

TRANSITION INFORMATION FOR MEDICAL POSITIONS TRANSITIONING FROM THE
NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)

Note: This information supplements the existing Army and DoD NSPS to GS transition guidance.

1. Part I - General Transition.

A. Pipeline Provisions. There are no pipeline provisions for remaining transitions. To allow maximum flexibility in hiring, there will be no specific cutoff date for announcing positions as NSPS vs. GS or the Physicians and Dentists Pay Plan (PDPP). Commands, managers, and CPACs will jointly review and determine which current recruit actions will be filled as GS and which will remain under NSPS recruitment. See specific medical occupations and PDPP recruiting information below.

B. Moratorium. In addition to the moratorium dates in the Army guidance, there will be a moratorium on new hires and movement into and between NSPS positions during the two week period prior to the transition date. This will allow Defense Civilian Personnel Data System (DCPDS) to remain static while preparatory work is being completed for transition. It is important to ensure that the two sets of actions for PDPP transition can be completed in one pay period, and that the actions to transition other medical positions can all be complete and effected on 20 November 2011.

C. Schedule and Timelines. The transition schedule for Army organizations is located in *Attachment A*. Due dates for preparatory activities are in *Attachment B*.

D. Vacancy Announcements. The standard NSPS repeal statement on vacancy announcements remains unchanged and applies to all recruitments/positions subject to transition. Managers should communicate any specific known transition information, such as the transition date, to candidates.

E. NSPS2GS tool. The spiral indicator codes are being updated for the medical occupations (codes for W25 and Y20 are complete; X23 and Y06 are currently in progress). Commands should begin reviewing the data now based on spirals, or if not yet in the tool, command code/UIC, and check the schedule in *Attachment B* for required completion dates prior to transition.

E. Performance Management. The Department of Defense Directive Type Memorandum extends NSPS performance management policies up to 90 days after the date of transition or no later than December 31, 2011, whichever is earlier. Organizations must ensure all eligible employees receive a rating of record. Additional guidance is in *Attachment C* that provides Army guidance for transition from NSPS to TAPES.

F. Pay Pools and Awards.

1) The preliminary pay pool information including information on deployed civilians is included as *Attachment D* and will be posted on CPOL.

2) There will be no consolidated pay pools this year. Commands/organizations will be responsible for all pay pools. Pay pool administrators may need to change pay pool IDs for employees previously included in consolidated pay pools from last year.

3) There will be no payouts this year, so ratings only pay pools are required.

4) Awards are limited to a 1% cap for the first awards cycle after transition.

5) A modified Compensation Workbench (CWB) for employees who will be eligible for NSPS ratings of record but not for a payout is anticipated. The modification will not contain funding information, since there will be no payout and hence no need for funding levels or calculations.

G. Deployed civilians. No deployed civilians were reported to this office for PDPP, and only one has been deployed from another medical position. Commands should continue to monitor the workforce and report deployed civilians to maria.e.garza.civ@mail.mil as soon as they are identified.

2. Part II – Transition of 30 Medical Occupations.

A. Transition Date. All Army and JTF CapMed positions/employees in the 30 medical occupations will transition on 20 November 2011. The due dates for all preparatory activities are documented on the schedule in *Attachment B*.

B. Recruitment. Organizations need to stop recruiting under NSPS early enough to onboard NSPS selectees on or before 6 November. Any actions resulting in an entry on duty (EOD) date of 20 November or later need to be recruited as GS.

3. Part III – Transition to the PDPP.

A. Transition Dates and Process. Physicians and dentists will be transitioned from NSPS to PDPP over three pay periods beginning 25 September 2011 with the Medical Command's Pacific Region and the remaining organizations on 23 October and 6 November. The transition will be a two-step process, the first part being the mass process to move employees from NSPS to GS. Those actions will be processed by the CHRA regions and will be completed during the first week of the pay period. The second part, effective the same date but processed after the first transitions have consummated, will be processed by the North Central Region using spreadsheets. Commands will populate spreadsheets from conversion worksheets for the second part and submit them to North Central (copy to AG-1(CP)) IAW timelines in *Attachment B*. The due dates for all preparatory activities are documented on the schedule in *Attachment B*.

B. Recruitment. PDPP positions are covered by direct hire authority and will need to be advertised as both NSPS and PDPP in order to onboard candidates to the appropriate pay plan,

determined by the entry on duty (EOD) and transition dates. A position with an EOD on the date of transition or later must be filled as PDPP. Positions filled prior to transition (IAW moratorium dates in *Attachment B*) will be filled as NSPS.

C. Pay Setting. Transition pay will be set using the conversion worksheet in *Attachment D*. The worksheet is designed to transition the physicians and dentists into the PDPP using GS salaries computed from NSPS salaries, allowing for special computations associated with NSPS salaries and PDPP market pay to occur – the worksheet will properly compute the PDPP salary only when GS dollar figures are entered. North Central will send copies of the NSPS to GS mass processing preview screens to commands approximately 3-4 weeks prior to the transition date (see dates in *Attachment B*) for their use in ensuring the “from” GS pay calculations are accurate on the spreadsheets. Users should ensure that the PDPP pay computed through the conversion worksheet is equivalent to the NSPS pay with appropriate adjustments. For instance, retention incentive payments may need to be changed for the NSPS to PDPP transition. When pay exceeds the Executive Level I, \$199,700 pay cap, the retention incentive will need to be reduced, and the difference will be reallocated into market pay. (Note that when an incentive payment is to be reduced, commands must submit RPAs to the servicing CPAC IAW timelines in *Attachment B*.)

D. Payroll Notes:

1). Deferred payments prior to transition should remain deferred and will become subject to the PDPP rules and the applicable pay caps upon transition.

2). Market pay is reflected in the “current earnings” section of the leave and earnings statement and does not appear in block 9, locality.

3) DFAS has submitted a patch for the DCPS system that will ensure that the double pay caps under PDPP are handled correctly. The patch is to be loaded on 13/14 October 2011. Any physicians with pay that is nearing or exceeding the pay cap will be transitioned after that date.

4. References.

A. [Department of Defense Instruction \(DoDI\) 1400.25, Volume 543, dated 18 August 2010](#)

B. [DoD Activity Compensation Panel \(ACP\) User’s Guide dated, August 2011](#)

C. [DoD Physicians and Dentists Pay Plan \(PDPP\) Implementation Plan dated, 22 October 2010](#)

D. [Directive-Type Memorandum Draft-043 – National Security Personnel System Performance Management Policy During Transition, dated 23 August 2011](#)

E. [DoD Memorandum, dated 11 May 2011, subject: Establishment of Latest Date to Complete Transitions from National Security Personnel System \(NSPS\) Positions](#)

- F. [Army Transition Guidance for Termination of NSPS, Version 5, dated 21 June 2011](#)
- G. [Army PDPP Implementation Guidance, dated 30 June 2011](#)
- H. Army Preliminary Pay Pool Information FY 2011 Rating Year, dated 6 September 2011
- I. Army Performance Management Transition Guidance, dated 10 August 2011
- J. Order of Processing Physicians and Dentists from NSPS to GS and from GS to PDPP when using the same effective date