



CALIFORNIA MILITARY DEPARTMENT INSTRUCTION

NGCA-JSD-MP
DISTRIBUTION: TA

CMDI 1420.05
01 DECEMBER 2019

AWARDS PROGRAM

1. Purpose. This California Military Department Instruction (CMDI) establishes policy and provides guidance for requesting various types of awards.
2. Superseded/Cancellation. This CMDI supersedes and cancels "CMDN 1418.28 2018 Technician Awards Guidance" and CNG FPR 451.
3. Applicability. This CMDI applies to all California National Guard T32 Technicians and Title 5 Employees.
4. Policy. It is the California Military Department's (CMD) policy to effectively administer an incentives and awards process that encourages full participation of NG employees in improving government operations. To encourage full participation at all levels, the Adjutant General and his delegates may pay bonuses or cash awards, grant time off, or incur necessary expenses for the honorary and informal recognition of NG employees, either individually or as a member of a group.
5. Definitions. See Glossary.
6. Responsibilities. See Enclosure A. The Employee and Labor Relations team is the point of contact for this policy. Please email any questions to ng.ca.caarng.list.j1-hro-lrs@mail.mil.
7. Summary of Changes. This is the initial publication of CMDI 1420.05.
8. Releasability. This instruction is approved for public release; distribution is unlimited.
9. Effective Date. This instruction is effective upon publication and must be reissued, canceled, or certified as current every five years.

Enclosures:
A – Responsibilities
B – Types of Awards
C – Award Types and Budget Table(s)

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LTC, LG, CAARNG
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D - Length of Service and Retirement Awards and Suggestion or Invention
Awards

E - National Guard Bureau Honorary Awards

F - References

GL - Glossary

Enclosure A
RESPONSIBILITIES

1. The Adjutant General (TAG):

- a. Ensure that appropriate funds are allocated to meet awards requirements and that funds are obligated IAW with Army National Guard (ARNG) or Air National Guard (ANG) financial management controls and delegation of authority.
- b. Delegate approving authority. See Enclosure B for approval authority of Time Off Awards. See Enclosure C for the Approval Authority Table for all monetary awards.

2. Human Resources Officers (HRO):

- a. Issue regulatory guidance, administer and publicize the Awards Program.
- b. Provide appropriate documentation to the Defense Civilian Pay System and United States Property Fiscal and Officer for payment of cash awards.
- c. Forward recommendations for awards to NGB-J1-TN that require further review and approval by DoD or higher levels.

3. Employee Relations Specialists:

- a. Serve as the program manager for the Awards Program.
- b. Provide advice, assistance, and training to commanders, managers, and supervisors and employees on effective use of and participation in the Awards Program.
- c. Review award requests for eligibility, justification requirements, appropriate signature level and all processing requirements.
- d. Evaluate the Awards Programs and develop feedback to management and employees.

4. Commanders, Managers, and Supervisors:

- a. Provide support for and participate in the Awards Program.
- b. Determine what type of recognition will best motivate employees to greater productivity and match recognition with performance.
- c. Ensure that awards for special acts or services are recognized promptly and that all award presentations are conducted in a timely manner.

Enclosure B

TYPES OF AWARDS

This enclosure describes the various awards that are processed in the Defense Civilian Personnel Data System (DCPDS). See Enclosure C for the Award Type Table and the Award Budget Table.

1. Performance Appraisal Based Awards:

a. *Sustained Superior Performance Award (SSP)*. The SSP is a monetary award in recognition of an employee's superior performance of duties and responsibilities that clearly meets and/or exceeds the employee's assigned position requirements.

(1) Eligibility Requirements. To be eligible for an SSP, the employee's most recent performance appraisal must reflect an overall record of rating at Level 3 or higher. Supervisors who have T32 Technicians and Title 5 Employees with overdue appraisals are not eligible for rating based awards until those appraisals are accomplished.

(2) Documentation Requirements. SSP award nominations must be submitted on a fully completed and signed CNG 690-12 form and must include the DD Form 2906 (Performance Evaluation).

(3) Submission Requirements. SSP award requests must be uploaded to DCPDS for HRO processing and approval and must be submitted within 90 calendar days after the approval date of the rating of record. Air National Guard (ANG) monetary award nominations require Wing Comptroller approval and signature for funds certification prior to submission to the CAHRO_ERS Group Box. Army National Guard (ARNG) monetary award nominations must be routed to the CAHRO_MA Group Box to receive funds certification.

(4) Limitations. An employee may not receive a SSP if the employee has received a Performance Appraisal Based Award in whole or in part on the performance being recommended for recognition. Performance Awards are computed as a percentage of pay with a maximum award of 10 percent of the employee's base pay. Employees with outstanding performance (overall level 5 rating) may receive awards up to 20 percent of their base pay, if approved by TAG, the Chief of Staff, or the Wing Commander. All cash awards will be processed as a gross amount and are subject to taxation.

(5) Effective date. The effective date will be the beginning of the next regular pay period following processing at HRO. If the award request is submitted prior to the effective date of the appraisal, then the award will not be processed until after the effective date of the appraisal and will be processed on the next regular pay period following processing at HRO.

b. *Irregular Performance Pay Award (IPP)*. The IPP is an additional within-grade pay increase given to General Schedule (GS) employees.

(1) **Eligibility Requirements.** To be eligible for the IPP award, GS employees must have an overall Level 5 rating of record for the current rating period. Supervisors who have T32 Technicians and Title 5 Employees with overdue appraisals are not eligible for rating based awards until those appraisals are accomplished.

(2) **Documentation Requirements.** IPP award nominations must be submitted on a fully completed and signed CNG 690-12 form and must include the DD Form 2906 (Performance Evaluation).

(3) **Submission Requirements.** IPP award requests must be uploaded to DCPDS for HRO processing and approval and must be submitted within 30 days of approval of the rating of record. Air National Guard (ANG) monetary award nominations require Wing Comptroller approval and signature for funds certification prior to submission to the CAHRO_ERS Group Box. Army National Guard (ARNG) monetary award nominations must be routed to the CAHRO_MA Group Box to receive funds certification.

(4) **Limitations.** An employee may not receive an IPP if the employee has received a Performance Appraisal Based Award in whole or in part on the performance being recommended for recognition. An employee may not receive more than one IPP in any 52-week period. If an IPP is submitted for an employee, and the last IPP was approved with an effective date prior to the completion of the 52 week period, the award will be placed on hold and processed at the beginning of the next regular pay period following the completion of the 52-week period.

(5) **Effective date.** The effective date will be the beginning of the next regular pay period following processing at HRO. If the award request is submitted prior to the effective date of the appraisal, then the award will not be processed until after the effective date of the appraisal and will be processed on the next regular pay period following processing at HRO. The IPP will not change the effective date of the employee's normal within-grade pay increase except when receipt of an IPP places an employee in the fourth or seventh step of a grade. In these cases, the employee must complete the full waiting period for the new step, 104 weeks for steps 4-6 or 156 weeks for steps 7-9. However, the time an employee has already waited is not lost; it continues to count towards the waiting period for the next step increase. The IPP provides the employee the benefit of receiving an additional step increase at an earlier date than he or she originally would have without losing any time creditable towards his or her next WGI.

2. Non-Performance Appraisal Based Awards:

a. *On the Spot Cash Award (OTS).* The OTS cash award is a small cash award which may be given by a supervisor for day-to-day accomplishments of subordinate employees. On the Spot awards should be processed expeditiously.

(1) **Eligibility Requirements.** To be eligible for an OTS, the employee's overall performance must be at a satisfactory level. OTS awards do not require a performance appraisal.

(2) Documentation Requirements. OTS award nominations must be submitted on a fully completed and signed CNG 690-12 form.

(3) Submission Requirements. OTS award requests must be uploaded to DCPDS for HRO processing and approval. Air National Guard (ANG) monetary award nominations require Wing Comptroller approval and signature for funds certification prior to submission to the CAHRO_ERS Group Box. Army National Guard (ARNG) monetary award nominations must be routed to the CAHRO_MA Group Box to receive funds certification.

(4) Limitations. The achievement must not otherwise be rewarded by a normal annual performance evaluation cycle award. OTS awards have a minimum of \$25 to a maximum of \$500 per award. All cash awards will be processed as a gross amount and are subject to taxation.

(5) Effective date. OTS award nominations must be submitted within 30 days after the end of the period of service to be recognized. The effective date will be the beginning of the next regular pay period following processing at HRO.

b. *Special Act or Service Award (SASA)*. The SASA is a monetary award to recognize short term accomplishments, in a regularly assigned position, during a detail, and at the conclusion of a successful project. When an award is made for an accomplishment within the normal scope of job responsibilities, the act or service must significantly exceed normal expectations.

(1) Eligibility Requirements. To be eligible for a SASA, the employee's overall performance should be at a satisfactory level. SASA awards do not require a performance appraisal.

(2) Documentation Requirements. SASA award nominations must be submitted on a fully completed and signed CNG 690-12 form.

(3) Submission Requirements. SASA award requests must be uploaded to DCPDS for HRO processing and approval. Air National Guard (ANG) monetary award nominations require Wing Comptroller approval and signature for funds certification prior to submission to the CAHRO_ERS Group Box. Army National Guard (ARNG) monetary award nominations must be routed to the CAHRO_MA Group Box to receive funds certification.

(4) Limitations. The achievement must not otherwise be rewarded by a normal annual performance evaluation cycle award. All cash awards will be processed as a gross amount and will be subject to taxation.

(5) Effective date. SASA award nominations must be submitted within 30 days after the end of the period of service to be recognized. The effective date will be the beginning of the next regular pay period following processing at HRO.

c. *Time Off Award (TOA)*. The TOA is authorized to recognize superior accomplishments of an employee who contributed to the quality, efficiency, or economy of Government operations. This award provides an alternative to monetary recognition for superior accomplishments. TOAs grant time off from duty without loss of pay or charging leave. The period of time off granted is based on the value of the individual's contribution, not the individual's grade or salary.

(1) *Eligibility Requirements*. To be eligible for a TOA, the employee's overall performance should be at a satisfactory level. TOA awards do not require a performance appraisal.

(2) *Documentation Requirements*. TOA award nominations must be submitted on a fully completed and signed CNG 690-12 form.

(3) *Submission Requirements*. TOA award requests must be uploaded to DCPDS for HRO processing and approval. Route all TOA requests to the CAHRO_ERS Group Box. The first line supervisor is the nominating authority and the higher level reviewer, or next supervisor in the employees chain of command may be the approval authority for a TOA. This award does not require Unit or Wing Commander signature.

(4) *Limitations*.

(a) The minimum amount of time that may be requested for any single award is 8 hours and the maximum amount is 40 hours. An employee may not receive more than an accumulative of 80 hours of Time Off Award per leave year.

(b) Employees may use TOAs while performing service with the uniformed services. Employees forfeiting a TOA because they are on duty with the uniformed services are entitled to reinstatement of their award. A reinstated TOA must be used within six months of deactivation from active service.

(c) Employees forfeit any time off not used within one year from the effective date the TOA was approved. TOAs must be carefully scheduled to avoid adversely affecting an employee who must use or lose annual leave. Awarded time off cannot be used to justify restoring forfeited annual leave.

(d) Employees cannot convert a TOA to a cash payment. Employees cannot transfer approved, unused time off when they transfer from the NG to another DoD component or to another Federal agency. In addition, employees coming from another department or Federal agency may not transfer a TOA to the NG.

(5) *Effective date*. TOA award nominations must be submitted within 30 days after the end of the period of service to be recognized. The effective date will be the beginning of the next regular pay period following processing at HRO.

Enclosure C

Award Type Table

Award Type	Description	Performance Appraisal Ratings Based	Limitations
On the Spot Cash Award (OTS)	Recognition for day to day accomplishments and extra work efforts	Non-ratings based Cash Award	Subject to funding; Max award amount of \$500.00*
Special Act or Service Cash Award (SASA)	Recognition of a one-time special act or service that contributes to the efficiency, and improvement of Government operations	Non-ratings based Cash Award	Subject to funding*
Sustained Superior Performance Cash Award (SSP)	Recognition of significant superior performance of duties and responsibilities	Ratings based Cash Award, must have an overall level 3-5 rating	Max of one per performance appraisal rating cycle, Subject to funding*
Time Off Award (TOA)	Recognition for employees who perform service in an exceptional manner	Non-ratings based Award. TOA cannot be converted to a cash payment.	Max of 80 hours per leave year and must be used within one year of the effective date of the award or it will be forfeited
Irregular Performance Pay Award (IPP)	Recognition of performance that significantly exceeds high quality by (GS) employees	Ratings based step increase, must have an overall level of 5 rating	Max of one IPP every 52 weeks

*All cash awards will be processed as a gross amount and are subject to taxation.

Approval Authority Table

Requested Award Amount	Nominating Official	Approving Authority
\$25.00 - \$10,000	Supervisor within Employee's Chain of Command	Unit Director or Wing Commander Approval
\$10,001.00 ≤ X	Supervisor within Employee's Chain of Command	Unit Director or Wing Commander and will be sent to OPM for Approval

Enclosure D

LENGTH OF SERVICE AND RETIREMENT AWARDS AND SUGGESTION OR
INVENTION AWARDS

1. Length-of-Service Recognition for Civilian Employees. Length-of-service certificates are used to recognize all Federal civilian service in five-year increments, provided that one year of service has been served as an NG employee. Unit Directors or Wing Commanders, or their delegates, must request Length of Service Certificates through the Employee and Labor Relations team.

2. Length-of Service-Requirements. Employees who complete 10, 15, 20, 25, 30, 35, 40, 45, or 50 years of satisfactory service receive career service emblems and certificates. Employees who complete 5 years of satisfactory service may be awarded a career service certificate. Lapel pins are available through the Defense Supply System, if desired.

3. Suggestions and Inventions Awards Program. Suggestions and inventions that improve the economy, efficiency, or effectiveness of Federal Government operations that have been adopted by the agency may be eligible for an award. The ARNG and ANG manage the Suggestion and Inventions Awards Program. The points of contact for the program:

a. The Air Force Idea Program is managed by the ANG.

b. The Army Ideas for Innovation (AI2) program replaces and modernizes the former Army Suggestion Program. AI2 serves as the secure open innovation site for all Army personnel (military, civilians, and contractors). It provides a platform for unleashing the creativity of the Total Force to bring ideas to valued outcomes. In AI2, 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 collaboration and morale.

Enclosure E

NATIONAL GUARD BUREAU HONORARY AWARDS

1. NGB Honorary Awards. NG employees may be eligible to receive the following types of NGB Honorary awards.

a. NGB Minuteman Award. For outstanding achievement or service to NGB for members, given to employees who have been assigned to the NGB or individuals who have contributed by representing the NGB (for example, serving on a national committee).

b. NGB Certificate of Commendation. For contributing noteworthy service to the NGB at a level or duration that directly assisted the NG.

c. NGB Certificate of Appreciation. For service or contribution to the NGB.

2. Nominations. For review and approval by the NGB Manpower and Personnel Directorate of any of the awards listed above, NGB Form 672, "National Guard Bureau Awards Program Request," must be submitted through HRO to NGB-J1-TN.

3. Award Justification. The award justification must be typed on a separate piece of bond paper, in bullet format, not to exceed one page. The citation is a short narrative description of the employee's or team's act, achievement, or service. It must be specific about facts and the impact of the accomplishments on furthering the mission of the NGB. The narrative should be no more than three sentences, if possible, and may not exceed 11 lines. Language for the citation should not contain superfluous embellishments, acronyms, or quotations.

4. Nomination Packages. All nomination packages for civilian awards must be processed IAW this instruction. Citations should be prepared in Times New Roman (or comparable font), no smaller than 10 point, in landscape format, with one-inch right and left margins. The award citation must meet printing requirements and should not exceed 11 lines. Do not use abbreviations, acronyms, or quotations in a citation. To maintain consistency in preparing civilian award citations across the NG, follow the model of the following opening and closing sentences.

a. Opening Sentence for Civilian Honorary Awards: General. "Mr./Mrs./Ms. J.Q. Public, State National Guard, distinguished himself/herself by outstanding leadership as a member on the Employee Benefits Advisory Council from September 2014 to May 2017."

b. Outstanding Civilian Career Service Award. "In recognition of his/her distinguished performance in support of the National Guard Bureau from 25 March 1981 to 31 July 2016. Mr./Mrs./Ms. J.Q. Public's significant contributions have laid the groundwork for continued improvements and cost savings to the

National Guard Bureau, the 54 States and Territories, and the 58,000 military employees he/she serves.”

5. Body of Citation. The body of the citation is a short description that must capture the local command and NG-wide accomplishments justifying the award. It must be specific about facts and limited to two or three sentences. Use the following statement as a model: “During this period/In this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Mr./Mrs./Ms. J.Q. Public resulted in unparalleled improvements in the execution of the technician personnel program. He/She established improved processes at the National Guard Bureau that significantly increased funding available for Army and Air Force Title 32 technician personnel. Mr./Mrs./Ms. Public’s creative and tireless efforts contributed substantially to unprecedented levels of collaboration and integration among the National Guard, Department of Defense.”

6. Closing Sentence for Honorary Awards.

a. For Civilian Service. “The distinctive accomplishments of Mr./Mrs./Ms. J.Q. Public reflect the highest credit upon himself/herself, the State National Guard, and the National Guard Bureau.”

b. Civilian Career Service Retirement Award. “The distinctive accomplishments of Mr./Mrs./Ms. J.Q. Public culminate a (long and) distinguished career with the National Guard and reflect great credit upon himself/herself, the State National Guard and the National Guard Bureau.” (Use the word “long” if length of service exceeds 30 years.

Enclosure F

REFERENCES

- a. Title 5 United States Code, Section 4505a, "Performance-based Cash Awards"
- b. Title 5 Code of Federal Regulation, Part 451, "Awards"
- c. CNGBI 1400.25, Vol. 451, 05 October 2018, "National Guard Technician Incentive Awards Program"
- d. Office of Personnel Management (OPM), Pay & Leave Administration, "Fact Sheet: Leave Year Beginning and Ending Dates"
- e. CNGB Instruction 1400.25A, 10 October 2017, "National Guard Technician Personnel Program"
- f. Title 32 United States Code (U.S.C.) Section 709, "Technicians: Employment, Use, Status"
- g. 10 U.S.C. § 10508, "National Guard Bureau: General Provisions"
- h. CNGB Memorandum, 16 February 2017, "Designation of The Adjutants General to Appoint, Employ, and Administer National Guard Employees"
- i. 5 U.S.C. Chapter 45, "Incentive Awards"
- j. 5 Code of Federal Regulations (CFR) 451, "Awards"
- k. 5 CFR 430, "Performance Management"
- l. DoD Directive 1440.1, 21 May 1987, "The DoD Civilian Equal Employment Opportunity Program," Incorporating Changes through 17 April 1992.
- m. Internal Revenue Service Publication 15-B, "Employer's Tax Guide to Fringe Benefits"
- n. 5 U.S.C. Chapter 43, "Performance Appraisal"
- o. CNGB Instruction 1400.25, Vol. 431, 24 January 2018, "National Guard Technician Performance Appraisal Program"
- p. 5 U.S.C. Chapter 53, "Pay Rates and Systems"
- q. Army Ideas for Innovation (AI2) Program, 19 June 2018

GLOSSARY

PART I. ACRONYMS

ANG	Air National Guard
ARNG	Army National Guard
NGB	National Guard Bureau
CMDN	California Military Department Notice
CNG	California National Guard
DCPDS	Defense Civilian Personnel Data System
HRO	Human Resources Office
IPP	Irregular Performance Pay
TOA	Time Off Award
OTS	On the Spot Award
SASA	Special Act or Service Award
SSP	Sustained Superior Performance Award
OPM	Office of Personnel Management

PART II. DEFINITIONS

Approving Authority - The Adjutant General or designee.

Award - Something bestowed or an action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public's interest.

Career Service Recognition Award -- An award that acknowledges a number of years of Government service.

Employee - Title 32 dual status excepted service employees and Title 5 National Guard excepted or competitive service employees defined in references.

Invention Award - Monetary or honorary recognition for an invention by Federal personnel that is of interest to the Government or the public, and for which patent coverage is sought or granted.

Monetary Award - A cash payment that does not increase the employee's rate of basic pay.

Non-Monetary (Honorary) Award - A recognition device that is not a cash payment or time off but rather of an honorific value, for example, a letter, certificate of appreciation, medal, plaque, or item of nominal value. National Guard Bureau honorary awards are the Meritorious Service Award, the Certificate of Commendation, and the Certificate of Appreciation.

Quality Step Increase - An increase in an employee's rate of basic pay from one rate of the grade of his or her position to the next higher rate of that grade in / recognition of sustained high-quality performance at a level that substantially exceeds an acceptable level of competence.

Time-Off Award - Time off from duty granted without loss of pay or charge to leave, commensurate with the employee's contribution or accomplishment.