

Special Edition of the Personnel Employee Bulletin

February 23, 2011

DLA Suggestion Program

Have an idea or suggestion that would contribute to the economy, efficiency, and/or effectiveness of Government operations? Submit a suggestion to your Activity Suggestion Coordinator (ASC) for consideration. If your suggestion is approved, implemented, and results in tangible monetary savings, intangible benefits, or a combination of both, you could receive a cash award.

To submit a suggestion, you must complete DLA Form 36, DLA Suggestion and forward to your ASC. Your suggestion must be in writing, must propose a specific problem, solution, include documentation to support solution/savings, and be beyond the scope of assigned job responsibilities and performance standards. The DLA Form 36, DLA Suggestion can be found at <http://www.dla.mil/dss/forms/fillable/DL0036.pdf>.

All suggestions are reviewed by a Subject Matter Expert (SME) at the local level. Depending on the potential scope and impact of a proposed suggestion, it may require the review of more than one activity SME. In those cases, the suggestion, along with the evaluation of the initial SME, will be returned to the suggester's ASC. The ASC will forward the suggestion and evaluation form to the Agency Suggestion Coordinator who will then forward to the appropriate SME for evaluation.

Additional information on the Suggestion Program and suggestion process can be found in the DLA Instruction 7211 titled Suggestion Program on eWorkplace under the Resources and Issuances sections.

So put your thinking cap on and submit a suggestion or suggestions that would contribute to the economy, efficiency, and/or effectiveness of Government operations.

To contact your servicing DLA Human Resources Services, please reference the following link: <http://www.hr.dla.mil/cntctus.htm>. The Personnel Employee Bulletin is normally published the first Wednesday of each month.