

April 18, 2007

## NSPS CONVERSION PROCESS

The first Command employees are now covered by the National Security Personnel System (NSPS). While the effective date for spiral 1.3 employees is 15 April 2007, the automated process that converts employees to NSPS is scheduled to run this weekend (on or about 21 April 2007). The automated conversion routine is centrally managed and takes into account the various payroll deadlines of all spiral 1.3 organizations. Employees should be able to view their NSPS notification of personnel action via their Civilian Personnel Online (CPOL) account the week of April 22nd.

## My Workplace Accounts Established

More than 200 accounts have been established to provide Command military members access to the My Workplace online application. My Workplace enables military supervisors of civilian employees to initiate NSPS performance plans and the review personnel records of their civilian staff. The tool is accessible from the Civilian Personnel Online (CPOL), employee tab ([www.cpol.army.mil](http://www.cpol.army.mil)). Military members with an existing Defense Civilian Personnel Data System (DCPDS) account can use the same account information to access My Workplace. Users without DCPDS access should use their social security number (with dashes) as their username. Click on the "My Workplace Request Password Reset" link found in the CPOL employee tab to receive a password via e-mail.

## PERFORMANCE PLAN COUNTDOWN BEGINS

Rating Officials have until 15 May 2007 to establish performance plans for NSPS civilians in the My Workplace application. Contact Mr. John Heath at 210-221-7966 (DSN 471), [john.w.heath@amedd.army.mil](mailto:john.w.heath@amedd.army.mil), if you are unable to access your account or have questions concerning the performance plan process. Because of the compressed NSPS performance cycle, interim evaluations will occur in the June timeframe this year.

## COMMAND PAY POOL STRUCTURE IN PLACE

Two pay pools will be established to support the NSPS performance management process. One pay pool will cover NSPS employees in Europe. A second will cover all other NSPS employees. Mock pay pools, using interim performance data, are planned to take place in the July 2007. The final pay pools will convene in December to accommodate the Command's first NSPS payout in January 2008.

## DID YOU KNOW?



Draft objectives for more than 80 different civilian occupations have been saved to the NSPS region of the Dental Command website. These objectives are indented to assist supervisors develop performance plans for their NSPS employees. Objectives can be used as is or adapted to reflect specific organization expectations. It is important to ensure that each objective used in a performance plan is measurable and can be exceeded. The sample objectives are expected to be transitioned to a centralized MEDCOM library with expanded search capabilities next month.

NSPS Links: [www.cpms.osd.mil/nsps](http://www.cpms.osd.mil/nsps) • <http://cpol.army.mil/library/general/nsps>