



United States Army Dental Command

# CIVILIAN HUMAN RESOURCES UPDATE

February 2009

## HYBRID DENTIST PAY SYSTEM IN THE WORKS

On December 8, 2008, DoD published DoD Instruction (DoDI) 1400.25, Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule. This reference establishes new pay setting policies, rules, and tables for physicians and dentists paid under the General Schedule (GS). It is designed to bring pay in line with the Veterans' Administration which offers a compensation package, under Title 38, of a base rate of pay plus a market supplement. This new program is expected to bring GS pay in alignment with employees covered by NSPS. National labor negotiations are presently under way. Once complete, additional guidance will be issued regarding implementation.

## CLOSING OUT FY08 NSPS PLANS

In order to close out an FY08 NSPS performance plan, raters must log onto their My Workplace account, navigate to version 2 of the performance appraisal application and click on the update icon for each incomplete plan. Once the plan is open, raters should scroll to the bottom of the page to the "Completing Final Rating" region. Input the communication date and method then press the save button. After confirming the selection, scroll back down to the region and press the Complete Appraisal button. Once confirmed, the FY08 performance plan is made available to the employee and the cycle is complete.

Completing Final Rating

Step 1 - Identify Rating Official Name and how the final appraisal was communicated to employee.

|                      |                      |                      |  |
|----------------------|----------------------|----------------------|--|
| Communication Date   | <input type="text"/> | Rating Official Name | <input type="text" value="RatingOfficial, Randy"/> |
| Communication Method | <input type="text"/> | Other                | <input type="text"/>                               |

Step 2 - Print Final DD Form 2906.

Step 3 - Selecting the "Complete Appraisal" button will remove appraisal from the "Plans/Appraisals in Progress." A copy can be found under the "Completed Plans/Appraisals" area.

Buttons: Save, Print, Complete Appraisal

## VIEWING PERSONNEL ACTIONS ONLINE

Rating officials and employees can view personnel information online via their My Workplace or My Biz accounts. After logging onto the system at <https://compo.dcpds.cpms.osd.mil/>, click "My Information" (employees) or "My Employee Information" (raters). Once the privacy act disclaimer has been accepted, users will have access to personnel data covering areas such as appointments, positions, salary, awards, bonuses and performance. Users can also generate hard copies of most personnel actions. My Biz and My Workplace is available to all civilian employees. If a rating official does not see all of their employees, the underlying hierarchy may need to be updated. User with a [www.cpol.army.mil](http://www.cpol.army.mil) manger or admin account can make this change. For assistance contact [John Heath](#) at 210-221-7966 (DSN 471).

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