

Memorandum

(NOTE: Submit an original and one copy)

Date 3/25/94

SECRET

To : Director, FBI

From : SAC, LOS ANGELES

Subject : RECOMMENDATION FOR QUALITY STEP INCREASE (QSI)

7-17-97
 CLASSIFIED BY SP5/SC
 REASON: 1.5 (C, D)
 DECLASSIFY ON: X1, X4

Employee's Payroll Name

BASSEM YOUSSEF

Social Security Number

549-31-8219 67-0891648

Grade

13

Step

12 to 3

Position Title

Special Agent (Relief Supervisor) GS 1811 SA 13-285

Date of last Grade Change:

4/4/93

Overall Adjective Rating of Current Annual Appraisal:

Exceptional

Date Appraisal Was Signed by Rating Official:

3/22/94

CRITERIA FOR A QUALITY STEP INCREASE (Mark an X on the line if employee has met the appropriate criteria.)

- ☒ Employee's most recent performance appraisal had no critical element rated below Fully Successful.
- ☒ Employee has served in the same or similar position at the same grade level for at least 6 months and has been afforded an appraisal at that grade.
- ☒ Employee has not been afforded a cash award for sustained, high-work performance during the preceding 52 weeks. An employee should not have been granted such an award during this time.
- ☒ Employee is expected to remain for at least 60 days in the same position or in a similar position at the same grade level in which his/her performance is expected to continue at the same level of effectiveness.
- ☒ A narrative summary of the nominee's performance considered as qualifying for a QSI is attached. (This summary is required to ensure that each individual nominee is equitably evaluated at Headquarters for this award.)
- ☐ Employee has reached step 10 of his/her grade; therefore, a cash award is recommended in lieu of a QSI.
- ☐ Employee would receive the benefits of a QSI for insufficient time to realize full compensation for the QSI, i.e., promotion within next 3 to 12 months. Explanation attached.

2-BUREAU
 1-LOS ANGELES

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 EXCEPT WHERE SHOWN
 OTHERWISE

Approved
 4/18/94 jis

10-10-68

[illegible]

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(5)

telephone calls, obtained valuable information which would not have been elicited. [REDACTED] (S)

15 NEW

as the latest international terrorist threat to U.S. interests here and abroad.

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(S)

Due to his continuous, conscientious, innovative and resourceful efforts, SA YOUSSEF is recommended for a QSI.

SA YOUSSEF has not been the recipient of a QSI in the past five years.

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