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NGHI-TAG

15 November 2023

MEMORANDUM FOR RECORD

SUBJECT: National Guard Technician Incentive Awards Program for Title 32 (T32) and Title 5 (T5) Employees

1. References.

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

b. Chief of National Guard Bureau Instruction (CNGBI) 1400.25, Volume 451 (National Guard Technician Incentive Awards Program)

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

3. Purpose. This directive establishes standing policy and procedures for submission and approval of T32 and T5 National Guard Technician awards. An annual bulletin will be published to establish funding/resource guidelines and a timeline for performance management awards.

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

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 cash payment may be 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.

c. Supervisors must generate an SF 52 (Request for Personnel Action) in the Defense Civilian Personnel System (DCPDS) 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

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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 one-year probationary periods are not eligible for a Sustained 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).

5. Policy.

a. The HRO will review all award submissions to ensure compliance with regulatory requirements and this policy.

b. 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 above the threshold limitations as established in the annual bulletin and any QSI packets. The award committee can recommend a decrease of award amount 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 of two options:

(1) Hold, pending availability of funds; or

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

c. After Board recommendations, the Human Resources (HR) Development Specialist will forward packets to the Adjutant General for final approval. If the award is approved the packet will be processed by the HR Development Specialist. If an award is disapproved, it will be returned through DCPDS with an explanation.

d. 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 apply:

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(1) This award will not be granted to an employee who has received a Cash Award within the preceding 52 weeks.

(2) Permanent and Indefinite General Schedule (GS) and Federal Wage System (FWS) Technicians, not under a probationary period are eligible for Sustained Superior Performance cash awards.

(3) Supervisors/Managers must complete appraisals for all subordinates to be eligible for this award.

(4) HRO will publish an annual bulletin to establish award amounts which require a board approval.

e. Special Act Special Service Award: A monetary award to recognize a short term accomplishment in a non-recurring 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. HRO will publish an annual bulletin to establish the amount of the monetary award, based off of funding/resource availability.

f. 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:

(1) The GS employee received a Level 5 (Outstanding) rating on their current performance appraisal.

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

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

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

(5) Only a GS permanent or Indefinite Technician is eligible for a QSI.

(6) Supervisors/Managers must complete appraisals for all subordinates to be eligible for this award.

g. 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 subordinates employee(s). OTS cash awards may be submitted anytime through-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. All Technicians, to include Temporary Technicians, are eligible for this award. OTS awards will be processed expeditiously thru the HR Development Specialist.

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

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loss of pay or charging leave. TOA may be submitted anytime throughout the year on the NGB Form 32. The rules governing approval are:

(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.

(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.

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

a. A current completed performance appraisal.

b. An NGB Form 32. Needs to be filled out completely, including:

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

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

(3) Section IV, Local Commander block must be signed by HIANG Director of Staff or HIARNG Chief of Staff prior to submission to HRO.

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

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7. Definitions.

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

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

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).

8. Proponent. Human Resources Office, HR Development Specialist, Ms. Brendyn Trevino (808) 672-1321.

FOR THE ADJUTANT GENERAL:

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