

DLA SUGGESTION

PRIVACY ACT STATEMENT

- Authority:** 5 U.S.C. 301, Departmental Regulations; 10 U.S.C. 1124, Cash awards for disclosures, suggestions, inventions, and scientific achievements; and DOD Manual 1400.25-M, DOD Civilian Personnel Manual, subchapter 451, Awards.
- Purpose(s):** Information is maintained to evaluate suggestions, to process award or recognition documents, and to prepare reports.
- Routine Uses:** Records may be released to Federal, state, and local agencies and private organizations to research and evaluate suggestions or to process award or recognition documents; and for any of the DOD "Blanket Routine Uses":
<http://www.defenselink.mil/privacy/notices/blanket-uses.html>
- Disclosure:** Voluntary; however, failure to provide the requested information will prevent DLA from evaluating your Suggestion.
- Rules of Use:** Rules for collecting, using, retaining, and safeguarding this information are contained in DLA Privacy Act System Notice S352.10, entitled "Suggestion Files" available at: <http://www.defenselink.mil/privacy/notices/dla/>

SUGGESTION NUMBER (Added by Activity Program Coordinator)

SUGGESTION TITLE

SUGGESTION SUBMITTED BY

1. NAME

2. WORK PHONE

3. POSITION TITLE AND GRADE/MILITARY RANK

4. SEND ACKNOWLEDGEMENT TO (Name and address)

5. ACTIVITY ELEMENT AND ORGANIZATION (if different than block 4)

6. PROPOSED SUGGESTION (Include a description of your suggestion, a solution and benefits of the proposed suggestion)

Your acceptance of a cash award for this suggestion, if approved, shall constitute an agreement that the use of your suggestion by the U.S. Government or any municipal government shall not form the basis of a further claim of any nature upon the U.S. Government or any municipal government by you, your heirs, or assignees.

7. MAY YOUR NAME BE USED IN PROCESSING THIS SUGGESTION

8. SUGGESTER'S SIGNATURE AND DATE SIGNED

9. REMARKS (For Suggestion Office Use Only)