

May 16, 2007

ACCESSING MY BIZ AND MY WORKPLACE

Unless you have an existing Defense Civilian Personnel Account (DCPDS) your My Biz or My Workplace user name is your social security number with dashes (e.g. xxx-xx-xxxx). You can reset your password at any time by clicking on the My Biz & My Workplace Helpdesk link found in the Employee Data section of www.cpol.army.mil (under the employee tab). If the automated password reset option does not work, contact your regional help desk using the following information:

Servicing CPOC	Email Address	DSN Phone	Comm Phone
Europe	helpdesk@cpoceur.army.mil	375-9666	0621-487-9666
Korea	helpdesk@cpoc.korea.army.mil	315-768-6586	
North Central	helpdesk@cpocria.army.mil	793-7498/7499	309-782-7498
Northeast	modern.helpdesk@cpocner.apg.army.mil	458-0290	410-306-0290
Pacific	helpdesk@cpocpac.army.mil	384-6268	907-384-6268
South Central	helpdesk@cpocscr.army.mil	788-6631	256-842-6631
Southwest	helpdesk@cpocswr.army.mil	856-2000	785-239-2000
West	helpdesk@cpocwcp.hua.army.mil	821-8105	520-533-8105

MEASUREMENT KEY COMPONENT OF JOB OBJECTIVES

Feedback from other NSPS organizations indicates that it is essential that each job objective contain a measurable component. This enables rating officials to objectively evaluate an employee's contributions at the end of the rating cycle. Some objectives included in the MEDCOM objective library may not have measurable criteria. It is up to the rating official to ensure that this information is incorporated into each objective. Individuals requiring assistance developing measurement criteria are encouraged to contact Mr. John Heath at 210-221-7966 or john.heath@us.army.mil. Objectives can be modified through the end of July 2007 for NSPS employees that converted in April (spiral 1.3).

DOCUMENTING PERFORMANCE CONTRIBUTIONS

Employees are encouraged to begin keeping track of their contributions once their performance plan is approved. A good way to accomplish this is to list each objective in a document. As contributions are made during the rating cycle add short bullet statements under the appropriate objective heading. If an accomplishment doesn't fit, include it in an "other" category. Voluntarily taking on additional duties can help an employee stand out in the pay pool process provided they also meet/exceed their core objectives. If "other" duties are preventing an employee from meeting their core objectives, appropriate modifications should be made at least 90 days prior to the end of the rating cycle.

DID YOU KNOW?



Users can access the Performance Appraisal Application (PAA) and My Biz without logging onto Civilian Personnel Online (CPOL). To accomplish this, enter the following address in your web browser then save it as a favorite/bookmark: <https://pyxis.chrcs.army.mil:8007>. Not only does this eliminate a few steps, it also bypasses the ten minute time out feature associated with CPOL.

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