



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 12530.1A
HROM
23 Nov 09

MARINE CORPS BASE ORDER 12530.1A

From: Commander

To: Distribution List

Subj: DETERMINING RATE OF BASIC PAY FOR CIVIL SERVICE EMPLOYEES

Ref: (a) 5 CFR 531 subchapter B

(b) 5 CFR 532 subchapter B

Encl: (1) Definitions

(2) Procedures for Setting Rates of Pay

1. Purpose. To set forth policy and procedures for determining rates of pay that support this Command's objectives for attracting and retaining persons with the highest quality of available skills within the parameters established by the references.

2. Cancellation. MCBO 12530.1.

3. Information

a. This Order pertains to all Wage Grade (WG) and General Schedule (GS) civilian employees in Marine Corps Base, Quantico (MCBQ) activities serviced by the Human Resources and Organizational Management Office, Quantico (HROM-Q).

b. Enclosure (1) provides key definitions necessary for understanding this Order.

c. Enclosure (2) sets forth the procedures for determining rates of pay.

4. Action. MCB activities are to coordinate with HROM-Q to ensure that rates of pay are set in accordance with the references and this Order.

/s/

D. J. CHOIKE

DISTRIBUTION: A/C

DEFINITIONS

1. Accession. An action which results in an individual being employed by an organization serviced by Human Resources and Organizational Management (HROM).
2. Activity. An organization serviced by HROM.
3. Agency. The Department of the Navy (DON) and other Federal establishments of equal or higher status (Department of the Army, Department of Labor, Department of Justice, etc.).
4. Conversion Action. Change or movement of an employee from one appointment to another appointment under either the same or a different authority without a break in service.
5. Demotion. Change of an employee, while continuously employed, from:
 - a. One GS grade to a lower GS grade with or without a reduction in pay.
 - b. A higher rate paid under authority other than for GS employees to a lower rate within a GS.
 - 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 GS or other pay systems to a job or grade with a lower representative rate under a wage schedule.
6. 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 GS or to a wage systems schedule. (For GS, rate means grade and step, not salary.)
7. Locality Rate. The GS rate plus any applicable locality payment.

8. New Appointment. The first appointment, regardless of tenure, as an employee of the Federal government or the government of the District of Columbia.

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

a. One GS grade to a higher GS grade.

b. A lower rate paid under authority other than for GS employees to a higher rate within a GS 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 GS or other statutory pay schedule to a job or grade with a higher representative rate under a wage schedule.

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 demotion.

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, demotion, 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 GS.

14. Transfer. Change of an employee, without a break in service of one full workday, from a branch of the Federal government outside the DON to Marine Corps Base or vice versa.

PROCEDURES FOR SETTING RATES OF PAY

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

a. Superior Qualifications Appointments. The Chief of Staff (C/S), MCBQ may approve a rate of compensation above the minimum step of a position based on the superior qualifications of the individual. Justification for the advanced rate is to be based on guidance provided by reference (b) and forwarded to the HROM-Q Workforce Planning Advisor for final approval prior to appointment. No provisions have been made for adjusting the pay under this authority once the employee commences duty.

b. Special Qualifications Appointments. The C/S, MCBQ may approve new appointments for WG jobs above the minimum step of the appropriate grade in recognition of special qualifications. Documentation must be forwarded to and approved by the HROM-Q Workforce Planning Supervisor prior to the appointment, since retroactive adjustments cannot be made once the employee commences 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, demotion, promotion, reassignment, reemployment, or transfer), the employee may be paid at any rate within that 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. Use of Highest Previous Rate. When an employee eligible for the highest previous rate moves into or within an HROM-Q serviced activity by conversion, demotion, promotion, reassignment, reemployment, or transfer, the highest previous rate is to be authorized. Regulations generally prohibit retroactive adjustments. In the event it is determined that an employee is eligible for the highest previous rate, but the exact rate cannot properly be determined prior to appointment, pay is to be set at the minimum rate of the grade and be so indicated by stating under "Remarks" on the Notification of Personnel Action, Standard Form 50, that "Pay rate shown is subject to upward retroactive adjustment upon verification of prior service."

ENCLOSURE (2)

c. 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.

d. Promotion Actions

(1) In the case of promotion from one GS position to a higher level GS position, the employee is to 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) In cases of promotion from a GS position to a WG position with a higher representative rate, and promotion from one WG position to a higher level WG position, the employee is to 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 GS grade from which promoted. (If there is no rate of pay in the grade to which the employee is promoted that meets this requirement, the employee is to 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) In the case of promotion from a WG position to a higher level GS position, the highest previous rate is to be authorized for the employee.

e. Temporary Promotion Actions. For a temporary promotion, the employee is to 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 is to 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.

f. Demotion Actions

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

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

(3) Voluntary Demotion. For a voluntary demotion compensation is to 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 is to be placed at the higher step.

g. Reassignment Actions. For a reassignment the rate of compensation is to be fixed at a step that protects the last earned permanent rate.

h. Conversion Action. If the conversion is to a higher graded position, the normal promotion rules apply. The highest previous rate may also be used if management determines it to be appropriate and if it would result in greater benefit to the employee. Otherwise, the rate of compensation is to 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, the Defense Civilian Personnel Data System will process the changes in the order that gives the employee the maximum benefit.

4. National Security Personnel System (NSPS) Actions. Pay setting for employees under the NSPS is in accordance with the DON Pay administration under NSPS Interim Guidance dated 7 November 2007, and the Marine Corps Letter of Instruction for Implementing Compensation Management under NSPS - Interim Guidance dated 18 September 2009.

5. Master Labor Agreement. Where there is a conflict between this Order and any Master Labor Agreement between the Marine Corps and a union or any applicable local supplement thereto, that agreement shall prevail for those bargaining unit employees who fall subject to it.