

**ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP) PROPOSAL**

For use of this form, see AR 5-17, the proponent agency is OCSA  
(See Privacy Act Statement and Instructions on Reverse. DO NOT FORWARD TOP PORTION TO EVALUATOR.)

**1. Suggester Information**

a. NAME OF SUGGESTER (Last, First, MI)	b. SSN	c. GRADE
d. POSITION	e. TITLE	
f. INSTALLATION OR ACTIVITY (Complete office address)		g. OFFICE TELEPHONE (AV and Commercial)
h. HOME ADDRESS (If you prefer to have communications on the suggestion sent to that address)	i. SUGGESTER'S STATUS <input type="checkbox"/> Direct Hire Civilian <input type="checkbox"/> Active Military <input type="checkbox"/> Indirect-Hire Local National <input type="checkbox"/> Other (Specify)	

**2. I, the suggester, acknowledge the following:**

The acceptance by me of a cash award or other form of recognition for this suggestion shall constitute an agreement that the use of the suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.

a. SIGNATURE OF SUGGESTER

b. DATE

**3. Suggestion Information**

a. SUBJECT OF SUGGESTION	b. PRESCRIBING DIRECTIVE AND DATE (If applicable)	c. SUGGESTION NO.
d. DESCRIBE CURRENT PROCEDURE (If more space is needed, continue on a separate sheet.)		
e. DESCRIBE PROPOSED PROCEDURE		
f. BENEFITS IF ADOPTED		

**4. Program Coordinator Acknowledgment**

**Thank you for your suggestion.** It has been assigned a number (shown in block 5c above). Your suggestion will be given careful consideration and you will be kept advised as to action taken.

a. SIGNATURE

b. DATE

**Data Required by the Privacy Act of 1974**

<b>Authority:</b>	10 USC 1124 and 5 USC 4502.
<b>Principal Purposes:</b>	(a) In processing payment of cash awards to personnel, the Social Security Number (SSN) is used by the Finance and Accounting Office (F&AO) for reporting withholding tax to the Internal Revenue Service, and  (b) Either office address or home address is required so that the suggester may be advised of the suggestion and results of action taken.
<b>Routine Uses:</b>	The SSN is used for identification of pay and personnel records, and forwarding address for military personnel. The home address is used to notify employees of actions pertaining to suggestions.
<b>Disclosure:</b>	Disclosure of the SSN and other personal information is voluntary. However, failure to provide the SSN may result in delay of payment of a cash suggestion award. Failure to provide the home address would result in acknowledgment and evaluation reports being sent to the individual's employing office.

**INSTRUCTIONS FOR COMPLETION AND PROCESSING**

- 1. Suggester:**
    - a. Complete all items except block 3c and 4.
    - b. Submit original copy to the Program Coordinator, Director of Resource Management, who will assign a number to your suggestion and return an acknowledgment of receipt to you.
    - c. Retain Copy 2 for your records.
  - 2. Program Coordinator:**
    - a. Complete blocks 3c and 4.
    - b. Immediately acknowledge receipt to the Suggester in the address specified in item 1f OR 1h.
- .....