

# DLA NSPS Transition to GS Performance Management System for Supervisors and Managers Fact Sheet

***This Fact Sheet provides information on DLA NSPS Transition to GS as well as general information on DLA Instruction (DLAI) Performance Management System for Supervisors and Managers. 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 the 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 legacy Performance Management (PM) System for Supervisors and Managers.

## Performance Rating Cycle

The annual performance rating cycle for supervisors and managers covered by the DLA PM System will remain as October 1 through September 30.

At mid-point during the performance rating cycle an interim review is required. The requirement to conduct an interim review is a performance management best practice. Whether under NSPS or DLA's legacy PM system one documented interim review is required. Continuous, periodic performance feedback will be provided to the employee on how well they are performing against their identified supervisory/managerial performance plan. 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 1862 and provided to the employee.

Interim reviews under NSPS should be considered by the appropriate rating official when determining the employee's performance rating under GS.

## Supervisory /Managerial Performance Plans

Upon conversion, new performance plans must be established under the GS performance management system the DLA Form 2906 will be replaced by DLA Form 1862 Supervisory/Managerial Performance Plan; and DLA Form 1863 Supervisory/Managerial Performance Rating.

GS Performance Plans for Managers and Supervisors include:

1) **Nine Core Managerial Competencies.** The competency based performance elements contain descriptive indicators of the types of behaviors, outputs, and results expected from supervisors and managers (Section I of DLA Form 1862). While all of the indicators may not be relevant to an employee's current position, given his/her assignments, roles and responsibilities, all the nine core managerial competencies apply. All managers and supervisors will be rated on the nine core managerial competencies. Once rated individually, the nine core managerial competencies roll up into one critical element, defined as the overall "managerial competency".

2) **Critical Elements.** Critical elements are major job functions (regular and recurring prime duty) and are often composed of several important subordinate responsibilities. In general, performance plans should be broad in scope and contain a maximum number of six critical elements. If performance of any of the critical elements is "Unacceptable", the employee's overall rating is "Unacceptable".

3) **Non-Critical Elements.** Non-critical elements are work assignments or responsibilities which are important; however, unacceptable performance, while undesirable, would not result in overall unacceptable performance in the position.

The mandatory supervisory job objective under NSPS will convert to 9 managerial competencies under the GS PM system in Section I of the DLA Form 1862 the contributing factors will not convert over as they are not required under the GS performance management system. Rating Officials may convert additional job objectives as critical/non-critical elements in Section II of DLA Form 1862.

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 supervisory/managerial performance plan is significantly revised.

## **Supervisory /Managerial Performance Rating**

Employees will be rated for each mandatory managerial competency in Section I and for each separate mission element in Section II of DLA Form 1863, Supervisory/Managerial Rating. Section I and II ratings, and the overall Summary Rating Level will be assessed with the following rating levels:

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

This system allows for levels of distinction within a Fully Successful rating. Each critical and non-critical element that is successfully performed is assigned a quality level of solid, superior, or exceptional. 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.

Employees must be rated on each critical and non-critical element in their Supervisory/Managerial Performance Plan unless they have had insufficient opportunity to demonstrate performance in that element (Section II). Unrated elements in Section II will not be considered in determining the summary rating level.

**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/DL1862.pdf>  
<http://www.dla.mil/dss/forms/fillable/DL1863.pdf>

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