

Headquarters
Missouri National Guard
Office of the Adjutant General
2302 Militia Drive
Jefferson City, MO 65101
1 August 2018

Missouri National Guard

MISSOURI NATIONAL GUARD FEDERAL EMPLOYEES INCENTIVE AWARDS
PROGRAM

Summary. This regulation provides information and procedures for rewarding federal employees of the Missouri National Guard for performance and suggestions that improve operations. This regulation is inclusive and supplements TPR 451, National Guard Incentive Awards Program, dated 15 December 1998.

Applicability. This regulation is applicable to Missouri National Guard Federal Employees. "Federal Employees" or "Employees" refers to Title 32 Excepted Technicians, Title 5 Excepted and Competitive Employees. The use of either masculine or feminine pronouns is intended to include both genders.

Impact on the Unit Manning System. This regulation does not contain information that affects the Unit Manning System.

Interim Changes. Interim changes are not official unless they are authenticated by the Human Resources Officer and the Adjutant. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.


STEPHEN L. DANNER
Major General, MONG
The Adjutant General

This Personnel Regulation supersedes Missouri National Guard Technician Personnel Regulation 451 dated 1 October 2017.

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CHAPTER 1

GENERAL INFORMATION

1-1. PURPOSE OF PROGRAM

The MONG Incentive Awards Program is designed to recognize and incentivize employees to identify improvements that result in documented, validated cost savings, productivity improvements or accomplish performance that is above and beyond what is expected of the employee's position. Incentive awards are not an entitlement; however, employees may receive awards when justified by exceptional performance exceeding agency expectations.

1-2. PROGRAM RESPONSIBILITIES

a. **The Chief, National Guard Bureau.** The Chief, National Guard Bureau is responsible for the overall administration, improvement and evaluation of the National Guard Incentive Awards Program. Directs the agency on type of awards and the dollar amount of awards agency is authorized to process.

b. **The Adjutant General.** The Adjutant General, or the appointed designated representative, has established agency policy. Will consider accepting recommendation(s) from the Human Resource Officer for approval/disapproval of incentive awards based on extenuating circumstances. The final approving/disapproving authority of all recommendation of incentive awards submitted by the Incentive Awards Committee.

c. **Human Resource Officer.** Provides guidance to The Adjutant General in establishing agency policy. Implements the policy as directed by The Adjutant General, or the appointed designated representative.

d. **Supervisors.** Supervisors will:

(1) Recognize employees who specifically stand out above and beyond supervisor and agency expectations. Those are the employees who can be recommended for an incentive award. Justification must include specific actions, tasks, projects, duties or anything that warrants performance which **exceeds** what is expected of the person in that position. The Adjutant General requires **individualized** documentation **substantiating specific, detailed, and above normal job requirements** employees have completed.

(2) Determine what type of recognition will best motivate an employee to continue greater productivity, match recognition with performance, and encourage productivity from other employees within the organization.

(3) Ensure program or operational areas where superior work results may warrant consideration for awards are identified by normal management review and control processes.

(4) Not nominate employees for an incentive award on an annual or continual basis except by continuing to demonstrate excellence beyond supervisor and agency expectations.

(5) Verify all award documentation is accurate to include **required signatures, and proper justification before submitting to Human Resources**. If there are any errors, the award recommendation(s) will be sent back through chain of command.

e. **Program Manager (Employee Relations Specialist)**. The program manager will:

(1) Be a nonvoting member who will assist in the establishment of the State Incentive Awards Program Committee.

(2) Manage the Human Resource Assistant that reviews and prepares the incentive awards recommendation(s) for accuracy and compliance with The Adjutant Generals guidance. Only completed and compliant recommendation(s) of incentive awards, including time off awards over 40 hours, suggestions and inventions are forwarded to the State Incentive Awards Committee.

(3) Ensure an exchange of information throughout the National Guard and other federal agencies when adopted suggestions may have wider application.

(4) Evaluate the total Incentive Awards Program with the directive of the Human Resource Officer and develop feedback to management and employees.

(5) Process personnel action after funding has been verified by ANG or ARNG to resource cash based incentive awards (i.e., Non-Rating Based Cash Award and Sustained Superior Performance Award).

f. **State Incentive Awards Program Committee**. The scope and level of review of the Committee may be established as necessary in order to effectively manage the Incentive Awards Program. The Committee will consist of a chairperson and an alternate responsible for the overall functioning of the Committee. Other Committee members will be qualified representatives of major functional areas (Title 5, Title 32 and

military) and should, as far as practicable, represent all levels of the workforce, i.e., supervisory and non-supervisory positions and one Army and one Air representative from the labor organization. Responsibilities of the Committee may include the following:

(1) Assisting 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.

(2) Review awards for accuracy and ensure that the regulation is being followed.

(3) Determine if award justification supports the type of award being requested and that the intent of the Adjutant General's awards program is being met.

(4) Assisting the program manager to review suggestions and requests for reconsideration of disapproved suggestions.

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

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

**CHAPTER 2
(All Employees)**

**NON-RATING BASED CASH AWARD
(Formally known as On-The-Spot Award)**

2-1. PURPOSE

A non-rating based award is designed to recognize, through an immediate cash award system, a employee who has performed quality service in an exceptional manner.

2-2. ELIGIBILITY

a. All federal employees covered by 5 CFR, part 451 may be eligible to receive a non-rating based award. The award nomination should occur within two weeks after the occurrence of the achievement being recognized, whenever possible.

b. The award is designed to immediately recognize one-time and short-term efforts by employees that result in service above and beyond what is expected, of an exceptionally high quality or quantity, either within or outside the employee's organization. Examples include situations where employees produce exceptionally high quality work under tight deadlines, perform added or emergency assignments in addition to their regular duties, demonstrate exceptional courtesy or responsiveness in dealing with clients or colleagues or exercise extraordinary initiative or creativity in addressing a critical need or difficult problem.

2-3. DEFINITIONS

Non-Rating Based Awards are "Special Act or Service" Awards. A monetary award granted to an employee for an act or acts performed by an employee above and beyond the call of duty or an act or acts demonstrating special significance for providing high quality service.

2-4. PROCEDURES

a. **Pre-determination of Funds Availability.** Supervisors should ensure there are funds available prior to nomination. Air: Submit SF 52 through supervisory channels to the air commander who is responsible for ensuring fiscal limitations are not exceeded. Army: Submit SF 52 through supervisory channels to NGMO-HRD-E

b. **Determine Eligibility.** A supervisor may nominate any deserving employee who personally performs high quality service to colleagues or clients either within or outside

the employee's organizational unit. Managers outside the employee's chain of command or organization may also nominate an employee for an award through the employee's supervisor. Employees should be nominated no more than two weeks after the occurrence of the achievement being recognized whenever possible.

c. Nomination of an Award Recipient. The supervisor completes an SF 52, Request for Personnel Action and then forwards the form to the next level supervisor for approval. A statement supporting the award will be placed in Part D - Remarks by Requesting Office, of the SF 52. State specific justification that supports the reason for the award.

d. Approval of the Nomination of an Award Recipient. After the second line supervisor approves the award, the SF 52 will be forwarded to NGMO-HRD-E for processing of the Personnel Action. Recommend the supervisor have the receipt of the SF 50 from MyBiz prior to granting recognition.

e. Presentation of the Award. Presentation of non-rating based awards may take place in any manner determined to be appropriate by the supervisor.

2-5. AMOUNT OF AWARD

Non-rating based cash awards (On the Spot) are limited to no more than \$250 per occurrence no more than two occurrences per employee in a fiscal year.

**CHAPTER 3
(All Permanent and Indefinite Employees)**

TIME OFF AWARDS PROGRAM PROCESSING PROCEDURES AND POLICIES

3-1. PURPOSE

Time off awards may be granted without loss of pay or charge to leave in recognition of superior accomplishment that exceed requirements or other personal effort that contributes to the quality, efficiency or economy of government operations. Time off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave. They shall not be granted in conjunction with a military "down" or "training" day or the like which would grant the entire civilian employee population, or a majority of the civilian population, a time off award to be used on a specified day.

3-2. ELIGIBILITY

Permanent or indefinite federal employees could be eligible for a time off award. Examples of employee achievement that might be considered for time off awards include but are not limited to:

- a. Making a high quality contribution involving a difficult or important project or assignment.
- b. Displaying special initiative and skill in completing an assignment or project before the deadline.
- c. Using initiative and creativity in making improvements in a product, activity, program or service.
- d. Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

3-3. DEFINITIONS

a. **Time Off Award.** An excused absence granted to employee 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. The act/service may or may not be within the employee's normal job requirements.

b. **Award Amount.** Employees may be granted an award up to the maximum of 40 hours' time off from duty for any single contribution, but no more than 80 hours during any one leave year. A time off award does not convert to cash under any circumstance.

c. **Scheduling.** Time off must be scheduled and used within one year from date award is granted. After 26 pay periods unused time-off will be forfeited without further compensation to the employee. DFAS will not reinstate the loss of any amount of time off award balance, no waivers, and no exceptions.

If physical incapacitation for duty occurs during a period of time off, the employee may be granted sick leave for the period of incapacitation. There is still no option for DFAS to reinstate any amount of time off award lost. Time off award balance does not transfer from one agency to another. If there is a time off award balance remaining at the time of transfer the time off balance will be forfeited, no exceptions. To ensure this does not happen, it is recommended that the employee and supervisor monitor the use of time off award balance.

3-4. PROCEDURES

a. First line supervisor will determine eligibility based on the above criteria. Consideration should be given to the benefits realized by the government from the employee's contribution.

b. **Nomination of Award Recipient.** Time off awards for 39 hours or less, submit the SF 52 with specific justification in Part D. First and second level supervisory signatures are required. The Human Resource Office will review and determine approval or disapproval of the award.

Time off awards of 40 hours, submit the SF 52 and the NGB Form 32, recommendation for Incentive Award. These time off awards are reviewed by the State incentive Awards Committee. The Committee will forward its recommendations to the Adjutant General or his designated representative, for final approval.

If disapproved, the award recommendation will be returned through supervisory channels to the nominating official with an explanation.

c. **Approval of the Nomination of an Award Recipient.** If the award is approved, the effective date is the first date of the pay period after the SF 52 is received in HR. If the award is disapproved the award package will be returned without action.

d. Supervisors must ensure the award was approved and processed prior to granting the time off. Supervisors must be in receipt of the SF 50 prior to granting the use of the time off. Supervisors can retrieve this through MyBiz+ prior to granting recognition.

**CHAPTER 4
(All Permanent and Indefinite Employees)**

**SUSTAINED SUPERIOR PERFORMANCE (SSP)
Rating Based Award**

4-1. PURPOSE

An SSP is a monetary award that can be submitted for permanent or indefinite federal employees in recognition of significant superior performance of responsibilities and duties, which clearly exceed the employee's position description. SSP worthy performance is not commonplace.

4-2. ELIGIBILITY

A Performance Appraisal for the period to be recognized is required to be for at **least twelve continuous months** working in the same job and grade level, unless the employee was demoted during the period for reasons other than cause. The period of service to be recognized must be within the dates covered by the supporting performance appraisal and the performance rating must be Level 3 ("fully successful" or equivalent) or higher. For appraisal programs that do not use a level 5 rating, an employee must receive a rating of record at the fully successful rating under that program.

4-3. SUBMITTING SSP NOMINATIONS

a. Submit Request for Personnel Action SF 52. You are required to include this remark in Part D, "See attached justification Performance Appraisal and recommendation for Incentive Award, NGB 32, page 1 and page 2."

b. Include the completed Performance Appraisal. The rating official assessment must support the award submission.

c. NGB Form 32. You are required to complete Page 2, Remarks Section, that describes what that person accomplished in their position that **exceeds** the expectation of the supervisor and the agency. You are required to provide award justification that is specific to the individual who is being recommended for the SSP.

d. Nominations must be received by Human Resources within 1 year of the ending date of the rating period for which the employee is recommended an award.

4-4. PROCEDURES/APPROVAL AUTHORITY

a. **Pre-determination of Funds Availability.** Supervisors should ensure there are funds available prior to nomination. Air: Submit SF 52 through supervisory channels to the air commander who is responsible for ensuring fiscal limitations are not exceeded. Army: Submit SF 52 through supervisory channels to NGMO-HRD-E.

NGMO-HRD-E will review the nominations to ensure eligibility requirements. If all eligibility requirements are met, NGMO-HRD-E will forward the nomination to the State Incentive Awards Committee. If eligibility requirements are not met, the award recommendation will be returned through supervisory channels to the nominating official with an explanation.

b. The State Incentive Awards Committee will forward its recommendations to the Adjutant General or his representative who will review the nominations and grant final approval/disapproval. If disapproved, it will be returned through supervisory channels to the nominating official with an explanation. Disapproved nominations will be returned without action.

4-5. EXCLUSIONS

Nominations will not be considered for employees who have received a QSI or SSP within the last 12 months.

4-6. AMOUNT OF AWARD

Award amounts may be up to 10% of annual base salary and can be changed by anyone in the approval process and/or NGB directive based on budgetary constraints. Contact NGMO-HRD-E for specific award amount information.

**CHAPTER 5
(All Permanent and Indefinite General Schedule (GS) Employees Only)**

QUALITY STEP INCREASE (QSI)

5-1. PURPOSE

Nominations for a Quality Step Increase (QSI) should be used for recognition of a General Schedule (GS) permanent and indefinite employees only, whose service has significantly exceeded high quality job performance. A QSI is not to be repeated on a "purely automatic basis." QSIs are an employee's most valuable financial award. Like SSPs, QSI worthy performance is not commonplace. Employees must demonstrate highly outstanding performance, exceeding supervisor and agency expectations, which has contributed significantly to the organization.

5-2. Eligibility

Appraisal period to be recognized is required to be for at **least twelve continuous months** working in the same job and grade level, unless the employee was demoted during the period for reasons other than cause. The period of service to be recognized must be within the dates covered by the supporting performance appraisal and performance rating must be a Level 5 ("Outstanding" or equivalent). For appraisal programs that do not use a level 5 rating, an employee must receive a rating of record at the highest summary rating under that program and the award recommendation must include a justification to indicate the employee's above exceptional performance and an expectation that this high quality performance must be expected to continue at the same level.

5-3. SUBMITTING QSI NOMINATIONS

Quality Step Increase (QSI) Award Nominations submitted to NGMO-HRD-E must meet the following requirements and include the following documentation:

- a. Request for Personnel Action SF 52. You are required to include this remark in Part D, "See attached justification Performance Appraisal and NGB Form 32, page 1 and page 2."
- b. Include the completed Performance Appraisal. The rating official assessment must support the award submission.

c. **NGB Form 32.** You are required to complete Page 2, Remarks Section, that describes what that person accomplished in their position that exceeds the expectation of the supervisor and the agency. You are required to provide award justification that is specific to the individual who is being recommended for the QSI.

d. Nominations must be received by Human Resources within 1 year of the ending date of the rating period for which the employee is recommended an award.

5-4. EXCLUSIONS

Nominations will not be considered for employees:

a. Who have been approved for a grade promotion or who have been grade promoted (to exclude temporary promotions) within the last 12 months.

b. Received an SSP within the last 12 months.

c. Who have received a QSI within the last 36 months.

d. When the QSI is based in whole or in part upon a specific act or any period of service that served as the basis for a previous cash award, excluding special act and on-the-spot awards.

5-5. PROCEDURES/APPROVAL AUTHORITY

a. NGMO-HRD-E will review the nominations to ensure eligibility requirements. If all eligibility requirements are met, NGMO-HRD-E will forward the nomination to the State Incentive Awards Committee. If eligibility requirements are not met, the award recommendation will be returned through supervisory channels to the nominating official with an explanation.

b. The State Incentive Awards Committee will forward its recommendations to the Adjutant General or his representative who will review the nominations and grant final approval/disapproval. If disapproved, it will be returned through supervisory channels to the nominating official with an explanation. Disapproved nominations will be returned without action.

5-6. EFFECTIVE DATE

The effective date of a QSI will be the next regular pay period following the date the award is approved.

CHAPTER 6
(All Permanent and Indefinite Employees)

LENGTH OF SERVICE RECOGNITION AND CERTIFICATE OF RETIREMENT

6-1. PURPOSE

a. Length of service emblems and certificates (NGB Form 52) will be awarded to all permanent and indefinite employees as recognition for long and faithful federal service.

b. National Guard employees retiring from Federal service will be presented with a certificate of retirement (NGB Form 999) signed by the Adjutant General or designated official.

6-2. ELIGIBILITY

Permanent and indefinite employees become eligible for recognition when they complete 10 years of creditable federal service. Creditable service includes all service used in establishing the employee's service computation date for leave, even if military service deposits are not paid. This award may be presented in five-year increments up to and including 50 years.

6-3. RESPONSIBILITIES

The HRO is responsible for administering the service recognition program. The HRO determines employee eligibility, prepares certificates for the Adjutant General's signature and sends certificate to the first line supervisor or HR Remote Designee. Supervisor is responsible for presentation or ceremony to present the emblems and certificates to the employee.

6-4. PRESENTATION

a. Length of service award should be presented as soon as the employee attains eligibility. However, the presentation may be set within a reasonable period after the date of eligibility in order to arrange presentation ceremonies. Benefits to employee's morale from such recognition depend to a great degree upon the pride and respect with which the awards are presented, received and worn. In order to foster these ideals, care should be taken to ensure that maximum publicity is given to presentation ceremonies. Commanders and/or supervisors should present the emblems and certificates.

b. Certificate of retirement should be presented in an appropriate ceremony.

**CHAPTER 7
(All Permanent and Indefinite Employees)**

SUGGESTIONS

7-1. SUGGESTION REQUIREMENTS

Suggestion awards can be submitted by permanent and indefinite employees. The following requirements must be met when submitting a Suggestion:

- a. Involves a proposal that is original to the National Guard as a whole.
- b. Does not substantially duplicate a suggestion already under consideration or a suggestion for which ownership rights have not expired.
- c. The specific area of improvement, the potential workable solution and the benefits must be clearly stated. Sketches, photographs, mockups and other similar methods of illustration may be used to better explain the suggestion.
- d. Must be submitted before or within 90 days after the date the suggestion is adopted. Suggestions can be submitted by one or more individuals. To request an exception the supervisor must submit in writing justification as to why this award was not submitted in a timely manner. That information will be submitted to the Incentive Awards Committee for consideration.

7-2. SUBMITTING SUGGESTIONS

Army suggestions are submitted through Army Ideas for Innovation Program (AI2) at <https://asp.hqda.pentagon.mil/public/default.htm>.

Suggestion awards for the Air National Guard are originated at each Air Base and must include an AF1000 as well as AFTO Form 22. Documentation is submitted to the Suggestion Program Manager at Department of the Air Force, Air National Guard. Suggestions are submitted online through Airmen Power by Innovation at <https://intelshare.intelink.gov/sites/ngba4/spt/sitepages/home.easpx> and if accepted and approved will then be sent to National Guard Bureau (NGB).

7-3. EVALUATION PROCEDURES

- a. National Guard Bureau. (NGB) will receive the Suggestion Award and review for completeness and forward to the local office of primary responsibility (OPR) for evaluation. The OPR will recommend approval/disapproval and provide the amount of

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the award. Once complete National Guard Bureau (NGB) will forward to NGMO-HR for acknowledgement of the State Incentive Awards Committee.

b. Once approved, NGMO-HRD-E will complete the SF 52 for processing and payment.

7-4. OWNERSHIP RIGHTS

The suggestor retains ownership of an idea during its evaluation and for one year after the date of the final action (date of approval of an award or written notification of non-adoption). Once suggestion award is made, the suggestion becomes the exclusive property of the U.S. Government.

7-5. AWARD AMOUNTS

NGB determines the value of the suggestion.

**CHAPTER 8
(All Permanent and Indefinite Employees)**

INVENTIONS

8-1. PURPOSE

Invention awards are intended to recognize a federal employee for 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.

8-2. 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.

8-3. SUBMITTING INVENTIONS FOR RECOGNITION

Army suggestions are submitted through Army Ideas for Innovation Program (AI2) at <https://asp.hqda.pentagon.mil/public/default.htm>.

Suggestion awards for the Air National Guard are originated at each Air Base and must include an AF1000 as well as AFTO Form 22. Documentation is submitted to the Suggestion Program Manager at Department of the Air Force, Air National Guard. Suggestions are submitted online through Airmen Power by Innovation at <https://intelshare.intelink.gov/sites/ngba4/spt/sitepages/home.easpx>. If accepted and approved will then be sent to National Guard Bureau (NGB).

CHAPTER 9

PAYMENT, PROGRAM PROMOTION, REPORTS AND RECORDS

9-1. PAYMENT OF AWARDS

a. All cash awards to employees will be financed from federal funds locally available within the State.

b. Award dollar amounts are determined by the agency based on funding and/or DOD or NGB restrictions.

c. All monetary awards will be paid at the earliest practicable date after the adoption of a suggestion or the approval of any other cash award. The movement of personnel, after recommendation of an award that requires higher echelon approval, does not change the financial responsibility of the recommending organization for payment of the full award. The finance office at the losing installation will forward the check for the cash award to the employee's new installation for presentation.

d. Cash awards are considered obligations that must be met, except where the granting of an award would cause an over obligation on the State.

e. Cash awards are treated as additional income; therefore, taxes will be withheld in accordance with established regulations.

f. Regardless of the reason for separation from employment, an unpaid cash award will be treated as an amount due and will be processed in accordance with established regulations.

9-2. PROMOTIONAL MATERIALS

Maximum use will be made of all forms of promotional media and materials in order to create and maintain interest in the National Guard Incentive Awards Program.

STEPHEN L. DANNER
Major General, MONG
The Adjutant General

DISTRIBUTION A & D

APPENDIX A
SF 52 – PAGE 1, REQUEST FOR SSP, QSI OR TOA

RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE			
The proponent agency is NGB-HR. The prescribing directive is TPR 451.			
SECTION I - TO BE COMPLETED BY OPERATING OFFICE			
1. EMPLOYEE NAME: (Last, First, MI) DOE, JOHN K.			DATE: 19000101
2. EMPLOYEE ADDRESS: 1234 MADE UP LANE, ANYWHERE, MO 12345			
3. PRESENT POSITION TITLE: POSITION TITLE		GRADE & STEP: ## ##	SALARY: \$#####
4. TYPE OF RECOGNITION RECOMMENDED: QSI - SSP - TOA (40 HOURS)			
5. BASIS FOR RECOMMENDATION: (See reverse side for 'Evidence of Superior or Outstanding Achievement')			
<input type="checkbox"/> SUPERIOR PERFORMANCE PERIOD: <input type="checkbox"/> SPECIAL ACT OR SERVICE DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE:			
6. POSITION TITLE, GRADE & SALARY DURING PERIOD OF RECOMMENDATION: (If different than Item 3.)			
7. COMMAND, INSTALLATION AND LOCATION: UNIT ADDRESS		8. ORGANIZATION: NAME OF UNIT	
9. TITLE & SIGNATURE OF IMMEDIATE SUPERVISOR: FIRST LINE SUPERVISOR			
10. TITLE & SIGNATURE OF APPROVING OPERATING OFFICIAL: SECOND LINE SUPERVISOR			
SECTION II - TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE			
11. TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED: (Except Length of Service) LIST ALL PREVIOUS AWARDS AND PROMOTIONS BY DATE			
SECTION III - TO BE COMPLETED BY LOCAL AWARDS COMMITTEE			
12. RECOMMEND APPROVAL OF FOLLOWING AWARDS:			
<input type="checkbox"/> CASH	TOTAL AMOUNT:	INITIAL AMOUNT:	ADDITIONAL AMOUNT:
<input type="checkbox"/> INTANGIBLE BENEFITS			
<input type="checkbox"/> TANGIBLE SAVINGS	ESTIMATED FIRST YEAR SAVINGS:		
<input type="checkbox"/> OTHER:			
<input type="checkbox"/> DISAPPROVED ¹	TITLE:	SIGNATURE & DATE:	
SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY			
APPROVING AUTHORITY AND ACTION	ADDITIONAL CASH AWARD	SIGNATURE & TITLE	DATE
LOCAL COMMANDER: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹	APPROVED RECOMMEND	THIRD LINE SUPERVISOR OR UNIT COMMANDERS SIGNATURE	01-01-1900
STATE AWARDS COMMITTEE: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹	APPROVED RECOMMEND		
ADJUTANT GENERAL: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹	APPROVED RECOMMEND		
NGB INCENTIVE AWARDS BOARD: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED ¹	APPROVED RECOMMEND		
NOTICE TO EMPLOYEE: UPON ACCEPTANCE OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS, OR ASSIGNS.			

EVIDENCE OF SUPERIOR OR OUTSTANDING ACHIEVEMENT

1. Attach statement of major duties performed and one copy of Position Description for position on which recommendation is based.
2. Attach detailed and specific statements of fact to the recommendation. This must be a factual presentation of the nature and merit of employee's actual performance and an indication of how it exceeds normal performance requirements of the employee's position. Indicate benefits resulting from the performance and the significance of special act or service rendered. Where achievement resulted in tangible benefits in operations, give detailed computation and analysis of such benefits.
3. If tangible benefits were not applicable, give the type of relative importance of intangible benefits. Explain also, significance of accomplishment to the command.
4. Attach a draft of the proposed citation, written in the third person, and not exceeding 70 words if an honorary award is recommended. Use 8 X 10 1/2 inch sheets of paper.

REMARKS

PROVIDE SPECIFIC JUSTIFICATION AND DETAILS OF HOW TECHNICIAN WENT ABOVE AND BEYOND HIS OR HER NORMAL JOB DUTIES TO EARN THIS AWARD.

