



DEPARTMENT OF THE ARMY AND THE AIR FORCE
MICHIGAN NATIONAL GUARD JOINT FORCE HEADQUARTERS
3411 N. Martin Luther King Blvd.
LANSING, MI 48906

NGMI-COS-AR

20 January 2011

MEMORANDUM FOR Michigan Army National Guard Technicians and Supervisors

SUBJECT: Michigan Army National Guard Technician Incentive Awards Policy

1. **Purpose.** To establish a Michigan Army National Guard (MIARNG) Technician Incentive Awards policy. All previous MIARNG Technician incentive awards guidance is rescinded and replaced by this policy.
2. **Applicability.** This policy applies to MIARNG Federal Technicians (dual and non-dual status).
3. **Governing Regulations**
 - a. 5 U.S.C. 4301-4305
 - b. TPR 430
 - c. TPR 451
 - d. Modern Operating Agreement (MOA) between TAG and LIUNA
4. **Type of Awards.** Technician Incentive awards consist of those listed in the following categories:
 - a. Monetary
 - (1) Quality Step Increase (QSI)
 - (2) Sustained Superior Performance (SSP) Award
 - (3) Suggestion Award
 - (4) On-the-Spot Award
 - (5) Special Act Award
 - b. Non-Monetary
 - (1) Time Off Award
 - (2) Honorary Award (Certificates of Achievement, Recognition, etc.)
5. **Qualifications.**
 - a. For all award types listed above, with the exception of Quality Step Increases (QSIs), an individual must have received a rating of "Fully Successful" (2.51 or higher) on their most current technician performance appraisal. In order to receive a QSI, individuals must receive an "Outstanding" (4.51 or higher) on their most current technician performance appraisal.
 - b. The first line supervisor is the person best qualified to determine eligibility for an award, however, all employees are encouraged to nominate deserving individuals.

6. Guidelines. The following guidelines apply:

a. Cash awards will not exceed \$1,000 per person per fiscal year and may be less within budgetary constraints. Cash awards are limited to one per year.

b. Time Off Awards may not exceed forty (40) hours per person, per contribution and total Time Off Award amount will not exceed more than 80 hours per person per leave year.

c. No person may receive more than one Cash or Time Off award for the same accomplishment.

d. Quality Step Increases (QSIs) may be awarded annually. If no funds are available, time off awards may be used.

e. Supervisors must verify employees have a current appraisal on file prior to award submission.

7. Required Documentation.

a. To nominate a technician for an incentive award, the supervisor must submit the following:

(1) Standard Form (SF) 52 - Request for Personnel Action. (See SF-52 Handbook for examples and guidance on form completion.)

(2) MIARNG Incentive Awards Program Recommendation for Award Form (Enclosure 1)

(3) Justification which clearly describes why the employee's performance merits the award nomination.

b. All required documentation will be forwarded to the local Partnership Council (PC) (if applicable) for concurrence or non-concurrence of the recommend award. If the Local PC concurs with the recommended award, than the packet is forwarded to the State Human Resources Office for approval and action, IAW chain of command routing procedures. In the event of non-concurrence by the local PC, the award recommendation will be returned to the recommending official with justification for the non-concurrence. If the recommending official disagrees with the non-concurrence by the local PC, the award recommendation will be forwarded to the first supervisor above the local PC for final decision.

FOR THE ADJUTANT GENERAL:



JAMES D. BARTOLACCI
COL, GS, MIARNG
Army Chief of Staff

Enclosures

1. MIARNG Incentive Awards Program Recommendation for Award form
2. MIARNG Incentive Awards Process

ENCLOSURE 1

MICHIGAN ARMY NATIONAL GUARD
INCENTIVE AWARDS PROGRAM
RECOMMENDATION FOR AWARD

EMPLOYEE NAME: _____ WORK SITE: _____

NOMINATED BY: _____ DATE: _____
(NAME)

RECOMMENDED AWARD (CHECK ONE)

CASH AWARD TIME OFF AWARD QSI OTHER

AMOUNT: \$ _____ -OR- NUMBER OF HOURS: _____

Please review the attached recommendation for an Incentive / Performance Award and check your choice of concurrence or non-concurrence.

THRU/TO: SUPERVISOR NAME/DATE: _____

CONCUR NON-CONCUR

TO: LOCAL PARTNERSHIP COUNCIL NAME/DATE: _____
(If LPC is not available, Senior Supervisor)

SF-52 ATTACHED
 JUSTIFICATION ATTACHED
 CONCUR NON-CONCUR

IF NON-CONCUR, PROVIDE JUSTIFICATION FOR NON-CONCURRENCE BELOW:

TO: FIRST LINE SUPERVISOR ABOVE LOCAL PC (FOR NON-CONCURRENCE ONLY)
NAME/DATE/COMMENTS : _____

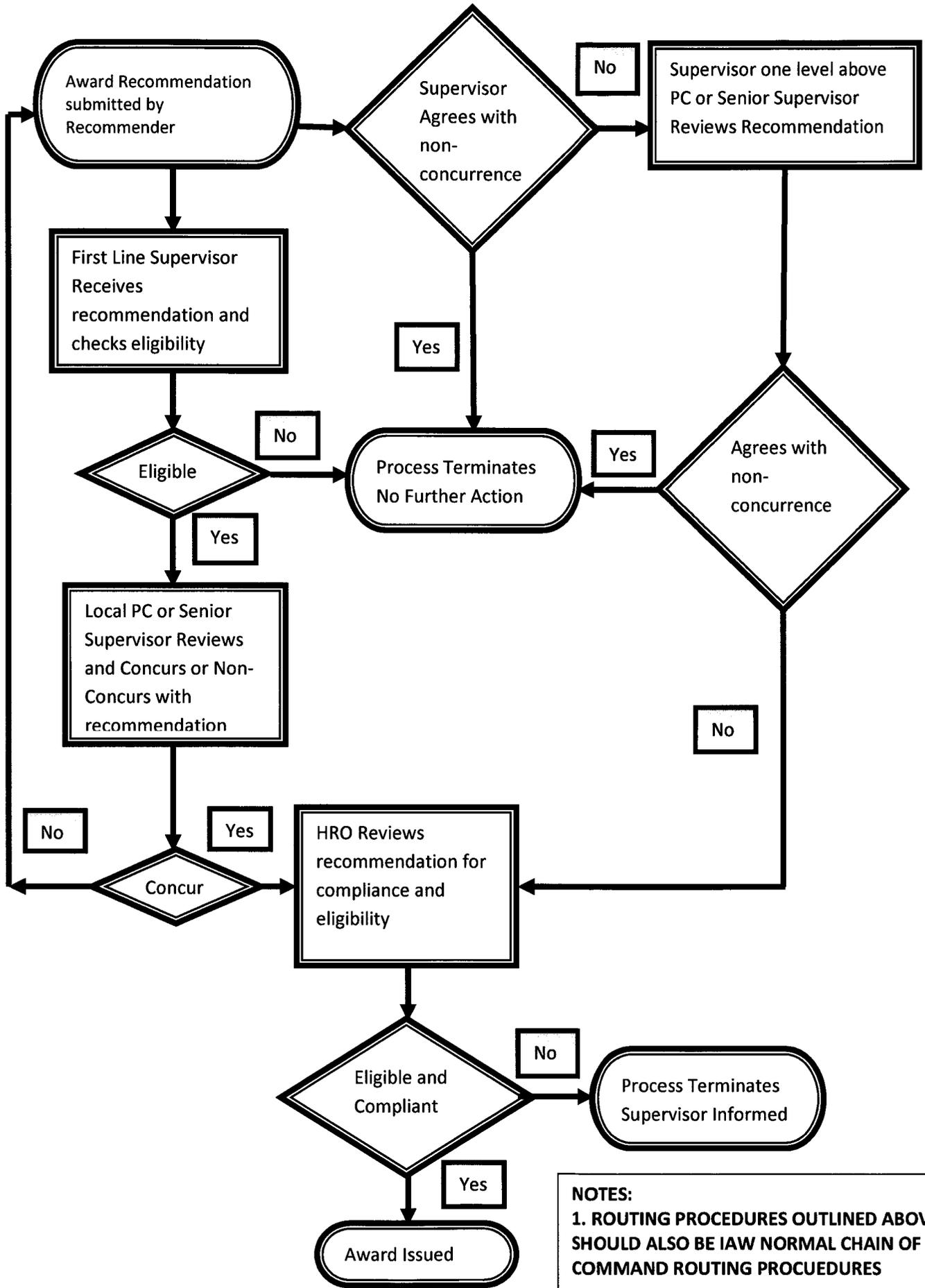
CONCUR NON-CONCUR

TO: HRO

SIGNATURE: _____ (HRO)

DATE: _____

**ENCLOSURE 2
MIARNG TECHNICIAN INCENTIVE AWARDS PROCESS**



NOTES:
1. ROUTING PROCEDURES OUTLINED ABOVE SHOULD ALSO BE IAW NORMAL CHAIN OF COMMAND ROUTING PROCUEDURES