



ACQUISITION,
TECHNOLOGY
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

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WASHINGTON, DC 20301-3000

23 September 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: AcqDemo Memorandum (AM) 14-04 – Nature of Action Code (NOAC) 891,
Performance-based Pay Increase Provided on a Regular Cycle

- References:
- (a) Office of Personnel Management (OPM); Guide to Processing Personnel Actions (GPPA); Chapter 17. Pay and Step Changes; Table 17-D. Pay and Step Changes Under Pay Systems Not Captured in Tables 17-A thru 17-C; Rule 3
 - (b) DoD Civilian Acquisition Workforce Personnel Demonstration Project Operating Procedures (OP) dated May 15, 2003, Appendix G
 - (c) OPM Operating Manual Update dated August 6, 2006
 - (d) Federal Register Notice (FRN), 64 FR 1426, January 8, 1999, as amended, Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo); Department of Defense (DoD)

Purpose. AM 14-04 provides guidance, based on Reference (a), for the use of NOAC 891 to record and process an AcqDemo Contribution Rating Increase (CRI).

Effective Date. This AM is effective immediately as an augmentation to Reference (b) and should be filed immediately preceding Appendix G of Reference (b). This AM will expire upon incorporation into an upcoming revision of Reference (b). Please ensure the widest dissemination possible to all AcqDemo organizations.

Background.

a. In 2005, the Office of Personnel Management proposed to make changes to NOACs to reflect the fact that a significant number of employees were or will be covered under pay systems other than the General Schedule (GS). The general goal was to move toward more generic NOACs that work across pay systems, instead of using GS-specific codes. As a result, NOAC 891 was revised to represent performance-based pay increases provided on a regular cycle (e.g., annual) when there are at least two levels of performance-based pay increases for employees rated fully successful or higher. This revision became effective as of April 30, 2006 in accordance with reference (c).

b. The AcqDemo Contribution-based Compensation and Appraisal System (CCAS) as authorized in Reference (d) provides scores ranging from 0 to 115 that are used to assess employees' contribution verses compensation. An increase in an Overall Contribution Score found within either the normal pay region or the Inappropriately Compensated – B Region (undercompensated pay region), as implemented by Reference (b), provides eligibility for a CRI and one of three summary level designators, i.e., fully successful, highly successful, or

outstanding for translation of Reduction-In-Force (RIF) retention service credit to an appraisal rating level. A score within the Inappropriately Compensated – A Region (overcompensated pay region) generally indicates unsuccessful contribution, with no CRI eligibility, no RIF retention service credit, and an unsuccessful yearly assessment. Since the AcqDemo CCAS as implemented provides eligibility for a CRI and two appraisal rating levels above fully successful, the AcqDemo CRI is considered to match the definition in Reference (a) for a NOAC 891.

Guidance. NOAC 891 replaces NOAC 894, General Adjustment, for recording an AcqDemo CRI. NOAC 894 will still be used to capture the general pay adjustments in January. This change will require the preparation of two Standard Form 50s to capture the two different pay adjustments in the Defense Civilian Personnel Data System (DCPDS) to facilitate collecting this information for assessment purposes. The AcqDemo Legal Authority Code for both the 891 and 894 NOACs remains Z2W, P. L. 111-373.

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



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