

DEFENSE INTELLIGENCE AGENCY
WASHINGTON, DC 20340-5100

DIAI 1400.002
23 August 2004

OPR: (b)(2),(b)(3):10 USC 424

Change 1-Effective 5 March 2005

Civilian Pay Administration

- REFERENCES: (a) DIAM 22-23, Civilian Personnel Administration, Chapter 6, Subchapter 1, Pay Administration, Subchapter 2, DIA Special Pay Rates, and Subchapter 3, Within Grade Increases 10 January 2003.
- (b) DIAR 22-1, Civilian Personnel Management of Federal Wage Jobs 24 September 1997
- (c) Title 5 U.S.C., Chapter 12, Merit Systems Protection Board, Office of Special Counsel, and Employee Right of Action.
- (d) Title 5 U.S.C., Chapter 53, Pay Rates and Systems.
- (e) Title 5 U.S.C., Chapter 57, Travel, Transportation, and Subsistence.
- (f) Title 10 U.S.C., Chapter 83, Civilian Defense Intelligence Employees.

1. PURPOSE

- 1.1. Replaces references (a) and (b).
- 1.2. Implements references (c) through (i).
- 1.3. This instruction is applicable to all DIA civilian employees except for foreign national employees, nonappropriated fund employees, experts, consultants, and contractors. Defense Intelligence Senior Executive Service (DISES) and Defense Intelligence Senior Level (DISL) members are not covered by the provisions of this instruction.

2. DEFINITIONS (See enclosure)

3. RESPONSIBILITIES

3.1. Director, DIA, determines the series and grades, or work location or job title, for which DIA special pay rates will be granted.

3.2. [redacted] will establish policy for the administration and management of the DIA civilian personnel pay.

(b)(3):10 USC 424

3.3. [redacted] administers payment of special pay rates and provides advice and assistance to managers and supervisors on all aspects of DIA special pay rates.

(b)(3):10 USC 424

3.4. [redacted] provides advice and assistance to DH managers and supervisors on all aspects of DIA special pay rates.

(b)(3):10 USC 424

3.5. [redacted] will evaluate situations against the guidelines established by the Office of Personnel Management (OPM) for the payment of environmental differential pay and hazard pay.

4. PROCEDURES follow

(b)(3):10 USC
424

[redacted]
Deputy Director for Administration

Enclosures – 3

E1. Additional References

E2. Procedures

E3. DIA Pay Setting Negotiations Guide

E1. Enclosure 1

Additional References:

- (g) Title 5 CFR, Part 532, Prevailing Rate Systems.
- (h) Title 5 CFR, Part 550, Pay Administration (General).
- (i) DoD Directive, Number 1400.25, November 25, 1996,
Subject: DoD Civilian Personnel Management System.

TABLE OF CONTENTS

	Page
CHAPTER 1 – BASIC PAY	6
C1.1. DEFINITIONS	6
C1.2. MAXIMUM PAY LIMITATIONS	7
C1.3. SETTING BASIC PAY UPON INITIAL EMPLOYMENT	7
C1.4. ADVANCED HIRING RATE PROGRAM	7
C1.5. HIGHEST PREVIOUS RATE	8
C1.6. DIA SPECIAL SALARY RATES	9
C1.7. PROMOTIONS	10
C1.8. WITHIN GRADE INCREASES (WGIs)	10
C1.9. PAY RETENTION	13
C1.10. ANNUAL ADJUSTMENTS OF PAY RETENTION	14
C1.11. LOCALITY PAY ENTITLEMENT	15
C1.12. SEVERANCE PAY	15
CHAPTER 2 – PREMIUM PAY	19
C2.1. DEFINITIONS	19
C2.2. ELIGIBILITY FOR PREMIUM PAY	20
C2.3. LIMITATIONS ON PREMIUM PAY AND MAXIMUM PAY LIMITS	20
C2.4. OVERTIME PAY	
C2.5. OVERTIME AS HOURS OF WORK	22
C2.6. CALLBACK OVERTIME	27
C2.7. OVERTIME RATES	27
C2.8. OVERTIME APPROVAL	28
C2.9. COMPENSATORY TIME	28
C2.10. NIGHT PAY DIFFERENTIAL AND NIGHT SHIFT DIFFERENTIAL	29
C2.11. HOLIDAY PAY	34
C2.12. SUNDAY PAY	34
C2.13. HAZARD PAY AND ENVIRONMENTAL DIFFERENTIALS	35
CHAPTER 3 – ALLOWANCES, DIFFERENTIALS, AND BONUSES	39
C3.1. POST DIFFERENTIAL	39
C3.2. DANGER PAY	39
C3.3. IMMINENT DANGER PAY	40
C3.4. RELATIONSHIP BETWEEN POST DIFFERENTIAL AND DANGER PAY	40

C3.5. HOSTILE FIRE PAY	40
C3.6. RELOCATION BONUSES	41
CHAPTER 4 – FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)	43
C4.1. FOREIGN LANGUAGE PROFICIENCY PAY (FLPP)	43
C4.2. RESPONSIBILITIES	43
C4.3. PAYMENT OF FLPP	44
C4.4. REQUESTING AN EXTENSION TO RETESTING	44

C1. CHAPTER 1

BASIC PAY

C1.1. DEFINITIONS

- Aggregate limitation—no executive branch employee, including DIA employees, may receive any allowance, differential, bonus, award, or other similar cash payment in any calendar year to the extent that such payment, in combination with the employee's basic pay, would cause the employee's aggregate compensation to exceed the rate payable for level I of the Executive Schedule on the last day of the calendar year.
- Base pay—rates of base pay and pay adjustments are set in relation to the General Schedule (GS) rate, locality pay, when applicable, is applied after setting base pay.
- Break in service for within grade increases—period of non-pay status or separation from the federal rolls (alone or in combination) in excess of 52 calendar weeks.
- Equivalent increase for within grade increases—increase in base pay equal to at least one step increase. The following do not count as equivalent increases
 - Statutory pay increases.
 - Periodic adjustments of a wage schedule.
 - Overtime, holiday and Sunday pay.
 - Night differential.
 - Temporary or term promotions except when the temporary or TERM appointment becomes permanent, then the last equivalent increase date is based on either the temporary or TERM promotion effective date.
 - Quality Step Increases (QSIs).
- Federal wage system (FWS)—consists of wage supervisors, wage leaders, wage employees and equivalent blue collar positions.
- General Grade (GG)—designator used to identify employees whose administrative duties are equivalent to employees covered under the General Schedule (GS).
- General Schedule (GS)—basic classification and compensation system for white collar occupations in the Federal government.

