



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
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ARLINGTON, VA 22203-1635

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 Pay Pool Policy Guidance

I have approved the release of this guidance for implementing the Pay Pool component of NSPS within the Department of Defense Education Activity (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 Pay Pool 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.

A handwritten signature in cursive script that reads "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 Pay Pool Policy Guidance

- References:
- (a) Title 5, United States Code, “Government Organizations and Employees
 - (b) Title 5, Code of Federal Regulations, “Administrative Personnel”
 - (c) DoD 1400.25-M, “DoD Civilian Personnel Management System” Subchapter 1930, “Compensation Architecture Pay Policy”
 - (d) DoD 1400.25-M, “DoD Civilian Personnel Management System” Subchapter 1940, “Performance Management”
 - (e) National Defense Authorization Act of 2004 (Public Law 108-136)

1. PURPOSE. This guidance is to establish the DoDEA pay pool policy 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. DoDEA Headquarters, DoDDS-Europe, DoDDS-Pacific, will establish pay pools and procedures in their respective areas consistent with this policy to administer and execute pay pool processes. NSPS covered employees from DDESS/DoDDS Cuba will be assigned to a DoDDS Europe pay pool. All DoDEA leadership involved in pay pool administration will be held accountable for ensuring consistency, credibility and fairness in their assessment and decisions.

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) Chairs the PRA Advisory 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) Establishment of pay pool structure, enclosure (1).

(b) Appointment of pay pool panel members.

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

(d) Oversee publication of any Notices to Employees.

(e) Provide guidance to pay pool managers under their authority.

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

(g) Decide challenges to ratings of record for employees assigned to pay pools under their authority.

c. Pay Pool Manager (PPM). The PPM will chair the pay pool panel that will be responsible for ensuring that the expectations and precepts set by the PRA are met, and that there is equity across the organization within Pay Bands and Career Groups/Pay Schedules. An Alternate Pay Pool Manager will be identified to assume the Pay Pool Manager's duties in the event that they are unable to manage the Pay Pool. The Pay Pool Manager will:

(1) Be responsible for final approval of the performance ratings, share assignment & distribution 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.

(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). The Pay Pool Panel decisions should be made by consensus vote. If consensus cannot be achieved the Pay Pool Manager will make the decision. While they attend the pay pool panel meetings, the pay pool advisor and administrator are not voting members of the PPP. Pay Pool Panel members will:

(1) Abide by the standards of conduct and ethics as outlined in the Department of Defense NSPS Implementing Issuances. A signed confidential agreement will be required for each pay

pool manager, pay pool panel member, sub pay pool panel member and the pay pool advisor/data administrator.

(2) Review recommended ratings of record, share assignments, and/or payout distributions, and make adjustments, which in the panel's view would result in equity and consistency across the pay pool.

(3) The Pay Pool Panel will contact rating officials when recommended rating, shares or share assignments are changed by the Pay Pool Panel to provide justification before the change becomes final.

(4) Communicate to rating officials any changes made to recommended ratings. The Pay Pool Panel should communicate the new recommended ratings of record, share assignments, and/or payout distributions, along with the rationale for the change(s).

(5) Serve as an alternate Pay Pool Panel member on another panel or sub panel if appointed by the PRA in the event of any emergency absence of another member.

(6) Attend annual Pay Pool refresher training.

e. Sub and Sub-Sub Pay Pool Panel. Organizations may establish Sub and Sub-Sub Pay Pool Panels in order to manage the review process of the recommended ratings, share assignments, and payouts of a large workforce.

(1) These panels operate under the same business rules and responsibilities of the Primary Pay Pool Panel. Sub Pay Pool Panel members may also serve as alternate Pay Pool or Panel members on another panel or sub panel if appointed by the PRA in the event of any emergency absence of another member.

(2) The Sub or Sub Sub Pay Pool Panel will also have the authority to contact rating officials when recommended rating, shares or share assignments are changed by the Sub or Sub Sub Pay Pool Panel to provide justification before the change are forwarded to the Pay Pool Panel for deliberation and approval.

f. Pay Pool Data Administrator. The Pay Pool Data Administrator will:

(1) Operate the automated NSPS tools during pay pool panel meetings to provide data for the panel's use, to include managing the Compensation Workbench tool.

(2) Prepare documentation outlining the reason for any recommended rating that is changed. There will be no records created of internal deliberation or other pre-decisional information.

(3) Prepare the necessary documentation as requested by the Pay Pool Manager to facilitate panel deliberations. Documents should be securely stored and accessible only to the panel and administrator. When possible, documents should be provided to the Pay Pool Manager up to 5 days in advance of the meeting.

g. The Pay Pool Advisor. The Pay Pool Advisor will facilitate the panel deliberations and serves as the NSPS technical expert to provide the panel with regulatory and procedural information during the deliberations. The Pay Pool Advisor may also serve as the Data Administrator.

h. Mock Pay Pool Panel. Mock Pay Pool Panel deliberations will be conducted during the year of NSPS implementation in the April - June timeframe at the discretion of each Area Director and the Principal Deputy Director for DoDEA Headquarters. The need for Mock Pay Pool deliberations will be reviewed after the transition year and annually thereafter by the PRA Board for DoDEA.

(1) Mock Pay Pool data will be used to provide estimated pay pool share values and serve to enhance understanding of the pay pool process by the rating official and pay pool panel members.

(2) Publish Mock Pay Pool statistics in the aggregate for DoDEA that is not pay pool specific. Mock Pay Pool individual performance ratings are not shared with employees.

i. Rating Officials/Supervisor. In preparation for the pay pool panel review, the rating official will:

(1) Assess an employee's performance and accomplishments, and recommend a rating of record to the Pay Pool Manager. Included in this recommended rating of record is the rating score, share allocation and recommended payout distribution.

(2) Be available during the pay pool deliberations to provide additional information if necessary to justify their assessments and ratings.

5. PROCEDURES: The following procedures provide business rules by which Pay Pool Panels will be conducted at DoDEA.

a. Notification of Pay Pool Business Rules and Structure: Employees must be notified during the first 90 days of the rating cycle, but not less than 90 days prior to the end of the rating cycle, of their Pay Pool ID assignment, and the names of the pay pool managers, and pay pool panel members at each pay pool level as applicable.

b. Panel Schedule. The Pay Pool Panel schedule should be provided to the respective pay pool panel members NLT 2 months in advance of scheduled deliberations to ensure minimal calendar conflicts.

c. Panel Deliberation Attendance. Only designated pay pool panel members, pay pool administrators, and advisors may attend meetings. Meetings will be scheduled and announced as far in advance as possible.

d. Pay Pool Structure. The Pay Pool structure outlined in enclosure (1) will be published with member names in the annual DoDEA Pay Pool Notice. Assignment of Pay Pool Managers and

Members will be accomplished by the PRA. Employees must be notified no later than 1 July of their Pay Pool ID assignment, and the names of the pay pool managers, and pay pool panel members at each pay pool level as applicable.

e. Pay Pool Panel Deliberations. Deliberation meetings will begin NLT 45 days after the close of the rating cycle. Materials and discussions shall not be disclosed and are subject to Privacy Act restrictions. Sufficient time should be reserved for issues to be adequately analyzed and discussed so that a common understanding and consensus can be achieved. However, deliberation time may need to be limited to a reasonable length of time per employee e.g., 10 to 15 minutes per employee, to ensure timely completion of the pay pool process. In assigning, reviewing, or modifying ratings, panel members will consider the following:

(1) Legitimacy of ratings and consistency with job objectives.

(2) Proper documentation of the rating level.

(3) Rating official rating patterns and rationale for such patterns.

(4) Comparison of ratings consistency among like jobs.

(5) Rating official rating/share/share distribution patterns, i.e., significantly higher or lower than other raters. If such patterns are detected, determine if there is a legitimate reason for the difference (e.g., very high performing organization).

(6) Comparison of rating/share/share distribution among like organizations within the pay pool. Are they reasonably consistent? If not, are there legitimate reasons for the difference?

(7) Comparison of rating/share/share distribution among like positions, e.g., Division Chiefs, Human Resource Specialists, Engineers, Administrative Staff, Budget Analysts. Have ratings and performance indicators been consistently applied?

f. Rating Recommendations.

(1) Rating recommendations reviewed by the pay pool panel must contain sufficient information to justify the rating before a final rating is approved. This is especially true for recommended ratings above or below a level 3 or for ratings that have been adjusted (up or down) based on the contributing factors.

(2) If a recommended rating lacks the information needed to justify the rating, efforts will be made to resolve the discrepancy. If it appears that the rating official made an effort to justify a recommendation but did not provide enough information, the pay pool panel will contact the rating official (or higher level reviewer if necessary) to obtain clarification or explain an employee's appraisal. If no additional information is provided, or the information provided still does not justify the rating, the pay pool panel will recommend an appropriate rating to the pay pool manager.

g. Panel Deliberation Deadlines. Because of the limited timeframes for pay pool panel deliberations, deadlines must be strictly enforced. This pertains to rating officials' appraisals of their employees, higher lever reviewer functions, and especially to requests from the pay pool panel for additional information pertaining to specific employees. As a general rule, inquiries sent out from the pay pool panel should be addressed by the recipient (or a designee) within the same workday; the dates of each pay pool panel meeting should be known to the rating officials and higher level reviewers in that pool so that they can be prepared to answer questions, or have a designated alternate available for this purpose. Consistent or deliberate failure to meet deadlines and publicized timeframes by rating officials or higher level reviewers will be reflected in their next performance rating.

h. Panel Reconvene. Clarifying or supporting information that is received too late for consideration may require that the pay pool panel reconvene; this will normally be done by phone or email. However, no further changes to ratings, shares, or distributions will be made once the pay pool manager's output is forwarded to the Performance Review Authority.

i. Approval of Rating. Approval of the ratings, shares and distribution of shares for each employee is determined by consensus vote of the Pay Pool Panel. If the Pay Pool Panel deliberation process does not result in consensus, the PPM will make the final decision.

j. NSPS Performance Rating Descriptors. Ratings will be reviewed following the guidance provided in the following matrix.

JOB OBJECTIVE RATING	DESCRIPTOR
5 (ROLE MODEL)	Employee exceeded the assigned job objective at a level of performance equal to, or above, the Level 5 performance indicator.
4 (EXCEED EXPECTATIONS)	Employee exceeded the assigned job objective at a level of performance above the Level 3 indicator but below the Level 5 performance indicator.
3 (VALUED PERFORMER)	Employee met the assigned job objective at a level of performance equal to the Level 3 indicator.
2 (FAIR)	Employee met the assigned job objective at a level of performance below the Level 3 indicator level or needed guidance and assistance beyond that described in the Level 3 indicator.
1 (UNACCEPTABLE)	Employee failed to achieve the assigned job objective or failed in the performance of a single assignment where such failure had a significant negative impact on accomplishment of the mission or where a single failure resulted in or could result in death, injury, breach of security, or great monetary loss.
NR (NOT RATED)	Employee did not have an opportunity to perform the job objective because it became obsolete or could not be accomplished due to extenuating circumstances.

k. NSPS Contributing Factors (CF). Ratings will be reviewed following the guidance provided in the following matrix.

IMPACT	CONTRIBUTING FACTOR DESCRIPTOR
+ 1	Matched or exceeded Enhanced Descriptors
0	Matched or exceeded Expected Descriptors, Below Enhanced Descriptors
- 1	Below Expected Descriptors

l. Recommended Rating Change. If the panel recommends a change in the proposed rating, shares, or distribution of shares, the rating official must be informed and provided the opportunity to provide further justification prior to the change becoming final. The rating official must make any appropriate changes in the Performance Appraisal Application to reflect the final rating (e.g., change objective ratings, influence of contributing factors and, if required modify the supervisory assessment) prior to conducting the annual appraisal meeting with the employee or transferring the automated PAA to the employee.

m. Panel Deliberation Confidentiality. The PPP proceedings will be held in the strictest of confidence. No meeting minutes will be taken. However, if a change is made to a recommended rating, shares, or distribution of shares, a record of the reason for the determination should be maintained by the PPM.

n. Panel Deliberation Report. A DoDEA wide aggregate annual report of pay pool rating and share distribution statistics will be published.

o. Pay Pool Funding. The funding levels for performance cycles will be addressed in annual notices. DoDEA will establish a default share percentage distribution for the performance pay out (e.g., 60% - Salary, 40% - Bonus). The DoDEA Comptroller will assess the level of funding available to meet the pay pool, incentive awards, and discretionary performance pay funding requirements. The Pay Pool Manager will alert the PRA to an anticipated or actual funding shortfall and assess the impact on previously anticipated staff funding requirements. Special provisions will be for the Pay Pool Manager to grant an exception to policy if this is deemed necessary. The annual payout consists of an increase to basic salary, a performance-based bonus, or a combination of the two. The pay pool fund is composed of three elements, which are expressed as percentages. Money cannot be moved between funding elements.

(1) Element 1. Element 1 contains funds for salary increases. This element consists of the money historically spent on within grade increases, quality step increases, and promotions. Funds available for increases to base salary may be used for bonus at the pay pool level where appropriate, provided Element 1 base salary funding floors are expended as established at the Component level.

(2) Element 2. Element 2 represents funds (if any) that remain available from the annual government-wide general pay increase after the Secretary of Defense has exercised his authority to fund any Rate Range Adjustments and/or Local Market Supplements. The funds associated with Element 2 are available to the Pay Pool Fund for increases to basic pay. The total of Element 1 and 2 should be considered as a guideline in establishing the total amount of continuing pay.

(3) Element 3. Element 3 represents funds spent for performance based cash awards. The funds associated with Element 3 are available only for bonus. Cash awards are paid as a lump sum and do not increase an employee's base salary.

p. Discretionary Performance Pay. DoDEA will not have any discretionary performance pay authorized for Exceptional Performance Increases (EPI) and Organization/Team Achievement Recognition (OAR) during the implementation year performance cycle. Guidance will be forthcoming each performance cycle as to whether or not DoDEA will have discretionary pay.

These payouts are in addition to the pay pool payout and Incentive Awards and are separately funded outside of the pay pool and incentive awards funds. Organizations within DoDEA must use other available resources to fund discretionary performance payouts.

(1) When implemented, the PRA is the only official who may approve EPIs for employees. To be eligible for an EPI, an employee must have received a Level 5 performance rating for the most recently completed appraisal period. Further, the exceptionally high performance is such that the pay pool payout is not adequate recognition. An EPI may be paid as an increase to the employee's salary, as a bonus, or a combination of both. The amount of the EPI awarded in the form of an increase to base salary may not cause the employee's base salary to exceed the top of the employee's pay band. An increase to base salary resulting from an EPI is permanent and does not require future revalidation. EPI nominations will be submitted to the pay pool panel for review and recommendation to the PRA.

(2) EPIs should be used sparingly and only to reward exceptionally high-performing employees whose performance and whose contributions to the organization are of an exceedingly high value based on an individualized assessment, such as to reward lifetime achievement, trendsetters, or drivers of legislative changes that benefit DoDEA. The performance and results must be expected to continue at an extraordinarily high level in the future.

(3) When implemented, the PRA may approve OARs for groups of employees for their significant contributions in advancing the DoDEA or organizational mission, goals, and objectives. To be eligible for an OAR, each employee must have received at least a Level 3 performance rating. An OAR may be paid as an increase to an employee's salary, as a bonus, or a combination of both. OAR nominations will be submitted to the pay pool panel for review and recommendation to the Pay Pool Manager.

q. Default Share Distributions.

(1) 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.

<u>Rating level</u>	Average rating	Number of shares
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

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

- (a) Approved performance rating.
- (b) Employee contribution to DoDEA mission relative to their peers.
- (c) Employee’s current salary within the band and/or pay range.
- (d) Fiscal responsibility, and other performance increases that were received by the employee throughout the performance cycle.

(3) 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.

r. Control Points. DoDEA’s goal is to compensate employees appropriately for the level of work they perform. Compensation should be high enough to retain needed skills without over-compensating employees. Labor market competition, including geographic factors (e.g., remote locations, high cost urban locations) will also play a role in determining what this level is for various types of positions. The PRA Advisory Board Chair will issue a DoDEA Salary Control Point Matrix annually. Enclosure (2) provides the 2008 Salary Control Point Matrix.

(1) The overall compensation policy is based on the value of work. Under NSPS broader pay bands does not mean, for example, that every employee in pay band 2 of the YA pay schedule will automatically progress along that pay band until they reach the top. Movement to the top may be predicated on assumption and availability of higher-level work.

(2) Reference (c) states that pay band control points, subject to Component supplemental guidance may be established in order to manage pay progression. Control Points are used as a tool to manage compensation and salary progression and must be applied consistently to similar positions in the same career group and pay band within a pay pool. The decision by a pay pool to exceed a control point is a deliberate compensation management decision based on the duties, responsibilities and performance of the individual under review. There should be no expectation of entitlement to exceed control points.

(3) The definition and use of control points must be consistent with merit system principles and will be applied consistently in the same pay band and career group within a pay pool. Any Control Point applied to DoDEA will be published annually and will be applied consistently to similar positions in the same career group and pay band within a pay pool as authorized by DoD 1400.25 – M, SC1930.9.5. Control points will apply to all DoDEA employees under NSPS. When an individual employee’s salary is impacted by a control point, the pay pool

panel must make a decision to increase salary beyond the control point in order to compensate that employee for performing more complex work assignments during this performance cycle.

(4) At a minimum, performance based salary increases that cause basic pay to exceed the 1st Control Point for YA, YC, YD and YF Pay Band 3 positions are restricted to employees who meet the following precepts:

- (a) Performance characteristics are linked to the strategic goals of the organization.
- (b) The scope/complexity of work and breadth of responsibility are mission critical.
- (c) Contributions to the organization are of exceedingly high value.
- (d) Relative performance clearly reveals a meaningful distinction in accomplishments.
- (e) Performance of supervisory objective (s) distinguishes the individual as a highly motivated and effective NSPS supervisory.

(5) Performance based salary increases that cause the basic pay to exceed the 1st Control Point for the YC and YF Pay Band 2 positions are restricted to supervisors who meet the following precepts:

- (a) The scope of work and breadth of responsibility are greater than counterparts.
- (b) Contributions to the organization are of exceedingly high value.
- (c) Relative performance clearly reveals a meaningful distinction in accomplishments.

(6) In addition to meeting the precepts outlined above, performance based salary increases that cause the basic pay to exceed the 2nd Control Point for the YC and YF Pay Band 2 positions supervisors must also meet the following precepts:

- (a) The scope of work and breadth of responsibility are greater than counterparts.
- (b) Contributions to the organization are of exceedingly high value.
- (c) Overall Average Rating is at Level 4 or 5.
- (d) Relative performance clearly reveals a meaningful distinction in accomplishments.

(7) Salary increases and payout distributions will be reviewed following the guidance provided in the following matrix.

s. Notification of Results to Employees.

(1) The Rating Official, Higher Level Reviewer, and anyone involved in the pay pool panel process shall not share with employees the recommended rating, share assignments, or

payout distributions. The Rating Official shall only communicate the final rating of record, share assignments, and payout distributions awarded.

(2) Once the PRA has approved the pay pool results and Rating Officials have updated appraisal information in the Performance Appraisal Application, final appraisals will be transferred to employees via the Rating Official. Rating Officials will conduct the annual appraisal conversation with each employee. This conversation needs to be completed prior to the effective date of the payout in January. The effective date of the performance payout, the first day of the first full pay period in January, will be documented in the Performance Appraisal Application.

(3) To promote credibility of the DoDEA HQ PRA, the PRA will publish statistical results of the annual appraisals, including such metrics as:

- (a) Average pay pool rating level.
- (b) Number of employees or percent of employees receiving each rating level.
- (c) Average share assignment.
- (d) Number of employees receiving each share assignment.
- (e) Pay pool share value expressed as a percent of base pay.

(4) To ensure confidentiality of individual employees, DoDEA wide aggregate pay pool summary data (e.g., rating distribution, share assignment, or payout distribution) published to inform pay pool members will not be displayed in a manner that could reasonably result in identity of a specific employee.

(5) Ratings of record are directly linked to pay and retention decisions (SC1930 and SC1960) and as such, must provide that employees receive an appropriate, fair, unbiased rating that reflects their performance and contribution to the organization. Forced distribution of ratings (setting pre-established limits for the percentage or number of ratings that may be assigned to any level) is strictly prohibited by regulation (SC1940.10.7.2).

t. Reconsideration Requests. Reference (d) mandates the procedures for administrative reconsideration requests.

(1) If an employee is dissatisfied with their rating, they may submit a written request for reconsideration of their rating only (does not include share assignment or distribution) through the rating official to the Pay Pool Manager (PPM). The request must be submitted within 10 calendar days of receipt of their rating notification. The written request must include a copy of the rating and state what change is requested and the basis for the change.

(2) Within 15 calendar days of receipt of the reconsideration request, the PPM must render a written decision. The rating official must review the request and address the employee's concerns with the PPM. The PPM may also conduct a further inquiry if deemed necessary. The

PPM's decision must include a brief explanation for the basis of the decision. A copy of the decision is provided to the Human Resources Regional Service Center, rating official, and employee.

(3) If the employee is dissatisfied with the PPM's decision, the employee may submit a written request to the Performance Review Authority (PRA) within 5 calendar days of the PPM's decision. The PRA or designee will issue a decision within 15 calendar days. This decision is final.

(4) The 15-day response time in paragraphs 2 and 3 above may each be extended up to 15 additional days by the pay pool manager for paragraph 2 above and the PRA/designee for paragraph 3. If such extensions are used the employee will be so notified.

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

Enclosure – 2

E1. DoDEA Pay Pool Structure

E2. 2008 SALARY CONTROL POINT MATRIX

E1: Enclosure 1

**DoDEA Headquarters Pay Pool Structure
DoDEA Headquarters PRA: Principal Deputy Director, DoDEA**

Pay Pool ID	Sub Pay Pool ID	Pay Pool Assignment	Pay Pool Manager	Pay Pool Panel
16HE1254A		DoDEA HQ: YA1 and YA2 YB1 and YB2 YC2 and YP YD2, YE2, and YF2	Associate Director for Financial and Business Ops	General Counsel Asst Assoc Dir for Fin & Bus Op Asst Assoc Dir for Education HR Director
	16HE1254ADIR	Director's Office: DM&EO Compliance & Asst General Counsel Communications	General Counsel	Chief, DM&EO Communication Officer Chief, Compliance & Assistance
	16HE1254AFBO	FBO: Procurement Div Logistics Div Safety and Security RMO CSPO IT Div Policy Executive Services	Assistant Associate Dir for Financial and Business Operations	Chief, RMO Chief, Logistics Division Chief, Procurement Division Chief, IT Division
	16HE1254AED	Education Directorate Educational Partnership	Asst Associate Director for Education	Director, Ed Partnership Administrator of Curriculum Administrator, Ed Tech
	16HE1254AHR	Human Resources	HR Director	Asst Dir of Human Resources NSPS Program Manager Chief, Services and Information
16HE1254B		DoDEA HQ: HQ and field DoDEA employees in the following pay bands: YA3 YC3 YD3	Associate Director for Financial and Business Ops	Director, DoDDS-Europe Director, DoDDS-Pacific/ DDESS-Guam Director, DDESS/DoDDS- Cuba

Enclosure (1)

DoDDS-Europe Pay Pool Structure
DoDDS-Europe PRA: Director, DoDDS-Europe

Pay Pool ID	Sub Pay Pool ID	Pay Pool Assignment	Pay Pool Manager	Pay Pool Panel
16HE1280A		DoDDS-Europe Area Office: YA1 and YA2 YB1 and YB2 YC 2 and YP YD2, YE2, and YF2	Deputy Director	Chief, RMO Chief, IT
	16HE1280A1	Area Staff Non-Supervisors	Chief, IT Div	Chief of Staff Chief, Services Br DME0 Superintendent
	16HE1280A2	DSO Staff and Supervisors & Area Supervisors	Chief, RMO	Chief, Logistics Superintendent Asst Gen Counsel Chief, DEPO
16HE4630B		Bavaria District: School Level Employees	Superintendent	2 Asst Superintendents
	16HE4630B1	Para Professionals	Asst Superintendent	Asst Superintendent 2 Principals
	16HE4630B2	School Support Staff	Asst Superintendent	Asst Superintendent 2 Principals
16HE3430H		Heidelberg District: School Level Employees	Superintendent	Asst Superintendent Chief of Staff
	16HE3430H1	Para Professionals	Asst Superintendent	Asst Superintendent 2 Principals
	16HE3430H2	School Support Staff	Chief of Staff	Chief of Staff 2 Principals
16HE1600I		Isles District: School Level Employees	Superintendent	Asst Superintendent Chief of Staff
	16HE1600I1	Para Professionals	Asst Superintendent	Asst Superintendent 2 Principals
	16HE1600I2	School Support Staff	Chief of Staff	Chief of Staff 2 Principals
16HE3630K		Kaiserslautern District: School Level Employees	Superintendent	2 Asst Superintendents

	16HE3630K1	Para Professionals	Asst Superintendent	Asst Superintendent 2 Principals
	16HE3630K2	School Support Staff	Asst Superintendent	Asst Superintendent 2 Principals
16HE5468M		Mediterranean District: School Level Employees	Superintendent	DDESS Superintendent Asst Superintendent Chief of Staff
	16HE5468M1	Para Professionals	Asst Superintendent	Asst Superintendent 2 Principals
	16HE5468M2	School Support Staff	Chief of Staff	Chief of Staff 2 Principals

DoDDS-Pacific Pay Pool Structure
DoDDS-Pacific PRA: Director, DoDDS Pacific/DDESS-Guam

Pay Pool ID	Sub Pay Pool ID	Pay Pool Assignment	Pay Pool Manager	Pay Pool Panel
16HE1260		DoDDS-Pacific Area Office and District Staff: YA1 and YA2 YB1 and YB2 YC2, YD2 and YP	Deputy Director	Chief of Staff Superintendent Chief, Logistics Div Chief, IT Div Chief, HR Division Chief, Fiscal RM
16HE6001		Japan District School Level	Superintendent	Asst Superintendent 3 Principals
16HE6002		Korea District School Level	Superintendent	Asst Superintendent 3 Principals
16HE7001		Okinawa District School Level	Superintendent	Asst Superintendent 3 Principals

E2: Enclosure 2

2008 SALARY CONTROL POINT MATRIX

Pay Schedule	Minimum	Maximum	1 st Control Point	2 nd Control Point
YA1	\$26,008	\$62,593	\$42,290	\$51,738
YA2	\$39,407	\$89,217	\$62,593	\$75,025
YA3	\$77,018	\$130,211	\$105,420	\$124,010
Pay Schedule	Minimum	Maximum	1 st Control Point	2 nd Control Point
YB1	\$16,880	\$38,060	\$27,184	\$34,139
YB2	\$32,217	\$56,973	\$42,290	\$51,738
YB3	\$47,679	\$75,025	\$51,738	\$62,593
Pay Schedule	Minimum	Maximum	1 st Control Point	2 nd Control Point
YC1	\$32,217	\$62,593	\$42,290	\$51,738
YC2	\$57,146	\$110,691	\$77,777	\$91,905
YC3	\$80,302	\$130,211	\$105,420	\$124,010
Pay Schedule	Minimum	Maximum	1 st Control Point	2 nd Control Point
YP1	\$16,880	\$62,593	\$42,290	\$51,738
Pay Schedule	Minimum	Maximum	1 st Control Point	2 nd Control Point
YD1	\$26,008	\$62,593	\$42,290	\$51,738
YD2	\$39,407	\$89,217	\$62,593	\$75,025
YD3	\$77,018	\$130,211	\$105,420	\$124,010
Pay Schedule	Minimum	Maximum	1 st Control Point	2 nd Control Point
YE1	\$16,880	\$38,060	\$27,184	\$34,139
YE2	\$32,217	\$56,973	\$42,290	\$51,738
YE3	\$47,679	\$75,025	\$51,738	\$62,593
Pay Schedule	Minimum	Maximum	1 st Control Point	2 nd Control Point
YF1	\$32,217	\$62,593	\$42,290	\$51,738
YF2	\$57,146	\$110,691	\$77,777	\$91,905
YF3	\$77,018	\$130,211	\$105,420	\$124,010