



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
BOX 63002 KANEOHE BAY, HAWAII 96863-3002

IN REPLY REFER TO:
BaseO 12530.3
HRO
01 JUN 2010

BASE ORDER 12530.3

From: Commanding Officer
To: Distribution List

Subj: SALARY RATES AND INCENTIVES FOR CIVIL SERVICE PERSONNEL

Ref: (a) 5 CFR Part 531
(b) 5 CFR Part 532
(c) 5 USC Section 5334
(d) 5 CFR Part 536
(e) 5 CFR Part 575

Encl: (1) Superior Qualifications Appointment (Advanced In-Hire Rate)
Justification Form
(2) Recruitment/Relocation Incentive Justification Form
(3) Retention Incentive Justification Form
(4) Recruitment/Relocation or Retention Incentive Service Agreement

1. Situation. To publish the base policy and procedures in setting salary and wage rates for civil service personnel.

2. Cancellation. Base Order 12530.2.

3. Mission. In accordance with reference (a), it is the general policy of Marine Corps Base (MCB) Hawaii to set salary at the minimum step required by law or regulation unless it is clearly in the interest of the Government to set the salary higher. The only case there will be "automatic" placement in the highest rate permissible is when it is required by law or regulation. Exceptions to the provisions of this Order will be made only with the approval of the Commanding Officer (CO), MCB Hawaii when such is determined to be in the best interest of the base, as set forth in paragraph 3(e) below.

4. Execution

a. New Appointments and Reemployments

(1) New appointment means the first appointment, regardless of tenure (career conditional, career or temporary), as an employee of the Federal Government. All new appointments will be made at step 1 of the grade to which the employee has been appointed in accordance with references (a) and (b). The selecting official may request the use of the superior qualifications or special needs pay-setting authority, if the candidate meets the requirements outlined in reference (a). The selecting official/supervisor must complete enclosure (1). The Chief of Staff, MCB Hawaii is the final approval with input from the requesting directorate and Human Resources Office (HRO).

(2) Reemployment means employment, including reinstatement or another type of appointment, after a break in Federal service of at least one

full work day. In case of reemployment of a former Federal employee, the salary rate will normally be set at step 1; however, previous experience will be taken into consideration.

b. Promotions

(1) General Schedule Employees. As required by references (a) and (c), an employee who is promoted must be given the equivalent of two within-grade increases of the grade from which promoted or transferred, provided this does not exceed the top step.

(2) Federal Wage System (FWS) Employees. As required by reference (b), upon promotion an employee is entitled to be paid at the lowest scheduled rate of the grade to which promoted which exceeds the employee's existing scheduled rate of pay by at least four percent of the representative rate of the grade from which promoted.

(3) Employees Entitled to Grade and Pay Retention. As required by references (b) and (c), if upon promotion, there is no rate of pay in the grade to which promoted which meets the requirements identified in paragraphs 3(b)(1) and (b)(2) above, the employees will be paid:

(a) The maximum scheduled rate of the grade to which promoted.

(b) The employee's existing scheduled rate of pay, if that rate is higher.

(4) The provisions identified in paragraphs 3(b)(1) through 3(b)(3) above also pertain to temporary promotions.

c. Other Position Changes

(1) Employees who are reassigned or transferred from another naval activity or Federal agency without change in grade or rate will receive their present step rate.

(2) Changes to lower grade of base employees which result from reduction in force or other involuntary action not for cause will be effected with the least possible loss of pay. If the employee's present salary rate falls between two authorized steps of the proposed grade or rating, the employee will be given the higher step. If the employee's present salary rate exceeds the top step of the proposed grade or rate, and the employee is otherwise eligible, the employee will be given retained grade and/or pay as provided in reference (d). This paragraph will also apply to employees transferred to a lower grade or rate from other Federal activities under these circumstances.

(3) If a General Schedule, FWS employee, or an employee from another Federal activity is placed in a position at a lower grade in the employee's own interest and not as a result of Reduction In Force, the selecting official may set the salary at any scheduled step which does not exceed the present rate of pay.

(4) Employees converting from the National Security Personnel System (NSPS) to a classified position with a rate of pay less than their NSPS salary are eligible for pay retention. Pay retention policies are outlined in reference (e).

d. Other Salary Incentives

(1) Relocation Incentives. If the candidate pool on Oahu does not result in a qualified candidate for a hard-to-fill position, the selecting official may recommend a relocation incentive for the best qualified candidate moving from the mainland. Per reference (e), this incentive may not exceed 25 percent of the annual rate of basic pay. The recipient of this incentive must sign a written service agreement to complete a specified period of employment with MCB Hawaii. The employment period cannot be less than six months and may not exceed four years. The supervisor must complete enclosures (2) and (3) and submit with a Request for Personnel Action (RPA). The Chief of Staff is the approval authority for this incentive based upon directorate, HRO, and Comptroller input.

(2) Recruitment Incentives. If the position to be filled is unique and hard-to-fill, a recruitment incentive may be considered to entice a non-Federal employee to accept the position. The recipient of this incentive must sign a written service agreement to complete a specified period of employment with MCB Hawaii. The employment period cannot be less than six months and may not exceed four years. This incentive may not exceed 25 percent of the annual rate of basic pay the employee receives at the beginning of the service period. The immediate supervisor must complete enclosures (2) and (4) to be submitted with a Request for Personnel Action (RPA). The Chief of Staff is the approval authority for this one-time incentive based upon directorate, HRO, and Comptroller input.

(3) Retention Incentives. MCB Hawaii strives to maintain the highest quality workforce. At the same time, it is contingent on supervisors to have active succession plans that create career paths for junior employees and to ensure continuity of services upon the departure of long-term employees. If an employee with unique skills, filling a critical position has been offered a position outside the Federal government, a retention incentive may be considered in accordance with reference (e). Retention incentives are not authorized for employees with offers from other Federal activities either in Hawaii or other geographic locations. This incentive may not exceed 25 percent of the annual rate of basic pay and may be recommended by the immediate supervisor for a maximum of one year. The recipient of this incentive must sign a written service agreement to complete a specified period of employment with MCB Hawaii. The immediate supervisor must determine the length of the specified period of employment and must complete enclosures (3) and (4) to be submitted with a Request for Personnel Action (RPA). The Chief of Staff is the approval authority based upon directorate and Executive Steering Committee (ESC) input. If the directorate does not have offsetting compensation to cover this incentive, the CO's Reserve Fund will fund the incentive. Along with the incentive request, the supervisor must include a succession plan for replacing this employee after one year, if the employee decides to leave when the incentive expires. Supervisors who fail to execute the proposed succession plan should not expect an extension to the retention incentive.

e. Exceptions

(1) In individual cases, exceptions to the provisions of this Order may be warranted. Wherever a higher rate is permissible by law or regulation, the selecting official may recommend an exception thought to be in the best interest of the base. The rate recommended will be set in light of:

- (a) The needs of the Base.
- (b) Assessment of the quality of experience and expected performance of the employee.
- (c) Applicability of previous experience including level of difficulty.
- (d) Known shortage of well-qualified applicants for the specific availability of funds.

(2) Certificates of eligible's issued to selecting officials will indicate those applicants eligible for highest previous rate (HPR) consideration (a rate above the minimum or above their present rate of pay), and include salary determination forms for the HPR eligible's. Upon selection of an HPR eligible and determination that HPR will be recommended, the selecting official will complete the justification on the salary determination form provided by the HRO staff. The form will be forwarded to the Comptroller for approval. In cases where a mutual agreement cannot be reached between the Comptroller and the selecting official, a final determination will be made by the Chief of Staff.

(3) Approval of all exceptions must be received in the HRO prior to the effective date of the appointment or position change. There are no provisions for retroactive approval.

5. Command and Signal

- a. Command. This Order is applicable to MCB Hawaii.
- b. Signal. This Order is effective the date signed.


R. D. RICE

DISTRIBUTION: A

SUPERIOR QUALIFICATIONS APPOINTMENT (ADVANCED IN-HIRE RATE)
JUSTIFICATION FORM
(NON-DEMONSTRATION PROJECT POSITIONS)

NAME: _____ ACTIVITY: _____

ORGANIZATION/CODE: _____

POSITION (TITLE/SERIES/GRADE): _____

1. I have reviewed the criteria for making superior qualifications appointments as outlined in 5 CFR 531 and have determined that its use is necessary to meet the needs of this Activity. In arriving at this determination, I fully considered each of the following factors as is described in my narrative justification below:

a. The nature of the superior qualifications (i.e., professional experience, unique/specialized skills, academic achievements, publications, etc.) of the candidate or of the Activity's special need that justifies use of this authority;

b. The factors considered in determining the candidate's existing pay and the reason for setting pay at a rate higher than that needed to match existing pay; and

c. The reasons for authorizing an advanced rate instead of, or in addition to, a recruitment incentive, under 5 CFR 575, subpart A.

Narrative Justification (Documentation supporting the facts described below must be attached to this form.):

2. Upon examination of this candidate's qualifications for the position, I find his/her qualifications to be markedly superior to those of other well-qualified applicants.

3. The candidate's current salary is \$_____ per annum/PH. I recommend approval of a superior qualifications appointment at step_____ of grade_____. This is the minimum salary I believe the candidate will accept and is consistent with overall Federal pay policies and the documents provided to support the candidate's current salary.

4. In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined this superior qualifications appointment is in the best interest of the government.

Supervisor's Signature

Date

Activity Approving Authorizing Official's Signature
(one level higher than immediate supervisor)

Date

HRO Reviewer's Signature

Date

RECRUITMENT/RELOCATION INCENTIVE JUSTIFICATION FORM
(NON-DEMO PROJECT SELECTEES)

Name: _____ Activity: _____

Position Title/PP/Series/Grade: _____

Organization: _____

Type of Incentive: _____ RECRUITMENT _____ RELOCATION

1. I have reviewed the criteria for offering recruitment/relocation incentives as outlined in 5 CFR 575 and have determined its use is necessary based on an analysis of the following factors (mark applicable factors with an X and provide justification):

____ Results of recent efforts to attract quality candidates for similar/identical positions as evidenced by offer/acceptance rates, the proportion of positions filled, and/or the length of time required to fill similar/identical positions;

____ Recent turnover in similar/identical positions;

____ Labor-market factors may affect the organization's ability to recruit quality candidates for similar/identical positions now or in the future;

____ Special qualifications needed for the position; and/or

____ The practicality of using a superior qualifications appointment, separately or in conjunction, with a recruitment incentive.

Narrative Justification (Documentation supporting the facts described below *must* be attached to this form.):

2. I certify that absent payment of this recruitment/relocation incentive as noted above, this activity would encounter difficulty in filling the position.

3. The applicant is being appointed to a (pay plan, occupational series, and grade) position at the step appropriately determined by use of highest previous rate or by application of superior qualifications. I recommend approval of a (recruitment/relocation) incentive in the amount equivalent to ____% (any percentage up to 25%) of the candidate's rate of basic pay including locality pay.

4. I have verified the employee's most recent rating of record is at least "Fully Successful" or equivalent and that the worksite of the employee's new position is 50 or more miles from the worksite of the position held immediately before the move and that the employee has established a residence in the new geographic area (applies to relocation incentives only).

5. In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined payment of this incentive is in the best interest of the government.

Activity Authorizing Official's Signature

Date

HRO Reviewer's Signature

Date

RETENTION INCENTIVE JUSTIFICATION FORM
(NON-DEMO PROJECT EMPLOYEES)

Name: _____ Activity: _____

Position Title/PP/Series/Grade: _____

Organization: _____

1. I have reviewed the criteria for offering a retention incentive as outlined in 5 CFR 575 and have determined its use is necessary based on the unusually high or unique qualifications of this employee and/or a special need of this Activity for the employee's services, which makes it essential to retain the employee. In arriving at this determination, I fully considered each of the following factors as is described in my narrative justification below:

____The extent to which the employee's departure would affect this Activity's ability to carry out an activity or perform a function deemed essential to the Command's mission;

____The success of recent efforts to recruit candidates and retain employees with qualifications similar/identical to those possessed by the employee for positions similar to the position held by the employee; and

____The availability in the labor market of candidates for employment who, with minimal training or disruption of service to the public, could perform the full range of duties and responsibilities assigned to the position held by the employee.

Narrative Justification: *(Document justification supporting the factors listed above)*

2. I certify that absent payment of this retention incentive, this employee would likely leave Federal service and that the employee's skills are essential for accomplishing the Activity's mission.

3. I request that retention incentive in the amount of \$_____, which is equivalent to ____% (no more than 25% of the employee's rate of basic pay including locality pay), be approved for a period of ____months (no less than one year).

4. In requesting this approval, I have given careful consideration to overall pay alignment within the organization and other salary management considerations and have determined payment of this retention incentive is in the best interest of the government.

Activity Authorizing Official's Signature

Date

HRO Reviewer's Signature

Date

RECRUITMENT/RELOCATION OR RETENTION INCENTIVE SERVICE AGREEMENT
(NON-DEMO PROJECT SELECTEES OR EMPLOYEES)

5 U.S.C. 5753 and 5754 and Part 575 of Title 5, Code of Federal Regulations states, that under certain conditions, the incentives indicated below can be offered to certain categories of employees. Accordingly, the following agreement will be used to establish eligibility for these incentives.

This agreement is for a:

RECRUITMENT INCENTIVE RELOCATION INCENTIVE

The recruitment/relocation incentive will be paid by one of the following methods (check one):

In a lump sum at the beginning of the service period stated in this agreement;

In equal or variable installment payments throughout the service period; or

As a final lump-sum payment at the end of the specified service period.

RETENTION INCENTIVE

The retention incentive will be paid by one of the following methods (check one):

Bi-weekly installments; (Service Agreement not required, if bi-weekly is elected)

In a single lump-sum payment after the completion of the full service period; or

In installments after the completion of specified periods of service.

I, _____, have accepted the incentive indicated above

for the position of _____

(title, pay plan, occupational series and grade)

, at _____

(name of activity and location). I understand the incentive will be ___% (up to 25% of my rate of basic pay including locality pay). (This incentive % rate includes the multiplier of number of years in the service period).

For recruitment/relocation incentives only: By accepting this incentive, I agree to remain an employee with the Department of the Navy for a minimum period of ___ number of months, (but no less than six months or more than four years) beginning with the date I report for duty, _____ at (activity's name) and ending _____. I understand the recruitment/relocation incentive must be recovered, if I fail to complete the period of employment established by this Service Agreement, or if I am removed or demoted for cause or receive a rating of record of less than "Fully Successful" or equivalent before expiration of the required minimum service period. The amount of the repayment will be determined in accordance with the policy set by (name of organization). I understand the government

may withhold any final pay due to me to apply against or liquidate any indebtedness arising from my violation of this agreement. I further understand this agreement may be terminated at any time due to insufficient funds and the decision to terminate this agreement may not be grieved or appealed.

For retention incentive only: I understand the payment of this incentive will be reviewed annually and may be reduced or terminated at any time in accordance with the policy set by (name of organization). I further understand the decision to terminate this agreement may not be grieved or appealed.

Employee's Signature

Date

Activity Authorizing Official's Signature

Date

HRO Reviewer's Signature

Date