

Recommendation for Recognition

1. Type of Recommendation (Check only one)

Performance Awards (Based on Annual Rating of Record)

PMS Management Employees

- Outstanding
- Distinguished
- Fully successful

PMS Employees

- Mandatory (BU employees only, per local agreement)

Critical Element Average: _____

- Non-mandatory

Presidential Rank Awards (SES Employees. See IRM 0920)

- Distinguished Executive
- Meritorious Executive

Superior Accomplishment Awards

- Special Act Award
- Manager's Award
- Employee Suggestion Award
- Other (local program)

Description (For Special Act, Manager's Award, etc. fill in a short statement of what award is granted for, e.g., name of special project, special assignment, task, etc., maximum of 20 characters.)

ESP 50-20-13-006

Check box (when other than lump sum cash)

- Time Off

Employee name	Bargaining unit status	Last 4 digits of SSN	Pay Plan	Award amount recommended
David W. Collins				\$ 500
Title	<input checked="" type="checkbox"/> BU	Base salary (for period covered)	Grade	or Time off hours
Revenue Officer	<input type="checkbox"/> NBU			

(Attach a separate listing for group awards)

Recommendation for (Check only one)	Covers period
<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Group	From _____ To _____

Organizational unit and symbols
SB/SE Deputy Commiss Coll/Ops S

Office address (street, city, state, zip code)
5740 Uptain Road, Eastgate Center, Chattanooga, TN 37411-4012

2. Justification of recommendation

Required attachments below are for the Approving Official's information only. Detach prior to processing.

- a. Job requirements (Need only attach PMS Critical Elements and Standards or Form 9688, Executive/Managerial Performance Plan.)
- b. Describe how performance exceeds job requirements
(Note: Performance Award - need only attach Rating of Record,
Superior Accomplishment Award - a written narrative is required below; Note: expandable field
Employee Suggestion Award - attach Letter of Adoption and write suggestion number below.)

ESP Suggestion #50-20-13-006 Titled, Digital Date Stamp

Intangible Benefits: \$500

Total Award: \$500

Note: Form 2665 is not included. This suggestion was previously evaluated for adoption and no additional evaluation was necessary for Western Area Exam's adoption as we have determined there will only be intangible benefits. The initial award determination provided the intangible benefits to the RO program nationwide was \$3,000. We feel this was an appropriate determination and based upon a 9 month test period. As we are expanding the adoption of this tool to Western Area SB/SE Exam specifically, the intangible benefit was determined to be \$500.

c. For **PMS Performance Award Only**, must describe how award amount was determined: Note: Expandable field

d. For **Superior Accomplishment Award Only**, must describe how award amount was determined:

(See Tables 1 and 2 below)

Note: Complete either (1) or (2). However, if the contribution had both Tangible and Intangible savings, complete both (1) and (2);

(1) Award amount is based upon Tangible Savings of: \$ 0

(2) Award amount is based upon Intangible Savings: (must check one in each category)

Value of Benefit

- Moderate value
- Substantial value
- High value
- Exceptional value

Extent of Application

- Limited
- Extended
- Broad
- General

Signature	Date
	Jan 4, 2021

Title of Initiating Official
Director, Small Business/Self-Employed, Field Examination

3. Business unit Approving Official (The business unit Approving Official who has the final approval of the recommendation. The final approval by HCO will be captured on the SF52/SF50 in the remarks section.)

Signature	Action	Award amount approved	Date
	<input checked="" type="checkbox"/> Approved Pending Misconduct and Tax Screening	\$ 500 or Time off hours	1/19/2021
Title of business unit Approving Official	<input type="checkbox"/> Disapprove		
Director, Small Business/Self-Employed, Field Examination			

4. Misconduct Screening/Tax Compliance Check (Business Operating Division Award Coordinator - add date of misconduct screening/tax compliance check completion)

<input type="checkbox"/> Employee is eligible for an award based on Misconduct Screening and Tax Compliance Check <input type="checkbox"/> Employee is ineligible for an award based on Misconduct Screening and Tax Compliance Check	Date
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5. Certification of Funds (To be completed by official designated to certify that funds are available and obligated to pay this award.)

Office	Activity	Appropriation to be charged
Signature		Date
Title		

6. Personnel Authorization, for payment of award (To be completed by designated Personnel Official. An award is approved under the regulations of the Awards Program. This is not authority to exceed an appropriation, allotment, sub-allotment, apportionment or reappropriation.)

Signature	Award amount approved	Date
	\$ _____ or Time off hours	
Title		

Deliver check to

7. Terminal Input (initials)	Date	P/P number validated

Table 1

**Tangible Benefits
Determining Award Amounts (Tangible Benefits) For Suggestion Awards,
Invention Awards, and Special Act Awards**

Contributions with Tangible Benefits

Estimated First-Year

Benefits to Government

Amount of Award

Up to \$10,000

\$10% of benefits

\$10,001-\$100,000

\$1,000 for the first \$10,000; plus 3% of benefits over \$10,000

\$100,001 or more

\$3,700 for the first \$100,000; plus .5% of benefits over \$100,000

Quick Guide for Calculating Awards Based on Tangible Benefits

<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>	<i>Benefits</i>	<i>Award</i>
Up to \$10,000	10%	50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,060	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	**25,000
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	*10,200		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

*Awards over \$10,000 require the approval of the Office of Personnel Management.

**Maximum award authorized by the Office of Personnel Management. A presidential Award of up to \$10,000 may be paid in addition to the \$25,000.

(Detach before submitting to Personnel Office for processing)

Table 2

Intangible Benefits
Determining Award Amounts — (Intangible Benefits) For Suggestion Awards,
Invention Awards, and Special Act Awards

Value of Benefit	Extent of Application*			
	Limited	Extended	Broad	General
	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.	Affects functions, 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 or 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 commands, 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 standard for a cash award; an improvement of rather limited value of a product, activity, program, or service to the public.	\$100 - 200 <i>(compare with \$500-1,000 tangible benefits)</i>	\$200 - 300 <i>(compare with \$1,000-2,500 tangible benefits)</i>	\$300 - 500 <i>(compare with \$2,500-5,000 tangible benefits)</i>	\$500 - 1,000 <i>(compare with \$5,000-10,000 tangible benefits)</i>
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.	\$200 - 300 <i>(compare with \$1,000-2,500 tangible benefits)</i>	\$300 - 500 <i>(compare with \$2,500-5,000 tangible benefits)</i>	\$500 - 1,000 <i>(compare with \$5,000-10,000 tangible benefits)</i>	\$1,000 - 2,500 <i>(compare with \$10,000-60,000 tangible benefits)</i>
High Value - Complete revision of a basic principle or procedure; a highly significant improvement to the value of a product, major activity, or program, or service to the public.	\$300 - 500 <i>(compare with \$2,500-5,000 tangible benefits)</i>	\$500 - 1,000 <i>(compare with \$5,000-10,000 tangible benefits)</i>	\$1,000 - 2,500 <i>(compare with \$10,000-60,000 tangible benefits)</i>	\$2,600 - 5,000 <i>(compare with \$60,000-360,000 tangible benefits)</i>
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.	\$500 - 1,000 <i>(compare with \$5,000-10,000 tangible benefits)</i>	\$1,000 - 2,500 <i>(compare with \$10,000-60,000 tangible benefits)</i>	\$2,500 - 6,000 <i>(compare with \$60,000-360,000 tangible benefits)</i>	\$5,000 - 10,000 <i>(compare with \$360,000-1,360,000 tangible benefits)</i>

***HOW EXTENT OF APPLICATION APPLIES TO THE INTERNAL REVENUE SERVICE:**

Limited - Affects one office only such as a district office or service center, or the entire headquarters function of a regional office (*but not subordinate field offices*), or an entire headquarters function (*e.g., Assistant Commissioner*) in the National Office.

Extended - Affects several offices in a region or in the National Office.

Broad - Affects all offices in a region, or some offices in several regions, or all offices in the National Office.

General - Affects all offices Servicewide, or other Departmental offices, or other Federal departments or agencies.

This guidance must not be used to form a rigid interpretation to the Extent of Application criteria. The definitions which appear in this table are included in program guidance from the Office of Personnel Management and Treasury, and they are intended as general guidance for the Service and other Federal agencies.

Different opinions about the application of a suggestion will occur because of the variety of functions and the complexity of the organizational structure throughout the Service. The informed judgments of approving officials, in most cases when sufficient effort has been made to clarify the issue, will result in rational decisions.

(Detach before submitting to Personnel Office for processing)