



IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
4040 WEST GUARD ST., BLDG 600  
BOISE, IDAHO 83705-5004



JFHQ-ID/J1HR

28 July 2011

MEMORANDUM FOR All Technicians and Technicians Supervisors (Including AGR and State Employees Who Supervise Technicians)

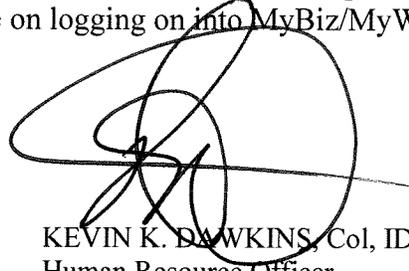
SUBJECT: Training for Performance Appraisal Application (PAA) Program

1. The National Guard Bureau has directed that all states comply with the Technician Personnel Regulation 430, dated 5 November 2009, Performance Management, National Guard Technician Performance Appraisal Program. This regulation establishes the Performance Appraisal Program for National Guard technicians and is consistent with Title 5 of the Code of Federal Regulations (CFR); and in compliance with DoD 1400-25-M. The Performance Management Program utilizes a mandatory multi-level summary rating method. Technicians, along with their first and second line supervisors, will work together to manage and maintain performance plans and performance appraisals through the new electronic Performance Appraisal Application (PAA) located within *My Biz/My Workplace*.
2. The implementation date for the new PAA Program is 1 January 2012. As a result, all close out appraisals from the current system will end with the rating period 31 December 2011 and are due into HRO by COB 31 January 2012. The only exceptions are those in a probationary period, or for a technician who has not worked under current performance standards for 120 days. Guidance on these exceptions will be provided during training. New Performance Plans must be completed by all technicians and their first and second line supervisor by COB 31 January 2012. The new rating period for all technicians will be 1 January to 31 December. The success of this transition to the new PAA depends on the timeliness of the closeout appraisals and the completion of the required new performance plan completed in *My Biz/My Workplace*.
3. Technicians and their supervisors are urged to login to *My Biz/My Workplace*. Within *My Workplace*, first and second line supervisors should verify that they can view the records of the technicians they supervise. If the supervisor is not linked to the appropriate technicians, an updated organizational chart must be submitted to TSgt Yvonne Hopper immediately at [yvonne.hopper@ang.af.mil](mailto:yvonne.hopper@ang.af.mil). A non-supervisory technician will only have access to their own individual record.
4. To ensure our success in this transition, training is scheduled for all technicians and all supervisors of technicians. All supervisors are required to attend at least one training session; non-supervisory technicians are highly encouraged to attend but not required. All Supervisors will be the target audience for initial training (late August through mid October), and then training will be open to all interested to attend and Supervisors who were unable to attend previously scheduled trainings. Training dates and locations will be published within the next two weeks. To enhance the learning process, technicians should bring a copy of their own position description to their local area training site.

JFHQ-ID/J1HR

SUBJECT: Training for Performance Appraisal Application (PAA) Program

5. For additional information on the PAA training schedule and/or process, please contact 1<sup>st</sup> Lt Jennifer Davis at (208) 272-3749. For assistance on logging on into MyBiz/MyWork Place, contact Tracy Mortenson at (208) 272-4229.

A handwritten signature in black ink, appearing to read 'K. Dawkins', is written over a large, faint circular stamp or watermark.

KEVIN K. DAWKINS, Col, IDANG  
Human Resource Officer