

July 11, 2007

PERFORMANCE PLAN DEADLINE AUGUST 2ND

Command NSPS employees must have a complete performance plan in place by August 2nd to be eligible for a payout in January 2008. This is also the last date to make changes to existing plans. The plan status is visible on the "Plans/Appraisals in Progress" table within the Performance Appraisal Application (PAA). To be complete the plan phase must display **Approved** or **Modified**. Assistance is available from your Civilian Personnel Advisory Center, the Command Transition Manager (John Heath, 210-221-7966) or <http://cpol.army.mil/library/general/nsps/about-pm.html#link>.

MEDCOM EXPANDS NSPS WEB SITE

Headquarters MEDCOM has recently expanded its NSPS web site. Located on Army Knowledge Online (AKO), the site includes current MEDCOM guidance, newsletters, a performance objective library and other helpful references. To access the site log onto AKO then click on the following link: <https://www.us.army.mil/suite/page/411835>.

RATING GUIDANCE FOR SPIRAL 2.1 EMPLOYEES

The 2007 TAPES rating cycle will end on 31 Jul 07 for all employees converting to NSPS in Spiral 2.1c, 11 Nov 07. The TAPES annual rating of record must be sent to the CPOC by 14 Sep 07. Quality Step Increase (QSI) actions must be processed/effective before the NSPS conversion date.

Conversion to NSPS	2007 TAPES Rating Cycle End Date*	Interim TAPES Period (Non-rated)	NSPS Performance Objectives in place	End of 1st NSPS Rating Cycle
Spiral 2.1c 11 Nov 2007	31 July 2007	1 Aug 07 - 10 Nov 07 (Approx. 3.5 months)	11 Nov 2007	30 Sep 2008 (10.5 month cycle)

INTERIM REVIEWS PLAY ESSENTIAL ROLE

DoD requires that all NSPS employees have at least one interim review per performance cycle. This process provides employees valuable feedback regarding their performance in relation to established objectives. Like the performance plan, interim reviews must be examined by a higher level reviewer (HLR) and acknowledged by the employee before they can be approved/completed. Pay pool panel members will provide performance management feedback later this month based on interim reviews evaluated during the mock pay pool process.

Did You Know?



If an employee changes jobs, a new performance plan may be necessary. The previous performance plan/appraisal will need to be "closed" by the rating official using the "Close" functionality under Plans/Appraisals in Progress. In this case, after the closeout assessment is documented, the Rating Cycle End Date on the original performance plan/appraisal must be changed to 1 day prior to the effective date of the job change. The new performance plan is initiated with a Rating Cycle Start Date equal to the effective date of the job change.