

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-HRO-Z

5 December 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Change to the New Ohio Technician Performance Management Appraisal Cycle (April-March)

1. Effective immediately, the Ohio National Guard will transition the Federal Technician Performance Management Appraisal Cycle, articulated in Ohio Technician Personnel Regulation 430, to a 1 April-31 March standard cycle. An appraisal cycle based upon the technician's birth month is no longer authorized.

2. In order to effect a smooth transition and ensure all appraisals are for no less than a 120 day rating period, supervisors will follow these instructions:

a. Extend or abbreviate the end of the rating period for all current performance appraisal plans to reflect a date of 31 March 2012. This includes appraisals that are already past the end of the respective rating periods, but have yet to be completed.

b. Complete and submit appraisals for all technicians with this adjusted end date. Paper appraisals for the current rating period are acceptable; however, all appraisals with a 1 April 2012 or later start date **MUST** be executed in the Performance Appraisal Application (PAA).

c. Establish new performance plans in the Performance Appraisal Application (PAA), effective 1 April 2012 for the coming performance year.

3. The Human Resources Office and Air Human Resource Remotes will cease processing appraisals based upon technician birth months and will not accept or process a performance appraisal with anything less than a 31 March 2012 end date for the current rating period.

4. As of 1 April 2012, the Human Resources Office will monitor the following dates for compliance annually:

a. 1 Apr - Performance year starts.

b. 1 May - Performance plans are in place in PAA for the coming year.

c. 1 Oct - Interim reviews are completed in the PAA.

d. 31 Mar - Performance year closes.

e. 30 Apr - Annual appraisals are completed in the PAA.

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5. Ohio TPR 430, Performance Management, is currently under revision to reflect this change and will be promptly reissued.

6. Questions may be directed to Major Daniel Roche, Technician Manager, (614) 336-7269/ DSN 346-7269.

FOR THE ADJUTANT GENERAL:



HOMER C. ROGERS, JR.
COL, FA, OHARNG
Director of Human Resources

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