

**IDARNG HR 451**

**Civilian Personnel**

# **Awards**

**Joint Force Headquarters  
Idaho National Guard  
Boise, Idaho 83705  
5 January 2021**

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## Civilian Personnel

### Awards

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**Summary.** This Idaho Army National Guard (IDARNG) Policy implements and supplements the directives of the Office of Personnel Management (OPM), Department of Defense (DoD), National Guard Bureau (NGB) and the law (5 CFR 451) which govern Awards.

**Applicability.** This policy applies to federal employees (T32/T5) of the Idaho Army National Guard employed under the authorities and provisions of 32 USC 709 and NDAA FY17 P.L. 114-328, Sections 932 and 1084.

**Suggested Improvements.** The proponent for this policy is the Human Resource Office. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to NGID-HRO, 4794 General Manning Ave, Boise, Idaho 83705.

**Currency.** This policy supersedes *HQ IDNG REG (ARNG) 690-201/HQ*, dated 31 January 2006.

KEVIN K. DAWKINS, Colonel, IDNG  
Human Resource Officer

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## **Chapter 1**

### **General Information**

#### **1-1. References**

- a. CNGB Instruction 1400.25, Vol. 451, 05 October 2018, "National Guard Technician Incentive Awards Program"
- b. CNGB Instruction 1400.25, Vol. 431, 24 January 2018, "National Guard Technician Performance Appraisal Program"
- c. 5 USC 4500, "Incentive Awards"
- d. 5 CFR 451, "Awards"
- e. 5 USC 4300, "Performance Appraisal"
- f. 5 CFR 430, "Performance Management"

#### **1-2. Purpose**

The Incentive Award Program is designed to motivate Idaho Army National Guard (IDARNG) employees to increase productivity, creativity and to achieve greater efficiency, economy, and improvement of operations. It is also a method of rewarding performance that is substantially above the normal expectation of standards and those adopted ideas that benefit the IDARNG and DoD. The Incentive Awards Program will be endorsed and supported at all levels of management, and will be administered entirely on the basis of merit without regard to age, sex, color, religion, national origin, marital status, or physical or mental handicaps.

#### **1-3. Scope**

This policy applies to all permanent, indefinite, and temporary employees (T32/T5) of the IDARNG, paid under the General Schedule (GS) and Federal Wage System (FWS).

#### **1-4. Responsibilities**

- a. **State Adjutant General (TAG).**  
Promote and support the Incentive Awards Program.
- b. **Human Resource Office (HRO) - Employee Benefits Specialist (EBS).**
  - (1) Serve as the program manager for the IDARNG awards program.
  - (2) Provide advice, assistance, and training to commanders, managers, and supervisors on effective use and participation in the program.
  - (3) Provide advice and oversight regarding equity and consistency across the organization.
  - (4) Provide training and orientation to all employees regarding the awards program.
  - (5) Process award personnel actions.
- c. **Full-Time Activity Managers.** (Listed in Appendix A)
  - (1) Review and authorize awards submitted within their jurisdiction.
  - (2) Assure compliance with HRO award program timelines.
- d. **Supervisors.**
  - (1) Exercise good judgment and fairness in considering award recognition. Supervisors are responsible for appropriate publicity and presentation of employees receiving awards.
  - (2) Determine what type of recognition will best motivate employees to greater productivity by matching recognition to performance.
  - (3) Ensure On-the-Spot awards are accomplished and presented in a timely manner.

#### **1-5. Types of Incentive Awards**

- a. Superior Performance (SP)
- b. On-The-Spot (OTS)

## **Chapter 2**

### **Superior Performance (SP) Awards**

#### **2-1. Purpose**

A SP award is an award recognizing sustained superior performance of duties and responsibilities over an entire rating cycle. Superior performance awards will be based solely on the employee's performance rating at the end of the appraisal cycle.

#### **2-2. Description SP Awards**

- a. There are three types of SP awards:
  - (1) SP-Time Off
  - (2) SP-Cash
  - (3) Quality Step Increase (QSI)
- b. SP Awards may only be recommended at the end of the annual performance appraisal cycle each year (31 March).
- c. The SP program budget is based on affordability in the Army Civilian Pay account for each fiscal year. Regardless of ability to award incentives, all annual appraisals must be submitted electronically in the DoD Performance Management and Appraisal Program (DPMAP) no later than 30 April of each year.
- d. An analysis will be accomplished each year by HRO and USPFO to determine if the Civilian Pay budget will support an incentive awards program and, if so, the amount of the budget to be allotted for monetary awards. The agency can reduce, defer, or deny any awards for budgetary reasons.
- e. There is a maximum of 40 hours for a SP-Time Off award with an 80 hour cumulative time off limit that can be awarded in a leave year for an employee. Time Off awards must be used within one year of the approval date. Time Off awards do not convert to cash payments under any circumstances.
- f. SP-Cash Awards cannot exceed 10 percent of an employee's base pay. In cases where monetary unit values exceed 10 percent of the employee's base pay, the award will be adjusted accordingly by HRO.

#### **2-3. Eligibility**

An employee must have been under an approved performance plan for at least 90 days during the appraisal cycle to receive a rating of record. Employees cannot be recommended for multiple types of SP awards.

- a. SP-Cash and SP-Time Off: All employees with a Summary Rating of 3.51 or higher.
- b. QSI: All General Schedule (GS) permanent or indefinite employees with a Summary Rating of 4.30 or higher.
- c. Ineligible employees:
  - (1) Supervisors who do not complete performance plans and appraisals for their employees within established time requirements.
  - (2) Employees who have a Letter of Reprimand (LOR) on record during the timeframe of the appraisal cycle in which the SP award is based. (As a reminder, supervisors can remove a LOR earlier than originally intended. This must be coordinated with the Labor Relations office.)
  - (3) Employees with an actioned Adverse Action during the appraisal cycle in which the SP award is based.

#### **2-4. Award Procedures and Approval Authority**

- a. Beginning 16 April, HRO will analyze the performance appraisal data to ensure completion of all federal employee annual appraisals. A report listing all employees within each Directorate eligible to receive a SP award will be forwarded to each Full-Time Activity Manager. Until all

appraisals are complete for an activity, this report will be sent every two weeks to identify which annual appraisals are not complete.

b. Once all annual appraisals are complete within an Activity, HRO will provide Full-Time Activity Managers an Incentive Request Listing, which will identify award eligible employees and their Summary Rating (average score). Full-Time Activity Managers should develop their own internal process for determining which type of award to recommend.

c. Full-Time Activity Managers will provide their recommendations of incentives to be awarded on the Incentive Request Listing and return to HRO via email. Partial Incentive Request Listings will not be accepted. To ensure prompt processing of awards, the completed Incentive Request Listing must be returned to HRO NLT 15 days after receipt from HRO.

e. The Chief of Staff (CoS) is the approval authority for SP- Cash and SP-Time Off awards. The Assistant Adjutant General (Army) or the Chief of the Joint Staff respectively, are the approval authorities for QSIs.

## **2-5. Amount of Awards**

a. SP-Cash award amounts will be based on the value of monetary units established for each appraisal year. The amount for each monetary unit will be determined by the number of employees who receive a Summary Rating of 3.51 points or higher and recommended for a SP-Cash award. Employees will be eligible to earn from one to four monetary units based on their Summary Rating as defined in Table 2-1, SP Award Amounts.

For example: If an employee had an average point score of 4.00, they would be eligible for two monetary units. If each monetary unit was determined to be worth \$500, the SP-Cash award amount for this employee would be \$1000.

b. Employees will be eligible to earn SP-Time Off award amounts of 18 to 40 hours based on their average score/summary rating as defined in Table 2-1, SP Award Amounts.

For example: If an employee had an average point score of 4.00, they would be eligible for a 27 hour SP-Time Off award.

c. If a QSI is recommended for an employee and disapproved, the award will default to a SP-Cash award.

**Administrative Note:** The QSI will not change the effective date of the employee's normal within-grade pay increase except when receipt of a QSI places an employee in the fourth or seventh step of a grade. In such case, the waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting-period schedule prescribed by 5335(a), title 5, United States Code (10 USC 5335(a)).

Table 2-1. SP Award Amounts (only one option may be recommended)

<b>Employee's Summary Rating (Average Score)</b>	<b>SP-Cash Award Amount</b>	<b>SP-Time Off Award Amount</b>	<b>QSI Option (GS only)</b>
3.51 – 3.99	1 monetary unit	18 hours	No
4.00 – 4.29	2 monetary unit	27 hours	No
4.30 – 4.80	3 monetary unit	36 hours	Yes
4.81 – 5.00	4 monetary unit	40 hours	Yes

## Chapter 3

### On-the-Spot (OTS) Awards

#### 3-1. Purpose

The OTS award is an incentive award designed to provide immediate feedback and special thanks to federal employees or groups of employees who make an extra effort to perform their duties in an exemplary manner. The OTS award is not based on annual appraisal ratings. Duties attributed to military assignments may not be considered.

#### 3-2. Description of OTS Awards

There are two types of OTS awards:

- a. OTS Individual awards are designed to feature speedy reward and recognition to deserving employees throughout the appraisal cycle. Additionally, a primary purpose of this type of award is to foster exemplary service to customers and employee involvement in the improvement of the organization's processes.
- b. OTS Team awards are designed to foster teamwork within the organization. This award provides opportunities to recognize employees who work well with other team members to contribute significant positive impacts to mission accomplishment. Additionally, offering an incentive for team contributions has the potential to increase team unity and contributions to the agency.

#### 3-3. Eligibility

All federal employees are eligible for OTS Individual awards. For OTS team awards, any work center, committee, or team comprised of two or more federal employees are eligible.

#### 3-4. Criteria

Examples of nomination for an OTS award include situations where the employee(s):

- a. Produces exceptionally high quality work under tight deadlines;
- b. Performs added or emergency assignments in addition to their regular duties;
- c. Demonstrates exceptional courtesy or responsiveness in dealing with customers or colleagues;
- d. Exercises extraordinary initiative or creativity in addressing a critical need or difficult problem.

#### 3-5. Type and Limitation of Award

OTS Awards are not intended to replace existing SP awards. OTS awards are **not** to be used as a reward for the annual performance appraisal period. OTS awards may include any of the following:

- a. OTS TOA: A single TOA can be no more than 40 hours. An employee may receive **no more than 80 hours of time off** (performance and/or OTS) within in a leave year.
- b. OTS Cash: \$100 to \$250. An employee may receive **no more than two (2)** OTS cash awards within a leave year.
- c. Honorary Award: Letter, Certificate, Medal, Plaque, etc.

#### 3-6. Nomination and Approval Procedures

Employees are recommended for the award by their immediate supervisor or higher level management official within the supervisory chain. Supervisors may consider recommendations made to them by officials from other departments, non-supervisor employees and clients or customers. Supervisors will use the NGB Form 32 to submit award recommendations for approval. A brief paragraph on the reverse side of the NGB Form 32 describing the contribution will be sufficient justification. The approval process will be as follows:

- a. OTS TOA

- (1) The immediate supervisor may approve a TOA of up to one working day (NTE 10 hours) without the review and approval of a higher official. In this instance, the immediate supervisor will sign both blocks 9 and 10 of the NGB Form 32.

(2) The employee's second-level supervisor must approve any TOA in excess of one day (NTE 40 hours). The second-level supervisor may either approve the recommended award, change the number of hours, or disapprove it.

b. OTS Cash Award

(1) The supervisor will route the NGB Form 32 thru the supervisory chain to the Full Time Activity Manager. The activity manager may either accept the award amount, change it, or disapprove it. After approval by the appropriate activity manager, the NGB Form 32 will be routed to the USPFO office for budget approval. Upon budget approval, the NGB Form 32 will be forwarded to HRO for processing.

c. OTS Honorary Award

Honorary awards/recognition may occur at any time from anyone.

### **3-7. Funding of Award**

OTS awards will be paid from appropriated federal employee pay funds. A budget for these awards will be established at the beginning of each fiscal year. The CoS may establish other budgetary constraints for each fiscal year (i.e., dividing the annual budget by quarter). In addition, there may be instances where it is necessary to limit or curtail the awards based on fiscal constraints. NOTE: All NGB Forms 32 recommending OTS Awards must be received by HRO NLT 15 September of each year in order to facilitate payment within that fiscal year's allocations.



**Appendix A**  
**Full-Time Activity Managers**

**Joint**

<b><u>Managers</u></b>
Director – J 3/5/7
HRO – JHFQ/IDARNG-HRO

**Army**

<b><u>Managers</u></b>
Director – G1
CoS – G2
Director – G3
Director – G4
Director – J3/5/7
Director – USPFO
Director – SAO-AASF
Director – CFMO-EMO
CoS – Safety-OCC
CoS – CMD Group
CoS – Recruiting & Retention
Commander – ISU (DATS)
Commander – RTI