901.353(a)(1) Decr
	No change in base salary			J8M and Z5R	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP
Competitive selection of a VRA appointee under NSPS alternate certification procedures and action is temporary	Base salary increases			J8M and Z5T and Z5V	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.353(a)(1) Incr
	Base salary decreases			J8M and Z5T and Z5W	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.353(a)(1) Decr
	No change in base salary			J8M and Z5T	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP
Placement in a position that can be filled under the authority that was used for employee's appointment and action is permanent	Base salary increases			(Same auth code as was used for the appt) and Z5V	(Same authority as was used for the appointment) and Reg. 9901.353(a)(1) Incr
	Base salary decreases (see Note 6 of this table)			(Same auth code as was used for the appt) and Z5W	(Same authority as was used for the appointment) and Reg. 9901.353(a)(1) Decr

	No change in base salary			(Same auth code as was used for the appt)	(Same authority as was used for the appointment)
Placement in a position that can be filled under the authority that was used for employee's appointment and action is temporary	Base salary increases	611	Reassignment NTE (date)	(Same auth code as was used for the appt) and Z5V	(Same authority as was used for the appointment) and Reg. 9901.353(a)(1) Incr
	Base salary decreases (see Note 6 of this table)			(Same auth code as was used for the appt) and Z5W	(Same authority as was used for the appointment) and Reg. 9901.353(a)(1) Decr
	No change in base salary			(Same auth code as was used for the appt)	(Same authority as was used for the appointment)

Involuntary action due to performance and action is permanent	Base salary decreases	721	Reassignment	Z5Y and Z5X	Reg. 9901.343 Perf and 5 U.S.C. 75
	No change in base salary			Z5Y	Reg. 9901.343 Perf
Involuntary action due to conduct and action is permanent	Base salary decreases			Z6A and Z5X	Reg. 9901.343 Conduct and 5 U.S.C. 75
	No change in base salary			Z6A	Reg. 9901.343 Conduct
Involuntary action due to performance and conduct and action is permanent	Base salary decreases			Z6B and Z5X	Reg. 9901.343 Perf and Cond and 5 U.S.C. 75
	No change in base salary			Z6B	Reg. 9901.343 Perf and Cond
Involuntary action due to performance and action is temporary	Base salary decreases	611	Reassignment NTE (date)	Z5Y and Z5X	Reg. 9901.343 Perf and 5 U.S.C. 75
	No change in base salary			Z5Y	Reg. 9901.343 Perf
Involuntary action due to conduct and action is temporary	Base salary decreases			Z6A and Z5X	Reg. 9901.343 Conduct and 5 U.S.C. 75
	No change in base salary			Z6A	Reg. 9901.343 Conduct
Involuntary action due to performance and conduct and action is temporary	Base salary decreases			Z6B and Z5X	Reg. 9901.343 Perf and Cond and 5 U.S.C. 75
	No change in base salary			Z6B	Reg. 9901.343 Perf and Cond
Extension of temporary reassignment		612	Ext of Reassignment NTE (date)	(Same auth code as was used for the temp reas)	(Same authority as was used for the temporary reassignment)
Termination of temporary reassignment		613	Term of Reassignment NTE (date)	(Same auth code as was	(Same authority as was used for the temporary reassignment)

				used for the temp reas)	
Reduction in Band - Competitive Service					
Competitive selection under NSPS merit staffing procedures	Base salary increases	713	Chg to Lower Grade, Level or Band	N3M and Z6C	Reg. 9901.516(e)(6)(i) Comp and Reg. 9901.355(c)
	Base salary decreases			N3M and Z6D	Reg. 9901.516(e)(6)(i) Comp and Reg. 9901.355(b)
	No change in base salary			N3M	Reg. 9901.516(e)(6)(i) Comp
Competitive selection under NSPS assessment board procedures and action is permanent	Base salary increases			Z5R and Z6C	Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.355(c)
	Base salary decreases			Z5R and Z6D	Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.355(b)
	No change in base salary			Z5R	Reg. 9901.516(e)(8)(i) ABP
Competitive selection under NSPS alternate certification procedures and action is permanent	Base salary increases			Z5T and Z6C	Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.355(c)
	Base salary decreases			Z5T and Z6D	Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.355(b)
	No change in base salary			Z5T	Reg. 9901.516(e)(8)(ii) ACP
Return of employee to the prior position, or a position in a comparable pay band, after temporary promotion				N2M	Reg. 9901.516(e)
Exception to competition	Base salary increases			N8M and Z6C	Reg. 9901.516(e)(7)(i) Except to Comp and Reg. 9901.355(c)
	Base salary decreases			N8M and Z6D	Reg. 9901.516(e)(7)(i) Except to Comp and Reg. 9901.355(b)
	No change in base salary			N8M	Reg. 9901.516(e)(7)(i) Except to Comp

Employee's failure to satisfactorily complete probationary period for supervisory position				Z6E	Reg. 9901.512(b)(2) Supvy
Involuntary action due to performance and is effected under 5 CFR part 752, subpart D	Base salary decreases			VWP and Z5Y	5 U.S.C. 7513 and Reg. 9901.343 Perf
	No change in base salary			VWP	5 U.S.C. 7513
Involuntary action due to conduct and is effected under 5 U.S.C., chapter 75	Base salary decreases			V6J and Z6M	5 U.S.C. 75 Postappt and Reg. 9901.343 Conduct
	No change in base salary			V6J	5 U.S.C. 75 Postappt
Involuntary action due to performance and conduct and is effected under 5 U.S.C. ch. 75	Base salary decreases			VAJ and Z6N	5 U.S.C. 75 and Reg. 9901.343 Perf and Cond
	No change in base salary			VAJ	5 U.S.C. 75
Involuntary action due to order of the MSPB	Base salary decreases			Z6G	5 U.S.C. 1204
	No change in base salary			VAA	5 U.S.C. 1204
Reduction in band when situations above do not apply	Base salary increases			N2M and Z6C	Reg. 9901.516(e) and Reg. 9901.355(c)
	Base salary decreases			N2M and Z6D	Reg. 9901.516(e) And Reg. 9901.355(b)
	No change in base salary			N2M	Reg. 9901.516(e)
Reduction in Band - Excepted Service (See Note 5 of this table)					
Competitive selection of a VRA appointee under NSPS assessment board procedures	Base salary increases	713	Chg to Lower Grade, Level or Band	J8M and Z5R and Z6C	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.355(c)
	Base salary decreases			J8M and Z5R and Z6D	Pub. L. 107-288 and Reg. 9901.516(e)(8)(i) ABP and Reg. 9901.355(b)
	No change in base salary			J8M and	Pub. L. 107-288 and

				Z5R	Reg. 9901.516(e)(8)(i) ABP
Competitive selection of a VRA appointee under NSPS alternate certification procedures	Base salary increases			J8M and Z5T and Z6C	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.355(c)
	Base salary decreases			J8M and Z5T and Z6D	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP and Reg. 9901.355(b)
	No change in base salary			J8M and Z5T	Pub. L. 107-288 and Reg. 9901.516(e)(8)(ii) ACP
Return of employee to prior band upon expiration of temporary promotion or in accordance with other conditions agreed to at time employee accepted the temporary promotion				(same auth code as was used for Prom NTE)	Same authority as used for the Promotion NTE
Employee-initiated action to move to lower band that can be filled under the authority that was used for the employee's appointment	Base salary increases			(same auth code as was used for the appt) and Z6C	(Same authority as was used for the appointment) and Reg. 9901.355(c)
	Base salary decreases			(same auth code as was used	(Same authority as was used for the appointment) and Reg. 9901.355(b)

	No change in base salary			for the appt) and Z6D	
				(same auth code as was used for the appt)	(Same authority as was used for the appointment)
Involuntary action due to performance and is effected under 5 CFR part 752, subpart D	Base salary decreases			VWP and Z5Y	5 U.S.C. 7513 and Reg. 9901.343 Perf
	No change in base salary			VWP	5 U.S.C. 7513
Involuntary action due to conduct and is effected under 5 U.S.C., chapter 75	Base salary decreases			V6J and Z6M	5 U.S.C. 75 Postappt and Reg. 9901.343 Conduct
	No change in base salary			V6J	5 U.S.C. 75 Postappt
Involuntary action due to performance and conduct and is effected under 5 U.S.C. ch. 75	Base salary decreases			VAJ and Z6N	5 U.S.C. 75 and Reg. 9901.343 Perf and Cond
	No change in base salary			VAJ	5 U.S.C. 75
Involuntary action due to order of the MSPB	Base salary decreases			Z6G	5 U.S.C. 1204
	No change in base salary			VAA	5 U.S.C. 1204
Reduction in band under conditions not covered above that can be filled under the authority that was used for the employee's appointment	Base salary increases			(Same auth Code as was used for the appt)	(Same authority as was used for the appointment) and Reg. 9901.355(c)

				and Z6C	
	Base salary decreases			(Same auth Code as was used for the appt) and Z6D	(Same authority as was used for the appointment) and Reg. 9901.355(b)
	No change in base salary			(Same auth Code as was used for the appt)	(Same authority as was used for the appointment)

Notes:

1. If there are more than two legal authorities, cite the additional authorities in the remarks block on the SF 52/50. *ZLM: Other Citation (Law, E.O., or Reg.)* may be cited in addition to any other authorities required by this table. Cite *ZLM* in the remarks block on the SF 52/50 if it is the third or fourth legal authority.
2. Document with an SF 52 showing the organization and position to which detailed, the effective date of the detail, and the not-to-exceed date. While NSPS does not require an SF 50 to document these details, your Component may. Follow your Component's guidance in determining whether to document these details with an SF 52 or an SF 50.
3. This could be because competitive procedures are not required or because competitive procedures were followed to make the initial temporary promotion.
4. Actions involving movement of an employee to a higher pay band resulting from the issuance of a new classification standard or the correction of an initial classification error must be done on a permanent basis.
5. For information on Schedule A, B, and C, see part 213 of title 5, Code of Federal Regulations. For authority codes for Schedule A, B, and C, see Chapter 11, Figure 11-1, or [The Guide to Personnel Data Standards](#).
6. In accordance with 5 CFR 9901.353(b), base salary cannot be reduced on a voluntary reassignment unless the employee agrees to the reduction. If the employee does not agree, adverse action procedures must be used and Z5X-5 U.S.C. 75 must be added as the third legal authority in the remarks block.

**National Security Personnel System
Natures of Action and Legal Authority Codes
Table 3. Pay Changes**

If action results from	And	NOAC	NOA	LAC	Authority
A performance-based pay increase provided on a regular cycle		891	Reg Perf Pay	Q3A	Reg. 9901.342(g)(3)
A performance-based pay increase provided on an irregular basis	Employee receives extraordinary performance recognition increase	892	Irreg Perf Pay	Q3B and 63B	Reg. 9901.344(b) and EPR
	Employee receives accelerated compensation for developmental position pay increase (see Note 1 of this table)			Q3B and 73B	Reg. 9901.345 and ACDP
RESERVED FOR INSERTION OF PENDING RULES RELATED TO NOAC 894—GEN ADJ					
An organizational or team achievement performance-based pay increase		896	Group Inc	ZLM	Reg. 9901.344(c)
A reduction in pay based on unacceptable performance and/or conduct when the employee is not being reassigned or reduced in band		897	Pay Reduct	ZLM	5 U.S.C. Ch 75
A pay adjustment action not covered above	Employee's pay retention is terminated at the end of the two-year entitlement period	890	Misc Pay Adj	Z6H	Reg. 9901.356(f)(1)
	Employee receives one-time noncompetitive promotion equivalent base salary increase			ZLM	Reg. 9901.371(l)

	Employee receives a performance pay increase in base salary for other special circumstance			ZLM and 8RR	Reg. 9901.344(a)(3) and DEPSECDEF Memo, Dtd_____
Establishment, change in amount, or termination of NSPS Foreign Language Proficiency Pay (FLPP)		926	Foreign Language Proficiency Pay	6AA	Reg. 9901.364

Notes:

1. When employee is also being reassigned, two actions must be processed.

**National Security Personnel System
Natures of Action and Legal Authority Codes
Table 4. Bonuses**

If action results from	And	NOAC	NOA	LAC	Authority
Lump sum payment made to an individual based on performance rating (see Note for this table)	In lieu of pay adjustment due to range maximum or control point	885	Lump Sum Performance Payment RB-ILPA	V3A	Reg. 9901.342(g)(3)
	In lieu of pay adjustment - other reason			V3B	Reg. 9901.342(g)(3)
	Not in lieu of pay adjustment; separately administered (e.g., extraordinary performance recognition bonus, other special circumstances)	886	Lump Sum Performance Payment RB-NILPA		
Lump sum payment made to an individual not based on performance rating		887	Lump Sum Performance Payment NRB		
Cash award is a performance-based payment in recognition of organizational or team achievement (see Note for this table)		889	Group Award - Other		

Note: If any amount of the payout is the result of being rolled over because an authorized base salary increase exceeds the maximum of the employee's assigned rate range or a "control point", use remark code Y2J: Bonus includes \$_____ rolled over from the corresponding increase. (Example: Management authorizes \$1000 base salary EPR increase and \$1000 EPR bonus, but the employee's base salary is only \$500 below the maximum of his/her assigned rate range. Then, \$500 automatically rolls over to be paid as a bonus, which is now \$1500 - \$500 is the rollover portion.)

**National Security Personnel System
Natures of Action and Legal Authority Codes
Table 5. Other**

If action results from	And	NOAC	NOA	LAC	Authority
Separations by Other than Retirement					
Separation because employee has accepted another NSPS position in another DoD agency without a break in service	Employee accepts job at a higher level of work	352	Termination-App't In (Agency)	DFM	5 CFR 9901.516(e) Prom
	Employee accepts job at a lower level of work			DKM	5 CFR 9901.516(e) Chg to Lower Band
	Employee accepts job at a comparable level of work			DBM	5 CFR 9901.516(e)

Appendix 2.

NSPS Specific Remarks Codes and Remarks
(Use as many as are applicable on the action being processed)

Code	Remark
Appointment Limitations	
Y1A	Assignment to the National Security Personnel System as authorized by 5 U.S.C. 9902(i).
Y1B	Temporary employees serve under appointments limited to 1 year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. (Note: This is a modification of remark A21)
Y1D	Employee is eligible for noncompetitive conversion to an NSPS career conditional or career appointment.
Y1E	Appointment is subject to a 2-year probationary period beginning (date). (Note: This remark is to be used for excepted service appointment of an individual who is not a preference eligible; if the appointee is a preference eligible, use remark code E18 instead)
Y2G	Appointment is NTE 2 years. Upon satisfactory completion of the program, you will be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program, employment will be terminated. (Note: This is a modification of remark A03 and is used with a VRA appointment)
Y2L	The employee's "base grade" is: _____. (For SPAWAR use only)
Y2M	The employee is converted into the National Security Personnel System under the provisions of Implementing Issuances, SC1911.4.7. After establishment of a GS grade, the position is converted into NSPS using SC1911.4.3. and SC1911.4.4.
Y2N	The employee was converted from the demonstration project under the provisions of Federal Register, Vol 46, Number 144, July 28, 1981. Prior to exiting of an employee from the demonstration project, the employee will be converted to the appropriate GS grade using the "base grade" principle. The "base grade" is the GS grade most comparable to the employee's current demonstration project level and salary. Where the employee's salary is in more than one GS grade, the GS grade is either (1) the higher of the two grades if the current salary meets or exceeds Step 4 of the higher GS grade or (2) the lower of the grades if the current salary is less than Step 4 of the higher GS grade. (For SPAWAR/China Lake use only)
Position Change Actions	
Y1F	Qualification requirements waived per Reg. 9901.203. (Note: This is a modification of remark K02)
Y1G	Full performance band of employee's position is (enter pay schedule and pay band). (Note: This is a modification of remark K20)
Y2A	Qualification requirements modified because of general OPM or NSPS amendment. (Note: This is a modification of remark K01)
Pay Rate	

Y1I	Salary in block 20 includes a proportional adjustment in accordance with NSPS regulations based on time completed towards the within-grade waiting period applicable to the position occupied immediately prior to movement into NSPS. (Note: For use when either the WGI adjustment (5 CFR 9901.371(j)) or the WGI adjustment equivalent (5 CFR 9901.351(c)) is provided to the employee.)
Y1J	Salary in block 20 includes a local market supplement of \$_____.
Y1K	Salary in block 20 includes a performance-based increase to base salary of \$_____.
Y1L	Salary in block 20 includes an Organization Achievement Recognition increase to base salary of \$_____.
Y1M	Salary in block 20 includes an Extraordinary Performance Recognition Increase to base salary of \$_____.
Y1N	Salary in block 20 includes an accelerated compensation increase to base salary of \$_____.
Y1S	Salary in block 20 includes a general salary increase of \$_____.
Y1T	Salary in block 20 includes an increase in base salary of ____%.
Y1U	Salary in block 20 reflects a ____% decrease in base salary as a result of adverse action.
Y2C	Salary in block 20 reflects a ____% decrease in base salary as a result of a voluntary action.
Y2D	Your base salary has been increased to set at the minimum of the pay band. (Note: See Reg. 9901.323(e) and information under "Remarks" in the <i>Employee Conversion When Position Becomes Covered by NSPS</i> section of this supplement.)
Y2E	Salary in block 20 includes an increase in base salary of ____% based on a management-directed reassignment.
Y2F	Salary in block 20 includes an increase in base salary of ____% based on a voluntary non-competitive action.
Y2I	Salary includes (performance-based increase/general salary increase/other increase (specify)) for which employee became eligible on (date). (Note: This is a modification of remark P19)
Y2J	Bonus amount includes \$_____ rolled over from the corresponding increase.
Y2Q	Salary in block 20 includes a special one-time GS promotion equivalent base salary increase in accordance with NSPS regulations. (Note: For use with situations found at 5 CFR 9901.371(l).)
Y2V	Salary in block 20 includes a one-time temporary base salary increase based on a temporary promotion rate held immediately before conversion in accordance with NSPS regulations. The NTE date of the initial temporary promotion remains in effect. (Note: For use with situation found at 5 CFR 9901.371(k).)
Agency Explanation of Employee's Separation	
S54*	Offered job(s) of (position title, pay schedule, pay band, salary, and geographical location). (Note: Used on RIF separations.)
Retained Grade and Retained Pay	
Y2B	Employee is entitled to pay retention through (date). (Note: Ending date should be the last day of the 104 th week following the effective date of the action placing the employee on pay retention.)
Y1Y	Grade retention entitlement terminated. Employee will be entitled to pay retention through (date). (Ending date should be the last day of the 104 th week following the effective date of the action placing the employee on pay retention.)

Tenure	
T29	Tenure code change authorized by 5 CFR 9901.511(e).
Separations	
Y3F	For the purpose of setting pay upon conversion/movement to a GS position, the employee's virtual GS grade is GS-__ (insert GS grade); the virtual GS adjusted salary rate is \$_____ (insert GS adjusted salary rate); and the virtual GS base salary rate is \$_____ (insert GS base salary rate). The procedures for establishing a virtual GS grade and virtual GS rate are prescribed in 5 CFR 9901.372.

* OPM remark code - this remark is modified by DoD for NSPS actions; existing OPM remark code retained.

OPM Remarks Not Used on NSPS Actions

Code	Remark
Appointment Limitations	
A03	This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.
A21	Temporary employees serve under appointments limited to 1-year or less and are subject to termination at any time without use of adverse action or reduction-in-force procedures. A temporary appointment does not confer eligibility to be promoted or reassigned to other positions, or the ability to be noncompetitively converted to career-conditional appointment.
Employment Conditions	
E03	Trial period completed.
E19	Appointment is subject to completion of one year trial period beginning (date).
Position Change Actions	
K01	Qualification requirements modified because of general OPM amendment.
K20	Full performance level of employee's position is (enter pay plan and grade, level, or band). (Note: Remark modified under NSPS)
K50	From position change NTE (date).
Miscellaneous	
M24	Continues position change NTE (date).
Pay in Addition To, Or Outside Of, Salary	
N61	Per Reg 531.203(d)(2)(vi), the rate received solely during period of Interim WGI may not be used to establish highest previous rate.
Pay Rate	
P01	Previously employed at (pay plan; grade, level, or band; rate).
P03	Pay rate shown is subject to upward retroactive adjustment upon verification of prior service.
P04	Superior qualifications appointment made under Reg 531.203(b).
P05	Special rate under 5 U.S.C. 5305.
P12	Eligibility date for within-grade increase adjusted to reflect excess time in nonpay status. New estimated eligibility date is (date).

P15	Within-grade increase to step (number) denied because your work is not at an acceptable level of competence. You remain at GS (number), step (number).
P16	Met all requirements for WGI to (grade and step) (date); due on (date).
P17	Entitled to retained pay until (date); otherwise, pay would be (pay plan; grade, level, or band; and step if applicable).
P18	Retained rate period expires (date). Effective (date) pay will be (\$_____).
P19	Salary includes WGI for which employee became eligible on (date).
P30	Eligibility date for WGI has been adjusted to reflect credit for service on intermittent work schedule. Estimated eligibility date is (date).
P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for substantial, irregular overtime work you perform which cannot be controlled administratively.
P81	Salary in block 20 includes AUO of \$__.
P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.
P92	Salary includes a locality-based payment of __%.
P93	Special salary rate exceeds the locality rate of pay, so employee receives no locality payment.
Retained Grade and Pay	
X35	The retained pay plan and grade (pay plan and grade) is equivalent to (pay plan and grade), the position from which reduced.
X37	Employee is entitled to retain grade of (pay plan and grade) through (date).
X38	On (date) employee will be entitled to retain grade of (pay plan and grade) through (date) provided the preceding period of grade retention is not terminated earlier.
X39	Employee elected to terminate grade retention entitlement.
X41	Salary is 150 percent of maximum rate of grade to which assigned.
X43	Expiration of grade retention period as (pay plan and grade).
X44	Rate is step (number) of (pay plan and grade), retained grade.
X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
X46	Action gives employee within-grade increase/quality increase to step (number) of (pay plan and grade), retained grade.
X47	Action denies within-grade increase to step (number) of employee's retained grade.
X48	Declined offer of (position title, pay plan, series, and grade, level, or band).
X61	Retained grade will not be used for purposes of reduction-in-force.
X62	Action grants within-grade increase in employee's retained grade of (pay plan and grade).
X63	Action denies within-grade increase in employee's retained grade of (pay plan and grade).

Appendix 4.

Determining the Pay Rate Determinant under NSPS

<i>R U L E</i>	<i>If the Employee</i>	<i>And</i>	<i>And</i>	<i>Then PRD Code is</i>
1	Receives a scheduled rate and is not covered by rules 2 through 6			0
2	Is entitled to pay retention for a 104-week period IAW NSPS regulations			4
3	Is receiving pay greater than would otherwise be payable for the employee's position because the position has been designated critical by the Office of Personnel Management in consultation with the Office of Management and Budget			C
4	Retains Senior Executive Service pay	is a former career Senior Executive Service employee who has been removed from the Senior Executive Service	is receiving a retained rate of pay under 5 CFR 359.705	R (see Note for this table)
5	Retains a scheduled rate of pay below the minimum rate of his/her assigned pay band (due to unacceptable performance)	retained rate is without time limitation		T
6	Is entitled to indefinite pay retention at the time of conversion or other applicable management-directed action into NSPS			2

Note: Employees with pay rate determinant "R" are not subject to the 104-week limit for receipt of pay retention. When a general salary increase is provided in accordance with 5 CFR 9901.323(a)(1), these employee's receive the same percentage increase (calculated in the same manner) as other NSPS employees on pay retention unless they have a Level 1 rating of record, in which case they receive 50% of the GS annual adjustment under 5 U.S.C. 5303.

Determining the Last Equivalent Increase

When an employee moves out of an NSPS position to a GS/FWS position, a determination will need to be made regarding which NSPS event resulted in a "last equivalent increase" for that individual. The date of that event and the amount of the increase must be provided to the gaining agency. The determination of the last equivalent increase is based on information found at 5 CFR 531.407 (as amended effective December 8, 2008 by final regulations published on November 7, 2008, 73 FR 66143).

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

1. A promotion to a higher band under 5 CFR 9901.354, excluding a temporary promotion that is later cancelled;
2. Any within-band increase other than a general salary increase under 5 CFR 9901.323, including:
 - a performance pay increase under 5 CFR 9901.342;
 - a special within-band increase under 5 CFR 9901.344;
 - a developmental pay increase under 5 CFR 9901.345;
 - a pay adjustment upon placement in an NSPS position under 5 CFR 9901.351(c) (i.e., a WGI adjustment equivalent);
 - a reassignment increase under 5 CFR 9901.353 upon reassignment to a position within the same band, including such a reassignment increase granted immediately upon movement from a non-NSPS position (i.e., excluding reassignment to a comparable band, since that band is in a different NSPS pay schedule with its own basic pay schedule);
 - an increase (if any) under 5 CFR 9901.355 provided after a reduction in band in the same pay schedule, including such an increase provided immediately upon movement from a non-NSPS position or reduction in band from a non-NSPS position (i.e., excluding movement to a lower band in a different pay schedule);
 - a pay adjustment upon conversion to NSPS under 5 CFR 9901.371(j) (i.e., a WGI adjustment (buy-out)); or
 - a one-time noncompetitive promotion equivalent increase provided to eligible employees during the first 12 months following conversion under 5 CFR 9901.371(l).
3. A zero increase at the time of an opportunity for an increase, which would include the following:
 - A zero performance pay increase under 5 CFR 9901.342, excluding employees who do not have an opportunity for an increase because their rate equals or exceeds a range maximum;
 - A zero developmental pay increase under 5 CFR 9901.345, if there is a fixed schedule for receiving such an increase;
 - A zero pay adjustment (WGI adjustment) upon conversion to NSPS under 9901.371(j), if the zero adjustment was based on the employee being rated below an acceptable level of competence (as defined in 5 CFR part 531, subpart D), as required by 5 CFR 9901.371(j)(6);

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

The receipt of a local market supplement adjustment is not considered an equivalent increase.

Note: If a specially situated employee receives a modal rating of 1 or 2 and his or her own last rating of record is 1 or 2, resulting in a zero performance payout, the DLEI must be updated to reflect the effective date of the payout.

Glossary of NSPS Terminology

ADJUSTED SALARY—An employee's base salary plus any local market supplement paid to that employee. For an employee moving into NSPS from a non-NSPS position, *adjusted salary* also refers to a non-NSPS base salary/basic pay plus any applicable locality pay under 5 U.S.C. 5304, special rate supplement under 5 U.S.C. 5305, or any equivalent supplement. (See 5 CFR 9901, subpart C and CPM SC1930)

BASE SALARY—An employee's pay before any deductions and exclusive of additional pay of any kind (e.g., local market supplement). For an employee moving into NSPS from a non-NSPS position, base salary also refers to non-NSPS pay, before deductions and exclusive of additional pay of any kind (e.g., locality pay or a special rate supplement. (See 5 CFR 9901, subpart C and CPM SC1930)

BONUS—An element of the performance payout that consists of a one-time lump-sum payment made to employees. It is not basic pay for any purpose. (See 5 CFR 9901, subpart C and CPM SC1930)

CAREER CONDITIONAL EMPLOYEE—An individual appointed without time limit to a competitive service position in NSPS who does not meet the definition of a career employee. (See 5 CFR 9901, subpart E)

CAREER EMPLOYEE—An individual appointed without time limit to a competitive service position in NSPS who has served 3 years of substantially continuous service as described in 5 CFR 315.201(b). (See 5 CFR 9901, subpart E)

CAREER GROUP (CG)— A broad grouping of occupations performing similar types of work. The Standard CG includes all occupations not covered by a specialized CG. Specialized CGs are established based on factors such as mission or function, nature of work, qualifications or competencies, career or pay progression patterns, relevant labor-market features, etc. (See 5 CFR 9901, subpart B and CPM SC1920)

CONVERSION (or CONVERT, CONVERTED, CONVERTING)—Refers to positions and employees that become covered by the NSPS classification system as a result of a coverage determination made by the Secretary and excludes employees who move from a noncovered position to a position already covered by NSPS. This term also refers to NSPS employees who become covered by a different pay system without a change in position as a result of a coverage determination made by the Secretary. (See 5 CFR 9901, subpart B, C, and CPM SC1911)

DETAIL—The temporary assignment, other than temporary reassignment or temporary promotion, of an employee to another position or set of duties with the expectation that the employee will return to the permanent position of record upon expiration of the assignment. For pay and benefits purposes and for the purpose of part 5 CFR part 351, an employee continues to encumber the position from which the employee was detailed. (See 5 CFR 9901, subpart E)

DIRECT HIRING AUTHORITY—OPM or DoD approved hiring authority which expedites recruitment of persons for appointment to NSPS positions in shortage occupations or where there is a critical need. (See 5 CFR 9901, subpart E)

GENERAL MARKET or STRUCTURAL PAY ADJUSTMENT (GEN ADJ)—Any general market or structural increase or decrease in an employee's base salary when there is no change in the duties or responsibilities of the employee's position. A general pay adjustment may include a general salary increase (including a targeted general salary increase) or a change in the local market supplement. (See 5 CFR 9901, subpart C and CPM SC1930)

GROUP-BASED PAY INCREASE (GROUP INC)—A rating-based base salary increase provided to a group of employees in recognition of group performance/contributions. Under NSPS, this NOA/NOAC is used to provide a group award for organizational or team achievement. (See 5 CFR 9901, subpart C and CPM SC1930)

HIGHLY QUALIFIED EXPERT—An individual possessing uncommon, special knowledges or skills in a particular occupational field beyond the usual range of expertise, who is regarded by others as an authority or practitioner of unusual competence and skill. The appointment of highly qualified experts is limited to critical occupations, as determined by the Designee, necessary to promote the Department's national security mission. P.L. 108-136, Section 9903, authorized the Department to hire highly qualified experts under certain terms and conditions. Guidance and procedures related to the employment of highly qualified experts was provided in a memo issued February 27, 2004, by the DUSD (Personnel and Readiness).

INITIAL PROBATIONARY PERIOD—The initial period of service immediately following an employee's appointment to the competitive or excepted service during which an authorized management official determines whether the employee fulfills the requirements of the position to which assigned. (See 5 CFR 9901, subpart E)

IRREGULAR PERFORMANCE PAY (IRREG PERF PAY)—A performance-based base salary increase provided to an individual employee on an irregular basis in recognition of his/her performance/contributions. (See 5 CFR 9901, subpart C and CPM SC1930)

LOCAL MARKET SUPPLEMENT—A geographic- and occupation-based supplement paid in addition to an employee's base salary, including a standard local market supplement or a targeted local market supplement. (See 5 CFR 9901, subpart C and CPM SC1930) (See *STANDARD LOCAL MARKET SUPPLEMENT* and *TARGETED LOCAL MARKET SUPPLEMENT*)

MISCELLANEOUS PAY ADJUSTMENT (MISC PAY ADJ)—A category established for pay adjustment actions not covered by other codes. (See 5 CFR 9901, subpart C and CPM SC1930)

NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)—A human resources management system established by the Department of Defense as authorized by P.L. 108-136, effective November 24, 2003, and amended by P.L. 110-181, effective January 28, 2008, and P.L. 110-417, effective October 14, 2008. The NSPS is

characterized by its emphasis on pay for performance. The NSPS includes a HR system that includes classification, compensation, performance management, and hiring and employment provisions.

OFFICIAL TITLE—The position title prescribed in an NSPS classification standard or by supplemental Component guidance. (See 5 CFR 9901, subpart B and CPM SC1920)

PAY BAND (PB)—A work level and associated pay range within a pay schedule. (See 5 CFR 9901, subpart B and CPM SC1920)

PAY SCHEDULE (PS)—A combination of similar types of work within a career group. Each PS has a unique NSPS pay plan code (e.g., YA, YB, YC). (See 5 CFR 9901, subpart B and CPM SC1920)

PAY REDUCTION (PAY REDUCT)—A decrease in an employee's salary as a result of an adverse action when the employee is not reassigned or reduced in band. (See 5 CFR 9901, subpart C and CPM SC1930)

PAY RETENTION— A base salary rate above the maximum rate of the employee's assigned pay band which an employee is allowed to keep for 104 weeks following a qualifying event as described in 5 CFR 9901.356.(c) when his or her base salary would otherwise be reduced. (Note: Commonly referred to as "retained rate" or "retained pay") Employees who are entitled to indefinite pay retention at the time of conversion or upon management-directed assignment into NSPS are "grandfathered" in, i.e., their indefinite pay retention entitlement continues until a terminating event, as described in 5 CFR 9901.356(f) occurs. (See 5 CFR 9901, subpart C and CPM SC1930)

POSITION (or Job)—The duties, responsibilities, and related competency requirements that are assigned to an employee whom the Secretary approves for coverage under the National Security Personnel System. (See 5 CFR 9901, subpart B and CPM SC1920)

POSITION CHANGE—A move by an employee from one position to another position during his or her continuous service within the same agency. These moves are called promotions, reassignments, or reductions in band (changes to lower grade, level or band). (Note: Formerly, the term "Position Change" technically referred to the movement of an employee on grade retention. Grade retention is not a feature of NSPS and the "Psn Chg" natures of action and NOAC (740/741/770) are not used under NSPS.)

POSITION CLASSIFICATION—The analysis and identification of a position and placing it in the NSPS career group, pay schedule, and pay band authorized under 5 CFR 9901, subpart B.

PREMIUM PAY—Includes, but is not limited to--additional pay for overtime; compensatory time-off; Sunday, holiday, and night pay; annual premium pay for standby duty; availability pay for criminal investigators; and, hazardous duty pay. (See 5 CFR 9901, subpart C and CPM SC1930)

PROMOTION— Movement of a DoD employee from one pay band to a higher pay band (i.e., from one level of work to a higher level of work) while continuously employed, including (for pay setting and competition purposes) the movement of an employee currently covered by a non-NSPS Federal personnel system to an NSPS position determined to be at a higher level of work based on the application of the NSPS classification structure as described in implementing issuances. A promotion may be on a permanent or temporary basis. (See 5 CFR 9901, subparts A, C, and CPM SC1920)

REASSIGNMENT— Movement of a DoD employee from his or her position of record to a different position or set of duties in the same or a comparable pay band (i.e., from a level of work to a comparable level of work) while continuously employed, including (for pay setting and competition purposes) the movement of an employee currently covered by a non-NSPS Federal personnel system to an NSPS position determined to be at a comparable level of work based on the application of the NSPS classification structure as described in implementing issuances. A reassignment may be voluntary or involuntary. A reassignment may be on a permanent or temporary basis. Reassignments include: (1) movement to a position in a new occupational series, or to another position in the same occupational series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification standard; and (3) assignment to a position that has been redescribed as a result of a position review. (See 5 CFR 9901, subparts A, C, and CPM SC1920)

REDUCTION IN BAND— Movement of a DoD employee from one pay band to a lower pay band (i.e., from one level of work to a lower level of work) while continuously employed, including (for pay setting and competition purposes) the movement of an employee currently covered by a non-NSPS Federal personnel system to an NSPS position determined to be at a lower level of work based on the application of the NSPS classification structure as described in implementing issuances. A reduction in band may be voluntary or involuntary. (See 5 CFR 9901, subparts A, C, and CPM SC1920)

REGULAR PERFORMANCE PAY (REG PERF PAY)—A performance-based base salary increase provided to an individual employee who has received a rating of record of Level 3 or above under the regular NSPS rating cycle. (See 5 CFR 9901, subpart C and CPM SC1930)

SECRETARY—The Secretary of Defense.

STANDARD LOCAL MARKET SUPPLEMENT (LMS)—A supplement that applies to employees in a given pay schedule or band who are stationed within a specified local market area (the boundaries of which are defined under 5 CFR 9901.332(b), unless a targeted local market supplement applies. Standard local market supplements are generally administered for covered employees in the same manner as locality-based comparability payments under 5 U.S.C. 5304 and 5304a. Standard local market supplements are considered basic pay (as defined in 5 CFR 9901.103) for retirement, insurance, and other purposes, as described in 5 CFR 9901.331(d).

SUPERVISORY DIFFERENTIAL—The annual total dollar amount paid, over and above basic pay, to an NSPS supervisor who otherwise would be paid less than one or more of the civilian employees supervised. (5 U.S.C. 5755)

SUPERVISORY PROBATIONARY PERIOD—The first year of service immediately following an employee’s initial appointment or placement in a supervisory position during which an authorized management official determines whether the employee fulfills the requirements of the position to which assigned. (See 5 CFR 9901, subpart E)

TARGETED LOCAL MARKET SUPPLEMENT (LMS)—A supplement established by the Secretary to address significant recruitment or retention difficulties or for other appropriate reasons and which applies to a defined category of employees. The targeted local market supplement can be based on occupation, band, organizational component, geographic location of official worksite, specializations, special skills or qualifications, or other appropriate factors. It can be provided to employees who are eligible for a standard local market supplement only if the targeted local market supplement is a larger amount. Targeted local market supplements are considered basic pay (as defined in 5 CFR 9901.103) for retirement, insurance, and other purposes, as described in 5 CFR 9901.331(d).

TEMPORARY APPOINTMENT—An appointment made to an NSPS position in either the competitive or the excepted service for up to one year when the need for an employee's services is not permanent. An authorized management official may extend the temporary appointment for two additional years in increments not to exceed one year, to a maximum of three years. (See 5 CFR 9901, subpart E)

TERM APPOINTMENT—An appointment to an NSPS position in the competitive service that will last more than one year but not more than five years when the need for the employee's services is not permanent or to accomplish permanent work in circumstances where the position cannot be filled permanently. An authorized management official may extend the term appointment for one additional year, to a maximum of six years. (See 5 CFR 9901, subpart E)

TIME-LIMITED APPOINTMENT—An appointment to an NSPS position in the excepted service in accordance with 5 CFR part 302. (See 5 CFR 9901, subpart E)

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in a different agency that can be filled under the same appointing authority: 5 CFR 9901.516(e) authorizes the transfer of competitive service career and career-conditional appointees in non-NSPS personnel systems to competitive service career and career-conditional appointments under NSPS; 5 CFR 9901.511(a) authorizes the transfer of excepted service veterans’ recruitment authority appointees to excepted service veterans’ recruitment appointment positions in the NSPS. (See 5 CFR 9901, subpart E)