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ACQUISITION,  
TECHNOLOGY  
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AcqDemo Memorandum (AM) 14-03 – Part-time and Intermittent Work Schedules under the Contribution-based Compensation and Appraisal System (CCAS)

- References: (a) Federal Register Notice (FRN), 64 FR 1426, January 8, 1999, as amended by 67 FR 20192-20193 (April 24, 2002); Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo); Department of Defense (DoD), Section III.D.3.
- (b) DoD Civilian Acquisition Workforce Personnel Demonstration Project Operating Procedures (OP) dated May 15, 2003, Chapter 6
  - (c) Office of Personnel Management Guide to Processing Personnel Actions, Chapter 24, Paragraph 2
  - (d) AcqDemo Memorandum (AM) 13-03 – AcqDemo Assessment Requirements upon a Rating Official Change or Employee Movement

Purpose. AM 14-03 clarifies and expands the guidance found in References (a) and (b) regarding CCAS applicability to employees having part-time or intermittent work schedules and their eligibility to receive appraisals and payouts under CCAS.

Effective Date. This AM becomes effective on October 1, 2014 and will expire upon incorporation into an upcoming revision of Reference (b). Until its expiration, place this AM in front of Chapter 6 of Reference (b).

Background.

a. Reference (a) provides two paragraphs relating to appraisal eligibility. These are:

1. "If on October 1, the employee has served under CCAS for less than ninety (90) consecutive calendar days, the rating official shall wait for the subsequent annual cycle to assess the employee. The first CCAS appraisal must be rendered within 15 months after entering the demonstration project."

2. "Employees who have served under CCAS for less than 90 consecutive calendar days shall not receive contribution rating increases or contribution awards for that cycle. However, their salaries shall be increased by the amount and at the time of the next General Schedule pay increase under 5 U.S.C. 5303."

b. Reference (b) provides two paragraphs, "Appraisal Eligibility" found at Section 6.4.3a and "Part-time Employment" found at Section 6.4.3c, that contain provisions possibly

impacting employees on part-time or intermittent work schedules. These are:

1. "6.4.3a. Appraisal Eligibility. The Federal Register requires that employees must be under the Contribution-based Compensation and Appraisal System on September 30th in order to be appraised. In addition, they must be under CCAS for 90 consecutive calendar days or more during the rating cycle before they may receive an annual OCS. The annual appraisal cycle begins on October 1st and ends on September 30th of the following year."

2. "6.4.3c. Part-time Employment. Part-time employees are treated as full-time equivalents. Appraisals are based on full-time equivalent contributions and salary adjustments are based on the full-time annual rate of basic pay. Pay pool managers may prorate CA amounts."

Guidance.

a. Under CCAS for 90 Consecutive Calendar Days. Both References (a) and (b) indicate AcqDemo employees need to be under CCAS for at least 90 consecutive calendar days during a rating cycle in order to be appraised. Neither References (a) or (b) address how many actual hours or days employees would need to be in a pay status performing their duties in the 90 consecutive calendar day period. Absent this information, the indication is that employees have to be under CCAS, regardless of work schedule, for at least one 90 consecutive calendar day period in an appraisal cycle. It is also indicated that the supervisor will discuss expectations of contribution with the employee shortly after arrival, and these expectations will be used for the purpose of measuring their contributions to the mission of the organization during that cycle.

b. Part-time Work Schedules.

1. Reference (c) provides that part-time requires employees to work less than full-time, but for a specific number of hours (usually 16-32 per administrative workweek) on a prearranged scheduled tour of duty. Section 6.4.3c of Reference (b) mentions that: "Part-time employees are treated as full-time equivalents." This requirement is typically used in the AcqDemo pay setting process to provide a mechanism to adjust base pay increase percentages for consistency and equity with comparable contributions achieved within differing work schedules. The subsequent base pay adjustment is then based on each employee's annual rate of base pay.

2. Section 6.4.3c of Reference (b) further indicates that: "Appraisals are based on full-time equivalent contributions. . ." The CCAS focuses on measuring individual employee contributions to the mission of an organization and facilitates an employee's pay progression tied to his/her organizational contribution and level of position. To be more in line with these principles, appraisals should be based on an employee's contributions achieved in the time period the employee actually worked in a pay status during the 90 consecutive calendar day period and the time left in the appraisal cycle, if any.

c. Intermittent Work Schedules. Reference (c) describes intermittent as a work schedule under which employees perform service without a regularly scheduled tour of duty.

Since there is no stipulation for a minimum work schedule under CCAS, employees on intermittent work schedules would need to have been under CCAS for at least one 90 consecutive calendar day period in their appraisal cycle and have a contribution plan for the contributions expected during that appraisal cycle in order to be appraised.

d. Appraisals. The annual appraisal cycle begins on October 1st and ends on September 30th of the following year. In order to be appraised, assigned an Overall Contribution Score, and receive an official rating, an employee must:

1. Have been under CCAS for at least one 90 consecutive calendar day period during the rating cycle;
2. Have been under a CCAS contribution plan with objectives, expectations, etc., prepared for the contributions and results to be achieved in the time period the employee would actually be in a pay status working during the appraisal cycle;
3. Be under the CCAS on September 30<sup>th</sup>; and
4. Be employed by an AcqDemo organization on the effective date of the appraisal, i.e., January 1<sup>st</sup> of the calendar year following the close of the appraisal cycle.

e. Payouts. Employee contribution achievements are assessed for a possible Contribution Rating Increase (CRI) and or Contribution Award (CA) by the supervisor and Pay Pool Panel during the CCAS appraisal process. The employee may be eligible for a CRI and or a CA depending on their final appraisal. CRIs would be calculated in accordance with the section titled "Guidance," paragraph b.1, above. Contribution Awards (CA) may be prorated by the Pay Pool Manager. Employees must be employed by an AcqDemo organization on the effective date of the payouts, i.e., the beginning of the first full period in January following the close of the appraisal cycle, in order to receive the payouts.

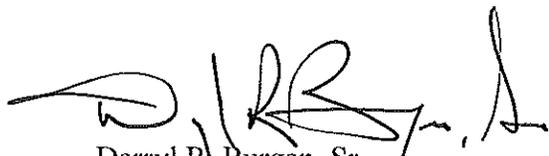
f. Employee Movements. In the event an employee leaves his or her current organization after the close of an appraisal cycle, use Reference (d) to determine the appropriate appraisal and or payout action.

Action.

1. Change the title of Section 6.4.3 of Reference (b) to "Appraisal Eligibility, Special Circumstances, and Part-time and Intermittent Work Schedules".
2. Change the title of Section 6.4.3c of Reference (b) to "Part-time and Intermittent Work Schedules."
3. Add the following statement at the end of Section 6.4.3c of Reference (b): "Refer to AcqDemo Memorandum (AM) 14-04 – Part-time and Intermittent Work Schedules under the Contribution-based Compensation and Appraisal System (CCAS) for detailed guidance."

4. File this AM in front of Chapter 6 of Reference (b).
5. Ensure the widest dissemination possible of this memorandum to all AcqDemo organizations.

Point of Contact. Questions concerning this policy should be directed to Betty Duffield, Policy Coordination Officer, at [Betty.Duffield@dau.mil](mailto:Betty.Duffield@dau.mil) or by phone at 703-805-4460.



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