



DEPARTMENT OF DEFENSE
NATIONAL SECURITY PERSONNEL SYSTEM
PROGRAM EXECUTIVE OFFICE
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ARLINGTON, VA 22209-5144



November 26, 2007

MEMORANDUM FOR NATIONAL SECURITY PERSONNEL SYSTEM (NSPS)
COMPONENT PROGRAM MANAGERS

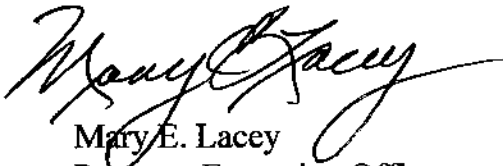
SUBJECT: *Pay Pools, Performance, and You* – NSPS Web-based Training

Pay Pools, Performance, and You is a web-based interactive course to assist employees in better understanding the NSPS pay pool and performance management processes. The course, scheduled to launch the week of December 3, will be hosted on the NSPS Web site, <http://www.cpms.osd.mil/NSPS/PayPool>. The attached talking points are for your use in publicizing the course and encouraging your workforce to take advantage of this new learning opportunity.

Please assist us in successfully launching this course by reaching out to your local IT departments, help desk support offices, and training offices to coordinate this effort. We also ask your assistance in advising your local IT departments and help desk support offices of the following specifications and system compatibility requirements:

- The course is Section 508 compliant.
- The course is available in either HTML or PDF format.
- *Pay Pools, Performance, and You* source files can be downloaded from <http://www.cpms.osd.mil/nsps/PayPool/CourseFiles.ZIP>. We encourage hosting the course locally in a manner that protects course content.
- The minimum recommended system requirements are Windows 2000, Internet Explorer 6 and Adobe Reader 6.
- The course is designed to auto-detect screen resolution settings. It is optimized for screen setting 1024 x 768.
- Upon accessing the course, start-up scripts will check for appropriate software plug-ins. Incompatibilities will be identified on screen and options to correct the situation will be presented. If at any time a user is unable to launch the course, a PDF version is accessible.

The NSPS point of contact for training content is Ms. Stephanie Olson, (703) 696-5806 or Stephanie.olson@cpms.osd.mil. Thank you for your support.

A handwritten signature in black ink, appearing to read "Mary E. Lacey". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mary E. Lacey
Program Executive Officer

Attachment:
As stated

ATTACHMENT

TALKING POINTS FOR NSPS PROGRAM MANAGERS *Pay Pools, Performance, and You* WEB-BASED TRAINING

- *Pay Pools, Performance, and You*, a Web-based interactive course, provides DoD employees an opportunity to learn how the performance management and pay pool processes interact and the key role each of us has in making NSPS performance management work effectively.
- The course explains the interrelated nature of the performance management and pay pool processes, the activities that occur during each phase, and the important role employees, rating officials, and pay pool managers play in ensuring a fair and equitable system.
- The course builds on information discussed in *NSPS 101* and *iSuccess*. Employees unfamiliar with NSPS performance management are encouraged to take these courses prior to taking *Pay Pools, Performance, and You*.
- Like *NSPS 101* and *iSuccess*, *Pay Pools, Performance, and You* uses virtual employees to illustrate examples of how performance management and pay pool concepts, processes and decisions affect employees like yourself.
- After completing the course, there is a self-assessment, course evaluation, and completion certificate.
- The course takes approximately 1-1/2 hours to complete.