

**STATE OF OHIO
ADJUTANT GENERAL'S DEPARTMENT
2825 West Dublin Granville Road
Columbus, Ohio 43235-2789**

NGOH-LOG-Z

1 October 2017

MEMORANDUM FOR RECORD

SUBJECT: After Action Report (AAR) - Incentive Awards Board Meeting

1. The Technician Incentive Awards Board provides the following summary of conversations and comments from the recent meeting to assist in writing future award submissions and securing approval for the best possible incentives for employees. The money budgeted for incentives is limited and the board must strike a balance between giving awards in the deserved amounts and being able to give awards to all that are deserving.
2. Incentives are not entitlements. When preparing a request for an incentive award, do not assume that expending the minimum amount of effort required will get the maximum award amount.
3. Frequently identical comments were cut and pasted to multiple awards. This does not make sense in limited circumstances, i.e., when submitting an On-The-Spot (OTS) Award or Special Act or Service Award (SASA) requesting a nominal award amount for an event, act, or service in which multiple people participated equally. In general, however, multiple award submissions should not contain identical narratives.
4. Many awards submissions had no remarks at all, relying solely on an appraisal for justification. This created challenges especially when the appraisal consists of only two or three sentences providing no substantive information beyond, "The employee did a great job."—as was the case in many of the award submissions reviewed. Several appraisals had mismatched comments and numerical ratings, i.e., an "Outstanding" numerical score paired with comments that used "Acceptable" in the performance narrative/remarks.
5. POC is the undersigned at (614) 336-7117 or mark.a.raaker.mil@mail.mil.

MARK A. RAAKER
LTC, GS, USA
Deputy Chief of Staff for Logistics