



UNITED STATES MARINE CORPS

MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

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17 Apr 86

MARINE CORPS BASE ORDER 12530.1

From: Commanding General
To: Distribution List

Subj: Determining Rate of Basic Pay for Civil Service Employees

Ref: (a) FPM 531 (NOTAL)
(b) CPI 531.2 (NOTAL)
(c) FPM SUPP 532-1 (NOTAL)
(d) CPI 532-S8 (NOTAL)
(e) FPM SUPP 990-1 (NOTAL)
(f) FPM 338, Subchapter 6 (NOTAL)

Encl: (1) Definitions
(2) Procedures for Fixing Rates of Pay

1. Purpose. To set forth policy and procedures for determining rates of pay which will support this Command's objectives for attracting and retaining persons with the highest quality of available skills, while complying with regulations in references (a) through (f).

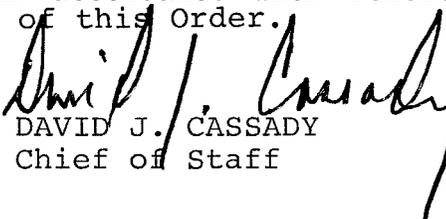
2. Information

a. This Order pertains to all Wage Grade employees and all General Schedule employees not covered under the Merit Pay System who are employed in activities serviced by the Civilian Personnel Division.

b. Enclosure (1) provides key definitions which are necessary for interpreting this Order.

c. Rates of pay will be determined by the procedures set forth in enclosure (2).

3. Action. The Director, Civilian Personnel Division will ensure that rates of pay are set in accordance with references (a) through (f) and the provisions of this Order.


DAVID J. CASSADY
Chief of Staff

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DEFINITIONS

1. Accession. An action which results in an individual being employed by an organization serviced by the Civilian Personnel Division, Marine Corps Development and Education Command, Quantico, Virginia.
2. Activity. An organization serviced by the Civilian Personnel Division.
3. Agency. The Department of the Navy and other Federal establishments of equal or higher status (Department of the Army, Department of Labor, Justice Department, etc.).
4. Change to Lower Grade. Change of an employee, while continuously employed, from:
 - a. One General Schedule grade to a lower General Schedule grade with or without a reduction in pay.
 - b. A higher rate paid under authority other than for General Schedule employees to a lower rate within a General Schedule.
 - c. One grade to a lower grade under the same type wage schedule, whether in the same or different wage areas.
 - d. A job or grade under a wage schedule to a job or grade with a lower representative rate under a different wage schedule.
 - e. A job or grade paid under the General Schedule or other pay systems to a job or grade with a lower representative rate under a wage schedule.
5. Highest Previous Rate. The highest rate of basic pay previously paid to a person while employed in a position in a branch of the Federal Government (executive, legislative, or judicial), a mixed-ownership corporation, or the Government of the District of Columbia regardless of whether or not the position was subject to the pay schedules of the General Schedule or to a wage systems schedule. (For General Schedule, rate means grade and step, not salary.)
6. Last Earned Rate. The last grade level and step increment attained by a person during his most recent employment in the Federal service exclusive of a temporary promotion to a higher grade.
7. New Appointment. The first appointment, regardless of tenure, as an employee of the Federal government or the government of the District of Columbia.

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8. Promotion. Change of an employee, while continuously employed, from:

a. One General Schedule grade to a higher General Schedule grade.

b. A lower rate paid under authority other than for General Schedule employees to a higher rate within a General Schedule grade.

c. One grade to a higher grade under the same type of wage schedule, whether in the same or different wage areas.

d. A job or grade paid under the General Schedule or other statutory pay schedule to a job or grade with a higher representative rate under a wage schedule.

9. Conversion. Change or movement of an employee from one appointment to another appointment under either the same or a different authority, in the same agency without a break in service.

10. Rate of Basic Pay (for pay retention purposes). The rate of pay before any deductions and exclusive of additional pay of any kind (such as night or environmental differentials).

11. Reassignment. Change of an employee from one position to another while serving continuously in the same agency without promotion or change to lower grade.

12. Reemployment. An employment, including reinstatement or another type of appointment, after a break in Federal Service of at least one full workday.

13. Representative Rate. A rate used to determine the nature of the job change (promotion, change to lower grade, or reassignment) where different kinds of pay schedules are involved. The representative rate is the established rate on a single rate schedule, the second step on five-rate schedule, and the fourth step on the General Schedule.

14. Transfer. Change of an employee, without a break in service of one full workday, from one branch of the Federal Government (executive, legislative, or judicial) to another or from one agency to another.

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PROCEDURES FOR FIXING RATES OF PAY

1. New Appointment Actions. The rate of compensation for a new appointee will be fixed at the minimum step of the grade to which appointed with the following exceptions:

a. Superior Qualifications Appointments. The Director, Civilian Personnel Division, (DCPD) may approve a rate of compensation above the minimum step of a position at the GS-11 or above level based on the superior qualifications of the individual. Justification for the advanced rate will be based on guidance provided by reference (f) and forwarded to the Civilian Personnel Division prior to appointment. No provisions have been made for adjusting the pay under this authority once the employee enters on duty.

b. Special Qualifications Appointments. The DCPD or his designee may approve new appointments for wage grade jobs at the second step of the appropriate grade in recognition of special qualifications. Documentation must be forwarded to the Civilian Personnel Division prior to the appointment, since retroactive adjustments cannot be made once the employee enters on duty.

2. Position or Appointment Changes

a. General. When an employee moves into a position by any means other than new appointment (i.e., conversion, change to lower grade, promotion, reassignment, reemployment or transfer), an employee may be paid at any rate of his/her grade which does not exceed the employee's highest previous rate; if this rate falls between two rates of the offered job, the employee may be given the higher step, not to exceed the maximum rate of the grade.

b. Navy Policy. Department of the Navy (DON) policy on the use of highest previous rate for position or appointment changes prohibits use of a step above the minimum step required by law or regulation unless it is in the interest of the Government. In no case will there be an "automatic" placement in the highest rate permissible.

c. Use of Highest Previous Rate. In consonance with DON policy, when an employee eligible for highest previous rate moves into or within a CPD serviced activity by conversion, change to lower grade, promotion, reassignment, reemployment or transfer, the cognizant management or supervisory official will be asked by the cognizant staffing specialist to review the rate to be set in light of the needs of the activity; assessment of the quality of experience gained by the employee during the period affording the highest previous rate; equity among employees; and availability of funds. In those instances where the manager or supervisory

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official decides to apply the highest previous rate, the official will advise the servicing staffing specialist of the rate at which to fix the employee's salary prior to the effective date of the position or appointment change. Retroactive adjustments are generally prohibited by regulations. In the event it is determined that an employee is eligible for highest previous rate and the manager wishes to set salary at a rate beyond the minimum step of the grade, but the exact rate cannot properly be determined prior to appointment, the staffing specialist will set pay at the minimum rate of the grade and will annotate under "Remarks" on the Notification of Personnel Action, Standard Form 50, that "Pay rate shown is subject to upward retroactive adjustment upon verification or prior service."

d. Computation of Highest Previous Rate. The highest previous rate is based on a regular tour of duty at that rate under an appointment not limited to 90 days or less, or for a continuous period of not less than 90 days under one or more appointments without a break in service. The actual dollar value of the previous grade and rate must be adjusted to the grade and rate of the current GS or appropriate wage schedule. Within the DON, an employee's highest previous rate will not be based on a rate received under a temporary promotion of 90 days or less.

e. Promotion Actions

(1) Promotion from one General Schedule position to a higher level General Schedule position. The employee will receive at least the equivalent of two **step increases of the** grade from which promoted, not to exceed the maximum rate of the grade to which promoted.

(2) Promotion from a General Schedule position to a wage grade position with a higher representative rate. The employee will receive the lowest scheduled rate of the grade to which promoted that exceeds the existing scheduled rate of pay by at least four percent of the representative rate of the General Schedule grade from which promoted. (If there is no rate of pay in the grade to which the employee is promoted which meets this requirement, the employee will be paid the maximum scheduled rate of the grade to which promoted or the employee's existing scheduled rate of pay, if that is higher - retained pay, if applicable.)

(3) Promotion from one wage grade position to a higher level wage grade position. The employee will receive the lowest scheduled rate of pay of the grade to which promoted that exceeds the existing scheduled rate of pay by at least four percent of the representative rate of the grade from which promoted. (If there is no rate of pay in the grade to which the employee is promoted which meets this requirement, the employee will be paid

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the maximum scheduled rate of the grade to which promoted or the employee's existing scheduled rate of pay if that rate is higher - retained pay, if applicable.)

f. Temporary Promotion Actions. The employee will have a rate of compensation fixed in accordance with applicable promotion action procedures as specified above. Upon termination of a temporary promotion, the rate of compensation will be fixed at that rate to which the employee would have progressed by means of within grade increases/pay adjustments in the permanent position had the temporary promotion not occurred.

g. Change to Lower Grade Actions

(1) Involuntary change to lower grade as a result of disciplinary or unacceptable performance. Compensation will be fixed at the minimum rate of the grade to which the employee is reduced.

(2) Involuntary change to lower grade as a result of non-disciplinary adverse action and not for unacceptable performance. If otherwise eligible, grade and/or pay retention provisions will be applied.

(3) Voluntary change to lower grade. Compensation will be fixed at a step in the new grade which protects the last earned permanent rate. If the rate falls between two steps, the employee will be placed at the higher step.

h. Reassignment Actions. The rate of compensation will be fixed at a step which protects the last earned permanent rate.

i. Conversion Action. If the conversion is to a higher graded position, the normal promotion rules will apply. Highest previous rate may also be used if determined appropriate by management and if it would result in greater benefit to the employee. Otherwise, the rate of compensation will be fixed at the minimum rate of the grade to which the employee is converted.

3. Simultaneous Actions. If the employee is entitled to two pay benefits at the same time, DCPD will process the changes in the order which gives the employee the maximum benefit.

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