



MISSOURI NATIONAL GUARD
JOINT FORCE HEADQUARTERS
IKE SKELTON TRAINING SITE
2302 MILITIA DRIVE
JEFFERSON CITY, MISSOURI 65101-1203

NGMO-HRD-E

26 February 2019

MEMORANDUM FOR Distribution A, D and I

SUBJECT: DOD and NGB Directive to Implement Conversion to 3 Tier Performance Appraisal System and Change the Performance Rating period to 1 April to 31 March for permanent and indefinite Title 32 dual status technicians and Title 5 employees

1. Reference: Chief National Guard Bureau Instruction, CNGBI 1400.25, Vol. 431, dated 24 January 2018. National Guard Technician Personnel Regulation 431 is obsolete.
2. New directives change three ground rules: First, the performance rating period changes to 1 April to 31 March; second, the performance appraisal ratings change from 5 tier to 3 tier; and third, at the MyPerformance main page, creating a plan of "DoD Performance Management Appraisal Program."
3. All Supervisors should currently have a new performance plan in place for all employees with-in the 5 Tier Performance Management Appraisal Program, except for those employees who are exempt, for the rating period of 1 October 2018 to 30 September 2019.
4. First, immediately complete a performance appraisal for rating period of 1 October 2018 to 31 March 2019 within this 5 Tier Performance Management Appraisal Program. The rating period ending date must be changed manually to 31 March 2019. The appraisal effective date will have to be changed manually to 1 April 2019. The rating period will be for a shorter period of time and require a performance appraisal to close out the program (step by step instructions attached). Go to MyBiz+ at <https://compo.dcpds.cpms.osd.mil/> to complete the final 5 Tier Performance Appraisal for federal employees, excluding those who are considered an exception.

Exceptions are:

- a. Appraisals for this rating period have to be for at least 120 day period of service. If not, complete performance appraisals at the end of that 120 day period. Change the ending date manually from 31 March 2019 to account for the full 120 day period. The appraisal effective date will also be changed manually to the day after the ending date of appraisal.
- b. For a permanent and indefinite employee that is currently on a probationary period, do not complete a performance appraisal. Newly hired Federal Employees must be on board for 1 full year before a performance appraisal is completed. That employee will complete the appropriate probationary period under their current 5 Tier Performance Plan. Once an appraisal is completed, then immediately complete performance plan for next rating period implementing the 3 tier appraisal program. Temporary employees do not receive a performance plan or performance appraisal.

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5. Second, while in MyBiz+, <https://compo.dcpds.cpms.osd.mil/>, begin the 3 tier performance plan for rating period 1 April 2019 to 31 March 2020. This is done while on the MyPerformance Main Page. **When creating a new plan, the plan type selected is "DOD Performance Management Appraisal Program". Once "DOD Performance Management Appraisal Program" is selected continue to complete the plan.** The effective date will populate automatically to 1 June 2020. This effective date has been established by NGB, **do not change**. For step by step assistance use the "How Do I" manuals and training material located at <http://www.moguard.com/performance-appraisal-application-training-paa/>.

6. For questions concerning regulations and requirements of performance management contact Mrs. Leigh Ann Smith, Human Resource Specialist, leigh.a.smith62.civ@mail.mil or Mrs. Gayla Propst, Human Resource Specialist (Benefits) Supervisor, gayla.a.propst.civ@mail.mil.

7. For questions accessing MyBiz+, My Performance or maneuvering within the actual system contact Mr. Nick Garrard, Human Resource Specialist, nicholas.s.garrard.civ@mail.mil or Ms. Elaine Lock, Human Resource Specialist (Systems) Supervisor, elaine.c.lock.civ@mail.mil.

FOR THE ADJUTANT GENERAL:

Encl

Rodney K. Ginter
Director, Human Resources
Missouri National Guard

Steps for Supervisors to complete final appraisals under the 5 Tier Rating System:

- Main MyBiz Page, right side under **Manager Function** select **Performance Management and Appraisal**
- MyPerformance Main Page locate the 2019 Performance Plan for your employee(s). Ensure the Current Status reads **Plan Approved** and you are the **current owner** of the Plan.
- Under Action column drop down select **Update** and **Go**

You will see two rows of tabs, top row Plan is selected and second row Plan Details is selected.

Bottom half of screen will show:

- Appraisal Type reads: **Annual Appraisal – NG**
- Appraisal Period Start Date reads: **1-Oct-2018**
- Appraisal Period End Date reads: **30 Sep-2019**
- Appraisal Effective Date reads: **1-Oct-2019**

- Change:

- Appraisal Period End Date to read: **31-Mar-2019**
- Appraisal Effective Date to read: **1-Apr-2019**

- Select NEXT button on the lower right of screen.

- You will receive a message:

Warning

The standard NG Appraisal Period End Date is 30-SEP-YYYY. The Appraisal Period End Date for this Performance Plan is 31-Mar-2019. Is this correct? Do you wish to continue?

- Select Yes.

- You will see two rows of tabs, top row Plan is selected and second row Plan Details is selected.

Bottom half of screen will show:

- Appraisal Type reads: **Annual Appraisal – NG**
- Appraisal Period Start Date reads: **1-Oct-2018**
- Appraisal Period End Date reads: **31-Mar-2019**
- Appraisal Effective Date reads: **1-Apr-2019**

- **Select Transfer to Employee** (upper right hand corner of screen). Employee then can start their self-assessment.