



Department of Defense  
Civilian Acquisition  
Workforce Personnel  
Demonstration Project

## Army HRM

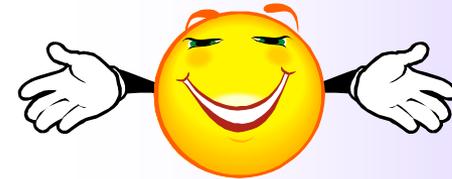
# Human Resource Management (HRM) Policy & Processes

(April 15 2011)

<http://asc.army.mil/policies/AcqDemo.cfm>



- Welcome to AcqDemo HRM 101!
- Course materials
- Agenda
- Logistics
- Introductions:
  - Name
  - Background
  - Role in Implementing AcqDemo



# WELCOME



- Provide pertinent HR transition information for NSPS transition to AcqDemo
- Participants will be able to properly manage and execute HR activities for employees in the AcqDemo, to include:
  - assisting employees in their conversion into the project;
  - successfully processing personnel actions associated with project initiatives; and
- Provide you the basics so that you can tailor your HRM processes!



- **Transitioning from NSPS to AcqDemo**
- **Introduction to AcqDemo**
- **Converting into the AcqDemo**
- **Administering The AcqDemo initiatives**
  - **Broadbanding & Classification**
  - **Hiring & Appointment Authorities**
    - Delegated Examining Authority
    - Scholastic Achievement Authority
    - Appointment Authority
- **Voluntary Emeritus Program**



- **Flexible Probationary Period**
- **Contribution-Based Compensation and Appraisal System (CCAS)**
- **Reduction-in-Force (RIF) Procedures**
- **Special Pay Situations**
- **Expanded Development Opportunities**
  - Academic Degree and Certificate Training
  - Sabbaticals
- **Determining GS Equivalency**
- **AcqDemo Training**
- **Summary**

# **Transitioning from NSPS to AcqDemo**

# Transition From NSPS Time Line Overview

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
Establish Training Plan	DoD Program Ofc									
Prepare for AcqDemo Transition	DoD Program Ofc			DoD Program Ofc				Commands		
Transition Guidance			DoD Program Ofc							
Deliver Senior Leader Training			DoD Program Ofc							
Deliver HR Training			DoD Program Ofc							
Deliver Workforce Training			DoD Program Ofc							
AcqDemo Transition Pilot					Commands					
AcqDemo Transition							Commands			
Establish AcqDemo Contribution Plan							(NSPS Objectives)		Commands	

DoD Program Ofc
  Commands

# What's NOT Changing

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

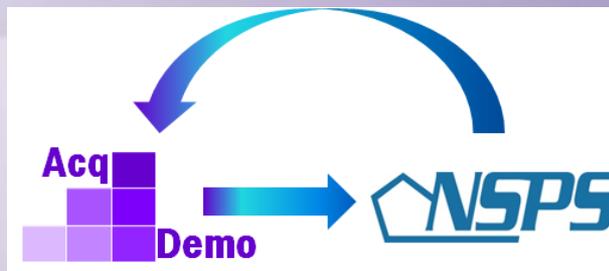
**Transition  
Classification & Staffing  
Highlights**



# Classification & Staffing Terminology Crosswalk

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

# Transition of NSPS Pay Bands to AcqDemo Broadbands





# 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
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

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)



# 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)

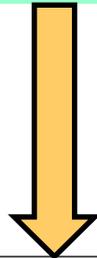
NSPS Schedule(s)	NSPS PB	Nonsupervisory AcqDemo CP	AcqDemo BB
YA - STND - PROF/ANALYTICAL and YD - S&E - PROF Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11	YA-01 YD-01	Not Applicable	GS
YA - STND - PROF/ANALYTICAL and YD - S&E - PROF Position is classified as NH-02 or GS-05 or GS-07 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

# If you are a YA/YD-01

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



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*

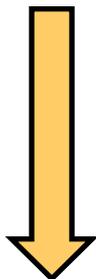
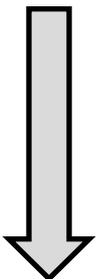
NH-01			NH-02			NH-03			NH-04		
17803	-	31871	27431	-	65371	60274	-	93175	84697	-	129517
<b>GS-01 to GS-04</b>			<b>GS-05 to GS-11</b>			<b>GS-12 to GS-13</b>			<b>GS-14 to GS-15</b>		

# If you are a YA/YD-02

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



Position is classified as NH-02 or GS-05 to GS-11	Position is classified as NH-03 or GS-12 to GS-13
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*Retained Pay Alert*

*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
<b>GS-01 to GS-04</b>			<b>GS-05 to GS-11</b>			<b>GS-12 to GS-13</b>			<b>GS-14 to GS-15</b>		

# 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**



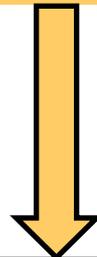
NH-01			NH-02			NH-03			NH-04		
17803	-	31871	27431	-	65371	60274	-	93175	84697	-	129517
GS-01 to GS-04			GS-05 to GS-11			GS-12 to GS-13			GS-14 to GS-15		

# 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		



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		

# If you are a YH-02

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-02 or GS-05 to GS-11

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

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

**Retained Pay Alert**

**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		

# 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		



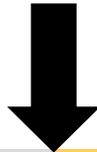
# Transition from NSPS to AcqDemo; Pay Bands to Broadbands

## 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

# 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		

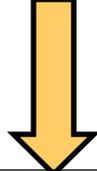
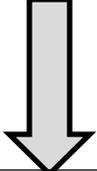


Position is classified as NJ-01 or GS-01 to GS-04

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*

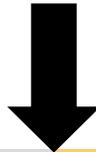
*Retained Pay Alert*



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		

# If you are a YB/YE-02

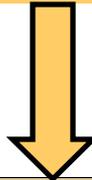
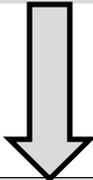
YB/YE-01			YB/YE-02			YB/YE-03			YE-04		
17803	-	39748	33270	-	59501	49237	-	78352	66882	-	93175
GS-01 to GS-06			GS-07 to GS-10			GS-11 to GS-12			GS-13		



Position is classified as NJ-02 or GS-05 to GS-08	Position is classified as NJ-03 or GS-09 to GS-10
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*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		

# If you are a YB/YE-03

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		

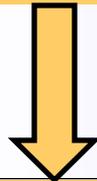
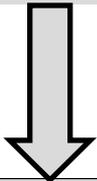


*If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band*

Position is classified as NJ-03 or GS-09 to GS-11

Position is classified as NJ-04 or GS-12

**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		

# 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	



# 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	

# If you are a YB/YI/YM-01

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



Position is classified as NK-01 or GS-01 to GS-04	Position is classified as NK-02 or GS-05 to GS-06
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*Retained Pay Alert*

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

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

# If you are a YB/YI/YM-02

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		

Position is classified as NK-02 or GS-01 to GS-04

Position is classified as NK-03 or GS-05 to GS-10

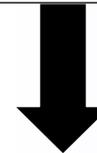
*Retained Pay Alert*

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

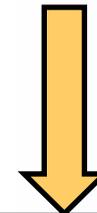
NK-01			NK-02			NK-03		
17803	-	31871	27431	-	44176	37631	-	59505
GS-01 to GS-04			GS-05 to GS-07			GS-08 to GS-10		

# 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**



*Retained Pay Alert*

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		



# 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 NJ-03 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

# 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		



Position is classified as NH-02 or NJ-02 or NK-02 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			Retained Pay Alert for NK-02		
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

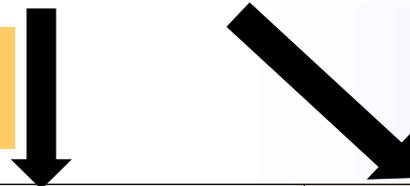
Retained Pay Alert for NK-02

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

# 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		

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		
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 NH-03

Retained Pay Alert for NJ-04

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

# 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*

**Transition  
Classification & Staffing  
Highlights  
(Continued)**

# Classification & Staffing Transition Highlights

- **PDs to PRDs** – The NSPS Position Description will be edited via pen and ink changes in FASCLASS to reflect the appropriate AcqDemo Pay Schedule, Series Number, Broadband Level and factors. If there are significant changes to duties, the NSPS PD will require reclassification of the position using AcqDemo Classification procedures.
- (DA) FASCLASS will;
  - (pre-transition) Remove all GS equivalency statements
  - (pre-transition) Based on DCPDS information (and corrections via the NSPS2GS (AcqDemo) Tool) change all pay schedules and pay bands
  - (Post transition) Remove any FES (Factors and Scores)
  - (Post transition) Add appropriate AcqDemo Factors



**4.1.4 Vacancy Announcements.** Determinations of appropriate areas of consideration and length of open periods for receipt of applications will be made by considering the nature of the positions covered by the examination; their career potential; and the characteristics of the labor market.

**Army 4.1.4 (was Army 4.2.2) Vacancy Announcements.** In addition to the above, refer to applicable provisions of the delegated examining agreement when determining appropriate area of consideration and length of open periods. *A position has to be advertised representing the lowest equivalent GS step 1 to the highest equivalent GS step 10 in the broadband. Management will set the pay upon selection of the applicant consistent with qualifications/education and the expected contribution of the position.*

# Classification & Staffing Transition Highlights

**Transition Period** – the period between October 28, 2009 and January 1, 2012 or the date an organization's employees and positions are converted out of NSPS if prior to January 1, 2012.

**Pipeline Actions** – a position that can be filled (i.e., made effective) under NSPS by no later than June 20, 2011, and which meets one or more of the following criteria:

- a. A competitive recruitment action for which an announcement is posted before **April 10, 2011** or a recruitment action which is in a subsequent phase of the recruitment process (e.g., applicants being reviewed, certificate/list of eligibles sent to selecting official, tentative/firm offer made, etc.) as of **April 10, 2011**.
- b. An action for which an open continuous announcement is posted before **April 10, 2011**, and the request for personnel action (RPA) was received by the HRO before **April 10, 2011**.

# Classification & Staffing Transition Highlights

- c. A recruitment action for which a noncompetitive selection is made for an NSPS position before **April 10, 2011** (e.g., selection for VRA appointment, Schedule A appointment of persons with a disability, etc.).
- d. A noncompetitive reassignment RPA received by **April 10, 2011** in the HRO.
- e. A recruitment action for which Priority Placement Plan (PPP) match(es) is/are identified before **April 10, 2011**.
- f. A noncompetitive conversion of an NSPS employee on a temporary or term appointment in the competitive service, consistent with 5 CFR 9901.511(d)(2), to a permanent appointment in the competitive service when the request to convert the employee is received by the HRO before **April 10, 2011** and accomplished before transition from NSPS.

# Classification & Staffing Transition Highlights

g. An extension of an NSPS employee's temporary or term appointment, consistent with 5 CFR 9901.511(d), when the request to extend the appointment is received by the HRO before **April 10, 2011** and effected no later than the organization's scheduled date of transition from NSPS.

- **Vacancy announcements posted before April 10, 2011.** NSPS vacancy announcements posted before **April 10, 2011**, must contain the following statement to alert applicants that the position(s) will be converted to AcqDemo:

*The position(s) covered by this vacancy announcement is/are scheduled to transition from the National Security Personnel System (NSPS) to the DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) by July 3, 2011.*

# Classification & Staffing Transition Highlights

- **Job offers.** Job offers for positions covered by NSPS will clearly indicate under which statutory pay system the selectee will be placed. If the selectee is to be placed under the NSPS statutory pay system, the selectee will be notified that the position is scheduled for transition from NSPS to AcqDemo **by July 3, 2011**.
- **Non-DoD individuals/employees** – permanent appointments **prior to April 10, 2011**. Prior to **April 10, 2011**, non-DoD individuals *appointed to a position in an organization covered by NSPS may be placed on an appropriate AcqDemo position requirements document (PRD)*.
- **Non-DoD individuals/employees** – permanent appointments **as of April 10, 2011 and beyond**. Beginning on **April 10, 2011**, all non-DoD individuals/employees appointed to a position in an organization covered by NSPS **must** be placed on an appropriate AcqDemo PRD.

## Internal placement.

**DoD Non-NSPS employees.** Beginning **April 10, 2011**, non-NSPS employees selected for a position in an organization covered by NSPS that will transition to AcqDemo must be placed on an appropriate AcqDemo PRD.

## **NSPS Employees.**

**1. Competitive placement.** Beginning **April 10, 2011**, NSPS Employees who are selected for an NSPS covered position that will transition to AcqDemo via a competitive process must be placed on an Appropriate AcqDemo PRD.

## Internal placement (con't).

### NSPS Employees.

2. **Noncompetitive placement.** During the transition period, NSPS employees may be placed noncompetitively in an NSPS covered position (e.g., career ladder promotion, reassignment, etc.). NSPS employees may be temporarily promoted noncompetitively for a period of 120 days or less in conformance with the AcqDemo Operating Procedures.

# Classification & Staffing Transition Highlights

- **In AcqDemo, Temp Promotions and Details are NTE 120 days.**

CPACs will review requested actions from compliance with regulatory requirements.

- Total time in promotion will be subject to the 120 limit upon transition. Any employee on a non-comp promotion that exceeds 120 days on the day of transition will terminate and not be able to continue.
- Any employee with less than 120 days served on the day of transition can continue up to the 120th day.
- Employees on temporary reassignments that become promotions upon transition will start the 120 limit on the day of transition.
- (Option) Organizations may choose to compete these positions instead before transition and not need to be concerned with the time limits.

# Classification & Staffing Transition Highlights

- In AcqDemo, Temp Promotions and Details are NTE 120 days.

**Pay;** The CPACs will compare the NSPS salary while on the temporary assignment with the pay as would be calculated under AcqDemo rules. The employee will be awarded whichever salary is higher. If the NSPS salary is the higher one, the employee is able to continue to earn that pay up through the NTE date in place immediately before the transition (whether original NTE or the latest extension).

**NOTE:** If a competition temporary promotion is being continued, and management wishes to extend beyond the date in place at transition, the employee is entitled to the NSPS pay (if higher) through the original NTE and the follow on RPA will reflect that salary and that date. A second RPA will be needed upon expiration of the NSPS salary entitlement to continue the promotion under Acq Demo rules to whatever date requested.



# Classification & Staffing Transition Highlights

## 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 positions time
  - Don't fully meet the lowest level of Factor 3 (Managerial Authority)

# Classification & Staffing Transition Highlights

- **Interoccupational Positions**

- The AcqDemo classification system **does not** support interoccupational position descriptions;
- Prior to transition, positions must be reviewed to determine which single occupational series is most applicable to the duties, responsibilities and qualifications required of the position.
- Normally this will be the occupational series of the current incumbent.

*(i.e. YF-0806-03 Supv Material Engineer & YF-0830-03 Supv Mechanical Engineer)*

- **Interdisciplinary Positions**

- An occupied interdisciplinary professional position is classified to the same AcqDemo series to which the NSPS position is classified.

*(i.e. Occ Series 1515 - Operations Research Analyst could be;  
- 1520 Mathematician)*

# Classification & Staffing Highlights

## RPA Submissions and Processing During NSPS Transition

If the action is	Proposed Effective Date is	RPA must be to the CPAC NLT
<b>Pre-Transition Reclassification / Reassignment Action</b>	Prior to the effective date of transition	4 weeks prior to the effective date of transition
<b>Award</b>	Prior to the effective date of transition	2 weeks prior to the effective date of transition
<b>Extension of Appointment</b> (expiring during transition period. These actions will be processed with an earlier effective date than would otherwise be used.)	Prior to the effective date of transition	2 weeks prior to the effective date of transition
<b>Non-Pay Action</b> (Reassignments, Realignment, etc)	Prior to the effective date of transition	2 weeks prior to the effective date of transition
<b>Pay Action</b> (Promotion, Change to Lower Grade, ACDP etc)	Prior to the effective date of transition	4 weeks prior to the effective date of transition

# Classification & Staffing Highlights

## RPA Submissions and Processing During NSPS Transition

If the action is	Proposed Effective Date is	RPA must be to the CPAC NLT
<b>Accessions / New Hires **</b>	Prior to the effective date of transition	4 weeks prior to the effective date of transition
<b>Emergency Actions</b> (Death, Removal, Suspension, Accessions Critical to Mission)	Actions will be processed manually during the transition period and input in the database after the transition is completed.	

\*\* Emergency Accession Actions – actions that are true emergencies required to support critical military missions, or life and safety missions. These actions should be rare exceptions and must be approved by the Heads of the Organization in advance of submission. Since these actions will be processed manually, as soon as these situations are recognized, the manager should immediately contact the servicing CPAC.

# Employee Notification Requirements

- As early as feasible, but prior to the organization's transition date, supervisors will provide notification to all employees regarding their AcqDemo bands, using automated reports provided through command channels or the Transition Report in the NSPS2GS Tool.
- Supervisors will also advise employees who are on temporary assignments whether the temporary assignment will continue, be terminated, or be made permanent after transition.
- Organizations should notify employees on LWOP-US (those that are on leave without pay from the NSPS position because they are called to active duty) that the transition will occur, the date the organization is scheduled for transition, and the new AcqDemo band of the NSPS position they are assigned to.

# Employee Notification Requirements

- Management will provide **written notice** to employees **on retain pay** as applicable
- Employee can download and review transition Notification of Personnel Action (SF-50) approximately two weeks after transition

# Transition Compensation

# Contribution & Compensation Terminology Crosswalk

<b>NSPS</b>	<b>ACQDEMO</b>
<b>Performance</b>	<b>Contribution</b>
<b>Performance Review Authority (PRA)</b>	<b>Personnel Policy Board (PPB)</b>
<b>Performance Appraisal System (PAA)</b>	<b>CAS2Net/CCAS Form</b>
<b>Element 1 – Salary</b>	<b>Contribution Rating Increase (CRI)</b>
<b>Element 3 – Bonus</b>	<b>Contribution Award (CA)</b>
<b>Rating Level (5,4,3,2 or 1)</b>	<b>Overall Contribution Score (OCS)</b>
<b>Rate Range Increase</b>	<b>General Pay Increase</b>
<b>Local Market Supplement</b>	<b>Locality Pay</b>

# Contribution & Compensation Transition Related Pay Situations

- Not a Provision of AcqDemo
  - Accelerated Compensation for Developmental Positions (ACDP)  
*(NOTE: Determine, prior to transition, if any developmental employees are eligible for promotion to a target grade or for an ACDP increase.)*
  - Reassignment Pay Increase (up to 5%)
  - Target Local Market Supplement (Special Salary Rate)
- No Prorated Within-in Grade Increase Buy-in (WIGI Buy-in) will occur at transition
- By exception, there is no change in salary upon transition to AcqDemo

# Comparison Between NSPS/AcqDemo Additional or Special Pays

Type of Pay	NSPS to GS/AcqDemo	References
Overtime – FLSA Exempt	Change	(5 U.S.C. 5541, 5542, 6123(a)(1); 5 CFR 550.114)
Night Pay	Change	(5 U.S.C. 5545(a); 5 CFR 550.121-122)
Sunday Pay	Change	(5 U.S.C. 5546; 5 CFR 550.171)
Holiday Pay	Change	(5 U.S.C. 5546; 5 CFR 550.131)
Standby Duty Pay	Different	(5 U.S.C. 5545; 5 CFR 550.141)
Administratively Uncontrollable Overtime	Change	(5 U.S.C. 5545; 5 CFR 550.151)
Compensatory Time Off for Religious Observances	Change	(5 CFR part 550, subpart J)
Air Traffic Controller Differential	Different	all of 5 U.S.C. 5546a applies

# Comparison Between NSPS/AcqDemo Additional or Special Pays

Type of Pay	NSPS to GS/AcqDemo	References
Premium Pay for Health Care Personnel	Different	5 USC, Chap 55 and 38 USC
Foreign Language Proficiency Pay	Change	10 USC 1596 and 1596a
Foreign Differentials and Allowances, including Living Quarters Allowance	Change	Dept State Stand Regs (DSSR), Sect 134.14c (Modified for Transition From NSPS to AcqDemo/GS)

# Contribution & Compensation Transition Related Pay Situations

---

- Indefinite Pay Retention under AcqDemo
  - 5 CFR, Chapter 5, Part 536 GRADE AND PAY RETENTION applies
- 3Rs In Connection with Retained Pay - Employees who transition with retained pay and are receiving installments for recruitment, relocation or retention incentives will have their incentive payments calculated on the basis of their retained pay

# Introduction to AcqDemo



- Title VI - The Civil Service Reform Act, Title 5 U.S.C. 4703 (1978)
- The National Defense Authorization Act for FYs 1996/1998/2003/2010/2011
- Federal Register (Jan. 8, 1999) *with 5 Amendments* (May 2001, Apr 2002, Jul 2002, Oct 2002, and Oct 2006)
- Operating Procedures

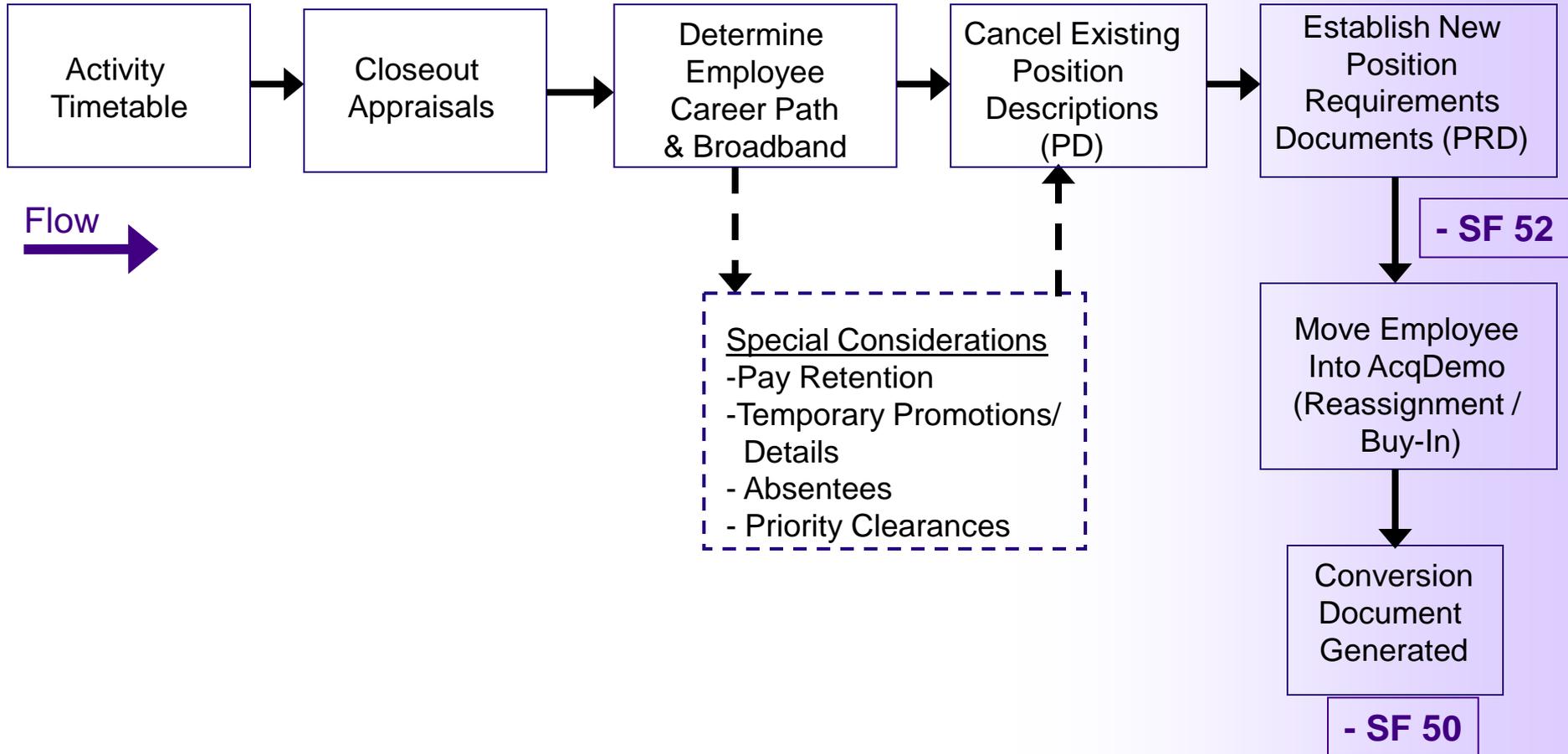
# Expected Demo Outcomes



**The establishment of a highly-capable, qualified workforce.**

# Converting Into the AcqDemo

# Conversion Process





# Conversion Steps

- Activity Will establish a timeline for conversion
- Close Out Appraisal Process
- Determine Career Path & Broadband

# Determining Career Path / Broadband Level

## Contracting Specialist, 1102, GS11

	NH	NJ	NK
Broadband	<b>Business and Technical Mgmt Professional</b>	<b>Technical Mgmt Support</b>	<b>Administrative Support</b>
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

# Career Path Table

<b>BUSINESS MANAGEMENT &amp; TECHNICAL MANAGEMENT PROFESSIONAL (NH)</b>	
<b>SERIES NUMBER</b>	<b>SERIES TITLE</b>
0011	BOND SALES PROMOTION
0018	SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT
0020	COMMUNITY PLANNING SERIES
0023	OUTDOOR RECREATION PLANNING
0025	PARK RANGER

<b>TECHNICAL MANAGEMENT SUPPORT (NJ)</b>	
<b>SERIES NUMBER</b>	<b>SERIES TITLE</b>
0019	SAFETY TECHNICIAN
0021	COMMUNITY PLANNING TECHNICIAN
0102	SOCIAL SCIENCE AIDE
0181	PSYCHOLOGY AIDE AND TECHNICIAN

Excerpts from Table 2, January 8, 1999 Federal Register, p. 1445

# Determining Career Path / Broadband Level

## Contracting Specialist, 1102, GS11

	NH	NJ	NK
Broadband	<b>Business and Technical Mgmt Professional</b>	<b>Technical Mgmt Support</b>	<b>Administrative Support</b>
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

- Activity Will establish a timeline for conversion
- Closing Out Appraisal Reports
- Determine Career Path & Broadband
- Conversion Process



# Conversion Processes

- Move employee into AcqDemo position
  - Based on occupational series & current GS grade
- Employees on Grade and/or Pay retention
  - Placed in Broadband based on current GS grade
- Employees on Temporary Promotions/Details
  - Returned to position of record before entering the Demo
- Written notification to absent employees
  - Notification to employees on extended leave or absences
- Clearance of internal and external priorities
  - No clearances required
- Conversion documentation
  - Prepare SF-52 (Salary Change/Reassignment)

- Activity Will establish a timeline for conversion
- Closing Out Appraisal Reports
- Determine Career Path & Broadband
- Conversion Process
- Step Buy-In



# Step Buy-In Procedures

- Buy-in *Full Employee Protection Approach*
- Locality Adjustment—Added After Base Salary Is Computed
- Formula for Buy-In:
  1. Determine Employee's Base Salary
  2. Determine Value of Within-Grade Increase; then
$$[(\text{time in step} / \text{time between steps}) \times \text{step increase}] + \text{current salary} = \text{new AcqDemo base salary}$$



# Step Buy-In Example

- Entering demonstration—GS-11/step 4, Series 1102  
(Contracting Specialist)
- Nominal time between step 4 and 5 = 104 weeks.
- Assume employee has been a Step 4 for 90 of the 104 weeks for a within grade increase. The process to compute the employee's new salary is:
  - GS-11/Step 4 base rate of \$55,315
  - GS-11 within grade increase is \$1,676
  - 90/104th (or .8654) of \$1,676 is \$1,450
  - \$55,315 + \$1,450 = **\$56,765** then add Locality Pay



# Step Buy-In Exercise

- Implementation/Conversion date - 30 Aug, 2011
  - Entering demonstration - GS-12/step 5, Series 1102
  - Placed in NH Career Path, broadband level, III *(NH-1102-III)*
  - Date of last WIGI/DELI – 3 Jan 2010
  - Number of weeks the employee has been at step 5 86
- 
- GS-12/Step 5 base rate is \$68,310
  - Number of weeks between steps 5 & 6 104
  - GS-12 within grade increase is \$2009
  - (time in step / time between steps) x step increase = Buy-in amount  
86 / 104 = (.8269) x \$2,009 = \$1,661
  - Current base salary + Buy-in amount = New AcqDemo salary  
\$68,310 + \$1,661 = \$69,971 then add Locality Pay

(This example uses the 2011 General Schedule Salary Table w/o Locality.)

# Conversion Tool for WIGI Buy-in

## AcqDemo Conversion Tool

Please populate the information in the yellow shaded areas:

Name (optional):	<input type="text" value="Jane Doe"/>	Current Grade (1-15)	<input type="text" value="12"/>
Occupational Series (4 digits):	<input type="text" value="1102"/> <u>Listing</u>	Current Step (1-10)	<input type="text" value="5"/>
Occupation Description:	<input type="text" value="CONTRACTING"/>		
Locality Rate-% (optional):	<input type="text" value="14.16"/> <u>Listing</u>	Current Base Salary:	<input type="text" value="\$68,310"/>
Effective Date of Conversion is:	Month (1-12) <input type="text" value="7"/>	Day (1-31) <input type="text" value="30"/>	Year (XXXX) <input type="text" value="2011"/>
Last Within-Grade-Increase :	<input type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="2010"/>

[based on 2011 GS Pay Tables]  
[employees on retained pay are not eligible for a buy-in]

## AcqDemo Conversion Information:

Name:	<input type="text" value="Jane Doe"/>	Time-Between-Steps:	<input type="text" value="104"/>	weeks
Career Path:	<input type="text" value="NH"/>	Step Increase:	<input type="text" value="\$2,009"/>	
Broadband:	<input type="text" value="III"/>	Time-in-Step:	<input type="text" value="86"/>	weeks
Base Salary Before Conversion:	<input type="text" value="\$68,310"/>	Buy-In Amount:	<input type="text" value="\$1,661"/>	\$1,661.28
		<b>New Base Salary:</b>	<input type="text" value="\$69,971"/>	
Locality Percentage:	<input type="text" value="14.16"/> Amount:	<input type="text" value="\$9,908"/>	New Total Salary:	<input type="text" value="\$79,879"/>



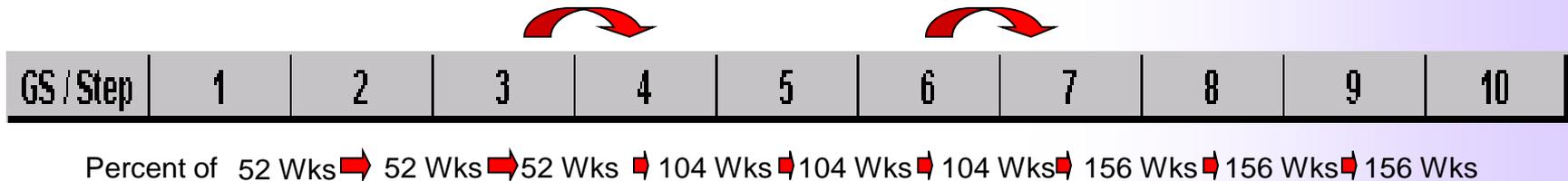
# Other Buy-in Scenarios

# Special Salary Rate Step Buy-In Example

- Entering Demonstration:  
\$55,743 Special Salary Rate (GS-11/5)  
Locality Payment of 9.08%
- Assume Employee Has Earned WGI Buy-In of \$1639
- This Employee's New Salary Will Include:  
Special Rate Divided by Locality Payment % for  
Demonstration Base Rate:  $\$55,743 / 1.0908 = \$51,103$   
Add WGI Buy-In to Demonstration Base Rate for the New  
Demonstration Base Salary:  $\$1639 + \$51,103 = \$52,742$
- Multiply New Base Salary by Locality Payment, then add the sum  
to the New Base Salary for New Total
- Salary:  $(\$52,742 * 0.0908) + \$52,742 = \$57,531$

(This example uses the 2011 General Schedule Salary Table.)

# Quality Step Increase (QSI) Situation 1



- **GS-7 Step 5**
- **104 Weeks to Step 6**
- **GS-7 Step Increase \$1,133**
- **Within-Grade-Increase to Step 5: January 3, 2010**
- **Quality Step Increase (QSI) to Step 6: October 1, 2010.**
- **Convert to AcqDemo: May 22, 2011**

**How many weeks in Step?**

OR

**ANSWER**

Convert to AcqDemo May 22, 2011  
 QSI: October 1, 2010  
 $33 \text{ weeks} / 104 \text{ weeks} * \$1,133 =$   
**\$363**

Convert to AcqDemo May 22, 2011  
 QSI: October 1, 2010  
 Last Regular WIGI: January 3, 2010  
 $72 \text{ weeks} / 104 \text{ weeks} * \$1,133 =$   
**\$782**

# Quality Step Increase (QSI) Situation 2



Percent of 52 Wks → 52 Wks → 52 Wks → 104 Wks → 104 Wks → 104 Wks → 156 Wks → 156 Wks → 156 Wks

- **GS-7 Step 6**
- **104 weeks to Step 7    156 Weeks Years to Step 8**
- **GS-7 Step Increase \$1,133**
- **Within-Grade-Increase to Step 6: January 3, 2010**
- **Quality Step Increase (QSI) to Step 7: October 1, 2010.**
- **Convert to AcqDemo: May 22, 2011**

**How many weeks in Step?**

OR **ANSWER**

Convert to AcqDemo May 22, 2011  
 QSI: October 1, 2010  
 33 weeks / 156 weeks \* \$1,113 =  
**\$238**

Convert to AcqDemo May 22, 2011  
 QSI: October 1, 2010  
 Last Regular WIGI: January 3, 2010  
 72 weeks / 156 weeks \* \$1,113 =  
**\$521**



# Retained Grade and Retained Pay Situation 1

- No Buy-in for Individuals on Retained Pay
  - Salary exceeds maximum salary for broadband level
- Example
  - GS-14 Step 5 with base salary of \$95,989
  - RIF'd / Involuntary Reassignment to GS-13 position
  - Maximum base salary for GS-13 Step 10 is \$93,175
  - Retained Pay is \$95,989
  - Retained Grade of GS-14
  - Existing Grade/Step is GS-13 Step 10
- Convert to AcqDemo as NH-III
  - NH-III with Retained Pay of \$95,989 plus Locality
  - No buy-in because maximum salary for NH-III is \$93,175



# Retained Grade and Retained Pay Situation 2

- Buy-in for individuals on Retained Grade
  - Salary does not exceed maximum salary for broadband level for existing grade
- Example
  - GS-14 Step 2 with base salary of \$87,520
  - RIF'd /Involuntary Reassignment to GS-13 position
  - Maximum base salary for GS-13 Step 10 is \$93,175
  - \$87,520 btwn GS-13/Step 6 \$86,008 and 13/Step 7 \$88,937
  - Retained Pay NOT APPLICABLE
  - Retained Grade of GS-14
  - Existing Grade/Step is GS-13 Step 7 at \$88,937
- Convert to AcqDemo as NH-III
  - Receive the Buy-in

- Activity Will establish a timeline for conversion
- Closing Out Appraisal Reports
- Determine Career Path & Broadband
- Conversion Process
- Step Buy-In
- DCPDS Conversion



# DCPDS Conversion Process

~~Dual Action~~

Salary Adjustment  
Step

**NOA 890  
Misc Pay Adjustment  
Conversion**

ment (NOA 721)  
gn to new position  
Career Path/Broadband)

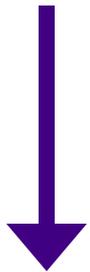
# Mass Conversion Process

Create PRDs

Build Positions in DCPDS

Run Mass Conversion in DCPDS

- Changes employee's salary and places them on new position
- NPAs Generated (SF-50)



Complete Conversion Worksheet

- Calculates new Salary (buy-in)
- Includes new position number and sequence for each employee



Generate Mass Upload File

- Contains new salary, and new position information



# **Administering The AcqDemo initiatives**

# Broadbanding & Classification



- Objectives:
  - Simplify the assignment process by allowing managers maximum flexibility in assigning employees within broad descriptions
  - Simplify/automate the classification process with the use of a Position Requirements Document (PRD)
- Benefits:
  - Provide management the ability to set pay commensurate with the candidates' skills and responsibilities
  - Duty assignments may be realigned among people within an organization, not constituting a position change
  - Broader latitude in assignments lead to greater retention of quality employee



# Contribution Factors

Problem Solving

Leadership/Supervision

Teamwork/Cooperation

Communication

Customer Relations

Resource Management

- Each Factor has Descriptors for classifying duties and responsibilities
- Standard across DoD and may not be changed
- Career Path, Factors, Descriptors, and Discriminators constitute grading criteria for determining appropriate broadband level



# Career Path: Business Management & Technical

## Management Professional (NH)

### Factor 4: Leadership / Supervision

LEVEL DESCRIPTORS	DISCRIMINATORS
<b>LEVEL II</b>	
<ul style="list-style-type: none"> <li>• Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.</li> <li>• Proactively guides, coordinate, and consults with others to accomplish projects.</li> <li>• Identifies and pursues individual/team development opportunities.</li> </ul>	<p>Leadership Role</p> <p>Breadth of Influence</p> <p>Mentoring / Employee Development</p>
<b>LEVEL III</b>	
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.</li> </ul>	<p>Leadership Role</p> <p>Breadth of Influence</p> <p>Mentoring / Employee Development</p>

# CLASSIFICATION & STAFFING

## Example: NH-03 Descriptors

CAREER PATH: BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL- NH-III
<p><b>Level III – PROBLEM SOLVING</b></p> <ul style="list-style-type: none"> <li>Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods.</li> <li>Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.</li> <li>Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.</li> <li>Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.</li> </ul>
<p><b>Level III - TEAMWORK/COOPERATION</b></p> <ul style="list-style-type: none"> <li>Works with others to accomplish complex projects/programs.</li> <li>Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork.</li> <li>Leads and guides others in formulating and executing team plans. Expertise is sought by peers.</li> </ul>
<p><b>Level III - CUSTOMER RELATIONS</b></p> <ul style="list-style-type: none"> <li>Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers.</li> <li>Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.</li> <li>Interacts 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).</li> </ul>
<p><b>LEVEL III - LEADERSHIP/SUPERVISION</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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 issues.</li> <li>Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.</li> </ul>
<p><b>LEVEL III - COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>Communicates project or program results to all levels, internally and externally.</li> <li>Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies.</li> <li>Presents briefings to obtain consensus/approval.</li> </ul>
<p><b>LEVEL III . - RESOURCE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>Plans and allocates resources to accomplish multiple projects/programs.</li> <li>Identifies and optimizes resources to accomplish multiple projects/programs goals.</li> <li>Effectively accomplishes multiple projects/programs goals within established guidelines.</li> </ul>

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



- OPM classification standards
- Determine Career Path via Federal Register, Table 2
- GS/GM Grade or Factor broadband level descriptors used for broadband level determination
- Classification authority delegated to commanders (or equivalent) by the Federal Register, may re-delegate to subordinate level
- For Example:
  - First-Level Supervisor Develops PRD
  - Second-Level Supervisor Approves PRD
  - HRM Specialist Reviews and Processes PRD



# Broadbanding

<b>Business Management and Technical Management Professional (NH)</b>											
<b>NH-01</b>			<b>NH-02</b>			<b>NH-03</b>			<b>NH-04</b>		
\$17,803	-	\$31,871	\$27,431	-	\$65,371	\$60,274	-	\$93,175	\$84,697	-	\$129,517
GS-01 to GS-04			GS-05 to GS-11			GS-12 to GS-13			GS-14 to GS-15		

<b>Technical Management Support (NJ)</b>											
<b>NJ-01</b>			<b>NJ-02</b>			<b>NJ-03</b>			<b>NJ-04</b>		
\$17,803	-	\$31,871	\$27,431	-	\$48,917	\$41,563	-	\$65,371	\$60,274	-	\$93,175
GS-01 to GS-04			GS-05 to GS-08			GS-09 to GS-11			GS-12 to GS-13		

<b>Administrative Support (NK)</b>								
<b>NK-01</b>			<b>NK-02</b>			<b>NK-03</b>		
\$17,803	-	\$31,871	\$27,431	-	\$44,176	\$37,631	-	\$59,505
GS-01 to GS-04			GS-05 to GS-07			GS-08 to GS-10		

Salary Tables as of January 1, 2010

- Generic Position Requirements Document (PRD) written at top of the broadband level
- Candidates qualify (at a minimum) at bottom of broadband level

\*Salaries based on 2011 GS Pay Tables



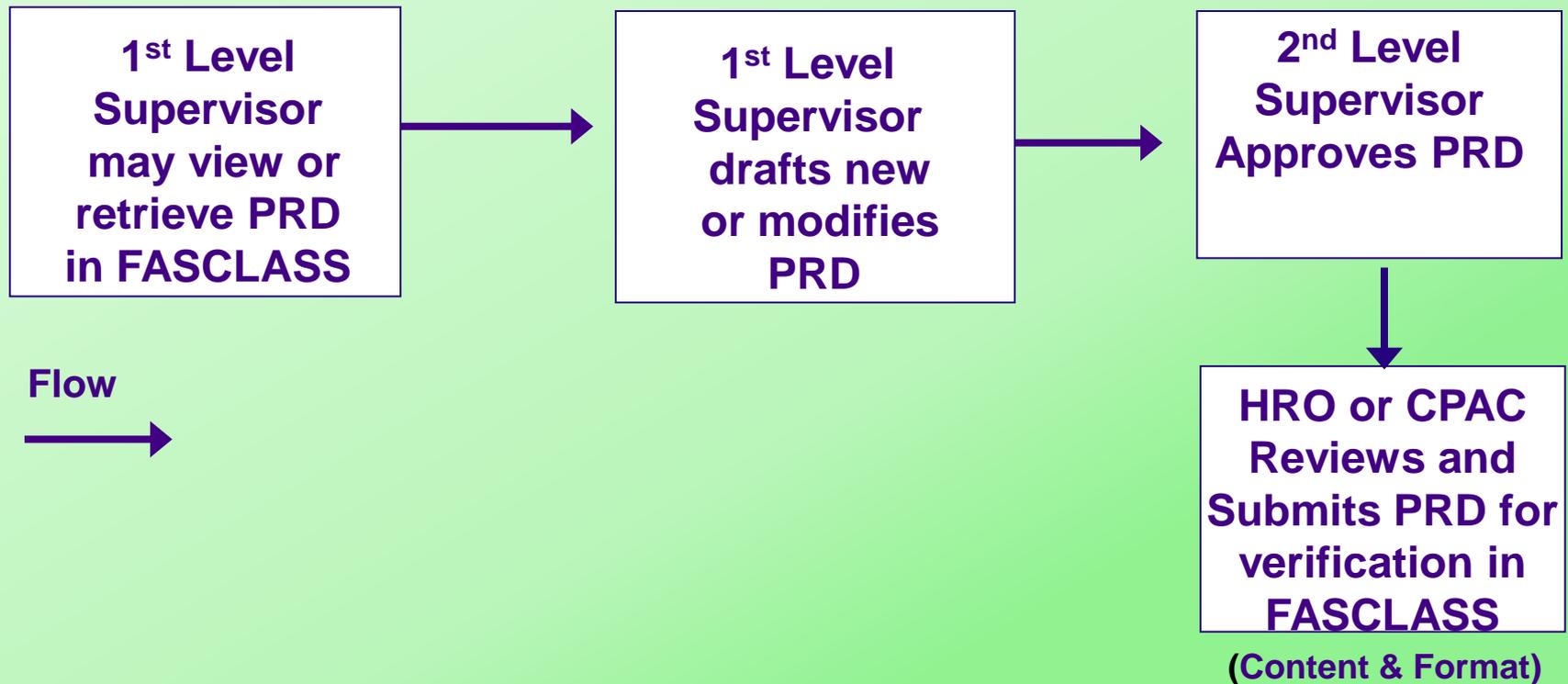
- New Position Requirement Document (**PRD**)
  - Elements



- Position Information
- Organization Information
  - Mission
- Duties
- Factors
  - Problem Solving
  - Teamwork/Cooperation
  - Customers Relations
  - Leadership/Supervision
  - Communications
  - Resource Management
- Staffing KSA's (component determination)
- Supplemental Items

- New Position Requirement Document (PRD)
  - Elements
  - PRD Automated Development Process

# Army Automated PRD Development Process



- *Written at the high end of the broadband. Keep generic, but PRD must satisfy that series by broadband level.*
- *Qualified at the minimum of the broadband (lowest grade of the band)*
- *Classified by Management. CPAC verifies content and format.*

# Army PRD Format Example

<p><b>Position Information</b></p> <p><b>PD#:</b> AS150851 <b>Sequence#:</b> VARIES</p> <p><b>HUMAN RESOURCE</b></p> <p><b>NH-0</b></p> <p><b>Servicing CPAC:</b> FORT BELVOIR VA</p> <p><b>Citation 1:</b> OPM PCS MISC ADMIN &amp; PROGRAM <b>Citation 2:</b> ACQUISITION DEMO POSITION R <b>PD Library PD:</b> NO <b>COREDOC PD:</b> NO <b>Classified By:</b> DEMO TEAM <b>Classified Date:</b> 07/07/2003</p> <p><b>FLSA:</b> EXEMPT <b>Career Program:</b> 10 <b>Functional Code:</b> 00 <b>Competitive Area:</b> VARIES <b>Competitive Level:</b> VARIES <b>Emergency Essential:</b> <b>Information Assurance:</b> <b>PD Status:</b> VERIFIED</p>	<p>Serves as Human Resources Analyst in the Joint Biological Defense (JPEO-CBD) organization. Provides resource/manpower activities of the JPEO, to worldwide. Coordinates a variety of projects a managerial skills and abilities in evaluating a manpower and administrative initiatives under organization, comprised of professional, technical of Project and Product Management Offices at geographic locations. The JPEO mission involves procurement, production, integrated logistics financial/personnel/material resources for its and geographically dispersed elements of the management, administrative staff, several Civil Personnel Operating Centers (CPOCs).</p> <p><b>Position Duties:</b></p> <ol style="list-style-type: none"> <li>Works under the general supervision of the JPEO/DJPEO on human resource/manpower in position structures. Prepares position description PDs, assuring that PDs are adequate for classification matters, including management options, authorization, reorganizations, realignments and reshape/do recommendations to the JPEO on job accreditation servicing Civilian Personnel Advisory Centers (management in resolving grievances, EEO and management-employee relations. Provides technical programs and issues, to include the Acquisition Requirements, and the Acquisition Demonstration Personnel Policy Board. <b>(Approx. 60%)</b></li> <li>Works closely with JPEO budget/finance staff analysis of trends, statistical data, and distribution for Manpower related projects, such as, Civilian MCA studies, Outsourcing and Privatization. <b>(A</b></li> <li>Initiates, develops, revises policy and procedure administrative issues. Writes and interprets regulations. Writes and presents status on special higher-level management. <b>(Approx. 20%)</b></li> </ol>	<p><b>IV. Factors:</b></p> <p><b>Factor: 1. - Problem Solving Level III.</b> Work is timely, efficient, and of acceptable quality. Cor Flexibility, adaptability, and decisiveness are exercised Independently defines, directs, or leads highly challenging complex problems not susceptible to treatment by accepted solutions to diverse, highly complex problems across in develops sound solutions and action plans to ensure proper techniques to fit new situations to improve overall progress of problem-solving techniques to enhance existing program.</p> <p><b>Factor: 2. - Teamwork/Cooperation Level III.</b> Work is timely, efficient, and of acceptable quality. Per cooperation and teamwork. Flexibility, adaptability, and others to accomplish complex projects/programs. Applies issues significantly impacting important policies or program cooperation and teamwork. Leads and guides others in expertise.</p> <p><b>Factor: 3. - Customer Relations Level III.</b> Work is timely, efficient, and of acceptable quality. Per relations and actively promote rapport with customers. appropriately. Guides and integrates functional efforts interaction. Seeks innovative approaches to satisfy customer needs, and translates customer needs proactively with customers to identify and define complex strategies or techniques for resolving problems (e.g., customers' requirements).</p> <p><b>Factor: 4. - Leadership/Supervision Level III.</b> Work is timely, efficient, and of acceptable quality. Leads commitment to mission accomplishment. Flexibility, and appropriately. Provides guidance to individuals/teams; expert by others in the organization; is regularly sought organizes, and assigns activities to accomplish project/activities of individuals and teams with focus on project by mentoring. Pursues or creates training development</p> <p><b>Factor: 5. - Communication Level III.</b> Work is timely, efficient, and of acceptable quality. Cor level. Flexibility, adaptability, and decisiveness are exercised results to all levels, internally and externally. Reviews of, management reports or contractual documents for Presents briefings to obtain consensus/approval.</p> <p><b>Factor: 6. - Resource Management Level III.</b> Work is timely, efficient, and of acceptable quality. Res Flexibility, adaptability, and decisiveness are exercised accomplish multiple project/programs. Identifies and of project/program goals. Effectively accomplishes multiple</p>	<p><b>V. KSAs:</b></p> <p>Comprehensive knowledge of civilian and managerial perspective, and expert knowledge resource management, in order to apply</p> <p>Knowledge of the principles of position classification authority principles and req</p> <p>Expert knowledge in applying analytical plan, conduct and document a variety of recommendations, and follow-up.</p> <p>Comprehensive knowledge of the mission order to provide sound advice on human environment.</p> <p>Expert knowledge in applying analytical plan, conduct and document a variety of recommendations, and follow-up.</p> <p>Ability to coordinate, evaluate and integrate accurately reflects the JPEO's position on</p> <p>Ability to serve on or lead the efforts of various action teams.</p> <p>Ability to interact one-on-one with manag</p> <p>Skill in oral written communication in oral instructions to higher echelon regulations on special reports; prepare and/or give b</p>	<p><b>FLSA EVALUATION OUTLINE</b></p> <p><b>FASCLASS JOB NUMBER:</b> AS150851 <b>CPOC REGION:</b> NC MACOM:</p> <p><input type="checkbox"/> Foreign Exemption <input type="checkbox"/> Executive Exemption <input type="checkbox"/> Exercises appropriate supervisory responsibility (primary duty) <input type="checkbox"/> Customarily and regularly exercises independent judgment <input type="checkbox"/> 80% test, if applicable (GS-5/6; Sit 1 &amp; 2 WS supervisors; law enforcement &amp; firefighter supervisors thru GS-9) <input type="checkbox"/> Professional Exemption <input type="checkbox"/> Professional work (primary duty) <input type="checkbox"/> Intellectual and varied work (more than dealing with procedures/precedents) <input type="checkbox"/> Discretion &amp; independent judgment <input type="checkbox"/> 80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional) YES <input type="checkbox"/> Administrative Exemption <input type="checkbox"/> Primary duty <input type="checkbox"/> Policy or <input type="checkbox"/> Management or general business or supporting services or <input type="checkbox"/> Participation in the executive/administrative functions of a management official <input type="checkbox"/> Non-manual work test <input type="checkbox"/> intellectual and significant (more than dealing with procedures/precedents), or <input type="checkbox"/> specialized &amp; technical in nature requiring considerable training/experience <input type="checkbox"/> Discretion &amp; independent judgment <input type="checkbox"/> 80% test, if applicable</p> <p>Comments/Explanations (State which major duties/job functions are Exempt):</p> <p><b>CONCLUSION: EXEMPT</b></p> <p><b>Classification Comments:</b> *** This is an Army Acquisition and Technology Workforce position. The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.</p> <p>This is an Acquisition Position and requires Level II certification in Acquisition Career Field A.</p> <p><b>Position Evaluation:</b> Not Listed</p>
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PRD Position Information

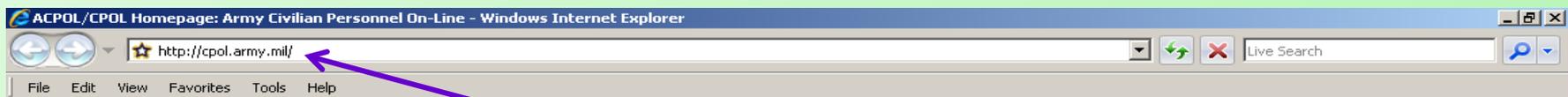
PRD Organizational Information and Position Duties

PRD 6 Factors & BBL Determination

PRD Knowledge Skills Abilities

PRD Supplemental Information

# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)



1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS

http://cpol.army.mil

The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.

**Employment Opportunities Around the World**

Top Army Initiatives:

[Latest info is always at "What's New"](#)

[BRAC Information](#)

[Army NSPS Information](#)

[Quick Guide - CAC Enable CSU](#)

[Quick Guide - CAC Enabling DCPDS, My Biz & My Workplace](#)

No Fear Act Notice

**Employment**

Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce.

**References & Tools**

We offer various reference information and tools to assist with questions concerning Civilian Human Resources.

[HR Guidance for Emergencies](#)

[NSPS to GS Training Page](#)

**Employee Portal**

The CPOL Portal is a one stop site that provides access to all the information you may need as a Civilian supervisor or employee working for the Army.

→ [Employee Login](#) (with an AKO account)

→ [CAC Employee Login](#) (Using Common Access Card - CAC)

→ [Click here for DCPDS/MyBiz/My Workplace/CSU](#) (to enter NSPS Appraisal info or to view your SF-50)

Select CAC Employee Login



# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS

The screenshot shows a web browser window displaying the Army Civilian Personnel On-Line website. The URL is <http://cpol.army.mil/#>. The page content includes a header with the U.S. Army logo and the text "The U.S. Army Department of Defense over 250,000 civilians in uniform. The company". Today, with a federal employer.

Overlaid on the website is an "ActivClient Login" dialog box. The dialog box has the "ActivClient" logo and the text "Please enter your PIN." Below this is a text input field containing "\*\*\*\*\*". At the bottom of the dialog box are "OK" and "Cancel" buttons. A blue arrow points from a text box to the "OK" button.

On the website, there is a section titled "Employment Opportunities Around the World" and "Employment". The "Employment" section contains the text: "Become a member of the Army Civilian Team. Visit our Employment page and discover countless opportunities to join the Army as a Civilian. The Army has a wealth of challenging jobs with progressive employment practices, a family friendly atmosphere, exceptional benefits, and a diverse workforce."

At the bottom of the website, there are several links: "HR Guidance for Emergencies", "NSPS to GS Training Page", "Employee Login (with an AKO account)", "CAC Employee Login (Using Common Access Card - CAC)", and "Click here for DCPDS/MyBiz/My Workplace/CSU (to enter NSPS Appraisal info or to view your SF-50)".

Enter PIN and select OK

# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

**1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS**

Select a Tab such as;  
 - Manager's  
 - HR Specialist

U.S. ARMY CIVILIAN PERSONNEL ON-LINE

HOME EMPLOYEE **MANAGER**

CPOL > HOME

tim.zeitler

Library Help Helpdesk

**Welcome**  
 Welcome, tim.zeitler to the new CPOL Portal! You have successfully logged in.

**Library**  
 Welcome to the CPOL Library, your resource for knowledge and information.

**Links**  
 Welcome to the CPOL Links.

**OR**

**Benefits**

- Civilian Plans & St
- DCPDS JRE/JAVA
- Emergency HR Gu
- General Informati
- Labor Relations
- Management - Employee Relations
- Mobilization
- NAF - Nonappropriated Fund
- Non-Army Guidance (DoD, OPM)
- PERMISS
- Portal Library Homepage
- Position Classification
- Recruitment & Staffing

**AKO**

- Account Request Information
- Career Management
- Civilian News
- Deputy Chief of Staff, G-1 & Entitlements
- US Army Homepage
- What's New?

**NSPS**  
 National Security Personnel System

**RSS Read**  
 Military and Government Computer News Feed

Done

Trusted sites | Protected Mode: Off | 100%

Start | Inbox - Microsoft Outlook | Oct 2010 HRM 101 Revis... | USAASC - Windows Inter... | CPOL Portal 8.1 Desk... | 3:47 PM

# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

**1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS**

Page: Army Civilian Personnel On-Line - Windows Internet Explorer

http://cpol.army.mil/

U.S. Army CIVILIAN PERSONNEL ONLINE

*The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company" - today, with over 250,000 civilian employees, the Army is the Department of Defense's largest federal employer.*

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[Army NSPS Information](#)

[Quick Guide - CAC Enable CSU](#)

[Quick Guide - CAC Enabling DCPDS, My Biz & My Workplace](#)

[No Fear Act Notice](#)

**AKO ARMY KNOWLEDGE ONLINE**

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**http://cpol.army.mil**

**Select References & Tools**

# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS

The screenshot shows a web browser window displaying the CPOL website. The browser's address bar shows the URL <http://cpol.army.mil/library/>. The website header includes the U.S. Army logo and the text "The Policy and Guidance Library". A navigation sidebar on the left lists various categories, with "Position Classification" highlighted. A callout box with a blue arrow points to this link. The main content area features a welcome message and a list of links, including "Army Employment Information", "BRAC! Army Base Realignment And Closure Information", and "NSPS - Army National Security Personnel System".

Select Position Classification

# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS

and Guidance Library - Windows Internet Explorer

http://cpol.army.mil/library/

U.S. ARMY CIVILIAN PERSONNEL ON-LINE

## The Policy and Guidance Library

CPOL Home > Library Index

**Welcome to the Department of Army (DA) Civilian Personnel Management Policy and Guidance Library.**

The primary mission of the Library is to collect, organize, provide access to, and preserve records of historical, legal, fiscal, and administrative value to the management and administration of the Army civilian workforce.

Only essential information, that which does not duplicate law or regulation is retained to avoid policy gaps and continue the execution of Army's civilian personnel management program. Current Army Regulations and DA Pamphlets may be found in the civilian functional section of the [Army Publishing Directorate](#).

Civilian personnelists and managers can find [Army Regulations](#) to be quite helpful.

Commonly Used Links:

- FASCLASS**
- Messages and Memorandums
- PERMISS: Classification
- [Army Employment Information](#)
- [Questions? Problems? Try the CPOL HELP pages for guidance!](#)
- [BRAC! Army Base Realignment And Closure Information](#)
- [The FY2011 ACTEDS Training Catalog](#) Fresh Updates!
- [NSPS - Army National Security Personnel System](#)
- [Downtime and Monthly Maintenance Event Schedule](#)
- [Latest Civilian Personnel Bulletin](#) Aug 2010
- [Emergency HR Guidance \(w/Natural Disasters Smartbook\)](#)

/library/class/

Trusted sites | Protected Mode: Off | 100%

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# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS

Select FASCLASS

Internet Explorer  
s://acpol2.army.mil/fasclass/inbox/default.asp

20 October 2010

FASCLASS IAF Lookup PD # [ ] GO

What's New? CPOL Restricted Access Help

**FULLY AUTOMATED SYSTEM FOR CLASSIFICATION**  
**FASCLASS**

DEPUTY CHIEF OF STAFF, OI  
DEPARTMENT OF THE ARMY  
United States Army  
HR Solutions Corporate

Europe Far East N. Central Northeast Pacific S. Central Southwest West NAF

-- Partnering with Army --

DISA DCMA CapMed

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply click on the menu item, then click on the desired menu choice.

Fully Automated System for Classification (FASCLASS) is a centralized system at HQDA that gives access to active position descriptions and position related information throughout Army. Access to data is restricted according to assigned user privileges.

If you have any suggestions, please [email](#) us with your comments.

Trusted sites | Protected Mode: Off | 100%

Start | Inboxes - Microsoft Outlook | Microsoft PowerPoint - [...] | USAASC - Windows Inter... | FASCLASS: - Windows ... | 4:18 PM

# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS

Click on Search Position Data

Internet Explorer  
 https://acpol2.army.mil/fasclass/inbox/default.asp  
 FASCLASS IAF Lookup What's New? CPOL  
 Search Position Data Search Interdis PD Restricted Access Help  
 PD # [ ] GO  
 FULLY AUTOMATED SYSTEM FOR CLASSIFICATION  
**FASCLASS**  
 DEPUTY CHIEF OF STAFF OF THE ARMY  
 DEPARTMENT OF THE ARMY  
 United States Army  
 HR Solutions  
 Corporate  
 Europe Far East N. Central Northeast Pacific S. Central Southwest West NAF  
 -- Partnering with Army --  
 DISA DCMA CapMed  
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 If you have any suggestions, please [email](#) us with your comments.  
 https://acpol2.army.mil/fasclass/search\_fs/search\_fasclass.asp  
 Start | Microsoft Outlook | Microsoft PowerPoint - [...] | USAASC - Windows Inter... | FASCLASS: - Windows ... | 4:21 PM

# Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1<sup>st</sup> Level Supervisor may view or retrieve PRD in FASCLASS

There are a variety of options when searching for PRD/PD information.

The most common approach are to use either a known PRD/PD number or by Pay Plan.

Once you have established your search parameters, Scroll down to the bottom and select SEARCH



# Creating an AcqDemo Position Requirements Document (PRD)

**1<sup>st</sup> Level Supervisor drafts new or modifies PRD**

**PD#:** AS150851  
**Sequence#:** VARIES  
**Servicing CPAC:** FORT BELVOIR  
**Citation 1:** OPM PCS MISC ADM  
**Citation 2:** ACQUISITION DEMO  
**PD Library PD:** NO  
**COREDOC PD:** NO  
**Classified By:** DEMO TEAM  
**Classified Date:** 07/07/2003  
**FLSA:** EXEMPT  
**Career Program:** 10  
**Functional Code:** 00  
**Competitive Area:** VARIES  
**Competitive Level:** VARIES  
**Emergency Essential:**  
**Information Assurance:**  
**PD Status:** VERIFIED

Serves as Human Resources Analyst in the Biological Defense (JPEO-CBD) organizational resource/manpower activities of the JPEO, worldwide. Coordinates a variety of project managerial skills and abilities in evaluating manpower and administrative initiatives of organization, comprised of professional, technical of Project and Product Management Office geographic locations. The JPEO mission in procurement, production, integrated logistic financial/personnel/material resources for and geographically dispersed elements of management, administrative staff, several Personnel Operating Centers (CPOCs).

**Position Duties:**

1. Works under the general supervision of JPEO/DJPEO on human resource/manpower position structures. Prepares position description PDs, assuring that PDs are adequate for all matters, including management options, a reorganizations, realignments and reshape recommendations to the JPEO on job accreditation servicing Civilian Personnel Advisory Center management in resolving grievances, EEO management-employee relations. Provides programs and issues, to include the Acquisition Requirements, and the Acquisition Demonstration Personnel Policy Board. **(Approx. 60%)**
2. Works closely with JPEO budget/finance analysis of trends, statistical data, and distribution for Manpower related projects, such as, CIMA studies, Outsourcing and Privatization
3. Initiates, develops, revises policy and procedural administrative issues. Writes and interprets regulations. Writes and presents status on higher-level management. **(Approx. 20%)**

**V. KSAs:**

Comprehensive knowledge of civil managerial perspective, and experiential resource management, in order to

Knowledge of the principles of position classification authority principles and

Expert knowledge in applying analytical plan, conduct and document a variety of recommendations, and follow-up.

Comprehensive order to plan environment

Expert knowledge in applying analytical plan, conduct and document a variety of recommendations, and follow-up.

Ability to coordinate, evaluate and accurately reflects the JPEO's position

Ability to serve on or lead the effort action teams.

Ability to interact one-on-one with

Skill in oral written communication instructions to higher echelon regulations on special reports; prepare and/or

**FLSA EVALUATION OUTLINE**

**FASCLASS JOB NUMBER:** AS150851  
**CPOC REGION:** NC  
**MACOM:**

Foreign Exemption  
 Executive Exemption  
 Exercises appropriate supervisory responsibility (primary duty)  
 Customarily and regularly exercises independent judgment  
 80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)  
 Professional Exemption  
 Professional work (primary duty)  
 Intellectual and varied work (more than dealing with procedures/precedents)  
 Discretion & independent judgment

Participation in the executive/administrative functions of a management official  
 Non-manual work test  
 intellectual and significant (more than dealing with procedures/precedents), or  
 specialized & technical in nature requiring considerable training/experience  
 Discretion & independent judgment  
 80% test, if applicable

Comments/Explanations (State which major duties/job functions are Exempt):

**CONCLUSION: EXEMPT**

**Classification Comments:**  
 \*\*\* This is an Army Acquisition and Technology Workforce position.  
 The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.

This is an Acquisition Position and requires Level II certification in Acquisition Career Field A.

**Position Evaluation:**  
 Not Listed

**Managers or Supervisors will draft new PRD elements or modify existing ones**



# Drafting or Modifying an AcqDemo Position Requirements Document (PRD)

1<sup>st</sup> Level Supervisor drafts new or modifies PRD

Notice that the PRD Factor summary is the same as the AcqDemo Factor Descriptors from the FedReg

**IV. Factors:**

**Factor: 1. - Problem Solving Level III.**  
Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately. 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 techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

**Factor: 2. - Teamwork/Cooperation Level III.**  
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. Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Peers seek expertise.

**Factor: 3. - Customer Relations Level III.**  
Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately. Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to program/projects. Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving problems (e.g., determining priorities and resolving conflict among customers' requirements).

**Factor: 4. - Leadership/Supervision Level III.**  
Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately. 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 project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

**Factor: 5. - Communication Level III.**  
Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately. Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. Presents briefings to obtain consensus/approval.

**Factor: 6. - Resource Management Level III.**  
Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately. Plans and allocates resources to accomplish multiple project/programs. Identifies and optimizes resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.

**FACTOR 1. - PROBLEM SOLVING**  
**FACTOR DESCRIPTION:** This factor describes/captures personal and organizational problem-solving results. **EXPECTED PERFORMANCE CRITERIA** (Applicable to all contributions at all levels): Work is timely, efficient, and of acceptable quality. Completed work meets projects/programs objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

**Level III**  
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 techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

**FACTOR: 2. - TEAMWORK/COOPERATION**  
**FACTOR DESCRIPTION:** This factor, applicable to all teams, describes/captures individual and organizational teamwork and cooperation. **EXPECTED PERFORMANCE CRITERIA** (Applicable to all contributions at all levels): 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.

**Level III**  
Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

**FACTOR 3. - CUSTOMER RELATIONS**  
**FACTOR DESCRIPTION:** This factor describes/captures the effectiveness of personal and organizational interactions with customers (anyone to whom services or products are provided), both internal (within an assigned organization) and external (outside an assigned organization). **EXPECTED PERFORMANCE CRITERIA** (Applicable to all contributions at all levels): Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

**Level III**  
Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. Interacts 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).

**FACTOR 4. - LEADERSHIP/SUPERVISION**  
**FACTOR DESCRIPTION:** This factor describes/captures individual and organizational leadership and/or supervision to include that leaders/supervisors will recruit, develop, motivate, and retain quality team members in accordance with EEO/AA and merit principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals, by example, creates a positive, safe, and challenging work environment, distributes work and empowers team members. **EXPECTED PERFORMANCE CRITERIA** (Applicable to all contributions at all levels): Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

**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. 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 issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

**FACTOR 5. - COMMUNICATION**  
**FACTOR DESCRIPTION:** This factor describes/captures the effectiveness of oral/written communications. **EXPECTED PERFORMANCE CRITERIA** (Applicable to all contributions at all levels): Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

**LEVEL III**  
Communicates project or program results to all levels, internally and externally. Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to Policies. Presents briefings to obtain consensus/approval.

**FACTOR 6. - RESOURCE MANAGEMENT**  
**FACTOR DESCRIPTION:** This factor describes/captures personal and organizational utilization of resources to accomplish the mission. (Resources include, but are not limited to, personal time, equipment and facilities, human resources, and funds.) **EXPECTED PERFORMANCE CRITERIA** (Applicable to all contributions at all levels): Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

**LEVEL III**  
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 guidelines.

# Creating an AcqDemo Position Requirements Document (PRD)

**2nd Level Supervisor Approves PRD**

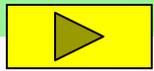
Position Requirements Document Cover Sheet		Position Number: <b>(HRO Use)</b>
<b>Classification:</b> Local Title: Employing Office Location: <b>Orlando, FL</b> Duty Station: <b>Orlando, FL</b>		
<b>Org Info:</b> Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT) 1 <sup>st</sup> Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI) 2 <sup>nd</sup> Div: <b>(Originator entry)</b> 3 <sup>rd</sup> Div: <b>(Originator entry)</b> 4 <sup>th</sup> Div: <b>(Originator entry)</b>		
Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. Immediate Supervisor: <b>(Originator Entry)</b> Title: <b>(Originator Entry)</b> Signature: <b>(BOO Entry)</b> Date: <b>(BOO Entry)</b> Higher Supervisor or Manager: Title: Signature: Date:		
Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria. Classification Official: <b>(Originator Entry)</b> Title: <b>(Originator Entry)</b> Signature: <b>(BOO Entry)</b> Date: <b>(BOO Entry)</b>		
FLSA: <b>(HRO Entry)</b> Drug Test: Key Position: Sensitivity: Reason for Submission: Previous PD Number: Envir. Diff: Acq Posn Category: <b>(APC) (Originator Entry)</b> Acq Career Level: <b>(DAWIA LEVEL) (Orig. Entry)</b> Acq Special Asgmt: Career Spec - Primary: Cont Job Site: Financial Disclosure: [ ] Public Financial [ ] Manager [ ] Neither <b>(Orig. Entry)</b> [ ] Supervisor [ ] Manager [ ] Neither <b>(Orig. Entry)</b> Citation 1: <b>(Citation for Series Definition - (HRO Entry))</b>	BUS Code: <b>(HRO Entry)</b> Emergency Ess: OPM Functions Code: Status: Subject to IA: Mobilization: Career Prg ID: CAPL Number: Acq Posn Type: <b>(APT) (Orig. Entry)</b> Acq Prog Ind: Career Spec - Sec: Mobility: Confidential Financial <b>(Orig. Entry)</b> [ ] Manager [ ] Neither <b>(Orig. Entry)</b>	BUS Code: <b>7777</b> Emergency Ess: <b>NO</b> OPM Functions Code: Status: Subject to IA: <b>NO</b> Mobilization: Career Prg ID: CAPL Number: Acq Career Level: <b>Level II</b> Acq Special Asgmt: <b>NO</b> Career Spec - Primary: Cont Job Site: <b>N</b> Financial Disclosure: [ ] Public Financial [ ] Manager [ ] Neither [ ] Supervisor [ ] Manager [ ] Neither
Citation 1: Series Definition, Hndbk Of Occ Grp & Series, GS340 Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99 Citation 3:		

Depending on local policy, PRDs should be submitted using a PRD Cover Sheet

Position Requirements Document Cover Sheet		Position Number: 13456
<b>Classification:</b> Business Management and Technical Management Professional Local Title: Program Manager Employing Office Location: Ft. Belvoir, VA Duty Station: Arlington, VA (Pentagon)		
<b>Org Info:</b> US Army, Best Command Ever (BCE) 1 <sup>st</sup> Div: US Army, Best Subordinate Co		
Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. Immediate Supervisor: <b>Stehlemerschmidt</b> Title: <b>Program Manager</b> Signature: <i>[Signature]</i> Date: <b>12 Dec 2010</b> Senior/Second Level Supervisor or Manager: <b>Cyndi Sue Whose</b> Title: <b>Deputy Director, US Army, Best Subordinate Command Ever (BSCE)</b> Signature: <i>[Signature]</i> Date: <b>13 Aug 2010</b>		
Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria. Classification Official: <b>Matthew Dowling</b> Title: <b>Chief, Human Resources</b> Signature: <i>[Signature]</i> Date: <b>15 Aug 2010</b>		
FLSA: EXEMPT Drug Test: NO Key Position: NO Sensitivity: Non-Critical (Secret) Reason for Submission: Previous PD Number: NA Envir. Diff: Acq Posn Category: A Prog Mgt	BUS Code: <b>7777</b> Emergency Ess: <b>NO</b> OPM Functions Code: Status: Subject to IA: <b>NO</b> Mobilization: Career Prg ID: CAPL Number: Acq Career Level: <b>Level II</b> Acq Special Asgmt: <b>NO</b> Career Spec - Primary: Cont Job Site: <b>N</b> Financial Disclosure: [ ] Public Financial [ ] Manager [ ] Neither [ ] Supervisor [ ] Manager [ ] Neither	BUS Code: <b>7777</b> Emergency Ess: <b>NO</b> OPM Functions Code: Status: Subject to IA: <b>NO</b> Mobilization: Career Prg ID: CAPL Number: Acq Career Level: <b>Level II</b> Acq Special Asgmt: <b>NO</b> Career Spec - Primary: Cont Job Site: <b>N</b> Financial Disclosure: [ ] Public Financial [ ] Manager [ ] Neither [ ] Supervisor [ ] Manager [ ] Neither
Citation 1: Series Definition, Hndbk Of Occ Grp & Series, GS340 Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99 Citation 3:		

**Approved**

Once Approved, the PRD is ready for submission into FASCLASS



# Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

Internet Explorer

https://acpol2.army.mil/fasclass/inbox/default.asp

Live Search

Favorites Tools Help

CLASS:

PD #  GO

FASCLASS IAF Lookup What's New? CPOL

20 October 2010 Restricted Access Help

**FASCLASS**

FULLY AUTOMATED SYSTEM FOR CLASSIFICATION

DEPUTY CHIEF OF STAFF O1  
DEPARTMENT OF THE ARMY  
UNITED STATES ARMY  
INTEGRATION  
HR Solutions  
Corporate

Europe Far East N. Central Northeast Pacific S. Central Southwest West NAF

-- Partnering with Army --

DISA DCMA CapMed

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply click on the menu item, then click on the desired menu choice.

Fully Automated System for Classification (FASCLASS) is a centralized system at HQDA that gives access to active position descriptions and position related information throughout Army. Access to data is restricted according to assigned user privileges.

If you have any suggestions, please [email](#) us with your comments.

Trusted sites | Protected Mode: Off | 100%

Start | Inbox - Microsoft Outlook | Microsoft PowerPoint - [...] | USAASC - Windows Inter... | FASCLASS: - Windows ... | 4:18 PM

Return to the FASCLASS Welcome Screen

# Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

https://acpol2.army.mil/fasclass/inbox/default.asp

FASCLASS IIAF Lookup What's New? CPOL

22 October 2010 Restricted Access Help

Login CAC Login

DEPT. OF DEFENSE  
 DEPARTMENT OF THE ARMY  
 DEPARTMENT OF THE NAVY  
 DEPARTMENT OF THE AIR FORCE  
 DEPARTMENT OF THE ARMY  
 DEPARTMENT OF THE NAVY  
 DEPARTMENT OF THE AIR FORCE

Europe Far East N. Central Northeast Pacific S. Central Southwest West NAF

-- Partnering with Army --

DISA DCMA CapMed

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply click on the menu item, then click on the desired menu choice.

Fully Automated System for Classification (FASCLASS) is a centralized system at HQDA that gives access to active position descriptions and position related information throughout Army. Access to data is restricted according to assigned user privileges.

If you have any suggestions, please [email](#) us with your comments.

https://acpol2.army.mil/fasclass/inbox/splash\_login.asp

Trusted sites | Protected Mode: Off | 100%

Start | Inboxes - Microsoft Outlook | Microsoft PowerPoint - [...] | USAASC - Windows Inter... | FASCLASS: - Windows ... | 11:05 AM

Select Login for FASCLASS

# Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

22 October 2010

Restricted Access Help

FULLY AUTOMATED SYSTEM FOR CLASSIFICATION

**FASCLASS**

ActivClient Login

Actividentity  
**ActivClient**

Please enter your PIN.

PIN \*\*\*\*\*

OK Cancel

DISA DCMA CapMed

To begin, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply click on the menu item, then click on the desired menu choice.

Type in PIN and Select "OK"

**Note: To submit PRD in FASCLASS it will require access through an Authorized account established via CPAC. Contact your local CPAC for the requirements for access to FASCLASS.**

# Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

Select Create AcqDemo PRD

# Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

**HRO or CPAC reviews and submits PRD for verification**

**Complete position information**

**Add Duties of the position**

**Add Factors and Supplemental Info of the position**

**Select Create Position when done**

# Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

**HRO or CPAC reviews and submits PRD for verification**

tion Notify - Windows Internet Explorer  
 https://acpol2.army.mil/ako/fasclass/pos\_desc/action\_notify.asp?id=683371&ccpo=AS&JobNum=361544&Type=CREATE&Type2=

FASCLASS: Action Notify

**FASCLASS** PD #  GO

FASCLASS Reports Lookup Request User Org Chart What's New? CPOL

22 October 2010 TIMOTHY ZEITLER [Manager], North Central Close Window Help

**PD# AS361544 has been created.**

### Action Notify

JOB NUM	TITLE	PAY PLAN	SERIES	GRADE	EDIT
<a href="#">AS361544</a>	PROGRAM MANAGEMENT SPECIALIST	NH	0301	03	

Send an email to the next reviewing source by selecting a user role using the drop down list and then choosing the user's name from the list presented. Then click Send Email. Do nothing if you do not wish to send this PD to be reviewed now. However, PD will not be processed. To access this PD later, select FASCLASS --> Edit PD from the menu

Next Reviewing Source  
 -- Select A User Role --  
 Next Reviewing Source  
 CPAC Personnelist  
 Servicing CPOC Classifier

**Select:**  
 Reviewing Source  
 CPAC Personnelist  
 Servicing CPOC Center

Done

Trusted sites | Protected Mode: Off | 100%

Start | Inbox - Microsoft O... | Microsoft PowerPol... | USAASC - Windows... | FASCLASS: Actio... | M Ibrahim | Ibrahim Position De... | 2:39 PM

# Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

-- Select A User --  
 AGUILLEN, SANDRA  
 AHLGREN, DREW  
 ALDERSON, LISA  
 ALEKSIEJCZYK, AMY  
 ALLEN, DEDRA  
 ALLEN, MICHELLE  
 APPLGATE, ROBERT  
 ARGUELLO, DEBORAH  
 ARMSTRONG, DANA  
 ARMSTRONG, MELODY  
 BAKER, JAMES  
 BAKULA, HEATHER  
 BALLEGEER, AMY  
 BANKS, HAYWOOD  
 BARAJAS, JUAN  
 BARBER, HEIDI  
 BARBER, THOMAS  
 BARRERA-NAMEZ, JOANN  
 BATES, BRENDA  
 BAYLOR, GERLEAN  
 BEAVER, CHRISTI  
 BECKER, MARY ANN  
 BELAMY, DEANNA  
 BELL, KEVIN  
 BENAVIDEZ, VERONIKA  
 BERBERICH, CHERIE  
 BERENS, INSUK  
 BETCHER, MICHELLE  
 BLANCO, MERCEDES I  
 -- Select A User --

PAY PLAN	SERIES	GRADE	EDIT
SPECIALIST	NH	0301	03

Comments:

Depending on the Role selected, choose the person from the list who has been assigned to complete the action fro your organization.

**Example: Heidi Barber**

# Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

**HRO or CPAC reviews and submits PRD for verification**

The screenshot shows a web browser window displaying the FASCLASS application. At the top, a navigation bar includes 'FASCLASS', 'Reports', 'Lookup', 'Request User', 'Org Chart', 'What's New?', and 'CPOL'. A message box states: 'PD# AS361544 has been created.' Below this is the 'Action Notify' section, which contains a table with the following data:

JOB NUM	TITLE	PAY PLAN	SERIES	GRADE	EDIT
<a href="#">AS361544</a>	PROGRAM MANAGEMENT SPECIALIST	NH	0301	03	

Below the table, there is a text block: 'Send an email to the next reviewing source by selecting a user role using the drop down list and then choosing the user's name from the list presented. Then click Send Email. Do nothing if you do not wish to send this PD to be reviewed now. However, PD will not be processed. To access this PD later select FASCLASS --> Edit PD from the menu'.

The form includes a dropdown menu for 'Servicing CPOC Classifier' (set to 'Servicing CPOC Classifier'), another dropdown for user selection (set to 'BARBER, HEIDI'), a 'Comments:' text area, and a 'Send Email' button. A purple arrow points to the 'Send Email' button.

**Once choices have been made, there is the capability to submit a message about the PRD if Required. It will be sent via email to the person selected.**



# Classification Appeals

- May Appeal at any time
  - Occupational Series
  - Title
  - Broadband Level
- An employee may not appeal;
  - Accuracy of the position requirements document,
  - Demonstration project classification criteria,
  - Pay-setting criteria;
  - Propriety of a salary schedule; or
  - Matters grievable under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure.



# Hiring & Appointment Authority Initiatives



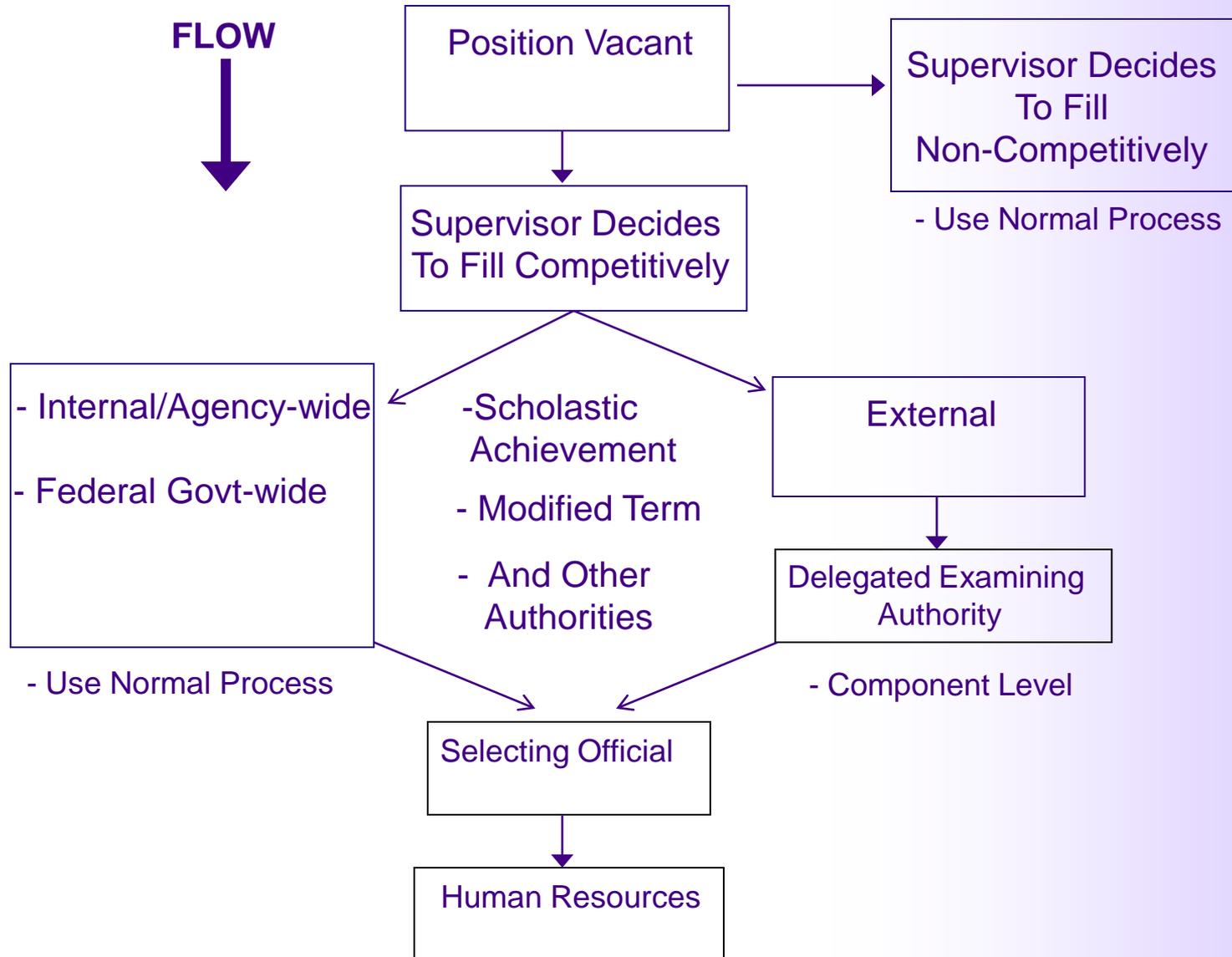
- Objectives:
  - Improve recruitment through greater flexibility in pay setting, and reduced hiring process times
  - Increase the quality of new hires
- Benefits:
  - Greater involvement of management in the hiring process.
  - Provides a more realistic timetable in which to hire quality candidates



# External Hiring

- Delegated Examining
- Scholastic Achievement
- Appointment Authority

# Hiring Process





# External Delegated Examining Authority

- Competitive examining authority is delegated to the Components
- Applies to all AcqDemo positions, but excludes:
  - Wage Grade
  - STEP's/SCEP (students, summer-hires)
  - Firefighters and Law Enforcement Personnel
  - Administrative Law Judges,
  - Senior Executive Service,
  - Executive Assignment System,
  - Senior Level Positions and
  - Any positions that require an examining process covered by court order.

In Army, current delegation will remain the same. The ASA (M&RA) (CHRA) will obtain from OPM any required delegated examining authority for the CONUS CPACs, overseas commands, and for the independent Civilian Personnel Offices.



- Candidates
  - Candidates who meet basic qualifications at the lowest equivalent grade of the broadband level for the position will be further evaluated for knowledge, skills, and abilities directly linked to the position.
  - Are assigned to one-of-three quality groups: basically qualified, highly qualified, or superior
  - Candidates will be given numerical scores of 70, 80, or 90 or above for this evaluation
  - Eliminates “Rule of Three”
- Veterans have 5 or 10 pts. added to scores, annotated and listed ahead of others having the same numerical score.
- Selecting officials receive a reasonable number of candidates. All in highest group are certified.



# Example of Rank Order

Candidate Evaluation						No Positive Education Requirement	Positive Education Requirement
Applicants Eligibility (Based on Quals)	Further Evaluation (Based on KSAs)	Assign Quality Group Scores (90, 80, 70)	Assign Vet Preference	Final Score	Quality Group Assignment (Based on Final Score)	"Float" Candidates - Refer According to Local Policy	List By Numerical Score - Refer According to Local Policy (GS-9 and Above, Scientific/ Engineering & Professionals)
X	X	90	(CPS) 10pts	CPS-100	Quality Group 90 & above (QG90) (Superior)	CPS-100	CPS-100
X	X	90	5 pts	TP-95		CPS-90	T-95
X	X	90		CPS-90		CPS-80	CPS-90
X	X	90		N-90		T-95	N-90
X	X	90		N-90		N-90	N-90
X	X	90		N-90		N-90	N-90
X	X	90		N-90		N-90	N-90
X	X	80	(CPS) 10pts	<i>Moves to QG90</i>	Quality Group 80 (QG80) (Highly Qualified)		
X	X	80	5 pts	TP-85		T-85	T-85
X	X	80		CPS-80		<i>Floated to QG90</i>	CPS-80
X	X	80		N-80		N-80	N-80
X	X	80		N-80		N-80	N-80
X	X	70	(CPS) 10pts	<i>Moves to QG80</i>	Quality Group 70 (QG70) (Basically Qualified)		
X	X	70	5 pts	TP-75		TP-75	TP-75
X	X	70		N-70		N-70	N-70
X	X	70		N-70		N-70	N-70
X	X	70		N-70		N-70	N-70

# Scholastic Achievement Authority



# Scholastic Achievement Authority

- Given to the AcqDemo project to permit the appointment of candidates with degrees to positions in broadband level II.
- New hires may be paid at a higher level on the basis of their scholastic achievements.
  - Managers have the authority to set pay for new hires
  - HR Specialist advises the Manager on pay setting options



# Scholastic Achievement Appointments

- Allows for Appointment of Degreed Candidates if:
  - Meet OPM minimum qualifications
  - Occupation has positive education requirement
  - GPA  $\geq 3.5$  in Occupational Field of Study; and Overall  $\geq 3.0$
  - Appointment into Pay Level  $<$  Top Step GS-7
  - For Appointments at GS-9 - GS-11 equivalent, GPA  $\geq 3.7$  GPA (Graduate) in Occupational Field of Study
- Veterans' Preference will apply when selecting candidates under this authority



- Permanent
  - Same as Existing Career and Career-Conditional Appointments
- Temporary
  - Same as Existing Temporary Authority
- *Modified Term*
  - Added option
    - Based on Existing Term Appointments
    - 5 + 1 Years
    - May become PERM without further competition **after 2 years** if stated in the vacancy announcement
  - Conversion to Career Conditional



# Voluntary Emeritus Program



# Voluntary Emeritus Program

- **Objectives:**
  - Ensure continued availability of acquisition employees
  - Provide mentoring to less experienced employees
  - Create continuing source of corporate knowledge



# Voluntary Emeritus Program

- Permits retired individuals to be assigned to voluntary assignments
- Voluntary position **is not considered** employment in the Federal Government
- Applicant must be recommended by one or more acquisition managers
- Applicant must submit a written request to supervisor
- Written agreement will be established among the volunteer, the decision-making authority, and the Human Resources Office
- Local responsibility to select, implement, and administer rests with Commander/Executive Director



# Voluntary Emeritus Program

## Eligibility.

- Employee must be recommended by one or more acquisition managers/ supervisors
- No one is entitled to a voluntary emeritus assignment
- Federal retirement pay (whether military or civilian) or buy-out or severance payment based on earlier separation from
- Federal Service will not be affected
- Program not use to replace or substitute for work performed by civilian employees occupying regular positions



## Implementation Procedures.

- Local authority to implement rests with the Commander, Executive Director, or equivalent, or his/her designee.
- Any funding and administration, including designation of any local constraints and procedures for selection of volunteers, will be the responsibility of this local authority
- Local procedures should address security clearance requirements for performance of voluntary emeritus assignments



## Application to Participate.

- Submit a written request to the appropriate supervisor to include
  - Reasons for wanting to volunteer
  - What he/she hopes to contribute to the mission, and
  - A brief statement of relevant experience.



## Approval.

- Supervisor will review the package and indicate recommendation to approve or disapprove, including the justification for the position taken
- Supervisor's recommendation will be forwarded to the local authority for final consideration and decision
- If the recommendation is approved, a volunteer work agreement will be formalized.



# Voluntary Emeritus Program

## Authorization.

- After reviewing the request, the local authority will inform the applicant of the decision.
- If unfavorable, the applicant will be informed in writing of the reasons for non-selection.
- If favorable, the local authority will sign the volunteer work agreement and return it to the supervisor.
- The applicant will be notified in writing of his/her selection for the Voluntary Emeritus Program.
- All documentation of the selection decision process for each applicant (whether accepted or rejected) must be in writing and be retained throughout the assignment.
- Documentation of rejections will be maintained for at least two years after the date of decision.



## Written Agreement.

- An agreement will be established among the volunteer, the decision- making authority, and the Civilian Personnel/Human Resources Office
- Agreement must be finalized before the assumption of duties and shall include a statement of understanding between the parties



# Probationary Period Intervention



# Flexible Probationary Period

- Provides supervisors sufficient time to properly, objectively, and completely evaluate **NH** employees
- Training or education: Probation may be extended to length of educational or training assignment for employees in the Business Management and Technical Management Professional career path.
- Employee informed in advance in writing



# **Contribution-Based Compensation and Appraisal System (CCAS)**



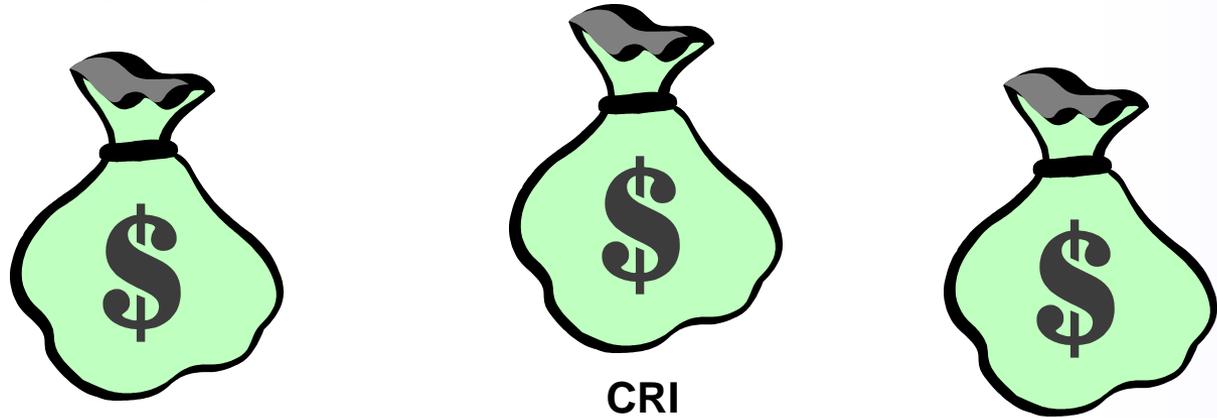
# Contribution-based Compensation and Appraisal System (CCAS)

- Objectives:
  - Provide equitable/flexible method for appraising and compensating the DoD AT&L workforce.
  - Correlate individual compensation to contribution to the organization's mission.
- Benefits:
  - Increased employee involvement in the contribution-based appraisal process.
  - Increased communication between supervisors and employees.
  - Promote a clear accountability of contribution by each employee.
  - Provide an understandable basis for salary changes

# Pay Adjustment References

<u>GS/Title 5</u>	<u>AcqDemo</u>
<ul style="list-style-type: none"> <li>- General Pay Increase (GPI)</li> </ul>	<ul style="list-style-type: none"> <li>- General Pay Increase (GPI)</li> </ul>
<ul style="list-style-type: none"> <li>- Within-grade increases</li> <li>- Quality-step increases</li> <li>- Promotions (equivalent to grades within broadband levels)</li> </ul>	<p><b>Contribution Rating Increase (CRI)</b> (i.e., base pay increase)</p> <ul style="list-style-type: none"> <li>- 2.4% floor 1<sup>st</sup> year for new conversions</li> <li>- 2.0% floor subsequent years</li> </ul>
<ul style="list-style-type: none"> <li>- Locality Pay</li> </ul>	<ul style="list-style-type: none"> <li>- Locality Pay</li> </ul>
<ul style="list-style-type: none"> <li>- Performance Awards</li> </ul>	<p><b>Contribution Awards (CA)</b></p> <ul style="list-style-type: none"> <li>- 1.3% floor 1<sup>st</sup> year for new conversions</li> <li>-- 1.0% floor subsequent years</li> </ul>
<ul style="list-style-type: none"> <li>- Incentive Awards</li> </ul>	<ul style="list-style-type: none"> <li>- Incentive Awards</li> </ul>

# Annual Pay Adjustment



GPI

CRI

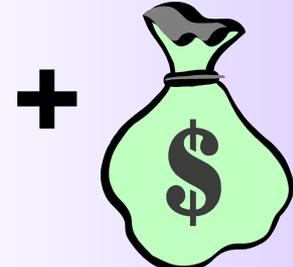
LOCALITY

Often incorrectly known as COLA



NEW PAY

- PAID OVER 26 PAY PERIODS
- COUNTS TOWARD RETIREMENT
- CURRENT PAY CANNOT BE REDUCED THROUGH CCAS ASSESSMENT --ONLY THROUGH ADVERSE ACTION



CA

- Lump Sum

# CCAS Cycle





# Career Path: Business Management & Technical

## Management Professional (NH)

### Factor 4: Leadership / Supervision

LEVEL DESCRIPTORS	DISCRIMINATORS
<b>LEVEL II</b>	
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
<b>LEVEL III</b>	
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

# Expected Contribution Range Calculator

At the following website, you will find a calculator that will calculate your **expected contribution range (ECR)** for this year.

## Expected Contribution Range Calculator

<div style="border: 1px solid black; padding: 5px; display: inline-block;">Base Salary Only</div>			Expected Contribution Range		
Enter Base Salary	\$83,000	Expected Contribution Range =	Upper Rail	SPL	Lower Rail
			74	<b>78</b>	82

[http://asc.army.mil/organization/acqdemo/acqdemo\\_ccas.cfm](http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm)

# Normal Pay Range and Standard Pay Line Chart

NH-III

Base Salary is \$83,000

To find 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

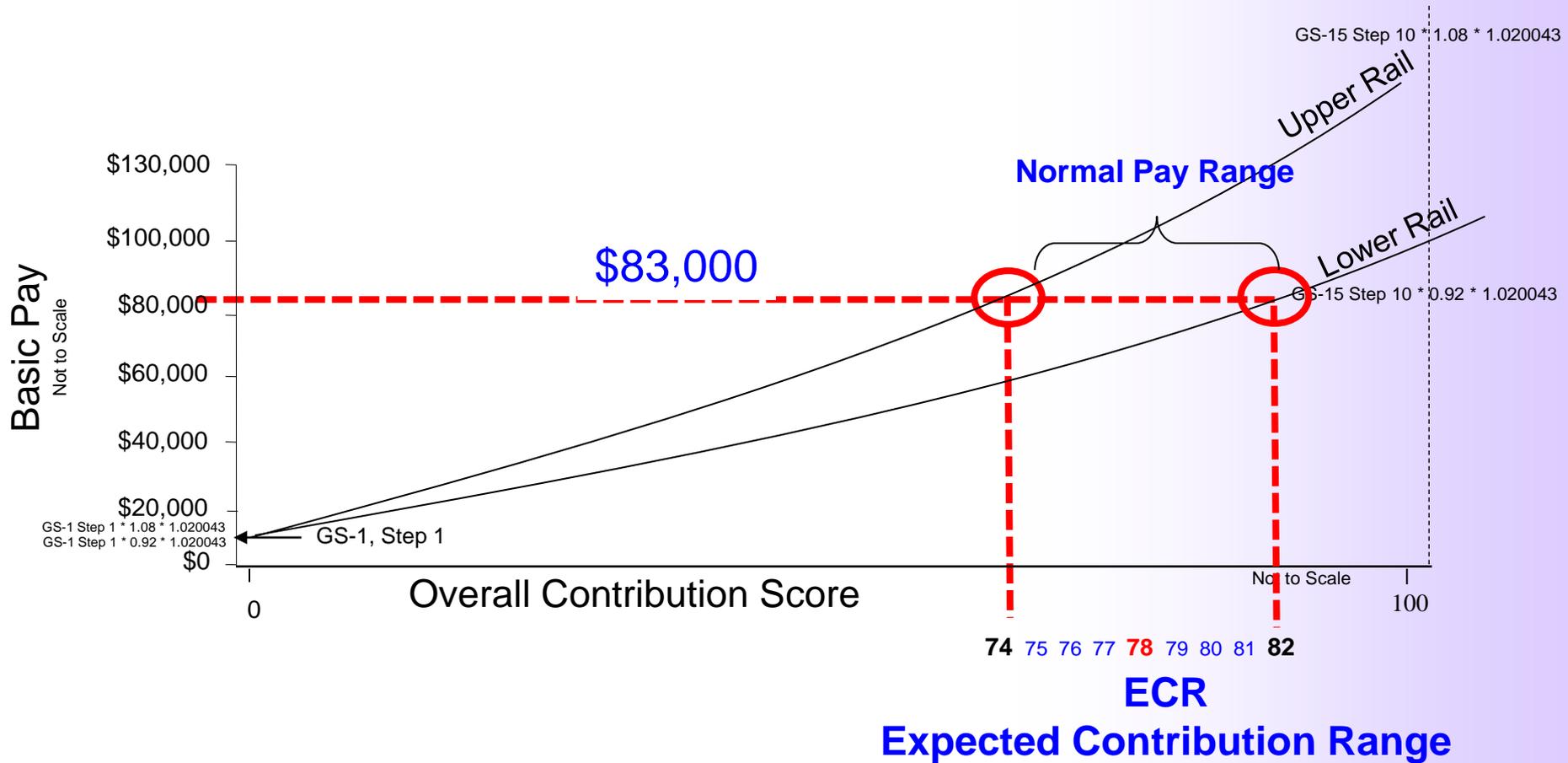
Salary differential from SPL to either rail at any OCS = +/- 8%

OCS differential from SPL to either rail at any Salary =  $\sim \pm 4$  points

	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail
	69	75611	70010	64409
	70	77126	71413	65700
	71	78672	72844	67017
	72	80249	74304	68360
	73	81857	75794	69730
-4	74	83498	77313	71128
-3	75	85171	78862	72553
-2	76	86878	80443	74008
-1	77	88620	82055	75491
0	78	90396	83700	77004
+1	79	92208	85377	78547
+2	80	94056	87089	80122
+3	81	95941	88834	81727
+4	82	97864	90615	83365
	83	99825	92431	85036
	84	101826	94283	86741
	85	103867	96173	88479

\*Salaries in SPL associated with 2011 GS Pay Tables

# Base Salary and Expected Contribution Range (ECR)



Salary is consistent with contributions if OCS is 74 - 82



# Categorical Scores & Numerical Scores

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	
	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
	M-H	51-61	41-46	
	Med	41-50	36-40	30-41
	M-L	30-40	30-35	
	Low	22-29	22-29	22-29
I	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

Factor – Leadership / Supervision NH		Very High	115
<b>LEVEL IV - LEADERSHIP/SUPERVISION</b> •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
<b>LEVEL III - LEADERSHIP/SUPERVISION</b> •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 issues. •Fosters 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
<b>LEVEL II - LEADERSHIP/SUPERVISION</b> •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
<b>LEVEL I - LEADERSHIP/SUPERVISION</b> •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

## Numerical Score each FACTOR

• Problem Solving	3M	78
• Teamwork/Cooperation	3H	81
• Customer Relations	3H	80
• Leadership/Supervision	3M	78
• Communication	3H	78
• Resource Management	3H	83
		<hr/>
		479

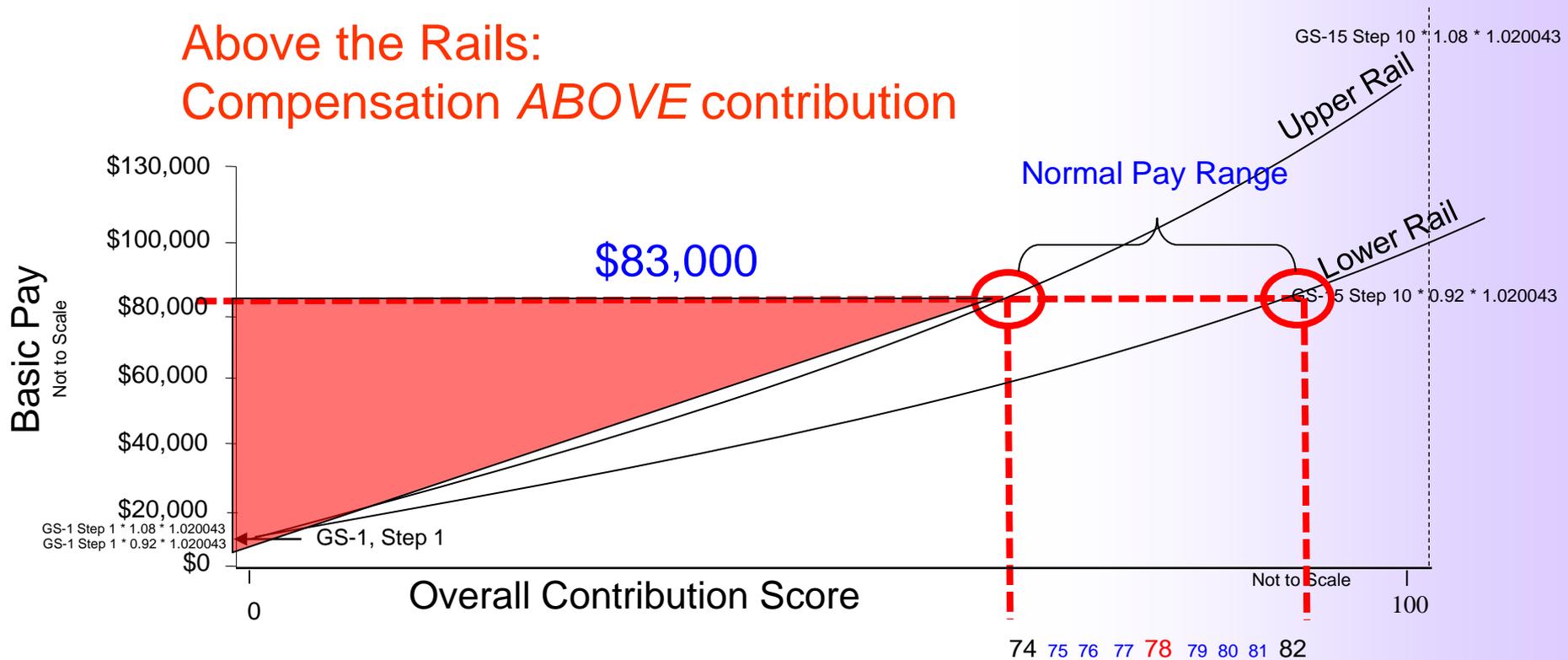
## Overall Contribution Score

$$478 / 6 = 80$$

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

# Base Salary and Expected Contribution Range (ECR)

Above the Rails:  
Compensation *ABOVE* contribution



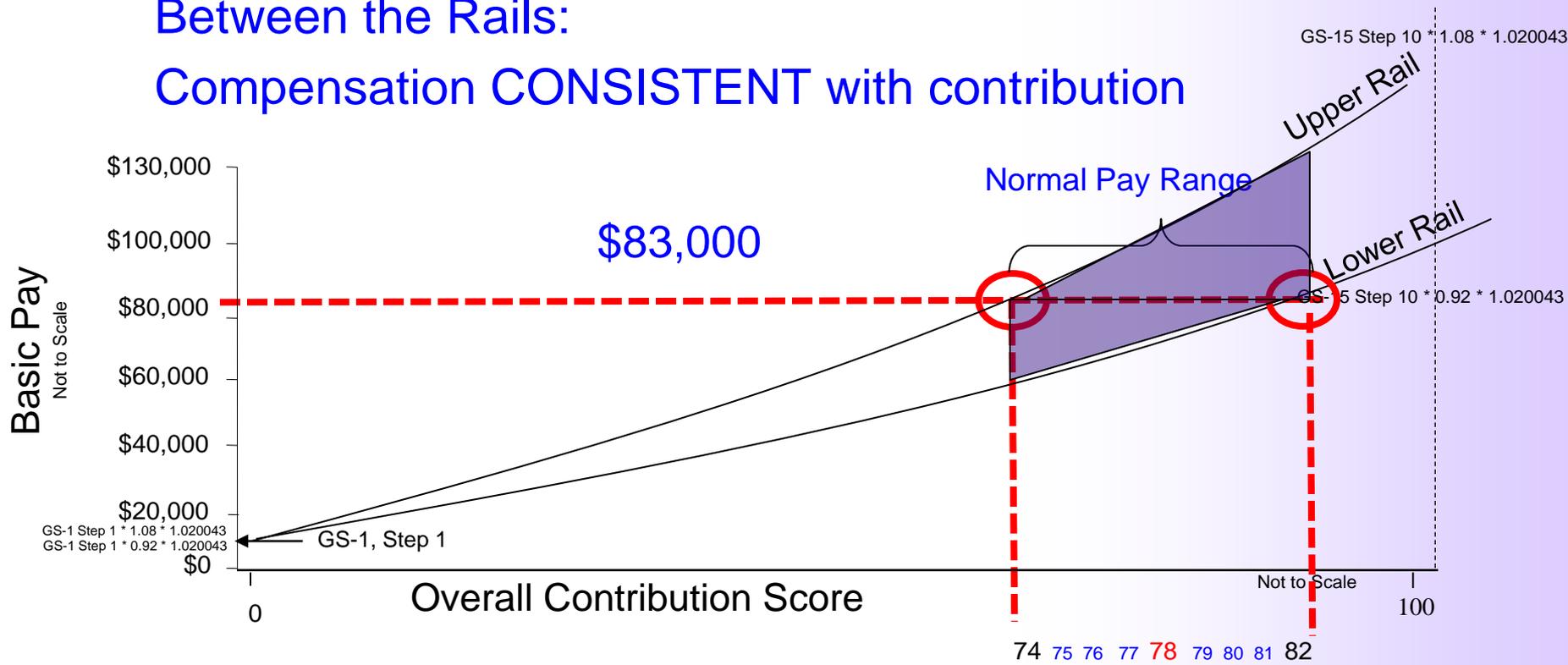
OCS of 73 or lower

ECR  
Expected Contribution Range

Rail Positions	General Pay Increase	Contribution Rating Increase (Salary Increase)	Contribution Award	Locality
Inappropriately Compensated - A (Above the Upper Rail)	Can be reduced or denied	No	No	Yes

# Base Salary and Expected Contribution Range (ECR)

Between the Rails:  
Compensation CONSISTENT with contribution



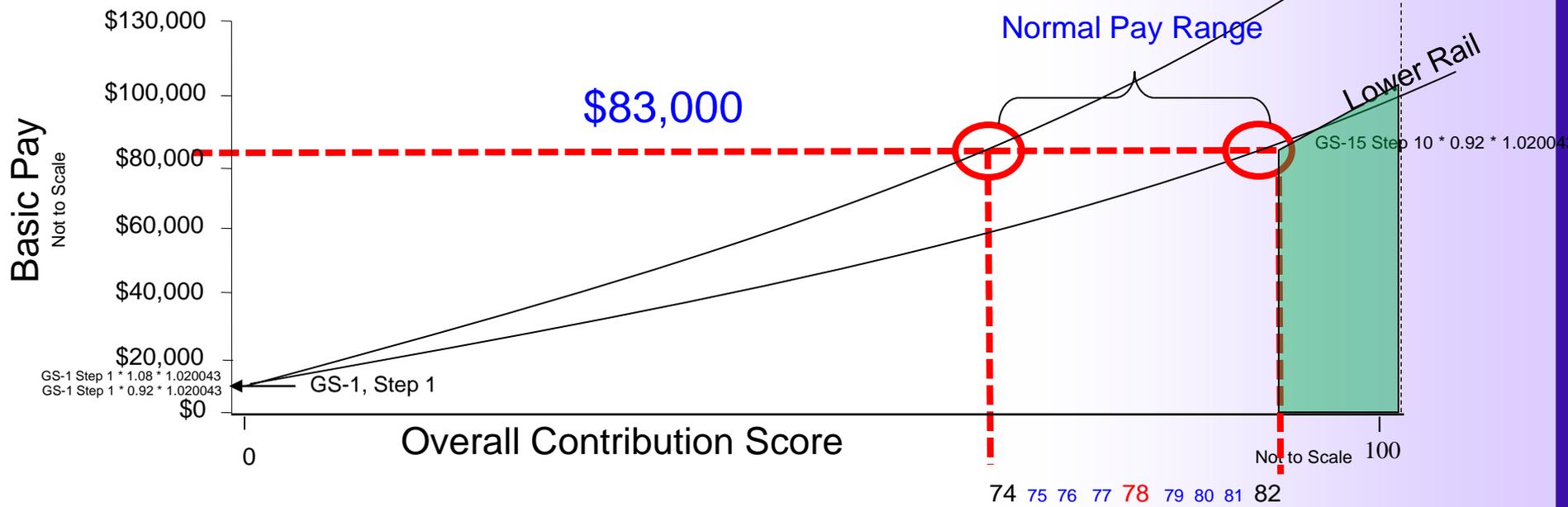
OCS of 74 - 82

ECR  
Expected Contribution Range

Rail Positions	General Pay Increase	Contribution Rating Increase (Salary Increase)	Contribution Award	Locality
Appropriately Compensated - C (Between the Rails)	Yes	Yes, up to 6%	Yes	Yes

# Base Salary and Expected Contribution Range (ECR)

Below the Rails:  
Compensation *BELOW* contribution



OCS of 83 and higher

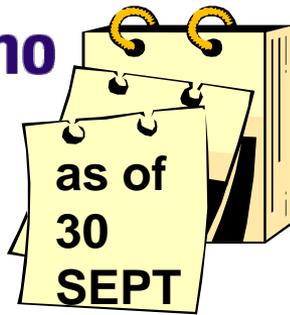
ECR  
Expected Contribution Range

Rail Positions	General Pay Increase	Contribution Rating Increase (Salary Increase)	Contribution Award	Locality
Inappropriately Compensated - <b>B</b> (Below the Lower Rail)	Yes	Yes, up to 20%	Yes	Yes

# **CCAS**

## **Special Situations**

# Eligibility for CCAS Rating



- In AcqDemo at least 90 days on September 30 to be eligible for a rating (NLT July 2);
- 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 two options:
  - Presumes that employee would have contributed consistently with employee’s expected level and will be given a expected rating;
  - Re-certifies employee’s last contribution appraisal.



# CCAS Special Situations

Actions Before 30 September

- **Army 6.4.d (was Army 6.4b) Rating Official Leaves Prior to the End of the Appraisal Period.** There are no minimum periods for a rating official since the final rating is the result of a pay pool evaluation and not an individual's evaluation. When the supervisor/rating official leaves before the end of the appraisal period, the departing supervisor/rating official will complete an interim Supervisor Assessment (Part II Supervisor Assessment of the CCAS Salary Appraisal Form), discuss the interim appraisal with the employee and provide copies to the employee and pay pool manager.
- **Army 6.4.(3)b) (was Army 6.4c) Annual CCAS Appraisal Period.** AcqDemo employees who leave before the end of the rating period (before September 30), will not receive a "close out" CCAS appraisal and will not be eligible for compensation from the pay pool. The employee, however, may be recommended for a special act award.
- Army AcqDemo employees who depart for another army AcqDemo position will be rated in by that new Supervisor.



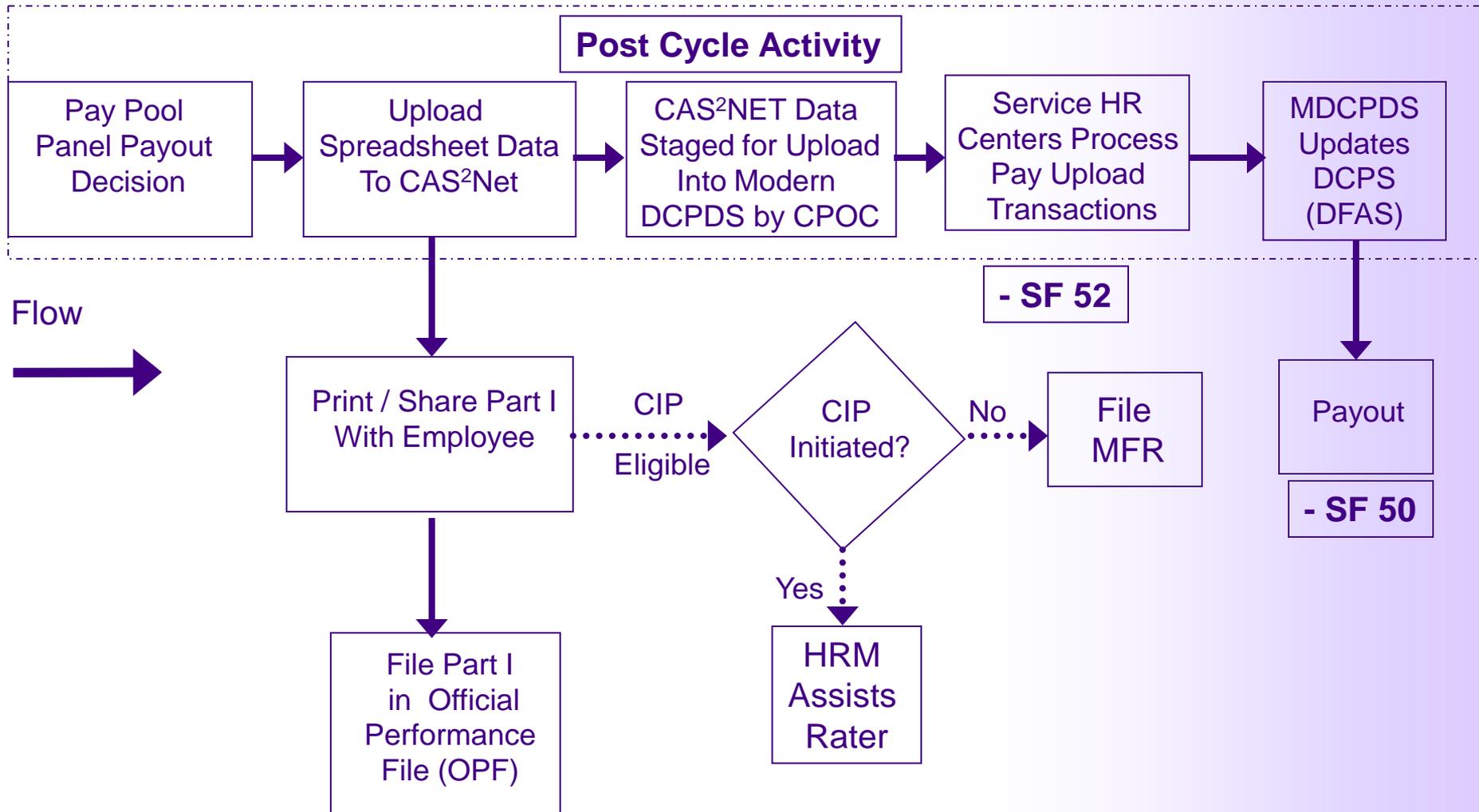
# CCAS Special Situations

*Leaving After 30 September and Before the January Payout*

Situation	Rating Approved By	Computed CRI	Computed CA	Additional Action
Leave to Another Army 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.

# Annual Pay Adjustment Process



# CONTRIBUTION & COMPENSATION CCAS Results – Part I Form



Identifying info

Signatures

OCS & rail positions

OCS plotted

**Part I: CCAS Salary Appraisal Form**

<b>Name:</b> Joe Contributor	<b>Series:</b> 0346	<b>Appraisal Period:</b>
<b>CAS2Net ID:</b> 99999	<b>Broadband Level:</b> III	From: 1-Oct-09
<b>Organization:</b> 1	<b>Retained Pay:</b> No	To: 30-Sep-10
<b>Career Path:</b> NH	<b>Presumptive:</b> None	

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

<b>Ricky Martin</b> Pay Pool Manager	21-Jan-11
	Date
	Date
<b>Rating Official</b>	Date
<b>Employee Signature</b>	Date

<b>Appraisal Detail</b>			
Overall Contribution Score	73	Upper Rail OCS	63
Next Year's Expected SPL OCS	71	SPL OCS	67
		Lower Rail OCS	71

<b>Employee Contribution Pay Comparison Chart</b>		<b>Compensation Detail</b>																						
<p>The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the <b>Upper and Lower Rails</b>. The middle line is the <b>SPL</b>. The point is the <b>Employee Appraisal</b>.</p>		<table border="1"> <tr> <td>\$67,587</td> <td>Current Rate of Base Pay</td> <td></td> </tr> <tr> <td>+</td> <td>G Increase</td> <td>0.0%</td> </tr> <tr> <td>+</td> <td>\$ 3,550</td> <td>CRI Increase</td> </tr> <tr> <td>=</td> <td><b>\$71,137</b></td> <td><b>New Rate of Basic Pay</b></td> </tr> <tr> <td>+</td> <td>\$17,229</td> <td>Locality Pay @ 24.22%</td> </tr> <tr> <td>=</td> <td><b>\$88,366</b></td> <td><b>New Total Salary</b></td> </tr> <tr> <td>\$</td> <td>1,731</td> <td>Contribution Award</td> </tr> </table>		\$67,587	Current Rate of Base Pay		+	G Increase	0.0%	+	\$ 3,550	CRI Increase	=	<b>\$71,137</b>	<b>New Rate of Basic Pay</b>	+	\$17,229	Locality Pay @ 24.22%	=	<b>\$88,366</b>	<b>New Total Salary</b>	\$	1,731	Contribution Award
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<p>Privacy Act Statement (552a of 5 U.S.C.)          1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.          2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment.          3. 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.          4. DISCLOSURE: Failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts. 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>		<p><b>Remarks</b>          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 payout.</p>																						

Pay info

Remarks

# CONTRIBUTION & COMPENSATION CCAS Results – Part I Form

<b>Appraisal Detail</b> <table border="1"> <tr> <td>Overall Contribution Score</td> <td>73</td> </tr> <tr> <td>Next Year's Expected SPL OCS</td> <td>71</td> </tr> </table>		Overall Contribution Score	73	Next Year's Expected SPL OCS	71	<table> <tr> <td>Upper Rail OCS</td> <td>63</td> </tr> <tr> <td>SPL OCS</td> <td>67</td> </tr> <tr> <td>Lower Rail OCS</td> <td>71</td> </tr> </table>	Upper Rail OCS	63	SPL OCS	67	Lower Rail OCS	71	<p>Expected Contribution Range And Expected OCS</p>													
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		<p>If on Pay Retention or Top of the Broadband.</p> <table> <tr> <td>\$67,587</td> <td>Current Rate of Base Pay</td> <td></td> </tr> <tr> <td></td> <td>G Increase</td> <td>0.0%</td> </tr> <tr> <td>+</td> <td>\$ 0 CRI Increase</td> <td>0.0%</td> </tr> <tr> <td>=</td> <td><b>\$67,587 New Rate of Basic Pay</b></td> <td></td> </tr> <tr> <td>+</td> <td>\$16,370 Locality Pay</td> <td>24.22%</td> </tr> <tr> <td>=</td> <td><b>\$83,957 New Total Salary</b></td> <td></td> </tr> <tr> <td>\$</td> <td>5,281 Contribution Award</td> <td></td> </tr> <tr> <td></td> <td>(of which \$3,550 was CRI Carryover)</td> <td></td> </tr> </table>		\$67,587	Current Rate of Base Pay			G Increase	0.0%	+	\$ 0 CRI Increase	0.0%	=	<b>\$67,587 New Rate of Basic Pay</b>		+	\$16,370 Locality Pay	24.22%	=	<b>\$83,957 New Total Salary</b>		\$	5,281 Contribution Award			(of which \$3,550 was CRI Carryover)
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# CONTRIBUTION & COMPENSATION

## CCAS Results – Part I Form

### Individual Factor Scores

#### Part I: CCAS Salary Appraisal Form

Page 2

<b>Name:</b>	Joe Contributor	<b>Series:</b>	0346	<b>Appraisal Period:</b>	
<b>CAS2Net ID:</b>	99999	<b>Broadband Level:</b>	III	<b>From:</b>	1-Oct-09
<b>Organization:</b>	1	<b>Retained Pay:</b>	No	<b>To:</b>	30-Sep-10
<b>Career Path:</b>	NH	<b>Presumptive:</b>	None		
<b>Factor</b>		<b>Category Score</b>		<b>Final Score</b>	
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			

- Contribution Improvement Plans (CIP's) should be considered in the case of employees whose contributions to mission accomplishment are inadequate
- When are CIP's mandatory vs. optional? How are they initiated?
- Basically, there are **two cases** of inadequate contribution that could call for a CIP:

- **In the first case**, when an employee's contribution **in any factor** is numerically at or less than the midpoint of the next lower broadband level (for NH broadband level II employee, a score of 44 in any factor), there is no supervisory discretion: **a CIP must be issued**.
  - This is true regardless of where the employee's OCS falls as a result of the pay pool process (i.e. Category A, B, or C).



# 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	



# Mandatory CIP Scenario

## Inadequate Contribution

(NH III Employee Score Sheet)

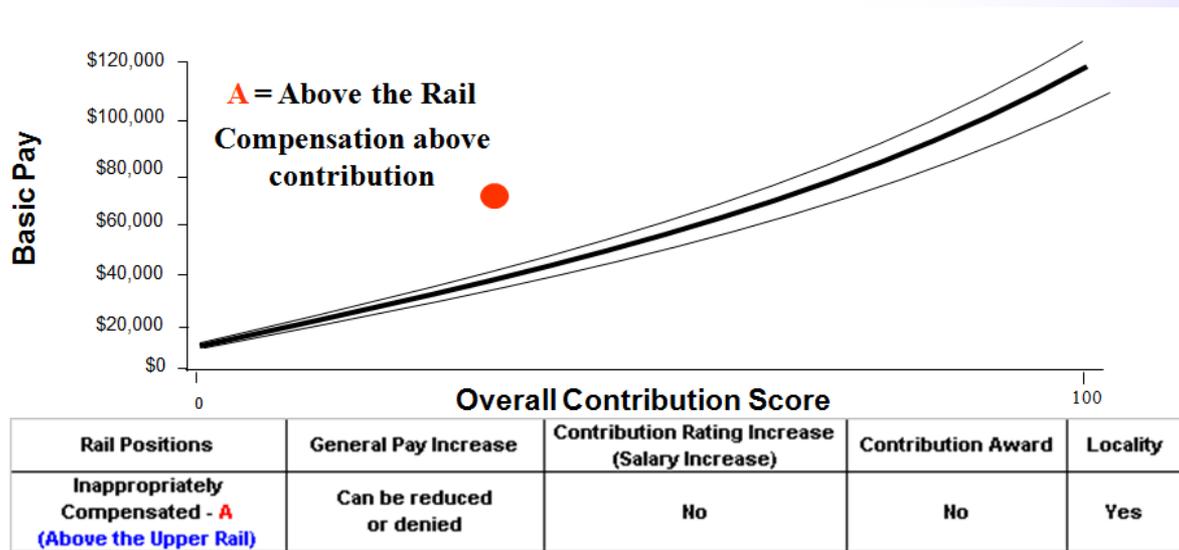
			FACTORS							
			Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Commun.	Resource Mgt		
Level  NK-II 44	IV	Very High								
		High								
		Med								
		Low								
	III	High			80					
		Med	72						75	
		Low				65				
	II	High								
		M-H								
		Med						46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



# Contribution Improvement Plans (cont'd)

- In the second case, when the overall contribution score falls in the “A” region, the **CIP is Optional**, therefore the rating official has two options:

1. The supervisor may decide not to issue a CIP. This decision must be documented by the rating official in a memorandum for record, and a copy of the memo provided to the employee and to higher management; or

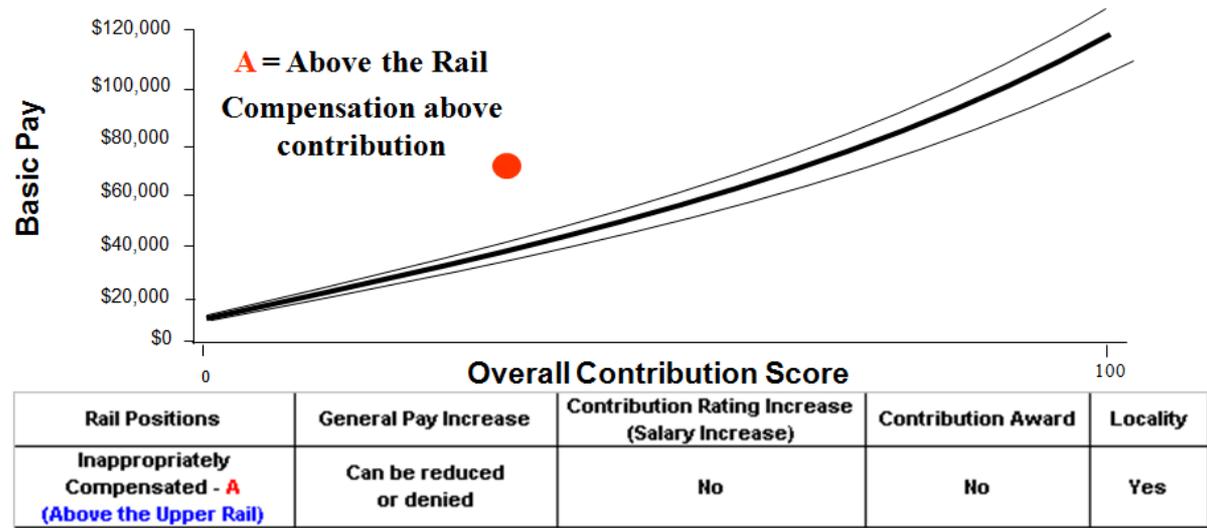




# Contribution Improvement Plans (cont'd)

- In the second case, when the overall contribution score falls in the “A” region, the **CIP is Optional**, therefore the rating official has two options:

2. 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





- We Advise Supervisors to Contact HR for Assistance!
- Process starts with notification in writing to the employee
- CIP must contain:
  - Specific areas in which the employee is inadequately contributing, and required improvements
  - 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

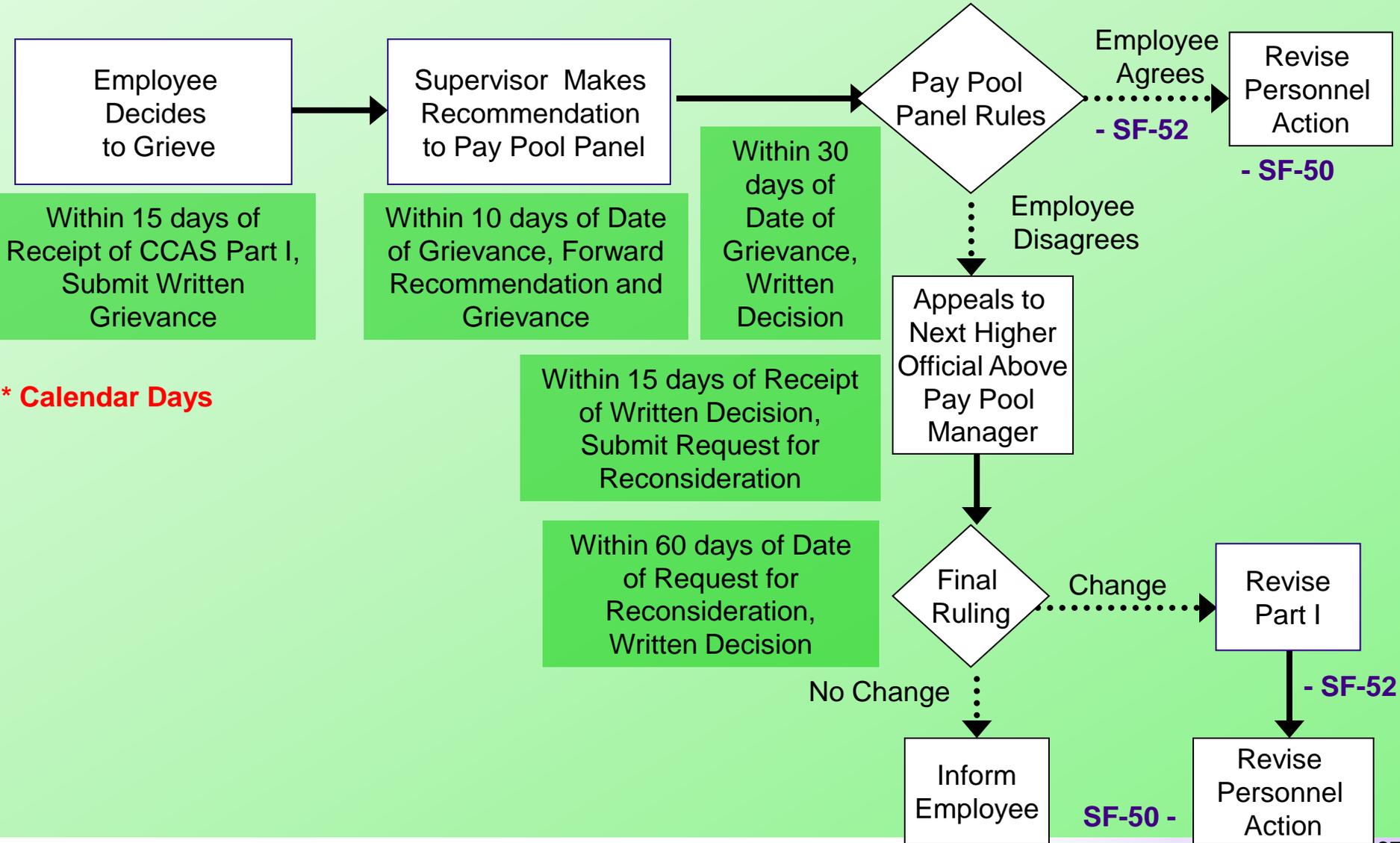
*Sample notifications may be found in Appendix M of the AcqDemo Operating Procedures*



# 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.

# Grievance Process Administrative Procedures



\* Calendar Days

# Reduction-In-Force (RIF)

- Objectives:
  - Prevent loss of high-contributing employees with needed skills
  - Simplifies displacement procedures to reduce disruption and costs to components and organizations (Single Round Process)
- Benefits:
  - Increase retention of high-contributing employees
  - Streamline the RIF administration process



# Acquisition Demonstration RIF

- **In Accordance with 5 CFR 351 Except:**
  - Master Retention List—Covers All in Competitive Area
  - Demonstration Employees—in Their Own Competitive Area
  - Retention Register Factors
  - Displacement (Single Round Process); Move Down to the next lower Broadband (*\*Exception: May move down 2 Broadband levels for Veterans with Compensable Service-Connected Disability of 30% or more*)
- **Current Pay Retention and Appeal Procedures Apply**
  - As specified in 5 CFR 536.104 and 351.901

In Army, those employees for whom RIF actions are covered by a negotiated grievance procedures (NGP) must grieve through their NGP, not the MSPB.



# RIF Retention Register Factors

Retention Standing refers to an employee's standing on a retention register based on three factors:

- Tenure – which determines the retention group:
  - Group I – Career employees (3+ yrs govt. service)
  - Group II – Career-conditional employees (<3 yrs govt. service)
  - Group III – Term / indefinite appointments
- Veterans' Preference – which determines the retention subgroup:
  - AD – Veterans' compensable preference ( $\geq 30\%$  disability)
  - A – Veterans' non-compensable preference (all others)
  - B – Employees not eligible for Veterans' preference
- Length of Service – as adjusted by contribution credit to produce a Retention Service Credit



# Retention Service Credit

- The demonstration project does not use summary level designators.

RETENTION SERVICE CREDIT	APPRAISAL RATING LEVEL
12	Fully Successful or equivalent, Level 3
0	Unsuccessful, Level 1

- There are three possible scenarios for determining retention service credit:
  - Employee has three current annual ratings  
(Actual ratings divided by three)
  - Employee has at least one but fewer than three annual ratings  
(Actual ratings divided by # of ratings received)
  - Employee has no current annual ratings  
(Determine average rating for the employees in individual's BB level within competitive area affected by RIF)



# Retention Service Credit Example

## Single Pattern Example

- 2010 - CCAS - Fully Successful 12 Years
- 2009 - CCAS - Fully Successful 12 Years
- 2008 - CCAS - Fully Successful 12 Years
- 2007 - CCAS – Fully Successful 12 Years

Retention Service Credit will be based on the employee's three most recent annual overall contribution scores (OCSs) of record received during the four-year period prior to the issuance of RIF notices.

Employees with three OCS or performance ratings shall receive credit for performance on the basis of the value of the actual ratings of record divided by three.

$$\begin{aligned}
 & 12 \text{ years for 2010} \\
 & + 12 \text{ Years for 2009} \\
 & + 12 \text{ Years for 2008} \\
 & \hline
 & = 36 \text{ Years} \\
 & \text{Divided by 3} \\
 & = 12 \text{ Credit Years}
 \end{aligned}$$

# Retention Service Credit Example (con't)

## Multiple Pattern Example (Most Likely Situation)

• 2011 - CCAS - Fully Successful	12 Years	12 years for 2011
• 2010 - NSPS - Outstanding	20 Years	+ 20 Years for 2010
• 2009 - NSPS - Exceeds	16 Years	<u>+ 16 Years for 2009</u>
• 2008 - GS - Outstanding	20 Years	= 48 Years
		Divided by 3
		= 16 Credit Years

Employees with three OCS or performance ratings shall receive credit for performance on the basis of the value of the actual ratings of record divided by three.

- Employees who have no performance ratings shall receive 12 years of Retention Service Credit.

# Example of RIF Process

**Annotated Master Retention List**

Tenure & Subgroup	RIF SCD	Career Path & Broadband	Classification	RIF Impact	Employee	Placement/ Separation
I AD	06-02-52	Bus Mgt/Tech Mgt Prof III	NH-2003 Supply Prgm Mgr		Brown, Samuel	
I AD	05-03-53	Bus Mgt/Tech Mgt Prof III	NH-1102 Contract Negotiator	Position abolished	White, Bryan	Displaces Gates
I AD	07-26-55	Tech Mgt Support IV	NJ-802 Engineering Tech		Arnold, Joseph	
I A	11-07-53	Bus Mgt/Tech Mgt Prof III	NH-346 Logistics Mgt Spec	Position abolished	Thomas, Franklin	Displaces Lowe
I A	02-05-54	Bus Mgt/Tech Mgt Prof III	NH-201 Pers Mgt Spec		Smith, Jonathan	
I A	02-07-54	Bus Mgt/Tech Mgt Prof I	NH-2001 Supply Spec		Ludy, Andrew	
I A	02-10-54	Bus Mgt/Tech Mgt Prof II	NH-1102 Contract Specialist		Waters, Edward	
I A	04-22-54	Admin Support I	NK-326 Ofc Automation Clk		Richards, Ralph	
I A	05-09-54	Bus Mgt/Tech Mgt Prof I	NH-346 Logistics Mgt Spec		Goode, Vincent	
I A	10-08-54	Bus Mgt/Tech Mgt Prof II	NH-346 Logistics Mgt Spec		Sugg, Steven	
IB	1-17-51	Admin Support I	NK-326 Ofc Automation Clk		Price, Jane	
I B	03-07-53	Bus Mgt/Tech Mgt Prof III	NH-2003 Supply Prgm Mgr		Jones, Rose	
I B	07-07-53	Bus Mgt/Tech Mgt Prof III	NH-2001 Supply Spec		Franc, Lizette	
I B	07-17-53	Bus Mgt/Tech Mgt Prof IV	NH-201 Pers Mgt Spec		Worth, Jean	
I B	12-01-53	Bus Mgt/Tech Mgt Prof I	NH-2003 Supply Prgm Mgr		King, Elizabeth	
I B	10-31-54	Tech Mgt Support II	NJ-856 Electronics Tech		Hart, Carole	
I B	11-08-54	Tech Mgt Support II	NJ-802 Engineering Tech		Ross, Barbara	
I B	01-10-55	Bus Mgt/Tech Mgt Prof II	NH-2003 Supply Prgm Mgr		Dante, Michele	
II AD	06-08-51	Bus Mgt/Tech Mgt Prof III	NH-201 Pers Mgt Spec	Displaced by Thomas	Lowe, Lydia	Displaces Higgs
II A	02-20-51	Bus Mgt/Tech Mgt Prof II	NH-1102 Contract Specialist	Displaced by White	Gates, Lionel	Separated
II A	07-01-52	Bus Mgt/Tech Mgt Prof I	NH-201 Pers Mgt Spec	Displaces by Lowe	Higgs, Sylvia	Separated



# Special Pay Situations



# Special Pay Situations

## Promotion Definitions

- **Promotion under AcqDemo has two definitions:**
  - **Federal Employee (Within the Demo):** The movement of an employee to a higher broadband level within the same career path (e.g. NK II to NK III) or a different career path and level in which the new broadband level has a higher maximum salary rate than the broadband level from which the employee is being moved (NK II to NH II).
  - **Federal Employee (Entering from Outside of the Demo):** A current Federal employee selected to an Acquisition Demo position with a higher salary range than currently held or previously held.



# Special Pay Situations

## Promotion Definitions (cont'd)

### Federal Employee (Within the Demo):

- Promotion is normally a competitive action.

2010 Base Salary Table Business Management and Technical Management Professional (NH)			
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

- The movement of an employee to a higher broadband level within the same career path (e.g. NH III to NH IV)

2010 AcqDemo Salary Tables			
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

- Movement to a different career path and level in which the new broadband level has a higher maximum salary rate



# Special Pay Situations

## Setting Pay for Promotions (cont'd)

### Pay Setting for Federal Employee (Within the Demo)

- Salary after promotion shall be at least 6 to 20% greater than the employee's current salary; however,
- May receive greater than a 20% increase if needed to reach minimum rate of new pay band.

2010 Base Salary Table Business Management and Technical Management Professional (NH)			
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

For example -

65,852

- NH-IV salary range is \$84,697 to \$129,517
  - NH-III selectee's salary is \$65,852
  - NH-IV minimum is \$84,697 or approx 28.63%
- The employee's salary shall not exceed the salary range of the new broadband level.

# Special Pay Situations

## Setting Pay for Promotions (cont'd)

### Federal Employee (Entering from Outside of the Demo)

- Promotion is normally a competitive action

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
13	71,674	74,063	76,452	78,841	81,230	83,619	86,008	88,397	90,786	93,175

2010 Base Salary Table Business Management and Technical Management Professional (NH)											
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		

- Movement of an employee to a higher salary range (e.g. GS-13 to NH-IV or GS-14 to NH-IV)
- A higher broadband level is one with a higher maximum rate of pay than the employee's current broadband level.



### **Federal Employee (Entering from Outside of the Demo)**

- Initial pay will be set at a level consistent with the individual's qualifications and the expected contribution of the position.
- Employees will enter the demonstration project at
  - their existing rate of pay,
  - the minimum salary for the broadband level, or
  - a rate determined by management.
- 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.



# Special Pay Situations

## Setting Pay for Promotions (cont'd)

### Pay Setting for Federal Employee (Entering from Outside of the Demo)

For example, in 2011

- A GS-13 has a base salary range of \$71,674 to \$93,175
- NH-IV has a salary range of \$84,697 to \$129,517

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
13	71,674	74,063	76,452	78,841	81,230	83,619	86,008	88,397	90,786	93,175

2010 Base Salary Table Business Management and Technical Management Professional (NH)							
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	



Set anywhere within the range

- The employee's salary shall not exceed the salary range of the new broadband level.



### Pay Setting for AcqDemo Employee on Retained Pay

- When an employee on retained pay is promoted to a higher broadband level, at a minimum, the employee's salary upon promotion will be set in the higher broadband level
  - (1) at six percent higher than the maximum rate of the employee's existing broadband level, or
  - (2) at the employee's existing retained rate, whichever is greater.



# Special Pay Situations

## Setting Pay for Temporary Promotions

### AcqDemo Employee

- Temporary promotions are only to positions at higher BB level
- Temporary promotion pay is computed based on position of record
- Rating is based on contributions in position of record
- Activity may insure employee is equitably treated



# Special Pay Situations

## Reassignment Definitions

- **Reassignment under AcqDemo has two definitions:**
  - **Federal Employee (Within the Demo):** The change of an employee from one position to another position within the same broadband level in the same career path or to a position in another career path and level in which the new broadband level has the same maximum salary rate than the broad band level from which the employee is being moved (e.g. NJI to NHI). **There is no change in salary for employees within the Demo.**
  - **Federal Employee (Entering from Outside of the Demo):** Change of an employee from one competitive service position in any other pay system to an Acquisition Demo position without promotion or change to lower broadband. **Buy-in applies.**



# Special Pay Situations

## Setting Pay for Reassignments

### Federal Employee (Entering from Outside of the Demo):

From the definition, a employee who is reassigned from GS or another Pay system (after converting to GS) will be placed in an appropriate broadband based on their GS grade.

Buy-in procedures will apply:

- Entering demonstration—GS-11/step 4, Series 1102  
(Contracting Specialist)
- Nominal time between step 4 and 5 = 104 weeks.
- Assume employee has been a Step 4 for 90 of the 104 weeks for a within grade increase. The process to compute the employee's new salary is:
  - GS-11/Step 4 base rate of \$55,315
  - GS-11 within grade increase is \$1,676
  - 90/104th (or .8654) of \$1,676 is \$1,450
  - $\$55,315 + \$1,450 = \$56,765$  then add Locality Pay

(This example uses the 2011 General Schedule Salary Table w/o Locality.)



**The following actions are exceptions to competitive procedures:**

- (a) Re-promotion to a position which is in the same broadband level (to include positions previously held outside of the broadbanding system) as the employee previously held on a permanent basis within the competitive service.
  
- (b) A general schedule (GS) employee entering a broadband which includes his/her present grade or a grade previously held. (e.g. GS-343-12 may enter career path NH, broadband level III without competition, since the GS grade is encompassed in the broadband)



- (c) Reassignment, change to a lower broadband level, transfer, or reinstatement to a position having promotion potential no greater than the potential of a position an employee currently holds or previously held on a permanent basis in the competitive service.
- (d) A position change permitted by demonstration project reduction-in-force procedures.
- (e) Promotion without current competition when the employee was appointed through competitive procedures to a position with a documented career ladder (upward mobility, interns, etc.).



- (f) A temporary promotion or detail to a position in a higher broadband level for up to 120 days.
- (g) Consideration of a candidate not given proper consideration in a prior competitive promotion action under the demonstration project.
- (h) Conversion of an employee from a modified Term appointment to a Perm appointment in the same broadband level and Occ Series as the Modified Term Position
- (i) Any other non-competitive action as determined by the Components.



(k) Accretion of Duties - The justification for the increase from a Broadband Level to a higher Broadband Level must be substantive and clear. Not only should the supervisor be able to demonstrate that the promotion was due to an accretion of duties, but the duties themselves should be explained in sufficient detail to fully support classification at that higher level. This documentation should be able to withstand later review by an independent authority.



## **Voluntary Change to Lower Broadband Level/Change in Career Path (except RIF).**

- When an employee accepts a voluntary change to lower broadband level or a different career path, salary may be set at any point within the broadband level to which appointed, except that the new salary will not exceed the employee's current salary or the maximum salary of the broadband level to which assigned, whichever is lower.
- An employee's request for voluntary change to a lower broadband level or different career path should provide a reason(s) for the request. All actions shall be documented by use of an official personnel action and appropriately filed.



## **Involuntary Change to a Lower Broadband Level *Without* Reduction in Pay Due to Contribution-Based Action.**

- Due to inadequate contribution, an employee may move to a lower broadband level as a result of receiving partial or no general pay increase. When an employee is changed to a lower broadband level due to such a situation, it is not considered an adverse action.
- Supervisors shall initiate an involuntary change to lower broadband level promptly after the pay pool manager approves the annual pay out. An official personnel action will be prepared to reflect this change.
- The employee's rate of basic pay shall remain unchanged.



## Involuntary Reduction in Pay/Change to Lower Broadband Level in a Same or Different Career Path Due to Contribution-based Action.

- An employee may receive a reduction in pay within his/her existing broadband level and career path; be changed to a lower broadband level; and/or be moved to a new position in a different career path due to a contribution based action.
- In these situations, the employee's base salary will be reduced by at least **six percent**, but will be set no lower than the minimum salary of the broadband level to which assigned. Employees placed into a lower broadband due to contribution based action are not entitled to pay retention.



## Involuntary Reduction in Pay/Change to Lower Broadband Level/Change in Career Path Due to Adverse Action.

- An employee may receive a reduction in pay within his/her existing broadband level and career path; be changed to a lower broadband level; and/or be moved to a new position in a different career path due to an adverse action.
- In these situations, the employee's salary will be reduced by at least **six percent**, but will be set no lower than the minimum salary of the broadband level to which assigned. Employees placed into a lower broadband due to an adverse action are not entitled to pay retention.



## **Reduction-in-Force (RIF) Action (Including Employees Who are Offered and Accept a Vacancy at a Lower Broadband Level or in a Different Career Path).**

- The employee is entitled to pay retention if all title 5 conditions are met; 5 CFR §536.103 Coverage and applicability of grade retention.



## Return to Limited or Light Duty

**Return to Limited or Light Duty from a Disability as a Result of Occupational Injury to a Position in a Lower Broadband Level or to a Career Path with Lower Salary Potential than Held Prior to the Injury.**

- The employee is entitled indefinitely to the salary held prior to the injury and shall receive full general and locality pay increases.



## Retained Pay / Pay Retention.

- Employees on retained rate in the demonstration project will receive pay adjustments in accordance with 5 U.S.C. 5363 and 5 CFR 536.
- An employee receiving a retained rate is not eligible for a contribution rating increase, since such increases are limited by the maximum salary rate for the employee's broadband level.
- Depending upon the employee's rating (Overall Contribution Score, employees on retained pay may be eligible to receive CA.



# Expanded Development Opportunities



- Objectives:
  - Expands educational opportunities to a larger section of the workforce
  - Permits employees to engage in sabbaticals that contribute to their development and effectiveness
- Benefits:
  - Assists in the recruiting and retaining of personnel
  - Provides opportunities for employees to acquire knowledge and expertise that cannot be acquired in the standard working environment



# Extension of Degree and Certification Training Authority

- 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

# AcqDemo Sabbatical



- Approval of a sabbatical application is subject to the following terms and conditions:
  - The Employee must have seven or more years of federal service
  - The sabbatical must be part of the Employee's IDP.
  - The sabbatical must be at least three, but no longer than twelve months in duration.
  - The sabbatical must contribute to the mission, must result in a product, service, report, or study that will benefit the acquisition community, and must increase the Employee's individual effectiveness.
  - The Employee may only take one sabbatical every five years.
  - Funds must be available to cover the costs associated with the sabbatical.
  - The Employee must agree to provide a report summarizing the results of the sabbatical.



# Sabbatical - Procedures

These procedures are for the activity's Human Resource Office, not the CPAC.

- Interested Employees will complete the application and forward it to his or her Supervisor.
- The Supervisor will complete the Supervisory Recommendation portion of the application and forward the package to HRO for further action.
- HRO will conduct an initial review the application to ensure the Employee meets the terms and conditions for a sabbatical.
- If the Employee meets the conditions, the HRO will distribute the application to each of the Pay Pool Panel Members.
- If the Employee does not meet the conditions described above, HRO will return the application with a written explanation of why the application is being rejected.



# Sabbatical - Procedures

- After reviewing the Employee's request and the Supervisory recommendation, each Pay Pool Panel Member will complete the Pay Pool Panel Member portion of the application and return it to HRO for further action.
- HRO will summarize the recommendations of the Supervisor and the Pay Pool Panel Members and forward the request to the Pay Pool Manager for final decision.
- The Pay Pool Manager will review application and post utilization assignment, if any, and make decision, and return the application to HRO.
- HRO will be responsible for notifying the Employee and the Supervisor of the results.
- Assuming the sabbatical is approved, the Employee will be required to provide a written report summarizing the results of the sabbatical. This report will include what was accomplished and the benefits derived for the Employee, the organization, and the acquisition community.



# Determining GS Equivalency



- Going to a Non-AcqDemo Position:
  - Losing agency converts employee to GS grade & step
  - Pay setting is the responsibility of the gaining agency
  - Pay is determined prior to any other simultaneous action



# Determining GS Equivalency

- Step 4 rule - compare AcqDemo salary to the highest grade in the broadband level and Step 4 of that highest grade.
- The Step 4 rule will be used anytime an employee is seeking a position where a GS Equivalency is needed.
- Equivalency determinations are always calculated using the salary which includes Locality Rate.



# Determining GS Equivalency

*Example of an employee whose salary equals or exceeds Step 4 of the highest grade*

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$79,215, locality of \$19,186 (24.22%) for a total salary of \$98,401. Highest grade in NH Broadband III is GS-13.

- Compare \$98,401 to Step 4 of highest grade in the broadband:  
GS-13, Step 4 (Base + Locality) = \$97,936     \$98,401 > \$97,936
- Therefore, assign as **GS-13**
- \$98,401, is between GS-13, Step 4 pay at \$97,936 and Step 5 pay at \$100,904
- Assign Step 5 = \$100,904 (Base + locality)
- Convert out as **GS-13, Step 5**



# Determining GS Equivalency

*Example of an employee whose salary does NOT equal or exceed  
Step 4 of the highest grade*

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$74,063, locality of \$17,938 (24.22%) for a total salary of \$92,001. Highest grade in NH Broadband III is GS-13.

- Compare \$92,001 to Step 4 of highest grade in the broadband: GS-13, Step 4 = \$97,936 (Base + Locality), Since  $\$92,001 < \$97,936$
- Next compare \$92,001 to GS-12, Step 4 pay at \$82,359
- $\$92,001 > \$82,359$ ,
- Therefore, assign as **GS-12**
  
- \$92,001 is btwn GS-12, Step 7 pay \$89,846 & Step 8 pay \$92,341
- Assign Step 8 = \$92,341
- Convert out as **GS-12, Step 8**



# Determining GS Equivalency

*Example of an exception to the Step 4 Rule*

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$78,552, locality of \$19,025 (24.22%) for a total salary of \$97,577. Highest grade in NH Broadband III is GS-13.

- Compare \$97,577 to Step 4 of highest grade in the broadband:GS-13, Step 4 = \$97,936  
 $\$97,577 < \$97,936$
- Assign as GS-12; **but** GS-12, Step 10 pay is \$97,333
- Since  $\$97,577 > \$97,333$ , assign as **GS-13**
- \$97,577 is btwn GS-13, Step 3 pay \$94,969 and Step 4 pay \$97,936
- Assign Step 4 = \$97,936
- Convert out as **GS-13, Step 4**

*Note: An employee will not be converted to a lower grade than the grade held by the employee immediately preceding a conversion, lateral assignment, or lateral transfer into the project, unless since that time the employee has undergone a reduction in broadband.*

# Summary

# Summary of Human Resources Management (HRM) Training Program

- Create a high quality, well trained AT&L Workforce for the 21<sup>st</sup> century.
  - Attract, motivate, and retain a high-quality acquisition workforce
- Develop a more flexible HRM system that:
  - Allows greater managerial control over the HRM processes and functions—at the lowest level;
  - Provides an environment that motivates employees to increase their contribution to the organization and its mission.
- The HR Professional plays a critical role in implementing the AcqDemo Project.



- *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***

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***- Lori Branch, 703-805-1077***

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