

NAVDENCEN SAN DIEGO INSTRUCTION 1650.4B

Subj: CASH AWARDS FOR MILITARY PERSONNEL FOR SUGGESTIONS, INVENTIONS
AND SCIENTIFIC ACHIEVEMENTS

Ref: (a) OPNAVINST 1650.8C

Encl: (1) Definitions
(2) Copy of Incentive Award Program Annual Report
(3) MILCAP Review Checklist
(4) Processing Guide Flow Chart

1. Purpose. To emphasize objectives and establish responsibilities for administration of the Military Cash Award Program (MILCAP) in accordance with reference (a).

2. Cancellation. NAVDENCLINICINST 1650.4A.

3. Applicability. The provisions of this instruction apply to all active duty Navy Reserve on active duty and active duty for training personnel assigned to this command.

4. Responsibilities

a. Commanding Officer

(1) Responsible for the promulgation and support of the program in accordance with reference (a).

(2) Appoint Command Comptroller as command MILCAP administrator.

(3) Provide command support for MILCAP to improve efficiency and encourage submission of written suggestions within the activity.

(4) Ensure adequate funds are available for prompt action on awards and MILCAP operating expenses.

(5) Review/endorse annual reports.

b. Command MILCAP Administrator

(1) Effect implementation of command MILCAP.

(2) Ensure all necessary forms are available.

NAVDENCENSIEGOINST 1650.4B

(3) Conduct an annual review of command MILCAP using MILCAP review checklist enclosure (3), and report results to Commanding Officer.

(4) Maintain a record file of suggestions and their current status of processing.

(5) Advise suggester of status of processing.

(6) Prepare and submit the annual report, DD 1650, Incentive Awards program Annual Report, enclosure (2), via chain of command.

c. Clinic Directors/Headquarters Department Heads

(1) Maintain clinic and department interest and support for effective command MILCAP.

(2) Encourage and motivate personnel to seek better methods to increase the value of MILCAP.

d. Command Education and Training Division

(1) Make MILCAP a regular part of command Indoctrination Program.

5. Processing. Suggestions are to be submitted to the Commanding Officer via the chain-of-command and MILCAP administrator utilizing Department of the Navy form (OPNAV 5305/1). See enclosure (4) for processing guide.

6. Action. To ensure effective administration and promotion of the command program, the MILCAP administrator, clinic directors, department heads and immediate supervisor shall adhere to the command MILCAP program.

T. C. SPLITGERBER

Dist:
List I, Case 1, 3

DEFINITIONS

Adoption: A suggestion actually put into effect by responsible authority or a written commitment to put a suggestion into effect.

Award: Either a cash amount granted for a contribution of value or non-cash recognition in the form of letters of commendation, appreciation, appropriate certificates or citations.

Benefits: Tangible - Benefits measured and expressed in terms of dollar value.

Intangible - Benefits which cannot be expressed in a specific monetary value.

Invention - Development of a new and useful process, machine, manufacture, or composition of matter or any new and useful improvement thereof which is or may be patentable under patent laws of the United States.

Suggestions - A constructive idea submitted in writing by an individual or group that proposes a method to do a task better, faster, cheaper or safer. Suggestions usually relate to a suggester's own work. A suggestion need not be new or original but must show a specific problem and give a workable solution.

MILCAP REVIEW CHECKLIST

	YES	NO
1. Command has named a MILCAP administrator for the program.	_____	_____
2. Training on suggestion program is included in new personnel orientation and supervisory training.	_____	_____
3. Suggestion program is publicized, including publicizing information on people who received cash.	_____	_____
4. Processing of suggestions is prompt and within prescribed time limits - 30 days if award is approved locally, 60 days if higher level approval is required, 90 days if DON approval is required.	_____	_____
5. A tracking system has been established for suggestions being processed and evaluated.	_____	_____
6. Annual suggestion program report submitted via chain of command.	_____	_____
7. Annual command review of suggestion program is conducted.	_____	_____
8. Rate of personnel participation in the suggestion program is acceptable. Participation rate is _____%.	_____	_____

Enclosure (3)