



UNITED STATES DEPARTMENT OF THE INTERIOR

Employee Suggestion Form

INSTRUCTIONS TO SUGGESTER 1. Read information on other side before preparing this form. 2. Describe your idea on this form, filling in all numbered items. 3. Use additional sheets of paper and include drawings or sketches as necessary. 4. Submit this form to your immediate Supervisor or the Suggestion Awards Official.		SOCIAL SECURITY NUMBER	SUGGESTION NUMBER
1. NAME OF SUGGESTER <i>(Include Mr., Miss, or Mrs.)</i>		2. POSITION TITLE	3. GRADE
4. ORGANIZATION <i>(Bureau, Division, etc.)</i>		5. OFFICE ADDRESS	6. OFFICE PHONE
I hereby agree that, upon acceptance of a cash award, the use of this suggestion 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 assigns.			
7. DATE	8. SIGNATURE	SIGNATURE OF SUPERVISOR	
9. MAY YOUR NAME BE USED DURING THE PROCESSING OF THIS SUGGESTION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
10. THIS SUGGESTION CONCERNS			SUGGESTION NUMBER
11. THE SITUATION AS IT NOW EXISTS <i>(Briefly describe the present practice, condition, etc. which you believe should be changed.)</i>			
12. IDEA FOR IMPROVEMENT <i>(State your idea as clearly as possible. Tell how and where it may be used and what it will accomplish.)</i>			
<i>(Continue on other side)</i>			
SUGGESTION ACKNOWLEDGMENT			
14. SUBJECT OF SUGGESTION			SUGGESTION NUMBER
THANK YOU FOR SUBMITTING YOUR SUGGESTION. IT HAS RECEIVED THE ABOVE NUMBER. AS SOON AS IT IS EVALUATED AND A FINAL DECISION IS MADE, YOU WILL BE NOTIFIED ON THE ACTION TAKEN. YOUR INTEREST IN IMPROVING GOVERNMENT OPERATIONS IS APPRECIATED.			
_____ SUGGESTION AWARDS OFFICIAL		_____ DATE	
15. TO: <input type="checkbox"/>		Print your name and the address to which you want this acknowledgment sent. Your office address is preferred.	
<input type="checkbox"/>			

READ THIS INFORMATION BEFORE PREPARING YOUR SUGGESTION

SUGGESTION: A suggestion is a constructive idea which, when implemented, improves Government operations and services. It may be a new idea or a new application of an old idea. It may pertain to any phase of Government operation. It should provide a practical solution to the problem it identifies.

NON-SUGGESTIONS: Proposals such as the following are not considered as suggestions and are not processed through the suggestion system.

1. Those which merely call attention to a problem but offer no practical solution.
2. Those which pertain to the need for routine maintenance and repair.
3. Those which suggest minor improvements in working conditions that ordinarily can be corrected through normal or customary action.
4. Those which are personal complaints or grievances.

PREPARATION: Better suggestions result from careful preparation. You may ask your supervisor for advice and assistance. He will help you develop and perfect your idea for submission. Both the quality and adoption rate of suggestions increase when the supervisor provides assistance and guidance.

SUBMISSION: You may submit your suggestion to your immediate supervisor or send it to your suggestion awards official. It is good Practice to submit it to your supervisor especially if it pertains to anything affecting the operation of his unit. If you wish to remain anonymous during the evaluation of the suggestion, send it to your suggestion awards official.

12. IDEA FOR IMPROVEMENT (Continued)

13. SAVINGS AND OR OTHER BENEFITS WHICH WILL RESULT FROM YOUR IDEA

(USE ADDITIONAL SHEETS OF PAPER AS NECESSARY)