



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON DC 20350-1000

SECNAVINST 12550.1A  
ASN (M&RA)  
5 NOV 2015

SECNAV INSTRUCTION 12550.1A

From: Secretary of the Navy

Subj: PAY ADMINISTRATION (GENERAL)

Ref: (a) 5 U.S.C. 5306, 5342, 5348, and 5355  
(b) 5 CFR 530-532, 536, 537, 550, 551, and 575  
(c) DoD Instruction 1400.25, Volume 550 of 20 March 2015,  
Change 2 effective 8 May 2015  
(d) 73 FR 73248  
(e) 64 FR 1426  
(f) 75 FR 77379  
(g) SECNAVINST 12250.6A

1. Purpose. To implement policy and assign responsibilities per references (a) through (g) for pay administration in the Department of the Navy (DON).

2. Cancellation. SECNAVINST 12550.1

3. Applicability

a. This instruction applies to all DON employees covered by the General Schedule (GS), Administratively Determined Pay Plan, Federal Wage System, Wage Marine Pay Schedule, Alternative Pay Systems, and demonstration projects conducted jointly by the Office of Personnel Management (OPM) and the Department of Defense (DoD).

b. This instruction does not apply to the Senior Executive Service, to positions above GS-15, or to non-appropriated fund positions.

4. Policy. It is the policy of the DON to use available compensation tools and funding appropriately to attract and retain skilled employees necessary for mission accomplishment.

5. Responsibilities

a. The Assistant Secretary of the Navy (Manpower and Reserve Affairs) is responsible for the issuance of pay administration policy and delegations of pay administration authority in the DON.

b. The Deputy Assistant Secretary of the Navy (Civilian Human Resources) (DASN (CHR)) is responsible for the management and direction of the pay administration program in the DON and the issuance of directives on specific pay matters.

c. The Director, Office of Civilian Human Resources is responsible for interpreting changing statutory and regulatory pay administration guidance and preparing implementing guidance as applicable per reference (g).

d. Directors of Office of Civilian Human Resources Operations Centers are responsible per reference (g) for ensuring that the policies and procedures in pay administration matters are in compliance with this instruction by:

(1) Providing pay administration services for their serviced population.

(2) Taking prompt action to correct pay errors and ensuring that pay decisions directed by the DON, DoD, and/or OPM are implemented.

e. The Chief of Naval Operations, the Commandant of the Marine Corps, and the DON Assistant for Administration are responsible for ensuring that this policy is implemented within their respective organizations.

f. The Heads of Major Commands are responsible for:

(1) Ensuring subordinate commands and activities comply with statutes, regulations, policies, and guidance from higher level authorities, e.g., DASN (CHR), DoD, and OPM.

(2) Implementing delegation of pay administration authority per DON policy.

(3) Ensuring that subordinate activities are provided or aligned with sufficient resources to ensure effective pay administration program accomplishment.

(4) Providing advice and guidance on pay administration matters to subordinate commands and activities.

(5) Requiring managers and supervisors to ensure that employees are compensated appropriately based on assigned duties and responsibilities.

(6) Conducting periodic assessments of pay and compensation programs per reference (g) at subordinate activities to evaluate their effectiveness.

g. Directors, Civilian Human Resources are responsible, per reference (g), for ensuring that the policies and procedures in pay administration matters are in compliance with this instruction by advising the Commander of their respective organization on the proper execution of pay administration and compensation management authorities and responsibilities.

h. Directors of Human Resources Offices are responsible, per reference (g), for ensuring that the policies and procedures in pay administration matters are in compliance with this instruction by:

(1) Advising activity managers and supervisors on the proper execution of their pay and compensation management authorities and responsibilities.

(2) Ensuring appropriate pay and compensation management training is provided to all individuals exercising delegated pay authority.

(3) Assisting heads of commands and activities in the conduct of periodic self-assessments of their pay and compensation programs.

i. Managers and Supervisors are responsible for:

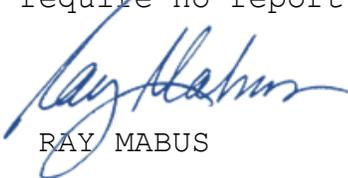
(1) Implementing and executing pay administration at the local command level.

(2) Ensuring actions are accomplished following applicable DON, DoD, and OPM guidance and criteria when exercising delegated pay authority.

(3) Ensuring that pay and compensation are administered in a consistent, fair, business based, and equitable manner per the merit system principles.

6. Records Management. Records created by this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of January 2012.

7. Reports. The reporting requirements contained in this instruction are exempt from information collection control by SECNAVINST 5214.1, Part IV and require no report control symbol.



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