Headquarters
United States Army Recruiting Command
Fort Knox, Kentucky 40121-2726
2 January 1992

*USAREC Supplement 1 to AR 5-17

Effective 31 January 1992

Management

The Army Ideas for Excellence Program

The original version of this publication was first published on 2 January 1992.

This UPDATE printing publishes a new Change 2, which is effective 31 July 1995. The strikethrough and underscore method is used for the portions of the text that are revised.

For the Commander:

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Official:

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Summary. This publication supplements AR 5-17, 19 October 1990; and delineates the Army Ideas for Excellence Program policy and procedures for the United States Army Recruiting Command.

Applicability. This supplement is applicable to all elements of the United States Army Recruiting Command.

Impact on New Manning System. This supplement does not contain information that affects the New Manning System.

Supplementation. Further supplementation of this supplement is prohibited. This supplement is current until further notice from this headquarters.

Suggested improvements. The proponent agency of this supplement is the Office of the Director of Resource Management and Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRM-MM), Fort Knox, KY 40121-2726.

Distribution. Distribution of this supplement has been made in accordance with USAREC Pam 25-30, distribution A. This supplement is printed and distributed in the Recruiting Station Administration UPDATE.

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Add paragraph 7-16 after paragraph 7-15.
Awarding certificates • 7-16

Paragraph 1-2, References

Add subparagraph (9) after subparagraph b(8).

(9) USAREC Fm 990 ~~(USAREC Quarterly Army Ideas for Excellence Program Report)~~ (Worksheet for AIEP Report).

Paragraph 1-4, Responsibilities

Add subparagraphs g through i after subparagraph f(10).

g. All AIEP coordinators processing ideas must be familiar with current regulatory guidance from HDQA in order to administer the program effectively.

h. The Headquarters, United States Army Recruiting Command (HQ USAREC) AIEP Coordinator, located in the Resource Management and Logistics Directorate at HQ USAREC, will actively manage and direct the program, to include the following:

(1) Develop policy for the United States Army Recruiting Command (USAREC), based on HQDA guidance.

(2) Establish program goals and objectives.

(3) Monitor command progress and report, as required.

(4) Process suggestion evaluations at HQ USAREC and track late evaluation responses.

(5) Respond to all requests for information in a timely manner.

(6) Provide training and information to the field points of contact, as required by program circumstances.

(7) Provide interest and enthusiasm to potential suggesters through various promotional means, as necessary.

i. Operating officials and staffs at all levels will:

(1) Actively support and take part in managing the program.

(2) Evaluate ideas in a fair and timely manner.

(3) Ensure that management obtains the maximum benefits from an idea by having it evaluated thoroughly by the office or person of primary responsibility.

(4) Designate a central control point for receiving Good Ideas for evaluation and managing all aspects of the program.

(5) Assure awards are processed and presented in a timely, suitable manner.

Paragraph 2-1, Program administration

Add the following:

The lowest receiving coordinator within the command will be at recruiting battalion (Rctg Bn) level. All personnel below Rctg Bn level will submit suggestions to the Rctg Bn AIEP coordinator. Recruiting brigades (Rctg Bdes), United States Army Recruiting Support Command (RSC), and HQ USAREC will have counterpart program managers for accepting and monitoring the evaluation of ideas. All managers should establish procedures and files to allow prompt processing of incoming ideas. When you receive an idea on DA Form 1045:

a. Check that the submitter has dated and signed blocks number 2a and 2b.

b. Sign block number 4a, date block number 4b, and assign a suggestion number in block 3c. For example: Seattle Rctg Bn could assign RCSE920001 for idea number one in fiscal year (FY) 1992. Also, indicate in the upper right-hand corner of block 3c, whether the suggester is military enlisted (ME), military officer (MO), or civilian employee (CE). This information will be needed at the end of the FY for reporting to HQDA.

c. Return copy number 2 to the suggester to indicate you have received the idea into the system for evaluation.

d. Set up a file folder to contain paperwork on the idea.

e. Log the idea in under the suggestion number you have assigned to it. If it has an assigned number already, you may want to put it in parentheses for ease in tracking. If you can possibly do it, automate your log.

f. Read the idea to determine who is the best qualified to evaluate it. If the idea has to do with Army regulations not USAREC related, or improving procedures at an installation, send it to the local servicing activity. If in doubt, contact HQ USAREC (RCRM-MM).

g. Detach the lower portion of the DA Form 1045 (copy number 1). Attach it to a blank sheet of paper so that when it goes out for evaluation it won't have the name of the suggester, only an identifying number. Normally, the identity of the suggester is not revealed. In rare cases, when

*This supplement supersedes USAREC Pamphlet 672-2, 25 August 1988.

clarification is required by the evaluator, the coordinator may contact the submitter for permission to release his or her name and telephone number for contact.

h. Send the lower portion of the idea, a DA Form 2440, and your request for an evaluation to the person or office best qualified to review it.

i. The suspense you place on evaluations should be adequate for a comprehensive analysis. Fourteen working days is generally adequate in most cases. Work with your evaluators if on temporary duty, leave, or special assignment.

j. Monitor progress of the evaluation (i.e., don't forget them once they leave).

k. When the evaluation comes back, review it to make sure you are comfortable with what is said. Resolve your doubts. You want to provide the best response to the suggester now, not on a request for reconsideration.

l. Make sure the evaluator's name and telephone number are provided on the DA Form 2440, in block number 7 and his or her supervisor has signed block 8, indicating agreement or concurrence with the response. At HQ USAREC, the staff director or special staff office chief must review the evaluation by either signing block 8 of the DA Form 2440 or signing a cover memorandum indicating concurrence with the evaluation prior to returning it to the AIEP coordinator.

m. An idea may be turned down for reason at Rctg Bn, Rctg Bde, RSC, or HQ USAREC level.

n. If a higher headquarters' review is determined necessary at this point, send the idea and your level's evaluation indicating recommendation for approval or disapproval to the next level for further evaluation.

o. Don't forget to log the idea out so you can keep track of it.

p. Notify your suggester of extended delays in processing (i.e., forwarding it up the chain of command).

q. Call your AIEP coordinator if you have any questions.

Paragraph 7-10, Award approval authority
Add the following:

a. Suggestion awards over $10,000 will be approved by HQDA.

b. The Commanding General will approve awards in excess of $5,000 up to $10,000.

c. The Chief of Staff for HQ USAREC will approve all cash awards from $3,000 to $5,000.

d. The Director of Resource Management and Logistics will approve all awards between $501 and $3,000 at HQ USAREC, and all awards over $1,500 for the RSC and Rctg Bdes.

e. The RSC Commander and Rctg Bde commanders may approve awards up to and including $1,500.

f. Rctg Bn commanders, HQ USAREC directors, and special staff section chiefs may grant cash awards up to and including $500.

Paragraph 7-15, Payment to deceased suggesters
Add paragraph 7-16 after paragraph 7-15.

7-16. Awarding certificates
An idea which results in less than $250 in tangible benefits is eligible for a certificate or letter of appreciation. Intangible benefits that are considered to be less than "moderate" value may also be awarded a certificate or letter of appreciation. Such ideas might have to do with traffic signs, instructional building signs for locations, nonsmoking areas, safety hazards, nonskid materials for walkways, or minor wording in directives or forms that do not change procedures.

Appendix A, Annual Reports
Add paragraph A-3 after paragraph A-2.

A-3. Reporting requirements

a. It is vital to the AIEP that we know the status of ideas. As an AIEP point of contact at the Rctg Bn or Rctg Bde level, you must use either a manual or an automated log. The system used to collect and disseminate reporting requirements data is optional. Quarterly AIEP reports will be submitted by Rctg Bdes and RSC using USAREC Fm 990 ~~(USAREC Quarterly Army Ideas for Excellence Program Report)~~ (Worksheet for AIEP Report) (see fig A-2).

b. Instructions for completing the quarterly AIEP ~~report~~ worksheet are:

(1) The quarterly AIEP ~~report~~ worksheet consists of ~~two~~ one page~~s~~. ~~Page one requires prior FY information; while page two requires current FY data.~~ However, one worksheet must be completed for military and one for civilian personnel.

~~(a) Page one: Requires statistical data to be reported on all suggestions that were open at the end of the last FY and were carried forward into the current FY.~~

~~(b) Page two: Requires statistical data to be reported on all suggestions received this current FY.~~

(2) Explanation of items.

(a) (Item~~s~~ 1 ~~and 6~~): The quarterly AIEP ~~report~~ worksheet cannot be completed without referring to the previously submitted quarterly ~~report~~ worksheet. For example: "Total suggestions on hand at the beginning of the quarter" (reporting quarter), should be the same as "Total suggestions on hand at the end of the quarter" (previous quarter).

(b) (Item~~s~~ 2 ~~and 7~~): Indicate the ~~estimated~~ monetary tangible and intangible benefits, ~~savings and category source (military, civilian, and other).~~

(c) (Item~~s~~ 3 ~~and 8~~): Indicate the nonmonetary tangible and intangible benefits. ~~cash award dollar amount, to whom paid, by category, (military, civilian, and other), and the total dollar amount for all categories.~~

(d) (Item~~s~~ 4 ~~and 9~~): Enter the number of awards, ~~by type~~, total amount, and to whom presented (enlisted or officer). Use on the military worksheet only. ~~by category, during the quarter.~~

~~(e) (Items 5 and 10): Item 5, once completed should remain constant throughout the FY. Item 10, should be cumulative for each quarter, until the end of the FY.~~

(e) (Item 5): Use this space or an additional sheet of paper for continuation of information or any remarks pertinent to this report.

~~(f) (Item 11): Use this space or an additional sheet of paper, for continuation of information or any remarks pertinent to this report.~~

~~(g) (Item 12): Signature block and signature of the person preparing the report. Also, date the report prior to forwarding to HQ USAREC.~~

c. Quarterly AIEP reports are due to HQ USAREC (RCRM-MM), Fort Knox, KY 40121-2726, not later than the 15th calendar day following the end of the reporting quarter. Rctg Bn points of contact are required to submit the above information to their Rctg Bde coordinators at the appropriate time. Rctg Bde coordinators will collect the above information from all of their Rctg Bns, add Rctg Bde data, and forward to HQ USAREC (RCRM-MM). Information provided should be as of the end of the reporting quarter and can be telephoned in with a hard copy to follow. No exceptions will be granted.

Glossary
Add the following to Section 1, Abbreviations:

FY
fiscal year

HQ USAREC
Headquarters, United States Army Recruiting Command

Rctg Bde
recruiting brigade

Rctg Bn
recruiting battalion

RSC
United States Army Recruiting Support Command

WORKSHEET FOR AIEP REPORT (For use of this form see USAREC Suppl 1 to AR 5-17)	[X] Civilian [ ] Military	
Reporting Organization: HQ 1st Rctg Bde	Individual Completing: Ms. Addie Miller	Telephone No: DSN 923-7481

	Number	Amount
1. Processing: a. Suggestions on hand, beginning of quarter	28	
b. Suggestions received	6	
c. Total	34	
d. Suggestions adopted	4	
e. Suggestions denied	4	
f. Suggestions already in use or under consideration	2	
g. Total not adopted (Item 1e + 1f)	6	
h. Suggestions pending end of quarter	24	
i. Total (Item 1d + 1g + 1h)	34	
2. Monetary Recognition: a. Tangible benefits for cash awards		12,500.00
b. Cash awards based on tangible benefits	2	8,000.00
c. Cash awards based on intangible benefits	2	4,500.00
d. Total (Item 2b + 2c)	4	12,500.00
3. Nonmonetary Recognition: a. Tangible benefits for noncash awards		0
b. Noncash awards based on tangible benefits	0	
c. Noncash awards based on intangible benefits	0	
4. Distribution of Cash Awards (Applies to Military Personnel Only): a. Cash awards to enlisted personnel	0	0
b. Cash awards to officers	0	0

5. Remarks:

USAREC Fm 990, Rev 1 Jul 95 (Previous editions are obsolete)

Figure A-2. Sample of a completed USAREC Fm 990