



## NATIONAL SECURITY PERSONNEL SYSTEM

### Chapter 34

### NSPS Topic Index

#### 1. Coverage.

This chapter provides a practical Index, by subject, to the *OPM GPPA* and the *NSPS GPPA Supplement*.

#### 2. Summary of Changes.

The *OPM GPPA* and the *NSPS GPPA Supplement* contain the OPM and NSPS instructions on how to document and prepare personnel actions. Chapter 34, Topic Index for the GPPA furnishes an alphabetic listing for relevant terms and actions; where to find information regarding each topic. The NSPS Topic Index Supplement is not intended to replace the OPM Index. Rather, it allows the user to quickly determine if there is an NSPS standard for the subject and directs the reader to the appropriate chapter within the Guide.

#### 3. Disposition.

Retain with corresponding GPPA chapter until superseded. File this supplemental flysheet in front of the *USOPM GPPA Chapter 34*.



## TOPIC INDEX

TOPIC	REFERENCE GPPA CHAPTER	NSPS SUPPLEMENT	REMARKS *
ACADEMIC DISCIPLINE	4	no	See: INSTRUCTIONAL PROGRAM
ADJUSTED SALARY	4, 35	yes	
ADMINISTRATIVELY UNCONTROLLABLE OVERTIME (AUO)	17	no	
ADVERSE ACTIONS			
Reduction in Grade (Change to Lower Grade)	14	yes	See: REDUCTION IN (PAY) BAND
Separation	31	no	
Suspension	15	no	
AGENCY CODE	4, 28	no	
ANNUITANT INDICATOR	4, 28	no	
APPOINTMENTS			
Career	9	yes	
Career-Conditional	9	yes	Not a valid appointment in NSPS.
Critical Hiring Need	10, 11	yes	
Emergency	10	no	
Excepted Service	11	yes	
Indefinite	11	yes	
Nonstatus (in competitive service)	10	yes	
Not-to-Exceed (NTE)	10, 11, 13	yes	
Overseas Limited	10	no	
Provisional	10, 11, 13	yes	
Reemployed Annuitants [Retirees]	3	yes	
Student Educational Employment Program	11	no	
Temporary	10, 11	yes	
Term (in competitive service)	10	yes	
Schedule A, B, C	11	no	
Senior Executive Service (SES)	13	no	
Status Quo	10	no	



Veterans' Recruitment Authority (VRA)	11	no	
<b>AUTHORITY / AUTHORITY CODE</b>	4	yes	NSPS-specific Authority and Codes added.
<b>AVAILABILITY PAY</b>	17	yes	
<b>AWARDS</b>	29	yes	
<b>BARGAINING UNIT STATUS (BUS)</b>	4, 28	no	
<b>BASE SALARY</b>	4	yes	
<b>BONUSES</b>	29	yes	
<b>CANCELLATION OF PERSONNEL ACTIONS</b>	3, 32	no	
<b>CAREER / CAREER-CONDITIONAL APPOINTMENTS</b>	9	yes	"Career-Conditional" not valid in NSPS.
<b>CAREER GROUP</b>	4, 17	yes	
<b>CHANGES To or IN</b>			
Data element	28	yes	
Duty station	23	no	
Federal Employees Group Life Insurance (FEGLI)	22	no	
Hours of work	24	no	
Lower Grade, level or band	14	yes	In NSPS, movement to a lower pay band is usually referred to as a reduction in band.
Name	20	no	
Pay	17	yes	
Position	14	yes	
Service Computation Date (scd)	6	no	
Step	17	yes	Not applicable under NSPS—see RATE RANGE.
<b>Changes To or In (cont'd)</b>			
Tenure Group	26	yes	
Veterans' Preference	7	no	
Work Schedule	24	no	
<b>CITIZENSHIP</b>	4	yes	
<b>CODES</b>	1	yes	



COMPETITIVE GROUP	14, 15, 18, 30, 31	yes	
CONCURRENT APPOINTMENTS	4	yes	
CONTINUANCE NOT-TO-EXCEED (NTE)	19	no	
CONVERSION [TO] ACTIONS			
Career appointment	9	yes	
Career-Conditional	9	no	Not a valid action in NSPS.
Nonstatus	10	yes	
Excepted Service	11	yes	
Temporary	10, 11, 12, 13	yes	
Senior Executive Service (SES)	13	no	
CORRECTIONS	32	no	
CREDITABLE MILITARY SERVICE	6, 28	no	
CREDITABLE SERVICE	6	no	
DATA ELEMENTS [See: THE GUIDE TO PERSONNEL DATA STANDARDS.]	4, 28	yes	Various elements adapted to reflect NSPS policy & terminology.
DATE OF BIRTH	4	no	
DEATHS	31	no	
DECISION LOGIC TABLES	1	no	
DEFINITIONS	35	yes	
DEMOTIONS	14	yes	See: ADVERSE ACTIONS, REDUCTION IN BAND
DETAILS	14	yes	
DISTRIBUTION OF SF 50	4	---	See Chapter for action being processed.
DIVERSITY PROGRAMS	10, 11	no	
DUTY STATION	4, 23	no	
EDUCATIONAL LEVEL	4	no	
YEAR Degree or Certificate attained	4	no	
EFFECTIVE DATE	3, 4	no	



EMPLOYEE NAME	4	no	
EMPLOYING DEPARTMENT OR AGENCY	4	no	
EMPLOYING OFFICE	4	no	
EXCEPTED SERVICE	11	yes	
EXCEPTIONS TO RIF RELEASE	18	yes	
EXTENSION OF TEMPORARY ACTIONS			
Appointments	10, 11, 13	yes	
Furlough Not-to-Exceed (NTE)	15	yes	
Leave Without Pay (LWOP) Not-to-Exceed (NTE)	15	yes	
Position Change Not-to-Exceed (NTE)	14	yes	
Promotion Not-to-Exceed (NTE)	14	yes	
FEDERAL EMPLOYEES HEALTH BENEFITS PROGRAM (FEHBP)	22	no	
FEDERAL EMPLOYEES GROUP LIFE INSURANCE (FGLI)	4	no	
FAIR LABOR STANDARDS ACT EXEMPTION STATUS	4, 28	yes	
FROZEN SERVICE	6, 28	no	
FUNCTIONAL CLASSIFICATION OF SCIENTISTS & ENGINEERS	4	no	
FURLOUGH	15, 35	yes	
GLOSSARY	35	yes	NSPS Terminology & Definitions added.
GRADE	4	yes	Not applicable under NSPS—see PAY BAND
GRADE RETENTION	4, 14, 17	yes	Not applicable under NSPS.
HANDICAP CODE (REPORTABLE HANDICAP)		no	
HOURS OF DUTY / WORK	4, 24	no	
INSTRUCTIONAL PROGRAM	4	no	
INTERIM RELIEF	32	yes	
INTRODUCTION TO GPPA	00	yes	See: NSPS Introduction to GPPA.



JOB AIDS	---	yes	See: Chapter covering action being processed.
LEVEL (GRADE)	4, 17	yes	Not valid in NSPS—see PAY BAND.
LIST FORM (OF NOTICE)	4	no	
LOCAL MARKET SUPPLEMENT	4, 17	yes	
LOCALITY PAYMENT	4, 17	yes	Not valid under NSPS—see 'LOCAL MARKET SUPPLEMENT'
LOCATION CODE	4	no	
LEAVE WITHOUT PAY (LWOP)	15, 16	no	
MASS TRANSFER	21	yes	
NAME CHANGE	20	no	
NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)	----	---	See GPPA, Chapter 00.
NATURE OF ACTION (NOA)	4	yes	
NATURE OF ACTION CODE (NOAC)	4	yes	
NONDUTY STATUS	6,15, 16	yes	
NONSTATUS APPOINTMENTS (in the competitive service)	10	yes	
NOTIFICATION OF PERSONNEL ACTION (NPA)	4	no	
OCCUPATIONAL CODE / SERIES	4, 28	no	
OFFICIAL PERSONNEL FOLDER (OPF)	30,31	no	
OVERSEAS EMPLOYMENT	9,10	yes	
PAY ADJUSTMENTS	17	yes	
PAY BAND	17	yes	
PAY BASIS	4	no	
PAY PLAN	4	yes	Not applicable under NSPS—see PAY SCHEDULE.
PAY RATE DETERMINANT (PRD)	4, 28	no	



PAY REDUCTION	17	yes	
PAY RETENTION ENTITLEMENT	4, 14, 17	yes	
PAY SCHEDULE	4, 17	yes	
PERFORMANCE BASED PAY OUT	29	yes	
PERSONNEL OFFICE IDENTIFIER	4, 28	no	
POSITION CHANGE ACTIONS	14	yes	Not applicable under NSPS—see PROMOTION, REASSIGNMENT OR REDUCTION IN BAND.
POSITION OCCUPIED	4, 28	no	
POSITION TITLE	4	no	
PREVIOUS RETIREMENT COVERAGE	28	no	
PROBATIONARY PERIOD	9, 10	yes	
PROMOTION	14	yes	
Promotion Not-to-Exceed (NTE)	14	yes	
PROVISIONAL APPOINTMENT	10,11,13	yes	
QUALITY (STEP) INCREASE	17, 29	yes	
RACE AND NATIONAL ORIGIN CODE (RNO) [See: THE GUIDE TO PERSONNEL DATA STANDARDS.]	---	no	
RATE (STEP)	4, 17	yes	
RATE RANGE	17	yes	
REALIGNMENT	21	yes	
REASSIGNMENT	14	yes	
Reassignment Not-To-Exceed (NTE)	14	yes	
REDUCTION IN (PAY) BAND	14	yes	
REDUCTION IN FORCE	14	yes	
REEMPLOYED ANNUITANTS	3	yes	
	9, 10	yes	



REINSTATEMENT			
REMARKS ON STANDARD FORM 50	1,4,30,31	yes	see: Chapter covering action being processed.
REMOVAL	31	yes	
REPLACEMENT ACTIONS	3, 32	no	
REQUEST FOR PERSONNEL ACTION (RPA)	4	yes	
RESIGNATIONS	31	no	
RESTORATION	9,10,11	yes	
RETENTION INCENTIVE	29	yes	
RETENTION LIST	18, 21	yes	
RETIREMENT	19, 30, 31	no	
RETROACTIVE ACTIONS	3	no	
RETURN TO DUTY	16	no	
REDUCTION IN FORCE (RIF) ACTIONS	---	yes	
Exceptions	18		
Furloughs	15		
Position Change	14		
Reassignment	14		
Change to Lower Grade	14	yes	
Resignations	31		
Retirements	30	no	
Separation by RIF	31	yes	
SABBATICAL	15, 35	yes	
SALARY	4	yes	
SEASONAL EMPLOYEES	15, 16, 35	no	
SENIOR EXECUTIVE SERVICE (SES)	13	no	
SEPARATION by			



Death	31	no	
Move to another agency	31	yes	
Removal	31	yes	
Retirement	30	no	
RIF	31	yes	
Relocation of Sponsor	31	no	
to accept non-Federal employment	31	ye	
Entry on Duty with Uniformed Services	15, 16	no	
Termination	31	yes	
Termination during probationary period	31	yes	
SEPARATION INCENTIVES	29	yes	
SERVICE COMPUTATION DATES (SCD)	4, 6, 15, 16	no	
SIGNATURES	3, 4	no	
SOCIAL SECURITY NUMBER (SSN)	4	no	
STEP, STEP CHANGES	4, 17	yes	Not applicable under NSPS—see PAY BAND OR RATE RANGE.
STUDENT EDUCATIONAL EMPLOYMENT PROGRAM (SEEP)	11	yes	
SUPERVISORY DIFFERENTIAL	17	yes	Not applicable under NSPS.
SUPERVISORY STATUS [See: THE GUIDE TO PERSONNEL DATA STANDARDS]	4	yes	
SUSPENSION	15, 35	yes	
TEMPORARY ACTIONS			
Competitive Service Appointments	10	yes	
Detail	14	yes	
Excepted Service	11	yes	
Exception to RIF Release	18	yes	
Position Change	14	yes	
Promotion	14	yes	
Reassignment	14	yes	
SES	13	no	
	4, 26	yes	



TENURE, TENURE GROUP			
TERM APPOINTMENT	10	yes	
TERMINATION	31	no	
TIME-LIMITED EMPLOYMENT	10,11	yes	
TRANSFER	9, 11, 13, 31	no	
TRIAL PERIOD	10, 11	yes	Not applicable under NSPS—see PROBATIONARY PERIOD.
TOTAL SALARY	4	yes	
VETERANS' STATUS [see: THE GUIDE TO PERSONNEL DATA STANDARDS]	4	no	
VETERANS' PREFERENCE [see: THE GUIDE TO PERSONNEL DATA STANDARDS]	4	no	
VOLUNTEER SERVICE	33	no	
WITHIN-RANGE INCREASE (WRI)	17	yes	Not Applicable under NSPS.
WORK SCHEDULE [see: THE GUIDE TO PERSONNEL DATA STANDARDS]	4, 24	no	

*\* Remarks: Contents of chapters have been customized or modified to include NSPS policy and terminology.*