STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288
728-3388

MDNG-AG-SPMO 22 December 1986

SPMO POLICY/GUIDANCE LETTER #20

SUBJECT: Military Technician Pay

SEE DISTRIBUTION

SECTION I - GENERAL SCHEDULE POSITIONS

I-1. General. General Schedule positions are those positions for which a specific General Schedule (GS) grade is authorized. The pay for each grade is established by Federal statute.

a. Salary steps from 1 through 10 are established within each grade with a progressively higher salary rate for each succeeding step.

b. Salary for all new appointments (initial Federal Civil Service Appointment) will be established at step 1. The salary step for reappointed Federal employees will be established by the SPMO. The highest previous rate rule will be applied unless nominating supervisor provides sufficient information to justify appointment at a lesser rate.

I-2. Within-Grade Increases for "GS" Technicians. All permanent and temporary indefinite GS technicians who have not reach step 10 of their grade will be advanced to the next higher step upon certification by their supervisor that they have demonstrated the required level of competence for their position and after meeting the established waiting period criteria. Upon initial assignment, the immediate supervisor will establish with the technician the specific work requirements of the position to include acceptable quanity and quality standards. Technicians must be kept informed of all changes to these standards.

I-3. Required Waiting Period for Within-Grade Increases.

a. The waiting periods for advancement to the next higher step rate are:

(1) For advancement to steps 2, 3 and 4 - 52 calendar weeks of creditable service.

(2) For advancement to steps 5, 6 and 7 - 104 calendar weeks of creditable service.

(3) For advancement to steps 8, 9 and 10 - 156 calendar weeks of creditable service.

b. The waiting period for a within-grade increase begins with the technician's initial appointment. Thereafter, a new waiting period begins whenever a technician:

(1) Receives a within-grade increase (other than a Quality Salary Increase).

(2) Is reemployed after a break in service of more than 52 continuous calendar weeks or returns to duty after a continuous period in non-pay status for more than 52 weeks. This does not apply if, during such periods, the technician was on active duty or active duty for training.

I-4. Acceptable Level of Competence.

a. Evaluations of a technician's work is made on an individual basis and on the merits of their work during the waiting period.

b. A technician is considered to have attained an acceptable level of competence only when performance is fully acceptable in the critical elements as reflected on the technician's NGB Form 430 (T), Performance Standards and Critical Elements. The determination of fully acceptable level of competence is made independently of the Annual Performance Appraisal.

I-5. Actions to Approve a Within-Grade Increase. See SPMO Policy/Guidance Letter #11, 1 Jun 86, subject: Within-Grade Increases.

I-6. Actions to Withhold a Within-Grade Increase. See SPMO Policy/Guidance Letter #11, 1 Jun 86, subject: Within-Grade Increases.

I-7. Reconsideration and Re-determination of Withholding Within-Grade Increases. See SPMO Policy/Guidance Letter #11, 1 Jun 86, subject: Within-Grade Increases.

SECTION II - SCHEDULE POSITIONS (MERIT PAY)

II-1. General. Supervisors and managers in GM 13 to GM 15 positions are considered Merit Pay employees. These employees do not have "salary steps" but rather a salary range. Merit pay employee salaries may be any place within the step 1 through step 10 salary rate for the numercial grade they hold. Annual increases are determined by Performance Appraisals submitted on each merit pay employee.

SECTION III - WAGE BOARD POSITIONS

III-1. General. Wage Board positions are those categorized as Wage Supervisor (WS), Wage Leader (WL), and Wage Grade (WG).

a. Wage Board positions on those positions for which a specific grade has been established, the salary of which is determined by a wage fixing authority and is applicable only to the wage area locality in which the incumbent is working.

b. Salary steps from 1 to 5 are established for all Wage Board employees.

III-2. Within-grade increases for technicians in wage board positions are as follows:

a. Advancement to step 2 requires 26 weeks of creditable service in step 1.

b. Advancement to step 3 requires 78 weeks of creditable service in step 2.

c. Advancement to step 4 requires 104 weeks of creditable service in step 3.

d. Advancement to step 5 requires 104 weeks of creditable service in step 4.

III-3. Actions to Approve a Within-Grade Increase. See SPMO Policy/Guidance Letter #11, 1 Jun 86, subject: Within-Grade Increases.

III-4. Actions to Withhold a Within-Grade Increase. See SPMO Policy/Guidance Letter #11, 1 Jun 86, subject: Within-Grade Increases.

III-5. Reconsideration and Re-determination of Withholding Within-Grade Increases. See SPMO Policy/Guidance Letter #11, 1 Jun 86, subject: Within-Grade Increases.

SECTION IV - SEVERANCE PAY

IV-1. General. Technicians may be entitled to severance pay when involuntarily separated from their employment. Involuntary separation is defined as a separation which is not at the technician's request or as a result of misconduct, delinquency, or inefficiency.

a. Separation as a result of refusal to accept an equivalent position in the same commuting area is not considered involuntary separation.

b. Separation for failure to accept reassignment outside the commuting area is not considered involuntary separation.

c. Separation because of entry into the military service is not an involuntary separation.

d. Separation resulting from military incompatibility.

IV-2. Technicians are entitled to severance pay provided that they are full-time or part-time permanent or indefinite techicians and:

a. have been employed currently for a continuous period of at least 12 months and

b. are not entitled to an immediate retirement annuity under any retirement law, or retirement system applicable to Federal employees.

IV-3. General. Types of Severance Pay. Severance pay consists of two elements; a basic severance allowance and an age adjustment allowance.

a. The basic severance allowance is computed on the basis of one week's basic compensation (computed at the rate received immediately prior to the separation) for each year of creditable civil service up to and including ten years and two weeks' basic compensation at such rate for each year of creditable civil service beyond ten years.

b. The age adjustment allowance is computed on the basis of ten percent of the total basic severance allowance for each year by which the age of the technician exceeds 40 years at the time of separation.

IV-4. Computing and Payment of Severance Pay.

a. In computing severance pay, credit will be given at the rate of 25 percent of a year for each 3 months of creditable service which exceeds one year and for each 3 months that the technician's age exceeds 40.

b. Total severance pay will not exceed one year's pay at the rate received immediately before separation.

c. Payment of severance pay shall be made at the same pay period intervals as if still employed, until severance pay fund is exhausted. The final payment shall consist only of that portion of the severance pay fund remaining. Lump-sum payment of severance pay is not authorized.

(1) If the technician is re-employed in the Federal system prior to the expiration of the period covered by the payment of severance pay, the payments are discontinued on the date of re-employment.

(2) Upon termination of employment, severance pay will be resumed.

SECTION V - ALLOTMENTS OF PAY

V-1. General. In addition to withholding for Federal income tax, State income tax, retirement, health insurance, life insurance, and disability

(income replacement) insurance, technicians may authorize two additional payroll allotments.

V-2. U.S. Savings Bonds. Purchase of United States Savings Bonds by technicians is encouraged through payroll deductions. Applications for savings bond deductions will be submitted to their servicing payroll office on SF 1192.

V-3. Allotments to Savings Accounts.

a. Allotments may be made to savings account in a bank, savings and loan association, or a Federal/State chartered credit union. Allotments can be made for savings accounts only and not for the payment of bills, mortages or installment loans.

b. No more than two such allotments may be in effect at the same time.

c. Allotments must be in a fixed amount in even dollars, and will be deducted each payroll period until cancelled in writing.

d. Allotments will be effected by utilizing SF 1198, Request for Allotment of Pay for Credit to Savings Account with a Financial Organization (enclosure 1). The SF 1198 must be forwarded directly to the appropriate payroll office.

SECTION VI - PERMANENT CHANGE OF STATION (PCS) TRAVEL

VI-1. General. Permanent National Guard technicians assigned to permanently authorized technician spaces can be eligible for reimbursement for certain costs incurred incident to Permanent Change of Station (PCS) Travel, movement of household goods and the real estate transactions fees. Temporary and temporary indefinite technicians are not eligible for PCS benefits. When the transfer and relocation is made at the request of, or for the convenience and/or benefit of the technician, and not in the interest of the Government, reimbursement is not authorized. Moves as a result of application for and selection under the Merit Placement Plan are considered in the interest of the Government. If entitled, PCS reimbursement will be in accordance with VOL II Joint Travel Regulation (JTR).

VI-2. Eligibility. The following conditions must exist for the technician to be entitled to reimbursement.

a. The movement from one duty station to another must be in the interest and/or benefit of the Government.

b. The individual must complete DD Form 1618, Transportation Agreement, agreeing to remain in employ of the Federal Government for a minimum period of one year in return for PCS expenses reimbursement. If the individual leaves Federal employment prior to completion of the one year service agreement, travel/moving expenses must be repaid to the Government.

c. Distance from the technician's current residence to the new duty station must be at least 50 miles greater than the distance from the current residence to the old duty station. Mileage is determined by using the most practicable surface route.

VI-3. Requests for PCS Moves. Request for Personnel Actions, SF 52s are reviewed by the SPMO. If reimbursement is justified because the movement is in the interest and/or benefit of the Government and is not at the technician's request, action is taken to appropriate funds for the PCS.

The technician is sent the necessary forms to initiate issuance of the travel order. When a permanent change of station is for the convenience of the technician, no Government funds will be authorized. When this occurs, item F on SF 52 will contain this statement: "I concur in this reassignment. It is my request and I understand that I am not entitled to reimbursement for any expenses incurred as a result of my permanent change of station." The statement will contain the technician's signature and date.

VI-4. PCS Travel Orders. Sufficient time (normally three pay periods) must be allowed between the decision to transfer a technician and the actual date of transfer. This time is necessary for publication of orders by the gaining organization (ANG) or USP&FO (ARNG) and advance planning and house hunting by the technician. No commitments or expenditure of PCS funds to include house hunting may be made prior to receipt of travel orders.

SECTION VII - TEMPORARY DUTY (TDY) TRAVEL

VII-1. General. Technicians are placed in TDY and/or travel status to accomplish technician duties. Technician TDY travel status is NOT to be used to perform inactive duty training functions or when IDT training credit is being claimed.

a. Travel cost is a crucial first consideration. Travel by Government vehicle should be maximized. Travel by commercial means is authorized when clearly in the best interests of the mission/Government (commercial plane, bus or taxi), when cost effective compared to per diem and/or rental costs.

b. Travel Time. TDY mission determines travel time requirement. Normally, travel will not commence prior to 0600 hours or extend beyond 2000 hours. Travel time is considered to be work time only when performed with the regularly scheduled workweek or;

(1) The technician is required to perform work while traveling.

(2) The technician travels to TDY site and returns the same day.

c. Commercial Transportation Cost, for Directed Official Government Purposes. If the cost is under $100.00 the traveler should obtain a Government Transportation Request unless complete justification is provided

as to why it was not possible to use a GTR. Valid justification will be shown in block 26 (Remarks) on the reverse side of the DD Form 1351-2, Travel Voucher.

Justification must be validated by the same official who authorized the travel in block 20 of the DD Form 1610. However, if a GTR is available and the traveler does not use it, reimbursement will be limited to "the cost to the Government had a GTR been used."

d. Use of private vehicle must be authorized. Reimbursement, if any, will be in accordance with current Joint Travel Regulations (JTR).

VII-2. Per Diem will be paid IAW the JTR VOL II.

VII-3. Travel Orders are issued as follows:

a. The Support Personnel Office issues travel orders to Training Operations for unit technicians.

b. Travel orders for Support Maintenance, Army Aviation, USP&FO, DPOT and State Headquarters ARNG technicians are issued by the respective program manager.

c. ANG technician travel orders are issued at organizational level in accordance with applicable ANG directives.

SECTION VIII - UNPAID COMPENSATION

VIII-1. General. Upon the death of a technician, any unpaid compensation, including wages accrued and annual leave will be paid to the technician's beneficiaries.

VIII-2. Payment.

a. Unless otherwise designated, unpaid compensation will be paid to individuals in the order shown:

(1) Widow/widower.

(2) If no surviving widow/widower, then children.

(3) If no surviving widow/widower or children, then parents.

(4) If none of the above, to the executor or administrator of the estate.

(5) If none of the above, to any surviving kin.

b. If a technician desires to have any unpaid compensation due them upon death paid to any person in a different order than indicated in paragraph VIII-2a above, they must complete SF 1152, Designation of Beneficiary for Unpaid Compensation. Forms may be obtained from the SPMO.

c. Claims for unpaid compensation by beneficiaries must be submitted through the SPMO. Supervisors will immediately notify this office in the event of a technician's death in order that appropriate action may be taken.

SECTION IX - ENVIRONMENTAL DIFFERENTIAL PAY/HAZARDOUS DUTY PAY (EDP)

IX-1. Environmental Differential Pay and Hazardous Duty Pay for the Maryland National Guard are contained in TPR 532/550, 17 Oct 86, subject: Hazardous Duty and Environmental Differential Pay Plan with Change 1, MDNG-AG-SPMO Letter, 24 Nov 86, same subject.

SECTION X - HOLIDAY PAY

X-1. When a technician works on a holiday that falls within their regularly scheduled workweek, they are entitled to premium pay at a rate equal to the regular rate of pay for those hours of holiday work performed. When a holiday falls on Monday through Friday, technicians ordered to work during regular duty hours are not authorized to earn compensatory time but must be paid holiday premium pay in addition to the regular pay they receive for the holiday. Technicians will not normally be ordered to work on a holiday which falls within their regularly scheduled workweek. In those cases where it is imperative that technicians work on a holiday, a request for authority will be forwarded to the SPMO. The request must be received prior to any holiday work being performed.

X-2. Technicians may be authorized to work and receive credit for compensatory time on holidays which fall outside the regularly scheduled workweek, and for work performed outside work hours on weekday holidays.

FOR THE ADJUTANT GENERAL:

Enclosure

ELMER S. KEPPLER
LtCol, MdANG
Personnel Officer

DISTRIBUTION:

All Full-Time Support Managers/
Supervisors (Army and Air)

INSTRUCTIONS

(a) Complete one form for each savings account.
(b) Employee is to initiate this form.
(c) Employee is to complete part A in triplicate.
(d) Financial organization is to complete part B in triplicate
(e) Employee is to distribute copies as designated.

Standard Form 1198
(Rev. 3-82)
Department of the Treasury
I TFRM 3-9000

REQUEST BY EMPLOYEE FOR ALLOTMENT OF PAY FOR CREDIT TO SAVINGS ACCOUNT WITH A FINANCIAL ORGANIZATION

TO BE COMPLETED BY EMPLOYEE (A)

(1) Name of Employee *(As stated on payroll)*

(2) Social Security Number

(3) Home Address

(4) Agency *(Include also Bureau, Division, Branch or other designation of employing organization)*

You are hereby authorized, in accordance with 31 CFR Part 209, subject to all the conditions stated on this document, to take the action requested below with respect to deductions from salaries or wages due me in the amount specified below which are for remittance to the financial organization designated below, for credit to my savings account. Action will be effective within the next two full pay periods and deductions will continue until canceled by me in writing.

(5) Action Requested on Allotment *("X" one and fill in amount)*

☐ Initiate $ _____ ☐ Increase from $ _____ to $ _____

☐ Cancel $ _____ ☐ Decrease from $ _____ to $ _____

An authorization for a new or decreased allotment must be completed by the financial organization. An authorization to increase or cancel an allotment should be submitted directly to the employing agency.

(6) Allotment To Be Sent To *(name of financial organization)*

(7) Signature of Employee

(8) Employee's Savings Account No. At Financial Organization

(9) Date Submitted to Agency

TO BE COMPLETED BY FINANCIAL ORGANIZATION (B)

(10) We, the above-designated financial organization, hereby agree to act as agent of the above-named Government employee in the capacity indicated and to accept as our expense, such service charge, at the rate established in regulations of the Department of the Treasury, as will be deducted from the amount remitted to us. Our complete account number for the savings account to be credited is inserted in Block No. (8), so as to be included on records accompanying remittances.

THE FINANCIAL ORGANIZATION WILL CHECK WHICHEVER OF THE FOLLOWING PROVISIONS IS APPLICABLE

☐ The address in Block No. (12) is the single point in this financial organization which is to receive remittances for all allotments of pay of Government employees designating this financial organization. Our "employer identification number" (same as the tax identification number assigned by Internal Revenue Service) is inserted in Block No. (11).

☐ We can agree to act as agent of the above-named person in the capacity indicated only if remittances are forwarded to our respective branch office where the savings account is maintained. The related branch office for this allotment of pay is identified by the parenthetical suffix inserted with our "employer identification number" (same as the tax identification number assigned by Internal Revenue Service) in Block No. (11) coordinate with the address shown in Block No. (12).

(11) Employer Identification No.

(12) Address of Financial Organization

(a) Street

(b) City

(c) State

(d) Zip Code

(13) Authorized Signature

(14) Title

(15) Date

ATTENTION EMPLOYEE AND FINANCIAL ORGANIZATON

Agency payroll offices and disbursing offices operate within rigid time schedules to assure timely delivery of checks for net pay on the established payday and there will be no change in this emphasis. As requested above, the amount allotted will be deducted from your salaries or wages and will be remitted by the disbursing office, as soon as practicable, to the designated recipient. It should be understood that such remittance may be received by the recipient later than the regular payday—possibly 3 or 4 business days later.

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PRIVACY ACT STATEMENT 5 USC 5525 permits Federal agencies to collect this information. Executive Order 9397 allows Federal agencies to use the Social Security Number as an individual identifier to avoid confusion caused by employees with the same or similar names. The information furnished on this form is confidential and is needed to provide entitlement to the benefits of the financial arrangement authorized by the authority cited. The information will be used to process the payment data from the Government agency to the recipient. Failure to provide the information requested may affect the entitlement to such benefits.

Enclosure

EMPLOYEE'S PAYROLL OFFICE