



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



NGID-HRO

MEMORANDUM FOR All Idaho National Guard Federal Technicians serving a probationary period and their supervisors and managers

SUBJECT: 30 Day Agency Termination Notice to Probationary Employee

Name:

Employee Identification Number:

Address:

1. This document serves as notice that the Idaho National Guard has decided not to certify your continued employment with the Idaho National Guard. Your effective termination date will be \_\_\_\_\_. A copy of this letter will be placed in your electronic official personnel file (eOPF). You will need to ensure all government furnished equipment such as proximity cards, keys, cell phones or computers are turned into your supervisor NLT \_\_\_\_\_. Any additional questions regarding your benefits should be directed to the HR benefits specialist at (208) 272-4560.
2. Certification by Agency Official:
  - a. Signature:
  - b. Name of Agency Official: James W. Hicks
  - c. Title: COL, GS, Director, Human Resource Office
  - d. Date:
3. Receipt Acknowledged by Employee:
  - a. Signature:
  - b. Print:
  - c. Date: