

**HIGHEST PREVIOUS RATE (HPR)
JUSTIFICATION FORM**

Employee Name: _____

SSN: _____

Activity: _____

Organization/Code: _____

Position (Title/Series/Grade): _____

It is the policy of the Department of the Navy to set pay at the minimum step required by law or regulation unless a higher rate is permissible and in the interest of the Government. Whenever a higher rate is permissible, activity management will review the rate to be set on the basis of the needs of the activity, assessment of the qualifications of the employee, equity among employees, and availability of funds. In no case will there be an automatic placement in the highest rate permissible.

The applicant listed above is eligible for a step above the minimum step as follows:

Step _____ **of Grade** _____ **based on the highest previous rate of**

\$ _____ **per annum/per hour as a** _____

(Title, Series and Grade)

from _____ **to** _____

(Date)

(Date)

Justification: I have reviewed the HPR criteria identified above, and the following factors are applicable to this position (Mark with an X and attach any necessary additional justification).

- _____ Needs of the Activity
- _____ Quality of the employee
- _____ Pay equity among employees
- _____ Availability of Funds

I have reviewed the policy stated above and have given careful consideration to overall pay alignment within the organization and other salary management considerations, including availability of funds. I have determined that it is in the best interest of the government to set the salary as indicated below:

_____ Minimum Rate	_____ Highest Previous Rate	_____ Other
Step 1	Step _____	Step _____

Supervisor's Signature and Code

Date

Approving Official's Signature and Code

Date

Funding Approval Official

Date

HRD Review

Date