

ORNG CER 451

Human Resources

# **Incentive Awards Program for Federal Employees**

TAG/OR-HR  
15 October 2019

**UNCLASSIFIED**

Headquarters  
Oregon National Guard  
Salem, OR  
15 October 2019  
Human Resources

Oregon National Guard  
Civilian Employee  
Regulation 451

## Incentive Awards Program for Federal Employees

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By Order of the Governor:

MICHAEL E. STENCEL  
Major General  
The Adjutant General

Official:

KARL S. POND  
COL, GS  
Chief of the Joint Staff

**History.** This publication replaces the Oregon National Guard Technician Personnel Regulation TPR 451, National Guard Incentive Awards Program for Full Time Personnel dated 19 December 2017.

**Summary.** This regulation contains information on the ORNG awards program for federal employees. It supplements information contained in CNGBI 1400.25, Vol. 451, dated 5 October 2018.

**Applicability.** This regulation applies to all Oregon National Guard federal employees and ORNG T5 personnel under administrative control of the Adjutant General of Oregon. Departments of Army and Air Force civilian award programs do not apply to National Guard employees unless specifically made applicable by NGB directives.

**Proponent and exception authority.** The proponent for this regulation is the Director of Human Resources (DHR). The DHR has authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DHR may delegate this approval authority in writing to the Deputy Director of Human Resources (DDHR) or a branch chief or specialist in the Human Resources Office.

**Suggested Improvements.** Users are invited to send comments and suggested improvements to: Oregon National Guard, ATTN: HR, PO Box 14350, 1776 Militia Way, Salem, OR 97309-5047.

**Distribution.** This publication is available through links on several ORNG web sites or in print media, through the Human Resources Office at 503 584 3975.

## **Contents**

### **Section 1 - General**

Introduction 1-1, *page 1*  
Purpose 1-2, *page 1*  
References 1-3, *page 1*  
Explanation of Terms 1-4, *page 1*  
Responsibilities 1-5, *page 1*

### **Section 2 - Award Categories and Basis for ORNG Approved Awards**

Award Categories 2-1, *page 2*  
Basis for ORNG Approved Awards 2-2, *page 2*

### **Section 3 - Policy for all ORNG Approved Awards**

Policy Applicable to All Time-Off Awards 3-1, *page 2*  
Policy Applicable to All Cash Awards 3-2, *page 3*  
Policy Applicable to All Awards for Superior Performance 3-3, *page 3*

### **Section 4 - Processing Instructions for ORNG Approved Awards**

Processing Actions for Time-Off Awards 4-1, *page 4*  
Processing Actions for All Cash Awards (Lump-Sum Cash or Quality Step Increase) 4-2, *page 4*

### **Section 5 - Basis For and Processing NGB/DOD Approved Awards**

Awards for Length of Service or Retirement – Basis and Processing 5-1, *page 5*  
Awards for Suggestions and Inventions – Basis and Processing 5-2, *page 5*  
NGB Award for Meritorious Civilian Service – Basis and Processing 5-3, *page 5*

## **Section 1 General**

### **1-1. Introduction**

The Oregon National Guard Federal Employee Awards program is designed to recognize, motivate and reward employees who excel in performance of their duties and responsibilities. Awards are appropriate for employees who have clearly linked their on-the-job performance with contribution to and achievement of Oregon National Guard goals and objectives. Awards will be granted commensurate with the employee's contribution. Granting or withholding incentive awards will not be based on race, color, religion, gender, national origin, age, sexual orientation or disability.

### **1-2. Purpose**

The purpose of this regulation is to detail federal employee incentive awards policies, procedures, responsibilities for initiating, processing, reviewing and approving award recommendations.

### **1-3. References**

- a.* 5 USC Chapter 45, Incentive Awards
- b.* 5 USC Section 5336, Additional Step-Increases
- c.* 5 CFR Part 451, Awards
- d.* 5 CFR Part 531, Sub Part E, Quality Step Increases
- e.* ORNG CER 430, Performance Planning and Appraisal Program
- f.* CNGBI 1400.25, Vol. 451

### **1-4. Explanation of Terms**

The most common terms associated with TAG approved awards are further defined in the body of the regulation and include:

- a.* Type of Awards:
  - (1) Cash Award – there are two types of cash awards: the lump sum award and the Quality Step Increase (QSI).
  - (2) Time-Off Award (TOA) – granting time-off awards is delegated for specific amounts of time to various supervisory levels of supervision below TAG.
- b.* Basis for Awards:
  - (1) Superior Performance
  - (2) Special Act or Service

### **1-5. Responsibilities**

Responsibilities for the Adjutant General, the Director of Human Resources (DHR), the HR Employee Relations Specialist, Commanders, Managers, and Supervisors are detailed in CNGBI 1400.25, Vol. 451. Additional responsibilities are detailed in the award processing actions contained in Section 3 of this regulation.

## Section 2

### Award Categories, Basis for ORNG Approved Awards

#### 2-1. Award Categories

Federal Employee Incentive Awards are categorized as follows:

*a. Cash Awards.*

(1) Lump Sum awards do not increase an employee's basic rate of pay and are appropriate if based on superior performance or special act/service.

(2) Quality Step Increase increases an employee's basic rate of pay. A QSI award increases the rate of pay from one step to the next higher step in the same grade and is in addition to regular scheduled within-grade step increases. A QSI is appropriate based on Superior Performance only. Only one QSI may be awarded in a 365 day period.

*b. Time-Off Awards (TOA).* Awards that grant additional time-off that is not chargeable to annual leave and is without loss of pay.

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

*d. Informal Recognition.* Awards that are not formal in that they do not meet the criteria of the preceding paragraphs.

#### 2-2. Basis for ORNG Approved Awards

ORNG approved awards of cash, time-off, honorary, or informal in nature will be awarded to a federal employee individually or as a member of a group on the basis of:

*a. Superior Performance.* Performance is defined in terms of accomplishment of established goals and objectives, productivity gain, or other personal effort. Superior performance may be demonstrated by a contribution to the efficiency, economy, or other improvement in operation or for achieving a significant reduction in process times.

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

## Section 3

### Policy for all ORNG Approved Awards

#### 3-1. Policy Applicable to All Time-Off Awards

*a.* Time-off awards will not be used to create a holiday or administrative day off for all or a majority of employees in a work center, unit, or directorate.

*b.* Time-off awards to an individual for a single contribution will not exceed 40 hours and the total time-off awards to an individual will not exceed 80 hours during a leave year.

*c.* Time-off awards for part-time employees will be granted at a rate proportional to the time worked.

*d.* An award should be scheduled, approved and used within 365 days. Unused time-off awards will be forfeited one year after its approval date and may not be restored.

*e.* If an employee is physically incapacitated for duty while taking time-off as an award, the supervisor may grant sick leave for the period of incapacitation.

*f.* Time-off cannot be converted to cash payment. If an employee separates prior to using the award, the amount of time awarded is lost.

g. Time-off granted to full-time permanent employees will be in hourly increments but no less than 8 hours and no greater than 40 hours per award.

h. Time-off awards must be approved as follows:

(1) 8-9 hours only requires immediate supervisor approval.

(2) 10-40 hours requires immediate supervisor and Appraisal Reviewing Official (28-40 hour awards require TAG (delegated to DHR) approval which HRO will obtain signature).

i. Time-off awards will be granted according to the scale in Figure 3-1 below.

<b>Figure 3-1. Time-Off Award Scale for Performance or a Single Contribution</b>		
<i>Value</i>	<i>Description</i>	<i>Hours Awarded</i>
Substantial	Contribution to a product, activity, program, or service to the public, which is sufficient value to merit formal recognition or a beneficial change or modification or operating principles or procedures.	8-9 Hours
High	A highly significant contribution to the value of a product, activity or service to the public or a complete revision of operating principles or procedures, with considerable impact.	10-27 Hours
Exceptional	A superior contribution to the quality of a critical product, activity or service to the public or initiation of a new principle or major procedure, with significant impact.	28-40 Hours

### **3-2. Policy Applicable to All Cash Awards**

a. Availability of funds must be coordinated through organizational channels to provide fair and equitable disbursement to each individual and stay within budgetary constraints and annual award guidance published by Chief of the National Guard Bureau (CNGB), Office of Technician Personnel.

b. Recommendations for cash awards must be submitted with supervisor/rating official and higher level supervisor/Appraisal Reviewing Official approval.

c. Lump sum cash awards based on the value of the employee's contribution may be given in amounts ranging from \$500.00 to \$5,000.00. The Chief of the Joint Staff, Land Component Chief of Staff, or Air Component Director of Staff, as full-time representatives of the Adjutant General, are required for final approval of all cash awards.

d. Supervisors are encouraged to award a team effort whenever possible. The policy for individual awards (above) applies to team awards except that the award for each team member may not exceed \$500.00.

### **3-3. Policy Applicable to All Awards for Superior Performance**

a. HRO will only accept a formal rating of record as justification for a superior performance award.

b. Employee must have a completed appraisal as of the last completed rating period.

c. Recommendations for lump sum cash and time-off awards must have an overall rating of 3-Fully Successful on the latest rating of record.

d. Recommendations for QSI awards must have an overall rating of 5-Outstanding on the latest rating of record.

e. The rating of record for the most recent rating period must show how the employee exceeded the requirements of their critical elements.

## **Section 4**

### **Processing Instructions for ORNG Approved Awards**

#### **4-1. Processing Actions for Time-Off Awards**

*a.* The supervisor will:

(1) If the award is based on superior performance, ensure the employee has a current annual performance appraisal documented in the performance management system reflecting how the employee exceeded the requirements of their critical elements for the period specified on the AGO Form 451, Incentive Award Recommendation.

(2) If the award is based on a special act or service, ensure appropriate justification is entered on the AGO Form 451.

(3) Complete the AGO Form 451. AGO Form 451 must be reviewed and approved by the appropriate official(s) with fiscal authority to obligate award funds.

(4) Forward completed AGO Form 451 to HRO for processing.

(5) Enter the award type, amount, and date on the employee's NGB Form 904-1 or Supervisors Employee Brief maintained in the supervisor's employee work folder.

(6) Ensure time-off award hours are credited to the employee's Leave and Earnings Statement (LES) before authorizing use of the time-off.

(7) When the federal employee takes the approved time-off, annotate the employees time and attendance record with the code LY.

*b.* The HRO will document the time-off award on an SF-50 which will be available to the employee in their electronic Official Personnel File (eOPF). Approved time-off awards are effective at the beginning of the next regular pay period following the date of final approval.

#### **4-2. Processing Actions for Cash Awards (Lump-Sum Cash or Quality Step Increase)**

*a.* The supervisor will:

(1) If the award is based on superior performance, ensure the employee has a current annual performance appraisal documented in the performance management system reflecting how the employee exceeded the requirements of their critical elements for the period specified on the AGO Form 451, Incentive Award Recommendation.

(2) If the award is based on a special act or service, ensure appropriate justification is entered on the AGO Form 451. An employee is not eligible for a QSI based on a special act or service.

(3) Complete the AGO Form 451. AGO Form 451 must be reviewed and approved by the appropriate official(s) with fiscal authority to obligate award funds.

(4) Forward completed AGO Form 451 to HRO for processing.

(5) Enter the award type, amount, and date on the employee's NGB Form 904-1 or Supervisors Employee Brief maintained in the supervisor's employee work folder.

*b.* The HRO will document the cash award (lump-sum or QSI) on an SF-50 which will be available to the employee in their electronic Official Personnel File (eOPF). Approved cash awards are effective at the beginning of the next regular pay period following the date the recommendation was received by HRO. Approved cash awards will be processed following final approval.

## **Section 5**

### **Basis For and Processing NGB/DOD Approved Awards**

#### **5-1. Awards for Length of Service or Retirement – Basis and Processing**

An employee may be recognized for long and faithful federal service in the National Guard with appropriate emblems and certificates. An employee retiring from federal service will be presented with a certificate of retirement signed by the Adjutant General.

#### **5-2. Awards for Suggestions and Inventions – Basis and Processing**

*a.* ANGI 38-401, Suggestion Program, implements the Air National Guard suggestion program. The responsibilities of the supervisory chain and HRO are clearly defined in the regulation.

*b.* AR 5-17, The Army Ideas for Excellence Program, implements the Army suggestion program and there is no supplementary ARNG/NGB guidance. The responsibilities of the supervisory chain are clearly defined in the regulation. There are no responsibilities specified for HRO in this regulation.

#### **5-3. Basis and Processing an NGB Award for Meritorious Civilian Service**

NGB retains approval authority for this award.