

NSPS SUPERVISOR NEWS - March 2008

NSPS MANAGEMENT MEETING

Attached are the slides from the NSPS Management Meetings that took place this week. In addition, I have attached the DoDEA NSPS Guidance for Classification, Compensation, Pay Pools and Performance Management along with the NSPS TOOLBOX, Hint for writing interim self assessments and the Pay Determination Worksheet.

The NSPS Program Office has established a Supervisor Share Drive to retrieve guides and information for Supervisors. We are just building it and will have NSPS Forms, DoD Regulations, DoDEA guidance, Quick Guides and other NSPS information to assist you in using the PAA and navigating through the Performance Cycle. Please check this Share Drive regularly for reference materials. **K:\Shared\NSPS Supervisor News**. The NSPS Employee Dashboard on the DoDEA Website is also being redesigned to provide DoDEA employees with NSPS references and information. As always, if you need assistance please email the NSPS Inquiries email at: DoDEA.NSPS.Inquiries@HQ.DoDEA.edu or contact Rita Terhaar (703-588-3993) or Liz Roberts (703-588-3908).

PAA CRITICAL DATES

As supervisors, you will need to pay attention to the Critical Dates in the PAA. We are seeing a large number of performance plans with incorrect dates. **PLEASE** review these dates when you are approving performance plans or working in your subordinates PAA records. The **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

INTERIM REVIEW & ASSESSMENT DEADLINES

As mentioned in the management meeting, the Interim Review is a required performance management meeting between supervisor and employee. Employees have the option to write a self assessment for the interim review BUT, supervisors/rating officials are required to write a supervisory interim assessment and document the interim meeting in the PAA tool. Take caution when providing the assessment to ensure that both your subordinate's self assessment and the supervisory assessment are placed into the INTERIM ASSESSMENT Block and not the block for Year End Assessment in the PAA. Any information that is located in the Year End Blocks in the PAA will be purged on July 1st.

Interim Assessments must be completed in the PAA as follows:

Employee Interim Assessments Due: April 10, 2008
Supervisory Interim Assessments Due: April 17, 2008

The Higher Level Review (HLR) will need to be conducted manually between rating officials and their Higher Level Review. The HLR Button is being disabled in the PAA Tool so that the status of the PAA isn't modified due to the MOCK

Completion of HLR Review Due: April 25, 2008

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MOCK PAY POOL PANELS

Mock Pay Pool Panels will be meeting in May and June for the DoDEA Pay Pool Panels.

Interim Assessments will be used to conduct Mock Pay Pool Panels. Supervisors will receive additional information regarding the Mock rating and rewarding process the first week of April.

2008 DoDEA MOCK PAY POOL PANEL SCHEDULE

May 12-15	Sub Pay Pool Panel - 16HE1254DIR
May 12-15	Sub Pay Pool Panel - 16HE1254HR
May 19-21	Sub Pay Pool Panel - 16HE1254FBO
May 27-30	Sub Pay Pool Panel - 16HE1254ED
May 28-30	Pay Pool Panel - 16HE1254B
June 9-13	Pay Pool Panel - 16HE1254A

NSPS TOOL BOX

We have set up a NSPS Tool Box to help you with PAA – MyBiz/MyWorkplace information. See the NSPS TOOLBOX.doc attached above for your reference.