

DEPARTMENT OF THE ARMY
Humphreys Engineer Center Support Activity
U.S. Army Corps of Engineers
Alexandria, Virginia 22315-3860

HECSA OM 5-1-1

CEHEC-RM

Memorandum
No. OM 5-1-1

26 May 2000

Management
THE ARMY IDEAS FOR EXCELLENCE PROGRAM

1. Purpose. This memorandum establishes policy, guidance and procedures for submission of suggestions.
2. Applicability. This memorandum is applicable to all employees of the Humphreys Engineer Center Support Activity.
3. Distribution Statement. Approved for public release, distribution is unlimited.
4. References.
 - a. AR 5-17, The Army Ideas for Excellence Program.
 - b. AR 672-20, Incentive Awards, Chapter 2-3(a).
5. General.
 - a. The Resource Management Office (RMO) manages the Army Ideas for Excellence Program (AIEP).
 - b. The Army Ideas for Excellence Program is designed to serve as a formal channel for evaluating the feasibility of implementing constructive employee ideas in the workplace.
6. Selection Criteria.
 - a. According to Army regulation, all submissions to the Army ideas for Excellence Program must meet the following criteria in order to be eligible for participation. The suggestion:
 - (1) will be submitted in writing on DA Form 1045, AIEP Proposal, to the Program Coordinator, CEHEC-RM-M, Kingman Building, Room 1B18.

This memorandum supersedes HECSA OM 672-1-3, dated 5 January 1989.

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(2) will benefit the Army or other U.S. Government activity.

(3) will present a problem or situation and propose a solution with sufficient rationale to support the requested new procedure.

b. According to Army regulation, submissions which fall under the criteria listed below are to be considered ineligible and returned to the submitter unprocessed.

(1) Suggestions that present a problem, but offer no solution.

(2) Suggestions which are vague or incomplete.

(3) Suggestions which indicate potential tangible savings but do not provide the rationale or calculations on which to base the estimate.

(4) Suggestions which call attention to word omissions or typographical or printing errors in Army publications which are normally corrected during formal reviews.

(5) Suggestions which propose realignment of text or the addition of a word in Army publications where there has been no serious misunderstanding or error reported by anyone other than the suggester.

(6) Suggestions which propose a change in housekeeping practices or routine work orders for the maintenance of buildings and grounds. (However, if the suggestion increases safety, saves property or material, improves working conditions, or has the potential for improving the use of energy resources that may result in tangible or intangible benefits, then it may be accepted.)

(7) Suggestions which suggest the use of items in the Army, Department of Defense, or Federal stock for their intended purposes.

(8) Suggestions which would benefit Army contractors. (However, if the suggestion proposes a change in contractor services or products that would be beneficial to the Army or the Federal Government, then it may be accepted.)

7. Procedures. The following is HECSA's internal procedure for processing submissions to meet the requirements of the Army Ideas for Excellence Program:

a. Each suggestion will be reviewed by the Program Coordinator in RMO to ensure that the submission meets established criteria for eligibility. If the suggestion fails to meet this criteria, the submission will be returned to the suggester with a brief explanation as to why it has been deemed ineligible. If the suggestion meets the established criteria, it will be assigned an AIEP Number and a copy of the suggestion

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with the number will be returned to the suggester. The suggestion number should be included in any correspondence concerning the suggestion.

b. Once the suggestion is assigned a program number, the evaluator(s) will be determined. The suggestion is forwarded to the evaluator(s) who will have approximately 14 days to complete the evaluation. The Program Coordinator will notify the suggester of the date the suggestion was forwarded for evaluation.

c. The evaluator will write the evaluation on DA Form 2440, Suggestion Evaluation, and state that it meets one of the following:

- (1) Approved for adoption totally.
- (2) Approved for adoption partially or with modifications.
- (3) Already in use or under consideration.
- (4) Recommend adoption, but approval not within the jurisdiction of the office.
- (5) Not recommended for adoption.
- (6) Other (with explanation).

The evaluator also may decide that another office's assistance needs to be requested for a joint evaluation. It is the evaluator's responsibility to coordinate the action with the other office. Another possibility is that the suggestion is evaluated and then forwarded to a higher echelon for review. In either instance, the evaluator should contact the Program Coordinator, and the suggester will be notified.

d. Once the evaluation has been completed and returned to RMO, the suggester will receive notification of the result within 10 days.

8. Responsibilities.

a. If the evaluator determines that a monetary award is appropriate, the evaluator will compute the award in accordance with Army regulation. Army regulation requires that tangible benefits equal \$250 or more, or that intangible benefits equate to tangible benefits of \$250 or more before a monetary award can be made.

b. As an incentive to encourage participation in the Army Ideas for Excellence Program, HECSA will give a HECSA coffee mug to the suggester, as follows:

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(1) For the first eligible suggestion from each individual in a calendar year, whether or not adopted.

(2) For all adopted suggestions.

c. Each suggester has proprietary rights to his/her idea which exist from the date the suggestion is accepted in the Army Ideas for Excellence Program (the date the suggestion is assigned a program number) until two years after the date of the final action (the date of written notification of adoption or nonadoption.)

A handwritten signature in cursive script that reads "Charles B. Rau".

CHARLES B. RAU

Director