

Incentive Awards Program

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Purpose and Intent of the Program

- Motivate technicians
- Increase productivity, creativity and improve methods of operation
- Recognize and reward performance and contributions of our workforce

Purpose and Intent (cont.)

- Program is endorsed and supported by all levels of management and is to be administered without bias
- USE DISCRETION – Incentive awards are NOT an employee entitlement and ARE subject to funds availability

Types of Awards

- Performance Based
 - Irregular Performance Pay (IPP)
 - Formally known as QSI
 - Sustained Superior Performance Award (SSP)
- Performance Contribution Awards
 - Special Act or Service Award (SASA)
 - On-the-Spot Award (OTS)
 - Time-Off Award (TOA)
- Invention Awards
- Honorary Awards
- Length of Service Awards

Types of Awards (cont.)

- Performance Based Awards = IPP and SSP
 - Tied to the Technician Performance Appraisal Report, CAL NG Form 430
 - Recognizes service that significantly exceeds the Critical Elements and Performance Indicators

Types of Awards (cont.)

- Performance Contribution Awards = SASA, OTS, TOA
- In recognition of actions that go significantly beyond the expected job performance and may be given to
 - An individual or a group
 - For a singular act or service
 - For high quality service.

Irregular Pay Performance (IPP)

- An awarded within-grade increase (merits faster than normal salary enhancements)
- As a minimum, the employee must have 6 months of high quality performance in the same job and grade level.
- Must have a current “fully successful” performance appraisal on file.

IPP (cont.)

- May receive only one IPP within a 52 week timeframe
- Applies to General Schedule (GS) employees only.
- Nominating supervisor forwards the SF-52 to HRO with proper justification attached, in the remarks section of the SF-52, or on the CAL NG 430.

Sustained Superior Performance (SSP)

- For recognition of significant superior performance of duties and responsibilities that clearly exceed a technician's assigned position.
- This performance must have been maintained for at least six (6) months – at the same job and grade level.
- The technician's overall performance must be rated "fully successful" on their current Technician Performance Appraisal Report (CAL NG 430).

SSP (cont.)

- Nominating supervisor forwards the SF-52 to HRO with proper justification attached, in the remarks section of the SF-52, or on the CAL NG 430.
- A CAL NG 430 is current if it is within 364 days of the end of the rating period.

SSP (cont.)

- Award amount is paid as a percentage of the basic pay, plus locality. May range from one to ten percent (1 – 10%). May not exceed \$10,000.
- SSP may not be recommended in conjunction with another award for the same achievement.
- Temporary technicians are not eligible for this award.

Special Act or Service Award (SASA)

- To recognize a singular act, event or service.
- This recognition is to an individual or a group who go *significantly* beyond the expected job performance.
- May also be awarded in recognition of an act of heroism or scientific achievement.

SASA (cont.)

- Award is monetary and may range from 1-10%, not exceeding \$10,000.
- Nominating supervisor forwards the SF-52 to HRO with proper justification attached or in the remarks section.
- In no case will the SSA be recommended in conjunction with another award for the same achievement.
- Technicians are eligible for this award.

On-The Spot Awards (OTS)

- Recognizes a technician's personal accomplishments, extra work effort, high quality service.
- Either the supervisor or a manager outside the chain of command or organization may nominate a technician for this award.

OTS (cont.)

- The award amounts can range from a minimum of \$25.00 to a maximum of \$500.00. Awarded as a NET amount.
- Nominating supervisor forwards a SF-52 to HRO with proper justification attached or in the remarks section.
- All technicians are eligible for this award.

Time-Off Award (TOA)

- Awarded to a technician or group of technicians who perform quality service in an exceptional manner.
- The minimum award is one day (8 hours).
- No more than 40 hours for a single contribution.

TOA (cont.)

- Maximum of 80 hours in a leave year.
 - Leave year begins with the first pay period of the new calendar year.
- Nominating supervisor forwards the SF-52 to HRO with proper justification attached or in the remarks section.
- All CAARNG technicians are eligible for this award.

Length of Service Award

- All Technicians are eligible for this award.
- Recognizes Federal service and is granted for all Federal service including honorable military service.
- Technicians receive an award after 10, 15, 20, 25, 30, 35, 40, 45, and 50 years of creditable Federal service.
- A service pin (beginning at year 10) and a certificate are presented.

Inventions

- Designed to motivate Federal employees to make and report inventions.
- Invention must contribute to the efficiency, economy or other improvement in government operations.
- Agency may grant \$100 initial award when invention is favorably evaluated.

Inventions (cont.)

- An additional award of up to \$300 may be granted upon notification of patent.
- Sent to National Guard Bureau (NGB-HR) for review and processing.

Honorary Awards

- President's Award for Distinguished Federal Civilian Service
- Department of Defense Distinguished Civilian Service Award
- Decoration for Exceptional Civilian Service

Honorary Awards (cont.)

- Meritorious Civilian Service Award
- Presidential Recognition Program
- Certificates of Achievement
- Memorandums of appreciation or commendation

Payment of Cash Awards

- Cash awards are financed from Federal funds locally available; as such, they are considered budgetary obligations that must be met and monitored closely to avoid over-obligation
- Cash awards will be paid at the earliest practicable date after approval.
- Cash awards are treated as additional income and taxed accordingly.

Facts About Incentives

- The least effective long-term motivator is money.
- Regardless of what incentives you offer, if the employee does not value the task or the reward, they will most likely not perform to the desired level.

Facts About Incentives (cont.)

- No one motivator works every time with the same employee.
- Reward poor performance more than once and it will be repeated.

QUESTIONS????