DCIPS INTERIM

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Pay Setting Rules During the DCIPS INTERIM Period

April 2010

This fact sheet discusses specific pay setting policies, rules and processes used during the **DCIPS INTERIM** period from October 28, 2009, through December 31, 2010, for all DCIPS components except the National Geospatial-Intelligence Agency. It supplements the Fact Sheet "How Pay Increases are Determined During the DCIPS INTERIM Period."

Band to Band Promotions

A band to band promotion remains during the DCIPS INTERIM period as a promotion from one DCIPS band to the next higher band. However, because of the requirement to align salaries resulting from a promotion to a GS/GG grade/step during the DCIPS INTERIM period, the following specific pay setting rules must be applied:

- The employee will receive an increase to the minimum of the next highest band, **OR**, an increase using GS/GG pay setting rules for promotion that align the new rate of base pay to a GS/GG grade and step in the higher band, whichever is higher.
- Under the GS/GG pay setting rules, the employee's current rate of base pay is increased by the equivalent of two steps of the employee's current GG Equivalent (GGE) grade and the new rate of base pay is established at the next GS/GG grade/step within the higher band that is equal to or exceeds that rate.
- During DCIPS INTERIM, a band to band promotion cannot result in a rate of base pay that exceeds the step 10 rate of the employee's new GGE.
- The Nature of Action Code (NOAC) for a band to band promotion is 702.

Pay Setting Examples (using the 2010 Base Pay Chart):

- A Marine Corps employee in DCIPS Band 4 (GGE-14) whose current rate of base pay is $101,635 is selected for a promotion to a DCIPS Band 5 position at Army. The equivalent of two steps at the GS/GG-14 level ($5,646) added to the employee's current rate of base pay totals $107,281. The employee's new rate of base pay is set at GS/GG-15/04 ($109,591).
- A Navy employee in DCIPS Band 3 (GGE 13) whose current rate of base pay is $84,000 is selected for a promotion to a new position in DCIPS Band 4 at Navy. The equivalent of two steps at the GS/GG-13 level ($4,778) added to the employee's current rate of base pay totals $88,778. The employee's new rate of base pay is set at GS/GG-14/03 ($90,343).
- A DSS employee in DCIPS Band 3 (GGE-13) whose current rate of base pay is $73,000 is selected for a promotion to a new position in DCIPS Band 4 at Air Force. The equivalent of two steps at the GS/GG-13 level ($4,778) added to

the employee's current rate of base pay totals $77,778. The employee's new rate of base pay is set at GS/GG-14/01 ($84,697).

- A DIA employee in DCIPS Band 3 (GGE-11) whose current rate of base pay is $65,371 is selected for a promotion to a new position in DCIPS Band 4 at DIA. The equivalent of two steps at the GS/GG-11 level ($3,352) added to the employee's current rate of base pay totals $68,723. The employee's new rate of base pay is set at GS/GG-13/01 ($71,674), the minimum rate for DCIPS Band 4.
- An NGA DCIPS Band 4 employee whose rate of base pay is $88,000 competes and is selected for a promotion to a DCIPS Band 5 position at DIA. Although the DCIPS INTERIM pay setting rules do not apply to incoming personnel at NGA, this employee is moving from NGA to a DCIPS component operating under such rules. Therefore, the equivalent of two steps ($5,646) added to the employee's current rate of base pay totals $93,646. The employee's new rate of base pay is set at GS/GG-15/01 ($99,628), the minimum rate for DCIPS Band 5.

Reduction to a Lower Band

Under DCIPS policy, a reduction from one DCIPS band to a lower DCIPS band may be voluntary or involuntary resulting from a management-directed action or adverse action. During the DCIPS INTERIM period, the DCIPS occupational structure (bands) remains in place and the DCIPS policy regarding reduction to a lower band remains in place.

- When an employee is moved to a lower band voluntarily, the employee's rate of base pay in the new band may be set at a rate equal to or less than his/her current rate, but may not exceed the maximum step 10 rate of the new band. The new salary must be aligned to a GS/GG grade and step. Pay retention is not authorized under a voluntary reduction to a lower band.
- When an employee agrees to a reduction to a lower band as a result of a management-directed action that is not the result of adverse action, the employee's rate of base pay in the new band will be set at the highest GS/GG grade in the new band where that salary can be found. The salary will be "bumped" to the next higher step to provide alignment to a GS/GG grade and step. If the salary at the time of reduction exceeds the maximum rate for the band, the employee will be entitled to indefinite pay retention.
- When an employee is involuntarily moved to a lower band through adverse action procedures, the employee's rate of base pay may be reduced by the amount directed in the adverse action decision, in accordance with DCIPS guidance, but to an amount not less than the minimum rate of the DCIPS band to which reduced. In no case may the employee's salary exceed the maximum step 10 rate for the pay band to which reduced.
- The NOAC for a reduction to lower pay band is 713.

Pay Setting Examples (using the 2010 Base Pay Chart):

- An employee in DCIPS Band 4 (GGE-14) whose current rate of base pay is $98,812 voluntarily accepts a downgrade to DCIPS Band 3. The employee's new rate of base pay is set at GS/GG-13/10 ($93,175), the maximum rate of DCIPS Band 3.
- An employee in DCIPS Band 5 (GGE-15) whose current rate of base pay is $109,591 voluntarily accepts a downgrade to DCIPS Band 4. As the new rate of base pay may be equal to or less than his/her current rate of base pay, the new rate of base pay is set at GS/GG-14/09 ($107,281).
- An employee in DCIPS Band 3 (GGE-11) whose current rate of base pay is $51,963 is moved to DCIPS Band 2 as a result of a management-directed action. The employee's new rate of base pay is set at GS/GG-10/06 ($53,401).

Periodic Increases

A periodic increase is similar to, and paid at the same amount and applying the same waiting period, as a within-grade increase (WGI) under the GS/GG system.

- The amount of a periodic increase is equivalent to the amount of a WGI, with the exception of those for employees whose rate of base pay is above the step 9 rate of their GGE but not yet equivalent to the step 10 rate of their GGE. Eligible employees whose rate of base pay is above the step 9 will receive a periodic increase in the amount necessary to bring their rate of base pay to the step 10 rate of their GGE.
- If an employee's rate of base pay is currently between steps of their GGE, the rate of base pay will remain between steps after the periodic increase. An employee's rate of base pay will not be aligned to the next higher GS/GG step in this case.
- Provided performance is at least at the Successful level, eligible employees will receive periodic increases at the following intervals: base pay that is less than the step 4 rate of the GGE - one year; base pay that is equal to or greater than the step 4 rate of the GGE, but less than the step 7 rate of the GGE - two years; and, base pay that is equal to or greater than the step 7 rate, but not higher than the step 10 rate of the GGE - three years.
- The date of an employee's last salary increase (exclusive of the January annual pay increase) and salary alignment to a GGE will determine their eligibility date to receive a periodic increase. More information on this issue is included in the Fact Sheet "How Pay Increases are Determined During the DCIPS INTERIM Period."
- Periodic increases cannot cause an employee's rate of base pay to exceed the step 10 rate of their GGE.
- Employees whose rate of base pay is at or above the step 10 rate of their GGE cannot receive periodic increases.

- Eligible employees whose rate of base pay exceeds the step 9 rate of their GGE, but is less than the step 10 rate of their GGE, may receive that difference in pay as a periodic increase at the appropriate interval. The resulting rate of base pay may not exceed the step 10 rate of the GGE.
- The NOAC for a periodic increase is 893.

Pay Setting Examples (using the 2010 Base Pay Chart):

- An employee in DCIPS Band 1 (GGE-07) has a current rate of base pay of $38,511. The waiting period for a periodic increase is two years. At that time, and if otherwise eligible, the employee's salary will be increased by a periodic increase equivalent to the amount of one WGI of the employee's GGE ($1,133) to $39,644.
- An employee in DCIPS Band 3 (GGE-11) has a current rate of base pay of $51,200. The waiting period for a periodic increase is one year. At that time, and if otherwise eligible, the employee's rate of base pay will be increased by a periodic increase equivalent to the amount of one WGI of the employee's GGE ($1,676) to $52,876. The new rate of base pay will not be aligned (bumped) to a GS/GG step as it was not aligned to a GS/GG step prior to the periodic increase.
- An employee in DCIPS Band 4 (GGE-14) has a current rate of base pay of $110,104. As the employee's rate of base pay is the maximum rate of pay at the GS/GG-14 level, the employee is ineligible for any further periodic increases at that GGE level.
- An employee in DCIPS Band 2 (GGE-10) has a current rate of base pay of $58,000. The waiting period for a periodic increase is three years. At that time, and if otherwise eligible, the employee's rate of base pay will be increased by $1,505 to $59,505, the maximum rate of the employee's GGE.
- An employee in DCIPS Band 5 (GGE-15) has a current rate of base pay of $103,000. The waiting period for a periodic increase is one year. At the one year point, however, the employee has a performance evaluation of Minimally Successful. The employee is not eligible to receive a Periodic Increase while his/her performance is at the Minimally Successful level.

Same Band Reassignments

During the DCIPS INTERIM period, DCIPS employees may move to other positions within the same band, either competitively or non-competitively. Employees non-competitively selected for reassignment in the same band reassign at the same salary. Employees competitively selected for a new position in the same band may be eligible for a Within Band Salary Advancement, i.e., an increase in salary, under certain conditions:

- 1 year in Current GGE. Even though a banded employee can compete for another position in the same band at any time, the employee must have one year in their current GGE, or GS/GG grade if not in a DCIPS pay band for one

year, or combination thereof, to receive a salary increase known as a Salary Advancement. The one-year DCIPS GGE requirement necessarily requires that the employee occupy a DCIPS position for one year.

- No Recent Salary Advancement. The employee cannot have received a Salary Advancement within the past 52 weeks.
- Competitive Selection. The selection for the new position must be made through a competitive process.
- Contribution in New Position. A Salary Advancement can only be approved if the contribution of the employee in the new position, as demonstrated through use of the DCIPS-wide worksheet for this purpose, is expected to reflect broader scope and responsibility and greater impact than the employee is exercising in his or her current position.
- Employee is not currently aligned to the maximum GGE of the band. The Salary Advancement amount will be calculated using GS/GG pay setting rules for promotion that aligns to a GS/GG grade and step, not to exceed the maximum GGE of the band. If the employee is already aligned to the maximum GGE of the band, a Salary Advancement cannot be authorized.
- New salary may not exceed the step 10 rate of the new GGE. The Salary Advancement amount will be calculated using GS/GG pay setting rules for promotion that aligns to a GS/GG grade and step, not to exceed the step 10 rate of the new GGE.
- The NOAC used for a Salary Advancement is 721. The NOAC used for a reassignment with no salary increase involved is also 721.

Pay Setting Examples (using the 2010 Base Pay Chart):

- An Army employee in DCIPS Band 3 (GGE-11) whose current rate of base pay is $50,287 competes for and is selected for another position in DCIPS Band 3 at Army. It is determined that a Salary Advancement is appropriate based on the criteria above. The amount of two steps at the GS/GG-11 level ($3,352) added to the employee's current rate of base pay totals $53,639. As the new salary must align to the next higher GGE within the band, the employee's new rate of base pay is set at GS/GG-12/01 ($60,274).
- A DIA employee in DCIPS Band 4 (GGE-13) whose current rate of base pay is $82,000 competes for and is selected for another position in DCIPS Band 4 at OUSD(I). It is determined that a Salary Advancement is appropriate based on the criteria above. The amount of two steps at the GS/GG-13 level ($4,778) added to the employee's current rate of base pay totals $86,778. As the new salary must align to the next higher GGE within the band, the employee's new rate of base pay is set at GS/GG-14/02 ($87,520).
- An Air Force employee in DCIPS Band 4 (GGE-14) whose current rate of base pay is $101,635 competes for and is selected for another position in DCIPS Band 4 at Air Force. No increase is possible as the employee's GGE represents the

maximum GS/GG grade of DCIPS Band 4. The employee's rate of base pay remains at $101,635 upon reassignment to the new position.

- Employees in DCIPS Band 5 may compete for other positions within the same band; however, additional increases in base pay are not possible as the employees' GGE represents the maximum GS/GG grade of DCIPS Band 5.
- A Marine Corps employee in DCIPS Band 3 (GGE-12) whose current rate of base pay is $65,000 is selected for a new position in DCIPS Band 3 at DSS. The action is determined to be a reassignment with no Salary Advancement. There is no salary increase in connection with the reassignment nor is there an alignment (bump) to a GS/GG grade and step. The employee's salary remains at $65,000 upon reassignment.

Other Pay Setting Rules for New to DCIPS Hires

- Employees who move to DCIPS from NSPS or another banded pay system must first have their hiring situation reviewed to determine if the nature of the action is a reassignment or a promotion. If the nature of the action is a reassignment, the employee's rate of base pay will only change if it is necessary to align (bump) their current banded salary to align with a GS/GG grade/step upon appointment. If the nature of the action is determined to be a promotion, the employee will receive an increase to the minimum of the next highest band, **OR**, an increase using GS/GG pay setting rules for promotion that align the new rate of base pay to a GS/GG grade and step in the higher band, whichever is higher.
- New Federal government employees who are being appointed to a DCIPS position may have their rate of base pay set anywhere within the range of the applicable pay band, but normally at or below the midpoint. The rate of base pay must then be aligned to a GS/GG grade and step.
- Federal government employees who are currently aligned to a GS/GG grade and step and laterally reassign to a DCIPS position move to their new position at their current rate of base pay.

Pay Setting Examples (using the 2010 Base Pay Chart):

- An Army NSPS employee whose current rate of base pay is $100,000 accepts a DCIPS Band 5 position in Army. The action is found to be a reassignment in nature, rather than a promotion, based on evaluation of the duties of the current position and the new position. There is no Salary Advancement in connection with the reassignment, but the new salary must be aligned (bumped) to a GS/GG grade and step. The new rate of base pay is set at GS/GG-15/02 ($102,949) upon DCIPS appointment. The NOAC for a DCIPS appointment is 170.
- A Navy NSPS employee whose current rate of base pay is $95,000 competes and is selected for a DCIPS Band 5 position at DSS. The action is found to be a promotion in nature. The equivalent of two steps at the GG-14 level ($5,646) added to the existing salary totals $100,646. The salary must be aligned

(bumped) to a GS/GG grade and step. The employee's new rate of base pay is set at GS/GG-15/02 ($102,949) upon DCIPS appointment. The NOAC for a DCIPS appointment is 170.

- Air Force advertises a DCIPS Band 5 position and selects a candidate who is currently a contractor. His pay may be set anywhere within the range of DCIPS Band 5, but normally at or below the midpoint of the band. The candidate's qualifications and other aspects of the position are valued at $104,000. As the new rate of base pay must be aligned to a GS/GG grade and step at the DCIPS Band 5 level, the rate of base pay for this hire would typically be set at GS/GG-15/02 ($102,949) or GS/GG-15/03 ($106,270). The NOAC for a DCIPS appointment is 170.
- A DFAS GS-15/02 employee whose rate of base pay is $102,949 is selected for a DCIPS Band 5 position at DIA. As the action is determined to be a reassignment in nature, and the employee is already aligned to a GS/GG grade and step, there is no change in pay. The rate of base pay remains at $102,949 upon DCIPS appointment. However, as there is no change in pay upon the reassignment, the employee's last equivalent increase date for a periodic increase remains unchanged. The NOAC for a DCIPS appointment is 170.
- A Department of Education GS-14/7 employee whose rate of base pay is $101,635 is selected for a DCIPS Band 4 position at Marine Corps. As the action is a determined to be a reassignment in nature, and the employee is already aligned to a GS/GG grade and step, there is no change is pay. The rate of base pay remains at $101,635 upon DCIPS appointment. However, as there is no change in pay upon the reassignment, the employee's last equivalent increase date for a periodic increase remains unchanged. The NOAC for a DCIPS appointment is 170.

Salary Increases for Employees in Developmental Programs

During the DCIPS INTERIM period, employees in the professional work category will continue in their developmental positions and programs. For programs that include salary increases, salary increases will be calculated using the "two step" GS/GG pay setting rules for promotion discussed above. The new salary must be aligned to a GS/GG grade and step but cannot exceed the step 10 rate of the new GGE.

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