



Wyoming Military Department

Incentive Awards program

WY Technician Personnel Regulation (TPR) 451

June 2017

This regulation supersedes all previous TPR 451's and Incentive Awards policy letters or memorandums

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General

1. Purpose: This Technician Personnel Regulation establishes responsibilities, policies, and requirements for an awards program for WY National Guard Technicians. This regulation is used in conjunction with Title 5, United States Code, Chapter 45, Incentive Awards, and meets Federal and DOD requirements. It is designed to encourage full participation of personnel at all levels to improve the operations of the Wyoming Military Department. Further, it establishes procedures to give recognition to Technicians, either individually or as a group.
2. Awards granted under this program shall be consistent with Equal Employment Opportunity and Affirmative Employment Program policies and shall be free from discrimination regardless of race, color, religion, age, sex, national origin, or disability.
3. Policies and standards governing awards for which personnel are eligible, shall be applied equitably and consistent with applicable laws, rules and regulations.
4. Suggested improvements: The proponent of this regulation is the Human Resources Office (HRO) Services Branch. You are invited to send comments and suggested improvements to HRO, attn.: Services Branch.

Chapter 1 - Agency Responsibilities

1-1. The Adjutant General: Establishes an awards program for their state or territory that meets the statutory and regulatory requirements. Ensures that appropriate funds are allocated to meet awards requirements and that funds are obligated consistent with Army and Air National Guard financial management controls and delegation of authority.

1-2. Human Resource Officer: Issue regulatory guidance, administer and publicize the awards program.

1-3. Human Resource Specialist: Program Manager for awards program and awards board. Provides advice, assistance, and training to commanders, supervisors, and Technicians of effective use and participation in the Awards program. Process awards in a timely manner.

1-4. Commanders and Supervisors: Provide support for and participate in the Awards program. Determine what type of recognition will best motivate their Technician to a greater productivity. Ensure that awards for Performance and Special Acts are recognized immediately, and that all award presentations are conducted in a timely manner.

Chapter 2 - Eligibility

2-1. Under 32 U.S.C. 707, military and civilian Technicians are eligible to receive a monetary or non-monetary award as stated in this regulation.

2-2. Military or civilian Technicians in an indefinite or temporary position, are eligible to receive a monetary or non-monetary award stated in this regulation, with the exception of a Quality Step Increase. Temporary Technicians are not eligible to receive a Quality Step Increase.

2-3. Under 5 CFR 451.104, an award may be paid to a former Technician or to the estate or legal heirs of a deceased Technician. Awards for Technicians who separated or deceased while on active duty may be paid to the separated Technician or to the Technician's estate or legal heirs.

Chapter 3 - Types of Recognition

3-1. Special Act or Service: A monetary or non-monetary award that provides immediate feedback and a special “thanks” to a Technician who makes an extra effort to perform their duties in an exemplary manner. This award is designed to feature speedy recognition to a deserving Technician.

- a. Monetary Award: An award of cash payment that does not increase the Technician’s rate of basic pay.
- b. Non-Monetary Award: A time-off award , letter, certificate, civilian medal, or plaque of nominal value.

3-2. Performance Based: A Quality Step Increase, cash or time-off award in recognition of the performance of duties and responsibilities which clearly meet or exceed the requirement of the position for the current appraisal period.

- a. A supervisor is not required to submit an award for their Technician. It is at the supervisor’s discretion to grant an award to their Technician at the end of the performance appraisal year.

Chapter 4 - Time-off Award

4-1. Purpose: A time-off award is an award that grants a Technician additional time-off that is not chargeable to leave and is without loss of pay. A time-off award shall not be granted to create the effect of an unofficial holiday or treated as administrative excusals or leave. Though a time-off award may not have an immediate budget consequence, supervisors shall fully consider wage costs and productivity loss when granting a time-off award and shall ensure that the amount of time-off granted is commensurate with individual's contribution or accomplishment IAW Appendix B, Scale of Recommendation for Time-off Award.

4-2. Directives:

- a. The total amount of time-off that can be granted at one time cannot exceed 40 hours.
- b. The total amount of time-off that can be granted in a leave year cannot exceed 80 hours. The total amount is cumulative for all types of recognition given, i.e. both a special act and performance award would be combined as a total.
- c. A time-off award will be forfeited if not used within one year of the effective date. The effective date is reflected on the Technician's SF50 personnel action.
- d. A time-off award cannot be converted to a cash payment under any circumstances.
- e. A time-off award cannot be transferred to another Federal agency. Supervisors and Technicians should make every effort to ensure that the time-off award is used prior to transferring to another agency.
- f. A time-off award may be used while performing military duty, such as a deployment, Unit Training Assemblies (UTA), Annual Training (AT), and performance of Inactive Duty Training for retirement point credit.
- g. The same superior accomplishment cannot be rewarded more than one time. However, an Excellence in Action certificate may be given in conjunction with a time-off award.

4-3. Procedures: The immediate supervisor is responsible for initiating the nomination for an award on an NGB Form 32. However, any Technician of the WY Military Department or another Federal Agency may nominate a Technician for a time-off award. **Note:** a nomination received from anyone other than the immediate supervisor must go through all three levels of approval.

a. The NGB Form 32 must be complete with 3 signatures, the Immediate Supervisor, 2nd Level Supervisor, and the Army Directorate or Air Group Commander, (Section IV, Local Commander box is used for the Directorate or Group Commander signature). The only time a NGB Form 32 will be processed without a Group Commander's signature, is when they are absent and unavailable to sign. If so, it must be annotated by the individual signing that they are the "acting" Directorate or Commander.

- (1) **Special Act or Service:** A written justification is required on the reverse side of the NGB Form 32 describing the extent of the contribution. Appendix B, Scale of Recommendation for Time-off Award will be used to determine the value of time-off to be granted when submitted as a Special Act or Service award.
- (2) **Performance:** The amount of time-off to be granted to the Technician based on their performance rating will be IAW the Technician Performance Award Memorandum published annually.
 - (a) Only one award may be granted per appraisal year if the award is based on a performance appraisal rating.
 - (b) In extenuating circumstances and with HRO approval, a performance award may be granted in the same year to a Technician for a previous year's appraisal rating and a current year's appraisal rating. This would allow two performance awards to be granted in the same performance year.
 - (c) A supervisor is not required to submit an award for their Technician. It is at the supervisor's discretion to grant an award to their Technician at the end of the performance appraisal year.

- (d) Supervisors that do not complete their Technician's annual performance appraisal ratings by established due dates will not be eligible to receive an award based on their own performance appraisal rating.
- b. The HRO Services Branch Award Program Manager will review the NGB Form 32 for appropriate signatures and justification and forward for higher level approval. Once approved, the award will be entered into the Personnel Data System and an SF 50, Notification of Personnel Action, will be produced and viewable in My Biz+ by the Technician and their supervisor.

Chapter 5 – Cash Award

5-1. Purpose: A cash award is a monetary award, paid in one lump sum. It is used as a means of recognizing the Technician with other than non-monetary awards. A cash award does not increase a Technician's rate of basic pay.

5-2. Directives:

- a. Payment of cash awards will be dependent upon availability of funds in the agency budget.
- b. The same superior accomplishment cannot be rewarded more than one time. However, an Excellence in Action certificate may be given in conjunction with a cash award.

5-3. Procedures: The immediate supervisor is responsible for initiating the nomination for an award on an NGB Form 32. However, any Technician of the WY Military Department or another Federal Agency may nominate a Technician for a cash award. **Note:** a nomination received from anyone other than the immediate supervisor must go through all three levels of approval.

- a. The NGB Form 32 must be complete with 3 signatures, the Immediate Supervisor, 2nd Level Supervisor, and the Army Directorate or Air Group Commander, (Section IV, Local Commander box is used for the Directorate or Group Commander signature). The only time a NGB Form 32 will be processed without a Group Commander's signature, is when they are absent and unavailable to sign. If so, it must be annotated by the individual signing that they are the "acting" Directorate or Commander.
 - (1) **Special Act or Service:** A written justification is required on the reverse side of the NGB Form 32 form describing the extent of the contribution. Appendix A, Scale of Recommendation for cash award will be used to determine the value of cash to be granted when submitted as a Special Act or Service award.
 - (2) **Performance:** The amount of cash to be granted to the Technician based on their performance rating will be IAW the Technician Performance Award Memorandum published annually.
 - (a) Only one award may be granted per appraisal year if the award is based on a performance appraisal rating.

- (b) In extenuating circumstances and with HRO approval, a performance award may be granted to a Technician in the same year for a previous year's appraisal rating and a current year's appraisal rating. This would allow two performance awards to be granted in the same performance year.
 - (c) A supervisor is not required to submit an award for their Technician. It is at the supervisor's discretion to grant an award to their Technician at the end of the performance appraisal year.
 - (d) Supervisors that do not complete their Technician's annual performance appraisal ratings by established due dates will not be eligible to receive an award based on their own performance appraisal rating.
- b. The HRO Services Branch Award Program Manager will review the NGB Form 32 for appropriate signatures and justification and forward for higher level approval. Once approved, the award will be entered into the Personnel Data System and an SF 50, Notification of Personnel Action, will be produced and viewable in My Biz+ by the Technician and their supervisor.

Chapter 6 - Quality Step Increase (QSI)

6-1. Purpose: A Quality Step Increase is used as a means of recognizing a Technician who has performed as a Role Model and has received the highest rating possible on their performance appraisal. A Quality Step Increase is in addition to a periodic Within Range Increase under section 5335. A Quality Step Increase may be granted in accordance with 5 U.S.C. 5336 and 5 CFR 531 Subpart E.

- a. A supervisor is not required to submit a Technician for a QSI. It is at the supervisor's discretion to grant an award to their Technician at the end of the performance appraisal year.

6-2. Directives:

- a. A Technician must receive a performance rating of Role Model (a 5 rating on every objective) to receive a QSI. Granting a QSI is based on performance only, which is characteristic of the Technician's overall high quality performance and the expectation that this high quality performance will continue in the future.
- b. Only General Service (GS) Technicians can receive a QSI.
- c. A Technician must have performed for 12 months in the same job and grade level.
- d. A QSI will not be granted when a Technician has received a promotion within the last 12 months.
- e. Technicians must occupy a permanent position, temporary Technicians are not eligible.
 - (1) Permanent is defined as a position filled by an employee whose appointment is not designated as temporary or does not have a definite time limitation of one year or less.
- f. Technicians may only receive a QSI once every 3 years. Once a QSI has been received, any exceptions to receive a QSI prior to the 3 year wait period must be warranted and justified.
- g. In order for a supervisor to be eligible to receive a QSI, the same conditions as listed in paragraphs a – c above will apply. In addition, the supervisor must have all performance appraisals for their Technician(s) completed and submitted to HRO by the established due dates, unless otherwise justified.

- h. A QSI will not be granted for a probationary performance appraisal.
- i. A QSI will not be granted if a Technician has received a cash award based on performance, in the same performance appraisal year.

6-3. Procedures: The Technician's immediate supervisor is responsible for initiating the nomination, using an NGB Form 32. A Technician's current performance appraisal will be used as justification for this award.

- a. The NGB Form 32 must be complete with 3 signatures, the Immediate Supervisor, 2nd Level Supervisor, and the Army Directorate or Air Group Commander, (Section IV, Local Commander box is used for the Directorate or Group Commander signature). The only time a NGB Form 32 will be processed without a Group Commander's signature, is when they are absent and unavailable to sign. If so, it must be annotated by the individual signing that they are the "acting" Directorate or Commander.
- b. The HRO Services Branch Award Program Manager will review the NGB Form 32 for appropriate signatures and justification and forward for higher level approval. Once approved, the award will be entered into the Personnel Data System and an SF 50, Notification of Personnel Action, will be produced and viewable in My Biz+ by the Technician and their supervisor.
- c. Approved QSIs are effective at the beginning of the next regularly scheduled pay period following final approval.

Chapter 7 - Excellence in Action

7-1. Purpose: An Excellence in Action certificate is a form of recognition for specific acts or actions demonstrating a positive attitude, teamwork, or customer service.

7-2. Eligibility: All personnel of the WY Military Department, with the exception of contract employees are eligible to receive an Excellence in Action certificate.

7-3. Procedures:

- a. The individual wishing to nominate an employee for an Excellence in Action certificate is responsible to complete the citation for the certificate and provide to HRO for processing.
- b. The HRO Services Branch Award Program Manager will review the citation, process the certificate, and provide to the employees's immediate supervisor for presentation, unless otherwise directed.

Chapter 8 - Federal Years of Service

8-1. Purpose: A Federal Years of Service certificate is presented to recognize a Technician's years of service milestones.

8-2. Eligibility: All full-time Federal Technicians are eligible to receive a Federal Years of Service certificate.

8-3. Procedures:

- a. This certificate is processed and submitted by the HRO Services Branch Awards Program Manager when a Technician completes 5 years of Federal service. The Technician will then continue to receive a certificate once every 5 years following the initial 5 year recognition.
 - (1) Creditable service for this certificate includes temporary and full-time Federal service time only. Active duty military time is not included as part of creditable years of Federal service for this certificate.

Chapter 9 - Retirement Certificate

9-1. Purpose: A Retirement certificate is presented to a Technician in recognition of their eligibility for a Federal retirement.

9-2. Eligibility: Any Technician that is eligible for an immediate Federal retirement will receive a Retirement certificate.

9-3. Procedures:

- a. This certificate is processed by the HRO Services Branch Award Program Manager 30 to 60 days prior to the Technician's retirement effective date, and submitted to the Technician's immediate supervisor for presentation.

Chapter 10 - Suggestion Program

10-1. Purpose: The Suggestion Program is used as a means of recognizing a Technician who has identified an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that results in tangible or intangible benefit to the Wyoming Military Department. This is a monetary award paid in one lump sum.

10-2. Eligibility: All full-time Technicians of the WY Military Department.

10-3. Directives:

- a. A suggestion must outline a specific area for improvement, state a workable solution, and incorporate expected benefits with documentation of validated savings.
- b. A suggestion must be the suggester's own thoughts or a new application of an old principle. It may be a patented idea, invention, or scientific achievement.
- c. Suggesters must sign the AF Form 1000, agreeing that the US Government may use their suggestions, once awarded, without incurring further claims by suggesters, their heirs, or any other persons.
- d. Suggestions are ineligible if they are vague, incomplete, deal with generalities or opinions, or appear to be a personal complaint or criticism.

10-4. ANG Procedures: Air National Guard Technicians will submit suggestions in accordance with ANGI 38-401.

- a. Confirmatory/after-the-fact suggestions refer to all separate improvement process documents. Various forms are used to accomplish the approval of a suggestion award. If you have received an approved AFTO Form 22, AF Form 1067 and AF Form 847 these are considered confirmatory suggestions and an award may be paid.
 - (1) Confirmatory suggestion approved forms are submitted with an AF Form 1000, Idea Application, (Appendix C) typewritten within 30 days of date of approval to HRO Services Branch Award Program Manager.
 - (2) The program manager is responsible for submitting the AF Form 1000 for review by Air Force. Upon receipt of determination the appropriate award will be paid IAW ANGI 38-401.

- b. Stand alone suggestions refer to those that outline the suggester's own thoughts or a new application of an old principle. The concept does not have to be new, but it must be the suggester's own adaptation.

(1) To be considered a suggestion it must:

- (a) Identify an improvement in the quality of operations, a cost reduction or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government, and
- (b) Be adopted in whole or part for implementation. Should set forth a specific proposed course of action to achieve the improvement or cost reduction.

(2) Submit the suggestion on an AF Form 1000 along with all supporting documentation through channels to HRO Services Branch Award Program Manager. You will be required to include a form on Job Responsibility Determination (JRD) to indicate if the suggestion is within or outside your normal job responsibility.

(3) The documentation will be reviewed by the appropriate authority for implementation or adoption on an AF Form 1000-1.

(4) Evaluators will use ANGI 38-401 and DoD 1400.25-M for determination of monetary recognition upon determination of approval. Recognition may be either a monetary or a non-monetary award, but may not be a time-off award.

10-5. ARNG PROCEDURES: Army National Guard Technicians will submit suggestions in accordance with current guidelines directed by areas of responsibility or AR 5-17. The Army Suggestion Program (ASP) actively seeks and rewards ideas. The ASP is located at Army Knowledge Online (AKO) website: <https://armsuggestions.army.mil>.

- a. A suggestion must benefit the Army or other U.S. Government activities, present a problem or situation and propose a solution with sufficient rationale to support the requested new procedure and submitted in writing before or within 90 days after the date the suggestion is adopted.
- b. Evaluations will use AR 5-17 and DoD 1400.25-M for determination of monetary recognition if approval is granted. Recognition may be either a monetary or a non-monetary award, but may not be a time-off award .

10-6. EVALUATION PROCEDURES:

- a. Each suggestion received by the HRO Services Branch Award Program Manager, will be checked against current award files for duplication. A control number will be assigned. The program manager will ensure that each suggestion is signed and that notification of receipt is sent to the suggester. If a suggestion is incomplete or not considered eligible, it will be returned to the suggester with an appropriate explanation.
- b. Suggestions that are accepted will be processed as follows:
 - (1) Suggestions will be sent, with an established suspense date, to the local OPR or the appropriate level of responsibility for investigation, evaluation, and recommendation regarding adoption or non-adoption. Suggestions will be evaluated with full consideration given to any developments directly attributed to the suggestion. When an evaluation cannot be completed within 45 work days after receipt of the suggestion, the program manager will inform the suggester of its status, and furnish subsequent progress reports including reason(s) for any extended evaluations.
 - (2) A suggestion that is not considered useful and practicable may be rejected at any level. The program manager, in coordination with the OPR, should not forward suggestions unless they are considered to be fully useful and provide beneficial improvements.
 - (a) Tangible Benefits: A cash award for tangible benefits is granted on the basis of actual or estimated savings during the first full year of operation. An adopted suggestion with less than \$250 in benefits will be recognized by a letter of appreciation.
 - (b) Intangible Benefits: 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 suggestions be reviewed in light of their intrinsic merit and all relevant precedents, and that adoption of suggestions and approval of cash awards be fair and as consistent as possible.
- c. Ownership rights of the suggester: The suggester 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 non-adoption).

- d. Request for Reconsideration: A suggester may submit a request to the HRO Services Branch Award Program Manager for further consideration of a disapproved suggestion. The suggestor must provide additional material, or information designed to clarify significant issues, and further findings in order for the request to be reconsidered for approval.

10-7. AUTHORITY TO GRANT AWARDS:

- a. The Adjutant General may approve cash awards up to and including \$10,000 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. These awards will be reviewed by the HRO Services Branch Award Program Manager for mathematical accuracy and compliance with this regulation. cash awards for locally approved suggestions in excess of \$10,000 will be sent to NGB-HR with a recommendation for the additional award. All cash awards for suggestions will be processed on an SF50 by HRO.
- 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 suggester should indicate the sharing ratio for any cash award that might result.

Chapter 11 - Awards Board

11-1. Purpose: The awards board ensures that the amount of an award granted to a Technician based on their performance rating is completed in a fair and equitable manner.

11-2. Directives:

- a. The WY National Guard awards board will be comprised of at least 3 members, representing the Air and Army Guard, in order for a quorum to be officially assembled.
- b. Annually the board will discuss how to distribute awards for the current performance year, based on guidance provided from the HRO Services Branch Award Program Manager, the budget available, and in accordance with current regulations and guidance from NGB.
- c. Once the Awards Board has made a fair and equitable decision, the board will set authorized award amounts to be given to Technicians based on their performance rating.
- d. A memorandum will be published annually and provided to the workforce for guidance on the authorized award amounts that can be given based on performance ratings.

FOR THE ADJUTANT GENERAL:



FRANCISCO L. ROMERO
COL, JA, WYMD
Human Resources Officer

APPENDIX A - SCALE OF RECOMMENDATION FOR CASH AWARD

VALUE OF CONTRIBUTION	EXTENT OF OF CONTRIBUTION		
	LIMITED	EXTENDED	BROAD
	Affects one local area: The mission of personnel of one office or facility, installation, unit or detachment	Affects several local areas: The mission or personnel of several offices, facilities, battalions, or squadrons	Affects one or more regional or national area: The mission or personnel of a regional or national department, agency, command, or bureau
MODERATE			
Special initiative and skills. A contribution to a product, service, program or activity. Completes tasks or projects before established deadlines. Beneficial change or modification of operating principles or procedures.	\$250 - \$500	\$500 - \$750	\$750 - \$1,000
SUBSTANTIAL			
Making a significant improvement in a program, activity, product or service. Significant change or modification of operating principles or procedures.	\$1,000 - \$2,500	\$2,500 - \$4,000	\$4,000 - \$5,500
HIGH			
High quality contributions with a difficult or highly important project or assignment. Complete revision of operating principles or procedures with considerable impact.	\$5,500 - \$7,000	\$7,000 - \$8,500	\$8,500 - \$10,000

APPENDIX B

SCALE OF RECOMMENDATION FOR TIME-OFF AWARD

Value to Organization**Number of Hours****Moderate:****9 to 18**

1. Special initiative and skills. A contribution to a product, service, program or activity.

2. Completes tasks or projects before established deadlines. Beneficial change or modification of operating principles or procedures.

Substantial:**18 to 27**

1. Making a significant improvement in a program, activity, product or service.

2. Significant change or modification of operating principles or procedures.

High:**36 to 40**

1. High quality contributions with a difficult or highly important project or assignment.

2. Complete revision of operating principles or procedures with considerable impact.



