ATTACHMENT 7

NSPS Salary Determination Worksheet

Army NSPS Salary Determination Worksheet

Candidate Name: _____
NSPS Title/Pay Schedule/Band: _____
Advertised Pay Range (if applicable): _____

▶ Base salary is used in all calculations. Salary cannot be below pay band minimum or above pay band maximum.

	New Hire (Not a current federal employee)	Set from minimum of pay band up to 30% of step 1 of the former GS grade: GS_____ (step 1 + 30%) = $_____
	Promotion	Increase between 6% and 20% (Increases beyond 20% may be approved by higher level officials) _____ %
	Reassignment: Employee Initiated	Increase between 0% and 5% or a decrease no lower than the minimum of the pay band. _____ % Number of employee initiated reassignments within past 12 months_____ and cumulative percentage increase:_____ %
	Reassignment: Management Directed	Increase between 0% and 5% _____ %
	Reassignment: Involuntary	Decrease between 0% and 10% _____ %
	Reduction in Band: Voluntary	Salary must be within the new band. May increase up to 5% if appropriate _____ %
	Reduction in Band: Involuntary	Decrease up to 10% _____ %
	Accelerated Career Development Position (ACDP)	Up to 20% annually, not to exceed the pay band maximum. _____ %
	One-Time Pay Increase (Former Career Ladder Promotions)	May receive a pay increase equivalent to the noncompetitive promotion that would have been received. Must be within the first 12 months after conversion. $_____

Comparative Data		
	Salary	**Years in field**
Candidate	$	
Highest paid incumbent performing similar work.	$	
Lowest paid incumbent performing similar work.	$	
Average of incumbents performing similar work.	$	

Incumbent salary data is available from My Workplace or your servicing Civilian Personnel Advisory Center.

Current Salary		Proposed Salary		Incentives	
Base Pay	$	Base Pay	$	Recruitment bonus	$
Locality	$	LMS	$	Relocation bonus	$
PCA or Other Pay	$	Other pay (if applicable)	$	PCS expenses paid	Yes/No
Total Salary	**$**	**Total Salary**	**$**		

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Employee Qualifications (Place "X" in appropriate level)			
Candidate history indicates	Job Related Training	Competencies (KSA)	Breadth, Depth and Scope of Relevant Job Experience
Meets Minimum			
Exceeds Minimum			
Education Level:			
Identify any Unique/Critical Skills:			

Justification Statement

Include relevant critical need or employee's education, experience, knowledge, skills or abilities for salary determination above the minimum.

Approvals

I certify that the proposed salary is compliant with applicable pay setting policies.

Name of Authorizing Official	Title	Signature	Date
Name of Higher Level Official	Title	Signature	Date

A copy of this worksheet must be retained by the authorized official. A written transmittal will be submitted to the CPAC to record pay setting decisions when the Request for Personnel Action (RPA) has been submitted in advance of candidate selection.