

**Pay Schedule and Pay Band Determination for GS-14 Supervisory Positions**

1. REFERENCES:

- A. DoD Civilian Personnel Manual 1400.25-M, Subchapter 1911
- B. Army NSPS Conversion Guidance dated 19 DEC 06

This document provides TRADOC supplemental guidance to references A and B.

2. POLICY:

A. General.

(1) For most positions, the conversion to the National Security Personnel System (NSPS) is mechanical (determined by the grade). GS-14 supervisors, however, are one of the few exceptions.

(2) In accordance with reference A, Table SC 1911-4, Conversion from General Schedule Supervisor/Manager Positions, and reference B, Appendix E, Conversion of GS/GM-14 Supervisory Positions into NSPS Compensation Architecture, GS-14 supervisory positions require review in order to make conversion determinations. These positions must be reviewed to determine if they meet the criteria to be placed in supervisory pay band 3 or non-supervisory pay band 3. If they do not meet the criteria, they are placed in supervisory pay band 2.

(3) The official position description of record is used to make conversion determinations. HQ TRADOC, Deputy Chief of Staff for Personnel, Infrastructure and Logistics (DCSPIL), Civilian Personnel Directorate (CPD) will make initial conversion determinations. Activity Commanders or Directors may submit a request to the TRADOC Civilian Personnel Director to reconsider the initial determination prior to final TRADOC decision.

(4) The following criteria will apply to the NSPS conversion of GS-14 level TRADOC supervisory positions.

B. Criteria.

- (1) Supervisory Pay Band 3 for Standard (YC) and Scientific and Engineering (YF) Career Groups

Individuals meeting one or more of the criteria below will be placed into Supervisory Pay Band 3 in the appropriate career group.

(a) Deputy: A deputy participates fully in the management and direction of all phases of the organization's program and work, or is assigned continuing responsibility for managing a major part of the organization's program when the total authority and responsibility for the organization is equally divided between the manager and the deputy. Deputy positions are normally in the same supervisory pay band as the position to which they report.

1. GS-14 supervisory positions that serve in the official capacity of “Deputy” to a GS-15 or “military equivalent” position. “Military equivalent” means a position that would be classified at the GS-15 level by application of appropriate position classification standards. Military rank structure or equivalency charts can not be used to make this determination.

2. A deputy to a Senior Executive Service or General Officer position (or any other position which exceeds pay band 3) normally converts to pay band 3.

(b) GS-14 Level Supervisors that Supervise GS-14 Base Level of Work: Base level of work supervised is the highest level of non supervisory work that best represents the work of subordinates. Non supervisory GS-14 level work is not common in TRADOC organizations.

(c) GS-14 Level Managers: Managers are supervisory positions that meet the managerial criteria in DOD 1400.25-M, SC1920. In addition to performance of all of the immediate and intermediate supervisory functions outlined in SC1920, these managers typically head an organization with responsibility for ensuring subordinate supervisors meet their organizational goals and objectives. The manager works with Commanding Officers (or civilian equivalent) and other senior management officials in the development of the organization’s primary mission goals and objectives. Activity Directors, Commandants and Center of Excellence Commanders are equivalent to Commanding Officers for this purpose if the activity/center/school is a discrete organization responsible for carrying out a specific portion of the Army mission. Managers responsible for mission functions may meet the managerial criteria listed above; managers responsible for support functions normally do not.

(2) Non-Supervisory Pay Band 3 for Standard (YA) and Scientific and Engineering (YD) Career Groups

GS-14 supervisors who perform non-supervisory work at the grade 14 level will be placed in the non-supervisory Pay Band 3 (either YA or YD). The non-supervisory work must be performed on a regular and frequent basis, be crucial to the position’s primary purpose, govern the position’s primary qualification, and not be assigned temporarily and/or strictly for training or career development purposes. These positions will be titled as “Supervisory, Manager, Officer” in accordance with NSPS implementing instructions, SC1920.4.4, Mixed Positions. They will also be coded as supervisory.

(3) Supervisory Pay Band 2 for Standard (YC) and Scientific and Engineering (YF) Career Groups

Supervisors not meeting the criteria in either paragraph (1) or (2) will be placed into Supervisory Pay Band 2 for Standard (YC) and Scientific and Engineering (YF) career groups.

C. Reconsideration Process.

(1) Activity Transition Managers will be advised of the initial determination on the appropriate pay schedule and pay band for conversion of each GS-14 supervisory position.

(2) Activity Commanders and Directors may submit a request to reconsider that determination to the CPD Director either by memorandum or e-mail. The request should address how the subject position meets criteria in paragraph 1 or 2 as evidenced in the official position description.