



**IDAHO NATIONAL GUARD**  
JOINT FORCE HEADQUARTERS  
HUMAN RESOURCE OFFICE  
4794 GENERAL MANNING AVE, BLDG 442  
BOISE, IDAHO 83705-8112



NGID-HRO

01 April 2024

MEMORANDUM FOR All Federal and Civilian Employees of the Idaho National Guard

SUBJECT: HR Policy Letter 005; Use of the new Counseling form for Federal Employees

1. References:

- a. Title 5, Code of Federal Regulations, Section 430, Updated 10 January 2024, *Performance Management*
- b. Title 5, United States Code, Chapter 43, Updated 12 December 2017, *Performance Management*
- c. Title 5, United States Code, Chapter 75, Updated 12 December 2017, *Adverse Actions*
- d. CNGBI 1400.25 VOL 431, 20 January 2022, *National Guard Technician and Civilian Personnel Performance Management and Appraisal Program*
- e. CNGBI 1400.25 VOL 715, 15 September 2021, *National Guard Technician and Civilian Personnel Voluntary and Non-Disciplinary Actions Program*
- f. CNGBI 1400.25, VOL 752, 8 November 2021, *National Guard Technician and Civilian Personnel Discipline and Adverse Action Program*

2. The Idaho Human Resource Office, in coordination with AFGE Local # 3006 Union representatives, has developed a new Counseling form specifically for Idaho National Guard (IDNG) federal technicians. This policy will go into effect immediately. IDNG HR Form 5 will be the standard form for non-disciplinary Performance Counseling or the first step in Adverse Action Conduct Counseling, as per References "a" and "b".

3. Purpose. Per the Chief of the National Guard Bureau Instructions, supervisors should not utilize forms published by the Army or Air Force to counsel IDNG federal technicians while addressing standards, conduct, or job performance regarding their technician duties. The new form will be for IDNG federal employees as a Record of Individual Counseling. It will standardize the counseling process and eliminate the need for standard military forms. In addition, using this form will clarify the member's status during counseling.

4. Supervisors are responsible for ensuring good employee-management relations, practicing, and maintaining discipline, and ensuring employees understand their duties, work practices, safety, and security requirements. The new form will ensure that at each step, an employee understands any conditions or circumstances positively or adversely affecting their

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employment, any relevant actions necessary to improve, and otherwise, any opportunities for improvement or rehabilitation. It will outline the following:

- a. Purpose the of Counseling: reason for the counseling;
- b. A Summary of Counseling: relevant facts or circumstances;
- c. A Plan of Action: specific items for correction, action, or understanding; and
- d. Supervisor and employee signatures with date of counseling.

5. This Counseling form is intended for eventual inclusion in the Collective Bargaining Agreement between the Idaho Military Division and the Union.

6. POC – IDNG HRO Labor Relations Specialist, (208) 272-3809.

FOR THE COMMANDER:

JAMES W. HICKS  
COL, GS, IDNG  
Director, Human Resource Office