



CNFJ REGIONAL HUMAN RESOURCES OFFICE (HRO) "SHINBUN"

Director's Corner – Sarah B. Overstreet

Reconsideration Process

The NSPS performance management system includes safeguards to protect you. If you disagree with one of your job objective ratings or your rating of record, you are encouraged to first discuss your concerns with your rating official. If after the discussion with your rating official you still have concerns, you may request a review of your final rating of record by the pay pool manager. If after this review, you still feel that the rating is incorrect, you may request a review by the PRA or the PRA designee. The decision of the PRA or their designee is final.

This reconsideration occurs outside the pay pool process and does not affect the performance payouts of other employees in your pay pool.

A couple of things to keep in mind:

Job objective ratings and/or your rating of record may be reconsidered. If a job objective rating and/or rating of record is changed, then your share allocation and performance payout will be appropriately adjusted without affecting other employees in your pay pool.

If an employee receives an NSPS rating that he/she believes is based on their race, color, religion, sex, national origin, age, disabled conditions or reprisal for participating in a previous EEO complaint, they have 45 calendar days from receipt of the rating or 45 calendar days from receipt of a decision on a reconsideration request to contact an EEO Counselor to initiate an informal EEO complaint.

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"HR Services That Enable the Fleet."

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Specially Situated Employees

Specially situated employees refers to NSPS employees in situations that may impact his/her eligibility for an NSPS rating and/or a performance payout; e.g., some NSPS employees are entitled to a salary increase even though he/she is not eligible for a rating. These situations include employees that do not meet the 90-day minimum period under an NSPS performance plan due to one of the following reasons:

- . Leave without Pay - Military Duty (LWOP-US);
- . Leave without Pay - Workers Compensation;
- . Temporary Assignments outside of NSPS;
- . Union Duties;
- . Long Term Training; or
- . Approved Paid Leave.

Other special situations include employees that retire, separate, or take a position outside of NSPS; employees that move between pay pools between the end of the rating cycle and the effective date of the NSPS payout; and

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end of the rating cycle and the effective date of the NSPS payout; and employees in pay pools that are cross-serviced (e.g., part of the pay pool receives their HR servicing from Navy and the other part from Army).

Minimum time period (90 calendar days) under an NSPS performance plan. Probably the most common special circumstance in pay pools is employees who do not meet the minimum period of performance requirement. Typically, such employees do not have at least 90 days under an approved NSPS performance plan. However, this circumstance may also apply to an NSPS employee who completed 90 days under an NSPS performance plan but had a break in NSPS covered service which was not due to reasons described under 5 CFR 9901.342(i) thru (o).

Employees who are not able to meet the minimum period of performance requirement are not eligible for a rating of record or performance payout associated with that rating cycle; e.g., if an employee was newly hired from a non-NSPS organization in August, he/she is not eligible for a rating of record or performance payout for that cycle because he/she does not have 90 days under an approved NSPS performance plan. Instead, he/she will receive a base salary increase in January equivalent to the General Schedule annual adjustment. On the other hand, an employee's rating cycle may be extended beyond September 30 to meet the minimum period of performance requirement under 5 CFR 9901.407 provided the extension does not affect any other employees in the pay pool. The extended rating cycle period is documented by changing the appraisal period end date in the PAA. Also remember to change the appraisal period start date for the next rating cycle.

If you are unsure of the appropriate course of action for employees in these situations, contact the Labor Employee Relations Division at 243-8198.

Proposed NDAA Changes to NSPS

Many questions are being asked about the National Defense Authorization Act (NDAA) for 2009, and the provisions related to NSPS. It is

important to note that this is proposed legislation, which passed the House on 8 October and the Senate on 22 October, but still must be signed by the President.

Some frequently asked questions:

What does this proposed legislation mean for the Pay Pools this fall?

Nothing. The proposed legislation will not effect pay pools this fall or performance payouts in January 2010. As was previously announced, all employees with a rating of 2 or higher are guaranteed the entire Government Pay Increase (which has still not been determined). Employees with a rating of 3 or higher will receive payouts for salary increases and performance bonuses from the pay pools.

Do I still have to do my objectives for FY 2010? Do I keep hiring employees and setting pay the way we did with NSPS?

Yes. The legislation specifically states that NSPS will remain in place until a transition plan is finalized by DoD.

When do we convert back to GS? How will that work?

The legislation instructs the Secretary of Defense to develop a transition plan within 6 months, but DoD may not necessarily convert back to GS as we knew it. All employees must be transitioned out of NSPS to their prior pay systems (GS) by 1 January 2012. However, the legislation does give DoD some flexibilities to modify GS, and allows for the Secretary of Defense to propose a different pay system taking into account the recommendations in the Defense Business Board report. If Congress approves an alternate system, employees would convert to that system instead of GS.

In short, we do not know yet – and we may not know until DoD presents a transition plan within 6 months after NDAA is enacted.

What else is in the legislation?

The legislation grants DoD a number of guidelines for developing a new performance management system, which could link to employee bonuses. These provisions could be enacted without further approval from Congress. Some key points are:

- Directs the Secretary to issue regulations for a performance appraisal system. This could be similar to the system under NSPS, without the tie to employee pay.
- Allows the Secretary to establish a “workforce incentive fund” which could be used to reward employees for performance. This would be a new fund in addition to normal bonus pay.
- Directs the Secretary to issue new regulations on appointments and hiring, which could be a “redesign of the process by which such appointments are made.”
- Requires an extensive training program for supervisors and employees in any new system.
- Requires an extensive training program specifically for supervisors on both the new personnel system as well as other supervisory duties. This would include mentorships for new supervisors. All supervisors would have to complete the training program every 3 years.

What's Next?

First, the legislation must be signed by the President (the House and Senate have both approved it).

Once enacted, the legislation would require actions from DoD over the next 3 years ahead of an NSPS sunset on 1 January 2012:

Within 6 Months of Enactment:

- SECDEF must submit a plan for the “orderly termination” of NSPS and detail how employees will be reclassified.
- SECDEF must submit any plans for a new personnel system if it goes beyond the flexibilities granted in the legislation on performance management and hiring. Congress would have to approve any such proposal.

Within 12 Months of Enactment:

- SECDEF must submit a plan for a new personnel management system using flexibilities granted in the legislation.

- SECDEF must submit a plan for new appointment procedures using flexibilities granted in the legislation.

MLC/IHA Incentive Awards Reminder

In recognition of the hard work and contributions from their MLC/IHA workforce for JFY 2009, commands and activities are reminded to submit their requests for payment of cash awards to the Human Resources Office (HRO), Code N133D by 1 December 2009. HRO has sent a notice to all commands and activities with their respective allocation of funds for this year's cash awards.

If the command wishes to receive additional allocations of funds for their awardees, please complete the sample request letter provided in the HRO notice to HRO Code N133D by 1 December 2009 as well. If there are any additional funds available as determined by the Foreign Labor Office (FLO), a separate notice will be issued on or about February 2010.

For more information, please contact DSN 243-8185

What you should know ~ Q & A

Q. If a guest rater/reviewer writes an assessment and enters it into the PAA, in the guest rater/reviewer section, can the PPA print it? If yes, how?

A. No, guest rater/reviewer information is only visible to the RO. The RO would then incorporate the information provided by the guest rater/reviewer in their assessment. Ultimately, it is the RO who is responsible for the performance management activities.

Q. When importing data, when should the Pay Pool replace the data in the PAT, vs. append the data?

A. The Pay Pool should replace the data in the PAT when it would like to review updates to the same set of data. For example, if the Pay Pool has already analyzed the data that has come from Rating Officials or Sub Pay Pools, they would replace the data when looking at the final Pay Pool results.

An organization would append the data in the PAT when it wanted to review multiple sets of data at the same time, such as several Pay Pools which fall under the same PRA.

Continued Director's Corner

Failure to initiate the complaint within the 45 days could result in the dismissal of the complaint for being untimely IAW 29 CFR 1614.107(a)(2). As always, questions should be directed to the CNFJ HRO Yokosuka EEO Office at 243-8163/9579/7092.

Additionally, the Department of Navy's Alternate Dispute Resolution (ADR) Program has worked with the Office of Civilian Human Resources to develop an ADR process that is simple, quick, and consistent with NSPS reconsideration rules. The process, "Facilitated Discussion," uses a neutral to help employees clearly present the facts that the employee wants the pay pool manager consider. Facilitated discussion helps pay pool managers by ensuring that their questions are answered, and that they have the relevant facts necessary to make informed decisions. Under this process, the pay pool manager still makes the decision, but the facilitator helps the parties make their discussion more effective. For more information contact the CNFJ ADR program manager at 243-9579.

DFAS New Passwords

Coming later this fall, DFAS will implement new myPay access requirements to increase the security of user information. This change will require you to establish a new user name (login ID) and password.

Customized login IDs and passwords will allow you more flexibility and opportunities to increase the security of your personal information.

When logging into myPay the first time following implementation of the new security enhancements, you will be allowed to use your existing login ID and PIN and will be prompted to change your login credentials.

New login IDs will require six to 129 alphanumeric characters that will be unique to one user only. If you attempt to create a login ID that has already been established you will be prompted to create a different login ID. Help screens will contain the login ID requirements.

You will be required to establish a password to accompany your customized login ID. Passwords must be no less than eight and no more than 15 characters. Help screens will contain the password requirements.

If you have established a Restricted Access PIN, you will also be prompted to establish a limited access login ID and password using the same requirements.

Use of the myPay interactive voice response system, which allows telephone access to certain pay information, may still be entered using the Social Security number and myPay PIN.

While this security enhancement is intended to help keep your information secure and prevent unauthorized access to pay accounts, DFAS encourages you to take appropriate actions to keep your login IDs and passwords private. This can include storing them in a lockable and secure place, memorizing them and destroying any written record, and not sharing them with anyone.

Questions regarding this myPay change may be directed to the Centralized Customer Support Unit toll free at 1-888-DFAS411 or 1-888-332-7411, commercial (216) 522-5096, Defense Switching Network (DSN) 580-5096 (7:00 A.M - 6:30 P.M. / Eastern time).

References on Termination of Probationary Periods

This information is from Title 5 Code of Federal Regulations (CFR) on the termination of probationary periods. You can use it as needed when you talk with managers about taking action to remove employees during their probationary period. The rules are the same for NSPS and the General Schedule. The language below is from the CFR. 315.804 Termination of probationers for unsatisfactory performance or conduct.

(a) When an agency decides to terminate an employee serving a probationary or trial period because his work performance or conduct during this period fails to demonstrate his fitness or his qualifications for continued employment, it shall terminate his services by notifying him in writing as to why he is being separated and the effective date of the action. The information in the notice as to why the employee is being terminated shall, as a minimum, consist of the agency's conclusions as to the inadequacies of his performance or conduct.

(b) Probation ends when the employee completes his or her scheduled tour of duty on the day before the anniversary date of the employee's appointment. For example, when the last workday is a Friday and the anniversary date is the following Monday, the probationer must be separated before the end of

the tour of duty on Friday since Friday would be the last day the employee actually has to demonstrate fitness for further employment.

315.805 Termination of probationers for conditions arising before appointment.

When an agency proposes to terminate an employee serving a probationary or trial period for reasons based in whole or in part on conditions arising before his appointment, the employee is entitled to the following:

(a) Notice of proposed adverse action. The employee is entitled to an advance written notice stating the reasons, specifically and in detail, for the proposed action.

(b) Employee's answer. The employee is entitled to a reasonable time for filing a written answer to the notice of proposed adverse action and for furnishing affidavits in support of his answer. If the employee answers, the agency shall consider the answer in reaching its decision.

(c) Notice of adverse decision. The employee is entitled to be notified of the agency's decision at the earliest practicable date. The agency shall deliver the decision to the employee at or before the time the action will be made effective. The notice shall be in writing, inform the employee of the reasons for the action, inform the employee of his right of appeal to the Merit Systems Protection Board (MSPB), and inform him of the time limit within which the appeal must be submitted as provided in §315.806(d).

Notice of Changes In Department of the Navy Announcement and Resume Process

Effective November 02, 2009 Department of Navy (DON) will be implementing changes to the Department of Navy Open Continuous Announcement and Resume model. The changes are the result stakeholders input as well as data analysis. After analyzing DON-wide OCA usage the following changes are being made:

- Elimination of NSPS Pay Bands 3 and above and equivalents under GS and DEMO systems from Merit U.S. OCAs:

These OCAs have the following numbering convention: DON + 4 digit job series number. Example: DON0801. Senior pay levels/grades in this case are defined as NSPS Pay Bands 3 and above and equivalents under GS and DEMO systems. Examples include YA-3, GS-15, and DP-IV. Instead of OCAs, individual announcements will be posted as vacancies occur to inform applicants of the specific job and its requirements.

- Closure of Merit Overseas OCAs: These OCAs have the following numbering convention: DON + 4 digit job series number + -OS. Example: DON0801-OS. Instead of OCAs, individual announcements will be posted as vacancies occur to inform applicants of specific job requirements as well as living/working conditions at the overseas location.
- Acceptance of tailored resumes for individual announcements: With the new resume process, applicants may, at their discretion, submit resumes that highlight their specific knowledge, skills and abilities or competencies relative to the specific job listed in the individual announcement. These tailored resumes will be filed with the applicable individual announcements and will be considered only for those announcements. Please note that we will continue to maintain one resume policy for OCAs.

The changes will not apply to DCIPS, NCIS, Federal-wide Direct Hire or Defense Expedited Hiring Authority for Acquisition OCA models.

For more information, please visit the CHART applicant web site at <https://chart.donhr.navy.mil/info/chartappnotice.htm> or the CHART applicant home page's "What's New?" section at <https://chart.donhr.navy.mil/>. You can also find this information under HOT ITEMS <http://hro.cnfj.navy.mil/>.



To find out more about NSPS visit:

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

NSPS CORNER

UPCOMING NSPS TRAINING – Yokosuka/Atsugi POC: 243-8182

[19-20 Nov 09](#) [NSPS Compensation for Supervisors at Yokosuka](#)

UPCOMING NSPS TRAINING- SASEBO POC: 252-3661

[November 09](#) [NONE](#)

UPCOMING NSPS TRAINING- OKINAWA POC: 634-6224

[November 09](#) [NONE](#)

If your organization is interested in obtaining the services of a pay pool advisor, please contact the Regional NSPS Program Manager, at 243-3413. This is just another HR initiative developed to increase our customer service as we provide “HR Services That Enable the Fleet.”

You may access the DON NSPS Compensation Overview course on Navy e-Learning (NeL) using the following steps:

1. Log on to NKO at the following site: <https://wwwa.nko.navy.mil/>. You will need an NKO account in order to take the Overview course. If you do not have an account, you may register as a "New User" from the home page. Note, by registering as a new user, your training completion will automatically be captured. For information about setting up a new user account, accessing, navigating and enrolling in NKO courses, please refer to the NKO Guide available at <https://www.donhr.navy.mil/employees/NKOGuidebook.asp>.
2. Look under Learning
3. Click on Navy e-Learning Online Courses
4. Scroll down to "Want to see WHAT'S NEW?"
5. Click on WHAT'S NEW
6. Scroll down to find DON NSPS COMPENSATION OVERVIEW (OCHR-NSPSCO-1.0)
7. Click on course title
8. Start enrollment.

HR Program and Site Contact Info

US Staffing/Classification 243-9343
EEO 243-8163
Okinawa Satellite Office 634-6224
Labor/Emp Relations 243-8187
JN Emp/Classification 243-8155
Sasebo Satellite Office 252-3661
HR Info Systems 243-8191
Atsugi Satellite Office 264-3422

We are on the web!

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<http://hro.cnfj.navy.mil/>