

CHAPTER 12

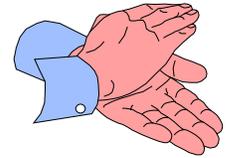
BENEFICIAL

SUGGESTIONS

NOTE: This chapter should be read in conjunction with local activity instructions and with any negotiated agreements between your activity and an exclusively recognized labor organization. Contract language will generally take precedence over conflicting provisions in this manual. Areas of uncertainty should be discussed with the Human Resources Office.

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BENEFICIAL SUGGESTION PROGRAM



1. DEFINITIONS

BENEFICIAL SUGGESTION

A contribution, which offers a constructive proposal that contributes directly to, increased economy, efficiency or effectiveness of government operations.

2. BENEFICIAL SUGGESTIONS

- a. A beneficial suggestion proposal need not be an original idea and may result from the suggestor's previous work experience, research or education.
- b. **Exclusions**
Ideas that deal with employee services, benefits, working conditions, housekeeping, routine safety practices or maintenance of buildings and grounds normally are not eligible for consideration as suggestions.
- c. **Who Is Eligible**
All employees paid from appropriated and non-appropriated funds, including military personnel, are eligible to participate in this program.
- d. Suggestions, which are adopted, will be considered for monetary award recognition based on the resulting tangible and/or intangible benefits for the first year of use of the idea.
- e. A suggestion is considered adopted and eligible for award consideration when it is actually put into effect by managers. The adoption action may be taken by the originating activity, another activity, or another Government department or agency. A suggestion need not be adopted in the form in which originally submitted in order to be eligible for award consideration. If the suggestion is instrumental in motivating a management action, an award should be made based on the value of the contribution.
- f. **Three Year Adoption Restriction**
To be eligible for an award, a suggestion must be adopted within three years after its receipt by the Suggestion Program Administrator, unless the adoption is delayed beyond the three-year period because of actions such as trial test, experimentation, or investigation outside of the originating activity needed to determine the value of the suggestion. The determination must be made as to whether the suggestion will or will not be adopted. If, after an investigation, a suggestion is not adopted and then later, after expiration of the three-year period, the idea is placed into operation, the suggestion is not eligible for an award. When a suggestion is not adopted, the suggestor maintains the right to the suggestion within the local activity for the remainder of the three-year period. If, during that period, management decides to implement the idea, the suggestor is entitled to adoption credit and award consideration.

3. INVENTION AWARDS CONSIDERATION AND QUALIFICATIONS

- Contributes to the efficiency, economy or other improvement in Government operations
- Is in the public interest and is associated with the employee's official employment.



- An initial award will be granted in cases where the reported invention has been favorably evaluated by a federal agency as having a value to its mission.
- An additional award is appropriate if a patent is issued and the Government either owns the invention or has a license.
- Further awards may be granted when the invention benefits the public, as evidenced by the number of patent licenses granted, or whenever it provides benefit to the Government.

4. BENEFICIAL SUGGESTION PROCESSING PROCEDURES

- a. Employees, or supervisors on behalf of their employees, will submit a suggestion form available from the Suggestion Program Administrator (HRO) for processing.
- b. The Suggestion Program Administrator (HRO) will review the suggestion for completeness, eliminating those, which duplicate other suggestions, and forward the suggestion to designated reviewers with relevant technical expertise to provide an in-depth evaluation of the suggestion. If the reviewer recommends adoption, a cost analysis of potential savings will be completed and the award amount will be computed by using the tangible/intangible scales. Employees submitting suggestions are eligible for non-monetary awards. If the reviewer determines the suggestion should be adopted locally, the reviewer will prepare a justification validating the practical application and benefits of the suggestion and verifying Government savings. The Administrator, with the concurrence of the activity head or activity designee, may provide an initial monetary payment to the suggestor. When the designated reviewer conducts a thorough and expeditious review, including possible improvements to a complex suggestion, and/or develops additional distinct ideas, the reviewer will be considered for an Individual Cash Award.
- c. Outside Activity Impact**

If an idea may have a positive or negative impact on other offices outside the activity, the Suggestion Program Administrator (HRO) will ensure that those offices are given the opportunity to evaluate and comment on the suggestion. Similarly, if other agencies could benefit from the suggestion, the Suggestion Program Administrator will contact the command headquarters Suggestion Program Administrator (HRO) for assistance.
- d. Once a suggestion has been approved for implementation, the Suggestion Program Administrator (HRO) will find out the estimated start-up and completion dates of the project. A final determination of the actual impact of the suggestion must be completed within three months of the implementation. After that is done, an award, if applicable, will be issued to the suggestor. Should the implementing officials do an exceptionally prompt or good job of implementing and/or improving on the suggestion, they may be considered for an Individual Cash Award.

**APPENDIX 12A
AWARDS GUIDE**

Beneficial Suggestion Awards must be based on tangible or intangible benefits or a combination of the two. This guide helps to identify award amounts for various levels of tangible and intangible benefit.

1. TANGIBLE BENEFITS

In determining savings, only savings involving labor, materials, or costs of service are included. The accelerated labor rate will be used when computing savings involving labor. Contact your Comptroller for instructions on accelerating the labor rate.

TANGIBLE BENEFITS WORKSHEET							
ITEM	LABOR			MATERIAL			TOTAL (Labor and Materials)
	MAN-HRS PER	DOLLARS PER	TOTAL	UNITS PER	COST PER UNIT	TOTAL	
FORMER METHOD		\$	\$		\$	\$	\$
NEW METHOD		\$	\$		\$	\$	\$
SAVINGS		\$	\$		\$	\$	\$

TANGIBLE AWARDS SCALE	
ESTIMATED FIRST YEAR BENEFITS	AMOUNT OF AWARD
\$10,000 or less	10% of Benefits
\$10,001-\$100,000	\$1,000 for first \$10,000 plus 3% to 10% of benefits over \$10,000
Over \$100,000	\$3,700 to \$10,000 for first \$100,000 plus 0.5% to 1.0% of benefits over \$100,000

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2. Intangible Benefits

For amounts based on intangible benefits, an award range is determined based on the **VALUE OF BENEFIT** and the **EXTENT OF APPLICATION**.

Contributions, recognized by cash awards based on intangible benefits, must be comparable in value to the Government as those based on tangible benefits.

VALUE OF BENEFIT	EXTENT OF APPLICATION			
	AFFECT ON FUNCTIONS, MISSIONS, OR PERSONNEL			
	LIMITED	One shop or office of the activity.		
	EXTENDED	Entire activity or other activities in the local area.		
	BROAD	Entire regional area or major activity —may be applicable to all of an independent agency.		
	GENERAL	Several regional areas or commands, or an entire department or large independent agency or is in the public interest throughout the nation or beyond.		
	LIMITED	EXTENDED	BROAD	GENERAL
MODERATE VALUE <ul style="list-style-type: none"> Change or modification of an operating principle or procedure, which has moderate, value sufficient to meet the minimum standard for a cash award. Rather limited improvement to the value of a product, activity, program or service to the public. 	\$25-\$500	\$501-\$750	\$751-\$1000	\$1001-\$1500
SUBSTANTIAL VALUE <ul style="list-style-type: none"> 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. 	\$501-\$750	\$751-\$1000	\$1001-\$1500	\$1501-\$3150
HIGH VALUE <ul style="list-style-type: none"> Complete revision of a basic principle or procedure. A highly significant improvement to the value of a product, activity, program or service to the public. 	\$751-\$1000	\$1001-\$1500	\$1501-\$3150	\$3150-\$6300
EXCEPTIONAL VALUE <ul style="list-style-type: none"> Initiation of a new principle or procedure. A Superior improvement to the quality of a critical product, activity, program, or service to the public. 	\$1001-\$1500	\$1501-\$3150	\$3150-\$6300	\$6301-\$10,000