

Department of the Interior
DEPARTMENTAL MANUAL

Personnel

Part 370 DM Addition to FPM

Chapter 534 Pay Under Other Systems

370 DM 534,1.1

Subchapter 1. Determining Pay Under Systems Other Than the
Classification Act and Prevailing Rate Systems

.1 Interior General Schedule (IGS). The Interior General Schedule (IGS) applies to those positions exempt from classification under the Act and which lend themselves readily to classification practices. Such positions include emergency or seasonal employees whose employment is of uncertain or purely temporary duration, or who are employed for brief periods at intervals in positions exempt from Chapter 51, Title 5, of the U.S. Code (see U.S.C. 5102 (19)). Positions subject to other salary schedules or administrative procedures or to those usually considered subject to wage board procedures are not covered by the IGS. The grade structure and the annual salary rates are the same as those of the General Schedule of the Classification Act, grades 1 through 15. Statutory salary increases in the rates of the General Schedule of the Classification Act are applicable to IGS positions, effective the same date as that authorized for the General Schedule. Position classification standards, titles, series definitions, and codes developed by the Department and by the Commission for classified positions shall be adhered to in the classification of the IGS positions. Employees who are paid in accordance with this schedule are entitled to the same benefits as are those employees who are paid in accordance with the General Schedule of the Classification Act, i.e., within-grade increases, special rates, etc., provided they meet the same eligibility requirements therefor.

.2 Positions in the Agency for International Development

A. Bureaus shall be responsible for classifying, in accordance with Commission standards, all positions equivalent to GS-15 and below on projects of the Agency for International Development (AID) covered by Special Project Agreements as set forth in the AID Manual. Bureaus shall forward to the Office of Personnel, AID, Washington, D.C., two certified copies of each Special Project Agreement, position description (including reference to the pertinent Project Implementation Order for Technical Service (PIO/T) number, the name of the request Mission and the full title, grade and series number of the position) at the time that AID clearance of a recruitment candidate is requested. Bureau personnel who are not recruited to implement a specific special Project Agreement will be classified by AID.

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370 DM 534,1.2B

B. Determining AID Salary Rate. The principle to follow in determining the appropriate salary rate for an AID position is to classify the position to the proper General Schedule grade and then convert it to the equivalent grade of the AID, FC Schedule. (See the AID grade and salary equivalency chart issued separately by AID).

(1) For new hires the rate is set at the minimum rate of the FC grade. However, an appointment to a position with the same occupation code as one to which the Civil Service Commission has approved a special rate range is made at the step in the FC grade which is not less than the minimum step of the special rate range. Exception: The rate to be given cannot exceed the maximum rate of the FC grade.

(2) When moving from a GS position to an FC position and the FC grade is equivalent to the GS grade held by the employee, he is given the rate of the FC grade which is at least \$400.00 per year more than his current earnings. Exception: The rate to be given cannot exceed the maximum rate of the FC grade and an increase of more than 10% of the employee's current annual salary requires advance approval of AID.

(3) When moving from a GS position to an FC position and the FC grade is higher than the GS grade held by the employee, he receives the rate of the FC grade which is at least a two-step increase in his GS grade. Exception: The rate to be given cannot exceed the maximum rate of the FC grade.

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370 DM 534, 3.1

Subchapter 3. Scientific and Professional Positions Requiring Specially Qualified Personnel (Public Law 313-Type Positions)

3.1 Definition. The Director of the Office of Personnel Management (OPM) may establish and from time to time revise the maximum number of scientific or professional positions (not to exceed 517 on a Governmentwide basis) for carrying out research and development functions which require the services of specially qualified personnel which may be established outside of the General Schedule (GS) and the Senior Executive Service (SES). These positions may be established only for those individual workers whose stature and responsibilities exceed the GS/GM-15 level and who have no significant supervisory responsibilities so that their positions are not covered by the Senior Executive Service.

3.2 Resource Allocation. As a part of the Biennial Request, agencies may request changes in their allocation of non-SES, non-GS/GM authorizations. Such requests must be supported by documentation which demonstrates that the position exceeds the GS/GM-15 level and does not meet the criteria for inclusion in SES. Such documentation should also include material which demonstrates the stature and qualifications of the proposed incumbent.

3.3 Resource Utilization. All authorizations granted to the Department by OPM under the provisions of 5 U.S.C. 3104 are under the control of the Executive Resources Board (ERB). Once a position established under this authority is vacated, the servicing personnel office must notify the Office of Personnel no later than three working days via an OPM Form 1390. Within the delegated authorization granted by OPM, the ERB may appoint individuals to these non-SES, non-GS/GM positions without further OPM approvals.

3.4 Salary Setting Under 5 U.S.C. 3104. Salaries for individuals appointed under this authority range from Step One of GS-16 to a maximum of the rate payable for level V of the Executive Schedule. Initial appointment will normally be to one of the steps of the GS-16 salary range based on the two-step promotion rule. Once appointed, an individual may be moved upward to the next higher step in the GS-16 salary range. These step increases require the approval of the ERB and should be based on and accompanied by a current fully successful or higher performance appraisal document.