

Maryland National Guard Incentive Awards Program

Summary of Changes. This regulation establishes the Incentive Awards Program for all Maryland Army and Air National Guard Technicians. It introduces a new process for submitting an Incentive Award for Sustained Superior Performance Awards (SSP) and Quality Step Increase (QSI). It states that SSP nominations be submitted within 30 days from the conclusion of the performance rating period but NLT 31 Jul. It changes Time Off awards allowable for a single contribution from 40 to 20. This regulation eliminates the State Incentive Awards Committee.

Applicability. This regulation applies to all military and civilian National Guard Technicians employed under the provisions of Title 32 U.S.C. 709; technicians occupying indefinite positions for which employment is reasonably expected to exceed a 12-month period; Active Guard and Reserve; and Traditional Guardsmen.

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Funding. Cash awards will be paid from appropriated funds. In certain instances, it may be necessary to place a moratorium on awards usage based on fiscal constraints. The Human Resource Office (HRO) will coordinate budgetary actions with the appropriate financial activity.

Supplementation. Supplementation to this regulation is not authorized without prior approval from the HRO.

Award Presentation. Activity managers should develop local procedures to present Awards. It is recommended that some type of office or activity recognition be used, to include a letter of congratulation from the activity manager. Upon receipt of final approval, the award should be given to the technician as quickly as possible.

Suggested Improvements. Users of this regulation are invited to send comments and suggestions directly to the Human Resource Office (HRO), ATTN: MDNG-AG-HRO-T, 5th Regiment Armory, 29th Division Street, Baltimore, Maryland 21201-2288

Supersedes MDNG Technician Personnel Regulation 451, dated 23 April 1991; SPMO Technician Personnel Regulation 451-1, dated 15 November 1991; SPMO Technician Personnel Regulation 451-2, dated 1 June 1993, and MDNG-AG-HRO letter dated 4 August 2000.

1. Purpose. This regulation identifies the responsibilities, policies, and minimum procedures for the Maryland National Guard Incentive Awards Program. This regulation shadows 5 CFR § Part 451 and NGB TPR 451. This program focuses attention toward motivating employees to increase productivity and creativity; achieve greater efficiency, economy; and recommend improvement to operations. Appendices contain general guidance to assist personnel in administering the Incentive Awards Program.

2. References.

- a. Title 5, U.S.C. 45, *Incentive Awards*
- b. Title 5, U.S.C. 5336, *Additional Step-Increase*
- c. Title 5, C.F.R. 451, *Awards*
- d. Title 5, C.F.R. 531, Subpart E, *Quality Step Increases*
- e. DoD 1400.25-M, *DoD Civilian Personnel Manual, §451, Awards, Dec 96.*
- f. Negotiated Agreement(s), when applicable.

3. Responsibilities.

a. The Director of Human Resource, NGB.

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

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

b. The Adjutant General.

(1) Establishes an Awards Program that meets statutory requirements cited in references in paragraph 2 and includes the provision of NGB TPR 451, dated 15 December 1998.

(2) Ensures appropriate funds are allocated to meet awards requirement when funds are available. Funds are obligated consistent with Army or Air National Guard financial management controls and delegation of authority.

c. The Director Human Resource, MDNG.

(1) Administers the Incentive Awards Program on behalf of the Adjutant General.

(2) Issues regulatory guidance, administer, and publicize the state Awards Program.

(3) Provides appropriate documentation to the Defense Civilian Pay system for payment of cash awards.

(4) Assures awards are considered when evaluating candidates for selection to vacancies and promotions.

(5) Forwards to NGB-HR recommendations for awards that require further review and approval by DoD or higher level. Awards that do not require NGB-HR approval will be processed and approved in the manner prescribed by this regulation.

(6) May require detailed additional justification from supervisors, if it is determined that the award ratio is out of line with the agency ratio.

(7) Has final Approving Authority for all Incentive Awards.

d. Human Resource Representative.

(1) Serves as program manager for the state.

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

(3) Arranges for payment of awards and ensure appropriate publicity.

(4) Evaluates the state Awards Program and develop feedback for managers and technicians.

(5) Advises the HRO on program status.

(6) Review submissions for consistency and compliance.

e. Approving Operating Official (Commander/Director).

(1) Holds the primary responsibility of maintaining a balanced award program that meets the objectives and parameters set forth by HRO.

(2) Ensures supervisors and recommending officials meet all requirements and responsibilities established in this regulation.

f. Supervisor.

(1) Maintains a balanced award program that meets the objectives and parameters set forth by HRO.

(2) Provides support for and participates in the state Incentive Awards Program.

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

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

(5) Ensures SSP nominations reach the HRO within 30 days from the conclusion of the performance rating but NLT 31 Jul.

4. Policies.

a. The awards program is designed to motivate and encourage 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. Managers are encouraged to consider a supervisor's effective use of this program when considering supervisors for awards under this program.

c. The responsibilities, policies, and requirements for awards pertaining to suggestions and inventions are established by the Army and Air National Guard Directorate. Guidance and restrictions for such awards and limitations on awards to military personnel are in references 2c, 2e and separate published guidance.

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

e. While technicians can be recognized for superior performance, the following requirements are applicable:

(1) A performance-based cash award, require the technician's most recent rating (official rating cycle-birth month) be Exceptional (level 4) or higher and the nomination must include a justification as outlined in Appendix A.

(2) A quality step increase require the technician's most recent rating be Outstanding (level 5) and the QSI nomination must include a justification as outlined in Appendix A. Additionally, the nomination must include certification that the technician's high quality of performance is likely to continue in the future. See Appendix B-1, note2.

f. Time-off awards are granted for the same reasons as other awards (paragraph 4a above). They may not be used to create the effect of a holiday or of an administrative absence. A time-off award 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. A time-off award to an individual for a single contribution will not exceed 20 hours and the total amount of time-off awards granted to an individual will not exceed 80 hours during a calendar leave year.

g. Cash Awards granted under this TPR are subject to applicable tax rules.

h. Awards to recognize private citizens, groups, or organizations (i.e., DOD Distinguish Public Service Award or Secretary of Defense Award for Outstanding Public Service) that significantly assist or support National Guard functions, services, or operations may be established separately from the

awards for National Guard technicians. These awards are recognized on a case by case basis. SPECIAL NOTE: Until a criterion from NGB is issued, this agency will place these awards in moratorium.

i. Presidential-level and DoD honorary awards must be submitted through NGB-HR. Presidential level awards consist of the President's Award for Distinguished Federal Civilian Service; the Presidential Medal of Freedom; the Presidential Citizens Medal; and the National Security Medal. DoD awards consist of the DoD Distinguished Civilian Service Award and the Secretary of Defense Meritorious Civilian Service Award. SPECIAL NOTE: As stated in 4h above, until a criterion from NGB is issued, this agency will place these awards in moratorium.

5. Award Categories. Managers and supervisors may recognize a technician with awards that consist of:

a. **Performance Cash Award.** Are monetary incentives that reward employees for performance exceeding expectations, as defined by their formal performance rating of record during an appraisal period.

b. **Quality Step Increase.** Are monetary awards that provide employees with faster than normal progression through the stepped rates of the general schedule and represent a permanent increase in basic pay.

c. **Special Act or Service Awards.** A special act or service award is a monetary or non-monetary award 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 operations or is otherwise in the public interest (such as):

(1) **On-The-Spot Award.** Is a special act or service award granted in recognition of performance of duty. Award amount may range from \$25-\$250.

(2) **Time-Off Award.** Is a special act or service award that grants an employee additional time-off that is not chargeable to leave and is not a loss of pay. May be used in 1 hour increments.

d. **Honorary Award.** Awards that do not involve cash payment or time-off. The award is of an honorary value, such as a letter, certificate, medal, plaque, or item of nominal value.

e. **Informal Recognition.**

(1) Awards that are not formal in that they do not meet the criteria of the preceding paragraph.

(2) Except as noted in subparagraph (c, d, & e) below, managers and supervisors may grant cash,

honorary, or informal recognition awards to a technician, as an individual or member of a group on the basis of:

(a) **Suggestion/Army Idea for Excellence/Inventions.** A program designed to encourage creative thinking that results in innovative ideas, fosters continuous process improvement and productivity. Contact the HRO for guidance regarding this program. Ask for a copy of the Suggestion/Army Idea for Excellence Guidance Booklet.

(b) **Productivity Gainsharing.** Is an incentive that creates conditions under which management and employees benefit by working together to achieve improved productivity. Under gainsharing, an agency measures gains in productivity and distribution any associated savings to both employees and the organization.

(c) **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. National Guard technicians retiring from Federal service will be presented with a Certificate of Retirement (NGB Form 999) signed by the Adjutant General.

(d) **Employee of the Quarter.** A program designed to distinguish personnel who have made over and above contributions to the Maryland National Guard and community.

(e) **Excellence In Federal Career.** A program that recognizes its employees for significant contributions made while serving as a Federal employee.

6. NGB Award for Meritorious Civilian Service. National Guard technicians who distinguish themselves by exceptional meritorious achievement or service may be recommended for the National
By Order of the Adjutant General of Maryland:

Guard Bureau Award for Meritorious Civilian Service Award.

a. **Eligibility.** Eligibility is determined by measuring contributions against the levels of service as defined in subparagraphs (1)-(3), or achievements defined in subparagraph (4) below. Retirement, separation, or long periods of service will not suffice 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 1 year.

c. **Submission.** Nominations must be submitted within 6 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. Original and 3 copies.

ANNETTE M. DEENER
Colonel GS, MDARNG
Human Resource Officer

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APPENDIX A ELIGIBILITY AND JUSTIFICATION AT A GLANCE										
STATUS	* SSP	* QSI	ON THE SPOT	TIME OFF/PASSES	SUGGESTION	INVENTION	EMPLOYEE OF THE QUARTER	* LENGTH OF SERVICE	EXCELLENCE IN FEDERAL CAREER	HONORARY
AGR				X	X	X	X		X	X
Technician (GS)	X	X	X	X	X	X	X	X	X	X
Technician (WG)	X		X	X	X	X	X	X	X	X
Traditional Guard					X	X				X
Justification:										
	All award nominations must describe:									
	1. What the Act, Service, or Performance entailed.									
	2. When the Act, Service, or Performance was accomplished									
	3. How the Act, Service, or Performance contributed to meeting organizational goals									
	or improving the efficiency, effectiveness and economy of the Government.									
	4. The resulting impact of the Act, Service or Performance on organizational goals/mission.									

*** DENOTES TEMPORARY TECHNICIANS ARE INELIGIBLE FOR THIS AWARD**

APPENDIX B-1 AWARD TYPES AT A GLANCE						
	When to Submit	Nominating Official	Award Amount	Support Documents	Approval Levels	Limitations
Special Act or Service(Time-Off Award)	NLT 30 days after event	1st Line Supervisor. Official higher in rank than the 1st line supervisor.	1-80 Hours (see limitations)	Provide written justification on the reverse of NGB Form 32 See note (1). Certification- See note (4)	Approving Operating Official. ANG-Wing Commanders Initials.	May not exceed 20 hours for a single contribution-Appendix C. Use within 1 year from effective date. Does not convert to cash. Must exceed performance expectations.
Excellence in Federal Career	Upon notification from the Federal Executive Board in October, must be submitted NLT 31 Dec.	1st Line Supervisor. Officials from other departments. Non-supervisory technicians and clients or customers.	Gold, Bronze, or Silver Award Certificate	Completion of EIFC FM/2000	Approving Operating Official. ANG-Wing Commanders Initials.	Nomination may not be submitted after 31 Dec. May not designate more than one nomination per category.
Suggestion/ Army Idea for Excellence	A set time-frame is not established.	Technicians. AGR. Traditional Guardsmen.	Varies based on Tangible contribution(s)	AF Form 1000. AF Form 1000-1. DA Form 1045. DA Form 2440.	Depends upon nature of suggestion/idea.	ANG-AFTO Form 22, 135, and AF Form 1067 that become a Confirmatory Suggestion must be submitted nlt 30 days from approval. ARNG-SMART or TIPS may become Confirmatory Suggestions.
Inventions	A set time-frame is not established.	Technicians. AGR. Traditional Guardsmen.	\$100.00-\$300.00		Depends upon nature of suggestion/idea.	
Notes:	1. Must describe justification as outlined in Appendix A as it relates to performance during the recognition period.					
	2. Supervisor must include the following certification with QSI nominations: "I certify that based on past experience, Mr., Mrs., Ms _____ High Quality Performance is likely to continue through out the next rating cyce."					
	3. If recently promoted, the justification must reflect accomplishments associated with the previous performance in that position.					
	4. Supervisors must include the following certification with Time-Off nominations: "I have considered fully the wage cost and and productivity loss in granting Time-Off Awards. The amount of Time-Off granted is commensurate with the individuals contribution or accomplishment. I also considered the activity's workload and the individual's leave projections and certify that the individual can schedule the Time-Off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this Time-Off Award.					
	a. Cash awards will have a predetermined amount set aside by the Finance Office annually.					
	This amount cannot be exceeded for any reason.					
	b. All Incentive Award nominations will be forwarded to the HRO for processing.					

APPENDIX C			
TIME-OFF AWARD AUTHORIZATION TABLE			
EXTENT OF CONTRIBUTION			
VALUE OF CONTRIBUTION	Limited Affects a small area: The mission of personnel of one office or facility, installation, unit or detachment.	Extended Affects a medium area: The mission or personnel of several offices, facilities, battalions, or squadrons.	Broad Affects a broad area: The mission or personnel of a department or major command.
Moderate Special Initiative and Skills. A contribution to a product, service, program or activity. Complete assignments or projects before deadline. Beneficial change or modification of operating principles or procedures.	One Hour to Five Hours	Five Hours to Ten Hours	Ten Hours to Fifteen Hours
Substantial Making a significant improvement in a program, activity, product or service. Significant change or modification of operating principles or procedures.	Five Hours to Ten Hours	Ten Hours to Fifteen Hours	Fifteen Hours to Twenty Hours
High High Quality Contributions with a difficult or important project or assignment. Complete revision of operating principles or procedures, with considerable impact.	Ten Hours to Fifteen Hours	Fifteen Hours to Twenty Hours	Twenty Hours
NOTE 1: Any Contribution, Act, or Service that significantly exceed High Value/Broad Extent may be eligible for a Time-Off Award that exceeds 20 Hours (20-80 Hours).			
NOTE 2: Part-time technicians or technicians with uncommon tours of duty will be granted one-half the average number of hours in the technician's biweekly tour of duty.			