Tribal Pay-Related Adjustments (Pay Cost)

Each year the Department's Budget Office (POB) sends out a worksheet requesting year end actual salary data and FTE. This information is used to formulate the amount of fixed cost increases for pay and benefits that will be included in the President's Budget Request. Congressional appropriations determine the actual level of funding provided. The Indian Self Determination and Education Assistance Act, P.L. 93-638, as amended, entitles tribes to the same rate of pay increase as federal employees. In order for tribes to share in these increases, Office of Budget and Performance Management (OBPM) sends out a data call requesting the salary and FTE information annually.

1. Prior to issuance of annual data call, by October 1:
    a. OBPM will review and update 638 pay base salary worksheets to reflect current tribes by Region annually.
    b. The OBPM will confirm Regional point of contacts (POC).
    c. Regional Budget Officers (RBO)/Regional Awarding Officials (RAO) will confirm tribal POCs for all tribes within their region, including Self Governance (SG) tribes.
2. OBPM issues data call to RBOs in October/November to collect PY base salary information from all tribes within their Region including SG tribes.
    a. Regions will distribute data call to all tribes in their region including SG tribes within five (5) business days.
    b. The RBO/RAOs will have four (4) weeks to collect salary information from the tribes.
3. Guidelines for no salary data:
    a. NEW: If salary data is not current (PY Actuals), then the year used must be provided in the *Year of Data table* at the bottom of the base salary worksheet.
        i. There is a 4 year limit of no response, after which the Tribe will not be eligible for pay increases.
        ii. To resume/continue pay increases, the Tribe must submit updated salary info during the open data call timeframe established in October/November for the BY.
    b. NEW: If zero salaries reported for any Tribe, check appropriate box in the *Zero Salaries Explanation table* at the bottom of the base salary worksheet.
        i. If marked "Other", written confirmation from Region for each of those instances is required.
4. RBO/RAO review upon receipt in December:
    a. Follow up with any tribes including SG tribes that have not responded by set due date;
        i. If still no response, use last available data and record year (4 year limit)
    b. Ensure tribal base salaries (no benefits) that are paid out of each budgeted program line are used;
    c. Ensure salaries are entered in actuals not thousands;
    d. Ensure PY Actual salaries are used;

e. Review *Base Check table* at the bottom of the base salary worksheet;
     i. This does NOT apply to SG tribes as compacts include other non-TPA funds
  f. Check that CTGP is NOT broken out;
  g. NEW: Ensure there is an explanation for any zero salaries reported.
5. Submission of data call (4 weeks from issuance):
  a. RBO finalizes 638 pay base worksheet;
  b. NEW: RBO completes cover sheet and obtains required signatures;
  c. RBO saves documents to designated shared drive folder by established due date.
6. OBPM review upon receipt in December:
  a. Work with RBO/RAOs to resolve any discrepancies.
7. OBPM develops a summary table in December of submitted salary data to calculate spread of amounts provided by POB down to the comp table level for each element identified in their table (i.e. Pay Raise, Change in Paid Days, etc.).
8. Once Congressional indications of Fixed Costs are known, final 638 pay-related adjustments worksheet is prepared and loaded to TPA table in preparation for final Appropriation.