Civilian Personnel

NATIONAL GUARD TECHNICIAN AWARDS PROGRAM

By Order of the Adjutant General:

JOSE S. MAYORGA
Major General, TXARNG
Adjutant General

Summary of changes. This revision updates the Technician Awards Program, including addition of Incentive Awards Committee, clarification of Special Act or Special Service qualifications and the addition of 4 appendices.

Applicability. This regulation applies to all Army and Air National Guard technicians and to commanders, managers, and supervisors (military and civilian) with authority or responsibility for recommending or approving awards. Departments of the Army and Air Force civilian award publications do not apply to National Guard technicians, unless specifically made applicable by this regulation.

Internal Control System. This regulation is subject to the requirements of AR 11-2.

Supplementation. Supplementation of this regulation is prohibited.

Suggested Improvements. The proponent of this regulation is the Human Resource Office. Users are invited to send comments and suggested improvements to the Adjutant General of Texas, ATTN: JFTX-J1-HRO, PO Box 5218, Austin, TX 78763-5218.

Distribution: A

* This regulation replaces/supersedes AGTX 690-451, dated 1 January 2001
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1. **Purpose.** The technician personnel regulation established responsibilities, policies, and requirements for an Awards Program for all Texas National Guard technicians. This regulation meets Federal and DoD requirements cited in references in paragraph 2. The authority for this regulation is NGB-TPR 451, 15 December 1998. This regulation implements the Awards Program. It contains guidance to be used by managers, supervisors, and employees in the proper use of the performance management program. Except as prescribed by law, if this regulation conflicts with any provisions in negotiated agreements, the negotiated agreement will take precedence when applied to a bargaining unit member.

2. **References:**

   a. Title 5, United States Code, Chapter 45, Incentive Awards

   b. Title 5, United States Code, Section 5336, Additional Step-Increase.

   c. Title 5, CFR, Part 451, Awards

   d. Title 5, CFR, Part 531, Subpart E, Quality Step Increase.


   f. TPR 430, National Guard Technician Appraisal Program, 1 Oct 97

   g. AGTX-Reg 690-430, National Guard Technician Appraisal Program, 1 Oct 00.
h. Association of Civilian Technicians (ACT) Agreement.

i. American Federation of Government Employees (AFGE) Agreement.

3. Explanation of Terms. Explanation of terms applicable to this regulation is in reference 2e.

4. Responsibilities.

a. The Director for Human Resources, NGB.

(1) Establish responsibilities, policies, and requirements for a National Guard Awards Program that meets the statutory and regulatory requirements cited in the references in para 2.

(2) Approve or disapprove, as appropriate, any award recommendations that must be forwarded to DoD or higher level or that can be approved by NGB. Award recommendations may be reviewed by a NGB Awards Committee or by any other appropriate means.

b. The Adjutant General.

(1) Establish an Awards Program that meets the statutory and regulatory requirements cited in the references in paragraph 2 and includes the provisions of TPR 451.

c. Human Resources Officer (HRO).

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

(2) Ensure that appropriate funds are allocated to meet awards requirements and that funds are obligated consistent with Army or Air National Guard financial management controls and delegation of authority. Apportion agency awards budget for cash awards by unit or division.

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

(4) Assure supervisors have the opportunity to consider awards included with applications when evaluating candidates for selection to vacancies and promotions.

(6) Forward to NGB-HR recommendations for awards that require further review and approval by DoD or higher level. Final approval authority for awards that do not require NGB-HR approval will be processed and approved in the manner prescribed herewith. May require detailed additional justification from supervisors, if it is
d. Employee Development/Labor Relations Supervisor.

(1) Direct the implementation of the State Awards Program within Federal and DoD policies.

(2) Evaluate the State Awards Program and develop feedback to management and technicians.

e. Employee Development Specialist (EDS)

(1) Execute the State Awards Program.

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

(3) As requested, provide training and orientation to all technicians and military members on how they may earn awards.

(4) Arrange for payment and advise and assist supervisors with presentation of awards and appropriate publicity.

f. Incentive Awards Committees.

(1) Committees will be state level for ARNG technicians and wing level for ANG technicians. ARNG and ANG budgets are separate, therefore, the awards boards must be conducted by their respective awards committee.

(2) The ARNG committee will be responsible for reviewing and forwarding a recommendation for approval/disapproval to HRO for all special act/special service awards, performance based cash awards, quality step increases, and on-the-spot awards. May review cash awards that exceed unit/division apportioned budget.

(3) Committee will meet quarterly, or at call of HRO, to evaluate and make recommendations to the HRO (deciding authority) or his delegate.

(4) The ANG committees will meet as required.

(5) Selection of the Incentive Award Committee members requires an additional duty memorandum. Committee members will be selected from a pool of technicians nominated by directors of Army Major Commands, Army Aviation Support Facilities, Maintenance Shops, Joint and Army level staff, unit commanders and Air Guard Wings and Detachments commanders.
(6) HRO will form the ARNG committee and Wing Personnel Officers will form the ANG committees from their nominations.

(7) Primary and alternate committee members will serve no more than 2 consecutive years.

(8) To achieve diversity, the committee will include males, females, and members from all ethnic groups.

(9) Committee will consist of:
   a. President
   b. Secretary/Recorder (Non-voting member from EDS for ARNG or HRO Remote for ANG)
   c. A minimum of five members and five alternates for both ARNG and ANG award committees

   g. Commanders, managers, and supervisors.

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

   (2) Ensure standards and performance appraisals are current prior to recommending performance based awards.

   (3) Determine what type of recognition will best motivate a technician to greater productivity and match recognition with performance.

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

   (5) Exercise care in considering award recognition. Although there must be a linkage between the Technician Performance Appraisal and certain Incentive Awards, this does not mean awards will be automatic.

   (6) Ensure awards submitted for a technician pending separation are dated prior to recommended separation date.

   (7) Ensure time-off awards do not exceed 80 hours in a calendar year.

5. Award Categories.

   a. Managers and Supervisors may recognize technicians with awards that consist of:
(1) **Cash Awards.**

   a. Cash awards are lump sum cash payments that are not basic pay for any purpose. These payments are taxable income and are directly deposited to individual payroll accounts.

   b. Quality step increase awards do increase an employee’s basic rate of pay.

(2) **Time-Off Awards.** Awards that grant an employee additional time-off that is not chargeable to leave and is without loss of pay.

(3) **Honorary Awards.** Awards that do not involve cash payment or time-off. The award is of a honorific value, such as a letter, certificate, medal, plaque, or item of nominal value.

   b. Except as noted in subparagraph (4), below, managers and supervisors may grant cash, time-off or honorary recognition awards to a technician, as an individual or member of a group on the basis of:

(1) **Suggestion or Invention.** See paragraph 6c.

(2) **Special Act or Service.** Awarded in recognition of an act of heroism or similar one-time special act or service that contributes to the efficiency, economy, or other improvement of Government or is otherwise in the public interest. Can be a monetary or non-monetary award.

(3) **Performance.** Awarded as recognition of superior performance. When rewarded with a performance-based cash award or a quality step increase, policies in paragraph 7a apply.

(4) **Length of Service and Retirement.** National Guard technicians may be recognized for long and faithful Federal service with the National Guard with appropriate emblems and certificates (NGB Form 52). National Guard technicians retiring from Federal service will be presented with a Certificate of Retirement (NGB Form 999) signed by the Adjutant General or designated official.

6. **Policies**

   a. **Purpose.** The Awards Program is designed to motivate employees to increase productivity and creativity and to achieve greater efficiency, economy, and improvement in operations. It provides a method for rewarding those whose job performance and ideas are substantially above normal job requirements and performance standards.

   b. Awards are not an employee’s entitlement. Awards should be granted where fully deserved consistent with agency objectives and within resource constraints.
c. Responsibilities, policies, and requirements for awards for suggestions and inventions are established by the Army and Air National Guard Directorates. Guidance and restrictions for such awards and limitation on awards to military personnel are in references 2c and 2e.

d. Awards granted under this regulation will be made without consideration of race, color, religion, gender, national origin, age, or disability.

e. While awards can recognize superior performance, no performance-based award will be considered without current standards on file.

7. Award Submission Procedures

a. For a performance-based cash award, a technician must have the most recent appraisal rating at the Outstanding level. (Appendix 3). A cash award is given for recognition of significant superior performance, exceeding technicians expected performance standard.

(1) The performance on which the award is based must have been maintained for a minimum of six (6) months and must be in the same job and grade level.

(2) The technician’s immediate supervisor is responsible for initiating the award nomination utilizing NGB Form 32. The current appraisal must be attached. The award must be submitted to the Human Resource Office within 30 days of the Approving Official’s signature on the appraisal. ANG awards must be approved by the appropriate Wing Commander and meet any requirements established for that organization. ARNG awards must be approved at Directorate level. Amount of a performance award will not exceed $2,000 for any technician.

(3) Limitations: In no case may a performance-based cash award be recommended in conjunction with a Special Act or Service Award for the same act, achievement, event, or service.

b. To receive a quality step increase, a technician must receive a rating of Outstanding and the step increase recommendation must include a justification to indicate the technician’s exceptional performance and an expectation that this high quality performance will continue in the future. The current appraisal must be attached. Awards will be forwarded to the Human Resource office on NGB Form 32 within 30 days of Approving Official’s signature on the appraisal.

c. A special act or service award may be awarded to technicians in recognition of a singular 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 be awarded to an individual or group of individuals.
(1) A supervisor having direct knowledge of the special act or service should initiate the nomination on NGB Form 32 through channels. Justification must accompany the nomination. Nominations will be submitted within 30 calendar days after the special act or service.

(2) Special act or service awards must be approved by the ARNG Director or ANG Wing Commander and forwarded to the Human Resource Office for processing and approval/disapproval. Amount of a special act or service award is limited to the amounts authorized in Appendix 1, Scale of Award Amounts Based on Tangible Benefits to the Government and Appendix 2, Scale of Award Amounts Based on Intangible Benefits to the Government.

a. The cash award may not exceed $10,000. See Table 1.

b. Technicians must be in their current position for 12 months or more to be eligible for a special act or service award.

c. Permanent and indefinite technicians are eligible for special act or service awards.

d. Temporary technicians are not eligible for special act or service awards.

d. On-the-spot (OTS) cash awards may be granted for all technicians in recognition of a one-time superior accomplishment in technician status such as:

(1) Completion of a short-term project or significant milestones in less time than expected or where there were difficulties to overcome;

(2) Development of new or revised procedures or other contributions toward improvement of office productivity;

(3) Handling an unusually heavy workload, such as when coworkers are absent or when vacant positions are not filled immediately;

(4) Completion of a significant special assignment that is outside of normal job responsibilities;

(5) Planning a special event that is particularly successful because of the employee’s personal efforts.

(6) The OTS award will be at least $50, but not more than $250. OTS cash awards may not exceed $500 per year.

(7) Recommendation may be made on a locally developed form (Appendix 4 - On-The-Spot Award Template). The form must contain the technician’s name and social
security number, the amount of the award, a brief justification or explanation of why the award is being presented and the signatures of the first level supervisor and approving official (ANG Air/Detachment Commander or Army Director). The recommendation will be sent to the Human Resource Office for payment processing. ARNG OTS recommendations will be automatically approved up to the amount budgeted for each division. OTS awards exceeding a division’s budget will compete at awards committee for additional available funds.

(8) The HRO home page contains a “check-template” form supervisors may present to recipients of OTS cash awards. The “check-template” is located at the Employee Development link under Supervisor’s Tools.

e. Time-off awards are granted for the same reasons as other awards (see paragraph 6a, above) and may not be used to create the effect of a holiday or of an administrative absence. Thus, time-off awards may not be granted to all or a majority of technicians on the same day or in conjunction with a military “down” or “training” day. Contributions must directly support the mission and result in benefits to the government similar to the Special Act or Service Awards. The extent of the contribution to the mission will be considered when determining the amount of time-off that is approved.

(1) A time-off award to an individual for a single contribution will not exceed 40 hours and the total amount of time-off awards granted to an individual will not exceed 80 hours during a leave year. The time-off award will be given in increments of no less than four hours. The supervisor recommending the time-off award is responsible to ensure the total time-off award does not exceed regulatory limits of 80 hours per leave year for each individual employee.

(2) Full-time and part-time technicians are eligible for this award. Temporary Not-To-Exceed (NTE) employees are not eligible for the time-off award. Time-off awards will be scheduled and used within one year from the date of the award. Time-off awards not used within one year from the effective date will be forfeited with no further right to restoration. Time-off awards, which have been approved and not used at the time an employee transfers from the technician program to another DoD service or another Federal Agency, cannot be transferred.

(3) Time-off awards may be recommended by any level supervisor on a Standard Form 52 (SF52). Group lists will be accepted with names, social security numbers and justification attached to the SF52. The first level supervisor may recommend awards of one workday or less.

(4) Final approval authority for awards over one workday is delegated to Army Directors or ANG Air/Detachment Commanders.

f. Awards granted under this regulation are subject to applicable tax rules.
g. Awards submitted for a technician pending separation must be dated prior to recommended separation date.

8. NGB Award for Meritorious Civilian Service. National Guard technicians who distinguish themselves by exceptional meritorious achievement or service may be recommended for the National Guard Bureau Award for Meritorious Civilian Service.

a. Eligibility. Eligibility is determined by measuring contributions against the levels of service, defined in subparagraphs (1)-(3), or achievement, defined in subparagraph (4), below. Retirement, separation, or long period of service will not be used as a basis for this award.

(1) Accomplishing supervisory or non-supervisory duties in an outstanding manner, setting a record of achievement, and inspiring others to improve quality and quantity of work.

(2) Exercising unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, space, materials, or other items of expense, or in improving safety or health of technicians.

(3) Obtaining outstanding results in improving the morale of workers in an organizational unit with consequent improvement in work performance.

(4) Exhibiting unusual bravery, courage, or competence in an emergency while performing assigned duties, resulting in direct benefit to the Government or its personnel.

b. Period Covered. Except for nominations for achievement, the period of service covered must be a minimum of one year.

c. Submission. Nominations must be submitted within six months of the service or achievement. Nominations must contain specific examples of the technician’s accomplishments and the benefits derived in sufficient detail to be easily understood. Nominations and a proposed citation will be submitted to NGB-HR on NGB Form 32 in four copies.
### APPENDIX 1

**SCALE OF AWARD AMOUNTS BASED ON TANGIBLE BENEFITS TO THE GOVERNMENT**

<table>
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<th>BENEFITS</th>
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<tr>
<td>Estimated First-Year Benefits</td>
<td>Amount of Award to Employee</td>
</tr>
<tr>
<td>Up to $100,000 in benefits</td>
<td>10% of benefits</td>
</tr>
<tr>
<td>$100,001 and above in benefits</td>
<td>$10,000 plus 1% of benefits above $100,001, up to $25,000 with the approval of the Office of Personnel Management.</td>
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# APPENDIX 2

## SCALE OF AWARD AMOUNTS BASED ON INTANGIBLE BENEFITS TO THE GOVERNMENT

<table>
<thead>
<tr>
<th>EXTENT OF APPLICATION</th>
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<th>EXTENDED</th>
<th>BROAD</th>
<th>GENERAL</th>
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<tr>
<td><strong>VALUE OF BENEFIT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODERATE</td>
<td>Affects functions, mission or personnel of one facility, installation, regional area or an organizational element of headquarters. Affects small area of science or technology.</td>
<td>$25-$125</td>
<td>$126-$325</td>
<td>$326-$650</td>
</tr>
<tr>
<td>Change or modification of an operating principle or procedure with limited use or impact.</td>
<td>$25-$125</td>
<td>$126-$325</td>
<td>$326-$650</td>
<td>$651-$1,300</td>
</tr>
<tr>
<td>SUBSTANTIAL</td>
<td>$125-$325</td>
<td>$326-$650</td>
<td>$651-$1,300</td>
<td>$1,301-$3,150</td>
</tr>
<tr>
<td>Substantial change or modification of procedures. An important improvement to the value or a product, activity, program or service to the public.</td>
<td>$125-$325</td>
<td>$326-$650</td>
<td>$651-$1,300</td>
<td>$1,301-$3,150</td>
</tr>
<tr>
<td>HIGH</td>
<td>$325-$650</td>
<td>$651-$1,300</td>
<td>$1,301-$3,150</td>
<td>$3,151-$6,300</td>
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<tr>
<td>Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service</td>
<td>$325-$650</td>
<td>$651-$1,300</td>
<td>$1,301-$3,150</td>
<td>$3,151-$6,300</td>
</tr>
<tr>
<td>EXCEPTIONAL</td>
<td>$650-$1,300</td>
<td>$1,301-$3,150</td>
<td>$3,151-$6,300</td>
<td>$6,301-$10,000</td>
</tr>
<tr>
<td>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</td>
<td>$650-$1,300</td>
<td>$1,301-$3,150</td>
<td>$3,151-$6,300</td>
<td>$6,301-$10,000</td>
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# APPENDIX 3

## AWARD DESCRIPTION AND REQUIREMENTS

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<th>AMOUNT</th>
<th>TIME REQUIREMENT</th>
<th>ADDITIONAL REQUIREMENTS</th>
<th>ELIGIBILITY REQUIREMENTS</th>
<th>SUBMISSION REQUIREMENTS</th>
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<tbody>
<tr>
<td>Superior Performance Award</td>
<td>Performance-based cash award for Outstanding performance rating</td>
<td>Up to $2000</td>
<td>*180 days minimum rating period *Submitted to HRO within 30 days of Approving Official’s signature on appraisal</td>
<td>Outstanding Appraisal</td>
<td>*Permanent employees (not in probationary status) *May receive one every 52 weeks *Can NOT have received Special Act/Svc Award for same act, event, svc</td>
<td>*Annual appraisal *NGB Form 32 (for non-bargaining unit members and TXANG)</td>
</tr>
<tr>
<td>On The Spot (OTS)</td>
<td>In recognition of one-time Superior accomplishment in technician status such as completion of a short-term project or significant milestones in less time than expected or where there were unusual difficulties to overcome. Limitation: OST cash awards may not exceed $500 per year.</td>
<td>$50-$250 ($250 max per award, NTE $500 per year)</td>
<td>None</td>
<td>None</td>
<td>Justification memorandum or locally produced OTS recommended form</td>
<td></td>
</tr>
<tr>
<td>Special Act Or Service</td>
<td>In recognition of a singular 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.</td>
<td>Up to $3000-J1-HIRO approval Up to $10000-TAG/A-TAG approval (NTE $10000 per year)</td>
<td>Submitted within 30 calendar days after the special act or service</td>
<td>Must be in current position for 12 months or more to be eligible</td>
<td>*Can NOT have received a cash award or QSI within preceding 12 months. *Permanent employees (not in probationary status)</td>
<td>*Justification memorandum *NGB Form 32</td>
</tr>
<tr>
<td>Time Off</td>
<td>Grants an employee additional time off – time off is not chargeable to leave and is without loss of pay</td>
<td>At least 4 hours, no more than 40 hours per award; no more than 80 hours per calendar year</td>
<td>None</td>
<td>None</td>
<td>Full-time and Part-time technicians</td>
<td>SF 52</td>
</tr>
<tr>
<td>Quality Step Increase (QSI)</td>
<td>Performance based award for Outstanding performance rating Awarded Next Step</td>
<td>*180 days minimum rating period *Submitted to HRO within 30 days of Approving Official’s signature on appraisal</td>
<td>Outstanding Appraisal Justification Memo</td>
<td>*Permanent employees (not in probationary status) *May receive one every 52 weeks</td>
<td>*Annual Appraisal *NGB 32 *Justification Memo indicating that high level of performance is expected to continue</td>
<td></td>
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<tr>
<td>Length of Service Award</td>
<td>Upon reaching 10 years Federal Service and each 5-years thereafter</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>Accomplished by HRO</td>
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APPENDIX 4

RECOMMENDATION FOR On The Spot Cash (OTS) AWARD IN ACCORDANCE WITH JFTX Reg 1-05

1. Type of Award Recommended: On The Spot Cash Award

2. Basis for Recommendation:
   
   Brief justification or explanation for the award:

3. Amount of Award: 

4. Last Name, First Name, Middle Initial, SSN: 

5. Organization: 

6. Signature and Title of Immediate Supervisor: 

7. Signature and Title of Local Commander/Director:
   I concur/non concur with this nomination