



**DEPARTMENT OF THE AIR FORCE**  
**AIR FORCE RECRUITING SERVICE (AETC)**

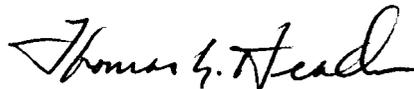
8 Mar 04

**MEMORANDUM FOR SQUADRON PERSONNEL**

**FROM:** 367 RCS/CC  
3990 East Bijou Street  
Colorado Springs CO 80909-6806

**SUBJECT:** USAF Innovative Development Through Employee Awareness (IDEA) Program Policy

1. AFI 38-401 governs the Air Force IDEA Program. This is a voluntary way for individuals throughout the Air Force to identify areas of improvement. Those who participate and whose suggestions are approved receive recognition in the form of monetary and non-monetary awards for their efforts.
2. All military and federal civilian employees paid from appropriated funds are eligible for cash awards. Military and federal civilian retirees are eligible for cash awards if they submitted their suggestion before they retired.
3. A suggestion must outline a specific area for improvement, state a workable solution, and incorporate expected benefits. A suggestion must be the suggester's own thoughts. However, it may be a new application of an old principle.
4. Look around. Just because "it's always been done this way" doesn't mean it can't be improved. Questions can be directed to the First Sergeant, Superintendent, or me.

  
THOMAS Y. HEADEN, Lt Col, USAF  
Commander