

MRDC LABORATORY PERSONNEL MANAGEMENT DEMONSTRATION PROJECT

LOCAL INTERN INCREMENTAL ADJUSTMENTS

Purpose and Scope

This policy outlines how the USAMRDC Personnel Demonstration Project local intern incremental adjustments will be processed. This policy applies to the USAMRDC, US Army Medical Research Acquisition Activity (USAMRAA), DJ-1101, 1102, 1103, and 1109 series only.

Background

This policy is a result of the approval received from DoD to expand the DJ-III and DJ-IV pay bands for the 1102 and 1103 series within USAMRAA. This policy also provides guidance for local intern incremental adjustments for the DJ-1101 and DJ-1109 series, however the DJ-03 pay band for these series will remain GS-11/12 equivalent.

From FY 2007- FY 2010, USAMRAA experienced unprecedented attrition, losing more than 50% of its experienced journeyman Contract Specialists to other Federal contracting activities in the local area. The vast majority of those losses were due to employees leaving for promotions. Research showed the full performance working level for Contract Specialists working for other Federal contracting activities in the local area was GS-13. USAMRAA's full performance level, on the other hand, was the DJ-III pay band, or GS-11/12 pay equivalent. Contracting

contracting activities were generally GS-14 level, although there were isolated cases of GS-15 pay. In contrast, USAMRAA's Contracting Officers and front line supervisors were being paid in the DJ-IV pay band, or GS-13/14 pay equivalent.

In an effort to bring pay parity with local competing contracting activities, reduce serious attrition and skills erosion, and to improve USAMRAA's ability to compete for talent, USAMRAA partnered with the local CPAC to request an expansion of the DJ-1102-III pay band from GS-11/12 pay equivalent to GS-11/12/13 pay equivalent. In February 2011, OSD communicated

their approval of USAMRAA's request. With that approval was a directive to change the pay from DJ-1102-IV's from GS-13/14 pay equivalent to GS-14 pay equivalent. This was to ensure the DJ-III and DJ-IV pay bands, duties and responsibilities did not overlap.

USAMRAA received approval to process incremental pay adjustments for DJ-1101-02/03 positions per Memorandum, dated 17 November 2018, subject: Approved Incremental Pay Adjustments for a DJ-1101-02/03" as they successfully reach milestones of the internship. The DJ-1101-03 pay band is not expanded and the top of the pay band remains GS-12 equivalent. When hiring DJ-1109-02/03 positions, when the intern was due an incremental pay adjustment, USAMRAA would reassign the employee to a DJ-1101 series, process the incremental pay adjustment and then later reassign them back to the DJ-1109 series. To reduce the number of personnel actions processed, USAMRAA received approval from the USAMRDC Commanding General, Memorandum, dated 13 May 2022, subject: Authorization for Local Intern Incremental Pay Adjustments, to process incremental pay adjustments for the DJ-1109-02/03 interns like the DJ-1101 interns.

Responsibilities and Procedures

1. Based on the delegated authority from the Commanding General (Appendix A), it is USAMRAA's responsibility to ensure the local interns hired for the DJ-II, full performance level DJ-III, series 1101, 1102, 1103, and 1109, are placed on an individual development plan (IDP). It will be management's responsibility to ensure the training opportunities are provided and all requirements met for progression within the pay band, as identified in the employee's IDP, which results in a within band incremental pay adjustment throughout the DJ-II and DJ-III pay bands until the journeyman level is reached. The Journeyman level for the DJ-1102-III and DJ-1103-III pay band is defined as GS-13, Step 1 pay equivalent. The Journeyman level for the DJ-1101-III and DJ-1109-III pay band is defined as GS-12, Step 1 pay equivalent.
2. Based on the delegated authority from the Commanding General and during the transition of the DJ-1102-III and DJ-1103-III (GS-11/12 equivalent) employees to the new DJ-III position description (GS-11/12/13 equivalent), it is USAMRAA's responsibility to ensure each current DJ-III employee is placed on an IDP. The IDP will clearly outline the training completed in order for the employee's salary to progress

through the DJ-III pay band to the journeyman level of GS-13 Step 1 pay equivalent. It will be management's responsibility to ensure the training opportunities are provided and all requirements met for progression within the pay band, as identified in the employee's IDP, which results in a within band incremental pay adjustment throughout the DJ-III pay band until the journeyman level is reached. Newly hired DJ-III employees will be placed onto the new position description as well as an IDP. The same requirements for progression to the full journeyman level will apply for those who are not yet being paid at the journeyman level pay equivalent.

3. Based on the delegated authority from the Commanding General and during the transition of the DJ-1102-IV and DJ-1103-IV (GS-13/14 equivalent) employees to the new DJ-IV position description (GS-14 equivalent), it is USAMRAA's responsibility to ensure each current DJ-IV employee being paid less than the full journeyman level of GS-14 Step 1 is placed on an IDP. The IDP will clearly outline the training requirements (both classroom and on-the-job) that must be completed in order for the employee's salary to progress through the former DJ-IV pay band to the journeyman level of GS-14 Step 1 equivalent in order to be reassigned to the new DJ-IV position description (GS-14 equivalent). It will be management's responsibility to ensure the training opportunities are provided and all requirements met for progression within the pay band, as identified in the employee's IDP, which results in a within band incremental pay adjustment throughout the former DJ-IV pay band until the journeyman level is reached. Newly hired DJ-IV employees will be placed onto the new position description (GS-14 equivalent).
4. Management will not process an incremental pay adjustment for any employee, regardless of series, until all requirements, as outlined in the IDP, have been satisfactorily met. Management will be required to submit manner; this type of action will not be back dated.

Exceptions

Exceptions to the provisions in this procedure may be granted by

Appendix

Appendix A - Memorandums from Commanding General, USAMRDC to Director, USAMRAA, delegating authority to approve incremental pay adjustments in accordance with this policy as outlined

POC: MRDC PDP Manager



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MEDICAL RESEARCH AND DEVELOPMENT COMMAND
810 SCHREIDER STREET
FORT DETRICK, MARYLAND 21702-5000

13 MAY 2022

FCMR-PMC

MEMORANDUM THRU Deputy Chief of Staff, G1 (Civilian) (FCMR-PMC)

FOR Director, U.S. Army Medical Research Acquisition Activity, 820 Chandler Street,
Fort Detrick, MD 21702-5014

SUBJECT: Authorization for Local Intern Incremental Pay Adjustments

1. Reference USAMRAA, FCMR-AZ memorandum (Request Authorization for Local Incremental Pay Adjustments), 3 January 2022.
2. I approve the request for USAMRAA to grant incremental pay increases to the DJ-1109-02/03 interns as each intern successfully reaches milestones of the internship as laid out in the enclosed packet.
3. The point of contact for this memorandum is Lyn Krout at 301-619-7276, DSN 343-7276 or linda.j.krout.civ@mail.mil.

A handwritten signature in black ink, appearing to read "Anthony L. McQueen".

ANTHONY L. MCQUEEN
Brigadier General, USA
Commanding

Encl



DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH ACQUISITION ACTIVITY
820 CHANDLER STREET
FORT DETRICK MD 21702-5014

FCMR-AZ

7 January 2022

MEMORANDUM THRU G-1, Chief, Civilian Personnel, U.S. Army Medical Research and Development Command, Fort Detrick, MD 21072-5000

FOR Commander, U.S. Army Medical Research and Development Command, Fort Detrick, MD 21702-5000

SUBJECT: Request Authorization for Local Intern Incremental Pay Adjustments

1. FOR DECISION.
2. PURPOSE. Request authority for the U.S. Army Medical Research Acquisition Activity (USAMRAA) to approve Incremental Pay Adjustments for a DJ-1109-02/03 Local Intern Program.
3. RECOMMENDATION. USAMRDC Commanding General sign the enclosed memorandum authorizing USAMRAA to approve incremental pay adjustments for the DJ-1109-02/03 Local Intern Program.

APPROVED

DISAPPROVED

4. BACKGROUND. Currently, DJ-1109-02/03 interns are being reassigned to DJ-1101 positions in order to receive incremental pay increases (approved via Memo dated 17 November 2018, "Approved Incremental Pay Adjustments for a DJ-1101-02/03") as they successfully reach milestones of the internship. Upon completion of the internship, they are reassigned back to a DJ-1109 position.

5. DISCUSSION. USAMRAA has established a Local Intern Program for DJ-1109-02/03 interns. In order to progress upward within the DJ-02 and DJ-03 pay bands, the employee will need to complete the requirements as outlined in their intern training plan. USAMRAA's intern training plan includes on-the-job training, formal training, and designated hands-on-experience periods of time. Therefore, I am requesting delegated authority to authorize incremental pay increases for the DJ-1109-02/03 interns as they successfully complete the requirements for advancement within the respective pay band(s); the same as we currently do for the DJ-1101-02/03 interns. Because of the variations in starting salary of each intern, the incremental pay increases will vary accordingly and will be designated at the time the training plan is established. Upon successful completion of the internship the incremental pay increases will ultimately bring the employee's salary to the equivalent of a GS-12, Step 1, which is the full journeyman level.

FCMR-AZ

SUBJECT: Request Authorization for Local Intern Incremental Pay Adjustments

6. IMPACT. No financial impact. It will prevent processing of additional personnel actions to reassign interns between the 1101 and 1109 series, at both the activity and Civilian Personnel Advisory Center, to achieve the same end goal of advancing the salary of the interns as they progress through their internship.

7. COORDINATION.

USAMRDC G-1

CONCUR/~~NONCONCUR~~

21 Dec 2021

Ms. Lyn Krout

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Date: 2022.01.19 10:40:51 -0500

8. The point of contact for this memorandum is Mr. Michael Grenier at 301-619-2291 or michael.v.grenier.civ@mail.mil

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Encl

THEA R. MADDOX HOFGESANG
Director, USAMRAA



DEPARTMENT OF THE ARMY
US ARMY MEDICAL RESEARCH ACQUISITION ACTIVITY
820 CHANDLER STREET
FORT DETRICK MD 21702-5014

MCMR-AAA

17 November 2008

MEMORANDUM THRU Civilian Personnel Advisory Center, ATTN: Ms. Lyn Krout

FOR COL Jeffrey W. Davies, USAMRMC

SUBJECT: Request Authorization for Local Intern. Incremental Pay Adjustments

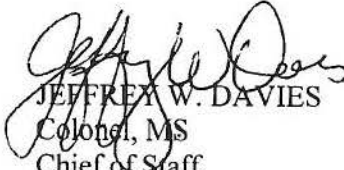
1. PURPOSE: Request authority for USAMRAA to approve Incremental Pay Adjustments for a DJ 1101 II-III Local Intern program. This would allow for salary progression through the DJ II and III Pay Bands. These increases would accrue upon completion of the requirements established for each employee participating in the program. Granting USAMRAA this authority for Local Interns will prevent unnecessary paperwork, expedite the hiring process and facilitate each individual's progression through the Local Intern program.

2. USAMRAA has established a Local Intern program for DJ 1101 II-III interns. In this program the employee will need to complete specific training and experience requirements in order to progress upward within the DJ II and DJ III paybands. The Army Qualification Standard allows for noncompetitive promotions of Interns, if the employee meets certain criteria established by the standard. These include an experience period and training progression attained. The Personnel Demonstration Project (PDP) provides for establishing, monitoring the progress and setting interim pay increases for Interns. USAMRAA's Intern Program contains these attributes: On-the-Job Training, formal training, and noncompetitive promotion opportunity. As a result, I am requesting delegated authority to authorize pay adjustments throughout each Local Internship, in accordance with the program plans that will be formulated when each new intern is recruited. Because of the variations in starting salary of each Intern, the pay adjustments will vary accordingly. Semi-annual pay adjustments at the GS-05 and GS-07 equivalent ranges and annual increases thereafter will be established for each individual with amounts designated at the time the program plan is established. The pay adjustments will ultimately bring the pay of the Intern, upon completion of their internship, up to the equivalent of a GS-12, which is the full journeyman level.

4. POC is the undersigned, 301-619-2183 or USAMRAA's Deputy Director, Jeannie Shinbur, 301-619-7427.


PAUL G. MICHAELS, eJD
Director, USAMRAA

Approved () Disapproved


JEFFREY W. DAVIES
Colonel, MS
Chief of Staff