

WRITING YOUR  
**NSPS**  
SELF-ASSESSMENT

Guide to Writing Accomplishments for  
DOD Employees and Supervisors

By Kathryn K. Troutman and Nancy H. Segal



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We have been careful to provide accurate NSPS self-assessment writing information in this book, but it is possible that errors and omissions may have been introduced.

This publication focuses solely on writing the NSPS self-assessment job objectives and narratives (Parts E, F, and O of the PAA) and does NOT give information on pay pool processes or DOD updates on revisions, changes, regulations, implementing issuances, technical corrections or adjustments to NSPS policies and procedures. For more information: <http://www.cpms.osd.mil/nsps/>

This publication is a changing document and will be updated annually. Please send updates, insights, and successes to [Kathryn@resume-place.com](mailto:Kathryn@resume-place.com).

**Blue** type in this book represents **NSPS Keywords**.

**AUTHOR'S NOTES:** Sample case studies are real, but fictionalized. All DOD federal employees have given permission for their self-assessment narratives to be used as samples for this publication. Privacy policy is strictly enforced.

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# DEDICATIONS

For DOD employees and supervisors who have accomplished so much in their jobs supporting the warfighters and the defense of our country.

— Kathryn Troutman

For Morton Segal, who always told me that there was nothing I could not do.

For the women and men of the Department of Defense who are committed to doing their best everyday; I hope this helps you tell your story.

— Nancy Segal

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# SELF-ASSESSMENT SAMPLES

The Appendix of this book contains six of the samples listed below. Susana McIntyre's sample is the case study we are using throughout the book and is also printed in its entirety in Step 9. The complete list is included on the CD-Rom in both PDF and Word.

Page	Name	Code	Career Group	Job Title
144	David Morgan	YA-101-2	Standard	Work and Family Life Specialist
CD-Rom	Lawrence Todd	YB-203-2	Standard	HR Assistant
153	Sherry Chavez	YA-260-2	Standard	Equal Employment Opportunity Specialist
141	Carmen Diaz	YA-301-2	Standard	Program Manager
160	Tony Lambergini	YA-301-3	Standard	Air Force Customer Account Manager
CD-Rom	Sydney Lee	YB-303-2	Standard	Program Support Assistant
134	Bonny Lambert	YB-318-2	Standard	Secretary (O/A)
106	Susana McIntyre	YA-343-2	Standard	Ombudsman/FRG Coordinator
CD-Rom	Douglas Black	YA-343-2	Standard	Management Analyst
CD-Rom	Maria Feldman	YA-501-1	Standard	Lead Defense Travel Administrator
CD-Rom	Amber Jones	YB-525-2	Standard	Accounting Technician
CD-Rom	William Perkins	YD-801-3	Scientific and Engineering	General Engineer
149	Tony Hoyer	YD-830-2	Scientific and Engineering	Mechanical Engineer
CD-Rom	Maria Pearl	YC-1601-3	Standard	Supervisor, Facilities and Equipment
CD-Rom	Glen Lieberman	YA-2210-2	Standard	IT Specialist

# PREFACE



The hope that Nancy Segal and I have in creating this book is to help you cope with this new annual performance system. My overall purpose for the book is to try and make the NSPS self-assessment writing as easy as possible. To this end, we have broken down the process into bite-sized pieces that anyone can follow. We have also included dozens of hot tips, “how to” examples, clear step-by-step directions, and self-assessment samples.

As I tried to decipher the written and unwritten rules on self-assessment writing, I discovered an important fact: writing the NSPS self-assessment is similar to writing a set of KSAs. The bad news is that there will still be writing involved, no matter how you slice the cake . The good news is that at The Resume Place, we have many years of experience in this type of writing. For example, from this book you will learn how to write your self-assessment using the popular CCAR format that is currently being used for writing KSAs. The CCAR format gives you very simple guidelines that will make your writing easier and will showcase your accomplishments in the best possible light.

You will also learn how to add keywords to your self-assessment in the same way that we add keywords to your federal resume. Keywords are as important to self-assessment writing as road signs are to driving. If your destination is to demonstrate that you have performed at a Level 3 or 5, then you will need to leave these road signs in your self-assessment writing. We have carefully selected our keywords (found in our NSPS Keyword Tree). To make the keywords easy to find in our book, they are all in **blue**.

Take the time to learn, be patient, and follow the samples/ templates to get the highest score you can and in the end receive the rewards you have worked so hard to earn.

Good luck with writing the best self-assessments you can write!

Sincerely,  
**Kathryn K. Troutman**  
Co-Author and Publisher