



NSPS DCPDS



TENURE

- Employees placed in either tenure group 0, 1 or 3
 - There is no tenure 2, Career Conditional
 - Excepted service temporary employees will not be changed to tenure group 3 after one year
- Nature of Action Codes (NOAC) referring to “Career Conditional”, e.g., 101, 501, 141 no longer apply
- Appointment types referring to “Conditional”, e.g. 2A-Competitive Career Conditional, 2C-Excepted-Conditional, no longer apply



GRADE RETENTION

- **No Retained Grade – NOACs 740 and 741 are not used for movement into or within NSPS**
- **Retained grade must be terminated whenever an employee moves into NSPS**
- **Retained grade must be terminated whenever an employee is *temporarily* moved into NSPS**
- **If employee is still entitled to retained grade upon return to permanent or non-NSPS position the information must be reentered**



PAY RETENTION

- Document with Pay Rate Determinant (PRD) "4"
- NTE 2 years
- Retained Pay, PRD "R", SES Removal
- Two year limitation does not apply



OTHER PAY RATE DETERMINANTS

- **PRD "T", Below the Minimum Rate, use when employee's base salary falls below the minimum rate of the rate range**
- **PRD "C", Critical Position Pay**
- **PRD "0", receiving a scheduled rate and no other PRD applies**
- **No other PRD, to include PRD 6, will apply under NSPS**



CONVERSION TO NSPS

- **Nature of Action Codes to be used when organization converts into NSPS:**
- **894 (Y894)**
- **721 (Y721) – “To” occupational series is reportable to OPM and is changing**
- **5XX – Temporary Employee and “To” occupational series is reportable to OPM and is changing**



NSPS AND DCPDS

WHAT WILL CHANGE IN DCPDS?



NSPS INFORMATION DDF

File Applications - yosemite_SQT11

Edit View Folder Tools Window Help

Extra Person Information (Pr) Extra Person Information

Type	NSPS Entry Spiral Indicator	<input type="text"/>
FEGLI Open Season	NSPS Entry Date	<input type="text"/>
Handicapped Additional Information Assurance	NSPS Entry NOA	<input type="text"/>
Initial Accounting Series	Mass Conversion Flag	<input type="text"/>
Local National Conduct	NSPS Departure Date	<input type="text"/>
Military Affiliation	NSPS Departure NOA	<input type="text"/>
NSPS Information		
National Guard Information		
Navy NRL Demo Maint F		

OK Cancel Clear Help



NSPS INFORMATION DDF

- Located under People > Enter and Maintain > Extra Information
- Adding NSPS WGI Buy-in Amount – stores the amount employee receives as a result of WGI Buy-in
- Adding WGI Buy-in Status
 - A = Awarded
 - P = Previously Awarded
 - N = Not Eligible (top step of grade, Rating of Record is less than acceptable/fully successful, pay retention)



NSPS INFORMATION DDF

- Processing appointment/conversion/appropriate 7XX action into NSPS
- If any occurrence of NSPS WGI Buy In Status is A or P then WGI Buy In Status updates to "P"
- If there is no value then WGI Buy In Status updates to "N"



PAY RETENTION NTE

A screenshot of a software application window titled "Extra Person Information(Prudaaa, Test1)". The window displays a list of categories under the heading "Type". The categories are: Information Assurance Basic Data, Initial Accounting Series Qualifications, Local National Conduct/Performance, Military Affiliation, NSPS Information, NSPS Pay Retention NTE (highlighted with a blue bar), National Guard Information, Navy NRL Demo Maint Pay Info, and Navy Security Information. Below the list is a "Details" section with a scrollable area. Overlaid on the right side of the window is a smaller dialog box titled "Extra Person Information" with a close button (X). This dialog box contains two input fields: "Date From" and "Date To". At the bottom of the dialog box are four buttons: "OK", "Cancel", "Clear", and "Help".



PAY RETENTION NTE

- **New DDF**
- **Located under People > Enter and Maintain > Extra Information**
- **Two data elements, Date From and Date To**
- **DDF applies only to employees on PRD "4"**
- **DDF does not apply to employees on PRD "R", they are not restricted to the 2 year limitation**



PAY RETENTION NTE

- RPA update:
- If prior PRD is not equal to 4 and proj PRD is equal to 4 and proj personnel system indicator is equal to NSPS
- Auto-populate Date From with effective date of personnel action
- Auto-populate Date To
- Allow user to overwrite



PAY RETENTION NTE RPA UPDATE

- **RPA update (cont):**
- **If proj personnel system indicator is not equal to NSPS then update both fields to null**
- **If proj personnel system indicator is equal to NSPS and PRD is not equal to 4 and proj basic salary is within the rate range of the proj position then update both fields to null**



LEGAL AUTHORITY CODES (LAC)

- OPM is leaning towards more generic descriptions to accommodate the various personnel systems under development (NSPS, DHS) as well as future personnel/pay systems
- OPM has modified some current LACs to allow for the input of multiple regulatory citations
- These LACs were previously associated with only one regulatory citation and DCPDS could auto-populate



LEGAL AUTHORITY CODES (LAC)

- DCPDS cannot accommodate multiple meanings for the same LAC
- These LACs will become “fill in”, function as “ZLM” does at this time
- User is required to input the appropriate regulatory citation



LEGAL AUTHORITY CODES (LAC)

- Example, N2M will *not* auto-populate with Reg 335.102
- User will need to determine appropriate citation, either Reg 335.102 or Reg 9901.516
- Enter the appropriate citation in Block 5-D of the RPA



LEGAL AUTHORITY CODES (LAC)

- DFM, DKM, DBM are three of the LACs modified by OPM
- Used for Termination-Apppt In, NOAC 352
- RPAs generated by the CAO/Interagency Transfer process, with these LACs, will not automatically process
- RPAs will go to the Suspense Group-box and require user to update the citation



LEGAL AUTHORITY CODES (LAC)

Requesting Info Position Data Employee and Position Data Remarks and Address

PART A - Requesting Office

1 Actions Requested
Change to Lower Grade

2 Request Number

3 For Additional Information Call (Full Name)

4 Prop. Eff. Date ASAP

5 Action Requested By (Full Name)

Title

Request Date

6 Action Authorized By (Full Name)

Title

Concurrence Date

PART B - For Preparation of SF 50

1 Last Name First Name Middle Name

2 Social Security Number 3 Date of Birth 4 Effective Date
03-FEB-2006

FIRST ACTION **SECOND ACTION**

5-A Code 5-B Nature of Action 6-A Code 6-B Nature of Action

713 **Chg to Lower Grade**

5-C Code 5-D Leg

N2M

5-E Code 5-F Leg

History

PA Request First LA1 Insertion Values

Legal Authority

OK Cancel Clear Help



LEGAL AUTHORITY CODES (LAC)

- NSPS will use new LACs assigned by OPM
- NSPS will use existing LACs modified to require user input
- NSPS will use existing LACs with no modification

39	A result of the NSPS reduction in force displacement and release process		721	Reassignment	Z5P	Reg. 9901.608(a)	New LAC
40	Placement in lieu of separation when employee has no reduction in force assignment right (includes offers of vacant positions within and outside of the competitive group)				C1M	Reg. 9901.608(c)	Modified LAC
41	Contracting out of functions under OMB Circular A-76				PNR	Reg. 351.603 (A-76)	Existing LAC



REMARKS

- OPM has modified the following remarks for all personnel systems (NSPS and non-NSPS)
 - C06 Retroactive change to former grade, level, or band based on ().
 - C07 Retroactive change to lower grade, level, or band based on ().
 - K17 Repromotion to grade, level, or band not above that from which downgraded without personal cause and not at employee's request.



REMARKS

- OPM has modified the following remarks for all personnel systems (NSPS and non-NSPS) (cont)
 - K18 Position is at the full performance level or band.
 - K38 Promoted (or reassigned) from (former position and grade, level, or band) effective (date).



REMARKS

- **OPM has modified the following remarks for all personnel systems (NSPS and non-NSPS) (cont)**
 - **X49 Change to lower grade, level, or band is for personal cause.**
 - **P06 Pay rate includes rate changes (e.g., within-grade increases) to which employee would have been entitled had he or she remained continuously in Federal service.**



REMARKS

- **NSPS PEO has added additional remarks**
- **Apply to NSPS personnel actions only**
- **New remarks documented in NSPS Guide to Processing Personnel Actions (GPPA) Supplement**



NATURE OF ACTION CODES (NOAC)

- **New NOACs assigned by OPM and established in DCPDS**
- **611 – Reassignment NTE**
- **612 – Ext of Reassignment NTE**
- **613 – Termination of Reassignment NTE**



NATURE OF ACTION CODES (NOAC)

- OPM requires salary changes to be reported
- NSPS reassignments may involve a salary change so must be reported
- Can only be used to move employees into NSPS or within NSPS
- Cannot be used to move GS to GS or move NSPS to GS



NATURE OF ACTION CODES (NOAC)

- **Modifying NOAC 721 to allow a temporary reassignment to be made permanent**
- **There is no change to deployed civilian tracking in NSPS, continue to follow current procedures to track deployed civilians.**
- **Clear-text change for NOA 713, from Change to Lower Grade to Change to Lower Grade, Level or Band**



NATURE OF ACTION CODES (NOAC)

- NOACs 702, 713, 721, 740, 741 have been modified to allow tenure code and appointment type update
- Movement into or out of NSPS may require tenure change
 - Tenure will change to "1" when career conditional employee moves into NSPS
 - Tenure will change to "2" when NSPS career employee, who has not met service requirement for career, moves to GS
- Use remark T29 to document reason for the tenure code change



PAY AND AWARD NATURE OF ACTION CODES

- Two stages
 - First stage, effective 30 Apr 06
 - Second stage, effective 7 Jan 07
- Assigning new NOACs
- Resurrecting “old” NOACs, 885 and 889



PAY AND AWARD NATURE OF ACTION CODES

- **Modifying functionality of existing NOACs**
- **NOAC 849 is end-dated and reestablished**
- **Changes are not from the beginning of time, only from the effective date forward**



PAY NATURE OF ACTION CODES

- **NOAC 891 – Reg Perf Pay**
 - **GM WGI**
 - **NSPS Performance Pay Increase on a regular basis**
- **NOAC 892 – Irreg Perf Pay**
 - **QSI**
 - **NSPS Performance Pay Increases granted on an irregular basis, e.g., Extraordinary Pay Increase (EPI), Accelerated Compensation for Developmental Positions (ACDP)**



PAY NATURE OF ACTION CODES

- **New NOACs (effective 7 Jan 07)**
- **NOAC 890 – Miscellaneous Pay Adjustment, will be used to terminate pay retention (use NOAC 894 until 7 Jan 07)**
- **NOAC 896 - Group Based Pay Adjustment (Organizational/Team Achievement Recognition [OAR])**
- **NOAC 897 – Within Range Reduction**



PAY NATURE OF ACTION CODES

- **First stage, name change only, no change in functionality:**
- **NOAC 893 – Reg WRI, does not affect NSPS**
- **NOAC 895 – Loc Pay, applies to all employees**
- **Second stage, name change only, no change in functionality**
- **NOAC 894 – Gen Adj, applies to all employees**



AWARD NATURE OF ACTION CODES

- Reused NOACs (effective 7 Jan 07)
- NOAC 885 – Lump Sum Performance Payment RB-ILPA, used to grant rating based lump sum payment (similar to performance award)
- NOAC 889 - Group Cash (OAR)



AWARD NATURE OF ACTION CODES

- **New NOACs (effective 7 Jan 07)**
- **NOAC 886 Lump Sum Performance Payment RB-NILPA, e.g., EPI**
- **NOAC 887 Lump Sum Performance Payment (NRB), e.g., ACDP (use NOAC 840 until Jan 07)**
- **NOAC 849 – Individual Cash Award NRB**



AWARD NATURE OF ACTION CODES

- **NOAC 840 – Individual Cash Award RB, name change only, does not affect NSPS**
- **NOAC 878 – Presidential Rank Award, effective 30 Apr 06, use to process what were previously the SES Rank Award (NAOC 878) and Senior Career Employee Rank Award (NOAC 849), does not affect NSPS**



DLEI

- **Rules have changed for determining the Date Last Equivalent Increase (DLEI)**
- **Must manually update DLEI in some instances until system modifications can be made**



DLEI

- **The following will constitute a DLEI for permanent, term and temporary NSPS employees:**
- **Promotion to a higher band as defined by DoD**
- **Within-band increase other than rate range increase under 5 CFR 9901.323, to include:**
 - **Performance pay increase under 5 CFR 9901.342**
 - **Special within-band increase under 5 CFR 9901.344**



DLEI

- **Developmental pay increase under 5 CFR 9901.345**
- **Increase due to reassignment under 5 CFR 9901.352 to position in the same pay schedule (excludes reassignment to a different pay schedule)**



DLEI

- Increase under 5 CFR 9901.352 due to reduction in band to position in the same pay schedule (excludes a reduction in band to a different pay schedule)
- One-time pay adjustment upon conversion to NSPS (e.g., WGI buy-in) *excluding* employees not entitled to a WGI buy-in because they are:
 - Receiving pay retention
 - At the maximum step of their grade



DLEI

- **Zero increase at time of opportunity for an increase, to include the following:**
 - **Zero performance pay increase under 5 CFR 9901.342 *excluding* employees who do not have an opportunity because their rate equals or exceeds rate range maximum or pay is capped by a control point**
 - **Zero developmental pay increase under 5 CFR 9901.345 if there is a fixed schedule for receiving such an increase**