

c. Wider Application. In addition to the above, each suggestion system must provide that:

(1) Suggestions concerning elements of the Department or other Government agencies, outside of the element in which the suggestion originates, must be referred through the Suggestion Program Officer of that element to the organization concerned.

(2) Suggestions concerning matters having Department-wide application, having a Departmental policy impact, or which require contact with the Office of Personnel Management (OPM), the Congress, or the Office of Management and Budget, will be referred through the Suggestion Program Officer of the originating element to the Departmental Suggestion Program Officer, Office of Personnel and Training, OST.

(3) Awards of cash and/or certificates will be granted only when final approval to implement the idea is obtained at a level authorized to issue awards under the suggestion program.

(4) Each suggestion forwarded to the Departmental Suggestion Program Officer first will be evaluated to the degree practical by the originating element and a determination made as to the feasibility of adopting the suggestion within that element should approval be granted by the office of final jurisdiction.

(5) Identifying numbers given suggestions will be entered as the subject heading for all pertinent correspondence.

d. Approval Authority. The following apply within the Department:

(1) Adoption and implementation of suggestions are management functions. Authority to approve suggestions awards should be delegated to the same supervisory level that has authority to direct implementation of the suggestion.

(2) Use of standing or ad hoc committees to evaluate or recommend approval of suggestions

should be limited to situations where review by several technical/professional disciplines or program areas is needed to determine whether a suggestion is theoretically sound and implementation is feasible; otherwise, use of suggestion committees is not recommended.

e. Amount of Awards. The tables for cash awards shown in FPM Chapter 451 will be used in the Department for both military and civilian awards. Cash awards in excess of \$10,000 must have approval of the DOT Awards Review Board which will be requested by the Departmental Suggestion Program Officer. Final approval of cash awards in excess of \$10,000 rests with the Secretary for military awards and with the OPM upon the Secretary's recommendation for civilian awards.

f. Reports.

(1) The Incentive Awards Program Annual Report covers the fiscal year and is submitted to the Departmental Suggestion Program Officer by the end of the third week of October for the preceding fiscal year.

(2) Additional reports on suggestion activity may be requested as needed.

8-5. LEGAL ASPECTS

b. Agency Obligation.

(1) Operating Administrations will pay cash awards for suggestions adopted outside the office of origin but within their respective jurisdiction in accordance with their own procedures.

(2) When an Operating Administration adopts a suggestion made by an employee of another DOT Operating Administration, a transfer of funds for awards of more than \$150 is required.

(3) DOT suggestions adopted by other Departments or suggestions adopted by DOT which originated in other Departments will require a transfer of funds whenever the award amount exceeds \$200.

(4) Awards for suggestions referred by OPM and adopted by DOT may require a transfer of funds as recommended by OPM.