

July 25, 2007

FINAL PERFORMANCE PLAN TRAINING SESSIONS SCHEDULED

Two final performance plan video teleconference training sessions are scheduled on July 30th and 31st. The sessions will be broadcast at 1330 on July 30th and at 0800 CT on July 31st Central Daylight Time. The programs will cover key elements of creating and approving NSPS performance plans and interim reviews. Rating officials and/or employees who have performance plan(s) with a status other than "Approved" or "Modified" should participate. Contact Chandra Welch at 210-295-0952 or DSN 471-0952 for additional information. Employees without approved plans by August 2nd will be ineligible for a payout in 2008.

MOCK PAY POOL SESSIONS GENERATE HELPFUL HINTS

During the month of July Command mock pay pool sessions were conducted. During these sessions panel members reviewed objectives, assessment statements and recommended ratings for received performance plans. Afterwards panel members provided the following recommendations to NSPS employees and their supervisors to help ensure a successful final pay pool session.

Objectives:

- Ensure each objective has a measurable/quantifiable component.
- Objective should be written at "average"/valued employee level.
- List most important objective first. Note: Accomplish this by beginning the most important objective title with a 1., the second most important objective title with a 2. etc.
- Give careful consideration to objective weights as they directly influence the employee's final rating/share distribution.

Rating/Assessment Statements:

- Employees and rating officials should address each objective individually.
- Familiarize yourself with DoD CFI/performance indicator guidelines.
- Avoid restating job description.
- Address the expected performance level and how it was met/exceeded it (e.g. expected performance 90%, actual performance 95% or expected output 10, actual output 15).
- Rating officials should provide supporting statements to address contributing factor adjustments or recommend objective ratings other than 3.

Additional recommendations are available at: <https://www.dencom.army.mil/nsps/nspstools.asp>.

DID YOU KNOW?



If a rating official has supervised an NSPS employee for at least 30 days, they should prepare a closeout assessment if the employee leaves their position. A closeout assessment is a brief narrative description of an employee's accomplishments and contributions during the current appraisal period. If the rating official or employee leaves within 90 days before the end of the rating cycle, the rating official will prepare an early recommended annual rating instead. The early recommended rating will be used to determine the employee's payout during the final pay pool panel session.

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