

AIR FORCE DCIPS PAY-SETTING WORKSHEET

| BACKGROUND INFORMATION | | | |
|------------------------|--|-------------------|--|
| Selectee | | | |
| Position Title | | | |
| Location | | Series | |
| LMS % | | Grade | |
| Projected EOD | | RPA Number | |

| SALARY OFFER COMPLIANCE & APPROVALS | | | | | |
|------------------------------------------------------------------------------------------------|----------------|------------------|-----------------------------|-------------|----|
| 1. Compliance | | | | | |
| Does the offer comply with all DCIPS regulations, Merit System Principles, and employment law? | | | | Yes | No |
| 2. Salary Offer | | | | | |
| | Desired | Approved | | | |
| Step | | | | | |
| Base Pay | | | | | |
| Labor Market Supplement (LMS) | | | | | |
| Targeted LMS | | | | | |
| 3. Coordination / Approvals | | | | | |
| | Name | Signature | Approve / Disapprove | Date | |
| Selecting Official (all steps) | | | | | |
| 2nd Level Supervisor or Designee (steps 1-5) | | | | | |
| Unit Commander or Designee (steps 6-10) | | | | | |

For salary offers set at steps 6-10, complete sections 4-6 on the following pages.

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Complete these sections only if salary offer is set at steps 6-10.

| WORK TO BE PERFORMED, CANDIDATE INFORMATION, & INTERNAL EQUITY | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 4. Work to be performed | |
| Describe the work to be performed in this role. Consider occupation, specialization, work category and work level, worksite, and mission need. | |
| | |
| 5. Candidate Information | |
| 5.A.1. Current Compensation & Competing Offers | |
| Current Total Salary* | |
| Expected Salary Increase in Current Position | |
| Other Compensation | |
| Competing Offer(s) | |
| 5.A.2. Evaluate prior salary received for performing similar or related work. Consider the candidate's experience level and current pay; highest previous rate if a former Federal Government employee; and qualifying work or educational experience applicable to the work category, occupation or specialty, work level, grade, and job title of work to be performed. | |
| | |
| 5.B. Experience | |
| 5.B.1. Describe how the quality, breadth, depth, and scope of the candidate's experience demonstrates possession of the knowledge, skills, abilities, and competencies necessary for successful job performance at the position's work level. | |
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5.B. Experience

5.B.2. Describe what high level or unique qualifications, experience, or education the candidate offers, and how this compares to the specific labor market. Address value of position, mission staffing challenges, labor market conditions, and comparability with similarly-situated DoD/Federal employees, as applicable.

6. Internal Equity

Which organizational equity precedents and factors need to be factored in? How were these precedents and factors applied to this offer?