



HUMAN RESOURCE OFFICE  
TECHNICIAN/AGR ADMINISTRATIVE INSTRUCTION

Number 10-002

01 June 2010

**FIVE-TIER TECHNICIAN PERFORMANCE MANAGEMENT SYSTEM**

1. The Adjutant General concurs and supports the National Guard Bureau transition to the five-tier appraisal system. The system has five levels of performance: Unacceptable, Marginal, Fully Successful, Excellent and Outstanding. The system is used for all permanent, probationary and indefinite Dual Status and Non-Dual Status technicians. Temporary technician do not receive performance appraisals. At the beginning of the rating cycle, supervisors must set performance expectations. Supervisors will monitor performance, conduct at least one formal interim review and address performance deficiencies. Appraisals are completed using the Performance Appraisal Application (PAA) on My Biz/My Workplace in the Defense Civilian Personnel Data System (DCPDS).
2. Members of the Human Resource training team will visit major Army and Air National Organizations and will host training sessions in Charleston. This training is mandatory for all permanent and indefinite WV technicians and all supervisors of technicians regardless of status.
3. Major elements of the new five-tier program include the following:
  - a. Elimination of Army technician rating period 1 Jan – 31 Dec. Air Force technician rating Period 1 Apr – 31 Mar. All appraisals will close out on 30 September 2010.
  - b. Future appraisal period will be completed online utilizing the Performance Appraisal Application (PAA) in My Biz/My Workplace.
  - c. Critical elements will be aligned with the West Virginia National Guard mission.
  - d. Critical elements will be written using the SMART (Specific, Measurable, Aligned, Realistic/Relevant, Timed) principles.
4. Training dates will be forthcoming.
5. Questions may be directed to SGT Jennifer Campbell at 304-561-6431 DSN 623-6431.

  
ALLEN E. TACKETT  
Major General, WVARNG  
The Adjutant General