



DEPARTMENT OF THE NAVY
COMMANDER, NAVY INSTALLATIONS COMMAND
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CNICINST 1650.3
NOOC

MAR 11 2010

CNIC INSTRUCTION 1650.3

From: Commander, Navy Installations Command

Subj: BENEFICIAL SUGGESTION PROGRAM

Ref: (a) OPNAVINST 1650.8D

Encl: Determination and Payment of Awards

1. Purpose. To publish procedures governing the Commander, Navy Installations Command (CNIC) Beneficial Suggestion Program in accordance with reference (a).

2. Applicability. This instruction applies to all CNIC Headquarters (HQ) military personnel.

3. Responsibilities.

a. The Chief of Staff shall be the final approving official for all Beneficial Suggestion packages.

b. Director, Command and Staff/Administrative Program
Director is the CNIC Military Cash Awards (MILCAP) administrator and shall:

(1) Administer the program and overall planning, coordination and evaluation of the program.

(2) Ensure all packages are processed within 30 days of receipt at each approval level per reference (a).

(3) Conduct an annual review of the CNIC Beneficial Suggestion program.

(4) Route all Beneficial Suggestion packages to the Suggestion Coordinator.

c. The CNIC Suggestion Coordinator/Awards Coordinator shall:

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(1) Oversee the processing of suggestions, maintaining records and submitting reports.

(2) Establish a tracking system to avoid delays in processing.

(3) Prepare Beneficial Suggestion packages to present to the CNIC Awards Board.

(4) Ensure the Beneficial Suggestion Program is available on the CNIC Gateway.

(5) Ensure that suggestion forms are available for military personnel.

(6) Advise suggesters on the status of processing every 60 days until a final decision has been made.

4. Procedures.

a. To be considered for an award, suggesters must follow the guidelines within reference (a), enclosure (2), Operations of the Military Cash Awards Program. A suggestion must:

(1) Identify an improvement in the quality of operations, a cost reduction opportunity, or an improvement in the timelines of service delivery that results in tangible or intangible benefits to agency;

(2) Be adopted in whole or in part for implementation. The suggestion should identify a specific proposed course of action to achieve the improvement or cost reduction; and

b. Not eligible for consideration is routine maintenance work, recommend enforcement of an existing rule, propose changes in housekeeping practices, calling attention to errors or alleged violations of regulations, or intangible benefits of "good will".

c. Cash awards will be paid up to the amount authorized by the awards board. Payment shall be made by the CNIC department identified by the awards board as the primary recipients of the benefit. When a suggestion is adopted by another organization, the benefiting organization shall share in the cost of the total award commensurate with the benefit.

d. Payment of awards will receive fund approval by the Chief of Staff for amounts between \$3000-\$5000. Fund approval for awards greater than \$5000 will be the Deputy Commander.

5. Action. CNIC HQ and Regional Commands will submit Beneficial Suggestion packages through the Chief of Naval Operations HQWeb Tasker System (HQWeb Taskers).

a. All Beneficial Suggestion packages must be submitted using OPNAV 5305/1, Department of Navy Suggestion.

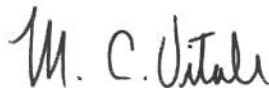
b. CNIC Suggestion Coordinator/Awards Coordinator will download each Beneficial Suggestion package from HQWeb Taskers and submit each package to the CNIC Awards Board.

c. Awards board members will review the Beneficial Suggestion package, vote on decision and determine the amount of the cash award using the table provided in enclosure (1).

d. CNIC Suggestion Coordinator/Awards Coordinator will forward board members recommendation to Chief of Staff for final approval and signature.

e. Signed packages are forwarded by the CNIC Suggestion Coordinator/Awards Coordinator to appropriate N-code Director for final processing.

6. Point of Contact. The point of contact for the Beneficial Suggestion program shall be the CNIC MILCAP administrator at 202-433-2919.



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