

DLA NSPS Transition to GS Performance Management Program for Nonsupervisory GS and FWS Employees Fact Sheet

This Fact Sheet provides information on DLA NSPS Transition to GS and general information on DLA Instruction (DLAI) Performance Management (PM) Program for Nonsupervisory GS and FWS Employees. For information on other topics please visit the DLA NSPS Transition to GS website at <http://www.hr.dla.mil/>. You are encouraged to consult with your servicing DLA Human Resources Center (DHRC) for further guidance.

NSPS policies and procedures remain in effect until the date of transition. Beginning on the date of transition, DLA organizations and employees currently covered by NSPS will follow regulations, policies and procedures outlined in the DLAI.

Introduction

The National Defense Authorization Act for Fiscal Year 2010 (NDAA 2010), was signed in to law by President Obama on October 28, 2009. The Act contains a provision to repeal NSPS and requires the orderly transition of NSPS employees and positions to previously existing civilian personnel systems no later than January 1, 2012. DLA has reconstituted the DLAI PM Program for Nonsupervisory GS and FWS Employees. Any provision in a collective bargaining agreement (CBA) that conflicts with this policy will take precedence and shall be enforced for employees covered by the applicable CBA.

Performance Rating Cycle

The annual performance rating period for nonsupervisory GS/FWS employees covered under the DLA PM Program for Nonsupervisory GS/FWS employees begins January 1 and ends December 31. The 2009/2010 performance cycle for nonsupervisory employees converting out of NSPS to GS will be extended by 3 months, resulting in a rating cycle of 15 months (October 1, 2009 to December 31, 2010) to bring these employees into alignment with the current GS performance cycle.

At mid-point during the performance rating cycle an interim review is required. One documented interim review is required under NSPS or DLA's legacy PM system. Communication is essential. Regularly reviewing the performance expectations during the performance cycle reminds both supervisor and employee of important organizational goals, verifies that current performance supports these goals and validates that work efforts are properly focused. In addition, when necessary making adjustments to the performance plan.

Whether rating officials use the NSPS PAA process (NSPS DD Form 2906) to document the interim review or use a manual written method (i.e. word document) to provide the feedback, rating officials must sign and date the employee's receipt of the interim review and identify the

manner in which the review was communicated (face-to-face, telephone, etc.). A copy of the written interim must be attached to the DLA Form 46 and provided to the employee.

Interim reviews under NSPS will be considered by the appropriate rating official when determining the employee's annual rating of record under the GS system.

Performance Plans

Upon conversion out of NSPS the DLA Form 2906 will be replaced by DLA Form 46 Performance Rating and DLA Form 46a Position Performance Plan. Generally, performance plans should contain five or six critical elements. Rarely should performance plans contain more than 10 critical elements. Performance standards for each critical element will be written at the fully successful level.

The performance standards can be derived by using one of these options:

- Reach back to previous GS performance plan if available and if consistent with NSPS job objectives
- Develop new performance standards, metrics, and rating criteria for each critical element – defining only the fully successful level
- Continue to measure performance using the Level 3 (Valued Employee) performance indicator from the employee's current NSPS performance plan.

Performance plans must be signed by the rating official and communicated to each employee thirty (30) calendar days from the date of conversion, within thirty (30) calendar days after the beginning of the rating period, within thirty (30) calendar days upon entry into a position, or when the performance plan is significantly revised.

Performance Rating

Employee must be rated on each element against the performance standards. The element rating, along with observations on accomplishments and meaningful feedback, are documented in Section I of DLA Form 46, Performance Rating. Employees will be assessed with the following rating levels:

- (1) Level 3: Fully Successful
- (2) Level 2: Minimally Acceptable
- (3) Level 1: Unacceptable

A summary performance rating must then be determined and is based on the rating levels assigned for all rated critical elements. If there has been insufficient opportunity to demonstrate

performance in a particular critical element, the element should be annotated as un-ratable and should not be considered. The performance rating of record will be used as a basis for granting performance awards and honorary recognition, as well as taking necessary performance-based action.

Additional Information on the DLA Instruction (DLAI) Performance Management and information on DLA NSPS Transition to GS can be located at:

<http://www.hr.dla.mil/nspstogs/facts.html>

<http://www.dla.mil/dss/forms/fillable/DL0046.pdf>

<http://www.dla.mil/dss/forms/fillable/DL0046A.pdf>

<http://www.cpms.osd.mil/nsps/>