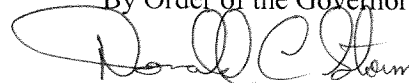


HUMAN RESOURCES OFFICE (HRO): CIVILIAN PERSONNEL

INCENTIVE AWARDS PROGRAM

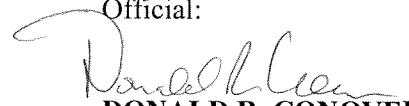
***This regulation supersedes KYTPR 451(AR)(AF) dated 1 March 2001.**

By Order of the Governor:



DONALD C. STORM
Major General, KYNG
The Adjutant General

Official:



DONALD R. CONOVER
COL, MP, KYARNG
Human Resources Officer

SUMMARY. Technician Personnel Regulation (TPR) 451, Headquarters, Department of the Army and the Air Force, National Guard Bureau, dated 15 December 1998, contains the requirements of the National Guard Incentive Awards Program. This regulation supplements TPR 451 for the Kentucky Army National Guard and Kentucky Air National Guard.

APPLICABILITY. This regulation applies to all Kentucky Army and Air National Guard Managers and Supervisors, and is intended for internal management use only.

INTERNAL CONTROL SYSTEM. This regulation contains internal control provisions but does not contain checklists for review. These checklists are contained in DA Circular 11-86-2 and DA Circular 11-87-3.

SUPPLEMENTATION. Do not supplement this regulation or establish command without prior approval from KG-HRO.

INTERIM CHANGES. Interim changes to this regulation are not official unless they are authenticated by the Adjutant General or Human Resources Officer. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is KG-HRO. Users will send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Human Resources Office, 100 Minuteman Pkwy, Bldg 210, Frankfort, Kentucky 40601-6168.

DISTRIBUTION. Command levels A (AR) and F (AF) for the KYNG.

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CHAPTER 1

GENERAL

1-1 Purpose and Scope

This technician personnel regulation establishes responsibilities, policies and requirements for an Awards Program for Kentucky National Guard technicians and, in some cases, AGR and traditional Guard members. This regulation meets Federal and DOD requirements cited in references in paragraph 1-2 below. The Kentucky National Guard Incentive Awards Program is designed to motivate technicians and active military members of the Kentucky National Guard to increase productivity and creativity. This program is intended to provide a method for rewarding job performance and ideas that are substantially above normal job requirements and performance standards.

1-2 General Policy

- a. It is the policy of the Kentucky National Guard that Incentive Awards will be recommended and awarded on the basis of merit and job-related factors. Non job-related factors will not be considered.
- b. Recommendations and approval of Incentive Awards will be made without regard to race, color, religion, marital status, gender, age, handicap or national origin.
- c. Incentive Awards are a management option to recognize exceptional service to the organization. The ability to execute the program will be based upon funding being made available within the total prioritization of all resources available.
- d. Awards granted under this regulation shall be given due weight in qualifying and selecting an employee for promotion.
- e. All monetary awards granted under the auspices of this regulation shall be subject to applicable tax rules.
- f. Employees may not appeal the decision not to grant an award or the amount of an award.

1-3 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, Code of Federal Regulations, Part 451, Awards.
- d. Title 5, Code of Federal Regulations, Part 531, Subpart E, Quality Step Increases.
- e. DOD 1400.25.M, DOD Civilian Personnel Manual, Subchapter 451, Awards, December 1996.

- f. Technician Personnel Regulation 430, National Guard Technician Appraisal Program, 1 June 2005.
- g. Technician Personnel Regulation 451, Performance Management, dated 15 December 1998.

1-4 Definitions

- a. *Award*. Something bestowed or an action taken to recognize and reward an individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness and economy of the Government or is otherwise in the public interest. Such recognition includes, but is not limited to, employee incentives that are based on predetermined criteria such as productivity standards, performance goals, measurements systems, award formulas or payout schedules.
- b. *Award Program*. The specific procedures and requirements established in a DOD component for granting awards under the references listed in paragraph 1-2.
- c. *Monetary Award*. An award in which the recognition device is a cash payment that does not increase the employee's rate of basic pay.
- d. *Non-Monetary Award*. An award in which the recognition device is not a cash payment or time-off as an award but rather an award of honorific value, e.g. a letter, certificate, medal, plaque or item of nominal value.
- e. *Time-Off Award*. An award in which time off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with employee's contribution or accomplishment.
- f. *Tangible Benefit*. Savings to the Government that can be measured in terms of dollars.
- g. *Intangible Benefit*. Savings to the Government that cannot be measured in terms of dollars.

1-5 Responsibilities

- a. The *Adjutant General (TAG)* will:

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

(2) Assure compliance with program requirements.

(3) Establish an Incentive Awards Committee (IAC). Committee members will be appointed on orders by the Adjutant General.

- b. The *Incentive Awards Committee (IAC)* will:

(1) Consist of a chairperson and an alternate responsible for the overall functioning of the committee. Other IAC members will be qualified representatives of major functional areas and should, as far as practicable, represent all areas and levels of the workforce (e.g. supervisory, non-supervisory, dual status, competitive, etc.).

(2) Review and establish incentive awards program policy.

(3) Assist the Program Manager in planning Incentive Awards Program activities, implementing new program features, and providing program promotion to create and maintain interest in the Incentive Awards Program.

(4) Assist the Program Manager in reviewing suggestions and requests for reconsideration of disapproved suggestions.

(5) Evaluate the effectiveness of the program by reviewing technician and military participation, performance awards granted, and adopted suggestions to determine whether anticipated savings were realized.

(6) Review program results to assure that all awards are granted equitably and on the basis of merit.

(7) Normally meet on an annual basis during January of each year. Additional meetings, as deemed necessary, may be held on call of the committee chairperson. Committee members will normally be notified 14 calendar days in advance of such meetings.

c. The *Human Resources Officer (HRO)* will:

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

(2) Serve as the deciding official for Sustained Superior Performance awards and Quality Step Increases provided the recommendation meets regulatory parameters and funding is available.

(3) Designate an HRO staff member (excluding clerical staff) as the Program Manager.

(4) As much as fiscally feasible, maintain an adequate budget to assure prompt action on awards and effective promotion and publicity of the program.

(5) Will ensure if an award is submitted properly the agency is obligated to pay. Failure to grant the award may be considered as an abuse of discretion.

d. The *Employee Relations Specialist (ERS)* will:

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

(2) Serve as a nonvoting member of the IAC who, in conjunction with the HRO, will assist The Adjutant General in the establishment of the IAC.

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

(4) Provide training and orientation to all technicians and military members on how they may earn awards.

(5) Evaluate incoming award recommendations to ensure program compliance and forward for approval.

(6) Process the approved awards for payment.

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

(8) Send to NGB-HR recommendations for awards that require further review or approval at a higher level.

(9) Ensure suggestions meet eligibility requirements and refer those suggestions that appear to be inventions for patent investigations.

e. The *Commanders, Managers and Supervisors* will:

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

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

(3) Exercise care in considering award recognition. Although there should be linkage between performance and recognition, this does not mean awards will be automatic for a technician whose performance meets the basic eligibility for an incentive award. Ensure that awards for special acts or services are recognized immediately and that all award presentations are conducted in a timely manner.

CHAPTER 2

SUSTAINED SUPERIOR PERFORMANCE (SSP) AWARD

2-1 Eligibility

All permanent and indefinite technicians are eligible for the Sustained Superior Performance (SSP) Award.

2-2 Purpose

An SSP is a monetary award in recognition of significant superior performance of duties and responsibilities that clearly exceed the technician's assigned position requirements.

2-3 Qualification Criteria

- a. The technician's most recent overall performance appraisal must be at least a score of 80 or above to be eligible for this award.
- b. Sustained 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, unless the technician was demoted during the period for reasons other than cause. Award eligibility will not be affected by position changes occurring after the period covered by the recommendation.
- c. A technician's current performance appraisal will be used as justification in support of a nomination, provided it is not more than 30 days old. If the technician's performance appraisal is more than 30 days old, a new performance appraisal may be accomplished as an off-cycle appraisal after 120 days have elapsed since the ending date of the previous appraisal. A new NGB Form 32 must be completed and accompany the new appraisal for the technician to be considered for an SSP.
- d. The technician must be employed as a Kentucky National Guard Technician for a minimum of two (2) years to be eligible for recommendation. This two-year requirement need not be consecutive service. Temporary technician time does count toward the two year waiting requirement.
- e. An SSP award may only be recommended after a two-year waiting period since the last award (SSP). The beginning period for subsequent awards begins immediately following the ending date, indicated in the period block, item 2, NGB Form 32, of the previously approved award.
- f. Mobilizations do not affect eligibility for Sustained Superior Performance Awards. Example: Individual is mobilized 15 Oct 2005 and supervisor does a close out appraisal and submits an SSP with end of rating period 14 October 2005. Mobilized for one year and six months. Employee returns to duty 1 May 2007 and would be eligible for another SSP 15 Oct 2007.

2-4 Procedures and Approval Authority

- a. Recommendations for Sustained Superior Performance Award, NGB Form 32, will be submitted through technician supervisory channels. It is the responsibility of the first line supervisor to ensure the appropriate Technician Appraisal Form, NGB Form 430-1 (T), and Performance Standards and Critical Elements Form, NGB Form 430 (T), for the period being recommended, accompanies the recommendation. Other documents or justification supporting the recommendation may be submitted.
- b. *The Program Manager at the Human Resources Office or Human Resources Office Remote (Air) must receive nominations within 30 calendar days after completion of the period of service to be recognized.*
- c. If approved, the Adjutant General or designee will sign and forward the NGB Form 32 to the Program Manager for final processing and payment. The technician then receives the cash award (via electronic funds transfer added to their normal bi-weekly pay) and a Commendation Certificate (NGB Form 51).
- d. If disapproved, it will be returned through supervisory channels to the nominating official with a suitable explanation. The effective date of a new waiting period begins following the period the previous recommendation was based upon.
- e. Recommendations that fail to meet all eligibility requirements and qualification criteria will be returned without action with an explanation.
- f. Nominations will be submitted on NGB Form 32 IAW Appendix A of this regulation.

2-5 Award Amount

a. When granting an award paid as a percentage of basic pay under 5 U.S.C. 4505a(a)(2)(A), the rate of basic pay used must include any applicable locality payment, special rate supplement or similar payment or supplement under other legal authority. Unless specified otherwise by the Air Commander due to budgetary considerations, payment of SSP awards will be determined in accordance with the following chart. For Army payment of the SSP awards will be determined also in accordance with the following chart:

Technician Appraisal	Percentage of
-------------------------	------------------

Score	Base Pay
80-83	2%
84-85	3%
86-87	4%
88-89	5%
90-91	6%
92-93	7%
94-95	8%
96-97	9%
98-100	10%

b. The minimum SSP award will be \$1,000.

CHAPTER 3

QUALITY STEP INCREASE (QSI) AWARD

3-1 Eligibility

All permanent and indefinite GS technicians are eligible for Quality Step Increase (QSI) awards.

3-2 Purpose

Management officials should use Quality Step Increases (QSI) to recognize service that significantly exceeds high quality job performance. 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. If a technician has received a QSI, the justification for another QSI in the same grade and position must provide specific evidence of increased quality of performance over and beyond that which the previous QSI was warranted.

3-3 Qualification Criteria

- a. The technician's current performance rating of record must be the highest summary rating available under the current performance appraisal system.
- b. The technician must be employed as a Kentucky National Guard Technician for a minimum of 104-weeks/ two (2) years to be eligible for recommendation. This two-year requirement need not be consecutive service.
- c. A QSI award may be recommended after a one-year waiting period since the last award (QSI or SSP). The beginning period for subsequent awards begins immediately following the ending date indicated in the period block, item 2, NGB Form 32, of the previously approved award.
- d. The technician must exhibit exceptionally high quality performance for 12 months in the same job and grade level. Periods of extended absence (i.e., in excess of 30 days) cannot be counted when determining the period of service to be recognized.
- e. Recommendations submitted that fail to meet all eligibility requirements and qualification criteria will be returned without action.
- f. The immediate supervisor must certify on NGB Form 32, Block 1, based on past experience, it is believed the technician's high quality of performance is likely to continue.

3-4 Procedures and Approval Authority

- a. Recommendations for Quality Step Increase (QSI), NGB Form 32, will be submitted through technician supervisory channels. It is the responsibility of the first line supervisor to ensure the appropriate Technician Appraisal Form, NGB Form 430-1 (T), and Performance Standards and Critical Elements Form, NGB Form 430 (T), for the period being recommended, accompanies the recommendation. Other documents or justification supporting the recommendation may be submitted.
- b. The Program Manager at the Human Resources Office must receive nominations *within 30 calendar days after completion of the period of service to be recognized*. A technician's current performance appraisal will be used as justification in support of a nomination, provided it is not more than 30 days old. If the technician's performance appraisal is more than 30 days old, a new performance appraisal may be accomplished as an off-cycle appraisal after 120 days have elapsed since the ending date of the previous appraisal. A new NGB Form 32 must be completed and accompany the new appraisal for the technician to be considered for a QSI.
- c. If approved, the Adjutant General or designee will sign and forward the NGB Form 32 to the Program Manager for final processing and payment. Approved QSIs are effective at the beginning of the next regular pay period following the date of final approval.
- d. If disapproved, the recommendation will be returned through supervisory channels to the nominating official with a suitable explanation.
- e. If it is determined that a QSI is not justified based on qualification criteria confirmed by the Program Manager, the supervisor may request to process an alternate award in lieu of a QSI provided the alternate award qualification criteria is met. The Program Manager is not authorized to change a SSP to a QSI.
- f. If the SSP is awarded it will be forwarded for signature. The Adjutant General or designee will sign and forward the NGB Form 32 to the Program Manager for final processing and payment. The technician then receives the Commendation Certificate (NGB Form 51).
- g. Nominations will be submitted on NGB Form 32 IAW Appendix B of this regulation.

CHAPTER 4

ON THE SPOT AWARD

4-1 Eligibility

All permanent, indefinite and temporary technicians are eligible for an On the Spot Award.

4-2 Purpose

a. An On-the-Spot (OTS) award is a relatively small cash award that is quickly processed and given to recognize employees who “go the extra mile” or perform “above and beyond the call of duty.” The following are examples of situations when this award might be appropriate. A technician produces exceptionally high quality work under tight deadlines. A technician performs added or emergency assignments in addition to their regular duties, demonstrates exceptional responsiveness in dealing with customers or colleagues or displays extraordinary initiative or creativity in addressing a critical need or difficult problem.

b. OTS awards are not intended to replace other incentive and performance awards. Rather, the OTS is simply another tool to be used by supervisors to recognize their employees. Technicians who receive these awards may be considered for other types of awards.

4-3 Qualification Criteria

a. A technician may not receive *more than four (4) awards in each calendar year.*

b. Granting an OTS award does not commence a new waiting period for other awards.

4-4 Procedures and Approval Authority

a. Recommendations for this award will be made by the immediate supervisor and approved by the second line supervisor on an NGB Form 32 (signed and dated by both). The recommendation must be received in HRO *within thirty (30) calendar days of the special act* with a brief, but explicit, description of the act. This description must include the recommended amount of the award.

b. OTS award recommendations must be in the amount of \$50, \$100, \$150, \$200 or \$250.

c. The NGB Form 32 will be completed IAW Appendix C. It is permissible to hand carry nominations through channels.

d. If approved, the Adjutant General or designee will sign and forward the NGB Form 32 to the Program Manager for final processing and payment.

e. The Incentive Awards Committee will review the utilization of this award annually, by activity, from a list provided by the Program Manager.

CHAPTER 5

TIME OFF AWARD

5-1 Eligibility

All permanent, indefinite and temporary technicians are eligible for the Time Off Award (TOA).

5-2 Purpose

The Time Off Award is an excused absence granted to employees without charge to leave or loss of pay for recognition of a special act/service or other personal effort that contributes to the quality, efficiency or economy of government operations.

5-3 Qualification Criteria

- a. The act or service may or may not be within the technician's normal job requirements.
- b. Excused absence granted, as a result of a Time Off Award must be used within one year of the effective date of the award. Any unused amount remaining after that time will be forfeited.

5-4 Procedures and Approval Authority

- a. The immediate supervisor will make recommendations using NGB Form 32. The recommendation must arrive in HRO or HRO Remote (Air) within thirty (30) calendar days of the Special Act/Service with a brief, but explicit justification of the award. This justification must include the recommended amount of time off in hours.
- b. Technicians *may be granted up to 40 hours off for a single contribution, but not more than 80 hours during any one leave year.*
- c. Recommendations for one normal workday/workshift or less need only be signed by the normal leave approval authority and forwarded to HRO.
- d. Recommendations in excess of one normal workday/workshift must be routed through channels IAW Appendix D.
- e. In all cases final approval authority rests with the Adjutant General or his designee.
- f. Time and Attendance reports should be used to record usage of the Time Off Award. Usage will be recorded as excused absence (administrative leave). If hard copy time and attendance reports are used, the Administrative leave should be further explained by annotating the report to reflect the use of the Time Off Award (i.e., TOA, 23 APR 99). If automated time and attendance reporting is used, the certifying official must send a separate memorandum to the payroll office stating the administrative leave reported is a Time Off Award.

- g. Under no circumstances do Time Off awards convert to cash. Time off which has been granted and not used at the time an employee separates for any reason (termination, removal, retirement, resignation, transfer, death, etc.) will be forfeited.
- h. Time Off awards are not intended to replace but may be used as an alternative to existing incentive and performance awards. Technicians who receive these awards may be considered for other types of awards and granting a Time Off award does not commence a new waiting period for other awards.
- i. Nominations/recommendations that meet all regulatory criteria will be approved and signed by the Adjutant General or designee. The Program Manager will then process all approved awards immediately following approval.
- j. Time-off awards are granted for the same reasons as other awards 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.
- k. There is no prohibition on technicians using a Time Off Award during a period of military duty. However, awards should not be granted specifically for the purpose of excusing technicians so that they may perform military duty.
- l. If an individual is not eligible for the award, the Program Manager will return the action to the supervisor without action and with an explanation.

CHAPTER 6

SPECIAL ACT OR SERVICE AWARD

6-1 Eligibility

All technicians, AGR members and traditional Guard members are eligible for the Special Act or Service Award.

6-2 Purpose

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.

6-3 Qualification Criteria

- a. The act, service or scientific achievement may or may not involve measurable monetary benefits and may include an individual or group of individuals.
- b. Active military members may only receive a special act or service award for scientific achievements.

6-4 Procedures and Approval Authority

- a. Recommendations for this award will be made by the immediate supervisor and sent through channels using an NGB Form 32. The recommendation must be received in HRO *within twenty (20) calendar days of the special act or service* with a brief, but explicit, description. This description must include the tangible and/or intangible benefit to the government. The NGB Form 32 will be completed IAW Appendix E. It is permissible to hand carry nominations through channels.
- b. The amount of the award will be computed IAW Appendixes E and F. The Program Manager will initiate action to convene the IAC when the amount of such an award is in question.
- c. If approved, the Adjutant General or designee will sign and forward the NGB Form 32 to the Program Manager for final processing and payment.
- d. If disapproved, the recommendation will be returned through supervisory channels to the nominating official with a suitable explanation.

CHAPTER 7

LONGEVITY AWARDS

7-1 Eligibility

All permanent and indefinite technicians are eligible for longevity awards.

7-2 Purpose

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. Certificate of Retirement (NGB Form 999) is presented when a technician retires from the Federal service.

7-3 Qualification Criteria

- a. Technicians become eligible for longevity recognition when they complete 10 years of creditable Federal service. Creditable service includes all service used in establishing the technician's service computation date (leave). This award may be presented in 5-year increments up to and including 50 years.
- b. Technicians retiring from Federal service will be presented with a Certificate of Retirement (NGB Form 999) signed by the Adjutant General or designated official.

7-4 Procedures and Approval Authority

The Program Manager at the Human Resources Office determines technician eligibility quarterly, prepares certificates for signature of the Adjutant General and provides the certificates and lapel pins to the appropriate supervisor. Awards should be presented as soon as practical after receipt of the award. However, the presentation may be set within a reasonable period after receipt 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.

CHAPTER 8

SUGGESTION PROGRAM

8-1 Eligibility

All permanent and temporary technicians and AGR members are eligible to participate in the suggestion program. Air National Guard personnel should follow the instructions found in ANGI 38-401 dated 12 April 2001. Army National Guard personnel should now follow the instructions in the Army Suggestion User Guide located on the Army Knowledge Online (AKO) at https://armysuggestions.army.mil/services/asp/asp_home.cfm.

8-2 Suggestion Requirements

A suggestion must meet the following requirements:

- a. Is 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 suggestor's job responsibilities or, if within, are so superior that it warrants special recognition.
- e. Ideas or suggestions that point out the need for routine maintenance work, recommend enforcement of an existing rule, propose changes in housekeeping practices, call attention to errors of alleged violations of regulations, or result in intangible benefits of "good will" are not eligible for consideration.

8-3 Submitting Suggestions

- a. Suggestions for Army will be submitted via website at https://armysuggestions.army.mil/services/asp/asp_home.cfm. The Army Suggestion Program (ASP) is an application within the AKO website where AKO users can upload suggestions for consideration for adoption. The application is available to support the submitters by retaining suggestions made, processing new suggestions, and administering control lists pertaining to each suggestion. The suggestions are dispersed to evaluators dependent upon what the suggestion pertains to, best effort to process all suggestions, and functional requirements. DA standards require the receipt, evaluation, and disposition of an idea completed within 30 calendar days at each command level; however, sometimes a test/analysis period is needed which will require additional time.
- b. Air National suggestions will be submitted on AF 1000 in legible handwriting or typewritten. They must outline a specific area for improvement, state a workable solution, and incorporate expected benefits. Suggestions are ineligible if they are vague, incomplete, deal with generalities or opinions, or appear to be a personal complaint or criticism.

8-4 Evaluation Procedures

- a. Each suggestion received by the Program Manager at the Human Resources Office will be checked against current award files for duplication. After submission on line (Army only) using AKO, National Guard Bureau receives the suggestion. National Guard Bureau then assigns a control number and notifies the Human Resources Office. The individual will also receive confirmation of receipt via e-mail. If a suggestion is incomplete or not considered eligible, it will be returned to the suggestor with an appropriate explanation.
- b. Suggestions that are accepted will be processed as follows:

(1) Suggestions for Army will be sent via e-mail and will direct the Regional Program Manager to assign a Functional Proponent. The Program Manager will receive a final e-mail that will inform them of the evaluation and its findings. All suggestions originally enter the ASP application at level one, and it is always the Coordinators responsibility to close out a suggestion by notifying the Submitter.

(2) Suggestions will be evaluated on AF 1000-1 (Air) with full consideration given to any developments directly attributed to the suggestion. To approve or disapprove a suggestion, the responsible official must have the authority to implement the suggestion. Total processing time must not exceed 30 calendar days. Unit processing time starts when HRO receives the suggestion and ends when HRO notifies the submitter that the suggestion is approved, in concurrent (approval pending implementation) status, being forwarded to a higher authority, or disapproved. If a suggestion requires extensive study, testing, etc., the HRO may grant extensions to complete the evaluation. The organization responsible for the study or test must provide the rationale for the extension and an estimated completion date on or prior to the processing times established by ANGI 38-401 dated 12 Apr 01.

(3) When a suggestion is determined by the local Office of Primary Responsibility (OPR) to require modification or updating of aircraft, systems or equipment, it must be converted to the appropriate format and processed as a modification request/equipment improvement recommendation and be submitted through appropriate channels. Once the local OPR makes such a determination, that office holds the suggestion in abeyance until that 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 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 suggestor)." If adopted, the implementing OPR will provide a completed AF 1000-1 reflecting proper credit for the source of the original idea.

(3) When a suggestion is within the authority of the evaluator to adopt and is considered useful and practicable, AF 1000-1 will state how and when the suggestion could be placed into operation. For Army, after the submitter has submitted a suggestion the submitter can check his/her status by logging into the application on the AKO website or at https://armysuggestions.army.mil/services/asp/asp_home.cfm and click the "Suggestion Submitters" tab on the navigation bar on the left hand side of the Home Page. The OPR will

evaluate tangible and/or intangible benefits in accordance with appendixes A and B. The OPR will return the suggestion to the Program Manager with recommendation as to the level of adoption. When the suggestion is recommended for implementation beyond the local level, the Program Manager will forward the original suggestion to NGB-HR for processing.

(4) When a suggestion is not within the authority of the evaluator to adopt and is considered useful and practical, the OPR will return the AF 1000-1 to the Program Manager who will forward the suggestion to NGB-HR for processing.

(5) A suggestion that is not considered useful or practical may be rejected at any level. The Program Manager, in coordination with the OPR, should not forward suggestions to NGB-HR unless they are considered to be fully useful and beneficial improvements. If the evaluator is uncertain of the suggestion's value, the suggestion should be returned to the Program Manager for further action.

(6) When a suggestion has been disapproved (Army), the submitter will receive an email stating the suggestion's disapproved status. The submitter may resubmit a disapproved suggestion within 60 days of receiving their first disapproval. The submitter will then be given the specific reason for disapproval and at which level it was disapproved. To resubmit a suggestion the submitter will need to provide updated information and/or explain in detail why the suggestion should be reconsidered for adoption. For Air if the suggestion is not recommended for adoption, the OPR will return the suggestion to the Program Manager with an appropriate explanation. The Program Manager will return the suggestion with OPR recommendations to the suggestor.

(7) Suggestions received by NGB-HR will be given an NGB number and sent to the appropriate OPR for evaluation. NGB-HR will inform the program manager of the status of a suggestion. Once an evaluation is completed NGB-HR will advise the program manager of the approval or disapproval of the suggestion along with a copy of the evaluation. Approvals will also provide cash award information, if appropriate.

8-5 Request for Reconsideration

A suggestor may submit a request to the Program Manager for further consideration of a disapproved suggestion, if the suggestor provides additional material, information designed to clarify significant issues and findings that an adopted suggestion has a wider application than was originally determined, etc.

8-6 Authority to Grant Suggestion Awards

a. The Adjutant General or designee may approve cash awards up to and including \$3,000 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. Cash awards for locally approved suggestions in excess of \$3,000 will be sent to NGB-HR 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 Committee by NGB-HR with authority for full payment. All cash awards for suggestions will be processed on an NGB Form 50.

- b. 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 suggestors should indicate on the AF 1000 (Air) the sharing ratio for any cash award that might result.
- c. The Chief, 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.
- d. NGB-HR 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 for technicians and to the Secretary of the service concerned for active military members of the National Guard.
- e. If an award is greater the \$5,000 but less than \$10,000 HRO has the option to submit the suggestion for Internal Review at the level the suggestion is being processed. Internal Review has the ability to approve award amounts, increase or decrease the amount being requested, but they do not have the authority to disapprove a suggestion.

8-7 Award Amounts

- a. A cash award for tangible benefits is granted on the basis of actual or estimated net savings during the first full year of operation. (See Appendix F) A letter of appreciation will recognize an adopted suggestion with less than \$250 in benefits.
- b. A cash award for intangible benefits is recommended on the basis of judgment rather than precise facts or calculations. Therefore, it is important that suggestions be reviewed in light of their merit and all relevant precedents, and that adoption of suggestions and approval of cash awards be fair and as consistent as possible. (See Appendix G).

8-8 Ownership Rights of the Suggestor

The suggestor 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).

CHAPTER 9

HONORARY AWARDS

9-1 Eligibility

All technicians, AGR members and traditional Guard members are eligible for an Honorary Award.

9-2 Purpose

Honorary awards are intended to recognize exemplary acts or service when such service does not rise to the level required for monetary awards or when the employee does not meet the eligibility/qualification criteria for a monetary award. Honorary awards never involve cash payment or time-off. Instead, honorary awards involve such recognition as a letter, certificate, medal, plaque or item of nominal value.

9-3 The President's Award for Distinguished Federal Civilian Service

a. This is the highest award granted under the Federal Incentive Awards Program. This award is granted by the President of the United States and consists of a gold medal and citation. The achievements upon which a nomination for this award are based should have current impact on improved Government operations or serving the public interest, and exemplify one or more of the following:

(1) A display of imagination in developing creative solutions to problems of Government.

(2) A display of courage in persevering against great odds and difficulties.

(3) High ability in accomplishing extraordinary scientific or technological achievement in providing outstanding leadership in planning, organizing or directing a major program of unusual importance and complexity, or in performing an extraordinary act or credit to the Government and the country.

(4) Long and distinguished career service.

b. To be eligible, a technician must have already received the Department of the Army or the Air Force Decoration for Exceptional Civilian Service Award and the Department of Defense Distinguished Civilian Service Award. Nominations must be personally endorsed by the State Adjutant General. Details and submission dates will be announced by NGB-HR after receipt of information from the Office of Personnel Management.

9-4 Department of Defense Distinguished Civilian Service Award

- a. The Secretary of Defense annually presents this award to six civilian employees of the Department of Defense whose careers reflect exceptional devotion to duty and significant contributions of broad scope to the efficiency, economy or other improvements in the operations of DOD. This award consists of a gold medal and citation personally signed by the Secretary of Defense. Awards are made in two categories: for contributions or achievements primarily in the scientific field; or for contributions or achievements in fields other than scientific.
- b. Nominees should be made from among those technicians who have already received the Department of the Army or the Air Force Decoration for Exceptional Civilian Service. Nominations must be personally endorsed by the State Adjutant General. Details and submission dates will be announced by NGB-HR.

9-5 Decoration for Exceptional Civilian Service

- a. Nominations for this award will cover a minimum period of 1 year of service, except nominations for bravery, and must be submitted within 6 months after completion of the period to be cited. Eligibility will be determined by measuring contributions against the level of achievements defined below:
 - (1) Accomplished assigned duties of major program significance to the Department of the Army or the Air Force in such a manner as to have been clearly exceptional or outstanding among all who have performed like or similar duties.
 - (2) Developed and improved major methods and procedures, developed significant inventions or were responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of the Departments of the Army, Air Force or Defense and the Federal Government.
 - (3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.
 - (4) Provided outstanding leadership to the administration of major Army or Air Force programs in terms of highly successful accomplishments of mission or in major redirection of objectives or accomplishments to meet unique or emergency situations.
- b. Retirement, separation or long periods of service may not be used as a sufficient basis for this award. With the exception of nominations for bravery, nominations will not normally be considered unless the technician has established a pattern of excellence as demonstrated by receipt of such prior recognition as the Department of the Army or the Air Force Meritorious Civilian Service Award or other equivalent recognition from another Federal agency. Details regarding nominations for this award may be obtained from NGB-HR.

9-6 Meritorious Civilian Service Award

a. Nominations for this award will cover a minimum period of 1 year of service, except nominations for bravery, and must be submitted within 6 months after completion of the period to be cited. The Chief, National Guard Bureau, is the approval authority for this award. Eligibility will be determined by measuring contributions against the level of achievements defined below:

(1) Accomplishing supervisory or nonsupervisory duties in an outstanding manner, setting a record of achievement and inspiring others to improve quality and quantity of their 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) Achieving outstanding results in improving the morale of workers in an organizational unit with consequent improvement in work performance.

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

b. Retirement, separation or long periods of service will not be used as a sufficient basis for this award.

c. Nominations must contain specific examples of the technician's accomplishment and the benefits derived in sufficient detail to be easily understood. Nominations, along with a proposed citation, will be submitted through HRO to NGB-HR using an NGB Form 32 (original and four copies).

9-7 Presidential Recognition Program

Technicians and active military members whose contributions (suggestions, inventions or special achievements) are beyond job requirements and result in first-year measurable benefits of \$10,000 or higher, or represent exceptional management improvement contributions of equal benefit to the Government in areas that have high Presidential interest and concern, are eligible for personal letters of commendation from the President. Nominations may be made for an individual, small working group or for a team achievement that has received recognition under this regulation. NGB-HR will prepare nominations for this program.

9-8 Other Methods of Recognition

Letters of appreciation/commendation or certificates of appreciation may be granted by first line supervisors. These are appropriate for instances of above-standard performance or work achievements by a technician or a group of technicians that warrant special recognition but does not meet the criteria for a special type award (i.e., an adopted suggestion that did not meet the eligibility requirement for a cash award).

9-9 Procedures

- a. The Supervisor will prepare letter of appreciation/commendation.
- b. The Program Manager will advise supervisors on procedures.

CHAPTER 10

INVENTION AWARDS

10-1 Eligibility

All permanent and temporary technicians, AGR members and traditional Guard members are eligible.

10-2 Purpose

Invention awards are intended to recognize any 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.

10-3 Qualification Criteria

By law, if an invention is published or used publicly, or an article embodying it is sold or is placed on sale more than one 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-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.

10-4 Procedures and Approval Authority

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 with the following considerations:

(1) An award of \$100 in addition to any award that might have been paid following a determination that the invention was made under circumstances that give the Government at least a license (pursuant to the provisions of EO 10096) 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-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. Cash awards for inventions will be processed on an NGB Form 50.

10-5 Award Amount

- a. A cash award for tangible benefits is granted on the basis of actual or estimated net savings during the first full year of operation. (See Appendix E) A letter of appreciation will recognize an adopted invention with less than \$250 in benefits.
- b. 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 inventions be reviewed in light of their intrinsic merit and all relevant precedents, and that adoption of inventions and approval of cash awards be fair and as consistent as possible. (See Appendix F)

10-6 Procedures

- a. The Supervisor will follow up on all submissions.
- b. The Program Manager will arrange for payment of a cash award.

Authenticated by:

JOHN W. HELTZEL
COL, FA, KYARNG
Chief Information Officer

APPENDIX A

**ADMINISTRATIVE INSTRUCTIONS FOR COMPLETING NGB FM 32
FOR SUSTAINED SUPERIOR PERFORMANCE AWARD**

DATE BLOCK, Upper Right Corner: Military date (day, month, and year)
must be within 30 days of period
for which recommendation is made
as appears in "Period", Block 2.

PART I

BLOCK 1 - Enter "Sustained Superior Performance (SSP).

BLOCK 2 - Enter "Sustained Superior Block - place an "X".

Period - SSPs must be for no less than 6 months.

Special Act or Service - As applicable (entry not required for SSPs).

Date of Act or Date Contribution Put into Use - Entry required only in event of a
special act or service.

BLOCK 3 - Self-Explanatory.

BLOCK 4 - Title, Grade, Step, Salary.

BLOCK 5 - Air National Guard enter: Kentucky Air National Guard
1101 Grade Lane
Louisville, KY 40213-2678

Army National Guard: Enter appropriate command, installation & location to include
Street number, PO Box number, etc.

BLOCK 6 - Organization: For ANG enter: CAM, RMS, TAS, MSS, ATD, Wing Hqs, etc, as
appropriate.

For ARNG enter: CSMS, USPFO, FMS #3, FMS #8, Unit of Assignment
(149th Bde or 2-123 Armor) and Section. (i.e. AASF, Avionics section)

BLOCK 7 - As applicable.

BLOCK 8 - Self-explanatory.

BLOCK 9 - 1st line technician supervisor.

BLOCK 10 - 2nd line technician supervisor (this could be the Director) if so, Chief of Staff
would sign as Local Commander in Part IV.

PART II

"QSI month & year or SSP month and year," if known. (Example: QSI Dec 88, SSP Dec 93,
and QSI Dec 98).

PART IV

Local Commander: Director in technician's supervisory chain.

FOR BLOCKS 9, 10, and Local Commander: (Use technician supervisory chain).

ADDITIONAL REQUIREMENTS:

1. Enclosures for SSPs: Performance Appraisal - Must cover a six (6) month period and cover the period for which the award is recommended. Performance Standard - Must cover the period for which the award is recommended.
2. Other remarks/entries/documentation are not required unless specified.

APPENDIX B

**ADMINISTRATIVE INSTRUCTIONS FOR COMPLETING NGB FM 32
FOR QUALITY STEP INCREASE**

DATE BLOCK, Upper Right Corner: Military date (day, month, year)
must be within 30 days of period
for which recommendation is made
as appears in "Period", Block 2.
(NGB states recommendation must
be dated within 30 calendar days).

PART I

BLOCK 1 - Enter "Quality Step Increase (QSI) and "Based on past experience, it is believed the technician's high quality of performance is likely to continue".

BLOCK 2 - Superior Performance Block - place an "X".

Period - QSIs must be for 12 months in the same job and grade level.

Special Act or Service - Blank.

Date of Act or Date Contribution Put Into Use - Blank.

BLOCK 3 - Self-explanatory.

BLOCK 4 - Title, Grade, Step, Salary.

BLOCK 5 - Air National Guard enter: Kentucky Air National Guard
1101 Grade Lane
Louisville, KY 40213-2678

Army National Guard: Enter appropriate command, installation & location to include
street number, PO Box number, etc.

BLOCK 6 - Organization: For ANG enter: CAM, RMS, TAS, MSS, ATD, Wing Hqs, etc, as
appropriate.

For ARNG enter: CSMS, USPFO, FMS #5, FMS #10, Unit of
Assignment (138th), etc. and Section. (i.e., AASF, Avionics or 149th Bde or 2-123 Armor,
Admin, etc.)

BLOCK 7 - As applicable.

BLOCK 8 - Self-explanatory.

BLOCK 9 - 1st line technician supervisor.

BLOCK 10 - 2nd line technician supervisor (this could be a Director, if so, Chief of Staff would
sign as Local Commander in Part IV.

PART II

"QSI month & year or SSP month and year," if known. (Example: QSI Dec 88, SSP Jun 92, and
QSI Jul 99).

PART IV

Local Commander: Director in technician's supervisory chain.

FOR BLOCKS 9, 10, and Local Commander: (Use technician supervisory chain).

ADDITIONAL REQUIREMENTS:

1. Enclosures for QSIs: Performance Appraisal - Must cover a 12-month period and cover the period for which the award is recommended. Performance Standard - Must cover the period for which the award is recommended.
2. Other remarks/entries/documentation are not required unless specified.

APPENDIX C

ADMINISTRATIVE INSTRUCTIONS FOR COMPLETING NGB FM 32 FOR ON-THE-SPOT AWARD

DATE BLOCK, Upper Right Corner: Military date (day, month, year)
must be within 30 calendar days of the
Special Act for which recommendation is made
in "Date of Act or Date Contribution Put Into Use".

PART I

BLOCK 1 - Enter "On-the-Spot Award" (OTS).

BLOCK 2 - Special Act or Service - place an "X".

Date of Act or Date Contribution Put Into Use - Enter date of special act or service.

BLOCK 3 - Self-explanatory.

BLOCK 4 - Title, Grade, Step, Salary.

BLOCK 5 - Air National Guard enter: Kentucky Air National Guard
1101 Grade Lane
Louisville, KY 40213-2678

Army National Guard: Enter appropriate command, installation & location to include
street number, PO Box number, etc.

BLOCK 6 - Organization: For ANG enter: CAM, RMS, TAS, MSS, ATD, Wing Hqs, etc, as
appropriate.

For ARNG enter: CSMS, USPFO, FMS #4, FMS #10, Unit of
Assignment (149th or 2-123 Armor), etc. and Section. (i.e., AASF, Avionics
or 138th Med Det, Admin, etc.)

BLOCK 7 - As applicable.

BLOCK 8 - Self-explanatory.

BLOCK 9 - 1st line technician supervisor (signature and date signed).

BLOCK 10 - 2nd line technician supervisor (signature and date signed). If Director, forward to
Chief of Staff to sign as Local Commander in Part IV.

PART II

"OTS month & year if known. (Example: OTS Jul 92, SSP Jan 98, and QSI Jul 99).

PART IV

Local Commander: Director in technician's supervisory chain.

FOR BLOCKS 9, 10, and Local Commander: (Use technician supervisory chain).

ADDITIONAL REQUIREMENTS:

Other remarks/entries/documentation are not required unless specified.

APPENDIX D

ADMINISTRATIVE INSTRUCTIONS FOR COMPLETING NGB FM 32 FOR TIME OFF AWARD

DATE BLOCK, Upper Right Corner: Military date (day, month, year)
must be within 30 calendar days of the
Special Act for which recommendation is made
in "Date of Act or Date Contribution Put Into Use".

PART I

BLOCK 1 - Enter "Time-Off Award (TOA).

BLOCK 2 - Special Act or Service - place an "X".

Date of Act or Date Contribution Put Into Use - Enter date of special act or service.

BLOCK 3 - Self-explanatory.

BLOCK 4 - Title, Grade, Step, Salary.

BLOCK 5 - Air National Guard enter: Kentucky Air National Guard
1101 Old Grade Lane
Louisville, KY 40213-2678

Army National Guard: Enter appropriate command, installation & location to include
street number, PO Box number, etc.

BLOCK 6 - Organization: For ANG enter: CAM, RMS, TAS, MSS, ATD, Wing Hqs, etc, as
appropriate.

For ARNG enter: CSMS, USPFO, FMS #2, FMS #10, Unit of
Assignment (149th Bde or 2-123 Armor), etc. and Section. (i.e., AASF, Avionics
or 138th, Admin, etc.)

BLOCK 7 - As applicable.

BLOCK 8 - Self-explanatory.

BLOCK 9 - 1st line technician supervisor.

BLOCK 10 - 2nd line technician supervisor. If Director send to Chief of Staff to sign as Local
Commander in Part IV.

PART II

"TOA month & year if known. (Example: TOA Jul 92, SSP Jan 98, and QSI Jul 99).

PART IV

Local Commander: Director in technician's supervisory chain.

FOR BLOCKS 9, 10, and Local Commander: (Use technician supervisory chain).

ADDITIONAL REQUIREMENTS:

Other remarks/entries/documentation are not required unless specified.

APPENDIX E
ADMINISTRATIVE INSTRUCTIONS FOR COMPLETING NGB FM 32
FOR SPECIAL ACTS OR SERVICE AWARDS

DATE BLOCK, Upper Right Corner: Military date (day, month, year)
must be within 20 calendar days of the
Special Act for which recommendation is made
in "Date of Act or Date Contribution Put Into Use".

PART I

BLOCK 1 - Enter "Special Act or Service Award".

BLOCK 2 - Special Act or Service - place an "X".

Date of Act or Date Contribution Put Into Use - Enter date of special act or service.

BLOCK 3 - Self-explanatory.

BLOCK 4 - Title, Grade, Step, Salary.

BLOCK 5 - Air National Guard enter: Kentucky Air National Guard
1101 Grade Lane
Louisville, KY 40213-2678

Army National Guard: Enter appropriate command, installation & location to include
street number, PO Box number, etc.

BLOCK 6 - Organization: For ANG enter: CAM, RMS, TAS, MSS, ATD, Wing Hqs, etc, as
appropriate.

For ARNG enter: CSMS, USPFO, FMS #3, FMS #10, Unit of
Assignment (149th Bde or 2-123 Armor), etc. and Section. (i.e., AASF, Avionics
or 138th, Admin, etc.)

BLOCK 7 - As applicable.

BLOCK 8 - Self-explanatory.

BLOCK 9 - 1st line technician supervisor, sign and date.

BLOCK 10 - 2nd line technician supervisor, sign and date.

PART II

"OTS, QSI, SSP's month & year if known. (Example: OTS Jul 92, SSP Jan 98, and QSI Jul 99).

PART IV

Local Commander: Director in technician's supervisory chain.

FOR BLOCKS 9, 10, and Local Commander: (Use technician supervisory chain).

ADDITIONAL REQUIREMENTS:

Other remarks/entries/documentation are not required unless specified.

APPENDIX F

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

BENEFITS	AWARDS
<u>Estimated First Year Benefits</u>	<u>Amount of Award to Employee</u>
Up to \$100,000 in benefits	10% of benefits
\$100,001 and above in benefits	\$10,000 plus 1% of benefits above \$100,000, up to \$25,000 with the approval of the Office of Personnel Management. <i>Presidential approval required for all awards over \$25,000.</i>

APPENDIX G

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

Value of Benefit	EXTENT OF APPLICATION			
	LIMITED Affects functions, mission, or personnel of one facility, installation, regional area, or an organizational element of headquarters. Affects small area of science or technology.	EXTENDED Affects functions, mission, or personnel of an entire regional area, command or bureau. Affects an important are of science or technology.	BROAD Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	GENERAL Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
MODERATE Change or modification of an operating principle or procedure with limited use or impact	\$25 - \$125	\$126 - \$325	\$326 - \$650	\$651 - \$1,300
SUBSTANTIAL Substantial change or modification of procedures. An important improvement to the value or a product, activity, programs or service to the public.	\$125 - \$325	\$326 - \$650	\$651 - \$1,300	\$1,301 - \$3,150

<p><i>HIGH</i></p> <p>Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.</p>	<p>\$325 - \$650</p>	<p>\$651 - \$1,300</p>	<p>\$1,301 - \$3,150</p>	<p>\$3,151 - \$6,300</p>
<p><i>EXCEPTIONAL</i></p> <p>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.</p>	<p>\$650 - \$1,300</p>	<p>\$1,301 - \$3,150</p>	<p>\$3,151 - \$6,300</p>	<p>\$6,301 - \$10,000</p>