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JOINT FORCES HEADQUARTERS KANSAS
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NGKS-HRZ

18 December 2009

MEMORANDUM FOR Managers, Supervisors and Technicians of the Kansas National Guard

SUBJECT: Implementation of National Guard Technician Performance Appraisal Program

References: (a) Technician Personnel Regulation (TPR) 430 dated 5 November 2009
(b) NGKS Supplement 1 to TPR 430 dated 18 December 2009

1. During initial conversion into the performance management program, technician appraisals will be closed out with an effective date of 31 March 2010 under the previous technician appraisal system. During this period the 12 month annual rating period may be extended. The chart below is to be used for initial conversion. The initial performance appraisal period will be effective 1 April 2010 through 30 September 2010. Proceeding year's appraisal periods will be on an annual basis with the appraisal year being 1 October through 30 September. Close out and conversion dates may be different for newly hired technicians or those technicians who have had a change of rater. In these cases the 120 calendar day minimum period of performance must be met. For technicians currently on a trial period, an official performance appraisal cannot be completed until the technician has completed 12 months of Federal service.

Birth Month	Close Out Date	Total Rating Period
January	31 March 2010	14 months
February	31 March 2010	13 months
March	31 March 2010	12 months
April	31 March 2010	11 months
May	31 March 2010	10 months
June	31 March 2010	9 months
July	31 March 2010	8 months
August	31 March 2010	7 months
September	31 March 2010	6 months
October	31 March 2010	5 months
November	31 March 2010	4 months
December	31 March 2010	15 months

2. Mandatory training will be provided for all supervisors during the week of 29 March 2010. Additional guidance with times and locations will be forthcoming.

KATHRYN L. HULSE, Col, KSANG
Human Resources Officer

Attachment:
Frequently Asked Questions

FREQUENTLY ASKED QUESTIONS

How are trial period employees converted into the new performance appraisal program?

Trial period employees must complete their one year trial period. The employee will convert into the new performance appraisal program after they complete their trial period.

What is a Close-out Assessment?

A close-out assessment occurs anytime there is a change in the supervisor/employee relationship where the supervisor is no longer responsible for evaluating the employee's performance. The supervisor is responsible for preparing the close-out assessment and entering the assessment into the PAA tool. The losing supervisor does not provide a rating of record with the close-out assessment. At the end of the appraisal period, the gaining supervisor will prepare the final appraisal considering the close-out assessment and the employee's performance during the balance of the rating period.

In the new performance appraisal program, the losing supervisor is no longer able to recommend performance based incentive awards (QSI or Performance). They may recommend non-performance based incentive awards (Time-Off or Special Act or Service).

Examples of when a close-out assessment is to be completed are when a supervisor changes positions, retire or will be on an extended absence to include military deployments OR when an employee changes positions resulting in a new supervisor.

Reference TPR 430, Para 2-9(f).

Can an employee have two appraisals in an appraisal period?

No, per 5 CFR 430 there will be only one formal rating of record per appraisal period.

Do supervisors still conduct quarterly reviews with their employees?

Supervisors will provide on-going informal dialogue and feedback throughout the rating cycle. At least one interim performance review will be prepared and documented during the appraisal period.

Reference TPR 430, Para 2-9(e).

How do you handle multiple periods of military duty during the appraisal cycle?

The key is was the employee on an approved performance plan for at least 120 days?

Example 1: Beginning 1 Oct 10 – 30 Nov 10: Technician timely initiated their new performance plan. However, on 1 Dec 10 they were placed on military orders for 45 calendar days; returning to duty on 14 Jan 11. The approved performance plan clock starts again on 15 Jan 11. Then on 15 May 11 the technician is again placed on military orders returning on 31 May 11. The approved performance clock starts again on 1 Jun 11. The technician remains in technician status until 30 Sep 11 (120 days).

Answer: The supervisor prepares an annual appraisal.

Example 2: Beginning 1 Oct 10 – 30 Nov 10: Technician timely initiated their new performance plan. However, on 1 Dec 10 they were placed on military orders for 45 calendar days; returning to duty on 14 Jan 11. The approved performance plan clock starts again on 15 Jan 11. Then on 15 May 11 the technician is again placed on military orders returning on 30 Jun 11. The approved performance clock starts again on 1 Jul 11. The technician remains in technician status until 30 Sep 11 (less than 120 days).

Answer: Technicians must be observed for at least 120 calendar days under an approved performance plan prior to the end of an appraisal period. Postpone the rating of record until the technician has satisfied the minimum 120 day performance period.