

# DEPARTMENT OF COMMERCE COMMERCE ALTERNATIVE PERSONNEL SYSTEM SALARY APPROVAL FORM

Has your CAPS Operating Personnel Management Board adopted this form?

**YES**

**NO**

*If YES, this form can be used. If unknown, please consult with your Human Resources Point of Contact.*

## SECTION I

Per Office of Personnel Management regulations, effective April 1, 2024, management may not consider a candidate's non-federal salary or a candidate's competing job offer when setting salaries.

**INSTRUCTIONS:** All fields are required. Insert "N/A" if a field is not applicable. Names and signatures of Approving Officials are required.

Use this form for all Competitive and Excepted Service Appointments (e.g., new hires, reassignments, transfers, and temporary appointments) with pay adjustments and non-pay adjustments.

For more information on Department of Commerce (DOC) Commerce Alternative Personnel System (CAPS) pay setting policy, please consult with your Human Resources Point of Contact or see the following references:

- [CAPS Operating Procedures Manual](#), dated May 28, 2010
- [DOC CAPS Desktop Pay Setting Guide](#), dated November 23, 2021
- [Federal Register, Volume 62, No. 247](#), dated December 24, 1997

## SECTION II

**ACTION TYPE** (Refer to Appendix A for definitions)

New Hire	Reassignment (Competitive, Noncompetitive, or Temporary)	Pay Adjustment Non-Pay Adjustment	Transfer (Competitive, Noncompetitive, or Temporary)	Pay Adjustment Non-Pay Adjustment
Promotion				

**OFFICE NAME**

**SELECTEE'S NAME**

**BILLET NAME**

**VACANCY ACCOUNT NUMBER** (if applicable)

**POSITION TITLE**

**CAPS CAREER PATH, SERIES, AND BAND**

**SALARY IN FORMER FEDERAL POSITION**  
(include Pay Plan/Pay Band or Grade/Step) (if applicable)  
[Note: Non-federal salary must not be considered when setting salary.]

**DUTY STATION**

**SALARY IN FORMER FEDERAL POSITION AFTER GEOGRAPHICAL CONVERSION** (if applicable)

[Note: This block only applies for current Federal employees moving from one geographic area to another.]

Salary Geographical Conversion Formula: Former Pay Rate  $\times \left( \frac{\text{pay band maximum rate after movement}}{\text{pay band maximum rate before movement}} \right) = \text{New Pay Rate}$

**SECTION III**

This section only applies to current federal employees (e.g. GS, CAPS, etc.)

**IS THE SALARY CHANGING?****YES****NO****PERCENTAGE PAY INCREASE** *(if applicable)**[Follow your OPMB guidance and justify in Section IV]***ACTUAL DOLLAR INCREASE** *(if applicable)***SECTION IV****APPROVED ANNUAL SALARY****SECTION V**

Justify pay increase below, if one is requested. Refer to Appendix B of this form for a list of pay setting factors.

**JUSTIFICATION****SECTION VI - REQUIRED AUTHORIZATION****HIRING MANAGER NAME****HIRING MANAGER SIGNATURE****DATE****PAY POOL MANAGER NAME****PAY POOL MANAGER SIGNATURE****DATE****BUDGET OFFICER NAME**  
*(if applicable)***BUDGET OFFICER SIGNATURE****DATE****APPROVING OFFICER NAME**  
*(if applicable)***APPROVING OFFICER SIGNATURE****DATE**

## **APPENDIX A**

### **DEFINITIONS**

#### **Competitive Reassignment**

Competitive movement of an employee from one position to another within the same career path and pay band as a result of a selection from a Job Opportunity Announcement (JOA), and which can result in a pay adjustment at the supervisor's discretion. Since this is not considered a promotion, there is no minimum increase requirement.

#### **New Hires**

- Individuals who applied and were selected from a JOA.
- Individuals hired under a non-competitive hiring authority.
- Current Federal employees who do not occupy a CAPS-covered position and who applied and were selected from a JOA.
- Current Federal employees who do not occupy a CAPS-covered position and will be appointed under a non-competitive hiring authority.
- Former Federal employee with reinstatement eligibility, when they apply to a JOA.

#### **Pay Adjustment**

- An adjustment in base salary within the same career path and pay band.

#### **Promotion**

- Movement within the same career path to a higher band. The new basic pay rate upon promotion may be set at any level in the new band (intervals 1-3); however, the employee must receive at least a 6 percent minimum pay increase.
- Movement to a different career path to a higher band. The new basic pay rate upon promotion may be set at any level in the new band (intervals 1-3); however, the employee must receive at least a 6 percent minimum pay increase.
- Movement to a different career path at the same band. When the move is to a different career path, any band within the new career path is considered a "new band," and management has the discretion of providing an increase in pay. If granted, the new basic rate may be set at any level in the new band (intervals 1-3); however, the employee must receive at least a 6 percent minimum pay increase.

#### **Reassignment**

- A reassignment is a change of an employee from one position to another position, without a change in salary. This definition covers changes in career paths, as long as there is no change in salary (with the exception of locality pay).

#### **Reassignment with a Pay Adjustment**

- The reassignment of an employee from one position to another within the same career path and pay band (i.e., ZP III to ZP III) in association with a pay increase. A reassignment with a pay increase may be a permanent or temporary action. A reassignment with a pay adjustment can only be done competitively unless done on a temporary basis for 120 calendar days or less. If on a temporary basis, a pay adjustment can only be given if the movement is from a non-supervisory to a supervisory position in the same pay band.

## **APPENDIX B**

### **PAY SETTING FACTORS**

The Servicing Human Resources Office (SHRO) is available to assist its customers. They provide guidance on the following pay setting factors that **should** be considered when determining a salary:

- The level, type, or quality of the candidate's skills, competencies, experience, and qualifications.
- Significant disparities between Federal and non-Federal salaries for the skills and competencies required in the position to be filled.
- Existing labor market conditions and employment trends, including the availability and quality of candidates for the same or similar positions.
- The success of recent efforts to recruit candidates for the same or similar positions.
- Recent turnover in the same or similar positions.
- The importance/criticality of the position to be filled and the effect on the agency if it is not filled or if there is a delay in filling it.
- The desirability of the geographic location, duties, and/or work environment associated with the position.
- Organizational workforce needs, as documented in the strategic human capital plan.
- Other relevant factors.
- Salaries of other employees in the office/bureau who encumber the same or similar positions, with the same or similar job-related qualifications.
- Pay progression within the band and promotion potential to allow potential salary increases.
- Candidate's eligibility for a performance increase (e.g., CAPS employees are unratable if they did not meet the minimum appraisal period requirement or were appointed to a covered position, and therefore ineligible for a performance increase during the last 120 days of the performance cycle).

The following pay setting factors **may not** be considered when determining a salary:

- Non-Federal salary history, which could vary between similarly qualified candidates.
- Salary in a competing job offer.