

**Military Department
Regulation**

NE TPR 451

**Nebraska
National Guard

Technician
Awards Program**

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Office of the Adjutant General

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**MILITARY DEPARTMENT OF NEBRASKA
TECHNICIAN AWARDS PROGRAM**

Contained herein are the requirements of the Military Department of Nebraska Awards Program. It is consistent with Office of Personnel Management Regulations, Department of Defense Directives, and National Guard Bureau TPR 451.

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CHAPTER 1

GENERAL

1-1. PURPOSE OF PROGRAM. The Nebraska National Guard State Technician Incentive Awards Program is designed to motivate technicians and military members to increase productivity and creativity and to achieve greater efficiency, economy, and improvement of operations. It provides a method for rewarding those whose job performance and ideas are substantially above normal job requirements and performance standards and provides for consideration of performance contributions throughout the Nebraska National Guard and the Federal Government. The Incentive Awards Program will be endorsed and vigorously supported by all levels of management, and will be administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap.

1-2. REFERENCES. This regulation is intended to be used in conjunction with the following references:

Title 5, Chapter 45, Incentive Awards

Title 5, CFR Part 451, Award

Title 5, USC Section 5336, Additional Step-Increase

Title 5, CFR, Part 531, Quality Step Increase

DoD 1400.25-M, DoD civilian Personnel Manual, Subchapter 451, Awards

Public Law 101-509 dtd 5 Nov 90, Federal Employees Pay Comparability Act (On-The-Spot Award)

AR 5-17, The Army Ideas for Excellence Program

ANGI 38-401, Suggestion Program

Technician Personnel Regulation (TPR) 451, Performance Management-Awards

Technician Personnel Regulation (TPR) 430, Performance Management

Nebraska National Guard Technician Supplement #1 to TPR 430 - Technician Performance Appraisal System

NE ARNGR 600-8-22/NEANGR 900-4-8, Decorations, Awards and Honors Military Awards Program

1-3. PROGRAM RESPONSIBILITIES.

a. The Chief, National Guard Bureau is responsible for the overall administration, improvement, and evaluation of the National Guard Incentive Awards Program. This responsibility has been delegated to the Office of Human Resources (NGB-HR).

b. The Adjutant General is responsible for assuring compliance with statutory and regulatory requirements, establishing a State Incentive Awards Program, promoting and supporting the Incentive Awards Program, and ensuring that appropriate funds are allocated to meet awards requirements and that funds are obligated consistent with Army or Air National Guard financial management controls and delegation of authority.

c. Human Resources Office (HRO). The HRO is delegated responsibility for administering and publicizing the Incentive Awards Program; providing advice, assistance, and training to supervisors on effective use and participation in the program; and providing training and orientation to all technicians.

d. Commanders, managers, and supervisors are responsible for:

(1) Providing support for and participating in the Incentive Awards Program.

(2) Exercising care in considering award recognition. Although there should be a linkage between performance appraisal and performance recognition, this does not mean awards will be automatic for a technician whose performance meets the basic eligibility for an incentive award.

(3) Determine what type of recognition will best motivate the technician to greater productivity, by matching recognition to performance; e.g., granting a within-grade increase; recommending cash awards for special acts; recommending an SSP or QSI; or granting honorary awards, recommendations, or letters of appreciation.

(4) Ensuring that awards for special acts or services are recognized immediately, and that all award presentations are conducted in a timely manner.

(5) Ensuring that program or operational areas where superior work results may warrant considerations for awards are identified by the management review and control processes.

e. HRO Program Manager (Executive Secretary). The Program Manager will:

(1) Be a nonvoting member who will assist in the establishment of the State Incentive Awards Program Committee as directed by The Adjutant General.

(2) Arrange for payment and presentation of awards and ensure appropriate publicity. Preparing required reports and providing documentation for payment of cash awards.

(3) Ensure that technicians and active military members are kept informed regarding their participation in Incentive Awards Programs.

(4) Determine requirements for technical evaluations of suggestions and ensure evaluation within prescribed time limits.

(5) Evaluate the total Incentive Awards Program, and develop feedback to management, technicians, and active military members.

f. State Incentive Awards Program Approving Officials or Committee. The scope and level of review of a Committee is established as necessary in order to effectively manage the Incentive Awards Program.

(1) Assist the Program Manager in Incentive Awards Program activities, implementing new program features and ensuring award presentations are conducted in a timely manner.

(2) Reviewing and making recommendations to the State Adjutant General on nominations for cash and honorary awards.

(3) Assist the Program Manager with review or suggestions and requests for reconsideration.

(4) Evaluate the effectiveness of the program by reviewing technician and military participation, performance awards granted, and adopted suggestions to determine whether anticipated savings were realized. Review program results to assure that all awards are granted equitably and on the basis of merit.

CHAPTER 2

ON-THE-SPOT AWARD (OTS)

2-1. PURPOSE. Provide guidance for the administration of the Nebraska National Guard On-the-Spot Award Program (OTS). This program will be used as a means of improving workforce motivation and effectiveness. It may be used either for recognizing an individual's or group's exceptional performance.

2-2. DEFINITION. On-the-Spot awards are "Special Act or Service" awards designated to immediately recognize one-time and short-term efforts by employees that result in service of an exceptionally high quality or quantity. Receipt of an On-The-Spot cash award does not preclude consideration of other awards. On-the-Spot awards are not intended to replace existing incentive and performance awards, and employees who receive these awards may be considered for other types of awards.

2-3. ELIGIBILITY. All Federal Employees

2-4. CRITERIA.

a. On-The-Spot awards should not be used when monetary awards of greater value are merited. On-The-Spot awards should recognize performance that demonstrates effectiveness above that which is normally expected. Unusual personal or group effort or outstanding accomplishment of a special assignment or project may be recognized by On-The-Spot awards. Since On-The-Spot cash awards are designed to provide immediate recognition for a job well done, recommendations should be within 30 days of the special act or service being recognized. The performance may or may not be within the technician's normal job requirements. Examples include, but not limited to, where technicians:

- (1) Produce exceptionally high quality work under tight deadlines.
- (2) Performed added or emergency assignments in addition to their regular duties.
- (3) Demonstrate exceptional responsiveness in dealing with customers.
- (4) Change or modification of an operating principle or procedure which improves the value of a product, activity, program or service to the customer.

b. On-The-Spot awards may range from an amount of \$100.00 to \$500.00, commensurate with the service or act being recognized.

c. Only two (2) On-the-Spot awards may be presented to any one (1) employee per fiscal year.

2-5. PROCEDURES.

a. Who may recommend:

- (1) The employee's immediate supervisor.
- (2) Any employee may recommend another employee. The immediate supervisor needs to concur with the recommendation.

b. An NGB Form 32 (Appendix A) will be prepared by the individual recommending the award and signed in Block 9. If the recommending individual is not the immediate supervisor, that supervisor will need to sign Block 10 to verify concurrence with the recommendation.

c. Written Justification. Justification for the award may be on the back of the NGB Form 32 or a separate sheet. This can be brief, normally one or two paragraphs.

d. Approval must be obtained from the Approving Official.

(1) Air National Guard:

Wing Commander	Ops Group Commander
Vice Wing Commander	Director of Staff -Air
Mission Support Group Commander	170 th Group Commander
Maintenance Group Commander	

(2) Army National Guard:

Chief of Staff (CoS)	State Aviation Officer (SAO)
Human Resources Officer (HRO)	G1 – MILPO
G3 – DCSOPS	G4 – DOL
G6 – DOIM	G8 – D-USP&FO
J3 – Domestic OPS	BFSB AO
Troop Command AO	RTI AO
Construction Facility Maint Off (CFMO)	

Delegation of authority for approval of these awards is authorized to those with fiscal responsibility. The HRO Program Manager must be advised in writing of those delegated approval authority.

e. The employee should not be informed of the award prior to the authorization by the Approving Official.

f. Upon approval in Section IV by the Approving Official or designated Approving Official:

(1) The individual recommending the award will call the HRO Program Manager for a Control Number. This is to ensure the recommended individuals name and amount being awarded is accounted for fiscally.

(2) The NGB Form 32 must be forwarded to HRO Technician Services within three working days of the approval. If verbal approval was received to present the award, the signature of the Approving Official must be in Section IV prior to sending to HRO.

(3) The employee will receive payment upon availability of funds.

(4) An organization/unit award certificate may be completed and presented to the employee in a timely manner.

g. On-The Spot cash awards granted will be documented by the HRO on an SF-50, Notification of Personnel Action, as a “Special Act or Service Award.”

CHAPTER 3

TIME OFF AWARDS (TOA)

3-1. PURPOSE. Time-off awards are intended to excuse a Federal Employee from duty without loss of pay or charge to any other type of leave in recognition of superior accomplishment or contribution to the quality, efficiency, or economy of government operations.

3-2. DEFINITION. Time-off is an excused absence granted to an employee without charge to leave or loss of pay for recognition of a special act/service or personal effort that contributed to the quality, efficiency, or economy of government operations. The act/service may or may not be within the technician's normal job requirements. Time-off awards are an alternate means of recognizing the superior accomplishments of employees with other than monetary or non-monetary awards.

3-3. ELIGIBILITY. All Permanent or Indefinite Federal Employees.

3-4. CRITERIA.

a. Performance by the employee is of high quality which exceeded requirements:

- (1) Displayed special initiative and skill in completing an assignment.
- (2) Performance of assigned duties involved overcoming unusual difficulties.
- (3) Made improvements in a product, activity, program or service.

b. Supervisors will take into consideration the benefits realized by the government from the employee's contribution.

3-5. PROCEDURES.

a. Time-off may be granted for a minimum of 4 hours or maximum of 40 hours for a single contribution.

b. An employee may be granted no more than 80 hours of time-off during any one calendar leave year.

c. The recommendation for an award will be initiated by the immediate supervisor on an NGB Form 32 (Appendix A) and supported by appropriate written justification. A table for the number of hours to award in correlation with the value to the organization is provided in Appendix B as a guide, it is not all inclusive. The form will be submitted to the 2nd line supervisor.

(1) One (1) or Two (2) day awards (4-20 hrs): 2nd line supervisor has the authority to approve.

(2) Three (3), Four (4) or Five (5) day awards (Maximum 40 hours): 2nd line supervisor must sign recommending approval. Final approval must be obtained from the Approving Official.

Air National Guard:	Air Commander of the 155th ARW Director of Staff -Air 170th Group Commander
Army National Guard:	Chief of Staff Human Resources Officer

d. The effective date is the date of approval by the 2nd line supervisor or AO/CoS, as appropriate for the number of days/hours recommended. The NGB Form 32 must be forwarded to the HRO within 3 days after final approval. The documentation will be reviewed for regulatory compliance prior to producing an SF-50 (Notification of Personnel Action).

e. Supervisors must be in receipt of the SF-50 prior to granting time-off. Failure to comply with published guidelines could result in unauthorized leave granted. Use of unauthorized time-off will be converted to another type of leave for the employee in the following order: Annual Leave, Compensatory Time, and Leave Without Pay.

f. Time off granted must be scheduled and used within 26 pay periods (1 year) after the date of approval. No waivers are authorized beyond 26 pay periods. The use of time off granted under this authority is subject to approval by the immediate supervisor.

g. A time off award will not be converted to a cash payment under any condition. Unused time-off award hours remaining after the 26 pay periods will be forfeited without further compensation to the technician. Time-off which has been granted to an employee and not used before the time the employee transfers to another agency shall be forfeited. The time-off award leave balance cannot be transferred to another agency nor may the employee be compensated for the unused balance. To ensure awarded hours are not forfeited, it is recommended that the supervisor and employee both keep a record of the time-off awarded and used.

h. Time-off awards are not authorized to be used when performing military duty. Time-off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave; i.e. they shall not be granted in conjunction with a military "down" or "training" day which would grant the majority of the employees a time-off award to be used on a specified day. Though time-off awards may not have an immediate budget consequence, supervisors and managers shall consider fully wage costs and productivity loss and shall ensure that the time-off granted as an award is commensurate with the individual's contribution and accomplishment.

i. The use of time-off awards will be reported through Time and Attendance reporting procedures and identified from other types of absences.

j. Time Off Awards will be documented by the HRO on an SF-50, Notification of Personnel Action for presentation to the employee for his/her contribution to the organization.

CHAPTER 4

SUSTAINED SUPERIOR PERFORMANCE (SSP)

4-1. **PURPOSE.** A Sustained Superior Performance Award (SSP) is a monetary award for a GS or FWS technician in recognition of significant superior performance of duties and responsibilities, which clearly exceed the technician's assigned position requirements. It is considered a performance-based cash award.

4-2. **ELIGIBILITY.** All Permanent or Indefinite Federal Employees

a. An SSP is not authorized if a technician is about to receive or has recently received a promotion. Nominations must be submitted to the HRO Program Manager within 60 calendar days after completion of the period of service to be recognized.

b. The technician's most recent overall annual performance appraisal must be at the "Outstanding – 5 level rating", "Excellent – 4 level rating" or "Fully Successful – 3 level rating". Sustained superior performance on which the award is based must have been maintained for at least 6 months and in the same job and grade level. Award eligibility will not be affected by position changes occurring after the period covered by the recommendation.

c. A technician may not have received an SSP or QSI within the preceding 12 months.

4-3. **PROCEDURES.**

a. Supervisors responsibilities:

(1) Justification will be documented on the NGB 430, Technician Performance/Appraisal Plan.

(2) The immediate supervisor is responsible for initiating the nomination for an SSP award by completing an NGB Form 32 (blocks 1-9 as appropriate). Supervisors may recommend a percentage of annual basic pay on the NGB Form 32. If 5% up to 10% is recommended, separate written justification will be required.

(3) The next level supervisor will sign block 10 for approval of the recommendation and forward the NGB Form 32 and NGB 430 to the Approving Official.

b. Designated Approving Officials: Air National Guard: Air Commander 155th ARW
 Director of Staff-Air
 170th Group Commander
 Army National Guard: Directorate
 Chief of Staff
 Human Resources Officer

(1) Consider a supervisor's effective use of the awards program for superior performance. Review justification and fair equitable allocation on the basis of merit.

(2) Ensure funds are obligated consistent with Army or Air National Guard financial management controls. Approve to concur with the recommendation or adjust appropriately by entering in block 12 of NGB Form 32 the percentage of award, Section IV, Local Commander, check the appropriate action, sign and date. Forward documentation to HRO Technician Incentive Awards Program Manager.

(3) Disapproved recommendations will be returned to the supervisor with explanation.

c. The HRO Incentives Program Manager will:

(1) Review recommendations for administrative accuracy and verification of eligibility.

(2) Ensure appropriate Approving Official's approval. Army National Guard recommendations by Directorates will be forwarded for approval by the Chief of Staff

(3) Submit recommendations to The Adjutant General for final approval.

(4) Notify supervisors of final approval of the award. A Commendation Certificate will be accomplished and payment processed on SF-50. The employee will receive payment upon availability of funds.

(5) If disapproved, the recommendation will be returned through supervisory channels to the nominating official with an explanation. When a nomination is disapproved, the technician must begin a new waiting period beginning the day following the period the recommendation was based upon (12 months from the previous period of service). Employees may not appeal a decision to disapprove an award.

(6) An Air or Army National Guard Incentive Awards Committees will be established when necessary in order to effectively manage the program. Each committee will be assigned on a duty appointment. The committees will consist of a chairman and a minimum of 3 members, which will constitute a quorum.

d. Supervisors should ensure the Commendation Certificate is presented at an appropriate time and location.

CHAPTER 5

QUALITY STEP INCREASE (QSI)

5-1. **PURPOSE.** A Quality Step Increase (QSI) is a salary step increase in recognition of a GS technician, whose service has significantly exceeded high quality job performance of duties and responsibilities, clearly exceeding the technician's assigned position requirements. It is considered a performance based award.

5-2. **ELIGIBILITY.** General Schedule (GS) federal employees.

a. A QSI is not authorized if a GS technician is about to receive or has recently received a promotion. Nominations must be submitted to the HRO Program Manager within 60 calendar days after completion of the period of service to be recognized.

b. The technician's most recent overall performance appraisal must be at the "Outstanding – 5 level rating". Quality Step Increases are based on and must have been maintained for at least 12 months and in the same job and grade level. Award eligibility will not be affected by position changes occurring after the period covered by the recommendation.

c. A technician may not have received a QSI or SSP within the preceding 12 months.

5-3. **PROCEDURES.**

a. Supervisor responsibilities:

(1) Justification for a QSI will be documented on the NGB 430, Technician Performance Appraisal Plan.

(2) If a technician previously received a QSI in the same grade and position, additional justification for another such increase must provide specific evidence of increased quality of performance above and beyond that on which the previous increase was warranted.

(3) The immediate supervisor is responsible for initiating the nomination for a QSI award by completing an NGB Form 32 (blocks 1-9 as appropriate).

(4) The next level supervisor will sign block 10 for approval of the recommendation and forward the NGB Form 32 and NGB 430 to the Approving Official.

b. Designated Approving Officials: Air National Guard: Air Commander 155th ARW
 Director of Staff-Air
 170th Group Commander
 Army National Guard: Directorate
 Chief of Staff
 Human Resources Officer

(1) Consider a supervisor's effective use of the awards program for outstanding performance. Review justification and fair equitable allocation on the basis of merit.

(2) Consider recommending an SSP award in lieu of a QSI if the determination is that a QSI is not fully justified based on documentation submitted.

(3) Ensure funds are obligated consistent with Army or Air National Guard financial management controls. Approve to concur with the recommendation or adjust appropriately by entering in block 12 of NGB Form 32 the percentage of award, Section IV, Local Commander, check the appropriate action, sign and date. Forward documentation to HRO Technician Incentive Awards Program Manager.

(4) Disapproved recommendations will be returned to the supervisor with explanation.

- c. The HRO Incentives Program Manager will:
 - (1) Review recommendations for administrative accuracy and verification of eligibility.
 - (2) Ensure appropriate Approving Official's approval. Army National Guard recommendations by Directorates will be forwarded for approval by the Chief of Staff
 - (3) Submit recommendations to The Adjutant General for final approval.
 - (4) Notify supervisors of final approval of the award. A Commendation Certificate will be accomplished and payment processed on SF-50. The employee will receive payment upon availability of funds.
 - (5) If disapproved, the recommendation will be returned through supervisory channels to the nominating official with an explanation. When a nomination is disapproved, the technician must begin a new waiting period beginning the day following the period the recommendation was based upon (12 months from the previous period of service). Employees may not appeal a decision to disapprove an award.
 - (6) An Air or Army National Guard Incentive Awards Committees will be established when necessary in order to effectively manage the program. Each committee will be assigned on a duty appointment. The committees will consist of a chairman and a minimum of 3 members, which will constitute a quorum.

- d. Supervisors should ensure the Commendation Certificate is presented at an appropriate time and location.

CHAPTER 6

SUGGESTIONS

(TECHNICIANS, TRADITIONAL AND ACTIVE MILITARY MEMBERS)

6-1. PURPOSE. Provide procedures for administering and managing the Suggestion program. This program bases awards on the merits of contribution and benefits to the Air Force, Army, and the National Guard. A suggestion must outline a specific area for improvement, state a workable salutation and incorporate expected benefits.

6-2. ELIGIBILITY. All federal employees, traditional and active military members of the Nebraska National Guard.

6-3: ANG PROCEDURES. Air National Guard employees or members will submit suggestions in accordance with ANGI 38-401.

a. Confirmatory/after-the-fact suggestions refer to all separate improvement process documents. Various forms are used to accomplish the approval of a suggestion award. If you have received an approved AFTO Form 22, AF Form 1067 and AF Form 847 these are considered confirmatory suggestions and an award may be paid.

(1) Confirmatory suggestion approved forms are submitted with an AF Form 1000, Idea Application, (Appendix C) typewritten within 30 days of date of approval to HRO/Technician Services.

(2) The Program Manager is responsible for submitting the AF Form 1000 for review by Air Force. Upon receipt of determination the appropriate award will be paid IAW ANGI 38-401.

b. Stand alone suggestions refer to those that outline the suggester's own thoughts or a new application of an old principle. The concept does not have to be new, but it must be the suggester's own adaption.

(1) To be considered a suggestion must:

(a) identify an improvement in the quality of operations, a cost reduction or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government, and
(b) Be adopted in whole or part for implementation. Should set forth a specific proposed course of action to achieve the improvement or cost reduction.

(2) Submit the suggestion on an AF Form 1000 along with all supporting documentation through channels to HRO/ Technician Services. You will be required to include a form on Job Responsibility Determination (JRD) to indicate if the suggestion is within or outside your normal job responsibility (Appendix D).

(3) The documentation will be reviewed by the appropriate authority for implementation or adoption on an AF Form 1000-1.

(4) Evaluators will use ANGI 38-401 and DoD 1400.25-M for determination of monetary recognition upon determination of approval. Recognition may be either a monetary or a non-monetary award, but may not be a time-off award.

6-4. ARNG PROCEDURES. Army National Guard members will submit suggestions in accordance with current guidelines directed by areas of responsibility or AR 5-17. The Army Suggestion Program (ASP) actively seeks and rewards ideas. The ASP is located at Army Knowledge Online (AKO) website: <https://armysuggestions.army.mil>

a. A suggestion must benefit the Army or other U.S. Government activities present a problem or situation and propose a solution with sufficient rationale to support the requested new procedure and submitted in writing before or within 90 days after the date the suggestion is adopted.

b. Evaluations will use AR 5-17 and DoD 1400.25-M for determination of monetary recognition if approval is granted. Recognition may be either a monetary or a non-monetary award, but may not be a time-off award.

6-5. EVALUATION PROCEDURES.

a. Each suggestion received by the Program Manager, HRO/Technician Services, will be checked against current award files for duplication. A control number will be assigned. The Program Manager will ensure that each suggestion is signed and that notification of receipt is sent to the suggester. If a suggestion is incomplete or not considered eligible, it will be returned to the suggester with an appropriate explanation

b. Suggestions that are accepted will be processed as follows:

(1) Suggestions will be sent, with an established suspense date, to the local OPR or the appropriate level of responsibility for investigation, evaluation, and recommendation regarding adoption or non-adoption. Suggestions will be evaluated with full consideration given to any developments directly attributed to the suggestion. When an evaluation cannot be completed within 45 work days after receipt of the suggestion, the Program Manager will inform the suggester of its status, and furnish subsequent progress reports including reason(s) for any extended evaluations.

(2) A suggestion that is not considered useful and practicable may be rejected at any level. The Program Manager, in coordination with the OPR, should not forward suggestions unless they are considered to be fully useful and provide beneficial improvements.

(a) Tangible Benefits: A cash award for tangible benefits is granted on the basis of actual or estimated savings during the first full year of operation. An adopted suggestion with less than \$250 in benefits will be recognized by a letter of appreciation.

(b) Intangible Benefits: By their very nature, awards in this category are recommended on the basis of judgment rather than precise facts or calculations. Therefore, it is important that suggestions be reviewed in light of their intrinsic merit and all relevant precedents, and that adoption of suggestions and approval of cash awards be fair and as consistent as possible.

c. Ownership rights of the suggester: The suggester retains "ownership" of an idea during its evaluation and for 1 year after the date of the final action (date of approval of an award or written notification of non-adoption).

d. Request for Reconsideration: A suggester may submit a request to the Program Manager for further consideration of a disapproved suggestion, if the suggested provides additional material, information designed to clarify significant issues, and findings that an adopted suggestion has a wider application than was originally determined, etc.

6-6. AUTHORITY TO GRANT AWARDS.

a. The Adjutant General may approve cash awards up to and including \$10,000 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. These awards will be reviewed by the Incentive Awards Committee for mathematical accuracy and compliance with this regulation. Cash awards for locally approved suggestions in excess of \$10,000 will be sent to NGB-HR with a recommendation for the additional award. All cash awards for suggestions will be processed on a Standard Form 50 by HRO.

b. The amount of a cash award approved by the Adjutant General must be determined based on the benefits derived. The total amount of a cash award to a group may not exceed the total award. If individuals in the group made a substantially equal contribution, each will receive an equal share of the award. If their contributions differ significantly, each receives a share proportionate to their contribution to the suggestion. When submitting a group suggestion, the suggester should indicate the sharing ratio for any cash award that might result.

CHAPTER 7

INVENTIONS

(All Technicians and Active Military Members)

7-1. PROCESSING INVENTIONS.

Inventions are a new and useful process, machine, or other item that may be patentable under the patent laws of the United States. If adopted, inventions submitted as suggestions, or in connection with scientific achievements, are eligible for cash awards. By law, if an invention is published or used publicly, or an article embodying it is sold or is placed on sale more than 1 year before filing of a patent application in the U.S. Patent and Trademark Office, a U.S. Letters Patent may not be granted. Therefore, to protect the rights of the Government and the inventor, any suggestion or other contribution that appears to be an invention must be promptly sent to NGB-HR for review and processing. NGB-HR will forward the suggestion, or scientific achievement that incorporates the invention, to the Patents Division of the Departments of the Army or the Air Force Judge Advocate General.

Inventions must be submitted to through proper channels to the HRO/Technician Services for review and submission for completeness. All forms and documents will be forwarded to the appropriate OPR for evaluation. Refer those suggestions that appear to be inventions for patent investigations. Ensure an exchange of information throughout the National Guard and other Federal agencies when adopted suggestions may have wider application.

CHAPTER 8

**LENGTH OF SERVICE RECOGNITION AND CERTIFICATE OF RETIREMENT
(TECHNICIANS)**

8-1. PURPOSE. Benefits the technician morale from recognition for service performed.

a. Length of service emblems and certificates will be awarded to all National Guard technicians as recognition for long and faithful federal service with the National Guard and other government agencies.

b. National Guard technicians retiring from federal service will be presented with a certificate of retirement (NGB Form 999) signed by the Adjutant General or designated official.

8-2. ELIGIBILITY.

a. Length of service: Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes but limited to active duty military and federal employment. This award may be presented in five (5) year increments.

b. Retirement: Technicians upon meeting the requirements for an immediate federal retirement.

8-3. PROGRAM RESPONSIBILITY.

a. The HRO is responsible for determining technician eligibility and prepares certificates.

b. Managers, Commanders and/or supervisors should present awards as soon as the technician attains eligibility. However, a presentation may be set within a reasonable period in order to make proper arrangements.

CHAPTER 9

NON-MONETARY RECOGNITION

9-1. PURPOSE. The following procedures are to provide guidance for the administration of the Nebraska National Guard Non-Monetary Employee Recognition Program. The intent of the program is to offer the opportunity to recognize all aspects of the employee, the employee's efforts, the team and the team's efforts. Recognizing a section's mission or goal related achievements resulting from service to the customers we serve, will build morale and team spirit. Non-monetary recognition is designed to quickly acknowledge efforts by employees that result in a service of exceptional quality or quantity.

9-2. ELIGIBILITY. All employees of the Nebraska Military Department

9-3. CRITERIA. Non-monetary recognition should be awarded for performance that demonstrates effectiveness above that which is normally expected. Recognition of an employee's contributions may or may not be within their normal job requirements. Examples of types of activities worth recognizing include, but are not limited to:

- a. Contributions to the higher quality of a section's life from the effects of attitude, efficiency, creativity, collaboration, cooperation, or service to those who serve.
- b. Contributions to the higher quality of individual or community life resulting from skills, talents, or interests beyond professional efforts.
- c. Any good work, including all parties who contributed to the quality of the end result.
- d. A bold or unusual activity that had a positive effect on the section, staff or the reputation of the department.
- e. Attempts to conquer an extremely challenging, complex task, whether successful or not.
- f. Being of service; exceeding, not just simply meeting, customer needs.

9-4. TYPES OF NON-MONETARY RECOGNITION. Individuals or groups being recognized should have a chance to participate in choosing different forms of recognition. Examples of non-monetary items include, but are not limited to:

- a. Medals: Meritorious Service, Commendation and Individual Achievement, per NEARNGR 600-8-22 and NEANGR 900-48.
- b. Certificates: Achievement and or Appreciation, same reference as 3-6a. above.
- c. Letters of Commendation and Appreciation, same reference as 3-6a. above.
- d. Reserved parking space.
- e. Giving thanks by a note, phone call or E-Mail
- f. Supervisor or Employee of the day, week, month or quarter.
- g. Recognition in public, i.e., TAG or HRO Bulletin, Prairie Soldier, All Office Meetings.

9-5. PROCEDURES. Non-monetary recognition is designed for peers or supervisors to nominate or express gratitude to another employee for something that they have done. Items listed above are avenues and ideas that an individual may take to say thank you in a non-monetary manner.

APPENDIX "A"

RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE				
<small>The proponent agency is NGB-HR. The prescribing directive is TPR 451.</small>				
SECTION I - TO BE COMPLETED BY OPERATING OFFICE				
1. EMPLOYEE NAME: (Last, First, Mi)		XXXXXX, XXXXXX	DATE: 20120201	
2. EMPLOYEE ADDRESS: XX Unit/Section/Location XX				
3. PRESENT POSITION TITLE:		XXXXXXXXXXXXXXXX	GRADE & STEP: XX - XX	
SALARY:				
4. TYPE OF RECOGNITION RECOMMENDED: Time-Off (___ hrs) OTS (\$___) SSP (%___) QSI				
5. BASIS FOR RECOMMENDATION: <i>(See reverse side for 'Evidence of Superior or Outstanding Achievement')</i>				
<input type="checkbox"/> SUPERIOR PERFORMANCE PERIOD: XX Appraisal Period if SSP or QSI XX				
<input type="checkbox"/> SPECIAL ACT OR SERVICE DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE: XX Date(s) for TOA or OTS XX				
6. POSITION TITLE, GRADE & SALARY DURING PERIOD OF RECOMMENDATION: <i>(If different than Item 3.)</i>				
7. COMMAND, INSTALLATION AND LOCATION:		8. ORGANIZATION:		
XXXXXX, XXXXXX		XXXXXX, XXXX		
9. TITLE & SIGNATURE OF IMMEDIATE SUPERVISOR: XX Immediate Supervisor XX				
10. TITLE & SIGNATURE OF APPROVING OPERATING OFFICIAL: XX 2nd Line Supervisor XX				
SECTION II - TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE				
11. TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED: <i>(Except Length of Service)</i>				
SECTION III - TO BE COMPLETED BY LOCAL AWARDS COMMITTEE				
12. RECOMMEND APPROVAL OF FOLLOWING AWARDS:				
<input type="checkbox"/> CASH	TOTAL AMOUNT:	INITIAL AMOUNT:	ADDITIONAL AMOUNT:	
<input type="checkbox"/> INTANGIBLE BENEFITS				
<input type="checkbox"/> TANGIBLE SAVINGS	ESTIMATED FIRST YEAR SAVINGS:			
<input type="checkbox"/> OTHER:				
<input type="checkbox"/> DISAPPROVED ¹	TITLE:	SIGNATURE & DATE:		
SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY				
APPROVING AUTHORITY AND ACTION	ADDITIONAL CASH AWARD		SIGNATURE & TITLE	DATE
LOCAL COMMANDER:	APPROVED	RECOMMEND	XX Approving Official XX	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹				
STATE AWARDS COMMITTEE:	APPROVED	RECOMMEND		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹				
ADJUTANT GENERAL:	APPROVED	RECOMMEND		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹				
NGB INCENTIVE AWARDS BOARD:	APPROVED	RECOMMEND		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹				
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.				

APPENDIX "B"

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

<u>Value to Organization</u>	<u>Number of Hours</u>
<p>Moderate:</p> <p>(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.</p> <p>(2) Beneficial change or modification of operating principles or procedures.</p>	4 to 10
<p>Substantial:</p> <p>(1) An important contribution to the value of a product, activity, program, or service to the public.</p> <p>(2) Significant change or modification of operating principles or procedures.</p>	11 to 20
<p>High:</p> <p>(1) A highly significant contribution to the value of a product, activity, program or service to the public.</p> <p>(2) Complete revision of operating principles or procedures, with considerable impact.</p>	21 to 30
<p>Exceptional:</p> <p>(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.</p> <p>(2) Initiation of a new principle or major procedure, with significant impact.</p>	31 to 40

APPENDIX "C"**AF FORM 1000 INSTRUCTIONS**

ANG Title 32 technicians, AGRs, and Traditional Guardsmen at ANG units must use the Air Force Form 1000, Idea Application, for their suggestions. If at all possible, please type your suggestion or use FormFlow. Handwritten (ink) suggestion forms are accepted, but sometimes they are very hard to read (especially after they have been xeroxed a few times)

SUBJECT OF IDEA (SUGGESTION): Try to be brief . Identify the aircraft where appropriate.

DATE RECEIVED: Leave blank. Your HRO Suggestion Program Manager fills this in when received.

IDEA NO.: Leave blank. Your HRO Suggestion Program Manager will assign a number (NE 201X-01)

WING MANPOWER/QUALITY: Leave blank.

SEPARATE DOCUMENT CONTROL NO.: On approved AFTO Form 22 suggestions, this is the Improvement Report Number. On AFTO Form 135 suggestions, this is the Control Number (Block 4): e.g., 155FW01001. On AF Form 1067 suggestions, this is the Unit Control No. (Block 5 on the new form)(example: 155FW MOD 01001).

1A. SUBMITTER (SUGGESTER) PERSONAL INFORMATION (Primary Contact): Suggester must complete **NAME OF SUBMITTER** (Last, First, MI). If this is a group suggestion, the most knowledgeable suggester is the Primary Contact (only this person's name will appear on page 2--top). Each co-suggester must complete a section under Block 1B, CO-SUBMITTER PERSONAL INFORMATION, and sign at the bottom of page 1. The award will be divided equally among all suggesters of this suggestion. If there are more than two co-suggesters, then use another page 1 for the remaining suggesters keeping the point of contact at the top of each additional page. After the suggestion is accepted by the HRO Suggestion Program Manager, no new co-suggesters may be added or removed without written consent of all of the original co-suggesters.

MIL/CIV BLOCKS: Even though most of our guardsmen wear a uniform, they are paid as civilians. Therefore, mark the CIV block. For regular Air Force, AGR, or Traditional Guardsmen, mark the MIL block.

STATUS (Active or Retired): Leave blank. Any retired guardsman, who submits a suggestion after they are retired, cannot be paid an award. If you retire while your suggestion is working, then you will still receive an award if it is adopted.

SOCIAL SECURITY NO. (SSN): Must be completed.

LOCAL NATIONAL'S IDENTIFICATION: Leave blank.

E-MAIL/INTERNET ADDRESS: Please complete.

ORGANIZATIONAL ADDRESS: Example, 155 AW/LGM, 1952 Militia Rd., Anywhere, USA 10001-0001.

OFFICE PHONE: Please include your local and DSN numbers.

HOME OR MAILING ADDRESS (Include Zip Code): This should be your home address; e.g., 1001 Faulkner Street, Anywhere, USA 10001-0001. If you are likely to separate, transfer, or retire before final action on the suggestion, please give your new address to the HRO Suggestion Program Manager.

Always **sign and date your suggestion**. The date can be very important in some cases.

Page 2. SUBJECT OF IDEA (SUGGESTION): Same as on page 1.

IDEA NO (TO BE FILLED IN BY THE HRO SPM): Leave blank.

PRIMARY SUBMITTER (SUGGESTER) (Name and DSN): To be completed by the primary contact.

ARE THERE CO-SUBMITTERS: Mark Yes or No.

AFTER-THE-FACT SUGGESTION: Mark Yes or No.

PRESENT METHOD: If an approved Suggestion (AFTO 22, AF 1064 or AFTO 135) insert “Confirmatory Suggestion - XXXXX form attached” and completion of lower blocks is not needed. If standalone suggestion describe completely what the problem is or what is presently being done. If there is not enough room, please use the continuation sheet and state 2.F. PRESENT METHOD (continued).

PROPOSED METHOD: Describe completely what you are proposing. Must give all details, drawings, sketches, examples, and other supportive information. **NEED 4 COPIES OF DRAWINGS** if you use paper larger than 8½ by 11. **NEED 2 COPIES OF PHOTOGRAPHS!** Again if there is not enough room, please continue on the continuation sheet and label which paragraph it is.

DESCRIBE EXPECTED BENEFITS: The suggester should state the first year dollar savings for their unit only (this can be estimated). Also need to know what it is going to cost (man-hours and materials) to convert over to the new method. If benefits are only intangible, please state.

APPENDIX “D”

Suggestion #: _____

Suggester: _____

Job Responsibility Determination Statement

a. If a suggestion can be implemented by an individual without approval of higher authority, including the reporting official, the action is considered to be within job responsibility.

b. If the suggester's primary responsibility is to make recommendations on the subject matter contained in the suggestion, the action is considered to be within job responsibility.

c. If a suggestion is developed by a team/group and can be implemented without approval of higher authority, or if the team has been officially chartered, in writing, to make recommendations on the subject matter contained in the suggestion, the action is considered to be within job responsibility.

d. As a general rule, if not addressed above, suggestions from unit level that must be approved and implemented at command or higher level normally are not job responsibility. The same rationale applies for command personnel when approval authority is at Headquarters Air Force or higher.

e. All other suggestions are considered to be outside job responsibility.

One of the following statements must be selected:

_____ This suggestion has been determined to be within job responsibility.

_____ This suggestion has been determined to be outside job responsibility

Signature of Supervisor & Date

Type/Print Name, Grade/Rank, Title

This statement is required on all suggestions submitted in order to determine calculation of award:

Intangible benefits awards = \$200 for outside suggester’s responsibility, \$0 for within suggester’s job responsibility.

Tangible savings = 15% outside suggester’s job responsibility, 3% within suggester’s job responsibility.

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to TAGO-HRO, 1300 Military Road, Lincoln, NE 68508-1090.

BY ORDER OF THE GOVERNOR:

JUDD H. LYONS
Major General
Adjutant General

MICHAEL L. DEGER
COL, IN, NEARNG
Human Resources Officer

DISTRIBUTION: "Special"
(1 ea Technician Supervisor)
(1 ea Mil Dept Activity/Organization)