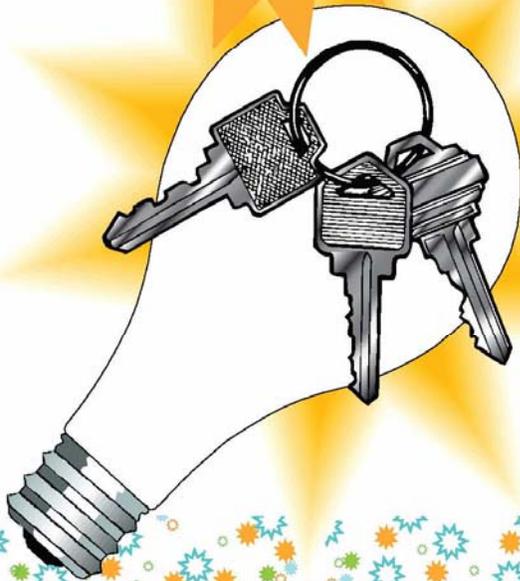


# Employee **Suggestion** Program

Think **About** It

"**Bright** Ideas  
are the  
**Key** to our  
**Success.**"



## Employee Suggestion Program

### Evaluation Guide

HRD/PMBAB  
July 2006

# Instructions for the Evaluator

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You have been asked to evaluate an employee suggestion or idea. Remember the suggester has given time and effort to share an idea improving efficiency and productivity.

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## As the evaluator:

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|------------------|--|
| Evaluate         | Determine whether you are the appropriate division to evaluate this suggestion. If you are not the appropriate review, return the suggestion to your Division's Suggestion Coordinator with a note recommending who should evaluate the suggestion.  |
| Coordinate       | Coordinate with other divisions, if necessary, when preparing your response to the suggester.  |
| Clarify          | Call the suggester if you need clarification of their suggestion or idea.  |
| Analyze          | Analyze the idea and prepare your evaluation.  |
| Interim Response | When you cannot respond to the suggester within a reasonable time, an interim response needs to be prepared. A sample format is enclosed.  |
| Final Response   | In your final response to the suggester, please clearly identify whether the idea will be adopted or not adopted. Support your recommendation in either case. The final response should be clear and concise when explaining the grounds for adoption or non-adoption.   |
| Due Date         | Return your final response to the Incentive Awards Group by the due date in your memorandum. Should you need additional time to respond to the suggester, contact the Incentive Awards Manager for an extension.<br><b>Note: Dependent on the amount of time requested, an interim response may need to be prepared.</b> |
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# Instructions for the Evaluator

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## When writing your response:

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Motivate	Be positive. Write as if you would like to adopt the suggestion, <b>even if you can't</b> .
Clarify	Use understandable words.
Answer	Be responsive. Your reply should be based on a through understanding of the employee's idea.
Be Brief	Responses should <b>not</b> exceed one page.
Format	The format of your response varies by Division Directors and Deputy Administrator, i.e., structured writing, memo format. The enclosed sample responses are in structured writing format.
Yellow Copy	HRD receives the final yellow copy with all the supporting documentation.
Envelopes	Responding office should prepare the envelopes for correspondence.

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## If the suggestion is:

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Adopted	Determine if the suggester should receive a monetary or honorary award.  <b><u>Monetary:</u></b> If the suggestion is to receive a monetary award the Deputy Administrator must sign. Estimate the <b>first year</b> tangible savings to determine the award amount. These calculations should be submitted on a separate page and submitted as part of the evaluation package to HRD. A copy of the tangible benefits scale and sample responses are enclosed.
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# Instructions for the Evaluator

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**If the suggestion is:**

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**Honorary:**

If the suggestion is to receive a honorary award the Division Director may sign. HRD must receive a yellow copy so that the appropriate keepsake can be forwarded to suggestor.

Not Adopted

Your response for the non-adoption should address the entire suggestion. Your evaluation (i.e., justification) should be clear and brief. The response may be signed by your Division Director.

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**Reference:**

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Handbook

Handbook 6-AS, Washington Communications, covers National Office correspondence.

Questions

Question regarding employee suggestions should be addressed to your division Suggestion Coordinator or the Incentive Awards Group at (202)-401-0682.

**EXAMPLE OF INTERIM RESPONSE**

Copy must be forwarded to HRD

**TO:** SED, Georgia State FSA Office

**FROM:** Director  
Management Services Division

**SUBJECT:** Employee Suggestion – GA-00-S-XX – Submitted by John Doe from the Camden County Office.

This interim response is being sent to advise you of the status of our evaluation.

In order to respond to your suggestion, we needed to coordinate with several divisions and request their input. Upon receipt of this information, we will evaluate your suggestion and provide you with our response.

We appreciate your interest and efforts to improve USDA operations and encourage you to continue sending other suggestions for our consideration.

**EXAMPLE OF NON-ADOPTION**

Original must be forwarded to HRD for issuance of keepsake

**TO:** SED, Georgia State FSA Office

**FROM:** Director  
Management Services Division

**SUBJECT:** Employee Suggestion – GA-00S-XX – Submitted by John Doe from the  
Camden County Office

Thank you for your suggestion to run the 476 File once a week.

Your suggestion has been carefully considered but is not being adopted. Several options to change the printing requirements for FSA-476, including your idea, were already under consideration at the time your suggestion was received.

We appreciate your interest and efforts to improve USDA operation and encourage you to continue sending other suggestions for our consideration. Enclosed is a keepsake for your participation in the Suggestion Program.

**EXAMPLE OF ADOPTION (HONORARY AWARD)**  
HRD must receive the original ASAP for issuance of keepsake

**TO:** SED, Georgia State FSA Office

**FROM:** Director  
Management Services Division

**SUBJECT:** Employee Suggestion – GA-00S-XX – Submitted by John Doe from the Camden County Office

Thank you for your suggestion to use the stick – on dots on aerial photography to make additional copies and increase efficiency of the system.

Your suggestion was adopted for the numbered yellow dots that can help locate farms more quickly and for listing the number of photographs needed to increase the efficiency of duplicating the aerial photograph.

Currently policy does not include recognizing intangible savings with monetary awards. We do, however, wish to acknowledge your efforts. The Human Resources Division (HRD) has been notified of the adoption of your suggestion. Enclosed is a Jaded Crystal Award Keepsake for the adoption of your suggestion.

We appreciate your interest and efforts to improve USDA operations and encourage you to continue sending other ideas for our consideration.