



IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
HUMAN RESOURCE OFFICE  
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NGID-HRO

02 June 2025

MEMORANDUM FOR Supervisors and Managers of Federal Technician Probationary Employees in the Idaho National Guard (IDNG)

SUBJECT: HR Policy 028; Strengthening Probationary Periods in the Federal Service

1. References:

- a. 5 CFR Part 11, 29 April 2025, *Probationary and Trial Periods (Rule XI)*
- b. Executive Order 14284, 24 April 2025, *Strengthening Probationary Periods in the Federal Service*
- c. CNGBI 1400.25 Vol 213, 31 July 2024, *National Guard Technician and Civilian Personnel Service Employment*

2. PURPOSE. This policy incorporates the new Civil Service Rule XI as established in reference a, as part of the Civil Service Reform Act of 1978 (CSRA). The stated intent of Executive Order (EO) 14284 is to ensure the best qualified personnel may continue employment in the Federal service. The EO removes restrictions on agency's authorities to separate an underperforming employee during the probationary period which is a trial period to determine an employee's ability to actually perform the duties of the position. An overview of the process can be found in ID HRO Form 028 Civil Service Rule XI Overview.

3. Applicability and Scope. This policy applies to all Idaho National Guard Federal Technicians serving a probationary period and their supervisors and managers.

4. Definition. Per reference b, a permanent appointment trial period (in the excepted service) will be one year in duration and used to determine suitability for continued employment. During a trial period, the supervisor carefully considers whether the employee can perform the duties and responsibilities of the position and determines whether the employee has the qualities needed for continued Government employment. In accordance with reference b, the IDNG will now adhere to Civil Service Rule XI which requires an agency representative to certify an employee's performance is acceptable and they may continue with government service. Without this certification, a probationary employee's tenure will automatically end prior to them becoming a permanent employee at the end of their one-year probationary period.

## 5. Policy

b. Rating Officials will meet with each probationary or trial period employee at least 60 days prior to the end of their probationary period to discuss performance and conduct, if continued employment advances public interest, needs of the agency, organizational goals, and efficiency of the service.

c. Rating officials will submit their assessment on whether to retain or terminate the employee to HRO NLT than 35 days from then end of the employee's probationary period. Assessments (ID HRO Form 028A) will be sent to the HRO inbox at [ng.id.idarng.mbx.idarng-sf52@army.mil](mailto:ng.id.idarng.mbx.idarng-sf52@army.mil).

(1) Per 5 CFR Part 11.4 (b), "Periods of absence while in a pay status count toward completion of a probationary or trial period. Absence in nonpay status while on the rolls (other than for compensable injury or military duty) is creditable up to a total of 22 workdays. Absence (whether on or off the rolls) due to compensable injury or military duty is creditable in full upon restoration to Federal service. Nonpay time in excess of 22 workdays extends the probationary period or trial period by an equal amount."

(2) If an employee has creditable time but not available due to deployment and falls within the 35 days from the end of the employee's probationary period, then the supervisor will still conduct the assessment outlined in this policy.

d. HRO designee will then submit a letter (ID HRO Form 028B/ID HRO Form 028C) to the probationary employee letting them know if their permanent appointment should be finalized or terminated. This will serve as their 30-day notification letter, a copy of which will be uploaded to their eOPF.

e. Any employee without an agency certification for continued employment will be automatically terminated prior to their one-year probationary date.

f. If HRO terminates an employee at the end of their probationary or trial period due to an administrative error in certifying them for continued employment in federal service, the agency will take the following actions:

(1) The employee's Director/O-6 will submit the "Petition to reinstate former employee under Civil Service Rule 11.5(f)" (ID HRO FORM 028D) to the Director of HRO within 15 calendar days, along with any appropriate documentation.

(2) The Director of the Human Resource Office will determine if the Directorate/Command may keep the probationary or trial period employee on duty status during the appeal process.

(3) The Director's human Resource Officer will then submit this packet (ID HRO FORM 028E) to the Director of OPM at [probationaryappeal@opm.gov](mailto:probationaryappeal@opm.gov) within 15

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calendar days, explaining why the agency failed to certify the employee's continued employment and why reinstatement meets the requirements of Civil Service Rule 11.

(4) The agency has only 30 days after a probationary employee's trial period to request reinstatement from OPM.

6. POC - Awards/Appraisals Specialist, 208-272-4212 or [brad.k.ledbetter.civ@army.mil](mailto:brad.k.ledbetter.civ@army.mil).

6 Encls

1. ID HRO Form 028A
2. ID HRO Form 028B
3. ID HRO Form 028C
4. ID HRO Form 028D
5. ID HRO Form 028E
6. Civil Service Rule XI Overview

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