



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS – ALASKA
HUMAN RESOURCES OFFICE
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1 September 2009

MEMORANDUM FOR ALASKA NATIONAL GUARD TECHNICIANS AND SUPERVISORS

SUBJECT: Trial/Probationary Period for Alaska National Guard Technicians (HRO Policy Letter 09-05)

1. Purpose: The purpose of this policy letter is to outline formal trial/probationary procedures as they apply to Alaska National Guard technicians. This policy applies to all Federal Wage Schedule (FWS) and General Schedule (GS) employees who are hired or serving as technicians with the Alaska National Guard. This policy supersedes HRO Policy Letter 06-04, 1 December 2005.

2. References: Technician Personnel Regulation (TPR) 300, Title 32, U.S.C., Part 709 and HRO Technician Training and Procedures Policy.

3. Procedures: When an employee is initially hired under an excepted appointment, the employee will serve under a 365-day trial/probation period. The trial/probation period is intended to verify that the employee is capable of performing the duties of the position for which they were hired. Periods of absence while in a pay status count toward completion of the trial/probation period. Absence in non-pay 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 technician service. Non-pay status in excess of 22 workdays extends the trial/probation period by the equal number of days.

4. Types of Trial/Probation Periods: There are two types of trial/probation periods applicable to the Alaska National Guard technicians: (1) initial entry trial/probation for all newly hired excepted employees and (2) trial/probation for newly appointed supervisors and managers.

a. Initial entry trial/probation period for all newly hired excepted employees:

(1) It is imperative that supervisors notify employees who are under a trial/probation period of what is expected from them. Supervisors will provide performance standards in accordance with TPR 430 and submit to the HRO. Frequent counseling and feedback is necessary in order to ensure the employee clearly understands what level of duty performance is expected and the acceptable standards of conduct. All counseling and training sessions must be documented in block 12 of the NGB Form 904-1.

(2) The trial/probation period must be served for 12 consecutive months in the same type of work and in the same state (Alaska).

(3) Time served in a non-permanent, career or career conditional appointments immediately preceding the excepted appointment may be credited toward the 12 month trial/probation period as long as there is no break in employment and the same type of work is performed.

(4) Supervisors are responsible for supervising employees during the trial/probation period. Beginning at the 9th month and no later than the end of the 10th month, the supervisor must make a determination to retain or separate the employee. The decision must be documented in block 12 of the NGB Form 904-1

(5) If the supervisor determines that the employee does not meet the necessary performance and/or conduct standards, written justification must be submitted to the HRO Labor Relations Specialist (LRS) outlining the employee's deficiencies and attach a copy of the employee's NGB Form 904-1 reflecting counseling sessions. The trial/probationary technician has no appeal rights pertaining to the removal. The HRO recommends the use of the Performance Improvement Plan (PIP) when deemed necessary.

b. Probation for newly appointed Supervisors and Managers:

(1) This 365 day trial/probation period allows the organization to assess the management and leadership abilities of the newly appointed supervisor/manager. If the supervisor/manager was initially hired into a supervisory or managerial position, the trial/probation period will run concurrently.

(2) Supervisors of the newly appointed supervisor or manager are responsible for ensuring the employee is trained for the new position. They should be monitored and afforded feedback on their performance. All counseling and training sessions must be documented in block 12 of the NGB Form 904-1, or as outlined in the PIP.

(3) If the supervisor determines that the employee does not meet the necessary performance and/or conduct standards, written justification must be submitted to the HRO Labor Relations Specialist (LRS) outlining the employee's deficiencies. The employee may be returned or reassigned to a non-supervisory/managerial position with the concurrence of the HRO in accordance with TPR 715.

(4) Newly appointed supervisors are required to complete the Supervisors Training Course within the first year of his/her tenure. HRO is the only approving authority for any periods longer than 1 year.

5. Non-Retention Procedures: After providing written justification to and coordinating with the HRO LRS, a notice of removal must be discussed with the employee at least 30 calendar days prior to the recommended removal date. The last day of the 30-day notice may not be a non-work day. The entire removal action, to include the 30-day notice period, must be completed within the trial/probation period.

6. Newly hired technicians will receive their official performance appraisal upon completion of the required 12 month trial/probation period. After the trial/probation period appraisal has been completed the employee's appraisal period will be performed during their birth month if that period exceeds 120 days. If this period does not exceed 120 days, the HRO will determine if an appraisal is required. Employees terminated prior to completion of the trial/probation period do not require a closeout appraisal.

7. Questions pertaining to this policy should be addressed to the Employee Relations Specialist at 428-6475.



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