



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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The Adjutant General

DEPARTMENTAL DIRECTIVE
NO. 200.6*

15 December 2005

EMPLOYEE AWARDS PROGRAM

1. **PURPOSE:** This directive prescribes the Department-wide Employee Awards Program.
2. **APPLICABILITY:** This directive is applicable to full-time State and Federal employees of the New Jersey Department of Military and Veterans Affairs.
3. **REFERENCE:**
 - a. N. J. A. C. 4A: 6-6.9.
 - b. Departmental Directive 310.1 (Office Management).
4. **DEFINITIONS:**
 - a. DMAVA: New Jersey Department of Military and Veterans Affairs.
 - b. HRD/HRO/MPF: Human Resources Division/Human Resources Office/Military Personnel Flight.
 - c. N.J.A.C.: New Jersey Administrative Code.
 - d. NLT: Not later than.
 - e. PAO: Public Affairs Office.
 - f. PAR/PES: Performance Assessment Review/Performance Evaluation System.
 - g. Team: Two or more employees working together towards a common goal as defined by the appointing authority.
5. **OBJECTIVE:** The Employee Awards Program is designed to promote productivity through recognition of employee performance and to enhance esprit de corps.

****This Directive supersedes Departmental Directive 200.6, 17 Jan 92.***

6. RESPONSIBILITIES:

a. The Adjutant General (TAG) responsibilities:

- (1) Appoint the following:
 - (a) The Awards Program Manager (HRD Director).
 - (b) An Employee Awards Committee of eleven (paragraph 6.d. (1)) employees who will serve on the committee for a period of three years and implement the Department's Employee Awards Program.

b. Awards Program Manager responsibilities:

- (1) Direct supervision of the Employee Awards Program.
- (2) Advise the TAG on matters concerning the program.
- (3) Recommend to the TAG, members for each committee.
- (4) Coordinate the TAG's and/or DAG's attendance at awards ceremonies.
- (5) Direct or advise PAO to provide pictures for events and appropriate display area at NJDMAVA Headquarters to display the pictures and information about the award recipients and publish results in Guard Life Magazine and DMAVA Highlights.
- (6) Appoint Awards Representatives for the following locations: DMAVA, HRO, MPFs, Menlo Park Veterans Home, Paramus Veterans Home and Vineland Veterans Home.
- (7) A subcommittee, appointed by HRD, shall coordinate the following State awards:
 - Suggestion Awards
 - Service Awards
 - Heroism/HRD Exceptional Service Awards
 - Professional Trimester Awards
 - Community Service Awards
- (8) Appoint the DMAVA Awards Coordinator (non-voting member) to be responsible for:
 - (a) Scheduling the Awards Ceremony, which shall be held three times a year as follows:
 1. FALL TRIMESTER – SEPTEMBER to DECEMBER –
Awards presentation in February
 2. WINTER TRIMESTER - JANUARY to APRIL –
Awards presentation in June
 3. SPRING TRIMESTER– MAY to AUGUST –
Awards presentation in October

(b) Provide administrative assistance to the committee and the Awards Program Manager with matters concerning the program.

(c) Maintain such records and/or reports required by the NJDMAVA Awards Committee.

(d) Record the receipt of nominations and maintain records of nominations and awards.

(e) Upon the TAG's approval, arrange for an appropriate awards ceremony.

(f) Responsible to the Awards Program manager for all matters concerning the DMAVA Awards Program.

c. Awards Representative responsibilities:

(1) Position located within the Human Resources offices of the following sites:

- DMAVA Headquarters
- Menlo Park Veterans Memorial Home
- Paramus Veterans Memorial Home
- Vineland Veterans Memorial Home
- HRO
- MPF

(2) Verify all information pertaining to employment or disciplinary action.

(3) Post the DMAVA Employee Awards Program due dates and revisions for all employees/friends to review.

(4) Prepare and post all award information and the award recipient's picture in the awards display area.

(5) Notifies the HRD Officer and the employee's supervisor of recipients of "Employee Trimester Award" and "Employee of the Year" so that the "Day Off" may be approved.

(6) Review all nomination forms for accuracy and forward all properly completed award nomination forms from within their assigned site to HRD Awards Program Coordinator.

d. Employee Awards Committee responsibilities:

(1) State Division Directors and Military Chiefs of Staff will appoint one member to represent their specific area as listed below:

(a) Fiscal Division

(b) Human Resources Division

- (c) Information and Administrative Services Division
 - (d) Installations Division
 - (e) Veterans Healthcare Services Division
 - (f) Veterans Programs Division
 - (g) Veterans Services Division
 - (h) New Jersey Army National Guard
 - (i) New Jersey Air National Guard
- (2) Execute the DMAVA Employee Awards Program.
 - (3) Select awardees and advise HRD.
 - (4) Recommend modifications to the procedures contained in this directive as appropriate.
- e. Division Directors/Administrators/Commanders/CEOs (State and Federal) responsibilities:
- (1) Actively support the Employee Awards Program.
 - (2) Nominate employee(s) for appropriate awards.
 - (3) Ensure that nominations and awards are noted on PAR/PES for State Employees and annotated in the Federal Personnel Folder.
 - (4) Provide for an appropriate display area at each central location to display the picture and information about the award recipients.
 - (5) Ensures no donations, contributions, and/or gifts be solicited or accepted by any individual or office of this Department for use as an award, incentive, or enticement in lieu of or in addition to awards authorized and approved by this directive.
- f. Managers' and Supervisors' responsibilities:
- (1) Actively supports and promotes the Employee Awards Program.
 - (2) Nominates qualified employees and work units for proper recognition.
 - (3) Prepares letters of appreciation or recommendation, when appropriate, regardless of whether an employee qualifies for an award established by this directive.

7. PROCEDURES FOR STATE EMPLOYEE AWARDS:

a. New Jersey State Awards: Designed for employees of the State of New Jersey to promote employee recognition. Any supervisor or employee may nominate a coworker for these awards. Forms are available from the Human Resources Office at each site, as well as online at [http://nj.gov/military/personnel/docs/dmava form 200-6.doc](http://nj.gov/military/personnel/docs/dmava%20form%20200-6.doc) (not applicable for federal employees).

(1) State Suggestion Awards:

(a) Employee submits a written proposal, which will produce notable economy or improvements in the operation of the Department (N.J.A.C. 4A: 6-6.5-7).

(b) Proposals submitted to the Department's Suggestion Awards Committee via the Director, Human Resources Division.

(c) Monetary Award according to approval and acceptance of suggestion (N.J.A.C. 4A: 6-6.7) Suggestion Award Program types and amounts of awards:

(i) Awards for suggestions shall be in cash or additional paid vacation time-off in lieu of cash under certain circumstances.

(ii) Cash awards shall be no less than \$50.00 or more than \$10,000 for each approved suggestion.

(iii) The suggester may select a time-off option of up to two days in lieu of a cash award, which shall be based on the daily rate of pay of the suggester.

(2) State Service Awards: Presented to employees when they attain specific years of employment (N.J.A.C. 4A: 6-6.8).

(a) Gifts will be ordered based upon the budget-funding contingent. Gifts will be given to employees as they arrive. These gifts are to be distributed immediately.

(b) Service Awards Ceremony will be in February of each year. State Service Award recipients shall be recognized and receive their Award Certificates at this time.

(3) State Heroism Award/Exceptional Service: State Professional Achievement Award; State Community Service Award:

(a) To nominate an employee or employees from a division, complete the Public Service Recognition Award nomination form, and submit supporting documentation.

(b) All award nominations must include appropriate background information supporting the nomination, such as certificates of achievement, newspaper articles, letters of commendation, diplomas, community service acknowledgements, and testimonials). Completed nomination forms, should be forwarded to **your respective division director or designee for authorized signatures** on behalf of your department/agency.

(c) Once the division director or designee has signed off on the nomination form, **PLEASE SUBMIT IT TO: HRD**

(4) State Retirement Awards: Retirement Recognition may consist of Length of Service Award, Letter of Commendation, Certificate, Citation, Plaque, and/or Medal.

(5) NJDMAVA Employee of the Trimester Award: Recognizes an employee for demonstrating a sustained above average and/or improved performance of their assigned tasks. One award is given each TRIMESTER within each area as listed in Criteria (Figure 2).

(a) Eligibility Requirements:

(i) Must have demonstrated sustained above average performance of their assigned tasks.

(ii) Must have been employed by this Department full time for at least one year prior to selection.

(iii) Must not have been the subject of upheld disciplinary action for one year prior to receiving the award.

(iv) Position held is below the Director/Department Head level.

(b) Nomination/Selection Procedure:

(i) Eligibility period and due dates for nominations to be submitted to the DMAVA Awards Coordinator are:

<i>TRIMESTER</i>	<i>DUE DATE</i>
January – April	10 May
May – August	10 September
September – December	10 January

(ii) Nominations received after these dates will not be considered for an award.

(iii) Procedures listed in Criteria (Figure 2)

(c) Awards

(i) Designated Parking Space at their work site for one trimester.

(ii) A "Day Off" with pay, to be approved within one year of award date. An Employee Trimester Award is recorded on the Employee Timesheet as a PZ day and the timesheet is annotated "Employee Trimester Award".

(iii) Employee photograph and name posted at their work site in a display area at a central location.

(iv) Certificate of Appreciation (NJDMAVA Form 672-7, Figure 3)

(v) The PAR/PES shall reflect employee received award. (State Employees only)

(6) NJDMAVA Employee of the Year: This individual will be selected from those who have received the Employee of the Trimester for this award year.

(a) Awards

(i) Designated Parking Space at their work site for a year.

(ii) A "Day Off" with pay, to be approved within one year of award. An Employee of the Year Award is recorded on the Employee Timesheet as a PZ day and the timesheet is annotated "Employee of the Year Award".

(iii) Employee photograph posted at their work site.

(iv) Name on a plaque located in a central location of their Work site/Division.

(v) Certificate of Appreciation (NJDMAVA Form 672-7, Figure 3).

(vi) A complimentary week at a Sea Girt cottage at the National Guard Training Center (NGTC). The employee is required to use earned leave other than sick leave. The week will be assigned by the NGTC Superintendent between June 1st and August 31st.

(vii) The PAR/PES shall reflect employee received award.

(7) Team Award: Recognizes the team that has exceeded established standard.

(a) Eligibility Requirements:

(i) A team must have demonstrated sustained exemplary performance of their assigned tasks.

(ii) Employees assigned to the team must not have been the subjects of upheld disciplinary action during the eligibility period.

(b) Nomination/Selection Procedure:

(i) Eligibility period and due dates for nominations to be submitted to the DMAVA Awards Coordinator are listed in procedures listed in Criteria (Figure 2).

(ii) Eligibility period and due dates:

<i>TRIMESTER</i>	<i>DUE DATE</i>
January – April	10 May
May – August	10 September
September – December	10 January

- (iii) Nominations received after these dates will not be considered for an award.
 - (iv) Procedures listed in Criteria (Figure 2)
- (c) Awards:
- (i) Posting of a team picture at work site in a display area at a central location.
 - (ii) Certificate of appreciation, Form 672-7 (Figure 3).
 - (iii) The PAR/PES shall reflect employee-received award.

8. PROCEDURES FOR FEDERAL EMPLOYEE AWARDS: The awards described herein, Letters of Commendation and Letters of Achievement, are available to federal employees (military and civilian) in addition to those identified in federal civil service and military regulations and directives.

a. This program is designed to be implemented at the Functional Manager Level. The Deputy Adjutant General is the Approving Authority for issuance of these awards. The awards may be given to an individual or a team for excellence in the workplace.

b. Eligibility Requirements:

- (1) Individual Commendation: Awarded to an employee for:
 - (a) His/her outstanding work on a specific project or task.
 - (b) Exceptional performance or productivity in the course of their duties.
 - (c) Showing initiative in solving a difficult work related problem.
 - (d) Exceptional care and attention in providing services to other employees, veterans, residents and/or members of the National Guard.
- (2) Team Commendation: Awarded to a team of employees for:
 - (a) Outstanding work on a specific project or task.
 - (b) Exceptional performance or productivity in the course of their duties.
 - (c) Showing initiative in solving a difficult work related problem.
 - (d) Exceptional care and attention in providing services to other employees, veterans, residents and/or members of the National Guard.
- (3) Employee(s) must not have been the subject of disciplinary action for a period of at least six months prior to selection.

c. Nomination/Selection Procedure:

- (1) Anyone may nominate any full-time employee using NJDMAVA Form 200.6, Figure 1.
- (2) Eligibility period and due dates for nominations to be submitted are:

<i>TRIMESTER</i>	<i>DUE DATE</i>
January – April	10 May
May – August	10 September
September – December	10 January

- (3) Nominations received after these dates will not be considered for an award.
- (4) Recognition.
 - (a) Certificate of Appreciation (DMAVA Form 672-7 (Figure 3)
 - (b) Employee's picture prominently displayed at their worksite for the TRIMESTER following his/her selection.
 - (c) A copy of the letter shall be placed in the employee's permanent personnel file.

d. Nomination/Selection Procedure:

- (1) Any employee, resident and/or member of the National Guard can nominate an individual employee and/or team for an Award.
- (2) Nomination must be either in writing (Resident/National Guard member) or NJDMAVA Form 200.6, (Figure 1) which provides the Commander/Director Administrator CEO sufficient details concerning outstanding performance to make a selection.
- (3) Awarded at any time outstanding performance earns recognition.
- (4) In no case will procedures or standards be employed which will inhibit or preclude any individual or team from participating in the program.

e. Letter of Achievement: Presented by the Functional Manager in recognition for excellence without regard to Trimester time frames or limit in number of individual and/or work unit recipients.

The proponent for this directive is NJDMAVA Human Resource Division (HRD).
This directive will not be modified or supplemented. Users are invited to
submit suggested improvements to: NJDMAVA (HRD), Eggerts Crossing Road,
P.O. Box 340, Trenton, NJ 08625-0340

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General



DAVID S. SNEDEKER
Chief Information Officer
Acting Director, Information and Administrative
Services Division

DISTRIBUTION: A, A1, A2, B, C, D, E, F

**NJDMAVA Award Program
Nomination Form**

1. TO: Awards Representative Human Resources Office		2. FROM:		
3. Nomination for (check one): <input type="checkbox"/> Employee of the Year <input type="checkbox"/> Employee of the Trimester Award <input type="checkbox"/> Team Award		4. Employee(s) Nominated: Name(s) Title(s) Work Location		
5. Short Narratives in each of the following areas citing Acts/Actions which exceeded the requirements of their job. (Each area must be completed)			8. Award Committee Use Only	
a. Work Habits _____ _____ _____				1
				2
				3
				4
				5
b. Work Quality/Quantity _____ _____ _____			1	
			2	
			3	
			4	
			5	
c. Accomplishments _____ _____ _____			1	
			2	
			3	
			4	
			5	
6. Signature of Nominator _____ Title _____ Date _____ _____			Total Score	
			Initial	
7. HUMAN RESOURCES OFFICE USE ONLY				
a. Employment _____ (Years in DMAVA)	b. Discipline _____ (If none print "NONE")	c. Eligibility Verified by: Signature: _____ Title: _____ Date: _____		

NJDMAVA FORM NO. 200.6 FORM – 15 Dec 05
 SUPERSEDES: NJDMAVA FORM NO. 200.6 DATED 16 NOV 04

Figure 1

State and Federal Employee Awards **Criteria for Awards**

1. What did he/she/they do that was out of the ordinary?
2. How did it change the current situation for the better?
3. How was it measured?

Section 1.01 New Jersey State Committee Awards

Designed for employees of the State of New Jersey to promote employee recognition.

Eligibility Requirements for Employee of the Year and Employee of the Trimester Award

Must have demonstrated sustained above average performance of their assigned tasks.

Must have been employed by this department full time for at least one year prior to selection.

Must not have been the subject of upheld disciplinary action for one year prior to receiving award.

Position held is below Director.

Eligibility Requirements for Employee of the Year Award

Individual will be selected from those who have received the employee of the Trimester for this award period 1 January to 31 December of each year.

Employee of the Year Awards

- Designated Parking Space at their work site for a year.
- A "Day Off" with pay, to be approved within one year of award. An Employee of the Year Award is recorded on the Employee Timesheet as a PZ day and the timesheet is annotated "Employee of Year".
- Employee photograph posted at their work site.
- Name on a plaque located in a central location of their Work site/Division.
- Certificate of Appreciation (NJDMAVA Form 672-7, Figure 3).
- A complimentary week at a Sea Girt cottage at the National Guard Training Center (NGTC). The Employee is required to use earned leave other than sick leave. The week will be assigned by the NGTC Superintendent between June 1st and August 31st.
- The PARS/PES shall reflect employee received award.

Trimester Awards

Eligibility period and dues dates for nominations to be submitted to the Awards Coordinator are

<u>TRIMESTER</u>	<u>DUE DATE</u>
January – April	10 May
May – August	10 September
September – December	10 January

Nominations received after these dates will not be considered for an award.

Figure 2

Employee of the Trimester Awards

- Designated Parking Space at their work site for one Trimester.
- A "Day Off" with pay, to be approved within one year of award date. As Employee Trimester Award is recorded on the Employee Timesheet as a PZ day and the timesheet is annotated "Employee of the Trimester".
- Employee photograph and name posted at their work site in a display area at a central location.
- Certificate of Appreciation (NJDMAVA Form 672-7, Figure 3)
- The PARS/PES should reflect employee received award. (State Employees only)

Team Award

Eligibility Requirements for Team Award

Team must have demonstrated sustained exemplary performance of their assigned tasks. Employees assigned to the team must not have been the subjects of upheld disciplinary action during the eligibility period.

Team Award

- Posting of a team picture at work site in a display area at a central location.
- Certificate of Appreciation, Form 672-7 in a central location of their worksite/division in a display area.
- The PARS/PES should reflect employee received award.

Section 1.02 Federal Awards

This program is designed to be implemented at the Functional Manager Level for

Permanent Military Technicians
Permanent Competitive Technicians
AGR Personnel - Army/Air

Any supervisor may nominate any full time employee using NJDMAVA Form 200.6.

Eligibility period and due dates for nominations to be submitted:

<u>TRIMESTER</u>	<u>DUE DATE</u>
January – April	10 May
May – August	10 September
September – December	10 January

Nominations received after these dates will not be considered for an award.

Individual and Team Commendation

- Certificate of Appreciation (DMAVA Form 672-7, Figure 3)
- Employee's picture prominently displayed at their worksite for the Trimester
- Directors/Managers Letter of Achievement shall be awarded and placed in the employee's permanent personnel file.

Figure 2 (Continued)

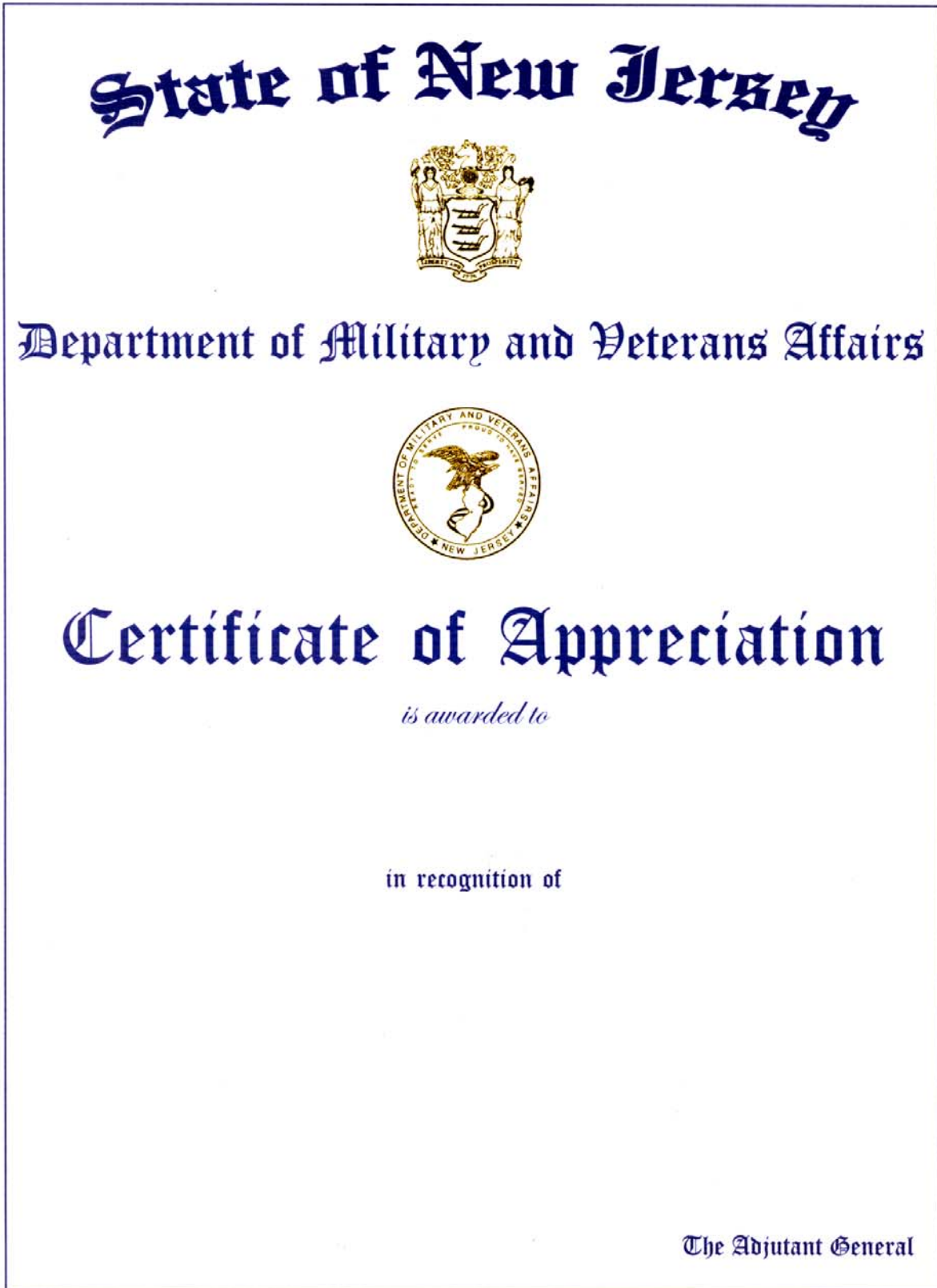


Figure 3