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Major General Kerry L. Muehlenbeck
THE ADJUTANT GENERAL

NGAZ-TAG

10 November 2022

MEMORANDUM FOR Supervisors of Federal Employees

SUBJECT: TAG Expectations for Performance Appraisals

1. DODI 1400.25, Vol 431 requires supervisors to complete annual performance appraisals on T5 and T32 federal civilian employees. A proper civilian performance appraisal provides a fair, credible, and transparent link to bonuses and other performance-based actions, ensures work performance feedback, and gives employees an avenue to capture accomplishments and achievements for the appraisal period.
2. HRO trending data from the last two years indicates the Agency is not meeting the intent of the civilian performance appraisal program. Specifically, an inordinate number of appraisals lacked narrative justification to support the rating given, and many appraisals did not contain progress reviews.
3. I am directing that all federal civilian employee supervisors reacquaint themselves with appraisal guidance found in DODI 1400.25, Vol. 431. All federal civilian employees must receive, at a minimum, a plan, a progress review, and an appraisal for each appraisal period. Appraisals that do not meet these minimum standards will not be eligible for SSPs, retention incentives, or quality step increases. Supervisors not providing an annual appraisal to their subordinates may be subject to administrative action.
4. The point of contact for this memorandum is Jim Miller, Supervisory Human Resource Specialist, at 602-629-4074.

A handwritten signature in black ink, appearing to read "Kerry L. Muehlenbeck".

KERRY L. MUEHLENBECK
Major General, AZ ANG
The Adjutant General