

13 JULY 2004



Command Policy

419TH FIGHTER WING VOICE CHARTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 2

Distribution: F

This instruction implements Air Force Policy Directive (AFPD) 38-4, *The Innovative Development Through Employee Awareness (IDEA) Program*. It references Air Force Instruction (AFI) 38-401, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*. This instruction establishes and defines procedures for submitting input and processing the Voice submittals and applies to all members assigned to the wing.

1. Voice Submittals

1.1. Submittals should be completed on 419th Fighter Wing (419 FW) Form 25, **419th FW Voice Submittal**, which is available at “Voice” mailboxes or the 419 FW Homepage. Disclosure of the member’s name on 419 FW Form 25 is optional. While anonymous submittals are accepted, the credibility of any submittal is greatly enhanced by including your name. Submittals can be emailed to: <mailto:419FW.Voice@hill.af.mil>; however, you are not anonymous when you use email for Voice submittals.

1.2. The Human Resources Development Council (HRDC) may decline to publish a submittal that is obviously spurious (e.g., one with a disrespectful tone, vulgar language, or one proposing actions contrary to basic Air Force policy). Individuals named within a submittal *will not* be identified by name or position in published responses.

1.3. “Voice” mailboxes are located in the following areas: headquarters (HQ), fighter squadron (466FS), military personnel flight (MPF), medical squadron (MDS), mission support group (MSG), services flight (SVF), civil engineering squadron (CES), communications squadron (CS), security forces squadron (SFS), maintenance group (MXG), maintenance squadron (MXS), logistics readiness squadron (LRS), combat logistics support squadron (CLSS), aircraft maintenance squadron (AMXS), and aerial port squadron (APS). Place submittals in collection boxes for pick up by the Voice point of contact (POC).

1.4. Submittals may be summarized. Generally, all submittals that meet the guidelines in this instruction will be published with an appropriate response.

2. Voice POC

2.1. The wing commander designates the Voice POC.

2.2. The POC is the point of contact for any changes to this charter. The HRDC approves or disapproves recommended changes.

2.3. Every unit training assembly (UTA), the POC will collect and review all new and open submittals.

2.4. Submittals will be directed to existing committees such as the HRDC, wing enlisted advisory committee, etc, whenever possible. The POC determines the best course of action on each submittal and assigns points of contact as needed.

3. HRDC Review

3.1. The HRDC reviews the POC's recommendations and makes a determination to "Concur" or "Non-Concur" with the recommendation. If the HRDC concurs with the Voice submittal, it is forwarded for publication.

3.2. If the HRDC non-concurs, the submittal may be returned to the POC for further action. If required, the HRDC may identify a process team to work the Voice submittal. Once the team processes the submittal, the team leader briefs the HRDC with recommendations. The HRDC may also choose not to reprocess and disapprove a submittal. If a submittal is disapproved, a written response is provided to the individual (if the individual provided their name).

4. Air Force Suggestion Program

4.1. This program in no way replaces AFI 38-401. Monetary awards will not be given.

5. Forms Prescribed. 419 FW Form 25, 419th FW Voice Submittal.

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Commander