

Subchapter 8: The Suggestion Program

8-1. PURPOSE

a. **Policy.** This subchapter establishes guidelines for development of a military and civilian suggestion program within the Department. It is the Department's policy to:

- (1) Fully support and utilize suggestion programs to promote efficiency, economy and mission effectiveness;
- (2) Delegate authority for suggestion approval, implementation and awards to the lowest supervisory levels practical;
- (3) Determine promptly the merits of individual suggestions and advise the originators of the outcome;
- (4) Consider appropriate suggestions for Department-wide application;
- (5) Refer suggestions which may be of benefit to other agencies, and consider suggestions referred from them on the same basis as suggestions originating with DOT; and
- (6) Give weight to suggestion awards when selecting employees for promotion and in recognizing supervisors who have succeeded in motivating their employees' interest and participation in the suggestion program.

b. Responsibilities.

(1) Heads of Operating Administrations will assure that effective suggestion programs are implemented within their organizations as an integral part of their management responsibility. The Assistant Secretary for Administration will assure that such a program is implemented within the Office of the Secretary.

(2) Program administrators will be designated at appropriate organizational and geographical levels to provide technical guidance on the suggestion program and monitor the referral of suggestions.

8-2. SUBMISSION

a. Acceptable for Consideration.

(1) Suggestions submitted under this directive must both recommend an improvement and present a specific method of achieving the improvement.

b. **Not Acceptable for Consideration.** Unless they are related to energy conservation, ideas relating to items such as employee benefits or services, working conditions, buildings and grounds, routine safety practices or suggestions which require legislation to implement are not acceptable for consideration. Those ideas should be handled through administrative channels other than the suggestion program.

8-3. PROCESSING SUGGESTIONS

b. **Timeliness.** Each Operating Administration's suggestion system must provide for the following:

- (1) Suggestions will be in writing. Appropriate acknowledgments will be made promptly to the suggester.
- (2) Evaluation of suggestions should normally occur within 90 days. Operating Administration time frames for processing suggestions should allow for referral to higher levels in order to adhere to the overall 90 day time frame.
- (3) Referral channels will be clearly described.