



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

Canc: Jun 2008  
IN REPLY REFER TO  
BUMEDNOTE 12000  
BUMED-M1  
7 June 2007

BUMED NOTICE 12000

From: Chief, Bureau of Medicine and Surgery

Subj: ROLES AND RESPONSIBILITIES FOR THE IMPLEMENTATION OF THE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)

Ref: (a) Chief, BUMED NAVMED Policy memo 07-014 of 25 Apr 2007

Encl: (1) Navy Medicine NSPS Implementation Timeline  
(2) NSPS Mandatory Training Plan

1. Purpose. To assign roles and responsibilities for Navy Medicine commands and activities in preparation for transition to the National Security Personnel System (NSPS). Additional BUMED directives and/or memoranda will be published in a time-phased sequence to ensure a well-organized, consistent, and credible transition to NSPS.
2. Background. Reference (a) establishes March 2008 as the NSPS conversion date for all Navy Medicine commands and activities. This only applies to non-bargaining unit Federal civilian employees covered by the General Schedule. The Department of Defense (DOD) is expected to make further decisions regarding civilian employees covered under a collective bargaining agreement (CBA) as a result of the Court of Appeals ruling in May 2007. DOD is currently developing implementing guidance for Federal Wage System employees which is projected to be released later in calendar year 2007. Therefore, the BUMED NSPS implementation timeline, enclosure (1), is subject to change.
3. Applicability. This Notice applies to all Navy Medicine commands and activities with DOD civilian personnel assigned. In addition to civilian employees covered under a CBA, who are currently being defined by DOD, NSPS does not affect non-appropriated fund employees, foreign national employees, and contract employees.
4. Discussion. NSPS is intended to bring a permanent "fix" to many of the long-standing problems that Navy Medicine leaders, managers, and supervisors have had with effectively and efficiently recruiting and retaining a high quality civilian workforce. The flexibility of the NSPS pay banding system, and relief from the Title 5 pay limitations, will allow commanding officers to offer market-based, competitive compensation for certain critical, hard-to-fill, and highly skilled occupations. In our health care delivery environment where we strive to provide the highest quality service to our customers, the NSPS pay-for-performance system will further create a culture and atmosphere of continuous improvement.

a. NSPS requires our leaders to take a much more active role in the management of the performance of their civilian employees. Enclosure (2) outlines mandatory NSPS training addressing a new set of competencies and skills for all civilian and military supervisors and managers.

b. It is vital that activities review and update their strategic plans, particularly to ensure alignment with the new Navy Medicine Strategic Plan. One of the fundamental underpinnings of NSPS is the direct linkage between the goals and objectives of the individual employee's performance plan and the goals and objectives of the activity. The activity's strategic goals and objectives not only must support Navy Medicine's Strategic Plan but they become the benchmarks used to measure employee performance.

## 5. Responsibilities

### a. Deputy Chief of Staff, Human Resources (BUMED-M1)

(1) Assigned overall responsibility for the centralized planning, training, development, and implementation of NSPS guidance and procedures.

(2) Charter a BUMED NSPS Implementation Working Group (WG) to perform NSPS planning and implementation functions patterned after the Department of the Navy (DON) NSPS Program Executive Office (PEO). Assignment to the WG should be considered one of their primary duties. Membership will include both civilian and military personnel from BUMED-M1 (Civilian Personnel Programs); BUMED-M8; BUMED-M00P (Public Affairs); and Navy Medicine Manpower, Personnel, Training and Education (NAVMED MPT&E). Representatives from the Regional Commands will participate in the WG on an ad hoc basis.

(3) Update and publish timelines and training schedules.

b. BUMED Public Affairs (BUMED-M00P) will develop and execute an NSPS Communication Plan that will include an NSPS Web site located within Navy Medicine Online (NMO).

### c. Commanding Officer, NAVMED MPT&E:

(1) Assigned overall responsibility for the planning, coordination, delivery, and documentation of NSPS training.

(2) Assume primary responsibility for the planning, coordination and delivery of the initial NSPS Regional Introductory Conference (RIC) for activity NSPS team members and key personnel.

d. Commanding Officer, Navy Medicine Information Management Command (NMIMC):

(1) In coordination with BUMED Public Affairs Office, ensure deployment and maintenance of the NSPS Web site.

(2) In coordination with Commanding Officer, NAVMED MPT&E ensure the electronic documentation and transfer of NSPS training information into the required civilian personnel data base, such as the Defense Civilian Personnel Data System (DCPDS) is completed in a timely manner.

e. Regional Commanders:

(1) Coordinate NSPS training for activities in their respective areas of responsibility (AOR).

(2) Disseminate information and requirements issued by BUMED to the activities in their AOR.

(3) Monitor and support the NSPS requirements of those activities in their AOR.

f. Commanders, Commanding Officers, and Officers in Charge:

(1) Ensure 100 percent accurate validation of the bargaining unit status of the civilian workforce.

(2) Appoint an NSPS team leader/action officer who will be the activity's single point of contact for NSPS.

(3) Charter an NSPS WG, which will consist of, at a minimum, the following representatives: (the WG should include both military and civilian personnel).

(a) Team Leader.

(b) Training.

(c) Information Technology (IT).

(d) Human Resources (HR Liaison).

(e) Comptroller.

(f) Public Affairs/Communications.

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(4) Ensure NSPS WG members, and other designated key personnel, attend the NSPS RIC.

(5) Ensure managers, supervisors (military and civilian), and non-bargaining unit employees attend mandatory training.

(6) Ensure military supervisors and managers and all non-bargaining unit employees take NSPS 101, which is easily accessible on the BUMED NSPS Web site at: <http://www.cpms.osd.mil/nsps/nsps101/nsps/index.htm>.

g. Activity NSPS Working Group Team Leader: Report progress, identify obstacles, and make recommendations to the commanding officer or activity head and the Chairman, BUMED NSPS WG, via the regional commander, to ensure training and other milestones for timely NSPS implementation at the activity are met.

6. Action

a. Deputy Chief of Staff, Human Resources (BUMED-M1) will publish the NSPS training plan and the dates and locations of the RIC no later than July 2007.

b. The BUMED PAO and NMIMC will coordinate efforts to ensure the NSPS Web site is operational no later than June 2007.

c. Commanders, Commanding Officers, and Officers in Charge:

(1) Complete the validation of the CBA status of the civilian workforce no later than July 2007. However, turnover will require the activity's CBA to be updated and validated on a continuous basis.

(2) Appoint the NSPS team leader/action officer and WG members no later than June 2007.

7. BUMED point of contact for NSPS program issues is Vincent Vaccaro, Director, Civilian Personnel Programs, BUMED-M1B1 at (202) 762-3334 or e-mail [Vincent.Vaccaro@med.navy.mil](mailto:Vincent.Vaccaro@med.navy.mil).



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### NAVY MEDICINE NSPS IMPLEMENTATION TIMELINE

(All dates subject to change)

Apr 2007	Chief, BUMED's memo announcing NSPS implementation date
Jun 2007	NSPS Web site operational
Jun 2007	Activity NSPS key personnel identified
Jun 2007	Circuit Court decision anticipated
Jul 2007	Activities complete validation of bargaining unit status
Jul 2007	Introductory Conference and NSPS training plan released
Jul 2007	Commence Introductory Conferences
Jul 2007	Commence NSPS Training at activities
Aug 2007	Marketing Strategy released
Sep 2007	Performance Management guidance released
Sep 2007	Pay Pool Management Plan released
Sep 2007	Compensation Management Plan released
Mar 2008	Conversion to NSPS

**NSPS MANDATORY TRAINING PLAN**

<b>TITLE</b>	<b>HOURS</b>	<b>TARGET AUDIENCE</b>
NSPS 101 (online course)	1	Managers, Supervisors, and Employees
Regional Introductory Conference (RIC)	16	Activity NSPS Team Members and other Key Personnel
Performance Management for Managers and Supervisors	16	Managers and Supervisors
Performance Management for Employees	8	Employees
Pay Pool Management	16	Managers and Supervisors
"SMART" Objective Writing Workshop	4	Managers, Supervisors, and Employees

Note: Unless otherwise indicated, all NSPS classroom training will be contractor delivered. The RICs will be delivered through a combination of contractor support and BUMED subject matter experts.