

Chapter 17. Pay and Step Changes
(Natures of Action 810, 818, 819, 866, 888, 891, 892, 893, 894, 895, and 899)

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Chapter 17. Pay and Step Changes

1. Coverage.

This chapter provides instructions for processing pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade:

- Change in Allowance/Differential,
- Administratively Uncontrollable Overtime,
- Availability Pay,
- Locality Payment
- Pay Adjustment,
- Within-grade Increase,
- Quality Step Increase,
- Denial of Within-grade Increase,
- Step Adjustment, and
- Termination of Grade Retention.

See Chapter 31 when processing actions when an employee changes agencies; see Chapters 9-13 when appointment status changes; see Chapter 14 for position or grade changes.

2. Definitions.

a. Adjusted basic pay is that amount which, after taking into account all applicable pay caps, is the higher of the following rates of pay to which the employee is entitled: basic pay; locality pay; special law enforcement officer adjusted pay; or the continued rate of pay.

b. Administratively Uncontrollable

Overtime (AUO) pay is calculated as an increment of up to 25 percent of basic pay paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

c. Availability pay is a special form of premium pay fixed at 25 percent of basic pay (including locality pay) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act and may not receive administratively uncontrollable overtime pay.

d. IGA continued rate of pay means a rate of pay first established in January 1994 for an employee who previously received an interim geographic adjustment (IGA) on top of a worldwide or nationwide special rate authorized under 5 U.S.C. 5305.

e. Denial of Within-grade Increase means the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not an acceptable level of competence.

f. GM Within-grade Increase is an agency-awarded increase in rate of basic pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of Public Law 103-89.

g. Grade Retention entitles an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced.

h. Locality payment means a locality-based comparability payment or special pay adjustment for law enforcement officers.

(1) Locality-based comparability payment means a payment under 5 U.S.C. 5304.

(2) Special pay adjustment for law enforcement officer means an additional payment made to a law enforcement officer whose official duty station is in one of eight special pay areas defined in section 404 of the Federal Employees Pay Comparability Act of 1990.

i. Pay Adjustment (as used in this **Guide**)—Any increase or decrease in an employee's rate of basic pay where there is no change in the duties or responsibilities of the employee's position. A pay adjustment may include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also a pay adjustment.

j. Pay plan means the pay system or pay schedule under which the employee's rate of

basic pay is determined, for example, General Schedule (GS), Executive Pay (EX), or Leader under the Federal Wage System (WL).

k. Pay retention entitlement is an employee's right to retain, under certain circumstances, a rate of basic pay that is higher than the maximum rate of the grade for the position that he or she occupies.

l. Performance Management and Recognition System (PMRS) was the pay system established under 5 U.S.C. chapter 54 for General Schedule employees in grades 13 through 15 in supervisory, managerial, or management official positions.

m. Quality (Step) Increase (QSI or QI) is an increase in an employee's rate of basic pay through an additional within-grade increase granted under 5 U.S.C. 5336 for sustained high quality performance.

n. Rate of basic pay means the rate of pay fixed by law or administrative action for the position held by the employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For example, \$9793 per year; \$6.41 per hour.

o. Retention Allowance is the annual total dollar amount (up to 25 percent of basic pay) paid to an employee with unusually high qualifications or special skills in those cases where the agency determines that the employee would be likely to leave Federal employment if no allowance were paid.

p. Special Salary Rates are higher than the regular statutory schedule. The President establishes these higher pay rates for occupations in which private enterprise is paying substantially more than the regular Government schedule, and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons.

q. Step means the step of the pay plan under which an employee is paid, for example, step 2 of GS 7 or step 1 of WG 5.

r. Step Adjustment means a change in the step of the grade at which the employee is serving, without a change in the employee's rate of basic pay.

s. Supervisory Differential the annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.

t. Within-grade Increase (WGI) is an increase in an employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

3. Use of Standard Form 52.

The Standard Form 52, Request for Personnel Action, is used to request and document approval of pay or step changes for employees who are absent because of compensable injury, military duty, or service

with an international organization. For other pay and step change actions, the agency may use either a Standard Form 52 or an agency form to request actions and document approvals. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

4. Documenting the Personnel Action.

Usually, personnel actions for pay and step changes will use a Standard Form 50, Notification of Personnel Action. However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of statutory pay increase for General Schedule employees, the change may be made in agency data systems automatically. Each adjustment must be reported to the Central Personnel Data File. In addition, each salary adjustment or change must be documented in the Official Personnel Folder and the employee must be notified of the adjustment. Employees may be notified of the adjustment by a copy of the Official Personnel Folder document or an agency issuance described in Chapter 4, section 7. Either Standard Form 50 or one of these alternate forms of notice may be used for Official Personnel Folder documentation.

a. A copy of the new pay schedule containing the new rates, the authority for the change, the date of the authority and the effective date of the new rates may be used. Circle the employee's new salary and file the copy in the Official Personnel Folder on the right side.

b. A *computer-printed notice*, showing:
 Name of employee;
 Pay System, Grade, Step, and new salary;
 Effective date of new rate;
 Authority for change and date of authority; and
 Social Security Number.

5. Actions for Absent Employees.

a. Employees who are in nonpay status.

(1) Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:

- pay adjustment to effect an annual General Schedule pay adjustment, or to establish, change or terminate a locality payment;
- pay adjustment to implement, change, or discontinue a special rate;
- termination of grade retention at the expiration of the employee's 2-year period of grade retention;
- pay adjustment resulting from the termination of grade retention;
- within-grade increase for which employee became eligible before a period of nonpay status began; and
- within-grade increase for which employee becomes eligible during a period of nonpay status that is creditable for within-grade increase purposes.

(2) Wait to record other pay actions until the employee returns to duty. Show the new pay or

step on the return to duty personnel action and enter in the remarks on that action P09—"Pay or step adjusted (date) by (authority)."

b. Employees who have separated to enter on active military duty—prepare the pay adjustment or step change Standard Form 52, showing the date on which the action is due, and file it on the right side of the employee's Official Personnel Folder. Wait to prepare and distribute the Standard Form 50 until the employee exercises restoration rights, moving the Standard Form 52 to the left side of the Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove and destroy the Standard Form 52.

c. Employees who have transferred to international organizations—if the employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a Standard Form 52 to record the action. File one copy on the right side of the employee's Official Personnel Folder and send the second copy to the payroll office; payroll needs the salary information on the form to make the correct retirement and Federal Employees Group Life Insurance deductions for the employee while he or she serves with the international organization. Note the pay or step change on the Standard Form 52 that is used to process the reemployment action with remark P06—"Pay rate includes WGI's or other rate changes to which employee would have been entitled had he or she remained continuously in Federal service."

Job Aid

Instructions for Processing Personnel Actions on Pay and Step Changes

STEP	ACTION												
1	Use the table for the applicable pay plan to select the nature of action and authority:												
	<table border="1"> <thead> <tr> <th data-bbox="440 512 878 564">Pay Plan</th> <th data-bbox="883 512 1333 564">Table</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 564 878 884">General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (meaning GM employees)</td> <td data-bbox="883 564 1333 884">Table 17-A</td> </tr> <tr> <td data-bbox="440 884 878 936">Prevailing Rate Systems</td> <td data-bbox="883 884 1333 936">Table 17-B “Reserved”</td> </tr> <tr> <td data-bbox="440 936 878 1018">Other Pay Systems</td> <td data-bbox="883 936 1333 1018">Table 17-C</td> </tr> <tr> <td data-bbox="440 1018 878 1241"></td> <td data-bbox="883 1018 1333 1241">Table 17-D</td> </tr> </tbody> </table>	Pay Plan	Table	General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (meaning GM employees)	Table 17-A	Prevailing Rate Systems	Table 17-B “Reserved”	Other Pay Systems	Table 17-C		Table 17-D		
Pay Plan	Table												
General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (meaning GM employees)	Table 17-A												
Prevailing Rate Systems	Table 17-B “Reserved”												
Other Pay Systems	Table 17-C												
	Table 17-D												
	<p>Enter nature of action and authority in blocks 5A-F of the Standard Form 52 or in the appropriate place on the agency form used to request and approve the action.</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by the Office of Personnel Management) instead of the authority and code shown in this chapter.</p>												
2	<p>Use Table 17-F to select remarks/remarks codes required by the Office of Personnel Management for the action and enter them in Part F of the Standard Form 52 or in the appropriate place on the agency form used to request and approve the action.</p> <p>Also enter any additional remarks/remarks codes that are required by your agency's instructions or that are necessary to explain the action.</p>												
3	<p>Complete the Standard Form 52 as required by instructions in Chapter 4 of this Guide; follow your agency's procedures to complete an agency request document.</p>												
4	<p>Follow your agency's procedures to get the approval signature on the Standard Form 52 or the form your agency uses to request action. No approval is needed for a pay adjustment or a change in allowance/differential that results from a statutory or regulatory change in rates or an Executive Order.</p>												
5	<p>Follow instructions in Chapter 4 of this Guide to complete the Standard Form 50. The Standard Form 50 must be signed or authenticated for all pay and step changes except for those actions that are required by statute or regulation (and for which a Standard Form 50 or an alternate form of notice may be used). On actions for which a signature or authentication is required, follow your agency's instructions to obtain it.</p>												

Job Aid**Instructions for Processing Personnel Actions on Pay and Step Changes,
continued**

STEP	ACTION
6	Enter or update suspense or remainder dates in your service record system and in any other tickler system your agency uses. These dates include: <ul style="list-style-type: none">— date eligible for next within-grade increase,— grade retention expiration date, and— date on which next performance determination must be made (when within-grade increase has been denied).
7	Check The Guide to Personnel Recordkeeping to decide how to file the documents related to the action.
8	Reserved
9	Follow your agency's instructions to distribute documentation of the personnel action.

Table 17-A. Pay and Step Changes under the General Schedule

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
1	Within-grade increase based on employee's meeting length of service and performance requirements (see Note 1 of this table)	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	893	Within-grade Inc	Q7M	Reg. 531.404 (see Note 7 of this table)
2		Employee is covered by the PMRS Termination Provisions of P.L. 103-89 (see Note 6 of this table)	891	GM WGI	Z2P	P.L. 103-89
3	Decision to withhold within-grade increase	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	888	Denial of WGI (see Note 2 of this table)	Q5M	Reg. 531.409 (see Note 7 of this table)
4		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			Z2P	P.L. 103-89
5	Quality increase based on employee's high quality performance		892	Quality Inc	RBM	Reg. 531.501 (see Note 7 of this table)
6	Pay adjustment effective under 5 U.S.C. 5303		894	Pay Adj	QWM and ZLM	Reg. 531.205 and (Cite E.O. that established new rates)

Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
7	Initial establishment of or increase in special rates schedule	Pay is adjusted on the basis of the employee's existing grade retention entitlement	894	Pay Adj	QHP and ZLM	Reg. 530.306 (a)(1) and (Cite OPM issuance that published new rates)
8		Pay is adjusted on the basis of employee's existing pay retention entitlement			QJP and ZLM	Reg. 530.306 (a)(2) and (Cite OPM issuance that published new rates)
9		Employee is not entitled to grade or pay retention			QHP and ZLM	Reg. 530.306 (a)(1) and (Cite OPM issuance that published new rates)
10	Initial establishment of, or change in, special rate for a law enforcement officer under section 403 of Public Law 101-509 (see Note 3 of this table)				ZTW	P.L. 101-509, Sec. 403
11	Decrease in or discontinuance of special rates	Employee's existing rate is equal to one of the rates in the regular or decreased special rate schedule	899	Step Adj	QKP and ZLM	Reg. 530.306 (b)(1)(i) and (Cite OPM issuance that published new rates)
12		Employee's existing rate is higher than the new maximum allowed for his or her grade level			QMP and ZLM	Reg. 530.306 (b)(1)(iii) and (Cite OPM issuance that published new rates)
13		Employee has an existing rate of pay that falls between two rates in the regular decreased rate schedule			894	Pay Adj

Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
14	Position that has been under the GM pay plan is determined to be under the General Schedule (see Note 4 of this table)		894	Pay Adj	QUM	Reg. 531.204(e) (see Notes 7 and 8 of this table)
15	Employee's position is brought under the General Schedule (see Note 4 of this table)				ZLM	(Cite E.O., Law, or Reg that brought position under the General Schedule) and (see Notes 7 and 8 of this table)
16	Termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362
17		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363
18		Employee is entitled to a rate of basic pay that is equal to or higher than his or her existing rate, which rate can be accommodated within the range of the employee's grade				
19	Termination of grade retention with no further grade or pay retention entitlement	Employee declined a reasonable offer			VNJ	5 U.S.C. 5362(d)(3)
20		Employee elected to terminate benefits			VPL	5 U.S.C. 5362(d)(4)
21		Employee failed to comply with agency's priority placement program's requirements			RLM	Reg. 536.207(b)(2)

Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
22	Termination of pay retention because employee declined a reasonable offer		894	Pay Adj	VTJ	5 USC 5363(c)(2)
23	Termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which entitled under 5 U.S.C. 5363				ZLM	(Cite E.O. or other authority that established new rates)
24	Establishment, change in percentage, or termination of special pay adjustment authorized for law enforcement officers under Sec. 404 of Public Law 101-509		895	Locality Payment	ZTX	P.L. 101-509, Sec. 404
25	Establishment, change in percentage, or termination of locality-based comparability payment				VGR	5 U.S.C. 5304
26	Establishment, change in percentage, or termination of retention allowance (see Note 5 of this table)		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754
27	Establishment, change in percentage, or termination of supervisory differential (see Note 5 of this table)				VPH	5 U.S.C. 5755

Table 17-A. Pay and Step Changes under the General Schedule (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
28	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151
29	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633
30	An adjustment in employee's basic rate of pay that is not described in Rules 1-29		894	Pay Adj	ZLM	(Cite authority for the adjustment) (see Notes 7 and 8 of this table)

NOTES:

1. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF 52/50 or on separate ones. When a single SF 52/50 is used, document the within-grade increase (NOA "893") in blocks 5A-F of the SF 52/50 and the other action in blocks 6A-F.

2. Show in "TO" block of SF 52/50 the step and salary currently held by the employee. *Do not* show the step and salary being denied or withheld. Show "00" in block 19 if employee is subject to the PMRS Termination Provisions of P.L. 103-89. Show as the effective date the date on which the increase would have been effective.

3. LEO special salary rates under section 403 of FEPCA are published in special salary rate table 491.

4. When an action involves a change in employee's position or grade, follow the instructions in Chapter 14; when it involves a change in employee's agency or appointment status, follow the instructions in Chapters 9-13.

NOTES, continued:

5. When an action grants, changes, or terminates an allowance/differential for an employee who is entitled to both the retention allowance and supervisory differential described in rules 26 and 27, only one NOA 810 SF 50 is required. The authority for each allowance/differential must be cited in blocks 5-C-through 5-F of the SF 52/50 (the agency may determine the order in which they are cited). When an action grants, changes, or terminates both the allowance/differential for an employee who is entitled to both payments described in rules 26 and 27, process one NOA 810 SF 50 and cite as the authority **ZTZ/P.L. 101-509**. (If more than one NOA 810 SF 50 is prepared with the same effective date, the actions must be combined for submission to the Central Personnel Data File.)

6. Enter "00" in block 19.

7. If employee is entitled to grade retention, a second authority may be cited: VLJ - 5 U.S.C. 5362(c).

8. If employee is entitled to pay retention, a second authority may be cited: VSJ - 5 U.S.C. 5363(a).

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Table 17-C. Pay and Step Changes Under Prevailing Rate Systems

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i> <i>L</i> <i>E</i>	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 3 and 4 of this table)</i>	<i>Auth is</i>
1	Receives a within-grade increase		893	Within-grade Inc	VUL	5 U.S.C. 5343(e)(2)
2	Occupies a position that changed from the General Schedule to a Prevailing Rate System		894	Pay Adj	FEM	Reg. 532.405(c)(2)
3	Occupies a position in a wage area that is consolidated with another wage area				FTM	Reg. 532.415(a)
4	Has basic rate of pay adjusted by application of special rates or schedules authorized by OPM for recruitment and retention				FGM	Reg. 532.251
5	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions				F8M	Reg. 532.253
6	Is subject to a reduction in a prevailing rate schedule resulting from the findings of a wage survey	Employee's existing rate is higher than the new maximum rate allowed for employee's grade level and employee is entitled to pay retention	899	Step Adj (see Note 2 of this table)	FNM	Reg. 532.415(c)
7		Employee's existing rate falls between two rates in the new schedule and employee's pay will be set at the higher rate	894	Pay Adj	RJR	Reg. 536.205(b)(2)

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 3 and 4 of this table)</i>	<i>Auth is</i>
8	Has basic rate of pay adjusted by application of a new or revised wage schedule not covered in Rules 3-7 (e.g., to implement results of an annual wage survey)		894	Pay Adj	FNM	Reg. 532.415(c)
9	Is subject to termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362
10		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363
11		Employee is entitled to a rate of basic pay that is equal to or higher than his or her existing rate, which rate can be accommodated within the range of the employee's grade				
12	Is subject to termination of grade retention because employee declined a reasonable offer				VNJ	5 U.S.C. 5362(d)(3)

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
	<i>If Employee</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth code is (see Notes 3 and 4 of this table)</i>	<i>Auth is</i>
13	Is subject to termination of grade retention because employee elected to terminate benefits		866	Termination of Grade Retention	VPL	5 U.S.C. 5362(d)(4)
14	Is subject to termination of grade retention benefits because employee failed to enroll in or comply with agency's priority placement program requirements				RLM	Reg. 536.207(b)(2)
15	Is subject to termination of pay retention because employee declined a reasonable offer		894	Pay Adj	VTJ	5 U.S.C. 5363(c)(2)
16	Is subject to termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which employee is entitled under 5 U.S.C. 5363				ZLM	(Cite E.O., Law or Reg. that sets new pay schedule)

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems (Continued)

<i>R U L E</i>	<i>A</i> <i>If Employee</i>	<i>B</i> <i>And</i>	<i>C</i> <i>Then NOAC is</i>	<i>D</i> <i>NOA is</i>	<i>E</i> <i>Auth code is (see Notes 3 and 4 of this table)</i>	<i>F</i> <i>Auth is</i>
17	Has rate of basic pay adjusted as a result of the termination of grade retention		894	Pay Adj	(Enter same code as was used for the 866/ Termination of Grade Retention action)	(Enter same authority as was used for the 866/ Termination of Grade Retention action)
18	Is subject to an adjustment in basic rate of pay that is not described in Rules 1-17				ZLM	(Enter E.O., Law or Reg. that adjusted pay)
19	Establishment, change in percentage, or termination of retention allowance		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754

NOTES:

1. "Reserved".
2. Be sure to change the step to "00" and to change the Pay Rate Determinant (PRD).
3. If employee is entitled to grade retention, VLJ - 5 U.S.C. 5362(c) may be cited as the second authority.
4. If employee is entitled to pay retention, VSJ - 5 U.S.C. 5363(a) may be cited as the second authority.

17-25 and 17-26 are blank

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i> <i>L</i> <i>E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
1	Within-grade increase		893	Within-grade Inc	ZLM	(Cite authority for the increase)
2	Pay change for an employee in a senior level (SL) or scientific or professional (ST) position	Change is the annual comparability adjustment	894	Pay Adj	ZLM	(Cite Reg. 534.504 plus the Executive Order containing rates of pay for the General Schedule and the Executive Schedule)
3		Change is not described in Rule 2				(Cite Reg. 534.503)
4		Change is not described in Rules 2-3				(Cite authority for the increase) (See Note 2 of this table)
5	Change in pay level (or rate) and salary of an SES employee				VWH	5 U.S.C. 5383

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i> <i>L</i> <i>E</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC is</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
6	General change in SES salary rates		894	Pay Adj	ZLM	(Cite E.O. that established new rates)
7	Initial establishment of or increase in special rate schedule				QHP and ZLM	Reg. 530.306(a)(1) and (Cite OPM issuance that published new rates)
8	Decrease in or discontinuance of special rates	Employee's existing rate of pay is higher than the maximum allowed for the grade or level	899	Step Adj	QMP and ZLM	Reg. 530.306(b)(1)(iii) and (Cite OPM issuance that published new rates)
9		Employee's existing rate of pay is equal to one of the rates in the new schedule for the grade or level			QKP and ZLM	Reg. 530.306(b)(1)(i) and (Cite OPM issuance that published new rates)
10		Employee's existing rate is between two rates in the regular or decreased rate schedule	894	Pay Adj	QLP and ZLM	Reg. 530.306(b)(1)(ii) and (Cite OPM issuance that published new rates)
11	Establishment or termination of availability pay		819	Availability Pay	Z2S	P.L. 103-329, Sec. 633
12	Establishment, change in percentage, or termination of locality-based comparability payment		895	Locality Payment	VGR	5 U.S.C. 5304

Table 17-D. Pay and Step Changes under Pay Systems other than the General Schedule or Prevailing Rate System (Continued)

<i>R</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>
<i>U</i>	<i>If Basis for Action is</i>	<i>And</i>	<i>Then NOAC</i>	<i>NOA is</i>	<i>Auth Code is</i>	<i>Authority is</i>
<i>L</i>			<i>is</i>			
<i>E</i>						
13	Establishment, change in, or termination of retention allowance		810	Chg in Allow/Diff	VPG	5 U.S.C. 5754
14	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151

NOTES:

1. "Reserved".
2. For agency-determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.

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Table 17-F. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is:</i>
1	Action is a within-grade increase (WGI)		P14	Work performance is at an acceptable level of competence.
2		The amount of time the employee was in nonpay status requires that the due date for the WGI be set back	P13	Effective date adjusted due to excess time in nonpay status of (number) hours.
3		Granted to an employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.
4	Action is a quality step increase	Granted to a GS employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.
5	Decision is made to withhold WGI to GS employee	Employee is not entitled to grade retention	P15	Within-grade increase to step [number] denied because your work is not at an acceptable level of competence. You remain at GS [number], step [number].
6		Employee is entitled to grade retention	X47	Action denies within-grade increase to step [number] of employee's retained grade.
7	Decision is made to withhold WGI to GM employee		P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.

Table 17-F. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
8	Action is a pay adjustment	Employee is entitled to pay retention	X40	Employee is entitled to pay retention.
9		Employee is entitled to grade retention	X44	Rate is step [number] of [pay plan and grade], retained grade.
10	Employee is entitled to grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
			X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
			X61	Retained grade will not be used for reduction-in-force purposes.
11	Employee who is entitled to grade retention moves from a pay system other than GS or prevailing rate system	Retained grade is equivalent to one held prior to the reduction that entitled employee to grade retention	X35	The retained pay plan and grade [pay plan and grade] is equivalent to [pay plan and grade], the position from which reduced.
12	Action terminates employee's entitlement to grade retention	Eligibility has expired for current period, and employee not entitled to new period of grade retention	X43	Expiration of grade retention period as [pay plan and grade].
13		Employee elected to terminate grade retention entitlement	X39	Employee elected to terminate grade retention entitlement.

Table 17-F. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply) (Continued)

R U L E	A	B	C	D	
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>An Remark Is</i>	
14	Action terminates employee's entitlement to grade retention	Employee declined position offered	X48	Declined offer of [position title, pay plan, series and grade].	
15		Employee didn't comply with priority placement program requirements	X50	Failed to comply with priority placement program requirements.	
16		No further entitlement to grade or pay retention	X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	
17		Employee is entitled to begin pay retention	X40	Employee is entitled to pay retention.	
18		Employee entitled to begin another period of grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].
				X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.
	X61			Retained grade will not be used for reduction-in-force purposes.	
19	Employee is entitled to pay retention	Employee's salary is now 150% of maximum rate for grade to which assigned	X41	Salary is 150% of maximum rate of grade to which assigned.	
20	Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention (5 U.S.C. 5363(c)(2))	X42	Pay retention entitlement terminated.	
21		Employee declined position offered	X48	Declined offer of [position title, pay plan, series and grade].	

Table 17-F. Codes and Remarks for Pay and Step Changes (*Use as many remark codes as apply) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
22	Employee is being paid a special rate established under 5 U.S.C. 5305		P05	Special Rate under 5 U.S.C. 5305.
23	Employee's total salary includes a retention allowance		P70	Salary in block 20 includes retention allowance of \$__.
24	Employee's total salary includes payment for AUO	Action is an 818/AUO that establishes/changes percent paid for AUO	P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.
25		Action is other than an 818/AUO	P81	Salary in block 20 includes AUO of \$__.
26	Total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$__.
27	Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of \$__.

Table 17-F. Codes and Remarks for Pay and Step Changes (*Use as many remarks as applicable) (Continued)

<i>R U L E</i>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
	<i>If</i>	<i>And</i>	<i>Then Remark Code Is*</i>	<i>And Remark Is</i>
28	Employee is a law enforcement officer whose total salary includes a special rate established under Sec. 403 of Public law 101-59, plus a special pay (locality) adjustment established under Sec. 404 of Public Law 101-59		P85	Amount in block 20-B includes the special pay adjustment for law enforcement officers of \$__.
29	Action is an 895/Locality Payment	Special rate exceeds the locality rate of pay	P93	Special rate exceeds the locality rate of pay, so employee receives no locality payment.
30		Special adjusted rate for law enforcement officers exceeds locality rate of pay	P95	Special adjusted rate for law enforcement officers exceeds locality rate of pay, so employee receives no locality payment.
31		IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied	P96	IGA continued rate of pay continues until one of the terminating conditions in 5 CFR 531.703(g) is satisfied -- i.e., the employee's duty station is no longer in an interim geographic adjustment area; the employee is no longer in a position covered by a nationwide or worldwide special salary rate; the employee is entitled to a higher rate of pay under another authority; or the employee's position is reduced in grade.
32		Rules 29-31 do not apply	P92	Salary includes a locality-based payment of __ %.
33	Action gives employee a higher rate of pay which results in termination of the IGA continued rate employee has been receiving under 5 U.S.C. 5304		P97	This action terminates your IGA continued rate of pay.