

November 28, 2007

## NSPS RATING SAFEGUARDS IN PLACE

Because performance ratings directly impact salary increases for National Security Personnel System (NSPS) employees it is important that they be accurate. Several checks and balances are in place to ensure that ratings are not over/under inflated. As with the Total Army Performance Evaluation System (TAPES), each NSPS rating is reviewed by a higher level reviewer (HLR) or "senior rater". This individual verifies that the performance management process is adhered to and ensures consistency within their organization. As an added protection, the HLR forwards recommended ratings to the pay pool panel for further review. The pay pool consists of senior leaders from across the organization. Panel members review each objective to ensure that the recommended rating is supported by the provided information. Standard MEDCOM business rules are then applied to determine the final rating, number of shares awarded and salary/bonus allocations. The process ensures that all employees within the pay pool with similar levels of contributions are rated/compensated consistently.

## RECONSIDERATION PROCESS OUTLINED

If a rating official or employee feels that the pay pool panel did not accurately evaluate their appraisal multiple reconsideration options are available. Once the pay pool panel concludes, rating officials will receive the final ratings and rationale for any changes. If the rating official has additional information that is relevant to an employee's rating it can be provided directly to the pay pool manager for his consideration. The week of December 17<sup>th</sup> summary pay pool data will be published and rating officials can begin sharing final ratings with employees. Upon receipt of this information, employees have **10 days** to request reconsideration of their final rating from the pay pool manager. Employees must identify the specific changes being requested (by objective) and provide supporting rationale. The pay pool manager will review the request and provide a written response within 15 days. If the employee does not concur with the pay pool manager's decision, they have five days to request additional consideration from the Performance Review Authority (PRA). The PRA will issue a final written decision within 15 days of receipt. A reconsideration guide will be posted to the NSPS region on the DENCOM web page.

## Did You Know?



The total shares awarded for all MEDCOM employees is based on the following chart.

Average Rating	Final Rating	Shares
4.76 – 5.00	5	6
4.51 – 4.75	5	5
4.01 – 4.50	4	4
3.51 – 4.00	4	3
3.01 – 3.50	3	2
2.51 – 3.00	3	1