



# UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN)

UNIT 35801

FPO AP 96602-5801

DivO 1650.16D

COMPT

24 JUN 1998

## DIVISION ORDER 1650.16D

From: Commanding General  
To: Distribution List

Subj: INCENTIVE AWARDS (BENEFICIAL SUGGESTION) PROGRAM

Ref: (a) MCO 1650.17F

Encl: (1) Beneficial Suggestion Process  
(2) Beneficial Suggestion Form

Report Required: DD Form 1609 with Beneficial Suggestion Program  
Annual Report

1. Purpose. To publish policies and procedures for the Division's Beneficial Suggestion Program.
2. Cancellation. DivO 1650.16C.
3. Policy

a. The Division's Beneficial Suggestion Program is designed to take advantage of the creativity of Marines to improve efficiency, economy, and productivity. Marines are encouraged to submit their suggestions, inventions, and scientific achievements to produce improvements in operations. Under this program they will be recognized and rewarded for their ideas that benefit the Marine Corps. The reference authorizes payment of cash awards to Marines, who by suggestions, inventions, or scientific achievements contribute to the efficiency, economy, or other improvements of operations or programs relating to the Armed Forces. The reference also gives specific guidance on the eligibility of suggestions and definitions pertaining to the Beneficial Suggestion Program. Marines will have their contributions publicized to demonstrate command support, to remind Marines of the continuing need for efficiency and economy, and to encourage greater program participation.

b. Per the reference, contributions (suggestions, etc.) under this program must be considered to be over and above normal job expectancy to qualify the Marine for a cash award. This is a local

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command decision. Both tangible and intangible benefits, described in the reference, will be taken into account as the basis for determining the appropriate cash award. Cash awards are only authorized when the benefits are expected to exceed \$250.00. The Division is authorized to pay cash awards up to \$5,000.00. Enclosure (1) delineates the Beneficial Suggestion process for both local and Division level suggestions. A suggestion should normally be processed within 30 days if the final decision can be made locally. Any "relevant suggestion" made through any other medium, i.e. the Commanding General's "3d Marine Division Mail" program, the Commanding General's Training Improvement Idea Program (TIIP), etc., should also be submitted by the applicable organization or staff section for appropriate award consideration. The staff section will review and return the suggestion to the Beneficial Suggestion Program Administrator within ten days. Enclosure (2) is a blank Beneficial Suggestion form that can be utilized when submitting a suggestion (the actual form is a multi-part carbon form). A suggestion is a constructive idea submitted in writing by an individual or group that proposes a method to do a task better, faster, cheaper, or safer. A suggestion need not be new or original but must show a specific problem and give a workable solution. Per the reference, eligible suggestions do one or more of the following:

- (1) Simplify or improve operations.
- 2 Save time needed to complete a task.
- (3) Speed up production.
- (4) Increase output and enhance productivity.
- (5) Improve procedures, operating methods or equipment, work-space layouts, and organizations.
- 6) Save material and property.
- (7) Save manpower and money.

#### 4. Responsibilities

##### a. AC/S, Comptroller will

(1) Serve as the Division Beneficial Suggestion Program Administrator and manage and administer the Division's Beneficial Suggestion Program.

(2) Route program suggestions to the cognizant Division staff section for review and evaluation.

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(3) Convene and chair the Division's Beneficial Suggestion Awards Committee as required.

(4) Serve as the Division's liaison with other commands on suggestion program issues.

(5) Provide advice and guidance on the program to the Division staff and organizations.

(6) Assist command program administrators in the development of training programs on the Beneficial Suggestion Program.

(7) Keep command program administrators informed on the status of pending suggestions.

(8) Ensure adequate funds are available for prompt action on awards

(9) Ensure all necessary program forms are available

(10) Process the necessary payment forms through 3d Force Service Support Group Disbursing for all approved cash awards.

(11) Prepare and submit the annual program report to III Marine Expeditionary Force by 30 September each year.

b. Commanders will

(1) Assign an officer as the unit Beneficial Suggestion Program Administrator.

(2) Develop and implement the awards program.

(3) Provide command support for the awards program to improve productivity and encourage the submission of written suggestions.

(4) Review and submit to the Beneficial Suggestion Program Administrator all Beneficial Suggestions that affect more than one Division unit and/or which require higher headquarters approval to implement. This submission will be completed within 15 days of receiving the suggestion.

(5) Request funds for cash awards from the Division Comptroller as required.

(6) Grant and publicize honorary and cash awards per this order and the reference.

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c. Command Beneficial Suggestion Program Administrators will

(1) Administer the Beneficial Suggestion Program to include maintaining accurate records for all submissions. Records, reports, and case files generated will be retained for a period of 3 years and then destroyed.

(2) Keep all contributors notified as to the status and final action taken on their submissions.

(3) Submit the annual program report (for local/internal suggestions) to the Division Beneficial Suggestion Program Administrator as requested.

(4) Enlist command support for the program to improve productivity and encourage the submission of written suggestions

d. Division Beneficial Suggestion Awards Committee. A Division Beneficial Suggestion Awards Committee will meet as required to review suggestions affecting more than one Division unit and suggestions which require higher headquarters approval to implement. This committee will include action officers from the following staff sections: G-1, G-2, G-3, G-4, G-6, and the Inspector. The Division Beneficial Suggestion Program Administrator will convene and chair the committee. The Beneficial Suggestion Awards Committee will:

(1) Review and approve eligible suggestions. Any disapproved suggestions will be forwarded to the Chief of Staff for review.

(2) Determine the cash award to be granted for approved suggestions using the criteria in the reference.

(3) Review and endorse eligible suggestions which require higher headquarters approval to implement. The committee will also recommend any appropriate interim cash awards for these suggestions

5. Action. Commanders will establish an active Beneficial Suggestion Awards Program in accordance with this Order and the reference.

6. Summary of Revisions. This Order has been revised in its entirety and should be completely reviewed.

  
L. M. SUPKO  
Chief of Staff

DISTRIBUTION: A/D

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## BENEFICIAL SUGGESTION PROCESS

Organization (Local) Suggestions

1. Written suggestion submitted.
2. Organization evaluates suggestion to determine if it is accurate, feasible and beneficial (Use NAVSO 5305/5 form for evaluation).
3. If the suggestion is eligible, request funding and payment from the Division Comptroller (within 15 days of the suggestion). If not, notify the Marine appropriately.
4. Division Comptroller processes cash award (through 3d FSSG Disbursing).
5. Marine receives award at an appropriate ceremony.

Division Level Suggestions. Suggestions affecting more than one Division organization and/or suggestions requiring higher headquarters approval to implement.

1. Written suggestion submitted.
2. Organization evaluates suggestion (using NAVSO 5305/5 form) to determine if it is accurate, feasible and beneficial, and if so, endorses eligible suggestions to the Division Comptroller (within 15 days of the suggestion).
3. Division Comptroller staffs suggestion to cognizant Division staff section for evaluation (using NAVSO 5305/5 form).
4. Division staff section evaluates the suggestion and returns the suggestion and the evaluation to the Comptroller.
5. For eligible suggestions, the Comptroller convenes the Division Beneficial Suggestion Awards Committee.
6. Committee reviews and approves eligible suggestions and determines appropriate cash award. Suggestions requiring higher headquarters approval are endorsed and forwarded. If appropriate, an interim cash award is determined for the forwarded suggestion. If a suggestion is disapproved, it will be forwarded to the Chief of Staff for review.
7. Division Comptroller processes award (through 3d FSSG Disbursing).
8. Marine receives award at an appropriate ceremony.



# DEPARTMENT OF THE NAVY

## SUGGESTION

DEVO 16-50



### THE DEPARTMENT OF THE NAVY IS INTERESTED IN SUGGESTIONS FOR:

<b>IMPROVING:</b>	QUALITY OF PRODUCT	METHODS	PROCEDURES	TOOLS AND MACHINES	PRODUCTIVITY	
<b>DEVisING:</b>	NEW TOOLS	NEW EQUIPMENT	NEW MACHINES	NEW METHODS	NEW PROCESSES	NEW APPLICATION OF OLD IDEAS
<b>ELIMINATING:</b>	UNNECESSARY WORK	DUPLICATION	OPERATIONS	BREAKAGE	WASTE	FIRE, HEALTH AND ACCIDENT HAZARDS
<b>AMENDING:</b>	PAPERWORK REQUIREMENTS	METHODS	RECORDS	REPORTS	PROCEDURES	
<b>SAVING:</b>	MANPOWER	MONEY	MATERIAL	TIME	SPACE	ENERGY

### DEFINITION OF A SUGGESTION

A suggestion proposes a way of improving procedures, products, services, etc. It may propose 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 suggesting 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.

### PRIVACY STATEMENT

Your social security number is requested under Executive Order 9397 and will be used to locate you or, if retired, to retrieve your Official Personnel Folder or Official Service Record. Disclosure is voluntary. However, failure to provide it may delay or prevent processing your suggestion to conclusion.

### DISTRIBUTION OF THIS SUGGESTION

<b>ORIGINAL:</b>	Evaluator	2ND CARBON COPY:	Acknowledgment Copy
	Awards office	3RD CARBON COPY:	Suggester's copy

### SPECIAL INSTRUCTIONS

Remove this cover sheet

Type or use ball-point pen. Press hard if a ball-point pen is used. Attach drawings and pictures as necessary. Detach and retain the last copy until the acknowledgment copy is received from your Awards Office.

ENCLOSURE (2)