

DMNA Regulation Number 451

NEW YORK NATIONAL GUARD FEDERAL
EMPLOYEE PERFORMANCE AWARDS
PROGRAM



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

31 July 2019
UNCLASSIFIED

Summary of Revisions

DMNA Regulation Number 451, 31 July 2019 (New York National Guard Federal Employee Performance Awards Program)

- This publication is revised, and supersedes DMNA Regulation Number 451, dated 14 October 2011.
- Incorporated a new DMNA Cover Sheet
- Removed same grade, same position requirements for Quality Step Increases (QSIs) and Sustained Superior Performance Awards (SSPs).
- Modified time in a paid status eligibility for each award to a minimum of 6 Months of cumulative time during the annual performance period.
- On-the-spot cash awards will no longer require review by the Joint Performance Awards Board. They will be adjudicated monthly by the NYARNG Chief of Staff/NYANG Director of staff with the Time-off Awards.
- DMNA Form 32 was updated to allow for Wing Comptroller/HRO (CIVPAY Program Manager) concurrence on the availability of funds.
- This regulation was updated to change instances of “Technicians” to “Federal Employees” to clarify that Title 5 National Guard Employees are covered under the Awards Program.
- **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 Employees 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

DMNA Regulation
NUMBER 451

31 July 2019

New York National Guard Federal Employee Performance Awards Program

FEDERAL HUMAN RESOURCES OFFICE

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*Supersession: This regulation supersedes DMNA Reg 451, 14 October 2011.

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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 Title 32 dual status and Title 5 National Guard Employees for creativity, achievement and superior performance. The types of Performance Awards include Special Act Awards, 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 and guidance regarding CNGBI 1400.25 Volume 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. Federal Employee performance awards are available to commanders, directors, and supervisors as a means to recognize exceptional performance, special acts, or suggestions of a Federal Employee. 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 Federal Employees he or she rates. Only one performance based award will be authorized per rating cycle.

h. SSPs and QSIs 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 My Performance Appraisal Application. Job objectives must include clearly understood metrics which can be measured/qualified 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 employees 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 employees 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. Special Act Awards are lump sum cash based on a special act or service in the public interest in connection with or related to official employment.

d. On the Spot Awards are cash awards for superior accomplishment, special act or service, as defined in CNGBI 1400.25 Volume 451.

e. Time Off Awards grant a Federal Employee additional time off that is not chargeable to normal leave accruals.

f. Temporary Federal Employees are employed for short periods of time with a not to exceed ending date. Temporary Federal Employees 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.

g. Permanent Federal Employees who are tenure Group 1 and 2 are eligible for all awards described in this regulation.

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h. Indefinite Federal employment is temporary in nature but without a not to exceed date. These employees receive an annual appraisal and receive the same benefits as permanent Federal Employees. Indefinite Federal Employees are in Tenure Group 3 and are eligible for all Awards described in this regulation.

CHAPTER 2
RESPONSIBILITIES

2-1. THE ADJUTANT GENERAL (TAG). The TAG is responsible for:

- a. Ensuring compliance with program requirements.
- b. Promoting and supporting the Performance Awards Program.
- c. Maintaining an adequate budget to assure prompt action on awards and effective promotion and publicity.

2-2. HUMAN RESOURCES OFFICER (HRO). The HRO will:

- a. Administer and publicize the Performance Awards Program.
- b. Provide advice, assistance and training to supervisors on effective use and participate in the program.
- c. Provide training and orientation to all Federal Employees 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 cash 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 RESOURCES SPECIALIST.

- a. Will serve as the program manager and ensures Federal Employees and active military members are informed regarding their participation in the Performance Awards Program.
- b. Determine requirements for Federal Employee evaluations for suggestions and ensure evaluations are within prescribed time limits.
- c. Ensures all suggestions and nominations meet eligibility requirements.
- d. Ensures 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 Board on nominations for cash and honorary awards and will serve as the Executive Secretary to the Performance Awards Board.
- 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 judgement 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 SSPs and QSIs 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 Federal Employee 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 a least three members plus a recorder.

b. Members of the Performance Awards Board will familiarize themselves with CNGBI 1400.25 Volume 451 and this 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 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. Exception to policy may be granted if sufficient evidence is provided to Awards Board that submission within 45 days of the special act was not possible. The award is subject to review by the Performance Awards Board and availability of funds.

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

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

a. General. An SSP award may be used to recognize performance of duties and responsibilities at the fully successful and above level.

b. Eligibility. The Federal employee's most recent overall performance rating must be at the fully successful or higher level. The superior performance on which the award is based must have been maintained for a cumulative period of at least 6 months in a paid/present for duty status during the annual performance period.

c. Procedures and Approval Authority. The Federal Employee'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 MNHF no later than (NLT) suspense date on the annual Joint Incentive Board Letter of Instruction (LOI). 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 reason for disapproval.

d. Amount of Award. By law, SSPs 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.

3-3. QUALITY STEP INCREASES (GENERAL SCHEDULE FEDERAL EMPLOYEES ONLY).

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

b. Eligibility:

(1) As a minimum, a cumulative six months of high quality (Outstanding) performance in a paid/present for duty status is required for the most recent appraisal period, and performance must be expected to continue at the same level of effectiveness.

(2) 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.

3-4. TIME OFF AWARD.

a. General. Time Off Awards are excused absence granted to Federal Employees without charge to leave or loss of pay. Time Off Awards are intended to increase productivity and creativity by rewarding Federal Employees 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 Federal Employee's normal job requirements. Examples of Federal Employee 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 project, 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 Federal Employees (to include indefinite and temporary) appointed for 120 days or more are eligible for a Time Off Award. A Federal Employee may be granted up to a total of 80 hours of time off during an OPM 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. Time off award requests for Army employees are routed to the NYARNG Chief of Staff and time off award request for Air employees are routed to the NYANG Director of Staff for review and approval. Disapproved time off awards will be routed back to the recommending supervisor with reason for disapproval.

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 Standard Form 50 and are used as follows:

(1) Requested use of Time Off Awards requires completion of an ATAAPS Leave Request and is subject to approval by the Federal Employee'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 Award will be recorded in ATAAPS on the Time and Attendance Record as an excused absence with code LY (Time Off Awards Leave).

(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 on-time or short-term efforts by a Federal Employee resulting in service of high quality. All Federal Employees (to include indefinite employees) are eligible for On The Spot Cash Awards.

b. Eligibility. An On The Spot Cash Award is particularly appropriate for awarding Federal Employee 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 Federal Employee can receive up to four awards in a calendar year. The Federal Employee's immediate supervisor is responsible for initiating the nomination, using DMNA Form 32 with supporting justification to MNHF for approval. On The Spot Cash Award requests for Army employees are routed to the NYARNG Chief of Staff and On The Spot request for Air employees are routed to the NYANG Director of Staff for review and approval. Disapproved On The Spot Cash Awards will be routed back to the recommending supervisor with reason for disapproval. Award amounts and processing are subject to funds availability.

3-6. HONORARY AWARDS.

a. Awards that do not involve cash payment or time off are considered Honorary Awards. CNGBI 1400.25 Volume 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 Medal of Freedom; The President's Civilian Medal; and The National Security Medal.

c. DoD Honorary Awards include the Distinguished Civilian Service Award and the Secretary of Defense Meritorious Civilian Service Award.

d. CNGBI 1400.25 Volume 451 outlines the specific procedures for the submission of these awards. Nominations for these honorary awards will be submitted in accordance with CNGBI 1400.25 Volume 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 Federal Employees. Submission requirements differ by branch of service: Army or Air National Guard. The requirements for submission are stated below:

b. Air National Guard Suggestion Program is managed by the Air National Guard. Contact MNHF for latest submission process and form requirements. The Air National Guard does provide monetary incentives for approved suggestions/inventions.

c. The Army Ideas for Innovation (A12) Program replaces and modernizes the former Army Suggestion Program. A12 serves as a secure open innovation site for all Army personnel (military, civilians, contractors). It provides a platform for unleashing the creativity of the Total Force to bring ideas to valued outcomes. In A12, Army Soldiers, civilians, and contractors can create, vote upon, share, discuss, and participate in identifying innovative ideas and creative solutions that positively affect the Army through returns on investment such as better quality, cost savings, higher productivity, decreased cycle time, business process improvement, and ultimately, enhanced collaborations and morals. Access at <https://www.army.mil/standto/archive> 2016-09-19. The Army A12 program does not provide monetary incentives at this time.

**RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY INCREASE
(Proponent is MNHF)**

Section 1 – To be completed by operating office

1. TYPE RECOGNITION RECOMMENDED:			
2. BASIS FOR RECOMMENDATION (SEE ATTACHED UNDER "EVIDENCE OF 'SUPERIOR OR OUTSTANDING ACHIEVEMENT'")			
a. SUPERIOR PERFORMANCE PERIOD TO		b. SPECIAL ACT OR SERVICE DATE ACT/SERVICE PUT INTO USE	
3a. LAST NAME			
b. FIRST NAME			
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 ¹	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 ₁	APPROVED	RECOMMEND		
COMMANDER 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"/>		
ARNG Program MGR WING CDR,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Notice to Employee

UPON ACCEPTANCE OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS, OR ASSIGNS.

FIGURE 3-1.

Sample of a DMNA Form 32

1 JUL 19

**RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE
(Proponent is MNHF)**

EVIDENCE OF SUPERIOR OR OUTSTANDING ACHIEVEMENT

**OVERWRITE THE INFORMATION ON THIS
SHEET**

Attach a statement of major narrative duties performed and one copy of the Position Description for position on which recommendation is based.

Attach detailed and specific statements of fact to Support recommendation. This must be a factual Presentation of the nature and merit of the Employee's actual performance and an indication of how it exceeds normal performance requirements of the employee's position. Indicate benefits resulting from the performance and the significance of the special act or service rendered. Where achievement resulted in tangible benefits in operations, give detailed computation and analysis of such benefits.

If tangible benefits were not applicable, give the type and relative importance of intangible benefits. Explain also, significance of accomplishment to the command.

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 Increase.

A-5. DoD 1400.25 Volume 451, DoD Civilian Personnel Management System.

A-6. CNGBI 1400.25 Volume 431, National Guard Technician Performance Appraisal Program, 24 January 2018.

A-7. CNGBI 1400.25 Volume 451, National Guard Technician Incentive Awards Program, 5 October 2018.

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.

MNHF Actions and Review	Comment	YES	NO
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/service and exception to policy (if applicable)?			
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.

Performance Awards Board Review	Comment	YES	NO
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.			

APPENDIX C

**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.

MNHF Actions and Review	Comment	YES	NO
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 suspense date listed on Awards Board LOI?			
Has MNHF attached a personnel action history to the nomination?			
Has the member been in a paid status and present for duty for a cumulative 6 months during performance period?			
If the nominee is a supervisor, is he/she current on all appraisals for the Federal Employee 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.

Performance Awards Board Review	Comment	YES	NO
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 Fully Successful (3) or higher?			
Do the rater's comments indicate Fully/Successful (3) or better performance when measured against the established job objectives.			
Has the member sustained performance at the Fully Successful level (3) for a least a cumulative 6 months?			

<u>Performance Awards Board Review</u>	<u>Comment</u>	<u>YES</u>	<u>NO</u>
<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>			

**APPENDIX D
Performance Awards Board Checklist
Quality Step Increase (QSI) Nomination**

Name of nominee _____

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

MNHF Actions and Review	Comment	YES	NO
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 suspense date listed on Awards Board LOI?			
Has MNHF attached a personnel action history to the nomination?			
Has the member been in a paid status and present for duty for a cumulative 6 months during performance period?			
Has the employee's immediate supervisor certified that, Based on past experience, he/she believes that the Federal Employee high quality performance is likely to continue?			
If the nominee is a supervisor, is he/she current on all appraisals for the employee 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.

Performance Awards Board Review	Comment	YES	NO
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 member sustained performance at the Outstanding Successful level (3) for at least cumulative 6 months in a paid/present for duty status?			
Has the member sustained performance at the Fully Successful level (3) for a least a cumulative 6 months?			

APPENDIX E

**NYARNG Chief of Staff/NYANG Director of Staff
Checklist
On The Spot Cash Award**

Name of nominee _____

MNHF will review the nomination package and perform the following actions before presenting the award nomination to the Approval Authority.

MNHF Actions and Review	Comment	YES	NO
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 NYARNG Chief of Staff/NYANG Director of Staff 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.

Chief of Staff/Director of Staff Review	Comment	YES	NO
Does the nomination package indicate one-time or short-term efforts by a Federal Employee resulting in service of high quality? (Refer to examples in para 3-5 b.)			
Does the Personnel Action History show multiple awards? In situations where a member has received multiple awards, The Chief of Staff or Director of Staff 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.			

The proponent office of this regulation is the Federal Human Resource Directorate.. Users are invited to send comments and suggested improvements 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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