



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
HUMAN RESOURCES OFFICE
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11 August 2012

MEMORANDUM FOR ALASKA NATIONAL GUARD TECHNICIANS AND SUPERVISORS

SUBJECT: Technician Appraisal Program (HRO Policy Letter 12-06)

1. **PURPOSE:** This policy clarifies the Performance Appraisal Program for Alaska National Guard (AKNG) Technicians and is consistent with 5 CFR Part 430 and TPR 430. The objective of the AKNG Technician Appraisal Program is to provide a meaningful and efficient method for the evaluation of individual performance. Managers and supervisors will assure that technicians clearly understand what their performance standards are and that performance is rated in a timely manner. This guidance addresses some of the frequently-made mistakes and is transitional till the new five-tier rating performance appraisal application (PAA) system begins.
2. **REFERENCE:** Technician Personnel Regulation 430, Performance Management National Guard Technician Appraisal Program, dated 5 Nov 2009.
3. **APPLICABILITY:** This policy applies to all AKNG competitive and excepted military Technicians serving under a permanent or indefinite appointment. The AK HRO Form 430, dated 8 November 2007, is used for both standards and appraisals by marking the appropriate form type in Part 1 of the form.
4. **PERFORMANCE STANDARDS:** Written performance standards must be established for each technician position. Written standards must be approved and signed by the technician, the appraiser, and the reviewer and must be received in the HRO within 30 days of the technician entering a new appraisal period, position or detail.
5. **APPRAISAL PROCESS:** The current AKNG Technician Appraisal Program is a "pass/fail" rating system. Technicians will be given a performance appraisal annually during their birth-month. The appraisal period end date will be the last day of the birth-month, and it must contain a period of performance that is no less than 120 days. Appraisals must be approved and signed by the technician, the appraiser, and the reviewer. The technician must also initial in block 17. The completed appraisal must be received in the HRO within 30 days from the end date of the appraisal. Annotate "unavailable for signature" in the signature blocks if the technician or appraiser is not available.
6. **POSTPONEMENT OF RATING:** Annual Performance rating of record may be postponed (with documentation of circumstances) when there has been insufficient time (less than 120 days) to observe the technician's performance in their present assignment because:
 - a. The supervisor or the technician is newly-assigned (less than 120 calendar days).
 - b. The technician has not been performing the regularly assigned work because of extended details or absences.
 - c. The technician has not worked under the performance plan for at least 120 calendar days. The postponement should not be extended any longer than necessary to permit 120 calendar days under the performance plan.

d. The technician has been deployed for a long period of time, in which case the technician's last rating of record will be used for all official purposes until the technician returns and is observed for at least 120 calendar days under an approved performance plan.

e. Employees who are absent at the end of the appraisal period due to a work-related injury. Eligible employees who are still on agency rolls at the end of the appraisal period but who are absent due to a work-related injury will be rated based on the work performed during the appraisal period, provided they have satisfied the minimum 120 day performance period. The performance appraisal program procedures described in this regulation shall be observed to the extent practicable.

7. TRIAL/PROBATIONARY RATINGS: New technicians are to be carefully observed and appraised during the trial/probationary period to determine whether they have the qualities needed for permanent Federal service. A technician serving a trial/probationary period is not to be given an official performance appraisal until after completing the required 12 months of Federal service.

8. HOW TO SUBMIT: All completed Army and Air National Guard technician appraisals will be scanned and submitted electronically via email (may use: int-NGAKHRO-Benefits@ng.army.mil or int-NGAKHRO-inbox@ng.army.mil), sent internal mail, uploaded to the COP (with a courtesy copy e-mail informing of the uploaded appraisal), or dropped-off to the HRO Human Resources Specialist within 30 days from the appraisal period end date for better tracking and accountability. When we start using the five-tier performance appraisal application (PAA), all appraisals will be electronic through MyBiz and MyWorkplace.

9. The HRO's POC for performance management is the Human Resources Specialist at 428-6247.



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