

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 330, Chapter II, Chg. 1, INCENTIVE AWARDS**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)
 Yes If yes, whom? LMES LMER ORAU SURA
 Bechtel Jacobs Company
 Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?
 No Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include editorial revisions to indicate the correct number of the correlating DOE Order (DOE O 331.1A) and the current organizational title of the ORO Human Resources Division (formerly the Personnel Division). Additional clarifying language has been added to paragraph 3, the previous subparagraphs 4b(2), 4e(1), 4h(3) and 5a have been deleted, and changes have been made in subparagraphs 4b(1), 4c(1) and (2), 4e(1) and (2), 4f(1) and (2), and 5 to reflect current requirements and policies. The previous reference in paragraph 6 has been deleted and a new definition has been added in subparagraph 7b. A new Attachment 3 has also been added.
5. **CONTACT POINT:** Carol Aytes Personnel Management and Analysis Branch, AD-442 576-9586
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO O 330, Chapter II	09/05/1996	ORO O Control Form	09/10/1999
Pages II-1 through II-7		ORO O 330, Chapter II, Chg. 1, Pages II-1 through II-12	09/10/1999

*ORO Orders are available on the ORO Directives Management Home Page
[http://www.ornl.gov/doe_oro_dmg/orchklst.htm] within 5-10 working days after receipt of this Control Form.
The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by
Jennifer H. Cusick, AD-440 09/10/1999
Signature Management Analyst, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 08/04/1998

U.S. Department of Energy

Oak Ridge Operations

ORO O 330 Chapter II Change 1

DATE: 09/10/1999

SUBJECT: INCENTIVE AWARDS

1. PURPOSE. This Chapter correlates to DOE O 331.1A, DEPARTMENTAL EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM, dated June 15, 1999, by assigning responsibility and accountability and providing administrative guidance to ORO and the Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 330, Chapter II, INCENTIVE AWARDS, dated September 5, 1996.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees. It is not applicable to contractors, although contractor employees and other private citizens and organizations may be recognized for contributions that benefit DOE (see DOE Performance Management Guide, Chapter VI). Incentive awards are discretionary actions. Grievance procedures do not apply to the granting of, or failure to grant, an award to an employee under this Order. Awards for Senior Executive Service (SES) employees continue to be addressed in DOE 3450.1B, INCENTIVE AWARDS, dated June 23, 1992, and that program is administered by DOE Headquarters.
4. RESPONSIBILITIES.
 - a. Manager, ORO, and Director, OSTI, approve monetary awards, other than on-the-spot awards, not exceeding \$7,500 for individual awards and \$10,000 for group awards so long as the amount for any individual in the group does not exceed \$7,500.
 - b. Director, Human Resources Division.
 - (1) Performs those tasks identified in DOE O 331.1A, subparagraph 5d.
 - (2) Authorizes the granting of career service emblems and retirement certificates to employees.
 - (3) Through the Personnel and Management Analysis Branch (PMAB), reviews Time Off Award nominations from recommending officials in ORO, prepares an SF-50, Notification of Personnel Action, and prepares an award certificate. Forwards award certificates to the recommending official for presentation to the recipient (see paragraph 7 of this Chapter).
 - (4) Through PMAB, reviews for regulatory compliance Time Off Award nominations received from OSTI, prepares the SF-50, and transmits the SF-50 to the OSTI recommending official for presentation to the recipient.

- c. Director, Planning and Budget Division.
 - (1) Independently establishes a budget for all incentive awards.
 - (2) Allocates funds for monetary awards to each ORO organization at the Assistant Manager level and above, based on a per capita expenditure rate (each organization receiving an allocation will be responsible for certifying funds availability at the time an award is submitted).
- d. Assistant Director for Resource Management, OSTI.
 - (1) Establishes and administers a budget for on-the-spot monetary awards at the beginning of each fiscal year and certifies funds availability for each award.
 - (2) Reviews and forwards Time Off Award Nominations to PMAB for appropriate action.
- e. ORO and OSTI Principal Staff.
 - (1) Approve on-the-spot monetary recognition awards that are recommended by supervisors at the next lower echelon. Such recommendations must conform to the requirements of the DOE Performance Management Guide, Chapter VI, and will be submitted on the form found in Attachment 1 of this Chapter.
 - (2) Certify that funds are available for awards as part of the approval process (see subparagraph 4d of this Chapter for certification responsibility at OSTI).
- f. Each Manager and Supervisor, ORO and OSTI.
 - (1) Performs those tasks identified in DOE O 332.1A, subparagraphs 4c(1), (2), (4), and (8)-(10).
 - (2) Recommends employees for Awards, completes the appropriate nomination form and forwards to PMAB for appropriate action.
- g. Employees. Each employee contributes special thought and effort necessary to his or her participation in improving the effectiveness, efficiency, and economy of Departmental and Government operations and service to the public.
- h. Incentive Awards Coordinator, Personnel and Management Analysis Branch, Human Resources Division.
 - (1) Coordinates the Incentive Awards Program.
 - (2) Orders and maintains adequate stocks of awards paraphernalia and other supplies.

5. REQUIREMENTS AND PROCEDURES. Procedures for processing nominations for On-the-Spot, Special Act or Service, and Time Off Awards are described in the Attachments of this Chapter.
6. REFERENCES. None.
7. DEFINITIONS.
 - a. **Time Off Award** - Award that recognizes the superior accomplishment or other personal effort (individual or group) that contributes to the quality, efficiency, or economy of Government operations. The award is applicable to any ORO or OSTI employee. Full-time employees may be awarded an amount up to 40 hours and may be awarded a maximum limit of 80 hours per leave year. Part-time employees may be awarded an amount up to one-half of the number of hours of work in the employee's biweekly scheduled tour of duty. Part-time employees may be awarded a maximum limit which equals the number of hours of work in the employee's biweekly scheduled tour of duty per leave year.
 - b. **Special Act or Service Award** - A monetary award granted for a one-time act, service, or other nonrecurring accomplishment that is in the public interest and connected with or related to official employment. This type of recognition can be appropriate when performance is substantially beyond expectations on a specific assignment or aspect of an assignment or job function, or for a single scientific achievement, act of heroism, or similar one-time special act, or accomplishment of a nonrecurring nature. A nomination which is based substantially upon aspects of an employee's assigned duties and responsibilities does not meet the eligibility criteria for special act or service award. Such accomplishments should be considered in evaluating the employee's overall performance for the year and form the basis for, or be included in, determining the amount of any performance award granted.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS.
 - a. Attachment 1 - NOMINATION FOR ON-THE-SPOT RECOGNITION AWARD.
 - b. Attachment 2 - NOMINATION FOR TIME OFF AWARD.
 - c. Attachment 3 - NOMINATION FOR SPECIAL ACT OR SERVICE AWARD AND AWARD CRITERIA

NOMINATION FOR ON-THE-SPOT RECOGNITION AWARD

EMPLOYEE NAME: _____ SOCIAL SECURITY NUMBER: _____ - -

ORGANIZATION: _____

[] AWARD JUSTIFICATION AND WORDING FOR CERTIFICATE ATTACHED

Recommended Amount of Award \$: _____ B&R Account #: _____

Funds Are Available: Yes _____ No _____ Cost Center: _____

DATE AND AMOUNT OF SPOT AWARDS RECEIVED IN PREVIOUS 52-WEEK PERIOD: _____

Recommending Official or Nominator's Name, Title, and Signature (a Branch Chief or above) Date

Employee's Supervisor Name, Title, and Signature (if not Recommending Official or Nominator) Date

Approving Official Name, Title, and Signature Date

Personnel Official Signature Date EFFECTIVE DATE OF AWARD

SEE REVERSE FOR INSTRUCTIONS

PRIVACY ACT STATEMENT: Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for a monetary, nonmonetary or honor award under 5 U.S.C., sections 4504 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. The Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of the SSN is voluntary and failure to furnish the SSN on this form will have no effect on the award. The personal information obtained from this form will be maintained in system of record DOE-1, DOE Personnel and General Employment Records.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
ON-THE-SPOT RECOGNITION AWARDS PROGRAM**

1. BASIS AND ELIGIBILITY. This award recognizes a significant deed or accomplishment performed with exceptional and unanticipated speed and quality under difficult or unusual circumstances. Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee is eligible.
2. LIMITATIONS. No more than four spot awards may be granted to the same individual within any consecutive 52-week period.
3. AWARD AMOUNT. Awards will not be less than \$25. The maximum amount of a spot award is \$250 per individual or \$2,500 per group so long as the amount per individual does not exceed \$250.
4. RECOMMENDING AND APPROVING OFFICIALS.

ORO: Each spot award nomination must include: (1) a recommending official (branch chief or above), and (2) an approving/disapproving official at least one level of management higher than the recommending official.

OSTI: Each spot award nomination must include: (1) a recommending official (branch chief or above), and (2) the approval/disapproval of the employee's respective Assistant Director of the Director; and (3) the concurrence of the OSTI Financial Manager.
5. PROCEDURES AND RESPONSIBILITIES.
 - a. ORO: The Planning and Budget Division will allocate funds for spot awards to divisions and above at the beginning of each fiscal year based upon a per capita amount authorized by the Senior Management Board. Each organization that is allocated funds is responsible for adhering to its allocation. The award will be charged to the recommending official's organization account.

OSTI: The Office of Resource Management will establish a budget for spot awards at the beginning of each fiscal year. The OSTI Financial Manager will certify funds availability of each award.
 - b. The Oak Ridge Financial Service Center (ORFSC) will maintain funds in an imprest fund account sufficient to disburse cash for spot awards.
 - c. ORO: The recommending/nominating official may be either the employee's supervisor (branch chief or above) or another supervisor at the branch chief level or above within ORO. If the recommending/nominating official is not the employee's supervisor, the nomination must be routed through the employee's supervisor for concurrence.
 - d. ORO: The approving/disapproving official will be the employee's second-level supervisor or the next level of supervision above the recommending/nominating official unless the latter is the Manager of ORO.

OSTI: The approving/disapproving official will be the employee's Assistant Director or the Director of OSTI.
 - e. Within 30 days after the accomplishment on which the nomination is based, the recommending official or nominator will submit this form to the ORO Personnel and Management Analysis Branch (PMAB). OSTI nominations are to go through the Office of Resource Management. The nomination must include: (1) written justification which states the basis of the award (i.e., the accomplishment, circumstances that warrant recognition, and the value or impact of the employee's contribution), and (2) wording for the award certificate.
 - f. The PMAB will review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and provide a Monetary Award for Special Act or Service certificate and the utility copy of the SF-50 to the organization which recommended the award for ORO and the Office of Resource Management for OSTI.
 - g. A designee of the initiating organization will take the utility copy of the SF-50 to an imprest fund clerk in the ORFSC, present their DOE badge, and receive the cash.
 - h. The cash award and the certificate should be presented to the employee in the presence of an appropriate audience (i.e., coworkers in the immediate organization).
6. INCLUSION IN EARNINGS FOR TAX PURPOSES. A spot award is considered to be paid during the pay period in which the award is effective. Tax withholdings applicable to the award amount will be made and cumulative gross wages will be adjusted as part of the payroll calculation for that pay period. This assures applicable payroll taxes are withheld and paid to the appropriate taxing authorities in the same tax year as the award. The employee's DOE F 2200.3, Earnings, Leave, and Benefits Statements, for the referenced pay period will show these transactions.

NOMINATION FOR TIME OFF AWARD

EMPLOYEE NAME: _____ SOCIAL SECURITY NUMBER: _____ - -

ORGANIZATION: _____

[] AWARD JUSTIFICATION AND WORDING FOR CERTIFICATE ATTACHED

RECOMMENDED AMOUNT OF AWARD HOURS: _____

DATE AND AMOUNT OF OTHER TIME OFF AWARDS RECEIVED IN CURRENT LEAVE YEAR:

Recommending Official Name, Title, and Signature (must be a supervisor) Date

Employee's Supervisor Name, Title, and Signature (if not Recommending Official) Date

Approving Official Name, Title, and Signature Date

Personnel Official Signature Date EFFECTIVE DATE OF AWARD

SEE REVERSE FOR INSTRUCTIONS

PRIVACY ACT STATEMENT: Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for a monetary, nonmonetary or honor award under 5 U.S.C., sections 4504 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. The Social Security Number (SSN) is requested under the authority of Executive Order 9397 (November 22, 1943) for the orderly administration of personnel records. Submission of the SSN is voluntary and failure to furnish the SSN on this form will have no effect on the award. The personal information obtained from this form will be maintained in system of record DOE-1, DOE Personnel and General Employment Records.

**OAK RIDGE OPERATIONS
OFFICE OF SCIENTIFIC AND TECHNICAL INFORMATION
TIME OFF AWARDS PROGRAM**

1. BASIS. This award recognizes the superior accomplishment or other personal effort (individual or group) that contributes to the quality, efficiency, or economy of Government operations. See DOE N 3450.31, TIME OFF AWARD, of 7-6-93, for examples of achievements for which the award is appropriate.
2. ELIGIBILITY. Any Oak Ridge Operations (ORO) or Office of Scientific and Technical Information (OSTI) employee.
3. AWARD AMOUNT. Full-time employees may be awarded up to 40 hours. Part-time employees may be awarded up to one-half of the number of hours of work in the employee's biweekly scheduled tour of duty. For example, an employee who works 64 hours a pay period could be granted up to 32 hours for a time off award.
4. LIMITATIONS. Full-time employees may be awarded a maximum of 80 hours per leave year. Part-time employees may be awarded a maximum which equals the number of hours of work in the employee's biweekly scheduled tour of duty per leave year. For example, an employee who works 64 hours a pay period may be granted a maximum of 64 hours of time off per leave year.
5. PROCEDURES AND RESPONSIBILITIES.
 - a. ORO: Time off award nominations for 8 hours or less shall be approved by the employee's first-level supervisor. Nominations for more than 8 hours shall include: (1) a recommending official (any first-level supervisor or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval of recommending official's supervisor or above.

OSTI: All time off award nominations shall include: (1) a recommending official (group supervisor or above); (2) the concurrence of the employee's supervisor (if not the recommending official); and (3) the approval/disapproval of the employee's respective Assistant Director or Director.
 - b. The recommending official shall complete ORIG F 3450.31, Nomination for Time Off Award. ORO nominations shall be submitted to the Personnel and Management Analysis Branch (PMAB). OSTI nominations shall be submitted to the OSTI Office of Resource Management and forwarded to the PMAB. ORO and OSTI nominations shall include: (1) written justification stating the basis for the award, i.e., the accomplishment, the circumstances that warrant recognition, and the value or impact of the employee's contribution (as defined in the Time Off Awards Scale for Single Contribution of DOE N 3450.31); and (2) wording for the award certificate.
 - c. For ORO nominations, the PMAB shall review the award nomination for regulatory compliance, prepare an SF-50, Notification of Personnel Action, and prepare an award certificate. The SF-50 and award certificate should be provided to the ORO recommending official for presentation to the recipient.
 - d. The SF-50 and award certificate should be presented to the recipient in the presence of an appropriate audience, i.e., coworkers in the immediate organization.
 - e. The award recipient shall complete an SF-71, Application for Leave, to schedule Time Off Award leave. The leave shall be approved by the recipient's supervisor.
 - f. Time Off Awards shall be granted and used in whole hour increments and scheduled and used within one year after the award is granted.
 - g. Time and Attendance (T&A) clerks shall record the leave under T&A Code 251.

DOE F 3450.3
(01-90)
All Other Editions
are Obsolete

**U.S. DEPARTMENT OF ENERGY
NOMINATION FOR INCENTIVE AWARD**
(Use typewriter to complete form. Submit original and 3 copies.)
INSTRUCTIONS ON REVERSE

1. Employee (Complete Payroll Name):	2. Social Security Number	3. Effective Date in Current Position	4. Period of Service on which Nomination is Based:
5. Type of Award for Which Nominated: <input type="checkbox"/> Honorary or Nonmonetary Award (Specify) _____ <input type="checkbox"/> \$ _____ Monetary Award for Special Act or Service. <input type="checkbox"/> \$ _____ Monetary Award for Performance.		<input type="checkbox"/> Award Justification Attached (See Instructions on Reverse) 6. Dates and Types of Awards (Including those granted under SES or Merit Pay regulations) and Quality Step Increases Received in Preceding 5 yrs:	

CURRENT	7. ORGANIZATION	8. TITLE	9. POSITION NUMBER	10. SERIES, GRADE, AND SALARY
COVERED BY NOMINATION				

CERTIFICATION

The position description of the nominee and the performance standards for the position were thoroughly reviewed before submitting this nomination. I certify that the performance of the nominee has been appraised and meets the criteria for the award recommended. Therefore, I nominate the employee for an award as indicated in Item 5 above.

11. Initiator (Print or Type Name):		12. Title:	
13. Signature:		14. Organization:	15. Date:
16. Immediate Supervisor (Print or Type Name):		17. Title:	
18. Signature:		19. Organization:	20. Date:
21. Reviewing Official (Print or Type Name):		22. Title:	
23. Signature:		24. Organization:	25. Date:
26. Reviewing Official (Print or Type Name):		27. Title:	
28. Signature:		29. Organization:	30. Date:

SERVICING PERSONNEL OFFICE

31. <input type="checkbox"/> Nomination complies with current statutes and regulations.			<input type="checkbox"/> Nomination does NOT comply with current statutes and regulations (see attached explanation).			<input type="checkbox"/> Other, specify:			
32. Title of Authorized Official:				33. Signature:			34. Date:		

APPROVAL

The following award meets the Departmental requirements and is hereby approved.

Sufficient funds are available. The award is to be paid in the following amounts: (The total of the following amounts must equal the total award indicated in Item 35.)	35. Total Monetary Award \$	36. Based on Tangible Benefits: \$		37. Based on Job Performance: \$	
	38. Allotment Number:		39. Budget and Reporting Number:	40. Appropriation Number	
41. Title of Official Authorized by DOE 3450.1A				42. Signature:	43. Date:
44. <input type="checkbox"/> Payment of monetary award is authorized. <input type="checkbox"/> Other, specify:					
45. Title of Authorized Official (Personnel, Office):				46. Signature:	47. Date:

PRIVACY ACT STATEMENT ON REVERSE

PRIVACY ACT STATEMENT

Title 5 U.S.C., Chapter 45, Incentive Awards, authorizes solicitation of this information. The information will be used by the agency to determine employee's eligibility for a monetary, nonmonetary or honor award under 5 U.S.C., sections 4504 and 4507. This information may be shared with law enforcement agencies when they are investigating a violation or potential violation of the civil or criminal law. Executive Order 9397 (November 22, 1943) authorizes the use of the social security number.

ADDITIONAL INFORMATION

1. Distribution of copies of nomination:
Original and three copies to servicing personnel office (including copies for employee and official personnel folder, if approved). Additional copies for initiator, reviewing officials, and approving official as desired.
2. If the nomination is for a group award, state the name of the group in item 1. State the complete payroll name, social security number, organization, position title and number, grade, salary, and previous recognition of each member of the group and the recommended division of a monetary award, if any, in the justification.
3. The employee's most recent performance rating (DOE F 3430.7 or DOE F 3430.7C as appropriate) must be attached to support this award recommendation as required by DOE 3450.1A.
4. Compute a monetary award based on performance in accordance with DOE 3450.1A and local requirements.
5. To compute a monetary award based on a contribution of a one-time nonrecurring nature in accordance with DOE 3450.1A, provide the following information including detailed computations to support the figures in paragraph a(1) or a narrative explanation of the information required by paragraph a(2) below.
 - a. Kind of benefit.
 - (1) Tangible benefits (estimated net monetary savings to the Department for first full year of operation after implementation):
 - State labor cost, materials cost, and total cost of former method.
 - State labor cost, materials cost, and total cost of improved method.
 - State labor cost, materials cost, and total cost saved.
 - (2) Intangible benefits:
 - State whether value of the contribution is moderate, substantial, high, or exceptional; and explain.
 - State whether application of the contribution is limited, extended, broad, or general; and explain.
 - b. Deviation from award scale(s). If a monetary award based on a contribution of a one-time, nonrecurring nature exceeds the amount authorized by DOE 3450.1A, justify the deviation.
6. Give the proposed wording to be used in preparing an honorary or nonmonetary award or a certificate to accompany a monetary award. Use lower case; do not exceed five lines.
7. Do NOT use this form for recommending a quality step increase, or performance awards for Performance Management and Recognition System (PMRS) employees.

AWARD SCALE FOR TANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS, AND
SPECIAL ACTS OR SERVICES

<u>Estimated First-Year Benefits to Government</u>	<u>Amount of Award</u>
Up to \$10,000	20% of benefit
\$10,001 - \$100,000	\$2,000 for the first \$10,000 plus 3% of benefits over \$10,000
\$100,001 or more	\$4,700 for the first \$100,000 plus 0.5% of benefits over \$100,000

Awards in excess of \$10,000 must be certified to the office of Personnel Management for approval.

AWARD SCALE FOR INTANGIBLE BENEFITS FROM SUGGESTIONS, INVENTIONS,
AND SPECIAL ACTS OR SERVICES

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects function, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects function, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel of 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.	Affects functions, mission, or personnel of several regional areas or an entire department or large independent agency or is in the public interest throughout the Nation or beyond.
MODERATE VALUE -Change or modification of an operating principle or procedure which has moderate value, sufficient to meet the minimum standards for a cash award. An improvement of rather limited value of a product, activity, program, or service to the public.	\$50 - \$120 (compare with \$600 - \$1,200 tangible benefit)	\$120 - \$300 (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)
SUBSTANTIAL VALUE -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.	\$120 - \$300 (compare with \$1,200 - \$3,000 tangible benefit)	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)
HIGH VALUE -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.	\$300 - \$600 (compare with \$3,000 - \$6,000 tangible benefit)	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000 (compare with \$72,000 - \$432,000 tangible benefit)

Value of Benefit	Extent of Application			
	Limited	Extended	Broad	General
	Affects function, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects function, mission, or personnel of several offices, facilities, or installations. Affects an important area of science or technology.	Affects functions, mission, or personnel of 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.	Affects functions, mission, or personnel of several regional areas or an entire department or large independent agency or is in the public interest throughout the Nation or beyond.
EXCEPTIONAL VALUE-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.	\$600 - \$1,200 (compare with \$6,000 - \$12,000 tangible benefit)	\$1,200 - \$3,000 (compare with \$12,000 - \$72,000 tangible benefit)	\$3,000 - \$6,000 (compare with \$72,000 - \$432,000 tangible benefit)	\$6,000 - \$12,000 (compare with \$432,000 - \$1,632,000 tangible benefit)

1. The minimum award for tangible benefits may be granted only when the benefits reach or exceed \$500.

The minimum award for intangible benefits must require a comparably high standard in determining cash awards for contributions with intangible results. The value to the Government must be comparable to those contributions receiving equivalent awards on the basis of tangible results.

2. Awards in excess of \$10,000 must be certified to the Office of Personnel Management for approval.