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OFFICE OF THE ASSISTANT SECRETARY

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MEMORANDUM FOR DISTRIBUTION C

FROM: SAF/MR

SUBJECT: Air Force Guidance Memorandum – AFI 36-116, *Civilian Faculty Personnel Management*

By Order of the Assistant Secretary of the Air Force (Manpower and Reserve Affairs), this Guidance Memorandum immediately implements changes to AFI 36-116, *Civilian Faculty Personnel Management*, which describes the selection, appointment, academic rank, and employment of civilian faculty members at Air University, the United States Air Force Academy, and Joint Special Operations University. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other Air Force publications, the information herein prevails IAW AFI 33-360, *Publications and Forms Management*.

This AFI currently prohibits the United States Air Force Academy (USAFA) from granting academic tenure. This prohibition is a matter of Air Force policy, not law. This policy sets USAFA apart from the other accredited Air Force institutions of higher learning, the other military service academies, and the vast majority of civilian colleges and universities, all of which have tenure systems in place. In addition, the prohibition against granting tenure puts USAFA at a competitive disadvantage for recruiting and retaining top-tier civilian faculty members, ultimately limiting the Academy's ability to prepare graduates to be the scholar-warrior-leaders needed to lead the Air Force and the nation.

Accordingly, Paragraph 4.5. is changed to read: ***Academic Tenure.*** *AU/CC, JSOU/P, and USAFA/SUPT may establish standards to grant academic tenure. While tenure is not normally granted at the time of initial appointment, exceptions may be granted when the individual concerned has exceptional qualifications. Criteria for granting academic tenure should be outlined in AU, JSOU, and USAFA supplemental guidance.*

This Memorandum becomes void after one-year has elapsed from the date of issuance, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

JOHN A. FEDRIGO, SES  
Principal Deputy Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 36-116**

**28 DECEMBER 2018**



**Personnel**

**CIVILIAN FACULTY PERSONNEL  
MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements Air Force Policy Directive (AFPD) 36-1, *General Civilian Personnel Provisions and Authorities*, and Department of Defense Instruction (DoDI) 1402.06, *Civilian Faculty Positions in Department of Defense (DoD) Post-Secondary Educational Institutions*. It establishes guidance for Civilian Personnel Faculty Management and employment of Title 10 United States Code (USC) civilian faculty members in Air Force Post-Secondary Educational Institutions. This instruction applies to Title 10 USC civilian faculty positions at post-secondary institutions of the United States Air Force and serviced by the Air Force. It does not apply to non-faculty positions, including support positions. In collaboration with the Chief of Air Force Reserve (AF/RE) and the Director of the Air National Guard (NGB/CF), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops policy for the management of civilian faculty personnel and positions. This Air Force (AF) publication may be supplemented at any level; Major Command level supplements must be approved by the Human Resource Management Strategic Board (HSB) prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) listed above using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate chain of command. The authorities to waive requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360 *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers via AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the publication OPR for non-

tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

### ***SUMMARY OF CHANGES***

This document is substantially revised and must be completely reviewed. Major changes include: (1) reflecting this Air Force Instruction as implementing AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, rather than AFPD 36-8, *Employee Benefits and Entitlements*; (2) rescinds AFI 36-804, *Civilian Faculty Pay Plan for Air University and the USAF Academy*; (3) adds Joint Special Operations University (JSOU); (4) reflects current Air Force organizational changes; (5) includes tier waiver authorities; and (6) administrative changes.

## Chapter 1

### CIVILIAN FACULTY PERSONNEL MANAGEMENT OVERVIEW

#### 1.1. Overview.

1.1.1. Applicability and Coverage. This instruction establishes the requirements for the employment of Title 10 United States Code civilian faculty positions in Air Force post-secondary educational institutions, specifically Air University (AU) (which includes the Air Force Institute of Technology (AFIT) as a subordinate unit) and the United States Air Force Academy (USAFA). Additionally, it establishes guidance for servicing civilian faculty positions employed by the Joint Special Operations University (JSOU).

1.1.2. Legal Authority. These programs are authorized by Title 10 United States Code Section 9021 (10 USC § 9021) for AU, Title 10 United States Code Section 9314 (10 USC § 9314) for AFIT, Title 10 United States Code Section 9338 (10 USC § 9338) for USAFA, Title 10 United States Code 1595 and Public Law 115-232, *John S. McCain National Defense Authorization Act for Fiscal Year 2019* (PL 115-232) for JSOU. All the laws, rules, regulations, and procedures that apply to General Schedule (GS) and/or Senior Executive Service (SES) employees also apply to civilian faculty members hired under this pay plan unless this instruction specifies otherwise.

1.1.3. Personnel occupying academic positions in the above listed institutions follow an Academic Rank/Numeric Designator, that is established by the service in accordance with DoDI 1402.06.

## Chapter 2

### ROLES AND RESPONSIBILITIES

**2.1. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR):** serves as an agent of the Secretary and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets addressing management of civilian faculty personnel and positions.

**2.2. Deputy Chief of Staff of the Air Force, Manpower, Personnel and Services (AF/A1):** develops, coordinates, and oversees personnel policy and essential procedural guidance for the management of civilian faculty personnel and positions.

**2.3. Civilian Force Management Directorate (AF/A1C) shall:**

2.3.1. Develop and implement policies and pay plans pertaining to civilian faculty positions.

2.3.2. Annually, establish Faculty Pay Schedules with AU, USAFA, and JSOU coordination.

**2.4. AU Commander (AU/CC), USAFA Superintendent (USAFA/SUPT), and Joint Special Operations University President (JSOU/P):** shall execute and maintain the Title 10 Civilian Faculty Program by developing, coordinating, approving, and implementing the administration of the program. (T-0) While Air Force educational organizations with Title 10 faculty remain military units with commanders/directors ultimately held responsible for mission success, faculty participation in governance is recognized as a key element of post-secondary education. (T-0)

## Chapter 3

### CLASSIFICATION AND POSITION MANAGEMENT

**3.1. Classification.** The Office of Personnel Management (OPM) classification standards do not apply to employees who are covered by this instruction since they fall under the exclusions of Title 5 United States Code Section 5102 (b)(10) (5 U.S.C. § 5102).

3.1.1. Position Descriptions. Core personnel documents will reflect the pay plan, academic rank/numeric designator, duty title and duties/responsibilities of the position. (T-1)

3.1.2. Pay Plan. The faculty pay plan is denoted by the term “Administratively Determined” (AD) followed by a numeric designator.

3.1.3. Academic Rank/Numeric Designator. Numeric designators are not grades, but serve as identifiers for academic rank or academic administrative positions.

3.1.3.1. Academic Rank 21 (AD-21): Instructor.

3.1.3.2. Academic Rank 22 (AD-22): Assistant Professor.

3.1.3.3. Academic Rank 23 (AD-23): Associate Professor.

3.1.3.4. Academic Rank 24 (AD-24): Professor.

3.1.3.5. Academic Rank 25 (AD-25): Administrative Faculty.

3.1.3.6. Academic Rank 26 (AD-26): Senior Manager.

3.1.3.7. Academic Rank 27 (AD-27): School Deans.

3.1.3.8. Academic Rank 28 (AD-28): Director of Academic Affairs.

3.1.4. Duties and Titles. The position title, duties, and pay of civilian faculty positions should be similar to those in other Federal and non-Federal degree-conferring institutions.

3.1.4.1. Administrative Faculty. AU/CC, USAFA/SUPT, and JSOU/P may establish administrative faculty positions. Such positions may be filled through the competitive process or by temporarily assigning civilian faculty members. Civilian faculty members who are temporarily assigned to administrative positions may resume their Civilian faculty members duties at management’s discretion unless the member is relieved for cause.

3.1.4.2. Senior Managers. AU/CC, USAFA/SUPT, and JSOU/P may establish senior manager positions at Academic Rank 26(AD-26), Academic Rank 27(AD-27), and Academic Rank 28(AD-28).

3.1.4.3. Other Academic Positions. AU/CC, USAFA/SUPT, and JSOU/P may establish other related academic positions as long as the positions meet the duty requirements for Title 10 faculty. Examples include, but are not limited to, visiting faculty, adjunct faculty, preparatory school faculty, and physical education instructors.

3.1.5. Step Rates. Step rates are reflected on the Faculty Pay Schedule. Civilian faculty members are paid the rate designated for the assigned step.

**3.2. Civilian Faculty Members.** Civilian Faculty Members maintain appropriate faculty qualifications as determined by their organizations and may hold one of four academic ranks:

Instructor, Assistant Professor, Associate Professor, or Professor. AU/CC, USAFA/SUPT and JSOU/P establish academic rank criteria and duties for civilian faculty positions, and may create additional categories, assign the appropriate AD level and establish academic rank criteria.

## Chapter 4

### SELECTION, APPOINTMENT, ACADEMIC RANK, AND EMPLOYMENT OF FACULTY

**4.1. Selection and Appointment.** Select civilian faculty members using a competitive process, in accordance with Merit System Principles. Peer-review is a key principle of faculty appointments in post-secondary education and is consistent with the Air Force practice of panels making recommendations to hiring authorities. In an unusual circumstance, AU/CC, USAFA/SUPT, or JSOU/P may approve an exception to the competitive process when that exception is in the best interest of the Air Force. Such appointments may not exceed one year. All personnel actions must follow equal employment opportunity laws (e.g. unlawful discrimination is prohibited on the basis of race, color, religion, sex (including pregnancy and gender identity and sexual orientation), national origin, disability, genetic information, age (over 40 years of age), or prior Equal Employment Opportunity activity. (T-0)

**4.2. Initial Appointment.** The initial appointment will normally not exceed three years. The AU/CC, USAFA/SUPT, or JSOU/P may increase the initial appointment to five years for appointees with extraordinary qualifications. Newly appointed faculty members are subject to a one-year trial period. (T-1)

**4.3. Academic Rank.** AU/CC, USAFA/SUPT, and JSOU/P will establish minimum performance, education, and experience criteria for assignment or promotion to the academic ranks of Instructor, Assistant Professor, Associate Professor, and Professor. (T-1) These criteria should be consistent with comparable Federal and non-Federal degree-conferring institutions.

**4.4. Academic Promotions.** AU/CC, USAFA/SUPT, and JSOU/P establish a merit-based academic rank promotion program that includes achievements in teaching, scholarly activities and service (to the institution, Air Force, Department of Defense, and/or scholarly community). Promotion to higher academic rank does not affect the length of the term of the current appointment.

**4.5. Academic Tenure.** AU/CC and JSOU/P may establish standards to grant academic tenure. While tenure is not normally granted at the time of initial appointment, exceptions may be granted when the individual concerned has exceptional qualifications. Criteria for granting academic tenure should be outlined in AU and JSOU/P supplemental guidance. USAFA/SUPT may not grant academic tenure.

**4.6. Duty Periods.** The civilian faculty duty period is normally 12 months. AU/CC, USAFA/SUPT, or JSOU/P may approve a shorter duty period with a corresponding pro-rated salary (i.e., 10/12 of an annual salary for a 10-month duty period, 5/12 of an annual salary for a 5-month duty period, etc.).

## Chapter 5

### COMPENSATION ARCHITECTURE

**5.1. Compensation.** AF/A1C maintains the Civilian Faculty Pay Schedules including alternate Faculty Pay Plan Schedules. The schedule is adjusted annually based on the formula provided in [Attachment 2](#). AF/A1C, with AU, USAFA, and JSOU input, reviews the adequacy of the Faculty Pay Schedules. AF/A1C considers salaries at comparable Federal and non-Federal degree-conferring institutions in order to establish pay schedules comparable to those of similar institutions. The key consideration in determining initial compensation for any particular faculty member is comparability to faculty with similar credentials at similar institutions. There is no expectation that every step in a pay schedule is available to every faculty member, nor is there any expectation of earning step increases due solely to longevity. AU/CC, USAFA/SUPT, and JSOU/P may establish maximum pay caps within pay scales for particular specialties or positions to ensure compensation remains consistent with salaries at other institutions and does not exceed the limitation prescribed by [paragraph A2.3](#) of this publication.

**5.2. Initial Appointment.** Determine starting salary primarily on the individual's academic and experiential qualifications; additional factors may include but are not limited to the demand for the academic discipline, the availability of qualified applicants, and the level of responsibility (for administrative faculty).

**5.3. Merit Pay Adjustments. AU/CC, USAFA/SUPT, and JSOU/P establish criteria for Merit Pay Adjustments.** Faculty members may receive step increases based on performance. In addition to receiving step increases, faculty members may receive cash and/or time off awards concurrently.

**5.4. Promotion in Academic Rank.** The pay of a civilian faculty member promoted from one academic rank to the next higher academic rank is set at an increase of two salary steps. If the two salary step increase is less than the minimum rate of the new academic rank, pay is set at the minimum step of the new academic rank. Step increases resulting from promotion do not preclude the awarding of additional step increases during the same appraisal cycle based on performance.

**5.5. Criteria for Appointment to Specific Academic Rank.** The academic rank is determined based upon the selectee's credentials and awarded on the effective date of the appointment. The following criteria is used to determine the academic rank. (**Note:** "Relevant" means—in the field specified in the academic title or a closely related field.)

5.5.1. Instructor. A relevant master's degree from an accredited institution or equivalent experience and professional recognition; interest in and demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities. For associate degree programs, the academic rank of instructor is defined as a relevant associate's degree from an accredited institution or federal degree granting institution or equivalent experience and professional recognition; interest in and demonstrated or presumptive potential for effective teaching, research, consultation, and other scholarly and professional activities.

5.5.2. Assistant Professor. A relevant earned doctoral degree from an accredited academic institution or equivalent experience and professional recognition; demonstrated or presumptive

potential for effective teaching, research, consultation, and other scholarly and professional activities.

5.5.3. Associate Professor. A relevant earned doctoral degree from an accredited academic institution or an appropriate terminal professional or academic degree; evidence of sustained teaching effectiveness; research, scholarly, creative, and professional activities including publication in appropriately recognized professional journals (normally refereed archival), books, or monographs; discipline-related community service; and normally, no less than 5 years of significant professional experience, normally including a minimum of 3 years of full-time university-level teaching at the rank of Assistant Professor. Academic rank alone does not suffice for promotion to Associate Professor.

5.5.4. Professor. A relevant earned doctoral degree from an accredited academic institution or an appropriate terminal professional or academic degree; evidence of maturity as a scholar; an established outstanding reputation in an academic discipline demonstrated through broad recognition of research and service accomplishments, including publications in appropriately recognized professional (normally refereed archival) journals, books, or monographs; and at least 10 full years of applicable professional experience, normally including no less than 10 years of full-time university-level teaching with a minimum of 3 years at the rank of Associate Professor. Academic rank alone does not suffice for promotion to Professor. Promotion to Professor implies national or international recognition and significant contributions as a demonstrated leader in carrying out the AU mission.

## Chapter 6

### PERFORMANCE MANAGEMENT

**6.1. Civilian Faculty Performance Appraisal.** Civilian faculty members who are covered by this instruction must be evaluated by their supervisors in accordance with the Defense Performance Management Appraisal Program (DPMAP). (T-0) Supervisors will evaluate employees' performance of assigned duties as specified in their position description and performance plan and provide progress reviews as outlined in Department of Defense Instruction 1400.25V431, Air Force Instruction 36-1002 (AFI 36-1002), *Performance Management and Appraisal Program Administration in the Air Force*, during the appraisal period. (T-0)

**6.2. Performance.** Supervisors will contact the servicing Civilian Personnel Flight if a civilian faculty member's performance does not meet the supervisor's expectations.

## Chapter 7

### EMPLOYEE RELATIONS

**7.1. Nonrenewal of an Appointment.** AU/CC, USAFA/SUPT, or JSOU/P determine whether to renew the appointment of a civilian faculty member without academic tenure at their respective institutions prior to the end of their appointment. If the appointment is not renewed, the affected faculty member will be notified in writing following the procedures developed by AU/CC, USAFA/SUPT, and JSOU/P.

**7.2. Advance Notice.** A civilian faculty member should provide at least six months' notice of intention to resign or retire to ensure the institution has sufficient time to recruit and hire a replacement.

**7.3. Disciplinary Actions.** Supervisors follow the procedures within AFI 36-704 for any disciplinary or other adverse action affecting a Title 10 faculty member. Supervisors should contact the servicing Civilian Personnel Flight for assistance and guidance on any disciplinary or adverse action affecting a Title 10 faculty member.

**7.4. Employee Concerns.** Employees may file a grievance in accordance with the administrative grievance process as prescribed by AFI 36-706, *Administrative Grievance System*. Employees may also use the Equal Employment Opportunity complaint process. Employees should contact the servicing Civilian Personnel Flight promptly as most procedures include deadlines for filing complaints.

## Chapter 8

### BENEFITS

**8.1. Leave, Health Benefits, Life Insurance, and Retirement.** Civilian faculty members' are afforded benefits in accordance with applicable Air Force policy directives and instructions. Employees should contact the Benefits and Entitlements Services Team (BEST) if they have questions on health benefits, life insurance and retirement questions. Civilian faculty members earn and use leave in accordance with applicable Air Force policy directives and instructions. Employees may contact the servicing Civilian Personnel Flight for information on earning and using leave.

**8.2. Leave for Professional Development.** Paid leave for professional development may be granted when the leave will contribute significantly to improving or furthering the mission of the institution. Applicants for paid leave must present evidence that they plan to use the time for scholarly or professional activities that will advance their professional standing and enrich their teaching upon return. (T-0) Such leave is not an entitlement and approval is always subject to meeting mission needs.

## Chapter 9

### DEVELOPMENT AND TRAINING OF CIVILIAN FACULTY

**9.1. Long-Term Training and Education Program.** Title 10 employees may be eligible for similar developmental opportunities available to Title 5 employees. The program provides comprehensive training or education for employees who have significant changes in their responsibilities, or need the training to accomplish the Air Force mission. Under this program, employees are authorized to receive tuition, travel, per diem (or transportation of dependents and household goods in lieu of per diem), and salary. If the faculty member accepts this opportunity for training or education, he or she must complete a Standard Form (SF) 182, *Authorization, Agreement and Certification of Training*, or a locally developed service agreement. If the member does not fulfill this obligation, he or she must reimburse the Air Force for the tuition and incidental expenses associated with the education program. Employees interested in long-term training/education should contact their supervisor. (T-0)

SHON J. MANASCO  
Assistant Secretary of the Air Force  
(Manpower and Reserve Affairs)

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

- AFPD 36-1, *General Civilian Personnel Provisions and Authorities*, 23 July 2013
- DoDI 1402.06, *Civilian Faculty Positions in Department of Defense (DoD) Post-Secondary Educational Institutions*, 6 November 2007
- AFMAN 33-363, *Management of Records*, 1 March 2008
- 10 USC § 1595, Joint Special Operations University
- PL 115-232, *John S. McCain National Defense Authorization Act for Fiscal Year 2019*, 13 August 2018
- 10 USC § 9021, *Air University: civilian faculty members*, 2016 Edition
- 10 USC § 9314, *Degree granting Authority for United States Air Force Institute of Technology*, 2016 Edition
- 10 USC § 9338, *Civilian faculty; number; compensation*, 2016 Edition
- 5 USC § 5102, *Definitions; application*, 2016 Edition
- AFI 36-1002, *Performance Management and Appraisal Program Administration in the Air Force*, 15 November 2016
- AFI 36-704, *Discipline and Adverse Actions of civilian employees*, 3 July 2018
- AFI 36-706, *Administrative Grievance System*, 22 May 2014
- 5 USC § 5303, *Annual adjustment to pay schedules*, 2016 Edition
- 5 USC § 5304, *Locality-based comparability payments*, 2016 Edition
- 5 USC § 5373, *Limitation on pay fixed by administration*, 2016 Edition

***Prescribed Forms***

None

***Adopted Forms***

- AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*
- AF Form 847, *Recommendation for Change of Publication*
- SF 182, *Authorization, Agreement and Certification of Training*

***Abbreviations and Acronyms***

- AD**—Administratively Determined
- AF**—Air Force
- AFIT**—Air Force Institute of Technology

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**AU**—Air University

**AU/CC**—Air University Commander

**BEST**—Benefits and Entitlements Services Team

**DoD**—Department of Defense

**DoDI**—Department of Defense Instruction

**DPMAP**—Defense Performance Management Appraisal Program

**GS**—General Schedule

**HSB**—Human Resource Strategic Board

**JSOU**—Joint Special Operations University

**JSOU/P**—Joint Special Operations University President

**OPM**—Office of Personnel Management

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SES**—Senior Executive Service

**SF**—Standard Form

**SUPT**—Superintendent

**USAFA**—United States Air Force Academy

**USC**—United States Code

### *Terms*

**Civilian Faculty Positions**—Positions at a DoD post-secondary educational institution whose incumbents are appointed pursuant to the authorities in Title 10 United States Code Sections 9021, 9314, and 9338 and whose primary duties involve teaching, lecturing, instructing, facilitating discussions in seminars, conducting scholarly research and writing, designing or developing curricula and/or learning support systems, providing academic advice or consultation, management and governance of the academic enterprise or an educational program (e.g., dean, director, department chair or head, president, vice president, provost, or the equivalent), and/or performing duties that are commonly understood to be duties appropriate for a member of the faculty of a fully accredited post-secondary academic institution in the United States.

**Extraordinary qualifications**—. Qualifications must be more extensive in quantity and generally more impressive in quality than those of faculty members with the same length of service and with the terminal degree that have been promoted. Furthermore, the faculty member's extraordinary performance must be recognized regionally, nationally and/or internationally.

**Terminal Degree**—The highest degree awarded in a given field.

**Trial Period**—The first year of employment where the individual serves at the discretion of the AU/CC, USAFA/SUPT, or JSOU/P.

## Attachment 2

### FACULTY PAY PLAN ADJUSTMENTS

**A2.1. Background.** The Faculty Pay Plan Schedules are adjusted at the same time as the General Schedule (GS). AF/A1C uses the methods described in [paragraph A2.2](#) to adjust the Faculty Pay Plan Schedules. The schedule has 59 steps for Instructor, Assistant Professor, Associate Professor, Professor, and Administrative Faculty; and nine additional steps for Senior Managers.

**A2.2. Schedule Computation.** Steps 1, 17, 31, 53, 80, and 88 are linked with specific grades and steps in the General Schedule (GS):

A2.2.1. Give step 1 the same percentage increase as GS-7, step 1.

A2.2.2. Give step 17 the same percentage increase as GS-11, step 3.

A2.2.3. Set intervening steps between 1 and 17 by adding increments successively to step 1, with the increment derived by dividing the difference between step 1 and step 17 by 16.

A2.2.4. Give step 31 the same percentage increase as GS-12, step 6.

A2.2.5. Intervening steps between 17 and 31 are derived in the same manner as those between steps 1 and 17, except that the difference between steps 17 and 31 is divided by 14.

A2.2.6. Give step 53 the same percentage increase as GS-15, step 3.

A2.2.7. Intervening steps between 31 and 53 are derived in the same manner as those between steps 1 and 17, except that the difference between steps 31 and 53 is divided by 22.

A2.2.8. Steps 54 through 59 are an extrapolation of the line from steps 31 to 53. That is, steps 54 to 59 are derived by adding the same increment that was added for steps from 31 to 53. To compute step 54, add the increment to the new step 53.

A2.2.9. [For Alternate Schedule Only] compute steps 60 and above by adding the same increment that was added for steps 54 through 59.

A2.2.10. The Senior Manager (steps 80 through 88) are derived as follows:

A2.2.10.1. Grant step 80 the same percentage increase received by steps 54 and 55 combined.

A2.2.10.2. Grant step 88 the same percentage increase as the Senior Executive Service increase.

A2.2.10.3. Intervening steps between 80 and 88 are derived in the same manner as those between steps 1 and 17 except the divisor is 8.

**A2.3.** Title 5 United States Code Section 5303(e) (5 USC § 5303) and Title 5 United States Code Section 5304(g)(1) (5 USC § 5304) limits USAFA, AU, and JSOU Civilian Faculty Pay Plan Schedules and Title 5 United States Code Section 5373 (5 USC § 5373) limits the AFIT Civilian Faculty Pay Plan Schedule to salary rates that may not exceed the salary for level IV of the Executive Schedule; therefore, pay caps and salary ceilings imposed on the General Schedule affect rates on this plan. In addition, on an annual basis an executive order and the President's Pay Agent memorandum to continue locality pay for non-GS categories is published with additional guidance at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>.

