

**NATIONAL GUARD AWARDS PROGRAM**

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**APPENDIX D-1**

Sample NGB Form 32, Immediate Recognition Award

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This regulation supersedes WING HRR 451-2 01 June 1994.



**Section I**  
**General**

**1-1. PURPOSE**

This regulation has been developed to provide information concerning the administration of the Wisconsin National Guard Awards Program. It pertains to Incentive Awards including: Quality Step Increases (QSIs), Immediate Recognition Awards (IRAs), TAG Quality Awards (TQAs), Time Off Awards (TOAs), and Suggestions and Inventions. Awards are designed to recognize and reward superior performance of a continuing nature, singularly outstanding accomplishments and exceptional team achievements.

**1-2. REFERENCES**

- a. National Guard Bureau (NGB) Technician Personnel Regulation (TPR) 451
- b. WIARNG Regulation 5-1. The WIARNG Quality Program.

**1-3. DEFINITIONS**

Terms used in this regulation are defined as follows:

- a. Quality Step Increases. When a technician receives a With-in Grade Increase (WIGI) other than a normal With-in Grade Increase period, limited to General Schedule (GS) Employees.
- b. Time Off Awards. This recognizes special acts/services or other personal effort that contributes to the quality, efficiency, or economy of government operations.
- c. TAG Quality Awards. This award recognizes exemplary work by a team which reflects such total quality management principles as continuous improvement and employee empowerment.
- d. Immediate Recognition Awards. This award provides nearly immediate, on-the-spot recognition for one-time and short-term efforts by full-time support personnel that result in service of exceptionally high quality or quantity.
- e. Best Practice Awards. Recognizes best business practices and is shared with all organizations within DMA.

**1-4. RESPONSIBILITIES**

- a. The Adjutant General has overall responsibility for the Incentive Awards Program in the Wisconsin National Guard. The Adjutant General directs the allocation and expenditure of resources for awards, approves awards for performance contributions and suggestions. Recommendations are by responsible subordinate officials, and delegates approval authority for awards to Awards Program Administrators.
- b. The Deputy Adjutants General are the final approval authority for any Time Off Awards which cause an individuals total time off for a leave year to exceed forty (40) hours.
- c. Human Resource Office Awards Program Manager will:
  - (1) Assist and advise individuals on the correct procedures for submitting suggestions and inventions.
  - (2) Assist and advise managers and supervisors in processing Quality Step Increases, Total Quality Awards, Time Off Awards and Individual Recognition Awards.
  - (3) Monitor awards, obligations and approves awards at least quarterly.
  - (4) Develop program policy recommendations for the Adjutant General and reviews program results to assure that awards are granted in a timely and equitable manner and that the program is effectively applied.
- d. Awards Program Administrators (specifically flying unit commanders, major command administrative officers, the WIARNG Chiefs of Staff, the USPFO, the State Maintenance Officer, and the State Aviation Officer) will:

(1) Establish local procedures to review award nominations (including Immediate Recognition Awards) to ensure they are justified and that total expenditures for them will not exceed the awards budget for their area of responsibility. Awards Program Administrator will sign Block 3, #11 under "OTHER" to indicate he/she has reviewed the award package.

(2) Develop and submit nominations for TAG Quality Awards to the Awards Program Manager (usually Human Resources Specialist).

(3) Exercise approval authority on Time Off Awards over two workdays and up to a total of forty (40) hours.

(4) Report on awards granted and funds expended at regular intervals to the Awards Program Manager.

d. Supervisors will:

(1) Maintain full-time support personnel interest through a well-planned program designed to solicit proposals for improvement and to encourage quality performance.

(2) Exercise approval authority over Time Off Awards totaling no more than two workdays per employee per year.

(3) Review performance appraisals to determine whether an individual warrants consideration for an award and exercise great care in selecting and recommending for recognition only those individuals whose performance truly reflects merit. Recommendations should be submitted without the knowledge of the individual concerned.

## **SECTION II**

### **Awards**

#### **2-1. Quality Step Increase (QSI)**

Only technicians serving in a general schedule position and receiving an outstanding appraisal (i.e. a rating of 90 or above) are eligible for this award. A QSI is not to be repeated on a purely automatic basis, but should clearly show that the technician's performance is deserving of such recognition.

a. As a minimum, a period of high quality performance for this award is 6 months in the same job and grade level. Periods of extended absence from the technician position (i.e., in excess of 30 days) cannot be counted when determining the period of service to be recognized. Since a QSI has a long-term compensation impact, award of a QSI is not appropriate if the technician is about to receive a promotion. No portion of first year of employment (i.e. trial/probationary period) will be used as eligibility for a QSI.

b. The technician's immediate supervisor is responsible for initiating the nomination, using NGB Form 32, (See Appendix A) and for providing required justification. The immediate supervisor must certify that, based on past experience, it is believed the technician's high quality performance is likely to continue.

c. Approved QSI's are processed with an effective date of the first pay period after final approval and receipt of properly executed NGB Form 32 (with justification) in the HRO/J1. The employee receives a certificate, with a copy placed in their official personnel file.

#### **2-2. Time-Off Award**

The acts/services may or may not be within the technician's normal job requirements. TOAs may be in addition to other incentive awards.

a. A TOA provides an excused absence to a technician without charge to leave or loss of pay. By federal regulation, a technician may receive up to 40 hours per award, with a maximum of 80 hours per leave year. The minimum award is a half workday (4-5 hours). TOAs for part-time employees are

prorated based on their scheduled workweek. The amount of time off granted must be related to the benefits realized by the government from the employee's contribution. Only a contribution of significant value would justify an award longer than one day.

b. The immediate and second level supervisor are together authorized to approve two TOAs per leave year, for no more than two workdays total per employee. Awards which allow an individual's total time off for a leave year to exceed two work days require the approval of the responsible Awards Program Administrator (specifically flying unit commanders, major command administrative officers, WIARNG Chiefs of Staff, the USPFO, the DOM, the SAO and the HRO/J1). Awards, which cause an individual's total time off for a leave year to exceed forty (40) hours, require the further approval of the Deputy Adjutant General.

c. Supervisors initiate TOAs by issuing an NGB Form 32 which must include a brief statement on the reverse side describing the special act/service which justifies the award. When approved, the NGB Form 32, (See Appendix B) is sent to the HRO/J1 where an SF-50, Personnel Action will be issued to document the award. The supervisor and technician decide together when to take the time off. It must be scheduled to avoid conflict with "use or lose" time. TOAs must be used within one (1) year. TOAs are recorded as Time-Off Award (LY) on the time record.

### **2-3. TAG Quality Award**

This award is unique and distinctive in that it involves no remuneration and it honors the outstanding work of teams of full-time personnel not merely the achievement of individuals. A team may consist of any recognizable group (whether a process action team, section, shop, etc.) of less than 20 people with a common mission or responsibility. TQAs recognize exemplary work by a team which reflects such total quality management principles as bottom up management, customer service, continuous improvement, thorough pre-implementation planning, and employee empowerment.

a. The TAG will present TQA certificates whenever justified. TQA recipients may be further rewarded by Time Off Awards (TOAs) for military technicians and passes of equal duration for military duty personnel.

b. Recommendations for TQAs are submitted through channels by the responsible Awards Program Administrator. They consist of NGB Form 32 (See Appendix C) and must include supplementary narrative to justify the nomination.

### **2-4. Immediate Recognition Award**

a. Immediate Recognition Awards may be either monetary or non-monetary. A supervisor may recommend a technician for a monetary award of up to and including \$500.00.

b. These awards should be presented as soon as possible, if not immediately following completion of the meritorious act(s).

c. Funds expended for Immediate Recognition Awards are included in those allocated to Awards Program Administrator. Expenditures for these purposes will be included in those reported to the Awards Program Manager.

d. An individual will not be awarded more than two monetary Immediate Recognition Awards in a fiscal year. These are not intended to replace other awards. Employees who receive such awards may be considered for other types of awards as well in the same fiscal year; however, monetary Immediate Recognition Awards should not be approved when other monetary awards of greater value are merited.

e. Anyone in an individual's supervisory chain may nominate him/her for an IRA by completing Blocks 1-9 on an NGB Form 32, (See Appendix D) sent to the appropriate Incentive Awards Program Administrator. A brief paragraph

describing the contribution should be attached to the form. The Awards Program Administrator may then approve the award by signing Block 10. (If the IRA is a monetary award, he/she will assign it a control number consisting of his/her office symbol and a sequential number.) He or she will then send the NGB Form 32 to the Awards Program Manager. These actions should be expedited so that payment is effected at the earliest possible date after presentation.

#### **2-5. Best Practice Award-Army National Guard.**

Individuals and organizations are eligible for Best Practice Awards as indicated in WIARNG Reg 5-1. The award is a wood framed-Quality print, engraved with WIARNG Best Practice Award. It is awarded for new/existing initiatives that have been proven to enhance business processes that support agency customers. The award can be requested using a memo format addressed to WIJS-J1. The request must identify the initiative and results obtained from implementing the practice. WIJS-J1 will forward the request to the WIARNG Quality Council for evaluation. The award should be presented at a ceremony of appropriate stature.

### **SECTION III**

#### **Suggestions/Inventions**

##### **3-1. Air National Guard**

a. When a suggestion arrives at WIJS-J1, the Human Resources Supervisor reviews the package to ensure that required documents are present (i.e. AFTO Form 22, AFTO Form 135, AF Form 847, AF Form 1067 and Zero Overpricing Challenge forms). If the package is missing required documents, then the AF Form 1000 is forwarded to the supervisor at the location from which the suggestion originated.

b. After evaluation, the suggestion is forwarded to ANG/XPME for determination.

c. If the suggestion is determined to benefit the agency, HRO/J1 initiates payment for the suggesting employee.

##### **3-2. Army National Guard**

a. When a suggestion arrives at the HRO/J1, the Human Resources Supervisor reviews the package to ensure the DA Form 2440 is present.

b. The Human Resources Supervisor forwards the suggestion package to the appropriate supervision level for evaluation.

c. If the suggestion is determined to benefit the agency, HRO/J1 initiates payment for the suggesting employee.

### **SECTION IV**

#### **Funding**

**4-1. Air National Guard.** Each flying unit commander, in consultation with the Awards Program Manager, will establish awards fund targets and report these through the chain of command to the Director of Human Resources/J1.

##### **4-2. Army National Guard**

a. The Director of Human Resources/J1 Customer Service Branch Manager, will establish fund targets for all awards. He/she will then establish a target for each Awards Program Administrator based on the number of WIARNG technicians assigned to that function.

b. Award nominations for technicians whose appraisals occurred late in the fiscal year may be approved early in the next fiscal year.

The proponent of this regulation is the Director, Human Resources/J1.  
Users are invited to send comments to The Adjutant General, DMA, Wisconsin,  
ATTN: WIJS-J1, PO Box 8111, Madison, WI 53708-8111

FOR THE ADJUTANT GENERAL:

\\\\\\SIGNED\\\\\\  
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