

Quality Step Increase (QSI) Award

A QSI consists of an extra within-grade increase and a DLA Form 310, QSI Certificate.

QSIs are not appropriate when:

- The employee is at step 10 of his/her grade
- The employee has received a QSI within the preceding 52 consecutive calendar weeks
- The employee occupies an Federal Wage System position
- The employee is on a temporary promotion

Award Eligibility: QSIs may only be granted to GS and GM employees.

Non-supervisory employees: The performance rating must be at the Fully Successful Level and the employee must have demonstrated extremely high-level performance significantly above that ordinarily found in the concerned position, sustained over a period sufficient to conclude that the level is characteristic of the employee's performance.

Supervisory Employees: The employee must have a "Fully Successful, Level 3 overall" summary rating level. Section I of the DLA Form 1863, the employee must have rated above "Solid Performer" on 5 out of the 9 Managerial Competencies. Section II of the DLA Form 1863, the employee must have rated above "Solid Performer" on all critical elements and a majority of non-critical elements.