

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

NGOH-HRO-TB

7 March 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Technician Performance Appraisals due 31 March 2014

**1. References.**

a. Ohio Technician Personnel Regulation 430, Performance Management Program, 2 August 2012.

b. Ohio National Guard 2013-2017 Strategic Plan.

**2. Requirement.** Rating officials are required to complete an annual appraisal review in the Performance Appraisal Application (PAA) for permanent technician NLT 20 days after the close of the annual rating cycle on 31 March 2014.

**3. Survey.** In May, after the close of the performance cycle, an 11-question Engagement Survey will be released to the technician workforce. This survey is related to Objective 4.1 of the People, Learning and Growth perspective on the Adjutant General's Strategy Map. Results will be compared to the 2011 Workforce Survey for changes from the baseline in Dedication, Organizational Commitment, Appreciation and Recognition, and Involvement and Participation. The Executive Board believes that engagement is driven by the relationship of two concerns - what the Ohio National Guard needs from technicians in order to be successful in its missions and what technicians need from the Ohio National Guard to be successful in their careers. The performance management process is a tool we use to align the needs of the organization and the individual to improve engagement and results.

**3. Self Assessments.** Technicians must have the opportunity to enter a self-assessment of annual performance in the PAA before the rating official enters his or her comments and ratings.

**4. Actions.** Steps to complete an Annual Appraisal are as follows:

a. The rating official transfers the file to the technician for self-assessment with instruction to transfer the file back by a specified date.

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b. 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.

c. The rating official reviews self-assessment and provides narrative comments and a numeric rating for each objective.

d. The rating official obtains approval from higher level reviewer.

e. The rating official communicates results to the employee.

5. **New Plans.** Upon completion of the annual appraisal, the entire performance plan with objectives, interim review, and annual appraisal will be archived in PAA. At that time, the supervisor/rating official must initiate a new plan for the 1 April 2014 - 31 March 2015, performance year. The new plan must be approved and acknowledged by the technician NLT 30 April 2014.

6. **OPR.** The Human Resource Office (HRO) will track compliance with this requirement. Representatives of the HRO will also contact each Air Wing/GSU and Army MSC/Directorate to ensure advice and assistance is given where needed. 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](mailto:Daniel.e.roche.mil@mail.mil). Additional guidance for technicians, rating officials, and higher level reviewers is on the web at <http://hr.ong.ohio.gov/Technicians/PerformanceMgmtAwards.aspx>.

FOR THE ADJUTANT GENERAL:



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