



NSPS Performance Management Bulletin: Minimum Period of Performance



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This bulletin discusses the minimum period of performance required under NSPS for an employee to be eligible for a rating of record and performance payout for a rating cycle.

The NSPS regulation (5 CFR 9901.407) defines the minimum period of performance to be 90 calendar days under one or more NSPS approved performance plans, and states that periods during which an employee is in a leave status may not be applied toward this minimum. (An exception exists, however, for employees covered by 5 CFR 9901.342 (i) through (l).)

Employees who are newly entering NSPS just prior to the last 90 days of the rating cycle should be informed that their leave usage during the remainder of the cycle may affect their eligibility for an NSPS rating and payout. Additionally, to qualify for an NSPS rating these newly assigned employees must be on an approved performance plan(s) for 90 calendar days, not just encumbering an NSPS position. For example, if an employee is assigned or transfers to an NSPS position his reporting date will not start the rating cycle clock; he or she must have an approved plan in place when the 90-day clock starts.

NSPS Implementing Issuances (SC1940.9.3.3) and 5 CFR 9901.411 (b) provide that, if an employee has not met the minimum period by the end of the standard appraisal period, management has the discretion to extend the appraisal period, as long as such extensions do not affect the payout effective date. If this provision is employed, however, it should be used consistently for all employees; that is, if you are extending the end of the rating cycle by two weeks for one employee, the same extension should be available to any other similarly-situated employees.

Prior to extending a rating period, management should carefully consider the impact. Employees who do not meet the minimum period of performance will get the equivalent of the general pay increase given to General Schedule employees in January (5 CFR 9901.323). On the other hand, employees who just meet the minimum period may then be subject to the Army policy on prorating of NSPS performance payouts, with their payout amount reduced by 50 percent.

Holiday leave, court leave (5 USC 6322), and administrative leave (e.g., excused absences, administrative dismissal) are exceptions that will not be counted as leave in meeting the minimum period of performance.

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