BY ORDER OF THE
SECRETARY OF THE AIR FORCE

AIR FORCE HANDBOOK 38-402
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Manpower and Organization

SUGGESTERS AND EVALUATORS HANDBOOK

This handbook provides guidance designed to assist Air Force members in submitting suggestions and evaluators to carry out their role during the evaluation process. It applies to Air Force personnel (military and civilian), members of the US Air Force Reserve, and Air National Guard. Information contained in this handbook is in compliance with AFPD 38-4, *Suggestion Program,* and AFI 38-401, *Air Force Suggestion Program.*

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Chapter 1

THE SUGGESTION PROGRAM

1.1. Exploring Your Ideas. Creative ideas are vital to our continued effectiveness and growth. Regardless of our job, we are in a position to suggest new methods or improve on old ones. If the *Air Force Suggestion Program* is to be an effective management tool, we must participate. When we have ideas, we need to explore them!

1.2. Being a Suggester. Submitting a suggestion identifies you as a person with creative and innovative abilities. How many times have you said to yourself, "If I were the boss, I'd sure change things -- make this job easier and save money too"? Well, if you're a person who likes to improve things -- make them work better, easier, faster and if you'd like to earn extra income, be a suggester! It brings you recognition for individual achievement, offers you added opportunities to have a voice in improving operations, and provides satisfaction from knowing that your idea brought about an improvement.

1.3. Suggestion Status. Your servicing Suggestion Program Manager (SPM) is required to keep you informed in writing on the status of your suggestion. These notifications are mandatory and required to be forwarded to suggesters and evaluators any time there is any change during the evaluation, implementation, or award process.

Chapter 2

GUIDANCE FOR SUBMITTING A SUGGESTION

2.1. AF Form 1000, United States Air Force Suggestion Instructions. In addition to the information outlined in AFI 38-401, paragraph 2, put the suggestion on the AF Form 1000 as follows:

2.1.1. Attach to the AF Form 1000 any separate documents that have already been prepared. Then reference the separate action and any other pertinent information on the AF Form 1000 without transferring duplicate information.

2.1.2. Give corrected or updated data required on AF Form 1000 to the SPM. If you are likely to separate or be transferred before final action on the suggestion, also give your new address. If that is not available, attach a copy of your orders. Failure to do so may result in your not receiving credit if the suggestion is adopted.

2.1.3. State if your name may be used during the evaluation process. If you do not want your name known, it will be withheld during evaluation processing until any award action is taken.

After award action, routine data for promotion and publicity purposes (name, grade, organization, photograph, and type, amount, and description of award) may be used. Personal information (home address, date of birth, social security number, and employment history) will not be used.

2.2. Submitting a Suggestion. In completing a suggestion, it is imperative that individuals, groups, or teams outline a specific area for improvement, state a workable solution, and cite expected benefits to improve safety, service, effectiveness, or efficiency of the Federal Government.

2.2.1. Also state the current practice, method, procedure, task, directive, or policy. A copy of documents establishing current practice, method, or policy should be provided when possible.

2.2.2. Explain the problem with the current practice or why it should be changed.

2.2.3. Provide a detailed description or solution on how to change the current practice or implement the idea. Remember, suggestions must include specific recommendations, not merely thoughts or opinions. For example, include outlines for studies, courses, or similar actions.

2.2.4. Indicate where the suggestion can be used and the estimated benefits to the government if it is adopted.

2.2.5. Submit AF Form 1000 simultaneously with any separate documents or as a confirmatory suggestion attaching approved separate documents. In cases where one idea requires multiple separate documents (i.e., one change would affect different technical orders), submit only one AF Form 1000 and attach all the separate documents required.

2.3. Hints for Submitting Successful Suggestions:

2.3.1. Concentrate on what you know best.

2.3.2. Respond to a situation which needs improvement.

2.3.3. Get all the facts. Who, what, where, when, how, why.

2.3.4. Analyze the facts.

2.3.5. Highlight the best solution.

2.4. Processing Suggestions. AF Form 1000 may be transmitted through interoffice distribution, the US mail, or hand carried to the base suggestion program office.

2.4.1. Suggesters may discuss a suggestion with their supervisor, but are not required to do so. The supervisor does not become a cosuggester as a result of this assistance.

2.4.2. If a suggestion contains classified information, follow the procedures in Department of Defense (DoD) Regulation 5200-1.R, *Information Security Program Regulation*, June 1986, With Change 1 and AFI 10-1101, *Operations Security (OPSEC).* If there is any doubt, contact your unit security officer.

2.5. Ownership Rights of the Suggester. Ownership rights ensure that when there are duplicate suggestions, credit is given to the first suggestion received by the approval or disapproval Office of Primary Responsibility (OPR). The OPR will give credit if a disapproved suggestion generates action within a 1-year "ownership" period. Credit cannot be given if an independent action takes place concerning the subject of a suggestion. For example, there may be an action required over which the OPR has no control, such as changing conditions or a separate recommendation from other sources that predate the suggestion. When this happens, the suggester will receive a complete explanation from the OPR about the origin of the action, with supporting documentation.

2.6. Request for Reconsideration:

2.6.1. Any office in the evaluation channel may request further review when a higher level evaluator has misinterpreted, overlooked something, or been vague in the first review. The office sends a copy of the request to the base suggestion program office. These reevaluations are initiated by, but not limited to, evaluators, SPMs, or quality control representatives.

2.6.2. The suggester may submit a written request to the installation SPM for further consideration of evaluation actions affecting the suggestion case file any time before ownership rights have expired if the suggester:

2.6.2.1. Provides additional evidence.

2.6.2.2. Provides new material, information or rationale.

2.6.2.3. Takes a new approach.

2.6.2.4. Clarifies significant issues or questions.

2.6.3. Mere disagreement with the answer provided on AF Form 1000-1 or another separate document is not justification alone for reconsideration. This request may be submitted any time during the 1-year "ownership" period. A new 1-year "ownership" period begins when a suggestion is reopened. When "ownership" expires, the same idea may be submitted as a new suggestion.

2.6.4. If an SPM refers a suggester's request for reconsideration, the office one level above the previous evaluator (within the same OPR function) who made the final decision and signed the AF Form 1000-1 will do the reevaluation. There should be a new evaluator and responsible official signing the evaluation in response to the reconsideration request. If there is a second request for reconsideration, it is referred to the next higher level (major command [MAJCOM] or HQ USAF OPR) for adjudication. ***EXCEPTION:*** The original evaluator may sign the reevaluation if the initial decision is reversed.

2.6.5. When an OPR has disapproved a suggestion but later reexamines and implements the idea within the suggester's 1-year "ownership," the OPR completes an evaluation and credits the suggester. If the OPR acted because of directives from higher authority, the suggester cannot be credited, but the suggester is advised why.

2.6.6. When a previous disapproval of a suggestion is reversed within the "ownership" period, the evaluator or responsible official must make sure the appropriate suggester is credited even if there is no request to do so.

Table 2.1. Suggestion Transmittal Instructions.

LINE	A Participant's Status or Category	B Addressee for Suggestion
1	A permanently assigned military or civilian (see note 1).	The installation SPM (see note 2).
2	A member of another DoD component or Federal Aviation Administration (FAA) attached to an Air Force installation.	
3	A military member or civilian employee permanently assigned to an AFOSI organization.	The AFOSI SPM, Bolling AFB DC 20330-6001.
4	A military member or civilian employee whose permanent duty station is not on a military installation.	The installation SPM of the servicing agency.
5	An Air Force Reservist whose unit is serviced by an Air Force Reserve (AFRES) Military Personnel Flight (MPF).	The SPM for the installation where AFRES MPF is located (see note 3).
6	An Air Force Ready Reservist not assigned to an Air Reserve Unit.	The installation SPM where active duty organization to which assigned for administration is located (see notes 3 & 4).
7	An Air Force Ready Reservist assigned individually to an office for administration purpose (Mobilization Augmentee).	
8	TDY personnel (to include Air Force Ready Reservist).	TDY installation SPM (see note 4).
9	Retired Air Force military or Air Force civilian personnel.	The installation SPM (see note 5).

NOTES:

1. People physically located on a base or members of activities serviced by a support agreement.
2. If the suggester relocates, the original SPM remains the point of contact for the suggester for any status or requests concerning that suggestion. SPMs will assist newly assigned personnel with inquiries on suggestions from previous duty locations.
3. If suggester is also an Air Force civilian employee, (dual status technicians, members of the Reserve) submit as a civilian suggestion under Title 5, United States Code, Chapter 54.
4. If the suggestion deals with local policy or procedure at a TDY installation, it is evaluated there before it is referred to the suggester's home station for numbering and processing. If the suggestion has no specific application to the TDY installation, it is routed to the suggester's installation SPM for referral to the applicable installation OPR having jurisdiction over the subject matter.
5. Retiree suggestions are numbered and processed by the nearest installation SPM who remains the point of contact for the suggester.

2.7. US Savings Bonds. Suggesters who become eligible for a cash award should consider purchasing US Savings Bonds as a long term investment that would not only benefit their country, but also serve to increase the value of their award.

2.8. Award Reconsideration. A suggester may ask for reexamination of the amount of an award or of the reason for disapproval of an award. The request should contain reasons for the review. The request is first reviewed by the installation SPM for resolution. If the SPM cannot resolve the case, the installation commander should reexamine it. If the suggester is still dissatisfied and states in writing valid reasons why, the installation SPM should forward the request to the suggester's MAJCOM SPM. In the case of a field operating agency (FOA), direct reporting unit (DRU), or HQ USAF activity, forward the request to HQ AFMEA/PLDP, Randolph AFB TX 78150-4451, through the SPM's MAJCOM. HQ AFMEA/PLDP evaluates the request for review. Requests for award reexamination should be submitted within 1 year from the date of official notification of the approval or disapproval of an award. HQ AFMEA/PLDP is the final authority on the request. Since 1 year is ample time to prepare reconsideration, only one request will be accepted.

Chapter 3

FUNCTIONAL OPRs

3.1. OPR Responsibilities. Since ideas directly affect efficiency and effectiveness of the Air Force and Federal Government, the OPR should make every effort to ensure suggestions receive the same timely and positive responses given any other communication (see table 4-1, notes 4, 6, and 7 for processing time limits).

3.1.1. There can be one or several organizational or functional offices at base level within the chain of command who should evaluate a suggestion before it arrives at the OPR having final approval authority. A suggestion that needs MAJCOM, HQ USAF, or a higher level approval requires a local evaluation if the idea will affect local procedures. The evaluation should state how it affects local operations, systems, products or equipment.

3.1.2. Even though some suggestions cannot be adopted, they are often a valuable management tool. They give the OPR insight into potential training needs, communications breakdowns, and so forth.

3.1.3. Also, suggestion evaluations give management an opportunity to provide information to help personnel understand Air Force policy, functions, and operations. This increased knowledge facilitates quality performance and increased productivity.

3.1.4. When a suggestion is approved for mandatory adoption, the approving OPR may compute estimated first-year tangible savings based on a medium size installation and simply multiply those benefits by the number of installations affected. ***NOTE:*** The OPR may ask a specific installation to compute savings and forward the suggestion package to them.

3.1.5. After the evaluator and responsible official have signed the evaluation, the suggestion file is routed to the functional point of contact (POC) for review.

3.1.6. Suggestions requiring higher headquarters approval authority may be disapproved at the local level, but must include a "coordinated with" statement (see table 4.2, note 3).

Chapter 4

EVALUATOR AND RESPONSIBLE OFFICIAL RESPONSIBILITIES

Section A--The Evaluator

4.1. Your Role As An Evaluator. This chapter has been developed to assist you in evaluating suggestions. It contains information regarding the purpose of the *Air Force Suggestion Program*, evaluation procedures, and your role as an evaluator.

4.1.1. You have been chosen as an evaluator because you are familiar with the subject matter of the suggestion. While you are not expected to know all the facts personally, you are in the best position to know how and where to get them. Your role is to help make the *Air Force Suggestion Program* beneficial for employees and management. You can do this by acting promptly. Delays can be costly due to continued productivity losses, ongoing expenditures, or unsafe conditions. Get the facts, analyze them thoroughly, and make a sound recommendation as expeditiously as possible.

4.1.2. Employees submit suggestions in a sincere attempt to improve government operations. Consequently, they deserve a prompt, thorough, and objective evaluation of their ideas. At installation and MAJCOM levels, total evaluation and administrative time should not exceed 20 calendar days. At HQ USAF level, total evaluation and administrative time should not exceed 30 calendar days. Your responsibility is to ensure that this is done.

4.1.3. A good evaluation starts with a positive attitude. Evaluate each suggestion as if it were your own. Look for ways the idea can be used rather than reasons it cannot.

4.2. Evaluator Administration. On behalf of the OPR, the evaluator should:

4.2.1. Check every suggestion for duplication before evaluating it. Since the suggester retains "ownership" of an idea for 1 year following the final action, the date for determining duplication is the date the first suggestion is received by the OPR at each organizational level, not the date the suggestion was introduced into suggestion channels. If the suggestion duplicates a proposal already under consideration by management, please provide a description and the date management initiated the action. Use AF Form 1000-1 to return any duplicates.

4.2.2. To maintain a workable history file for checking duplications, set up a case file for each suggestion and keep it for one year following final action. The physical location of a file is left to the OPR's discretion.

4.2.2.1. If a suggestion indicates the same problem as an earlier suggestion but contributes a different solution, it is not a duplicate and should be evaluated on its own merits. If the solution you adopt combines the proposals of more than one suggestion, base the evaluation of

benefits on the respective portions of each individual suggestion.

4.2.2.2. There may be cases where more than one suggestion is received that concerns a similar, particular problem or situation. If they propose different solutions, the suggestion that provides the adopted solution should be approved. In your evaluation, show how the suggestion corrected the problem. Give suggestions without usable solutions an evaluation on an AF Form 1000-1 stating why they were not adopted. Failure to provide a sufficient explanation could result in a request for reevaluation by a disgruntled suggester.

4.2.3. Fully evaluate confirmatory suggestions previously offered to management orally, informally, or through other management initiative programs. This includes confirmatory suggestions granted a waiver to the 30-day time limit by the SPM of the base where suggestion originated. Your evaluation (AF Form 1000-1) should include one of the following statements.

4.2.3.1. The idea was never implemented and reasons why.

4.2.3.2. Although action was taken it was not the result of the suggester's idea. Include specific circumstances, e.g., independent action taken by management, etc.

4.2.3.3. The suggester's idea was implemented and resulted in tangible or intangible benefits.

4.2.4. Contact the suggester, if known, for clarification or additional information, when needed. Suggestions received with incomplete or technical inaccuracies must be corrected by the suggester promptly. The suggester may help by gathering additional data and by preparing separate forms or formats. However, the suggester should never be permitted to write or make direct input to the evaluation.

4.2.5. Request inputs from other concerned functional areas.

4.2.6. Be sure to complete an AF Form 1000-1 every time you evaluate a suggestion. Strive to be brief, objective, and factual. However, if the suggestion is complex, include all essential facts necessary to support your evaluation.

4.2.6.1. Address the form to the OPR required to take further action and return the entire file through the functional POC to the servicing SPM.

4.2.6.2. Send the original and two copies of the suggestion file when referring it to another office for additional evaluation.

4.2.6.3. Make sure the evaluator and responsible official sign the AF Form 1000-1 and include the evaluator's telephone number.

4.2.6.4. Require the OPR at each organizational level to include in his or her comments to an evaluation that indicates approval, disapproval, or other recommended action enough information to help the final evaluator make a decision. A statement that the suggestion has merit without rationale to support it is an incomplete evaluation.

4.2.6.4.1. If adopted for mandatory use, include authority for adoption in item 3 of the AF Form 1000-1. State whether using the new procedure was directed verbally or in writing. If a written document was used, identify it fully and attach a copy, if possible. If a MAJCOM or Air Force-level OPR does not approve a change at their level but does not object to local usage, they can indicate disapproval on the AF Form 1000-1 but state in item 3 that lower echelon evaluators may approve for their level. The subordinate OPR (MAJCOM or base) may then approve for their own use and identify any resulting benefits.

4.2.6.4.2. Note that the MAJCOM or HQ USAF servicing SPM forward suggestions requiring DoD or other federal agency evaluation to HQ AFMEA/PLDP for outside-Air Force referral.

4.2.6.4.2.1. Those suggestions that ultimately must be evaluated by the General Services Administration (GSA) are first evaluated by the base and MAJCOM OPRs and by the proper Air Logistics Center (ALC) item manager or HQ USAF OPR, or both. Suggestions on quality control, quality deficiency, or existing supply items in the GSA Federal Supply Catalog are processed according to guidelines found in the catalog.

4.2.6.4.2.2. The only exception to these guidelines is for suggestions submitted by Air Force employees working on GSA property. In that case, the GSA activity evaluates those ideas first.

4.2.6.5. Emphasize the necessity for meaningful and accurate evaluations.

4.2.6.5.1. Compute tangible savings for your entire organization or base. Do not include savings from other organizations or bases unless you have responsibility for them as well. Give detailed computations for old and new methods. Separate the workhour savings from other savings reported. When the new method includes work that was not done under the old method but your manpower requirement does not increase, then don't count the extra work of the new method in the savings computations. Remember, tangible benefits are measurable and should stand the test of verification when required.

4.2.6.5.2. Give the source used for figures reported (supply documents, office records and so forth). If feasible, furnish a copy. Figures may be based on estimates if the basis for the estimate is provided.

NOTE: When determining man-hour savings use the following: AFI 65-503, table A33.1, for military; AFI 65-503, table A31.2, for general schedule civilians; the latest wage rate schedule published by the DoD wage fixing authority for wage grade civilians and local wage rates for local national civilians.

4.2.6.5.3. Do not include any cost associated with conducting the evaluation. Do not use printing costs for publications.

4.2.6.5.4. If intangible benefits (table 4.1.)are used, make sure the appropriate blocks are checked. Explain both the value and the extent of application for intangible benefits on the AF Form 1000-1, item 5B (see table 4.2). Since determination of intangible benefits is subjective, your written explanation is critical to the installation SPM who must determine the appropriate award.

4.2.6.6. Show how the ideas might be used at other installations, MAJCOMs, FOAs, DRUs, DoD components, Federal agencies, or adapted to other systems or equipment.

Table 4.1. Definition of Intangible Benefits.

VALUE OF BENEFITS	EXTENT OF APPLICATION
MINOR VALUE A slight change or modification of an operating principle or procedure that is an effective improvement to a product, activity, or program.	LIMITED (Installation Level) Affects functions, mission, or personnel of one office, facility, or installation.
MODERATE VALUE A change or modification of an operating principle or procedure that is an effective improvement to a product, activity, or program.	EXTENDED (Command-wide) Affects functions, mission, or personnel of several offices, facilities, installations, or one MAJCOM.
SUBSTANTIAL VALUE A major change or modification of an operating principle or procedure that is an important improvement to the value of a product, activity, or program.	BROAD (Air Force-wide) Affects functions, mission, or personnel of at least 2 MAJCOMs.
HIGH VALUE A total revision of a basic principle or procedure that is a highly significant improvement to the value of a product, activity, or program.	GENERAL (DoD-wide or higher) Affects functions, mission, or personnel of at least 2 agencies, an entire department, or is in the public interest of the Nation.
EXCEPTIONAL VALUE Introduction of a new principle or major procedure; a superior improvement to the quality of a critical product, major activity, or program.	

4.2.7. Check the block "Concur (approval pending implementation)," in the AF Form 1000-1 when implementation is projected well into the future. Occasionally long lead time suggestions are not implemented due to funding shortfalls or technology advances. In these cases, it is imperative to notify the originating SPM of any change that affect projected implementation.

4.2.8. Do not disapprove any suggestion because:

4.2.8.1. The suggestion is job-related. Don't be concerned with the job responsibility of the suggester. That is addressed separately from the evaluation process. Confine your evaluation to the merits of the suggestion only and exclude job responsibility statements or award recommendations on the AF Form 1000-1.

4.2.8.2. You feel the suggestion channel is inappropriate because there may be another prescribed way to submit a particular idea; for example, a technical order change, supply procedure change, civil engineering work orders, or safety improvement. Even though other management programs have forms or procedures to report corrections or changes, the *Air Force Suggestion Program* interfaces with all of them. It supports voluntary submission of ideas that can improve any government function.

4.2.8.3. There is an existing directive that outlines current procedures. A directive may be changed as a result of an approved suggestion. If approval or disapproval of a proposed change is not authorized at your level, forward an evaluation with your comments and recommendations to the next higher OPR.

4.2.8.4. There already was a directive in existence. Credit a suggestion if the evaluation clearly shows it caused implementation of an established requirement that had not been previously implemented.

4.2.8.5. You believe the idea is "ineligible." It is the SPM's responsibility to determine eligibility (see eligibility rules on AF Form 1000).

4.2.9. Implement approved suggestions according to the following:

4.2.9.1. When written confirmation of implementation is received. ***NOTE:*** AF Form 1000-1 may be used for interim as well as final responses.

4.2.9.2. If the suggestion can be used at other organizations or bases, the suggestion should be considered for mandatory use at each level of evaluation to make sure maximum benefits will be realized. If the suggested idea does not warrant mandatory adoption, it may be adopted for optional use. Optionally adopted ideas are sent, in writing, to users by the OPR.

4.2.9.3. A coordinated and approved AF Form 673, **Request to Issue Publication**, and DD Form 67, **Form Processing Action Request**, constitute implementing documentation for revisions to Air Force directives and forms. A copy of these forms must be attached to the completed AF Form 1000-1.

4.2.9.4. There may be other limited-use forms which constitute implementation documents for suggestion purposes. The OPR must certify the document will cause implementation. Final acceptance of the document in this situation is left to the discretion of the base level SPM.

Section B--The Evaluation

4.3. Tips on Writing the Evaluation:

4.3.1. **Be Positive.** Approach suggestions with a positive attitude. If the entire suggestion cannot be adopted, consider whether it may be adopted in part or modified so it can be adopted. If during the evaluation process, the suggestion leads an evaluator to conclude that there is a better solution to the problem than that proposed by the suggester, that solution should be adopted and the suggester given credit. In these instances, the suggester may be entitled to an award based on the extent of influence the suggestion contributed to management's action. Be certain the reasons for the action are understood. Under no circumstances would it be appropriate for the evaluator to submit a suggestion offering a solution developed as part of a previous evaluation. If you cannot adopt a suggestion, do not dwell on, or overemphasize, its disadvantages.

4.3.2. **Summarize First.** Start your evaluation with a brief summary of the suggestion so the suggester knows you understood the idea. Then follow with reasons for your decision and conclude with an expression of appreciation for participation in the program.

4.3.3. **Watch The Tone.** Write answers that you would be willing to accept if you were the suggester. Avoid a cold, impersonal or superior tone! (Remember that a copy of your evaluation, with your name, is provided to the suggester with a non-adoption letter.) Use language that the suggester will understand. A responsive answer often eliminates requests for reconsideration.

4.3.4. **Don't "Turn Off."** Avoid words or statements that might "turn off" suggesters, such as:

4.3.4.1. "Scheme" (it has an unpleasant sound...use "plan" or "idea").

4.3.4.2. "Impractical" (also unpleasant...use "not feasible").

4.3.4.3. "Gadget" (it belittles a suggester's idea).

4.3.4.4. "Reject" or "rejection" (use "not adopted" or "declined").

4.3.5. **Be Brief.** Try to keep your evaluation short. In other words, do not write 300 words if 50 will do the job...and do not overwhelm the reader with detail.

4.3.6. **Be Timely.** Respond in a timely manner. Remember that delaying the implementation of a suggestion costs money.

4.3.7. **Evaluation Review.** As you review your draft evaluation, ask yourself these questions:

4.3.7.1. Is it written with the suggester in mind?

4.3.7.2. Is it clear as to why the suggestion will, or will not, be adopted?

4.3.7.3. Is it motivational--does it encourage future suggestions?

4.3.7.4. Is it appreciative--does it thank the suggester for taking the time and effort to submit ideas for improving the organization?

4.3.7.5. Is it possible to implement the suggestion in another unit or organization? Did you include this information in your evaluation?

4.3.7.6. Am I totally satisfied with the research, data analysis, conclusions and write-up of the evaluation?

4.3.7.7. In writing the evaluation, have I been totally fair, "long-range minded," and objective?

4.3.7.8. If I were the suggester, would I be satisfied to receive the evaluation? If the answer is no to any of the above, the evaluation should be rewritten.

NOTE: The rule for the successful processing of an evaluation could be summarized as: Treat it right, write it right, and expedite!

Table 4.2. Evaluation Actions And Routings (See Note 1).

RULE	A If the OPR	B then complete AF Form 1000-1, items	C and convert to proper form or format when required for approval to implement	D and forward the evaluation to the
1	approves suggestion (within evaluator's authority)	1, 2, 3A (all parts) 3E, 4, and 5A or B or both	(see note 2)	servicing SPM (see note 1).
2	concurs with suggestion (approval is pending implementation)	1, 2, 3B, (all parts) 3E, 4, 5A, or B or both		
3	disapproves (within evaluator's authority)	1, 2, 3F or 3G		
4	approves suggestion but application is beyond evaluator's scope	1, 2, 3A (all parts) 3E, 4 and 5A or B or both	(see note 2)	servicing SPM (see note 4 for Installation , note
5	recommends approval of the suggestion but approval is beyond evaluator's authority	1, 2, 3E, 3H, 4, and 5A or B or both		6 for MAJCOM, and note 7 at AF level).
6	recommends disapproval but disapproval is beyond evaluator's authority	1, 2, 3I, and 4 (see note 3)		

NOTES:

1. At installation level, return suggestion files which receive final approval or disapproval directly to the originating SPM. At MAJCOM and Air Force levels, send suggestion files which receive final approval and disapproval directly to the servicing SPM. The servicing SPM will complete a quality review and then send the file directly to the originating SPM. The originating SPM will provide information copies of the final evaluation to all previous OPRs. If an OPR disagrees with a higher level evaluation, they may send a rebuttal to their servicing SPM who sends it to the originating SPM. Suggestion files containing classified material should be properly marked and transmitted according to DoD Regulation 5200.1-R and AFI 10-1101.

2. Some examples of governing directives for required forms or formats are: AFI 37-160, and TO 00-5-1.

a. Documentation (forms or formats such as AFTO Form 22, **Technical Order System Publication Improvement Report and Reply**; AF Form 601, **Equipment Action Request**, and so forth) must contain a statement that "the action is the result of Suggestion No.___."

b. A copy of the suggestion is attached except where prohibited by a directive. Be sure the copy is legible.

c. The implementing OPR need not complete an AF Form 1000-1 for a separate document until an approval is received. The MAJCOM and intermediate OPRs need not complete an AF Form 1000-1 unless the installation OPR requests computation of tangible benefits reported by the approving official.

d. Disapprovals need not be converted to AF Form 1000-1 if reasons for disapproval are given on a separate document.

e. When forwarding a separate document to another level, send an information copy of the correspondence to the originating SPM.

3. May be disapproved if the OPR can provide rationale for not forwarding to the next echelon. Rationale may be obtained by contacting the approval or disapproval authority through OPR channels. Such input must clearly show that the idea has been or is being considered, or current policy will not change because of recent management decisions, or is a duplicate of another suggestion with valid "ownership" rights. A "coordinated with" statement must be included on the AF Form 1000-1 and a copy of the file sent to the approval or disapproval authority. Include the authority's name, rank, office symbol and DSN telephone number.

4. At installation level, total processing, evaluation and administrative time should not exceed 20 calendar days. Processing time starts when the suggestion is received by the SPM and ends when the SPM notifies the submitter the suggestion is approved, approved pending implementation, being forwarded to another evaluator, or disapproved.

5. Only the SPM is allowed to forward suggestions to another evaluator.

6. At MAJCOM level, total processing, evaluation and administrative time should not exceed 20 calendar days. Processing time starts when the base level SPM forwards the suggestion to the MAJCOM SPM and ends on the date the MAJCOM SPM sends the approval, approval pending implementation, or disapproval to the initiating SPM, or forwards the suggestion to a HQ USAF SPM.

7. At HQ USAF level, total processing, evaluation and administrative time should not exceed 30 calendar days. Processing time starts when the MAJCOM level SPM forwards the suggestion to the HQ USAF servicing SPM and ends when the HQ USAF servicing SPM sends the approval, approval pending implementation, or disapproval to the initiating SPM, or forwards the suggestion to HQ AFMEA for consideration by other DoD or non-DoD agencies.

8. Some administrative processing procedures for these suggestions are:

a. Suggestion evaluations being referred to other Federal agencies must reflect an Air Force position regarding feasibility of the proposal.

b. Allow at least 45 calendar days for evaluations of suggestions referred to DoD or other Federal agencies.

c. HQ AFMEA makes arrangements for payment of awards by DoD components or other Federal agencies.

4.4. Evaluating Separate Document Suggestions:

4.4.1. **AFTO Form 22 or 135 Suggestions.** Specific guidance for submitting AFTO Form 22 suggestions is found in TO 00-5-1 and instructions for submitting AFTO Form 135 suggestions is found in TO 00-25-195.

4.4.1.1. Approval and disapproval of an AFTO Form 22 or 135 automatically approves or disapproves the suggestion. Approved AFTO Form 22 or 135 is an eligible suggestion. Don't use AF Forms 1000-1 for suggestions requiring completion of an AFTO Form 22 or 135. Instead, show evaluation information to include tangible and intangible benefits on the AFTO Form 22 or 135.

4.4.1.1.1. Confirmatory suggestions submitted after approval of an emergency, urgent or routine AFTO Form 22 or 135. The AFTO Form 22 or 135 initiator may submit a confirmatory suggestion for an approved AFTO Form 22 or 135 to the Base Level Suggestion Program Manager (BLSPM). Evaluation information to include tangible and intangible benefits will be provided by the Technical Order Manager (TCM) on the AFTO Form 22 or 135.

4.4.1.1.2. Confirmatory suggestions for emergency AFTO Forms 22 must be submitted within 30 calendar days of initiator's receipt of the Interim Technical Order (ITO) message issued to approve or implement the AFTO Form 22. A copy of the emergency AFTO Form 22 and the ITO message must be attached to the AF Form 1000.

4.4.1.1.3. Confirmatory suggestions for urgent AFTO Forms 22 must be submitted within 30 calendar days of the initiator's receipt of the TO change, revision or supplement issued to approve and implement the AFTO Form 22. A copy of the urgent AFTO Form 22 and the TO update must be attached to the AF Form 1000.

4.4.1.1.4. Confirmatory suggestions for routine AFTO Forms 22 or 135 must be submitted within 30 calendar days of the initiator's receipt of the approved routine AFTO Form 22 or 135. A copy of the approved AFTO Form 22 or 135 must be attached to the AF Form 1000.

4.4.1.2. Waiver requests for confirmatory suggestions not meeting the 30 calendar days time limit may be submitted to the BLSPM.

4.4.1.3. AF Form 1000 (suggestion) submitted with an urgent or routine AFTO Form 22 or 135. The AFTO Form 22 or 135 initiator attaches an AF Form 1000, referencing the AFTO Form 22 or 135 number and forwards the package to the BLSPM. The BLSPM numbers the suggestion, enters the suggestion number in block 10B of the AFTO Form 22 or 135 and forwards it to the local Productivity Improvement Manager (PIM) or equivalent AFTO Form 22 or 135 processing office. The PIM will ensure a copy of the AFTO Form 22 or 135, annotated with the date and improvement report number, is returned to the BLSPM. The BLSPM holds the AF Form 1000 in suspense for completion of AFTO Form 22 or 135 processing. No followup on the AF Form 1000 is required; the local PIM will automatically provide AFTO Form 22 or 135 status to the BLSPM. If status is not provided by the PIM, the BLSPM initiates followup to the local PIM.

4.4.1.4. **Stand-Alone Suggestions Affecting the TO System.** When a stand-alone suggestion is received which recommends a specific TO change, the base-level OPR for that suggestion will prepare a routine AFTO Form 22 or 135, annotate the suggestion number in block 10B, and route the form through AFTO Form 22 or 135 channels. The base-level OPR will return the AF Form 1000 to the BLSPM annotated with the AFTO Form 22 or 135 number, to be held in suspense pending AFTO Form 22 or 135 approval or disapproval. The local PIM will automatically provide AFTO Form 22 or 135 status to the BLSPM. If status is not provided by the PIM, the BLSPM initiates follow-up to the local PIM. Evaluation information to include tangible/intangible benefits will be provided by the TCM on the AFTO Form 22 or 135.

4.5. Evaluating and Processing Scientific Achievements. (See AFI 38-401, paragraphs 2.7 through 2.8.2.)

4.5.1. To ensure verification of implementation of the achievement, the contributor will provide the evaluator a copy of the article or, if it is too voluminous, the cover page showing the actual name of the publication and the publication date.

4.5.2. If the article was presented at a professional society, the nomination should include the name of the society; date of presentation; and a copy of the itinerary of the proceedings to verify presentation. Above verifications in paragraphs a. and b. will be processed as attachments to AF Form 1000-1.

4.5.3. Nominations based upon in-house reports or memos are not eligible for processing as Scientific Achievements, but may be eligible for recognition as a special achievement under the *Incentive Awards Program* administered by Civilian Personnel or included as part of an individual's annual appraisal.

4.5.4. In accordance with Federal Personnel Manual (FPM), Chapter 451, job responsibility is not an issue for Scientific Achievements.

4.5.5. Since the majority of awards for Scientific Achievements are based upon intangible benefits of

"High Value," with "Extended" application, high value extended, cash awards recommended or approved by the SPM should not normally exceed the award reflected in AFI 38-401, table 3. This will ensure consistency within the scientific community and preclude inappropriate cash awards.

4.5.6. When a scientific achievement involves more than one individual, all will share equally in any cash award. If an individual declines a share of the award, that share will be subtracted from the total award.

4.6. Conclusion. You, as an evaluator, hold the key to a successful suggestion program. Communicate with suggesters in a positive and supportive manner. Take the time to give as complete an evaluation as possible from your standpoint and you will help to ensure the success of the program. Remember, employees offer suggestions because they believe their ideas have merit, and most people like favorable personal recognition. Finally, please ensure that all information required is included on the AF Form 1000-1.

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Director of Programs and Evaluations