

- **Suggestion Program**

RL/ORP employees may wish to utilize the Suggestion Program to submit, in writing, a constructive idea which, if adopted by management, directly contributes to the economy, efficiency, or increased effectiveness of Government operations or achieves a significant reduction in paperwork. The Suggestion Form must include identification of the existing problem and the proposed method for resolution. Subject matter experts assess the suggestion and provide recommendation for adoption or denial. If the suggestion is adopted, you may be considered for an award. Any suggestion submitted by an employee will receive a written report within sixty (60) days. This response will include a decision as to whether or not the suggestion has been accepted in whole or in part as well as an explanation for any portion of the suggestion that cannot be accepted. When a suggestion cannot be decided upon within sixty (60) calendar days, the Employer will be permitted 60-day extensions as long as it provides to the employee a written explanation of why each one is necessary.

Nomination Process

1. Employee completes an Employee Suggestion Form, providing comprehensive details of the existing problem and suggested solution.
2. Employee sends or brings the completed form to the Awards Administrator, Rm. 100, Federal Building, Mail Stop A1-55, for processing.
3. Employee is notified upon receipt of suggestion and kept apprised of the progress and disposition of the suggestion.