

October 3, 2007

## PROCESS PAY ACTIONS PRIOR TO END OF RATING CYCLE

National Security Personnel System (NSPS) pay actions such as promotions, reassignments (with a pay change) and changes to lower bands need to be processed by the end of the rating cycle. This ensures that the correct salary data is used for the NSPS pay pool. Managers should closely coordinate these actions with your local CPAC to ensure that they are affected by 31 OCT 2007.

## DENCOM WEB SITE EXPANDED

A number of additions have recently been made to the National Security Personnel System (NSPS) region of the Dental Command web site. Of particular note is a new section on NSPS pay setting. The new region includes:

- Copies of the Command pay setting policies for dentists and other employees
- A Microsoft Word version of the NSPS pay setting worksheet and completed sample sheets and
- An Excel worksheet depicting the various dental pay ranges authorized at the DENTAC and Regional levels

Additional enhancements include:

- A one page information sheet on accessing My Biz / My Workplace
- One page reference sheets for Version 2.0 of the Performance Appraisal Application (PAA) and
- Comprehensive PAA 2.0 step-by-step guides

## AMSUS TO FEATURE NSPS SESSIONS

Attendees at the 2007 Association of Military Surgeons of the United States (AMSUS) conference in Salt Lake City will have multiple opportunities to receive the latest NSPS information. Mr. John Heath, the Command NSPS Transition Manager, will provide a broad NSPS update to all participants on 11 November 2007 and targeted content within individual tracks.

## NEXT WAVE OF COMMAND EMPLOYEES PREPARE TO CONVERT

On 11 November 2007 the last group of DENCOM non-bargaining unit employees will convert to NSPS as part of Spiral 2.1C. This conversion includes individuals located at Walter Reed Medical Center, Rader Clinic, the Pentagon and Shape Belgium. Remaining civilians covered by bargaining units will convert to NSPS once the current legal and legislative activity is resolved.

### DID YOU KNOW?



If an employee does not have the opportunity to perform under an objective or it is no longer relevant, the rating official has the option of not rating it. When an objective is not rated the Performance Appraisal Application (PAA) automatically adjusts the weights of the remaining objectives equally. Rating officials can manually over-ride the new weights if appropriate.

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