



DEPARTMENT OF DEFENSE
NATIONAL SECURITY PERSONNEL SYSTEM
PROGRAM EXECUTIVE OFFICE
1400 KEY BOULEVARD SUITE B200
ARLINGTON, VA 22209-5144



January 24, 2007

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF DEFENSE
(CIVILIAN PERSONNEL POLICY)
ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY
(DEPARTMENT OF THE ARMY)
DEPUTY ASSISTANT SECRETARY, CIVILIAN HUMAN
RESOURCES (DEPARTMENT OF THE NAVY)
DIRECTOR, PERSONNEL POLICY
(DEPARTMENT OF THE AIR FORCE)
DIRECTOR FOR HUMAN RESOURCES
(WASHINGTON HEADQUARTERS SERVICES)

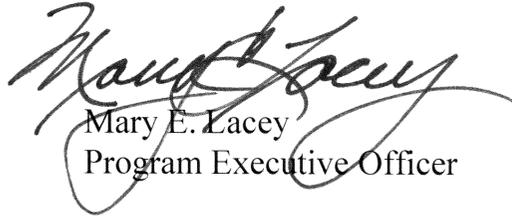
SUBJECT: Establishing National Security Personnel System (NSPS) Occupational
Codes, Definitions and Qualification Standards

Under 5 CFR Part 9901, the Department of Defense (DoD) is authorized to establish occupational codes, classification criteria, and qualification standards for occupations that differ from Government-wide occupations. Attachments 1 and 2 provide the specific regulatory provisions.

Chapter 1900 of the DoD Civilian Personnel Manual (DoD 1400.25-M) reflects the delegation of authority to the Under Secretary of Defense Personnel & Readiness (USD(P&R)) to establish NSPS occupational codes, definitions, and qualification standards to the USD (P&R). In accordance with 5 CFR Part 9901, the Department must coordinate proposed actions with the Office of Personnel Management (OPM) prior to exercising this authority.

The Program Executive Office (PEO) developed interim procedures to initiate this process. Until such time as this process has been refined, requests for new occupational codes and qualification standards should be submitted to my office for consideration. To minimize government-wide implications and facilitate coordination with OPM, the PEO will support requests which facilitate unique DoD functions central to the Department's missions. To expedite requests we have developed a list of questions designed to define the scope of the problem and the solution (e.g., nature of work, the rationale for a new occupational code, occupational demographics). Attachment 3 provides this list.

Ms. Paige Hinkle is the point of contact for initiating requests. Ms. Hinkle can be reached at (703) 696-9258 or paige.hinkle@cpms.osd.mil.



Mary E. Lacey
Program Executive Officer

Attachments:
As stated

ATTACHMENT 1

ATTACHMENT 1

REGULATORY PROVISIONS GOVERNING NSPS AUTHORITY TO ESTABLISH OCCUPATIONS AND QUALIFICATION STANDARDS

5 CFR Part 9901

Department of Defense Human Resources Management and Labor Relations Systems

§ 9901.101 Purpose.

(a) This part contains regulations governing the establishment of a new human resources management system and a new labor relations system within the Department of Defense (DoD), as authorized by 5 U.S.C. 9902. Consistent with 5 U.S.C. 9902, these regulations waive or modify various statutory provisions that would otherwise be applicable to affected DoD employees. These regulations are prescribed jointly by the Secretary of Defense and the Director of the Office of Personnel Management (OPM).

§ 9901.104 Scope of authority.

The authority for this part is 5 U.S.C. 9902. The provisions in the following chapters of title 5, U.S. Code, and any related regulations, may be waived or modified in exercising the authority in 5 U.S.C. 9902:

- (a) Chapters 31, 33, and 35, dealing with staffing, employment, and workforce shaping (as authorized by 5 U.S.C. 9902(k));
- (b) Chapter 43, dealing with performance appraisal systems;
- (c) Chapter 51, dealing with General Schedule job classification;

§ 9901.105 Coordination with OPM.

(a) As specified in paragraphs (b) through (e) of this section, the Secretary will advise and/or coordinate with OPM in advance, as applicable, regarding the proposed promulgation of certain implementing issuances and certain other actions related to the ongoing operation of the NSPS where such actions could have a significant impact on other Federal agencies and the Federal civil service as a whole. Such pre-decisional coordination is intended as an internal DoD/OPM matter to recognize the Secretary's special authority to direct the operations of the Department of Defense pursuant to title 10, U.S. Code, as well as the Director's institutional responsibility to oversee the Federal civil service system pursuant to 5 U.S.C. chapter 11.

(b) DoD will advise OPM in advance regarding the extension of specific subparts of this part to specific categories of DoD employees under § 9901.102(b).

(c) Subpart B of this part authorizes the Secretary to establish and administer a position classification system and classify positions covered by the NSPS; in so doing, DoD will coordinate with OPM prior to—

REGULATORY PROVISIONS GOVERNING NSPS AUTHORITY TO ESTABLISH
OCCUPATIONS AND QUALIFICATION STANDARDS (cont'd)

- (1) Establishing or substantially revising career groups, occupational pay schedules, and pay bands under §§ 9901.211 and 9901.212(a);
- (2) Establishing alternative or additional occupational series for a particular career group or occupation under § 9901.221(b)(1) that differ from Government wide series and/or standards;
- (3) Establishing alternative or additional classification standards for a particular career group or occupation under § 9901.221(b)(1) that differ from Government wide classification standards; and
- (e) Subpart E of this part authorizes the Secretary to establish and administer authorities for the examination and appointment of employees to certain organizational elements of the Department covered by the NSPS; in so doing, DoD will coordinate with OPM prior to—
 - (1) Establishing alternative or additional examining procedures under § 9901.515 that differ from those applicable to the examination of applicants for appointment to the competitive and excepted service under 5 U.S.C. chapters 31 and 33, except as otherwise provided by subpart E of this part;
 - (2) Establishing policies and procedures for time-limited appointments under §9901.511(d) regarding appointment duration, advertising requirements, examining procedures, the appropriate uses of time-limited employees, and the procedures under which a time-limited employee in a competitive service position maybe be converted without further competition to he career service; and
 - (3) Establishing alternative or additional qualification standards for a particular occupational series, career group, occupational pay schedule, and/ or pay band under § 9901.212(d) or 9901.513 that significantly differ from Government wide standards.
- (h) When a matter requiring OPM coordination is submitted to the Secretary for decision, the Director will be provided an opportunity, as part of the Department's normal coordination process, to review and comment on the recommendations and officially concur or nonconcur with all or part of them. The Secretary will take the Director's comments and concurrence/nonconcurrence into account, advise the Director of his or her determination, and provide the Director with reasonable advance notice of the effective date of the matter. Thereafter, the Secretary and the Director may take such action(s) as they deem appropriate, consistent with their respective statutory authorities and responsibilities.
- (i) The Secretary and the Director fully expect their staffs to work closely together on the matters specified in this section, before such matters are submitted for official OPM coordination and DoD decision, so as to maximize the opportunity for consensus and agreement before an issue is so submitted.

REGULATORY PROVISIONS GOVERNING NSPS AUTHORITY TO ESTABLISH
OCCUPATIONS AND QUALIFICATION STANDARDS (cont'd)

§ 9901.513 Qualification standards.

The Secretary may continue to use qualification standards established or approved by OPM. The Secretary also may establish qualification standards for positions covered by NSPS.

ATTACHMENT 2

ATTACHMENT 2

DoD Civilian Personnel Manual, 1400.25-M, Chapter 1900
NSPS Implementing Issuances April 28, 2006

SC1920.6. Classification authority and responsibility

SC1920.6.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) exercises overall authority and responsibility over NSPS classification matters that includes:

SC1920.6.1.1. Establishing NSPS classification systems features – to include CGs, PSs and PBs, occupational codes, classification standards or classification appeal processes.

SC1950.5.3. Qualification Standards

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

SC1950.5.3.2. Establishing or Modifying a Qualification Standard.

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

ATTACHMENT 3

ATTACHMENT 3

INFORMATION SUPPORTING REQUEST TO ESTABLISH NSPS OCCUPATION
CODE AND/OR QUALIFICATION STANDARD

A. Requesting a New Occupation Definition and Code

[If not, proceed to “Requesting a new qualification standard”]

1. Describe the work/functions performed and the knowledge required by the new occupation.
2. Is the work considered professional or analytical or technician in nature? (E.g., is the work in Pay Schedule YA, YD, YB, YE).
3. Identify the occupation code(s) currently used for the work/function (E.g., 018, 801).
4. Describe how the work/functions performed and the knowledge required by the new occupational definition differ from those in the existing occupational definition(s).
5. Identify the problems caused by the current occupational definition(s).
6. Identify available “fixes” and explain why they don’t work. (E.g., why using the 0301 or 0801 occupation code with constructed title and detailed position description of knowledge required and functions performed is inadequate).
7. Identify to what extent you have considered establishing standard positions descriptions, core competencies, training requirements, etc. to help address your need.

[To the extent known, provide details]

8. Provide number of positions the new occupation code covers.
9. Provide locations where the positions are located (E.g., what installations).
10. Do all Components have these positions?
11. Do other Components experience similar problems?
12. Have other Components been contacted?
13. Have other Federal agencies been contacted?

INFORMATION SUPPORTING REQUEST TO ESTABLISH NSPS OCCUPATION
CODE AND/OR QUALIFICATION STANDARD (cont'd)

14. Have private sector organizations and/or state/local agencies been contacted?
15. Provide draft occupational definition.

B. Requesting a new qualification standard

[If not, skip this section]

1. Identify the qualification standard(s) currently used for the work/function.
2. Describe how the work/functions performed and the knowledge required by the new qualification standard differ from those in the existing qualification standard(s).
3. Identify the problems caused by the current occupational definition(s) and qualification standard(s).
4. Identify available “fixes” and explain why they don’t work. (E.g., why using current qualification standard(s) in combination with detailed position description of knowledge required and functions performed is inadequate).
5. Describe how employees gain the experience and competencies necessary to perform the work/function (E.g., vocational education, college education, military background, on-job-training, etc.).
6. Identify college courses directly applicable to or required for the work/functions.
7. Identify certifications associated with the work/functions. (E.g., national association certifications, DoD certifications, military certifications, etc.).
8. Provide draft qualification standard.