

June 13, 2007

MANY NSPS PERFORMANCE PLANS PENDING APPROVAL

As of June 4th only 8% of NSPS performance plans had been fully approved within MEDCOM. This metric is particularly important as mandatory interim reviews cannot be initiated within the performance appraisal application (PAA) until this occurs. Before a rating official can approve a performance plan, the higher level reviewer (HLR) must approve the action and the employee must acknowledge it. When this has been accomplished, the plan phase will display as "Approved". A performance plan quick reference guide and a trouble shooting checklist is available online at: <https://www.dencom.army.mil/nsps/nspstools.asp>.

TIME TO BEGIN WORKING ON INTERIM SELF-ASSESSMENT STATEMENTS

All NSPS employees should be working on their interim review self-assessment statements. This information needs to be input into the Performance Appraisal Application (PAA) by June 22nd. When preparing self-assessment statements, consider the following tips:

- Address each objective separately (include objective title/number).
- Relate contributions to appropriate Performance Indicators/Contributing Factors.
- Be aware of field size limitations (both employee and rating official).
- List most significant accomplishments first.
- Emphasize the impact of contributions (.e.g. I accomplished X, resulting in Y).
- Discuss special circumstances (level of difficulty, short timelines, etc).
- Include "Other" category for contributions not associated with a specific objective.
- Avoid special characters (•, ½, ≤, ∑, ☺), acronyms, and occupational specific jargon.
- Rating officials should concur/non-concur with an employee's assessment as part of their input.

MOCK PAY POOLS SCHEDULED

Data collected during the interim review process will be used to support mock pay pools in July. Mock pay pool sessions are intended to assist panel members become familiar with the pay pool process and tools. Data collected during the mock pay pool sessions will be used to refine business rules and processes. While the primary role of the mock pay pool is a training exercise, if issues are identified with objectives or contribution statements general feedback will be provided to rating officials/employees. DENCOM mock pay pools are scheduled for July 9-10 for CONUS/Pacific employees and July 16-17 for ERDC employees.

DID YOU KNOW?



Rating officials initiate the interim review process by clicking on the  button within **Interim Reviews** region of the performance appraisal application. This option is only available after the performance plan is fully approved. Like the performance plan, the higher level reviewer (HLR) must approve the action and the employee acknowledge it before the interim review is complete. An interim review quick reference guide is available online at: <https://www.dencom.army.mil/nsps/nspstools.asp>