

Joint Forces Headquarters  
State of Kansas  
2800 SW Topeka Blvd  
Topeka, KS  
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AGKS Supplement 1 to NGB TPR 430

## TECHNICIAN PERFORMANCE MANAGEMENT SYSTEM

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

NGB TPR 430, dated 1 June 2005, is supplemented as follows:

### **1-5f(9). (Added) Responsibilities**

When necessary, the evaluation of the effectiveness of the State Performance Management System will be conducted by a Process Action Team made up of management and union officials on an annual basis.

### **2d. Specify which summary level pattern has been chosen**

Kansas National Guard Technicians will be rated annually using the three-tiered performance management system of Does Not Meet Standards, Meets Standards, and Exceeds Standards (Pattern B of Appendix A).

### **2e. Provide for Trial/Probationary Ratings**

A trial period appraisal will be accomplished on AGKS Form 430/430(S) Part III and submitted to the HRO no earlier than the beginning of the 9<sup>th</sup> month nor later than the end of the tenth month. This evaluation is not considered an official performance appraisal for the purpose of appeal rights.

### **2k (2). Specify criteria for performance standards**

Performance plans shall be provided to technicians within 30 days of employment, reassignment, promotion, change to lower grade, etc.

**2k (3). (Added)** Performance standards will be accomplished in Part I of AGKS Form 430 for non-supervisory personnel and AGKS Form 430 (S) for supervisory and managerial technicians. Common elements will be incorporated into both the non-supervisory and supervisory plan. Additional elements may be added, if desired. Critical elements will be annotated by marking the block to the left of the element. The appraiser and technician will sign in Part IV. The reviewer needs to sign only if there is a disagreement between the technician and the appraiser.

The original of the standards will be given to the technician, a copy kept on file by the appraiser, and a copy is forwarded to the HRO.

**2m. Specify Appraisal Periods**

The appraisal period for all technicians will be on an annual basis from birth month to birth month. The appraisal will be due in HRO NLT the 7<sup>th</sup> day of the month following the birth month. Requests for extensions will be IAW Paragraph 2 g of NGB TPR 430 and must be coordinated through HRO for approval.

**2p. Provide for communicating performance plans to employees**

A technician's performance will be reviewed and feedback will be obtained on a quarterly basis and documented on AGKS Form 430/430 (S), Part VI in addition to the annual appraisal. When the annual appraisal is accomplished, the block for quarterly reviews under Part IV will be document with dates the quarterly reviews were completed.

**2q. (Added) Require assignment of summary level when a performance rating is prepared as part of a rating of record**

- (1) The appraiser assigns a summary rating of "Exceeds Standards", "Meets Standards", or "Does Not meet standards" in Part II of AGKS Form 430/430 (S). An overall rating of "Meets Standards" means the technician has met the performance standards for each critical element.
- (2) An overall rating of "Exceeds Standards" means that the technician has exceeded the performance standards. Remarks must be included in Part V of AGKS Form 430/430 (S). In order for a technician to receive an overall summary rating of "Exceeds Standards", at least 50% of the critical performance standard elements must be rated at the "Exceeds Standards" level.
- (3) An overall rating of "Does Not Meet Standards" means that the technician has not met the performance standards. Remarks must be included in Part V of AGKS Form 430/430 (S) specifically describing the performance deficiencies. If more space is needed for additional comments, a sheet of plain paper may be attached to the appraisal.

**2s. (Added) Accomplishing the Performance Appraisal**

- (1) At the end of the reporting period, the appraiser will review the technician's performance in relation to the established performance standard elements. The appropriate block will be checked in Part I of the AGKS Form 430/430 (S) under each element.
- (2) A summary rating will then be established in part II. Justification in Part V REMARKS is required for a summary rating of "Exceeds Standards" and "Does Not Meet Standards".
- (3) Certification of the appraisal is documented in Part IV. The signatures of the Appraiser and the Reviewer should be obtained first with the technician signing the AGKS Form 430/430 (S) last.

- (4) After all signatures are obtained, the original of the AGKS Form 430/430 (S) will be provided to the technician, a copy will be kept on file by the appraiser, and a copy will be forwarded to HRO.

**5b. (Added) Review and Appeal Process**

- (1) An appeal must be submitted to HRO in accordance with NGB TPR 430, Appendix E.
- (2) If applicable, bargaining unit members **must** follow procedures regarding performance appeals which have been negotiated.

//Signed//

TOD M. BUNTING, Major General, (KS),  
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The Adjutant General

//Signed//

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