



## DEPARTMENTS OF THE ARMY AND THE AIR FORCE

HEADQUARTERS KANSAS NATIONAL GUARD  
2722 SOUTHWEST TOPEKA BOULEVARD  
TOPEKA, KANSAS 66611-1263

NGKS-HR

7 July 2021

MEMORANDUM FOR ALL KANSAS NATIONAL GUARD EMPLOYEES

SUBJECT: Technician Awards Board Standard Operating Procedures

References: (a) CNGBI 1400.25, Vol 451, National Guard Technician and Civilian Personnel Incentive Awards Program, 5 Oct 2018  
(b) HRP 451, Incentive Award Program, 17 Jan 2020

1. PURPOSE: This guide establishes operating instructions for the Technician Incentive Awards Board which hereinafter referred to as the Board.

### 2. RESPONSIBILITIES:

a. The Director of Human Resources (DHR) will:

- 1) Annually appoint the Board, provide administrative guidance to the Board President, receive results of the Board proceedings.
- 2) Notify all affected supervisors of the Board results; and
- 3) Process the approved awards accordingly.

b. The Board President will:

- 1) Serve a term of one year as the Board President;
- 2) Become familiar with CNGBI 1400.25, Vol 451 and HRP 451;
- 3) Take an oath to perform duties without prejudice and partiality and not divulge the proceedings or the results of the Board;
- 4) Preside over the Board;
- 5) Actively participate in the Board by providing a professional assessment of and constructive comments about the awards packages submitted for consideration; and
- 6) Prepare a memo documenting the results of the Board proceedings to the DHR.

c. The Board Members will:

- 1) Serve a term of one year as a Board Member;
- 2) Become familiar with CNGBI 1400.25, Vol 451 and HRP 451;
- 3) Take an oath to perform duties without prejudice and partiality and to not divulge the proceedings or the results of the Board; and

- 4) Actively participate in the Board by providing a professional assessment of and constructive comments about the awards packages submitted for consideration.

d. The Board Recorder will:

- 1) Serve a term of one year as the Board Recorder;
- 2) Be a member of the Human Resources Office;
- 3) Record the Board proceedings and results;
- 4) Become familiar with CNGBI 1400.25, Vol 451 and HRP 451;
- 5) Take an oath to perform duties without prejudice and partiality and to not divulge the proceedings or the results of the Board; and
- 6) Actively participate in the Board by providing a professional assessment of and constructive comments about the awards packages submitted for consideration.

#### 4. COMPOSITION OF THE BOARD:

a. The Kansas Army National Guard Technician Incentive Awards Board will consist of four full-time, Federal Civilian employees.

- 1) Chief of Staff or designee, who will serve as the Board President;
- 2) Two at-large members, designated by the DHR; and
- 3) Human Resources Specialist will serve as the Board Recorder.

b. The Kansas Air National Guard Technician Incentive Awards Board will consist of four full-time, Federal Civilian employees.

- 1) Wing Commander or designee, who will serve as the Board President;
- 2) Two at-large members, designated by the DHR; and
- 3) Human Resources Specialist who will serve as the Board Recorder.

#### 5. BOARD PROCEEDINGS:

- a. Board members will not discuss the Board proceedings or results with anyone outside of the Board. Board proceedings and results will only be disclosed to the DHR.
- b. Employees will not appear in person or on behalf of another Employee.
- c. Employees may not provide additional information for the Board to consider.
- d. Unsolicited documentation and/or communication, either favorable or derogatory, will not be provided to the Board.
- e. The Board will only consider the award requests as submitted. No use of outside information or knowledge will be used.

- f. The Board President and the two at-large members will be full voting members of the Board.
- g. After the Board has made its determinations, the Board President will provide an Awards Board Proceedings memorandum (Appendix A) to the DHR.
- h. The Board will conduct an after action review of the proceedings and provide information to the DHR to refine and improve the process (Appendix D).

#### 6. AWARD CRITERIA.

- a. The total amount of SSP / QSI awards issued will be based upon the fiscal constraints identified by The Adjutant General. The DHR will provide the Board President with the total monetary award limit before the Board convenes.
- b. SSP award recommendations may be for a specified amount or based upon a percentage of the employee's annual salary. The term "annual salary" means the employee's annual salary to include locality adjustment.
- c. Award criteria will be established by each Board. The Board may choose to tie preset amounts or percentages to specific performance appraisal ratings or position levels or it may make decisions on a case-by-case basis. The Board may also use a combination of both.
- d. The Board has the ability to modify or approve any and all award recommendations. The Board may choose to modify some award recommendations while approving others as submitted.
- e. The Board has the latitude to modify award recommendations as it so determines and to fit within fiscal constraints. Reasonable award modifications are limited only by the creativity of the Board. These modifications may include, but are not limited to, the following:
  - 1) Reducing the monetary amount of an SSP award;
  - 2) Reducing the percentage of an SSP award;
  - 3) Changing a QSI award to an SSP award; or
  - 4) Changing an SSP or QSI award to a Time-off award.
- f. Any award modification made by the Board may only reduce the amount of the award recommendation. The Board will not modify any award recommendation in such a way as to increase the amount of the award.

#### 7. AWARD PROCESSING.

- a. The DHR will review the Awards Board Proceedings memorandum for any discrepancies or inconsistencies
- b. The DHR will contact the Board President with any questions or concerns about the proceedings.
- b. If necessary, the Board will reconvene to correct any discrepancies or inconsistencies.

- c. Once the DHR is satisfied the Board proceeding was consistent and error free, the DHR will notify all affected supervisors of the Board results and process the approved awards accordingly.

#### 8. DISPOSITION OF RECORDS.

- a. Board documents are important historical records for the Kansas National Guard. All records related to the Board will be retained for reference purposes for a period of seven years.
- b. Board documents may be filed in the Human Resources Office or scanned and saved electronically.
- c. The Board Recorder will be the party responsible for compiling and retaining all Board documents.
- d. The following is a list of all Awards Board documents that will be retained.
  - 1) Appendix A; Board Composition and Proceedings;
  - 2) Appendix B and C; Board Member and Board Recorder Oath;
  - 3) Appendix D; Board After Action Review;
  - 4) Appendix E, F and G; Approved, Approved with Modification and Not Approved Awards Roster and;
  - 5) Any other documents relevant to the Board process.

4. Point of contact is Tina Perkins at commercial: 785-646-0522; email:kristina.s.perkins.civ@mail.mil.

FOR THE ADJUTANT GENERAL:

STEPHEN A. MIZAK, Colonel, ANG  
Director, Human Resources

Attachment:

Appendix A: Board Composition Memorandum  
Appendix B: Board Member Oath  
Appendix C: Board Recorder Oath  
Appendix D: Board After Action Review  
Appendix E: Approved Awards Roster  
Appendix F: Approved with Modifications Roster  
Appendix G: Not Approved Roster

# Appendix A



## DEPARTMENTS OF THE ARMY AND THE AIR FORCE

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2722 SOUTHWEST TOPEKA BOULEVARD  
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NSKS-HR

DD Month YYYY

### MEMORANDUM FOR RECORD

SUBJECT: Technician Awards Board Composition Appointment and Proceedings

1. Acting in accordance with the provisions of CNGBI 1400.25, Vol 451 and the HRP 451 Technician Incentive Awards Policy, convened on DD Month YYYY. The board composition included the following:

First MI. Last, Current Title, (Board President)  
First MI. Last, Current Title, (Member)  
First MI. Last, Current Title, (Member)  
First MI. Last, Employee Benefits Specialist, (Recorder)

2. The Board, acting under oath, evaluated the awards packages for the following Federal Civilian Employees, see Appendix's E, F, and G enclosed awards roster:

3. The board hereby makes the following determinations listed below.

- a. Awards packages approved as submitted (Appendix E; Approved Awards Roster):
- b. Awards packages approved with modifications (Appendix F; Approved with Modifications Roster):
- c. Awards packages not approved (Appendix G; Not Approved Roster):

4. I have reviewed the Board proceedings and find them to be administratively and procedurally correct.

5. Any questions or concerns may be addressed to the undersigned at 785-646-0501 or Stephen.A.Mizak.mil@mail.mil.

STEPHEN A. MIZAK, Colonel, ANG  
Director, Human Resources

#### Attachment:

Appendix E; Approved Awards Roster  
Appendix F; Approved with Modifications Roster  
Appendix G; Not Approved Roster









## Appendix B

### Board Member Oath

“I, \_\_\_\_\_, do solemnly swear (or affirm), that I will, without prejudice or partiality, and having in view both the special fitness of soldiers/airmen, and the efficiency of the Kansas National Guard, perform the duties imposed upon me, and further, that I will not divulge the proceedings or results thereof pertaining to the technician awards process.”

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Signature

## Appendix C

### Board Recorder Oath

“I, \_\_\_\_\_, do solemnly swear (or affirm), that I will keep a true record of the proceedings of the Kansas National Guard Technician Awards Board Proceedings, and further, that I will not divulge the proceedings or results thereof pertaining to the awards process except to the proper authority.”

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Signature

**Appendix D**

**Board After Action Review**

Name (Optional): \_\_\_\_\_

Pros (What and Why):

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Cons (What, Why, and Suggestions for Improvement):

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Comments/Remarks/Recommendations (Be as Specific as Possible):

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