

**SCALE OF AWARDS BASED ON INTANGIBLE BENEFITS AND
MINIMUM DOLLAR AMOUNT OF MONETARY AWARDS**

- 1. PURPOSE.** The purpose of this notice is to modify the Scale of Awards Based on Intangible Benefits in VA Handbook 5017, Employee Recognition and Awards, Part III, Appendix A and increases the minimum dollar amount of monetary awards.
- 2. POLICY.**
 - a. In accordance with [5 U.S.C. § 4503](#), Agency Awards, and [5 C.F.R. § 451.104](#), Agency Awards, an agency may pay a monetary award to an employee who:
 - (1) By their suggestion, invention, superior accomplishment, or other personal effort contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork; or
 - (2) Performs a special act or service in the public interest in connection with or related to their official employment.
 - b. The amount of a monetary award granted to an employee or group of employees is based on the extent of their contribution in support of VA's mission, and the value of that contribution. Therefore, when assessing the value of a contribution to determine the amount of a monetary award that cannot be calculated in dollars, the recommending and approving official will consider such factors as the value or significance of the contribution, and the extent of its application and impact. (This does not apply when calculating awards granted for superior performance, specialty certification, or exemplary job performance and achievement).
 - c. The values outlined on the attached Scale of Awards Based on Intangible Benefits reflect the maximum amount that an individual employee may be granted for a monetary award based on the value of the benefit and the extent of the application. If a group award is given, no one employee may receive more than the amount reflected on the scale. Additionally, the amount of the award cannot exceed the amount delegated to the approving official or the award recommendation must be sent to a higher-level official for approval.
 - d. Monetary awards must be a minimum of \$100.
- 3. RESPONSIBLE OFFICE.** Human Resources and Administration/Operations, Security and Preparedness, Office of the Chief Human Capital Officer (005), Employee Relations & Performance Management Service (051) (vaco051cacqohrm@mail.va.gov).
- 4. RESCISSION.** This notice will be rescinded, and guidance incorporated into VA Handbook 5017, Employee Recognition and Awards, no later than one year after the date of publication.

TABLE 2. SCALE OF AWARDS BASED ON INTANGIBLE BENEFITS

1. Local impact affects:
 - a. one or more field facilities or Central Office organizational elements or staff office, or
 - b. a minor change or correction of a VA form, policy, or procedure, or
 - c. optional use of an idea or procedure, or
 - d. minor change in the area of technology or automation.
2. Regional impact affects:
 - a. a majority of sites with a network, region, or
 - b. multiple Central Office organizations, or
 - c. ideas approved for optional use in the Department or an administration, or
 - d. important area of technology or automation.
3. General impact affects:
 - a. more than one network, or region, or
 - b. has impact VA-wide or beyond.

VALUE OF BENEFIT	LOCAL IMPACT	REGIONAL IMPACT	GENERAL IMPACT
MODERATE. Change or contribution to an operating principle, practice, procedure or program of limited impact or use.	Up to \$2,500	Up to \$5,000	Up to \$7,500
SUBSTANTIAL. Significant or important change, contribution to, or modification of an operating principle, practice, procedure or program or service to the public.	Up to \$5,000	Up to \$7,500	Up to \$12,500*
EXCEPTIONAL. Complete revision or initiation of a major policy, practice or procedure that has significant impact on VA's mission. Major improvement in the quality of a critical product, activity, program or service to the public.	Up to \$7,500	Up to \$12,500*	Up to \$25,000**

*Effective October 1, 2027, all individual monetary awards in excess of \$10,000 must be approved by OPM.

**All monetary awards in excess of \$25,000 must be approved by the White House.

NOTE: \$100 is the minimum dollar amount that may be awarded.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY OF
VETERANS AFFAIRS:**

/s/

Guy T. Kiyokawa
Assistant Secretary for
Enterprise Integration

/s/

Jeffrey R. Mayo
Acting Assistant Secretary for
Human Resources and Administration/
Operations, Security, and Preparedness

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