



Ohio National Guard Familiarization Training Participant Guide

Ohio Technician Personnel
Regulation (TPR) 430

&

Using the Performance
Appraisal Application (PAA)

NOTES

NOTES

BENEFITS

- A performance appraisal system that encourages the **fair** and equitable evaluation of employees based on performance and **results**.
- Program shall provide for employee **participation** in program development, implementation, and application.
- A **higher level review** ensures equitable and consistent application of, and compliance with, performance management requirements by all subordinate raters.

Note: Slide #4

PROGRAM REQUIREMENTS

Each Appraisal Period is a **52** week period based on birth month.

Example: If you were born in December, your next rating period will be from 1 Jan 11 to 31 Dec 11.

Note: Slide #8

Minimum Period of Performance :

- **120** days
- **Non -Pay** status does not count toward rating
- Temp Techs **do not** receive appraisals

Note: Slide #10

TRIAL/PROBATIONARY PERIOD RATINGS

No rating will be accomplished during the **12** month trial period (no more “retention appraisals”).

Supervisors must carefully **observe** and **evaluate** technicians during the trial period.

Supervisors must contact HRO for **non-retention** during the trial period.

Note: Slide #11

TRIAL/PROBATIONARY PERIOD RATINGS

For retention beyond the trial period, the technician must be performing at Level **3** Fully Successful or above.

After completion of the first **12** months of Federal Service, the technician will receive a rating of record.

And the next appraisal will be due on the **birth** month cycle, minimum 120 days.

Note: Slide #11

PERFORMANCE PLANS

Aligned with mission goals-Readiness.

Expectations based on: goals, requirements, procedures, or other instructions.

Communication: must be ongoing and two-way between supervisor and technician. An interim review is required.

Adjustments to plans may take place at any time as long as there is at least 120 days left in the rating period.

Note: Slide #13

PERFORMANCE PLANS

Plans built in the PAA. Based on written Objectives, which are a combination of critical **elements** and performance **standards**. Should be written so that supervisor and technician understand what is expected, and how performance will be evaluated into a rating.

Critical Elements: **3-5** elements recommended, may be weighted. Mandatory critical element for supervisors (Performance management, upholding merit principles, EEO compliance and Safety).

Note: Slide #13

MONITORING PERFORMANCE

Regular communication to reinforce the good, address the bad, and update objectives as necessary.

Unacceptable performance should be addressed immediately—do not wait until the end of the appraisal period.

Although communication will take place in the system and through email, face-to-face dialogue is still the standard.

Note: Slide #14

MONITORING PERFORMANCE

An Interim Review, done in the PAA, is required between the **4th** and **6th** months of the appraisal period, and will be tracked.

Closeout Assessments will be done in the PAA when needed, if **120** day minimum rating period is met. Closeouts from the most recent appraisal period will be viewable by the technician, rater, and approving official.

Note: Slide #14

END OF YEAR PERFORMANCE ASSESSMENTS

Supervisory Assessment:

Narrative evaluation of performance required, along with a **1-5** whole number rating for each job objective.

The PAA will **calculate** the overall rating.

The supervisor will **evaluate**, obtain approving official review either electronically or as certified by other means, and then communicate the rating to the technician.

Due within **30** days of the end of the appraisal period.

Note: Slide #17

END OF YEAR PERFORMANCE ASSESSMENTS

Technician Self-Assessment:

Optional narrative input completed in the PAA by the **technician** for the supervisor's benefit in evaluating performance.

May be added to at any time, also available at **Interim**.

Note: Slide #17

RATING METHODOLOGY

(OVERALL SUMMARY RATING)

Based on the rating of each objective, the PAA will generate a **summary** rating.

If the objectives are weighted, the weights must equal **100**% when added together. The PAA will police this and perform the calculations.

Summary Ratings:

1 on any Objective	Level 1 Unacceptable
2.00 to 2.50	Level 2 Marginal
2.51 to 3.50	Level 3 Fully Successful
3.51 to 4.50	Level 4 Excellent
4.51 to 5.00	Level 5 Outstanding

A Special Purpose Rating will be accomplished when a Level **1** rating improves to Level 2 for no less than 30 days.

Note: Slide #18

REVIEW AND APPEAL PROCESS

Final Appellate Authority: The **Adjutant General** is the final authority. Technicians must choose whether they will appeal through this process or with a grievance—they can't use both.

Establishment of a Review and Appeals Board: The **TPR** allows for an ad hoc or standing appeals board to review appeals of unacceptable ratings; ratings other than acceptable may be reviewed by a single higher level official.

Note: Slide #19

REVIEW AND APPEAL PROCESS

State Review and Appeals Board: A board of officials not in the technician's chain of command convened to review the appeal and make a recommendation to the Adjutant General. **Technicians** are entitled to representation at their own expense (the Government will not provide representation).

Note: Slide #19

Filing an Appeal: must be filed with **HRO** NLT 30 days after receipt of the appraisal. Board will review the appraisal and rating, not the personnel action taken as a result.

Note: Slide #20

REVIEW AND APPEAL PROCESS

Appeal Processing: The **technician** must provide required information to HRO, as available (name, unit, the appraisal being appealed, why it should be changed, the requested performance level, and date the appraisal was received).

Board Procedures: the board has a wide range of flexibility to take **oral** or **written** evidence as it deems fit to evaluate the appeal and make a recommendation.

Note: Slide #20

MY BIZ/MY WORKPLACE TUTORIAL

WHAT IS MY BIZ?

A **Self-Service** application that allows technician employees to: **Note: Slide #27**

- **Access** & **View** their personal technician employment information 24/7 **Note: Slide #27**
- **Maintain** some their personal information **Note: Slide #28**
- **Print** their own SF 50s **Note: Slide #29**

Employees can **VIEW: Note: Slide #31 for below**

- **Appointment** information
- Position information (current and **historical**)
- Salary info
- Awards and **Bonus** info
- Benefits
- Performance **Appraisals**
- Personnel Actions

WHAT IS MY BIZ?

- Employee can **MAINTAIN**:
 - **Race** and National Origin
 - Handicap code
 - Email address
 - Phone numbers
 - Foreign Language **proficiency**
 - **Emergency** Contact information
 - Education & **Training***
 - *Must be validated by the Human Resources Development (HRD) office.

Note: Slide #32

WHAT IS MY WORKPLACE?

- A self-service application that allows **Supervisors** of technicians the ability to **VIEW:**
 - **Employee** personnel information
 - Personnel **actions** that have processed on their employees

Note: Slide #33

- My Workplace also allows supervisors to **Input & Track** Performance Appraisals

Note: Slide #34

- Anyone who supervises **technicians** gets a My Workplace account

Note: Slide #35

- Accounts are created nightly

MY WORKPLACE - WHAT CAN I VIEW?

Supervisors can currently **view** the following employee info:

- **Position** information (current & historical)
- Salary information
- Awards & **Bonuses**
- Performance info
- Appointment info
- Personnel Actions

Note: Slide #36

JOB OBJECTIVES

Combination of a **Critical** Element and **Standard**

- edit current critical elements/standards into a job objective statement of less than 1000 characters.
- You can work them up ahead of time in a Word document and cut-and-paste into the PAA.
- See Appendix C para 2 of the TPR: identify duties, group into categories, and develop manners of performance descriptions.

Describe a major **responsibility** and provide a **description** of all levels of performance.

Note: Slide #54

JOB OBJECTIVES

Minimum of **3** objectives; **3-5** objectives recommended.

Objectives may be **weighted**-the system will ensure you do it properly.

Keep **conduct** separate.

– Attitude, Work Ethic, Tardiness

Note: Slide #54

PROCESS: SELF ASSESSMENTS

Employees self-assess each **objective** for interim reviews and appraisals, max 2000 characters.

Describe **progress** made to date, obstacles overcome, difficulties to be faced, resources needed to succeed, opportunity to request modification of objective.

STAR:

Situation, **T**ask, **A**ction, **R**esult

Note: Slide #60

POINTS OF CONTACT

LOGIN ISSUES:

- Mr. Dale Paul, dale.paul@us.army.mil
- Mr. Rick Stone, rick.r.stone@us.army.mil

HIERARCHY & POSITION DESCRIPTION ISSUES:

For Air Personnel: Contact your Base Remote

For Army Personnel:

Primary: Ms. Cindy Hurst, cindy.hurst@us.army.mil

Alternate: Mr. Troy Shoffstall, troy.shoffstall@us.army.mil

PERFORMANCE MANAGEMENT PROCESSES:

- CW3 Rosalie Metoxen, Rosalie.metoxen@us.army.mil

HRO CUSTOMER SERVICE:

614-336-7051

LOGIN ACCESS

- MyBiz/MyWorkplace login:
 - <https://compo.dcpds.cpms.osd.mil>
- Select your non-email certificate:
 - Password and username: SSN with hyphens.
- Select MyBiz > Update My Information
- Enter email address and emergency contact info.
- Technicians stay in MyBiz and select the PAA to perform your actions.
- Rating Officials and Higher Level Reviewers go to MyWorkplace and then to PAA to perform your actions.

MY BIZ/MY WORKPLACE LOGIN GUIDE

My Biz is a Self-Service web-based application that allows technician employees to access their Technician Personnel information.

- Similar to **vPC-GR** (Air) and **iPERMS** (Army)

Access My Biz through the DCPDS Portal: <https://compo.dcpds.cpms.osd.mil>

SMART CARD REGISTRATION:

When prompted select you NON-EMAIL CERTIFICATE

- SMART CARD REGISTRATION
 - o **SSN/LN Employee ID Number:** Enter your **SSAN WITH HYPHENS** (Dashes) in both blocks
- REGIONS ASSOCIATION SECTION
 - o **HR/MyBiz/MyWorkplace Username:** Enter your **SSAN WITH HYPHENS** (Dashes) in both blocks

My Biz (left side) and **My Information, Update My Information, Performance Appraisal Application (PAA)** (right side)

- **Update My Information** – half way down page Work Email Address update your official (.mil) email address. **IMPORTANT/MANDATORY UPDATE** then click on the **UPDATE Button** located below your email address area.
- **My Information** – contains Appointment, Position, Salary, Benefits, Awards and Bonuses, Performance, Personnel Actions tabs.
- **Personnel Actions:** This is where you can view most of your personnel actions to include your **initial appointment paperwork**
 - o **Click on tab.** This should bring up your appointment action: **check box** in front of the effective date of the action, then click the **“View Selected”** button. **Open** the PDF File and your Appointment SF 50 will open. You can review and close or print the document.

FOR ADDITIONAL INFORMATION CONTACT:

ARMY PERSONNEL: Mr. Dale Paul at (614)336-7267 or DSN273-7267 dale.paul@us.army.mil
or Mr. Rick Stone at (614)336-7064 or DSN273-7064 rick.r.stone@us.army.mil

AIR PERSONNEL: Your Wing HRO Remote or contact personnel listed above.

RESOURCES

References located on the HRO Public Site:

<http://www.ong.ohio.gov/hro/index>

- Ohio Technician Personnel Regulation (TPR) 430
- Ohio NG Familiarization Training Slides
- Ohio NG Familiarization Training Participant Guide
- Quick Guide for Establishing Critical Elements
- Self Assessment Guide
- Self Assessment Journal
- My Biz/My Workplace User Guide
- PAA Guide for Employees
- PAA Guide for Rating Officials
- PAA Guide for Higher Level Reviewers

Links:

DCPDS Portal: Log in for My Biz/My Workplace

<https://compo.dcpds.cpms.osd.mil>

DCPDS Self Service: DCPDS User Guide, FAQs, terms, definitions, and brochure

<http://www.cpms.osd.mil/hrbits/selfservice.aspx>