



IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
HUMAN RESOURCE OFFICE
4767 GENERAL MANNING AVE, BLDG 442
BOISE, IDAHO 83705-8112



30 June 2020

MEMORANDUM FOR Supervisors of and T32/T5 Federal Employees of the Idaho National Guard

SUBJECT: HR Policy Letter 20-001; Personnel Action Processing

1. **PURPOSE.** To ensure federal employees receive timely and effective feedback on performance expectations, this memorandum establishes requirements to complete any required performance management actions before specific personnel actions are processed.
2. **APPLICABILITY.** For any onboard employee who is retiring, resigning or is selected for a reassignment, temporary promotion, promotion, hierarchy change, etc., all performance management actions (performance plans/performance appraisals) due **TO OR FROM** that employee must be completed before HRO will process the personnel action.
3. **SETTING THE EFFECTIVE DATE.** The effective date for such personnel actions will be set after all required performance management actions are completed. HRO will advise if there are any such performance management actions required at the time the effective date of the personnel action is being considered.
4. The point of contact is Ms. Anya Davis at (208) 422-3340.

KEVIN K. DAWKINS, Colonel, IDANG
Human Resource Officer, IDNG