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NUMBER 1416.4
DATE March 4, 1963

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Department of Defense Instruction ASD(M)

SUBJECT Quality Salary Increases for Employees Subject to the Classification Act of 1949, as Amended

- References:
- (a) Sec. 702 of the Classification Act of 1949, as amended (5 U.S.C. 1121 et seq.)
 - (b) DoD Instruction 1416.3, "Within-grade Salary increases for Employees Subject to the Classification Act of 1949, as Amended"
 - (c) DoD Instruction 5120.16, "Department of Defense Incentive Awards: Standards for Approval of"

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I. PURPOSE

This Instruction establishes standards for the granting of quality increases to civilian employees of the Department of Defense paid under the provisions of section 702 of the Classification Act of 1949, as amended by section 603 of P. L. 87-793.

II. APPLICABILITY AND SCOPE

The provisions of this Instruction apply to all components of the Department of Defense and to all civilian employees paid under the provisions of the Classification Act of 1949, as amended.

III. GENERAL POLICY

- A. Quality salary increases will be granted, within the limits of available appropriations, to employees whose performance is of such a high quality above that ordinarily found in the type of position concerned that special salary recognition is warranted.
- B. In accordance with the provisions of reference (a), quality salary increases will be in addition to within-grade increases granted under reference (b) but no more than one quality increase may be granted within any period of fifty-two weeks.
- C. Quality salary increases will be used by management at all levels within the Department of Defense as an incentive tool to stimulate and reward sustained high quality job performance.
- D. Employees and supervisors in all grades of the Classification Act of 1949 shall be eligible to receive quality salary increases when merited by sustained high quality job performance.

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- E. Quality salary increases may be granted at any time earned during a fifty-two week period in accordance with the standards established in this Instruction. It shall be the responsibility of all supervisors to make continuing reviews of the performance of employees under their supervision and to initiate quality increase recommendations for those employees whose performance merit them.

IV. HIGH QUALITY PERFORMANCE

- A. As with the determinations of acceptable level of competence required by reference (b), determinations of high quality performance, of necessity, must be made in light of the work requirements of the particular position or such specific work standards as may have been established for the position. In determining high quality performance, consideration will be given to the quantity and quality of work, demonstrated professional and technical knowledge, manual skills, and other elements of high quality performance, including requisite qualifications and conduct which have a direct bearing on job performance.
- B. An employee will be considered to have attained high quality performance above the range of performance ordinarily found in the type of position concerned when the over-all impact of his job performance, sustained over a reasonable period, substantially exceeds the normal requirements of his position, particularly in those functions considered to represent the important elements of his position. The performance of an employee in this category, when viewed as a whole, must clearly represent a high degree of effectiveness meriting faster-than-usual salary advancement.
1. The performance on which the recommendation is based must be characteristic of the employee's over-all high quality performance and not be based on a single achievement.
 2. The recommendation must be based upon the expectation that the high quality performance will continue in the future.
 3. Normally, the recommendation for a quality increase will be based upon a period of performance of not less than three months.

- 4. The performance on which the recommendation is based must be of such a nature as clearly to exceed the work of other employees doing similar work whose performance is good but not sufficiently above normal requirements to warrant a quality increase.
- C. Each recommendation for a quality increase must be considered in light of the known current standards. While an employee who has received a quality increase will not necessarily be required to exceed the performance on which his last increase was based, care will be exercised to assure that quality increases are not repeated on an automatic basis. Performance requirements will not necessarily be considered static and in some positions they will become progressively more demanding. Supervisors, therefore, will assure in recommending employees for quality increases that performance requirements are up-to-date.

V. RELATIONSHIP OF QUALITY INCREASES TO AWARDS AND PERFORMANCE RATINGS

- A. Quality increases, not cash awards authorized by reference (c), normally will be used to recognize sustained high quality performance of assigned responsibilities. Exceptions to this general rule may be made:
 - 1. When the employee is at the maximum rate of the grade.
 - 2. Where circumstances special to the employee under consideration, such as imminent promotion, make a cash award preferable.
 - 3. Where the lack of funds requires the use of other forms of recognition.
- B. Recognition of achievements other than sustained high quality performance, such as special achievements of a non-recurring nature, and employee suggestions and inventions, normally will be made through cash and honorary awards authorized by reference (c).
- C. When an employee's sustained high quality performance of his duties also results in innovations, savings, inventions, or special accomplishments, he may merit both a quality within-grade increase and a special achievement cash award authorized by reference (c).

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- D. Employees who receive an Outstanding rating will receive consideration for a quality increase. An Outstanding rating need not automatically, however, be accompanied by a quality increase which, if proposed, will be the subject of a separate recommendation based on the criteria outlined in Subsection IV.B., above.

VI. APPROVAL OF QUALITY INCREASES

- A. Recommendations for quality increases ordinarily will be initiated by the supervisor responsible for evaluating an employee's work performance and, as a minimum, approved by one higher level of supervision. Committees or boards may be used to review recommendations for quality increases where such committees or boards can help to assure uniformity of treatment for all employees and conformance with standards.
- B. Recommendations for quality increases will be in writing and specifically indicate how the employee's performance exceeds the known normal requirements of his position and specify the specific accomplishments which warrant the granting of a quality increase. Recommendations also will contain a certification by the recommending official that, based on past experience, he believes the employee's high quality performance is likely to continue.

VII. REPORTS

A copy of the annual report to the U. S. Civil Service Commission of quality increases granted by a military department or defense agency will be forwarded to the Assistant Secretary of Defense (Manpower) at the time of submittal of the report to the Civil Service Commission.

VIII. IMPLEMENTATION

- A. Two copies of regulations implementing this Instruction will be furnished the Assistant Secretary of Defense (Manpower) not more than 60 days after the date of this Instruction.
- B. This Instruction is effective immediately.



Assistant Secretary of Defense
(Manpower)

DEPARTMENT OF DEFENSE Final 645-1076

DIRECTIVES SYSTEM TRANSMITTAL

NUMBER	DATE	DISTRIBUTION
1416.4 - Ch 1	May 8, 1967	1400 series

ATTACHMENTS

None

INSTRUCTIONS FOR RECIPIENTS

The following pen changes to DoD Instruction 1416.4, "Quality Salary Increases for Employees Subject to the Classification Act of 1949, as Amended," dated March 4, 1963, have been authorized:

PEN CHANGES

Page 1 -

Reference (b) - Insert: "January 26, 1966"

Reference (c) - Insert: "March 15, 1966"

EFFECTIVE DATE

This change is effective immediately.

Maurice W. Roche

MAURICE W. ROCHE

Director, Correspondence and Directives Division
OASD(Administration)

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

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PREVIOUS EDITIONS ARE OBSOLETE

SUPPLEMENTARY

INFORMATION

DEPARTMENT OF DEFENSE

DIRECTIVES SYSTEM TRANSMITTAL

NUMBER See Pen Changes Below	DATE November 16, 1994	DISTRIBUTION 1000 series
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ATTACHMENTS

None

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INSTRUCTIONS FOR RECIPIENTS

Pen changes to the following DoD Issuances are authorized:

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1000.15, September 22, 1978</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 120 days."	Change 2
<u>DoD Directive 1020.1, March 31, 1982</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1205.5, May 16, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1205.12, January 15, 1969</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two (2) copies of implementing instructions issued by the Military Departments shall be furnished to the Assistant Secretary of Defense (M&RA) within sixty (60) days."	Change 1
<u>DoD Directive 1205.14, November 11, 1974 (Reprint)</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing documents shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 90 days."	Change 1
<u>DoD Directive 1205.17, June 20, 1985</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Reserve Affairs) within 120 days."	Change 1
<u>DoD Directive 1215.13, June 30, 1979</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days for review and approval prior to issuance."	Change 2
<u>DoD Directive 1215.14, February 4, 1975</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Subsection B. Delete in its entirety.	Change 3
<u>DoD Directive 1304.23, February 15, 1984</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."	Change 1

NUMBER

See Below Pen Changes

DATE

November 16, 1994

DEPARTMENT OF DEFENSE
DIRECTIVES SYSTEM TRANSMITTAL

INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1312.2, October 4, 1989</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 2 through 4. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Health Affairs) within 120 days."	Change 1
<u>DoD Directive 1320.5, July 26, 1978</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of each implementing document to the Assistant Secretary of Defense (MRA&L) within 120 days."	Change 2
<u>DoD Instruction 1322.20, March 14, 1991</u> Section H. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days."	Change 1
<u>DoD Directive 1325.6, September 12, 1969</u> Section IV. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two (2) copies of implementing regulations shall be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."	Change 3
<u>DoD Instruction 1330.7, April 26, 1974</u> Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing instructions shall be forwarded to the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) within 60 days."	Change 3
<u>DoD Directive 1338.5, August 13, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1344.3, February 1, 1978</u> Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing regulations to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 60 days."	Change 1
<u>DoD Instruction 1400.10, December 5, 1980</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2
<u>DoD Instruction 1400.11, February 8, 1980</u> Section D. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 2
<u>DoD Directive 1400.13, July 8, 1976</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Two copies of implementing regulations shall be forwarded to the ASD(M&RA) within 60 days."	Change 1
<u>DoD Directive 1400.16, October 30, 1970</u> Section VIII. Heading. Delete "AND IMPLEMENTATION" Paragraph B. Delete in its entirety.	Change 2
<u>DoD Directive 1400.25, January 24, 1978</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the ASD(MRA&L) and one copy to the ASD(C) within 60 days."	Change 1
<u>DoD Instruction 1400.32, January 15, 1987</u> Section G. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days."	Change 1

NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Directive 1400.34, December 15, 1988</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 5. Delete "The Military Departments shall forward one copy of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 60 days of receipt of DoD 1400.34-M, "DoD Civilian Intelligence Personnel Management System (CIPMS) Procedures."	Change 2
<u>DoD Directive 1402.1, January 21, 1982</u> Section F. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 3
<u>DoD Instruction 1412.3, December 8, 1971</u> Section V. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of each implementing document will be forwarded to the Assistant Secretary of Defense (Manpower and Reserve Affairs) within ninety (90) days."	Change 2
<u>DoD Instruction 1416.4, March 4, 1963</u> Section VIII. Heading. Change "IMPLEMENTATION" to "EFFECTIVE DATE" Subsection A. Delete in its entirety. Subsection B. Redesignate paragraph "B." as paragraph "A."	Change 2
<u>DoD Instruction 1416.8, December 5, 1980</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Instruction 1418.2, May 5, 1969</u> Section VII. Heading. Delete "IMPLEMENTATION AND" Lines 1 through 4. Delete "Two copies of implementing instructions and revisions thereto will be furnished to the the Assistant Secretary of Defense (Manpower and Reserve Affairs) within 60 days."	Change 4

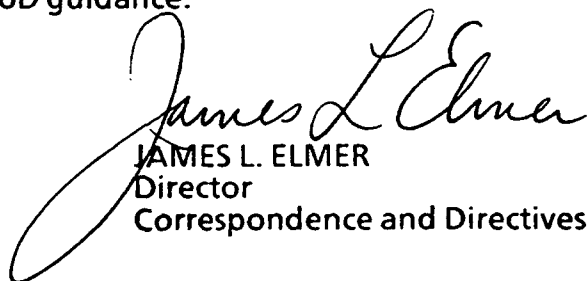
NUMBER See Below Pen Changes	DATE November 16, 1994	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
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INSTRUCTIONS FOR RECIPIENTS (continued)

<u>DoD Issuance Number and Date</u>	<u>Change Number</u>
<u>DoD Instruction 1422.1, October 31, 1967 (Reprint)</u> Section VI. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 4. Delete "Two copies of implementing regulations issued by the DoD components will be forwarded to the Assistant Secretary of Defense (Comptroller) within 90 days."	Change 1
<u>DoD Instruction 1424.3, January 28, 1980</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward one copy of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1430.2, June 13, 1981</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days."	Change 1
<u>DoD Directive 1430.4, January 30, 1985</u> Section E. Heading. Delete "AND IMPLEMENTATION" Lines 1 through 3. Delete "Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Installations, and Logistics) within 120 days."	Change 1

EFFECTIVE DATE

The above pen changes are effective immediately. Although the pen changes remove the requirement for DoD Components to issue implementing documents, the DoD issuances are directly applicable to all elements with the Components and the Heads of the DoD Components are responsible for carrying out the DoD guidance.


 JAMES L. ELMER
 Director
 Correspondence and Directives