

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SIGNAL CENTER AND FORT GORDON
Fort Gordon, Georgia 30905-5730

USASC&FG Regulation
No. 690-15

21 May 2007

PERSONNEL – GENERAL
Civilian Personnel Pay Administration

Summary. Issuance of supplements to this regulation is prohibited, unless specifically approved by the Commander, US Army Garrison, Fort Gordon.

Applicability. Applicable to all civilian personnel paid from appropriated funds serviced by the Civilian Personnel Advisory Center at this installation.

Suggested Improvements. The proponent of this regulation is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Director of Human Resources, ATTN: PECP-SCR-I, Fort Gordon, Georgia, 30905 and/or submit DA Form 1045 (Army Ideas to Excellence Program (AIEP) Proposal) to your installation AIEP coordinator.

Availability. This publication is only available on the USASC&FG publications website at <http://www.gordon.army.mil/dhr/DocMgt/docmgt.htm>

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SECTION I

1. Purpose. To establish policy and procedures for fixing pay consistent with Department of Defense (DoD) regulations and the Code of Federal Regulations (CFR).

*This regulation supersedes USASC&FG Regulation 690-15, dated 4 June 1993

2. References: Required and related publications and prescribed and referenced forms are listed in Appendix A.

3. Explanation of Abbreviations and Terms: Abbreviations and special terms used in this regulation are explained in the glossary.

4. RESPONSIBILITIES:

The Director of Human Resources\Civilian Personnel Officer or his designated representative will apply the pay setting procedures of this installation.

SECTION II

1 **Policy.** Civilian Personnel administers pay in accordance with (IAW) the governing laws and supplements of the following: Office of Personnel Management (OPM), Department of the Army (DA) and DoD Regulations, Major Command Supplements, and local policy as outlined in this regulation. Each case will be adjudicated independently, and if variations from this policy are considered warranted, the requested variation may be granted.

2. **Pay Setting Procedures.** The pay setting procedures of this installation will be applied by the Director of Human Resources\Civilian Personnel Officer or his designated representative when each personnel action is taken. In all cases where this policy is silent regarding pay setting, applicable regulations of DA, DoD, and/or OPM will be applied. The following provisions apply:

a. Temporary Appointments. All temporary appointments will be made at the minimum step rate of the grade to which appointed with the following exception:

(1) Federal General Schedule (GS) employees who are converted from a non-temporary appointment at a higher grade without a break in service will have their pay preserved to the maximum extent possible. If their existing rate of pay falls between two steps, the higher step will be granted. National Security Personnel System (NSPS) employees will have their pay set in the applicable pay schedule and pay band with the same basic salary if it does not exceed the maximum of the band. The Local Market Supplement for this area will be used.

(2) When an employee is given a new temporary appointment at a higher grade without a break in service he/she will receive the equivalent of two step increases (GS) or 4 percent of the representative rate of the grade from which promoted (Wage System). A NSPS employee will receive the minimum rate of the appropriate pay band; or a minimum 6 percent increase to their previous basic salary that will not exceed the maximum rate of the band. The local market supplement/locality pay will be the applicable rate for the local area.

(3) Application of HPR.

b. Permanent Appointment.

(1) New Appointments. An employee's rate of pay will be set at the minimum step rate established for the grade or band of the position to which assigned except upon assignment to a position for which increased minimum rates of pay have been approved by the OPM for GS employees only, in which case minimum approved special rates will be used. NSPS

appointments will be set at the minimum rate of the appropriate pay band, or no higher than step 1 of the former GS-grade equivalent basic pay plus the local area market supplement.

(2) Reinstatement/Reemployment/Conversion to a Career, Career Conditional or Excepted Service Appointment. Upon reinstatement/ reemployment/conversion of a former GS or Wage System employee, to a GS or Wage System position pay will be set based upon HPR if applicable. If the HPR falls between two steps, the higher step will be granted. The HPR of former Wage System employees will be determined by identifying the previously held Wage System grade and step on current schedule, or granting the actual rate earned, whichever is greater. NSPS appointments will have basic pay set at the minimum rate of the appropriate pay band. If the minimum rate is not equivalent to the HPR, then these factors will be considered to set pay: Current Salary – Salary History, Experience using the Knowledge, Skills, Ability (KSA), Training, Internal Equity Considerations (pay compression, performance), Salary Budget, Long Term Impact/ Future Salary Growth, Hard-to-Fill Positions, Use of Recruitment, Relocation, or Retention Incentives for Hard-to-Fill positions only, Critical Agency Business Need. The maximum basic salary may not exceed the maximum range of the band; or no higher than step 1 of the former GS-grade equivalent basic pay plus an additional thirty percent to meet the basic salary of the HPR. The local area market supplement for this area will be used; therefore, the total rate of pay may not meet the total salary of the HPR in another area.

c. Transfers. Pay will be fixed at a rate appropriate for the action.

d. Promotions.

(1) General Schedule Employees. When an employee is advanced in grade to a GS position, pay will be fixed at the lowest scheduled rate of the new grade that exceeds his/her existing rate by two full steps subject to the following:

(a) If there is no step in the higher grade that exceeds the present rate by two steps, pay will be fixed at the maximum step of the higher grade.

(b) An employee receiving a saved rate will retain this rate if the appropriate two step increase is less than the existing rate of pay.

(c) If an advanced in-hire rate has been authorized this rate will be applied.

(d) Upon promotion to a higher grade than that to which demoted through no fault of the employee, the greater of either the HPR or promotion rule will apply to initial and subsequent actions. If the rate falls between two steps, the higher rate will be used.

(2) General Schedule Employee to Wage System Positions. Upon promotion, an employee is entitled to be paid at the lowest scheduled rate of the grade to which promoted which exceeds his or her existing scheduled rate of pay by at least 4 percent of the representative rate of the grade from which promoted or HPR whichever is greater.

(3) Wage Employees.

(a) Upon promotion, an employee is entitled to be paid at the lowest rate of the grade/band to which promoted which exceeds his or her existing scheduled rate of basic pay by

at least 4 percent of the representative basic rate of the grade from which promoted, or HPR whichever is greater.

(b) If, upon promotion, there is no rate of pay in the grade to which promoted that meets the above requirement, the employee shall be paid the maximum scheduled rate of the grade to which promoted, or his/her existing scheduled rate of pay, if that rate is higher.

(c) When a promotion is to a position in a different wage area, the agency shall determine the employee's pay entitlement as if there were two pay actions -a promotion and reassignment -and shall process them in the order which gives the employee the maximum benefit.

(d) When a promotion is to a GS position, the employee is entitled to a rate in the new grade that exceeds his or her existing rate of basic pay, or the HPR basic rate, whichever is greater.

(4) National Security Personnel System (NSPS) Employees.

(a) Upon promotion, the NSPS employee may receive the lowest whole dollar rate within the band to which promoted that exceeds the existing basic rate of pay by a minimum of 6 percent to a maximum of 20 percent that does not exceed the NSPS Pay Band Maximum IAW applicable MACOM guidance and the internal salary analyses with all relevant pay setting factors.

(5) NSPS employees receiving a retained rate under the provisions of 5 U.S.C. 5363 are entitled to one of the following rates:

(a) Basic pay at 6 percent above the current rate of basic pay if it does not exceed the maximum rate in the appropriate band.

(b) Existing rate of basic pay if that rate is higher for a period of two years only. If the basic salary does not match the salary within the current pay band, then pay will be set at the maximum of the pay band.

(6) Promotions from NSPS to the GS. Employees promoted from NSPS pay positions into non-NSPS positions get the lowest scheduled rate of basic pay of the grade that is 6 percent above their existing rate of basic pay. If the amount falls between two steps, pay is set at the higher step of the GS.

c. Change to lower grade/lower band.

(1) General Schedule and Wage Employees.

(a) Upon change to lower grade of an employee who meets the requirements for pay retention, pay will be fixed at the new grade, whenever possible, at a step/rate which is the same or not less than the rate in effect prior to the change to lower grade. This procedure includes competitive and noncompetitive placement of an employee into a position in a formal development program utilized government-wide: an Upward Mobility program, a Career Intern program, or an Apprenticeship program.

(b) When a change to lower grade is at the employee's request, with the prospect of promotion back to the former grade as soon as possible under merit procedures, pay will be fixed at the rate in the lower grade, that upon repromotion to the target grade would afford no higher rate than they would have obtained had they remained in that grade (any within-grade increases that would have been accrued will be used in computing this rate).

(c) When an employee is changed to lower grade based on failure to satisfactorily perform assigned duties, pay will be fixed at the step in the lower grade to which the employee would have progressed by means of within grade increases if all previous federal service held been in the lower grade. In no case shall the pay be fixed at a rate higher than the existing rate.

(d) Employees changed to lower grade at their own request will have their pay fixed at the highest step rate in the lower grade that does not exceed their existing rate. Submission of an application under the Merit Promotion Program is considered at the employee's request.

(e) When an employee is changed to lower grade following a temporary promotion, the pay will be fixed at the rate to which the employee would have progressed through within-grade increases had the employee not been temporarily promoted. However, if the temporary promotion exceeded 1 year, the rate received during the temporary promotion will be used as the HPR upon change to lower grade.

(2) National Security Personnel System (NSPS) System Employees.

(a) The performance appraisal rating (i.e. Role Model, Exceeds Expectations, Valued Performer, Fair, or Unsuccessful) received by an employee later assigned to a lower band NSPS pay position (prior to the effective date of the NSPS pay adjustment) is used to adjust the basic pay that does not exceed the lower band's maximum range.

(1) If the change to lower band is due to an unsuccessful appraisal, pay may be reduced by 10 percent.

(2) If due to work force shaping, basic pay will be set at the HPR basic rate within the appropriate band range that does not exceed the maximum rate of the band. If the rate exceeds the maximum rate, then the basic salary will be set at the rate immediately prior to action in pay retention for a period not to exceed two years. If the employee has not been promoted back to the previous band at the end of the two years, then the basic pay will be set at the maximum of the lower band.

(b) Following a temporary promotion terminating after the first day of the first pay period in October, an employee occupying a lower band NSPS position will receive a pay adjustment based on the official rating received on their permanent position of record.

f. Reassignments.

(1) Upon reassignment of GS employees, pay will be fixed at the existing rate held immediately before the effective date of the action. The provision of HPR will be used to set pay for special salary employees provided a determination is made that the employee's services and contributions to the program of the agency will be greater in the new position.

(2) Upon reassignment of Wage System employees, pay will be fixed at the step of the grade regardless of hourly rate earned in another geographic area immediately before the effective date of the action.

(3) Upon reassignment of NSPS employees within and across comparable pay bands, pay will be fixed at the rate that equals or exceeds the existing basic rate held immediately before the effective date of the action. The maximum increase will not exceed 5 percent or the maximum of the pay range within the band.

3. Pay Adjustments for Supervisors. A special adjustment is authorized to advance the pay rate of a Supervisor in a GS position whom regularly has responsibility for supervision over higher paid WG employee(s). Follow guidelines in FPM 531. Under NSPS this is not applicable.

APPENDIX A
REFERENCES

Code Federal Regulations (CFR)

Civilian Human Resource Activity (CHRA) Pay Policy

Establishing Pay for NSPS Employees

SC1930 Compensation Architecture Pay Policy of the Civilian Personnel Manual.

APPENDIX B
GLOSSARY

Section I
Abbreviations

AIEP
Army Ideas to Excellence Program

CFR
Code of Federal Regulations

DA
Department of the Army

DHR
Directorate of Human Resources

DoD
Department of Defense

GS
General Schedule

HPR
Highest Previous Rate

IAW
In accordance with

OPM
Office of Personnel Management

NSPS
National Security Personnel System

WL
Wage Leader

WS
Wage Supervisory

WG
Wage System

APPENDIX B
(cont)

Section II

Terms

Agency. Any department or independent establishment of the Federal Government having the authority to hire employees, including a Government-owned, or controlled corporation, in the Competitive, Excepted, and Senior Executive Service.

Change to Lower Grade/Band. A change of an employee, while continuously employed from one grade/band to a lower grade/band under the same type pay schedule, or from a job or grade/band under one pay schedule to a job or grade/band with a lower representative rate under a different pay schedule.

Existing Rate of Pay. The rate received immediately before the effective date of personnel action or revision of a wage pay schedule.

Highest Previous Rate (HPR). The highest rate of basic pay previously paid to an individual while employed in a position in a branch of the Federal Government without regard to whether the position was subject to the General Schedule (GS) or Wage System (WG). This is based on a rate received on a regular tour of duty, under an appointment not limited to 90 days or less, without regard to the length of time the employee held the position. It does not include any separately stated differentials or special rates authorized. Under the National Security Personnel System (NSPS), it does not include locality/local market supplement pay.

(1) If the HPR was earned in a GS position or another pay system (other than the Federal Wage System) the rate is increased to the current statutory rate for the grade and step held. If moving from a GS position to a position under NSPS, employees will retain their basic pay; but the locality/local market supplement will not be used when computing the HPR. Locality/Local Market supplement will depend on the local area. As a result, total pay could be lower due to the area.

(2) If the HPR was earned in a wage system position, the rate is increased to the current statutory rate for the grade and step, or the actual rate of basic pay for the highest grade or step held by the employee, whichever is greater. If moving into an NSPS wage system position, pay will be set in the appropriate pay schedule and band based on the occupation.

New Appointment. The first appointment an employee has with the Federal Government, or the government of the District of Columbia.

Promotion. A change of an employee, while continuously employed, from one grade/band to a higher grade/band or a higher representative rate/pay schedule.

Rate of Basic Pay. General Schedule (GS) Rate of Pay, (wage grade (WG), wage supervisory (WS), wage leader (WL), Pay Schedule/Pay Band). The rate of pay fixed by law or administrative action for the position held by an employee before any deductions and exclusive of additional pay of any kind except for night shift and environmental differential for wage system employees.

Reassignment. A change in position title or occupation of an employee, while serving continuously in the same agency, from one position to another without promotion or change to lower grade/band.

Reemployment. Employment of a former employee, including reinstatement, or another type of appointment, after a break in service of at least one full workday.

Representative Rate. A rate used to determine the nature of the job change (i.e., promotion, change to lower grade/band, or reassignment) where different kinds of pay schedules are involved. Representative rate is the second step of the grade for Wage System positions and the fourth step of the grade for GS positions.

Retained Pay. Pay retained for eligible employee who is changed to lower grade when the demotion is not at the employee's request, is not personal cause, is due to a reduction in grade following temporary promotion, or is caused by reduction in force/work force reshaping. Retained pay under NSPS is only for two years. Upon completion of the two years, pay will be set within correct pay schedule and band without exceeding the maximum range of the band.

Transfer. A change of an employee without a break in service of one full workday from one branch of the Federal Government to another or from one agency to another.

21 May 2007

USASC&FG Reg 690-15

(IMSE-GOR-HR)

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