



HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE

BULLETIN



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15 November 2023

FY2024 HING PERFORMANCE MANAGEMENT AWARDS

The purpose of the Hawaii National Guard Awards Program is to motivate HING federal employees and reward those whose job performance and ideas are substantially above normal job requirements and performance standards in accordance with Chief National Guard Bureau Instruction (CNGBI) 1400.25, Volume 451, National Guard Technician Incentive Awards Program, 5 October 2018, and HING National Guard Technician Incentive Awards Program for Title 32 and Title 5 Employees, 15 November 2023.

This annual bulletin establishes a timeline and monetary thresholds for performance awards based on expected funding/resources.

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. (Probationary ineligible)
- (2) Quality Step Increase [General Schedule employees only]. (Probationary ineligible)
- (3) Special Act or Service Award.
- (4) On-The-Spot Cash Award.
- (5) Time-off Awards.

Eligibility for Temporary Appointment Employees.

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

- (1) Special Act or Service Award
- (2) On the Spot Cash Award.

(3) Time-off Award.

Forms Required.

PERMANENT / INDEF APPOINTMENT	APPRAISAL	NGB 32 W/SUP SIG	NGB 32 W/SUP + CC SIG	NGB 32 W/SUP + CC+ DS/CoS SIG
Sustained Superior Performance Award	X			X
(GS only) Quality Step Increase	X			X
Special Act or Service Award			X	
On-the-Spot Cash Award		X		
Time-Off Awards (16 hours or more)			X	
Time-Off Awards (8 hours)		X		

TEMPORARY APPOINTMENT	APPRAISAL	NGB 32 W/SUP SIG	NGB 32 W/SUP + CC SIG	NGB 32 W/SUP + CC+ DS/CoS SIG
Special Act or Service Award			X	
On-the-Spot Cash Award		X		
Time-Off Awards (16 hours or more)			X	
Time-Off Awards (8 hours)		X		

a. NGB 32, Section IV, Local Commander block (if required) must be signed by HIANG Director of Staff or HIARNG Chief of Staff prior to submission to HRO.

b. Current Performance Appraisal (DD Form 2906, Department of Defense Civilian Performance Plan, Progress Review and Appraisal) must be signed by rating official, higher level reviewer, and employee. For 2024 Awards Packets, the required current performance appraisal period is 1 April 2023 to 31 March 2024, with an effective date on or before 1 June 2024. The MyPerformance (MyBiz+) appraisal tool is the only automated appraisal tool that has been authorized for use in administering and documenting activities under the DoD Performance Management and Appraisal Program, and MyPerformance generates a completed DD Form 2906, "Department of Defense Civilian Performance Plan, Progress Review, and Appraisal." When supervisors or employees do not have access to the electronic MyPerformance (MyBiz+) appraisal tool, they must use the paper copy of DD Form 2906 to document the performance plan, progress review(s), and rating of record. Completed DD Form 2906 will be inputted into MyBiz+ once access has been established.

c. Any other supporting documents for justification of award (as needed by award type).

d. All required documents need to be attached to the Request for Personnel Action in DCPDS and submitted to HRO within the prescribed timeline.

Cash Awards.

a. Sustained Superior Performance (SPP) Cash Awards **over \$4,000** are required to be approved by the awards board.

b. Sustained Superior Performance (SPP) Cash Awards **\$4,000 and under** are not required to be approved by the awards board:

(1) \$4,000.00 for Outstanding (4.3 or greater, with no critical element being rated a "1" (Unacceptable) resulting in an overall rating of record that is a "5").

(2) \$3,000.00 for Fully Successful (less than 4.3 with no critical element being rated a "1" (Unacceptable), resulting in an overall rating of record that is a "3").

c. Special Act Special Service Award:

(1) A \$1,500.00 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.

d. On-the-Spot Cash Award (OTS):

(1) Ranges from \$25.00 to \$250.00. This award may be given by a supervisor for day-to-day accomplishments of subordinates' employee(s).

Timeline for SSP and QSI awards:

a. **SUN 31 March 2024**: End of appraisal period.

b. **WED 15 May 2024**: All packages (with required documents) due to HRO in DCPDS. HRO will provide component leadership with a list of nominations received.

c. **MON 3 June 2024**: Board Member names due to HRO.

d. **FRI 14 June 2024** (NLT): Performance Management Award Board.

e. **TUE 30 July 2024** (NLT): HRO approve/disapprove Award Request for Personnel Action (RPA) in DCPDS.

f. **THURS 15 August 2024**: HRO notifies command/supervisors of awards approved and/or disapproved.

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