

Office of the Adjutant General  
State of Kansas  
2800 SW Topeka Blvd  
Topeka, KS 66611-1287

NGKS Supplement 1 to NGB TPR 451  
1 April 2010

### TECHNICIAN INCENTIVE AWARD PROGRAM

This supplement documents the Kansas National Guard policy and procedures for the technician incentive awards program within the state of Kansas. The authority for this supplement is TPR 451 and the supplement complies with 5 USC Chapter 45. It contains guidance to be used by managers, supervisors and technicians in the proper use of the incentive awards program.

NGB TPR 451, dated 15 December 1998, is supplemented as follows:

6d(1)(a) added. When based on a performance rating the rating must have been completed in the past 90 days and be attached to the NGKS Form 451. The rating of record must minimally be a "3 - Fully Successful" with no tasks, whether critical or non-critical, below "Fully Successful". The performance on which the award is based must have been maintained for at least 6 months in the same job and grade level. The appraiser will submit the completed form through the Local Approving Official (see Appendix A), to HRO for regulatory compliance and final approval. The appraiser will recommend an award amount on the NGKS Form 451. The amount recommended should be based on the contribution level of the employee and be in a range of 1% to 10% of the employees annual salary. Recommendations that exceed \$10,000 will be forwarded by HRO to the Office of Personnel Management for approval. The Local Approving Authority may adjust the award amount based on contribution and funds availability by striking through the recommended amount, annotating the approved amount and initialing next to this amount. These awards will be processed for payment based on the date received in HRO.

6d(1)(b) added. When based on a Special Act or Service the person submitting the award will complete block 9 of the NGKS Form 451. The justification will be sufficiently detailed so that reviewers will understand the impact of the act or service. The completed form will be approved by the Local Approving Official and forwarded to HRO for regulatory compliance and final approval. The person submitting the award will recommend an award amount on the NGKS Form 451. The amount recommended should be based on the contribution level of the employee and be in a range of \$50 to \$500. The Local Approving Authority may adjust the award amount based on contribution and funds availability by striking through the recommended amount, annotating the approved amount and initialing next to this amount.

6d(2). To be nominated for a Quality Step Increase (QSI), the technician's most recent performance appraisal must reflect a "5 - Outstanding" in the rating of record and the rating of record must have been completed within the past 90 days. The appraiser will

submit the completed NGKS Form 451 through the Local Approving Official (see Appendix A), to HRO for regulatory compliance and final approval. A copy of the performance rating will be attached to the NGKS Form 451.

FOR THE ADJUTANT GENERAL



KATHRYN L. HULSE, Col, KSANG  
Human Resources Officer

This supplement supersedes JFHQS Supplement 1 to NGB TPR 451 dtd 12 Feb 2009

**APPENDIX A**

**LOCAL APPROVING AUTHORITIES  
FOR INCENTIVE AWARDS**

**ARMY**

The Adjutant General	Personnel in direct line of supervision
Chief of Staff	HQ, STARC/Directorate Staff/MSC's
USPFO for Kansas	USPFO
Human Resources Officer	HRO

**AIR**

The Adjutant General	Personnel in direct line of supervision
Director of Staff – Air	HQ, KSANG
Air Commander	184 <sup>th</sup> IW/190 <sup>th</sup> ARW
Human Resources Officer	HRO