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CHAPTER 1
APPENDIX B
QUALITY-STEP-INCREASES (QSI)

Purpose

To provide for an additional within grade pay increase to GS employees in recognition of Successful Level I service.

Eligibility

Permanent GS employees whose latest rating of record is Successful Level I.

Although temporary GS employees are not specifically excluded by regulations, it is not likely that such employees will be nominated for a QSI since the award is based on future performance as well as past performance. This same concept applies to employees on temporary promotions.

Criteria

An employee may not receive more than one QSI in any 52 week period.

An employee may not receive a QSI if that employee has received a performance award based in whole or in part on the performance being recommended for recognition.

There should be an assurance that the employee will be serving in the position, or in a similar position at the same grade level, in which the employee's performance can be expected to continue at the same level of effectiveness for at least 60 days.

The Quality-Step-Increase is tied directly to the Civilian Evaluation Report. Only GS employees with Successful Level I ratings of record for the current rating period can be considered for a Quality-Step-Increase.

A Quality-Step-Increase does not change the effective date of the employee's normal within-grade pay increase except when it places an employee in the fourth or seventh step of a grade. **If the Quality-Step-Increases places an employee in the fourth or seventh step, you may want to consider a performance award (See Appendix A, this Chapter) since this will delay the regular step increase by another year.**

Dates for Submission

Nominations will be submitted within 30 calendar days from the approval date of the Successful Level I rating, and in order to be based on the current rating, **MUST** be submitted within 30 days. (Appraisals submitted after 30 days of the effective date of last rating requires additional justification.)

Nominating Official

Immediate Supervisor.

Approving Officials

Branch Chief
Division and Office Chiefs
Deputy Commander
Commander

The approving official must be at least one level above the nominating official, except when the nominating official is the Commander. All QSIs will be reviewed by the Incentive Awards committee (IAC). If approved by the IAC the nomination will be forwarded to the Commander for final approval.

Forms and Documentation

Supervisors nominate employees for a QSI by preparing a Request for Personnel action.

Check Sheet

Use the Check Sheet at Figure B-2 to ensure that you have taken all necessary actions.

Presentation

The QSI will be presented at an appropriate ceremony as determined by the Division Chief's Office Policy. As a minimum, the ceremony will be conducive to motivating other employees to increase productivity and creativity.

(Figure B-1)

QUALITY-STEP-INCREASE

CITATION

QUALITY-STEP-INCREASE

BRENDA GORDON

Performance of duty as Secretary, Office of the Chief, Construction-Operations Division, during the period 1 July 2000 through 30 June 2001. Ms. Gordon's primary duties were to provide administrative and personnel support for the various functions throughout the Division. She performed each aspect of her job in an outstanding manner, and at the same time displayed a positive and helpful attitude. She has consistently displayed initiative and technical expertise which contributed greatly to the successful accomplishment of our mission. Ms. Gordon's loyalty, diligence, and sincere devotion to duty are in keeping with the highest traditions of the District, and reflect great credit upon her and the Department of the Army. She is truly deserving of this Award of a Quality-Step-Increase.

(Figure B-1)

QUALITY-STEP-INCREASES

CHECK LIST FOR QUALITY-STEP-INCREASES

Completion of this list is optional; use it as a guide to help ensure all actions are taken.

Nominating Official

- 1. Successful Level I evaluation covers at least 120 days. Must be GS employee and must not be a new employee serving one year probation.
- 2. If this Quality Increase places the employee in step 4 or 7, see last paragraph of Criteria for QSI.
- 3. Employee is expected to remain in the same organization at least 60 days and in same/similar position at same grade level (no plans to retire, change jobs, etc).
- 4. No prior cash award covering all or part of the same accomplishment/period of service.

Approving Official

- 1. Successful I Rating is assigned and justified.
- 2. Rating signed by appropriate approving official.
- 3. Should be submitted within 30 days after approval of rating.
- 4. Forward action to CPAC for submission to IAC.