

August 8, 2007

NEW APPRAISAL FUNCTIONALITY EXPECTED AUGUST 20TH

Version 2.0 of the Performance Appraisal Application (PAA) is expected to be available on Monday, August 20th. The new version of the software is intended to provide improved navigation, more intuitive labels, simplified screen layouts, improved printing capabilities and additional space to document assessments. Updated user guides will also be made available. Several MEDCOM employees participated in the functional testing of the updated software.

DOCUMENT CONTRIBUTIONS AS YOU GO

While NSPS annual self-assessment's statements are not due from employees until November 7th, individuals are encouraged to document their contributions throughout the performance cycle. This allows the information to be quickly updated into the performance appraisal application at the end of the performance year. Accomplishments should be grouped by the individual objective number and title. Be sure to address each accomplishment in terms of what was expected (e.g. completed project two weeks ahead of established deadline, took 10% less time than standard, completed two more than required, 15% above office average). Also document special circumstances that may have impacted your performance (e.g. task was accomplished while covering the associated workload of two specialist positions that were vacant for two months within the rating performance cycle).

MULTIPLE NSPS BROCHURES AVAILABLE

The NSPS program executive office has published a series of five helpful brochures that address key NSPS areas. Topics include:

- Focus on Performance - Employees
- Focus on Performance - Managers/Supervisors
- Communicating with Your Supervisor
- Communicating with Your Staff
- Pay Pool Process at a Glance

The brochures can be viewed or downloaded at: <http://www.cpms.osd.mil/nsps/brochures.html>.

DID YOU KNOW?



When an objective or weight is altered on an approved performance plan the objective status switches to **pending** and the plan status changes to **modified**. Rating officials must re-approve each changed objective; however, the modified performance plan does not require higher level review or employee acknowledgement. Employees will automatically receive a notification message advising them of the change. If a plan phase switches to **modified**, the employee remains eligible for an NSPS payout as long as the original performance plan was approved at least 90 days prior to the end of the cycle.