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POLICY DIRECTIVE # 2021-21

29 March 2021

SUBJECT: Technician Incentive Awards Program for Title 32 and Title 5 Employees

1. Effective 29 March 2021.

2. Applicability. This policy directive applies to all Title 32 (T32) and Title 5 (T5) Technicians of the Hawaii National Guard (HING).

3. Purpose. The directive establishes policy and procedures for submission and approval of Federal T32 and T5 Technician awards.

4. References.

a. Title 5, United States Code, Chapter 4 Incentive Awards

b. CNGBI 1400.25, Vol 451 (National Guard Technician Incentive Awards Program)

5. General. This policy addresses five aspects of the Incentive Awards Program: Superior Performance Cash Awards, Special Act Special Service, Quality Step Increase (QSI), On-the-Spot Cash Award, and Time-Off Award.

a. Funding awards is dependent on available resources and will be determined by the (Air) Financial Management Board or the (Army) Program Budget Advisory Committee.

b. A payment given to recognize high-level performance during the performance appraisal period (1 April thru 31 March) under an indefinite or permanent appointment of one year or more. This does not mean awards will be automatic for an employee whose performance meets the basic eligibility for an incentive award.

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c. Supervisors must generate an SF52 and attach the NGB Form 32 and current performance appraisal within 30 days after the end of the period of service to be recognized.

d. Nominations should not be approved when prompted solely by the impending departure of a supervisor or an employee; prompted solely by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap) or the tenth step of the grade; or when an employee has received a previous Performance Award based in whole or in part on the performance currently being recommended for recognition.

e. T32 and T5 technicians under 1-year probationary period are not eligible for a Superior Performance Cash Award or a QSI Award.

f. An individual that is in LWOP-US status for the entire rating period and using the previous performance rating as the rating of record is not eligible for a performance incentive.

g. Individuals that completed 120 days in the rating cycle, including those with extended periods of absence (ex: Absent-US, LWOP, etc.) during the rating cycle are eligible for performance awards. Supervisors should also judiciously compare the contributions of individuals present during the entire rating cycle to those with extended periods of absence when determining the amount of the award.

h. National Guard employees who have a Letter of Reprimand on record or an Adverse Action during the timeframe of their performance appraisal are ineligible for an incentive award.

i. All award actions need to be processed through the Defense Civilian Personal Data System (DCPDS).

6. Policy.

a. Incentive Awards Committee: The committee will be composed with supervisors/managers from the Army and Air National Guard. The senior committee member will serve as Chairperson and the remaining will be Board Members. They will meet and review all submissions for Cash Awards and QSI's. The awards committee can recommend increase/decrease of award percentages or make a change to the type of award. Only awards for which funds are available will be approved. The committee may consider award submissions for which there is not available funding under one or two options:

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(1) Hold, pending availability of funds; or

(2) Reduce the amount of the award(s) to the level of available funds.

b. Sustained Superior Performance (SSP) Cash Awards: A Cash Award is given in recognition of superior performance which exceeds expectations, handles roadblocks and makes long-term differences in doing so, is seen as an expert, is a valued role model or mentor for their line of work and exhibits the highest standards of professionalism. The following rules applies:

(1) May not exceed \$10,000.00 and may not be granted to an employee who has received a Cash Award within the preceding 52 weeks.

(2) Technician's rating of record for the most recent rating period must have been at least a Level 5, or "Outstanding", or Level 3, or "Fully Successful". Documentation will reflect how nominees exceeded the requirements of their critical elements.

(3) Award will be a percentage (not to exceed 10%) of the employee's annual rate of basic pay (to include locality pay), as determined by the Incentive Awards Committee based on available funds and the recommendation made by the supervisor. Awards committee may recommend a decrease to the award percentage if the Technician has not worked in their position/grade for at least 6 months.

(4) Permanent and indefinite General Schedule (GS) and Federal Wage System (FWS) Technicians are eligible for Superior Performance Cash Awards.

(5) Supervisors/Managers are ineligible for this award if their subordinates do not have completed performance appraisals.

c. Special Act Special Service Award: A monetary award to recognize a short term accomplishment in a nonrecurring meritorious personal effort, contribution, or accomplishment in the public interest, either in or outside of job responsibilities. Could be either a scientific achievement or courageously handling an emergency. All Technicians, to include temporary Technicians, are eligible for this award.

d. Quality Step Increase (QSI): A QSI is an increase in the GS Technician's rate of basic pay from one step of the GS Technician's grade to the next higher step given in recognition of service significantly exceeding high quality job performance and with the expectation that outstanding performance will continue in accordance with the following rules:

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(1) A QSI will not be granted if the Technician received a QSI within the preceding 52 weeks.

(2) A GS employee received a Level 5 or "Outstanding" rating on their current performance appraisal.

(3) Technician must have been in their position for 12 months.

(4) Incentive Board Committee can decrease the QSI to a SSP cash award if the NGB Form 32 lacks justification.

(5) Supervisors/Managers are ineligible for this award if their subordinates do not have completed performance appraisals.

(6) Only a GS permanent or indefinite Technician are eligible for a QSI.

e. On-the-Spot Cash Award (OTS): An award ranging from \$25 to \$250 which may be given by a supervisor for day-to-day accomplishments of subordinate employee(s). OTS cash awards may be submitted anytime though out the year. Submit NGB Form 32 with narrative through (Air) Comptroller or (Army) Management Analyst to verify that funds are available. If funds are available, attach NGB Form 32 to the SF52 via DCPDS. OTS awards will be processed expeditiously thru the Human Resources Development Specialist.

f. Time-Off Award (TOA): Recognize superior accomplishments of an employee who contributed to the quality, efficiency, or economy of Government operations. A time off award grants time off from duty without loss of pay or charging leave.

(1) All Technicians, including temporary Technicians, are eligible for a TOA.

(2) Immediate supervisors may approve a TOA up to 8 hours without the review and approval of a higher official. The Technicians second-level supervisor must approve any award in excess of 8 hours.

(3) A TOA is awarded in 8-hour increments up to a maximum of 40 hours for a single contribution.

(4) No more than 80 hours may be granted in a leave year.

(5) TOA expires one year from effective date and under no circumstances will a time-off award result in a cash payment.

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(6) TOA does not transfer out of this agency, and is forfeited upon separation.

(7) The following certification statement from the supervisor or recommending official must be included after the narrative on the NGB Form 32:

"I have considered fully the wage cost and productivity loss in granting this TOA. The amount of the time off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award."

(8) Submit completed NGB Form 32 with narrative through supervisory chain and attach to SF52 via DCPDS.

7. Submission Procedures: The following is the submission procedure and approval authority for Superior Performance Cash Award, Special Act Special Service, and a QSI Award.

a. A current completed performance appraisal.

b. An NGB Form 32 needs to be filled out completely:

(1) Section I, Block 9, immediate supervisor signature.

(2) Section I, Block 10, higher level supervisor signature.

(3) Section IV, Signature of (Air) Wing Commander or Director of Staff or (Army) Chief of Staff.

(4) Section IV, Evidence of Superior or Outstanding Achievement: Comply with numbers 1-4, and Remarks: A short narrative of employee's accomplishments and why they are deserving of this award.

8. Definitions.

a. Incentive: A payment or concession to stimulate greater output or investment.

b. Superior Performance: Duties and responsibilities that clearly exceeds the employee's assigned position requirements.

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c. Special Act or Service: A nonrecurring meritorious personal effort, contribution, or accomplishment in the public interest, either in or outside of job responsibilities (generally of short duration).

9. Proponent. Human Resources Office, Employee Development Specialist, (808) 672-1321.

PAMELA L. ELLISON
COL, AG, HIARNG
Human Resources Officer