NSPS Conversions
Processing Guidance

Changes:

Date	Version	Section	Change Reference
09 Feb 08	6.0	Manual Conversion, Before You Begin	Expanded the information for updating LMS Indicator and LMS Specialty data elements
09 Feb 08	6.0	Mass Conversion, Before You Begin	Added note for Doctors and Dentists (occupational code 0602 and 0680) that LMS Indicator and LMS Specialty should only be updated right before the effective date of the conversion
09 Feb 08	6.0	Appendix H	Removed pay tables whose potential targeted local market supplements were subsumed by the 2008 local market supplement percentages: 0068, 0260, 0339, 0430, 0433, E006, E012
15 Feb 08	6.0	Appendix H	Updated targeted local market supplement authorizations (Feb 15-2008) for pay tables 0491 and D053 (see T0491C and TD053A)

NSPS Conversions
Processing Guidance

Chapter Overview

Introduction	The purpose of this chapter is to provide information on processing conversions into NSPS when an organization is converting into NSPS, either manually or in mass.

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Processing a Manual Conversion into NSPS

Purpose	This section provides information on how to process a manual conversion into NSPS.

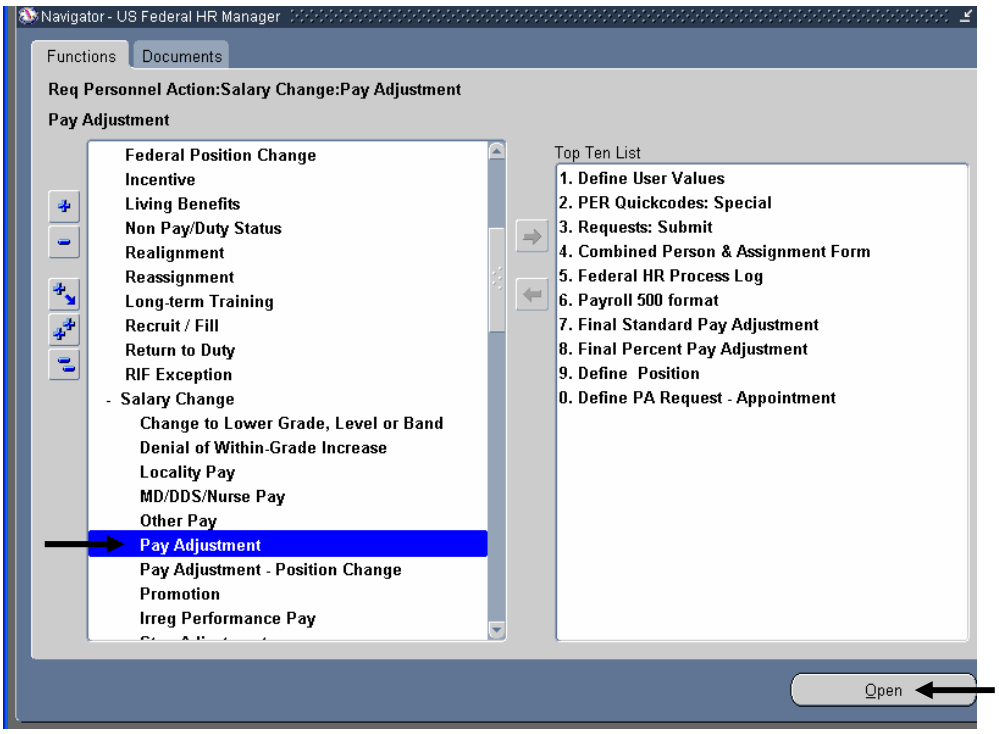
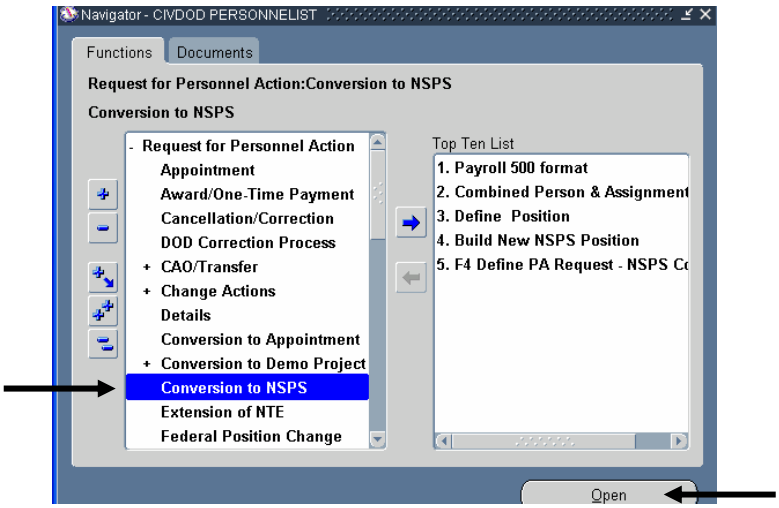
Who Does It	The capability to process a manual conversion into NSPS is available to the following responsibilities: CIVDOD Personnelist, CIVDOD Classifier, CIVDOD Staffer, CIVDOD Reconstruct History, US Fed HR Manager and all related secure views.

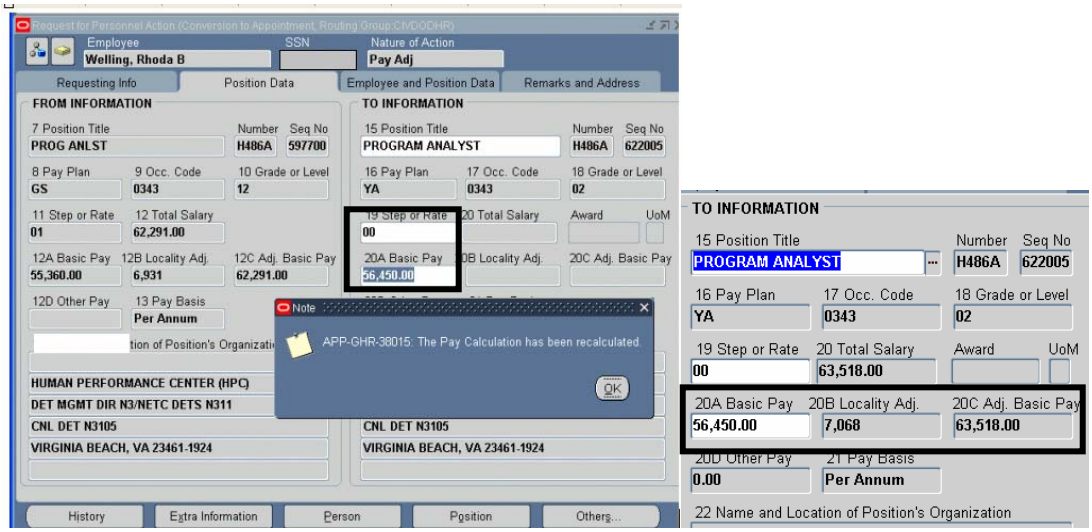
Before You Begin	If employee has an **AUO** assignment element, the AUO must first be terminated via NOA 818 prior to processing the NSPS Conversion RPA. If employee has a **Foreign Language Proficiency Pay (FLPP)** assignment element, the FLPP must first be terminated via NOA 928 prior to processing the NSPS Conversion RPA. If employee has **Physicians Comparability Allowance (PCA)**, the PCA must first be terminated prior to processing the NSPS Conversion RPA. If employee has **MDDDS Special Pay**, the MDDDS Special Pay must first be terminated via NOA 850 prior to processing the NSPS Conversion RPA. If occupational code equals 0602 or 0680 and employee has a **Premium Pay assignment element with value of K or L**, it must be terminated prior to processing the NSPS Conversion RPA. A new NSPS position will need to be built before creating the NSPS Conversion RPA. NSPS positions must contain a valid value in **LMS Indicator** (S00000 for occupational codes other than 0602 or 0680 OR S00001 for occupational codes 0602 and 0680). If the position meets criteria for targeted local market supplements, **LMS Indicator and/or LMS Specialty** data elements must contain a valid value (see Appendix G). If occupational code equals 0602 or 0680, **LMS Indicator and LMS Specialty data elements** must contain a valid value in the NSPS position. If the employee is currently on a temporary promotion, temporary reassignment or temporary position change, employee must be returned to their permanent position prior to processing the NSPS Conversion RPA.

	Only certain NOAs are used for NSPS conversions. Majority of personnel actions will be NOA 890. If the "From" occupational series equals 0470 or 0818 and the Appointment Type equals 3A or 3C, user should use the appropriate 5XX NOA; otherwise user should use NOA Y721. (***Note***: Navigate to Request for Personnel Action → Salary Change → Pay Adjustment for NOA 890; Request for Personnel Action → Conversion to NSPS for NOA Y721.) User will need to manually compute employee's new basic pay following the pay-setting guidance in Appendix D. Tenure 2 is not authorized under NSPS. This may also require a change to the Appointment Type. Employees are entitled to receive one WGI Buy-In Amount during their career. If employee is ineligible for a WGI Buy-In Amount, the NSPS WGI Buy-In Status should reflect a value of "N". This includes those employees who may be eligible for the WGI Buy-In except that their current rating of record is less than fully successful (values 1, 2, U or M). If employee has previously been awarded a WGI Buy-In Amount, the NSPS WGI Buy-In Status should reflect a value of "P". When users have to cancel the mass NSPS NOA 890 or Y721 action, the system will automatically "un-eliminate" the From position while processing the cancellation.

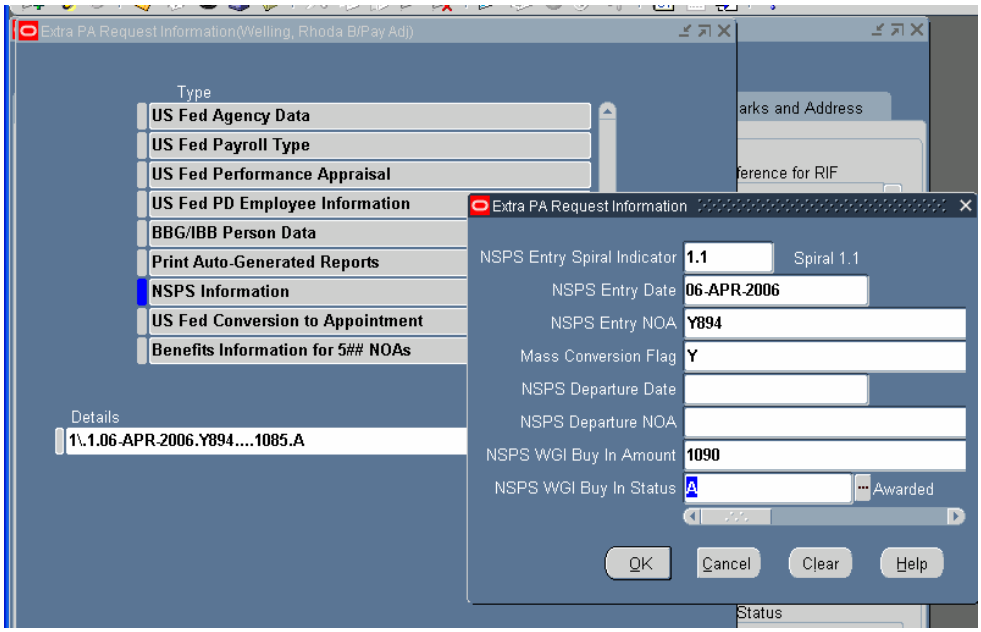
Steps to Follow:

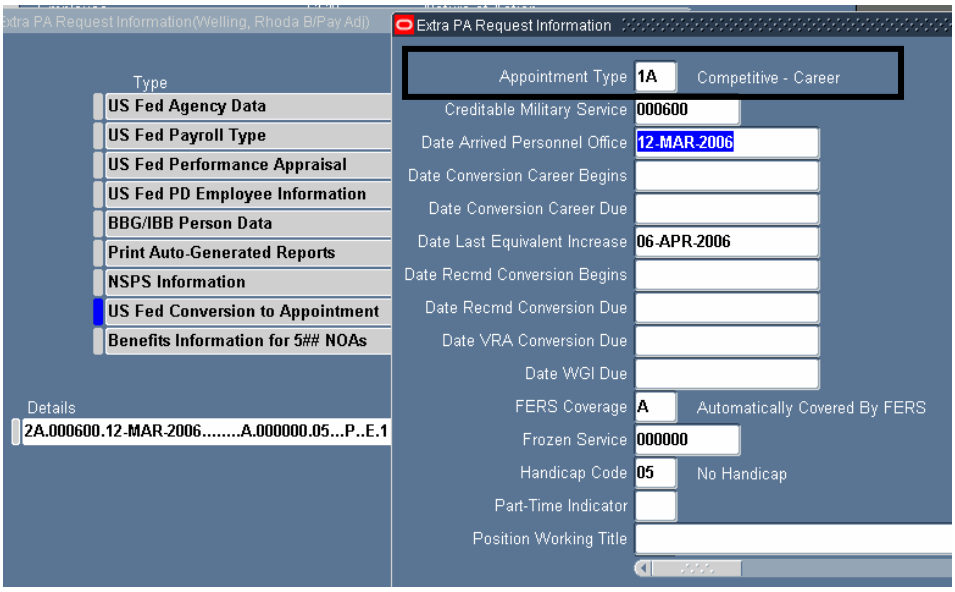
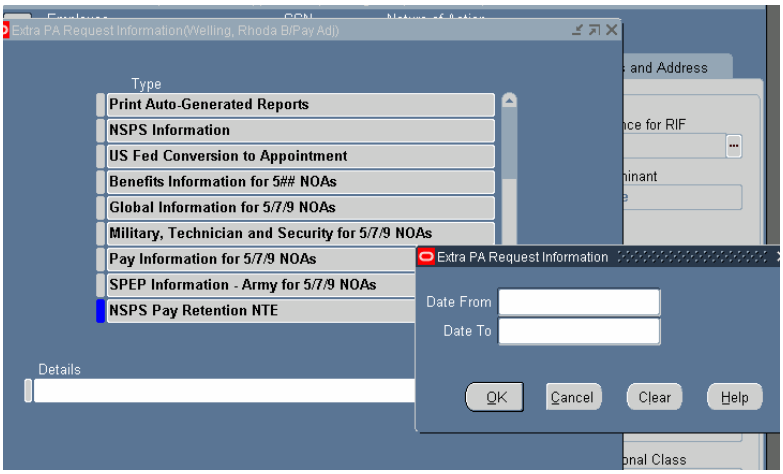
Steps	Action
1	Two NOAs 890 or Y721 will be used to convert employees during the spiral conversion into NSPS. If the "From" occupational series equals 0470 or 0818, user should use NOA Y721 ***else*** use NOA 890. ***Exception***: If the "From" occupational series equals 0470 or 0818 and the Appointment Type equals 3A or 3C, use the appropriate 5XX NOA. For NOA 890, **Navigation Path**: Request for Personnel Action→ Salary Change → Pay Adjustment <**Open**>

Steps	Action
	 For NOA Y721, **Navigation Path**: Request for Personnel Action→ Conversion to NSPS → **<Open>** 

<table>
<tr><th>Steps</th><th>Action</th></tr>
<tr><td>2</td><td>The authorized Legal Authority Codes in blocks 5c and 5e are as follows:
<table>
<tr><th>NOA</th><th>Conditions</th><th>1st LAC</th><th>2nd LAC</th></tr>
<tr><td>890</td><td></td><td>Z5A</td><td></td></tr>
<tr><td>890</td><td>Tenure is changing and Position Occupied equals 1</td><td>Z5A</td><td>Z5L</td></tr>
<tr><td>890</td><td>Tenure is changing and Position Occupied equals 2</td><td>Z5A</td><td>Z5M</td></tr>
<tr><td>Y721</td><td></td><td>Z5A</td><td></td></tr>
<tr><td>Y721</td><td>Tenure is changing and Position Occupied equals 1</td><td>Z5A</td><td>Z5L</td></tr>
<tr><td>Y721</td><td>Tenure is changing and Position Occupied equals 2</td><td>Z5A</td><td>Z5M</td></tr>
</table></td></tr>
<tr><td>3</td><td>Once the new position has been entered in block 15, the To Step in block 19 will auto-populated to 00. Once user has manually computed the new basic pay following the pay-setting guidance in Appendix D, that amount should be entered into block 20a. Once entered, a pop-up note will indicate that pay has been recalculated. DCPDS will automatically calculate the local market supplement (block 20b), Adjusted Basic Pay (block 20c), Other Pay (block 20d) and Total Salary (block 20).

</td></tr>
<tr><td>4</td><td>Under NSPS, certain Appointment Types and Tenures are no longer applicable (for example, Appointment Type 2A or 2C and Tenure 2). User must change the Tenure in block 24 to the appropriate value, if applicable.

Note: When Tenure is changing, the Appointment Type under RPA→Extra Information→US Fed Conversion to Appointment DDF may also need to be changed.</td></tr>
</table>

Steps	Action
5	Under NSPS, the following pay rate determinants (PRDs) are no longer applicable: 2, 3, 5, 6, 7, A, B, E, F, J, K, U or V. PRD 0 will be used for the majority of records. If employee remains on pay retention or goes on pay retention when the retained grade is terminated upon conversion into NSPS, PRDs 4 or R will be used. Code R will only be used if the employee is retaining SES pay; ***else*** code 4 would be used for other pay retention entitlements. User must change the Pay Rate Determinant in block 29 to the appropriate value, as needed.
6	Under RPA→Extra Information → NSPS Information DDF, user will need to review and update as necessary. This information will be auto-populated based upon the new position, what is already in the employee's NSPS Information DDF and this RPA. • **NSPS Entry Spiral Indicator** should be updated with the NSPS Spiral Indicator value located in the new position. • **NSPS Entry Date** is the effective date of the RPA. NSPS Entry NOA is the NOA listed on the RPA. • **Mass Conversion Flag** will automatically update to "Y". • **NSPS WGI Buy-In Amount** will be populated with the system-computed amount, if eligible to receive a WGI Buy-In. • **NSPS WGI Buy-In Status** will populate with "A", if eligible to receive a WGI Buy-In. If ineligible, it will be populated with "N" and if previously awarded, it will be populated with "P". 

Steps	Action
7	Under RPA→Extra Information→ US Fed Conversion To Appointment, user may need to update Appointment Type to the appropriate value if the Tenure has changed. 
8	Under RPA → Extra Information → NSPS Pay Retention NTE DDF, user may need to update the Pay Retention Date From and Date To fields if the employee will be entitled to pay retention not-to-exceed 2 years upon conversion into NSPS if the pay rate determinant (PRD) equals 4. ***Note***: If pay rate determinant equals R, these fields will be blank as these employees are not limited to 2 years. 
9	On Page 4 of the RPA, user will need to enter the appropriate remarks (with insertion values) according to the following table:

Steps	Action

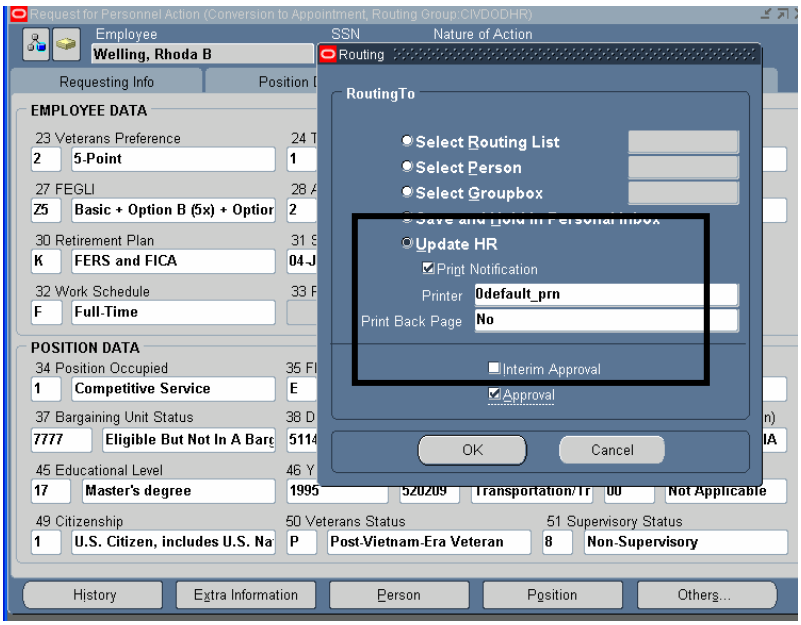
REMARK CODE	REMARK CLEARTEXT
P72	Salary in block 20 includes supervisory differential of $_____.
P99	Salary in block 20 includes availability pay of $_____.
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.
X42	Pay retention entitlement is terminated.
Y1A	Assignment to the National Security Personnel System as authorized by PL 108-136.
Y2B	Employee is entitled to pay retention through_____.
Y1Y	Grade retention entitlement terminated. Employee will be entitled to pay retention through _____.
Y2D	Your Basic Pay has been increased to set at the minimum of the pay band.
Y1I	Salary in block 20 reflects initial buy-in to NSPS that includes a proportional increase based on time completed towards within-grade increase waiting period.
Y1G	Full performance band of employee's position is _____.
T29	_____. **(See Note 1)**
Y2L	The employee's "base grade' is: _____. **(See Note 2)**
Y2M	The employee is converted into the National Security Personnel System under the provisions of Implementing Issuances, SC1911.3.1.3. After establishment of a GS grade, the position is converted into NSPS using SC1911.3.1.1.3 and SC1911.3.1.1.6. **(See Note 2)**
Y2N	The employee was converted from the demonstration project under the provisions of Federal Register, Vol 46, Number 144, July 28, 1981. Prior to exiting of an employee from the demonstration project, the employee will be converted to the appropriate GS grade using the "base grade" principle. The "base grade" is the GS grade most comparable to the employee's current demonstration project level and salary. Where the employee's salary is in more than one GS grade, the GS grade is either (1) the higher of the two grades if the current salary meets or exceeds Step 4 of the higher GS grade or (2) the lower of the grades if the current salary is less than Step 4 of the higher GS grade. **(See Note 2)**
ZZZ	_____.

Note 1: The insertion value for Remark Code T29 is:

Tenure changed due to movement within the Department under NSPS.

Note 2: These remarks are only for Navy SPAWAR/NAWCWD conversions.

10	Once everything has been completed, user can then update to HR.

Steps	Action
	

Processing Mass Conversions into NSPS

Purpose	This section provides information on how to process mass conversions into NSPS.

Who Does It	The capability to create a Mass Conversion into NSPS is available in the CIV NSPS Process Personnelist and CIV NSPS Process Administrator responsibilities. The capability to execute a Mass Conversion into NSPS is only available in the CIV NSPS Process Administrator responsibility.

Before You Begin	If employee has an **AUO** assignment element, the AUO must first be terminated via NOA 818 prior to processing the NSPS Mass Conversion. If employee has a **Foreign Language Proficiency Pay (FLPP)** assignment element, the FLPP must first be terminated via NOA 928 prior to processing the NSPS Mass Conversion. If employee has **Physicians Comparability Allowance (PCA)**, the PCA must first be terminated prior to processing the NSPS Mass Conversion. If employee has **MDDDS Special Pay**, the MDDDS Special Pay must first be terminated via NOA 850 prior to processing the NSPS Mass Conversion. If occupational code equals 0602 or 680 and employee has a **Premium Pay assignment element with value of K or L**, it must be terminated prior to processing the NSPS Mass Conversion. If occupational code equals 0602 or 0680, **LMS Indicator and LMS Specialty data elements** must contain a valid value in the GS/GM position. (Note: these data elements should only be updated right before the NSPS conversion effective date.) If the employee is currently on a temporary promotion, temporary reassignment or temporary position change, employee must be returned to their permanent position prior to processing the NSPS Mass Conversion. If the "From" occupational series equals 0470 or 0818 and the Appointment Type equals 3A or 3C, user will have to process a manual appropriate 5XX NOA RPA. The first portion of the name for the mass process must start with the letters "MNS".

	User should not use the “Not Equals” relational operator more than once for the same data element. This process has preview and select/deselect capabilities. There are more than 110 data fields listed on the Preview. In the Preview and the user is scrolling up or down and looking at a specific Column, user should click either in that specific Column or in the Employee name/SSN fields to keep the focus on the column being looked at. This process also allows the user to update the “To” fields as annotated in Appendix A. Export of the data to an Excel spreadsheet or Access database will include the employee name and social security number. A ‘Delete Preview’ button is available which would purge the data in the preview set so that users can amend the selection criteria and start over, if needed. The user has the ability to click the red “X” on the top line menu to completely delete a NSPS Conversion Process set up. ***Note**: The Status must not equal “Executed” or “Processed”*. A ‘Refresh Preview” button is available so users can refresh the data, to reflect employee/position *adds* (i.e., appointments, any kind of employee movement where the employee now meets the preview selection criteria), employee/position *changes* to any data element that is reflected on the preview screen (due to reassignments, WGIs, Pay Table ID Change, Target Grade Change, etc.), and *deletions* (i.e., separations, any kind of employee movement where the employee no longer meets the preview selection criteria) without the user losing changes that they have already made to the preview - to allow the user to refresh the data. See Appendix E for more details. A ‘Remarks’ button is available so users can add other remarks (using remark code ‘ZZZ’) to the RPA. These remarks will apply to all records meeting the selection criteria. These remarks do not replace the auto-populated remarks specified in Appendix C – they will be appended to the RPA. Since all projected pay affecting actions must be processed prior to the conversion, the CIV NSPS Process Administrator can schedule the execution of the mass conversion process to start at a different time than when the user clicks on the Execute button. This includes the date and time as designated with the Process Date field.

Once a preview is executed/processed, the user can view selected records in the preview screen. Once the user has hit Execute, the user will be locked out of making any further changes to the preview.

The preview will be updated with the new Position Sequence numbers for all successful position builds.

The mass conversion process will determine the appropriate NOA for the employee and populate the code into the Preview screen. There are only two NOA codes that will be used: Y721 (if the occupational series equals 0470 or 0818) or 890 (if the occupational series is not equal to 0470 or 0818). Records where the "From" occupational series equals 0470 or 0818 and the Appointment Type equals 3A or 3C, a message will be populated instructing the user to process the appropriate 5XX NOA manually. These records must be deselected from the preview.

The mass conversion process will determine the appropriate Legal Authority Codes as follows:

NOA	**Conditions**	**1st LAC**	**2nd LAC**
890		Z5A	
890	Tenure is changing and Position Occupied equals 1	Z5A	Z5L
890	Tenure is changing and Position Occupied equals 2	Z5A	Z5M
Y721		Z5A	
Y721	Tenure is changing and Position Occupied equals 1	Z5A	Z5L
Y721	Tenure is changing and Position Occupied equals 2	Z5A	Z5M

Once the new position is created and the action assigning the employee to the position is executed successfully, the From Position will be replaced by the To Position in the Self Service Hierarchy. This will also occur on vacant positions.

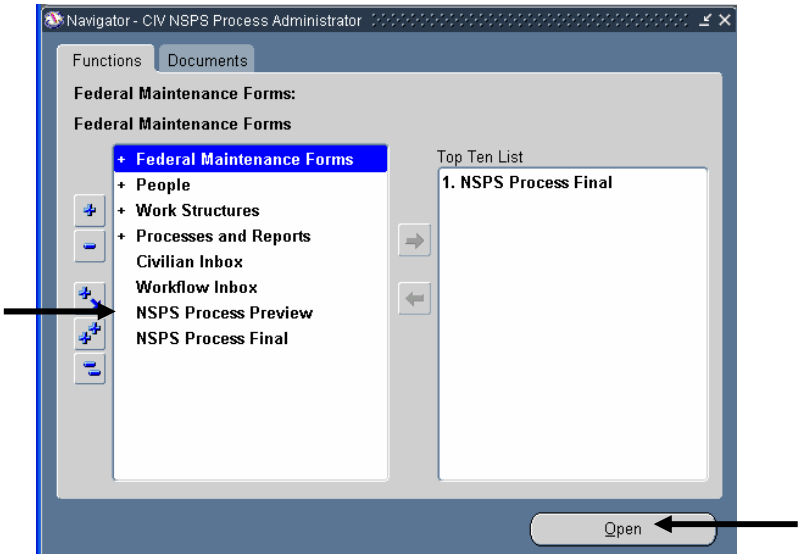
Note: Users should review the Self Service Hierarchy and adjust, if necessary.

Users will be provided a Process Log button that will provide them with direct access to the process log for their particular mass process, both for the previews and execution of the mass conversion. **Users should review the Process Log after every Preview Refresh and resolve any records that could not be built into the Preview (e.g. if employee has PRD A, B, E, F, U or V and the current Retained Grade Date To is less than the effective**

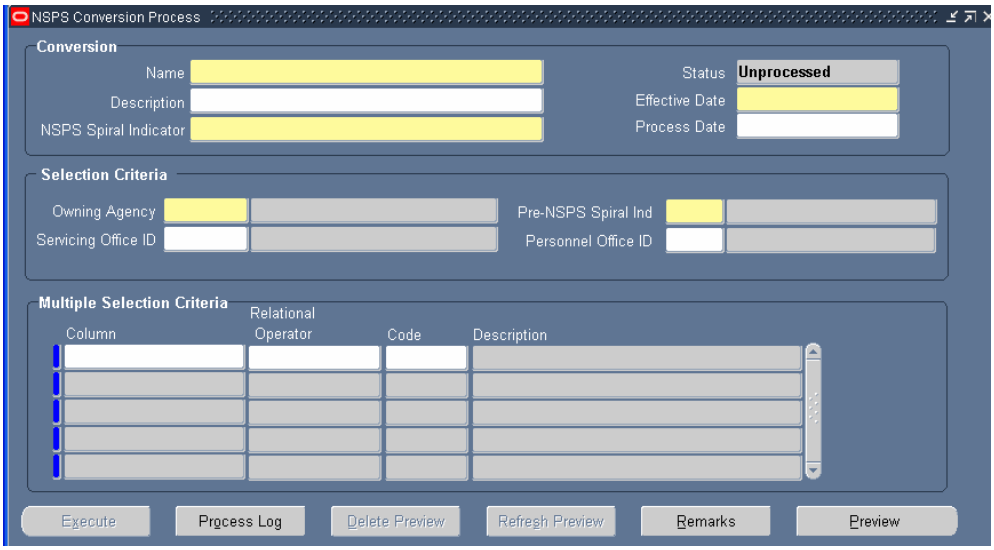
	date of the conversion). During the mass conversion preview and execution, new NSPS positions will be created, employee's salaries adjusted to include WGI Buy-In Amounts appropriate RPA/NPAs will be created, Pay500 output, etc. Once the NPA has been produced, the From Position Hiring Status will be changed to "eliminated" as of the effective date of conversion. When users have to cancel the mass NOA 890 or Y721 action, the system will automatically "un-eliminate" the From position while processing the cancellation. Conversion of vacant Acquisition Demo (Pay Plans NH, NJ, NK) or NAWCWD/SPAWAR (Pay Plans DA, DG, DP, DS, DT and Demo Location Code equals '1' or '2') positions cannot be done systematically due to the direct link to salaries and/or GS base grade to determine the appropriate Pay Schedule and Pay Band.

To Create the NSPS Mass Conversion Previews

Under the CIV NSPS Process Personnelist or CIV NSPS Process Administrator responsibilities:

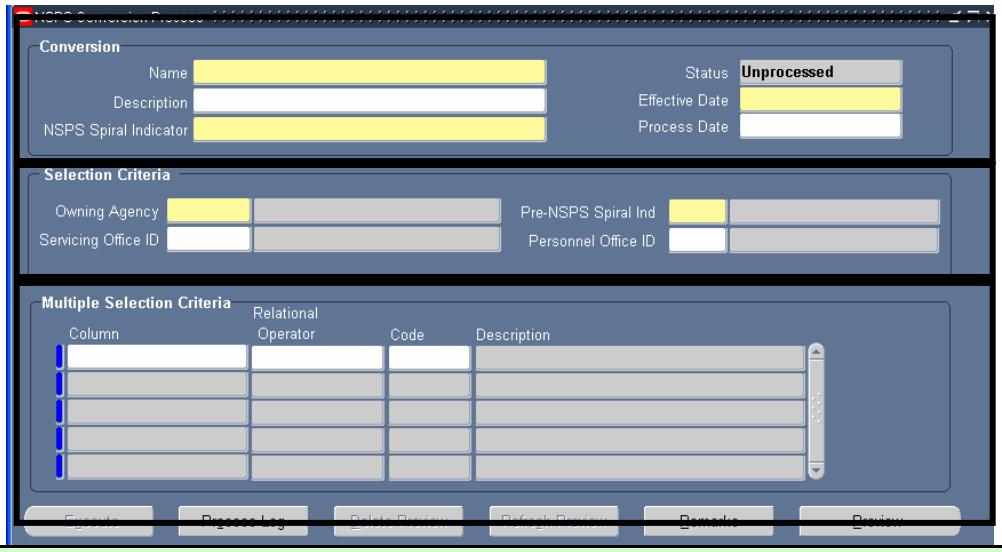
Steps	Action
1	**Navigation Path**: NSPS Process Preview **<Open>** 

Steps	Action
2a	The **NSPS Conversion Process** window opens with six taskflow buttons.

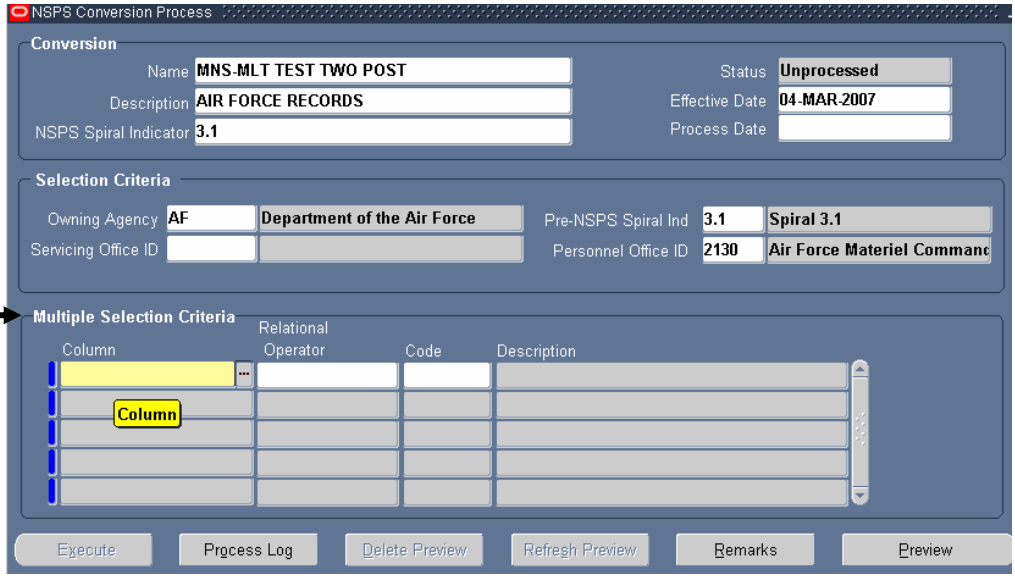


The taskflow button function is as follows:

Taskflow Button	Function
<Execute>	Processes the Mass Conversion action by submitting it to update the database.
<Process Log>	Process Logs are created during each Preview Refresh as well as when the mass NSPS conversion is processed. The Process Log documents the completion of each process and what errors generated as a result. User should keep a log of the different Request IDs for research purposes, both for Previews and Executions.
<Delete Preview>	Purges the data in the preview set so that users can amend the selection criteria and start over, if needed.
<Refresh Preview>	Refreshes the data, to reflect employee/position *adds* (i.e., appointments, any kind of employee movement where the employee now meets the preview selection criteria), employee/position *changes* to any data element that is reflected on the preview screen (due to reassignments, WGIs, Pay Table ID Change, Target Grade Change, etc.), and *deletions* (i.e., separations, any kind of employee movement where the employee no longer meets the preview selection criteria) without the user losing changes that they may have already made to the preview.

Steps	Action
	Taskflow Button / **Function** **<Remarks>** — Displays the **Remarks** window. This allows users to add additional remarks (via Remark code ZZZ) that would be applicable to all selected records. Any remarks saved on this window will apply globally to the mass conversion into NSPS. **<Preview>** — Displays the **NSPS Mass Conversion (Preview)** window that contains more than 110 data elements related to the employee and position conversion into NSPS. ***Note:*** Once a Mass Conversion into NSPS has been executed/processed, the user can review the selected employees in the preview, but cannot make any further changes.
2b	The Mass Conversion screen is set up into three regions: Conversion, Selection Criteria and Multiple Selection Criteria. Each region is described separately below. The fields listed in yellow on the Mass Conversion screen are required before clicking on the Preview button. 
Conversion Region:	
3	With the cursor in the ***Name*** data field, type in a unique name for the mass conversion that is being created. ***Note:*** The name must start with 'MNS'.

Steps	Action
4	The ***Status*** data field is system-generated to show the progress of the conversion: i.e., Unprocessed, Submitted, Preview Ready, Processed, and Error. No action is required.
5	Type in the required information in the ***Description*** data field. This is an optional free-form field where a user can record pertinent information for reference. For example, "NSPS Conversion for UIC 12345 Org 432". ***Note***: For those previews that users do not intend to execute, users should enter "Do Not Execute" in the ***Description*** data field. This will help to differentiate between previews that will never be executed and previews that eventually will be executed.
6	Type (or click the LOV icon) to enter the effective date of the conversion in the ***Effective Date*** data field. ***Note***: If users used a different date while previewing the records, then updates the Effective Date with the true effective date and click on Refresh Preview button, all records will be refreshed as of the new effective date.
7	Type (or click the LOV icon) to select the spiral in the ***NSPS Spiral Indicator*** data field. ***Note***: This value will update in the newly created position as well as the employee record under the NSPS Information DDFs.
8	***Process Date*** should only be entered when CIV NSPS Process Administrator will execute the mass conversion with a future effective and/or future process date. If Process Date is left blank, system will present a pop-up message 'This job will execute immediately. Do you wish to Continue?' to the user. If user clicks OK, system will start executing the mass conversion. If user clicks CANCEL, user will be returned to the mass conversion main screen. ***Note***: When entering a future effective and/or a future process date and pressing the Preview or Execute button will place the request in a pending/scheduled status in the Concurrent manager and will not execute until the effective or process date is reached. If the date is current or past, this is the date that will be used to create the preview or the personnel action if executed from the preview.
Selection Criteria Region:	
9	Type (or click the LOV icon) to enter the ***Owning Agency*** of the records to be converted into NSPS.

Steps	Action
10	Type (or click the LOV icon) to enter the ***Pre-NSPS Spiral Indicator*** of the records to be converted into NSPS.
11	Type (or click the LOV icon) to enter the ***Servicing Office ID*** of the position. ***Note***: User will be required to enter either Servicing Office ID or Personnel Office ID of the position. If user does not enter Servicing Office ID in this region, user will be allowed to enter multiple Servicing Office IDs in the Multiple Selection Criteria Region.
12	Type (or click the LOV icon) to enter the ***Personnel Office ID*** of the position. This is an optional field. ***Note***: User will be required to enter either Servicing Office ID or Personnel Office ID of the position.
Multiple Selection Criteria Region:	
13a	In the Multiple Selection Criteria, ***Column***, user must enter at least two selection criteria. The selection criteria can be as broad or as narrow, as needed.  The following data elements are listed as selection criteria:

Data Element (See Note 1)	Selection Options	Data Element (See Note 1)	Selection Options
Agency Group	One or more values	Pay Rate Determinant	One or more values
Appointment Type	One or more values	Position Occupied	One or more value
BRAC Indicator	One or more values	Positions Organization Address **(See Note 3)**	One or more values
Career Field (AF)	One or more values	Position Type	One or more values

Steps	Action

Demo Location Code	One value	Region	One or more values
Duty Station	One or more values	Servicing Office ID **(See Note 4)**	More than one value
Grade **(See Note 2)**	One or more values	Social Security Number	One or more values
Occupational Series	One or more values	Special Program Identifier	One or more values
Office Symbol	One or more values	Supervisory Status Code	One or more values
Organization Structure ID	One or more values	Tenure	One or more values
PAS Code	One or more values	Unit Identification Code (UIC)	One or more values
Pay Plan	One or more values	Work Schedule	One or more values

Note 1: There is List of Values (LOVs) associated with most of the data elements.
Note 2: A Pay Plan must be entered if a value has been entered for Grade.
Note 3: Do not use the Positions Organization Address (POA) as selection criteria for Spiral 1.2 records.
Note 4: User is allowed to enter multiple Servicing Office IDs if Servicing Office ID is NOT entered in the Selection Criteria region. Only relational operators IN and NOT EQUAL can be used with this data element.

13b

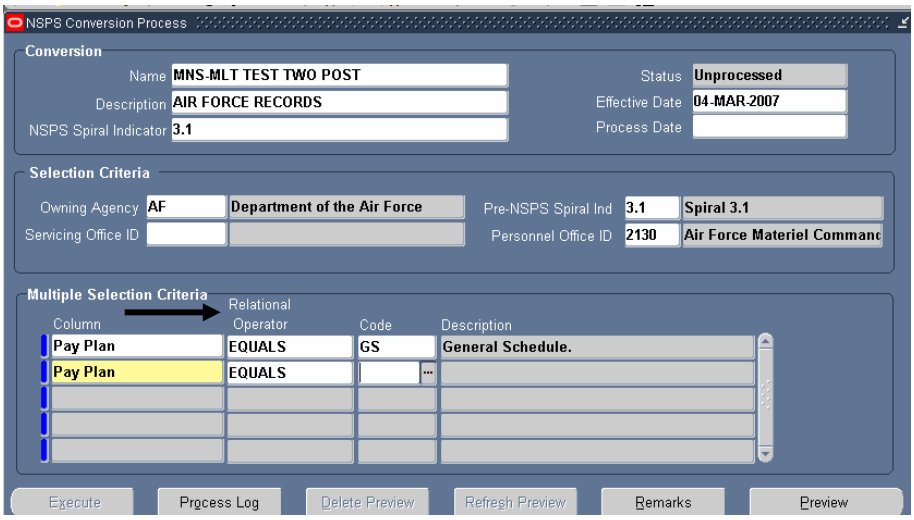
In the Multiple Selection Criteria, ***Relational Operator***, the user must select Equals, Not Equals, Begins With, In, Not In, Is Null or Is Not Null for each data element selection criteria. Once the user has selected a Relational Operator for a particular data element (e.g., Equals) and the user chooses the same data element again, the Relational Operator will be restricted to the original value chosen.

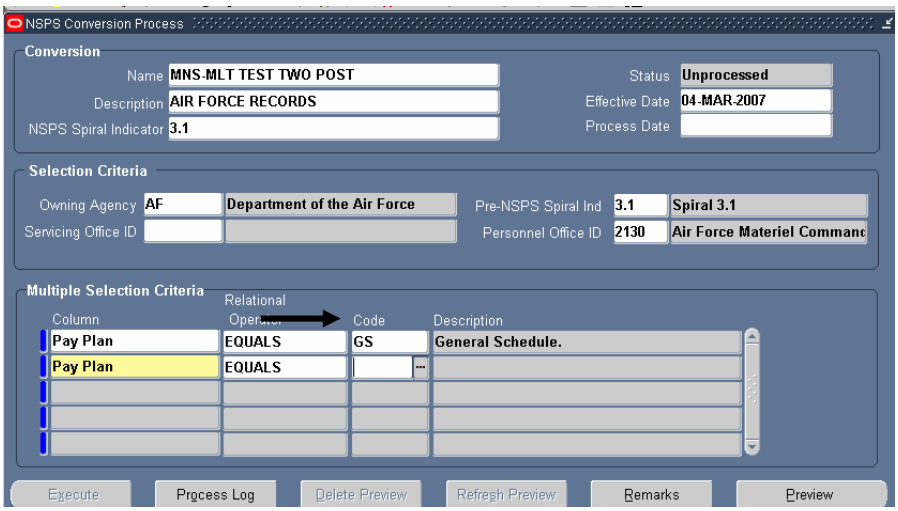
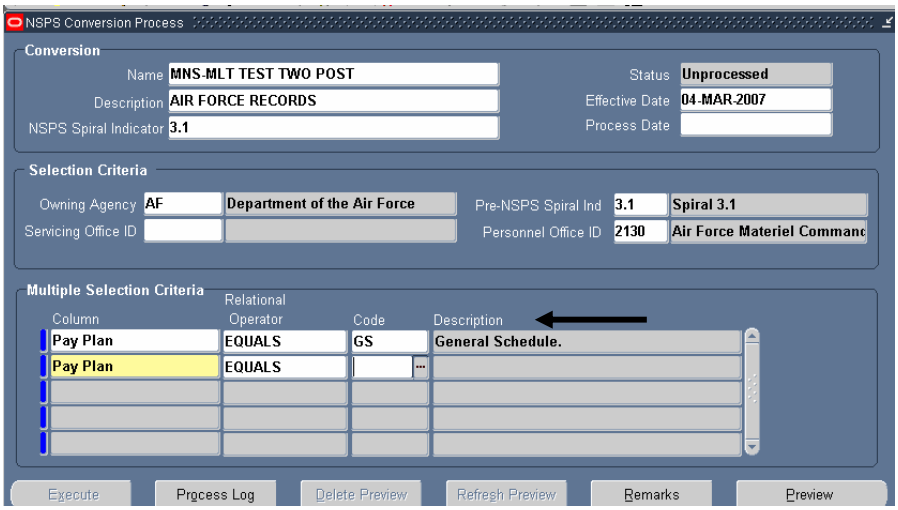
Note: The meaning for the values in the Relational Operator field are as follows:

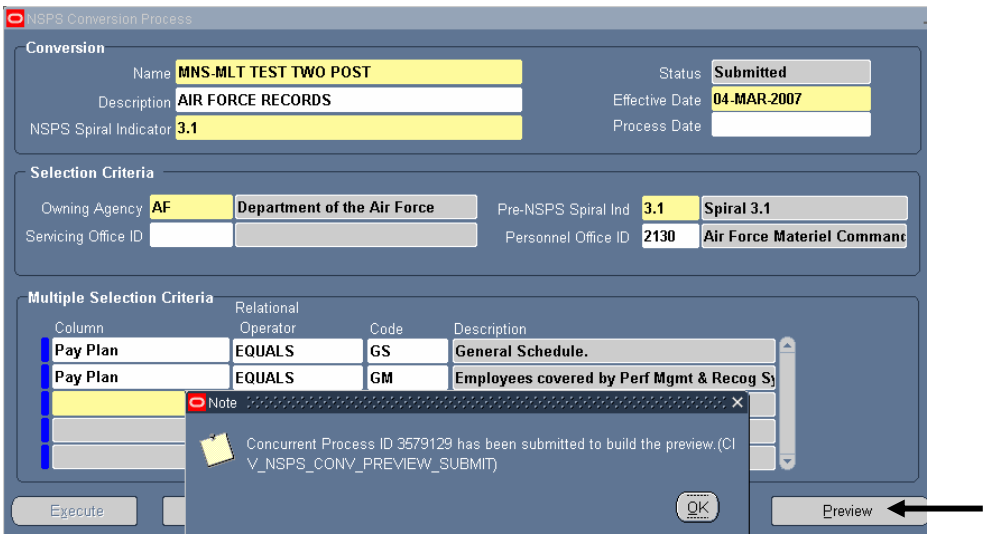
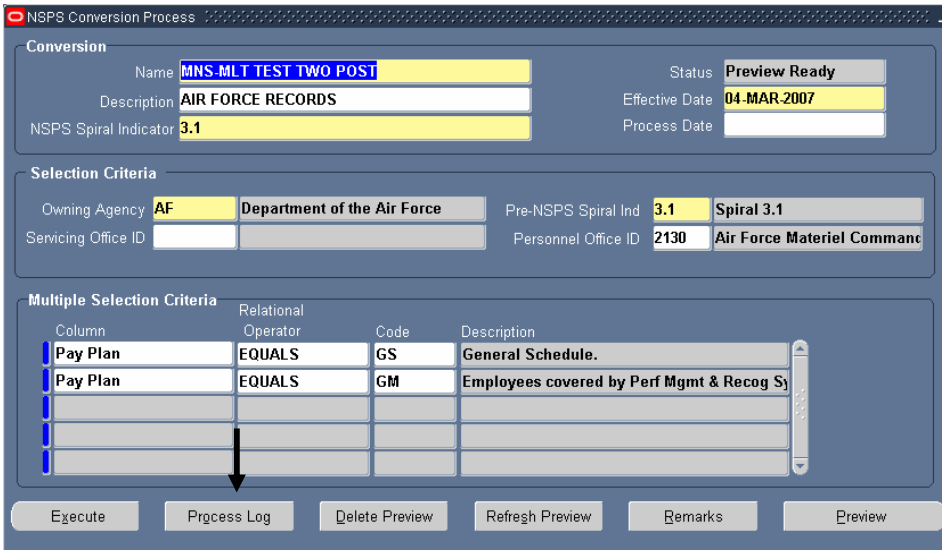
IN is used to make multiple selections of values by placing a comma between each data value. When multiple values are entered, only those records containing one of the values will be selected in the preview. For example, if Pay Plan is used as the data item and In as the operator and GS, GM as the data value, then the preview will only display those records with a Pay Plan equal to GS or GM.

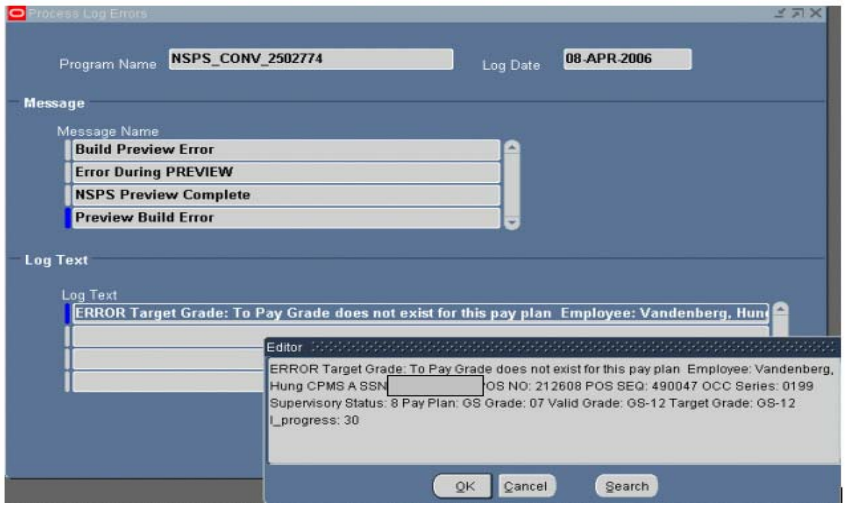
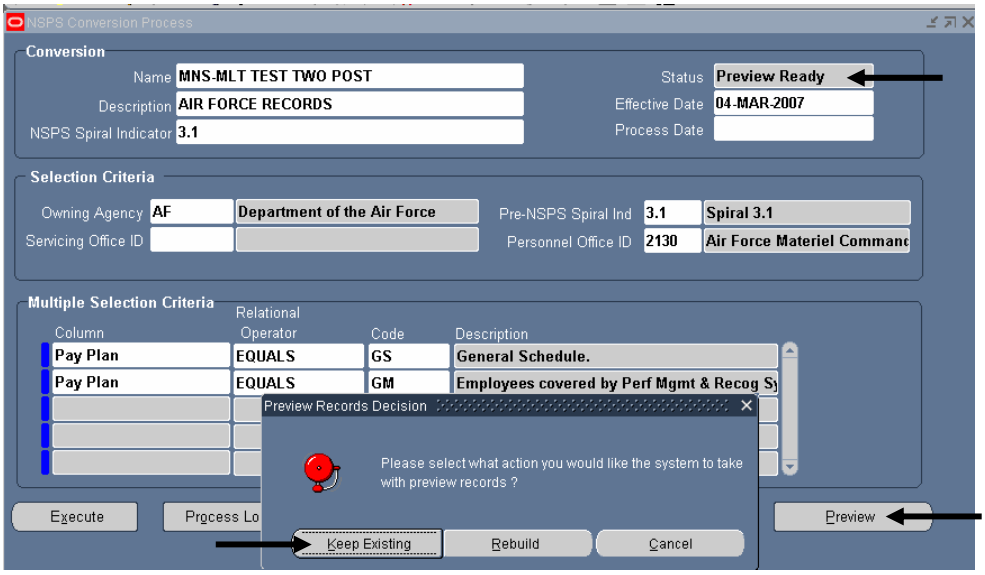
NOT IN is used to make multiple de-selections of values by placing a comma between each data value. When multiple values are entered, only those records not containing one of the values will be selected in the preview. For example, if Pay Plan is used as the data item and Not In as the operator and GS, GM as the data value, then the preview will only display those records that do not have Pay Plan equal to GS or GM.

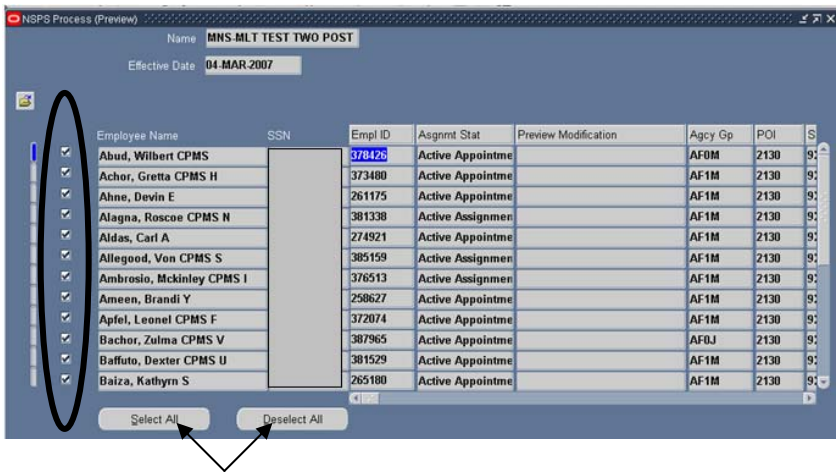
EQUALS means that only those records that meet the equal condition will be selected in the preview. For example, using the preceding example, if Pay Plan is used as the data item and equals as the operator and "GS" as the data value, then the preview will

Steps	Action
	only display those records with a Pay Plan equal to “GS”. **NOT EQUALS** means that only those records that do not equal the data value specified will be selected in the preview. For example, using the preceding example, if the Pay Plan is used as the data item, NOT EQUALS as the operator, and “GS” as the data value, then the preview will display all records that have a Pay Plan other than “GS”. User should not use the “Not Equals” relational operator more than once for the same data element. **BEGINS WITH** means that the user will provide a character or multiple characters in the data value and the selection will be based on those records that meet the data value provided. For example, using Duty Location as the data item, BEGINS WITH as the operator, and “02” as the data value will result in the selection of all records beginning with “02” (Alaska) in the duty location data value. The final two values, **NULL** and **NOT NULL** provide options for the user to identify any records in which a data item will be either NULL or NOT NULL (must have a value). The use of this operator will not allow for use of a data value because the operator is identifying only one of two conditions – either NULL or NOT NULL. 
13c	In the Multiple Selection Criteria, ***Code***, the user will be able to enter the parameters associated with the data element selected in the Column area. A drop down LOV is available for selection when the Relational Operator is Equals, or Not Equals. User will need to enter the data when the Relational Operator is other than Equals or Not Equals.

Steps	Action
	
13d	In the Multiple Selection Criteria, ***Description***, it will display the code clear-text for the Code when the Relational Operator is Equals or Not Equals; ***else*** it will be null. 
14	Once all criteria have been entered, click on <**Preview**> button. A concurrent process will be submitted to build the preview. Make a note of the request ID for future reference. Once the concurrent manager has completed the process preview, the user will need to refresh the mass conversion screen by hitting <F11>, reenter the Name and then <Ctrl F11>.

Steps	Action
	
15	The **Process Log** should be checked after every Preview refresh to ensure that records did not error during the Preview process.  • If the mass conversion could not build the new position, those records would be reflected in the Process Log under “Preview Build Error”. There are several reasons why a record could fail (e.g. position grade does not fall within the pay band, invalid occupational series, target grade is outside of the pay band, blank target grade).

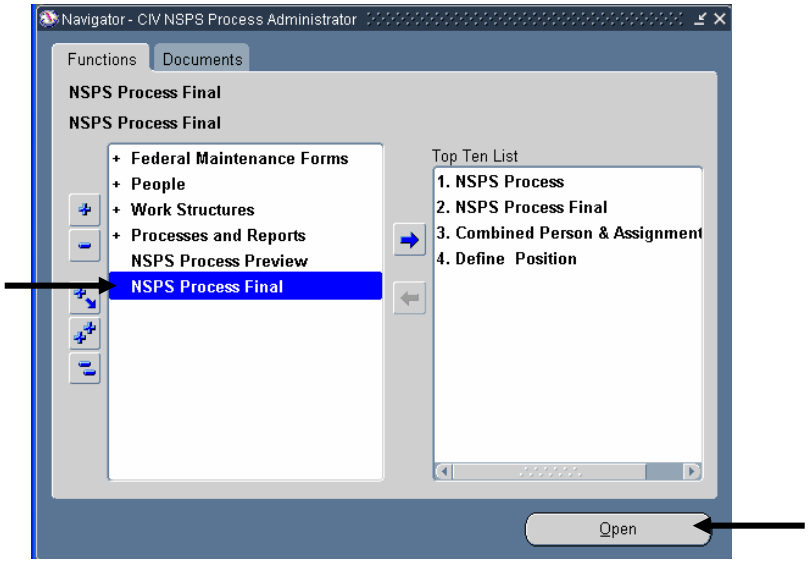
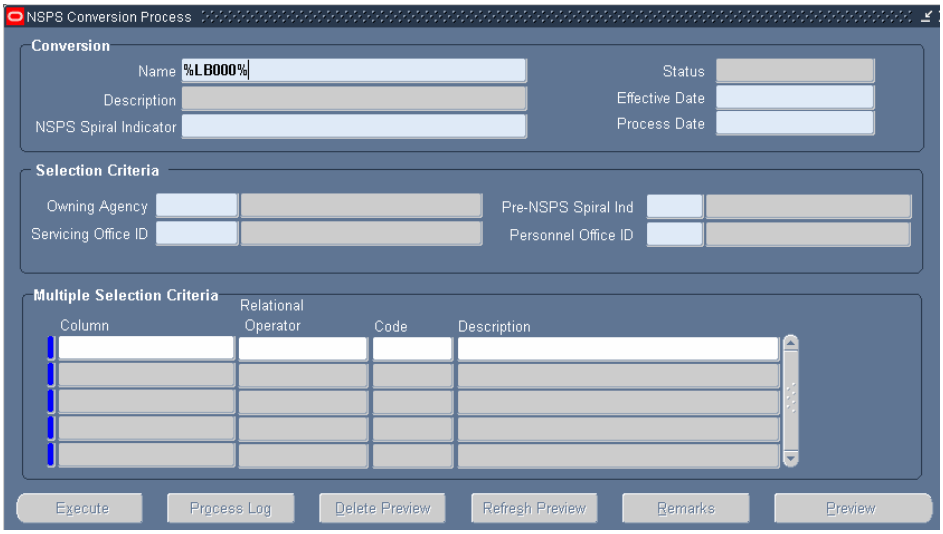
Steps	Action
	 • If the mass conversion could not convert employee records, those records would be reflected in the Process Log under "Error during Preview". There are several reasons why a record could fail (e.g. Retained Grade Date To is less than the effective date of conversion). The error messages should be reviewed, records updated appropriately and then refreshed in the Preview.
16	After notification is received that the status is "Preview Ready", click on the PREVIEW BUTTON at the bottom of the screen.  The user will be given an opportunity to make a REVIEW RECORDS DECISION: "Keep Existing", "Rebuild", or "Cancel". To keep the preview that was just processed, select "Keep Existing". This option will display the records the Preview has selected.

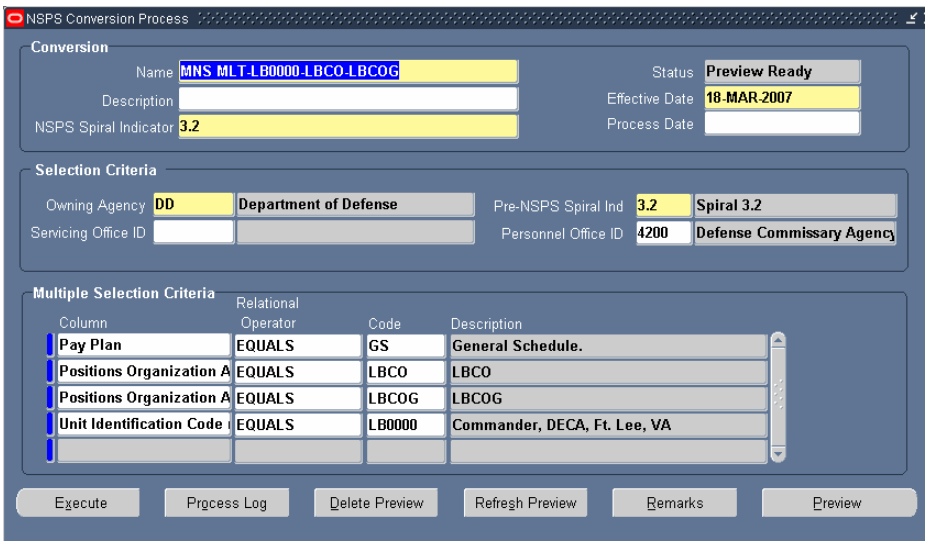
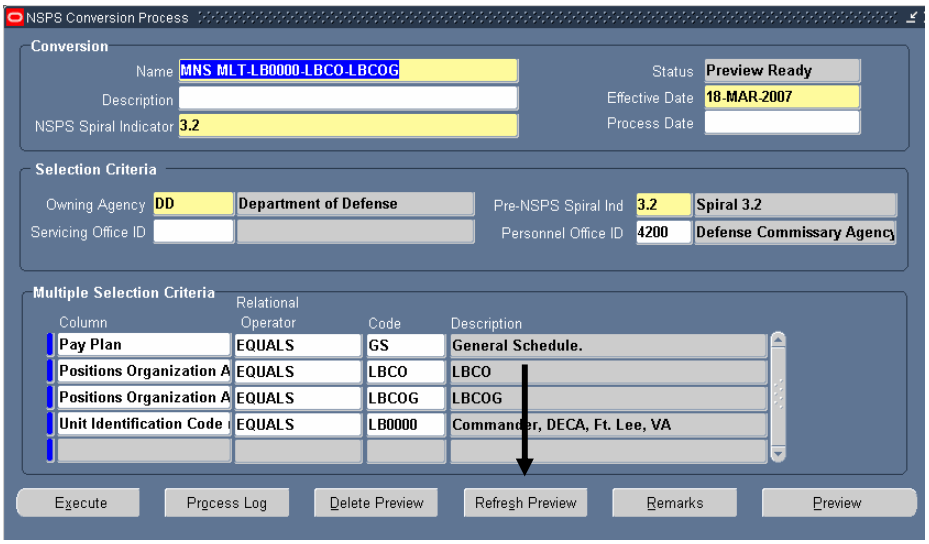
Steps	Action
	The “Rebuild” option will rerun the Preview and purge any changes made by the user. The “Cancel” option will delete the preview records.
17	Having selected the “Keep Existing” option, the Preview Screen populates.  The check mark at the left of the form indicates the records will be used during the Final Execution of the conversion process. Notice the “SELECT ALL” and “DESELECT ALL” Buttons at the bottom of the form. “DESELECT ALL” will space out the check marks on the left side of each record. “SELECT ALL” will enter a check mark on the left side of each record. The user can deselect individual records manually by clicking on the check mark for each individual employee. If the user change their mind and wish to select all employees, click on SELECT ALL.
18	The preview screen will display more than 110 data elements for each record. All fields will display current information and are self-explanatory. These fields will assist in the determination that the employee will be converted into the correct pay schedule and pay band, that the correct salary amounts have been calculated, etc. There are more than 20 data elements that can be updated if changes need to be made to the default values. This preview screen can also be exported to an Excel spreadsheet or an Access program and it can be reviewed off-line from DCPDS. • Appendix A reflects the data elements that will be displayed on the preview screen. • The “Preview Modification” alerts the user when changes have been made to the records after a Preview has been “Refreshed”. It will identify modifications to the records (records added, changed, or deleted) as a result of movement into, within, or out of the group being previewed. • The To Position Sequence Number will populate once the final conversion has been processed. • All projected “To” data elements (except for To Pay Table) can be updated on the preview screen. If the To Pay Schedule and/or the To Pay Band are changed, the user will be responsible for checking and updating, if appropriate, all salary fields, pay rate determinant, LMS Indicator, LMS Specialty, LMS

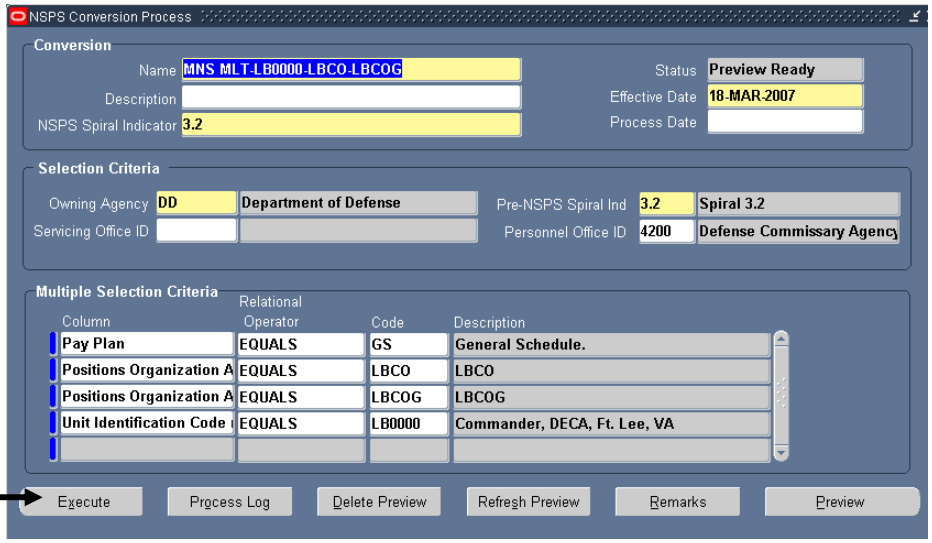
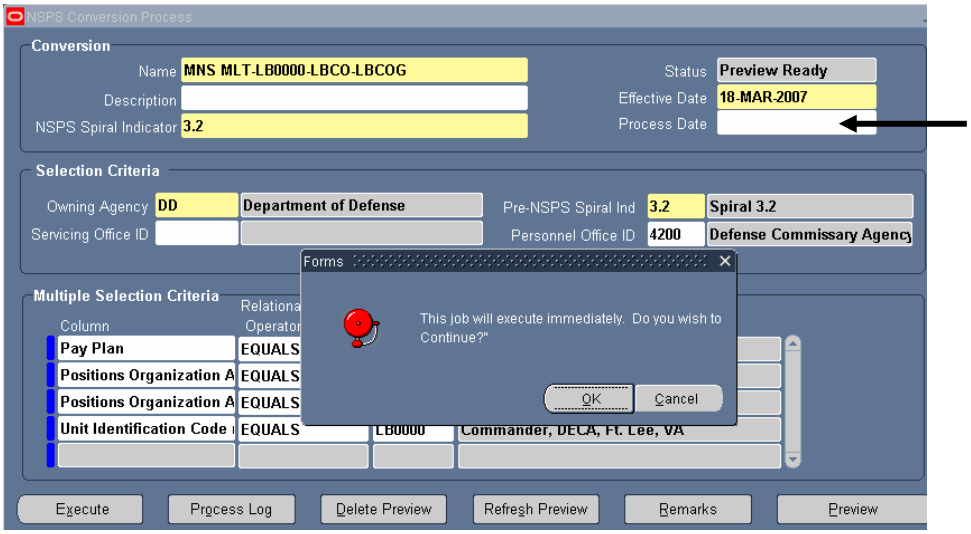
Steps	Action
	Percentage. • The To LMS Pct field will be populated if a Targeted Local Market Supplement is applicable; ***else*** the Standard Local Market Supplement percentages will be used in pay calculations. • The WGI Buy-In variables used in the WGI Buy-In calculation are listed on the Preview screen (i.e. GM Step, WGI Increment Amount, Daily WGI Increment Amount, Waiting Period Days, WGI Buy-In Days), in addition to the actual WGI Buy-In Amount. • NOA will reflect either 890 or Y721, depending on the occupational code. • Any "Alert Messages" requiring attention prior to executing the final NSPS Conversion Process will be reflected as "Warning" messages, or "Error" messages. Uncorrected "Error Messages" may cause the record to fail during the final conversion process. ***Note***: See Appendix B for all Alert Messages. • The column "Chg'd Data" will identify specific data element that has changed since the last "Refresh" has been processed. • The "Preview Dt" indicates the date the most recent preview run processed.
19	Once changes have been made to the Preview screen, click on **SAVE** before returning to the main Mass Conversion screen.
20	Due to the flexibilities inherent of NSPS, it is anticipated that it may take several days to review the default values and work each Preview to ensure that all records reflect the correct To data prior to the mass conversion execution. As records are corrected or updated via data element updates or RPA, the user will need to click on the **Refresh Preview** button to update the preview. ***Note***: See the NSPS Guide to Processing Personnel Actions and the NSPS Implementing Issuances for further information.
21	If the selection criterion needs to be changed or the user wishes to start over, click the **Delete Preview** button located on the main Mass Conversion screen. This will delete the current preview and the user can make the appropriate changes to the selection criteria. Once finished, click on **Preview** button for a new refresh.
22	Remarks can be added to a mass conversion preview that would be applicable to all selected records meeting the selection criterion. Click on the **Remarks** button and enter the remarks with remark code ZZZ. Any remark added will not replace the auto-populated RPA remarks, but will be appended to the RPA.
23	Once the selected records in the Preview has been reviewed and updated as necessary, then the CIV NSPS Process Administrator can execute the Mass Conversion.

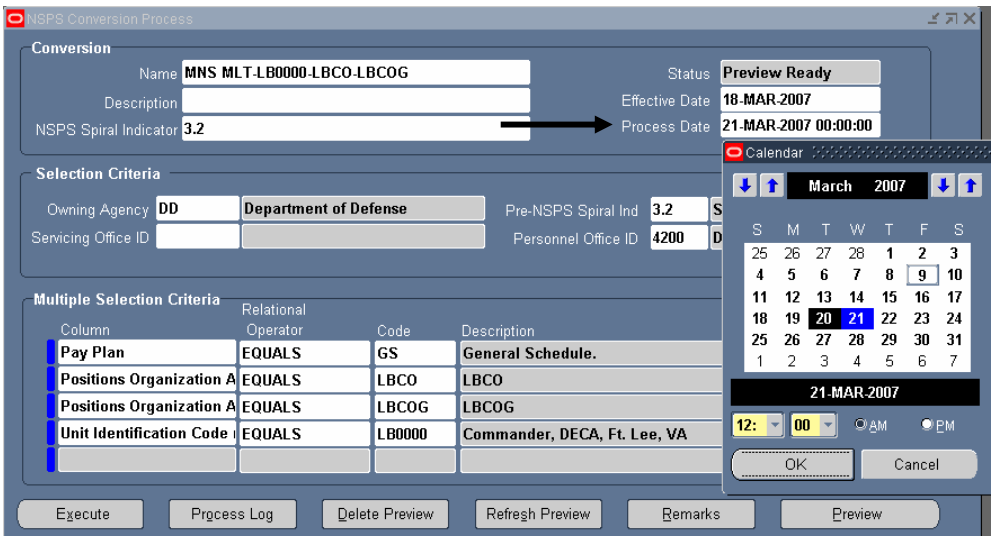
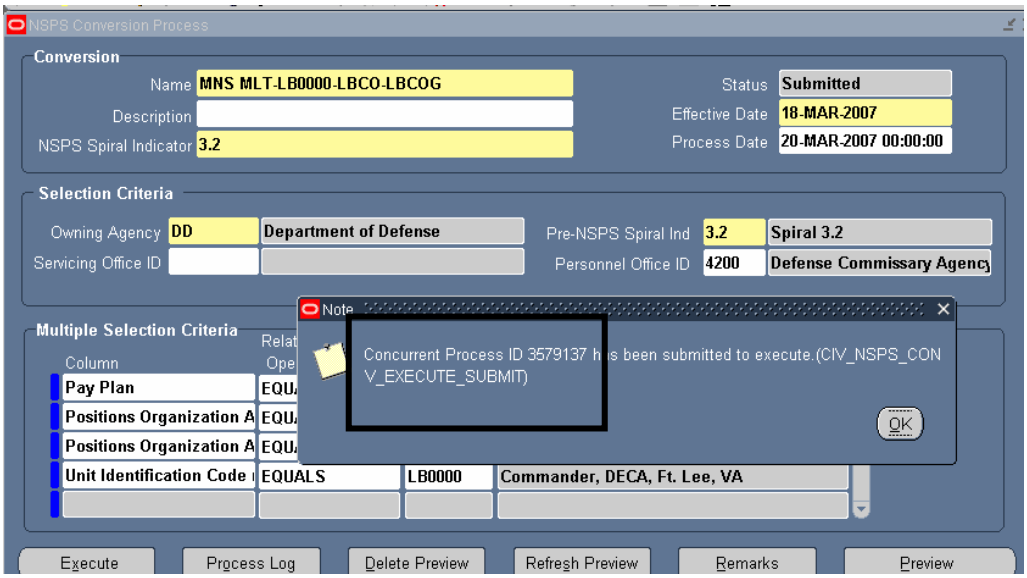
To Execute the NSPS Conversion

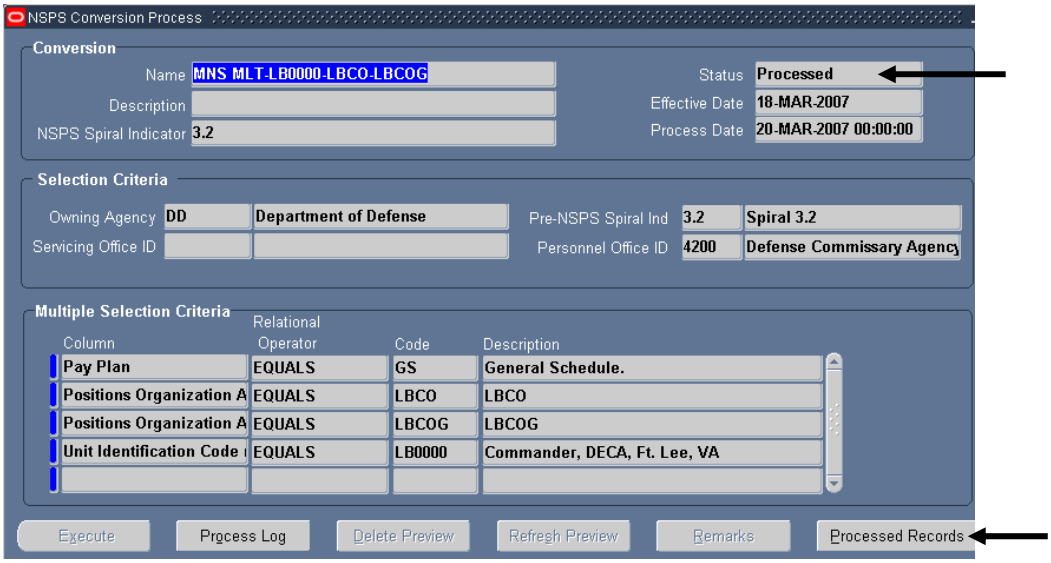
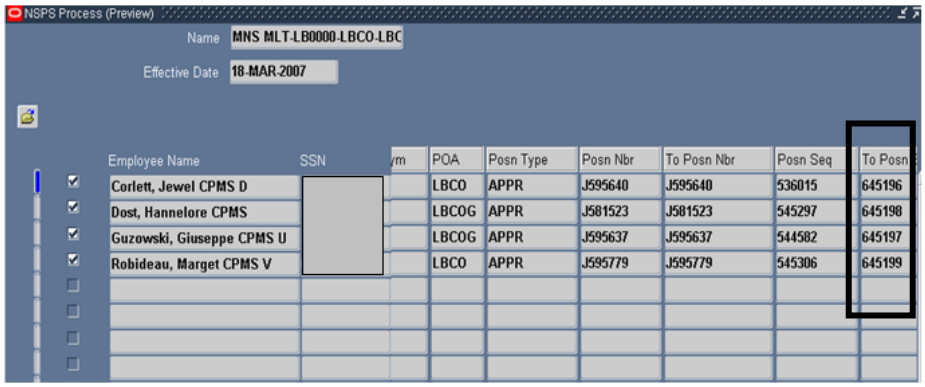
Under the CIV NSPS Process Administrator responsibility:

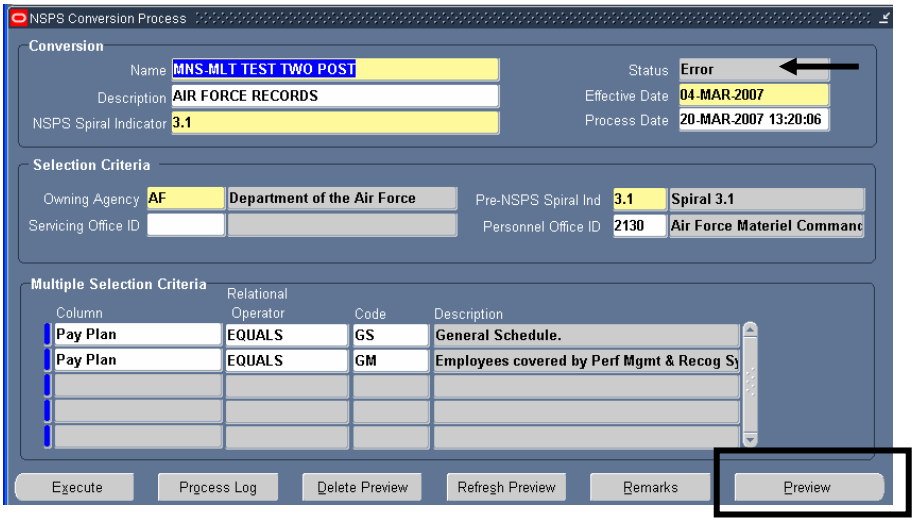
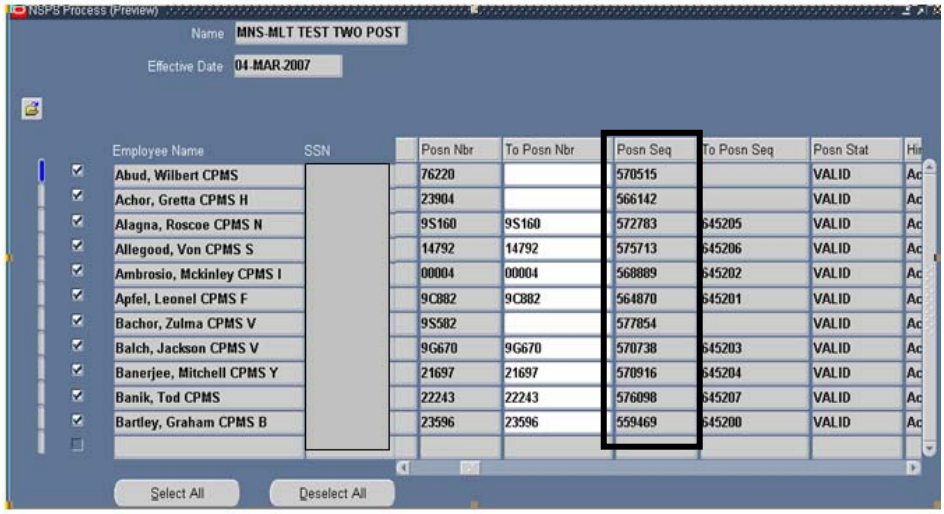
Steps	Action
1	**Navigation Path**: **NSPS Process Final <Open>** 
2	Query for the Mass Conversion name that is to be executed, using F11 and Ctrl F11. 

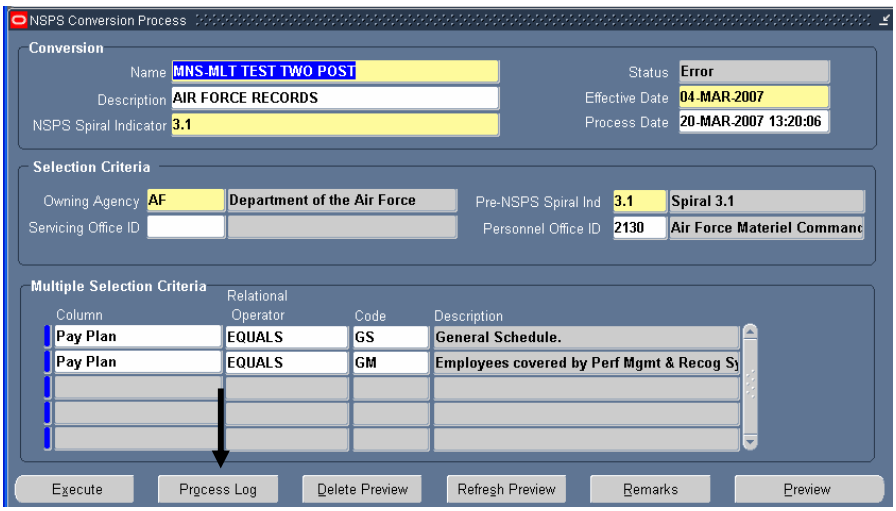
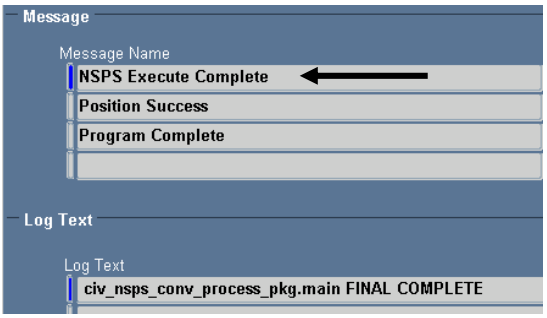
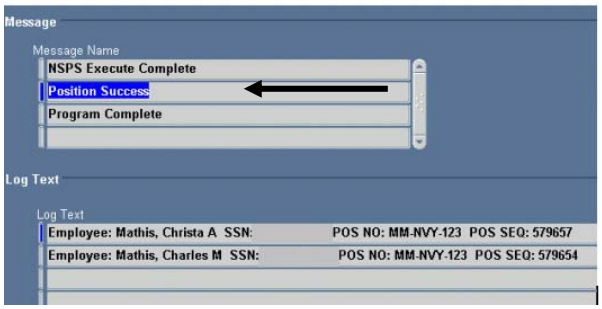
Steps	Action
	
3	One last **Refresh Preview** should be executed just prior to execution to ensure that records reflect the up-to-date information. 
4	Preview should be reviewed to ensure that there are no new warnings or errors generated from the Refresh Preview process.

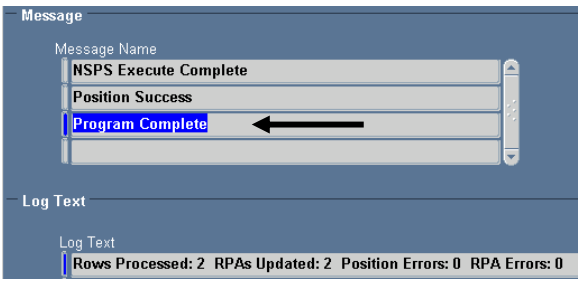
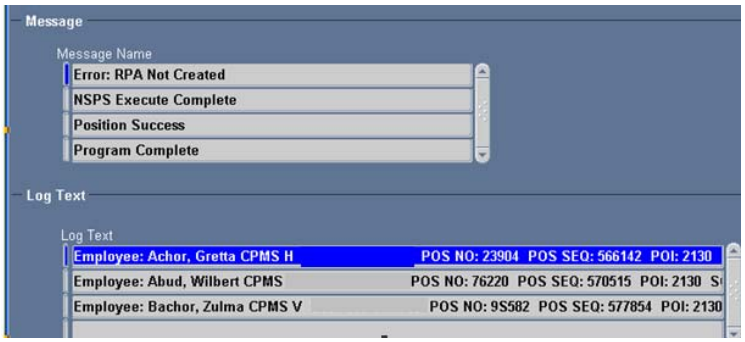
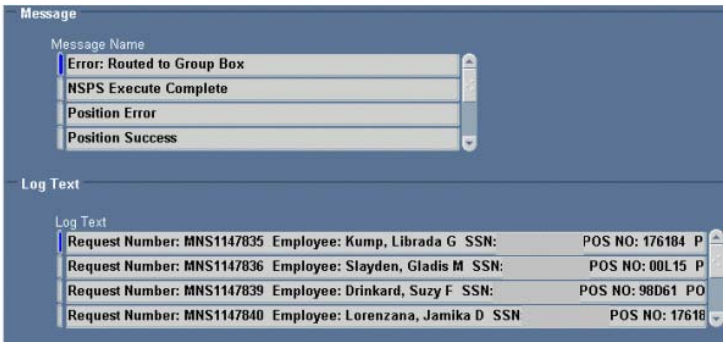
Steps	Action
5	Once the Preview is ready, user can process the Mass Conversion from the main window by clicking on **Execute**. 
6	If the Process Date does not contain a value, a warning message will be provided stating, “This job will execute immediately. Do you wish to Continue?”. User has the choice of clicking “OK” which will execute the process or “Cancel” to return user to main screen. 
7	The CIV NSPS Process Administrator can schedule a process date and time that does not interfere with other processes. To do that, click on the LOV button to the right of the Process Date. A Calendar window will appear. User can select the date and time for the execution of the mass conversion is to process.

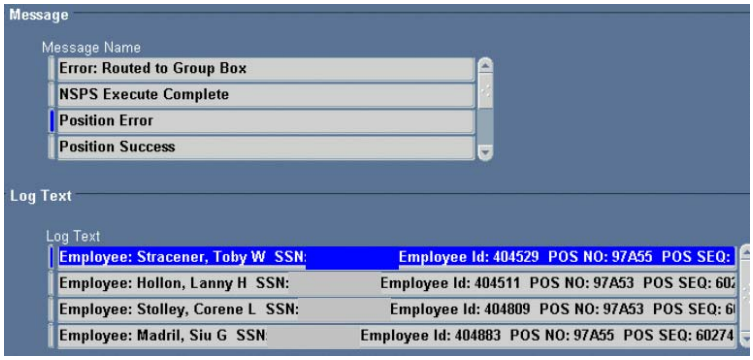
Steps	Action
	
8	Once the user clicks on Execute, a window will pop-up that will provide the Concurrent Process ID for the job submission. 
9	Once the concurrent manager has completed the job, user should refresh the mass conversion window. The Status field will reflect either Processed or Error.
10a	When the **Status** shows ***Processed***, the button that previously reflected **Preview** has been replaced with a button called **Processed Records**.

Steps	Action
	
10b	When the user clicks on **Processed Records**, it will bring up only the selected records from the Preview.  ***Note***: The **To Position Sequence Number** will auto-populate in the Preview screen once the mass conversion has been executed. This provides a crosswalk between the old and new positions. Users can export this data to an Excel spreadsheet or Access database and check records and positions to ensure that data was updated correctly.
11a	When the **Status** shows ***Error***, the **Preview** button will still be reflected.

Steps	Action
	
11b	When the user clicks on **Preview**, the system will ask whether to keep the existing or rebuild the preview. User should click on 'Keep existing…". The preview will then bring up only the selected records from the Preview.  ***Note***: The **To Position Sequence Number** will auto-populate in the Preview screen once the mass conversion has been executed. This provides a crosswalk between the old and new positions. Users can export this data to an Excel spreadsheet or Access database and check records and positions to ensure that data was updated correctly.
12	Click on **Process Log** to ensure that all records processed successfully. The Process Log will indicate if the execution of the mass conversion has completed, if positions were built successfully or not and if RPAs were generated and updated successfully or not.

Steps	Action
	
12a	When a Mass Conversion shows Status = Processed, the Process Log Message Name are as follows: • NSPS Execute Complete (this shows the execution has completed)  • Position Success (this shows what positions were successfully built)  • Program Complete (this shows the number of records selected, the number of RPAs created, the number of position errors and the number of RPA errors)

Steps	Action
	
12b	When a Mass Conversion shows Status =Error, the Process Log Message Name will reflect new messages names (in addition to the ones mentioned in step 12a): • Error: RPA Not Created (this indicates records for whom RPAs could not be created due to error conditions in the record)  • Error: Routed to Group Box (this indicates RPA could not be updated successfully and was routed to the default WGI In-box)  • Position Error (these reflects positions that could not be established and RPAs were NOT created for employees)

Steps	Action
	
13	Users will need to correct the RPA, employee or positions errors to ensure all records have been converted into NSPS.

After Execution

Purpose	This section provides information on what is updated after execution of NSPS Mass Conversion.

Position Updates:

The Hiring Status of the From Position will now reflect "Eliminated" as of the effective date of the conversion.

A new position with the same position number but a different sequence number will be created.

Note: In the NSPS Mass Conversion preview, user has the option to change the position number, if needed.

If From Occupational Series equaled 0107, 0332, 0335, 0351, 0436, 0440, 0455, 0470, 0493, 0696, 0818, 0828 or 1894, NSPS Mass Conversion converted the position to a NSPS occupational code as follows:

If From Occupational Code equals	Then To Pay Plan/Occupational Code is set to:
0107	YA-0301
0332	YB-2203
0335	YB-2204
0351	YB-0303
0436	YD-0401
0440	YD-0401
0455	YE-0404
0470	YD-0401
0493	YH-0601
0696	YH-0601
0818	YE-0802
0828	YA-0301
1894	YA-1801

Special conversion rules were established for Occupational Code 0592, 1001, 1101, 1173 and 1702 – based on certain conditions in the From position, the NSPS Mass Conversion converted to Pay Schedule and Occupational Codes as follows:

If From Occupational Code equals	And	Then To Pay Plan/Occupational Code is set to:	Else To Pay Plan/Occupational Code is set to:
0592	From Target Grade below 09	YB-0503	YA-0501
1001	Occupation Category Code (PATCOB)	YB-1002	YA-1001

Position Updates:

	equals C or T		
1101	Occupation Category Code (PATCOB) equals C or T	YB-1108	YA-1101
1173	From Grade within 01 and 08 and Target Grade below 09	YB-1108	YA-1173
1702	From Valid Grade is greater than GS-10	YA-1703	YB-1702

Note: For these occupational series and the Supervisory Status equals 2, the NSPS Mass Conversion will set Pay Schedule based upon the To Occupational Code.

NSPS Information DDF:

- NSPS Spiral Indicator will be updated with the value from the NSPS Mass Conversion screen.
- NSPS Career Group will be updated based upon the new Pay Schedule
- NSPS Local Org Title will be updated with the From Position Title information

Payroll DDF:

- Aggregate Limit Indicator will reflect value "P" for the NSPS 0602 Physicians and 0680 Dentists occupational codes.
- Overtime Computation Indicator will be populated with value "N" if the To FLSA equals "E" and To Valid Grade **is not equal** to YA-03, YD-03, YG-02, YG-03, YH-03, YK-03, YL-04, YC-02, YC-03, YF-02, YF-03, YJ-02, YJ-03, YJ-04, YN-03 and YN-03

US Federal Alternate HR System DDF:

- Personnel System Indicator will be updated to "01".

US Federal Position Group 1 DDF:

- Competitive Level and Competitive Area will be blank on the new position
- If From Supervisory Status code equaled 6 or 7, the To Supervisory Status will reflect "8"

US Federal Valid Grade Info DDF:

- Valid Grade and Target Grade will reflect the NSPS pay schedules and pay bands.
- Pay Table ID will reflect "Y500".
- LMS Indicator will reflect appropriate values (i.e. S00001, T0565A, etc.)
- LMS Specialty will reflect appropriate values for certain Targeted Local Market Supplements

Employee Updates:

Some Appointment Type and Tenure were modified as follows:

If Appointment Type and Tenure equals:	Then Appointment Type and Tenure were converted as follows:
1A – Career / 2	1A – Career / 1
1C – Exc Career / 2	1C – Exc Career / 1
2A – Career Cond / 2	1A – Career / 1
2C – Exc Cond / 2	1C – Exc Career / 1
2F – VRA / 2	2F – VRA / 1
3C – Exc Appt NTE / 3	3C Ext Appt NTE / 0

Elements:

- ***Non Pay Hours*** will be end-dated as of the conversion effective date minus 1 day
- ***Intermittent Accrual*** → Days Worked WGI will be end-dated and new entry with the other values will be started
- ***Within Grade Increase*** will be updated to reflect a new row with only the Date Last Equivalent Increase data element. Date Last Equivalent Increase will be updated for those individuals who received a WGI Buy-In Amount or were eligible to receive a WGI Buy-In Amount if not for their current Rating of Record (1, 2, U or M). Date Last Equivalent Increase will remain unchanged for other records.

NSPS Information DDF:

- NSPS Spiral Indicator, NSPS Entry Date, NSPS Entry NOA, Mass Conversion Flag, WGI Buy-In Amount and WGI Buy-In Status will be updated.

NSPS Pay Retention NTE DDF:

- Date From and Date To will be updated to reflect the Date From (as of the conversion effective date) and Date To (2 years minus 1 day) if employees' new salary falls outside the rate range and are entitled to pay retention under NSPS.

US Federal Assignment RPA DDF:

- Calculation Pay Table will reflect Y500
- Calculation LMS Percentage will reflect the LMS percentage used in the NSPS Conversion process
- Step will reflect "00"
-

US Federal Conversions DDF:

- Date Conversion Career Begins and Date Conversion Career Ends data elements will reflect null on the effective date of the conversion.

Pay Rate Determinants (2, 3, 5, 6, 7, A, B, E, F, J, K, U or V) were either changed to PRD 0 (regular rate) or PRD 4 (retained rate).

For employees who were on Pay Rate Determinant (PRDs A, B, E, F, U or V), their Retained Grade Date To will be changed to reflect one day before the effective date of the conversion.

Employees who were on Pay Rate Determinant (PRDs 2, 3, A, B, E, F, J, K, U, or V) and their new salary fell outside of the rate range will have their PRD set to 4 and their Pay

Employee Updates:
Retention NTE DDF (under NSPS Pay Retention DDF) would be updated to reflect to reflect the Date From (as of the conversion effective date) and Date To (2 years minus 1 day).
Employees who were on Pay Rate Determinant (PRD R) and their new salary fell outside of the rate range, their PRD would remain as R and Pay Retention NTE DDF would remain null (as these have no time-limitation on pay retention).
Data Element 'Date Left Demo' will be updated with the effective date of conversion minus 1 day for demo records.

Appendix A: List of Data Elements on the Mass Conversion Preview Screen

Data Elements Displayed on Preview	Preview Column Name	Comments (See Note 4)
Employee Name	Employee Name	
Social Security Number	SSN	
Employee ID	Empl ID	
Assignment Status	Asgnmt Stat	
Preview Modification	Preview Modification	
Agency Group	Agcy Gp	
Personnel Office ID	POI	
Servicing Personnel Office ID	SOID	
Duty Station	Duty Station	
Duty Station Description	Duty Station Description	
Unit Identification Code/PAS Code	UIC/PAS	
Organization Structure Code	Org Struc Cd	
Office Symbol	Ofc Sym	
Positions Organization Address (ORGANIZATION NAME)	POA	
Position Type	Posn Type	
From Position Number	Posn Nbr	
To Position Number	To Posn Nbr	Updateable
From Position Sequence Number	Posn Seq	
To Position Sequence Number	To Posn Seq	
Position Status	Posn Stat	
Hiring Status	Hiring Stat	
From Position Title	Posn Title	
Basic Position Title	Core Basic Posn Title	
To Parenthetical 1	Parenthetical 1	
To Parenthetical 2	Parenthetical 2	
To Local Title	Local Posn Title	Updateable
Pay Plan portion of From Valid Grade	Pay Plan	
Pay Plan portion of To Valid Grade	To PS	Updateable
From Occupational Series	Series	
To Occupational Series	To Occ Code	Updateable
Grade portion of From Valid Grade	GR	
Grade portion of To Valid Grade	To PB	Updateable
From Target Grade	Targ GR	
To Target Grade	To Targ PS-PB	Updateable
From Occupation Category Code	Fr Occ Cat Cd	
To Occupation Category Code	To Occ Cat Cd	
From Step	Step	

Data Elements Displayed on Preview	Preview Column Name	Comments (See Note 4)
Derived GM Step	GM Step	
From Pay Table ID	Pay Tbl	
From Calculation Pay Table	Calc Pay Tbl	
To Pay Table ID	To Pay Tbl	
From Pay Rate Determinant	PRD	
To Pay Rate Determinant	To PRD	Updateable
Locality Percent	Loc Pct	
To Local Market Supplement Percent	To LMS Pct	Updateable
NSPS Local Market Supplement Code	NSPS LMS Cd	Updateable
NSPS LMS Specialty Code	NSPS LMS Spec Cd	Updateable
From Basic Pay	Basic Pay	
Reallocated Basic Pay	Reallocated BP	
To Basic Pay	To Basic Pay	Updateable
From Locality Pay or SR Supplement	Loc Pay	
To Local Market Supplement	To LMS	Updateable
From Adjusted Basic Pay	Adj Basic Pay	
To Adjusted Basic Pay	To Adj Basic	Updateable
MDDDS Special Pay	MDDDS Pay	
Physicians Comparability Allowance	Phys Comp Pay	
From AUO	AUO	
From Availability Pay	Avail Pay	
To Availability Pay	To Avail Pay	Updateable
From Other Pay	Other Pay	
To Other Pay	To Other Pay	Updateable
From Total Salary	Total Salary	
To Total Salary	To Total Salary	Updateable
Retained Grade Date From	Rtnd Gr Date From	
Retained Grade Date To	Rtnd Gr Date To	
Retained Pay Plan	Rtnd PP	
Retained Grade	Rtnd Gr	
Retained Step	Rtnd Step	
Retained Pay Table ID	Rtnd Pay Tbl	
Work Schedule	Work Sch	
Days Worked WGI	Intermittent Days Worked	
Last Equivalent Increase	DLEI	
Date WGI Due	Dt WGI Due	
WGI Increment Amount	WGI Incremt Amt	Updateable (See Notes 1 and 2)
Daily WGI Increment Amount	Daily WGI Incremt Amt	Updateable (See Note 1)
Waiting Period Days	Waiting Period Days	Updateable (See Note 1)
WGI Buy-In Days	WGI Buy-In Days	Updateable (See Note 1)
WGI Buy-In Amount	WGI Buy-In Amt	Updateable (See Note 1)

Data Elements Displayed on Preview	Preview Column Name	Comments (See Note 4)
WGI Buy-In Status	WGI Buy-In Stat	
From Supervisory Status	Supvy Stat	
To Supervisory Status	To Supvy Stat	
Responsibility Level	Resp Lvl	
From FLSA	FLSA	
Bargaining Unit ID	BUS	
Nature Of Action	NOA	Updateable
First Legal Authority Code	LAC-1	
Second Legal Authority Code	LAC-2	Updateable
From Appointment Type	Appt Type	
To Appointment Type	To Appt Type	Updateable
From Tenure	Tenure	
To Tenure	To Tenure	Updateable
Position Occupied	Posn Occupied	
Current Appointment Authority 1	Curr LAC-1	
Current Appointment Authority 2	Curr LAC-2	
Date Temp Appt NTE	Dt Temp Appt NTE	
Dt Limited Appt Exp	Dt Ltd Appt NTE	
Date Conversion Career Due	Dt CC Due	
Date VRA Conversion Due	Dt VRA Due	
Date Recommended Conversion Due	Dt Rec Conv Due	
Appraisal Effective Date (Most Recent)	Appraisal Eff Dt	
Rating of Record (Most Recent)	Rating	
Special Program Identifier	SPID	
Career Field (AF)	Car Fld (AF)	
SPEP	SPEP	
Region	Region	
BRAC Indicator	BRAC	
From Training Program ID	Tng Pgm ID	
Duty Status	Duty Stat	
Pre-NSPS Spiral Indicator	Pre-NSPS Spiral Ind	
Obligated Employee SSN	Obligated SSN	
Obligated Type	Obligated Type	
Obligated Expiration Dt	Obligated Exp Dt	
Grade Interval	GR Interval	See Note 5
GS Base Grade PTID	GS Base GR PTID	See Note 5
GS Base Grade	GS Base Grade	See Note 5
Demo Location Code	Demo Loc Cd	
Alert Messages	Alert Messages	
Changed Data Elements	Chg'd Data	See Note 3
Preview As of Date	Preview Dt	Date of most recent preview

Data Elements Displayed on Preview	Preview Column Name	Comments (See Note 4)
User Name	User Name	Only updated when the user has altered any updateable column of data.
Note 1: These variables are derived from the WGI Buy-In pay calculation.		
Note 2: This will reflect an hourly amount for Retained FWS records.		
Note 3: This field will be used to aid the user in determining what data elements changed from the last preview. The column names of the changed data will be concatenated with a comma between the values (e.g., Step, Calc Pay Tbl, PRD, Basic Pay, Loc Pay, Adj Basic Pay, etc.). Note: Concatenated values should be limited to 255 characters to accommodate exporting of data.		
Note 4: If the user changes the To Pay Schedule and/or the To Pay Band, they are responsible for checking and updating, if appropriate, the Pay Rate Determinant and all salary fields.		
Note 5: These variables are derived from the SPAWAR/NAWCWD Pay Schedule and Pay Band determinations.		

Appendix B: Alert Messages in Mass Conversion

Error or Warning Condition	Upon Preview: Alert Message
If the Occupational Code includes multiple selections for the Position Title and the Basic Position Title is null	Basic Position Title must be entered (42)
If Dt WGI Due is NOT null and is greater than the effective date of conversion and Appointment Type equals 3A and From Pay Plan begins with "G"	Error – Appt Type is 3A – Verify WGI Eligibility (78)
If the employee has an AUO assignment element that has an effective end date on or after the effective date of the conversion	Error – AUO must be terminated prior to conversion into NSPS (49)
If Appointment Type, Pay Plan, Series, Grade, Step, Tenure or Position Occupied is null for encumbered positions.	Error – Check Appt Type, PP, Series, GR, ST, Tenure, Posn Occupied – one or more value is null (5)
If Appointment Type equals 2A and Date Career Conversion due is equal to null	Error – Check Date Career Conversion Dates (24)
If Date Conversion Career Due is not null and is less than or equal to date of the conversion	Error - Check Date Conv Career Due (15)
If Dt WGI Due is not null and current Rating of Record is not equal 1, 2, "M" or "U" and is less than or equal to date of the conversion	Error – Check Date WGI Due (14)
If Dt WGI Due is null, From Step is between 01 and 09, Pay Rate Determinant equals 0, 5, 6, or 7 and Appointment Type equals 1A, 1C, 2A, 2C, 2F, 3F, 4C, 4G, 4H, 4K, 4M	Error – Check Date WGI Due (16)
If Dt WGI Due is not null and Appointment Type equals 3A	Error – Check Date WGI Due (17)
If Dt WGI Due is null, Retained Step is between 01 and 09, Pay Rate Determinant equals 0, 5, 6, or 7 and Appointment Type equals 1A, 1C, 2A, 2C, 2F, 3F, 4C, 4M	Error – Check Date WGI Due (54)
If Dt WGI Due is null, Retained Step is between 01 and 04, Pay Rate Determinant equals A or B and Retained Pay Plan like "W" and Appointment Type equals 1A, 1C, 2A, 2C, 2F, 3F, 4C, 4M	Error – Check Date WGI Due (59)
If position does not meet any of the conversion criteria for Pay Schedule, Occupational Code and/or Pay Band	Error – Check From Position (1)
If Handicap Code, Type of Employment or Creditable Military Service is null for encumbered positions	Error – Check Hndcp Code, Type of Empl or Creditable Mil Svc – one or more value is null (53)
If Appointment Type equals 1A, 1C, 2A, 2C,	Error – Check Last Equivalent increase dates

Error or Warning Condition	Upon Preview: Alert Message
2F, 3F, 4C, 4M and Last Equivalent Increase is null and From step is between 01 and 09.	(56)
If Appointment Type equals 1A, 1C, 2A, 2C, 2F, 3F, 4C, 4M and Last Equivalent Increase is null and Retained step is between 01 and 09.	Error – Check Last Equivalent increase dates (57)
If Appointment Type equals 1A, 1C, 2A, 2C, 2F, 3F, 4C, 4M and Last Equivalent Increase is null and Retained step is between 01 and 04 and Retained Pay Plan like "W".	Error – Check Last Equivalent increase dates (60)
If Appointment Type = 3F or 3H and Limited Appointment NTE is null or less than or equal to the date of the conversion.	Error – Check Ltd Appt NTE Dates (13)
If Limited Appointment NTE is less than or equal to the date of the conversion.	Error – Check Ltd Appt NTE Dates (9)
If From Position Status equals 'Invalid' or 'Eliminated'	Error – Check position status (30)
If Pay Plan, Series, Grade or Position Occupied is null for unencumbered positions.	Error – Check PP, Series, GR, Posn Occupied – one or more value is null
If PRD in ("U", "V") and Retained Step <> 00.	Error – Check Retained Grade DDF (4)
If Appointment Type = 3A, 3C, or 4M and Temporary Appointment NTE is null or is less than or equal to the date of the conversion.	Error – Check Temp Appt NTE Dates (12)
If Temporary Appointment NTE is less than or equal to the date of the conversion.	Error – Check Temp Appt NTE Dates (8)
If To Tenure is equal to 2	Error – Check To Appt Type and Tenure (52)
If Appointment Type = 2F and Dt VRA Conversion Due is null or is less than or equal to date of conversion.	Error – Check VRA Conv Dt (11)
If employee has a Separation NPA (e.g. Update HR Complete on a 3xx action) that is effective on or after the effective date of conversion	Error – Conversion action must process before Separation action (75)
If From PRD = A, B, E, F, U or V and the most recent Retained Grade Date To is less than the effective date of conversion	Error – Employee reflects retained grade PRD but Retained Grade Date To reflects past date (50)
If employee's Assignment area (Start Date) is greater than the effective date of conversion	Error – Employee's record contains an Assignment change that is after the effective date of conversion (76)
If the employee has a Foreign Language Proficiency Pay assignment element that has an effective end date on or after the effective date of the conversion	Error – FLPP must be terminated prior to conversion into NSPS (85)
If From Job name contains "NSPS"	Error – From Position Job Name reflects "NSPS" cleartext – Position must be corrected (69)
If From Occupational Code equals "0602" or	Error – From Position Missing LMS Indicator

Error or Warning Condition	Upon Preview: Alert Message
"0680" and LMS Indicator/LMS Specialty data elements are null	and LMS Specialty values (70)
If Demo Location Grade equals 2 and occupational series = 0318 and From Valid Grade = "DG-04" and From Basic Salary > the "YB-02" Rate Range (Pay Table Y500) maximum rate	Error – GS Base Grade exceeds what is allowed for YB-02. Please review position classification (83)
If Demo Location Grade equals 2 and occupational series = "2299" and GS Base Grade exceeds GS-11 and From Locality Pay Area equals 'ZZ'	Error – GS Base Grade exceeds what is allowed for YP-01. Please review. (84)
If Pay Plan/Grade less than GS-06 and Supervisory Status equal 2	Error – Incorrect Supv Status for Grade (28)
If To Pay Schedule equals YP and Supervisory Status equals 2	Error – Incorrect Supv Status for SEEP (29)
If From Occupational Code equals 0313, 0505, 0670 and Supervisory Code is not equal to 2	Error – Incorrect Supv Status for Series (26)
If Appointment Type in ("10","15","20", "30","32", "34","38","40","42", "44","1B", "2B","2D","4A").	Error – Invalid Appt Type (10)
If PRD = 0,5,6,7 and Step = 00 and Pay Plan is not equal to GM, NH, NJ, NK, DA, DG, DS, DP or DT.	Error – Invalid PRD/Step combination (6)
If PRD = A, B, E, F, J, K, U, V and Step <> 00.	Error – Invalid PRD/Step combination (7)
If From Pay Plan equals GM and From Step not equal 00	Error – Invalid Step for Pay Plan (48)
If From PRD equals 2,3,J,K,R,U or V, the From Locality Amount must be null (FWFA)	Error – Loc Amt must be null (25)
If From Occupational Code equals one of the following values: 0204, 0212, 0223, 0230, 0233, 0235, 0246, 0351, 0990	Error – Occupational Series is no longer valid (73)
If Occupational Code equal 2210 and To Parenthetical 1 equals null	Error – Parenthetical 1 must contain a value for this Occ Code – select value from LOV (79)
If Assignment → Entries → Entitlement element is not null and Entitlement Code equals M (Physicians Comparability Allowance)	Error – Physicians Comparability Allowance must be terminated before the effective date of conversion into NSPS (65)
If From Position Effective Date is greater than the effective date of conversion	Error – Position contains future dated changes – user will need to remove change (74)
If PRD is null for encumbered positions.	Error – PRD must be corrected (3)
If Assignment → Entries → Premium Pay element is not null and Premium Pay Code equals K or L and To Occupational Code	Error – Premium Pay K or L must be terminated the date before the effective date of conversion into NSPS (66)

Error or Warning Condition	Upon Preview: Alert Message
equals 0602 or 0680	
If From Target Grade does not meet criteria for conversion	Error – Review Target Grade (72)
If From Occupational Code = 0081 and From Position Title equals upper(FIRE CHIEF) and Supervisory Status is not equal to 2	Error – Supv Status Incorrect Position Title Fire Chief (27)
If To Basic Salary is less than the rate range minimum of the To Pay Schedule/Pay Band	Error – To Basic Pay is less than the to Pay Schedule/Pay Band rate range minimum (90)
If To Basic Salary, To LMS, To Adjusted Basic Pay or To Total Salary is null	Error – To salary fields cannot be blank (77)
If To Total Salary is not null and is less than the From Total Salary	Error – To Total Salary cannot be less than From Total Salary – check To and From salary fields (55)
If Demo Location Code equals 2 and occupational series designated as both 1 and 2 grade interval work and the occupational series is not equal to 1101	Error – Unable to determine grade interval – process conversion action manually (82)
If Demo Location Code equals 1 and occupational series designated as both 1 and 2 grade interval work and the occupational series is not equal to 1001 or 1101	Error – Unable to determine grade interval – process conversion action manually (87)
If the Appointment Type = 4G and Tenure = 2	Please check Tenure. If it is correct, you must manually process the conversion action (45)
If the Occupational Code includes multiple selections for the Position Title and the Basic Position Title was auto-populated based on rules included in Appendix A, paragraph 2e	Please review auto-populated value in Basic Position Title (41)
If Dt WGI Due is NOT null and is greater than the effective date of conversion and Appointment Type equals 3C	Warning – Appt Type is 3C – Verify WGI Eligibility (51)
If From Grade is greater than 11 and Current Appointment Authority 1 in ("Y1K","Y2K","Y3K","Y4K","Y5K","YBM", "YGM","Y3M","Y1M","Y2M")	Warning – Check Curr LAC 1 and Grade (31)
If Current Appointment Authority 1 in ("Y1K","Y2K","Y3K","Y4K","Y5K") and From Target Grade is greater than the From Valid Grade	Warning – Check Curr LAC 1, Grade and Target Grade (33)
If PRD equals K or V and Date WGI Due is not null	Warning – Ck Dt WGI Due and PRD (22)
If Date Recmd Conversion Due is not null and is less than or equal to the date of the conversion.	Warning – Date Recmd Conversion Due is past date (32)
If employee is currently on a Temporary Promotion, Temporary Reassignment,	Warning - Empl must be returned to perm posn (2)

Error or Warning Condition	Upon Preview: Alert Message
Temporary Position Change.	
If PRD equals 0, 5 or 6 and Pay Plan begins with G and Step or Rate is greater than 09 and Date WGI Due is not null	Warning - Empl's step above 09 - Dt WGI Due not null (21)
If From Pay Plan like "G", From Step within 01 and 09, and any of the multiple occurrences of the People → Enter and Maintain → Extra Information → NSPS Information → NSPS WGI Buy-In Status equal "A" or "P" (awarded or previously awarded)	Warning – Employee previously received WGI Buy-In (80)
If Appointment Type equals ('1A', '2A', '3A', '3F', '3H', '3J', '4H') and position occupied not equal 1	Warning – Invalid Appt Type or Posn Occupied (39)
If Appointment Type equals ('1C', '2C', '2F', '3C', '4C') and position occupied not equal 2	Warning – Invalid Appt Type or Posn Occupied (40)
If Tenure equals 0 and Appointment Type not equal ('3A', '3C', '3J')	Warning – Invalid Appt Type or Tenure (34)
If Tenure equals 1 and Appointment Type not equal ('1A', '1C')	Warning – Invalid Appt Type or Tenure (35)
If Tenure equals 2 and Appointment Type not equal ('1A', '1C', '2A', '2C', '2F')	Warning – Invalid Appt Type or Tenure (36)
If Tenure equals 3 and Appointment Type not equal ('3C', '3F', '3H', '4K', '4J', '4M')	Warning – Invalid Appt Type or Tenure (37)
If Appointment Type equals '4C' and Tenure not equal "1" or "3"	Warning – Invalid Appt Type or Tenure (38)
If From Step is between 01 and 09 current Rating of Record equals 1, 2, U or M and WGI Buy-In Amount is null	Warning – Not Eligible for WGI Buy-In due to Performance Rating (58)
If Retained Step is between 01 and 04, Retained Pay Plan like "W", current Rating of Record equals 1, 2, U or M and WGI Buy-In Amount is null	Warning – Not Eligible for WGI Buy-In due to Performance Rating (62)
If Retained Step is between 01 and 09, Retained Pay Plan like "G", current Rating of Record equals 1, 2, U or M and WGI Buy-In Amount is null	Warning – Not Eligible for WGI Buy-In due to Performance Rating (63)
If PRD equals 5 or 6 and Pay Table ID = 0000	Warning - Pay Tbl ID or PRD contains incorrect value (23)
If From Occupational Code equals 1702 and (Valid Grade equals GS-09 OR Valid Grade equals GS-05/GS-07 and Target Grade is greater than GS-08)	Warning - Review Default To Pay Schedule/Pay Band (88)
If Supervisory Status equals 2 and From Pay Plan equals GS, GG and From Grade equals 11	Warning – Review Default To Pay Schedule/Pay Band and Salaries (67)
If Supervisory Status equals 2 and From Pay	Warning – Review Default To Pay

Error or Warning Condition	Upon Preview: Alert Message
Plan equals GS, GM and From Grade equals 14	Schedule/Pay Band and Salaries (68)
If From Adjusted Basic Pay equals EX-IV amounts	Warning – Review Default To Salaries (89)
If Assignment Work Schedule equals I or J and the employee's Step or Rate equals 01, 02 or 03 and Days Worked WGI is greater than 260 days	Warning - Review Intermittent Accrual - Days Worked WGI (18)
If Assignment Work Schedule equals I or J and the employee's Step or Rate equals 04, 05 or 06 and Days Worked WGI is greater than 520 days	Warning - Review Intermittent Accrual - Days Worked WGI (19)
If Assignment Work Schedule equals I or J and the employee's Step or Rate equals 07, 08 or 09 and Days Worked WGI is greater than 780 days	Warning - Review Intermittent Accrual - Days Worked WGI (20)
If From Occupational Code equals "0602" or "0680"	Warning – Review salary fields due to impact of PCA/Premium Pay (71)
If Demo Location Code equals 2 and Occupational Series equals 1101	Warning – Verify occupational series grade interval (81)
If the From Occupational code is equal to 0470 or 0818 and the Appointment Type is 3A or 3C	You must manually process the appropriate conversion action for this employee (44)

Appendix C: Auto-populated RPA Remarks for Mass Conversion

IF NOA EQUALS	AND	THEN AUTO-POPULATE REMARK CODE	REMARK CLEARTEXT	DATA INSERTION INSTRUCTIONS
Any	Supervisory Differential Amount is not null	P72	Salary in block 20 includes supervisory differential of $_____.	Insertion value must be updated with the To Supervisory Differential Amount value.
Any	Availability Pay is not null	P99	Salary in block 20 includes availability pay of $_____.	Insertion value must be updated with the To Availability Pay value
Any	If Tenure is changing in conjunction with this action	T29		Insertion value: "Tenure changed due to movement within the Department under NSPS."
Any	From PRD equals A, B, E, F, U, V and the To PRD not equal to 4	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
Any	From PRD equals '2', '3', 'J', 'K', 'R' and To PRD not equal to 4	X42	Pay retention entitlement is terminated.	
Any		Y1A	Assignment to the National Security Personnel System as authorized by PL 108-136	
Y721	To Target Grade is greater than To Valid Grade	Y1G	Full performance band of employee's position is _____.	Update insertion value with the To Target Grade.
Any	If the WGI	Y1I	Salary in block 20	

IF NOA EQUALS	AND	THEN AUTO-POPULATE REMARK CODE	REMARK CLEARTEXT	DATA INSERTION INSTRUCTIONS
	Buy-Amount is greater than 0		reflects initial buy-in to NSPS that includes a proportional increase based on time completed towards within-grade increase waiting period	
Any	From PRD equals A, B, E, F, U, V and To PRD is equal to 4	Y1Y	Grade retention entitlement terminated. Employee will be entitled to pay retention through	Insertion value must be updated with the effective date of the conversion plus 2 years minus 1 day
Any	From PRD equals 2, 3, J, K, R and To PRD is equal to 4	Y2B	Employee is entitled to pay retention through _____.	Insertion value must be updated with the effective date of the conversion plus 2 years minus 1 day
Any	If the employee's To Basic Pay needed to be increased to place them at the bottom of the pay band	Y2D	Your Basic Pay has been increased to set at the minimum of the pay band.	
Any	If Demo Location Code Equals 1 or 2	Y2L	The employee's "base grade' is: _____.	Updated Insertion value with the GS Base Grade value
Any	If Demo Location Code Equals 1 or 2	Y2M	The employee is converted into the National Security Personnel System under the provisions of Implementing Issuances, SC1911.3.1.3. After establishment of a GS grade, the position is	

IF NOA EQUALS	AND	THEN AUTO-POPULATE REMARK CODE	REMARK CLEARTEXT	DATA INSERTION INSTRUCTIONS
			converted into NSPS using SC1911.3.1.1.3 and SC1911.3.1.1.6.	
Any	If Demo Location Code Equals 1 or 2	Y2N	The employee was converted from the demonstration project under the provisions of Federal Register, Vol 46, Number 144, July 28, 1981. Prior to exiting of an employee from the demonstration project, the employee will be converted to the appropriate GS grade using the "base grade" principle. The "base grade" is the GS grade most comparable to the employee's current demonstration project level and salary. Where the employee's salary is in more than one GS grade, the GS grade is either (1) the higher of the two grades if the current salary meets or exceeds Step 4 of the higher GS grade or (2) the lower of the grades if the current salary is less than Step 4 of the higher GS grade.	

Appendix D: Conversion Pay Setting Guidance

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Note: *For the Standard and Targeted Local Market Supplement percentages, see NSPS Position Processing Guidance*	

GM employees

To Calculate Pro-rated WGI Buy-In Amounts:

STEP		
1	**Determine the 'GM Step' value**	Compare the employee's basic salary against the GS-13, GS-14 or GS-15 0000 Pay Table and set the derived GM step. For example: if salary is equal to or greater than GS-13 step 8 but is less than GS-13 step 9, set the GM step to 08. This variable will determine the employee's waiting period.
2	**Determine the WGI Increment Amount**	Subtract step 01 of the Position Pay Table from Step 10 of the Position Pay Table and divide by 9. ***Exception**: If the employee's From Basic Pay exceeds Step 09 of the Position Pay Table but is less than Step 10, derive the WGI Increment amount by subtracting the employee's From Basic Pay from the Step 10 amount.*
3	**Determine the Daily WGI Increment Amount**	If GM Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if GM Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if GM Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	**Calculate the Number of Days in the Waiting Period**	Compute the number of **calendar days** between the Date Last Equivalent Increase and the effective date of the conversion.
5	**Compute the WGI Buy-in Increase Amount**	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. ***Note:** If the resulting amount is not whole dollars, round up to the nearest dollar.*

To Calculate Basic Pay:

To Set Basic Pay for employees not on Pay Retention or Special Salary Rate (PRD equals 0) at time of conversion:

STEP	IF	THEN
1	**Authorized WGI Buy-In Amount**	Add WGI Buy-in Increase Amount to From Basic Pay Set to set new Basic Pay
2	**Not authorized WGI Buy-In Amount**	From Basic Pay becomes new Basic Pay

To Set Basic Pay for employees not on Pay Retention and are on Special Salary Rate (PRD equals 6) at time of conversion:

STEP		
1	**Determine New Adjusted Basic Pay**	Add WGI Buy-in Increase Amount to From Adjusted Basic Pay (this becomes the new Adjusted Basic Pay)
2a	**Determine Reallocated Basic Pay**	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **equals** one of the combinations listed in Appendix H, then: New Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
2b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **does not equal** one of the combinations listed in Appendix H, then: New Adjusted Basic Pay from Step 1 must be divided by (1 plus (From Locality Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
Note: *When computing Reallocated Basic Pay, round up to the nearest whole dollar*		
Note: *Pay Rate Determinant is set to 0*		

To Set Basic Pay for employees on Pay Retention (PRD equals 2, 3, J or K) at the time of conversion:

STEP		
1a	**Determine Reallocated Basic Pay**	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **equals** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
1b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **does not equal** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
Note: *If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band, Pay Rate Determinant is set to 4* ***else*** *Pay Rate Determinant is set to 0.*		
Note: *Resulting amount is rounded up.*		

GS/GG/GL Employees whose PRD equals 0, 5, 6 or 7
(See Figure 1)

To Calculate Pro-rated WGI Buy-In Amounts:

STEP		
1	**Determine the 'New Step' value**	Derive the New Step referenced below by adding 1 to the employee's From Step
2a	**Determine the WGI Increment Amount**	If position Pay Table ID is equal to 0000 or 0491, determine the WGI Increment by subtracting the Pay Table value associated with the employee's From Pay Plan, Grade, Step and Pay Table ID from the Pay Table value associated with the New Step. Go to Step 3.
2b	**Determine the WGI Increment Amount**	If position Pay Table ID is not equal to 0000 or 0491, determine the WGI Increment as follows:
2b(1)		❑ If the Pay Table associated with the From position does not contains a value for the From Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(2)		❑ If the Pay Table associated with the From position does not contains a value for the New Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(3)		❑ If the Pay Table associated with the From position contains a value for both the From Step and the New Step: a. Lookup the special rate amount for the Pay Plan, Grade and New Step from the position Pay Table. b. Lookup the basic rate for the Pay Plan, Grade, and New Step on the 0000 Pay Table. c. Multiply that basic rate from step b above by the authorized locality percentage for the duty station. d. Add the locality amount to the basic rate from step b above to derive the Locality

STEP		
		Rate. e. Compare the special rate from step a above to the Locality Rate from step d above. f. If the Locality Rate is higher, subtract the 0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step ***else*** subtract the position Pay Table value associated with the employee's From Pay Plan, Grade and Step from the position Pay Table value associated with the New Step.
3	**Determine the Daily WGI Increment Amount**	If employee's Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if employee's Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if employee's Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	**Calculate the Number of Days in the Waiting Period**	Compute the number of **calendar days** between the Date Last Equivalent Increase and the effective date of the conversion.
5	**Compute the WGI Buy-in Increase Amount**	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. ***Note:*** *If the resulting amount is not whole dollars, round up to the nearest dollar.*

To Calculate Basic Pay:

To Set Basic Pay for employees not on Pay Retention or Special Salary Rate (PRD equals 0 or 7) at time of conversion:

STEP		
1	**Determine New Basic Pay**	Add WGI Buy-in Increase Amount to From Basic Pay ***else*** From Basic Pay becomes the new Basic Pay

To Set Basic Pay for employees not on Pay Retention and are on Special Salary Rate (PRD equals 5 or 6) at time of conversion:

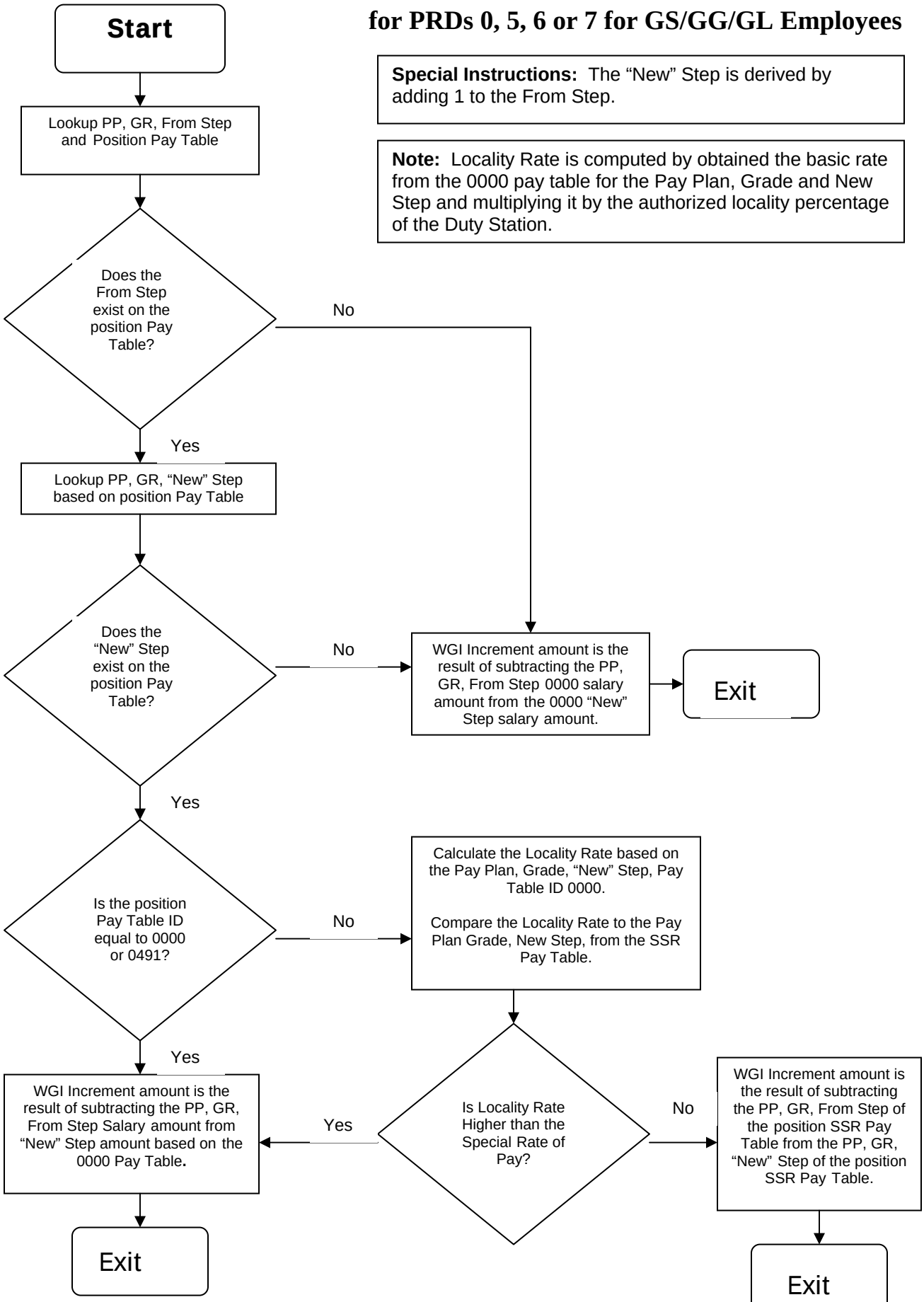
STEP		
1	**Determine New Adjusted Basic Pay**	Add WGI Buy-in Increase Amount to From Adjusted Basic Pay
2a	**Determine Reallocated New Basic Pay**	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **equals** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 55555 / 1.1252 = 49373.444 = 49374)
2b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **does not equal** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay from Step 1 must be divided by (1 plus (From Locality Percentage divided by 100)) (i.e. 55555 / 1.1252 = 49373.444 = 49374)
Note 1: *When computing Reallocated Basic Pay, round up to the nearest whole dollar*		
Note 2: *If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-06 and New Basic Pay is less than the minimum amount of the Pay Band, the New Basic Pay should be set to the minimum of the Pay Band.*		
Note 3: *If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-11 and New Basic Pay is less than the minimum amount of the Pay Band, change the New Basic Pay to the minimum of the Pay Band. This is due to the conversion rule stating that GS-11 supervisory positions with subordinate employees in PS YA, YD, YH or YK will be placed in YC-02, YF-02, YJ-02 or YN-02. Since the rate range for these pay schedules begin at GS-12 Step 01, it's possible some employee's new basic pay will be below the rate range.*		

Figure 1

WGI Increment Determination for PRDs 0, 5, 6 or 7 for GS/GG/GL Employees

Special Instructions: The "New" Step is derived by adding 1 to the From Step.

Note: Locality Rate is computed by obtained the basic rate from the 0000 pay table for the Pay Plan, Grade and New Step and multiplying it by the authorized locality percentage of the Duty Station.



GS/GG Employees whose PRD equals A, B, E or F and Retained Pay Plan equals GS or GG
(See Figure 2)

To Calculate Pro-rated WGI Buy-In Amounts:

STEP		
1	**Determine the 'New Step' value**	Derive the New Step referenced below by adding 1 to the employee's Retained Step.
2a	**Determine the WGI Increment Amount**	If Retained Pay Table ID is equal to 0000 or 0491, determine the WGI Increment by subtracting the Pay Table value associated with the employee's Retained Pay Plan, Grade, Step and Pay Table ID from the Pay Table value associated with the New Step.
2b	**Determine the WGI Increment Amount**	If Retained Pay Table ID is not equal to 0000 or 0491, determine the WGI Increment as follows:
2b(1)		❑ If the Retained Pay Table does not contains a value for the From Retained Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(2)		❑ If the Retained Pay Table does not contains a value for the New Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(3)		❑ If the Retained Pay Table contains a value for both the Retained Step and the New Step, determine the WGI Increment as follows: a. Lookup the special rate amount for the Retained Pay Plan, Retained Grade and New Step from the Retained Pay Table. b. Lookup the basic rate for the Retained Pay Plan, Grade, and New Step on the 0000 Pay Table. c. Multiply the basic rate step b above by the authorized locality percentage for the duty station. d. Add the locality amount from step c above to the basic rate from step b above to

STEP		
		derive the Locality Rate. e. Compare the special rate from step a above to the Locality Rate from step d above. f. If the Locality Rate is higher, subtract the 0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step ***else*** subtract the Retained Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the Retained Pay Table value associated with the New Step.
3	**Determine the Daily WGI Increment Amount**	If employee's Retained Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if employee's Retained Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if employee's Retained Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	**Calculate the Number of Days in the Waiting Period**	Compute the number of **calendar days** between the Date Last Equivalent Increase and the effective date of the conversion.
5	**Compute the WGI Buy-in Increase Amount**	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. ***Note:*** *If the resulting amount is not whole dollars, round up to the nearest dollar.*

To Calculate Basic Pay:

To Set Basic Pay for employees not on Pay Retention or Special Salary Rate (PRD equals A or B) at time of conversion:

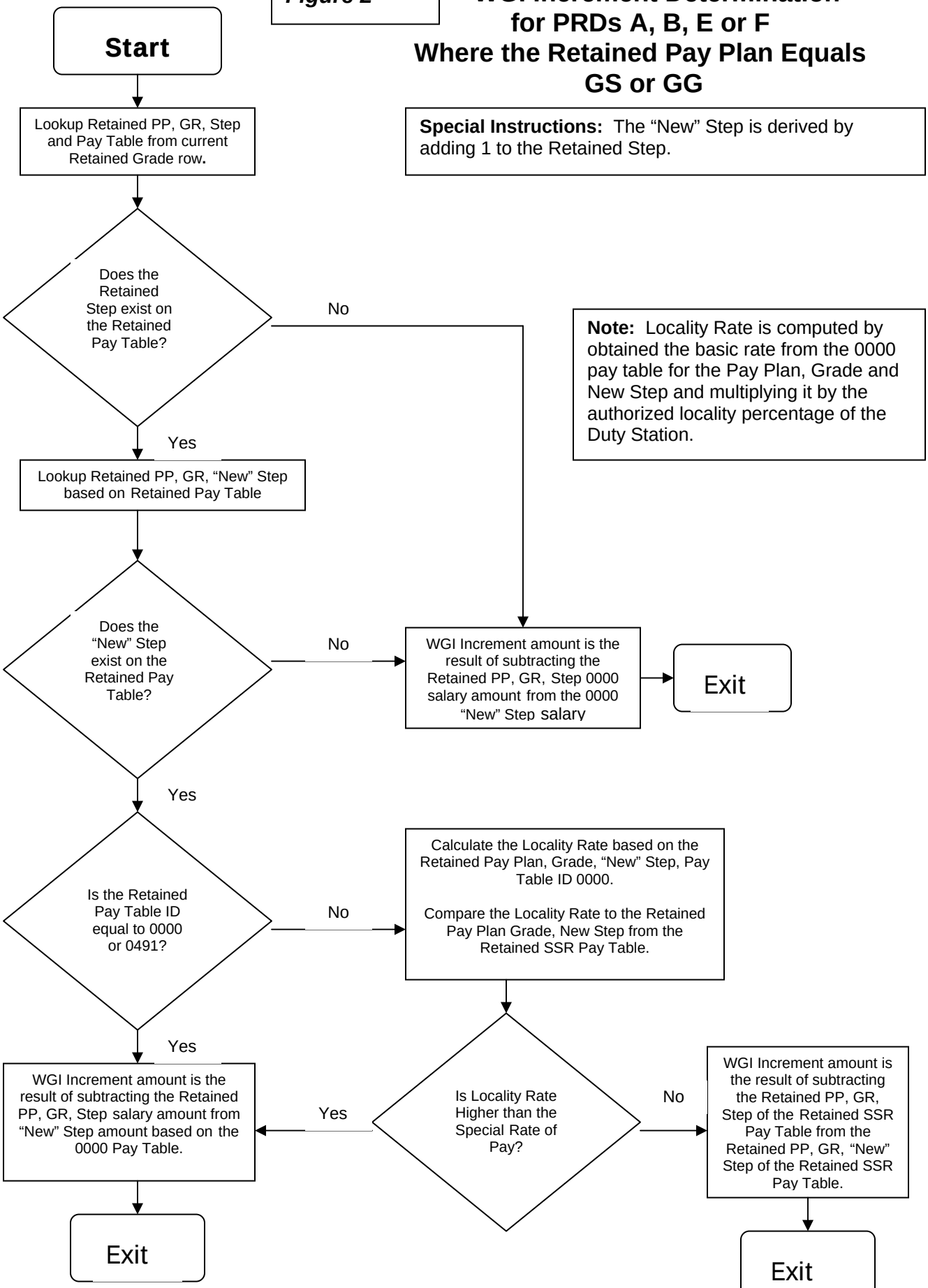
STEP		
1	**Determine New Basic Pay**	Add WGI Buy-in Increase Amount to From Basic Pay Set ***else*** From Basic Pay becomes the new Basic Pay
Note: *If new Basic Pay exceeds the rate range of the Pay Schedule/Pay Band, Pay Rate Determinant is set to 4* ***else*** *Pay Rate Determinant is set to 0.*		

To Set Basic Pay for employees not on Pay Retention or Special Salary Rate (PRD equals E or F) at time of conversion:

STEP		
1	**Determine New Adjusted Basic Pay**	Add WGI Buy-in Increase Amount to From Adjusted Basic Pay Set
2a	**Determine Reallocated New Basic Pay**	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **equals** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 55555 / 1.1252 = 49373.444 = 49374)
2b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **does not equal** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay from Step 1 must be divided by (1 plus (From Locality Percentage divided by 100)) (i.e. 55555 / 1.1252 = 49373.444 = 49374)
Note 1: *When computing Reallocated Basic Pay, round up to the nearest whole dollar*		
Note 2: *If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-06 and New Basic Pay is less than the minimum amount of the Pay Band, the New Basic Pay should be set to the minimum of the Pay Band.*		
Note 3: *If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-11 and New Basic Pay is less than the minimum amount of the Pay Band, change the New Basic Pay to the minimum of the Pay Band. This is due to the conversion rule stating that GS-11 supervisory positions with subordinate employees in PS YA, YD, YH or YK will be placed in YC-02, YF-02, YJ-02 or YN-02. Since the rate range for these pay schedules begin at GS-12 Step 01, it's possible some employee's new basic pay will be below the rate range.*		
Note 4: *If new Basic Pay exceeds the rate range of the Pay Schedule/Pay Band, Pay Rate Determinant is set to 4* ***else*** *Pay Rate Determinant is set to 0.*		

Figure 2

WGI Increment Determination for PRDs A, B, E or F Where the Retained Pay Plan Equals GS or GG



Special Instructions: The "New" Step is derived by adding 1 to the Retained Step.

Note: Locality Rate is computed by obtained the basic rate from the 0000 pay table for the Pay Plan, Grade and New Step and multiplying it by the authorized locality percentage of the Duty Station.

GS Employees whose PRD equals A or B and Retained Pay Plan equals WD, WG, WL, WN or WS (See Figure 3)

To Calculate Pro-rated WGI Buy-In Amounts:

STEP		
1	**Determine the 'New Step' value**	Derive the New Step referenced below by adding 1 to the employee's Retained Step,
2	**Determine the WGI Increment Amount**	Subtracting the Pay Table value associated with the employee's Retained Pay Plan, Grade, Step and Pay Table ID from the Pay Table value associated with the New Step.
3	**Determine the Daily WGI Increment Amount**	Multiply WGI Increment Amount from Step 2 by 8. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	**Calculate the Number of Days in the Waiting Period**	Compute the number of **calendar days** between the Date Last Equivalent Increase and the effective date of the conversion.
5	**Compute the WGI Buy-in Increase Amount**	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. ***Note**: Do not round up.*

To Calculate Basic Pay:

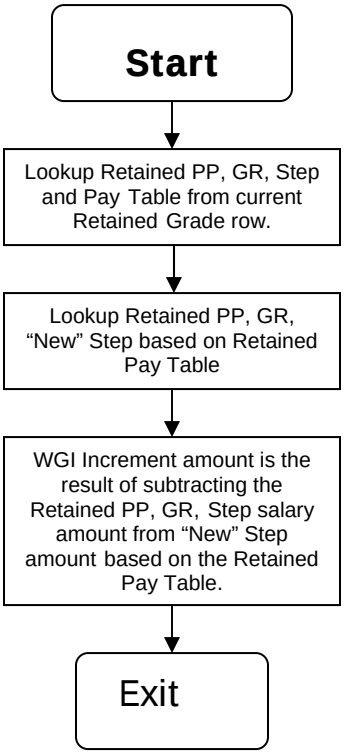
To Set Basic Pay for employees (PRD equals A or B) and Retained Pay Plan Equals WD, WG, WL, WN or WS at time of conversion:

STEP		
1	**Calculate Annualized Basic Salary**	Compute employee's annual basic salary by multiplying the hourly From Pay by 2087
2	**Determine New Adjusted Basic Pay**	Add WGI Buy-in Increase Amount to Annualized Basic Pay. ***Note:** If resulting amount is not whole dollars, round up to the nearest whole dollar.*

STEP		
3a	**Determine Reallocated New Basic Pay**	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **equals** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay derived from Step 1 must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 55555 / 1.1252 = 49373.444 = 49374)
3b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **does not equal** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay from Step 1 must be divided by (1 plus (From Locality Percentage divided by 100)) (i.e. 55555 / 1.1252 = 49373.444 = 49374)
Note 1: *When computing Reallocated Basic Pay, round up to the nearest whole dollar*		
Note 2: *If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-06 and New Basic Pay is less than the minimum amount of the Pay Band, the New Basic Pay should be set to the minimum of the Pay Band.*		
Note 3: *If Supervisory Status equals 2 and From Pay Plan/Grade equals GS-11 and New Basic Pay is less than the minimum amount of the Pay Band, change the New Basic Pay to the minimum of the Pay Band. This is due to the conversion rule stating that GS-11 supervisory positions with subordinate employees in PS YA, YD, YH or YK will be placed in YC-02, YF-02, YJ-02 or YN-02. Since the rate range for these pay schedules begin at GS-12 Step 01, it's possible some employee's new basic pay will be below the rate range.*		
Note 4: *If new Basic Pay exceeds the rate range of the Pay Schedule/Pay Band, Pay Rate Determinant is set to 4* ***else*** *Pay Rate Determinant is set to 0.*		

Figure 3

WGI Increment Determination for PRDs A or B Where the Retained Pay Plan Equals WD, WG, WL, WN or WS



Special Instructions: The "New" Step is derived by adding 1 to the Retained Step.

Note 1: The retained grade DDF can contain multiple rows of data; please ensure that the routine uses the row of data that has the maximum Retained Grade Date From and that the Retained Grade Date To is greater than the conversion effective date.

Example:

Employee is Perm GS-05 step 00, Pay Tbl 0000, PRD A, Retained WG-07 step 03, Pay Table W143:

Current WG-7/3 salary=21.40
Next Step WG-7/4 salary=22.23
Subtract 21.40 from 22.23 equals 0.83

WGI Increment equals 0.83

GS/GG Employees whose PRD equals 2, 3, J, K, R, U or V

To Calculate Basic Pay:

To Set Basic Pay for employees on Pay Retention at the time of conversion:

STEP		
1a	**Determine Reallocated New Basic Pay**	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **equals** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
1b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **does not equal** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
Note: *If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band and PRD is not equal to R, Pay Rate Determinant is set to 4* ***else*** *Pay Rate Determinant is set to 0.*		
Note: *If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band and PRD is equal to R, Pay Rate Determinant is set to R* ***else*** *Pay Rate Determinant is set to 0.*		
Note: *Resulting amount is rounded up.*		

GS/GM Physicians or Dentists (Occupational Codes 0602 or 0680)

To Calculate Pro-rated WGI Buy-In Amounts for GM Employees:

STEP		
1	**Determine the 'GM Step' value**	Compare the employee's basic salary against the GS-13, GS-14 or GS-15 0000 Pay Table and set the derived GM step. For example: if salary is equal to or greater than GS-13 step 8 but is less than GS-13 step 9, set the GM step to 08. This variable will determine the employee's waiting period.
2	**Determine the WGI Increment Amount**	Subtract step 01 of the Position Pay Table from Step 10 of the Position Pay Table and divide by 9. ***Exception**: If the employee's From Basic Pay exceeds Step 09 of the Position Pay Table but is less than Step 10, derive the WGI Increment amount by subtracting the employee's From Basic Pay from the Step 10 amount.*
3	**Determine the Daily WGI Increment Amount**	If GM Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if GM Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if GM Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	**Calculate the Number of Days in the Waiting Period**	Compute the number of **calendar days** between the Date Last Equivalent Increase and the effective date of the conversion.
5	**Compute the WGI Buy-in Increase Amount**	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. ***Note:** If the resulting amount is not whole dollars, round up to the nearest dollar.*

To Calculate Pro-rated WGI Buy-In Amounts for GS Employees whose PRD equals 0, 5, 6 or 7:

STEP		
1	**Determine the 'New Step'**	Derive the New Step referenced below by adding

STEP		
	value	1 to the employee's From Step
2a	**Determine the WGI Increment Amount**	If position Pay Table ID is equal to 0000, determine the WGI Increment by subtracting the Pay Table value associated with the employee's From Pay Plan, Grade, Step and Pay Table ID from the Pay Table value associated with the New Step. Go to Step 3.
2b	**Determine the WGI Increment Amount**	If position Pay Table ID is not equal to 0000, determine the WGI Increment as follows:
2b(1)		❑ If the Pay Table associated with the From position does not contains a value for the From Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(2)		❑ If the Pay Table associated with the From position does not contains a value for the New Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(3)		❑ If the Pay Table associated with the From position contains a value for both the From Step and the New Step: b. Lookup the special rate amount for the Pay Plan, Grade and New Step from the position Pay Table. g. Lookup the basic rate for the Pay Plan, Grade, and New Step on the 0000 Pay Table. h. Multiply that basic rate from step b above by the authorized locality percentage for the duty station. i. Add the locality amount to the basic rate from step b above to derive the Locality Rate. j. Compare the special rate from step a above to the Locality Rate from step d above. k. If the Locality Rate is higher, subtract the

STEP		
		0000 Pay Table value associated with the employee's From Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step ***else*** subtract the position Pay Table value associated with the employee's From Pay Plan, Grade and Step from the position Pay Table value associated with the New Step.
3	**Determine the Daily WGI Increment Amount**	If employee's Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if employee's Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if employee's Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	**Calculate the Number of Days in the Waiting Period**	Compute the number of **calendar days** between the Date Last Equivalent Increase and the effective date of the conversion.
5	**Compute the WGI Buy-in Increase Amount**	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. ***Note:*** *If the resulting amount is not whole dollars, round up to the nearest dollar.*

To Calculate Pro-rated WGI Buy-In Amounts for GS Employees whose PRD equals A or B and Retained Pay Plan equals GS:

STEP		
1	**Determine the 'New Step' value**	Derive the New Step referenced below by adding 1 to the employee's Retained Step.
2a	**Determine the WGI Increment Amount**	If Retained Pay Table ID is equal to 0000, determine the WGI Increment by subtracting the Pay Table value associated with the employee's Retained Pay Plan, Grade, Step and Pay Table ID from the Pay Table value associated with the New Step.
2b	**Determine the WGI Increment**	If Retained Pay Table ID is not equal to 0000,

STEP		
	Amount	determine the WGI Increment as follows:
2b(1)		❑ If the Retained Pay Table does not contains a value for the From Retained Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(2)		❑ If the Retained Pay Table does not contains a value for the New Step, determine the WGI Increment by subtracting the 0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step.
2b(3)		❑ If the Retained Pay Table contains a value for both the Retained Step and the New Step, determine the WGI Increment as follows: g. Lookup the special rate amount for the Retained Pay Plan, Retained Grade and New Step from the Retained Pay Table. h. Lookup the basic rate for the Retained Pay Plan, Grade, and New Step on the 0000 Pay Table. i. Multiply the basic rate step b above by the authorized locality percentage for the duty station. j. Add the locality amount from step c above to the basic rate from step b above to derive the Locality Rate. k. Compare the special rate from step a above to the Locality Rate from step d above. l. If the Locality Rate is higher, subtract the 0000 Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the 0000 Pay Table value associated with the New Step ***else*** subtract the Retained Pay Table value associated with the employee's Retained Pay Plan, Grade and Step from the Retained Pay Table value associated with the New Step.
3	**Determine the Daily WGI Increment Amount**	If employee's Retained Step is equal to 01, 02, or 03, divide WGI Increment Amount by 364; if

STEP		
		employee's Retained Step is equal to 04, 05 or 06, divide WGI Increment Amount by 728; if employee's Retained Step is equal to 07, 08 or 09, divide WGI Increment Amount by 1092. The Daily WGI Increment Amount must be carried to the seventh decimal place.
4	**Calculate the Number of Days in the Waiting Period**	Compute the number of **calendar days** between the Date Last Equivalent Increase and the effective date of the conversion.
5	**Compute the WGI Buy-in Increase Amount**	Use the number of days in the waiting period (step 4) multiplied by the Daily WGI Increment Amount (step 3) equals the WGI Buy-in Increase amount. ***Note:*** *If the resulting amount is not whole dollars, round up to the nearest dollar.*

To Calculate Basic Pay if Pay Rate Determinant equals 0, 5, 6, 7, A or B:

To Set Basic Pay at the time of conversion:

STEP		
1	**To Set New Adjusted Basic Pay**	• If authorized a WGI Buy-in Increase Amount, add WGI Buy-in Increase Amount to employee's From Adjusted Basic Pay. ***AND*** • If employee's Assignment → Entries → Entitlement element is not null and the code equals M (Physicians Comparability Allowance) (and the effective of conversion is between the element start date and element end date OR the element end date is equal to the effective date of conversion minus 1 day), add the PCA amount to employee's From Adjusted Basic Pay.
2	**Determine Reallocated New Basic Pay**	If the employee's From Position → LMS Indicator **equals** a Targeted LMS value listed in Appendix H (other than 'S00001'), then: Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)

STEP		
		Else New Adjusted Basic Pay ***Note***: If LMS Indicator equals S00001, position is not entitled to any local market supplement amounts.

To Calculate Basic Pay if Pay Rate Determinant equals J or K:

To Set Basic Pay at the time of conversion:

STEP		
1	**To Set New Adjusted Basic Pay**	If employee's Assignment → Entries → Entitlement element is not null and the code equals M (Physicians Comparability Allowance) (and the effective of conversion is between the element start date and element end date OR the element end date is equal to the effective date of conversion minus 1 day), add the PCA amount to employee's From Adjusted Basic Pay ***else*** From Adjusted Basic Pay.
2	**Determine Reallocated New Basic Pay**	If the employee's From Position → LMS Indicator **equals** a Targeted LMS value listed in Appendix H (other than 'S00001'), then: Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873) ***Else*** New Adjusted Basic Pay ***Note***: If LMS Indicator equals S00001, position is not entitled to any local market supplement amounts.

Note: The Reallocated New Basic Pay is as a result of the default pay-setting computations for the Physicians (0602) and Dentists (0602). During the conversion process, Components have the opportunity to increase the base salary resulting from the reallocation process to account for the loss of any physicians comparability allowance and/or premium pay that the physician or dentist was receiving under the General Schedule (since neither the physicians comparability allowance

nor premium pay are authorized for physicians and dentists under NSPS). For Physicians/ Dentists in a specialty that receives a local market supplement, Components should consider the additional pay represented by the local market supplement in determining where the base salary should be set.

Acquisition Demonstration Employees
(Pay Plans NH, NJ, or NK)

To Calculate Basic Pay:

To Set Basic Pay for employees not on Pay Retention (PRD equals 0) at time of conversion:

STEP		
1	**Determine New Basic Pay**	Add WGI Buy-in Increase Amount to From Basic Pay ***else*** From Basic Pay becomes the new Basic Pay

To Set Basic Pay for employees on Pay Retention (PRD equals J or K) at the time of conversion:

STEP		
1a	**Determine Reallocated New Basic Pay**	If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **equals** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
1b		If the combination of the From Pay Table ID, To Pay Schedule, To Pay Band, From Locality Pay Area, From Duty Location **does not equal** one of the combinations listed in Appendix H, then: Employee's new Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
Note: *If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band and PRD is not equal to R, Pay Rate Determinant is set to 4* ***else*** *Pay Rate Determinant is set to 0.*		
Note: *If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band and PRD is equal to R, Pay Rate Determinant is set to R* ***else*** *Pay Rate Determinant is set to 0.*		
Note: *Resulting amount is rounded up.*		

NAWCWD/SPAWAR DEMONSTRATION EMPLOYEES

(Demo Location Code equals 1 or 2 and Pay Plan Begins with 'D')

To Set Basic Pay for employees at the time of conversion:

STEP		
1	**Determine Reallocated New Basic Pay**	Employee's Adjusted Basic Pay must be divided by (1 plus (NSPS LMS Percentage divided by 100)) (i.e. 99999 / 1.1252 = 88872.2 = 88873)
Note: *If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band and PRD is not equal to R, Pay Rate Determinant is set to 4* ***else*** *Pay Rate Determinant is set to 0.*		
Note: *If New Basic Pay exceeds the rate range of the Pay Schedule/Pay Band and PRD is equal to R, Pay Rate Determinant is set to R* ***else*** *Pay Rate Determinant is set to 0.*		
Note: *If Supervisory Status equals 2 and* ***GS Base Grade*** *equals GS-06 and New Basic Pay is less than the minimum amount of the Pay Band, change the New Basic Pay to the minimum of the Pay Band.*		
Note: *If Supervisory Status equals 2 and* ***GS Base Grade*** *equals GS-11 and New Basic Pay is less than the minimum amount of the Pay Band, change the New Basic Pay to the minimum of the Pay Band. This is due to the conversion rule stating that GS-11 supervisory positions with subordinate employees in PS YA, YD, YH or YK will be placed in YC-02, YF-02, YJ-02 or YN-02. Since the rate range for these pay schedules begin at GS-12 Step 01, it's possible employee's new basic pay will be below the rate range.*		
Note: *Resulting amount is rounded up.*		

TO CALCULATE LOCAL MARKET SUPPLEMENTS

NSPS employees may be entitled to either a Standard or Targeted Local Market Supplement based on geographic location, occupational code, pay schedule and/or pay band. Appendix A of the NSPS Position Processing Guidance provides a crosswalk between the LMS Indicator/Specialty codes and the authorized LMS percentage.

Multiple the employee's new Basic Pay by the applicable LMS percentage.

TO CALCULATE ADJUSTED BASIC PAY

Add the new Local Market Supplement to the new Basic Pay.

PAY CAPS FOR BASIC PAY, LOCAL MARKET SUPPLEMENT AND ADJUSTED BASIC PAY

Pay caps will be applied to the new Basic Pay, new Local Market Supplement and new Adjusted Basic Pay as follows.

RULE	If	And	And To PRD equals:	Then:	Exception
1	New Basic Pay exceeds Maximum of Pay Band	New Pay Schedule equals YA, YB, YC, YD, YE, YF, YH, YI, YK, YL, YM, YN	0	Set Basic Pay to Maximum of Pay Band	If new PRD equals 4 or R, the new Basic Pay remains unchanged.
2	New Basic Pay exceeds Maximum of Pay Band	New Pay Schedule equals YJ AND To Pay Band equals 01, 02, or 03	0	Set Basic Pay to Maximum of Pay Band	If new PRD equals 4 or R, the new Basic Pay remains unchanged.
3	New Basic Pay exceeds Maximum of Pay Band	New Pay Schedule equals YG	0	Set Basic Pay to Maximum of Pay Band	If new PRD equals 4 or R, the new Basic Pay remains unchanged.
4	New Basic Pay exceeds Maximum of Pay Band	New Pay Schedule equals YJ AND To Pay Band equals 04	0	Set Basic Pay to Maximum of Pay Band	If new PRD equals 4 or R, the new Basic Pay remains unchanged.
5	New Adjusted Basic Pay exceeds EX-04 plus 5 percent	New Pay Schedule equals YA, YB, YC, YD, YE, YF,	0, 4	Reduce Local Market Supplement so that the	N/A

RULE	If	And	And To PRD equals:	Then:	Exception
	(rounded down)	YH, YI, YK, YL, YM, YN		new Basic Pay plus the reduced Local Market Supplement equals EX-04 plus 5 percent (rounded down).	
6	New Adjusted Basic Pay exceeds EX-04 plus 5 percent (rounded down)	New Pay Schedule equals YJ AND To Pay Band equals 01, 02, or 03	0, 4	Reduce Local Market Supplement so that the new Basic Pay plus the reduced Local Market Supplement equals EX-04 plus 5 percent (rounded down).	N/A
7	New Adjusted Basic Pay exceeds the VA Table Maximum (VW-00)	New Pay Schedule equals YG	0, 4	Reduce Local Market Supplement so that the new Basic Pay plus the reduced Local Market Supplement equals VW-00	N/A
8	New Adjusted Basic Pay exceeds the VA Pay Table Maximum (VW-00)	New Pay Schedule equals YJ and to Pay Band equals 04	0, 4	Reduce Local Market Supplement so that the new Basic Pay plus the reduced	N/A

RULE	If	And	And To PRD equals:	Then:	Exception
				Local Market Supplement equals VW-00	
9	New Adjusted Basic Pay exceeds EX-02	Any	R	Reduce Local Market Supplement so that the new Basic Pay plus the reduced Local Market Supplement equals EX-02	

TO CALCULATE OTHER PAY AND TOTAL PAY

'Other Pay' such as Availability Pay will need to be recalculated based on current rules. The new Adjusted Basic Pay and new Other Pay are added together to derive the new Total Salary. **Note:** AUO is not applicable to NSPS and must not be included in the computation of Other Pay.

PAY CAP FOR TOTAL PAY

Apply pay caps as follow:

RULE	If	Pay Cap Limitation	Action	Exception
1	New Total Salary and New Occupational Code not equal to 0602 or 0680	Exceeds EX-01	Set New Total Salary to EX-01 salary.	Physicians/Dentists
2	New Occupational Code equals 0602 or 0680 and To Total Salary	Exceeds the President's salary (VX-00)	Set New Total Salary to President's salary (VX-00)	

Appendix E: Mass Conversion Refresh Process

The mass conversion refresh process allows the user to update data and retain their update when a Refresh Preview is done except in the following cases:

RULE	If	Then	Add Alert Message
1	**From Position Sequence Number changes**	Do a full refresh of the record	Warning: A full refresh has been done on this record. Review record to determine if changes are required.
2	**From Occupational Code changes**	Do a full refresh of the record	Warning: A full refresh has been done on this record. Review record to determine if changes are required.
3	**From Supervisory Status**	Do a full refresh of the record	Warning: A full refresh has been done on this record. Review record to determine if changes are required.
4	**From Position Title changes and rules 1, 2, 3 and 5 do not apply**	Update Basic Position Title, Parenthetical 1, Parenthetical 2 and Local Posn Title according to the conversion requirement	Warning: From Position Title has changed. Please review auto-populated values in Basic Position Title, Parenthetical 1, Parenthetical 2 and Local Posn Title.
5	**Any of the following data elements change and rules 1 through 4 do not apply:** Assignment Status From Pay Plan Grade portion of From Valid Grade Grade portion of To Valid Grade From Target Grade To Target Grade From Step Derived GM Step From Pay Table ID From Calculation Pay Table From Pay Rate Determinant To Pay Rate Determinant Locality Percent To LMS Percent NSPS Local Market Supplement Code NSPS LMS Specialty Code From Basic Pay Reallocated Basic Pay To Basic Pay From Locality Pay or SR Supplement To Local Market Supplement	Do a refresh of all columns except the following: To Position Number Core Position Title To Parenthetical 1 To Parenthetical 2 To Local Title To Occ Cat Cd	Warning: Record was partially refreshed. Review position-related to determine if changes are required.

RULE	If	Then	Add Alert Message
	From Adjusted Basic Pay To Adjusted Basic Pay From AUO From Availability Pay To Availability Pay From Other Pay To Other Pay From Total Salary To Total Salary Retained Grade Date From Retained Grade Date To Retained Pay Plan Retained Grade Retained Step Retained Pay Table ID Work Schedule Days Worked WGI Last Equivalent Increase Date WGI Due From Appointment Type To Appointment Type From Tenure To Tenure Position Occupied Date Temp Appt NTE Dt Limited Appt Exp Date Conversion Career Due Date VRA Conversion Due Grade Interval GS Base Grade PTID GS Base Grade Demo Location Code		
6	**If any of the following columns change and rules 1 through 5 do not apply:** Employee Name Social Security Agency Group Personnel Office ID Servicing Personnel Office ID Duty Station Unit Identification Code/PAS Code Organization Structure Code Office Symbol Positions Organization Address From Position Number Position Status Hiring Status From Occupation Category Code Date Recommended Conversion Due Appraisal Effective Date (Most Recent) Rating of Record (Most Recent) Special Program Identifier	Update the appropriate column in the preview	Warning: One or more columns have been refreshed. See Chg'd Data column for details.

RULE	If	Then	Add Alert Message
	Career Field (AF) SPEP Region BRAC Indicator From Training Program ID Duty Status Pre-NSPS Spiral Indicator Obligated Employee SSN Obligated Type Obligated Expiration Dt MDDDS Special Pay Entitlement where the code equals M (Physicians Comparability Allowance) Position Type Responsibility Level From FLSA Category Bargaining Unit ID Current Appointment Authority 1 Current Appointment Authority 2		
7	The Effective Date is changed	Do a full refresh of the record	Warning: The effective date in conversion block on this process has changed. Review effective date to determine if change is required.
8	No data elements were changed as a result of the Refresh Preview process	Do not override existing values	
9	Occupational code includes multiple selections for Position Title and Basic Position Title is null and To Basic Position Title is not null	Do not raise alert message 42	
10	Occupational code equals 2210 and To Parenthetical 1 was originally null and user has entered a value for To Parenthetical 1	Do not raise alert message 79	

Appendix F – Position Title/Parenthetical Conversion

Background: NSPS will use standardized position titling conventions for most occupational codes. The To Position Title will be constructed using a Core Basic Position Title and up to two optional parentheticals. All Position Titles and Parentheticals will be stored in upper case.

POSITION TITLES

1. For Single Titles, Core Basic Position Title will be auto-populated as follows:

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0006	2	SUPV CORRECTIONAL PROGRAM SPEC
0006	4, 5, 8	CORRECTIONAL PROGRAM SPEC
0018	2	SUPV SAFETY AND OCC HEALTH SPEC
0018	4, 5, 8	SAFETY AND OCC HEALTH SPEC
0019	2	SUPV SAFETY TECH
0019	4, 5, 8	SAFETY TECH
0020	2	SUPV COMMUNITY PLANNER
0020	4, 5, 8	COMMUNITY PLANNER
0021	2	SUPV COMMUNITY PLANNING TECH
0021	4, 5, 8	COMMUNITY PLANNING TECH
0023	2	SUPV OUTDOOR RECREATION PLANNER
0023	4, 5, 8	OUTDOOR RECREATION PLANNER
0025	2	SUPV PARK RANGER
0025	4, 5, 8	PARK RANGER
0028	2	SUPV ENVIRONMENTAL PROTECT SPEC
0028	4, 5, 8	ENVIRONMENTAL PROTECT SPEC
0029	2	SUPV ENVIRONMENTAL PROTECT TECH
0029	4, 5, 8	ENVIRONMENTAL PROTECT TECH
0030	2	SUPV SPORTS SPEC
0030	4, 5, 8	SPORTS SPEC
0050	2	SUPV FUNERAL SPEC
0050	4, 5, 8	FUNERAL SPEC
0060	2	SUPV CHAPLAIN
0060	4, 5, 8	CHAPLAIN
0062	2	SUPV CLOTHING DESIGNER
0062	4, 5, 8	CLOTHING DESIGNER
0072	2	SUPV FINGERPRINT SPEC
0072	4, 5, 8	FINGERPRINT SPEC
0080	2	SUPV SECURITY SPEC

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0080	4, 5, 8	SECURITY SPEC
0085	2	SUPV SECURITY GUARD
0085	4, 5, 8	SECURITY GUARD
0086	2	SUPV SECURITY TECH
0086	4, 5, 8	SECURITY TECH
0090	4, 5, 8	VISITOR GUIDE
0099	4, 5, 8	STUDENT TRAINEE
0110	2	SUPV ECONOMIST
0110	4, 5, 8	ECONOMIST
0119	2	SUPV ECONOMICS TECH
0119	4, 5, 8	ECONOMICS TECH
0130	2	SUPV FOREIGN AFFAIRS SPEC
0130	4, 5, 8	FOREIGN AFFAIRS SPEC
0131	2	SUPV INTERNATIONAL REL SPEC
0131	4, 5, 8	INTERNATIONAL REL SPEC
0132	2	SUPV INTELLIGENCE SPEC
0132	4, 5, 8	INTELLIGENCE SPEC
0134	2	SUPV INTELLIGENCE TECH
0134	4, 5, 8	INTELLIGENCE TECH
0142	2	SUPV MANPOWER DEVELOPMENT SPEC
0142	4, 5, 8	MANPOWER DEVELOPMENT SPEC
0150	2	SUPV GEOGRAPHER
0150	4, 5, 8	GEOGRAPHER
0170	2	SUPV HISTORIAN
0170	4, 5, 8	HISTORIAN
0180	2	SUPV PSYCHOLOGIST
0180	4, 5, 8	PSYCHOLOGIST
0181	2	SUPV PSYCHOLOGY TECH
0181	4, 5, 8	PSYCHOLOGY TECH
0184	2	SUPV SOCIOLOGIST
0184	4, 5, 8	SOCIOLOGIST
0185	2	SUPV SOCIAL WORKER
0185	4, 5, 8	SOCIAL WORKER
0186	2	SUPV SOCIAL SERVICES TECH
0186	4, 5, 8	SOCIAL SERVICES TECH
0187	2	SUPV SOCIAL SERVICES SPEC
0187	4, 5, 8	SOCIAL SERVICES SPEC
0188	2	SUPV RECREATION SPEC
0188	4, 5, 8	RECREATION SPEC
0189	2	SUPV RECREATION TECH

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0189	4, 5, 8	RECREATION TECH
0190	2	SUPV ANTHROPOLOGIST
0190	4, 5, 8	ANTHROPOLOGIST
0193	2	SUPV ARCHEOLOGIST
0193	4, 5, 8	ARCHEOLOGIST
0199	4, 5, 8	STUDENT TRAINEE
0201	2	SUPV HUMAN RESOURCES SPEC
0201	4, 5, 8	HUMAN RESOURCES SPEC
0203	2	SUPV HUMAN RESOURCES TECH
0203	4, 5, 8	HUMAN RESOURCES TECH
0243	2	SUPV APPRENTICESHIP AND TNG REP
0243	4, 5, 8	APPRENTICESHIP AND TNG REP
0260	2	SUPV EQUAL EMPLOYMENT SPEC
0260	4, 5, 8	EQUAL EMPLOYMENT SPEC
0299	4, 5, 8	STUDENT TRAINEE
0302	2	SUPV MESSENGER
0302	4, 5, 8	MESSENGER
0304	2	SUPV INFORMATION RECEPTIONIST
0304	4, 5, 8	INFORMATION RECEPTIONIST
0309	2	SUPV CORRESPONDENCE TECH
0309	4, 5, 8	CORRESPONDENCE TECH
0312	2	SUPV STENOGRAPHER
0312	4, 5, 8	STENOGRAPHER
0313	2	SUPV WORK UNIT TECH
0318	2	SUPV SECRETARY
0318	4, 5, 8	SECRETARY
0319	4, 5, 8	CLOSED MICROPHONE REPORTER
0322	4, 5, 8	TYPIST
0326	2	SUPV OFFICE AUTOMATION TECH
0326	4, 5, 8	OFFICE AUTOMATION TECH
0340	2	SUPV PROGRAM MANAGER
0340	4, 5, 8	PROGRAM MANAGER
0341	2	SUPV MANAGEMENT SERVICES SPEC
0341	4, 5, 8	MANAGEMENT SERVICES SPEC
0342	2	SUPV SUPPORT SERVICES SPEC
0342	4, 5, 8	SUPPORT SERVICES SPEC
0346	2	SUPV LOGISTICS MANAGEMENT SPEC
0346	4, 5, 8	LOGISTICS MANAGEMENT SPEC
0350	2	SUPV EQUIPMENT OPERATOR
0350	4, 5, 8	EQUIPMENT OPERATOR

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0356	2	SUPV DATA TRANSCRIBER
0356	4, 5, 8	DATA TRANSCRIBER
0357	2	SUPV CODING TECH
0357	4, 5, 8	CODING TECH
0360	2	SUPV EQUAL OPPORTUNITY COMPLIANCE SPEC
0360	4, 5, 8	EQUAL OPPORTUNITY COMPLIANCE SPEC
0361	2	SUPV EQUAL OPPORTUNITY TECH
0361	4, 5, 8	EQUAL OPPORTUNITY TECH
0382	2	SUPV TELEPHONE OPERATOR
0382	4, 5, 8	TELEPHONE OPERATOR
0390	2	SUPV TELECOMM EQUIPMENT OPR
0390	4, 5, 8	TELECOMM EQUIPMENT OPR
0391	2	SUPV TELECOMMUNICATIONS SPEC
0391	4, 5, 8	TELECOMMUNICATIONS SPEC
0392	2	SUPV TELECOMMUNICATIONS TECH
0392	4, 5, 8	TELECOMMUNICATIONS TECH
0394	2	SUPV COMMUNICATIONS TECH
0394	4, 5, 8	COMMUNICATIONS TECH
0399	4, 5, 8	STUDENT TRAINEE
0403	2	SUPV MICROBIOLOGIST
0403	4, 5, 8	MICROBIOLOGIST
0405	2	SUPV PHARMACOLOGIST
0405	4, 5, 8	PHARMACOLOGIST
0408	2	SUPV ECOLOGIST
0408	4, 5, 8	ECOLOGIST
0410	2	SUPV ZOOLOGIST
0410	4, 5, 8	ZOOLOGIST
0413	2	SUPV PHYSIOLOGIST
0413	4, 5, 8	PHYSIOLOGIST
0414	2	SUPV ENTOMOLOGIST
0414	4, 5, 8	ENTOMOLOGIST
0415	2	SUPV TOXICOLOGIST
0415	4, 5, 8	TOXICOLOGIST
0430	2	SUPV BOTANIST
0430	4, 5, 8	BOTANIST
0437	2	SUPV HORTICULTURIST
0437	4, 5, 8	HORTICULTURIST
0454	2	SUPV RANGELAND MANAGEMENT SPEC
0454	4, 5, 8	RANGELAND MANAGEMENT SPEC
0457	2	SUPV SOIL CONSERVATIONIST

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0457	4, 5, 8	SOIL CONSERVATIONIST
0458	2	SUPV SOIL CONSERVATION TECH
0458	4, 5, 8	SOIL CONSERVATION TECH
0460	2	SUPV FORESTER
0460	4, 5, 8	FORESTER
0462	2	SUPV FORESTRY TECH
0462	4, 5, 8	FORESTRY TECH
0471	2	SUPV AGRONOMIST
0471	4, 5, 8	AGRONOMIST
0480	2	SUPV FISH AND WILDLIFE BIOLOGIST
0480	4, 5, 8	FISH AND WILDLIFE BIOLOGIST
0482	2	SUPV FISHERY BIOLOGIST
0482	4, 5, 8	FISHERY BIOLOGIST
0486	2	SUPV WILDLIFE BIOLOGIST
0486	4, 5, 8	WILDLIFE BIOLOGIST
0487	2	SUPV ANIMAL SCIENTIST
0487	4, 5, 8	ANIMAL SCIENTIST
0499	4, 5, 8	STUDENT TRAINEE
0503	2	SUPV FINANCIAL TECH
0503	4, 5, 8	FINANCIAL TECH
0505	2	SUPV FINANCIAL MANAGEMENT SPEC
0510	2	SUPV ACCOUNTANT
0510	4, 5, 8	ACCOUNTANT
0511	2	SUPV AUDITOR
0511	4, 5, 8	AUDITOR
0525	2	SUPV ACCOUNTING TECH
0525	4, 5, 8	ACCOUNTING TECH
0526	2	SUPV TAX SPEC
0526	4, 5, 8	TAX SPEC
0530	2	SUPV CASH PROCESSING TECH
0530	4, 5, 8	CASH PROCESSING TECH
0540	2	SUPV VOUCHER EXAMINER
0540	4, 5, 8	VOUCHER EXAMINER
0544	2	SUPV CIVILIAN PAY TECH
0544	4, 5, 8	CIVILIAN PAY TECH
0545	2	SUPV MILITARY PAY TECH
0545	4, 5, 8	MILITARY PAY TECH
0560	2	SUPV BUDGET ANALYST
0560	4, 5, 8	BUDGET ANALYST
0561	2	SUPV BUDGET TECH

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0561	4, 5, 8	BUDGET TECH
0599	4, 5, 8	STUDENT TRAINEE
0602	2	SUPV PHYSICIAN
0602	4, 5, 8	PHYSICIAN
0603	2	SUPV PHYSICIAN'S ASSISTANT
0603	4, 5, 8	PHYSICIAN'S ASSISTANT
0610	2	SUPV NURSE
0610	4, 5, 8	NURSE
0620	2	SUPV PRACTICAL NURSE
0620	4, 5, 8	PRACTICAL NURSE
0621	2	SUPV NURSING ASSISTANT
0621	4, 5, 8	NURSING ASSISTANT
0622	2	SUPV MEDICAL SUPPLY TECH
0622	4, 5, 8	MEDICAL SUPPLY TECH
0625	2	SUPV AUTOPSY TECH
0625	4, 5, 8	AUTOPSY TECH
0631	2	SUPV OCCUPATIONAL THERAPIST
0631	4, 5, 8	OCCUPATIONAL THERAPIST
0633	2	SUPV PHYSICAL THERAPIST
0633	4, 5, 8	PHYSICAL THERAPIST
0636	2	SUPV REHABILITATION THERAPY TECH
0636	4, 5, 8	REHABILITATION THERAPY TECH
0640	2	SUPV HEALTH TECH
0640	4, 5, 8	HEALTH TECH
0642	2	SUPV NUCLEAR MED TECHNOLOGIST
0642	4, 5, 8	NUCLEAR MED TECHNOLOGIST
0644	2	SUPV MEDICAL TECHNOLOGIST
0644	4, 5, 8	MEDICAL TECHNOLOGIST
0645	2	SUPV MEDICAL TECH
0645	4, 5, 8	MEDICAL TECH
0647	2	SUPV DIAGNOSTIC RADIOLOGIC TECH
0647	4, 5, 8	DIAGNOSTIC RADIOLOGIC TECH
0648	2	SUPV THERAPEUTIC RADIOLOGIC TECH
0648	4, 5, 8	THERAPEUTIC RADIOLOGIC TECH
0649	2	SUPV MEDICAL INSTRUMENT TECH
0649	4, 5, 8	MEDICAL INSTRUMENT TECH
0651	2	SUPV RESPIRATORY THERAPY TECH
0651	4, 5, 8	RESPIRATORY THERAPY TECH
0660	2	SUPV PHARMACIST
0660	4, 5, 8	PHARMACIST

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0661	2	SUPV PHARMACY TECH
0661	4, 5, 8	PHARMACY TECH
0662	2	SUPV OPTOMETRIST
0662	4, 5, 8	OPTOMETRIST
0664	2	SUPV RESTORATION TECH
0664	4, 5, 8	RESTORATION TECH
0668	2	SUPV PODIATRIST
0668	4, 5, 8	PODIATRIST
0669	2	SUPV MEDICAL RECORDS SPEC
0669	4, 5, 8	MEDICAL RECORDS SPEC
0670	2	SUPV HEALTH SYSTEM ADMINISTRATOR
0671	2	SUPV HEALTH SYSTEM SPEC
0671	4, 5, 8	HEALTH SYSTEM SPEC
0673	2	SUPV HOSPITAL HOUSEKEEPING SPEC
0673	4, 5, 8	HOSPITAL HOUSEKEEPING SPEC
0675	2	SUPV MEDICAL RECORDS TECH
0675	4, 5, 8	MEDICAL RECORDS TECH
0679	2	SUPV MEDICAL SUPPORT TECH
0679	4, 5, 8	MEDICAL SUPPORT TECH
0680	2	SUPV DENTIST
0680	4, 5, 8	DENTIST
0681	2	SUPV DENTAL ASSISTANT
0681	4, 5, 8	DENTAL ASSISTANT
0682	2	SUPV DENTAL HYGIENIST
0682	4, 5, 8	DENTAL HYGIENIST
0683	2	SUPV DENTAL LABORATORY TECH
0683	4, 5, 8	DENTAL LABORATORY TECH
0685	2	SUPV PUBLIC HEALTH SPEC
0685	4, 5, 8	PUBLIC HEALTH SPEC
0688	2	SUPV SANITATION SPEC
0688	4, 5, 8	SANITATION SPEC
0690	2	SUPV INDUSTRIAL HYGIENIST
0690	4, 5, 8	INDUSTRIAL HYGIENIST
0698	2	SUPV ENVIRONMENTAL HEALTH TECH
0698	4, 5, 8	ENVIRONMENTAL HEALTH TECH
0699	4, 5, 8	STUDENT TRAINEE
0701	2	SUPV VETERINARIAN
0701	4, 5, 8	VETERINARIAN
0704	2	SUPV ANIMAL HEALTH TECH
0704	4, 5, 8	ANIMAL HEALTH TECH

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0802	2	SUPV ENGINEERING TECH
0802	4, 5, 8	ENGINEERING TECH
0803	2	SUPV SAFETY ENGINEER
0803	4, 5, 8	SAFETY ENGINEER
0806	2	SUPV MATERIALS ENGINEER
0806	4, 5, 8	MATERIALS ENGINEER
0807	2	SUPV LANDSCAPE ARCHITECT
0807	4, 5, 8	LANDSCAPE ARCHITECT
0808	2	SUPV ARCHITECT
0808	4, 5, 8	ARCHITECT
0809	2	SUPV CONSTRUCTION INSPEC TECH
0809	4, 5, 8	CONSTRUCTION INSPEC TECH
0810	2	SUPV CIVIL ENGINEER
0810	4, 5, 8	CIVIL ENGINEER
0817	2	SUPV SURVEY TECH
0817	4, 5, 8	SURVEY TECH
0819	2	SUPV ENVIRONMENTAL ENGINEER
0819	4, 5, 8	ENVIRONMENTAL ENGINEER
0830	2	SUPV MECHANICAL ENGINEER
0830	4, 5, 8	MECHANICAL ENGINEER
0840	2	SUPV NUCLEAR ENGINEER
0840	4, 5, 8	NUCLEAR ENGINEER
0850	2	SUPV ELECTRICAL ENGINEER
0850	4, 5, 8	ELECTRICAL ENGINEER
0854	2	SUPV COMPUTER ENGINEER
0854	4, 5, 8	COMPUTER ENGINEER
0855	2	SUPV ELECTRONICS ENGINEER
0855	4, 5, 8	ELECTRONICS ENGINEER
0856	2	SUPV ELECTRONICS TECH
0856	4, 5, 8	ELECTRONICS TECH
0858	2	SUPV BIOMEDICAL ENGINEER
0858	4, 5, 8	BIOMEDICAL ENGINEER
0861	2	SUPV AEROSPACE ENGINEER
0861	4, 5, 8	AEROSPACE ENGINEER
0871	2	SUPV NAVAL ARCHITECT
0871	4, 5, 8	NAVAL ARCHITECT
0873	2	SUPV SHIP SURVEY SPEC
0873	4, 5, 8	SHIP SURVEY SPEC
0881	2	SUPV PETROLEUM ENGINEER
0881	4, 5, 8	PETROLEUM ENGINEER

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
0892	2	SUPV CERAMIC ENGINEER
0892	4, 5, 8	CERAMIC ENGINEER
0893	2	SUPV CHEMICAL ENGINEER
0893	4, 5, 8	CHEMICAL ENGINEER
0894	2	SUPV WELDING ENGINEER
0894	4, 5, 8	WELDING ENGINEER
0895	2	SUPV INDUSTRIAL ENGINEERING TECH
0895	4, 5, 8	INDUSTRIAL ENGINEERING TECH
0896	2	SUPV INDUSTRIAL ENGINEER
0896	4, 5, 8	INDUSTRIAL ENGINEER
0899	4, 5, 8	STUDENT TRAINEE
0901	2	SUPV LEGAL SPEC
0901	4, 5, 8	LEGAL SPEC
0904	2	SUPV LAW CLERK
0904	4, 5, 8	LAW CLERK
0905	2	SUPV ATTORNEY
0905	4, 5, 8	ATTORNEY
0950	2	SUPV PARALEGAL SPEC
0950	4, 5, 8	PARALEGAL SPEC
0962	2	SUPV CONTACT REPRESENTATIVE
0962	4, 5, 8	CONTACT REPRESENTATIVE
0963	2	SUPV LEGAL INSTRUMENTS EXAMINER
0963	4, 5, 8	LEGAL INSTRUMENTS EXAMINER
0967	2	SUPV PASSPORT AND VISA SPEC
0967	4, 5, 8	PASSPORT AND VISA SPEC
0986	2	SUPV LEGAL TECH
0986	4, 5, 8	LEGAL TECH
0996	2	SUPV VETERANS CLAIMS SPEC
0996	4, 5, 8	VETERANS CLAIMS SPEC
0998	2	SUPV CLAIMS TECH
0998	4, 5, 8	CLAIMS TECH
0999	4, 5, 8	STUDENT TRAINEE
1008	2	SUPV INTERIOR DESIGN SPEC
1008	4, 5, 8	INTERIOR DESIGN SPEC
1010	2	SUPV EXHIBITS SPEC
1010	4, 5, 8	EXHIBITS SPEC
1015	2	SUPV CURATOR
1015	4, 5, 8	CURATOR
1016	2	SUPV MUSEUM TECH
1016	4, 5, 8	MUSEUM TECH

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
1020	2	SUPV ILLUSTRATOR
1020	4, 5, 8	ILLUSTRATOR
1021	2	SUPV DRAFTING TECH
1021	4, 5, 8	DRAFTING TECH
1035	2	SUPV PUBLIC AFFAIRS SPEC
1035	4, 5, 8	PUBLIC AFFAIRS SPEC
1040	2	SUPV LANGUAGE SPEC
1040	4, 5, 8	LANGUAGE SPEC
1046	2	SUPV LANGUAGE TECH
1046	4, 5, 8	LANGUAGE TECH
1051	2	SUPV MUSIC SPEC
1051	4, 5, 8	MUSIC SPEC
1054	2	SUPV THEATER SPEC
1054	4, 5, 8	THEATER SPEC
1056	2	SUPV ART SPEC
1056	4, 5, 8	ART SPEC
1071	2	SUPV AUDIOVISUAL PRODUCTION SPEC
1071	4, 5, 8	AUDIOVISUAL PRODUCTION SPEC
1084	2	SUPV VISUAL INFORMATION SPEC
1084	4, 5, 8	VISUAL INFORMATION SPEC
1087	2	SUPV EDITORIAL TECH
1087	4, 5, 8	EDITORIAL TECH
1099	4, 5, 8	STUDENT TRAINEE
1102	2	SUPV CONTRACT SPEC
1102	4, 5, 8	CONTRACT SPEC
1103	2	SUPV INDUSTRIAL PROPERTY SPEC
1103	4, 5, 8	INDUSTRIAL PROPERTY SPEC
1104	2	SUPV PROPERTY DISPOSAL SPEC
1104	4, 5, 8	PROPERTY DISPOSAL SPEC
1105	2	SUPV PURCHASING TECH
1105	4, 5, 8	PURCHASING TECH
1106	2	SUPV PROCUREMENT TECH
1106	4, 5, 8	PROCUREMENT TECH
1107	2	SUPV PROPERTY DISPOSAL TECH
1107	4, 5, 8	PROPERTY DISPOSAL TECH
1130	2	SUPV PUBLIC UTILITIES SPEC
1130	4, 5, 8	PUBLIC UTILITIES SPEC
1140	2	SUPV TRADE SPEC
1140	4, 5, 8	TRADE SPEC
1144	2	SUPV COMMISSARY SPEC

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
1144	4, 5, 8	COMMISSARY SPEC
1150	2	SUPV INDUSTRIAL SPEC
1150	4, 5, 8	INDUSTRIAL SPEC
1152	2	SUPV PRODUCTION CONTROLLER
1152	4, 5, 8	PRODUCTION CONTROLLER
1160	2	SUPV FINANCIAL ANALYST
1160	4, 5, 8	FINANCIAL ANALYST
1163	2	SUPV INSURANCE EXAMINING SPEC
1163	4, 5, 8	INSURANCE EXAMINING SPEC
1170	2	SUPV REALTY SPEC
1170	4, 5, 8	REALTY SPEC
1171	2	SUPV APPRAISER
1171	4, 5, 8	APPRAISER
1173	2	SUPV HOUSING SPEC
1173	4, 5, 8	HOUSING SPEC
1176	2	SUPV BUILDING MANAGEMENT SPEC
1176	4, 5, 8	BUILDING MANAGEMENT SPEC
1199	4, 5, 8	STUDENT TRAINEE
1221	2	SUPV PATENT ADVISER
1221	4, 5, 8	PATENT ADVISER
1222	2	SUPV PATENT ATTORNEY
1222	4, 5, 8	PATENT ATTORNEY
1301	2	SUPV PHYSICAL SCIENTIST
1301	4, 5, 8	PHYSICAL SCIENTIST
1306	2	SUPV HEALTH PHYSICIST
1306	4, 5, 8	HEALTH PHYSICIST
1310	2	SUPV PHYSICIST
1310	4, 5, 8	PHYSICIST
1311	2	SUPV PHYSICAL SCIENCE TECH
1311	4, 5, 8	PHYSICAL SCIENCE TECH
1313	2	SUPV GEOPHYSICIST
1313	4, 5, 8	GEOPHYSICIST
1315	2	SUPV HYDROLOGIST
1315	4, 5, 8	HYDROLOGIST
1316	2	SUPV HYDROLOGIC TECH
1316	4, 5, 8	HYDROLOGIC TECH
1320	2	SUPV CHEMIST
1320	4, 5, 8	CHEMIST
1321	2	SUPV METALLURGIST
1321	4, 5, 8	METALLURGIST

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
1340	2	SUPV METEOROLOGIST
1340	4, 5, 8	METEOROLOGIST
1341	2	SUPV METEOROLOGICAL TECH
1341	4, 5, 8	METEOROLOGICAL TECH
1350	2	SUPV GEOLOGIST
1350	4, 5, 8	GEOLOGIST
1360	2	SUPV OCEANOGRAPHER
1360	4, 5, 8	OCEANOGRAPHER
1361	2	SUPV NAVIGATIONAL INFO SPEC
1361	4, 5, 8	NAVIGATIONAL INFO SPEC
1370	2	SUPV CARTOGRAPHER
1370	4, 5, 8	CARTOGRAPHER
1371	2	SUPV CARTOGRAPHIC TECH
1371	4, 5, 8	CARTOGRAPHIC TECH
1372	2	SUPV GEODESIST
1372	4, 5, 8	GEODESIST
1373	2	SUPV LAND SURVEYOR
1373	4, 5, 8	LAND SURVEYOR
1374	2	SUPV GEODETIC TECH
1374	4, 5, 8	GEODETIC TECH
1382	2	SUPV FOOD TECHNOLOGIST
1382	4, 5, 8	FOOD TECHNOLOGIST
1384	2	SUPV TEXTILE TECHNOLOGIST
1384	4, 5, 8	TEXTILE TECHNOLOGIST
1386	2	SUPV PHOTOGRAPHIC TECHNOLOGIST
1386	4, 5, 8	PHOTOGRAPHIC TECHNOLOGIST
1397	2	SUPV DOCUMENT ANALYSIS SPEC
1397	4, 5, 8	DOCUMENT ANALYSIS SPEC
1399	4, 5, 8	STUDENT TRAINEE
1410	2	SUPV LIBRARIAN
1410	4, 5, 8	LIBRARIAN
1411	2	SUPV LIBRARY TECH
1411	4, 5, 8	LIBRARY TECH
1412	2	SUPV TECHNICAL INFORMATION SPEC
1412	4, 5, 8	TECHNICAL INFORMATION SPEC
1420	2	SUPV ARCHIVIST
1420	4, 5, 8	ARCHIVIST
1421	2	SUPV ARCHIVES TECH
1421	4, 5, 8	ARCHIVES TECH
1499	4, 5, 8	STUDENT TRAINEE

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
1510	2	SUPV ACTUARY
1510	4, 5, 8	ACTUARY
1515	2	SUPV OPERATIONS RESEARCH ANALYST
1515	4, 5, 8	OPERATIONS RESEARCH ANALYST
1520	2	SUPV MATHEMATICIAN
1520	4, 5, 8	MATHEMATICIAN
1521	2	SUPV MATHEMATICS TECH
1521	4, 5, 8	MATHEMATICS TECH
1529	2	SUPV MATHEMATICAL STATISTICIAN
1529	4, 5, 8	MATHEMATICAL STATISTICIAN
1531	2	SUPV STATISTICAL ASSISTANT
1531	4, 5, 8	STATISTICAL ASSISTANT
1550	2	SUPV COMPUTER SCIENTIST
1550	4, 5, 8	COMPUTER SCIENTIST
1599	4, 5, 8	STUDENT TRAINEE
1630	2	SUPV CEMETERY ADMIN SPEC
1630	4, 5, 8	CEMETERY ADMIN SPEC
1640	2	SUPV FACILITY MANAGEMENT SPEC
1640	4, 5, 8	FACILITY MANAGEMENT SPEC
1654	2	SUPV PRINTING MANAGEMENT SPEC
1654	4, 5, 8	PRINTING MANAGEMENT SPEC
1658	2	SUPV LAUNDRY MANAGEMENT SPEC
1658	4, 5, 8	LAUNDRY MANAGEMENT SPEC
1667	2	SUPV FOOD SERVICES SPEC
1667	4, 5, 8	FOOD SERVICES SPEC
1670	2	SUPV EQUIPMENT SPEC
1670	4, 5, 8	EQUIPMENT SPEC
1699	4, 5, 8	STUDENT TRAINEE
1702	2	SUPV EDUCATION AND TRAINING TECH
1702	4, 5, 8	EDUCATION AND TRAINING TECH
1703	2	SUPV EDUCATION SPEC
1703	4, 5, 8	EDUCATION SPEC
1712	2	SUPV TRAINING INSTRUCTOR
1712	4, 5, 8	TRAINING INSTRUCTOR
1720	2	SUPV EDUCATION PROGRAM SPEC
1720	4, 5, 8	EDUCATION PROGRAM SPEC
1725	2	SUPV PUBLIC HEALTH EDUCATOR
1725	4, 5, 8	PUBLIC HEALTH EDUCATOR
1750	2	SUPV INSTRUCTIONAL SYSTEMS SPEC
1750	4, 5, 8	INSTRUCTIONAL SYSTEMS SPEC

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
1799	4, 5, 8	STUDENT TRAINEE
1810	2	SUPV INVESTIGATOR
1810	4, 5, 8	INVESTIGATOR
1811	2	SUPV CRIMINAL INVESTIGATOR
1811	4, 5, 8	CRIMINAL INVESTIGATOR
1815	2	SUPV AIR SAFETY INVESTIGATION SPEC
1815	4, 5, 8	AIR SAFETY INVESTIGATION SPEC
1825	2	SUPV AVIATION SAFETY SPEC
1825	4, 5, 8	AVIATION SAFETY SPEC
1863	2	SUPV FOOD INSPECTOR
1863	4, 5, 8	FOOD INSPECTOR
1890	2	SUPV CUSTOMS INSPECTOR
1890	4, 5, 8	CUSTOMS INSPECTOR
1897	2	SUPV CUSTOMS TECH
1897	4, 5, 8	CUSTOMS TECH
1899	4, 5, 8	STUDENT TRAINEE
1910	2	SUPV QUALITY ASSURANCE SPEC
1910	4, 5, 8	QUALITY ASSURANCE SPEC
1999	4, 5, 8	STUDENT TRAINEE
2001	2	SUPV SUPPLY SPEC
2001	4, 5, 8	SUPPLY SPEC
2003	2	SUPV SUPPLY MANAGEMENT SPEC
2003	4, 5, 8	SUPPLY MANAGEMENT SPEC
2005	2	SUPV SUPPLY TECH
2005	4, 5, 8	SUPPLY TECH
2010	2	SUPV INVENTORY MANAGEMENT SPEC
2010	4, 5, 8	INVENTORY MANAGEMENT SPEC
2032	2	SUPV PACKAGING SPEC
2032	4, 5, 8	PACKAGING SPEC
2050	2	SUPV SUPPLY CATALOGING SPEC
2050	4, 5, 8	SUPPLY CATALOGING SPEC
2091	2	SUPV SALES STORE TECH
2091	4, 5, 8	SALES STORE TECH
2099	4, 5, 8	STUDENT TRAINEE
2102	2	SUPV TRANSPORTATION TECH
2102	4, 5, 8	TRANSPORTATION TECH
2130	2	SUPV TRAFFIC MANAGEMENT SPEC
2130	4, 5, 8	TRAFFIC MANAGEMENT SPEC
2131	2	SUPV FREIGHT RATE TECH
2131	4, 5, 8	FREIGHT RATE TECH

FOR SINGLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN Core Basic Title will auto-populate to:**
2135	2	SUPV TRANS LOSS DAMAGE CLM EXAM
2135	4, 5, 8	TRANS LOSS DAMAGE CLM EXAM
2144	2	SUPV CARGO SCHEDULING TECH
2144	4, 5, 8	CARGO SCHEDULING TECH
2151	2	SUPV DISPATCHING TECH
2151	4, 5, 8	DISPATCHING TECH
2152	2	SUPV AIR TRAFFIC CONTROL SPEC
2152	4, 5, 8	AIR TRAFFIC CONTROL SPEC
2154	2	SUPV AIR TRAFFIC CONTROL TECH
2154	4, 5, 8	AIR TRAFFIC CONTROL TECH
2161	2	SUPV MARINE CARGO SPEC
2161	4, 5, 8	MARINE CARGO SPEC
2199	4, 5, 8	STUDENT TRAINEE
2203	2	SUPV COMPUTER OPERATOR
2203	4, 5, 8	COMPUTER OPERATOR
2204	2	SUPV COMPUTER TECH
2204	4, 5, 8	COMPUTER TECH
2299	4, 5, 8	STUDENT TRAINEE

2. For Multiple Titles, user must select the appropriate position title from List of Values (LOV). An Alert Message will be populated with the following message "Basic Position Title must be entered":

FOR MULTIPLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN User must select Title from LOV**
0081	2	FIRE CHIEF
0081	2	SUPV FIRE PROTECTION INSPECTOR
0081	2	SUPV FIRE PROTECTION SPEC
0081	2	SUPV FIREFIGHTER
0081	4, 5, 8	FIRE PROTECTION INSPECTOR
0081	4, 5, 8	FIRE PROTECTION SPEC
0081	4, 5, 8	FIREFIGHTER
0083	2	SUPV DETECTIVE
0083	2	SUPV POLICE OFFICER
0083	4, 5, 8	DETECTIVE
0083	4, 5, 8	POLICE OFFICER
0305	2	SUPV FILE TECH
0305	2	SUPV MAIL AND FILE TECH

FOR MULTIPLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN User must select Title from LOV**
0305	2	SUPV MAIL TECH
0305	4, 5, 8	FILE TECH
0305	4, 5, 8	MAIL AND FILE TECH
0305	4, 5, 8	MAIL TECH
0343	2	SUPV MANAGEMENT ANALYST
0343	2	SUPV PROGRAM ANALYST
0343	4, 5, 8	MANAGEMENT ANALYST
0343	4, 5, 8	PROGRAM ANALYST
0344	2	SUPV MANAGEMENT TECH
0344	2	SUPV PROGRAM TECH
0344	4, 5, 8	MANAGEMENT TECH
0344	4, 5, 8	PROGRAM TECH
0404	2	SUPV BIOLOGICAL SCIENCE LAB TECH
0404	2	SUPV BIOLOGICAL SCIENCE TECH
0404	4, 5, 8	BIOLOGICAL SCIENCE LAB TECH
0404	4, 5, 8	BIOLOGICAL SCIENCE TECH
0630	2	SUPV DIETITIAN
0630	2	SUPV NUTRITIONIST
0630	4, 5, 8	DIETITIAN
0630	4, 5, 8	NUTRITIONIST
0638	2	SUPV CREATIVE ARTS THERAPIST
0638	2	SUPV RECREATION THERAPIST
0638	4, 5, 8	CREATIVE ARTS THERAPIST
0638	4, 5, 8	RECREATION THERAPIST
0646	2	SUPV CYTOLOGY TECH
0646	2	SUPV HISTOPATHOLOGY TECH
0646	2	SUPV PATHOLOGY TECH
0646	4, 5, 8	CYTOLOGY TECH
0646	4, 5, 8	HISTOPATHOLOGY TECH
0646	4, 5, 8	PATHOLOGY TECH
0665	2	SUPV AUDIOLOGIST
0665	2	SUPV SPEECH PATHOLOGIST
0665	4, 5, 8	AUDIOLOGIST
0665	4, 5, 8	SPEECH PATHOLOGIST
0667	2	SUPV ORTHOTICS TECH
0667	2	SUPV PROSTHETICS TECH
0667	4, 5, 8	ORTHOTICS TECH
0667	4, 5, 8	PROSTHETICS TECH
0804	2	SUPV FIRE PREVENTION ENGINEER
0804	2	SUPV FIRE PROTECTION ENGINEER

FOR MULTIPLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN User must select Title from LOV**
0804	4, 5, 8	FIRE PREVENTION ENGINEER
0804	4, 5, 8	FIRE PROTECTION ENGINEER
1060	2	SUPV PHOTOGRAPHER
1060	2	SUPV VIDEOGRAPHER
1060	4, 5, 8	PHOTOGRAPHER
1060	4, 5, 8	VIDEOGRAPHER
1082	2	SUPV EDITOR
1082	2	SUPV WRITER
1082	2	SUPV WRITER-EDITOR
1082	4, 5, 8	EDITOR
1082	4, 5, 8	WRITER
1082	4, 5, 8	WRITER-EDITOR
1083	2	SUPV TECHNICAL EDITOR
1083	2	SUPV TECHNICAL WRITER
1083	2	SUPV TECHNICAL WRITER-EDITOR
1083	4, 5, 8	TECHNICAL EDITOR
1083	4, 5, 8	TECHNICAL WRITER
1083	4, 5, 8	TECHNICAL WRITER-EDITOR
1330	2	SUPV ASTRONOMER
1330	2	SUPV ASTROPHYSICIST
1330	4, 5, 8	ASTRONOMER
1330	4, 5, 8	ASTROPHYSICIST
1530	2	SUPV STATISTICIAN
1530	2	SUPV SURVEY STATISTICIAN
1530	4, 5, 8	STATISTICIAN
1530	4, 5, 8	SURVEY STATISTICIAN
1710	2	SUPV EDUCATION PGM ADMINISTRATOR
1710	2	SUPV TEACHER
1710	4, 5, 8	EDUCATION PGM ADMINISTRATOR
1710	4, 5, 8	TEACHER
1740	2	SUPV EDUCATION SERVICES SPEC
1740	2	SUPV GUIDANCE COUNSELOR
1740	4, 5, 8	EDUCATION SERVICES SPEC
1740	4, 5, 8	GUIDANCE COUNSELOR
1812	2	SUPV GAME LAW ENFORCEMENT SPEC
1812	2	SUPV GAME LAW ENFORCEMNT OFFICER
1812	4, 5, 8	GAME LAW ENFORCEMENT SPEC
1812	4, 5, 8	GAME LAW ENFORCEMNT OFFICER
2030	2	SUPV DISTRIBUTION FACILITIES SPEC
2030	2	SUPV STORAGE SPEC

FOR MULTIPLE TITLES		
IF Occ Code	**AND Supvy Status equals:**	**THEN User must select Title from LOV**
2030	4, 5, 8	DISTRIBUTION FACILITIES SPEC
2030	4, 5, 8	STORAGE SPEC
2181	2	SUPV FLIGHT INSTRUCTOR
2181	2	SUPV PILOT
2181	4, 5, 8	FLIGHT INSTRUCTOR
2181	4, 5, 8	PILOT
2183	2	SUPV NAVIGATOR
2183	2	SUPV WEAPON SYSTEMS SPEC
2183	4, 5, 8	NAVIGATOR
2183	4, 5, 8	WEAPON SYSTEMS SPEC
2185	2	SUPV AERIAL REFUELING TECH
2185	2	SUPV AIRCRAFT LOADMASTER
2185	2	SUPV FLIGHT ENGINEER
2185	4, 5, 8	AERIAL REFUELING TECH
2185	4, 5, 8	AIRCRAFT LOADMASTER
2185	4, 5, 8	FLIGHT ENGINEER
2210	2	SUPV IT SPECIALIST
2210	4, 5, 8	IT SPECIALIST

3. To assist in constructing Core Basic Position Title for those occupational codes that have multiple titles during the NSPS Mass Conversion Process, the Basic Position Title will be auto-populated according to the table below. An Alert Message will reflect the following "Please review auto-populated value in Basic Position Title" when this occurs.

FOR MULTIPLE TITLES – AUTO-POPULATION			
If	**And**	**And**	**Then auto-populate**
Occ Code	**Supvy Status equals:**	**Current DCPDS Title equals: (Minus any parentheticals)**	**Basic Title**
0081	2	FIRE CHIEF	FIRE CHIEF
0081	4, 5, 8	FIRE PROTECTION INSP	FIRE PROTECTION INSPECTOR
0081	4, 5, 8	FIRE PROTECTION INSPECTOR	FIRE PROTECTION INSPECTOR
0081	4, 5, 8	FIRE PROTECTION SPECIALIST	FIRE PROTECTION SPEC
0081	4, 5, 8	FIREFIGHTER	FIREFIGHTER
0081	2	Supervisory Fire Protection Inspector	SUPV FIRE PROTECTION INSPECTOR
0081	2	SUPERVISORY FIRE PROTECTION SPECIALIST	SUPV FIRE PROTECTION SPEC
0081	2	SUPV FIRE PROTECTION SPEC	SUPV FIRE PROTECTION SPEC
0081	2	SUPERVISORY FIREFIGHTER	SUPV FIREFIGHTER

FOR MULTIPLE TITLES – AUTO-POPULATION			
If	**And**	**And**	**Then auto-populate**
Occ Code	**Supvy Status equals:**	**Current DCPDS Title equals: (Minus any parentheticals)**	**Basic Title**
0081	2	SUPV FIREFIGHTER	SUPV FIREFIGHTER
0083	4, 5, 8	DETECTIVE	DETECTIVE
0083	4, 5, 8	POLICE OFFICER	POLICE OFFICER
0083	4, 5, 8	POLICE OFFR	POLICE OFFICER
0083	2	SUPERVISORY DETECTIVE	SUPV DETECTIVE
0083	2	SUPERVISORY POLICE OFFICER	SUPV POLICE OFFICER
0083	2	SUPV POLICE OFFICER	SUPV POLICE OFFICER
0083	2	SUPV POLICE OFFR	SUPV POLICE OFFICER
0305	4, 5, 8	FILE CLERK	FILE TECH
0305	4, 5, 8	MAIL & FILE CLERK	MAIL AND FILE TECH
0305	4, 5, 8	MAIL AND FILE CLERK	MAIL AND FILE TECH
0305	4, 5, 8	MAIL CLERK	MAIL TECH
0305	2	MAIL SUPERVISOR	SUPV MAIL TECH
0343	4, 5, 8	MANAGEMENT ANALYSIS OFFICER	MANAGEMENT ANALYST
0343	4, 5, 8	MANAGEMENT ANALYST	MANAGEMENT ANALYST
0343	4, 5, 8	PROG ANLST	PROGRAM ANALYST
0343	4, 5, 8	PROGRAM ANALYSIS OFFICER	PROGRAM ANALYST
0343	4, 5, 8	PROGRAM ANALYST	PROGRAM ANALYST
0343	2	MANAGEMENT ANALYSIS OFFICER	SUPV MANAGEMENT ANALYST
0343	2	MANAGEMENT ANALYST	SUPV MANAGEMENT ANALYST
0343	2	SUPERVISORY MANAGEMENT ANALYST	SUPV MANAGEMENT ANALYST
0343	2	SUPV MANAGEMENT ANALYST	SUPV MANAGEMENT ANALYST
0343	2	SUPV MGMT ANLST	SUPV MANAGEMENT ANALYST
0343	2	PROGRAM ANALYSIS OFFICER	SUPV PROGRAM ANALYST
0343	2	PROGRAM ANALYST	SUPV PROGRAM ANALYST
0343	2	SUPERVISORY PROGRAM ANALYST	SUPV PROGRAM ANALYST
0343	2	SUPV PROG ANLST	SUPV PROGRAM ANALYST
0343	2	SUPV PROGRAM ANALYST	SUPV PROGRAM ANALYST
0344	4, 5, 8	MANAGEMENT ASSISTANT	MANAGEMENT TECH
0344	4, 5, 8	PROGRAM ASSISTANT	PROGRAM TECH
0344	2	SUPERVISORY MANAGEMENT ASSISTANT	SUPV MANAGEMENT TECH
0404	4, 5, 8	BIOLOGICAL SCIENCE TECHNICIAN	BIOLOGICAL SCIENCE TECH
0630	4, 5, 8	DIETITIAN	DIETICIAN
0646	4, 5, 8	HISTOPATHOLOGY TECHNICIAN	HISTOPATHOLOGY TECH
0665	4, 5, 8	AUDIOLOGIST	AUDIOLOGIST
0861	4, 5, 8	AEROSPACE ENGINEER	AEROSPACE ENGINEER
0861	2	SUPERVISORY AEROSPACE ENGINEER	SUPV AEROSPACE ENGINEER

FOR MULTIPLE TITLES – AUTO-POPULATION			
If	**And**	**And**	**Then auto-populate**
Occ Code	**Supvy Status equals:**	**Current DCPDS Title equals: (Minus any parentheticals)**	**Basic Title**
0861	2	SUPV AEROSPACE ENGINEER	SUPV AEROSPACE ENGINEER
1060	4, 5, 8	PHOTOGRAPHER	PHOTOGRAPHER
1082	4, 5, 8	EDITOR	EDITOR
1082	4, 5, 8	WRITER-EDITOR	WRITER-EDITOR
1083	4, 5, 8	TECHNICAL EDITOR	TECHNICAL EDITOR
1083	4, 5, 8	TECHNICAL WRITER-EDITOR	TECHNICAL WRITER-EDITOR
1740	4, 5, 8	EDUCATION SERVICES SPECIALIST	EDUCATION SERVICES SPEC
1740	2	SUPERVISORY EDUCATION SERVICES SPECIALIST	SUPV EDUCATION SERVICES SPEC
2030	4, 5, 8	DISTRIBUTION FACILITIES MANAGER	DISTRIBUTION FACILITY SPEC
2030	4, 5, 8	DISTRIBUTION FACILITIES SPECIALIST	DISTRIBUTION FACILITY SPEC
2030	2	DISTRIBUTION FACILITIES MANAGER	SUPV DISTRIBUTION FACILITY SPEC
2030	2	SUPERVISORY DISTRIBUTION FACILITIES SPECIALIST	SUPV DISTRIBUTION FACILITY SPEC
2181	2	AIRPLANE FLIGHT INSTRUCTOR	SUPV FLIGHT INSTRUCTOR
2181	2	SUPERVISORY AIRCRAFT FLIGHT INSTRUCTOR	SUPV FLIGHT INSTRUCTOR
2181	2	SUPERVISORY AIRPLANE FLIGHT INSTRUCTOR	SUPV FLIGHT INSTRUCTOR
2183	4, 5, 8	NAVIGATOR	NAVIGATOR
2185	4, 5, 8	AERIAL REFUELING TECHNICIAN	AERIAL REFUELING TECH
2185	4, 5, 8	AIRCRAFT LOADMASTER	AIRCRAFT LOADMASTER
2185	4, 5, 8	FLIGHT ENGINEER INSTRUCTOR	FLIGHT ENGINEER
2185	4, 5, 8	FLIGHT ENGINEER	FLIGHT ENGINEER
2185	2	SUPERVISORY AERIAL REFUELING TECHNICIAN (INSTRUCTOR)	SUPV AERIAL REFUELING TECH
2185	2	SUPERVISORY AIRCRAFT LOADMASTER (INSTRUCTOR)	SUPV AIRCRAFT LOADMASTER
2185	2	SUPERVISORY FLIGHT ENGINEER (INSTRUCTOR)	SUPV FLIGHT ENGINEER

4. For Occupational Codes with No Authorized Position Titles, the NSPS Mass Conversion Process will populate the Core Basic Position Title with the data in the From Position Title regardless of the Supervisory Status.

- If the From Position Title begins with “LEAD ”, “Lead ”, “LEADER ” or “Leader ”, or “LDR”, these characters should be omitted in the To Position Title.

- If the Supervisory Status equals 2 and the From Position Title begins with “SUPERVISORY”, “SUPVY”, “SUPY”, “SUPVSY”, “SUPVRY”, “SUPVR”, “SUPEVERVISORY”, “SUPV.”, “SUPERVISOR”, “SUPERVIOSRY” or “SUPERVESORY”, they should be replaced with “SUPV” in the To Position Title.

- If the Supervisory Status equals 2 and the From Position Title does not begin with “SUPERVISORY”, “Supervisory”, “Supv”, “SUPV”, “SUPVY”, “Supvy”, “SUPY” or “Supy”, the word “SUPV ” should be appended to the beginning of the Core Basic Position Title.

- User will be allowed to overwrite this default population value.

Occ Code	No authorized title
0101	Users must be able to construct titles that appropriately describe the work.
0102	Users must be able to construct titles that appropriately describe the work.
0301	Users must be able to construct titles that appropriately describe the work.
0303	Users must be able to construct titles that appropriately describe the work.
0401	Users must be able to construct titles that appropriately describe the work.
0501	Users must be able to construct titles that appropriately describe the work.
0601	Users must be able to construct titles that appropriately describe the work.
0801	Users must be able to construct titles that appropriately describe the work.
1001	Users must be able to construct titles that appropriately describe the work.
1002	Users must be able to construct titles that appropriately describe the work.
1101	Users must be able to construct titles that appropriately describe the work.
1108	Users must be able to construct titles that appropriately describe the work.
1501	Users must be able to construct titles that appropriately describe the work.
1601	Users must be able to construct titles that appropriately

Occ Code	No authorized title
	describe the work.
1603	Users must be able to construct titles that appropriately describe the work.
1701	Users must be able to construct titles that appropriately describe the work.
1801	Users must be able to construct titles that appropriately describe the work.
1802	Users must be able to construct titles that appropriately describe the work.
2101	Users must be able to construct titles that appropriately describe the work.
2150	Users must be able to construct titles that appropriately describe the work.

PARENTHETICALS

Background: Position titles are limited to having no more than two parentheticals. With the exception of the 2210 occupational code, a user can optionally select up to two parentheticals from the list of authorized parentheticals, combine an authorized parenthetical with a user-constructed parenthetical, or use up to two user-constructed parentheticals.

a. The formatting of the position title when parentheticals are included is as follows:

   1) One parenthetical: <*Basic Title*> plus " " plus "(" plus <*Parenthetical 1*> plus ")"

   2) Two parentheticals: <*Basic Title*> plus " " plus "(" plus <*Parenthetical 1*> plus "/" plus <*Parenthetical 2*> plus ")"

b. The entire position title (basic title plus parentheticals) will not exceed 60 characters.

c. Users can overwrite the default population values for each parenthetical.

d. For the 2210 occupational code, users are restricted to selecting from the authorized list of parentheticals provided in paragraph 3 only. 2210 positions will require at least one authorized parenthetical be filled in.

e. NSPS Classification implementing issuance has established standard "authorized" parentheticals for several occupational codes. They are listed below:

Occ Codes	Authorized Titles	Authorized Parentheticals
0080	SECURITY SPEC	INDUSTRIAL
0080	SECURITY SPEC	INFORMATION
0080	SECURITY SPEC	PERSONNEL
0080	SECURITY SPEC	PHYSICAL
0080	SUPV SECURITY SPEC	INDUSTRIAL
0080	SUPV SECURITY SPEC	INFORMATION
0080	SUPV SECURITY SPEC	PERSONNEL
0080	SUPV SECURITY SPEC	PHYSICAL
0081	FIRE PROTECTION INSPECTOR	BS LIFE SPT
0081	FIRE PROTECTION INSPECTOR	HAZMAT OPRS
0081	FIRE PROTECTION INSPECTOR	HAZMAT TECH
0081	FIRE PROTECTION INSPECTOR	INT LIFE SPT
0081	FIRE PROTECTION INSPECTOR	PARAMEDIC
0081	FIRE PROTECTION SPEC	BS LIFE SPT

Occ Codes	Authorized Titles	Authorized Parentheticals
0081	FIRE PROTECTION SPEC	HAZMAT OPRS
0081	FIRE PROTECTION SPEC	HAZMAT TECH
0081	FIRE PROTECTION SPEC	INT LIFE SPT
0081	FIRE PROTECTION SPEC	PARAMEDIC
0081	FIREFIGHTER	BS LIFE SPT
0081	FIREFIGHTER	HAZMAT OPRS
0081	FIREFIGHTER	HAZMAT TECH
0081	FIREFIGHTER	INT LIFE SPT
0081	FIREFIGHTER	PARAMEDIC
0081	SUPV FIRE PROTECTION INSPECTOR	BS LIFE SPT
0081	SUPV FIRE PROTECTION INSPECTOR	HAZMAT OPRS
0081	SUPV FIRE PROTECTION INSPECTOR	HAZMAT TECH
0081	SUPV FIRE PROTECTION INSPECTOR	INT LIFE SPT
0081	SUPV FIRE PROTECTION INSPECTOR	PARAMEDIC
0081	SUPV FIRE PROTECTION SPEC	BS LIFE SPT
0081	SUPV FIRE PROTECTION SPEC	HAZMAT OPRS
0081	SUPV FIRE PROTECTION SPEC	HAZMAT TECH
0081	SUPV FIRE PROTECTION SPEC	INT LIFE SPT
0081	SUPV FIRE PROTECTION SPEC	PARAMEDIC
0081	SUPV FIREFIGHTER	BS LIFE SPT
0081	SUPV FIREFIGHTER	HAZMAT OPRS
0081	SUPV FIREFIGHTER	HAZMAT TECH
0081	SUPV FIREFIGHTER	INT LIFE SPT
0081	SUPV FIREFIGHTER	PARAMEDIC
0132	INTELLIGENCE SPEC	OPERATIONS
0132	INTELLIGENCE SPEC	RESEARCH
0132	SUPV INTELLIGENCE SPEC	OPERATIONS
0132	SUPV INTELLIGENCE SPEC	RESEARCH
0180	PSYCHOLOGIST	CLINICAL
0180	PSYCHOLOGIST	COUNSELING
0180	PSYCHOLOGIST	ENGINEERING
0180	PSYCHOLOGIST	PERSONNEL
0180	SUPV PSYCHOLOGIST	CLINICAL
0180	SUPV PSYCHOLOGIST	COUNSELING
0180	SUPV PSYCHOLOGIST	ENGINEERING
0180	SUPV PSYCHOLOGIST	PERSONNEL
0188	RECREATION SPEC	COMNTY ACTVY
0188	RECREATION SPEC	OUTDOOR ACT

Occ Codes	Authorized Titles	Authorized Parentheticals
0188	RECREATION SPEC	PERSONNEL
0188	RECREATION SPEC	YOUTH ACTVY
0188	SUPV RECREATION SPEC	COMNTY ACTVY
0188	SUPV RECREATION SPEC	OUTDOOR ACT
0188	SUPV RECREATION SPEC	PERSONNEL
0188	SUPV RECREATION SPEC	YOUTH ACTVY
0201	HUMAN RESOURCES SPEC	CLASS
0201	HUMAN RESOURCES SPEC	COMPENSATION
0201	HUMAN RESOURCES SPEC	EMPL BENEFIT
0201	HUMAN RESOURCES SPEC	EMPL REL
0201	HUMAN RESOURCES SPEC	HR DEV
0201	HUMAN RESOURCES SPEC	INFO SYS
0201	HUMAN RESOURCES SPEC	LABOR REL
0201	HUMAN RESOURCES SPEC	MILITARY
0201	HUMAN RESOURCES SPEC	PERF MGMT
0201	HUMAN RESOURCES SPEC	RECRUITMENT
0201	HUMAN RESOURCES SPEC	STAFFING
0201	HUMAN RESOURCES SPEC	EMPL LBR REL
0201	SUPV HUMAN RESOURCES SPEC	CLASS
0201	SUPV HUMAN RESOURCES SPEC	COMPENSATION
0201	SUPV HUMAN RESOURCES SPEC	EMPL BENEFIT
0201	SUPV HUMAN RESOURCES SPEC	EMPL REL
0201	SUPV HUMAN RESOURCES SPEC	HR DEV
0201	SUPV HUMAN RESOURCES SPEC	INFO SYS
0201	SUPV HUMAN RESOURCES SPEC	LABOR REL
0201	SUPV HUMAN RESOURCES SPEC	MILITARY
0201	SUPV HUMAN RESOURCES SPEC	PERF MGMT
0201	SUPV HUMAN RESOURCES SPEC	RECRUITMENT
0201	SUPV HUMAN RESOURCES SPEC	STAFFING
0201	SUPV HUMAN RESOURCES SPEC	EMPL LBR REL
0203	HUMAN RESOURCES TECH	CLASS
0203	HUMAN RESOURCES TECH	COMPENSATION
0203	HUMAN RESOURCES TECH	EMPL BENEFIT
0203	HUMAN RESOURCES TECH	EMPL REL
0203	HUMAN RESOURCES TECH	EMPL LBR REL
0203	HUMAN RESOURCES TECH	HR DEV
0203	HUMAN RESOURCES TECH	INFO SYS
0203	HUMAN RESOURCES TECH	LABOR REL
0203	HUMAN RESOURCES TECH	MILITARY
0203	HUMAN RESOURCES TECH	PERF MGMT
0203	HUMAN RESOURCES TECH	RECRUITMENT
0203	HUMAN RESOURCES TECH	STAFFING
0203	SUPV HUMAN RESOURCES TECH	CLASS

Occ Codes	Authorized Titles	Authorized Parentheticals
0203	SUPV HUMAN RESOURCES TECH	COMPENSATION
0203	SUPV HUMAN RESOURCES TECH	EMPL BENEFIT
0203	SUPV HUMAN RESOURCES TECH	EMPL REL
0203	SUPV HUMAN RESOURCES TECH	EMPL LBR REL
0203	SUPV HUMAN RESOURCES TECH	HR DEV
0203	SUPV HUMAN RESOURCES TECH	INFO SYS
0203	SUPV HUMAN RESOURCES TECH	LABOR REL
0203	SUPV HUMAN RESOURCES TECH	MILITARY
0203	SUPV HUMAN RESOURCES TECH	PERF MGMT
0203	SUPV HUMAN RESOURCES TECH	RECRUITMENT
0203	SUPV HUMAN RESOURCES TECH	STAFFING
0510	ACCOUNTANT	COST
0510	ACCOUNTANT	STAFF
0510	SUPV ACCOUNTANT	COST
0510	SUPV ACCOUNTANT	STAFF
0610	NURSE	ANESTHETIST
0610	NURSE	CLINICAL
0610	NURSE	COMNTY HLTH
0610	NURSE	CONSULTANT
0610	NURSE	EDUCATOR
0610	NURSE	MIDWIFE
0610	NURSE	OCC HEALTH
0610	NURSE	OPR RM
0610	NURSE	PRACTITIONER
0610	NURSE	PSYCHIATRIC
0610	NURSE	RESEARCH
0610	NURSE	SPECIALIST
0610	SUPV NURSE	ANESTHETIST
0610	SUPV NURSE	CLINICAL
0610	SUPV NURSE	COMNTY HLTH
0610	SUPV NURSE	CONSULTANT
0610	SUPV NURSE	EDUCATOR
0610	SUPV NURSE	MIDWIFE
0610	SUPV NURSE	OCC HEALTH
0610	SUPV NURSE	OPR RM
0610	SUPV NURSE	PRACTITIONER
0610	SUPV NURSE	PSYCHIATRIC
0610	SUPV NURSE	RESEARCH
0610	SUPV NURSE	SPECIALIST
0620	PRACTICAL NURSE	OPR RM
0620	PRACTICAL NURSE	PSYCHIATRIC
0620	SUPV PRACTICAL NURSE	OPR RM
0620	SUPV PRACTICAL NURSE	PSYCHIATRIC

Occ Codes	Authorized Titles	Authorized Parentheticals
0621	NURSING ASSISTANT	OPR RM
0621	NURSING ASSISTANT	PSYCHIATRIC
0621	SUPV NURSING ASSISTANT	OPR RM
0621	SUPV NURSING ASSISTANT	PSYCHIATRIC
0636	REHABILITATION THERAPY TECH	OCCUPATIONAL
0636	REHABILITATION THERAPY TECH	PHYSICAL
0636	SUPV REHABILITATION THERAPY TECH	OCCUPATIONAL
0636	SUPV REHABILITATION THERAPY TECH	PHYSICAL
0665	AUDIOLOGIST	RESEARCH
0665	SPEECH PATHOLOGIST	RESEARCH
0665	SUPV AUDIOLOGIST	RESEARCH
0665	SUPV SPEECH PATHOLOGIST	RESEARCH
0802	ENGINEERING TECH	AEROSPACE
0802	ENGINEERING TECH	ARCHITECTURE
0802	ENGINEERING TECH	CHEMICAL
0802	ENGINEERING TECH	CIVIL
0802	ENGINEERING TECH	ELECTRICAL
0802	ENGINEERING TECH	MATERIALS
0802	ENGINEERING TECH	MECHANICAL
0802	ENGINEERING TECH	NAVAL
0802	ENGINEERING TECH	NUCLEAR
0802	ENGINEERING TECH	DRAFTING
0802	SUPV ENGINEERING TECH	AEROSPACE
0802	SUPV ENGINEERING TECH	ARCHITECTURE
0802	SUPV ENGINEERING TECH	CHEMICAL
0802	SUPV ENGINEERING TECH	CIVIL
0802	SUPV ENGINEERING TECH	ELECTRICAL
0802	SUPV ENGINEERING TECH	MATERIALS
0802	SUPV ENGINEERING TECH	MECHANICAL
0802	SUPV ENGINEERING TECH	NAVAL
0802	SUPV ENGINEERING TECH	NUCLEAR
0802	SUPV ENGINEERING TECH	DRAFTING
0871	NAVAL ARCHITECT	ARRANGEMENTS
0871	NAVAL ARCHITECT	HYDROMECH
0871	NAVAL ARCHITECT	STABILITY
0871	NAVAL ARCHITECT	STRUCTURE
0871	SUPV NAVAL ARCHITECT	ARRANGEMENTS
0871	SUPV NAVAL ARCHITECT	HYDROMECH
0871	SUPV NAVAL ARCHITECT	STABILITY
0871	SUPV NAVAL ARCHITECT	STRUCTURE
0905	ATTORNEY	ADMIRALTY

Occ Codes	Authorized Titles	Authorized Parentheticals
0905	ATTORNEY	CIVIL RIGHTS
0905	ATTORNEY	CONTRACT
0905	ATTORNEY	GENERAL
0905	ATTORNEY	INTL
0905	ATTORNEY	LABOR
0905	ATTORNEY	MILITARY
0905	ATTORNEY	REAL PRTY
0905	SUPV ATTORNEY	ADMIRALTY
0905	SUPV ATTORNEY	CIVIL RIGHTS
0905	SUPV ATTORNEY	CONTRACT
0905	SUPV ATTORNEY	GENERAL
0905	SUPV ATTORNEY	INTL
0905	SUPV ATTORNEY	LABOR
0905	SUPV ATTORNEY	MILITARY
0905	SUPV ATTORNEY	REAL PRTY
1102	CONTRACT SPEC	ADMIN
1102	CONTRACT SPEC	NEGOTIATIONS
1102	CONTRACT SPEC	PRC CST ANAL
1102	CONTRACT SPEC	PROC ANLYS
1102	CONTRACT SPEC	TERMINATION
1102	SUPV CONTRACT SPEC	ADMIN
1102	SUPV CONTRACT SPEC	NEGOTIATIONS
1102	SUPV CONTRACT SPEC	PRC CST ANAL
1102	SUPV CONTRACT SPEC	PROC ANLYS
1102	SUPV CONTRACT SPEC	TERMINATION
1150	INDUSTRIAL SPEC	AIRCRAFT
1150	INDUSTRIAL SPEC	ELECTRONICS
1150	INDUSTRIAL SPEC	FOOD PRDTS
1150	INDUSTRIAL SPEC	MACHINES
1150	INDUSTRIAL SPEC	METALS MNG
1150	INDUSTRIAL SPEC	MISSILES
1150	INDUSTRIAL SPEC	ORDNANCE
1150	INDUSTRIAL SPEC	SHIPBUILDING
1150	SUPV INDUSTRIAL SPEC	AIRCRAFT
1150	SUPV INDUSTRIAL SPEC	ELECTRONICS
1150	SUPV INDUSTRIAL SPEC	FOOD PRDTS
1150	SUPV INDUSTRIAL SPEC	MACHINES
1150	SUPV INDUSTRIAL SPEC	METALS MNG
1150	SUPV INDUSTRIAL SPEC	MISSILES
1150	SUPV INDUSTRIAL SPEC	ORDNANCE
1150	SUPV INDUSTRIAL SPEC	SHIPBUILDING
1152	PRODUCTION CONTROLLER	AIRCRAFT
1152	PRODUCTION CONTROLLER	AMMUNITION

Occ Codes	Authorized Titles	Authorized Parentheticals
1152	PRODUCTION CONTROLLER	AUTOMOTIVE
1152	PRODUCTION CONTROLLER	CONSTRUCTION
1152	PRODUCTION CONTROLLER	ELECTRICAL
1152	PRODUCTION CONTROLLER	ELECTRONICS
1152	PRODUCTION CONTROLLER	MECHANICAL
1152	PRODUCTION CONTROLLER	MISSILES
1152	PRODUCTION CONTROLLER	NUCLEAR
1152	PRODUCTION CONTROLLER	ORDNANCE
1152	PRODUCTION CONTROLLER	PREC INSTRS
1152	PRODUCTION CONTROLLER	SHIPS
1152	SUPV PRODUCTION CONTROLLER	AIRCRAFT
1152	SUPV PRODUCTION CONTROLLER	AMMUNITION
1152	SUPV PRODUCTION CONTROLLER	AUTOMOTIVE
1152	SUPV PRODUCTION CONTROLLER	CONSTRUCTION
1152	SUPV PRODUCTION CONTROLLER	ELECTRICAL
1152	SUPV PRODUCTION CONTROLLER	ELECTRONICS
1152	SUPV PRODUCTION CONTROLLER	MECHANICAL
1152	SUPV PRODUCTION CONTROLLER	MISSILES
1152	SUPV PRODUCTION CONTROLLER	NUCLEAR
1152	SUPV PRODUCTION CONTROLLER	ORDNANCE
1152	SUPV PRODUCTION CONTROLLER	PREC INSTRS
1152	SUPV PRODUCTION CONTROLLER	SHIPS
1530	STATISTICIAN	AGRICULTURE
1530	STATISTICIAN	DEMOGRAPHY
1530	STATISTICIAN	EDUCATION
1530	STATISTICIAN	HEALTH
1530	STATISTICIAN	OPS & ADMIN
1530	STATISTICIAN	BIOLOGY
1530	STATISTICIAN	ECONOMICS
1530	STATISTICIAN	ENGINEERING
1530	STATISTICIAN	MEDICINE
1530	STATISTICIAN	SOC SCIENCE
1530	SURVEY STATISTICIAN	AGRICULTURE
1530	SURVEY STATISTICIAN	DEMOGRAPHY
1530	SURVEY STATISTICIAN	EDUCATION
1530	SURVEY STATISTICIAN	HEALTH
1530	SURVEY STATISTICIAN	OPS & ADMIN
1530	SURVEY STATISTICIAN	BIOLOGY
1530	SURVEY STATISTICIAN	ECONOMICS
1530	SURVEY STATISTICIAN	ENGINEERING
1530	SURVEY STATISTICIAN	MEDICINE
1530	SURVEY STATISTICIAN	SOC SCIENCE
1530	SUPV STATISTICIAN	AGRICULTURE

Occ Codes	Authorized Titles	Authorized Parentheticals
1530	SUPV STATISTICIAN	DEMOGRAPHY
1530	SUPV STATISTICIAN	EDUCATION
1530	SUPV STATISTICIAN	HEALTH
1530	SUPV STATISTICIAN	OPS & ADMIN
1530	SUPV STATISTICIAN	BIOLOGY
1530	SUPV STATISTICIAN	ECONOMICS
1530	SUPV STATISTICIAN	ENGINEERING
1530	SUPV STATISTICIAN	MEDICINE
1530	SUPV STATISTICIAN	SOC SCIENCE
1530	SUPV SURVEY STATISTICIAN	AGRICULTURE
1530	SUPV SURVEY STATISTICIAN	DEMOGRAPHY
1530	SUPV SURVEY STATISTICIAN	EDUCATION
1530	SUPV SURVEY STATISTICIAN	HEALTH
1530	SUPV SURVEY STATISTICIAN	OPS & ADMIN
1530	SUPV SURVEY STATISTICIAN	BIOLOGY
1530	SUPV SURVEY STATISTICIAN	ECONOMICS
1530	SUPV SURVEY STATISTICIAN	ENGINEERING
1530	SUPV SURVEY STATISTICIAN	MEDICINE
1530	SUPV SURVEY STATISTICIAN	SOC SCIENCE
1910	QUALITY ASSURANCE SPEC	AIRCRAFT
1910	QUALITY ASSURANCE SPEC	AMMUNITION
1910	QUALITY ASSURANCE SPEC	AUTOMOTIVE
1910	QUALITY ASSURANCE SPEC	CHEMICALS
1910	QUALITY ASSURANCE SPEC	CLOTHING
1910	QUALITY ASSURANCE SPEC	COMPUTER SFT
1910	QUALITY ASSURANCE SPEC	ELECTRICAL
1910	QUALITY ASSURANCE SPEC	ELECTRONICS
1910	QUALITY ASSURANCE SPEC	MAT & PROC
1910	QUALITY ASSURANCE SPEC	MECHANICAL
1910	QUALITY ASSURANCE SPEC	METROLOGY
1910	QUALITY ASSURANCE SPEC	NUCLEAR
1910	QUALITY ASSURANCE SPEC	PRESERV PKG
1910	QUALITY ASSURANCE SPEC	SHIPBUILDING
1910	QUALITY ASSURANCE SPEC	SUBSISTENCE
1910	SUPV QUALITY ASSURANCE SPEC	AIRCRAFT
1910	SUPV QUALITY ASSURANCE SPEC	AMMUNITION
1910	SUPV QUALITY ASSURANCE SPEC	AUTOMOTIVE
1910	SUPV QUALITY ASSURANCE SPEC	CHEMICALS
1910	SUPV QUALITY ASSURANCE SPEC	CLOTHING
1910	SUPV QUALITY ASSURANCE SPEC	COMPUTER SFT
1910	SUPV QUALITY ASSURANCE SPEC	ELECTRICAL
1910	SUPV QUALITY ASSURANCE SPEC	ELECTRONICS
1910	SUPV QUALITY ASSURANCE SPEC	MAT & PROC

Occ Codes	Authorized Titles	Authorized Parentheticals
1910	SUPV QUALITY ASSURANCE SPEC	MECHANICAL
1910	SUPV QUALITY ASSURANCE SPEC	METROLOGY
1910	SUPV QUALITY ASSURANCE SPEC	NUCLEAR
1910	SUPV QUALITY ASSURANCE SPEC	PRESERV PKG
1910	SUPV QUALITY ASSURANCE SPEC	SHIPBUILDING
1910	SUPV QUALITY ASSURANCE SPEC	SUBSISTENCE
2151	DISPATCHING TECH	AIRCRAFT
2151	DISPATCHING TECH	AUTO EQUIP
2151	DISPATCHING TECH	MOTOR VEHCL
2151	SUPV DISPATCHING TECH	AIRCRAFT
2151	SUPV DISPATCHING TECH	AUTO EQUIP
2151	SUPV DISPATCHING TECH	MOTOR VEHCL
2152	AIR TRAFFIC CONTROL SPEC	CENTER
2152	AIR TRAFFIC CONTROL SPEC	STATION
2152	AIR TRAFFIC CONTROL SPEC	TERMINAL
2152	SUPV AIR TRAFFIC CONTROL SPEC	CENTER
2152	SUPV AIR TRAFFIC CONTROL SPEC	STATION
2152	SUPV AIR TRAFFIC CONTROL SPEC	TERMINAL
2183	NAVIGATOR	INSTRUCTOR
2183	SUPV NAVIGATOR	INSTRUCTOR
2183	SUPV WEAPON SYSTEMS SPEC	INSTRUCTOR
2183	WEAPON SYSTEMS SPEC	INSTRUCTOR
2185	AERIAL REFUELING TECH	INSTRUCTOR
2185	AIRCRAFT LOADMASTER	INSTRUCTOR
2185	FLIGHT ENGINEER	INSTRUCTOR
2185	SUPV AERIAL REFUELING TECH	INSTRUCTOR
2185	SUPV AIRCRAFT LOADMASTER	INSTRUCTOR
2185	SUPV FLIGHT ENGINEER	INSTRUCTOR
2210	IT SPECIALIST	APPSW
2210	IT SPECIALIST	CUSTSPT
2210	IT SPECIALIST	DATAMGT
2210	IT SPECIALIST	INET
2210	IT SPECIALIST	INFOSEC
2210	IT SPECIALIST	NETWORK
2210	IT SPECIALIST	OS
2210	IT SPECIALIST	PLCYPLN
2210	IT SPECIALIST	PROJMGT
2210	IT SPECIALIST	SYSADMIN
2210	IT SPECIALIST	SYSANALYSIS
2210	SUPV IT SPECIALIST	APPSW
2210	SUPV IT SPECIALIST	CUSTSPT
2210	SUPV IT SPECIALIST	DATAMGT
2210	SUPV IT SPECIALIST	INET

Occ Codes	Authorized Titles	Authorized Parentheticals
2210	SUPV IT SPECIALIST	INFOSEC
2210	SUPV IT SPECIALIST	NETWORK
2210	SUPV IT SPECIALIST	OS
2210	SUPV IT SPECIALIST	PLCYPLN
2210	SUPV IT SPECIALIST	PROJMGT
2210	SUPV IT SPECIALIST	SYSADMIN
2210	SUPV IT SPECIALIST	SYSANALYSIS

1. To assist with the construction of the complete To Position during the NSPS Mass Conversion process:

- The To Parenthetical 1 and To Parenthetical 2 will be populated with the values in the From Position Title for all occupational codes except for occupational code 2210. If the From Position Title contains three or more parentheticals (e.g., the From Position Title contains two slashes), neither To Parenthetical data elements will be populated.

- The preview screen allows the user the option to select parentheticals from the List of Values identified above or to create a user-defined parenthetical.

2. For standardization purposes, if the From Position Title parenthetical matches one of the scenarios listed in the following table, the To Parenthetical 1 and To Parenthetical 2 will be populated as indicated below:

If	And	Then populate	And populate
Occ Code	From Position Parenthetical contains	To Parenthetical 1 with	To Parenthetical 2 with
0081	BASIC LIFE SUP	BS LIFE SPT	
0081	BASIC LIFE SUPPORT	BS LIFE SPT	
0081	BASIC LIFE SUPPORT/HAZ MATL TECH	BS LIFE SPT	HAZMAT TECH
0081	BASIC LIFE SUPPORT/HAZMAT TECH	BS LIFE SPT	HAZMAT TECH
0081	BASIC LIFE SUPPORT/HAZMAT TECHNICIAN	BS LIFE SPT	HAZMAT TECH
0081	BLS	BS LIFE SPT	
0081	BLS/ HAZMAT TECH	BS LIFE SPT	HAZMAT TECH
0081	BLS/HAZ MAT TECH	BS LIFE SPT	HAZMAT TECH
0081	BLS/HAZMAT OPS	BS LIFE SPT	HAZMAT OPS
0081	BLS/HAZMAT TECH	BS LIFE SPT	HAZMAT TECH
0081	BLS/HAZMAT TECHNICIAN	BS LIFE SPT	HAZMAT TECH
0081	HAZARDOUS MATERIALS OPERATIONS	HAZMAT OPS	
0081	HAZARDOUS MATERIALS TECH/BASIC LIFE SUPPORT	HAZMAT TECH	BS LIFE SPT

If	And	Then populate	And populate
Occ Code	**From Position Parenthetical contains**	**To Parenthetical 1 with**	**To Parenthetical 2 with**
0081	Hazardous Materials Technician	HAZMAT TECH	
0081	HAZMAT OPERATIONS	HAZMAT OPS	
0081	HAZMAT Tech/Basic Life Support	HAZMAT TECH	BS LIFE SPT
0081	HAZMAT TECHNICIAN	HAZMAT TECH	
0188	COMMUNITY ACTIVITIES	COMNTY ACTVY	
0188	OUTDOOR ACTIVITIES	OUTDOOR ACT	
0188	YOUTH ACTIVITIES	YOUTH ACTVY	
0201	CLASS/RECRUIT	CLASS	RECRUITMENT
0201	CLASSIFICATION	CLASS	
0201	EMPLOYEE & LABOR RELATIONS	EMPL REL	LABOR REL
0201	EMPLOYEE BENEFITS	EMPL BENEFIT	
0201	EMPLOYEE RELATIONS	EMPL REL	
0201	HR DEVELOPMENT	HR DEV	
0201	INFORMATION SYSTEMS	INFO SYS	
0201	LABOR RELATIONS	LABOR REL	
0201	MIL	MILITARY	
0201	MILITARY/INFORMATION SYSTEMS	MILITARY	INFO SYS
0201	RECRUIT & CLASS	RECRUITMENT	CLASS
0201	RECRUITMENT & PLACEMENT	RECRUIT & PLACE	
0201	R & P	RECRUIT & PLACE	
0201	RECRUITMENT & PLACEMENT		RECRUIT & PLACE
0201	R & P		RECRUIT & PLACE
0203	INFORMATION SYSTEMS	INFO SYS	
0203	MIL	MILITARY	
0203	MIL/OA	MILITARY	
0203	RECRUITMENT & PLACEMENT	RECRUIT & PLACE	
0203	R & P	RECRUIT & PLACE	
0203	RECRUITMENT & PLACEMENT		RECRUIT & PLACE
0203	R & P		RECRUIT & PLACE
0905	CONTRACTS	CONTRACT	
1152	ACFT	AIRCRAFT	
1152	SHIP	SHIPS	
1910	ACFT	AIRCRAFT	
1910	COMPUTER SOFTWARE	COMPUTER SFT	
1910	SHIPBLDG	SHIPBUILDING	
1910	SHIPBUILDING	SHIPBUILDING	
2152	TERM	TERMINAL	

3. **For occupational code 2210, the To Parenthetical 1 and To Parenthetical 2, if applicable, will be populated with the From Position Title parentheticals as follows:**

- If the From Position Title parentheticals do not match the LOV for 2210s, the To parentheticals will not be auto-populated. Users will be required to ensure 2210 positions contain at least 1 parenthetical.

- User can overwrite the default population value for the 2210s with only the values listed in the LOV.

IF	**AND**	**Then populate**	**And populate**
Occ Code	**From Position Parenthetical contains**	**To Parenthetical 1 with**	**To Parenthetical 2 with**
2210	APPLICATIONS SOFTWARE	APPSW	
2210	APPSW	APPSW	
2210	APPSW/DATAMGT	APPSW	DATAMGT
2210	APPSW/OS	APPSW	OS
2210	APPSW/SYSANALYSIS	APPSW	SYSANALYSIS
2210	CUST SPT	CUSTSPT	
2210	CUSTOMER SUPPORT	CUSTSPT	
2210	CUSTSPT	CUSTSPT	
2210	DATA MANAGEMENT	DATAMGT	
2210	DATA MGMT	DATAMGT	
2210	DATAMGT	DATAMGT	
2210	INET	INET	
2210	INFOSEC	INFOSEC	
2210	INTERNET	INET	
2210	NETWORK	NETWORK	
2210	NETWORK SERVICES	NETWORK	
2210	NETWORK/CUSTSPT	NETWORK	CUSTSPT
2210	NETWORK/CUSTSPT	NETWORK	CUSTSPT
2210	NETWORK/SYSADMIN	NETWORK	SYSADMIN
2210	OS	OS	
2210	PLCYPLN	PLCYPLN	
2210	PLCYPLN/NETWORK	PLCYPLN	NETWORK
2210	PLCYPLN/SYSANALYSIS	PLCYPLN	SYSANALYSIS
2210	POLICY & PLANNING	PLCYPLN	
2210	POLICY AND PLANNING	PLCYPLN	
2210	SECURITY	INFOSEC	
2210	SYS ADMIN	SYSADMIN	
2210	SYS ANALYSIS	SYSANALYSIS	
2210	SYSADMIN	SYSADMIN	
2210	SYSADMIN/CUSTSPT	SYSADMIN	CUSTSPT
2210	SYSADMIN/NETWORK	SYSADMIN	NETWORK
2210	SYSANALYSIS	SYSANALYSIS	
2210	SYSANALYSIS/APPSW	SYSANALYSIS	APPSW
2210	SYSANALYSIS/SYSADMIN	SYSANALYSIS	SYSADMIN
2210	SYSANLYSIS	SYSANALYSIS	

IF	AND	Then populate	And populate
Occ Code	**From Position Parenthetical contains**	**To Parenthetical 1 with**	**To Parenthetical 2 with**
2210	SYSTEMS ADMINISTRATION	SYSADMIN	
2210	SYSTEMS ANALYSIS	SYSANALYSIS	

Appendix G: Pay Schedule and Pay Band Auto-Population Rules

Within the NSPS Mass Conversion process, default values for employee's Pay Schedule and Pay Band will be established. User may overwrite the columns, if necessary.

1. **Pay Schedule:** Conversion of the first two characters of the Valid Grade (the Pay Plan) for General Schedule (GL, GM, GS) and Acquisition Demo (NH, NJ, NK) records will be as follows:

	IF	AND	AND	AND	Then UPDATE
LINE	**From Pay Plan**	**From Grade**	**Condition (See Note 2)**	**Supv Status**	**To Pay Plan**
1	GS, GL or GM	05 thru 15	Occupational Code would fall under To Pay Plan YA	4, 5, 8	YA
2	NH	02	Occupational Code would fall under To Pay Plan YA	2	YA (See Exception below)
3	GS or GL	Equals 09 or 10	Occupational Code would fall under To Pay Plan YA	2	YA (See Exception below)
4	GS or GL	01 thru 12	Occupational Code would fall under To Pay Plan YB	4, 5, 8	YB
5	GS, GL or GM	Not equal 09 or 10	Occupational Code would fall under To Pay Plan YA	2	YC
6	Any	Any	Occupational Code would fall under To Pay Plan YB	2	YC
7	NH or NJ	03 or 04	Occupational Code would fall under To Pay Plan YA	2	YC
8	GS, GL or GM	05 thru 15	Occupational Code would fall under To Pay Plan YD	4, 5, 8	YD
9	NH	02	Occupational Code would fall under To Pay Plan YD	2	YD (See Exception below)
10	GS, GL	Equals 09 or 10	Occupational Code would fall under To Pay Plan YD	2	YD (See Exception below)

	IF	AND	AND	AND	Then UPDATE
L I N E	**From Pay Plan**	**From Grade**	**Condition (See Note 2)**	**Supv Status**	**To Pay Plan**
11	GS, GL or GM	01 thru 13	Occupational Code would fall under To Pay Plan YE	4, 5, 8	YE
12	GS, GL or GM	Not equal 09 or 10	Occupational Code would fall under To Pay Plan YD	2	YF
13	Any	Any	Occupational Code would fall under To Pay Plan YE	2	YF
14	NH or NJ	03 or 04	Occupational Code would fall under To Pay Plan YD	2	YF
15	GS, GL or GM	All Grades	Occupational Code equals 0602 or 0680	4, 5, 8	YG
16	GS, GG, GL or GM	05 thru 15	Occupational Code would fall under To Pay Plan YH	4, 5, 8	YH
17	GS, GG, GL	Equals 09 or 10	Occupational Code would fall under To Pay Plan YH	2	YH (See Exception below)
18	NH	02	Occupational Code would fall under To Pay Plan YH	4,5,8	YH
19	GS, GL	01 thru 12	Occupational Code would fall under To Pay Plan YI	4, 5, 8	YI
20	NJ	02	Occupational Code would fall under To Pay Plan YI	4, 5, 8	YI
21	GS, GG, GL or GM	Not equal 09 or 10	Occupational Code would fall under To Pay Plan YH	2	YJ
22	Any	Any	Occupational Code would fall under To Pay Plan YG or YI	2	YJ
23	NH or NJ	03 or 04	Occupational Code would fall under To Pay Plan YH	2	YJ

	IF	AND	AND	AND	Then UPDATE
L I N E	**From Pay Plan**	**From Grade**	**Condition (See Note 2)**	**Supv Status**	**To Pay Plan**
24	GS, GL or GM	05 thru 15	Occupational Code would fall under To Pay Plan YK	4, 5, 8	YK
25	GS, GL	Equals 09 or 10	Occupational Code would fall under To Pay Plan YK	2	YK (See Exception below)
26	GS, GL or GM	05 thru 14	Occupational Code would fall under To Pay Plan YL	4, 5, 8	YL
27	GS, GL	01 thru 10	Occupational Code would fall under To Pay Plan YM	4, 5, 8	YM
28	GS, GL or GM	Not equal 09 or 10	Occupational Code would fall under To Pay Plan YK	2	YN
29	Any	Any	Occupational Code would fall under To Pay Plan YL or YM	2	YN
30	GS, GL	01 thru 11	Occupational Series ends with 99 or Current LAC 1 equals "Y1K", "Y2K", "Y3K", "Y4K", "Y5K", "YBM", "YGM", "Y3M", "Y1M" or "Y2M"	4, 5, 8	YP
Exception: Supervisory Status will remain as 2 for all records.					
Note 1: If the From Occupational Code equals 0332, 0335, 0351, 0436, 0440, 0455, 0470, 0493, 0818, 0828, 1001, 1101 or 1173, the Supervisory Pay Schedule should be based on the To Occupational Code.					
Note 2: Refer to NSPS Position Guide, Appendix D for determining what pay schedule each occupational code would fall under.					

2. **Pay Band:** Conversion of the first two characters of the Valid Grade (the Pay Band) for General Schedule (GL, GM, GS) and Acquisition Demo (NH, NJ, NK) records will be as follows:

	IF	AND	AND	AND	Then UPDATE

LINE	To Pay Plan	From Valid Grade	From Target Grade	From Supervisory Status	To Pay Band
1	YA	GS/GL-05 to 11 (***see Note 1***)		Not equal to 2	01
2	YA	GS/GM-09 to 13 (***see Note 1***)		Not equal to 2	02
3	YA	GS-09 and GS-10		Equals 2	02
4	YA	GS/GM-14 to 15		Not equal to 2	03
5	YA	NH-02 and Basic Salary is less than the GS-09 Step 01 Pay Table ID 0000 amount		Not equal to 2	01
6	YA	NH-02 and Basic Salary is equal to or greater than the GS-09 Step 01 Pay Table ID 0000 amount	Equals NH-02	Not equal to 2	02
7	YA	NH-02 and Basic Salary is equal to or greater than the GS-09 Step 01 Pay Table ID 0000 amount	Equals NH-03	Not equal to 2	01
8	YA	NH-02		Equals 2	02
9	YA	NH-03		Not equal to 2	02
10	YA	NH-04		Not equal to 2	03
11	YB	GS/GL-01 to 06		Not equal to 2	01
12	YB	GS/GL-07 to 10		Not equal to 2	02
13	YB	GS-11 to 12		Not equal to 2	03
14	YB	NJ-01		Not equal to 2	01
15	YB	NJ-02 and Basic Salary is less than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	01
16	YB	NJ-02 and Basic Salary is equal to or greater than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	02
17	YB	NJ-03 and Basic Salary is less than the GS-11 Step 01 Pay Table ID 0000		Not equal to 2	02

	IF	AND	AND	AND	Then UPDATE
LINE	**To Pay Plan**	**From Valid Grade**	**From Target Grade**	**From Supervisory Status**	**To Pay Band**
		amount			
18	YB	NJ-03 and Basic Salary is equal to or greater than the GS-11 Step 01 Pay Table ID 0000 amount		Not equal to 2	03
19	YB	NJ-04 and Basic Salary is less than the GS-13 Step 01 Pay Table ID 0000 amount		Not equal to 2	03
20	YB	NK-01		Not equal to 2	01
21	YB	NK-02 and Basic Salary is less than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	01
22	YB	NK-02 and Basic Salary is equal to or greater than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	02
23	YB	NK-03		Not equal to 2	02
24	YP	GS/GL-01 to 11		Not equal to 2	01
25	YP	NH-01		Not equal to 2	01
26	YD	GS-05 to 11 (***see Note 1***)		Not equal to 2	01
27	YD	GS/GM-09 to 13 (***see Note 1***)		Not equal to 2	02
28	YD	GS-09 and GS-10		Equal to 2	02
29	YD	GS/GM-14 to 15		Not equal to 2	03
30	YD	NH-02 and Basic Salary is less than the GS-09 Step 01 Pay Table ID 0000 amount		Not equal to 2	01
31	YD	NH-02 and Basic Salary is equal to or greater than the GS-	Equals NH-02	Not equal to 2	02

	IF	AND	AND	AND	Then UPDATE
LINE	**To Pay Plan**	**From Valid Grade**	**From Target Grade**	**From Supervisory Status**	**To Pay Band**
		09 Step 01 Pay Table ID 0000 amount			
32	YD	NH-02 and Basic Salary is equal to or greater than the GS-09 Step 01 Pay Table ID 0000 amount	Equals NH-03	Not equal to 2	01
33	YD	NH-02		Equals 2	02
34	YD	NH-03		Not equal to 2	02
35	YD	NH-04		Not equal to 2	03
36	YE	GS-01 to 06		Not equal to 2	01
37	YE	GS-07 to 10		Not equal to 2	02
38	YE	GS-11 to 12		Not equal to 2	03
39	YE	GS/GM-13		Not equal to 2	04
40	YE	NJ-01		Not equal to 2	01
41	YE	NJ-02 and Basic Salary is less than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	01
42	YE	NJ-02 and Basic Salary is equal to or greater than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	02
43	YE	NJ-03 and Basic Salary is less than the GS-11 Step 01 Pay Table ID 0000 amount		Not equal to 2	02
44	YE	NJ-03 and Basic Salary is equal to or greater than the GS-11 Step 01 Pay Table ID 0000 amount		Not equal to 2	03
45	YE	NJ-04 and Basic Salary is less than the GS-13 Step 01 Pay Table ID 0000 amount		Not equal to 2	03

	IF	AND	AND	AND	Then UPDATE
LINE	**To Pay Plan**	**From Valid Grade**	**From Target Grade**	**From Supervisory Status**	**To Pay Band**
46	YE	NJ-04 and Basic Salary is equal to or greater than the GS-13 Step 01 Pay Table ID 0000 amount		Not equal to 2	04
47	YG	GS/GM - All grades		Not equal to 2	02
48	YH	GS/GG-05 to 11 (***see Note 1***)		Not equal to 2	01
49	YH	GS/GG/GM 09 to 13 (***see Note 1***)		Not equal to 2	02
50	YH	GS-09 and GS-10		Equal to 2	02
51	YH	GS/GM-14 to 15		Not equal to 2	03
52	YH	NH-02 and Basic Salary is less than GS-09 Step 01 Pay Table ID 0000 Amount		Not Equal to 2	01
53	YH	NH-02 and Basic Salary is equal to or greater than the GS-09 Step 01 Pay Table ID 0000 Amount	NH-02	Not Equal to 2	02
54	YH	NH-02 and Basic Salary is equal to or greater than the GS-09 Step 01 Pay Table ID 0000 Amount	NH-03	Not Equal to 2	01
55	YH	NH-03		Not Equal to 2	02
56	YH	NH-04		Not Equal to 2	03
57	YI	GS/GL-01 to 06		Not equal to 2	01
58	YI	GS/GL-07 to 10		Not equal to 2	02
59	YI	GS-11 to 12		Not equal to 2	03
60	YI	NJ-02 and Basic Salary is less than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	01
61	YI	NJ-02 and Basic Salary is equal to or		Not equal to 2	02

	IF	AND	AND	AND	Then UPDATE
L I N E	**To Pay Plan**	**From Valid Grade**	**From Target Grade**	**From Supervisory Status**	**To Pay Band**
		greater than the GS-07 Step 01 Pay Table ID 0000 amount			
62	YI	NK-01		Not equal to 2	01
63	YI	NK-02 and Basic Salary is less than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	01
64	YI	NK-02 and Basic Salary is equal to or greater than the GS-07 Step 01 Pay Table ID 0000 amount		Not equal to 2	02
65	YI	NK-03		Not equal to 2	02
66	YK	GS/GL-05 to 11 (***see Note 1***)		Not equal to 2	01
67	YK	GS/GM-09 to 13 (***see Note 1***)		Not equal to 2	02
68	YK	GS-09 and GS-10		Equal to 2	02
69	YK	GS/GM-14 to 15		Not equal to 2	03
70	YL	GS-01 to 06		Not equal to 2	01
71	YL	GS-07 to 10		Not equal to 2	02
72	YL	GS-11 to 12		Not equal to 2	03
73	YL	GS/GM-13 to 14		Not equal to 2	04
74	YM	GS/GL-01 to 06		Not equal to 2	01
75	YM	GS/GL-07 to 10		Not equal to 2	02
76	YC	GS/GL-06 to 11 (***see Note 2***)		Equals 2	01
77	YC	NJ-02		Equals 2	01
78	YC	NJ-03		Equals 2	01
79	YC	NK-02		Equals 2	01
80	YC	NK-03		Equals 2	01
81	YC	GS/GM-12 to 14		Equals 2	02
82	YC	NJ-04		Equals 2	02
83	YC	NH-03		Equals 2	02
84	YC	GS/GM-15		Equals 2	03
85	YC	NH-04 and Basic		Equals 2	02

	IF	AND	AND	AND	Then UPDATE
LINE	**To Pay Plan**	**From Valid Grade**	**From Target Grade**	**From Supervisory Status**	**To Pay Band**
		Salary is less than GS-14 Step 10 + 5 percent (Rounded down)			
86	YC	NH-04 and Basic Salary is equal to or greater than GS-14 Step 10 + 5 percent (Rounded down)		Equals 2	03
87	YF	GS-06 to 11 (***see Note 1***)		Equals 2	01
88	YF	NJ-02		Equals 2	01
89	YF	NJ-03		Equals 2	01
90	YF	NK-02		Equals 2	01
91	YF	NK-03		Equals 2	01
92	YF	GS/GM-12 to 14		Equals 2	02
93	YF	NH-03		Equals 2	02
94	YF	NJ-04		Equals 2	02
95	YF	GS/GM-15		Equals 2	03
96	YF	NH-04 and Basic Salary is less than GS-14 Step 10 + 5 percent (Rounded down)		Equals 2	02
97	YF	NH-04 and Basic Salary is equal to or greater than GS-14 Step 10 + 5 percent (Rounded down)		Equals 2	03
98	YJ	GS/GL-06 to 11 (***see Note 2***)		Equals 2	01
99	YJ	NJ-02		Equals 2	01
100	YJ	NJ-03		Equals 2	01
101	YJ	NK-02		Equals 2	01
102	YJ	NK-03		Equals 2	01
103	YJ	GS/GM-12 to 14 and Occupational Code is not equal to “0602” or “0680”		Equals 2	02
104	YJ	GS/GM-12 to 15 and		Equals 2	04

	IF	AND	AND	AND	Then UPDATE
L I N E	**To Pay Plan**	**From Valid Grade**	**From Target Grade**	**From Supervisory Status**	**To Pay Band**
		Occupational Code is equal to “0602” or “0680”			
105	YJ	NH-03		Equals 2	02
106	YJ	NJ-04		Equals 2	02
107	YJ	GS/GM-15 and From Occupational Code not equal to 0602 or 0680		Equals 2	03
108	YJ	NH-04 and Basic Salary is less than GS-14 Step 10 + 5 percent (Rounded down)		Equals 2	02
109	YJ	NH-04 and Basic Salary is equal to or greater than GS-14 Step 10 + 5 percent (Rounded down)		Equals 2	03
110	YN	GS/GL-06 to 11 (***See Note 2***)		Equals 2	01
111	YN	GS/GM-12 to 14		Equals 2	02
112	YN	GS/GM-15		Equals 2	03

NOTE 1: For conversion purposes, if an employee is on a position where the last two characters of the Valid Grade is equal to 09, 10 or 11 and the last two characters of the Target Grade is greater than the last two characters of the Valid Grade, the To Grade will convert to **01**, else **02**.

NOTE 2: For supervisory positions (Supervisory Status = 2) where the From Pay Plan/Grade equals GS-11 or NH-02 and the Occupational Codes would fall under To Pay Plans YA, YD, YH and YK (if the position were non-supervisory), the To Grade will convert to **02**.

3. **SPAWAR PAY SCHEDULE/PAY BAND:** Conversion of the Valid Grade to the appropriate pay schedule and pay band for Pay Plan DA, DG, DP, DS, DT and Demo Location Code '2' depends on first determining the Grade Interval for the occupational series, what Pay Table ID will be used for salary lookup purposes and what GS Base Grade would be computed for the employee record.

   a. **Grade Interval Determination**: The following table provides the grade interval for the occupational series listed below:

Occ Series	Description	Grade Interval (See Note 4)
0018	Safety And Occupational Health Management (0018)	2 Grade Interval
0019	Safety Technician (0019)	1 Grade Interval
0020	Community Planning (0020)	2 Grade Interval
0021	Community Planning Technician (0021)	1 Grade Interval
0028	Environmental Protection Specialist (0028)	2 Grade Interval
0080	Security Administration (0080)	2 Grade Interval
0086	Security Clerical and Assistance (0086)	1 Grade Interval
0099	General Student Trainee (0099)	1 Grade Interval **(see Note 3)**
0101	Social Science (0101)	2 Grade Interval
0130	Foreign Affairs (0130)	2 Grade Interval
0180	Psychology (0180)	2 Grade Interval
0201	Human Resources Management (0201)	2 Grade Interval
0201	Human Resources Officer	2 Grade Interval
0203	Human Resources Assistance (0203)	1 Grade Interval
0260	Equal Employment Opportunity (0260)	2 Grade Interval
0301	Miscellaneous Administration & Program (0301)	2 Grade Interval
0303	Miscellaneous Clerk and Assistant (0303)	1 Grade Interval
0304	Information Receptionist (0304)	1 Grade Interval
0305	Mail and File (0305)	1 Grade Interval
0318	Secretary (0318)	1 Grade Interval
0326	Office Automation Clerical and Assistance (0326)	1 Grade Interval
0332	Computer Operation (0332)	1 Grade Interval
0335	Computer Clerk and Assistant (0335)	1 Grade Interval
0340	Program Management (0340)	2 Grade Interval
0341	Administrative Officer (0341)	2 Grade Interval
0342	Support Services Administration (0342)	1 Grade Interval
0343	Management and Program Analysis (0343)	2 Grade Interval
0344	Management and Program Clerical and Assistance (0344)	1 Grade Interval
0346	Logistics Management (0346)	2 Grade Interval

Occ Series	Description	Grade Interval (See Note 4)
0391	Telecommunications (0391)	2 Grade Interval
0394	Communications Clerical (0394)	1 Grade Interval
0399	Administration and Office Support Student Trainee (0399)	1 Grade Interval **(see Note 3)**
0401	General Biological Science (0401)	2 Grade Interval
0404	Biological Science Technician (0404)	1 Grade Interval
0408	Ecology (0408)	2 Grade Interval
0413	Physiology (0413)	2 Grade Interval
0501	Financial Administration And Program (0501)	2 Grade Interval
0503	Financial Clerical and Technician (0503)	1 Grade Interval
0505	Financial Management (0505)	2 Grade Interval
0510	Accounting (0510)	2 Grade Interval
0525	Accounting Technician (0525)	1 Grade Interval
0544	Civilian Pay (0544)	1 Grade Interval
0560	Budget Analysis (0560)	2 Grade Interval
0561	Budget Clerical and Assistance (0561)	1 Grade Interval
0599	Financial Management Student Trainee (0599)	1 Grade Interval **(see Note 3)**
0701	Veterinary Medical Science (0701)	2 Grade Interval
0704	Animal Health Technician (0704)	1 Grade Interval
0801	General Engineering (0801)	2 Grade Interval
0802	Engineering Technician (0802)	1 Grade Interval
0806	Materials Engineering (0806)	2 Grade Interval
0810	Civil Engineering (0810)	2 Grade Interval
0819	Environmental Engineering (0819)	2 Grade Interval
0830	Mechanical Engineering (0830)	2 Grade Interval
0840	Nuclear Engineering (0840)	2 Grade Interval
0850	Electrical Engineering (0850)	2 Grade Interval
0854	Computer Engineering (0854)	2 Grade Interval
0855	Electronics Engineering (0855)	2 Grade Interval
0856	Electronics Technician (0856)	1 Grade Interval
0861	Aerospace Engineering (0861)	2 Grade Interval
0893	Chemical Engineering (0893)	2 Grade Interval
0896	Industrial Engineering (0896)	2 Grade Interval
0899	Engineering & Architecture Student Trainee (0899)	1 Grade Interval **(see Note 3)**
0905	General Attorney (0905)	2 Grade Interval
0950	Paralegal Specialist (0950)	2 Grade Interval

Occ Series	Description	Grade Interval (See Note 4)
0986	Legal Assistance (0986)	1 Grade Interval
1035	Public Affairs (1035)	2 Grade Interval
1060	Photography (1060)	1 Grade Interval
1071	Audiovisual Production (1071)	2 Grade Interval
1082	Writing And Editing (1082)	2 Grade Interval
1083	Technical Writing And Editing (1083)	2 Grade Interval
1084	Visual Information (1084)	2 Grade Interval
1087	Editorial Assistance (1087)	1 Grade Interval
1101	General Business And Industry (1101)	Series includes both 1- and 2-grade interval work **(See Note 1)**
1102	Contracting (1102)	2 Grade Interval
1103	Industrial Property Management (1103)	2 Grade Interval
1105	Purchasing (1105)	1 Grade Interval
1106	Procurement Clerical and Technician (1106)	1 Grade Interval
1152	Production Control (1152)	1 Grade Interval
1199	Business and Industry Student Trainee (1199)	1 Grade Interval **(see Note 3)**
1222	Patent Attorney (1222)	2 Grade Interval
1301	General Physical Science (1301)	2 Grade Interval
1306	Health Physics (1306)	2 Grade Interval
1310	Physics (1310)	2 Grade Interval
1311	Physical Science Technician (1311)	1 Grade Interval
1313	Geophysics (1313)	2 Grade Interval
1320	Chemistry (1320)	2 Grade Interval
1340	Meteorology (1340)	2 Grade Interval
1341	Meteorological Technician (1341)	1 Grade Interval
1360	Oceanography (1360)	2 Grade Interval
1370	Cartography (1370)	2 Grade Interval
1410	Librarian (1410)	2 Grade Interval
1411	Library Technician (1411)	1 Grade Interval
1515	Operations Research (1515)	2 Grade Interval
1520	Mathematics (1520)	2 Grade Interval
1550	Computer Science (1550)	2 Grade Interval
1599	Mathematics & Statistics Student Trainee (1599)	1 Grade Interval **(see Note 3)**
1601	General Facilities & Equipment (1601)	2 Grade Interval
1640	Facility Management (1640)	2 Grade Interval

Occ Series	Description	Grade Interval (See Note 4)
1670	Equipment Specialist (1670)	2 Grade Interval
1712	Training Instruction (1712)	2 Grade Interval
1750	Instructional Systems (1750)	2 Grade Interval
1801	General Inspection Investigation & Compliance (1801)	2 Grade Interval
1810	General Investigating (1810)	2 Grade Interval
1910	Quality Assurance (1910)	2 Grade Interval
2001	General Supply (2001)	2 Grade Interval
2003	Supply Program Management (2003)	2 Grade Interval
2005	Supply Clerical and Technician (2005)	1 Grade Interval
2010	Inventory Management (2010)	2 Grade Interval
2032	Packaging (2032)	1 Grade Interval
2102	Transportation Clerk and Assistant (2102)	1 Grade Interval
2130	Traffic Management (2130)	2 Grade Interval
2152	Air Traffic Control (2152)	2 Grade Interval
2210	Information Technology Management	2 Grade Interval
2299	Information Technology Student Trainee (2299)	1 Grade Interval **(see Note 3)**
Note 1: If the "From" Occupational Code equals "1101" and the "From" Pay Plan like 'D' and Occupation Category Code equals "C" or "T", it will be considered as a 1-grade interval series; else it will be considered as a 2-grade interval series.		
Note 2: The series listed above reflect the current SPAWAR positions.		
Note 3: If the "From" Occupational Code equals "xx99", Pay Plan equals DA, DP or DS and valid grade is not equal to 00, it will be considered as a 2-grade interval series.		
Note 4: If the "From" Occupational Code equals any series and valid grade is equal to 00, then it will be considered to be a 1-grade interval series.		

b. **Lookup GS Base Grade Pay Table ID Determination**: Instructions for determining the appropriate lookup Pay Table ID are as follows (**Note:** this is not the Pay Table ID listed in the position or assignment areas):

Rule	If From Occupational Series	And Locality Pay Area	And From Basic Pay is less than or equal to:	Then use the following pay table when determining the GS Base Grade (See Note 1)
1	In ("2210", "2299")	Equals "ZZ"	GS-12 step 10 of Pay Table 999A	999A
Note 1: If Rule 1 does not apply, then Pay Table 0000 will be used for lookup purposes.				

c. **GS Base Grade Computation.** Instructions for determining the appropriate GS Base Grade for SPAWAR conversion purposes are as follows:

LINE	If Occ Code Grade Interval	And From Valid Pay Plan	And From Valid Grade	And From Basic Pay (See Note 1)	Then Set GS Base Grade to
1	Equals 1	In ("DA", "DP", "DS", "DT", "DG")	Equals 00	Less Than GS-02 Step 04	GS-01
2	Equals 1	In ("DA", "DP", "DS", "DT", "DG")	Equals 00	Equal to or Greater than GS-02 Step 04 and Less Than GS-03 Step 4	GS-02
3	Equals 1	In ("DA", "DP", "DS", "DT")	Equals 00	Equal to or Greater than GS-03 Step 04 and Less Than GS-04 Step 4	GS-03
4	Equals 1	Equals "DG"	Equals 00	Equal to or Greater than GS-03 Step 04	GS-03
5	Equals 1	In ("DA", "DP", "DS", "DT")	Equals 00	Equal to or Greater than GS-04 Step 04	GS-04
6	Equals 1	Equals "DG"	Equals 01	Less Than GS-05 Step 04	GS-04
7	Equals 1	Equals "DG"	Equals 01	Equal to or Greater than GS-05 Step 04	GS-05
8	Equals 1	In ("DA", "DP", "DS", "DT")	Equals 01	Less Than GS-06 Step 04	GS-05
9	Equals 1	In ("DA", "DP", "DS", "DT")	Equals 01	Equal to or Greater than GS-06 Step 04 and Less Than GS-07 Step 4	GS-06
10	Equals 1	In ("DA", "DP", "DS", "DT")	Equals 01	Equal to or Greater than GS-07 Step 04 and Less Than GS-08 Step 4	GS-07
11	Equals 1	In ("DA", "DP", "DS", "DT")	Equals 01	Equal to or Greater than GS-08 Step 04	GS-08
12	Equals 1	Equals "DG"	Equals 02	Less Than GS-07 Step 04	GS-06
13	Equals 1	Equals "DG"	Equals 02	Equal to or Greater than GS-07 Step 04	GS-07
14	Equals 1	In ("DA", "DP", "DS", "DT")	Equals 02	Less Than GS-10 Step 04	GS-09
15	Equals 1	In ("DA", "DS", "DT")	Equals 02	Equal to or Greater than GS-10 Step 04	GS-10

LINE	If Occ Code Grade Interval	And From Valid Pay Plan	And From Valid Grade	And From Basic Pay (See Note 1)	Then Set GS Base Grade to
16	Equals 1	Equals "DP"	Equals 02	Equal to or Greater than GS-10 Step 04 and Less Than GS-11 Step 4	GS-10
17	Equals 1	Equals "DP"	Equals 02	Equal to or Greater than GS-11 Step 04	GS-11
18	Equals 1	Equals "DG"	Equals 03	Less Than GS-09 Step 04	GS-08
19	Equals 1	Equals "DG"	Equals 03	Equal to or Greater than GS-09 Step 04	GS-09
20	Equals 1	In ("DA", "DS", "DT")	Equals 03	Less Than GS-12 Step 04	GS-11
21	Equals 1	In ("DA", "DS", "DT")	Equals 03	Equal to or Greater than GS-12 Step 04	GS-12
22	Equals 1	Equals "DP"	Equals 03	Less Than GS-13 Step 04	GS-12
23	Equals 1	Equals "DP"	Equals 03	Equal to or Greater than GS-13 Step 04	GS-13
24	Equals 1	Equals "DP"	Equals 04	Less Than GS-15 Step 04	GS-14
25	Equals 1	Equals "DP"	Equals 04	Equal to or Greater than GS-15 Step 04	GS-15
26	Equals 1	Equals "DG"	Equals 04	Less Than GS-11 Step 04	GS-10
27	Equals 1	Equals "DG"	Equals 04	Equal to or Greater than GS-11 Step 04	GS-11
28	Equals 2	In ("DA", "DS", "DT")	Equals 01	Less Than GS-07 Step 04	GS-05
28a	Equals 2	Equals DP (excludes series XX99)	Equals 01	Less Than GS-07 Step 04 on PTID 999C	GS-05
29	Equals 2	In ("DA", "DS", "DT")	Equals 01	Equal to or Greater than GS-07 Step 04	GS-07
29a	Equals 2	Equals DP (excludes series XX99)	Equals 01	Equal to or Greater than GS-07 Step 04 on PTID 999C	GS-07
30	Equals 2	In ("DA", "DS", "DT")	Equals 02	Any Basic Pay	GS-09
31	Equals 2	Equals DP (excludes series XX99)	Equals 02	Less than GS-11 Step 04 on PTID 999C	GS-09
32	Equals 2	Equals DP (excludes series XX99)	Equals 02	Equal to or Greater than GS-11 Step 04 on PTID 999C	GS-11
33	Equals 2	In (“DA”, ”DS”, ”DT”)	Equals 03	Less Than GS-12 Step 04	GS-11
34	Equals 2	In (“DA”,	Equals 03	Equal to or Greater than	GS-12

LINE	If Occ Code Grade Interval	And From Valid Pay Plan	And From Valid Grade	And From Basic Pay (See Note 1)	Then Set GS Base Grade to
		”DS”, ”DT”)		GS-12 Step 04	
35	Equals 2	Equals “DP”	Equals 03	Less Than GS-13 Step 04	GS-12
36	Equals 2	Equals “DP”	Equals 03	Equal to or Greater than GS-13 Step 04	GS-13
37	Equals 2	Equals “DP”	Equals 04	Less Than GS-15 Step 04	GS-14
38	Equals 2	Equals “DP”	Equals 04	Equal to or Greater than GS-15 Step 04	GS-15
Note 1: Please see instructions in paragraph b to determine the appropriate pay table for lookup purposes. If the lookup grade identified in Column D does not exist on the Special Rate Table (rule 1 in paragraph b), then Pay Table 0000 will be used for the lookup value.					

d. **Pay Schedule/Pay Band Determination**. Instructions for determining the appropriate NSPS Pay Schedule and Pay Band for SPAWAR conversion purposes are as follows:

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
1	Any		Any	YP (Occ Series like ‘%99’)	Not equal to 2	YP-01
2	DA-01		In ("05", "06", "07", "08")	Any	Equal to 2	YC-01
3	DA-01		In ("05", "06", "07", "08")	YA	Not equal to 2	YA-01
4	DA-01		In ("05", "06", "07", "08")	YK	Not equal to 2	YK-01
5	DA-02	Is null or Equal to Valid Grade	In ("09", "10")	YA	Not equal to 2	YA-02
6	DA-02	Is greater than Valid Grade	In ("09", "10")	YA	Not equal to 2	YA-01
7	DA-02		In ("09", "10") (See Note 2)	YA	Equal to 2	YA-02
8	DA-02	Is null or Equal to	In ("09", "10")	YK	Not equal to 2	YK-02

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
		Valid Grade				
9	DA-02	Is greater than Valid Grade	In ("09", "10")	YK	Not equal to 2	YK-01
10	DA-02		In ("09", "10") (See Note 2)	YK	Equal to 2	YK-02
11	DA-03	Is null or Equal to Valid Grade	Equals "11"	YA	Not equal to 2	YA-02
12	DA-03	Is greater than Valid Grade	Equals "11"	YA	Not equal to 2	YA-01
13	DA-03		Equals "12"	YA	Not equal to 2	YA-02
14	DA-03		Equals "11" (See Note 3)	YA	Equal to 2	YC-02
15	DA-03		Equals "12"	YA	Equal to 2	YC-02
16	DA-03	Is null or Equal to Valid Grade	Equals "11"	YK	Not equal to 2	YK-02
17	DA-03	Is greater than Valid Grade	Equals "11"	YK	Not equal to 2	YK-01
18	DA-03		Equals "12"	YK	Not equal to 2	YK-02
19	DA-03		Equals "11" (See Note 3)	YK	Equal to 2	YN-02
20	DA-03		Equals “12”	YK	Equal to 2	YN-02
21	DG-00		In ("01", "02", "03")	YB	Not equal to 2	YB-01
22	DG-01		In ("04", "05")	YA	Not equal to 2	YA-01
23	DG-01		In ("04", "05")	YB	Not equal to 2	YB-01
24	DG-02		Equals "06"	YA	Not equal to 2	YA-01
25	DG-02		Equals "07"	YA	Not equal to 2	YA-01
26	DG-02		Equals "06"	YB	Not equal to 2	YB-01
27	DG-02		Equals "07"	YB	Not equal to 2	YB-02
28	DG-03		Equals "08"	YA	Not equal to 2	YA-01

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
29	DG-03	Is null or Equal to Valid Grade	Equals "09"	YA	Not equal to 2	YA-02
30	DG-03	Is greater than Valid Grade	Equals "09"	YA	Not equal to 2	YA-01
31	DG-03		In ("08", "09")	YB	Not equal to 2	YB-02
32	DG-04	Is null or Equal to Valid Grade	Equals "10"	YA	Not equal to 2	YA-02
33	DG-04	Is greater than Valid Grade	Equals "10"	YA	Not equal to 2	YA-01
34	DG-04		Equals "11"	YA	Not equal to 2	YA-02
35	DG-04		Equals “10”	YB	Not equal to 2	YB-02
36	DG-04		Equals “11”	YB	Not equal to 2	YB-03
37	DP-01		In ("05", "06", "07", "08")	YA	Not equal to 2	YA-01
38	DP-01		In ("05", "06", "07", "08")	YD	Not equal to 2	YD-01
39	DP-01		In ("05", "06", "07", "08")	YH	Not equal to 2	YH-01
40	DP-02	Is null or Equal to Valid Grade	In ("09", "10", "11")	YA	Not equal to 2	YA-02
41	DP-02	Is greater than Valid Grade	In ("09", "10", "11")	YA	Not equal to 2	YA-01
42	DP-02		Equals "11" (See Note 3)	YA	Equal to 2	YC-02
43	DP-02		In ("09", "10") (See Note 2)	YA	Equal to 2	YA-02
44	DP-02	Is null or Equal to Valid Grade	In ("09", "10", "11")	YD	Not equal to 2	YD-02
45	DP-02	Is greater than Valid	In ("09", "10", "11")	YD	Not equal to 2	YD-01

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
		Grade				
46	DP-02		Equals "11" (See Note 3)	YD	Equal to 2	YF-02
47	DP-02		In ("09", "10") (See Note 2)	YD	Equal to 2	YD-02
48	DP-02	Is null or Equal to Valid Grade	In ("09", "10", "11")	YH	Not equal to 2	YH-02
49	DP-02	Is greater than Valid Grade	In ("09", "10", "11")	YH	Not equal to 2	YH-01
50	DP-02		Equals "11" (See Note 3)	YH	Equal to 2	YJ-02
51	DP-02		In ("09", "10") (See Note 2)	YH	Equal to 2	YH-02
52	DP-03		In ("12", "13")	YA	Not equal to 2	YA-02
53	DP-03		In ("12", "13")	YA	Equal to 2	YC-02
54	DP-03		Equals "12"	YB	Not equal to 2	YB-03
55	DP-03		In ("12", "13")	YD	Not equal to 2	YD-02
56	DP-03		In ("12", "13")	YD	Equal to 2	YF-02
57	DP-03		Equals "12"	YE	Not equal to 2	YE-03
58	DP-03		Equals "13"	YE	Not equal to 2	YE-04
59	DP-03		In ("12", "13")	YE	Equal to 2	YF-02
60	DP-03		In ("12", "13")	YH	Not equal to 2	YH-02
61	DP-03		In ("12", "13")	YH	Equal to 2	YJ-02
62	DP-04		In ("14", "15")	YA	Not equal to 2	YA-03
63	DP-04		Equals "14"	YA	Equal to 2	YC-02
64	DP-04		Equals "15"	YA	Equal to 2	YC-03

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
65	DP-04		In ("14", "15")	YD	Not equal to 2	YD-03
66	DP-04		Equals "14"	YD	Equal to 2	YF-02
67	DP-04		Equals "15"	YD	Equal to 2	YF-03
68	DP-04		Equals "15"	YE	Equal to 2	YF-03
69	DP-04		In ("14", "15")	YH	Not equal to 2	YH-03
70	DP-04		Equals "14"	YH	Equal to 2	YJ-02
71	DP-04		Equals "15"	YH	Equal to 2	YJ-03
72	DS-01		In ("05", "06", "07", "08")	YA	Not equal to 2	YA-01
73	DS-01		In ("05", "06", "07", "08")	YD	Not equal to 2	YD-01
74	DS-02	Is null or Equal to Valid Grade	In ("09", "10")	YA	Not equal to 2	YA-02
75	DS-02	Is greater than Valid Grade	In ("09", "10")	YA	Not equal to 2	YA-01
76	DS-02		In ("09", "10") (See Note 2)	YA	Equal to 2	YA-02
77	DS-02	Is null or Equal to Valid Grade	In ("09", "10")	YD	Not equal to 2	YD-02
78	DS-02	Is greater than Valid Grade	In ("09", "10")	YD	Not equal to 2	YD-01
79	DS-02		In ("09", "10") (See Note 2)	YD	Equal to 2	YD-02
80	DS-03	Is null or Equal to Valid Grade	Equals "11"	YA	Not equal to 2	YA-02
81	DS-03	Is greater than Valid	Equals "11"	YA	Not equal to 2	YA-01

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
		Grade				
82	DS-03		Equals "12"	YA	Not equal to 2	YA-02
83	DS-03		Equals "11" (See Note 3)	YA	Equal to 2	YC-02
84	DS-03		Equals "12"	YA	Equal to 2	YC-02
85	DS-03	Is null or Equal to Valid Grade	Equals "11"	YD	Not equal to 2	YD-02
86	DS-03	Is greater than Valid Grade	Equals "11"	YD	Not equal to 2	YD-01
87	DS-03		Equals "12"	YD	Not equal to 2	YD-02
88	DS-03		Equals "11" (See Note 3)	YD	Equal to 2	YF-02
89	DS-03		Equals "12"	YD	Equal to 2	YF-02
90	DT-00		In ("01", "02", "03", "04")	YB	Not equal to 2	YB-01
91	DT-00		In ("01", "02", "03", "04")	YE	Not equal to 2	YE-01
92	DT-01		In ("07", "08")	YA	Not equal to 2	YA-01
93	DT-01		In ("05", "06")	YB	Not equal to 2	YB-01
94	DT-01		In ("07", "08")	YB	Not equal to 2	YB-02
95	DT-01		In ("05", "06", "07", "08")	YB	Equal to 2	YC-01
96	DT-01		In ("05", "06")	YE	Not equal to 2	YE-01
97	DT-01		In ("07", "08")	YE	Not equal to 2	YE-02
98	DT-01		In ("05", "06", "07", "08")	YE	Equal to 2	YF-01
99	DT-02		In ("09", "10")	YB	Not equal to 2	YB-02
100	DT-02		In ("09", "10")	YB	Equal to 2	YC-01
101	DT-02		In ("09",	YE	Not equal to 2	YE-02

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
			"10")			
102	DT-02		In ("09", "10")	YE	Equal to 2	YF-01
103	DT-03		In ("11", "12")	YB	Not equal to 2	YB-03
104	DT-03		Equals "11"	YB	Equal to 2	YC-01
105	DT-03		Equals "12"	YB	Equal to 2	YC-02
106	DT-03		In ("11", "12")	YE	Not equal to 2	YE-03
107	DT-03		Equals "11"	YE	Equal to 2	YF-01
108	DT-03		Equals “12”	YE	Equal to 2	YF-02

NOTE 1: Refer to NSPS Position Guide, Appendix D for determining what pay schedule each occupational code would fall under.

NOTE 2: While the position is being converted to a non-supervisory pay schedule, supervisory Status will remain as 2 for all records.

NOTE 3: For supervisory positions (Supervisory Status = 2) where the From Pay Plan/Grade like “D” and the GS Base Grade equals 11 and the Occupational Codes would fall under To Pay Plans YA, YD, YH and YK (if the position were non-supervisory), the To Grade will convert to **02**.

4. **NAWCWD (CHINA LAKE) PAY SCHEDULE/PAY BAND:** Conversion of the Valid Grade to the appropriate pay schedule and pay band for Pay Plan DA, DG, DP, DS, DT and Demo Location Code ‘1’ depends on first determining the Grade Interval for the occupational series, what Pay Table ID will be used for salary lookup purposes and what GS Base Grade would be computed for the employee record.

   a. **Grade Interval Determination**: The following table provides the grade interval for the occupational series listed below:

Occ Series	Description	Grade Interval
0018	Safety And Occupational Health Management (0018)	2 Grade Interval
0028	Environmental Protection Specialist (0028)	2 Grade Interval
0080	Security Administration (0080)	2 Grade Interval
0086	Security Clerical and Assistance (0086)	1 Grade Interval
0130	Foreign Affairs (0130)	2 Grade Interval

Occ Series	Description	Grade Interval
0132	Intelligence (0132)	2 Grade Interval
0170	History (0170)	2 Grade Interval
0180	Psychology (0180)	2 Grade Interval
0201	Human Resources Management (0201)	2 Grade Interval
0201	Human Resources Officer	2 Grade Interval
0203	Human Resources Assistance (0203)	1 Grade Interval
0260	Equal Employment Opportunity (0260)	2 Grade Interval
0301	Miscellaneous Administration & Program (0301)	2 Grade Interval
0303	Miscellaneous Clerk and Assistant (0303)	1 Grade Interval
0335	Computer Clerk and Assistant (0335)	1 Grade Interval
0340	Program Management (0340)	2 Grade Interval
0341	Administrative Officer (0341)	2 Grade Interval
0343	Management and Program Analysis (0343)	2 Grade Interval
0346	Logistics Management (0346)	2 Grade Interval
0391	Telecommunications (0391)	2 Grade Interval
0408	Ecology (0408)	2 Grade Interval
0501	Financial Administration And Program (0501)	2 Grade Interval
0503	Financial Clerical and Technician (0503)	1 Grade Interval
0505	Financial Management (0505)	2 Grade Interval
0510	Accounting (0510)	2 Grade Interval
0525	Accounting Technician (0525)	1 Grade Interval
0560	Budget Analysis (0560)	2 Grade Interval
0561	Budget Clerical and Assistance (0561)	1 Grade Interval
0599	Financial Management Student Trainee (0599)	1 Grade Interval **(See Note 2)**
0801	General Engineering (0801)	2 Grade Interval
0802	Engineering Technician (0802)	1 Grade Interval
0803	Safety Engineering (0803)	2 Grade Interval
0808	Architecture (0808)	2 Grade Interval
0810	Civil Engineering (0810)	2 Grade Interval
0819	Environmental Engineering (0819)	2 Grade Interval
0830	Mechanical Engineering (0830)	2 Grade Interval
0850	Electrical Engineering (0850)	2 Grade Interval
0854	Computer Engineering (0854)	2 Grade Interval
0855	Electronics Engineering (0855)	2 Grade Interval
0856	Electronics Technician (0856)	1 Grade Interval
0861	Aerospace Engineering (0861)	2 Grade Interval
0893	Chemical Engineering (0893)	2 Grade Interval

Occ Series	Description	Grade Interval
0896	Industrial Engineering (0896)	2 Grade Interval
0899	Engineering & Architecture Student Trainee (0899)	1 Grade Interval **(See Note 2)**
0905	General Attorney (0905)	2 Grade Interval
0950	Paralegal Specialist (0950)	2 Grade Interval
0986	Legal Assistance (0986)	1 Grade Interval
1001	General Arts And Information (1001)	Series includes both 1- and 2-grade interval work **(See Note 1)**
1010	Exhibits Specialist (1010)	2 Grade Interval
1035	Public Affairs (1035)	2 Grade Interval
1060	Photography (1060)	1 Grade Interval
1071	Audiovisual Production (1071)	2 Grade Interval
1083	Technical Writing And Editing (1083)	2 Grade Interval
1084	Visual Information (1084)	2 Grade Interval
1087	Editorial Assistance (1087)	1 Grade Interval
1101	General Business And Industry (1101)	Series includes both 1- and 2-grade interval work **(See Note 1)**
1102	Contracting (1102)	2 Grade Interval
1103	Industrial Property Management (1103)	2 Grade Interval
1105	Purchasing (1105)	1 Grade Interval
1106	Procurement Clerical and Technician (1106)	1 Grade Interval
1221	Patent Adviser (1221)	2 Grade Interval
1222	Patent Attorney (1222)	2 Grade Interval
1301	General Physical Science (1301)	2 Grade Interval
1306	Health Physics (1306)	2 Grade Interval
1310	Physics (1310)	2 Grade Interval
1311	Physical Science Technician (1311)	1 Grade Interval
1320	Chemistry (1320)	2 Grade Interval
1321	Metallurgy (1321)	2 Grade Interval
1340	Meteorology (1340)	2 Grade Interval
1374	Geodetic Technician (1374)	1 Grade Interval
1399	Physical Science Student Trainee (1399)	1 Grade Interval **(See Note 2)**
1410	Librarian (1410)	2 Grade Interval
1411	Library Technician (1411)	1 Grade Interval
1412	Technical Information Services (1412)	2 Grade Interval
1515	Operations Research (1515)	2 Grade Interval

Occ Series	Description	Grade Interval
1520	Mathematics (1520)	2 Grade Interval
1521	Mathematics Technician (1521)	1 Grade Interval
1529	Mathematical Statistician (1529)	2 Grade Interval
1550	Computer Science (1550)	2 Grade Interval
1599	Mathematics & Statistics Student Trainee (1599)	1 Grade Interval **(See Note 2)**
1601	General Facilities & Equipment (1601)	2 Grade Interval
1640	Facility Management (1640)	2 Grade Interval
1670	Equipment Specialist (1670)	2 Grade Interval
1910	Quality Assurance (1910)	2 Grade Interval
2010	Inventory Management (2010)	2 Grade Interval
2101	Transportation Specialist (2101)	2 Grade Interval
2152	Air Traffic Control (2152)	2 Grade Interval
2210	Information Technology Management	2 Grade Interval
Note 1: If the "From" Occupational Code equals "1001" or "1101" and the "From" Pay Plan like 'DG' or 'DT', it will be considered as a 1-grade interval series; else it will be considered as a 2-grade interval series.		
Note 2: If the Occ Series = XX99 and Pay Plan = DA, DP, DS then grade interval is designated as 2 grade interval work. If the Occ Series = XX99 and Pay Plan = DG, DT then grade interval is designated as 1 grade interval work.		
Note 3: The series listed above reflect the current **NAWCWD** positions.		

b. **Lookup GS Base Grade Pay Table ID Determination**: Instructions for determining the appropriate lookup Pay Table ID are as follows (**Note:** this is not the Pay Table ID listed in the position or assignment areas):

Rule	If From Occupational Series	And From Valid Grade	And Locality Pay Area	And From Basic Pay is less than or equal to:	Then use the following pay table when determining the GS Base Grade (See Note 1)
1	Equals "2210"	In ("DS-02", "DS-03")	Equals "ZX"	GS-12 step 10 of Pay Table 999B	999B
2	In ("0854", "1550")		Equals "ZX"	GS-12 step 10 of Pay Table 999B	999B
3	In ("0854", "1550")		Equals "WA"	GS-12 step 10 of Pay Table 999C	999C
4	In ("0854", "1550")		Equals "LA"	GS-11 step 10 of Pay Table 999E	999E
5	In ("0840", "0850", "0855")		In ("LA", "ZX")	GS-12 step 10 of Pay Table 0422	0422

Rule	If From Occupational Series	And From Valid Grade	And Locality Pay Area	And From Basic Pay is less than or equal to:	Then use the following pay table when determining the GS Base Grade (See Note 1)
6	In ("0801", "0803", "0804", "0806", "0807", "0808", "0810", "0819", "0830", "0858", "0861", "0871", "0890", "0892", "0893", "0894", "0896")		In ("LA", "ZX")	GS-12 step 10 of Pay Table 0414	0414
Note 1: If Rules 1 through 6 does not apply, then use Pay Table 0000 for lookup purposes.					

c. **GS Base Grade Computation.** Instructions for determining the appropriate GS Base Grade for NAWCWD conversion purposes are as follows:

LINE	If Occ Code Grade Interval	And From Valid Pay Plan	And From Valid Grade	And From Basic Pay (See Note 1)	Then Set GS Base Grade to
1	Not listed	In ("DA", "DP", "DS", "DT", "DG")	Equals 00	Less Than GS-02 Step 04	GS-01
2	Not listed	In ("DA", "DP", "DS", "DT", "DG")	Equals 00	Equal to or Greater than GS-02 Step 04 and Less Than GS-03 Step 4	GS-02
3	Not listed	In ("DA", "DP", "DS", "DT")	Equals 00	Equal to or Greater than GS-03 Step 04 and Less Than GS-04 Step 4	GS-03
4	Not listed	Equals "DG"	Equals 00	Equal to or Greater than GS-03 Step 04	GS-03
5	Not listed	In ("DA", "DP", "DS", "DT")	Equals 00	Equal to or Greater than GS-04 Step 04	GS-04
6	Not listed	Equals "DG"	Equals 01	Less Than GS-05 Step 04	GS-04
7	Not listed	Equals "DG"	Equals 01	Equal to or Greater than GS-05 Step 04	GS-05
8	Not listed	In ("DA", "DP", "DS", "DT")	Equals 01	Less Than GS-06 Step 04	GS-05
9	Not listed	In ("DA", "DP", "DS",	Equals 01	Equal to or Greater than GS-06 Step 04 and Less	GS-06

LINE	If Occ Code Grade Interval	And From Valid Pay Plan	And From Valid Grade	And From Basic Pay (See Note 1)	Then Set GS Base Grade to
		"DT")		Than GS-07 Step 4	
10	Not listed	In ("DA", "DP", "DS")	Equals 01	Equal to or Greater than GS-07 Step 04 and Less Than GS-08 Step 4	GS-07
11	Not listed	Equals "DT"	Equals 01	Equal to or Greater than GS-07 Step 04	GS-07
12	Not listed	In ("DA", "DP", "DS")	Equals 01	Equal to or Greater than GS-08 Step 04	GS-08
13	Not listed	Equals "DG"	Equals 02	Less Than GS-06 Step 04	GS-05
14	Not listed	Equals "DG"	Equals 02	Equal to or Greater than GS-06 Step 04	GS-06
15	Not listed	Equals "DT"	Equals 02	Less than GS-09 Step 04	GS-08
16	Not listed	Equals "DT"	Equals 02	Equal to or Greater than GS-09 Step 04 and Less than GS-10 Step 04	GS-09
17	Not listed	In ("DA", "DP", "DS")	Equals 02	Less Than GS-10 Step 04	GS-09
18	Not listed	In ("DA", "DS" "DT")	Equals 02	Equal to or Greater than GS-10 Step 04	GS-10
19	Not listed	Equals "DP"	Equals 02	Equal to or Greater than GS-10 Step 04 and Less Than GS-11 Step 4	GS-10
20	Not listed	Equals "DP"	Equals 02	Equal to or Greater than GS-11 Step 04	GS-11
21	Not listed	Equals "DG"	Equals 03	Less Than GS-07 Step 04	GS-06
22	Not listed	Equals "DG"	Equals 03	Equal to or Greater than GS-07 Step 04	GS-07
23	Not listed	In ("DA", "DS", "DT")	Equals 03	Less Than GS-12 Step 04	GS-11
24	Not listed	In ("DA", "DS", "DT")	Equals 03	Equal to or Greater than GS-12 Step 04	GS-12
25	Not listed	Equals "DP"	Equals 03	Less Than GS-13 Step 04	GS-12
26	Not listed	Equals "DP"	Equals 03	Equal to or Greater than GS-13 Step 04	GS-13
27	Not listed	Equals "DP"	Equals 04	Less Than GS-15 Step 04	GS-14
28	Not listed	Equals "DP"	Equals 04	Equal to or Greater than GS-15 Step 04	GS-15
29	Not listed	Equals "DG"	Equals 04	Less Than GS-09 Step 04	GS-08
30	Not listed	Equals "DG"	Equals 04	Equal to or Greater than GS-09 Step 04	GS-09
31	Not listed	Equals "DG"	Equals 05	Less than GS-11 Step 04	GS-10
32	Not listed	Equals "DG"	Equals 05	Equal to or Greater than	GS-11

LINE	If Occ Code Grade Interval	And From Valid Pay Plan	And From Valid Grade	And From Basic Pay (See Note 1)	Then Set GS Base Grade to
				GS-11 Step 04	
33	Equals 2	In ("DA", DP")	Equals 00	Less Than GS-02 Step 04	GS-01
34	Equals 2	In ("DA", DP")	Equals 00	Equal to or Greater than GS-02 Step 04 and Less Than GS-03 Step 4	GS-02
35	Equals 2	In ("DA", DP")	Equals 00	Equal to or Greater than GS-03 Step 04 and Less Than GS-04 Step 4	GS-03
36	Equals 2	In ("DA", DP")	Equals 00	Equal to or Greater than GS-04 Step 04	GS-04
37	Equals 2	In ("DA", "DS", "DT")	Equals 01	Less Than GS-07 Step 04	GS-05
38	Equals 2	Equals DP	Equals 01	Less than GS-07 Step 04	GS-05
39	Equals 2	In ("DA", "DS", "DT")	Equals 01	Equal to or Greater than GS-07 Step 04	GS-07
40	Equals 2	Equals DP	Equals 01	Equal to or Greater than GS-07 Step 04	GS-07
41	Equals 2	In ("DA", "DS", "DT")	Equals 02	Any Basic Pay	GS-09
42	Equals 2	Equals “DP”	Equals 02	Less than GS-11 Step 04	GS-09
43	Equals 2	Equals “DP”	Equals 02	Equal to or Greater than GS-11 Step 04	GS-11
44	Equals 2	In (“DA”, ”DS”, ”DT”)	Equals 03	Less Than GS-12 Step 04	GS-11
45	Equals 2	In (“DA”, ”DS”, ”DT”)	Equals 03	Equal to or Greater than GS-12 Step 04	GS-12
46	Equals 2	Equals “DP”	Equals 03	Less Than GS-13 Step 04	GS-12
47	Equals 2	Equals “DP”	Equals 03	Equal to or Greater than GS-13 Step 04	GS-13
48	Equals 2	Equals “DP”	Equals 04	Less Than GS-15 Step 04	GS-14
49	Equals 2	Equals “DP”	Equals 04	Equal to or Greater than GS-15 Step 04	GS-15
Note 1: Please see instructions in paragraph 4b to determine the appropriate pay table for lookup purposes.					
Note 2: If the lookup grade identified in Column D does not exist on the Special Rate Table (rules 1 through 6 in paragraph 4b), then use Pay Table 0000 as the lookup value.					

d. **Pay Schedule/Pay Band Determination**. Instructions for determining the appropriate NSPS Pay Schedule and Pay Band for NAWCWD conversion purposes are as follows:

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
1	Any		Any	YP (Occ Series like '%99' or Current Appointing Authority 1 equals "Y1K", "Y2K", "Y3K", "Y4K", "Y5K", "YBM", "YGM", "Y3M", "Y1M" or "Y2M" regardless of occupational code)	Not equal to 2	YP-01
2	DA-01		In ("05", "06", "07", "08")	Any	Equal to 2	YC-01
3	DA-01		In ("05", "06", "07", "08")	YA	Not equal to 2	YA-01
4	DA-01		In ("05", "06", "07", "08")	YK	Not equal to 2	YK-01
5	DA-02	Is null or Equal to Valid Grade	In ("09", "10")	YA	Not equal to 2	YA-02
6	DA-02	Is greater than Valid Grade	In ("09", "10")	YA	Not equal to 2	YA-01
7	DA-02		In ("09", "10") **(See Note 2)**	YA	Equal to 2	YA-02
8	DA-02		In ("09", "10")	YB	Equal to 2	YC-01
9	DA-02	Is null or Equal to Valid Grade	In ("09", "10")	YK	Not equal to 2	YK-02
10	DA-02	Is greater than Valid Grade	In ("09", "10")	YK	Not equal to 2	YK-01

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
11	DA-02		In ("09", "10") **(See Note 2)**	YK	Equal to 2	YK-02
12	DA-03	Is null or Equal to Valid Grade	Equals "11"	YA	Not equal to 2	YA-02
13	DA-03	Is greater than Valid Grade	Equals "11"	YA	Not equal to 2	YA-01
14	DA-03		Equals "12"	YA	Not equal to 2	YA-02
15	DA-03		Equals "11" **(See Note 3)**	YA	Equal to 2	YC-02
16	DA-03		Equals "12"	YA	Equal to 2	YC-02
17	DA-03	Is null or Equal to Valid Grade	Equals "11"	YK	Not equal to 2	YK-02
18	DA-03	Is greater than Valid Grade	Equals "11"	YK	Not equal to 2	YK-01
19	DA-03		Equals "12"	YK	Not equal to 2	YK-02
20	DA-03		Equals "11" **(See Note 3)**	YK	Equal to 2	YN-02
21	DA-03		Equals “12”	YK	Equal to 2	YN-02
22	DG-00		In ("01", "02", "03")	YB	Not equal to 2	YB-01
23	DG-01		In ("04", "05")	YA	Not equal to 2	YA-01
24	DG-01		In ("04", "05")	YB	Not equal to 2	YB-01
25	DG-02		In ("05", "06")	YA	Not equal to	YA-01

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
					2	
26	DG-02		In ("05", "06")	YB	Not equal to 2	YB-01
27	DG-02		Equals "07"	YB	Not equal to 2	YB-02
28	DG-03		In ("06", "07")	YA	Not equal to 2	YA-01
29	DG-03		In ("06", "07")	YB	Not equal to 2	YB-02
30	DG-04		In ("08", "09")	YA	Not equal to 2	YA-01
31	DG-04		In ("08", "09")	YB	Not equal to 2	YB-02
32	DG-04		In ("08", "09")	YB	Equal to 2	YC-01
33	DG-05		Any	YA	Not equal to 2	YA-02
34	DG-05		Equals "10"	YB	Not equal to 2	YB-02
35	DG-05		Equals "11"	YB	Not equal to 2	YB-03
36	DP-01		In ("05", "06", "07", "08")	YA	Not equal to 2	YA-01
37	DP-01		In ("05", "06", "07", "08")	YD	Not equal to 2	YD-01
38	DP-01		In ("05", "06", "07", "08")	YH	Not equal to 2	YH-01
39	DP-02	Is null or Equal to Valid Grade	In ("09", "10", "11")	YA	Not equal to 2	YA-02
40	DP-02	Is greater than Valid Grade	In ("09", "10", "11")	YA	Not equal to 2	YA-01
41	DP-02		Equals "11" **(See Note 3)**	YA	Equal to 2	YC-02
42	DP-02		In ("09", "10") **(See Note 2)**	YA	Equal to 2	YA-02

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
43	DP-02	Is null or Equal to Valid Grade	In ("09", "10", "11")	YD	Not equal to 2	YD-02
44	DP-02	Is greater than Valid Grade	In ("09", "10", "11")	YD	Not equal to 2	YD-01
45	DP-02		Equals "11" **(See Note 3)**	YD	Equal to 2	YF-02
46	DP-02		In ("09", "10") **(See Note 2)**	YD	Equal to 2	YD-02
47	DP-02	Is null or Equal to Valid Grade	In ("09", "10", "11")	YH	Not equal to 2	YH-02
48	DP-02	Is greater than Valid Grade	In ("09", "10", "11")	YH	Not equal to 2	YH-01
49	DP-02		Equals "11" **(See Note 3)**	YH	Equal to 2	YJ-02
50	DP-02		In ("09", "10") **(See Note 2)**	YH	Equal to 2	YH-02
51	DP-03		In ("12", "13")	YA	Not equal to 2	YA-02
52	DP-03		In ("12", "13")	YA	Equal to 2	YC-02
53	DP-03		Equals "12"	YB	Not equal to 2	YB-03
54	DP-03		In ("12", "13")	YD	Not equal to 2	YD-02
55	DP-03		In ("12", "13")	YD	Equal to 2	YF-02
56	DP-03		Equals "12"	YE	Not equal to 2	YE-03
57	DP-03		Equals "13"	YE	Not equal to	YE-04

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
					2	
58	DP-03		In ("12", "13")	YE	Equal to 2	YF-02
59	DP-03		In ("12", "13")	YH	Not equal to 2	YH-02
60	DP-03		In ("12", "13")	YH	Equal to 2	YJ-02
61	DP-04		In ("14", "15")	YA	Not equal to 2	YA-03
62	DP-04		Equals "14"	YA	Equal to 2	YC-02
63	DP-04		Equals "15"	YA	Equal to 2	YC-03
64	DP-04		In ("14", "15")	YD	Not equal to 2	YD-03
65	DP-04		Equals "14"	YD	Equal to 2	YF-02
66	DP-04		Equals "15"	YD	Equal to 2	YF-03
67	DP-04		Equals "14"	YE	Equal to 2	YF-02
68	DP-04		Equals "15"	YE	Equal to 2	YF-03
69	DP-04		In ("14", "15")	YH	Not equal to 2	YH-03
70	DP-04		Equals "14"	YH	Equal to 2	YJ-02
71	DP-04		Equals "15"	YH	Equal to 2	YJ-03
72	DS-01		In ("05", "06", "07", "08")	YA	Not equal to 2	YA-01
73	DS-01		In ("05", "06", "07", "08")	YD	Not equal to 2	YD-01
74	DS-02	Is null or Equal to Valid Grade	In ("09", "10")	YA	Not equal to 2	YA-02
75	DS-02	Is greater than Valid Grade	In ("09", "10")	YA	Not equal to 2	YA-01
76	DS-02		In ("09", "10") **(See Note 2)**	YA	Equal to 2	YA-02
77	DS-02	Is null or Equal to Valid	In ("09", "10")	YD	Not equal to 2	YD-02

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
		Grade				
78	DS-02	Is greater than Valid Grade	In ("09", "10")	YD	Not equal to 2	YD-01
79	DS-02		In ("09", "10") **(See Note 2)**	YD	Equal to 2	YD-02
80	DS-03	Is null or Equal to Valid Grade	Equals "11"	YA	Not equal to 2	YA-02
81	DS-03	Is greater than Valid Grade	Equals "11"	YA	Not equal to 2	YA-01
82	DS-03		Equals "12"	YA	Not equal to 2	YA-02
83	DS-03		Equals "11" **(See Note 3)**	YA	Equal to 2	YC-02
84	DS-03		Equals "12"	YA	Equal to 2	YC-02
85	DS-03	Is null or Equal to Valid Grade	Equals "11"	YD	Not equal to 2	YD-02
86	DS-03	Is greater than Valid Grade	Equals "11"	YD	Not equal to 2	YD-01
87	DS-03		Equals "12"	YD	Not equal to 2	YD-02
88	DS-03		Equals "11" **(See Note 3)**	YD	Equal to 2	YF-02
89	DS-03		Equals "12"	YD	Equal to 2	YF-02
90	DT-00		In ("01", "02",	YB	Not equal to	YB-01

LINE	And Valid Grade equals	And Target Grade	And GS Base Grade	And Occupational Series would be covered by NSPS Pay Schedule (See Note 1)	And Supervisory Status	Then new Pay Schedule/Pay Band equals
			"03", "04")		2	
91	DT-00		In ("01", "02", "03", "04")	YE	Not equal to 2	YE-01
92	DT-01		In ("05", "06")	YB	Not equal to 2	YB-01
93	DT-01		Equals "07"	YB	Not equal to 2	YB-02
94	DT-01		In ("05", "06", "07")	YB	Equal to 2	YC-01
95	DT-01		In ("05", "06")	YE	Not equal to 2	YE-01
96	DT-01		Equals "07	YE	Not equal to 2	YE-02
97	DT-01		In ("05", "06", "07")	YE	Equal to 2	YF-01
98	DT-02		In ("08", "09", "10")	YB	Not equal to 2	YB-02
99	DT-02		In ("09", "10")	YB	Equal to 2	YC-01
100	DT-02		In ("08", "09", "10")	YE	Not equal to 2	YE-02
101	DT-02		In ("09", "10")	YE	Equal to 2	YF-01
102	DT-03		In ("11", "12")	YB	Not equal to 2	YB-03
103	DT-03		Equals "11"	YB	Equal to 2	YC-01
104	DT-03		Equals "12"	YB	Equal to 2	YC-02
105	DT-03		In ("11", "12")	YE	Not equal to 2	YE-03
106	DT-03		Equals "11"	YE	Equal to 2	YF-01
107	DT-03		Equals "12"	YE	Equal to 2	YF-02

NOTE 1: Refer to NSPS Position Guide, Appendix D for determining what pay schedule each occupational code would fall under.

NOTE 2: While the position is being converted to a non-supervisory pay schedule, supervisory Status will remain as 2 for all records.

NOTE 3: For supervisory positions (Supervisory Status = 2) where the From Pay Plan/Grade like "D" and the GS Base Grade equals 11 and the Occupational Codes would fall under To Pay Plans YA, YD, YH and YK (if the position were non-supervisory), the To Grade will convert to **02**.

Appendix H – 2008 LMS Indicator Codes/ Percentages/ Specialty Codes

The PEO/FAS Office has identified the following 2008 Special Salary Rate Tables that may entitle employees to a Targeted Local Market Supplement Percentage. Although these tables are identified, CPMS Wage Fixing Office will authorize new Targeted Local Market Supplements, as needed, when each Spiral is converted into NSPS.

As Targeted Local Market Supplements are authorized, they will be posted to CPMS web page (link: http://www.cpms.osd.mil/wage/wage.html → National Security Personnel System). (**Note**: The line entries in the below table marked in BLUE have been authorized to date (**February 15, 2008**). In those duty locations where the Standard Local Market Supplement is greater, then the Target Local Market Supplement will not apply.) Physicians (0602) and Dentists (0680) are not authorized Standard Local Market Supplements.

A. For Occupational Codes not equal to 0602 (Physicians) or 0680 (Dentists)

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
1	0007	YI	0651	01	23.08	T0007A		
2	0022	YM	0083	01	17.95	T0022A		
3	0046	YI	0648	01	15.39	T0046A		
4	0133	YI	0649	01	23.08	T0133A	015	
5	0156	YI	0647	01	23.08	T0156A		
6	0202	YI	0647	01	25.64	T0202A		
7	0206	YI	0648	02	20.51	T0206A		
8	0218	YI	0642	02	5.13	T0218A		
9	0218	YI	0642	03	5.13	T0218B		
10	0225	YI	0649	02	0.13	T0225A	015	
11	0233	YI	0651	02	15.39	T0233A		
12	0250	YI	0682	01	23.08	T0250A		
13	0328	YI	0682	01	23.08	T0328A		
14	0334	YI	0682	01	23.08	T0334A		
15	0336	YI	0620	01	10.26	T0336A		
16	0351	YI	0682	01	15.39	T0351A		
17	0360	YI	0648	01	23.08	T0360A		
18	0481	YI	0682	01	23.08	T0481A		
19	0491	YB	any	01	36.00	T0491A	005	Currently authorized for Miramar Naval Air

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
								Station, California (06-2194-073) **Authorized 11-09-2007 (Note: this is listed under the Targeted LMS # SDLE schedule)**
20	0491	YB	any	01	33.05	T0491B	005	
21	0491	YB	any	01	27.70	T0491C	005	Currently authorized for Ft Leavenworth, Kansas (20-1823-103) **Authorized 02-15-2008 (Note: this is listed under the Targeted LMS # RULE schedule)**
22	0491	YI	0681	01	26.95	T0491D	005	
23	0513	YI	0682	01	23.08	T0513A		
24	0514	YI	0647	02	20.51	T0514A	006	
25	0522	YD	1310	02	27.21	T0522A	009	
26	0556	YM	0083	01	28.21	T0556A		
27	0558	YA	0018, 0301, 0340, 0343, 0346, 1601, 2101	02	30.00	T0558A	011	Limited to 2181 Occupation involved in flying Air Force aircraft or Supervisors who occupy positions that require rated pilot qualifications for Air Force aircraft in the following Occupational Codes: 0018, 0301, 0340, 0343, 0346, 1601, or 2101. Currently authorized to Nationwide locations except where the Standard Local Market Supplement is greater. **(Note: this is listed under the Targeted LMS # 0558 schedule)**

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
28	0558	YA	0018, 0301, 0340, 0343, 0346, 1601, 2101	03	4.77	T0558B	011	Limited to 2181 Occupation involved in flying Air Force aircraft or Supervisors who occupy positions that require rated pilot qualifications for Air Force aircraft in the following Occupational Codes: 0018, 0301, 0340, 0343, 0346, 1601, or 2101. Currently authorized to Nationwide locations except where the Standard Local Market Supplement is greater. **(Note: this is listed under the Targeted LMS # 0558 schedule)**
29	0558	YC	0018, 0301, 0340, 0343, 0346, 1601, 2101	02	14.29	T0558C	011	Limited to 2181 Occupation involved in flying Air Force aircraft or Supervisors who occupy positions that require rated pilot qualifications for Air Force aircraft in the following Occupational Codes: 0018, 0301, 0340, 0343, 0346, 1601, or 2101. Currently authorized to Nationwide locations except where the Standard Local Market

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
								Supplement is greater. **(Note: this is listed under the Targeted LMS # 0558 schedule)**
30	0558	YC	0018, 0301, 0340, 0343, 0346, 1601, 2101	03	4.77	T0558D	011	Limited to 2181 Occupation involved in flying Air Force aircraft or Supervisors who occupy positions that require rated pilot qualifications for Air Force aircraft in the following Occupational Codes: 0018, 0301, 0340, 0343, 0346, 1601, or 2101. Currently authorized to Nationwide locations except where the Standard Local Market Supplement is greater. **(Note: this is listed under the Targeted LMS # 0558 schedule)**
31	0559	YM	0083	01	29.00	T0559A		
32	0562	YM	0083	01	41.03	T0562A		
33	0563	YE	0817	01	28.21	T0563A		
34	0565	YA	2152	02	30.00	T0565A	010	Currently authorized to Worldwide locations except where the Standard Local Market Supplement is greater or has been specifically excluded (see Note 1 below) **(Note: this is listed under the Targeted LMS # 0565 schedule)**

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
35	0565	YA	2152	03	14.49	T0565B	010	Currently authorized to Worldwide locations except where the Standard Local Market Supplement is greater or has been specifically excluded (see Note 1 below) **(Note: this is listed under the Targeted LMS # 0565 schedule)**
36	0565	YC	2152	02	23.81	T0565C	010	Currently authorized to Worldwide locations except where the Standard Local Market Supplement is greater or has been specifically excluded (see Note 1 below) **(Note: this is listed under the Targeted LMS # 0565 schedule)**
37	0565	YC	2152	03	14.49	T0565D	010	Currently authorized to Worldwide locations except where the Standard Local Market Supplement is greater or has been specifically excluded (see Note below) **(Note: this is listed under the Targeted LMS # 0565 schedule)**
38	0566	YA	2152	02	25.00	T0566A	008	Currently authorized to Worldwide locations except where the Standard Local Market Supplement is greater or has been specifically excluded (see Note 1 below)

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
								(Note: this is listed under the Targeted LMS # 0566 schedule)
39	0566	YA	2152	03	14.49	T0566B	008	Currently authorized to Worldwide locations except where the Standard Local Market Supplement is greater or has been specifically excluded (see Note 1 below) **(Note: this is listed under the Targeted LMS # 0566 schedule)**
40	0566	YC	2152	02	19.05	T0566C	008	Currently authorized to Worldwide locations except where the Standard Local Market Supplement is greater or has been specifically excluded (see Note 1 below) **(Note: this is listed under the Targeted LMS # 0566 schedule)**
41	0566	YC	2152	03	14.49	T0566D	008	Currently authorized to Worldwide locations except where the Standard Local Market Supplement is greater or has been specifically excluded (see Note 1 below) **(Note: this is listed under the Targeted LMS # 0566 schedule)**
42	0567	YA	0301	02	25.00	T0567A	014	
43	0568	YM	0083	01	25.64	T0568A		
44	0575	YH	0601	02	38.50	T0575A		Assoc Professor (Anesthesia Nursing)
45	0577	YM	0083	01	33.00	T0577A		

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
46	0577	YM	0083	02	20.00	T0577B		
47	0577	YN	0083	01	17.00	T0577C		Currently authorized for locations on Hawaii Island, Kauai Island, Maui Island and Oahu Island **Authorized 03-13-2007 (Note: this is listed under the Targeted LMS # 0577 schedule)**
48	0591	YE	1311	01	10.26	T0591A		
49	0591	YE	1311	02	10.26	T0591B		
50	983P	YM	0083	01	26.00	T983PA		Currently authorized for Athens, GA (13-0270-059) **Authorized 11-09-2007 (Note: this is listed under the Targeted LMS # 983P schedule)**
51	983Q	YM	0083	01	29.00	T983QA		
52	983R	YM	0083	01	37.00	T983RA		
53	983S	YM	0083	01	41.00	T983SA		Currently authorized for the following duty locations: 110010001, 110015001, 240015025, 240030003, 240571021, 240575003, 240840017, 241081033, 241095031, 241193037, 510100013, 510695099, 511001059, 511008013 **Authorized 03-13-2007 (Note: this is listed under the Targeted LMS # 983S schedule)**
54	983S	YN	0083	01	21.00	T983SB		Currently authorized for the following duty locations: 110010001, 110015001, 240015025, 240030003, 240571021, 240575003, 240840017, 241081033, 241095031, 241193037, 510100013, 510695099,

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
								511001059, 511008013 **Authorized 03-13-2007 (Note: this is listed under the Targeted LMS # 983S schedule)**
55	983T	YM	0083	01	45.00	T983TA		
56	983U	YM	0083	01	47.00	T983UA		
57	D029	YH	0610	02	5.85	TD029A	013	Currently authorized for Tripler Army Medical Center, HI **Authorized 03-13-2007 (Note: this is listed under the Targeted LMS # D029 schedule)**
58	D043	YI	0620	01	28.25	TD043A		
59	D053	YH	0660	02	23.70	TD053A		Currently authorized for the following duty locations: 060543073, 063260073, 062342073, 060461051, 040620027 **Authorized 02-15-2008 (Note: this is listed under the Targeted LMS # D053 schedule)**
60	D066	YI	0620	01	12.82	TD066A		
61	D067	YI	0620	01	23.08	TD067A		
62	D075	YI	0647	02	20.51	TD075A		
63	D077	YH	0610	02	28.02	TD077A	013	
64	D078	YI	0620	01	46.20	TD078A		Currently authorized for Monterey, CA **Authorized 03-13-2007 (Note: this is listed under the Targeted LMS # D078 schedule)**
65	D092	YI	0620	01	35.90	TD092A		Currently authorized for DC-MD-PA-VA-WV Locality Pay Area **Authorized 11-09-2007 (Note: this is listed under the Targeted LMS # D092 schedule)**
66	D200	YH	0610	02	33.00	TD200A	013	Currently authorized for Fort Meade, MD

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS
								(24-0575-003) **Authorized 11-09-2007 (Note: this is listed under the Targeted LMS # D200 schedule)**
67	D201	YJ	0610	02	31.05	TD201C	013	Currently authorized for Fort Lewis, WA **Authorized 03-13-2007 (Note: this is listed under the Targeted LMS # D201 schedule)**
68	D204	YH	0610	02	30.70	TD204A	013	
69	D206	YH	0610	02	25.25	TD206A	013	
70	D208	YH	0610	02	27.26	TD208A	013	
71	D209	YH	0610	02	20.88	TD209A	013	
72	D210	YH	0610	02	32.41	TD210A	013	
73	D217	YH	0610	02	33.00	TD217A	013	Currently authorized for Fort Jackson, SC (45-0885-079) **Authorized 11-09-2007 (Note: this is listed under the Targeted LMS # D217 schedule)**
74	E009	YI	0649	01	23.08	TE009A	006	
75	E011	YI	0649	01	46.15	TE011A	015	
76	E013	YI	0649	01	46.15	TE013A	006	
77	E014	YI	0647	01	46.15	TE014A		
78	E017	YI	0642	02	25.76	TE017A		
79	E018	YI	0647	02	32.75	TE018A	006	
80	E020	YI	0647	01	28.21	TE020A		
81	E025	YJ	0647	01	17.00	TE025A		Currently authorized for El Paso, TX (48-2190-141) **Authorized 11-09-2007 (Note: this is listed under the Targeted LMS # E025 schedule)**
82	E026	YI	0649	02	20.17	TE026A	015	
83	E029	YI	0648	02	46.15	TE029A	003	

	IF	And	And	And	Then	Then	Then	
LINE	From Position Pay Table ID is equal to:	To Pay Plan is equal to:	From Occ Code is equal to	To Grade is equal to:	Set Local Market Supplement Percentage to:	Set LMS Indicator to:	Set LMS Specialty to:	COMMENTS

Note 1: The following locations are excluded from Targeted LMS T0565A-T0565D, T0566A-T0566D schedules:

060675029	China Lake, Kern, CA
060860073	Coronado, San Diego, CA
061090025	El Centro, Imperial, CA
061685073	Imperial Beach, San Diego, CA
061880031	Lemoore, Kings, CA
062341073	Naval Air Station, San Diego, CA
062862111	Point Mugu, Ventura, CA
062890111	Port Hueneme, Ventura, CA
063260073	San Diego, San Diego, CA
121510031	Jacksonville, Duval, FL
122070113	Milton, Santa Rosa, FL
122156033	Naval Air Station, Escambia, FL
241193037	Patuxent River, St Mary's, MD
320090001	Fallon, Churchill, NV
452464019	SPAWAR, Charleston, SC
511686710	Naval Base, Norfolk, VA
512540810	Virginia Beach, Virginia Beach, VA
532508029	Whidbey Island NAS, Island, WA

B. For Occupational Codes equal to 0602 (Physicians) or 0680 (Dentists)

Targeted Local Market Supplements have been authorized for Physicians (occupational code 0602) and Dentists (occupational code 0680) positions and are associated with specific LMS Specialty codes.

These are documented on the CPMS web page (link: http://www.cpms.osd.mil/wage/wage.html → National Security Personnel System) – **this is listed under the Targeted LMS # 0290 schedules**. ***Targeted Local Market Supplements are authorized worldwide for Physicians and Dentists.***

Note: LMS Indicator and LMS Specialty data elements must be updated in the 0602 or 0680 GS/GM positions before the mass conversion into NSPS. (These data elements can be found in the Position → US Federal Valid Grade Information DDF.)

LINE	IF Employee's From Position LMS Indicator equals:	AND Employee's From Position LMS Specialty:	AND Employee's To Pay Schedule-Pay Band equals:	THEN LMS Percentage will equal:
1	M0602A	Equals 024, 025, 030, 034, 035, 038, 041, 042, 043, 044, 045, 051, 055, 054, 061, 065 or 071	YG-02	14.29
2	M0602B	Same as line 1	YG-03	4.45
3	M0602C	Same as line 1	YJ-04	7.50
4	M0602D	Equals 020, 022, 023, 032, 050, 063, 066, 068 or 069	YG-02	25.72
5	M0602E	Same as line 4	YG-03	11.12
6	M0602F	Same as line 4	YJ-04	15.00
7	M0602G	Equals 009, 019, 021, 040, 048, 056, 062 or 070	YG-02	45.72
8	M0602H	Same as line 7	YG-03	31.12
9	M0602J	Same as line 7	YJ-04	37.50
10	M0680A	Equal 047	YG-02	14.29
11	M0680B	Equal 047	YG-03	4.45
12	M0680C	Equal 047	YJ-04	7.50
13	S00001	Not equal 009, 019, 020, 021, 022, 023, 024, 025, 030, 032, 034, 035, 038, 040, 041, 042, 043, 044, 045, 047, 048, 050, 051, 055, 054, 056, 061, 062, 063, 065, 066, 068, 069, 070 or 071	YG-02 YG-03 YJ-04	0

Note: Physicians or Dentists whose LMS Specialty is not covered by a Targeted Local Market Supplement will not be entitled to receive any Local Market Supplement. Their LMS Indicator would reflect "S00001" and their LMS Specialty would reflect one of the following values: 016, 017, 018, 026, 027, 028, 029, 031, 033, 036, 037, 039, 046, 052, 053, 057, 058, 059, 060, 064, 067 or 049.

LMS SPECIALTY CODES AND CLEARTEXT			
CODE	**CLEARTEXT**	**Applies To:**	**LMS Indicator should be:**
001	Perfusionist	YH-0610-02	TD029A
002	CT	YI-0647-02	TE021A
003	Dosimetry	YI-0648-02	TE029A
004	Heart-Lung Machine	YI-0649-02	T0537A
005	Law Enforcement	YB-any series-01	T0491A T0491B T0491C
		YI-0681-01	T0491D
006	Magnetic Resonance Imaging (MRI)	YI-0647-02	T0514A TE018A
		YI-0649-01	TE009A TE013A
007	Medical Work	YD-1310-02	T0350A
008	Non Radar Approach Control	YA-2152-02	T0566A
		YA-2152-03	T0566B
		YC-2152-02	T0566C
		YC-2152-03	T0566D
009	Radiology	YD-1310-02	T0522A
		YG-0602-02	M0602G
		YG-0602-03	M0602H
		YJ-0602-04	M0602J
010	Radar Approach Control	YA-2152-02	T0565A
		YA-2152-03	T0565B
		YC-2152-02	T0565C
		YC-2152-03	T0565D
011	Rated as Pilot & Occupying a Flying Position	YA- (0018,0301,0340,0343,0346,1601, 2101,2181)-02	T0558A
		YA- (0018,0301,0340,0343,0346,1601, 2101,2181)-03	T0558B
		YC- (0018,0301,0340,0343,0346,1601, 2101,2181)-02	T0558C
		YC- (0018,0301,0340,0343,0346,1601, 2101,2181)-03	T0558D

CODE	CLEARTEXT	Applies To:	LMS

			Indicator should be:
013	Anesthetist	YH-0610-02	TD029A TD077A TD200A TD204A TD206A TD208A TD209A TD210A TD217A
014	Space/Missile Warning	YA-0301-02	T0567A
015	Ultrasound	YI-0649-01	T0133A TE011A
		YI-0649-02	T0225A TE026A
		YJ-0647-01	TE025A
016	Admitting Physician	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
017	Aerospace Medicine	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
018	Allergy & Immunology	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
019	Anesthesiology	YG-0602-02	M0602G
		YG-0602-03	M0602H
		YJ-0602-04	M0602J
020	Cardiology	YG-0602-02	M0602D
		YG-0602-03	M0602E
		YJ-0602-04	M0602F
021	Cardio-Thoracic Surgery	YG-0602-02	M0602G
		YG-0602-03	M0602H
		YJ-0602-04	M0602J
022	Colorectal Surgery	YG-0602-02	M0602D
		YG-0602-03	M0602E
		YJ-0602-04	M0602F
023	Critical Care Surgery	YG-0602-02	M0602D
		YG-0602-03	M0602E
		YJ-0602-04	M0602F
024	Dermatology	YG-0602-02	M0602A
		YG-0602-03	M0602B
		YJ-0602-04	M0602C

CODE	CLEARTEXT	Applies To:	LMS Indicator should be:
025	Emergency Medicine	YG-0602-02	M0602A

		YG-0602-03	M0602B
		YJ-0602-04	M0602C
026	Endocrinology	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
027	Endodontics	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
028	Family Practice	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
029	Flight Medicine	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
		YG-0602-02	M0602A
		YG-0602-03	M0602B
030	Gastroenterology	YJ-0602-04	M0602C
031	General Practice-Dentistry	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
		YG-0602-02	M0602D
		YG-0602-03	M0602E
032	General Surgery	YJ-0602-04	M0602F
033	Geriatrics	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
		YG-0602-02	M0602A
		YG-0602-03	M0602B
034	Gynecology	YJ-0602-04	M0602C
		YG-0602-02	M0602A
		YG-0602-03	M0602B
035	Hematology	YJ-0602-04	M0602C
036	Infectious Diseases	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
037	Internal Medicine	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
		YG-0602-02	M0602A
		YG-0602-03	M0602B
038	Nephrology	YJ-0602-04	M0602C
039	Neurology	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
		YG-0602-02	M0602G
		YG-0602-03	M0602H
040	Neurosurgery	YJ-0602-04	M0602J
		YG-0602-02	M0602A
		YG-0602-03	M0602B
041	Nuclear Medicine	YJ-0602-04	M0602C

CODE	CLEARTEXT	Applies To:	LMS Indicator should be:
		YG-0602-02	M0602A
		YG-0602-03	M0602B
042	Obstetrics	YJ-0602-04	M0602C

043	Occupational Medicine	YG-0602-02		M0602A
		YG-0602-03		M0602B
		YJ-0602-04		M0602C
044	Oncology	YG-0602-02		M0602A
		YG-0602-03		M0602B
		YJ-0602-04		M0602C
045	Ophthamology	YG-0602-02		M0602A
		YG-0602-03		M0602B
		YJ-0602-04		M0602C
046	Oral Pathologist	YG-0602-02 YG-0602-03	YJ-0602-04	S00001
047	Oral Surgery	YG-0680-02		M0680A
		YG-0680-03		M0680B
		YJ-0680-04		M0680C
048	Orthopedic Surgery	YG-0602-02		M0602G
		YG-0602-03		M0602H
		YJ-0602-04		M0602J
049	Other Medical-Dental specialties	YG-0602-02 YG-0602-03 YJ-0602-04	YG-0680-02 YG-0680-03 YJ-0680-04	S00001
050	Otolaryngology	YG-0602-02		M0602D
		YG-0602-03		M0602E
		YJ-0602-04		M0602F
051	Pathology	YG-0602-02		M0602A
		YG-0602-03		M0602B
		YJ-0602-04		M0602C
052	Pediatrics	YG-0602-02 YG-0602-03	YJ-0602-04	S00001
053	Periodontics	YG-0602-02 YG-0602-03	YJ-0602-04	S00001
054	Physiatry	YG-0602-02		M0602A
		YG-0602-03		M0602B
		YJ-0602-04		M0602C

CODE	CLEARTEXT	Applies To:		LMS Indicator should be:
055	Physical Medicine & Rehabilitation	YG-0602-02		M0602A
		YG-0602-03		M0602B
		YJ-0602-04		M0602C
056	Plastic Surgery	YG-0602-02		M0602G
		YG-0602-03		M0602H
		YJ-0602-04		M0602J

057	Preventive Medicine	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
058	Primary Care	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
059	Prosthodontics	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
060	Psychiatry	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
061	Pulmonary	YG-0602-02	M0602A
		YG-0602-03	M0602B
		YJ-0602-04	M0602C
062	Radiation Oncology	YG-0602-02	M0602G
		YG-0602-03	M0602H
		YJ-0602-04	M0602J
063	Refractive Surgery	YG-0602-02	M0602D
		YG-0602-03	M0602E
		YJ-0602-04	M0602F
064	Rheumatology	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
065	Spinal Cord Injury	YG-0602-02	M0602A
		YG-0602-03	M0602B
		YJ-0602-04	M0602C
066	Trauma Surgery	YG-0602-02	M0602D
		YG-0602-03	M0602E
		YJ-0602-04	M0602F
067	Under Sea Medicine	YG-0602-02 YJ-0602-04 YG-0602-03	S00001
068	Urologic Surgery	YG-0602-02	M0602D
		YG-0602-03	M0602E
		YJ-0602-04	M0602F

CODE	CLEARTEXT	Applies To:	LMS Indicator should be:
069	Urology	YG-0602-02	M0602D
		YG-0602-03	M0602E
		YJ-0602-04	M0602F
070	Vascular Surgery	YG-0602-02	M0602G
		YG-0602-03	M0602H
		YJ-0602-04	M0602J
071	Hematology-Oncology	YG-0602-02	M0602A
		YG-0602-03	M0602B

		YJ-0602-04	M0602C

NOTE: Entitlement to targeted local market supplements is based on several factors (pay schedule, occupational code, pay band, LMS Specialty, Duty Location, Agency, etc.). Users should check the duty location for entitlement to the targeted local market supplements.