

Office of Facilities and Administrative Services (OFAS)
“Solutions” Program - *OFAS Pilot Launch*

Effective: July 2013

GENERAL INFORMATION

The Solutions Program:

- ❖ Provides a formal opportunity for OFAS employees and contractors to submit positive and creative ideas, or “Solutions,” to improve OFAS business processes or services.
- ❖ Is designed to encourage ideas and “Solutions” that create meaningful cost savings and/or contribute significantly to programmatic or operational efficiencies gained.
- ❖ Provides annual recognition for the single best idea (cost savings and/or efficiency gained) proposed and implemented. Contractor recognition will comply with Federal Acquisitions Regulations.
- ❖ Entries will be submitted to the OFAS Director for initial screening and approval.

SUBMISSION PROCEDURES

OFAS Employees and Contractors:

- Will receive an email with an exclusive “Solutions” Program URL, allowing access to a brief description page connecting users to the solution form.
- May choose to submit a paper Solutions card (in lieu of the web-based form) which is located at the OFAS Service Desk, at the front of the 1400 Corridor.
- May track the status of their idea through the continued monitoring of the provided link that will be updated as submissions are generated.

PROCESSING AND APPROVAL PROCEDURES

OFAS Director:

- Will review all submittals. Those that appear to contain significant merit warranting further review will be sent to the OFAS Leadership Team for consideration and approval.
- Will send a brief e-mail note thanking the employee/contractor for their contribution.
- Acknowledges employee participation at subsequent OFAS All Hands meetings.
- During the OFAS All Hands meeting that coincides with the end of the fiscal year, recognizes individual(s) that submitted most compelling solutions.

OFAS Support Services Office:

- Monitors and collects submittals and provides to the OFAS Director for review.
- Enters any paper copy submittals into the web-based spreadsheet.
- Provides oversight of the program and updates the status (online) of all submissions.
- With approval from the Director, presents approved Solutions to the OFAS Leadership Team for review and discussion.
- Assigns approved Solution(s) to responsible Division(s) and tracks progress.

OFAS Leadership Team:

- Will review and either approve or deny Solutions forwarded by the Director.
- Will be responsible for implementation of approved Solutions.
- Approves the best idea for the annual recognition.