



Incentive Awards Program

Module 13

*National Guard
Technician Personnel Management Course*



Brainstorm Exercise

What do you think motivates employees at
work ?



Top 3 Answers:

1. Recognition & appreciation for a job well done
2. More authority to do their jobs
3. Greater flexibility and autonomy at work



Incentive Awards Program Procedures

1. Program Manager administers guidance and procedures and Program Committees will approve and disapprove awards
2. NGB 32 is properly filled out and necessary attachments are included
3. Appraisal must be completed
4. In accordance to current Fiscal Guidance



Incentive Awards Program Procedures

Current Fiscal Guidance:

- Monetary awards will be paid from Federal Funds
- Paid as early as possible after approval
- Responsibility remains with organization
- Taxable Income
- Don't be surprised if certain monetary awards are not approved by the committee



Monetary Awards

Quality Step Increase (QSI):

- Submit on NGB Form 32 (attach performance appraisal)
- General Schedule (GS) only
- Qualifications set by chapter 8 – Technician Handbook
 - Level 5 performance
 - “Technician performance is likely to continue”
 - Minimum of 52 weeks of continuous performance in same grade and position



Monetary Awards

Quality Step Increase (QSI) Strategies:

- Determine when the technician may receive a Within-Grade Increase (WGI)
- Look at long-term strategies vs. short-term satisfaction
- Was the technician on leave without pay (LWOP) or Absent-US for uniformed services?
- Has the technician received another performance award that makes them ineligible?



Monetary Awards

Sustained Superior Performance (SSP):

- Submit on NGB Form 32 (attach performance appraisal)
- All technicians are eligible
- Level 4 performance \$250-\$1500
- Level 5 performance \$1500-2000
- Minimum of 52 weeks of continuous performance in same grade and position
- Look at long-term strategies vs. short-term satisfaction
- Has the technician received another performance award that makes them ineligible



Monetary Awards

On-The-Spot Award:

- Submit on NGB Form 32 (attach a short narrative, usually 1 paragraph)
- All technicians are eligible
- In addition to QSI, SSP or other Special Act Award
- Cash awards range between \$100 to \$250 per contribution
- No more than 4 per calendar year



Monetary Awards

Special Act or Service Award:

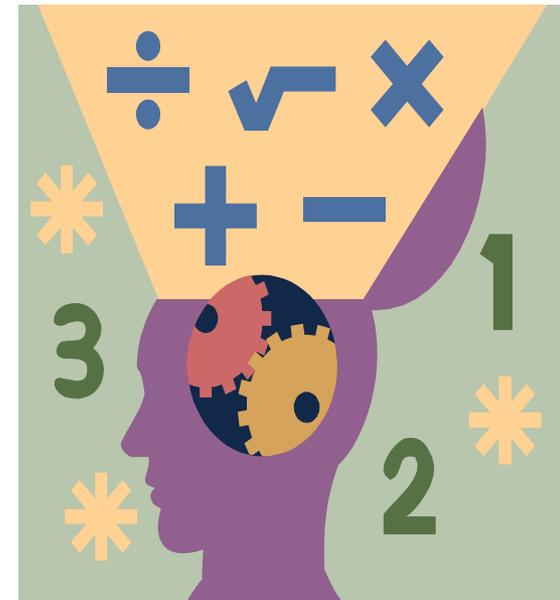
- Submit on NGB Form 32 (attach a memorandum of justification to approving official)
- All technicians are eligible
- Awarded for one-time act or service (i.e. Heroism, Scientific Achievement..etc.)
- Awards ranging between \$500 to \$5000 need only ATAG approval
- Awards ranging between \$5000 to \$10,000 need TAG approval



Monetary Awards

Suggestion and Invention Awards:

- AIP – Army Idea Program
 - https://secureapp2ako.hqda.pentagon.mil/ako/asp/http/services/Asp/poc_list1.cfm
- USAF Idea Program
 - <https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=cA4057E1F408E0C890140E58F84D1099A&channelPageId=s6925EC13506C0FB5E044080020E329A9&programId=tA4057E1F408E0C890140A094949A01BD>





Non-Monetary Awards

Time-Off Award:

- Submit on NGB Form 32 (attach a short narrative, usually 1 paragraph)
- All technicians are eligible (Temporary technicians appointment must exceed 90 days)
- Established for special act or service
- Up to 40 hrs per contribution; no more than 80 hrs in 1 leave year
- Has the technician received another performance award that makes them ineligible



Non-Monetary Awards

Honorary Awards

NGB Level:

- Presidents Award for Distinguished Federal Civilian Service
- Department of Defense Distinguished Service Award
- Decoration for Exceptional Civilian Service
- Meritorious Civilian Service Award
- Presidential Recognition Program

Ohio National Guard Level:

- Certificates of Achievement
- Letters of Appreciation or Commendation



Non-Monetary Awards

Length of Service Award:

- Eligible after 10 years of service
- Awarded in 5-year increments
- Each technician will receive a certificate of service and service pin



Supervisory Responsibilities

- Match type of recognition to situation
- Ensure timely, appropriate presentation
- Exercise care in considering recognition





Instructor Notes:

1. Have attendees pull out their tech handbook (policy letter is published)
2. Break down the groups/assign their parts
3. Select the group leader ie; lowest rank,
4. Give them five minutes
5. Have each group brief back their part
6. Collectively review NGB for 32
7. The remaining slides do not need to be shown; they are left here to help you prep in your class work.