DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362

IN REPLY REFER TO

NAVSEAINST 5305.4A
Ser 002E/1254
18 Nov 85

NAVSEA INSTRUCTION 5305.4A

From: Commander, Naval Sea Systems Command

Subj: BENEFICIAL SUGGESTION PROGRAM FOR MILITARY AND CIVILIAN PERSONNEL

Ref: (a) FPM 451 of 14 Aug 81
(b) CPI 451 of 29 Apr 82
(c) OPNAVINST 1650.8B of 17 Oct 83, Subj: Cash Awards for military personnel for suggestions, inventions and scientific achievements
(d) SECNAVINST 1650.1E of 17 Nov 76, Subj: Navy and Marine Corps Awards Manual

1. Purpose. To furnish supplementary instructions for administration of the Naval Sea Systems Command (NAVSEA) Beneficial Suggestion Program and to redelegate award authority to echelon 3 activities.

2. Cancellation NAVSEA Instruction 5305.4 of 20 June 1984.

3. Background and Discussion. Reference (a) provides basic information used to administer the Beneficial Suggestion Program throughout the Government. Reference (b) implements reference (a) and amplifies certain portions. Reference (c) applies to all suggestions submitted by military personnel, regardless of activity of Fleet unit. It should be noted that the military and civilian Suggestion Programs are separate entities. References (a), (b), and (c) are necessarily general in nature. To ensure consistency in administration, other requirements are necessary.

4. Action

a. Award Tables. Reference (a) provides optional tables for use in computing awards. Use these tables for all Beneficial Suggestion award determinations.

b. Delegation of Award Authority. Reference (b), Appendix H, delegates authority to approve awards. Command shore activities are hereby granted authority to approve awards not exceeding $5,000 for suggestions. Forward award recommendations between $5,001 and $7,500 to Commander, Naval Sea Systems Command for approval. Forward award recommendations exceeding $7,500 to the Secretary of the Navy (Navy Incentive Awards Board) via the Commander, Naval Sea Systems Command, and Chief of Naval Operations for approval.

0693-LD-052-0330

c. Waivers. Send requests for waivers to time limitations or other requirements established by references (a) and (b), in writing, to NAVSEA Headquarters, providing reasons why the waiver should be granted. Waiver requests should be sent when strict adherence to rules would not serve the Suggestion Program's best interests or would be contrary to its intent, or when adherence would create a situation unfair to the suggester.

d. Referrals. Suggestions referred to NAVSEA Headquarters for approval shall include a local review; if approval authority is vested at a higher echelon, comments as a potential user should be included. If the subject of the suggestions precludes any comment by your activity, so state in the forwarding document. Suggestions which are local in nature (i.e., do not require higher-level approval) shall be forwarded directly to other potential users. The originating activity will coordinate the award action, if any. All cases forwarded outside the originating activity shall include a decision regarding scope of duties.

e. Reconsideration. Reference (b) permits establishment of procedures for reconsideration of decisions relating to suggestions. Include in your local plans a provision to allow reconsideration of any decision relating to a suggestion.

f. Recommendations for Additional Recognition. Consider additional recognition in the form of medals for military members whose approved suggestions represent significant accomplishments. Reference (d) sets forth criteria. Make such recommendations via chain of command; it is not necessary for the processing Incentive Awards Office to recommend which award should be considered.

g. Command Military Cash Awards Program (MILCAP) Administrator is Director, Incentive Awards Office.

H. L. Young
H. L. YOUNG
Vice Commander

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