



**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 11-32**

**5 August 2011**

**TECHNICIAN INCENTIVE AWARD NOMINATION FORM**

1. The Technician Awards Program is designed to motivate technicians to increase creativity and productivity to achieve greater efficiency, economy, and improvement of operations. It provides a method for rewarding those whose job performances are substantially above normal job requirements and performance standards. These awards play a vital role in maintaining the quality of force during a time of high operational tempo and minimal resourcing.
2. Commanders and Supervisors must exercise extreme care when considering award recognition and assure that all awards are nominated equitably on the basis of merit. It is the responsibility of nominating officials to match recognition to performance and consider all relevant factors when determining what type of incentive will best motivate technicians to greater productivity.
3. To accurately document each award nomination and important factors for consideration, technician incentive award nominations will now be requested using CNG Form 690-12. Effective 15 August 2011, the Human Resources Office will no longer accept technician incentive award nominations on a Standard Form 52.
4. Questions may be directed to MSgt April Mosher at CAGNET 6-3454, DSN 466-3454, commercial (916) 854-3454, or email at [april.mosher@us.army.mil](mailto:april.mosher@us.army.mil).

*Michael N. Wells*

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