



DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-0009

REPLY TO
THE ATTENTION OF:

EACP

S: 9 April 2010
3 MAR 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Notification of Intent to Convert from the National Security Personnel System (NSPS) to the General Schedule (GS)

1. References:

- a. Memorandum, Department of Defense, NSPS, Program Executive Office, 10 Dec 09, subject: Filling NSPS Vacancies During the NSPS Transition Period.
- b. DoD Guidance, Conversion from NSPS to GS, 22 Jan 10.
- c. Memorandum, HQDA, DAPE-CPZ-NS, 29 Dec 09, subject: Filing NSPS Vacancies During the NSPS Transition Period.
- d. Army NSPS Transition Plan, 15 Jan 10.

2. The National Defense Authorization Act of 2010 repealed NSPS. In accordance with the Army NSPS Transition Plan (reference 1d), Army civilians assigned to Eighth U.S. Army and U.S. Forces Korea Headquarters NSPS positions will transition to the General Schedule (GS) on 23 May 2010. This memorandum provides guidance which has been coordinated with the Civilian Human Resources Agency-Far East .

3. Recruitment actions. As of 1 March 2010, NSPS positions (other than exceptions listed in reference 1a) opened for recruitment will be announced as GS positions. Non-competitive reassignment and appointment actions will only be to GS or appropriate non-NSPS system positions. Hiring actions for temporary or term employees will be processed in accordance with GS procedures (applies to current NSPS employees as well) and no conversions to permanent status will be authorized.

4. Pay Setting. Employees will be converted to the appropriate GS grade and step and will not be converted to a lower salary than what they are currently earning. Employees earning salary above Step 10 of the position grade will be placed on pay retention. Employees currently earning salary between two GS steps will receive an increase to the next higher step. Further information concerning special pay-setting situations is available at the servicing CPAC.

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5. Classification. The classification authority formerly granted to supervisors of NSPS positions is no longer applicable. For the conversion from NSPS to GS, the following classification guidance is provided:

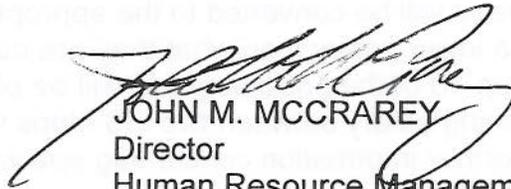
(a) A position review moratorium is in effect. Every NSPS position must have an accurately classified GS position description (PD) to convert to on 23 May 2010. Due to the large number of NSPS positions that do not currently have a GS PD, reviews of positions that already have established GS PDs cannot be considered until after the transition is complete.

(b) NSPS positions that currently have an accurately classified GS PD loaded into the Fully Automated System for Classification (FASCLASS) will revert to this PD on 23 May 2010. If the current duties of the position have significantly changed from those listed on the GS PD, and the PD was not updated while under NSPS, then a request for position review may be submitted after the conversion, in accordance with established classification procedures.

(c) If GS grade-controlling factors are required, but not included in the NSPS PD, the responsible supervisor must create a draft GS PD including these factors no later than 9 Apr 10 to provide to the appropriate classification authority. Positions graded GS-12 and below may be coordinated directly with the servicing CPAC for classification. Position classification of senior graded Army positions (GS-13 and higher) assigned to Eighth U.S. Army and U.S. Forces Korea will be performed by DHRM.

(d) Servicing CPACs will advise supervisors on the conversion of their organization's NSPS positions. Supervisors are responsible for notifying employees under their supervision of their new GS title, series and grade before conversion.

6. Additional guidance on related conversion issues is anticipated, and will be disseminated once received. DHRM points of contact for this action are: Mr. Carl Rogers at DSN 724-4808, email: carl.rogers1@korea.army.mil; or Ms. Laura Campbell at DSN 724-5460, email: laura.campbell@korea.army.mil.


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