

September 19, 2007

## EARLY EMPLOYEE/RATING OFFICIAL DEPARTURE NECESSITATES RATING

When an NSPS employee or their rating official leaves during the final 90 days of the NSPS rating cycle, an early Annual Rating is required. The rating official will provide an assessment and recommended rating that will be forwarded to the pay pool panel for reconciliation. If the rating official fails to complete this step, the responsibility shifts to the Higher Level Reviewer (HLR). Steps for preparing an early annual rating are available online at:

[http://cpol.army.mil/library/general/nsps/docdir/EarlyAnnualPAAver2\\_Step-by-Step.doc](http://cpol.army.mil/library/general/nsps/docdir/EarlyAnnualPAAver2_Step-by-Step.doc)

## KEY NSPS SPIRAL 2.1 PERFORMANCE MANAGEMENT DATES

Event	Date
Assessment Tele-Training	October 16, 2007
Rating Cycle Ends	October 31, 2007
Employee Self-Assessments Due	November 7, 2007
Rating Official Ratings Due	November 16, 2007
Europe Pay Pool	November 28-29, 2007
FY08 Performance Plans Due	November 30, 2007
CONUS/Pacific Pay Pool	December 3-4, 2007
Reconsideration Request	Within 5 days of receiving rating
Payout	January 6, 2008

## START PREPARING NOW FOR END OF PERFORMANCE CYCLE

While the end of the first NSPS performance cycle is more than a month away there are several things that can be done now to start preparing. Employees should begin documenting their accomplishments since April 15, 2007. Group accomplishments by objective and document how each objective was met or exceeded. Access to My Biz/My Workplace should also be tested so that any issues can be resolved before the end of the performance cycle. Once logged onto the Performance Appraisal Application (PAA), take time to review the new "look and feel" of the tool. A number of enhancements were implemented as part of version 2.0 upgrade in August.

### Did You Know?



If you can't remember you're My Biz or My Workplace password, you have three attempts to enter this information before the account becomes locked. If this occurs use the **Forgot your password?** link at the bottom of the log on screen to reset your password. Users may also request a new password by logging onto [www.cpol.army.mil](http://www.cpol.army.mil) and clicking the **Employee** tab → **Go!** (Employee Data Region) → **Enter a New Ticket** link. Select **Request Password Reset** as the ticket type and **DCPDS - My Biz - My Workplace** as the sub ticket type.