

U.S. Department of Housing and Urban Development

Employee Suggestion Program

Special Attention of: Transmittal Handbook No.: 2191.1 REV-1

All HUD Managers Issued: February 1989

1. This Transmits:

The Ideas Program Handbook.

2. Purpose:

No handbook has existed for the IDEAS (Improving Departmental Efficiency and Services) Program since the last handbook (HUD Handbook 2191.1, issued March 26, 1979) was cancelled July 7, 1986. This handbook supersedes the policy statements published in July 1985, and the procedures statements published in April 1986, in the Comprehensive Personnel and Training Manual.

3. Significant Changes:

A. Three new forms have been designed to replace HUD forms 177 and 142. Instructions to suggesters are included on the Submission Form, and instructions to Decision Officials and Evaluators are included on the Evaluation Form. The HUD form 840 has been redesigned to make it appropriate for authorization of award payments.

B. Policies are stated in the body of the handbook. Duties of managers and suggesters are defined.

C. Operating procedures, to be used by both the Headquarters IDEAS Program staff in the Office of Administration and the Regional IDEAS Program staff in the Regional Offices of Administration are appended.

D. New delegations of authority for authorizing award payments are stated.

4. Where to Go with Questions:

The Director, Office of Productivity and Management Improvements can provide further information on the Department's IDEAS Program.

This handbook has been distributed to all managers, down to the Branch Chief level. Officials who receive this handbook are asked to let their employees know it is available.

6. Filing Instructions:

Remove: Handbook 2191.1, Dated 3/79.      Insert: Handbook 2191.1 REV-1,  
Dated 2/89.

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