



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



NGID-HRO

27 January 2026

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

SUBJECT: HR Policy 030; Federal Technician Probation-Trial Periods

1. References:

- a. 5 CFR Part 11, 29 April 2025, *Probationary and Trial Periods (Rule XI)*
- b. 5 CFR Part 211, 21 November 2016, *Veteran Preference*
- c. Executive Order 14284, 24 April 2025, *Strengthening Probationary Periods in the Federal Service*
- d. CNGBI 1400.25 Vol 213, 31 July 2024, *National Guard Technician and Civilian Personnel Service Employment*
- e. HR Policy Letter 028, 2 June 2025, *Strengthening the Federal Technician Workforce*

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 changes the probationary or trial period for excepted service employees to a 2-year trial period versus a 1-year trial period. Preference-eligible applicants qualify for a 1-year trial period for continued service in the same or similar position.

3. Applicability and Scope. This policy applies to all applicants for permanent positions in the Idaho National Guard.

4. Definition. Per reference a, a permanent appointment trial period (in the excepted service) will be two years 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 references c and e, 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 trial period employee's service will automatically terminate before the end of the duty day on the last day of their trial period.

NGID-HRO

SUBJECT: HR Policy 030; Federal Technician Probation-Trial Periods

5. Policy

a. References a and c have been enacted by the Federal Government and administered through Federal law and OPM guidelines to ensure that high performing individuals are selected for Federal jobs. A two-year trial period will ensure new employees have the opportunity to demonstrate their compatibility through sustained high performance, good conduct, and meaningful contribution to the IDNGs mission.

b. Reference e (IDNG employee certification) will apply to all new employees hired after 01 August 2025. Supervisors will evaluate their employees' performance 60 days prior to the end of their trial period (in year 2 of the trial period) for continuation in the Federal service.

c. Applicants who qualify as preference eligible who will be eligible for a 1-year trial period.

(1) Preference eligible applicants refer to individuals who are entitled to certain hiring preferences in federal employment. Reference b defines preference eligible as veterans, disabled veterans, sole survivor veterans, spouses, widows/widowers of a veteran or parent who meets the definition found in 5 USC 2108(3)(F)(G).

(2) Preference eligible does incorporate part of Veterans Preference which provides various Preference Points of 5- or 10-point hiring preference when applying for positions within the Federal government as defined in reference b and d.

d. Any employee who is transferred, promoted, demoted or reassigned before they complete their trial period is required to complete the remainder of the trial period in the new position.

e. An employee who separates from the Federal service for a period of more than 30 days after completing a trial period, and who subsequently is reappointed to an excepted service position, must complete a new trial period unless the employee is appointed to the same or a substantially similar position in the IDNG as their most recently held position.

6. POC – Supervisory Human Resources Specialist, 208-272-3341 or cindy.r.palmer2.civ@army.mil.

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