

Technician Incentive Awards



TPR 451
NEW JERSEY NATIONAL GUARD
INCENTIVE AWARDS PROGRAM

Topics



- **Types of Awards**
- **How to Apply**
- **Acknowledgement of Award**

Types of Awards



- **Quality Step Increase (QSI)**

- Awarded for significantly exceeding high standards of performance.
- Advances a technician one step
- Eligibility – GS technician must have 3 consecutive years of exceeds or 5 on performance appraisals. Not available for FWS employees

- **On the Spot Award**

- Awarded to immediately recognize technicians who go above the call of duty.
- Up to \$1000 (gross) maximum amount
- Can be awarded two times in one calendar year.
- Eligibility – any federal technician

Types of Awards



- **Time Off Award**

- Awarded for one time, non recurring superior accomplishment.
- Up to 40 hours (maximum amount)
- Unused time off award after 1 year is forfeited. Conversion to cash is not authorized.
- Eligibility – any federal technician

- **Performance Award**

- Awarded to recognize performance based on the current appraisal.
- Up to \$1500 (gross) maximum amount
- Eligibility – any federal technician

How to Apply



- **Quality Step Increase (QSI)**
 - Submit to HRO- TB-ER within 60 days of end of appraisal cycle
 - ✦ NJDMAVA form 32, Recommendation for Award
 - ✦ Past 3 consecutive years of performance appraisals
- **On the Spot Award**
 - Submit to HRO- TB-ER within 2 weeks of the special act/occurrence
 - ✦ NJDMAVA form 32, Recommendation for Award
- **Time Off Award**
 - Submit to HRO- TB-ER within 2 weeks of the special act/occurrence
 - ✦ NJDMAVA form 32, Recommendation for Award
- **Performance Award**
 - Submit to HRO- TB-ER within 30 days of end of appraisal cycle
 - ✦ NJDMAVA form 32, Recommendation for Award
 - ✦ Current appraisal

Acknowledgement of Award



- **After HRO – TB – ER processes award**
 - Supervisor or HRO Remote Designee is notified via email
 - SF50, Notification of Personnel Action, is available through
 - ✦ MyWorkplace or MyBiz