



## UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR  
PO BOX 45200  
SAN DIEGO CA 92145-2000

01 CED 100  
StaO 12531.1

### Station Order 12531.1

From: Commanding Officer  
To: Distribution List

Subj: APPLICATION OF HIGHEST PREVIOUS RATE

Ref: (a) 5 CFR 531.203(c)(2)

1. Purpose. To publish policy guidance and procedural instructions for fixing the rate of pay in accordance with reference (a).
2. Definition. Highest previous rate is the highest rate of basic pay previously paid to a person while employed in a position in a branch of the federal government (executive, legislative, or judicial).
3. Exclusion
  - a. Highest previous rate will not be based on a rate received under a temporary promotion.
  - b. Highest previous rate will not be based on service under a supervisory/managerial probationary period when the employee fails to complete the probationary period satisfactorily.
  - c. Highest previous rate will not be based on appointments limited to 90 days or less.
4. Policy. The reference contains the detailed instructions which govern pay administration for appropriated fund employees. In order to provide equitable treatment for all personnel while considering the best interests of the government, pay will be set at the minimum step required by law or regulation unless a higher rate is permissible and in the best interest of the government. Whenever a higher rate is permissible, management will review the rate to be set on the basis of the needs of the organization, assessment of the quality of the employee, equity among employees and availability of funds. In no case will there be an automatic placement in the highest rate permissible.

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5. Action. The Human Resources Manager will determine the applicability of the highest previous rate rule on a case-by-case basis. The appropriate department manager will approve the use of highest previous rate by memo to the Human Resources Office prior to the effective date of the action.



I. A. GAUGHLAN

Distribution: MCAS: A