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Arkansas National Guard Technician Performance Management Awards Program

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ARKANSAS NATIONAL GUARD
TECHNICIAN PERFORMANCE MANAGEMENT AWARDS PROGRAM

Contained herein are the requirements of the Arkansas National Guard Technician Performance Management Awards Program. It is consistent with Office of Personnel Management Regulations, Department of Defense Directives, and National Guard Bureau TPR 451.

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CHAPTER 1

GENERAL

1-1. PURPOSE OF PROGRAM. The Arkansas National Guard Technician Performance Management Awards Program is designed to motivate technicians and military members 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 Arkansas National Guard and the Federal Government. The State Technician Performance Management Awards Program will 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. REFERENCES. This regulation is intended to be used in conjunction with the following references:

Title 5, USC, Chapter 45, Incentive Awards
Title 5, USC, Section 5336, Additional Step-Increases
Title 5, CFR Part 451, Awards
Title 5, CFR, Part 531, Subpart E, Quality Step Increase
DoD 1400.25-M, DoD Civilian Personnel Manual, Subchapter 451, Awards
Public Law 101-509 dtd 5 Nov 90, Federal Employees Pay Comparability Act (On-The-Spot Award)
AR 5-17, The Army Ideas for Excellence Program
ANGI 38-401, Suggestion Program
Technician Personnel Regulation (TPR) 451, Awards
Technician Personnel Regulation (TPR) 430, National Guard Technician Performance Appraisal Program
NGAR 600-8-22, Decorations, Awards and Honors Military Awards Program

1-3. PROGRAM RESPONSIBILITIES.

a. The Chief, National Guard Bureau is responsible for the overall administration, improvement, and evaluation of the National Guard Technician Performance Management Awards Program. This responsibility has been delegated to the Chief, Technician Personnel Division (NGB-J1-TN).

b. The Adjutant General of Arkansas is responsible for: (1) assuring compliance with statutory and regulatory requirements, (2) establishing a State Technician Performance Management Awards Program Committee, (3) promoting and supporting the State Technician Performance Management Awards Program, and (4) ensuring that appropriate funds are allocated to meet awards requirements and that funds are obligated consistent with Army or Air National Guard financial management controls and delegation of authority.

c. Human Resources Office (HRO). The HRO is delegated responsibility for:

(1) Administering and publicizing the State Technician Performance Awards Program.

(2) Providing advice, assistance, and training to supervisors on effective use and participation in the program.

(3) Providing training and orientation to all technicians and military members on how they may earn awards.

(4) Designating an HRO Personnel Specialist as the Program Manager (Executive Secretary) of the State Technician Performance Awards Program Committee.

(5) Preparing required reports.

(6) Providing documentation for payment of cash awards.

c. Commanders, managers, and supervisors are responsible for:

(1) Providing support for and participating in the State Technician Performance Awards Program.

(2) Exercising care in considering award recognition. Although there should be a linkage between performance appraisal 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., recommending a Sustained Superior Performance Award (SSP) or Irregular Performance Pay (IPP) (formerly Quality Step Increase (QSI)) within-grade increase; recommending cash award for Special Act or Service Award (SASA); or granting honorary awards, recommendations, or letters of appreciation.

(4) Ensuring that awards for special acts or services are recognized immediately, and that all award presentations are conducted in a timely manner.

(5) Ensuring that program or operational areas where superior work results may warrant considerations for awards are identified by the normal management review and control processes.

d. HRO Program Manager (Executive Secretary). The Program Manager will:

(1) Be a non-voting member who will assist in the establishment of the State Incentive Awards Program Committee. The Committee will consist of a chairperson and an alternate responsible for the overall functioning of the Committee. Other Committee members will be qualified representatives of major functional areas.

(2) Ensure that technicians and active military members are kept informed regarding their participation in the State Technician Performance Management Awards Program.

(3) Determine requirements for technical evaluations of suggestions and ensure evaluation within prescribed time limits.

(4) Refer those suggestions that appear to be inventions for patent investigations.

(5) Ensure an exchange of information throughout the National Guard and other Federal agencies when adopted suggestions may have wider application.

(6) Obtain necessary coordination on nominations for cash awards.

(7) Arrange for payment and presentation of awards and ensure appropriate publicity.

(8) Evaluate the total State Technician Performance Management Awards Program, and develop feedback to management, technicians, and active military members.

e. State Technician Performance Awards Committee. The scope and level of review of the Committee is established as necessary in order to effectively manage the State Technician Performance Awards Program. Responsibilities of the Committee include the following:

(1) Assisting the Program Manager in planning State Technician Performance Awards Program activities, implementing new program features, and providing program promotion to create and maintain interest in the State Technician Performance Awards Program.

(2) Reviewing and making recommendations to the State Adjutant General on nominations for cash and honorary awards.

(3) Assisting the Program Manager to review suggestions and requests for reconsideration of disapproved suggestions.

(4) Evaluating the effectiveness of the program by reviewing technician and military participation, performance awards granted, and adopted suggestions to determine whether anticipated savings were realized.

(5) Considering a supervisor's effective use of the State Technician Performance Management Awards Program to be a consideration in granting them superior performance awards, letters of commendation, or other appropriate recognition.

(6) Reviewing program results to assure that all awards are granted equitably and on the basis of merit.

(7) Ensuring that all award presentations are conducted in a timely manner.

CHAPTER 2

ON-THE-SPOT AWARD (OTS)

2-1. PURPOSE. Provide guidance for the administration of the Arkansas National Guard On-the-Spot Award Program (OTS). This program will be used as a means of improving workforce motivation and effectiveness. It may be used either for recognizing an individual's or group's exceptional performance.

2-2. DEFINITION. On-the-Spot awards are "Special Act or Service" awards designated to immediately recognize one-time and short-term efforts by employees that result in service of an exceptionally high quality or quantity. Receipt of an On-The-Spot cash award does not preclude consideration of other awards. On-the-Spot awards are not intended to replace existing incentive and performance awards.

2-3. ELIGIBILITY. All Federal Employees

2-4. CRITERIA.

a. On-The-Spot awards should not be used when monetary awards of greater value are merited. On-The-Spot awards should recognize performance that demonstrates effectiveness above that which is normally expected. Unusual personal or group effort or outstanding accomplishment of a special assignment or project may be recognized by On-The-Spot awards. Since On-The-Spot cash awards are designed to provide immediate recognition for a job well done, recommendations should be within 30 days of the special act or service being recognized. The performance may or may not be within the technician's normal job requirements. Examples include, but not limited to, where technicians:

(1) Produced exceptionally high quality work under tight deadlines.

(2) Performed added or emergency assignments in addition to their regular duties.

(3) Demonstrated exceptional responsiveness in dealing with customers.

(4) Changed or modified an operating principle or procedure which improves the value of a product, activity, program or service to the customer.

b. On-The-Spot awards may range from an amount of $50.00 to $250.00, commensurate with the service or act being recognized.

c. Only two (2) On-the-Spot awards may be presented to any one (1) employee per fiscal year.

2-5. PROCEDURES.

a. Who may recommend:

(l) The employee's immediate supervisor.

(2) Any employee may recommend another employee. The immediate supervisor needs to concur with the recommendation.

b. An NGB Form 32 (Appendix A) will be prepared by the individual recommending the award and signed in Block 9. If the recommending individual is not the immediate supervisor, that supervisor will need to sign Block 10 to verify concurrence with the recommendation.

c. Written Justification. Justification for the award should be on the back of the NGB Form 32 and should pertain to technician achievements and accomplishments. A separate sheet may be added, if more space is needed. This can be brief, normally one or two paragraphs.

d. Approval must be attained from the Approving Official. The Approving Officials for the Arkansas National Guard are the Chief of the Joint Forces Headquarters, the Army Chief of Staff and the Director of Staff for Arkansas Air National Guard. Delegation of authority for approval of these awards to a Major Subordinate Command Administrative Officer, Director, Wing Commander, or Group Commander is authorized. The HRO Program Manager will be provided with a copy of the written delegation of authority.

e. These awards are included in the annual budgetary guidance amount published for the Technician Awards Program by both services and the state. Funds are contingent to availability and approval by the HRO and/or the Wing Financial Management Office.

f. The employee should not be informed of the award prior to receiving final approval by HRO.

g. Upon verbal or signed approval in Block IV by the Approving Official, the individual recommending the award will forward to the HRO Program Manager, for final approval. HRO will review the justification and ensure that all parts are administratively correct before assigning a Control Number. This requirement is to ensure the recommended individuals name and amount being awarded is accounted for fiscally and presented in a timely manner. An organization/unit award certificate may be completed and presented to the employee.

h. The NGB Form 32 must be forwarded to HRO Technician Services before the award is actually paid. The signature of the Approving Official must be in Block IV prior to sending to HRO.

i. On-The-Spot cash awards granted will be documented by the HRO on a Standard Form (SF) 50, Notification of Personnel Action, as a "Special Act or Service Award." Technicians will not receive the on the Spot Award until it is processed by HRO.

CHAPTER 3

TIME OFF AWARDS (TOA)

3-1. PURPOSE. Provide guidance for the administration of the Arkansas National Guard Time Off Award Program (TOA). This program will be used as a means of improving workforce motivation and effectiveness. It may be used for recognizing an individual's exceptional performance. Time-off awards are intended to excuse a Federal Employee from duty without loss of pay or charge to any other type of leave in recognition of superior accomplishment or contribution to the quality, efficiency, or economy of government operations.

3-2. DEFINITION. Time-off is an excused absence granted to an employee for recognition of a special act/service or personal effort that contributed to the quality, efficiency, or economy of government operations. The act/service may or may not be within the technician's normal job requirements. Time-off awards are an alternate means of recognizing the superior accomplishments of employees with other than monetary or non-monetary awards.

3-3. ELIGIBILITY. All permanent and indefinite federal technicians.

3-4. CRITERIA.

a. Performance by the employee is of high quality which exceeded requirements:

(1) Displayed special initiative and skill in completing an assignment.

(2) Performance of assigned duties involved overcoming unusual difficulties.

(3) Made improvements in a product, activity, program or service.

b. Supervisors will take into consideration the benefits realized by the government from the employee's contribution.

3-5. PROCEDURES.

a. Time-off may be granted for a minimum of 4 hours or maximum of 40 hours for a single contribution.

b. An employee may be granted no more than 80 hours of time-off during any one calendar leave year (Jan – Dec).

c. The recommendation for an award will be initiated by the immediate supervisor on an NGB Form 32 (Appendix A) and supported by appropriate written justification on the back of the form. (A separate sheet may be added, if more space is needed.) A table for the number of hours to award in correlation with the value to the organization is provided in Appendix B as a guide, it is not all inclusive. The NGB 32 will be submitted to the 2nd line supervisor for concurrence and signature.

(1) The 2nd line supervisor has the authority to approve an award up to twenty four (24) hours; however, Time Off Awards twenty four hours or less will still need to be routed through HRO for review and processing before the time can be taken by the member.

(2) If the recommendation is for more than twenty four (24) hours, the 2nd line supervisor can recommend approval by endorsing and forwarding the form to the appropriate Approving Official. The Approving Officials for the Arkansas National Guard are the Chief of the Joint Forces Headquarters, the Army Chief of Staff

and the Director of Staff for Arkansas Air National Guard. Delegation of authority for approval of these awards to a Major Subordinate Command Administrative Officer, Director, Wing Commander, or Group Commander is authorized. The HRO Program Manager will be provided with a copy of the written delegation of authority.

d. The effective date is the date of endorsement by the 2nd line supervisor or AO/CoS, as appropriate for the number of hours recommended. The NGB Form 32 must be forwarded to the HRO within 3 days after final approval. The documentation will be reviewed for regulatory compliance prior to producing an SF 50 (Notification of Personnel Action).

e. Supervisors should verify the time off has been awarded via mybiz prior to granting/approving the member for time off. Failure to comply with published guidelines could result in unauthorized leave granted. Use of unauthorized time-off will be converted to another type of leave for the employee in the following order: Annual Leave, Compensatory Time, and Leave without Pay. The first line supervisor will ensure that unauthorized time off is properly recorded on the technician's time sheet.

f. Time off granted must be scheduled and used within 26 pay periods (1 year) after the date of approval. No waivers are authorized beyond 26 pay periods. The use of time off granted under this authority is subject to approval by the immediate supervisor.

g. A time off award will not be converted to a cash payment under any condition. Unused time-off award hours remaining after the 26 pay periods will be forfeited without further compensation to the technician. Time-off which has been granted to an employee and not used before the time the employee transfers to another agency shall be forfeited. The time-off award leave balance cannot be transferred to another agency nor may the employee be compensated for the unused balance. To ensure awarded hours are not forfeited, it is recommended that the supervisor and employee both keep a record of the time-off awarded and used.

h. Time-off awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave. Though time-off awards may not have an immediate budget consequence, supervisors and managers shall fully consider wage costs and productivity loss and shall ensure that the time-off granted as an award is commensurate with the individual's contribution and accomplishment.

i. The use of time-off awards will be reported through Time and Attendance reporting procedures utilizing code "LY" and identified from other types of absences.

j. Time off awards will be documented by the HRO on an SF 50, Notification of Personnel Action for presentation to the employee for his/her contribution to the organization. Time-off awards will not be granted prior to HRO staff review of justification and approval.

CHAPTER 4

SUSTAINED SUPERIOR PERFORMANCE (SSP)

4-1. PURPOSE. Provide guidance for the administration of the Arkansas National Guard Sustained Superior Performance Award (SSP) Program. This program will be used as a means of improving workforce motivation and effectiveness.

4-1. DEFINITION. A Sustained Superior Performance Award (SSP) is a monetary award for a General Schedule (GS) or Federal Wage System (FWS) technicians in recognition of significant superior performance of duties and responsibilities, which clearly exceed the technician's assigned position requirements. It is considered a performance-based cash award.

4-3. ELIGIBILITY. All Permanent Federal Technicians.

a. An SSP is not authorized if a technician has received a promotion within the six (6) month period prior to the end of the normal appraisal period beginning 1 April and ending 31 March. Nominations must be submitted to the HRO Program Manager within 30 calendar days after completion of the normal appraisal period.

b. The technician's most recent overall performance appraisal must be "Fully Successful", score of 2.51, or higher. 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. A change of position, after being recommended for an award, will not affect eligibility for an award earned during a previous time period and position.

c. A technician may not have received another IPP or SSP within the same appraisal period. This means no technician will receive both an SSP and an IPP in the same appraisal period, nor will they receive multiple SSPs or IPPs in the same appraisal period. Back-to-back SSPs MAY be considered by the Technician Awards Committee.

4-4. PROCEDURES.

a. Supervisor responsibilities:

(1) The immediate supervisor is responsible for initiating the nomination for an SSP award by completing an NGB Form 32 (blocks 1-10 as appropriate) and forward with the most recent appraisal thru channels to HRO-Employee Services Section. Justification for an SSP will be documented on the back of the NGB Form 32.

(2) Supervisors may recommend a percentage of annual basic pay in block IV of the NGB Form 32. If over 5% is recommended for employees GS-13 and above, separate justification will be attached. The percentage recommended will be reviewed by the Awards Committee prior to forwarding to the Adjutant General.

b. The Awards Committee will:

(1) Consider a supervisor's effective use of the State Technician Performance Management Awards Program for superior performance awards.

(2) Review justification, fair and equitable allocation, and by a majority vote, recommend approval or disapproval to the Adjutant General on the basis of merit.

(3) Ensure funds are obligated consistent with Army or Air National Guard financial management controls and the amount of an SSP award is determined in a fair and equitable manner.

(4) Ensure compliance with the Adjutant General Budgetary Guidance for awards either by fair, consistent and appropriate adjustment of all awards recommendations to a percentage that complies with budgetary guidance or by establishing performance thresholds for the consideration of an award. Recommend reduction of recommended awards in order to comply with budgetary guidelines established by the Adjutant General. For Example, awards could be limited to only those technicians receiving a minimum average score on the Technician Appraisal. The committee may utilize a combination of these factors to ensure an equitable out come for the entire workforce.

c. The HRO Program Manager will:

(1) Review recommendations for administrative accuracy and verification of eligibility.

(2) Forward eligible recommendations to the Awards Committee for review, pending availability of funds.

(3) Upon approval of the recommendations by The Adjutant General and supervisors will be notified, board statistics will be published in the next HRO newsletter, and payment processed. If disapproved, documentation of the recommendation will be returned through supervisory channels to the nominating official. When a nomination is disapproved, the technician must begin a new waiting period beginning the day following the period the recommendation was based upon (12 months from the previous period of service). Employees may not appeal a decision to disapprove an award.

(4) Generate the SF 50 to document the approved award.

CHAPTER 5

IRREGULAR PREFORMANCE PAY (IPP)
(Formerly known as Quality Step Increase (QSI))

5-1. PURPOSE. Provide guidance for the administration of the Arkansas National Guard Irregular Performance Pay (IPP) Program. This program will be used as a means of improving workforce motivation and effectiveness.

5-2. DEFINITION. An Irregular Performance Pay (IPP) is a salary step increase in recognition of a GS technician, whose service has significantly exceeded high quality job performance of duties and responsibilities, clearly exceeding the technician's assigned position requirements. It is considered a performance based award.

5-3. ELIGIBILITY. General Schedule (GS) Technicians.

a. An IPP is not authorized if a technician has received a promotion within the six (6) month period prior to the end of the normal appraisal period beginning 1 April and ending 31 March. Nominations must be submitted to the HRO Program Manager within 30 calendar days after completion of the normal appraisal period.

b. The technician's most recent overall performance appraisal must be at the "Outstanding" level, score of 4.51 or higher. Irregular Performance Pay must be based on "Outstanding" performance that is maintained for at least 12 months and in the same job and grade level. Award eligibility will not be affected by position changes occurring after the period covered by the recommendation.

c. A technician may not have received another IPP or SSP within the same appraisal period. This means no technician will receive both and SSP and an IPP in the same appraisal period, nor will they receive multiple SSPs or IPPs in the same appraisal period. Technicians WILL NOT be eligible for back to back IPPs.

5-4. PROCEDURES.

a. Supervisor responsibilities:

(1) The immediate supervisor is responsible for initiating the nomination for an IPP award by completing an NGB Form 32 (blocks 1-10 as appropriate) and forward with the current appraisal thru channels to HRO-Technician Services. Justification for an IPP will be documented on the back of the NGB Form 32.

b. The State Technician Performance Awards Committee will:

(1) Consider a supervisor's effective use of the State Technician Performance Management Awards Program for employee recognition.

(2) Will review justification, fair and equitable allocation, and by a majority vote, recommend approval or disapproval to the Adjutant General.

(3) Consider recommending an SSP award, based on budgetary guidance, in lieu of an IPP if the Committee determines that a IPP is not justified based on the documentation submitted.

(4) Will document recommendations disapproved by the committee.

c. The HRO Program Manager will review recommendations for administrative accuracy and verification of eligibility.

(1) If all eligibility requirements are met the recommendations will be forwarded to the State Technician Performance Awards Committee for review, pending availability of funds.

(2) Generate the SF 50 to document the approved award.

CHAPTER 6

SUGGESTIONS
(TECHNICIANS, TRADITIONAL AND ACTIVE MILITARY MEMBERS)

6-1. PURPOSE. Provide guidance for the administration of the Arkansas National Guard Suggestion program.

6-2. DEFINITION. This program bases awards on the merits of contribution and benefits to the Air Force, Army, and the National Guard. A suggestion must outline a specific area for improvement, state a workable solution and incorporate expected benefits.

6-3. ELIGIBILITY. All federal employees, traditional and active military members of the Arkansas National Guard.

6-4: ANG PROCEDURES. Air National Guard employees or members will submit suggestions in accordance with ANGI 38-401. See Appendix "D" for instructions on completion of the AF Form 1000.

a. Confirmatory/after-the-fact suggestions refer to all separate improvement process documents which establish ownership and identify tangible saving/intangible benefits on the form. These DO NOT require unit level evaluation. Various forms are used to accomplish the approval of a confirmatory/after-the-fact suggestion award. If you have received an approved Air Force Technical Order (AFTO) Form 22 (mandatory for all suggestions that affect a Technical Order), AF Form 1067 or AF Form 847 these are considered confirmatory/after the fact suggestions and an award may be paid.

(1) Confirmatory suggestion approved forms are submitted with an AF Form 1000, Idea Application, (Appendix C) typewritten within 30 days of date of approval of the above stated forms to HRO/Technician Services.

(2) The Program Manager is responsible for submitting the AF Form 1000 for review to NGB-A1—OLTN (Suggestion Program Manager). Upon receipt of determination the appropriate award will be paid IAW ANGI 38-401.

b. Stand alone suggestions refer to those that outline the suggester's own thoughts or a new application of an old principle. The concept does not have to be new, but it must be the suggester's own adaption.

(1) To be considered a suggestion must:

(a) Identify an improvement in the quality of operations, a cost reduction or an improvement in the timeliness of service delivery that results in tangible or intangible benefits to the U.S. Government, and

(b) Be adopted in whole or part for implementation. Should set forth a specific proposed course of action to achieve the improvement or cost reduction.

(2) Submit the suggestion on an AF Form 1000 along with all supporting documentation through supervisory channels to HRO/ Technician Services. You will be required to include a form on Job Responsibility Determination (JRD) to indicate if the suggestion is within or outside your normal job responsibility (Appendix E).

(3) The documentation will be reviewed by the appropriate authority for implementation or adoption on an AF Form 1000-1.

(4) Evaluators will use ANGI 38-401 and DoD 1400.25-M for determination of monetary recognition upon determination of approval. Recognition may be either a monetary or a non-monetary award, but may not be a time-off award.

6-5. ARNG PROCEDURES. Paragraph 3-3 of AR 5-17 states, "Participants ineligible for cash awards funded by appropriated funds include: (d) ARNG military members and ARNG technicians, enlisted and employed,

respectively, under title 32, United States Code (32 USC)." If an idea from a person not eligible for a cash award is adopted, the local commander may choose to present appropriate noncash recognition such as a medal, plaque, or locally devised certificate. Army National Guard members will submit suggestions in accordance with AR 5-17. The Army Ideas for Excellence Program (AIEP) actively seeks and rewards ideas.

a. Eligible ideas. To be accepted in the AIEP, an idea must be submitted in writing on DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal (DA Form 1045-E) or through the Idea Express (IDX) automated system to the PC. If the idea has been put into effect prior to submission, it cannot have been in effect over 90 days. Submissions must also benefit the Army or other U.S. Government activity and/or present a problem or situation and propose a solution with sufficient rationale to support the requested new procedure.

b. Basic content of ideas. In order to make a positive evaluation possible, the following information should be legibly included in any idea submission:

(1) The current practice, method, procedure, task, directive, or policy affected. If possible, cite the particular law, regulation, or policy involved.

(2) The proposed method, change, or idea, with an explanation of why the present practice is deficient, and why the change will be beneficial. A statement of known or estimated benefits should also be included.

(3) Drawings, photographs, specifications, or other supporting documentation. These may be appended; they will always be referred to in the idea itself. For IDX users, such documents will be affixed with the suggestion number assigned by the local PC and forwarded for evaluation by way of U.S. mail.

6-6. EVALUATION PROCEDURES.

a. Each suggestion received by the Program Manager, HRO/Technician Services, will be checked against current award files for duplication and routed through the HRO for approval. The Program Manager will ensure that each suggestion is signed and that notification of receipt is sent to the suggester. If a suggestion is incomplete or not considered eligible, it will be returned to the suggester with an appropriate explanation. If it is complete and deemed eligible, a control number will be assigned.

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

(1) Suggestions will be sent, with an established suspense date, to the appropriate level of responsibility for investigation, evaluation, and recommendation regarding adoption or non-adoption. Suggestions will be evaluated with full consideration given to any developments directly attributed to the suggestion. When an evaluation cannot be completed within 45 work days after receipt of the suggestion, the Program Manager will inform the suggester of its status, and furnish subsequent progress reports including reason(s) for any extended evaluations.

(2) A suggestion that is not considered useful and practicable may be rejected at any level. The Program Manager, in coordination with the Office of Primary Responsibility (OPR), should not forward suggestions unless they are considered to be fully useful and provide beneficial improvements.

(a) 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. An adopted suggestion with less than $250 in benefits will be recognized by a letter of appreciation.

(b) 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. Appendix "F" provides a scale of awards based on intangible benefits.

c. Ownership rights of the suggester: The suggester retains "ownership" of an idea during its evaluation and for 1 year after the date of the final action (date of approval of an award or written notification of non-adoption).

d. Request for Reconsideration: A suggester may submit a request to the Program Manager for further consideration of a disapproved suggestion, if the suggester provides additional material, information designed to clarify significant issues, and findings that an adopted suggestion has a wider application than was originally determined, etc.

6-7. AUTHORITY TO GRANT AWARDS.

a. The Adjutant General may approve cash awards up to and including $10,000 for locally adopted suggestions resulting in tangible/intangible benefits or a combination of both. These awards will be reviewed by the Incentive Awards Committee for mathematical accuracy and compliance with this regulation. Cash awards for locally approved suggestions in excess of $10,000 will be sent to NGB-HR with a recommendation for the additional award. All approved cash awards for suggestions will be processed on a Standard Form 50 by HRO.

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 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 suggester should indicate the sharing ratio for any cash award that might result.

CHAPTER 7

INVENTIONS
(All Technicians and Active Military Members)

7-1. PROCESSING INVENTIONS.

Inventions are a new and useful process, machine, or other item that may be patentable 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 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. Therefore, 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 NGB-HR for review and processing. NGB-J1-TN 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.

Inventions must be submitted to through proper channels to the HRO/Technician Services for review and submission for completeness. All forms and documents will be forwarded to the appropriate OPR for evaluation.

CHAPTER 8

LENGTH OF SERVICE RECOGNITION AND CERTIFICATE OF RETIREMENT (TECHNICIANS)

8-1. PURPOSE. Benefits the technician morale from recognition for service performed.

a. Length of service emblems and certificates will be awarded to all National Guard technicians as recognition for long and faithful federal service with the National Guard and other government agencies.

b. National Guard technicians retiring from federal service will be presented with a certificate of retirement (NGB Form 999) signed by the Adjutant General or designated official.

8-2. ELIGIBILITY.

a. Length of service: Technicians become eligible for recognition when they complete 10 years of creditable Federal service. Creditable service includes all service used in establishing the technician's service computation date. This award may be presented in five-year increments.

b. Retirement: Technicians upon meeting the requirements for an immediate federal retirement.

8-3. PROGRAM RESPONSIBILTY.

a. The HRO is responsible for determining technician eligibility and prepares certificates.

b. Managers, Commanders and/or supervisors should present awards as soon as the technician attains eligibility. However, a presentation may be set within a reasonable period in order to make proper arrangements.

CHAPTER 9

NON-MONETARY RECOGNITION

9-1. PURPOSE. The following procedures are to provide guidance for the administration of the Arkansas National Guard Non-Monetary Employee Recognition Program. The intent of the program is to offer the opportunity to recognize all aspects of the employee, the employee's efforts, the team and the team's efforts. Recognizing a section's mission or goal related achievements resulting from service to the customers we serve, will build morale and team spirit. Non-monetary recognition is designed to quickly acknowledge efforts by employees that result in a service of exceptional quality or quantity.

9-2. DEFINITION. Non-monetary recognition is designed for peers or supervisors to nominate or express gratitude to another employee for something that they have done. Items listed above are avenues and ideas that an individual may take to say thank you in a non-monetary manner.

9-3. ELIGIBILITY. All employees of the Arkansas Military Department

9-4. CRITERIA. Non-monetary recognition should be awarded for performance that demonstrates effectiveness above that which is normally expected. Recognition of an employee's contributions may or may not be within their normal job requirements. Examples of types of activities worth recognizing include, but are not limited to:

a. Contributions to the higher quality of a section's life from the effects of attitude, efficiency, creativity, collaboration, cooperation, or service to those who serve.

b. Contributions to the higher quality of individual or community life resulting from skills, talents, or interests beyond professional efforts.

c. Contribution to the personal warmth of a section resulting from courtesies, sacrifices, or good cheer.

d. Any good work, including all parties who contributed to the quality of the end result.

e. A bold or unusual activity that had a positive effect on the section, staff, or the reputation of the department.

f. Attempts to conquer an extremely challenging, complex task, whether successful or not at first glance.

g. Being of service; exceeding, not just simply meeting, customer needs.

9-5. TYPES OF NON-MONETARY RECOGNITION. Individuals or groups being recognized should have a chance to participate in choosing different forms of recognition. Examples of non-monetary items include, but are not limited to:

a. Medals: Meritorious Service, Commendation and Individual Achievement, per AR 600-8-22, AFI 33-2803, and AR ARNGR 600-8-22.

b. Certificates: Achievement and or Appreciation, same reference as 9-4a. above.

c. Letters of Commendation and Appreciation, same reference as 9-4a. above.

d. Reserved parking space.

e. Giving thanks by a note, phone call or E-Mail

f. Employee of the day, week, month or quarter.

g. Supervisor for the day.

h. Recognition in public, i.e., HRO Newsletter, Daily Guard, Monthly Staff Meetings.

APPENDIX "A"

Page 1 of 2

RECOMMENDATION FOR INCENTIVE AWARD OR QUALITY SALARY INCREASE

The proponent agency is NGB-HR. The prescribing directive is TPR 451.

SECTION I - TO BE COMPLETED BY OPERATING OFFICE

1. EMPLOYEE NAME: (Last, First, Mi) | DATE:

2. EMPLOYEE ADDRESS:

3. PRESENT POSITION TITLE: | GRADE & STEP: | SALARY:

4. TYPE OF RECOGNITION RECOMMENDED:

5. BASIS FOR RECOMMENDATION: *(See reverse side for 'Evidence of Superior or Outstanding Achievement')*

☐ SUPERIOR PERFORMANCE PERIOD:

☐ SPECIAL ACT OR SERVICE DATE OF ACT OR DATE CONTRIBUTION PUT INTO USE:

6. POSITION TITLE, GRADE & SALARY DURING PERIOD OF RECOMMENDATION: *(If different than Item 3.)*

7. COMMAND, INSTALLATION AND LOCATION:

8. ORGANIZATION:

9. TITLE & SIGNATURE OF IMMEDIATE SUPERVISOR:

10. TITLE & SIGNATURE OF APPROVING OPERATING OFFICIAL:

SECTION II - TO BE COMPLETED BY TECHNICIAN PERSONNEL OFFICE

11. TYPE AND DATE OF INCENTIVE AWARD(S) OR DATE OF QUALITY INCREASE(S) PREVIOUSLY GRANTED: *(Except Length of Service)*

SECTION III - TO BE COMPLETED BY LOCAL AWARDS COMMITTEE

12. RECOMMEND APPROVAL OF FOLLOWING AWARDS:

☐ CASH	TOTAL AMOUNT:	INITIAL AMOUNT:	ADDITIONAL AMOUNT:
☐ INTANGIBLE BENEFITS			
☐ TANGIBLE SAVINGS	ESTIMATED FIRST YEAR SAVINGS:		
☐ OTHER:			
☐ DISAPPROVED [1]	TITLE:	SIGNATURE & DATE:	

SECTION IV - TO BE COMPLETED BY APPROPRIATE APPROVING AUTHORITY

APPROVING AUTHORITY AND ACTION	ADDITIONAL CASH AWARD		SIGNATURE & TITLE	DATE
LOCAL COMMANDER: ☐ APPROVED ☐ DISAPPROVED [1]	APPROVED	RECOMMEND		
STATE AWARDS COMMITTEE: ☐ APPROVED ☐ DISAPPROVED [1]	APPROVED	RECOMMEND		
ADJUTANT GENERAL: ☐ APPROVED ☐ DISAPPROVED [1]	APPROVED	RECOMMEND		
NGB INCENTIVE AWARDS BOARD: ☐ APPROVED ☐ DISAPPROVED [1]	APPROVED	RECOMMEND		

NOTICE TO EMPLOYEE: UPON ACCEPTANCE OF CASH AWARDS, THE USE OF THIS CONTRIBUTION BY THE UNITED STATES SHALL NOT FORM THE BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY YOU, YOUR HEIRS, OR ASSIGNS.

NGB 32, 20060415 (EF) (Adobe v 8.0) (PREVIOUS EDITIONS ARE OBSOLETE.) *1 (Attach Explanation)*

EVIDENCE OF SUPERIOR OR OUTSTANDING ACHIEVEMENT

1. Attach statement of major duties performed and one copy of Position Description for position on which recommendation is based.

2. Attach detailed and specific statements of fact to the recommendation. This must be a factual presentation of the nature and merit of employee's actual performance and an indication of how it exceeds normal performance requirements of the employee's position. Indicate benefits resulting from the performance and the significance of special act or service rendered. Where achievement resulted in tangible benefits in operations, give detailed computation and analysis of such benefits.

3. If tangible benefits were not applicable, give the type of relative importance of intangible benefits. Explain also, significance of accomplishment to the command.

4. Attach a draft of the proposed citation, written in the third person, and not exceeding 70 words if an honorary award is recommended. Use 8 X 10 1/2 inch sheets of paper.

REMARKS

NGB 32, 20060415 (REVERSE) (EF)(Adobe v 8.0)

APPENDIX "B"

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to Organization	Number of Hours
Moderate: (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. (2) Beneficial change or modification of operating principles or procedures.	4 to 10
Substantial: (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.	11 to 20
High: (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.	21 to 30
Exceptional: (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.	31 to 40

APPENDIX "C"

IDEA APPLICATION

(See instructions for completing AF Form 1000 and IDEA ineligibility criteria on AF Form 1000A)

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 501 and 10 U.S.C. 1124; E.O. 9397.
PURPOSE: To document ideas that may contribute improvements to Government operations.
ROUTINE USES: In the event the idea is adopted, the personal information provided by the submitter is used to process recognition (cash or honorary). SSN is used for positive identification.
DISCLOSURE IS VOLUNTARY: Failure of the individual to provide a SSN and address may result in lack of appropriate recognition for an adopted idea since the SSN is used to positively identify the submitter, and the mailing address may be used to forward awards.

	IDEA		SCIENTIFIC ACHIEVEMENT		INVENTIONS		PATENT IDEAS

NOTE: Update or Notify IDEA Analyst of Address Changes.

SUBJECT OF IDEA:	DATE RECEIVED *(YYYYMMDD)*	IDEA NO *(To Be filled in by IDEA Analyst)*
Adapter not shown in fig 2-16		

WING MANPOWER/QUALITY *(Include office symbol, location, DSN, FAX number and E-Mail address. To be filled in by IDEA analyst.)*	SEPARATE DOCUMENT CONTROL NO. *(If any)*

1A. SUBMITTER PERSONAL INFORMATION *(Primary Contact)*

NAME OF SUBMITTER *(Enter Last, First, MI, Grade/Rank)*	MIL	CIV	STATUS *(Active or Retired)*
WS-10			

SSN	LOCAL NATIONAL'S IDENTIFICATION	E-MAIL/INTERNET ADDRESS
ORGANIZATIONAL ADDRESS *(Including functional symbol)*		OFFICE PHONE
		HOME OR MAILING ADDRESS *(Include ZIP code)*

1B. CO-SUBMITTERS PERSONAL INFORMATION

NAME OF SUBMITTER *(Enter Last, First, MI, Grade/Rank)*	MIL	CIV	STATUS *(Active or Retired)*

SSN	LOCAL NATIONAL'S IDENTIFICATION	E-MAIL/INTERNET ADDRESS
ORGANIZATIONAL ADDRESS *(Including functional symbol)*		OFFICE PHONE
		HOME OR MAILING ADDRESS *(Include ZIP code)*

NAME OF SUBMITTER *(Enter Last, First, MI, Grade/Rank)*	MIL	CIV	STATUS *(Active or Retired)*

SSN	LOCAL NATIONAL'S IDENTIFICATION	E-MAIL/INTERNET ADDRESS
ORGANIZATIONAL ADDRESS *(Including functional symbol)*		OFFICE PHONE
		HOME OR MAILING ADDRESS *(Include ZIP code)*

I HEREBY AGREE THAT UPON ACCEPTANCE OF CASH OR HONORARY AWARD, THE USE OF THIS IDEA BY THE UNITED STATES SHALL NOT FORM A BASIS OF A FURTHER CLAIM OF ANY NATURE UPON THE UNITED STATES BY ME, MY HEIRS, OR ASSIGNS. I UNDERSTAND THAT THIS IDEA MAY BE GRANTED AN AWARD ONLY IF APPROVED BY THE GOVERNMENT.

I DECLINE CASH AWARD.				DATE *(YYYYMMDD)*	SIGNATURE OF SUBMITTERS
YES		NO			
YES		NO			
YES		NO			

AF IMT 1000, 19980401, V3 PREVIOUS EDITIONS ARE OBSOLETE.

2. IDEA

A. SUBJECT OF IDEA:	B. IDEA NO *(To Be filled in by IDEA Analyst)*
C. PRIMARY SUBMITTER *(Name and DSN)*	D. ARE THERE CO-SUBMITTERS? ☐ YES ☐ NO

E. AFTER-THE-FACT IDEA:	☐	NO	☐	YES. *(If YES, explain in text of idea, para. 2G. Provide information such as person contacted, date contacted, results of contact, etc.)*

F. PRESENT METHOD *(Describe completely. Use continuation sheet, if needed. Identify block(s) being continued.)*

G. PROPOSED METHOD *(Describe completely. Use continuation sheet, if needed. Identify block(s) being continued.)*

H. DESCRIBE EXPECTED BENEFITS *(Describe completely. Use continuation sheet, if needed. Identify block(s) being continued.)*

AF IMT 1000, 19980401, V4 *(REVERSE)*

AF IMT 1000, CONTINUATION SHEET

APPENDIX "D"

AF FORM 1000 INSTRUCTIONS

ANG Title 32 technicians, AGRs, and Traditional Guardsmen at ANG units must use the Air Force Form 1000, Idea Application, for their suggestions. If at all possible, please type your suggestion or use FormFlow.

SUBJECT OF IDEA (SUGGESTION): Try to be brief. Identify the aircraft where appropriate.

DATE RECEIVED: Leave blank. Your HRO Suggestion Program Manager fills this in when received.

IDEA NO.: Leave blank. Your HRO Suggestion Program Manager will assign a number (NE 200x-01)

WING MANPOWER/QUALITY: Leave blank.

SEPARATE DOCUMENT CONTROL NO.: On approved AFTO Form 22 suggestions, this is the Improvement Report Number. On AFTO Form 135 suggestions, this is the Control Number (Block 4): e.g., 188FW01001. On AF Form 1067 suggestions, this is the Unit Control No. (Block 5 on the new form, example: 188FW MOD 01001).

1A. SUBMITTER (SUGGESTER) PERSONAL INFORMATION (Primary Contact): Suggester must complete **NAME OF SUBMITTER** (Last, First, MI). If this is a group suggestion, the most knowledgeable suggester is the Primary Contact (only this person's name will appear on page 2--top). Each co-suggester must complete a section under Block 1B, CO-SUBMITTER PERSONAL INFORMATION, and sign at the bottom of page 1. The award will be divided equally among all suggesters of this suggestion. If there are more than two co-suggesters, then use another page 1 for the remaining suggesters keeping the point of contact at the top of each additional page. After the suggestion is accepted by the HRO Suggestion Program Manager, no new co-suggesters may be added or removed without written consent of all of the original co-suggesters.

MIL/CIV BLOCKS: Even though most of our guardsmen wear a uniform, they are paid as civilians. Therefore, mark the CIV block. For regular Air Force, AGR, or Traditional Guardsmen, mark the MIL block.

STATUS (Active or Retired): Leave blank. Any retired guardsmen, who submit a suggestion after they are retired, cannot be paid an award. If you retire while your suggestion is working, then you will still receive an award if it is adopted.

SOCIAL SECURITY NO. (SSN): Must be completed.

LOCAL NATIONAL'S IDENTIFICATION: Leave blank.

E-MAIL/INTERNET ADDRESS: Please complete.

ORGANIZATIONAL ADDRESS: Example, 189th AW/ 123 Militia Rd., Anywhere, USA 10001-0001.

OFFICE PHONE: Please include your local and DSN numbers.

HOME OR MAILING ADDRESS (Include Zip Code): This should be your home address; e.g., 1001 Faulkner Street, Anywhere, USA 10001-0001. If you are likely to separate, transfer, or retire before final action on the suggestion, please give your new address to the HRO Suggestion Program Manager.

Always **sign and date your suggestion**. The date can be very important in some cases.

Page 2. SUBJECT OF IDEA (SUGGESTION): Same as on page 1.

IDEA NO (TO BE FILLED IN BY THE HRO SPM): Leave blank.

PRIMARY SUBMITTER (SUGGESTER) (Name and DSN): To be completed by the primary contact.

ARE THERE CO-SUBMITTERS: Mark Yes or No.

AFTER-THE-FACT SUGGESTION: Mark Yes or No.

PRESENT METHOD: If an approved Suggestion (AFTO 22, AF 1064 or AFTO 135) insert "Confirmatory Suggestion - XXXXX form attached" and completion of lower blocks is not needed. If standalone suggestion describe completely what the problem is or what is presently being done. If there is not enough room, please use the continuation sheet and state 2.F. PRESENT METHOD (continued).

PROPOSED METHOD: Describe completely what you are proposing. You must include all details, drawings, sketches, examples, and other supportive information. **NEED 4 COPIES OF DRAWINGS** if you use paper larger than 8½ by 11. **NEED 2 COPIES OF PHOTOGRAPHS!** Again if there is not enough room, please continue on the continuation sheet and label which paragraph it is.

DESCRIBE EXPECTED BENEFITS: The suggester should state the first year dollar savings for their unit only (this can be estimated). Also need to know what it is going to cost (man-hours and materials) to convert over to the new method. If benefits are only intangible, please state.

APPENDIX "E"

Suggestion #: _____

Suggester: _____

Job Responsibility Determination Statement

a. If a suggestion can be implemented by an individual without approval of higher authority, including the reporting official, the action is considered to be within job responsibility.

b. If the suggester's primary responsibility is to make recommendations on the subject matter contained in the suggestion, the action is considered to be within job responsibility.

c. If a suggestion is developed by a team/group and can be implemented without approval of higher authority, or if the team has been officially chartered, in writing, to make recommendations on the subject matter contained in the suggestion, the action is considered to be within job responsibility.

d. As a general rule, if not addressed above, suggestions from unit level that must be approved and implemented at command or higher level normally are not job responsibility. The same rationale applies for command personnel when approval authority is at Headquarters Air Force or higher.

e. All other suggestions are considered to be outside job responsibility.

One of the following statements must be selected:

_____This suggestion has been determined to be within job responsibility.

_____This suggestion has been determined to be outside job responsibility

_____
Signature of Supervisor & Date

_____
Type/Print Name, Grade/Rank, Title

This statement is required on all suggestions submitted in order to determine calculation of award:

Intangible benefits awards = $200 for outside suggester's responsibility, $0 for within suggester's job responsibility.

Tangible savings = 15% outside suggester's job responsibility, 3% within suggester's job responsibility.

APPENDIX "F"

Scale of Awards Based on Intangible Benefits

Value of Benefit	*Extent of Application*			
	Limited	**Extended**	**Broad**	**General**
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel, or an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology.	Affects functions, mission, or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond.
MODERATE VALUE— Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement of rather limited value of a product, activity, program, or service to the public.	$25 - $100	$100 - $250	$250 - $500	$500 - $1,000
SUBSTANTIAL VALUE— Substantial change or modification of an operating principle or procedure: and important improvement to the value of a product, activity program or service to the public.	$100 - $250	$250 - $500	$500 - $1,000	$1,000 - $2,500
HIGH VALUE— Complete revision of a basic principle or procedure: a highly significant improvement to the value of a product, major activity, or program, or service to the public.	$250 - $500	$500 - $1,000	$1,000 - $2,500	$2,500 - $5,000
EXCEPTIONAL VALUE— Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	$500 - $1,000	$1,000 - $2,500	$2,500 - $5,000	$5,000 - $10,000

APPENDIX "G"

SUMMARY OF CHANGES

- Updates the references to include the new AR 5-17, The Army Ideas for Excellence Program, Chapter 1, Page 3, paragraph 1-2

- Includes administrative changes throughout chapters 2-5 for the proper completion of the NGB Form 32 (required signatures, justification on the back, ect)

- Explains the budgetary guidance and where the money comes from for On-the-Spot awards, Chapter 2, Page 7, paragraph e.

- Identifies the change allowing members and supervisors to look up processed Time Off Awards in myBiz/myWorkplace and encourages its use, Chapter 3, Page 9, paragraph e

- Changed recommend to approve and explained that HRO still has to review/process ALL time off awards. Chapter 3, Page 8, Paragraph 3-5, subparagraph c(1).

- Clarifies eligibility period for SSP and IPP awards (Chapters 4-5) as the appraisal period from 1 April through 31 March, Page 10, paragraph 4-3a and Page 12, paragraph 5-3a

- Clearly defines the minimum appraisal score for the "Fully Successful" and "Outstanding" levels, Chapter 4, Page 10, Paragraph 4-3b and Chapter 5, Page 12, paragraph 5-3b

- Clarifies the verbiage on back-to-back SSP/IPPs by removing the phrase "within a 52 week period", Chapter 4, page 10, paragraph 4-3c and Chapter 5, Page 12, paragraph 5-3c

- Updates Chapter 6, Suggestions to reflect changes to the Air and Army programs. The Air routing process had some distinct changes, reflected on page 13, while the new Army 5-17 renders Army National Guard members ineligible in a Title 32 status

- Adds the two service regulations for medals to the state regulation, Chapter 9, Page 18, Paragraph 9-5, subparagraph a.

- Adds Appendix G, Summary of Changes, Page 30

Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGAR-HRO, Building 7300, Camp Robinson, North Little Rock, Arkansas 72199.

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DISTRIBUTION: "Special"
(1 ea Technician Supervisor)
(1 ea Mil Dept Activity/Organization)