



# *West Virginia National Guard Human Resources Office Bulletin*



**Bulletin Number:** 12-05

**Date:** 14 December 2012

**Applicability:** National Guard (NG) Technicians; AGRs; FTNGD-OS;

## **Awards & Recognition**

**Subject:** Full Time Force Awards Overview

**References:** WV TPR Supplement 451; AFI 36-3003; AFI 36-2803; AR 600-8-22

**Use:** The use of this bulletin is to provide information on the most commonly recommended awards.

**Overview:** The Incentive Awards Program is designed to improve operations and services. Its purpose is to motivate increased productivity and creativity by recognizing employees whose job performance and/ or adopted ideas benefit the agency and are substantially above normal job requirements and performance standards. An award may be earned for high level performance, a suggestion or invention, or a special act or service, as long as it benefits the government and is outside normal job responsibilities; or, if within job responsibilities, it is of such high quality an award is warranted. These awards may be made to an individual technician or shared by a group.

### **Incentive Awards for Technicians:**

Cash Award: Sustained Superior Performance (SSP), on-the-spot cash, or a one time special act or service may be recognized with a cash award. This is a single payment that does not change your rate of pay. The technician must have an overall rating of outstanding to qualify.

Quality Step Increase: A Quality Step Increase (QSI) is a recognition in the form of a one-step increase in a General Schedule technician's rate of basic pay. A QSI is available to technicians based on sustained high-quality performance expected to continue in the future. The technician must have an overall rating of outstanding to qualify.

Time-Off Award: This award grants an excused absence to a technician without charge to leave or loss of pay. Time-off awards are intended to increase productivity and creativity by rewarding contributions to the quality, efficiency, or economy of government operations.

Technicians may be awarded up to eighty hours of time off during a leave year. The amount of time off that may be awarded to part-time technicians is based on the average number of hours worked.

Suggestion Award: These awards are given to technicians who provide suggestions to improve the economy, efficiency, or effectiveness of Federal Government operations, which have been adopted by the agency. Suggestion awards may be monetary or non-monetary.

Invention Award: These awards may be granted if a new and useful process, machine, or any other item that may be patentable under patent laws of the United States are adopted. Inventions submitted as suggestions, or in connection with scientific achievements, are eligible for chase awards.

Honorary Award: These include awards such as the President's Award for Distinguished Federal Civilian Service, the Department of Defense Distinguished Civilian Service Award, and certificates of achievement, etc.

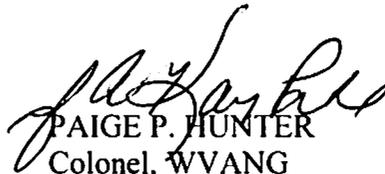
Length of Service Award: Supervisors may contact the HRO to nominate technicians for certificates of service as they reach milestones in Federal Service (5-year increments after 10 years of creditable service).

**Awards for Army AGR's/ FTNGD-OS:**

AGR Supervisors may recommend any military appropriate military award or citation to include Army Achievement Medals, Army Commendation Medals, Meritorious Service Medals, and various State awards as seen fit for deserving AGR Soldiers as outlined in AR 600-8-22 by using DA form 638. These awards may be recommended for Achievement or Service. Service awards are often given in conjunction with ETS, PCS or Retirement.

**Awards for Air AGR's/ FTNGD-OS:**

Air AGR supervisor may recommend any military appropriate award or citation based on AFI 36-2803, the Air Force Awards and Decorations Program. These awards can range from, but are not limited to, the Air Force Achievement Medal and the Meritorious Service Medal.

  
PAIGE P. HUNTER  
Colonel, WVANG  
Human Resource Officer