

Summary of Changes

DEMA DIRECTIVE 25.1
30 September 2019

Arizona National Guard Incentive Awards Program

Page 1: APPLICABILITY

UPDATE TO APPLICABILITY (Inclusion of Title 5)

Chapter 1: REFERENCES

UPDATE TO REFERENCES:

CNGBI 1400.25 V431, NG Employee Performance Appraisal Program, 24 Jan 2018.

CNGBI 1400.25 V451 NG Technician Incentive Awards Program, 5 Oct 2018.

AFI 38-402, Airmen Powered by Innovation and Suggestion Program, 09 Feb 2018.

UPDATE: The normal annual appraisal period for all Arizona National Guard Federal employees is 01 April through 31 March.

Chapter 1: AWARDS PROGRAM COMMITTEE

Removal of Awards Program Committee (Not a CNGBI requirement).

Chapter 2: SSP CANNOT BE GIVEN IN ADDITION TO A QSI

UPDATE: An employee cannot receive a SSP if awarded a QSI and vice-versa for the same performance period.

PREVIOUS: New addition.

Chapter 2: SSP PROCESS UPDATE – MINIMAL APPRAISAL PERIOD

UPDATE: The employee's most recent Performance Appraisal (PA) must have been maintained for at least **90 days** in the same job and grade level.

PREVIOUS: The technician's most recent Performance Appraisal (PA) must have been maintained for at least **120 days** in the same job and grade level.

Chapter 2: SSP PROCESS UPDATE - SUBMISSION

UPDATE: A nomination package for SSPs (Sustained Superior Performance) will be submitted via binder by organization to include an awards log (see attachment 1) as the cover page. The package must include: a current appraisal and an AZ Form 1 with justification providing significant facts and information supporting nomination of the award. The AZ Form 1 will also include the recommended amount of the award.

PREVIOUS: A nomination package for SSPs will be submitted via Global Electronic Approval Routing System (GEARS) to the IAPM for processing. The package will include, a

current appraisal, an AZ Form 1 with justification providing significant facts and information supporting nomination of the award. The AZ Form 1 will also include the recommended amount of the award.

Chapter 2: SSP PROCESS UPDATE - RETURN

UPDATE: The HRO will complete final processing for payment of the approved award. A memorandum of congratulations along with a template of an awards certificate will be sent to each organization for distribution. A copy of the Employee's SF-50 (Notification of Personnel Action) will be available via MyBiz or eOPF. If disapproved, the nomination will be returned through supervisory channels to the nominating official with an appropriate explanation. If ineligible, the nomination will be returned through supervisory channels and will not proceed to TAG level.

PREVIOUS: The HRO will complete final processing for payment of the approved award. Employee's copy of the SF-50 (Notification of Personnel Action), Award Certificate (NGB Form 51), and a copy of award justification will be forwarded to the immediate supervisor for presentation to the employee. If disapproved, the nomination will be returned through supervisory channels to the nominating official with an appropriate explanation.

*****All other nomination packages will be submitted via GEARS to the IAPM for processing.**

Chapter 2: AZ BATTLE RHYTHM

ADDED: In the past, NGB J1-TN established a 1.5% cap of the previous fiscal year civilian pay budget. However, further limitations may be placed on this cap due to local budget constraints.

Chapters 2 & 3: RATING PERIOD

UPDATE: An employee must have a completed PA (Performance Appraisal), from the most recent rating period (minimum of **90 days**)...

PREVIOUS: A technician must have a completed PA (Performance Appraisal), from the most recent rating period (minimum of **120 days**)...

Chapters 2 & 3: INELIGIBLE AWARD

ADDED: If ineligible, the nomination will be returned through supervisory channels and not proceed to TAG level.

Chapter 3: QSI CANNOT BE GIVEN IN ADDITION TO A SSP

UPDATE: An employee cannot receive a QSI if awarded a SSP and vice-versa for the same performance period.

Chapter 3: COMPONENT COMMANDER, QSI FINAL APPROVAL

UPDATE: Component Commander will serve as final approval for QSI.

PREVIOUS: TAG was final approval for QSI.

Chapter 4: CNGBI LANGUAGE CHANGE

UPDATE: The SASA (Special Act or Service Award) 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.

PREVIOUS: An award given to a Federal Technician 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 Government operations or is otherwise in the public interest. The act, service, or scientific achievement, may or may not, involve measurable monetary benefits. The act, service, or scientific achievement may include a group of individuals.

Chapter 4: SASA

ADDED: Added eligibility requirements for a Special Act or Service Award (SASA) and SASA examples of scientific achievements.

Chapter 5: TOA ELIGIBILITY UPDATE

UPDATE: All employees are eligible for TOAs (Time off Awards). Temporary employees are eligible to receive TOAs, if the temporary appointment has exceeded 90 calendar days in a consecutive 12-month period.

PREVIOUS: All permanent and indefinite technicians are eligible for TOAs.

Chapter 5: TOA LIMITS

ADDED: Added a Time Off Award Limits section.

Chapter 5: REMOVAL OF SF52 REQUIREMENT FOR TOA

UPDATE: Supervisors must submit an AZ Form 1 with a justification narrative including the total number of hours to be awarded. The justification must provide a narrative that is specific to the superior accomplishment during the recommended period and cannot overlap nor be exactly the same as previously submitted.

PREVIOUS: Supervisors must submit a current appraisal, AZ Form 1 with justification narrative and a SF-52 designating the total number of hours to be awarded. In addition to the justification, the supervisor will submit a memorandum (See Attachment 7) certifying that the benefits realized by the organization justify the amount of the time off awarded.

Chapter 7: REFERENCE CHANGE

UPDATE: AFI 38-402, Airmen Powered by Innovation and Suggestion Program, dated 09 February 2018.

PREVIOUS: ANGI 38-401, Suggestion Program, dated 22 November 2013.

Chapter 7: SUBMISSION CHANGE

ADDED: Link for submission updated to <https://intelshare.intelink.gov/sites/ngba4/spt>

Chapter 7: CASH AWARD LIMIT

UPDATE: The Adjutant General may approve cash awards up to and including **\$2,500** for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both.

PREVIOUS: 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.

Chapter 8: LENGTH OF SERVICE REQUIREMENTS

ADDED: Added 8.4, Length-of-Service Recognition for Civilian Employees and 8.5, Length-of-Service-Requirements.

Chapter 9: HONORARY AWARDS REQUIREMENTS

UPDATE: Chapter 9 changed to NGB Honorary Awards, nomination, award justification, and nomination package requirements.

PREVIOUS: Chapter 9 discussed the processing of DoD Level Honorary Awards and Presidential Level Honorary Awards.

Attachments

ADDED: Added an Awards Log Template.

PREVIOUS: Removed Attachments: Appraisal Periods, NGB Form 32, Award Scale A, B & C, and TOA Supervisor Acknowledgment Format.

**ARIZONA NATIONAL GUARD
INCENTIVE AWARDS PROGRAM**

This directive supersedes DEMA Directive 25.1, dated 1 May 2017. This Directive is applicable to all employees defined as National Guard (NG) Title 32 (T32) Excepted Service Dual Status (DS), current on-board NG Title 5 (T5) Competitive Service (formerly, Non Dual Status), Title 5 (T5) Excepted Service Personnel and or commanders, managers, and supervisors (military or civilian) with authority or responsibility over personnel management.

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CHAPTER 1

GENERAL INFORMATION

1.1 This directive is intended to be used in conjunction with the following references:

- 1.1.1 Title 5, United States Code, Chapter 45, Incentive Awards.
- 1.1.2 Title 5, United States Code, Section 5336, Additional Step-Increase.
- 1.1.3 Title 5, CFR, Part 451, Awards.
- 1.1.4 Title 5, CFR, part 531, Subpart E. Quality Step Increases.
- 1.1.5 DoDI 1400.25-V451, Awards, Nov 2013.
- 1.1.6 CNGBI 1400.25 V431, NG Employee Performance Appraisal Program, 24 Jan 2018.
- 1.1.7 CNGBI 1400.25 V451 NG Technician Incentive Awards Program, 5 Oct 2018.
- 1.1.8 AFI 38-402, Airmen Powered by Innovation and Suggestion Program, 09 Feb 2018.
- 1.1.9 Administrative Instruction No. 29, Incentive and Honorary Awards Programs, 22 Sep 2015.

1.2 Purpose of the Incentive Awards Program: The Incentive Awards Program is designed to reward outstanding performance of employees, motivate employees to increase productivity and creativity, and to encourage the achievement of greater efficiency, effectiveness, savings, and/or operational improvements. The Program provides a method for rewarding those whose job performance, achievements and ideas are substantially above normal job requirements and performance standards, and creates an opportunity for management to consider an employee's performance contributions beyond the individual workplace and into the Arizona Army or Air National Guard or the Federal Government. **The Incentive Awards Program may not be used to recognize work done in a military status.**

1.3 Program Responsibilities:

1.3.1 The Adjutant General:

- 1.3.1.1 Establishes an Incentive Awards Program for the state that meets statutory and regulatory requirements cited in 1.1.7 of this chapter.
- 1.3.1.2 Ensures that appropriate funds are allocated to meet awards requirements and funds are obligated consistent with Army or Air National Guard financial management controls and delegation of authority.

1.3.2 The Human Resources Officer is delegated responsibility for:

- 1.3.2.1 Administering and publicizing the Incentive Awards Program.
- 1.3.2.2 Providing advice, assistance, and training to supervisors on effective use and participation in the program.
- 1.3.2.3 Designating a Human Resources Office (HRO) Benefits staff member as the Incentive Awards Program Manager (IAPM).

- 1.3.2.4 Ensuring all suggestions and nominations meet eligibility requirements.
- 1.3.2.5 Ensuring necessary coordination of nominations for cash awards.
- 1.3.2.6 Evaluating the Incentive Awards Program and providing feedback.

1.3.3 Supervisors are responsible for:

- 1.3.3.1 Providing support for and participating in the Incentive Awards Program.
- 1.3.3.2 Ensuring that awards are used to support and enhance organizational goals and objectives and meet employee recognition needs.
- 1.3.3.3 Exercising care in considering award recognition. Although may should be a linkage between the Employee Performance Appraisal Report, this does not mean awards are automatic.
- 1.3.3.4 Determining the type of recognition that will best motivate the employee to greater productivity, by matching recognition to performance; e.g., granting a within-grade increase; selecting for promotion; giving cash awards for special acts; recommending an SSP or QSI; or granting honorary awards, commendations, or letters of appreciation.
- 1.3.3.5 Ensuring awards for special acts or services are recognized immediately and that all award presentations are conducted in a timely manner.
- 1.3.3.6 Assisting the Incentive Awards Program Manager in planning program activities, implementing new program features, and providing program promotion to create and maintain interest in the Incentive Awards Program.
- 1.3.3.7 Reviewing program results to assure that awards are granted equitably and on the basis of merit.

1.3.4 The Incentives Awards Program Manager is responsible for:

- 1.3.4.1 Ensuring employees and supervisors are informed regarding member recognition through the Incentive Awards Program.
- 1.3.4.2 Referring those suggestions that appear to be inventions for patent investigations.
- 1.3.4.3 Ensuring all suggestions and award nominations meet eligibility requirements and documentation is completed and submitted properly.
- 1.3.4.4 Obtaining necessary coordination on nominations for cash awards.
- 1.3.4.5 Processing incentive award actions in DCPDS and through DFAS prior to fiscal year closeout.
- 1.3.4.6 Arranging for payment and presentation of awards.
- 1.3.4.7 Evaluating the Incentive Awards Program and provide feedback to management, employees, and appropriate officials/persons.

1.3.5 Air Component Commander (ACC), Land Component Commander (LCC), Director Joint Task Force Arizona (JTF), and Director Administrative Services (DAS) are responsible for:

- 1.3.5.1 Developing and following a fair, merit based plan for nominating individuals for Sustained Superior Performance.
 - 1.3.5.2 Reviewing and recommending nominations for cash and honorary awards.
 - 1.3.5.3 Assisting the IAPM with review of suggestions and requests for reconsideration of disapproved suggestions.
 - 1.3.5.4 Verifying a supervisor's effective use of the awards program.
 - 1.3.5.5 Reviewing program results to assure that all awards are granted equitably and on the basis of merit.
 - 1.3.5.6 Ensuring that all award presentations are conducted in a timely manner.
- 1.4 **Annual Appraisal Period.** The normal annual appraisal period for all Arizona National Guard Federal employees is 1 April through 31 March. It is important to know the tenure of the employee to determine the initial performance appraisal rating period.
- 1.4.1 **Minimum period of performance:** An employee will not receive a performance rating for periods less than 90 days. Employees whose rating period begins within 90 days of the end of the normal annual appraisal period will have that time added to their next annual appraisal. For example, if a rating period begins on 15 January 2019, the employee's annual appraisal will be 15 January 2019 through 31 March 2020.
 - 1.4.2 **Trial/Probationary period:** Employees appointed into a permanent status position and serving in a trial/probationary period will not receive an official performance appraisal until after completing the required 12 months of initial Federal service. For example, if an employee begins employment on 15 January 2019, then their trial probationary period begins on 15 January 2019. The employee will be observed and appraised during their trial probationary period to determine if they have the qualities required for permanent government service. This observation period will conclude, one year later, on 14 January 2020. Their first official appraisal would begin 15 January 2020 and would not until conclude until 31 March 2021 since a rating period requires a minimum of 90 days. This would be the first opportunity they are eligible to be nominated for an SSP award. Prior to this time, you may consider On the Spot Awards; please see Chapter 6.
 - 1.4.3 **Indefinite employees (Tenure Group 3):** Indefinite employees do not have a probationary period; therefore, the initial annual appraisal will fall under the normal annual appraisal rating period. If the employee's start date is within 90 days of 31 Mar 19 (conclusion of appraisal period), the appraisal will exceed 12 months. For example, when an indefinite employee starts on 15 January 2018, the employee's initial annual appraisal will be 15 January 2018 through 31 March 2019.

CHAPTER 2

SUSTAINED SUPERIOR PERFORMANCE AWARD (SSP)

- 2.1 **Purpose:** An SSP is a monetary award in recognition of significant superior performance of duties and responsibilities which clearly exceed the employee's assigned position requirements. An employee may not receive a SSP if the employee has received a Quality Step Increase (QSI) award based in whole or in part on the performance being recommended for recognition.
- 2.2 **Eligibility:**
- 2.2.1 An employee must have a completed PA, from the most recent rating period (minimum of 90 days)⁽¹⁾. Award eligibility will not be affected by position changes occurring after the period of time covered by the recommendation.
- 2.2.2 Supervisors/managers must justify the SSP in specific detail on AZ Awards Form 1 (attachment 3). Justification must be provided in narrative or bullet form, and must be specific enough to clearly show, on impartial review, performance that exceeds the "MS" (meets standards) level.
- 2.3 **Procedures and Approval Authority:**
- 2.3.1 The employee's immediate supervisor is responsible for initiating the nomination using an AZ Awards Form 1 (AZ Form 1), which must include a justification narrative. A nomination package will be submitted via binder by organization to include an awards log (see attachment 1) as the cover page. The package must include: a current appraisal and an AZ Form 1 with justification providing significant facts and information supporting nomination of the award. The AZ Form 1 will also include the recommended amount of the award. After verifying eligibility, the IAPM will forward the AZ Form 1 with justification to the ACC, LCC, JTF, or DAS for approval and review of award value amount. The recommended award amount may be adjusted at any step in the approval process. Once approved by the component, the SSP nomination is forwarded to The Adjutant General for final determination of award amount, and final approval.
- 2.3.2 The HRO will complete final processing for payment of the approved award. A memorandum of congratulations along with a template of an awards certificate will be sent to each organization for distribution. A copy of the Employee's SF-50 (Notification of Personnel Action) will be available via MyBiz or eOPF. If disapproved, the nomination will be returned through supervisory channels to the nominating official with an appropriate explanation. If ineligible, the nomination will be returned through supervisory channels and will not proceed to TAG level.
- 2.4 **Amount of Award:**
- 2.4.1 The Adjutant General may approve cash awards up to 10 percent of the employee's annual rate of base pay at the time of the appraisal period nomination. When calculating base pay for performance-based cash awards, locality pay is included per reference 1.1.3 in Chapter 1 of this directive. In cases where performance merits an award exceeding 10% of base pay, with TAG concurrence, the nomination will be submitted through NGB to OPM for consideration/approval. In no case may an award exceed 20% of the employee's base pay.
- 2.4.2 The Adjutant General may approve cash awards up to and including \$10,000. When a recommended award would grant more than \$10,000 to an individual employee, with The Adjutant General concurrence, the award nomination will be forwarded through NGB to OPM for consideration/approval.

- 2.4.3 Supervisors/managers must be sure to make meaningful distinctions based on levels of performance when considering the award amounts of performance-based cash awards.
- 2.4.4 Award amounts may vary from one budget year to another based on availability of funding.
- 2.5 **Effective Dates:** Approved SSPs are processed with an effective date of the first pay period after the IAPM receives a completed AZ Form 1 signed by TAG. Typically, this happens in September of each FY.

¹ Refer to Chapter 11 for Exception to Policy (ETP) guidance.

CHAPTER 3

QUALITY STEP INCREASE (QSI)

- 3.1 **Purpose:** A Quality Step Increase is used only by management officials as a recognition of service that significantly exceeds high quality job performance by General Schedule (GS) employees. A QSI is not to be repeated on a purely automatic basis, but should clearly show that the employee's performance is deserving of such recognition. An employee may not receive a QSI if the employee has received a Sustained Superior Performance (SSP) award based in whole or in part on the performance being recommended for recognition.
- 3.2 **Eligibility:**
- 3.2.1 An employee must have a completed PA, from the most recent rating period (minimum of 90 days), with an overall rating level of 5 (average score of all performance element ratings is 4.3 or greater and no element is rated as a "1"). Justification must be specific enough to clearly show, on impartial review, that the employee demonstrates sustained performance of high quality significantly above that expected at the "fully successful" level in the current position concerned.
- 3.2.2 A QSI may not be granted to an employee who has received a QSI within the preceding 52 consecutive calendar weeks.
- 3.3 **Procedures and Approval Authority:** The employee's immediate supervisor is responsible for initiating the nomination using an AZ Form 1, which must include a justification narrative. A nomination package will be submitted via GEARS to the IAPM for processing. The immediate supervisor must certify that, based on past experience, the employee's high quality performance is likely to continue. The AZ Form 1 will be processed in the same manner as an SSP (paragraph 2-3), with one exception. The component commander will serve as the final approval authority for a QSI award.
- 3.4 **Administration:** The QSI will not change the effective date of the employees 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.
- 3.5 **Effective Dates:** Approved QSIs are processed with an effective date of the first pay period after the IAPM receives a completed AZ Form 1, signed by the component commander.
- 3.6 The HRO will complete final processing of the approved award. A copy of the Employee's SF-50 (Notification of Personnel Action) will be available via MyBiz or eOPF. If disapproved, the nomination will be returned through supervisory channels to the nominating official with an appropriate explanation. If ineligible, the nomination will be returned through supervisory channels and will not proceed to TAG level.

CHAPTER 4

SPECIAL ACT OR SERVICE AWARD (SASA)

- 4.1 **Purpose:** 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.
- 4.2 **Eligibility:**
- 4.2.1 All permanent and temporary employees are eligible for this award.
- 4.2.2 The act, service, or achievement may involve more than one employee.
- 4.2.3 The SASA is particularly appropriate to recognize short-term accomplishments:
- 4.2.3.1 In a regularly assigned position.
- 4.2.3.2 During a detail.
- 4.2.3.3 At the conclusion of a successful special project.
- 4.2.3.4 When performance or honorary awards are not appropriate.
- 4.2.3.5 When an award is made for an accomplishment within the normal scope of job responsibilities, the act or service must significantly exceed normal expectations.
- 4.2.3.6 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
- 4.3 **A SASA is given to employees for a scientific achievement such as the following:**
- 4.3.1 An act, deed, or accomplishment that established a scientific or technological basis for later technical improvements of military or national significance.
- 4.3.2 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.
- 4.3.3 A significant scientific or technological achievement that contributes materially to the welfare of the Armed Services and the Nation.
- 4.3.4 An article accepted for publication in a scientific publication.
- 4.3.5 A technical paper presented to a professional society that constitutes a substantial contribution to, or advancement of, scientific knowledge.

4.3.6 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.

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

4.4 **Processing:**

4.4.1 A supervisor having direct knowledge of the special act or service should initiate the nomination immediately on an AZ Form 1 and forward via GEARS to the IAPM. All nominations will be submitted within 30 calendar days after the special act or service. After review, the IAPM will forward nominations for approval to: AZARNG COS, AZANG DOS, JTF or DAS. With concurrence, the nomination is forwarded to The Adjutant General, for final approval, and forwarded to the IAPM for final processing.

4.4.2 The IAPM will complete final processing and compute award amounts in accordance with Attachment 4 or Attachment 5. Each cash award processed will be accompanied by a SF50 and a Commendation Certificate. The IAPM provides a copy of the SF 50, award justification, and award certificate to the immediate supervisor for presentation to the employee. If disapproved, the nomination will be returned through supervisor channels to the nominating official with an appropriate explanation.

CHAPTER 5

TIME-OFF AWARD (TOA)

- 5.1 **Purpose:** 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. The period of time off granted is based on the value of the individual's contribution, not the individual's grade or salary. The award must be based on efforts when an employee is in a non-military status. Although TOAs do not involve an additional cash disbursement, they do have a "cost" to the agency in production/services time lost.
- 5.2 **Eligibility/ Nomination:**
- 5.2.1 All employees are eligible for TOAs. Temporary employees are eligible to receive TOAs, if the temporary appointment has exceeded 90 calendar days in a consecutive 12-month period.
- 5.2.2 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. Supervisors and managers should consider the benefits realized from an employee's contribution when determining the amount of a TOA.
- 5.2.3 TOAs may be used alone or in combination with monetary or nonmonetary awards to recognize the same kinds of employee contributions.
- 5.2.4 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.
- 5.3 **TOA Limits:**
- 5.3.1 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.
- 5.3.2 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.
- 5.3.3 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.
- 5.3.4 Awarded time off cannot be used to justify restoring forfeited annual leave.

- 5.3.5 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.
- 5.4 **Documenting Time Off.** Nominations for TOAs will be initiated by the employee's immediate supervisor using an AZ Form 1, along with unique, well- documented supporting written justification. Requests submitted with insufficient justification, or duplicate justification used for a different performance award, will be returned without action by the HRO staff. The AZ Form 1 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.
- 5.4.1 Contributions must directly support the ARNG and ANG missions or result in benefits to the NGB or DoD.
- 5.4.1.1 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.
- 5.4.1.2 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."
- 5.4.2 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.
- 5.4.3 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.
- 5.4.4 The effective date of the award is documented on SF 50 after appropriate review and verification of legal requirements by an approving official.

5.5 Procedures and Approval Authority:

- 5.5.1 Authority for approval of awards of eight hours is delegated to the first line supervisor. Awards in excess of eight hours must be recommended by Wing/Brigade Commander, reviewed for eligibility by the HRO, and approved by respective Chief of Staff.
- 5.5.2 Supervisors must submit an AZ Form 1 with a justification narrative and a total number of hours to be awarded. The justification must provide a narrative that is specific to the superior accomplishment during the recommended period and cannot overlap nor be exactly the same as previously submitted. The AZ Form 1 with narrative will be submitted to the IAPM via GEARS for processing. A SF-50 will be generated and become a permanent record in the employee's MyBiz record and eOPF.
- 5.5.3 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.

CHAPTER 6

ON-THE-SPOT CASH AWARDS

6.1 Purpose:

- 6.1.1 On-The-Spot Cash Awards are special act or service awards designed to quickly recognize a one time or short-term effort that results in service of exceptionally high quality or quantity. The award is to be used for immediate recognition of significant superior performance that is not sufficient to warrant a higher incentive award.
- 6.1.2 The On-The-Spot Cash Award is particularly appropriate for rewarding employee efforts that might otherwise go unrecognized. Examples include:
 - 6.1.2.1 Performance of exceptionally high quality work under tight deadlines
 - 6.1.2.2 Performance of added or emergency assignments in addition to regular duties.
 - 6.1.2.3 Exhibiting exceptional service or responsiveness in dealings with customers.
 - 6.1.2.4 Demonstrating extraordinary initiative or creativity in handling a critical need or issue.

6.2 Eligibility:

- 6.2.1 All Arizona National Guard Employees, supervisory or non-supervisory, including temporary employees, are eligible for On-The-Spot Cash Awards.
- 6.2.2 Nomination should be submitted to the IAPM after the occurrence of the achievement being recognized.
- 6.2.3 On-The-Spot Cash Awards may range from \$25.00 to \$250.00 for a single award. An employee may receive no more than \$500.00 in a calendar year. These amounts are before applicable taxes.

6.3 Procedures and Approval Authority:

- 6.3.1 Supervisors may nominate any deserving employee who performs a quality service. Managers outside the employee's chain of command or organization may also nominate an employee for an award through the employee's supervisor. The nominating official will complete an AZ Form 1, to include narrative justification, and route it to the IAPM via GEARS for processing. After review, the package will be sent to the ACC, LCC, JTF, or DAS for final approval. ACC, LCC, JTF or DAS may delegate approval of on-the-spot cash awards no lower than the Wing/Brigade Commander or O-6 Command/Director/Staff level. If delegated, a delegation letter must be provided to the IAPM.
- 6.3.2 The IAPM, within 30 days of receiving the approved award, will process the award for payment.

CHAPTER 7

SUGGESTIONS

7.1 Purpose:

- 7.1.1 Suggestion awards are given to an individual, team or group within the Arizona National Guard that provide suggestions, which have been adopted by the agency, to improve quality of operations, a cost reduction opportunity, or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government.
- 7.1.2 Pursuant to Army Regulation 5-17, dated 19 October 1991, paragraph 4-4a, the Army's Suggestion Program, is hereby suspended until further notice. The HRO will issue additional guidance upon changes to the Army's policy on spending for discretionary monetary awards.

7.2 Eligibility (ANG only):

- 7.2.1 Submitters should complete the Air National Guard suggestion form via the website link shown below in 7.3.1, and agree that the United States Government may use their suggestions, once awarded, without incurring further claims by submitters, their heirs, or any other persons. Suggestion must outline a specific area for improvement, provide a workable solution, and incorporate expected benefits with validated documentation.
- 7.2.2 Suggestion must be the employee's own thoughts or a new application of an old principle. It may be the Employee's patented idea, invention, or scientific achievement.
- 7.2.3 Non-actionable. Submissions without either a problem or a solution and/or consisting of vague, unrealistic generalities in their descriptions of the current method, proposed method expected benefits, or expected cost of implementation are closed after initial review.

7.3 Submitting Suggestions:

- 7.3.1 Suggestions must be submitted to the Intel Share link <https://intelshare.intelink.gov/sites/ngba4/spt>. Each suggestion received by the Human Resources Office Suggestion Program Manager will be validated against current award files for duplication. The suggestion forms submitted will be assigned a control number and identified as an employee or military suggestion. The Human Resources Office Suggestion Program Manager will ensure that each suggestion is signed and that notification of receipt is submitted to the employee. If a suggestion is incomplete or not considered eligible, it will be returned to the employee with an appropriate explanation.
- 7.3.2 Multiple Ideas. Submitters are directed to resubmit their ideas as separate submissions to allow for proper evaluation.
- 7.3.3 The Human Resources Office Suggestion Program Manager will process suggestions in accordance with AFI 38-402, Airmen Powered by Innovation and Suggestion Program, dated 09 February 2018.

7.4 Authority to Grant Awards:

- 7.4.1 The Adjutant General may approve cash awards up to and including \$2,500 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. These awards will be reviewed by the Human Resources Office Suggestion Program Manager for accuracy and compliance.

- 7.4.2 The amount of a cash award granted to individual members of a group may not exceed the total amount authorized for the group. If individuals in the group made an equal contribution, each will receive an equal share of the award. If their contributions differ significantly, each receives a share proportionate to their contribution.
- 7.4.3 SAF/MG will recognize Airmen with monetary awards for approved submissions. All submissions approved by the Principal Decision Maker receive a \$2,500 monetary recognition award. The amount is divided by the number in the group, and awarded to the eligible members of the group.

CHAPTER 8

LENGTH-OF-SERVICE RECOGNITION

- 8.1 **Purpose:** Length-of-Service emblems and certificates will be awarded to all National Guard employees as recognition for long and faithful Federal service with the National Guard and other Government agencies.
- 8.2 **Eligibility:** Awards are presented in five year increments up to and including 50 years. The employee's civilian service computation date will be used in computing the employee's credible service.
- 8.3 **Processing Procedures:** The IAPM will determine eligibility and prepare certificates for The Adjutant General's signature. The IAPM will then forward signed certificates along with emblems to the appropriate component/directorate for presentation to the employee.
- 8.4 **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.
- 8.5 **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.

CHAPTER 9

NATIONAL GUARD BUREAU (NGB) HONORARY AWARDS

- 9.1 **NGB Honorary Awards.** NG employees may be eligible to receive the following types of NGB Honorary awards IAW CNGBI 1400.25, Vol. 451.
- 9.1.1 **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).
 - 9.1.2 **NGB Certificate of Commendation.** For contributing noteworthy service to the NGB at a level or duration that directly assisted the NG.
 - 9.1.3 **NGB Certificate of Appreciation.** For service or contribution to the NGB.
- 9.2 **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.
- 9.3 **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.
- 9.4 **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.
- 9.4.1 **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.”
 - 9.4.2 **Outstanding Civilian Career Service Award.** “In recognition of his/her distinguished performance in support of the National Guard Bureau from 25 March 1981 to 25 October 2003.”

CHAPTER 10

PAYMENT AND RECORDS


10.1 **Payment of Awards:**

- 10.1.1 All cash awards are to be paid from Federal funds available within the State. The LCC, ACC, 162WG Commander, 161 ARW Commander, AZARNG CoS, AZANG DoS, JTF, or DAS certify the availability of funds by signing AZ Form 1, when applicable.
 - 10.1.2 All monetary awards will be paid at the earliest practicable date after the adoption of a suggestion or the approval of any cash award. The movement of personnel, after recommendation of an award that requires higher headquarters approval, does not change the financial responsibility of the recommending organization for payment of the full award.
 - 10.1.3 Upon approval by The Adjutant General, cash awards are considered obligations that must be met, except where the granting of an award would exceed available and applicable funding.
 - 10.1.4 Cash awards are treated as additional income; therefore, taxes are withheld in accordance with established regulations.
 - 10.1.5 Regardless of the reason for separation from employment, an unpaid cash award is treated as an amount due and processed in accordance with established regulations.
- 10.2 **Records:** Incentive award records will be maintained in accordance with Title 5 CFR, Part 451, Awards.

CHAPTER 11
EXCEPTIONS TO POLICY

- 11.1 **Purpose:** To clarify what portions of the Incentive Awards Program are subject to an Exception to Policy (ETP) request, and the process for obtaining a decision on an ETP request.
- 11.2 **Provisions subject to an ETP request:**
- 11.2.1 Chapter 2, Sustained Superior Performance Award, paragraph 2.2.1., pertaining to promotions and the requirements for the same job and grade level for at least 90 days.
 - 11.2.2 Chapter 5, Time-Off Award, paragraph 5.2.1., pertaining to a requirement of having a current and completed PAA.
- 11.3 **Processing Procedures:** The ACC, LCC, JTF or DAS may initiate a request to The Adjutant General requesting an ETP for any provision outlined in paragraph 11.2 of this chapter.
- 11.4 **Requirements:** At a minimum, the request shall be in writing (including the use of email) and contain the following:
- 11.4.1. To whom the ETP will apply;
 - 11.4.2. What specifically is the requested exception;
 - 11.4.3. To what time period does the ETP apply;
 - 11.4.4. Why the ETP should be granted.
- 11.5 **TAG Determination:** The Adjutant General shall act within 30 calendar days of the written request and shall provide a written reply (including the use of email) to the requesting official. Unless otherwise noted, an approval or disapproval shall apply only to the specific request and will not apply to other pending/possible requests, or requests from other AZNG components.

The proponent of this regulation is the AZNG Human Resources Office. Users are invited to send comments and suggested improvements to the 5636 E. McDowell Road, Phoenix AZ 85008-3495, ATTN: NGAZ-HRZ.


MICHAEL T. MCGUIRE
Major General, AZ ANG
The Adjutant General

ATTACHMENT 1

UNIT:						
	LAST NAME	FIRST NAME	SUPERVISOR: LAST NAME	SUPERVISOR: FIRST NAME	LAST 4 (SSN)	AWARD AMOUNT
1						
2						
3						
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8						
9						
10						
11						
12						
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RECOMMENDATION FOR FEDERAL TECHNICIAN AWARD

SECTION I - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE NAME: (Last, First, M.I.)		LAST 4 SSN:	DATE:
2. EMPLOYEE ADDRESS:		GRADE & STEP:	
3. PRESENT POSITION TITLE:		SALARY DURING AWARD PERIOD:	
4. TYPE OF RECOGNITION RECOMMENDED:		RECOMMENDED AWARD VALUE (IF APPLICABLE):	
5. BASIS FOR RECOMMENDATION: <i>(Provide justification on reverse side.)</i>			
<input type="checkbox"/> SUPERIOR PERFORMANCE PERIOD:			
<input type="checkbox"/> SPECIAL ACT OR SERVICE DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE:			
6. POSITION TITLE, GRADE & SALARY DURING PERIOD OF RECOMMENDATION: <i>(If different than Item 3.)</i>			
7. COMMAND, INSTALLATION AND LOCATION:		8. ORGANIZATION	
9. TITLE & SIGNATURE OF IMMEDIATE SUPERVISOR:			
10. TITLE & SIGNATURE OF DESIGNATED APPROVING OFFICIAL:			
11. TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED: <i>(Except Length of Service)</i>			
<input type="checkbox"/> CURRENTLY RECEIVING A RECRUITMENT, RELOCATION, & RETENTION (RRR) INCENTIVE? IF YES, HOW MUCH?			

SECTION II - TO BE COMPLETED BY THE TECHNICIAN PERSONNEL OFFICE

12. ELIGIBILITY CONFIRMED:	<input type="checkbox"/> YES <input type="checkbox"/> NOT ELIGIBLE (SEE SECTION 14 BELOW)
13. NAME & TITLE OF PERSON VERIFYING ELIGIBILITY:	
14. REASON(S) FOR INELIGIBILITY:	

SECTION III - TO BE COMPLETED BY THE APPROPRIATE APPROVAL AUTHORITY

APPROVAL AUTHORITY AND ACTION	CONCUR WITH AWARD VALUE (Block 4) OR RECOMMEND OTHER		SIGNATURE & TITLE	DATE
LOCAL COMMANDER <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	CONCUR W/ VALUE <input type="checkbox"/>	OR RECOMMEND (otherwise, N/A)		
COMPONENT COMMANDER OR DESIGNEE <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	CONCUR W/ LOCAL CC <input type="checkbox"/>	OR RECOMMEND (otherwise, N/A)		
ADJUTANT GENERAL <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	CONCUR W/ COMP CC <input type="checkbox"/>	OTHERWISE, FINAL VALUE:		

NOTICE TO EMPLOYEE: UPON ACCEPTANCE OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS, OR ASSIGNS.

EVIDENCE OF SUPERIOR OR OUTSTANDING ACHIEVEMENT

1. Attach detailed and specific statements of fact to the recommendation. This must be a factual presentation of the nature and merit of employee's actual performance and an indication of how it exceeds normal performance requirements of the employee's position. Indicate benefits resulting from the performance and the significance of special act or service rendered. Where achievement resulted in tangible benefits in operations, give detailed computation and analysis of such benefits.
2. If tangible benefits were not applicable, give the type of relative importance of intangible benefits. Explain also, significance of accomplishments to the command.

JUSTIFICATION