

TECHNICIAN PERSONNEL REGULATION 451

**NEW JERSEY NATIONAL GUARD INCENTIVE AWARDS PROGRAM**

This regulation contains the requirements of the New Jersey National Guard Incentive Awards Program. It is consistent with chapter 45 of Title 5 U.S.C. and Public Law 96-527, 15 December 1980. The use of either masculine or feminine pronouns is intended to include both genders. This regulation is effective for implementation 1 January 1999.

BY ORDER OF THE GOVERNOR:

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This regulation supersedes TPR 451 dated 1 October 1985 with all changes

## **Chapter 1**

### **General**

#### **1-1. Purpose**

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

#### **1-2. Objectives**

The objective of the New Jersey National Guard Incentive Awards Program is to provide a method to recognize and reward employees, individually or in groups, for their suggestions, inventions, superior accomplishments, or other personal efforts that contribute to efficiency, economy, or other improvements in Government operations; or who perform special acts or services in the public interest in connection with or related to their official employment.

#### **1-3. Applicability**

This regulation applies to all excepted and competitive National Guard Technicians employed under the provisions of 32 U.S.C. 707 and includes provisions for all military members of the New Jersey National Guard.

#### **1-4. Definitions**

a. Technicians: All civil service employees, both excepted and competitive.

b. Active Military Members: Refers to all Title 32 military members of the New Jersey National Guard both Active Guard/Reserve (AGR) and Drill Status Guardsmen (DSG).

c. Incentive Award: Either a cash award, an honorary award, or both,

but does not include a quality step increase or performance rating.

d. Suggestion Award: An award granted for an idea submitted in writing by an employee, or employees and adopted by management, which benefits the Government.

e. Invention Award: A monetary and/or honorary recognition granted for an invention that is of interest to the U.S. Government or the public, and for which coverage is sought or granted.

f. Special Act or Service Award: A monetary award in recognition of an act of heroism, or similar one-time special act, service, or scientific achievement.

g. Performance Award: A monetary award in recognition of performance of duties which clearly meets or exceeds the technician's assigned position requirements for the current appraisal period.

h. Quality Step Increase: An increase in an employee's rate of basic pay from one rate of grade of his position to the next higher rate of that grade in recognition of sustained high quality performance at a level that substantially exceeds an acceptable level of performance.

i. On The Spot Award: A monetary award granted an employee for a set 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.

j. Time Off Award: An excused absence without charge to leave or loss of pay to recognize one-time, non-recurring superior accomplishments or other personal efforts that contributes to the quality, efficiency, or economy of Government operations.

k. Length of Service Awards: Emblems and certificates awarded to all National Guard technicians as recognition for long and faithful Federal service.

l. Honoree Award: A medal, certificate, plaque, or other item that can be worn or displayed.

#### **1-5. Responsibilities**

a. The Adjutant General:

- (1) Assure compliance with program requirements.
- (2) Establish a State Incentive Awards Program Committee.
- (3) Promote and support the Incentive Awards Program.
- (4) Maintain an adequate budget to assure prompt action on awards and effective promotion and publicity.

b. Human Resources Officer (HRO):

- (1) Administer and publicize the Incentive Awards program.
- (2) Provide advice, assistance, and training to supervisors on effective use and participation in the program.
- (3) Provide training and orientation to all technicians and military members on how they may earn awards.
- (4) Prepare required reports.
- (5) Designate a HRO staff member as the Program Manager (Executive Secretary) of the State Incentive Awards Program Committee.
- (6) Provide documentation to the USPFO or Assistant USPFO-Fiscal (Air) for payment of cash awards.
- (7) Assure that awards under this program will be considered when evaluating candidates for promotion.

c. Supervisors:

- (1) Provide support for and participate in the Incentive Awards Program.
- (2) Exercise care in considering award recognition. Although there should be a linkage between performance appraisal and performance recognition, this does not mean awards will be automatic for a technician whose performance meets the basic eligibility for an incentive award.
- (3) Determine what type of recognition will best motivate the technician to greater productivity, by matching recognition to performance.
- (4) Ensure that awards for special acts or services are recognized immediately, and that all award presentations are conducted in a timely manner.

d. Program Manager (Executive Secretary):

(1) A non voting member who will assist the Adjutant General in the establishment of the State Incentive Awards Program Committee.

(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 ensue evaluation within prescribed time limits.

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

(5) Ensure that all suggestions and nominations for a special act or service meet eligibility requirements.

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

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

e. State Incentive Awards Program Committee:

(1) Assist the Program Manager in reviewing suggestions and requests for reconsideration of disapproved suggestions.

(2) Review and make recommendations to the Adjutant General on nominations for Special Acts or Service Awards.

## **CHAPTER 2**

### **SUGGESTIONS (ALL TECHNICIANS AND ACTIVE MILITARY MEMBERS)**

#### **2-1. Suggestion requirements**

a. A suggestion is eligible for processing through the suggestion program under the following conditions:

(1) Is submitted in writing before or within 90 calendar days following the date the suggestion is adopted. Therefore, any suggestion received in NGB that does not meet this requirement will be returned as ineligible for consideration.

(2) It involves a proposal that is original to the organization as a whole.

(3) It does not substantially duplicate in subject content a suggestion already under consideration.

(4) A second suggestion, while similar to an earlier rejected suggestion, based on different conditions and providing different justification is eligible for consideration at any time.

(5) An adopted suggestion that falls within the suggester's job responsibilities can be the basis for a cash award if it significantly exceeds applicable performance requirements. Where performance requirements are not well defined, the following considerations may be used in determining whether the suggested improvement, if adopted, exceeds performance requirements sufficiently to be eligible for consideration for an award.

(a) Improvements of a management nature, if the suggester is not in a supervisory job.

(b) If the suggester is a supervisor, the adopted idea should represent a broad substantial improvement that goes beyond normal expectations, or its use can be extended outside the organizational area of responsibility of the suggester.

(c) If the suggester is in a staff-type position where responsibility for improvement is directly assigned, the suggestion must be outside the normal scope of expected performance.

(d) Management improvement, work simplification, cost reduction, zero defects actions that are adopted will be examined by concerned officials to determine whether they meet eligibility requirements to be considered as a suggestion.

(6) A suggestion concerning the improvement of materials or services purchased from a contractor may be considered for an award, if the improvement results in tangible or intangible benefits to the Government; for example, a reduction in the cost of a product being purchased. To be eligible for such an award, the suggester should submit a suggestion through incentive awards

channels at the designated employing installation so that the Government may propose the improvement to the contractor. Submission of the suggestion through Government channels is important in order to assure identification of the origin of the proposal and the benefits to the Government. Awards are not payable upon benefits to a contractor.

b. A suggestion is not eligible for consideration under the following conditions:

(1) When it appears to be of the complaint type or proposes change in housekeeping practices or personal comfort, or proposes a technician service or benefit unrelated to productivity.

(2) When it recommends enforcement of existing rules, regulations, or directive.

(3) When it duplicates a suggestion for which the award entitlement period has not yet expired. An award entitlement period automatically expires 2 years after the date of final action thereon.

(4) When it creates an appearance of using one's office for private gain.

(5) When a similar suggestion is currently under consideration.

## **2-2. Submitting suggestions**

a. Army AGR and TDG - See Army Regulation 5-17.

b. Air AGR and TDG - See ANGI 38-401.

c. Army and Air technicians  
Suggestions will be submitted on NGB Form 6 in legible handwriting or typewritten. Only one copy is required. The form must include a complete, factual, and specific explanation of the suggestion. It must tell what the present practice is, explain the suggested change, and tell where and how it can be used and what benefits will be derived from its use. Include in the suggestions:

(1) All information available to the suggester such as stock number, form title, numbers of parts, type of aircraft, address of Office of Primary Responsibility (OPR) if

known, photographs, sketches, drawings, blueprints, mockups etc.

(2) A clear identification of the building or location if suggestion pertains to safety, fire hazards, or otherwise involves a specific site.

d. The suggester must ensure that classified material is properly controlled and handled as prescribed in appropriate security regulations.

e. If the suggestion pertains to matters under the jurisdiction of the suggester's supervisor, the suggester may give the suggestion to the supervisor for review and discussion. Although this means of submission is optional, it should be widely encouraged for its mutual benefit to the suggester and the supervisor.

f. Supervisory review procedures:

(1) When a suggestion is related to the suggester's work area, use of the supervisor channels gives the suggester an opportunity to show interest in management improvement and to obtain advice from the supervisor. This may improve the quality and scope of the suggestion by eliminating pitfalls or obstacles or by broadening it to include additional applications. It also gives the suggester an opportunity for immediate evaluation that may result in revision more likely to be adopted.

(2) Supervisors benefit by gaining a fuller understanding of what the suggestion involves and how it can be accomplished. They may also be able to propose alternatives or improvements to the suggestion during the discussion that will increase effectiveness of their operation if the suggestion is approved.

(3) After review and discussion the supervisor will forward the suggestion to the Program Manager.

g. If the suggester does not elect to use the supervisory channel, he should forward the suggestion direct to the HRO for processing.

## **2-3. Evaluation of suggestions.**

a. Each suggestion received is reviewed for completeness and compliance with NGB TPR 451 by the

Program Manager, State Incentive Awards Committee. All suggestions received are assigned a number and a meaningful title, and acknowledged promptly. If the suggestion is not eligible, it is returned to the suggester with a suitable explanation by the Program Manager.

b. Suggestions that are eligible 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 nonadoption. Suggestions will be evaluated on NGB Form 7 (Suggestion Evaluation) with full consideration given to any developments directly attributed to the suggestion. When an evaluation cannot be completed within 45 working days, the OPR will notify the Program Manager, who will inform the suggester of the status of his suggestion. Subsequent updates of all outstanding suggestions will be required every 30 days. The OPR will review suggestions for duplication of those currently under consideration or of others received during the previous year.

(2) When a suggestion is determined by the local OPR to require modification or updating of aircraft, systems, or equipment, it must be converted to the appropriate format and processed as a modification request/equipment improvement recommendation and be submitted through appropriate channels. (Reference TM 38-750 and AFR 57-4.) Once the local OPR makes such a determination, that office holds the suggestion in abeyance until that channel of processing is completed. A suggestion may not be processed under the provisions of this regulation until final approval of the modification or updating change is received and documented as to the date and method of implementation and benefits to be derived. To facilitate finalization of the suggestion and ensure proper credit for any resulting changes, the modification request/equipment improvement recommendations should state: "This action is the result of

Suggestion (identifying symbol and number, date, and name of suggester)." If adopted, the implementing OPR will provide a completed NGB Form 7 reflecting proper credit for the source of the original idea.

(3) When a suggestion is within the authority of the evaluator to adopt and is considered useful and practicable, the NGB Form 7 will state how and when the suggestion could be placed into operation and an estimate of the annual savings and benefits, together with an explanation of the method used in making the determination. The OPR will evaluate tangible and/or intangible benefits in accordance with Appendix A & B. The OPR will return the suggestion to the Program Manager with recommendations as to the level of adoption. If the suggestion is recommended for implementation beyond the local level, the Program Manager will forward the original suggestion to NGB for processing.

(4) When a suggestion is not within the authority of the evaluator to adopt and is considered useful and practical, the OPR will return the NGB Form 7 to the Program Manager who will forward the suggestion to NGB for processing.

(5) A suggestion that is not considered useful or practical may be rejected at any level. The program Manager, in coordination with the OPR, should not forward suggestions to NGB unless they are considered to be fully useful and beneficial improvements. If the evaluator is uncertain of the suggestion's value, the suggestion will be returned to the Program Manager for further action. If the suggestion is not recommended for adoption, the local OPR will return the suggestion to the Program Manager with suitable explanation.

(6) Suggestions received by NGB-TN will be given an NGB number and sent to the appropriate OPR for evaluation. The State will be informed of the status of the suggestion and notified of any extended delays. Once an evaluation

is completed, the 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.

#### **2-4. Request for reconsideration.**

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

#### **2-5. Authority to grant awards.**

a. The Adjutant General may approve cash awards up to and including \$3,000 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. These awards will be reviewed by the State Incentive Awards Program Committee for mathematical accuracy and compliance with NGB TPR 451. Cash awards for locally approved suggestions in excess of \$3,000 will be sent to NGB-TN with a recommendation for the additional award. Awards for approved suggestions that have received technical evaluation beyond the State level will be returned to the State Incentive Awards Program Committee by NGB-TN with authority for full payment. All cash awards for suggestions will be processed on a NGB Form 50.

b. The amount of a cash award approved by the Adjutant General will be determined based on the benefits derived. The total amount of a cash award to a group will 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 suggesters should indicate on the NGB Form 6 the

sharing ratio for any cash award that might result.

#### **2-6. 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 in benefits will be recognized by a letter of appreciation.

#### **2-7. Award for intangible benefits.**

By their very nature, awards in this category are recommended on the basis of judgement 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. (See appendix B).

#### **2-8. 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 nonadoption).

### **CHAPTER 3**

**INVENTIONS** (All Technicians and Active Military)

#### **3-1. Processing inventions.**

Processing will be the same as suggestions and in accordance with Chapter 3, NGB TPR 451.

### **CHAPTER 4**

**SPECIAL ACTS OR SERVICE AWARDS** (All Technicians and Active Military)

#### **4-1. General**

A special act or service award is a monetary award in recognition of an act of heroism, or similar one-time special act, service, or scientific achievement that contributes to the efficiency, economy, or other improvement of the 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.

#### **4-2. Award processing**

A supervisor (technician/military) having a direct knowledge of the special act or services should initiate the nomination immediately on a NGB Form 32 and forward it to the Program Manager for processing. All nominations must be submitted 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). The approved NGB Form 32 will be forwarded to the appropriate payroll office for payment.

### **CHAPTER 5**

**PERFORMANCE AWARDS** (Technicians Only)

#### **5-1. Purpose**

A Performance Award is a monetary award in recognition of performance of duties and responsibilities which clearly meets or exceeds the technician's assigned position requirements for the current appraisal period. This award empowers activity managers to approve this award without further review by the HRO.

#### **5-2. Amount of performance award**

a. Payment of Performance Awards will be determined in accordance with the following:

(1) Meets Standards - Not to exceed \$300 gross.

(2) Exceeds Standards - Minimum \$300 but not to exceed \$1,500 gross.

b. Employee awards are subject to current withholding taxes. The amount of the award will be added to each recipient's yearly wages.

#### **5-3 Eligibility**

All N.J. National Guard Technicians, excepted and competitive, are

eligible. The technician's most recent overall performance appraisal must be at the Meets Standards or Exceeds Standards. The performance on which the award is based must have been maintained for at least one year in the same job and grade level, unless the technician was demoted during the period for reasons other than cause. Award eligibility will not be affected by position changes occurring after the period covered by the recommendation. Nominations must be submitted to the HRO within 30 calendar days after completion of the period of service to be recognized.

#### **5-4. Nomination and approval procedures**

The technician's immediate supervisor is responsible for initiating the nomination, using NJDMAVA Form 32 (Appendix D) and for providing any additional documentation available. The activity manager is the approving official. If the activity manager disapproves the nomination, it will be returned to the immediate supervisor with suitable explanation.

#### **5-5. Documentation**

The approved NJDMAVA Form 32 must be sent to the HRO. The HRO will produce

a Standard Form 50, Notification of Personnel Action, reflecting the Performance Award. A copy of the SF 50 will be filed in the technician's Official Personnel Folder to document the action. A second copy will be sent to the appropriate Pay Office and a third copy will be forwarded to the technician's supervisor for posting Section 10 of NGB 904-1 in their Supervisor's Employee Performance File, and presentation to the employee.

#### **5-6. Presentation of awards**

Activity managers will develop local procedures to present the award to the technician. Some type of office or activity ceremony is recommended. Prime consideration should be to get the award to the employee as quickly as possible. In addition to presenting the technician with the SF

50 a NGB Form 51, Commendation Certificate will also be presented.

#### **5-7. Limitations**

An employee who receives this award may be considered for other types of awards.

#### **5-8. Funding**

a. This award will be paid from appropriated technician funds. In certain instances it may be necessary to limit or curtail the awards based on fiscal constraints.

b. Activity managers are responsible for insuring sufficient funds are available prior to approving performance awards.

### **CHAPTER 6**

**QUALITY STEP INCREASE** (GS Technicians only)

#### **6-1. Purpose**

Quality Step Increase (QSI) should be used only by management officials as a recognition of service that significantly exceeds high quality job performance by General Schedule technicians and supervisors. A QSI advances a technician one step. A QSI is not to be repeated on a purely automatic basis, but should clearly show that the technician's performance is deserving of such recognition. If a technician has received a QSI, the justification for another such increase in the same grade and position must provide specific evidence of increased quality of performance over and beyond that on which the previous increase was warranted.

#### **6-2. Eligibility**

a. The technician must have exceeded standards for the last three (3) years.

b. 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.

c. Normally, technicians may only be awarded a QSI every three years. Any exceptions must be approved by The Adjutant General.

### **6-3. Nomination and approval procedures**

a. The technician's immediate supervisor is responsible for initiating the nomination using NJDMAVA Form 32. A brief paragraph on the NJDMAVA Form 32 describing the contribution will be all the justification that is required. The technicians last three performance appraisals will be used as justification for the award.

b. Activity managers will approve this award with administrative review by the HRO and final approval by the Adjutant General.

c. If the activity manager disapproves the nomination, it will be returned to the immediate supervisor with a suitable explanation.

d. Nominations must be submitted to the HRO within 60 days of the last appraisal period.

### **6-4. Documentation**

The approved NJDMAVA Form 32 must be sent to the HRO. The HRO will produce a Standard Form 50, Certification of Personnel Action, reflecting the Quality Step Increase Award. A copy of the SF 50 will be filed in the technician's Official Personnel Folder to document the action. A second copy will be sent to the appropriate Pay Office and a third copy will be forwarded to the technician's supervisor, for posting Section 10 of NGB 904-1 in their Supervisor's Employee Performance File, and presentation to the employee.

### **6-5. Presentation of Awards**

Activity managers will develop local procedures to present the award to the technician. Some type of office or activity ceremony is recommended. Prime consideration should be to get the award to the employee as quickly as possible. In addition to presenting the technician with the SF 50, a NGB Form 51, Commendation Certificate will also be presented.

### **6-6. Limitations**

An employee who receives this award may be considered for other type of awards.

## **CHAPTER 7**

### **ON THE SPOT AWARDS** (Technicians only)

#### **7-1. Purpose**

To provide immediate feedback and a special "thanks" to employees who make an extra effort to perform their duties in an exemplary manner. The On the Spot award is designed to feature speedy recognition to deserving technicians. It empowers activity managers to approve this award without further review by the HRO.

#### **7-2. Eligibility**

All New Jersey National Guard technicians (both Excepted and Competitive) are eligible. This award is particularly useful in recognizing lower graded "front-line" non-supervisory technicians. This award may be awarded to both individuals and teams.

#### **7-3. Amount of the award**

This award may range from \$25.00 to \$1,000.00 (gross). Employee awards are subject to current withholding taxes and the amount of the award will be added to each recipients yearly wages.

#### **7-4. Criteria**

This award is designed to immediately reward technicians who have performed their duties in an exemplary manner. Examples include situations where employees perform added or emergency assignments in addition to their regular duties; demonstrate exceptional courtesy or responsiveness in dealing with customers or colleagues; or exercise extraordinary initiative or creativity in addressing a critical need or difficult problem. In other words, this award is appropriate for employees who "go the extra mile" or who perform "above and beyond the call of duty." Use of this award is particularly appropriate for

rewarding technician efforts that might go unrecognized. Technicians should be nominated within two (2) weeks after the occurrence.

#### **7-5. Nomination and approval procedures**

a. Employees are recommended for the award by their immediate supervisor or higher level management official. The supervisor will recommend an appropriate dollar amount. Supervisors may consider nominations made to them by officials from other departments, non-supervisory technicians and clients or customers. The award is approved by the appropriate activity manager, who may accept the award amount, change or disapprove it.

b. Nomination for the award will be made on an NJDMAVA Form 32. A brief paragraph to support the recommendation will be placed on the NJDMAVA Form 32.

#### **7-6. Documentation**

After approval the NJDMAVA Form 32 (Appendix D) must be sent to the HRO. The HRO will produce a Standard Form 50, Notification of Personnel Action, reflecting the On the Spot Award. A copy of the SF 50 will be filed in the technician's Official Personnel Folder to document the action. A second copy will be sent to the appropriate Pay office and a third copy will be forwarded to the technician's supervisor for posting Section 10 of NGB 904-1 in their Supervisor's Employee Performance File, and presentation to the employee.

#### **7-7. Presentation of awards**

Activity managers will develop local procedures to present the award to the technician. Some type of office or activity ceremony is recommended. Prime consideration should be to get the award to the employee as quickly as possible. In addition to presenting the technician with the SF 50, a NJDMAVA Form 451-1 (Appendix E) should also be presented.

#### **7-8. Limitations**

A technician may receive no more than two On the Spot Awards in one calendar year. On the Spot Awards should not be used when monetary awards of greater value are merited. However, On the Spot Awards are not intended to replace existing incentive and performance awards, and employees who receive On the Spot Awards may be considered for other types of awards. On the Spot Awards will not be used as a reward for the annual appraisal period.

#### **7-9. Funding**

a. This award will be paid from appropriated technician funds. In certain instances it may be necessary to limit or curtail the awards based on fiscal constraints.

b. Activity managers are responsible for insuring sufficient funds are available prior to approving awards.

### **CHAPTER 8**

#### **TIME OFF AWARDS (Technicians Only)**

##### **8-1. Purpose**

a. To recognize one-time, non-recurring superior accomplishments or other personal efforts that contributes to the quality, efficiency, or economy of Government operations. The act/service may or may not be within the technician's normal job requirements. It empowers activity managers to approve these awards without further review by the HRO.

b. Time off awards are an excused absence without charge to leave or loss of pay.

##### **8-2. Eligibility**

a. All New Jersey National Guard technicians (both Excepted and Competitive) are eligible. (This award is not applicable to AGR's.)

b. Contribution must be solely attributed to technician duty and not military assignment.

##### **8-3. Amount of time off**

a. An employee may be granted up to eighty (80) hours of time off during a leave year, but no more than forty (40) hours for a single

contribution. In the case of a part-time employee, one-half the maximum amount of time that could be granted during the leave year may be granted.

b. In determining the amount of time off to be granted, the benefits realized by the Government from the employee's contribution will be taken into consideration. The amount of time off should be proportionate to the value of the contribution being recognized.

c. A time off award does not convert to cash under any circumstances.

d. It is not required that total time awarded be taken at one time; however, time must be used within one year after approval, any unused time off is forfeited and cannot be restored.

#### **8-4. Criteria**

a. Examples of employee achievement that might be considered for a time off award are:

(1) Making a high quality contribution involving a difficult or important project or assignment.

(2) Displaying special initiative and skill in completing an assignment or project before the deadline.

(3) Ensuring the mission of the unit is accomplished by successfully completing additional work or a project assignment while maintaining the employee's workload.

(4) Using initiative and creativity by suggesting or making improvements in a product, activity, program, or service.

(5) Sustaining high level performance for an extended period as reflected, for example, in a rating period.

b. A scale to be used for guidance assigning number of hours to certain types of achievement is at Appendix C.

#### **8-5. Nomination and approval procedures**

a. Employees may be recommended for an award by their immediate supervisor or higher level management official.

b. Authority to approve a time off award of one working day or less is delegated to the first level supervisor. More than one working day will be approved by the appropriate Activity Manager.

c. Nomination for the award will be made utilizing NJDMAVA Form 32. A brief justification to support the recommendation will be placed on the NJDMAVA Form 32.

d. The nomination must be received in the HRO NLT two weeks after the accomplishment.

#### **8-6. Documentation**

a. After approval, the NJDMAVA Form 32 must be sent to the HRO. The HRO will produce a Standard Form 50, Notification of Personnel Action, reflecting the Time Off Award. A copy of the SF 50 will be filed in the technician's Official Personnel Record Folder to document the action. A second copy will be sent to the appropriate Pay Office and a third copy will be forwarded to the technician's supervisor for posting Section 10 of NGB 904-1 in their Supervisor's Employee Performance File, and presentation to the employee.

b. Time Off Awards are marked "Administrative Leave" on the Time & Attendance when taken.

#### **8-7. Presentation of awards**

Activity managers will develop local procedures to present the award to the technician. Some type of office or activity ceremony is recommended. Prime consideration should be to get the award to the employee as quickly as possible.

#### **8-8. Limitations**

An employee who receives this award may be considered for other types of awards.

### **CHAPTER 9**

#### **LENGTH OF SERVICE AWARDS (All Technicians)**

##### **9-1. Purpose**

Length of service emblems and certificates (NGB Form 52) will be

awarded to all National Guard technicians as recognition for long and faithful Federal service.

### **9-2. Eligibility**

Technicians become eligible for recognition when they complete 10 years of creditable Federal service. Creditable service includes all service used in establishing the technician's service computation date. This award will be presented in 5 year increments up to and including 50 years.

### **9-3. Responsibility**

The HRO is responsible for administering the service recognition program. The HRO will determine technician eligibility; prepare certificates for signature of the Adjutant General; and forwarding emblems and certificates to the technician's immediate supervisor.

### **9-4. Presentation**

This award should be presented as soon as the technician attains eligibility. However, the presentation may be set within a reasonable period after the date of eligibility in order to arrange presentation ceremonies. Supervisors or commanders should present the emblems and certificates.

## **CHAPTER 10**

### **HONORARY AWARDS (All Technicians)**

#### **10-1. The President's Award for Distinguished Federal Civilian Service**

a. 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:

(1) A display of imagination in developing creative solutions to problems of Government.

(2) A display of courage in persevering against great odds and difficulties.

(3) 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.

(4) Long and distinguished career service.

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

#### **10-2. Department of Defense Distinguished Civilian Service Award**

a. The Secretary of Defense annually presents this award to six civilian employees of the Department of Defense whose careers reflect exceptional devotion to duty and significant contributions of broad scope to the efficiency, economy, or other improvements in the operations of DOD. This award consists of a gold medal and citation personally signed by the Secretary of Defense. Awards are made in two categories: for contributions or achievements primarily in the scientific field; or for contribution or achievements in fields other than scientific.

b. Nominees should be made from among those technicians who have already received the Department of the Army or the Air Force Decoration for Exceptional Civilian Service. Nominations must be personally endorsed by the Adjutant General. Details and submission dates will be announced by NGB-TN.

#### **10-3. Decoration for Exceptional Civilian Service**

a. Nominations for this award will cover a minimum of 1 year of service, except nominations for bravery, and

must be submitted within 6 months after completion of the period to be cited. Eligibility will be determined by measuring contributions against the level of achievements defined below:

(1) Accomplished assigned duties of major program significance to the Department of the Army or the Air Force in such a manner as to have been clearly exceptional or outstanding among all who have performed like or similar duties.

(2) Developed and improved major methods and procedures, developed significant inventions, or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the missions of the Department of Army, Air Force, or Defense and Federal Government.

(3) Exhibited great courage and voluntary risk of life in performing an act resulting in direct benefit to the Government or its personnel.

(4) Provided outstanding leadership to the administration of major Army or Air Force programs in terms of highly successful accomplishments of mission or in major redirection of objectives or accomplishments to meet unique or emergency situations.

b. Retirement, separation, or long periods of service may not be used as a sufficient basis for this award. With the exception of nominations for bravery, nominations will not normally be considered unless the technician has established a pattern of excellence as demonstrated by receipt of such prior recognition as the Department of the Army or the Air Force Meritorious Civilian Service Award or other equivalent recognition from another Federal agency.

#### **10-4. MERITORIOUS CIVILIAN SERVICE AWARD**

a. Nominations for this award will cover a minimum period of 1 year of service, except nominations for bravery, and must be submitted within 6 months after completion of the period to be cited. The Chief, NGB, is the approval authority for this

award. Eligibility will be determined by measuring contributions against the level of achievements defined below:

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

(2) Exercising unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, space, materials, or other items of expense, or in improving safety or health of technicians.

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

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

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

c. Nominations must contain specific examples of the technician's accomplishment and the benefits derived in sufficient detail to be easily understood. Nominations, along with a proposed citation, will be submitted thru HRO to NGB-TN using NGB Form 32 (original and four copies).

#### **10-5. Certificate of Achievement**

Certificate of achievement will be initiated by the technician's immediate supervisor, concurred in by the next level supervisor, and approved by the Adjutant General.

#### **10-6. Other methods of recognition**

a. 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 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).

b. NGB Form 999, Certificate of Retirement, will be presented when a

technician retires from the Federal Service.

## APPENDIX A. DETERMINING AWARD AMOUNTS

Estimated First-Year Benefits to Government	Amount of Award
Up to \$10,000	10 percent of benefit
\$10,001 - 100,000	\$1,000 for the first \$10,000, plus 3% of benefits over \$10,000
\$100,001 or more	\$3,.700 for first \$100,000, plus .5% of benefits over \$100,000

### Quick Guide for Calculating Awards Based on Tangible Benefits

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
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	3,730	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	*Awards over \$10,000 require the approval of the Office of Personnel Management.	
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
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		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200	** Maximum award authorized by OPM. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000	
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	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

**APPENDIX B. SCALE OF AWARDS BASED ON INTANGIBLE BENEFITS**

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	<p>Affects functions, mission, or personnel of one office, facility, installation, or a organizational element of a head-quarters.</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 of 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 of several regional areas or commands, or an entire department or large independent agency or is in the public interest throughout the Nation or beyond.</p>
<p><b>MODERATE VALUE</b> - Change or modification of an operation 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>	\$25-100	\$100-250	\$250-500	\$500-1,000
<p><b>SUBSTANTIAL VALUE</b> - Substantial change or modification of an operating principle or procedure: an important improvement to the value of a product, activity, programs, or service to the public.</p>	\$100-250	\$250-500	\$500-1,000	\$1,000-2,500
<p><b>HIGH VALUE</b> - Complete revisions of a basic principle or procedure: a highly significant improvement to the value of a product, major activity, or program, or service to the public.</p>	\$250-500	\$500-1,000	\$1,000-2,500	\$2,500-5,000
<p><b>EXCEPTIONAL VALUE</b> - 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>	\$500-1,000	\$1,000-2,500	\$2,500-5,000	\$5,000-10,000

## APPENDIX C - TIME OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

### Value to Organization

### Number of Hours

#### **Moderate:**

1 to 10

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

#### **Substantial:**

11 to 20

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Sufficient change or modification of operating principles or procedures.

#### **High:**

21 to 30

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

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

#### **Exceptional**

31 to 40

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.

APPENDIX D - NJDMAVA FORM 32

Recommendation For Awards				
1. Type of Recognition Recommended (To Be Completed By Immediate Supervisor)				
Quality Step Increase *	Performance Award	On-The Spot Award	Time Off Award	
Step _____	\$ _____	\$ _____	_____ hours	
2. Period of Award		3. Date of Act or Date Contribution Put Into Use		
4. Last Name, First Name, Middle Initial (Mr., Mrs., Miss), Rank, Soc. Sec. #				
5. Present Position Title, Grade, Step and Salary (without locality pay)				
6. Command, Installation and Location		7. Organization		
8. Type and Date of Last Three Incentive Award(s) or Date(s) of Quality Increase(s) Previously Granted				
9. Justification for Award				
10. Signature and Title of Immediate Supervisor (phone #)				11. Date
12. Signature and Title of Activity Manager (Phone #)				13. Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
* For Quality Step Awards				
	Approval	Disapproval	Signature	Date
14. The Adjutant General				

NJDMAVA FORM 32

TPR 451 - 1 December 1998

New Jersey Department of Military and Veterans Affairs  
**ON-THE-SPOT AWARD**

In the amount of \$ \_\_\_\_\_ (not to exceed \$1,000)

(Name)

Congratulations! You are being recognized for performance warranting  
special attention. I personally thank you for your effort.  
Keep up the good work

NJDMAVA Form 451-1, 1 Dec 98

REF: NJDMAVA TPR 451

\_\_\_\_\_  
(Signature of Approving Official)

Revised 1 Dec 98