



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 13-01**

**19 March 2013**

**TECHNICIAN PERFORMANCE AWARDS PROGRAM**

**EXPIRES: NO EXPIRATION**

1. References.

- a. Title 5 United States Code, Section 4503, Agency Awards.
- b. Title 5 United States Code, Section 4505a, Performance-based cash awards.
- c. Code of Federal Regulations, Title 5, Part 451 – Agency Awards.
- d. Technician Personnel Regulation 451 – Performance Management, Awards, dated 15 December 1998.
- e. California National Guard Full Time Personnel Regulation 451 – Technician Awards Program, dated 18 October 2012.

2. The Technician Performance Awards program is designed to motivate Technicians to increase productivity to achieve greater efficiency, economy of work, and improvement of operations. It provides a method for rewarding those whose job performance is substantially above normal performance standards.

3. Listed below are the types of available awards.

a. Irregular Performance Pay (IPP) – A monetary award strictly based on having received a successful and completed Performance Appraisal (PA) with an overall rating level of 5. This award increases the Step/Rate levels. Only General Schedule employees whose performance significantly exceeded high quality standards are eligible for this award. Technicians may receive a maximum of one IPP every 52 weeks.

b. Sustained Superior Performance (SSP) – A monetary cash award strictly based on having received a successful and completed PA with an overall rating level of 3, 4, or 5. This award is in recognition of significant performance of duties and responsibilities. Technicians may receive a maximum of one SSP annually.

c. Special Act or Service Award (SASA) – A monetary cash award in recognition of a singular 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.

d. On the Spot Cash Award (OTS) – A monetary cash award in recognition of personal accomplishments that result in quality service, within or outside the technician's organization. This award can be used to recognize day to day accomplishments and a technician's extra work efforts.

4. Time off Award (TOA) – An authorized absence award which may or may not be based on having received a successful PA overall rating level of 3, 4, or 5. This award is in recognition of a contribution or service performed in an exceptional manner. TOAs are not charged to leave and award amounts are 8 hours, not to exceed 40 hours per submission and contribution or service. A total of 80 hours per calendar year may be awarded to a Technician.

5. Eligibility and Requirements.

a. Technicians are required to have a current and completed NG Form 430, National Guard Technician Performance Appraisal, on file or within the Performance Appraisal Application (PAA) to be eligible for awards. The NG Form 430 must have been within the latest year consisting of a rated period of at least 120 calendar days to 12 months and show an overall rating level of 3, 4, or 5.

b. All Technicians must have consecutively worked 12 months and have been employed at the end of the rating period.

c. Technicians in probationary status (generally one year from date of employment) and Temporary Technicians are ineligible to receive performance awards.

6. Award Submissions and Justifications.

a. All award nominations must be completed and submitted on the CNG Form 690-12 and received by the Directorate for Human Resources for approval and processing. Nominations without current NG Form 430 on file or in the PAA system will be returned without action.

b. A copy of a current and completed NG Form 430 is required for all award nominations based on a PA. Justification for these awards will be annotated within the Technician's NG Form 430 under the Rating Official Assessment areas for each critical element.

c. All award nominations not based on PAs will have justifications annotated on the CNG Form 690-12 with a copy of the employee's final rating.

d. All award recommendations and/or submissions cannot be in conjunction with other awards nor have the same justification for each.

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e. Technicians may receive ONLY ONE of the following awards based on a successful PA: an IPP, an SSP, or a TOA in a calendar year.

7. Cash Award Reviews and Approval.

a. All OTS cash awards are between \$25 and \$500 only.

b. All SSP and SASA award nominations are restricted to no more than 10 percent of an employee's annual rate of basic pay plus locality in accordance with 5 USC 4504a. Awards in the amount of \$10, 000 or greater require Office of Personnel Management approval.

c. All SSP and SASA award nominations between 4 and 10 percent must receive approval from the recipient's service component commander and forwarded to the California Military Department Incentive Review panel for final approval. Supervisors will provide an awards history review from MyWorkplace/MyBiz for each nomination. If necessary, HRO will provide award data upon request.

d. All award nominations of \$500 or 3 percent and below can be reviewed by the service component commander and authorized by the Directorates or the first O-6 in a supervisory chain without the California Military Department Incentive Review panel.

8. All awards submitted for GS-14 and GS-15 Technicians will be reviewed by the service component commander.

9. Refer to references listed in paragraph 1 for further procedural guidance.

10. Questions may be directed to 1LT William Anderson, Supervisory Human Resources Specialist, at CAGNET 6-3256, DSN 466-3256 or COMM (916) 854-3256 or SGT Keyanna Siddons at CAGNET 6-3034, DSN 466-3034 or COMM (916) 854-3034. You may also email the following distribution: [NG.CA.CAARNG.LIST.J1-HRO-ERS@mail.mil](mailto:NG.CA.CAARNG.LIST.J1-HRO-ERS@mail.mil).



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