



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

2 MAY 2013

ATCC-ZA

MEMORANDUM FOR Commanders of Fort Knox Major, Subordinate, and Specialized Commands

SUBJECT: Fort Knox Regulation 690-530, Pay Setting Policy for Civilian Employees

1. References:

- a. Title 5, United States Code, Chapters 31, 53, 55 and 57.
- b. Title 5, Code of Federal Regulations (CFR), Parts 530 through 595.
- c. U.S. Office of Personnel Management Federal Wage System (FWS) Appropriated Fund Operating Manual.
- d. Memorandum, United States Office of Personnel Management, 08 December 2009, subject: Reservist Differential

2. Effective immediately, the authority to set pay for civilian positions serviced by the Fort Knox Civilian Personnel Advisory Center (CPAC) will follow the Fort Knox Regulation 690-530 dated 01 Apr 2013 (Enclosure 1). This authority must be exercised in strict compliance along with references a-d.

Encl
as


JEFFREY A. SMITH
Major General, U.S. Army
Commanding



DEPARTMENT OF THE ARMY
Southwest Region, Fort Knox
Civilian Personnel Advisory Center
506 Old Ironsides Ave, Bldg 488
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Fort Knox Regulation
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Civilian Personnel PAY SETTING POLICY – GENERAL SCHEDULE AND FEDERAL WAGE SYSTEM

***This regulation supersedes Fort Knox Pay Setting Policy, 13 June 1985.**

Summary. This regulation prescribes policies and procedures for making discretionary pay setting decisions when permitted by law, regulations, and available funds for U.S. citizen General Schedule (GS) and Federal Wage System (FWS) Appropriated Fund (APF) employees.

Summary of Change. This revision incorporates administrative changes and the following major changes:

- Changes in pay setting procedures and definitions as related to Reappointments, Reassignments, Promotion and Demotions.
- Provides new guidance for documenting, processing, and approving recruitment, relocation, and retention incentives.
- Adds Advanced in hire rates, Special Salary Rates, Supervisory Differential, NAF to AF, Highest Previous Rate (HPR) and Maximum Previous Rate (MPR), Reservist Differential, and Environmental Differential
- Adds the Relocation, retention, and recruitment incentive delegation
- Adds Pay and Grade regulations

Applicability. This regulation applies to the Fort Knox Army major commands and subordinate commands service components, direct reporting units, joint positions occupied by Army employees, and all other Army activities on Fort Knox unless otherwise addressed by appropriate agreements or understandings authorized by Army Regulation 10-87.

Supplementation. Further supplements to this regulation by subordinate commands are prohibited unless prior approval is obtained from the Fort Knox Senior Commander.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at: <https://www.arims.army.mil/>.

Suggested Improvements. The proponent of this regulation is the Fort Knox Civilian Personnel Advisory Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the CPAC, ATTN Director, 506 Old Ironsides Ave, BLG 488, Fort Knox, KY 40121.



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Chapter 1

General

1-1. Purpose

This regulation prescribes policy and procedures to be followed when determining pay rates for U.S. citizen APF employees of the Fort Knox Army, major subordinate and tenant commands, staff offices, and their assigned, attached, and tenant activities.

1-2. References

Required and related publications are listed in Appendix A.

1-3. Abbreviations and Terms

Abbreviations and terms are explained in the Glossary.

1-4. Policy

The Fort Knox Army policy is to preserve, to the maximum extent possible within the framework of governing regulations, an employee's existing rate of basic pay and to use the highest previous rate (HPR) when it is in the best interest of the employing activity.

1-5. Responsibilities

a. Managers will ensure that the pay setting policy in this regulation is applied equitably and fairly, and that the principles of sound fiscal management are considered, such as:

- (1) Local conditions that affect the recruitment and retention of qualified employees.
- (2) Availability of funds to employ personnel to carry out assigned functions.
- (3) The effect a particular pay action may have on other employees in the organization.
- (4) The employee's qualifications for the position being filled.

b. Fort Knox Civilian Personnel Advisory Center (CPAC) staff will advise managers on relevant labor-market issues, discretionary authorities, and requirements for approval of pay setting actions. The CPAC will make nondiscretionary pay setting determinations and process pay actions according to applicable laws and regulations.

1-6. Operating Principles

a. The specific rate of pay will be set in individual cases when the action becomes effective. When a former rate of pay is approved but verification of the former rate is not possible before the action becomes effective, the action may be processed at the lowest step rate of the grade. The pay rate will be subject to upward adjustment. In this case, a statement should be added to the Notification of Personnel Action (SF 50-B) to provide a basis for retroactive adjustment of the pay rate once former-rate verification is made.

b. Pay will be set using the pay setting guidelines of the pay system to which the employee is moving.

c. Pay cannot be set below the first step (step 1) or above the last step of the grade (step 10 of GS grades or step 5 of Federal Wage System (FWS) grades) unless authorized under grade or pay retention regulations.

d. When multiple pay actions with the same effective date affect an employee's rate of basic pay, the actions will be processed as indicated in the 5 CFR 531.205. Pay on simultaneous actions is generally set in the order that gives the employee the maximum benefit. The one exception is when there is an annual pay adjustment that is effective on the same day as another pay action. When this happens, the pay adjustment increase must be processed first.

e. Pay cannot be adjusted retroactively unless:

- (1) The SF 50 or other antedated proof exists that shows the designated officials intent to pay the higher rate; or
- (2) Failure to adjust, or document intent to adjust, is clearly an administrative error/oversight and such adjustment is fully consistent with the practices cited herein for the like situations/circumstances.



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- (3) **Selecting Rates.** The Director, Fort Knox CPAC, civilian personnel officers or members of their staff are authorized to select the proper rates of pay for employees in accordance with the personnel action taken. The selecting official does not have the authority to promise an employee any specific pay rate.

Chapter 2

Determining Pay Rates

2-1. Appointments (*NOTE:* Use the following policies in conjunction with 5 CFR, Part 531, Sub-part B and 5 CFR, Part 532, Subpart D.)

a. New Appointment. The pay rate for an employee who has no previous Federal service will normally be set at the minimum rate of the grade to which appointed. Superior qualification appointment may be made based on 5 CFR 531.212 and special needs pay setting authority 5 USC 5333 to set the payable rate of the basic pay above the minimum rate of the highest applicable rate range for the employee's position of record and at a rate higher than the minimum step when approved by the commander or organization head. The approval must be granted before the appointment.

b. GS Promotion. A promotion is a change of an employee while continuously employed from a GS pay system to a higher grade.

(1) Only GS employees who are promoted to a higher grade under the General Schedule without a break in service are covered by the two-step promotion rule in 5 U.S.C. 5334(b) and 5 CFR 531.214 (also, 5 CFR 531.243 for GM employees). The two-step promotion rule states that a GS employee promoted to a position in a higher grade is entitled to basic pay at the lowest rate of the higher grade that exceeds his or her existing rate of basic pay by not less than two step increases of the grade from which promoted. The two-step promotion rule must be applied using one of two methods--the standard method or the alternate method.

(2) An agency may use the maximum payable rate provisions of 5 CFR 531.221 through 531.223 (and 5 CFR 531.247 for GM employees) to set an employee's pay at a higher rate upon promotion. The maximum payable rate provisions allow an agency to set pay based on higher pay the employee previously earned in another Federal job. However, agencies may not use the maximum payable rate provisions to set an employee's pay at a lower rate than that provided by the two-step promotion rule.

(3) If an employee was receiving a retained rate before promotion, apply the promotion rule as follows:

- (a) If the employee's existing payable rate of basic pay before promotion is a retained rate, apply the standard method or alternate method, as applicable, as if the employee were receiving the maximum rate of the employee's grade before promotion.
- (b) If the payable rate of basic pay after promotion determined under paragraph (1) is greater than the employee's existing retained rate, the employee is entitled to that payable rate.
- (c) If the existing retained rate is greater than the rate determined under paragraph (1), the retained rate must be compared to the highest applicable rate range for the position after promotion, as provided in 5 CFR 536.304. The employee is entitled to the lowest step rate in the range that equals or exceeds the retained rate or, if the retained rate exceeds the range maximum, to the retained rate.

c. FWS Promotion. Promotion for FWS means a change in the position of an employee who, while continuously employed moves from a position in one grade of a prevailing rate schedule to a position in a higher grade of the same type of prevailing rate schedule, whether in the same or different wage area; Moves from a position under a prevailing rate schedule to a position under a different



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prevailing rate schedule (e.g., WG to WL) with a higher representative rate; or moves from a position not under a prevailing rate schedule to a position with a higher representative rate under a prevailing rate schedule.

(1) 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 four percent of the representative rate of the grade from which promoted. This rule also applies to an employee promoted from a single-rate job under a special schedule to a multi-rate job under the regular schedule.

(2) If, upon promotion, there is no rate of pay in the grade to which promoted which meets the above requirements, the employee shall be paid:

(i) The maximum schedule rate of the grade to which promoted or

(ii) His or her existing scheduled rate of pay in accordance with part 536 of title 5, Code of Federal Regulations, if that rate is higher.

This rule also applies to promotions from a multi-rate job under the regular schedule to a single-rate job under a special schedule, including promotions into an apprentice or shop trainee program. (For instructions concerning the application of a new or revised wage schedule to an employee who is being paid at a rate in excess of the maximum scheduled rate of his or her grade, see S8-6c(2)).

(3) 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 a reassignment—and shall process them in the order which gives the employee the maximum benefit. In other words, the employee's pay entitlement shall be determined as if the employee were promoted under the old wage schedule and then reassigned to the new wage area or as if the employee were reassigned to the new wage area and then promoted under the new wage schedule, whichever provides the greater benefit.

(4) Upon promotion, an employee may be granted the benefit of the highest previous rate provision of S8-3c if this would result in a higher rate of pay than would result from applying the provisions of subparagraph (1) above.

(5) Upon promotion, fractions of less than one-half of one cent may not be rounded down if this would result in an increase of less than four percent. (Comptroller General Decision B-205372, dated July 23, 1982).

d. Reassignments. The movement of an employee to another position for which he/she qualifies at the same grade level and with an equivalent target grade or equivalent band level, if applicable. Qualifications can be waived or modified under certain circumstances.

(1) Reassignment within the GS pay system. Employee's salary is set at their existing rate of pay. Relocation or retention incentives may be offered to current employees under certain conditions.

(2) Reassignment between regular and special pay schedules. Pay will increase when an employee is reassigned from a regular to a special pay schedule. An employee's pay is set at the same step in the special pay schedule as received in the regular pay schedule. Pay is usually decreased when an employee is reassigned from a special to a regular pay schedule. This occurs because the employee's pay is normally set at the same step in the regular pay schedule as received in the special pay schedule. There are some rare cases of exception. The most common is the case of an employee who is involuntarily reassigned (i.e., reduction-in-force (RIF), transfer of function, etc.) from a special pay schedule to a regular pay schedule and is therefore entitled to pay retention providing the employee's existing rate of pay cannot be accommodated within the rate range. When the existing rate of pay falls



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between two steps, the employee is given the higher step.

(3) Reassignment between locality areas. When a GS employee is reassigned (voluntarily or involuntarily) between locality areas, pay is set on the appropriate rate from the basic GS pay Schedule. Total compensation includes base pay plus the locality pay for the new duty location, unless the individual is entitled to a special salary rate that is more beneficial.

(4) Reassignment between wage areas. When a FWS employee is voluntarily reassigned between wage areas, pay is set using the wage schedule for the area where the employee is moving. When the reassignment is to a position in a lower wage area, the employee is entitled to a rate at least equal to his or her existing rate wherever possible. If that rate falls in between two steps in the new wage schedule, the employee is given the higher step. If his or her existing rate exceeds the top step, the employee is given the top step of the grade to which assigned. Pay retention will not be given to a FWS employee who voluntarily requests and accepts a position in a lower wage schedule area.

(5) Reassignment in Pay Schedules. When an employee moves from GM to GS, pay is set at the rate for the same grade on the GS pay schedule that is equal to or exceeds the employee's current rate of pay; i.e., if the rate falls between two steps, pay is set at the higher step.

e. GS Highest Previous Rate (HPR) or Maximum Payable Rate. The pay of a GS employee or former GS employee who is reemployed, transferred, reassigned, or promoted may be fixed using the HPR or as otherwise indicated in the Fort Knox Pay Setting Regulation when the rate was earned while the employee served on a regular tour of duty under—

(1) A permanent appointment.

(2) A temporary appointment (employee must have served on an appointment for more than 90 days or a continuous period of at least 90 days).

(3) A temporary promotion (employee must have served at the promoted level for at least 1 year or held a temporary promotion for less than 1 year before being permanently paced at the same or a higher grade)

f. FWS HPR. The pay of a FWS employee or former FWS employee who is reemployed, transferred, reassigned, or promoted may be fixed using the OPM pay administration rules for HPR unless otherwise indicated in the Fort Knox Pay Setting Regulation.

g. Special Salary Rates HPR. Special salary rates may be used as the HPR when all of the following apply:

(1) The special rate of pay is the employee's current rate of basic pay.

(2) The employee is being reassigned to another DOD position.

(3) The gaining management official determines that the employee's contribution to the agency's program will be greater in the position to which the employee is being reassigned.

h. Advanced In-hire Rates. Agencies may use the superior qualifications and special needs pay setting authority in 5 USC 5333 to set the payable rate of basic pay for a new employee or an employee reappointed to a GS position with a 90-day break in service (See 5 CFR 531.212(a)(3) for exceptions to the 90-day break in service requirement) above the minimum rate or the highest applicable rate range for the employee's position of record.

(1) Approval of advanced in-hire rate must be in accordance with delegation authority and must be in accordance with delegation authority and must be granted before the appointment.

(2) There is no minimum grade limitation for which an advanced in-hire rate may be set nor is there a limitation on the amount above the candidate's current rate of pay that can be used to set the advanced rate. Since there is no set formula to determine the advanced in-hire rate, each



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case will be evaluated to ascertain the availability of high-quality candidates, and the necessity of an incentive above existing compensation. 5 CFR 531.212

- (3) At a minimum, documentation for approving each advanced in-hire rate must include:
- (i) The superior qualifications of the individual or special need of the organization that justifies the use of the authority;
 - (ii) A comparison of the selectee's qualifications vs. the qualifications of the other available candidates on the referral list. A copy of the resumes of all of the candidates must be attached to the request;
 - (iii) The factors and supporting documents under 5 CFR 531.212(c) that were used to justify setting pay at a rate higher than that needed to match existing pay; and
 - (iv) The reasons for authorizing an advanced in-hire rate instead of, or in addition to a recruitment bonus under 5 CFR Part 575, subpart A.

i. **Change to Lower Grade.**

(1) **Change Initiated by Management (Change to Lower Grade of Employee Ineligible for Grade- or Pay-Retention Benefits).** Except in (2) and (3) below, when an employee who is ineligible for grade or pay retention benefits is changed to a lower grade, pay will be fixed in the new grade at a step rate that preserves (as closely as possible) the employee's existing rate of basic pay. If the employee's existing rate of basic pay falls between two steps in the lower grade, the pay will be set at the higher step. When appropriate the HPR rule may be applied.

(2) **Change initiated by Management (Change to Lower Grade Based on Inadequate Performance or Adverse Action).** When a change to a lower grade is the result of inadequate job performance, loss of security clearance, or other adverse action, the employee's pay will be fixed not to exceed the existing rate of basic pay. If the employee's existing rate of basic pay falls between two steps of the lower grade, pay will be set at the lower step. If the employee's existing rate of basic pay exceeds the top step of the lower grade, pay will be set at the top step of the lower grade. Pay retention is not authorized.

(3) **Change to Lower Grade Following Temporary Promotion.** On change to a lower grade following a temporary promotion for less than 1 year, pay will be set at the step the employee would have earned had the temporary promotion not occurred. HPR will not apply.

(4) **Failure to Satisfactorily Complete Probationary Period.** An employee who is changed to a lower grade because of failure to satisfactorily complete the required supervisory probationary period will have pay set at the step the employee would have earned had the employee not been promoted to the higher grade.

j. **Involuntary Separations.** An involuntary separation is one that occurred through no fault of the employee and not at the employee's request.

(1) **Priority Placement Program (PPP),** except for Program S (military spouse), and Interagency Career Transition Program (ICTAP). Pay for an employee placed through PPP will be placed using the Priority Placement Program rules and regulations

(2) **Re-employment Priority List (RPL).** Pay for an employee who, after a break in service of more than three calendar days, is reemployed from the RPL is set at a step rate at least equal to the current rate for the grade and step the employee held at the time of separation, unless the rate is greater than the maximum rate of the grade. If the pay is greater than the top step, pay is set at the top step of the grade. Compare this rate to that earned by applying the GS minimum payable rate or HPR rules, setting the employee's pay at the rate providing the greatest benefit. Grade and pay retention are not authorized upon reemployment from the RPL.

(3) **Workers Compensation.** Every effort should be made to restore an employee, or



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former employee, who has partially recovered from a compensable injury and can return to limited duty. When possible, the employee should be offered a position at the current or last grade held before separated from the agency rolls. If this is not possible, following Office of Workers Compensation Program (OWCP) procedures, the employee is reemployed at the last grade held and immediately changed to lower grade for the position identified to return him or her to the workforce. On the lower grade offer, the employee is given pay retention. Pay is set at the rate the employee would have received had they been continuously employed, including any within-grade increases (WGs).

k. Changes Initiated by the Employee.

- (1) An employee who voluntarily accepts a change to a lower grade within the same or different pay schedule will have their pay set at the highest step in the lower grade where an immediate promotion back to the grade from which held previously would not result in an increase in pay.
- (2) An employee who accepts a change to a lower-graded position when that position has known promotion potential to the grade currently held by the employee will have his or her pay set at a rate that would provide the employee no greater benefit on repromotion than he or she would have attained had the employee remained in the grade. The promotion potential of the position cannot be based on a formal training program.
- (3) An employee who accepts a change to a lower grade to enter a formal training program (for example, Upward Mobility Program, Apprenticeship Program, Career Intern Program) will have his or her pay set at the minimum rate in the lower grade that equals or exceeds his or her current rate of basic pay. If the current rate of pay falls between two steps in the grade to which the employee is being placed, the pay will be set at the higher step. If the current rate exceeds the maximum rate (step 10) of pay to which assigned, the employee will be entitled to pay retention.
- (4) An employee's existing rate of pay will be preserved to the maximum extent possible without an increase in salary in all reduction-in-force (RIF) and transfer-of-function (TOF) actions to which grade or pay retention regulations do not apply.

l. Nonappropriated Fund (NAF) Employee moving to an APF GS Position.

- (1) A DOD NAF employee who is moved involuntarily to a DOD APF position without a break in service of more than 3 days as a result of the movement of the position from the DOD NAF system to the civil service system in DOD will receive pay protection (including pay retention) at the level of the last basic rate of pay. This does not apply to a management decision to abolish a NAF position and move an employee to a new or existing APF position.
- (2) A DOD NAF employee who moves voluntarily to a position in the DOD APF system without a break in service of more than 3 days and is equal to a reassignment will have his or her pay set under the GS system at any step rate within the grade to which he or she is being assigned that does not exceed the HPR earned in the NAF position. If the current rate of pay falls between two steps in the grade to which the employee is being assigned, the pay will be set at the lower step.
- (3) A DOD NAF employee who moves voluntarily to a position in the DOD APF system without a break in service of more than 3 days and is equal to a change in lower grade, will have his or her pay set under the GS system at the highest step in the lower grade where an immediate promotion back to the grade from which held previously would not result in an increase in pay.
- (4) A DOD NAF employee, who moves voluntarily to a position in the DOD APF system without a break in service of more than 3 days and is equal to a promotion, will have his or her pay set under the GS system at an increase equal to a minimum of a two step increase.



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m. Exceptions. The pay setting policies herein should be sufficient to cover most situations. Exceptions may be approved by the appointing authority or designee. Exceptions must be in writing and approved prior to the effective date of the personnel action which establishes the rate of pay. *(NOTE: Exceptions include issues such as the use of highest previous rate (HPR) or GS maximum payable rate. MACOMs are authorized to approve command-wide exceptions to the pay setting policy for reshaping, reorganizations and reductions in forces in accordance with the 5 CFR.*

2-2. Supervisory Differential. Managers will make discretionary pay setting determinations on supervisory differentials in compliance with this regulation and Title 5 CFR 575, Subpart D.

a. GS supervisors who have responsibility for supervising one or more wage grade (WG) employees may have their salary adjusted to a rate higher than the highest rate of basic pay of the FWS employees supervised. This does not apply to a supervisor occupying a GS position who is on grade and pay-retention for an FWS position (for example, WG, WL, WS), but is assigned to a supervisory GS position. The request will be initiated by the employee's immediate supervisor and approved by the second-line manager.

b. The adjustment in pay may not cause the supervisor's continuing pay to exceed the continuing pay of the highest paid subordinate not under the GS system by more than 3 percent. Pay will be determined according to 5 CFR 575.405.

2-3. Recruitment, Relocation, and Retention Incentives .

a. Incentives are used as tools for recruiting, relocating, and retaining high-quality personnel for typically hard-to-fill positions. Authorizing officials will ensure that their management staffs understand the purpose of these incentives. Commanders and staff principles must fund these incentives from their existing civilian-pay budget. No additional funds will be provided. Managers, supervisors, and other officials authorized to determine eligibility for incentives are accountable officials and must comply with DOD 7000.14-R, Volume 8, Chapter 3. Commanders are responsible for the appropriate use of these incentives and for ensuring authorization in strict compliance with applicable laws, policy, and regulations, including guidance prescribed by Office of Personnel Management (OPM), DOD, and DA.

b. Commanders are responsible for ensuring that the basis for any recruitment, retention, and relocation incentive is fully documented, and should have the information readily available for review and submission upon request. The following information will be maintained on a fiscal year basis: (1) number of employees offered/accepting an incentive (2) percentage of salary offered/accepted in each individual case; and (3) summary statement assessing the effect of the incentive on the activity's ability to fill key positions with high quality candidates in a timely fashion.

c. Based on critical agency need, OPM may waive the 25-percent limitation on incentives and set the limitation to a maximum of 50 percent of an employee's annual rate of pay multiplied by the number of years in the employee's service period, not to exceed two years. Recruitment and relocation incentives cannot exceed 100 percent of the employee's basic annual salary as of the beginning of the service period.

d. Recruitment and relocation incentives may be paid to an employee in a lump-sum at the beginning or end of the specific service period or in equal or variable installments throughout the service period.

e. Recruitment, Relocation, and Retention Incentives will be approved in accordance with delegated authorities within each organization.

2-4. Pay and Grade Retention. Pay and Grade retention will be provided IAW 5 U.S.C. Chapter 53, subchapter VI and 5 CFR part 536 to employees who are eligible. Pay retention may be extended to employees not listed eligible through 5 U.S.C. Chapter 53, subchapter VI and 5 CFR part 536 when authorized by your organizations delegated authority, as a result of personnel actions initiated by



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management to further the Fort Knox 's mission, to the extent that the general intent of grade and pay retention are met.

2-5. Overseas Return Rights. When an employee exercises overseas return rights, pay is set upon return to the former grade in the United States at a rate at least equal to the step rate to which the employee would have progressed had the employee not gone overseas. Unless otherwise entitled to pay retention, employees selected from overseas positions are not authorized pay retention.

2-6. Reservist Differential Implementation

The 5 U.S.C. 5538 requires agencies make reservist differential payments to eligible Federal civilian employees who are members of the Reserve or National Guard called or ordered to active duty under certain specified provisions of law. Reservist differential payments must be paid when such an employee's projected civilian basic pay for a covered pay period exceeds actual military pay and allowances allocable to that pay period. (Appendix A)

2-7. Environmental Differentials.

a. In accordance with 5 CFR 532.511, environmental differentials shall be paid to an employee when exposed to a working condition or hazard that falls within one of the categories approved by the OPM.

b. Each organization must evaluate its situations against the guidelines issued by the OPM to determine whether the local situation is covered by one or more of the defined categories.

c. Each organization must notify the CPAC of the requirement to pay environmental differential based on the OPM guidelines and APPENDIX A to SUBPART E of the 5 CFR 532.532, prior to the recruitment Request for Personnel Action or processing of transfer, reassignment, promotion, and change to lower grade actions for an employee placed into a position deemed eligible for environmental differential.

d. The CPAC responsibility is to provide notice to potential employees at the time of recruitment and process appropriately the environmental differential pay in designated environmental differential pay positions.



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Appendix A

References

Section I

Required Publications

- Title 5, United States Code, Chapters 31, 53, 55 and 57.
- Title 5, Code of Federal Regulations (CFR), Parts 530 through 595.
- U.S. Office of Personnel Management Federal Wage System (FWS) Appropriated Fund Operating Manual.
- Memorandum, Under Secretary of Defense, 21 September 2005, subject: Implementation of Recruitment, Relocation, and Retention Incentives.
- Memorandum, Department of the Army, Headquarters, United States Army Training and Doctrine Command, 03 May 2010, subject: Redelegation of Authority – Recruitment, Relocation, Retention, and Enhanced Retention Incentives.
- Memorandum, United States Office of Personnel Management, dated 08 December 2009, subject: Reservist Differential

Section II

Related Publications

- DODI 1400.25, DOD Civilian Personnel Management System, Subchapters 530, 531, 550 and 575.
- DOD Financial Management Regulation, Volume 8, Chapter 3.
- AR 690-990-2, Hours of Duty, Pay and Leave Annotated.
- AR 690-300, Employment, Chapter 338, Qualification Requirements (General).
- Fort Knox Pay Setting Policy dated 13 June 1985
- OPM, Operating Manual-Federal Wage System – Appropriated Fund



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Appendix B

Factors to be considered and documented prior to payment of a recruitment/relocation bonus:

a. Give an account of the efforts made to attract quality candidates for the position for which payment of a bonus is being considered and/or for similar positions:

- (1) Position title, series, and grade;
- (2) How many job offers were made;
- (3) How many offers were declined (State reasons for declination, if known);
- (4) Average length of time to fill this and/or similar positions;
- (5) Number of civilian employees in this and/or similar positions: Authorized _____

Required _____ Filled _____;

- (6) Recent turnover rates in this or similar positions;
- (7) Special qualifications needed to fill the position for which payment of a bonus is being considered; and
- (8) Labor market and environmental factors that may affect the organization's ability to recruit high quality candidates for this or similar positions.



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Appendix C

Glossary

Section I

Abbreviations

APF	Appropriated Fund
CFR	Code of Federal Regulations
DA	Department of the Army
CLG	Change to Lower Grade
DOD	Department of Defense
FWS	Federal Wage System
GS	General Schedule
HPR	Highest Previous Rate
HQDA	Headquarters Department of the Army
MPR	Maximum Payable Rate
NAF	Nonappropriated Fund
NAFI	Nonappropriated Fund Instrumentality
NPA	Notification of Personnel Action
OPF	Official Personnel Folder
OPM	Office of Personnel Management
PMRS	Performance Management and Recognition System
PRS	Prevailing Rate System
RIF	Reduction-in-force
SSR	Special Salary Rate
SQA	Superior Qualifications Appointment
U.S.	United States (of America)
USC	United States Code
WG	Wage Grade
WL	Wage Leader
WS	Wage Supervisor

Section II

Terms

The definitions found in 5 CFR 530, 531, 532, 550, and 575 are used in administering this regulation.