



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

GARRISON POLICY
PAIO - 01

REPLY TO
ATTENTION OF

IMWE-HOD-PAI

JUL 22 2005

MEMORANDUM FOR SEE DISTRIBUTION

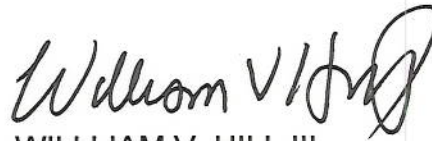
SUBJECT: Army Suggestion Program (ASP)

1. REFERENCE. Army Regulation 5-17, Subj: Army Ideas for Excellence Program, dated 19 Oct 1990
2. PURPOSE. To establish the Garrison Commander's policy on the Army Suggestion Program (ASP).
3. APPLICABILITY. This policy applies to all directorates assigned to and/or under the operational control of the Fort Hood U.S. Army Garrison.
4. Policy.
 - a. The Department of the Army guidance and principle objective of this command is to provide opportunity and encouragement for Soldiers and employees to improve present policy, practices, and regulatory constraints which do not facilitate good management principles. The ASP is designed to improve morale by providing an opportunity for Soldiers and employees to take part voluntarily in the improvement of management within the Government.
 - b. ASP success is measured by participation of individuals at all levels, and has a direct, positive effect on mission performance, morale, and documented savings of financial resources. I am placing paramount emphasis on the importance of ASP management within each directorate.
 - c. Directors will appoint a Point of Contact within their directorate to perform the duties as stated in the attached appointment memorandum. Directors will keep the appointment current and notify the Plans, Analysis, and Integration Office of appointment changes. Each director will be held accountable for the successful process of each assigned suggestion to be considered for adoption within their respective directorates.

IMWE-HOD-PAI
SUBJECT: Army Suggestion Program (ASP)

5. PROPONENT. The Fort Hood Garrison, Plans, Analysis, and Integration Office is the proponent for this policy. Point of contact is the ASP Installation Coordinator at commercial (254) 287-4332.

6. EXPIRATION. This policy memorandum remains in effect until superseded or rescinded.



WILLIAM V. HILL III
COL, AR
Commanding

Encl

DISTRIBUTION:

Director, Aviation Operations
Director, Information Management
Director, Plans, Training, Mobilization and Security
Director, Emergency Services
Director, Family, Morale, Welfare and Recreation
Director, Logistics
Director, Public Works
Director, Resource Management
Director, Human Resources



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

REPLY TO
ATTENTION OF

IMWE-HOD-

MEMORANDUM FOR Plans, Analysis, and Integration Office (Eloise Soliz),
Fort Hood, TX 76544-5000

SUBJECT: Duty Appointment

1. The following individual is appointed as Army Suggestion Program Point of Contact,
Directorate of _____, US Army Garrison, Fort Hood, TX 76544-5000:

Name

Email address

Phone #

2. Effective date:

3. Authority: AR 5-17

4. Purpose: To manage ASP within this directorate.

5. Period: Indefinite

6. Special instructions:

a. Process suggestions from the point of assignment through final disposition in a thorough and timely manner;

b. Review the suggestion to determine the appropriateness for evaluation by your organization;

c. Determine the most qualified person to conduct the evaluation and assign the suggestion to that person;

d. Monitor the process for completion within the allotted time;

e. Conduct routine checks for outstanding evaluations;

f. Issue follow-up notifications to Evaluators who have missed suspenses;

g. Market the program within the directorate;

ENCL

IMWE-HOD-
SUBJECT: Duty Appointment

h. Assist submitters and Evaluators with process issues as they occur.

Director, _____