

Table of Contents

Paragraph	Page
Chapter 1. Introduction	
1-1. Program Purpose.....	1-1
1-2. Authority.....	1-1
1-3. Guiding Principles.....	1-1
1-4. Definition of an Idea.....	1-1
Chapter 2. Program Responsibilities	
2-1. Assistant Secretary for Administration.....	2-1
2-2. Director, Office of Productivity and Management Improvements (OPMI).....	2-1
2-3. Directors, Office of Administration (Regional Offices).....	2-1
2-4. Ideas Officers and Staff.....	2-1
2-5. Decision Officials.....	2-2
2-6. Evaluators.....	2-3
2-7. Regional Administrators.....	2-3
2-8. All Departmental Managers.....	2-3
2-9. Suggesters.....	2-3
Chapter 3. Participation	
3-1. Who May Participate?.....	3-1
3-2. How Do Employees Participate?.....	3-1
3-3. Where Do Employees Submit Their Suggestions?.....	3-1
3-4. How Long Will It Take to Find Out If the Idea Is Adopted?.....	3-1
Chapter 4. Computer-Related Suggestions	
4-1. Introduction.....	4-1
4-2. Background.....	4-1
4-3. Category of Automation Ideas.....	4-1
4-4. Category 1: Ideas Which Suggest Modifications and Improvements to Existing Applications and Systems.....	4-1
4-5. Category 2: Ideas Which Propose New Applications and Systems....	4-2
4-6. Subpart A: Ideas Which Propose the Concept for New Applications and Systems.....	4-2
4-7. Subpart B: Ideas Which Present Fully- Or Partially- Developed Applications and Systems.....	4-2
4-8. Implementation of Automation Ideas.....	4-4
4-9. Compensation for Development or Implementation of Automation Ideas.....	4-4
Chapter 5. Ideas Processing Phase 1: Evaluation	
5.1 Definition.....	5-1
Figure 1: Ideas Processing Workflow.....	
5.2 Decision Point 1: Acceptance.....	5-1
Figure 2: Criteria for Acceptance.....	
5.3 Decision Point 2: Evaluation.....	5-1
Chapter 6. Ideas Processing Phase 2: Award Determination	
6-1. Definition.....	6-1
6-2. Decision Point 3: Cost/Benefit Verification.....	6-1
6-3. Decision Point 4: Job-Relatedness Determination.....	6-1
6-4. Decision Point 5: Award Calculation.....	6-1

Figure 3: Award Approval Authority.....6-2

Appendices

A.	Ideas Submission Form (HUD-20000A).....	A-1,2
B.	Evaluation Form (HUD-20000B).....	B-1,2
C.	Award Determination Form (HUD-20000C).....	C-1,2
D.	Recommendation for Performance Incentive Awards (HUD- 840).....	D-1,2
E.	Quarterly Reporting Format.....	E-1,2,3
F.	Distinguishing Between Tangible and Intangible Benefits.....	F-1
G.	Guidelines for Determining Amount of Monetary Awards.....	G-1
	Table A: Determining Awards for Ideas With Tangible Benefits.....	G-2
	Table B: Determining Awards for Suggestions With Intangible Benefits.....	G-3
H.	Ideas Program Operating Guide.....	H-1
1.	General Procedures.....	H-1
2.	Processing Times.....	H-1
3.	Acceptance.....	H-1
4.	Tracking.....	H-1
5.	Evaluation.....	H-2
6.	Advocating Idea.....	H-3
7.	Cost/Benefit Verification.....	H-3
8.	Job-Relatedness Determination.....	H-3
9.	Determination of Type and Amount of Award.....	H-4
10.	Payment of Cash Awards.....	H-4
11.	Recognition Ceremonies.....	H-5
12.	Implementation.....	H-5
13.	Publicity.....	H-6
14.	Records Management.....	H-6
15.	Reporting Requirements.....	H-6
16.	Performance Reviews.....	H-6
	Appendix I. Data Requirements for Tracking Systems.....	I-1