



DECA DIRECTIVE 60.01

INNOVATION PROGRAM

Originating Component:	Change and Strategic Management Office
Effective:	December 1, 2022
Releasability:	Unlimited. This directive is approved for public release and is located on the Defense Commissary Agency's (DeCA's) internet website at www.commissaries.com .
Establishes:	DeCA Directive 60.01, Innovation Program
Cancels:	DeCA Directive 60-1, "Improve Defense Commissary Agency's Efficiency and Service (IDEAS)," April 9, 2007
Approved by:	Aaron Stanek, COL, USA, Chief of Staff

Purpose: This directive:

- Prescribes guidance regarding the policies and responsibilities governing DeCA's Innovation Program, which is designed to improve morale and facilitate the process by providing an opportunity for employees to voluntarily participate in the improvement of operations within DeCA.
- Supports guidance and procedures for Defense Commissary Agency Manual (DeCAM) 60-01.01, "Innovation Program," December 1, 2022, which outlines the rules and procedures of the Innovation Program and how it will be managed.
- Provides standardized methods for employees to submit IDEAS, provide DeCA's IDEATION suggestions, participate in the Director's Innovation Challenge, and participate in the "What's Next?" Advanced Research Program, as well as explains DeCA's innovation evaluation and disposition procedures.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This directive applies to all Defense Commissary Agency (DeCA) activities and all DeCA personnel in accordance with Department of Defense Directive (DoDD) 5105.55.

1.2. POLICY.

a. The Improve Defense Commissary Agency's Efficiency and Service (IDEAS) Program. The IDEAS program recognizes and rewards individuals' ideas, inventions, patents, and scientific achievements that enhance the efficiency, economy, and effectiveness of DeCA and the Department of Defense (DoD). Under this program, awards are based on the merits of the idea and recognition for resulting improvements. Benefits may consist of a monetary award, a non-monetary award, or an honorary award. The IDEAS program, when managed effectively and endorsed as a voluntary program with vigorous support at all levels on a continuing basis, contributes significantly to improving government productivity and services. All eligible IDEAS submitted are evaluated by subject matter experts (SMEs). Under this program, awards are based on the merits of the contribution and the benefits that accrue without regard to race, color, religion, sex, marital status, national origin, physical handicap, age, political affiliation, or participation. Recognition has a genuine and positive effect in continuing employees' contributions that provide increased productivity and excellence. Per Governance Guidance DP 500-25; full award amount must be approved by the IDEAS panel before moving through the Governance process. Terms used in this directive are defined in glossary G.1.

b. DeCA's IDEATION. DeCA's IDEATION is a virtual message board platform offering Agency-wide communication and collaboration for employees to express improvement suggestions and potential best practices. Available on OneNet/Our Agency/Community/DeCA's IDEATION tab, employees have the opportunity to cross-collaborate; vote for their favorite suggestions; and comment, subscribe, or search for previously submitted suggestions.

c. Director's Challenge. The Director's Challenge invites the entire workforce to an innovation challenge focused on improving priority needs of the Agency as viewed by senior leadership. This venue allows for senior leadership to reach out to all DeCA employees for input on high-priority topics that could assist everyone in the Agency as a whole, if or when a solution is discovered.

d. Advanced Research "What's Next?" The Agency's Advanced Research program enables innovative ideas and strategic planning initiatives based on sound detailed research. The "What's Next?" program provides a structured approach for research, ensures research is relevant for the future, lays the groundwork for the Agency to develop and analyze possible future scenarios, and provides working material in which to advise Agency leadership.

SECTION 2: RESPONSIBILITIES

2.1. DIRECTOR, CHANGE AND STRATEGIC MANAGEMENT (CCC):

- a. Develops policy and procedures, promotes and publicizes programs, and oversees and monitors uniform application.
- b. Maintains liaison with the DoD staff, other DoD agencies, the Office of Personnel Management (OPM), and the Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)) on awards for military and civilian personnel, when required.
- c. Orchestrates the IDEAS program interface with other DoD programs: Fraud, Waste and Abuse (FWA), Information Management, Quality Improvement Efficiency Review, Value Engineering DoD Suggestion Program, and other process improvement activities (such as Lean Leader and Lean Six Sigma) designated to increase productivity or cost savings.

2.2. INNOVATION PROGRAM (IP) MANAGER.

- a. Develops, implements, and manages the Innovation Program.
- b. Promotes the Innovation Program.
- c. Ensures prompt and fair evaluations.
- d. Advises the Director, region directors, and Functional Process Owners (FPOs)/Special Staff Groups (SSGs), as applicable, of program goals, accomplishments, progress, trends, and desired improvements.
- e. The IP Manager, unless restricted by this or other directives, will use his/her judgment to ensure the program is efficiently and effectively administered.

2.3. SUPERVISORS AND MANAGERS.

- a. Provide support for the Agency's innovation programs and ensure employees are aware of the program options available.
- b. Provide employees with time and other resources to participate in the innovation process.

2.4. IDEAS EVALUATION PANEL. Panel members are requested at the beginning of each Fiscal Year through the Agency task management and coordination system. Every directorate is requested to provide a GS-13 or above SME for their areas. Panel members will participate in weekly meetings with the IP manager, conduct reviews using the agency perspective, and make

recommendations. The panel members will convene with the IP Manager to brief the findings and recommendation results.

2.5. IDEAS EVALUATOR RESPONSIBILITIES. The IP Manager will work with the IDEAS evaluation panel to ensure the following objectives are met:

a. Prior to accepting the responsibility as an evaluation panel member, individuals will be required to sign a non-disclosure agreement (NDA) associated with the review of IDEAS submissions.

b. The IDEAS evaluation panel will be tasked by the IP Manager to evaluate each eligible submission. It is the responsibility of the IDEAS panel members to work within their directorates to conduct the initial research and form responses required for all IDEAS that are within their directorate job responsibilities. Evaluating IDEAS is not considered to be an additional duty, but a job responsibility. Each panel member must treat each proposal fairly by giving the best unbiased evaluation possible in a timely manner.

2.6. ADVANCED RESEARCH PROGRAM MANAGER.

a. Establishes a strategic analysis methodology for the Advanced Research Program.

b. Maintains a list of topic areas nested within the current Director's Strategic Guidance of Priorities for the Agency.

c. Maintains a virtual archived research library on SharePoint.

d. Issues a monthly research topic, collects completed monthly research papers, and compiles a consolidated report prior to the end of each month.

e. Assembles working groups to conduct strategic analysis of compiled research using methodologies such as Strengths, Weaknesses, Opportunities & Threats (SWOT); Politics, Economics, Society, Technology, Legal & Environmental (PESTLE); and other recognized methodologies.

f. Provides a synopsis based on strategic analysis to senior leaders in support of future planning for the Agency.

SECTION 3: MANAGEMENT CONTROL SYSTEM

3.1. MANAGEMENT CONTROL SYSTEM. This directive for the Innovation Program contains internal management control provisions that are subject to evaluation, testing, and other requirements of DeCA Directive (DeCAD) 70-02, “Internal Control Program,” as specified by the H.R. 1526 Federal Manager’s Financial Integrity Act of 1982.

SECTION 4: INNOVATION SUBMISSIONS

4.1. SUBMITTING IDEAS. A person, or a group of persons, may submit IDEAS on how to perform a government function better, faster, or at a reduced cost. Even though each IDEAS submission is a voluntary contribution and represents a sincere effort to improve operations, as an awards-based program, the submission must be thoroughly developed by the submitter. To be eligible, the submission must clearly define the specific area of improvement in DeCA, state the possible workable solution, and specify the benefits that can be expected. The IDEAS submission should cite enough possible benefit to warrant a change. DeCAM 60-01.01 outlines further eligibility requirements and how to submit the IDEAS.

4.2. SUBMITTING DeCA'S IDEATION SUGGESTIONS. DeCA's IDEATION is the Agency's means of communicating with its employees in an effort to capture their suggestions and potential best practices. It is a virtual cross-collaboration tool, available on the OneNet/Our Agency/Community/DeCA's IDEATION tab, which allows employees to discuss new and innovative concepts in an online informal forum; vote for their favorite suggestions; and comment, subscribe, or search for previously entered information.

4.3. SUBMITTING DIRECTOR'S INNOVATION CHALLENGES. A person, or group of persons, may submit innovative ideas in support of Director's Innovation Challenges. Director's Innovation Challenges are very specific in nature and may be focused on how to perform a government function better, faster, or at a reduced cost. Even though each submission is a voluntary contribution and represents a sincere effort to improve operations, as an awards-based program, the submission should follow the guidelines provided when a specific challenge is announced. To be eligible, the submission must clearly define the specific area of improvement within DeCA, state the possible workable solution, and specify the benefits that can be expected. The submission should answer the director's challenge with enough possible benefit to warrant a change. DeCAM 60-01.01 outlines further eligibility requirements for Director's Challenges.

4.4. SUBMITTING ADVANCED RESEARCH. "What's Next?" is the Agency's Advanced Research program that enables innovative and strategic planning based on sound detailed research. It is imperative that the Agency "sees itself in the future." The "What's Next?" program provides structure and direction for research, ensures that research is relevant for the future, lays the groundwork for the Agency to develop and analyze possible future scenarios, and provides working material with which to advise Agency leadership. DeCA employees are encouraged to participate in advanced research. A topic is provided on a monthly basis through the DeCA SharePoint site. The submissions for the topic are uploaded into the same site for review. Participants should research pertinent periodical articles, books, videos, webinars, and other scholarly published work; write a brief summary of the material; write the potential implications for DeCA; and write a brief analysis of why the material supports the writer's implications. Submissions are consolidated into a monthly report, and cited periodical articles, books, videos, webinars, etc., are cataloged for future reference.

GLOSSARY

G.1. ACRONYMS.

ASD(M&RA)	Assistant Secretary of Defense, Manpower and Reserve Affairs
CCC	Change and Strategic Management
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAM	Defense Commissary Agency Manual
DoD	Department of Defense
FPO	Functional Process Owner
FWA	Fraud Waste and Abuse
IDEAS	Improve Defense Commissary Agency's Efficiency and Service
IP	Innovation Program
NDA	Non-Disclosure Agreement
OPM	Office of Personnel Management
PESTLE	Politics, Economics, Society, Technology, Legal & Environmental
SME	Subject Matter Expert
SSG	Special Staff Group
SWOT	Strengths, Weaknesses, Opportunities, and Threats

REFERENCES

DeCA Policy 500-25, "Governance," June 27, 2018.
DeCAD 70-02, "Internal Control Program," December 17, 2007.
DeCAM 60-01.01, "Innovation Program," December 1, 2022
DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
H.R. 1526 Federal Manager's Financial Integrity Act of 1982