

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

NGOH-HRO-TB

1 August 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Technician Performance Appraisal Interim Reviews due 30 September 2013

1. **REFERENCE.** Ohio Technician Personnel Regulation 430, Performance Management Program, 2 August 2012.
2. Rating officials are required to complete an interim review in the Performance Appraisal Application (PAA) for each Tenure 1 permanent technician, NLT 30 September 2013. Interim reviews document progress made toward performance plan objectives.
3. **OPTIONAL.** Before the rating official inputs review comments, technicians may complete a self-assessment in MyBiz as input.
4. Steps to complete an Interim Review:
 - a. The rating official must go into the PAA Interim Review Tab and create an interim review.
 - b. The rating official transfers the file to the technician for self-assessment with instruction to transfer the file back by a specified date.
 - c. **OPTIONAL.** The technician completes a self-assessment and transfers the file back to the rater. If the technician does not transfer the file back within the specified time, the rater will retrieve the file electronically.
 - d. The rating official reviews self-assessment and provides narrative progress for each objective.
 - e. The rating official obtains approval from higher level reviewer.

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f. The rating official communicates results to the employee and the employee acknowledges in MyBiz.

5. The Interim Review may be monitored through the "Track Progress" screen to ensure completion.

6. The Human Resource Office will track compliance with this requirement. For additional information please contact Major Dan Roche, Technician Branch Manager at 614-336-7269/ DSN 346-7269 or email Daniel.e.roche.mil@mail.mil.

FOR THE ADJUTANT GENERAL:



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

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