

Procedures for Meritorious Step Increases

MS 622

Submission

The immediate supervisor normally originates a proposal for an MSI in conjunction with a completed performance appraisal. The proposal is submitted to the appropriate Associate Director for signature and budget approval. The proposal should then be submitted to the Incentive Awards Committee (IAC), via the Incentive Awards Administrator (IAA), for authorization.

Documentation

Proposals for MSIs shall be submitted as a Request for Personnel Action (SF-52), with the employee's most recent performance appraisal and PC-662B attached. In addition, a written justification must be attached that demonstrates how the employee's performance substantially exceeds the performance standards.

Review and Authorization

The Incentive Awards Administrator (IAA) reviews the proposal for compliance with established regulations. If the IAA concludes that the proposal meets established regulations, the documentation is forwarded to the IAC for approval. If the IAC concludes that the proposal complies with established regulations and warrants approval, the IAA will forward the approved MSI to HR for processing.

If the IAA or subsequently the IAC concludes that the proposal does not comply with established regulations or support an MSI, it shall return the proposal to the proposing official with an explanation of the reason for non-authorization.

Effective Date for MSI

The MSI will be effective on the first day of the first pay period following the authorization of the increase.