

POLICY GUIDE 98-05**SUBJECT: USACE FINANCE CENTER SUGGESTION PROGRAMS**

1. **Purpose.** The purpose of this guide is to outline the policy and procedures for submission and eligibility of ideas that enhance Department of the Army, U.S. Army Corps of Engineers policy and procedure as well as USACE Finance Center internal business processes. This guide applies to all employees assigned to the USACE Finance Center.

2. **Suggestions Programs.** We know that employees are the source of many good ideas and suggestions. We encourage all employees to bring forward their suggestions and good ideas about how the UFC can be made a better place to work, our products improved and our service to customers enhanced. There are two mechanisms in the USACE Finance Center which provide for the nomination of productivity enhancement initiatives. Each program is explained below.

3. **UFC Bright Idea Program.** We have created a form to help you communicate your ideas and suggestions. We call it the "Bright Idea Form." Whenever you see an opportunity for improving our **internal** UFC operations or enhancing the UFC work environment, we encourage you to use this form.

a. About the Form. A copy of this form is provided at Appendix A. It's a template written to help you define the problem or situation, describe an ideal situation and your proposed solution, as well as list the requirements necessary for implementing your plan. The form also insures that you get maximum recognition for your contribution.

b. How the UFC Bright Idea Program works.

(1) Forms are available at the Suggestion Display area. Completion of the form may be handwritten or typed and there is no limit to the number of suggestions you may submit. You may sign your name to a suggestion or remain anonymous, however when a suggestion from an employee has particular merit, we would like to provide special recognition of the individual with the idea. Drop the completed form in the bright idea box located in the main corridor.

(2) The USACE Director's Administrative Officer will staff suggestions with the appropriate/responsible staff office for recommendation. If a suggestion impacts policy and procedure outside the realm of UFC internal operations, the suggestion may be forwarded to Higher HQs under the Army Ideas of Excellence Program.

(3) Within 30 days, suggesters will receive notification of the status of their suggestion to include either a target implementation date or a reason why the suggestion could not be approved.

(4) All approved suggestions will be publicized in the bright idea Hall of Fame, located in the glass display case in the corridor. Suggesters of approved and implemented suggestions will also receive a Bright Idea Certificate presented by the UFC Director during quarterly town hall meetings.

2. **The Army Ideas for Excellence Program.** The Army Idea for Excellence Program (AIEP) is intended to encourage employees to improve, present policy, practices, and regulatory constraints which do not facilitate good management and are not needed in time of war. The AIEP is designed to improve morale by providing an opportunity for employees to take part voluntarily in the improvement of management within Government. Many AIEP proposals are eligible to receive cash awards!

a. Eligible Ideas. To be accepted in the AIEP, an idea must satisfy the following conditions:

(1) Be submitted in writing on DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal. If the idea has been put into effect prior to submission, it cannot have been in effect for over 90 days.

(2) Benefit the Army or other U.S. Government Activity.

(3) Present a problem or situation and propose a solution with sufficient rationale to support the requested new procedure.

b. Basic Content of Ideas. In order to make a positive evaluation possible, the following information should be legibly included in any idea submission:

(1) The current practice, method, procedure, task, directive, or policy affected. If possible, cite the particular law, regulation or policy involved.

(2) The proposed method, change or idea, with an explanation of why the present practice is deficient, and why the change will be beneficial. A statement of known or estimated benefits should also be included.

(3) Drawings, photographs, specification, or other supporting documentation. These may be appended; they will always be referred to in the idea itself.

c. Group Ideas. Any group may submit an idea. The group may include individuals who are eligible or ineligible to receive monetary awards. (Note: Spouses, private citizens and contractors are not eligible for monetary awards).

(1) Should one or more group members be ineligible for an award, that fact will be made known to all members of the group at the time of submission or as soon thereafter as possible. In all cases of award for a group idea, the award will be divided equally among all award-eligible group members or as appropriate based on the relative contributions of each award-eligible group member to the adopted idea.

(2) All members of the group must sign the idea. Once the idea has been given a control number, names cannot be added or deleted to the idea without written consent of all the members. The reasons for addition or deletion must be thoroughly explained in writing and kept on file.

(3) Ideas originating in groups can be either individual or group ideas. In order for an individual member to submit a valid idea on a topic that has been discussed in the group, all members of the group must sign a consenting statement. This acknowledges that the idea originated with that individual and that the other members waive any claim to an award based on the idea.

d. Eligibility Requirements for Ideas. An idea will not be processed for evaluation when it:

(1) Presents a problem but offers no solution.

(2) Is vague or incomplete.

(3) Merely calls attention to a word omission or typographical/printing error.

(4) Proposes realignment of text or addition of a word when there has been no serious misunderstanding or error reported by anyone other than the suggester.

(5) Proposes a change in housekeeping practices or routine procedures; however, an idea may be accepted if it significantly increases safety, saves property or materials, improves working conditions or has the potential for improving the use of energy resources that may result in tangible or intangible benefits.

(6) Suggests the use of items in the Army, Department of Defense or Federal Stock for their intended use.

(7) Would benefit only an Army contractor.

(8) Indicates potential tangible savings but does not provide the rationale and calculations on which to base the estimate.

e. Submission Instructions. All AIEP proposals must be submitted on the DA Form 1045 to the UFC Suggestion Coordinator. The suggester must sign and date the form. DA Form 1045 are also located at the Suggestion Display area.

3. **Changes.** This policy letter will be maintained on the CEFC LAN. Changes will be made as needed to maintain current policy. POC for this policy guide is Carol Blankenship, Ext. 4-8401.

STANLEY N. WRENN
Director, USACE Finance Center

USACE FINANCE CENTER

Bright Idea

Use this form to communicate ideas, suggestions, complaints, grievances and proposed solutions to problems.

Date Submitted: _____

Submitted By: _____ Position: _____
(Optional)

Directorate/Division/Branch: _____ Priority: 1 2 3 4 5 6 7 8 9 10
(circle one)

Situation

Describe the problem, including extenuating circumstances. _____

Desired Condition

Describe how the end result should appear / be like / look like. _____

Benefit

Explain why this is important - cost savings, profit expectations or effort reduction. _____

Action Items

List the specific activities that contribute to achieving the desired condition.

People	Task	Investment	Completion
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____