

## HOTTEST KEYWORDS IN NSPS

The hottest keywords come from the group with the largest number of DOD employees: the Standard Career Group/Pay Band 2, and the Scientific and Engineering Career Group/Pay Band 2, including pay schedules YA and YD. When you write your accomplishments, try to integrate keywords and hit the Level 3 and Level 5 descriptions with your examples.

Professional / Analytical -- Band 2

### Performance Indicators

Level 3	Level 5
Achieved the stated objectives	Contributed results beyond expectation
Anticipated and overcame obstacles	Results were far superior in quality, quantity, and impact on objectives
Adapted established methods and procedures	Exhibited the highest standards of professionalism
Results were technically sound, documented, and met standards	
Planned and organized own work activities	
Delivered the objective in a timely and effective manner	
Made adjustments to changing situations	
Anticipated and overcame obstacles	
Demonstrated high standards of conduct	
Represented the organization effectively	

If it is difficult to integrate these long phrases, you can think about shortening them even more. For example:

#### Short Version, Level 3

Achieved objectives  
Obstacles  
Establish methods  
Results  
Deliver objectives  
Changing situations  
Overcome obstacles  
Standards  
Representation

#### Short Version, Level 5

Results beyond expected  
Results far superior  
Quality, quantity, and impact on objectives  
Highest standards of professionalism