



NSPS NEWSBYTES

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PMO Reminders

Rating Official and Employee Final Assessments

Assessments can be initiated prior to 30 September; however, commands cannot require that they be finalized until after the end of the rating cycle so that employee performance through the end of the cycle may be rated.

Performance Management

If an employee leaves an NSPS organization for another NSPS organization after 2 July, but before 1 October, the losing Rating Official provides the early annual rating to the gaining organizations' pay pool. The gaining pay pool reconciles the rating and determines the number of shares. The employee receives the share value of the gaining pay pool.

Next NSPS Program Management Office DCO

- 5 August, 1400 ET

The NSPS PMO requests that attendees log into the DCO session with their username rather than logging in as guest. DCO sessions average more than 100 attendees; guests have to be manually accepted into the meeting. Attempts are made to accept every guest; however, there have been recent reports of difficulties accessing the session when logging in as guest. This can be resolved by logging into DCO with a username and password, which does not require a manual acceptance to access the meeting.

Trusted Agent Functionality Guidelines Issued

DON'S NSPS PROGRAM MANAGEMENT OFFICE distributed guidelines to Commands and Organizations for using trusted agent functionality now available in the Performance Appraisal Application (PAA) v3.0. The new functionality enables Rating Officials and Higher Level Reviewers to assign an individual to document decisions within the PAA.

The trusted agent functionality should be rarely used and reserved for special circumstances. Generally, the trusted agent functionality is used by commanding officers, senior executives and flag/general officers. Other situations could include deployment, extended TDY or extended absence due to illness involving the Rating Official or Higher Level Reviewer.

Questions regarding the trusted agent guidelines can be directed to DONnspsFAQ@navy.mil.

Electronic Pay Setting Form Now Available

AN EXCEL-BASED ALTERNATIVE to the current paper-based NSPS pay setting form is now available. Created in response to requests for automated options for completing the pay equity portion of the form, the electronic form also ensures implementation of the DON compensation policy.

The DON PMO distributed supervisor and administrator manuals providing step-by-step guidance in using the new automated form. The form is posted to the Readiness Tool. Email DONnspsFAQ@navy.mil with questions on the tool or the manuals.

Three DCO sessions are scheduled exclusively to review the form:

- Monday, 3 August, 1400 ET, <https://connect.dco.dod.mil/psdf1>
- Tuesday, 4 August, 0900 ET, <https://connect.dco.dod.mil/psdf2>
- Wednesday, 12 August, 1100 ET, <https://connect.dco.dod.mil/psdf3>

FAQs

Can reconsiderations be initiated prior to 4 January?

Per the Performance Management CHRM that will be published in late summer, the reconsideration "clock" cannot begin until:

- after employees are officially notified of their rating and
- after the effective date of the appraisal – 1 January 2010

As the reconsideration clock cannot start on a weekend or a holiday, reconsiderations may not be initiated prior to 4 January. A best practice recognized by the PEO starts the reconsideration clock after the employee has access to an approved 2906.