



STATE OF HAWAII  
**DEPARTMENT OF DEFENSE**  
**OFFICE OF THE ADJUTANT GENERAL**  
3949 DIAMOND HEAD ROAD  
HONOLULU, HAWAII 96816-4495

NGHI-HRO

9 November 2018

MEMORANDUM FOR HING Supervisors and Managers of Title 32 Dual Status Military Technicians and Title 5 National Guard Employees

SUBJECT: Announcement for Fiscal Year 2019 (1<sup>st</sup> Quarter) Hawaii National Guard (HING) Performance Management Awards

1. Purpose. Provide a method to reward and motivate Title 32 Dual Status Military Technicians (T32) and Title 5 National Guard Employees (T5) in the HING whose job performance and ideas are substantially above normal job requirements and performance standards.

2. Reference. HING Full-Time Personnel Regulation 451, 20 June 2018.

3. Eligibility for Permanent or Indefinite Appointment Employees.

a. T32 and T5 Employees on a **Permanent or Indefinite Appointment** are eligible for the following awards:

(1) Sustained Superior Performance Award. *(Must have current Performance Appraisal)*

(2) Time-Off Award. *(Must have current Performance Appraisal).*

(3) Quality Step Increase [General Schedule Employees Only]. *(Must have current Performance Appraisal).*

(4) Length of Service Recognition Award.

(5) Special Act or Service Award.

(6) On-The-Spot Cash Award.

(7) Honorary Awards.

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Technicians and Title 5 National Guard Employees

b. Forms Required:

(1) NGB Form 32 (Recommendation for Incentive Award or Quality Salary Increase).

(2) DD Form 2906 (Department of Defense Civilian Performance Plan, Progress Review and Appraisal) for performance awards.

(3) Current Performance Appraisal (as needed by award type). For 2019 Awards Packets, the required current performance appraisal period is 1 October 2017 to 31 March 2018.

(4) All other supporting documents for justification of award (as needed by award type).

4. Eligibility for Temporary Appointment Employees.

a. T32 and T5 Employees on a **Temporary Appointment** are eligible for the following award:

(1) Special Act or Service Award.

b. Forms Required:

(1) NGB Form 32 (Recommendation for Incentive Award or Quality Salary Increase).

(2) DD Form 2906 (Department of Defense Civilian Performance Plan, Progress Review and Appraisal) for performance awards.

(3) All other supporting documents for justification of award (as needed by award type).

5. Timeline.

a. Award Packet Deadline: **Friday, 30 November 2018**. Submit awards packet in Defense Civilian Personnel Data System (DCPDS) to the Human Resources Development and Training Specialist (Mr. Joey Mariano).

b. Performance Management Awards Board will be held on **Thursday, 13 December 2018**.

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6. POC is Mr. Joey Mariano, Human Resources Development Specialist, at (808) 672-1248 or email at [joey.c.mariano.mil@mail.mil](mailto:joey.c.mariano.mil@mail.mil).

Encls

1. NGB Form 32
2. DD Form 2906 Sample

LAURA J. SOARES  
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Human Resources Officer