

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

NGOH-HRZ

30 June 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HRO Policy # 21-002, Training Requirements for Supervisors of Federal Employees

**1. References.**

- a. Department of Defense (DoD) Civilian Personnel Management System: Training, Education, and Professional Development 1400.25, Volume 410.
- b. Chief National Guard Bureau Instruction (CNGBI) 1400.25, Vol. 400, National Guard Human Resources Development Program.
- c. 5 CFR 412.202, Systematic training and development of supervisors, managers, and executives.
- d. Public Law 111-84, National Defense Authorization Act of 2010.
- e. Public Law 110-389, The Veterans' Benefits Improvement Act of 2008.

**2. Purpose.** This memorandum prescribes training requirements for Supervisors of T32 National Guard Technicians and T5 National Guard Employees, hereafter referred to as Employee(s).

**3. Mandatory Training Requirements for Supervisors.** See Enclosure 1 for instructions on completing these training requirements.

a. **Basic Training Requirements.** Supervisors of employees must complete the two-day Basic Technician and Civilian Personnel Management Course. All newly appointed supervisors of employees must complete this requirement within one year of appointment to a supervisory position.

b. **Refresher Training Requirement.** Supervisors of employees must complete the Ohio HRO-administered Annual Update / Refresher Training every three years after completing the Basic Training Requirements. Supervisors may attend annually to stay current on changes to HRO policy and guidance.

4. **Recommended Training for NG Federal Supervisors and Managers.** See Enclosure 2 for a complete list of recommended training opportunities.

a. **HRO-Administered Federal Employees Retirement System (FERS) Seminars.** Training dates are located on the ONG Public Website at <https://hr.ong.ohio.gov/Technicians/Training/Training-Dates-Forms>

(1) **FERS Pre-Retirement Seminar.** The target audience is employees within 7 years of retirement. The FERS Retirement Seminar focuses on retirement planning for employees with more than 20 years of federal service and employees that anticipate separation as a disability retirement.

(2) **FERS Career Planning Seminar.** The target audience is employees with less than 20 years of service. The FERS Technician Career Planning Seminar focuses on federal employee benefits and retirement planning.

b. **DoD Performance Management and Appraisal Training.** Supervisors of employees should complete DPMAP training upon initial assignment to a supervisory position and once every three years thereafter. The link to training can be found in Enclosure 2, Recommended Training #7. Also, see Enclosure 3 for additional information about completing performance plans.

5. **Documenting Training.** HRO will update supervisors' and employees' records in the Defense Personnel Data System (DCPDS) for HRO-sponsored training events that fulfill mandatory training requirements. Supervisors and employees may upload certificates of completion for any other training events in MyBiz+ at <https://compo.dcpds.cpms.osd.mil/>. HRO will review such submissions for potential inclusion in the supervisor or employee's training record. See instructions in Enclosure 4.

6. Please direct questions to Ms. Rebecca Malone, Human Resource Development Specialist, at (614) 336-7055, or Mrs. Brittney Newberry, Human Resource Development Supervisor, at (614) 336-7453. Email inquiries to the following distribution list: [ng.oh.oharng.list.j1-hro-training@mail.mil](mailto:ng.oh.oharng.list.j1-hro-training@mail.mil).

FOR THE ADJUTANT GENERAL:



JOSEPH F. LOGAN, Col, ANG  
Director of Human Resources

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- 1. Mandatory Training
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- 3. Performance Plan Examples
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## Enclosure 1 - Supervisor Mandatory Training Requirements

**REQUIREMENT #1** – HRO Administered Basic Technician and Civilian Personnel Management Course. HRO publishes training dates on the ONG Public Website at: <https://hr.ong.ohio.gov/Technicians/Training/Training-Dates-Forms>. Register for a Refresher event using the pre-populated SF-182s on the public website.

**REQUIREMENT #2** – HRO Administered Refresher (Annual Update). HRO publishes training dates on the ONG Public Website at: <https://hr.ong.ohio.gov/Technicians/Training/Training-Dates-Forms>. Register for a Refresher event using the pre-populated SF-182s on the public website.

## Enclosure 2 - Supervisor/Employee Recommended Training

**RECOMMENDED TRAINING #1** – HRO Administered FERS Retirement Seminars. Register for a FERS Retirement Seminar using the pre-populated SF-182s on the public website.

See the ONG Public Website for Training Dates:

<https://hr.ong.ohio.gov/Technicians/Training/Training-Dates-Forms>

**FERS Pre-Retirement Seminar.** The target audience is employees within 7 years of retirement. The FERS Retirement Seminar focuses on retirement planning for employees with more than 20 years of federal service and employees that anticipate separation as a disability retirement.

**FERS Career Planning Seminar.** The target audience is employees with less than 15 years of service. The FERS Career Planning Seminar focuses on federal employee benefits and retirement planning.

### **RECOMMENDED TRAINING #2** – EBIS Online FERS Retirement Training

EBIS provides click the *My Profile* button in the top right to access courses on retirement, Thrift Savings Plan (TSP), Social Security, Insurance, Flexible Spending Account (FSA), New Employee Benefits and financial planning: <https://www.ebis.army.mil>

The Army Benefits Center also provides live retirement seminars online that employees join, and ask questions to HR personnel.

### **RECOMMENDED TRAINING #3** – Employees' Compensation Operations & Management Portal (ECOMP) for Office of Workers' Compensation (OWCP) Supervisor Training:

<https://www.ecomp.dol.gov/content/help/Supervisor/>

**RECOMMENDED TRAINING #4** – Supervisors complete their service-specific 40-hour online training course. The Supervisor Development 40-hour course provides the basic essential information for supervisors of Federal Employees (T32/T5).

– Navigate to the applicable website for your service's Supervisor Development Course.

**ARMY Learning Management System (ALMS) Training Link:** <https://www.lms.army.mil>

Search Catalog > Add in the search menu “**Supervisor Development**”

Mandatory Training >

- SUPERVISOR DEVELOPMENT (1-250-C53 (DL\_))
- Register > Complete Registration

**AIR FORCE - AF PORTAL / Virtual Force Development Center (vFDC) Training Link:**

<https://www.my.af.mil/gcss->

[af/USAF/ep/globalTab.do?channelPageId=s0ECF2BB84DBEAE7B014DD46E712201EF](https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s0ECF2BB84DBEAE7B014DD46E712201EF)

- Select Virtual Force Development Center
- Then select Civilian Development (Left-hand side of page)
- The select Supervisory & Managerial Development
- Select USAF New Supervisors Course for Fact Sheet/Instructions (Basic)
- Select USAF Experienced Supervisors Course for Fact Sheet/Instructions (Refresher) – Every 3 years
- To register, please follow the instructions provided in the Fact Sheet:  
<https://www.milsuite.mil/book/docs/DOC-704960> (A CAC is required)

## Enclosure 2 - Supervisor/Employee Recommended Training

**RECOMMENDED TRAINING #5** – The Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR) Training. Navigate to the applicable website for your service's No FEAR Act online course.

**ARMY Learning Management System (ALMS) Training Link:** <https://www.lms.army.mil>

Mandatory Training >

- NO FEAR FOR NON-SUPV (EEO-203A)
- NO FEAR FOR SUPERVISORS (EEO-203B)

**AIR Advanced Distributed Learning Service (ADLS) Training Link:** <https://golearn.adls.af.mil/login.aspx>

Course List > Total Force Awareness Training (TFAT) > No Fear Training

**RECOMMENDED TRAINING #6** – Supervisors must complete the following Performance Management Training:

**ARMY Learning Management System (ALMS) Training Link:** <https://www.lms.army.mil>

Search Catalog > Enter in the search menu "DPMAP Training – Army"

**AIR Advanced Distributed Learning Service (ADLS) Training Link:** <https://golearn.adls.af.mil/login.aspx>

Course List > Selected Force Training > DoD (DPMAP) 7 Module

**RECOMMENDED TRAINING #7** – Go to the DCPAS DPMAP Website located at <https://www.dcpas.osd.mil/LER/DPMAP> > Scroll to the bottom until you see Training Videos. WATCH the following videos. HRO relies on the integrity of the supervisors to watch these videos and assumes completion when all other requirements are complete.

Video 1 – Performance Management Program Overview

Video 2 – My Performance Tool Main Page Overview

Video 3 – Employee – Create a Plan

Video 4 – Rating Official (Supervisor) – Create a Plan

Video 5 – Employee – Update and Acknowledge Your Plan

Video 6 – Rating Official – Editing and Approving the Plan

**RECOMMENDED TRAINING #8** – WATCH these Videos. HRO relies on the integrity of the supervisors to watch these videos and assumes completion when all other requirements are complete.

Video 1 – Greatness by David Marquet (9:48):

[https://www.youtube.com/watch?v=OqmdLcyES\\_Q](https://www.youtube.com/watch?v=OqmdLcyES_Q)

Video 2 – Planning Meeting (12:25):

<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson3PlanningMeeting.mp4>

Video 3 – Addressing Performance Issues: What do you do? Part 1 (1:07):

<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5WhatWouldYouDoPart1.wmv>

Video 4 – Addressing Performance Issues: What do you do? Part 2 (1:03):

<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5WhatWouldYouDoPart2.wmv>

Video 5 – Addressing Performance Issues: What do you do? Part 3 (1:23):

<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5WhatWouldYouDoPart3.wmv>

## Enclosure 2 - Supervisor/Employee Recommended Training

Video 6 – Mid Year Review Gone Wrong (3:03):

<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5MidYearReviewGoneWrong.wmv>

Video 7 – Mid Year Review Gone Right (2:23):

<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson5MidYearReviewGoneRight.wmv>

Video 8 – End of Year Appraisal Review (2:21):

<https://www.cpms.osd.mil/Content/Documents/DPMAP/Lesson6EndofYearAppraisalReview.wmv>

Video 9 – Motivation by Dan Pink (18:36):

<https://www.youtube.com/watch?v=rrkrvAUbU9Y>

### **RECOMMENDED TRAINING #9 – Uniformed Services Employment and Reemployment Rights Act (USERRA)**

HRO relies on the integrity of the supervisors to review these PowerPoints and assumes completion when all other requirements are complete. Review the USERRA PowerPoints 101 and 102 to learn basic application of the Uniformed Services Employment Rights Act (USERRA).

**USERRA PowerPoints 101 and 102:** <https://esgr.mil/USERRA/USERRA-Training>

## Enclosure 3 - Performance Plan Examples

Supervisors are responsible for establishing their employee's Performance Plans utilizing the following tools.

**My Biz+ & My Workplace** <https://compo.dcpds.cpms.osd.mil/>

- Managers and Supervisors to view personnel information about their staff (Official Personnel Actions SF50s (Appointment, Position, Change-in-Grade, Awards/Bonuses, Civilian Career Report, Individual Development Plans (IDPs), Performance Reports etc.)
- Employees, Managers and Supervisors to establish performance plans, provide feedback, and appraise employee performance

**FASCLASS:** [https://acpol2.army.mil/fasclass/search\\_fs/search\\_fasclass.asp](https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp)

- Region: Select National Guard
- Search for Position Description by PD#, Position Title, or Pay Plan / Series/ and Grade

### Performance Element Examples:

**Performance Element Title: Customer Service**

**Performance Element and Standard:** 5 Outstanding. For 1 or more manners of performance: results were far superior in quality, quantity and/or impact to the stated objective to what was expected; overcame significant obstacles; demonstrated the highest standards of conduct; represented the organization effectively. 3 Fully Successful. Retrieves personnel records and data for staff and customers. Answers requests for information and redirects customers to HR specialists as needed. Interacts with customers in a courteous manner. 1 Unsatisfactory. Following counseling, fails in any of the fully successful manners of performance standards.

**Performance Element Title: Budget Analysis**

**Performance Element and Standard:** 5 Outstanding. For 1 or more manners of performance; results were far superior in quality and/or impact to the stated objective to what was expected; overcame significant obstacles; demonstrated the highest standards of conduct; represented the organization effectively. 3 Fully Successful. Reviews, evaluates, and analyzes obligations and expenditures. Adjust the obligation plan as needed. Ensures that funding levels are correct and AFP meets funding criteria as established by NGB. Corrects the monthly obligation plan as necessary. Meets with Comptroller personnel for tri-annual unliquidated obligation review and reconciliation. 1 Unsatisfactory. Same as Marginal except fails in any of the fully successful manners of performance standards.

### Supervisory Mandatory Performance Elements

**(Required on all supervisory performance plans):**

**Performance Element Title: Supervisory Element**

**Performance Element and Standard:** 5 Outstanding. For 2 or more manners of performance: results were far superior in quality, quantity and/or impact to the stated objective to what was expected; overcame significant obstacles; demonstrated the highest standards of conduct; represented the organization effectively. 3 Fully Successful. Administer the performance management process in a timely and effective manner; ensure effective administration and compliance with laws, regulations and policies concerning merit system principles, prohibited personnel practices, EO/EEO, and Safety. 1 Unsatisfactory. Following counseling, fails in any of the fully successful manners of performance standards.

**Performance Element Title: Whistleblower Protection**

**Performance Element and Standard:** 5 Outstanding. In addition to the requirements for fully successful - Remind employees of their right to engage in whistleblowing through periodic emails, staff meetings, and communicate your goal of creating/maintaining a workplace free from retaliation. Examples include providing employees with an anonymous suggestion box, highlight that whistleblowing may lead to innovation or modification of practices, and look for examples where a whistleblower's disclosure of wrongdoing led to better practices. Be receptive to differing points of view and encourage employees to share their dissenting opinions. 3 Fully Successful. Supports the Whistleblower Protection Program by responding constructively to employees who make protected disclosures under sections 2302(b)(8), 2302(b)(9), or 2302(b)(14) of Title 5, United States Code; takes responsible and appropriate actions to resolve such disclosures; and creates an environment in which employees feel comfortable making such disclosures. 1 Unsatisfactory. Following counseling, fails in any of the fully successful manners of performance standards.

## Enclosure 4 - Certificate Submission Instructions

Supervisors and employees may upload certificates of completion using the MyBiz+ portal using the following instructions:

Login to MyBiz+ at <https://compo.dcpds.cpms.osd.mil/>

Select “Professional Development” – Drop down choice > select “Training” > Update

**Course Name:** As applicable

**Course Number:** Local course number or Course number from course completion certificate

**Priority Indicator:** All of these courses are “Critical/Mandated”

**Training Hours:** Determine by the course hour requirements, as applicable

**Training Source Type:** Select “Government Internal”

**Training Delivery Type:** Select as applicable

**Decision Source:** Select “Identified by Supervisor/Management – New Requirement

**Training Purpose:** Select as applicable

**Agency Type:** Select from the following choices as determined by the course – Select the Radio button to select the course after the search.

- **Mandatory Supervisor Course (Army or Air) >** Search for “AR – Advanced/ NV-BASIC/ Supervisory Training”
- **Performance Management DPMAP7 >** Search for “ Defense Performance Mgt & Appraisal Program (Full Course)
- **No FEAR >** Search for “EEO”
- **USERRA (Completion date: The day PowerPoints are reviewed) >** Search for “USERRA Training”
- **Telework Employee Training >** “Change Management (EMP)”
- **Telework Manager Training >** “Change Management (SUPV)”

**Review and Confirm > Electronic Signature > Process Transaction to “Self Verify Training Completion”**

**OR**

You may email your **Certificates of Completion** to HRO using the following distribution list:

[ng.oh.oharng.list.ngoh-j1-hro-training@mail.mil](mailto:ng.oh.oharng.list.ngoh-j1-hro-training@mail.mil)