

SUGGESTION EVALUATION AND TRANSMITTAL

TO:	FROM:
1. SUGGESTION NUMBER	2. ORIGINATING ACTIVITY

3. SUBJECT OF SUGGESTION

SECTION A - ACTION TAKEN OR RECOMMENDED *(Explain in Item 5 below)*

4. a. APPROVED FOR ADOPTION APPROVED PARTIALLY OR WITH MODIFICATION
 (1) DATE SUGGESTION WAS/WILL BE IMPLEMENTED _____
 (2) METHOD OF IMPLEMENTATION _____
 (3) AMOUNT OF AWARD RECOMMENDED \$ _____ SUGGESTION CERTIFICATE ONLY

b. ADOPTION RECOMMENDED, BUT APPROVAL/IMPLEMENTATION NOT WITHIN AUTHORITY OF THIS OFFICE

c. RECOMMEND CONSIDERATION FOR WIDER USE

d. DISAPPROVED

e. ADOPTION NOT RECOMMENDED, BUT DISAPPROVAL NOT WITHIN AUTHORITY OF THIS OFFICE

f. OTHER *(Explain in Item 5)*

5. REASONS FOR ACTION TAKEN OR RECOMMENDED

SECTION B - BENEFITS *(Complete for all suggestions adopted or recommended for adoption)*

6. TANGIBLE *(Show actual or estimated dollar savings and method used to compute in terms of manhours, personnel spaces, increased output, equipment saved, etc.) (See Items 1, 2, and 3 on reverse)*

7. INTANGIBLE *(Use when tangible benefits cannot be computed, or in addition to tangible benefits when warranted) (See item 4 on reverse)*

a. VALUE OF BENEFIT: MODERATE SUBSTANTIAL HIGH EXCEPTIONAL

b. EXTENT OF APPLICATION: LIMITED EXTENDED BROAD GENERAL

8. TYPED NAME/ORGANIZATION/TELEPHONE OF EVALUATOR	SIGNATURE	DATE
9. TYPED NAME OF SUPERVISOR OF EVALUATOR	SIGNATURE	DATE

CALCULATION OF SAVINGS AND DOCUMENTATION OF AWARD

TANGIBLE BENEFITS

1. Records of adopted suggestions involving tangible benefits will include full documentation of the basis of all estimated or demonstrated savings and the calculations made.
2. Savings will be calculated on the basis of the estimated net savings for the first full-year of operation. An exception may be made in cases where an improvement with a high installation cost will yield measurable savings continuing more than one year. In these cases, the award may be based on the net average annual savings over a period of years, which may not exceed either the reasonable life of the initial installation or the clearly predictable period of use, whichever is shorter.
3. Labor costs used in calculating installation costs and/or manhour savings will be in accordance with **DLAM1432.1**.

INTANGIBLE BENEFITS

4. The following definitions will be used as a guide in determining the amount of award based on intangible benefits:

VALUE OF BENEFIT

- | | | |
|-------------|---|--|
| Moderate | - | Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public. |
| Substantial | - | Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program, or service to the public. |
| High | - | Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, program, or service to the public. |
| Exceptional | - | Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public. |

EXTENT OF APPLICATION

- | | | |
|----------|---|---|
| Limited | - | Affects functions, mission, or personnel of one office, facility, installation or an organizational element of a Headquarters.
Affects a small area of science or technology. |
| Extended | - | Affects functions, mission, or personnel of several offices, facilities, or installations.
Affects an important area of science or technology. |
| Broad | - | Affects functions, mission, or personnel of an entire regional area or command.
May be applicable to all of an independent agency or a large bureau.
Affects a broad area of science or technology. |
| General | - | Affects functions, mission, or personnel of several regional areas or commands, an entire department or large independent agency, or is in the public interest throughout the nation or beyond. |