



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12575.1
HRO-PEN

APR 24 1990

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 12575.1

Subj: PAYMENT OF SUPERVISORY DIFFERENTIALS

Ref: (a) 5 CFR 575
(b) OFFCPM ARLINGTON VA 221000Z May 92

Encl: (1) Termination or reduction of differential pay notification

1. Purpose. To establish uniform policy and procedures for setting supervisory differential pay.
2. Scope. Reference (a) authorized the use of supervisory differential pay for General Schedule supervisory employees who supervise one or more civilian employees not covered by the General Schedule who, but for the differential, would be paid more than the supervisor. Reference (b) promulgated the Department of Defense (DOD) plan for supervisory differentials and delegated approval authority to DOD activity heads.
3. Procedures. Reference (b), the DOD plan for the payment of supervisory differentials shall be followed in its entirety. A supervisory differential is to be recommended in writing by the Department Head or Special Assistant and forwarded to the Commanding Officer. The recommendation should state why a supervisory differential is requested, identify the subordinate not under the General Schedule that is in a higher pay rate than the supervisor, the amount of the differential recommended, and whether funds are available.
4. Action. Supervisors who are granted a supervisory differential must complete enclosure (1) upon approval. If the request is approved by the activity head or designee, a Standard Form 52 will be prepared by the requesting office and forwarded to the Human Resources Office, Great Lakes, for processing. The requesting office will monitor the pay differential closely and ensure action is taken if the conditions in enclosure (1), paragraph 1c, occur.

S. F. Plowman
S. F. PLOWMAN
Chief of Staff, Operations
Acting

Distribution:
NTCGLAKESINST 5216.5M
LIST I

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TERMINATION OR REDUCTION OF DIFFERENTIAL PAY

1. Having been approved supervisory differential pay, I have read and understand the following conditions:

a. The continuing pay of both the supervisor and the subordinate will be carefully monitored.

b. The supervisory differential will be terminated when the supervisor's continuing pay (not including the differential) exceeds that of the highest paid subordinate by more than three percent.

c. The supervisory differential will be reduced or terminated when the subordinate whose pay was the basis for the supervisory differential leaves the position or experiences a reduction in pay.

d. Required reductions or terminations in supervisory differential should be effected not later than 30 days after the date which causes the reduction or termination to be necessary.

2. If required reductions and termination are not made in a timely manner (not later than 30 days after the cause of the termination or reduction) the resulting payments are overages of pay and are subject to collection or, as appropriate, waiver.

SIGNATURE

DATE