



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO
ATTENTION OF:

IMND-MEA-ZA

21 AUG 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 18, Setting Pay at the Highest Previous Rate (HRP) and Maximum Payable Rate (MPR)

1. References:

- a. Chapter 53 of Title 5, United States Code.
- b. Parts 530, 531, and 532 of Title 5, Code of Federal Regulations.
- c. OPM Operating Manual for the Federal Wage System.

2. In accordance with references above, Maximum Pay Rate and Highest Previous Rate will be used in cases where discretion is allowed to set pay.

3. Maximum Payable Rates are the highest amount that may be paid to an employee upon reemployment, transfer, reassignment, demotion or change of appointment. MPR/HRP will not be used in the case of promotions; in those instances, the two-step promotion rule will be used. The maximum is based on an employee's highest previously earned rate of pay. Highest Previous rate is based on a rate earned:

- a. On a regular tour of duty (full-time or part-time, not intermittent), and
- b. Under an appointment not limited to 90 days or less, or
- c. For a continuous period not less than 90 days under one or more appointments.

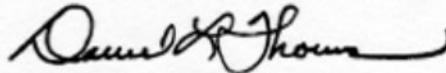
4. Highest Previous Rate may not be based on a rate received:

- a. Under a void appointment.
- b. On a temporary promotion for less than 1 year, except on permanent placement at the same or higher grade.
- c. By a District of Columbia employee first hired on or after October 1987.
- d. During a period of interim relief,

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- e. As an expert or consultant.
- f. In a position from which the employee was reduced in grade as a result of failure to satisfactorily complete a supervisor probationary period, or;
- g. While employed by a DoD or Coast Guard Non-appropriated Fun Instrumentality.



DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

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