



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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MILLINGTON, TN 38055-0000

BUPERSINST 1650.13A
BUPERS-05
5 May 2021

BUPERS INSTRUCTION 1650.13A

From: Deputy Chief of Naval Personnel

Subj: BENEFICIAL SUGGESTION PROGRAM FOR THE BUREAU OF NAVAL PERSONNEL

Ref: (a) OPNAVINST 1650.8D
(b) 5 CFR 1-451.102
(c) DON Civilian Human Resource Manual (451.1 and 451.02)

1. Purpose. To define responsibilities and prescribe procedures for the administration, operations and reporting of the Department of the Navy (DON) Military Cash Awards Program (MILCAP) per references (a) through (c) for the Bureau of Naval Personnel (BUPERS). Minor revision includes updated Naval Forms Online Web address.
2. Cancellation. ADMINMAN article 1650-010 of NAVPERSCOM M-5000.1.
3. Scope and Applicability. This instruction is applicable to BUPERS commands and subordinate activities.
4. Definition. A suggestion is an idea that is of value to the government and submitted in writing by one or more eligible persons (civilian or military).
5. Eligible Suggestions. Eligible suggestions are intended to achieve one or more of the following:
 - a. Simplify or improve operations;
 - b. Save time required to accomplish a task;
 - c. Speed up production;
 - d. Increase output and enhance productivity;
 - e. Improve working conditions, procedures, operating methods or equipment, workspace layouts, and organizations;
 - f. Save material and property;

- g. Save manpower or money;
- h. Promote health;
- i. Increase safety; or
- j. Improve morale through desirable and feasible personnel services that increase productivity.

6. Ineligible Suggestions

- a. Suggestions that merely call attention to the need for routine maintenance and repair or for purchasing ordinary supplies and materials.
- b. Suggestions relating only to personal comfort, convenience, or desires of the suggester and are of no benefit to other personnel.
- c. Suggestions that existing rules, regulations, or directives be enforced.

7. Employee Eligibility. All military and civilian personnel paid from appropriated funds are eligible to receive awards for beneficial suggestions. Reference (a) regulates military participation in the program.

8. Processing. Beneficial suggestions will be processed as follows:

- a. Personnel submitting suggestions for award consideration must:

- (1) Use OPNAV 5305/1 Department of the Navy Suggestion to submit beneficial suggestions to [MILL BUPERS-05_FAQ@navy.mil](mailto:MILL_BUPERS-05_FAQ@navy.mil). OPNAV 5305/1 may be obtained at: <https://forms.documentservices.dla.mil/order/>.

- (2) Provide a legible and signed suggestion; and

- (3) Provide all necessary research and documentation as part of the initial suggestion package. Suggestions submitted without the required research and documentation will be returned to the suggester(s) as not reviewed or adopted.

- b. BUPERS, Total Force Human Resources and Manpower Office (BUPERS-05) will:

- (1) Review OPNAV 5305/1 to ensure completeness and proper documentation;

- (2) Assign a tracking number;

- (3) Assign deadline for evaluation completion;

(4) Forward the suggestion to the evaluator in the department having cognizance of the subject matter; and

(5) Provide extension, as needed, when requested by the evaluator.

c. Beneficial suggestion award evaluators will:

(1) Provide a complete evaluation of all suggestions in a timely manner. Awards will be either tangible or intangible and may also be either monetary or non-monetary based on the value of the adopted suggestion.

(2) Determine benefits, document benefits analysis, and calculate awards for proposed or adopted suggestions consistent with the scale of awards based on tangible benefits or intangible benefits, per reference (c).

(3) If required, submit written requests to BUPERS-05 for deadline extensions to complete evaluations.

d. Deputy Chief of Naval Personnel will review and make final determination on beneficial suggestion submissions.

9. Cash Awards. Cash awards may only be granted to employees for suggestions determined to be either outside of their job responsibilities or sufficiently beyond their job expectancy to warrant a cash award. Determination as to whether a suggestion is outside job expectancy is a management decision made by the employing activity. Suggestions should identify the following:

a. An improvement in the quality of operations, cost reduction opportunity, or an improvement in service delivery timeliness that results in tangible or intangible benefits to the U. S. Government.

b. A specific proposed course of action to achieve the improvement of cost reduction.

10. Adoption of Beneficial Suggestion. A suggestion is considered adopted and eligible for award consideration when it is actually put into effect by managers (actual operation or a written management commitment to place into operation). The adoption action may be taken by the originating activity, another activity, or another government department or agency.

a. A suggestion need not be adopted in the form in which originally submitted in order to be eligible for award consideration. If the suggestion was instrumental in motivating a management action, an award should be considered based on the value of the contribution.

b. Although suggestions are normally submitted to management for consideration prior to their adoption, this is not always the case. If a suggestion has been adopted without benefit of

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any paperwork, proper documentation must be completed and submitted by the suggester within 1 year of date of adoption for award consideration. If more than 1 year elapses, the suggester is ineligible for award consideration.

c. To be eligible for an award, a suggestion must be adopted within 3 years after BUPERS-05 receives it. The only exception to this is if adoption is delayed beyond the 3-year period because of actions such as trial tests, experimentation, or investigation outside of the originating activity needed to determine the value of the suggestion. In all cases, the award eligibility period will continue until the determination is made that the suggestion will or will not be adopted.

(1) If after an investigation, a suggestion is not adopted and then later, after expiration of the 3-year period, the idea is placed into operation, the suggestion is not eligible for an award.

(2) When a suggestion is not adopted, the suggester(s) maintain(s) the rights within the local activity to the suggestion for the remainder of the 3-year period. If during that period management decides to implement the idea, the suggester is entitled to credit and award consideration.

d. Employees may request reconsideration of decisions not to adopt a suggestion. The request must be submitted in writing within 90 days after the date of notification of the non-adoption decision and contain the justification or basis for the reconsideration. Only one reconsideration is permitted; management's decision is final.

e. When a suggestion has a high installation cost and will yield measurable savings continuing more than 1 year, the cost of installation may be prorated over a period of years which may not exceed the reasonable life of the initial installation, the clearly predictable period of use, or 20 years, whichever is the shortest.

11. Adoption of Suggestion by Another Activity. The originating activity is the activity where the suggester is employed and is usually the activity where the suggestion is individually received. When a suggestion is adopted by another activity, the adoption report will be sent to the originating activity, which, in turn, will pay the award. The benefitting activity funds the award. The originating activity determines the total amount of the award to be granted based on local benefits together with those benefits (tangible and or intangible) reported by the adopting activity. For example, if a suggestion results in tangible savings of \$10,000 to the originating activity and \$5,000 at another activity, an award of \$1,150 based upon \$15,000 in aggregate benefits is payable, not an award of \$1,500 based upon individual benefits of \$10,000 and \$5,000. See reference (a).

12. Award Documentation. Civilian awards for beneficial suggestions will be documented on SF-50, Notification of Personnel Action. Military awards will be submitted to the military personnel support office for input into member's service record.

13. Questions. Beneficial Suggestion Program questions may be directed to the BUPERS frequently asked questions (FAQ) e-mail box at [MILL BUPERS-05 FAQ@navy.mil](mailto:MILL_BUPERS-05_FAQ@navy.mil).

14. Records Management. Records created as a result of this instruction, regardless of media and format, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. For questions concerning the management of records related to this instruction or records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

15. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-05 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following guidance in OPNAV Manual 5215.1 of May 2016.

16. Form. OPNAV 5305/1 Beneficial Suggestions may be obtained from Naval Forms Online Web site at: <https://forms.documentservices.dla.mil/order/>



A. HOLSEY

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS Web site, [http: https://www.mynavyhr.navy.mil/](http://https://www.mynavyhr.navy.mil/).