



Visit myhurlburt.com for additional information on this program.

- What are your rights?
- Special Processing for Other Types of Ideas
 - ⚙ Separate Improvement Process (SIP)
 - ⚙ Scientific Achievements, Inventions and Patents
- Job responsibility criteria.
- Can I submit for reconsideration?



The IDEA Program is an incentive to reward submitters for their approved ideas that benefit the government by streamlining processes or improving/increasing productivity and efficiency.

It also recognizes individuals for intangible benefits such as improving morale or working conditions.

The governing regulation for the IDEA Program is AFI 38-401.

For assistance, please e-mail jennifer.king@Hurlburt.af.mil or call DSN: 579-6227

Got an **IDEA?**

Innovative Development through Employee Awareness



The IDEA program Allows You To:

- Identify a problem
- Propose a solution
- Detail the savings
- Win money!!!





What is the IDEA program?

The IDEA program is an incentive to reward submitters for their approved ideas that benefit the government by streamlining processes or improving/ increasing productivity and efficiency. It also recognizes individuals for intangible benefits such as improving morale or working conditions.



Who can submit an IDEA and be eligible for an award?

All Air Force military members, Air Force appropriated fund civilian employees, and Air Force Reserve personnel on active-duty orders (including Individual Mobilization Augmentees) may submit ideas and are eligible for monetary awards. Private citizens, non-appropriated fund personnel, contractor personnel, retired personnel (unless idea was submitted before they retired), and National Guard Title 32 military members may submit ideas but are not eligible for monetary awards.

How is my IDEA processed?

During the input process, IPDS assigns a number to each IDEA. IPDS then automatically sends the Manpower Office the number via an email notification. Throughout the entire evaluation process the submitter, supervisor, evaluator, and IDEA Analyst receive electronic IPDS notifications explaining where the IDEA is in the evaluation process.

What happens when an IDEA is approved?

Submitters receive an IPDS email notification informing them the IDEA has been approved. The base IDEA Analyst prepares the required paperwork for payment. If the award is over \$200, special recognition is received.

How do I submit an IDEA?

Individuals, teams or groups may submit ideas through the IDEA Program Data System (IPDS) at <https://ipds.randolph.af.mil>

You must create a username/password prior to entering your idea. The username/password will be valid for ninety days. IDEAs must be clearly titled, state the current practice, method, procedure, task, directive or policy. The idea text must provide a detailed description of how to change the current practice or implement the idea and contain the following headers: Present Method, Proposed Method and Expected Benefits.

If the IDEA is classified, contact the base IDEA Analyst for specific instructions for an alternate input process.



How much money will I receive?



Outside Job Responsibility

Individual 15% of the estimated first-year savings. Minimum award is \$200/maximum is \$10,000.

Team Award is divided equally among team members depending on each submitter's job responsibility status. Award is 15% of the estimated first-year savings. Total award will be no less than \$200 and no more than \$10,000.

\$200 per submission shared equally by co-submitters

Within Job Responsibility

Individual 3% of the estimated first-year savings. Idea must save a minimum of \$20,000. Minimum award is \$600/maximum is \$10,000.

Team Award is divided equally among team members depending on each submitter's job responsibility status. Award is 3% of the estimated first-year savings. Idea must save a minimum of \$20,000. Minimum award is \$600/maximum is \$10,000.