



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

James A. Hoyer
Major General, WVARNG
The Adjutant General

(304) 561-6317
DSN: 623-4317
FAX (304) 561-6327

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NGWV-TAG

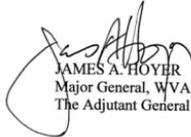
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NGWV-TAG Policy on Ensuring Timely Completion of Federal Technician Performance Appraisals

1. The proponent for this policy is the West Virginia National Guard Human Resource Office (WVNG HRO).
2. This policy is effective immediately and remains effective until rescinded or superseded.
3. Reference: CNGBI 1400.25, Vol. 431, National Guard Technician Performance Appraisal Program dated 24 January 2018
4. Purpose: The purpose of this memorandum is to outline actions that will be taken in the event a technician appraisal is not completed within the regulatory time frame. The objective of this policy is to ensure timely submission of technician appraisals, reduce the number of late technician appraisals, and provide the framework for improved personnel management.
5. Scope: This policy is applicable to all West Virginia National Guard (WVNG) Federal Technicians.
6. Completion of Federal Technician Appraisals: All technician appraisals will be completed and submitted based on the timelines and regulations in accordance with the references listed above.
7. Federal Technician Performance Appraisal Timelines: All technician appraisals are due by 30 April of each year. For any appraisal that surpasses 45 days beyond the end date, the Rating Official and Higher Level Reviewer will receive counseling from his/her Air Commander or HQ WVANG/DoS in the WVANG or his/her brigade/O-6 Level Commander in the WVARNG. For any appraisal that surpasses 60 days beyond the end date, the Rating Official and Higher Level Reviewer will have an in-person meeting scheduled with The State Adjutant General (TAG) or a designated representative.

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8. The point of contact for this policy is the WVNG HRO at (304)561-6418.



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