

PERFORMANCE MANAGEMENT  
NATIONAL GUARD TECHNICIAN PERFORMANCE APPRAISAL PROGRAM

This supplement documents policy and procedures of performance management for the Nebraska Army and Air National Guard. It contains guidance to be used by managers, supervisors and technicians in the proper use of the performance management system. The authority for this supplement is TPR 430 and is in compliance with 5 CFR Part 430.

1. NGB TPR 430, dated 5 November 2009, is supplemented as follows:

**Applicability:** This regulation applies to all dual-status and non-dual status National Guard Technicians dual-status and non-dual status employees in tenure groups 1, 2 and 3.

**Chapter 2: Technician Performance Appraisal Program Requirements:**

**Para 2-1. The Annual Appraisal Period (Added):**

The annual appraisal year will be 1 October through 30 September each year. There will only be one (1) official rating of record each appraisal year.

**Para 2-2. Five Rating Level Evaluation Method (Added):**

The five level rating level evaluation method will be used. Critical Element Ratings will be: 5 – Outstanding; 4 – Excellent; 3 – Fully Successful; 2 – Marginal; and 1 – Unacceptable, as reflected in Table 2-1:

**Para 2-5. Trial/Probationary Period Ratings (Added):**

During the trial/probationary period, performance and conduct will be reviewed for suitability for continued Federal service. A trial/probationary period assessment must be completed during the 9<sup>th</sup> and 10<sup>th</sup> months of employment. The decision to terminate a technician during trial/probationary period may be taken at any time during the trial/probationary period. A technician shall be notified in writing of trial/probationary termination IAW TPR 715 and documentation forwarded to the HRO.

**Para 2-8. Performance Plans (Added):**

a. Mission/goal statements will be published by each Director/Manager based on the TAG's mission statement.

c.(2)(b) Weight of each critical element is not required

e. Performance Appraisal Plans will be entered in the DCPDS MyBiz and MyWorkplace Performance Appraisal Application (PAA) NGB Form 430. Employees must have performance critical elements based on position descriptions, work assignments, and responsibilities.

e.(2) Supervisors will record the employee's receipt of the performance plan and the manner in which it was provided on the Performance Appraisal Application (PAA) in DCPDS MyWorkplace.

**Para 2-9. Monitoring Performance (Added):**

e. One formal interim performance review will be conducted and documented on the DCPDS Performance Appraisal Application (PAA) NGB Form 430.

f. A supervisor will complete a closeout assessment in DCPDS on the Performance Appraisal Application (PAA) NGB Form 430 when the requirements of TPR 430, Para 2-9(f) are met.

Para 2-11. Performance Deficiencies (Added):

b. Advise and/or assistance with performance based actions for unacceptable performance should be coordinated with the Human Resources Office.

c. Formal Performance Improvement Plans (PIP) will normally be 30-90 days.

Para 2-13. End-of-Year Performance Assessments (Added):

c. The annual assessment will be accomplished NLT 30 Nov, each year unless, postponed due to reasons stated in TPR 430 (e.g. 120 day requirement not met).

d. Upon completion of the official annual assessment a printed copy will be forwarded to the HRO for retention in the Employee Personnel Folder (EPF).

e. Technician incentive awards may be recommended IAW TPR 451 and NETPR 451 based on an official Performance Assessment each rating year (52 weeks).

**Chapter 3: Review and Appeal Process**

Para 3-2. Establishment of a Review and Appeals Board (Added):

The Nebraska National Guard will conduct Review and Appeals Board as outlined in Chapter 3, TPR 430. Review and Appeals Boards will be appointed ad hoc.

1. File this Supplement with TPR 430 dated 5 November 2009 for reference purposes.

BY ORDER OF THE GOVERNOR:

  
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