



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO

APR 25 2007

**MEMORANDUM FOR COMMANDER, NAVY MEDICINE EAST
COMMANDER, NAVY MEDICINE NATIONAL CAPITAL AREA
COMMANDER, NAVY MEDICINE WEST
COMMANDER, NAVY MEDICINE SUPPORT COMMAND**

SUBJECT: Department of Defense National Security Personnel System (NSPS)

The Department of the Navy (DON) has announced the implementation schedule for NSPS Spiral 2.0 – which includes Navy Medicine. All Navy Medicine activities, including Bureau of Medicine and Surgery (BUMED) Headquarters and the Navy Medicine Regional Commands, will be converting under Spiral 2.2 in March 2008.

Unless otherwise directed, NSPS conversion will apply only to those U. S. Federal civilian employees under the General Schedule who are not covered under a bargaining unit. At this time the Department of Defense (DOD) has decided to defer the conversion of any employee covered by a collective bargaining agreement (CBA). As a result any employee covered by a CBA cannot be required to participate in any NSPS training activity, whether such training is in the classroom or is self-paced “E-training” through Navy Knowledge Online (NKO) or Navy Medicine Online (NMO). DOD is currently developing implementing guidance which covers Federal Wage System employees, so they too may be delayed.

Recently BUMED and the DON Office of Civilian Human Resources (OCHR) sent guidance to the field for the validation of the Bargaining Unit Status (BUS) of the civilian workforce. Initial efforts indicate that approximately 70% of all Navy Medicine civilian employees are under a CBA, with as high as 90% at some health care treatment activities. It is essential that Commanders, Commanding Officers, and Officers-in-Charge coordinate with their servicing Human Resources Office (HRO) to ensure a 100% accurate account of the bargaining unit status of their civilian workforce prior to the roll-out of the mandatory NSPS training, which is scheduled to commence in the Summer 2007 timeframe.

Although NSPS is going to provide Navy Medicine with increased flexibility to attract, retain, and compensate a high quality civilian workforce, the challenges of transition and change will be substantial. Of significance will be the level of involvement in human resource management required of military leaders and supervisors. With this in mind it is our goal to provide you with as much guidance and assistance as we can to help you prepare and train for conversion to NSPS.

Until further guidance from BUMED is issued, your staff should begin with the following:

- Reconcile and validate your civilian employee roster and document the bargaining unit status of each civilian employee.

- Ensure widest dissemination of this letter and recent BUMED NSPS monthly updates, which provide the web addresses for the DON and DOD NSPS websites.
- Encourage your military staff and non-BUS civilians, especially supervisors, to take the NSPS 101 online course, which is easily accessed at the DOD NSPS website (www.cpms.osd.mil/).
- Begin identifying your NSPS transition and implementation team members.

It is our intent to disseminate the flow of NSPS news, information, and guidance through the Regional Commands. Please feel free to contact Mr. Vincent Vaccaro, Director of Civilian Personnel Programs, at (202) 762-3334.



D. C. ARTHUR

Copy to:
President, USUHS