



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 12531.1
CHRO

2 AUG 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 12531.1

From: Commanding General
To: Distribution List

Subj: SALARY AND WAGE STEP RATES FOR GENERAL SCHEDULE (GS) AND FEDERAL
WAGE SYSTEM (FWS) EMPLOYEES

Ref: (a) 5 CFR Part 531 (NOTAL)
(b) 5 CFR Part 532 (NOTAL)
(c) 5 CFR Part 536 (NOTAL)

Encl: (1) Justification for Pay Setting of a Reinstatement Eligible
(MCIEAST-MCB/G-1/CHROE/12531.1/37)

1. Situation. Pay for GS and FWS employees shall be set in accordance with current laws, rules, and regulations. Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) selecting officials may utilize flexibilities available (i.e., highest previous rate, maximum payable rate rules, etc.) to approve pay above the minimum required by law, rule, and/or regulation. However, they shall be prudent and fiscally responsible when utilizing these flexibilities.

2. Cancellation. BO 12531.8D.

3. Mission. To establish pay for GS and FWS employees of MCIEAST-MCB CAMLEJ, in accordance with references (a) through (c). Refer to paragraph 3c(2) below for exceptions to this policy.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide and promulgate regional policy for determining pay for GS and FWS employees.

(2) Concept of Operations. MCIEAST-MCB CAMLEJ, General and Special Staff, subordinate commanders, and supervisors shall ensure they set salaries in accordance with this Order.

b. Subordinate Element Missions. Commanders, General and Special Staff, subordinate commanders, and supervisors shall ensure they exercise fiscal responsibility when setting pay at a rate higher than that required by law, rule, and regulation.

c. Coordinating Instructions

(1) Setting Pay. Pay shall be set at the minimum required by law, rule, and regulation as follows:

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(a) New Appointment. The pay of an employee receiving a new appointment shall be set at the first step of the grade on the applicable pay rate table to which the employee is appointed. A new appointment is a person's first appointment as an employee of the Federal Government, regardless of whether it is a permanent or a temporary appointment.

(b) Reinstatement

1. The pay of a former Federal employee who is re-employed after a break in service may be set utilizing applicable Highest Previous Rate (HPR) rules. If the last earned rate falls between two steps of the grade to which the employee is being reinstated, the lower step shall be selected. Salary determinations for personnel eligible for reinstatement must be recommended by the supervisor by forwarding enclosure (1) to the respective department head. The department head shall forward the approved/disapproved request to the local Civilian Human Resources Office (CHRO) for review and processing.

2. If the person is separated from Federal service as a result of a reduction in force, or transfer of function action, their pay shall be fixed at a step rate which preserves, in so far as possible, the employee's last earned rate. If the last earned rate falls between the two steps of the grade, the higher step shall be selected.

(c) Re-promotion. The pay of an employee who is re-promoted to a previously held grade on a permanent basis or an appointment not limited to 90 days or less, may be set utilizing applicable HPR rules.

(d) Transfer and Change of Appointing Office. When an employee enters on duty without a break in service from another Federal activity, pay shall be fixed in the new position at the highest rate which does not exceed the person's last earned rate immediately preceding the transfer.

(e) Change to Lower Grade. The pay of an employee who requests a change to a lower grade for personal reasons will be set at the step of the lower grade which, if promoted again to the employee's former grade, would not place the employee in a step exceeding that previously held in the higher grade. Application for formal trainee positions, the target grade of which is the same or higher than the employee's present grade, is not considered "at the employee's request for personal reasons."

(f) Re-promotion. The pay of an employee re-promoted to the same grade from which demoted, or an intervening grade, will not be set higher than the rate prescribed for a regular promotion.

(2) Exceptions

(a) Reasonable Accommodation. An employee who accepts a lower grade position as a selective placement action due to medical reasons, is entitled to have their pay set under the retained pay provisions of reference (c). However, pay will not exceed 150% of step 10 of the grade to which assigned.

(b) Retained Grade/Pay. In a position change action affecting an employee under retained grade/pay, the provisions of reference (c) apply.

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(c) Superior Qualifications. Appointments may be made to positions in all grades at a rate above minimum rate of the grade, if justified by a candidate's superior qualifications. The rate may not exceed the candidate's current actual earnings by more than 20 percent, nor may it exceed the maximum rate for the grade. Use of this pay setting authority is by exception and rare. Extensive documentation justifying the candidate's qualifications must be provided for each request, and requires the MCIEAST-MCB CAMLEJ Chief of Staff approval. For additional information and assistance, contact the local CHRO.

5. Administration and Logistics. MCIEAST-MCB CAMLEJ, General and Special Staff, and subordinate commanders shall ensure supervisors are thoroughly familiar with this Order and it is made available to employees upon request.

6. Command and Signal

a. Command. This Order is applicable to all Camp Lejeune geographically located commands, Marine Corps Installations East-Marine Corps Base Camp Lejeune, and its subordinate commands.

b. Signal. This Order is effective the date signed.



D. L. THACKER, JR.
Deputy Commander

DISTRIBUTION: A/B

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JUSTIFICATION FOR PAY SETTING OF A REINSTATEMENT ELIGIBLE

PRIVACY ACT

Information contained on this form is maintained under the Systems of Records Notice OPM/GOVT-1 (General Personnel Records) published June 19, 2006, 71 FR 35342. **AUTHORITY:** 5 U.S.C. 1302 and E.O. 9397 (SSN), this form is for official use only. **PRINCIPLE:** Current and former Federal employees as defined in 5 U.S.C. 2105 (Volunteers, grantees, and contract employees on whom the agency maintains records may also be covered by this system). **PURPOSE:** Provide the basic source of factual data about a person's Federal employment while in the service and after his or her separation. Records in this system have various uses by agency personnel offices, including screening qualifications of employees; determining status, eligibility, and employee's rights and benefits under pertinent laws and regulations governing Federal employment; computing length of service; and other information needed to provide personnel services. **ROUTINE USES:** To disclose records reflecting Federal Service and documenting work experience and specialized education while employed. Such records contain information about past and present positions held, grades; salaries; duty stations locations; and notices of all personnel actions, such as appointments, transfers, reassignments, details, promotions, demotions, reductions-in-force, resignations, separations, suspensions. Office approval of disability retirement applications, retirement, and removals. To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested), when necessary to obtain information relevant to an agency decision to hire or retain an employee, issue a security clearance, conduct a security or suitability investigation of an individual, classify jobs, let a contract, or issue a license, or other benefits. **DISCLOSURE:** MANDATORY failure to provide may delay application process.

EMPLOYEE NAME: _____

SSN (LAST 4): _____

DEPARTMENT: _____

POSITION (TITLE/SERIES/GRADE): _____

It is command policy to set the minimum salary and wage rates required by law and regulation unless there are compelling reasons to set a higher rate permitted by law and regulation.

Applicant has previous civilian service in the Federal Government and is eligible for a higher rate based on the following:

Step: _____ of Grade: _____ based on the last earned rate of \$ _____ per annum / per hour as a(n)

From: _____ To: _____

Justification: I am setting pay above the minimum step based on the following criteria:

- Applicants meets Superior Qualification conditions as authorized under 5 CFR 531.212
- Qualifications of the Employee
- Pay Equity Among Employees
- Applicant eligible for Highest Previous Rate under the Maximum payable Rate Rule in 5 CFR 531.221

After careful consideration to overall pay alignment within the organization, other salary management considerations and availability of funds, I have determined that it is in the best interest of the government to set the salary as indicated below:

- Minimum Rate - Step 1
- Highest Previous Rate/Maximum Payable Rate _____
- Other - Step _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

CHRO-E Review: _____ Date: _____