



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

Employee Orientation Briefing

**Presented by Army AcqDemo Program Office
May 2011**

For DoD and Army Transition Guidance
<http://cpol.army.mil/library/general/nsps/repeal.html>

For Army AcqDemo Information
<http://asc.army.mil/policies/acqdemo.cfm>

Welcome to the Employee Orientation AcqDemo. This half day training session is designed to introduce the Civilian Acquisition Workforce Personnel Demonstration Project [AcqDemo] pay system to Employees and Supervisors.

The Demonstration Project was established to provide a flexible and responsive personnel system for DoD Acquisition business environments, one that will continue to enhance the Department's ability to attract, retain, and motivate a high-quality workforce.

Slide 2

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ADMINISTRATIVE

- Cell Phones
- Rest Rooms
- Breaks
- Questions

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OUTLINE

- Introduction
- Transition Overview
- Classification & Staffing
- Career Growth & Development
- Contribution & Compensation
- Summary



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We have carefully chosen the topics listed here as what the workforce is most interested in understanding about AcqDemo. Certainly an overview of transition activities to come in the next few months is one of them....how you will be classified and how positions can be filled is another, options for career growth and development provided under AcqDemo, and lastly, and I imagine most important to all of you is the appraisal and reward system which under AcqDemo is known as the contribution-based compensation and appraisal system. Then we'll wrap up with a summary of things to come and where you can get help on any questions you may have later.

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I. INTRODUCTION

- Course Objectives
- Legislative History
- Purpose of AcqDemo



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In this section, we'll state our objectives today, provide you with a short summary of legislation behind AcqDemo and provide the purpose and benefits of it.



INTRODUCTION Legislative NDAA History

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

AcqDemo is the first demo that crosses DoD Component lines; implemented with issuance of Federal Register Notice, 8 Jan 99

- FY 2003 – Extends the duration of AcqDemo through FY 2012
- FY 2004 – Changes participation limit from 95K to 120K

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 2011 – Extends the duration of AcqDemo through FY 2017

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AcqDemo is not new. It was authorized to be created in FY1996 and the Federal Register Notice establishing its design was issued in January 1999.

It was first extended until through FY2012 by the FY2003 NDAA and the latest NDAA now extends it through FY2017.

But as you can also see, NSPS came to be in recent years and the Department made the decision that we would participate so during 2006/2007, most AcqDemo participants converted to NSPS thinking we had made a move to a permanent Department standard. And now we all know the rest of that story.

Recently, NDAA 2010 mandated conversion back to the personnel system used prior to NSPS and for us here today, that is AcqDemo.



INTRODUCTION
Purpose Of AcqDemo

“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

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Here is the purpose statement from the Federal Register....and despite its originating in 1999, it still holds true today. GS was too restrictive a design for effectively incentivizing and managing our workforce.

Slide 7

Acq Demo

II. TRANSITION OVERVIEW

- Transition Key Highlights
- What IS NOT Changing
- What IS Changing



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This is a chapter overview slide provides an overview of the next chapter.

Slide 8



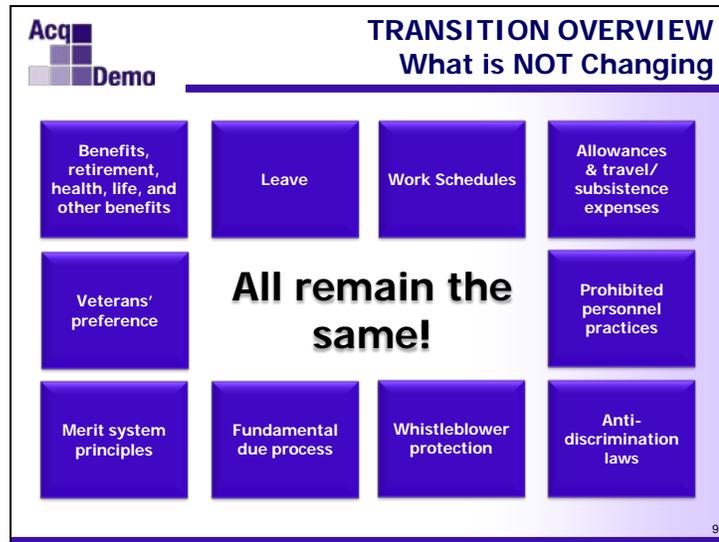
TRANSITION OVERVIEW
Key Highlights

- Transition set for May 22, 2011
- DoD will transition approximately 14,000 NSPS employees from all Components in organizations that were previously AcqDemo
- Different pay band structure
- Different appraisal system
- Some differences in personnel features from NSPS
- AcqDemo Program Office coordinating transition guidance with NSPS Transition Office

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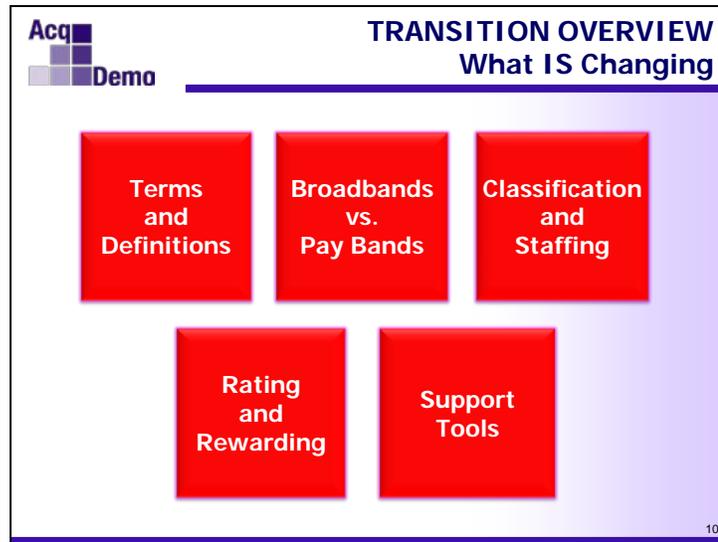
Here are the key take aways today and we'll talk to the details in the next several modules...

Slide 9



As with NSPS many of the fundamental benefits of DoD employment remain unchanged in AcqDemo...

Slide 10

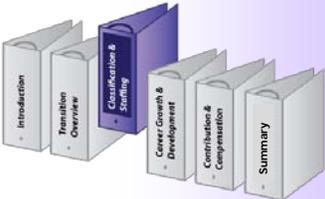


But there are some unique differences in AcqDemo that you need to understand which is our purpose today.

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III. CLASSIFICATION & STAFFING

- Terminology Crosswalk
- Broadbands
- Career Path and Broadband Placement
- Factors, Descriptors and Discriminators
- Deputies, Supervisors and Team Leaders
- Position Requirements Document
- Transition
- Classification Appeal
- Competitive and Non-competitive Actions
- Appointments & Periods



- Internal Placement
- General Pay Setting
- Transition Related Pay Situations
- Revised RIF Procedures

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Our next module discusses the position classification structure and process as well as options managers have for filling them and career program/ development for employees...

 CLASSIFICATION & STAFFING Terminology Crosswalk	
NSPS	ACQDEMO
Occupational Code	Occupational Series
Career Group Standard Science & Engineering Medical Fire & Protective Service	Career Path Business Management and Technical Management Professional Technical Management Support Administrative Support
Pay Schedule YA, YB, YC, YD,YP	Pay Schedule NH, NJ, NK * No Supervisory Pay Schedule
Pay Band 1, 2, 3, 4	Broadband I, II, III, IV
Position Description (PD)	Position Requirements Document (PRD)

Here we have the key terminology differences between classification structure of NSPS and AcqDemo.

In NSPS your series designation was called occupational code. In AcqDemo your series designation is called occupational series.

In NSPS similar series were grouped together in a career group and then pay schedules were built under them for all possibilities. Under AcqDemo, series are grouped more by the role they play...management professional, technical management support and administrative support. Our pay schedules have a one to one relationship with each of those career paths, NH to management, NJ to technical support and NK to admin support. AcqDemo pay schedules do not provide for a different supervisory pay schedule.

NSPS had pay bands...AcqDemo has a similarly structured broadbands. Like NSPS, however, AcqDemo broadbands contain 3-4 band levels.

Finally, in NSPS your job description is referred to as a Position Description, in AcqDemo it is called a Position Requirements Document

This chart shows a crosswalk of classification terminology from NSPS to AcqDemo. The architecture of AcqDemo is simplified and designed specific to the acquisition workforce.

Acq Demo		CLASSIFICATION & STAFFING Broadbands			
BUSINESS AND TECHNICAL MANAGEMENT PROFESSIONAL (NH)					
I \$17,803 - 31,871 (GS 1/1- 4/10)	II \$27,431 - 65,371 (GS 5 /1- 11/10)	III \$60,274 - 93,175 (GS 12/1- 13/10)	IV \$84,697 -129,517 (GS 14/1 -15/10)		
TECHNICAL MANAGEMENT SUPPORT (NJ)					
I \$17,803 - 31,871 (GS 1/1- 4/10)	II \$27,431 - 48,917 (GS 5/1- 8/10)	III \$41,563 - 65,371 (GS 9/1-11/10)	IV \$60,274 - 93,175 (GS 12/1-13/10)		
ADMINISTRATIVE SUPPORT (NK)				2011 ACQDEMO BROADBAND TABLE (w/o Locality Pay)	
I \$17,803 - 31,871 (GS 1/1-4/10)	II \$27,431 - 44,176 (GS 5/1-7/10)	III \$37,631 - 59,505 (GS 8/1-10/10)			

This chart identifies the career paths and broadbands with their salaries. We have overlaid the GS equivalency. It is important to note here that the AcqDemo design does not vary from the GS grade equivalent pay structure which are grouped together. The minimums and maximums of each band level match the GS limits of the grades included and there is no additional 5% expansion of any band level.

Acq Demo

DETERMINING CAREER PATH / BROADBAND LEVEL

Contracting Specialist, 1102, GS11

	NH	NJ	NK
Broadband	Business and Technical Mgmt Professional	Technical Mgmt Support	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	

- OPM Job Series Apply: Therefore, 1102 = 1102
- Career Path: Reference Table 2, Jan '99 Federal Register, 1102 = NH
- Broadband: Reference Table Above*, GS 11 = NH II

* January 1999 Federal Register, p. 1455

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To determine an employee's GS-equivalency, look at the employee's NSPS Position Description. At the end of the employee's Army NSPS Position Description you may find the GS-equivalency. That GS-equivalency and the Occupational Code will determine which AcqDemo Career Path and Broadband Level the employee will transition to.

Now, in determining a person's AcqDemo career path and broadband level, I'll use the example of a Contracting Specialist in the 1102 job series. As we discuss this process, you'll notice that three things must be taken into consideration: (advance)

•First, OPM Job Series remain the same under the AcqDemo. Therefore, the 1102 job series that applied to our Contracting Specialist under the GS system also applies to him under the AcqDemo; (**advance**)

2. Next, an employee's new career path is determined by identifying their job series number in the appropriate career path section of the January 99 Federal Register, Table 2 reference chart. Here the 1102 Job series presently within the AcqDemo are listed under the appropriate career path to which they will be assigned. In reference to our example, the Federal Register shows that the 1102 job series falls under the Business and Technical Management career path, also known as NH ; finally (**advance**)

3. Refer to this table, also located within the Federal Register, to determine the broadband level, based upon the employee's previously held GS grade. In completing our example, a GS 11 will change to a broadband level II or III depending on the career path where the job series is assigned. Since 1102 falls within the NH career path, our Specialist becomes an NH II.

If there is no GS-equivalency in the employee's Position Description, go to next slide.

Acq Demo **CLASSIFICATION & STAFFING Factors**

Problem Solving	Leadership/Supervision
Teamwork/Cooperation	Communication
Customer Relations	Resource Management

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

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If there are no GS-equivalency in the employee's position description, you may find these six phrases...problem solving, teamwork/cooperation, customer relations, leadership/supervision, communication, and resource management. Either before or after each of these phrases, the position description would have NH-, NJ-, or NK- level I, II, III, or IV. Then the employee's position description has the AcqDemo classification.

These six factors are used for classification purposes and to identify grade controlling information in the position requirements document (PRD). The factor descriptors will determine the appropriate broadband level.

If some position descriptions have neither the GS-equivalency nor the AcqDemo classification factor levels, then management must make the determination on the classification of the position using the AcqDemo classification criteria.

Acq Demo		CLASSIFICATION & STAFFING Descriptors	
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. 		Leadership Role Breadth of Influence Mentoring / Employee Development	
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. 		Leadership Role Breadth of Influence Mentoring / Employee Development	

Here's an example of the Leadership/Supervision. Note the differences in responsibility level between NH-II and NH-III. All of these factors taken together guide the classification authority in making a determination.



CLASSIFICATION & STAFFING

Example: NH-03 Descriptors

CAREER PATH: BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL - NH-III		Technical Management Professional (NH)			
	2	NH-03		NH-04	
	65371	60274	- 93175	84697	- 129517
	GS-11	GS-12 to GS-13		GS-14 to GS-15	

Classification Factors:

1. Problem Solving
2. Teamwork/Cooperation
3. Customer Relations
4. Leadership/Supervision
5. Communication
6. Resource Management

LEVEL II - PROBLEM SOLVING

- Independently defines, directs, or leads highly challenging projects/programs, identifies and resolves highly complex problems not susceptible to treatment by accepted methods.
- Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.
- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Develops plans and responses to fit new situations to improve overall program/mission.
- Establishes precedents in application of problem-solving techniques to enhance existing processes.

LEVEL III - TEAMWORK/COOPERATION

- Works with others to accomplish complex projects/programs.
- Applies innovative approaches to resolve unsolvable/soft issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork.
- At leads and guides others in formulating and executing team plans. (Experiences in sought by peers).

LEVEL III - CUSTOMER RELATIONS

- Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customer requests.
- Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.
- Requests independently and proactively with customers to identify and define complex/difficult problems, and to develop and implement strategies or techniques for resolving program/project problems (e.g., determining priorities and resolving conflict among customers' requirements).

LEVEL III - LEADERSHIP/SUPERVISION

- 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 needs. All obtain individual/team development by mentoring. Pursues or creates learning development programs for self and others.

LEVEL III - COMMUNICATION

- Communicates project or program results to all levels, internally and externally.
- Formulates and approves, or is a major contributor to, lead author of management reports or contractual documents for external distribution. Promotes reports to policies, objectives, findings, to obtain consensus/agreement.

LEVEL III - RESOURCE MANAGEMENT

- Plans and allocates resources to accomplish multiple projects/programs.
- Identifies and optimizes resources to accomplish multiple projects/programs goals.
- Effectively accomplishes multiple projects/programs goals within established objectives.

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CLASSIFICATION & STAFFING
Deputies, Supervisors and Team Leaders

OPM Classification Standards used:

- Deputies - may be classified in the same broadband as the position to which they report
- Supervisors – classified per GS Supervisor 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
 - Lead 3 or more employees (one or two grade level)
 - Major duty occupying at least 25% of position's time
 - Don't fully meet the lowest level of Factor 3 (Managerial Authority)

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Some supervisory position may no longer qualify as a supervisory position under AcqDemo.

Team lead positions are recognized in AcqDemo.

Q: Is there a minimum number of employees in order to be classified as a supervisor?

A: No, must spend at least 25% of time supervising.

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CLASSIFICATION & STAFFING Position Requirements Document

- NSPS PDs to be converted to Position Requirements Document (PRD)
 - PRDs must include:
 - Title, occupational series, career path, broadband level
 - Mission/purpose
 - Duties
 - **Factors and descriptors relevant to the classification of a position**
 - Selective requirements (clearance, certifications etc)
 - Skills required, optional
 - 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

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Top of the broadband i.e., NH-03 to of the broadband is equivalent to GS-13.



Transition from NSPS to AcqDemo; Pay Bands to Broadbands

NSPS Student Education Employment Program (SEEP) to AcqDemo Business Management and Technical Management Career Path (NH)

NSPS Schedule(s)	NSPS PB	Nonsupervisory AcqDemo CP	AcqDemo BB
YP - STUDENT ED/EMPL PGM Position is classified as NH-01 or GS-01 or GS-02 or GS-03 or GS-04	YP-01	Not applicable	GS <small>Unless position was previously AcqDemo</small>
YP - STUDENT ED/EMPL PGM Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11	YP-01	Not applicable	GS <small>Unless position was previously AcqDemo</small>

Army 5.16 (was Army 5.5.11) Student Temporary Employment Program (STEP).
Students are excluded from this demonstration.

Army 5.6 (was Army 5.5.2) Competitive Selection for a Position with Higher Potential Salary. All ACTEDS interns (regular and Presidential Management) will be excluded from the Acquisition Workforce Personnel Demo Project. We also recommend that local commanders mirror this exclusion for their local interns. (For transition – all Interns will go to the General Schedule)

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Army's policy is that all Student employees will transition to GS when the organization or activity transitions from NSPS to AcqDemo.

 Transition from NSPS to AcqDemo; Pay Bands to Broadbands			
NSPS Non-Supervisory Professional Analytical Career group to AcqDemo Business Management and Technical Management Career Path (NH)			
<i>Accelerated Compensation for Developmental Positions (ACDP) is not a provision under AcqDemo</i>			
NSPS Schedule(s)	NSPS PB	Nonsupervisory AcqDemo CP	AcqDemo BB
YA - STND - PROF/ANALYTICAL and YD - S&E - PROF Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11	YA-01 YD-01	Not Applicable	GS <small>Unless position was previously AcqDemo</small>
YA - STND - PROF/ANALYTICAL and YD - S&E - PROF Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11	YA-02 YD-02	NH - BUS & TECH MGT PROF	NH-02
YA - STND - PROF/ANALYTICAL and YD - S&E - PROF Position is classified as NH-03 or GS-12 or GS-13	YA-02 YD-02	NH - BUS & TECH MGT PROF	NH-03
YA - STND - PROF/ANALYTICAL and YD - S&E - PROF Position is classified as NH-04 or GS-14 or GS-15	YA-03 YD-03	NH - BUS & TECH MGT PROF	NH-04

Army's policy is that all Developmental employees will transition to GS when the organization or activity transitions from NSPS to AcqDemo.

Acq Demo

If you are a YA/YD-01

YA/YD-01	YA/YD-02	YA/YD-03
26858 - 65371	40694 - 93175	79534 - 135995
GS-05 to GS-11	GS-09 to GS-13	GS-14 to GS-15

↓

Position is classified as NH-02 or GS-05 to GS-11

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

↓

NH-01	NH-02	NH-03	NH-04
17803 - 31871	27431 - 65371	60274 - 93175	84697 - 129517
GS-01 to GS-04	GS-05 to GS-11	GS-12 to GS-13	GS-14 to GS-15

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Acq Demo **If you are a YA/YD-02**

YA/YD-01		YA/YD-02		YA/YD-03				
26858	-	65371	40694	-	93175	79534	-	135995
GS-05 to GS-11		GS-09 to GS-13		GS-14 to GS-15				

↓

Position is classified as NH-02 or GS-05 to GS-11

Position is classified as NH-03 or GS-12 to GS-13

Example:
YA-02 with base salary of \$70,000
Position is classified as NH-02
Transition to NH-02 with Retained Pay

Retained Pay Alert

Example:
YA-02 with base salary of \$50,000
Position is classified as NH-03
Transition to NH-03 with increase to minimum of NH-03 \$60,274

↓

NH-01		NH-02		NH-03		NH-04					
17803	-	31871	27431	-	65371	60274	-	93175	84697	-	129517
GS-01 to GS-04		GS-05 to GS-11		GS-12 to GS-13		GS-14 to GS-15					

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

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Acq Demo

If you are a YA/YD-03

YA/YD-01		YA/YD-02		YA/YD-03	
26858	- 65371	40694	- 93175	79534	- 135995
GS-05 to GS-11		GS-09 to GS-13		GS-14 to GS-15	

Position is classified as NH-04 or GS-14 or GS-15

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

Retained Pay Alert

NH-01		NH-02		NH-03		NH-04	
17803	- 31871	27431	- 65371	60274	- 93175	84697	- 129517
GS-01 to GS-04		GS-05 to GS-11		GS-12 to GS-13		GS-14 to GS-15	

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Acq Demo **If you are a YH-01**

YH-01		YH-02		YH-03	
26858	- 65371	40694	- 110104	79534	- 135995
GS-05 to GS-11		GS-09 to GS-13		GS-14 to GS-15	

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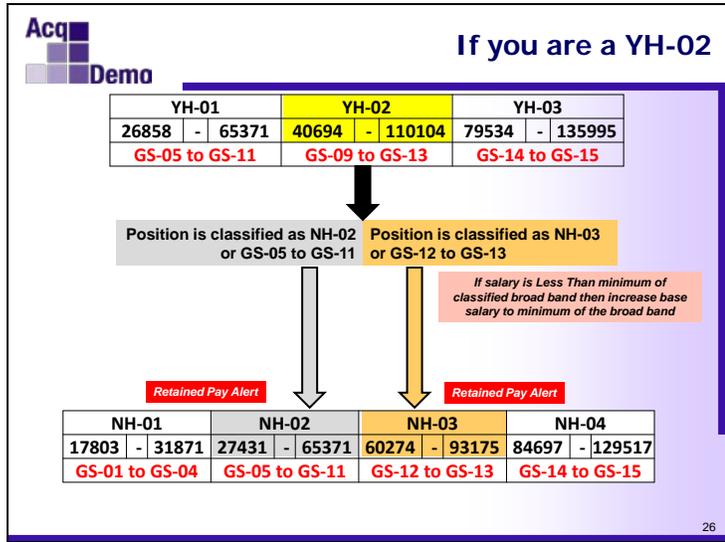
Position is classified as NH-02 or GS-05 to GS-11

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

↓

NH-01		NH-02		NH-03		NH-04	
17803	- 31871	27431	- 65371	60274	- 93175	84697	- 129517
GS-01 to GS-04		GS-05 to GS-11		GS-12 to GS-13		GS-14 to GS-15	

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If you are a YH-03

YH-01		YH-02		YH-03	
26858	- 65371	40694	- 110104	79534	- 135995
GS-05 to GS-11		GS-09 to GS-13		GS-14 to GS-15	

Position is classified as NH-04 or GS-14 or GS-15

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

Retained Pay Alert

NH-01		NH-02		NH-03		NH-04	
17803	- 31871	27431	- 65371	60274	- 93175	84697	- 129517
GS-01 to GS-04		GS-05 to GS-11		GS-12 to GS-13		GS-14 to GS-15	

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Acq Demo		Transition from NSPS to AcqDemo; Pay Bands to Broadbands	
NSPS Non-Supervisory Technical and Support Career Group to AcqDemo Technical Management Support Career Path (NJ)			
NSPS Schedule(s)	NSPS PB	Nonsupervisory AcqDemo CP	AcqDemo BB
YB - STND- TECH/SUPPORT/YE- S&E - TECH/SUPPORT Position is classified as NJ-01 or GS-01 or GS-02 or GS-03 or GS-04	YB-01 YE-01	NJ - TECH-MGMT SPT	NJ-01
YB - STND - TECH/SUPPORT /YE - S&E TECH/SUPPORT Position is classified as NJ-02 or GS-05 or GS-06	YB-01 YE-01	NJ - TECH-MGMT SPT	NJ-02
YB - STND - TECH/SUPPORT/YE - S&E- TECH/SUPPORT Position is classified as NJ-02 or GS-07 or GS-08	YB-02 YE-02	NJ - TECH-MGMT SPT	NJ-02
YB - STND - TECH/SUPPORT/YE - S&E- TECH/SUPPORT Position is classified a NJ-03 or GS-09 or GS-10	YB-02 YE-02	NJ - TECH-MGMT SPT	NJ-03
YB - STND - TECH/SUPPORT/YE - S&E- TECH/SUPPORT Position is classified a NJ-03 or GS-11	YB-03 YE-03	NJ - TECH-MGMT SPT	NJ-03
YB - STND - TECH/SUPPORT/YE - S&E- TECH/SUPPORT Position is classified a NJ-03 or GS-12	YB-03 YE-03	NJ - TECH-MGMT SPT	NJ-04
YE - S&E - TECH/SUPPORT Position is classified a NJ-04 or GS-13	YE-04	NJ - TECH-MGMT SPT	NJ-04

Acq Demo

If you are a YB/YE-01

YB/YE-01		YB/YE-02		YB/YE-03		YE-04	
17803	- 39748	33270	- 59501	49237	- 78352	66882	- 93175
GS-01 to GS-06		GS-07 to GS-10		GS-11 to GS-12		GS-13	

↓

Position is classified as NJ-01 or GS-01 to GS-04

Position is classified as NJ-02 or GS-05 to GS-06

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

Retained Pay Alert

NJ-01		NJ-02		NJ-03		NJ-04	
17803	- 31871	27431	- 48917	41563	- 65371	60274	- 93175
GS-01 to GS-04		GS-05 to GS-08		GS-09 to GS-11		GS-12 to GS-13	

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Acq Demo **If you are a YB/YE-02**

YB/YE-01		YB/YE-02		YB/YE-03		YE-04	
17803	- 39748	33270	- 59501	49237	- 78352	66882	- 93175
GS-01 to GS-06		GS-07 to GS-10		GS-11 to GS-12		GS-13	

↓

Position is classified as NJ-02 or GS-05 to GS-08

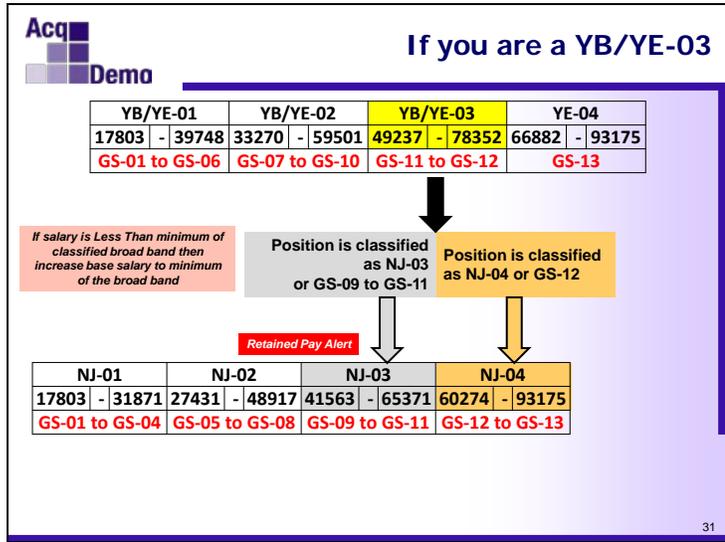
Position is classified as NJ-03 or GS-09 to GS-10

Retained Pay Alert

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

NJ-01		NJ-02		NJ-03		NJ-04	
17803	- 31871	27431	- 48917	41563	- 65371	60274	- 93175
GS-01 to GS-04		GS-05 to GS-08		GS-09 to GS-11		GS-12 to GS-13	

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If you are a YE-04

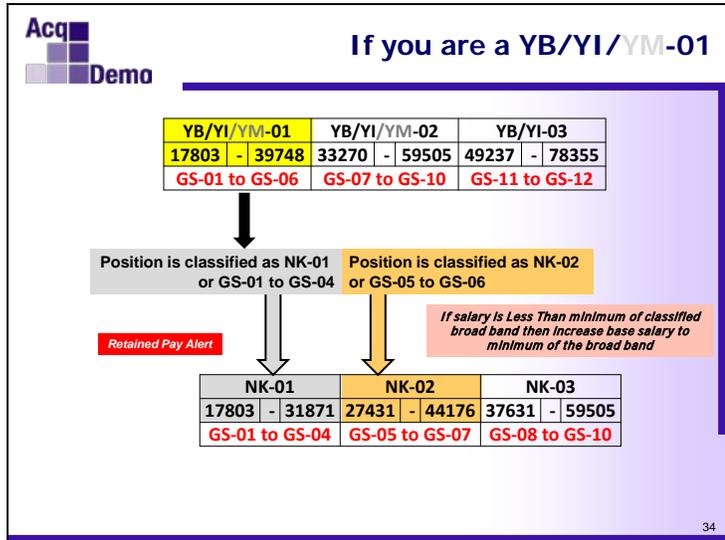
YB/YE-01	YB/YE-02	YB/YE-03	YE-04
17803 - 39748	33270 - 59501	49237 - 78352	66882 - 93175
GS-01 to GS-06	GS-07 to GS-10	GS-11 to GS-12	GS-13

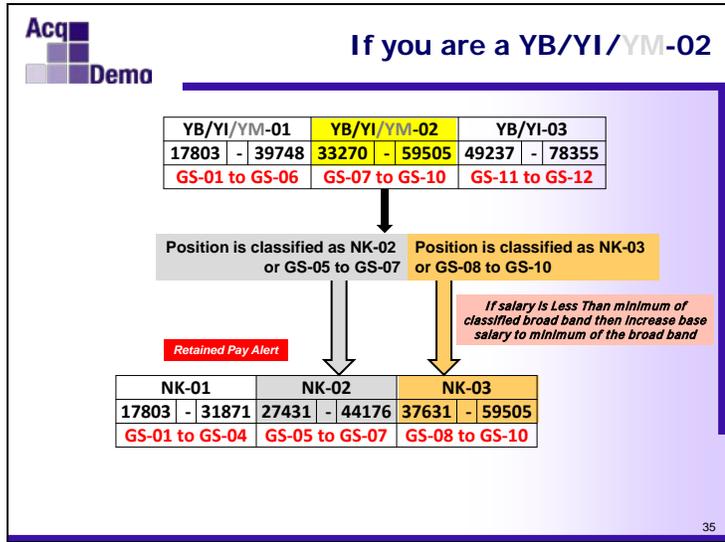
Position is classified as NJ-04 or GS-13

NJ-01	NJ-02	NJ-03	NJ-04
17803 - 31871	27431 - 48917	41563 - 65371	60274 - 93175
GS-01 to GS-04	GS-05 to GS-08	GS-09 to GS-11	GS-12 to GS-13

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		Transition from NSPS to AcqDemo; Pay Bands to Broadbands	
NSPS Non-Supervisory Technical and Support Career Group to AcqDemo Administrative Support Career Path (NK)			
NSPS Schedule(s)	NSPS PB	Nonsupervisory Acq Demo CG	AcqDemo BB
YB - STND - TECH/SUPPORT /YI - MED - TECH/SUPPORT /YM - POLICE/SECURITY GUARD AND position is classified as NK-01 or GS-01 or GS-02 or GS-03 or GS-4	YB-01 YI-01	NK - ADMIN SPT	NK-01
YB - STND - TECH/SUPPORT /YI - MED - TECH/SUPPORT /YM - POLICE/SECURITY GUARD AND position is classified as NK-02 or GS-05 or GS-06 or GS-07	YB-01 YI-01	NK - ADMIN SPT	NK-02
YB - STND - TECH/SUPPORT /YI - MED - TECH/SUPPORT /YM - POLICE/SECURITY GUARD AND position is classified as NK-03 or GS-08 or GS-09 or GS-10	YB-02 YI-02	NK - ADMIN SPT	NK-03
YB - STND - TECH/SUPPORT /YI - MED - TECH/SUPPORT /YM - POLICE/SECURITY GUARD AND position is classified GS-11 or GS-12	YB-02 YI-02	Position Reclassification Or Pay Retention	





Acq
Demo

If you are a YB/YI-03

YB/YI/YM-01	YB/YI/YM-02	YB/YI-03
17803 - 39748	33270 - 59505	49237 - 78355
GS-01 to GS-06	GS-07 to GS-10	GS-11 to GS-12

↓

Initiate position review for possible reclassification action

NK-01	NK-02	NK-03
17803 - 31871	27431 - 44176	37631 - 59505
GS-01 to GS-04	GS-05 to GS-07	GS-08 to GS-10

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AcqDemo		Transition from NSPS to AcqDemo; Pay Bands to Broadbands	
NSPS Supervisory Pay Schedules to AcqDemo Career Paths and Pay Schedules			
Supervisory NSPS Schedule(s)	NSPS PB	AcqDemo CP	AcqDemo BB
		NH - BUS & TECH MGT PROF NJ - TECH-MGMT SPT NK - ADMIN SPT	NH-01 NJ-01 NK-01
YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR YN - I&P - SUPV/MGR	YC-01 YF-01 YJ-01 YN-01	NH - BUS & TECH MGT PROF NJ - TECH-MGMT SPT NK - ADMIN SPT	NH-02 NJ-02 NK-02 NK-03
YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR YN - I&P - SUPV/MGR	YC-02 YF-02 YJ-02 YN-02	NH - BUS & TECH MGT PROF NJ - TECH-MGMT SPT NK - ADMIN SPT	NH-03 NH-04 NJ-04
YC - STND - SUPV/MGR YF - S&E - SUPV/MGR YJ - MED - SUPV/MGR YN - I&P - SUPV/MGR	YC-03 YF-03 YJ-03 YN-03	NH - BUS & TECH MGT PROF NJ - TECH-MGMT SPT NK - ADMIN SPT	NH-04

Acq Demo

If you are a YC/YF/YN-01

YC/YF/YN-01		YC/YF/YN-02		YC/YF/YN-03	
33270	- 65371	59014	- 115610	82926 / 79535	- 135995
GS-06 to GS-11		GS-12 to GS-14		GS-15	

↓

Occupational Series and Position is classified as NH-02 or NJ-02 or 03 or NK-02 or 03 or GS-06 to GS-11

NH-01		NH-02		NH-03		NH-04	
17803	- 31871	27431	- 65371	60274	- 93175	84697	- 129517
GS-01 to GS-04		GS-05 to GS-11		GS-12 to GS-13		GS-14 to GS-15	
NJ-01		NJ-02		NJ-03		NJ-04	
17803	- 31871	27431	- 48917	41563	- 65371	60274	- 93175
GS-01 to GS-04		GS-05 to GS-08		GS-09 to GS-11		GS-12 to GS-13	
NK-01		NK-02		NK-03			
17803	- 31871	27431	- 44176	37631	- 59505		
GS-01 to GS-04		GS-05 to GS-07		GS-08 to GS-10			

Retained Pay Alert for NJ-02

Retained Pay Alert for NK-02

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

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Acq Demo

If you are a YC/YF/YN-02

YC/YF/YN-01		YC/YF/YN-02		YC/YF/YN-03	
33270	- 65371	59014	- 115610	82926 / 79535	- 135995
GS-06 to GS-11		GS-12 to GS-14		GS-15	

Occ Series and Position is classified as NH-03 or NH-04 or NJ-04 or GS-12 or GS-13 or GS-14

NH-01		NH-02		NH-03		NH-04		Retained Pay Alert for NH-03
17803	- 31871	27431	- 65371	60274	- 93175	84697	- 129517	
GS-01 to GS-04		GS-05 to GS-11		GS-12 to GS-13		GS-14 to GS-15		
NJ-01		NJ-02		NJ-03		NJ-04		Retained Pay Alert for NJ-04
17803	- 31871	27431	- 48917	41563	- 65371	60274	- 93175	
GS-01 to GS-04		GS-05 to GS-08		GS-09 to GS-11		GS-12 to GS-13		
NK-01		NK-02		NK-03				If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band
17803	- 31871	27431	- 44176	37631	- 59505			
GS-01 to GS-04		GS-05 to GS-07		GS-08 to GS-10				

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If you are a YC/YF/YN-03

YC/YF/YN-01		YC/YF/YN-02		YC/YF/YN-03	
33270	- 65371	59014	- 115610	82926 / 79535	- 135995
GS-06 to GS-11		GS-12 to GS-14		GS-15	

Position is classified as NH-04 or GS-15

NH-01		NH-02		NH-03		NH-04	
17803	- 31871	27431	- 65371	60274	- 93175	84697	- 129517
GS-01 to GS-04		GS-05 to GS-11		GS-12 to GS-13		GS-14 to GS-15	

Retained Pay Alert for NH-04

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band

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Acq Demo

CLASSIFICATION & STAFFING Classification Appeal

Employees have a right to appeal classification of position currently occupied

What can be appealed?	What cannot be appealed?
<ul style="list-style-type: none">TitleOccupational SeriesBroadband level	<ul style="list-style-type: none">Accuracy of PRDAcqDemo Classification criteriaPay-setting CriteriaPropriety of a Salary ScheduleMatters grievable under an administrative or negotiated grievance procedure



```
graph LR; A(SUPERVISOR) --> B(DoD APPELLATE); B --> C(OPM)
```

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You always have the right to appeal the position you occupy under Title 5. You should address concerns first with your supervisor, but if not satisfied, you may appeal through your chain-of-command to DoD appellate authority (consult your HR for details) or OPM for a final decision.

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CLASSIFICATION & STAFFING
Competitive and Non-Competitive Actions

- **Competitive**
 - Promotions (6 – 20%, at least minimum but NTE maximum)
 - Temporary Promotions > 120 days
- **Non-Competitive**
 - Re-Promotions
 - GS employee entering equivalent broadband
 - Movement to a position having no greater potential than current or previously held position
 - RIF placement
 - Career Ladder Promotions
 - Temporary Promotions NTE 120 days
 - Modified Term
 - Candidates not given proper consideration
 - Accretion of duties

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Review quickly. Very little new information from current practices.

Under NSPS Temporary Promotions were 180 days vs. 120 under AcqDemo.

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CLASSIFICATION & STAFFING Appointments and Periods

- Three appointment options:
 - Permanent appointments – Career/Career Conditional
 - Temporary Limited – NTE 1 year, +1 year extension
 - Modified Term – NTE 5 years, +1 year extension
- Extended Probationary Periods – NH Career Path
 - Accommodates extended formal training periods
 - In writing, prior to assignment to training
 - Component specific guidance

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Career Conditional: up to 3 years
Career status: After 3 years



CLASSIFICATION & STAFFING

Internal Placement AcqDemo to AcqDemo

- Promotion
- Change in Assignment to another Career Path/Broadband Level
- Change in Assignment within Career Path/Broadband Level
- Movement to a Lower Broadband
 - Voluntary/Involuntary/RIF/Return Disability

NH			
I \$17,803 - 31,871 (GS 1 - 4)	II \$27,431 - 65,371 (GS 5 - 11)	III \$60,274 - 93,175 (GS 12 - 13)	IV \$84,697 - 129,517 (GS 14 - 15)
Promotion →		← Lower Move	
Reassignment →		← Reassignment	
Promotion →		Promotion	
NI			
I \$17,803 - 31,871 (GS 1 - 4)	II \$27,431 - 44,176 (GS 5 - 7)	III \$37,631 - 59,505 (GS 8 - 10)	IV \$60,274 - 93,175 (GS 12 - 13)
Promotion →			

So what about internal actions...



Acq Demo

CLASSIFICATION & STAFFING

General Pay Setting for Non-AcqDemo to AcqDemo

New Hires from outside the Federal Government

- Salary set within the applicable broadband level range of the position

Not Part of AcqDemo:

- × No Reassignment Pay Increase of 0% to 5%
- × No Target Local Market Supplement or GS Special Salary Rate

Federal Register, Section III.B, Broadbanding

Broadband Levels: Newly hired personnel entering the system will be employed at a level consistent with the expected basic qualifications for the level, as determined by rating against qualifications standards. The hiring official will determine the starting salary based upon available labor market considerations relative to special qualifications requirements, scarcity of qualified applicants, programmatic urgency, and education/experience of the new candidates.

From within the Federal Government

- Salary matched if lateral transfer
 - w/ WIGI buy-in*, if applicable

***WIGI BUY-IN CALCULATION:**

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

- Reassignment with WIGI buy-in and option for pay setting
- Salary set w/ 6%-20% increase if promotion
- Salary set at least at the minimum of broadband level
- Pay Retention, if applicable

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WIGI buy-in option is only available if hiring from a GS position. As you are already in a pay band, you will transition with no change in pay.

This is a strict interpretation of General Pay Setting.

Operating Procedures Reference:

5.2 New Hires and Employees Entering the Demonstration Project After Organization's Initial Implementation. For new hires initial pay will be set at a level consistent with the individual's qualifications and the expected contribution of the position. The hiring official will determine the starting salary based upon available labor market considerations relative to special qualifications requirements, scarcity of qualified applicants, programmatic urgency and education/experience of the new candidates.

Acq Demo

CLASSIFICATION & STAFFING Revised RIF Procedures

- Tenure and Veterans' Preference
 - Same as GS, per Title 5
 - Career
 - Career Conditional
 - Term
 - Temporary
- Competitive Areas
 - Separate area for AcqDemo employees
- Service Credit – as adjusted by contribution credit to produce a Retention Service Credit
 - Fully Successful or equivalent ratings receive 12 years credit
 - Unsuccessful or equivalent ratings receive 0 years credit
 - Personnel without ratings receive 12 years credit
- Single Round vs. "Bump and Retreat"

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Within the groups, competing employees are listed on the master retention list in descending order as determined by their adjusted service computation date. The adjusted service computation date is defined by tenure group, veteran's preference, length of service, and OCS (rating of record based on contribution.)

Employees are listed as follows:

- Tenure group I, group II, group III; (Career, Career-Conditional and Term/Indefinite appointments)
 - Within each of these groups, employees are further broken down:
 - by veterans' preference subgroup AD (preference eligible employees with a compensable service-connected disability of 30 percent or more)
 - subgroup A (other preference eligible employees)
 - subgroup B (non-preference eligible employees); and,
3. Length of Service

AcqDemo has eliminated "bump and retreat" under the RIF procedures. Demo uses a single round of displacement. Employees will be ranked in order of their retention standing, beginning with the most senior employee. These employees may displace an employee of lower retention standing occupying a position that is at the same or lower broadband level and is in a series for which the senior employee is fully qualified.

AcqDemo differs from non-demonstration appraisal systems and programs established under 5 U.S.C Chapter 43 and 5 CFR part 430. In CCAS, translation of Retention Service Credit, employees with ratings of record at or above Fully Successful or

equivalent (Level 3) shall receive 12 additional years, while those with lower ratings of record shall not receive any additional years.

The following rules will be used to determine the number of years for a given annual placement.

Rule 1—Employees whose annual OCS places them above the upper rail in category A shall not receive any additional years.

Exception to Rule 1—Category A employees on retained pay may have lacked the opportunity to contribute at the level of their retained pay. Therefore, they shall receive 12 additional years.

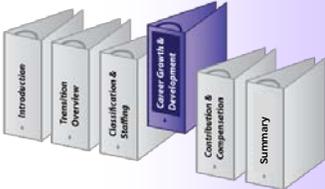
Rule 2—Employees whose OCS places them in categories B or C shall receive 12 additional years.

Rule 3—Substitute the annual performance rating of record under the previous performance management system for one or more CCAS process results if, before the issuance of RIF notices, (1) three complete CCAS cycles have not yet occurred or (2) an individual has not completed three cycles to obtain three CCAS process results.

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IV. CAREER GROWTH & DEVELOPMENT

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



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This module covers some of the original provisions of AcqDemo for career growth and development.

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CAREER GROWTH & DEVELOPMENT
Scholastic Achievement Appointment Authority

- 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**

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This authority is unique to AcqDemo.

Supervisors.....



CAREER GROWTH & DEVELOPMENT
Academic Degree & Certificate Training

- DAWIA authorized degree and certification training for acquisition-coded positions through the year 2012
- AcqDemo:
 - Extended for the duration of the project
 - Expanded coverage to all AcqDemo positions
- Authorizes local level approval
 - Funding, and procedures
 - Implementation—local responsibility

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Currently, DAWIA authorizes degree and certificate training for acquisition-coded positions through the year 2012.

The AcqDemo project extends that authority for the duration of the AcqDemo and expands its coverage to the acquisition support positions identified in the AcqDemo project.

It also provides authorization at the local level to administer and pay for the degree and certificate training programs. Funding for this training is the responsibility of the participating organization.

Funds availability must be considered before approval is granted. Employees selected to participate in this training may be required to sign continued service agreements when necessary to protect significant government interests.



CAREER GROWTH & DEVELOPMENT
Sabbaticals

- 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

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The sabbatical authority provides local commander authority to approve such absences when they are in the best interest of advancing acquisition mission performance.



CAREER GROWTH & DEVELOPMENT
Voluntary Emeritus Program

- 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

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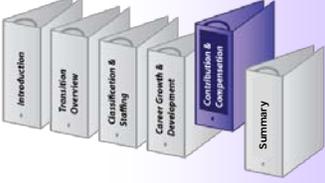
This feature, when originally included in the design, was thought to have value in attracting retirees back to government work before the provisions for retired annuitants change. It still would help organizations who do not have funds to hire a permanent or temporary employee.

Individuals who come into this program do not have to pay back any buy out that they may have received when they retired.

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V. CONTRIBUTION & COMPENSATION

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



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This module takes a pretty good look at the appraisal and reward system of AcqDemo. As mentioned before, it is called the Contribution-based Compensation and Appraisal System or CCAS. We will examine each of these topics.

 CONTRIBUTION & COMPENSATION Changes in Terms and Definitions	
NSPS	AcqDemo
Performance	Contribution
Performance Review Authority (PRA)	Personnel Policy Board (PPB)
Performance Appraisal System (PAA)	CAS2Net
5 Rating Levels	Overall Contribution Score (OCS)
Element 1 – Salary	Contribution Rating Increase (CRI)
Element 3 – Bonus	Contribution Award (CA)
Rate Range Increase	General Pay Increase
Local Market Supplement	Locality Pay

Ok, perhaps our most important terminology differences in this module...we'll look at the AcqDemo features closely in a minute.

First and foremost what is this difference between performance based designs and contribution based designs?

Performance

- Focus is on how well you performed objectives
- Ideal for well-defined more stable production environments
- Without proper controls, compensation is granted each year and inappropriate salary creep can result

We saw that happen with NSPS and it probably help lead to its repeal.

Contribution

- Focus is on impact or benefit of results
- Better suited for environments where roles are less defined more fluid knowledge work-oriented environments
- Numeric and graphic depiction of employee placement within broadband helps to better guide compensation decisions

AcqDemo does not have a PAA . All contribution planning, mid-point, and self-assessment writing is done off-line in Word documents and other local procedures and it is only at rating time when supervisors have the option to use a software program called CAS2Net to load their assessments and scoring which then get uploaded to the pay pool. We will be looking at this matter more closely with the AcqDemo Executive Council members to determine if a more standard approach is needed but for now, your transition team will be issuing your local procedures.

As with NSPS' PRA, AcqDemo has the PPB which functions the same. The PRA duties largely came from the AcqDemo design.

Instead of 5 rating levels, AcqDemo uses a range of scoring which permits better distinction of level of contribution.

The funding elements are similar in what they represent but are applied differently in how they are paid out.

And we return to the General Pay Increase adjustments granted to the GS structure being incorporated with AcqDemo broadbands as with locality pay as well.



CONTRIBUTION & COMPENSATION Personnel Policy Board

- 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

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The Personnel Policy Board performs the similar role of the PRA under NSPS and is the guiding oversight body for AcqDemo operations within an organization.

Business rules....

Acq Demo

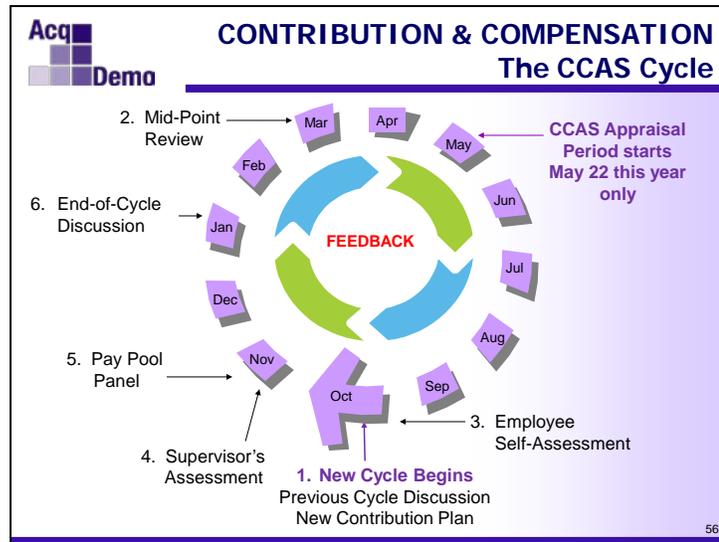
CONTRIBUTION & COMPENSATION Eligibility for CCAS Rating



- In AcqDemo at least 90 days on September 30 to be eligible for a rating (NLT July 2) and no pro-ration of payout;
- Less than 90 days on September 30 not eligible for CCAS distribution (but will receive full "G");
- Away from normal duties for an extended period of time, (i.e., temporary promotion outside the parent organization or outside the demo, long-term full-time training, call to active duty, extended sick leave, leave without pay, etc.), then the rating official has three options:
 - Rates the employee;
 - Presumes that employee would have contributed consistently with employee's expected level and will be given a expected rating; or
 - Re-certifies employee's last contribution appraisal.

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For this first year only, the CCAS appraisal period will officially begin on May 22, 2011.

In subsequent years, it begins on October 1 and ends on September 30 of the following year.

 CONTRIBUTION & COMPENSATION Required Communications		
Required Communications	Employee	Supervisor
New Cycle October	<ul style="list-style-type: none"> Review Self-Assessment for previous cycle Develop new contribution plan 	<ul style="list-style-type: none"> Convey expectations for new cycle Assist in new plan
Mid-Term Review March-April	<ul style="list-style-type: none"> Discuss accomplishments to date Address concerns 	<ul style="list-style-type: none"> Modify plan if needed Address strengths and weaknesses
End-of-Cycle Discussion December-January	Review and discuss final approved pay pool results as documented on the and CCAS Part I Form	

• Supervisors are responsible for scheduling each meeting
• Communication between employee and supervisor should be ongoing
• All required communications and additional mentoring must be documented on the CCAS All-in-One Form

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Self-explanatory



CONTRIBUTION & COMPENSATION
Contribution Planning

- 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
- Must have written contribution objectives

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Like any other performance management system, planning the rating cycle work assignments and expectations of them is the key first step...

Check with local SME before class to get their requirements for including (or not) objectives.

 CONTRIBUTION & COMPENSATION Factors				
Factors	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

So let's understand the design now...

These are the same factors used for position classification discussed earlier in the brief. Descriptor statements and standard discriminators exist for each broadband level within each career path.

The definition of increasing levels of contribution is in keeping with the notion that higher salary levels should require higher levels of contribution.

All factors are critical. They must be written to and rated individually.

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Demo

CONTRIBUTION & COMPENSATION Descriptors And Discriminators

- Each factor provides expected performance criteria:

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Descriptors indicate the type of contribution appropriate for the high end of each level. Descriptors are not to be used individually to assess contributions, but rather are to be taken as a group to derive a single evaluation of the factor.

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Each factor provides minimum expected performance criteria in the beginning of each factor...and then explains how descriptors should be applied.

Acq Demo		CONTRIBUTION & COMPENSATION Descriptors And Discriminators	
Factor: Leadership and Supervision			
NH – Business Management & Technical Management Professional			
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	

Once again, notice how the descriptor shows a progression of responsibilities between NH-II and NH-III...

Acq **Categorical Scores & Numerical Scores**

Demo **NH** **NJ** **NK**

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96-100	79-83	
	Med	84-95	67-78	
III	Low	79-83	61-66	
	High	79-83	62-66	57-61
	Med	67-78	52-61	47-56
II	Low	61-66	43-51	38-46
	High	62-66	47-51	42-46
	M-H	51-61	41-46	
	Med	41-50	36-40	30-41
I	M-L	30-40	30-35	
	Low	22-29	22-29	22-29
	High	24-29	24-29	24-29
	Med	6-23	6-23	6-23
	Low	0-5	0-5	0-5

Table 4. Point Ranges

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Before I explain the numbers, I would like to point out features of this chart.

The first column on the left represents the band levels

The second column from the left is the rating category assigned to the point ranges for each band level. You might note that band II has more categories. This is because this band is made up of the largest group of employees...what used to be grades 5 -11 for Business & Technical Management and grades 5 – 8 for Technical Support.

The 3 career paths are named at the top of the chart

There are expected scores based on your career path and band level.

→A person in the Business and Technical Management career path assigned to band level II is expected to score anywhere from 22 – 66 points if he or she is contributing at the expected level. Of course, he or she may score lower or higher than the expected level.

Acq Demo		CCAS Scoring	
Factor – Leadership / Supervision NH		Very High	115
LEVEL IV - LEADERSHIP/SUPERVISION Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.	IV	High	96-100
		Medium	84-95
		Low	79-83
LEVEL III - LEADERSHIP/SUPERVISION Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; regularly sought out by others for advice and guidance. Defines, organizes, guides, motivates, and oversees the activities of individuals/teams. Directs project/program issues. Orders individual/team development by mentoring. Pursues or creates training development programs for self and others.	III	High	79-83
		Medium	67-78
		Low	61-66
LEVEL II - LEADERSHIP/SUPERVISION Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.	II	High	62-66
		Medium-High	51-61
		Medium	41-50
		Medium-Low	30-40
LEVEL I - LEADERSHIP/SUPERVISION Takes initiative in accomplishing assigned tasks. Provides inputs to others in own technical/functional area. Seeks and takes advantage of developmental opportunities.	I	High	24-29
		Medium	6-23
		Low	0-5

Score each FACTOR (Categorical and Numerical)	
Problem Solving	3M 71
Teamwork/Cooperation	3M 73
Customer Relations	3M 73
Leadership/Supervision	3M 75
Communication	3M 74
Resource Management	3M 74
Total	440
440 / 6 = 73	
Overall Contribution Score	

** All AcqDemo employees' contributions are measured against the same six factors (no modification)*

Example for NH Leadership/Supervision.

The employee is an NH-III, who can be rated less than Level III or above Level III or at Level III.

The supervisor determined that the employee is contribution within his broadband level NH-III and at the categorical level of III/3 Medium (3M) and a numerical range of 67-78.

The supervisor determines, based on the employee self assessment and the supervisor's assessment, that the numerical rating is 75 for Leadership/Supervision.

And scores the remaining five factors with both the categorical and numerical scores.

The six factor numerical scores are added then divided by six for the Overall Contribution Score or OCS.

Is an OCS of 73 a good score?

We do not know because we do not know the base line from which to compare the OCS to to determine whether the 73 is good or bad.

We need to know the start point for this employee.

Next slide.

Acq Demo **Expected Contribution Range Calculator**

At the following website, you will find a calculator that will calculate the employee's **expected contribution range (ECR)**.

Expected Contribution Range Calculator

Base Salary Only

		Expected Contribution Range			
		Upper Rail	SPL	Lower Rail	
Enter Base Salary	\$67,587	Expected Contribution Range =	63	67	71
		-4 -3 -2 -1 0 +1 +2 +3 +4 Delta OCS			

http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm

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Every AcqDemo employee has an expected contribution range or start point based on the employee's base salary.

Enter the employee's base salary in the AcqDemo CCAS Expected Contribution Range Calculator.

Every base salary has an 8-point range, e.g., \$67,587 has an expected contribution range of 63-71.

Using the score at the SPL (Standard Pay Line) as the baseline, we can determine the delta OCS range of -4 to +4 delta OCS.

A score within the expected contribution range or -4 to +4 delta OCS will give the employee some salary increase called a CRI (Contribution Rating Increase) and some CA (Contribution Award).

A score to the left of the range, less than the Upper Rail score, the employee will receive a delta OCS of -5 and higher meaning no CRI and no CA,

A score to the right of the range, more than the Lower Rail score, the employee will receive a delta OCS of +5 and higher, meaning more CRI and CA.



Normal Pay Range and Standard Pay Line Chart

Joe Contributor
NH-III
Base Salary is \$67,587

To find Joe's Expected Contribution Range:

1. Go down the Upper Rail column and find closest value to Joe's base salary
2. Next go down the SPL column and find closest value to Joe's base salary
3. Next go down the Lower Rail column and find closest value to Joe's base salary

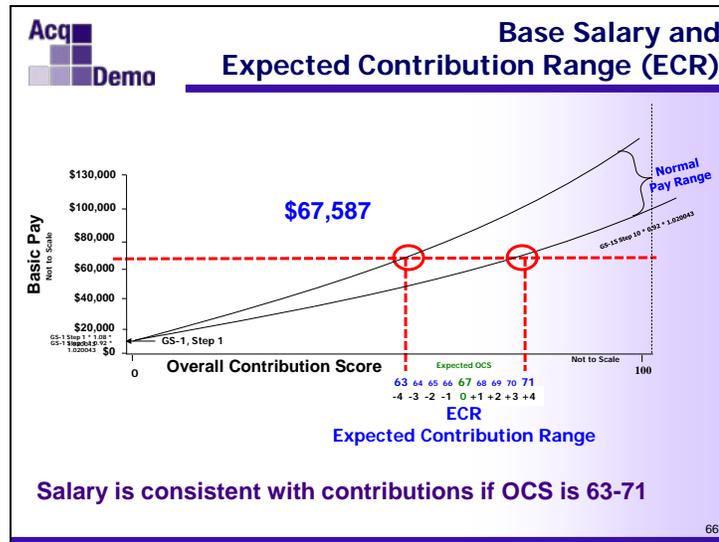
Salary differential from SPL to either rail at any OCS = +/- 8%

OCS differential from SPL to either rail at any Salary = ~± 4 points

	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail
	60	63244	58559	53874
	61	64511	59733	54954
	62	65804	60930	56056
-4	63	67123	62151	57179
-3	64	68469	63397	58325
-2	65	69841	64668	59494
-1	66	71241	65964	60687
0	67	72669	67286	61903
+1	68	74125	68634	63144
+2	69	75611	70010	64409
+3	70	77126	71413	65700
+4	71	78672	72844	67017
	72	80249	74304	68360
	73	81857	75794	69730
	74	83498	77313	71128
	75	85171	78862	72553

*Salaries in SPL associated with 2011 GS Pay Tables

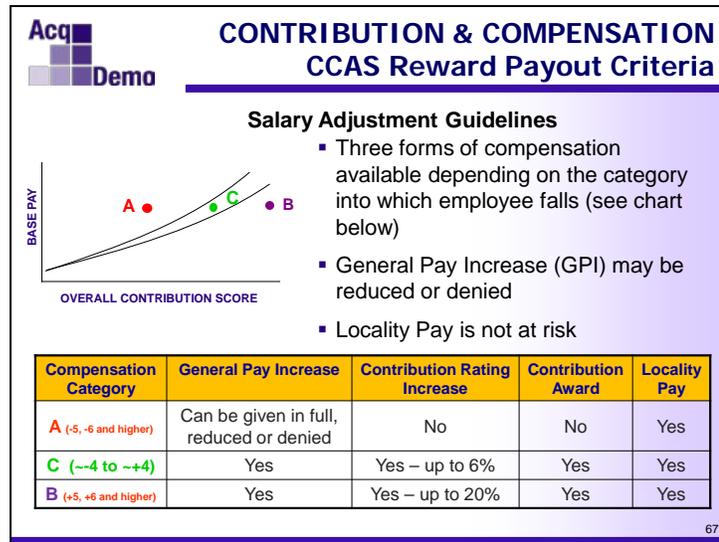
Explanation is on the slide.



For example, a GS-13, with a salary of \$67,587, who enters the demonstration project at the broadband level III of the Business Management and Technical Management Professional career path and receives an Expected Contribution Range of 63 to 71 with an expected OCS of 67 at the SPL. Here the employee will be considered appropriately compensated.

She/he does not need to score the maximum of 71, but does need to demonstrate contribution (a minimum OCS of 63), commensurate with his or her present salary.

The NPR is increased in accordance with the annual General Schedule Pay Increase.

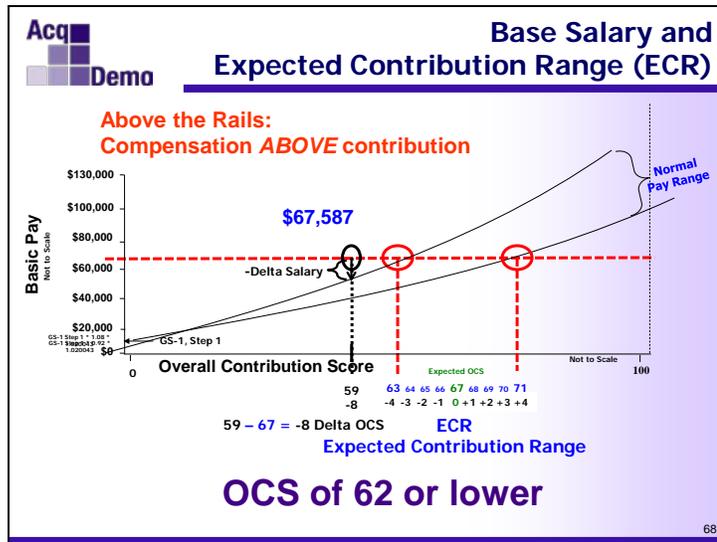


First, there is payout eligibility zones that determine how much compensation can be granted.

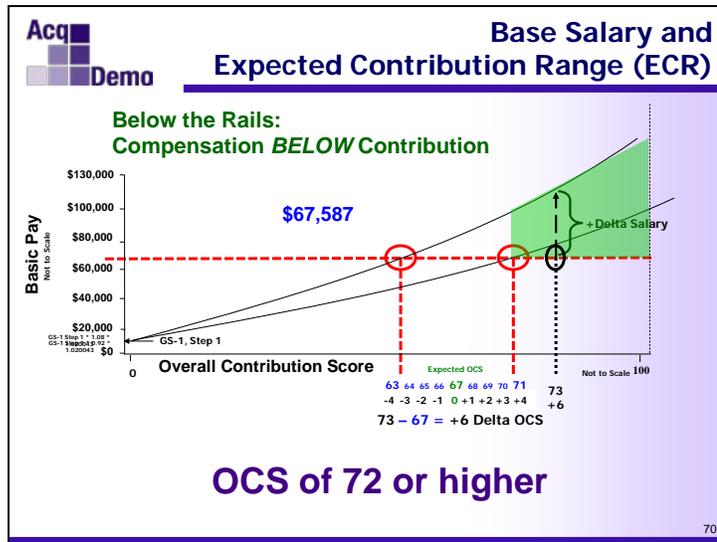
The plotting result from the previous slide will put you into one of three zones, A, B or C....so where does Joe belong?
(The answer is “B”)

Salary increase decisions are based in part on available funding.
Increases higher than noted percentages require Commander’s approval.
Program intent is to have almost all people contained within Compensation Category C over time.

Not desirable to be an “A” student under AcqDemo. :-)



If I receive a overall contribution score less than 63, my Compensation is more than my contribution level and that means I'm above the rail in the Compensation Above Contribution zone.



If I receive a overall contribution score of 72 or higher, then my compensation is below my level of contribution. This means that I have fallen in the B region, or below the rails.

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CONTRIBUTION & COMPENSATION Pay Pool Funding

- Pay Pool Funding
 - **Contribution Rating Increase (CRI)**
 - Was 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 sum of base salaries on board as of September 30th
 - **Contribution Awards (CA)**
 - Was intended to be consistent with funds historically spent in GS on performance awards
 - Minimum of 1% of base salaries on board as of September 30th
 - 90% of the funding percentage which will be awarded as bonus.



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CONTRIBUTION & COMPENSATION Payout Calculations

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

	Base Salary
Contributor, Joe	\$67,587
Blaine, Rick	\$57,123
Munroe, Cora	\$69,544
Wayne, Bruce	\$46,259
Sayers, Rose	\$69,877

Total Base Salaries = \$310,390

2. Add all the base salaries for the Pay Pool's total base salary.

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Like NSPS, the people on board 30 Sep determine the salaries to be applied to pay pool funds...let's say, for example, this is Joe's pay pool so salaries add up to \$310K. Let's see what happens next.

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CONTRIBUTION & COMPENSATION Payout Calculations

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

Total Base Salary * CRI Funding Level = CRI Pool
 $\$310,390 \times 2.4\% = \$7,449$



Total Base Salary * CA Funding Level = CA Pool
 $\$310,390 \times 90\% \text{ of } 1.3\% = \$3,632$



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This pay pool has decided to fund their levels at 2.4% for CRI and 1.3% for CA. Using those percentages against the pay pool funds, that creates a pot of \$7,449 for CRI and \$3,632 for CA.

Q: Why 90% of 1.3%?

A: Remaining 10% to ensure funds are available for incentive awards throughout the year.

Acq Demo **CONTRIBUTION & COMPENSATION Payout Calculations**

4. Enter approved OCS and Target Salaries.

	Base Salary	Expected OCS	Approved OCS	Target Salary
Contributor, Joe	\$67,587	67	73	\$81,857
Blaine, Rick	\$57,123	59	61	\$64,511
Munroe, Cora	\$69,544	69	70	\$77,126
Wayne, Bruce	\$46,259	48	45	\$46,962
Sayers, Rose	\$69,877	69	63	\$67,123

5. Determine the Delta OCS and Delta Salaries.

	Expected OCS	Approved OCS	Delta OCS	Base Salary	Target Salary	Delta Salary
Contributor, Joe	67	73	6	\$67,587	\$81,857	\$14,270
Blaine, Rick	59	61	2	\$57,123	\$64,511	\$7,388
Munroe, Cora	69	70	1	\$69,544	\$77,126	\$7,582
Wayne, Bruce	47	45	-2	\$46,259	\$46,962	\$703
Sayers, Rose	69	63	-6	\$69,877	\$67,123	-\$2,754

Total Positive Delta Salary = \$29,943

6. Calculate total *positive* Delta Salary.

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The pay pool software then sums the delta salaries created from comparing current and target salaries. Of special note in this example, is Rose Sayers who did not earn an increase because her OCS was not within the Expected Contribution Range for her salary. As a result, it shows a lower salary and resulting negative delta salary. Since she will not actually be reduced in salary as a direct result of her rating, this value is ignored and only positive delta salaries are added to create the total positive delta salary of \$29,943.

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CONTRIBUTION & COMPENSATION Payout Calculations

7. Calculate percent of Delta Salary to be given.

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

 CRI Pool \$7,449

Total Positive Delta Salary of \$29,943

$\$7,449 \div \$29,943 = 24.87726\%$ of Positive Delta Salary for CRI

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

 CA Pool \$3,632

Total Positive Delta Salary of \$29,943

$\$3,632 \div \$29,943 = 12.12971\%$ of Positive Delta Salary for CA

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So if there are only \$7,449 in the CRI pot and employees have earned \$29,943 in positive delta salaries, the software divides the pot by the total positive delta and determines that everyone can get 24.8% of their positive delta salary. The same thing happens for awards and results in everyone getting 12% of their positive delta salary for award. Now remember, these are not fixed values...they vary widely based on the base salaries of employees in the pay pool and the final OCSs approved by the pay pool manager.



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Demo

CONTRIBUTION & COMPENSATION
Payout Calculations

8. Calculate approved CRI and CA.

	Expected OCS	Approved OCS	Delta OCS	Base Salary	Target Salary	Delta Salary
Contributor, Joe	67	73	6	\$67,587	\$81,857	\$14,270

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

\$14,270 X 24.87726% = \$3,550

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

\$14,270 X 12.12971% = \$1,731

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So coming back to Joe, he would receive \$3,550 in a salary increase and \$1,731 in award money...

Acq Demo

Compensation from the Pay Pool

	Expected OCS	Approved OCS	Delta OCS	Base Salary	Target Salary	Delta Salary	Computed CRI	Computed CA	
Contributor, Joe	67	73	6	\$67,587	\$81,857	\$14,270	\$3,550	\$1,731	
Blaine, Rick	59	63	4	\$57,123	\$64,511	\$7,388	\$1,838	\$896	
Munroe, Cora	69	70	1	\$69,544	\$77,126	\$7,582	\$1,886	\$920	
Wayne, Bruce	47	45	-2	\$46,259	\$46,962	\$703	\$175	\$85	
Sayers, Rose	69	63	-6	\$69,877	\$67,123	-\$2,754	\$0	\$0	
Total Base Salary							\$29,943	24.87726%	12.12971%
							\$7,449	\$3,632	

All the CRI and CA Pool Dollars are distributed!!!



CRI Pool
\$7,449



CA Pool
\$3,632

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CONTRIBUTION & COMPENSATION CCAS Results – Part I Form

Identifying info

Signatures

OCS & rail positions

OCS plotted

Part I: CCAS Salary Appraisal Form

Name: Joe Contributor Series: 0348 Appraisal Period: From: 1-04-09 To: 30-Sep-10
 CASNet ID: 99999 Broadband Level: 10
 Organization: 1 Increased Pay: No
 Career Path: 101 Prerequisite: None Signature of employee does not constitute agreement with CCAS appraisal

Micky Martin Pay Pool Manager Date: 21-Jan-11

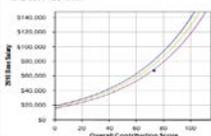
Rating Official Date: _____

Employee Signature Date: _____

Appraisal Details	Upper Rail OCS	63
Overall Contribution Score	SPL OCS	67
Next Year's Expected SPL OCS	Lower Rail OCS	71

Employee Contribution Pay Comparison Chart

The chart plots the Employee Appraisal score in the appraisal period (SPL) and rate. The top and bottom lines are the Upper and Lower Rats. The middle line is the SPL. The point is the Employee Appraisal.



Compensation Detail

+ \$67,587	Current Rate of Base Pay
+ 0	0 Increase
+ 3,850	5.25% Increase
= \$71,137	New Rate of Basic Pay
+ \$17,070	1,000.00% Pay
= \$88,566	New Total Salary @ 24.22%
\$ 7,715	Contribution Award

Remarks

The General Pay Increase (GPI) and locality information on this form is based on 2010 rates and will be updated based on the decision of the Federal Government prior to the payroll.

Pay info

Remarks

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CONTRIBUTION & COMPENSATION

CCAS Results – Part I Form

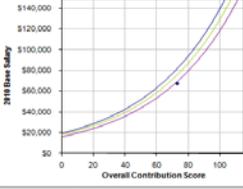
Appraisal Detail

Overall Contribution Score	71
Next Year's Expected SPL OCS	71

Upper Rail OCS 63
SPL OCS 61
Lower Rail OCS 71

Expected Contribution Range
And
Expected OCS

Employee Contribution Pay Comparison Chart
The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the Upper and Lower Rails. The middle line is the SPL. The point is the Employee Appraisal.



2018 Base Salary

Overall Contribution Score

Compensation Detail

\$67,587	Current Rate of Base Pay	0.0%
+	G Increase	0.0%
= \$ 3,550	CR1 Increase	5.25%
= \$71,137	New Rate of Basic Pay	@ 24.22%
+	\$17,229 Locality Pay	
= \$88,366	New Total Salary	
\$ 1,731	Contribution Award	

Pay info

Remarks
 The General Pay Increase (GPI) and locality information on this form is based on 2016 rates and will be updated based on the decision of the Federal Government prior to the payout.

If on Pay Retention or Top of the Broadband.

\$67,587	Current Rate of Base Pay	0.0%
+	G Increase	0.0%
= \$ 0	CR1 Increase	0.0%
= \$67,587	New Rate of Basic Pay	@ 24.22%
+	\$16,370 Locality Pay	
= \$83,957	New Total Salary	
\$ 5,281	Contribution Award (of which \$3,550 was CR1 Carryover)	

Privacy Act Statement (50 U.S.C.)
 1. AUTHORITY: Section 552a of the Federal Register/Notices dated January 8, 1999.
 2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment.
 3. ROUTING USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and areas for the signature of the PPS, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
 4. DISCLOSURE: Failure to verify the SPL may result in a delayed or erroneous processing of the individual's CCAS and applicable payments. The information contained within this form is generated in source and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.

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Acq **Demo** **CONTRIBUTION & COMPENSATION**
CCAS Results – Part I Form

Individual Factor Scores

Part I: CCAS Salary Appraisal Form Page 2

Name: Joe Contributor	Series: 0340	Appraisal Period:
CASZNet ID: 99999	Broadband Level: III	From: 1-Oct-09
Organization: 1	Retained Pay: No	To: 30-Sep-10
Career Path: NH	Presumptive: None	

Factor	Category Score	Final Score
Problem Solving	3M	75
Teamwork	3M	75
Customer Relations	3M	75
Leadership	3M	73
Communications	3M	70
Resource Management	3M	70
OCS		73
Delta OCS	6	
Relative Score	-13.05	

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CONTRIBUTION & COMPENSATION

Inadequate Contribution

- Goal of System: Proper Compensation for Contribution to Organization's Mission
- Inadequate Contribution could result in:
 - Reassignment
 - Reduction in Pay
 - Removal from Federal Service
- Consult With HR before beginning action

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The demonstration project aims to go beyond a performance-based rating system, to link rewards to the levels of contribution. Therefore, the system also accounts for those whose contributions are judged to be less than adequate. This section applies to reduction in pay or removal of demonstration project employees based on inadequate contribution.

As we've seen, contribution is measured against six critical factors, each with levels of increasing contribution corresponding to the three career paths. Inadequate contribution in any one factor at any time during the appraisal period is considered grounds for reassigning employees, reducing their pay or removing them from Federal Service. Inadequate contribution can also result when the OCS falls in the over-compensated region.

This authority is similar to that for identifying poor performers under current Civil Service Rules.

Supervisors should consult with their CPAC when considering any action described in this section.

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CONTRIBUTION & COMPENSATION

Inadequate Contribution

- Contribution Improvement Plans (CIP's) should be considered in the case of employees whose contributions to mission accomplishment are inadequate
- There are two types of situations where inadequate contribution could call for a CIP:
 - Mandatory
 - Optional

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Contribution Improvement Plans, not unlike Performance Improvement Plans, should be considered for employees demonstrating inadequate contribution. There are two types of situations...mandatory and optional.

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CONTRIBUTION & COMPENSATION

Inadequate Contribution

Inadequate Contribution is evident when:

- Contribution in *any* factor is at or less than midpoint of next lower Broadband Level
- or
- OCS (Rating of Record) falls above the upper rail
(A - Compensation *ABOVE* contribution zone -5, -6 or higher)

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Self-explanatory

Acq Demo

CONTRIBUTION & COMPENSATION Inadequate Contribution

Broadband Level Point Ranges

Broadband Level	Business Management and Technical Professional		Technical Support		Administrative Support	
	115	Mid-Point	95	Mid-Point	70	Mid-Point
IV	96-100		79-83			
	84-95		67-78			
	79-83		61-66			
III	79-83	72	62-66	55	57-61	
	67-78		52-61		47-56	
	61-66		43-51		38-46	
II	62-66	44	47-51	37	42-46	34
	51-61		41-46			
	41-50		36-40		30-41	
	30-40		30-35			
	22-29		22-29		22-29	
I	24-29	15	0-29	15	0-29	15
	6-23		6-23		6-23	
	0-5		0-5		0-5	

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- All factors are critical
- Factor score at or below the numerical midpoint of the next lower level
- Review example
 - NH-II, factor score of 15 or below



Mandatory CIP Scenario

Inadequate Contribution

(NH III Employee Score Sheet)

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), there is no supervisory discretion: a CIP must be issued. This is true regardless of where the employee's overall OCS falls (i.e. Category A, B, or C).

		FACTORS						
		Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Commun.	Resource Mgt	
NH-72 NJ-55 Level NH-44 NJ-37 NK-34 NH-15 NJ-15 NK-15	IV	Very High						
		High						
		Med						
		Low						
	III	High			80			
		Med	78					78
	Level	Low				65		
		High						
	II	M-H					46	
		Med						
		M-L		29				
		Low						
I	High							
	Med							
	Low							

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What about these two scores.

Keeping mind that we just learned that if any score for any factor is at or below the mid-point there is no supervisory discretion: **a CIP must be issued**.

Is the 29 at or below the mid-point of the next lower broadband level for our NH-III employee?
What about the 46?

Since the mid-point for a NH-II is 44, the score of 29 for Teamwork/Cooperation is well below the mid-point and the 46, while not a great score for the Communications Factor, it is still acceptable.

This employee would be required to be placed on a mandatory CIP for Teamwork/Cooperation.

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CONTRIBUTION & COMPENSATION Inadequate Contribution

- **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

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In situation 2, the employee’s OCS has placed them above the upper rail of the Expected Contribution Range in the A Zone. In these cases, the supervisor can make a judgment call on whether or not a CIP is necessary. A supervisor can decide to document the decision not to do a CIP and inform the employee and higher management or the supervisor can determine that CIP action is necessary.

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CONTRIBUTION & COMPENSATION Inadequate Contribution

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

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There are many component unique requirements of preparing improvement actions so we advise all supervisors to work with their HR specialist for assistance on these matters but a CIP must contain these items....

Acq Demo

CCAS GRIEVANCE PROCESS

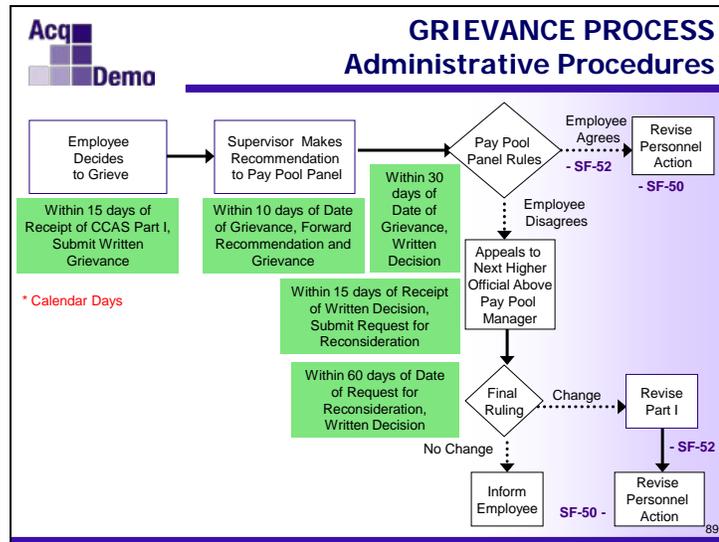
- Employee may grieve:
 - Overall Contribution Score / Factor Score(s)
 - ✓ General Pay Increase (GPI)
 - ✓ Contribution Rating Increase (CRI)
 - ✓ Contribution Award (CA)
 - Narrative
- Bargaining Unit employees follow negotiated agreement, if any; if not
- Non-Bargaining Unit employees follow established administrative procedures, with supplemental instructions.

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Under CCAS, employees may grieve their end-of-cycle appraisal if they feel they did not receive an appropriate OCS.

The employee may grieve:

Overall Contribution Score
The amount of General Pay Increase received
The amount of CRI or CA received, and
The Narrative



- The employee submits the grievance first to the rating official **within 15 days from receiving their CCAS appraisal information (CCAS Part I)**
- **Within 10 days** of the date of the grievance, the Supervisor will review and submit a recommendation to the pay pool panel.
- **Within 30 days** of the date of the grievance, the pay pool panel will provide the employee the decision in writing.
 - The pay pool panel may accept the rating official's recommendation or reach an independent decision.
 - The pay pool panel in conducting its fact finding may solicit additional relevant information from the grievant or rating official as it deems appropriate to reach their decision.
 - In the event that the pay pool panel's decision is different from the rating official's recommendation, appropriate justification will be provided to the rating official.
- (d) The pay pool panel's decision is final unless the employee requests reconsideration by the next higher official to the pay pool manager. That official would then render the final decision on the grievance.

Any changes to the official appraisals and/or resulting compensation (GPI, CRI, or CA) will be documented on the CCAS Salary Appraisal Form and entered into all appropriate records. Copies of all corrections will be provided to the employee.

Acq Demo		Pay Pool Payout		
Leaving After 30 September and Before the January Payout				
Situation	Rating Approved By	Computed CRI	Computed CA	Additional Action
Leave to Another AcqDemo Pay Pool	Losing Pay Pool	Pay By The Gaining AcqDemo Pay Pool	Pay By The Gaining AcqDemo Pay Pool	NA
Leave AcqDemo for GS	Losing Pay Pool	Carry Over CRI and Add to CA	CRI + CA as Award	Memo and MIPR Award to Gaining Federal Agency
Leave AcqDemo to STRL Demo	Losing Pay Pool	Carry Over CRI and Add to CA	CRI + CA as Award	Memo and MIPR Award to Gaining Federal Agency
Leave AcqDemo to Another Federal Agency	Losing Pay Pool	Carry Over CRI and Add to CA	CRI + CA as Award	Memo and MIPR Award to Gaining Federal Agency
Retire	Losing Pay Pool	Carry Over CRI and Add to CA	CRI + CA as Award	Complete a SF 1034 and Forward to DFAS
Resign from Federal Service	Losing Pay Pool	NA	NA	NA
Pay Pools will take every effort to get the payout to former employees.				

Slide 91

Acq Demo

VI. SUMMARY

- Transition Summary
- Transition Support



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So what's next....



TRANSITION SUMMARY

- Ongoing – Transition guidance
- Now through May 2011 –
 - Transition Teams preparing organizations
 - Training being delivered
- March/April 2011 – Conduct NSPS interim assessment
- May 22, 2011 – Convert from NSPS to AcqDemo
- April/June 2011 – Establish AcqDemo contribution plans
- September 30, 2011 – End of first AcqDemo rating cycle
 - Review contributions with employees; prepare assessments
 - Communicate new cycle contribution expectations
- October/November 2011 - Pay Pool Deliberations
- January 2012 – Issue first AcqDemo rating/payout

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The program office is continuing to work with the NSPS Transition Office to resolve any issues that surface on how AcqDemo employees will be transition out of NSPS and will be updating policy and guidance as it is developed.

Your transition teams are already working on preparing to convert you and training has been delivered to your leadership and HR providers

The next transition related event for you will be your interim assessment under NSPS. We have obtained a legal reading that your NSPS accomplishments can inform on your AcqDemo contribution planning/expectations under your first AcqDemo rating and so you'll want to pay special attention to ensuring it properly reflects your accomplishments.

Then, of course, May 22nd is the big day when everyone will convert to AcqDemo.

Within 30 days of conversion, supervisors are required to have contribution plans per component guidance established for all employees.

Then September 30th will signal the end of the new AcqDemo rating cycle and supervisor and employees should prepare assessments and that will be followed by the first AcqDemo pay pool process which will result in the first AcqDemo ratings and payouts being issued in January 2012.

Acq
Demo

DoD and Army Support

- *Questions? Contact your local transition team or submit to:*

DoD AcqDemo Helpdesk AcqDemo.Helpdesk@dau.mil	Army AcqDemo Program Office
	- Jerry Lee, 703-805-5498 (PM) jerold.a.lee@us.army.mil
	- Tim Zeitler, 703-805-1098 tim.zeitler@us.army.mil
	- Lori Branch, 703-805-1077 lori.branch@us.army.mil

- **Visit DoD AcqDemo Website for latest transition information updates**
 - <http://www.acq.osd.mil/dpap/ops/acqdemo.html>

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Upon the repeal of NSPS, OSD (ATL) revitalized the AcqDemo Program Office to provide comprehensive training and support.

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



Questions?

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Your notes: