

SENIOR FOREIGN SERVICE PAY POLICY

Senior Foreign Service Pay Schedule

Executive Order 12293 of March 14, 2005, established the following salary classes, upon certification by the Secretary of an appraisal system that makes meaningful distinctions based on relative performance. The USDOC Senior Foreign Service Performance Management System was certified by the Secretary on March 8, 2005.

(1) Career Minister

Ranges from 100 percent of the minimum rate of basic pay for senior-level positions under 5 U.S.C. 5376 to 100 percent of the rate payable to level II of the Executive Schedule.

(2) Minister-Counselor

Ranges from 100 percent of the minimum rate of basic pay for senior-level positions under 5 U.S.C. 5376 to 107 percent of the rate payable to level III of the Executive Schedule.

(3) Counselor

Ranges from 100 percent of the minimum rate of basic pay for senior-level positions under 5 U.S.C. 5376 to 102 percent of the rate payable to level III of the Executive Schedule.

Pay-Setting for Promotions

Newly Promoted Officers

Officers promoted into the SFS would receive either a 6% pay increase to their FS-01 pay, (plus locality pay for officers promoted while assigned overseas), or a minimum rate of 90% of EX-III, whichever would provide a greater benefit. If the promotion is effective after December 31st of the Selection Board year, the salary rate used to calculate the promotion will be the salary of the individual on December 31st of the Selection Board year.

This does not apply to limited non-career appointees. Only career SFS are eligible for promotions into the SFS.

Promotions within the SFS

Promotions within the SFS to the MC and CM classes will be made in accordance with rankings as recommended by the Selection Board and approved by the Secretary for performance-based pay adjustments. A recommendation for promotion excludes the candidate from any additional performance-based pay adjustment that cycle.

Performance-Based Pay Adjustments and Performance Pay (Bonuses)

The SFS performance management system serves a number of purposes, including serving as a basis for determinations regarding promotions and time-in-class, as well as measuring an executive's performance in a given year. As part of this process, the Senior Selection Board rates each executive's performance for the performance cycle in one of four categories, which are roughly analogous to the distinctions made in the SES system:

Level 3 – distinguishes the highest performers within the SFS, taking into account both individual and organizational performance. While the SFS system does not include overall adjectival ratings, this level of performance would roughly concord to the "Outstanding" level for SES employees. These individuals would receive pay increases up to 6%.

Employees in this category would also be eligible to receive bonuses up to 20% of salary and/or Presidential rank awards.

Level 2 – recognizes high performers with respect to both individual and organizational performance. This would be roughly analogous to the "Commendable" category in the SES system. Individuals would receive salary adjustments of up to 4%.

Employees in this category would be eligible to receive bonuses up to 14%.

Level 1 – recognizes good performers based on individual and organizational performance. Roughly analogous to the "Full Successful" category in the SES system, employees in this group would receive up to a 2% salary increase.

Employee in this category would be eligible for bonuses up to 8%.

Level 0 – these individuals will not receive any pay adjustment or bonus.

Final Approval of Pay-for-Performance and Performance-Pay (Bonus) Actions

The Secretary, or designee, approves the pay-for-performance adjustments and performance pay awards based on the Selection Board

rankings/recommendations with the Director General and Under Secretary's concurrence and recommendations concerning award amounts.

The Secretary, or designee, approves retroactive salary adjustments, where necessary and appropriate, on a case-by-case basis.

In accordance with the Foreign Service Act as amended, the Secretary may not adjust the basic salary rate of a member of the SFS more than once during a 12-month period except under certain circumstances, which include to align DOC pay policies with those of the other foreign affairs agencies and/or to the extent possible to be consistent with regulations governing the SES. The Secretary, or designee, approves these exceptions on a case-by-case basis.