

OHA Employee Suggestion Page

<https://suggestions.oha.usda.gov/>

Instructions

1. Register: The page requires you to register with your OHA email address. This registration feature ensures that only OHA employees have access to the site. After your initial registration, the system will send you an email, so you can establish a password that keeps your portal secure.

2. Share a Suggestion: All users have access to a tab that permits them to share a suggestion. The user can enter information about the idea and how it will benefit OHA. If users wish to identify themselves with a particular suggestion, they can fill in the name and email address sections. Otherwise, all suggestions are anonymous. Finally, users can elect to share a suggestion and the agency response with all OHA employees, or they can choose to keep the suggestion and response limited to themselves alone. Of course, if users wish to remain anonymous and do not want to share the suggestions with all OHA, there will not be a response.

3. View Public Suggestions: All registered users can view suggestions that OHA employees have shared and elected to make visible to the OHA community. When users select the View Public Suggestion Page, the module presents a hyperlinked suggestion number and some information about the suggestion. When users click on the hyperlink, more information is shown, including the agency response.

4. Who sees and responds to the suggestions: Angela Parham (PTQC) has been designated the NAD Monitor for this page. Only she can view all suggestions, private and public. She is also responsible for bringing suggestions to the appropriate agency employee groups, or managers and ensuring a response is provided within 30 days. In cases when employees have elected to identify themselves but keep the suggestion private, she will confirm receipt of the suggestion and respond directly to the employee by email.

If there are any questions about registration or how to submit a suggestion, please feel free to contact Angela at: Angela.paraham@oha.usda.gov; (703) 305-2588