



**HAWAII NATIONAL GUARD
HUMAN RESOURCES OFFICE**

BULLETIN



NUMBER 25-01

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FY2025 HING Performance Management Awards

The purpose of the Hawaii National Guard (HING) 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 guidelines for performance management awards based on current year funding/resources.

Eligibility by Award Type.

a. Sustained Superior Performance (SSP) Award (due to FY25 budget limitations, there are no SPP cash awards authorized across the HING)

b. Quality Step Increase (QSI) (due to FY25 budget limitations, only the Hawaii Air National Guard is authorized to award QSI awards)

- (1) T32 and T5 Employees on a Permanent or Indefinite Appointment.
- (2) Probationary Employees are not eligible. Temporary Employees are not eligible.
- (3) General Schedule (GS) Employees only – Wage Grade Employees are not eligible.
- (4) Employee must have been in their current position for 12 months.
- (5) QSI will not be granted to an employee who has received a QSI within the preceding 52 weeks.
- (6) Supervisors/Managers must complete appraisals for all subordinates.

(7) Employee must be appraised on a performance plan for at least 120 days.

(8) Level 5 (Outstanding) rating required on current appraisal required.

(9) Submissions must be IAW timeline established in this bulletin.

c. Special Act or Service Award (SASA) (due to FY25 budget limitations, there are no SASA cash awards authorized across the HING)

d. On-the-Spot Cash Award (due to FY25 budget limitations, there are no On-the-Spot Cash Awards authorized across the HING)

e. Time-off Awards

(1) T32 and T5 Employees on a Permanent or Indefinite Appointment.

(2) Probationary and Temporary Employees are eligible.

(3) Must be awarded in 8-hour increments, not to exceed 40 hours for a single contribution.

(4) TOA will not be granted to an employee who has received 80 hours of Time-Off in the leave year.

(5) HING Form 32 must include the following narrative:

"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".

(6) TOA submissions must be made within 60 days of the period of achievement as noted in Block 5 of HING Form 32; TOAs will be effective the same year as the end of the achievement period. (Example: Award period 25 Nov 24 – 6 Dec 24, Award submitted to HRO 1 Feb 25, effective date of award will be first day of the pay period following 6 Dec 24).

Forms Required.

PERMANENT / INDEF APPOINTMENT	APPRAISAL w/RO + HLR SIG	HING 32 W/SUP SIG	HING 32 W/SUP + COMMAND SIG	HING 32 W/SUP + COMMAND+ *DS/CoS SIG
Sustained Superior Performance	X			X
(GS only) Quality Step Increase	X			X
Special Act or Service			X	
On-the-Spot Cash		X		
Time-Off (16 hours or more)			X	
Time-Off (8 hours)		X		

TEMPORARY APPOINTMENT	APPRAISAL w/RO + HLR SIG	HING 32 W/SUP SIG	HING 32 W/SUP + COMMAND SIG	HING 32 W/SUP + COMMAND+ *DS/CoS SIG
Special Act or Service			X	
On-the-Spot Cash		X		
Time-Off (16 hours or more)			X	
Time-Off (8 hours)		X		

**Employees not under HING CJS, HIANG DS or HIARNG CoS chain of command may get a signature from their respective equivalent – if in doubt, contact HRO*

a. HING Form 32

(1) If required, Block 11a-b, must be signed by HING Chief of Joint Staff, HIANG Director of Staff, HIARNG Chief of Staff, *or equivalent* prior to submission to HRO. HING 32 templates can be found at <https://dod.hawaii.gov/hro/files/2024/11/HING-FORM-32.pdf>.

b. Appraisal

(1) Appraisals must be completed in MyBiz+ MyPerformance prior to award submission to HRO.

(2) MyBiz+ MyPerformance is the only automated appraisal tool that is authorized for use in administering and documenting activities under the DoD Performance Management and Appraisal Program. MyPerformance generates a completed DD Form 2906, "Department of Defense Civilian Performance Plan, Progress Review, and Appraisal."

(3) When supervisors or employees do not have access to the electronic MyBiz+ MyPerformance appraisal tool, they may use the electronic DD Form 2906 found at <https://dod.hawaii.gov/hro/files/2021/04/DD-Form-2906-DoD-Civilian-Performance-Plan-Progress-Review-and-Appraisal.pdf> to document the performance plan, progress review(s), and rating of record. Electronic/hard copy DD 2906 submissions must include justification for not completing the appraisal in MyBiz+. This does not relieve supervisors of the responsibility to establish MyBiz+ accounts.

(4) For 2025 awards packets, the required current performance appraisal period is 1 April 2024 to 31 March 2025 with an effective date on or before 1 June 2025 (unless special situations apply).

(5) Appraisals must be signed by Rating Official (RO), Higher Level Reviewer (HLR) and Employee. Unless supervised by TAG, the RO and HLR cannot be the same person.

(6) Completed appraisals that require corrections will need to be recalled from NGB.

(7) Performance Management Handout can be found on https://dod.hawaii.gov/hro/files/2024/11/Performance-Management-Handbook_2024.pdf.

Submission Procedures.

a. Award nominations will be e-mailed to ng.hi.hiarng.mbx.nghi-technician-travel@army.mil, unless previously submitted through DCPDS.

b. One nomination per e-mail.

c. HING Form 32 and appraisal (if required) will be attached to the e-mail.

Timeline for HIANG QSI awards:

a. **MON 31 March 2025:** End of appraisal period.

b. **MON 23 June 2025:** All packages (with required documents) due to HRO mailbox ng.hi.hiarng.mbx.nghi-technician-travel@army.mil. HRO will provide component leadership with a list of nominations received.

c. **MON 23 June 2025:** Board Member names due to HRO.

d. **TUES 8 July 2025 (NLT):** Performance Management Award Board.

e. **WED 30 July 2025 (NLT):** HRO approve/disapprove Award Request for Personnel Action (RPA) in DCPDS.

f. **FRI 15 August 2025:** HRO notifies command/supervisors of awards approved and/or disapproved.

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