



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
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March 26, 2008

MEMORANDUM FOR HQ DODEA  
DIRECTOR, DODDS EUROPE  
DIRECTOR, DDESS AND DODDS CUBA  
DIRECTOR, DODDS PACIFIC AND DDESS GUAM

SUBJECT: Department of Defense Education Activity (DoDEA) National Security  
Personnel System (NSPS) Performance Management Guidance

I have approved the release of the guidance for implementing the Performance Management component of NSPS within DoDEA. This document provides DoDEA with supplemental guidance to the DoD implementing issuance, "DoD Civilian Personnel Manual, 1400.25-M" and the DoD Fourth Estate NSPS implementing issuances, dated October 3, 2006.

This guidance applies to all non-bargaining unit employees in DoDEA organizations that converted to NSPS under Spiral 2.2b. Spiral 2.2b includes non-bargaining unit employees in DoDEA Headquarters, DoDDS-Europe, DoDDS-Pacific, and Cuba. This guidance does not apply to employees in DDESS (except DoDDS-Cuba).

This DoDEA guidance for Performance Management (attached) is effective immediately. This policy is subject to change. Any revisions will be dated and adherence will be given to the most current guidance.

If there are any questions, please contact the DoDEA NSPS Program Manger, Ms. Rita Terhaar, at 703-588-3993 or e-mail: [rita.terhaar@hq.dodea.edu](mailto:rita.terhaar@hq.dodea.edu).

A handwritten signature in black ink, reading "Shirley A. Miles".

Dr. Shirley A. Miles  
Principal Deputy Director, DoDEA

Attachment:  
As stated

Subject: Department of Defense Education Activity (DoDEA) National Security Personnel System Performance Management Policy Guidance

- References: (a) DoD 1400.25-M, DoD Civilian Personnel Manual, Subchapter 1940 – Performance Management  
(b) DoD 1400.25-M, “DoD Civilian Personnel Manual, Subchapter 1930, Compensation Architecture Pay Policy

1. PURPOSE. To establish DoDEA Performance Management guidance and assign responsibility for implementing performance management under the National Security Personnel System (NSPS).

2. APPLICABILITY. This guidance applies to all NSPS covered employees in DoDEA organizations to include the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, and Support Staff.

3. POLICY. The NSPS is designed to foster a culture that more accurately recognizes and rewards employees for their contributions to the DoDEA mission. Performance management under NSPS uses a pay-for-performance concept to appraise and evaluate individual performance to organizational results. This concept is essential to distinguish between levels of job performance and to reward employees commensurate with their achievements. NSPS performance management philosophy encourages “ongoing” assessment facilitated through continuous dialogue and interaction between a supervisor and employee throughout the rating cycle.

#### 4 RESPONSIBILITIES:

a. Performance Review Authority (PRA) Advisory Board Chair. A Performance Review Authority Advisory Board will be chaired by The Associate Director for Education and Principal Deputy Director, DoDEA with the respective PRA’s for DoDDS Europe and Pacific serving as members. The PRA Board Chair will issue guidance for functions governing pay pool management across DoDEA and will be responsible for reviewing guidance annually for updates. The PRA Board Chair will:

(1) Establish business rules and expectations for the Pay Pool review process across DoDEA.

(2) In consultation with the Associate Director for Finance and Business Operations, ensure funding is adequate for the pay pool payout and discretionary performance pay across DoDEA. Monitor and adjust pay pool funding distribution.

(3) Chair the PRA Review Board who will oversee trend assessment of overall policies and processes associated with the performance management cycle, review and certify final summary of ratings, pay increases and performance bonuses that accurately reflect employees' performance requirements and organizational assessments, and that results reflect meaningful distinctions based on employees' contributions across DoDEA.

(4) Approve and authorize funding for training requirements for pay pool and rating officials.

b. Performance Review Authority (PRA). A Performance Review Authority is identified for DoDEA Headquarters, DODDS Europe and DODDS Pacific.

(1) The Performance Review Authority positions are assigned as follows:

(a) Associate Director for Education and Principal Deputy Director, Department of Defense Education Activity will serve as the Performance Review Authority (PRA) for DoDEA Headquarters.

(b) Director, Department of Defense Dependents Schools Europe (DoDDS-E), will serve as the Performance Review Authority (PRA) for DoDDS-Europe and DoDDS-Cuba employees.

(c) Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), will serve as the Performance Review Authority for DoDDS-Pacific.

(2) PRA responsibilities include:

(a) To designate, in writing, pay pool panel members. It is recommended, but not required, that Pay Pool Panel (including the Pay Pool Manager) consist of at least three members.

(b) Approve rating and reward recommendations of the pay pool manager.

(c) Oversee publication of any Notices to Employees

(d) Provide guidance to pay pool managers under their authority

(e) Will oversee the operation of the pay pool panels and ensure procedural consistency among pay pools under its authority

(f) Decide challenges to ratings of record for employees assigned to pay pools under

their authority.

c. Pay Pool Managers (PPM). The PPM will:

(1) Be responsible for final approval of the distribution of ratings and payouts and administration of the policies and procedures of the PRA for his/her assigned workforce population.

(2) Manage the operation of the pay pool panel and the distribution of funds in accordance with applicable regulations.

(3) Certify that rating officials who will be recommending employees' ratings, share assignments, and payouts are adequately trained, using the DoDEA "NSPS Rating Official Certification Form" (Enclosure 1). To be certified, each rating official must complete three out of seven of the following training classes:

(a) HR Elements (classroom).

(b) Performance Management for Supervisors and Managers (classroom).

(c) NSPS 101 (web-based).

(d) iSuccess (web-based).

(e) Pay Pool, Performance and You (web-based).

(f) SMART Objective Writing (workshop).

(g) Pay Pool Management (classroom).

(4) Ensure rating officials complete interim reviews, closeout assessments, and annual recommended ratings of record in a timely manner.

(5) Serve as the Equal Employment Opportunity (EEO) representative on the pay pool panel to ensure employee performance appraisals are given a fair review without regard to race, national origin, sex, color, religion, age, physical/mental disability or reprisal for prior EEO complaint or involvement.

(6) Determine the need to send any material to panel members for review in advance of the meeting or to provide access to any members via a secure network folder.

(7) Establish and implement the review process within their respective pay pool.

(8) Assign employee NSPS performance appraisal forms to panel members for review and presentation to the panel. The review will be based exclusively on the written record.

(9) Approves the final ratings, shares and distribution of shares.

(10) Make final decision when Pay Pool Panel Members are not able to achieve a consensus vote.

(11) Select and appoint the Pay Pool Data Administrator and Facilitator for their respective pay pools.

d. Pay Pool Panel (PPP). PPP members are responsible for representing their assigned populations during the pay pool panel performance review meetings and seeking consensus in the recommendation to the PPM of final ratings of record, share distribution, and payout allocations. Pay pool panel member responsibilities are outlined in the DoDEA NSPS Pay Pool Guidance. Organizations may establish sub-pay pool panels to manage workload of larger pay pools.

e. Rating Official/Supervisor. Supervisors are responsible for effectively managing the performance of assigned NSPS employees. Supervisors will:

(1) Execute the requirements of this instruction in a manner consistent with merit system principles.

(2) Ensure employees are trained in the performance management system.

(3) Clearly communicate performance expectations and hold employees responsible for accomplishing them.

(4) Align performance expectations and employee development with organization mission and goals.

(5) Develop written job objectives reflective of expected accomplishments and contributions for the appraisal period and identify applicable contributing factors.

(6) Provide meaningful, constructive, and candid employee feedback concerning performance expectations, including at least one documented interim review.

(7) Ensure employees are aware of the opportunity to provide self-assessments.

(8) Foster and reward excellent performance.

(9) Address poor performance.

(10) Make meaningful distinctions among employees based on performance and contribution.

(11) Complete close-out assessments, early annual recommended ratings, and special purpose ratings, as appropriate, and within deadlines established by this policy.

(12) Assure that eligible employees are assigned a rating of record as prescribed by this guidance, accompanied by a written supervisory assessment to justify the recommended rating for the Pay Pool deliberation process.

(13) Forward recommended ratings of record, numbers of shares, and payout allocations to the pay pool.

(14) Communicate approved ratings, share assignment, and payout allocation to employees under his/her supervision.

(15) Ensure the appropriate proration factor is applied to each employee for the performance payout.

f. Employees. Employees will participate in interim and year-end assessments meetings. Covered employees are additionally encouraged to:

(1) Engage in dialogue with supervisors to develop job objectives and identify associated contributing factors.

(2) Provide timely feedback to supervisors in sufficient detail for the supervisor to understand accomplishment and challenges. Feedback should include communicating individual accomplishments and shortfalls, or anticipated shortfalls, in meeting performance expectations. Employees should discuss major impediments and/or constraints relative to meeting their performance expectations well before performance may be determined deficient. Employees are also encouraged to provide feedback on performance enhancements that could be implemented, developments or changes in the work environment that may assist in setting or achieving their job objectives, or to suggest methods whereby they may contribute more fully to overall organizational effectiveness.

(3) Identify and record their accomplishments and results throughout the appraisal period.

(4) Participate in the self-assessment.

(5) Understand the link between their performance expectations, conduct, and organizational mission and goals.

(6) Assume individual responsibility for career development and advancement by proactively seeking workplace developmental opportunities, accepting challenges, and undertaking self-development activities to enhance their ability to more effectively contribute to mission accomplishment.

## 5. PROCEDURES.

a. The NSPS Performance Year Cycle. DoDEA's NSPS performance year cycle will consist of four mandatory meetings between employee and supervisory. A meeting may be conducted face-to-face or as necessary by email, or telephone conference. The four mandatory meetings in a full year performance cycle will be as follows:

(1) Establish performance plan in alignment with the organization's mission at the beginning of the yearly cycle (October).

(2) Monitor progress of the performance plan at the interim of the yearly cycle (March/April).

(3) Review and assess performance as it relates to the accomplishment of assigned objectives at the end of the yearly cycle (September).

(4) Provide the employee formal notification of their performance rating and reward. This last meeting documents the start of the timeline for filing reconsideration requests and will take place before the final payout in January of the year following the performance cycle (December/January).

b. Period of Performance and Payout. The first rating cycle for DoDEA employees under NSPS begins on January 20, 2008 and will end on 30 September 2008. The effective date of performance awards for this first cycle will be the first day of the first full pay period in January 2009. Subsequent performance cycles will run from October 1 to September 30 each year. Notification of ratings and awards will be distributed in early January each year. To be eligible for a rating of record, employees must be covered under an approved NSPS performance plan for a minimum of 90 days as of the last day of the rating cycle. Employees not meeting the 90-day requirement are not rated and are not eligible for a performance payout. Employees not eligible for a performance payout because they have not been on an approved NSPS performance plan for a minimum of 90 days must be advised in writing prior to end of the pay pool deliberation process. Periods of non-pay status, e.g., leave without pay or absence without leave may not be applied to the 90-day requirement. Appendix 1 of reference (a) provides guidance on performance assessments and pay adjustments for specially situated employees such as employees on active duty for military service.

c. Performance Planning:

(1) When establishing performance plans, supervisors will consider the specific organizational mission, goals, and objectives supported by their work unit and toward which their work unit can contribute. Once identified, supervisors and employees should work together on establishing and aligning performance plans and individual job objectives towards the respective mission, goals, and/or objectives.

(2) Work units typically would not directly support all of the organization's goals. To align performance plans, supervisors must take a realistic approach as to what work the unit is expected to produce, how the work will be measured, and when deliverables are required.

(3) It is DoDEA policy that supervisors have a mandatory meeting with employees to develop their performance plans. It is strongly recommended that supervisors have a face-to-face conversation with employees to develop their performance plan, where feasible to do so. This facilitates employee ownership in the process and provides the basis for fostering relevant and open communication between the supervisor and employee during the development of job objectives and throughout the rating cycle.

(4) Performance plans must be established for each employee within 30 days from the beginning date of the performance cycle, unless otherwise extended by an appropriate or higher authority within the organization's chain. The 30-day requirement also applies to new hires or employees who change jobs.

d. Job Objectives:

(1) Job objectives are the core of the NSPS performance management system, and therefore will play a critical role in the successful implementation and execution of NSPS. The "SMART" principles of Specific, Measurable, Aligned, Realistic/Relevant, and Timed should be used in developing job objectives.

(2) Generally, employees must have at least one, but no more than five, objectives established as part of their performance plans. Supervisors will work with employees to establish their job objectives. Care should be taken to avoid developing a task or activity list of duties versus definitive job objectives with expected performance results and outcomes. Job objectives must be sufficiently specific in nature and also comprehensive enough to normally span the entire rating period or a substantial portion thereof. Job objectives should relate expected performance outcomes to the salary range being paid.

(3) At the beginning of each rating cycle the DoDEA PRA Advisory Board will decide if job objectives will be weighted for that rating cycle. It is DoDEA policy that no weighting will be used during the first rating cycle under NSPS. After completing the performance cycle for the first year, and evaluating lessons learned the PRA Advisory Board will make a decision for weighting objectives for the next rating cycle.

(4) Job objectives may be added, deleted, or modified at any time during the rating cycle. However, consideration will be given to the time remaining to accomplish the new or restated objective, and the impact the change may have on other job objectives.

(5) All supervisors in DoDEA who supervise NSPS employees must have a performance objective that addresses supervisory responsibilities. This objective will be assigned the contributing factor of Leadership. The DoDEA standardized supervisory job objective reads:

"In support of the DoDEA goal of highest student achievement, execute the full range of financial and business operations management and human resource responsibilities in accordance with established timelines, agency policies, and applicable regulations (including DoD 1400.25-M, Subchapter 1940.4.4 and DoDD 1440.1). Translate agency vision so that subordinates understand and align performance expectations to organizational goals and DoDEA's

Community Strategic Plan. Adhere to merit principles and Equal Employment Opportunity in compliance with applicable laws, regulations, and policies governing prohibited personnel practices. Address allegations of prohibited discrimination, harassment, and retaliation in accordance with agency policies and regulatory guidelines.”

e. Contributing Factors. Contributing factors (work behaviors) are significant to the accomplishment of job objectives. Created for each pay schedule and described at the "Expected" and "Enhanced" performance levels. They reflect the manner, behavior, or conduct used in accomplishing job objectives. Contributing factors are applied after job objectives are rated. They can impact an employee's performance rating either positively or negatively. In this way, contributing factors are used to link behavior and conduct to performance. At least one and no more than three contributing factors should be identified for each job objective. The "Leadership" contributing factor must be selected for any supervisory job objective and it may be identified for other positions at the local organization's discretion.

f. Documenting Performance Information. The DoD NSPS, automated Performance Appraisal Application (PAA) tool, will be used to document information related to performance plans.

g. Performance Dialogue and Feedback. Supervisors will engage in an ongoing meaningful and relevant dialogue with employees regarding performance expectations. Timely and specific feedback should be built into routine meetings, memos, email, voice mail, short notes or letters, and through daily dialogue.

h. Performance Review Requirements:

(1) Interim Review. At least one formal interim review will be conducted and documented at least once midway through the appraisal period. The review should emphasize performance strengths and primarily focus on future performance. Areas where improvement is needed, if any, should also be communicated. In particular, any concerns about personal conduct should be documented in the interim review to ensure the employee understands that conduct may be factored into his/her rating of record. Employees will be provided the opportunity to review and acknowledge the interim review. Supervisors will record the date of the interim review and the manner in which it was communicated. Interim reviews do not require the assignment of rating levels but will be considered in determining the annual rating of record.

(2) End-of-Year Performance Assessments. Supervisors should take the opportunity to carefully review and discuss the end of year performance assessment with each employee. Supervisors must be prepared to discuss or provide written/documented support for each subordinate's specific performance results before the pay pool panel. In turn, supervisors must be familiar with panel decisions and how those decisions were derived in order to communicate to an employee his/her final results. The Rating Official shall not share with employees the recommended rating, share assignments, or payout distributions. The Rating Official shall communicate only the *final* rating of record, share assignments, and payout distributions awarded to the employee *after* the Pay Pool Manager's approval. This mandatory meeting will occur in early January each year. This communication should also include a discussion of the employee's

performance related to that rating, acknowledgement of achievements, areas for improvement, and developmental opportunities. Supervisors should take the opportunity to carefully review and discuss the end of year performance assessment with each employee. Supervisors must be prepared to discuss or provide written/documented support for each subordinate's specific performance results before the pay pool panel. In turn, supervisors must be familiar with panel decisions and how those decisions were derived in order to communicate to an employee his/her final results.

(3) Close-out Assessments. Requirements for conducting close-out assessments are set forth in paragraph SC1940.6.5 of reference (a). Close-out assessments are a narrative discussion of performance relative to the employee's progress in accomplishing the assigned job objectives and will not include discussion of numerical scores or share distribution. Close-out assessments are required when an employee has been on a NSPS performance plan for at least 30 days and an employee's position changes and they need a new performance plan because of a change in duties or a rating official leaves before the end of the appraisal period prior to the last 90-days of the performance cycle (from October 1 to July 2).

(4) Early Annual Appraisal and Assessment. Early Annual Appraisal and Assessment is required when an employee has been on an NSPS performance plan for at least 90 days and the supervisor changes and/or an employee's position changes due to reassignment, promotion or demotion within 90 days before the end of the appraisal period. (July 3 – September 30). The early assessment and rating complete the rating portion of the performance cycle for that performance year. A new set of objectives must be established for the following year that will extend the following year to include any time remaining in the current standard performance cycle.

i. Performance Deficiencies. Supervisors should address performance deficiencies promptly to allow as much time as possible for employees to improve performance before the annual close-out rating. When addressing a performance deficiency, supervisors should determine and clearly define the deficiency, identify the employee's specific work behaviors and actions that need to be changed, and talk with the employee to determine if he/she understands the expectation and whether or not the employee's skill, knowledge, and/or ability are adequate to meet the expectation. The supervisor should clearly communicate to the employee the specific performance expectation (s) that require improvement. DoDEA will continue to use a mandatory PIP before dismissing a permanent employee for performance.

j. Rating Methodology. This section supplements paragraph SC1940.10 of reference (a). In general, to determine a recommended rating, supervisors assess employee accomplishments against stated job objectives, assign a rating to each individual job objective, adjust the rating of each job objective based on the aggregate impact (if any) of the associated contributing factors to the objective (s), and then round the average of all the adjusted ratings.

(1) Job Objectives. Performance on each job objective is evaluated based on the employee's accomplishments against appropriate performance indicators. Based on the evaluation, the supervisor will assign a numerical score ranging from 1 to 5 to each job objective using Table SC1940-1 and the guidance in paragraphs SC1940.10.3.1 through SC1940.10.3.3 of

reference (a). Descriptors for performance indicators are contained in Appendix 5 of reference (a).

(2) Contributing Factors. The contributing factors and their impact on accomplishment of job objectives are evaluated using benchmark descriptors appropriate to the employee's pay schedule and pay band. Benchmark descriptors for contributing factors are contained in Appendix 6 and Table SC1940-2 of reference (a).

(a) Each job objective rating may be adjusted upwards or downwards by a total of one point only, or not adjusted based on the supervisor's overall assessment of the employee's work behaviors described by each of the contributing factors associated with the job objective.

(b) When determining the combined impact that each contributing factor has on a job objective, the supervisor does not need to numerically score or average the impact of each factor, but instead should consider the significant influence the contributing factors have on performance of the job objective that the employee demonstrated in the aggregate. This is termed the contributing factor assessment, and it expressed as +1, 0, or -1 for each job objective. Justification for the overall impact of the contributing factors should be part of the supervisor's narrative assessment.

(3) Adjusted Rating. The combination of a job objective and the contributing factor assessment results in an adjusted rating for each job objective.

(a) If job objectives were weighted, the same weights must be applied to the adjusted rating.

(b) If a Level 1 score is assigned to any job objective, the overall recommended rating must remain at Level 1 regardless of the rating or weighting on any other objective.

(c) If a job objective is scored at Level 1, contributing factors cannot be used to adjust the rating to a Level 2.

(d) If a job objective is scored at Level 2, contributing factors cannot be used to adjust the rating to a Level 1.

(4) Recommended Rating of Record:

(a) The recommended rating of record will be the rounded average of all the adjusted ratings. When the average is .51 or higher, the rating is rounded up to the next whole number. When the average is .50 or lower, the rating is rounded down to the next lower whole number.

(b) The recommended rating of record is subject to higher-level review.

(5) Default Share Distributions.

(a) The number of shares awarded for each rating level (3 to 5) will be based on where the combined overall average rating (before rounding to a whole number) falls. DoDEA will use the following default table of share determinations to determine share allocations for each rating level.

<b>Rating level</b>	<b>Average rating</b>	<b>Number of shares</b>
5	4.75 – 5.00	6 shares
5	4.51 – 4.74	5 shares
4	4.00 – 4.50	4 shares
4	3.51 – 3.99	3 shares
3	3.00 – 3.50	2 shares
3	2.51 – 2.99	1 share

(b) In determining the split between pay increase and bonus, the following items should be considered:

- (1) Approved performance rating.
- (2) Employee contribution to DoDEA mission relative to their peers.
- (3) Employee’s current salary within the band and/or pay range.

(4) Fiscal responsibility, and other performance increases that were received by the employee throughout the performance cycle.

(c) Interns and developmental employees who are eligible for in-band pay increases through the Accelerated Compensation for Developmental Positions (ACDP) provisions will receive 100% of their pay pool payout in the form of a bonus. The Pay Pool Manager may grant exceptions.

(6) Special Purpose Rating of Record. If an employee’s performance improves for a significant period of time, e.g., no less than 90 days, after a Level 1 rating of record is assigned, a special purpose rating of record may be issued under the provisions of paragraph SC1940.10.8 and Appendix 4 of reference (a). This rating must reflect a substantial and sustained change in the employee’s performance since the last rating of record was assigned. The additional rating, however, will not result in a performance payout and has no impact on pay, retroactive or prospective. Special purpose ratings of record must be made strictly for meritorious reasons based solely upon improved performance. For example: A supervisor may not change an employee’s rating of record to improve an employee’s retention standing for a pending reduction in force, or solely to permit an employee to obtain a pay increase resulting from an approved rate range adjustment.

(7) Rating Levels and Associated Share Range. Illustration of average rating range, rating levels, and associated share range, eligibility for increase to local market supplement (LMS) and rate range adjustment (RRA), and rating descriptors.

**RATING LEVELS AND ASSOCIATED SHARE RANGE**

Average Adjusted Rating Range	Rating of Record	Share Range	Eligible for Increase to LMS/RRA	Rating of Record Descriptor
4.51 to 5.00	5	5 – 6	Yes	Role Model
3.51 to 4.50	4	3 - 4	Yes	Exceeds Expectations
2.51 to 3.50	3	1 - 2	Yes	Valued Performer
2.00 to 2.50	2	No shares	Yes	Fair
1 on any objective	1	No shares	No	Unacceptable

k. Challenging the Rating of Record. Organizations will follow the administrative procedures as outlined in Subchapter 1940.12 of reference (a) for handling employee challenges to ratings of record, including reconsideration requests and decisions.

l. Rating Official Certification. In order to recommend a rating of record for consideration by the pay pool panel, the rater must be adequately prepared through appropriate training in the basic elements of NSPS performance management. The required training for certification includes NSPS HR Elements, Performance Management/Objective Writing, and Pay Pool Management or equivalent approved by the Pay Pool Manager.

(1) In accordance with Appendix 3 of reference (a), Pay Pool Managers will certify in writing that each rating official meets the identified standards before permitting him/her to recommend an employee’s rating of record.

(2) The Pay Pool Manager will approve or disapprove the qualifications of each rating official within his/her pay pool in writing, with copy to the rating official and servicing Human Resources Office, in accordance with the minimum qualifications requirements discussed in Appendix 3 of reference (a). A disqualified rating official may be reauthorized in accordance with Pay Pool Manager or higher authority policy and procedures.

m. Record Retention. NSPS performance management records will be maintained consistent with the retention requirements of the DoDEA Regulation 1100.2, Records Management Regulation, except all rating of record will be retained for a period of four years.

n. Reporting Results. DoDEA Headquarters, DoDDS-Europe and DoDDS-Pacific Area Headquarters are responsible for ensuring their subordinate activities create a summary report of results after the annual performance payouts. For each performance cycle, activities should collect data for trend analysis on the estimated versus actual performance ratings, share distribution, payout allocation, pay increases that result from reassignments, pay and increases due to promotions. Activities should also track and report the number of employees who request

reconsideration of their ratings of record and the outcome of such requests. This data should be used to facilitate estimating share values for subsequent year performance cycles.

6. EFFECTIVE DATE. This guidance is effective on the date of issuance.

Enclosure – 1

E1. NSPS Rating Official Certification

**National Security Personnel System (NSPS) Rating Official Certification**

Date:

Reference: Department of Defense Education Activity (DoDEA) National Security Personnel System Performance Management Policy Guidance

- 1. This document certifies that the rating official named below has completed at least three out of seven of the below listed NSPS training classes in order to meet DoDEA qualifications to execute performance rating official duties under NSPS.

Rating Official Name: \_\_\_\_\_ Last four SSN: \_\_\_\_\_

Rating Official has completed the following NSPS training classes (please mark ALL classes that the Rating Official has completed):

\_\_\_ HR Elements (classroom).

\_\_\_ Performance Management for Supervisors and Managers (classroom).

\_\_\_ NSPS 101 (web-based).

\_\_\_ iSuccess (web-based).

\_\_\_ Pay Pool, Performance and You (web-based).

\_\_\_ SMART Objective Writing (workshop).

\_\_\_ Pay Pool Management (classroom)

Rating Official is not authorized to recommend a rating of record for NSPS payout purposes to the pay pool. (Identify qualification(s) not met):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. For further information contact:

\_\_\_\_\_  
PAY POOL MANAGER

cc:

Rating Official

Human Resources Regional Service Center, NSPS Program Office