



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

P.O. BOX 357068
NAS NORTH ISLAND
SAN DIEGO, CALIFORNIA 92135-7068

FASOTRAGRUPACINST 1650.2E

N1

JUN 30 2000

FASOTRAGRUPAC INSTRUCTION 1650.2E

Subj: CASH AWARDS FOR MILITARY AND CIVILIAN PERSONNEL FOR
SUGGESTIONS, INVENTIONS OR SCIENTIFIC ACHIEVEMENTS

Ref: (a) OPNAVINST 1650.8C
(b) COMNAVAIRPACINST 1650.2F

Encl: (1 Suggestions

1. Purpose: To promulgate Command procedures for administration and operation of the Cash Awards Program for personnel assigned to FASOTRAGRUPAC and to amplify the provisions of references (a) and (b).
2. Cancellation: FASOTRAGRUPACINST 1650.2D.
3. Discussion. It is the policy of this command to encourage both military and civilian personnel to suggest ideas that make their job at FASOTRAGRUPAC more efficient and productive. Suggestions, inventions or scientific achievements will be processed promptly in order to recognize and reward employees for their contributions. An award can be either a cash amount granted for a contribution of value or non-cash recognition or appreciation.
4. Responsibilities. The Command Military Cash Awards Program (MILCAP) Officer and Civilian Cash Awards Program Administrator are responsible for assisting the Commanding Officer in the prompt processing of suggestions from military and civilian personnel. The MILCAP Officer will conduct annual reviews of MILCAP using enclosure (10) of reference (a) and report results to the Commanding Officer. The MILCAP Officer will also submit an annual report using enclosure (11) of reference (a) to COMNAVAIRPAC (N422M) within five working days after the end of the fiscal year. Negative reports are required.
5. Program Administration
 - a. Procedures for Submission. Suggestions must be documented showing the individual has met the standards

prescribed for an award (see enclosure (1)). Such documentation should be specific but brief, indicating results and tangible or intangible benefits received from the contribution. Suggestions should be forwarded using the Department of the Navy Suggestion form (OPNAV/Form 5305/1), to immediate supervisors. The prescribed form provides for a waiver of further claims against the government of a cash award. Supervisors should assist the suggester in writing or clarifying the suggestion, and forward the suggestion to the Department Head or equivalent.

b. Evaluation. Department Heads or Detachment Officers in Charge will assign a qualified line supervisor to evaluate the suggestion. The evaluator will complete a Contribution Investigation Report form (OPNAV/Form 5305/5) and forward via the chain of command. The investigation report must contain information as to whether the suggestion has been adopted and when, and if not, why not, and the estimated monetary savings or other benefits documented. If the suggestion is of an intangible nature it should contain documentation relative to the importance of the program affected, seriousness of problems solved, duration of benefits, and degree to which the suggestion exceeded the normal job expectations. All suggestions, whether recommended for adoption or not, will be referred via the chain of command to the Commanding Officer for appropriate action. Approved suggestions will be forwarded (by appropriate voucher authorizing payment) to the award administrator for review, recording and processing for payment. Suggestions not approved will also be forwarded to the awards officer for recording and report purposes, then returned to the suggester. A full explanation of the decision with a copy of the evaluation report shall be supplied to the suggester. All supervisors and line officers are responsible for expediting the action of suggestions and applying the principles and criteria outlined in references (a) and (b) in their evaluations and recommendations.

6. Awarding Authority. The Commanding Officer is authorized to approve cash awards up to \$5,000. Awards over \$5,000 will be forwarded to COMNAVAIRPAC via the chain of command for approval.

7. Action. Award administrators shall ensure suggestions are properly submitted and processed on OPNAV/Form 5305/1. Administrators shall make every effort to publicize the Cash Awards Program. Officers in Charge are directed to appoint an

FASOTRAGRUPACINST 1650.2D

administrator for MILCAP and submit an annual report to North Island, Code N1, no later than 1 October for compilation and submission to higher authority.


F. M. GALLIC

Distribution:
FASOTRAGRUPACINST 5216.3A
Lists A and B