

DEPARTMENT OF THE ARMY AND THE AIR FORCE
OKLAHOMA MILITARY DEPARTMENT
3501 MILITARY CIRCLE
OKLAHOMA CITY, OKLAHOMA 73111-4398
405-228-5000 or DSN 940-3200

OKHRO

1 August 2000

MEMORANDUM FOR All Technician Employees

SUBJECT: Revision of Oklahoma Military Department (OMD) Supplement 1 to Technician Personnel Regulation (TPR) 451

1. This revision is forwarded as information and guidance for all concerned and is effective upon receipt. **It supersedes OMD Supplement 1 to TPR 451 dated 26 August 1998.**
2. Questions concerning this supplement should be directed to the Employee Services Section at (405) 228-5349 or DSN 940-3349.

FOR THE ADJUTANT GENERAL:

MYLES L. DEERING
COL, GS, OKARNG
Director for Human Resources

INCENTIVE AWARDS PLAN

1. **General.** In an effort to achieve greater efficiency, economy and improvement in operations the incentive awards program was developed. The goal is to use this plan as a means of recognition and motivation for **acts of superior service, suggestions or personal accomplishments demonstrated by our employees.** Supervisors are encouraged to use this program in an effort to enhance both the personal and professional well being of our employees. Awards granted under this regulation will be made without consideration to race, color, religion, gender, national origin, age or disability.
2. **Applicability:** This Technician Personnel Supplement applies to all Army and Air National Guard technicians and to commanders, managers and supervisors (military or civilian) with authority or responsibility for recommending or approving awards. Departments of the Army and Air Force Civilian award publications do not apply to National Guard technicians, unless specifically made applicable by this supplement or a Technician Personnel Bulletin.
3. **Regulatory Authority:** 32 U.S.C. 709, 5 U.S.C., Chapter 45 and TPR 451
4. **Organization of the State Incentive Awards Committee:** Pursuant to the authority vested in the Adjutant General of Oklahoma, a State Incentive Awards Committee (referred to as State Committee) has been appointed for the purpose of administering the program for the Oklahoma National Guard. **Appendix A** outlines the State Committee's organization and its relationship to the Oklahoma National Guard and National Guard Bureau's Incentive Awards Committee. Additionally, each major Air and Army organization is represented by an Incentive Awards Committee Panel (Organizational Panel) shown in **Appendix A**. The Organizational Panel functions include reviewing, researching and making appropriate recommendations to the HRO on each, individual accomplishment, special act or service which originates within their respective organizations.
5. **Performance Appraisals:** **To receive a performance based cash award or a quality step increase; a technician must have an evaluation on record at the highest rating possible under the current appraisal system. In order for the award request to be accepted, the last appraisal on file cannot be more than 12 months old. Additionally, there must be a current Performance Standard and Critical Element form on file.**

6. **Responsibilities:** The Army and Air National Guard directorates establish policies and responsibilities for awards, suggestions and inventions. Guidance and restrictions for such awards to military personnel are in references 2c and 2e of Technician Personnel Regulation (TPR) 451 dated 15 December 1998. Additionally, commanders and supervisors at every level are responsible for supporting the program on a continual basis.

a. The **Adjutant General** establishes an Awards Program and ensures that appropriate funds are allocated to meet awards requirements for both Army and Air systems.

b. The **Human Resources Officer (HRO)** issues regulatory guidance, while administering and publicizing the State Awards Program. The HRO is also responsible for convening the panel to review the award applications for administrative sufficiency and content. The HRO will forward to NGB-HR recommendations for awards that require further review and approval by DoD or higher levels.

c. The **Employee Relations Specialist (ERS)** provides advice, assistance and training to commanders, managers, supervisors, and non-supervisory personnel. The ERS is responsible for the administrative sufficiency of all award applications submitted.

d. **Commander, Managers, and Supervisors** are responsible for determining what type of recognition will best motivate a technician. They ensure that a written narrative is provided with the application (NGB form 32) explaining in detail, the action(s) taken by the employee which resulted in the award being issued.

7. **Types of Awards/Recognition.** The various award categories for which an Oklahoma National Guard Technician may be recognized are:

a. **Cash Awards:** This could be a lump sum cash payment, which is not part of a technician's basic pay for any purpose. It could also be a Quality Step Increase, which does increase an employee's basic rate of pay.

b. **Time Off Awards:** This award grants an employee additional time-off without charging it to their leave balance. Time-off awards may be granted for the same reasons specified in paragraph 1 above. A time off award issued to an individual for a single contribution will not exceed **40 hours**. The total amount of time off granted to an individual will not exceed **80 hours** during a leave year. Approval for **8 hours** or less is delegated to the immediate supervisor. Approval for **9 hours** or more is delegated to the second level supervisor. **Time Off awards granted under this authority must be scheduled and used within 1 year after the effective date of the award. A time off award does not convert to cash under any circumstances**

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

d. **Informal Recognition:** Awards that are not formal in that they do not meet the criteria of the preceding paragraphs.

NOTE: Except as noted in subparagraph (i) and (j) below, States may grant cash, time-off, honorary or informal recognition awards to a technician, as an individual or member of a group on the basis of the following:

a. **Suggestions or Inventions:** The Army and Air National Guard Directorates establish responsibilities, policies, and requirements for awards suggestions and inventions. Anyone interested in the Suggestion Program should contact the Employee Services Branch of the Human Resources Office or see the HRO web site <http://www.omb.state.ok.us/okhro>

b. **Superior Accomplishment, Productivity, Gain, or Other Personal Efforts:** This is awarded for contributions made to the efficiency, economy, or other improvements of the operation. It could also be for achieving a significant reduction in paperwork.

c. **Special Act or Service:** This is awarded for a special act or service for the public interest in connection with or related to official technician employment.

d. **Performance:** This award is in recognition of superior performance. When rewarded with a performance based cash award or a quality step increase, the policies in paragraph (5) apply.

e. **Length of Service:** National Guard technicians may be recognized for long and faithful Federal Service with the appropriate emblems and certificates. **These awards are given every 5 years after the first 10 years of Federal Service.**

f. **Retirement:** National Guard technicians retiring from Federal Service with 20 years or more will be presented with a Certificate of Retirement (NGB Form 999) signed by the Adjutant General or designated official.

8. Processing Award Nominations. We have developed a procedure for submitting nominations to those committees established in order to prevent unnecessary delays in processing. Each nomination must follow the procedures outlined below.

Step 1 - Prepare your recommendation using an NGB Form 32, dated August 1996. This form can be found on the HRO Web Page, <http://www.ond.state.ok.us/okhro/library>. It is possible that it may be located on other software programs, so please check your local publication source also.

- a. The recommending official ensures blocks 1 thru 10 of **Part I**, block 11 of **Part III** and the Local Commander block of **Part IV** are completed. Make sure that you submit an NGB Form 32 with original signatures in blocks 9, 10 and **Part IV** (Local Commander)
- b. The HRO will complete **Part II** (To Be Completed by Technician Personnel Office).
- c. In narrative form, the recommending official should show how the employee's performance made a significant impact on the employee's office/organization/unit and services provided. Examples are:
 - (1) If the achievement or performance resulted in tangible benefits, provide detailed computation and analysis.
 - (2) If tangible benefits were not applicable, identify the type and relative importance of these intangible benefits. Be sure to explain their significance.
 - (3) **If applicable**, describe the employee's job-related accomplishments and awards. Include employee's personal time, efforts to improve office, unit, or organization.
 - (4) **If applicable**, describe organization, unit or job-related awards or accomplishments to which the employee achieved.
- d. Attach the following documents to the NGB Form 32:
 - (1) A Narrative recommendation
 - (2) Performance Standards (Required for QSIs and SSPs only)
 - (3) A Current Appraisal (Required for QSIs and SSPs only)

NOTE: The narrative recommendation should be written in the third person, and should not exceed 70 words.

Step 2 - The Organizational Panel will evaluate the application packet and perform an in-depth

study of the technical aspects of the nomination. Upon completion of the evaluation, the Organizational Panel Chairman will forward the panel's recommendations to the Program Manager. As a means of documenting the recommended action taken by the Organizational Panel, the chairman should complete and sign on the "local commander's" line of **Part IV**, of NGB Form 32.

Step 3 - Administrative duties pertaining to the nomination are performed by the Program Manager, who in turn, forwards the nominations to a local Office of Primary Responsibility (OPR) or the State Committee, as appropriate.

Step 4 - The nomination will receive further study and evaluation by the State Committee or the Office of Primary Responsibility OPR. If applicable, the committee will prepare a recommendation to the Adjutant General for forwarding the contribution to the Chief, National Guard Bureau (If approved by local OPR).

Step 5 - The State Committee will forward to the originator its decision regarding the contribution. If approved, the appropriate award ceremonies will be coordinated through the Program Manager. If disapproved, the originator may wish to resubmit the contribution following the regulatory waiting period, if he believes it still has merit.

APPENDICES:

A - Organizational Chart of Incentive Awards Committee

B - Time Off Awards Procedures.

APPENDIX A

INCENTIVE AWARDS COMMITTEE

INCENTIVE AWARDS COMMITTEE

NATIONAL GUARD BUREAU

(Appointed by Chief, NGB)

<p>STATE INCENTIVE AWARDS COMMITTEE (Appointed by the Adjutant General of Oklahoma)</p>	
<p>Chairman Vice Chairman Executive Secretary Member Member Member Member Member Member</p>	<p>Chief of Staff, OMD Mil Pers Mgmt Off, OMD Pers Mgmt Spec, OMD USPFO for Oklahoma SSMO, OKARNG SAO, OKARNG POTO, OMD Supvy Log Mgmt Spec, OMD ESSO, OKANG</p>

<p>Incentive Awards Committee Panel USPFO Chairman-USPFO for OK *Vice Chairman and Panel Member</p>	<p>Incentive Awards Committee Panel SMO/CSMS OKARNG Chairman-SMO *Vice Chairman and Panel Member</p>	<p>Incentive Awards Committee Panel AASF Chairman-SAO *Vice Chairman and Panel Member</p>	<p>Incentive Awards Committee Panel Will Rogers ANG Base Chairman-Air Cmdr *Vice Chairman and Panel Member</p>
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<p>Incentive Awards Committee Panel Tulsa ANG Base Chairman-Air Cmdr *Vice Chairman and Panel Member</p>	<p>Incentive Awards Committee Panel 45th Inf Bde, OKARNG Chairman-AO, Bde *Vice Chairman and Panel Member</p>	<p>Incentive Awards Committee Panel Trp Cmd Chairman-AO, Trp Cmd *Vice Chairman and Panel Member</p>	<p>Incentive Awards Committee Panel 45th FA Bde, OKARNG Chairman-AO, Bde *Vice Chairman and Panel Member</p>
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* Appointed by Committee Panel Chairman

APPENDIX B

TIME OFF AWARDS PROCEDURES

1. **PURPOSE.** A Time-Off Award is an excused absence granted to technicians without charge to leave or loss of pay. It is used as recognition of a special act/service or other personal effort that contributes to the quality, efficiency and the economy of government operations.
2. **REFERENCE.** Title 5, Code of Federal Regulation, Part 451.
3. **SCOPE.** This program applies to all Excepted and Competitive Federal Technicians (to include those covered by the Performance Management and Recognition Systems) within the Oklahoma National Guard. The award is based solely on efforts or contributions as a full-time technician.
4. **CRITERIA.** Examples of employee achievement that may be considered for such an award are:
 - a. When employees display a special act or service which contributes to the efficiency of the government.
 - b. When an employee displays a special initiative or skill in completing an assignment or project.
 - c. Use special initiative and skill in making improvements in a product, activity, program, or service.
 - d. Ensure the mission of the organization is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own work load.
5. **PROCEDURES AND APPROVAL AUTHORITY.** The employee's immediate supervisor is responsible for initiating the nomination, using a NGB Form 32. A short narrative by the supervisor should be attached defining the basis for the award. The narrative and NGB Form 32 must be routed through the supervisory chain of command.

APPENDIX B (Cont'd)

TIME OFF AWARDS PROCEDURES

6. **AMOUNT OF AWARD.** A time off award may be granted to any Federal employee who meets the above eligibility criteria. An employee may be granted a maximum of 40 hours of time off from duty as an incentive award for any single contribution. The NGB Form 32 **must be** received in HRO-ES 15 days prior to the proposed effective date. A Standard Form 50 will be processed and sent to technician payroll for processing. Employees may not be granted more than 80 hours during any one leave year. Time off granted under this authority must be scheduled and used within one year after the effective date of the award. **A time off award does not convert to cash under any circumstances.**

7. **TIME AND ATTENDANCE PROCEDURES.** Time-off awards will be coded in accordance with the applicable time and attendance codes. If you have questions about these codes, contact your civilian finance office.