

## GENERAL NOTICE TO NSPS EMPLOYEES

### MEMORANDUM FOR EMPLOYEES IN DODEA PACIFIC PAY POOLS

SUBJECT: General Notice – Pay for Performance Evaluation Process – Rating Period Ending September 30, 2009

1. The National Security Personnel System (NSPS) is designed to be a robust performance management system that recognizes the increased importance of individual performance in making pay and retention decisions. The system contains several features intended to contribute to the sustainment of a fair, credible and transparent system. Consistent with the commitment to transparency NSPS regulations specify that employees receive notice of relevant and specific pay pool information. Consistent with this requirement the information below describes:

- the composition of the pay pool to which you are assigned;
- the identity of the pay pool officers, their roles and responsibilities;
- policies relating to pay pool payouts; and
- point of contact for rating reconsideration, etc.

2. The Director, DoDEA Pacific, Ms. Diana Ohman will oversee the DoDEA Pacific Pay Pools as the DoDEA Pacific Performance Review Authority (PRA). The attached chart identifies the following information concerning your pay pool assignment:

- Pay Pool Name and ID
- Pay Pool Composition
- Pay Pool Officials (Pay Pool Manager, Pay Pool Panel Members)

3. **Pay Pool Officials.** If, during the appraisal cycle, a job change occurs, the new incumbent of the identified position will assume the role identified in this notice. In the event the identified position remains unencumbered for an extended period, your pay pool manager will communicate to you an alternate until the identified position is filled.

4. **General Policies Relating to Eligibility for an NSPS Payout.** The following are general pay pool policies that relate to your pay pool. For more specific information please contact the DoDEA Pacific Human Resource Office at 644-5859.

- Employees must meet the minimum period of performance in accordance with Reference (a), Part 9901.407 in order to be issued a rating of record.
- An employee who is no longer covered by the NSPS on the effective date of the payout is not entitled to a performance-based payout. For example, an employee who retires on December 31, 2009 is not entitled to a bonus or salary increase based on the January 2010 payout.

- Employees who move out of the NSPS to a non-NSPS position after the end of the rating period are not eligible to the NSPS payout for that performance cycle whether or not they return to NSPS prior to the effective date of the payout.
- Employees who change pay pools after September 30 and before the effective date of the payout will be evaluated and assigned a rating of record by the pay pool manager associated with the pay pool of record on September 30. The share assignment and payout distribution determination will be made by the gaining pay pool manager. The employee's payout will be calculated and paid based on the pay pool funding and share valuation of the gaining pay pool.
- The NSPS regulations expressly prohibit the use of forced or pre-determined ratings distribution. Instead, NSPS links pay to individual performance by recognizing the accomplishments of employees through an assessment of their performance (of assigned job objectives) against standard rating criteria. Under NSPS, distinctions are made among employees based on individual performance and contributions. More information regarding the prohibition of forced distribution may be found at:  
<http://www.cpms.osd.mil/nsps/docs/factsheets/ForcedDistributionFinal.pdf>

**5. Considerations Related to the Assignment of Performance Share Assignments.**

Performance shares will be used to determine performance pay increases and/or bonuses. The range of shares which may be assigned for each rating level is as follows:

<u>Rating level</u>	<u>Average rating</u>	<u>Number of shares</u>
5	4.75 – 5.00	6 shares
5	4.51 – 4.74	5 shares
4	4.01 – 4.50	4 shares
4	3.51 – 4.00	3 shares
3	3.01 – 3.50	2 shares
3	2.51 – 3.00	1 share

- The only factors that may be used in determining share assignment are complexity of the work, level of responsibility, compensation (e.g., recent salary increases, current salary in relation to control points or band maximum, current salary in relation to the labor market) overall contribution to the mission of the organization, organizational success and raw performance scores.
- As a general rule, share assignment within the NSPS share range should be based on the individual employee's raw score (prior to rounding). Absent an exception to the general rule, employees with a higher raw score should be assigned the higher number of shares within the NSPS share range.

**6. Control Points:** Control points are a tool that can be used to manage employee's progression through the bands and can help ensure that only the highest performers move to the upper range of the band. Control points also allow management to account for variances in position responsibilities within a pay band. The control points used by this pay pool can be found on the DoDEA NSPS website at:  
[http://www.dodea.edu/nsps/docs/superNews/2009\\_ControlPoint.pdf](http://www.dodea.edu/nsps/docs/superNews/2009_ControlPoint.pdf)

### **7. Default Share Distributions**

#### **60% Salary Increase / 40% Bonus Award**

In determining anything other than the default share distribution above, the following items should be considered:

- Approved performance rating.
- Employee contribution to DoDEA mission relative to their peers.
- Employee's current salary within the band and/or pay range.
- Fiscal responsibility and other performance increases that were received by the employee throughout the performance cycle.

Rating Officials and Sub Pay Pool Panels should present justification in writing for anything other than the Default 60-40 Split to the Pay Pool Panel for a decision. The Default should remain in the Compensation Workbench at 60-40. Any approved changes will be annotated and documented at the Pay Pool level.

**8. Application of Adjusted Salary Cap.** The DoD NSPS implementing issuance on Compensation Architecture, specifies that an employee's adjusted salary (includes local market supplement) may not exceed the rate for Executive Level IV by more than 5 percent. Exceptions from the cap are authorized for physicians and dentists.

- Should the employee's adjusted salary exceed the cap, the employee's local market supplement shall be reduced as necessary to comply with this limitation.
- Application of the limit does not affect the value of the performance based payout, but may affect the amount received in local market supplement.
- At present the value of the 2010 rate range adjustment or local market supplement values are unknown.

**9. Employee Notification of Rating of Record and Payout.** Employees will not be notified of their rating of record, share assignment, and payout distribution until completion of the pay pool panel process and final approval of ratings of record by the pay pool manager.

**10. Reconsideration Process.** Employees dissatisfied with the results of their performance appraisal may request reconsideration in accordance with NSPS procedures. For more information on the reconsideration process please contact Karey Maschio at 644-5859 in the DoDEA Pacific Human Resources Office.

**11. Point of Contact.** If you have questions regarding the content of this memorandum please contact Karey Maschio at 644-5859 in the DoDEA Pacific Human Resources Office.

**12. Additional Information.** Information regarding the roles and responsibilities of Pay Pool Managers, Pay Pool Panel Members and Performance Review Authorities may be found at:

[http://www.whs.mil/hrd/nsps/AboutNSPS/documents/NSPSPerformanceManagementInternalSafeguards\\_000.pdf](http://www.whs.mil/hrd/nsps/AboutNSPS/documents/NSPSPerformanceManagementInternalSafeguards_000.pdf)



Diana J. Ohman  
Director

Attachment:  
As stated

**DoDEA Pacific 2010 Pay Pool Structure**  
**Performance Cycle Ending September 30, 2009**  
**DoDEA Pacific PRA: Director, DoDEA Pacific**

<b>Pay Pool ID</b>	<b>Pay Pool Assignment</b>	<b>Pay Pool Manager</b>	<b>Pay Pool Panel</b>
16HE1260	DoDEA Pacific Area Office and District Staff:  (Excluding YA3 Supervisor YC3)	Deputy Director (Steven Bloom)	Chief of Staff (Charles Kelker) Chief, HR Division (Kimberlee McLaughlin) Chief, IT Division (Dan McCrae) Chief, Logistics Division (Jack Martin) Chief, Procurement Division (Mary Harding) Chief, RM (Walter Smiley)
16HE6001	Japan District School Level	District Superintendent (Clayton Fujie)	Asst Superintendents (Paula Miller, Dennis Rozzi) Principals (Jeff Arrington, Geoff Fong, Mary Leinard)
16HE6002	Korea District School Level	District Superintendent (Irby Miller)	Asst Superintendent (Peter Grenier) Principals (Tim Erickson, Keith Henson, Richard Schleuter)
16HE7001	Okinawa District School Level	District Superintendent (Martha Brown)	Asst Superintendent (Carol Czerw) Chief of Staff (Ron Sharik) Principals (Tony Harris, Stan Hays, Joe Masters)