



Human Resources Benefits

Performance Appraisals Module 15



Overview

- Technician Personnel Regulation (TPF 430 – Performance Appraisal)
- Performance Appraisal Program
- Developing the Performance Plan
- Performance Management
- Appraisal Documentation
- My Biz, My Workplace and PAA



WHAT IS AN “APPRAISAL”?

The act or process of reviewing and evaluating the performance of an employee against described performance standard(s).



Performance Appraisal Program

- 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





Appraisal Periods

- **Existing technicians** – **Annual** through the last day of their birth month (PAA input due within 30 days)
- **New technicians** - **Probationary** period ends at the 12th month after the employees appointment
- **Changes** - a technician moving OUT/ or Supervisor moving IN – **Close out assessment** or appraisal as deemed necessary, at least 120 days in the rating period



“Annual” Appraisal Period

- **52** week period based on the technician’s birth month;
If you were born in December, your rating period is 1 Jan 11 -31 Dec 11
- 5 Rating Level Method: 5=Outstanding, 4=Excellent, 3=Fully Successful, 2=Marginal, 1=Unacceptable
- Each objective rated on a whole number scale, the final rating is an average
- Minimum rating period of performance **120** days
- **Non-pay** status does not count toward final rating
- Temp Techs **do not** receive appraisals



“Probation” Appraisal Period



- Performance standards must be established within 30 days of appointment
- LWOP over 30-calendar days during the trial period extends its duration—day for day
- Roll the follow-on appraisal into birth month cycle – insuring 120 days for rating



Performance Appraisal Program

Develop the “Performance Plan”:

- Analyze and understand the Job
- Consult the PD & other source documents
- Ensure critical elements (Job Objectives) are identified
- Identify special duties (if assigned)



Performance Appraisal Program

“Developing the Performance Plan”

- Align with mission goals- Readiness
- Expectations based on: goals, requirements, procedures, or other instructions
- Communication: must be ongoing and two-way between supervisor and technician.
- Plans built in the PAA should be written so that supervisor and technician understand what is expected
- Job Objectives: 3-5 elements recommended, may be weighted.
- Adjustments to “plans” may take place at any time as long as there is at least 120 days left in the rating period



More... Developing Performance Plan

Job Objectives must be identified.

These are critical elements that:

- Constitute a major component of the job
- If not accomplished, would adversely affect the organization
- If performance is unacceptable, would warrant removal or reduced grade



Where do I find the info??

POSITION DESCRIPTION				1. Agency POCM 70637000			
2. Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> AF <input type="checkbox"/> AR <input type="checkbox"/> USMC		4. Repl Office Location			
5. Duty Station		6. OPM Cert #		7. Fair Labor Standards Act Not Applicable			
8. Financial Statements Required <input type="checkbox"/> Spec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (52 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)			
11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Security <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		13. Competitive Level			
14. Agency Use DUAL STATUS							
15. Classified/Graded by <input type="checkbox"/> a. US Office of Pers Mgt <input checked="" type="checkbox"/> b. Dept, Agency or Establishment <input type="checkbox"/> c. Second Level Review <input type="checkbox"/> d. First Level Review							
16. Organizational Area (in addition to division title)		Pay Plan	Occupational Code	Grade	Initials	Date	
Surface Maintenance Mechanic		WG	5801	11	ml	6 Feb 06	
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - Joint Force Headquarters—State		17. Name of Employee (optional)					
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.		c. Third Subdivision - Logistics Directorate (J-4) d. Fourth Subdivision - Surface Maintenance Facility e. Fifth Subdivision -					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its occupational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations. a. Typed Name and Title of Immediate Supervisor		Employee Signature /Date (optional)					
Signature _____ Date _____		b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)					
Signature _____ Date _____		Signature _____ Date _____					
21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards. Typed Name and Title of Official Taking Action MYRA LOCKIE Human Resources Specialist (Classification) Signature // signed// Date 6 Feb 06		22. Standards Used in Classifying/Grading Position USOPM/JGS for: Introduction to the Federal Wage System Job Grading System, Sep 81; Heavy Mobile Equipment Mechanic, WG-5803, Jan 91; and Automotive Mechanic, WG-5823, Jun 90. Information for Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.					
23. Position Review		Initials	Date	Initials	Date	Initials	Date
a. Employee (pt)							
b. Supervisor							



Position Description

70637000

a. INTRODUCTION:

This position is located in the Joint Forces Headquarters (J-4), Surface Maintenance Facility. The purpose is to troubleshoot, repair, maintain, inspect, and/or overhaul a variety of complex combat, tactical, commercial, and special purpose vehicles and equipment having complicated mechanical and non-mechanical systems with a variety of interconnected systems. Provides technical guidance and specialized team leadership to lower grade employees.

Mission Goals

b. DUTIES:

(1) Performs maintenance, troubleshooting, and major repair on heavy-duty mobile equipment, combat, tactical, and automotive vehicles. This may include self-propelled artillery, tracked cargo and personnel carriers, road graders, mobile cranes, front loaders, bulldozers, power shovels, tanks, tracked combat vehicles, all terrain vehicles, semi trailers, forklifts, tractors, and accessory equipment. Troubleshoots, repairs and/or overhauls, as a regular and recurring duty, a variety of the mechanically complex major systems to include internal combustion engines, turbine engines, automatic and non-automatic transmissions, heavy duty drive line systems, and hydraulic utility systems and controls, cross drive or similar multi-system transmissions and a variety of intricate fuel injection systems. Makes repairs and modifications to assemblies and components such as voltage regulators, generators/alternators, brake cylinders, etc., for use or placement in systems for which they were not specifically designed. Improvises work when standard procedures do not apply.

(2) Troubleshoots equipment with a variety of the mechanically complex major systems and diagnoses difficult performance problems and the cause of mechanical failures by means of visual and auditory checks, uses test equipment such as engine analyzers, compression testers, voltmeters, ohmmeters, pressure gauges and computer diagnostic tools. Utilizes embedded diagnostics in equipment and a wide variety of specialized original equipment manufacturer system analyzers in order to determine the exact nature or extent of repair. Determines what adjustments may be necessary to complete work orders, and whether any additional repairs other than those specified or indicated on the work order are necessary.

Reference the PD in the student desktop reference



More.....Developing Performance Plan

Job Objectives

1. Objective statement of less than 1000 characters
2. Work them up ahead of time in a Word document and cut-and-paste into the PAA
3. Appendix C para 2 of the TPR: identify duties, group into categories, and develop manners of performance descriptions
4. Describe a major responsibility and provide a description of all levels of performance
5. Objectives may be weighted-the system will calculate
6. Keep conduct separate : Attitude, Work Ethic, Tardiness



More... Developing Performance Plan

Mandatory Job objective for Supervisors if PD identifies supervisory role-(Appx E TPR 430) includes:

- EEO compliance
- Safety Program Support
- Performance Management Responsibilities
- Upholding merit principles



**Reference TPR 430 appendix H for
visual flow chart on Performance
Management cycle.**



TPR 430

Walk the participants through the index to TPR 430 to cover appeals, PIPS and level 1 and 2 ratings.



What is My Biz?

“MILITARY INFO”

“Technician Info”





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 (.mil) 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



- Log into MyBiz and cover the generic information input/updates/what employees can access
- Show employees performance appraisal application steps/building a PAA
- Cover MyWorkplace for Supervisory level



Points of Contact for PAA

LOGIN ISSUES:

- 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:

PERFORMANCE MANAGEMENT PROCESSES:

HRO Benefits Team: 614-336-7121

HRO CUSTOMER SERVICE: 614-336-7051



Supervisor Work Folder

Remember: MyBiz/MyWorkplace replaced some of what used to be maintained in the supervisor work folder for example:

- NGB Form 904-1
- HRO form 430 (signed performance standards)
- Last three signed performance appraisals (three years out)

What the supervisor work folder should contain:

- ✓ Current, signed/certified position description with cover sheet (OF 8)
- ✓ Copies of current OWCP actions; CA-1, CA 17....
- ✓ Letters of commendation, counseling, or reprimand
- ✓ Optional – Copy of most recent SF52 assigning person to position
- ✓ Optional - Leave tracking log to monitor leave balances

What the supervisor work folder should NOT contain:

- SF50's (provided in MyBiz)
- Employee Assistance Information
- Supervisor personal notes on employee that are not a matter of record



Human Resource Benefits Section

