

**MRMC LABORATORY PERSONNEL MANAGEMENT DEMONSTRATION PROJECT**

**PROTOCOL**

**PURPOSE AND SCOPE**

The purpose of this policy is to clarify grade/level representation to organizations outside the USAMRMC Personnel Demonstration Project. This policy pertains to USAMRMC positions and employees covered under the Personnel Demonstration Project.

**GENERAL**

For the purposes of preparing travel orders and any other situation involving protocol precedence, an employee may designate as their current grade/level the highest equivalent general schedule grade represented in his/her pay band. For example, an engineer in Band DB-II may designate GS-12 as his/her grade on travel orders. Pay Band V employees will represent their pay band as ST/SES equivalent.

**RESPONSIBILITIES**

1. The employee as well as the official approving the travel request, etc., are responsible for the correct cross-referencing of the Personnel Demonstration Project payband designation with the appropriate grade/level assignment in the General Schedule.
2. Civilian Personnel Advisory Center (CPAC) will provide advice and assistance upon request.

**POC:** MRMC PDP Manager