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FROM: HQ USAF/A1
1040 Air Force Pentagon
Washington DC 20330-1040

SUBJECT: Guidance Memorandum - The Air Force Innovative Development Through Employee Awareness (IDEA) Program (AFI38-401)

By Order of the Secretary of the Air Force, this AF Guidance Memorandum immediately changes AFI 38-401. It immediately implements changes to the AF IDEA Program outlined in AFI 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*. Compliance with this publication is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.

The findings of an AFSO21 Rapid Improvement Event and an audit by the AF Audit Agency substantiate the following immediate changes to three processes of the AF IDEA Program:

1. Authority to determine initial program eligibility of an idea or submitter is transferred from installation IDEA Analysts (IAs) to the Air Force Manpower Agency (AFMA) IDEA Program Office.
2. Authority to approve award payments is transferred from installation level managers to the AFMA IDEA Program Office. IAs must receive this approval before they submit a request for payment to finance or civilian personnel offices.
3. AFMA IDEA Program Office will approve monetary award of \$200 to eligible AFMA IDEA Program Office approves monetary awards (all eligible ideas evaluated and approved) of initial \$200. Furthermore, AFMA approves monetary awards (ideas with tangible savings) upon the idea's implementation and IA/validation committee documentation of resultant savings that is consistent with AF Cost Benefit Analysis principles.

The directions of this memorandum become void after 180 days have elapsed from the date of this memorandum, or upon publication of an Interim Change to or rewrite of, a publication superseding this memorandum, whichever is earlier.

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Lieutenant General, USAF
DCS, Manpower, Personnel and Services

21 NOVEMBER 2007



Manpower and Organization

**THE AIR FORCE INNOVATIVE
DEVELOPMENT THROUGH EMPLOYEE
AWARENESS (IDEA) PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 38-4, *The Innovative Development Through Employee Awareness (IDEA) Program* and Department of Defense (DoD) 1400.25-M, *DoD Civilian Personnel Manual, Subchapter 451, Awards*. It gives the directive requirements for the Air Force IDEA Program. It does not apply to Air National Guard (ANG) Title 32 military members or National Guard technicians employed under Title 32, United States Code (U.S.C.) 709. Awards are based on the merits of the contribution and benefits, without regard to grade or rank, race, color, religion, sex, marital status, national origin, physical handicap, age, political affiliation, or union membership affiliation or participation. Proposed supplements must be recommended for approval by the Air Force Manpower Agency (AFMA), and approved by Headquarters U.S. Air Force, Directorate of Manpower, Organization, and Resources (HQ USAF/A1M). Under Air Force Instruction (AFI) 33-360, *Publications Management Program*, supplements will not change the intent of the governing directive. Refer recommended changes, using Air Force Form 847, *Recommendation for Change of Publication*, to AFMA/MAP, 550 E Street East, Randolph AFB TX 78150. See **Attachment 1** for a glossary of terms. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This instruction aligns with AFPD 38-4, *The Innovative Development through Employee Awareness (IDEA) Program*. This update implements new guidelines for the centralization of the Air Force IDEA Program, changes eligibility determination responsibility and requirements for monetary awards, improves idea process, and clarifies requirements for job responsibility determination.

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Chapter 1

RESPONSIBILITIES FOR SPECIFIC ORGANIZATIONS AND INDIVIDUALS

1.1. Purpose. The Air Force Innovative Development Through Employee Awareness (IDEA) Program is an incentive program that promotes process improvement and/or resource savings through ideas submitted by military and civilian employees. This is accomplished by encouraging a better way of doing business by fostering employee awareness and participation in the Air Force IDEA Program. The objective of the Air Force IDEA Program is to process ideas within 130 working days.

1.2. Office of the Secretary of the Air Force. The Secretary of the Air Force delegates authority for program administration to the Chief of Staff of the Air Force. Headquarters U.S. Air Force, Directorate of Manpower, Organization, and Resources (HQ USAF/A1M) carries out this responsibility. The Air Force Manpower Agency (AFMA) manages the program.

1.3. HQ USAF/A1M:

1.3.1. Performs program oversight.

1.3.2. Provides program statistics to senior leaders as required.

1.3.3. Approves proposed supplements and policy for the Air Force IDEA Program.

1.3.4. Approves selection of the Air Force Exceptional Innovator Award.

1.3.5. Requests periodic program review by the Air Force Audit Agency to evaluate program effectiveness, including validity of savings realized, awards paid, and verification of idea implementation.

1.3.6. Serves as the final decision authority for all high-level inquiries and audits.

1.3.7. Serves as the final appeal authority.

1.4. AFMA:

1.4.1. Recommends policy changes to HQ USAF/A1M.

1.4.2. Develops procedures for the Air Force IDEA Program.

1.4.3. Recommends approval of appropriate policy supplements from Base IDEA Program Offices.

1.4.4. Provides information to Major Command (MAJCOM) key advisors as needed.

1.4.5. Develops and provides training to Base IDEA Program Offices on Air Force IDEA Program policy and procedures.

1.4.6. Resolves disputed cases and provides decision to Base IDEA Program Offices.

1.4.7. Acts as focal point for all high-level inquiries and audits.

1.4.8. Monitors status of ideas Air Force-wide to ensure compliance and timeliness. AFMA will conduct staff assistance visits as necessary and within available resources.

1.4.9. Processes Air Force ideas requiring evaluation by other federal agencies, manually tracks savings, prorates awards, and obtains fund citations.

- 1.4.10. Processes other federal agencies suggestions requiring Air Force evaluation, manually tracks savings, prorates awards, and obtains fund citations.
- 1.4.11. Manages IDEA Program Data System (IPDS) Air Force wide.
- 1.4.12. Processes IPDS data correction requests from Base IDEA Program Offices.
- 1.4.13. Ensures IDEA Program statistics are available via IPDS or the AFMA homepage.
- 1.4.14. Upon approval of the Air Force Exceptional Innovator Award winner, obtains plaques for presentation.
- 1.4.15. Validates inventor's eligibility for monetary award for patent application and patent issue as directed by Air Force Instruction (AFI) 51-303, *Intellectual Property—Patents, Patent Related Matters, Trademarks and Copyrights*.

1.5. Base IDEA Program Office:

- 1.5.1. Administers base-level IDEA Program requirements.
- 1.5.2. Interprets policy for base-level IDEA Program participants.
- 1.5.3. Recommends appropriate supplements, policies, and plans for base-level IDEA Program to AFMA.
- 1.5.4. Works with resource manager to develop a base-level budget to support program requirements, including marketing and award payments.
- 1.5.5. Markets base-level IDEA Program.
- 1.5.6. Conducts training for Unit Point of Contacts (POCs), evaluators, supervisors, and submitters on IDEA Program policy and procedures.
- 1.5.7. Assists submitters in processing new submissions and requests for reconsideration.
- 1.5.8. Completes all actions within established timeframe.
- 1.5.9. Determines eligibility on new submissions and requests for reconsiderations.
- 1.5.10. Processes request for withdrawal of idea by submitter.
- 1.5.11. Reviews all evaluations to ensure compliance with **Chapter 3**.
- 1.5.12. Forwards IPDS data correction request to AFMA.
- 1.5.13. Ensures Base IDEA Analyst (IA) and/or Validation Committee validates tangible savings.
- 1.5.14. Acts as recorder and invites technical advisors to the IDEA Validation Committee.
- 1.5.15. Processes idea award payment request to Finance and/or Civilian Personnel Office.
- 1.5.16. Final approval authority for all tangible savings less than \$15K.
- 1.5.17. Prints certificates and arranges for presentation to recipients, as required.
- 1.5.18. Provides proposed responses to high-level inquiries to AFMA.
- 1.5.19. Processes other federal agencies suggestions sent from AFMA for evaluation.
- 1.5.20. Establishes the IDEA Validation Committee.

- 1.5.21. Monitors status of ideas to ensure compliance and timeliness using IPDS web reports on a weekly basis.
- 1.5.22. Provides IDEA Program statistics to local commanders on a quarterly basis.
- 1.5.23. Ensures Unit POCs are current.
- 1.5.24. Prepares Unit POC appointment memorandum for Unit Commander's signature.
- 1.5.25. Maintains copy of current Unit POC appointment memorandums.
- 1.5.26. Processes patent application and issue award request as directed by AFMA.
- 1.5.27. Payment approval authority for patent applications and issues.

1.6. Installation Commanders:

- 1.6.1. Budgets for Military Awards Air Force Element of Expense 598.
- 1.6.2. Ensures Base IDEA Program Offices administer the program as directed by this instruction.
- 1.6.3. Delegates authority of the IDEA Validation Committee.
- 1.6.4. Delegates payment approval authority to Base IDEA Program Office.

1.7. Unit Commanders:

- 1.7.1. Designates or appoints Unit POCs. The Unit POCs must be at a minimum an E-6 or civilian equivalent.
- 1.7.2. Ensures approved ideas are promptly recognized.

1.8. IDEA Validation Committee:

- 1.8.1. Established to provide Installation Commanders a methodology to review and rule on ideas with reported tangible savings greater than \$15K.
- 1.8.2. Completes all actions within established timeframe in accordance with paragraph [4.2.3.2](#).
- 1.8.3. Approval authority for all tangible savings greater than \$15K.
- 1.8.4. Consists of a chairperson (Installation Commander/designee), alternate chairperson, military and civilian members, major functional segments, subject matter expert on matters in functional area of responsibility, recorder, and nonvoting technical advisors (as necessary).

1.9. Unit Point of Contact (POC):

- 1.9.1. Unit POC is an individual assigned by the Unit Commander to assist submitters, evaluators, and supervisors; ensure ideas are submitted correctly, evaluated completely and accurately within prescribed time limits; and acts as point of contact for inquiries.
- 1.9.2. Provides unit-level training, as required, for submitters, evaluators, and supervisors.
- 1.9.3. Responds to Base IDEA Program Office within established timeframe for all inquiries.
- 1.9.4. Determines organizational functional evaluator and ensures evaluator is officially tasked through the local suspense system.

- 1.9.5. Forwards to organizational functional evaluator within one working day of notification.
- 1.9.6. Ensures ideas are evaluated in accordance with [Chapter 3](#).
- 1.9.7. Returns incomplete or incorrect evaluations to organizational functional evaluator.
- 1.9.8. Forwards IPDS data correction request to Base IDEA Program Office.
- 1.9.9. Works with Base IDEA Program Office to track implementation of approved ideas.

1.10. Submitter:

- 1.10.1. Submits ideas with present method, proposed method, and expected benefits.
- 1.10.2. Keeps personal data current through IPDS.

1.11. Supervisor:

- 1.11.1. Encourages employees to participate in the program and, if requested, assists in the development of ideas whenever possible.
- 1.11.2. Verifies submitter's job responsibility on approved ideas, if required.

1.12. Evaluator:

- 1.12.1. Acknowledges receipt of idea within one working day.
- 1.12.2. Completes evaluation within established timeframe, see paragraphs [3.3.](#), [3.4.](#), and [3.5.](#)
- 1.12.3. Responds to Base IDEA Program Office within established timeframe for all inquiries.
- 1.12.4. Ensures evaluation text provides rationale to support decision.
- 1.12.5. If approving office of primary responsibility (OPR), ensures implementation plan is provided.
- 1.12.6. If approving OPR, responds to request for status of ideas pending implementation.
- 1.12.7. Responds to high-level inquiries.

Chapter 2

ELIGIBILITY, SUBMISSIONS, AND RECONSIDERATIONS

2.1. Submission Eligibility. All Department of Defense (DoD) military, civilian employees, and contract personnel are eligible to participate in the Air Force IDEA Program. Eligibility for monetary award is determined by employment status at the time of submission.

2.2. Idea Eligibility Criteria. To be eligible, an idea:

- 2.2.1. Must be the submitter's own thought or a new application of an old principle.
- 2.2.2. Must benefit the Air Force.
- 2.2.3. Must provide present method, proposed method, and expected benefits.
- 2.2.4. May be within submitter's job responsibility.

2.3. Idea Ineligibility Criteria. Specifically, an idea is:

- 2.3.1. Ineligible if it appears in the IDEA Pool which is a centralized pool listing all closed ideas with valid submitter's ownership rights. These ideas may be adopted, as appropriate, by any installation; however, no award will be paid for implementing these ideas.
- 2.3.2. Ineligible if it is vague, incomplete, or deals with generalities or opinions.
- 2.3.3. Ineligible if it appears to be a personal complaint or criticism.
- 2.3.4. Ineligible if it proposes a stock-listed item be used for its intended purpose.
- 2.3.5. Ineligible if it recommends the enforcement of an existing law, regulation, directive, or instruction.
- 2.3.6. Ineligible if it recommends or requires a study to be conducted.
- 2.3.7. Ineligible if it recommends a new tool design.
- 2.3.8. Ineligible if it proposes changes to off-the-job activities in community affairs, including charities, public and private education, scouting, church and athletic programs.
- 2.3.9. Ineligible if it recommends improvements to non-appropriated fund activities.
- 2.3.10. Ineligible if it proposes improvements to non-governmental activities, including banks and credit unions.
- 2.3.11. Ineligible if it offers ideas or designs for posters, slogans, contests, advertising or promotional material.
- 2.3.12. Ineligible if it benefits an Air Force contractor with no benefit to the Air Force.
- 2.3.13. Ineligible if it proposes force structure issues, including major systems acquisitions. (Manning increases or decreases are not considered force structure.)
- 2.3.14. Ineligible if it has been determined not to be the submitter's own idea.
- 2.3.15. Ineligible if it benefits the submitter in a personal way.

2.3.16. Ineligible if the approved separate improvement process (SIP) is determined to be a correction.

2.4. Submitting Ideas:

2.4.1. An individual or group may submit ideas.

2.4.2. Submitters should have supervisor's telephone number and e-mail address available prior to initiating the submission.

2.4.3. Ideas must be titled and written to allow effective search of the IDEA Pool.

2.4.4. Ideas must state the following:

2.4.4.1. Present method (a detailed description and costs of present method).

2.4.4.2. Proposed method (a detailed description and costs of proposed method).

2.4.4.3. Expected benefits (a detailed description of expected benefits to the government).

2.4.5. The Air Force and/or other federal agency has the right to disapprove an idea.

2.5. Group Ideas. The primary submitter will enter the submission into IPDS and identify all co-submitters. Co-submitters will have 5 working days from initial submission to attach themselves to the idea via IPDS. If all co-submitters do not meet this requirement, the idea will be deemed ineligible. The idea can be resubmitted. Additional co-submitters **cannot** be added at a later date. For approved group ideas, all members of the group will be recognized appropriately.

2.6. After-the-Fact Ideas:

2.6.1. An after-the-fact idea is an idea that has been presented formally or informally to management prior to submission into the Air Force IDEA Program. Management is an individual who has the authority to give submitter approval to pursue the idea.

2.6.2. The idea must be submitted into the Air Force IDEA Program within 90 working days of presentation of the idea. The submitter must describe:

2.6.2.1. Date of presentation and to whom (must provide name, duty title, telephone number, and e-mail address).

2.6.2.2. Present method (a detailed description and cost of new method).

2.6.2.3. Proposed method (a detailed description of how the new method was implemented).

2.6.2.4. Expected benefits (a detailed description of expected benefits to the government).

2.7. Separate Improvement Process (SIP) Ideas:

2.7.1. A SIP is a methodology used to initiate a process change governed by other directives (e.g., AF Form 1046, AF Form 2288, AF IMT 3215, or AF Form 1067). See [Attachment 4](#) and [Attachment 5](#) for a list of Confirmatory SIP ideas and the most commonly used After-the-Fact SIP ideas. Approved SIPs may be submitted as Confirmatory SIP or After-the-Fact SIP ideas for recognition through the IDEA Program. Ideas that require a SIP to approve are ineligible and will be returned to the submitter.

2.7.2. All external issues (e.g., tangible savings, intangible benefits, form marked as correction not improvement) between the submitter and SIP approval authority must be resolved **before** submission into the IDEA Program.

2.7.3. Submission into the IDEA Program must be within 90 working days of the date the submitter received notification of the approved SIP. The approved SIP can be attached to the idea at the time of submission or a hard copy must be provided to the Base IDEA Program Office within five working days. If the approved SIP is not received by the Base IDEA Program Office within five working days of submission, the idea will be ineligible. Once the submitter has obtained a copy of the approved SIP and all issues have been resolved, the idea can be resubmitted.

2.7.4. Ownership rights, job responsibility determination (JRD), and monetary award eligibility for approved SIPs are determined by the date of submission into the IDEA Program.

2.7.5. **Confirmatory SIP Ideas.** Confirmatory SIP ideas result from an approved form where ownership is established, tangible savings and/or intangible benefits are documented, and the form is marked "improvement". The functional OPR will be required to provide the documentation used to support any reported savings. If the validating documentation is not provided to the Base IDEA Program Office, within ten working days of approval, the tangible savings will be deemed as intangible benefits. There will be only one award regardless of how many regulations, manuals, technical orders, etc., the SIP may effect.

2.7.6. **After-the-Fact SIP Ideas.** After-the-Fact SIP ideas result from an approved form which does not identify ownership, does not document tangible savings and/or intangible benefits, and the form does not indicate if it is an improvement or correction. The Base IDEA Program Office must contact the functional OPR to determine if the SIP is an improvement or correction prior to determining eligibility. The idea will be forwarded to the approving authority listed on the SIP for determination of tangible savings and/or intangible benefits.

2.8. Job Responsibility Determination (JRD):

2.8.1. JRD Policy:

2.8.1.1. If a submitter, without approval of higher authority (including the reporting official or supervisor) can implement an idea, the action is considered to be within job responsibility.

2.8.1.2. If the submitter's primary responsibility is to make recommendations on the subject matter contained in the idea, the action is considered to be within job responsibility. If in doubt, check the submitter's position description or enlisted/officer performance report for verification.

2.8.1.3. If an idea is developed by a team or group and can be implemented without approval of higher authority, or if the team has been officially chartered, in writing, to make recommendations on the subject matter contained in the idea, the action is considered to be within job responsibility.

2.8.1.4. As a general rule, if not addressed above, ideas from base level that must be approved and implemented at command or higher level normally are outside job responsibility. The same rationale applies for command personnel when approval authority is at Headquarters Air Force or higher.

2.8.1.5. All other ideas are considered to be outside job responsibility.

2.8.2. JRD Process:

2.8.2.1. The JRD will be determined based on the submitter's and functional OPR's PAS Code for approved ideas.

2.8.2.1.1. If PAS Code is the same, the JRD will be determined as within JRD.

2.8.2.1.2. If PAS Code is different, the JRD will be determined as outside JRD.

2.8.2.2. During the validation process, the Base IA will contact the submitter's supervisor to verify JRD.

2.8.2.3. If submitter disagrees with the determination, a request for reconsideration may be submitted in accordance with paragraph [2.10](#).

2.9. Retaining Ownership Rights:

2.9.1. Ownership is determined by the first idea to reach the final approval/disapproval authority.

2.9.2. The submitter retains ownership rights of an idea for 12 months after final action. Final action for disapproved ideas is the disapproval date. Final action for approved ideas is: a) implementation date; or b) pending implementation date; or c) date forwarded for payment, whichever is the latter.

2.10. Request for Reconsideration:

2.10.1. Request for reconsideration will be submitted only after notification of final action of the idea.

2.10.2. Requests are limited to one per idea. If a submitter requests reconsideration of any part of the evaluation (job responsibility, evaluation, or award), it must be combined into one request. A second request for reconsideration will not be accepted.

2.10.3. The request must contain one or more of the following reasons: additional evidence, new material or information, a new approach, or clarification of significant issues.

2.10.4. Disagreement with the final evaluation is not justification for reconsideration.

2.10.5. Request for reconsideration of Confirmatory SIP ideas will only be accepted for JRD. Request for reconsideration of Confirmatory SIP evaluation or award amounts will not be accepted. Submitter must resolve **ALL** issues (e.g., tangible savings or intangible benefits) with the functional OPR of the SIP prior to submitting the idea.

2.11. Withdrawing Ideas:

2.11.1. Submitter must submit a request for withdrawal via IPDS. To be eligible for withdrawal, the request must be submitted *prior* to final approval or disapproval.

2.11.2. After determining the request is eligible, the Base IA will process the request for withdrawal via IPDS. The request for withdrawal will be maintained by the Base IA for one year after final action.

2.11.3. Upon request to withdraw the idea, the submitter relinquishes ownership of the idea.

Chapter 3

EVALUATING IDEAS

3.1. Evaluation Process:

3.1.1. An idea that needs MAJCOM, Air Force, or other federal agency approval requires a base-level evaluation if the idea affects local procedures. The evaluation analysis will state how it affects local procedures and identify the next-level functional OPR.

3.1.2. If there is no base-level functional OPR, the idea will be referred to the MAJCOM functional OPR for evaluation.

3.1.3. Incomplete evaluations or improperly routed ideas will be returned to the evaluator's Unit POC for correction.

3.2. Evaluating Ideas. Good ideas directly affect efficiency and effectiveness of the Air Force and other federal agencies. Evaluators must make every effort to ensure ideas receive the same timely and positive responses given any other communication. Decisions must be fully justified or the evaluation will be considered **incomplete**.

3.2.1. Only one evaluation per level is allowed (e.g., base, MAJCOM, or Air Force). An evaluation that requires coordination with one or more functional OPR at the same level must be accomplished prior to completing the evaluation. Coordination must be documented in the evaluation analysis to include name, duty title, telephone, and e-mail address.

3.2.2. Evaluators may request additional information from the submitter prior to completing the evaluation. The submitter has 10 working days to provide the additional information. If the submitter does not provide the additional information within the required timeframe, the idea will be disapproved as vague and incomplete. Once the submitter has obtained the additional information, the idea can be resubmitted.

3.2.3. If an idea cannot be adopted as written, consider whether it may be adopted in part or modified. If during the evaluation process the idea leads an evaluator to conclude there is a better alternative or solution, that solution should be adopted and the submitter given credit.

3.2.4. When an evaluator recommends higher-level review, the next-level functional OPR must be identified in the evaluation analysis to include: name, duty title, telephone number, and e-mail address.

3.2.5. Telephone coordination with the final disapproval authority is authorized when the evaluator does not have disapproval authority. Coordination must be documented in the evaluation analysis to include name, duty title, telephone, and e-mail address.

3.2.6. Evaluators must maintain documentation used to determine tangible savings for 12 months following final approval or implementation, whichever is later. This documentation will be required if an audit of the evaluation is conducted.

3.2.7. Evaluators must provide a copy of the documentation used to determine tangible savings to the Base IDEA Program Office within 10 working days of approval. If the supporting documentation is not provided, the savings will not be validated and proper recognition may not be given to the submitter.

3.2.8. Evaluators are responsible for ensuring implementation for approved ideas. If implementation cannot take place within one year of approval, the idea will be disapproved; however, if an implementation plan can be developed to justify extended delay, the idea will be approved.

3.2.9. Evaluation Disposition:

3.2.9.1. Approved – Evaluator has the authority to approve and implement the idea.

3.2.9.1.1. Approved Mandatory – Evaluator is approving the idea with mandatory implementation. The evaluation analysis must provide rationale for adoption, state how you plan to implement the idea, and provide tangible savings and/or intangible benefits for your level only.

3.2.9.1.2. Approved Mandatory and Recommend Wider Use – Evaluator is approving the idea with mandatory implementation and is recommending the idea be forwarded to the next level functional OPR for consideration. The evaluation analysis must provide rationale for adoption, state how you plan to implement the idea, provide tangible savings and/or intangible benefits for your level only, and identify the next-level functional OPR.

3.2.9.1.3. Approved Optionally – Evaluator is approving the idea with optional implementation. Idea is approved as an alternate way of doing business. The evaluation analysis must provide rationale for adoption, state how you plan to implement the idea, and provide tangible savings and/or intangible benefits for your level only.

3.2.9.1.4. Approved Optionally and Recommend Wider Use - Evaluator is approving the idea with optional implementation and is recommending the idea be forwarded to the next level functional OPR for consideration. Idea is approved as an alternate way of doing business. The evaluation analysis must provide rationale for adoption, state how you plan to implement the idea, provide tangible savings and/or intangible benefits for your level only, and identify the next-level functional OPR.

3.2.9.2. Recommend Approval – Evaluator does not have authority to approve but recommends next level approval. The evaluation analysis must provide rationale for recommending adoption, provide tangible savings and/or intangible benefits for your level only, and identify the next-level functional OPR.

3.2.9.3. Disapproved – Evaluator has the authority to disapprove the idea. The evaluation analysis must provide rationale for disapproval. If the functional OPR (at any level) is recommending disapproval, he/she can contact the approval authority and obtain telephonic disapproval. The functional OPR must include the following statement in the evaluation analysis “This evaluation was coordinated with (and include) individual’s name, office symbol, DSN, and e-mail address.”

3.2.9.4. Recommend Disapproval – Evaluator does not have the authority to disapprove but recommends next level disapproval. The evaluation analysis must provide rationale for recommending disapproval and identify the next-level functional OPR.

3.2.9.5. Already Under Consideration – Evaluator has the authority to disapprove the idea because it is currently being considered. The evaluation analysis must provide how it is currently being considered and by whom.

3.2.9.6. Already In Use – Evaluator has the authority to disapprove the idea because it has already been implemented. The evaluation analysis must provide how it is being done and by whom.

3.3. Base-Level Evaluator:

- 3.3.1. Must complete evaluation within five working days of receipt of notification.
- 3.3.2. Must follow requirements as outlined in paragraph **3.1**.

3.4. MAJCOM-Level Evaluator:

- 3.4.1. Must complete evaluation within 10 working days of receipt of notification.
- 3.4.2. Must follow requirements outlined in paragraph **3.1**.
- 3.4.3. When a MAJCOM-level evaluator approves an idea, identifies intangible benefits, and recommends wider use, the idea will automatically be approved optionally at Air Force level.
- 3.4.4. When a MAJCOM-level evaluator recommends disapproval, the idea will automatically be disapproved at Air Force level.

3.5. Air Force-Level Evaluator:

- 3.5.1. Must complete evaluation within 10 working days of receipt of notification.
- 3.5.2. Must follow requirements outlined in paragraph **3.1**.
- 3.5.3. Only approved or recommended for approval Air Force ideas will be forwarded to other federal agencies for consideration. The Air Force level evaluator must identify other federal agency functional OPR and forward the idea to AFMA for further processing. The evaluation analysis must contain the federal agency's name, functional OPR's name, duty title, telephone number, and e-mail address. If this information is not provided, AFMA will return the idea to the Air Force functional OPR.
- 3.5.4. If the disapproval authority is outside the Air Force (e.g., DoD or other federal agency) and the Air Force-level evaluator does not recommend approval, the idea will be disapproved. Based on DoD policy, all ideas must be recommended for approval to be eligible for consideration.

3.6. Evaluation Delay Request:

- 3.6.1. A delay of the evaluation must be requested through the Base IA with proper justification.
- 3.6.2. The Base IA approves or disapproves the evaluation delay request within three working days from receipt of notification.
- 3.6.3. The Base IA can approve delay of evaluation up to 15 working days per evaluation level.

3.7. Tangible Savings:

- 3.7.1. Tangible savings must meet at least one of the following conditions:
 - 3.7.1.1. Measurable, quantifiable savings that can be supported by applicable documentation.
 - 3.7.1.2. Reduced or removed operating cost (such as utilities, travel, and repair).
 - 3.7.1.3. Costs for manpower funded authorizations. When manpower resource savings are identified, the functional OPR must provide the Base IDEA Program Office proper documentation indicating the positions were removed from the Unit Manning Document.

3.7.2. Tangible savings are realized when documentation to support reported savings can be provided for validation purposes. If life-cycle savings are realized, number of years must be provided.

3.8. Intangible Benefits. Benefits that cannot be computed in specific monetary terms. When tangible savings cannot be quantified, the significance of the approved idea must be stated in the text.

3.9. Computation of Savings:

3.9.1. The Base IDEA Program Office and/or IDEA Validation Committee validates accuracy of tangible savings reported by evaluators.

3.9.2. Tangible savings are computed based on validated savings for the first year of operation. *EXCEPTION:* When the improvement has a significant up-front investment (a minimum of 50 percent of the validated first-year savings) but will yield tangible savings for more than one year (normally three years or life-cycle savings), the evaluator will manually calculate the average annual net savings.

3.9.3. Do not include any costs associated with conducting the evaluation or printing costs for publications.

Chapter 4

IDEA PROGRAM MANAGEMENT

Section 4A—Base Level Program Responsibilities

4.1. Eligibility Determination:

- 4.1.1. The Base IA determines eligibility within three working days from receipt of notification.
- 4.1.2. If the idea requires additional information or clarification prior to eligibility determination, the Base IA will notify the submitter of the required information or clarification.
 - 4.1.2.1. The submitter will update the idea within five working days from receipt of notification.
 - 4.1.2.2. If the submitter does not update the idea within the required timeframe, the idea will be deemed ineligible. Once the submitter has rewritten the idea, it can be resubmitted.
- 4.1.3. The Base IA checks the IDEA Pool for ideas that duplicate another proposed method for which someone holds ownership rights. If a new idea identifies the same current method as an earlier idea but contributes a different proposed method, it is not considered a duplicate and will be evaluated on its own merits.

4.2. Validation Process:

4.2.1. Validation of JRD:

- 4.2.1.1. The Base IA will validate JRD within one working day from receipt of notification.
- 4.2.1.2. If in doubt of accuracy of JRD, the Base IA will task the supervisor to verify JRD.
- 4.2.1.3. The supervisor will verify JRD, based on the merits of each idea, within three working days from receipt of notification. For further guidance, see paragraph **2.8**.

4.2.2. Validation of Tangible Savings:

- 4.2.2.1. Base IA will validate tangible savings within 10 working days from receipt of notification.
- 4.2.2.2. Base IA is allowed one validation delay not to exceed 10 working days.
- 4.2.2.3. All supporting documentation must be obtained from the evaluator and/or the submitter if tangible savings are reported.
- 4.2.2.4. Calculations must contain: (1) cost of present method, (2) cost of proposed method, and (3) total savings (difference between the two methods minus implementation costs).
- 4.2.2.5. Base IA will validate accuracy of documentation to support savings that does not exceed their payment approval authority in accordance with paragraph **4.4**.; anything above must be validated by the IDEA Validation Committee.

4.2.3. IDEA Validation Committee:

- 4.2.3.1. Establish IDEA Validation Committee.
- 4.2.3.2. IDEA Validation Committee composition:

4.2.3.2.1. Chairperson – Wing CC or delegated authority – voting member.

4.2.3.2.2. Base IA – recorder- non-voting member.

4.2.3.2.3. Functional experts – voting member.

4.2.3.2.4. Technical expert(s)/Evaluator – non-voting member.

4.2.3.2.5. Finance – voting member.

4.2.3.3. Obtain functional experts, as needed, to participate.

4.2.3.4. Maintain files of memorandums of appointment for the standing chairperson and alternates.

4.2.3.5. IDEA Validation Committee process:

4.2.3.5.1. Base IA forwards award package to committee members via e-mail with five working days suspense, open to extension for appropriate reason. The award package will contain the agenda, idea submission, all evaluations, JRD, and documentation supporting tangible savings.

4.2.3.5.2. Base IA keeps track of committee issues, calls physical meeting if necessary. Highly recommend inviting submitter(s) to the physical meeting in order to assist in clarifying issues the committee may have.

4.2.3.5.3. If no physical meeting is required, Base IA sends out e-mail vote with two working days suspense.

4.2.3.5.4. Base IA compiles responses for file and prepares minutes in accordance with Air Force Manual 33-326, *Preparing Official Communications*, paragraph 4.6.

4.2.4. Validation of Implementation:

4.2.4.1. Base IA will validate implementation plan within one working day of receipt of system approval notification.

4.2.4.2. For more complex implementation plans, Base IA is allowed one validation delay not to exceed 10 working days.

4.2.4.3. The evaluator will provide statement of intent to implement which will include the following information: (1) actual or pending implementation date, (2) if pending, justification for delay, and (3) implementation plan.

4.2.4.4. If implementation cannot take place within one year of approval, idea will be disapproved. Idea will be approved if an implementation plan can be developed to justify extended delay.

4.3. Award Funding and Budgeting:

4.3.1. Federal Regulation (5 CFR 451.103(c)(1)) requires funding to be available for paying IDEA Program awards.

4.3.2. All awards will be funded from Operations and Maintenance funds at the base where the submitter was assigned when the idea was submitted.

4.4. Payment Approval Authority:

- 4.4.1. Base IA has the payment approval authority up to \$2,250.00.
- 4.4.2. Base IA's Flight Chief has the payment approval authority from \$2,251 - \$10,000.

4.5. Monetary Awards. Monetary awards are paid upon validation of tangible savings and/or intangible benefits, not implementation of the idea. Tangible savings are computed based on validated savings for the first year of operation. *EXCEPTION:* When the improvement has a significant up-front investment (a minimum of 50 percent of the validated first-year savings), but will yield tangible savings for more than one year (normally three years), the evaluator will manually calculate the average annual net savings.

- 4.5.1. Ideas extracted from the IDEA Pool may be adopted, as appropriate, by any installation. No award will be paid for implementing these ideas.
- 4.5.2. Ideas are paid upon validation of reported tangible savings and/or intangible benefits.
- 4.5.3. Approved ideas with pending implementation dates must be paid upon validation of reported tangible savings and/or intangible benefits. **Do not delay payment until idea is implemented.**
- 4.5.4. Awards differ according to job responsibility of the submitter.
- 4.5.5. All monetary awards are subject to applicable tax rules.
- 4.5.6. The maximum award for one idea is \$10,000.
- 4.5.7. When a group idea is found to be within job responsibility of one or more submitters, but not within the job responsibility of the remaining submitters, awards are automatically calculated in IPDS and paid according to the criteria appropriate to each submitter's status.
- 4.5.8. An award can be paid at each level of approval where tangible savings are realized. The combined award cannot exceed the maximum award amount of \$10,000. Awards will be calculated and previous payments will be subtracted from the total award.
- 4.5.9. Generally, an award that is erroneously paid because of management or administrative error cannot be recovered.
- 4.5.10. When an award is paid for an idea made under false pretenses, the case file will be referred to the Judge Advocate for opinion concerning the legality of recovering the award amount.
- 4.5.11. Permanent Change of Station, discharge, retirement, resignation, or death does not affect payment of an approved idea.

4.6. Eligibility for Monetary Awards:

- 4.6.1. All active duty Air Force military members and civilian employees paid from Air Force appropriated funds to include:
 - 4.6.1.1. Air Force Reserve personnel on active duty status.
 - 4.6.1.2. Air Force Academy cadets.
 - 4.6.1.3. Reserve Officer Training Corps cadets who have enlisted in the USAF Reserve, Obligated Reserve Section.
 - 4.6.1.4. Air National Guard Title 5 and Title 10, U.S.C. employees.

4.6.1.5. Air Force Military and Air Force federal civilian retirees, if they submitted their idea before retiring.

4.6.1.6. Direct-hire non-US citizen employees are eligible, provided the installation commander has established a program to include them. Installation commanders are authorized to administer IDEA Program awards compatible with local laws, customs, practices, governing treaties, and executive agreements.

4.7. Monetary Awards for Ideas *Outside* Job Responsibility:

4.7.1. Individual Submitter:

4.7.1.1. Tangible Savings. Award will be 15 percent of validated savings; total award will be no less than \$200 and no more than \$10,000 (includes any additional awards from reconsiderations).

4.7.1.2. Intangible Benefits. Award will be \$200. Only one award for intangible benefits is authorized per approved idea.

4.7.2. Group Submitters. The award will be divided equally among the group, depending upon each submitter's job responsibility status. If any member of the group is ineligible for a cash award, or declines the award, their share will not be redistributed among the remaining group members.

4.7.2.1. To ensure compliance with the award ceiling, awards will be calculated by rounding down when occasion demands.

4.7.2.2. Tangible Savings. Award will be 15 percent of validated savings, total award will be no less than \$200 and no more than \$10,000 (includes any additional awards from reconsiderations).

4.7.2.3. Intangible Benefits. Award will be \$200 per idea, shared equally by co-submitters.

4.8. Monetary Awards for Ideas *Within* Job Responsibility:

4.8.1. Individual submitter:

4.8.1.1. Tangible Savings. Award will be three percent of validated savings. To be eligible for an award, the idea must save a minimum of \$20,000 in the first year; award will be based on entire savings, not the amount exceeding \$20,000. Minimum award is \$600 and maximum award is \$10,000 (includes any additional awards from reconsiderations).

4.8.1.2. Intangible Benefits: Non-monetary award is authorized.

4.8.2. Group Submitters. The award will be divided equally among the group members, depending upon each submitter's job responsibility status. If any member of the group is ineligible for a cash award, or declines the award, their share will not be redistributed among the remaining group members.

4.8.2.1. Tangible Savings: Award will be three percent of validated savings. To be eligible for an award, the idea must save a minimum of \$20,000 in the first year; award will be based on entire savings, not the amount exceeding \$20,000. Minimum award is \$600 and maximum award is \$10,000. Submitters will share equally in total award.

4.8.2.2. Intangible Benefits: Non-monetary award is authorized.

4.9. Non-Monetary Awards:

4.9.1. An IDEA Program certificate will be issued by the Base IDEA Program Office for submitters ineligible for monetary award. Electronic notification of approval will be sent to submitter's Unit POC.

4.9.2. At the discretion of the Base IA, submitters who receive a certificate may also be presented with an IDEA Program promotional item.

4.10. Award Payment Request Process:

4.10.1. Base IA will accomplish the award payment request within three working days of validation date.

4.10.2. Active Duty Military:

4.10.2.1. Upon validation of tangible savings and intangible benefits, the Base IA prepares an SF1034, *Public Voucher for Purchase & Services other than Personal*, or any other base-specific form, to include purpose of payment, name, SSN, organization, home address, idea number, fund citation, and amount of award payment.

4.10.2.2. Payment approval authority reviews for availability of funds and signature.

4.10.2.3. Base IA forwards completed form to base-level Finance for processing.

4.10.2.4. Submitter is notified when award payment has been requested. Submitter is advised to allow 6-8 weeks to receive payment.

4.10.2.5. Base IA contacts base-level Finance regularly for payment status.

4.10.3. Air Force Civilian Employees:

4.10.3.1. Upon validation of tangible savings and intangible benefits, the Base IA completes idea award certificate and/or payment request memorandum to include purpose of payment, name, SSN, organization, idea number, fund citation, and amount of award payment.

4.10.3.2. Payment approval authority reviews for availability of funds and signature.

4.10.3.3. Base IA forwards completed form to Base Civilian Personnel Office.

4.10.3.4. Submitter is notified when award payment has been requested. Submitter is advised to allow 6-8 weeks to receive payment.

4.10.3.5. Base IA contacts Base Civilian Personnel Office regularly for payment status.

4.11. Marketing:

4.11.1. Publicizes the location of the IDEA Program Office in the base bulletin, base newspapers, and organizational home page and INTERNET web page.

4.11.2. Purchases and distributes promotional items to encourage participation.

4.11.3. Uses the official Air Force IDEA Program logo. Locally developed logos may be used in conjunction with, but *not* in lieu of, the official logo.

4.11.4. Ensures individuals are aware of the program through presentations at commander's call, newcomers' briefings, orientations, and staff meetings, etc.

- 4.11.5. Prepares news releases on innovative, high-impact ideas for publication by local public affairs offices and forwards to AFMA for submission into IPDS' Spotlight.
- 4.11.6. Publicizes contributions and program accomplishments through honor roll displays, newspaper articles, staff meetings, special interest letters, and base television.
- 4.11.7. Publishes articles about ideas of merit and special awards (such as Air Force Exceptional Innovator Award) in bulletins, base, local area, and hometown newspapers, and other periodicals.
- 4.11.8. Schedules IDEA Program publicity to coincide with other base-wide special events and displays slogans on posters and office bulletin boards.

4.12. Reports. Oversight of the Air Force IDEA Program is critical to its success. The following reports are used to provide IDEA Program statistics, as requested, to senior leadership.

- 4.12.1. *Processing Time*--The time from date of submission to date of final action.
- 4.12.2. *Participation Rate*--The percentage of Air Force population submitting one or more ideas during the reporting period.
- 4.12.3. *Submission Rate*--The percentage of ideas submitted.
- 4.12.4. *Approval Rate*--The percentage of ideas approved.
- 4.12.5. *Rate of Return*--The comparison of tangible savings to the total dollars awarded.
- 4.12.6. *Activity Report*--Report will include number of ideas carried over from previous fiscal years, ideas submitted, ideas open, ideas approved, ideas disapproved, validated savings and/or benefits, and award amounts paid.
- 4.12.7. *Ideas in Overdue Status*--Functional OPR identified but has not met suspense.
- 4.12.8. *Ideas in Open Status*--Ideas that do not have a final action.
- 4.12.9. *Ideas Pending Action*--Functional OPR has not acknowledged receipt of idea.
- 4.12.10. *Purge Report*--Report will process automatically 30 days prior to record purging. Approved ideas will be purged 12 months after the "Projected Implementation Date," when no "Actual Implementation Date" has been entered or date request for payment was forwarded to Finance or Civilian Personnel Office, whichever is the latter. Disapproved ideas will purge 12 months from disapproval date.

4.13. Records Management. Hard copy files will be destroyed 12 months from final action or when no longer needed. Approved ideas will be purged 12 months from the "Projected Implementation Date," when no "Actual Implementation Date" has been entered or date request for payment was forwarded to Finance or Civilian Personnel Office, whichever is the latter. Disapproved ideas will purge 12 months from disapproval date.

4.14. Special Recognition Awards. Evaluators, Unit POCs, and Base IAs may be recognized with plaques, trophies, and similar items. In addition, IDEA Program promotional items may be presented.

Section 4B—AFMA Responsibilities**4.15. Air Force Idea Evaluations by Other Federal Agencies:**

- 4.15.1. If an evaluation is required by other than Air Force sources, AFMA will request a federal agency evaluation for ideas approved or recommended for approval by the Air Force functional OPR. The Air Force functional OPR will identify the agency, functional reviewer, and e-mail address.
- 4.15.2. AFMA will request an OSD and/or OPM evaluation when the Air Force functional OPR receives an approval from the Army, Navy, and Marines. The evaluation analysis must reflect this coordination and include the DoD functional OPR's name, rank, office symbol, telephone number, and e-mail address.
- 4.15.3. If AFMA does not receive the federal agency's evaluation within 180 calendar days, the idea will be closed and returned to the submitter.

4.16. Air Force Evaluations of Suggestions Received from Other Federal Agencies:

- 4.16.1. AFMA will review the suggestion for eligibility.
- 4.16.2. AFMA will forward the suggestion to the Air Force functional OPR for evaluation.
- 4.16.3. The functional OPR has 30 working days to complete their evaluation.
 - 4.16.3.1. The functional OPR may request one authorized delay not to exceed 45 working days.
 - 4.16.3.2. If the functional OPR does not complete the evaluation within the established time-frame, the suggestion will be closed and returned to the originating agency.
 - 4.16.3.3. AFMA will consider reopening the suggestion upon receipt of additional information from the originating agency.

4.17. Processing Monetary Awards for Air Force Ideas Approved by Other Federal Agencies:

- 4.17.1. The total award funded by the Air Force will *not* exceed the Air Force limit of \$10,000.
- 4.17.2. Awards for tangible savings:
 - 4.17.2.1. When an agency adopts an Air Force idea and the award amount is \$200 or less, the Air Force will fund the award. When the award exceeds \$200, the adopting agency is responsible for funding the entire award.
 - 4.17.2.2. When more than one agency adopts an Air Force idea, AFMA will prorate each agency's share. If an agency's share exceeds \$200, AFMA will notify the agency of their obligation to fund their share of the award. If an agency's share is \$200 or less, the Air Force will fund that portion of the award.
- 4.17.3. Awards for intangible benefits:
 - 4.17.3.1. A maximum of \$200 will be awarded for intangible benefits by the Air Force for any idea.
 - 4.17.3.2. When one or more federal agency adopts an Air Force idea with intangible benefits, the Air Force will fund a \$200 award. AFMA will notify the agencies of their obligation to fund their share of the award.

4.18. Processing Monetary Awards for Other Federal Agencies Suggestions Approved by Air Force:

4.18.1. The Air Force will pay other agency personnel for suggestions approved by the Air Force.

4.18.2. AFMA will arrange for payment by obtaining a fund citation from SAF/FM.

4.19. Request for Other Federal Agencies Reconsideration. AFMA determines eligibility.

4.20. Other Responsibilities. AFMA is also responsible for reports and records management.

Chapter 5

AIR FORCE EXCEPTIONAL INNOVATOR AWARD

5.1. Purpose. Recognizes the most outstanding Air Force innovator (individual or group) who contributed to continual process improvement through the Air Force IDEA Program.

5.2. Eligibility. Air Force Active Duty personnel, Air Force Reserves, ANG, Air Force civilian employees, and Air Force contractors. Participants must have a validated idea during the previous fiscal year (1 Oct - 30 Sep). Individuals or groups may be nominated. They may also be eligible for the Air Force Productivity Excellence Award.

5.3. Criteria. See [Attachment 2](#).

5.4. Submission and Selection Process:

5.4.1. Base IDEA Program Office submits one nominee (may be either one individual or a group) endorsed by the Chief, Base IDEA Program Office, to the installation's MAJCOM/A1 or equivalent. Tenant unit nominations are submitted by the Unit POC, endorsed by the unit commander, and forwarded to the unit's MAJCOM. Regardless of where the nominee is presently assigned, the nominating base will ensure the nomination is coordinated with the nominee's present commander.

5.4.2. MAJCOM/A1 or equivalent reviews and selects one nomination and forwards to AFMA by 15 Nov. MAJCOM/A1 or equivalent coordinating offices will ensure the number of submissions sent to AFMA does not exceed the number allowed and that applicants meet eligibility requirements.

5.4.3. A panel of judges will select a winner based on the criteria outlined in this instruction. The judges will be provided through the Air Force Colonel's Management (AF/DPO).

5.4.4. AF/A1 notifies the winner's respective leadership.

5.5. Administrative Guidelines:

5.5.1. The entire package must be prepared using Word for Windows software and the template at [Attachment 3](#). The package must be typed in 12-pitch, Times New Roman font, with one inch margins. Material must be unclassified.

5.5.2. The application package consists of a narrative not exceeding two single-spaced pages and an endorsement with savings validation from the Chief, Base IDEA Program Office, or equivalent. The application package will be coordinated and submitted in accordance with wing and MAJCOM/FOA/DRU policies. Exhibits will not be allowed. The nomination will be forwarded either by e-mail or CD-ROM to AFMA.

5.5.3. Nomination will include: Name(s) of nominee, grade or rank, duty title, organizational mailing address, duty phone number, and e-mail address.

5.5.4. MAJCOM/FOA/DRU coordinating offices will ensure an electronic or disk copy of the application package is submitted to AFMA not later than the date published by AFMA. Send submissions to AFMA (Attn: Exceptional Innovator Award), 550 E Street East, Randolph AFB TX 78150-4451. Application packages received in the wrong format will not be accepted and will be returned for corrections. Any application or corrected application received after the cutoff date will not be accepted.

5.5.5. Accomplishment Description. Narrative should address impact on mission, to include any impact on associated Mission Essential Tasks (METs), tangible savings, intangible benefits, and number of approved ideas.

5.6. Award Presentation. The award consists of a plaque provided by AFMA. TDY costs will be paid by the nominating base. Contractors' TDY will be paid in accordance with the Joint Federal Travel Regulation. Selection and presentation of the award will be in April to coincide with the Air Force Productivity Excellence Award.

ROGER A. BRADY, Lt General, USAF
Deputy Chief of Staff, Manpower and Personnel

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

CFR Title 5, V1, Office of Personnel Management
10 USC, Sec 1124, Cash Awards for Disclosures, Suggestion, inventions, and Scientific Achievements
5 USC, Sec 4503, Agency Awards
Joint Federal Travel Regulation V2
DoD 1400-25M, Civilian Personnel Manual
AFI 65-601V1, Budget Guidance and Procedures
AFMAN 37-139, Records of Disposition Schedule
AFMAN 37-123, Management of Records
AFI 36-2903, Personnel
AFI 36-1004, Managing the Civilian Recognition Program
AFMAN 33-361, Publishing Processes and Procedures
AFI 33-360, Publications & Forms Manager
AFI 33-326, Preparing Official Communications,

Abbreviations and Acronyms

AFMA—Air Force Manpower Agency
AFI—Air Force Instruction
AFPAM—Air Force Pamphlet
AFPD—Air Force Policy Directive
ANG—Air National Guard
CFR—Code of Federal Regulation
DoD—Department of Defense
DRU—Direct Reporting Unit
FOA—Field Operating Agency
IA—IDEA Analyst
IDEA—Innovative Development through Employee Awareness
IPDS—IDEA Program Data System
JRD—Job Responsibility Determination
MAJCOM—Major Command

METs—Mission Essential Tasks

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

OSD—Office of Secretary of Defense

POC—Point of Contact

SIP—Separate Improvement Process

Terms

After-the-Fact Idea—An idea presented formally or informally to management prior to submission of an idea into the Air Force IDEA Program.

After-the-Fact SIP Idea—Any idea resulting from an approved separate improvement process which does not identify ownership, tangible savings, and/or intangible benefits on the form.

Approval or Disapproval Authority—Any person who has the ability to implement an idea.

Award—Appropriate recognition for an approved idea.

Confirmatory SIP Idea—Any idea resulting from an approved separate improvement process where ownership is established and tangible savings and/or intangible benefits are documented on the form.

Co-Submitter—A member of a group idea submission.

Evaluation—A functional OPR's analysis of an idea.

Evaluator—An individual assigned by the functional OPR to evaluate an idea.

Force Structure—Changes involving equipment, numbers, size, location, model type, unit designations, or composition of an entire operation (such as the size of the F-16 fleet). Manning increases or decreases are not "force structure."

Government—Refers to Government of the United States.

Group Idea—Idea that has two or more submitters.

Idea—A voluntary submission that proposes a better way of doing business.

Idea Final Action—Final action for disapproved ideas is the disapproval date. Final action for approved ideas is: a) implementation date; or b) pending implementation date; or c) date forwarded for payment, whichever is the latter.

IDEA Pool—Centralized pool listing all approved/disapproved ideas within submitter's ownership rights.

IDEA Program Data System (IPDS)—Web-based Air Force application used to manage the Air Force IDEA Program.

Intangible Benefits—Benefits which cannot be computed in specific monetary terms.

Non-Monetary Award—A certificate and/or promotional item.

Primary Submitter—The lead member of a group submission.

Promotional Items—Items used to encourage participation in the Air Force IDEA program.

Reconsideration — A request for further consideration on a previously evaluated idea.

Recognition—Monetary or non-monetary award for a validated idea.

Scientific Achievement—Scientific or technological accomplishment contributing to material advances of the armed services or an activity, group, project, or service to the public.

Separate Improvement Process (SIP)—A methodology used to initiate a process change governed by other directives (e.g., AF Form 1046, AF Form 2288, AF IMT 3215, or AF Form 1067).

Submitter—An individual who proposes a new or improved way of doing business.

Tangible Savings—Savings to the government that can be measured in dollars.

Validation—To substantiate or approve documented savings.

Attachment 2

AWARD CRITERIA *AIR FORCE EXCEPTIONAL INNOVATOR AWARD*

1.0. Impact on Mission 40 total points

Objective: Recognize individuals or groups who have enhanced mission capability, improved operational performance, and achieved sustained results 1 October through 30 September of previous fiscal year.

1.1. Improvement Effort Results. (15)

Describe and define previous and current method.

1.2. Impact of Results. (15)

What impact did this idea(s) have on mission accomplishment? (Include any METs impacted by nominee's idea.)

1.3. Highest Level of Applicability. (10)

Base Level (2)

MAJCOM Level (5)

Air Force Level or Higher (10)

2.0. Tangible Savings 25 total points

Objective: Recognize individuals or groups that produced validated tangible savings.

2.1. Dollars Saved. (15)

Less than \$1M (5)

\$1M to \$5M (10)

Greater than \$5M (15)

2.2. Highest Level of Applicability. (10)

Base Level (2)

MAJCOM Level (5)

Air Force Level or Higher (10)

3.0. Intangible Benefits 25 total points

Objective: Recognize individuals or groups whose achievements produced a positive effect on operations, procedures, health, safety, welfare, and morale.

3.1. Impact on Operations and Procedures. (5)

3.2. Impact on Health and Safety. (5)

3.3. Impact on Welfare and Morale. (5)

3.4. Highest Level of Applicability. (10)

Base Level (2)

MAJCOM Level (5)

Air Force Level or Higher (10)

4.0. Number of Ideas Approved 10 total points

Objective: Recognize individuals or groups who demonstrate continual improvement by enhancing multiple processes.

4.1. Award one point per approved idea, not to exceed 10 points.

TOTAL 100 points

Attachment 3

AWARD TEMPLATE

NOMINATION FOR AIR FORCE EXCEPTIONAL INNOVATOR AWARD FYXX

NAME/GRADE/DUTY TITLE:

LOCATION: (Complete Organizational Mailing Address)

IMPACT ON MISSION: (Narrative format)

Improvement Effort Results

Impact of Results

Highest Level of Applicability: (Base, MAJCOM, Air Force, or higher)

TANGIBLE SAVINGS: (Bullet format)

Dollars Saved:

Highest Level of Applicability: (Base, MAJCOM, Air Force, or higher)

INTANGIBLE BENEFITS: (Narrative format)

Impact on Operations & Procedures

Impact on Health & Safety

Impact on Welfare & Morale

Highest Level of Applicability: (Base, MAJCOM, Air Force or higher)

NUMBER OF APPROVED IDEAS:

Attachment 4**CONFIRMATORY SIPS AND GOVERNING POLICIES**

AFTO Form 22 (Request for a change to a Technical Order) - Technical Order 00-5-1

AF Form 1046 - *ZOP (Zero Overpricing Program)* - AFM 23-110, Vol 7, part 4

AF Form 2288 - *FASCAP (Fast Payback Capital Investment)* - AFI 38-301

AF Form 2276 - *PIF (Productivity Investment Fund)* - AFI 38-301

Source, Maintenance, & Recoverability Code Change Request - Technical Order 00-25-195
(Old AFTO Form 135)

IPDS Change Request [SCR] - Contact your Base IDEA Program Office for assistance

AFPC Change Request (SCR) - Air Force Personnel System Web Site

Attachment 5

COMMONLY USED AFTER-THE-FACT SIPS AND GOVERNING POLICIES

AF FM 86, *Request for Cataloging Data/Action* - AFMAN 23-110V1. Part 1, Chapter 7

AF FM 332, *Base Civil Engineer Work Request* - AFI 32-1001

AF FM 711B, *USAF MISHAP Report* - AFI 91-204 [all safety issues]

AF FM 847, *Recommendation for Change of Publication* - AFI 33-360

AF FM 1067, *Modification Proposal* - AFI 63-1101

AF Form 1279 - *Disclosure and Record of Invention*, AFI 51-303

AF IMT 3215, *IT/NSS Requirements Document*, AFI 33-103 & AFI 33-114

DD Form 67, *Form Processing Action Request* - DoD 7750.7M., Table 2 (IAW AFI 33-360, 2.13)

SIPS WITH NO PRESCRIBED FORM BUT GOVERNED BY AF/DOD POLICY

Program Fraud Civil Remedies Act Cases - AFI 51-1101 (Fraud, Waste & Abuse Program)

Proposing New or Changes to Legislation - US Government Web Site