



*Part III*



*TRANSITION*

**Setting GS Grade and Step**



## Setting GS Grade and Step

### *What is the General Schedule (GS)?*

The General Schedule (GS) is a federal pay scale for civilian "white collar" personnel.

The GS was enacted into law by the Classification Act of 1949 and is codified in Chapter 53 of Title 5 U.S.C. (sections 5331 - 5338).

- The majority of federal civilian employees are paid under the GS.





# Setting GS Grade and Step

## GS Grade

Under NSPS, your salary range is determined by your Pay Schedule and Pay Band.

Under GS, your salary range is determined by your **grade**.

- There are currently 15 GS grades.
- Grades are determined when positions are classified \*.



\* Classification is the determination of Pay Plan or Pay System, Title, Series, Grade, and related information, like Fair Labor Standards Act (FLSA).



# Setting GS Grade and Step

## GS Step

The salary range within each GS grade is divided into incremental **steps**.

- Salaries are set to match one of the steps within the grade.
- There are currently 10 steps within each of the 15 grades.
- Except for GS-01 and GS-02 positions, the difference between each step within a grade is an equal dollar amount.

*For example, using 2010 rates, each successive step of a GS-05 position is \$914 higher than the previous step. For a GS-11 position, the difference between steps is \$1,676.*





# Setting GS Grade and Step

## *Pay Tables*

The Office of Personnel Management (OPM) publishes Pay Tables on its web site.

There are several types of GS Pay Tables including:

- **Base Salary Table** - Displays the Base Salary rates for all GS employees for the calendar year.
- **Locality Table** - Displays the Adjusted Salary rates for GS employees for the calendar year within a given Locality.
- **Special Rate Table** - Displays the Adjusted Salary rates for GS employees for the calendar year for specific occupations \* within a given Locality.

\* Certain occupations are paid from Special Rate Tables to make them competitive with the private sector. Special Rate Tables have higher rates of pay for the grades and/or steps listed by those tables.

**2010 GS Base Salary Table**



# Setting GS Grade and Step

## *Converting to the General Schedule*

The first step in converting a position from NSPS to GS is determining the appropriate grade.

- Many Army organizations show the "GS Equivalency" on their NSPS Position Descriptions (PDs):

TOTAL POINTS - 1185  
(1105 - 1350 = GS-06)

**Position Evaluation:**

Title and/or series change on 12/28/03 reflect ap  
5CFR 551 Evaluation Outline

PD # FSRA171 PP/Series/Grade YB-0203-01

\_\_\_ Foreign Exemption (5 CFR 551.209)



# Setting GS Grade and Step

## *Classifying Position Description (PD)*

If the NSPS PD does not contain a GS equivalency statement, or lists multiple grade equivalencies, the CPAC classification specialist in consultation with the employee's supervisor and/or the Transition Manager, will determine the conversion grade based on the duties being performed and following GS classification rules.

- The conversion grade is never determined based on salary being earned.





# Setting GS Grade and Step

## Setting Step

Once the grade of the position has been determined, salary will be set to one of the steps within that grade:

- If the NSPS base salary matches a step within the grade, the employee will be placed on that step.
- If the NSPS base salary is below the first step of the grade, the salary will be increased to match Step 1.
- If the NSPS base salary falls between 2 steps within the grade, the salary will be increased to match the higher step.
- If the NSPS base salary exceeds step 10 of the grade, the salary will remain unchanged. Employee is entitled to retained pay.

*The grade of the position will not be increased just because the salary exceeds step 10 of the current grade.*

***There will be no loss in pay when converting from NSPS to GS.***



## Setting GS Grade and Step

### *Within Grade Increases*

GS salary is increased from one step to the next within a grade after an appropriate waiting period.

- The waiting period begins when the employee gets a "Within Grade Increase" (WGI/WIGI), or an "equivalent increase" to their salary.

The table below shows the waiting periods for each WGI:

Advancing to Steps...	Waiting Period
2, 3 or 4	52 calendar weeks
5, 6 or 7	104 calendar weeks
8, 9 or 10	156 calendar weeks



## Setting GS Grade and Step

### **Performance**

WGIs are granted based on calendar weeks completed.

Performance on the job can affect receipt of WGIs:

- Failed performance rating can result in a denial of a scheduled WGI.
- Exceptional performance rating may be rewarded with an early WGI, known as a "Quality Step Increase" (QSI).

*Employees at Step 10 are not eligible for a QSI.*





## Setting GS Grade and Step

### *General Pay Increase (GPI)*

GS employees receive the annual General Pay Increase (GPI).

- GS employees on Retained Pay only receive  $\frac{1}{2}$  of the GPI. This allows the step 10 salary to catch up with the employee's retained salary over time.





## Additional Training Sources

GS 101

<http://www.cpms.osd.mil/nsps/gs101/index.htm>

NSPS Transition Simulator

[http://www.cpms.osd.mil/nsps/transition\\_simulator2010.html](http://www.cpms.osd.mil/nsps/transition_simulator2010.html)

Performance Management (Web-based Training)

[http://www.cpms.osd.mil/NSPS/PM\\_WBT/index.htm](http://www.cpms.osd.mil/NSPS/PM_WBT/index.htm)

