

May 30, 2007

## INTERIM REVIEWS APPROACHING

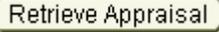
Current NSPS employees will be asked to document their contributions in the Employee Self-Assessment for Annual Appraisal region of the performance appraisal tool by June 22, 2007. This will enable rating officials to add their comments prior to the mock pay pool panel sessions scheduled for July. The mock pay pool process allows panel members to gain hands-on experience with the NSPS performance management tools prior to the conclusion of the first rating cycle in October.

## MANDATORY SUPERVISORY OBJECTIVE

Army has established a standard supervisory objective that should be included in the performance plan of all NSPS employees that supervise civilians. The standard objective is available in the MEDCOM NSPS Objective. To access the library log onto AKO then click on the link below:

[https://www.us.army.mil/suite/components/grid.do?instanceId=acFolContents\\_7547435&page=4](https://www.us.army.mil/suite/components/grid.do?instanceId=acFolContents_7547435&page=4)

## RETRIEVING APPRAISALS

When a rating official transfers a performance plan to others, the pencil icon in the Appraise column becomes gray . This indicates that the rating official no longer owns the action. If the rating official needs the action back, he or she can click on the appraisal "details icon" , then click the "Retrieve Appraisal" button  to have the action returned. The previous owner of the action will automatically receive a notification message informing them of the change in ownership.

Plans/Appraisals in Progress										
Filter <input type="text" value="All Appraisals"/>		Create <input type="text" value="Performance Plan"/> <input type="button" value="Go"/>								
Initiator	Employee	Appraisal Effective Date	Plan Approval Date	Plan Phase	Appraisal Status	Details	Appraise	Delete	Close	Print
RatingOfficial, Randy	Employee, Low Performing	01-Jan-2008		Approved by HLR	Ongoing					
RatingOfficial, Randy	Employee, Valued Performer	01-Jan-2008	14-May-2007	Approved	Transferred					

## SPIRAL 2.1 APPRAISAL CLOSEOUTS

Command employees who are scheduled to convert to the National Security Personnel System (NSPS) as part of Spiral 2.1c in November will close out the Total Army Performance Evaluation System (TAPES) cycle July 31, 2007. This applies to all non-bargaining unit employees currently covered by TAPES regardless of grade level.

## DID YOU KNOW?



A performance plan does not move to the "Approved" phase until the higher level reviewer has reviewed/approved the objectives and the employee has acknowledged them. Once this has been accomplished, the rating official must document the communication date and method in the Approvals and Acknowledgements region before it can be approved. Both Army and MEDCOM headquarters regularly query the performance appraisal application to verify the status of NSPS performance plans.

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