

WORKSHEET FOR AIEP REPORT

For use of this form, see AR 5 -17; the proponent agency is OCSA

1. CHECK ONE

Civilian

Military

2. REPORTING ORGANIZATION

3. INDIVIDUAL COMPLETING

4a. NAME OF APPROVAL OFFICIAL

4b. TITLE OF APPROVING OFFICIAL

4c. TELEPHONE NO. (AV or Comm.)

5. Processing

NUMBER

AMOUNT

a. Suggestions on hand, beginning of FY _____

b. Suggestions received

c. **Total**

d. Suggestions adopted

e. Suggestions denied

f. Suggestions already in use or under consideration (if available)

g. **Total Not Adopted (item 5e + 5f)**

h. Suggestions pending, end of FY

i. **Total (item 5d + 5g + 5h)**

6. Monetary Recognition

a. Tangible benefits for cash awards

b. Cash awards based on tangible benefits

c. Cash awards based on intangible benefits

d. **Total (item 6b + 6c)**

7. Nonmonetary Recognition

a. Tangible benefits for noncash awards

b. Noncash awards based on tangible benefits

c. Noncash awards based on intangible benefits

8. Distribution of Cash Awards (Applies to Military Personnel Only)

a. Cash awards to enlisted personnel

b. Cash awards to officers

9. Interdepartmental Referrals

a. Suggestions referred

b. Suggestions adopted

c. Amount paid in awards

d. Tangible benefits

10. Population

a. Military Report
(1) Enlisted personnel

(2) Officers

b. Civilian Report
(1) General Schedule

(2) General Merit

(3) Wage Grade

11. REMARKS