JUSTIFICATION FOR PAY SETTING OF A REINSTATEMENT ELIGIBLE

PRIVACY ACT

Information contained on this form is maintained under the Systems of Records Notice OPM/GOVT-1 (General Personnel Records) published June 19, 2006, 71 FR 35342. **AUTHORITY:** 5 U.S.C. 1302 and E.O. 9397 (SSN), this form is for official use only. **PRINCIPLE**: Current and former Federal employees as defined in 5 U.S.C. 2105 (Volunteers, grantees, and contract employees on whom the agency maintains records may also be covered by this system). **PURPOSE:** Provide the basic source of factual data about a person's Federal employment while in the service and after his or her separation. Records in this system have various uses by agency personnel offices, including screening qualifications of employees; determining status, eligibility, and employee's rights and benefits under pertinent laws and regulations governing Federal employment; computing length of service; and other information needed to provide personnel services. **ROUTINE USES:** To disclose records reflecting Federal Service and documenting work experience and specialized education while employed. Such records contain information about past and present positions held, grades; salaries; duty stations locations; and notices of all personnel actions, such as appointments, transfers, reassignments, details, promotions, demotions, reductions-in-force, resignations, separations, suspensions. Office approval of disability retirement applications, retirement, and removals. To disclose information to any source from which additional information is requested (to the extent necessary to identify the individual, inform the source of the purpose(s) of the request, and to identify the type of information requested) , when necessary to obtain information relevant to an agency decision to hire or retain an employee, issue a security clearance, conduct a security or suitability investigation of an individual, classify jobs, let a contract, or issue a license, or other benefits. **DISCLOSURE**: MANDATORY failure to provide may delay application process.

EMPLOYEE NAME: _____

SSN (LAST 4): _____

DEPARTMENT: _____

POSITION (TITLE/SERIES/GRADE): _____

It is command policy to select the minimum salary and wage rates required by law and regulation unless there are compelling reasons to select a higher rate permitted by law and regulation.

The applicant above is eligible for a step above the minimum step based on the following information:

Step: _____ of Grade: _____ based on the last earned rate of $ _____ per annum / per hour as a(n)

_____

From: _____ To: _____

Justification: I am setting pay above the minimum step based on the following criteria:

- ☐ Needs of the Activity
- ☐ Qualifications of the Employee
- ☐ Pay Equity Among Employees
- ☐ Availability of Funds

After careful consideration to overall pay alignment within the organization, other salary management considerations and availability of funds, I have determined that it is in the best interest of the government to set the salary as indicated below:

- ☐ Minimum Rate - Step 1
- ☐ Last Earned Rate - Step _____
- ☐ Other - Step _____

Supervisor's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

HRO Review: _____ Date: _____