

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

NGOH-HRZ

7 February 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Implementation of the Defense Performance Management and Appraisal Program (DPMAP) - *MyPerformance*

1. References:

a. DoD Civilian Personnel Management System: Performance Management and Appraisal Program, DoDI 1400.25, Vol. 431.

b. Chief National Guard Bureau Instruction 1400.25, Vol. 431, National Guard Performance Management and Appraisal Program.

2. Background: The DoD Performance Management and Appraisal Program (DPMAP) (also known as: "*New Beginnings – MyPerformance Appraisal Program*"), is scheduled for implementation throughout DoD. The Ohio National Guard transitioned on 30 September 2017. The *MyPerformance Appraisal Program* replaces the current National Guard (NG) Technician Performance Appraisal Program and Performance Appraisal Application (PAA) Tool. The PAA is the framework DoD used to develop the Department-wide *MyPerformance Appraisal Program*. The NG implementation of *MyPerformance* is driven by DoD requirements as defined in reference 1a and 1b.

3. Audience: Implementation for the Title 32 workforce will include all General Schedule (GS) and Federal Wage System (FWS) positions. This *MyPerformance* implementation guidance does not apply to Title 5 National Guard Employees. *MyPerformance* implementation guidance for T5 National Guard Employees is forthcoming.

4. Training: All Permanent and Indefinite technicians and supervisors of these technicians must complete either the Initial or Refresher *MyPerformance* training.

a. Initial *MyPerformance* Training.

(1) This course is required for those employees and supervisors of technicians appointed after 1 April 2017, who have not completed at least one (1) performance appraisal in the PAA.

(2) Initial *MyPerformance* Training is available on Joint Knowledge Online (JKO). Instructions for Initial *MyPerformance* training may be found online at: <http://hr.ong.ohio.gov/Technicians/Training/MyPerformance.aspx>. Email course completion certificates to the Human Resources Office (HRO), ATTN: Human Resources Development (HRO-HRD) at: ng.oh.oharng.list.ngoh-j1-hro-training@mail.mil.

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(3) **Training Certificates.** The HRO will document the completion of Initial training in the Defense Civilian Personnel Data System (DCPDS).

b. Refresher *MyPerformance* Training.

(1) Refresher training is required for those technicians, and supervisors of technicians, who have completed at least one (1) performance appraisal in the PAA.

(2) The training consists of 2 presentations and 6 short videos located at: <http://hr.ong.ohio.gov/Technicians/Training/MyPerformance.aspx>. Technicians and their supervisors must sign the Certificate of Completion and email it to HRO-HRD at: ng.oh.oharng.list.ngoh-j1-hro-training@mail.mil in order to receive credit.

(3) **Training Certificates.** The HRO will document the completion of Refresher training in the Defense Civilian Personnel Data System (DCPDS).

5. Transition From PAA to *MyPerformance*:

a. Previous PAA Appraisal Cycle. The previous appraisal cycle ended on 30 September 2017. Performance Plans and Appraisals will be completed in PAA before initiating new Performance Plans in *MyPerformance* (DPMAP).

(1) Supervisors of technicians must complete all FY2017 and prior year PAA appraisals.

(2) **Saving prior year PAA appraisals. *Supervisors and technicians should retain copies of prior year appraisals from the PAA. These documents may be unavailable once the transition to MyPerformance (DPMAP) is complete.***

b. Probationary technicians must receive an annual appraisal covering the first full year of performance beginning on the date of appointment. The subsequent appraisal cycle will end on 31 March, of the following year. This subsequent appraisal may be less than, or more than, one full year. New Technicians appointed prior to 1 October 2017, will have performance plans built in PAA. Technicians appointed 1 October 2017, or after will have performance plans built in *MyPerformance* (DPMAP).

c. New *MyPerformance* Appraisal Cycle. Supervisors and technicians will create new performance plans within the *MyPerformance* (DPMAP) system. Create a new plan by selecting DoD Performance Management and Appraisal Program from the "Create New Plan" drop-down menu. Do not select "National Guard (T32)." New plans will begin 1 October 2017, and end 31 March 2018, with an appraisal effective date of 1 June 2018. Subsequent performance plans will begin 1 April 2018, and end 31 March 19, with an appraisal effective date of 1 June 2019.

6. Reference Materials. All information, including the ***DPMAP Top 10 Things You Need To Know***, and training materials are located at the following link: <http://hr.ong.ohio.gov/Technicians/Training/MyPerformance.aspx>.

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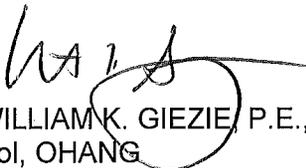
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7. Questions can be directed to, HRO Benefits Supervisor, Mr. Don French at (614) 336-7388 or donald.e.french2.civ@mail.mil.

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1. Initial Training Instructions

2. DPMAP Top 10 Things You Need To Know



WILLIAM K. GIEZIE, P.E.,
Col, OHANG

Director of Manpower and Personnel, J1

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