DCPDS Processing Guidance for 2017 Pay Adjustments for DCIPS Employees

The mass salary process may be used to process the Pay Adjustment actions (NOAC 894) for the general pay increase (GPI) for DCIPS 'GG' employees in Pay Rate Determinant (PRD) 0, 4, J or K. The manual process must be used to process the 894 for those employees who are in PRD 2.

In accordance with the Under Secretary of Defense for Intelligence memorandum, dated December 22, 2015, the process for adjusting DCIPS grade rate ranges and pay bands, local market supplement (LMS) rates, and targeted local market supplement (TLMS) rates has changed. When General Schedule (GS) pay rates are adjusted, DCIPS grade rate ranges and pay bands will be adjusted automatically based on the updated GS rates, ensuring consistency among GS and DCIPS.

In 2017, locality rates are increasing throughout the United States.

The TLMS updates will be done in DCPDS with CRT 17-133220-DoD, being fielded in Patch 104U04 (12-JAN-2017). Do not process pay adjustments for **TLMS** employees until 13-JAN-2017 so the new TLMS values will be used. The revised TLMS percentages can be found in the CRT. Pay adjustments for non-TLMS employees can be done once DCPDS is available, which will be when the pay table and standard LMS updates are completed and available.

A. Instructions for Processing the Pay Adjustments for DCIPS 'GG' Employees in PRD '0' and '4':

    a. Navigate to Mass Actions > Mass Salary > Final Mass Salary > **Final Standard Pay Adjustment**

    b. Complete the following fields on the Mass Salary – Standard Pay Adjustment (Final) screen:

        (1) Name - Enter a unique name
        (2) Pay Table ID – 0000
        (3) Effective Date – 08-JAN-2017
        (4) Pay Plan – GG
        (5) Pay Rate Determinant – 0, 4
        (6) Additional Criteria – Enter additional criteria to identify the records to be selected.

    c. Complete the following on the 'LACs/Remarks' screen:

        (1) Legal Authority Code 1 - UAM
        (2) Legal Authority Code 2 – ZLM
        (3) Legal Authority Description 2 – DoDI 1400.25, Vol 2006, DCIPS Pay Administration, dtd December 29, 2015
        Note: Do **not** leave ZLM blank, or it will auto-fill with the Executive Order, which is not correct for DCIPS.

(DO NOT EXECUTE THE PROCESSES FROM THE MASS SALARY SET UP SCREEN) go to Processes and Reports per the DCPDS User Guide, Module 4, Chapter 6, Mass Actions (starting page 16)

    d. After completing the review and selection of records in the 'Preview' screen, select the 'Execute' button if executing on or after 8 Jan 2017.

    Note: Refer to Module 4, Chapter 6, Mass Actions, of the DCPDS User Guide for additional information on setting up, previewing and executing the Mass Salary process.

B. Instructions for Processing the Pay Adjustment for DCIPS 'GG' Employees in PRD '2':

    a.   Determine the employee's new basic pay using the applicable pay retention rules.

    b.   Navigate to Request for Personnel Action > Salary Change > Pay Adjustment to manually create the RPA for each 'GG' employee.

    c.   Processing Information

        (1)   NOAC – 894 – General Adjustment
        (2)   Legal Authority Code (1) – (Block 5C & 5D) – UAM – 10 U.S.C. 1601
        (3)   Legal Authority Code (2) (Block 5E & 5F) – ZLM – DoDI 1400.25, Vol 2006, DCIPS Pay Administration, dtd December 29, 2015
        NOTE: Do **not** leave ZLM fill-in blank – it will auto-fill with Executive Order, which is not correct for DCIPS.
        If employee remains on PRD 2; i.e. computed salary remains above EX-IV (161,900):

        (4)   Step or Rate – Auto populates with current step
        (5)   Basic Pay (Block 20A) – Enter the new salary (Basic pay plus LMS/TLMS)
        (6)   Adj Basic Pay (Block 20C) and Total Pay (Block 20) will be recalculated
        (7)   Remarks (Block 45)
            a. If applicable, ZZZ – Employee is on pay retention IAW the Non-Foreign Area Retirement Equity Assurance Act of 2009 (NAREAA).
            b. Insert any other applicable remark.

If computed salary falls at or below EX-IV (161,900) and new Step is 10 or below:

(4)   Pay Rate Determinant – Change the PRD to 0
(5)   Step or Rate – Change to the applicable step
(6)   Basic Pay (Block 20A) – Repopulates based on pay table '0000'
(7)   Locality Adj (Block 20B), Adj Basic Pay (Block 20C) and Total Pay (Block 20) will then be recalculated
(8)   Remarks (Block 45):
    a. X42 – Pay retention entitlement terminated.
       or
    b. ZZZ – Pay retention terminated IAW the Non-Foreign Area Retirement Equity Assurance Act of 2009 (NAREAA).
    c. Insert any other applicable remark.

If computed salary falls at or below EX-IV (161,900) and new basic salary rate exceeds Step 10 but is equal to or below the maximum of the extended base rate range (equivalent to the step 12 rate for the grade):

(4)   Step or Rate – Auto populates with current step of 00
(5)   Pay Rate Determinant – Change the PRD to 4
(6)   Basic Pay (Block 20A) – Enter the new basic salary rate
(7)   Locality Adj (Block 20B), Adj Basic Pay (Block 20C) and Total Pay (Block 20) will then be recalculated
(8)   Remarks (Block 45):
    a. X42 – Pay retention entitlement terminated
       or
    b. ZZZ – Pay retention terminated IAW the Non-Foreign Area Retirement Equity Assurance Act of 2009 (NAREAA).
    c. Insert any other applicable remark.

Notes:

1. Click 'OK' upon receipt of the Note 'APP-GHR-38015: The Pay Calculation has been recalculated.'

2. Click 'OK' upon receipt of the Note 'APP-GHR-37461: Warning: Basic Salary cannot be calculated when PRD is 2 and non-foreign territories. Please enter the Basic Pay Amount. Once Basic Salary has been entered, the remaining salary amounts will be calculated.'

C. Instructions for Processing the GPI Pay Adjustments for DCIPS 'GG' Employees in PRD 'J' and 'K':

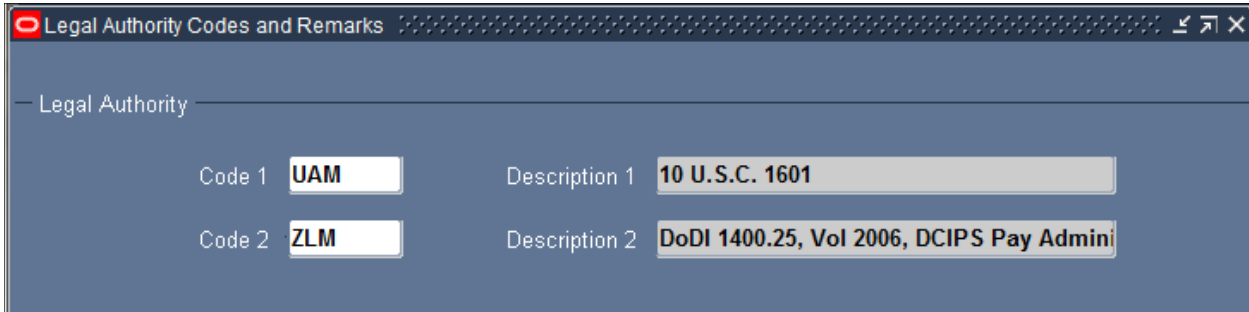a. Navigate to Mass Actions > Mass Salary > Final Mass Salary > **Final Standard Pay Adjustment**

   b. Complete the following fields on the Mass Salary – Standard Pay Adjustment (Final) screen:

      (1) Name - Enter a unique name
      (2) Pay Table ID – 0000
      (3) Effective Date – 08-JAN-2017
      (4) Pay Plan – GG
      (5) Pay Rate Determinant – J, K
      (6) Additional Criteria – Enter additional criteria to identify the records to be selected.

   c. Complete the following on the 'LACs/Remarks' screen:

      (1) Legal Authority Code 1 - UAM
      (2) Legal Authority Code 2 – ZLM
      (3) Legal Authority Description 2 – DoDI 1400.25, Vol 2006, DCIPS Pay Administration, dtd December 29, 2015
         NOTE: Do **not** leave ZLM fill-in blank – it will auto-fill with the Executive Order, which is not correct for DCIPS.

   d. After completing the review and selection of records in the 'Preview' screen, select the 'Execute' button if executing on or after 8 Jan 2017.

Note: Refer to Module 4, Chapter 6, Mass Actions, of the DCPDS User Guide for additional information on setting up, previewing and executing the Mass Salary process.