

INSTRUCTIONS TO SUGGESTER

1. Complete all of the information requested on suggester, and cosuggester, if any.
2. Describe your suggestion completely. Tell what it will do, where it can be used, and, if possible, estimate the benefits. When appropriate, describe the former method and the problem that the suggestion is designed to overcome.
3. Use additional paper, and include drawings and pictures as necessary.
4. Place the completed form in a suggestion box, give it to your supervisor, or mail it to your local Incentive Awards Committee.

YOUR SUGGESTION WILL BE CONSIDERED FOR USE LOCALLY, ELSEWHERE IN THE NAVY,
AND ELSEWHERE IN THE GOVERNMENT. IF IT IS ADOPTED, YOU WILL BE GIVEN AWARD
CONSIDERATION FOR ITS ENTIRE APPLICATION. IF IT IS NOT ADOPTED, YOU WILL
BE GIVEN THE REASONS FOR THE NONADOPTION.

(Continued)

[illegible]

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THE NAVY IS INTERESTED IN SUGGESTIONS FOR:

IMPROVING	COMBINING	ELIMINATING	DEVISING	SAVING
QUALITY OF PRODUCT METHODS PROCEDURES TOOLS & MACHINES SAFETY WORKING CONDITIONS EMPLOYEE MORALE	OPERATIONS PROCEDURES MATERIALS METHODS RECORDS REPORTS	UNNECESSARY WORK DUPLICATION OPERATIONS BREAKAGE WASTE FIRE, HEALTH & ACCIDENT HAZARDS	NEW TOOLS NEW EQUIPMENT NEW MACHINES NEW METHODS NEW PROCESSES NEW APPLICATIONS OF OLD IDEAS	MANPOWER MONEY MATERIAL TIME SPACE

A suggestion proposes a way of improving procedures, products, services, etc. It may suggest a change in the way things are done and propose a new method or a new application of an old idea. Merely pointing out a difficulty or shortcoming without providing an answer is not a suggestion. Neither is a proposal in routine maintenance or everyday functions, such as repairing linoleum, keeping aisles clear, replacing light bulbs, ordering supplies, etc., unless it proposes a change in the operations or the physical facilities.

ALL NAVY PERSONNEL, MILITARY AND CIVILIAN, ARE INVITED TO SUGGEST IMPROVEMENT IDEAS.

TO: INCENTIVE AWARDS COMMITTEE
