

EMPLOYEE SUGGESTION RECOGNITION

1. **BASIS.** Recognition of a constructive idea that, when officially submitted in writing and adopted by management, directly contributes to the economy, efficiency, or increased effectiveness of Government operations or achieves a significant reduction in paperwork, man-hours, resources, etc.
2. **ELIGIBILITY.** Any Federal employee.
3. **RECOGNITION AMOUNT.** Award amount will be determined by applicable recognition scale for the type of recognition given. For example, if the employee is to receive time off as recognition for an adopted suggestion, the Time Off recognition scale will be used to determine the recognition amount. The Time Off recognition scale may be accessed at: <http://www.oro.doe.gov/pmab/Forms/Awards/Time%20Off.pdf> If the employee is to receive cash, then the appropriate recognition scale for either Tangible or Intangible benefits is to be used. These scales may be accessed at: <http://www.oro.doe.gov/pmab/Forms/Awards/SAS.pdf>
4. **RECOMMENDING AND APPROVING OFFICIALS.**

The Senior Staff or Assistant Director, as applicable, or his/her designee, whose organization will be responsible for implementation of the suggestion, if adopted, will be responsible for: (1) reviewing the suggestion; (2) recommending approval or disapproval; (3) recommending the award amount; and (4) verifying with the Planning and Budget Division that funds are available if recognition is monetary.

The Manager or Director (OSTI), of the appropriate Office or Site Office will approve or disapprove adoption of the employee suggestion.

5. **PROCEDURES AND RESPONSIBILITIES.**

- a. Employees will submit their suggestions in the format described in “b” below to Federal Human Resources Branch (FHRB). The FHRB will: (1) record receipt of the suggestion; (2) determine if the employee has already received any form of recognition for the suggestion; (3) forward employee’s suggestion via memorandum to the Senior Staff of the organization responsible for implementation, if adopted, for evaluation.

The FHRB will also notify the employee when the suggestion has been forwarded to the appropriate Senior Staff.

OSTI: Employees will submit their suggestions in the format described in “b” below to the Associate Director for Administration and Information Services (ADAIS). The ADAIS will: (1) check with the FHRB to determine if the employee has already received any form of recognition for the suggestion; and (2) forward the employee’s suggestion via memorandum to the Assistant Director whose organization will be responsible for implementation for evaluation, if adopted.

The ADAIS will also notify the employee when the suggestion has been forwarded to the appropriate Assistant Director.

- b. Employees submitting suggestions for consideration must do so in writing and include the following information:
 1. Suggestor(s)’ name, title, and organization
 2. Title of suggestion
 3. Reason for suggestion
 4. Benefit of suggestion and impact
 5. Organization responsible for implementation
- c. Within 30 days of receipt of the suggestion, the appropriate Senior Staff or Assistant Director, will review the suggestion and recommend either adoption or non-adoption to the Manager, or Director, as applicable.
- d. If additional time is needed in order to make a decision regarding the recommendation of adoption or non-adoption, the FHRB will be notified in writing (e.g., by e-mail) the reason for the needed additional time and the anticipated date of decision regarding the recommendation. The FHRB will then notify the employee of the anticipated date.

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OSTI: If additional time is needed in order to make a decision regarding the recommendation of adoption or non adoption, the ADAIS will be notified in writing (e.g., by e-mail) the reason for the needed additional time and the anticipated date of decision regarding the recommendation. The ADAIS will then notify the employee of the anticipated date.

- e. The Planning and Budget Division will be responsible for certifying that funds are available for monetary employee suggestion recognition. For OSTI, nominations the ADAIS will be responsible for certifying that funds are available for monetary employee suggestion recognition.
- f. If the Senior Staff recommends that the suggestion not be adopted, s/he will provide written reasons to the Manager and FHRB for the non-adoption recommendation FHRB will notify the employee(s) of the disposition of the suggestion.

OSTI: If the Associate Director recommends that the suggestion not be adopted, s/he will provide written reasons to the Manager, OSTI, and the ADAIS for the non-adoption recommendation. The ADAIS will notify the employee(s) of the disposition of the suggestion.

- g. The approved employee suggestion along with an approval memorandum will be forwarded to the FHRB. The FHRB will: (1) review the nomination for regulatory compliance; (2) coordinate entry of the nomination into the Workflow feature of CHRIS; and (3) process the action as appropriate. The appropriate paperwork will be provided to the recommending Senior Staff for presentation to the recipient.