

**Pay Setting Justification**  
**(Name)**  
**TITLE**  
**ORGANIZATION**

When setting pay the Department of Commerce Pay Policy recommends a 6% increase over the executive's current pay. In setting pay for NOAA executives some factors to consider are:

- expertise brought to the position,
- qualifications required,
- scarcity of qualified personnel,
- pay for comparable private sector personnel, and
- geographic location, as well as the duties and responsibilities of the executive's position and its organizational location.

In setting pay above the usual 6% a justification must include in addition to any of the aforementioned categories above:

- Broad scope of authority and level of responsibility
- personal accountability for the success of a program
- contributions attained through individual performance
- critical to the mission of ... Mention unique qualifications.

***SAMPLE:***

> Mr./Ms. \_\_\_\_\_ expertise as (title) and head of the XYZ  
> Office as well as his/her ability to (insert qualification or recognized talent)  
> is critical to the success of the (insert program)  
conducted at (your organization). His/her personal accountability to advance the  
> (Mention responsibility) will have a beneficial impact on the (outcome for your organization)  
These contributions, attained through his individual performance and (other supporting evidence)  
support the % pay increase.