



HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE

BULLETIN



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FY2021 HING Performance Management Awards

The purpose of this bulletin is to provide a method to reward and motivate Title 32 Dual Status Military Technicians (T32) and Title 5 National Guard Employees (T5) in the Hawaii National Guard (HING) whose job performance and ideas are substantially above normal job requirements and performance standards in accordance with Chief of National Guard Bureau Instruction (CNGBI) 1400.25, Volume 451, National Guard Technician Incentive Awards Program, 5 October 2018.

Eligibility:

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

(3) Length of Service Recognition Award.

(4) Special Act or Service Award.

(5) On-The-Spot Cash Award.

(6) Honorary Awards.

(7) Time-off Awards. (Only need NGB Form 32)

b. Forms Required:

(1) NGB Form 32. (Needed for all awards above except Length of Service Recognition Award and Honorary Award)

(2) Current Performance Appraisal (DD Form 2906 (Department of Defense Civilian Performance Plan, Progress Review and Appraisal). For 2021 Awards Packets, the required current performance appraisal period is 1 April 2020 to 31 March 2021.

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

(4) Forms needs to be attached to the SF52.

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.

(2) Time-off Award.

b. Forms Required:

(1) NGB Form 32.

(2) Form needs to be attached to the SF52.

Timeline.

a. Award Packet Deadline: **Friday, 7 May 2021**. Submit award packet in Defense Civilian Personnel Data System (DCPDS). (NOTE: Army National Guard send to HI_ACTION_REQ group box. Air National Guard send to HIHRO_LIAISON group box)

b. Performance Management Award Board will be held on **Friday, 4 June 2021**.

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