Headquarters
Departments of the Army and the Air Force
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***Technician Personnel Regulation 451**

Performance Management

Awards

Summary of Changes. This regulation prescribes responsibilities, policies, and requirements for an Awards Program for National Guard technicians. It provides greater flexibility to states for structuring and developing Awards Programs and for processing and granting awards. It removes restrictions on cash awards that a state Awards Program can authorize, except as restricted by law, Code of Federal Regulations (CFR) or the Department of Defense (DoD).

Applicability. This Technician Personnel Regulation (TPR) applies to all Army and Air National Guard technicians and to commanders, managers, and supervisors (military or civilian) with authority or responsibility for recommending or approving awards. Departments of the Army and Air Force civilian award publications do not apply to National Guard technicians, unless specifically made applicable by this TPR, a Technician Personnel Bulletin, or a Technician Personnel Pamphlet.

Supplementation. Supplementation of this regulation or issuance of conforming state awards regulations is authorized.

Suggested Improvements. Users of this regulation are invited to send comments and suggested improvements directly to the National Guard Bureau, ATTN: NGB-HR, 4501 Ford Avenue, Alexandria, VA 22302-1454.

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1. Purpose

This technician personnel regulation establishes responsibilities, policies, and requirements for an Awards Program for National Guard technicians. This regulation meets Federal and DoD requirements cited in references in paragraph 2 and provides Adjutants General regulatory guidance to establish and operate an Awards Program at state level.

2. References

This regulation is intended to be used in conjunction with the following references–

a. Title 5, United States Code, Chapter 45, Incentive Awards.

b. Title 5, United States Code, Section 5336, Additional Step-Increase.

c. Title 5, CFR, Part 451, Awards.

d. Title 5, CFR, Part 531, Subpart E, Quality Step Increases.

e. DoD 1400.25-M, *DoD Civilian Personnel Manual*, Subchapter 451, Awards, Dec 96.

f. TPR 430, National Guard Technician Appraisal Program, 1 Oct 97.

3. Explanation of terms

Explanation of terms applicable to this regulation are in reference 2e.

4. Responsibilities

*This regulation supersedes TPR 451, dated 28 February 1983

a. The Director for Human Resources, NGB.

(1) Establish responsibilities, policies, and requirements for a National Guard Awards Program that meets the statutory and regulatory requirements cited in the references in paragraph 2.

(2) Approve or disapprove, as appropriate, any award recommendations that must be forwarded to DoD or higher level or that can be approved by NGB. Award recommendations may be reviewed by a NGB Awards Committee or by any other appropriate means.

b. Adjutants General.

(1) Establish an Awards Program for their state or territory that meets the statutory and regulatory requirements cited in the references in paragraph 2 and includes the provisions of this TPR.

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

c. Human Resources Officers.

(1) Issue regulatory guidance, administer, and publicize the state Awards Program.

(2) Provide appropriate documentation to the Defense Civilian Pay System and USPFO for payment of cash awards.

(3) Assure that awards are considered when evaluating candidates for selection to vacancies and promotions.

(4) Forward to NGB-HR recommendations for awards that require further review and approval by DoD or higher level. Awards that do not require NGB-HR approval will be processed and approved in the manner prescribed by the state Awards Program.

d. Employee Relations Specialists.

(1) Serve as the program manager for the state Awards Program.

(2) Provide advice, assistance, and training to commanders, managers, and supervisors on effective use and participation in the program.

(3) Provide training and orientation to all technicians and military members on how they may earn awards.

(4) Arrange for payment and presentation of awards and ensure appropriate publicity.

(5) Evaluate the state Awards Program and develop feedback to management and technicians.

e. Commanders, managers, and supervisors.

(1) Provide support for and participate in the state Awards Program.

(2) Determine what type of recognition will best motivate a technician to greater productivity and match recognition with performance.

(3) Ensure that awards for special acts or services are recognized immediately and that all award presentations are conducted in a timely manner.

5. Award Categories

a. States may recognize technicians with awards that consist of–

(1) Cash Awards. Awards under references 2a and 2c, above, are lump sum cash payments that are not basic pay for any purpose. Quality step increase awards under references 2b and 2d, above, do increase an employee's basic rate of pay.

(2) Time-Off Awards. Awards that grant an employee additional time-off that is not chargeable to leave and is without loss of pay.

(3) Honorary Awards. Awards that do not involve cash payment or time-off. The award is of a honorific value, such as a letter, certificate, medal, plaque, or item of nominal value.

(4) Informal Recognition. Awards that are not formal in that they do not meet the criteria of the preceding paragraphs.

b. Except as noted in subparagraph (5), below, states may grant cash, time-off, honorary, or informal recognition awards to a technician, as an individual or member of a group on the basis of–

(1) Suggestion or Invention. See paragraph 6b.

(2) Superior Accomplishment, Productivity Gain, or Other Personal Effort. Awarded for contribution to the efficiency, economy, or other improvement of operation or for achieving a significant reduction in paperwork.

(3) Special Act or Service. Awarded for a special act or service in the public interest in connection with or related to official technician employment.

(4) Performance. Awarded as recognition of superior performance. When rewarded with a performance-based cash award or a quality step increase, policies in paragraph 6d, apply.

(5) Length of Service and Retirement. National Guard technicians may be recognized for long and faithful Federal service with the National Guard with appropriate emblems and certificates (NGB Form 52). National Guard technicians retiring from Federal service will be presented with a Certificate of Retirement (NGB Form 999) signed by the Adjutant General or designated official.

6. Policies

a. The Awards Program is designed to motivate employees to increase productivity and creativity and to achieve greater efficiency, economy, and improvement in operations. It provides a method for rewarding those whose job performance and ideas are substantially above normal job requirements and performance standards.

b. Responsibilities, policies, and requirements for awards for suggestions and inventions are established by the Army and Air National Guard Directorates. Guidance and restrictions for such awards and limitation on awards to military personnel are in references 2c and 2e.

c. Awards granted under this regulation will be made without consideration of race, color, religion, gender, national origin, age, or disability.

d. While awards can recognize superior performance, there is no requirement that awards be linked directly to or given in conjunction with performance appraisals (see TPR 430). Nevertheless, to receive–

(1) A performance-based cash award, a technician must have a most recent rating at level 3 or higher (see Appendix A, TPR 430).

(2) A quality step increase, a technician must receive a rating of record of level 5. For appraisal programs that do not use a level 5 rating, a technician must receive a rating of record at the highest summary rating under that appraisal program and the step increase recommendation must include a justification to indicate the technician's exceptional performance and an expectation that this high quality performance will continue in the future.

e. Time-off awards are granted for the same reasons as other awards (see paragraph 6a, above) and may not be used to create the effect of a holiday or of an administrative absence. Thus, time-off awards may not be granted to all or a majority of technicians on the same day or in conjunction with a military "down" or "training" day. A time-off award to an individual for a single contribution will not exceed 40 hours and the total amount of time-off awards granted to an individual will not exceed 80 hours during a leave year.

f. Awards granted under this TPR are subject to applicable tax rules.

g. Awards to recognize private citizens, groups, or organizations that significantly assist or support National Guard functions, services, or operations may be established separately from the awards for National Guard technicians.

(1) Recommendations for the DoD Distinguished Public Service Award or the Secretary of Defense Award for Outstanding Public Service must be submitted through NGB-HR.

(2) Individuals or organizations that have a contract or other commercial or profit-making relationship with the National Guard or any other part of DoD may only be recognized if their contribution is substantially beyond the terms of the contract and is clearly in the public interest.

h. Presidential-level and DoD honorary awards must be submitted through NGB-HR. Presidential level awards consist of the President's Award for Distinguished Federal Civilian Service; the Presidential Medal of Freedom; the Presidential Citizens Medal; and the National Security Medal. DoD awards consist of the DoD Distinguished Civilian Service Award and the Secretary of Defense Meritorious Civilian Service Award.

7. NGB Award for Meritorious Civilian Service

National Guard technicians who distinguish themselves by exceptional meritorious achievement or service may be recommended for the National Guard Bureau Award for Meritorious Civilian Service.

a. Eligibility. Eligibility is determined by measuring contributions against the levels of service, defined in subparagraphs (1)-(3), or achievement, defined in subparagraph (4), below. Retirement, separation, or long period of service will not be used as a basis for this award.

(1) Accomplishing supervisory or non-supervisory duties in an outstanding manner, setting a record of achievement, and inspiring others to improve quality and quantity of work.

(2) Exercising unusual initiative in devising new and improved work methods and procedures that resulted in a substantial savings in manpower, time, space, materials, or other items of expense, or in improving safety or health of technicians.

(3) Obtaining outstanding results in improving the morale of workers in an organizational unit with consequent improvement in work performance.

(4) Exhibiting unusual bravery, courage, or competence in an emergency while performing assigned duties, resulting in direct benefit to the Government or its personnel.

b. Period Covered. Except for nominations for achievement, the period of service covered must be a minimum of one year.

c. Submission. Nominations must be submitted within 6 months of the service or achievement. Nominations must contain specific examples of the technician's accomplishments and the benefits de-

rived in sufficient detail to be easily understood. Nominations and a proposed citation will be submitted to NGB-HR on NGB Form 32 in four copies.

8. State Awards Program Requirements

State Awards Programs will provide for–

a. Policies, procedures, and responsibilities for initiating, processing, reviewing, and approving award recommendations that comply with laws and regulations cited in the references and the provisions of this TPR. Adjutants General may delegate approval of awards to best serve the policies and purpose of the state Awards Program. States may establish one or more Awards Program Committee to carry out or assist with some of the Awards Program functions or use any other appropriate means.

b. Uniform award criteria for recognizing and rewarding technicians. Such criteria may not discriminate against individuals on the basis of race, color, religion, gender, national origin, age, or disability.

c. Evaluation and assessment of awards and the state Awards Program to ensure that awards–

(1) Are used to motivate, recognize, and reward eligible personnel.

(2) Exhibit a close, demonstrable link to performance, accomplishment, or contribution to National Guard goals and objectives.

(3) Are granted commensurate with the value of the technician's contribution or accomplishment.

d. Documenting, filing, and reporting awards in accordance with references 2c and 2e.

e. Communicating appropriate parts of the state Awards Program to commanders, managers, supervisors, and technicians.

By Order of the Secretaries of the Army and the Air Force:

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