

# AF/PASS APPLICATION OF SUPERIOR CONTRIBUTION INCREASE (SCI)

GUIDANCE FOR MANAGERS  
AND EMPLOYEES



Federal  
Aviation  
Administration



Professional  
Airways Systems  
Specialists

## Introduction

This document is a guide for Airway Facilities (AF) managers/supervisors and the Professional Airway Systems Specialists (PASS) bargaining unit employees to use the Superior Contribution Increase (SCI) process. The AF/PASS SCI process applies to employees within the PASS bargaining unit who qualify for the SCI. This document is to help employees and managers/supervisors assess the employees' contributions, and provide information about the process. The SCI process should be applied consistently to all employees.

Specifically, this document:

- Identifies the SCI criteria against which employee contributions will be assessed.

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

- Provides step-by-step instructions for implementing the process including a flow chart.
- Provides forms that may be used in the process.

## Criteria

The following criteria will be used to make the SCI determinations:

- **Collaboration:** The extent to which an employee's work with others contributes to the success of the organization.
- **Customer Service:** 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.
- **Impact on Organizational Success / NAS Modernization:** 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.)

Appendix A lists each criterion with multiple descriptors and examples to assist managers/supervisors and employees in measuring contributions towards the criteria. There are a total of 19 descriptors in the criterion listed above.

**To receive an SCI, an employee must demonstrate superior contribution in one descriptor for each criteria with a total of 9 descriptors overall.**

An employee's sphere of influence or his/her position within the organization will not affect their ability to receive the SCI.

Every manager/supervisor will be required to use the same criteria, and apply the criteria in a consistent manner. All employees in all job series will be treated the same. The manager/supervisor will have documentation to support his/her decision.

Some contributions are considered superior and may satisfy a descriptor when consistently done, such as soliciting input/feedback or being a "Go To" person, while another descriptor may be met by a single significant contribution such as a project of large scope and complexity.

## **Eligibility**

To be eligible for SCI consideration, employees must:

- |   |
|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Be with the FAA for at least 90 calendar days of continuous service immediately prior to the end of performance year.</li><li><input type="checkbox"/> Not be enrolled in a formal process to improve performance.</li></ul> |
|---|

## **Payment**

The SCI will be paid in the year following the year in which it is earned, and the payout will be effective no later than the beginning of the first pay period in January.

Employees will continue to receive the general increase pay adjustment approved by the President. This will be incorporated into an Organizational Success Increase (OSI) to base pay equal to the general increase plus one percent.

SCI recipients will receive an additional increase to base pay determined by dividing the total number of AF/PASS bargaining unit employees by the number of SCI recipients and multiplying that by 0.6%.

Number of AF/PASS Bargaining Unit  
----- times 0.6% equals SCI pay increase  
Number of SCI recipients

For example:  $\frac{7444 \text{ employees}}{2500 \text{ recipients}} \times 0.6\% = 1.7865\% \text{ SCI pay increase}$

If an employee's current base salary (not including locality pay) were \$32,000 the increase to base would be \$572 for a total of \$32,572.

Employees continue to receive locality pay.

## Employee Input

Employees are strongly encouraged to provide input to their manager throughout the year. Methods of employee input can include:

- Superior Contribution Form (See Appendix B)
- CC:Mail/E-mail
- Other Written Input
- Letter of Appreciation or Awards
- Customer Input

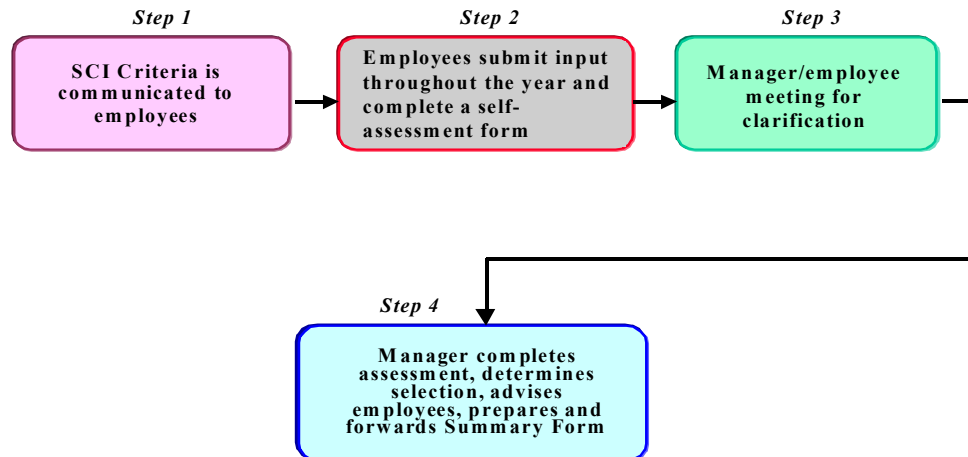
It is especially important for the employee to provide a self-assessment at the end of the SCI year. Employee input should focus on contributions listed in the SCI criteria. This can be accomplished by filling out the Criteria forms contained in Appendix A.

## Managers/Supervisors' Responsibility

Managers/supervisors shall complete one set of the Criteria forms shown in Appendix A for each employee's contributions. They need to be specific and detailed enough to support his/her decision. Managers/supervisors shall complete the Summary of SCI Selectees Form (Appendix C) and forward it to the appropriate office.

## Process

### AF/PASS SCI Process



#### Steps in the process:

- ❑ Beginning of the year - Managers/supervisors will meet, either individually or as a group, with all of their employees to communicate the SCI process and criteria. They will discuss expectations, definitions, examples and the importance of the employee providing input.
- ❑ During the year – Employees may submit input. Managers/supervisors will remind their employees of the importance of providing input to the process and the need for specific examples. They will discuss the specific dates for input and ask if clarification is needed on the criteria.
- ❑ End of year – Employees may submit self-assessment and/or other documentation to the manager. Managers/supervisors will offer their employees the opportunity to meet with him/her to clarify the information submitted on the self-assessment and to submit additional information. This is an opportunity to discuss specific examples. This meeting takes place prior to the determination of the SCI. Managers/supervisors will make the determination of the SCI and discuss the decision with the employee.

In making the determination the manager will consider the employee's contributions and achievements regarding each of the criteria and descriptors regardless of that employee's position in the organization (sphere of influence). A fish in a little pond has the same consideration as a fish in a big pond.

Managers/supervisors will solicit input from other managers/supervisors for whom their employees have worked in other organizations during the performance year. Comments and examples should be concise, legible and results-based.

## **Unique Situations**

### **Employees on Detail:**

- ❑ Employees detailed within the FAA longer than nine months will be grouped into the gaining organization.
- ❑ Employees detailed within the FAA less than nine months will be evaluated by their home organization with input from the host supervisor.
- ❑ Employees detailed outside of the FAA or the AF/PASS bargaining unit will be evaluated by their home organization after receiving input from their temporary supervisor.

### **Employees transferred within FAA during performance year:**

- ❑ Employees transferred from another Line of Business within 90 days prior to the end of the performance year will be assessed by the gaining organization with input from the losing organizations' manager.

### **Employees in a temporary promotion during performance year:**

- ❑ There are still unresolved issues relating to the evaluation of employees on temporary promotion during the performance year. Further guidance will be provided. Until then, these situations will be resolved on a case-by-case basis.

## **Record Keeping**

Managers should ensure that Superior Contribution Forms (SCF) are complete and ensure that the final copy of the AF/PASS SCF, or other documentation, (e.g., cc or e-mails, customer input, or other written input) for each employee are retained in the employee's performance folder for two years. The SCFs are not considered private notes, but documents that must be made available should the decision be challenged. If a grievance or other challenge to the decision is made, these documents must be retained for the life of the challenge. Consistent with the policy on performance ratings, employees have the right to see only their own results, not those of others. It is recommended that managers document their encouragement of employee participation in the self-assessment (e.g., reminders sent during the year to employees discussing the importance of providing input to

the process and the need for specific examples). This will help if the question arises later as to the opportunity extended to employees. Each office must retain the SCI results (the list of who received the SCI) for seven years.

**APPENDIX A  
SCI CRITERIA**

**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>CRITERION 1 of 3:</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.	<p><b>"Go To" Person:</b></p> <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.	<p>Solicits input/feedback from others:</p> <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.	<p>Knows when to ask for help or clarification:</p> <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.	

**AF/PASS Application of SCI**

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

<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.

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

<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

**APPENDIX B  
AF/PASS SUPERIOR  
CONTRIBUTION FORM**

***The AF/PASS Superior Contribution Form is to be used by employees, peers, managers/supervisors, customers, etc. to report on superior contributions throughout the year. The use of the form should be determined at the beginning of the year in discussions between employees and managers/supervisors as to how, where, what, and why.***

**AF/PASS SUPERIOR CONTRIBUTION FORM**

Employee's name: \_\_\_\_\_

Date of contribution: \_\_\_\_\_

Employees, peers, managers, customers, etc. may use this form to report superior contributions throughout the year.

Briefly describe contributions, give specific examples:

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Submitted by (please print): \_\_\_\_\_ Date: \_\_\_\_\_

**AF/PASS SUPERIOR CONTRIBUTION FORM**

Employee's name: \_\_\_\_\_

Date of contribution: \_\_\_\_\_

Employees, peers, managers, customers, etc. may use this form to report superior contributions throughout the year.

Briefly describe contributions, give specific examples:

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Submitted by (please print): \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C  
SUMMARY OF SCI  
SELECTEES**

## SUMMARY OF SCI SELECTEES

Routing Symbol: \_\_\_\_\_ Date: \_\_\_\_\_  
(Region/SMO/SSC)

Supervisor's Name: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

<u>Employee Name (in alphabetical order)</u>	<u>Social Security Number</u>
1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____
11.	_____
12.	_____
13.	_____
14.	_____
15.	_____
16.	_____
17.	_____
18.	_____
19.	_____
20.	_____
21.	_____
22.	_____
23.	_____
24.	_____
25.	_____