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## Incentive Awards

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**Summary of Changes.** Changes Sustained Superior Performance Award eligibility, amount of award and Suggestion Award Forms.

**Applicability.** This Technician Personnel Regulation (TPR) prescribes responsibilities, policies, and requirements for the New Mexico National Guard Incentive Awards Program and is consistent with Chapter 45 of Title 5 U.S.C. and NGB TPR 451, 15 December 1998. It 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. Unless otherwise indicated, the term "technician" means both excepted and non-dual status Army and Air technicians, "active-military member" refers to all Title 32 military members of the National Guard (including drill status Guardsmen), and the use of either masculine or feminine pronouns is intended to include both genders.

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**APPENDIX B. SCALE OF AWARDS BASED ON INTANGIBLE BENEFITS**

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DA Form 1045, Suggestion (ARNG)
DA Form 2440, Suggestion Evaluation (ARNG)
AF Form 1000, Suggestion (ANG) 3 pages
AF Form 1000-1, Suggestion Evaluation (ANG) 3 pages
NGB Form 32, Recommendation for Incentive Award

**APPENDIX D. RECOMMENDATION FOR TIME OFF AWARDS**

## CHAPTER 1. GENERAL INFORMATION

**1-1. PURPOSE OF PROGRAM** The New Mexico National Guard Incentive Awards Program is designed to motivate technicians and active military members of the New Mexico National Guard to increase productivity and creativity and to achieve greater efficiency, economy, and improvement of operations. It provides a method for rewarding those whose job performance and ideas are substantially above normal job requirements and performance standards, and provides for consideration of performance contributions throughout the National Guard and the Federal Government. The Incentive Awards Program is to be endorsed and vigorously supported by all levels of management, and will be administered entirely on the basis of merit without regard to age, sex, race, color, religion, national origin, marital status, or physical or mental handicap.

### 1-2. PROGRAM RESPONSIBILITIES

#### a. The State Adjutant General

Is responsible for:

- (1) Ensuring compliance with program requirements.
- (2) Promoting and supporting the Incentive Awards Program.
- (3) Maintaining an adequate budget to ensure prompt action on awards and effective promotion and publicity.

#### b. Human Resources Officer (HRO)

Is delegated responsibility for:

- (1) Administering and publicizing the Incentive Awards Program.
- (2) Providing advice, assistance, and training to supervisors and managers on effective use and participation in the program.
- (3) Providing training and orientation to all technicians and active military members on how they may earn awards.
- (4) Designating a HRO staff member as the Program Manager.
- (5) Preparing required reports.
- (6) Providing documentation to the appropriate payroll office for payment of cash awards.
- (7) Assuring awards under this program are considered when evaluating candidates for promotion (TPR 300(335), Appendix B).

#### c. Supervisors and Managers

Are responsible for:

- (1) Providing support for and participate in the Incentive Awards Program.
- (2) Exercising care in considering award recognition. Although there should be a linkage between performance and performance recognition, this does not mean awards will be automatic for a technician whose performance meets the basic eligibility for an incentive award.
- (3) Determining what type of recognition will best motivate the technician to greater productivity, by matching recognition to performance; e.g., granting a within-grade increase; selecting for promotion; giving cash awards for special acts; recommending an SSP or QSI; or granting honorary awards, commendations, or letters of appreciation.
- (4) Ensuring awards for special acts or services are recognized immediately and all award presentations are conducted in a timely manner.
- (5) Ensuring program or operational areas where superior work results may warrant consideration for awards are identified by the normal management review and control processes.

#### d. Program Manager

Is responsible for:

- (1) Ensuring technicians and active military members are kept informed regarding their participation in the Incentive Awards Program.
- (2) Determining requirements for technician evaluations of suggestions and ensure evaluation within prescribed time limits.
- (3) Referring suggestions that appear to be inventions to JAG Office for patent investigations.
- (4) Ensuring that all suggestions and nominations meet eligibility requirements.
- (5) Ensuring an exchange of information throughout the National Guard and other Federal agencies when adopted suggestions may have wider application.
- (6) Arranging for payment and presentation of awards and ensure appropriate publicity.
- (7) Evaluating the Incentive Awards Program and develop feedback to management, technicians, and active military members.

## CHAPTER 2. SUGGESTIONS

**2-1. SUGGESTIONS** Suggestions may be made to improve methods of accomplishing tasks, reduce costs incurred, eliminate practices that result in unnecessary costs, effect a significant reduction in paperwork, or impact any number of areas limited only by the imagination of the person making the suggestion. A suggestion must meet the following requirements:

- (1) Submitted in writing before or within 90 days after the date the suggestion is adopted.
- (2) Involves a proposal that is original to the National Guard as a whole.
- (3) Does not substantially duplicate a suggestion already under consideration or a suggestion for which the ownership rights have not expired.
- (4) Is outside the job responsibilities of the individual(s) making the suggestions, or if within, are so superior that it warrants special recognition.

### 2-2. SUBMITTING SUGGESTIONS

a. Suggestions will be submitted to the Human Resources Office on DA Form 1045 (Army) or on AF Form 1000 (Air) (See Appendix C), in legible handwriting or typewritten. An outline of the specific area for improvement must be given, it must state the potential workable solution in detail, and give the benefits that can be expected. More than one solution may exist, but enough potential benefits to warrant a change should be cited.

b. All information available, (stock number, form title, number of parts, type of aircraft, address of Office of Primary Responsibility (OPR) if known, photographs, sketches, drawings, blueprints, mockups, etc.) must be listed on DA Form 1045/ AF Form 1000 with originals attached. Classified material must be properly controlled.

### 2-3. EVALUATION PROCEDURES

a. Each suggestion received by the Program Manager will be checked against current awards files for duplication. The evaluation form (DA Form 1045, Army), (AF Form 1000-1, Air) will be assigned a control number and identified as a technician or military suggestion.

b. The Program Manager will ensure that each

suggestion is signed and that notification of receipt is made. If a suggestion is incomplete or not considered eligible, it will be returned with an appropriate explanation.

c. Suggestions that are accepted will be processed as follows:

(1) Suggestion will be sent, with a suspense date, to the local OPR, who will investigate, evaluate, and recommend whether or not the suggestion should be adopted. The suggestion will be evaluated on DA Form 2440 (Army) or AF Form 1000-1 (Air) (See Appendix C), with full consideration given to any developments directly attributed to the suggestion. When an evaluation cannot be completed within 45 workdays after receipt of the suggestion, the Program Manager will keep everyone involved informed of its status.

(2) When a suggestion is determined by the local OPR to require modification or updating of aircraft, systems, or equipment, it must be converted to the appropriate format and processed as a modification request / equipment improvement recommendation and be submitted through appropriate channels. Once the local OPR makes such a determination, that office holds the suggestion in abeyance until that channel of processing is complete. A suggestion may not be processed under the provisions of this regulation until final approval of the modification or updating change is received and documented as to date and method of implementation and benefits to be derived. To facilitate finalization of the suggestion and ensure proper credit for any resulting changes, the modification request / equipment improvement recommendation should state: "This action is the result of a suggestion (identifying symbol and number, date, and name(s) of the individual(s) who made the suggestion)." If adopted, the implementing OPR will provide a completed DA Form 2440 (Army), or an AF Form 1000-1 (Air), reflecting proper credit for the source of the original idea.

(3) When a suggestion is within the authority of the evaluator to adopt, and is considered useful and practicable, the DA Form 2440 (Army), AF Form 1000-1 (Air), will state how and when the suggestion could be placed into operation and an estimate of the annual savings and benefits, together with an explanation of the method used in making the determination. The OPR will evaluate tangible and/or intangible benefits IAW appendices A and B. The OPR will return the suggestion to the Program Manager with recommendation as to the level of adoption along with a statement by the responsible

official certifying the suggestion will be or is already implemented, so payment of award may be processed if approved. When the suggestion is recommended for implementation beyond the local level, the Program Manager will forward the original suggestion to ANG/XPME for processing.

#### **2-4. REQUEST FOR RECONSIDERATION**

A request for further consideration of a disapproved suggestion may be submitted to the Program Manager, if and only if the additional material information, clarifies significant issues, and findings that an adopted suggestion has a wider application than was originally determined.

#### **2-5. AUTHORITY TO GRANT AWARDS**

a. The Adjutant General may approve cash awards up to and including \$3,000 for locally adopted suggestions resulting in tangible/intangible benefits. Cash awards for locally approved suggestions in excess of \$3,000 will be sent to ANG/XPME with a recommendation for the additional award. Awards for approved suggestions that have received technical evaluation beyond the State level will be returned to the Program Manager by ANG/XPME with authority for full payment. All cash awards for suggestions will be processed on a Standard Form 50.

b. The amount of a cash award approved by the Adjutant General must be determined based on the benefits derived. The total amount of a cash award to a group may not exceed that approved for the total award. If individuals in the group made a substantially equal contribution, each will receive an equal share of the award. If their contributions differ significantly, each receives a share proportionate to their contribution to the suggestion. When submitting a group suggestion, the suggestion should indicate the sharing ratio for any cash award that might result.

c. The Chief, National Guard Bureau, is authorized to approved cash awards up to and including \$10,000 (individual or group), inclusive of awards granted at the State level, for suggestions resulting in tangible/intangible benefits or a combination of both.

d. ANG/XPME will forward recommendations for cash awards in excess of \$10,000 through the appropriate military service Secretary for submission to the Office of Personnel Management for technicians and to the Secretary of the service concerned for active military members of the National Guard.

#### **2-6. AWARD FOR TANGIBLE BENEFITS**

A cash award for tangible benefits is granted on the basis of actual or estimated savings during the first full year of operation (See Appendix A). An adopted suggestion with less than \$250 in benefits to the agency will be recognized by the presentation of a letter of appreciation.

#### **2-7. AWARD FOR INTANGIBLE BENEFITS**

By their very nature, awards in this category are recommended on the basis of judgment rather than precise facts or calculations. Therefore, it is important that suggestions be reviewed in light of their intrinsic merit and all relevant precedents, and that adoption of suggestions and approval of cash awards be fair and as consistent as possible (See Appendix B).

#### **2-8. OWNERSHIP RIGHTS**

The individual(s) who submits the suggestion retains "ownership" during its evaluation and for one (1) year after the date of the final action (approval or written notification of rejection).

### **CHAPTER 3. INVENTIONS**

#### **3-1. PROCESSING INVENTIONS**

Inventions are a new and useful process, machine, or other item that may be patented under the patent laws of the United States. If adopted, inventions submitted as suggestions, or in connection with scientific achievements, are eligible for cash awards. By law, if an invention is published or used publicly, or an article embodying it is sold or is placed on sale more than one (1) year before filing of a patent application in the U.S. Patent and Trademark Office, a U.S. Letters Patent may not be granted. In order to protect the rights of the Government and the inventor, any suggestion or other contribution that appears to be an invention must be promptly sent to ANG/XPME for review and processing, ANG/XPME will forward the suggestion, or scientific achievement that incorporates the invention, to the Patents Division of the Departments of the Army or the Air Force Judge Advocate General.

#### **3-2. INVENTION AWARDS**

a. The Judge Advocate General's office will determine whether the contribution is an invention,

what the inventor's rights are, and whether they will process the invention for patenting. After processing, the invention will be returned to ANG/XPME.

b. Upon notification from the appropriate Judge Advocate General office that an invention has been approved for implementation, ANG/XPME will notify the State Program Manager to arrange for payment of a cash award based on benefits to the Government. When an invention award is paid, the inventor must complete the required forms acknowledging the payment of the award. When the inventor accepts an award based upon the approved invention, the acceptance will constitute waiver of any claim against the Government. Cash awards for inventions will be processed on a Standard Form 50.

#### **CHAPTER 4. SPECIAL ACT OR SERVICE AWARDS**

##### **4-1. GENERAL**

A special act or service award is a monetary award in recognition of an act of heroism, or similar one time special act, service, or scientific achievement that contributes to the efficiency, economy, or other improvement of Government operations or is otherwise in the public interest. The act, service, or scientific achievement may or may not involve measurable monetary benefits and may include an individual or group of individuals. Active military members may only receive a special act or service award for scientific achievements.

##### **4-2. AWARD PROCESSING**

A supervisor or manager having direct knowledge of the special act or service should initiate the nomination immediately on an NGB Form 32, Recommendation for Incentive Award or Quality Salary Increase (See Appendix C), and forward it to the Program Manager for processing. All nominations must be submitted within 20 calendar days after the special act or service. Awards will be computed IAW Appendices A and B. If award is approved, a Standard Form 50 will be forwarded to the appropriate payroll office for payment.

#### **CHAPTER 5. SUSTAINED SUPERIOR PERFORMANCE AWARDS**

**5-1. PURPOSE** A Sustained Superior Performance (SSP) is a monetary award in recognition of

significant superior performance of duties and responsibilities which clearly exceed the technician's assigned position requirements.

##### **5-2. ELIGIBILITY**

a. All technician personnel are eligible for this award.

b. Sustained superior performance on which the award is based must have been maintained for at least six (6) months and in the same job and grade level. Award eligibility will not be affected by position changes occurring after the period of time covered by the recommendation. No portion of the first year of employment (i.e. trial/probationary period) will be used as eligibility for an SSP.

c. Supervisors/managers must justify the SSP in specific detail. Justification may be provided in narrative or bullet format, but must be specific enough to clearly show, on impartial review, performance that exceeds the fully acceptable level.

##### **5-3. PROCEDURES AND APPROVAL AUTHORITY**

The technicians immediate supervisor is responsible for initiating the nomination, using NGB Form 32 (See Appendix C), and attaching a justification for award. After review and approval by the respective Wing Commander (Air) or Chief of Staff (Army), nomination will be forwarded to the Program Manager, who will complete final processing for payment of the award. Employee copy of the SF-50 and a copy of the award justification will be forwarded to the immediate supervisor for presentation to the employee. If disapproved, it will be returned through supervisory channels to the nominating official with a suitable explanation. When a nomination is disapproved, the technician must begin a new waiting period. The effective date of a new waiting period begins following the period the previous recommendation was based upon.

**5-4. AMOUNT OF AWARD** The amount of the award will be \$1000.

**5-5. EFFECTIVE DATES** Approved SSP awards 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 Human Resources Office.

## **CHAPTER 6. QUALITY STEP INCREASES**

**6-1. PURPOSE** The Quality Step Increase (QSI) elevates a GS employee's rate of pay to the next step on the pay scale and should be used only by management officials as recognition of service that significantly exceeds high quality job performance. WG/WL/WS employees are not eligible for QSI awards. 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. If a technician has previously received a QSI, the justification for another such increase in the same grade and position must provide specific evidence of increased quality of performance over and beyond that on which the previous increase was warranted.

### **6-2. ELIGIBILITY**

a. As a minimum, a period of high quality performance for this award is 12 months in the same job and grade level. To be eligible for a QSI, the technician's overall performance for the previous 12 months, as reflected in the justification for award, must have been above the fully successful level. Such performance must also be expected to continue at the same level of effectiveness. Additionally, a QSI will only be granted if the technician has not received a QSI within the preceding 24 calendar months.

b. A QSI is not appropriate when a technician is about to receive or has just received a promotion. In cases where a promotion action is pending prior to final action on a QSI, the QSI will be held in abeyance pending the outcome of the promotion. If the promotion is disallowed, the QSI should continue to be processed.

c. A QSI may not be granted when it is based in whole or in part upon a specific act or any period of service that served as the basis for a previous cash award.

d. Periods of extended absence (e.g., in excess of 30 days) cannot be counted when determining the period of service to be recognized.

**6-3. PROCEDURES** The technician's immediate supervisor is responsible for initiating the nomination, using NGB Form 32 and attaching a written justification. The immediate supervisor must also certify that, based on past experience, it is believed the technician's high quality of performance

is likely to continue. The NGB Form 32 should be submitted through the Chief of Staff (Army), Wing Commander (Air) to the HRO/Program Manager. If the Chief of Staff (Army), Wing Commander (Air) determines a QSI is not justified based on the documentation submitted, he may recommend an On-the-spot or Time-off award in lieu of a QSI.

**6-4. APPROVAL AUTHORITY** The Chief of Staff (Army), Wing Commander (Air) will forward their approval/disapproval to the HRO/Program Manager. A disapproved nomination will be returned to the nominating official, through channels, with a suitable explanation. When a nomination is disapproved, a new period of consideration must be established (12 months from the previous period of service).

**6-5. EFFECTIVE DATE** Approved QSI awards are effective at the beginning of the next regular pay period following the date of final approval.

**6-6. PRESENTATIONS** Approved QSI awards will be presented at an appropriate ceremony.

## **CHAPTER 7. PAYMENT, PROGRAM PROMOTION, REPORTS AND RECORDS**

### **7-1. PAYMENT OF AWARDS**

a. All cash awards, whether to technicians or active military members of the National Guard, will be financed from Federal funds locally available within the State.

b. All monetary awards will be paid at the earliest practicable date after adoption of a suggestion or approval of any other cash award. The movement of personnel, after recommendation of an award that requires higher echelon approval, does not change the financial responsibility of the recommending organization for payment of the full award. The finance office at the losing installation will forward the check for the cash award to the technician's new installation for presentation.

c. Cash awards are considered obligations that must be met, except where granting of an award would cause an over obligation in the State.

d. Cash awards are treated as additional income; therefore, taxes will be withheld in accordance with established regulations.

**7-2. PROMOTIONAL MATERIALS** Maximum use will be made of all forms of promotional media and materials in order to create and maintain interest in the National Guard Incentive Awards Program.

**7-3. REQUIRED REPORTS** The HRO/Program Manager will submit Incentive Award Reports as required. Submission requirements will be published by ANG/XPME.

**7-4. RECORDS** Incentive awards records will be maintained by the Human Resources Office, IAW AR 25-400-2.

## **CHAPTER 8. TIME-OFF AWARD**

**8-1. GENERAL** The Time-Off Award has been established to recognize technicians who perform a special act, service, or other personal effort that contributes to the quality, efficiency, or economy of Government operations. The act, service or personal effort may or may not be within the scope of the technician's normal job requirements. This award is defined as an excused absence granted to technicians without charge to leave or loss of pay. It will be granted in hourly increments. The minimum award is 8 hours. Time-Off Awards can be used alone or in combination with other monetary or non-monetary awards to recognize the same kinds of employee contributions. All technicians (General Schedule and Wage) are eligible and may be granted up to 40 hours off for a single award, but not more than 80 hours during any one leave year. The following are examples of employee contributions that could merit a time-off award:

- Making a high-quality contribution involving a difficult or important project or assignment;
- Displaying special initiative and skill in completing an assignment or project before the deadline;
- Ensuring that the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining the employee's own workload;
- Using initiative and creativity by

suggesting or making improvements in a product, activity, program, or service; or

- Sustaining high level performance for an extended period.

The supervisor should consider the benefits realized by the Government when determining the length of the time off to be granted. The amount of time should be proportionate to the value of the contribution. A recommended scale of benefits is at Appendix D.

**8-2. DOCUMENTATION** All awards must be documented on an NGB Form 32 with a brief justification describing the special act, service or personal effort.

### **8-3. APPROVAL AUTHORITY**

a. The immediate supervisor has the authority to approve an award of eight (8) hours or less and will sign Item 10 of NGB Form 32 as the approving official. All awards must be documented on NGB Form 32 and processed by the Human Resources Office before a technician can use this leave.

b. For an award in excess eight (8) hours, the immediate supervisor initiates the recommendation by signing Item 9 of NGB Form 32 and preparing the justification. The second line supervisor must then approve the nomination by signing Item 10 of NGB Form 32. It is the nominating supervisor's responsibility to keep the chain of command informed of these awards as required by the Chief of Staff (Army), Wing Commander (Air).

**8-4. AWARD PROCESSING** Each time-off award must be documented by a Standard Form 50 which is processed by the HRO. Documentation must be received in the HRO no later than 20 calendar days after the nominating performance. The program manager will prepare a Standard Form 50 and forward a copy to the immediate supervisor and the appropriate payroll office within five (5) duty days. The immediate supervisor will furnish a copy to the technician. Supervisors will not grant the use of this time off until they have received the Standard Form 50 from the HRO.

Time off awarded under this program will be approved by the technician's immediate supervisor based on mission requirements and at the request of the technician. It must be used within one year of the effective date of the award. The immediate

supervisor is responsible for tracking the time off and ensuring that any excused absence unused after the one-year period is removed from the records.

Time Off awards will not convert to a cash payment under any circumstances as is true for documented compensatory time.

For purposes of health insurance, life insurance and injury compensation, the same rules apply as with any other paid time off.

## CHAPTER 9. ON-THE-SPOT CASH AWARD

**9-1. GENERAL** The On-The-Spot Cash Award program has been established to provide a quick form of appreciation for an employee who performs in an exemplary manner.

An On-The-Spot Award is a cash payment to a deserving technician. It can range from \$50 to \$250 in \$50 increments. Receiving an On-The-Spot Award does not inhibit an individual from being nominated for another award, but special care should be given to insure that a different type of award is not merited.

This award is to be used to recognize a one-time, short-term effort made by an individual. Examples include situations where employees produce exceptionally high quality work under tight deadlines; perform added or emergency assignments in addition to their regular duties; demonstrate exceptional courtesy or responsiveness in dealing with clients or colleagues; or exercise extraordinary initiative or creativity in addressing a critical need or difficult problem.

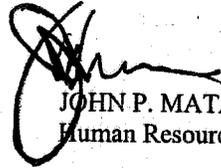
All General Schedule (GS) and Wage (WS, WL, and WG) technicians are eligible. Active duty military are excluded from receiving the On-The-Spot award.

**9-2. DOCUMENTATION** All awards must be documented on an NGB Form 32 with a brief justification describing the special act, service or personal effort.

**9-3. APPROVAL AUTHORITY** The immediate supervisor initiates the recommendation by signing Item 9 of NGB Form 32. The second line supervisor concurs with the recommendation by signing Item 10 of NGB Form 32. The Chief of Staff (Army), Wing Commander (Air) indicates approval/disapproval in block IV of NGB Form 32 and forwards the NGB

Form 32 to the HRO/Program Manager for final processing. Awards do not become an obligation until availability of funds has been certified.

**9-4. AWARD PROCESSING** Documentation must be received in the Human Resources Office no later than 20 calendar days from the date of the nominating performance. The NGB Form 32 must include the signature of the nominating official, a justification statement, the signature of the approving official, and the certification of funds (see paragraph 9-3 above). To expedite the award process, faxed nominations will be accepted with the original to follow by mail. The program manager will ensure that a Standard Form 50 documents the award and that a copy of the SF 50 is provided to the appropriate payroll office.



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Human Resources Director

Distribution:  
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**APPENDIX C. FORMS**

**APPENDIX D. RECOMMENDATIONS FOR TIME OFF AWARDS**

**VALUE OF THE CONTRIBUTION**

**RECOMMENDED AWARD**

**Moderate Value**

**1 to 10 hours**

(1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit recognition.

(2) Beneficial change or modification of operating principles or procedures.

**Substantial Value**

**11 to 20 hours**

(1) An important contribution to the value of a product, activity, program, or service to the public.

(2) Significant change or modification of operating principles or procedures.

**High Value**

**21 to 30 hours**

(1) A highly significant contribution to the value of a product, activity, program, or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

**Exceptional Value**

**31 to 40 hours**

(1) A superior contribution to the quality of a critical product, activity, program, or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.