



## **Responsibilities of Pay Pool Members of WHS – Serviced Organizations** **Subject to the National Security Personnel Service (NSPS)**

Under NSPS, performance management is a priority for supervisors, managers and employees at all levels. All parties (e.g. employees, supervisors, pay pool panel members pay pool managers, etc) need to invest adequate time and effort throughout the rating cycle for training on and administration of performance management. Identified below are the most significant performance management responsibilities assigned to employees and pay pool officers (e.g. pay pool managers and pay pool panel members) covered by NSPS.

**Employee Responsibilities.** Employees covered by NSPS should:

- Participate in developing job objectives and identifying contributing factors, which are the basis for their NSPS rating;
- Familiarize themselves with the NSPS performance indicators and contributing factor benchmarks that apply to their pay schedule and band;
- Review their assigned job objectives throughout the appraisal period to ensure that they continue to be relevant and aligned to organizational goals. If employees question applicability or relevance, they should notify their supervisor.
- Provide their supervisor/rating official with accurate, relevant and candid self-assessments to be considered in rating individual performance. This is the opportunity for employees to communicate to their supervisors how their accomplishments have contributed toward meeting their objectives and the impact such accomplishments may have had on mission achievement. Employees should complete self-assessments concerning their performance accomplishments not later than the date specified by their rater; and
- Seek out and identify developmental opportunities that will enhance their performance and contributions toward organizational goals.

**Rating Official and/or Supervisor Responsibilities.** Under NSPS, the rating official is a representative of management, usually the immediate supervisor, who is approved by the pay pool manager to evaluate and assess employee performance and recommend a rating of record for review by the pay pool panel. Responsibilities include, but are not limited to the following:

- Facilitating employee attendance at NSPS HR Elements and Performance Management Training sessions;
- Permitting employees the opportunity to have input to their job objectives;
- Ensuring all employees covered by NSPS are provided performance objectives within 30 days of the beginning of the appraisal period or no later than 30 days after becoming a member of the pay pool (unless an additional 30 day extension is granted by an authorized official);
- Providing subordinate employees regular, candid performance feedback and at least one documented interim review during the appraisal period;
- Requesting and considering employee self-assessments at the conclusion of the appraisal period;
- Seeking out opportunities for employee development;
- Completing closeout assessments as required by NSPS policy;
- Identifying and addressing performance deficiencies when such deficiency becomes evident;
- Completing recommended performance ratings, share assignments, and payout distribution;
- Forwarding these recommendations to senior raters for review, concurrence, and submission to the sub pay pool panel or pay pool panel on the date specified;
- Providing meaningful written feedback to employees in the narrative portion of the performance appraisal form;
- Being prepared to defend recommendations to pay pool panel officers;
- Ensuring that procedures and policies comply with merit system principles and are exercised in a consistent manner within his or her span of control; and
- Communicating to employees the final rating of record, share assignment and payout distribution.

**Pay Pool Panel Responsibilities:** The pay pool panel is a board of management officials who are in positions of line authority or in senior staff positions with resource oversight for the organizations, groups, or categories of employees comprising the pay pool membership. The primary function of the pay pool panel is the reconciliation of ratings of record, share distribution, and payout allocation decisions. Pay pool panel members may not participate in payout deliberations or decisions that directly impact their own performance assessment or pay.

Where determined appropriate due to the size of the pay pool population, the complexity of the mission, the need to prevent conflicts of interest, or other similar criteria, sub-pay pool panels may be organized in a structure subordinate to the pay pool. Sub-pay pool panels normally operate under the same requirements and guidelines provided to the pay pools to which they belong. Responsibilities for sub-pay pool panels and pay pools panels include, but are not limited, to the following:

- Meeting to review and normalize recommended ratings of record, share assignments, and payout distributions; and

- Making adjustments to recommended ratings of record, share assignment, and payout distribution, resulting in the consistent application of NSPS rating policies and merit systems principles across the pay pool. If the panel changes recommended ratings, the new recommended ratings of record, share assignments, and/or payout distributions will be communicated back to the rating official along with the rationale for the change(s). The rating official is then afforded the opportunity to provide further justification before the change(s) become final.

**Pay Pool Manager (PPM) Responsibilities:** PPMs are charged with the overall responsibility for the effective operation of the pay pool and for the distribution of funds in a manner consistent with DoD, Component and organization policies. The pay pool manager is the final approving official of the rating of record. Responsibilities for PPMs include, but are not limited to the following:

- Ensuring that supervisors and management officials tasked with recommending a rating of record, share assignment, and payout distribution for review at the pay pool panel have been adequately trained;
- Ensuring that rating officials comply with timely issuance of interim reviews, closeout assessments, and recommended ratings of record, share assignments, and payout distribution;
- Evaluating the effectiveness of rating officials and pay pool panel members;
- Conducting mock pay pool panels and end of cycle pay pool panels in a timely manner to meet payout timelines;
- Ensuring that procedures and policies are exercised in a consistent manner throughout the pay pool process and comply with merit system principles;
- Ensuring that pay pool funds are distributed in compliance with DoD, WHS and Performance Review Authority financial management policies and based on employee performance and contributions relative to the mission of the organization;
- Ensuring that communication and notification requirements required by DoD and WHS are executed in a timely manner;
- Overseeing or directing estimated share valuation; and
- Reconciling any differences between estimated and the actual share valuations.

**Performance Review Authority (PRA) Responsibilities:** The PRAs will oversee the operation of pay pools established under NSPS and ensure procedural and funding consistency among pay pools under its authority. PRA responsibilities include, but are not limited to the following:

- Selecting pay pool managers;
- Providing procedural guidance to pay pool managers;
- Providing oversight of multiple pay pools, ensuring procedural and funding consistency;

- Reviewing aggregate rating and payout trends;
- Managing the civilian pay-for-performance budget, discretionary performance payout fund, and pay-for-performance reserve fund;
- Monitoring and adjusting pay pool fund distribution;
- Deciding challenges to ratings of record;
- Managing the pay-for-performance reserve fund; and
- Overseeing publication of any notices to employees.

The responsibilities and tasks listed above are minimum expectations. Additional requirements may be established by appropriate levels of leadership and will be communicated to the covered population not later than July 1, 2008.