Suggestion Program Submission Tips

◆*Think creatively.* Do you see operations that can be streamlined? Are jobs done unnecessarily? Is there a procedure you must follow that doesn't make sense or is outdated? Are records or actions duplicated in two or more offices? Just because a problem seems obvious doesn't mean someone has submitted a suggestion about it. Try to think of two ways to improve the process or solve the problem, then submit the better idea.

◆*Clearly state* the current practice, method, procedure, task, directive, or policy affected and how the present practice is deficient.

◆*Explain your idea* with enough details and facts to fully explain the problem and your proposed solution. Be thorough and provide statistics or documentation. "Sell" your idea!

◆*Include a statement* of known or estimated benefits, such as dollars or time saved. The more you explain how your idea benefits the Army, the better chance your idea has of being adopted.

◆*Attach samples, drawings, or other documents* that will help explain the problem and your solution. This helps the evaluator to better understand your suggestion and to make his/her job easier. Attachments can make the difference between an adopted and non-adopted suggestion.

Where do I look for Ideas?

Usually the best place for anyone to look for ideas is within their own work area, but our program is receptive to ideas that impact the agency or affect the efficiency of Government operations in general.

How do I get stated?

Remember suggestions can contribute actual *$$* savings, a higher quality product, or make it easier to get work done. Implemented suggestions result in process improvement that saves the Government time and/or money and may include:

❖ Reduction in the cost of operations or service
❖ Elimination of unnecessary operations or service
❖ Improvement in the quality of operations or service
❖ Development of new tools, equipment, processes, or procedures to accomplish the preceding purposes
❖ Improved employee morale

How do I define my suggestion?

❖ Describe the present process or problem. Tell what the problem is and why it is a problem.
❖ Explain the cost or waste resulting from the current process or problem.
❖ Be as specific and concrete as you can. With the problem defined, you are well on your way toward improvement.
❖ Explain your proposed solution; be as explicit and complete as possible. Point out the

benefits, the saving of money, time, labor, equipment, materials, space, etc., for your suggestion. Describe benefits that might include better service, improved products quality, safer working conditions, etc.

Are there some categories that are not eligible for suggestions?

Yes, these include:
❖ Employee services or benefits
❖ Working conditions such as flexitime, leave, day care, office space, etc.
❖ Housekeeping/Maintenance
❖ Other exclusions identified by your Agency

Contact your Agency Suggestion Coordinator for specifics.