

****INCLUDES CHANGES 1 & 2 INCORPORATING THE NEW MINNESOTA NATIONAL GUARD PERFORMANCE MANAGEMENT SYSTEM****

NATIONAL GUARD INCENTIVE AWARDS PROGRAM

This regulation contains the regulatory requirements of the National Guard Bureau Technician Incentive Awards Program. It is to be used by managers and supervisors as an aid to rewarding their technicians.

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PURPOSE

1. Purpose. The National Guard Incentive Awards Program is designed to motivate technicians and active military members of the National Guard to increase productivity and creativity and to achieve greater efficiency, economy and improvement of operations.

This Regulations supersedes MNGR 690-451/MNANGR 40-11, 1 Oct 94.

It provides a method for rewarding those requirements and performance standards, and provides for consideration of performance contributions throughout the National Guard and the Federal Government. The Incentive Awards Program will be endorsed and vigorously supported by all levels of management, and will be administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap.

2. Responsibilities:

a. The Chief, National Guard Bureau is responsible for the overall administration, improvement, and evaluation of the National Guard Incentive Awards Program. This responsibility has been delegated to the Director of Human Resources (NGB-HR).

b. State Adjutants General are responsible for: (1) assuring compliance with program requirements, (2) establishing a State Incentive Awards Program Committee, (3) promoting and supporting the Incentive Awards Program, and (4) maintaining an adequate budget to assure prompt action on awards and effective promotion and publicity.

c. Human Resources Office (HRO) is delegated the responsibility for:

(1) Administering and publicizing the Incentive Awards Program.

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

(3) Providing training and orientation to all technicians and military members on how they may earn awards.

(4) Designating a HRO staff member (excluding clerical staff) as the Program Manager, and another as Executive Secretary of the State Incentive Awards Committee.

(5) Preparing required reports.

(6) Providing documentation to the USPFO or Assistant USPFO Fiscal (Air) for payment of cash awards.

(7) Assuring that awards under this program will be considered when evaluating candidates for promotion.

d. Supervisors are responsible for:

(1) Providing support for and participating in the Incentive Awards Program.

(2) Exercising care in considering award recognition. Although there should be a linkage between performance appraisal and performance recognition, this does not mean an award will be automatic for a technician whose performance meets the basic eligibility for an incentive award.

(3) Ensuring that employees are not informed of an incentive award until that award has been approved and returned to the supervisor.

(4) Ensuring award nominations are forwarded to the appropriate director for fund approval.

(5) Determining what type of recognition will best motivate the technician to greater productivity, by matching recognition to performance: i.e., granting a within grade increase; selecting for promotion; giving cash awards for special acts; recommending a SSP or QSI; honorary awards, commendation, or letters of appreciation.

(6) Ensuring that awards for special acts/services are recognized immediately and that all award presentations are conducted in a timely manner.

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

e. Program Manager and Executive Secretary will:

(1) Be nonvoting members who will assist the State Adjutant General in the establishment of the State Incentive Awards Committee. 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 (technician and military) and should as far as practicable, represent all levels of the work force; i.e., supervisory, non-supervisory positions, etc.

(2) Ensure that technicians and active military members are kept informed regarding their participation in the Incentive Awards Program.

(3) Determine requirements for technical evaluations of suggestions and ensure evaluation within prescribed time limits.

(4) Refer those suggestions that appear to be inventions for patent investigations.

(5) Ensure that all suggestions and nominations meet eligibility requirements.

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

(7) Obtain necessary coordination on nominations for cash awards.

(8) Evaluate the total Incentive Awards Program and develop feedback to management, technicians, and active military members.

f. State Incentive Awards Committee. The scope and level of review of the Committee may be established as necessary in order to effectively manage the Incentive Awards Program. 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) Reviewing and making recommendations to the State Adjutant General on nominations for cash and honorary awards.

(3) Assisting the Program Manager to review suggestions and requests for reconsideration of disapproved suggestions.

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

(5) Consider a supervisor's effective use of the awards program to be a consideration in granting them superior performance awards, letters of commendation, or other appropriate recognition.

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

(7) Ensuring that all award presentations are conducted in a timely manner.

(8) Three members of the awards board will constitute a committee.

CHAPTER ONE

SUGGESTIONS

(ALL TECHNICIANS AND ACTIVE MILITARY MEMBERS)

I. Suggestion Requirements. A suggestion must meet the following requirements:

- a. Is submitted in writing before or within 90 days after the date the suggestion is adopted.
- b. Involves a proposal that is original to the National Guard as a whole.
- c. Does not substantially duplicate a suggestion already under consideration or a suggestion for which the ownership rights have not expired.
- d. Is outside the suggestor's job responsibilities or, if within, are so superior that it warrants special recognition.

2. Submitting Suggestions:

- a. Suggestion will be submitted on NGB Form 6 in legible handwriting or typewritten. The suggestor must give an outline of the specific area for improvement, state the potential workable solution in detail, and give the benefits that can be expected. More than one solution may exist, but the suggestor should cite enough potential benefits to warrant a change.
- b. All information available to the suggestor (stock number, form title, numbers of parts, type of aircraft, address of Office of Primary Responsibility (OPR) if known, photographs, sketches, drawings, blueprints, mock-ups, etc) must be listed on NGB Form 6 with originals attached. The suggestor must ensure that classified material is properly controlled.
- c. If the suggestion pertains to matters under the jurisdiction of the suggestor's supervisor, the suggestor may give the suggestion to the supervisor for review, discussion and forwarding to the Program Manager. Although optional, this means of submission is widely encouraged for its mutual benefit to the suggestor and the supervisor. If the suggestor does not elect to use supervisory channels, the suggestion may be forwarded to the Program Manager.

3. Evaluation Procedures:

a. Each suggestion received by the Program Manager, HRO, will be checked against current award files for duplication. The NGB Form 6 will be assigned a control number and identified as a technician or military suggestion. The Program Manager will ensure that each suggestion is signed and that notification of receipt is sent to the suggestor. If a suggestion is incomplete or not considered eligible, it will be returned to the suggestor 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 for investigation, evaluation, and recommendation regarding adoption or non adoption. Suggestions will be evaluated on NGB Form 7 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 suggestor of its status, and furnish subsequent progress reports including reason(s) for any extended evaluations. The OPR will review suggestions for duplication of those currently under consideration or of others received during the previous year.

(2) A suggestion that is not considered useful or practical may be rejected at any level. Suggestions received by NGB-TN from HRO will be given an NGB number and sent to the appropriate OPR for evaluation. States will be informed of the status of a suggestion and notified of any extended delays. Once an evaluation is completed, State will be advised of the approval or disapproval of the suggestion along with a copy of the evaluation. Approvals will also provide cash award information, if appropriate.

4. Request for Reconsideration:

A suggestor may submit a request to the Program Manager for further consideration of a disapproved suggestion, if the suggestor provides additional material, information designed to clarify significant issues, and findings that an adopted suggestion has a wider application than was originally determined.

5. Authority to Grant Awards:

a. The State Incentive Awards Program Committee may approve cash awards up to and including \$3,000 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. Cash awards for locally approved suggestions in excess of \$3,000 will be sent to NGB-TN with a recommendation for the additional award.

b. The amount of a cash award approved by the Award Committee must be determined based on benefits derived. 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 suggestors should indicate on the NGB Form 6 the sharing ratio for any cash award that might result.

6. Award for 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. (See Appendix A). An adopted suggestion with less than \$250.00 in benefits will be recognized by a letter of appreciation.

7. Award for 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 awards be fair and consistent as possible. (See Appendix B).

8. Ownership Rights of The Suggestor. The suggestor retains "ownership" of an idea during its evaluation and for one year after the date of the final action (date of approval or non adoption).

CHAPTER TWO

INVENTIONS

(ALL TECHNICIANS AND ACTIVE MILITARY MEMBERS)

1. Processing Inventions. Inventions are a new and useful process, machine, or other item that may be patentable under the patent laws of the United States. To protect the rights of the Government and the inventor, any suggestions 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 Department of the Army or the Air Force Judge Advocate General.

2. Invention Awards:

a. The Judge Advocate General's office will determine whether the contribution is an invention, what the inventor's rights are, and whether they will process the invention for patenting. After processing, the invention will be returned to NGB-HR with the following considerations:

(1) An award of \$100.00 in addition to any award that might have been paid for the suggestion or scientific achievement to the inventor. This requires a determination that the invention was made under circumstances that give the Government at least a license under the invention pursuant to the provisions of Executive Order 10096. The inventor must voluntarily consent to the granting of at least a non-exclusive irrevocable and royalty free license in the invention to the Government with power to grant licenses for all Governmental purposes.

(2) An award of \$300.00 upon the issuance of a patent.

b. When an inventor accepts an award based upon the approved invention, the acceptance will constitute waiver of any claim against the Government.

CHAPTER THREE

SPECIAL ACT OR SERVICE AWARDS

(ALL TECHNICIANS AND ACTIVE MILITARY MEMBERS)

1. General. A special act or service award is a monetary award in recognition of an act of heroism, or similar onetime special act, service, or scientific achievement that contributes to the efficiency, economy, or other improvement of Government operations or is otherwise in the public interest. The act, service, or scientific achievement may or may not involve measurable monetary benefits and may include an individual or group of individuals. Active military members may only receive a special act or service award for scientific achievements.

2. Award processing. A supervisor (technician/military) having direct knowledge of the special act or service should initiate the nomination immediately on an NGB Form 32 and forward it through the appropriate director level for fund approval to the Program Manager for processing. All nominations must be received by the Program Manager within 20 calendar days after the special act or service. Awards will be computed in accordance with appendixes A and B. Each cash award processed will be accompanied by a Commendation Certificate (NGB Form 51). For group submissions, a separate NGB Form 32 for each member of the group will be required and attach the act/service justification to each.

3. All justifications for Special Act or Special Service awards must include the date of the Act or Service.

CHAPTER FOUR

SUSTAINED SUPERIOR PERFORMANCE AWARDS

(NON-MERIT PAY TECHNICIANS ONLY)

A Sustained Superior Performance (SSP) award is recognition of superior and successful performance of duties and responsibilities which clearly exceed the technician's assigned position requirements.

1. Eligibility. The technician's most recent overall performance appraisal must be at successful or higher level, and 50% of the critical elements must be rated at the superior level. The superior performance on which the award is based must have been maintained for at least 6 months and in the same job and grade level. A SSP is not appropriate and will not be accepted by the Program Manager if the technician has received a promotion/temporary promotion (within 6 months prior to appraisal end date). Nominations (NGB Form 32) must be dated for submission within 30 calendar days after completion of the period of service to be recognized. A technician's current appraisal will be used as justification for this nomination. The NGB Form 32 and the current appraisal must be received by the Program Manager not later than 60 days after the ending date of the appraisal period. A technician may only be nominated for a SSP once in a two year period, this period will be the rating period for which the award was granted.

2. Procedures and Approval Authority. The technician's immediate supervisor is responsible for initiating the nomination, using NGB Form 32, (Appendix D) and for providing any additional documentation. The Program Manager will review and forward to The Adjutant General for approval signature. If disapproved, it will be returned through supervisory channels to the nominating official with a suitable explanation. When a nomination is disapproved, the technician must begin a new waiting period.

3. Amount of Award:

a. Payment of awards for SSPs will be determined in a fair and equitable manner. Fund managers/Deputy level managers will be responsible for the amounts determined.

b. It is recommended that employees who receive a superior performance appraisal be submitted for a monetary award.

CHAPTER FIVE

QUALITY STEP INCREASES

(NON-MERIT PAY GENERAL SCHEDULE TECHNICIANS ONLY)

Quality Step Increases (QSI) should be used only by management officials as a recognition of service that significantly exceeds, high quality (superior) job performance by General Schedule technicians and supervisors. A technician may be nominated for a QSI once a year (52 weeks).

1. Eligibility:

a. As a minimum, 12 months of high quality (superior) performance is required for the current appraisal period, and performance must be expected to continue at the same level of effectiveness.

b. A QSI is not appropriate when a technician has received a promotion/temporary promotion (within 6 months prior to the appraisal end date). In cases where a promotion action is pending prior to final action on a QSI, the QSI will be held in abeyance pending the outcome of the promotion. If promotion is disallowed, the QSI should continue to be processed.

c. A QSI may not be granted when it 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.

d. Periods of extended absence (i.e. in excess of 30 days) cannot be counted when determining the period of service to be recognized.

e. A technician may be awarded a QSI once a year.

2. Procedures. The technician's immediate supervisor is responsible for initiating the nomination, using NGB Form 32 which must be dated within 30 days of the end of the appraisal period. The NGB Form 32 and current performance report must be submitted to the Program Manager at HRO. A technician's current performance report will be used as justification for this award, provided it is not more than 60 days old upon receipt by the Program Manager. The immediate supervisor must also certify that, based on past experience, it is believed that the technician's high quality of performance is likely to continue. The award nomination will be reviewed and if it is determined a QSI is not justified based on the documentation submitted, it may recommend a SSP be awarded in lieu of a QSI. It is not authorized to change a SSP to a QSI.

3. Approval Authority. The Award will be forwarded to The Adjutant General for final approval/disapproval. When a nomination for a QSI is disapproved, a new period of eligibility must be established.

4. Effective date. Approved QSIs are effective at the beginning of the next regular pay period following the date of final approval by The Adjutant General.

5. Presentations. Approved QSIs will be presented at an appropriate ceremony and accompanied by a Commendation Certificate.

6. It is recommended that employees who receive superior summary ratings be submitted for a monetary award.

CHAPTER SIX

TIME OFF AWARDS (ALL TECHNICIANS)

1. Purpose. Time Off Awards are excused absences granted to technicians without charge to leave or loss of pay. Time Off Awards are intended to increase productivity and creativity by rewarding technicians for their contributions to the quality, efficiency, or economy of Government Operations. A Time Off Award may be granted in recognition of a special act/service or other personal efforts which may or may not be within the technicians normal job requirements. Time Off Awards can be used alone or in combination with monetary or non monetary awards to recognize the same kinds of employee contributions. Supervisors are cautioned not to use this award when other awards are more appropriate. In determining the amount of time off to be granted, the supervisor and the program manager will take into consideration the benefits realized by the Government from the employee's contribution based on the written justification. Appendix F will be used to determine the number of hours which are appropriate.

Examples of technician achievements that might be considered for such an award include:

- 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; and
- d. Ensuring the mission of the section is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload.

2. Eligibility. All full-time excepted and competitive technicians to include indefinite and temporary technicians appointed for 120 days or more are eligible for a Time Off Award.

a. A full-time technician may be granted up to a total of 80 hours of time off under this chapter during a leave year. Time off may be granted in amounts of up to 40 hours for a single contribution.

b. A part-time technician may be granted 40 hours per leave year.

3. Justification and Approval. All Time Off Awards granted under this chapter shall be supported by written justification. The justification should be brief but enough information to justify the number of hours requested and include the date that the act or service was performed.

a. Supervisors may grant a Time Off Award for a minimum of one (1) hour to a maximum of nine (9) hours. (8 hrs for an 8 hr day - 9 hrs for a 9 hr day). These awards may be submitted directly to the program manager at the Human Resources Office. Supervisors are advised to confer with appropriate managers. SAMPLE E-1.

b. Time Off Awards in the amounts of 10 to 40 hours recommended by the supervisor must be approved through the current incentive awards procedures. SAMPLE E-2.

4. Documentation: Time Off Awards will be submitted on an NGB Form 32 (Appendix E). Written justification will be submitted with the NGB Form 32 to the Program Manager at the Human Resources Office within 10 Workdays after the act/service has occurred. If the appropriate pay branch has not received an approved SF 50 prior to a supervisor granting time off, a charge to annual leave or leave without pay may result.

5. Scheduling and use of Time Off Awards. A Time Off Award granted under this chapter shall be scheduled and used within one (1) year after the effective date on the SF 50.

a. Requested use of Time Off Awards requires completion of a SF 71 and is subject to approval by the technician's immediate supervisor. Granting a Time Off Award carries with it a commitment to permit the employee to schedule its use consistent with workload and productivity considerations.

b. Time Off Awards will be recorded on the Time and Attendance Report as an excused absence (administrative leave) and annotated in the appropriate remarks section as number of hours and Time Off Award with the approval date.

c. Technicians shall not be permitted to perform military duty (Active duty, active duty for training or inactive duty training) during a period of absence granted as a Time Off Award under this chapter, except in cases of mobilization.

d. The necessity to use Time Off Awards prior to expiration of one (1) year following approval may not be the basis for restoration of forfeited annual leave, e.g., annual leave in excess of 240 hours at the end of a leave year.

e. Time Off Awards will not convert to cash payments under any circumstances. Time Off under this chapter will be forfeited upon leaving the federal government.

f. Time Off Awards cannot be transferred when an employee transfers from one Federal agency to another. Since time off awards are not annual leave, Time Off Award balances cannot be transferred to approved leave recipients under the leave transfer program.

CHAPTER SEVEN

NON MONETARY AWARDS

7-1. Meritorious Civilian Service Award. Nominations for this award will cover a minimum period of one year of service, except nominations for bravery, and must be submitted within six months after completion of the period to be cited. The Chief, National Guard Bureau, is the approval authority for this award. Eligibility will be determined by measuring contributions against the level of achievements defined below:

a. Accomplishing supervisory or non supervisory duties in an outstanding manner, setting a record of achievement and inspiring others to improve quality and quantity of their work.

b. Exercising unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, safety or health of technicians.

c. Achieving outstanding results in improving the morale of workers in an organizational unit with consequent improvement in work performance.

d. Exhibiting unusual courage or competence in an emergency, while performing assigned duties, resulting in direct benefit to the Government or its personnel.

e. Retirement, separation, or long periods of service will not be used as a sufficient basis for this award.

f. Nominations must contain specific examples of technician accomplishment and the benefits derived in sufficient detail to be easily understood. Nominations, along with a proposed citation, will be submitted to the Human Resources Office using an NGB Form 32 (Original and four copies). Citation will accompany NGB Form 32.

g. SPMO will review the NGB 32 and citation prior to forwarding it the National Guard Bureau for approval.

7-2. The President's Awards for Distinguished Federal Civil Service. This is the highest award granted under the Federal Incentive Awards Program. This award is granted by the President of the United States and consists of a gold medal and citation. The achievements upon which a nomination for this award are based should have current impact on improved Government operations or serving the public interest, and exemplify one or more of the following:

a. A display of imagination in developing creative solutions to problems of Government.

b. A display of courage in persevering against great odds and difficulties.

c. High ability in accomplishing extraordinary scientific or technological achievement in providing outstanding leadership in planning, organizing, or directing a major program of unusual importance and complexity, or in performing an extraordinary act or credit to the Government and the country.

d. To be eligible, a technician must have already received the Department of the Army or the Air Force Decoration for Exceptional Civil Service Award and the Department of Defense Distinguished Civilian Service Awards. Nominations must be personally endorsed by the State Adjutant General.

7-3. Other Non monetary awards available are:

- a. Department of Defense Distinguished Civilian Service Award
- b. Decoration for Exceptional Civil Service,
- c. Length of Service Awards, and
- d. Certificates of Achievement.

7-4. Other Methods of Recognition. Letters of appreciation or commendation may be granted by supervisors for specific instances of above-standard performance or work achievements by an individual technician or a group of technicians that warrant special recognition but does not meet the criteria for a special type award (i.e., an adopted suggestion that did not meet the eligibility requirement for a cash award).

The proponent agency of this regulation is the Human Resources

Office, Office of The Adjutant General. Users are invited to send comments and suggested improvements to Office of The Adjutant General, ATTN: MNAG-HR-ER, Veterans Service Building, Saint Paul, Minnesota 55155-2098.

BY DIRECTION OF THE GOVERNOR:

OFFICIAL: EUGENE R. ANDREOTTI
Major General, MN ANG
The Adjutant General

TERRY J. DORENBUSH
COL, IN, MN ARNG
Director of Human Resources

DISTRIBUTION:
"A" Army
"F" Air

APPENDIX A. DETERMINING AWARD AMOUNTS

Estimated First-Year Benefits to Government Amount of Award

- Up to \$10,000.....10 percent of benefits
- \$10,001-\$100,000.....1,000 for the first \$10,000, plus 3 percent of benefits over \$10,000
- \$100,001 or more.....\$3,700 for the first \$100,000, plus 5. percent of benefits over \$100,000

Quick guide for Calculating Awards Based on Tangible Benefits

Benefits Award	Benefits Award	Benefits Award	Benefits Awards	Benefits Awards
Up to \$10,000 10%	50,000 2,200	90,000 3,400	170,000 4,050	1,800,000 12,200
11,000 1,030	51,000 2,230	91,000 3,430	175,000 4,075	1,900,000 12,700
12,000 1,060	52,000 2,260	92,000 3,460	180,000 4,100	2,000,000 13,200
13,000 1,090	53,000 2,290	93,000 3,490	185,000 4,125	2,100,000 13,700
14,000 1,120	54,000 2,320	94,000 3,520	190,000 4,150	2,200,000 14,200
15,000 1,150	55,000 2,350	95,000 3,550	195,000 4,175	2,300,000 14,700
16,000 1,180	56,000 2,380	96,000 3,580	200,000 4,200	2,400,000 15,200
17,000 1,210	57,000 2,410	97,000 3,610	225,000 4,325	2,500,000 15,700
18,000 1,240	58,000 2,440	98,000 3,640	250,000 4,450	2,600,000 16,200
19,000 1,270	59,000 2,470	99,000 3,670	275,000 4,575	2,700,000 16,700
20,000 1,300	60,000 2,500	100,000 3,700	300,000 4,700	2,800,000 17,200
21,000 1,330	61,000 2,530	101,000 3,705	325,000 4,825	2,900,000 17,700
22,000 1,360	62,000 2,560	102,000 3,710	350,000 4,950	3,000,000 18,200
23,000 1,390	63,000 2,590	103,000 3,715	375,000 5,075	3,100,000 18,700
24,000 1,420	64,000 2,620	104,000 3,720	400,000 5,200	3,200,000 19,200
25,000 1,450	65,000 2,650	105,000 3,725	425,000 5,325	3,300,000 19,700
26,000 1,480	66,000 2,680	106,000 3,370	450,000 5,450	3,400,000 20,200
27,000 1,510	67,000 2,710	107,000 3,735	475,000 5,575	3,500,000 20,700
28,000 1,540	68,000 2,740	108,000 3,740	500,000 5,700	3,600,000 21,200
29,000 1,570	69,000 2,770	109,000 3,745	550,000 5,950	3,700,000 21,700

30,000 1,600	70,000 2,800	110,000 3,750	600,000 6,200	3,800,000 22,200
31,000 1,630	71,000 2,830	111,000 3,755	650,000 6,450	3,900,000 22,700
32,000 1,660	72,000 2,860	112,000 3,760	700,000 6,700	4,000,000 23,200
33,000 1,690	73,000 2,890	113,000 3,765	750,000 6,950	4,100,000 23,700
34,000 1,720	74,000 2,920	114,000 3,770	800,000 7,200	4,200,000 24,200
35,000 1,750	75,000 2,950	115,000 3,775	850,000 7,450	4,300,000 24,700
36,000 1,780	76,000 2,980	116,000 3,780	900,000 7,700	4,360,000 25,000**
37,000 1,810	77,000 3,010	117,000 3,785	950,000 7,950	
38,000 1,840	78,000 3,040	118,000 3,790	1,000,000 8,200	*Awards over \$10,000 require the approval of the Office of Personnel Management.
39,000 1,870	79,000 3,070	119,000 3,795	1,050,000 8,450	
40,000 1,900	80,000 3,100	120,000 3,800	1,100,000 8,700	
41,000 1,930	81,000 3,130	125,000 3,825	1,150,000 8,950	**Maximum award authorized by the Office of Personnel. Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.
42,000 1,960	82,000 3,160	130,000 3,850	1,200,000 9,200	
43,000 1,990	83,000 3,190	135,000 3,875	1,250,000 9,450	
44,000 2,020	84,000 3,220	140,000 3,900	1,300,000 9,700	
45,000 2,050	85,000 3,250	145,000 3,925	1,350,000 9,950	
46,000 2,080	86,000 3,280	150,000 3,950	1,400,000 *10,200	
47,000 2,110	87,000 3,310	155,000 3,975	1,500,000	
48,000 2,140	88,000 3,340	160,000 4,000	10,700	
49,000 2,170	89,000 3,370	165,000 4,025	1,600,000 11,200	
			1,700,000 11,700	

APPENDIX B. Scale of Awards Based on Intangible Benefits

Value of benefit	Limited	Extended	Broad	General
	<p>Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters.</p> <p>Affects a small area of science or technology.</p>	<p>Affects functions, mission, or personnel of several offices, facilities, or installations.</p> <p>Affects an important area of science or technology.</p>	<p>Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau.</p> <p>Affects a broad area of science or technology.</p>	<p>Affects functions, mission, or personnel or several regional area or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.</p>
<p>MODERATE VALUE:</p> <p>Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement of rather limited value of a product, activity, program, or service to the public.</p>	<p>\$25-100</p>	<p>\$100-250</p>	<p>\$250-500</p>	<p>\$500-1000</p>
<p>SUBSTANTIAL VALUE:</p> <p>Substantial change or modification of an operating principle or procedure: an important</p>	<p>\$100-250</p>	<p>\$250-500</p>	<p>\$500-1,000</p>	<p>\$1,000-2,000</p>

<p>improvement to the value of a product, activity, program, or service to the public.</p>				
<p>HIGH VALUE:</p> <p>Complete revision or a basic principle or procedure: a highly significant improvement to the value or a product, major activity, or program, or service to the public.</p>	<p>\$250-500</p>	<p>\$500-1,000</p>	<p>\$1,000-2,500</p>	<p>\$2,500-5,000</p>
<p>EXCEPTIONAL VALUE:</p> <p>Initiation of a new principle or major procedure: a superior improvement to the quality of a critical product, activity, program, or service to the public.</p>	<p>\$500-1,000</p>	<p>\$1,000-2,500</p>	<p>\$2,500-5,000</p>	<p>\$5,000-10,000</p>

APPENDIX C

DIRECTOR RESPONSIBILITIES:

- Monitor and disburse monies for Cash Incentive Awards
- Determine a fair and equitable disbursement of monies using regulatory guidelines in MNGR 690-451/40-11.
- Sign as local commander on NGB Form 32.
- Forward nominations to the Human Resources Office without delay and with award amount displayed on NGB Form 32.

HUMAN RESOURCES OFFICE RESPONSIBILITIES:

- Date nominations when received.
- Review nominations for compliance with all regulatory requirements.
- Submit nominations to the State Adjutant General for final approval.
- Process approved awards and return disapproved award nominations with explanation.

INCENTIVE AWARDS BOARD RESPONSIBILITIES:

- Recommend and implement changes to the Awards Program.
- Promote interest in the program.
- Review suggestions for awards at the State level.
 - Monitor the implementation of the Incentive Awards Program by the Director level.

APPENDIX F

SCALE OF HOURS BASED ON INTANGIBLE BENEFITS

	Special Initiative and skills. Complete assignment or projects before deadline	Making Improvements in a program, activity, product or service	High Quality Contributions A difficult/important project/assignment
<p>MODERATE VALUE</p> <p>Affects a small area:</p> <p>The mission of personnel of one office or facility, installation, a unit, or detachment</p>	<p>One (1) hr</p> <p>To</p> <p>One (1) day</p>	<p>One (1) day</p> <p>To</p> <p>Sixteen (16) hrs</p>	<p>Sixteen (16) hrs</p> <p>To</p> <p>Thirty-two (32) hrs</p>
<p>SUBSTANTIAL VALUE</p> <p>Affects a medium area:</p> <p>The mission or personnel of several offices, facilities or battalion level</p>	<p>One (1) day</p> <p>To</p> <p>Sixteen (16) hrs</p>	<p>Sixteen (16) hrs</p> <p>To</p> <p>Thirty-two (32) hrs</p>	<p>Forty (40) hrs</p>
<p>HIGH VALUE</p> <p>Affects a Broad area:</p> <p>The mission or personnel of a department of major command</p>	<p>Sixteen (16) hrs</p> <p>To</p> <p>Thirty-two (32) hrs</p>	<p>Forty (40) hrs</p>	<p>Forty (40) hrs</p>