

AWARDS

If a suggestion is adopted, a monetary or honorary award will be given.

Monetary: Estimated of the first year tangible savings to determine the award

Honorary: Jade Keepsake

If a suggestion is not adopted, the suggester will receive a keepsake.

EMPLOYEE RECOGNITION

Office should recognize the employee submitting the greatest number of adopted Employee Suggestions each year.

For more information contact:

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E m p l o y e e S u g g e s t i o n P r o g r a m

About
Think It



"Bright Ideas
are the
Key to our
Success."



OVERVIEW

The intent of the Employee Suggestion Program is to encourage employee participation to increase the quality of suggestion by:

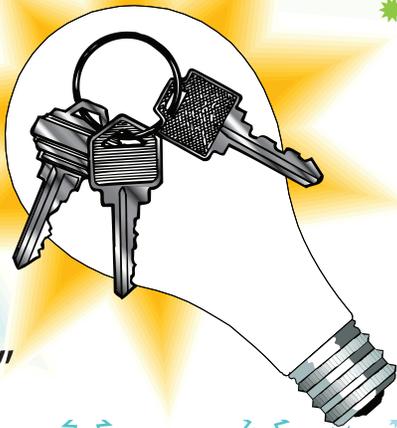
- ✱ Improving the economy and efficiency of USDA operations
- ✱ Making full use of the skills and resourcefulness of our workforce

SUGGESTION MONTH

JULY has been designated:

Employee Suggestion Month

"Bright Ideas are the Key to our Success."



ACCEPTABLE SUGGESTIONS

The Employee Suggestion must:

- ✱ Be constructive ideas
- ✱ Be submitted in writing
- ✱ Contribute to the economy, efficiency, or effectiveness of Government operations

Job-related Employee Suggestions may be considered for recognition if the suggestion is:

- ✱ Outside the employee's job responsibility or authority to implement
- ✱ Within employee's job responsibility, but is so superior that it warrants special recognition

Think About It

EMPLOYEE'S RESPONSIBILITIES

Employee shall:

- ✱ Submit Employee Suggestion in writing
Use AD-287 if possible
- ✱ Submit Employee Suggestion using bond paper when AD-287 is not available
- ✱ Present each idea as a separate suggestion.

Employee Suggestion

- ✱ What is the present method?
- ✱ What are the disadvantage to the present method?
- ✱ What is the proposed method?
- ✱ What are the advantages or estimated savings?

Employees should submit Employee Suggestions through supervisory channels but may submit them to the following:

- ✱ Immediate supervisor, branch, or section chief.