

Corporate Planning

IMPROVE DEFENSE COMMISSARY AGENCY'S EFFICIENCY AND SERVICE (IDEAS)



BY ORDER OF THE DIRECTOR

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AUTHORITY: Defense Commissary Agency Directives Management Program is established in compliance with DoD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

INTERNAL MANAGEMENT CONTROLS: This directive does not contain internal management control provisions that are subject to evaluation and testing.

HOW TO SUPPLEMENT: This directive may not be supplemented. However, suggested changes may be submitted by memorandum to DeCA/XP.

HOW TO ORDER COPIES: Copies may be read or downloaded from the DeCA Web site.

SUMMARY: This directive prescribes policy and procedures governing the DeCA IDEAS program.

SUPERSEDES: DeCAD 60-1, July 30, 1993

OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/XP

COORDINATORS: HQ DeCA (AM, CI, DO, EE, HR, HS, OC, PM, PS, RM, SE, XP, GC, IG, IR, LL)
and regional offices

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CHAPTER 1

GENERAL INFORMATION

1-1. PURPOSE. Prescribe policy and procedures governing the Improve Defense Commissary Agency's Efficiency and Service (IDEAS) program. This directive outlines the rules and procedures of the IDEAS program, how it will be managed, and to provide standardized methods for employees to submit IDEAS and explain Defense Commissary Agency's (DeCA) evaluation and disposition procedures. This directive also provides guidance for the payment of awards. The IDEAS program is designed to improve morale and facilitate innovation by providing an opportunity for employees to take part voluntarily in the improvement of operations within DeCA.

1-2. REFERENCES.

- a. Department of Defense Directive 1400.25-M, subchapter 451.
- b. Department of Defense Administrative Instruction Number 29.
- c. Defense Commissary Agency Directive 50-8, Recognition and Incentive Awards.

1-3. PROGRAM POLICY. The IDEAS program recognizes and rewards individuals whose IDEAS, inventions, patents, and scientific achievements enhance the efficiency, economy, and effectiveness of DeCA and Department of Defense (DoD). Recognition for resulting improvements and benefits may be cash award, a noncash award, or an honorary award. The IDEAS program, when managed effectively and endorsed as a voluntary program with vigorous support at all levels on a continuing basis, contributes significantly to improving government productivity and services. All eligible IDEAS submitted are evaluated (figure 5-1). Under the program, awards are based on the merits of the contribution and the benefits that accrue without regards to race, color, religion, sex, marital status, national origin, physical handicap, age, political affiliation, or participation. Recognition has a genuine and positive effect in continuing employee's contributions that provide productivity excellence. Terms used in the regulation are defined in appendix A.

CHAPTER 2

PROGRAM RESPONSIBILITY

The Director, Defense Commissary Agency has further delegated authority for DeCA-wide program administration to the Directorate of Corporate Planning, who shall have general responsibility for the IDEAS program.

2-1. DIRECTORATE OF CORPORATE PLANNING. The directorate shall:

- a. Set policy, procedures, promote, and publicize the program and ensure uniform application.
- b. Maintain liaison with the DoD staff, other DoD agencies, the Office of Personnel Management (OPM), and the Office of the Assistance Secretary of Defense, Force Management and Personnel (FM&P), on awards for military and civilian personnel.
- c. Orchestrate IDEAS program interface with other DoD programs: fraud, waste and abuse (FWA), Information Management, Quality Improvement Efficiency Reviewed, Value Engineering DoD Suggestion Program, and other process improvement activities designed to increase productivity or cost savings.

2-2. PRODUCTIVITY IMPROVEMENT INCENTIVE PROGRAM (PIIP) MANAGER. The PIIP Manager, unless restricted by this or other directives, will use their judgment to make sure that the job is efficiently and effectively accomplished.

- a. Develop, implement, and manage the IDEAS program.
- b. Promote the program.
- c. Ensure prompt and fair evaluations.
- d. Advise the Director, region directors, and functional process owners/special staff group, as applicable, of program goals, accomplishments, progress, trends, and desired improvements.
- e. Manage/control IDEAS program budget.

2-3. RECEIPT OF IDEAS SUBMISSION. Upon receipt of submission, the PIIP Manager shall receive and control IDEAS and related correspondence.

- a. Review IDEAS received for:
 - (1) Duplication
 - (2) Eligibility
 - (3) Complete Information
- b. If the submission is ineligible for processing because it is incomplete, return it to the originator and explain the reason why it is being returned. Because each IDEAS is a voluntary contribution and represents a sincere effort to improve operations, accept it as an eligible submission unless there are specific reasons why it cannot qualify. (See chapter 3, paragraph 3-2.)

c. If eligible for evaluation, assign a control number and setup a case file (all original documents should be kept in the case file). Control numbers are assigned as follows: seven digits including organizational code, fiscal year and three numeric digits, i.e., HQ05001. Each subsequent IDEAS would be numbered in sequence. Codes to use for the headquarters and each regional office are: Headquarters – HQ; DeCA East - EA; DeCA West – WP; and DeCA Europe - EU.

d. E-mail the submitter to advise that the IDEAS has been received and is being forwarded to the office of primary responsibility (OPR). Provide the case number, advising that when inquiries are made, the case number should be referenced.

e. Determine the OPR as well as any other offices that need to coordinate on the evaluation. The OPR will have the lead and will need to coordinate with the other offices to provide a combined evaluation. Draft a memorandum and DeCA Form 30-1, asking the OPR to process a combined evaluation, advising which additional offices should be coordinated with. Provide a copy of the DeCA Form 60-7, IDEAS, along with a copy of all backup correspondence. Prior to forwarding the DeCA Form 60-7, **remove the name of the submitter**. Copy the entire package and send to each additional office identified. If an evaluator requests the name of the submitter, the PIIP Manager is responsible for contacting the submitter to gain permission. The file will be documented with how and when permission was obtained. Assign a suspense date. All evaluations should be completed within 60 days of receipt of submission.

f. If the evaluator is unable to meet the suspense date, it is their responsibility to contact the PIIP Manager via e-mail or phone and provide a justification for delay and the expected date of completion. The manager should establish a new suspense date and send the interim report to the submitter.

g. Upon receipt of a completed evaluation, the PIIP Manager should review the evaluation to make sure it is accurate and complete.

(1) If evaluation is incomplete, note any discrepancies and return to evaluator for further review.

(2) Make sure any special interest group(s) such as Safety, FWA, and or General Counsel has reviewed, if necessary.

(3) If complete, clear the suspense date.

(4) Validate any award amounts and if necessary refer to the DeCA IDEAS Program Awards Board (see chapter 9). Review and analyze documentation on adopted IDEAS. Confirm savings. Ensure documentation in file fully explains reasons for adoption and that implementation has been verified by the OPR.

(5) Forward the necessary documents to the submitter and the submitter's supervisor to ensure payment of award.

(6) Perform statistical analysis, briefings, and develop reports using information contained in the IDEAS submitted as well as the evaluation.

h. Investigate, analyze, and adjudicate problem cases and disputed decisions.

i. When the total amount of the award requires action by the DeCA IDEAS Program Awards Board, perform necessary actions. Reference table 6-1.

j. Accomplish tracer actions on overdue evaluations.

k. One year after the implementation date, the PIIP Manager is responsible for contacting the evaluator to request the completion of DeCA Form 60-14, Post Implementation Analysis.

2-4. OFFICE OF PRIMARY RESPONSIBILITY (OPR). The OPR should establish procedures and files so that IDEAS can be processed promptly. The OPR will also appoint a POC to ensure forms and promotional materials are available. If an IDEAS contains classified material, follow procedures in DeCAD 30-18, DeCA Security Program (Chapter 13), and DoD Directive 5200.1-R.

a. The evaluation of an IDEAS is an inherent OPR responsibility.

b. Since IDEAS directly affect the economy and effectiveness of DeCA and the Federal Government, the OPR must give IDEAS the same timely and positive response given any other communication.

c. The authority to disapprove an IDEAS will be the same level as the authority to approve one. IDEAS that would change an existing directive or form must be approved or disapproved by the OPR for the directive or form.

d. One year after an IDEAS has been implemented, the OPR is responsible for ensuring the completion of DeCA Form 60-14, Post Implementation Analysis. If feasible, this should be completed by the same evaluator that approved the IDEAS for implementation.

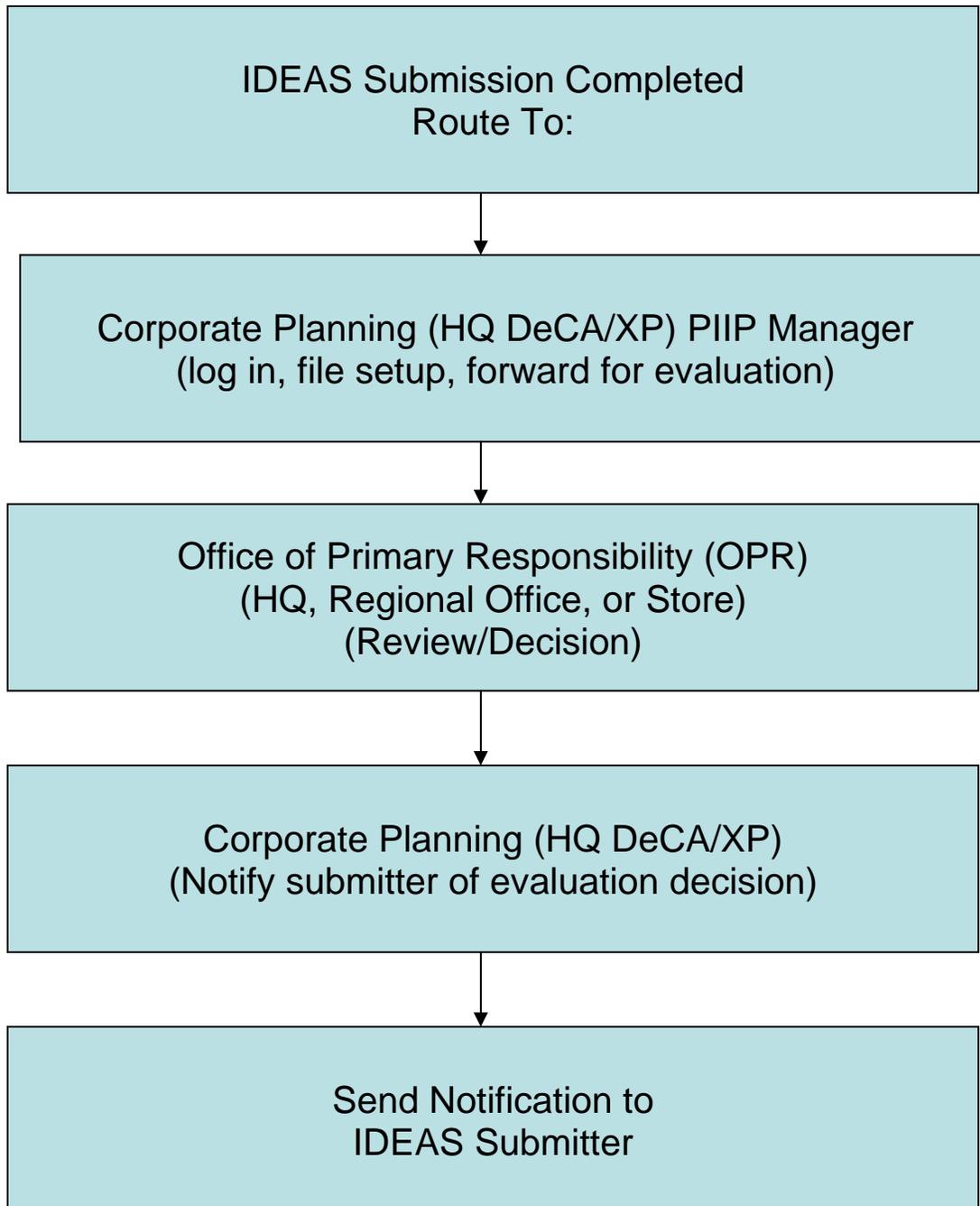
2-5. PARTICIPATION ELIGIBILITY. The following are eligible to participate:

a. DeCA military and civilian personnel paid from appropriated funds.

b. Air Force and Navy Academy/West Point cadets, Reserve Officers' Training Corps cadets, reserve military personnel (including active reservists not on active duty), and Senior Executive Service (SES) personnel. To preclude double entitlement, dual-status technicians (members of the Reserve) take part as civilian under Title 5 U.S.C.

c. Retired military and civilian personnel provided their IDEAS was submitted before the date they retired. In such cases, they are eligible for a cash award. Otherwise, they are only eligible for honorary awards.

2-6. INELIGIBLE TO PARTICIPATE. Personnel not included in paragraph 2-5, example: private citizens, nonappropriated fund personnel, separated personnel, National Guard technicians employed under Title 32, U.S.C. 709, and Air National Guard (ANG) Title 32 military members. National Guard technicians employed under Title 32, U.S.C. 709, and ANG Title 32 military members participate in the suggestion program regulations prescribed by the National Guard Bureau.



**Table 2-1,
IDEAS Document Flow Chart**

CHAPTER 3

IDEAS SUBMISSION

3-1. ELIGIBLE IDEAS. A person or group may submit IDEAS on how to do a government function better, faster, or cheaper. The best IDEAS are usually associated with the proposer's own work because they know it better.

a. To be eligible, the IDEAS must give an outline of a specific area of improvement in DeCA, state the possible workable solution, and give the benefits that can be expected. The IDEAS should cite enough possible benefits to warrant a change. Additionally, the IDEAS must be stated specifically, but not limited to:

- (1) The current practice, method, procedure, task, directive, or policy.
- (2) Must include specific references, not opinions.
- (3) Reasons for the change; explain the problem or why the current practice is not effective.
- (4) How the proposed change can prove to be a better method, tool, or procedure.
- (5) A detailed description or solution on how to change the current practice or implement the IDEAS.
- (6) When an IDEAS is concerned with personal computer software applications, program development should be as thorough as possible.
- (7) Where the proposal can be used and the probable benefits to the government if it is adopted.
- (8) If an IDEAS is not related to DeCA operations and pertains to base/installation operations/functions, the appropriate local suggestion form should be completed and forwarded to the base/installation suggestion coordinator.

b. An IDEAS must be the suggestor's own thoughts. The suggestion can be a new application of an old principle. That is, the concept does not have to be new, but it must be the suggestor's own adaptation.

3-2. INELIGIBLE IDEAS. An IDEAS submission (or reconsideration request) will not be processed for evaluation when it:

- a. Is merely a complaint or criticism.
- b. Is vague, incomplete, deals with generalities or opinions, or is nonfactual (has no firm basis in actuality and represents only conjecture, speculation, supposition, or theory).
- c. Proposes a study or review be made without offering the necessary, personally researched guideline data to show improvement.
- d. Merely calls attention to word omission, typographical, or printing errors that do not cause misinterpretation or error and is normally corrected during scheduled review. Proposed

realignment of text or an addition of words when there has been no serious misunderstanding or error reported by anyone other than the proposer.

e. Proposes a form be developed, revised, computerized, or changed in construction without specific proposals for operational improvement, if it entails study of all forms, or if it results from new technology.

f. Has been determined by the PIIP Manager not to be the IDEAS submitter's own proposal. With legal counsel, the PIIP Manager will make inquiries including interviewing the proposer and others concerning the proposal. The PIIP Manager may require the IDEAS submitter to execute an official, sworn statement attesting to the origins of the proposal. If other persons helped the proposer develop the IDEA, they will be credited as co-proposers if they choose to sign the DeCA Form 60-7. Even if they do not sign the DeCA Form 60-7, the proposer will only be eligible for a pro-rated award.

g. Proposes a non-innovative change such as housekeeping practices or routine work orders for maintenance of buildings and grounds. However, if the proposal increases safety, saves property or material, improves working conditions, or has potential for improving the use of energy resources that may result in tangible or intangible benefits, then it may be accepted. The proposal must identify the problem, offer a solution, and indicate the benefits.

h. Suggests the use of items in DeCA, DoD, or federal stock for their already intended purposes, or recommends the enforcement of an existing law, directive, or procedure unless it:

(1) Results in corrective action because correct procedures were unknown or had not been implemented due to misunderstanding, misinterpretation, or lack of knowledge that they were available. Supporting information must be furnished by the proposer.

(2) Identifies a problem, offers a solution or a new use or concept, and indicates benefits which increase productivity.

i. Would benefit a DeCA contractor. However, if it proposes a change in contractor services or products that would benefit DeCA or the Federal Government, it is eligible. In this case, the local contracting officer would be the appropriate official to validate any savings.

j. Proposes improvement to non-governmental activities such as banks and credit unions. Also, proposals for improvements to nonappropriated fund activities, such as base/post exchanges, cafeterias, golf courses, clubs, service stations, and snack bars are ineligible, unless the suggested change benefits the fund or improves safety conditions of these activities.

k. Proposes changes to off-the-job activities in the community such as charity, fundraisers, public and private education, scouting, church, and athletic programs.

l. Offers IDEAS or designs for posters, slogans, contests, advertising, promotional material, or employee recognition programs.

m. Covers routine operations such as requesting supply items, office equipment, or telephone service; ordering bulletin boards or posting them; or posting items in daily bulletins.

n. Suggests services and items that benefit employees in a personal way including but not limited to: vending machines, restroom facilities (improvements, decorations, mirrors), dining facilities, shorter work hours, gyms, theater or entertainment proposals, unscheduled holidays, parking facilities (including reserved parking), water fountains, picnic areas, or non-smoking areas.

o. Suggests force structure issues including major system acquisitions.

p. When it duplicates another IDEAS with either the same problem and solution that is already in the evaluation chain or has been evaluated, approved, or disapproved for adoption. In this case, the duplicate proposal is returned. When a proposal duplicates a problem identified in a previous proposal, it may be processed if the solution is different.

q. Most ineligible suggestions will be identified by the PIIP Manager's office. They will be returned to the IDEAS submitter and will give a specific reason why the proposal is not eligible. There may be times when an ineligible IDEAS will be accepted by the PIIP Manager, numbered, and sent to the OPR for evaluation. However, if the local OPR finds the IDEAS ineligible for one of the reasons cited in paragraph 3-2a through 3-2p above, the OPR will return it to the PIIP Manager's office attached to a completed and signed DeCA Form 60-8, Evaluation. It will be marked and the specific reason for ineligibility given in block 4. If the PIIP Manager agrees, they will return the complete package to the contributor.

3-3. GROUP IDEAS. An IDEAS may be a joint effort. There is no limit on the number of co-IDEAS submitters that may be involved, civilian, military, or both. However, once an IDEAS has been given a number, a co-IDEAS submitter may not be added or deleted without the written consent of all co-IDEAS participants and the reasons for additional or deletion must be thoroughly explained.

a. One IDEAS participant is designated as "primary contact" and is responsible for keeping all co-IDEAS participants informed of actions affecting the IDEAS.

b. Each co-IDEAS participant must complete items 7 and 8 and sign DeCA Form 60-7.

c. Co-IDEAS participants share equally in any award. When a co-IDEAS participant is ineligible to receive or declines a share of the cash award, the eligible IDEAS participant will not be paid that portion of the award attributable to the ineligible participant.

3-4. CONFIRMATORY IDEAS (AFTER-THE-FACT): To receive credit for an IDEAS that was previously offered in some other manner, the employee must submit DeCA Form 60-7 within 30 days after the date of its initial presentation. The submission must identify the person(s) to whom the proposal was made, the place, approximate date, and circumstances so that a correlation can be established to aid final evaluation.

3-5. AWARD CONSIDERATION. An IDEAS is considered for cash or a time-off award when:

a. The IDEAS is approved and implemented.

b. The first year's benefits are at least \$250 or more or equivalent intangible benefits.

c. The improvement is outside normal duties of the proposer, that is, the IDEAS submitter is not expected to take action or recommend the change as part of duties for pay received.

d. The improvement was not a result of assigned TDY or duty assignments involving special studies, details, or attendance at conferences. IDEAS submitted for consideration at a functional review workshop may be considered eligible for a cash award only when the IDEAS is submitted prior to the meeting. If the proposal is made by an individual selected to participate in the functional review workshop, the IDEAS must have been submitted prior to the individual's selection.

(NOTE: IDEAS proposals that are outside the purpose of the TDY are eligible for cash awards.)

e. The proposal is within the IDEAS submitter's job responsibility, but is of significant value of tangible benefits equal to or exceeding the value of 5 years of the proposer's salary at the time the proposal was submitted.

3-6. AWARD RECONSIDERATION. An IDEAS submitter may ask for reconsideration of the amount of an award or the reason for disapproval of an award. The request must contain reasons for the review. The request is reviewed by the PIIP Manager for resolution. If the PIIP Manager cannot resolve the case, it may be presented to the DeCA IDEAS Program Awards Board. Request for reconsideration is limited to one time.

CHAPTER 4

HOW TO SUBMIT AN IDEAS

4-1. HOW TO COMPLETE THE DeCA FORM 60-7, IDEAS: Each submission should be done on DeCA Form 60-7.

a. Place the information on DeCA Form 60-7 as follows: Describe the problem (including background) and solutions as completely and accurately as possible. Include all available information on the proposal (for example: sketches, photographs, identification of special buildings, stock numbers, or directives). Such items will not be returned to the suggestor, but will be maintained by the IDEAS office and become a permanent part of the suggestion files. Details are essential to selling an IDEAS. Provide cost factors and savings (use the Hourly Wage Rate Table) and drafts of proposed separate documents would be helpful. Additional pages can be added if needed. **Hourly Wage Rate Tables are published annually. The wage tables can be found on the OPM Web site.**

b. Signature: Sign the form to signify your agreement that: “the US Government may use your IDEAS, method, or device once awarded without incurring any further claim by you, your heirs, or other person who alleges a claim deriving from the proposal.” Signing the form also certifies that “at the time an award is accepted, the IDEAS submitter has not assigned or otherwise divested themselves of leverage or equitable title to any property right in the IDEA, method, or device.”

c. If the suggestor is to be transferred or separated before final action on the IDEAS, provide their new address. If that is not available, attach a copy of their orders. Failure to do so may result in not receiving credit if the IDEAS is adopted.

d. The suggestor’s name will not be used during the evaluation process unless specifically stated that it may be used. The name will be withheld during the evaluation process and until any award action is taken. After the award action, routine data for promotion, and publicity purposes (name, grade, organization, photograph, and description of award) will be used. Personal information will not be used.

4-2. PROCEDURES FOR SUBMITTING IDEAS PROPOSALS. DeCA Form 60-7 may be transmitted through use of electronic communication, interoffice distribution, or the U.S. Postal Service to the DeCA PIIP Manager.

a. An IDEAS submitter may present an IDEAS to their supervisor before submitting it to the PIIP Manager to obtain advice that may improve the quality and scope of the IDEAS. This procedure often results in a better IDEAS and gives the supervisor a chance to help make the IDEAS workable within their limitation. However, the IDEAS submitter must never be required to do this. The supervisor is not a co-IDEAS participant as identified in chapter 3, paragraph 3, as a result of this assistance.

b. If an IDEAS proposal contains classified information, follow the procedures in DoD 5200.1-R, Information Security Program and DeCA Directive 30-18, DeCA Security Programs.

4-3. STATUS REQUEST. The IDEAS submitter should direct any request for information about the status of an IDEAS not earlier than 45 days after submission to the PIIP Manager. Request status by the IDEAS number. Status will be provided by the PIIP Manager’s office.

4-4. OWNERSHIP RIGHTS OF THE IDEAS SUBMITTER. The IDEAS submitter retains “ownership” of an IDEAS during its evaluation and for 1 year from the date of the final action (the date of approval of an award or written notification of non-adoption).

- a. Ownership rights ensure that when there are duplicate IDEAS, credit is given to the first IDEAS submitter.
- b. If the suggestion is implemented because of higher level directives and was not forwarded to this authority for adoption consideration, the suggestion cannot be credited.

4-5. REQUEST FOR RECONSIDERATION.

a. A request for reconsideration may be submitted only after notification of final approval or disapproval of the IDEAS. For group suggestion submissions, only the initial primary suggester may submit a request for reconsideration. A reconsideration request must be submitted in writing to the appropriate PIIP Manager not later than 30 days after date of the final approval/disapproval. IDEAS submitted for reconsideration will be reactivated using the previously assigned IDEAS number, adding an "R" at the end.

b. A request for reconsideration is limited to one per IDEAS. If a suggester requests reconsideration of any part of the evaluation, it must be combined into one request. A second request for reconsideration will not be accepted unless the previous reconsideration evaluation surfaces new issues.

c. In support of the request for reconsideration, the request must contain one or more of the following:

- (1) Evidence that an error in fact or logic had an effect on the IDEAS evaluation
- (2) Provides additional evidence
- (3) Provides new material, information or rationale
- (4) Takes a new approach
- (5) Clarifies significant issues or questions

d. Mere disagreement with the evaluation provided on DeCA Form 60-8 or other documentation is not justification alone for reconsideration. A new ownership period begins again when an IDEAS case is reopened. After the 1-year ownership period, the same IDEAS may be submitted as a new IDEA, but must provide updated information.

4-6. WITHDRAWAL OF AN IDEAS. When a suggestor wishes to withdraw their suggestion, a written request must be submitted to the PIIP Manager. This request must include the assigned IDEAS number. To be eligible for withdrawal, the request must be submitted before the final written determination is made to adopt or not adopt an IDEAS. Suggester relinquishes ownership rights upon withdrawal of the IDEAS.

IMPROVE DeCA's EFFICIENCY AND SERVICE (IDEAS) (For use of this form, see DeCAD 60-1; OPR is XP.)							
1. TO: Defense Commissary Agency DeCA HQ/XP PIIP Manager			2. DeCA CONTROL NUMBER:			DATE RECEIVED:	
3. PROPOSAL TITLE: Purchase of Electric Stapler							
4. CURRENT PRACTICE (Continue on plain bond if additional space is needed.) Presently in the Printing and Publication Branch, two clerks, GS-05, Step 3, hourly rate \$10.74, spend 50 hours monthly stapling an average 35,000 documents. Additionally, it has been noted that sick leave for these employees has steadily increased during the past several months since this function began. Discussion with the employees concerning this problem revealed that they were experiencing severe pain in their hands and arms because of the manual stapling.							
5. PROPOSED PRACTICE. Detailed explanation follows: (Continue on plain bond if additional space is needed.)							
a. <input checked="" type="checkbox"/> Tangible (Items 6a and 6b must be completed. Show actual or estimated dollar savings, including the cost of conversion and first year savings.) Propose that an electric stapler capable of handling the stapling requirement be purchased to replace the manual stapling process. With an electric stapler the workload can be accomplished by one clerk, GS-05, and the time to process would be reduced to 10 hours per month.							
b. <input checked="" type="checkbox"/> Intangible (Describe effect on operations, health, safety, welfare, or morale, and number of people and specific organization affected. Indicate the value of the benefit and extent of application.) With the implementation of the use of the electric stapler, the employees will no longer strike the stapler with their hands causing trauma and soreness in their arms from the constant motion. This will result in both an increase in morale and a reduction of sick leave usage.							
6. COMPUTATION OF TANGIBLE BENEFITS (Show actual or estimated dollar savings, including the cost of conversion and first year savings.)							
a. Factors	Labor			Material			Total Cost: Labor and Material
	Manhours Involved	Cost per Manhour	Total Cost	Number of Units	Cost per Unit	Total Cost	
Former Method	50	21.48	1074.00	35000		0.00	1074.00
New Method	10	10.74	107.40	35000		0.00	107.40
						Total \$ Benefits	966.60
b. Cost of converting to new method:				c. Total first year net dollar benefits (Labor and material savings less cost of conversion.)			
Labor \$ _____				\$ _____ 966.60			
Material \$ _____ 150.00 <input checked="" type="checkbox"/> Actual				- \$ _____ 150.00			
Total \$ _____ 150.00 <input type="checkbox"/> Estimated				= \$ _____ 816.60			
7. FROM: <input type="checkbox"/> Individual Idea <input type="checkbox"/> Group Idea My IDEA _____ Name _____ DeCA HQ/XX/Regional Office/Store _____ Organization _____ 00000000 00 Street, Fort 0000 _____ 22222-1801 Address _____ Zip Code _____				8. Signature _____ Current Grade _____ Grade/Rank _____ SSN _____ XXX-XXX-XXXX _____ Telephone # (A/V/DSN) _____ Date _____ Sign here if name can be given to evaluator _____			

**Figure 4-1,
Sample of Completed
DeCA Form 60-7, IDEAS**

CHAPTER 5

EVALUATION/EVALUATOR RESPONSIBILITIES

5-1. GENERAL. The evaluation of an IDEAS is an inherent OPR responsibility. Because IDEAS directly affect the economy and effectiveness of DeCA and the Federal Government, the OPR must give IDEAS the same timely and positive response given any other communication. The OPR is the chain of command that has DeCA approval or disapproval authority. DeCA is committed to ensuring that each individual who submits an IDEAS receives a prompt response in return for efforts to improve operations.

Prior to beginning the evaluation process, it is necessary for the evaluator(s) to sign the confidentiality statement that is included with the package and return it to the PIIP Manager. Simply put, by signing this statement the evaluator agrees not to discuss the IDEAS or evaluation with anyone that is not directly involved with the evaluation process, including the IDEAS submitter. If at any time the evaluator needs to ask questions of the submitter, they must first contact the PIIP Manager.

5-2. WHAT EVALUATORS AND RESPONSIBLE OFFICIALS MUST DO. Management relies upon the OPR and assigned evaluator to ensure that these objectives are met:

a. Evaluators must sign a non-disclosure/confidentially statement prior to review of IDEAS submission.

b. The evaluator is the individual tasked by management to evaluate an IDEAS. Evaluating IDEAS/suggestions is not considered to be an additional duty, but a job responsibility. An evaluator must treat each proposal fairly by giving the best evaluation possible in a timely manner.

5-3. EVALUATING IDEAS. The IDEAS evaluator is responsible for:

a. Checking every IDEAS for duplication before evaluating it. The IDEAS submitter retains “ownership” of an IDEAS for 1 year following the final action. The date for determining duplication is the date the first IDEAS is received by the PIIP Manager at each level. This date is shown in the “Date Block” in the upper right hand corner of DeCA Form 60-7. Return any duplicates to the PIIP Manager giving a description and the date of any previous IDEAS or management action.

(1) If a similar IDEAS indicates the same problem but contributes something unique and the solution is different, base the evaluation and benefits only on that portion of the contribution of each individual IDEAS.

(2) If an IDEAS identifies a problem previously unknown to management and causes management to make a corrective action, then the IDEAS submitter should receive credit for calling attention to the problem.

(3) There may be cases where more than one IDEAS is received that concern a similar problem or situation. During the evaluation cycle of these IDEAS, if they have different solutions, the IDEAS that gives the most workable and adaptable solution should be recommended for adoption. This evaluation will show how the IDEAS corrected the problem. The IDEAS without a usable solution will receive an evaluation on a DeCA Form 60-8 stating why credit cannot be given.

b. Contacting the submitter for clarification or additional information when needed. The submitter's name must be obtained from the PIIP Manager. The submitter must never evaluate their own IDEAS. The submitter may help the evaluator by gathering additional data and by preparing separate forms or formats. However, an IDEAS received incomplete or with technical inaccuracies must be acted upon promptly and returned to the PIIP Manager.

- c. Request input from other concerned functional areas. Ensure OPRs coordinate with using activity, if necessary, to determine benefits and impacts.
- d. Describe merits of IDEAS referred for consideration. An evaluation should accompany each IDEAS referred elsewhere, should be thoroughly staffed, and should stipulate a recommendation by the reviewer. It is not acceptable to forward a proposal with merely a comment that the approval is outside of your authority.
- e. Determine tangible, intangible, or both tangible and intangible benefits.
 - (1) Make every effort to compute the tangible benefits to the government for the first full year of operation. The first full year starts when the results of the improvement begin to accrue (for example, when existing stocks are depleted and the new item is issued, when a new contract is let at a lower cost, or when sufficient items have been modified and tested to prove the effectiveness of the change).
 - (2) A statement is required when an evaluator cannot document tangible benefits. This statement must explain fully why a tangible calculation is not possible and provide detailed explanations of intangibles.
 - (3) If the improvement will not be in use for a full year, compute benefits on the basis of the time it will be used.
 - (4) Expected tangible benefits will be computed for the evaluation level only. Give detailed computations for old and new methods on DeCA Form 60-8. Separate the work-hour savings from the other savings reported. When the new method includes work hours that were nonexistent in the old method and changes in the personnel cost do not occur, the work-hour cost in the new method will not be considered in the savings computation.
 - (5) Give the source used for figures reported (for example, supply documents or office records). If feasible, furnish a copy.
 - (6) When an IDEAS is approved for adoption on an optional basis, tangible benefits should not be computed; award should be based on intangible benefits.
 - (7) Manpower or work-hour savings must be documented by the OPR on DeCA Form 60-8 to show that manpower authorizations will be eliminated from the DeCA manning document; new duties will be absorbed without additional manning; or work hours will actually be saved by reducing or eliminating overtime or work backlog. (The actual amount of reduced or eliminated overtime or work backlog is tangible savings rather than a minor reduction in time to complete a task that will not reduce manning overtime.) All savings not meeting these criteria are intangible. Certification by the servicing manpower official is required to support these savings and the savings will be based on the "authorized" grade, not the "required" grade or "assignment" grade. When these savings affect "cost plus" contracts, the administrative contracting officer will act as the certifying official for manpower or work-hour savings incurred by a contractor.
 - (8) Labor cost used in calculating installation costs or work-hour savings will be based on actual costs, where available, or on estimated costs using average cost center labor rates. All labor rates will include leave and other personnel benefit costs as shown for civilian and military personnel on the OPM Web site.
 - (9) In computing material and equipment savings, consider only their value to the organization, activity, or agency. For example, supply documentation must be furnished to certify that turned in equipment has been reissued on a funded requirement to an authorized using activity. When an IDEAS results in items being returned to stock, tangible benefits accrue only when savings occur in reduced or

anceled procurement. Actual savings also occur when the item is immediately reissued to fill a DoD-wide shortage. Savings for items or equipment turned in or transferred to another using activity will be calculated by the gaining organization.

(10) In computing cost conversion, do not include any incidental or administrative costs that would have been incurred anyway (for example, publications subject to a directive or form). Do include cost conversion if the action was the direct result of the IDEAS and otherwise would not have been taken except as stated above. When changes do not occur in personnel costs, the work-hour cost in conversion of the IDEAS must be considered the savings computation. When the cost of a directive change is being used, add a statement to item 4, DeCA Form 60-8 “that the only change to the directive was as a direct result of the IDEAS.” If this statement is not there, cost conversion cannot be charged to the proposal.

(11) If intangible benefits are used in computing benefits, the evaluator must ensure that the appropriate blocks are checked. Explain fully both the value and their extent of intangible benefits in item 5.b.(3), DeCA Form 60-8. To select the proper category and description, refer to Table 6-3, Awards Based on Intangible Benefits.

(12) If recalculation of benefits becomes necessary, this action must be completed by the responsible OPR within 30 days.

(13) Show how the IDEAS might be used elsewhere in DeCA, other DoD components, federal agencies, or adapted to systems or equipment. Forward recommendations through the PIIP Manager to the agency that has final approval authority.

f. Make sure that an IDEAS proposal already under consideration or already in use but not as a result of the current IDEAS proposal is evaluated within 15 workdays. To ensure credibility of the statement “already under consideration or in use,” document with dates and an accurate description of previous actions.

g. Do not disapprove any proposal due to the following criteria:

(1) The IDEAS appears to be job-related. The evaluator must not be concerned with the job responsibility of the submitter. The evaluation must be confined to the merit of the IDEAS only. DeCA Form 60-7 will not contain job responsibility statements.

(2) The reviewer feels the IDEAS channel is inappropriate because there may be another prescribed way to submit a particular IDEAS; for example, a technical order change, supply procedure change, civil engineering work orders, or safety improvement. Even though these systems have forms or procedures to correct or to report corrections or changes, the IDEAS program interfaces with other programs. It supports solicitation of voluntary IDEAS that will improve any government function or area.

(3) Existing Directive. A directive may be changed by an IDEAS submission. If approval/disapproval of proposed change is not at your level, forward with your comments through the PIIP Manager to the next higher OPR level. Although an existing directive already has an established procedure for processing a change to it, a regulation is not immune to change through an IDEAS submission.

(4) The IDEAS is ineligible. If the proposal fits a definition of ineligible found in chapter 3, paragraph 3-2, record a full explanation of how the definition applies in item 4, DeCA Form 60-8, and return both the evaluation and the IDEAS to the PIIP Manager’s office. The PIIP Manager has final authority in this matter.

5-4. IMPLEMENT APPROVED IDEAS.

- a. Show effective date and method of implementation on DeCA Form 60-8. If estimated date is given, a written confirmation of implementation signed by the responsible official must be furnished when action has been completed.
- b. When implementation is delayed, the evaluator or OPR reexamines the IDEAS at reasonable intervals to determine currency and need for the improvement. Status reaffirming intent to implement and expected date of implementation is given to the PIIP Manager every 60 days.

(NOTE: An approved IDEAS requiring locally funded work orders may experience varying periods of delay because of higher priority resource requirements of interest to the installation/base commander. In these cases every effort will be made by the OPR to reemphasize the need for the improvement. These IDEAS should not be held indefinitely because of the lack of interest.)

- c. When valid tangible benefits will result, the IDEAS should be considered for mandatory use at each level of evaluation to make sure maximum benefits will be realized. If the IDEAS does not warrant mandatory adoption, it is adopted for optional use. If an evaluation concludes that implementation of an IDEAS should be optional, benefits will be given as intangible. The award will be recommended on the basis of moderate value and expected extent of usage (for example, limited, broad, extended, or general). Optionally adopted IDEAS must be disseminated, in writing, to users by the OPR.
- d. The OPR will assure that prior to the implementation of an IDEAS resulting in a change to conditions of employment, the Union will receive notice and be provided the opportunity to bargain in accordance with applicable statutes.

5-5. RECONSIDERATION OR REEVALUATION.

- a. Any office in the evaluation channel may request further review when an evaluator has misinterpreted, overlooked something, or been vague in the first review. Such reevaluations are initiated by but not limited to evaluators, the PIIP Manager, or quality control representatives.
- b. Reconsideration may be requested by an IDEAS submitter when they can provide sufficient justification to change the original evaluation.
- c. If a PIIP Manager refers an IDEAS submitter's request for reconsideration, the office one level above the previous office (within the same OPR) that made the final decision and signed the DeCA Form 60-8, will do the evaluation. Accordingly, a new evaluator will be reflected in item 7, DeCA Form 60-8, and item 8 will reflect the signature of the responsible official.
- d. When the implementing OPR has disapproved an IDEAS, but later examines and implements the IDEAS within the IDEAS submitter's 1-year "ownership," the OPR completes an evaluation and credits the IDEAS. If the OPR acted because of a directive from higher authority, the IDEAS cannot be credited, but the IDEAS submitter is informed as to why.
- e. When previous disapproval of an IDEAS is reversed within the ownership period, the evaluator/responsible official must make sure the former IDEAS is credited even if there is no formal request.

5-6. POST IMPLEMENTATION ANALYSIS. One year after the implementation date, the evaluator is responsible for completing DeCA Form 60-14, Post Implementation Analysis. This form should be completed in its entirety and forwarded to the Directorate of Corporate Planning (XP) upon completion.

EVALUATION <small>(For use of this form, see DeCAD 60-1; OPR is DO.)</small>											
TO:				FROM: Defense Commissary Agency Supply Division (SD) 1300 E Avenue Fort Lee Va 23801							
1. IDEA TITLE Purchase of Electric Staples						2. IDEA NUMBER BC000000					
3. ACTION TAKEN OR RECOMMENDED											
<input checked="" type="checkbox"/> a. APPROVED FOR ADOPTION <input checked="" type="checkbox"/> TOTALLY <input type="checkbox"/> PARTIALLY OR WITH MODIFICATION (Explain in Item 4)				<input type="checkbox"/> DATE SUGGESTION WAS OR WILL BE PUT INTO EFFECT: 06-15-2222				<input type="checkbox"/> ALSO RECOMMEND CONSIDERATION FOR WIDER APPLICATION AS INDICATED IN ITEM 4.			
<input type="checkbox"/> b. ALREADY IN USE OR UNDER CONSIDERATION (Explain in Item 4, indicating whether this suggestion contributed to the action in any way.)											
<input type="checkbox"/> c. NOT APPROVED FOR ADOPTION FOR REASONS SHOWN IN ITEM 4.											
<input type="checkbox"/> d. RECOMMEND ADOPTION, BUT APPROVAL NOT WITHIN JURISDICTION OF THIS OFFICE. (Explain in Item 4.)											
<input type="checkbox"/> e. OTHER (Specify in Item 4)											
4. REASONS FOR ACTION TAKEN OR RECOMMENDED. Include a statement as to how the suggestion was or will be implemented if it is adopted. (If more space is needed, continue on reverse.) The idea to purchase an electric stapler to replace manual staples has merit. The computation of tangible benefits have been reviewed and validated. The idea is adopted for implementation effective July 1, 2222. Because this function is unique to your organization, DeCA wide application is not applicable. The use of the electric stapler will preclude injuries to the employees in this single office function thereby reducing the usage of sick leave. Accordingly intangible benefits have been determined to be "moderate value" and "limited application" resulting in intangible monetary award of \$50.00. Accordingly, the total award for this idea is \$580.00. (Intangible - \$50.00 plus Tangible - \$530.00)											
5. BENEFITS (Complete for all proposals adopted or recommended for adoption.)											
<input checked="" type="checkbox"/> a. TANGIBLE (Show actual or estimated dollar savings, including the cost of conversion and first year savings.)											
(1) FACTORS		Labor			Material			Total Cost Labor and Material			
	Manhours Involved	Cost per Manhour	Total Cost	Number of Units	Cost per Unit	Total Cost					
Former Method	300	\$21.48	\$6,444.00				\$6,444.00				
New Method	60	\$10.74	\$644.40	1	\$300.00	\$300.00	\$944.40				
						Total \$ Benefits	\$5,499.60				
(2) COST OF CONVERTING TO NEW METHOD: Labor \$ 150.00 Material \$ 50.00 Total \$ 200.00 <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Estimated				(3) TOTAL FIRST YEAR NET DOLLAR BENEFITS (Labor and material savings less cost of conversion.) \$ 5,499.60 - \$ 200.00 = \$ 5,299.60							
<input type="checkbox"/> b. INTANGIBLE (Describe effect on operations, health, safety, welfare, or morale; and number of people and specific organizations affected. Indicate the value of the benefit and the extent of applications.)											
(1) VALUE OF BENEFIT IS: <input checked="" type="checkbox"/> MODERATE <input type="checkbox"/> SUBSTANTIAL <input type="checkbox"/> HIGH <input type="checkbox"/> EXCEPTIONAL				(2) EXTENT OF APPLICATION: <input checked="" type="checkbox"/> LIMITED <input type="checkbox"/> EXTENDED <input type="checkbox"/> BROAD <input type="checkbox"/> GENERAL							
(3) EXPLAIN THE FACTORS SELECTED IN (1) AND (2). INDICATE AMOUNT OF AWARD RECOMMENDED FOR INTANGIBLE BENEFITS. Intangible monetary are explained in item 4 above											
6. DATE		7. NAME, TITLE & TELEPHONE EXTENSION OF EVALUATOR IAM A. Evaluator, 804-xxx-xxxx Supply Specialist			8. SIGNATURE & TITLE OF RESPONSIBLE OFFICIAL Signed Chief, Supply Division						

DeCA Form 60-8, Oct 2003

Supersedes DeCAF 40-149, Nov 2001,
DeCAF60-8, Oct 1993 and DeCAF 60-15, Oct 1993This form was designed by FormSoft Group, Ltd.
using FormFlow99 v3.1

Figure 5-1,
Sample of Completed
DeCA Form 60-8, Evaluation

CHAPTER 6

DETERMINING AND COMPUTING AWARDS

6-1. WHO MAKES THE DECISION TO GRANT CASH AWARDS. The PIIP Manager, the IDEAS Awards Board, and the awarding authority (see table 6-1) make the final decisions affecting an award. Awards that are authorized under this regulation are obligations that must be met. Awards are granted without regard to grade, level, or type of work performed and are based on the criteria and tables in this chapter. Awards have the greatest impact when they immediately follow the contribution being recognized.

6-2. AWARD APPROVAL AUTHORITY. Authority of the Director, Defense Commissary Agency, to approve cash awards to individuals and groups for proposals, inventions, and scientific achievements is delegated as shown in table 6-1.

6-3. BASIS USED FOR CASH AWARDS. This paragraph applies to all cash awards for IDEAS including those applied in other military and federal agencies outside DoD. Awards are paid for actual improvement and benefits, not for the content of the IDEAS only. Tables 6-2 and 6-3 apply equally to all military and civilian personnel for cash awards with tangible and/or intangible benefits.

a. A cash award may be granted to an individual or to a group (or to the estate of a deceased person) for a contribution made while the contributor was a federal employee (Title 5 U.S.C.) with the Armed Forces.

b. Granting a cash award is subject to the following conditions:

(1) The IDEAS must be implemented.

(2) If the OPR can report substantial actions to implement, a full award may be granted, but a target date for completion must be stated and the PIIP Manager must be notified.

(3) If a delay is necessary in implementing a proposal, an initial award of up to \$100 may be granted without the IDEAS being in use if the following conditions apply:

(a) The IDEAS case file contains management's commitment to use the proposal.

(b) The estimated value of benefits supports the initial award. The initial award is part of the total award (no adjustment downward is authorized when final determination is made).

(4) If the proposal is implemented locally, but forwarded for wider application, an award is considered for the local benefits. An additional award is considered if implemented by a higher level for wider scope.

(5) An IDEAS may be considered for an award for a confirmatory (after-the-fact) IDEAS if it is submitted within 30 days after the date the proposer submitted it. This is only done when unusual circumstances prevented submission of the IDEAS before management becomes involved. The confirmatory IDEAS must identify the person or persons by whom it was made and the place, approximate date, and circumstances so a correlation can be established between the initial presentation and the later adoption.

(6) An IDEAS submitter retains the right to award consideration for 1 year after the date of the final action on an IDEAS. Final action is the date of the written notification of adoption or non-adoption. If the final action is non-adoptive, the IDEAS is entitled to award consideration if the

specific suggestion is adopted by the OPR during the 1-year “ownership” period. An IDEAS submitter may lose their ownership rights if requested additional information for an IDEAS that was submitted is not provided by an established suspense date.

(7) An IDEAS does not have to be adopted exactly as submitted. If an IDEAS is adopted in part or causes some action to be taken, it is eligible for award consideration for the part that contributed to the action. The IDEAS presented need not be new or original if the proposed method leads to the action. Correlation between the change made and the DeCA Form 60-8 must be shown. The evaluation must state to what extent the proposal contributed to this action.

(8) A cash award is based only on benefits to operations and activities supported by Defense Working Capital Fund and attributable to the IDEAS submitter’s efforts. Awards are not payable to DeCA personnel based on direct benefits to a contractor as opposed to benefits for government contracts. If an IDEAS deals with the improvement of material or services being bought under contract and the change has been authorized and referred to the contractor, the IDEAS submitter may be considered for a cash award after the contract change is made. The cash award is based on the net tangible or intangible benefits realized by DeCA.

(9) A cash award is not granted for a contribution that has already been properly recognized by another cash award. The recipient of an honorary award or invention award is eligible to earn a cash proposal award for the same achievement.

(10) IDEAS developed while attending official meetings or conferences on TDY or resulting from assignments of special studies, projects, or details are not eligible for a cash award. However, an IDEAS submitted for consideration at a functional review workshop is eligible for a cash award provided it was submitted prior to the meeting. If an IDEAS is made by an individual selected to participate in the functional review workshop, the IDEAS must have been submitted prior to the individual’s selection. IDEAS developed that are incidental to the TDY being performed are eligible.

6-4. HOW AWARDS ARE COMPUTED. To determine the amount of an award, use tables 6-2 and 6-3.

a. The total cash award to a group usually will not exceed the amount authorized for payment to one person. Each person receives an equal share of the award except for those group proposals described in chapter 3, paragraph 3-3c. When a contribution is made by more than one person and the amount of the award, when shared, is too small to be meaningful, the award amount will be increased by the award authority based on the recommendation from the PIIP Manager.

b. When an additional award is to be paid, the total award (initial plus additional) will not exceed the amount paid for the total benefits gained.

c. When it is known at the time of adoption that the IDEAS will be used for less than a full year, base the amount of the award on the benefits that were gained during the period of actual use.

d. Manpower or work-hour savings must be documented by the OPR on the DeCA Form 60-8 to show that the manpower authorizations will be eliminated from the DeCA Manning Document; new duties will be absorbed without additional manning; or work hours will actually be saved by reducing or eliminating overtime or work backlog. The actual amount of reduced overtime or work backlog is the tangible savings rather than a minor reduction in time to complete a task that will not reduce manning or overtime. All savings not meeting these criteria are intangible. Certification by manpower is required to support these savings and the savings will be based on the “authorized” grade, not the “required” or “assigned” grade. When these savings affect “cost-plus” contracts, the administrative contracting officer will act as the certifying officer for manpower or work-hour savings incurred by a contractor.

(1) Do not consider tangible benefits for work hours based on the assumption that personnel affected will keep busy with other normal duties. There must be documentation to support the disposition of work hours that become available. Unless one of the above actions occurs regarding work-hour savings, an award determination is based on intangible benefits.

(2) A confirmation from manpower is required to support the award if it is based on a reduction, total loss, or transfer to another activity or authorizations. An award determination is based on tangible benefits regardless of where the space is realigned.

(3) Apply the same reasoning to savings in computer time and other equipment whether leased or owned.

e. An award is not based on tangible benefits when the IDEAS is adopted for optional use. An optional use adoption means that an IDEAS has been sent out without any required feedback (that is, no implementation date, method of adoption, or benefits are presented [on a DeCA Form 60-8]). However, when there is feedback, the information is used to determine the proper award. If an evaluation of an IDEAS concludes that implementation should be optional, benefits are given as intangible. The award is recommended on the basis of “moderate value” and “extent of application” (for example, Limited, Broad, Extended, or General).

f. Installation/base-labor costs are used in calculating costs of installation or work-hour savings or both on actual costs, where available, or on an estimated basis using average cost center labor rates. All labor rates will include leave and other personnel benefits costs as computed by the standard payroll for civilian and military. Standard rates for calculating military work-hour savings is an 8-hour day.

g. An award is not based on tangible benefits when an IDEAS is adopted as an alternate method unless it can be shown that it is the only method to be used. An alternate method, even though it is adopted as a mandatory alternative, leaves a choice of methods for the user to follow.

6-5. AWARD FOR TANGIBLE BENEFITS. It is essential that to the maximum extent possible, the dollar value of tangible benefits is measured by uniform criteria throughout DeCA. To ensure this uniformity, proposals with tangible benefits may be reviewed by XP to ensure a corporate view. A cash award is approved for a contribution that results in tangible benefits valued at \$250 or more. Calculate benefits on the basis of the estimated net benefits for the first full year of operation, with one exception. When the improvement has a high installation cost but will yield continuing tangible benefits for more than 1 year, the award will usually be based on an average net benefit for 3 years or less unless there is proof the life expectancy is longer.

6-6. AWARD FOR INTANGIBLE BENEFITS. By their very nature, awards in this category are decided on the basis of judgment rather than precise facts and provable calculations. Therefore, it is important that suggestions be reviewed in light of merit and all relevant precedents and that approval of awards and amounts are fairly judged and consistent.

a. When an award is based on intangible benefits, the amount of the award depends on the value of the benefit and extent of application. To determine the amount of award, refer to table 6-3.

b. An IDEAS identified as a very minor contribution usually should be considered for proper non-cash award. Examples of IDEAS eligible for only a memorandum or certificate of appreciation or commendation are:

(1) Traffic control signs

- (2) Building instruction signs for non-smoking areas, locations, and safety hazards
- (3) Nonskid materials for walk areas
- (4) Building improvements (not to be confused with building maintenance)
- (5) Minor wording in directives or forms that did not change the actual procedures

6-7. CASH AWARD VS. TIME-OFF AWARD. When the award value of an IDEAS is \$100 to \$500, the employee will be given the choice of either the cash award or a time-off award as follows:

- a. Cash award of \$100 to \$250 is equal to an 8 hour time-off award.
- b. Cash award of \$251 to \$500 is equal to a 16 hour time-off award.

6-8. JOB RESPONSIBILITY DETERMINATION. The decision to investigate job responsibility depends on the merits of each case. The determination of job responsibility of an IDEAS submitter, when asked by the PIIP Manager, is a decision made at the director level above the submitter.

- a. Policy:
 - (1) IDEAS concerning the work environment are needed and encouraged. The better IDEAS are usually associated with the suggestor's work; therefore, every IDEAS generated cannot be presumed to be within the suggestor's job responsibility.
 - (2) Duty related issues should not be confused with job responsibility.
 - (a) Duty Related: Associated with work environment but not required in the usual and customary duties or daily performance expectations of the position.
 - (b) Job Responsibility: Considered within expected job performance requirements. It is a duty assigned by competent authority. Usually, job responsibility IDEAS are presented orally and carried out by the authority of the first or second level supervisor. If the submitter's primary responsibility is to make recommendations on the subject matter contained in the IDEAS, the action is considered to be within job responsibility.
- b. Determining job responsibility:
 - (1) When requested by the PIIP Manager, DeCA Form 60-11 will be completed at the director's level above the IDEAS submitter. If there is a disagreement, the following actions will be taken by the PIIP Manager:
 - (a) For civilians: The IDEAS case file, including DeCA Form 60-11, will be reviewed by the IDEAS Award Board, if appropriate. The decision by the awards board will be considered final.
 - (b) For military: Review of the military member's Officer Evaluation Report or Enlisted Performance Report for official duties at the time the IDEAS was submitted will be done.
 - (2) An IDEAS may be considered for a cash award when the IDEAS is determined to be job responsibility but is of significant value. The award amount is determined by tables 6-2 and 6-3, and reduced by 25, 50, or 75 percent depending on the degree of job responsibility determined. This applies to group IDEAS, as well as individual.

6-9. CONTRIBUTIONS AND AWARDS BY OTHER DoD COMPONENTS OR FEDERAL AGENCIES.

a. DeCA personnel may receive a cash award from other DoD components and government agencies. These components and government agencies evaluate DeCA contributions on the same basis and by the same standards they use for contribution from their own personnel.

(1) When a proposal is adopted by more than one DoD component or federal agency, the benefiting agencies fund their pro rata share of the total award. Benefits to each agency will be obtained by the functional OPR before sending to PIIP Manager.

(2) Upon receipt of determination of the DeCA share of the award, normal award procedures are followed.

(3) When another DoD component or federal agency adopts an IDEAS from a DeCA contributor, the benefiting DoD component usually funds awards over \$200.

(4) The submitting component makes the job responsibility determination.

b. DeCA may also pay other DoD or federal personnel for contributions that help its operations. If any IDEAS contributed has DeCA-wide application, it is paid from funds available to HQ DeCA. If it primarily benefits a particular directorate or regional office, the award is paid from funds available to that activity.

6-10. APPROVING ADDITIONAL AWARDS.

a. If the total amount of the recommended award does not exceed DeCA approval authority, action will be initiated by the PIIP Manager for payment of the award.

b. If the total amount of the recommended award does exceed DeCA approval authority, the PIIP Manager will prepare a complete copy of the case file and submit to the Command Group for review by the Director, Chief Executive Officer, or Chief Operating Officer.

6-11. PAYMENT OF AWARDS.

a. Change in status:

(1) Permanent change of station, discharge, retirement, resignation, or death does not affect payment of an approved award.

(2) When a proposal review requires a lengthy period of time during which the proposer's organization is deactivated, awards will be paid from funds available to the activity which absorbed responsibility for the deactivated unit or function.

b. Civilian personnel:

(1) Upon approval of an award for HQ DeCA personnel, the PIIP Manager prepares a memorandum addressed to the IDEAS submitter providing copy of the evaluation and sends a copy of the memorandum, all attachments, and an IDEAS Award Certificate to the director of the submitter.

(2) It is the responsibility of the submitter's director to ensure that a Request for Personnel Action (SF-52) is processed for payment of the award and that the IDEAS Award Certificate is presented to the submitter.

TABLE 6-1		
AUTHORITY TO APPROVE AWARDS		
R U L E	A	B
		If the total award for tangible or intangible benefits, or combined benefits is:
1	Not more than \$9,999	Directors/Staff Office Chiefs
2	Over \$9,999, but not more than \$25,000	Director, DeCA
3	\$25 - \$10,000 for Senior Executive Service (SES)	Director, DeCA

NOTES:

1. The amount of an award that can be approved without awards board action is \$2,500. The IDEAS Award Board must review any award that exceeds \$2,500. The PIIP Manager may approve awards up to \$25,000 and invention awards with review by the IDEAS Award Board. The PIIP Manager checks these approvals for accuracy and regulatory compliance before submission for payment.

2. DeCA directors/staff office chiefs are authorized to approve awards up to \$9,999. The DeCA IDEAS Award Board must review any award that exceeds the delegated award amount specified by the Director, DeCA.

3. Regional office personnel awards of \$10,000 or more must be reviewed by the region director or deputy director prior to referral to HQ DeCA.

4. Recommendations for awards over \$10,000 up to \$25,000 maximum must be submitted to the Director, DeCA.

5. For civilian employees, contributions deserving recognition beyond \$25,000 may be considered for an additional award of \$10,000. The award is approved by the President on recommendation of the Secretary of Defense and the Director of OPM.

**Table 6-1,
Authority to Approve Awards**

<u>Benefits</u>	<u>Awards</u>
Estimated first year benefits	Amount of award to employee
Up to \$100,000 in benefits	10% of benefits
\$100,001 and above in benefits	\$10,000 plus 1% of benefits above \$100,001 up to \$25,000 with the approval of the Director, DeCA

**Table 6-2,
Scale of Awards Based on Tangible Benefits**

Table 6-3 Scale of Awards Based on Intangible Benefits**Extent of Application**

Value of Benefit ↓	Limited Affects functions, mission, or personnel of one facility, installation, regional area or an organizational element of HQ. Affects small area of science or technology.	Extended Affects functions, mission or personnel of an entire regional area, command or bureau. Affects an important area of science or technology.	Broad Affects functions, mission or personnel of several regional areas or command or an entire department or agency. Affects an extensive area of science or technology.	General Affects functions, mission or personnel of more than one department or agency, or is in the public interest throughout the Nation and beyond.
MODERATE Change or modification of an operating principal or procedure with limited use or impact.	\$25-\$125	\$126-\$325	\$326-\$650	\$651-\$1,300
SUBSTANTIAL Substantial change or modification of procedures. An important improvement to the value of a product, activity, program or service to the public.	\$125-\$325	\$326-\$650	\$651-\$1,300	\$1,301-\$3,150
HIGH Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product or service.	\$325-\$650	\$651-\$1,300	\$1,301-\$3,150	\$3,150-\$6,300
EXCEPTIONAL Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program or service to the public.	\$650-\$1,300	\$1,301-\$3,150	\$3,151-\$6,300	\$6,301-\$10,000

**LIMITED A COMMISSARY
EXTENDED REGIONAL OFFICE
BROAD DeCA
GENERAL DoD OR WIDER

Table 6-3
Scale of Award Based on Intangible Benefits

CHAPTER 7

INVENTIONS

7-1. WHAT IS AN INVENTION AND CAN IT BE PATENTED? An invention is a discovery. A patent may be obtained on an invention that is a new and useful process, machine manufacture, or composition of matter; a new and useful improvement thereof; an asexually reproduced, distinct, and new variety of plant other than a tuber-propagated plant or a plant found in any uncultivated state; or any new, original, or ornamental design for an article of manufacture.

a. DeCA military members and civilian employees will report, in writing, inventions made by them. The inventors will report whether they request DeCA to process the invention for patenting or simply request DeCA to determine the legal rights of the inventor and the government according to DeCA Directive 80-10, Inventions, Patents, Copyrights, and Trademarks.

b. By law, if an invention described in a printed publication is used publicly, or if an article embodying the invention is on sale more than 1 year before the filing of an application for a patent with the Commissioner of Patents and Trademarks, a patent cannot be granted. This bar to the granting of a patent is commonly referred to as a “statutory bar.” Therefore, to protect the rights of the government and the inventor, promptly send any IDEAS or other contribution that appears to be an invention for review and processing as prescribed in DeCA Directive 80-10.

7-2. POLICY ON INVENTIONS. DeCA policy encourages military and civilian personnel to use their inventive talents and to get patents on inventions considered to be of value to DeCA. Executive Order (EO) 10096, amended by EO 10930, forms the basis for determining the respective rights of the government and the inventor in inventions made by government employees. In certain instances, an inventor may retain partial or complete rights to their invention. However, acceptance by a DeCA inventor of a cash award authorized under this directive constitutes an agreement that government use of the invention will not form the basis for further claim of any nature upon the U.S. Government.

7-3. CASH AWARD CONSIDERATION. DeCA may grant an invention award after an application for a patent is issued. An invention award is in addition to an award paid for a proposal or scientific achievement.

7-4. ELIGIBILITY OF IDEAS OR SCIENTIFIC ACHIEVEMENTS INCORPORATING AN INVENTION. If an invention is sent in as an IDEAS proposal or as part of a scientific achievement, the IDEAS may be eligible for a cash award in addition to the invention awards specified in paragraph 7-6. Resulting tangible benefits accruing to DeCA from an IDEAS proposal or scientific achievement will be considered by applying table 6-2.

7-5. REFERRING AN IDEAS OR SCIENTIFIC ACHIEVEMENT INCORPORATING AN INVENTION. Immediately upon receiving a contribution that may involve an invention, the PIIP Manager will:

a. Refer the proposer to the DeCA General Counsel who will obtain a completed DeCA Form 80-1, Disclosure and Record of Invention, and DeCA Form 80-2, Invention Rights Questionnaire, and then process the invention according to DeCA Directive 80-10.

b. With the referral, include information about who evaluated the invention, its adoption, and the benefits that resulted (if the contribution was adopted or implemented).

7-6. INVENTION AWARDS.

a. DeCA processes each invention submitted under the provisions of this directive and then recommends:

(1) An application award of \$100 to each inventor:

(a) After an application for a patent is filed on the invention when the invention was made under circumstances that gives the government at least a license under the invention according to EO 10096, amended by EO 10930.

(b) When the inventor voluntarily consents to grant a nonexclusive, irrevocable, and royalty-free license in the invention to the government with power to grant licenses for all governmental purposes.

(2) A patent award of \$300 (to be shared equally when the invention is made by two or more joint inventors) upon the issuance of a patent covering the favorably evaluated invention or when notice of allowability is issued by the U.S. Patent and Trademark Office in an application covering such invention on which a Secretary Order is outstanding. In the later event, no additional invention award is made up on the issuance of a patent.

b. Upon receipt of the favorably evaluated invention or notice of allowability, the authorization is sent to the PIIP Manager for initiation of payment action.

(1) When an invention award is paid, the inventor must complete and sign DeCA Form 70-29, Acknowledgement of Award for Invention.

(a) When the inventor accepts an award and completes DeCA Form 70-29, the inventor agrees that the use of the invention by the U.S. Government shall not form the basis of further claim of any nature upon the government.

(b) The acceptance of an invention award does not prevent consideration of an award for a suggestion or scientific achievement.

(2) The PIIP Manager retains DeCA Form 70-29 in the case file.

CHAPTER 8

SCIENTIFIC ACHIEVEMENTS

8-1. DEFINITION OF A SCIENTIFIC ACHIEVEMENT. A scientific achievement is a contribution that meets one of the following standards:

- a. An act, deed, or accomplishment that shows a scientific or technological basis for later technical improvements of military or other national significance.
- b. A scientific or technological accomplishment of such quality and effectiveness that it materially advances the research and development achievements of an activity, group, project, or service to the public.
- c. A significant scientific or technological achievement that contributes materially to the welfare of the Armed Services.
- d. An article accepted for publication in a scientific publication (for example, Abstract of New Technology) or a technical paper presented to a professional society that substantially contributes to scientific knowledge.

8-2. RECOMMENDING A SCIENTIFIC ACHIEVEMENT. Any person within DeCA may submit a recommendation with the approval of their supervisor. Submission of an award for scientific achievement must occur within 3 months of the achievement. The OPR must fully develop and approve the achievements.

a. **Preparing the Recommendation.** The contributor or OPR may initiate a recommendation of the scientific achievement in narrative format. Attach the recommendation to DeCA Form 60-7, Improve DeCA's Efficiency and Service (IDEAS), and prepare the recommendation package as follows:

(1) DeCA Form 60-7, item 4, Current Practice, print or type "Scientific Achievement." Complete items 7 and 8. The contributor will then sign and date the form.

(2) The contributor's supervisor will complete and sign DeCA Form 60-8, Evaluation. In items 4 and 5, the achievement and its benefits must be described briefly but completely. The documentation should show clearly the results achieved and the tangible or intangible benefits. The PIIP Manager is available to advise on determining benefits. DeCA Form 60-8 should show that the achievement is attributable to the individual's actions and not to other factors.

b. **Processing the Recommendations.** Send the total package (signed and completed DeCA Form 60-8, with supporting data) to the PIIP Manager. The PIIP Manager may obtain any further technical review through the appropriate OPR to add additional information or confirmation of the achievement. However, because of the high level of management approval on the DeCA Form 60-8, the IDEAS Program Awards Board review is not required.

c. **Award Determination.** Use tables 6-2 and 6-3 to determine award amount for a scientific achievement.

8-3. REQUEST FOR RECONSIDERATION. The person who is not recommended for a cash award for a scientific achievement may request reconsideration of an unfavorable decision within 30 days after the date of official notification. A written request should show the reasons for reconsideration. A request for a personal oral presentation will also be honored. The oral presentation data must be fully documented in the case file after the presentation.

CHAPTER 9

IDEAS PROGRAM AWARDS BOARD

9-1. HOW DeCA'S IDEAS AWARD BOARD FUNCTIONS. The DeCA Director has delegated authority to appoint members of the IDEAS Program Awards Board to the Director of Corporate Planning.

- a. The board members will be required to sign a confidentiality/non-disclosure statement prior to participation.
- b. Boards are formed for the following actions:
 - (1) Review and approve/disapprove recommendations for cash awards for more than \$2,500.
 - (2) Submit recommendation for each award over \$9,999 to the DeCA Director for approval.
 - (3) Adjudicate decision on lower level findings.
 - (4) Review all IDEAS, inventions, and scientific achievements that deserve additional awards above the designated representative approval.
 - (5) Assist the PIIP Manager in resolving problem cases and disputed decisions when requested.
 - (6) Make recommendations on job responsibility when requested by the PIIP Manager.
 - (7) Brief senior management as required.

9-2. MEMBERSHIP OF THE IDEAS PROGRAM AWARDS BOARD. The board consists of a chairperson, alternate chairperson, and three additional members (military and/or civilian subject matter experts) from major functional segments, nonvoting technical advisors (as necessary), and the PIIP Manager who serves as the nonvoting executive secretary.

- a. All members must be highly qualified on matters in their functional area of responsibility and must be able to speak decisively on the technical aspect of a contribution within their field.
- b. The chairperson and alternate is usually the ranking individual on the committee. They will not be associated with the IDEAS program in any other authoritative capacity, (i.e., Director, Chief Executive Officer, or Chief Operating Officer).
- c. On an annual basis, HQ directorates/staff offices will be requested to provide a name of a representative at or above the GS-13 level to represent their area as a voting member of the awards board. Each representative must sign a certification of nondisclosure and confidentiality statement.

9-3. RESPONSIBILITIES OF THE CHAIRPERSON/ALTERNATE CHAIRPERSON.

- a. Lead discussions during meetings.
- b. Contact IDEAS PIIP Manager for additional information, if needed by the board.

c. Prepare summary of decisions made by awards board. The summary will consist of IDEAS title and number, names of the board members, summary of the decision, and justification of the decision. The summary will be signed by the chairperson and the executive secretary.

9-4 FUNCTIONS OF THE BOARD.

a. The board will consist of five voting members, including the chairperson and alternate chairperson.

b. To expedite processing, a board may individually review and act on an IDEAS in writing, without a formal meeting. However, a formal meeting will be required when there is not a unanimous agreement.

c. The board may request the submitter to brief them in order to obtain total understanding of the IDEAS.

9-5. RESPONSIBILITIES OF THE EXECUTIVE SECRETARY. As executive secretary (nonvoting), the PIIP Manager shall:

a. Coordinate/schedule all meetings with the awards board.

b. Advise the committee on policy and procedures governing the approval of awards.

c. Make sure each IDEAS file has been staffed and all benefits considered for awards are fully documented. The executive secretary also makes sure that the files include all necessary job responsibility statements.

d. Advise the board of any information that would help the members make their recommendations.

e. Act on committee recommendations.

f. Send the recommendation to the next level for consideration when the amount of the recommended award exceeds DeCA's approval authority or when the contribution is eligible for referral to other DoD or federal agencies.

g. Make sure that files prepared for the board contain a summary of the proposal. On the summary page, include:

(1) The name, title, grade, organization, and location of the submitter.

(2) A description of benefits (tangible, intangible, or both) and how they were determined.

(3) A detailed explanation of the proposal including specific comments on how the achievements go beyond job requirements. This explanation should be obtained from the suggestor's supervisor.

(4) The amount already paid.

(5) The total amount of the award recommended.

(6) Provide each board member a complete case file consisting of a copy of the original submission, all evaluations, job responsibility determinations (if needed), and any other pertinent information that would assist the board.

APPENDIX A

DeCA IDEAS PROGRAM TERMS

Additional Award - Any award or series of awards paid in addition to and after the initial first award.

Adoption - A contribution that has been evaluated by the OPR for the subject matter and has been approved for implementation.

Adoption Rate - Ratio used for promotional and analytical purposes. The total number of IDEAS adopted divided by the amount of IDEAS submitted.

Awards - Appropriate recognition for approved and implemented proposals.

Awards Board - An appointed committee consisting of personnel (highly qualified in their functional areas of responsibility) who review proposal files and recommend awards to approval authority. They will also assist with problem cases or disputed decisions and make recommendations on job responsibility.

Confirmatory Contribution - Written submission of an IDEAS offered orally, informally, or under interfacing programs. Must be submitted with 30 days of implementation.

Contribution - An IDEA, invention, patent, or scientific achievement.

Documented Savings - Savings that can be proved by reviewing documents used to get figures. Source of figures is annotated on DeCA Form 60-8 or documents are attached when feasible (that is, supply documents or office records).

Duplicate IDEAS - A contribution that exactly duplicates another contribution that still has ownership rights.

Duty Related - Associates with work environment but not required in the usual and customary duties or daily performance of the position.

Evaluation - OPR in-depth review providing rationale on contributors feasibility for adoption/non-adoption. If adopted, reflects benefits.

Evaluator - An individual assigned by the OPR to evaluate the contribution.

Extension - Written request advising referring activity and originating suggestion office when and why evaluation or implementation will be delayed.

Final Action - Date of approval on an award action or written notification of non-adoption.

Final Approval/Disapproval Authority - Functional office with the capability to implement the contribution if adopted. Same level required for adoption is required for non-adoption.

IDEAS - A voluntary contribution that defines a problem and recommends a specific solution and proposes improvement to government operations or services.

IDEAS Case File - A record of required signed forms, supporting documents, and other information about the suggested contribution.

Implementation - A contribution actually put in use by the OPR. Verification must be made prior to award action.

Intangible Benefits – Benefits not capable of being touched or perceived. Specific measurable financial savings or resources cannot be demonstrated; however, affects health, safety, or morale of employees or customers.

Invention - A new and useful process, machine manufacture, or composition of matter which may be patentable under patent laws of the United States.

Job Responsibility - Within expected job performance requirements or a duty assigned by a competent authority.

Joint or Group IDEAS - An IDEAS proposal that has more than one author. Each co-author must complete and sign item 8 of the IDEAS DeCA Form 60-8. Any award is usually divided equally between all the contributors.

Management's Commitment - Written verification of an OPR's intent to implement. Required for initial award action when final implementation or evaluation for wider use will be delayed for an extensive time.

Manpower Savings - Documented elimination of a manpower authorization from DeCA's manning document.

Non-Adoption - A contribution that has been evaluated by the OPR and determined not possible for adoption, giving specifics in the narrative why it could not be adopted.

Office of Primary Responsibility (OPR) - Any HQ, agency, or office having primary functional interest in, and responsibility for a specific action, project plan, program, or problem. OPRs are at all levels.

Optional Adoption - An adopted contribution offering users a choice to do or not do. Implies day-to-day arbitrary decision by user. Request dissemination by the final approval authority.

Organizational Administrative Point of Contact - Individual assigned by OPR to help evaluators, making sure contributors are evaluated completely and accurately within prescribed time limits, and act as point of contact for inquiries.

Ownership Rights - A 1-year period afforded initial proposer after final action date on contribution. Provides protection to initial proposer in case of duplicates and allows for re-consideration request.

Partial Adoption - A contribution that is given credit for contributing to a solution but only part of the proposed IDEAS was used or adopted.

Productivity Improvement Incentive Program (PIIP) Manager or Coordinator - Individual responsible for controlling, evaluating, promoting, and publicizing the IDEAS program.

Reconsideration - An IDEAS submitter's right to request further evaluation on a previously disapproved contribution. The IDEAS submitter must provide new or additional information, rationale, evidence, take a new approach, or clarify significant issues or questions.

Reevaluation - Request by any office in the evaluation channel for further review when a higher level may have misinterpreted, overlooked something, or been vague in their review. Copies of request should be sent to the referring activity and originating suggestion office.

Responsible Official - An individual (branch level or higher) above the evaluator who, by their signature on the DeCA Form 60-8, makes sure the evaluation, if valid, meets requirements of this directive and is in the best interest of DeCA.

Scientific Achievement - Scientific or technological accomplishment contributing to material advances of DoD or an activity, group, or services to the public.

Tangible Benefits - Measureable financial savings or specific monetary values demonstrated by:

- (1) Increase output without a commensurate increase in cost of operation;
- (2) Application of resources saved to some other necessary activity; and
- (3) Appropriation savings.

Work Hour Savings - Hours actually saved by reducing or eliminating overtime, work backlog, or amount of time to complete a task. Savings are only credited when the OPR states specifically how, when, and where the recouped hours will be distributed (that is, new duties are absorbed without additional manning).

Value Engineering (VE) - An organized effort directed at analyzing the function of DoD systems, equipment, facilities, procedures, and supplies to achieve the required function at the lower total cost, effective ownership, consistent with requirements for performance, reliability, quality, and maintainability (terms such as value analysis, value improvement, and value management are synonymous).

APPENDIX B

ACRONYMS

ANG	Air National Guard
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DoD	Department of Defense
FWA	Fraud, Waste and Abuse
HQ	Headquarters
IDEAS	Improve DeCA's Efficiency And Service
OPM	Office of Personnel Management
OPR	office of primary responsibility
PIIP	Productivity Improvement Incentive Program
SES	Senior Executive Service
VE	Value Engineering
XP	Directorate of Corporate Planning