

MRMC LABORATORY PERSONNEL MANAGEMENT DEMONSTRATION PROJECT

DETERMINING GENERAL SCHEDULE EQUIVALENCY

PURPOSE AND SCOPE

The purpose of this policy is to determine the General Schedule (GS) grade level equivalency of PDP employees. Grade designation for purposes of protocol precedence is exempt from this policy and is addressed in Policy No. 4, Protocol.

GENERAL

The conversion procedures to a GS position provided in the Federal Register, Volume 63, number 41, dated 3 Mar 98, Section V, will be applied to determine the employee's equivalent GS grade when representing themselves on applications for training and non-demonstration employment and any other situations where a general schedule grade designation is required.

RESPONSIBILITIES

1. Employee and approving officials, where applicable, are responsible for correctly applying the conversion procedures.
2. The Civilian Personnel Advisory Center (CPAC) will provide advice and assistance upon request.

PROCEDURES

1. Grade-setting Provision: An employee in a pay band corresponding to a single GS grade is converted to that grade. An employee in a pay band corresponding to two or more grades is converted to one of those grades according to the following rules:
 - a. The employee's adjusted rate of basic pay under the demonstration project (including any locality payment) is compared with step 4 rate in the highest applicable GS rate range. (For this purpose, a "a GS rate range" includes a rate range in (1) the GS base schedule, (2) the locality rate schedule for the locality pay area in which the position is located, or (3) the appropriate special rate schedule for the employee's occupational series, as applicable.) If the series is a two-grade

interval series, only odd-numbered grades are considered below GS-11.

- b. If the employee's adjusted project rate equals or exceeds the applicable step 4 rate of the highest GS grade in the band, the employee is converted to that grade.
- c. If the employee's adjusted project rate is lower than the applicable step 4 rate of the highest grade, the adjusted rate is compared with the step 4 rate of the second highest grade in the employee's pay band. If the employee's adjusted rate equals or exceeds step 4 rate of the second highest grade, the employee is converted to that grade.
- d. This process is repeated for each successively lower grade in the band until a grade is found in which the employee's adjusted rate equals or exceeds the applicable step 4 rate of the grade. The employee is then converted at that grade. If the employee's adjusted rate is below the step 4 rate of the lowest grade in the band, the employee is converted to the lowest grade.
- e. Exception: If the employee's adjusted project rate exceeds the maximum rate of the grade assigned under the above-described "step 4" rule, but fits in the rate range for the next higher applicable grade (i.e., between step 1 and step 4), then the employee shall be converted to that next higher applicable grade.
- f. Exception: An employee will not be converted to a lower grade than the grade held by the employee immediately preceding a conversion, lateral reassignment, or lateral transfer into the project, unless since that time, the employee has undergone a reduction in band.

APPENDIX

Appendix A contains conversion out information to attach with SF-75 that CPAC forwards to the gaining personnel office.

POC: MRMC PDP Manager

APPENDIX A
INFORMATION SHEET - DEMONSTRATION PROJECT
(To be mailed with SF-75 information)

Employee Name: _____

1. This employee is involved in a Personnel Demonstration Project under authority of the National Defense Authorization Act for Fiscal year 1995, as cited in the Federal Register Vol. 63, No. 41, March 3, 1998. The Demonstration Project involves different pay, performance appraisal, and classification systems. The employee has been converted into this Demonstration Project system by formal SF-50 action. Gaining activities can use the pay table noted below and the procedure cited in paragraph 2 to determine the proper personnel action and pay setting procedures when processing a personnel action to acquire this employee.

DEMONSTRATION PROJECT PAY LEVEL COMPARISON TO THE GS SCALE

LEVEL	PAY BAND (DB)	PAYBAND (DE)	PAYBAND (DJ)	PAYBAND (DK)
LEVEL I	GS-1/2/3/4	GS-1/2/3/4	GS-1/2/3/4	GS-1/2/3/4
LEVEL II	GS-5/6/7/8/ 9/10/11/12	GS 5/6/7/8	GS-5/6/7/8/ 9/10	GS 5/6/7/8
LEVEL III	GS-13/14	GS9/10/11	GS-11/12	GS-9/10
LEVEL IV	GS-15	GS-12/13	GS-13/14	-----
LEVEL V	ABOVE GS-15	-----	GS-15	-----
*1102 & 1103 series - DJ-III equals GS 11-13, DJ-IV equals GS-14				

2. Procedures:

Step 1 - Find the corresponding GS equivalent grade(s) within the employee's current pay band on the above chart.

Step 2 - If the employee is assigned to a pay band that has a single GS grade, the employee is converted to that GS grade.

Step 3 - If the employee is assigned to a pay band with two or more GS grades, the following rules apply:

- (a) If the series is a two-grade interval series, only odd-numbered grades are considered below GS-11.
- (b) The employee's adjusted rate of basic pay under the demonstration project (including any locality payment)

is compared with step 4 rate in the highest applicable GS rate range.

- (c) If the employee's adjusted project rate equals or exceeds the applicable step 4 rate of the highest GS grade in the band, the employee is converted to that grade.
- (d) If the employee's adjusted project rate is lower than the applicable step 4 rate of the highest grade, the adjusted rate is compared with the step 4 rate of the second highest grade in the employee's pay band. If the employee's adjusted rate equals or exceeds step 4 rate of the second highest grade, the employee is converted to that grade.
- (e) This process is repeated for each successively lower grade in the band until a grade is found in which the employee's adjusted rate equals or exceeds the applicable step 4 rate of the grade. The employee is then converted at that grade. If the employee's adjusted rate is below the step 4 rate of the lowest grade in the band, the employee is converted to the lowest grade.

3. Following selection of the equivalent GS level, pay setting can be determined as follows:

- a. If the Demonstration Project base pay falls between two steps of the selected GS grade level, pay must be set at the higher step.
- b. For two-grade interval series, conversions should not be made to the intervening grade levels unless those grade levels are used at the gaining activity.
- c. The gaining activity will formally convert the selected employee out of the system by SF-50 action using the proper representative grade and selecting appropriate pay.

4. When a Demonstration Project employee, based on the above cited equivalent GS grade, is to be promoted, the gaining activity will pay the employee at the lowest rate of basic pay within the rate range of the position to which promoted that exceeds the employee's existing rate of basic pay by an amount equal to 6% of the rate. If this amount falls between two steps of the new rate range, the higher of the two steps will be selected.

5. Any questions concerning employees covered by the MRMC Personnel Demonstration Project should be referred to the activity who employed this individual during the course of the Demonstration Project. The contact point for the USAMRMC Laboratory is:

Human Resources Adviser: _____
Commercial Phone: _____
DSN: _____

Date of Last Equivalent Increase: _____.