



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 311<sup>TH</sup> HUMAN SYSTEM WING (AFMC)**  
**BROOKS CITY-BASE TEXAS**

**18 Dec 07**

**MEMORANDUM FOR ALL 311 HSW ORGANIZATIONS, STAFF OFFICES AND ALL  
ASSOCIATE UNITS (Supervisors of Civilian Employees)**

**From: 311 MSG/DPC**

**SUBJECT: Communicating Performance Ratings to NSPS Employees, Reconsideration Process, and  
Performance Plans, Suspense 5 Jan 08**

1. Performance Ratings for NSPS employees shall be communicated to employees prior to the effective date of the NSPS payout IAW DoD 1400.25-M, SC1940.11.2.3 and AFMAN 36-1202, SC1940.11.2.3. For 2008, the effective date of the payout is 6 Jan 08. After notification that the Pay Pool Manager (PPM) has approved and certified the final NSPS ratings and prior to 6 Jan 08, supervisors shall inform each employee of their approved rating of record, share assignment, and payout distribution. Supervisors should not discuss initial ratings, pay pool deliberations, or any changes to the ratings with the employees. They should assure their employees that the process was followed and the final outcome is fair and consistent.

2. The rating official should provide two documents to each employee.

- a. DD 2906 "Working Copy" – Printed from the Performance Appraisal Application (PAA), From the Main Page, click on the printer icon to the right of each employee's name, then scroll to the bottom of the screen and click on the "View/Print Form" button on the bottom right of the page. A screen shot is provided at Attachment 1.
- b. Addendum to the DD Form 2906, Employee Notice of Pay Pool Decision – This document will be printed by the Pay Pool Administrator (PPA) and provided to the supervisors through their chain of command after the Pay Pool Manager (PPM) has approved the final NSPS ratings.

3. Employees should be cautioned that although the rating and share assignment are firm, the final dollar amount of the payout can vary slightly (higher or lower). The preferred method to communicate this information is in a face to face meeting, in situations where that is not possible the information should be transmitted via telephone, mail, email, or fax. Annotate the date and method of delivery, print and retain a copy of the delivery receipt if available. The employee and supervisor should sign and date the Addendum to the DD 2906 acknowledging receipt. If an employee refuses to acknowledge the rating, the supervisor should annotate "employee refused to acknowledge," initial and date the DD 2906. Give a copy to the employee, the PPA and place the original in the employee's 971 file.

4. NSPS Pay Pool Officials are:

Performance Review Authority (PRA) – Eric L Stephens, SES, DAF Director  
Performance Review Authority Administrator (PRAA) – Liz Smith, 311 HSW/XPP  
Support Pay Pool Manager (PPM) – Col Judith D. Bittick, 311 MSG/CC  
MSG Sub Pay Pool Manager – Donald J. Cosgrove, 311 MSG/DD  
HSW Sub Pay Pool Manager – Thomas Crossan, 311 HSW/JA  
Support Pay Pool Administrator (PPA) – Burnetta A. Burris, 311 MSG/DPC  
Mission Pay Pool Manager (PPM) – Col James S. Neville, AFIOH/CC  
Mission Pay Pool Administrator (PPA) – Robert E. Faust, USAFSAM/EA

NSPS Pay Pool Officials for Associate Unites at Brooks City-Base can be obtained through the organization's chain of command.

5. An employee may challenge the rating of record IAW DoD 1400.25-M, SC1940.12 and AFMAN 36-1202, paragraph SC1940.12. Employees have 10 days from receipt of the NSPS rating of record to submit a written request for reconsideration of the rating by the PPM. The request must be sent to the PPM with a copy to the Rating Official (RO) and 311 MSG/DPCE. Alternative Dispute Resolution (ADR) may be requested for used in the Reconsideration Process. If the request is approved for ADR, the PPM will forward the request to the ADR Champion who will schedule mediation IAW the 311 HSW Alternative Dispute Resolution (ADR) Plan. The Brooks City-Base Reconsideration Process and forms can be found at the NSPS link on the Brooks City-Base Home Page at <http://www.brooks.af.mil>. The Reconsideration request package must include:

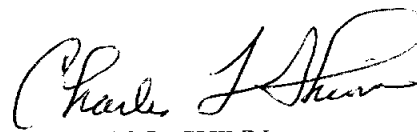
- a. NSPS Reconsideration Request Form, to include election/declination of ADR.
- b. The name, address and phone number of a designated representative if applicable.
- c. Description of change being requested and the basis of the change.
- d. Copy of the rating being challenged and any supporting documentation.

6. Below is a list of issues that cannot be challenged by employees in the NSPS Reconsideration Process per DoD1400.25-M, SC1940.12 and AFMAN36-1202, SC1940.12.4.2. Exclusions:

- a. Performance payout, number of performance shares assigned, value of performance shares, or distribution of payout between increase to base salary and bonus;
- b. A recommended rating of record;
- c. An interim review;
- d. A closeout assessment; and
- e. An individual objective rating or adjusted rating if the requested remedy shall not result in the recalculation of the rating of record.

7. The Reconsideration Process does not apply to allegations based on prohibited discriminations, such as race, color, religion, sex, national origin, age, physical or mental disability, or reprisal. These allegations may be processed through the Equal Employment Opportunity discrimination complaint procedure.

8. As a reminder, Performance Plans shall be in place and communicated to employees within 30 days from the start of the rating cycle, entrance on duty of a new employee, or employee job change IAW AFMAN 36-1202 SC1940.5.6.1. The current rating cycle began on 1 Oct 07. A review of the job objectives and performance expectations should be discussed with the employee in a face to face meeting and may be done concurrently while communicating the performance rating and share distribution for the 6 Jan 08 pay out. Supervisors should ensure job objectives and contributing factors are properly documented in the PAA. The job objectives can be initiated by the employee or the supervisor. Step by step instructions can be found at the NSPS link on the Brooks City-Base Home Page, <http://www.brooks.af.mil>. Direct any questions concerning this matter to Ms. Rose VanRyn, 331 MSG/DPCE, at extension 4-1176, DSN 240-1176, or 210-325-1176.



CHARLES L. SHINN  
Civilian Personnel Officer

Attachment:

PAA Screen Shot to produce DD 2906 "Working Copy"



**Performance Appraisal Application (PAA)**  
Version 2.0

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Main Appraiser

**Performance Appraisal Application Main Page**

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**Warning:** The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

**Plans/Appraisals in Progress**

Show Me [All Appraisals](#) Appraisal Year [ALL](#) Standard Appraisal [Create](#)

Table Size 10

Employee Name	Created By	Current Owner	Appraisal Year	Plan Approval Date	Plan Status	Appraisal Status	View	Update	Delete	Close	Print
			2009		Pending	Ongoing					
			2009		Pending	Ongoing					
		PPM	2008	15-Feb-2007	Approved	Pending PPM Approval					
		PPM	2008	14-May-2007	Approved	Pending PPM Approval					
<b>Doe, John</b>	<b>Supervisor</b>	PPM	2008	15-May-2007	Approved	Pending PPM Approval					

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Oracle Self-Service Human Resources: Print Appraisal Information - Microsoft Internet Explorer provided by USAF

Address: https://santam.afpc.randolph.af.mil:8097/DA\_HTML/DA\_SSP/Oracle/Tools/ServiceAppraisals/ViewMainAppraiserPG3&DFunc=PR\_MGR\_MN\_APPR\_S5&M

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Employee Name **John Doe**

**View/Print Selected Sections**  
Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections. This is not an official DD Form 2906.

**Select / Deselect All**

- Relevant Organization Mission/Strategic Goals
- Job Objectives
- Employee Self-Assessment for Interim Review
- Rating Official Assessment for Interim Review
- Employee Self-Assessment for Closeout Assessment
- Rating Official Assessment for Closeout Assessment
- Employee Self-Assessment for Annual Performance Appraisal
- Rating Official Assessment for Annual Performance Appraisal
- Component Unique Information
- Performance Rating, Shares and Payout Distribution
  - Performance Ratings
  - Shares
  - Payout Distribution

[View/Print Selected Section\(s\)](#)

**View/Print Form**  
Selecting the "View/Print Form" button allows you to print the Performance Plan, Interim Review(s), Closeout Assessment, and Annual Performance Appraisal (DD Form 2906).

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