



**IDAHO NATIONAL GUARD
JOINT FORCE HEADQUARTERS
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JFHQ-ID/J1HR

01 October 2011

MEMORANDUM FOR SUPERVISORS of Technicians Employees

SUBJECT: Incentive Awards Program (Federal) – FY 2012 Schedule

1. The Incentive Awards Committee will meet quarterly in FY 2012 on the following dates, subject to availability of funds:

07 December 2011
21 March 2012
20 June 2012
12 September 2012

2. Supervisors are encouraged to submit Incentive Award nomination packets for technicians at anytime; however, nominations must arrive at the Human Resource Office at least two (2) weeks prior to a scheduled quarterly board in order to be reviewed by that board.

3. Those nomination packages arriving less than two weeks prior to the convening of an Incentive Awards Committee will be held for the next quarterly board.

4. The point of contact for this memorandum is SSgt Melissa Loepp @ at 272-3780.

KEVIN K. DAWKINS, Colonel, IDANG
Human Resource Officer