Army Civilian Pay Rate FAQ

Questions:

1.) How do I find my Rate?
Rates are structured with multiple levels, starting with detailed rates and rolling up to more general rates:

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level 0:OA,    CTYPE,      APPN, SAG*  or      BA*,  MDEP*
level 1:OA,    CTYPE,      APPN, SAG   or      BA
level 2:OA,    CTYPE,      APPN
level 3:       CTYPE,      APPN
level 4:       CTYPE
```
*Only OMA, OMAR, and OMNG rates receive a SAG all others receive "***".
*Only RDTE rates receive a BA all others get "**".

Find your rate by looking for the level 0 rate first, at the: OA, CTYPE, APPN, SAG* or BA*, MDEP*.

2.) Which rate should I use?
Use the level 0 rate if available.

3.) Why is my rate not listed! What rate do I use now?
The Civilian Pay Working Group, CPWG, as a rule does not make rates for populations with fewer than 10 FTE. This is referred to as the Small Population Rule. If your rate is not listed at level 0, use the level 1 rate. If your rate is not available at level 1, use the level 2 rate, and continue looking at the next highest level until you find a rate.

4.) How do we contact someone to discuss a rate issue?
Use the Rates Help Contact on the Army Civilian Pay Rates Website:

5.) When are POM rates available for review?
POM rates are usually available for review in mid to late January or early February. However, the CPWG may publish pre-POM rates, if possible, without the updated pay raise or Foreign Currency information to give commands an approximation for POM planning. Commands can follow the guidance in Appendix A and get an approximation of their rate any time after end year execution data is available.

6.) When can we submit a problem with our rates for review?
The best time to submit a rate issue is during the rate review window, which is usually for a one week period in February or early March. Rate issues can be submitted at other times but the Civilian Pay Working Group, CPWG, may not be able to address the issue at that time.

7.) How do we conduct a rate review?

Follow the guidance in <mark>Army Civilian Pay Rate Review Methodology</mark> for Commands that only have execution data in GFEBS and not a significant amount of foreign nationals and use the <mark>Army Civilian Rates Guidance Template</mark> in cPROBE. Use <mark>Appendix A "How To" Guidelines for Civilian Pay Rates</mark> for more complex analyses that include legacy systems and foreign nationals. The Army Civilian Pay Rates website <mark>https://www.asafm.army.mil/Cost-Materials/Army-Civilian-Pay- Rates/</mark> contains both written documents. Users must get the template from cPROBE.

8.) Are the posted rates already inflated or do I need to inflate them?
    Yes, the posted rates are already inflated.

9.) Where can we find the guidance on how to inflate our rates from execution data during the POM rate drill?
    Both the Army Civilian Pay Rate Review Methodology and Appendix A How To" Guidelines for Civilian Pay Rates contain guidance on how to inflate the rates.

10.) How are rates used?
    Army Civilian Pay Rates are used in the IRMIS Civilian Pay Costing Module to cost the civilian manpower file to create a starting budget position.

11.) Are temporary duty, training, supplies, and computer costs included in my rate?
    No, the Civilian Pay Rates do not include the costs listed above.

12.) Do USACE rates include G&A and departmental overhead that USACE charges to Army customers?
    No, current Army Civilian Pay rates do not include overhead for any command.

13.) Is Locality Pay included in the Civilian Pay Rates?
    Yes, locality pay is included in the execution data and in the rates.

14.) Are Permanent Change of Station, PCS, costs included in rates?
    PCS costs are not included except for the following costs:
    Cost Element 6100.12A1 (OpEx/Pgm Costs -Civ PCS- Temp Qrtr Subsistence Exp)
    Cost Element 6100.12A4 (OpEx/Pgm Costs - Civ PCS - Reloc Inc Tax Allow   )

15.) What Army Civilian Pay rates are and what they are not.
    Army Civilian Pay Rates are designed to generate rates that can cost Army manpower at a level of detail to provide an accurate estimate for budget planning. They are not designed to provide a detailed estimate for small programs or small populations.

16.) Is overtime included in the Civilian Pay Rates?
    The Civilian Pay Rates do not include overtime. However, the **taxes on overtime are included** in the rates. (We exclude/normalize for actual payroll taxes on overtime by modifying the BEPER factor.

17.) Do Army Civilian Pay Rates include rates for NAF, CTYPES 991 and 999?

The CWPG process neither captures nor purports to estimate the costs of NAF civilian personnel, which includes (but is not limited to) CTYPEs 991 and 999 in the manpower file. The CPWG does not endorse using the Army Civilian Pay Rates to estimate NAF manpower costs for PPBE purposes, as the rates have no direct correlation with actual NAF personnel costs.

18.) Is Save Pay (the higher salary when employees go from a higher paying job to a lower paying job) included in the rates?

The CPWG does not exclude Save Pay from the rates.

19.) Are awards and bonuses included in the rates?

Awards and bonuses are included in the rates, but the actual awards and bonuses are not used. We instead use guidance to calculate the awards and bonuses from OMB Circular A-11. The Civilian Pay Working Group uses 2.5% for all civilians except SESs and 7.5% for SESs (after FY2021). **Taxes on awards and bonuses are also included in the rates by modifying the BEPER factor**.

20.) Are Agency matching for TSP contributions included in the rates?

Yes, agency matching TSP contributions are included.