

Feb, 5, 2008

NSPS SUPERVISOR NEWS – FEBRUARY 2008

Dear Supervisors and Managers,

The following information is provided to assist you in finalizing PAA performance plans under NSPS and getting ready for supervisory responsibilities related to the NSPS Performance Cycle.

STANDARD SUPERVISORY OBJECTIVE

The attached memorandum requires that all supervisors who supervise NSPS employees must use the attached supervisory objective in conjunction with DoDEA performance expectations for supervisors (see page 3 of the attachment). *Leadership* is the Contributing Factor that links to this objective.

MANDATORY PAY POOL TRAINING ANNOUNCEMENT

DoDEA Headquarters is now scheduling the last of our SERCO contracted training classes. This course is a two day class and will be conducted in the 9th floor conference room and will take place from 8:00-5:00 each day. This class is mandatory for all HQ supervisors who serve as Rating Officials and individuals who may serve on a Pay Pool Panel or Sub-Pay Pool Panel in the future.

You may sign up by contacting La Tonya Boose at latonya.boose@hq.dodea.edu on a first-come-first serve basis to one of the following classes:

- February 20-21
- February 26-27
- March 5-6
- March 11-12

PAA CRITICAL DATES

A function of the Performance Appraisal Application (PAA) tool requires that supervisors review and approve subordinate performance plans. There are critical dates that must be correct for the performance pay pool and award process to work correctly. Please ensure that you and all your employees have these dates reflected in their PAA's. The Enter on Duty (EOD) date is used as the Appraisal Period Start Date for employees hired after January 20, 2008.

All employees who converted to NSPS on January 20, 2008 will have the following critical dates on their performance plans.

Appraisal Period Start Date: 20-Jan-2008

Appraisal Period End Date: 30-Sep-2008

Appraisal Effective Date: 01-Jan-2009

DoDEA MISSION STATEMENT

At a minimum, the following statement should be on all performance plans. Each organizational unit has discretion to add additional specific vision/mission statements for their particular workgroup. Division Chiefs should provide that information to their employees as appropriate.

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

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PERFORMANCE PLAN DEADLINES

NSPS Performance Plans should be completed and approved by February 19, 2008. While having a paper-hard copy performance plan in place by the February 19th meets the deadline, the paper copy **DOES NOT** eliminate the requirement to have performance plans established in the electronic PAA tool. Please ensure that **ALL** performance plans are entered into the PAA tool no later than March 10, 2008. Do not adjust the Appraisal Period Start Date to reflect the date entered in the PAA. Use the PAA critical dates as stated above.

RATING OFFICIAL CERTIFICATION REQUIREMENTS

In order to recommend a rating of record for consideration by the pay pool panel, supervisors who serve as rating officials must be prepared through appropriate training in the basic elements of NSPS performance management. To maintain rating official qualification status, rating officials are at a minimum required by regulation to:

- Link employee's job objectives to the organization's mission and goal(s);
- Make meaningful distinctions in performance levels as appropriate and appraise employee's realistically;
- Document job objectives and associated contribution factors for their employees;
- Conduct interim reviews with their employees;
- Adequately deal with employees' performance deficiencies in a timely manner; and
- Be prepared to discuss employees' performance and contributions at a pay pool panel review

At DoDEA the training requirements for Rating Official Certification includes completion of specific course selections. These will be published shortly in the DoDEA NSPS Performance Management Guidance.

Questions may be addressed to: DoDEA.NSPS.Inquiries@HQ.DoDEA.edu