

## Appendix G. Guidelines for Determining Amount of Monetary Awards

1. General. Tables A and B provide guidelines for the amounts of cash to award, when monetary rewards are appropriate. Determining the award amount will be based on the following factors:
  - o Breadth of the impact of the suggestion on the Department;
  - o Degree of creativity shown in arriving at solutions;
  - o Degree of development of the suggestion; and
  - o Potential savings.
2. For Suggestions Producing Tangible Benefits. Generally, the amounts of monetary awards for suggestions which produce tangible benefits are based on estimated first-year savings. Table A will be used as a guide for determining monetary award amounts when tangible savings can be estimated. Use is encouraged but not mandated.
3. For Suggestions Producing Intangible Benefits. The Office of Personnel Management has published guidelines for determining award amounts for suggestions which yield intangible benefits.

When the benefit of an Idea is intangible, Table B will be used to calculate the award amount. The Decision Official will indicate his/her assessment of the benefit on the Evaluation Form, and the IDEAS Program staff will determine the appropriate award amount based on that assessment.

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### APPENDIX G

TABLE A: DETERMINING AWARDS FOR  
IDEAS WITH TANGIBLE BENEFITS

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IF POTENTIAL SAVINGS * ARE:	THEN TYPICALLY AWARD:
\$10,000 or Less	No more than 10% of the Potential savings
Between \$10,000 and \$100,000	No more than \$1,000 plus 3% of the savings over \$10,000

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More than \$100,000

\$3,700 plus .5% of the  
savings over \$100,000\*\*

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\* Savings are defined as being the number of dollars that the Department can save through actual reduction in costs or avoidance of costs, after the costs implementation are subtracted

\*\* Total award amount cannot exceed \$35,000