

February 6, 2001

DRMS EMPLOYEE SUGGESTION PROGRAM

A. REFERENCES.

1. DLAI 1432.1, DLA Superior Accomplishment Awards Program, February 24, 1998.
2. DRMS Instruction 1432.1, DRMS Employee Suggestion Program, January 31, 1997.
3. DLIS Directive 1432.1, DLIS/DRMS Employee Suggestion Program, January 24, 2000.

B. PURPOSE. This directive is to assist management in the administration of the DRMS Employee Suggestion Program (ESP). Supersedes reference A3.

C. APPLICABILITY AND SCOPE. This directive is applicable to all levels of the Defense Reutilization and Marketing Service (DRMS) management and those individuals designated to administer the ESP.

D. DEFINITIONS.

1. Contributions. An achievement through an individual or group effort (not within the employee's job responsibility) in the form of a suggestion (DLA Form 37) which enhances the efficiency, economy or other improvement of Government operations.

2. Participation of the ESP includes civilians and members of the Armed Forces assigned to DRMS.

3. Intangible benefits are those benefits to the Government that cannot be measured in dollars saved.

4. Tangible benefits are those benefits to the Government that can be measured in dollars saved.

E. POLICY. It is the policy of the Defense Logistics Agency (HQ DLA) to encourage the fullest participation of its personnel in improving Government operations and to recognize and reward eligible personnel at all levels for contributions to efficiency, economy and other improvements to business processes that are beyond those normally expected.

F. RESPONSIBILITIES.

1. In accordance with reference A1, the head of a Primary Level Field Activity (PLFA) shall assure a suggestion program exists as a medium by which ideas are accepted in connection with finding solutions to matters of current concern at all levels of Government. Therefore, the Executive Director (DRMS-DD) is responsible to implement and administer the DRMS ESP and appoint a program manager from within DRMS-DD to make this a viable program for all DRMS employees.

2. The head of each DRMS Directorate/Office shall:

- a. Encourage their employees to participate in the ESP.
- b. Assure their personnel provide prompt and thorough evaluations of all suggestions forwarded to them.
- c. Sign all suggestion evaluations within their functional area; these evaluations can be done electronically in Form Flow (DLA Form 37) and forwarded via email.

3. The ESP Program Manager, DRMS-DD shall:

- a. Administer the procedural details of the ESP as described in DRMS Instruction 1432.1.
- b. Coordinate with all levels of DRMS management, the DLA Administrative Support Center (DASC-R) and any other individuals who are customers of the ESP, whether from within or outside of DRMS.
- c. Prepare and provide, through the DRMS Executive Director, year-to-date program reports for the DRMS command staff. Upon request, the ESP Program Manager provides statistics to DASC-R. The ESP operates on a fiscal year basis.
- d. Maintains this directive in a current status and review it biennially.

G. EFFECTIVE DATE AND IMPLEMENTATION. This directive is effective upon signature by the DRMS Executive Assistant.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/
JANINE DES VOIGNES
Executive Assistant