



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 12531.3B  
3BF  
9 May 95

STATION ORDER 12531.3B

From: Commanding Officer  
To: Distribution List

Subj: APPLICATION OF HIGHEST PREVIOUS RATE

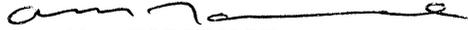
Ref: (a) CPI 531.2  
(b) CPI 532-1.S8  
(c) 5 CFR 531.203(c)

1. Purpose. To publish pay setting policy.
2. Cancellation. StaO 12531.3A
3. Definition. Highest previous rate is the highest actual rate of basic pay previously received by an individual while employed in a position in a branch of the Federal government.
4. 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 satisfactorily complete the probationary period.
  - (c) Highest previous rate will not be based on appointments limited to 90 days or less.
5. Policy. References (a), (b) and (c) contain instructions which govern pay administration for appropriated employees. Unless a higher rate is permissible and in the interest of the government, pay will be set at the minimum step required by law or regulation. Wherever a higher rate is permissible, management will review the rate to be set on the basis of needs of the organization, assessment of the quality of the employee, equity among employees and availability of funds. Pay may be set at any rate that does not exceed highest previous rate. In no case will there be an automatic placement in the highest rate permissible.
6. Action. All personnel concerned with pay administration will be governed by the policy set forth above.

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7. Applicability. By previous agreement, this Order is applicable to all commands, organizations, units and activities located at MCAS, Yuma that receive services from the Marine Corps Civilian Human Resources Office-West (MCCHRO-W).



A. M. TORRANCE

By direction

DISTRIBUTION: C