

## AF/PASS Application of SCI

Employee Name: \_\_\_\_\_

This form may be used by the employee in self assessment and will be used by the supervisor in assessing employee's contribution.

The descriptor's below are a guide to assess the employee's superior contribution. Not every item under each descriptor will apply to every employee. Examples are for clarification and do not include all possibilities.

Write behavioral statements describing, in detail, what the employee did. Give specific examples. Do not generalize. Use additional paper as necessary.

<p><b><u>CRITERION 1 of 3:</u></b>  <b>Collaboration -</b>                      Extent to which an employee's work with others contributes to the success of the organization.</p> <p><i>To Receive an SCI, an employee must demonstrate superior contribution in one descriptor for each criteria with a minimum of 9 descriptors overall</i></p>	A.	"Go To" Person: <ul style="list-style-type: none"> <li>▪ Looked on as a "Go To" person by both manager/supervisor and peers.</li> <li>▪ Can depend upon individual to keep commitments.</li> <li>▪ Enhanced expertise (subject matter expert) and willingly shares that information.</li> </ul>	
	B.	Voices concerns, both pro and con in a constructive manner.	
	C.	Takes on additional assignments willingly; however, is aware of the impact on co-workers.	
	D.	Solicits input/feedback from others: <ul style="list-style-type: none"> <li>▪ Works in cooperation using the input/feedback.</li> <li>▪ Final product reflects the collaboration with others</li> <li>▪ Seeks consensus when applicable.</li> </ul>	
	E.	Knows when to ask for help or clarification: <ul style="list-style-type: none"> <li>▪ Acts independently; however, asks for assistance when necessary and recognizes limitations.</li> <li>▪ Someone who recognizes the value of different points of view.</li> </ul>	
	F.	Works their way out of difficult situations. Creates solutions to problems, contributes to team solutions and implementations.	
	G.	Person who backfills for others, takes up the slack when needed, takes on projects/responsibilities of others who are absent or doing other things, may include increased workload, etc.	
	H.	Volunteers for and successfully completes unassigned duties; e.g., field spares inventories, CFC Campaign, keeps orders/publications current, test equipment calibration, mod tracking, vehicle reporting, FRDF's, MMS population, mentors others, etc.	
	I.	Offers assistance and shares information useful to others in their work.	

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<p><b>CRITERION 2 of 3: Customer Service -</b> The extent to which the employee provides services and products to meet the needs of persons or organizations, internal or external; e.g., Air Traffic, Airway Facilities, pilots, airports, public, other government organizations.</p> <p><i>To Receive an SCI, an employee must demonstrate superior contribution in one descriptor for each criteria with a minimum of 9 descriptors overall</i></p>	A.	Recommends work or organizational improvements in order to more effectively respond to customer needs.			
	B.	<p>Understands the "big picture", where the employee's spoke fits into the wheel, how their action in an area; e.g., budget, staffing allocation, payroll, administrative, technical, etc., may also affect the customer; e.g., Air Traffic, Airway Facilities, pilots, airports, public, other government agencies.</p> <ul style="list-style-type: none"> <li>▪ Acknowledges their customers, aware of who they are.</li> <li>▪ Knows their customer's business/requirements.</li> <li>▪ Continuously considers customers' needs and acts accordingly.</li> </ul>			
	C.	Substantially helps to set, raise, or improve organizational standards for integrity and excellence; e.g., the person responsible for answering the phone assures the caller can talk to a person; the person who takes the extra step to answer the phone; the individual who believes that "it is NOT good enough for government work"; or the individual who interacts with the public to improve the FAA's image.			
	D.	Builds relationships of trust with customers by consistently exhibiting fair, dependable conduct.			

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<p><b>CRITERION 3 of 3: Impact on Organization / NAS Modernization -</b> The individual's contribution to the organization's ability to accomplish its mission and/or the modernization of the NAS. (This may look different for technical and non-technical members of the workforce.)</p> <p><i>To Receive an SCI, an employee must demonstrate superior contribution in one descriptor for each criteria with a minimum of 9 descriptors overall</i></p>	A.	Initiates or suggests new processes, procedures or innovations; e.g., submits NCP's, recommends changes to orders, seeks ways to improve work, suggests quality initiatives, suggests new/different budget tracking, etc.
	B.	Skills improvement/continuing education, not required by the agency, that an individual pursues; e.g., information technology skills, additional technical skills, project management skills or other job related skills (writing/communications courses, etc.). This could include CBI, local schools, Smartforce, professional licenses, information technology certifications, or active participation in organizations such as Toastmasters.
	C.	Project participation, both NAS projects and administrative projects: <ul style="list-style-type: none"> <li>▪ Volunteers for and is given the lead in projects, or participates in projects that are not part of their assigned duties; e.g., works with ANI and/or contractors leading to a seamless cutover; assists logistics personnel in inventories, etc.</li> <li>▪ Reviews project plans, suggests changes to improve the project.</li> <li>▪ Brings a project to completion ahead of schedule, conserves resources, etc.</li> <li>▪ Ensures that equipment/systems/software perform the intended function.</li> <li>▪ Monitors contractors to make sure that installations are correct.</li> </ul>
	D.	Responds to organizational need because it needs to be done. Personal initiatives contribute to success of the organization; e.g., consistently responds to off-duty requests, acts as a focal point for all employee communications, greets visitors, works to improve morale, encourages a professional and clean work site or break room, etc.
	E.	Adapting / Advocating change: <ul style="list-style-type: none"> <li>▪ Embraces/supports change; e.g., technological, procedural, organizational, etc.</li> <li>▪ Solves problems and/or speaks up when proposed changes or existing practices will not work or do not meet the needs.</li> <li>▪ Explores possible solutions and suggests improvements to the NAS that will improve systems/services, etc.</li> <li>▪ Works to ensure that the new systems will work with the legacy systems as we transition to new technology.</li> </ul>
	F.	Takes prudent risks, solves problems, and provides creative insights to all aspects of the work.

The SCI determination for Fiscal Year: \_\_\_\_\_ was discussed on \_\_\_\_\_.

\_\_\_\_\_  
Supervisor's Name (please print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature