

DLA SUGGESTION EVALUATION AND TRANSMITTAL RECORD

TO	FROM
1. SUGGESTION NUMBER	2. ORIGINATING ACTIVITY
3. SUBJECT OF SUGGESTION	
4. SECTION A - ACTION TAKEN OR RECOMMENDED (Explain in Item 5 below)	
5. REASONS FOR ACTION TAKEN OR RECOMMENDED	
SECTION B - BENEFITS (Complete for all suggestions adopted or recommended for adoption)	
6. TANGIBLE BENEFITS (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 page)	
7. INTANGIBLE (Use when tangible benefits cannot be computed, or in addition to tangible benefits when warranted) (See item 4 on page)	
a. VALUE OF BENEFIT	b. EXTENT OF APPLICATION
8. NAME/ORGANIZATION/TELEPHONE OF EVALUATOR	SIGNATURE AND DATE
9. NAME OF SUPERVISOR OF EVALUATOR	SIGNATURE AND DATE

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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 the Suggestion One Book Chapter and the Awards and Recognition Program One Book Chapter and handbook.

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 or 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.