

Chapter 17: Pay and Step Changes (Natures of Action 810, 818, 819, 866, 888, 890, 891, 892, 893, 894, 896, 897, and 899)

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New text changes and/or additions are distinguished in >dark red font surrounded by angled brackets<. Deletion/removal of text is distinguished with *** in green font.

1. Coverage

- a) This chapter provides instructions for processing pay-related actions that occur when there is no change in the employee's agency, appointment status, position, or grade:
- 810—Change in Differential
 - 818—Administratively Uncontrollable Overtime
 - 819—Availability Pay
 - 866—Termination of Grade Retention
 - 888—Denial of Within-grade Increase
 - 890—Miscellaneous Pay Adjustment
 - 891—Performance-based Pay Increase Provided on Regular Cycle
 - 892—Performance-based Pay Increase Provided on Irregular Basis
 - 893—Within-range Increase Provided on Regular Cycle
 - 894—General Market or Structural Pay Adjustment
 - 896—Group-based Pay Increase
 - 897—Within-range Reduction
 - 899—Step Adjustment
- b) See [Chapter 31](#) for processing actions when an employee changes agencies; see Chapters 9-13 when appointment status changes; see [Chapter 14](#) for position or grade changes; and see [Chapter 29](#) for changes in bonuses, awards, or other incentives.

2. Definitions

- a) **Adjusted basic pay** is the sum of an employee's rate of basic pay and any basic pay supplement, after applying any applicable pay cap. A basic pay supplement is defined as a regular, fixed supplemental payment (paid in conjunction with base pay) for non-overtime hours of work that is creditable as basic pay for retirement purposes, excluding any type of premium payment or differential that is triggered for working certain hours of the day or week or for being subjected to certain working conditions. A basic pay supplement includes, for example, any applicable locality payment under [5 CFR part 531, subpart F](#), and any special rate supplement under [5 CFR part 530, subpart C](#).
- b) **Administratively Uncontrollable Overtime (AUO)** pay is calculated as an increment of up to 25 percent of basic pay (including any locality

payment or special rate supplement) paid on an annual basis for substantial amounts of overtime work that cannot be controlled administratively and that are required on an irregular basis.

- c) **Availability pay** is a special form of premium pay fixed at 25 percent of basic pay (including any locality payment or special rate supplement) that applies to criminal investigators who are required to work, or be available to work, substantial amounts of unscheduled overtime duty based on the needs of the employing agency. Criminal investigators receiving availability pay are exempt from the minimum wage and overtime pay provisions of the [Fair Labor Standards Act](#) and may not receive administratively uncontrollable overtime pay.
- d) **Denial of Within-grade Increase** means the decision to withhold (not grant) a within-grade increase to an employee because of a determination that the employee's performance is not an acceptable level of competence.
- e) **>Domestic Employee Teleworking Overseas (DETO)** is U.S. Government Civil Service or Foreign Service employee assigned to a domestic position who is approved to telework from an overseas location for a limited period of time.<
- f) **GM Within-grade Increase** is an agency awarded increase in rate of basic pay, with no change in grade, to an employee who is covered under the Performance Management and Recognition System termination provisions of [Public Law 103-89](#).
- g) **Grade Retention** entitles an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which the employee was reduced.
- h) **Locality payment** means a locality-based comparability payment under [5 U.S.C 5304](#) or equivalent payment under another authority.
- i) **Pay Adjustment** (as used in this Guide)—Any increase or decrease in an employee's rate of basic pay where there is no change in the duties or responsibilities of the employee's position. For example, a pay adjustment would include a change in the step at which the employee is paid. A change in the pay system under which the employee is paid is also considered a pay adjustment.

- j) **Pay plan** means the pay system or pay schedule under which the employee's rate of basic pay is determined, for example, General Schedule (GS), Executive Pay (EX), or Leader under the Federal Wage System (WL).
- k) **Pay retention entitlement** is an employee's right to retain, under certain circumstances, a rate of basic pay that is higher than the maximum rate of the grade for the position that the employee occupies.
- l) **Performance Management and Recognition System (PMRS)** was the pay system established under [5 U.S.C. chapter 54](#) for General Schedule employees in grades 13 through 15 in supervisory, managerial, or management official positions.
- m) **Quality (Step) Increase (QSI or QI)** is an increase in an employee's rate of basic pay through an additional within-grade increase granted under [5 U.S.C. 5336](#) for sustained high quality performance.
- n) **Rate of basic pay** means the rate of pay fixed by law or administrative action for the position held by the employee before any deductions (such as taxes) and exclusive of additional pay of any kind (such as overtime pay). For GS employees, a rate of basic pay is a GS base rate, a law enforcement officer special base rate (GL), or a retained rate—excluding any locality payment or special rate supplement. A rate of basic pay is expressed consistent with applicable pay basis (e.g., annual rate for GS employees or hourly rate for wage system employees).
- o) **Special Rates** are higher than rates under the regular pay schedule. For example, OPM may establish higher pay rates under [5 U.S.C. 5305](#) for occupations in which private enterprise is paying substantially more than the regular Government schedule, and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. A special rate may consist of a base rate and a special rate supplement.
- p) **Step** means the step of the pay plan under which an employee is paid, for example, step 2 of GS-07 or step 1 of WG-05.

- q) **Step Adjustment** means a change in the step of the grade at which the employee is serving, without a change in the employee's rate of basic pay. For example, a special rate employee may become entitled to a retained rate (step 00) equal to the employee's former step rate.
- r) **Supervisory Differential** the annual total dollar amount paid, over and above basic pay, to a General Schedule supervisor who otherwise would be paid less than one or more of the civilian employees supervised.
- s) **Within-range Increase (WRI)** is an increase in an employee's rate of basic pay within the pay range for the employee's grade, band, or level (excluding an increase granted automatically to keep pace with an adjustment in pay structure). For pay systems with scheduled steps within a pay range, a within-range increase is an advancement from one step to a higher step (e.g., after meeting requirements for length-of-service and performance). A GS within-grade increase (WGI) is one type of within-range increase.

3. Use of SF-52

- a) [The SF-52](#) is used to request and document approval of pay or step changes for employees who are absent because of compensable injury, military duty, or service with an international organization. For other pay and step change actions, the agency may use either an [SF-52](#) or an agency form to request actions and document approvals. For changes required by statute or regulation, and for which no approval signature is needed, no request document is needed.

4. Documenting the Personnel Action

Usually, personnel actions for pay and step changes will use an [SF-50](#). However, when an action involves large numbers of employees and requires a change in only one data item (salary), as in the case of statutory pay increase for General Schedule employees, the change may be made in agency data systems automatically. Each adjustment must be reported to the [Enterprise Human Resource Integration Data](#) repository. In addition, each salary adjustment or change must be documented in the Official Personnel Folder and the employee must be notified of the adjustment. Employees may be notified of the adjustment by a copy of the Official Personnel Folder document, or an

agency issuance described in [Chapter 4](#), section 7. Either [SF-50](#) or one of these alternate forms of notice may be used for Official Personnel Folder documentation.

a) **A copy of the new pay schedule** containing the new rates, the authority for the change, the date of the authority and the effective date of the new rates may be used. Circle the employee's new salary and file the copy in the Official Personnel Folder on the right side.

b) **A computer printed notice**, showing:

- Name of employee
- Pay System
- Grade
- Step
- New rate
- Effective date of new rate
- Authority for change and date of authority
- Social Security Number

5. Actions for Absent Employees

a) Employees who are in nonpay status.

i) Process the following actions when they are due, regardless of whether the employee is in pay or nonpay status on the effective date of the action:

- pay adjustment to effectuate an annual General Schedule pay adjustment, or to establish, change or terminate a locality payment
- pay adjustment to implement, change, or discontinue a special rate
- termination of grade retention at the expiration of the employee's 2-year period of grade retention
- pay adjustment resulting from the termination of grade retention
- within-range increase for which employee became eligible before a period of nonpay status began
- within-range increase for which employee becomes eligible during a period of nonpay status that is creditable for within-range increase purposes.

- ii) Wait to record other pay actions until the employee returns to duty. Show the new pay or step on the return to duty personnel action and enter in the Remarks section on that action P09—"Pay or step adjusted (date) by (authority)."

- b) **Employees who have separated to enter on active military duty**—prepare the pay adjustment or step change [SF-52](#), showing the date on which, the action is due, and file it on the right **>(permanent)<** side of the employee's Official Personnel Folder. Wait to prepare and distribute the [SF-50](#) until the employee exercises restoration rights, moving the [SF-52](#) to the **>(temporary)<** side of the Official Personnel Folder at that time. If the employee does not exercise restoration rights, remove and destroy the [SF-52](#) **>from the Official Personnel Folder<**.

- c) **Employees who have transferred to international organizations**—if the employee is serving with an international organization, prepare and obtain necessary approvals on two copies of a [SF-52](#) to record the action. File one copy on the right **>(permanent)<** side of the employee's Official Personnel Folder and send the second copy to the payroll office; payroll needs the salary information on the form to make the correct retirement and Federal Employees Group Life Insurance deductions for the employee while the employee serves with the international organization. Note the pay or step change on the [SF-52](#) that is used to process the reemployment action with remark P06— "Pay rate includes WGI's or other rate changes to which employee would have been entitled had the employee remained continuously in Federal service.

6. >Actions for Employees with Terminating DETO Agreements

Employees whose DETO agreements have ended may require two General Adjustment personnel actions to move them out of DETO status, depending on the position to which the employee returns after DETO service.

Step 1: Process a General Adjustment action to document the termination of the DETO agreement (NOAC 894/LAC Z2Y) per rule 30 of Table 17-A. Use remark code P23 in accordance with rule 34 of Table 17-D.

Step 2: Determine whether the position to which the employee is placed after the DETO agreement ends would entitle them to locality pay under [5 U.S.C. 5304](#).

Step 3: If the employee is entitled to locality pay for the post-DETO position, process a second General Adjustment action to document the entitlement to locality pay under [5 U.S.C. 5304](#). Process the action in accordance with rule 23 of Table 17-A (NOAC 894/LAC VGR) and use remark code P24 in accordance with rule 35 of Table 17-D. You will need this action regardless of whether the employee's DETO pay was based on the same locality rate they receive after DETO service ends.

You may process these actions on the same [SF-52/50](#) by documenting the Step 1 action on blocks 5A-5D of the forms and the Step 3 action on blocks 6A-6D. If you choose to use a single form to document both actions, be sure to use both remark codes P23 and P24 on the [SF-50](#).

If you process these actions on separate forms, be sure to sequence the Step 1 action before the Step 3 action on the same effective date so the employee's records reflect ongoing entitlement to locality pay under [5 U.S.C. 5304](#) and not DETO guidelines.

To learn more about DETO pay-setting, read OPM's [Guidance: Domestic Employees Teleworking Overseas](#).<

Job Aid

Instructions for Processing Personnel Actions on Pay and Step Changes

Step	Action
1	<p>Use the below information and applicable pay plan to select the nature of action and authority:</p> <p>Pay Plan and Table to Reference</p> <ul style="list-style-type: none"> • General Schedule (GS), including employees covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (GM pay plan code) and law enforcement officers at grades 3-10 (GL pay plan code), but excluding physicians, podiatrists, and dentists receiving title 38 market pay (GP or GR pay plan code) – Reference Table 17-A • Senior Executive Service Pay System – Reference Table 17-B • Prevailing Rate Systems – Reference Table 17-C • Other Pay Systems (including General Schedule physicians, podiatrists, and dentists with GP or GR pay plan code) – Reference Table 17-D <p>Enter nature of action and authority in blocks 5A-F of the SF-52 or in the appropriate place on the agency form used to request and approve the action.</p> <p>If the action is being taken under an authority that is unique to your department or agency, cite that authority (along with the authority code approved by OPM) instead of the authority and code shown in this chapter.</p>
2	<p>Use Table 17-E to select remarks required by OPM for the action as necessary and enter them in Part F of the SF-52 or in the appropriate place on the agency form used to request and approve the action.</p> <p>Also enter any additional remarks that are required by your agency's instructions or that are necessary to explain the action.</p>

Step	Action
3	Complete the SF-52 as required by instructions in Chapter 4 of this Guide; follow your agency's procedures to complete an agency request document.
4	Follow your agency's procedures to get the approval signature on the SF-52 or the form your agency uses to request action. No approval is needed for a pay adjustment or a change in differential that results from a statutory or regulatory change in rates or an Executive Order.
5	Follow instructions in Chapter 4 of this Guide to complete the SF-50 . SF-50 must be signed or authenticated for all pay and step changes except for those actions that are required by statute or regulation (and for which an SF-50 or an alternate form of notice may be used). On actions for which a signature or authentication is required, follow your agency's instructions to obtain it.
6	<p>Enter or update suspense or remainder dates in your service record system and in any other tickler system your agency uses.</p> <p>These dates include:</p> <ul style="list-style-type: none"> — date eligible for next within-range increase, — grade retention expiration date, and — date on which next performance determination must be made (when within-range increase has been denied).
7	Check The Guide to Personnel Recordkeeping to decide how to file the documents related to the action.
8	Reserved
9	Follow your agency's instructions to distribute documentation of the personnel action.

Tables

Table 17-A. Pay and Step Changes under the General Schedule

See note 3 of this table.

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
1	Within-grade increase based on employee's meeting length of service and performance requirements (See note 1)	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	893	Reg WRI	Q7M	Reg. 531.404 (See note 6)	1. When a within-grade increase action is effective on the same date as a quality step increase or a promotion, the actions may be documented on the same SF 52/50 or on separate ones. When a single SF 52/50 is used, document the within-grade increase (NOA 893) in blocks 5A-F of the SF 52/50 and the other action in blocks 6A-F.	Jump to listing of Remarks (Use as many remarks as are applicable)
2		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			Z2P	P.L. 103-89		
3	Decision to withhold within-grade increase	Employee is not covered by the PMRS Termination Provisions of P.L. 103-89	888	Denial of WGI (See note 2)	Q5M	Reg. 531.409 (See note 6)	2. Show in "To" block of SF-52/50 the step and salary currently held by the employee. Do not show the step and salary being denied or withheld. Show "00" in block 19 if employee is subject to the PMRS Termination Provisions of P.L. 103-89 . Make action effective the date when the increase would have been effective.	
4		Employee is covered by the PMRS Termination Provisions of P.L. 103-89			Z2P	P.L. 103-89		
5	Quality increase based on employee's high-quality performance		892	Irreg. Perf Pay	RBM	Reg. 531.501 (See note 6)	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are: (1) covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (GL pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees.	
6	Pay adjustment effective under 5 U.S.C. 5303		894	Gen Adj	QWM and ZLM	Reg. 531.207 and (Cite E.O. that established new rates)		
7	Initial establishment of or increase in special rates schedule	Pay is adjusted on the basis of employee's existing pay retention entitlement	894	Gen Adj	QJP (See note 8) and ZLM	Reg. 530.322(c) and (Cite OPM issuance that published new rates)	6. If employee is entitled to grade retention, a second authority may be cited: VLJ/5 U.S.C. 5362(c) .	
8		Employee is not entitled to pay retention			QHP (See note 8) and ZLM	Reg. 530.322(a) and (Cite OPM issuance that published new rates)		

Table 17-A: Pay and Step Changes under the General Schedule, Continued

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
9	Initial establishment of, or change in, special base rate for a law enforcement officer (GL pay plan code)		894	Gen Adj	ZTW	P.L. 101-509, Sec. 403	<p>3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of P.L. 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (GL pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); instead, refer to Table 17-D for these employees.</p> <p>4. When an action involves a change in employee's position or grade, follow the instructions in Chapter 14; when it involves a change in employee's agency or appointment status, follow the instructions in Chapters 9-13.</p> <p>6. If employee is entitled to grade retention, a second authority may be cited: VLJ/5 U.S.C. 5362(c).</p> <p>7. If employee is entitled to pay retention, a second authority may be cited: VSJ/5 U.S.C. 5363(a).</p> <p>8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 U.S.C. 5305.</p>	<p>Jump to listing of Remarks (Use as many remarks as are applicable)</p>
10	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement and (2) who is eligible for pay retention. (See rule 27 for an employee who meets the first condition, but not the second condition – e.g., employee ineligible for pay retention because of temporary or term appointment.) (See rule 28 in the case of an employee whose special rate entitlement is terminated due to entitlement to a higher rate of pay – e.g., locality rate becomes higher than special rate.)	Employee's existing special rate is equal to one of the rates in the new highest applicable rate range for the employee's grade or level	899	Step Adj	QKP (See note 8) and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)		
11		Employee's existing special rate is greater than the maximum rate of the new highest applicable rate range for the employee's grade or level (i.e., converted to retained rate equal to special rate)			QMP (See note 8) and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)		
12		Employee's existing special rate is between two rates in the new highest applicable rate range for the employee's grade or level.	890	Misc. Pay Adj	QLP (See note 8) and ZLM	Reg. 530.323 and (Cite OPM issuance that published new rates)		
13	Employee loses GM status (pay plan code changed from GM to GS)		890	Misc. Pay Adj	QUA and QUM	Reg. 531.241 and 531.242		
14	Employee's position is brought under the General Schedule (See note 4)				ZLM	(Cite E.O., Law, or Reg that brought position under the General Schedule) and (See notes 6 and 7)		

Table 17-A: Pay and Step Changes under the General Schedule, Continued

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
15	Termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362	3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (GL pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees.	Jump to listing of Remarks (Use as many remarks as are applicable)
16		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363		
17		Employee is entitled to a rate of basic pay that is equal to or higher than the employee's existing rate, which rate can be accommodated within the range of the employee's grade						
18	Termination of grade retention with no further grade or pay retention entitlement	Employee declined a reasonable offer	890	Misc. Pay Adj	VNJ	5 U.S.C. 5362(d)(3)		
19		Employee elected to terminate benefits			VPL	5 U.S.C. 5362(d)(4)		
20		Employee failed to comply with agency's priority placement program's requirements			RLM	Req. 536.207(b)(2)		
21	Termination of pay retention because employee declined a reasonable offer		890	Misc. Pay Adj	VTJ	5 U.S.C. 5363(e)(2)		
22	Termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which entitled under 5 U.S.C. 5363 (See 5 U.S.C. 5363(e)(2))		894	Gen Adj	ZLM	(Other citation (Law, E.O, Reg.))		

Table 17-A: Pay and Step Changes under the General Schedule, Continued

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
23	Establishment, change in percentage, or termination of locality-based comparability payment		894	Gen Adj	VGR	5 U.S.C. 5304	<p>3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (GL pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees.</p> <p>8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 U.S.C. 5305.</p>	<p>Jump to listing of Remarks (Use as many remarks as are applicable)</p>
24	Establishment, change in percentage, or termination of supervisory differential	810	Chg in Diff	VPH	5 U.S.C. 5755			
25	Establishment, change in percentage, or termination of administratively uncontrollable overtime entitlement	818	AUO	RMM	Req. 550.151			
26	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 U.S.C. 5545a		
27	Decrease in or discontinuance of special rate schedule in case of employee (1) for whom the special rate is the highest pay entitlement and (2) who is not eligible for pay retention (e.g., employee with temporary or term appointment)	Employee is not entitled to pay retention under 5 CFR part 536	894	Gen Adj	QLM (See note 8) and ZLM	Req. 530.323(c) and (Cite OPM issuance that published new rates)		

Table 17-A: Pay and Step Changes under the General Schedule, Continued

Rule	If Basis for Action Is	And	Then NOAC Is	NOA Is	Auth Code Is	Auth Is	Notes	Remarks
28	Employee's special rate is terminated because the employee is entitled to a higher rate of basic pay (e.g., locality rate surpasses special rate.) (e.g., see 5 U.S.C. 5305(h.)) (It is possible that the special rate range or schedule that formerly applied to employee may be discontinued at the same time; however, rules 10-12 and 27 do not apply, since the special rate is not the employee's highest pay entitlement.)	Special rate is terminated because the employee is entitled to a higher rate of basic pay			ZLM And QUB (See note 8)	Other citation (Law, E.O, Reg.), and Reg. 530.303(d)	<p>3. In addition to covering employees with a GS pay plan code, this table applies to General Schedule employees who are (1) covered by the Performance Management and Recognition System termination provisions of Public Law 103-89 (GM pay plan code) and (2) receiving LEO special base rates at grades 3-10 under section 403 of FEPCA (GL pay plan code). This table does not apply to General Schedule physicians, podiatrists, and dentists who are receiving title 38 market pay (GP or GR pay plan code); refer to Table 17-D for these employees.</p> <p>6. If employee is entitled to grade retention, a second authority may be cited: VLJ/5 U.S.C. 5362(c).</p> <p>7. If employee is entitled to pay retention, a second authority may be cited: VSJ/5 U.S.C. 5363(a).</p>	Jump to listing of Remarks (Use as many remarks as are applicable)
29	An adjustment in employee's basic rate of pay that is not described in Rules 1-28 (e.g., GS pay increases under maximum payable rate rule; adjustments resulting from a change in employee's pay system, etc.)		890	Misc Pay Adj	ZLM	(Cite authority for the adjustment) (See notes 6 and 7)	<p>8. Legal authority codes QJP, QHP, QKP, QMP, QLP, QLM and QUB are applicable only when an employee is receiving a special rate under 5 U.S.C. 5305.</p> <p>9. Refer to OPM's *** >Guidance: Domestic Employees Teleworking Overseas - Locality Pay.<</p>	
30	Establishment, change in percentage, or termination of overseas locality payment for a Domestic Employee Teleworking Overseas (DETO)		894	Gen Adj	Z2Y	P.L. 117-263, Sec. 9717 - DETO Locality Payment. (See notes 9 and 10)	<p>10. As section 9717 of P.L. 117-263 changes the authority under which DETO employees receive locality pay, NOAC 894/LAC >Z2Y< *** must be used to process the action, regardless of whether the locality payment amount changes or remains the same.</p>	

Table 17-B. Pay Changes Under the Senior Executive Service (SES) Pay System

Rule	If Basis for Action Is	Then Impact to SES 12-Month Rule Is	Then NOAC Is	NOA Is	Auth Code	Authority Is	Notes	Remarks		
1	Performance-based pay increase provided through regular application of agency's annual appraisal and pay adjustment cycle (e.g., under 5 CFR 534.404(d) or (e)(1))	Begins new 12-month period for SES member	891	Reg Perf Pay	Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action) 5 CFR 534.404(b)(3) (See note 2)	<p>1. If an SES member is granted a retroactive pay increase under 5 CFR 534.404(f)(1), the increase may be a combination of increases under rules 1 and 3. The increases must be separately documented, just as they would have been if the increases had been put into effect at earlier time.</p> <p>2. Increases in senior executive pay must be based on the employee's performance and/or contribution to the agency's performance, as determined by the agency through the administration of its performance management system for its senior executives (5 CFR 534.401; 5 CFR 430.312(a)).</p> <p>3. ***</p> <p>4. If an SES member receives a pay adjustment under 5 CFR 534.404(h) upon transfer, document the action using rule 15 or 16, as appropriate, in Chapter 13, Table 13-A.</p>	Jump to listing of Remarks (Use as many remarks as are applicable)		
2	Performance-based pay increase that is not covered by Rule 1 and begins a new 12-month period for the SES member (e.g., under 5 CFR 534.404(c)(4)(i)-(iv) or 534.404(i))	If within 12 months of last pay adjustment, requires agency head or oversight official to approve exception	892	Irreg Perf Pay	Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action) (See note 2)				
3	An increase provided under 5 CFR 534.404(b)(4) which does not exceed the amount necessary to maintain relative position of executive's pay rate within the SES rate range and is not considered a pay adjustment for purposes of the 12 month rule.	Does not require an exception or affect an ongoing 12-month period	890	Misc Pay Adj	Q3C	5 CFR 534.404(b)(4) (See note 2)				
4	Other pay increase that is not considered a pay adjustment for purposes of the 12-month rule (e.g., under 5 CFR 534.404(c)(3)(i)-(vii) , 534.404(f) , or 534.406(c))	Does not require an exception or affect an ongoing 12-month period			Q3D	(Cite appropriate law, E.O., or regulation that authorizes the action)				
5	Reserved	***	***	***	***	***				
6	Rate reduction for performance or disciplinary reasons (i.e., under 5 CFR 534.404(b)(6))	Does not require an exception or affect an ongoing 12-month period	897	Pay Reduct	Q3F	5 CFR 534.404(b)(6)				

Table 17-C. Pay and Step Changes Under Prevailing Rate Systems

Rule	If Employee	And	Then NOAC Is	NOA Is	Auth Code Is (See notes 2 and 3)	Auth Is	Notes	Remarks
1	Receives a within-grade increase		893	Reg WRI	VUL	5 U.S.C. 5343(e)(2)	1. Be sure to change the step to "00" and to change the Pay Rate Determinant (PRD). 2. If employee is entitled to grade retention, VLJ/5 U.S.C. 5362(c) may be cited as the second authority. 3. If employee is entitled to pay retention, VSJ/5 U.S.C. 5363(a) may be cited as the second authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
2	Occupies a position that changed from the General Schedule to a Prevailing Rate System		890	Misc. Pay Adj	FEM	Reg. 532.405		
3	Occupies a position in a wage area that is consolidated with another wage area		894	Gen Adj	FTM	Reg. 532.415(a)		
4	Has basic rate of pay adjusted by application of special rates or schedules authorized by OPM for recruitment and retention				FGM	Reg. 532.251		
5	Has basic rate of pay adjusted because special rates range is established for leader, supervisor or production facilitating positions				F8M	Reg. 532.253		
6	Is subject to a reduction in a prevailing rate schedule resulting from the findings of a wage survey	Employee's existing rate is higher than the new maximum rate allowed for employee's grade level and employee is entitled to pay retention	899	Step Adj (See note 1)	FNM	Reg. 532.415(c)		
7		Employee's existing rate falls between two rates in the new schedule and employee's pay will be set at the higher rate	890	Misc. Pay Adj	RJR	Reg. 536.304(b)(1)		

Table 17-C: Pay and Step Changes under Prevailing Rate Systems, Continued

Rule	If Employee	And	Then NOAC Is	NOA Is	Auth Code Is (See notes 2 and 3)	Auth Is	Notes	Remarks
8	Has basic rate of pay adjusted by application of a new or revised wage schedule not covered in Rules 3-7 (e.g., to implement results of an annual wage survey)		894	Gen Adj	FNM	Reg. 532.415(c)	2. If employee is entitled to grade retention, VLJ/5 U.S.C. 5362(c) may be cited as the second authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
9	Is subject to termination of grade retention benefits because 2-year period has expired	Employee is entitled to complete another period of grade retention	866	Termination of Grade Retention	VKJ	5 U.S.C. 5362	3. If employee is entitled to pay retention, VSJ/5 U.S.C. 5363(a) may be cited as the second authority.	
10		Employee is entitled to a retained rate under pay retention			VRJ	5 U.S.C. 5363		
11		Employee is entitled to a rate of basic pay that is equal to or higher than their existing rate, which rate can be accommodated within the range of the employee's grade			VNJ	5 U.S.C. 5362(d)(3)		
12	Is subject to termination of grade retention because employee declined a reasonable offer							
13	Is subject to termination of grade retention because employee elected to terminate benefits		866	Termination of Grade Retention	VPL	5 U.S.C. 5362(d)(4)		
14	Is subject to termination of grade retention benefits because employee failed to enroll in or comply with agency's priority placement program requirements				RLM	Reg. 536.207(b)(2)		

Table 17-C: Pay and Step Changes under Prevailing Rate Systems, Continued

Rule	If Employee	And	Then NOAC Is	NOA Is	Auth Code Is (See notes 2 and 3)	Auth Is	Notes	Remarks
15	Is subject to termination of pay retention because employee declined a reasonable offer		890	Misc Pay Adj	VTJ	5 U.S.C. 5363(e)(2)	2. If employee is entitled to grade retention, VLJ - 5 U.S.C. 5362(c) may be cited as the second authority. 3. If employee is entitled to pay retention, VSJ - 5 U.S.C. 5363(a) may be cited as the second authority.	Jump to listing of Remarks (Use as many remarks as are applicable)
16	Is subject to termination of pay retention because of pay schedule adjustment under which employee becomes entitled to a higher rate of pay than that to which employee is entitled under 5 U.S.C. 5363 (e.g., see 5 U.S.C. 5363(e)(2))		894	Gen Adj	ZLM	Other citation (Law, E.O, Reg.)		
17	Has rate of basic pay adjusted as a result of the termination of grade retention		890	Misc Pay Adj	(Enter same code as was used for the 866/ Termination of Grade Retention action)	(Enter same authority as was used for the 866/ Termination of Grade Retention action)		
18	Is subject to an adjustment in basic rate of pay that is not described in Rules 1-17				ZLM	(Enter E.O., Law or Reg. that adjusted pay)		

Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C

Note: This includes General Schedule physicians, podiatrists, and dentists with pay plans GP or GR who are receiving Title 38 market pay.

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
1	General market or structural pay adjustment (including employee pay adjustment linked to rate range adjustment; labor market adjustment; and establishment of or adjustment to basic pay supplement based on location, occupation, or other factors)	(See note 2 and 5)	894	Gen Adj	ZLM	Other Citation (Law, E.O., Reg).	<p>1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.</p> <p>2. Increases under rule 1 are generally the same for all employees within a category without regard to the level of performance, except that the increase may be denied to employees rated unacceptable or below fully successful. No action is processed if an employee does not receive a general pay adjustment. However, if a zero pay adjustment at the time of an increase in the pay range minimum causes an employee's rate of basic pay to fall below that range minimum, an 800 action must be processed to document the change to pay rate determinant code "T", consistent with rule 7 of Table 28-A in Chapter 28 (refer to note 4 for guidance on documenting zero pay adjustments for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions).</p> <p>5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or (d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee.</p>	Jump to listing of Remarks (Use as many remarks as are applicable)

Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17A thru 17-C, Continued

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
2	Within-range increase provided on a regular cycle	The system (with or without steps) provides within-range increases on a regular cycle where all employees rated fully successful or higher get the same within-range increases on same regular cycle (See note 3)	893	Reg WRI	ZLM	Other Citation (Law, E.O., Reg).	<p>1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.</p> <p>3. While the applicability of rule 2 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A given pay system may provide within-range increases on a regular time cycle to employees rated below fully successful, and those increases may be equal to or less than the increases given to those rated fully successful or higher. As long as such a pay system provides equal increases to employees rated fully successful or higher, rule 2 also applies to any regular within-range increases received by employees in that system who are rated below fully successful. (Also See note 4).</p> <p>4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increase on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful. For employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions rule 3 applies to annual increases in basic pay under 5 CFR 534.507(a), including those zero-pay adjustments meeting the requirement of 5 CFR 534.507(a)(2).</p>	Jump to listing of Remarks (Use as many remarks as are applicable)

Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17A thru 17-C, Continued

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
3	Performance-based pay increase provided on a regular cycle (e.g., annual, certain zero pay adjustments for SL and ST employees, etc.) (See note 4)	There are at least two levels of performance-based pay increases for employees rated fully successfully or higher	891	Reg Perf Pay	Q3A	(Cite appropriate law, E.O., or regulation that authorizes the action)	<p>1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.</p> <p>4. While the applicability of rule 3 is based on the treatment of employees rated fully successful or higher, the rule is not limited to those employees. A performance-based pay system may provide within-range increases on a regular time cycle to employees rated below fully successful. As long as such a pay system provides at least two levels of regular pay increases for employees rated fully successful or higher, rule 3 also applies to any regular pay increases received by employees in that system who are rated below fully successful. For employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions rule 3 applies to annual increases in basic pay under 5 CFR 534.507(a), including those zero pay adjustments meeting the requirement of 5 CFR 534.507(a)(2).</p> <p>5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or (d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee.</p>	Jump to listing of Remarks (Use as many remarks as are applicable)
4	Performance-based pay increase provided on an irregular basis (See note 5)		892	Irreg. Perf Pay	Q3B	(Cite appropriate law, E.O., or regulation that authorizes the action)		

Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17A thru 17-C, Continued

Rule	If Basis for Action is	And	Then NOAC is	NOA is	Auth Code is	Authority is (See note 1)	Notes	Remarks
5	Base pay increase for a group of employees in recognition of group performance/contributions		896	Group Inc	ZLM	Other Citation (Law, E.O., Reg).	<p>1. For agency determined changes, the authority for employees in senior-level (pay plan SL) and scientific and professional (pay plan ST) positions is 5 U.S.C. 5376; for employees in Agency Board of Contract Appeals positions (pay plan CA), the authority is 5 U.S.C. 5372a; for administrative appeals judges (pay plan AA), the authority is 5 U.S.C. 5372b; and for administrative law judges (pay plan AL), the authority is 5 U.S.C. 5372. For employees in positions under other pay plans, cite the authority that established the pay plan.</p> <p>5. For employees in senior-level (pay plan SL) and scientific and professional positions (pay plan ST), rule 4 applies to off-cycle increases authorized under 5 CFR 534.510, rule 8 applies to voluntary reductions in basic pay, e.g., as described in 5 CFR 534.508(c) or (d), and rule 2 applies to an increase in basic pay required under 5 CFR 534.507(g) to ensure the employee's rate of basic pay does not fall below the minimum rate of the applicable rate range for an SL or ST employee.</p> <p>6. Refer to OPM's *** >Guidance: Domestic Employees Teleworking Overseas - Locality Pay.<</p> <p>7. As section 9717 of P.L. 117-263 changes the authority under which DETO employees receive locality pay, NOAC 894/LAC >Z2Y< *** must be used to process the action, regardless of whether the locality payment amount changes or remains the same.</p>	<p>Jump to listing of Remarks (Use as many remarks as are applicable)</p>
6	Reduction in an employee's base rate of pay within a salary range based on unacceptable performance and/or conduct		897	Pay Reduction	ZLM	Other Citation (Law, E.O., Reg).		
7	Step adjustment that does not result in a pay adjustment (in a step-based pay system)		899	Step Adj	ZLM	Other citation (Law, E.O., Reg.)		
8	Other miscellaneous pay adjustment not covered by rules 1-7 above (See notes 1 and 5)		890	Misc Pay Adj	ZLM	Other citation (Law, E.O., Reg.)		
9	Establishment or termination of availability pay		819	Availability Pay	Z2S	5 U.S.C. 5545a		
10	Establishment, change in, or termination of administratively uncontrollable overtime entitlement		818	AUO	RMM	Reg. 550.151		
11	Establishment, change in percentage, or termination of overseas locality payment for a Domestic Employee Teleworking Overseas (DETO)		894	Gen Adj	Z2Y	P.L. 117-263, Sec. 9717 - DETO Locality Payment. (See Notes 6 and 7)		

Table 17-E. Codes and Remarks for Pay and Step Changes

*Use as many remark codes as apply

Return to table [17-A](#), [17-B](#), [17-C](#), [17-D](#)

<i>Rule</i>	<i>If Basis for the Action is</i>	<i>If</i>	<i>And</i>	<i>Then Remark Code Is</i>	<i>And Remark Is</i>	<i>Notes</i>
1		Action is a within-grade increase (WGI)		P14	Work performance is at an acceptable level of competence.	Reserved for Future Use
2			The amount of time the employee was in nonpay status requires that the due date for the WGI be set back	P13	Effective date adjusted due to excess time in nonpay status of (number) hours.	
3			Granted to an employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.	
4	Action is a quality step increase	Granted to a GS employee who is entitled to grade retention	X46	Action gives employee within-grade increase/quality increase to step [number] of [pay plan and grade], retained grade.		
5	Decision is made to withhold WGI to GS employee	Employee is not entitled to grade retention	P15	Within-grade increase to step [number] denied because your work is not at an acceptable level of competence. You remain at GS [number], step [number].		
6			Employee is entitled to grade retention	X47	Action denies within-grade increase to step [number] of employee's retained grade.	
7	Decision is made to withhold WGI to GM employee		P91	Within-grade increase denied because your work is not at an acceptable level of competence. Your salary does not change.		
8	Action is a 890/Misc Pay Adj or 894/Gen Adj	Employee is entitled to pay retention	X40	Employee is entitled to pay retention.		
9			Employee is entitled to grade retention	X44	Employee is entitled to grade retention	

Table 17-E. Codes and Remarks for Pay and Step Changes, Continued

Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes	
10		Employee is entitled to grade retention		X37	Employee is entitled to retain grade of [pay plan and grade] through [date].		
				X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.		
				X61	Retained grade will not be used for reduction-in-force purposes.		
11		Employee is entitled to pay retention		X67	Employee receiving retained rate in excess of maximum adjusted rate of basic pay for employee's grade; not entitled to locality payment or special rate supplement.	Reserved for Future Use	
12		Action terminates employee's entitlement to grade retention	Eligibility has expired for current period, and employee not entitled to new period of grade retention	X43	Expiration of grade retention period as [pay plan and grade].		
13				Employee elected to terminate grade retention entitlement	X39		Employee elected to terminate grade retention entitlement.
14		Action terminates employee's entitlement to grade retention	Employee declined position offered	X48	Declined offer of [position title; pay plan; series; and grade, level, or band].		
15				Employee didn't comply with priority placement program requirements	X50		Failed to comply with priority placement program requirements.
16				No further entitlement to grade or pay retention	X36		Grade retention entitlement terminated. No further entitlement to grade or pay retention.
17				Employee is entitled to begin pay retention	X40		Employee is entitled to pay retention.
18				Employee entitled to begin another period of grade retention	X37		Employee is entitled to retain grade of [pay plan and grade] through [date].
	X45	Retained grade will be used to determine employee's pay, retirement and insurance benefits, and promotion and training eligibility.					
	X61	Retained grade will not be used for reduction-in-force purposes.					

Table 17-E. Codes and Remarks for Pay and Step Changes, Continued

Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes
19		Employee becomes entitled to pay retention	Initial retained rate is equal to applicable cap - 150% of maximum rate for grade to which assigned or level IV of Executive Schedule	X41	Employee is now entitled to retained rate. Salary is equal to applicable cap on retained rates - 150% of maximum rate of grade to which assigned or level IV of the Executive Schedule.	
20		Action is terminating pay retention	Adjustment in pay schedule results in employee being entitled to a rate of pay equal to or higher than that to which entitled under pay retention (5 U.S.C. 5363(e)(2))	X42	Pay retention entitlement terminated.	
21		Action is terminating pay retention	Employee declined position offered	X48	Declined offer of [position title; pay plan; series; and grade, level, or band].	Reserved for Future Use
22		Employee is being paid a special rate established under 5 U.S.C. 5305		P05	Special rate under 5 U.S.C. 5305 .	
23				P07	Special rate table _____.	
24		Employee's total salary includes payment for AUO	Action is an 818/AUO that establishes/changes percent paid for AUO	P73	Block 20 shows the percent of your rate of adjusted basic pay which is paid to you for the substantial, irregular overtime work you perform which cannot be controlled administratively.	
25				Action is other than an 818/AUO	P81	
26		Total salary includes availability pay		P99	Salary in block 20 includes availability pay of \$__.	
27		Total salary includes supervisory differential		P72	Salary in block 20 includes supervisory differential of \$__.	
28		Action is an 894/Gen Adj	Special rate exceeds the locality rate of pay	P93	Special rate exceeds the locality rate of pay; employee receives higher special rate supplement (in block 20B) instead of locality payment.	
29			Rule 28 does not apply	P92	Salary includes a locality-based payment of _____% (in block 20B).	

Table 17-E. Codes and Remarks for Pay and Step Changes, Continued

Rule	If Basis for the Action is	If	And	Then Remark Code Is	And Remark Is	Notes
30		Employee is subject to the post-employment restrictions under 18 U.S.C. 207(c) .		M97	Employee subject to post-employment restrictions under 18 U.S.C. 207(c) .	
31		Employee is a GS law enforcement officer entitled to special base rate at grades 3 through 10 (GL pay plan code)		P11	Basic pay in block 20A is law enforcement officer special base rate, which is higher than normal GS rate.	
32	Establishment, change in percentage, or termination of overseas locality	Employee is commencing a temporary assignment working under a DETO agreement	Employee is commencing to receive DETO locality pay	P21	Employee is commencing a temporary assignment working under a Domestic Employee Teleworking Overseas (DETO) Agreement and commencing to receive DETO locality pay (section 9717 of Public Law 117-263).	Reserved for Future Use
33	payment for a Domestic Employee Teleworking Overseas (DETO)	The percentage amount of the DETO locality payment is changing due to (1) a change in the locality pay percentage for the employee's former U.S. location, (2) a change in the DC locality pay percentage, or (3) a change in relationship between locality pay in the former U.S. location and locality pay in DC (i.e., a change in which one those rates is lesser)	Rate of pay needs to be adjusted due to locality changes	P22	Employee's DETO locality payment has been adjusted due to changes in the payable locality pay percentage.	
34		The overseas locality payment for a DETO is terminated for any reason. >(See note 1)<	***	P23	Employee is no longer entitled to locality pay in connection with a Domestic Employee Teleworking Overseas (DETO) Agreement.	
35		When an employee >becomes entitled to locality pay upon the termination of their< DETO >agreement< *** >(processed as< *** NOAC 894/LAC >Z2Y< ***) >(See note 1)<		P24	Employee is entitled to locality pay under 5 U.S.C. 5304 .	>1. See Section 6 of this chapter. If processing 2 General Adjustment actions, you may need to use both remark codes P23 and P24.<