

**Acknowledgement of Ineligibility for Annual Performance  
Based Increases in the FAA**

Under the FAA's performance management and assessment systems, employees must have been employed by the FAA for at least 90 calendar days of the performance cycle to be eligible to receive any pay increase that might be awarded in the December/January timeframe. Since the performance rating cycle runs from October 1st to September 30th, this means an employee must have been appointed by our agency on or before July 3rd to be eligible.

Therefore, since you're entering on duty with the FAA after July 3rd, you will not have the 90 days of required FAA service to be eligible for any increase granted through the Organizational Success Increase (OSI), Superior Contribution Increase (SCI), or increases associated with the Valuing Performance System for this year. However, employees hired under the Valuing Performance System after July 3rd, are still eligible to receive any General Increase that is granted.

While you are ineligible for the aforementioned annual pay increases that may be awarded this December/January, please know that your new manager had the opportunity to take into consideration that you were ineligible for any upcoming pay adjustment, when he/she determined your new hire starting pay.

I acknowledge the above information and accept the following position and above noted terms.

Position Title:

Job Category:

Pay Plan/Series/Pay Band:

Annual Base Salary:

Signature of Employee Date

Date

**Note:** This letter applies to Non-bargaining unit employees/positions and bargaining unit

Employees and positions, except where the applicable collective bargaining agreement contains conflicting provisions or the subject has not been negotiated.