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) Snuffy, Joe E. — DATE: 20110107

2. EMPLOYEE ADDRESS: 1604 N. Charles St, Baltimore, MD 21201

3. PRESENT POSITION TITLE: Surface Maintenance Mechanic — GRADE & STEP: WG11 Step 2 — SALARY: $25.69

4. TYPE OF RECOGNITION RECOMMENDED: SSP of 1-6%

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

- [x] SUPERIOR PERFORMANCE — PERIOD: 1 November 2010 - 31 December 2010
- [ ] 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:
Field Maintenance Shop Number 1
Reisterstown, MD

8. ORGANIZATION:
Surface Maintenance Maryland National Guard

9. TITLE & SIGNATURE OF IMMEDIATE SUPERVISOR: (Supervisor Prints Name & Signs)

10. TITLE & SIGNATURE OF APPROVING OPERATING OFFICIAL: (Directorate/Bde Superv Prints and Signs)

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	(Directorate Prints & Signs if not a directorate on #10)	(Dates)
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.

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

Note: Supervisor submitting and Directorate/Bde Supervisor who signs as the Approving Operating Official must be Full Time.

Submission: Send the NGB 32 with a copy of the employee's PAA evaluation to the HRO group box: usaf.md.175-wg.list.hro-services@mail.mil