SUGGESTION PROGRAM EVALUATOR OF THE QUARTER

This operating instruction establishes and provides guidance for the ANG technician (Title 32) suggestion program evaluator of the quarter award. Through this award, Air National Guard MAJCOM evaluators are recognized and presented an award and certificate for timely, accurate, and quality evaluations.

1. RESPONSIBILITIES:

1.1. The ANGRC/XPME Suggestion Program Manager will, at the end of each quarter:

1.1.1. Separate the evaluations by directorate and evaluator.

1.1.2. Review each evaluation for timeliness, accuracy, and quality comments.

1.1.3. Determine which evaluations meet these requirements. If several individuals are left in the running, consideration will be given to the evaluator's previous support of the program and extent of involvement.

1.1.4. Select the winning evaluator.

1.1.5. Obtain the award and have the certificate printed.

1.2. The evaluator will:

1.2.1. Return his/her evaluations to XPME by the suspense date or obtain an extension of the suspense.

1.2.2. Fill out NGB Form 7, *Suggestion Evaluation*, correctly and completely (see the attached Evaluator's Checklist).

1.2.3. Address all elements of the suggestion; i.e., summarize the suggestion so the suggester knows the evaluator understood the suggestion.

1.2.4. Include comments to encourage future participation; i.e., appreciation for participating in the program, improving operations, etc.

1.2.5. If approved, identify both the tangible (where applicable) and intangible benefits to the government.

2. PROCEDURES:

2.1. The award and certificate should be presented to the evaluator meeting the above requirements.

2.2. The award will be a plaque, paperweight, desk set, or something similar not to exceed the cost of $25.00. The award will be inscribed as follows:

Suggestion Program Evaluator of the Quarter
(1st, 2nd, 3rd, 4th) Quarter
Fiscal Year 19__

2.3. A certificate of merit will accompany the award. The certificate and award should be presented to the evaluator at a Director's Call or staff meeting.

LARRY K. ARNOLD
Brigadier General, USAF
Commander, Air National Guard Readiness Center

OFFICIAL

DEBORAH GILMORE
Acting Chief
Administrative Services

1 Attachment
Evaluator's Checklist

EVALUATOR'S CHECKLIST

A1.1. You are the ANGRC expert on the subject of the attached suggestion. To make it easier to fill out the evaluation form, double check to be sure you have answered the following questions. If you need help call XPME, ext. 2-8234.

A1.2. Did you address the NGB Form 7 to the organization needing to take the next action? Don't forget Items 1 and 2.

A1.3. If you elected to adopt the suggestion, did you place an "X" in Item 3E? Did you check either TOTALLY OR PARTIALLY? Did you furnish the IMPLEMENTATION DATE? If you don't know when it will be implemented, please furnish an estimated date.

A1.4. If you don't have the authority to approve the suggestion, did you mark Item 3D on the NGB Form 7? Did you address the form to the higher OPR; e.g., the appropriate maintenance depot?

A1.5. Did you explain in Item 4 the reasons for your decision? Be specific; give as much information as you can. Don't use abbreviations without first spelling out what is meant. Be positive in your reply. Remember to thank the suggester for using the suggestion program. Remember that the suggester will see your reply. Don't turn the suggester off!

A1.6. Did you show TANGIBLE BENEFITS in Item 6A, B, and C? Show how you arrived at the cost of savings (provide supporting documentation); don't just give a total. Take a little extra time to figure out the benefits to the government. This is important. Remember the award authorities depend on your evaluation. If there are no TANGIBLE BENEFITS, did you explain the INTANGIBLES (impact on the operation) in Item 7C

A1.7. Did you include your printed name, rank, title, organization, and DSN number in the LOWER LEFT corner block of the NGB Form 7?

A1.8. Did the responsible official (your supervisor) SIGN in the LOWER RIGHT corner? Is the printed name, rank, title, and organization included?

A1.9. Did you keep a copy of the evaluation and suggestion for your file and future use to determine if another suggestion is a duplicate? Is the NGB Form 7 typed?

A1.10. When you can answer yes to the above questions, you are ready to give the package to your office Suggestion Monitor to clear the suspense for return to ANGRC/XPME, the Suggestion Office. Always return the package to XPME, even before it goes for higher evaluation. Thank you for the time and effort you have expended in evaluating this suggestion.