

Quality Step Increase (QSI) Eligibility and Award Submission Checklist

Employee's Name: _____

Yes	No	QSI Eligibility
		Is employee serving in a General Schedule (GS) pay plan?
		Is award request for the most recent appraisal?
		Have fewer than 90-days passed since the end of the appraisal period?
		Does the appraisal cover 52-weeks or more in the same position and grade?
		Is overall rating of record on appraisal a 5 – Outstanding?
		Did the employee receive fewer than 40-hours in Time-Off Awards during the appraisal period?
		Is the employee still in the same position and grade as held at the beginning of the performance period?
		Did you verify that the employee has not received a QSI, SSP or 40+ hours in TOA during the rating period used as the basis for this QSI?
		Did you verify that the employee did not receive a QSI for the prior rating period?
		Did you verify that the employee was not AUS/LWOP for more than 30 days during the rating period?
		Award Submission
		Did you include a completed NGB 32 with this request?
		Did two levels of supervision sign blocks 9 and 10 on the NGB 32?
		Did the MSC AO, Director, or Group Commander approved and signed in the "Local Commander" blocks under Section IV of the NGB 32?
		Is the sentence <i>"I certify that based on past experience, it is believed that this technician's high quality of performance is likely to continue"</i> provided somewhere in the remarks section?
		Did you include the correct performance appraisal/s with this request?

Supervisor's Name: _____

For HRO/Board Use Only

INITIAL REVIEWER REMARKS:

Does the employee meet the minimum eligibility requirements? ___ YES ___ NO

Reviewed by: