From: Secretary of the Navy


Ref: (a) 10 U.S.C. §§6952, 7043, 7044, and 7478
(b) 5 U.S.C. §5102(c)(10)
(c) 29 U.S.C. §206(d)
(d) 5 U.S.C. §§6303, 5303, 5304, and 5373
(e) Department of the Navy Faculty Schedule
(f) DoD Instruction 1402.06 of 6 November 2007
(g) 29 U.S.C §213.3108
(h) SECNAVINST 12273.1B
(i) SECNAV M-5214.1

Encl: (1) Responsibilities

1. Purpose. To update the Department of the Navy (DON) policy, assign responsibilities, and delegate authority in compliance with references (a) through (h) for setting pay for civilian faculty members at the U.S. Naval Academy, the Naval War College, the Naval Postgraduate School, and the Marine Corps University (herein referred to as the ‘military schools’).

2. Cancellation. SECNAVINST 12534.1C.

3. Applicability. This instruction applies to all civilian faculty members appointed pursuant to the authorities in references (a) and (g), including Instructors, Professors, Administrative Faculty, Supervisory Professors (Deans), Academic Deans, and Distinguished Visiting Professors. This instruction does not cover the Superintendent or Presidents of the military schools.

4. Policy

   a. The Secretary of the Navy determines DON civilian faculty pay as authorized by reference (a). This is promulgated
in reference (e), the DON Faculty Schedule.

b. Civilian faculty members are excluded from coverage under the General Schedule (GS) by reference (b), and are covered under the Administratively Determined Pay Plan contained in reference (e). In accordance with reference (d), civilian faculty pay may be modified based on annual adjustments authorized by Congress for Federal civilian GS employees. Additionally, locality-based comparability payments are extended to reference (e).

c. Salaries are determined in reference (e) by academic rank and step. “Academic Rank” refers to the individual academic grades (Instructor AD-1, Associate Professor AD-5, etc.). “Step” refers to the salary level within each academic rank (step 27, 28, etc.).

d. The salary of individual civilian faculty members is determined by the Superintendent and the Presidents of the military schools and must be established following the applicable provisions of reference (c). Pay shall be set to ensure that the military schools have the flexibility to recruit and retain qualified civilian faculty members in highly competitive academic disciplines, and to address pay compression and pay inversion issues.

(1) Reference (e) is legislatively capped by reference (d) at a pay level equal to that of Executive Level IV. Additionally, reference (d) limits the locality-based comparability payments in reference (e) to Executive Level III.

(2) The Superintendent and the Presidents may request pay rates above the maximum payable rates listed in reference (e) from the Under Secretary of the Navy, unless the maximum payable rate is already capped at Executive Level IV.

5. Responsibilities. See Enclosure (1).

6. Action. DON officials with delegated authority to set levels of compensation and responsibilities for civilian faculty pay policy and operations shall implement this instruction and execute responsibilities as identified in Enclosure (1).
7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

8. Reports. The reporting requirement contained in enclosure (1), paragraph 6b of this instruction is exempt from information collection control by reference (i), part IV, paragraph 7j.

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RESPONSIBILITIES

1. Under Secretary of the Navy (UNSECNAV) is responsible for the approval of any pay rate requests above the maximum payable rates listed in reference (e), up to Executive Level IV.

2. Assistant Secretary of the Navy (Manpower and Reserve Affairs) has overall program responsibility for the establishment of DON-wide civilian faculty pay policy.

3. Deputy Assistant Secretary of the Navy (Civilian Human Resources) or designee is responsible for the management, oversight, and direction of DON civilian faculty pay administration. The DASN (CHR) shall:

   a. Develop and implement civilian faculty pay policy and issue directives on specific pay matters.

   b. Interpret all statutory and/or regulatory guidance pertaining to civilian faculty pay;

   c. Resolve civilian faculty pay issues referred from the military schools and direct corrective actions when warranted;

   d. Per reference (h), provide program oversight and evaluation, to include periodic assessments, to ensure reference (e) is effective and compliant with governing laws, regulations, and DON policies;

   e. Review pay rate requests that are above the maximum rates noted on reference (e) up to Executive Level IV and provide concurrence before such requests may be submitted to the Vice Chief of Naval Operations or the Commandant of the Marine Corps; and

   f. Revise reference (e), as needed, with the maximum permissible pay rates and to reflect pay increases as authorized by Congress to the General Schedule.

4. The Vice Chief of Naval Operations (VCNO) and the Commandant of the Marine Corps (CMC) are responsible for reviewing and submitting pay rate requests to the UNSECNAV that are above the maximum pay rate noted on reference (e), up to Executive Level IV.
5. The Superintendent, U.S. Naval Academy and the Presidents, Naval Postgraduate School, Naval War College, and the Marine Corps University shall:

   a. Establish policies for setting salaries of individual faculty members;

   b. Have the authority to:

      (1) Establish pay for their civilian faculty members within the pay level ranges authorized for each academic rank in reference (e). Individual civilian faculty pay cannot exceed the maximum payable rate authorized by the Secretary of the Navy for the assigned academic rank (e.g., merit step increases do not equate to an increase in salary when the maximum salary for that academic rank has already been reached);

      (2) Request pay rates above the maximum payable rates listed on reference (e), unless pay is already capped at Executive Level IV in accordance with reference (d);

         (a) Requests will be subject to the review and prior concurrence by the DASN(CHR); and

         (b) Upon DASN(CHR) concurrence, requests will be reviewed by the VCNO or CMC prior to submission to the UNSECNAV.

6. Director, Office of Civilian Human Resources (OCHR) shall:

   a. Provide staff and operational support to the DASN(CHR) for the administration of civilian faculty pay;

   b. Report to DASN(CHR) all operational deficiencies relating to civilian faculty pay and provide recommendations for process improvement; and

   c. Implement and issue business processes and tools to ensure consistent, efficient, and effective civilian faculty pay administration.

7. Directors, OCHR Operations Centers shall:

   a. Ensure that internal policies, procedures, and business processes in civilian faculty pay matters are in compliance with
current federal laws, regulations, Department of Defense (DoD) and DON policies and processes.

b. Effectuate and perform quality assurance and control for pay actions; and

c. Take prompt action to correct pay errors and ensure that pay decisions directed by DON, DoD, the Office of Personnel Management (OPM), and the courts are implemented without delay.

8. Directors, Civilian Human Resources (DCHRs) shall:

a. Ensure that internal policies and procedures related to civilian faculty pay matters are in compliance with this instruction;

b. Advise the heads of commands and activities on the proper execution of civilian faculty pay and compensation management authorities and responsibilities; and

c. Assist the heads of commands and activities in conducting periodic assessments of the military schools’ administration of civilian faculty pay.

9. Directors, Human Resources Office shall:

a. Ensure the internal policies, procedures, and personnel actions in civilian faculty pay matters are in compliance with this instruction;

b. Provide information and guidance to civilian faculty members; and

c. Assist DCHRs in conducting periodic assessments of the human resources office administration of civilian faculty pay.