

**HR Specialist, Technician Benefits**

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# Technician Incentives

## What is available to me?

The Adjutant General may pay bonuses, cash awards, or grant time off to T32 technicians and T5 employees based on performance or a special act or service. The following incentives may be offered in accordance with the Kentucky National Guard (KYNG) Incentive Awards Program:

- On the Spot Awards (OTS)
- Quality Step Increase (QSI)
- Individual Time Off Award (TOA)
- Sustained Superior Performance (SSP)
- Non-monetary Service Awards

## On the Spot Award (OTS)

A small cash award which may be given to any employee during the year for going “above and beyond” or to reward an annual performance appraisal of 3 or higher if the employee is ineligible for the Sustained Superior Performance (SSP) or Quality Step Increase (QSI).

- Available award amounts after taxes: \$50 - \$500 (in \$50 increments)
- Limited to 2 awards per calendar year

## Quality Step Increase (QSI)

A quality step increase (QSI) is an additional within-grade increase (WGI) supervisors may use to recognize and reward permanent or indefinite employees at any grade level who display continued outstanding performance with an annual appraisal rating of record 4.3-5.0 (outstanding).

- General Schedule (GS) employees only
- No more than 1 QSI in a 52-week period

## Individual Time off Award (TOA)

- Agencies may grant time-off awards to any employee for—
  - a suggestion, invention, superior accomplishment, productivity gain, or other personal effort that contributes to the efficiency, economy, or other improvement of Government operations; or
  - a special act or service in the public interest related to official employment.
- Time off awards may be issued throughout the year or in recognition of superior performance on an appraisal.
- Limited to 40 hours per award; 80 hours per year. Unused time expires after 1 year.

## Sustained Superior Performance (SSP)

- Supervisors may reward permanent or indefinite employees with a cash award in recognition of a superior annual appraisal. Minimum \$1,000 up to 10% of annual salary. Award is based on rating and available budget.
- Employee must have served at least 6 months in their position and completed their probationary period. SSP recommendation should be submitted with annual appraisal.
- Award may be reduced for budgetary limits and supplemented with time off.

## Non-monetary Awards

Supervisors may request the following from HRO to use in recognition of longevity:

- Service Certificates (5-year increments)
- Service Pins (5-year increments beginning at 10 years' service)
- Retirement Certificates

## Where can I find more information?

- OPM website:
  - <https://www.opm.gov/>
- Contact HRO Technician Services:
  - [ng.ky.kyarng.mbx.hro-technician-services@army.mil](mailto:ng.ky.kyarng.mbx.hro-technician-services@army.mil)