

DEPARTMENT OF THE ARMY GUIDANCE FOR THE IMPLEMENTATION OF THE
PAY PLAN FOR DoD CIVILIAN PHYSICIANS & DENTISTS

1. Purpose. This Department of Army (DA) guidance supplements the Department of Defense (DoD) Instruction and is intended to be used in conjunction with the references provided below.

2. References.

A. Department of Defense Instruction (DoDI) 1400.25, Volume 543, dated August 18, 2010.

B. DoD Activity Compensation Panel (ACP) User's Guide, dated August 2011.

C. DoD Physicians and Dentists Pay Plan (PDPP) Implementation Plan, dated October 22, 2010.

D. DA Office of the Assistant Secretary (Manpower and Reserve Affairs) memorandum, dated April 21, 2011, SUBJECT: Delegation of Civilian Human Resources Authorities – Version 01-2011; Enclosure, line 25.

E. Army Regulation (AR) 690-400, Total Army Performance Evaluation System (Chapter 4302), dated August 16, 1998.

F. AR 672-20, Incentive Awards, dated January 29, 1999.

G. DoD Standardized Titles for Physicians and Dentists.

H. Army Transition Guidance for Termination of National Security Personnel System (NSPS), Version 5, dated June 21, 2011.

3. Applicability. This document applies to Army civilian physicians and dentists covered by the above references. Physicians and dentists covered by the PDPP will be referred to as Providers throughout this document.

4. Responsibilities.

A. Authorized Management Officials (AMOs) will adhere to the guidelines and procedures as described in the above references.

B. Hiring Managers (HMs) will make the tentative job offer to each selectee, negotiate pay, obtain AMO approval, and attach the approved Pay Setting Worksheet (PSW) to the Request for Personnel Action (RPA) for the Civilian Personnel Advisory Center (CPAC); or, if the RPA has already been submitted, forward the PSW by email, fax, or hard copy.

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C. Civilian Human Resources Agency (CHRA) will:

- i. Make final job offers, including advising selectees of final pay offers, in accordance with (IAW) the AMO-approved PSW.
- ii. Serve as technical advisors to HMs and AMOs for General Schedule (GS) classification, pay-setting, staffing, performance management and related topics.
- iii. Receive and process AMO-approved pay decisions.
- iv. As requested, participate in ACP proceedings or provide advice and guidance to the ACP and/or AMO.

D. Activities will maintain accurate records documenting structure, designation of AMO and panel members, Health Professions Civilian Compensation Standing Committee (HPCSC), and Deputy Under Secretary of Defense for Civilian Personnel Policy (DUSD(CPP)) decisions and approvals.

5. Transition. GS positions/Providers will transition to pay plan GP, and General Management (GM) positions/Providers will transition to pay plan GR beginning May 8, 2011 as long as all bargaining obligations have been met. NSPS positions/Providers will begin transition on July 17, 2011. All transitions to the PDPP will be completed NLT November 20, 2011.

A. Commands will identify GS, GM, and NSPS positions/Providers ineligible for PDPP assignment.

B. Standardized titles will be either Physician or Dentist with applicable parenthetical designator IAW reference 2G to include the listed functional specializations when a medical specialization is not appropriate. New parenthetical designators may be assigned only when the appropriate parenthetical designator/specialty is not listed in reference 2G; will be assigned to Pay Table One, PDT100; and will be documented in the "comments" block, section 1 of the Conversion Worksheet. The following new parenthetical designators are the only authorized additions to References 2A, 2B, and 2G for use in Army. Commands may submit requests for new parenthetical designators to the AG-1 (CP), Human Resources Program Development Division, Classification and Compensation Branch.

- i. Dentist (Comprehensive)
- ii. Dentist (Prosthodontics)
- iii. Dentist (Pediatrics)
- iv. Dentist (Orthodontics)
- v. Dentist (Oral Pathology)
- vi. Physician (AMEDD Studies)
- vii. Physician (Combat Development)
- viii. Physician (Surgeon Training)

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C. GS and GM positions/employees will transition at the current GS grade and step, unless the Provider is eligible for a within-grade increase at the time of transition. Prior to transition, managers will review within-grade increase due date suspense reports, and if the employee is eligible for a within-grade increase prior to or on the date of transition, take the higher step into consideration when establishing market and total pay. NSPS positions/employees will transition to GS and subsequently to PDPP. Transition grades will be determined following the DoD and Army Transition Guidance for Termination of NSPS. Providers whose pay falls between two steps on the GS scale will receive an increase to the next highest step upon transition to GS.

D. CHRA will review and change pay rate determinants, as needed.

E. Each AMO will approve transition pay for each Provider in his/her activity, determine the clinical specialty and submit approved Conversion Worksheets to the Command. Commands will consolidate information into a spreadsheet with required transition information and forward to the AutoNOA Cell at CHRA's North Central Region IAW transition timelines. The transition from NSPS to GS will be executed using a mass process in DCPDS. The spreadsheet required above will be used for the transition of the NSPS Providers from GS to PDPP. CHRA will process the spreadsheets to create RPAs and NPAs for transition.

F. Providers will receive the same annual pay as their current earnings in the transition, unless a Provider's pay must be increased to reach the lowest pay of the assigned tier. Additionally, NSPS Providers with pay between two GS steps upon transition will receive base pay at the higher of the two steps, and receive the corresponding raise in base pay. Market pay calculations for current GS Providers should be computed based on the Provider's historical data as well as HM and AMO knowledge of future requirements in that activity. Market pay will include current Physicians Comparability Pay, locality pay or special salary rate supplement and premium pay where applicable. Premium pay may include, as applicable, overtime, Sunday work and standby duty, compensatory time, differentials (night, shift, supervisory), travel compensatory time, and holiday pay. Market pay for current NSPS employees will be the difference between the base pay and the total NSPS pay.

G. For current GS employees, managers will review retention incentives being paid on a bi-weekly basis to determine whether to continue, reduce or terminate the incentive payments. If managers decide to continue retention incentives at the current rate, managers will adjust the retention incentive percentage to maintain the same pre-transition dollar amount after transition to the PDPP. Managers will provide information about changes in percentages of incentives to commands for roll up to CHRA NLT April 29, 2011.

H. Employees will be returned to their permanent positions of record for transition. Management will determine whether to terminate the temporary assignment; whether to change or retain the current not-to-exceed (NTE) date; and whether to make temporary

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reassignments permanent prior to transition. AMOs will make pay-setting decisions for the Provider's permanent position at transition, and if the provider will be returned to the temporary assignment after transition, will make a pay setting decision for that temporary position.

I. There will be a strict moratorium in place on the processing of personnel actions prior to transition. Appendix C of the Army Transition Guidance for Termination of National Security Personnel System provides guidance on RPA submission; actions will be made effective NLT two weeks prior to the scheduled transition. NO actions will be processed for Providers inside of this two week moratorium leading to transition.

6. Pay Setting.

A. General Pay-Setting.

- i. Current GS pay-setting rules apply to the base GS rates of pay.
- ii. Before an AMO grants an exception to pay a Provider above the maximum of the tier range, the AMO will submit a request through the Command and the AG-1 (CP) to the HPCCSC. Assignment to a pay level exceeding the maximum of the tier range based on an exception will not be effected until the HPCCSC concurs.
- iii. For NSPS Providers, GS grade and step will be determined by following the DoD and Army Transition Guidance for Termination of NSPS. Note that in the event pay upon transition to the GS is above step 10 of the assigned grade, the Provider will be placed on pay retention. Providers placed on retained pay in the GS will, upon transition from the GS to the PDPP, be placed at step 10 of the assigned grade with the excess pay beyond step 10 becoming Market Pay.

B. Market Pay.

- i. When pay-setting decisions are made in conjunction with position changes (i.e. promotion, lateral moves, demotions), the AMO will forward the RPA and PSW to the CPAC within 10 working days of the decision.
- ii. When pay-setting decisions are made to adjust Provider pay to market pay, the AMO will submit an RPA and PSW to the CPAC within 10 working days of each decision. Further, the AMO will notify the Command of any market pay decisions that do not follow ACP recommendations.

7. Table & Tier Assignment.

A. Tiers will be assigned based on the Position, Scope and Definition of the work assigned as outlined in Reference 2A, Appendix 2 to Enclosure 3. Scope refers to the general setting in which such work is usually performed, and should not be used as the sole basis for assigning tiers. For additional information, refer to Reference 2B, Attachment D and the three criteria to be considered in designating a tier assignment.

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B. The AMO will notify the HPCCSC through the Command and AG-1 (CP) when making assignments to Tier 4 IAW Reference 2A, Enclosure 3, paragraph 4.e. The final assignment to Tier 4 will not be effected until the HPCCSC concurs.

C. Assignment of tables and tiers is classification-based. Each PD may only be assigned one table and one tier.

8. Activity Compensation Panel (ACP).

A. If requested by the AMO, a CHRA HR Advisor will attend ACP meetings and/or provide advice to the ACP or AMO.

B. Activities with a small number of Providers may constitute an ACP, or may coordinate with other activities to incorporate their Providers into other activities' established ACPs.

C. The AMO will submit requests for establishment of or change to existing ACP structures or locations through the Command and the AG-1(CP) to the HPCCSC and subsequent DUSD(CPP) approval.

9. Staffing. GS staffing rules apply to personnel actions (e.g. reassignments, promotions, non-competitive actions).

10. Performance Management. References E and F will continue to apply for performance management and awards.

11. Post-Transition Requirements.

A. As positions are filled post-transition, HMs will include AMO decisions regarding appropriate table and tier assignments on RPAs and the CPAC will annotate this information on position descriptions (PDs) in FASCLASS. At the same time, if PDs require updates to add factors (i.e. Factor Evaluation System or General Schedule Grade Evaluation Guide), HMs will work with the CPAC to add those factors to PDs in FASCLASS.

B. After May 8, 2011, when funds are available and the AMOs have made final decisions regarding initial individual pay adjustments, Commands will submit spreadsheets with updated salary data to the AutoNOA Cell in CHRA's North Central Region for the generation of RPAs and NPAs.