

**USUHS  
NSPS Performance Management  
Milestones For 2008-2009 Rating Cycle (FY 2009)**

<b>Milestone</b>	<b>Activity</b>	<b>Responsibility</b>
<b>October 2008</b>		
<b>October 1</b>	2008-2009 rating cycle begins for NSPS employees ( <b>Spiral 2.2h</b> ). Begin to create performance plans in PAA (MyBiz/MyWorkplace).	Raters and Employees
<b>October 12</b>	Conversion to NSPS ( <b>Spiral 2.3a</b> ).	Civilian Human Resources (CHR) and Navy HRSC
<b>November 2008</b>		
<b>November 1</b>	Supervisors are required to have 2008/2009 NSPS performance plans completed in PAA for employee's who converted to NSPS in April 2008 ( <b>Spiral 2.2h</b> ).	Raters and Employees
<b>November 12</b>	Supervisors are required to have 2008/2009 NSPS performance plans completed in PAA for employee's who converted to NSPS on October 12, 2008 ( <b>Spiral 2.3a</b> ).	Raters and Employees
<b>December 2008</b>		
<b>January 2009</b>		
<b>February 2009</b>		
<b>February 10</b>	HR Elements/Performance Management Training	Employees and Supervisors
<b>February 11</b>	Job Objective Writing Training Job Objective Workshop	Employees and Supervisors
<b>February 12</b>	Self Assessment Writing Training Self Assessment Writing Workshop	Employees and Supervisors
<b>February 17</b>	Rating & Rewarding Performance Training	Raters/Supervisors
<b>March 2009</b>		
<b>TBD</b>	NSPS Training will be announced.	Employees and Raters
<b>April 2009</b>		
<b>TBD</b>	NSPS Training will be announced.	Employees and Raters
<b>April 10</b>	Employee's interim self assessments completed in PAA (version 3) and due to supervisors.	Employees and Raters
<b>April 24</b>	Rating officials & Higher Level Reviewers (HLR) interim assessments for employees who converted to NSPS on Oct 12, 2008 (Spiral 2.3a) must be completed in PAA (version 3) for CHR to pull for mock pay pool exercise.	Raters and Higher Level Reviewers

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<b>Milestone</b>	<b>Activity</b>	<b>Responsibility</b>
<b>April 30</b>	Mandatory mid-cycle interim assessments/reviews completed in PAA (version 3) for all NSPS employees (Spirals 2.2h, 2.3a, and new employees hired under NSPS) who have been under a performance plan for at least 90 calendar days.	Employees, Raters and HLR
<b>May 2009</b>		
<b>May 18-21</b>	Mock Pay Pool for Spiral 2.3a Employees and employees hired into an NSPS position by December 31, 2008 <b>Only</b> .	Pay Pool Manager (PPM) and Pay Pool Panel Members (PPPMs)
<b>June</b>		
<b>TBD</b>	NSPS Training will be announced.	Employees and Raters
<b>June 19</b>	Distribute Mock Pay Pool Lessons Learned	PPM and CHR
<b>July 2009</b>		
<b>July 1</b>	All changes to job objectives must be completed and approved in PAA (version).	Raters and Employees
<b>July 1 - November 30</b>	Limited processing of all internal Reorganizations/Realignments involving NSPS employees.	CHR and HRSC-NW
<b>July 1</b>	Confirm Pay Pool Panel.	Performance Review Authority (PRA)
<b>August 2009</b>		
<b>TBD</b>	NSPS Training will be announced.	Employees and Raters
<b>September 2009</b>		
<b>September 1 – November 30</b>	Limited processing of all GS/NSPS personnel actions with the exception of promotions and new appointments.	CHR and HRSC-NW
<b>September 1</b>	Employees <b>begin</b> preparing annual self assessments. ( <b>Note:</b> Raters should also begin preparing their annual assessments on employees while waiting for employees self assessments)	Employees and Raters
<b>September 30</b>	End of NSPS 2008/2009 rating cycle for all NSPS employees.	
<b>October 2009</b>		
<b>October 1</b>	NSPS rating cycle for 2009-2010 begins. Begin to create performance plans in PAA	Raters and Employees

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	(MyBiz/MyWorkplace).	
<b>October 2</b>	Employee's annual self assessments completed in PAA (version 3) and due to supervisors.	Employees
<b>October 5-16</b>	Rating officials complete annual employee assessments and end of year performance conversation with employees and enters recommended ratings, share assignments, and payout distribution in PAA (version 3).	Raters
<b>October 19-23</b>	Recommended ratings, share assignments, and payout distribution reviewed and concurred by Higher Level Reviewer.	Raters and HLR
<b>October 26- November 3</b>	Compile information for Pay Pool.	PPM & CHR
<b>October 31</b>	Supervisors are required to have 2009/2010 NSPS performance plans completed in PAA for employees.	Raters and Employees
<b>November 2009</b>		
<b>November 4-9</b>	Pay Pool Panel Convene. Review and reconcile recommended ratings, share assignments, and payout distribution.	PPM and Pay Pool Panel Members
<b>November 13-18</b>	PPM meets and discusses pay pool process and results with PRA.	PPM and PRA
<b>November 19-27</b>	PRA approves the pay pool process.	PRA
<b>December 2009</b>		
<b>December 4</b>	Forward NSPS CWB data to Navy HRSC-NW.	CHR
<b>TBD</b>	Final ratings, share assignments, and payout distribution provided to supervisors. Raters communicate final ratings and performance payouts to employees.	PPM and Raters
<b>December 31</b>	Supervisors must have communicated final ratings of record and performance payouts to employees.	Raters

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<b>Milestone</b>	<b>Activity</b>	<b>Responsibility</b>
<b>January 2010</b>		
<b>January 3</b>	Effective date of performance payouts for the 2008/2009 NSPS appraisal cycle.	HRSC-NW

If you have questions, contact the CHR, Mr. Harrison Rodriguez at (301) 319-8017 or Ms. Carla Adams at (301) 295-9425. For additional information on NSPS go to the CHR NSPS website at <http://www.usuhs.mil/chr/NSPS.htm>