

NENGI 451

**Nebraska
National Guard
Instruction**

**Technician Incentive
Awards Program**

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Office of the Adjutant General

NEBRASKA NATIONAL GUARD TECHNICIAN INCENTIVE AWARDS PROGRAM

Contained herein are the requirements of the Nebraska National Guard Technician Incentive Awards Program. This instruction is consistent with Office of Personnel Management (OPM) Regulations, Department of Defense (DoD) Instructions, and Chief National Guard Bureau Instruction (CNGBI) 1400.25, Vol. 451 dated 05 October 2018.

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CHAPTER 1

GENERAL GUIDANCE

1-1. **PURPOSE.** This instruction rescinds and replaces Nebraska Technician Personnel Regulation (NE TPR) 451, dated 1 March 2012. This instruction establishes the procedures and provides information on the Technician Incentive Awards Program for employees of the Nebraska Army and Air National Guard. Since the procedures contained in this instruction are applicable to both the Army and Air National Guard, the term Nebraska National Guard (NENG) will be used throughout. For the purpose of this instruction, the term employee or employees will refer to a Title 32 (T32) Dual Status (DS) Excepted Service Technician, Title 5 (T5) Competitive Service employee, and Title 5 Excepted Service employee of the NENG. For the purpose of this instruction, the term Technician will refer to a T32 DS, T5 Competitive Service, and T5 Excepted Service employee.

1-2. **POLICY.** The Nebraska National Guard Technician Incentive Awards Program is designed to motivate employees 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 work performance and ideas are substantially above normal job requirements and performance standards and provides for consideration of performance contributions throughout the National Guard (NG) and the Federal Government. The Incentive Awards Program is endorsed and vigorously supported by all levels of management, and is administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap. This instruction is a supplement to Chief National Guard Bureau Instruction (CNGBI) 1400.25, Vol. 451 dated 05 October 2018.

1-3. **SCOPE.**

- a. This instruction applies to NENG T32 DS Technicians, T5 Competitive Service and T5 Excepted Service employees.
- b. Where provisions of this instruction differ from the Collective Bargaining Agreement (CBA), the provisions of the CBA will apply. When provisions of this instruction differ from changes in law or regulation, the changes in law or regulation will apply.
- c. Where this instruction is silent, the flexibilities provided by regulation or guidance from higher authority is preserved.
- d. This instruction rescinds and replaces NE TPR 451 dated 01 March 2012, Technician Awards Program.

1-4. **RESPONSIBILITIES.**

- a. The Technician Civilian Personnel Management Office (NGB-J1-TCP) (formerly NGB-J1-TN) will:

- (1) Establish responsibilities, policies, and requirements for the National Guard Technician Incentive Awards Program that meet the statutory and regulatory requirements IAW references a through f; and
 - (2) Approve or disapprove any award recommendations that must be forwarded to the Department of Defense (DoD) or higher level. Award recommendations may be reviewed by an NGB Awards Committee or by any other appropriate means.
- b. The Adjutant General (TAG) is the highest level of authority in the NENG concerning the overall application of this program. TAG will:
- (1) Establish a Technician Incentive Awards Program for the NENG that meets the statutory and regulatory requirements cited in references a through f of Appendix C; and
 - (2) Ensure that appropriate funds are allocated to meet awards requirements and that funds are obligated IAW Army National Guard (ARNG) or Air National Guard (ANG) financial management controls and delegation of authority.
- c. Human Resources Office (HRO) will:
- (1) Issue regulatory guidance and administer and publicize the NENG Technician Incentive Awards Program;
 - (2) Develop local procedures to present the awards as deemed appropriate;
 - (3) Assure that awards are considered when evaluating candidates for selection to vacancies and promotions; and
 - (4) Forward recommendations for awards to NGB-J1-TCP that require further review and approval by DoD or higher levels.
- d. HRO Awards Program Manager (Executive Secretary) will:
- (1) Serve as the program manager for the NENG Technician Incentive Awards Program.
 - (2) Provide advice, assistance, and training to commanders, managers, and supervisors on effective use of and participation in the NENG Technician Incentive Awards Program;
 - (3) Provide training and orientation to all employees and military members on how they may earn awards;
 - (4) Arrange for payment and presentation of awards and ensure appropriate publicity;

- (5) Evaluate the NENG and NG Technician Incentive Awards Programs and develop feedback to management and employees; and
- (6) Be a nonvoting member who will assist in the establishment of the NENG Incentive Awards Program Committee as directed by TAG or his/her designated representative.

e. Commanders, Managers, and Supervisors will:

- (1) Provide support for and participate in the NENG Technician Incentive Awards Program;
- (2) Determine what type of recognition will best motivate employees to greater productivity and match recognition with performance; e.g., granting a within-grade increase; recommending cash awards for special acts; recommending a TOA, SSP, or QSI; or granting honorary awards, recommendations, or letters of appreciation;
- (3) Ensure that awards for special acts or services are recognized promptly and that all award presentations are conducted in a timely manner; and
- (4) Exercise discretion in considering award recognition. Although a linkage exists between performance appraisals and performance recognition, award recommendations should be based on the merits of each individual case. Awards should not be considered automatic for an employee whose performance meets the basic eligibility for an incentive award.

CHAPTER 2

TYPES OF INCENTIVE AWARDS

2-1. TYPES OF INCENTIVE AWARDS. The NGB uses five (5) types of incentive awards: performance awards, monetary awards, time-off awards (TOAs), honorary awards, and informal recognition awards. The NENG may use any combination of the award types to reward a specific contribution. For example, an employee might receive both a certificate and a cash award as recognition for a single contribution. The overall combined value of the awards should not exceed the corresponding value to the organization of the contribution recognized, as shown in CNGBI 1400.25, Vol. 451, Table 1. The award should be commensurate with the contribution of the employee. Each specific award will be addressed in subsequent chapters.

- a. Performance Awards. There are two types of performance awards: Sustained Superior Performance (SSP) and Quality Step Increase (QSI). A SSP award is not considered an adjustment to base pay. A QSI award is considered an adjustment to base pay. Performance awards should not be recommended for a Management Official who has not completed their employee appraisals prior to the established deadline.
- b. Monetary Awards. A monetary award is a lump-sum payment that is not basic pay for any purpose under references e and f. There are two (2) types of monetary awards: Special Act or Service Award (SASA), and On-the-spot (OTS) Award.
- c. Time Off Awards. A TOA grants an employee additional time off that is not chargeable to leave or as loss of pay.
- d. Honorary Awards. An honorary award does not involve cash payment or time off. This type of an award has honorific value; for example, a letter, certificate, medal, plaque, or item of nominal value. This type of award includes Length of Service awards.
- e. Informal Recognition Awards. Informal recognition awards must meet the following criteria: the item must be of nominal value, and the item must take an appropriate form to be used in the public sector and to be purchased with public funds.

2-2. ADDITIONAL REQUIREMENTS. The NENG may grant cash, time-off, honorary, or informal recognition awards to an employee, as an individual or member of a group, based on:

- a. Accomplishment. Recognition of superior accomplishment, productivity gain, or other personal effort is awarded for contribution to the efficiency, economy, or other improvement of operations or for achieving a significant reduction in paperwork.
- b. Special Act or Service. For a special act or service in the public interest in connection with or related to official employment.

- c. Performance. Performance Awards are based in whole or in part on performance appraisal rating of record. Employees must have a most recent rating of record at Level 3, “Fully Successful,” or Level 5, “Outstanding,” to receive a performance-based cash award. Employees must receive a rating of record at Level 5, “Outstanding,” to qualify for a QSI.
- d. Length of Service and Retirement. NGB Form 52, “Certificate of Service,” signed by TAG or his/her designated representative, is used to recognize employees for long and faithful service. NG employees retiring from Federal service may receive an NGB Form 999, “Certificate of Retirement,” signed by TAG or his/her designated representative.

2-3. AWARDS PAYMENTS. All awards will be financed from Federal funds locally available within the NENG; therefore, the NENG must ensure funds are obligated consistent with applicable ARNG or ANG financial management controls and delegated authority. Awards are additional compensation; therefore, taxes will be withheld from all cash award payments IAW reference i of Appendix C.

CHAPTER 3

SUSTAINED SUPERIOR PERFORMANCE (SSP)

3-1. PURPOSE. A Sustained Superior Performance Award (SSP) is a monetary award for a General Schedule (GS) or Federal Wage System (FWS) employee in recognition of significant superior performance of duties and responsibilities, which clearly exceed the employee's assigned position requirements. It is considered a performance-based cash award.

3-2. ELIGIBILITY. All permanent or indefinite employees who have completed at least one year of service. Excludes Temporary Employees. The employee's most recent overall annual performance appraisal must be at the "Fully Successful – 3 level rating" or higher. Sustained superior performance award percentages will be calculated based on the position for which the employee was appraised. Award eligibility will not be affected by position changes occurring after the period covered by the recommendation.

3-3. PROCEDURES.

a. Supervisor responsibilities:

- (1) Performance will be fully documented on the employee's DD Form 2906, Department of Defense Civilian Performance Plan, Progress Review and Appraisal.
- (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, block 4, not to exceed 10% in full percentages.
- (3) In exceptional circumstances, up to 20% (not to exceed \$25,000) may be requested. For awards higher than 10%, an employee must have an overall rating of "Outstanding – 5 level". Justification should be reflective of the percentage of the award being recommended.
- (4) The Higher Level Reviewer (HLR) will sign block 10 (Approving Operation Official) to concur with the recommendation after considering the supervisor's effective use of the awards program for superior performance. HLR forwards the NGB Form 32 and DD Form 2906 to the Organization Approving Official who will sign section IV as the Local Commander.

b. Designated Organization Approving Officials and responsibilities:

Air National Guard:	Group Commanders or full-time equivalent Air Commander/Vice Commander 155th ARW Director of Staff-Air/Chief of Joint Staff (CoJS)
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Army National Guard: Directorates
Chief of Staff (CoS)/Chief of Joint Staff (CoJS)

- (1) Review recommendation and justification on the basis of merit.
 - (2) Ensure funds are obligated consistent with ANG or ARNG financial management controls. Approve or disapprove the recommendation by completing Section IV as the Local Commander. If the justification does not support the amount requested, or the award amount is insufficient, adjust the award percentage by completing the RECOMMEND block in Section IV.
 - (3) Forward documentation to HRO Technician Awards Program Manager.
- c. The HRO Incentive Awards Program Manager will:
- (1) Establish an annual deadline for submission of awards. This deadline will not exceed 60 calendar days after completion of the period of service to be recognized.
 - (2) Review recommendations for administrative accuracy and verification of eligibility.
 - (3) Submit board recommendations to TAG or his/her designated representative for final approval. Final approval of awards over 10% cannot be delegated. NGB-J1-TCP must review all awards over 10%.
 - (4) Notify supervisors of final approval of the award. A Commendation Certificate will be prepared and payment processed on SF-50. The employee will receive payment upon availability of funds.
 - (5) If disapproved, return the recommendation to the nominating supervisor with an explanation. Employees may not appeal a decision to disapprove an award.
 - (6) Establish an ANG/ARNG Joint Incentive Awards Board in order to effectively manage the program. The board will consist of a chairman and a minimum of 3 members appointed by TAG or his/her designated representative.
- d. Supervisors should ensure the Commendation Certificate is presented at an appropriate time and location.

CHAPTER 4

QUALITY STEP INCREASE (QSI)

4-1. PURPOSE. A QSI is in addition to a periodic step increase given to General Schedule (GS) employees. It provides an incentive and recognition of high quality performance above that ordinarily found in the type of position concerned by granting faster than normal step increases. An employee may not receive more than one QSI in any 52-week period. An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part on the performance being recommended for recognition.

4-2. ELIGIBILITY. Permanent and indefinite GS employees.

- a. GS employees with a Level 5, or “Outstanding,” rating of record for the current rating period are eligible for the QSI.
- b. As QSI’s become part of base pay, it should be based on the employee’s overall high quality performance and the expectation that this high quality performance will continue in the future.

4-3. PROCEDURES.

a. Supervisor responsibilities:

- (1) Performance will be fully documented on the employee’s DD Form 2906, Department of Defense Civilian Performance Plan, Progress Review and Appraisal.
- (2) The immediate supervisor is responsible for initiating the nomination for a QSI award by completing an NGB Form 32 (blocks 1-9 as appropriate). Justification should be included in the remarks section or on a separate sheet of paper.
- (3) The Higher Level Reviewer (HLR) will sign block 10 (Approving Operation Official) to concur with the recommendation after considering the supervisor’s effective use of the awards program for superior performance. HLR forwards the NGB Form 32 and DD Form 2906 to the Organization Approving Official who will sign section IV as the Local Commander.

b. Designated Organization Approving Officials and responsibilities:

Air National Guard:	Group Commanders or full-time equivalent Air Commander/Vice Commander 155th ARW Director of Staff-Air/Chief of Joint Staff (CoJS)
Army National Guard:	Directorates Chief of Staff (CoS)/Chief of Joint Staff (CoJS)

- (1) Review justification and justification on the basis of merit.
 - (2) Approve or disapprove the recommendation by completing Section IV as the Local Commander. If the justification does not support the QSI requested, an SSP may be recommended in lieu of the QSI.
 - (3) Forward documentation to HRO Technician Awards Program Manager.
- c. The HRO Incentive Awards Program Manager will:
- (1) Establish an annual deadline for submission of awards. This deadline will not exceed 60 calendar days after completion of the period of service to be recognized.
 - (2) Review recommendations for administrative accuracy and verification of eligibility.
 - (3) Submit board recommendations to TAG or his/her designated representative for final approval.
 - (4) Notify supervisors of final approval of the award. A Commendation Certificate will be prepared and payment processed on SF-50.
 - (5) If disapproved, return the recommendation to the nominating supervisor with an explanation. Employees may not appeal a decision to disapprove an award.
 - (6) Establish an ANG/ARNG Joint Incentive Awards Board in order to effectively manage the program.
- d. Supervisors should ensure the Commendation Certificate is presented at an appropriate time and location.

CHAPTER 5

SPECIAL ACT OR SERVICE AWARD (SASA)

5-1. **PURPOSE.** The SASA is a monetary award to recognize a nonrecurring meritorious personal effort, contribution, or accomplishment in the public interest, either in or outside of job responsibilities; a scientific achievement; or courageously handling an emergency. The achievement must not otherwise be rewarded by a normal annual performance evaluation cycle award.

- a. The SASA is particularly appropriate to recognize short-term accomplishments:
 - (1) In a regularly assigned position;
 - (2) During a detail;
 - (3) At the conclusion of a successful special project; and/or
 - (4) When performance or honorary awards are not appropriate.
- b. When an award is made for an accomplishment within the normal scope of job responsibilities, the act or service must significantly exceed normal expectations.
- c. The act or service to be recognized must not have served as either the whole basis, or part of the basis, for a previous cash award.
- d. This award is not to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition.

5-2. **ELIGIBILITY.** All permanent, indefinite, or temporary employees. The act, service, or achievement may involve more than one employee.

5-3. **PROCEDURES.** See CNGBI 1400.25, Vol. 630, Enclosure D, or its replacement for further instructions.

- a. Supervisor responsibilities:
 - (1) Accomplishments will be fully documented on an NGB Form 32.
 - (2) The immediate supervisor is responsible for initiating the nomination for the award by completing the NGB Form 32 (blocks 1-9 as appropriate) within 30 days of the end of the period of service to be recognized. Supervisors will recommend an appropriate amount using the cash award criteria for tangible (measured in terms of dollars) or intangible (not measured in terms of dollars) benefits as shown in Tables 1 and 2.

Table 1. Tangible Benefits to the Government – Scale of Award Amounts

<u>ESTIMATED FIRST-YEAR BENEFITS TO GOVERNMENT</u>	<u>AMOUNT OF AWARDS</u>
Up to \$10,000	10 percent of benefits.
\$10,001 to \$100,000	\$1,000 for the first \$10,000 plus 3 percent of benefits.
Up to \$100,000 in benefits	10 percent of benefits.
Over \$10,000 to \$100,001 or more	\$3,700 for the first \$100,000 plus 0.5 percent of benefits over \$100,000.
\$100,001 and above in benefits	\$10,000 plus 1 percent of benefits above \$100,001, up to \$25,000 with the approval of the OPM. Presidential approval is required for all awards of more than \$25,000

Table 2. Intangible Benefits to the Government – Scale of Award Amounts

<u>VALUE OF BENEFIT</u>	<u>EXTENT OF APPLICATION</u>			
	<u>LIMITED</u>	<u>EXTENDED</u>	<u>BROAD</u>	<u>GENERAL</u>
	Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of a headquarters. Affects small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one department or agency or is in the public interest throughout the Nation and beyond.
<u>MODERATE</u> Change or modification of an operating principle or procedure with limited use or impact.	\$25 - \$125	\$126 - \$325	\$326 - \$650	\$651 - \$1,300

<u>SUBSTANTIAL</u> Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public.	\$125 - 325	\$326 - \$650	\$651 - \$1,300	\$1,301 - \$3,150
<u>HIGH</u> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$325- \$650	\$651 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300
<u>EXCEPTIONAL</u> Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$650 - \$1,300	\$1,301 - \$3,150	\$3,151 - \$6,300	\$6,301 - \$10,000

(3) Cash awards exceeding \$10,000 and up to \$25,000 are approved at the discretion of the Office of Personnel Management (OPM). Justification should be reflective of the amount of the award being recommended.

(4) The Higher Level Reviewer (HLR) will sign block 10 (Approving Operation Official) to concur with the recommendation after considering the supervisor’s effective use of the awards program. HLR forwards the NGB Form 32 to the Organization Approving Official who will sign section IV as the Local Commander.

b. Designated Organization Approving Officials and responsibilities:

Air National Guard: Group Commanders or full-time equivalent
 Air Commander/Vice Commander 155th ARW
 Director of Staff-Air/Chief of Joint Staff (CoJS)

Army National Guard: Directorates
Chief of Staff (CoS)/Chief of Joint Staff (CoJS)

- (1) Review recommendation and justification on the basis of merit.
 - (2) Ensure funds are obligated consistent with ANG or ARNG financial management controls. Approve or disapprove the recommendation by completing Section IV as the Local Commander. If the justification does not support the amount requested, or the award amount is insufficient, adjust the award amount by completing the RECOMMEND block in Section IV.
 - (3) Forward documentation to HRO Technician Awards Program Manager.
- c. The HRO Incentive Awards Program Manager will:
- (1) Review recommendations for administrative accuracy and verification of eligibility.
 - (2) Submit board recommendations to TAG or his/her designated representative for final approval. NGB-J1-TCP must review all awards over \$10,000.
 - (3) Notify supervisors of final approval of the award. A Commendation Certificate will be prepared and payment processed on SF-50. The employee will receive payment upon availability of funds.
 - (4) If disapproved, return the recommendation to the nominating supervisor with an explanation. Employees may not appeal a decision to disapprove an award.
 - (5) Establish an ANG/ARNG Joint Incentive Awards Board in order to effectively manage the program. The board will meet on an ad hoc basis to review SASA's.
- d. Supervisors should ensure the Commendation Certificate is presented at an appropriate time and location.

CHAPTER 6

ON-THE-SPOT AWARDS (OTS)

6-1. PURPOSE. Provide guidance for the administration of the NENG 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.

6-2. DEFINITION. The OTS monetary award is a small SASA (\$25 to \$250) which may be given by a supervisor for day-to-day accomplishments of subordinate employees. Receipt of an OTS award does not preclude consideration of other awards. OTS 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.

6-3. ELIGIBILITY. All permanent, indefinite, or temporary employees.

6-4. CRITERIA.

- a. OTS awards should not be used when monetary awards of greater value are merited. OTS awards should recognize performance that demonstrates effectiveness above that which is normally expected. Personal or group effort or outstanding accomplishment of a special assignment or project may be recognized by OTS awards. OTS awards will be initiated within 30 days of the special act or end of period of service being recognized. The performance may or may not be within the employee's normal job requirements. Examples include, but are not limited to, where an employee(s):
 - (1) Produced exceptionally high quality work under tight deadlines;
 - (2) Performed added or emergency assignments in addition to their regular duties;
 - (3) Demonstrated exceptional responsiveness in dealing with customers; and/or
 - (4) Changed or modified an operating principle or procedure which improved the value of a product, activity, program or service to the customer.
- b. OTS awards may range from an amount of \$25 to \$250, commensurate with the service or act being recognized.
- c. Only four (4) OTS awards may be presented to any one (1) employee per fiscal year.

6-5. PROCEDURES.

- a. Who may recommend an OTS award:

- (1) The employee's immediate supervisor or next higher level supervisor in the absence of the immediate supervisor; or
 - (2) Any employee may recommend another employee. The immediate supervisor must concur with the recommendation before an award is processed.
- b. An NGB Form 32 (Appendix A) will be prepared by the individual recommending the award. If the recommending individual is not the immediate supervisor, the recommending individual's name will be annotated in the remarks section below the written justification. The immediate supervisor will review and sign in Block 9. The HLR will sign Block 10 to verify concurrence with the recommendation.
 - c. Written justification for the award may be on the back of the NGB Form 32 or a separate sheet. This can be brief, recommend one or two paragraphs.
 - d. The employee should not be informed of the recommendation for an OTS award prior to approval of the award.
 - e. The NGB Form 32 must be forwarded to the Incentive Awards Program Manager for processing. The Program Manager will review recommendations for administrative accuracy and verification of eligibility prior to processing.
 - f. The employee will receive payment upon availability of funds.
 - g. OTS awards granted will be documented by the HRO on an SF-50, Notification of Personnel Action, as a "Special Act or Service Award."
 - h. An organization/unit award certificate may be completed and presented to the employee.

CHAPTER 7

TIME OFF AWARDS (TOA)

7-1. PURPOSE. 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 or nonmonetary 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.

- a. Employees may use TOAs while performing service with the uniformed services.
- b. TOAs will not be granted to create the effect of a holiday or treated as administrative excusals or leave. They will not be granted in conjunction with a military down day, family day, training day, or the like which would grant a TOA to the entire employee population or a majority of the civilian population.
- c. TOAs may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions.

7-2. ELIGIBILITY. All permanent and indefinite employees. Excludes temporary employees.

7-3. CRITERIA.

- a. The TOA is authorized to recognize superior accomplishments of an employee who contributed to the quality, efficiency, or economy of Government operations. Examples of a superior accomplishment that would justify a TOA could be when an employee:
 - (1) Displayed special initiative and skill in completing an assignment;
 - (2) Performed assigned duties that involved overcoming unusual difficulties; and/or
 - (3) Improved a product, activity, program or service.
- b. Supervisors will take into consideration the benefits realized by the government from the employee's contribution.

7-4. TOA LIMITS. TOAs may be granted for a minimum of 4 hours or a maximum of 40 hours for a single contribution. Employees working a typical 80-hour pay period may be awarded a total of 80 hours during any leave year.

- a. For part-time employees or those with an uncommon tour of duty, the total time off granted during any calendar year must be based on the average number of hours generally worked during a two-week period. The maximum amount of time off granted for a single

contribution for part-time or uncommon tour employees will be one-half the maximum amount of time that could be granted in the leave year for the employee.

- b. Employees forfeit any time off not used within 26 pay periods (1 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.
- c. 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.
- d. Awarded time off cannot be used to justify restoring forfeited annual leave.
- e. Employees cannot convert a TOA to a cash payment. Employees cannot transfer approved, unused time off when they transfer from the NENG 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 NENG.

7-5. PROCEDURES. Nominations for TOAs will be initiated by the employee's immediate supervisor. Appendix B provides a guide to assist in determining the appropriate amount of time to award in correlation with the contribution.

- a. Contributions must directly support the NENG missions or result in benefits to the NGB or DoD. The extent of the contribution must be considered when determining the amount of time off that is approved. Time off must be justified with an explanation of how the employee merits the award.
 - (1) The following certification statement from the supervisor or recommending official must be included: "I have considered fully the wage costs and productivity loss in granting this TOA. The amount of time off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award."
- b. Immediate supervisors may approve a TOA of up to one (1) working day without the review and approval of a higher official. The employee's second-level supervisor must approve any awards in excess of one (1) working day but not more than three (3). Awards in excess of three (3) working days will require final approval from one of the designated Organization Approving Officials listed below:

Air National Guard:	Group Commanders or full-time equivalent Air Commander/Vice Commander 155th ARW Director of Staff-Air/Chief of Joint Staff (CoJS)
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Army National Guard: Directorates
Chief of Staff (CoS)/Chief of Joint Staff (CoJS)

- c. An NGB Form 32 (Appendix A) will be prepared by the immediate supervisor. Written justification for the award may be on the back of the NGB Form 32 or a separate sheet. This can be brief, recommend one or two paragraphs and must include the following certification statement: "I have considered fully the wage costs and productivity loss in granting this TOA. The amount of time off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award." The immediate supervisor will sign in Block 9.
- d. When appropriate, the Higher Level Reviewer (HLR) will sign block 10 (Approving Operation Official) to concur with the recommendation after considering the supervisor's effective use of the awards program. If required, HLR forwards the NGB Form 32 to the Organization Approving Official who will sign section IV as the Local Commander.
- e. 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).
- f. 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.

7-6. ADMINISTRATION. The employee's use of time off is included on the employee's time and attendance reports according to instructions published by the civilian payroll function. The employee must obtain the supervisor's approval to schedule and use the TOA in accordance with established leave procedures. An organization/unit award certificate may be completed and presented to the employee.

CHAPTER 8

LENGTH OF SERVICE AND RETIREMENT AWARDS

8-1. PURPOSE. Benefits the employee morale by recognizing service performed.

- a. Length-of-service certificates will be used to recognize all NENG employees for their federal service with the NENG and other government agencies, provided that one year of service has been served as a NENG employee.
- b. National Guard Employees retiring from federal service will be presented with a certificate of retirement (NGB Form 999) signed by TAG or his/her designated representative.

8-2. ELIGIBILITY.

- a. Length-of-Service: Employees who complete 5 years of satisfactory service may be awarded a career service certificate. Employees who complete 10, 15, 20, 25, 30, 35, 40, 45, or 50 years of satisfactory service receive career service emblems and certificates.
- b. Retirement: Those employees eligible for an immediate federal retirement will receive a certificate upon retirement.

8-3. PROGRAM RESPONSIBILITY.

- a. The HRO is responsible for determining employee eligibility and preparing certificates.
- b. Managers, Commanders, and/or supervisors should present awards as soon as practicable.

CHAPTER 9

SUGGESTIONS AND INVENTIONS AWARDS PROGRAM9-1. SUGGESTION AWARDS.

- a. To be considered for an award, a suggestion must:
 - (1) Identify an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government; and
 - (2) Be adopted in whole or in part for implementation. The suggestion should set forth a specific proposed course of action to achieve the improvement or cost reduction and documentation as to how the cost reduction or savings is achieved.
- b. Ideas or suggestions that point out the need for routine maintenance work, recommend enforcement of an existing rule, propose changes in housekeeping practices, call attention to errors or alleged violations of regulations, or result in intangible benefits of goodwill are not eligible for consideration.
- c. DoD personnel who make suggestions concerning improvement of materials or services purchased from a contractor may be paid a monetary award only if the improvement results in tangible or intangible benefits to the government. The suggestion must be processed through government channels to identify correctly the origin of the proposal and the benefits to the government. Government employees or Service members will not be paid awards based upon benefits that accrue to a contractor.
- d. Award Amounts and Financing:
 - (1) Awards for suggestions are based upon tangible or intangible benefits or a combination thereof.
 - (2) When a suggestion is adopted by another organization, the benefiting organization will share in the cost of the total award commensurate with the benefit. The suggesting organization will notify the benefiting organization(s) of the amount due and the benefiting organization(s) will take prompt action to transfer the funds.

9-2. INVENTIONS. See CNGBI 1400.25, Vol. 451 dated 5 October 2018 or its replacement, and DODI 1400.25, Vol. 451 dated 4 November 2013 or its replacement.

CHAPTER 10

NATIONAL GUARD BUREAU HONORARY AWARDS

10-1. GENERAL. Refer to CNGBI 1400.25, Vol. 451, Enclosure I, or its replacement, for further information regarding NGB Honorary Awards.

CHAPTER 11

NON-MONETARY RECOGNITION

11-1. PURPOSE. The following procedures are to provide guidance for the administration of the NENG 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.

11-2. ELIGIBILITY. All employees of the NENG

11-3. 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. A bold or unusual activity that had a positive effect on the section, staff or the reputation of the department.
- d. Attempts to conquer an extremely challenging, complex task, whether successful or not.
- e. Being of service; exceeding, not just simply meeting, customer needs.

11-4. 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. Certificates: Achievement and or Appreciation
- b. Letters of Commendation and Appreciation
- c. Giving thanks by a note, phone call or e-mail
- d. Supervisor or Employee of the day, week, month or quarter

CHAPTER 12

JOINT INCENTIVES AWARDS BOARD

12-1. PURPOSE. The Joint Incentives Awards Board hereafter referred to as the Awards Board, will be established on an ad hoc basis to review and approve or disapprove SSP, QSI, and SASA awards submitted. The recommendations of the Board will be submitted to TAG or his/her designated representative for final approval.

12-2. AWARDS BOARD COMPOSITION. The Awards Board will consist of a Chairman and a minimum of three (3) voting members. The Chairman of the board will be the highest civilian grade employee. The Board Chairman and members must be appointed to a supervisory position in the NEANG or NEARNG and may be either T32 or T5 employees. Members of the board may not serve in this capacity if they have been recommended for an award being considered by the Board. The HRO Technician Awards Program Manager will be present during Board proceedings in order to provide guidance and answer any questions. Board members will be appointed in writing by TAG or his/her designated representative.

12-3. AWARDS BOARD PROCEDURES.

- a. The Human Resources Office will administratively review award recommendations for compliance with current regulations and guidelines, as well as eligibility, prior to presenting them to the Board.
- b. The HRO Technician Awards Program Manager will forward award recommendations that are administratively acceptable to the Board Members for review with the following attachments:
 - (1) NGB 32;
 - (2) DD Form 2906 (Annual Appraisal); and
 - (3) Spreadsheet of employee information for administrative review separated by type of award recommended.
- c. The Board will submit recommendations for approval, disapproval, or modification of the recommended award to the HRO.
- d. The Chairman will determine the order in which awards will be reviewed; i.e. SSP awards before QSI, Army alone or combined with Air, and vice versa.
- e. Prior to making a recommendation, the Awards Board will consider the NGB 32 and DD 2906 along with other significant factors not limited to:
 - (1) Any special pay table, retention, relocation, or recruitment bonus the employee is or has received;

(2) Length of time and amount of last award received; and/or

(3) Amount of award funding available.

- f. Awards recommended for approval must receive a majority vote by the board members. If a majority of the members do not agree with approval, disapproval, or recommended changes, the review and final recommendation will be made by the Board Chairman. The Board Chairman will prepare an appropriate letter stating the facts that support their decision prior to submitting their recommendations.
- g. The HRO may proportionately adjust the award recommendations based on fiscal constraints.
- h. The HRO Technician Awards Program Manager will forward awards recommendations, whether approved or disapproved, to TAG or his/her designated representative for final signature approval. No announcements will be made on approval or disapproval until they have been reviewed by TAG or his/her designated representative.

12-4. AWARDS DOCUMENTATION. All documents that have been received by the Board are confidential. Following completion of Board proceedings, all documents used in the consideration of the award will be provided to the HRO Technician Awards Program Manager and any related electronic information will be deleted. This documentation includes any spreadsheets, flowcharts, or notes taken prior to or during the board.

12-5. AWARDS PROCESSING. Upon approval by TAG or his/her designated representative, the awards will be processed for payroll input on an SF-50, and commendation certificates will be prepared by HRO and sent to the nominating official. The employee will receive payment upon availability of funds. If disapproved, the recommendation will be returned to the nominating supervisor with an explanation.

APPENDIX "A"

RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE				
The proponent agency is NGB-HR. The prescribing directive is TPR 451.				
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: XXXXXXXXXXXXXXXXXX		GRADE & STEP: XX - XX	SALARY:	
4. TYPE OF RECOGNITION RECOMMENDED: Time-Off (___ hrs) OTS (\$___) SSP (% __) QSI				
5. BASIS FOR RECOMMENDATION: (See reverse side for 'Evidence of Superior or Outstanding Achievement')				
<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: (If different than Item 3.)				
7. COMMAND, INSTALLATION AND LOCATION: XXXXXX, XXXXXX		8. ORGANIZATION: 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: (Except Length of Service)				
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: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹	APPROVED	RECOMMEND	XX Approving Official XX	
STATE AWARDS COMMITTEE: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹	APPROVED	RECOMMEND		
ADJUTANT GENERAL: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹	APPROVED	RECOMMEND		
NGB INCENTIVE AWARDS BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹	APPROVED	RECOMMEND		
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>
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<u>Moderate:</u>	<u>4 to 10</u>
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(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

<u>Substantial:</u>	<u>11 to 20</u>
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(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

<u>High:</u>	<u>21 to 30</u>
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(1) A significant contribution to the value of a product, activity, program or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

<u>Exceptional:</u>	<u>31 to 40</u>
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(1) A superior contribution to the quality of a critical product, activity, program, or service to the public with long lasting impact.

(2) Initiation of a new principle or major procedure, with significant impact.

APPENDIX “C”

- a. CNGB Instruction 1400.25A, 11 May 2020, “National Guard Technician and Civilian Personnel”
- b. Title 32 United States Code (U.S.C.) Section 709, “Technicians: Employment, Use, Status”
- c. 10 U.S.C. § 10508, “National Guard Bureau: General Provisions”
- d. CNGB Memorandum, 16 February 2017, “Designation of The Adjutants General to Appoint, Employ, and Administer National Guard Employees”
- e. 5 U.S.C. Chapter 45 “Incentive Awards”
- f. 5 Code of Federal Regulations (CFR) 451 “Awards”
- g. 5 CFR 430, “Performance Management”
- h. DoD Directive 1440.1, 21 May 1987, “The DoD Civilian Equal Employment Opportunity Program,” Incorporating Changes through 17 April 1992
- i. Internal Revenue Service Publication 15-B, “Employer’s Tax Guide to Fringe Benefits”
- j. 5 U.S.C Chapter 43, “Performance Appraisal”
- k. CNGB Instruction 1400.25, Vol. 431, 24 January 2018, “National Guard Technician Performance Appraisal Program”
- l. 5 U.S.C. Chapter 53, “Pay Rates and Systems”
- m. Army Ideas for Innovations (AI2) Program, 19 June 2018, https://milsuite.mil/book/community/spaces/ai2/ai2_support/
- n. NGB Awards Program, 15 April 2011, “What You Need to Know”
- o. DoD Instruction 1400.25, Vol. 451, 4 November 2013
- p. CNGB Instruction 1400.25, Vol. 451, 5 October 2018

GLOSSARY

PART I. ACRONYMS

AI2	Army Ideas for Innovation
ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DoD	Department of Defense
FWS	Federal Wage System (WG, WL, and WS employees)
GS	General Schedule
IAW	In accordance with
NENG	Nebraska Air and Army National Guard
NG	National Guard
NGB	National Guard Bureau
NGB-J1-TCP	NGB Technician Civilian Personnel Office
OPM	Office of Personnel Management
OTS	On-the-Spot (Award)
QSI	Quality Step Increase
SASA	Special Act or Service Award
SF	Standard Form
SSP	Sustained Superior Performance
TAG	The Adjutant General
TOA	Time-off Award

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.

Intangible Benefit -- Savings to the Government that cannot be measured in terms of dollars.

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.

State -- Any of the 50 States, as well as the District of Columbia, Guam, the Commonwealth of Puerto Rico, and the Virgin Islands.

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

Tangible Benefit -- Savings to the Government that can be measured in terms of dollars.

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The Adjutant General

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Human Resources Officer

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