



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY  
PSC 817 BOX 1  
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 12531.9  
21:KMC:aw

21 JUN 1999

NAVSUPPACT NAPLES INSTRUCTION 12531.9

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: WITHIN-GRADE INCREASES FOR U.S. CIVILIAN EMPLOYEES

Ref: (a) OCPMINST 12431.1  
(b) NAVSUPPACT NAPLES INST 12431.2

1. Purpose. To establish procedures for effecting within-grade increases (WGI) for U.S. civilian employees in the General Schedule (GS) and Federal Wage System (FWS).

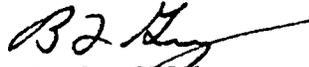
2. Cancellation. HRO NAPLES INST 12531.3

3. Scope. The provisions of this instruction apply to all GS employees serving in permanent positions and FWS employees serving in permanent/temporary positions that are paid at less than the maximum step of their grades in activities serviced by the Human Resources Office (HRO), Naples, Italy.

4. Action

a. A GS or FWS employee whose performance rating of record reflects an acceptable level of competence or satisfactory performance, respectively, and who has not reached the maximum step of his or her grade, will be granted a WGI per reference (a).

b. Within-grade increases for eligible employees covered under this instruction will be effected by HRO, Naples, unless a decision is made by management to withhold the increase due to unacceptable performance. Notification of eligibility for WGIs will not be made to management officials. When it is determined that a WGI should be withheld, the appropriate management official should notify HRO in writing, and the provisions of reference (b) are to be followed.

  
B. L. GRAY

Distribution:  
NAVSUPPACT NAPLES INST 5216.4U  
Lists: I, II, III (2.3.5.8.9.  
15.16.17.18.19.20.21.22.24.25.  
26.27.28.31. only); IV (2.6.9. only);  
V (2. only); VII (20. only);  
ROICC, Aviano  
ROICC, Vicenza