



Ohio National Guard Federal Employee Benefits Bulletin

Bulletin Number: OH-14	Date: 16 February 2022
Applicability: National Guard (NG) Technicians (T5 and T32)	Subject: Army Awards Board Feedback from 13 January 2022

Background: The Army Awards board meets quarterly each year to review and make determinations on award recommendations. The Awards Program Manager within HRO screens nominations for accuracy, completeness, and eligibility. The Program Manager returns inaccurate, incomplete, and ineligible nominations to the nominating supervisor. Nominations received after the quarterly submission deadline will not appear before the current Awards Board.

The Awards Board cannot approve nominations when remarks and/or supporting documentation suggests that the award is for special act/service performed in a military status. Awards may only be approved for service performed in the employee's federal employee status. The Awards Board must disapprove and return these nominations to the recommending supervisor.

Board members will review each award based only on the NGB 32 remarks and any required supporting documentation.

Purpose: To provide feedback to the field regarding the Army Awards Board held on 13th January 2022. The HRO provides feedback from the most recent board to assist supervisors and recommending officials in writing future award nominations and securing approval for the best possible incentive awards for employees. Funds for incentives are limited and the board must strike a balance between giving awards in the deserved amounts and being able to give awards to all that are deserving.

Summary of Conversation and Comments from the board:

1. Award recommendations should be submitted based on individual accomplishments. How does the awardee stand out from his or her peers? Awards with nearly the same or identical narratives with cut and paste accomplishments is a poor practice and degrades the probability for board approval.

Example: Production Control and Mechanic personnel inherently perform different tasks. Thus, clearly state how the awardee exceeded expectations, performed at a higher level, or achieved a significant accomplishment. They most likely won't have the exact same accomplishments.

2. Make sure to clarify and quantify how accomplishments were above and beyond normal work duties in the award narrative.

Examples: Stating a technician helped to exceed goals without stating the goal and individual contribution does not add strength to an award submission. Being a good team player and always in a good mood isn't a strong statement unless this individual helped to improve the climate of the workplace and made a significant impact. If this a true statement, describe how the person did so and the results of their actions.

3. Ensure that times an individual received a temporary promotion(s) are accounted for when requesting cash awards.

Example: Requesting an award because a person performed at the next higher level while not accounting for a temporary promotion is the same as giving a second award for the same accomplishments.

4. Incentives are not entitlements. When preparing a request for an incentive award, do not assume that expending the minimum amount of effort required will get the maximum award amount.

Please see enclosed example of a high quality award justification. This justification showed how the employee went above and beyond the requirements of their normal job duties and it contains the quantitative the data to support the level of the recommended award.

Next Awards Board Information: The 3rd quarter Army Awards Board will be held on 22 April 2022. Supervisors and recommending officials need to be mindful that all award nominations must be completed and submitted to HRO by **15 April 2022**, in order for the board to review and make a determination on the submission(s). It is also important to note that IAW CNGBI 1400.25 Vol 451, and HRO Policy 21-022, all performance-based awards must be submitted within 90 days of the end date of the appraisal cycle in order to be approved and any special act or service awards must be submitted to HRO within 30 days of the special act or service.

For any other questions or concerns regarding any of the information listed above or on any Technician Awards please contact the Army Awards Program Manager, Mr. Jacob Curry at 614-336-7439 or by email at jacob.m.curry2.civ@army.mil.

EVIDENCE OF SUPERIOR OR OUTSTANDING ACHIEVEMENT

1. Attach statement of major duties performed and one copy of Position Description for position on which recommendation is based.
2. Attach detailed and specific statements of fact to the recommendation. This must be a factual presentation of the nature and merit of 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 special act or service rendered. Where achievement resulted in tangible benefits in operations, give detailed computation and analysis of such benefits.
3. If tangible benefits were not applicable, give the type of relative importance of intangible benefits. Explain also, significance of accomplishment to the command.
4. Attach a draft of the proposed citation, written in the third person, and not exceeding 70 words if an honorary award is recommended. Use 8 X 10 1/2 inch sheets of paper.

REMARKS

For over six months, Harry Potter was willing to take on additional duties and excelled at what he did while Region 1 SFRS, Ron Weasley was on Military Orders. During the 6 months, Harry oversaw the entire Northern half of Ohio which equates to over 40 units and SFRGs, compared to his counter parts who only oversaw 25 units. Harry was on top of making sure his region and Region 1's tracker was up to date with metrics and kept the overall regional metrics at 80% and above. Harry trained over 10 people to include unit commanders, Military Liaisons, and SFRG Volunteers in the past 6 months. Harry also effectively communicated with his units, Region 1 units, and SFRGs by providing them with the latest resources and information from local and state partners. He hosted 6 successful RISFAC meetings, compared to 3 that his counter parts have completed. He has made strong connections with community partners in both Region 1 and his region, Region4 such as NEOPAT, local VFW and American Legion post, USO and Love Our Heroes, and when a teammate reaches out about a resource, Harry is there to assist them. Each month he is seeking out new community partners to help with any needs that might arise with military Families in his region. Harry has attended 8 Family Days (3 of them were for Region 1) when invited and willing to provide any briefs and resources that are necessary, to include the required Annual Family Brief. He signs up for GYF when his units are in attendance and is willing to be at GYF even when his units are not. In total, Harry worked 6 GYF events in the past 6 months.

Harry's willingness to accept the additional work related to the work he did to support Region 1 during Ron Weasley's military period service, saved the government more than \$27,840 in salary and benefits (GS09 pay \$4,640 x 6 months). IAW HRO Policy # 21-022, Federal Employee Incentive Awards, Table 1. Scale of Award Amounts Based on Tangible Benefits, his recommended award amount is not to exceed \$1,835. Funding will come from QACS.

Harry dominated his lane during the 6 month period and excels at what he does. He goes above and beyond what is expected of him and stands above his peers. I certify that based on past experience, it is believed that this technician's high quality of performance is likely to continue.