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:

- 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.
- 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.
- 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.

EMPLOYEE RIGHTS

- 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

- 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.
- 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.

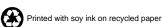
DOE F 3450.1 (03-95)

U. S. DEPARTMENT OF ENERGY

FOR USE BY SERVICING PERSONNEL OFFICE

SUGGESTION NO .

EMPLOYEE SUGGESTION			SUGGESTION NO	
		DATE RECEIVED:		
INSTRUCTIONS: Read the reverse side before one copy to your servicing personnel office. Ret	preparing your suggestion. Use tain one copy for your file.	ypewriter to complete for	m. Submit original and	
1. Name of Suggester (Complete payroll name)		2. Title and Grade		
3. Organization (DIV-BR-SEC)		4. Name and Title of Supervisor		
5. Building and Room No.	6. Title of Suggestion			
7. Describe the present situation, condition, or accontinuation sheet, if necessary.)	tivity which you believe should be	changed or improved. (Use plain paper for	
8. Describe your suggestion or invention in detail resulting from manpower or material savings, (Use plain paper for continuation sheet, if necessity)	mproved methods, work simplification			
9. I understand that this suggestion or invention of through practical application of the idea, within of this suggestion or invention by the United S by me, my heirs, or assignees.	two years of the date of final acti	on on the suggestion. I h	nereby agree that the use	
DATE SIGNATURE	OF SUGGESTER SIG	GNATURE OF COSU	GGESTER, IF ANY	DATE
	(Tear along t	his line)		
	ACKNOWLEDGEMENT)N	
THANK YOU for your suggestion received functional responsibility in the area of your mental operations is appreciated.	on suggestion, and you will be ad	. It will be ca Ivised of the action tak	arefully considered by thosen. Your interest in impro	se who have oving Govern-
(SUGGESTER, please type y room number, and building	rour name, ı below)	CICNATURE	(Continue Developed Office	
ТО:		SIGNATURE	(Servicing Personnel Office	, c)
		DA	TE	
	Refer to Sug	gestion No.		
				_



Canary - Servicing Personnel Office