

READ THIS INFORMATION BEFORE PREPARING YOUR SUGGESTION

A suggestion is a constructive idea which, when submitted in writing by one or more employees and adopted by management, directly contributes to the economy, efficiency, or increased effectiveness of Government operations or achieves a significant reduction in paperwork. A suggestion usually consists of two parts: (1) the identification of an existing problem, and (2) the proposed method for solving the problem.

The following types of ideas, however, are NOT eligible for consideration under the employee suggestion program:

1. Ideas which are normally WITHIN the employee's regularly assigned duties, responsibilities, and performance standards.
2. Ideas which call attention to the need for routine maintenance or repair work unless they result in tangible benefits to the Government.
3. Ideas which merely call attention to a problem and offer no practical solution.
4. Ideas of which the processing costs would clearly exceed any benefits which might result.
5. Ideas which suggest minor improvements in working conditions that ordinarily can be corrected through normal or customary action.
6. Ideas related to normal safety procedures.
7. Ideas related to services and benefits to employees such as vending machines, cafeteria services, etc., unless they result in tangible benefits to the Government.

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EMPLOYEE RIGHTS

1. An employee who submits a written suggestion under the provisions of the Departmental order on incentive awards has the right to receive a prompt, objective, and fair evaluation of the idea and, if it is adopted either through written notification or practical application, to be considered for an award.
2. The suggester retains the right to be considered for an award for 2 years after the date of final action on the suggestion. If the suggester wishes to resubmit the suggestion with new information to support its benefits, he or she may do so, thus extending the award eligibility period.

DEPARTMENTAL OBLIGATIONS

1. The obligation of the Department under the suggestion program is to: (a) give due consideration to a suggestion, and (b) if it is adopted, consider granting an award. The Department must make a prompt, objective, and fair evaluation of the suggestion and its value and usefulness to the Department.
2. Ideas solicited through management channels other than the Departmental suggestion program should be linked to the suggestion system to ensure that the Department meets its obligation to protect the employee rights set forth above.

U. S. DEPARTMENT OF ENERGY
EMPLOYEE SUGGESTION

**FOR USE BY
SERVICING PERSONNEL OFFICE**
SUGGESTION NO.:
DATE RECEIVED:

INSTRUCTIONS: Read the reverse side before preparing your suggestion. Use typewriter to complete form. Submit original and one copy to your servicing personnel office. Retain one copy for your file.

1. Name of Suggester (<i>Complete payroll name</i>)	2. Title and Grade
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3. Organization (DIV-BR-SEC)	4. Name and Title of Supervisor
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5. Building and Room No.	6. Title of Suggestion
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7. Describe the present situation, condition, or activity which you believe should be changed or improved. (*Use plain paper for continuation sheet, if necessary.*)

8. Describe your suggestion or invention in detail. Give specific data on the tangible and intangible benefits to the Government resulting from manpower or material savings, improved methods, work simplification, accident prevention, or other improvement. (*Use plain paper for continuation sheet, if necessary.*)

9. I understand that this suggestion or invention will be awarded only if adopted by the Government either by written notification or through practical application of the idea, within two years of the date of final action on the suggestion. I hereby agree that the use of this suggestion or invention by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assignees.

_____ DATE _____ SIGNATURE OF SUGGESTER _____ SIGNATURE OF COSUGGESTER, IF ANY _____ DATE

(Tear along this line)

ACKNOWLEDGEMENT OF SUGGESTION

THANK YOU for your suggestion received on _____ . It will be carefully considered by those who have functional responsibility in the area of your suggestion, and you will be advised of the action taken. Your interest in improving Governmental operations is appreciated.

(SUGGESTER, please type your name, room number, and building below)

SIGNATURE (Servicing Personnel Office)

TO:

DATE

Refer to Suggestion No. _____

