



NSPS to AcqDemo Transition Guide

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*A Guide for Transition Managers
And Human Resources Practitioners*

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Foreword

A NOTE FROM THE ACQDEMO PROGRAM DIRECTOR:

I want to take this moment to thank all of you in advance for the support that will be needed and provided to make this transition to AcqDemo just as smooth as many of you have worked to accomplish with the GS population. To aid you in doing so, we have deliberately modeled this AcqDemo transition guidance after the guide produced by the NSPS Transition Office for the GS transition. We hope you will find it informing and useful in your efforts to transition those personnel converting to AcqDemo.

I also would like to offer my personal special thanks to those in the AcqDemo community who helped to prepare this document and those in the NSPSTO for their careful and helpful review and coordination of it. In particular, those great folks are:

*Jerold Lee, US Army Acquisition Support Center
Timothy Zeitler, US Army Acquisition Support Center
Lori Branch, US Army Acquisition Support Center
Sandra Rawdon, Missile Defense Agency*

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* * * * *

NSPS to AcqDemo Transition Guide

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Chapter 1 – General

This NSPS to AcqDemo Transition Guide provides information on transition-related personnel actions to better equip human resources (HR) practitioners with the knowledge to respond to common inquiries received from employees, managers, and supervisors concerning matters related to the transition of NSPS employees and their positions to the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo).

Chapter 1 provides an overview of processes and procedures involved in transitioning employees and their NSPS positions to AcqDemo. Subsequent chapters provide greater details regarding specific areas impacting the transition. The subsequent chapters cover the following topics.

- Chapter 2 – *Classification*
- Chapter 3 – *Pay Upon Transition*
- Chapter 4 – *Staffing*
- Chapter 5 – *Performance Management*

AcqDemo is an all encompassing personnel demonstration project authorized by Federal Register (see copy of FR with amendments provided at the [AcqDemo website](#) library. For the purpose of this guidance, “AcqDemo” refers to all aspects of the demonstration project as they relate to above chapters of this guide.

Components¹ may issue additional guidance, instructions, and training and communication materials consistent with the information presented in this guide.

¹ “Components” means the Military Departments, Combatant Commands, and DoD Fourth Estate Entities. The DoD Fourth Estate consists of the following entities: the Office of the Secretary of Defense, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities in the DoD that are not in the Military Departments or the Combatant Commands. For the purpose of this guidance, the term “Components” is limited to organizations with independent appointing authority.

I. General Information

A. Summary of Basic Statutory Provisions

1. Section 1113 of the National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010), Public Law 111-84, enacted on October 28, 2009, repealed the statutory authority for NSPS.
2. All employees and positions must be transitioned from NSPS by not later than January 1, 2012.
3. NSPS regulations in effect on the date of enactment of NDAA 2010 may be modified only as needed to implement the Act.
4. NSPS positions and employees will convert to the statutory pay system and all other aspects of the personnel system that last applied to the employee or position, or the statutory pay system that would have applied if NSPS had never been established. For purposes of this transition guidance, the previous pay system that last applied was the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo).
5. In accordance with section 1113(c)(1) of NDAA 2010, no employee shall suffer a loss of or decrease in pay as a result of conversion of employees and their permanent positions from NSPS to the GS or any other non-NSPS personnel system.
6. NSPS regulations, as in effect on the day before enactment of NDAA 2010, will continue to apply to employees and positions that remain covered by NSPS during the NSPS transition period (i.e., the period beginning on October 28, 2009, and ending on January 1, 2012).

B. Coverage

Any position previously covered by AcqDemo prior to becoming covered by NSPS or any position that would have been covered by AcqDemo, as determined by the NSPS Transition Office, if NSPS had never been established will return to that personnel demonstration project. Employees/positions excluded from transition to AcqDemo include:

- a. Positions previously covered by the GS system and therefore will return to that system. This includes intern positions and positions occupied by employees appointed under the Student Career Experience Program (SCEP) when those positions were covered by (or would otherwise have been covered by) the GS system prior to becoming covered by NSPS.
- b. Positions moving to Science and Technology Reinvention Laboratory (STRL) demonstration projects. These positions are excluded by section 1105(c) of NDAA 2010.

- c. Positions excepted by NSPS Transition Office (NSPSTO) memorandum, *Request for Exception for Healthcare Positions to DoD Guidance on Filling Vacancies and From Conversion During the National Security Personnel (NSPS) Transition*, dated May 27, 2010, and amendment dated June 17, 2010 (see Appendix 1-A).
- d. Positions in organizations returning to another alternative personnel system.
- e. Employees appointed under the Student Temporary Employment Program (STEP). These positions are excluded by the AcqDemo Federal Register from coverage under AcqDemo.
- f. Other categories of positions pending establishment of a new personnel demonstration project or alternative personnel system.

C. Transition Schedule

1. Components will plan for the transition of identified positions, employees, and organizations from NSPS to AcqDemo on May 22, 2011.
2. Unless an organization has positions that never transitioned from AcqDemo, Components will continue to recruit vacant positions as NSPS until each organization transitions from NSPS. Organizations that currently have positions under AcqDemo may begin recruiting vacant positions as AcqDemo. For those organizations, all vacancies filled by both new appointments and internal competitive placement procedures in affected organizations will be classified, advertised and filled as AcqDemo positions beginning March 27, 2011. See Appendix 1-A.
3. Deployed civilian employees in organizations transitioning from NSPS to AcqDemo will transition in accordance with policies and procedures provided in Appendix 1-C. Employees must be notified of transition from NSPS not later than 30 days prior to transition.
4. Local collective bargaining obligations under 5 U.S.C. Chapter 71 must be satisfied prior to transitioning NSPS employees represented by bargaining units.

II. Basic Transition Procedures

A. Applicable Regulations

Except to the extent necessary to prevent a reduction in NSPS adjusted salary, AcqDemo regulations will apply to pay upon transition. AcqDemo career path and broadband level descriptors will apply to the classification of NSPS positions upon transition to AcqDemo. AcqDemo Federal Register and Operating Procedures will not be modified to prevent a loss in earning potential.

B. Basic Transition Process

There are three basic steps to the process:

1. Classify each NSPS position by applying OPM title and series designations and AcqDemo career path and broadband level descriptors to the duties and responsibilities of the position and the qualifications required to perform those duties and responsibilities. This will result in a title, series, career path and broadband level determination for each position (*see* Chapter 2 of this guide).
2. Assign each employee to the AcqDemo title, series, career path and broadband classification for their permanent, temporary or term position (*see* Chapter 4 of this guide).
3. Employees will be assigned their AcqDemo position without change in pay unless the minimum of the broadband level to which classified is not met. Employees with an adjusted salary below the broadband pay range will receive a pay adjustment to the bottom on the band. Employees with an NSPS adjusted salary above the broadband pay range will be placed on pay retention (*see* Chapter 3 of this guide).

C. Performance Management During Transition

1. In accordance with paragraph I.A.6. of this chapter, regulations governing the NSPS performance management process apply to employees covered by NSPS.
2. Upon transition from 5 CFR 9901 subpart D, Performance Management, employees become subject to the AcqDemo Contribution-based Compensation and Appraisal System (CCAS) (*see* Chapter 5 of this guide).
3. NSPS ratings of record (as defined by 5 CFR 9901.103) are “equivalent ratings of record” under 5 CFR 430.201(c)(2). As such, upon transition, an employee’s NSPS rating of record is considered a “rating of record” for reduction in force purposes.

III. Transition Tools and Support

A. Transition Checklist

The AcqDemo readiness tool contains a transition checklist to help organizations plan and prepare for transition from NSPS to AcqDemo. Components have identified transition organization and higher level review POCs to have access to the tool.

B. Automation

1. By January 18, 2011, Defense Civilian Personnel Data System (DCPDS) modifications to support manual processing of NSPS to AcqDemo transition actions will be completed. The Civilian Personnel Management Service (CPMS) will provide instructions for the manual processing of pipeline actions to information systems personnel in the Component Human Resources Offices (HRO).
2. By March 1, 2011, an automated process will also be in place to facilitate the mass transition of employees and their positions from NSPS to AcqDemo. Information in DCPDS may be insufficient to determine the appropriate AcqDemo career path and broadband level, title, and series classification of each NSPS position. Therefore, the mass automation capability requires some manual intervention to determine the appropriate AcqDemo classification and to input AcqDemo position data for NSPS positions transitioned to AcqDemo. The Civilian Personnel Management Service (CPMS) will provide instructions for the manual processing of pipeline actions to information systems personnel in the Component Human Resources Offices (HRO).
3. Components should take necessary steps to ensure that any Component automated tools that interface with DCPDS are modified as necessary to accommodate changes to DCPDS and to ensure data quality checks/cleanup are performed prior to transition.

C. Training and Communication

1. A variety of training and communication materials are available to assist employees, HR practitioners, managers, and supervisors during the transition period. See the [AcqDemo website](#) for information.
2. Components may develop communication materials specific to their organizations consistent with this guidance.

Appendix 1-A– Guidance Governing NSPS Transition Period – Prior to Termination



DEPARTMENT OF DEFENSE
NSPS TRANSITION OFFICE
1400 KEY BOULEVARD SUITE B200
ARLINGTON, VA 22209-5144

NSPS
Transition

March 24, 2011

MEMORANDUM FOR NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)
COMPONENT PROGRAM MANAGERS

SUBJECT: Filling NSPS Vacancies During the NSPS Transition Period for
Organizations Converting to Department of Defense (DoD) Civilian
Acquisition Workforce Personnel Demonstration Project (AcqDemo)

Reference: NSPSTO memorandum, dated 10 December 2009, subject: *Filling
NSPS Vacancies During the NSPS Transition Period*

The National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010) includes a provision to repeal the authority for the National Security Personnel System (NSPS) and requires the transition of employees out of NSPS, with no loss of or decrease in pay, by not later than January 1, 2012. NDAA 2010 also requires the Department of Defense (DoD), to the extent practicable, to begin appointing individuals to non-NSPS statutory pay systems when vacant NSPS positions are filled by new appointment.

Above referenced memorandum provided guidance on filling NSPS vacancies during the NSPS transition period for positions which would later transition to the General Schedule system. Positions and/or employees in organizations transitioning from NSPS to AcqDemo were excluded from the requirements outlined in the previous guidance pending establishment of necessary program management infrastructure and training. These requirements have now been met and transition of eligible positions and/or employees from NSPS to AcqDemo has been scheduled for May 22, 2011. Consequently, consistent with law, organizations scheduled to transition from NSPS to AcqDemo must now begin filling positions under AcqDemo rules and regulations. The attached operating guidance provides instructions for making appointments to AcqDemo during the transition period.

As additional guidance is developed regarding the conversion of NSPS employees to AcqDemo, it will be provided to Component Program Managers by the Program Director for Acquisition Demonstration for appropriate distribution.

A handwritten signature in black ink, appearing to read "John H. James, Jr.", written over a horizontal line.

John H. James, Jr.
Director

Attachment:
As stated

cc: OIPT alternates

**GUIDANCE GOVERNING ACQDEMO TRANSITION PERIOD
PRIOR TO TERMINATION**

- A. Purpose.** This guidance provides instructions for Department of Defense (DoD) HROs and supporting activities concerning transition appointments and the competitive/noncompetitive placement of current DoD employees to positions that are scheduled to transition from NSPS to AcqDemo between the date of this guidance and December 31, 2011. Prior to exercising the authority to make appointments to AcqDemo provided in this guidance, supervisors and managers must review the following online training materials if they have not yet attended local AcqDemo training sessions:

AcqDemo Tutorial—

http://www.acq.osd.mil/dpap/policy/acqdemo/tutorial/acqdemo/Acq_Tut/html/Default.htm

Employee Orientation Briefing—

<http://www.acq.osd.mil/dpap/ops/docs/Employee%20Orientation%20Briefing%20Final%20March%202011%20v3.pdf>

Employee Guide to AcqDemo—

http://www.acq.osd.mil/dpap/policy/acqdemo/about/docs/employee_guide.pdf

B. Definitions.

1. *Appointment* – placement of an individual onto the DOD rolls.
2. *Pipeline Action* – a position that can be filled (i.e., made effective) under NSPS by no later than June 20, 2011, and which meets one or more of the following criteria:
 - a. A competitive recruitment action for which an announcement is posted before April 10, 2011, or a recruitment action which is in a subsequent phase of the recruitment process (e.g., applicants being reviewed, certificate/list of eligibles sent to selecting official, tentative/firm offer made, etc.) as of April 10, 2011.
 - b. An action for which an open continuous announcement is posted before April 10, 2011, and the request for personnel action (RPA) was received by the HRO before April 10, 2011.
 - c. A recruitment action for which a noncompetitive selection is made for an NSPS position before April 10, 2011 (e.g., selection for VRA appointment, Schedule A appointment of persons with a disability, etc.).
 - d. A noncompetitive reassignment RPA received by April 10, 2011, in the HRO.
 - e. A recruitment action for which Priority Placement Plan (PPP) match(es) is/are identified before April 10, 2011.

**GUIDANCE GOVERNING ACQDEMO TRANSITION PERIOD
PRIOR TO TERMINATION**

- f. A noncompetitive conversion of an NSPS employee on a temporary or term appointment in the competitive service, consistent with 5 CFR 9901.511(d)(2), to a permanent appointment in the competitive service when the request to convert the employee is received by the HRO before April 10, 2011, and accomplished before transition from NSPS.
 - g. An extension of an NSPS employee's temporary or term appointment, consistent with 5 CFR 9901.511(d), when the request to extend the appointment is received by the HRO before April 10, 2011, and effected no later than the organization's scheduled date of transition from NSPS.
3. *Transition Period* – the period between October 28, 2009 and January 1, 2012, or the date an organization's employees and positions are converted out of NSPS if prior to January 1, 2012.

C. Operating Guidance:

1. Non-DoD individuals/employees – permanent appointments prior to April 10, 2011. Prior to April 10, 2011, non-DoD individuals *appointed* to a position in an organization covered by NSPS may be placed on an appropriate AcqDemo position requirements document (PRD).
2. Non-DoD individuals/employees – permanent appointments as of April 10 and beyond. Beginning on April 10, 2011, all non-DoD individuals/employees *appointed* to a position in an organization covered by NSPS must be placed on an appropriate AcqDemo PRD.
3. Temporary and term appointments. Effective April 10, 2011, temporary appointments in the competitive and excepted service made to positions which will later convert to AcqDemo will be limited to not-to-exceed dates consistent with 5 CFR 316.401(c) and 5 CFR 213.104. Further, advertisements for term appointments may only reflect the potential for noncompetitive conversion to a permanent appointment under rules and regulations provided for under AcqDemo (*see* Federal Register Vol., 64, Number 5, dated January 8, 1999, Section III.A.2.).
4. Internal placement.
 - a. DoD Non-NSPS employees. Beginning April 10, 2011, non-NSPS employees selected for a position in an organization covered by NSPS that will transition to AcqDemo must be placed on an appropriate AcqDemo PRD.
 - b. NSPS Employees.
 1. Competitive placement. Beginning April 10, 2011, NSPS employees who are selected for an NSPS covered position that will transition to AcqDemo via a competitive process must be placed on an appropriate AcqDemo PRD.

**GUIDANCE GOVERNING ACQDEMO TRANSITION PERIOD
PRIOR TO TERMINATION**

2. Noncompetitive placement. During the transition period, NSPS employees may be placed noncompetitively in an NSPS covered position (e.g., career ladder promotion, reassignment, etc.). NSPS employees may be temporarily promoted noncompetitively for a period of 120 days or less in conformance with the AcqDemo Operating Procedures.
3. Management-directed actions. Management may not direct assignment of an employee to AcqDemo when such assignment will result in a loss of pay except in the case of: (i) reduction in force (RIF) action; (ii) termination of a temporary personnel action; (iii) change of position action resulting from failure to successfully complete a supervisory probationary period; or (iv) a reduction in pay that is for cause (i.e., disciplinary or performance-based action).
5. Vacancy announcements posted before April 10, 2011. NSPS vacancy announcements posted before April 10, 2011, must contain the following statement to alert applicants that the position(s) will be converted to AcqDemo:

The position(s) covered by this vacancy announcement is/are scheduled to transition from the National Security Personnel System (NSPS) to the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) by July 3, 2011.
6. Open continuous announcements. As soon as possible, but no later than April 10, 2011, open continuous announcements for positions in an organization covered by NSPS that will transition to AcqDemo must be revised to reflect AcqDemo position requirements.
7. Job offers. Job offers for positions covered by NSPS will clearly indicate under which statutory pay system the selectee will be placed. If the selectee is to be placed under the NSPS statutory pay system, the selectee will be notified that the position is scheduled for transition from NSPS to AcqDemo by July 3, 2011.
8. Components may issue Component-specific guidance consistent with this guidance.

D. Exceptions.

1. The following categories of positions and/or employees are excluded from the requirements outlined in this guidance:
 - a. Positions excepted by NSPS Transition Office (NSPSTO) memorandum, *Request for Exception for Healthcare Positions to DoD Guidance on Filling Vacancies and From Conversion During the National Security Personnel (NSPS) Transition*, dated May 27, 2010, and amendment dated June 17, 2010.

**GUIDANCE GOVERNING ACQDEMO TRANSITION PERIOD
PRIOR TO TERMINATION**

- b. Positions occupied by employees on excepted service appointments who either may or must be noncompetitively converted to a competitive service appointment provided a similar noncompetitive conversion authority exists under Non-NSPS authorities applicable to AcqDemo (e.g., VRA, etc.).
2. The following populations *may* be excluded from this guidance to minimize adverse impact on employees and mission:
 - a. Positions to which BRAC employees are scheduled to relocate either geographically or to another organization when the move is outside the commuting area. This includes early relocation on a voluntary basis in advance of a transfer of function or realignment.
 - b. Positions scheduled for a transfer of function to a non-DoD entity prior to January 1, 2012.
 - c. Positions in organizations conducting a RIF during the transition period.
 - d. Deployed civilians exercising administrative return rights or returning from other deployments provided they were deployed from an NSPS position.
 - e. Selections or conversions resulting from pipeline actions as defined in section B.2.
 3. Additional categories of positions and/or employees *may* be excluded from this guidance on a case-by-case basis. Requests for approval of additional exceptions must be submitted to the NSPSTO through the USD(AT&L) Acquisition Demonstration Program Office by the appropriate Component NSPS Program Office. Decisions to grant exceptions may be made in response to a situation identified at the DoD-level or in response to written requests from an organization and submitted through Component channels. At a minimum, requests for exclusions should include:
 - a. The approximate number and geographic location of the proposed excepted positions.
 - b. Justification based on mission critical needs of the organization.
 - c. The proposed expiration date or expiration event of the requested action.
 - d. Any additional information relevant to the requested exception.

Appendix 1-B – Exclusion for Deployed Civilian



DEPARTMENT OF DEFENSE
NSPS TRANSITION OFFICE
1400 KEY BOULEVARD SUITE B200
ARLINGTON, VA 22209-5144

NSPS
Transition

November 12, 2010

MEMORANDUM FOR NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)
COMPONENT PROGRAM MANAGERS

SUBJECT: Transition from NSPS to Non-General Schedule Systems –
Deployed Civilians

The guidance provided in this memorandum addresses treatment of deployed civilians who will transition from NSPS to non-GS systems (e.g., the Acquisition Demonstration Project, Scientific and Technology Reinvention Laboratory demonstration projects, etc.).

For the purpose of this guidance, “deployed civilian” has the meaning given the term in the USD memorandum; subject Increased Annual Pay Limitations, dated March 22, 2010. As defined in that memorandum, deployed civilians are employees who perform work in direct support of, or directly related to, a military operation, including a contingency operation or an operation in response to an emergency declared by the President and who are assigned to an overseas area of responsibility of the Commander of the U.S. Central Command (CENTCOM) or an overseas location that has been moved from the U.S. CENTCOM area of responsibility to the area of responsibility of the Commander of the U.S. Africa Command (AFRICOM) (see Attachment). Typically, deployed civilians are assigned via temporary assignment or TDY assignment.

Both the deployed civilian’s permanent position and the temporary position to which deployed are transitioned from NSPS as follows:

- (a) Employees who deployed prior to the effective date of this memorandum and whose organizations or employment groups transition while they are deployed are excluded from transition until they return to their permanent position, renew, or extend their deployment, or until December 31, 2011, whichever occurs first. At least 30 days prior to the end, renewal, or extension of deployment, the employee must be notified that the date he/she transitions from NSPS will be either the first day of the first pay period following the end of deployment or December 31, 2011, if that is earlier than the date the employee returns from deployment. Employees will be informed, at this time, of changes in pay that may occur as a result of transition from NSPS.

Deployed Civilians page 1 of 3

- (b) Employees who deploy on or after the effective date of this memorandum must be notified of transition from NSPS not later than 30 days prior to being deployed. The notice must contain their transition date and changes in pay that may occur as a result of the transition. If the required notification does not occur 30 days prior to deployment, the transition must be delayed until the 30 day notice occurs. Whether or not an employee receives notification of transition from NSPS, they must transition from NSPS no later than December 31, 2011.

Please contact Ms. Toni McFadden at (703) 696-9161 or toniann.mcfadden@cpms.osd.mil if you have any questions regarding this determination.

Sincerely,



John H. James, Jr.
Director

Attachment
as stated

Attachment

COUNTRIES IN CENTCOM OVERSEAS AREA OF RESPONSIBILITY

1. Afghanistan
2. Bahrain
3. Egypt
4. Iran
5. Iraq
6. Jordan
7. Kazakhstan
8. Kuwait
9. Kyrgyzstan
10. Lebanon
11. Oman
12. Pakistan
13. Qatar
14. Saudi Arabia
15. Syria
16. Tajikistan
17. Turkmenistan
18. United Arab Emirates
19. Uzbekistan
20. Yemen

COUNTRIES IN AFRICOM OVERSEAS AREA OF RESPONSIBILITY
(Formerly in US CENTCOM Overseas Area of Responsibility)

1. Djibouti
2. Eritrea
3. Ethiopia
4. Kenya
5. Seychelles
6. Somalia
7. Sudan

Chapter 2 – Position Classification

The following guidance is issued to facilitate and inform the process of classifying NSPS positions to the Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) as a result of the repeal of NSPS. Components¹ may issue additional guidance and instructions consistent with this guidance.

I. General Information

- A. In accordance with Federal Register, Volume 64, Number 5, dated January 8, 1999, the title and series designations for AcqDemo positions are based on OPM classification standards, however, the basis for determining the broadband level will be a comparison of duties and responsibilities against the broadband level descriptors. These descriptors were developed based on the OPM Primary Classification Standard.
- B. NSPS employees on details or temporary assignments (i.e., temporary promotion, temporary reassignment) will be transitioned to AcqDemo from their permanent NSPS positions of record.
- C. NSPS employees who are absent (e.g., leave without pay; absent while serving in the military; absent due to a work-related injury; absent due to being in a workers' compensation status; performance of union activities, etc.) from their positions at the time of transition will be transitioned based on their permanent positions of record.
- D. Where an NSPS position was previously classified under AcqDemo and where there has been no significant change in duties and responsibilities of the position (in the case of supervisory positions, this also means no change in base level of work supervised), NSPS positions will revert to the AcqDemo classification and full performance level previously assigned. [Appendix 2-A](#) provides examples of information sources that may help identify the previous AcqDemo classification of an NSPS position.
- E. Where AcqDemo broadband classification standards have not been previously applied to an NSPS set of duties, AcqDemo classification standards will be applied to NSPS positions to determine the AcqDemo title, series, broadband, and full performance level.
- F. A crosswalk between NSPS pay bands and AcqDemo broadbands is depicted at [Appendix 2-B](#).

¹ "Components" means the Military Departments, Combatant Commands, and DoD Fourth Estate Entities. The DoD Fourth Estate consists of the following entities: the Office of the Secretary of Defense, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities in the DoD that are not in the Military Departments or the Combatant Commands. For the purpose of this guidance, the term "Components" is limited to organizations with independent appointing authority.

1. The following rules apply for classification of supervisory/deputy/team leader positions:
 - a. Supervisory Positions. In determining whether a position should be titled as supervisory, the duties and responsibilities will meet the minimum criteria outlined in the statement of coverage for positions under the General Schedule Supervisory Guide (GSSG).
 - b. Deputy Positions. Under AcqDemo classification criteria, deputy positions may be classified in the same or lower broadband level as the position to which they report. Refer to GSSG for further details.
 - c. Positions with Team Leader Responsibilities. When determining whether a position should be titled as a team leader, the duties and responsibilities will meet the criteria outlined in the statement of coverage for positions under the General Schedule Leader Grade Evaluation Guide, Parts I and II.
 2. An NSPS position cannot be transitioned to a classification under the Federal Wage System.
- G. Unless modified upon transition to show distinctions in duties and responsibilities and/or qualifications of positions, all identical-additional NSPS positions will be assigned the same AcqDemo title, series, and broadband level.

II. Establishing AcqDemo Position Requirement Documents (PRDs)

A. Coversheet for PRD

1. The NSPS PD coversheet (DD 2918) may be used in lieu of creating an AcqDemo PRD coversheet. The AcqDemo Federal Register does not require use of an AcqDemo coversheet; it simply outlines the specific requirements of the position to be captured in the document itself.
2. Pen and ink changes are acceptable. Where sufficient position information exists in the current PD to classify an NSPS position under AcqDemo, pen and ink changes to the current PD coversheet may negate the need for position recertification or a revised PRD prior to transition. However, applicable broadband level descriptors will be appended to the PRD.


B. Position Requirements Document (PRD)

1. Adequate PRD. There is no requirement to rewrite an NSPS PD for transition provided it identifies the major duties, responsibilities, and qualifications sufficient to make AcqDemo classification determinations. An AcqDemo PRD need not be lengthy. It should include enough information so that proper classification (title, series, and

broadband level) can be made when the description is supplemented by other information about the organization's structure, mission, and procedures. In addition, the PRD includes: appropriate title, occupational series, career path, and broadband level descriptors. A sample PRD can be found in Appendix H of the AcqDemo Operating Procedures, dated May 15, 2003.

2. PRD Libraries. When an NSPS PD must be revised to provide an AcqDemo classification, organizations may streamline development of new PRDs by utilizing their Component classification references (e.g., PRD libraries). Organizations will follow their Component instructions on accepting or verifying the use of PRD references selected from other Component sources.

III. Understanding Differences between the NSPS and the AcqDemo Classification Process

This section contains several “rules of thumb.” Rules of thumb reflect common patterns resulting from application of AcqDemo classification criteria. These rules replace criteria specified in OPM classification standards. Rules of thumb in this section are identified by the following symbol: 

A. NSPS/AcqDemo Classification – General

1. Basis for Classification Determinations. Both NSPS and AcqDemo classification determinations are based on the duties and responsibilities of the position and the qualifications required. CCAS broadband level descriptors, however, as aligned in the three career paths, will be used for the purpose of broadband level determination. These descriptors are derived from the OPM Primary Classification Standard. Under the demonstration project, each broadband level is represented by a set of descriptors. This eliminates the need for the use of grading criteria in OPM classification standards. The broadband level descriptors can be found in section D of the Federal Register.
2. Occupation Series and Titles. The table at [Appendix 2-C](#) provides the occupational series of AcqDemo to facilitate the classification process.

B. NSPS Supervisory Positions

There is a difference in supervisory grading criteria under NSPS and AcqDemo. Under AcqDemo, positions must meet the basic coverage and supervisory criteria in the General Schedule Supervisory Guide (GSSG) to be classified as an AcqDemo supervisor. Classifiers must apply the GSSG to AcqDemo supervisory positions when they meet the 25 percent requirement in order to determine the appropriate broadband level classification. Soliciting a list from management of NSPS supervisors who perform technical and administrative supervision less than 25 percent of the time may expedite the determination of whether or not application of the GSSG is appropriate.

C. NSPS Deputy Positions

Under AcqDemo, deputy positions may be classified in the same or lower broadband as the position to which they report.

D. NSPS Positions with “Team Leader” Duties

There is no title designation or unique pay band criteria for “team leader” responsibilities under NSPS. Rather, team leader tasks and responsibilities are considered nonsupervisory and classified using nonsupervisory pay band criteria. However, in AcqDemo, the title designation “Lead” is used. AcqDemo considers team lead duties and responsibilities as separate and distinct from nonsupervisory and supervisory duties. The title prefix “Lead” is assigned to the basic title of the position at the time of transition. AcqDemo leader positions are classified in accordance with the General Schedule Leader Grade Evaluation Guide (GSLGEG), Parts I and II.

Note: Some AcqDemo “team leader” positions meet the 5 U.S.C. 7103 definition of “supervisor” and are excluded from being members of bargaining units. The “supervisor” designation will affect their bargaining unit status (BUS) code—

5 U.S.C. 7103(a)(10) “Supervisor” means an individual employed by an agency having authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to effectively recommend such action, if the exercise of the authority is not merely routine or clerical in nature but requires the consistent exercise of independent judgment, except that, with respect to any unit which includes firefighters or nurses, the term “supervisor” includes only those individuals who devote a preponderance of their employment time to exercising such authority. [Bold text added]

E. OPM Supervisory Codes

NSPS, GS, and AcqDemo utilize the same Supervisory Code definitions.

👍 With the exception of “leader” positions that meet the GSLGEG criteria, if there has been no change in the duties and responsibilities of a supervisory position since a position’s conversion from AcqDemo to NSPS or from NSPS to AcqDemo, in most cases there should be no change in supervisory code assigned. One exception may be when a position classified as supervisory under NSPS does not meet the GSSG criteria for supervisor based on performance of those duties less than 25 percent of the time.

- Code 2 – Supervisor or Manager
- Code 4 – Supervisor (CSRA)
- Code 5 – Management Official (CSRA)

- Code 6 – Leader (one-grade interval work)
- Code 7 – Team Leader (two-grade interval work)
- Code 8 – Nonsupervisory

F. NSPS Interoccupational Positions


1. The AcqDemo classification system does not support interoccupational position descriptions; therefore, these positions must be reviewed to determine which single occupational series is most applicable to the duties, responsibilities and qualifications required of the position. 👍 Normally this will be the occupational series of the current incumbent.
2. When an interoccupational position becomes vacant prior to transition, management must ensure the position requirements document captures the primary purpose of the position and the broadband controlling duties, responsibilities and qualifications to ensure proper classification.

G. NSPS Interdisciplinary Positions


👍 Typically, an occupied interdisciplinary professional position is classified to the same AcqDemo series to which the NSPS position is classified.

H. NSPS Positions in Pay Band 1 of the YA, YD, YH, and YK Pay Schedules

1. Pay band 1 positions in YA, YD, YH, and YK pay schedules are considered developmental positions with career ladders to NSPS pay band 2. Since both NSPS pay band 1 and AcqDemo broadband II encompass the same equivalent GS grades (5-11), employees in NSPS developmental positions at the time of conversion will be transitioned to AcqDemo broadband level II unless the developmental program was formerly managed under GS prior to NSPS or would have been managed using GS classification structure had NSPS never been established. If developmental program formerly used or would have used the GS classification structure, affected positions will transition to GS for a minimum of one pay period. Following a minimum of one pay period, local commanders may determine whether or not affected positions should be classified as AcqDemo. The supervisor or other management official (usually in conjunction with the HR advisor) must then identify the appropriate full performance level of the duties and responsibilities of the position upon completion of the developmental assignment (e.g., AcqDemo broadband II or III or GS-grade). If, for example, the position is determined to have a full performance level at broadband III or GS-13, the position must be classified as career ladder broadband II/III conferring non-competitive promotion eligibility to the full performance level.

2. If a pay band 1 position in the YB, YE, YI, YL, or YM pay schedule was designated as trainee or developmental, the same process used above in subparagraph 1 should be followed to identify the appropriate broadband level for conversion and the Full Performance Level). Pay band 1 positions in the YB, YE, YI, YL, or YM pay schedule may be classified as NH-01, NH-02, NJ-01, NJ-02, NK-01 or NK-02 and/or potentially broadband career ladders within a career path (e.g., NH-01/NH-02).
3.  Pay band 1 positions are transitioned to the same AcqDemo series as their NSPS positions with few exceptions (see [Appendix 2-B](#)).

I. NSPS Student Employment Experience Program (YP Pay Schedule) Positions

1. Student Employment Experience Program consists of both the Student Career Experience Program (SCEP) and the Student Temporary Experience Program (STEP). Per the AcqDemo Federal Register, positions under the STEP program are excluded from coverage under AcqDemo and will transition to the GS. SCEP positions, however, are authorized under AcqDemo. NSPS positions in the YP pay schedule, classified as SCEP positions, will require the supervisor or other management official (usually in conjunction with the HR advisor) to identify the duties and responsibilities the employee is currently assigned as well as the qualifications required to perform the duties and responsibilities in order to determine the appropriate AcqDemo broadband level. Positions which meet the conditions described above may be classified NH-01 or NH-02 and/or potentially broadband career ladders within a career path (e.g., NH-01/NH-02).
2.  Typically, NSPS positions in the YP pay schedule are transitioned to the same AcqDemo series as their NSPS positions (see [Appendix 2-B](#)).

J. Fair Labor Standards Act (FLSA) Exemption Status

FLSA exemption status will be incorporated with the AcqDemo PRD classification prior to transition.

K. OPM Professional, Administrative, Technical, Clerical and Other (PATCO) Codes

PATCO codes are determined based on the duties and responsibilities of a position; therefore, properly classified NSPS positions will transition to AcqDemo with the same PATCO code they had under NSPS.

IV. Classification Appeals

Employees may appeal the position title, occupational series, and AcqDemo broadband level of their positions. They may not appeal the content or accuracy of their position requirements document nor the accuracy of the AcqDemo classification criteria. It is recommended that

employees who are concerned with the classification of their positions speak to their supervisor since he or she is responsible for the assignment of work to the positions. The servicing Human Resources Office (HRO) can explain the appeals process to the supervisor and the employee. Both DoD and OPM have helpful fact sheets on classification appeals—

- http://www.cpms.osd.mil/fas/classification/class_filing_appeal.aspx
- <http://www.opm.gov/classapp/fact/MSO-98-3.pdf>

Appendix 2-A – Use of Prior AcqDemo Classification Determinations Since 2005

In many cases, installations/organizations have historical data linking an NSPS classified PD to its former AcqDemo classification prior to conversion into NSPS. Sources of information may include:

- Current NSPS PDs. Some NSPS PDs are the former AcqDemo PRD modified to reflect NSPS classification via pen and ink changes to the PRD coversheet. If there has been no significant change in the duties and responsibilities of the position it is appropriate to adopt the former AcqDemo classification.
- Abolished PRD files. Some organizations or HROs have retained their AcqDemo PRDs in abolished PRD files or historical office administrative files. Where such PRDs describe the duties and responsibilities of the NSPS position, it is appropriate to reactivate the abolished/canceled AcqDemo PRD and adopt the AcqDemo classification previously assigned to positions performing identical or virtually the same work.
- Position management records. The position management records of some organizations continue to reflect the AcqDemo full performance broadband levels. If there has been no significant change in the mission of the organization or the duties and responsibilities of the position or positions supervised, it is appropriate to apply the previous full performance level (FPL) classification for purposes of identifying the base level for supervisors or the FPL of nonsupervisory positions.
- DCPDS historical data. Many organizations have access to DCPDS historical data reflecting PRD numbers, title, series, broadband levels, and full performance levels of positions prior to conversion to NSPS. If there has been no significant change in the duties and responsibilities of the position, it is appropriate to adopt the former AcqDemo classification.
- AcqDemo Standard PRDs. Some Components have standard PRDs that have been established under both NSPS and AcqDemo. Where NSPS positions are either identical to or virtually the same as a classified AcqDemo position, it may be appropriate to adopt the AcqDemo classification assigned to that position (to include the broadband level descriptors).
- NSPS Compensation Control Points. Some NSPS organizations established compensation control points linking the NSPS position to GS grades or other salary reference points in order to reflect the local competitive labor market and pay rates. It may be appropriate to use such control points as an aid in determining an appropriate AcqDemo classification.

Appendix 2-B - NSPS Pay Band/AcqDemo Broadband

Equivalency Chart

NSPS Schedule(s)	NSPS Pay Band(s)	AcqDemo Career Path	AcqDemo Broadband
YP - STUDENT ED/EMPL PGM SCEP position	YP-01	NH - BUS & TECH MGT PROF	NH-01
YP - STUDENT ED/EMPL PGM SCEP position	YP-01	NH - BUS & TECH MGT PROF	NH-02
YA - STND - PROF/ANALYTICAL YD - S&E – PROF YH – MED – PROF YK - INVESTIGATIVE Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11	YA-01 YD-01 YH-01 YK-01	NH - BUS & TECH MGT PROF	NH-02
YA - STND - PROF/ANALYTICAL YD - S&E - PROF YH – MED - PROF YK - INVESTIGATIVE Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11	YA-02 YD-02 YH-02 YK-02	NH - BUS & TECH MGT PROF	NH-02
YA - STND - PROF/ANALYTICAL YD - S&E - PROF YH – MED - PROF YK - INVESTIGATIVE Position is classified as NH-03 or GS-12 or GS-13	YA-02 YD-02 YH-02 YK-02	NH - BUS & TECH MGT PROF	NH-03
YA - STND - PROF/ANALYTICAL YD - S&E- PROF YG – MED – PHYSICIAN/DENTIST YH – MED - PROF YK - INVESTIGATIVE Position is classified as NH-04 or GS-14 or GS-15	YA-03 YD-03 YG-02 YH-03 YK-03	NH - BUS & TECH MGT PROF	NH-04

NSPS Schedule(s)	NSPS Pay Band(s)	AcqDemo Career Path	AcqDemo Broadband
YB - STND- TECH/SUPPORT YE- S&E – TECH/SUPPORT YI-MED- TECH/SUPPORT YL- FIRE PROTECTION Position is classified as NJ-01 or GS-01 or GS-02 or GS-03 or GS-04	YB-01 YE-01 YI-01 YL-01	NJ - TECH-MGMT SPT	NJ-01
YB - STND - TECH/SUPPORT YE - S&E TECH/SUPPORT YI-MED- TECH/SUPPORT YL- FIRE PROTECTION Position is classified as NJ-02 or GS-05 or GS-06	YB-01 YE-01 YI-01 YL-01	NJ - TECH-MGMT SPT	NJ-02
YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT YI-MED- TECH/SUPPORT YL- FIRE PROTECTION Position is classified a NJ-02 or GS-06 or GS-07 or GS-08	YB-02 YE-02 YI-02 YL-02	NJ - TECH-MGMT SPT	NJ-02
YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT YI-MED- TECH/SUPPORT YL- FIRE PROTECTION Position is classified a NJ-03 or GS-09 or GS-10	YB-02 YE-02 YI-02 YL-02	NJ - TECH-MGMT SPT	NJ-03
YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT YI-MED- TECH/SUPPORT YL- FIRE PROTECTION Position is classified a NJ-03 or GS-11	YB-03 YE-03 YI-03 YL-03	NJ - TECH-MGMT SPT	NJ-03
YB - STND - TECH/SUPPORT YE - S&E- TECH/SUPPORT YI-MED- TECH/SUPPORT YL- FIRE PROTECTION Position is classified a NJ-04 or GS-12	YB-03 YE-03 YI-03 YL-03	NJ - TECH-MGMT SPT	NJ-04
YE - S&E - TECH/SUPPORT YL- FIRE PROTECTION Position is classified as NJ-04 or GS-13	YE-04 YL-04	NJ - TECH-MGMT SPT	NJ-04

NSPS Schedule(s)	NSPS Payband(s)	AcqDemo Career Path	AcqDemo Broadband
YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT YM- POLICE/SECURITY GUARD Position is classified as NK-01 or GS-01 or GS-02 or GS-03 or GS-04	YB-01 YI-01 YM-01	NK - ADMIN SPT	NK-01
YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT YM- POLICE/SECURITY GUARD Position is classified as NK-02 or GS-05 or GS-06	YB-01 YI-01 YM-01	NK - ADMIN SPT	NK-02
YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT YM- POLICE/SECURITY GUARD Position is classified as NK-02 or GS-07	YB-02 YI-02 YM-02	NK - ADMIN SPT	NK-02
YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT YM- POLICE/SECURITY GUARD Position is classified as NK-03 or GS-08 or GS-09 or GS-10	YB-02 YI-02 YM-02	NK - ADMIN SPT	NK-03
YB - STND - TECH/SUPPORT YI - MED - TECH/SUPPORT YM- POLICE/SECURITY GUARD Initiate position review and possible reclassification action	YB-03 YI-03	NK - ADMIN SPT	NK-03

Appendix 2-C – NSPS/AcqDemo Occupational Series Table

Notes:

1. Items **highlighted in blue** (or with **one asterisk**) indicate a GS or AcqDemo series not established under NSPS. The vast majority of these series do not describe work performed in DoD. Additionally, certain GS/AcqDemo occupational series were not adopted by NSPS because they covered very small DoD populations (15 employees or less).
2. Items **highlighted in yellow** (or with **two asterisks**) indicate a NSPS series not established under GS or AcqDemo. The yellow (double asterisk) also highlights where to place NSPS positions placed in general/catchall series rather than adopt low population GS occupational series.

NSPS Series	GS/AcqDemo Series
0006 Correctional Program Specialist	0006 Correctional Institution Administration
	0007 Correctional Officer
	0011 Bond Sales Promotion
0017 Explosives Safety Specialist	0017 Explosives Safety Specialist
0018 Safety and Occupational Health Specialist	0018 Safety and Occupational Health
0019 Safety Technician	0019 Safety Technician
0020 Community Planner	0020 Community Planning
0021 Community Planning Technician	0021 Community Planning Technician
0023 Outdoor Recreation Planner	0023 Outdoor Recreation Planning
0025 Park Ranger	0025 Park Ranger
0028 Environmental Protection Specialist	0028 Environmental Protection Specialist
0029 Environmental Protection Technician	0029 Environmental Protection Assistant
0030 Sports Specialist	0030 Sports Specialist
0050 Funeral Specialist	0050 Funeral Directing
0060 Chaplain	0060 Chaplain
0062 Clothing Designer	0062 Clothing Design
0072 Fingerprint Specialist	0072 Fingerprint Identification
0080 Security Specialist	0080 Security Administration
0081 Firefighter	0081 Fire Protection and Prevention
	0082 United States Marshal
0083 Police Officer and Detective	0083 United States Marshal
	0084 Nuclear Materials Courier
0085 Security Guard	0085 Security Guard
0086 Security Technician	0086 Security Clerical and Assistance

0090 Visitor Guide	0090 Guide
	0095 Foreign Law Specialist
0099 General Student Trainee	0099 General Student Trainee
0101 Social Science	0101 Social Science
0102 Social Science Support	0102 Social Science Aid and Technician
	0105 Social Insurance Administration
	0106 Unemployment Insurance
	0107 Health Insurance Administration
0110 Economist	0110 Economist
0119 Economics Technician	0119 Economics Assistant
0130 Foreign Affairs Specialist	0130 Foreign Affairs
0131 International Relations Specialist	0131 International Relations
0132 Intelligence Specialist	0132 Intelligence
0134 Intelligence Technician	0134 Intelligence Aid and Clerk
	0135 Foreign Agricultural Affairs
	0136 International Cooperation
	0140 Workforce Research and Analysis
0142 Manpower Development Specialist	0142 Workforce Development
0150 Geographer	0150 Geography
	0160 Civil Rights Analysis
0170 Historian	0170 History
0180 Psychologist	0180 Psychology
0181 Psychology Technician	0181 Psychology Aid and Technician
0184 Sociologist	0184 Sociology
0185 Social Worker	0185 Social Work
0186 Social Services Technician	0186 Social Services Aid and Assistant
0187 Social Services Specialist	0187 Social Services
0188 Recreation Specialist	0188 Recreation Specialist
0189 Recreation Technician	0189 Recreation Aid and Assistant
0190 Anthropologist	0190 General Anthropology
0193 Archeologist	0193 Archeology
0199 Social Science Student Trainee	0199 Social Science Student Trainee
0201 Human Resources Specialist	0201 Human Resources Management
0203 Human Resources Technician	0203 Human Resources Assistance
	0241 Mediation
0243 Apprenticeship and Training Representative	0243 Apprenticeship and Training
	0244 Labor Management Relations Examining
0260 Equal Employment Opportunity Specialist	0260 Equal Employment Opportunity

0299 Human Resources Student Trainee	0299 Human Resources Student Trainee
0301 General Analysis	0301 Miscellaneous Administration and Program
0302 Messenger	0302 Messenger
0303 General Support	0303 Miscellaneous Clerk and Assistant
0304 Information Receptionist	0304 Information Receptionist
0305 Mail and File Technician	0305 Mail and File
0309 Correspondence Technician	0309 Correspondence Clerk
0312 Stenographer**	OPM cancelled this series 22 December 2008. TRANSITION TO 0303 MISCELLANEOUS CLERK AND ASSISTANT SERIES and retain the "(Stenography)" parenthetical.
0313 Work Unit Supervisor	0313 Work Unit Supervisor
0318 Secretary	0318 Secretary
0319 Closed Microphone Reporter	0319 Closed Microphone Reporting
0322 Typist	0322 Clerk- Typist
0326 Office Automation Technician	0326 Office Automation Clerical and Assistance
	0332 Computer Operator
	0335 Computer Clerk and Assistant
0340 Program Manager	0340 Program Management
0341 Management Services Specialist	0341 Administrative Officer
0342 Support Services	0342 Support Services Administration
0343 Management and Program Analyst	0343 Management and Program Analysis
0344 Management and Program Technician	0344 Management and Program Clerical & Assistance
0346 Logistics Management Specialist	0346 Logistics Management
0350 Equipment Operator	0350 Equipment Operator
0356 Data Transcriber	0356 Data Transcriber
0357 Coding Technician	0357 Coding
0360 Equal Opportunity Compliance Specialist	0360 Equal Opportunity Compliance
0361 Equal Opportunity Technician	0361 Equal Opportunity Assistance
0382 Telephone Operator	0382 Telephone Operating
0390 Telecommunications Equipment Operator	0390 Telecommunications Processing
0391 Telecommunications Specialist	0391 Telecommunications
0392 Telecommunications Technician	0392 General Telecommunications
0394 Communications Technician	0394 Communications Clerical
0399 General Analysis/ Office Support Student Trainee	0399 Administration and Office Support Student Trainee
0401 Biological Science	0401 General Natural Resources Management

	and Biological Sciences
0403 Microbiologist	0403 Microbiology
0404 Biological Science and Laboratory Technician	0404 Biological Science Technician
0405 Pharmacologist	0405 Pharmacology
0408 Ecologist	0408 Ecology
0410 Zoologist	0410 Zoology
0413 Physiologist	0413 Physiology
0414 Entomologist	0414 Entomology
0415 Toxicologist	0415 Toxicology
	0421 Plant Protection Technician
0430 Botanist	0430 Botany
	0434 Plant Pathology
	0435 Plant Physiology
0437 Horticulturist	0437 Horticulture
	0440 Genetics
0454 Rangeland Management Specialist	0454 Rangeland Management
	0455 Range Technician
0457 Soil Conservationist	0457 Soil Conservation
0458 Soil Conservationist Technician	0458 Soil Conservation Technician
	0459 Irrigation System Operation
0460 Forester	0460 Forestry
0462 Forestry Technician	0462 Forestry Technician
	0470 Soil Science
0471 Agronomist	0471 Agronomy
0480 Fish and Wildlife Biologist	0480 Fish and Wildlife Administration
0482 Fishery Biologist	0482 Fish Biology
	0485 Wildlife Refuge Management
0486 Wildlife Biologist	0486 Wildlife Biology
0487 Animal Scientist	0487 Animal Science
0499 Biological Science Student Trainee	0499 Biological Science Student Trainee
0501 Finance	0501 Financial Administration and Program
0503 Financial Technician	0503 Financial Clerical and Technician
0505 Financial Management Specialist	0505 Financial Management
0510 Accountant	0510 Accounting
0511 Auditor	0511 Auditing
	0512 Internal Revenue Agent Series
0525 Accounting Technician	0525 Accounting Technician
0526 Tax Specialist	0526 Tax Specialist
0530 Cash Processing Technician	0530 Cash Processing

0540 Voucher Examiner	0540 Voucher Examining
0544 Civilian Pay Technician	0544 Civilian Pay
0545 Military Pay Technician	0545 Military Pay
0560 Budget Analyst	0560 Budget Analysis
0561 Budget Technician	0561 Budget Clerical and Assistance
	0592 Tax Examining
	0593 Insurance Accounts
0599 Finance Student Trainee	0599 Financial Management Student Trainee
0601 Health Science	0601 General Health Science
0602 Physician	0602 Medical Officer
0603 Physician Assistant	0603 Physician Assistant
0610 Nurse	0610 Nurse
0620 Practical Nurse	0620 Practical Nurse
0621 Nursing Assistant	0621 Nursing Assistant
0622 Medical Supply Technician	0622 Medical Supply Aide and Technician
0625 Autopsy Technician	0625 Autopsy Assistant
0630 Dietitian and Nutritionist	0630 Dietitian and Nutritionist
0631 Occupational Therapist	0631 Occupational Therapist
0633 Physical Therapist	0633 Physical Therapist
	0635 Kinesiotherapy
0636 Rehabilitation Therapy Technician	0636 Rehabilitation Therapy Assistant
	0637 Manual Arts Therapist
0638 Recreation and Creative Arts Therapist	0638 Recreation/Creative Arts Therapist
0640 Health Technician	0640 Health Aid and Technician
0642 Nuclear Medicine Technician	0642 Medicine Technician
0644 Medical Technologist	0644 Medical Technologist
0645 Medical Technician	0645 Medicine Technician
0646 Cytology, Histopathology, and Pathology Technician	0646 Pathology Technician
0647 Diagnostic Radiologic Technician	0647 Diagnostic Radiologic Technologist
0648 Therapeutic Radiologic Technician	0648 Radiologic Technologist
0649 Medical Instrument Technician	0649 Medical Instrument Technician
	0650 Medical Technical Assistant
0651 Respiratory Therapist Technician	0651 Respiratory Therapist
0660 Pharmacist	0660 Pharmacist
0661 Pharmacy Technician	0661 Pharmacy Technician
0662 Optometrist	0662 Optometrist
0664 Restoration Technician**	TRANSITION TO 0640 HEALTH AIDE AND TECHNICIAN SERIES

0665 Speech Pathologist and Audiologist	0665 Speech Pathology and Audiology
0667 Orthotics and Prosthetics Technician	0667 Orthotist and Prosthetist
0668 Podiatrist	0668 Podiatrist
0669 Medical Records Specialist	0669 Medical Records Administration
0670 Health System Administrator	0670 Health System Administration
0671 Health System Specialist	0671 Health System Specialist
	0672 Prosthetic Representative
0673 Hospital Housekeeping Specialist	0673 Hospital Housekeeping Management
0675 Medical Records Technician	0675 Medical Records Technician
0679 Medical Support Technician	0679 Medical Support Assistance
0680 Dentist	0680 Dental Officer
0681 Dental Assistant	0681 Dental Assistant
0682 Dental Hygienist	0682 Dental Hygiene
0683 Dental Laboratory Technician	0683 Dental Laboratory Aid and Technician
0685 Public Health Specialist	0685 Public Health Program Specialist
0688 Sanitation Specialist	0688 Sanitarian
0690 Industrial Hygienist	0690 Industrial Hygiene
	0696 Consumer Safety
0698 Environmental Health Technician	0698 Environmental Health Technician
0699 Medical and Health Student Trainee	0699 Medical and Health Student Trainee
0701 Veterinarian	0701 Veterinary Medicine Science
0704 Animal Health Technician	0704 Animal Health Technician
	0799 Veterinary Student Trainee
0801 Engineering	0801 General Engineering
0802 Engineering Technician	0802 Engineering Technical
0803 Safety Engineer	0803 Safety Engineering
0804 Fire Protection and Prevention Engineer	0804 Fire Protection Engineering
0806 Materials Engineer	0806 Materials Engineering
0807 Landscape Architect	0807 Landscape Architecture
0808 Architect	0808 Architecture
0809 Construction Inspection Technician	0809 Construction Control Technician
0810 Civil Engineer	0810 Civil Engineering
0817 Surveying Technician	0817 Survey Technical
0819 Environmental Engineer	0819 Environmental Engineering
	0828 Construction Analyst
0830 Mechanical Engineer	0830 Mechanical Engineering
0840 Nuclear Engineer	0840 Nuclear Engineering
0850 Electrical Engineer	0850 Electrical Engineering
0854 Computer Engineer	0854 Computer Engineering

0855 Electronics Engineer	0855 Electronics Engineering
0856 Electronics Technician	0856 Electronics Technical
0858 Biomedical Engineer	0858 Bioengineering and Biomedical
0861 Aerospace Engineer	0861 Aerospace Engineering
0871 Navy Architect	0871 Naval Architecture
0873 Ship Survey Specialist	0873 Marine Survey Technical
	0880 Mining Engineering
0881 Petroleum Engineer	0881 Petroleum Engineering
	0890 Agricultural Engineering
0892 Ceramic Engineer**	TRANSITION TO 0806 MATERIALS ENGINEERING SERIES
0893 Chemical Engineer	0893 Chemical Engineering
0894 Welding Engineer**	TRANSITION TO 0801 GENERAL ENGINEERING SERIES
0895 Industrial Engineering Technician	0895 Industrial Engineering Technical
0896 Industrial Engineer	0896 Industrial Engineering
0899 Engineering and Architecture Student Trainee	0899 Engineering and Architecture Student Trainee
0901 Legal Specialist	0901 General Legal and Kindred
0904 Law Clerk	0904 Law Clerk
0905 Attorney	0905 General Attorney
	0930 Hearings and Appeals
0950 Paralegal Specialist	0950 Paralegal Specialist
	0985 Employee Benefits Law
0962 Contact Representative	0962 Contact Representative
0963 Legal Instruments Examiner	0963 Legal Instruments Examining
	0965 Land Law Examining
0967 Passport and Visa Specialist	0967 Passport and Visa Examining
0986 Legal Technician	0986 Legal Assistance
	0987 Tax Law Specialist
	0991 Worker's Compensation Claims Examining
	0993 Railroad Retirement Claims Examining
0996 Veterans Claims Specialist	0996 Veterans Claims Examining
0998 Claims Technician	0998 Claims Assistance and Examining
0999 Legal Student Trainee	0999 Legal Occupations Student Trainee
1001 Arts and Information	1001 General Arts and Information
1002 Arts and Information Support**	TRANSITION TO 1001 GENERAL ARTS AND INFORMATION SERIES
1008 Interior Design Specialist	1008 Interior Design
1010 Exhibits Specialist	1010 Exhibits Specialist

1015 Curator	1015 Museum Curator
1016 Museum Technician	1016 Museum Specialist and Technician
1020 Illustrator	1020 Illustrating
1021 Drafting Technician	1021 Drafting
1035 Public Affairs Specialist	1035 Public Affairs
1040 Language Specialist	1040 Language Specialist
1046 Language Technician	1046 Language Clerical
1051 Music Specialist	1051 Music Specialist
1054 Theater Specialist	1054 Theater Specialist
1056 Art Specialist	1056 Art Specialist
1060 Photographer and Videographer	1060 Photography
1071 Audiovisual Production Specialist	1071 Audiovisual Production
1082 Writer and Editor	1082 Writing and Editing
1083 Technical Writer and Editor	1083 Technical Writing and Editing
1084 Visual Information Specialist	1084 Visual Information
1087 Editorial Technician	1087 Editorial Assistance
1099 Information and Arts Student Trainee	1099 Information and Arts Student Trainee
1101 Business	1101 General Business and Industry
1102 Contract Specialist	1102 Contracting
1103 Industrial Property Specialist	1103 Industrial Property Management
1104 Property Disposal Specialist	1104 Property Disposal
1105 Purchasing Technician	1105 Purchasing
1106 Procurement Technician	1106 Procurement Clerical and Technician
1107 Property Disposal Technician	1107 Property Disposal Clerical and Technician
1108 Business Support**	DEFAULT TRANSITION: 1101 GENERAL BUSINESS AND INDUSTRY SERVICES TRANSITION POSITIONS MANAGING AND/OR EVALUATING FAMILY HOUSING/BILLETING TO 1173 HOUSING MANAGEMENT SERIES
1130 Public Utilities Specialist	1130 Public Utilities Specialist
1140 Trade Specialist	1140 Trade Specialist
1144 Commissary Specialist	1144 Commissary Management
	1145 Agricultural Program Specialist
	1146 Agricultural Marketing
	1147 Agricultural Market Reporting
1150 Industrial Specialist	1150 Industrial Specialist
1152 Production Controller	1152 Production Control
1160 Financial Analyst	1160 Financial Analysis
1163 Insurance Examining Specialist	1163 Insurance Examining

	1165 Loan Specialist
	1169 Internal Revenue Officer
1170 Realty Specialist	1170 Realty
1171 Appraiser	1171 Appraising
1173 Housing Specialist	1173 Housing Management
1176 Building Management Specialist	1176 Building Management
1199 Business Student Trainee	1199 Business and Industry Student Trainee
	1202 Patent Technician
	1210 Copyright
	1220 Patent Administration
1221 Patent Adviser	1221 Patent Adviser
1221 Patent Adviser	1222 Patent Attorney
	1223 Patent Classifying
	1224 Patent Examining
	1226 Design Patent Examining
	1299 Copyright and Patent Student Training
1301 Physical Science	1301 General Physical Science
1306 Health Physicist	1306 Health Physics
1310 Physicist	1310 Physics
1311 Physical Science Technician	1311 Physical Science Technician
1313 Geophysicist	1313 Geophysics
1315 Hydrologist	1315 Hydrology
1316 Hydrologic Technician	1316 Hydrologic Technician
1320 Chemist	1320 Chemistry
1321 Metallurgist	1321 Metallurgy
1330 Astronomer and Astrophysicist	1330 Astronomy and Space Science
1340 Meteorologist	1340 Meteorology
1341 Meteorological Technician	1341 Meteorological Technician
1350 Geologist	1350 Geology
1360 Oceanographer	1360 Oceanography
1361 Navigational Information Specialist	1361 Navigational Information
1370 Cartographer	1370 Cartography
1371 Cartographic Technician	1371 Cartographic Technician
1372 Geodesist	1372 Geodesy
1373 Land Surveyor	1373 Land Surveying
1374 Geodetic Technician	1374 Geodetic Technician
	1380 Forest Products Technology
1382 Food Technologist	1382 Food Technology
1384 Textile Technologist	1384 Textile Technology
1386 Photographic Technologist	1386 Photographic Technology

1397 Document Analysis Specialist	1397 Document Analysis
1399 Physical Science Student Trainee	1399 Physical Science Student Trainee
1410 Librarian	1410 Librarian
1411 Library Technician	1411 Library Technician
1412 Technical Information Specialist	1412 Technical Information Services
1420 Archivist	1420 Archivist
1421 Archives Technician	1421 Archives Technician
1499 Library Student Trainee	1499 Library and Archives Student Trainee
1501 General Mathematics and Statistics	1501 General Mathematics and Statistics
1510 Actuary	1510 Actuarial Science
1515 Operations Research Analyst	1515 Operations Research
1520 Mathematician	1520 Mathematics
1521 Mathematics Technician	1521 Mathematics Technician
1529 Mathematical Statistician	1529 Mathematical Statistician
1530 Statistician	1530 Statistics
1531 Statistical Assistant	1531 Statistical Assistant
	1541 Cryptanalysis
1550 Computer Scientist	1550 Computer Science
1599 Mathematics and Statistics Students Trainee	1599 Mathematics and Statistics Student Trainee
1601 Facilities and Equipments	1601 Equipment, Facilities, and Services
1603 Equipment, Facilities, and Services Support	1603 Equipment, Facilities, and Services Assistance
1630 Cemetery Administration Specialist	1630 Cemetery Administration Services
1640 Facility Management Specialist	1640 Facility Operations Services
1654 Printing Management Specialist	1654 Printing Services
1658 Laundry Management Specialist	1658 Laundry Operations Services
1667 Food Services Specialist	1667 Food Services
1670 Equipment Specialist	1670 Equipment Services
1699 Equipment and Facilities Management Student Trainee	1699 Equipment, Facilities, and Services Student
1701 Education and Training	1701 General Education and Training
1702 Education and Training Technician	1702 Education and Training Technician
1703 Education Specialist**	Default transition for one and two-grade interval work: 1702 Education and Training Technician. Transition two-grade interval positions with a positive education requirement to 1701 General Education and Training Series.
1710 Teacher and Education Program Administrator	1710 Education and Vocational Training

1712 Training Instructor	1712 Training Instruction
	1715 Vocational Rehabilitation
1720 Education Program Specialist	1720 Education Program
1725 Public Health Educator	1725 Public Health Educator
Not established in NSPS	1730 Education Research
1740 Education Services Specialist and Guidance Counselor	1740 Education Services
1750 Instructional Systems Specialist	1750 Instructional Systems
1799 Education Student Trainee	1799 Education Student Trainee
1801 Inspection, Investigation, and Compliance	1801 GENERAL INSPECTION, INVESTIGATION, ENFORCEMENT, AND COMPLIANCE
1802 Inspection, Investigation, and Compliance Support	1802 Compliance Inspection and Support
Not established in NSPS* ESTABLISHED IN GS AFTER NSPS IMPLEMENTED * TRANSITION WORK INVOLVING THE EXAMINATION AND OF IMPORTED MERCHANDISE INTO THE UNITED STATES TO THE 1894 CUSTOMS ENTRY AND LIQUIDATING SERIES.	1805 Investigative Analysis APPLY OPM CRITERIA UPON TRANSITION
1810 Investigator	1810 General Investigation
1811 Criminal Investigator	1811 Criminal Investigation
1812 Game Law Enforcement Specialist and Officer**	DEFAULT: TRANSITION POSITIONS PERFORMING ALL OTHER INVESTIGATIVE/ENFORCEMENT FUNCTIONS TO THE GENERAL INSPECTION, INVESTIGATION, ENFORCEMENT, AND COMPLIANCE SERIES, 1801 SERIES. ONLY TRANSITION POSITIONS PERFORMING CRIMINAL INVESTIGATIVE FUNCTIONS WHICH MEET THE CRITERIA FOR 1811 CRIMINAL INVESTIGATION TO 1811 SERIES.
1815 Air Safety Investigation Specialist	1815 Air Safety Investigating
	1822 Mine Safety and Health Inspection
1825 Aviation Safety Specialist	1825 Aviation Safety
	1849 Wage and Hour Investigation
	1850 Agricultural Warehouse Inspection
	1860 Equal Opportunity Investigation
	1862 Consumer Safety Inspection
1863 Food Inspector	1863 Food Inspection
	1881 Customs and Border Protection

	Interdiction
	1889 Import Compliance
1890 Customs Inspector**	TRANSITION TO 1895 CUSTOMS AND BORDER PROTECTION SERIES
	1894 Customs Entry and Liquidating
	1895 Customs and Border Protection
	1896 Border Patrol Enforcement
1897 Customs Technician**	TRANSITION TO 1802 COMPLIANCE INSPECTION AND SUPPORT SERIES
1899 Investigation Student Trainee	1899 Investigation Student Trainee
1910 Quality Assurance Specialist	1910 Quality Assurance
	1980 Agricultural Commodity Grading
	1981 Agricultural Commodity Aid
1999 Quality Assurance Student Trainee	1999 Quality Assurance Student Trainee
2001 Supply Specialist	2001 General Supply
2003 Supply Management Specialist	2003 Supply Program Management
2005 Supply Technician	2005 Supply Clerical and Technician
2010 Inventory Management Specialist	2010 Inventory Management
2030 Distribution Facilities and Storage Specialist	2030 Distribution Facilities and Storage
2032 Packaging Specialist	2032 Packaging
2050 Supply Cataloging Specialist**	TRANSITION TO 2001 GENERAL SUPPLY SERIES
2091 Sales Store Technician	2091 Sales Store Clerical
2099 Supply Student Trainee	2099 Supply Student Trainee
2101 Transportation Specialist	2101 Transportation Specialist
2102 Transportation Technician	2102 Transportation Clerk and Assistant
	2110 Transportation Industry Analysis
	2121 Railroad Safety
	2123 Motor Carrier Safety
	2125 Highway Safety
2130 Traffic Management Specialist	2130 Traffic Management
2131 Freight Rate Technician	2131 Freight Rate
2135 Transportation Loss and Damage Claims Examiner	2135 Transportation Loss and Damage Claims Examining
2144 Cargo Scheduling Technician	2144 Cargo Scheduling
2150 Transportation Operations	2150 Transportation Operations
2151 Dispatching Technician	2151 Dispatching
2152 Air Traffic Control Specialist	2152 Air Traffic Control
2154 Air Traffic Control Technician	2154 Air Traffic Assistance

2161 Marine Cargo Specialist	2161 Marine Cargo
2181 Pilot and Flight Investigator	2181 Aircraft Operation
2183 Navigator and Weapon Systems Specialist	2183 Air Navigation
2185 Flight Engineer, Aerial Refueling Technician, and Aircraft Loadmaster	2185 Aircrew Technician
2199 Transportation Student Trainee	2199 Transportation Student Trainee
2203 Computer Operator**	TRANSITION TO 0332 COMPUTER OPERATION SERIES
2204 Computer Technician**	TRANSITION TO 0335 COMPUTER CLERK AND ASSISTANT SERIES
2210 Information Technology Specialist	2210 Information Technology Management
2299 Information Technology Student Trainee	2299 Information Technology Student Trainee

Appendix 2-D – Examples of AcqDemo/OPM Series with Titles that Differ from NSPS Titles

Note: This list does not identify all of the titling differences between NSPS and AcqDemo. The crosswalk of titles by series addresses titling differences between NSPS and AcqDemo for occupational series with significant DoD populations. The appropriate OPM classification standard should be consulted in assigning AcqDemo titles for NSPS positions assigned to occupational series not covered by this table.

AcqDemo/OPM Terms Not Used by NSPS	NSPS Title
Manager or Officer	Supervisor
Aide	Technician
Clerk	Technician
Assistant	Technician
Position titles ending in “ing” (e.g., Examining)	“er” (e.g., Examiner)
specialized titles	parenthetical titles

OPM Series and Title(s)	NSPS Title
025, Park Manager, Supervisory Park Ranger, Park Ranger	Park Ranger, Supervisory Park Ranger
080, Security Specialist, Personnel Security Specialist, Physical Security Specialist, Information Security Specialist, Security Officer	Security Specialist w/(Personnel) (Physical) (Information) (Industrial)
090, Park Guide, Reclamation Guide, and Guide (General)	Visitor Guide
110, Financial Economist, Labor Economist, Regional Economist, Industry Economist, International Economist, Agricultural Economist	Economist

OPM Series and Title(s)	NSPS Title
180, Counseling Psychologist, Clinical Psychologist, Engineering Psychologist, Personnel Psychologist	Psychologist w/(Counseling), (Engineering), (Clinical), (Personnel)
201, (Recruitment & Placement), (Recruitment) or (Placement)	(Staffing)
510, Cost Accountant, Staff Accountant, Systems Accountant	(Cost Accountant) (Staff Accountant)
602, Medical Officer (Occupational Medicine)	Physician
602, Medical Officer (Occupational Medicine-Administration)	Supervisory Physician
802, Aerospace Engineering Technician, Architecture, Biomedical, Chemical, Civil, Electrical, Materials, Mechanical, Mining, Naval Architecture, Nuclear, Petroleum, Engineering Technician,	All specializations are parenthetical titles and (Drafting)
809, Construction Representative	Construction Inspection Technician
810, Highway Engineer, Hydraulic Engineer, Structural Engineer, Research	Civil Engineer
861, Aerospace Engineer and Pilot	Aerospace Engineer
871, (Ship Design) (Small Craft and Boats)	Nothing
905, Trial Attorney, Attorney-Advisor, Attorney-Examiner, General Attorney	Attorney
905, (Aeronautics), (Antitrust), Customs), (Finance), (Indian Matters), (Mail), (Nationality), (Public Utility), (Tax), (Trademark), (Trade Regulation), (Transpiration), (Veterans), (Legislation), (Editor)	None
1071, Producer, Director, Producer-Director, Editor (TV or Motion Picture)	Audiovisual Production Specialist

OPM Series and Title(s)	NSPS Title
1102, Contract Administrator, Contract Negotiator, Termination Specialist, Contract Price/Cost Analyst, Procurement Analyst	(Administration) (Negotiation) (Termination) (Price/Cost Analysis), (Procurement Analysis)
1103, Industrial Property Clearance Spec	Industrial Property Specialist
1105, Purchasing Agent	Purchasing Technician
1144, Commissary Officer, Assistant Commissary Officer, Store Manager, Department Manager, Commissary Management Specialist	Commissary Specialist
1150, all specialized titles become parenthetical except Agriculture, Anthracite/ Bituminous Mining, Construction, Chemical, Clothing, Electrical Machinery, Fisheries, Forestry, Furniture, Leather, Lumber, Nonmetallic Minerals Mining, Paper, Petroleum, Primary Metals, Publications, Railroad Equipment, Rubber, Scientific Equipment, Stone, Clay and Glass, Textiles, Tobacco Products	Deleted
1152, specialized titles become parenthetical except "Aerospace"	Deleted
1173, Housing Manager, Housing Management Specialist, Housing Management Assistant	Housing Specialist
1330, Astronomer or Astrophysicist or Radio Astronomer or Space Scientist	Astronomer or Astrophysicist
1340, Meteorologist	Meteorologist
1630, Cemetery Administrator	Cemetery Administration Specialist
1640, Facility Operations Specialist	Facility Management Specialist
1710, Principal, Assistant Principal	Deleted
1712, Training Specialist, Training Administrator	Training Instructor

OPM Series and Title(s)	NSPS Title
1815, Air Safety Investigator (Field), (Air) (Airworthiness) (Operations) (Analysis)	Air Safety Investigation Specialist
1825, Aviation Safety Inspector, Operation), (Airworthiness), (Manufacturing)	Aviation Safety Specialist
2091, Sales Store Checker	Sales Store Technician
2151, Motor Vehicle Dispatcher, Automotive Equipment Dispatcher, Locomotive Dispatcher, Aircraft Dispatcher, Tug (Vessel) Dispatcher	Dispatching Technician (Motor Vehicle) (Automotive Equipment) (Aircraft)
2181, Airplane Pilot, Helicopter Pilot, Aircraft Pilot	Pilot

Chapter 3 – Pay Upon Transition

I. General Information

A. Definitions:

For purposes of this transition guidance, the following definitions apply:

Applicable rate range—means the minimum rate of a career path broadband level (e.g., NH-1) + locality pay, if applicable, up to the maximum rate of that career path broadband level + locality pay, if applicable.

NSPS adjusted salary—means an NSPS employee’s base salary plus any local market supplement paid to that employee.

NSPS base salary—means an NSPS employee’s pay before deductions and exclusive of any local market supplement and additional pay of any kind .

Rate of basic pay—means the rate of pay for the position held by an employee before any deductions, including a locality rate under 5 U.S.C. 5304 or 5304a or a retained rate under 5 U.S.C. 5363, but excluding additional pay of any other kind (such as premium pay, differentials, and allowances).

- B. Each employee’s permanent NSPS position will be classified to an AcqDemo career path broadband level based on the application of appropriate broadband level descriptors and guides to the current duties and responsibilities, and the qualifications required to perform the duties and responsibilities (*see* Chapter 2 of this guide).
- A. An employee’s AcqDemo rate will be set based on the AcqDemo compensation structure and the laws and regulations governing AcqDemo, except to the extent exceptions are necessary to prevent a reduction in the employee’s adjusted salary upon transition in compliance with the NDAA 2010 requirement that no employee will suffer a loss of or decrease in pay due to NSPS termination. Such adjustments to AcqDemo pay regulations have been described in this chapter (*see* section II.B below).

II. Setting Pay under AcqDemo

A. General Pay Setting

NSPS employees transitioning to AcqDemo as a result of the termination of NSPS retain the NSPS adjusted salaries for their permanent position of record in accordance with section 1113(c)(1) of NDAA 2010. In addition, employees who received an increase in NSPS pay for a temporary promotion or reassignment immediately prior to transition to AcqDemo and who return to their temporary assignments immediately after transition will retain the temporary

increase earned under NSPS until the initial NSPS not-to-exceed date is reached or termination of the temporary action, whichever is earlier.

Consistent with 5 CFR 536.301(a)(4), the mandatory pay retention regulation will be used to set pay upon transition to AcqDemo. In accordance with 5 CFR 536.304(b)(1), mandatory pay retention is used to set pay.

1. When an employee's NSPS adjusted salary falls within the applicable rate range, his or her rate of basic pay will be set at their current rate (*see* examples in [Appendix 3-A](#)). The employee's NSPS base salary will be slotted into the broadband level and a locality pay percentage will be added, if applicable.
2. When the employee's NSPS base salary falls below the minimum rate of the assigned broadband level, his or her base pay will be set at the minimum rate of the assigned broadband. A locality pay percentage will then be added, if applicable.
3. When the employee's NSPS adjusted salary exceeds the maximum rate of the applicable rate range, the employee will be placed on pay retention (*see* examples in [Appendix 3-A](#)). In this case, the employee's adjusted salary becomes his or her retained rate.
4. Processing of other NSPS personnel actions, including pay actions, with the same effective date as the transition date is limited. The order of processing personnel actions on that date is addressed under section III.F. of Chapter 4, *NSPS to AcqDemo - Staffing*.
5. An NSPS rating of record of "Unacceptable – Level 1" will not disqualify an employee from any increase in pay necessary to place that employee at the minimum rate of the assigned broadband level under AcqDemo.
6. Pay setting examples are included in Appendix 3-A.

B. Pay Retention

1. Under AcqDemo, GS pay retention rules found in 5 U.S.C. 5363 and 5 CFR part 536 apply. However, as described in this section, exceptions may apply to comply with the section 1113(c)(1) provision in NDAA 2010 that mandates no employee will suffer a loss of or decrease in pay upon transition from NSPS to a non-NSPS personnel or pay system. The 5 CFR part 536 pay retention provision entitles NSPS employees to retain a rate of pay that would otherwise be reduced as a result of a management action.
2. Upon transition, employees will retain the adjusted salary for their permanent positions of record in accordance with section 1113(c)(1) of NDAA 2010. Except for physicians and dentists, such a retained rate may not exceed the rate for Level IV of the Executive Schedule plus 5 percent, since no NSPS salary rate (except for physicians and dentists) may exceed that limit. NSPS employees whose adjusted salary exceeds the Executive Level IV pay retention limit by up to 5% will retain that rate of pay until an event, as

specified in 5 CFR 536.308, terminates entitlement to pay retention or reduces the employee's retained rate below the normally applicable pay retention limits.

3. The pay retention exclusion at 5 CFR 536.102(c) will not apply to the rate earned on the NSPS temporary assignment of employees who, immediately before transition from NSPS, are on a temporary promotion or reassignment with an increase in pay, and who return to that temporary assignment immediately after transition. The employee does not retain the NSPS rate of pay for the temporary promotion or reassignment upon reaching the not to exceed date or when the action is terminated for reasons other than the termination of NSPS.
4. For purposes of setting the pay of NSPS employees on temporary or term appointments transitioning to AcqDemo, the pay retention entitlement exclusion at 5 CFR 536.102(b)(2) will not apply. Upon transition, these employees will retain the adjusted salary for their permanent positions of record in accordance with section 1113(c)(1) of NDAA 2010.
5. Pay retention under AcqDemo is "indefinite". An NSPS employee who has a preexisting entitlement under 5 CFR 9901.356 immediately before transition or who is placed on pay retention upon transition remains on pay retention until a terminating event occurs (*See* 5 CFR 536.308). Generally, terminating events include:
 - a. A break in service of one workday or more.
 - b. Entitlement to a rate of basic pay under a covered pay system that is equal to or greater than the employee's retained rate after applying any applicable geographic conversion rule.
 - c. The employee declines a reasonable offer of a position in which the employee's rate of basic pay would be equal to or greater than the employee's retained rate after applying any applicable geographic conversion rule.
 - d. The employee is reduced in broadband level for personal cause or at the employee's personal request.
 - e. The employee moves to a position not under a covered pay system.

Additionally, for pay retention associated with continuation of a temporary assignment as described under section II.B.3, a terminating event may also include reaching the initial NSPS NTE date or termination of a temporary assignment.

6. At the time of adjustment in the applicable rate range, employees retaining a rate from their NSPS position will have their pay set as follows:

- Employees retaining a rate at or below the EX-IV pay cap. Employees receive 50 percent of the increase in the maximum rate of basic pay for the applicable rate range (including any locality pay) for their assigned AcqDemo broadband, except that the increase may not exceed the EX-IV pay cap.
- Employees retaining a rate above the EX-IV pay cap. Employees receive 50 percent of the increase in the maximum rate of basic pay for the applicable rate range (including any locality pay) for their assigned AcqDemo broadband, except that the increase may not exceed the EX-IV + 5% cap. Prior to applying the increase, the EX-IV + 5% cap must be adjusted as applicable (e.g., if there is an increase in the EX-IV at the time of adjustment to an AcqDemo pay schedule, the EX-IV increase + a corresponding increase in the 5% cap must be determined prior to applying the 50% increase). Once the employee's retained rate falls below the EX-IV cap, subsequent increases may not exceed that cap.

Employees continue to receive adjustments indefinitely until (a) their salary falls within the applicable rate range (base pay plus locality rate range) or (b) pay retention terminates in accordance with 5 CFR 536.308 or upon reaching the initial NSPS NTE date or termination of a temporary assignment as described in section II.B.3.

7. Employees who will be placed on pay retention upon transition from NSPS must be provided notification, as required by 5 CFR 536.404, describing the circumstances warranting pay retention, the nature of that entitlement, terminating events, and the impact of terminating events.

C. Impact on Other Pay

1. Once employees transition to AcqDemo, Title 5 (OPM) pay rules apply to other pay. For payments made after the transition, application of Title 5 (OPM) rules could result in different payments than under NSPS. Examples of other pay that may be affected include:
 - Foreign Language Proficiency Pay (FLPP)
 - Foreign area allowances
 - Premium pay
 - Recruitment, relocation, or retention incentives
2. Some employees may experience an increase or decrease in the rate of overtime or other premium pay upon transition due to differences in the regulations governing AcqDemo and NSPS systems.

For example, eligibility for FLPP may cease if an employee's duties and responsibilities do not require use of the foreign language for which the employee has proficiency. Also, there may be circumstances where employees become eligible for pay not available to NSPS employees such as Administratively Uncontrollable Overtime (AUO) governed by 5 CFR 550.151. [Appendix 3-B](#) compares some of the differences between NSPS and AcqDemo with respect to various additional pay opportunities.

3. Some employees who are stationed in a foreign area and who receive a Living Quarters Allowance in accordance with Department of State regulations may experience a change in their Quarters Group Assignment. Effective June 6, 2010, the Undersecretary of State for Management approved an interim change to the Department of State Standardized Regulations (DSSR) language at section 134.14 permitting an employee who's Quarters Group Assignment would be negatively impacted by transition to the GS or other personnel system to retain a higher Quarters Group Assignment based on his/her previous NSPS classification. The language further authorizes the retention of that Quarters Group Assignment if the employee is management assigned to another position not for personal cause and not at the employee's request. This interim change became final on July 18, 2010, adding a new paragraph 134.14.c as follows:

c. Despite the provisions of Section 132.3b(1), an employee whose conversion from the existing National Security Personnel System (NSPS) to the General Schedule or other personnel system as a result of termination of NSPS causes him/her to fall into a lower quarters group (Section 135.2) may remain in the higher quarters group as long as he/she remains in the position occupied at the time of conversion or is involuntarily moved to another position, where the reassignment has not been directed for cause and is not at the personal request of the employee. (interim effective 6/6/10 TL:SR-735)

(In context at http://aoprals.state.gov/content.asp?content_id=241&menu_id=89)

D. Impact on Employees Who Were Receiving ACDP under NSPS

1. ACDP is not a feature of AcqDemo compensation structure. Employees who occupy NSPS positions conveying eligibility for ACDP will be assigned to an AcqDemo broadband level commensurate with the duties and the responsibilities of the position which may include non-competitive promotion potential to the next higher broadband level where applicable (i.e., career ladder positions) unless positions were formerly in GS status prior to NSPS being implemented. In the latter case, such positions must be returned to GS status first and may be considered for conversion to AcqDemo following at least one pay period after transition out of NSPS. Organizations should carefully consider the impact and amount of any ACDP increase to be granted prior to transition.
2. Once the broadband level position (i.e., career ladder position) becomes covered by AcqDemo, further advancement is governed by either compensation adjustments as a

result of contributions under CCAS or promotion requirements of AcqDemo such as qualification and applicable training requirements.

E. Employees on Temporary Assignments Immediately Prior to Transition of their Positions from NSPS

1. Some NSPS employees may be on temporary assignments (e.g., temporary promotions or temporary reassignments) immediately prior to transition from NSPS. This might include NSPS employees who are temporarily assigned either to positions in GS (or other pay systems) or to other NSPS positions. To effect the transition from NSPS to AcqDemo position of record and/or the temporary position assigned, these employees are returned to their positions of record with the provision that the temporary assignment may be reinstated immediately post-transition. If the temporary assignment would have terminated for reasons other than transition from NSPS, there is no requirement to return the employee to the temporary assignment held before transition from NSPS.
2. AcqDemo pay setting rules for the post-transition reinstatement of a temporary assignment may result in a lower salary than had been granted for the pre-transition period. Since, but for transition from NSPS, these employees would have continued to receive the NSPS offered rate for the temporary assignment until the not-to-exceed date of that assignment, special pay setting procedures apply to comply with the Section 1113(c)(1), NDAA 2010 requirement that no employee shall suffer any loss of or decrease in pay because of transition out of NSPS.
 - Step 1: Return employee to his or her permanent position of record on the day prior to transition. Pay in the position of record is set as if the temporary assignment had not occurred and pay is reconstructed to reflect any adjustments that would have occurred in the employee's absence. For employees returning to NSPS positions, information at 5 CFR 9901.342(1), 9901.353(g), and 9901.354(c)(2), should be followed, as applicable.
 - Step 2: Unless the temporary assignment has been terminated for reasons other than transition from NSPS, return the employee to the temporary assignment immediately following transition. Due to the structural differences between systems and applicable pay administration rules, the nature of action used to return the employee to the temporary assignment after transition may be different from that used for the initial assignment (for example AcqDemo classification of the temporary and/or permanent position may result in a "Temporary Promotion" nature of action after transition from NSPS instead of "Temporary Reassignment"). This difference may impact how pay is set upon return to the temporary assignment.
 - Step 3: Determine employee's rate of pay under the temporary assignment.
 - a. If the temporary position the employee will return to is under AcqDemo, the employee's temporary adjusted salary will be set by applying the applicable

AcqDemo pay setting rules to the temporary action or, if a higher rate results, the pre-transition NSPS salary rate for the temporary assignment will serve as the basis for setting pay. If the NSPS pre-transition salary is the higher of the two rates of basic pay and exceeds the maximum of the broadband level assigned, the employee must be placed on pay retention.

- b. If the position the employee is returning to on temporary assignment is an NSPS position, the salary will be set at the rate held for the position immediately prior to transition from NSPS, unless a higher rate is necessary to meet the 6% minimum promotion rule (5 CFR 9901.354(a)(1)).
- Step 4: Determine Pay Retention Eligibility. If the salary determination results in a rate above the maximum of the broadband rate range, the employee will be placed on pay retention for the duration of the temporary assignment in order to comply with section 1113(c) of NDAA 2010.
 - Step 5: Termination of rate earned upon returning to temporary assignment held prior to transition from NSPS. Unless another terminating event occurs during the remainder of the temporary assignment, once the employee reaches the initial NTE date established prior to transition from NSPS or an employee returns to his or her position of record, the temporary rate earned upon return to temporary assignment post transition from NSPS terminates. In addition to termination of the temporary rate of pay, any pay retention entitlement that is based solely on this temporary pay setting process is also terminated.
 - Step 6: Process personnel action to document salary decisions. To document the return of an employee to a temporary assignment in AcqDemo, follow processing instructions in Chapter 4, Section III.F.5. of this guidance.
 - Examples in Appendix 3-A illustrate how to determine the employee's pay entitlement in these situations.
3. When the employee returns to a position of record upon expiration or termination of the temporary assignment or upon reaching the not-to-exceed date established under NSPS, any special entitlement under NDAA 2010 with respect to the NSPS salary earned under the temporary NTE assignment ends along with the temporary assignment and AcqDemo pay administration rules apply. For example, if an employee is returned to a temporary promotion immediately after transition and pay is set in that position to preserve an entitlement under NDAA 2010, the entitlement ends if the temporary promotion is extended. Upon the effective date of an extension, pay must be set in accordance with AcqDemo pay administration rules.
 4. Recognizing the potential complications involved in setting pay for employees on temporary assignments during the transition period, activities may want to consider

limiting temporary assignments, consistent with mission requirements, once a date for transition of either the employee's temporary or permanent position has been established.

F. Date of Last Equivalent Increase (DLEI) Decisions

1. When an NSPS employee transitions to AcqDemo, a determination as to the employee's DLEI must be made. The DLEI is used to determine when an employee has met the waiting period requirement (i.e., 52 weeks, 104 weeks, or 156 weeks) for eligibility for the next within-grade (or step) increase under the GS system. DLEI is applicable to AcqDemo for the purposes of maintaining a record in DCPDS for an employee's possible future movement out of AcqDemo to GS.
2. While covered by NSPS, certain events may impact the determination of an employee's DLEI. Usually, these events include an increase in the employee's NSPS base salary (e.g., a performance salary increase, a promotion or ACDP increase) or the opportunity for an increase in an employee's NSPS base salary (e.g., a zero performance increase for an employee whose rate of basic pay is below the maximum rate of the pay band). A complete list of these events is found at [Appendix 3-C](#).

G. AcqDemo Pay Flexibilities

Like NSPS, AcqDemo offers certain pay setting flexibilities under a pay banding environment to attract, retain, and reward employees. AcqDemo pay setting authority allows individuals (from outside government) to have pay set within the applicable broadband rate range. In addition, AcqDemo continues to allow for the Title 5 pay flexibilities such as Recruitment, Relocation and Retention bonuses. Information regarding pay flexibilities available under AcqDemo may be found in the *DoD Civilian Acquisition Workforce Personnel Demonstration Project Operating Procedures*, Chapter 5, Section 5.2, at the [AcqDemo website](#) library.

Appendix 3-A – Pay Setting Examples

1. Pay Setting upon Transition from NSPS

2010 Base Salary Table Business Management and Technical Management Professional (NH)			
NH -01	NH -02	NH -03	NH -04
17803 - 31871	27431 - 65371	60274 - 93175	84697 - 129517
GS-01 to GS -04	GS-05 to GS -11	GS-12 to GS -13	GS-14 to GS -15

- Paul is a YA-0346-02 Logistics Management Specialist in Washington, DC.
- LMS / Locality rate is 24.22% for Washington, DC.
- YA-02 (GS-9 to GS-13) transitions to either NH-02 (GS-05 to GS-11) or NH-03 (GS-12 to GS-13).
- Paul’s NSPS current base salary is \$86,603, with \$20,975 LMS, and a total adjusted of \$107,578.
- Paul’s position, based on application of the AcqDemo broadband descriptors, is classified as NH-0346-03.
- Paul’s current salary fits within the broadband salary range of his classified AcqDemo NH-III position; therefore, he is assigned to the NH-03 at his existing rate of pay.

2. Return from Temporary Promotion/Detail/Reassignment:

Temporary Promotion: Pay is set at the same rate the employee would have received prior to the temporary promotion, with appropriate pay increases that occurred during the period of the temporary assignment. Employees must be returned to their permanent position and have their pay reset prior to any subsequent temporary actions.

A. Transition to AcqDemo of Employees on Temporary Promotion:

NH-01	NH-02	NH-03	NH-04
17803 - 31871	27431 - 65371	60274 - 93175	84697 - 129517
GS-01 to GS-04	GS-05 to GS-11	GS-12 to GS-13	GS-14 to GS-15

- Maggie’s current position of record is a YA-0301-02. She was temporarily promoted into a YA-0301-03 for 180 days.
- Maggie was given a 6% increase for the temporary promotion, taking her base pay from \$75,980 to \$80,539.
- On the 120th day of Maggie’s temporary promotion, the organization would convert from NSPS to AcqDemo.
- YA-02 (GS-9 to GS-13) transitions to either NH-02 (GS-05 to GS-11) or NH-03 (GS-12 to GS-13).
- YA-03 (GS-14 to GS-15) transitions to NH-04.

- Maggie’s position of record, based on the application of AcqDemo broadband descriptors, is classified as NH-0301-03 and her temporary promotion position is classified as NH-0301-04.
- The Command has determined that Maggie will complete the remaining 60 days of her temporary promotion after conversion as an NH-0301-04.
- Upon conversion, the following steps will occur:
 1. Maggie will convert to her AcqDemo position of record NH-03 with a base salary of record of \$75,980 plus the applicable Locality.
 2. Maggie will be temporarily promoted to NH-04 for the remaining 60 days.
 3. Maggie will be given an 11.5% increase for the temporary promotion, taking her base pay from \$75,980 to \$84,717. The additional 5.5% (from the original 6%) is necessary in order to meet the minimum of the NH-04 rate range for the remaining time.

Temporary Reassignment: Pay is set at the same rate the employee would have received prior to the temporary reassignment, with appropriate pay increases that occurred during the period of the temporary reassignment.

If the temporary reassignment occurred during a performance pay out or adjustments to the pay bands, Rachel’s salary would be reconstructed to reflect any changes she would have received had she been in her permanent position during those pay events.

NH-01	NH-02	NH-03	NH-04
17803 - 31871	27431 - 65371	60274 - 93175	84697 - 129517
GS-01 to GS-04	GS-05 to GS-11	GS-12 to GS-13	GS-14 to GS-15

- Rachel is a YA-1102-02 with a base salary of \$45,870.
- She was temporarily reassigned NTE a year for a special project and given a 4% salary increase as a reflection of the higher level duties she will be performing.
- Her new base salary is \$47,705.
- Rachel is notified that her position of record and the position that she was reassigned to would both transition to AcqDemo.
- YA-02 (GS-9 to GS-13) transitions to either NH-02 (GS-05 to GS-11) or NH-03 (GS-12 to GS-13).
- Rachel’s position of record, based on the application of AcqDemo broadband descriptors, is now classified as NH-1102-02.
- After 90 days, upon completion of the special project, Rachel is returned to her permanent position assigned as NH-02 and her pay is returned to \$45,870.

Appendix 3-B – Comparison NSPS/GS/AcqDemo Additional Pay

This table highlights some differences between NSPS and OPM regulations for which GS and AcqDemo follow. This is not an exhaustive list; HROs should be prepared to inform employees concerning the impact of transition on their individual situation.

Type of Pay	NSPS	GS/AcqDemo
Overtime – FLSA Exempt	<ul style="list-style-type: none"> • Employees in pay band 3 of the YA, YD, YH, and YK pay schedules, pay band 4 of the YL pay schedule, and pay bands 2 and 3 of the supervisor/manager pay schedules receive an overtime rate equal to their hourly adjusted rate. • All others receive an overtime rate equal to 1 ½ times their hourly adjusted rate. • Comp time may be authorized in lieu of overtime. (5 CFR 9901.362(b)) 	<ul style="list-style-type: none"> • Employees whose basic pay is equal to or less than GS-10, step 1, are paid an overtime rate of 1 ½ times their hourly rate of basic pay. • Employees whose basic pay exceeds GS-10, step 1, are paid an overtime rate equal to the greater of (a) 1 ½ times the GS-10, step 1, rate or (b) their hourly rate of basic pay. • Comp time may only be authorized in lieu of irregular or occasional overtime unless the employee is covered by a flexible work schedule. (5 U.S.C. 5541, 5542, 6123(a)(1); 5 CFR 550.114)
Night Pay	<ul style="list-style-type: none"> • NSPS employees can be paid Night Pay for irregular or occasional overtime work in the same manner it is payable for regularly scheduled work. • NSPS Night Pay is not payable during paid absences, except for a period of court leave, military leave, time off awarded under 5 U.S.C. 4502(e), compensatory time off during religious observances, or when excused from duty on a holiday. (5 CFR 9901.362(c)) 	<ul style="list-style-type: none"> • GS/AcqDemo Night Pay is payable for regularly scheduled work performed by an employee between the hours of 6 p.m. and 6 a.m. • Under GS/AcqDemo, an employee is entitled to Night Pay for a period of paid leave only when the total amount of that leave in a pay period, including both night and day hours, is less than 8 hours. (5 U.S.C. 5545(a); 5 CFR 550.121-122)

Type of Pay	NSPS	GS/AcqDemo
Sunday Pay	<p>NSPS Sunday pay is similar to that paid to GS employees except NSPS employees can only be paid Sunday Pay for hours actually worked on Sunday. (5 CFR 9901.362(d))</p>	<p>GS/AcqDemo Sunday pay is paid for actual work hours performed during an employee's regularly scheduled daily tour of duty. When such tour includes hours on a Sunday, the employee receives Sunday pay for each hour associated with the daily tour whether or not worked on Sunday. (5 U.S.C. 5546; 5 CFR 550.171)</p>
Holiday Pay	<ul style="list-style-type: none"> • Holiday premium pay is paid at twice an employee's adjusted salary hourly rate; • Paid for each hour (including overtime hours) an employee is ordered or approved to work on a holiday. (5 CFR 9901.362(e)) 	<ul style="list-style-type: none"> • Limited to 8 hours, does not include overtime hours; • Overtime hours paid at overtime rate; • Employee receives basic rate plus a rate equal to their basic rate. (5 U.S.C. 5546; 5 CFR 550.131)
Standby Duty Pay	<p>NSPS standby duty pay is similar to that paid to GS employees except as described in NSPS regulations (5 CFR 9901.362(f)):</p> <p>1) NSPS standby pay is limited to firefighters classified to the 0081 occupation who are not eligible for coverage under 5 U.S.C. 5545(b) and emergency medical technicians not involved in fire protection activities;</p> <p>2) The Secretary may approve other occupations for coverage, but no additional occupations have been approved as of the date of this guide.</p>	<p>May be paid to an employee in a position requiring him or her to regularly remain at, or within the confines of, his or her duty station for more than 40 hours per week in a standby status rather than performing work. (5 U.S.C. 5545; 5 CFR 550.141). Standby pay under GS rules is not limited to specific occupations.</p>

Type of Pay	NSPS	GS/AcqDemo
Administratively Uncontrollable Overtime	Not paid under NSPS.	May be paid to an employee in a position for which the hours of duty cannot be controlled administratively and which requires substantial amounts of irregular or occasional overtime work. (5 U.S.C. 5545; 5 CFR 550.151)
Compensatory Time Off for Religious Observances	<ul style="list-style-type: none"> • Before religious compensatory time can be scheduled, the hours required to cover the absence must also be scheduled. (5 CFR 9901.362(k)(1)) • Payment for unused religious compensatory time is prohibited under any circumstances. (5 CFR 9901.362(k)(2)) 	OPM regulations do not require advanced scheduling of hours to cover religious compensatory time. Also unused religious compensatory time may be paid (at the basic hourly rate in effect when the time was worked) when an employee separates, dies, or transfers to another DoD Component. (5 CFR part 550, subpart J)
Air Traffic Controller Differential	Paid to employees in YA-2 or YA-3 who meet certain criteria (5 CFR 9901.362(l)). Under NSPS, only subsections (a)(1) and (d) of 5 U.S.C. 5546a are applicable.	A similar pay is authorized for employees at the GS-9 and above level/AcqDemo broadband level assigned (part NH-2, NH-3, NH-4, NJ-3, NJ-4, and NK-3) – criteria are slightly different(5 U.S.C. 5546a) Under GS/AcqDemo, all of 5 U.S.C. 5546a applies

Type of Pay	NSPS	GS/AcqDemo
Premium Pay for Health Care Personnel	<p>Includes three types of premium pay for health care personnel providing direct patient care services or services incidental to direct patient care services: on call, night pay, and pay for weekend duty (5 CFR 9901.363).</p> <p>Specifically, NSPS health care personnel:</p> <p>1) may be authorized on-call premium pay in the amount of 15% of his or her adjusted hourly rate for each hour of on-call status when scheduled outside of his or her regular duty hours or during hours on a holiday when the employee is excused from regular duty;</p> <p style="text-align: center;"><i>(continued on next page)</i></p>	<p>Pursuant to Chapter 55 of 5 U.S.C., GS/AcqDemo pay regulations do not provide pay for “on call” duty or weekend duty. However, “on call”, tour differential, and weekend duty may be paid certain health care professionals pursuant to 38 U.S.C., in lieu of chapter 55 premium pay. Night pay also differs in that each hour must be performed between 6pm and 6am.</p> <p>Pursuant to Chapter 55 of 5 U.S.C., GS/AcqDemo employees are only paid a night pay differential for absence on leave when the total amount of paid leave in that pay period is less than 8 hours.</p>
Premium Pay for Health Care Personnel <i>(continued)</i>	<p>2) will receive night pay for each hour of a tour of duty when at least 4 or more hours occur between 6pm and 6am; such night pay will also be paid for periods of absence due to court leave, military leave, time off awards under 5 U.S.C. 4502(e), or compensatory time off for religious purposes; and</p> <p>3) will receive additional pay in the amount of 25% of the employee’s hourly rate of adjusted salary for each hour of a tour of duty, when any part of the tour is performed between midnight Friday and midnight Sunday, but may not receive Sunday pay.</p>	

Type of Pay	NSPS	GS/AcqDemo
Foreign Language Proficiency Pay	May be paid to employees who are proficient in a foreign language as determined by the Secretary of Defense (or his designee) to be necessary for national security interests. (5 CFR 9901.364)	May be paid, but only when the employee's position requires proficiency in a foreign language to perform the work of the position. (10 U.S.C. 1596 and 10 U.S.C. 1596a)
Foreign Differentials and Allowances, including Living Quarters Allowance	Authorized, paid based on pay band structure or NSPS salary. (Department of State Standardized Regulations (DSSR) regulations)	Authorized, paid based on GS/AcqDemo broadband structure. (Department of State Standardized Regulations (DSSR)) On June 6, 2010, the State Department granted an interim change to the DSSR which became final on July 18, 2010 to protect employees transitioning from NSPS to GS/AcqDemo, allowing them to retain the existing LQA quarters group assignment if the transition would have resulted in a negative impact to LQA. (DSSR Section 134.14c)
Recruitment, Relocation, and, and Retention Incentives (3 Rs)	Adjusted retained pay (including any local market supplement) is used in incentive calculations.	An employee's retained rate may not be used in incentive calculations; instead, the maximum rate (step 10) of the rate range applicable to the employee's GS position/maximum of the AcqDemo assigned broadband level rate range is used. (5 CFR 536.307) Exception: If necessary to prevent a reduction in salary upon transition, a retained rate will be used temporarily to calculate these incentives if, at the time of transition, the employee is receiving an incentive and is entitled to pay retention in the GS/AcqDemo position.

Appendix 3-C – Determining the Date of Last Equivalent Increase

When an employee's position is transitioned from NSPS to AcqDemo, a determination will need to be made regarding which NSPS event resulted in a "last equivalent increase" for that individual. The determination of the last equivalent increase is based on information found at 5 CFR 531.407. DLEI is applicable to AcqDemo for the purpose of maintaining a record in DCPDS for an employee's possible future movement out of AcqDemo to GS.

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 terminated;
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 within-grade increase (WGI) adjustment equivalent)
 - A reassignment increase under 5 CFR 9901.353 to a position within the same band, including such a reassignment increase granted immediately for 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-in))
 - A one-time noncompetitive promotion equivalent increase provided to eligible employees during the first 12 months following conversion under 5 CFR 9901.371(1)

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 pay band 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 5 CFR 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

4. The following pay adjustments are *not* considered an equivalent increase for purpose of resetting the DLEI:
 - The receipt of a local market supplement adjustment under 5 CFR 9901.331-9901.334
 - The receipt of a general salary increase under 5 CFR 9901.323
 - A pay adjustment necessary to place an employee on a GS step upon transition from one pay system to another (5 CFR 531.407(b))

Chapter 4 – Staffing

This chapter provides information and guidance necessary to process personnel actions transitioning NSPS employees and their positions to the AcqDemo system.

I. General Information

- A. For Staffing purposes the Office of Personnel Management (OPM) *Operating Manual: Qualification Standards for General Schedule Positions* applies to AcqDemo positions.
- To the extent that an employee does not meet the qualifications for the AcqDemo position assigned upon transition, the qualifications for his or her position will be automatically modified to reflect the NSPS qualifications, unless the employee does not meet educational, licensure, certification, or other mandatory requirements.
 - If an employee does not meet any educational, licensure, certification, or other mandatory requirement for the AcqDemo position assigned upon transition, the organization must restructure the position in a manner that permits the employee to either meet the mandatory requirement(s) for the position or the employee must be assigned to another position for which he or she is qualified or for which the qualification requirements can be modified in accordance with section E.8.c. of the OPM *Operating Manual: Qualification Standards for General Schedule Positions* and which is at the same grade equivalent level as the transitioned position.
- B. Except as described below or as described in other transition-related guidance or instruction, the *OPM Guide to Processing Personnel Actions* (OPM GPPA) will be followed when processing the transition action to AcqDemo.

II. Preparing for Transition

- A. Components will plan, in coordination with AcqDemo Program Office, for transition of their NSPS positions and employees from NSPS to AcqDemo on May 22, 2011, including establishing specific schedules for accomplishing pre-transition actions (e.g., reclassifying NSPS positions to AcqDemo) and identifying the resources necessary to accomplish the transition per this guidance and as outlined in the AcqDemo Transition Checklist. For more information on transition schedules, see Chapter 1, *NSPS to AcqDemo – General*, Section I.C.
- B. A DoD moratorium on processing personnel actions prior to transition of employees and their positions from NSPS will not be implemented. However, there are some restrictions on processing actions on the date of transition (see Section III.F). As necessary, Components may consider and impose moratoriums on processing personnel actions to facilitate the transition process and minimize potential disruption, inconsistencies, and/or errors.

- C. A DoD moratorium on major planned activities such as organizational restructuring, realignments, or reductions in force will not be implemented for purposes of transition from NSPS to AcqDemo. Components should consider the timing of these actions to minimize disruption during the transition period.

III. Processing the Transition Action

A. Automation

An automated process to mass transition employees and organizations from NSPS to AcqDemo will be functional by the beginning of March 2011. Further instructions on this process will be provided by the Civilian Personnel Management Service (CPMS) to Human Resources Offices (HROs). A manual process will remain available for activities use as appropriate.

IMPORTANT: Manual intervention may be required for the automated process in order to determine the appropriate AcqDemo classification of positions and to input AcqDemo position data in the Defense Civilian Personnel Data System (DCPDS).

B. Nature of Action (NOA)/Nature of Action Code (NOAC)

The nature of action code and nature of action used to transition employees and their positions is 890/Misc Pay Adj. The 890 nature of action code is appropriate regardless of the:

- type of appointment the employee is on, or
- need for change in the employee's position series or title, or
- need for a pay adjustment to place an employee in the applicable Career Path and broadband level rate range.

C. Legal Authority/Legal Authority Code (LAC)

The legal authority code and legal authority to be used on the transition action is ZLM/P.L. 111-84, dated October 28, 2009.

D. Pay Rate Determinant

A new pay rate determinant (PRD) "Y" has been authorized for transition actions involving the following:

1. NSPS employees who are on temporary or term appointments and who are placed (or continue) on pay retention at the time of transition from NSPS.
2. NSPS employees whose retained rate upon transition exceeds 150 percent of the applicable maximum of the rate range of the assigned broadband level.

3. NSPS employees whose retained rate upon transition exceeds the rate of pay for Level IV of the Executive Schedule.
4. NSPS employees who are receiving a recruitment, relocation, or retention incentive and are placed (or continue) on pay retention at the time of transition from NSPS and whose incentive amount is temporarily protected from the reduction that would otherwise occur because an AcqDemo employee’s retained rate is not used in computing one of these incentives (Note: Without this exception to 5 CFR 536.307, the maximum of the rate range for the employee’s assigned AcqDemo broadband level (including any applicable locality pay) is treated as the retained rate employee’s rate of basic pay for purposes of computing a recruitment, relocation, or retention incentive.).

Adjustment of retention incentive at the time of the annual review after transition to AcqDemo. Per USD (P&R) memorandum, “Implementation of Recruitment, Relocation, and Retention Incentives”, dated September 21, 2006, USD (P&R) memorandum, “Implementation of Enhanced Retention Incentives Authorities”, dated February 5, 2008, and 5 CFR 575.311(f)(1), authorized management officials are required to “annually review retention incentives, adjust payment amounts as warranted by conditions that have changed since the incentive was authorized, and record the results of this review in writing”. Once this review takes place, the calculation of a retention incentive should be based on the maximum rate range for the employee’s assigned AcqDemo broadband level, including any applicable locality pay (rather than the retained rate from NSPS) in accordance with OPM regulations (*see* 5 CFR 536.307(b)). To compensate for the difference between OPM and NSPS regulations in calculating the incentive for employees on pay retention, an authorized management official may raise the retention incentive percentage, in accordance with OPM regulations, at the time of the annual review.

If, at the time the calculation adjustment occurs to a retention incentive, the employee remains on PRD “Y” as a result of his or her retained rate exceeding the EX-IV rate, the incentive must be calculated manually since DFAS will otherwise automatically calculate the retention incentive based on the retained NSPS rate. If, at this time, the employee’s retained rate exceeds the maximum rate of his/her AcqDemo broadband level (including any applicable locality pay) but is at or below the EX-IV rate, the HRO should change the PRD to “J” so that DFAS will calculate the incentive based on the maximum rate of the assigned broadband.

E. Remarks

The following remarks will be used, as applicable, in addition to any other remarks that may be required by the OPM GPPA.

Condition	Code	Remark
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Condition	Code	Remark
Employee's position classification is changed due to repeal of NSPS	ZZZ*	Pay/position changes authorized by P.L. 111-84, dated October 28, 2009.
Date of Last Equivalent Increase (DLEI)	ZZZ*	Date Last Equivalent Increase is _____.
OPM qualifications requirements	ZZZ*	As necessary, the AcqDemo/GS qualification requirement is modified in accordance with section E.8.(c) of the OPM <i>Operating Manual: Qualification Standards for General Schedule Positions</i> to reflect NSPS qualification requirements.
Full performance level of AcqDemo position	K20*	Full performance level of employee's position is (enter "AcqDemo" and broadband level)
Employee is on pay retention prior to transition and is entitled to continue to receive pay retention	X40	Employee is entitled to pay retention.
Employee is not on pay retention prior to transition; action results in the employee's NSPS adjusted salary exceeding assigned AcqDemo broadband level	X40	Employee is entitled to pay retention.
Transition action terminates existing pay retention entitlement (i.e., NSPS adjusted salary falls within applicable AcqDemo broadband level rate range)	X42	Pay retention entitlement terminated.
NSPS adjusted salary is below the minimum of employee's NSPS pay band (due to Level 1 rating) and AcqDemopay is set at minimum of the AcqDemo broadband level.	ZZZ	Your basic pay has been increased to the minimum rate of the assigned AcqDemo broadband level.
Employee is on temporary or term appointment in the competitive service upon transition to the AcqDemosystem. (see Note 2) This remark is pending OPM authorization. Additional information will be provided at a later date.	ZZZ	Appointment NTE date continues upon transition IAW OPM Letter dated TBD. Eligibility for noncompetitive transition to career or career-conditional appointment is subject to the applicable non-NSPS regulations.

Condition	Code	Remark
<p>Employee is on a temporary appointment in the excepted service upon transition to the AcqDemo system. (see Note 2)</p> <p>This remark is pending OPM authorization. Additional information will be provided at a later date.</p>	<p>ZZZ</p>	<p>Appointment NTE date continues upon transition IAW OPM Letter dated (pending issue).</p>

*This remark mandatory on all transition actions.

F. Order of Processing

1. Employees on temporary assignments immediately prior to the effective date of their permanent or temporary positions being transitioned from NSPS to AcqDemo must be returned to their permanent positions for transition. The action returning the employee to his or her permanent position must be processed the day before the effective date of transition, typically on a Saturday. (See paragraph J of this section for more information on employees temporarily assigned immediately before transition of their positions from NSPS.)
2. Initial appointment to or transfer to an NSPS position *on the effective date* of that position's transition to AcqDemo is prohibited.
3. Initial appointment or transfer to a position *after it transitions* to AcqDemo is permitted on the effective date of the position's transition.
4. Except as noted in F.5., movement of an NSPS employee to a different position on the effective date of transition is prohibited. This includes any movement, temporary or permanent, either before or after the transition action is processed.
5. Immediately after an NSPS position has transitioned to AcqDemo, an employee who was assigned temporarily to that position immediately prior to the transition may be placed back into the position, subject to AcqDemo employment rules and pay setting procedures as described in section II.E. of Chapter 3. As needed to effect a placement back into the temporary position, GS qualification standards, used under AcqDemo, are modified in accordance with section E.8.c. of the [Qualification Standards for General Schedule Positions](#). For this purpose only, when the employee is returned to a temporary assignment following transition and the action is determined to be a reassignment, a temporary reassignment action will be processed as follows:
 - NOAC/NOA: 921/Reassignment NTE or 922/Termination of Reassignment NTE
 - LAC/Legal Authority: 7TR/P.L. 111-84, dated October 28, 2009

- PRD: Use “Y” if employee’s adjusted basic pay for the temporary assignment exceeds the maximum of his or her assigned AcqDemo broadband level, otherwise, use “0” if maximum is not exceeded.
- Remarks:

ZZZ: Continuation of temporary reassignment held immediately prior to transition from NSPS. Pay/position change authorized by P.L. 111-84, dated October 28, 2009. Temporary reassignment ends on not-to-exceed date established under NSPS.

ZZZ: Salary based on entitlement provided under section 1113(c)(1) of P.L. 111-84, dated October 28, 2009. Entitlement terminates upon reaching initial NTE date of temporary assignment or termination of temporary reassignment.

ZZZ: From Reassignment NTE. (Use on termination action.)

When the post-transition temporary action is determined to be a promotion and pay is set in accordance with AcqDemo pay setting rules, process the action in accordance with Appendix G of the AcqDemo Operating Procedures, “Processing Personnel Actions Under the Demonstration Project”. If pay is set to preserve a higher rate received when the temporary position was covered by NSPS, process the action as follows:

- NOAC/NOA: 703/Temporary Promotion NTE or 713/Termination of Temporary Promotion NTE
- LAC/Legal Authority: 7TR/P.L. 111-84, dated October 28, 2009
- PRD: Use “Y” if employee’s adjusted basic pay for the temporary assignment exceeds the maximum of his or her assigned AcqDemo broadband level, otherwise, use “0” if maximum is not exceeded.
- Remarks:

ZZZ: Continuation of temporary action held immediately prior to transition from NSPS. Pay/position change authorized by P.L. 111-84, dated October 28, 2009. Temporary promotion ends on not-to-exceed date established under NSPS.

ZZZ: Salary based on entitlement provided under section 1113(c)(1) of P.L. 111-84, dated October 28, 2009. Entitlement terminates upon reaching initial NTE date of temporary promotion or termination of temporary promotion.

Note: Use remark K16 upon return to the lower broadband level. If an extension to the temporary promotion is effected, pay must be set in accordance with AcqDemo pay administration rules.

6. For NSPS employees, an ACDP pay adjustment, when applicable, may be processed with the same effective date as the employee's transition from NSPS. This action must be processed before the transition action.
7. Actions converting an employee to another appointment that do not result in movement to another position are permitted on the effective date of transition.
8. An employee who is placed in an NSPS position after employees in the organization or organizational subcomponent have transitioned to AcqDemo (e.g., section I.C.3. of Chapter 1, *NSPS to AcqDemo – General*) must be transitioned to AcqDemo on the first day of the first pay period following the effective date of placement in the NSPS position, unless otherwise excepted from transition to AcqDemo in accordance with Chapter 1, Section I.B.2 of this guide.
9. Both NSPS GPPA (Chapter 17) and 5 CFR 531.206 governing GS pay (of which AcqDemo follows) specify that when multiple pay actions are effective on the same date, general salary increase(s) must be processed first. Other simultaneous pay actions should be processed in the order that gives the employee maximum benefits. All actions other than separations and termination of grade and/or pay retention are effective at 12:01 am on the action's effective date (see Chapter 3 of the OPM Guide to Processing Personnel Actions). Therefore, the order of processing personnel actions will generally be as follows:
 - Order of Processing NSPS Pay Actions (before Transition):
 - GPI
 - performance based pay actions
 - ACDP
 - No other NSPS pay action may be effective on the date of transition
 - Order of Processing AcqDemo Pay Actions:
 - Pay Adjustment (to AcqDemo)
 - Return to Temporary Promotion/Reassignment (if applicable)
10. A currently deployed civilian employee who returns to his or her permanent NSPS position of record after the organization has transitioned to AcqDemo (e.g., section I.C.4. of Chapter 1, *NSPS to AcqDemo – General*) must be transitioned to AcqDemo on the first day of the first pay period after his or her deployment ends, unless otherwise excepted from transition to AcqDemo in accordance with Chapter 1, Section I.B.2 of this guide. Similarly a deployed civilian whose deployment is renewed or extended and who has been advised of pay changes that will occur upon transition of his or her position must be transitioned to AcqDemo on the first day of the first pay period following renewal or extension of his or her deployment if his or her assigned permanent organization has otherwise transitioned. Deployed civilians who have not transitioned

prior to the pay period beginning December 4, 2011, must be transitioned from NSPS on that day (*see* Appendix 1-C).

G. Determining the Employee's Rate of Pay in the AcqDemo Position

General rules for setting pay in AcqDemo positions are prescribed in Chapter 3, *NSPS to AcqDemo – Pay Upon Transition*.

H. Determining the Date of Last Equivalent Increase (DLEI)

Guidance on determination of DLEI is provided in Chapter 3, *NSPS to AcqDemo – Pay Upon Transition*.

I. Employees on Non-Permanent Appointments When Their Positions are Transitioned from NSPS

Competitive and excepted service employees who are on NSPS temporary appointments as of the date of transition to AcqDemo will be transitioned in accordance with the time limits specified in 5 CFR 316.401(c) and 5 CFR 213.104. Competitive service employees who are on NSPS term appointments as of date of transition to AcqDemo, will be transitioned to AcqDemo in accordance with the modified term appointment time limits as specified in the Federal Register, Volume 64, Number 5, dated January 8, 1999 without a change in the not-to-exceed date of their appointment. Under AcqDemo employees will continue to serve the remaining time on their appointment, subject to the conditions associated with their appointment and management discretion. A remark code, as indicated in Section III.E. of this chapter, will be added to each employee's transition personnel action. The nature of action for these transition actions is the same as that prescribed in section III.B. of this chapter.

Once transitioned to AcqDemo, these appointments may be extended consistent with either 5 CFR 316.401(c) or 5 CFR 213.104, or the Federal Register, Volume 64, Number 5, dated January 8, 1999, as applicable. Employees on term appointments may be noncompetitively converted to career-conditional or career appointments in accordance with Section III.A.2. of Federal Register, Volume 64, Number 5, dated January 8, 1999.

J. Employees on Temporary Assignments Immediately Prior to Transition of Their Positions from NSPS

Some NSPS employees may be on temporary promotions or reassignments to other positions immediately prior to transition. This includes NSPS employees temporarily promoted to GS or AcqDemo positions and NSPS employees temporarily assigned (i.e., promoted or reassigned) to other NSPS positions. In these cases, employees must be returned to their permanent positions of record prior to the transition of their permanent positions (or the transition of their temporary positions from NSPS) consistent with section F.1. of this chapter.

Where these assignments result in a higher rate of pay than the employee's permanent position and termination of the temporary assignment would not end but for transition from NSPS, management must immediately return the employee to the temporary assignment post-transition. The pay setting procedures described at section II.E. of Chapter 3 apply. When an employee is returned to a temporary assignment in AcqDemo, follow processing instructions at section III.F.5. of this chapter.

Because pay may be impacted, organizations should consider limiting new temporary assignments once a date for transition of the position from NSPS has been established. In addition, organizations must notify employees about how their temporary assignment will be impacted by the transition.

For example:

- An employee on a 180-day noncompetitive temporary promotion to an NSPS position is limited to 120 days for a noncompetitive temporary promotion under AcqDemo.
- An employee on a temporary reassignment (not to exceed one year) to an NSPS position is limited to 120 days for a noncompetitive temporary promotion under AcqDemo if the action would result in a promotion after the temporary position transitions.

K. Employees Receiving Foreign Language Proficiency Pay (FLPP)

The transition action for employees receiving FLPP will be processed manually. The employee record must be deselected from the mass process and a determination made as to whether the employee is eligible for FLPP under GS rules; which AcqDemo follows for this purpose. If eligible, management must authorize this payment.

- For employees who will receive the FLPP payment post-transition, first process the transition action, then process the action authorizing FLPP.
- For employees who will no longer receive FLPP payment post-transition, first process the action terminating the payment, then process the transition action.

L. Transition from Miscellaneous Situations

Employees who are absent from their NSPS positions at the time of transition will be transitioned based on their permanent positions of record. These situations include:

- Absence due to uniformed service or compensable injury in accordance with 5 CFR part 353 and 38 U.S.C. 4312
- Absence due to work-related injury
- Approved leave without pay
- Performance of union activities

- Other similarly approved situations

M. Job Offers and Effective Dates Established On or After Transition

1. If a job offer is made for an NSPS position prior to transition, the selectee must be informed that his/ her position will be transitioned to AcqDemo. If more specific information is available, such as the date of transition and/or information about the AcqDemo position, this information should be provided, at least verbally, so the selectee can make an informed decision about accepting the position.
2. Once NSPS coverage ends for a position, there is no authority to fill the vacant position using NSPS regulations and issuances. Therefore, if a vacant position was recruited under NSPS procedures and the position transitioned to AcqDemo prior to placement of selectee, the selectee cannot be placed in the position under NSPS rules. (See III.M.3 below regarding temporarily retaining positions in the NSPS system pending consummation of pipeline actions.)

In some cases, the selectee may be eligible for noncompetitive placement in the AcqDemo position. In other cases, the vacancy may need to be re-announced as an AcqDemo position under AcqDemo competitive procedures. Under AcqDemo, the selectee may be subject to:

- Different qualification requirements
- Different competitive procedures
- Different pay setting procedures.

If the position must be re-announced, other placement sources such as interagency career transition assistance plan (ICTAP), priority placement program (PPP) and reemployment priority list (RPL), may need to be re-cleared.

3. In accordance with section I.C.3. of Chapter 1, *NSPS to AcqDemo – General*, when a vacant pipeline position is recruited under NSPS procedures and a selection will not be effected until after employees in the organization or organizational subcomponent have transitioned from NSPS to AcqDemo (e.g., because of the security clearance process), the selectee may still be placed in the vacant NSPS position using NSPS rules provided that the position remains covered by NSPS (i.e., the vacant position did not transition to AcqDemo pending completion of the recruit process). The placement action must be effected beginning by June 20, 2011.

N. Placement Programs for Surplus or Displaced Employees

The requirements of placement programs such as the ICTAP, PPP and RPL do not apply to the transition action.

O. Career Ladder Positions

1. Career ladder positions will be established as part of the classification process described in Chapter 2 of this guide. When an NSPS employee is transitioned to a career ladder position (i.e., a position below the full performance level), he or she will have noncompetitive eligibility to the full performance broadband level of the position provided the full performance broadband level was encompassed within the employee's assigned pay band or the full performance band of the employee's NSPS position.

For example, if a YA-1 employee with a full performance level of YA-2 is transitioned to a NH-2 with a full performance level of NH-3, progression to the NH-3 is noncompetitive because that grade level was covered by the full performance pay band of the NSPS position (i.e., YA-2).

Likewise, it is inappropriate to transition a YA-2 employee to a NH-3 position with a noncompetitive full performance level of NH-4, unless the full performance level of the NSPS employee's position was YA-3.

2. Upon transition, employees do not automatically obtain noncompetitive promotion potential to the highest broadband level covered by their assigned NSPS pay band. Except for conditions described in the organization's merit promotion plan (e.g., actions specified by 5 CFR 335.103(c)(2) and (3)), the AcqDemo classification of the full performance level equivalent of the NSPS position applicable at the time of transition will determine an employee's eligibility for noncompetitive promotion potential under AcqDemo.

For example, the YA-2 pay band encompasses work equivalent to the GS-9-13 level. If a YA-2 employee converts to a NH-2 (GS-5 to GS-11) and it's determined by management that the NH-3(GS-12 to GS13) is the full performance level of the position, the employee has noncompetitive promotion potential to NH-3. Conversely, if the full performance level is determined to be NH-2 (GS-5 to GS-11), further advancement to NH-3 (GS-12 to GS-13) must be competitive.

An employee who is transitioned to a lower broadband level than the full performance level of the AcqDemo position must meet any applicable AcqDemo requirements for subsequent promotion(s) in the career ladder: i.e., qualification requirements, satisfactory performance.

IV.NSPS Ratings of Record

Guidance on determining treatment of NSPS ratings of record for reduction in force (RIF) purposes will be provided in Chapter 5, *NSPS to AcqDemo – Performance Management*.

Appendix 4-A – OPM Waiver Letter and Amendment

PLACEHOLDER PENDING RECEIPT OF OPM GUIDANCE

Chapter 5 – Performance Management

This chapter provides information on the performance management process during and after the transition from the NSPS to AcqDemo resulting from the repeal of NSPS.

I. General Information

- A. Prior to transition from NSPS, the performance management regulations and policies identified in 5 CFR 9901, and DoDI 1400.25, Subchapter 1940, will be followed.
- B. Transition of positions and employees from NSPS to AcqDemo will occur on May 22, 2011; with the exception of deployed civilians which may delay transition up until December 31, 2011.
- C. Once an employee transitions from the NSPS performance management system, he/she is covered by the AcqDemo performance appraisal system which is the Contribution-based Compensation and Appraisal System (CCAS), established in accordance with title 5 U.S.C. chapter 43.
- D. Beginning March 27, 2011, individuals hired into organizations scheduled to transition to AcqDemo on May 22, 2011 will be hired under AcqDemo provisions and therefore covered under CCAS.

II. NSPS Performance Management

- A. Eligibility for an NSPS rating of record and payout will be in accordance with the provisions identified in 5 CFR 9901 and DoDI 1400.25, Subchapter 1940.

For FY11, the period of October 1, 2010 thru May 21, 2011, an NSPS closeout is encouraged but not required by NSPS regulations.

- The closeout assessment, if used, is narrative only, no numerical rating.
- As an alternative, the 2011 NSPS interim assessment is mandatory and may be used for closeout purposes.
- As the closeout assessment will not be a rating of record (recommended or final), it may be used during the initial CCAS performance period to inform on the final CCAS rating.

- B. For NSPS employees who transition from NSPS to AcqDemo on May 22, 2011, all existing NSPS regulations and policies identified in 5 CFR 9901 and DoDI 1400.25 remain in effect until the date of transition from NSPS.

- C. For deployed NSPS employees who delay their transition no later than December 31, 2011, refer to the chart below for applicable performance management policies. There will be no NSPS performance payout (NSPS salary increases and/or bonuses) with these ratings of record.

III. Performance Management Prior to Transition

A. Employees must be covered by a performance appraisal system. Therefore, beginning October 1, 2010 employees should be placed on NSPS performance plans and standards that will cover them until the day prior to transition, May 21, 2011. Supervisors and managers continue to be responsible for identifying, documenting, and clearly communicating performance expectations and holding employees responsible for accomplishing them.

B. Organizations will establish and document employee expectations and performance management plans for this time period using the NSPS DD Form 2906 via the Performance Appraisal Application (PAA). AcqDemo contribution objectives will then be established within 30 days of transition or placement into an AcqDemo position.

IV. NSPS and AcqDemo Pay Pools

A. For the period October 1, 2010 through the day prior to transition, NSPS performance management rules apply.

B. From the date of transition, the following guidance applies:

If transition from NSPS to AcqDemo occurs ...	Then eligible employees receive a ... <i>(see notes)</i>	Is pay pool review required?		Is employee eligible for a payout?*	
		NSPS	AcqDemo	NSPS	AcqDemo
May 22, 2011 through July 2, 2011	NSPS Closeout Assessment <i>(Recommended but not required)</i> CCAS Annual Appraisal and Rating of Record <i>(Required)</i>	N/A	Yes	N/A	Yes
July 3, 2011 through September 29, 2011	NSPS Early Annual Rating of Record <i>(Required)</i>	Yes	N/A	No	No
September 30, 2011	NSPS Annual Appraisal and Rating of Record <i>(Required)</i>	Yes	N/A	No	N/A

October 1, 2011 to December 4, 2011	NSPS Closeout Assessment <i>(Recommended but not required)</i>	No	N/A	No	N/A

* Must be under AcqDemo on January 1, 2012, to receive the CCAS payout.

Notes: Employees must have a minimum of 90 days under NSPS to receive a closeout.

Employees must have a minimum of 90 days under NSPS to receive a rating of record.

Employees must have 90 days under CCAS and be in an AcqDemo position on 30 Sept to receive a rating of record under AcqDemo.

C. Employees temporarily excepted from transition from NSPS (e.g., deployed civilians) will be subject to the provisions of the table above, depending on the date of transition. Components may establish and provide guidance on procedures regarding how the pay pool process (determination of ratings of record only) will be handled in these situations.

V. NSPS Ratings of Record

NSPS ratings of record (as defined by 5 CFR 9901.103) are “equivalent ratings of record” under 5 CFR 430.201(c)(2). As such, upon transition to AcqDemo, an employee’s last NSPS rating of record is considered a “rating of record” for Reduction in Force purposes.

VI. Performance Awards

Deployed employees who transition from NSPS between July 3, 2011 and December 4, 2011, are not eligible for the FY 2011 NSPS performance-based payout (in accordance with 5 CFR 9901.342(g)(7)) despite the fact they will receive a rating of record. Employees will be eligible to receive the general pay increase and appropriate locality pay adjustment payable to GS and AcqDemo employees under 5 U.S.C. 5303 and 5 U.S.C. 5304 and applicable regulations. Subject to any Department, Component, and/or local policies, employees may be granted cash awards under 5 U.S.C. chapter 45 and 5 CFR part 451, where appropriate.

VII. NSPS Reconsideration

A. A request for reconsideration of an NSPS rating of record or job objective rating may be accomplished through the NSPS reconsideration process if the process can be completed prior to the expiration of coverage under NSPS. If reconsideration cannot be completed prior to the expiration of coverage under NSPS, challenges to NSPS ratings of record or job objective ratings may be accomplished after the expiration of coverage under NSPS using the AcqDemo performance management process, e.g. the administrative grievance procedure.

B. Negotiated grievance procedures apply for NSPS bargaining unit employees and are based on requirements of local collective bargaining agreements.

C. Components may provide additional guidance as necessary

VIII. AcqDemo Performance Management

Federal Register, Volume 64, No 5, January 8, 1999, establishes the AcqDemo Contribution-based Compensation and Appraisal System in accordance with the statutory and regulatory provisions of title 5 U.S.C. chapter 43 and 5 CFR part 430. Upon transition from NSPS performance management regulations, the performance management policies identified for AcqDemo CCAS will apply.

IX. Performance Management Automation Tool

A. Prior to transition from the NSPS performance management regulations, the Performance Appraisal Application (PAA) and the Compensation Workbench (CWB) will be used to complete NSPS performance management requirements.

B. For NSPS employees who transition from NSPS on May 22, 2011, existing processes for the use of performance management automated tools remain in effect.

C. For NSPS employees who transition from NSPS between July 3, 2011, and December 4, 2011, the PAA and CWB will be modified to require the input of rating information only. Information regarding NSPS share assignment, share value, and share distribution will no longer be required in the PAA or the CWB. (Quick Guides for the modified PAA and CWB provide technical details on these changes. The guides can be found at <http://www.cpms.osd.mil/nsps/transition>).

D. After transition from NSPS, all historical appraisal information under the “Completed Plans/Appraisals” area of the PAA will continue to be available for review. The historical appraisal data will be available and printable indefinitely. Approved plans and appraisals in progress at the time of transition will allow updates and completion. Plans that were initiated, but not approved prior to transition, can continue to be updated, but cannot be approved in the system.

E. After transition from NSPS performance management regulations, CCAS automated performance management tools will be used. The AcqDemo Program office will provide more specifics on the CCAS automated tools prior to transition via the Component representatives/AcqDemo Program Managers.