



Evaluator's Responsibilities

Complete DA Form 2440 via the Army Suggestion Program website in clear language; avoid jargons, acronyms, and abbreviations. Provide a clear, concise reason for your analysis.

Once you have evaluated the proposal, take one of the following courses of action.

Approved for Adoption:

Explain in detail who, what, when, where and how in item 4 of the DA Form 2440 on how the suggestion will be placed into operation. The Approving Official will take all necessary actions for implementation including submitting a work order, preparing a memorandum or staff paper, etc. prior to returning it to the United States Army Reserve Command (USARC), Army Suggestion Program (ASP) office.

Provide a detailed cost analysis of the old process versus the new process, including any cost involved in implementing the suggestion in item five. Benefits realized should be computed for a **Full Year**. If the benefits are intangible, include an explanation of the type and importance of the benefits. **A Combination of Both Tangible and Intangible Benefits May Be Used In Determining the Amount of the Award.** For either Tangible or Intangible awards explain the factors selected in (1) and (2) for item 5b(3). Use the following information to determine the cash award recommended.

Tangible Benefits:

Up to \$10,000 - 10% of benefits

\$10,001 - \$100,000 - \$1,000 for the first \$10,000 plus 3% of benefits > \$10,000

\$100,001 or > - \$3,700 for first \$100,000 plus .five% of benefits > 100,000

Intangible Benefits:

Extent Of Applications

Value of Benefit	Limited General	Extended	Broad
Moderate	\$25 - 100 \$500 - 1000	\$100 - 250	\$250 - 500
Substantial	\$100 - 250 \$1000 - 2500	\$250 - 500	\$500 - 1000
High	\$250 - 500 \$2500 - 5000	\$500 - 1000	\$1000 - 2500
Exceptional	\$500 - 1000 \$5000 - 10000	\$1000 - 2500	\$2500 - 5000

Definitions for Intangible Benefits:

Limited - Affects functions of **One** installation or element of a headquarters.

Extended - Affects functions of **Several** installations.

Broad - Affects functions of an **Entire Regional** area of command.

General - Affects functions of **Several Regional** areas or commands, or an **Entire** department.

Moderate - Improvement of rather limited value.

Substantial - Improvement that is important.

High - Complete revision of a **Basic** procedure.

Exceptional - Initiation of a **New** procedure.

Legend:

Limited - Installation

Extended - MACOM

Broad - Army

General - DoD or Wider

Already in use or Under Consideration:

Complete items 3 and 4, stating under what circumstances and what time the idea was or is being considered. Specify if the suggestion was or was not influential in the decision process. If the suggestion contributed to the action, complete evaluation as for an adopted suggestion by completing section five.

Not Approved for Adoption:

Explain in detail why the suggestion is impractical to adopt in items 3 and 4. **It is not sufficient to state that the Idea does not Conform with a Current Regulation.** Include a statement that expresses your appreciation for the suggester's time and commitment to reducing or changing processes in the government. Return the original evaluation plus one copy DA 2440 to the Fort McCoy / USARC ASP office.

Recommend Adoption, but Approval not Within the Jurisdiction of this Office:

Other:

Received suggestion for review and determined your organization is not the appropriate Functional Proponent for the

suggestion. In block 4 of the DA Form 2440, provide specific reasons for forwarding the request to another agency.

Block 8 of the DA Form 2440 must have the typed name and title of the Responsible Official ("Associate Director, Director, Commander, Commandant or Chief Plans Analysis Integration Office or Chief Resource Management Office") or it will be returned as an incomplete evaluation. Return the evaluation through the automated website.

For advice or assistance, call Mr. Steven Carpenter / IMCOM West ASP Coordinator, at commercial 210-295-2121, DSN 421-2121.