



# CHIEF NATIONAL GUARD BUREAU INSTRUCTION

NGB-J1  
DISTRIBUTION: A

CNGBI 1400.25, Vol. 451  
05 October 2018

## NATIONAL GUARD TECHNICIAN INCENTIVE AWARDS PROGRAM

References: See Enclosure J.

### 1. Purpose.

a. Instruction. This instruction is composed of several volumes, each containing its own purpose. The purpose of the overall instruction is to establish policy and assign responsibilities regarding the National Guard (NG) Technician Personnel Program in accordance with (IAW) reference a.

b. Volume. This volume provides policy and procedures for the NG Technician Incentive Awards Program IAW references a through f.

2. Cancellation. This instruction rescinds and replaces Technician Personnel Regulation 451, 15 December 2009, "Awards."

3. Applicability. This instruction applies to all NG employees in the States, the District of Columbia, Guam, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands. The provisions of this instruction apply to the extent collective bargaining agreements do not provide otherwise.

4. Policy. It is National Guard Bureau (NGB) policy to grant incentive awards that encourage the full participation of NG employees in improving government operations IAW reference h, Equal Employment Opportunity and Affirmative Employment Program policies, laws, regulations, and Executive Orders. To encourage full participation at all levels in improving government operations, the Adjutant General may pay bonuses or cash awards, grant time off, or incur necessary expenses for the honorary and informal recognition of NG employees, either individually or as a member of a group, on the basis of performance appraisal rating of record or:

a. A suggestion, invention, productivity gain, superior accomplishment, or other personal effort that contributes to the efficiency, economy, or other

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improvement of government operations or achieves a significant reduction in paperwork.

b. A special act or service in the public interest in connection with, or related to, official employment or performance as reflected in the employee's most recent rating of record as defined by section 430.203 of reference g.


5. Definitions. See Glossary.

6. Responsibilities. See Enclosure A.

7. Summary of Changes. This is the initial publication of CNGBI 1400.25, Vol. 451.

8. Releasability. This instruction is approved for public release; distribution is unlimited. Obtain copies through <<http://www.ngbpdc.army.mil>>.

9. Effective Date. This instruction is effective upon publication and must be reissued, canceled, or certified as current every five years.



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Enclosures:

- A -- Responsibilities
- B -- Types of Incentive Awards
- C -- Monetary Awards
- D -- Superior Accomplishment Awards
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- H -- Length of Service and Retirement Awards and Suggestion or Invention Awards
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ENCLOSURE A

RESPONSIBILITIES

1. Technician Personnel Management Office (NGB-J1-TN). NGB-J1-TN will:

a. Establish responsibilities, policies, and requirements for the NG Technician Incentive Awards Program that meet the statutory and regulatory requirements IAW with references a through f.

b. Approve or disapprove any award recommendations that must be forwarded to the Department of Defense (DoD) or higher level. Award recommendations may be reviewed by an NGB Awards Committee or by any other appropriate means.

2. The Adjutants General (TAGs). TAGs will:

a. Establish an NG Technician Incentive Awards Program for their State or Territory that meets the statutory and regulatory requirements cited in references a through f.

b. Ensure that appropriate funds are allocated to meet awards requirements and that funds are obligated IAW with Army National Guard (ARNG) or Air National Guard (ANG) financial management controls and delegation of authority.

c. Approve incentive awards. The approving official must be at least one level above the level of the nominating official.

3. Human Resources Officers. Human Resources Officers will:

a. Issue regulatory guidance and administer and publicize State NG Technician Incentive Awards Programs.

b. Develop local procedures to present the awards as deemed appropriate.

c. Provide appropriate documentation to the Defense Civilian Pay System and United States Property Fiscal and Officer for payment of cash awards.

d. Assure that awards are considered when evaluating candidates for selection to vacancies and promotions.

e. Forward recommendations for awards to NGB-J1-TN that require further review and approval by DoD or higher levels.

4. Employee Relations Specialists. Employee Relations Specialists will:
  - a. Serve as the program manager for the NG Technician Incentive Awards Program.
  - b. Provide advice, assistance, and training to commanders, managers, and supervisors on effective use of and participation in the NG Technician Incentive Awards Program.
  - c. Provide training and orientation to all employees and military members on how they may earn awards.
  - d. Arrange for payment and presentation of awards and ensure appropriate publicity.
  - e. Evaluate State NG Technician Incentive Awards Programs and develop feedback to management and employees.
5. Commanders, Managers, and Supervisors. Commanders, managers, and supervisors will:
  - a. Provide support for and participate in the NG Technician Incentive Awards Program.
  - b. Determine what type of recognition will best motivate employees to greater productivity and match recognition with performance.
  - c. Ensure that awards for special acts or services are recognized promptly and that all award presentations are conducted in a timely manner.

ENCLOSURE B

TYPES OF INCENTIVE AWARDS

1. Types of Incentive Awards. The NGB uses four types of incentive awards: cash awards, time-off awards (TOAs), honorary awards, and informal recognition awards. Agencies may use any combination of the award types to reward a specific contribution. For example, an employee might receive both a certificate and a cash award as recognition for a single contribution. The overall combined value of the awards should not exceed the corresponding value to the organization of the contribution recognized, as shown in Table 1. The award should be commensurate with the contribution of the employee.

a. Cash Awards. A cash award is a lump-sum cash payment that is not basic pay for any purpose under references e and f. Quality step increase (QSI) awards do not increase an employee's basic rate of pay.

b. TOAs. A TOA grants an employee additional time off that is not chargeable to leave or as loss of pay.

c. Honorary Awards. An honorary award does not involve cash payment or time off. This type of an award has honorific value -- for example, a letter, certificate, medal, plaque, or item of nominal value.

d. Informal Recognition Awards. Informal recognition awards must meet the following criteria: the item must be of nominal value, and the item must take an appropriate form to be used in the public sector and to be purchased with public funds.

2. Additional Requirements. States may grant cash, time-off, honorary, or informal recognition awards to an employee, as an individual or member of a group, based on:

a. Accomplishment. Recognition of superior accomplishment, productivity gain, or other personal effort is awarded for contribution to the efficiency, economy, or other improvement of operations or for achieving a significant reduction in paperwork.

b. Special Act or Service. For a special act or service in the public interest in connection with or related to official employment.

c. Performance. Performance Awards are based in whole or in part on performance appraisal rating of record. Employees must have a most recent rating of record at Level 3, "Fully Successful," or Level 5, "Outstanding," to receive a performance-based cash award. Employees must receive a rating of record at Level 5, "Outstanding," to qualify for a QSI.

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d. Length of Service and Retirement. NGB Form 52, "Certificate of Service," signed by TAG or a designated representative, is used to recognize employees for long and faithful service. NG employees retiring from Federal service may receive an NGB Form 999, "Certificate of Retirement," signed by TAG or a designated representative.

ENCLOSURE C

MONETARY AWARDS

1. Monetary Awards. These are one-time cash payments that do not increase the employee's rate of basic pay.

a. Acceptance of a cash award constitutes an agreement that the use of an idea, method, or device by the Government for which an award is made does not form the basis of a further claim of any nature against the Government by the employee, the employee's estate, or the legal heirs of a deceased employee.

b. A cash award to, and the expense for the honorary recognition of, an employee may be paid from the fund or appropriation available to the activity primarily benefiting or the various activities benefiting.

c. Cash awards range from \$25 to \$25,000, depending on the achievement. Cash awards exceeding \$10,000 and up to \$25,000 are approved at the discretion of the Office of Personnel Management (OPM). Except for the On-the-Spot (OTS) Award and TOA of one day or less, all Special Act or Service Award (SASA) amounts will be determined using the cash award criteria for tangible (measured in terms of dollars) or intangible (not measured in terms of dollars) benefits as shown in Table 1. NGB-J1-TN must review awards over \$10,000.

<b>Estimated First-Year Benefits to Government</b>	<b>Amount of Awards</b>
Up to \$10,000	10 percent of benefits.
\$10,001 to \$100,000	\$1,000 for the first \$10,000 plus 3 percent of benefits.
Up to \$100,000 in benefits	10 percent of benefits.
Over \$10,000 to \$100,001 or more	\$3,700 for the first \$100,000 plus 0.5 percent of benefits over \$100,000.
\$100,001 and above in benefits	\$10,000 plus 1 percent of benefits above \$100,001, up to \$25,000 with the approval of the OPM.
	Presidential approval is required for all awards of more than \$25,000.

**Table 1.** Scale of Award Amounts Based on Tangible Benefits to the Government

2. Types of Cash Awards. There are three types of cash awards: Sustained Superior Performance (SSP) Award, SASA, and OTS Award.

3. Award Payments. All cash awards will be financed from Federal funds locally available within the State; therefore, each State must ensure funds are obligated consistent with applicable ARNG or ANG financial management controls and delegated authority. The NG may pay cash awards to eligible personnel of another department or agency if the contributions benefit the NG. The losing organization must pay the award if that organization approved the annual rating or special act award, transferring funds to the gaining organization. Monetary awards are additional compensation; therefore, taxes will be withheld from all cash award payments IAW reference i.

4. Awards Based on Tangible and Intangible Benefits. Award amounts will be determined using guidelines in Tables 1 and 2.

	<b>EXTENT OF APPLICATION</b>			
	<b>LIMITED</b>	<b>EXTENDED</b>	<b>BROAD</b>	<b>GENERAL</b>
<b>VALUE OF BENEFIT</b>	Affects functions, mission, or personnel of one facility, installation, or regional area, or an organizational element of headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or agency. Affects an extensive area of science or technology.	Affects functions, mission, or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
<b>Moderate</b> Change or modification of an operating principle or procedure with limited use or impact.	\$25-\$125	\$126-\$325	\$326-\$650	\$651-\$1,300



	<b>EXTENT OF APPLICATION</b>			
	<b>LIMITED</b>	<b>EXTENDED</b>	<b>BROAD</b>	<b>GENERAL</b>
<b>Substantial</b> Substantial change or modification of procedures. An important improvement to the value of a product, activity, program, or service to the public.	\$125-\$325	\$326-\$650	\$651-\$1,300	\$1,301-\$3,150
<b>High</b> Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$325-\$650	\$651-\$1,300	\$1,301-3,150	\$3,151-\$6,300
<b>Exceptional</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.	\$650-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300	\$6,301-\$10,000

**Table 2.** Award Amounts Based on Intangible Benefits to the Government

5. Cash Awards for Contributions that Result in Tangible Monetary Savings.

All awards over \$5,000 that are based, in whole or in part, on tangible benefits will be audited by an appropriate independent auditor. Cash awards are not given for contributions with less than \$250 in benefits. In such cases, a letter of appreciation or commendation or locally devised certificate may be used.

6. Cash Awards for Contributions that Result in Intangible Benefits. Awards in this category are recommended based on judgment rather than precise facts and provable calculations; they are reviewed for merit. Approval of awards and the amounts awarded will be as fair and consistent as possible. If a contribution with intangible benefits in a moderate-limited category does not compare favorably with one involving tangible benefits of at least \$250, no cash award is in order. In such cases, a letter, memorandum of appreciation or commendation, or locally devised certificate may be used.

7. Cash Awards for Contributions that Result in Both Tangible and Intangible Benefits. A contribution may result in both tangible and intangible benefits. If so, recognize the intangible benefits only to the extent that the contribution is not adequately recognized based on the tangible benefits realized.

ENCLOSURE D

SUPERIOR ACCOMPLISHMENT AWARDS

1. Overview. States will establish procedures for submitting, reviewing, evaluating, and approving superior accomplishment awards, including any additional required documentation. Nominations will be initiated by the employee's immediate supervisor using NGB Form 32, "Recommendation for Incentive Award or Quality Salary Increase." The supervisor must submit NGB Form 32 within 30 days after the end of the period of service to be recognized. Use the employee's current performance appraisal as justification for the award, as appropriate. Normally, a brief paragraph describing the contribution will be all the justification needed.

2. SSP. An SSP is a monetary award in recognition of significant superior performance of duties and responsibilities that clearly exceeds the employee's assigned position requirements. To be eligible for an SSP, the employee's most recent overall performance appraisal must reflect a record of rating at Level 3 or higher, as defined in references j, k, and l.

3. SASA. The SASA is a monetary award to recognize a nonrecurring meritorious personal effort, contribution, or accomplishment in the public interest, either in or outside of job responsibilities; a scientific achievement; or courageously handling an emergency. The achievement must not otherwise be rewarded by a normal annual performance evaluation cycle award.

- a. All permanent and temporary employees are eligible for this award.
- b. The act, service, or achievement may involve more than one employee.
- c. The SASA is particularly appropriate to recognize short-term accomplishments:
  - (1) In a regularly assigned position.
  - (2) During a detail.
  - (3) At the conclusion of a successful special project.
  - (4) When performance or honorary awards are not appropriate.
- d. When an award is made for an accomplishment within the normal scope of job responsibilities, the act or service must significantly exceed normal expectations.
- e. The act or service to be recognized must not have served as either the whole basis, or part of the basis, for a previous cash award.

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f. A SASA is given to employees for a scientific achievement such as the following:

(1) An act, deed, or accomplishment that established a scientific or technological basis for later technical improvements of military or national significance.

(2) A scientific or technological accomplishment of such quality and effectiveness as to have materially advanced the research and development achievements of an activity, group, or project.

(3) A significant scientific or technological achievement that contributes materially to the welfare of the Armed Services and the Nation.

(4) An article accepted for publication in a scientific publication.

(5) A technical paper presented to a professional society that constitutes a substantial contribution to, or advancement of, scientific knowledge.

g. This award is also appropriate for recognition of an employee's ideas or improvements resulting in benefits that are tangible, intangible, or both and that cannot be recognized under the provisions of this instruction. See Enclosure C, Tables 1 and 2.

h. This award is not to be used as a substitute for other personnel actions, pay entitlements, or other forms of recognition.

5. OTS Awards. The OTS cash award is a small SASA (\$25 to \$250) which may be given by a supervisor for day-to-day accomplishments of subordinate employees. OTS awards should be processed expeditiously.

ENCLOSURE E

PERFORMANCE AWARDS

1. Performance Awards. Performance Awards are monetary, given to recognize high-level performance for a specific period by all employees serving under a permanent appointment of one year or more.

2. Eligibility. Employees who satisfy the minimum requirements for a Level 3, or “Fully Successful,” rating of record for the most recent rating period may receive Performance Awards. Employees with a Level 5, or “Outstanding,” rating of record for the most recent rating period may receive this award.

a. Organizational accomplishments, including the employee’s overall contributions to mission accomplishment, may be major considerations in recommending or approving Performance Awards for individual employees.

b. Performance Awards should be used both to reward past performance and as an incentive to stimulate future high-level performance by the awardees and their peers.

3. Nominations for Performance Awards. Documentation will consist of a Level 5, or “Outstanding,” or Level 3, or “Fully Successful,” rating of record for the most recent rating period, which must show how nominees exceeded the requirements of their critical elements. Nominations must be submitted within 90 calendar days after the approval date of the rating of record, with final action completed within 30 days thereafter. Nominations should not be approved when prompted solely by the impending departure of a supervisor or an employee; prompted solely by the fact that the employee is currently at a pay rate subject to legal limitation (pay cap) or the tenth step of the grade; or an employee has received a previous Performance Award based in whole or in part on the performance currently being recommended for recognition

4. Amount of Award. Performance Awards are computed as a percentage of pay with a maximum award of 10 percent of the employee’s base pay. Employees with outstanding performance may receive awards up to 20 percent of their base pay, if approved by TAG, the Chief of Staff, or the Wing Commander. A Level 5, or “Outstanding,” performance rating surpasses the normal requirements for the “Fully Successful” rating and should be fully documented. For example, an employee’s outstanding contribution to mission accomplishment or organizational effectiveness should be easily identified, documentable, and clearly superior to others rated “Fully Successful,” or that the employee received an “Outstanding” in any critical element.

ENCLOSURE F

QUALITY STEP INCREASE

1. QSI. A QSI is an additional within-grade pay increase given to General Schedule (GS) employees. GS employees with a Level 5, or “Outstanding,” rating of record for the current rating period are eligible for the QSI. An employee may not receive more than one QSI in any 52-week period. An employee may not receive a QSI if the employee has received a Performance Award based in whole or in part on the performance being recommended for recognition.

2. Nominations for a QSI. Submit nominations within 30 days of approval of the rating of record. States will establish procedures for submitting, reviewing, evaluating, and approving a QSI, including any additional required documentation.

a. QSIs will be initiated by the employee’s immediate supervisor using NGB Form 32. Submit NGB Form 32 within 30 days of the end of the recognition period. Use the employee’s current performance appraisal as justification for the award.

b. Normally, the justification will entail a brief paragraph describing the contribution. If the justifications will not support approval of a QSI by the reviewing official or board, States may establish procedures for downgrading the nomination or awarding an SSP in lieu of a QSI.

3. Administration. 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. The waiting period for a regular within-grade increase is extended by 52 weeks under the graduated waiting-period schedule prescribed by reference 1.

ENCLOSURE G

TIME-OFF AWARDS

1. TOA. The TOA is only authorized to recognize superior accomplishments of an employee who contributed to the quality, efficiency, or economy of Government operations. This award provides an alternative to monetary or nonmonetary recognition for superior accomplishments. TOAs grant time off from duty without loss of pay or charging leave. They use the same criteria as SSP awards. The period of time off granted is based on the value of the individual's contribution, not the individual's grade or salary.

a. Immediate supervisors may approve a TOA of up to one working day without the review and approval of a higher official. The employee's second-level supervisor must approve any awards in excess of one day.

b. Employees may use TOAs while performing service with the uniformed services. Employees forfeiting a TOA because they are on duty with the uniformed services are entitled to reinstatement of their award. A reinstated TOA must be used within six months of deactivation from active service.

c. TOAs will not be granted to create the effect of a holiday or treated as administrative excusals or leave. They will not be granted in conjunction with a military down day, family day, training day, or the like which would grant a TOA to the entire employee population or a majority of the civilian population.

d. TOAs may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions.

2. TOA Limits. The maximum amount of time off that may be approved for any single contribution is 40 hours. Employees working a typical 80-hour pay period may be awarded a total of 80 hours during any leave year.

a. For part-time employees or those with an uncommon tour of duty, the total time off granted during any calendar year must be based on the average number of hours generally worked during a two-week period. The maximum amount of time off granted for a single contribution for part-time or uncommon tour employees will be one-half the maximum amount of time that could be granted in the leave year for the employee.

b. Employees forfeit any time off not used within one year from the effective date the TOA was approved. TOAs must be carefully scheduled to avoid adversely affecting an employee who must use or lose annual leave.

c. Awarded time off cannot be used to justify restoring forfeited annual leave.

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d. Employees cannot convert a TOA to a cash payment. Employees cannot transfer approved, unused time off when they transfer from the NG to another DoD component or to another Federal agency. In addition, employees coming from another department or Federal agency may not transfer a TOA to the NG.

3. Documenting Time Off. Nominations for TOAs will be initiated by the employee's immediate supervisor using Standard Form (SF) 52, "Request for Personnel Action," along with supporting written justification. SF 52 is submitted to the appropriate Human Resources Office for processing with the employee's name, Social Security number, organization, and number of hours of time off granted.

a. Contributions must directly support the ARNG and ANG missions or result in benefits to the NGB or DoD.

(1) The extent of the contribution must be considered when determining the amount of time off that is approved. Time off must be justified with an explanation of how the employee merits the award.

(2) The following certification statement from the supervisor or recommending official must be included: "I have considered fully the wage costs and productivity loss in granting this TOA. The amount of time off granted is commensurate with the individual's contribution or accomplishment. I also considered the unit's workload and unit employees' leave projections and certify that the employee can schedule the time off in addition to other scheduled leave. I also considered other available forms of recognition in determining the amount of this time-off award."

b. The nomination must include the approving official's name, position title, signature, and date signed, as well as those of the recommending official, as appropriate.

c. SF 50, "Notification of Personnel Action," is used to document the approved TOA and file it in the employee's electronic Official Personnel Folder. Supervisors will file the award justification in the Employee Performance File.

d. The effective date of the award is documented on SF 50 after appropriate review and verification of legal requirements by an approving official.

4. Recording Scheduled Time Off. The employee's use of time off is included on the employee's time and attendance reports according to instructions published by the civilian payroll function. The employee must obtain the supervisor's approval to schedule and use the TOA. The employee should request time off far enough in advance to use it without disrupting the unit's work. Employees will use OPM Form 71, "Request for Leave or Approved Absence," to request use of the TOA.



ENCLOSURE H

LENGTH OF SERVICE AND RETIREMENT AWARDS AND SUGGESTION OR  
INVENTION AWARDS

1. Length-of-Service Recognition for Civilian Employees. Length-of-service certificates are used to recognize all Federal civilian service in five-year increments, provided that one year of service has been served as an NG employee.
2. Length-of Service-Requirements. Employees who complete 10, 15, 20, 25, 30, 35, 40, 45, or 50 years of satisfactory service receive career service emblems and certificates. Employees who complete 5 years of satisfactory service may be awarded a career service certificate. Lapel pins are available through the Defense Supply System, if desired.
3. Suggestions and Inventions Awards Program. Suggestions and inventions improve the economy, efficiency, or effectiveness of Federal Government operations that have been adopted by the agency. The ARNG and ANG manage the Suggestion and Inventions Awards Program. The points of contact for the program:
  - a. The Air Force Idea Program is managed by the ANG.
  - b. The Army Ideas for Innovation (AI2) program replaces and modernizes the former Army Suggestion Program. AI2 serves as the secure open innovation site for all Army personnel (military, civilians, and contractors). It provides a platform for unleashing the creativity of the Total Force to bring ideas to valued outcomes. In AI2, Army Soldiers, civilians, and contractors can create, vote upon, share, discuss, and participate in identifying innovative ideas and creative solutions that positively affect the Army through returns on investment such as better quality, cost savings, higher productivity, decreased cycle time, business process improvement, and, ultimately, enhanced collaboration and morale. Access AI2 through reference m.



ENCLOSURE I

NATIONAL GUARD BUREAU HONORARY AWARDS

1. NGB Honorary Awards. NG employees may be eligible to receive the following types of NGB Honorary awards IAW reference n.

a. NGB Minuteman Award. For outstanding achievement or service to NGB for members, given to employees who have been assigned to the NGB or individuals who have contributed by representing the NGB (for example, serving on a national committee).

b. NGB Certificate of Commendation. For contributing noteworthy service to the NGB at a level or duration that directly assisted the NG.

c. NGB Certificate of Appreciation. For service or contribution to the NGB.

2. Nominations. For review and approval by the NGB Manpower and Personnel Directorate of any of the awards listed above, NGB Form 672, "National Guard Bureau Awards Program Request," must be submitted through NGB-J1-TN.

3. Award Justification. The award justification must be typed on a separate piece of bond paper, in bullet format, not to exceed one page. The citation is a short narrative description of the employee's or team's act, achievement, or service. It must be specific about facts and the impact of the accomplishments on furthering the mission of the NGB. The narrative should be no more than three sentences, if possible, and may not exceed 11 lines. Language for the citation should not contain superfluous embellishments, acronyms, or quotations.

4. Nomination Packages. All nomination packages for civilian awards must be processed IAW this instruction. Citations should be prepared in Times New Roman (or comparable font), no smaller than 10 point, in *landscape* format, with one-inch right and left margins. The award citation must meet printing requirements and should not exceed 11 lines. Do not use abbreviations, acronyms, or quotations in a citation. To maintain consistency in preparing civilian award citations across the NG, follow the model of the following opening and closing sentences.

a. Opening Sentence for Civilian Honorary Awards: General. "Mr./Mrs./Ms. J.Q. Public, State National Guard, distinguished himself/herself by outstanding leadership as a member on the Employee Benefits Advisory Council from September 2014 to May 2017."

b. Outstanding Civilian Career Service Award. "In recognition of his/her distinguished performance in support of the National Guard Bureau from

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25 March 1981 to 31 July 2016. Mr./Mrs./Ms. J.Q. Public's significant contributions have laid the groundwork for continued improvements and cost savings to the National Guard Bureau, the 54 States and Territories, and the 58,000 military employees he/she serves."

6. Body of Citation. The body of the citation is a short description that must capture the local command and NG-wide accomplishments justifying the award. It must be specific about facts and limited to two or three sentences. Use the following statement as a model: "During this period/In this important assignment, the outstanding performance, professional competence, and ceaseless efforts of Mr./Mrs./Ms. J.Q. Public resulted in unparalleled improvements in the execution of the technician personnel program. He/She established improved processes at the National Guard Bureau that significantly increased funding available for Army and Air Force Title 32 technician personnel. Mr./Mrs./Ms. Public's creative and tireless efforts contributed substantially to unprecedented levels of collaboration and integration among the National Guard, Department of Defense."

7. Closing Sentence for Honorary Awards.

a. For Civilian Service. "The distinctive accomplishments of Mr./Mrs./Ms. J.Q. Public reflect the highest credit upon himself/herself, the State National Guard, and the National Guard Bureau."

b. Civilian Career Service Retirement Award. "The distinctive accomplishments of Mr./Mrs./Ms. J.Q. Public culminate a (long and) distinguished career with the National Guard and reflect great credit upon himself/herself, the State National Guard and the National Guard Bureau." (Use the word "long" if length of service exceeds 30 years.)

ENCLOSURE J

REFERENCES

- a. CNGB Instruction 1400.25A, 10 October 2017, “National Guard Technician Personnel Program”
- b. Title 32 United States Code (U.S.C.) Section 709, “Technicians: Employment, Use, Status”
- c. 10 U.S.C. § 10508, “National Guard Bureau: General Provisions”
- d. CNGB Memorandum, 16 February 2017, “Designation of The Adjutants General to Appoint, Employ, and Administer National Guard Employees”
- e. 5 U.S.C. Chapter 45, “Incentive Awards”
- f. 5 Code of Federal Regulations (CFR) 451, “Awards”
- g. 5 CFR 430, “Performance Management”
- h. DoD Directive 1440.1, 21 May 1987, “The DoD Civilian Equal Employment Opportunity Program,” Incorporating Changes through 17 April 1992
- i. Internal Revenue Service Publication 15-B, “Employer’s Tax Guide to Fringe Benefits”
- j. 5 U.S.C. Chapter 43, “Performance Appraisal”
- k. CNGB Instruction 1400.25, Vol. 431, 24 January 2018, “National Guard Technician Performance Appraisal Program”
- l. 5 U.S.C. Chapter 53, “Pay Rates and Systems”
- m. Army Ideas for Innovation (AI2) Program, 19 June 2018,  
<[https://www.milsuite.mil/book/community/spaces/ai2/ai2\\_support/](https://www.milsuite.mil/book/community/spaces/ai2/ai2_support/)>
- n. NGB Awards Program, 15 April 2011, “What You Need to Know”



## GLOSSARY

### PART I. ACRONYMS

AI2	Army Ideas for Innovation
ANG	Air National Guard
ARNG	Army National Guard
CNGB	Chief of the National Guard Bureau
DoD	Department of Defense
GS	General Schedule
IAW	In accordance with
NG	National Guard
NGB	National Guard Bureau
NGB-J1-TN	Technician Personnel Office
OPM	Office of Personnel Management
OTS	On-the-Spot (Award)
QSI	Quality Step Increase
SASA	Special Act or Service Award
SF	Standard Form
SSP	Sustained Superior Performance
TAG	The Adjutant General
TOA	Time-off award

### PART II. DEFINITIONS

Approving Authority -- The Adjutant General or designee.

Award -- Something bestowed or an action taken to recognize and reward individual or team achievement that contributes to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public's interest.

Career Service Recognition Award -- An award that acknowledges a number of years of Government service.

Employee -- Title 32 dual status Excepted Service employees and Title 5 National Guard Excepted or Competitive Service employees defined in references.

Intangible Benefit -- Savings to the Government that cannot be measured in terms of dollars.

Invention Award -- Monetary or honorary recognition for an invention by Federal personnel that is of interest to the Government or the public, and for which patent coverage is sought or granted.

**Monetary Award** -- A cash payment that does not increase the employee's rate of basic pay.

**Non-Monetary (Honorary) Award** -- A recognition device that is not a cash payment or time off but rather of an honorific value, for example, a letter, certificate of appreciation, medal, plaque, or item of nominal value. National Guard Bureau honorary awards are the Meritorious Service Award, the Certificate of Commendation, and the Certificate of Appreciation.

**Quality Step Increase** -- An increase in an employee's rate of basic pay from one rate of the grade of his or her 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 competence.

**State** -- Any of the 50 States, as well as the District of Columbia, Guam, the Commonwealth of Puerto Rico, and the Virgin Islands.

**Time-Off Award** -- Time off from duty granted without loss of pay or charge to leave, commensurate with the employee's contribution or accomplishment.

**Tangible Benefit** -- Savings to the Government that can be measured in terms of dollars.