



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCE HEADQUARTERS - NEW YORK
330 OLD NISKAYUNA ROAD
LATHAM, NY 12110-3514

MNHF

21 April 2010

MEMORANDUM FOR ALL TECHNICIAN SUPERVISORS AND MANAGERS

SUBJECT: Performance Appraisal Application (PAA) Introduction and Training Plan

1. Reference:

a. TPR 430, National Guard Technician Performance Appraisal Program, 5 Nov 09.

b. MNHF memorandum Subj: Introducing MyBiz/MyWorkplace and Log-in Requirements for Technicians, 4 Dec 09.

2. In the next few months the New York National Guard (NYNG) will implement the new web-based technician performance management system titled "Performance Appraisal Application" (PAA). This memorandum provides notice of PAA implementation, important training dates/locations for supervisors, and outlines basic program changes. This guidance applies to all NYNG supervisors & managers of technician personnel, including AGR supervisors.

3. **Overview:** PAA is a web-served human resource application that leverages technology to improve performance management functions for technician personnel, their supervisors, and the National Guard. Performance management tasks currently done on paper—building job standards, documenting performance feedback, and completing annual performance appraisals—will soon be completed online using *MyBiz* for technician employees, and *MyWorkplace* for supervisors & managers. PAA adds capability and efficiency in several areas. PAA empowers technician employees to draft their own Performance Plan and Self-Assessments for supervisor review. Supervisors have employee HR information readily available in *MyWorkplace*, and will electronically draft, coordinate & approve Performance Plans, Annual Appraisals, and accomplish mid-term Interim Reviews. PAA will automatically retain an electronic record of employee-supervisor coordination and annual appraisals, for easy retrieval anywhere using a government computer.

4. **Program Changes:** While the current 5-level rating system and basic performance management principles remain essentially the same for NY, several key changes will occur under PAA. First, the annual appraisal close-out dates for all technicians, currently on a birth-month rating cycle, will convert to a standard "fiscal year" rating cycle of **1 October to 30 September** every year. There will be a transition period to ensure appropriate "paper" close-out appraisals for all. Second, a mid-term Interim Review between the supervisor and employee becomes mandatory. Other changes include new PAA terminology, a mandatory supervisory critical element, and a new NGB Form 430, accessed electronically using *MyBiz* & *MyWorkplace*.

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5. **Training & Implementation:** Our state will fully implement PAA on 1 October 2010. To meet that objective, this directorate will conduct PAA Training sessions at each major ANG and ARNG facility during May & June 2010. PAA Training dates & locations were arranged based on field input. PAA Training consists of three one-hour blocks as follows: "PAA 101" is an introduction for all supervisors & managers; non-supervisory employees are encouraged to attend on a space-available basis; "PAA 201" is a step-by-step guide for supervisors & managers, and; "PAA 301" is a live PAA demonstration and proficiency checks. PAA Training is essential for all supervisors, including AGR supervisors. **Supervisors are asked to review the enclosed schedule and make arrangements to attend the session most convenient for their work location & mission.** Air Guard supervisors who need TDY orders should arrange unit-funded orders, as appropriate. Army Guard supervisors needing TDY orders should contact SFC Miller at (518) 786-4685 or tracey.miller@us.army.mil.

6. **Summary: To ensure a successful transition to PAA, each supervisor should:**

a. Log into *MyWorkplace*, view "My Employee Information" and verify proper links to every technician under their supervision. Questions on problems with logging into *MyWorkplace* should be directed to SMSgt Potter at (518) 786-4666, or terry.potter2@us.army.mil.

b. Ensure that each technician under their supervision has successfully logged into *MyBiz*. Questions on problems with logging into *MyBiz* should be directed to SMSgt Potter at (518) 786-4666, or terry.potter2@us.army.mil.

c. Promptly complete all "paper" technician annual appraisals and submit to the Human Resource Office. Incomplete appraisals may impact pay actions such as within grade increases and cash awards. Overdue appraisal rosters have been sent to each directorate, activity and wing. Questions on performance management and appraisals should be addressed to SGT Amirault at (518) 786-4658, or john.amirault@us.army.mil.

d. Attend one of the PAA Training sessions listed at the enclosure.

7. The Human Resource Office is committed to successful PAA implementation in our state. Your anticipated cooperation and support will help ensure a smooth transition. Questions concerning PAA and performance management may be directed to the POC's listed above.

FOR THE ADJUTANT GENERAL:

Encl:
PAA Training Schedule

CF:
ACT Chair



CURTIS B. WILLIAMSON
COL, LG, NYARNG
Director, Federal Human Resource Office

PAA Training Schedule for NYNG, May-June 2010

(Date / Time / @ Facility / Target Audience)

May 11-13 (JFHQ Latham)

11th/12th TBD @ JFHQ Classroom 203/204; DMNA Senior Leaders

13th 0800-1100 @ JFHQ Classroom 203/204: OPEN-any NYNG Supervisor, NYANG

May 18-20 (Syracuse/Rochester/Watertown)

18th 0800-1100 @174FW, Syracuse: 174FW/152AOG/274ASOS, EADS, FMS 13

18th 1230-1530 @174FW, Syracuse: 174FW/152AOG/274ASOS, EADS, 27BCT

19th 0800-1100 @ AASF#2, Rochester: AASF#2

19th 1300-1600 @ AASF#2, Rochester: CSMS C, FMS 4, 5, 11 and 6

20th 0800-1100 @ Ft Drum, Watertown: MATES

May 25-26 (Western NY)

25th 0800-1100 @ Niagara Falls ARB: 107 AW & ARNG

25th 1230-1530 @ Niagara Falls ARB: 107 AW & ARNG

26th 0800-1100 @ Masten Rd. Armory, Buffalo: FMS 1, 2, 10 and MACOMs

May 27 (Scotia)

27th 0800-1100 @ 109AW, Scotia: 109 AW

27th 1230-1530 @ 109AW, Scotia: 109 AW

June 8-10 (Long Island/Staten Island)

8th 0800-1100 @ 106 RQW Westhampton Bch: 106RQW, FMS 14

8th 1230-1530 @ 106 RQW Westhampton Bch: 106RQW, FMS 14

9th 0800-1100 @ AASF#1 Ronkonkoma: AASF#1 & FMS14

10th 0800-1100: @ CSMS B, Staten Island: CSMS B, FMS 9 & FMS 12

June 15-16 (Downstate)

15th 0800-1100 @ 105AW Newburgh: 105 AW

15th 1230-1530 @ 105AW Newburgh: 105 AW

16th 0800-1100 @ Camp Smith, CrtIndt Mnr: CSMS A, FMS 7, 8 and 9, MACOMs

June 22-23 (JFHQ Latham)

22nd 0800-1100 @ JFHQ Classrm 203/204: MNL, AASF#3, MACOMS

22nd 1230-1530 @ JFHQ Classrm 203/204: DMNA & **Make-up class for all**

23rd 0800-1100 @ JFHQ Classrm 203/204: HQ NYANG & **Make-up class for all**

POC: DMNA/MNHF, SGT Amirault, (518) 786-4658, or john.amirault@us.army.mil .