Purpose and Scope

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

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 Officers and front line supervisors for other local Federal 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.
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, 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-III pay band is defined as GS-13 Step 1 pay equivalent)

2. Based on the delegated authority from the Commanding General and during the transition of the DJ-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 requirements (both classroom and on-the-job) that must be 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 (GS-11/12/13 equivalent) 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 GS-13 Step 1 pay equivalent.

3. Based on the delegated authority from the Commanding General and during the transition of the DJ-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 until all requirements, as outlined in the IDP, have been satisfactorily met. Management will be required to submit RPAs for within band incremental increases in a timely manner; this type of action will not be back dated.

Exceptions

Exceptions to the provisions in this procedure may be granted by the Commanding General, USAMRMC on a case by case basis.

Appendix

Appendix A - Memorandum from Commanding General, USAMRMC to Director, USAMRAA delegating authority to approval incremental pay adjustments in accordance with policy outlined above.

POC: MRMC PDP Manager
MCMR-PMC

3 OCT 2012

MEMORANDUM FOR Director, US Army Medical Research Acquisition Activity (USAMRAA), 820 Chandler Street, Fort Detrick, MD 21702-5014

SUBJECT: Delegation of Authority to Approve Incremental Pay Adjustments - USAMRAA

1. I hereby delegate to you the authority to approve incremental pay adjustments for employees in occupational series 1102/1103 in pay bands DJ-II, III, and IV for local interns and expansion of pay bands as reflected in the Laboratory Personnel Demonstration Project (PDP) Policy Number 15 (Encl). This authority is effective immediately and remains in effect unless revoked or superseded in writing. You may not further delegate this authority.

2. This authority must be exercised in strict compliance with PDP Policy Number 15, and all other applicable laws, policies, regulations, standards, decisions, or other requirements that may be prescribed.

3. The point of contact is Ms. Chris Houck at 301-619-7276 or chris.houck@us.army.mil.

Encl

JAMES K. GILMAN
MG, MC
Commanding General