



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY DENTAL COMMAND  
2050 WORTH ROAD  
FORT SAM HOUSTON, TEXAS 78234-6000**

MCDS

29 January 2009

MEMORANDUM FOR

COMMANDERS, REGIONAL DENTAL COMMANDS  
COMMANDER, ARMY DENTAL LABORATORY  
COMMANDERS, DENTAL ACTIVITIES

SUBJECT: National Security Personnel System (NSPS) Dentist Pay Setting Authorities

1. References:

- a. PL 108-136, National Defense Authorization Act, November 24, 2003.
- b. Title 5, Code of Federal Regulations, Chapter XCIX, Part 9901
- c. DOD 1400.25-M, Civilian Personnel Manual
- d. Army Medical Command NSPS Implementing Policies, Business Rules and Procedures, 09 May 2007

2. Applicability. This guidance applies all supervisory and non-supervisory civilian dentist positions covered by the National Security Personnel System. Effective immediately, the pay setting authorities are delegated as shown below. Commanders will comply with applicable DoD and Army implementing issuances to establish audit trails for financial and personnel decisions.

- a. Dental Activity (DENTAC) commanders have the delegated authority to set new hire pay, promotions and recruitment incentives as follows:

<b>New Hire Pay Actions</b>	<b>Pay Setting Authority</b>
Generalist	Up to 30% above the YG-02 pay band floor
Specialist	Up to 40% above the YG-02 pay band floor
Officer-In-Charge	Up to 30% above the YJ-04 pay band floor

<b>Other Pay Actions</b>	<b>Pay Setting Authority</b>
Recruitment /Relocation Bonuses	Up to 15% of employee's salary
Promotions	Up to 6% of the employee's current salary

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b. Regional Dental Command Commanders and the Army Dental Lab Commander have the delegated authority to set pay for new hires, recruitment incentives, promotions, reassignments and salary reductions as indicated.

New Hire Pay Actions	Pay Setting Authority
Generalist	Up to 70% above the YG-02 pay band floor
Specialist	Up to 80% above the YG-02 pay band floor
Officer-In-Charge	Up to 70% above the YJ-04 pay band floor

Other Pay Actions	Pay Setting Authority
Recruitment/Relocation Bonuses	Up to 20% of employee's salary
Promotions	Up to 12% of the employee's current salary
Reassignments	Up to 5% per reassignment, 10% limit per 12-month period

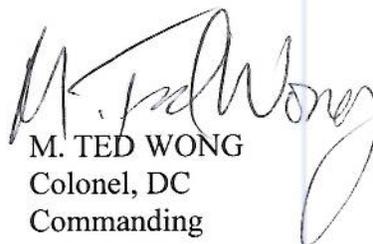
c. All other salary rates, incentives or pay actions rest with the DENCOM Commander.

d. Recruitment/relocation bonuses are intended to serve as a one-time incentive. These amounts will not automatically convert to retention allowances in subsequent years. Authority to authorize a retention allowance rests with the DENCOM commander.

4. Pay setting determinations shall be documented using the NSPS Salary Determination Worksheet provided as enclosure (1). A copy of the completed worksheet shall be retained by the authorized official and provided to the Civilian Personnel Advisory Center (CPAC).

5. POC for this memorandum is John Heath, Civilian Human Resources Manger, 210-221-7966, DSN 471-7966, e-mail: [john.heath@us.army.mil](mailto:john.heath@us.army.mil).

Encl

  
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Colonel, DC  
Commanding