



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
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NGID-HRO

15 May 2024

MEMORANDUM FOR Idaho National Guard Federal Employees

SUBJECT: HR Policy Letter 018; Supervisory and Managerial Probation Period

1. REFERENCES:

- a. 5 U.S.C. § 2103, 13 October 1978, *The excepted service*
- b. 5 U.S.C. § 10216, 31 December 2011, *Military Technicians (dual status)*
- c. 10 U.S.C. § 1559e, 3 January 2016, *Probationary period for employees*
- d. 32 U.S.C. § 709, 23 December 2016, *Technicians: employment, use, status*
- e. 5 CFR § 21, 9 May 2024, *Excepted Service*
- f. NGB Memorandum, 25 October 2023, *National Guard Excepted Service Permanent Employment Trial Period and Supervisory and Managerial Probation Period*

2. PURPOSE. This memorandum establishes policy and procedure regarding the mandatory probationary period that new supervisors and managers must serve when they start a permanent supervisory or managerial position.

3. APPLICABILITY. NGB has mandated that all newly appointed, transferred, assigned, or promoted to a supervisory and managerial position will serve in a probationary period for one year from the start of the position.

a. At the end of the probationary period, the supervisor determines whether to retain that individual as a supervisor or manager or to return the employee to a non-supervisory position.

b. If an employee is required to concurrently serve both an initial trial period and a supervisory probationary period, the initial trial period has precedence is of greater consequence.

c. When the employee cannot satisfactorily complete the probationary period, they are returned to a non-supervisory or non-managerial position. Failing to complete the supervisory or managerial probationary period is not an adverse action. The notice of

failing to complete probation must include information on how the Idaho National Guard (IDNG) will satisfy the employee's placement rights.

d. An employee who was returned to a non-supervisory or non-managerial position may be considered for assignment to other supervisory or non-managerial positions. An employee who returns to a lower-graded non-supervisory or non-managerial position may not retain the grade or pay of the higher position. If the employee already has an entitlement to grade or pay retention from a prior position, it is unaffected by this assignment. If the employee's entitlement to grade retention ceased on promotion to a supervisory position and they return to the previous or an equivalent position, the employee may resume the remainder of the period of eligibility.

e. If an IDNG employee is moved to other supervisory or managerial positions during probation, service in the former position counts toward completing the probation for the new position. When an employee serving probation is temporarily placed in another supervisory or managerial position (for example, under detail or temporary promotion), the employee receives credit toward completing the probationary period for the temporary service. Temporarily moving to a non-supervisory position during probation (that is, detail, temporary promotion, or reassignment) does not give credit toward completing probation.

f. When an employee serving a probation period moves to a permanent non-supervisory or non-managerial position, moves to a non-pay status, or has a break in service of more than three calendar days, the employee does not receive credit toward completing a probationary period under a subsequent appointment. Employees may receive full credit of a probation period for absence on or off the payroll for compensable injury, illness, or military duty.

4. POC – Supervisory Human Resource Specialist, (208) 272-3341.

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