

Slide 1



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>

Slide 2

Acq
Demo

Welcome

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



Acq Army **Demo** Signifies Army specific requirements

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Instructor introduces him/herself, providing information about the AcqDemo Program Office, and instructor's background. Then the same information is sought from each student, to include their desired outcomes from attending the course.

Slide 3



Course Objectives for HRM 101

- 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!

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This is the terminal learning objective, as outlined in the course curriculum. It is not necessary to enumerate the ELOs.

Slide 4



Overview

- **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**

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Introduces course and ties it to learning objectives.

Slide 5



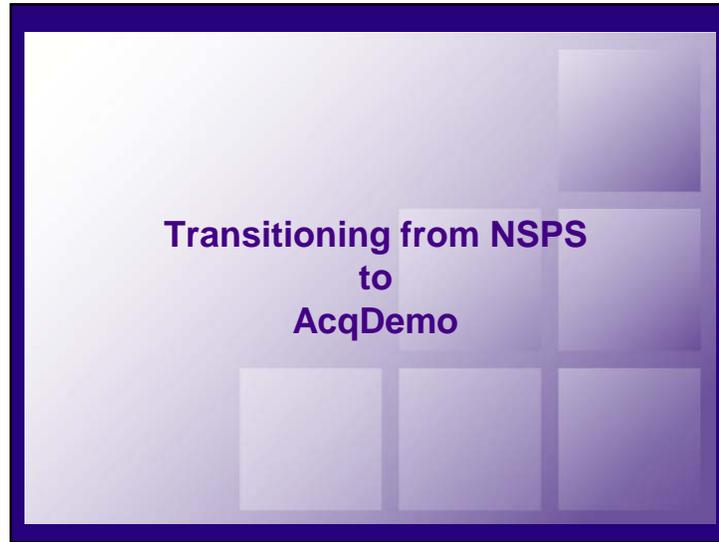
Overview (cont'd)

- **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**

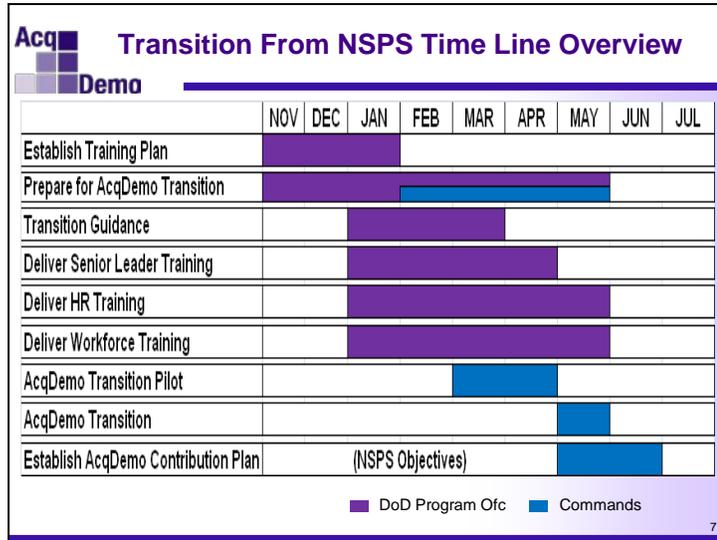
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Introduces course and ties it to learning objectives.

Slide 6



Slide 7



Slide 8

Acq
Demo

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

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Slide 9



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

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

Point out that there are no supervisor pay schedules. They are integrated into the career paths.

Slide 11

**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)

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

 Transition from NSPS to AcqDemo; Pay Bands to Broadbands			
NSPS Non-Supervisory Professional Analytical Career group to AcqDemo Business Management and Technical Management Career Path (NH)			
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

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

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If you are a YA/YD-01

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

↓

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

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

↓

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

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Acq
Demo

If you are a YA/YD-02

YA/YD-01		YA/YD-02		YA/YD-03	
26858	-	65371	40694	-	93175
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

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	-
GS-01 to GS-04		GS-05 to GS-11		GS-12 to GS-13		GS-14 to GS-15	

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Acq
Demo

If you are a YA/YD-03

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

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

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

Retained Pay Alert

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

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Demo

If you are a YH-01

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

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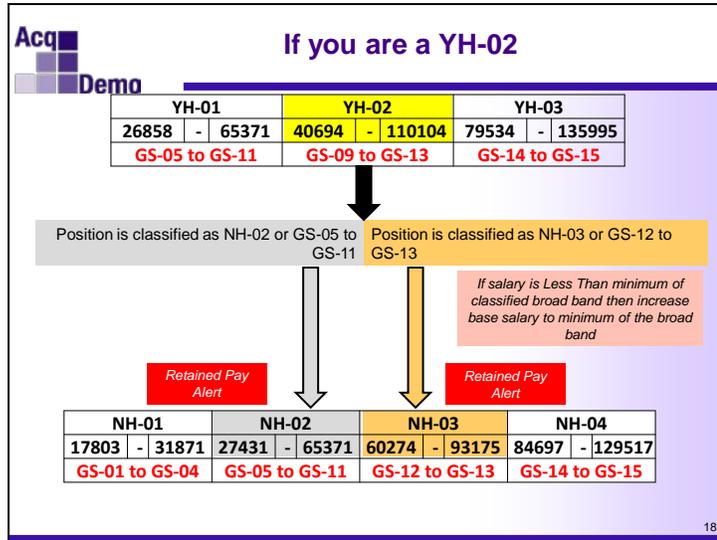
Position is classified as NH-02 or GS-05 to GS-11

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

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

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Demo

If you are a YH-03

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

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

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

Retained Pay Alert

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

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Transition from NSPS to AcqDemo; Pay Bands to Broadbands

**NSPS Non-Supervisory Technical and Support Career Group to
AcqDemo Technical Management Support Career Path (NJ)**

NSPS Schedule(s)	NSPS PB	Nonsupervisory AcqDemo CP	AcqDemo BB
YB - STND- TECH/SUPPORT/YE - S&E - TECH/SUPPORT Position is classified as NJ-01 or GS-01 or GS-02 or GS-03 or GS-04	YB-01 YE-01	NJ - TECH-MGMT SPT	NJ-01
YB - STND - TECH/SUPPORT /YE - S&E TECH/SUPPORT Position is classified as NJ-02 or GS-05 or GS-06	YB-01 YE-01	NJ - TECH-MGMT SPT	NJ-02
YB - STND - TECH/SUPPORT/YE - S&E- TECH/SUPPORT Position is classified as NJ-02 or GS-07 or GS-08	YB-02 YE-02	NJ - TECH-MGMT SPT	NJ-02
YB - STND - TECH/SUPPORT/YE - S&E- TECH/SUPPORT Position is classified a NJ-03 or GS-09 or GS-10	YB-02 YE-02	NJ - TECH-MGMT SPT	NJ-03
YB - STND - TECH/SUPPORT/YE - S&E- TECH/SUPPORT Position is classified a NJ-03 or GS-11	YB-03 YE-03	NJ - TECH-MGMT SPT	NJ-03
YB - STND - TECH/SUPPORT/YE - S&E- TECH/SUPPORT Position is classified a NJ-03 or GS-12	YB-03 YE-03	NJ - TECH-MGMT SPT	NJ-04
YE - S&E - TECH/SUPPORT Position is classified a NJ-04 or GS-13	YE-04	NJ - TECH-MGMT SPT	NJ-04

Acq
Demo

If you are a YB/YE-01

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

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

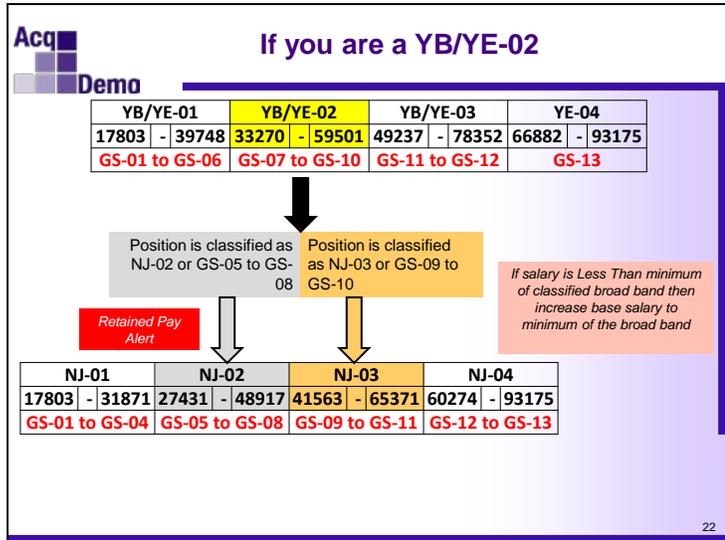
Position is classified as NJ-02 or GS-05 to GS-06

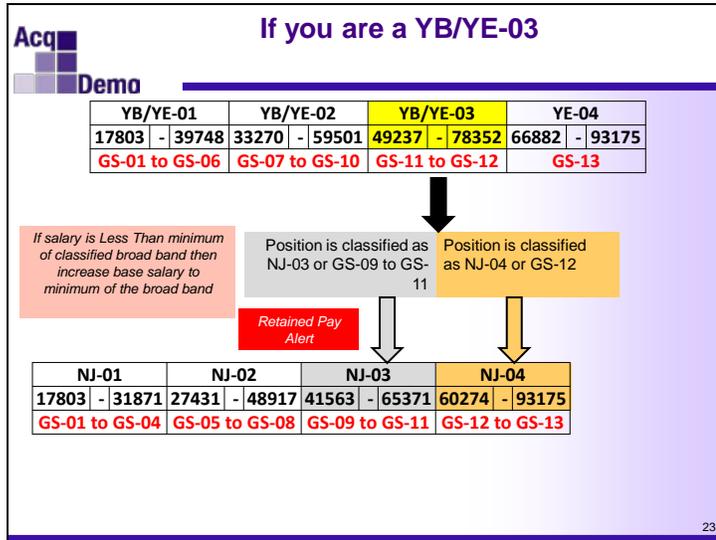
Retained Pay Alert

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

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

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Demo

If you are a YE-04

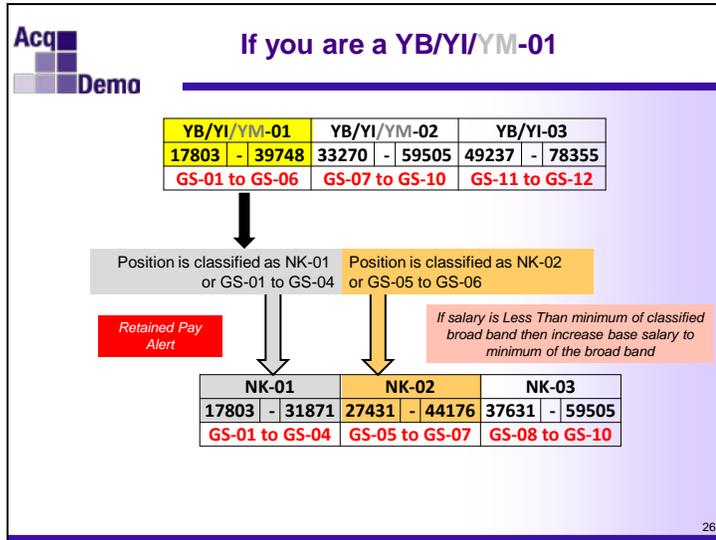
YB/YE-01		YB/YE-02		YB/YE-03		YE-04	
17803	- 39748	33270	- 59501	49237	- 78352	66882	- 93175
GS-01 to GS-06		GS-07 to GS-10		GS-11 to GS-12		GS-13	

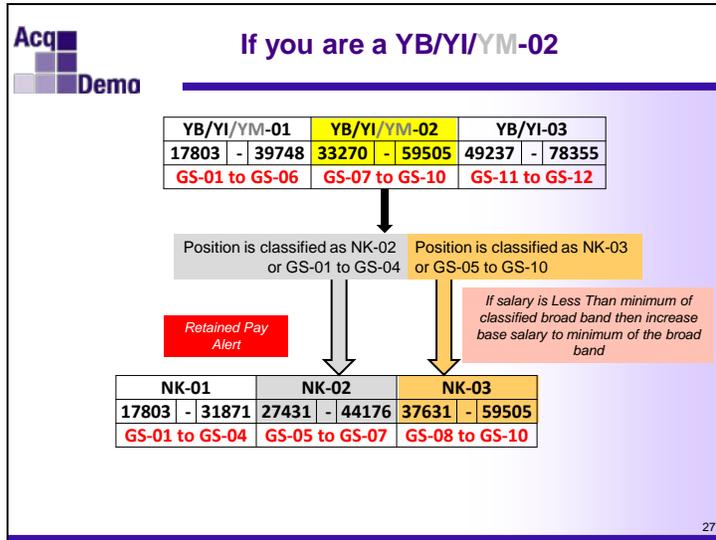
Position is classified as NJ-04 or GS-13

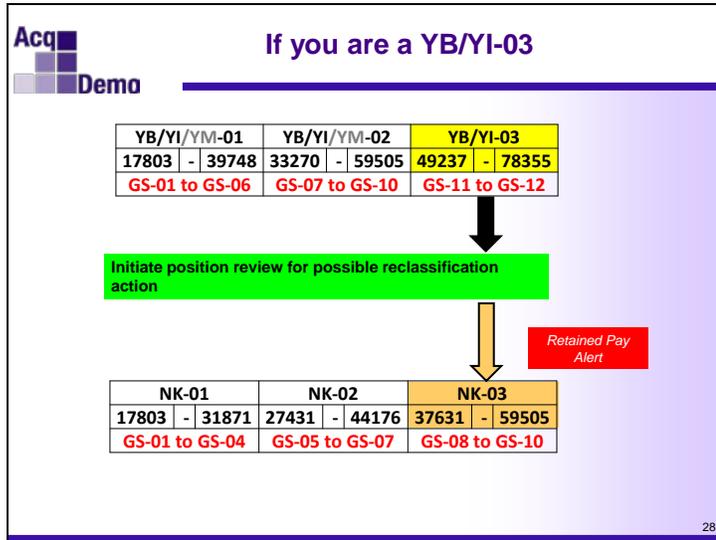
NJ-01		NJ-02		NJ-03		NJ-04	
17803	- 31871	27431	- 48917	41563	- 65371	60274	- 93175
GS-01 to GS-04		GS-05 to GS-08		GS-09 to GS-11		GS-12 to GS-13	

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 Transition from NSPS to AcqDemo; Pay Bands to Broadbands			
NSPS Non-Supervisory Technical and Support Career Group to AcqDemo Administrative Support Career Path (NK)			
NSPS Schedule(s)	NSPS PB	Nonsupervisory Acq Demo CG	AcqDemo BB
YB - STND - TECH/SUPPORT /Y1 - 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 Y1-01	NK - ADMIN SPT	NK-01
YB - STND - TECH/SUPPORT /Y1 - 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 Y1-01	NK - ADMIN SPT	NK-02
YB - STND - TECH/SUPPORT /Y1 - 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 Y1-02	NK - ADMIN SPT	NK-03
YB - STND - TECH/SUPPORT /Y1 - MED - TECH/SUPPORT / YM – POLICE/SECURITY GUARD AND position is classified GS-11 or GS-12	YB-02 Y1-02	Position Reclassification Or Pay Retention	







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

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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	

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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			
17803	- 31871	27431	- 44176	37631	- 59505	Retained Pay Alert for NK-02	
GS-01 to GS-04		GS-05 to GS-07		GS-08 to GS-10			

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

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Demo

If you are a YC/YF/YN-02

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

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

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

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If you are a YC/YF/YN-03

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

Position is classified as NH-04 or GS-15

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

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

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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

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Acq  **Army** **AcqDemo Vacancy Announcements**
Demo

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.*

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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**.

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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.

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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.

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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.

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Classification & Staffing Transition Highlights

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.

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Classification & Staffing Transition Highlights

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.

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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.

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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.

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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)

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

Team lead positions are recognized in AcqDemo.

Acq
Demo

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)*

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Acq
Demo

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
Pre-Transition Reclassification / Reassignment Action	Prior to the effective date of transition	4 weeks prior to the effective date of transition
Award	Prior to the effective date of transition	2 weeks prior to the effective date of transition
Extension of Appointment (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
Non-Pay Action (Reassignments, Realignment, etc)	Prior to the effective date of transition	2 weeks prior to the effective date of transition
Pay Action (Promotion, Change to Lower Grade, ACDP etc)	Prior to the effective date of transition	4 weeks prior to the effective date of transition

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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
Accessions / New Hires **	Prior to the effective date of transition	4 weeks prior to the effective date of transition
Emergency Actions (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.

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Acq **Demo** **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.

Acq **Employee Notification Requirements**
Demo

- 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

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Slide 50



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

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

Acq
Demo

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

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 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

**Overtime-FLSA Exempt
NSPS**

- Employees in pay band 3 of the YA, YD, YH, and YK pay schedules, pay band 4 of the YL pay schedule, and pay bands 2 and 3 of the supervisor/manager pay schedules receive an overtime rate equal to their hourly adjusted rate.
- All others receive an overtime rate equal to 1 ½ times their hourly adjusted rate.
- Comp time may be authorized in lieu of overtime. (5 CFR 9901.362(b))

GS/AcqDemo

- Employees whose basic pay is equal to or less than GS-10, step 1, are paid an overtime rate of 1 ½ times their hourly rate of basic pay.
- Employees whose basic pay exceeds GS-10, step 1, are paid an overtime rate equal to the greater of (a) 1 ½ times the GS-10, step 1, rate or (b) their hourly rate of basic pay.
- Comp time may only be authorized in lieu of irregular or occasional overtime unless the employee is covered by a flexible work schedule. (5 U.S.C. 5541, 5542, 6123(a)(1); 5 CFR 550.114)

Night Pay

NSPS

- NSPS employees can be paid Night Pay for irregular or occasional overtime work in the same manner it is payable for regularly scheduled work.
- NSPS Night Pay is not payable during paid absences, except for a period of court leave, military leave, time off awarded under 5 U.S.C. 4502(e), compensatory time off during religious observances, or when excused from duty on a holiday. (5 CFR 9901.362(c))

GS/AcqDemo

- GS/AcqDemo Night Pay is payable for regularly scheduled work performed by an employee between the hours of 6 p.m. and 6 a.m.
- Under GS/AcqDemo, an employee is entitled to Night Pay for a period of paid leave only when the total amount of that leave in a pay period, including both night and day hours, is less than 8 hours. (5 U.S.C. 5545(a); 5 CFR 550.121-122)

Sunday Pay

NSPS

NSPS Sunday pay is similar to that paid to GS employees except NSPS employees can only be paid Sunday Pay for hours actually worked on Sunday. (5 CFR 9901.362(d))

GS/AcqDemo

GS/AcqDemo Sunday pay is paid for actual work hours performed during an employee's regularly scheduled daily tour of duty. When such tour includes hours on a Sunday, the employee receives Sunday pay for each hour associated with the daily tour whether or not worked on Sunday. (5 U.S.C. 5546; 5 CFR 550.171)

Holiday Pay

NSPS

- Holiday premium pay is paid at twice an employee's adjusted salary hourly rate;
- Paid for each hour (including overtime hours) an employee is ordered or approved to work on a holiday.

(5 CFR 9901.362(e))

GS/AcqDemo

- Limited to 8 hours, does not include overtime hours;
- Overtime hours paid at overtime rate;
- Employee receives basic rate plus a rate equal to their basic rate.

(5 U.S.C. 5546; 5 CFR 550.131)

Standby Duty Pay

NSPS

NSPS standby duty pay is similar to that paid to GS employees except as described in NSPS regulations

(5 CFR 9901.362(f)):

1) NSPS standby pay is limited to firefighters classified to the 0081 occupation who are not eligible for coverage under 5 U.S.C. 5545(b) and emergency medical technicians not involved in fire protection activities;

2) The Secretary may approve other occupations for coverage, but no additional occupations have been approved as of the date of this guide.

GS/AcqDemo

May be paid to an employee in a position requiring him or her to regularly remain at, or within the confines of, his or her duty station for more than 40 hours per week in a standby status rather than performing work.

(5 U.S.C. 5545; 5 CFR 550.141). Standby pay under GS rules is not limited to specific occupations.

Administratively Uncontrollable Overtime

NSPS - Not paid under NSPS.

May be paid to an employee in a position for which the hours of duty cannot be controlled administratively and which requires substantial amounts of irregular or occasional overtime work.

(5 U.S.C. 5545; 5 CFR 550.151)

Compensatory Time Off for Religious Observances

NSPS

- Before religious compensatory time can be scheduled, the hours required to cover the absence must also be scheduled. (5 CFR 9901.362(k)(1))

- Payment for unused religious compensatory time is prohibited under any circumstances. (5 CFR 9901.362(k)(2)) GS/AcqDemo

OPM regulations do not require advanced scheduling of hours to cover religious compensatory time. Also unused religious compensatory time may be paid (at the basic hourly rate in effect when the time was worked) when an employee separates, dies, or transfers to another DoD Component. (5 CFR part 550, subpart J)

Air Traffic Controller Differential

NSPS - Paid to employees in YA-2 or YA-3 who meet certain criteria (5 CFR 9901.362(l)).

Under NSPS, only subsections (a)(1) and (d) of 5 U.S.C. 5546a are applicable.

GS/AcqDemo -A similar pay is authorized for employees at the GS-9 and above level/AcqDemo broadband level assigned (part NH-2, NH-3, NH-4, NJ-3, NJ-4, and NK-3) – criteria are slightly different(5 U.S.C. 5546a) Under GS/AcqDemo, all of 5 U.S.C. 5546a applies

Acq
Demo

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)

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Acq
Demo

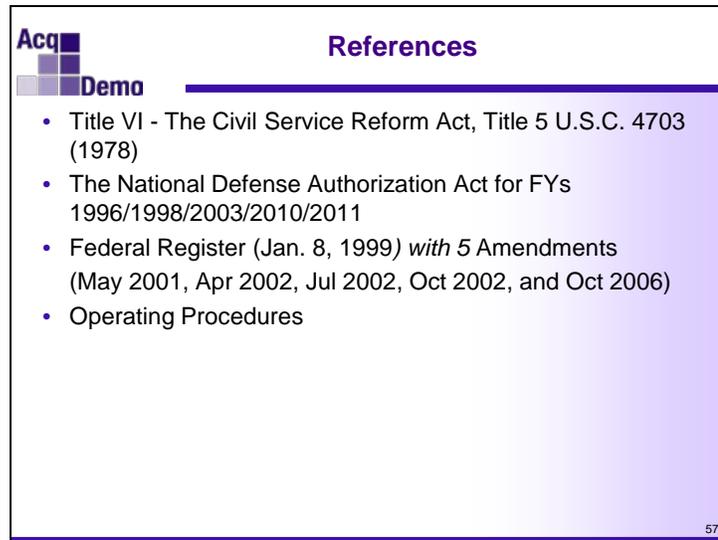
Contribution & Compensation Transition Related Pay Situations

- 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

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Slide 56





The slide features a logo in the top left corner consisting of a 3x3 grid of squares in shades of purple and blue, with the text 'Acq' above and 'Demo' below. The title 'References' is centered at the top in a purple font. A horizontal purple line is positioned below the title. The main content is a bulleted list of references. The slide number '57' is located in the bottom right corner.

References

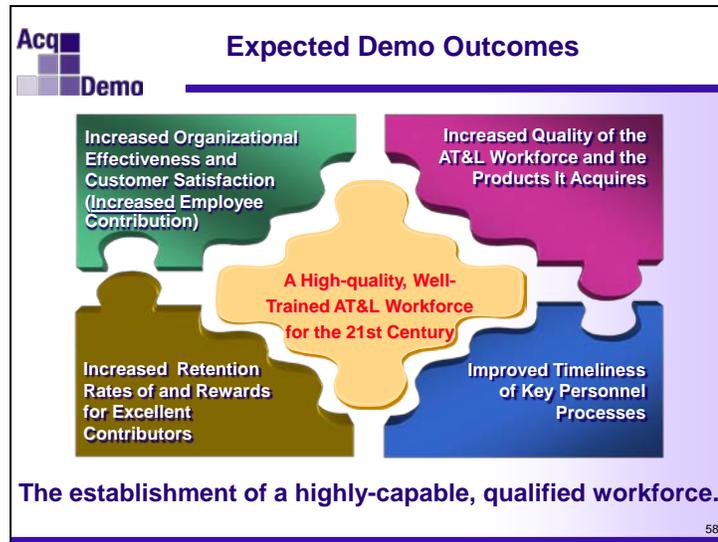
- Title VI - The Civil Service Reform Act, Title 5 U.S.C. 4703 (1978)
- The National Defense Authorization Act for FYs 1996/1998/2003/2010/2011
- Federal Register (Jan. 8, 1999) *with 5 Amendments* (May 2001, Apr 2002, Jul 2002, Oct 2002, and Oct 2006)
- Operating Procedures

As part of the Fiscal Year (FY) 1996 and 1998 National Defense Authorization Acts, the Department of Defense, in cooperation with the Office of Personnel Management announced its intent to conduct the Department's Civilian Acquisition Workforce Personnel Demonstration Project.

Fiscal Year (FY) 2003 National Defense Authorization Act extended the Demo to 30 Sep 2012, and Fiscal Year (FY) 2010 repealed NSPS, returning organizations to the system they were in prior to NSPS. NDAA Fiscal Year (FY) 2011 which was signed 7 Jan 2011 extended the Demo until 30 Sep 2017.

Notice of intent to implement the Demonstration Project was published on March 24, 1998, with a second notice further defining the project on January 8, 1999. The notices describe the Title 5 initiative in detail. 5 FR Amendments have been published since the Demo's beginning, refining many of the initiatives or program aspects originally outlined in the 1999 FR publication. The Demo program office recognizes that the Demo is and should be updated using best practices from other Federal pay systems while maintaining the original intent of the Demo for the DoD Civilian Acquisition community.

DoD also published operating procedures for implementing the project. The procedures outline the project and detail its procedures from a DoD level. They also begin to provide insight into how to implement the many changes to the Human Resource Management System. These procedural changes are then further defined in the Service-specific operating procedures which most Services published after the DoD document.



The centerpiece of our expected outcomes is “the development of a highly-qualified, well-trained acquisition workforce for the 21st century.” This goal is a direct reflection of the Under Secretary of Defense for Acquisition, Technology and Logistics’ (AT&L’s) #2 department goal, which is to revitalize the quality and morale of the DoD AT&L workforce. To gauge our success at achieving that goal, the AcqDemo program has identified four key outcomes, with metrics, which are:

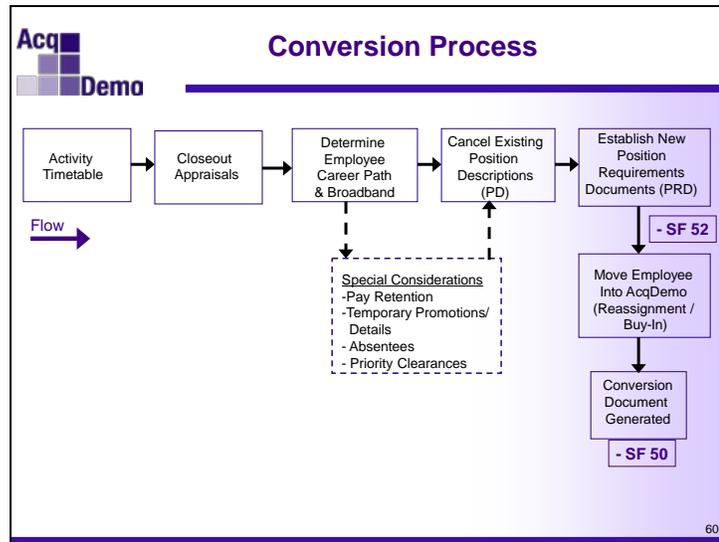
- First, we desire to improve the key personnel processes. If you’ve paid attention to the status of the American workforce lately, then you know that at the end of 2001, the average Federal workers was 46.3 years old. Because of the age of our workforce, they are expected to be retiring in record numbers over the next 12 years, as the baby boomers reach retirement age. Within the Federal Government, the negative impact of this reality is heightened by the realization that some 400,000 personnel left federal service during the 1990’s downsizing. This number included some 200,000 mid-level managers who might have filled the leadership vacancies we’ll face. Therefore, to offset this reality, we’ve got to design and implement effective personnel processes that will allow us to fill the pending shortages with qualified personnel; next
- Once we identify and hire these individuals, we must seek to retain them. One way of doing that is to appropriately recognize and reward them for their contributions to the fulfillment of their organization’s mission. (HHS study of 2001 – Average age 38, six years of Federal Service); These first two pieces then lead to
- Increased organization effectiveness. Here, the increase in effectiveness is expected as a direct result of the effectiveness of the processes that our workforce uses, and their satisfaction with a system that seeks to reward their contribution to their organization’s mission. Together, these three pieces lead to our overarching desire, which is:
- The establishment of a highly-capable and qualified workforce, challenged to successfully acquire the systems required to provide for our National Defense.

Now, let’s take a look at the initiatives that we’ll use to achieve these outcomes...(advance)

Slide 59



Slide 60



This is a visual flow of the conversion process that the activity will go through to become part of AcqDemo.

We will break down each step in this process as we go along in this presentation so you will have a better understanding of what to expect.



Conversion Steps

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

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The timeline is established when an activity determines a date for conversion to AcqDemo.

The AcqDemo program off maintains a series of Readiness Checklist for conversion and all culminate with the date of conversion. Each are adjusted accordingly by work areas such as IT, Performance Management, Communications and HR to name a few.

Acq
Demo

Determining Career Path / Broadband Level

Contracting Specialist, 1102, GS11

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

- OPM Job Series Apply: Therefore, 1102 = 1102
- Career Path: Reference Table 2, Jan '99 Federal Register

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First, a few words about the career paths and broadband levels.

As depicted here, there are 3 Career Paths and 4 BBs.

Grades shown here are purely for reference purposes because all GS Grades were collapsed into BBs based on current grade and salary at the time of Buy In.

Acq
Demo

Career Path Table

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

TECHNICAL MANAGEMENT SUPPORT (NJ)	
SERIES NUMBER	SERIES TITLE
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

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This is an excerpt from Table 2 of the Jan 1999 AcqDemo Federal Register. This table lists all Occ Series that are eligible to participate in the Demo.

Due to the many changes to OPM Occ Series (and OCC titles) over the last 11 years, the AcqDemo has determined that to encompass all the new, consolidated or deleted occupations, we will use the current list of OPM Occ Series and titles until as such time as a new FedReg amendment can be written.

Will this mean that any Occ Series may be included in AcqDemo? No, as other criteria will apply such as the requirement;

“(i) at least one-third of the workforce participating in the demonstration project consists of members of the acquisition workforce; and

“(ii) at least two-thirds of the workforce participating in the demonstration project consists of members of the acquisition workforce and supporting personnel assigned to work directly with the acquisition workforce;

Let’s take a closer look at this table as it is the first step in conversion into the Demonstration project. Take a look for your Occ Series and what Career Path you would belong in.

AcqDemo

Determining Career Path / Broadband Level

Contracting Specialist, 1102, GS11

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

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

* January 1999 Federal Register, p. 1455

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

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

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

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

Acq
Demo

Conversion Steps

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

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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)

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In our conversion process to AcqDemo, there are many different situations that will require our attention.

Conversion to AcqDemo is mostly an automated process however, there is, like any system, a degree of preparation required.

AcqDemo provides HR with a Readiness Checklist to address those preparation areas.

This list is but a few items that you'll find on the checklist.

Acq
Demo

Conversion Steps

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

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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
$$[(\text{time in step} / \text{time between steps}) \times \text{step increase}] + \text{current salary} = \text{new AcqDemo base salary}$$

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Let's move on to employee buy-in, or conversion, procedures.

Under this project, automatic within-grade increases inherent in the General Schedule system are discontinued.

You will be compensated equitably, however, as of the time of transition.

Your base salary will be adjusted for any step increase and non-competitive career ladder promotions. These adjustments will be computed at the demonstration implementation date.

The computation will be based on a prorated share. The share is computed based on the number of weeks you have completed toward the next higher step or grade. A week is considered to be in effect at 0001 hours on each Sunday. (Ref DoD OP 2.3 Employee Buy-in)

As under the current system, supervisors will be able to withhold these partial increases—or steps—for employees who are on a performance improvement plan, or PIP. Employees who are on a PIP at the time of conversion will not be converted into the demonstration project until successful completion of that PIP.

A career ladder promotion buy-in may cause an employee's rate of basic pay under the demonstration to exceed the top of the broadband corresponding to the employee's pre-demonstration permanent grade. In this case, the employee is converted into the next higher broadband.

Acq
Demo

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

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

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Here's an example using the Calendar Year 2010 GS pay rates:

An Contracting Specialist enters the demonstration as a GS-11/step 4.

The nominal time between steps 4 and 5 is 104 weeks.

At the implementation time, the employee has earned 90/104ths of a within grade increase.

The GS-11/step 4 base rate is \$55,315.

The new salary will be 90 divided by 104, times the \$1,676 WGI, plus the GS11/step 4 base rate or \$56,765.



**Acq
Demo**

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

$$\frac{86}{104} = (.8269) \times \$2,009 = \$1,661$$
- Current base salary + Buy-in amount = New AcqDemo salary

$$\$68,310 + \$1,661 = \$69,971 \text{ then add Locality Pay}$$

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

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Using the hand-outs provided:

- Employee information that contains their current Grade/Step, Occ Series and Title
- Current GS Salary Table Without Locality

Let's take a few minutes to complete this exercise.

If everyone is completed, lets review the answer together.

- First you'll want to determine the correct Career Path and Broadband level the employee will be placed
- Determine the number of weeks the employee will be pro-rated for the Buy-in
- Determine the current base salary (GS Salary Table)
- Number of weeks between steps
- Determine the value of the WiGI (GS Salary Table)
- divide the number of weeks served by the number of weeks to the next step (expressed as a percentage)
- Multiply that percentage by the value of the WiGI for that Grade
- Add the base salary to the pro-rated amount previously determined for the New AcqDemo Salary
- Add Locality for New AcqDemo total pay.

Slide 71



Conversion Tool for WIGI Buy-in

AcqDemo Conversion Tool

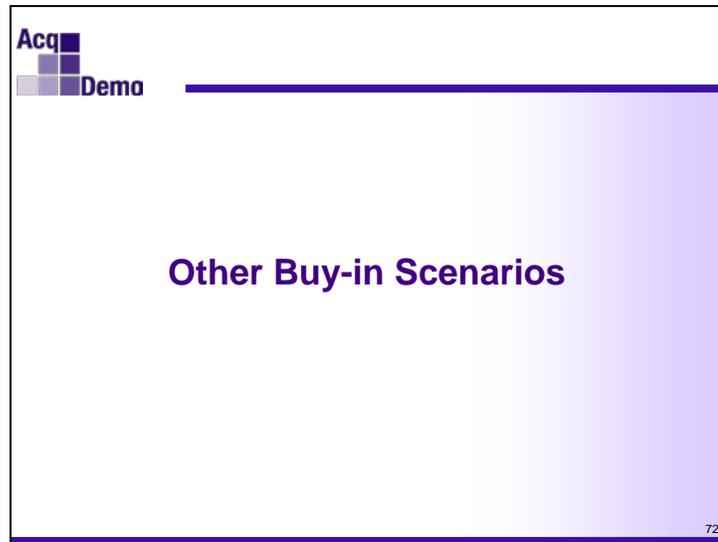
Please populate the information in the yellow shaded areas:

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"/> <small>Listing</small>	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"/> <small>Listing</small>	Current Base Salary:	<input type="text" value="\$68,310"/>
Effective Date of Conversion is:	<input type="text" value="7"/> <small>Month (1-12)</small> <input type="text" value="30"/> <small>Day (1-31)</small> <input type="text" value="2011"/> <small>Year (XXXX)</small>	[based on 2011 GS Pay Tables] [employees on retained pay are not eligible for a buy-in]	
Last Within-Grade-Increase :	<input type="text" value="1"/> <input type="text" value="3"/> <input type="text" value="2010"/>		

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
		New Base Salary:	<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"/>

This is a look at the conversion tool that may be found at the AcqDemo website. This tool maybe used by AcqDemo participant to determine their WIGI buy-in and New AcqDemo total salary.



Many employees may have been under NSPS and converted back to the General Schedule and due to the repeal requirements, have placed them in situations that create scenarios outside of normal processes or producers.

In any of these cases, the AcqDemo Conversion tool (Buy-in tool) cannot be used to determine Buy-in amounts.

Let's take a look at a few examples of how to address these special situations.

Acq **Special Salary Rate Step Buy-In Example**

Demo

- 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.)

Acq Demo

Quality Step Increase (QSI) Situation 1

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

- 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
---	---

Review the scenario and answer choices with class to determine consensus...

The Answer is: (Advance)

First, we must remember that a QSI does not re-start the Date of Last Equivalent Increase (DLEI).

That said, we would determine the WiGI buy-in using the date of the last WiGI (DLEI).

As a reminder, in AcqDemo we use the number of weeks an employee has completed towards the next higher step or grade. A week is considered to be in effect at 0001 hours on each Sunday.

(Ref: DoD OP 2.3 Employee Buy-in)

Acq Demo

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 WGI: January 3, 2010
 72 weeks / 156 weeks * \$1,113 = \$521

75

Review the scenario and answer choices with class to determine consensus...

The Answer is: (Advance)

Again, we must remember that a QSI does not re-start the Date of Last Equivalent Increase (DLEI).

Additionally, a QSI does not affect the timing of an employee's next regular WGI unless the QSI places the employee in step 4 or step 7 of his or her grade. Here the employee received a QSI that placed them at Step 7.

In these cases, the employee becomes subject to the full waiting period for the new step--i.e., 104 weeks (Step 4) or 156 weeks (Step), respectively – and the time an employee has already waited counts towards the next increase.

That means the employee receives the full benefit of receiving a WGI at an earlier date and has not lost any time creditable towards his or her next WGI.

(Reference: Q&A on General Schedule Within-grade Increases, Q7; <http://www.opm.gov/oca/pay/html.wgiqa.asp>)

Acq
Demo

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

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In AcqDemo, if an employee who is converting into the Demo has a base salary that exceeds Step-10 of the highest grade of the broadband level assigned to, then that employee will:

- Not receive a WiGI “buy-in” as that employee is already receiving more than the broadband allows
- Will remain on Retained Pay until the salary ranges (with Locality) of the broadband encompasses the employee’s current salary (with Locality)



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

77

An Exception to an employee on Pay Retention is illustrated here.

Here we have an employee who is placed on retained pay due to their involuntary movement out of their position of record (GS-14/Step2)

Because the employee's current salary is encompassed within the salary range of the broadband level they are assigned to, the employee is no longer on retained pay and we now need to determine what the starting salary should be.

Looking at the 2011 GS Pay Table, we see that the employee is between steps. Here we would assign the employee to the higher step – Step 7, in this case.

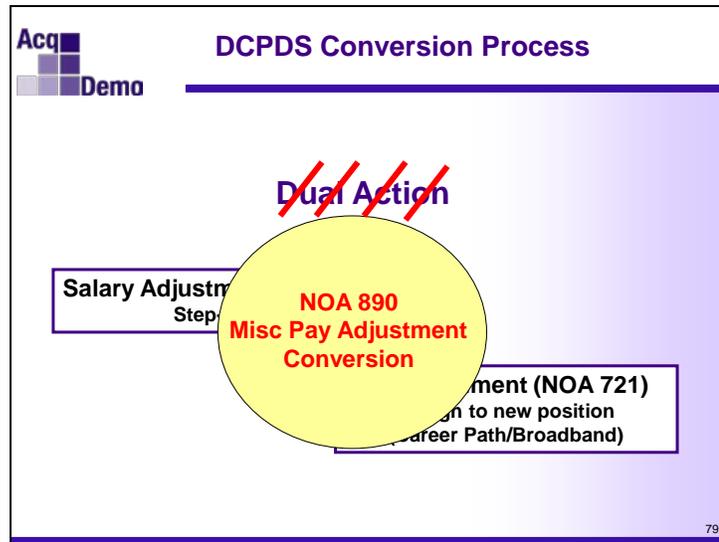
Lastly, the WiGI “buy-in” may occur using the DLEI of the employee's change to GS-14/Step 2 and the prorated amount of time (52 weeks) that was accrued between Steps 2 and 3.

Acq
Demo

Conversion Steps

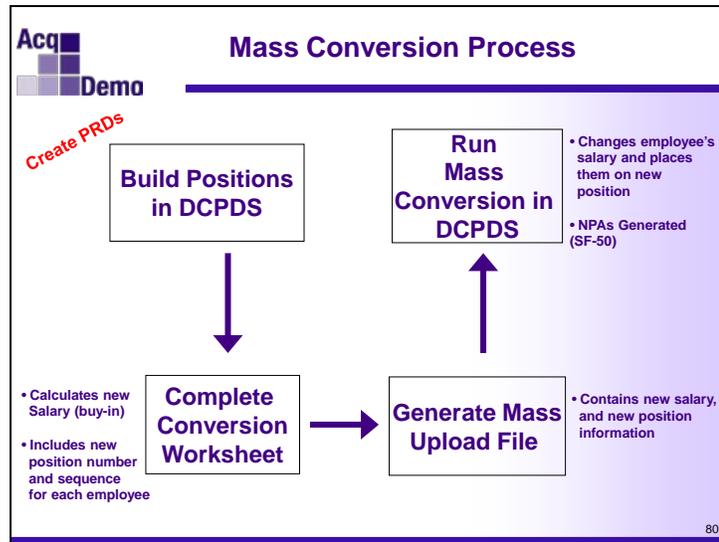
- Activity Will establish a timeline for conversion
- Closing Out Appraisal Reports
- Determine Career Path & Broadband
- Conversion Process
- Step Buy-In
- DCPDS Conversion

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Conversion into AcqDemo is a Dual Action process.

First is the change to salary for those eligible for a WiGI buy-in and second will be a reassignment to the employees new Career Path and Broadband level.



The mass conversion process is used to bring organizations that have identified themselves as wanting to participate in AcqDemo.

Upon creation and classification of the PRD, the Personnel Servicing Center will build new positions in DCPDS based on the PRD.

A Conversion Worksheet will be submitted for each employee that contains among other information, the new adjusted salary, the PRD number, the Career Path and broadband level assigned.

A general mass upload file will be loaded into DCPDS and from there a mass conversion will take place. Once completed SF-50s will automatically be created for each conversion action within the upload file.

Slide 81



Slide 82





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

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The complexity of the current system and various hiring restrictions create delays; hamper management's ability to hire, develop, realign, and retain a quality workforce and inhibit a quick response to economic and population changes. Today's environment of downsizing and workforce transition mandates that the organization have maximum flexibility to assign individuals.

The use of broadbanding provides a stronger link between pay and contribution to the mission of the organization.

Broadbanding enables the organization to have the maximum flexibility to assign an employee within broad descriptions, consistent with the needs of the organization and the individual's qualifications. Assignments may be accomplished as realignments and do not constitute a position change.

Acq
Demo

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

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Classification factors are the only grade controlling information on the position requirements document (PRD). These eliminate the need for the use of any other grading criteria. These factors will determine the appropriate broadband level.

These same six factors will be used later to set expectations within the contribution plan and used to assess levels of contribution at the end of the cycle.

 Career Path: Business Management & Technical Management Professional (NH) Factor 4: Leadership / Supervision	
LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
<ul style="list-style-type: none"> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinate, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities. 	Leadership Role Breadth of Influence Mentoring / Employee Development
LEVEL III	
<ul style="list-style-type: none"> Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs goals. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others. 	Leadership Role Breadth of Influence Mentoring / Employee Development

For ease of viewing, we have taken out level I and IV for this factor.

Note:

Level II calls for the employee to “Actively Contribute as a team member/leader.” whereas at Level III it states employee “Provides guidance to individuals, Resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.”



CLASSIFICATION & STAFFING

Example: NH-03 Descriptors

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

Classification Factors:

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

LEVEL II - PROBLEM SOLVING

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

LEVEL III - TEAMWORK/COOPERATION

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

LEVEL III - CUSTOMER RELATIONS

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

LEVEL III - LEADERSHIP/SUPERVISION

- Provides guidance to individuals/teams, resolves conflicts. Considered a functional/technical expert by others in the organization. Is regularly sought out by others for advice and assistance.
- Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs needs. All obtain individual/team development by mentoring. Pursues or creates learning development programs for self and others.

LEVEL III - COMMUNICATION

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

LEVEL III - RESOURCE MANAGEMENT

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

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Simplified Classification System

- 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

87

The present General Schedule classification system has 400+ occupational series that are divided into 23 occupational groups. The present OPM classification standards will be used for identification of proper series and occupational titles of positions within the demonstration project.

The acquisition personnel demonstration project currently covers numerous series within the 23 occupational groups, and these occupational series will be maintained throughout the demonstration project.

Under the demonstration, commanders (or equivalent) will have delegated classification authority by the Federal Register and may re-delegate this authority to subordinate management levels.

Re-delegated classification approval must be exercised at least one management level above the first-line supervisor of the position under review, except in the case of those employees reporting directly to the commander or equivalent.

First-line supervisors will provide classification recommendations.

Personnel specialists will provide on-going consultation and guidance to managers and supervisors throughout the classification process.



Broadbanding

Business Management and Technical Management Professional (NH)											
NH-01		NH-02		NH-03		NH-04					
\$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					

Technical Management Support (NJ)											
NJ-01		NJ-02		NJ-03		NJ-04					
\$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					

Administrative Support (NK)								
NK-01		NK-02		NK-03				
\$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

As the figure indicates, the GS grades banded in each level define the minimum and maximum salaries of each broadband level.

No employee will be paid less than the rate of pay of step 1 of the lowest grade in their level nor more than step 10 of the highest grade in their level.

The only exceptions? Employees on retained pay or otherwise excepted. Employees on retained pay will only receive half of the General Schedule pay increase.

Since these minimums and maximums are based upon the GS Pay Scale, they increase annually commensurate with the General Schedule Pay Increase.

Slide 89

Acq Demo

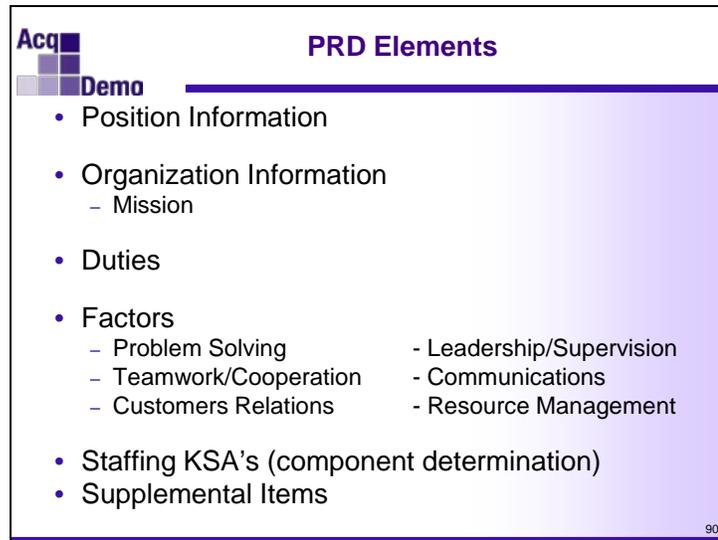
Simplified Classification System (cont'd)

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

89

We also see the use of the Classification intervention during the Buy-In period, in the construction of the PRD.

First level supervisors are responsible for determining position requirements using the PRDs, and for providing classification recommendations to the classification authority.

The slide features a logo in the top left corner consisting of a 3x3 grid of squares in shades of purple and grey, with the text 'Acq Demo' to its right. The main title 'PRD Elements' is centered at the top in a bold purple font. The content is a bulleted list on a light purple background. The list includes: Position Information; Organization Information (with a sub-bullet for Mission); Duties; Factors (with sub-bullets for Problem Solving, Teamwork/Cooperation, Customers Relations, Leadership/Supervision, Communications, and Resource Management); Staffing KSA's (component determination); and Supplemental Items. A small number '90' is in the bottom right corner of the slide.

Acq Demo

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

90

We see some similarities in what information resides on a PRD as we've had on a former PD.

The major difference is the fact that we have a different relationships for the classification of work in the AcqDemo system.

Under previous systems we classified work at a specific grade level using the points of Factor Evaluation System (FES) standards.

Under AcqDemo, classification of levels of work are based on the Factor Descriptors at the appropriate broadband level. This means that the six contribution factors become critical elements of the PRD.

The PRD format includes a summary of major duties with estimated percentages of time. As under FES, the percentage of time will determine the BBL level of work.

Factors that describe the type and level of work at the appropriate level using the Broadband Level descriptors. The summary written is not a re-hash of the major duties. Instead it's a description of work products or outcomes deemed necessary and expected at that level.

Supplemental items may be added such as certification requirements, estimated amount of travel, or security clearance levels.

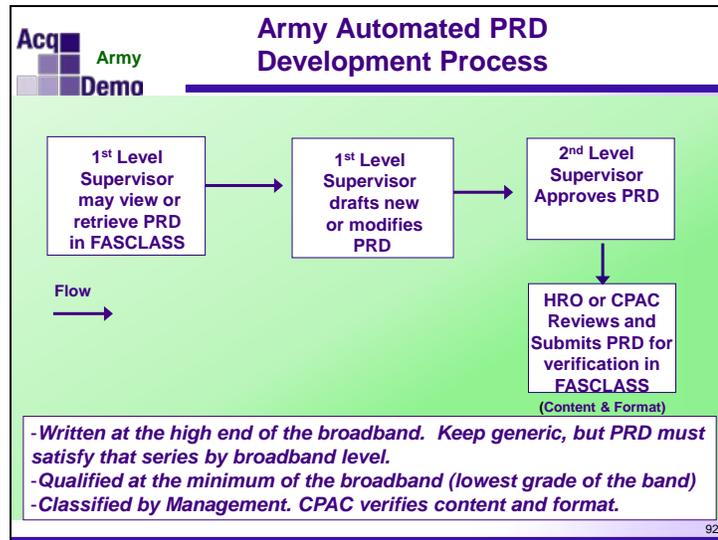
Lastly, any additional special Knowledge, Skills or Abilities that may be needed.

Slide 91

Acq **Simplified Classification System** (cont'd)
Demo

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

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The Army Automated PRD development process is very similar under AcqDemo as other pay systems.

We begin with the Manager or Supervisor creating a new or revising a current PRD. In Army we use FASCLASS as a tool to assist in that development.

Keep in mind that in AcqDemo, Management classifies each position using the Factor Descriptors in the Fed Regs, Sect III, D. 1.

As we've learned earlier in the presentation Managers, using the Occ Series and Titles established by OPM, will determine the appropriate Career Path as per Table 2 of the FedRegs. This determination will in-turn establish the appropriate pay schedule (NH, NJ, and NK). Lastly, Management will then determine the level of work required for the position (GS equivalency for the position.)

Example: If the work is to be at the full-performance level of GS-12/GS-13, the position will be classified as a NH-III.

Once the DRAFT PRD is complete, it is reviewed and approved by a second level review. The approval is captured using the PRD Coversheet.

The approved PRD is then submitted to HR/CPAC for entry into FASCLASS for verification of content and format.

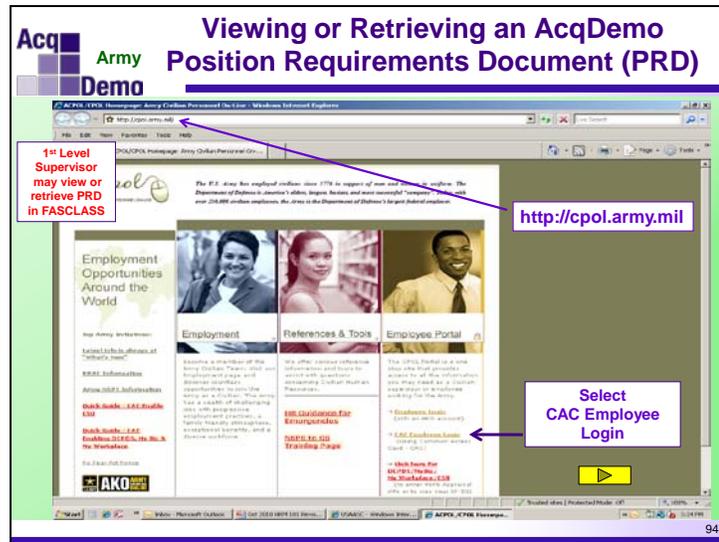
Army PRD Format Example

<p>Acq Army Demo</p> <p>Position</p> <p>PD#: 4512981 Sequence#: 000001</p> <p>HUMAN RESOURCES</p> <p>Series: CHAC FOOT BILLCUR VA</p> <p>Class: 1: CIVILIAN HRC ADPS & INDOCTR Class: 2: ACQUISITION & SUPPORT/INSTR</p> <p>PD Library PD #: 000000-00-00</p> <p>Classified By: DRMO Team</p> <p>Classified Date: 07/27/2003</p> <p>PLAN: 100007</p> <p>Control Program: 00</p> <p>Functional Code: 00</p> <p>Competitive Area: 000000</p> <p>Competitive Level: 000000</p> <p>Emergency Essential: 000000</p> <p>Information Assurance: 000000</p> <p>PD Status: 100010</p>	<p>Position Description</p> <p>Serves as a key resource in the development of the PRD. Provides technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time. Provides technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time. Provides technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time.</p> <p>Position Duties:</p> <ol style="list-style-type: none"> 1. Works under the general supervision of the PRD manager to provide technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time. Provides technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time. 2. Works closely with the PRD manager to provide technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time. Provides technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time. 3. Provides technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time. Provides technical and administrative support to the PRD manager. Coordinates the PRD manager's activities and ensures the PRD is completed on time. 	<p>Prerequisites</p> <p>Prerequisite 1 - Problem Solving Level 00L Prerequisite 1 - Problem Solving Level 00L. This is a basic, self-study, and/or experiential skill. It involves the ability to identify, analyze, and solve problems. It includes the ability to identify the problem, analyze the problem, and solve the problem. It includes the ability to identify the problem, analyze the problem, and solve the problem.</p> <p>Prerequisite 2 - Teamwork/Cooperation Level 00L Prerequisite 2 - Teamwork/Cooperation Level 00L. This is a basic, self-study, and/or experiential skill. It involves the ability to work with others in a team or group. It includes the ability to work with others in a team or group. It includes the ability to work with others in a team or group.</p> <p>Prerequisite 3 - Customer Relations Level 00L Prerequisite 3 - Customer Relations Level 00L. This is a basic, self-study, and/or experiential skill. It involves the ability to interact with customers. It includes the ability to interact with customers. It includes the ability to interact with customers.</p> <p>Prerequisite 4 - Leadership/Supervision Level 00L Prerequisite 4 - Leadership/Supervision Level 00L. This is a basic, self-study, and/or experiential skill. It involves the ability to lead others. It includes the ability to lead others. It includes the ability to lead others.</p> <p>Prerequisite 5 - Communication Level 00L Prerequisite 5 - Communication Level 00L. This is a basic, self-study, and/or experiential skill. It involves the ability to communicate. It includes the ability to communicate. It includes the ability to communicate.</p> <p>Prerequisite 6 - Resource Management Level 00L Prerequisite 6 - Resource Management Level 00L. This is a basic, self-study, and/or experiential skill. It involves the ability to manage resources. It includes the ability to manage resources. It includes the ability to manage resources.</p>	<p>V. ESAB</p> <p>Comprehensive knowledge of military and organizational perspective, and report the knowledge of the principles of position. Expert knowledge in applying analytical skills, conduct and document a variety of recommendations, and follow-up.</p> <p>Comprehensive knowledge of the mission in order to provide sound advice on further assignments.</p> <p>Expert knowledge in applying analytical skills, conduct and document a variety of recommendations, and follow-up.</p> <p>Ability to coordinate, evaluate and integrate accurately reflects the PRD's position and actions.</p> <p>Ability to serve on or lead the efforts of other teams.</p> <p>Skill in oral and written communication in and out of the organization to higher echelon regulators on special reports, progress and/or grant proposals.</p>	<p>PLAN EVALUATION OUTLINE</p> <p>FASCLASS JOB NUMBER ASSIGNS:</p> <p>CPAC REGION: NC</p> <p>Foreign Description Executive Description Exercise appropriate supervisory responsibility (primary duty) Continuously and regularly exercises independent judgment 80% test, if applicable (GS-5), GS 4 & 3 WS requirements, low placement or longer experience (GS-4) Professional leadership Professional work (primary duty) Initiate and extend work (more than dealing with precedents/precedents) Direction & independent judgment 80% test, if applicable (This virtually never applies since GS-5/4 positions are transient and other single employees are not professional) Administrative Description Foreign Job Management or general business or supporting services or participation in the executive/administrative functions of a management field. Non-essential work (job) Individual and significant (more than dealing with precedents/precedents), or substantial & difficult in nature requiring considerable training/experience Discretion & independent judgment 80% test, if applicable Common/Supervisory (State which major subjob functions are Essential)</p> <p>CONCLUSION: EXEMPT</p> <p>This is an Army Acquisition and Technology Workforce position. This is an Acquisition Position and requires Level 3 certification in Acquisition Career Field A.</p> <p>Position Evaluation:</p> <p>Not Listed</p>
<p>PRD Position Information</p>	<p>PRD Organizational Information and Position Duties</p>	<p>PRD 6 Factors & BBL Determination</p>	<p>PRD Knowledge Skills Abilities</p>	<p>PRD Supplemental Information</p>

This is an example of what the PRD will look like after printing it from FASCLASS.

Over the next few slides, we will be walking through the process of “How to”;

- Get into FASCLASS
- Retrieve a PD/PRD from FASCLASS and
- Enter a PRD into FASCLASS for content and format verification



For those that are new to FASCLASS you'll need to keep in mind that if you do not have access today to submit PDs in FASCLASS, you will not have that access in AcqDemo for PRDs.

Access to FASCLASS have be given to you by your local CPAC after submitting a SANAR Form requesting access.

Once the SANAR is approved, you will then be required to establish your account in FASCLASS via the FASCLASS registration screen.

All Army employees will have access to **view** the FASCLASS database via CPOL.

AcqDemo Army Demo

Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS

The screenshot displays the AcqDemo web application interface. A central window titled "AcqDemo Login" is open, prompting the user to "Please enter your PIN:" with a text input field and "OK" and "Cancel" buttons. A blue arrow points from the text "Enter PIN and select OK" to the "OK" button. The background shows a webpage with the heading "Employment Opportunities Around the World" and various links and information. The taskbar at the bottom shows several open applications, including Internet Explorer, MSN Messenger, and AcqDemo Home.

Enter PIN and select OK

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Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

Acq Army Demo

1st Level Supervisor may view or retrieve PRD in FASCLASS

Select a Tab such as;

- Manager's
- HR Specialist

OR

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Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

Acq Demo **Army**

1st Level Supervisor may view or retrieve PRD in FASCLASS

<http://cpol.army.mil>

Select References & Tools

The screenshot displays the Army Career Progression (ACP) website. The main navigation bar includes 'Acq Demo' and 'Army'. The page content is organized into several sections: 'Employment Opportunities Around the World', 'Employment', 'References & Tools', and 'Employee Portal'. A red box highlights the 'References & Tools' section, with a purple arrow pointing from the URL 'http://cpol.army.mil' to it. Another red box highlights the text '1st Level Supervisor may view or retrieve PRD in FASCLASS' in the top left corner. The bottom right corner of the screenshot shows the number '97'.

Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

Acq Demo

1st Level Supervisor may view or retrieve PRD in FASCLASS

The screenshot shows a web browser window displaying the 'The Policy and Guidance Library' website. The page title is 'The Policy and Guidance Library' and the URL is 'https://gslc.army.mil'. The main content area features a 'Welcome to the Department of Army (DA) Civilian Personnel Management Policy and Guidance Library' message. A 'Select Position Classification' dropdown menu is highlighted with a red box and an arrow pointing to it. The dropdown menu lists several options: Army Employment Information, Guidance of Programs, The Army HRIP, Army Guidance, BRAC, Army Base Requirements and Support Information, The Right Action: Human Capital from HRSA, NSIP, Army National Security Personnel System, Guidance and Monthly Maintenance Event Schedule, and Latest Civilian Personnel Bulletin Aug 2014. The website also includes a navigation menu on the left with categories like 'CPM, See Pages', 'Career Management', 'Guidance Home', 'CPM, What is My Role?', 'Employment Guidance & Information', 'Career Information', 'Management - Employee Relations', 'Human Capital Processed System (HRPS)', 'The Right Action: Human Capital from HRSA', 'Army Guidance', 'BRAC', 'Army Base Requirements', 'NSIP', 'Guidance and Monthly Maintenance Event Schedule', 'Latest Civilian Personnel Bulletin Aug 2014', and 'Military Home'.

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Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS

Select FASCLASS

Acq Army Demo

Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS

Select FASCLASS

Fully Automated System for Classification (FASCLASS) is a centralized system at HCSA 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.

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Acq Army Demo

Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS

Click on Search Position Data

To begin, enter the numeric name or of the requisition in the gray area, but in its entirety (FASCLASS) to display the sub-menu items. If the sub-menu does not display, verify (URL on this menu page, http://csls at the domain name) is correct.

Fully Automated System for Classification (FASCLASS) is a centralized system of IGCA 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.

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Acq Army Demo

Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st 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)

1st Level Supervisor drafts new or modifies PRD

<p>PRD: AS15851</p> <p>Sequence: VARS1</p> <p>Servicing CPAC: FORT BELV</p> <p>Classification: 1. 09N PCS MED ACN 2. ACQUISITION DC</p> <p>PD Library PD: ND</p> <p>COMDOC PD: 142</p> <p>Classified By: 09N TEAM</p> <p>Classified Date: 07/07/2003</p> <p>FLSA: EXEMPT</p> <p>Career Program: 10</p> <p>Functional Code: 00</p> <p>Competitive Area: VARS1</p> <p>Competitive Level: VARS1</p> <p>Emergency Essential: BU</p> <p>Information Assurance: Info</p> <p>PD Status: VARP/ED</p>	<p>Position Description:</p> <p>1. Works under the general supervision of AS15851 PRD on human resources/matrix position structure. Prepares position descriptions, issuing their PAs are adequate for position. Includes management duties, responsibilities, and tasks. Recommends to the PRD on job plan services. Checks Required Action Code management in resolving grievances, EEO matters, employee relations. Prepares programs and issues. To include the Key Requirements, and the Acquisition Career Policy Board. (Approx. 60%)</p> <p>2. Works closely with PRD budget/finance/operations, and other areas, and for Responder related projects, such as, C-10A duties, conducting the preparation.</p> <p>3. To train, supervise, advise and/or administer work. Issues and interprets regulations, orders and presents orders to higher-level management. (Approx. 20%)</p>	<p>V. KSAs:</p> <p>Comprehensive knowledge of civil managerial perspective, and employee resource management, in order to:</p> <ul style="list-style-type: none"> — Knowledge of the principles of job classification authority principles — Expert knowledge in applying and plan, conduct and document a set recommendations, and follow-up. <p>Comprehensive knowledge of job classification authority principles</p> <p>Expert knowledge in applying and plan, conduct and document a set recommendations, and follow-up. </p>	<p>FLSA EVALUATION OUTLINE</p> <p>FAUCCLASS JOB NUMBER: AS15851</p> <p>CPAC REGION: MC</p> <p>MACCON:</p> <ul style="list-style-type: none"> — Foreign Exemption — Security Exemption — Exercises appropriate supervisory responsibility (primary duty) — Customary and regularly exercises independent judgment — 80% test, if applicable (GS-5/S; GS-1 & 2 WS supervisors, law enforcement & firefighter supervisors thru GS-9) — Professional Exemption — Professional work (primary duty) — Unskilled and unskilled work (more than dealing with procedures/procedures) — Discussion & independent judgment <p>Managers or Supervisors will draft new PRD elements or modify existing ones</p> <p>Participation in the economic/administrative functions or a management official</p> <ul style="list-style-type: none"> — <input type="checkbox"/> Non-manual work test — <input checked="" type="checkbox"/> Intellectual and significant (more than dealing with procedures/procedures), or specialized & technical in nature requiring considerable training/experience — <input checked="" type="checkbox"/> Discretion & independent judgment — 80% test, if applicable <p>Comments/Explanations (State which major duties/job functions are Exempt):</p> <p>CONCLUSION: EXEMPT</p> <p>Classification Comments:</p> <p>— This is an Army Acquisition and Technology Workforce position. The employee must meet DoD 5000.10-M requirements applicable to the duties of the position. This is an Acquisition Position and requires Level II certification in Acquisition Career Field A.</p> <p>Position Evaluation:</p> <p>Not Listed</p>
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Managers, Supervisors or the HR Specialist may draft or modify any aspect of the PRD as they deem necessary for the requirements of the position.

Now for the most important part of the AcqDemo PRD is the differences between NSPS and AcqDemo Factors.

Factor	Level I	Level II	Level III
Factor 1 - Problem Solving Level III	Works in timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Feasibility, adaptability, and effectiveness are assessed appropriately.	Works in timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Feasibility, adaptability, and effectiveness are assessed appropriately. Identifies and resolves higher level problems not described in standard methods. Identifies, analyzes, and resolves complex problems across multiple areas and disciplines. Anticipates problems, develops and executes risk action plans to ensure program/mission accomplishment. Develops plans and techniques to fix new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to ensure ongoing success.	Works in timely, efficient, and of acceptable quality. Involves and operational interventions assist and foster cooperation and teamwork. Feasibility, adaptability, and effectiveness are assessed appropriately. Works with others to anticipate complex program/mission, makes innovative approaches to resolve unusual/difficult issues significantly impacting program/mission or program. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.
Factor 2 - Teamwork/Cooperation Level III	Works in timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and ensure program support with customer. Feasibility, adaptability, and effectiveness are assessed appropriately. Solicits and promotes functional ability of individuals or teams in support of customer interaction. Solicits innovative approaches to satisfy customer. Establishes customer alliances, anticipate and define customer needs, and provides customer needs for program/mission. Solicits, identifies, and prioritizes with customer to identify and define complex/difficult problems and to develop and implement strategies in techniques for resolving problems (e.g., identifying problems and meeting critical army customer requirements).	Works in timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and ensure program support with customer. Feasibility, adaptability, and effectiveness are assessed appropriately. Provides guidance to individuals/teams. Resolves conflicts. Coordinates a functional technical expert by others in the organization. A regular expert used by others to advise and assist. Defines, analyzes, and solves complex problems not described in standard methods. Coordinates, reviews, and oversees the activities of multiple and diverse work units/program/mission teams. Manages interdependency and interrelationships to ensure successful program/mission goals for self and others.	Works in timely, efficient, and of acceptable quality. Leadership and/or supervisor effectively provides guidance to ensure successful program/mission. Feasibility, adaptability, and effectiveness are assessed appropriately. Provides guidance to individuals/teams. Resolves conflicts. Coordinates a functional technical expert by others in the organization. A regular expert used by others to advise and assist. Defines, analyzes, and solves complex problems not described in standard methods. Coordinates, reviews, and oversees the activities of multiple and diverse work units/program/mission teams. Manages interdependency and interrelationships to ensure successful program/mission goals for self and others.
Factor 3 - Customer Relations Level III	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.
Factor 4 - Leadership/Supervision Level III	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.
Factor 5 - Communication Level III	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.	Works in timely, efficient, and of acceptable quality. Communication are clear, concise, and of appropriate tone. Feasibility, adaptability, and effectiveness are assessed appropriately. Communicate expert or program/mission information to other personnel. Provides and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Resolves issues.
Factor 6 - Resource Management Level III	Works in timely, efficient, and of acceptable quality. Resource are utilized effectively to accomplish mission. Feasibility, adaptability, and effectiveness are assessed appropriately. Plans and allocates resources to accomplish program/mission. Identifies and operates resources to accomplish program/mission goals. Effectively accomplishes multiple program/mission goals within established guidelines.	Works in timely, efficient, and of acceptable quality. Resource are utilized effectively to accomplish mission. Feasibility, adaptability, and effectiveness are assessed appropriately. Plans and allocates resources to accomplish program/mission. Identifies and operates resources to accomplish program/mission goals. Effectively accomplishes multiple program/mission goals within established guidelines.	Works in timely, efficient, and of acceptable quality. Resource are utilized effectively to accomplish mission. Feasibility, adaptability, and effectiveness are assessed appropriately. Plans and allocates resources to accomplish program/mission. Identifies and operates resources to accomplish program/mission goals. Effectively accomplishes multiple program/mission goals within established guidelines.

Unlike the requirements of the Factor Evaluation System (FES), AcqDemo differs in many ways:

- FES PD uses 9 factors at various levels to describe/summarize levels of work for each factor
- AcqDemo PRD uses the same 6 factors to both describe levels of work and to rate an employee's level of contribution (we'll talk more about "rating" later)

- FES PD requires that a summary of the type of work at the appropriate level is described.
- AcqDemo PRD requires that the Expected Performance Criteria and Level descriptors are use for the factor at the appropriate broadband level.
(NOTE: This means that PRD for a NH-0201-03 Human Resources Specialist and NH-0301-03 Program Analyst will have the same factor summary for each factor on both PRDs.)

- FES PD points, based on the level used to summarize the level of work for each factor, equates to a General Schedule grade.
- AcqDemo PRD has no specific grade associated with it only a broadband level.

In AcqDemo the PRD is written at the highest grade of the broadband. In our example here we are using BBL III for our Business Management and Technical Management Professional (NH pay schedule). BBL has both GS-12 and GS-13 within that band. To be *QUALIFIED* any broadband, an employee has only to be minimally qualified at the lowest GS grade of that broadband.

The key under AcqDemo is that unlike other pay systems, AcqDemo provides Management and the HR Specialist factor information that has been in the past, the most frustrating to draft.

Acq Army Demo **Creating an AcqDemo Position Requirements Document (PRD)**

2nd Level Supervisor Approves PRD

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

Once Approved, the PRD is ready for submission into FASCLASS

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Some activities may choose to use a PRD cover sheet to capture position information and approvals depending on local activity policy.

There are many templates of the PRD coversheet being used and this is an example of two of these.

Nothing about the PRD coversheets are to be entered into FASCLASS.

Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS



Acq
Army
Demo



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Slide 107

Acq Army Demo

Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

Select Login for FASCLASS

Fully Automated System for Classification (FASCLASS) is a centralized system of 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 [contact us](#) with your comments.

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Acq Army Demo

Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

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.

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Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

The screenshot shows the 'Create AcqDemo Position' form in the FASCLASS system. The form is divided into several sections for data entry:

- Left Panel:** Contains fields for 'Classified By', 'Pay Plan', 'LH Pay Plan', 'Position Title', 'LH Title', and 'Classified By'.
- Top Right Panel:** Contains fields for 'Career Labels', 'Career Labels P1', 'Career Labels P2', 'Career Labels P3', 'Career Labels P4', 'Career Labels P5', 'Career Labels P6', 'Career Labels P7', 'Career Labels P8', 'Career Labels P9', 'Career Labels P10', 'Career Labels P11', 'Career Labels P12', 'Career Labels P13', 'Career Labels P14', 'Career Labels P15', 'Career Labels P16', 'Career Labels P17', 'Career Labels P18', 'Career Labels P19', 'Career Labels P20', 'Career Labels P21', 'Career Labels P22', 'Career Labels P23', 'Career Labels P24', 'Career Labels P25', 'Career Labels P26', 'Career Labels P27', 'Career Labels P28', 'Career Labels P29', 'Career Labels P30', 'Career Labels P31', 'Career Labels P32', 'Career Labels P33', 'Career Labels P34', 'Career Labels P35', 'Career Labels P36', 'Career Labels P37', 'Career Labels P38', 'Career Labels P39', 'Career Labels P40', 'Career Labels P41', 'Career Labels P42', 'Career Labels P43', 'Career Labels P44', 'Career Labels P45', 'Career Labels P46', 'Career Labels P47', 'Career Labels P48', 'Career Labels P49', 'Career Labels P50', 'Career Labels P51', 'Career Labels P52', 'Career Labels P53', 'Career Labels P54', 'Career Labels P55', 'Career Labels P56', 'Career Labels P57', 'Career Labels P58', 'Career Labels P59', 'Career Labels P60', 'Career Labels P61', 'Career Labels P62', 'Career Labels P63', 'Career Labels P64', 'Career Labels P65', 'Career Labels P66', 'Career Labels P67', 'Career Labels P68', 'Career Labels P69', 'Career Labels P70', 'Career Labels P71', 'Career Labels P72', 'Career Labels P73', 'Career Labels P74', 'Career Labels P75', 'Career Labels P76', 'Career Labels P77', 'Career Labels P78', 'Career Labels P79', 'Career Labels P80', 'Career Labels P81', 'Career Labels P82', 'Career Labels P83', 'Career Labels P84', 'Career Labels P85', 'Career Labels P86', 'Career Labels P87', 'Career Labels P88', 'Career Labels P89', 'Career Labels P90', 'Career Labels P91', 'Career Labels P92', 'Career Labels P93', 'Career Labels P94', 'Career Labels P95', 'Career Labels P96', 'Career Labels P97', 'Career Labels P98', 'Career Labels P99', 'Career Labels P100'.
- Bottom Right Panel:** Contains fields for 'Position Number', 'Position Title', 'Position Description', 'Position Grade', 'Position Level', 'Position Code', 'Position Category', 'Position Subcategory', 'Position Family', 'Position Group', 'Position Series', 'Position Grade', 'Position Level', 'Position Code', 'Position Category', 'Position Subcategory', 'Position Family', 'Position Group', 'Position Series'.

Annotations on the screenshot include:

- Top Left:** 'Acq Army Demo' logo.
- Top Center:** 'Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS'.
- Top Right:** 'Complete position information' (with a green box).
- Left Side:** 'HRO or CPAC reviews and submits PRD for verification' (with a red box).
- Center:** 'Add Duties of the position' (with a blue box).
- Bottom Center:** 'Add Factors and Supplemental Info of the position' (with a blue box).
- Bottom Right:** 'Select Create Position when done' (with a blue box and an arrow pointing to the 'Create Position' button).

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Acq Army Demo

Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

Action Notify

JOB NUM	TITLE	PAY PLAN	SERIES	CLASS	POST
0201-124	PROGRAM MANAGEMENT SPECIALIST	PM	ES01	ES	3

Send an email to the next reviewing source by selecting a user role using the drop down list and then changing the source's name from the list provided. Then click Email Email. On loading if you do not want to send an email to the reviewer, PD will not be processed. To access this PD later, select FASCLASS -> ERM PD User for more.

Final Forwarding Source
Reviewing Source
CPAC Personnelist
Servicing CPOC Center

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

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Acq Army Demo

Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

The screenshot displays the FASCLASS software interface. On the left, a list of users is shown with columns for 'JOB NO.', 'NAME', and 'STATUS'. A 'Position Notify' dialog box is open, featuring a 'User Notify' section with a dropdown menu and a 'Send Email' button. A red arrow points to the dropdown menu. Below the dialog box, a text box contains the following text:

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

Example: Heidi Barber

The bottom right corner of the screenshot shows the number '112'.

Acq Army Demo

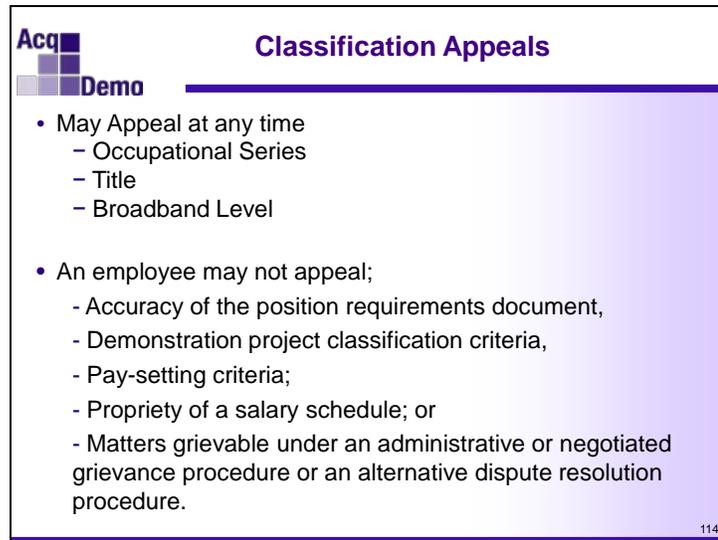
Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

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.

PRD Num	Title	New Plan	Status	CADR	PRD
PRD-001	PROGRAM MANAGEMENT SPECIALIST	Yes	0001	00	0

Send Email

The slide features a logo in the top left corner consisting of a 3x3 grid of squares in shades of purple and blue, with the text 'Acq' to its right and 'Demo' below it. The main title 'Classification Appeals' is centered at the top in a bold, purple font. The content is a bulleted list on a light purple background. The list includes: 'May Appeal at any time' with sub-points for 'Occupational Series', 'Title', and 'Broadband Level'; and 'An employee may not appeal;' with sub-points for 'Accuracy of the position requirements document', 'Demonstration project classification criteria', 'Pay-setting criteria', 'Propriety of a salary schedule; or', and 'Matters grievable under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure.' A small number '114' is in the bottom right corner of the slide.

Acq
Demo

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.

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An employee may appeal the occupational series, title, or broadband level of his or her own position at any time.

An employee must formally raise the areas of concern to supervisors in the immediate chain of command, either verbally or in writing.

If an employee is not satisfied with the supervisory response, he or she may then appeal to the DoD appellate level.

If an employee is not satisfied with the DoD response, he or she may appeal to the Office of Personnel Management only after DoD has rendered a decision under the provisions of the demonstration project.

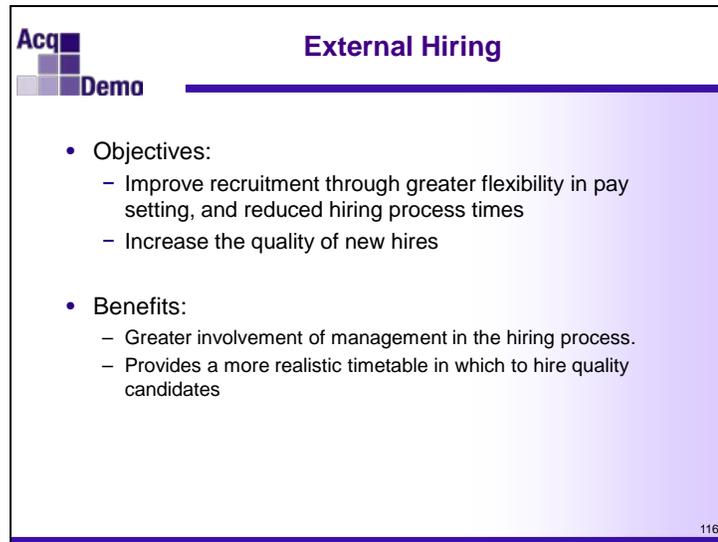
Appellate decisions from OPM are final and binding on all administrative, certifying, payroll, disbursing, and accounting officials of the Government. Time periods for case processing under 5 CFR 511.605 apply.



In this section, we'll look at two major areas:

Delegated Examining Authority and Scholastic Achievement Authority. Current delegation will remain the same for Army.

Under this demo project, competitive examining authority for the hiring and appointment of candidates into permanent and non-permanent positions is delegated to the components who may, in turn, re-delegate to lower levels.

The slide features a logo in the top left corner consisting of a 3x3 grid of squares in shades of purple and blue, with the text 'Acq' to its right and 'Demo' below it. The title 'External Hiring' is centered at the top in a bold, purple font. The main content is a bulleted list with two primary categories: 'Objectives' and 'Benefits'. The background of the slide is a light purple gradient.

Acq Demo

External Hiring

- 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

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To compete with the private sector for the best talent available and be able to make expeditious job offers, managers need a process that is streamlined, easy to administer, and allows for timely job offers.

Specifically, this part of the demonstration project will provide simplified, accelerated hiring that allows participating organizations more rapidly to appoint individuals to positions. Appropriate recruitment methods and sources will include those that are likely to yield quality candidates with the knowledge, skills, and abilities necessary to perform the duties of the position.

The project provides a flexible system that can reduce, restructure, or renew the workforce quickly to meet diverse mission needs, respond to workload exigencies, and contribute to quality products, people, and workplaces.

Acq
Demo

External Hiring

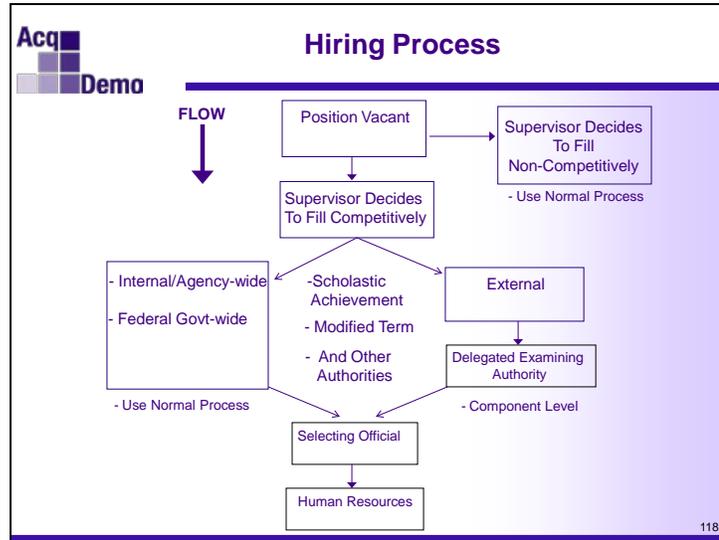
- Delegated Examining
- Scholastic Achievement
- Appointment Authority

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As part of the delegated examining process, each candidate's application will be reviewed for minimum qualifications, as determined by OPM Operation Manual for Qualifications Standards for General Schedule Positions and DAWAI requirements, as needed.

Candidates who meet basic (minimum) qualifications will be further evaluated, based on knowledge, skills and abilities that are directly linked to the position to be filled.

Managers are responsible for establishing, prior to the recruitment process, the appropriate job-related criteria (PRD) used to assign the tentative rating scores of 70, 80 or 90.





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.

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This demonstration project establishes a streamlined examining process.

There are however certain exclusions to this authority.

An applicant's basic eligibility will be determined using OPM's Operating Manual "Qualifications Standards for General Schedule Positions" and DAWIA requirements as needed. Minimum eligibility requirements will be those at the lowest equivalent GS grade of the appropriate broadband level.



External-Delegated Examining Process

- 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.

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Management retains the ability to determine the best method of recruitment to best meet mission needs.

Delegated Examining Authority may be used to fill any position in the AcqDemo. This flexibility allows for recruitment from many sources.

Candidates who meet the basic or minimum qualifications will be further evaluated, based on the knowledge skills and abilities, which are selected by management when the Position Requirements Document is developed. Management is responsible for establishing, prior to the recruitment process, the appropriate job-related criteria to be used. This criteria will be used to assign scores and to place candidates in the appropriate quality group.

There are three Quality Groups and candidates will be in one of the three based on their final scores. They are:

- Basically Qualified (score of 70 to 79);
- Highly Qualified (score of 80 to 89); and
- Superior (score of 90 and above)

The names of preference eligible's will be listed at the top of each category.

Those with veterans preference will receive an additional five or ten points, depending on their preference eligibility. Additional points will be added to the scores. The names of preference eligible's will be entered on the referral list ahead of others who have the same numerical score and their veterans preference will be annotated.

Passing over any preference eligible(s) to select a non-preference eligible requires approval under current pass-over or objection procedures.

Acq Demo

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	90		N-90		N-90	N-90	
X	X	80	(CPS) 10pts	Moves to QG80		Quality Group 80 (QG80) (Highly Qualified)	T-85	T-85
X	X	80	5 pts	TP-85			Floats to QG90	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	Moves to QG70	Quality Group 70 (QG70) (Basically Qualified)	TP-75	TP-75	
X	X	70	5 pts	TP-75		N-70	N-70	
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	

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- Each applicant's basic eligibility will be determined using OPM's "Qualifications Standards for General Schedule Positions".
- Minimum eligibility requirements will be to the lowest equivalent GS grade of the Broadband of the position.
- Candidates who meet the basic or minimum qualifications will be further evaluated, based on the knowledge skills and abilities that are directly linked to the position to be filled.
- Once the candidates are placed in the categorical group, candidates with veterans' preference will receive an additional 5 or 10 points, depending on their preference eligibility. The additional points will then be added to the candidates' overall score **for further placement**.

For Positions with no Educational Requirement (all others): Applicants entitled to 5 or 10 point veterans' preference (other than those with a compensable service-connected disability of 10% or more) are ranked (listed) in the order of their numerical rating. Qualified preference eligible's who have a service-connected disability of 10% or more **will float** to the top the list in their quality group.

For Scientific and Professional positions Equivalent to GS-9 or higher: Applicants are ranked (listed) in the order of their numerical rating, augmented by their veterans' preference points, if any. Compensable-disabled preference eligible's **do not** automatically float to the top of their quality group.

The names of preference eligible's will be listed ahead of others having the same numerical score.

When a preference eligible is listed above a non-preference eligible on any referral list, the preference eligible cannot be passed over to select a non-preference eligible without administering the approval process under current **pass-over or objection procedures**.

QG = Quality Group

CP = compensable service-connected disability of 10% but less than 30%

CPS = compensable service-connected disability of 30% or more

TP = 5 point preference

N = non-veteran

Slide 122





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

123

This authority allows for the appointment of candidates with degrees to positions in broadband level II with positive education requirements.



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

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Let's look at the Scholastic Achievement Authority, which allows for the appointment of candidates with degrees to positions in broadband level II with positive education requirements. Candidates may be appointed under this procedure if they meet the following requirements:

- They meet the OPM and DAWIA requirements, plus any previously established selective placement factors identified for the position per OPM Qualification Standards;

(2) The occupation has a positive education requirement (requires a degree in a specialized field of study);

(3) For those with undergraduate degrees, the appointment is at a pay level lower than the top step of GS-7; and

(4) The candidate has a cumulative grade point average (GPA) of 3.5 or better (on a 4.0 scale) in the courses in those fields of study specified in the Qualification Standards for the occupational series and an overall undergraduate GPA of at least 3.0 on a 4.0 scale;

Vet Preference applies under this authority.

The slide is titled "Appointment Authorities" and is part of an "Acq Demo" presentation. It lists three appointment options: Permanent, Temporary, and Modified Term. The Modified Term option includes sub-points about being based on existing term appointments, a 5+1 year extension, and conversion to career conditional after 2 years.

Acq Demo

Appointment Authorities

- 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

125

The Project will have three appointment options: permanent, temporary limited, and modified term appointments.

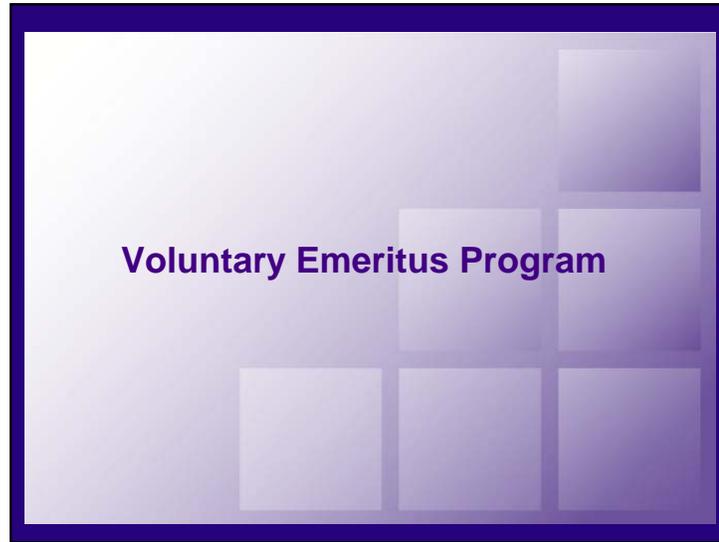
Nothing in this demonstration project precludes the use of existing appointment authorities such as Veterans Readjustment Appointments (VRA), Veterans Employment Opportunity Act (VEOA), EHAAP, Disability Appointments, etc.

The permanent appointment corresponds to the existing career and career-conditional appointments.

The modified term is a new appointment authority that is based on the existing term appointment, but may extend up to five years with a one year locally approved extension.

Employees hired under the modified term appointment authority are in a temporary status but may be eligible for conversion to career-conditional appointments if:

- Was selected for the term position under competitive procedures, with the announcement specifically stating that the individual(s) selected for the term positions(s) may be eligible for conversion to career-conditional appointment at a later date;
- Has served two years of continuous service in the TERM position.
- Be selected under merit promotion procedures for the PERM position or be converted to a permanent position in the same broadband level and OCC family as the modified TERM position.



Under the demonstration project, Commanders/Directors have the authority to offer retired or separated individuals voluntary assignments in their activities and to accept the gratuitous services of those individuals.

Voluntary Emeritus Program assignments are not considered employment by the Federal Government.



Voluntary Emeritus Program

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

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Such assignments do not affect an employee's entitlement to buy-outs or severance payments based on earlier separation from Federal Service.



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

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This program may not be used to replace or substitute for work performed by civilian employees occupying regular positions required to perform the mission of the command.

An agreement will be established among the volunteer, the decision-making authority, and the Civilian Personnel/Human Resources Office. The agreement must be finalized before the assumption of duties and shall include:

- a statement that the service provided is gratuitous,
- does not constitute an appointment in the Civil Service,
- is without compensation or other benefits except as provided for in the agreement itself, and
- that, except as provided in the agreement regarding work-related injury compensation, any and all claims against the Government because of the service are waived by the volunteer;



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

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Eligibility.

To be selected for a voluntary emeritus assignment

An employee must be recommended to the decision-making authority by one or more acquisition managers/ supervisors.

No one who applies is entitled to a voluntary emeritus assignment.

To encourage participation, the volunteer's Federal retirement pay (whether military or civilian) or buy-out or severance payment based on earlier separation from Federal Service will not be affected while the volunteer is serving in emeritus status.

This program may not be used to replace or substitute for work performed by civilian employees occupying regular positions required to perform the mission of the command.

Acq Army Demo

Voluntary Emeritus Program

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

130

Implementation Procedures.

Local authority to implement this initiative 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.

Among other issues, these local procedures should address security clearance requirements for performance of voluntary emeritus assignments (e.g., if a selectee would require a security clearance for such an assignment, the clearance should be obtained while the selectee is still a Federal employee.)

Acq Army Demo

Voluntary Emeritus Program

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.

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Application to Participate.

An individual interested in applying for a volunteer emeritus assignment must 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.

Acq Army Demo **Voluntary Emeritus Program**

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.

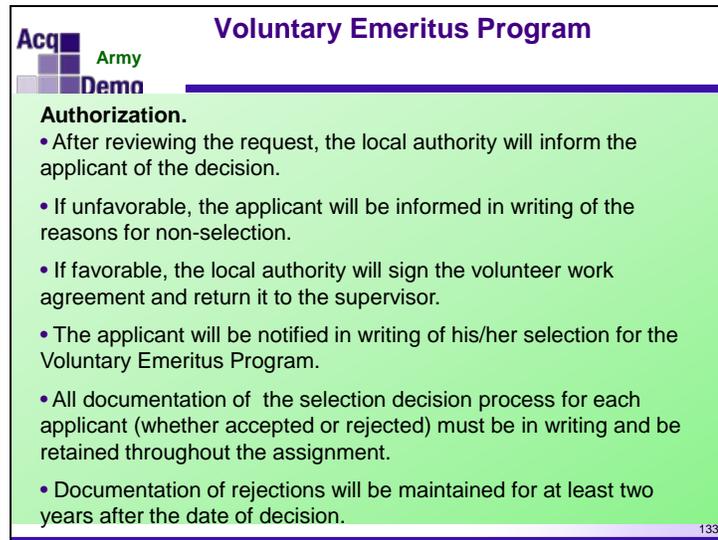
132

Approval.

The supervisor will review the package and indicate recommendation to approve or disapprove, including the justification for the position taken.

The 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.



Acq Army Demo

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.

133

Authorization.

After reviewing the request, the local authority will inform the applicant of the decision.

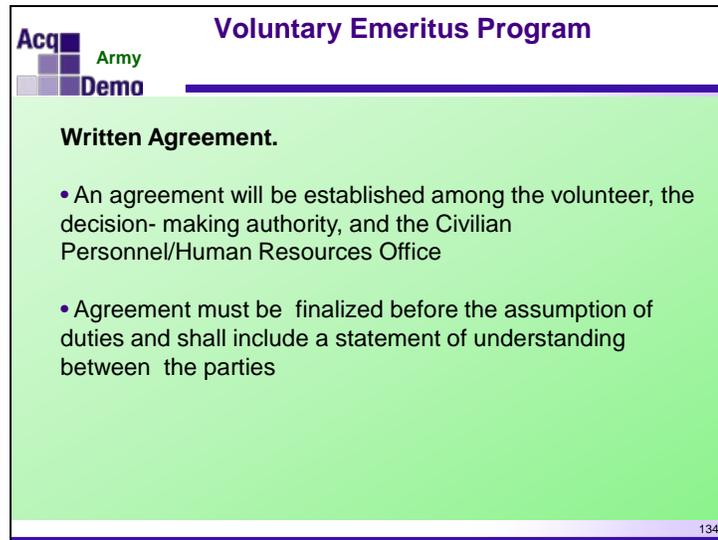
If unfavorable, the applicant will be informed in writing of the reasons for non-selection.

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.

The slide features a header with the text "Acq Army Demo" on the left and "Voluntary Emeritus Program" on the right. The main content area has a light green background and contains the heading "Written Agreement." followed by two bullet points. A small number "134" is visible in the bottom right corner of the slide frame.

Acq Army Demo **Voluntary Emeritus Program**

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

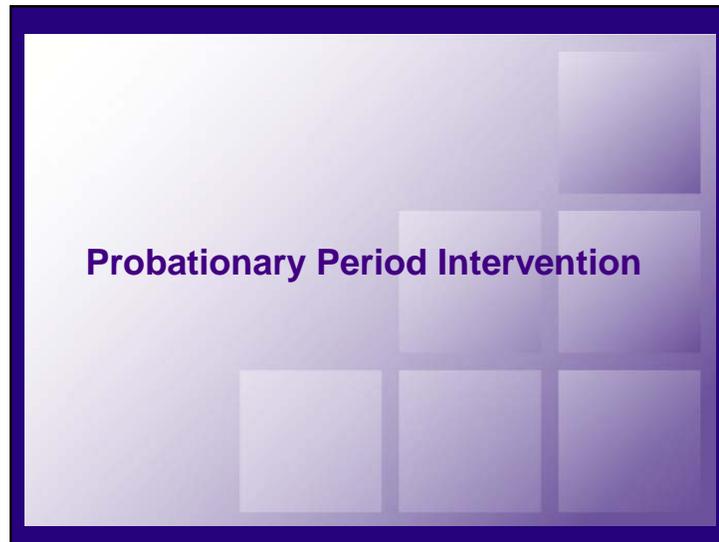
134

Written Agreement.

An agreement will be established among the volunteer, the decision- making authority, and the Civilian Personnel/Human Resources Office.

The agreement must be finalized before the assumption of duties and shall include a statement of understanding between the parties.

Slide 135



The demonstration project extends the probationary period.

The purpose? Allow supervisors sufficient time to properly, objectively, and completely evaluate an employee's contribution and conduct within the acquisition workplace environment.



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

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One rationale is that newly hired demonstration project employees entering into the Federal workforce for the first time in the Business Management and Technical Management Professional career path need to demonstrate adequate contribution during all cycles of the acquisition process.

Additional training that takes the employee away from the normal line of supervision could minimize the time available for the supervisor to determine whether the employee should be retained beyond the probationary period.

The extended period is the only feature that differs from the existing probationary period. This includes the ability to remove an employee without providing the full substantive and procedural rights afforded a non-probationary employee.

Personnel assigned to modified term appointments are not placed on a probationary period since they serve on a trial period. Employees appointed to the Federal Service before the implementation date of the acquisition demonstration project, or who previously successfully completed a probationary period, will not be affected by this provision.



The purpose of the Contribution-based Compensation and Appraisal System (CCAS) is to provide an equitable and flexible method for appraising and compensating the DoD acquisition workforce.



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

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CCAS is a contribution-based appraisal system that goes beyond a performance-based rating system. That is, it measures the employee's contribution to the mission and goals of the organization, rather than how well the employee performed a job as defined by a performance plan.

CCAS allows for more employee involvement in the performance appraisal process, increases communication between supervisors and employees, promotes a clear accountability of contribution by each employee, facilitates employee progression tied to organizational contribution, and provides an understandable basis for salary changes.

AcqDemo

Pay Adjustment References

<u>GS/Title 5</u>	<u>AcqDemo</u>
- General Pay Increase (GPI)	- General Pay Increase (GPI)
- Within-grade increases	Contribution Rating Increase (CRI) (i.e., base pay increase)
- Quality-step increases	- 2.4% floor 1 st year for new conversions
- Promotions (equivalent to grades within broadband levels)	- 2.0% floor subsequent years
- Locality Pay	- Locality Pay
- Performance Awards	Contribution Awards (CA)
	- 1.3% floor 1 st year for new conversions
	- 1.0% floor subsequent years
- Incentive Awards	- Incentive Awards

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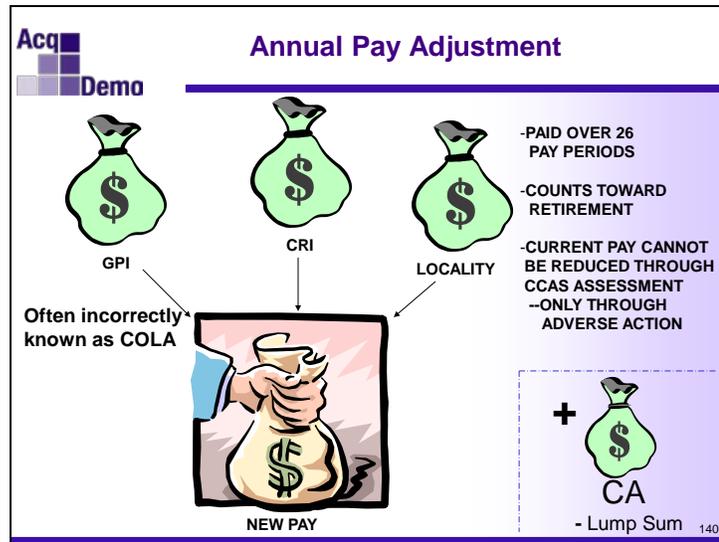
This illustration compares funding sources for salaries and bonuses between the GS system and AcqDemo.

The General Pay Increase (GPI) IS a part of both pay systems, however in AcqDemo some or all of the may be at risk depending on an employees final rating.

Locality is the same in both systems and is never “at risk”

Performance Awards are part of both systems

Chapter 45 Incentive awards programs may still be given through out the year.



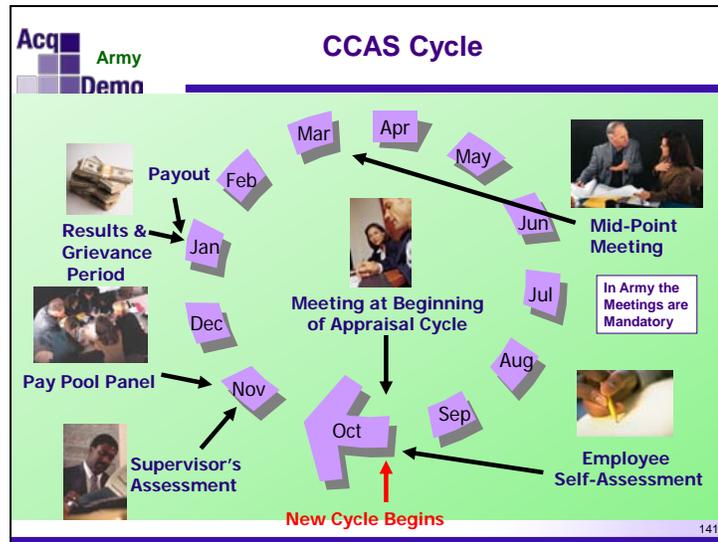
Under CCAS, 3 types of money impacts new pay.

→The general pay increase, or GPI, is the percentage increase to the General Schedule announced each year by the President based on the Cost of Labor...this is not COLA. Under CCAS, the GPI is at risk based on your Overall Contribution Score (OCS) and the local payout polices established for your Pay Pool.

→The Contribution Rating Increase, or CRI, is a base salary increase based on an individual's contribution to the mission of the organization (OCS).

→Locality pay is not affected by CCAS.

→You may also be eligible to receive a Contribution Award, referred to as CA, under CCAS. This is a one time monetary award and does not affect base salary.



→The CCAS assessment cycle begins 1 Oct and ends 30 Sep.

→At the beginning of the cycle, you'll have a meeting with your supervisor to discuss how you plan to contribute to the organization's mission during the assessment year. Some organizations require (and we recommend) you put this plan in writing in the form of a Contribution Objective Plan.

→You'll have a mid-year meeting with your supervisor to discuss your progress. Other requirements for the mid-year review will be discussed during the presentation titled, "Communicating CCAS."

→With CCAS, you have the opportunity to submit a written account of your contributions to include in your assessment package. Toward the end of the cycle, your supervisor will ask you to complete this self-assessment.

→Your supervisor will also assess your contributions for the year.

→This written product is submitted to the pay pool panel...

→...who will then assign final scores.

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

For ease of viewing, we have taken out level II and III for this factor.

Note:

Level II calls for the employee to “Actively Contribute as a team member/leader.” whereas at Level III it states employee “Provides guidance to individuals, Resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.”

Please keep in mind that employees at each level are contributing to the mission...and mission success is achieved when employees at all levels excel.

In this example, as the contribution under the Leadership/Supervision factor is considered, the evaluator must consider the Leadership role played, the amount or degree of influence of the action and if the action presented an employee development opportunity.

Acq **Expected Contribution Range Calculator**
Demo

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

Expected Contribution Range Calculator

Base Salary Only

		Expected Contribution Range			
		Upper Rail	SPL	Lower Rail	
Enter Base Salary	\$83,000	Expected Contribution Range =	74	78	82

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

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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

	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

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

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

*Salaries in SPL associated with 2011 GS Pay Tables

Categorical Scores & Numerical Scores

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

Table 4. Point Ranges

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

The first column on the left represents the band levels

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

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

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

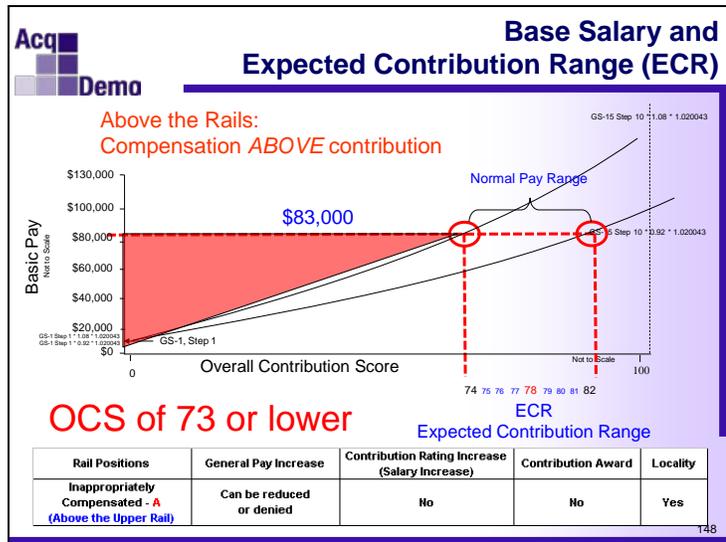
→A person in the Business and Technical Management career path assigned to band level II is expected to score anywhere from 22 – 66 points if he or she is contributing at the expected level. Of course, he or she may score lower or higher than the expected level.



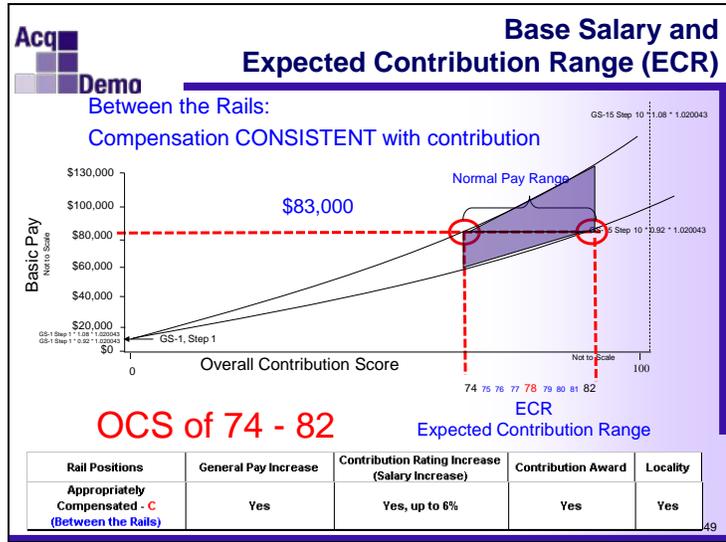
CCAS Scoring

Factor – Leadership / Supervision NH			Very High	115	Numerical Score each FACTOR	
<p>LEVEL IV - LEADERSHIP/SUPERVISION</p> <ul style="list-style-type: none"> •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	<ul style="list-style-type: none"> • Problem Solving 3M 78 • Teamwork/Cooperation 3H 81 • Customer Relations 3H 80 • Leadership/Supervision 3M 78 • Communication 3H 78 • Resource Management 3H 83 	479	
		Medium	84-95			
		Low	79-83			
<p>LEVEL III - LEADERSHIP/SUPERVISION</p> <ul style="list-style-type: none"> •Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; regularly sought out by others for advice and assistance. •Defines, organizes, and oversees the activities of individuals/teams; sets goals, motivates, and oversees the activities of individuals/teams. •Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others. 	III	High	79-83	<div style="background-color: #FFD700; padding: 5px; margin-bottom: 5px;">Overall Contribution Score</div> <p style="margin: 0;">478 / 6 = 80</p>		
		Medium	67-78			
		Low	61-66			
<p>LEVEL II - LEADERSHIP/SUPERVISION</p> <ul style="list-style-type: none"> •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	<p><i>*All AcqDemo employees' contributions are measured against the same six factors (no modification)</i></p>		
		Medium-High	51-61			
		Medium	41-50			
		Medium-Low	30-40			
<p>LEVEL I - LEADERSHIP/SUPERVISION</p> <ul style="list-style-type: none"> •Takes initiative in accomplishing assigned tasks. •Provides inputs to others in own technical/functional area. •Seeks and takes advantage of developmental opportunities. 	I	High	22-29			
		Medium	6-23			
		Low	0-5			

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If I receive a overall contribution score less than 74, my Compensation is more than my contribution level and that means I'm above the rail in the Compensation Above Contribution zone.



If I receive a overall contribution score less that is between 74 and 82, my Compensation is equal to my contribution level, that means I'm between the rails in the Compensation Consistent with Contribution zone.

Slide 151



Acq
Demo

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.

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Acq Army
Demo

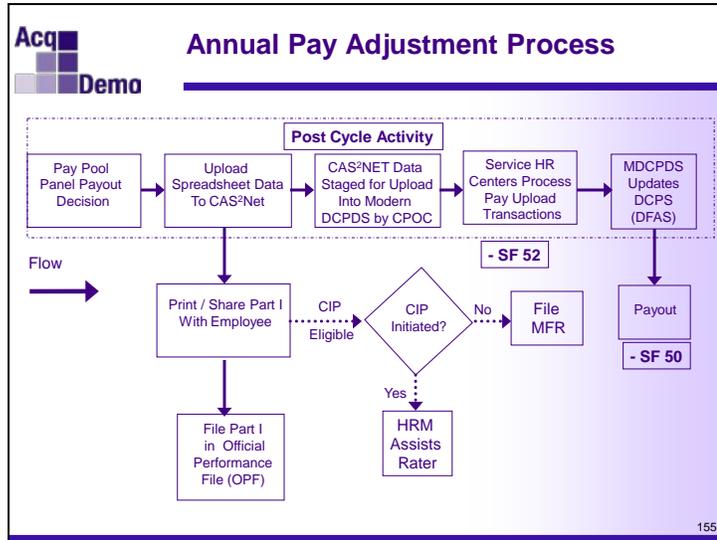
CCAS Special Situations

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.

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 CCAS Special Situations <i>Leaving After 30 September and Before the January Payout</i>				
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.				





CONTRIBUTION & COMPENSATION CCAS Results – Part I Form

Identifying info

Signatures

OCS & rail positions

OCS plotted

Part I: CCAS Salary Appraisal Form

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

Ricky Martin Pay Pool Manager 21-Jan-11 Date

Date

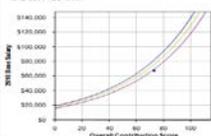
Rating Official _____
Date

Employee Signature _____
Date

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

Employee Contribution Pay Comparison Chart

The chart plots the Employee Appraisal scores to the standard pay line (SPL) and rate. The top and bottom lines are the Upper and Lower Rate. The middle line is the SPL. The point is the Employee Appraisal.



Compensation Detail	
	= \$67,587 Current Rate of Base Pay
	+ 0 Increase 0.0%
	= \$ 3,850 OBI Increase 5.25%
	= \$71,537 New Rate of Basic Pay
	= \$17,070 1,000% Pay @ 24.02%
	= \$88,586 New Total Salary
	= \$ 1,715 Contribution Award

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

Pay info

Remarks

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CONTRIBUTION & COMPENSATION

CCAS Results – Part I Form

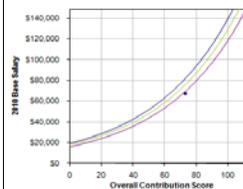
Appraisal Detail

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

Upper Rail OCS 63
SPL OCS 61
Lower Rail OCS 71

Expected Contribution Range
And
Expected OCS

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



Compensation Detail

\$67,587	Current Rate of Base Pay	
+	G Increase	0.0%
= \$ 3,550	CRI Increase	5.25%
= \$71,137	New Rate of Basic Pay	
+	Locality Pay @ 24.22%	
= \$98,366	New Total Salary	
\$ 1,731	Contribution Award	

Pay info

Privacy Act Statement (50 U.S.C.)
1. AUTHORITY: Section (U.S. 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 PPS, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
4. DISCLOSURE: Failure to verify this form may result in a delayed or erroneous processing of the individual's CCAS and applicable payments. 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.

Remarks
The General Pay Increase (GPI) and locality information on this form is based on 2018 rates and will be updated based on the decision of the Federal Government prior to the payout.

If on Pay Retention or Top of the Broadband.

\$67,587	Current Rate of Base Pay	
+	G Increase	0.0%
= \$ 0	CRI Increase	0.0%
= \$67,587	New Rate of Basic Pay	
+	Locality Pay @ 24.22%	
= \$83,957	New Total Salary	
\$ 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

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

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

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Contribution Improvement Plans

- 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:

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Acq **Contribution Improvement Plans** (cont'd)
Demo

- **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).

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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			
	30-40		30-35			
	22-29		22-29			
I	24-29	15	0-29	15	0-29	15
	6-23		6-23			
	0-5		0-5			

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

		Mandatory CIP Scenario Inadequate Contribution (NH III Employee Score Sheet)					
		FACTORS					
		Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Commun.	Resource Mgt
Level	IV	Very High					
		High					
		Med					
		Low					
	III	High			80		
		Med	72				75
		Low				65	
	NK-II 44	II	High				
			M-H				
		Med					46
		M-L					
		Low		29			
I	High						
	Med						
	Low						

What about these two scores.

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

Is the 29 at or below the mid-point for our NH-III employee? What about the 46?

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

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

Acq **Contribution Improvement Plans** (cont'd)

Demo

- 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:
 - 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

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

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In the second case, the Supervisor has two options:

The first is to not put the employee on a CIP. In this case, the Supervisor will use a memorandum for the record to document that a CIP is not warranted however, it may be used at a later time if contribution does not improve. Copies will go to the employee as well as senior management.

AcqDemo Contribution Improvement Plans (cont'd)

Demo

- 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:
 - 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

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

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The second option is to place the employee of the CIP. In doing so, the Supervisor must follow AcqDemo requirements as stated in Chapter 7 of the AcqDemo Operating Procedures (OP). Sample templates for all appropriate documentation for the CIP may be found in Appendix M of the OP.



Contribution Improvement Plans (cont'd)

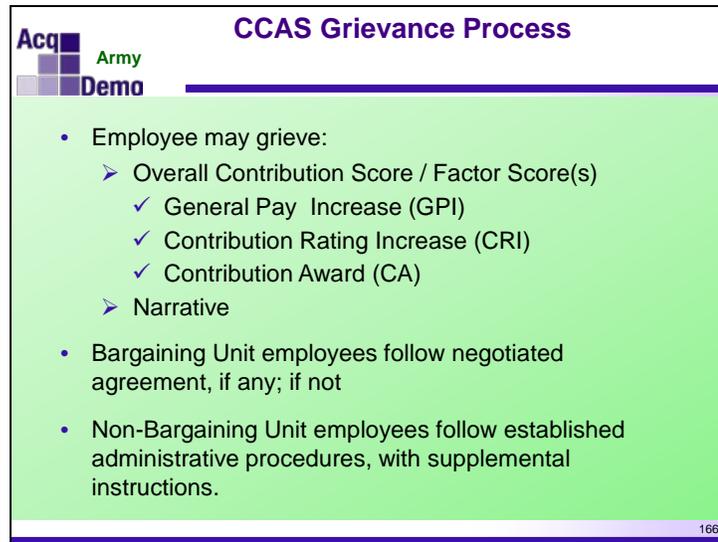
- We Advise Supervisors to Contact HR for Assistance!
- Process starts with notification in writing to the employee
- CIP must contain:
 - Specific areas in which the employee is inadequately contributing, and required improvements
 - Standards for adequate contribution
 - Actions required of the employee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

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Supervisors and Managers will be advised to seek HR support in the CIP process and procedures.

Chapter 7 lays out the requirements that must be met when using the CIP and Appendix M contains samples of the notifications letter that is required for CIP.



The slide is titled "CCAS Grievance Process" and features a logo in the top left corner with the text "Acq Army Demo". The main content is a bulleted list on a light green background. The list details the grievance process for employees, including the items they can grieve (Overall Contribution Score / Factor Score(s), General Pay Increase (GPI), Contribution Rating Increase (CRI), Contribution Award (CA), and Narrative) and the procedures for Bargaining Unit and Non-Bargaining Unit employees. A small number "166" is visible in the bottom right corner of the slide frame.

Acq Army Demo

CCAS Grievance Process

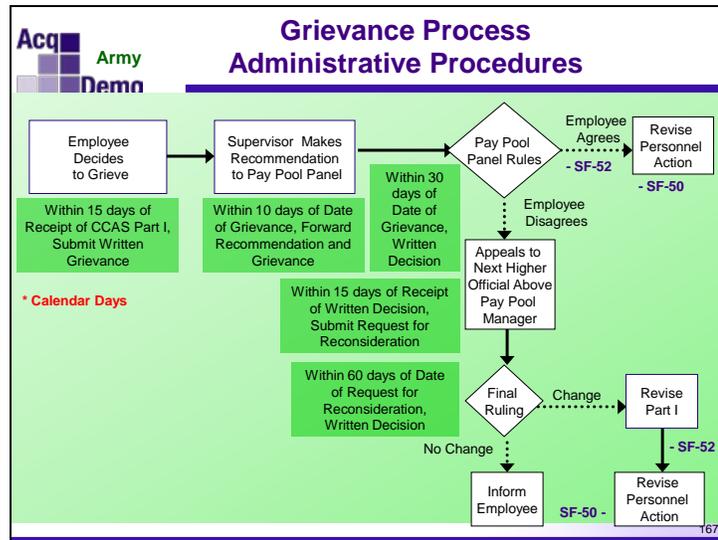
- Employee may grieve:
 - Overall Contribution Score / Factor Score(s)
 - ✓ General Pay Increase (GPI)
 - ✓ Contribution Rating Increase (CRI)
 - ✓ Contribution Award (CA)
 - Narrative
- Bargaining Unit employees follow negotiated agreement, if any; if not
- Non-Bargaining Unit employees follow established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

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

The employee may grieve:

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



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

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

Slide 168

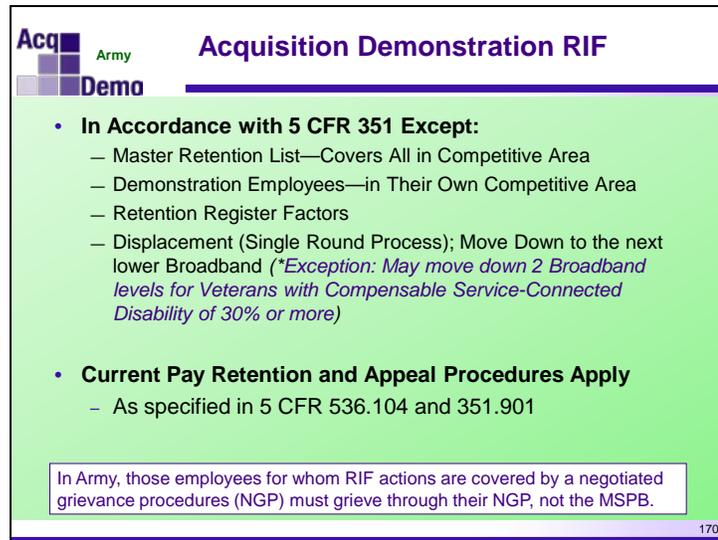


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Modified Reduction-in-Force

- 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

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The slide features the Acq Demo Army logo in the top left corner. The main title is "Acquisition Demonstration RIF". The content is organized into two main bullet points. The first bullet point is "In Accordance with 5 CFR 351 Except:" followed by four sub-bullets: "Master Retention List—Covers All in Competitive Area", "Demonstration Employees—in Their Own Competitive Area", "Retention Register Factors", and "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)". The second bullet point is "Current Pay Retention and Appeal Procedures Apply" followed by one sub-bullet: "As specified in 5 CFR 536.104 and 351.901". A text box at the bottom states: "In Army, those employees for whom RIF actions are covered by a negotiated grievance procedures (NGP) must grieve through their NGP, not the MSPB." The slide number "170" is in the bottom right corner.

Acq Demo Army 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.

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Prior to running a RIF, the activity, in coordination with servicing HRO/CPAC, establishes; **master retention lists** for both the competitive and the excepted service positions Establish Competitive Areas for Demo employee. The lists are established by the type of work schedule and (for excepted service retention registers) the appointing authority.

AcqDemo has eliminated “bump and retreat” under the RIF procedures. Demo uses a single round of displacement. Employees will be ranked in order of their retention standing, beginning with the most senior employee. These employees may displace an employee of lower retention standing occupying a position that is at the same or lower broadband level and is in a series for which the senior employee is fully qualified. (This includes a series in a different career path from the one the employee currently occupies, *if* that employee is fully qualified.)

Displacement rights are normally limited to one broadband level below the employee’s present position. However, a preference-eligible employee with a compensable service-connected disability of 30 percent or more may displace up to the two broadband levels below the employee’s present position (or the equivalent of five General Schedule grades) below the employee’s present level.

The displaced employee must be appointed under the same authority, if excepted service, and in the same work schedule. Offer of assignment shall be to the position that requires no reduction or the least possible reduction in broadband. Where more than one such position exists, the employee must be offered the position encumbered by the employee with the lowest retention standing.

Under the demonstration project, all employees affected by a reduction-in-force action, other than a reassignment, maintain the right to appeal to the Merit Systems Protection Board (MSPB) if they believe the process/procedures were not properly applied.

In a few moments we will walk through the RIF process under Demo procedures using an example of a Master Retention List. However before we do that, let’s take a look at the Retention Factors that are used in the Demo.



RIF Retention Register Factors

Retention Standing refers to an employee's standings 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 (≥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

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Within the groups, competing employees are listed on the master retention list in descending order as determined by their adjusted service computation date.

The adjusted service computation date is defined by tenure group, veteran's preference, length of service, and OCS (rating of record based on contribution.)

Employees are listed as follows:

1. Tenure group I, group II, group III; (Career, Career-Conditional and Term/Indefinite appointments)

2. Within each of these groups, employees are further broken down:

--by veterans' preference subgroup AD (preference eligible employees with a compensable service-connected disability of 30 percent or more)

--subgroup A (other preference eligible employees)

--subgroup B (non-preference eligible employees); and,

3. Length of Service

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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)

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AcqDemo differs from non-demonstration appraisal systems and programs established under 5 U.S.C Chapter 43 and 5 CFR part 430.

In CCAS, translation of Retention Service Credit, employees with ratings of record at or above Fully Successful or equivalent (Level 3) shall receive 12 additional years, while those with lower ratings of record shall not receive any additional years.

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

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

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

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

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

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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.

12 years for 2010
+ 12 Years for 2009
+ 12 Years for 2008
= 36 Years
Divided by 3
= 12 Credit Years

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This is an example of a Single Pattern for determining Retention Service Credit.

By applying the requirement of using the last 3 ratings of the last 4 years, we apply:

- Adding the years of Retention Service Credit (in this case, because each rating was at least Fully Successful (in region C or B) we add 12 years for each rating, then
- Divide by the number of ratings (no more than the last 3 ratings)

After including both CCAS results and previous ratings of record, employees who only have received one or two shall receive credit for performance on the basis of adding the value (years) and dividing by the number of CCAS results and/or ratings of record actually received.



Retention Service Credit

Example (con't)

Multiple Pattern Example (Most Likely Situation)		
•	2011 - CCAS - Fully Successful	12 Years
•	2010 - NSPS - Outstanding	20 Years
•	2009 - NSPS - Exceeds	16 Years
•	2008 - GS - Outstanding	20 Years
		12 years for 2011
		+ 20 Years for 2010
		<u>+ 16 Years for 2009</u>
		= 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.

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Because of NSPS, most individuals who could experience a RIF over the next few years will probably have some mixture of ratings from different pay systems being used to determine their Retention Service Credit.

To calculate the number of additional years of retention service credit, average the number of additional years received for the employees' three most recent annual placements during the 4-year period before the issuance of RIF notices.

After including both CCAS results and previous ratings of record, employees who still have only received one or two of these shall receive credit for performance on the basis of adding the value and dividing by the number of CCAS results and/or ratings of record actually received.

In cases where an individual employee has no annual OCS or performance rating of record, an average OCS or performance rating will be assigned and used to determine the additional service credit for that individual. (The average rating is derived from the current ratings of record for the employees in the individual's career path and broadband level within the competitive area affected by the given RIF).

This process will result receiving 12 additional 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		Lady, 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	
I B	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

Here’s an example of the RIF process.

First, note that White’s position is abolished. Review of his personnel records shows that he is fully qualified only for positions in the 1102 series; there is no employee in White’s current broadband and the 1102 series; thus, he displaces Gates, who is in that series and the next lower broadband.

Gates, in turn, is separated because there is no one else with a lower retention standing who holds a position for which Gates is fully qualified.

Second, note that Thomas’ position is abolished.

Thomas displaces Lowe because Thomas is fully qualified for 201 positions, this offer of assignment requires no reduction in broadband, and Lowe is the employee of lowest retention standing.

Lowe, in turn, displaces Higgs. As a 30 percent disabled veteran (subgroup AD), Lowe can be placed up to the equivalent of five GS grades below her present position; thus, she can go from the NH-III to the NH-I broadband in RIF.

Finally, Higgs is separated.

Slide 176



To assist in your understanding of how pay setting works in AcqDemo, we will begin with acquainting you with certain terms and definitions. Followed by the provisions for those definitions.



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.

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Promotion is normally a competitive action.

AcqDemo uses two definitions for promotions which are applied differently depending on the current status of the employee being promoted.

Acq Demo

Special Pay Situations Promotion Definitions (cont'd)

Federal Employee (Within the Demo):

- Promotion is normally a competitive action.

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)

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

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Promotion is normally a competitive action.

As we remember from our review of the definitions,

Promotion in this scenario is defined as:

- the movement of an employee to a higher broadband level within the same career path (e.g. NK I to NK II) 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).

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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.

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 -

- 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.

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Salary after promotion shall be at least six percent, but not more than 20 percent greater than the employee's current salary; however,

If the minimum rate of the new broadband level is more than 20 percent greater than the employee's current salary, then the minimum rate of the new broadband level is the new salary.
For example –

- For example -
- 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.

AcqDemo

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.

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Non-AcqDemo Employee

Promotion is defined as

the movement of an employee to a higher salary range (e.g. GS-13 to NH-IV or GS-14 to NH-IV)

A higher salary range is one with a higher maximum rate of pay than the employee's current grade level.



**Special Pay Situations
Setting Pay for Promotions** (cont'd)

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.

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Pay Setting for 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.

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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-06 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.

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Using the criteria the Managers consider when setting pay for those coming into the Demo from outside of the Demo),

Pay may be set anywhere with the salary range for the broadband.



Special Pay Situations
Setting Pay for Promotions (cont'd)

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.

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Pay Setting for AcqDemo Employee on Retained Pay

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(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

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Salary after temporary promotion shall be at least six percent, but not more than 20 percent greater than the employee's current salary; however,

If the minimum rate of the new broadband level is more than 20 percent greater than the employee's current salary, then the minimum rate of the new broadband level is the new salary.

The employee's temporary promotion base salary shall not exceed the salary range of the new broadband level.

Temp Promotions:

120 days or less, non-competitive

120 days or more, must be competitive

Not to exceed 5 years.

(REF CFR 335.102)



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.**

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AcqDemo uses two definitions for reassignments which are applied differently depending on the current status of the employee being reassigned.

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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.)

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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.

In this scenario, the WiGI Buy-in will apply. As we remember from earlier in the presentation, the Buy-in process will pay the employee for the pro-rated portion on the time worked towards the next step.



Non-Competitive Selections

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)

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- (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)



Non-Competitive Selections (cont'd)

- (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.).

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(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.).

Acq **Non-Competitive Selections** (cont'd)
Demo

- (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.

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(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 the Modified Term to Perm in the same broadband level and Occ Series as the Modified Term position appointed to.

- Any other non-competitive action as determined by the Component.

Acq **Army** **Non-Competitive Selections** (cont'd)
Demo

(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.

Army (k) 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 / Involuntary Downgrades

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.

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Acq **Voluntary / Involuntary Downgrades**
Demo

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.

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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.



Voluntary / Involuntary Downgrades

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.

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Involuntary Reduction in Pay/Change to Lower Broadband Level/Change in 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 salary will be reduced by at least ??? 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 adverse or contribution based action are not entitled to pay retention.



Voluntary / Involuntary Downgrades

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.

194

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 and/or contribution based 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 adverse or contribution based action are not entitled to pay retention.



Voluntary / Involuntary Downgrades

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.

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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).

5 CFR §536.103 Coverage and applicability of grade retention provides the different conditions for grade retention that must be met by the employee.



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.

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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

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.

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Retained Pay / Pay Retention.

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Depending upon the employee's rating (Overall Contribution Score, employees on retained pay may be eligible to receive CA.

Slide 198



The purpose of this initiative is to facilitate continued training and development for employees under. AcqDemo.



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

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Trained and educated personnel are a critical resource in an acquisition organization, and developing and maintaining their skills is essential.



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

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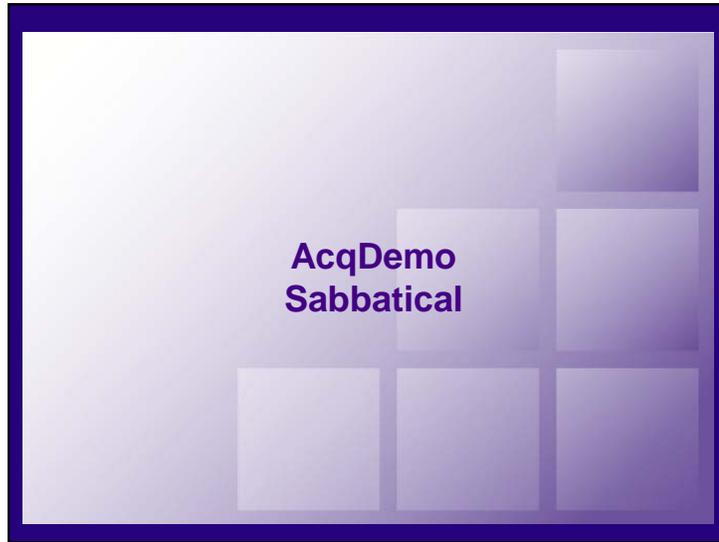
Currently, DAWIA authorizes degree and certificate training for acquisition-coded positions through the year 2012.

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

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

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

Slide 201





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.

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The sabbatical must be part of the Employee's IDP.

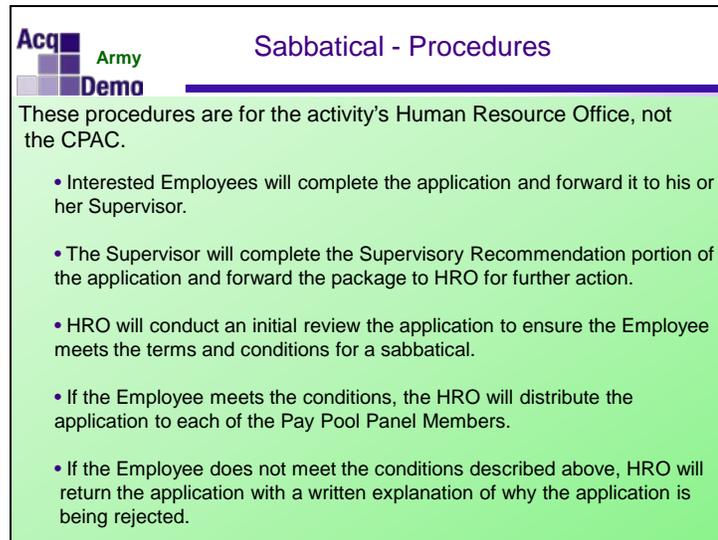
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The Employee may only take one sabbatical every five years.

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The Employee must agree to provide a report summarizing the results of the sabbatical.



The slide features a logo in the top left corner consisting of a 3x3 grid of squares. The top-left square is dark blue with the text 'Acq' in white. The top-middle square is light blue with the text 'Army' in dark blue. The bottom-left square is dark blue with the text 'Demo' in white. To the right of the logo, the title 'Sabbatical - Procedures' is written in a purple font. Below the title, the text 'These procedures are for the activity's Human Resource Office, not the CPAC.' is displayed. A list of five bullet points follows, detailing the sabbatical application process.

Acq Army Demo

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.

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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.

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.

Slide 205



This section describes procedures for moving employees out of the demonstration project and their conversion to a GS pay system.



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

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If a employee leaves the demonstration project, or if the project ends and each project employee must be converted back to the GS system, the following procedure will be used to convert an employee from a broadband level to a GS-equivalent grade.

The process (known as the “Step 4 Rule”) covers the conversion of the employee's demonstration project rate of pay to a GS-equivalent step and rate of pay.

The converted GS grade and GS rate of pay must be determined before movement or conversion out of the demonstration project and any accompanying geographic movement, promotion, or other simultaneous action.

For conversions when the project terminates, and for lateral assignments, the converted GS grade and rates will become the employee's actual GS grade and rate after leaving the demonstration project (before any other 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.

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The conversion process we've just described will be used for registration purposes in career programs, the Priority Placement Program, and applications for centralized selection boards. Since the Army area of consideration is worldwide, employees who did not convert may very well be referable in some areas and not in others.

An employee in a pay band that corresponds to two or more grades is converted to one of the grades in their current broadband level according to the following rules:

- The employee's adjusted rate of pay under the demonstration project, which includes any locality pay, is compared with the step four rate in the highest applicable GS rate range. For this purpose, a GS rate range is:

- a rate range in the GS base schedule;

(2) the locality rate schedule for the locality pay area in which the position is located; or

(3) the appropriate special rate schedule for the employee's occupational series, whichever is applicable. If the series is a two-grade interval series, only odd-numbered grades are considered below GS-11.

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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**

*Salaries based on 2011 GS Pay with Locality Tables 208

This is an example of an employee whose salary equals or exceeds Step 4 of the highest grade in the broadband.

Let's walk through the example.

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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**

*Salaries based on 2011 GS Pay with Locality Tables 209

This is an example of an employee whose salary does not equal or exceed Step 4 of the highest grade in the broadband.

Let's walk through the example.

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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**

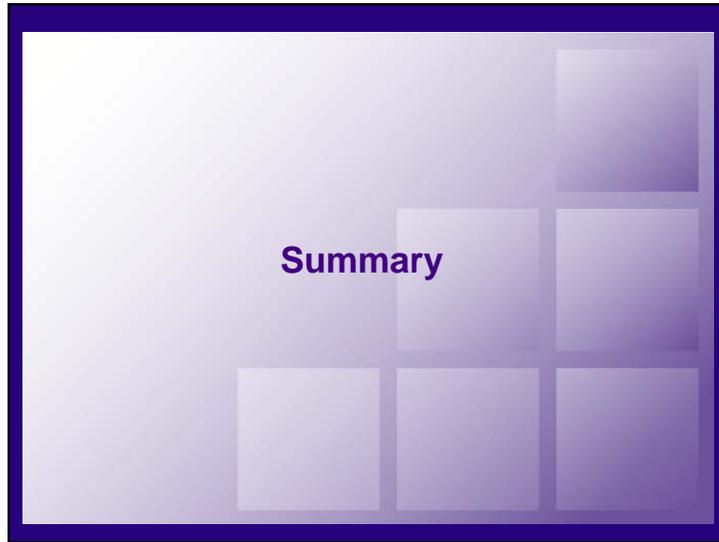
Note: An employee will not be converted to a lower grade than the grade held by the employee immediately preceding a conversion, lateral assignment, or lateral transfer into the project, unless since that time the employee has undergone a reduction in broadband.

*Salaries based on 2011 GS Pay with Locality Tables 210

This is an example of an Exception to the Step 4 rule:

Let's walk through the example.

Slide 211



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Summary of Human Resources Management (HRM) Training Program

- Create a high quality, well trained AT&L Workforce for the 21st 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.

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DoD and Army Support

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

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

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

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