WV Supplement TPR 451 22 December 2009

National Guard Incentive Awards Programs

Summary of Changes. This WV Supplement TPR 451 establishes policies, responsibilities, and procedures governing awards in the West Virginia National Guard Military Technician Incentive Awards program.

Applicability. West Virginia National Guard Supplement to TPR 451 applies to all West Virginia Army and West Virginia Air National Guard technicians and AGR Soldiers, to commanders, managers and supervisors (military or civilian) with authority or responsibility over full-time personnel management.

Proponent and Exception Authority. The proponent of this Supplement is the Joint Force Headquarters, J-1, Human Resource Officer. The proponent has authority to approve exceptions to this Supplement when they are consistent with controlling laws and regulation.

1. **PURPOSE**: This Supplement establishes responsibilities, policies, and requirements for the awards program for the West Virginia National Guard. It is applicable to technicians (Dual Status and Non-Dual Status Employees) and Active Guard Reserves (AGR).

2. **PROGRAM OBJECTIVE**: Incentive Awards are an effective means to achieve greater efficiency, economy, and improvement of operations in the West Virginia National Guard by encouraging active participation of all members of the guard. The program recognizes and rewards individuals or groups of individuals for achievements and suggestions contributing to the efficiency, economy, or other improvements of government operations that exceed normal job performance requirements as well as those who perform outstanding special acts or services in the public interest in connection with official employment. The Incentive Awards Program will be endorsed and vigorously supported by all levels of management. It 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. All awards will be granted on a fair and equitable basis.

3. **RESPONSIBILITIES**:

a. The Adjutant General:

(1) Establish an awards program that meets the statutory and regulatory requirements published by the National Guard Bureau.

(2) Ensure that appropriate funds are allocated to meet award requirements

and that funds are obligated consistent with Army or Air National Guard financial management controls and delegation of authority.

b. Human Resource Officer:

(1) Issue regulatory guidance, administer the State Incentive Awards Program.

(2) Provide appropriate documentation to the Defense Civilian Pay System for payment of cash awards.

(3) Assure that awards are considered when evaluating candidates for selection to vacancies and promotions.

(4) Forward to NGB-HR recommendations for awards that require further review and approval DOD or higher level.

c. Employee Relations Specialist:

(1) Serve as the Program Manager for the State Awards Program.

(2) Provide advice, assistance, and training to commanders, managers, supervisors, and technicians on effective use and participation in the program.

(3) Provide training and orientation to all full-time support personnel on how they may earn awards.

(4) Arrange for payment and provide documentation of payment to supervisor.

(5) Evaluate the State Awards Program and develop feedback to management and individuals.

d. Commanders, managers, and supervisors.

(1) Provide support for and participate in the State Incentive Awards Programs.

(2) Determine what type of recognition will best motivate an employee to greater productivity and match recognition with performance.

(3) Assure that awards are considered when evaluating candidates for selection to vacancies and promotions.

e. Local Incentive Award Committees

(1) One Local Committee will be established for the ARNG, 130th, and 167th.

(2) Each Local Committee will have at least one Association Member.

(3) Will review all recommendations for awards.

(4) Will forward approved awards to HRO for compliance review and necessary action.

4. **AWARDS CATEGORIES**:

a. Categories

(1) Suggestions

(2) Inventions

(3) Sustained Superior Performance (SSP)

(4) Special Acts or Services

(5) Length of Service Recognition

(6) Honorary Awards and other methods of recognition

(7) Letters of Commendation or Appreciation

(8) Quality Step Increase (QSI)

(9) On-the-Spot Cash Awards

(10) Time-off Awards

b. Attachments 1 –10 explain the different types of awards and the criteria required for approval.

5. **AWARD RECOMMENDATIONS**: Those National Guard Technicians that are serving in Joint positions may be nominated by either branch of service with coordination through respective financial managers. Individuals who have witnessed activity or other situation which is deemed to be sufficient and deserving of an incentive award may submit, through supervisory channels, the name and position of the individual(s) who are deserving. No distinction will be made with regard to the employment level of the individual submitting the recommendation and all such recommendations will be acknowledged by the local awards committee in writing. Awards Board Committee may unilaterally recommend a reduction in the amount of a monetary awards only when funds are not available. In such cases the Committee's recommendation will be justified in writing and submitted to the Adjutant General for final review.

6. **APPROVAL OF AWARDS**:

The Adjutant General will approve HRO and JFHQ, WVANG Headquarters awards after recommendations from local committees as to funding availability. All other awards will be approved or disapproved by the Activity Heads as follows:

a. Vice Chief of Joint Staff

b. ARNG Chief of Staff

c. ANG:

(1) 130th Air Commander

(2) 167th Air Commander

7. **PROGRAM PROMOTION**: Maximum publicity of the incentive awards program will be provided by supervisors and the HRO to include posters for bulletin boards and articles in the Human Resource Office quarterly newsletter.

8. **PROGRAM DOCUMENTATION**: Documentation will be maintained by the local awards committees of all awards submitted. Approved awards will be forwarded to the HRO for compliance review and forwarding to the appropriate payroll office if necessary. HRO will be responsible for any reports required.

Allen E. Tackett

10 Attachments
As stated

ALLEN E. TACKETT
Major General, WVARNG
The Adjutant General

ATTACHMENT ONE

SUGGESTIONS
(ALL TECHNICIANS, AGR's, AND TRADITIONAL GUARDSMEN)

1. **SUGGESTION REQUIREMENTS:** A suggestion must meet the following requirements:

a. Submitted in writing before or within 90 days after the date the suggestion is adopted.

b. Involves a proposal that is original to the National Guard as a whole.

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

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

2. **SUBMITTING SUGGESTIONS:**

a. All suggestions must be submitted on the appropriate forms, in legible handwriting or typewritten. 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 technician should cite enough potential benefits to warrant a change.

b. All information available to the individual (stock number, form title, numbers of parts, type of aircraft, address of office of Primary Responsibility (OPR) if known, photographs, sketches, drawings, blueprints, mock-ups, etc.) must be listed on the suggestion with originals attached. The suggestion must ensure that classified material is properly controlled.

c. If the suggestion pertains to matters under the jurisdiction of the individual's supervisor, the suggestion may be given to the supervisor for review. 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 Local Committee.

3. **EVALUATION PROCEDURES:**

a. Each suggestion received by the Local Committee will be checked against current award files for duplication. The suggestion will be assigned a control number and identified as an individual or group suggestion. The Local Committee will send notification of receipt to the suggestee(s). If a suggestion is incomplete or not considered eligible, it will be returned to the suggestee(s) 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 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 with 45 working days after receipt of the suggestion, the Local Committee will inform the suggestee(s) of its status, and furnish subsequent progress reports, including reason(s) for any extended evaluations. The OPR will review suggestions for duplication of those currently under consideration or of others received during the previous year.

(2) A suggestion that is not considered useful or practical may be rejected at any level. Suggestions received by NGB from HRO will be given an NGB number and sent to the appropriate OPR for evaluation. States will be informed of the status of a suggestion and notified of any extended delays. Once an evaluation is completed, the state 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.

4. **REQUEST FOR RECONSIDERATION:** An individual may submit a request to the Local Committee for further consideration of a disapproved suggestion, if the individual provides additional material, information designed to clarify significant issues, and findings that an adopted suggestion has a wider application than originally determined.

5. **AUTHORITY TO GRANT AWARDS:**

a. The Activity Head may approve cash awards (if funding is available: for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both).

b. The amount of a cash award approved by the Activity Head must be determined based on benefits derived. When submitting a group suggestion, the individual should indicate on the Suggestion the sharing ratio for any cash award that might result. 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.

6. **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. A letter of appreciation will recognize an adopted suggestion with less that $250.00 in benefits.

7. **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 awards be fair and consistent as possible.

8. **OWNERSHIP RIGHTS OF THE SUGGESTION**: The individual retains "ownership" of an idea during its evaluation and for 1 year after the date of the final action (date of approval or non-adoption).

ATTACHMENT TWO
INVENTIONS
(ALL TECHNICIANS, AGR's, AND TRADITIONAL GUARDSMEN)

1. PROCESSING: 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 or 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 thru the Local Committee, HRO, and 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.

2. AWARDS:

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-HR.

b. Upon notification from the appropriate Judge Advocate General Office that an invention has been approved for implementation, NGB-HR will notify the State 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.

ATTACHMENT THREE

SUSTAINED SUPERIOR PERFORMANCE AWARDS (TECHNICIANS ONLY)

A Sustained Superior Performance (SSP) Award is recognition of superior and successful performance of duties and responsibilities which clearly exceed the technician's assigned position requirements and how unit readiness was improved.

1. **ELIGIBILITY**: The technician's most recent overall performance appraisal must be at Outstanding level. The 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. A SSP is not appropriate if the technician has received a promotion, temporary promotion or a Quality Step Increase (within 6 months prior to appraisal and date.) Nominations (NGB Form 32) must be dated for submission within 30 calendar days after completion of the period of service to be recognized. A technician's current appraisal will be used as justification for this nomination. A technician may be approved for an SSP once in a 2-year period. This period will be the rating period for which the award was granted.

2. **PROCEDURES**: The technician's immediate supervisor is responsible for initiating the nomination, using NGB Form 32. The NGB form 32 must be submitted within 30 days of the end of the recognition period. A technician's current appraisal will be used as justification for the award. The current appraisal can not be more that 120 days old. A new appraisal may be issued as justification for an SSP. The NGB Form 32 will include a narrative justification describing the technician's outstanding performance and special achievements.

3. **APPROVAL PROCEDURES**: The recommendation for SSP will be forwarded to the Local Incentive Awards Committee. The Committee will forward to the Activity Head for approval or disapproval.

a. If approved the award will be forwarded to the Program manager for compliance review. The Program manager will forward appropriate documentation back to the Activity Head for presentation of the award. The Program Manager will also process the necessary paperwork to the payroll office.

b. If the award is disapproved, the Local Committee will return the recommendation through supervisory channels to the nominating official with an explanation.

4. **AMOUNT OF AWARD**: The amount of the SSP award will be determined in a fair and equitable manner. The Activity Heads and the Local Committee will determine the actual dollar amount for each award. The amount will not exceed 10% of the base salary of the technician.

ATTACHMENT FOUR
SPECIAL ACT OR SERVICE AWARDS
(ALL TECHNICIANS AND ACTIVE GUARD RESERVES (AGRs)

1. **ELIGIBILITY**: All permanent and indefinite technicians and temporary technicians employed over 90 days are eligible for Special Act or Service Award. AGR's may only receive a special act or service for scientific achievements. A special act or service award is a monetary award in recognition of an act of heroism, or similar one-time special act, service, or scientific achievement that contributes to the efficiency, economy, or other improvement of Government operations or is otherwise in the public interest. The act, service, or scientific achievement may or may not involve measurable monetary benefits and may include an individual or group of individuals.

2. **PROCEDURES**: An individual (technician/military) having a direct knowledge of the special act or service should initiate the nomination immediately on an NGB Form 32 and forward it thru supervisory channels to the Local Committee for processing. All nominations must be submitted within 20 calendar days after the special act or service.

3. **APPROVAL PROCEDURES**: The recommendation for Special Act or Service Awards will be forwarded to the Local Incentive Awards Committee. The Committee will forward to the Activity Head for approval or disapproval.

a. If approved the award will be forwarded to the Program manager for compliance review. The Program manager will forward appropriate documentation back to the Activity Head for presentation of the award. The Program Manager will also process the necessary paperwork to the payroll office.

b. If the award is disapproved, the Local Committee will return the recommendation through supervisory channels to the nominating official with an explanation.

4. **AMOUNT OF AWARD**: The amount of the Special Act or Service Award will be determined in a fair and equitable manner. The Activity Heads and the Local Committee will determine the actual dollar amount for each award. The amount will not exceed 10% of the base salary of the technician or AGR.

ATTACHMENT FIVE
LENGTH OF SERVICE RECOGNITION
(ALL TECHNICIANS)

1. **PURPOSE**: 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.

2. **ELIGIBILITY**: Technicians become eligible for recognition when they complete 10 years of creditable Federal service. Creditable service includes all service used in establishing the technician's service computation date. This award will be presented in 10 year increments up to and including 50 years.

3. **RESPONSIBILITIES**: The State Adjutant General will delegate responsibility for administering the service recognition program to the HRO. The HRO determines technician eligibility; prepares certificates for signature of the Adjutant General; and determines types of presentation ceremonies.

4. **PRESENTATION**: This award should be presented as soon as the technician attains eligibility. However, the presentation may be set within a reasonable period after the date of eligibility in order to arrange presentation ceremonies. 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. State adjutants general, supervisors, or commanders, designated by the Adjutant General, should present the emblems and certificates.

ATTACHMENT SIX
HONORARY AWARDS

1. **GENERAL**: The following Honorary Awards are available:

   NGB Meritorious Civilian Service Award
   The President's Award for Distinguished Federal Civilian Service
   The Presidential Medal of Freedom
   The Presidential Citizens Medal
   The National Security Medal
   DOD Distinguished Civilian Service Award
   Secretary of Defense Meritorious Civilian Service Award
   Exceptional Civilian Service

2. **ELIGIBILITY**: Contact the Program Manager for eligibility requirements for these honorary awards.

ATTACHMENT SEVEN
LETTERS OF COMMENDATION OR APPRECIATION
(TECHNICIANS AND AGRs)

Letters of Commendation or Appreciation may be granted by supervisors or other individuals for specific instances of above-standard performance or work achievements by an individual or a group of individuals that warrant Special Recognition but does not meet the criteria for a special type award.

ATTACHMENT EIGHT
Quality Step Increase (QSI)
(GENERAL SCHEDULE TECHNICIANS ONLY)

Management officials should use Quality Step Increase (QSI) to recognize performance by general schedule technicians that significantly exceeds high quality (superior) performance. Technicians may receive a QSI no more than one in a 12 month period. There are no exceptions to this one year period.

1. **ELIGIBILITY**:

a. As a minimum, 12 months of outstanding performance is required for the current appraisal period, and performance must be expected to continue at the same level of effectiveness.

b. A QSI is not appropriate when a technician has received a promotion or temporary promotion (within six months prior to the appraisal end date).

c. 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.

2. **PROCEDURES**: The technician's immediate supervisor is responsible for initiating the nomination, using NGB Form 32. NGB Form 32 must be submitted within 90 days of the end of the appraisal period. A technician's current performance appraisal will be used as justification for the award. The NGB Form 32 will include a narrative justification describing the technician's outstanding performance and special achievements. The immediate supervisor must also certify that based on past experience, it is believed that the technician's outstanding performance is likely to continue. Additional documentation required is a copy of the technician's current Performance Appraisal. The award nomination will be submitted to the Local Awards Committee for review. If it is determined a QSI is not justified based on the documentation submitted, it may recommend a SSP be awarded in lieu of a QSI. The Committee is not authorized to change a SSP to a QSI.

3. **APPROVAL AUTHORITY**: The award will be forwarded to The Activity Head for final approval/disapproval. The approved package is submitted to the Program Manager at HRO for compliance review and processing to payroll. If disapproved, the nomination will be returned thru channels, with an explanation.

4. **EFFECTIVE DATE**: Approved QSIs are effective at the beginning of the next regular pay period following the date of final approval by the Activity Head.

5. **PRESENTATIONS**: Approved QSIs will be presented at an appropriate ceremony.

ATTACHMENT NINE
ON-THE-SPOT CASH AWARDS
(TECHNICIANS)

1. **PURPOSE**: On-the-spot cash awards are "Special Act or Service Awards" designed to recognize quickly one time and short-term efforts by technicians that result in service of an exceptionally high quality or quantity. The program does not replace any existing incentive award. Technicians who receive an on-the-spot cash award may be considered for other awards.

2. **ELIGIBILITY**:

a. This applies to all permanent and indefinite technicians (Dual Status and Non-Dual Status)

b. Temporary technicians with appointments over 90 days.

c. Must be solely attributed to full-time technician position (not military assignment).

3. **CRITERIA**: Examples of situations for the on-the-spot cash awards:

a. Produce exceptionally high quality work under tight deadlines.

b. Perform added or emergency assignments in addition to their regular duties.

c. Demonstrate exceptional courtesy or responsiveness in dealing with customers or colleagues.

d. Exercise extraordinary initiative or creativity in addressing a critical need or difficult problem.

4. **PROCEDURES AND APPROVAL AUTHORITY**:

a. The nominating individual will submit the technician for an on-the-spot cash award using NGB Form 32 and a short narrative defining the basis for the award.

b. Section I, Item 1, should indicate "On-The-Spot Cash Award" and the monetary amount recommended.

c. Item 2 will indicate Superior Performance or Special Act or Service as appropriate.

d. Items 3 through 9 will be completed by the nominating individual.

e. The first-line supervisor will sign in Item 10.

f. Sections II and III will not be applicable.

g. The NGB Form 32 and narrative will be forwarded through the supervisory chain of command to the Local Committee. The Activity Head will be the final approval for an On-The-

Spot Cash Award. The Activity Head will sign the NGB Form 32 in Section IV as the Local Commander and the approving official.

h. The NGB Form 32 and narrative will then be forwarded to the HRO Program Manager for compliance review and processing to payroll.

i. If disapproved, the nomination will be returned thru channels to the nominating individual with and explanation.

j. The award should be presented during appropriate ceremonies.

5. **AMOUNT OF THE AWARD**: On-the-spot cash awards are granted in increments of $25 ranging up to and including $250 depending upon the nature of the service or act being recognized. Net amounts will be awarded after withholding of Federal Income Tax, FICA, and Medicare. A technician may only receive four on-the-spot cash awards per leave year.

ATTACHMENT TEN
TIME OFF AWARDS
(TECHNICIANS)

1. **PURPOSE**: A time off award is time off from duty as an incentive award without loss of pay or charge to leave. It is recognition of superior accomplishment or other personal effort that contributes to the quality, efficiency, or economy of Government operations.

2. **ELIGIBILITY**:

a. This applies to all permanent and indefinite technicians (Dual Status and Non-Dual Status Employees).

b. Temporary technicians with appointments over 90 days.

c. Must be solely attributed to full-time technician position (not military assignment).

3. **CRITERIA**: Examples of technician achievement that might be considered for such an award are:

a. Make a high quality contribution involving a difficult or important project or assignment.

b. Display special initiative and skill in completing an assignment or project before the deadline.

c. Use initiative and creativity in making improvements in a product, activity, program or service.

d. Ensure the mission of the organization is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own work load.

4. **PROCEDURES AND APPROVAL AUTHORITY**:

a. Nominating individual will submit the technician for a time off award using NGB Form 32 and a short narrative defining the basis for the award.

b. Section I, Item 1 should indicate "Time Off Award" and the number of hours awarded.

c. Item 2 will indicate Superior Performance or Special Act or Service as appropriate.

d. The nominating individual will complete items 3 through 9.

e. The first-line supervisor will sign in Item 10.

f. Sections II and III will not be applicable.

g. The NGB Form 32 and narrative will be forwarded through the supervisory chain to the Local Committee. The Activity Head will be the final approval for time off awards. The Activity Head will sign the NGB Form 32 in Section IV as the Local Commander and approving official.

h. If the award is approved a copy of the NGB Form 32 and the narrative will be forwarded to HRO. The HRO will review for compliance and process to payroll.

i. If disapproved the nomination will be returned thru channels to the nominating official with an explanation.

j. The award should be presented during appropriate ceremonies.

5. **AMOUNT OF AWARD**: A time off award may be granted to any technician who meets the definition. A technician may be granted a maximum of 40 hours of time off from duty as an incentive award for any single contribution. Time off granted under this authority must be scheduled and used within one year after the award is made. The total amount of time off a technician may be granted under this authority during any one leave year is 80 hours. A time off award does not convert to cash under any circumstances.

6. Technicians may use a time off award during a period of military duty. However, awards should not be granted specifically for the purpose of excusing technicians so they may perform military duty.

7. **ANNOTATION OF TIME CARDS**: The time card will reflect LY (Time Off Award Leave.)