



Incentives

Module 13

National Guard

Technician Personnel Management Course



Brainstorm Exercise

What do you think motivates employees at
work ?



Top 3 Answers:

1. Recognition & appreciation for a job well done
2. More authority to do their jobs
3. Greater flexibility and autonomy at work



INCENTIVES - PURPOSES

- Motivate
- Increase efficiency, productivity & creativity
- Recognize/reward performance & contributions



MONETARY AWARDS

Quality Step Increase (QSI):

- Accomplished on NGB Form 32 or local form
- General Schedule (GS) only
- Qualifications set by local policy
(chapter 8 Tech Handbook)
- Expect performance to continue



MONETARY AWARDS

Sustained Superior Performance (SSP):

- Submit NGB Form 32
- Exceeds position's requirements
- Performance maintained at least 6 months



MONETARY AWARDS

Special Act or Service Award:

- Submit NGB Form 32
- Awarded for heroism
- Awarded for one-time act or service
- Awarded for Scientific achievement



MONETARY AWARDS

On-The-Spot Award:

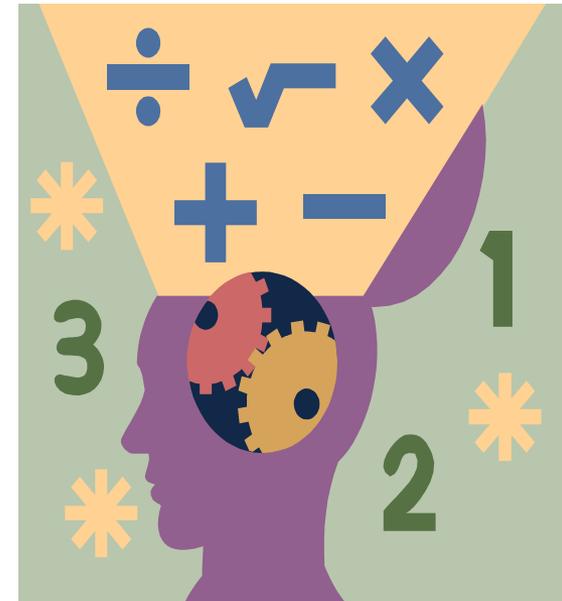
- Submit NGB Form 32
- In addition to QSI, SSP or other Special Act Award
- Awarded for significant acts related to quality job performance
- Acts of short duration & clearly identified



Suggestion Program

Suggestion Awards:

- AIP – Army Idea Program
(Submit on-line)
- USAF Idea Program
- POC–WO1 Gibson ext 7158





MONETARY AWARDS

Inventions:

- \$100 standard Suggestion or Special Achievement
- \$300 upon award of patent categories
- Can be thousands of \$\$\$\$ when tangible





NON-MONETARY AWARDS

Time-Off Award:

- Submitted on NGB Form 32
- Established for special act or service
- Up to 40 hrs per contribution; no more than 80 hrs in 1 leave year
- 1st level supervisor may award up to 1 day



NON-MONETARY AWARD

Length of Service Award:

- Awarded to NGB Technicians for distinguished service
- Eligible after 10 years of service
- Awarded in 5-year increments



NON-MONETARY **AWARDS**

Honorary Awards: TPR 451

- Presidents Award for Distinguished Federal Civilian Service
- Department of Defense Distinguished Service Award
- Decoration for Exceptional Civilian Service
- Meritorious Civilian Service Award
- Presidential Recognition Program
- Certificates of Achievement
- Letters of Appreciation or Commendation



PAYMENT OF AWARDS

- Monetary awards will be paid from Federal Funds
- Paid as early as possible after approval
- Responsibility remains with organization
- Taxable Income



SUPERVISORY RESPONSIBILITIES

- Match type of recognition to situation
- Ensure timely, appropriate presentation
- Exercise care in considering recognition





What will you do differently now that you know?

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Management Course August 2011





Questions?