



Maryland National Guard Performance Appraisal Application (PAA)

Familiarization Training 7 Sep 2016

This briefing is
UNCLASSIFIED



Overview

This Overview focuses on:

- MyPerformance Implementation
- Program requirements
- PIP and Appeals
- Registration & logging in



MyPerformance Plan Activities

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Wednesday, September 07, 2016 5:23 AM



Performance Appraisal Application (PAA)

*All evaluations are due in PAA between October 1st and October 31

*All Interim Reviews are due in PAA between March 1st and March 31st

HELPFUL RESOURCES:

- [Critical Elements](#) (PDF) View this document to get the basics of Critical Elements
- [Self Assessments](#) (PDF) View this document to receive help on how to write Self Assessments
- [My Biz Plus User Guide](#) (PDF) MyBiz+ User Guide for Supervisors and Managers
- [My Biz Registration](#) (PDF) View to see step by step how to register in MyBiz
- [Examples of Critical Elements](#) (PDF) View to see some sample Critical Elements
- [Examples of Critical Elements from NGB](#) (PDF) View to see sample Critical Elements from NGB
- [Technician Personnel Regulation \(TPR\) 430](#) (PDF) View to see the TPR
- [NGB Form 32](#) (PDF) View to fill out a recommendation for incentive award and Quality Step Increase
- [PAA Familiarization Training Guide](#) (PDF) View to see the slideshow used in PAA Refresher Training

PAA The Participants Guide Book:

Tab 1 - [Writing Effective Critical Elements](#)

Tab 1a - [Sample Critical Elements](#)

Tab 1b - [Measuring Hard to Measure Work](#)

Tab 2 - [Writing Effective Self Assessment](#)

Tab 3 - [NGB Form 430, Performance Appraisal](#)

Tab 4 - [How do I... Complete Employee Activities in the National Guard PAA?](#)

Tab 5 - [How do I... Complete Rating Official Activities in the National Guard PAA?](#)

Tab 6 - [How do I... Complete Higher Level Reviewer Activities in the National Guard PAA?](#)

Tab - [National Guard PAA Screen Shots](#)

UNITED STATES AND MARYLAND

FLAG STATUS

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How do I... ▾

MARYLAND GOVERNOR

MDGKO USERNAME PASSWORD REQUIRED
MARYLAND GUARD KNOWLEDGE ONLINE

WEBMAIL

Monthly Observance

Veterans Crisis Line
1-800-273-8255 PRESS 1

410-979-1155
Sexual Assault
Response Coordinator

AKO ARMY KNOWLEDGE ONLINE

AF PORTAL
Global Combat Support System GCSS-AF

Military OneSource.com
A 24/7 Resource for Military Members, Spouses & Families
1-800-342-9647

ESGR EMPLOYER SUPPORT OF THE GUARD

You can pull the PowerPoint from today's class and the step by step process to PAA here.

<http://www.md.ngb.army.mil/absolutenm/templates/?z=8&a=1984>



MyPerformance Implementation

Effective 01 April 2017 Maryland will be switching to MyPerformance

	PAA	MyPerformance
Current Rating Cycle	01OCT-30SEP (Eff30SEP)	01APR-31MAR (Eff30JUN)
Minimum Critical Elements Required	2	1
Required Supervisor to Employee discussions	1	3
Minimum days in Rating Cycle Required	120 days	90 days
Rating Structure	5 Tier (Unsuccessful, Marginal, Fully Successful, Excellent, Outstanding)	3 Tier (Unsuccessful, Fully Successful, Outstanding)



Program Requirements

- Each Appraisal Period is a **52** week period starting 1 April through 31 March, annually.
- 30 days following a new hire or a new position within the NG, employee's should receive a performance plan.
 - At least **120** days of technician status
 - **Non-Pay** status does not count toward rating
 - Temp Techs **do not** receive appraisals
 - Trial/Probationary employees **will receive** an annual appraisal



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.



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.



Monitoring Performance (cont.)

- 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.



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.



End of Year Performance Assessments

(cont.)

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**.



Performance Improvement Plan

- Determination of Unacceptable Performance during the rating period.
 - “Opportunity Period”
 - Formal Opportunity to Improve
 - Determination of Performance Improvement

Any further questions, please contact MSgt King at 410-576-6049, DSN 496-6049 or claude.r.king.mmil@mail.mil



Appeals - Appraisal

- Employees can challenge any performance appraisal/rating, or any single aspect of an appraisal/rating.
- Timeframes for filing appraisal appeals:
 - Unacceptable ratings: within 15 calendar days of receiving a copy of the appraisal.
 - Other than Unacceptable ratings: within 30 calendar days of receiving a copy of the appraisal.



Registration

Insert CAC card and go to:
<https://compo.dcpds.cpms.osd.mil/>

DCPDS PORTAL

News and Information
 Last updated May 10, 2015
 13:00 CDT

MyBiz+ for Managers and Supervisors

Component Help Desk Information

Smart Card Access

Click the login button below and select your non-email digital certificate.

Smart Card Login

First time Smart Card (CAC) user? [Register Here](#)

Returning Non-Smart Card (Non-CAC) User? Click the button below.

Non-Smart Card Access

First time Non-Smart Card (Non-CAC) user? [Register Here](#)

Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

Privacy Act | Accessibility/Section 508 | Privacy and Security Policy | DCPDS Information

To register for the site, click **Register** here.

DCPDS PORTAL

Welcome OLSTROEM RACHAEL JEAN

DCPDS Smart Card Registration

To register or update your Smart Card Certificate information to an HR/MyBiz/MyWorkplace application, read the Privacy Act Statement and follow the instructions below.

Enter your SSN/ILN Employee ID Number and select the "Register" button to register your Smart Card. Select the "Cancel" button to return to the DCPDS Portal Page.

Important SSN/ILN Employee ID Numbers are masked as an additional security measure for your personal protection.

* Use hyphens in the SSN/ILN Employee ID Number if applicable.

SSN/ILN Employee ID Number:

Confirm SSN/ILN Employee ID Number:

Register **Cancel**

Smart Card (CAC) Re-Registration

Select the "Re-Register" button if you received a new Smart Card (CAC) since the last time you registered to the MyBiz/MyWorkplace/Human Resources (HR) application.

Re-Register **Cancel**

Smart Card (DMA) Re-Registration

Privacy Act Statement

Authorities: 5 USC 301, Department Regulations, Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99, and Executive Order 9397.

Purposes: To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them. To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate. To audit user access to ensure that access is only granted to users that are authorized access to the information.

Routine Uses: To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

Disclosure: Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

From this screen type in your **social with dashes**. Then click **Register**.



Registration

A screenshot of a web browser displaying the DCPDS Portal. The browser's address bar shows the URL: https://compo.dcpds.cpmis.osd.mil/pls/rsou/civorasso.dcpds_cac.update_cac_use. The page header features the DCPDS PORTAL logo and the National Guard Bureau logo. A prominent orange error message reads: "Unable to Validate Your SSN/LN Employee ID". Below the message, instructions state: "To complete the DCPDS Portal registration process, select the 'Back' button to enter a valid SSN/LN Employee ID in the 'Smart Card Registration' section. Select the 'Return to Main Login Page' to return to the DCPDS Portal page." Two buttons are visible: "Back" and "Return to Main Login Page".

https://compo.dcpds.cpmis.osd.mil/pls/rsou/civorasso.dcpds_cac.update_cac_use

DCPDS PORTAL

Unable to Validate Your SSN/LN Employee ID

To complete the DCPDS Portal registration process, select the "Back" button to enter a valid SSN/LN Employee ID in the "Smart Card Registration" section. Select the "Return to Main Login Page" to return to the DCPDS Portal page.

[Back](#) [Return to Main Login Page](#)

If you receive this message please contact SSgt Olstroem at COMM 410-576-6046, DSN 496-6046, Rachel.j.Olstroem.mil@mail.mil



Logging In

DCPDS PORTAL

News and Information
Last updated May 10, 2015
13:00 CDT

MyBiz+ for Managers and Supervisors

MyBiz+ for Managers and Supervisors debuts May 4, 2015. If you are a manager or supervisor, Login and select the MyTeam tile on the MyBiz+ homepage to discover the HR information available for your team. Important: As of June 2015, My Workplace will no longer be available to managers and supervisors.

Component Help Desk Information

If you are having problems accessing this site, please select [Contact List](#) to locate and directly contact your Component Help Desk.

For additional information, check out our [Frequently Asked Questions \(FAQ\)](#)

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First time Non-Smart Card (Non-CAC) user? [Register Here](#)
Password problems? [Reset](#)

For technical problems, select the [Contact List](#) for your organization's computer support Help Desk.

From this screen click on the **login** button. Choose your non email certificate and enter PIN number

DCPDS PORTAL

My Application/Database [Add Additional Application/Databases](#)

Choose your Path

HR MyBiz+ NG

DD DCPAS Data Dictionary

To link your newly created DCPDS Portal account to your existing application/databases Click the [Add Additional Application/Databases](#) link above.

To protect your personal information, log out of your DCPDS Portal session by selecting the **Logout** button.

Logout

Click on **the appropriate path for you**. If your My Biz/ My Biz+ option does not appear and you receive an error please contact HRO.



References

Policy Guidance and Procedures

- 5 CFR 430, 451, and 531
- DoD Issuances 1400.25-M
 - Subchapter 430: Performance Management
 - Subchapter 451: Awards
 - Subchapter 531: QSI
- TPR 430, dtd 1 Oct 97
- MDNG TPR 430, 451