

# MANUAL CONVERSION OUT USERS GUIDE

## Physicians and Dentist Pay Plan (PDPP)

This guide provides information to assist in processing conversion actions for DoD Physicians and Dentists who are currently covered under GS/GM. The conversion will be to GP (equivalent to GS) or GR (equivalent to GM) pay plans.

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## **Section I: General Information**

1. **Reference Material** – The following reference material is available to help users throughout the manual conversion process:
  - a. Department of Defense Instruction Number 1400.25, Volume 543, August 18, 2010 (DoD Civilian Personnel Management System: Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule.
  - b. DoD Directive 5124.02, “Under Secretary of Defense for Personnel and Readiness (USD(P&R)),” June 23, 2008
  - c. Volume 543 of DoD Instruction 1400.25, “Pay Plan for DoD Civilian Physicians and Dentists Covered by the General Schedule,” December 8, 2008 (hereby cancelled)
  - d. Title 5, United States Code
  - e. Sections 7421, 7422, 7431(c), 7431(e)(2)-(4), 7431(f), 7431(h), and 7455 of title 38, United States Code
  - f. Section 1599c of title 10, United States Code
  - g. Delegation Agreement Between the Office of Personnel Management and the Department of Defense, “Concerning the Use of Certain Personnel Authorities for Healthcare Occupations,” July 31, 2006
  - h. DoD Instruction 5105.18, “DoD Intergovernment and Intragovernmental Committee Management Program,” July 10, 2009
  - i. Pages 39734-39736 of Volume 74, Number 151, Federal Register, August 7, 2009
  - j. Parts 511, 530, and 531, of title 5, Code of Federal Regulations
2. **Manual Review of each GS/GM Position**
  - a. Each GS/GM position will need to be individually reviewed to determine the appropriate Position Title, Pay Schedule, Occupational Series, Grade, and Target Grade (information will be identified in the position used for conversion).
  - b. Eligible DoD civilian physicians and dentists are full time or part time with at least 20 hours per pay period at GS-15 and below or equivalent, who provide direct patient care services or services incident to patient care.
  - c. Corrections to the position must be made prior to processing the conversion out action.
3. **Position required for Conversion (GR or GP)**
  - a. Once the manual review process has been completed (Step 2 a & b above), a position will be required for conversion of the GS/GM individual.
  - b. Quick copy the GS/GM position and change necessary data elements for the GP or GR position. See Section III for more information.
  - c. Salary entries for Pay Plan GP are Grades 11 through 15, Steps 01 through 10 and Pay Plan GR, Grades 13 through 15, Step 00.
4. **Manually Converting Employees out of GS/GM Pay Plans**

Components will use the NOA 890 to process the conversion action. See Section III for more information.

## Section II: Creating the GP/GR Position

### 1. Quick Copying from a GS/GM Position

**Navigation Path:** Work Structures / Position / Description

- a. To convert existing 0602/0680 GS/GM positions, quick copy existing position with a start date that is before the effective date of the conversion into pay plan GP/GR. To quick copy the position, select Others.

The screenshot shows a 'Position' window with the following details:

- Name: DF-602.DF-PHYSICIAN.634179.NV11.APPR
- Start Date: 12-JUL-2006
- Date Effective Name: DF-602.DF-PHYSICIAN.634179.NV11.APPR
- Type: Single Incumbent
- Organization & Job: NAVAL POST GRADUATE SCHOOL, 0602.Medical Officer (0602)
- Hiring Status: Active
- Location: 062250053
- Effective Dates: From 22-JAN-2007

The 'Others...' button at the bottom right is circled in red, and an arrow points to it from the right side of the image.

- b. Select Quick Copy from the menu and click <OK>

The screenshot shows the same 'Position' window as above, but with a 'Navigation Options' dialog box open over it. The dialog box contains a list of options, with 'Quick Copy' highlighted in blue. The 'OK' button at the bottom of the dialog box is also highlighted in blue, and an arrow points to it from the right side of the image.

- c. In the Quick Copy Position Window – select the Add radio button under Hierarchy Options Section.

The screenshot shows the 'Quick Copy Position' window. The 'Original Position Attributes' section contains the following information:

- Name: DF-602.DF-PHYSICIAN.634179.NV11.APPR
- Start Date: 12-JUL-2006
- Organization Name: NAVAL POST GRADUATE SCHOOL NV1162271 01
- Job Name: 0602.Medical Officer (0602)

The 'Hierarchy Options' section has the instruction: 'Please select an option for NEW position in Self Service Hierarchy.' There are two radio buttons: 'Replace' and 'Add'. The 'Add' radio button is selected and circled in red. There is also an option for 'No hierarchy change'.

The 'New Position Attributes' section includes:

- Organization and Job checkboxes (both unchecked)
- Start Date: 30-SEP-2010
- Enter Number of Copies: 1 (Max. copies = 10)
- A checkbox for 'Select box if position being created is a newly in-sourced position' (unchecked)

Buttons for 'Copy' and 'Cancel' are at the bottom.

**Note:** Self Service Hierarchy – Once the manual conversion action has been processed, the self service hierarchy must also be updated to reflect the new position. This can be done utilizing the Mass Self Service Hierarchy Process or through individual Position Description → Reporting To Form.

- d. Change the Start Date – Start date must be at least one day prior to the effective date of the conversion action the user wishes to process.

This screenshot is similar to the previous one, but the 'Start Date' in the 'New Position Attributes' section has been changed to '1-JAN-2010'. This date is highlighted with a red box, and an arrow points to it from the right. The 'Add' radio button in the 'Hierarchy Options' section remains selected.

- e. Once all the necessary changes have been made, select <Copy>

Quick Copy Position: 30-SEP-2010

**Quick Copy Position**

**Original Position Attributes**

Name: DF-602.DF-PHYSICIAN.634179.NV11.APPR  
 Start Date: 12-JUL-2006  
 Organization Name: NAVAL POST GRADUATE SCHOOL NV1162271 01  
 Job Name: 0602.Medical Officer (0602)

**Hierarchy Options**  
 Please select an option for NEW position in Self Service Hierarchy.  
 Replace  No hierarchy change  
 Add

**New Position Attributes**  
 Organization, Job and Start Date cannot be changed after the positions have been created. To change Organization, Job and Start Date enter new date below. To change Organization or Job check appropriate box below. To change Start Date enter new date below.  
 Organization  
 Job  
 Start Date: 1-JAN-2010  
 Enter Number of Copies: 1 (Max. copies = 10)  
 Select box if position being created is a newly in-sourced position

Copy Cancel

- f. Either print a copy of the notice or make a note of the new position created or sequence # and click <Close>.

New Copied Positions

**Position(s) Created From Quick Copy**

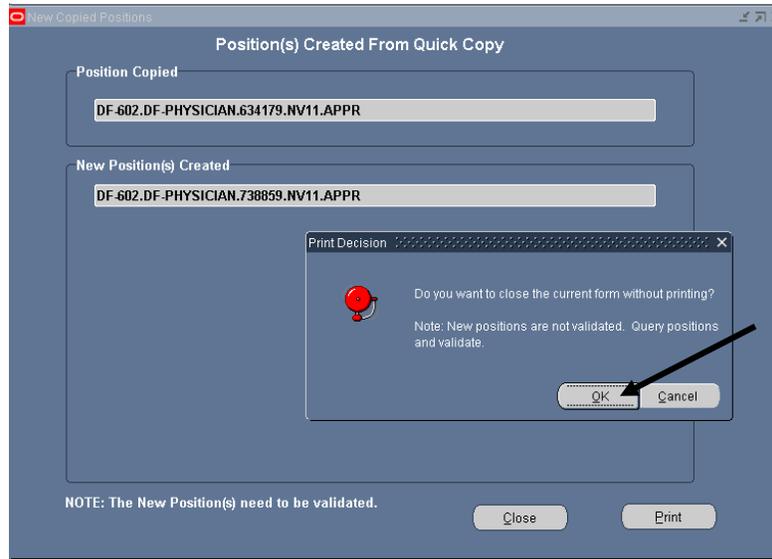
Position Copied  
 DF-602.DF-PHYSICIAN.634179.NV11.APPR

New Position(s) Created  
 DF-602.DF-PHYSICIAN.738859.NV11.APPR

NOTE: The New Position(s) need to be validated.

Close Print

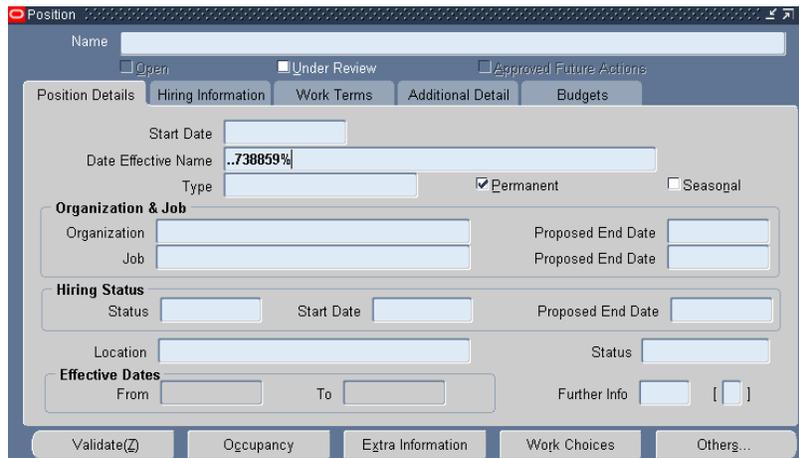
- g. User will receive a print decision box, click <OK>



## 2. Editing/Validating the Position

Once the position has been quick copied, user must query the new position, make necessary changes, and validate position.

- a. **Query Position** - To query the new position, <F11> search by the new position sequence < Ctrl F11>.



- b. **Invalid Status** – Notice the copied position status is ‘Invalid’

The screenshot shows the 'Position' window for 'DF-602.DF-PHYSICIAN.738859.NV11.APPR'. The 'Hiring Status' section shows 'Status: Active' and 'Start Date: 01-JAN-2010'. The 'Effective Dates' section shows 'From: 01-JAN-2010'. The 'Status' field is circled in red and labeled 'Invalid' with an arrow pointing to it. The 'Organization & Job' section shows 'Organization: NAVAL POST GRADUATE SCHOOL NV1' and 'Job: 0602.Medical Officer (0602)'. The 'Hiring Information' tab is selected.

- c. **Date Track** – To make changes to the position, user must Date Track to the date the position was effective.

The screenshot shows the 'Position' window with the 'Alter Effective Date' dialog box open. The dialog box has 'Effective Date: 1-JAN-2010' and 'Today's Date: 30-SEP-2010'. The 'Effective Dates' section in the background shows 'From: 01-JAN-2010' circled in red with an arrow pointing to the 'Effective Date' field in the dialog box. The 'Hiring Status' section shows 'Status: Active'.

- d. **Position Data Fields** – The following position data fields will need to be changed in order to change a quick copied position from GS/GM to GP/GR.

- **Position Description No. and Title**

Navigate to Date Effective Name from the Position Details screen and make changes, if necessary.

- **Payroll DDF** – Navigate to Extra Information > Payroll DDF. For DoD Physicians and Dentists who are converted to pay plans GP and GR, DFAS payroll (DCPS) requires a value of “K” for the T38 Indicator.

Enter ‘K’ in the T38 Indicator data field.

 **Note:** If ‘K’ is not entered in T38 Indicator data field and pay plans equal ‘GP’ or ‘GR’ and Occ Series equal ‘0602’ or ‘0680’, then the T38 Indicator data field will be autopopulated with ‘K’ when user validates the position.

- **US Federal Valid Grade Info DDF** – Navigate to Extra Information > US Federal Valid Grade Info DDF.

Salary entries for Pay Plan GP are Grades 11 through 15, Steps 01 through 10 and Pay Plan GR, Grades 13 through 15, Step 00.

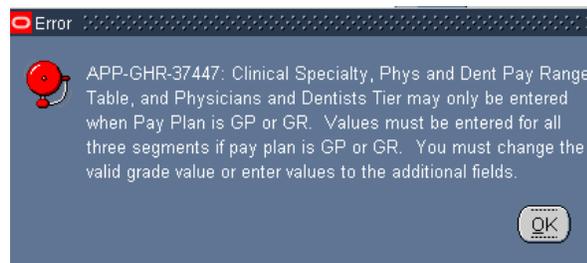
User will need to make the following data field changes:

- **Valid Grade** – Change to GP (if From Pay Plan equals GS) or GR (if From Pay Plan equals GM) pay schedule and grade
- **Target Grade** – Change to GP (if From Pay Plan equals GS) or GR (if From Pay Plan equals GM) pay schedule and grade (optional)
- **Pay Table ID** – Change to 0000, if current value is not equal to 0000
- **Clinical Specialty** – Enter Clinical Specialty value or select value from LOV
- **Phys and Dent Pay Range Table** – Click on the LOV button and Pay Table value will autopopule based upon the Clinical Specialty selected
- **Physician and Dentist Tier** – Enter Tier value or select value from LOV

The screenshot shows the 'Extra Position Information' dialog box with the following fields and values:

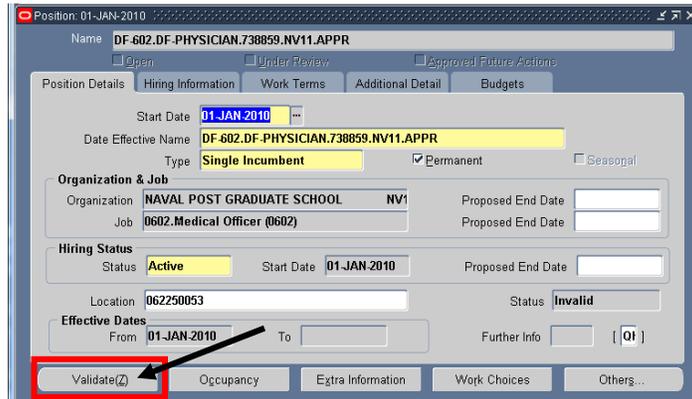
Valid Grade	GP-13
Target Grade	GP-13
Pay Table ID	0000
Pay Basis	PA Per Annum
Employment Category Group	
Professional Category	
LMS Specialty	
LMS Indicator	
Clinical Specialty	T101 Admitting Physician (T101)
Phys and Dent Pay Range Table	PDT1 PDT1 Oracle Federal Standard Pay Table (GP, GR) No. PDT1
Physician and Dentist Tier	TIER1 Tier1

 **Note:** All three segments (Clinical Specialty, Phys and Dent Pay Range Table, and Physician and Dentist Tier) must be entered if pay plan is GP or GR; otherwise, user will receive appropriate error message.

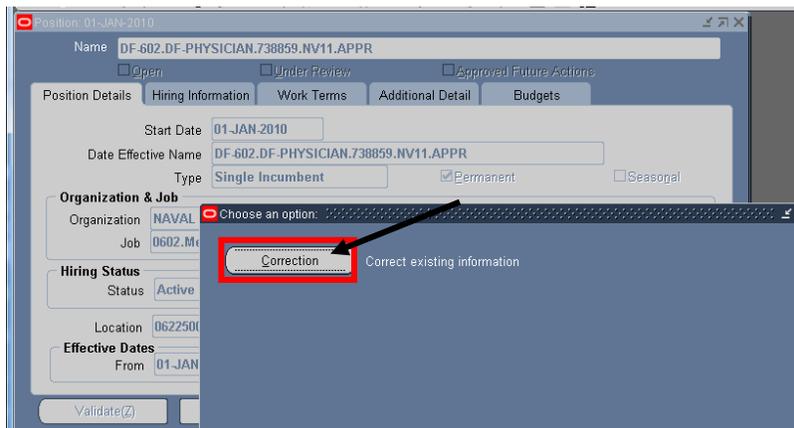


e. **Validate the Position**

- Once all changes are made, select the Validate button.



- At the Choose an option window, select the Correction button.



- If there are no inconsistencies or errors in the position, the **Status** data field changes from Invalid to Valid.

### Section III: Manual Conversion from GS/GM to GP/GR

Physicians and Dentists who receive market pay as an element of their annual pay are not eligible for Physicians Comparability Allowance (PCA). For Physicians and Dentists that are receiving PCA, user will need to terminate entitlement before processing NOA 890 Misc Pay Adj RPA to convert employee into pay plan GP or GR.

#### 1. Terminating Physicians Comparability Allowance (PCA)

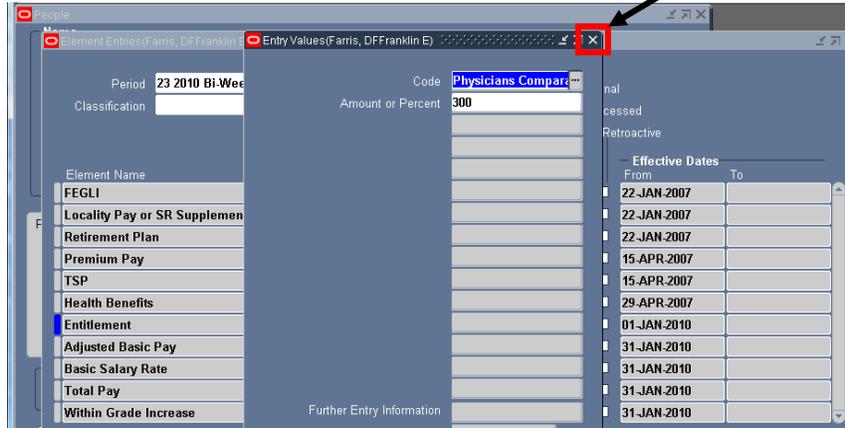
**Navigation Path:** People > Enter and Maintain > Assignment > Entries > Entitlement

 **Note:** User must Date Track to at least one day prior to the effective date of the conversion action to terminate PCA (i.e., If the conversion action is effective on 2 Jan 2010, then Date Track to 1 Jan 2010.)

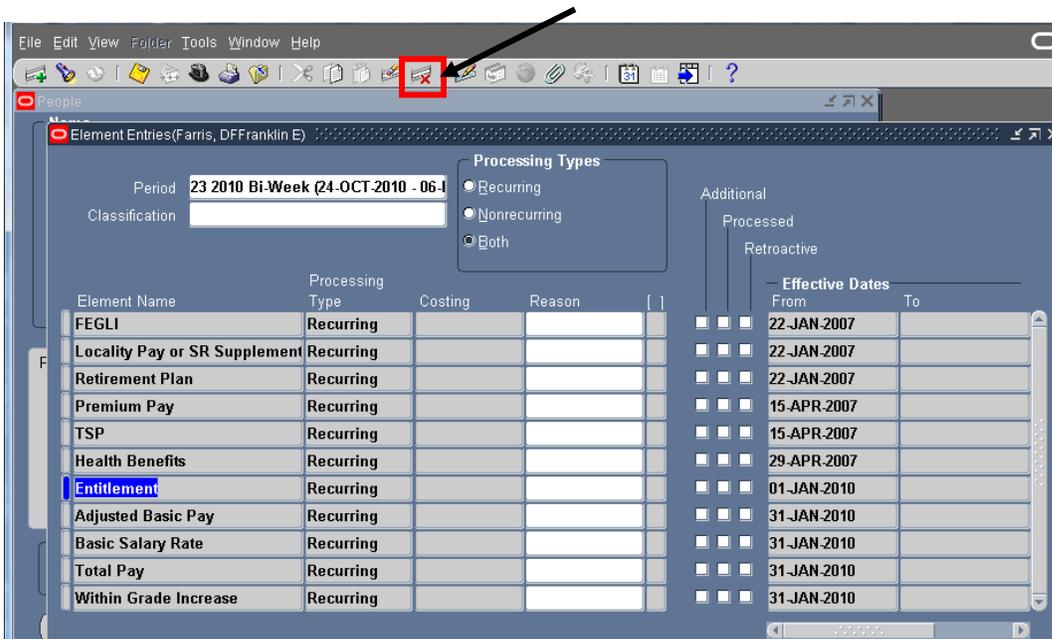
Verify that the Entitlement is Physicians Comparability Allowance by placing cursor on Entitlement and click on <Entry Values> to open the window.

Element Name	Processing Type	Costing	Reason	Effective Dates From	Effective Dates To
FEGLI	Recurring			22-JAN-2007	
Locality Pay or SR Supplement	Recurring			22-JAN-2007	
Retirement Plan	Recurring			22-JAN-2007	
Premium Pay	Recurring			15-APR-2007	
TSP	Recurring			15-APR-2007	
Health Benefits	Recurring			29-APR-2007	
<b>Entitlement</b>	Recurring			01-JAN-2010	
Adjusted Basic Pay	Recurring			31-JAN-2010	
Basic Salary Rate	Recurring			31-JAN-2010	
Total Pay	Recurring			31-JAN-2010	
Within Grade Increase	Recurring			31-JAN-2010	

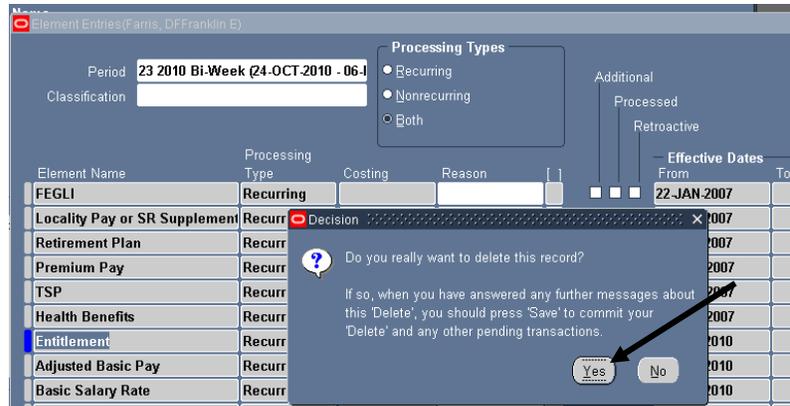
Code data name should be Physicians Comparability Allowance. Click on X to leave the Entry Values window.



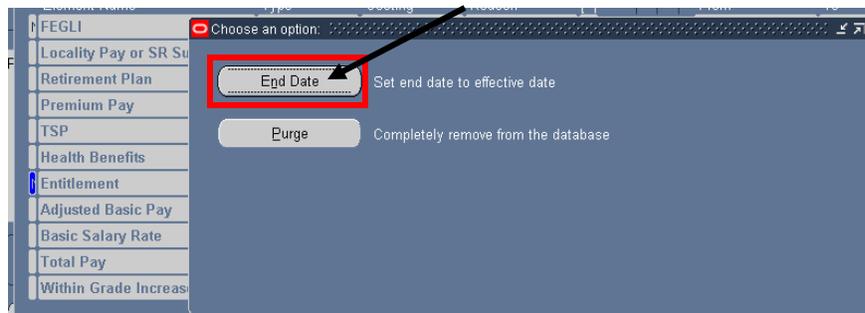
The element entry does not need to be opened to accomplish the termination. After selecting the Entitlement to be terminated, click the Red X.



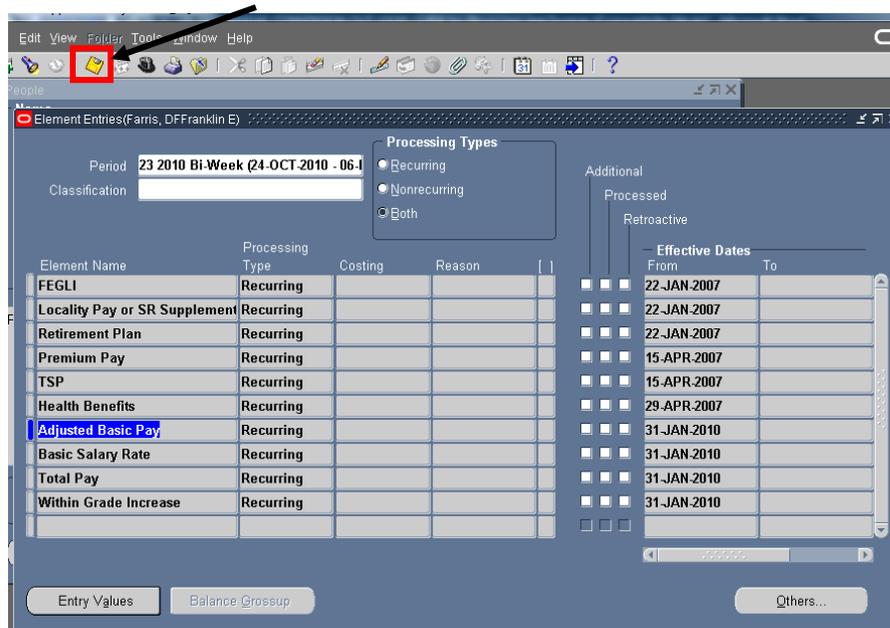
The system will question the user's intent to delete the entry with the following message. Click <Yes>.



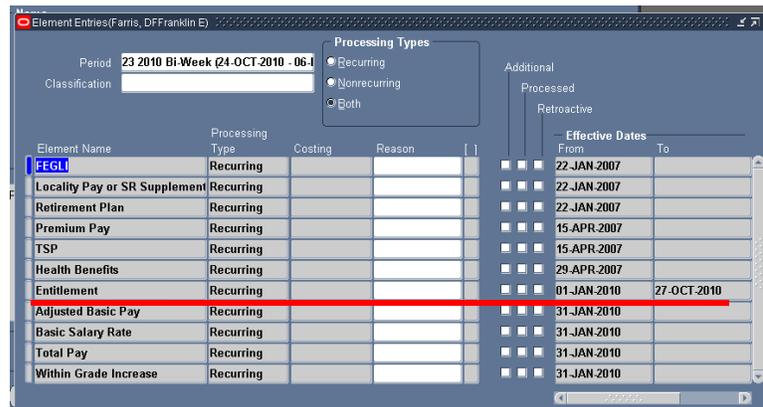
User will be prompted to specify whether the entry is to be end-dated or purged. Select the <End Date> button to accomplish the termination.



The Entitlement entry disappears from the screen temporarily. Click the Save icon to complete the termination action.

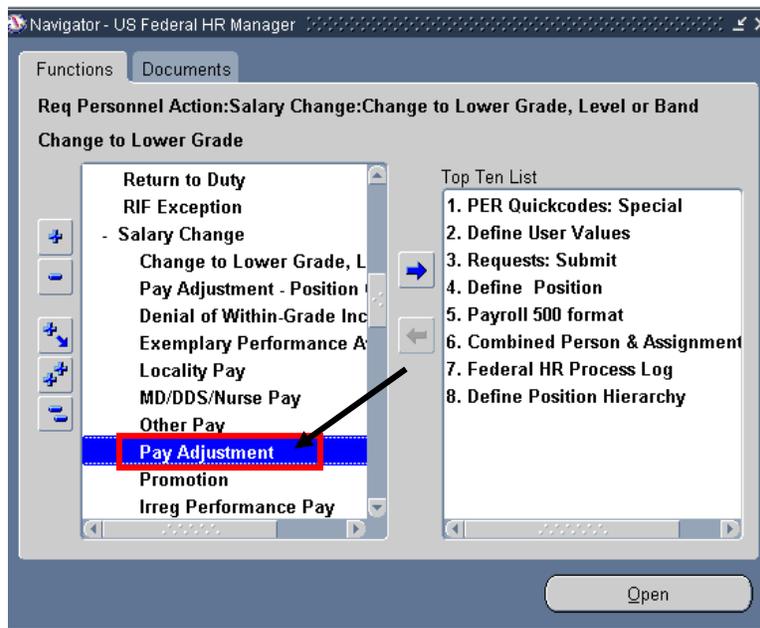


Ctrl F11 to refresh the view to see the end-dated Entitlement entry



## 2. Processing NOA 890 Misc Pay Adj Conversion Action for Pay Plans GP and GR

Navigation Path: Req Personnel Action > Salary Change > Pay Adjustment



User must enter the following information:

### a. Requesting Info Tab - Complete Part B - Page 1 of RPA

User must enter the following information:

- Block 4 – Effective Date of Conversion
- Block 1 – Employee’s Name or
- Block 2 – Employee’s Social Security Number
- Block 5-A – 890 Misc Pay Adj

- Block 5-C – ZLM and cleartext will be 38 USC 7431(e)

## Pay Plan GP (equivalent to GS)

### b. Position Data Tab – Page 2 of RPA

- **Block 15 – Position Title**

Screen will populate the TO INFORMATION with the employee's current position

Enter the position title or a partial portion (i.e., Admitting Phys%) and select Tab or Enter Key

Request for Personnel Action (Pay Adjustment, Routing Group: CIVDODHR)

Employee SSN Nature of Action  
Misc Pay Adj

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title Number Seq No  
DF-PHYSICIAN DF-602 739251

8 Pay Plan 9 Occ. Code 10 Grade or Level  
GS 0602 11

11 Step or Rate 12 Total Salary  
01 67,963.00

12A Basic Pay 12B Locality Adj. 12C Adj. Basic Pay  
50,287.00 17,676 67,963.00

12D Other Pay 13 Pay Basis  
Per Annum

14 Name and Location of Position's Organization  
PROVOST'S OFFICE  
NAVAL POSTGRADUATE SCHOOL  
MONTEREY CA 93943-5000

**TO INFORMATION**

15 Position Title Number Seq No  
%PHYS% DF-602 739251

16 Pay Plan 17 Occ. Code 18 Grade or Level  
GS 0602 11

19 Step or Rate 20 Total Salary Award UoM  
01 67,963.00

20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay  
50,287.00 17,676 67,963.00

20D Other Pay 21 Pay Basis  
Per Annum

22 Name and Location of Position's Organization  
PROVOST'S OFFICE  
NAVAL POSTGRADUATE SCHOOL  
MONTEREY CA 93943-5000

Select the new GP position from the LOV and select <OK>.

To Positions

Find Admitting Phys%

Position Title	Occupied	Pay Plan	Occ Series	Grade	Organization Name
ADMITTING PHYSICIAN	YES	GP	0602	13	NAVAL POST GRADUAT
ADMITTING PHYSICIAN	NO	GP	0602	11	NAVAL POST GRADUAT

Find OK Cancel

- **Block 19 – Step or Rate**

User must enter the determined Step in Block 19

 **Note:** Basic Salary is derived from the general schedule pay table 0000, for the assigned grade. If, for example, the employee has valid grade of GP-13 Step 04, the basic salary will autopopulate will the value for GS-13 Step 04 from pay table 0000

- **Block 20B – Locality Adj**

Field is updateable and user must enter the approved designated Market Pay value.

Market pay will integrate locality pay, Physicians Comparability Allowance (PCA), any special salary rate, and other forms of compensation. The employee's base pay plus the market pay constitute the employee's new Total Annual Salary.

Click <OK> and Adj Basic Pay and Total Salary are recalculated to include Locality Adj value.

FROM INFORMATION			TO INFORMATION		
7 Position Title	Number	Seq No	15 Position Title	Number	Seq No
DF-PHYSICIAN	DF-602	739251	ADMITTING PHYSICIAN	DF-602	739252
8 Pay Plan	9 Occ. Code	10 Grade or Level	16 Pay Plan	17 Occ. Code	18 Grade or Level
GS	0602	11	GP	0602	11
11 Step or Rate	12 Total Salary		19 Step or Rate	20 Total Salary	Award UoM
01	67,963.00		01	67,963.00	
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay	20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay
50,287.00	17,676	67,963.00	50,287.00	50,000	67,963.00
12D Other Pay	13 Pay Basis		20D Other Pay	21 Pay Basis	
	Per Annum				
14 Name and Location of Position's Organization					
PROVOST'S OFFICE					
NAVAL POSTGRADUATE SCHOOL					
MONTEREY CA 93943-5000					

 **Note:** The Adjusted Basic Pay and Total Salary cannot exceed the President Salary (VX-00). If it exceeds the Adjusted Basic Pay cap, user will receive the following error message.

**Error**

APP-GHR-38586: The Total Salary has exceeded the allowable amount (400000). You must correct the Market Supplement amount to reduce Total Salary.

OK

Request for Personnel Action (Pay Adjustment, Routing Group: CIVD0DHR)

Employee: [Redacted] SSN: [Redacted] Nature of Action: Misc Pay Adj

Requesting Info | Position Data | Employee and Position Data | Remarks and Address

**FROM INFORMATION**

7 Position Title	Number	Seq No
DF-PHYSICIAN	DF-602	739251
8 Pay Plan	9 Occ. Code	10 Grade or Level
GS	0602	11
11 Step or Rate	12 Total Salary	
01	67,963.00	
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay
50,287.00	17,676	67,963.00
12D Other Pay	13 Pay Basis	
	Per Annum	
14 Name and Location of Position's Organization		
PROVOST'S OFFICE		
NAVAL POSTGRADUATE SCHOOL		
MONTEREY CA 93943-5000		

**TO INFORMATION**

15 Position Title	Number	Seq No
ADMITTING PHYSICIAN	DF-602	739252
16 Pay Plan	17 Occ. Code	18 Grade or Level
GP	0602	11
19 Step or Rate	20 Total Salary	
01	100,287.00	
20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay
50,287.00	50,000	100,287.00
20D Other Pay	21 Pay Basis	
	Per Annum	
22 Name and Location of Position's Organization		
PROVOST'S OFFICE		
NAVAL POSTGRADUATE SCHOOL		
MONTEREY CA 93943-5000		

## GR Pay Plan (equivalent to GM)

### b. Position Data Tab – Page 2 of RPA

- **Block 15 – Position Title**

Screen will populate the TO INFORMATION with the employee's current position

Request for Personnel Action (Pay Adjustment, Routing Group: CIVD0DHR)

Employee: [Redacted] SSN: [Redacted] Nature of Action: Misc Pay Adj

Requesting Info | Position Data | Employee and Position Data | Remarks and Address

**FROM INFORMATION**

7 Position Title	Number	Seq No
MEDICAL OFFICER (PATHOLOGY)	00821	406734
8 Pay Plan	9 Occ. Code	10 Grade or Level
GM	0602	15
11 Step or Rate	12 Total Salary	
00	153,200.00	
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay
140,692.00	12,508	153,200.00
12D Other Pay	13 Pay Basis	
	Per Annum	
14 Name and Location of Position's Organization		
ARMED FORCES INSTITUTE OF PATHOLOGY		
CENTER FOR ADVANCED PATHOLOGY		
DEPT INFECTIOUS & PARASITIC DISE PATH		
GEOGRAPHIC PATHOLOGY DIVISION YCOA		
WASHINGTON, DC 20307		

**TO INFORMATION**

15 Position Title	Number	Seq No
MEDICAL OFFICER (PATHOLOGY)	00821	406734
16 Pay Plan	17 Occ. Code	18 Grade or Level
GM	0602	15
19 Step or Rate	20 Total Salary	
00		
20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay
20D Other Pay	21 Pay Basis	
	Per Annum	
22 Name and Location of Position's Organization		
ARMED FORCES INSTITUTE OF PATHOLOGY		
CENTER FOR ADVANCED PATHOLOGY		
DEPT INFECTIOUS & PARASITIC DISE PATH		
GEOGRAPHIC PATHOLOGY DIVISION YCOA		
WASHINGTON, DC 20307		

Enter the position title or a partial portion (i.e., Admitting Phys%) and select Tab or Enter Key

Select the new GR position from the LOV and select <OK>.

Position Title	Occupied	Pay Plan	Occ Series	Grade	Organization Name
Chief, Dentistry Branch	YES		0002		TRICARE
DDF DENTIST (GENERAL)	NO	GR	0680	15	NBMC WASH NAVY Y
DDF DENTIST (ORAL SURGERY)	NO	GR	0680	15	NAVAL POST GRADU
DDF DENTIST (ORAL SURGERY)	NO	GP	0680	13	NAVAL POST GRADU
DENTIST	YES	YG	0680	02	NAVAL HOSPITAL
DENTIST	YES	YG	0680	02	NAVAL HOSPITAL
DENTIST	NO	YG	0680	02	NAVAL HOSPITAL
DENTIST	NO	YG	0680	02	NAVAL HOSPITAL
DENTIST	NO	YG	0680	02	NAVAL HOSPITAL
DENTIST	NO	YG	0680	02	NAVAL HOSPITAL
DENTIST	NO	YG	0680	02	NAVAL HOSPITAL
DENTIST	YES	YG	0680	02	NAVAL HOSPITAL
DENTIST	NO	YG	0680	02	MCTSSA CAMPEN

- **Block 19 – Step or Rate**

Pay Plan for GR is equivalent to GM, so the Step for this pay plan is 00.



**Note:** Since the TO INFORMATION is populated with the employee's current position, the step will remain 00 when querying the new position.

- **Block 20A, 20B, 20C – Salary fields**

There is no automatic pay calculation for Pay Plan GR. Fields are updateable and user must enter Basic Pay (Block 20A), Market Pay (Block 20B) and Adj. Basic Pay (Block 20C)

The screenshot shows a personnel action form titled "Request for Personnel Action (Pay Adjustment, Routing Group: CIVD0DHR)". The form is divided into "FROM INFORMATION" and "TO INFORMATION" sections. An error message box is overlaid on the form, stating: "APP-GHR-38260. Unable to perform automatic pay calculations, due to Pay Plan of GR selected. You must enter the salary fields: Basic Pay, Locality Adjustment, Adjusted Basic Pay, Total Salary." The error message box has an "OK" button.

FROM INFORMATION			TO INFORMATION		
7 Position Title	Number	Seq No	15 Position Title	Number	Seq No
MEDICAL OFFICER (PATHOLOGY)	00821	406734	DDF DENTIST (ORAL SURGERY)	DDF-06	739436
8 Pay Plan	9 Occ. Code	10 Grade or Level	16 Pay Plan	17 Occ. Code	18 Grade or Level
GM	0602	15	GR	0680	15
11 Step or Rate	12 Total Salary		19 Step or Rate	20 Total Salary	
00	153,200.00		00		
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay	20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay
140,692.00	12,508	153,200.00	140,692.00		
12D Other Pay	13 Pay Basis		20D Other Pay	21 Pay Basis	
	Per Annum			Per Annum	
14 Name and Location of Position's Organization			22 Name and Location of Position's Organization		
ARMED FORCES INSTITUTE OF PATHOLOGY CENTER FOR ADVANCED PATHOLOGY DEPT INFECTIOUS & PARASITIC DISE PAT GEOGRAPHIC PATHOLOGY DIVISION YCOA WASHINGTON, DC 20307			PROVOST'S OFFICE NAVAL POSTGRADUATE SCHOOL MONTEREY CA 93943-5000		

**Basic Salary (Block 20A)** is derived from the general schedule pay table 0000, for the assigned grade. If, for example, the employee has valid grade of GR-14, the basic salary will be the GM calculated value for GS-14 from table 0000.

The screenshot shows the same personnel action form as above, but with a red box highlighting the "20A Basic Pay" field, which contains the value "140,692.00". An arrow points to this field from the right. The error message box is no longer present.

FROM INFORMATION			TO INFORMATION		
7 Position Title	Number	Seq No	15 Position Title	Number	Seq No
MEDICAL OFFICER (PATHOLOGY)	00821	406734	DDF DENTIST (ORAL SURGERY)	DDF-06	739436
8 Pay Plan	9 Occ. Code	10 Grade or Level	16 Pay Plan	17 Occ. Code	18 Grade or Level
GM	0602	15	GR	0680	15
11 Step or Rate	12 Total Salary		19 Step or Rate	20 Total Salary	
00	153,200.00		00		
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay	20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay
140,692.00	12,508	153,200.00	140,692.00		
12D Other Pay	13 Pay Basis		20D Other Pay	21 Pay Basis	
	Per Annum			Per Annum	
14 Name and Location of Position's Organization			22 Name and Location of Position's Organization		
ARMED FORCES INSTITUTE OF PATHOLOGY CENTER FOR ADVANCED PATHOLOGY DEPT INFECTIOUS & PARASITIC DISE PATH GEOGRAPHIC PATHOLOGY DIVISION YCOA WASHINGTON, DC 20307			PROVOST'S OFFICE NAVAL POSTGRADUATE SCHOOL MONTEREY CA 93943-5000		

 **Note:** The Basic Pay for GR Pay Plans cannot exceed the GP-15 Step 10 amount. If it does exceed the amount, user will receive the following error message.



**Locality Adj. (Block 20B)** - Market pay will integrate locality pay, Physicians Comparability Allowance (PCA), any special salary rate, and other forms of compensation. The employee's base pay plus the market pay constitute the employee's new Total Annual Salary.

User must enter the approved designated Market Pay value.

The screenshot shows a software window titled "Request for Personnel Action (Pay Adjustment, Routing Group:CIV00DHR)". It has tabs for "Employee", "SSN", and "Nature of Action" (set to "Misc Pay Adj"). Below are sections for "Requesting Info", "Position Data", "Employee and Position Data", and "Remarks and Address".

The "FROM INFORMATION" section contains:

7 Position Title	Number	Seq No
MEDICAL OFFICER (PATHOLOGY)	00821	406734
8 Pay Plan	9 Occ. Code	10 Grade or Level
GM	0602	15
11 Step or Rate	12 Total Salary	
00	153,200.00	
12A Basic Pay	12B Locality Adj.	12C Adj. Basic Pay
140,692.00	12,508	153,200.00
12D Other Pay	13 Pay Basis	
	Per Annum	
14 Name and Location of Position's Organization		
ARMED FORCES INSTITUTE OF PATHOLOGY CENTER FOR ADVANCED PATHOLOGY DEPT INFECTIOUS & PARASITIC DISE PATH GEOGRAPHIC PATHOLOGY DIVISION YCOA WASHINGTON, DC 20307		

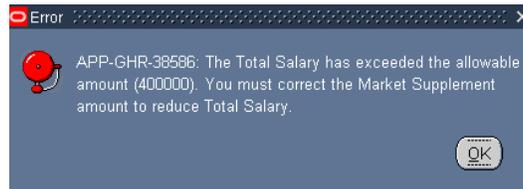
The "TO INFORMATION" section contains:

15 Position Title	Number	Seq No
DDF DENTIST (ORAL SURGERY)	DDF-06	739436
16 Pay Plan	17 Occ. Code	18 Grade or Level
GR	0680	15
19 Step or Rate	20 Total Salary	Award UoM
00		
20A Basic Pay	20B Locality Adj.	20C Adj. Basic Pay
129,517.00	20,000	
20D Other Pay	21 Pay Basis	
	Per Annum	
22 Name and Location of Position's Organization		
PROVOST'S OFFICE NAVAL POSTGRADUATE SCHOOL MONTEREY CA 93943-5000		

A red box highlights the "20B Locality Adj." field with the value "20,000". An arrow points to this field from the right.

**Adj. Basic Pay (Block 20C)** – User must enter the the total of Basic Pay and Locality Pay. Tab or hit Enter Key to calculate Total Salary (Block 20) with the same amount as Adj. Basic Pay (Block 20C).

 **Note:** The Adjusted Basic Pay and Total Salary cannot exceed the President Salary (VX-00). If it exceeds the Adjusted Basic Pay cap, user will receive the following error message.

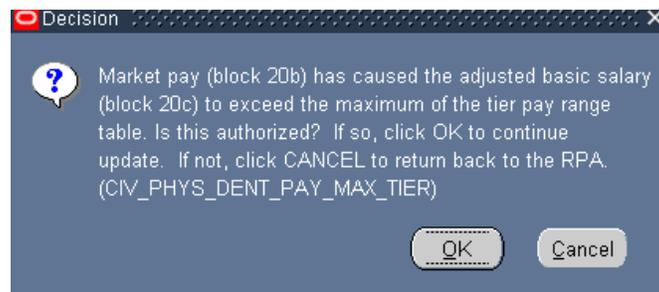


c. **Employee and Position Tab – Page 3 of RPA**

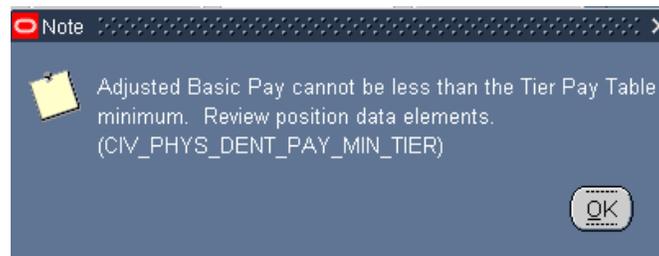
- **Block 29 - Pay Rate Determinate (PRD)**

Block 29 will autopopulate with 0. If the Adjusted Basic Pay falls within the range of the tier table or equal to the minimum or maximum amount, then the PRD is 0.

If the adjusted basic pay exceeds the maximum of the tier pay range, user will receive below error message upon update to HR.



If the adjusted basic pay is below the minimum of the tier pay range, user will receive the below error message upon update to HR.



Under certain conditions adjusted basic pay is permitted to exceed the maximum rate in the range. When this occurs the PRD must be manually changed to C (Critical Position Pay)

Request for Personnel Action (Pay Adjustment, Routing Group: CIVDODHR)

Employee SSN Nature of Action  
Misc Pay Adj

Requesting Info Position Data Employee and Position Data Remarks and Address

**EMPLOYEE DATA**

23 Veterans Preference 1 None 24 Tenure 1 Permanent - Tenure Group 1 26 Veterans Preference for RIF No  
27 FEGLI CD Basic only 28 Annuitant Indicator 9 Not Applicable 29 Pay Rate Determinant C Critical Position Pay  
30 Retirement Plan K FERS and FICA 31 Service Comp. Date (Leave) 01 Note  
32 Work Schedule F Full-Time

**POSITION DATA**

34 Position Occupied 1 Competitive Service 35 E  
37 Bargaining Unit Status 8888 Ineligible for Inclusion In 38  
45 Educational Level 04 High school graduate or cer 46  
49 Citizenship 1 U.S. Citizen, includes U.S. Na X Not A Veteran 50 Veterans Status X Not A Veteran 51 Supervisory Status 8 Non-Supervisory

APP-GHR-38254: Unable to perform automatic pay calculations, for the Pay Rate Determinant of C.  
You must enter the salary fields:  
Basic Pay  
Locality Adjustment  
Adjusted Basic Pay  
Total Salary

Navigate to the Position Data Tab and enter 00 as the Step

Request for Personnel Action (Pay Adjustment, Routing Group: CIVDODHR)

Employee SSN Nature of Action  
Misc Pay Adj

Requesting Info Position Data Employee and Position Data Remarks and Address

**FROM INFORMATION**

7 Position Title DF-PHYSICIAN Number DF-602 Seq No 739251  
8 Pay Plan GS 9 Occ. Code 0602 10 Grade or Level 11  
11 Step or Rate 01 12 Total Salary 67,963.00  
12A Basic Pay 50,287.00 12B Locality Adj. 17,676 12C Adj. Basic Pay 67,963.00  
12D Other Pay 13 Pay Basis Per Annum  
14 Name and Location of Position's Organization  
PROVOST'S OFFICE  
NAVAL POSTGRADUATE SCHOOL  
MONTEREY CA 93943-5000

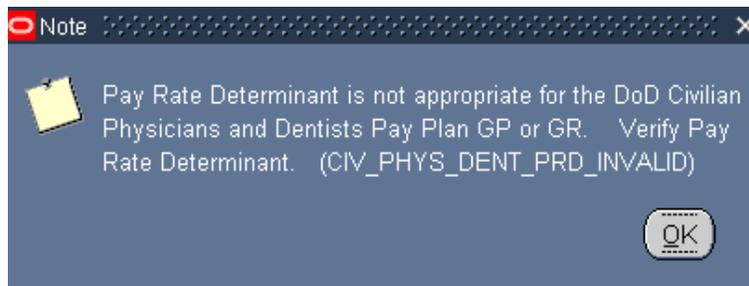
**TO INFORMATION**

15 Position Title ADMITTING PHYSICIAN Number DF-602 Seq No 739252  
16 Pay Plan GP 17 Occ. Code 0602 18 Grade or Level 11  
19 Step or Rate 00 20 Total Salary 100,287.00 Award UoM  
20A Basic Pay 20B Locality Adj. 20C Adj. Basic Pay

APP-GHR-38254: Unable to perform automatic pay calculations, for the Pay Rate Determinant of C.  
You must enter the salary fields:  
Basic Pay  
Locality Adjustment  
Adjusted Basic Pay  
Total Salary

Salary fields (Basic Pay, Locality Adj., Adj. Basic Pay must be entered by the user).

Note: Only PRD 0 and C can be used with Pay Plans GP and GR. If the PRD is not equal to 0 or C, user will receive the below error message upon update to HR.



d. **Remarks and Address Tab – Page 4 of the RPA**

- **Part F – Remarks for SF-50**

User must enter remarks for the action

Select remark YPA and document employee's market pay amount.

Request for Personnel Action (Pay Adjustment, Routing Group: CIVDODHR)

Employee SSN Nature of Action  
Misc Pay Adj

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART D - Remarks by Requesting Office**  
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
 Yes  No

**PART E - Employee Resignation/Retirement**  
Reasons for Resignation/Retirement  
PA Remarks Insertion Values  
Amount: 50000  
Forwarding Address

**PART F - Remarks for SF 50**

Code	Description	Required
YPA	Salary includes a market pay adjustment payment of \$ (in block 20B)	<input type="checkbox"/>

Select remark ZZZ and enter the following cleartext:

**Assignment to PDPP is authorized by 38 USC 7431(e).**

Request for Personnel Action (Pay Adjustment, Routing Group: CIVDODHR)

Employee SSN Nature of Action  
Misc Pay Adj

Requesting Info Position Data Employee and Position Data Remarks and Address

**PART D - Remarks by Requesting Office**  
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
 Yes  No

**PART E - Employee Resignation/Retirement**  
Reasons for Resignation/Retirement  
PA Remarks Insertion Values  
Remarks: Assignment to PDPP is authorized by 38 USC 7431(e)  
Forwarding Address

**PART F - Remarks for SF 50**

Code	Description	Required
YPA	Salary includes a market pay adjustment payment of \$50000 (in block 20B)	<input type="checkbox"/>
ZZZ	Market pay consists of locality or special salary rate supplement, PCA if applicable, premium pay adjustment if applicable, and a pay adjustment to meet the minimum salary amount of assigned pay rate if applicable.	<input type="checkbox"/>

Select remark ZZZ and enter the following cleartext:

**Market pay consists of locality or special salary rate supplement, PCA if applicable, premium pay adjustment if applicable, and a pay adjustment to meet the minimum salary amount of assigned pay rate if applicable.**

Request for Personnel Action (Pay Adjustment, Routing Group CIVDODHR)

Employee: \_\_\_\_\_ SSN: \_\_\_\_\_ Nature of Action: **Misc Pay Adj**

Requesting Info | Position Data | Employee and Position Data | Remarks and Address

**PART D - Remarks by Requesting Office**  
 (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)  
 Yes  No

**PART E - Employee Resignation/Retirement**  
 Reasons for Res: \_\_\_\_\_  
 PA Remarks Insertion Values: \_\_\_\_\_  
 Remarks: **Market pay consists of locality or special salary rate supplement, PCA if applicable, premium pay adjustment**

**PART F - Remarks for SF 50**

Code	Description	Required
YPA	Salary includes a market pay adjustment payment of \$50000 (in block 20B)	<input type="checkbox"/>
ZZZ	Assignment to PDPP is authorized by 38 USC 7431(e).	<input type="checkbox"/>
ZZZ	Market pay consists of locality or special salary rate supplement, PCA if applicable, premium p	<input type="checkbox"/>

Select remark X36 if employee was on grade retention.

PART F - Remarks for SF 50		
Code	Description	Required
YPA	Salary includes a market pay adjustment payment of \$50000 (in block 20B)	<input type="checkbox"/>
ZZZ	Assignment to PDPP is authorized by 38 USC 7431(e).	<input type="checkbox"/>
ZZZ	Market pay consists of locality or special salary rate supplement, PCA if applicable, premium p	<input type="checkbox"/>
X36	Grade retention entitlement terminated. No further entitlement to grade or pay retention.	<input type="checkbox"/>

Select remark X42 if employee was on pay retention.

PART F - Remarks for SF 50		
Code	Description	Required
YPA	Salary includes a market pay adjustment payment of \$50000 (in block 20B)	<input type="checkbox"/>
ZZZ	Assignment to PDPP is authorized by 38 USC 7431(e).	<input type="checkbox"/>
ZZZ	Market pay consists of locality or special salary rate supplement, PCA if applicable, premium p	<input type="checkbox"/>
X42	Pay retention entitlement terminated.	<input type="checkbox"/>