



Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Version 3

5/7/2010

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Contents

1. REFERENCES	4
2. APPLICABILITY	4
3. POSITION CLASSIFICATION	5
<i>a. Pre-Transition Requirements to Make GS Classification Determinations</i>	5
1. PDs Requiring Review	5
2. Positions below the Full Performance Level	6
3. Supervisors	7
<i>b. Post-Transition Requirements for Update of PDs</i>	7
1. Position Titles	7
2. Occupational Series Review	8
3. Leaders	8
4. Interoccupational Positions	8
5. Factors	8
6. Interim Developmental PDs	8
4. KEY PERSONNEL ACTIONS	8
<i>a. Freezing Personnel Actions</i>	8
<i>b. Temporary/Term Appointments</i>	9
5. TRANSITIONING SPECIAL CATEGORY EMPLOYEES TO GS	9
<i>a. Deployed Civilians</i>	9
<i>b. Temporary Assignments</i>	9
<i>c. Employees attending Senior Service Colleges (SSC)</i>	10
<i>d. Details</i>	11
6. PAY SETTING UPON TRANSITION	11
<i>a. Pay Retention</i>	11
<i>b. Pay Actions/Geographic Move Actions</i>	11
<i>c. Pay setting upon return to the permanent position from temporary promotion or reassignment prior to transition</i>	11
<i>d. Accelerated Compensation for Developmental Positions (ACDP)</i>	12
<i>e. Special Salary Rate Occupations</i>	12
<i>f. Administratively Uncontrollable Overtime (AUO)</i>	12
<i>g. Date of Last Equivalent Increase (DLEI)</i>	12
<i>h. Review of Premium Pay</i>	13
7. STAFFING, REDUCTION IN FORCE, AND PRIORITY PLACEMENT PROGRAM CONSIDERATIONS	13
<i>a. PPP Placements/Requisitions</i>	13
<i>b. BRAC: Closure, Transfer of Function (TOF) and Reduction in Force (RIF)</i>	13
<i>c. Pipeline Actions</i>	14
8. EMPLOYEE NOTIFICATION	14
9. PERFORMANCE MANAGEMENT	15
<i>a. General</i>	15
<i>b. Assistance and Resources</i>	15

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

<i>c. NSPS Rules Apply Until Transition</i>	15
<i>d. Employees Transitioning out of NSPS Before 3 July 2010 (Spiral 1, 9 May 2010; Spiral 2, 23 May 2010; Spiral 3, 20 June 2010)</i>	15
<i>e. TAPES Requirements</i>	16
<i>f. Addressing Performance Deficiencies</i>	18
Appendix A: NSPS2GS Automated Tool	19
Appendix B: Occupational Series Review	21
Appendix C: RPA Submission and Processing During Transition	22
Appendix D: Setting Pay after a Temporary Action	25
Appendix E: Performance Management Timeline 9 May 2010 Transition	27
Appendix F: Performance Management Timeline 23 May 2010 Transition	28
Appendix G: Performance Management Timeline 20 June 2010 Transition	29
Appendix H: Transfer NSPS Job Objectives to TAPES Senior System Performance Plan	30
Appendix I: Transfer NSPS Job Objective to TAPES Base System Performance Plan	31

CHANGES:

Note: Version 2 of this guidance corrected typographical errors in 9.d.3. and Appendix A.

Version 3 of this guidance includes the following changes (all changed type is in dark red in this version):

1. Clarifies that temporary reassignments may continue to be used to deploy civilians (paragraph 5.b.3.)
2. Adds guidance on Employees attending Senior Service Colleges (SSC) (paragraph 5.c.).
3. Modifies guidance regarding documentation of DLEI (paragraph 6.g.).
4. Adds requirement for managers to review certain categories of premium pay (paragraph 6.h.).
5. Adds guidance on filling pipeline actions (paragraph 7.c.).
6. Adds requirement for managers to provide letter to employees who will be placed on retained pay (paragraph 8).
7. Clarifies performance management guidance (paragraphs 9.d.2., 9.e.3., and Appendices H and I).
8. Adds list and description of reports available in NSPS2GS Tool (Appendix A).

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

1. REFERENCES

- a. Public Law 111-84, National Defense Authorization Act for Fiscal Year 2010, dated 28 October 2009
- b. Title 5, Code of Federal Regulations (CFR)
- c. 5 United States Code (USC)
- d. Office of Personnel Management (OPM) Position Classification Standards (<http://www.opm.gov/fedclass/>)
- e. Department of Defense (DoD) NSPS Transition, HR Practitioner, Guidance Governing NSPS Transition Period – Prior to Termination, Issued December 10, 2009
- f. Department of the Army Supplemental Guidance to DoD Guidance Governing NSPS Transition Period – Prior to Termination, Dated December 29, 2009
- g. DoDI Civilian Personnel Management System 1400.25, Subchapter 1940, dated December 1, 2008
- h. Department of Army NSPS Policy, dated May 14, 2009
- i. Army Regulation (AR) 690-400, Chapter 4302, Total Army Performance Evaluation System, dated October 16, 1998
- j. AR 672-20, Incentive Awards, dated January 29, 1999
- k. DoD NSPS to GS Transition Guidance, Chapters 1-4, dated March 5, 2010

2. APPLICABILITY

This document provides Army guidance regarding the actions required to transition out of NSPS, and applies to all positions and employees transitioning out of NSPS to the General Schedule (GS) system. It supplements reference 1k., and is intended to assist Army managers, supervisors, and Human Resources (HR) professionals in transitioning out of NSPS.

**Management responsibility:**

These “attention” indicators are included in each section and describe actions that management needs to take.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

3. POSITION CLASSIFICATION

a. Pre-Transition Requirements to Make GS Classification Determinations

All employees transitioning to the GS system must be assigned to a position description (PD) that is classified under the GS system. Army policy required that NSPS PDs be assigned a GS grade equivalency, so the vast majority of NSPS PDs require no additional review or change prior to transition. These PDs have GS grade equivalencies assigned in the Fully Automated System for Classification (FASCLASS) and those GS grade equivalencies will be the grades assigned to the GS PD at transition through a series of automation routines. There are several categories of PDs, however, that must be reviewed prior to transition to establish the GS title, series, and grade, and they are listed below. An automated tool will be used to identify and document results of these and other reviews (NSPS2GS). This tool is described at Appendix A of this document; it draws its data from, and will update, the Defense Civilian Personnel Data System (DCPDS) and FASCLASS.



[SPECIAL NOTE: PDs do not require rewrite in any of these categories solely to add factors (such as Factor Evaluation System (FES) factors) if adequate information exists in the PD to make a GS classification determination, IAW reference 1k.]

1. PDs Requiring Review

The Civilian Human Resources Agency (CHRA) will create “Tiger Teams” to review and annotate NSPS PDs requiring review (to include those PDs in FASCLASS without GS grade, with invalid grade; or where there is a conflict with the automated system (Defense Civilian Personnel Data System)). Commands/activities may provide one or more representatives to augment the tiger teams as they are constituted. Corrective action by the team will include:

- (a) Ensuring duties are adequate for classification.
- (b) Determining the GS grade based on duties and other information in the PD, if adequate for classification purposes.
- (c) Coordinating with the supervisor to prepare and classify a new PD if the duties are not adequate for evaluation.
- (d) Requesting the supervisor submit a Request for Personnel Action (RPA) to the Civilian Human Resources Agency (CHRA), in accordance with the moratorium dates in Appendix C of this document.

After these reviews, CHRA will document the classification of the position and process the RPA as required, and/or update the FASCLASS record prior to transition.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

2. Positions below the Full Performance Level



Management responsibility:

Managers need to ensure that all developmental positions have been identified and that the grade level at which the developmental employee is currently working is documented. A PD may need to be created to reflect the current level of work.

Many NSPS developmental assignments were made to PDs that can be classified across a range of GS grades, such as GS-5, 7, 9, or 11. These are generally found in Pay Band 1 in the Professional and Analytical (YA), Scientific and Engineering (YD), and Investigative and Protective Services (YK) pay schedules, but can also be found in Pay Band 1 of the Technician and Support (YB) pay schedules. Another category of developmental positions requiring review and possible rewrite is that of Student Employment Experience Program positions. Because of the broad range of grades encompassed in pay band 1, supervisors must identify the grade level at which each developmental employee is performing and assign a PD/grade that is consistent with that performance level. (Intervening and target PDs may be submitted post transition.) It is extremely important to ensure that this decision is accurate, since after transition, developmental employees' eligibility for promotions to intervening and target GS grades will be subject to meeting both time in grade and GS qualification requirements. Finally, Individual Development Plans for employees not promoted to the target level prior to transition must be adjusted to reflect the GS system and its requirements.

Automated searches have resulted in lists of positions that are likely to be developmental and will require review, and these positions will be listed in the NSPS2GS tool by organization for the supervisors' review. Each supervisor will review his/her positions in the NSPS2GS tool and take appropriate action in accordance with instructions outlined in NSPS2GS. There may be other developmental PDs in the organization that are not readily identifiable in FASCLASS and are not displayed in NSPS2GS; the supervisor must also identify and take required actions on these positions in coordination with the servicing Civilian Personnel Advisory Center (CPAC).

NSPS2GS

After the supervisor completes the reviews and takes necessary action, CHRA will document the classification decision, process the RPA as required, and/or update the FASCLASS record prior to transition.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

3. Supervisors



Management responsibility:

Managers need to ensure that all subordinate supervisory positions meet the criteria as supervisory positions under GS, or change the positions to non-supervisors.

Under GS, positions may only be classified as supervisors if they perform supervisory duties for at least 25% of the time, IAW the General Schedule Supervisory Guide (GSSG). NSPS supervisors, on the other hand, may be titled and graded as supervisors if they supervise more than one subordinate, regardless of the time spent on supervisory duties. As a result, supervisory positions under NSPS may no longer meet the criteria for classification as supervisors under GS. Therefore, supervisory positions will need to be reviewed to ensure they meet the supervisory requirements under GS. These will be displayed by organization in the NSPS2GS tool and will require review. Managers will perform the review of these positions in accordance with the guidance in the NSPS2GS tool.

NSPS 2 GS

After these reviews, CHRA will document the classification decision, process the RPA as required, and/or update the FASCLASS record prior to transition.

b. Post-Transition Requirements for Update of PDs

Some positions will require post-transition review to ensure the records are accurate. Actions in 1, 2, and 3 below must be completed no later than 120 days after transition.



Management responsibility:

Managers must take action on certain positions for changes to titles and occupational series as well as leaders, interoccupational, and some developmental positions after transition in accordance with instructions in this section.

1. Position Titles

NSPS classification structure utilized simplified position titles that in some cases do not meet GS requirements. Listings of PDs requiring review will be provided to supervisors for possible correction post-transition. Management should review the list and either assign the correct title (if management has DCA) or recommend a new title (if the CPAC has classification authority), and submit an RPA to effect a title change.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

2. Occupational Series Review

Some positions were assigned to NSPS occupational series that either do not exist under GS or that were abolished or changed while the NSPS system was in effect. During the transition process these PDs will be assigned to the appropriate "XX01" generic classification family series through a set of automation routines. A post-transition review of these positions is required to accurately classify these PDs to their individual series. Listings of PDs requiring review will be provided to supervisors for review and correction post-transition. A table indicating the required action is at Appendix B of this document. Management should review the list and either assign the correct occupational series (if management has DCA) or recommend a new occupational series (if the CPAC has classification authority), and submit an RPA to effect a series change.

3. Leaders

Some positions formerly titled as Leaders under the GS system were no longer classified as Leaders in NSPS. If these positions still exist, they should be reviewed to determine if the title needs to be changed. We do not anticipate a need for position description rewrite or change in GS grade in most cases. However, management should submit an RPA to effect the title change, if necessary.

4. Interoccupational Positions

Interoccupational positions are those that may be classified in more than one administrative occupational series in NSPS. These positions will need to be reclassified to a single GS series prior to recruitment at the time the position becomes vacant, since the GS system does not allow for Interoccupational positions.

5. Factors

Factor Evaluation System (FES)/General Schedule Supervisory Guide (GSSG) factors that are missing from PDs should be added as positions are reviewed for fill.

6. Interim Developmental PDs

When a promotion action is submitted to move the developmental employee to the next intervening grade, management must submit a PD, if necessary, with the RPA for that action.

4. KEY PERSONNEL ACTIONS

a. Freezing Personnel Actions

Appendix C specifies the action and timeframes for RPA submission to the CPAC prior to the transition's effective date to allow enough processing time before transition. For any emergency action (e.g., death), notify the servicing CPAC as soon as possible. Note: Personnel actions for employees who are not transitioning from NSPS to GS remain unaffected.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

b. Temporary/Term Appointments

Temporary/term employees will be transitioned without change to their NTE (Not to Exceed) date. In accordance with OPM waiver dated 18 February 2010, temporary and term appointments that have been extended beyond OPM time limits may retain the NSPS NTE date at transition.

Other Temporary/Term appointments and extensions are subject to 5 CFR part 213 or 5 CFR part 316 time limits.

5. TRANSITIONING SPECIAL CATEGORY EMPLOYEES TO GS

a. Deployed Civilians

Under Development – Pending DoD Guidance, transition of deployed civilians will be delayed.

b. Temporary Assignments



Management responsibility:

Managers will review all temporary promotions and temporary reassignments and determine whether the temporary assignment will be made permanent, terminate, or continue as temporary after the transition.

When an employee is temporarily assigned to a position other than the permanent position of record, CHRA will return the employee to his/her permanent position of record prior to transition, and will identify obligated vacant permanent positions of record that require a GS classification.

The NSPS2GS tool will include reports that identify employees on temporary assignments. Using the tool, managers will annotate which temporary assignments to continue, terminate or make permanent. If the temporary assignment is not made permanent, the employee will be returned to his or her permanent position of record before transitioning out of NSPS.

NSPS2GS

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

1. Continue a Non- Competitive Temporary Promotion – Management Action Required.

If the manager decides to continue this temporary promotion, he/she must submit an RPA to the CPAC no later than four weeks prior to transition. Total time served in the temporary position (including both NSPS and GS) may not exceed 120 days.

2. Competitive Temporary Promotion Made Permanent - CHRA and Management Action Required.

CHRA will review the request to make the competitive temporary promotion permanent; determine if the employee is eligible for a permanent promotion; and notify management. To effect the permanent promotion, the manager must submit an RPA no later than four weeks prior to transition IAW Appendix C of this document.

3. Temporary Reassignment Made Permanent - Management Action Required.

To effect the permanent reassignment action, management must submit an RPA to CHRA no later than four weeks prior to transition. **Within DoD, temporary reassignments will be used for deployments.**

4. Temporary NSPS Reassignments Resulting in Temporary Promotions under GS – CHRA and Management Action Required.

If an employee was previously serving on a temporary reassignment that under GS rules would be a promotion, and management decides to temporarily promote the employee after transition, the CPAC will determine if the employee is eligible/qualified for non-competitive temporary promotion and notify the manager. If the temporary promotion will exceed 120 days, it requires competition. Otherwise, management may submit an RPA for the noncompetitive temporary promotion NTE 120 days not later than four weeks prior to transition.

c. Employees attending Senior Service Colleges (SSC)

The transition date for students will be 20 June 2010, or the date the parent organization is scheduled to transition, whichever is later. Requests for exceptions should be coordinated through the Office of the Deputy Chief of Staff, G1, Civilian Talent Management Office, who will further coordinate the request with gaining and losing organizations as required and forward the requests to the NSPS Program Management Office for action.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

d. Details



Management responsibility:

Management must identify employees on details and contact the CPAC for instructions if certain details will be continued past transition.

Employees serving on details will transition to the GS system on their permanent positions of record. Management must identify post-transition details to the CPAC if they involve changes to premium pay or movement between Fair Labor Standards Act (FLSA) exempt and non-exempt positions. Extensions of details post-transition to higher graded positions or those with known promotion potential must be processed under competitive procedures.

6. PAY SETTING UPON TRANSITION

a. Pay Retention

The following employees are eligible for pay retention; they will be notified of the conditions of the retained pay upon transition (see section 8 of this document).

- *Employee's adjusted salary exceeds step 10 of the applicable GS grade, including:*
 - *Employee's adjusted salary exceeds 150% of the applicable step 10 rate of pay*
 - *Employee's adjusted salary exceeds the rate of pay for level IV of the Executive Schedule*
- *Employee on a temporary/term appointment whose adjusted salary exceeds step 10 of the applicable GS grade*

If employees are receiving a bi-weekly recruitment/relocation/retention incentive and become entitled to pay retention as a result of the transition or continue pay retention entitlement, their retained pay will be used to calculate these incentives. CHRA will identify these employees and code them with a special pay rate determinant of "Y" in DCPDS.

b. Pay Actions/Geographic Move Actions

All pay actions and geographic moves will be processed prior to transition to the GS system and in accordance with existing NSPS rules. Pay entitlements for geographic moves will be based on the new geographic area.

c. Pay setting upon return to the permanent position from temporary promotion or reassignment prior to transition

Once the employee returns to the permanent position of record, the employee's salary should also revert back to the salary immediately preceding the temporary increase. See Appendix D for additional information.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

d. Accelerated Compensation for Developmental Positions (ACDP)

Organizations should carefully consider ACDP eligibility prior to an employee's transition from an NSPS position to a GS career ladder position (see The Army Intern/Developmental Program Policy <http://cpol.army.mil/library/general/nsps/docdir/090514-Army-NSPS-Policy.pdf> for additional guidance). If the employee is eligible for promotion to the target grade/pay band or ACDP, management may submit an RPA to CHRA; this must be no later than four weeks prior to transition.

e. Special Salary Rate Occupations

Employee total pay will not be reduced upon transition to the GS system. In some cases, the adjusted salary will be reallocated between base salary and Special Salary Rate, and may not be allocated in the same amounts as when receiving base pay and Local Market Supplement (LMS) or Targeted Local Market Supplement (TLMS). In other cases, where it is more advantageous to the employee, salary will be reallocated using the locality tables.

f. Administratively Uncontrollable Overtime (AUO)



Management responsibility:

Management must identify employees eligible for AUO and contact the CPAC for instructions.

Administratively uncontrollable overtime (AUO) is 10% to 25% of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular/occasional basis, with the employee generally being responsible for recognizing, without supervision, circumstances that require the employee to remain on duty. This is most frequently associated with such occupations as Emergency Medical Technicians, investigators, firefighters, and some police officers.

Under NSPS, employees did not receive AUO payments, but may be eligible for it under GS. To initiate AUO for qualifying employees, managers must submit an RPA (Salary Change → Other Pay). Contact the servicing CPAC for more information.

g. Date of Last Equivalent Increase (DLEI)

When an employee transitions from an NSPS position to a GS position, CHRA will determine which NSPS event resulted in a DLEI for that individual. The date of that event must be identified in DCPDS. **CHRA will review and update those DLEI determinations as required.**

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

h. Review of Premium Pay



Management responsibility:

Managers need to review several categories of premium pay, determine if employees should continue to receive the pay post-transition, and notify the CPAC in accordance with instructions below.

Prior to transition, managers must review and, if appropriate, contact CHRA regarding certain forms of premium pay, as provided in the following instructions.

The servicing CPAC should be contacted if changes are needed or if payment should be discontinued in the following cases:

Standby Duty Pay: If the standby duty pay should continue at the same rate after transition, no action is needed.

Air Traffic Controller Differential: If the differential should continue at the same rate after transition, no action is needed.

Foreign Differentials/Allowances: If the foreign allowances and differentials should continue at the same rate after transition, no action is needed.

Recruitment, Relocation and Retention Incentives: No action is required if the payment should continue at the same rate. If the payment should be discontinued or changed, the manager should contact the servicing CPAC.

Prior to transition, an RPA must be submitted to re-initiate payment of any supervisory differential that should continue post-transition.

7. STAFFING, REDUCTION IN FORCE, AND PRIORITY PLACEMENT PROGRAM CONSIDERATIONS

a. PPP Placements/Requisitions

DoD has issued guidance regarding NSPS transition and PPP. Check with your servicing CPAC for more details.

b. BRAC: Closure, Transfer of Function (TOF) and Reduction in Force (RIF)

RIF and TOF are subject to the provisions of 5 U.S.C. Chapter 35, 5 CFR Part 351, and DoD guidance.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

c. Pipeline Actions

Previous Army guidance on filling pipeline vacancies (reference 1.f., paragraph C.11.) is hereby rescinded and replaced with the following:

Pipeline actions, as defined by reference 1.e., paragraph B.2., may be filled under NSPS until 19 July 2010 or until the date of the organization's transition, whichever is later, in accordance with the guidance in reference 1.k., Chapter 1, paragraph C.3. and Chapter 4, paragraph F.9. Additionally, for Army organizations transitioning from NSPS to GS prior to 19 July 2010, the commitment to the selectee must be made prior to the date the organization transitions.

8. EMPLOYEE NOTIFICATION



Management responsibility:

Prior to transition, managers must notify employees of their GS grades; and provide employees a copy of the NSPS Employee Bulletin titled "Impact of NSPS Transition on Pay". They must provide information to employees regarding the impact of transition on temporary assignments. They must also ensure that employees receive a copy of the transition Notification of Personnel Action and provide them with information regarding retained pay, as applicable.

As early as feasible, but prior to the organization's transition date, supervisors must provide verbal notification to all employees regarding their GS grades, using automated reports provided through command channels. At that time, supervisors will provide employees a copy of the NSPS Employee Bulletin titled "Impact of NSPS Transition on Pay" (the bulletin will be posted NLT 15 April 2010 at <http://cpol.army.mil/library/general/nsps/repeal.html>) and direct employees to the DoD Transition Simulator (http://www.cpmosd.mil/nsps/transition_simulator2010.html) to receive an estimate of their new pay. This simulator provides information about base pay only, it does not include local market supplements (locality pay), targeted local market supplements, or special salary rates, which can impact employee pay as described in the bulletin cited above. Supervisors will also direct employees who are on temporary assignments to paragraph 6 of the above bulletin and explain whether the temporary assignment will continue, be terminated, or be made permanent after transition. Approximately two weeks after transition, supervisors will ensure that employees have downloaded and reviewed a copy of their transition Notification of Personnel Action from My Biz. **At that same time, supervisors will provide employees who are receiving retained pay a copy of the letter at <http://cpol.army.mil/library/general/nsps/repeal.html> (click on "Notification Letter to Employees on Pay Retention") and advise them to review paragraph 5 in the NSPS Employee Bulletin mentioned above.**

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

9. PERFORMANCE MANAGEMENT



Management responsibility:

Managers must ensure that employees are placed on performance objectives or standards and are rated in accordance with the instructions in this guidance.

a. General

This guidance covers the transition from the NSPS performance management system to the Total Army Personnel Evaluation System (TAPES) prior to 3 July 2010. Performance management guidance on timelines and actions for organizations transitioning out on or after that date will be provided separately.

b. Assistance and Resources

Management officials should contact the servicing CPAC if assistance is needed in completing NSPS performance ratings or establishing TAPES performance plans. A copy of the TAPES regulation can be obtained at <http://www.apd.army.mil/pdf/400.pdf>. The forms for TAPES performance plans can be obtained at http://www.apd.army.mil/USAPA_PUB_formnum_f.asp.

c. NSPS Rules Apply Until Transition

Organizations with employees under NSPS must continue to follow the NSPS Performance Management guidance applicable to those employees until transition out of NSPS takes place. NSPS performance plans should have been in place for all eligible NSPS employees within 90 days of the beginning of the rating cycle – NLT 31 December 2009. Performance plans must be documented in the Performance Appraisal Application (PAA), approved by the Higher Level Reviewer (HLR), and communicated to employees. If there is no access to the PAA (e.g., deployed foreign locations), a hard copy of the DD Form 2906 must be used.

d. Employees Transitioning out of NSPS Before 3 July 2010 (Spiral 1, 9 May 2010; Spiral 2, 23 May 2010; Spiral 3, 20 June 2010)

1. Special Rating Cycle

(a) Employees transitioning out of NSPS before 3 July, 2010 will be covered by a special rating cycle covering the period from 1 October 2009 through 31 October 2010. Accomplishments during this special cycle will include those achieved in both the NSPS-covered period and the TAPES-covered period, and will be documented at the end of the rating period in TAPES.

(b) For subsequent TAPES rating periods, normal end of rating cycle dates will apply.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

(c) See timelines in Appendices E (for transition date of 9 May 2010), F (for transition date of 23 May 2010), and G (for transition date of 20 June 2010).

2. Actions Required in NSPS Performance Management System and PAA

A written interim review without any ratings, must be completed and documented in the PAA, approved by the HLR, and communicated to the employee prior to the transition date. The interim review documents accomplishments on the objectives during the NSPS period of performance.

Note: If an interim review cannot be completed for an employee due to insufficient time under NSPS (e.g., a new hire), a midpoint review must be completed under TAPES.

3. Actions Required in TAPES

(a) Employees should be notified as soon as practicable that the NSPS job objectives will be transferred to TAPES and there will be no break in accountability. NSPS job objectives in the DD Form 2906 should be transferred to the TAPES performance plan as TAPES performance objectives (Senior System), or as supplements to the Responsibilities (Base System) (see para. 9.e.3. below and Appendices H and I). The TAPES performance plan must be approved and communicated to the employee in order to transfer the NSPS job objectives.

(b) The final rating for the period from 1 October 2009 through 31 October 2010 will be completed in TAPES. The authorities in AR 672-20, Incentive Awards, may be used to recognize accomplishments of employees after their conversion to TAPES.

e. TAPES Requirements

Once covered by TAPES, employees will receive a TAPES annual appraisal so long as the minimum period of performance (120 days) under an approved TAPES performance plan has been met. The flexibilities of extending or shortening a rating cycle under TAPES may be used to accommodate any special needs for the 2010 - 2011 rating cycle. In accordance with TAPES regulations, adjustments can be made to TAPES Performance Objectives and supplements to Responsibilities at any time after the transition.

1. Senior Rater.

The use of a senior rater in the review of performance plans is optional, subject to command policies. However, a senior rater must be identified in the performance plan, unless the rater is the Commander or equivalent. All plans must be approved by the senior rater, if utilized (otherwise, the plan is approved by the rater), and communicated to the employee. A TAPES rating of "fails 1 or more obj" or "fails" must be approved by the senior rater.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

2. Weights and Contributing Factors.

TAPES Performance Objectives for the Senior System or Responsibilities (such as Technical Competence) for the Base System are not weighted. TAPES also does not use Contributing Factors, which are a unique feature of NSPS. However, many of the same aspects of NSPS Contributing Factors are imbedded in the Performance Standards of TAPES and are relevant to evaluations of employee performance.

3. Documenting TAPES Performance Plans.

Appraisals under TAPES will be documented on the DA Form 7222 (Senior System) and the DA Form 7223 (Base System). These forms can be obtained at http://www.apd.army.mil/USAPA_PUB_formnum_f.asp. When transferring NSPS objectives to TAPES during the transition out process, ensure the TAPES forms indicate a rating period of 1 October 2009 through 31 October 2010.

(a) Senior System Employees (GS-9 and above and Career Interns):

When completing the TAPES DA Form 7222-1, the "Initial" and "Midpoint" sections in Part III should reflect the "Performance Plan" and "Interim Review" dates from Part B of the NSPS DD Form 2906. Transfer the NSPS objectives to Part IV.b. of the DA Form 7222-1 (See Appendix H). All major objectives should have a significant level of importance to/impact on mission accomplishment and be measurable in accordance with TAPES criteria. Any supplemental objectives that are part of the major objective should be included as sub-bullets to the major objective.

The preprinted Performance Standards in part V of DA Form 7222-1 are performance threshold descriptors (identifying Success level) for assigning a rating. Performance objectives are to be written at the Success level, i.e., Level 3. The use of the performance standards may not be necessary if performance objectives already include measurable criteria.

Appendix H provides an example of transferring an NSPS job objective to a TAPES Senior System Performance Plan. It also includes (as a "NOTE") standard language to document notification to the employee of the unique aspects of the special rating cycle.

(b) TAPES Performance Plans for Base System Employees (GS-8 and below):

When completing the REVERSE page of the DA Form 7223-1, the "Initial" and "Midpoint" sections should reflect the "Performance Plan" and "Interim Review" dates from Part B of the NSPS DD Form 2906. Transfer the NSPS objectives to TAPES under "Key Points Made" on the REVERSE page of the DA Form 7223-1 (See Appendix I).

The preprinted Performance Standards are listed on the "REVERSE" page of the DA Form 7223-1. The Performance Standards are performance threshold descriptors for rating the associated Responsibility and are written at the "Success/Meets standard". For example, the "Technical Competence" (called Responsibilities under TAPES) for performing the assigned tasks listed

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

under “Key Points Made” will be rated by using the threshold descriptors of having “knowledge, skills and abilities to do the work.”

Appendix I provides an example of transferring an NSPS job objective to a TAPES Base System Performance Plan. It also includes (as “NOTE 1” and “NOTE 2”) standard language to document notification to the employee of the unique aspects of the special rating cycle.

f. Addressing Performance Deficiencies

1. Monitoring Performance.

It is the supervisor’s responsibility to monitor the performance of employees throughout the rating period. For those employees whose performance is not meeting expectations, e.g., the performance of a job objective is at the unacceptable level, the supervisor must take timely remedial actions.

2. Performance-Based Actions.

(a) Under NSPS, procedures contained in Chapter 43 of title 5 United States Code (U.S.C) were waived when taking performance based actions. Once transition out of NSPS has occurred, performance based actions may be initiated using either Chapter 43 or Chapter 75 procedures of title 5 U.S.C.

(b) As a reminder, Army NSPS Policy (AP-SC 1940.8.1.1.) requires supervisors to document their efforts to assist employees in improving their performance before initiating any performance-based adverse action under Chapter 75. The use of a performance improvement plan with specified improvement period is strongly encouraged prior to taking performance based action under NSPS (see AP-SC 1940.8.2.4.)

(c) Under TAPES, raters must provide employees with guidance and assistance and a formal opportunity to improve performance (usually with a Performance Improvement Plan (PIP)) before initiating performance based adverse actions (AR 690-400, Chapter 4302, 1-5.I.). At any time during the rating period when a non-probationary employee fails to meet an Objective or Responsibility, the rater must inform the employee in writing, provide guidance and assistance, and offer a reasonable opportunity (usually under a PIP) to improve performance.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix A: NSPS2GS Automated Tool



An interactive automated tool, NSPS2GS, is available to assist Commands, Transition Managers, supervisors, and HR practitioners to prepare for the transition from NSPS to GS. Access to records in this tool is controlled using the same access controls used for other HR applications; for example, managers will have access to records pertaining to the employees in their organization; command transition managers will have access to records from their command as long as they possess a CSU account.

The tool is directed at and set up for two separate audiences: managers, and HR staff from CHRA. Reports in the tool are set up accordingly; managers can update data in their set of reports and CHRA will update data in the HR reports and perform follow on actions on the manager reports. In both segments we anticipate interaction between the manager and HR staff to resolve any discrepancies, address questions, determine appropriate actions, etc. All reports include an “export to Excel” option.

Comment blocks with email capability are available to promote interaction between managers and HR staff. Email addresses for the Tiger Team are:

Staffing: NSPS_STT@conus.army.mil

Classification: NSPS_CTT@conus.army.mil

Special DCPDS inboxes for the HR teams are also being set up to receive incoming Requests for Personnel Action when these are required. They are:

Staffing: NSPS_2_GS Staffing

Classification: NSPS_2_GS Classification

Reports for manager review and action include:

Report Name	Description	Action Required
Temporary Assignments	Lists all employees who are on temporary assignments (promotions or reassignments). These employees need to be returned to their permanent position prior to transition.	Management needs to identify intent: let the assignment expire, continue it after transition, or make the temporary assignment permanent.
Developmental Employees	Lists employees who are on known developmental positions.	Management needs to identify the grade level at which the employee is currently working, and PDs may need to be created or changed as a result.
Supervisors	Lists employees in supervisory positions.	Management needs to certify whether or not the employee meets the GS definition of supervisor (performs supervisory duties at least 25% of the time).

NOTE: Manager reports flow to CHRA once decisions are made, and CHRA will complete the processing.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Reports for CHRA Tiger Team review and action include:

Report Name	Description	Action Required
PDs without GS Grade	Lists encumbered (or obligated) PDs that do not have a GS equivalent grade in FASCLASS.	HR will determine the appropriate GS equivalent grade, consulting with management as needed.
GS Grade not in the Pay Band	Lists PDs in FASCLASS where the GS equivalent grade is not valid for the NSPS pay schedule and pay band.	HR will identify the correct GS equivalent grade for these positions.
Occupational Series Differences	Lists positions in which the occupational series shown in FASCLASS differs from the occupational series in DCPDS.	HR will determine which series (FASCLASS or DCPDS) is correct and take appropriate action.
Date Last Equivalent Increase (DLEI)	Lists employees who do not have a Date Last Equivalent Increase in their record.	HR will determine the correct DLEI and update the record.

Reports for manager and HR information:

Report Name	Description
Transition	Lists all employees, for use in notifying employees about their GS grade. Can be run for an organization (command and/or UIC) or for individual employees.
Productivity – Summary	Total numbers of actions in the review and action reports of the NSPS2GS tool (number at start, balance remaining for manager and HR action).
Productivity	Summary of total numbers of actions in the review and action reports of the NSPS2GS tool (number at start, balance remaining), by Command or Spiral.
Workload Tracking	For HR use only. Detailed information about actions which were marked as not certified by the CHRA tiger team.
Command Completion	Detailed information about actions completed in the NSPS2GS tool.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix B: Occupational Series Review

NSPS Series	GS Default Series	Action Required Post-transition
401 Biological Science	401 General Natural Resources Management and Biological Sciences	<p>Assign positions performing functions related to genetics to the 440 Genetics Series.</p> <p>Assign positions performing functions related to soils to the 470 Soil Science Series.</p>
404 Biological Science and Laboratory Technician	404 Biological Science Technician	Assign positions performing functions that are related to range conservation and resource management to the 455 Range Technician Series.
1002 Arts and Information Specialist	1001 General Arts and Information Series	<p>Assign positions to the series that best fits the duties, e.g. transition positions performing functions related to public affairs to the 1035 Public Affairs Series.</p> <p>Assign positions performing functions related to audio visual to the 1071 Audiovisual Production Series, etc.</p>
1108 Business Support	1101 General Business and Industry Series	Assign positions managing and/or evaluating family housing/billeting to the 1173 Housing Management Series.
1801 Inspection, Investigation, and Compliance	1801 Inspection, Investigation, and Compliance	<p>Assign positions performing functions related to customs entry and liquidating to the 1894 Customs Entry and Liquidating Series.</p> <p>Assign positions performing functions related to customs and border protection to the 1895 Customs and Border Protection Series.</p>

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix C: RPA Submission and Processing During Transition

In preparation for the transition into the legacy system or other non-NSPS pay system, a moratorium for processing personnel actions prior to the transition effective date must be implemented. The purpose of the moratorium is to ensure all necessary personnel actions on transitioning employees are processed in a timely manner so that the transition process runs smoothly. This means human resource-related actions such as pay changes, promotions, resignations, LWOP, awards, etc. that are to be effective before the transition effective date must be submitted NLT the timeframes specified below prior to the transition effective date. Emergency actions such as death, retirement and removal actions will be processed during the moratorium.

Entry on duty dates will not generally be set during the last two weeks prior to the transition date.

Please note – Managers must delete RPAs that have been created and not submitted to CHRA (located in manager or resource manager "Inboxes") prior to the below cut-off dates for submission. Managers will need to re-create the RPAs in order for the new GS data to populate the RPA properly.

Regulations require that most personnel actions be approved by the appointing officer (Processing Center) **prior** to the effective date. To ensure actions are effective on the desired effective date the timelines indicated below must be followed.

Personnel actions for employees who are not transitioning from NSPS to GS remain unaffected. Questions about the moratorium should be directed to the servicing Civilian Personnel Advisory Center (CPAC).

RPA SUBMISSIONS AND PROCESSING DURING NSPS TRANSITION		
If the action is:	Proposed Effective Date is:	RPA must be in the CPAC NLT:
Pre-Transition Reclassification/Reassignment Action	Prior to the effective date of transition	4 weeks prior to the effective date of transition
Award	Prior to the effective date of transition	2 weeks prior to the effective date of transition
Extension of Appointment (expiring during transition period. These actions will be processed with an earlier effective date than would otherwise be used.)	Prior to the effective date of transition to GS	2 weeks prior to the effective date of transition
Non-Pay Action (Reassignments, Realignment, etc.)	Prior to the effective date of transition	3 weeks prior to the effective date of transition
Pay Action (Promotion, Change to Lower Grade, ACDP etc.)	Prior to the effective date of transition	4 weeks prior to the effective date of transition

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

RPA SUBMISSIONS AND PROCESSING DURING NSPS TRANSITION		
If the action is:	Proposed Effective Date is:	RPA must be in the CPAC NLT:
Accessions/New Hires**	Prior to the effective date of transition	4 weeks prior to the effective date of transition
Emergency Actions (Death, Removal, Suspension, Accessions Critical to Mission)	Actions will be processed manually during the transition period and input in the database after the transition is completed.	

** Emergency Accession Actions – actions that are true emergencies required to support critical military missions, or life and safety missions. These actions should be rare exceptions and must be approved by the Heads of the Organization in advance of submission. Since these actions will be processed manually, as soon as these situations are recognized, the manager should immediately contact the servicing CPAC.

Additional Information

Based on regulation/procedure, the list of actions below can be made effective **prior to the date approved** by the Appointing Official: This means that the actions noted below should be submitted to the CPAC as soon as possible in advance of the effective date, and it may be processed with an effective date during the moratorium.

Action	The Effective Date is
Change in Allowance or Differential	Effective date set by the agency or pay period following date approved
Change in Hours	Date approved by the employee's Supervisor
Change in Service Computation Date (SCD)	Date of appointment or last action in OPF
Change in Tenure	Date following completion of the service requirement
Change in Work Schedule	Change in Work Schedule
Transition to Career Conditional	Date the VRA position is brought into the competitive service
Death	Date shown on the death certificate
Disability Retirement	See CSRS and FERS Handbook
Extension of LWOP	Date approved by the employee's supervisor
Leave Without Pay (LWOP)	Date approved by the employee's supervisor
Mandatory Retirement	Last day of the month in which the employee reaches the age and completes any length-of-service requirements for the retirement system under which he or she is covered.
Name Change	Date the Notification of Personnel Action is prepared
Resignation	Set by the employee
Retirement-ILIA (in lieu of involuntary action)	Set by the employee
Return to Duty	Date approved by the employee's supervisor

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Action	The Effective Date is
Special Option Retirement	Set by the employee
Voluntary Retirement	Set by the employee

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix D: Setting Pay after a Temporary Action

Immediately prior to the effective date of the permanent or temporary position being transitioned out of NSPS to the GS system, CHRA will return employees on temporary assignments to their permanent positions of record. The action returning the employee to his or her permanent position must be processed the day before the effective date of transition.

Requirement: 5 CFR 9901.353(g) and 9901.354(c)(2) require that, upon return to the permanent position from a temporary promotion (or a temporary reassignment that resulted in a pay increase), the employee's base salary shall be set at the same rate the employee received prior to the temporary action, with appropriate adjustments for pay increases (i.e., rate range increases, performance payout, etc.) that occurred during the time the employee was assigned to the new position, as applicable.

Basic procedures for determination of new salary upon return to permanent position from temporary promotion or reassignment: Once the employee returns to the permanent position of record, the employee's salary should be determined based on the salary immediately preceding the temporary increase. The same percentage that was applied as part of the payout and any rate range adjustments should be applied to the previous salary upon termination of the temporary action to arrive at the salary applicable to the permanent position of record. Follow the process below (there is also a sample worksheet that will perform these calculations under "References and Tools" on the NSPS2GS tool):

Step	Description	Source	Sample Data
#1	Temporary salary	CWB base salary	\$89,107
#2	Dollar amount of salary increase portion of payout awarded by pay pool	CWB salary increase amount (or 891 SF50 Remarks)	\$2,528
#3	Percentage increase	Calc (step #2, divided by step #1)	2.84%
#4	Base salary prior to temporary action	"From" side of temporary action SF50	\$83,761
#5	Dollar amount of salary increase applied to former salary	Calculate (step #4, times step #3 (.0284))	\$2,379
#6	Dollar amount of rate range adjustment of 1.5% applied to former salary*	Calculate (step #4, times .0174*)	\$1,256
#7	New salary amount upon return to the permanent position	Calculate (step #4, plus step #5, plus step #6)	\$87,396

* Rate range adjustment percentage varies from year to year. Jan 2010 was 1.5%, Jan 2009 was 1.74%, and Jan 2008 was 1.5%.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Pay Setting Upon Return to Temporary Position after Transition:

a. GS pay setting rules apply if both permanent and temporary positions are under the GS system; this may result in a pay increase or decrease due to differences in pay setting rules.

Example:

- A GS-0201-13 employee was competitively selected for a temporary promotion to a NSPS YA-0201-3 position on January 2010. The employee's pay was set at \$104,301, a 12% temporary promotion increase.

- The day before transition out of NSPS, the employee will be returned to the permanent position of record (GS-13 step 3, \$93,126). On the day of transition, the temporary position that the employee held will transition from YA-0201-03 to GS-14.

- Immediately after the NSPS position has transitioned to the GS system, the employee may be re-promoted back into the position and pay set using the GS two-step promotion rule. New pay will be set at GS-14 step 1, \$103,169.

b. 5 CFR 9901.372 applies if the permanent position remains covered by NSPS and the temporary position is under the GS system; this may result in a pay increase or decrease due to differences in pay setting rules.

Example:

- A YC-0301-03 (\$85,002) employee in Japan was temporarily reassigned to a YA-3 position on July 2009. The employee's pay was set at \$89,252, a 5% increase.

- Prior to transitioning the temporary position from YA-3 to GS-14, the employee will be returned to the permanent position (YC-03) and pay will be computed based on the permanent position of record, with adjustments for any pay actions otherwise due during the temporary action.

- Employee's new permanent adjusted salary is \$87,707.

- Immediately after the NSPS temporary position has transitioned to the GS system, the employee may be placed back into the position. The virtual grade will be set as GS-15, with a virtual rate of GS-15 step 1 (\$99,628); this falls between GS-14 step 6 and step 7. The employee's new pay will be set at GS-14 step 7 with a new salary of \$101,635.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix E: Performance Management Timeline 9 May 2010 Transition

Initial Rating Cycle under TAPES (Transition into TAPES on 9 May 2010, Spiral E09)

Complete NSPS Interim (1)	TAPES Performance Plan In Place (2)	Rating Cycle for 2010 (Including NSPS & TAPES) (3)	Complete TAPES Rating of Record (4)
All Pay Bands Prior to Transition	All GS Grades NLT 7 Jun 2010	All GS Grades *1 Oct 2009 – 31 Oct 2010	All GS Grades 15 Dec 2010

*This cycle applies only to employees transitioning out of NSPS on 9 May 2010. It includes the period from 1 October 2009 to 8 May 2010 under NSPS, and the time from 9 May 2010 through 31 October 2010 under TAPES.

- (1) Interim review must be completed, documented in PAA, approved/reviewed by HLR, and communicated to employees. If no access to PAA, use hard copy of DD Form 2906.
- (2) NSPS job objectives must be transferred to TAPES performance plan, (if senior rater is used, approved by senior rater; otherwise approve by rater), and communicated to employees. Raters should communicate in writing to employees as early as practicable that NSPS job objectives will transfer to TAPES and there is no break in accountability.
- (3) This special cycle is to accommodate the NSPS to TAPES transition. For the subsequent TAPES rating period, normal end of rating cycle dates will apply.
- (4) Rating assessment should include the periods under NSPS and TAPES (i.e., 1 October 2009 – 31 October 2010) as employees are under the same job objectives. In accordance with TAPES regulation, raters have 45 days to complete the annual rating. All TAPES provisions will apply, e.g., performance awards, Quality Step Increase (QSI), timeline for forwarding appraisals to processing centers, etc.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix F: Performance Management Timeline 23 May 2010 Transition

Initial Rating Cycle under TAPES (Transition into TAPES on 23 May 2010, Spiral E23)

Complete NSPS Interim (1)	TAPES Performance Plan In Place (2)	Rating Cycle for 2010 (Including NSPS & TAPES) (3)	Complete TAPES Rating of Record (4)
All Pay Bands Prior to Transition	All GS Grades NLT 22 Jun 2010	All GS Grades *1 Oct 2009 – 31 Oct 2010	All GS Grades 15 Dec 2010

*This cycle applies only to employees transitioning out of NSPS on 23 May 2010. It includes the period from 1 October 2009 to 22 May 2010 under NSPS, and the time from 23 May 2010 through 31 October 2010 under TAPES.

- (1) Interim review must be completed, documented in PAA, approved/reviewed by HLR, and communicated to employees. If no access to PAA, use hard copy of DD Form 2906.
- (2) NSPS job objectives must be transferred to TAPES performance plan, (if senior rater is used, approved by senior rater; otherwise approve by rater), and communicated to employees. Raters should communicate in writing to employees as early as practicable that NSPS job objectives will transfer to TAPES and there is no break in accountability.
- (3) This special cycle is to accommodate the NSPS to TAPES transition. For the subsequent TAPES rating period, normal end of rating cycle dates will apply.
- (4) Rating assessment should include the periods under NSPS and TAPES (i.e., 1 October 2009 – 31 October 2010) as employees are under the same job objectives. In accordance with TAPES regulation, raters have 45 days to complete the annual rating. All TAPES provisions will apply, e.g., performance awards, QSI, timeline for forwarding appraisals to processing centers, etc.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix G: Performance Management Timeline 20 June 2010 Transition

Initial Rating Cycle under TAPES (Transition into TAPES on 20 June 2010, Spiral F20)

Complete NSPS Interim (1)	TAPES Performance Plan In Place (2)	Rating Cycle for 2010 (Including NSPS & TAPES) (3)	Complete TAPES Rating of Record (4)
All Pay Bands Prior to Transition	All GS Grades NLT 3 Jul 2010	All GS Grades *1 Oct 2009 – 31 Oct 2010	All GS Grades 15 Dec 2010

*This cycle applies only to employees transitioning out of NSPS on 20 June 2010. It includes the period from 1 October 2009 to 19 June 2010 under NSPS, and the time from 20 June 2010 through 31 October 2010 under TAPES.

- (1) Interim review must be completed, documented in PAA, approved/reviewed by HLR, and communicated to employees. If no access to PAA, use hard copy of DD Form 2906.
- (2) NSPS job objectives must be transferred to TAPES performance plan, (if senior rater is used, approved by senior rater; otherwise approved by rater), and communicated to employees (Note: It is imperative that all TAPES Performance Plans are in place (i.e., signed and communicated to employees) by 3 July so employees will have the minimum performance period of 120 days under TAPES by 31 October). Raters should communicate in writing to employees as early as practicable that NSPS job objectives will transfer to TAPES and there is no break in accountability.
- (3) This special cycle is to accommodate the NSPS to TAPES transition. For the subsequent TAPES rating period, normal end of rating cycle dates will apply.
- (4) Rating assessment should include the periods under NSPS and TAPES (i.e., 1 October 2009 – 31 October 2010) as employees are under the same job objectives. In accordance with TAPES regulation, raters have 45 days to complete the annual rating. All TAPES provisions will apply, e.g., performance awards, QSI, timeline for forwarding appraisals to processing centers, etc.

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix H: Transfer NSPS Job Objectives to TAPES Senior System Performance Plan

Sample NSPS Objective from DD Form 2906

PART G – JOB OBJECTIVES (Duplicate this page for each job objective)		
JOB OBJECTIVE NO.	1	TITLE: Special Projects
		LAST MODIFIED ON: (YYYYMMDD)
JOB OBJECTIVE (Limited to 1,000 characters) <i>Accomplish assigned projects in accordance with established project objectives, to achieve expected results, and meet stated milestones / timelines. Projects are accurate, in compliance with applicable legal, regulatory, and policy guidelines, timelines, and reflect anticipated results achieved. Serve as agency representative on workgroups as required.</i>		WEIGHT: 35%
CONTRIBUTING FACTORS		RATING
<input type="checkbox"/> Technical Proficiency <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Cooperation/Teamwork	<input type="checkbox"/> Communication <input type="checkbox"/> Customer Focus	<input type="checkbox"/> Resource Management <input type="checkbox"/> Leadership OBJECTIVE RATING (1-5) _____ CONTRIBUTING FACTOR IMPACT _____ (+1, -1, or 0)

DD FORM 2906, SEP 2008

Sample TAPES Senior System Objective

Part IV – RATEE (complete a, b, c below for this rating period)
a. STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES. DUTY TITLE IS:
b. INDICATE YOUR MAJOR PERFORMANCE OBJECTIVES/INDIVIDUAL PERFORMANCE STANDARDS <i>Accomplish assigned projects in accordance with established project objectives, to achieve expected results, and meet stated milestones / timelines.</i> <i>-Projects are accurate, in compliance with applicable legal, regulatory, and policy guidelines, timelines, and reflect anticipated results achieved.</i> <i>-Serve as agency representative on workgroups as required.</i> <u>NOTE: Special rating cycle due to transition from NSPS to TAPES. Initial counseling and job objectives issued to employee under NSPS on [insert date]. TAPES objectives issued to employee on [insert date]. Interim Review completed under NSPS on [insert date]. End of cycle rating will include both NSPS and TAPES accomplishments.</u>

DA FORM 7222-1, AUG 1998

PREVIOUS EDITION IS OBSOLETE

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Appendix I: Transfer NSPS Job Objective to TAPES Base System Performance Plan

Sample NSPS Objective from DD Form 2906

PART G – JOB OBJECTIVES (Duplicate this page for each job objective)		
JOB OBJECTIVE NO.	1	TITLE: Office Support
		LAST MODIFIED ON: (YYYYMMDD)
JOB OBJECTIVE (Limited to 1,000 characters)		WEIGHT: 100%
<p><i>Office Support - Accomplish staff support responsibilities such as managing office suspense's (Tracker System), compiling status reports, and coordinating travel. Work products will be accurate and complete within the timeline established by supervisor. Accomplish work with good judgment (e.g., screening phone calls) and demonstrate professionalism (e.g., tactful and courteous).</i></p>		
CONTRIBUTING FACTORS		RATING
<input checked="" type="checkbox"/> Technical Proficiency <input type="checkbox"/> Critical Thinking <input type="checkbox"/> Cooperation/Teamwork		OBJECTIVE RATING (1-5) _____ CONTRIBUTING FACTOR IMPACT _____ (+1, - 1, or 0)
<input checked="" type="checkbox"/> Communication <input type="checkbox"/> Customer Focus		
<input type="checkbox"/> Resource Management <input type="checkbox"/> Leadership		

DD FORM 2906, SEP 2008

Sample TAPES Base System Individual Job Responsibilities:

COUNSELING RECORD/INDIVIDUAL PERFORMANCE STANDARDS		
DATE OF COUNSELING	RATEE/RATER/ INT. RATER/ SENIOR RATER INITIALS	KEY POINTS MADE
INITIAL 2010-07-01 2010-07-01 2010-07-02 [Insert Initial counsel date from NSPS Performance Plan]		<ul style="list-style-type: none"> • <i>Accomplish staff support responsibilities such as managing office suspense's (Tracker System), compiling status reports, and coordinating travel.</i> • <i>Work products will be accurate and complete within the timeline established by supervisor.</i> • <i>Accomplish work with good judgment (e.g., screening phone calls) and demonstrate professionalism (e.g., tactful and courteous).</i>
LATER (Optional) [Insert date TAPES forms were issued]		NOTE: 1 Special rating cycle due to transition from NSPS to TAPES. Initial counseling completed under NSPS on [insert date]. TAPES Responsibilities issued on [insert date].
MIDPOINT [Insert date of NSPS Interim Review]		NOTE 2: Interim Review completed under NSPS (attached). <u>End of cycle rating will include both NSPS and TAPES accomplishments.</u>
LATER (Optional)		

REVERSE, DA FORM 7223-1, AUG 1998

Army Transition Guidance for Termination of National Security Personnel System (NSPS)

Note: The assigned duties under “Key Points Made” above will be rated by using the applicable Responsibilities (Technical Competence, etc.) and the Performance Standards (Has knowledge, skills and abilities..., etc.) on the REVERSE page of DA Form 7223-1.