

# **3 FAM 4850 SUGGESTIONS**

## **3 FAM 4851 KINDS OF SUGGESTIONS**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

A suggestion may be:

- (1) Outside the employee's job responsibility; or
- (2) Within the employee's job responsibility, but so exceptional or innovative as to warrant special recognition; or
- (3) So closely identified to the employee's job responsibilities as to preclude a monetary award or special recognition, but so deserving as to receive a commendatory letter.

## **3 FAM 4582 VALIDITY OF SUGGESTIONS**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

- a. A suggestion must directly contribute to the economy, effectiveness, or efficiency of Government operations in order to be considered for an award.
- b. Suggestions falling within the scope of the awards program include those that save workforce hours, materials, supplies, equipment, or money, and ideas that improve the quality, effectiveness, or timeliness of a Government function or improve service to the public.
- c. Suggestions relating to employee services or benefits, working conditions, housekeeping, buildings and grounds, and routine safety practices are handled through normal administrative channels and as normal communications rather than as part of the awards program. If the suggestion turns out to have particularly significant benefits to the Government, an award recommendation can be initiated by the management official responsible for decision on the idea.
- d. Suggestions should contain a description of present methods, proposed changes, areas that will benefit, and a detailed estimate of benefits and savings to be realized.

e. A suggestion is not considered valid if a solution for a problem is not provided, if the proposal relates to a personal grievance, if there is no apparent benefit to the U.S. Government, if the cost of implementation outweighs benefits, if the proposal is clearly within the employee's job requirements, or if it falls within the category of routine maintenance, supplies, or housekeeping.

### **3 FAM 4853 SUBMISSION OF SUGGESTIONS**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

a. Suggestions are submitted on DS-1856, Employee Suggestion Form.

b. Suggestions are submitted to PER/PE either directly or through the employee's supervisor.

c. If a suggestion is implemented before it is formally submitted, a statement by the implementing office shall accompany the suggestion verifying benefits resulting from the employee's suggestion.

### **3 FAM 4854 AWARD NULLIFIES FUTURE CLAIMS**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

The acceptance of a cash award for a suggestion constitutes an agreement that its use by the U.S. Government shall not form the basis of a further claim of any nature against the Government by the employee, his or her heirs, or assigns.

### **3 FAM 4855 APPEALS**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

There is no appeal, as such, from the decision not to adopt a suggestion. However, if suggesters can provide new or additional information, they may request a reevaluation of the suggestion. All persons responsible for reviewing suggestions welcome the additional information which permits a better evaluation. Suggestions that closely parallel, both in content and timing, matters under consideration by management may warrant a nominal award.

### **3 FAM 4856 U. S. GOVERNMENT-WIDE APPLICATION**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

Suggestions which may be useful in a department/agency other than State or may have U.S. Government-wide application shall be forwarded by PER/PE to the Office of Personnel Management or to other departments/agencies, as appropriate, for consideration.

### **3 FAM 4857 COMPUTATION OF CASH AWARDS FOR SUGGESTIONS**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

Procedures and guidelines for the computation of cash awards for suggestions are published in 3 FAH-1 H-4817.

### **3 FAM 4858 PAYMENT OF CASH AWARDS FOR SUGGESTIONS**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

a. All cash awards for suggestions are funded by the Bureau of Personnel.

b. Procedures and guidelines for payment of cash awards for suggestions are published in 3 FAH-1 H-4818.

### **3 FAM 4859 PROCEDURES AND GUIDELINES**

*(TL:PER-328; 12-3-96)*

*(State Only)*

*(Applies to Foreign Service, Civil Service, and Foreign Service Nationals)*

Procedures and guidelines which implement these regulations are published in section 3 FAH-1 H-4810 and 3 FAH-1 H-4850.