

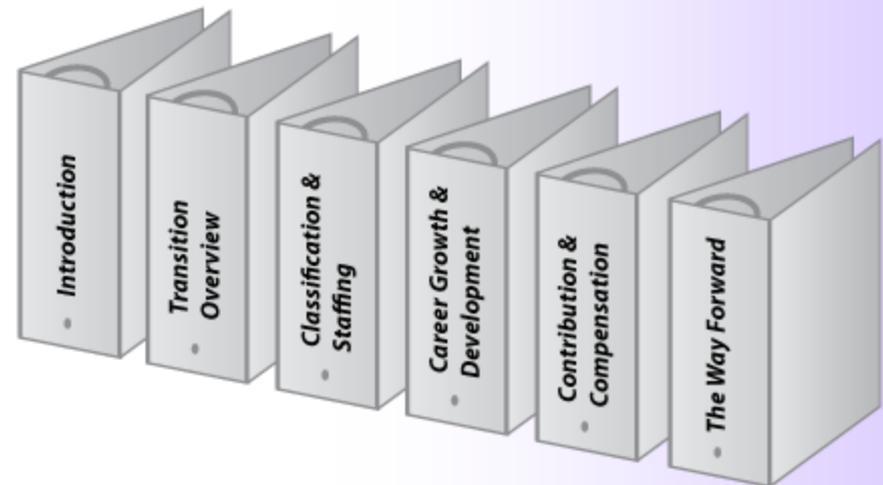


Conversion to DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

Employee Orientation Briefing

**Presented by AcqDemo Program Office
2016**

- Introduction
- Conversion Overview
- Classification & Staffing
- Career Growth & Development
- Contribution & Compensation
- The Way Forward



- Course Objectives
- Legislative History
- Workforce Demographics
- Purpose of AcqDemo
- Key Provisions



To gain an understanding of:

- AcqDemo Background
- GS / AcqDemo Conversion
- AcqDemo Broadbands and Classification Process
- AcqDemo Career Growth and Development Opportunities
- AcqDemo Contribution-Based Compensation and Appraisal System (CCAS)

FY 1996, as amended in FY98 – Encourages SECDEF to conduct personnel demonstration project for the civilian acquisition workforce

AcqDemo is the first demo that crossed DoD Component lines; implemented with issuance of Federal Register Notice, 8 Jan 1999

FY 2004 – Changes participation limit 120,000

NSPS implemented across DoD in FY2006/2007; intended to become DoD standard personnel system

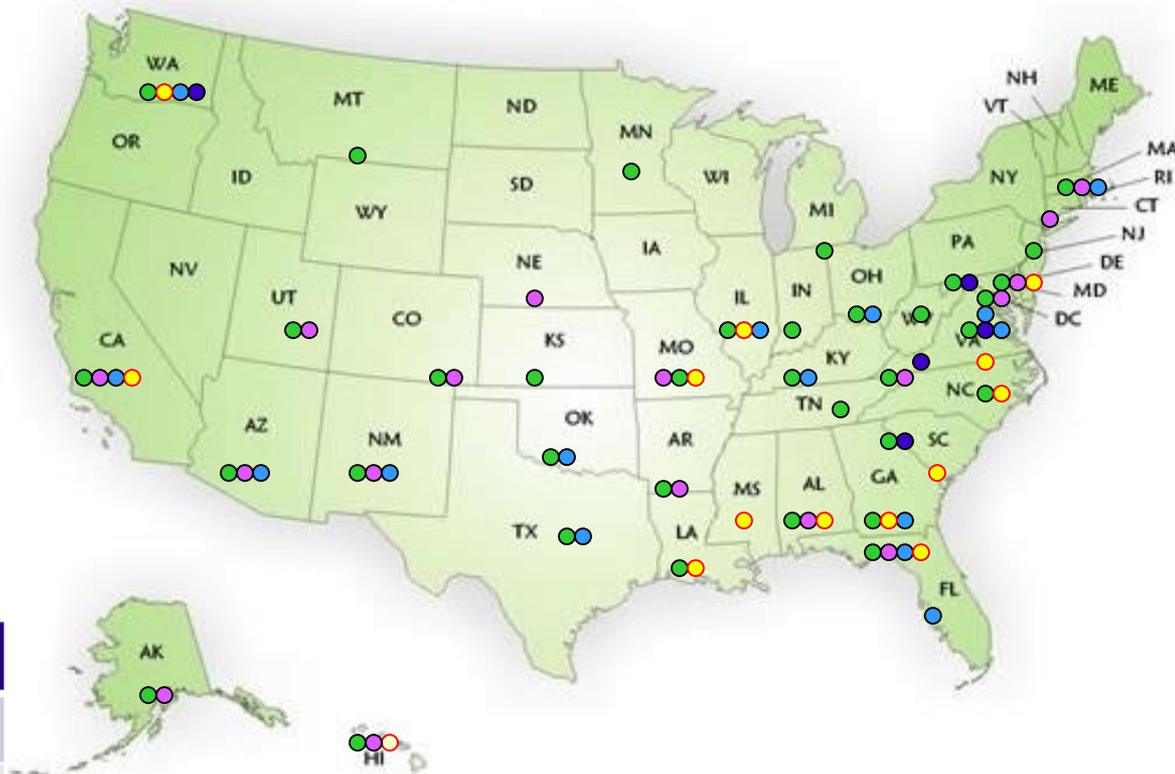
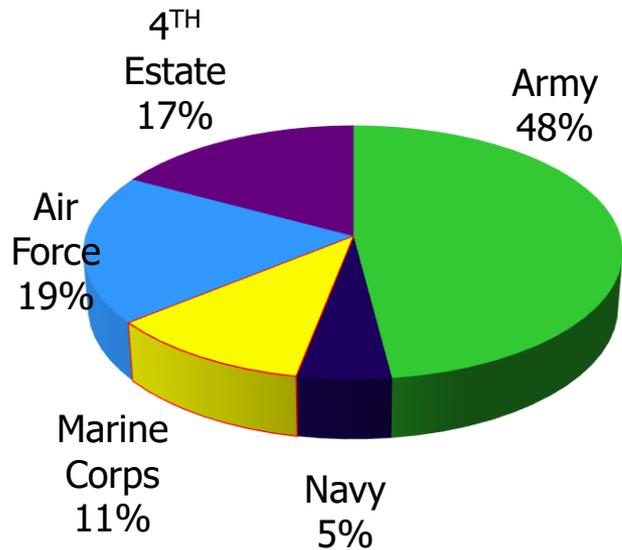
FY 2010 – Directs NSPS termination and the transition of employees to the personnel system that last applied

FY 2016 – Extends the duration of AcqDemo through 31 Dec. 2020

NOTE: AcqDemo has also submitted an FY2017 Legislative Proposal for program permanency.

INTRODUCTION

AcqDemo Workforce Demographics



As of: 21 Oct 2015

Component	Population
Army	7,839
Navy	756
Marine Corps	1,858
Air Force	3,165
4th Estate	2,861
Total:	16,479

Foreign Locations							
Bahrain	Belgium	Egypt	Israel	Japan	Netherlands	Republic of Korea	United Kingdom
●	●●	●	●	●●●	●	●	●

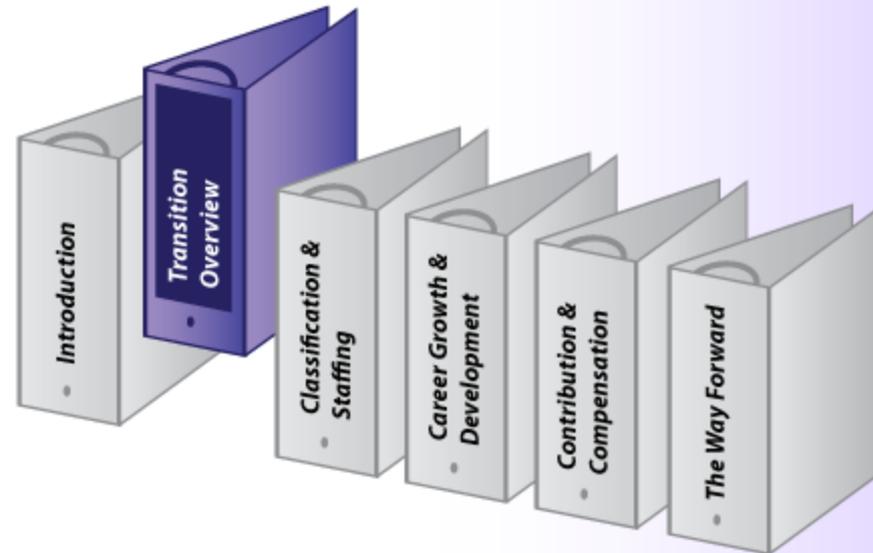
“The purpose of the project is to demonstrate that the effectiveness of DoD acquisition can be enhanced by allowing greater managerial control over personnel processes and functions and, at the same time, expand the opportunities available to employees through a more responsive and flexible personnel system. This project not only provides a system that retains, recognizes, and rewards employees for their **contribution**, but also supports their personal and professional growth.”

Section II A of the Federal Register

- Provides a more rapid ability to design and implement personnel management initiatives and processes for the Acquisition Community
- Pay-setting flexibilities more competitively attract highly-skilled professionals
- Pay-banded classification provides flexibility in assigning and moving personnel
- Provides ability to advance basic pay based on contribution versus longevity
- Provides an appraisal system which allows organizations to reward high contributors, while encouraging inadequate contributors to improve their contributions
- RAND has found retention of high-quality employees is 24 percent higher in AcqDemo versus that for similar employees in the GS pay plan¹

1. Guo C., Hall-Partyka P., Gates, S.M., *Retention and Promotion of High-Quality Civil Service Workers in the Department of Defense Acquisition Workforce*, (Santa Monica, CA: RAND Corporation, 2014) 70, RR748.

- Key Highlights
- What is NOT Changing
- What IS Changing



- New classification structure
- New appraisal system
- New terminology
- Some differences in personnel features from GS
- **No loss of pay from conversion to AcqDemo**

Benefits,
retirement,
health, life, and
other benefits

Leave

Work Schedules

Allowances
& travel/
subsistence
expenses

Veterans'
preference

**All remain the
same!**

Prohibited
personnel
practices

Merit system
principles

Fundamental
due process

Whistleblower
protection

Anti-
discrimination
laws

**Terms
and
Definitions**

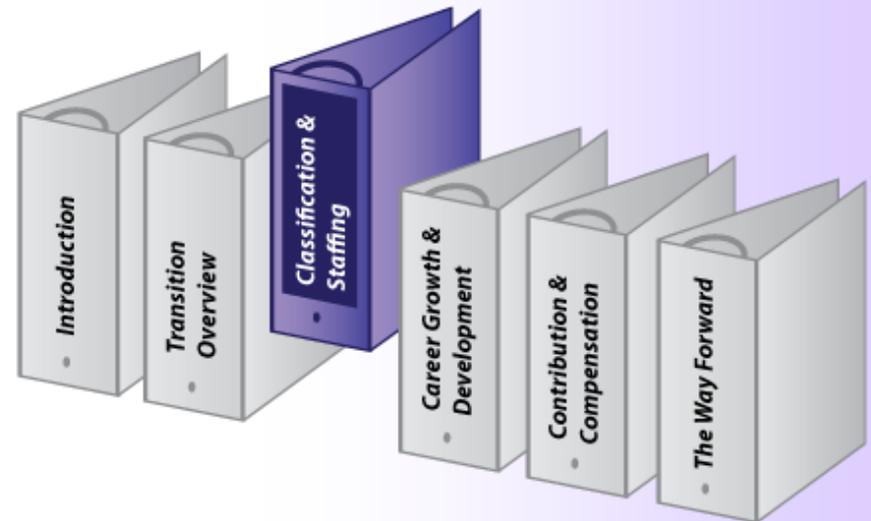
**Broadbands
vs.
Grades/Steps**

**Classification
and
Staffing**

**Rating
and
Rewarding**

**Support
Tools**

- Terminology Crosswalk
- GS to AcqDemo Conversion
- Broadband Structure
- Position Requirements Document
- Classification Process
- Deputies, Supervisors and Team Leaders
- Classification Appeals
- Competitive and Non-Competitive Actions
- Appointment Authorities
- External Placements
- Internal Placements
- Pay Setting
- Reduction-in-Force



General Schedule	ACQDEMO
Occupational Series	Occupational Series
	Career Path Business Management and Technical Management Professional Technical Management Support Administrative Support
Pay Plan Code GS	Pay Plan Designator NH, NJ, NK
Grades 1-15/Steps 1-10	Broadband I, II, III, IV
Position Description (PD)	Position Requirements Document (PRD)

CLASSIFICATION & STAFFING

GS to AcqDemo Classification Conversion

Broadband	NH – Business and Technical Management Professional	NJ – Technical Management Support	NK – Administrative Support
I	GS 1 – 4	GS 1 – 4	GS 1 – 4
II	GS 5 – 11	GS 5 – 8	GS 5 – 7
III	GS 12 – 13	GS 9 – 11	GS 8 – 10
IV	GS 14 – 15	GS 12 - 13	

BUSINESS AND TECHNICAL MANAGEMENT PROFESSIONAL (NH)

I	II	III	IV
\$18,343 - 32,839 (GS 1- 4)	\$28,262 - 67,354 (GS 5 – 11)	\$62,101 - 96,004 (GS 12 – 13)	\$87,263 -133,444 (GS 14 – 15)

TECHNICAL MANAGEMENT SUPPORT (NJ)

I	II	III	IV
\$18,343 - 32,839 (GS 1- 4)	\$28,262 – 50,399 (GS 5 – 8)	\$42,823 - 67,354 (GS 9 – 11)	\$62,101 - 96,004 (GS 12 – 13)

ADMINISTRATIVE SUPPORT (NK)

I	II	III
\$18,343 - 32,839 (GS 1- 4)	\$28,262 - 45,512 (GS 5 – 7)	\$38,771 - 61,306 (GS 8 – 10)

**2016 ACQDEMO
BROADBAND BASE
PAY TABLE
(w/o Locality Pay)**

- Based on assigned duties, identify title & series using OPM classification standards
- Locate occupational series and title in Table 2 of Federal Register to determine Career Path
- Apply appropriate broadband level descriptors to the duties and responsibilities to determine broadband level classification

Problem Solving

Leadership/Supervision

Teamwork/Cooperation

Communication

Customer Relations

Resource Management

- Each Factor has Descriptors and Discriminators for classifying duties and responsibilities
- Career Path, Factors, Descriptors, and Discriminators constitute grading criteria for determining appropriate broadband level

Factor: Leadership / Supervision

NH – Business Management & Technical Management Professional

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
<ul style="list-style-type: none"> • Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. • Proactively guides, coordinate, and consults with others to accomplish projects. • Identifies and pursues individual/team development opportunities. 	<p>Leadership Role</p> <p>Breadth of Influence</p> <p>Mentoring / Employee Development</p>
LEVEL III	
<ul style="list-style-type: none"> • Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. • Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs goals. • Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others. 	<p>Leadership Role</p> <p>Breadth of Influence</p> <p>Mentoring / Employee Development</p>

- PDs to be converted to Position Requirements Document (PRD)
 - PRDs must include:
 - Title, occupational series, career path, broadband level
 - Mission/purpose
 - Duties
 - ***Factors, descriptors and discriminators relevant to the classification of a position***
 - Skills required
 - Selective requirements (clearance, certifications etc)
 - PRDs are written at the top of the broadband to encourage growth and development
 - Employees qualify at the minimum of the broadband and progress based on level of contribution

OPM Classification Standards used:

- Deputies - may be classified in the same broadband as the position to which they report
- Supervisors – classified per GS Supervisory Guide
 - Combination of technical & administrative direction of others
 - Major duty occupying at least 25% of position's time
 - Meet at least the lowest level of Factor 3 (Managerial Authority)
- Team Leaders - classified per GS Leader Guide
 - Regular and recurring duties occupying at least 25% of position's time leading a team of Civilian employees
 - Don't fully meet the lowest level of Factor 3 (Managerial Authority)

Employees have a right to appeal classification of position currently occupied

What can be appealed?

- Title
- Occupational Series
- Broadband level

What cannot be appealed?

- Accuracy of PRD
- AcqDemo Classification criteria
- Pay-setting Criteria
- Propriety of a Salary Schedule
- Matters grievable under an administrative or negotiated grievance procedure



■ Competitive

- Promotions
 - Internal (within AcqDemo): 6 – 20%, at least minimum but NTE maximum
 - External (GS to AcqDemo): 0 – 20%, at least minimum but NTE maximum
- Temporary Promotions > 120 days

■ Non-Competitive

- Re-Promotions
- Change in position having no greater potential than current
- Accretion of Duties
- RIF placement
- Target Career Level Promotions
- Temporary Promotions NTE 120 days
- Modified Term
- Candidates w/ priority consideration
- Addition of supervisor duties in same broadband

- Five appointment options:
 - Permanent appointments
 - Career
 - Career Conditional
 - Temporary Limited – NTE 1 year, +1 year extension
 - Modified Term – NTE 5 years, +1 year extension
 - Excepted Service – e.g. Pathways Programs
 - Target Career Level Positions
 - Eligibility determined by organization or component
 - Recent graduates (within 2 years of completing academic course requirements, or up to 6 years if due to military service obligations)
 - Student Interns (formerly SCEP) can be included
 - STEP positions are excluded from AcqDemo

- Applicant Quality Groups:
 - Candidates meeting minimum qualifications are further reviewed for knowledge, skills and abilities and are assigned a numerical score of 70, 80 or 90 and placed into one of three groups for referral to hiring official:
 - Basically qualified (70)
 - Highly qualified (80)
 - Superior (90)
 - No “Rule of Three”
 - Selecting officials receive a reasonable number of candidates
 - Veterans’ preference applies

Additional Component policy may apply

- Promotion
 - Movement to higher broadband level within the same career path
 - Movement to a different career path and level with a higher maximum pay rate
- Reassignment
 - Change in assignment within career path/broadband level
 - Change to a position in another career path and level with same maximum pay rate
- Movement to a Lower Broadband
 - Voluntary/Involuntary/RIF/Return from a Disability

NH			
I \$18,343 - 32,839 (GS 1 - 4)	II \$28,262 - 67,354 (GS 5 - 11)	III \$62,101 - 96,004 (GS 12 - 13)	IV \$87,263 - 133,444
Promotion →		← Lower Move	
← Reassignment		Promotion ↑	← Reassignment
I \$18,343 - 32,839 (GS 1 - 4)	II \$28,262 - 50,399 (GS 5 - 8)	III \$42,823 - 67,354 (GS 9 - 11)	IV \$62,101 - 96,004 (GS 12 - 13)
NK			
I \$18,343 - 32,839 (GS 1 - 4)	II \$28,262 - 45,512 (GS 5 - 7)	III \$38,771 - 61,306 (GS 8 - 10)	

- New Hires from Outside Federal Government & Reinstatement Eligibles
 - Base pay set within the applicable broadband level
- Non-AcqDemo GS Employees (other than conversion)
 - *WGI/Career Ladder Promotion Buy-in if lateral transfer, reassignment or realignment
 - Base pay set within the applicable broadband level for promotion
 - Pay Retention, if applicable
- Non-GS Federal Employees
 - Not eligible for WGI Buy-in unless WGI eligibility exist under their current pay system
 - Not eligible for Career Ladder Promotion Buy-in
 - Base pay may be set within the applicable broadband level for promotion
- AcqDemo Employees
 - Base pay will be between 6 - 20% increase of existing base pay for promotion

WGI Buy-In Calculation:

Base Salary = (Time in Step/Time Between Steps) x Step Increase + Current Salary

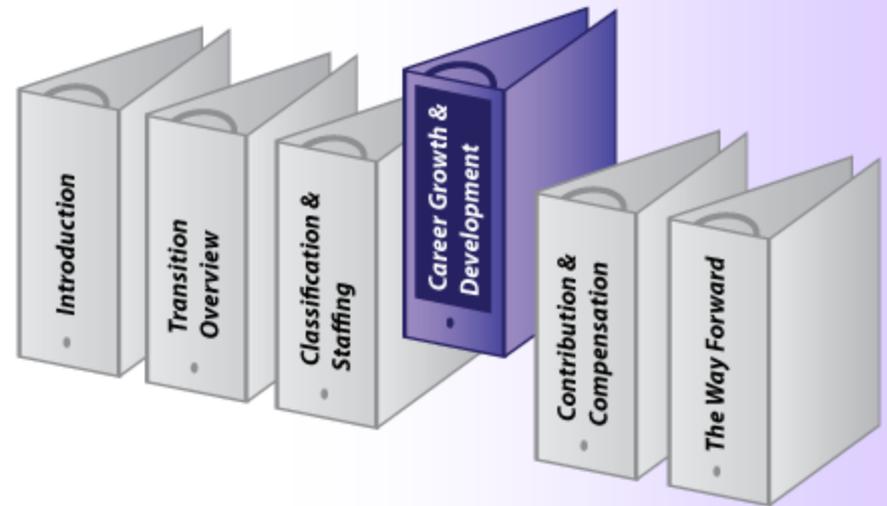
- Competitive Areas
 - Separate area for AcqDemo employees
- Tenure and Veterans' Preference
 - Same as GS, per Title 5
- Retention Service Credit with Appraisal Results
 - As adjusted
 - Appraisal rating used to determine additional years of retention service credit
- Single Round vs. "Bump and Retreat"

Retention Service Credit Associated with Appraisal Results					
Business Management & Technical Management Professional					
Broadband	OCS	OCS Range			
		Years Retention Service Credit			
Level	Normal Range	20	16	12	0
I	0-29	21 or above	11-20	1-10	0
II	22-66	56 or above	39-55	22-38	21 or lower
III	61-83	76 or above	69-75	61-68	60 or lower
IV	79-100	95 or above	87-94	79-86	78 or lower

Table 7 (excerpt), 1999 Federal Register Notice

IV. CAREER GROWTH AND DEVELOPMENT

- Scholastic Achievement Appointment Authority
- Academic Degree & Certificate Training
- Sabbaticals
- Voluntary Emeritus Program



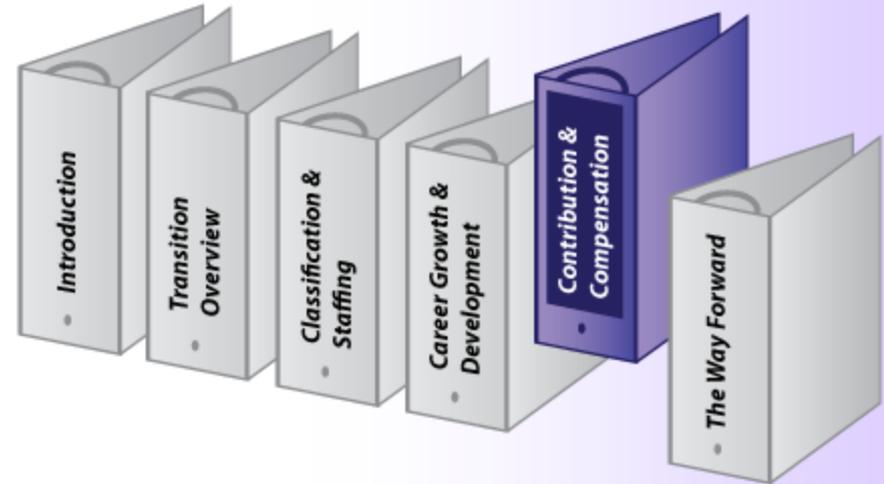
- Candidates can be competitively appointed to NH Broadband II if:
 - Position meets OPM basic qualification standards
 - Position or occupation has a positive education requirement
 - Employee achieves a cumulative 3.5 GPA (Bachelor's) or 3.7 GPA (Master's) or better in the field of study appropriate for the occupational series
 - Employee achieves overall GPA of at least 3.0 GPA (Bachelor's)
 - Appointment is into a position at a pay lower than the top step of GS-7 (Bachelor's) or GS-11 (Master's)
 - Veterans' preference applies

- Defense Acquisition Workforce Improvement Act (DAWIA) authorized degree and certification training for acquisition-coded positions
- AcqDemo:
 - Extended authority for the duration of the project
 - Expanded coverage to all AcqDemo positions
- Authorizes local level approval
 - Funding, and procedures
 - Implementation – local responsibility

- Sabbaticals
 - Local authority approval
 - 3-12 month duration
 - Available to AcqDemo employees with 7+ years experience
 - Results in a product, service, report or study that benefits the acquisition community and increases the employee's effectiveness
 - Component specific guidance

- Geared towards the NH career path
 - Maintains ties with the acquisition community
 - Permits higher level professionals to share knowledge via mentoring and training
 - Does not affect retirement pay or buyout
 - Allows for compensation of travel expenses and allowances
 - Component specific guidance

- Design Overview
- The CCAS Design
 - Oversight
 - Key Terms and Definitions
 - Planning
 - Monitoring & Feedback
 - Appraisal Process
 - Reward Process
 - Addressing Inadequate Contribution
 - Grievance Process



- Another approach to performance management...two key differences:
 - **Designed to focus employees on creating impact**
 - Acquisition is a knowledge-based business; we depend on people to use their knowledge to advance mission performance
 - Discussing expectations and individual contributions vs. performance objectives will be a different “contribution planning” conversation
 - Shapes professional acquisition workforce by using six standard factors to score employee contributions
 - **Designed to align compensation with level of contribution**
 - Basic pay level translates to expected contribution level
 - Assessed contribution level compared with expected contribution level to determine compensation eligibility
 - Process software ensures equitable distribution of pay pool funds

- Each activity is expected to create a Personnel Policy Board, or modify the charter of an existing group, that will:
 - Oversee the civilian pay budget
 - Address issues associated with separate pay systems
 - Determine the composition of the pay pools
 - Review operations of the pay pools
 - Provide guidance to pay pool managers
 - Administer funds to pay pool managers
 - Review hiring and promotion salaries
 - Monitor award pool distributions
 - Assess the needs to changes to the demonstration procedures and policies

AcqDemo

Contribution-based system

Personnel Policy Board (PPB)

Expected Overall Contribution Score (EOCS)

Expected Contribution Range (ECR)

Overall Contribution Score (OCS)

Contribution Rating Increase (CRI)

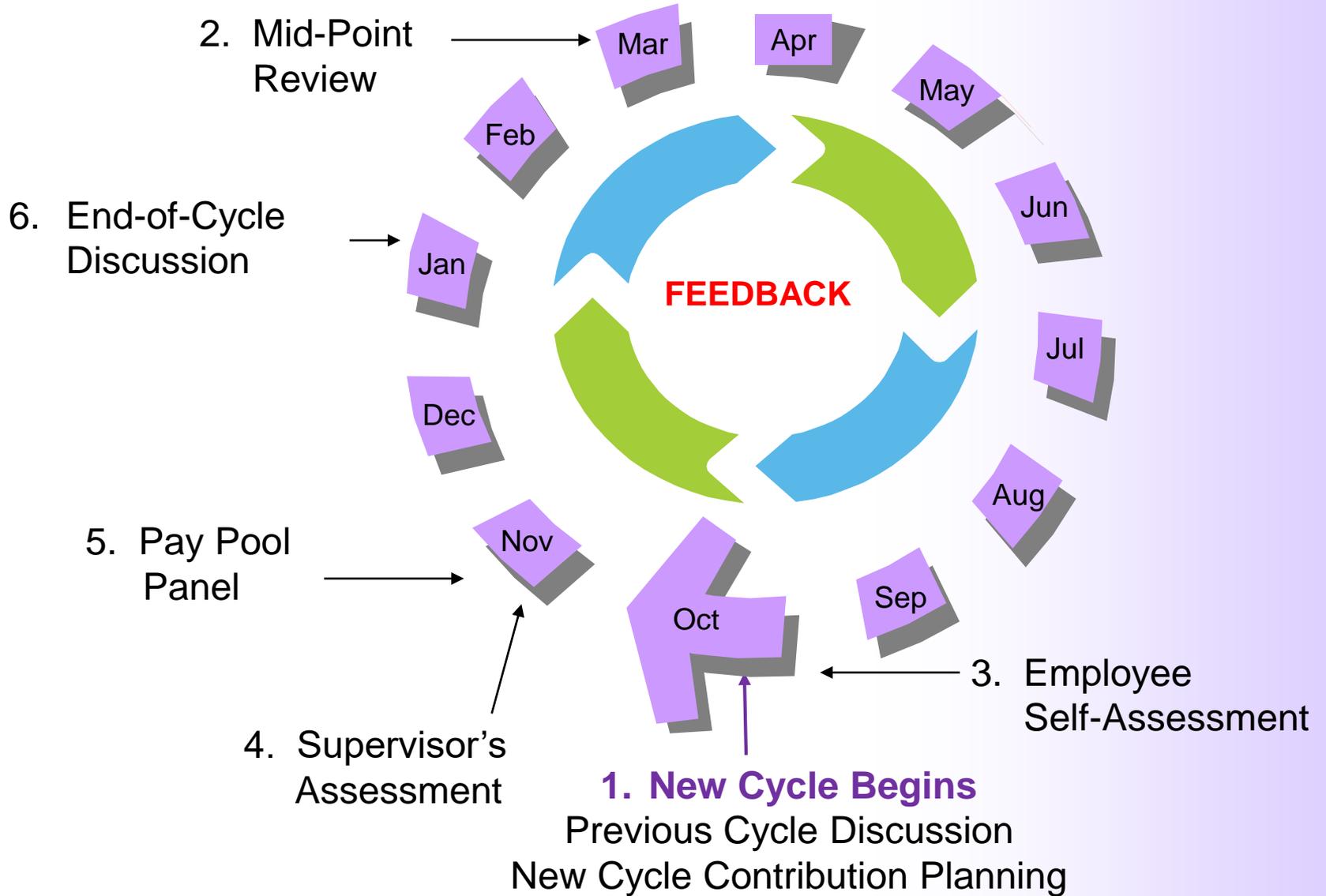
Contribution Award (CA)

General Pay Increase (GPI)

Locality Pay

CAS2Net

CONTRIBUTION & COMPENSATION The CCAS Cycle



New Cycle discussion should include the following topics:

- Previous cycle review (following conversion)
- Contribution expectations for new cycle
- Career Path broadband level factors, descriptors, and discriminators
- Expected contribution range corresponding to current salary

- Understand role in achieving organization mission/goals
- Determine work assignments in support of mission
- Define expectations of results, benefits, and/or impacts
- Understand relationship between expectations and factor descriptors
- Understand relationship between current salary and expected contribution range
- Apply component specific guidance for documentation

CONTRIBUTION & COMPENSATION

Contribution Factors

Factor Descriptors	NH	NJ	NK	Discriminators
Problem Solving	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	<ul style="list-style-type: none"> ▪ Scope / Impact ▪ Complexity / Difficulty ▪ Independence ▪ Creativity
Teamwork/Cooperation	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	<ul style="list-style-type: none"> ▪ Scope of Team Effort ▪ Contribution to Team ▪ Effectiveness
Customer Relations	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	<ul style="list-style-type: none"> ▪ Breadth of Influence ▪ Customer Needs ▪ Customer Interaction Level
Leadership/Supervision	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	<ul style="list-style-type: none"> ▪ Leadership Role ▪ Breadth of Influence ▪ Mentoring / Employee Development
Communications	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	<ul style="list-style-type: none"> ▪ Level of Interaction (Audience) ▪ Written ▪ Oral
Resource Management	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	<ul style="list-style-type: none"> ▪ Scope of Responsibility ▪ Planning / Budgeting ▪ Execution / Efficiency

NH – Business Management & Technical Management Professional Factor: Leadership and Supervision

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.	Leadership Role
Proactively guides, coordinate, and consults with others to accomplish projects.	Breadth of Influence
Identifies and pursues individual/team development opportunities.	Mentoring / Employee Development
LEVEL III	
Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.	Leadership Role
Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs goals.	Breadth of Influence
Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	Mentoring / Employee Development

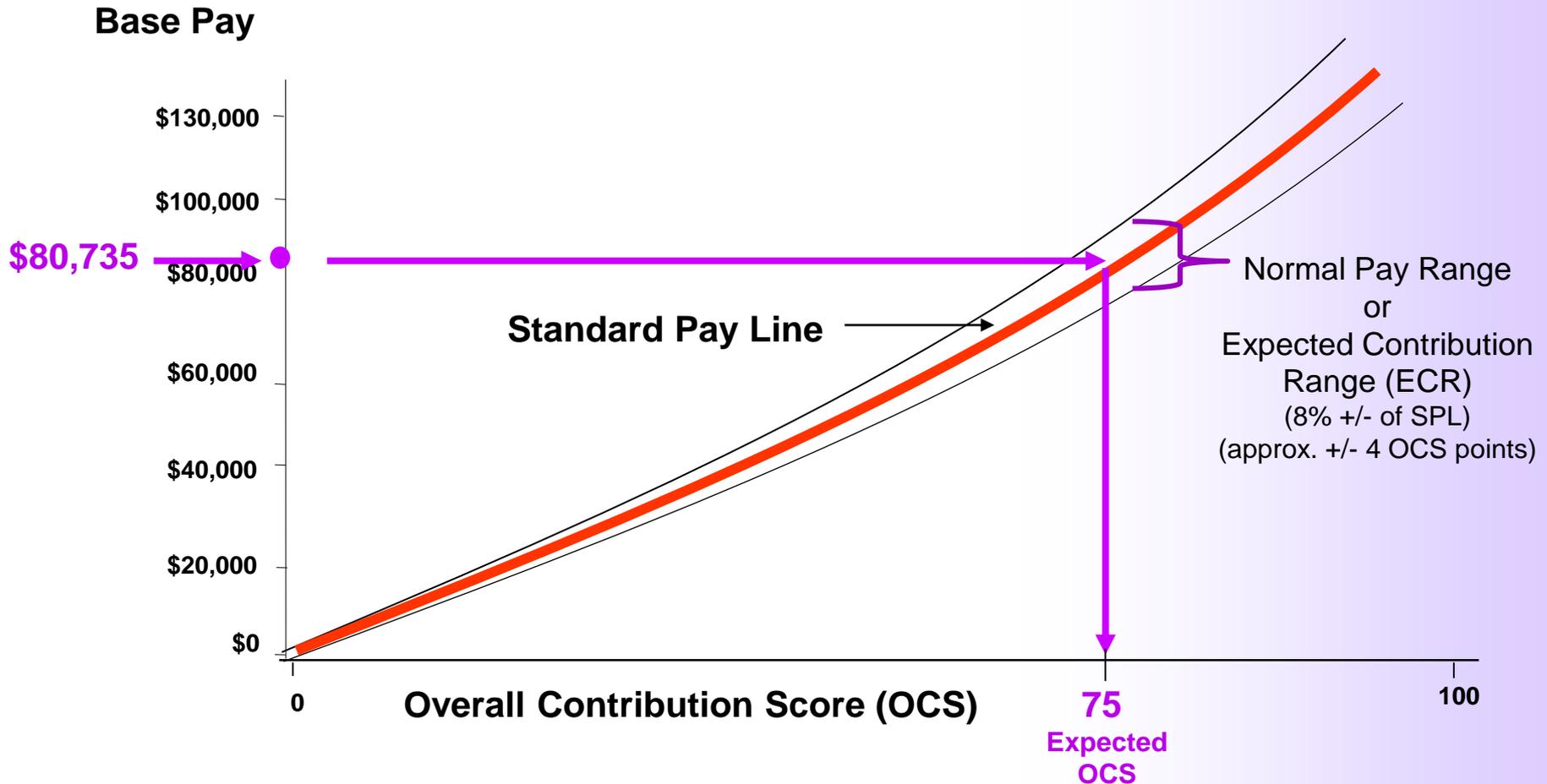
Mid-Point Review discussion should include the following topics:

- Discuss employee strengths and contributions to date
- Review changes in mission and goals
- Review contribution expectations and modify if needed
- Clarify expectations as needed
- Review factor descriptors and discriminators
- Discuss areas of improvement if needed

End-of-Cycle discussion will include:

- Final Supervisor Assessment, Factor Scores and Overall Contribution Score (OCS)
- Contribution Rate Increase (CRI)
- Contribution Award (CA)
- Areas of success and opportunities for greater contribution
- Areas for improvement
- Discussion of training requirements / needs

- Joe Contributor
- NH-0801-III, General Engineer
- Base Salary - \$80,735



**Base Pay of \$80,735 equates to Expected OCS of 75;
Expected Contribution Range includes approx. +/- 4 OCS points**

Calculate your Expected Contribution Range (ECR) for the year using a calculator found at the AcqDemo website:
acqdemo.hci.mil/tools.html

2016 Expected Contribution Range Calculator

Base Pay Only

Enter Base Pay/Retained Pay	Career Path	Broad-band	Max Pay	Retained Pay?	Expected Contribution Range =	Expected Contribution Range		
						Upper Rail	Standard Pay Line	Lower Rail
\$80,735	NH	3	\$96,004	No		71	75	78

Pay Used in Calculation: \$80,735

Click on Boxes for Dropdown List to Select

CONTRIBUTION & COMPENSATION

Broadband Level Point Ranges

Levels	Categorical	NH Point Range	NJ Point Range	NK Point Range
IV	Very High	115	95	70
	High	96 – 100	79 – 83	--
	Med	84 – 95	67 – 78	--
	Low	79 – 83	61 – 66	--
III	High	79 – 83	62 – 66	57 – 61
	Med	67 – 78	52 – 61	47 – 56
	Low	61 – 66	43 – 51	38 – 46
II	High	62 – 66	47 – 51	42 – 46
	Med High	51 – 61	41 – 46	--
	Med	41 – 50	36 – 40	30 – 41
	Med Low	30 – 40	30 – 35	--
	Low	22 – 29	22 – 29	22 – 29
I	High	24 – 29	24 – 29	24 – 29
	Med	06 – 23	06 – 23	06 – 23
	Low	00 – 05	00 – 05	00 – 05

CONTRIBUTION & COMPENSATION

Determining Categorical Scores

NH Contribution Matrix		Factors					
		Problem Solving	Teamwork/ Cooperation	Customer Satisfaction	Leadership/ Supervision	Communi- cation	Resource Management
Level IV	Very High						
	High						
	Med						
	Low						
Level III	High (79 – 83)	<i>3H</i>					<i>3H</i>
	Med (67 – 78)		<i>3M</i>	<i>3M</i>	<i>3M</i>	<i>3M</i>	
	Low (61 – 66)						
Level II	High						
	M/H						
	Med						
	M/L						
	Low						
Level I	High						
	Med						
	Low						

CONTRIBUTION & COMPENSATION

Determining Numerical Scores

NH Contribution Matrix		Factors					
		Problem Solving	Teamwork/ Cooperation	Customer Satisfaction	Leadership/ Supervision	Communi- cation	Resource Management
Level IV	Very High						
	High						
	Med						
	Low						
Level III	High (79 – 83)	<i>3H (79)</i>					<i>3H (79)</i>
	Med (67 – 78)		<i>3M (78)</i>	<i>3M (78)</i>	<i>3M (76)</i>	<i>3M (77)</i>	
	Low (61 – 66)						
Level II	High						
	M/H						
	Med						
	M/L						
	Low						
Level I	High						
	Med						
	Low						

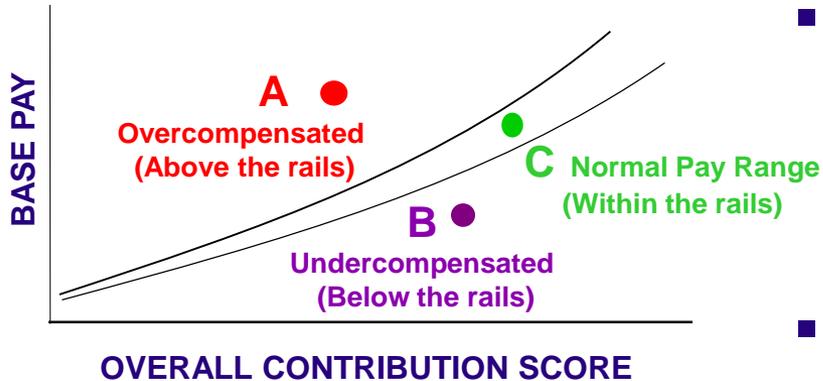
Numerical Score of Each Factor:

Problem Solving – 79
Teamwork/Cooperation – 78
Customer Relations – 78
Leadership/Supervision – 76
Communication – 77
Resource Management – 79
467

$467 / 6 = 77.83 \sim 78$

Overall Contribution Score

Salary Adjustment Guidelines



- Three forms of compensation available depending on the category into which employee falls (see chart below)
- General Pay Increase (GPI) may be reduced or denied
- Locality Pay is not at risk

Payout Eligibility

Compensation Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay
A	Can be given in full, reduced or denied	No	No	Yes
C	Yes	Yes – up to 6%	Yes	Yes
B	Yes	Yes – up to 20%	Yes	Yes

- Pay Pool Funding
 - **Contribution Rating Increase (CRI)**
 - Intended to be consistent with funds historically spent in GS on within-grade increases, quality-step increases and promotions between grades that are now banded
 - Minimum of 2% of activity's total base pay budget of onboard as of 30 Sept. (2.4% during organizations 1st year)
 - **Contribution Awards (CA)**
 - Intended to be consistent with funds historically spent in GS on performance awards
 - Minimum of 1% of activity's total adjusted pay budget (1.3% during organization's 1st year)
 - Will not exceed 90% of organization total awards budget
 - **General Pay Increase (GPI)**
 - Accounts for the cost of labor and percentage increase for the GS pay table

Determine who is in the Pay Pool as of the end of the rating period on September 30.

Employee	Base Pay	Adjusted Pay
Contributor, Joe	\$80,735	\$92,167
Sayers, Rose	\$80,121	\$91,466
Blaine, Rick	\$70,010	\$79,923
Munroe, Cora	\$65,453	\$74,721
Wayne, Bruce	\$70,010	\$79,923
Totals	\$366,329	\$418,201

Total the Base Pay column for use in CRI calculations.

Total the Adjusted Pay column for use in CA calculations.

Note: *Adjusted Pay example above reflects current RUS locality rate; adjusted pay will vary by locality*

3. Calculate pay pool dollars allocated for base pay increases (CRI) using percentages of Total Base Pay and awards (CA) using percentages of Total Adjusted Pay.
The minimum funding level for CRI is 2.0% and CA is 1.0%.

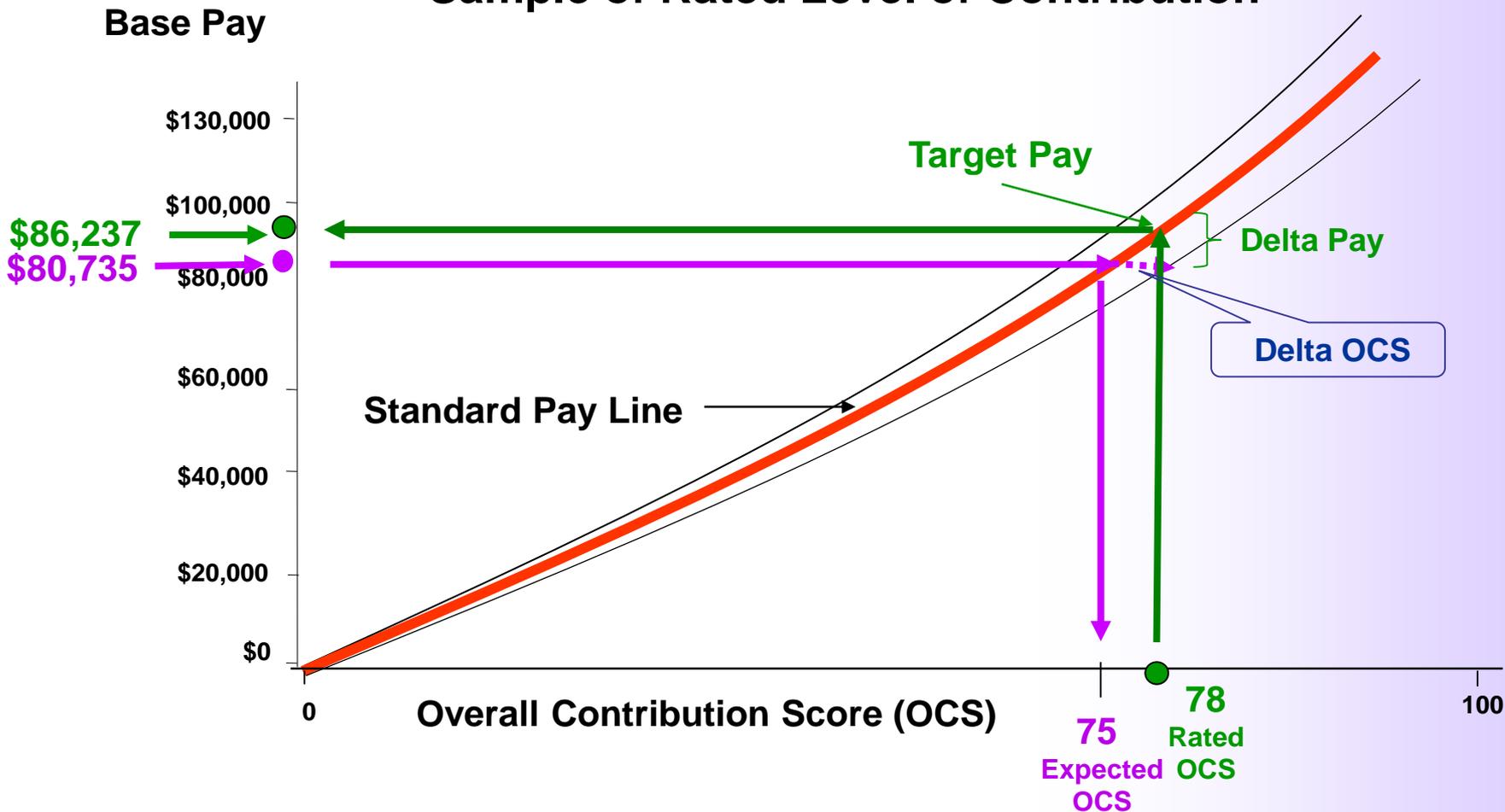
$$\frac{\text{Total Base Pay} * \text{CRI Funding Level} = \text{CRI Pool}}{\$366,329 \times 2.0\% = \$7,327}$$



$$\frac{\text{Total Adjusted Pay} * \text{CA Funding Level} = \text{CA Pool}}{\$418,201 \times 90\% \text{ of } 1.0\% = \$3,764}$$



Sample of Rated Level of Contribution



Base Pay for Rated OCS of 78 = \$86,237 vs. Expected OCS of 75 = \$80,735
(creates a Delta OCS of 3 points and Delta Pay of \$5,502)

Enter approved OCS and Target Salaries.

Determine the Delta OCS and Delta Salaries.

	Expected OCS	Approved OCS	Delta OCS	Base Pay	Target Pay	Delta Pay
Contributor, Joe	75	78	3	\$80,735	\$86,237	\$5,502
Sayers, Rose	74	68	-6	\$80,121	\$70,715	-\$9,406
Blaine, Rick	67	69	2	\$70,010	\$72,132	\$2,122
Munroe, Cora	64	68	4	\$65,453	\$70,715	\$5,172
Wayne, Bruce	67	66	-1	\$70,010	\$67,964	-\$2,046

Total Positive Delta Salary = \$12,796

Calculate total *positive* Delta Pay.

Calculate percent of Delta Pay to be given.

Available Dollars for CRI ÷ Total Positive Delta = Percent for CRI Payout



Total Positive Delta Pay of \$12,796

\$7,327 ÷ \$12,796 = 57.2601% of Positive Delta Pay for CRI

Available Dollars for CA ÷ Total Positive Delta = Percent for CA Payout



Total Positive Delta Pay of \$12,796

\$3,764 ÷ \$12,796 = 29.4154% of Positive Delta Pay for CA

Calculate approved CRI and CA.

	Expected OCS	Approved OCS	Delta OCS	Base Pay	Target Pay	Delta Pay
Contributor, Joe	75	78	3	\$80,735	\$86,237	\$5,502

Delta Pay * Percent of Delta Pay for CRI = Contribution Rating Increase

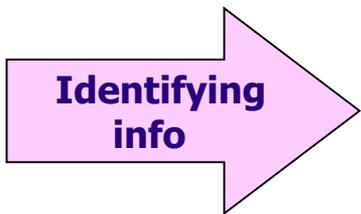
$$\$5,502 \times \underline{57.2601\%} = \$3,150$$

Delta Pay * Percent of Delta Pay for CA = Contribution Award

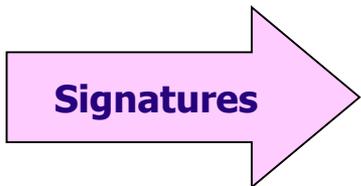
$$\$5,502 \times \underline{29.4154\%} = \$1,618$$

CONTRIBUTION & COMPENSATION CCAS Results – Part I Form

Part I: CCAS Salary Appraisal Form



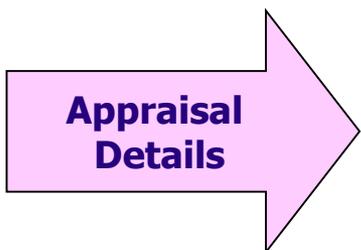
Name: Joe Contributor	Series: 0801	Appraisal Period:
CAS2Net ID: 48719	Broadband Level: III	From: 1-Oct-15
Organization:	Retained Pay: No	To: 30-Sep-16
Career Path: NH	Presumptive: None	



Approved By: Bob Arnold, Pay Pool Manager **Effective Date of Appraisal:** January 1, 2016

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

	Date
Supervisor Print / Sign	Date
Employee Print / Sign	Date

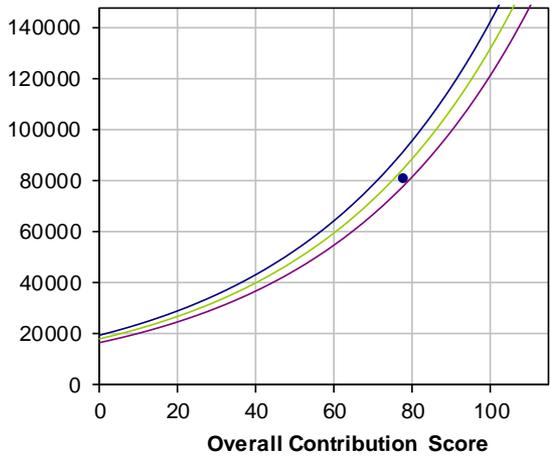


2015 Appraisal Detail		<u>Factor</u>	<u>Category Score</u>	<u>Numeric Score</u>
Overall Contribution Score	78	Problem Solving	3H	79
Expected Contribution Score	75	Teamwork	3M	78
Expected Contribution Range	71-78	Customer Relations	3M	78
Delta OCS	3	Leadership	3M	76
		Communications	3M	77
		Resource Management	3H	79

CONTRIBUTION & COMPENSATION

CCAS Results – Part I Form

Compensation
Detail

<p>Compensation Detail</p> <table border="0"> <tr> <td>\$80,735</td> <td>Current Rate of Base Pay</td> <td></td> <td></td> </tr> <tr> <td>+ \$ 808</td> <td>General Pay Increase</td> <td>1.0%</td> <td></td> </tr> <tr> <td>+ \$ 3,150</td> <td>CRI (Salary Increase)</td> <td>3.90%</td> <td></td> </tr> <tr> <td>= \$84,693</td> <td>New Rate of Basic Pay</td> <td></td> <td></td> </tr> <tr> <td>+ \$11,993</td> <td>Locality Pay</td> <td>@</td> <td>14.16%</td> </tr> <tr> <td>= \$96,686</td> <td>New Total Salary</td> <td></td> <td></td> </tr> <tr> <td>\$ 1,618</td> <td>Contribution Award</td> <td></td> <td></td> </tr> </table>	\$80,735	Current Rate of Base Pay			+ \$ 808	General Pay Increase	1.0%		+ \$ 3,150	CRI (Salary Increase)	3.90%		= \$84,693	New Rate of Basic Pay			+ \$11,993	Locality Pay	@	14.16%	= \$96,686	New Total Salary			\$ 1,618	Contribution Award			<p>Employee Compensation Region Chart</p> <p>Approved Compensation Region C2</p> <p>The graph plots the employee's current base salary versus the final OCS relative to the rails and standard pay line (SPL); relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Region A is above the Upper Rail. Region B is below the Lower Rail. Region C is on or within the rails. Compensation regions determine the availability of salary increases and awards. The point on the graph below is the employee's appraisal result.</p> 
\$80,735	Current Rate of Base Pay																												
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<p>2016 Expected Contribution Level</p> <table border="0"> <tr> <td>Expected Overall Contribution Score</td> <td>77</td> </tr> <tr> <td>Expected Contribution Range</td> <td>74-81</td> </tr> </table>	Expected Overall Contribution Score	77	Expected Contribution Range	74-81																									
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<p>Privacy Act Statement (552a of 5 U.S.C.)</p> <ol style="list-style-type: none"> AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis. 																													
<p>Remarks</p>																													

Remarks

- Goal of System: Appropriate compensation for contribution to mission effectiveness
- Inadequate contribution could result in:
 - Reassignment
 - Reduction in Pay
 - Removal from Federal Service
- Contribution Improvement Plans (CIP's) should be considered in the case of employees whose contributions to mission accomplishment are inadequate

CONTRIBUTION & COMPENSATION

Inadequate Contribution

- Situation 1:** When an employee's contribution *in any factor* is numerically at or less than the midpoint of the next lower broadband level (for broadband Level I employees, a score of 0 in any factor), a CIP must be issued.

Example: NH-III Employee with ratings at or below mid-point of NH-II BB Level

		FACTORS						
BB Lvl		Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Commun.	Resource Mgt	
Midpoint 72	IV	Very High						
		High						
		Med						
		Low						
	III	High			80			
		Med	72				75	
Low					65			
Midpoint 44	II	High						
		M-H						
		Med				46		
		M-L						
		Low		29				
Midpoint 15	I	High						
		Med						
		Low						

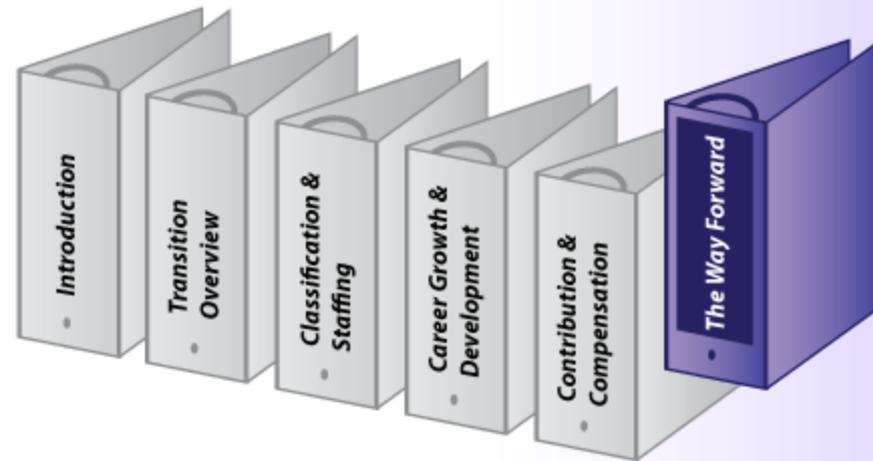
- Situation 2: When the overall contribution score places the employee in the “A” region, the **CIP is Optional**, therefore the rating official has a decision to make:
 - **The supervisor may decide not to issue a CIP**, documenting this decision in a memorandum for record, and a copy of the memo provided to the employee and to higher management; or
 - **The supervisor may decide to issue a CIP**, notifying the employee in writing that unless the contribution increases to—and is sustained at—a higher level, the employee may be reduced in pay, reassigned, changed to a lower broadband level, or removed from Federal Service

Establishing a Contribution Improvement Plan:

- Rating Official prepares Contribution Improvement Plan
 - Supervisors are advised to contact their HR Specialist for assistance
- Supervisor notifies employee in writing
- CIP must contain:
 - Specific areas in which the employee is inadequately contributing
 - Standards for adequate contribution
 - Actions required of the employee
 - Time in which contribution improvement must be accomplished
 - Assistance from the service or agency
 - Consequences of failure to improve
- Employee must sustain adequate contribution for two years

- Employees May Grieve:
 - OCS Rating
- Process:
 - Through a Collective Bargaining Agreement; or
 - Administrative Grievance Procedure (5 CFR 771) as supplemented by local procedures
 - Employee submits grievance to Supervisor
 - Supervisor provides recommendation to Pay Pool Panel
 - Pay Pool Panel may accept recommendation or reach independent decision
 - Pay pool decision is final unless employee requires reconsideration by next higher official to Pay Pool Manager
 - Next higher official renders final decision

- Conversion Support



Program Office Support

- PO working with your local conversion team
- Operating Procedures
- AcqDemo Website
 - Reference Material
 - Conversion Tool Calculator
- Training
 - Senior Leader Brief
 - HR Training
 - Employee Training
 - CCAS for Supervisors Training
 - eLearning

- *Questions? Contact your local conversion team or submit to:*
 - DoD AcqDemo Helpdesk*
 - AcqDemo.Helpdesk@dau.mil
- *Visit DoD AcqDemo Website for latest conversion information updates*
 - <http://acqdemo.hci.mil/>

**Conversion to
DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)**



Questions?



**Conversion to
DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)**

**Please complete the
Class Evaluation**

Thank you for attending!