

## Chapter 13

# Incentive Awards Program

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## **Section 1 Introduction**

### **13-1. References**

Policies and procedures in this chapter are intended to be used in conjunction with the following references:

- a. Title 5, USC, Chapter 45, Incentive Awards
- b. Title 5, USC, Section 5336, Additional Step-Increases
- c. Title 5, CFR, Part 451, Awards
- d. Title 5, CFR, Part 531, Subpart E, Quality Step Increases
- e. DOD 1400.25-M, DOD Civilian Personnel Manual, Subchapter 451, Awards
- f. Technician Personnel Regulation (TPR) 451, Awards
- g. ANGI 38-401, Suggestion Program

### **13-2. Purpose**

The National Guard Incentive Awards Program is designed to motivate both dual and non-dual status technicians of the National Guard to increase productivity and creativity and to achieve greater efficiency, economy, and improvement of operations. It provides a method for rewarding those technicians whose job performance and/or ideas are substantially above normal job requirements. 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.

### **13-3. Responsibilities**

- a. The Chief, Technician Personnel Division, NGB-J1-TN:
  - (1) Establish responsibilities, policies, and requirements for a National Guard Awards Program that meets statutory and regulatory requirements.
  - (2) Approve or disapprove, as appropriate, any award recommendation that must be forwarded to DOD or higher level or that can be approved by NGB.
- b. The Adjutant General (TAG):
  - (1) Establish an Awards Program for the state that meets statutory and regulatory requirements.
  - (2) Ensure that appropriate funds are allocated to meet awards requirements and that funds are obligated consistent with Army and Air National Guard financial management controls and delegation of authority.
  - (3) Assuring compliance with program requirements.
  - (4) Establishing an Incentive Awards Program Committee.
  - (5) Promoting and supporting the Incentive Awards Program.
- c. The Human Resources Officer (HRO):
  - (1) Issue regulatory guidance, administer, and publicize the Incentive Awards Program.
  - (2) Provide appropriate documentation to the Defense Civilian Pay System and USPFO for payment of cash awards.
  - (3) Forward to NGB-J1-TN recommendations for awards that require further review and/or approval by NGB, DOD or OPM. Awards that do not require NGB or higher level approval will be processed and approved in accordance with the Incentive Awards Program.

- d. Human Resources Specialist (Incentive Awards Program Manager):
- (1) Serves as the program manager for the Incentive Awards Program. Also serves as the Executive Secretary of the Incentive Awards Program Committee.
  - (2) Provide advice, assistance and training to commanders, managers and supervisors on effective use and participation in the program.
  - (3) Ensure that all suggestions and nominations meet eligibility requirements.
  - (4) Provide training and orientation to all technicians on how they may earn awards.
  - (5) Arrange for payment and presentation of awards and ensure appropriate publicity.
  - (6) Evaluate the Incentive Awards Program and develop feedback from management and technicians.
- e. Commanders, managers and supervisors:
- (1) Provide support for and participate in the Incentive Awards Program.
  - (2) Determine what type of recognition will best motivate a technician to greater productivity and match recognition with performance.
  - (3) Ensure all awards are presented in an appropriate and timely manner.
- f. Incentive Awards Program Committee:
- (1) Evaluate and consider nominations under the Incentive Awards Program. Committee will make appropriate recommendation to the Adjutant General.
  - (2) Review program results to assure all awards are granted equitably and on the basis of merit.
  - (3) Evaluate the effectiveness of the overall program.

#### **13-4. Funding**

At the beginning of each fiscal year, the HRO will determine available funds to be obligated for monetary awards (cash and QSIs) based on current fiscal year funding. The HRO will coordinate with the Air Commander or his/her designated representative to determine funding levels for the ANG. Total funding will be distributed on a percentage basis of strength levels to major subordinate commands (MSC)/activities/directorates.

#### **13-5. Submission of Incentive Award Nominations**

a. Recommendations with recommended award amount will be made on NGB Form 32 (except suggestions and inventions) with a narrative justification attached. Suggestions and invention are submitted on AF Form 1000 (ANG) and NGB Form 6 (ARNG). NGB Form 32 must be approved by the MSC/Activity Commander or Director prior to submission. Most recent performance standards and appraisal must also be submitted for performance-based awards; if most recent performance appraisal is more than 60 days old, supervisor must include a statement in narrative justification certifying performance is still at the excellent/outstanding level and is expected to continue at that level. (See Appendix A for checklist and Appendix D for sample NGB Form 32).

b. Recommendations for awards must be received by the Incentive Awards Program Manager, JFH-MS-HRT, NLT 30 days from initiation date on the NGB Form 32. These recommendations must arrive 10 working days prior to the Incentive Awards Committee meeting. Recommendations that do not arrive within the 10 working days will be held by the Program Manager for consideration at the next Incentive Awards Committee meeting.

### **13-6. Incentive Awards Committee**

The Adjutant General will appoint a five-person Incentive Awards Program Committee. The committee Chairperson (appointed by the Adjutant General) will be equal to or senior in military grade to all other panel members. Normal term of committee membership will be three years. The State Committee will normally meet every three months or at the call of the Chairperson. Committee members must be full-time technicians and, as much as practicable, should represent all levels of the organization; e.g., supervisory, non-supervisory positions, etc. The Program Manager will serve as an alternate member in considering nominations submitted by or recommended for any committee member. When documentation does not support the nomination for the award, the committee may recommend to the Adjutant General a reduction in the award amount, an alternate award, i.e. letter of commendation, or disapproval. When disapproved, the committee will return the nomination with a suitable explanation. Approved nominations will be sent to the Program Manager for processing.

### **13-7. Award Presentations**

The presentation of an award should be made in a timely manner. The presentation should take place in a ceremony as deemed appropriate by the supervisor to enhance the incentive awards program and bestow recognition on the recipient.

### **13-8. Award Categories**

There are three general categories of awards, (1) Cash, which includes Quality Step Increases (QSIs), (2) Time-Off, and (3) Honorary. The remainder of this chapter outlines a detail description of each category, eligibility, approval authority, and recommendation procedure.

## **Section 2**

### **Cash Awards**

### **13-9. Quality Step Increases (QSI)**

The justification for a Quality Step Increase (QSI) must be performance-based. QSIs should be used only by management officials as recognition of service that significantly exceeds high quality job performance by General Schedule technicians and supervisors. A QSI is not to be repeated on a purely automatic basis, but should clearly show that the technician's performance is deserving of such recognition.

#### **a. Eligibility:**

- (1) The technician must be under the General Schedule pay system.
- (2) The technician's performance must be at the outstanding level or equivalent (Level 5).
- (3) The outstanding performance level on which the award is based must have been maintained for at least 12 months and in the same job and grade level. Such performance must also be expected to continue at the same level of effectiveness.
- (4) A QSI may not be granted when it is based in whole or in part upon a specific act or any period of service that served as the basis for a previous cash award.
- (5) The technician has not received a Performance-Based Cash Award or QSI in the previous 52 weeks.

(6) Periods of extended absence (i.e., in excess of 30 days) cannot be counted when determining the period of service to be recognized.

b. Approval Authority. The Adjutant General based on recommendation of the Incentive Awards Committee.

c. Submitting Nomination and Documentation. The nomination for an award would normally be made at the end of the annual rating cycle. However, if nomination is submitted 60 days after the ending of a rating cycle, supervisor must include a statement in narrative justification certifying performance is still at the outstanding level and is expected to continue at that level. Nominations must be submitted on NGB Form 32 (See Appendix D) with narrative justification attached and most recent performance standards/appraisal. Approved awards will be documented on a SF 50 and presented to the technician on a NGB Form 51, Commendation Certificate.

### **13-10. Performance-Based Cash Awards**

A Performance-Based Cash Award is a cash award in recognition of significant superior performance of duties and responsibilities which clearly exceed the technician's assigned position requirements.

a. Eligibility.

(1) The technician's performance must be at the excellent or outstanding level or equivalent (Level 4 or 5).

(2) The excellent or outstanding performance level on which the award is based must have been maintained for at least 12 months and in the same job and grade level. Such performance must also be expected to continue at the same level of effectiveness.

(3) An award may not be granted when it is based in whole or in part upon a specific act or any period of service that served as the basis for a previous cash award.

(4) The technician has not received a Performance-Based Cash Award or QSI in the previous 52 weeks.

(5) Periods of extended absence (i.e., in excess of 30 days) cannot be counted when determining the period of service to be recognized.

b. Award Amount. A Performance-Based Cash Award may not exceed the lesser of (a) 10% if the technician's rate of basic pay (excluding locality pay, etc.) or (b) \$10,000. Awards amounts exceeding this limit must be forwarded to NGB for approval by OPM.

c. Approval Authority.

(1) Awards not exceeding the lesser of (a) 10% of base pay or (b) \$10,000 – the Adjutant General based on recommendation of the Incentive Awards Committee.

(2) Awards exceeding 10% of a base pay or \$10,000– NGB and/or OPM.

d. Submitting Nomination and Documentation. The nomination for an award would normally be made at the end of the annual rating cycle. However, if nomination is submitted 60 days after the ending of a rating cycle, supervisor must include a statement in narrative justification certifying performance is still at the excellent or outstanding level and is expected to continue at that level. Nominations must be submitted on NGB Form 32 (See Appendix D) with narrative justification attached and most recent performance standards/appraisal. Approved awards will be documented on a SF 50 and presented to the technician on a NGB Form 51, Commendation Certificate.

### **13-11. On-the-Spot Cash Awards**

On-the-Spot Cash Awards are small, NTE \$500.00, cash awards which may be recommended by a supervisor in recognition of a special act or service of an employee. The special act or service does not have to be within the technician's normal job requirements. These awards are designed to recognize quickly, one time and short-term endeavors of those employees who "go the extra mile" or who perform "above and beyond the call of duty" in providing exceptional quality service to the organization. Examples in the use of On-The-Spot Awards include situations where employees: produce exceptionally high quality work under tight deadlines; volunteer for extra or emergency assignments while maintaining his or her own work load; or exercise extraordinary initiative or creativity in addressing a critical need or difficult problem.

a. Eligibility. The technician has not received an On-the-Spot or Special Act/Service Cash Award in the previous 52 weeks.

b. Award Amount. An On-the Spot Cash Award cannot exceed \$500.

c. Approval Authority. Approval authority for On-the-Spot Cash Awards is delegated to the MSC/Activity Commanders and Directors. Nominations initiated by a Commander/Director will be approved at the next higher supervisory level. However, prior to granting approval, the Commander/Director should contact the Incentive Awards Program Manager to ensure funds are available, employee is eligible, etc.

d. Submitting Nomination and Documentation. NGB Form 32 (See Appendix D), approved by Commander/Director, with narrative justification attached must be forward to the Incentive Awards Program Manager to process the award. Approved awards will be documented on a SF 50 and presented to the technician on a NGB Form 51, Commendation Certificate.

### **13-12. Special Act/Service Cash Awards**

Special Act/Service Cash Awards are similar to On-the-Spot Cash Awards but are design to provide a higher level of recognition when warranted for a special act/service.

a. Eligibility. The technician has not received an On-the-Spot or Special Act/Service Cash Award in the previous 52 weeks.

b. Award Amount. A Special Act/Service Cash Award may not exceed the lesser of (a) 10% if the technician's rate of basic pay (excluding locality pay, etc.) or (b) \$10,000. Awards amounts exceeding this limit must be forwarded to NGB for approval by OPM. See Appendix B and C for a guide on award amounts based on tangible and/or intangible benefits.

c. Approval Authority.

(1) Awards not exceeding the lesser of (a) 10% of base pay, or (b) \$10,000 – the Adjutant General based on recommendation of the Incentive Awards Committee.

(2) Awards exceeding 10% of a base pay or \$10,000 – NGB and/or OPM.

d. Submitting Nomination and Documentation. Supervisor must submit a NGB Form 32 (See Appendix D) with narrative justification attached. Approved awards will be documented on a SF 50 and presented to the technician on a NGB Form 51, Commendation Certificate.

### **13-13. Suggestions**

a. A suggestion must meet the following requirements:

(1) Be submitted in writing before or within 90 days after the date the suggestion is adopted.

(2) Involves a proposal that is original to the National Guard as a whole.

(3) Does not substantially duplicate a suggestion already under consideration or a suggestion for which the ownership rights have not expired.

(4) Is outside the individual's job responsibilities or, if within, are so superior that it warrants special recognition.

b. Submitting Suggestions.

(1) Suggestions will be submitted using AF Form 1000 (Air) or NGB Form 6 (Army). The individual must give an outline of the specific area for improvement, state the potential workable solution in detail, and give the benefits that can be expected. More than one solution may exist, but the individual should cite enough potential benefits to warrant a change.

(2) All information available to the individual (stock number, form title, numbers of parts, type of aircraft, address of OPR if known, photographs, sketches, drawings, blueprints, mockups, etc.) must be listed on AF Form 1000 (Air) or NGB Form 6 (Army). The individual must ensure that classified material is properly controlled.

(3) If the suggestion pertains to matters under the jurisdiction of the individual's supervisor, the individual may give the suggestion to the supervisor for review, discussion and forwarding to the Program Manager. Although optional, this means of submission is widely encouraged for its mutual benefit to the individual and the supervisor. If the individual does not elect to use supervisory channels, the suggestion may be forwarded to the Program Manager. Suggestions will be forwarded to the Incentive Awards Program Manager.

c. Evaluation Procedures for Suggestions.

(1) Each suggestion received by the Incentive Awards Program Manager will be checked against current award files for duplication. The AF 1000/NGB 6 will be assigned a control number. If a suggestion is incomplete or not considered eligible, it will be returned to the individual with an appropriate explanation.

(2) Suggestions that are accepted will be processed as follows:

(a) Suggestions will be sent, with an established suspense date, to the local Office of Primary Responsibility (OPR) for investigation, evaluation, and recommendation regarding adoption or nonadoption. Suggestions will be evaluated on AF Form 1000-1 (Air) and NGB Form 7 (Army) with full consideration given to any developments directly attributed to the suggestion. The local OPR will review suggestions for duplication of those currently under consideration or others received during the previous year. The local OPR is defined as the office at which a suggestion must be reviewed, investigated and evaluated using applicable evaluation forms. The local OPR will be determined by the Incentive Awards Program Manager based on subject matter and nature of suggestion. An "ad hoc" committee may be designated by the local OPR to assist in the evaluation. Local OPRs will complete required action and return the evaluations to the Incentive Awards Program Manager within 30 days.

(b) When a suggestion is determined by the local OPR to require modification or updating of aircraft, systems, and/or equipment, the suggestion must be converted to the appropriate format and processed as a modification request/equipment improvement recommendation and be submitted through appropriate channels (Reference TM 38-750 and AFR 57-4). Once the local OPR makes such a determination, that office holds the suggestion in abeyance until the channel of processing is complete. A suggestion may not be processed under the provisions of this regulation until final approval of the modification or updating change is received and documented as to the date and method of implementation and benefits to be derived. To facilitate finalization of the suggestion and ensure proper credit for any resulting changes, the modification request/equipment improvement recommendation should



state: "This action is the result of Suggestion (identifying symbol and number, date, and name of individual)." If adopted, the implementing OPR will provide a completed NGB Form 7 (Army) or AF 1000-1 (Air) reflecting proper credit for the source of the original idea.

(c) When a suggestion is within the authority of the evaluator to adopt and is considered useful and practicable, the evaluation form will state how and when the suggestion could be placed into operation and an estimate of the annual savings and benefits, together with an explanation of the method used in making the determination. The local OPR will evaluate tangible and/or intangible benefits in accordance with Appendixes B and C. The local OPR will return the suggestion to the Incentive Awards Program Manager with recommendation as to the level of adoption. When the suggestion is recommended for implementation beyond the local level, the suggestion will be forward NGB for consideration.

(d) When a suggestion is not within the authority of the evaluator to adopt and is considered useful and practical, the local OPR will return the evaluation form to the Incentive Awards Program Manager who will forward the suggestion to NGB for processing.

(e) A suggestion that is not considered useful or practical may be rejected at any level. The Incentive Awards Program Manager, in coordination with the local OPR, should not forward suggestions to NGB unless they are considered to be fully useful and beneficial improvements. If the suggestion is not recommended for adoption, the local OPR will return the suggestion to the Incentive Awards Program Manager with an appropriate explanation.

(f) Suggestions received by NGB will be sent to the appropriate OPR for evaluation. Once an evaluation is completed, the Incentive Awards Program Manager will be advised of the approval or disapproval of the suggestion along with a copy of the evaluation. Approvals will also provide cash award information, if appropriate.

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

e. Approval Authority.

(1) The Adjutant General may approve cash awards up to and including \$3,000 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. These awards will be reviewed by the Incentive Awards Program Committee for compliance with this chapter. Cash awards for locally approved suggestions in excess of \$3,000 will be sent to NGB with a recommendation for the additional award. Awards for approved suggestions that have received technical evaluation beyond the State level will be returned to the Incentive Awards Program Manager by NGB with authority for full payment. All cash awards for suggestions will be processed on an SF 50.

(2) 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 group should indicate on the AF Form 1000 (Air) or NGB Form 6 (Army), the sharing ratio for any cash award that might result.

(3) National Guard Bureau is authorized to approve cash awards up to and including \$10,000 (individual or group), inclusive of awards granted at the State level, for suggestions resulting in tangible/intangible benefits or a combination of both.

(4) NGB will forward recommendations for cash awards in excess of \$10,000 through the appropriate military service Secretary for submission to the Office of Personnel Management.

f. Award for 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. See Appendix B.

g. Award for 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. See Appendix C.

h. Ownership Rights. The individual submitting suggestion 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 nonadoption).

### **13-14. Inventions Awards**

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 for review and processing. NGB 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 submitted as suggestions will be processed from the originator to the Incentive Awards Program Manager using AF Form 1000 (Air) or NGB Form 6 (Army). The suggestion will be processed to the appropriate supervisor or local OPR who will indicate in writing the resulting benefits to be derived by such contribution. This action must be accomplished before referral of the inventions to the National Guard Bureau.

a. The Judge Advocate General’s office will determine whether the contribution is an invention, what the inventor’s rights are, and whether they will process the invention for patenting. After processing, the invention will be returned to NGB with the following considerations:

(1) An award of \$100.00 in addition to any award that might have been paid for the suggestion or scientific achievement to the inventor and, if applicable, to each joint inventor following a determination that the invention was made under circumstances that give the Government at least a license under the invention pursuant to the provision of EO10096, and the inventor voluntarily consents to the granting of at least a nonexclusive irrevocable and royalty-free license in the invention to the Government with power to grant licenses for all Governmental purposes.

(2) An award of \$300.00 (to be shared equally when the invention is made by joint inventors) upon the issuance of a patent.

b. Upon notification from the appropriate Judge Advocate General office that an invention has been approved for implementation, NGB will notify the Incentive Awards Program Manager to arrange for payment of a cash award based on benefits to the Government. When an

invention award is paid, the inventor must complete the required forms acknowledging the payment of the award. When the inventor accepts an award based upon the approved invention, the acceptance will constitute waiver of any claim against the Government. Cash awards for inventions will be processed on an NGB Form 50.

### **Section 3 Time Off Awards**

#### **13-15. Time Off Award for Special Act/Service or Performance**

Time Off Awards are similar to On-the-Spot Cash awards that provides an alternate means of recognizing and rewarding technicians for special act/service or superior performance and may be given in conjunction with other awards. Eligibility and decisions to grant time-off awards shall be based upon the same criteria or circumstances as for any other incentive award. The determination of recommending a cash or time-off award rests with the official making the recommendation and how he/she perceives the contribution of the individual would best be recognized.

- a. Eligibility. All technicians are eligible for this award.
- b. Award Amount and Limitation. A technician may be granted up to 40 hours off for a single contribution, but no more than 80 hours during any one leave year (January-December). See Appendix E for Time-Off Award scale for a single contribution.
- c. Approval Authority. Approval authority for Time Off Awards is delegated to the MSC/Activity Commanders and Directors. Nominations initiated by a Commander/Director will be approved at the next higher supervisory level. However, prior to granting approval, the Commander/Director should contact the Incentive Awards Program Manager to ensure employee has or will not exceed the limitation stated in paragraph 13-14 (b).
- d. Submitting Nomination and Documentation. NGB Form 32 (See Appendix D), approved by Commander/Director, with narrative justification attached must be forward to the Incentive Awards Program Manager to process the award. Approved awards will be documented on a SF 50 and presented to the technician on a NGB Form 51, Commendation Certificate.

### **Section 4 Honorary Awards**

#### **13-16. Length of Service Recognition**

Length-of-service emblems and certificates (NGB Form 52) will be awarded to all National Guard technicians as recognition for long and faithful Federal service with the National Guard and other Government agencies.

- a. Eligibility. Technicians become eligible for recognition when they complete 10 years of creditable Federal service and every 5 years thereafter. Creditable service includes all service used in establishing the technician's leave service computation date.
- b. Responsibilities. The Human Resources Office has delegated authority for administering the Length of Service Recognition Program. The HRO will determine eligibility and will forward Length of Service Award Certificates and emblems for appropriate presentation. Benefits to technician morale from such recognition depends to a great degree upon the pride and respect with which the awards are presented, received, and worn. In order to

foster these ideals, care should be taken to ensure that maximum publicity is given to presentation ceremonies.

**13-17. Retirement Recognition**

Upon retirement and in recognition of long and faithful Federal service, technicians will receive a retirement certificate and plaque. The Human Resources Office will forward both the retirement certificate and plaque for presentation at retirement ceremonies.

**13-18. Other Honorary Awards**

Technicians may be considered for other honorary awards issued by NGB, Department of Defense (DOD), or the President. Such awards include the NGB Award for Meritorious Civilian Service, DOD Distinguished Civilian Service Award, Secretary of Defense Meritorious Civilian Service Award, President's Award for Distinguished Federal Civilian Service, Presidential Medal of Freedom, Presidential Citizens Medal and the National Security Medal. For information regarding eligibility and nomination procedures for such awards, refer to the references in paragraph 13-1 (e) and (f) and/or contact the Incentive Awards Program Manager.

**Appendix A**  
**Awards Review Checklist**

**Performance-Based Cash Awards & QSIs**

- \_\_\_\_\_ 1. NGB Form 32 completed and signed (Items 1-10)
- \_\_\_\_\_ 2. NGB Form 430 and 430-1 (Technician Performance Standards and Appraisal Form)
- \_\_\_\_\_ 3. Certification of performance statement if latest appraisal is over 60 days old
- \_\_\_\_\_ 4. Performance is at the excellent or outstanding level (Outstanding for QSIs only).
- \_\_\_\_\_ 5. Narrative Justification
- \_\_\_\_\_ 6. A minimum 12 month qualifying period of service is entered in block 2, NGB Form 32, and does not overlap a period of service that served as the basis for a previous cash award.
- \_\_\_\_\_ 7. Total period of qualifying service (Block 2, NGB Form 32) was in the same job and same grade level, or detailed to the same or higher grade duties .
- \_\_\_\_\_ 8. No absence in excess of 30 days during rating period
- \_\_\_\_\_ 9. Supporting Documentation

**Special Act/Service Cash Awards & On-the-Spot Cash Awards**

- \_\_\_\_\_ 1. NGB Form 32 completed and signed (Items 1-10)
- \_\_\_\_\_ 2. Narrative Justification
- \_\_\_\_\_ 3. Has not received a Special Act/Service or On-the Spot Cash Award in the last 52 weeks
- \_\_\_\_\_ 4. Supporting Documentation

**Suggestion Awards**

- \_\_\_\_\_ 1. AF Form 1000 (Air) or NGB Form 6 (Army)
- \_\_\_\_\_ 2. Supporting Documentation

**Time-Off Awards**

- \_\_\_\_\_ 1. NGB Form 32
- \_\_\_\_\_ 2. Narrative Justification

**Appendix B**  
**Scale of Award Amounts Based on Tangible Benefits**  
**(For Suggestion and Special Act/Service Awards Only)**

**BENEFITS TO GOVERNMENT**

Estimated First Year Benefits:

Up to \$100,000 in benefits

\$100,001 and above in benefits

**AWARDS TO EMPLOYEE**

10% of benefits

10,000 plus 1% of benefits  
above \$100,001, up to \$25,000  
with the approval of the  
Office of Personnel Management

Presidential approval is required  
for all awards of more than \$25,000

**Appendix C**  
**Scale or Recommended Award Amounts Based on Intangible Benefits**  
**(For Suggestion and Special Act/Service Awards Only)**

| VALUE OF BENEFIT  | EXTENT OF APPLICATION  |  |  |  |
|---|--|--|--|--|
|   | LIMITED<br>Affects functions mission, or personnel of one facility, installation, regional area or an organizational element of headquarters.<br><br>Affects a small area of science or technology | EXTENDED<br>Affects functions mission, or personnel of an entire regional area, command, or bureau.<br><br>Affects an important area or science or technology. | BROAD<br>Affects functions mission, or personnel of several regional area or commands, or an entire department or agency.<br><br>Affects an extensive area of science or technology. | GENERAL<br>Affects functions mission or personnel of more than one department/agency, or is in the public Interest throughout the Nation and beyond. |
| <b>MODERATE VALUE</b><br><br>Change or modification of an operating principle or procedure with limited impact or use.  | \$25 - \$125   | \$125 - \$325  | \$325 - \$650  | \$650 - \$1,300  |
| <b>SUBSTANTIAL VALUE</b><br><br>Change or modification of procedures. An important improvement to the value of a product, activity, program or service to the public.                       | \$125 - \$325  | \$325 - \$650  | \$650 - \$1,300  | \$1,300 - \$3,150  |
| <b>HIGH VALUE</b><br><br>Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.  | \$325 - \$650  | \$650 - \$1,300  | \$1,300 - \$3,150  | \$3,150 - \$6,300  |
| <b>EXCEPTIONAL VALUE</b><br><br>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  | \$1,300 - \$3,150  | \$3,150 - \$6,300  | \$6,300 - \$10,000   |

**Appendix D**  
**Sample NGB Form 32**  
**(Recommendation For Incentive Award)**

|  |        |                               |  |   |   |
|--|--------|-------------------------------|--|---|---|
| RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE  |        |                               |  | DATE  |   |
| 1. TYPE OF RECOGNITION RECOMMENDED: Time-Off Award (Number Hours)<br>On-the-Spot Cash Award (Dollar Amount)<br>QSI<br>Performance-Based Cash Award (Dollar Amount or Percentage of Basic Pay)<br>Special Act/Service Cash Award (Dollar Amount or Percentage of Basic Pay) |        |                               |  |   |   |
| 2. BASIS FOR RECOMMENDATION  |        |                               |  |   |   |
| <input type="checkbox"/> Superior Performance  |        | Period                        |  | <input type="checkbox"/> Special Act or Service     |   |
|  |        |                               |  | Date(s) of Act or Date(s) Contribution Put into Use |   |
| 3. LAST NAME – FIRST NAME – MIDDLE INITIAL<br>(Mr, Mrs, Miss)  |        |                               | 4. PRESENT POSITION TITLE, GARDE, STEP AND SALARY  |   |   |
| 5. COMMAND, INSTALLATION AND LOCATION  |        |                               | 6. ORGANIZATION  |   |   |
| 7. POSITION TITLE, Grade and Salary During Period of<br>(if other than item # 4)   |        |                               | 5. HOME ADDRESS (Include zip code)   |   |   |
| 9. SIGNATURE AND TITLE OF 1 <sup>ST</sup> LEVEL SUPERVISOR<br>Type or Print Clearly, & Telephone Number  |        |                               | 10. SIGNATURE AND TITLE OF 2 <sup>ND</sup> LEVEL SUPERVISOR<br>Type or Print Clearly, & Telephone Number |   |   |
| II (To Be Completed By Technician Personnel Office)  |        |                               |  |   |   |
| Type and Date of Incentive Award(s) or Date of Quality Increase(s), Previously Granted   |        |                               |  |   |   |
| This Block May be Used for Narrative Justification for On-The-Spot Cash Awards or Time Off Awards or to Indicate Attachment  |        |                               |  |   |   |
| III (To Be Completed By Local Awards Committee)  |        |                               |  |   |   |
| 11. RECOMMEND APPROVAL OF FOLLOWING AWARD(S)   |        | <input type="checkbox"/> CASH |  | TOTAL AMOUNT  |   |
|  |        |                               |  | INITIAL   |   |
|  |        |                               |  | ADDITIONAL  |   |
| OTHER  |        |                               |  |   |   |
| <input type="checkbox"/> INTANGIBLE BENEFITS   |        |                               |  | <input type="checkbox"/> TANGIBLE SAVINGS           |   |
|  |        |                               |  | ESTIMATED FIRST YEAR SAVINGS                        |   |
| IV (To Be Completed By Appropriate Approving Authority)  |        |                               |  |   |   |
| APPROVING AUTHORITY  | ACTION |                               | ADDITIONAL CASH AWARD  |   | SIGNATURE AND TITLE   |
|  | APPR   | DISAP                         | APPROVED   | RECOMMEND   |   |
| LOCAL COMMANDER  |        |                               |  |   | Signature of Applicable Director or Commander                 |
| STATE AWARDS COMMITTEE   |        |                               |  |   | Signature of Chairperson                                      |
| ADJUTANT GENERAL   |        |                               |  |   |   |
| NGB INCENTIVE AWARDS BOARD   |        |                               |  |   | This Block is Used for Recommendations Requiring NGB Approval |



## **Appendix E**

### **Time-Off Awards Scale for a Single Contribution**

#### **Value to Organization (Number of Hours)**

##### **Moderate (1 – 10 Hours)**

- (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.

##### **Substantial (11 – 20 Hours)**

- (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.

##### **High (21 – 30 Hours)**

- (1) A highly 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.

##### **Exceptional (31 to 40)**

- (1) A superior contribution to the quality of a critical product, activity, program, or service to the public.
- (2) Initiation of a new principle or major procedure, with significant impact.