

DoDEA NSPS SALARY DETERMINATION WORKSHEET

Base Salary is used in ALL calculations.

1. CANDIDATE INFORMATION		2. NSPS JOB INFORMATION (Position to be Filled)	
Name:		Organization and Location:	
Current Job Title:		NSPS Position Title:	
Current NSPS Pay Schedule & Pay Band OR GS-Series-Grade (as applicable):		Former GS-Grade & Series or Equivalent:	
		NSPS Pay Schedule/Occupation Code/Pay Band:	
		Advertised NSPS Salary Range:	to

3. PROPOSED PERSONNEL ACTION			
a. Conversion	Conversion of temporary employee to another appointment. Selecting/Recommending Official signature required for minimum salary in band. Other salary requests follow authority for New Hires.		
b. New Hire (minimum) (Not current federal employee)	New Hire Salary set at the minimum of the NSPS pay band or at the Step 1 of the former General Schedule (GS) grade. No justification required. Selecting or Recommending Official signature is required.		
	Minimum NSPS Pay Band (i.e. YA2): OR Equivalent GS Grade/step 1(i.e. GS5):		
c. New Hire (Up to 6%) (Not current federal employee)	New Hire Salary may be set no higher than Step 1 of the former GS-grade equivalent plus 6% (entry level) OR no higher than the employee's current salary plus 6% (mid-career). Justification is necessary to document salary determination. Appropriate Superintendent or Division Chief signature is required.		
d. New Hire (Above 6%) (Not current federal employee)	New Hire Salary that exceeds 6% of Step 1 of the former GS-grade equivalent or the employee's current salary requires higher-level approval. Justification is necessary to document salary determination. Appropriate Area Director, Principal Deputy Director, DoDEA or Associate Director for Financial and Business Operations signature is required.		
e. Pay Adjustment	Pay Adjustment in accordance with SC1911.4.8. Authorized during the first 12-months of NSPS. Selecting/Recommending Official signature is required.		
f. Promotion	Promotion Salary set at the minimum of the NSPS pay band or a minimum 6% pay increase. No justification required. Recommending/Selecting Official signature is required.		
g. Promotion	Promotion Salary that exceeds 6% pay increase requires higher-level approval. Justification is necessary to document salary determination. Appropriate Area Director, Principal Deputy Director, DoDEA or Associate Director for Financial and Business Operations (HQ) signature is required.		
h. Reassignment (no increase or reduction)	Reassignment action with no change in salary. No justification required. Selecting/Recommending Official signature is required.		
i. Reassignment (Increase or reduction in band)	Justification is required to document critical business need, hard to fill recruitment, specialized skills or evident & observable increases in level of work. Appropriate Superintendent or Division Chief signature required.		
Employee-Initiated Reassignment	Salary increases up to 5% of base pay or any decrease in base pay.		
	Percent Increase:	%	Percent Decrease: %
Management Directed Reassignment	Salary increases up to 5% of base pay or any decrease in base pay.		
	Percent Increase:	%	Percent Decrease: %
Involuntary Reassignment	Decrease up to 10%, but not less than the NSPS Pay Band minimum. Employee cannot receive more than a 10% reduction in pay in a 12-month period.		
	Percent Decrease:	%	
Record of Reassignment Pay <i>(If applicable)</i>	Date of last reassignment pay increase:		
	Percent of Increase/Decrease:		%
j. Other (Issue):	Identify issue such as Voluntary Change to Lower Pay Band; Recruitment, Relocation, and Retention Incentives; Pay Retention and describe reason in salary justification. Appropriate Area Director, Principal Deputy Director, DoDEA or Associate Director for Financial and Business Operations signature is required.		

4. SALARY INFORMATION					
a. Current Salary		b. Internal Data for Same or Similar Occupational Codes		c. Proposed NSPS Salary	
Federal Employee		Occupational Code:		Proposed Salary:	
Current Base Salary:		Number of Incumbents:		Base Salary:	
Locality <i>(if applicable)</i> :		Average Salary:		LMS <i>(if applicable)</i> :	
Current Total Salary:		Lowest Salary:		Total Salary:	
Non-Federal Employee		Highest Salary:		Percent Increase: %	
Current Salary:		(Obtain information from Class & Comp Advisor)			

