Performance Management Awards Program

Joint Force Headquarters
Hawaii National Guard
3949 Diamond Head Road
Honolulu, Hawaii 96816-4495
20 June 2018

UNCLASSIFIED
MEMORANDUM FOR RECORD

SUBJECT: Hawaii National Guard Full-Time Personnel Regulation 451 Performance Management Awards Program

1. **Purpose.** This regulation establishes responsibilities, types of awards, eligibility, and personnel action processes.

2. **Effective.** 20 June 2018.

3. **Applicability.** This regulation applies to all T32 and T5 Employees, and to commanders, managers and supervisors (military or civilian) with authority or responsibility for recommending or approving awards. The term “Employee” will cover both T5 and T32 personnel unless specifically stated.

4. **Policy.**
   a. The proponent of this instruction is the Human Resources Office (HRO) and as such, has the authority to approve exceptions to this guidance when they are consistent with controlling laws, regulations, and rules.
   b. This regulation is approved for public release and will be available on the HING website.

**SOARES.LAURA.JEANNINE.11798130**

Date: 2018-06-20 16:27:42 -10'00'

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COL, USA
Human Resources Officer
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CHAPTER 1
GENERAL INFORMATION

1. References.
   c. Title 5 Code of Federal Regulations, Part 531 Subpart E, Quality Step Increases.
   d. CNGBI 1400.25, Vol 431 National Guard Technician Performance Appraisal Program.

2. Purpose of Program. The Hawaii National Guard (HING) Performance Management Awards Program is designed to motivate T32 and T5 employees to increase productivity and creativity and to achieve greater efficiency, economy, and improvement of operations. It provides a method to reward those whose job performance and ideas are substantially above normal job requirements and performance standards and provides for consideration of performance contributions throughout the HING and the Federal Government. The Performance Management Program will be endorsed and vigorously supported by all levels of management, and will be administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap. (NOTE: Awards are subject to fiscal limitations and any subsequent NGB determination to fund or suspend one or more of the award categories).

3. Program Responsibilities.
   a. The Director for Human Resources, NGB.
      (1) Establish responsibilities, policies, and requirements for a National Guard Awards Program that meets the statutory and regulatory requirements.
      (2) Approve or disapprove, as appropriate, any award recommendations that must be forwarded to DOD or higher level or that can be approved by NGB. Award recommendations may be reviewed by an NGB Awards Committee or by any other appropriate means.
   b. The Adjutant General.
      (1) Establish an Awards Program for their state that meets the statutory and regulatory requirements and includes the provisions of TPR 451 and 5 CFR 451
      (2) Ensure that appropriate funds are allocated to meet awards requirements and
that funds are obligated consistent with Army or Air National Guard financial management controls and delegation of authority.

c. Human Resources Officer.

(1) Issue regulatory guidance, administer, and publicize the Performance Management Award Program.

(2) Provide appropriate documentation to the Defense Civilian Pay System and USPFO for payment of cash awards.

(3) Assure that awards are considered when evaluating candidates for selection to vacancies and promotions.

(4) Forward to NGB-HR recommendations for awards that require further review and approval by DOD or higher level. Awards that do not require NGB-HR approval will be processed and approved in the manner prescribed by the Performance Management Awards Program.

d. Human Resources Development Specialist.

(1) Serve as the program manager for the Performance Management Awards Program.

(2) Provide advice, assistance, and training to commanders, managers and supervisors on effective use and participation in the program.

(3) Provide training and orientation to all employees on how they may earn awards.

(4) Arrange for payment and presentation of awards and ensure appropriate publicity.

(5) Evaluate the Performance Management Awards Program and develop feedback for management and employees.

(6) Serve as a nonvoting member who will assist the State Adjutant General in the establishment of the Performance Management Awards Program Committee. The Committee will consist of a chairperson and an alternate responsible for the overall functioning of the Committee. Other Committee members will be qualified representatives of major functional areas (T32, T5, and Active Guard Reserve) and should as far as practicable, represent all levels of the workforce.
(7) Inform employees about the Performance Management Awards Programs.

(8) Determine requirements for technical evaluations of suggestions and ensure evaluation is within prescribed time limits.

e. Commanders, managers, and supervisors.

   (1) Provide support for and participation in the Performance Management Awards Program. Know and understand the process of requesting an award for employees, refer to APPENDIX 1.

   (2) Exercise care in considering award recognition. Although there should be a linkage between performance appraisal and performance recognition, awards will not be automatic for an employee whose performance meets the basic eligibility for an incentive award.

   (3) Determine what type of recognition will best motivate the employee to greater productivity, by matching recognition to performance; e.g., a within-grade increase, Promotion, cash awards for special acts, a Superior Performance Award or Quality Step Increase, or granting honorary awards, recommendations, or letters of appreciation.

   (4) Ensure that awards for special acts or services are recognized immediately, and that all award presentations are conducted in a timely manner.

   (5) Ensure that program or operational areas where superior work results may warrant consideration for awards are identified by the normal management review and control processes.

   (6) Supervisors are prohibited from receiving awards until completion of all employee appraisals where they are listed as the rating official.

f. Performance Management Awards Program Committee. The scope and level of review of the Committee is established as necessary in order to effectively manage the Performance Management Program. Responsibilities of the Committee include the following:

   (1) Assist the Program Manager in planning Performance Management Awards Program activities, implementing new program features, and providing program promotion to create and maintain interest in the Performance Management Awards Program.
(2) Review and make recommendations to the State Adjutant General on nominations for cash and honorary awards.

(3) Assist the Program Manager to review suggestions and requests for reconsideration of disapproved suggestions.

(4) Evaluate the effectiveness of the program by reviewing employees participation, performance awards granted, and adopted suggestions to determine whether anticipated savings were realized.

(5) Consider a supervisor’s effective use of the awards program to be a consideration in granting them superior performance awards, letters of commendation, or other appropriate recognition.

(6) Review program results to assure that all awards are granted equitably and on the basis of merit.

(7) Ensure all award presentations are conducted in a timely manner.

(8) The Chairman of Performance Management Awards Committee will at a minimum hold a committee meeting once a year normally following the end of the annual appraisal period. More frequent meetings are authorized as determined by the Chairman of the Committee.

(9) Reviewing and making recommendations to the State Adjutant General on nominations for cash and honorary awards.


a. On-The-Spot Awards

b. Time-Off Awards

c. Honorary Awards

d. Special Act or Service

e. Performance Award

f. Length of Service and Retirement
CHAPTER 2
ON-THE-SPOT CASH AWARDS

1. Purpose.

   a. An On-The-Spot Award is a special act or service award authorized for an employee and/or group of employees. They are presentations designed to quickly recognize one-time or short-term efforts at the work-site that result in service of exceptionally high quality or quantity.

   b. Use of an On-The-Spot Award is particularly appropriate to reward employee efforts that might otherwise go unrecognized. Examples of these situations include instances where an employee or group of employees:

      (1) Making an exceptionally high quality contribution involving a difficult or important project or assignment outside of the normal scope of duty responsibilities.

      (2) Exhibits special initiative and skill to complete a special project before the deadline.

      (3) Demonstrates extraordinary initiative or creativity to make improvements in a product, activity, program, or service.

      (4) Ensures the mission of the section is accomplished during a difficult period by successfully completing additional work or project assignment while maintaining the employee’s own workload.

   c. An On-The-Spot Award should not be used when a monetary award of greater value would be merited from the Employee Performance Management Awards Program (i.e., Sustained Superior Performance, or Quality Step Increase, etc.).

2. Eligibility. All Hawaii National Guard Employees are eligible for On-The-Spot Awards. Supervisory personnel are excluded from participation. (Should an individual’s status as a supervisor be in question, the Human Resources Office will make the final determination of eligibility for receipt of a Cash Award.) Eligible employees will normally be granted no more than one On-The-Spot Award within a given calendar year.

3. Administration Process and Amount.

   a. First line supervisors will recommend an On-The-Spot Award, and complete an SF 52 Block 1 of the SF 52 will reflect On-The-Spot Award. Written justification must be
provided in PART D, to include the date or dates of the specific act/s or service/s. First line supervisors will normally nominate member no more than two weeks after the occurrence of the achievement or act of being recognized. The SF 52 will process through the employee’s chain of command to the State Human Resources Officer.

b. The nomination is subject to a review by either the Human Resources Officer or the Human Resources Development Specialist. The amount awarded will be determined by the awards board committee. Within the Hawaii National Guard gross On-The-Spot Awards may not exceed $500.

4. **Methods of Payment.** Once approved On-The-Spot Awards, will be paid in the next normal employee payroll cycle.
CHAPTER 3
TIME-OFF AWARDS

1. **Purpose.** A Time-Off Award is time off from duty awarded to an employee without charge to leave or loss of pay for recognition of a superior accomplishment of a one-time, non-recurring special act or service or other personal effort that contributes to the quality, efficiency, or economy of government operations. The act or service may or may not be within the scope of the employee’s normal job responsibilities. Examples of employee achievements that might be considered for such an award include:

   a. **Moderate:** 1 to 18 hours.
      
      (1) A contribution to a product, activity, program, or service, of sufficient value to merit formal recognition.
      
      (2) Beneficial change or modification of operating principles or procedures to government operations.

   b. **Substantial:** 19 to 27 hours.
      
      (1) An important contribution to the value of a product, activity, program, or service to government operations.
      
      (2) Significant change or modification of operation principles or procedures to government operations.

   c. **Exceptional:** 28 to 40 hours.
      
      (1) A superior contribution to the quality of a critical product, activity, program, or service to government operations.
      
      (2) Initiation of a new principle or major procedure, with significant impact.

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<tr>
<th>Employee’s Average Score</th>
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<tr>
<td>Moderate: 3.00 to 3.66</td>
<td>award</td>
<td>up to 18 hours</td>
</tr>
<tr>
<td>Substantial: 3.66 to 4.33</td>
<td>award</td>
<td>up to 27 hours</td>
</tr>
<tr>
<td>Exceptional: 4.33 to 5.00</td>
<td>award</td>
<td>up to 40 hours</td>
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2. **Eligibility.** All employees are eligible for the Time-Off Award. Employees may be granted up to 40 hours off for a single act or contribution. Temporary technicians are
eligible to receive time off awards without a performance appraisal, if the temporary appointment exceeds 180 calendar days in a consecutive 12-month period. The maximum amount that may be awarded, for any single act or performance rating, is 40 hours. Not more than 80 hours may be granted to an employee during a single leave year. Time-Off awards of 40 hours or more, in any given year, will disqualify a technician for an SSP or QSI in that rating period.

3. Administration Process.

   a. First line supervisors will recommend a Time-Off Award, by completing a SF 52. Block 1 of the SF 52 will reflect “Time Off Award.” Written justification to include the date or dates of the specific act, must be provided in PART D. The SF 52 will process through the employee’s chain of command to the State Human Resources Officer.

   b. The recommendation for Time-Off is subject to a review by the Human Resources Development Specialist. The hour amount awarded will be determined by the committee of the awards board.


   a. When an approved Time-Off Award is processed an SF 50 (Notification of Personnel Action) will be generated.

   b. Use of any Time-Off Award leave will not be made until the employee has received the actual notification of the associated SF 50 from the electronic Official Personnel Folder (eOPF). The Time-Off leave will also appear on the employee’s LES for the pay period in which the award is granted and the action is processed.

   c. Requested use of Time-Off Award leave requires completion of an OPM 71 and is subject to approval by the employee’s first line supervisor. Time-Off Award leave will be recorded on the Time and Attendance Record as an excused absence with the code LY (for Time-Off Award Leave).

   d. There is no prohibition on employees using a time off award during a period of military duty. However, awards should not be requested specifically for the purpose of excusing employees so that they may perform military duty.

   e. Time-Off Awards may not be used to create the effect of a holiday or of an administrative absence. Thus, Time-Off Awards may not be granted to all or a majority of employees on the same day or in conjunction with a military “down” or “training day”.

   f. Time-Off Awards cannot be converted to cash payments under any
circumstances. Time-Off Awards must be used within 26 pay periods. If not used within the 26 pay periods it cannot be restored for any reason. Time-Off Awards cannot be transferred from one Federal agency to another, nor can it be donated to approved leave recipients under the leave donor program. Time-Off Awards will be forfeited upon leaving the Federal service.
CHAPTER 4
SUSTAINED SUPERIOR PERFORMANCE

1. **Purpose.** A Sustained Superior Performance (SSP) is a monetary award in recognition of significant superior performance of duties and responsibilities, which clearly exceed the employee’s assigned position requirements.

2. **Eligibility.**

   a. The employee must hold the same job and grade level for 12 months and have sustained superior performance for which the award is based for a minimum of 180 calendar days on an approved performance plan. (Time in which an employee is in an extensive non-pay status (generally considered 30 days or greater) may not be applied towards this minimum.)

   b. The employee’s most recent overall performance appraisal must be at the “Fully Successful” or higher level. (Average rating range minimum of 3.00 or higher.)

   c. An employee assigned to a new position or newly appointed, as a minimum, must hold the same job and grade level for at least 12 months.

   d. An SSP is not authorized if the employee has received a promotion or temporary promotion within 6 months prior to the appraisal end date.

   e. Employees on a temporary appointment are not eligible.

3. **Procedures and Approval Authority.**

   a. The employee’s immediate supervisor is responsible to initiate the nomination, using NGB Form 32. An employee’s current performance appraisal will be used as justification for this award. The immediate supervisor must certify that based on past performance it is believed the employee’s high quality performance is likely to continue.
b. HRO will specify the date SSP nominations must be submitted to accommodate funding for the fiscal year.

c. To recommend an SSP, the supervisor will electronically transmit a digitalized (.pdf) package which consists of the NGB 32 Recommendation for Incentive Award through DCPDS and DD Form 2906 Civilian Performance Plan, and Progress Review and Appraisal in MyBiz through the DOD Performance Management Appraisal Program.

d. The HING Performance Management Awards Program Committee will assess and render a recommendation. Board recommendations are forwarded to the Adjutant General for final review, determination, and certification. If approved, the Adjutant General will sign and forward the NGB Form 32 to the Human Resources Development Specialist for final processing and submission to the appropriate payroll office for payment. The employee then receives the cash award and Commendation Certificate (NGB Form 51).

e. If disapproved, it will be returned to the nominating official with an explanation.

4. **Amount of Award.**

   a. The maximum amount payable for an SSP cannot exceed $10,000 and may be further limited by TAG, NGB, and/or OPM guidance. The percentage of base salary awarded as well as the total amount of money allotted for SSP awards is budget dependent. Payment of SSP awards may be held in abeyance until sufficient funds become available. NGB notifies the HRO each year as to the overall funding limits for awards. The performance rating/percentage of salary ratio is a variable that is directly affected by NGB funding limits and HING command determination.

   b. Under unconstrained circumstances, the payment of awards is determined using the following incremental scale but will not exceed $10,000:

   1. A performance rating of 4.00 to 4.09 may be awarded 1% of base salary.
   2. A performance rating of 4.10 to 4.19 may be awarded 2% of base salary.
   3. A performance rating of 4.20 to 4.29 may be awarded 3% of base salary.
   4. A performance rating of 4.30 to 4.39 may be awarded 4% of base salary.
   5. A performance rating of 4.40 to 4.49 may be awarded 5% of base salary.
(6) A performance rating of 4.50 to 4.59 may be awarded 6% of base salary.

(7) A performance rating of 4.60 to 4.69 may be awarded 7% of base salary.

(8) A performance rating of 4.70 to 4.79 may be awarded 8% of base salary.

(9) A performance rating of 4.80 to 4.89 may be awarded 9% of base salary.

(10) A performance rating of 4.90 to 5.00 may be awarded 10% of base salary.

NOTE: Awards are subject to fiscal limitations and any subsequent NGB determination to fund or suspend one or more of the award categories.
CHAPTER 5
QUALITY STEP INCREASES
(GENERAL SCHEDULE EMPLOYEES ONLY)

1. **Purpose.** The purpose of Quality Step Increase award (QSI) is to provide appropriate incentives and recognition for excellence in performance by granting faster than normal step increases.

2. **Intent.** QSIs are *by-exception* awards for exceptional performance. Successive QSI nominations will not be approved unless there is unusually compelling evidence showing distinct performance improvement over the preceding year’s performance, competency, and evaluation.

3. **Eligibility.**
   a. The employee must hold the same job and grade level for 12 months and have an approved performance plan for no less than 120 calendar days during that period. Time in which an employee is in an extensive non-pay status (generally considered 30 days or greater) may not be applied towards this minimum.
   
   b. An employee must receive a rating of record at or above Level 4.30. (“Outstanding” or equivalent). Per NGB Technician Personnel Regulation 430, Technician Performance Appraisal Program (5 Nov 09), an “Outstanding” rating requires an average range of 4.30 to 5.00.
   
   c. Quality step increases cannot be granted to an employee who has received a quality step increase within the preceding 52 consecutive calendar weeks. The award date of a QSI is considered the date in which the Human Resources Development Specialist approves (signs) the award.
   
   d. Specific acts or service that received any other type of employee monetary award within the 52-week period of consideration are QSI-ineligible.
   
   e. An employee must have been in a non-temporary position, below Step 10, with an approved performance plan. Temporary promotion status does not qualify for QSI nomination.
   
   f. Employees do not qualify for a QSI if they received a promotion within the six months preceding the end of the rating period. In cases where a promotion action is pending, the QSI will be held in abeyance pending the outcome of the promotion. If the promotion action is disallowed, the QSI should be forwarded for processing.
4. **Procedures.**

   a. The employee’s immediate supervisor is responsible for initiating the nomination using NGB Form 32. An employee’s current performance appraisal will be used as justification for this award. **The immediate supervisor must also certify that, based on past performance, it is believed the employee’s high quality performance is likely to continue.**

   b. QSI nominations must be submitted NLT 30 calendar days after completion of the annual rating period.

   c. To recommend a QSI, the supervisor will electronically transmit a digitalized (.pdf) package consisting of the NGB 32 Recommendation for Incentive Award or Quality Salary Increase, DD Form 2906 Civilian Performance Plan, and Progress Review and Appraisal to the Human Resources Development Specialist.

   d. Eligible nominations will undergo a review by the Awards Committee. If the Committee determines that a QSI is not justified based on the criteria and the documentation submitted, it may recommend an SSP award in lieu of a QSI. The Committee is not authorized to recommend changing an SSP to a QSI.

   e. The HING Awards Committee will assess and render a recommendation for successive QSI applications, and the Performance Management Awards Program Manager will make the final determination for award approval or declination.

   f. Board recommendations are forwarded to Performance Management Awards Program Manager for final review, determination, and certification.

5. **Approval Authority.** The HING Performance Management Awards Program Committee will forward its recommendation to the Human Resources Development Specialist, who will review the nomination and grant final approval/ disapproval. If disapproved, the nomination will be returned to the originator, through command channels, with a suitable explanation. When a nomination for a QSI is disapproved, a new period of consideration must be established (12 months from the previous period of service).

6. **Effective Date.** Approved QSIs are effective at the beginning of the next regular pay period following the date of final approval. Final approval is the date in which the Human Resources Development Specialist signs the QSI package.

7. **Presentations.** Approved QSIs may be presented at an appropriate ceremony and accompanied by a Commendation Certificate (NGB Form 51).
CHAPTER 6
LENGTH OF SERVICE RECOGNITION

1. Purpose. Length-of-service emblems and certificates (NGB Form 52) will be awarded to all Hawaii National Guard employees as recognition for long and faithful Federal service with the Hawaii National Guard and other Government agencies.

2. Eligibility. Employees become eligible for recognition when they complete 5 years of creditable Federal service. Creditable service is determined by calculating years of service in a Federal appointment as a civilian employee and any active duty time served in a uniformed status that is documented on an SF50. This award may be presented in 10-year increments up to and including 50 years.

3. Responsibilities. The Adjutant General of Hawaii has delegated responsibility to administer the service recognition program to the HRO. The HRO determines employee eligibility; prepares certificates for signature of the Adjutant General; and forwards to the employee’s supervisor for presentation.

4. Presentations. This award should be presented as soon as the employee attains eligibility. However, the presentation may be set within a reasonable period after the date of eligibility in order to arrange presentation ceremonies. Benefits to employee morale from such recognition depends a great degree upon the pride and respect with which the awards are presented, received, and worn. In order to foster these ideals, care should be taken to ensure that maximum publicity is given to presentation ceremonies. The State Adjutant General, supervisors, or commanders, designated by the Adjutant General, will present the emblems and certificates.

5. Procurement of Emblems. Instructions for the procurement of emblems will be issued by NGB-HR on an as needed basis. Procurement will be through Joint Force Headquarters Hawaii National Guard supply channels to the USPFO for Hawaii.
CHAPTER 7
SPECIAL ACT OR SERVICE AWARDS

1. **General.** A special act or service award is a cash award given in recognition of meritorious personal effort, act, service, scientific or other achievement accomplished (e.g. NGB Award for Meritorious Civilian Service) within or outside an employee’s job responsibilities. The act, or service, or achievement must result in either tangible or intangible benefits or both to the government and may involve more than one employee.

2. **Eligibility.** All employees, permanent or temporary, are eligible for this award.

3. **Award Processing.** HING Supervisor having a direct knowledge of the special act or service should initiate the nomination immediately on an NGB Form 32, with a short description of the employee’s achievement and forward it to the Human Resources Office for processing. All nominations must be submitted within 30 calendar days after the special act or service. The award is subject to review by the Human Resources Officer or TAG designee, and availability of funds.
CHAPTER 8
HONORARY AWARDS AND OTHER METHODS OF RECOGNITION

1. **Certificate of Achievement.** Certificates of achievement will be initiated by the employee’s immediate supervisor, concurred to by the next level supervisor, and approved by the official designated under Chapter I of the National Guard Performance Appraisal regulation.

2. **Awards By Non-Federal Organizations.** Details and submission date for non-federal organizations will be announced by NGHI-HRO as they are received from NGB-J1-TN.

3. **Other Methods of Recognition.**
   
   a. Letters of appreciation or commendation may be granted by supervisors for specific instances of above standard performance or work achievements by an individual employee or a group of employees that warrant special recognition but do not meet the criteria for a special type award (i.e., an adopted suggestion that did not meet the eligibility requirement for a cash award). A copy of Letters of Appreciation for Employees should be forwarded to NGRI-HRO-HRD for inclusion in the individual’s Employee Performance File (EPF).
   
   b. NGB Form 999, Certificate of Retirement, is presented when an employee retires from the Federal service. The Adjutant General of Hawaii is authorized to sign NGB Form 999 by Chief, National Guard Bureau (NGB).

4. **Federal Employee of the Year Award.** Guidance and procedures for the nomination and recognition of employees for Federal Employee of the Year Awards will be distributed upon receipt from NGB.
CHAPTER 9
PAYMENT PROGRAM, PROMOTION, REPORTS, AND RECORDS

1. **Payment of Awards.**

   a. All cash awards will be financed from Federal funds locally available within the State.

   b. All monetary awards will be paid at the earliest particle date after the adoption of a suggestion or the approval of any other cash award. The movement of personnel, after recommendation of an award that requires higher echelon approval, does not change the financial responsibility of the recommending organization for payment of the full award. The finance office at the losing installation will forward the check for the cash award to the employee’s new installation for presentation.

   c. Cash awards are considered obligations that must be met, except where the granting of an award would cause an over-obligation on the agency.

   d. Cash awards are treated as additional income; therefore, taxes will be withheld in accordance with established regulations.

   e. Regardless of the reason for separation from employment, an unpaid cash award will be treated as an amount due and will be processed in accordance with established regulations.

2. **Promotional Materials.** Maximum use will be made of all forms of promotional media and materials in order to create and maintain interest in the National Guard Performance Management Program.

3. **Records.** Incentive award records will be maintained in your electronic Official personnel Folder (e-OPF).
APPENDIX 1
HING Performance Management Program Request for Personnel Action Matrix

Eligible Employee: Current appraisal, no awards received within the last 52 weeks

- YES: Supervisor completes SF-52 (RPA) for Award Request
  - NO: Not Eligible

SF-52 (RPA) Award Request submitted for Award (One Time Cash, QSI, SSP, Time Off, Honorary, Suggestion, and Service)

- HIANG
  - HIARNG
    - YES: HR Liaison Screening
      - HR Development Specialist validates funding with Management Analyst
    - NO: HRO Staffing Screening
      - NO: HR Development Specialist validates funding with comptroller
      - YES: Awards Committee processes for approval or disapproval
        - YES: HR Development Specialist approves award
          - A1-1: Employee verifies award was received on LES
        - NO: HR Development Specialist notifies employee and their supervisor of the disapproval

- A1-1: Appendix 1
## APPENDIX 2

### SAMPLE NGB FORM 32 “ON-THE-SPOT” CASH AWARD RECOMMENDATIONS

**RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE**

The proponent agency is NGB-IR. The prescribuing directive is TPR 451.

### SECTION I - TO BE COMPLETED BY OPERATING OFFICE

1. **EMPLOYEE NAME:** (Last, First, MI)  
   **DATE:**

2. **EMPLOYEE ADDRESS:**

3. **PRESENT POSITION TITLE:**  
   **GRADE & STEP:** 11-04  
   **SALARY:** $65,456

4. **TYPE OF RECOGNITION RECOMMENDED:** On the Spot Cash Award ($500)  
   **Enter the type and amount of the award**

5. **BASIS FOR RECOMMENDATION:** (See reverse side for Evidence of Superior or Outstanding Achievement)
   - [ ] SUPERIOR PERFORMANCE, PERIOD: Enter the date or time-frame of the special act
   - [ ] SPECIAL ACT OR SERVICES DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE, OR SERVICE

6. **POSITION TITLE, GRADE & SALARY DURING PERIOD OF RECOMMENDATION:** (If different than Item 3.)

7. **COMMAND, INSTALLATION AND LOCATION:**

8. **ORGANIZATION:**

9. **TITLE & SIGNATURE OF IMMEDIATE SUPERVISOR:**
   **Printed Names, Titles and Signatures**

10. **TITLE & SIGNATURE OF APPROVING OPERATING OFFICIAL:**

### SECTION II - TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE

11. **TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED:** (Except Length of Service)

### SECTION III - TO BE COMPLETED BY LOCAL AWARDS COMMITTEE

12. **RECOMMEND APPROVAL OF FOLLOWING AWARDS:**
   - [ ] CASH  
     **TOTAL AMOUNT:**
     **INITIAL AMOUNT:**
     **ADDITIONAL AMOUNT:**
   - [ ] INTANGIBLE BENEFITS
   - [ ] TANGIBLE SAVINGS  
     **ESTIMATED FIRST YEAR SAVINGS:**
   - [ ] OTHER:
   - [ ] DISAPPROVED
   - [ ] TITLE:
   **SIGNATURE & DATE:**

### SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY
<table>
<thead>
<tr>
<th>APPROVING AUTHORITY AND ACTION</th>
<th>ADDITIONAL CASH AWARD</th>
<th>SIGNATURE &amp; TITLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCAL COMMANDER</td>
<td></td>
<td>HIANG CHIEF OF STAFF</td>
<td>Date</td>
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<tr>
<td>☐ APPROVED ☐ DISAPPROVED 1</td>
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<tr>
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<tr>
<td>Adjutant General</td>
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NOTICE TO EMPLOYEE: UPON ACCEPTANCE OF ADDITIONAL CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS
# APPENDIX 3

## SAMPLE “TIME OFF” AWARD RECOMMENDATIONS

**RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE**

The requisitioning agency is NG-XX. The requisitioning directive is TFP 451.

### SECTION I - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE NAME: (Last, First [M])
2. EMPLOYEE ADDRESS:
3. PRESENT POSITION TITLE:
4. TYPE OF RECOGNITION RECOMMENDED: Time-Off Award (up to 40 hours, $770) Enter this number of hours and the amount of pay the employee will receive for these hours.
5. BASIS FOR RECOMMENDATION: (See reverse side for Evidence of Superior or Outstanding Achievement) Enter the date or time frame of the act or service or if for performance, select the “Superior Performance” box and enter the appraisal dates.
6. POS. TITLE / GRADE & SALARY DURING PERIOD OF RECOMMENDATION: (If different than Item 3)
7. COMMAND, INSTALLATION AND LOCATION:
8. ORGANIZATION:
9. TITLE & SIGNATURE OF IMMEDIATE SUPERVISOR:
10. TITLE & SIGNATURE OF APPROVING OPERATING OFFICIAL:

### SECTION II - TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE

11. TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED: (Except Length of Service)

### SECTION III - TO BE COMPLETED BY LOCAL AWARDS COMMITTEE

12. RECOMMEND APPROVAL OF FOLLOWING AWARDS:
   - [ ] CASH TOTAL AMOUNT:
   - [ ] INTANGIBLE BENEFITS INITIAL AMOUNT:
   - [ ] TANGIBLE SAVINGS ADDITIONAL AMOUNT:
   - [ ] OTHER ESTIMATED FIRST YEAR SAVINGS:
   - [ ] OTHER
     - [ ] UNAPPROVED TITLE:
     - [ ] SIGNATURE & DATE

### SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY

- [ ] APPROVING AUTHORITY AND ACTION
- [ ] ADDITIONAL CASH AWARD
- [ ] SIGNATURE & TITLE
- [ ] DATE
<table>
<thead>
<tr>
<th>LOCAL COMMANDER</th>
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<tr>
<th>HIANG CHIEF OF STAFF</th>
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<table>
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<tr>
<th>NON INCENTIVE AWARDS BOARD</th>
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**NOTICE TO EMPLOYEE:** UPON ACCEPTANCE OF CASH AWARD OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS, OR ASSIGNS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS...
**APPENDIX 4**

**SAMPLE "SUSTAINED SUPERIOR PERFORMANCE" RECOMMENDATIONS**

<table>
<thead>
<tr>
<th>Recommendation for Incentive Award or Quality Salary Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>The proponent agency is NCE-HR. The prescribing directive is TPR 451.</td>
</tr>
</tbody>
</table>

**SECTION I - TO BE COMPLETED BY OPERATING OFFICE**

1. **Employee Name:** (Last, First, M)  
   **Date:**

2. **Employee Address:**

3. **Present Position Title:**  
   **Grade & Step:** 07-01  
   **Salary:** $40,200

4. **Type of Recognition Recommended:** Sustained Superior Performance ($1,200)  
   **Enter the amount of the SSP:**

5. **Basis for Recommendation:** (See reverse side for Evidence of Superior or Outstanding Achievement)  
   **PERIOD:** 1 October 2016 - 30 September 2016  
   **Minimum of 52 weeks:**

6. **Position Title, Grade & Salary During Period of Recommendation:** (If different than Item 3)

7. **Command, Installation and Location:**

8. **Title & Signature of Immediate Supervisor:**

9. **Title & Signature of Approving Operating Official:**

10. **Printed Names, Titles and Signatures:**

**SECTION II - TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE**

11. **Type and Date of Incentive Award(s) or Date of Quality Increase(s) Previously Granted** (except length of service)

**SECTION III - TO BE COMPLETED BY LOCAL AWARDS COMMITTEE**

12. **Recommend Approval of Following Awards:**

   - [ ] Cash  
   - [ ] Intangible Benefits  
   - [ ] Tangible Benefits  
   - [ ] Other:  
   - [ ] Disapproved

   **Estimated First Year Savings:**

   **Title:**
   **Signature & Date:**

**SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY**

---

A4-1  Appendix 4
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NOTICE TO EMPLOYEE: UPON ACCORD OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS, OR ASSIGNS, EXCEPT AWARD OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS.
# APPENDIX 5
## SAMPLE “QUALITY STEP INCREASE” RECOMMENDATIONS

Instruction #1 above is not applicable - DO NOT send a copy of the position description with the award.

### RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE

The proponent agency is NSB-HR. The prescribing directive is TPR 451.

### SECTION I - TO BE COMPLETED BY OPERATING OFFICE

<table>
<thead>
<tr>
<th>1. EMPLOYEE NAME: (Last, First, M)</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>2. EMPLOYEE ADDRESS:</td>
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<tr>
<td>3. PRESENT POSITION TITLE:</td>
<td>GRADE &amp; STEP</td>
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<tr>
<td>4. TYPE OF RECOGNITION RECOMMENDED: Quality Step Increase ($1,341)</td>
<td>Enter type of award and calculate yearly salary difference between steps</td>
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<tr>
<td>5. BASIS FOR RECOMMENDATION (See reverse side for “Evidence of Superior or Outstanding Achievement”) Appraisal date goes here.</td>
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<tr>
<td>☐ SUPERIOR PERFORMANCE PERIOD:</td>
<td>The appraisal/performance time-frame MUST cover a minimum of 52 weeks</td>
</tr>
<tr>
<td>☐ SPECIAL ACT OR SERVICE (DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE):</td>
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<tr>
<td>6. POSITION TITLE, GRADE &amp; SALARY DURING PERIOD OF RECOMMENDATION: (Different than item 3)</td>
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</tr>
<tr>
<td>7. COMMAND, INSTALLATION AND LOCATION:</td>
<td>8. ORGANIZATION:</td>
</tr>
<tr>
<td>9. TITLE &amp; SIGNATURE OF IMMEDIATE SUPERVISOR:</td>
<td>Printed Names, Titles and Signatures</td>
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<td>10. TITLE &amp; SIGNATURE OF APPROVING OPERATING OFFICIAL:</td>
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### SECTION II - TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE

| 11. TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED: (Except Length of Service) | |
| 12. RECOMMEND APPROVAL OF FOLLOWING AWARDS: | |
| ☐ CASH | TOTAL AMOUNT: | INITIAL AMOUNT: | ADDITIONAL AMOUNT: |
| ☐ INTANGIBLE BENEFITS | |
| ☐ TANGIBLE SAVINGS | ESTIMATED FIRST YEAR SAVINGS: |
| ☐ OTHER: | |
| ☐ DISAPPROVED | TITLE: | SIGNATURE & DATE: |

### SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY

---

A5-1 Appendix 5
### HING Full-Time Personnel Regulation Number 451

*20 June 2018*

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<td>RECOMMEND</td>
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**NOTICE TO EMPLOYEE:** UPON ACCEPTANCE OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS, OR ASSIGNES, REJECTIONS OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS

You MUST complete the remarks section - include reasons why you believe the employee should receive the award (please see instruction #2 above).

**Time-Off Awards:** Include substantial remarks as to why the employee is deserving of the award. This award consists of 10 days of leave given to an employee for superior accomplishments, personal efforts that contribute to the quality, efficiency, or economy of governmental operations, or for performance during an appraisal period. Any nominations that exceed 2 workdays (based on the employee’s work schedule) must go through the respective awards committees for approval.

**Sustained Superior Performance Awards:** A copy of the full annual appraisal must be submitted along with the NGB 32. In the remarks section of the NGB 32, include substantial remarks as to why the employee is deserving of the award. All nominations for this type of award must go through the respective awards committees for approval. This type of award is based on 52 weeks of performance.

**Special Act/Service and On-the-Spot Cash Awards:** Include a memorandum routed through channels to approving official (this is dependent on the amount of the award) that describes the one-time act or service that the award is based upon, and whether the benefit is tangible or intangible. If the award is based upon tangible benefits, documentation must also be included that demonstrates how the benefit was calculated. Awards based upon intangible benefits must describe the value of the benefit and the extent of its application in the memorandum.

**Quality Step Increases:** A copy of the full annual appraisal must be submitted along with the NGB 32. In the remarks section of the NGB 32, include substantial remarks as to why the employee is deserving of the award. You must also include the following sentence in the remarks: “I certify that based on past experience, it is believed that this technician’s high quality of performance likely to continue.” Nominations for this type of award must go through the respective awards committees for approval. Only GS employees who display outstanding performance on a continued basis are eligible for this award. This award is based on 52 weeks of performance.
### EVIDENCE OF SUPERIOR OR OUTSTANDING ACHIEVEMENT

<p>| | |</p>
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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td>Attach statement of major duties performed and one copy of Position Description for position on which recommendation is based.</td>
</tr>
<tr>
<td>2.</td>
<td>Attach detailed and specific statements of fact to the recommendation. This must be a factual presentation of the nature and merit of employee's actual performance and an indication of how it exceeds normal performance requirements of the employee's position. Indicate benefits resulting from the performance and the significance of special act or service rendered. Where achievement resulted in tangible benefits in operations, give detailed computation and analysis of such benefits.</td>
</tr>
<tr>
<td>3.</td>
<td>If tangible benefits were not applicable, give the type of relative importance of intangible benefits. Explain also, significance of accomplishment to the command.</td>
</tr>
<tr>
<td>4.</td>
<td>Attach a draft of the proposed citation, written in the third person, and not exceeding 70 words if an honorary award is recommended. Use 8 X 10 1/2 inch sheets of paper.</td>
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</tbody>
</table>

### REMARKS
APPENDIX 6
SAMPLE “SPECIAL ACT OR SERVICE AWARD” RECOMMENDATIONS

RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE
The proponent agency is NGS-RR. The prescribing directive is TPR 451.

SECTION I - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE NAME: (Last, First, MI)  
   DATE:

2. EMPLOYEE ADDRESS:

3. PRESENT POSITION TITLE:  
   GRADE & STEP: 11-04  
   SALARY: 465,456

4. TYPE OF RECOGNITION RECOMMENDED: Special Act/Special Service ($6,000) Enter the amount of the Award

5. BASIS FOR RECOGNITION (See reverse side for Evidence of Superior or Outstanding Achievement) Enter the date or time frame of the special act or service.

   ☐ SUPERIOR PERFORMANCE PERIOD:
   ☐ SPECIAL ACT OR SERVICE DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE:

6. POSITION TITLE, GRADE & SALARY DURING PERIOD OF RECOMMENDATION: (If different than item 3.)

7. COMMAND, INSTALLATION AND LOCATION:

8. ORGANIZATION:

9. TITLE & SIGNATURE OF IMMEDIATE SUPERVISOR:  
   Printed Names, Titles and Signatures

10. TITLE & SIGNATURE OF APPROVING OPERATING OFFICIAL:

SECTION II - TO BE COMPLETED BY TECHNICAL PERSONNEL OFFICE

11. TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED: (Except Length of Service)

SECTION III - TO BE COMPLETED BY LOCAL AWARDS COMMITTEE

12. RECOMMEND APPROVAL OF FOLLOWING AWARDS:

   ☐ CASH  
   TOTAL AMOUNT:  
   INITIAL AMOUNT:  
   ADDITIONAL AMOUNT:

   ☐ INTANGIBLE BENEFITS

   ☐ TANGIBLE SAVINGS  
   ESTIMATED FIRST YEAR SAVINGS:

   ☐ OTHER:

   ☐ DISAPPROVED ¹  
   TITLE:  
   SIGNATURE & DATE:

SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY

A6-1  
Appendix 6
### APPROPRIATING AUTHORITY AND ACTION

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<td>DISAPPROVED 1</td>
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| STATE AWARDS COMMITTEE | APPROVED | RECOMMEND | | |
| ☐ APPROVED | DISAPPROVED 1 | | | |

| ADJUTANT GENERAL | APPROVED | RECOMMEND | | |
| ☐ APPROVED | DISAPPROVED 1 | | | |

| NOG INCENTIVE AWARDS BOARD | APPROVED | RECOMMEND | | |
| ☐ APPROVED | DISAPPROVED 1 | | | |

### NOTICE TO EMPLOYEE

Upon acceptance of a further claim of any nature upon the United States by you, your heirs, or assigns, the use of this contribution by the United States shall not form the basis.
APPENDIX 7
SAMPLE AWARDS COMMITTEE STANDARD OPERATING PROCEDURES (SOP)

1. The Hawaii National Guard Award Program Committee will operate IAW Hawaii Supplement to TPR 451 and 5 CFR 451. The scope and level of review of the Committee may be established as necessary in order to effectively manage the Performance Management Program. The Committee will consist of a Chairperson and an Alternate Chairperson responsible for the overall functioning of the Performance Managements Awards Program Committee. Other Committee members will be qualified representatives of major functional areas and should, as far as practicable, represent all levels of the supervisory workforce, i.e., supervisory positions (G1, G3, G4, SAAO, USPFO, ARNG Comptroller, Air Representative from the 154th WG, A1, A3, and Financial Management) and one Army and one Air representative for the labor organization. Responsibilities of the Performance Managements Awards Program Committee may include the following:

   a. Assist the Program Manager to plan Performance Management Awards Program activities, implement new program features and provide program promotion to create and maintain interest in the Performance Management Awards Program.

   b. Review and make recommendations to the Adjutant General on nominations for cash and honorary awards.

   c. Assist the Program Manager to review suggestions and request for reconsideration of disapproved suggestions.

   d. Evaluate the effectiveness of the program by reviewing employee participation, performance awards granted and adopted suggestions to determine whether anticipated savings were realized.

   e. Consider a supervisor’s effective use of the awards program to be a consideration in granting them superior performance awards, letters of commendation or other appropriate recognition.

   f. Review program results to assure that all awards are granted equitably and on the basis of merit.

   g. Ensure that all award presentations are conducted in a timely manner.
2. Awards committee meetings will take place at the end of each quarter of the FY and as often as the Chair requires.

3. At the conclusion of the first meeting of the FY, the Committee will have established:
   a. The awards budget.
   b. Any awards initiatives based on received command intent.
   c. Communication methods to publicize the program, the workforce, and the method of public recognition for those receiving awards.

4. At the conclusion of each meeting, the Committee will have completed a substantive review of all awards submissions to ensure that awards meet with the required standards.
   a. Approved awards will be granted or forwarded to higher levels if additional approvals required.
   b. Disapproved awards will be returned to supervision with the option to resubmit with additional information or reconsidered as a different type of award.

5. Additional meetings may be required to review later submissions or resubmitted award nominations.
APPENDIX 8
EXAMPLE HAWAII AIR NATIONAL GUARD (HIANG) COMMITTEE APPOINTMENT LETTER

The following individuals are appointed to the HIANG Awards Committee for FY__.

Chair:
Alternate:

Comptroller representative:

MSG representative:

MXS representative:

OPS representative:

The Air HRO Remote will coordinate with HRO for all Awards Program Manager functions IAW Hawaii Supplement to TPR 451 and 5 CFR 451.

__________________________________________
DoS  Date
APPENDIX 9
EXAMPLE HAWAII ARMY NATIONAL GUARD (HIARNG) COMMITTEE APPOINTMENT LETTER

The following individuals are appointed to the HIARNG Awards Committee for FY__.

Chair:

Alternate:

USPFO representative:

SMO representative:

SAO representative:

G-Staff representative:

The HRO Awards Program Manager will support the Committee IAW Hawaii Supplement to TPR 451 and 5 CFR 451.

__________________________________________
CoS, HIARNG                      Date
APPENDIX 10
AWARDS REVIEW CHECKLIST

Performance-Based Cash Awards & QSIs
Section 1
_____ 1. NGB Form 32 completed and signed (Items 1-10)
_____ 2. DD Form 2906 (Technician Performance Standards and Appraisal Form)
_____ 3. Certification of performance statement if latest appraisal is over 60 days old
_____ 4. Supporting Documentation
_____ 5. Narrative Justification
_____ 6. No absence in excess of 30 days during rating period
_____ 7. Performance is at the excellent or outstanding level (Outstanding for QSIs only)

Section 2 – TO BE COMPLETED BY EMPLOYEE PERSONNEL OFFICE
_____ 1. A minimum 12 month qualifying period of service is entered in block 2, NGB Form 32, and does not overlap a period of service that served as the basis for a previous cash award.
_____ 2. Total period of qualifying service (Block 2, NGB Form 32) was in the same job and same grade level, or detailed to the same or higher grade duties.

Special Act/Service Cash Awards
_____ 1. NGB Form 32 completed and signed (Items 1-10)
_____ 2. Narrative Justification
_____ 3. Has not received a Special Act/Service or Cash Award in the last 52 weeks
_____ 4. Supporting Documentation

Suggestion Awards
_____ 1. AF Form 1000 (Air) or NGB Form 6 (Army)
_____ 2. Supporting Documentation

Time-Off Awards
_____ 1. NGB Form 32
_____ 2. Narrative Justification