

SC1950. SUBCHAPTER 1950

STAFFING AND EMPLOYMENT

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SC1950. SUBCHAPTER 1950

STAFFING AND EMPLOYMENT

- References: (a) Title 5, United States Code, "Government Organization and Employees"
(b) Title 5, Code of Federal Regulations, "Administrative Personnel"
(c) DoD Directive 1400.25 "DoD Civilian Personnel Management System"
(d) The Portability of Benefits for NAF Employees Act of 1990 (5 USC § 2101note)
(e) through (i), see Enclosure 1

SC1950.1. PURPOSE

This Subchapter implements the Department's staffing and employment program policy and prescribes procedures for program management under the National Security Personnel System (NSPS). Subject to the provisions of Section 9902 of Reference (a), and Section 9901, Subpart E of Reference (b), the rules and policy governing staffing and employment programs are revised. Rules and procedures not specifically revised by this Subchapter are still applicable.

SC1950.2. APPLICABILITY

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

SC1950.3. RESERVED

SC1950.4. DEFINITIONS. The definitions of key terms used in this Subchapter are at Appendix 1.

SC1950.5. EMPLOYMENT (GENERAL)

SC1950.5.1. Tenure Group. A person employed in either the excepted or competitive service for other than temporary, term, or indefinite employment is appointed as a career employee subject to the appropriate probationary period for the appointment. A person who was previously employed on a career appointment in NSPS is eligible for reinstatement without time limit. Employees are placed in one of three tenure groups:

SC1950.5.1.1. Tenure Group I (career, including employees serving a probationary period);

SC1950.5.1.2. Tenure Group III (term, indefinite, status quo, nonstatus nontemporary, and provisional appointments as included in section 316.403 of Reference (b); or

SC1950.5.1.3. Tenure Group 0 (temporary).

SC1950.5.2. Probationary Periods. NSPS is a performance-based system; therefore, it is critical to assess an employee's fitness for service upon initial entry into NSPS and, in some cases, upon subsequent job changes. Components shall fully utilize the initial probationary period for the competitive and excepted service to determine if an employee is suited for continued employment, and shall terminate that employee's services if he or she fails to demonstrate fully his or her qualifications.

SC1950.5.2.1. Probation on Appointment to an NSPS Position

SC1950.5.2.1.1. First Federal Appointment

SC1950.5.2.1.1.1. At a minimum, the first year of service of an employee who is given a permanent or term appointment to a competitive or excepted service position covered by NSPS is a probationary period. Probationary periods of longer than one year may be established by the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) for select occupations.

SC1950.5.2.1.1.2. Employees appointed under excepted service appointment types in Table SC1950-1. shall serve a probationary period commensurate with the period of time expected for conversion to the competitive service. Prior to conversion to competitive status, employees must meet the applicable probationary period requirements specified for the type of appointment.

Table SC1950-1. Probationary Period Requirements for Excepted Service Positions

Appointment Type	Length of Probationary Period
Veterans' Recruitment Authority (VRA)	Two years
Federal Career Intern Program (FCIP)	Two years
Presidential Management Fellows Programs (PMF)	Two years
Appointment of Mentally Retarded Persons	Two years
Appointment of Persons with Psychiatric Disabilities	Two years
Appointment of Severely Physically Handicapped	Two years

SC1950.5.2.1.2. Non-NSPS to NSPS (Within DoD or Transfer from Another Federal Agency). An employee who has completed a probationary period, an initial probationary period, or a trial period prior to voluntary movement into an NSPS position is not required to complete another initial probationary period. An employee who has not completed a probationary period, an initial probationary period, or a trial period prior to voluntary movement into NSPS is required to complete the full NSPS probationary period, i.e., partial time served is not creditable.

SC1950.5.2.1.2.1. An employee serving a probationary or trial period at the time of conversion into NSPS shall continue the probationary period in the new position, i.e., the probationary period does not start over.

SC1950.5.2.1.2.2. An employee who is management-reassigned from a non-NSPS position to an NSPS position while serving a probationary or trial period shall continue the probationary period in the new position, i.e., the probationary period does not start over.

SC1950.5.2.1.2.3. A DoD Nonappropriated Fund (NAF) employee entitled to portability of benefits as authorized by Reference (d), who has completed an initial probationary or trial period prior to movement or conversion into NSPS, is not required to complete another initial probationary period. A DoD NAF employee who is serving an initial probationary or trial period and who voluntarily moves to an NSPS position is required to serve a new probationary period.

SC1950.5.2.1.3. NSPS to NSPS. An NSPS-covered employee who is promoted, reduced in band, or reassigned to another NSPS position before completing the initial probationary period shall continue the probationary period in the new position, i.e., the probationary period does not start over.

SC1950.5.2.1.4. Reappointment to Federal Service. A person who has successfully completed an initial NSPS probationary period is not subject to another probationary period if later reappointed to an NSPS position. A person who has not successfully completed an initial NSPS probationary period shall be required to complete a new probationary period if appointed or reappointed to an NSPS position. Time served in the previous appointment does not count toward the one-year requirement, i.e., the probationary period starts over.

SC1950.5.2.1.5. Reappointment through the DoD Priority Placement Program (PPP). Persons reappointed through the PPP after being involuntarily separated through no fault of their own shall be considered current DoD employees for probationary purposes and are subject to the requirements in SC1950.5.2.1.2.1. or SC1950.5.2.1.3.

SC1950.5.2.2. Crediting Service

SC1950.5.2.2.1. Time spent in a non-pay status in excess of one workday during the initial probationary period shall extend the probationary period by that amount of time.

SC1950.5.2.2.2. Service during an initial probationary period in an NSPS position from which an employee is separated for performance or conduct reasons does not count toward completion of probation required under a subsequent NSPS appointment.

SC1950.5.2.2.3. The probationary period for part-time employees is computed on the basis of calendar time, in the same manner as for full-time employees. For intermittent employees, i.e., those who do not have regularly scheduled tours of duty, each day or part of a day in pay status counts as one day of credit toward the 260 days (actual "work days" in a year, excluding weekends) needed to complete the one-year probationary period. The probationary period may not be completed in less than one year of calendar time.

SC1950.5.2.2.4. Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to Federal service. An employee serving a probationary period who leaves Federal service to become a volunteer with the Peace Corps or the Corporation for National and Community Services serves the remainder of the probationary period upon reinstatement provided the employee is reinstated within 90 days of termination of service as a volunteer or training for such service.

SC1950.5.2.3. Termination During Initial Probationary Period

SC1950.5.2.3.1 Termination of Probationers for Unsatisfactory Performance and/or Conduct. When an authorized management official decides to terminate an employee serving a probationary period because his or her work performance and/or conduct during this period fails to demonstrate his or her fitness or qualifications for continued employment, the official shall terminate the employee consistent with requirements in section 315.804 of Reference (b).

SC1950.5.2.3.2. Termination of Probationers for Conditions Arising Before Appointment. When an authorized management official proposes to terminate an employee serving a probationary period for reasons based in whole or in part on conditions arising before the employee's appointment, the authorized management official shall follow requirements in section 315.805 of Reference (b).

SC1950.5.2.3.3. Appeal Rights to the Merit Systems Protection Board. Under NSPS, an employee who is terminated during the initial probationary period shall have limited appeal rights to the Merit Systems Protection Board (MSPB) under section 315.806 of Reference (b).

SC1950.5.2.4. In-Service Probationary Period. Upon initial implementation of NSPS, supervisory probationary periods shall be the only type of in-service probationary periods.

SC1950.5.2.4.1. Probation on Initial Appointment to a Supervisory Position. Supervisory positions are defined by the NSPS Classification System and include positions formerly designated as "managerial."

SC1950.5.2.4.2. Basic Requirement. Under NSPS, an employee is required to serve a period of probation upon initial appointment to a supervisory position. The supervisory probationary period is 1 year.

SC1950.5.2.4.3. Crediting Service Toward Completion of the Supervisory Probationary Period.

SC1950.5.2.4.3.1. An employee who is reassigned, transferred, promoted or reduced in band from one supervisory position to another while serving a supervisory probationary period is subject to the probationary period prescribed for the new position. Service in the former position counts toward completion of the probationary period in the new position.

SC1950.5.2.4.3.2. Temporary service in a supervisory position prior to supervisory probation with no break in service is creditable. This includes service on temporary promotion or reassignment to another supervisory position while serving supervisory probation. Service in a nonsupervisory position is not creditable.

SC1950.5.2.4.3.3. Time spent in a non-pay status in excess of one workday during the supervisory probationary period shall extend the probationary period by that amount of time.

SC1950.5.2.4.3.4. Service during a supervisory probationary period from which an employee was separated or demoted for performance and/or conduct reasons does not count toward completion of supervisory probation required under a subsequent appointment.

SC1950.5.2.4.3.5. Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to Federal service.

SC1950.5.2.4.4. Failure to Complete the In-Service Probationary Period

SC1950.5.2.4.4.1. Satisfactory completion of the prescribed probationary period is a prerequisite to continued service in the position. An employee who, for reasons of supervisory performance, does not satisfactorily complete the probationary period is entitled to be assigned, except as provided in SC1950.5.2.4.4.2. of this section, to a position at a grade or pay band no lower than that held before the in-service probationary period and shall have his or her pay set in accordance with provisions in SC1930.10.11.

SC1950.5.2.4.4.2. A nonsupervisory employee who is reduced in band into a position which requires a supervisory probationary period and who, for reasons of supervisory performance, does not satisfactorily complete the probationary period is entitled to be reassigned to a grade or pay band no lower than that held when serving the supervisory probation. The employee is eligible for repromotion in accordance with NSPS promotion policies.

SC1950.5.2.4.4.3. The agency must notify the employee in writing that he or she is being reassigned in accordance with this section.

SC1950.5.2.4.5. Appeals

SC1950.5.2.4.5.1. An employee, who in accordance with the provisions of this section is assigned to a nonsupervisory position, has no right to appeal the assignment to the MSPB.

SC1950.5.2.4.5.2. An employee, who alleges that a Component action under this section was based on partisan political affiliation or marital status, may appeal to the MSPB under section 315.908(b) of Reference (b).

SC1950.5.2.4.6. Relationship to other actions

SC1950.5.2.4.6.1. If an employee is required to concurrently serve both a supervisory probationary period and an initial probationary period, the latter takes precedence.

SC1950.5.2.4.6.2. An action which demotes an employee to a pay band lower than the one the employee left to accept the supervisory position for reasons other than supervisory performance, is governed by adverse action procedures.

SC1950.5.3. Qualification Standards

Basic qualification requirements shall be determined using the Office of Personnel Management (OPM) "Operating Manual: Qualifications Standards Handbook for General Schedule Positions," or when applicable, DoD-developed qualification standards.

SC1950.5.3.1. Applying OPM Qualification Standards. In determining qualifications for each pay band, candidates must meet the minimum qualifications requirements established for the lowest level of work within the pay band. For example, in determining qualifications for entry into the Standard Career Group, Professional and Analytical Pay Schedule, Pay Band 1 (with an entry level equivalent to GS-5 in OPM standards), candidates must fully meet the criteria established for GS-5 level qualifications for the occupation. In addition, candidates must meet specific requirements for the position being filled, to include any selective factors determined to be critical to successful job performance.

SC1950.5.3.1.1. Time-in-grade. Positions covered by NSPS are excluded from time-in-grade restrictions.

SC1950.5.3.1.2. Quality of Experience. Under NSPS, general or specialized experience required at the next lower "grade" by OPM Qualifications Standards is defined as experience at the next lower pay band or equivalent under the General Schedule (GS) or other pay systems. Equivalent experience may be at the level of the lowest GS grade covered by the applicable pay band. For example: one year of specialized experience in Pay Band 1 of the Standard Career Group, Professional and Analytical Pay Schedule (YA) is equivalent to one year of specialized experience at the GS-5 or above and meets the minimum qualifications required for a position in Pay Band 2 of the same pay schedule. Work performed in a pay schedule encompassing technician and support occupations may qualify for a pay schedule encompassing professional and analytical occupations. In all cases, the quality of experience must clearly demonstrate the possession of the knowledge, skills, abilities and/or competencies necessary for successful job performance.

SC1950.5.3.2. Establishing or Modifying a Qualification Standard. The use of qualification standards established or approved by OPM or the establishment of new qualification standards for positions covered by NSPS is authorized by section 9901.513 of Reference (b). The Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) may determine new qualification standards are necessary, or may make this decision in response to a written request from a Component. Information from Components should include, at a minimum, the approximate number and/or geographic location of jobs to be covered by the new/modified standard; an explanation of why current standards and selective factors are inadequate (i.e., difficulty in recruiting well qualified applicants); a proposed qualification standard; and any additional information related to the creation or modification of a standard.

SC1950.5.3.3. DoD-Unique Occupational Codes. OPM qualification standards that should be applied to the occupational codes established under NSPS are at Table SC1950-2.

Table SC1950-2. DoD-Unique Occupational Codes

Pay Schedule	Code	Title	OPM Standard
Prof/Analytical YA	1703	Education Specialist	Group Coverage for Admin and Management
Tech/Support YB	1002	General Arts & Information Technician	Group Coverage for Tech and Medical Support
Tech/Support YB	1108	General Business Technician	Group Coverage for Tech and Medical Support

Tech/Support YB	2203	Computer Operator	Group Coverage for Tech and Medical Support
Tech/Support YB	2204	Computer Technician	Group Coverage for Tech and Medical Support

SC1950.6. RECRUITMENT, SELECTION, AND PLACEMENT (GENERAL)

Current competitive and excepted appointing authorities and entitlements provided under Chapters 31 and 33 of Reference (a), Governmentwide regulations, or Executive orders, as well as other statutes, may be used to appoint individuals to positions covered by NSPS. This includes filling competitive service positions in accordance with the methods prescribed in Part 330 of Reference (b), to include: Subpart B, Reemployment Priority List; Subpart D, Positions Restricted to Preference Eligibles; Subpart G, Interagency Career Transition Assistance Plan for Displaced Employees. Components must comply with Subpart J, Prohibited Practices. Except as specified in this Subchapter, current hiring procedures for existing competitive and excepted appointing authorities shall be used.

SC1950.6.1. Notice of Job Announcements to OPM. Under Section 3330 of Reference (a), Components are required to report job announcements to OPM for vacancies in the competitive service when accepting applications from outside the agency's work force. This requirement is implemented through Part 330 of Reference (b).

SC1950.6.2. Competitive Examining. Under NSPS, competitive examining is authorized by the Section 9902 of Reference (a). In recruiting applicants from outside the civil service for competitive appointments to competitive service positions in NSPS, either permanent or time-limited, Components with examining authority may use either numerical rating and ranking or alternative ranking and selection procedures (i.e., category rating). Components must decide which process to use prior to issuing a vacancy announcement and include this information in the vacancy announcement.

SC1950.6.2.1. The Under Secretary of Defense (Personnel & Readiness)(USD)(P&R), will issue uniform policies, procedures, and guidance concerning competitive examining for NSPS within the Department, and may delegate authority for competitive examining for NSPS positions.

SC1950.6.2.2. Public Notice. In order to increase the efficiency of the recruiting and hiring process without compromising merit principles, Components may target their recruiting strategy. Components shall accept applications from all U.S. citizens, to include current Federal employees, and, at a minimum, shall consider applicants from the local commuting area. Components may concurrently consider applicants from other targeted recruitment sources, as specified in the vacancy announcement. If there are insufficient qualified candidates in the local commuting area, to include targeted recruitment sources, Components may consider applicants from outside that area.

SC1950.6.2.2.1. When limiting consideration, the vacancy announcement shall clearly state that consideration shall be limited if sufficient qualified candidates are received from the local commuting area and other targeted recruitment sources. If sufficient candidates are not received from the local commuting area and other targeted recruitment sources, consideration shall be expanded to all applicants, i.e., the area of consideration shall not be expanded incrementally.

SC1950.6.2.2.2. No minimum announcement opening period is required. The open period shall be based on the type of position being filled and the availability of qualified candidates in the labor market.

SC1950.6.2.3. Numerical Rating and Ranking Procedures. When filling positions using numerical rating and ranking, the procedures in the OPM Delegated Examining Operations Handbook shall be followed, except as provided in this Subchapter, until such time as the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) publishes DoD-unique guidance. All qualified applicants may be referred and selected in numerical rating (score) and veterans' preference order. However, the procedures required to pass over a preference eligible to select a non-preference eligible shall be followed.

SC1950.6.2.4. Category Rating and Selection Procedures. Rather than assigning individual numeric scores, category rating is the process of establishing quality categories based on job-related criteria, evaluating qualified candidates against the criteria, and placing them into the appropriate category. When filling positions using category rating and selection, the procedures in Reference (e) shall be followed.

SC1950.6.2.5. OPM retains the authority to grant or deny a pass over request of a preference eligible with a compensable service-connected disability of 30% or more and to make medical qualifications determinations pertaining to preference eligibles. The Secretary has the authority to grant or deny a pass over request of a preference eligible with less than a compensable service-connected disability of 30%.

SC1950.6.3. Internal Placement. Internal placement procedures are intended to provide managers with increased flexibility to assign work to employees within and across career groups, pay schedules and pay bands. New assignments to perform tasks, projects, or functions commensurate with the employee's qualifications, and requiring the same level and area of expertise, do not automatically constitute the need for an official personnel action. At a minimum, a new assignment resulting in a change to occupational code, pay schedule, pay band, pay rate, or assigned pay pool shall be accomplished by an official personnel action.

SC1950.6.3.1. Details. Under NSPS, an official personnel action is no longer required to record details, unless the detail crosses Component and/or Agency lines or is needed to temporarily reassign an employee from NSPS to another pay system within the Component, e.g., NSPS to General Schedule. Components may use other personnel actions, such as temporary promotions or temporary reassignments, when appropriate to properly compensate employees and record work performed.

SC1950.6.3.2. Time After Competitive Appointment. Restrictions on the movement of an employee immediately after the employee's initial appointment to Federal service are no longer applicable to employees hired into NSPS positions.

SC1950.6.3.3. Merit Promotion Program. The procedures described below, in conjunction with requirements in Part 335 of Reference (b), form the NSPS Merit Promotion Program.

SC1950.6.3.3.1. All actions taken under the NSPS Merit Promotion Program, whether identification, qualification, evaluation, or selection of candidates, shall be made without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other prohibited differences and shall be based solely on job-related criteria.

SC1950.6.3.3.2. Vacancy announcements shall identify areas of consideration that are sufficiently broad to ensure the availability of high quality candidates, taking into account the nature and level of the positions covered. Employees within the area of consideration who are absent for legitimate reason, e.g., on detail, on leave, at training courses, in the military service, or serving in public international organizations or on Intergovernmental Personnel Act assignments, must receive appropriate consideration for promotion if they apply for a vacant position, i.e., they cannot be excluded from consideration because they are absent. Employees who are unable to apply for vacant positions while they are away may also make other appropriate arrangements for consideration.

SC1950.6.3.3.3. To be eligible for promotion or placement, candidates must meet the minimum qualification standards prescribed by either OPM or the Department, as appropriate. Prior to the recruitment process, authorized management officials shall identify through job analysis, the job-related criteria that shall be used to evaluate and determine the best qualified candidates for referral. The job analysis shall identify the basic duties and responsibilities of the position being filled; the knowledge, skills, abilities and/or competencies required to perform the duties and responsibilities; and the factors that are important in evaluating candidates. The job analysis may cover a single position or group of positions, or an occupation or group of occupations, having common characteristics. Candidate evaluation may give due weight to performance appraisals and incentive awards. Job analysis requirements shall conform to the Uniform Guidelines on Employee Selection Procedures in Reference (f) and Part 300, Subpart A of Reference (b).

SC1950.6.3.3.4. Management has the right to select or not select from among a group of highly qualified candidates and to select from appropriate sources of candidates.

SC1950.6.3.3.5. Components shall maintain a temporary record of each position in the competitive service filled through internal competitive procedures to allow reconstruction of the placement action, including documentation on how candidates were rated, ranked, and referred. These records may be destroyed after 2 years or after the program has been formally evaluated by OPM (whichever occurs first) if the time limit for grievance has lapsed and destruction would otherwise be consistent with DoD PPP requirements.

SC1950.6.3.3.6. Competitive Actions. Except as provided in SC1950.6.3.3.7., competitive procedures apply to the movement of an employee to a higher pay band, i.e., a promotion, and to the following actions:

SC1950.6.3.3.6.1. Temporary promotion for more than 180 days to a position in a higher pay band. Prior service during the preceding 12 months under noncompetitive temporary promotions to higher pay-banded positions counts toward the 180-day total. A temporary promotion may be made permanent without further competition provided the temporary promotion was originally made under competitive procedures and the fact that the temporary promotion might lead to a permanent promotion was made known to all potential candidates;

SC1950.6.3.3.6.2. Reassignment or reduction in band to a position with more promotion potential than a position previously held on a permanent basis in the competitive service (except as permitted by NSPS RIF regulations);

SC1950.6.3.3.6.3. Transfer to a position at a higher pay band or with more promotion potential than a position previously held on a permanent basis in the competitive service; and

SC1950.6.3.3.6.4. Reinstatement to a permanent or temporary position at a higher pay band or with more promotion potential than a position previously held on a permanent basis in the competitive service.

SC1950.6.3.3.7. Exceptions to Competition. Components may exclude the following actions from competitive procedures:

SC1950.6.3.3.7.1. Promotion resulting from previous competitive selection for a position with documented potential to a higher pay band;

SC1950.6.3.3.7.2. Promotion resulting from an employee's position being classified at a higher pay band because of additional duties and responsibilities;

SC1950.6.3.3.7.3. Temporary promotion to a position in a higher pay band (or a position with known promotion potential) for 180 days or less;

SC1950.6.3.3.7.4. Promotion to a higher pay band previously held on a permanent or term basis in the competitive service (or in another merit system with which OPM (or the Department) has an approved interchange agreement) from which an employee was separated or demoted for other than performance or conduct reasons;

SC1950.6.3.3.7.5. Promotion, reassignment, reduction in band, transfer, or reinstatement to a position having promotion potential no greater than the potential of a position an employee currently holds or previously held on a permanent basis in the competitive service (or in another merit system with which OPM (or the Department) has an approved interchange agreement) and did not lose because of performance or conduct reasons;

SC1950.6.3.3.7.6. Consideration of a candidate not given proper consideration in a competitive promotion action;

SC1950.6.3.3.7.7. The movement of an employee to a higher pay band resulting from the issuance of a new classification standard;

SC1950.6.3.3.7.8. The correction of an initial classification error;

SC1950.6.3.3.7.9. A position change resulting from reduction in force procedures; and

SC1950.6.3.3.7.10. The appointment of career SES appointees with competitive service reinstatement eligibility to any position for which they qualify in the competitive service at any salary level.

SC1950.6.3.3.8. Determining Levels of Work. Components shall use the following guidelines, in conjunction with SC1950.6.3.3.9., to determine when competitive or noncompetitive procedures are appropriate (See Appendix 2):

SC1950.6.3.3.8.1. Level of work progresses within the same pay schedule from lower to higher level of work beginning with Pay Band 1.

SC1950.6.3.3.8.2. Work classified to a professional and/or analytical pay schedule is always a higher level of work than work classified to a technician/support pay schedule, regardless of career group or pay band.

SC1950.6.3.3.8.3. Professional/analytical pay bands and/or schedules are comparable levels of work, regardless of career group, and pay bands correspond numerically, i.e. Pay Band 1 is comparable to Pay Band 1, except as provided in SC1950.6.3.3.8.3.2. and SC1950.6.3.3.8.3.3.

SC1950.6.3.3.8.3.1. Work classified to the Investigative and Protective Services pay schedule (YK) is considered equivalent to professional/analytical.

SC1950.6.3.3.8.3.2. Work classified to Pay Band 3 of the Fire Protection pay schedule (YL) is considered comparable to Pay Band 2 of the professional/analytical pay schedules.

SC1950.6.3.3.8.3.3. Work classified to Pay Band 4 of the Fire Protection pay schedule (YL) is considered comparable to Pay Band 3 of the professional/analytical pay schedules.

SC1950.6.3.3.8.4. Technician and support pay bands and/or schedules are comparable levels of work, regardless of career group, and pay bands correspond numerically, i.e. Pay Band 1 is comparable to Pay Band 1.

SC1950.6.3.3.8.4.1. Work classified to the Police/Security Guard pay schedule (YM) is considered equivalent to technician/support.

SC1950.6.3.3.8.4.2. Work classified to Pay Band 1 and Pay Band 2 of the Fire Protection pay schedule (YL) is considered equivalent to technician/support.

SC1950.6.3.3.8.5. Supervisory pay bands and/or schedules are comparable levels of work, regardless of career group, and pay bands correspond numerically, i.e. Pay Band 1 is comparable to Pay Band 1.

SC1950.6.3.3.8.6. Entry-level pay bands in professional and/or analytical pay schedules do not include continuing work, since this is work performed by trainees; therefore, recruitment for positions in these bands should always be targeted to at least the next higher pay band.

SC1950.6.3.3.8.7. As a general rule, comparable levels of work of employees or applicants from other pay systems, such as General Schedule, may be determined using guidance found in SC1911 and SC1920, Appendix 5.

SC1950.6.3.3.9. Movement Within and Across Career Groups. Unless otherwise noted, the following rules apply regardless of career group:

SC1950.6.3.3.9.1. Movement from a professional and/or analytical pay schedule to a supervisory pay schedule is considered comparable across corresponding numerical pay bands, i.e. Pay Band 2 to Pay Band 2. The same applies when moving from a corresponding supervisory pay band to a professional and/or analytical pay band.

SC1950.6.3.3.9.2. Movement from a professional and/or analytical pay schedule to a higher pay band in a supervisory pay schedule is considered movement to a higher level of work, i.e. Pay Band 2 to Pay Band 3. Conversely, movement from a higher pay band in a supervisory pay schedule to a lower pay band in a professional and/or analytical pay schedule, i.e. Pay Band 3 to Pay Band 2, is considered a reduction in band.

SC1950.6.3.3.9.3. Movement from a technician/support pay schedule to a supervisory pay schedule, is described as follows:

SC1950.6.3.3.9.3.1. Pay Band 1 (technician/support) to any supervisory position is considered movement to a higher level of work.

SC1950.6.3.3.9.3.2. Pay Band 2 or 3 (technician/support) to a supervisory position in Pay Band 1 is considered comparable level of work.

SC1950.6.3.3.9.3.3. Pay Band 2, 3 or 4 (technician/support) to a supervisory position in Pay Band 2 or 3 is considered higher level of work.

SC1950.6.3.3.9.4. Movement from a supervisory pay band to a nonsupervisory pay band (professional/analytical) is considered higher level of work if to a higher numerical band (i.e. Pay Band 2 to Pay Band 3).

SC1950.6.3.3.10. Alternative Forms of Competition. Components may elect to use any or all of the following alternative forms of competition to fill positions. These processes do not require vacancy announcements; therefore, Components must ensure employees are made aware these processes may be utilized. This can be accomplished through newsletters, bulletin boards, websites, or other methods of communication.

SC1950.6.3.3.10.1. Assessment Boards. Boards may convene to assess internal candidates for current and future advancement opportunities based on pre-established criteria. Pre-established criteria may include experience, training, awards, education, performance evaluation scores (ratings of record) or other appropriate information.

SC1950.6.3.3.10.1.1. Boards shall categorize employees into specific levels of candidates to generate referral lists of ranked candidates for occupational groups. These referral lists are valid for one year from the date generated. Supervisors may select from the categorized referral list without advertising a vacant position. The supervisor's selection should be further justified based on specific job-related factors unique to the actual vacancy.

SC1950.6.3.3.10.1.2. Boards, which should be comprised of senior level managers (subject matter experts for each particular occupational group), may be convened on an ad hoc basis or may be held annually in conjunction with the performance evaluation process.

SC1950.6.3.3.10.2. Alternate Certification. A selecting official may make a by-name request for an individual from any appropriate source of Department or Component employees. The employee may be selected if ranked within the highest quality group as determined by rating factors established for the position. No vacancy announcement is required.

SC1950.6.3.3.10.3. Exceptional Performance Promotion

SC1950.6.3.3.10.3.1. An employee whose most recent annual rating of record is a Level 5 performance rating may be promoted to a vacant position in a higher pay band when the vacant position has the same occupational code (or related interdisciplinary/interoccupational code) and similar function as the position the employee held at the time he/she received the Level 5 rating. No vacancy announcement is required.

SC1950.6.3.3.10.3.2. Area of Consideration. Selecting officials must determine and document the area of consideration, and must consider all employees in the area of consideration whose current Level 5 rating was based on performance in the same occupational code and similar function as the vacancy being filled.

SC1950.6.3.3.11. Grievances. Employees have the right to file a complaint relating to a promotion action. Such complaints shall be resolved under appropriate grievance procedures. The standards for adjudicating complaints are set forth in Part 300, Subpart A of Reference (b). While the procedures used to identify and rank qualified candidates may be proper subjects for formal complaints or grievances, nonselection from among a group of properly ranked and certified candidates is not an appropriate basis for a formal complaint or grievance. There is no right of appeal to OPM, but OPM may conduct investigations of substantial violations of OPM requirements.

SC1950.6.3.3.12. Eligibility for Promotion to Full Performance Band. An employee with a rating of record below Level 2 is not eligible for promotion to the full performance band of the position until such time as the rating is raised to Level 2 or above.

SC1950.6.4. Veterans Recruitment Appointment (VRA) Authority. Components must comply with the terms and conditions mandated in References (g) and (h), when making VRA appointments. These appointments may be made to positions in pay bands which include work up to and including the equivalent of the GS-11 level as outlined in Table SC1950-3. See SC1920 for information on Career Groups, Pay Schedules, and Pay Bands.

Table SC1950-3. Pay Bands Equivalent to GS-11 Level for VRA Appointment Purposes

GROUP & SCHEDULE	PAY BAND 1	PAY BAND 2	PAY BAND 3	PAY BAND 4
STANDARD CAREER GROUP				
Professional/Analytical	Yes	Yes	No	
Technician/Support	Yes	Yes	Yes	
Supervisory	Yes	No	No	
ENGINEERING AND SCIENTIFIC CAREER GROUP				
Professional	Yes	Yes	No	
Technician/Support	Yes	Yes	Yes	No
Supervisory	Yes	No	No	
MEDICAL CAREER GROUP				
Physician		No	No	
Professional	Yes	Yes		
Technician/Support	Yes	Yes	Yes	
Supervisory	Yes	No	No	No
INVESTIGATIVE AND PROTECTIVE SERVICES CAREER GROUP				
Investigative	Yes	Yes	No	
Fire Protection	Yes	Yes	Yes	No
Police/Security Guard	Yes	Yes		
Supervisory	Yes	No	No	

SC1950.6.5. New Appointing Authorities

SC1950.6.5.1. Severe Shortage/Critical Need Hiring Authority. The Secretary shall determine when a severe shortage of candidates or a critical hiring need exists for particular occupations, pay bands, career groups, and/or geographic locations. The Secretary may decide that such a shortage or critical need exists, or may make this decision in response to a written request from the Head of a DoD Component. These authorities may be used without regard to competitive examination requirements described in section 9901.515 of Reference (b). Public notice shall be provided in accordance with Section 3304(a)(3)(A) of Reference (a).

SC1950.6.5.1.1. Severe Shortage Hiring Authority. To request use of the Severe Shortage Hiring Authority, the DoD Component must identify the position(s) the activity is unable to fill and must include supporting evidence that demonstrates the existence of a severe shortage of candidates with respect to the position(s). The request must include, as applicable:

SC1950.6.5.1.1.1. The results of workforce planning and analysis;

SC1950.6.5.1.1.2. Employment trends including local or national labor market;

SC1950.6.5.1.1.3. The existence of nationwide or geographic skills shortages;

SC1950.6.5.1.1.4. Efforts, including recruitment initiatives, use of other appointing authorities (e.g., schedule A, schedule B) and flexibilities, training and development programs tailored to the position(s), and an explanation of why these recruitment and training efforts have not been sufficient;

SC1950.6.5.1.1.5. The availability and quality of candidates;

SC1950.6.5.1.1.6. The desirability of the geographic location of the position(s);

SC1950.6.5.1.1.7. The desirability of the duties and/or work environment associated with the position(s); and

SC1950.6.5.1.1.8. Other pertinent information such as selective factors or other special requirements of the position, as well as the use of hiring flexibilities such as recruitment or retention allowances.

SC1950.6.5.1.2. Critical Need Hiring Authority. To request use of the *Critical Need Hiring Authority*, a DoD Component must:

SC1950.6.5.1.2.1. Identify the position(s) to be filled;

SC1950.6.5.1.2.2. Describe the event or circumstances that have created the need to fill the position(s);

SC1950.6.5.1.2.3. Specify the duration for which the critical need is expected to exist; and

SC1950.6.5.1.2.4. Include supporting evidence that demonstrates why the use of other hiring authorities is impracticable or ineffective.

SC1950.6.5.1.3. Request and Approval Procedures. Requests to use these authorities must be submitted to the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), through Component channels, for approval. Upon approval, USD(P&R) shall specify the circumstances and period of time for using the authority. On a periodic basis, USD(P&R) shall review the use of such authorities to ensure proper and continued use is supportable. USD(P&R) shall terminate or modify an authority previously granted if it determines the severe shortage or critical need upon which the authority was based no longer exists.

SC1950.6.5.1.4. Extensions. USD(P&R) may extend use of the authorities if there is, or shall continue to be, a severe shortage of candidates or a critical need with respect to a particular position as of the date on which the authority is due to expire.

SC1950.6.5.1.5. Notification to OPM. USD(P&R) shall notify OPM of determinations made regarding the use of these authorities.

SC1950.6.5.2. Time-limited Appointment Authorities. Time-limited appointments shall be either term or temporary. Both appointment types allow management the flexibility to employ individuals to meet legitimate non-permanent staffing needs; however, when considering which authority is appropriate, management must first determine the length of time and circumstances of the temporary workload.

SC1950.6.5.2.1. Term Appointments. The current term appointment authority in Part 316 of Reference (a) is replaced with an NSPS term appointment authority. A term appointment shall be for a specified period of time when the need for an employee's services is not permanent or to accomplish permanent work in circumstances where the position cannot be filled permanently. The circumstances under which a term appointment is appropriate include, but are not limited to, project work, extraordinary workload, uncertainty of future funding, scheduled contracting out or abolishment of a function, the need to maintain permanent positions for placement of potential surplus employees, or when the incumbent shall be out of the position for a significant period of time, but is expected to return.

SC1950.6.5.2.1.1. Duration of Term Appointments. A term appointment may be used to fill positions for an initial period of more than one year, but not to exceed five years. The term appointment may be extended for one additional year by the authorized management official for a maximum of six years.

SC1950.6.5.2.1.2. Selection of Term Employees. Term appointments may be made through competitive or noncompetitive procedures.

SC1950.6.5.2.1.3. Competitive Term Appointments. Components shall follow provisions in SC1950.5.2. when using competitive procedures to make term appointments.

SC1950.6.5.2.1.4. Noncompetitive Term Appointments. Components may give noncompetitive term appointments, without regard to the requirements in SC1950.6.2., to an individual who is qualified for the position and is eligible for:

SC1950.6.5.2.1.4.1. Reinstatement based on eligibility attained from having held a permanent appointment in the Federal service.

SC1950.6.5.2.1.4.2. Veterans Recruitment Appointment (VRA) as permitted in References (g) and (h).

SC1950.6.5.2.1.4.3. Career or career-conditional appointment under sections 315.601, 315.604, 315.605, 315.606, 315.607, 315.608, 315.609, 315.703, or 315.711 of Reference (b)

SC1950.6.5.2.1.4.4. Appointment as a veteran with a compensable service-connected disability of 30% or more. The disability must be documented in accordance with requirements in section 316.402(b)(4) of Reference (b).

SC1950.6.5.2.1.4.5. Appointment under Reference (i) for current and former employees of the Government Accountability Office.

SC1950.6.5.2.1.4.6. Appointment under Reference (i) for current and former employees of the Administrative Office of the U.S. Courts.

SC1950.6.5.2.1.4.7. Reappointment on the basis of having left a term appointment prior to serving the maximum time allowed. Reappointment must be to a position in the same component and for which the individual qualifies. Combined service under the original term appointment and the reappointment cannot exceed the six-year limit.

SC1950.6.5.2.1.4.8. Conversion in the same agency from a temporary appointment when the employee is or was within reach on a certificate of eligibles for a term appointment at any time during service in the temporary position. "Within reach" means that the person could have been selected for the position under competitive hiring procedures and that the certificate was actually used for a term appointment. The person must have been continuously employed in the position from the date found within reach to the date converted to a term appointment.

SC1950.6.5.2.1.4.9. Any additional noncompetitive appointing authorities granted to or by the Secretary.

SC1950.6.5.2.1.5. Extensions. Term employees are eligible for an extension of their appointment in accordance with the time limits in SC1950.6.5.2.1.1, even if their eligibility for noncompetitive appointment expires or is lost during the period they are serving under term employment.

SC1950.6.5.2.1.6. Promotion, Reassignment, or Reduction in Band. A term employee may be promoted, reassigned or reduced in band to another term position provided the total combined service under the term appointment does not exceed the maximum six-year time limitation and the employee meets the qualification requirements for the position.

SC1950.6.5.2.1.7. Conversion to Career Appointment. A term employee is in a non-permanent status, but may be eligible for conversion to a career appointment. To be converted, the employee must:

SC1950.6.5.2.1.7.1. Be initially selected under competitive examining procedures from an announcement that specifically stated that the individual would be eligible for noncompetitive conversion to a competitive position in the career service at a later date;

SC1950.6.5.2.1.7.2. Have completed at least two years of continuous service with a Level 2 or higher rating of record; and

SC1950.6.5.2.1.7.3. Be converted to a career position in the same pay band for which hired.

SC1950.6.5.2.1.8. Tenure of Term Employees. Term employees must serve an initial probationary period in accordance with the provisions in SC1950.5.2.1.1. Term employees are competing employees under reduction in force and are assigned to Tenure Group III.

SC1950.6.5.2.2. Temporary Appointments. The current temporary appointment authority in Part 316 of Reference (b) is replaced with an NSPS temporary appointment authority. Under NSPS, a temporary appointment can be made for a short period of time when the need for an employee's services is not permanent. The circumstances under which a temporary appointment is appropriate include, but are not limited to: filling a position to address a temporary workload peak or to complete a project; meeting a staffing need that is anticipated not to exceed a one-year timeframe for reasons such as abolishment, reorganization, or contracting out of a function; anticipated reduction in funding; or filling positions temporarily because the positions are expected to be needed for placement of permanent employees who would otherwise be displaced. A temporary appointment may not be used as an unofficial probationary period or as a means of avoiding the cost of paying employee benefits. A temporary shall generally be more appropriate than a term when management is unable to determine in advance exactly how long the temporary need shall exist, and therefore, anticipates releasing the temporary employee with little advance notice.

SC1950.6.5.2.2.1. Duration of Temporary Appointments. A temporary appointment may be used to fill positions for a short period of time. Initial appointments may not exceed one year. The authorized management official is authorized to extend the temporary appointment for two additional years, in increments not to exceed one year, to a maximum of three years.

SC1950.6.5.2.2.2. Selection of Temporary Employees. Temporary appointments may be made through competitive or noncompetitive procedures.

SC1950.6.5.2.2.3. Competitive Temporary Appointments. Components shall follow provisions in SC1950.6.2 when using competitive procedures to make temporary appointments.

SC1950.6.5.2.2.4. Noncompetitive Temporary Appointments. Components may give noncompetitive temporary appointments, without regard to the requirements in SC1950.6.2., to an individual who is qualified for the position and is eligible for:

SC1950.6.5.2.2.4.1. Reinstatement based on eligibility attained from having held a permanent appointment in the Federal service.

SC1950.6.5.2.2.4.2. Veterans Recruitment Appointment (VRA) as permitted in References (g) and (h).

SC1950.6.5.2.2.4.3. Career or career-conditional appointment under sections 315.601, 315.604, 315.605, 315.606, 315.607, 315.608, 315.609, or 315.711 of Reference (b).

SC1950.6.5.2.2.4.4. Appointment as a veteran with a compensable service-connected disability of 30% or more. The disability must be documented in accordance with requirements in section 316.302(b)(4) of Reference (b).

SC1950.6.5.2.2.4.5. Appointment under Reference (i) for current and former employees of the Government Accountability Office.

SC1950.6.5.2.2.4.6. Appointment under Reference (j) for current and former employees of the Administrative Office of the U.S. Courts.

SC1950.6.5.2.2.4.7. Reappointment on the basis of having left a temporary appointment prior to serving the maximum time allowed. Reappointment must be to a position in the same component and for which the individual qualifies. Combined service under the original temporary appointment and the reappointment cannot exceed the three-year limit.

SC1950.6.5.2.2.4.8. Reappointment on the basis of being a former temporary employee of the component who was originally appointed under the provisions of this section and who sustained a compensable injury while serving on a temporary appointment. Reappointment must be to a position appropriate for a temporary appointment with the same qualification requirements and for which the individual is qualified. Reappointment must be for a minimum of 120 days.

SC1950.6.5.2.2.4.9. Any additional noncompetitive appointing authorities granted to or by the Secretary.

SC1950.6.5.2.2.5. Extensions. Temporary employees are eligible for an extension of their appointment in accordance with the time limits in SC1950.6.5.2.2.1., even if their eligibility for noncompetitive appointment expires or is lost during the period they are serving under the temporary appointment.

SC1950.6.5.2.2.6. Reassignment. A temporary employee may be reassigned to another temporary position provided the total combined service under the temporary appointment does not exceed the maximum three-year time limitation and the employee meets the qualification requirements of the position.

SC1950.6.5.2.2.7. Conversion to Career Appointment. A temporary employee is in a non-permanent status, but may be eligible for conversion to a career appointment. To be converted, the employee must:

SC1950.6.5.2.2.7.1. Be initially selected under competitive examining procedures from an announcement that specifically stated that the individual would be eligible for noncompetitive conversion to a competitive position in the career service at a later date;

SC1950.6.5.2.2.7.2. Have completed at least two years of continuous service with a Level 2 or higher rating of record; and

SC1950.6.5.2.2.7.3. Be converted to a career position in the same pay band for which hired.

SC1950.6.5.2.2.8. Tenure of Temporary Employees. Temporary employees do not serve a probationary period, are not competing employees under reduction in force, and are assigned to Tenure Group 0.

SC1950.6.5.2.3. Designation of Provisional Appointments. Current provisions in section 316.403 of Reference (b) are unchanged.

SC1950.6.5.3. Non-citizen Hiring

SC1950.6.5.3.1. Excepted service appointments of non-citizens may be made when qualified U.S. citizens are not available. If a non-citizen is the only qualified candidate for the position, the candidate may be appointed, providing immigration law and any applicable security requirements are met.

SC1950.6.5.3.2. Procedures for Appointment. Components may authorize the appointment of a non-citizen to an excepted service position in the Federal service provided the vacant position was announced extensively and opened for a length of time sufficient to attract qualified U.S. citizens. Appointments may be permanent or time-limited. Components may issue supplemental guidance, as needed. A non-citizen appointed under this authority may not be promoted, reassigned, or reduced in band, except in situations where a qualified citizen is once again unavailable.

SC1950.6.5.4. Additional Appointing Authorities. In accordance with section 9901.511(b) of Reference (b), the Secretary may enter into written agreements with OPM to establish new appointing authorities to fill positions covered by the NSPS. The Secretary will ensure the use of any new authority is in compliance with applicable law and regulation, including merit system principles and veterans' preference. The conditions and instructions for using newly established appointing authorities will be provided in this section and/or the Federal Register.

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Memorandum Issued by the Deputy Under Secretary of Defense, Civilian Personnel Policy, dated July 19, 2004, “Category Rating and Selection Procedures” [or successor publication]
- (f) Title 29 Code of Federal Regulations Part 1607, “Uniform Guidelines on Employee Selection Procedures” (1978)
- (g) Title 38 United States Code, Part III, Section 4214, “Veterans Employment within the Federal Government”
- (h) Public Law 107-288, dated November 7, 2002, “Jobs for Veterans' Act”
- (i) Title 31 United States Code, Subtitle I, Chapter 7, Subchapter III, Section 732(g), “Personnel Management System”
- (j) Title 28 United States Code, Part III, Chapter 41, Section 602, “Jurisdiction of the Independent Counsel”

SC1950.AP1. APPENDIX 1 TO SUBCHAPTER 1950

DEFINITIONS

SC1950.AP1.1. Career Employee. An individual appointed without time limit (i.e., on a permanent basis) to a competitive or excepted service position.

SC1950.AP1.2. Employee-Initiated Reassignment. Reassignment at the employee's request, normally initiated by the employee applying for a vacant position through an advertised vacancy announcement.

SC1950.AP1.3. Initial Probationary Period. A period of time, as designated by the Secretary, immediately following an employee's appointment to the competitive or excepted service during which an authorized management official determines whether the employee fulfills the requirements of the position to which assigned.

SC1950.AP1.4. In-Service Probationary Period. A period of time, as designated by the Secretary, during which an authorized management official determines whether the employee fulfills the requirements of the position to which assigned. An example of an in-service probationary period is a supervisory probationary period.

SC1950.AP1.5. Local Commuting Area. The geographic area that usually constitutes one area for employment purposes. It includes any population center (or two or more neighboring ones) and the surrounding localities in which people live and can reasonably be expected to travel back and forth daily to their usual employment.

SC1950.AP1.6. Management-Directed Reassignment. Reassignment initiated or directed by management. While the employee may agree to be reassigned, this action normally does not include the employee applying through an advertised vacancy announcement.

SC1950.AP1.7. Promotion. Movement to a higher pay band on a permanent basis.

SC1950.AP1.8. Reassignment. Movement, either employee-initiated or management-directed, to a different position or set of duties in the same or a comparable pay band on a permanent basis. This includes the movement of an employee between positions at a comparable level of work in NSPS and a non-NSPS Federal personnel system.

SC1950.AP1.9. Reduction in Band. Movement to a lower pay band on a permanent basis.

SC1950.AP1.10. Temporary Promotion. Movement to a higher pay band on a temporary basis.

SC1950.AP1.11. Temporary Employee. An individual not on a career appointment who is employed for a limited period of time not to exceed 1 year to perform work that does not require an additional permanent employee. The appointment may be extended up to a maximum of 3 years.

SC1950.AP1.12. Temporary Reassignment. Movement, either employee-initiated or management-directed, to a different position or set of duties in the same or a comparable pay band on a time-limited

basis. This includes the movement of an employee from a non-NSPS Federal personnel system to a comparable level of work in NSPS.

SC1950.AP1.13. Term Employee. An individual not on a career appointment who is employed for a period of time of more than 1 year when the need for the employee's service is not permanent. The appointment may be extended up to a maximum of 6 years.

SC1950.AP1.14. Time-limited employee. An individual appointed to a position for a period of limited duration (e.g., term or temporary) in either the competitive or excepted service.

SC1950 AP2. APPENDIX 2 TO SUBCHAPTER 1950

COMPETITIVE MOVEMENT WITHIN AND ACROSS CAREER GROUPS
(STANDARD AND ENGINEERING/SCIENTIFIC)

Position

To ► From ▼	YA1	YA2	YA3	YB1	YB2	YB3	YC1	YC2	YC3	YD1	YD2	YD3	YE1	YE2	YE3	YE4	YF1	YF2	YF3
YA1*	N	N	Y	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N	N	Y
YA2	N	N	Y	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N	N	Y
YA3	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
YB1	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
YB2	Y	Y	Y	N	N	Y	N	Y	Y	Y	Y	Y	N	N	Y	Y	N	Y	Y
YB3	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	Y	N	N	N	Y	N	Y	Y
YC1	Y	Y	Y	N	N	Y	N	Y	Y	Y	Y	Y	N	N	Y	Y	N	Y	Y
YC2	N	N	Y	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N	N	Y
YC3	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
YD1*	N	N	Y	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N	N	Y
YD2	N	N	Y	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N	N	Y
YD3	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
YE1	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y
YE2	Y	Y	Y	N	N	Y	N	Y	Y	Y	Y	Y	N	N	Y	Y	N	Y	Y
YE3	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	Y	N	N	N	Y	N	Y	Y
YE4	Y	Y	Y	N	N	N	N	Y	Y	Y	Y	Y	N	N	N	N	N	Y	Y
YF1	Y	Y	Y	N	N	Y	N	Y	Y	Y	Y	Y	N	N	Y	Y	N	Y	Y
YF2	N	N	Y	N	N	N	N	N	Y	N	N	Y	N	N	N	N	N	N	Y
YF3	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

***Note: Recruitment for positions in these bands should always be targeted to a full performance level of at least the next higher pay band.**
Y- Competitive movement N – Noncompetitive movement