Performance Awards under Employee Performance Feedback System (PFS)

General Schedule and Wage Grade employees, covered under the bargaining unit, fall under PFS. The performance rating cycle is 1 July – 30 June.

- Supervisors must complete the PFS form for each of their GS employee under this performance system, render an annual rating of “Fully Successful” or “Unacceptable” and communicate this rating to the employee in person (if at all possible)
- Employee must acknowledge receipt by signing the PFS form.

Employees rated “Fully Successful” as their annual rating of record are eligible to receive performance awards:

- Performance awards are merit based awards recommended by the immediate supervisor and given to those staff employees whose performance has been evaluated as fully meeting or exceeding the level of performance expected in their job during the past year.
- Each performance award nomination must include a completed and signed PFS form.
- Performance award can be a one-time cash award, time-off award, or a combination of a cash and time-off award.
- Employees with sustained superior performance and who are below the step 10 may be eligible for a Quality Step Increase instead of the one-time cash performance award (please refer to the QSI Fact Sheet for more information).
- Dean/Director can approve monetary awards up to $2,000 and time-off awards up to 20 hours; NPS President approves anything above these amounts.
FACT SHEET

Time-Off Awards

Time-off awards recognize superior accomplishments or achievements of employees with other than monetary awards. Employees receive hours to be used for taking time off. Time-off award nominations may be submitted at any time during the year, but if a time-off award is used as a performance award, it must be submitted at the completion of the rating cycle.

Examples of achievements which may be considered for a time-off award include:

- Demonstrating unusually high-level performance
- Displaying special initiative and skill in completing an assignment or project before the deadline
- Using initiative and creativity in making improvements in a product, activity, program, or service
- Ensuring mission of the organization is accomplished during a difficult period by successfully completing additional work or a project assignment while maintaining a regular workload
- Accomplishing a specific, one-time, or special assignment requiring extra effort or resulting in the organization receiving recognition for responsiveness to unanticipated requirements

Limitations on time-off awards include:

- For full-time employees, no more than 40 hours may be granted for a single contribution. The total amount of time off granted in any one leave year is 80 hours. **NPS President is authorizing official for awards over 20 hours**
- For part-time employees and those with uncommon tours of duty, the total time granted during any calendar year is the average number of hours of work in the employee’s biweekly scheduled tour of duty
- Time-off award must be scheduled and used within one year of its effective date; these awards do not convert to cash and not transferable within Navy or DoD

Scale for selecting appropriate number of hours:

<table>
<thead>
<tr>
<th>MODERATE:</th>
<th>NUMBER OF HOURS</th>
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<tbody>
<tr>
<td>(1) Contribution to a product, activity, program or service to public of sufficient value to merit formal recognition</td>
<td>1 to 10</td>
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<tr>
<td>(2) Beneficial change, modification of operation principles or procedures</td>
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<thead>
<tr>
<th>SUBSTANTIAL</th>
<th>NUMBER OF HOURS</th>
</tr>
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<tbody>
<tr>
<td>(1) Important contribution to the value of a product, activity, program or service to public</td>
<td>11 to 20</td>
</tr>
<tr>
<td>(2) Significant change/modification of operation principles or procedures</td>
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</tr>
</tbody>
</table>

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<thead>
<tr>
<th>HIGH</th>
<th>NUMBER OF HOURS</th>
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</thead>
<tbody>
<tr>
<td>(1) Highly significant contribution to value of product, activity, program, or service to public</td>
<td>21 to 30</td>
</tr>
<tr>
<td>(2) Complete revision of operating principles/ procedures with considerable impact</td>
<td></td>
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<tr>
<th>EXCEPTIONAL</th>
<th>NUMBER OF HOURS</th>
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<tr>
<td>(1) Superior contribution to quality of critical product, activity, program, or service to public</td>
<td>31 to 40</td>
</tr>
<tr>
<td>(2) Initiation of new principle or major procedure, with significant impact</td>
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FACT SHEET

Quality Step Increase (QSI)

A QSI provides an incentive and recognition of high quality performance by granting a faster than normal step increase in the General Schedule (GS) system. QSIs are adjustment to base pay; therefore, careful consideration should be given before recommending a QSI. GS employees already at step 10 are not eligible for a QSI.

Nominating Criteria:

- A QSI may be granted only to a GS employee who receives a “Fully Successful” rating of record, and who demonstrates sustained high quality performance significantly above that expected at the “Fully Successful” level. QSIs are awarded only when high quality performance is expected to continue in the future

- Because a QSI is tied to the annual performance rating of record, the QSI nomination package must include the completed Employee Performance Feedback form

- An employee is eligible for only one QSI within any 52-week period

Some examples of significant contributions, which meet the criteria of high quality performance include, but are not limited to:

- Significant improvement of service to the customer or public
- Complete revision and improvement of a basic principle or procedure.
- Significant improvement of the value of a product, activity or program.
- Setting an example by taking on a significant leadership role.
- Streamlining of business practices or improvements in efficiency.
- Significant strides in initiation and/or implementation of cost-savings.
- Sustained superior performance throughout the rating period including a significant contribution to the organization mission.

Nomination for a QSI must be routed through the supervisory chain, including Dean or Director, and submitted to the Human Resources Office for further staffing to the NPS President for approval.