



Part I



TRANSITION

Moves to GS Prior to Conversion



Moves to GS Prior to Conversion

Virtual Grade

Before the employee can be placed on the new GS position, the HR Professional must first establish the "**virtual grade**" of the employee's NSPS position.

The HR professional needs to know the virtual grade so he/she can determine the Nature of Action necessary to place the employee on the new position (i.e. promotion, reassignment or change to lower grade).





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Establishing the Virtual Grade

To establish the virtual grade, the HR professional must first know the GS grades encompassed by the employee's NSPS pay band.

Example: The employee is a YA-02. The grades encompassed by the YA-02 pay band are GS-9, GS-11, GS-12 and GS-13.

[Click here](#) to see the grades encompassed by each PS-PB combination.

- If the pay band has only one GS grade, then the virtual grade will be that grade.
- If the employee never changed positions after initial conversion from GS to NSPS, then his/her virtual grade cannot be lower than his/her pre- NSPS grade.

Example: If the employee was a GS-11 at the time of conversion to NSPS, and he/she never changed positions while under NSPS, his/her virtual grade cannot be lower than GS-11.

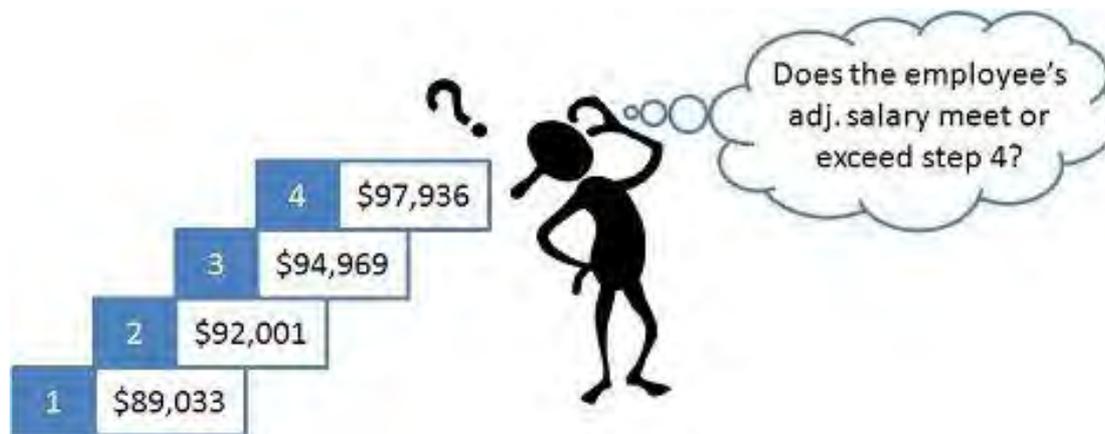


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Virtual Grade

Next the employee's NSPS adjusted salary is compared to **step 4** of the **highest grade** encompassed in the band.

Using the YA-02 example, the employee's adjusted salary is compared to the rate of a GS 13 step 4 using the applicable GS pay table for that locality (or special salary table as appropriate).





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Establishing the Virtual Grade Cont'd

- If the employee's adjusted salary equals or exceeds step 4 of the highest grade encompassed by the band, then the highest grade is the employee's virtual grade.
- If the employee's adjusted salary is lower than step 4 of the highest grade encompassed by the band, it is then compared to step 4 of the 2nd highest grade.
- If the employee's adjusted salary equals or exceeds step 4 of the 2nd highest grade encompassed by the band, then the 2nd highest grade is the employee's virtual grade.
- If the employee's adjusted salary is lower than step 4 of the 2nd highest grade encompassed by the band, it is then compared to step 4 of the 3rd highest grade, and so on until the virtual grade is established.
- If the employee's adjusted salary is lower than step 4 of the lowest grade encompassed by the band, then the employee's virtual grade is that lowest grade.



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Virtual Rate Cont'd

The virtual rate must be **within** the pay range of the virtual grade:

- If the employee's adjusted salary falls within the salary range of the virtual grade, then virtual rate = adjusted salary.
- If the employee's adjusted salary falls below the salary range of the virtual grade, then the virtual rate = step 1 of the virtual grade.
- If the employee's adjusted salary exceeds the salary range of the virtual grade, then the virtual rate = step 10 of the virtual grade.



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Determining Nature of Action (NOA)

The virtual grade is used to determine the correct Nature of Action to move the NSPS employee to his/her new GS position.

- If the virtual grade equals the grade of the GS position, the NOA is a ***Reassignment***.
- If the virtual grade is lower than the grade of the GS position, the NOA is a ***Promotion***.
- If the virtual grade exceeds the grade of the GS position, the NOA is a ***Change to Lower Grade***.



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Pay Setting

The **virtual rate** is used to set pay.

- GS pay setting rules apply.
- If the NOA is a **Reassignment** or **Change to Lower Grade**, and the virtual rate falls between steps, pay is set on the next higher step.
- If the NOA is a **Promotion**, pay is increased by at least the equivalent of 2 GS steps over the virtual rate.
- The employee cannot receive retained pay.



Additional Training Sources

GS 101

<http://www.cpms.osd.mil/nsps/gs101/index.htm>

NSPS Transition Simulator

http://www.cpms.osd.mil/nsps/transition_simulator2010.html

Performance Management (Web-based Training)

http://www.cpms.osd.mil/NSPS/PM_WBT/index.htm

