

Headquarters  
Department of the Army  
Washington, DC  
17 March 1993

DA Memo 5-17

## Management

### Army Ideas for Excellence Program

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**Applicability.** This memorandum applies to Headquarters, Department of the Army and its field operating agencies.

**Proponent and exception authority.** The proponent of this memorandum is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant has the authority to approve exceptions to this memorandum which are consistent with controlling law and regulation. The Administrative Assistant may delegate this authority in writing to a division chief within the proponent agency in the grade of colonel or civilian equivalent.

#### 1. Purpose

This memorandum supplements AR 5-17, Army Ideas for Excellence Program. It prescribes responsibilities, policy, and procedures for processing ideas submitted to the Army Ideas for Excellence Program (AIEP) by soldiers and civilian employees assigned to Headquarters, Department of the Army (HQDA); HQDA field operating agencies; field commands in the National Capital Region (NCR); and non-HQDA organizations located in the Pentagon or elsewhere in the NCR where there is no installation of the non-HQDA organization's parent major command. Each aspect of the AIEP is integral to the Total Army Quality (TAQ) philosophy and its supporting programs.

#### 2. References

a. AR 5-17, The Army Ideas for Excellence Program, is a required publication. (Cited in paras 3a and 5c.)

b. AR 5-1, Army Management Philosophy, is a related publication.

c. DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal), DA Form 2440 (Suggestion Evaluation), and DA Form 2441 (Suggestion Award Certificate) are referenced forms.

#### 3. Explanation of abbreviations

a. AIEP ----- Army Ideas for Excellence Program.

b. HQDA ----- Headquarters, Department of the Army.

- c. NCR ----- National Capital Region.
- d. PC ----- program coordinator.
- e. SC ----- suggestion coordinator.
- f. TAQ ----- Total Army Quality.

#### 4. Responsibilities

a. The Director, Resource Management, Office of the Administrative Assistant to the Secretary of the Army is responsible for implementing, monitoring, and providing guidance for the AIEP as operated within the organizations to which this memorandum applies. The AIEP Program Coordinator (PC) is appointed by the Director, Resource Management, and is located in the Management and Manpower Division, Resource Management Directorate, Office of the Administrative Assistant to the Secretary of the Army. The duties and responsibilities of a PC are detailed in AR 5-17.

b. The Auditor General, U.S. Army Audit Agency, and the Commander, U.S. Total Army Personnel Command, are authorized to appoint suggestion coordinators (SC) to assist the AIEP PC in administration and program management, to include the submission of feeder information for the annual report.

c. Commanders/supervisors within all organizations to which this memorandum applies are responsible for ensuring that their soldiers and civilian employees can submit ideas to the AIEP and that AIEP policies and procedures are adhered to in the processing of ideas within those organizations.

#### 5. Policy

All soldiers and civilian employees assigned to the organizations to which this memorandum applies are encouraged to submit ideas for improvement of Army management and operations, especially as they contribute to the furtherance of the TAQ philosophy.

#### 6. Procedures

a. Suggesters must submit their ideas on DA Form 1045. For the submission to be valid, the suggester must sign and date the form. Suggesters may submit their ideas through supervisory or command channels, as well as directly to the AIEP PC/SC, but the idea does not obtain status in the program until receipt is acknowledged by signature of the AIEP PC/SC. If the suggestion is submitted through supervisory or command channels, the

individual who receives the suggestion must forward the submission to the AIEP PC/SC within 10 calendar days.

b. The AIEP PC/SC determines the idea's basic eligibility for consideration, assigns it a number, and enters it into the AIEP system. If submission is to an organization which has an SC and the evaluator is within the organization, the SC dispatches the suggestion directly to the evaluator and follows up as needed to secure a timely return. If the evaluator is outside the SC's organization, the SC forwards the suggestion to the PC with a recommendation for placement for evaluation. In such cases, the PC makes the final determination as to placement.

c. The evaluator makes the determination to adopt or not adopt the suggestion or, in cases where authority to adopt is at a higher level, recommends adoption and gives reasons for that recommendation. Evaluation should be done on DA Form 2440 and returned promptly to the AIEP PC/SC. For adopted ideas, the evaluator will indicate whether the adoption is total or partial, give a date by which implementation will take place, and state whether the idea should be considered for wider application. Using AR 5-17, figures 5-1 and 5-2, the evaluator will also determine the type and extent of benefits realized and provide specific calculations of tangible benefits whenever possible. Where benefits are intangible, the evaluator will recommend a specific award amount within the appropriate range in figure 5-2.

d. Upon receipt of a completed evaluation, the AIEP PC/SC will take further action as called for by the disposition indicated for the idea. Suggesters whose ideas are not adopted will be promptly notified. In the case of an adopted idea, the PC/SC will prepare a DA Form 2441, arrange for payment, and identify the appropriate method for presenting the award. Payment of any award will be by the current employing organization or, if the individual is no longer affiliated with the Army, the last Army employer.

#### 7. Recommended changes

HQDA activities and agencies are asked to submit recommended changes to this memorandum to HQDA (SAAA-RM-MMD), WASH DC 20310-0105.

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(SAAA-RM)

By Order of the Secretary of the Army:

GORDON R. SULLIVAN  
General, United States Army  
Chief of Staff

Official:

A handwritten signature in cursive script that reads "Milton H. Hamilton".

MILTON H. HAMILTON  
Administrative Assistant to the  
Secretary of the Army

Distribution:

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agencies