



Award Recommendation/Authorization (Quality Step Increase)

Note: All information on this form is required before a Quality Step Increase (QSI) will be processed. QSIs are awarded through the *Incentive Awards and Service Recognition Program* as described in the *Employee and Labor Relations Manual (ELM) 475.3*. An employee who receives a QSI will be advanced in step(s) and may have his or her next step date adjusted. A request for a QSI must be submitted to the employee's personnel office at least 7 calendar days prior to the effective date of the QSI.

Employee Name (<i>Last, first, MI</i>)	Social Security Number or ID			Employee Installation City	State	ZIP + 4 [®]
Employee Position Title	RSC	Grade	Step	Finance Number	eIDEA Number	

Basis for QSI (*Describe improvements*)

Estimated First-Year Savings (*Show calculation*)

Recommended by (<i>Printed name and signature</i>)	Title	Date
Idea Adopted by (<i>Printed name and signature</i>)	Title	Date

Note: QSI must be approved by a district manager, plant manager, or postmaster (EAS-22 and above).

Approved by (<i>Printed name and signature</i>)	Title	Date
Person Processing PS Form 50 (<i>Printed name and signature</i>)	Effective date of QSI (<i>Determined by personnel office</i>)	



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