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SECRETARY OF THE AIR FORCE**

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Manpower and Organization



AIRMEN POWERED BY INNOVATION

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Chapter 1—PURPOSE	4
1.1. Purpose.	4
1.2. The Air Force relies on the professionalism of our Airmen who live by our core value, excellence in all we do.	4
Chapter 2—APPLICABILITY AND SCOPE	5
2.1. This instruction applies to ideas submitted on or after 1 June 2013.	5
2.2. This instruction applies to individuals, units, and organizations at all levels of the United States Air Force, including all Air Force military members in Title 10 status (Active Duty, Air Force Reserve, and Air National Guard) and civilian employees.	5
2.3. This AFI is not applicable to Air National Guard (ANG) Title 32 military members or National Guard technicians employed under Title 32, United States Code (U.	5
Chapter 3—AUTHORITIES, ROLES, AND RESPONSIBILITIES	6
3.1. All Air Force Personnel may:	6
3.2. The Air Force Director of Business Transformation (SAF/US(M)) will:	6
3.3. The Director Transformation Outreach (SAF/US(M)S) will:	6
3.4. Air Force Personnel Center (AFPC) will:	6
3.5. Airmen Powered by Innovation Idea Cell will:	6
3.6. Organization Level Decision Maker (OLDM).	7
3.7. OLDLM Evaluator will:	7
3.8. OLDLM Implementation Lead will:	8
3.9. Servicing Manpower Office will:	8
3.10. Submitter (any Airman who submits an idea) will:	8

Chapter 4—AIRMEN POWERED BY INNOVATION IDEA PROCESS	10
4.1. Airmen Powered by Innovation Idea Process.	10
Figure 4.1. High Level API Idea Process Map.	10
4.2. Ideation Phase.	10
4.3. Evaluation Phase.	12
4.4. Implementation Phase.	12
4.5. Hold-the-Gains Phase.	13
Chapter 5—AWARDS	14
5.1. Awards.	14
5.2. All ideas approved or approved in part by the OLDLM will receive a \$100 monetary recognition award along with a personal letter from the approving OLDLM.	14
5.3. Ideas approved for implementation.	14
5.4. Ideas that delivered confirmed results in effectiveness and/or efficiency when implemented.	14
5.5. Eligibility for awards.	14
5.6. Processing awards.	15
5.7. Award Payment Process Roles	15
Table 5.1. Quick Guide for Calculating Awards Based on Tangible Benefit.	15
Table 5.2. Scale of Awards Based on Intangible Benefits (IAW AFI 36-1004).	16
Chapter 6—AIR FORCE EXCEPTIONAL INNOVATOR AWARD	19
6.1. Purpose.	19
6.2. Eligibility.	19
6.3. Criteria.	19
6.4. Selection Process:	19
6.5. Award Presentation.	19
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	20
Attachment 2—AIR FORCE EXCEPTIONAL INNOVATOR AWARD CRITERIA	22
Attachment 3—AWARD TEMPLATE	23

Chapter 1

PURPOSE

1.1. Purpose. This publication formalizes and provides guidance for the API program. Specifically, it outlines procedures for submitting, evaluating and implementing ideas as well as tracking and confirming resulting benefits. Additionally, this instruction details the award process for approved idea submissions.

1.2. The Air Force relies on the professionalism of our Airmen who live by our core value, *excellence in all we do*. Per Air Force Instruction 1-1, Air Force Standards, “*Excellence in All We Do*” drives us to develop a sustained passion for the continuous improvement and innovation that propels the Air Force into a long-term, upward vector of accomplishment and performance.”

Chapter 2

APPLICABILITY AND SCOPE

2.1. This instruction applies to ideas submitted on or after 1 June 2013.

2.2. This instruction applies to individuals, units, and organizations at all levels of the United States Air Force, including all Air Force military members in Title 10 status (Active Duty, Air Force Reserve, and Air National Guard) and civilian employees.

2.3. This AFI is not applicable to Air National Guard (ANG) Title 32 military members or National Guard technicians employed under Title 32, United States Code (U. S.C.) 709. ANG members are directed to the Air National Guard Instruction 38-401, *Suggestion Program*.

Chapter 3

AUTHORITIES, ROLES, AND RESPONSIBILITIES

3.1. All Air Force Personnel may:

3.1.1. Submit ideas that affect cost savings, quality, productivity, cycle time, process improvement, and morale to the API website (<https://www.my.af.mil/gcss-af/USAF/site/API>) for evaluation.

3.1.1.1. Provide evaluation-ready ideas with sufficient detail describing the current method, proposed method, expected benefits, and anticipated cost of implementation to support the idea.

3.1.2. Seek assistance from servicing manpower office, financial management analysts or the API cell as needed, to build idea proposal.

3.1.3. Use established processes to input Technical Order (T.O.) changes, Price Change proposals, and patents/inventions.

3.2. The Air Force Director of Business Transformation (SAF/US(M)) will:

3.2.1. Provide overall program management.

3.2.2. Develop policy and review proposed command supplements to the API Program.

3.2.3. Plan and program for financial support of the program's supporting data system and support staff.

3.2.4. Serve as the final decision authority for all high-level inquiries and audits.

3.2.5. Develop and report metrics on participation and program results.

3.2.6. Request periodic program review by the Air Force Audit Agency to evaluate program effectiveness, including validity of savings realized, awards paid, and verification of idea implementation.

3.3. The Director Transformation Outreach (SAF/US(M)S) will:

3.3.1. Serve as the final authority for all standard work established for the process.

3.3.2. Oversee processing of awards for implemented ideas.

3.3.3. Oversee the performance of the API Cell through daily OPCON.

3.3.4. Analyze program performance.

3.3.5. Act as focal point for all high-level inquiries.

3.4. Air Force Personnel Center (AFPC) will:

3.4.1. Performs program execution through the API Idea Cell.

3.4.2. Coordinate with SAF/US(M)S.

3.5. Airmen Powered by Innovation Idea Cell will:

3.5.1. Execute and manage the API Idea Process. (T-1).

3.5.1.1. Redirect submitter for submissions that are ideas not governed by API program or have an established process for submitting improvements, i.e., AFTO22s *Technical Manual (TM) Change Recommendation and Reply*, Patents/Inventions, etc.

3.5.1.2. Assist submitters in the quality development of the idea submission.

3.5.1.3. Task the Organization Level Decision Maker (OLDM) to evaluate ideas and provide approval and implementation decisions. (T-2).

3.5.1.4. Monitor each idea through every phase (submission, evaluation, implementation, holding the gains, confirming results) of the process until final disposition. (T-2).

3.5.1.5. Forward validated MAJCOM/installation-level implemented ideas to the HAF functional 2-digit office for possible replication throughout the AF.

3.5.1.6. Measure process performance. (T-2).

3.5.1.7. Manage the supporting data system.

3.5.1.8. Report process performance to SAF/US(M)S upon request.

3.6. Organization Level Decision Maker (OLDM). The OLDM is the individual with the authority to approve the idea and direct implementation in coordination with the API Idea Cell. (OLDM: HAF 2-Digits, MAJCOM 2-digits, NAF, and Wing Commanders).

3.6.1. OLDMS will:

3.6.1.1. Assign and task a knowledgeable subject matter expert (SME) to evaluate the idea. (T-2).

3.6.1.2. Leverage organizational continuous process improvement (CPI) expertise and financial analysts to assist above-described evaluator with validation of current method, proposed method, and expected benefits.

3.6.1.3. Approve/disapprove ideas based on validated net benefits and mission priorities, providing rationale and justification for disapproval decisions. (T-2).

3.6.1.4. Provide the implementation decision to the API Idea Cell within 30 calendar days of receipt of the tasking. (T-1).

3.6.1.5. Direct the implementation of an approved idea. If the approved idea is prevented from implementation by constraints (e.g., manpower, funding, equipment, etc.), then identify the constraints to the API Idea Cell. (T-1).

3.6.1.6. Assign an implementation lead for ideas approved for implementation. (T-2).

3.6.1.7. Confirm and document savings (dollars or manpower) post implementation, providing results to API Idea Cell. (T-1).

3.6.1.8. Recognize submitters of approved and/or implemented ideas through the use of monetary or non-monetary awards. (T-2).

3.6.1.9. Confirm the idea is a true process improvement and not an improvement to a technical order. If the idea is a T.O. change see paragraph 4.2.1.1.10 below for further guidance. (T-2).

3.7. OLDM Evaluator will:

3.7.1. Evaluate assigned idea by validating the current method, proposed method, expected benefits, and cost to implement. (T-2).

3.7.2. Submit approval/disapproval recommendation to OLD M within established timeframe. (T-2).

3.8. OLD M Implementation Lead will:

3.8.1. Develop and submit implementation plan to OLD M for approval. (T-1).

3.8.2. Upon approval, provide milestones and associated dates to API Idea Cell. (T-2).

3.8.3. Provide update to API Idea Cell on each milestone date. (T-2).

3.8.4. Upon implementation, measure implemented process until annual savings/costs have been confirmed. Cost analyst experts from the servicing finance office may be needed to assist. (T-2).

3.8.5. Provide details to validate savings in dollars or manpower to the OLD M. (T-2).

3.8.6. Measure Savings. (T-2).

3.8.6.1. Monetary savings are calculated and reported based on first-year savings. Exceptions may be made in cases where an improvement with a high implementation cost yields measurable savings continuing more than one year. If implementation costs exceed 50 percent of first-year savings, calculations are based on average annual savings over a period of up to five years or the lifecycle of the improvement, whichever is less.

3.8.6.2. For ideas proposing an option(s) to satisfy a new mission requirement, do not use the cost difference between options to calculate/validate dollar savings.

3.8.6.3. Man-hour savings (even when associated with depot repair) may not be considered in calculation of dollar savings. The only two exceptions are: (1) a documented elimination of a manpower authorization (funded through the Future Years Defense Plan) from the Unit Manpower Document, and (2) elimination of documented overtime. In those instances, the reductions are directly attributed to the suggested improvement. Eliminated manpower positions are returned to the owning MAJCOM to be redistributed to higher priority workload that has been recognized, but not funded (an unfunded manpower position). In those cases, use AFI 65-503, US Air Force Cost and Planning Factors, to determine the annual cost of the manpower authorization and use that cost figure in savings calculation.

3.9. Servicing Manpower Office will:

3.9.1. Use CPI techniques, as needed, for idea submissions identified as problems versus implementable ideas (dialogue with commander/director regarding workload priorities may be warranted).

3.9.2. As requested, assist submitters with documentation of process improvement ideas, to ensure current method (current state), proposed method (future state), expected benefits, and cost of implementation (countermeasures) are fact-based proposals.

3.9.3. As requested, assists implementers with development of implementation plan.

3.10. Submitter (any Airman who submits an idea) will:

3.10.1. Work with a local CPI expert on validating and solving problems when the API Idea Cell determines the idea is a problem without a proposed method. (T-2).

3.10.2. As requested by the API Idea Cell, provide additional information, to improve the quality of idea submission prior to evaluation, within 30 calendar days of request.

3.10.3. As requested by the evaluator, provide additional information to facilitate the evaluation of the idea by the suspense date established by the evaluator.

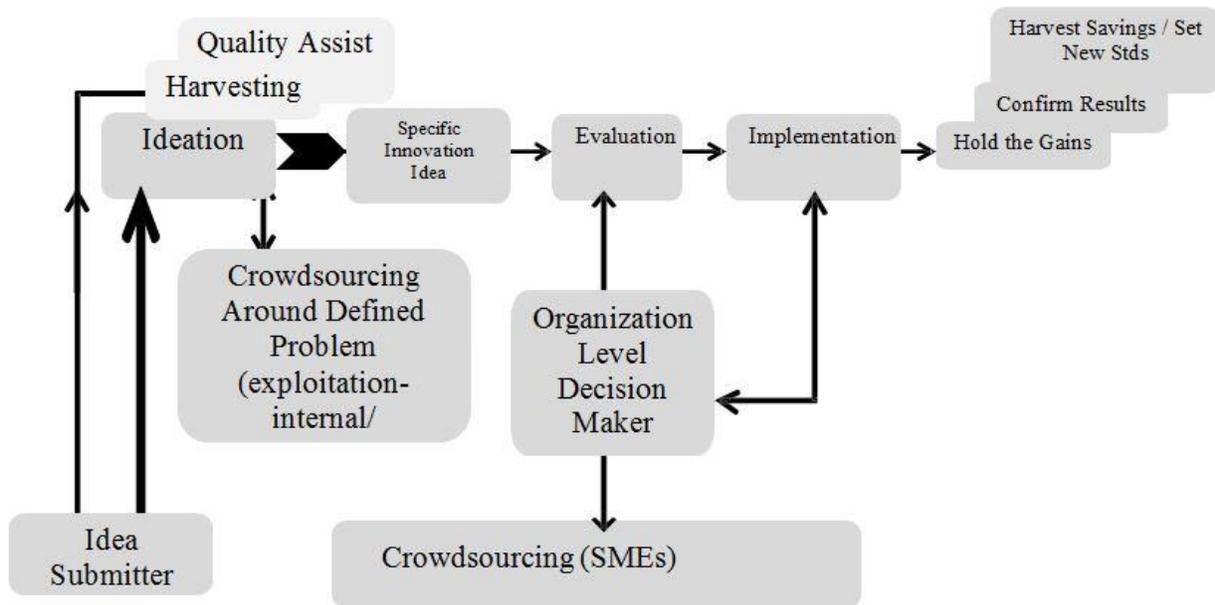
3.10.4. In the case of a group submission, positively identify members of the group in initial idea submission. Group idea submissions are limited to five individuals.

Chapter 4

AIRMEN POWERED BY INNOVATION IDEA PROCESS

4.1. Airmen Powered by Innovation Idea Process. As depicted in figure 4.1, the API Idea Process is comprised of four phases: Ideation/Submission Phase, Evaluation Phase, Implementation Phase, and Hold-the-Gains Phase. The process is triggered by the submission of an idea from an Airman.

Figure 4.1. High Level API Idea Process Map.



4.2. Ideation Phase. During the ideation phase, ideas are generated, reviewed, and improved to ensure fact rich ideas are forwarded for evaluation. Additionally, during the ideation phase an idea is reviewed and the submitter is afforded a quality assist by the API Idea Cell. The objective is to take a “seed” of an idea and transform it into a specific idea that has sufficient fact-based information to move to the evaluation phase.

4.2.1. Generating Ideas. Ideas can be submitted at any time by any Airmen at the following website: <https://www.my.af.mil/gcss-af/USAF/site/API>. Additionally, ideas may be generated through crowdsourcing, a focused effort on a very specific problem or seed of an idea. This method uses digital communications to leverage the creativity and experience of a large number of Airmen. This method can be used not only prior to submitting an idea, but also after the API Idea Cell has returned the idea to the submitter requesting additional information to improve the quality of the idea submission prior to evaluation. The method can also be used by an OLDM who has received an idea for evaluation, but determines more information needs to be gathered.

4.2.1.1. Initial Review. The API Idea Cell reviews each idea submission and categorizes them in order to select an appropriate response to the submitter.

4.2.1.1.1. Specific idea. The idea is valuable, practical, usable, clearly articulated, and ready to be evaluated with no additional work necessary. The idea is ready to enter the evaluation phase.

4.2.1.1.2. Seed idea. The idea is an interesting starter idea but not ready for evaluation. The idea enters the quality assist activity wherein the API Idea Cell identifies additional information needed from the submitter prior to forwarding to an OLDM for evaluation.

4.2.1.1.3. After-the-Fact Ideas. An after-the-fact idea is an idea that has been presented formally or informally to management prior to submission to the API Program. Management is defined as an individual who has the authority to pursue or give submitter approval to pursue the idea. The idea needs to be submitted to the API Program within 90 working days of presentation of the idea. The submission includes the date of presentation and to whom (name, duty title, telephone number, and e-mail address) it was submitted.

4.2.1.1.4. Commonly Received Ideas. Ideas that address issues the Air Force is already cognizant of and/or is already addressing is to be closed after initial review. Even though closed in the API system, these ideas may be analyzed by the appropriate headquarters subject matter experts to identify trends or improvement opportunities.

4.2.1.1.5. Ideas Governed by Policy External to the Air Force. Ideas recommending improvements beyond the authority of the Air Force to approve and implement are closed after initial review. Even though closed in the API system, these ideas may be analyzed by the appropriate headquarters subject matter experts to identify trends or improvement opportunities.

4.2.1.1.6. Non-actionable Ideas (personal complaint, personal attack, venting, etc.) - Submitter advised this process is not designed to respond to the nature of the submission.

4.2.1.1.7. Problem without a proposed solution - Submitter advised to resubmit with a proposed solution and to consider seeking out local CPI expert for assistance, as needed.

4.2.1.1.8. Uniform Change Request (UCR) - API cell will forward UCRs to Uniform Board POC (AF/A1SR) to determine whether UCR is to be presented to the next Uniform Board. (T-1). If AF/A1SR determines the idea is not going to meet the Uniform Board, they provide disapproval notice and rationale to the API Cell. If they determine the idea is going to meet the Uniform Board, API Cell will hold those UCRs in a database until the next Uniform Board, at which time they compile and forward them to AF/A1SR. After CSAF final decision, AF/A1SR will return the compiled list of UCRs to AFPC indicating each as approved/disapproved. SAF/US(M) will accomplish monetary award payment requests for approved UCRs.

4.2.1.1.9. Patents/Inventions - Submitter advised that patents/inventions are no longer accepted in the API Idea Process and redirects them to AFI 51-303 Intellectual Property--Patents, Patent Related Matters, Trademarks and Copyrights.

4.2.1.1.10. Technical Order (T.O.) Changes - Submissions to make T.O. changes are not accepted in the API Program. Airmen are redirected to Air Force Technical Order Guidance 00-5-1 to submit those types of change requests. However, after an "improvement-type" T.O. change is adopted and implemented, Airmen may submit the completed AFTO Form 22 along with an excerpt from the published/updated T.O. for consideration in the API Program. If the idea is a technical order change (already approved and implemented) OLDM is the wing-level authority for the technical content manager who approved the AFTO Form 22 proposing the improvement. In this case, the OLDM is required to: (1) confirm idea is a true process improvement vice improvement to the technical order, (2) confirm results (dollars/manpower /time/costs to implement) and (3) recommend award. (T-1).

4.2.1.1.11. Price Challenge & Verification Program (formerly Zero Overpricing) -

Price Challenges, in and of themselves, are not accepted in the API Program. Airmen are redirected to AFI 23-101 Air Force Materiel Management to submit those types of change requests. However, after a Price Challenge is adopted and implemented, Airmen may submit the supporting Defense Logistics Agency memorandum detailing the cost savings for consideration in the API Program.

4.2.2. Outcome. The outcome of the Ideation Phase is an "evaluate-able" idea that increases the effectiveness and/or efficiency of the Air Force. In other words, the present method, proposed method, expected benefits, and cost to implement are addressed in the idea.

4.3. Evaluation Phase.

4.3.1. Activity. During the evaluation phase, the OLDM evaluates the idea through validation of the current method, proposed method, expected benefits, and cost of implementation.

4.3.2. Outcome. There are three potential outcomes of the evaluation phase: (1) approved or approved in part with intent to implement, (2) approved or approved in part without intent to implement, or (3) disapproved.

4.3.3. If an idea is approved with intent to implement, it then moves to the implementation phase.

4.3.4. If an idea is approved without intent to implement, the OLDM must provide rationale and identify constraints to implementation. (T-2). Approved ideas without intent to implement are reviewed and briefed during the quarterly performance review.

4.3.5. If an idea is disapproved, the OLDM must provide rationale or justification for the decision. (T-2). Disapproved ideas are reviewed and briefed during the quarterly performance review.

4.3.6. Evaluator disapproves the idea if it is already being considered or is already in use, but not as a result of the idea submission. The API cell will provide feedback why the idea submission is disapproved via e-mail to the submitter.

4.4. Implementation Phase.

4.4.1. Activity. During the implementation phase, implementation plans are developed and executed.

4.4.2. Outcome. There are two potential outcomes of the implementation phase: (1) the idea is fully implemented and results can be confirmed or, (2) a deliberate decision is made by the OLDLM to suspend/cancel implementation.

4.4.2.1. If an idea is fully implemented, it moves to the hold-the-gains phase.

4.4.2.2. If an idea is suspended or canceled, the OLDLM must provide supporting rationale for the action. (T-2).

4.5. Hold-the-Gains Phase.

4.5.1. Activity. During the hold-the-gains phase, the OLDLM confirms results and where practical, sets a new standard of performance and measurement. The API Cell will report confirmed savings (manpower and/or hard savings) to SAF/US(M) for harvesting through corporate planning, programming, budgeting and execution processes.

Chapter 5

AWARDS

5.1. Awards. The Air Force uses non-monetary and monetary awards to recognize Airmen for successfully implemented ideas. The maximum monetary award per idea is \$10,000. In the case of group submissions addressed in Paragraph 3.10.4., the amount is divided by the number in the group, and awarded to the eligible members of the group as defined in Paragraph 5.3. Air National Guard Instruction 38-401, *Suggestion Program* establishes a program under which guard members may receive monetary awards.

5.2. All ideas approved or approved in part by the OLD M will receive a \$100 monetary recognition award along with a personal letter from the approving OLD M. Recognition awards will not exceed the maximum tangible award amount and will be subtracted from the potential award amount paid in accordance with confirmed savings for implemented ideas.

5.3. Ideas approved for implementation.

5.3.1. Local implementation - personal letter from OLD M

5.3.2. MAJCOM-wide implementation - personal letter from MAJCOM 2-Ltr

5.3.3. Air Force-wide implementation - personal letter from HAF 2-Ltr

5.4. Ideas that delivered confirmed results in effectiveness and/or efficiency when implemented.

5.4.1. An idea may have tangible benefits, intangible benefits or both. Depending upon the nature of the idea, the OLD M may recommend a monetary award commensurate with both tangible/intangible benefits.

5.4.1.1. Tangible Results. After an idea is implemented and tangible savings are calculated per paragraph 3.8.6 and confirmed by the OLD M, the submitter may receive an additional monetary award. SAF/US(M) will use table 5.1. to determine the amount of the award. SAF/US(M) is the final authority on determining all award amounts. Award recommendations from the OLD M will be considered in SAF/US(M)'s final determination.

5.4.1.2. Intangible Results. Intangible benefits are, out of necessity, estimated on the basis of subjective judgment rather than precise facts or calculations. If benefits are intangible, the evaluator must clearly indicate the value and extent of application and recommend a precise award amount (Table 5.2.). Suggestions with intangible benefits of limited value may be recognized. (T-2).

5.5. Eligibility for awards. Only members identified in [paragraph 2.2](#) of this instruction are eligible for monetary awards.

5.5.1. Submitters are not eligible for monetary awards if:

5.5.1.1. Their assigned duty is to make recommendations for improvement on subject matter contained in their idea submission.

5.5.1.2. They are team members of a chartered process improvement event, conference, or special study where the idea was generated.

5.5.1.3. They can implement their idea without approval of higher authority.

5.5.1.4. Their submission is the original idea of another AF member, or is a result of ideas found in an open forum (e.g., blogs, Face Book, etc).

5.5.1.5. Their submission is a result of studies/research (including student papers) sponsored/paid for by the Government.

5.6. Processing awards. Monetary awards are to be centrally funded at the HAF and managed by SAF/US(M).

5.6.1. The award payment process in this instruction only applies to ideas received on or after 1 June 2013.

5.6.2. Submitter's commander determines eligibility using criteria above and provides input to SAF/US(M), before monetary award is made.

5.7. Award Payment Process Roles

5.7.1. SAF/US(M) PEM:

5.7.1.1. Prepares SF 1034 (Public Voucher for Purchases and Services other than Personal).

5.7.1.2. Prepares/delivers award package transmittal form to AFDW Finance for DFAS Limestone submission.

5.7.1.3. Maintains historical audit register for award payment auditability.

5.7.1.4. SAF/AAR:

5.7.1.5. Provides Standard Form 1034 Lines of Accounting.

5.7.1.6. Establishes/monitors Miscellaneous Obligation/Reimbursement Document (MORD) in the accounting system to ensure funds are available to cover payments.

5.7.1.7. Provides guidance/financial management support to SAF/US(M)S PEM.

Table 5.1. Quick Guide for Calculating Awards Based on Tangible Benefit.

Benefits	Award	Benefits	Award	Benefits	Award	Benefits	Award
Up to \$10,000	10%	50,000	2,200	90,000	3,400	164,000	4,020
11,000	1,030	51,000	2,230	91,000	3,430	168,000	4,040
12,000	1,060	52,000	2,260	92,000	3,460	172,000	4,060
13,000	1,090	53,000	2,290	93,000	3,490	176,000	4,080
14,000	1,120	54,000	2,320	94,000	3,520	180,000	4,100
15,000	1,150	55,000	2,350	95,000	3,550	184,000	4,120
16,000	1,180	56,000	2,380	96,000	3,580	188,000	4,140
17,000	1,210	57,000	2,410	97,000	3,610	192,000	4,160
18,000	1,240	58,000	2,440	98,000	3,640	196,000	4,180
19,000	1,270	59,000	2,470	99,000	3,670	200,000	4,200
20,000	1,300	60,000	2,500	100,000	3,700	225,000	4,325
21,000	1,330	61,000	2,530	101,000	3,730	250,000	4,450
22,000	1,360	62,000	2,560	102,000	3,710	275,000	4,575
23,000	1,390	63,000	2,590	103,000	3,715	300,000	4,700

24,000	1,420	64,000	2,620	104,000	3,720	325,000	4,825
25,000	1,450	65,000	2,650	105,000	3,725	350,000	4,950
26,000	1,480	66,000	2,680	106,000	3,730	375,000	5,075
27,000	1,510	67,000	2,710	107,000	3,735	400,000	5,200
28,000	1,540	68,000	2,740	108,000	3,740	425,000	5,325
29,000	1,570	69,000	2,770	109,000	3,745	450,000	5,450
30,000	1,600	70,000	2,800	110,000	3,750	475,000	5,575
31,000	1,630	71,000	2,830	111,000	3,755	500,000	5,700
32,000	1,660	72,000	2,860	112,000	3,760	550,000	5,950
33,000	1,690	73,000	2,890	113,000	3,765	600,000	6,200
34,000	1,720	74,000	2,920	114,000	3,770	650,000	6,450
35,000	1,750	75,000	2,950	115,000	3,775	700,000	6,700
36,000	1,780	76,000	2,980	116,000	3,780	750,000	6,950
37,000	1,810	77,000	3,010	117,000	3,785	800,000	7,200
38,000	1,840	78,000	3,040	118,000	3,790	850,000	7,450
39,000	1,870	79,000	3,070	119,000	3,795	900,000	7,700
40,000	1,900	80,000	3,100	120,000	3,800	950,000	7,950
41,000	1,930	81,000	3,130	135,000	3,875	1,000,000	8,200
42,000	1,960	82,000	3,160	130,000	3,850	1,050,000	8,450
43,000	1,990	83,000	3,190	135,000	3,875	1,100,000	8,700
44,000	2,020	84,000	3,220	140,000	3,900	1,150,000	8,950
45,000	2,050	85,000	3,250	144,000	3,920	1,200,000	9,200
46,000	2,080	86,000	3,280	148,000	3,940	1,250,000	9,450
47,000	2,110	87,000	3,310	152,000	3,960	1,300,000	9,700
48,000	2,140	88,000	3,340	156,000	3,980	1,350,000	9,950
49,000	2,170	89,000	3,370	160,000	4,000	1,360,000	10,000

Notes: Maximum award authorized is \$10,000. Legend for Table 5-1:

Estimated First-Year Benefits to Government

Savings

Amount of Award

Up to \$10,000 10 percent of benefits
 \$10,001-\$100,00.....\$1,000 for the first \$10,000 plus 3 percent of benefits over \$10,000
 \$100,001 or more.....\$3,700 for the first \$100,000 plus 0.5 percent of benefits over \$100,000

Table 5.2. Scale of Awards Based on Intangible Benefits (IAW AFI 36-1004).

	EXTENT OF APPLICATION			
	Limited	Extended	Broad	General

VALUE OF BENEFIT	Affects functions, mission or personnel of one facility, installation, regional area, or organizational headquarters element. Affects a small area of science and technology.	Affects functions, mission or personnel of an entire regional area, command, or bureau. Affects an important area of science or technology.	Affects functions, mission or personnel of several regional areas or commands, or an entire department or agency. Affects a broad area of science or technology.	Affects functions, mission or personnel of more than one department or agency, or is in the public interest throughout the nation and beyond.
Moderate Value Changing an operating principle or procedure with limited impact or use.	\$25-\$125	\$126-\$325	\$326-\$650	\$651-\$1,300
Substantial Value Substantially changing or modifying procedures; significantly raising the value of a product, activity, program, or service to the public.	\$125-\$325	\$326-\$650	\$651-\$1,300	\$1,301-\$3,150
High Value Completely revising a basic principle or procedure; significantly improving the value of a product or service.	\$325-\$650	\$651-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300

Exceptional Value Initiating a new principle or major procedure; a highly significant improvement to the quality of critical product, activity, program, or service to the public.	\$650-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300	\$6,301-\$10,000
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Chapter 6

AIR FORCE EXCEPTIONAL INNOVATOR AWARD

6.1. Purpose. Recognizes the most outstanding Air Force innovator (individual or group) who contributed to continual process improvement through the Airmen Powered by Innovation (API) Program.

6.2. Eligibility. Applies to individuals, units, and organizations at all levels of the United States Air Force. All military members in Title 10 status (Active Duty, Air Force Reserve and Air National Guard) and civilian employees with an Organization Level Decision Maker (OLDM) approved submission during the given award period are eligible.

6.3. Criteria. See Attachment 2

6.4. Selection Process:

6.4.1. A panel of HAF judges will evaluate all approved ideas from the given award period based on the criteria outlined in this instruction. The panel will be chaired by the Air Force Deputy Chief Management Officer and consist of two additional HAF 2-digits on a rotational basis coordinated by SAF/US(M). The panel will evaluate the submissions and forward a recommendation to the VCSAF who is the final approval authority for the award.

6.4.2. The VCSAF will notify the winner's respective leadership.

6.5. Award Presentation. The award consists of a plaque presented by the VCSAF at a ceremony in the Pentagon. The winner's TDY costs will be paid by SAF/US(M).

MARILYN M. THOMAS
Director of Business Transformation and
Deputy Chief Management Officer

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFGM 2014-38-01, *Airmen Powered by Innovation Program*, 28 February 2014

AFI 1-1, *Air Force Standards*, 7 August 2012

AFI 23-101, *Air Force Materiel Management*, 8 August 2013

AFI 33-360, *Publications and Forms Management*, 25 September 2013

AFI 36-1004, *The Air Force Civilian Recognition Program*, 3 December 2009

AFI 51-303, *Intellectual Property--Patents, Patent Related Matters, Trademarks and Copyrights*, 1 September 1998

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)*, 6 May 2009

AFI 65-601, V1, *Budget Guidance and Procedures*, 16 August 2012

AFI 38-401, *Manpower and Organization*, 21 November 2007

AFPD 38-3, *Productivity Enhancing Capital Investment Programs*, 1 November 1998

AFMAN 33-363, *Management of Records*, 1 March 2008

ANGI 38-401, *Suggestion Program*, 18 November 2009

Section 1124 of Title 10 United States Code, *Cash Awards for disclosures, suggestions, inventions, and scientific achievements*, July 6, 2014

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 22, *Technical Manual (TM) Change Recommendation and Reply*

SF 1034, *Public Voucher for Purchases and Services other than Personal*

Abbreviations and Acronyms

API—Airmen Powered by Innovation

CPI—Continuous Process Improvement

DCMO—Deputy Chief Management Officer

IDEA—Innovative Development Through Employee Awareness

NAF—Numbered Air Force

OLDM—Organization Level Decision Maker

SAF/US(M)—Director of Business Transformation

Terms

Continuous Process Improvement—Finding ways to always improve processes

Harvest—Taking a seed idea and developing it to be evaluable by the OLDM

Initial Review—The API cell will review each idea submission and categorize them in order to select an appropriate response to the submitter

OLDM—Organization Level Decision Maker

Problem without a proposed solution—Submitter identifies a problem in an existing program or process, but fails to propose an actionable solution to the same advised to resubmit with a proposed solution and to consider seeking out local CPI expert for assistance, as needed

Seed idea—The idea is an interesting starter idea but not ready for evaluation. The idea will enter the quality assist activity.

Servicing Manpower Office—The local manpower office at your location.

Specific idea—The idea is valuable, practical, usable, clearly articulated, and ready to be evaluated with no additional work necessary. The idea is ready to enter the evaluation phase.

Non-actionable submission—A submission that consists solely of a personal complaint, personal attack, venting, or similar assertion, which the API program is unsuited to address.

Attachment 2**AIR FORCE EXCEPTIONAL INNOVATOR AWARD CRITERIA****A2.1. Impact on Mission: 40 total points**

Objective: Recognize individuals or groups who have enhanced mission capability, improved operational performance, and achieved sustained results 1 Oct- 30 Sept of previous fiscal year. Describe and define previous and current method and what impact did this idea(s) have on mission accomplishment? (Include any METs impacted by nominee's idea.) Identify the highest level of applicability (Base, MAJCOM, Air Force or higher).

A2.2. Tangible Savings: 25 total points

Objective: Recognize individuals or groups that produced validated tangible savings. Identify the highest level of applicability (Base, MAJCOM, Air Force or higher).

A2.3. Intangible Benefits: 25 total points

Objective: Recognize individuals or groups whose achievements produced a positive effect on operations, procedures, health, safety, welfare, and morale. Identify the highest level of applicability (Base, MAJCOM, Air Force or higher).

A2.4. Number of Ideas Approved (FY 1 Oct to 30 Sep): 10 total points

Objective: Recognize individuals or groups who demonstrate continual improvement by enhancing multiple processes. Award one point per approved idea, not to exceed 10 points.

TOTAL 100 points

Attachment 3

AWARD TEMPLATE

NOMINATION FOR AIR FORCE EXCEPTIONAL INNOVATOR AWARD FYXX

NAME/GRADE/DUTY TITLE/E-mail Address(s):

LOCATION: (Complete Organizational Mailing Address)

UNIT COMMANDER/NAME/GRADE/E-mail Address:

IMPACT ON MISSION: (Narrative format)

Improvement Effort Results

Impact of Results

Highest Level of Applicability: (Base, MAJCOM, Air Force, or higher)

TANGIBLE SAVINGS: (Bullet format)

Dollars Saved:

Highest Level of Applicability: (Base, MAJCOM, Air Force, or higher)

INTANGIBLE BENEFITS: (Narrative format)

Impact on Operations & Procedures

Impact on Health & Safety

Impact on Welfare & Morale

Highest Level of Applicability: (Base, MAJCOM, Air Force or higher)

NUMBER OF APPROVED IDEAS:

List total number of approved ideas with the assigned API Idea number for FY 1 Oct-30 Sep