

AMENDMENT TO A FISH AND WILDLIFE SERVICE MANUAL CHAPTER

Series: Personnel
Part 225: Classification, Pay, and Allowances
Chapter 12: Pay Flexibilities, published 11/7/2023
Amendment Number: 1
Purpose: This amendment is necessary because of a change in regulations that prohibits agencies from considering a candidate's salary history as a factor in setting pay for new Federal civilian employees. We also made some clarifying changes to other sections.

Actions:

1) Under section 12.11C, remove #2 and renumber the remaining subsections.

~~(2) The candidate's existing salary, recent salary history, or salary documented in a competing job offer (considering the location where the salary was or would be earned and comparing the salary to payable rates of basic pay in the same location);~~

2) Remove section 12.11E and re-letter the remaining sections.

~~E. Hiring officials, HR Specialists, and the appointing official must not unduly rely on past salaries. When using military salary as a pay consideration, we advise these officials not to include any of the other military entitlements, such as the basic housing allowance (also see OPM's [General Schedule Qualifications Operating Manual](#) on crediting experience).~~

3) Add the following parenthetical sentence to the end of section 12.13D for clarity regarding applicable documentation:

(The SF-50, Notification of Personnel Action, is the approving document.)

4) Change section 12.13I from this:

I. When the Service expects an employee to be repromoted or eligible for repromotion after taking a voluntary change to a lower grade for a position with promotion potential equal to or greater than the employee's former position, pay is set at the lower grade at the rate necessary to place the employee, when promoted, to the rate that would have been reached had the employee not been demoted. The Service does this to ensure pay equity and prevent rapid pay advancement.

To this:

I. When the Service expects an employee to be repromoted after taking a voluntary change to a lower grade for a position with promotion potential equal to

or greater than the employee's former position, within 90 days of their assignment to the new position pay is set at the lower grade at the rate necessary to place the employee, when promoted, to the rate that would have been reached had the employee not been demoted. The Service does this, unless circumstances warrant HPR/MPR, to ensure pay equity and prevent rapid pay advancement.

5) Add the following parenthetical sentence to the end of section 12.13L:

(Also see 5 CFR 531.215(d).)

DEPUTY DIRECTOR