

SUGGESTION EVALUATION INSTRUCTIONS

TO: Army Suggestion Program Manager	FROM: Address of Evaluating Activity
1. SUGGESTION TITLE From Original Submission	2. SUGGESTION NUMBER: From Website Input
<p>3. ACTION TAKEN OR RECOMMENDED: Select one of the following options (a, b, c, d, or e) and explain your recommendation in Item 4. If this suggestion is also relevant to another activity, please coordinate with applicable SME and provide a collective evaluation.</p> <p>a. APPROVED FOR ADOPTION – Your activity has the authority to adopt and implement this Suggestion (totally or partially). Provide anticipated date of implementation, if possible. If “partial” approval, explain in Item 4.</p> <p>b. ALREADY IN USE OR UNDER CONSIDERATION – Indicate how or when the suggested method or idea is already being used and not resulting from this Suggestion. This has the effect of a disapproval, and must be explained in Item 4.</p> <p>c. NOT APPROVED FOR ADOPTION – You must provide solid reasons for not adopting the Suggestion. A Suggestion cannot be disapproved solely because of an Army Regulation; regulations can be changed. Final installation level disapproval authority rests with the Commander, or designee. Your recommendation of non-adoption will be forwarded for concurrence.</p> <p>d. RECOMMEND ADOPTION, BUT APPROVAL AUTHORITY NOT WITHIN JURISDICTION OF THIS OFFICE – Suggestions must be evaluated and recommended for adoption before they can be forwarded to the next higher level of authority. Use this block ONLY if your activity wants to adopt but needs approval from a higher authority. Provide rationale in Item 4.</p> <p>e. OTHER – Use this block ONLY if your activity does not have the expertise to evaluate the Suggestion. You must explain your rationale in Item 4.</p>	
<p>4. REASONS FOR ACTION TAKEN: Use this space to outline the reasons for your recommendation above. Additional space is provided on the website form, if needed.</p>	
<p>5. BENEFITS: Complete this section for all adopted (or partially adopted) Suggestions. Adoption may result in one or both types of benefits - tangible or intangible.</p> <p>5a. TANGIBLE BENEFITS – This is the actual or estimated cash savings to the Army, based on the first year the suggestion will be in effect. The evaluating office must provide the data in Block 5a, Sections (1), (2), and (3). The award to the Suggester will be based on this first year’s savings and calculated by the Suggestion Coordinator.</p> <p>5b. INTANGIBLE BENEFITS – Benefits that cannot be measured in dollars and cents ; e.g. a safer work place, better customer service, improved procedures, etc. Use the Intangible Benefits Chart (attached), to determine your award recommendation, as follows:</p> <p>(1) Use the chart only if the actual cash savings of the Suggestion cannot be calculated.</p> <p>(2) Select Value of Benefit from: MODERATE, SUBSTANTIAL, HIGH or EXCEPTIONAL.</p> <p>(3) Select Extent of Application from: LIMITED, EXTENDED, BROAD or GENERAL For Suggestions that will be forwarded to a higher lever for wider consideration, select the “limited” option. The next level evaluator will select other options, as appropriate.</p> <p>(4) Using the scale below, provide a recommended award within the range provided, and rationale for your recommendation.</p>	
6. DATE	7. EVALUATOR: Name and telephone number
8. APPROVING OFFICIAL: Director or Supervisor of Evaluator and title	
<p><i>Note:</i> Blocks 7 and 8 above CANNOT be the same person. If the Director/Supervisor of the activity/organization performs the evaluation, then the Approving Official must be of the next higher authority.</p>	
<p>IF YOU HAVE QUESTIONS ABOUT THE EVALUATION PROCESS, PLEASE CONTACT YOUR SUGGESTION PROGRAM MANAGER.</p>	

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Scale of Awards Based On Intangible Benefits.

Value of Benefit	Extent of Application			
	LIMITED	EXTENDED	BROAD	GENERAL
	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. (Installation-wide)	Affects functions, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology. (Region/MACOM-wide)	Affects functions, mission, or personnel or an entire regional area of command. May be applicable to all of an independent agency or a large bureau. Affects a broad area of science or technology. (Army-wide)	Affects functions, mission, or personnel of several areas of command, or an entire department or large independent agency, or is in the public interest throughout the National or beyond. (DoD or Wider)
MODERATE VALUE: 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.	\$25 - \$100	\$100 - \$250	\$250 - \$500	\$500 - \$1,000
SUBSTANTIAL VALUE: Substantial change of an operating principle or procedure; an important improvement to the value of a product, activity, program or service to the public.	\$100 - \$250	\$250 - \$500	\$500 - \$1,000	\$1,000 - \$2,500
HIGH VALUE: Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$250 - \$500	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000
EXCEPTIONAL VALUE: Initiation of a new principle of major procedure; a superior improvement to the quality of a critical product, activity, program, or service to the public.	\$500 - \$1,000	\$1,000 - \$2,500	\$2,500 - \$5,000	\$5,000 - \$10,000