



NOMINATION FOR QUALITY STEP INCREASE (QSI) OR QUALITY PERFORMANCE AWARD (QPA)

PART A - Nominee							
Employee Name (<i>Last, First, MI</i>)				Employee ID			
Office Symbol		Grade and Step		Occupational Series			
Current Rating of Record		Last QSI/QPA (<i>mm-dd-yyyy</i>)		Next WGI (<i>mm-dd-yyyy</i>)			
PART B - Rating Official and Reviewing Official							
Rating Official (<i>Name and Signature</i>)				Date (<i>mm-dd-yyyy</i>)			
Reviewing Official (<i>Name and Signature</i>)				Date (<i>mm-dd-yyyy</i>)			
PART C - Bureau Award Committee Action							
<input type="checkbox"/> Committee ranked the nomination and recommends for approval <input type="checkbox"/> Committee ranked the nomination and does NOT recommend for approval <input type="checkbox"/> Committee ranked the nomination and this nominee is an alternate				Comments			
Bureau Award Committee Chair (<i>Name and Signature</i>)				Date (<i>mm-dd-yyyy</i>)			
PART D - Bureau Executive Office Action							
Bureau Representative (<i>Name and Signature</i>)				Date (<i>mm-dd-yyyy</i>)			
PART E - Fiscal Data							
Bureau Budget Officer (<i>Name and Signature</i>)				Date (<i>mm-dd-yyyy</i>)			
Accounting Classification (<i>Completed by Bureau Budget Officer</i>)							
Bureau	Appropriation	Allotment	Obligation No.	Org. Code	Function	Object	Object
							QPA \$2500 if approved
PART F - Bureau of Global Talent Management Action							
<input type="checkbox"/> GTM approves: <input type="checkbox"/> QSI <input type="checkbox"/> QPA <input type="checkbox"/> GTM does NOT approve				Comments			
Award Effective Date (<i>mm/dd/yyyy</i>)							
GTM Representative (<i>Name and Signature</i>)				Date (<i>mm-dd-yyyy</i>)			

QUALITY STEP INCREASE AND QUALITY PERFORMANCE AWARD GUIDELINES (CFR 531.501; 3 FAM 3124.4 AND 3 FAM 4891)

The QSI/QPA program eligibility requirements and selection process are outlined in the PRECEPTS FOR CIVIL SERVICE QUALITY STEP INCREASE and QUALITY PERFORMANCE AWARDS (Precepts).

A **Quality Step Increase (QSI)** is an additional within-grade increase (WGI) used to recognize and reward eligible Civil Service employees at grades 15 and below in permanent positions who display outstanding performance. In addition to criteria established by the Department, certain eligibility criteria are governed by 5 CFR Subpart E - Quality Step Increases and guidelines established by the Office of Personnel Management (OPM).

A **Quality Performance Award (QPA)** is a cash award for CS employees at GS-15 and below in permanent positions who are ineligible for a QSI because of step/pay cap limitations or other restrictions outlined in the Precepts.

Nominations

Nominations may be submitted by the **designated rating official**, as defined in 3 FAM 2821.3-6, and endorsed by the designated reviewing official. Bureau Awards Committees recommend top candidates for approval within established bureau QSI/QPA award caps. Bureaus may submit ranked nominations in excess of their award allocation to serve as alternates in the event a nominee is removed due to ineligibility or reallocation of unused awards is required. When submitting alternates, their respective rank order must be noted in the comment box. Bureau EX Offices must confirm eligibility of all submissions prior to submitting to GTM/CSTM for approval.

Required Documentation

- A completed DS-1968, Nomination for Quality Step Increase or Quality Performance Award, and
- The most recent rating of record, i.e., performance appraisal with a rating of "outstanding."

Criteria

The review and ranking of the QSI/QPA nomination are based solely on the extent to which the employee's appraisal demonstrates that the employee has met or exceeds the **QSI/QPA Criteria during the period of review**:

- 1) The employee has significantly and substantially contributed to the advancement of U.S. Government, Department, bureau, and/or office goals as they relate to policy, management, and/or leadership.
- 2) The employee's quality and scope of work, particularly in difficult circumstances and conditions, demonstrates exceptional judgment, initiative, adaptability, resilience, and resourcefulness.
- 3) The employee has excelled at interpersonal relations that enhanced a productive and collaborative work environment with colleagues.

Attestations

By signing the DS-1968, the rating official and reviewing official attest that the individual being recommended for a QSI/QPA meets all eligibility requirements; has met or exceeded the criteria for this award; **and the specific performance being recognized by this nomination has not already been rewarded with an individual Superior Honor Award or a Meritorious Honor Award that included a cash component.**

By signing the DS-1968, the designated bureau representative confirms that the employee's nomination meets the eligibility requirements outlined in the PRECEPTS FOR CIVIL SERVICE QUALITY STEP INCREASE and QUALITY PERFORMANCE AWARDS. **QPAs are funded from the central salary account, unless the bureau or the recipient's position is independently funded, in which case, it would be funded with the bureau's salary appropriations. By signing, the bureau confirms appropriate allocations will be used.**

Electronic Signatures

If electronic signature is unavailable, a typed signature must include /s/ designation. Example: /John T. Smith/, and an email confirming approval of nomination must be sent to the bureau QSI/QPA point of contact. Consult the bureau's QSI/QPA point of contact for details. Pen signatures are acceptable provided rescanned PDF remains legible.