

Chapter
1
Performance
Awards
&
Quality
Salary
Increases

CHAPTER 1
PERFORMANCE AWARDS
AND QUALITY STEP INCREASES (QSI)

GENERAL INFORMATION

1. For the purpose of this Chapter, *performance award* is defined as a monetary award given in recognition of high level performance for a specified period, and is given in connection with the employee's most recent civilian evaluation report (DA Form 7222 or 7223). A Quality Step Increase is an additional within-grade pay increase given to GS or GM employees. Wage employees are not eligible for Quality Step Increases.
2. Other awards based on performance may be in the form of Superior Accomplishment Awards, Letters or Certificates of Appreciation, and in some cases, Honorary Awards. These are covered in other parts of this Pamphlet.
3. To properly administer this part of the awards program, you need to be familiar with the requirements of the Total Army Performance Evaluation System (TAPES). Complete information on TAPES is contained in AR 690-400, Chapter 4302, 22 May 1993, 2nd DA Pamphlet 690-400, Chapter 4302, 16 October 1998.
4. All employees who are rated at Successful Level I, II or III are eligible for consideration for Performance Awards. However, priority consideration will be given to those who receive a Successful Level I rating and then to those who are rated at Successful Level II. Normally, employees rated at Successful Level III will not be considered for a performance award unless there are unusual circumstances. *Note: To be eligible for a Quality Step Increase, the employee's rating must be Successful Level I.*
5. Employees should never be informed that they are under consideration for or have been nominated for any award until final approval has been obtained. Such action may create serious morale problems if the award is not approved.
6. Nominating procedures for performance awards are at Appendix A of this Chapter, and for Quality Step Increases, see Appendix B.