

**DMNA Regulation Number 451**

**New York National Guard Federal  
Technician Performance Awards  
Program**

**FEDERAL HUMAN RESOURCES  
OFFICE**



**Division of Military and Naval Affairs  
330 Old Niskayuna Road  
Latham New York 12110-3514**

**14 October 2011  
UNCLASSIFIED**

# ***SUMMARY***

**This regulation is new.**

- ***Summary:*** This regulation defines the responsibilities and the purpose of the Performance Awards Program.
- ***Applicability:*** This regulation applies to the Division of Military and Naval Affairs (DMNA) and all Federal Technicians of the Army and Air National Guard.

**STATE OF NEW YORK  
DIVISION OF MILITARY AND NAVAL AFFAIRS  
330 Old Niskayuna Road  
Latham, New York 12110-3514**

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Number 451**

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## CHAPTER 1

### INTRODUCTION

#### 1-1. PURPOSE AND SCOPE.

a. This regulation describes and defines the Performance Awards Program, purpose, attributes and responsibilities. This regulation is a means by which supervisors may reward dual-status and non-dual status technicians for creativity, achievement and superior performance. The types of Performance Awards include Quality Step Increases (QSI), Sustained Superior Performance Awards (SSP), On the Spot Cash Awards, Time Off Awards, and Honorary awards.

b. The purpose of this regulation is to provide The Adjutant General's (TAG's) policy/guidance regarding NGB TPR 451, which is governed by Title 5, United States Code, Chapter 45, Part 451, Incentive Awards.

c. Only those employees who epitomize the highest levels of achievement as reflected on their performance appraisal or special act nomination will be considered for a performance award.

d. Technician performance awards are available to Commanders, Directors and Supervisors as a means to recognize exceptional performance, special acts, or suggestions of a technician. Supervisors should not consider these awards to be an annual entitlement or supplement to their salary. Performance awards are limited to those employees who by their performance demonstrate the highest level of achievement and organizational improvement. Commanders, Directors and Supervisors must educate their employees regarding the intent and purpose of performance awards.

e. Performance awards based on an annual performance appraisal are limited to one for each appraisal period. An employee cannot receive both a QSI and SSP based on the same appraisal. In addition, any performance award is based on the availability of funding. Budget restrictions may eliminate or reduce the amount of a performance award from what was recommended by the supervisory chain.

f. If required, and as necessary, TAG or their designee will issue a supplemental policy memorandum regarding the Performance Awards Program. The Performance Awards Program is subject to funding availability and will be given strictly on merit and is not an employee entitlement.

**g.** When a supervisor is submitted for a performance award, the board will take into consideration whether the supervisor is current on all appraisals for the technician's he/she rates. Only one performance based award will be authorized per rating cycle.

**h.** SSP's and QSI's will be based on the appraisal and justification provided to the Performance Awards Board. Supervisors and managers must ensure that effective job objectives are developed through the Performance Appraisal Application (PAA). Job objectives must include clearly understood metrics which can be measured/quantified during the evaluation process, such as quantity, quality, timeliness, and manner of performance. Appraisals used to recommend an employee for an SSP or QSI that are not quantifiable and do not include clear metrics will be returned without action by MNHF. It is the responsibility of the Commanders, Directors and Supervisors to ensure that employee are provided with proper job objectives.

**1-2. DEFINITIONS.**

**a.** A Quality Step Increase (QSI) or Irregular Performance Pay (IPP) means a faster than normal within-grade increase used to reward technicians at all general schedule grade levels who display outstanding performance.

**b.** Sustained Superior Performance (SSP) Awards, are lump sum cash awards based on the annual performance appraisal.

**c.** On the Spot Awards are cash awards for superior accomplishment, special act or service, as defined in NGB TPR 451.

**d.** Time Off Awards grant a technician additional time off that is not chargeable to normal leave accruals.

**e.** Temporary Technicians are employed for short periods of time with a not to exceed ending date. Temporary technicians are in Tenure Group 0 and do not receive an annual appraisal and therefore are not eligible for the QSI or SSP, but are eligible for other awards.

**f.** Permanent Technicians who are Tenure Group 1 and 2 are eligible for all awards described in this DMNA Regulation.

**h.** Indefinite Technician employment is temporary in nature but without a not to exceed date. These technicians receive an annual appraisal and receive the same benefits as permanent technicians. Indefinite technicians are in Tenure Group 3 and are eligible for all awards described in this DMNA Regulation.

## CHAPTER 2

### RESPONSIBILITIES

**2-1. THE ADJUTANT GENERAL (TAG).** The TAG is responsible for (1) ensuring compliance with program requirements, (2) promoting and supporting the Performance Awards Program, and (3) maintaining an adequate budget to assure prompt action on awards and effective promotion and publicity.

**2-2. HUMAN RESOURCES OFFICER (HRO).**

- a. Administer and publicize the Performance Awards Program.
- b. Provide advice, assistance and training to supervisors on effective use and participation in the program.
- c. Provide training and orientation to all technicians and military members on how they may earn awards.
- d. Appoint a State Performance Awards Board to review all award recommendations, except time off awards and on the spot awards.
- e. Designate an HRO staff member to manage the State Performance Awards Program.
- f. Prepare required reports (i.e., funds allocated by Directorate/Command/Air Wing, number of awards and amounts).
- g. Provide appropriate documentation to the Defense Civilian Pay System and USP&FO for payment of cash awards.
- h. Forward to NGB-TN recommendations for awards that require further review and approval by NGB or higher level. Awards that do not require NGB approval will be processed and approved at the state level.

**2-3. MNHF HUMAN RESOURCE SPECIALIST.**

- a. Will serve as the program manager and ensure that technicians and active military members are informed regarding their participation in the Performance Awards Program.
- b. Determine requirements for technical evaluations of suggestions and ensure evaluation within prescribed time limits.

- c. Ensure that all suggestions and nominations meet eligibility requirements.
- d. Ensure an exchange of information throughout the National Guard and other Federal agencies when adopted suggestions may have wider application.
- e. Obtain necessary coordination on nominations for cash awards to include reviewing and making recommendations to the state Performance Awards Boards on nominations for cash and honorary awards and will serve as the Executive Secretary to the Performance Awards Boards.
- f. Evaluate the effectiveness of the program to ensure that all awards are granted equitably and on the basis of merit.

**2-4. COMMANDERS, DIRECTORS AND SUPERVISORS.**

- a. Provide support for and participate in the Performance Awards Program.
- b. Exercise good judgment in considering award recognition. Although there should be a linkage between performance appraisal and performance recognition, awards are not an entitlement.
- c. Ensure that award recommendations for SSP's and QSI's include a justification detailing quantifiable performance.
- d. Ensure that award recommendations for On The Spot Cash Awards and Time Off Awards are submitted in a timely manner after the period to be recognized.
- e. Ensure that employees are not informed of a recommendation for performance award until that award has been approved by TAG/designee and returned to the supervisor.
- f. Determine what type of recognition will best motivate the technician to greater productivity, by matching recognition to performance.

**2-5. Performance Awards Board.**

- a. The Performance Awards Board is appointed by the HRO. It is a joint board and will be comprised of at least three members plus a recorder.



**b.** Members of the Performance Awards Board will familiarize themselves with NGB TPR 451 and this DMNA Regulation.

**c.** The Performance Awards Board will scrutinize award nomination packages to ensure recognition of only those employees who by their performance have demonstrated the highest level of achievement and organizational improvement. The board will critically examine each award nomination package using the Performance Awards Board criteria outlined in Appendix B checklists.

## CHAPTER 3

### AWARD CATEGORIES

#### 3-1. SPECIAL ACT AWARD.

**a. General.** A special act award is a monetary award in recognition of an act of heroism, or similar special act, service, or scientific achievement that contributes to the efficiency, economy, or other improvement of government operations or is otherwise in the public interest. The act, service, or scientific achievement may or may not involve measurable monetary benefits and may include an individual or group of individuals. The max award cannot exceed \$10,000 and may be further limited by TAG/designee.

**b. Award Processing:** A supervisor having direct knowledge of the special act or service should initiate the nomination immediately on a DMNA Form 32 and forward it through supervisory channels for processing. All nominations should be submitted to MNHF within 45 days from the date of the special act or service. The award is subject to review by the Performance Awards Board and availability of funds.

**c. Justifications.** All justifications for special act awards must include the date of the act.

#### 3-2. SUSTAINED SUPERIOR PERFORMANCE (SSP).

**a. General.** An SSP award may be used to recognize performance of duties and responsibilities at the Excellent or Outstanding level.

**b. Eligibility.** The technician's most recent overall performance rating must be at the Excellent or higher level. The superior performance on which the award is based must have been maintained for at least six months and in the same job and grade level. SSP's should be tied to the annual performance appraisal. An SSP is not appropriate and will not be accepted by MNHF if the technician has received a promotion/temporary promotion (within 6 months prior to the appraisal end date).

**c. Procedures and Approval Authority.** The technician's immediate supervisor is responsible for initiating the nomination. The supervisor will submit the DMNA Form 32 along with the annual performance appraisal and justification to the MNHF no later than 15 December annually. The MNHF will review and forward the nominations to the

Performance Awards Board for review and then to TAG/designee for approval. If disapproved, the nomination will be returned through supervisory channels to the nominating official with the reason for disapproval. When the nomination is disapproved the technician must start a new waiting period.

**d. Amount of Award.** By law, SSP's cannot exceed \$10,000. The maximum amount may be further limited by TAG, NGB, and/or OPM guidance. The Performance Awards Board will use current guidance and fund availability information to determine award amounts. Payment of the award will be based on the employee's birth month.

### **3-3. QUALITY STEP INCREASES (GENERAL SCHEDULE TECHNICIAN'S ONLY).**

**a. General.** Quality Step Increases (QSI) should only be used as recognition of outstanding job performance by General Schedule technicians. A technician may be nominated for a QSI no more than once per year (52 consecutive weeks).

**b. Eligibility:**

**(1)** As a minimum, 12 months of high quality (Outstanding) performance is required for the most recent appraisal period, and performance must be expected to continue at the same level of effectiveness.

**(2)** A QSI is not appropriate when the technician has received a promotion/ temporary promotion within 12 months prior to the appraisal end date. In cases where a promotion action is pending prior to the final action on a QSI, the QSI will be held in abeyance pending the outcome of the promotion. If the promotion is disallowed, the QSI may continue to be processed.

**(3)** A QSI may not be granted when it is based in whole or in part upon a specific act or any period of service that served as the basis for a previous cash award.

**c. Procedures and Approval Authority.** The technician's immediate supervisor is responsible for initiating the nomination. The supervisor will submit the DMNA Form 32 along with the annual performance appraisal and justification to the MNHF no later than 15 December annually. The immediate supervisor must also certify that, based on past experience, it is believed that the technician's high quality performance is likely to continue. The MNHF will review and forward the nominations to the Performance Awards Board for review and then to TAG/designee for approval. The award nomination will be reviewed by the Performance Awards Board. If the Awards Board decides that a QSI is not justified, it may consider an alternate award (i.e TOA, SSP) in lieu of a QSI. (However, it is not authorized to change a SSP to a QSI). If the QSI is disapproved, the nomination will be returned through supervisory channels to the nominating official with the reason for disapproval. When the nomination is disapproved the technician must start a new waiting period.

**d. Effective Date.** Approved QSI's are effective at the beginning of the next regular pay period following the date of final approval by the TAG/designee.

### **3-4. TIME OFF AWARD.**

**a. General.** Time Off Awards are excused absences granted to technicians without charge to leave or loss of pay. Time Off Awards are intended to increase productivity and creativity by rewarding technicians for their contributions to the quality, efficiency, or economy of government operations. A Time Off Award may be granted in recognition of a special act/service or other personal efforts which may or may not be within the technician's normal job requirements. Examples of technician achievements that might be considered for such an award include:

(1) Making a high quality contribution involving a difficult or important project or assignment;

(2) Displaying special initiative and skill in completing an assignment or project before the deadline;

(3) Using initiative and creativity in making improvements in a product, activity, program, or service and

(4) Ensuring the mission of the section is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

**b. Eligibility.** All technicians (to include indefinite and temporary) appointed for 120 days or more are eligible for a Time Off Award. A technician may be granted up to a total of 80 hours of time off during a leave year. Time off awards may range from 4 hours to 40 hours for a single contribution.

**c. Procedures and Approval Authority:** Time Off Awards will be submitted on a DMNA Form 32 along with a written justification to MNHF.

**d. Scheduling and Use of Time Off Awards:** A Time Off Award shall be scheduled and used within one year after the effective date on the SF 50 and are used as follows:

(1) Requested use of Time Off Awards requires completion of an OPM 71 and is subject to approval by the technician's immediate supervisor. Granting a Time Off Award carries with it the commitment to permit the employee to schedule its use consistent with workload and productivity considerations.

(2) Time Off Awards will be recorded on the Time and Attendance Record as an excused absence with code LY (Time Off Awards Leave) and annotated in the appropriate remarks section as number of hours and Time Off Award with the approved date.

(3) The necessity to use Time Off Awards prior to expiration of one (1) year following approval may not be the basis for restoration of forfeited annual leave. (i.e., annual leave in excess of 240 hours at the end of a leave year).

(4) Time Off Awards cannot be converted to cash payments under any circumstances. Time Off Awards will be forfeited upon leaving the Federal service.

(5) Time Off Awards cannot be transferred when an employee transfers from one Federal agency to another. Since Time Off Awards are not annual leave, Time Off Award balances cannot be donated to approved leave recipients under the leave donor program.

**3-5. ON THE SPOT CASH AWARDS.**

**a. General.** An On the Spot Cash Award is a monetary award designed to quickly recognize one- time or short-term efforts by a technician resulting in service of high quality. All technicians (to include indefinite technicians) are eligible for on the spot cash awards.

**b. Eligibility.** An On the Spot Cash Award is particularly appropriate for awarding technician efforts that might otherwise go unrecognized and must be outside the prescribed job objectives. Examples include the following:

(1) Making a high quality contribution involving a difficult or important project or assignment outside the normal job objectives.

(2) Displaying special initiative and skill in completing a special project before the deadline.

(3) Using initiative and creativity in making improvements in a product, activity, program, or service and

(4) Ensuring the mission of the section is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

**c. Procedures and Amount of Award.** An On the Spot Cash Award may range from \$25.00 to \$250.00 for a single contribution. A technician may receive up to four awards in a calendar year. The technician's immediate supervisor is responsible for initiating the nomination, using DMNA Form 32 with supporting justification to MNHF for approval. The nomination is subject to review by the Performance Awards Board and approval by TAG/Designee.

**3-6. HONORARY AWARDS.**

**a.** Awards that do not involve cash payment or time off are considered Honorary Awards. NGB TPR 451 outlines several awards including the DoD and Presidential Awards.

b. Presidential level awards include the President's Award for Distinguished Federal Civilian Service; the President's Medal of Freedom; the President's Civilian Medal; and the National Security Medal.

c. DoD honorary awards include of the Distinguished Civilian Service Award and the Secretary of Defense Meritorious Civilian Service Award.

d. NGB TPR 451 outlines the specific procedures for the submission of these awards. Nominations for these honorary awards will be submitted in accordance with NGB TPR 451, through MNHF to NGB-TN.

### **3-7. SUGGESTION PROGRAM.**

a. The suggestion program is another method for employees to be recognized for contributions within their respective branch of service. Unlike other awards outlined in this regulation, the Suggestion Program is available to AGR and M-Day (Drill Status Guardsmen) members, in addition to technician employees. Submission requirements differ by branch of service: Army or Air National Guard. The requirements for submission are stated below:

b. Air National Guard suggestions will be submitted to MNHF, IAW NGB TPR 451 and ANGI 38-401. The following forms are required to be submitted to MNHF: AF IMT 1000, AFTO 22 and job responsibility determination statement. MNHF will forward the packet to the NGB Suggestion Program Manager for evaluation and approval. If the suggestion is approved, it will be returned to MNHF for award processing.

c. Army National Guard suggestions will be submitted IAW NGB TPR 451 and AR 5-17 and submitted online at <https://asp.hqda.pentagon.mil/public/default.htm>.

1. TYPE RECOGNITION RECOMMENDED:			
2. BASIS FOR RECOMMENDATION (SEE ATTACHED UNDER "EVIDENCE OF 'SUPERIOR OR OUTSTANDING ACHIEVEMENT'")			
a. <input type="checkbox"/> SUPERIOR PERFORMANCE PERIOD TO		b. <input type="checkbox"/> SPECIAL ACT OR SERVICE DATE ACT/SERVICE PUT INTO USE	
3a. LAST NAME			
b. FIRST NAME		DOB:	
c. MI		d. RANK/SALUTATION	
4a POSITION TITLE			
b. GRADE		c. STEP	d. SALARY
5a. COMMAND		b. INSTALLATION	
c. LOCATION		d. ORGANIZATION	
8. SIGNATURE TITLE AND TELEPHONE NUMBER OF IMMEDIATE SUPERVISOR			
9. SIGNATURE AND TITLE OF APPROVING AUTHORITY			

**Section 2 – To be completed by Human Resource Office**

TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE(S) OF QUALITY SALARY INCREASE(S) PREVIOUSLY GRANTED (EXCEPT LENGTH OF SERVICE)

**Section 3 – To be completed by local awards committee**

1. RECOMMEND APPROVAL OF	<input type="checkbox"/> CASH	TOTAL AMOUNT	INITIAL	ADDITIONAL
	OTHER			
	<input type="checkbox"/> INTANGIBLE BENEFITS	<input type="checkbox"/> TANGIBLE SAVINGS	ESTIMATED FIRST YEAR SAVINGS	
2. <input type="checkbox"/> DISAPPROVED <sup>1</sup>	SIGNATURE AND TITLE			DATE

**Section 4 – To be completed by Appropriate Approving Authority**

APPROVING AUTHORITY	ACTION		ADDITIONAL CASH AWARD		SIGNATURE AND TITLE	DATE
	APPR	DISAP <sup>1</sup>	APPROVED	RECOMMEND		
COMMANDE R OR DIRECTOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
STATE AWARDS COMMITTEE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
ADJUTANT GENERAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
NGB INCENTIVE AWARDS BOARD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Figure 1-1. Sample of DMNA Form 32



## Instructions for filling out the DMNA Form 32

**Block 1:** Type of award being recommended (i.e. Special Act Award, Sustained Superior Performance, Quality Step Increase, Time Off Award, On Spot Cash Award).

**Block 2a-b:** Enter the period of service that is being recognized.

**Block 3a-c:** Enter the name of the Technician being recommended.

**Block 4a-d:** Enter the technician's current Position Title, Pay Grade, Step, and Salary.

**Block 5a-d:** Enter the technician's unit of assignment, address of the organization.

**Block 7:** Enter the Home Address of the technician being recommended.

**Block 8:** The Name, Title, Telephone number and Signature of the immediate supervisor of the technician that is being recommended for the award.

**Block 9:** The Name, Title, Telephone number and Signature of the next level supervisor in the chain of command.

**Section 3:** The amount of Time or Cash awards that is being recommended.

**Section 4, Commander/Director block:** The Name, Title, and Signature of the MACOM, Wing, or Directorate Approval Authority. Those authorized to sign this block include Wing Commanders, Vice Wing Commanders, MACOM Commanders, MACOM Chiefs of Staff, DMNA Directors, NYARNG Chief of Staff, NYANG Chief of Staff, NYANG Assistant Adjutant General, and NYANG Director of Staff. Place a check mark in the appropriate block, sign and date the form.

**NOTE:** The DMNA Form 32 award nomination must contain at least two different signatures (i.e., the same person cannot sign all three signature blocks before submitting to MNHF for processing).

The form is available at the following link:

<http://dmna.state.ny.us/forms/dmna32.doc>

**APPENDIX A**

**References**

This regulation is intended to be used in conjunction with the following references:

- A-1** Title 5 USC, Chapter 45, Incentive Awards.
- A-2** Title 5 USC, Section 5336, Additional Step-Increase.
- A-3** Title 5, CFR, Part 451, Awards.
- A-4** Title 5, CFR, Part 531, Subpart E, Quality Step Increases.
- A-5** DoD1400.25-M, DoD Civilian Personnel Manual, Subchapter 451, Awards, Dec 1996.
- A-6** TPR 430, National Guard Technician Performance Appraisal Program, 5 Nov 2009.
- A-7** TPR 451, Performance Management Awards, 15 Dec 1998.

**APPENDIX B**

**Checklists**

**Performance Awards Board Checklist  
Special Act Award nomination**

Name of nominee \_\_\_\_\_

MNHF will preview the nomination package and perform the following actions before presenting the award nomination to the Performance Awards Board.

<b>MNHF Actions and Review</b>	<b>Comment</b>	<b>YES</b>	<b>NO</b>
Was a complete nomination package submitted? (Special Act Award nomination package should include a DMNA Form 32 with justification)			
Does the justification include the date of the special act or service?			
Was the nomination submitted within 45 days of the special act or service?			
Has MNHF attached a personnel action history to the nomination?			

The Performance Awards Board will critically examine award nominations to ensure that performance awards are given only to those employees who have demonstrated the highest level of achievement and organizational improvement. The board will use the following checklist to assess the validity of award nominations.

<b>Performance Awards Board Review</b>	<b>Comment</b>	<b>YES</b>	<b>NO</b>
Does the award nomination/justification describe an act of heroism, or similar special act, service, or scientific achievement that contributes to the efficiency, economy, or other improvement of government operations or is otherwise in the public interest?			
Is the special act worthy of monetary recognition?			
What are the value and/or scope of the special act (moderate, substantial, high, or exceptional)?			
Does the board recommend a monetary award? If so, print amount in the "Comment" column.			

**Performance Awards Board Checklist  
Sustained Superior Performance (SSP) nomination**

Name of nominee \_\_\_\_\_

MNHF will preview the nomination package and perform the following actions before presenting the award nomination to the Performance Awards Board.

<b>MNHF Actions and Review</b>	<b>Comment</b>	<b>YES</b>	<b>NO</b>
Was a complete nomination package submitted? The SSP nomination package should include a DMNA Form 32, current appraisal (including job objectives), and justification.			
Does the nomination package include all required signatures?			
Was the complete nomination package submitted by the deadline of 15 December?			
Has MNHF attached a personnel action history to the nomination?			
Has the member received a promotion (or temporary promotion) within 6 months prior to the appraisal end date?			
If the nominee is a supervisor, is he/she current on all appraisals for the technicians he/she rates?			

The Performance Awards Board will critically examine award nominations to ensure that performance awards are given only to those employees who have demonstrated the highest level of achievement and organizational improvement. The board will use the following checklist to assess the validity of award nominations.

<b>Performance Awards Board Review</b>	<b>Comment</b>	<b>YES</b>	<b>NO</b>
Does the appraisal provide measurable/quantifiable job objectives, such as quantity, quality, timeliness, and manner of performance?			
Does the current performance appraisal have an overall rating of Excellent (4) or Outstanding (5)?			
Do the Rater's comments indicate Excellent (4) or better performance when measured against the established job objectives?			
Has the member sustained performance at the Excellent level for at least 6 months in the same job and grade level?			

<p>Does the Personnel Action History show multiple awards? (In situations where a member has received multiple awards, the Awards Board may request to review the member's historic appraisals and performance awards data. The purpose of the review is to ensure 1) that awards are given based on performance; and 2) that the same act or service has not been previously recognized with a performance award).</p>			
<p>Based on fund availability, and current TAG, NGB, and OPM guidance, does the board recommend an SSP for this member? In the "Comment" column, indicate either award amount or reason for award denial.</p>			

**Performance Awards Board Checklist  
Quality Step Increase (QSI) nomination**

Name of nominee \_\_\_\_\_

MNHF will preview the nomination package and perform the following actions before presenting the award nomination to the Performance Awards Board.

<b>MNHF Actions and Review</b>	<b>Comment</b>	<b>YES</b>	<b>NO</b>
Was a complete nomination package submitted? The QSI nomination package should include a DMNA Form 32, current appraisal (including job objectives), and justification.			
Does the nomination package include all required signatures?			
Was the complete nomination package submitted by the deadline of 15 December?			
Has MNHF attached a personnel action history to the nomination?			
Has the member received a promotion (or temporary promotion) within 12 months prior to the appraisal end date?			
Has the technician's immediate supervisor certified that, based on past experience, he/she believes that the technician's high quality performance is likely to continue?			
If the nominee is a supervisor, is he/she current on all appraisals for the technicians he/she rates?			

The Performance Awards Board will critically examine award nominations to ensure that performance awards are given only to those employees who have demonstrated the highest level of achievement and organizational improvement. The board will use the following checklist to assess the validity of award nominations.

<b>Performance Awards Board Review</b>	<b>Comment</b>	<b>YES</b>	<b>NO</b>
Does the appraisal provide measurable/quantifiable job objectives, such as quantity, quality, timeliness, and manner of performance?			
Does the current performance appraisal have an overall rating of Outstanding (5) and do the Rater's comments indicate Outstanding (5) performance when measured against the established job objectives?			
Has the technician sustained performance at the Outstanding (5) level for at least 12 months in the same job and grade level?			

<p>Does the Personnel Action History show multiple awards? (In situations where a member has received multiple awards, the Awards Board may request to review the member's historic appraisals and performance awards data. The purpose of the review is to ensure 1) that awards are given based on performance; and 2) that the same act or service has not been previously recognized with a performance award).</p>			
<p>Is the QSI nomination based in whole or in part upon a specific act or any period of service that served as the basis for a previous cash award? If so, a QSI is not appropriate.</p>			
<p>Based on current TAG, NGB, and OPM guidance, does the board recommend a QSI for this member? If not, indicate the reason in the "Comment" column; also indicate whether the board recommends an alternate award (TOA or SSP) and the amount.</p>			

**Performance Awards Board Checklist  
On the Spot Cash Award**

Name of nominee \_\_\_\_\_

MNHF will preview the nomination package and perform the following actions before presenting the award nomination to the Performance Awards Board.

<b>MNHF Actions and Review</b>	<b>Comment</b>	<b>YES</b>	<b>NO</b>
Was a complete nomination package submitted? The On the Spot Cash Award nomination package should include a DMNA Form 32 and justification.			
Does the nomination package include all required signatures?			
Has MNHF attached a personnel action history to the nomination?			

The Performance Awards Board will critically examine award nominations to ensure that performance awards are given only to those employees who have demonstrated the highest level of achievement and organizational improvement. The board will use the following checklist to assess the validity of award nominations.

<b>Performance Awards Board Review</b>	<b>Comment</b>	<b>YES</b>	<b>NO</b>
Does the nomination package indicate one-time or short-term efforts by a technician resulting in service of high quality? (Refer to examples in Paragraph 3-5.b.)			
Does the Personnel Action History show multiple awards? (In situations where a member has received multiple awards, the Awards Board may request to review the member's historic appraisals and performance awards data. The purpose of the review is to ensure 1) that awards are given based on performance; and 2) that the same act or service has not been previously recognized with a performance award).			
Based on fund availability, and current TAG, NGB, and OPM guidance, does the board recommend a cash award for this member? In the "Comment" column, indicate either award amount or reason for award denial.			



14 October 2011

DMNA Reg 451

The proponent of this regulation is the office of Federal Human Resource Directorate. Users are invited to send comments, suggested improvements and Changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to The Adjutant General, Division of Military and Naval Affairs, ATTN: MNHF, 330 Old Niskayuna Road, Latham, New York 12110-3514.

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