



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

27 January 2017

MEMORANDUM FOR ALL NATIONAL GUARD HUMAN RESOURCES OFFICERS

Subject: Awards Guidance for Fiscal Year 2017

References: (a) Under Secretary of Defense Guidance on Award Limitations for Department of Defense Non-Senior Executive Service/Senior-Level/Scientific or Professional Employees for Fiscal Year 2017, 21 Dec 2016.
(b) Office of Personnel Management (OPM) and Office of Management and Budget (OMB), Guidance on Awards for Non-SES/SL/ST Employees for Fiscal Year 2017, 18 Nov 2016.

1. References (a) and (b) implement a revised spending limit for Fiscal Year (FY) 2017 civilian awards, and provides the basis for the National Guard FY17 Awards spending limits.
2. This guidance limits awards spending to no more than 1.5 percent of the aggregate salaries of all non-SES employees at the end of the previous fiscal year (FY 2016) on the combination of individual performance awards and individual contributions (e.g. special act).
3. This memorandum also removes the limits for the other awards that have been frozen at FY 2010 spending levels (i.e., group awards, referral bonuses, suggestion/invention awards; recruitment, relocation, and retention (3Rs) incentives; and Quality Step Increases). However, states should continue to remind supervisors and managers to comply with applicable regulations, and to use these incentives judiciously.
4. Time-off Awards are not included in the 1.5 percent total aggregate limit and should be used judiciously as they still represent a cost to the organization.
5. All honorary awards are authorized. Supervisors and managers should consider the full range of honorary awards in order to best recognize technician performance excellence.
6. Point of contact is Ms. Adriene Dallas, NG-J1-TNB, (703) 607-1365.

A handwritten signature in black ink, appearing to read "Robert W. Tetreault", is written over the typed name and title.

ROBERT W. TETREULT
Chief, Technician Personnel Division
National Guard Bureau