

## **Suggestion Awards**

The award winners are recognized at the DLA Annual Recognition Ceremony.

The annual Suggestion Awards were created to recognize civilian or military personnel whose adopted suggestions have significantly improved organizational efficiency or Government operations through participation in the employee suggestion program.

The award categories are Largest Monetary Suggestion and Most Suggestions Approved. One winner will be selected from among nominees for each category. The winners will be presented with a suitably engraved trophy. Each DLA activity may nominate one individual or group for each award using the criteria below:

- Largest Monetary Suggestion Award. Nominees considered for this award should have submitted and had approved a single award for which cash recognition was given. If based on intangible benefits the suggestion should have at least a "high value of benefit of high" and broad extent of application when compared to the Intangible benefit aware scale or be based on tangible savings of \$500 or more.
- Most Suggestions Approved Award. Nominees for this award should be the individual or group submitting and receiving approval of the most suggestions meriting recognition regardless of the monetary value of the awards. If based on intangible benefits the suggestions must be of at least moderate value of benefit and extended extent of application or be based on tangible savings.

**Award Eligibility:** Any individual or group, military or civilian who has submitted at least one suggestion meriting approval and cash recognition may be nominated. The suggestion(s) must have been submitted during the last full rating cycle prior to the award nomination.

**Award Submission:** Nominations are solicited from the DLA Field Activities (FA) and Corporate Board members. The due dates along with the criteria will be in the nomination call letter. Nominations are to be forwarded to DLA Human Resources Center (DHRC-P).

**Award Approved by:** The Heads of the FA and/or Heads of the Corporate Board members approve the nominations. The Director of an organization may sign as both recommending and approving official.

The HQ DLA Recognition and Awards Board review the nominations and recommend the winners to the Director, DLA for approval.