



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON DC 20350-1000

SECNAVINST 12550.1
ASN(M&RA)
4 March 2011

SECNAVINST 12550.1

From: Secretary of the Navy

Subj: PAY ADMINISTRATION (GENERAL)

Ref: (a) 5 U.S.C. 5306, 5342, 5348, and 55
(b) 5 CFR 530-532, 536, 550, 551, and 575
(c) DoD Instruction 1400.25, Chapter 550 of December 1996
and Chapter 1930 of December 2008
(d) 73 FR 73248
(e) 64 FR 1426

1. Purpose. To establish and implement policy, assign responsibilities, and prescribe procedures under references (a) through (e) for pay administration in the Department of the Navy (DON).

2. Policy. It is the policy of the DON to appropriately use available compensation tools and funding to attract and retain skilled employees necessary for mission accomplishment.

3. Background. This instruction applies to all DON employees covered by the General Schedule (GS), Administratively Determined Pay Plan, Federal Wage System, Wage Marine Pay Schedule, and demonstration projects conducted jointly by the Office of Personnel Management (OPM) and the Department of Defense (DoD). This instruction does not apply to the Senior Executive Service, to positions above GS-15, or non-appropriated fund positions.

4. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN(M&RA)). Responsible for the issuance of pay administration policy and delegations of authority in the DON.

b. The Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN(CHR)). Responsible for the management and direction of the pay administration program in the DON and the issuance of directives on specific pay matters.

c. The Director, Office of Civilian Human Resources (OCHR). Will interpret changing statutory and regulatory guidance as it is received and will prepare implementing guidance as applicable.

d. Directors of Human Resources Service Centers (HRSCs). Will ensure that the policies and procedures in pay administration matters are in compliance with this instruction by:

(1) Providing pay administration services for their serviced population.

(2) Taking action to promptly correct pay errors and ensuring that pay decisions directed by the DON, DoD, and or OPM are implemented without delay.

e. The Chief of Naval Operations, the Commandant of the Marine Corps, and the DON Assistant for Administration. Responsible for assuring that this policy is implemented within their respective organizations.

f. The Heads of Major Commands. Responsible for:

(1) Ensuring subordinate commands and activities comply with statutes, regulations, policies, and guidance from higher level authorities, e.g., DASN(CHR), DoD, and OPM.

(2) Implementing delegation of pay administration authority per DON policy.

(3) Ensuring that subordinate activities are provided or aligned with sufficient resources to ensure effective pay administration program accomplishment.

(4) Providing advice and guidance on pay administration matters to subordinate commands and activities.

(5) Requiring managers and supervisors to ensure that employees are compensated appropriately based on assigned duties and responsibilities.

(6) Conducting periodic assessments of pay and compensation programs at subordinate activities to evaluate their effectiveness.

g. Directors of Human Resources Offices (HROs).
Responsible for ensuring that the policies and procedures in pay administration matters are in compliance with this instruction by:

(1) Advising activity managers and supervisors on the proper execution of their pay and compensation management authorities and responsibilities.

(2) Ensuring appropriate pay and compensation management training is provided to all individuals exercising delegated pay authority.

(3) Assisting heads of commands and activities in the conduct of periodic self-assessments of their pay and compensation programs.

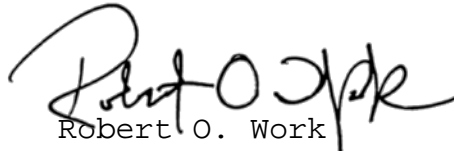
h. Managers and Supervisors. Responsible for:

(1) Implementation and execution of pay administration at the local command level.

(2) Ensuring actions are accomplished following applicable DON, DoD, and OPM guidance and criteria, when exercising delegated pay authority.

(3) Ensuring that pay and compensation are administered in a consistent, fair, business based, and equitable manner in accordance with the merit systems principles.

5. Records Management. Records created by this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



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Under Secretary of the Navy

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