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Office of the President
PPM-004-2017

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SUBJECT: Pay Setting Policy for the Promotion of Administratively Determined (AD) Employees

A. **Purpose:** This President's Policy Memorandum (PPM) replaces PPM-004-2015 and establishes the maximum promotion rate for Uniformed Services University of the Health Sciences (USUHS) Administratively Determined (AD) employees

B. **References:** *See enclosure*

C. **Applicability.** This policy applies to all USU AD positions.

D. **Policy.**

1. Promotions. AD employee's promotions will be limited to the maximum of 25% of base pay not to exceed the appropriate limit established under reference b.

2. The only exceptions to exceeding the 25% limitation may occur when the employee's basic pay does not meet the new minimum of the applicable base pay range. In such instances, the employee's pay will be set at the minimum of the new applicable pay range.

3. Neither the lack of a pay increase nor the amount of a pay increase regarding actions specified in the sections above are grievable under USU administrative grievance procedures or appealable to the Merit Systems Protection Board (MSPB).

E. **Effective Date:** This President's Policy Memorandum shall be effective immediately

Richard W. Thomas, MD, DDS, FACS
Major General, U.S. Army (Retired)
President

Enclosure:
Reference

REFERENCES

1. PPM-004-2015, "Pay Setting Policy for the Promotion of Administratively Determined (AD) Employees," dated April 1, 2015 (cancelled).
2. 10 United States Code 2113(c)
3. USU AD Salary Schedules as amended
4. USU Instruction 1412 as amended