

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

NGOH-HRO-Z

28 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Technician Annual Performance Appraisal Reminder

1. Reference. Ohio TPR 430, Ohio National Guard Technician Performance Management Program.
2. The annual technician performance appraisal cycle ends on 31 March 2013. Supervisors of technicians with performance plans ending on 31 March 2013 must complete annual appraisals in the Performance Appraisal Application (PAA) by the 20 April 2013 deadline. Supervisors must also approve a new performance plan for each technician prior to 30 April 2013 as outlined in Ohio TPR 430. This does not apply to probationary technicians or technicians who will not have at least 120 days in their current positions prior to 31 March 2013.
3. Technicians on the current annual performance management cycle (1 April – 31 March) may record their performance achievements by conducting a self-assessment in the PAA. The self-assessment should be added to the performance plan before the Rating Official conducts a formal assessment and applies an annual appraisal rating of record. This process will require coordination between employees and raters. Employees are not required to conduct a formal interim assessment but are encouraged to do so.
4. Rating Officials of Technicians who are on the current annual performance cycle (1 April – 31 March) must prepare a narrative assessment and numeric rating of record for each job objective in the PAA. It is expected that the annual assessment will normally be communicated in person to the technician by the Rating Official. Rating Officials must accomplish these tasks prior to 20 April 2013.
5. Steps to complete an Annual Appraisal:
 - a. The Technician opens the Appraisal tab of their Performance Plan in the PAA.
 - b. The Technician selects the radio button for each Job Objective and enters a self-assessment into the "Employee Self-Assessment" box.
 - c. The Technician selects the "Transfer to Rating Official" button to return ownership of the Performance Plan back to the Rating Official.

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e. The Rating Official must go into the Annual Appraisal tab and enter an evaluation and a Job Objective Rating for each Job Objective.

f. The Rating Official seeks approval from higher level reviewer verbally or by transferring the performance plan to the Higher Level Reviewer for approval in the PAA.

g. The Higher Level Reviewer reviews the Rating Official's assessment and numeric rating and either approves or returns the plan to the Rating Official.

h. The Rating Official communicates their feedback to the Technician verbally.

i. The Rating Official transfers the approved rating and assessment to the Technician in the PAA.

j. The Technician acknowledges the rating and assessment in the PAA or by signing a copy of the Annual Appraisal. The Rating Official must select the appropriate method of communication in the PAA when the Technician acknowledges the Annual Appraisal.

6. The Annual Appraisal status may be monitored through the "Track Progress" screen to ensure completion (see Enclosure 1). Supervisors may run Performance Management Reports using the instructions in Enclosure 2. Search for "*Performance*" in the Program Name field and only select report Program Names containing "NG".

7. For additional information, please contact Mr. Don French at 614-336-7388 or CPT Daryl Scott at 614-336-7049.

FOR THE ADJUTANT GENERAL:

2 Encls

1. Track Progress Sample
2. Supv Report Instructions



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

DISTRIBUTION:

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Performance Appraisal Application (PAA) Track Progress Screen

Plan	
Drafted	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Approved	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Plan Modified	
Modified Job Objectives by Rating Official	<input checked="" type="checkbox"/>
Reviewed by Higher Level Reviewer	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Interim Review	
Employee - Self-Assessment	<input checked="" type="checkbox"/>
Rating Official - Assessment	<input checked="" type="checkbox"/>
Reviewed by Higher Level Review - If Required	<input checked="" type="checkbox"/>
Communicated to Employee by Rating Official	<input checked="" type="checkbox"/>
Acknowledged by Employee	<input checked="" type="checkbox"/>
Appraisal	
Employee - Self-Assessment	<input type="checkbox"/>
Rating Official - Assessment	<input type="checkbox"/>
Higher Level Reviewer Approved	<input type="checkbox"/>
Communicated to Employee by Rating Official	<input type="checkbox"/>

Encl 1

CHANGING EMPLOYEE ADDRESSES IN THE DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (DCPDS)



When an employee wishes to change his/her home address in the personnel system, it should be done either in MyPay or by notifying the employee's payroll office. If the home address is updated in DCPDS but not in Defense Civilian Payroll Office (DCPS), the new updated address will be overwritten with the interface received biweekly from the DCPS payroll system.

SUPERVISORS/MANAGERS CAN RUN PERFORMANCE MANAGEMENT REPORTS VIA MY WORKPLACE

Supervisors/Managers have the capability to run Performance Management Reports in My Workplace. These can be run by logging into the Defense Civilian Personnel Data System (DCPDS) Portal at <https://compo.dcpds.cpmis.osd.mil> and selecting, My Workplace>View/Print Performance Management Reports.

Performance Appraisal Application (PAA) Version 3.0

Schedule Request: Name
* Indicates required field

PRIVACY ACT INFORMATION

The information accessed through this system must be protected in accordance with the Privacy Act of 1974. Personal information contained in this system may be used for the conduct of official business. Any unauthorized disclosure or misuse of personal information may result in criminal and/or civil penalties.

How to request a report: (Step 1 of 3)

Report Name: Type the report name you wish to request. If you don't know the name of report, select the search icon to begin the search. Select the 'Go' button on the page that will be presented. Choose the applicable report from the list.

Request Name: Enter information that will assist in doing a search on this request at a later time. Select 'Next' button to continue.

* Program Name

Request Name

The name can later be used to search for this request

This is a three step process. Step 1 is to select a report name. Type the report name you wish to run. If you don't know the name of the report, use the search icon to find the name.

Encl 2

Choose the applicable report from the list and hit the "Select" button. Always select reports for "NG" (National Guard).

Search

Select a field to 'Search By'. Next, enter a value in the text field. Partial searches must begin with the first few characters of the search field followed by the '%'; e.g., Smi% or 02%. The most common naming convention for Full Name is last name, first name, and middle initial. For best results, enter last name followed by the % and first name followed by the %, e.g. Smith%John%. Select the "Go" button. Select the 'Quick Select' icon next to your selection.

Search By

Results

Select	Quick Select	Program Name	Application Name
<input type="radio"/>		Interim Review Status Report (HR) - NG	CIVDODHR
<input type="radio"/>		Performance Appraisal Status Report (HR) - NG	CIVDODHR
<input type="radio"/>		Performance Plan Status Report (HR) - NG	CIVDODHR

In Step 2, you set the parameter of the report by selecting the data fields needed. The required data fields (those with asterisks) must be completed. You must select a minimum of two fields in order for the report to run. Select the "Next" button.

How to complete Step 2 of 3:

All required data fields must be entered before selecting the 'Next' or 'Back' buttons.

If you select the 'Cancel' button, your current data will not be saved, and the system will take you back to the "View Previous Request" page.

Program Name **Performance Appraisal Status Report (HR) - NG**

Request Name

* Appraisal Effective Year (YYYY)

Rating Official

Higher Level Reviewer

Current PAA Status EQUALS

PAA Status DOES NOT EQUAL

Performance Plan Status EQUALS

Perf Plan Status DOES NOT EQUAL

Appraisal Assessment and Rating Status

Employee Name

Employee Number

SOID
Indiana 45206

Agency Group

Organization Name

UIC

PAS Code

Organization Structure ID

Next complete Step 3, verify your information and select the "Submit" button to continue.

Name	
Concurrent Program Name	Performance Appraisal Status Report (HR) - NG
Request Name	
Parameters	
Appraisal Effective Year (YYYY)	2011
Rating Official	
Higher Level Reviewer	
Current PAA Status	EQUALS
PAA Status	DOES NOT EQUAL
Performance Plan Status	EQUALS
Perf Plan Status	DOES NOT EQUAL
Appraisal Assessment and Rating Status	
Employee Name	
Employee Number	
SOID	TS
	Indianapolis IN 46206
Agency Group	
Organization Name	
UIC	
PAS Code	
Organization Structure ID	
Schedule	
Schedule	As Soon As Possible
Recurrence	Never Repeats

Once the report has been scheduled, the “Request ID” is furnished. Click OK to continue.

Information
Your request for Performance Appraisal Status Report (HR) - NG has been scheduled. The Request ID is 10083492
ICE My Biz ICE PAA V3 FAQ Home Logout Preferences
Privacy Statement

Once the report is generated, click on the “Output” icon to view the report.

Requests

Refresh Button: Select to update the Phase of the process execution
 Details Icon: Provides a summary that includes, but not limited to name of report, status, phase, request ID and parameters
 Output Icon: Review report information

To exit this page, select the 'Home' link or select 'Logout' to exit the system.

Requests Summary Table

Refresh Click "Refresh" to update the phase of the process execution

Name	Phase	Scheduled Date	Details	Output	Request ID	Refresh	Status
Performance Appraisal Status Report (HR) - NG	Completed	03-Aug-2012 07:11:16			10083492		Normal
Personnel/Payroll Interface DCPS Processing Status Report	Pending	04-Aug-2012 07:05:00			10083477		Scheduled
Personnel/Payroll Interface DCPS Processing Status Report	Pending	04-Aug-2012 07:05:00			10083476		Scheduled

“Supervisors/Managers have the capability to run Performance Management Reports in My Workplace”