



---

## **DoD Civilian Acquisition Workforce Personnel Demonstration Project**

---

**Redstone Arsenal, Alabama  
July/August 2002**

**Jerry Lee , Assistant Program Manager  
Heather Kohler, Program Analyst/Instructor**

# Outline

---

- **Background/Authority**
- **Population Profile**
- **Program Description**
  - **Expected Outcomes**
  - **Interventions**
  - **Resource Considerations**
- **Provide the process to transition into AcqDemo**
- **Provide a basic understanding of AcqDemo's Contribution-based Compensation and Appraisal System (CCAS)**
- **Provide results from CCAS**
- **Summary**

# Acq Purpose of a Personnel Demonstration Project

## Demo

---

“...to determine the feasibility or desirability of one or more proposals for improving the personnel management policy or procedures that apply to the acquisition workforce of the Department of Defense.”

Section 4308, National Defense Authorization Act for Fiscal Year 1996  
(Public Law 104-106); 10 U.S.C.A. §1701 note)

# Background

---

## Status Quo:

- Inflexible personnel processes result in a workforce that cannot posture itself for the rapidly changing environment.
- The current personnel system does not motivate employees to increase their contribution to the organization and mission.

## Desired Endstate:

- A DoD environment that promotes the growth of all employees and improves the manager's ability to manage the workforce effectively.

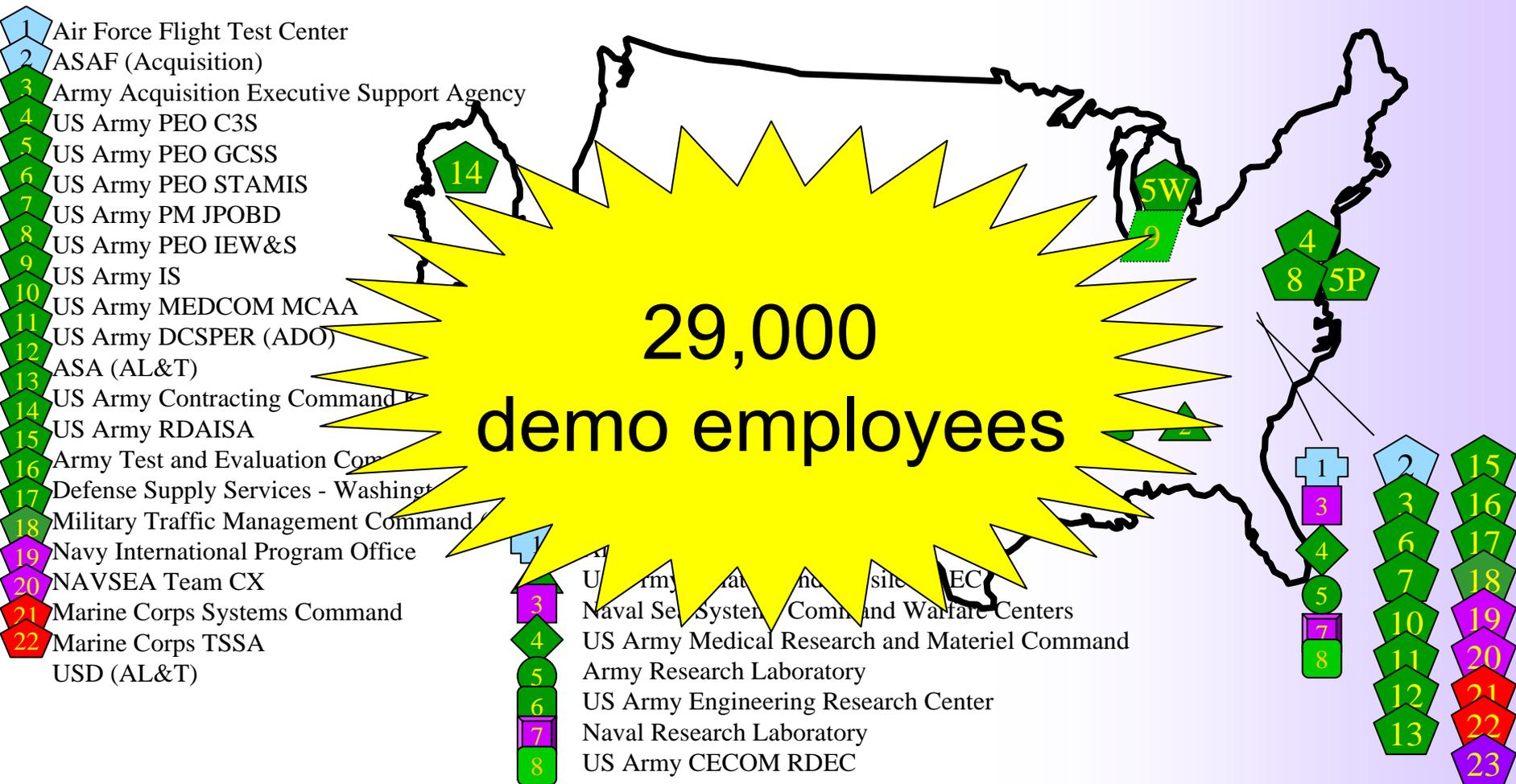
## **Civil Service Reform Act of 1978, 5 USC 4703**

- Authorizes OPM to conduct demonstration projects to test alternative personnel management concepts

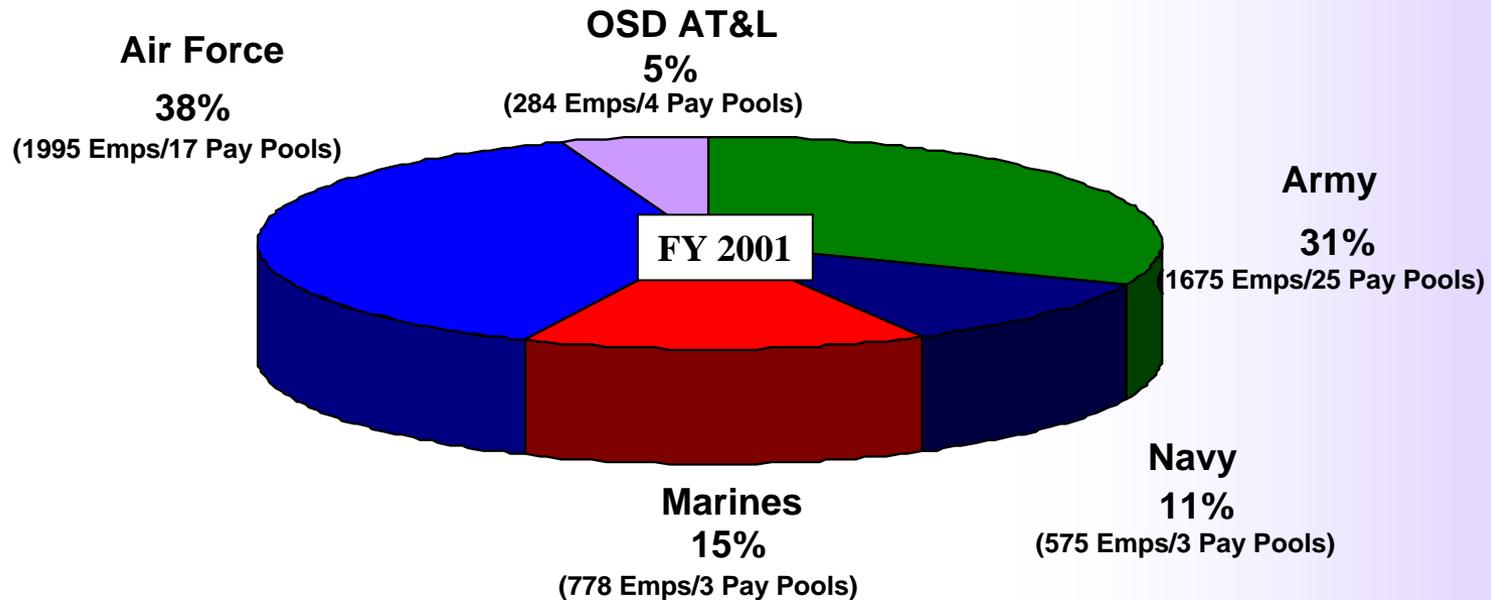
## **Section 4308, National Defense Authorization Act FY1996, as amended**

- Permits the DoD, with the approval of OPM, to conduct a personnel demonstration project within the civilian acquisition workforce

# DoD Active Personnel Demonstration Projects



# AcqDemo Population Profile



## AcqDemo Unique Features

- Across Acquisition Community
- All Services/Agency
- Numerous Career Fields
- Geographically Dispersed

## Total Employees

FY 1999: 4701

FY 2000: 5083

FY 2001: 5334



# Army AcqDemo Activities and Union Participation

ASA (AL&T)

Acquisition Support Center (previously Army Acquisition Executive Support Agency)

Contracting Support Agency (Army Contracting Agency, October 1, 2002)

RDAISA

PEO C3T

PEO GCSS - Warren (AFGE Local 1658)

PEO GCSS - Picatinny Arsenal (NFFE Local 1437)

PEO EIS

PEO IEW&S

PEO IS (AFGE Local 1092)

PM JPOBD

PM JSIMS

MEDCOM HCAA

Regional Contracting Office (Madigan Army Medical Center) (AFGE Local 1502)

HQDA G8 FD DIO

Eighth US Army Contracting Command Korea (NFFE Local 1363)

Army Test and Evaluation Command

Defense Contracting Command - Washington

Military Traffic Management Command PARC (MTAQ) (AFGE 909/2)

# Program Description

Expected Outcomes



# Program Descriptions

## Interventions

The project addresses all aspects of the human resources life-cycle model through the following interventions:

- Hiring and Appointment Authorities
- Broadbanding
- Simplified Classification System
- Contribution-based Compensation and Appraisal System (CCAS)
- Expanded Development Opportunities
- Revised Reduction-in-force (RIF) Procedures

# Broadbanding

# Broadbanding

**Simplified Assignment Process** – Provides maximum flexibility to assign an employee within broad descriptions

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

## **Benefits of Broadbanding:**

- Provides link between pay and contribution to mission
- Assignments may be accomplished as realignments, do not constitute position change
- Allows broader latitude in assignments, leading to retention of quality employees
- Further streamlines the administrative process

# Broadbanding

## Business Management and Technical Management Professional (NH)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

## Technical Management Support (NJ)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10

## Administrative Support (NK)

I	II	III
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10

# Broadbanding

Business Management and Technical Management Professional (NH)				
	I	II	III	IV
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$54,185	\$49,959 - \$77,229	\$70,205 - \$107,357
with Locality	\$16,097 - \$28,813	\$24,802 - \$59,105	\$54,495 - \$84,241	\$76,580 - \$117,105

Technical Management Support (NJ)				
	I	II	III	IV
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$40,551	\$34,451 - \$54,185	\$49,959 - \$77,229
with Locality	\$16,097 - \$28,813	\$24,802 - \$44,233	\$37,579 - \$59,105	\$54,495 - \$84,241

Administrative Support (NK)			
	I	II	III
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$36,615	\$31,191 - \$49,324
with Locality	\$16,097 - \$28,813	\$24,802 - \$39,940	\$34,023 - \$53,803
* 2002 GS Salary Table			

# Broadbanding and GS Grade

GS	1	2	3	4	5	6	7	8	9	10
12	54495	56311	58128	59944	61760	63576	65392	67209	69025	70841

**\$54,495 - \$70,841**

**Difference of \$13,400 between GS-12 and NH-III**

**\$54,495 - \$84,241**

	Business Management and Technical Management Professional (NH)			
	I	II	III	IV
	GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10
Base Salary	\$14,757 - \$26,415	\$22,737 - \$54,185	\$49,959 - \$77,229	\$70,205 - \$107,357
with Locality	\$16,097 - \$28,813	\$24,802 - \$59,105	\$54,495 - \$84,241	\$76,580 - \$117,105

**Within-Grade-Increase  
[Step Increase]**

# Within-Grade-Increases

Average Time in Step				
1 Year	Step	1 to 2	2 to 3	3 to 4
2 Years	Step	4 to 5	5 to 6	6 to 7
3 Years	Step	7 to 8	8 to 9	9 to 10

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

## 2002 General Schedule

INCORPORATING A 3.60% GENERAL INCREASE

Effective January 2002

Within  
Grade  
Increase  
Amount

GS	1	2	3	4	5	6	7	8	9	10	
1	\$ 14,757	\$ 15,249	\$ 15,740	\$ 16,228	\$ 16,720	\$ 17,009	\$ 17,492	\$ 17,981	\$ 18,001	\$ 18,466	VARIES
2	\$ 16,592	\$ 16,985	\$ 17,535	\$ 18,001	\$ 18,201	\$ 18,736	\$ 19,271	\$ 19,806	\$ 20,341	\$ 20,876	VARIES
3	\$ 18,103	\$ 18,706	\$ 19,309	\$ 19,912	\$ 20,515	\$ 21,118	\$ 21,721	\$ 22,324	\$ 22,927	\$ 23,530	\$603
4	\$ 20,322	\$ 20,999	\$ 21,676	\$ 22,353	\$ 23,030	\$ 23,707	\$ 24,384	\$ 25,061	\$ 25,738	\$ 26,415	\$677
5	\$ 22,737	\$ 23,495	\$ 24,253	\$ 25,011	\$ 25,769	\$ 26,527	\$ 27,285	\$ 28,043	\$ 28,801	\$ 29,559	\$758
6	\$ 25,344	\$ 26,189	\$ 27,034	\$ 27,879	\$ 28,724	\$ 29,569	\$ 30,414	\$ 31,259	\$ 32,104	\$ 32,949	\$845
7	\$ 28,164	\$ 29,103	\$ 30,042	\$ 30,981	\$ 31,920	\$ 32,859	\$ 33,798	\$ 34,737	\$ 35,676	\$ 36,615	\$939
8	\$ 31,191	\$ 32,231	\$ 33,271	\$ 34,311	\$ 35,351	\$ 36,391	\$ 37,431	\$ 38,471	\$ 39,511	\$ 40,551	\$1,040
9	\$ 34,451	\$ 35,599	\$ 36,747	\$ 37,895	\$ 39,043	\$ 40,191	\$ 41,339	\$ 42,487	\$ 43,635	\$ 44,783	\$1,148
10	\$ 37,939	\$ 39,204	\$ 40,469	\$ 41,734	\$ 42,999	\$ 44,264	\$ 45,529	\$ 46,794	\$ 48,059	\$ 49,324	\$1,265
11	\$ 41,684	\$ 43,073	\$ 44,462	\$ 45,851	\$ 47,240	\$ 48,629	\$ 50,018	\$ 51,407	\$ 52,796	\$ 54,185	\$1,389
12	\$ 45,724	\$ 47,224	\$ 48,724	\$ 50,224	\$ 51,724	\$ 53,224	\$ 54,724	\$ 56,224	\$ 57,724	\$ 59,224	\$1,665
13	\$ 59,409	\$ 61,389	\$ 63,369	\$ 65,349	\$ 67,329	\$ 69,309	\$ 71,289	\$ 73,269	\$ 75,249	\$ 77,229	\$1,500
14	\$ 70,205	\$ 72,545	\$ 74,885	\$ 77,225	\$ 79,565	\$ 81,905	\$ 84,245	\$ 86,585	\$ 88,925	\$ 91,265	\$2,340
15	\$ 82,580	\$ 85,333	\$ 88,086	\$ 90,839	\$ 93,592	\$ 96,345	\$ 99,098	\$ 101,851	\$ 104,604	\$ 107,357	\$2,753

# Per Cent Increase for WiGI

2002 General Schedule

INCORPORATING A 3.60% GENERAL INCREASE

Effective January 2002

Within  
Grade  
Increase  
Amount

GS	1	2	3	4	5	6	7	8	9	10	
12	\$ 49,959	\$ 51,624	\$ 53,289	\$ 54,954	\$ 56,619	\$ 58,284	\$ 59,949	\$ 61,614	\$ 63,279	\$ 64,944	\$1,665

GS 12 Step 2 = \$51,624

GS 12 Step 1 = \$49,959

Step Increase = \$ 1,665

$$\frac{\$1,665}{\$49,959}$$

= 3.33%

GS 12 Step 6 = \$58,284

GS 12 Step 5 = \$56,619

Step Increase = \$ 1,665

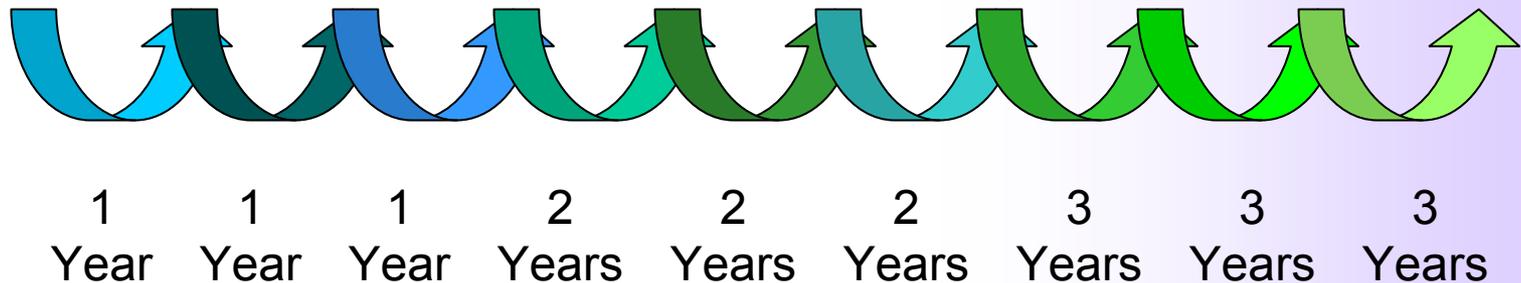
$$\frac{\$1,665}{\$56,619}$$

= 2.94%

# Within-Grade-Increases

Average Time in Step				
1 Year	Step	1 to 2	2 to 3	3 to 4
2 Years	Step	4 to 5	5 to 6	6 to 7
3 Years	Step	7 to 8	8 to 9	9 to 10

General Schedule Average Within Grade Increase as Percent of Increase										
Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%



\* Not Counting Quality Step Increase - QSI

# Within-Grade-Increases

[Constant Dollar, No General Schedule Increase/Locality Pay Included]

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%
Year(s)		1	1	1	2	2	2	3	3	3
Cumulative Years		1	2	3	5	7	9	12	15	18
Calendar Year		1999	2000	2001	2003	2005	2007	2010	2013	2016
Cumulative WGI %		3.33%	6.55%	9.67%	12.70%	15.64%	18.50%	21.28%	23.98%	26.61%

QSI		1	1	1	1	2	1	3	1	3
QSI Cumulative Years		1	2	3	4	6	7	10	11	14
Calendar Year		1999	2000	2001	2002	2004	2005	2008	2009	2012
		3.33%	6.55%	9.67%	12.70%	15.64%	18.50%	21.28%	23.98%	26.61%

# Pay Adjustment References

GS/Title 5	AcqDemo - CCAS
- Locality Pay	- Locality Pay
- General Schedule Increase	- General Pay Increase
- Within-Grade Increases (WGI)	- Contribution Rating Increase (CRI) (i.e., base pay increase) -- minimum 2.4% 1st year -- minimum 2.0% subsequent years
- Quality-Step Increases (QSI)	
- Promotions (equivalent to within broadband levels)	
- Promotions (equivalent to higher broadband levels)	- Promotions (higher broadband level)
- Performance Awards	- Contribution Awards -- minimum 1.3% 1st year -- minimum 1.0% subsequent years

# Within-Grade-Increases and CCAS

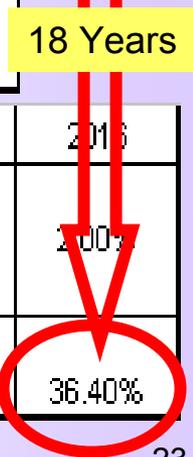
General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%
Year(s)		1	1	1	2	2	2	3	3	3
Cumulative Years		1	2	3	5	7	9	12	15	18
Calendar Year		1999	2000	2001	2003	2005	2007	2010	2013	2016
	Cumulative WGI %	3.33%	6.55%	9.67%	12.70%	15.64%	18.50%	21.28%	23.98%	26.61%

	1999	2000	2001	2002	2003	2004	2005	2006	2007
AccDemo Minimum Funding Level	2.40%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
	Cumulative Potential	4.40%	6.40%	8.40%	10.40%	12.40%	14.40%	16.40%	18.40%

	2008	2009	2010	2011	2012	2013	2014	2015	2016
	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
	20.40%	22.40%	24.40%	26.40%	28.40%	30.40%	32.40%	34.40%	36.40%

POTENTIAL



# Within-Grade-Increases and CCAS

QSI		1	1	1	1	2	1	3	1	3
QSI Cumulative Years		1	2	3	4	6	7	10	11	14
Calendar Year		1999	2000	2001	2002	2004	2005	2008	2009	2012
		3.33%	6.55%	9.67%	12.70%	15.64%	18.50%	21.28%	23.98%	26.61%

	1999	2000	2001	2002	2003	2004	2005	2006	2007
AcqDemo Minimum Funding Level	2.40%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Cumulative Potential	4.40%	6.40%	8.40%	10.40%	12.40%	14.40%	16.40%	18.40%	20.40%
	2008	2009	2010	2011	2012	2013	2014	2015	2016
	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
	20.40%	22.40%	24.40%	26.40%	28.40%	30.40%	32.40%	34.40%	36.40%

**POTENTIAL**

14 Years

# Within-Grade-Increases and CCAS

General Schedule Average Within-Grade Increases as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

**3 Years = 9.67%**

**1 Year**

**2 Years = 6.55%**

Contribution Rating Increase \$

	FY 1999		FY 2000		FY 2001	
Army	\$1,507	(2.70%)	\$1,640	(2.81%)	\$1,907	(3.09%)
Navy	\$1,504	(2.39%)	\$1,217	(1.80%)	\$1,293	(1.81%)
Air Force	\$1,265	(2.86%)	\$1,251	(2.70%)	\$1,332	(2.77%)
Marines	\$1,463	(2.87%)	\$1,439	(2.59%)	\$1,689	(2.96%)
OSD	NA		\$1,364	(1.88%)	\$1,140	(1.56%)
AcqDemo	\$1,399	(2.74%)	\$1,396	(2.57%)	\$1,545	(2.72%)

**3 Years = 8.60%**

All Participants

**2 Years = 5.90%**

**1 Year**

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

**3 Years = 9.67%**

**1 Year**

**2 Years = 6.55%**

**Better Under GS**  
 NK-II (GS 7 Step 2) 6.93% in 3 Years  
 NH-III (GS 12 Step 2) 6.24% in 3 Years  
 NH-III (GS 13 Step 1) 4.72% in 2 Years

**Better Under AcqDemo**  
 NH-III (GS 13 Step 3) 7.09% in 2 Years  
 NH-III (GS 13 Step 2) 6.83% in 2 Years  
 NH-III (GS 13 Step 2) 4.54% in 1 Year

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

**2 Years**

## Contribution Rating Increase \$

All Participants

**1 Year**

**2 Years - 5.90%**

	FY 1999	FY 2000	FY2001
Army	\$1,507 (2.70%)	\$1,640 (2.81%)	\$1,907 (3.09%)
Navy	\$1,504 (2.39%)	\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)	\$1,251 (2.70%)	\$1,332 (2.77%)
Marines	\$1,463 (2.87%)	\$1,439 (2.59%)	\$1,689 (2.96%)
OSD	NA	\$1,364 (1.88%)	\$1,140 (1.56%)
AcqDemo	\$1,399 (2.74%)	\$1,396 (2.57%)	\$1,545 (2.72%)

**POTENTIAL**

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

2 Years

## Contribution Rating Increase \$

All Participants

1 Year

2 Years - 5.90%

	FY 1999	FY 2000	FY2001
Army	\$1,507 (2.70%)	\$1,640 (2.81%)	\$1,907 (3.09%)
Navy	\$1,504 (2.39%)	\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)	\$1,251 (2.70%)	\$1,332 (2.77%)
Marines	\$1,463 (2.87%)	\$1,439 (2.59%)	\$1,689 (2.96%)
OSD	NA	\$1,364 (1.88%)	\$1,140 (1.56%)
AcqDemo	\$1,399 (2.74%)	\$1,396 (2.57%)	\$1,545 (2.72%)

POTENTIAL

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

**3 Years**

Contribution Rate to Total Increase

	<b>1 Year</b>	All Par	<b>2 Years - 5.51%</b>	<b>3 Years - 8.60%</b>
	FY 1999		FY 2000	FY 2001
Army	\$1,507 (2.70%)		\$1,640 (2.81%)	\$1,907 (3.09%)
Navy	\$1,504 (2.39%)		\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)		\$1,251 (2.70%)	\$1,332 (2.77%)
Marines	\$1,463 (2.87%)		\$1,439 (2.59%)	\$1,689 (2.96%)
OSD	NA		\$1,364 (1.88%)	\$1,140 (1.56%)
AcqDemo	\$1,399 (2.74%)		\$1,396 (2.57%)	\$1,545 (2.72%)

**POTENTIAL**

# Within-Grade-Increases and CCAS

General Schedule Average Within Grade Increase as Percent of Increase

Step	1	2	3	4	5	6	7	8	9	10
Percent Increase		3.33%	3.22%	3.12%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%

Contribution Rating

2 Years

3 Years

All Par

2 Years - 5.51%

3 Years - 8.60%

FY 1999

1 Year

FY 2000

FY2001

Army

\$1,507 (2.70%)

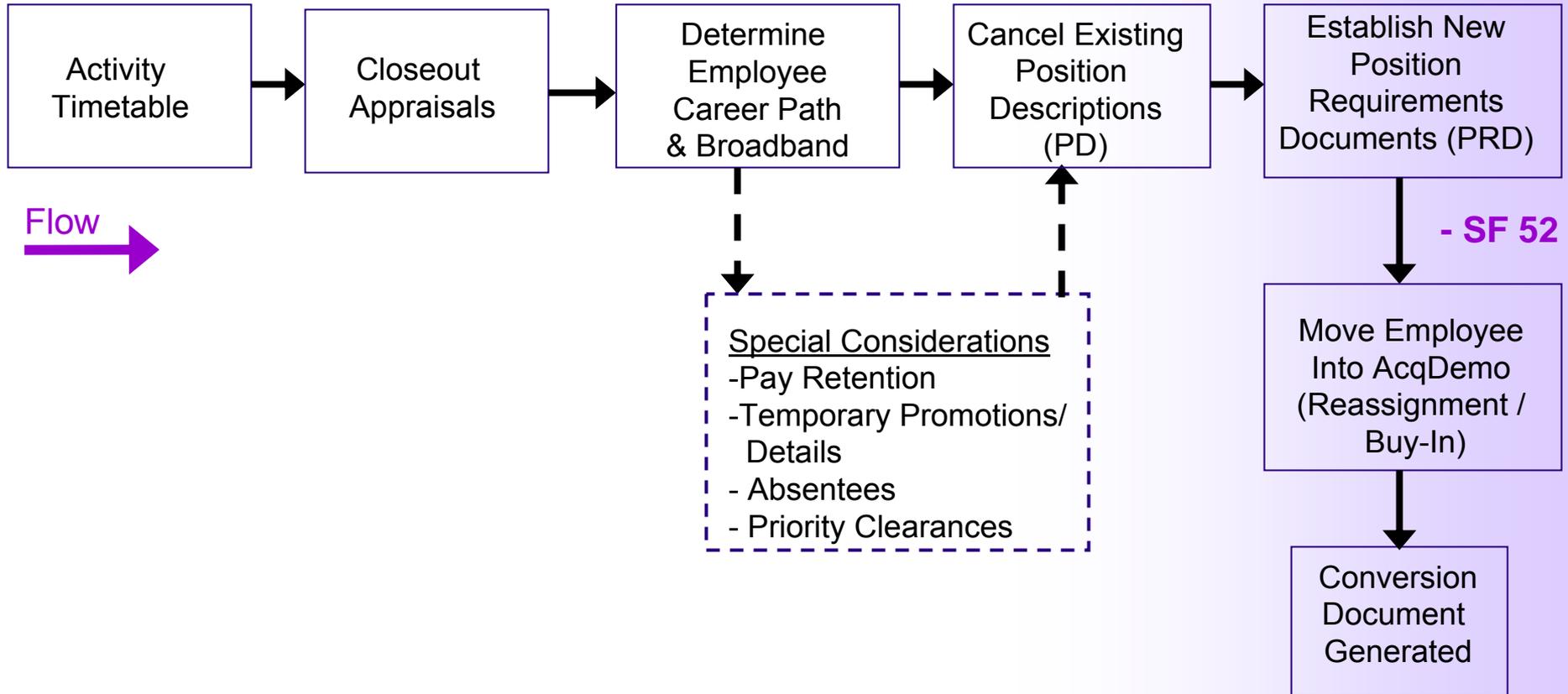
\$1,640 (2.81%)

\$1,907 (3.09%)

NK-II	GS 7 Step 7	5.11%	3 Years				
NK-II	GS 7 Step 6	5.54%	2 Years				
NK-II	GS 7 Step 6	7.62%	3 Years	NH-IV	GS 14 Step 7	3.11%	3 Years
NH-III	GS 13 Step 8	1.75%	3 Years	NH-IV	GS 14 Step 10	8.59%	3 Years
NH-III	GS 13 Step 6	2.23%	2 Years	NH-IV	GS 14 Step 4	11.05%	3 Years
NH-III	GS 13 Step 8	4.43%	3 Years	Maxed BBL			
NH-III	GS 12 Step 6	4.78%	3 Years				
NH-III	GS 12 Step 5	10.05%	3 Years				
NH-III	GS 12 Step 6	10.18%	2 Years				

# Transitioning Into the AcqDemo

# Transition Process



- **Close Out Appraisal Process**

# Army Performance Evaluation Closeout

Total Army Performance Evaluation System (TAPES) Rating Period		
Base System	GS 1-4	Birth Month
	GS 5-6	Birth Month
	GS 7-8	Birth Month
Senior System	GS 9-11	April 1 - March 31
	GS 12	January 1 - December 31
	GS 13	October 1 - September 30
	GS 14-15	July 1 - June 30
EXCEPTIONS		
119 days or less on standards	No appraisal	
120 days or more on standards	Special appraisal Note: Performance award may not be issued based upon a special appraisal.	
120 days or less left in the rating period	Closeout appraisal	
Army Table (Redstone Arsenal)		

- Close Out Appraisal Process
- **Determine Career Path & Broadband**

# Determining Career Path / Broadband Level

- ◆ **GS - 1515 - 12, Operations Research**
- ◆ **OPM Job Series Apply: Therefore, 1515 = 1515**
- ◆ **For Career Path, go to Table 2, Federal Register** (excerpt below)

<b>BUSINESS MANAGEMENT &amp; TECHNICAL MANAGEMENT PROFESSIONAL ( NH )</b>	
<b>SERIES NUMBER</b>	<b>SERIES TITLE</b>
0301	MISCELLANEOUS ADMINISTRATION AND PROGRAM
0401	GENERAL BIOLOGICAL SCIENCE
0501	FINANCIAL ADMINISTRATION AND PROGRAM
1301	GENERAL PHYSICAL SCIENCE
1410	LIBRARIAN
1515	OPERATIONS RESEARCH
1601	GENERAL FACILITIES AND EQUIPMENT

- ◆ **Career Path: 1515 = NH**

# Determining Career Path / Broadband Level

- ◆ Career Path: 1515 = NH
- ◆ GS - 1515 - 12, Operations Research

## Business Management / Technical Management Professional

NH - I	NH - II	NH - III	NH - IV
GS 1 - GS 4	GS 5 - GS 11	GS 12 - GS 13	GS 14 - GS 15

## Technical Management Support

NJ - I	NJ - II	NJ - III	NJ - IV
GS 1 - GS 4	GS 5 - GS 8	GS 9 - GS 11	GS 12 - GS 13

## Administrative Support

NK - I	NK - II	NK - III
GS 1 - GS 4	GS 5 - GS 7	GS 8 - GS 10

**GS - 1515 - 12 is converted into AcqDemo as NH - 1515 - III**

- Close Out Appraisal Process
- Determine Career Path & Broadband
- **Step Buy-In**

### 2002 General Schedule

INCORPORATING A 3.60% GENERAL INCREASE

Effective January 2002

GS	1	2	3	4	5	6	7	8	9	10	Within Grade Increase Amount
1	\$ 14,757	\$ 15,249	\$ 15,740	\$ 16,228	\$ 16,720	\$ 17,009	\$ 17,492	\$ 17,981	\$ 18,001	\$ 18,456	VARIABLE
2	\$ 16,592	\$ 16,985	\$ 17,535	\$ 18,001	\$ 18,201	\$ 18,736	\$ 19,271	\$ 19,806	\$ 20,341	\$ 20,876	VARIABLE
3	\$ 18,103	\$ 18,706	\$ 19,309	\$ 19,912	\$ 20,515	\$ 21,118	\$ 21,721	\$ 22,324	\$ 22,927	\$ 23,530	\$603
4	\$ 20,322	\$ 20,999	\$ 21,676	\$ 22,353	\$ 23,030	\$ 23,707	\$ 24,384	\$ 25,061	\$ 25,738	\$ 26,415	\$677
5	\$ 22,737	\$ 23,495	\$ 24,253	\$ 25,011	\$ 25,769	\$ 26,527	\$ 27,285	\$ 28,043	\$ 28,801	\$ 29,559	\$758
6	\$ 25,344	\$ 26,189	\$ 27,034	\$ 27,879	\$ 28,724	\$ 29,569	\$ 30,414	\$ 31,259	\$ 32,104	\$ 32,949	\$845
7	\$ 28,164	\$ 29,103	\$ 30,042	\$ 30,981	\$ 31,920	\$ 32,859	\$ 33,798	\$ 34,737	\$ 35,676	\$ 36,615	\$939
8	\$ 31,191	\$ 32,231	\$ 33,271	\$ 34,311	\$ 35,351	\$ 36,391	\$ 37,431	\$ 38,471	\$ 39,511	\$ 40,551	\$1,040
9	\$ 34,451	\$ 35,599	\$ 36,747	\$ 37,895	\$ 39,043	\$ 40,191	\$ 41,339	\$ 42,487	\$ 43,635	\$ 44,783	\$1,148
10	\$ 37,939	\$ 39,204	\$ 40,469	\$ 41,734	\$ 42,999	\$ 44,264	\$ 45,529	\$ 46,794	\$ 48,059	\$ 49,324	\$1,265
11	\$ 41,684	\$ 43,073	\$ 44,462	\$ 45,851	\$ 47,240	\$ 48,629	\$ 50,018	\$ 51,407	\$ 52,796	\$ 54,185	\$1,389
12	\$ 49,959	\$ 51,624	\$ 53,289	\$ 54,954	\$ 56,619	\$ 58,284	\$ 59,949	\$ 61,614	\$ 63,279	\$ 64,944	\$1,665
13	\$ 59,409	\$ 61,389	\$ 63,369	\$ 65,349	\$ 67,329	\$ 69,309	\$ 71,289	\$ 73,269	\$ 75,249	\$ 77,229	\$1,980
14	\$ 70,205	\$ 72,545	\$ 74,885	\$ 77,225	\$ 79,565	\$ 81,905	\$ 84,245	\$ 86,585	\$ 88,925	\$ 91,265	\$2,340
15	\$ 82,580	\$ 85,333	\$ 88,086	\$ 90,839	\$ 93,592	\$ 96,345	\$ 99,098	\$ 101,851	\$ 104,604	\$ 107,357	\$2,753

## Buy-In Procedures

- Buy-in *Full Employee Protection Approach*
- Step 10 - No Buy-In Because No Step 11
- 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

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

## Buy-In Example #1

- Entering demonstration—GS-12/step 5, Series 1071  
(Audiovisual Production Specialist)
- Placed in broadband level II, Business Management and Technical Management Professional Career Path

***GS-1071-12 becomes NH-1071-III***

- 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-12/Step 5 base rate of \$56,619

GS-12 within grade increase is \$1,665

90/104th (or .8654) of \$1,665 is \$1,441

\$56,619 + \$1,441 = ***\$58,060 plus Locality Pay***

(This example uses the 2002 General Schedule Salary Table.)

## Buy-In Example #2

- Entering demonstration—GS-12/step 10, Series 1071  
(Audiovisual Production Specialist)
- Placed in broadband level II, Business Management and Technical Management Professional Career Path  
*GS-1071-12 becomes NH-1071-III*
- Step 10 therefore no within grade increase.
- No change to the employee's salary.

GS-12/Step 10 base rate of \$64,944

\$64,944 + Locality Pay

(This example uses the 2002 General Schedule Salary Table.)

# Buy-In Calculator <http://dacm.rdaisa.army.mil>

To find your new salary populate the yellow shaded areas

**Step 1** Current Grade/Step

Current **Base** Salary

**Step 2** Effective Date is

Month	Date	Year
October	1	2000

**Step 3** Last Within-Grade-Increase was on

Month	Date	Year
October	19	1997

**Step 4** Next due Within-Grade-Increase will be on

Month	Date	Year
October	21	2000

2002 Within Grade	Increase Amount
GS 1	Varies
GS 2	Varies
GS 3	\$ 603
GS 4	\$ 677
GS 5	\$ 758
GS 6	\$ 845
GS 7	\$ 939
GS 8	\$ 1,040
GS 9	\$ 1,148
GS 10	\$ 1,265
GS 11	\$ 1,389
GS 12	\$ 1,665
GS 13	\$ 1,980
GS 14	\$ 2,340
GS 15	\$ 2,753

**Step 5** See calendar worksheet to count weeks for time-in-step.

Time-Between-Steps for Step 1 to 2 to 3 to 4 is 52 weeks.  
 Time-Between-Steps for Step 4 to 5 to 6 to 7 is 104 weeks.  
 Time-Between-Steps for Step 7 to 8 to 9 to 10 is 156 weeks.

**Step 6**

$$\left( \frac{\text{Time-In-Step}}{154} \right) / \left( \frac{\text{Time-Between-Step}}{156} \right) * \text{Step Increase } \$ 1,980 + \text{Current Salary } \$ 73,269 = \text{New Base Salary } \$ 75,224$$

Pro-rated Step Increase = \$ 1,955

**Step 7** See Locality Rates worksheet to determine the locality rate for your region

Enter Locality Rate  Locality Pay \$ 8,636

**Total Salary** \$ **83,859**

## Special Salary Rate Buy-In Procedures

- Step Buy-in *Full Employee Protection Approach*
- Step 10 - No Buy-In Because No Step 11
- Locality Adjustment—Added After Base Salary Is Computed
- Formula for Buy-In  
$$((\text{time in step} / \text{time between steps}) * \text{step increase}) + \text{current salary} = \text{new AcqDemo base salary}$$

# Special Salary Rate Buy-In Example Part 1

- Entering demonstration—GS-11/step 5, Series 2210  
(Information Technology Management)
- Placed in broadband level II, Business Management and Technical Management Professional Career Path

***GS-2210-11 becomes NH-2210-II***

- Nominal time between step 5 and 6 = 104 weeks.
- Assume employee has been a Step 5 for 52 of the 104 weeks for a within grade increase. The process to compute the employee's new salary is:

GS-11/Step 5 special salary rate of \$55,743

GS-11 within grade increase is \$1,639

52/104th (or .50) of \$1,639 is \$820

$\$55,743 + \$820 = \$56,563$  next determine AcqDemo base rate

(This example uses the 2002 Special Salary Rate and General Schedule Salary Tables.)

## Special Salary Rate Buy-In Example Part 2

- Employee's Pro-rated Special Salary Rate is  
 GS-11/Step 5 special salary rate of \$55,743  
 GS-11 within grade increase is \$1,639  
 52/104th (or .50) of \$1,639 is \$820  
 $\$55,743 + \$820 = \$56,563$  next determine AcqDemo base salary
  
- Huntsville Locality Rate 9.08%
- Special Rate Divided by Locality Rate % for Demonstration Base Rate:
   
 $\$56,563 / 1.0908 = \$51,855$  AcqDemo Base Salary
- Multiply New Base Salary by Locality Rate %, then add the sum to the New Base Salary for New Total Salary
   
 $\$51,855 * 0.0908 = \$4,708$ 
  
 $\$51,855 + \$4,708 = \$56,563$  Total Salary After Buy-in

(This example uses the 2002 Special Salary Rate and General Schedule Salary Tables.)

- Close Out Appraisal Process
- Determine Career Path & Broadband
- Step Buy-In
- **Modern DCPDS Conversion**

- Salary Change
  - After the completion of the Step Buy-In, new salary and locality adjustments must be calculated and a change in salary RPA issued
- Reassignment
  - Assigned a Career Path and Broadband based upon their occupational series and GS/GM grade.
  - Assigned to their new PRD (CPCN)

- Close Out Appraisal Process
- Determine Career Path & Broadband
- Step Buy-In
- Modern DCPDS Conversion
- **Position Description to Position Requirements Document**

# Position Requirements Document

- **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 Personnel Requirements Document (PRD)
- **Benefits:**
  - Provide management the ability to set pay commensurate with the candidates' skills and responsibilities
  - Assignments may be accomplished as realignments, not constituting a position change
  - Broader latitude in assignments lead to greater retention of quality employees

# Broadbanding

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

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

# Position Requirements Document

- New Position Requirement Document (PRD)
  - Elements
    - Position Information
    - Organization Information
      - Mission
    - Duties
    - Factors
    - Supplemental Items
    - Staffing KSA's

# Sample Position Requirements Document

## Acquisition Workforce Demo Project

I. Organization information: Provide support to Program Executive Officer (PEO), their assigned Programs, and other.....

II. Position information: MANAGEMENT ASSISTANT, NK-0344-III.

Duties: Serves as Administrator for civilian Personnel Programs which include EEO, Manpower Management, Merit Pay, Upward Mobility, and Training.....

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability,.....

V. Staffing KSA's

Skill in interpersonal relations .....

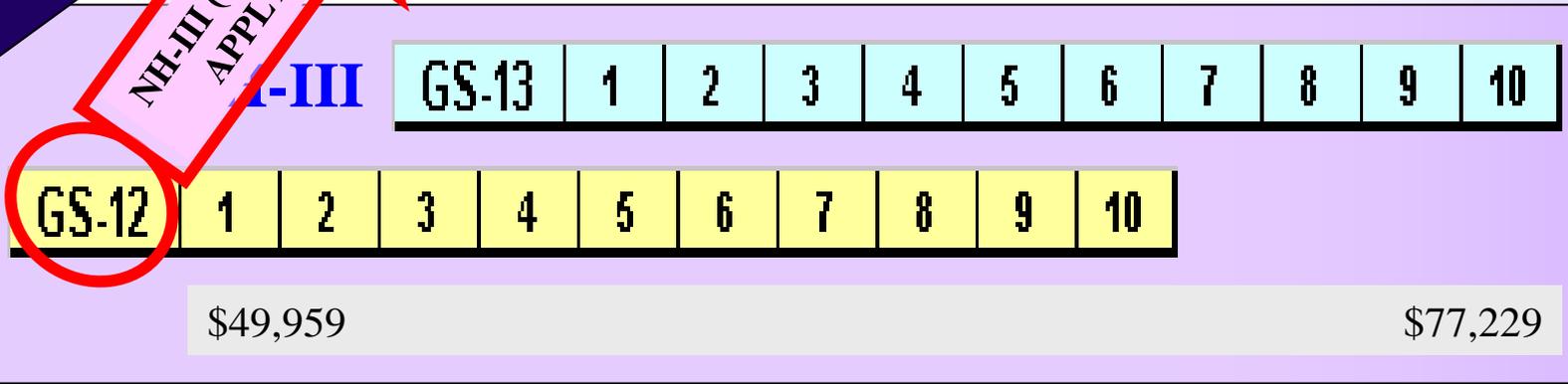
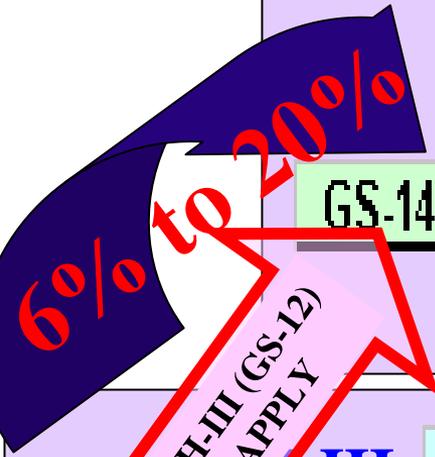
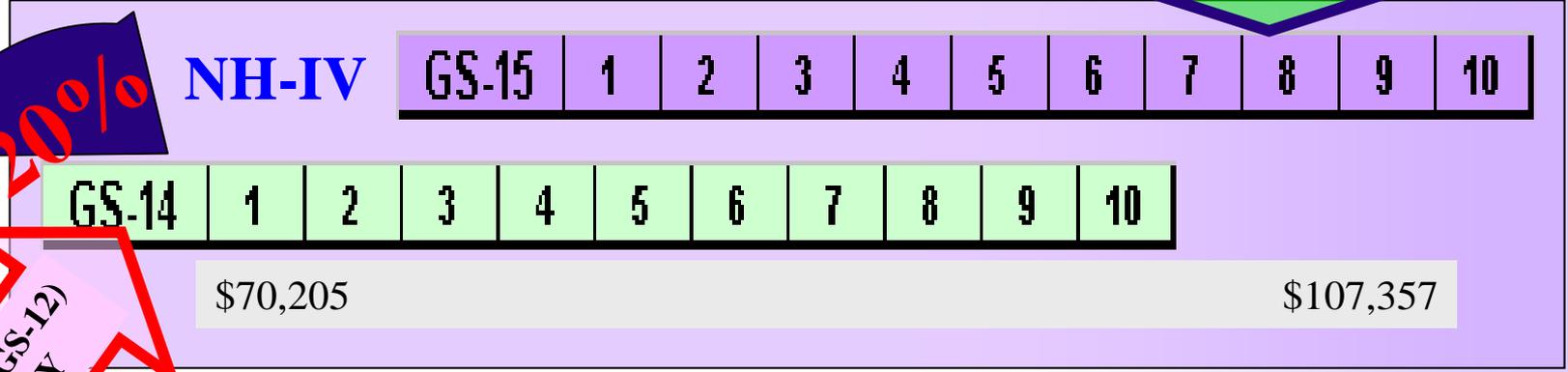
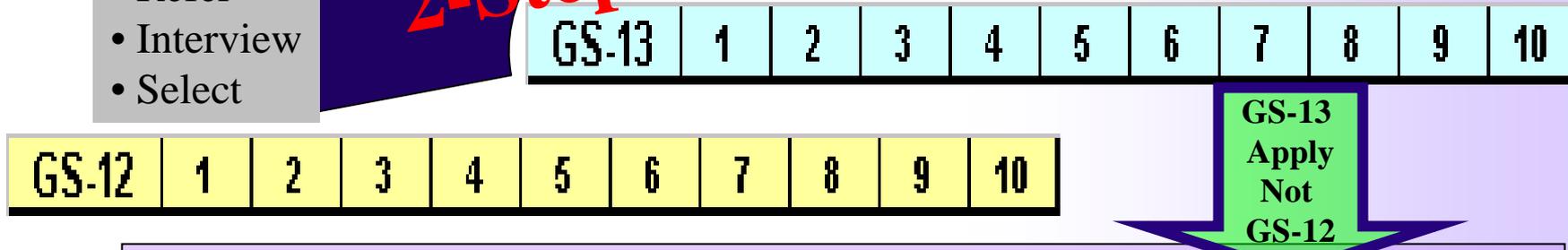
# Promotions and Pay Setting

## AcqDemo Employee

- Promotion is normally a competitive action.
- Promotion 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).
- A higher broadband level is one with a higher maximum rate of pay than the employee's current broadband level.

- Promotion
- Vacancy
  - Apply
  - Qualify
  - Refer
  - Interview
  - Select

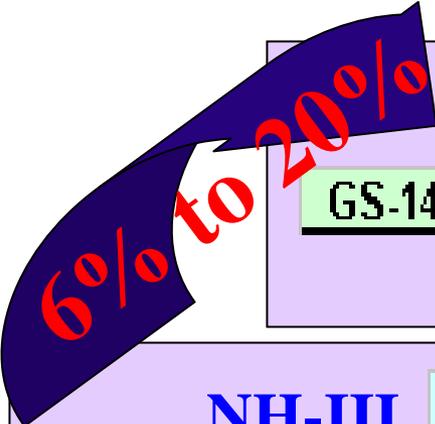
# Promotion



# Pay Setting

## Pay Setting for AcqDemo Employee

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



<b>NH-IV</b>											
GS-15	1	2	3	4	5	6	7	8	9	10	
GS-14	1	2	3	4	5	6	7	8	9	10	
\$70,205						\$107,357					

<b>NH-III</b>											
GS-13	1	2	3	4	5	6	7	8	9	10	
GS-12	1	2	3	4	5	6	7	8	9	10	
\$49,959						\$77,229					

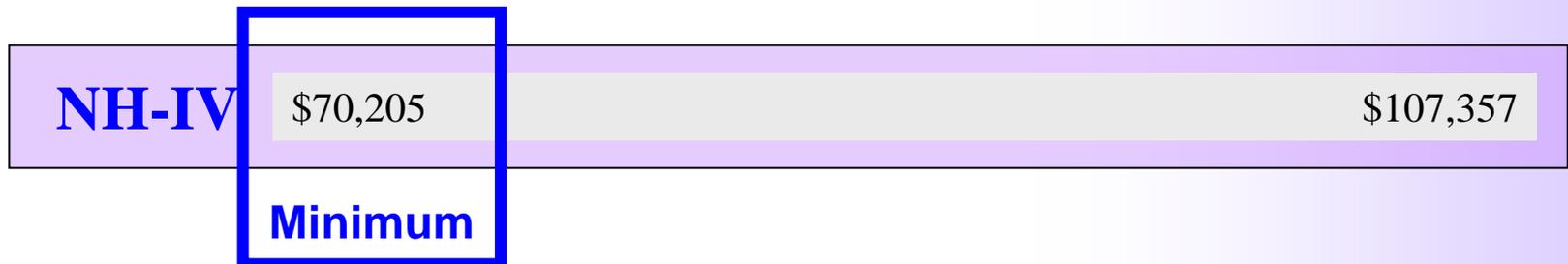
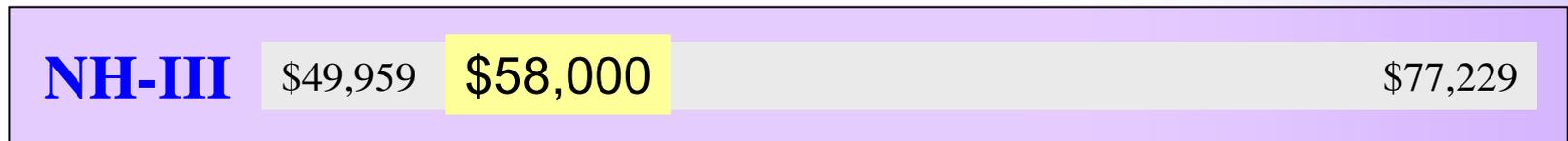
## Pay Setting for AcqDemo Employee

- 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 salary shall not exceed the salary range of the new broadband level.

# Pay Setting

For example -

- NH-III selectee's salary is \$58,000
- Pay Setting between 6% - 20 %
- Decision is to give 20%;  $\$58,000 \times 1.20\% = \$69,600$
- But minimum NH-IV salary is \$70,205
- Therefore \$58,000 to NH-IV Minimum of \$70,205 = 21.04%



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

# "Promotion" to Next Higher GS Equivalent



GS-13	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

GS-12	1	2	3	4	5	6	7	8	9	10
-------	---	---	---	---	---	---	---	---	---	----

**Step 4 Rule - Compare AcqDemo Salary to Step 4 of the Highest Grade in the Broadband**

**NH-III**

GS	1	2	3	4	5	6	7	8	9	10
13	\$59,409	\$61,389	\$63,369	\$65,349	\$67,329	\$69,309	\$71,289	\$73,269	\$75,249	\$77,229

GS	1	2	3	4	5	6	7	8	9	10
12	\$49,959	\$51,624	\$53,289	\$54,954	\$56,619	\$58,284	\$59,949	\$61,614	\$63,279	\$64,944

\$49,959



\$77,229

**Annual CCAS Salary Adjustment**

March 28, 1999 - GS-1102-12 Step 7 Base Salary = \$54,284

Buy-in to AcqDemo -NH-1102-III Base Salary = \$55,038

1999 Base + CCAS 3.8% GPI + 3.37% CRI = \$54,984 = 2000 AcqDemo Base Salary

2000 Base + CCAS 2.7% GPI + 2.94% CRI = \$62,311 = 2001 AcqDemo Base Salary

2001 Base + CCAS 3.6% GPI + 2.25% CRI = \$65,956 = 2002 AcqDemo Base Salary

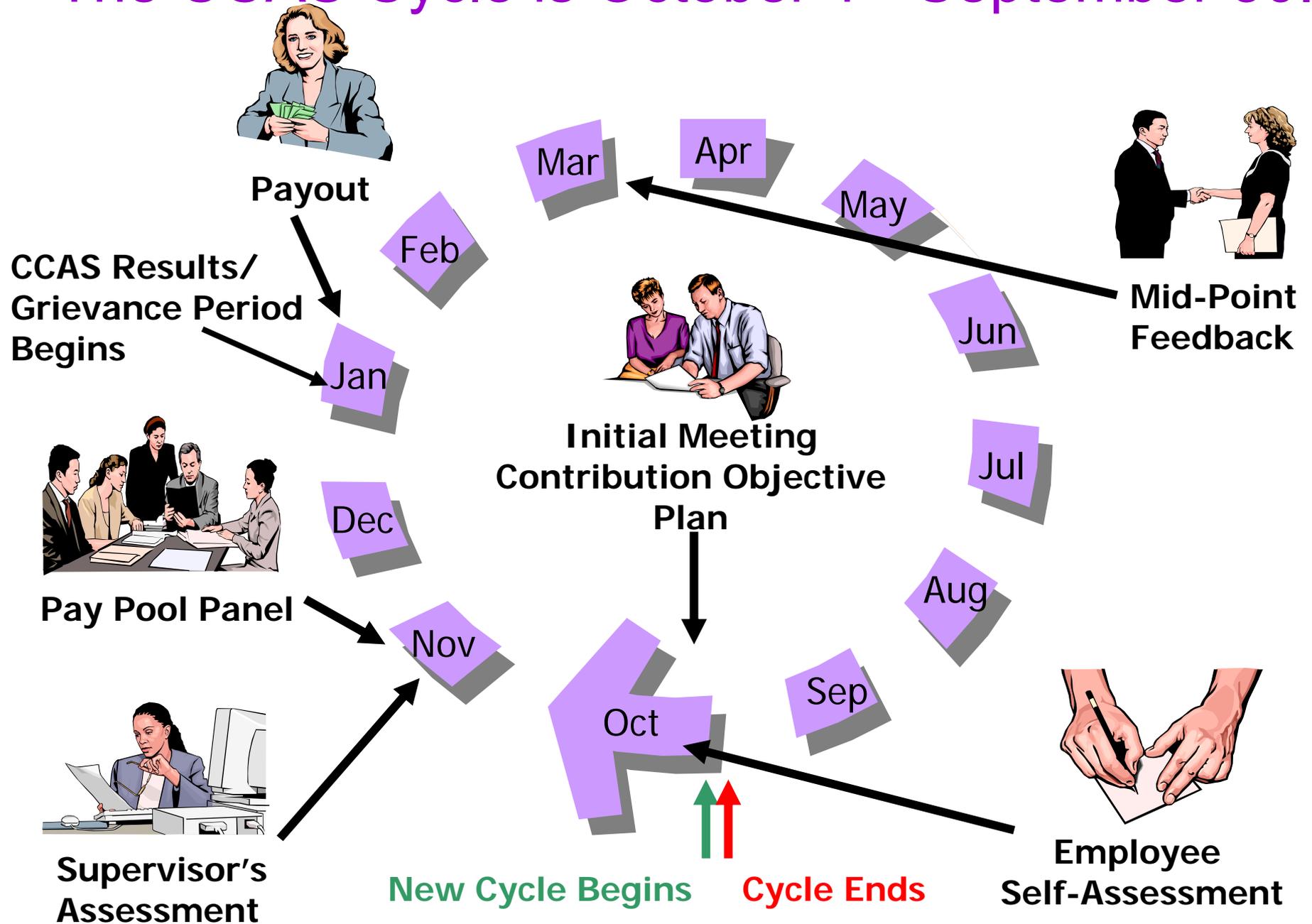
# Contribution-based Compensation and Appraisal System (CCAS)

- **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 performance appraisal process.
  - Increased communication between supervisors and employees.
  - Promote a clear accountability of contribution by each employee.
  - Provide an understandable basis for salary changes.

# CCAS Funding Levels

GS/Title 5	AcqDemo - CCAS
- Locality Pay	- Locality Pay
- General Schedule Increase	- General Pay Increase
- Within-Grade Increases (WGI)	- Contribution Rating Increase (CRI) (i.e., base pay increase) -- minimum 2.4% 1st year -- minimum 2.0% subsequent years
- Quality-Step Increases (QSI)	
- Promotions (equivalent to within broadband levels)	
- Promotions (equivalent to higher broadband levels)	- Promotions (higher broadband level)
- Performance Awards	- Contribution Awards -- minimum 1.3% 1st year -- minimum 1.0% subsequent years

# The CCAS Cycle is October 1 - September 30.



# How Are You Evaluated Under CCAS?

- All AcqDemo employees are rated based on the same six factors (no modification):
  - Problem Solving 56
  - Teamwork/Cooperation 56
  - Customer Relations 53
  - Leadership/Supervision 60
  - Communications 62
  - Resource Management 58

58  
 $345 / 6 = 57.5 \rightarrow 58$
- A score is given for each FACTOR, then divided by 6 to yield the OCS (Overall Contribution Score)

# Career Path: Business Management / Technical Management Professional (NH)

## Factor: Leadership / Supervision

LEVEL DESCRIPTORS	DISCRIMINATORS
<p>Level I</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Takes initiative in accomplishing assigned tasks.</li> <li><input type="checkbox"/> Provides inputs to others in own technical/functional area.</li> <li><input type="checkbox"/> Seeks and takes advantage of developmental opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level II</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.</li> <li><input type="checkbox"/> Proactively guides, coordinates, and consults with others to accomplish projects.</li> <li><input type="checkbox"/> Identifies and pursues individual/team development opportunities.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level III</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.</li> <li><input type="checkbox"/> Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues.</li> <li><input type="checkbox"/> Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>
<p>Level IV</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success.</li> <li><input type="checkbox"/> 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.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leadership Role</li> <li><input type="checkbox"/> Breadth of Influence</li> <li><input type="checkbox"/> Mentoring/Employee Development</li> </ul>

# Career Path: Business Management / Technical Management Professional (NH)

## Factor: Leadership / Supervision

LEVEL DESCRIPTORS	DISCRIMINATORS
Level I <input type="checkbox"/> Takes initiative in accomplishing assigned tasks.	<input type="checkbox"/> Leadership Role
Level II <input type="checkbox"/> Actively <u>contributes as a team member/leader</u> ; provides insight and recommends changes or solutions to problems.	<input type="checkbox"/> Leadership Role
Level III <input type="checkbox"/> Provides <u>guidance to individuals/teams</u> ; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.	<input type="checkbox"/> Leadership Role
Level IV <input type="checkbox"/> Establishes and/or <u>leads teams</u> 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.	<input type="checkbox"/> Leadership Role

# Three Career Paths with Broadband Levels

## Business Management and Technical Management Professional (NH)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10	GS 14 Step 1 - GS 15 Step 10

## Technical Management Support (NJ)

I	II	III	IV
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 8 Step 10	GS 9 Step 1 - GS 11 Step 10	GS 12 Step 1 - GS 13 Step 10

## Administrative Support (NK)

I	II	III
GS 1 Step 1 - GS 4 Step 10	GS 5 Step 1 - GS 7 Step 10	GS 8 Step 1 - GS 10 Step 10

# Point Ranges Associated With Each Career Path and Broadband Level

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

Table 4. Point Ranges

## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
- Delta OCS and Delta Salary
- Compensation from the Pay Pool

## Five Basic CCAS Concepts

- Eligibility for Compensation

## Eligibility for Compensation

- An individual's eligibility for a CCAS compensation is dependent on three conditions:
  - Presumptive Status
  - Retained Pay (or Pay Retention)
  - CCAS Rating (Rail Position)

# Presumptive Statuses

- **Presumptive Status 0** - Employee must have **at least 90 days in AcqDemo to be eligible for a rating**;
- **Presumptive Status 1** - If in the AcqDemo less than 90 days on September 30, end of the rating period, then not eligible for CCAS distribution (but will receive full “G”);
- If you were away from your 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:
  - **Presumptive Status 2** - Presumes that you would have contributed consistently with your expected level and will be given a expected rating;
  - **Presumptive Status 3** - Re-certifies your last contribution appraisal.

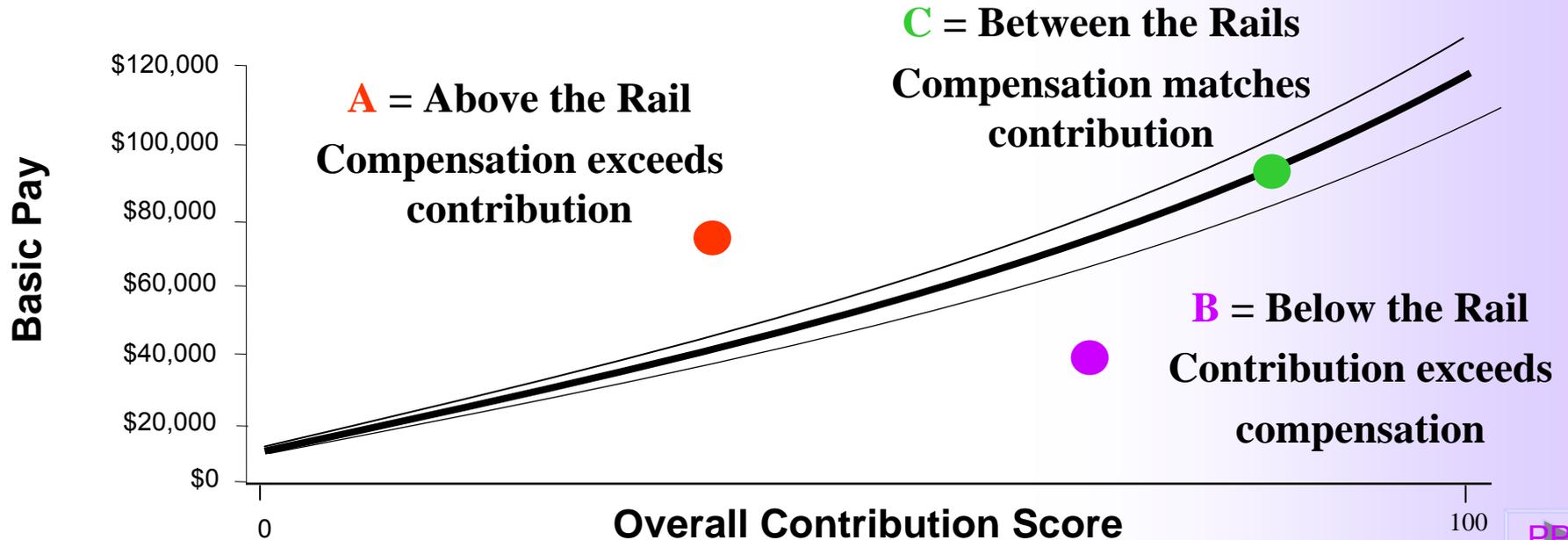
## Eligibility for Compensation

- **Retained Pay** – employee's base pay exceeds that of the maximum pay for a broadband and career path
- Employees on retained pay are:
  - Not eligible for any salary increases
  - Will to receive 50% of general pay increase based upon the maximum salary for his/her broadband.
  - Eligible to receive only the CA based on Overall Contribution Score (OCS).

## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position

# Normal Pay Range – Rail Position

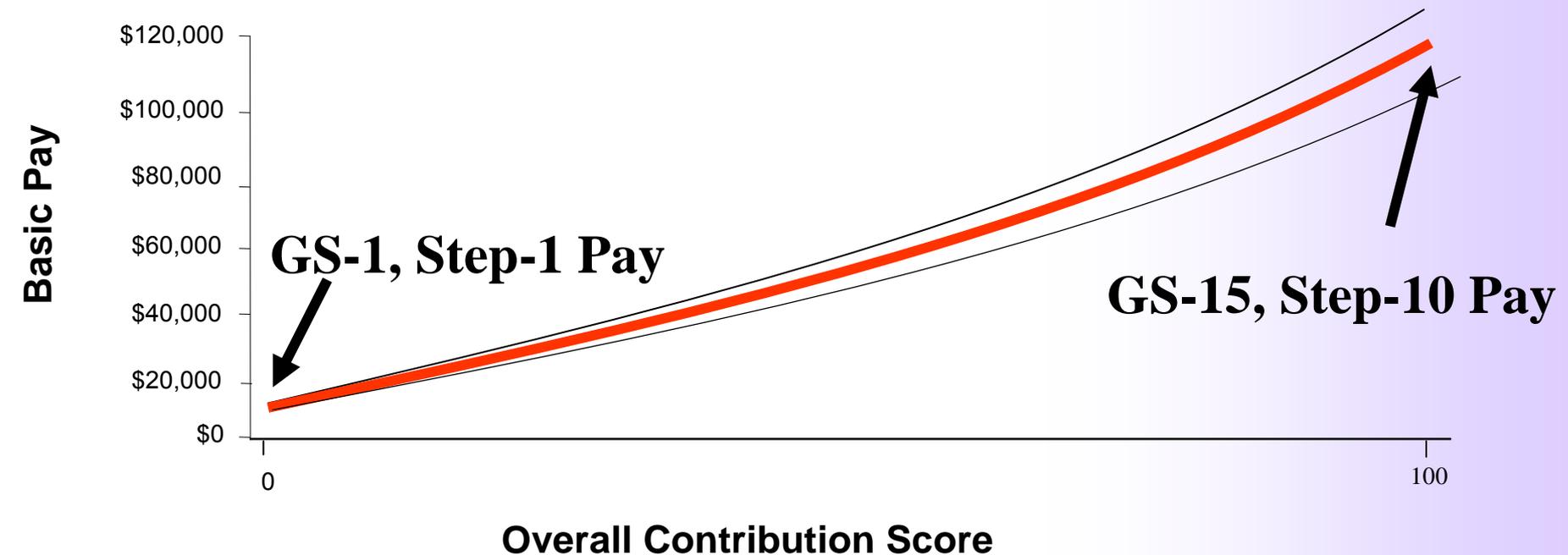


Rail Positions	General Pay Increase	Contribution Rating Increase (Salary Increase)	Contribution Award	Locality
Inappropriately Compensated - <b>A</b> (Above the Upper Rail)	Can be reduced or denied	No	No	Yes
Appropriately Compensated - <b>C</b> (Between the Rails)	Yes	Yes, up to 6%	Yes	Yes
Inappropriately Compensated - <b>B</b> (Below the Lower Rail)	Yes	Yes, up to 20%	Yes	Yes



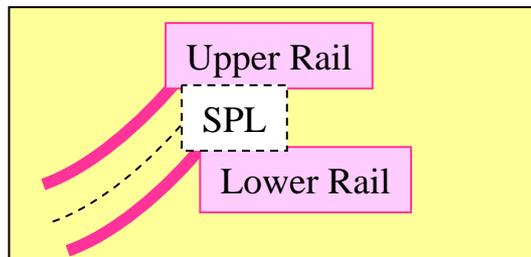
# Standard Pay Line (SPL)

- Relationship between contribution (OCS) and salary.
- Tracks from the lowest pay, GS-1 Step 1, to the highest pay, GS-15 Step 10.
- Increased annually in accordance with the GS pay increase.



# Normal Pay Range and Standard Pay Line Chart

GS 1 Step 1 = \$14,757  
 $\$14,757 \times 1.0200427 = \$15,053$   
 $\$15,053 \times 1.0200427 = \$15,354$   
 etc.



Normal Pay Range and Standard Pay Line for 2002  
 (Based on 3.6% Increase)

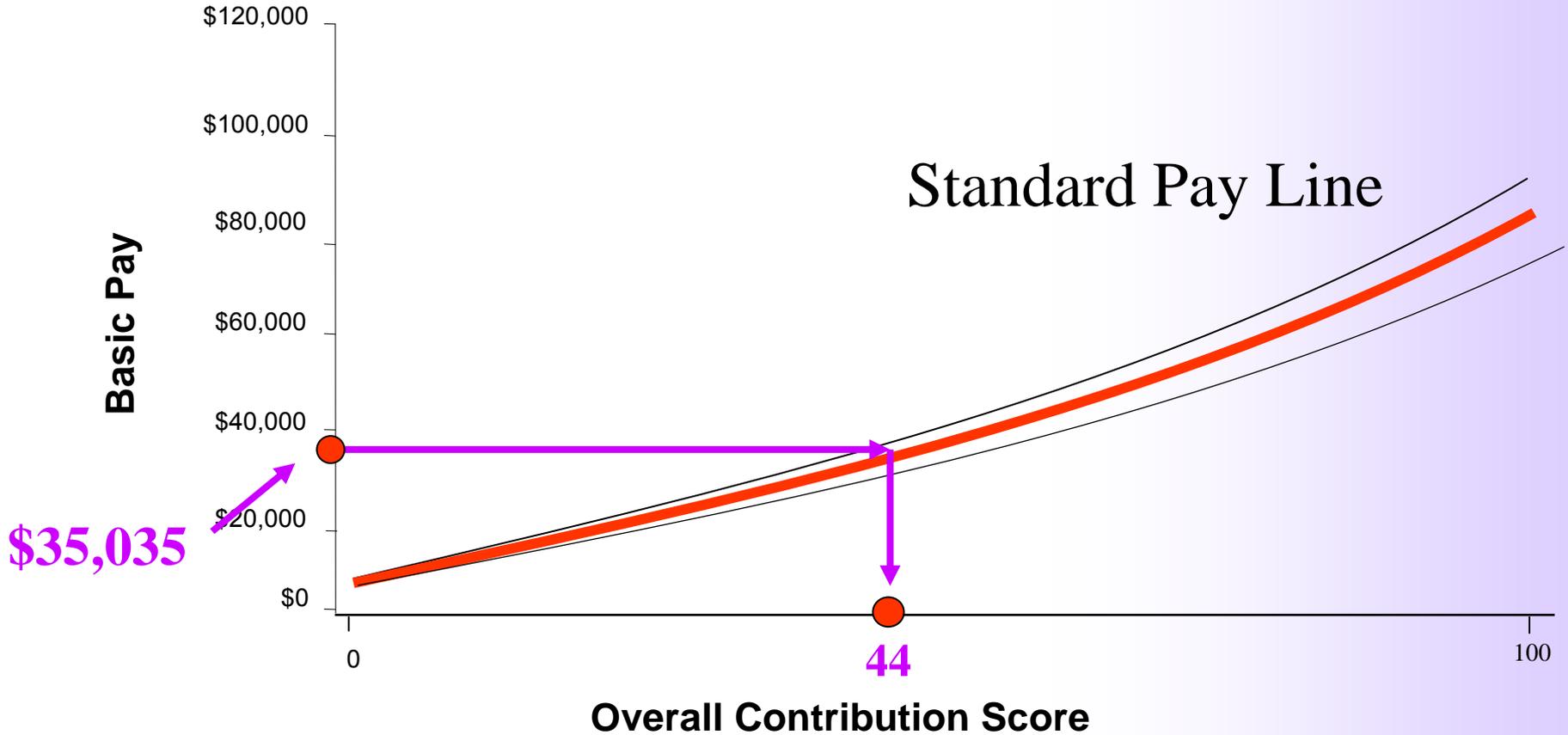
OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
0	14757	13576	15938
1	15053	13849	16257
2	15354	14126	16583
3	15662	14409	16915
39	31997	29438	34557
40	32639	30028	35250
41	33293	30629	35956
42	33960	31243	36677
43	34641	31869	37412
44	35335	32508	38162
45	36043	33160	38927
46	36766	33824	39707
47	37503	34502	40503
48	38254	35194	41315
49	39021	35899	42143
50	39803	36619	42987
98	103180	94926	111435
99	105248	96828	113668
100	107358	98769	115946

For complete SPL Chart  
 Go to <http://dacm.rdaisa.army.mil>

## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution

# Expected Level of Contribution



Base Pay of 35,035 = Expected OCS score of 44  
**Contribution Level**

# Expected Level of Contribution

## Base Salary is **\$35,035**

Normal Pay Range and Standard Pay Line for 2002  
(Based on 3.6% Increase)

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
0	14757	13576	15938
1	15053	13849	16257
2	15354	14126	16583
3	15662	14409	16915
...			
39	31997	29438	34557
40	32639	30028	35250
41	33293	30629	35956
42	33960	31243	36677
43	34641	31869	37412
44	35335	32508	38162
45	36043	33160	38927
46	36766	33824	39707
47	37503	34502	40503
48	38254	35194	41315
49	39021	35899	42143
50	39803	36619	42987
...			
98	103180	94926	111435
99	105248	96828	113668
100	107358	98769	115946

Find the closest dollar amount in the SPL column to the employee's base salary

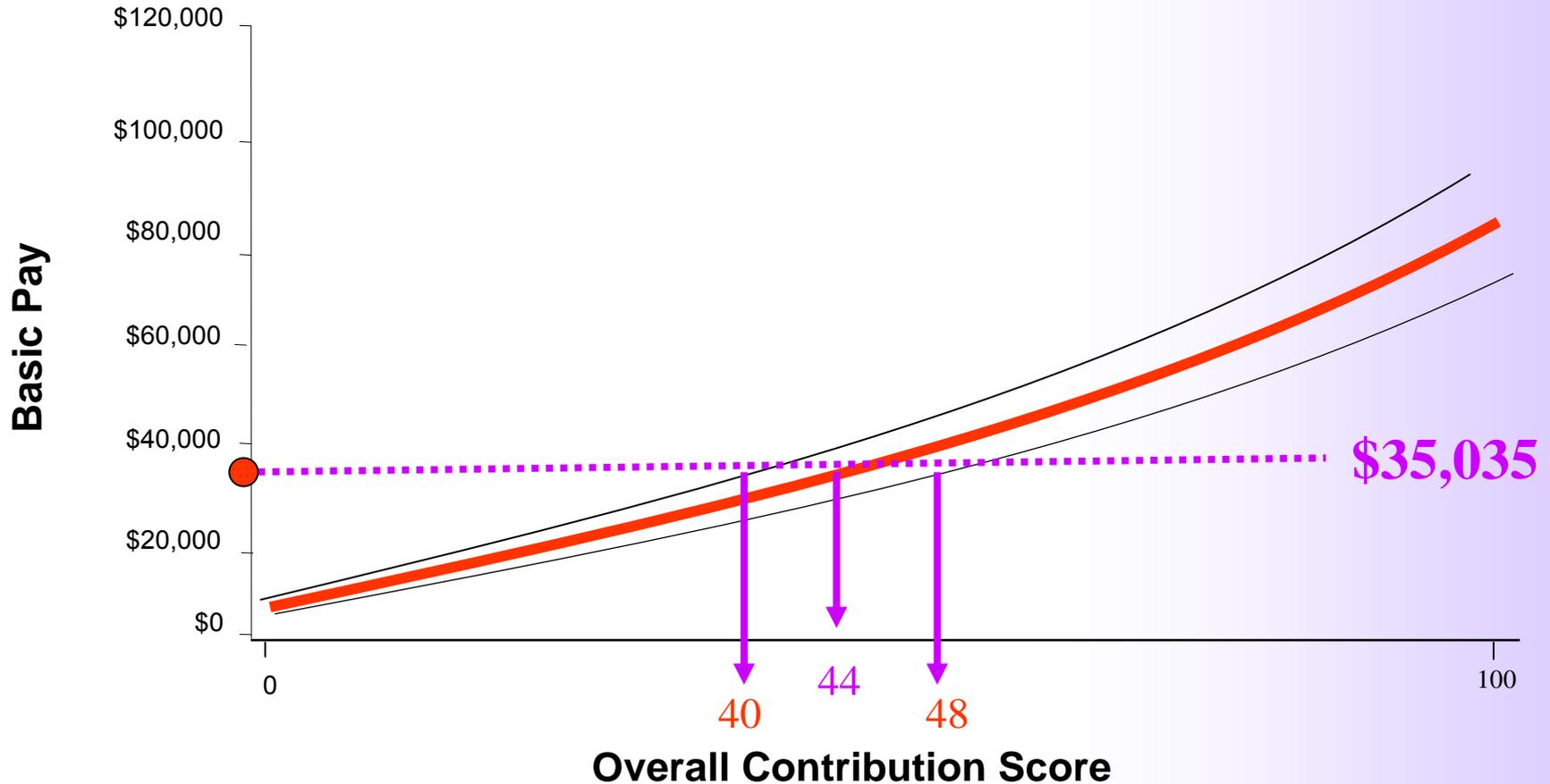
OCS 43  
\$35,035  
-\$34,644  
\$ 391

OCS 44  
\$35,335  
-\$35,035  
\$ 300

**Expected Level of Contribution is 44**

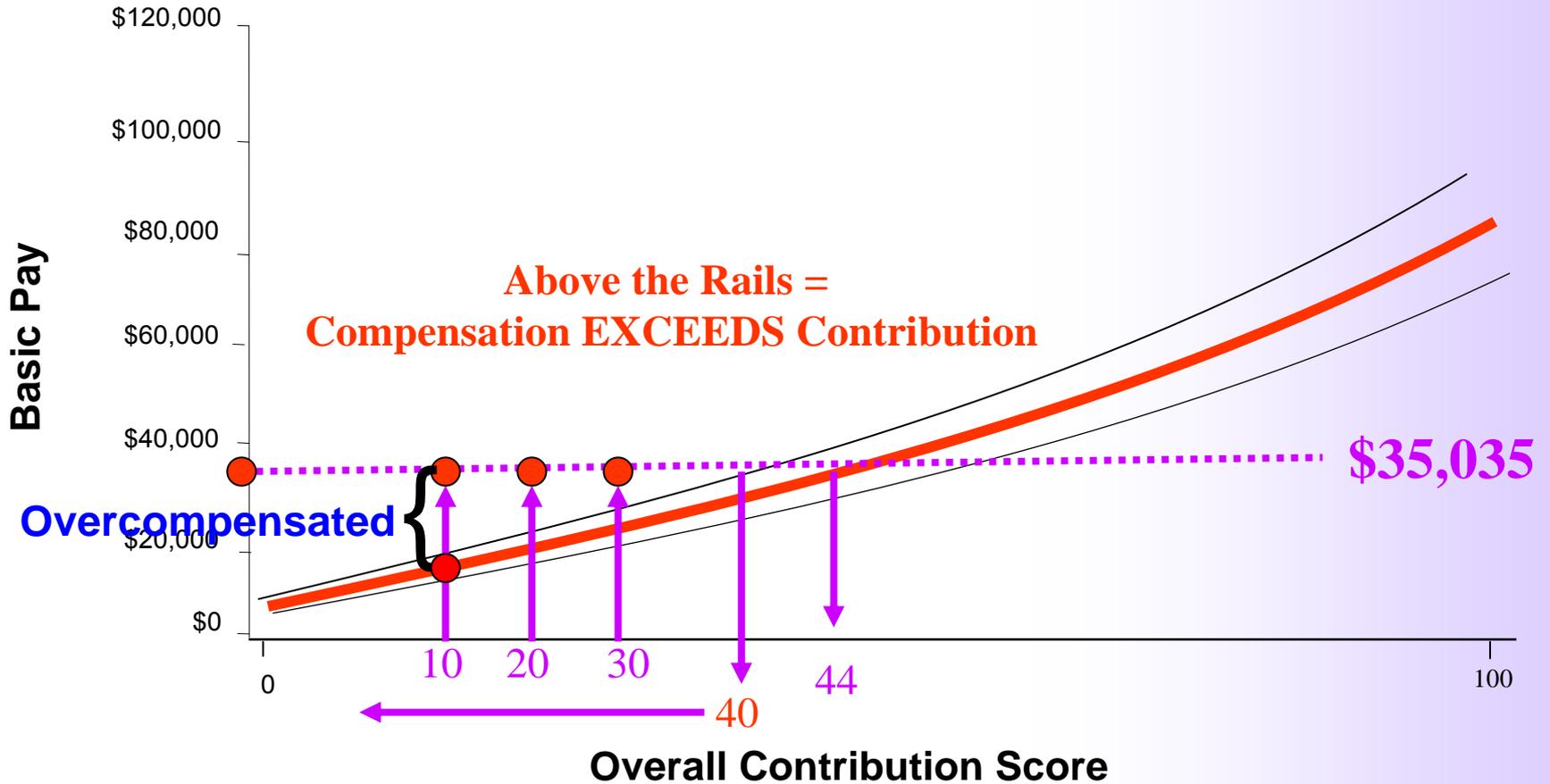
The NPR and SPL Table is updated annually upon the effective date of the General Schedule Pay Tables. For the current Table, go to or click on <http://dacm.rdaisa.army.mil>

# What is the approximate OCS range to remain within the region where compensation matches contribution?

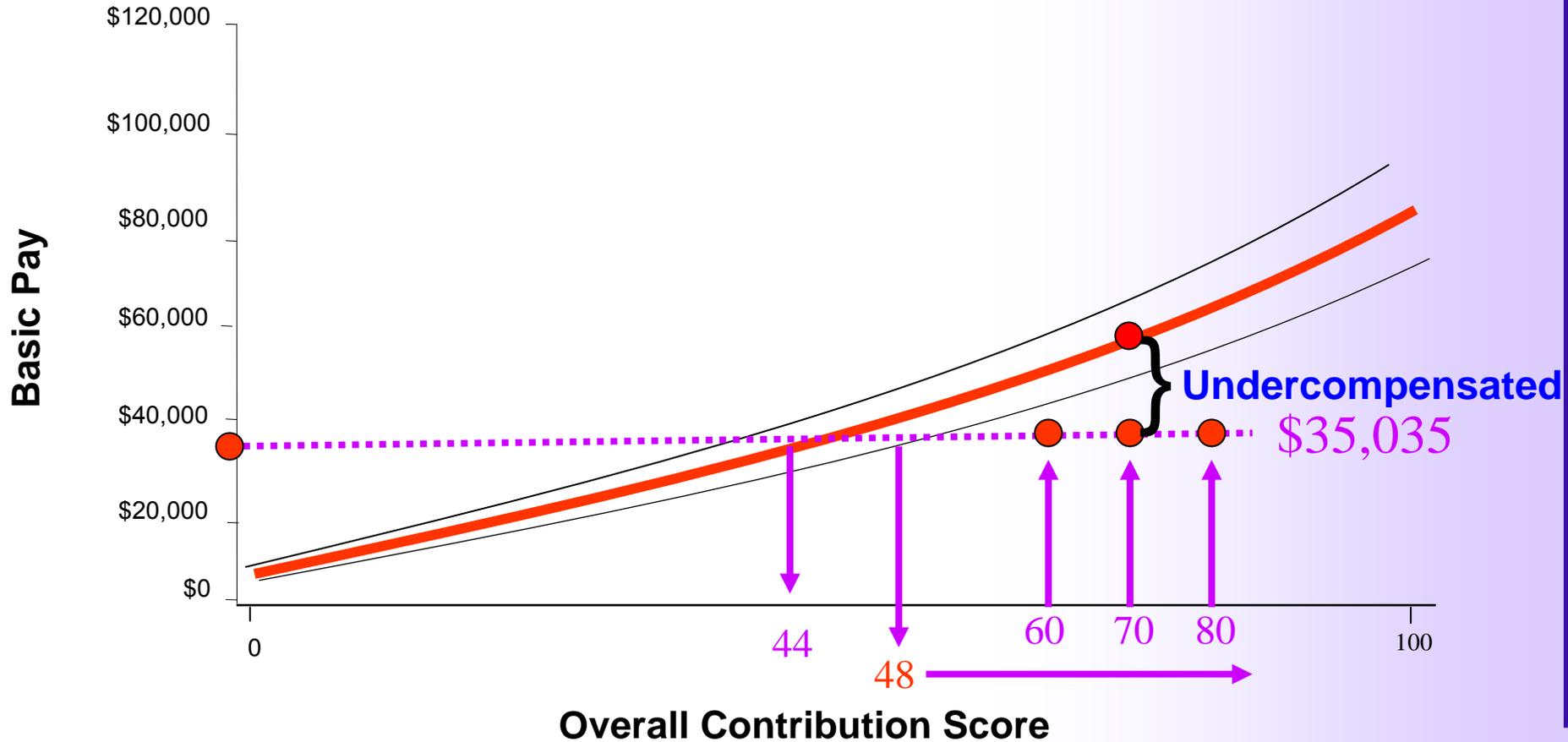


Your Contribution will match your compensation – if you receive an **OCS score between 40 and 48**

# An OCS less than 40...



# An OCS greater than 48...



**Below the Rails =  
Contribution EXCEEDS Compensation**

# OCS Calculator



At the following website, you will find an **OCS calculator** that will calculate your expected level of contribution score for this year.

<http://dacm.rdaisa.army.mil>

## Five Basic CCAS Concepts

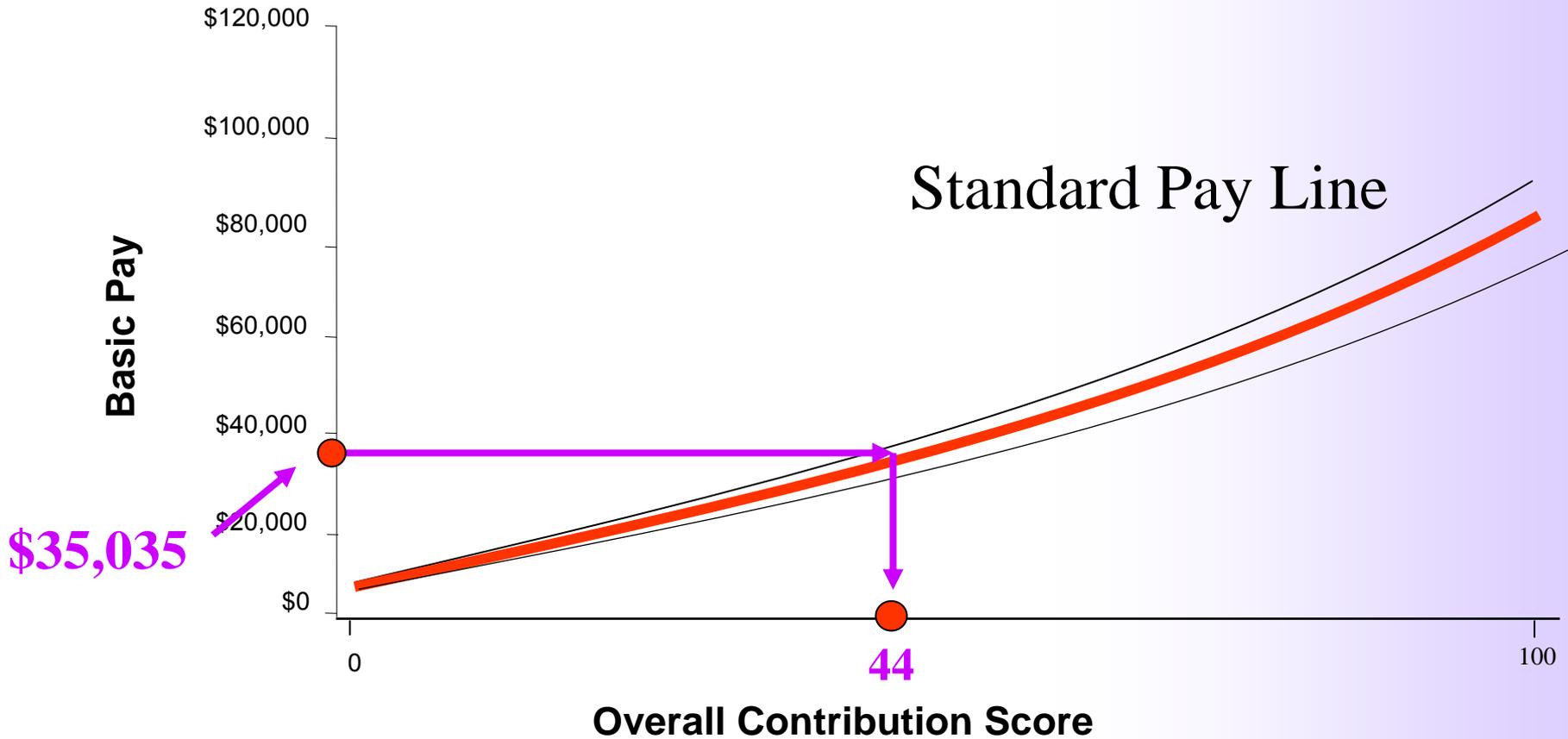
- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
- Delta OCS and Delta Salary

## Delta OCS and Delta Salary

---

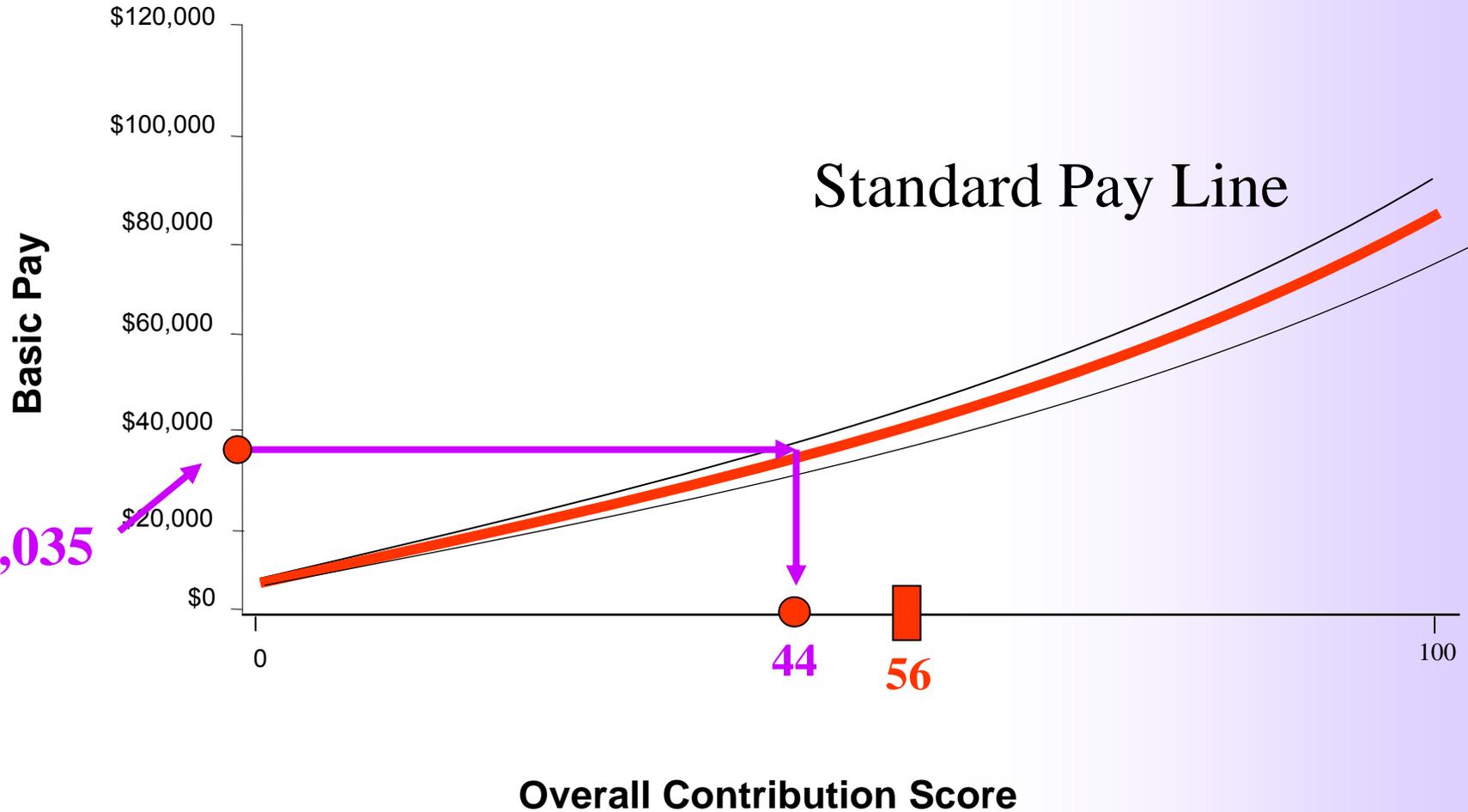
- Delta OCS =  
The difference between my expected score, which is based on my salary, and the OCS score that is finalized by the pay pool panel.
- Delta Salary =  
The difference between my current base salary and what my salary should be based on my overall contribution score (OCS).

# Expected Level of Contribution

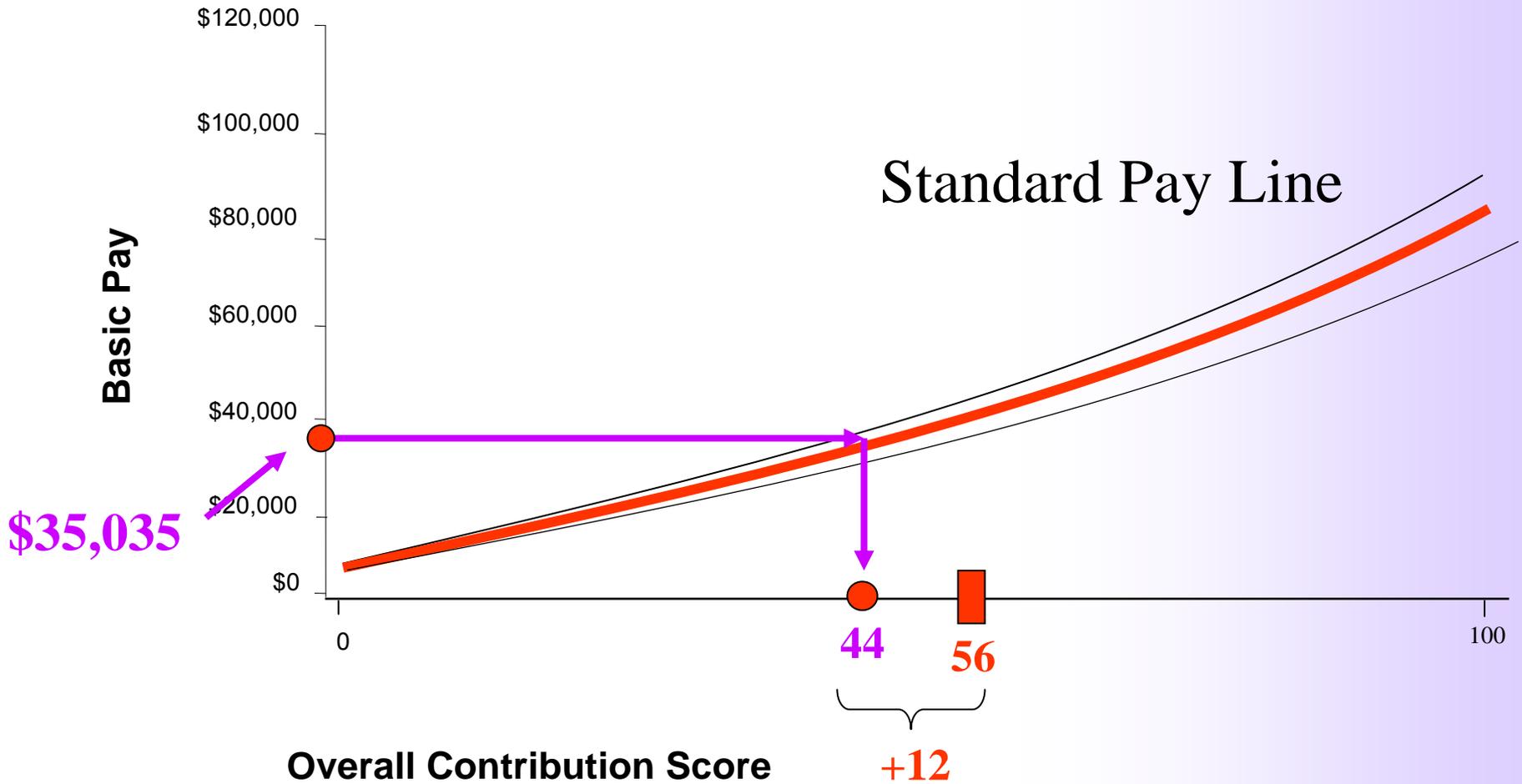


Base Pay of \$35,035 = Expected OCS score of 44  
Contribution Level

# Pay Pool Panel Approves an OCS score of 56

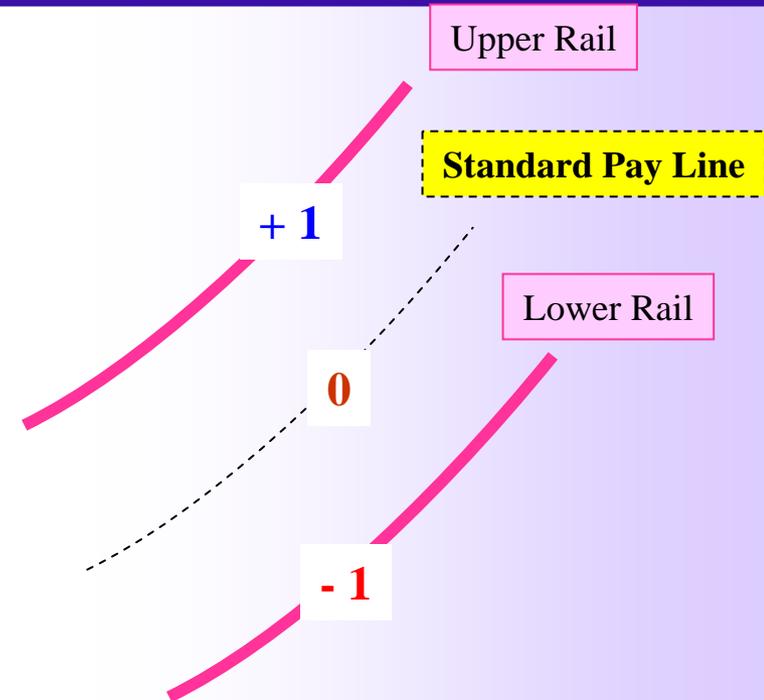


OCS Score **56** – Expected Score **44** = Delta OCS **+12**



# Target Salary

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
39	\$31,997	\$29,438	\$34,557
40	\$32,639	\$30,028	\$35,250
41	\$33,293	\$30,629	\$35,956
42	\$33,960	\$31,243	\$36,677
43	\$34,641	\$31,869	\$37,412
44	\$35,335	\$32,508	\$38,162
45	\$36,043	\$33,160	\$38,927
46	\$36,766	\$33,824	\$39,707
47	\$37,503	\$34,502	\$40,503
48	\$38,254	\$35,194	\$41,315
49	\$39,021	\$35,899	\$42,143
50	\$39,803	\$36,619	\$42,987
51	\$40,601	\$37,353	\$43,849
52	\$41,414	\$38,101	\$44,728
53	\$42,245	\$38,865	\$45,624
54	\$43,091	\$39,644	\$46,539
55	\$43,955	\$40,439	\$47,471
56	\$44,836	\$41,249	\$48,423
57	\$45,735	\$42,076	\$49,393



OCS 56 = Upper Rail \$48,423  
 Expected OCS 56 = \$44,836  
 Delta Salary = \$3,587

Target Salary:

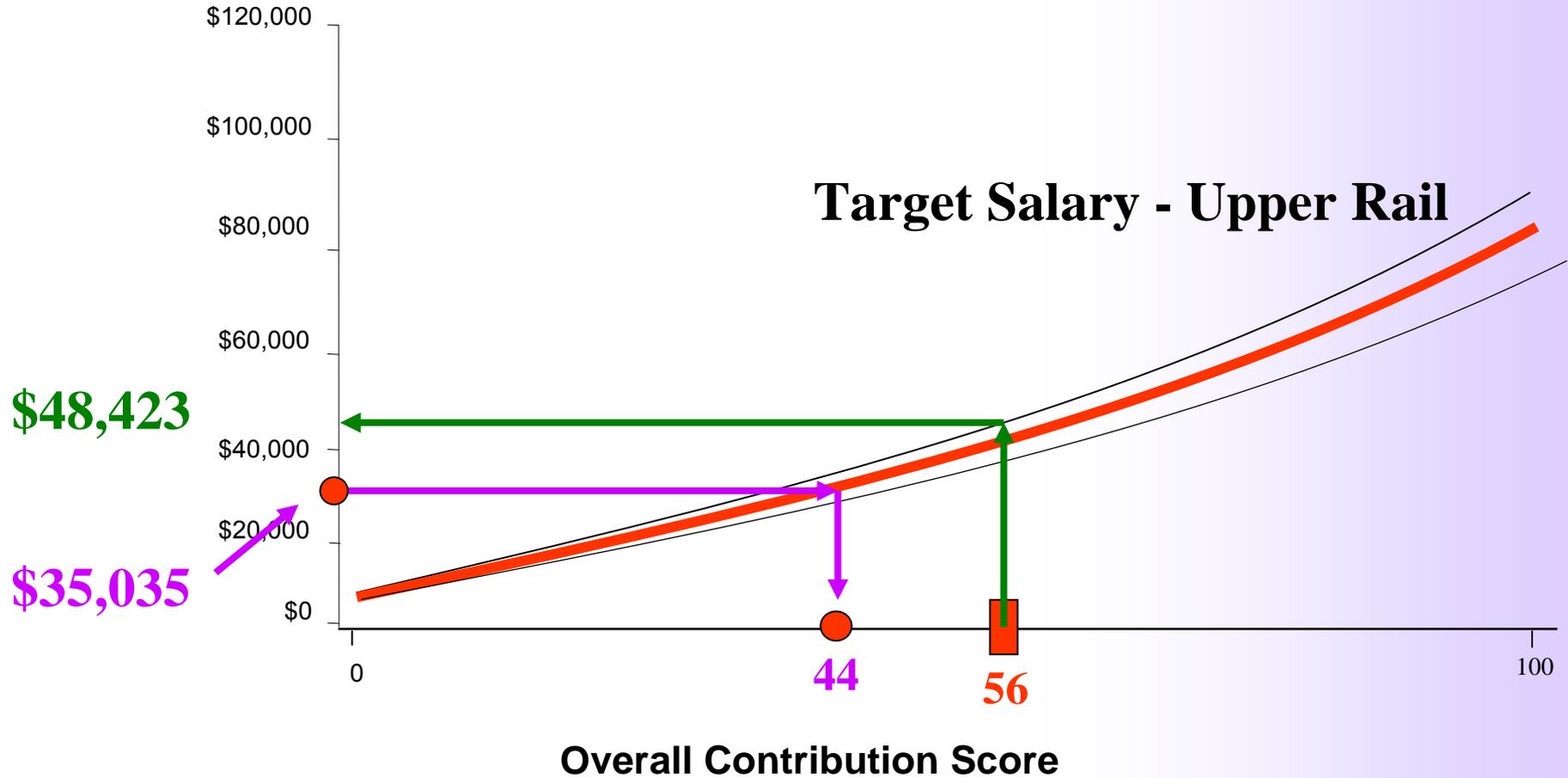
Beta +1 (Upper Rail) - Target salary is \$48,423

Beta 0 (SPL) - Target salary is \$44,836.

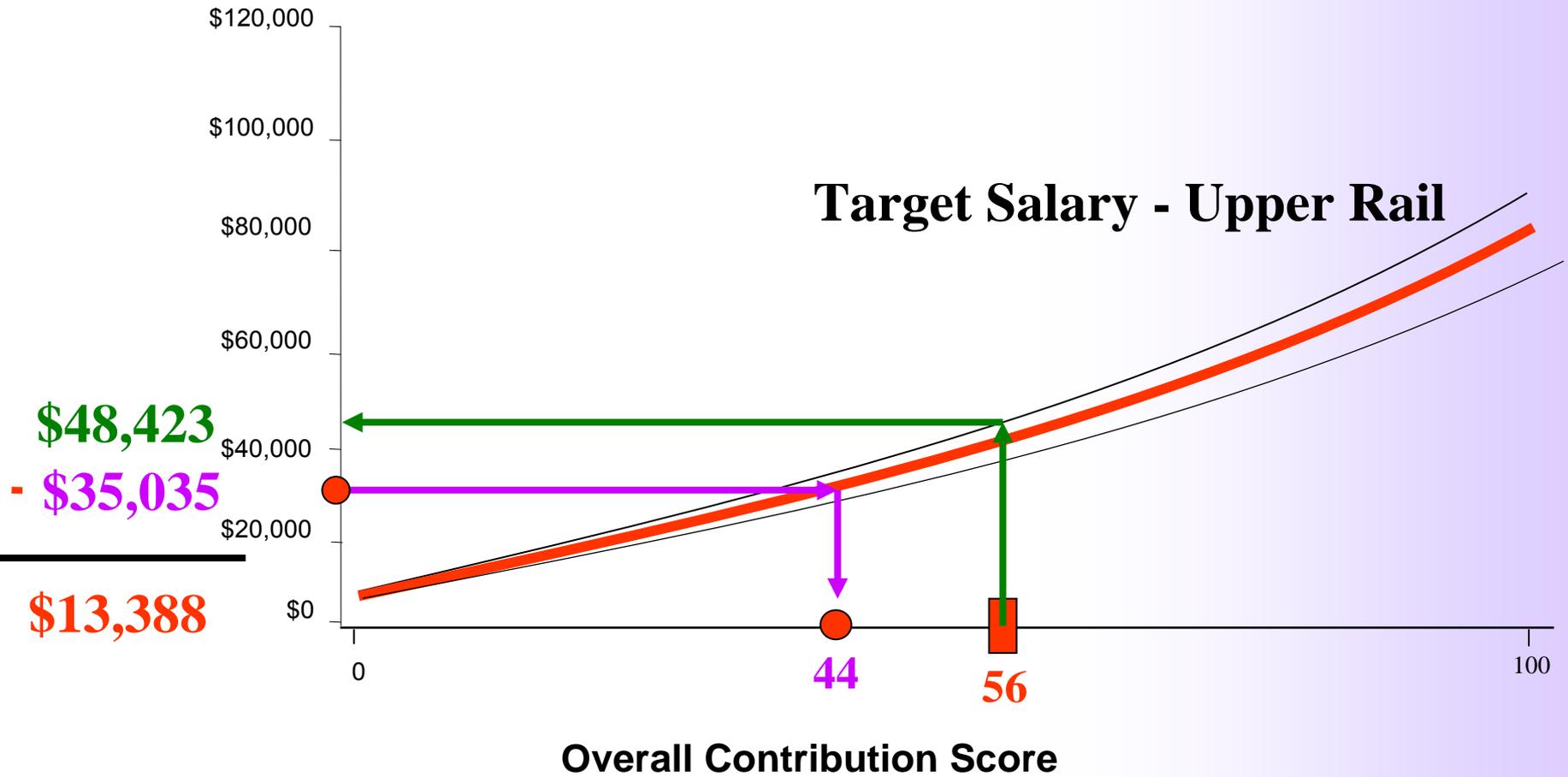
Beta -1 (Lower Rail) - Target salary is \$41,249.

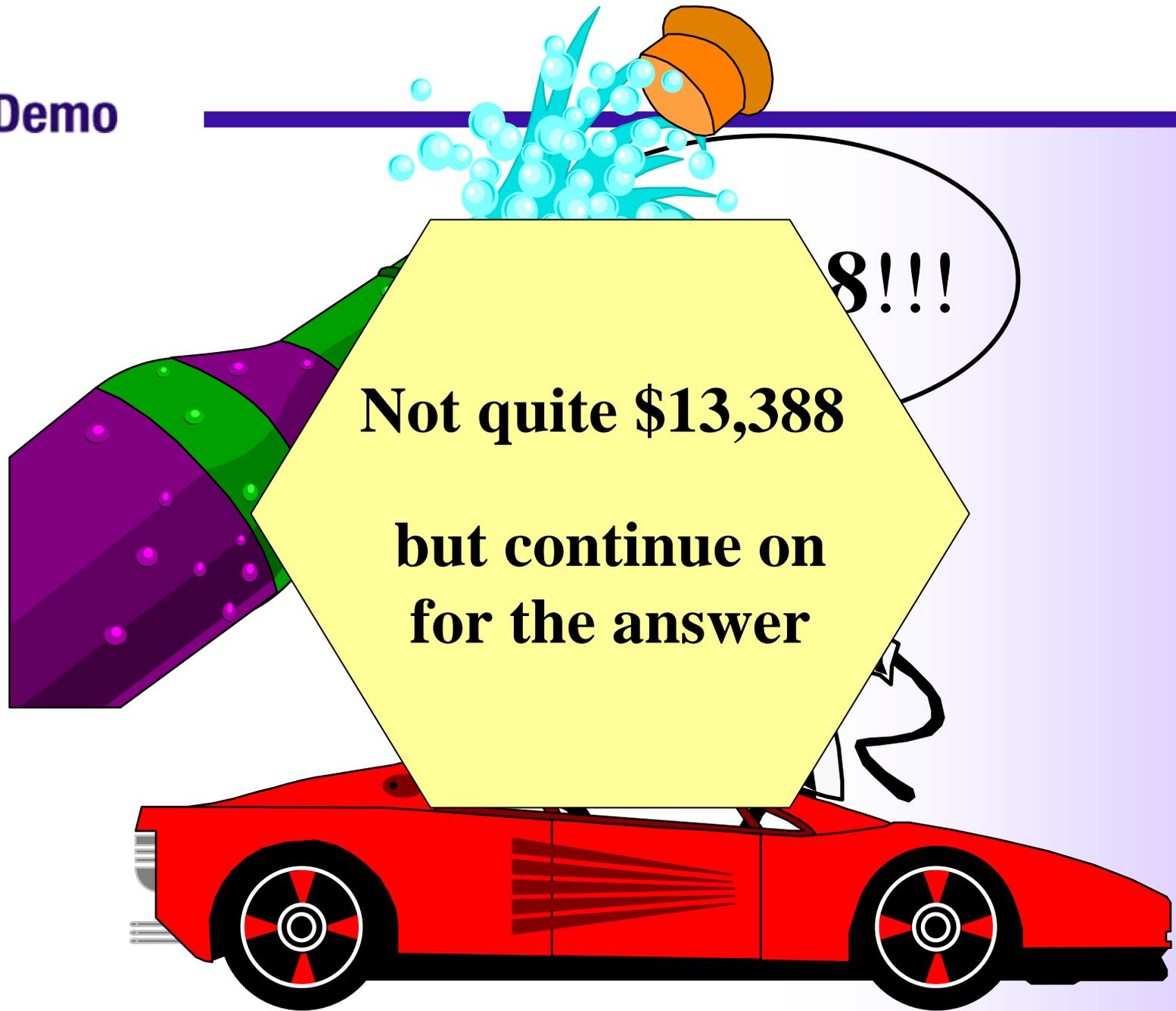
OCS 56 = SPL \$44,836  
 Expected OCS 56 = SPL \$44,836  
 Delta Salary = \$00

# OCS Score of 56 Target Salary is \$46,739



# OCS Salary - Base Salary = Delta Salary

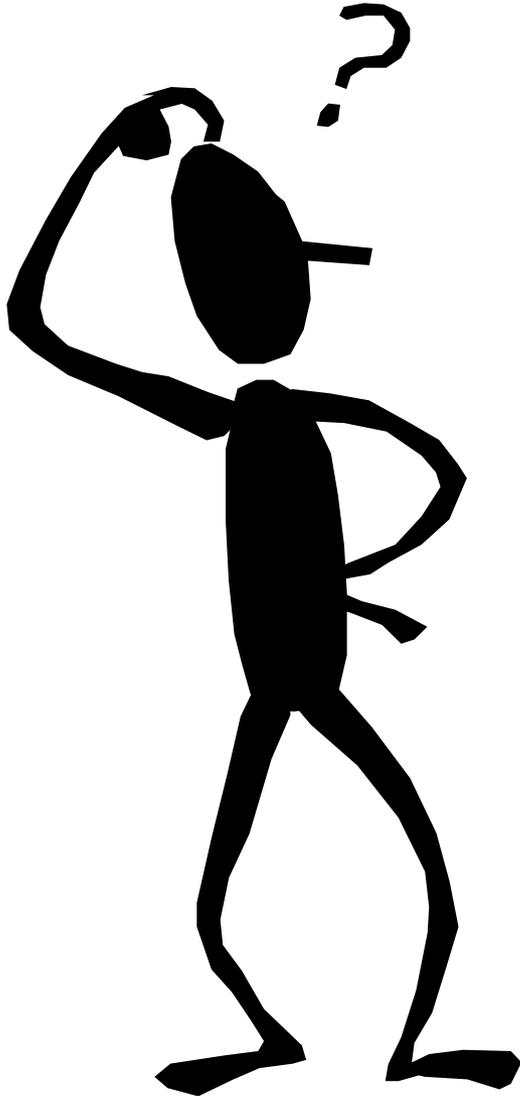




## Five Basic CCAS Concepts

- Eligibility for Compensation
- Normal Pay Range – Rail Position
- Expected Level of Contribution
- Delta OCS and Delta Salary
- Compensation from the Pay Pool

# How much of that **\$13,388** do I actually get?



Answer:

Depends on how much money is in the pay pool for Pay Raises (CRI) and Awards (CA).

Well, how much is that? Let's find out...

# How Much of the Delta Salary Do I Get?

1. *Determine Who is in the Pay Pool as of the End of the Rating Period on September 30.*

Name	Career Path	Broadband Level	2002 Maximum Salary for Broadband Level	2002 Base Salary	Expected OCS
Munro, Cora	NH	IV	107357	107357	100
Lund, Ilsa	NH	III	77229	67765	77
Blaine, Rick	NH	IV	107357	87000	89
Poe, Nathaniel	NH	III	77229	74553	82
Martin, Benjamin	NK	III	49324	35035	44
Sayer, Rose	NK	III	49324	39700	50
Parker, Peter	NH	III	77229	49362	61
Wayne, Bruce	NH	III	77229	49917	61
Allnutt, Charles	NJ	III	54135	50135	62
Young, Joe	NJ	IV	77229	74553	82
Total Base Salary				635377	

2. *Add All the Base Salaries for the Pay Pool's Total Base Salary.*

**Total Base Salary = \$635,377**

# How Much of the Delta Salary Do I Get?

3. Calculate pay pool dollars allocated for salary increases (CRI) and awards (CA) using percentages of Total Base Salary.

Total Base Salary = \$ 635,377

Salary Increases (CRI) – Minimum must be 2.4% for 1<sup>st</sup> year, and 2% for subsequent years

Awards (CA) - 1.3% for 1<sup>st</sup> year (90% is the min. for CA), and 1.0% for Subsequent Years

**\* These are floors – actual percentages can be set higher.**

Available Pay Pool Dollars				
Total Base Salary * CRI Funding Level = CRI Pool				
\$635,377	*	2.40%	=	\$15,249
Total Base Salary * CA Funding Level = CA Pool				
\$635,377	*	90% of 1.3%	=	\$7,434

# How Much of the Delta Salary Do I Get?

## 4. Enter the Approved OCS Scores and Delta OCS

Name	Career Path	Broadband Level	2002 Maximum Salary for Broadband Level	2002 Base Salary	Expected OCS	OCS Score	Delta OCS
Munro, Cora	NH	IV	107357	107357	100	100	0
Lund, Ilsa	NH	III	77229	67765	77	83	6
Blaine, Rick	NH	IV	107357	87000	89	84	-5
Poe, Nathaniel	NH	III	77229	74553	82	84	2
Martin, Benjamin	NK	III	49324	35035	44	56	12
Sayer, Rose	NK	III	49324	39700	50	46	-4
Parker, Peter	NH	III	77229	49362	61	64	3
Wayne, Bruce	NH	III	77229	49917	61	64	3
Allnutt, Charles	NJ	III	54185	50135	62	65	3
Young, Joe	NJ	IV	77229	74553	82	86	4
Total Base Salary				635377			

$$\text{Delta OCS} = \text{OCS Score} - \text{Expected OCS}$$

# How Much of the Delta Salary Do I Get?

*5. Determine the OCS Salary and Delta Salary, and Total Positive Delta Salary.*

Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary
Munro, Cora	107357	100	100	115945	8588
Lund, Ilsa	67765	77	83	82746	14981
Blaine, Rick	87000	89	84	84404	-2596
Poe, Nathaniel	74553	82	84	84404	9851
Martin, Benjamin	35035	44	56	48423	13388
Sayer, Rose	39700	50	46	39707	7
Parker, Peter	49362	61	64	56754	7392
Wayne, Bruce	49917	61	64	56754	6837
Allnutt, Charles	50135	62	65	57891	7756
Young, Joe	74553	82	86	87821	13268
Total Base Salary	635377	Total Positive Delta Salary			82068

**Current Salary - OCS Salary = Delta Salary**

# How Much of the Delta Salary Do I Get?

## 7. Calculate Percent of Delta Salary to be given.

Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary
Munro, Cora	107357	100	100	115945	8588
Lund, Ilsa	67765	77	83	82746	14981
Blaine, Rick	87000	89	84	84404	-2596
Poe, Nathaniel	74553	82	84	84404	9851
Martin, Benjamin	35035	44	56	48423	13388
Sayer, Rose	39700	50	46	39707	7
Parker, Peter	49362	61	64	56754	7392
Wayne, Bruce	49917	61	64	56754	6837
Allnutt, Charles	50135	62	65	57891	7756
Young, Joe	74553	82	86	87821	13268
<b>Total Base Salary</b>	<b>635377</b>	<b>Total Positive Delta Salary</b>			<b>82068</b>

Available Dollars for CRI and CA					
<b>CRI Pool / Total Positive Delta Salary = % of Delta Salary for CRI</b>					
\$ 15,249	/	\$82,068	=		<b>18.58%</b>
<b>CA Pool / Total Positive Delta Salary = % of Delta Salary for CA</b>					
\$ 7,434	/	\$82,068	=		<b>9.1%</b>

## How Much of the Delta Salary Do I Get?

8. *Calculate Approved CRI and CA Compensation.*

### Employee Benjamin Martin

$$\begin{array}{rclcl} \text{Positive Delta Salary} & * & \text{Percent of Delta Salary for CRI} & = & \text{Salary Increase (CRI)} \\ \$13,388 & * & 18.58\% & = & \$2,488 \end{array}$$

$$\begin{array}{rclcl} \text{Positive Delta Salary} & * & \text{Percent of Delta Salary for CA} & = & \text{Award (CA)} \\ \$13,388 & * & 9.1\% & = & \$1,213 \end{array}$$

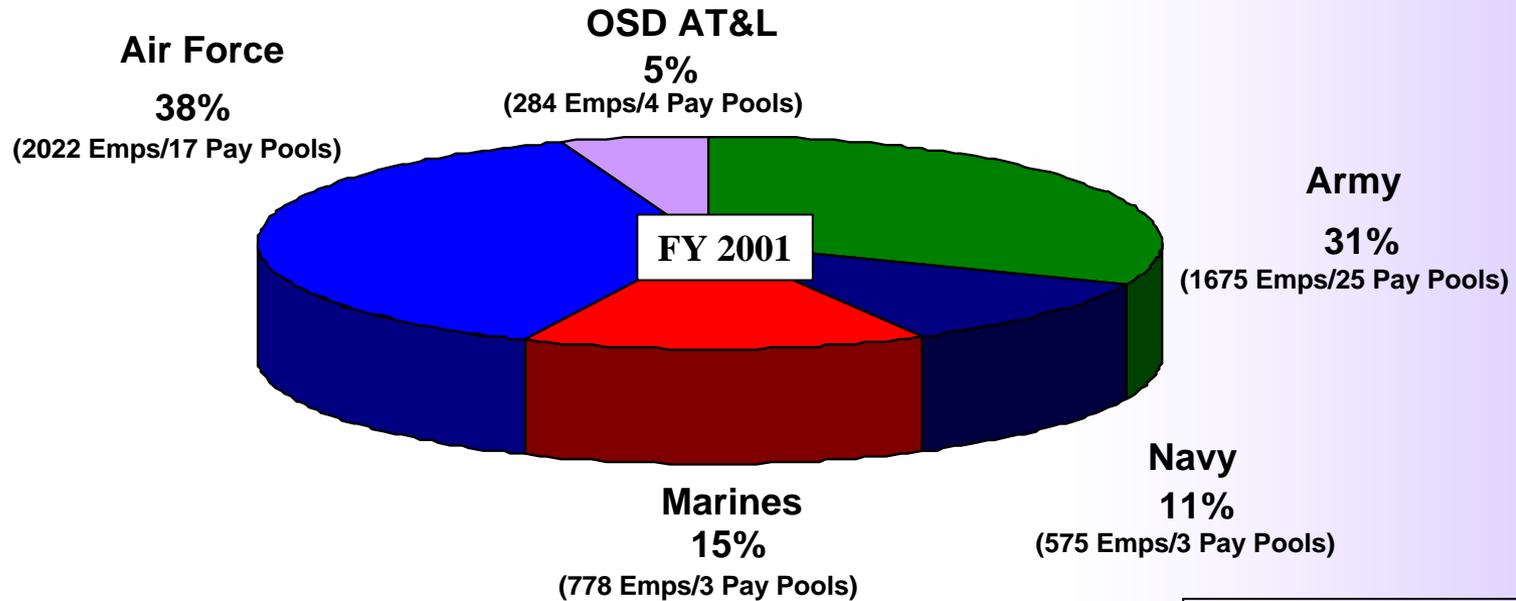
## How Much of the Delta Salary Do I Get?

Name	2002 Base Salary	Expected OCS	OCS Score	OCS Salary	Delta Salary	CRI	CA
Munro, Cora	107357	100	100	115945	8588	1596	778
Lund, Ilsa	67765	77	83	82746	14981	2784	1357
Blaine, Rick	87000	89	84	84404	-2596	0	0
Poe, Nathaniel	74553	82	84	84404	9851	1830	892
Martin, Benjamin	35035	44	56	48423	13388	2488	1213
Sayer, Rose	39700	50	46	39707	7	1	1
Parker, Peter	49362	61	64	56754	7392	1374	670
Wayne, Bruce	49917	61	64	56754	6837	1270	619
Allnutt, Charles	50135	62	65	57891	7756	1441	703
Young, Joe	74553	82	86	87821	13268	2465	1202
Total Base Salary	635377	Total Positive Delta Salary			82068	15249	7434

**Plus General Pay Increase, if eligible, and Locality Pay**

**AcqDemo CCAS Results 1999 to 2001  
(Three Rating Cycles)**

# AcqDemo Population Profile



## Total Employees

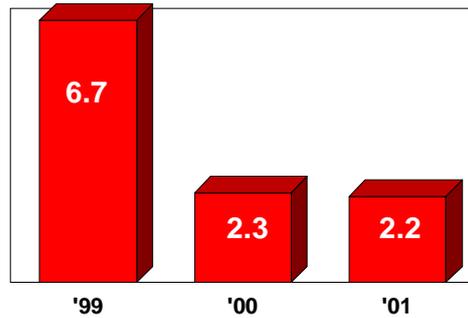
FY 1999: 4701

FY 2000: 5083

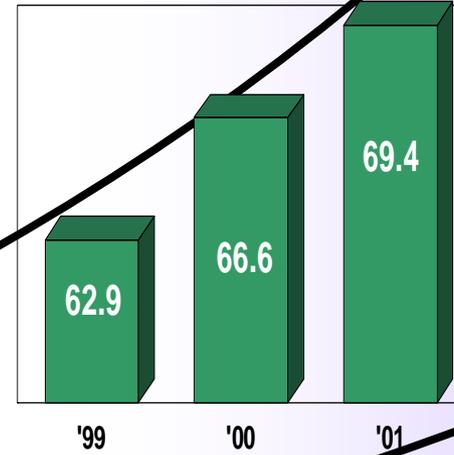
FY 2001: 5334

# Category Distributions (%)

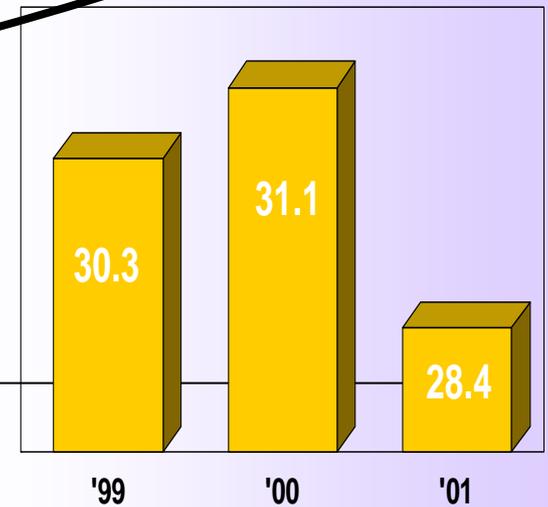
**Compensation Exceeded Contribution**



**Appropriately Compensated**



**Contribution Exceeded Compensation**

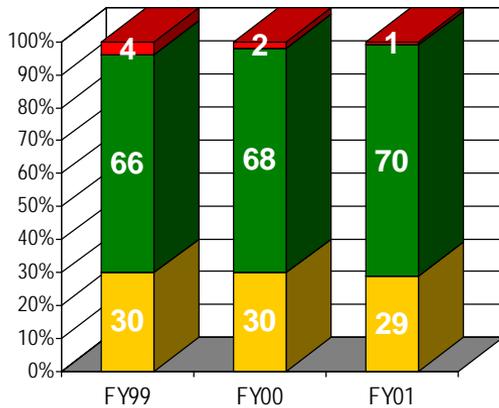


Basic Pay

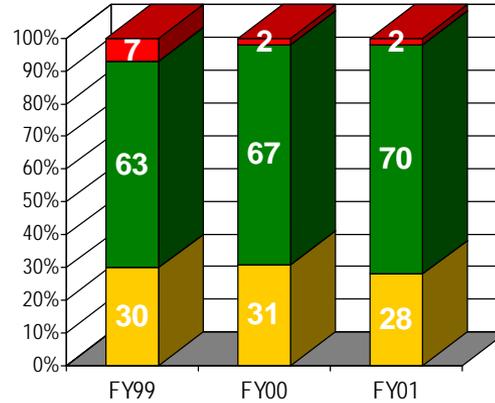
Contribution

# Category Distributions

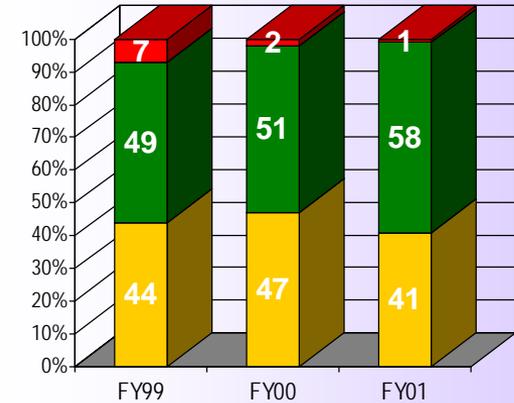
Army



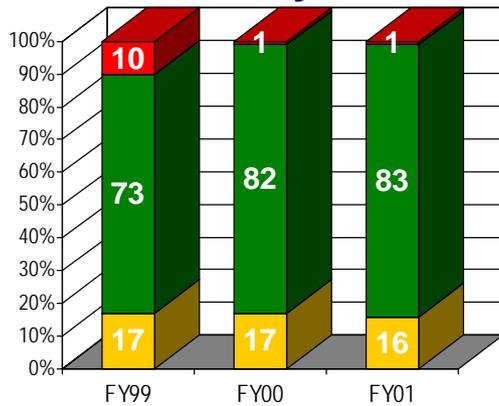
AcqDemo



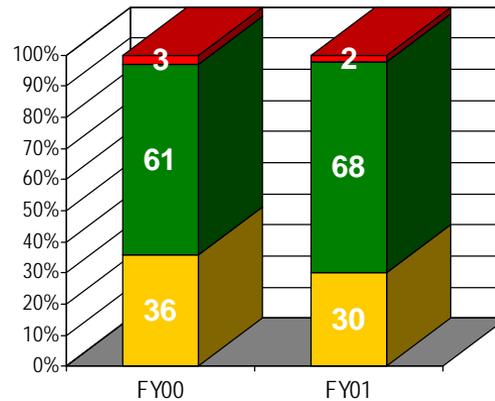
Marines



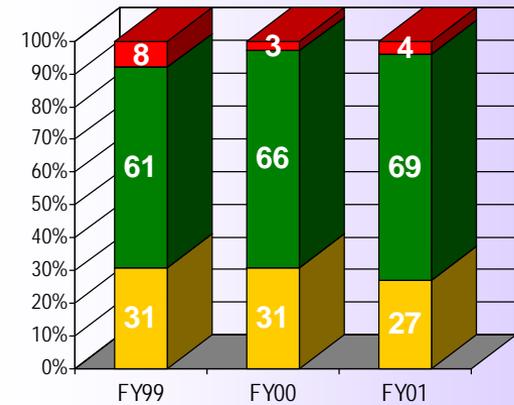
Navy



OSD



Air Force



Over Compensated

Appropriately Compensated

Under Compensated

# General Pay Increase (GPI) – Withheld \*

	1999	2000	2001
<b>Over Compensated</b>	<b>291</b>	<b>103</b>	<b>99</b>
No GPI	207	82	92
Partial GPI	64	4	4
Full GPI	20	14	3
<b>Total Withheld Carried Over to CRI</b>	<b>\$541,451</b>	<b>\$147,384</b>	<b>\$164,642</b>

\*Excludes employees on retained pay

<b>Retained Pay Employees (1/2 GPI)</b>	<b>25</b>	<b>13</b>	<b>18</b>
---	-----------	-----------	-----------

# Average Payouts FY 1999 - 2001

## Contribution Rating Increase \$

### All Participants

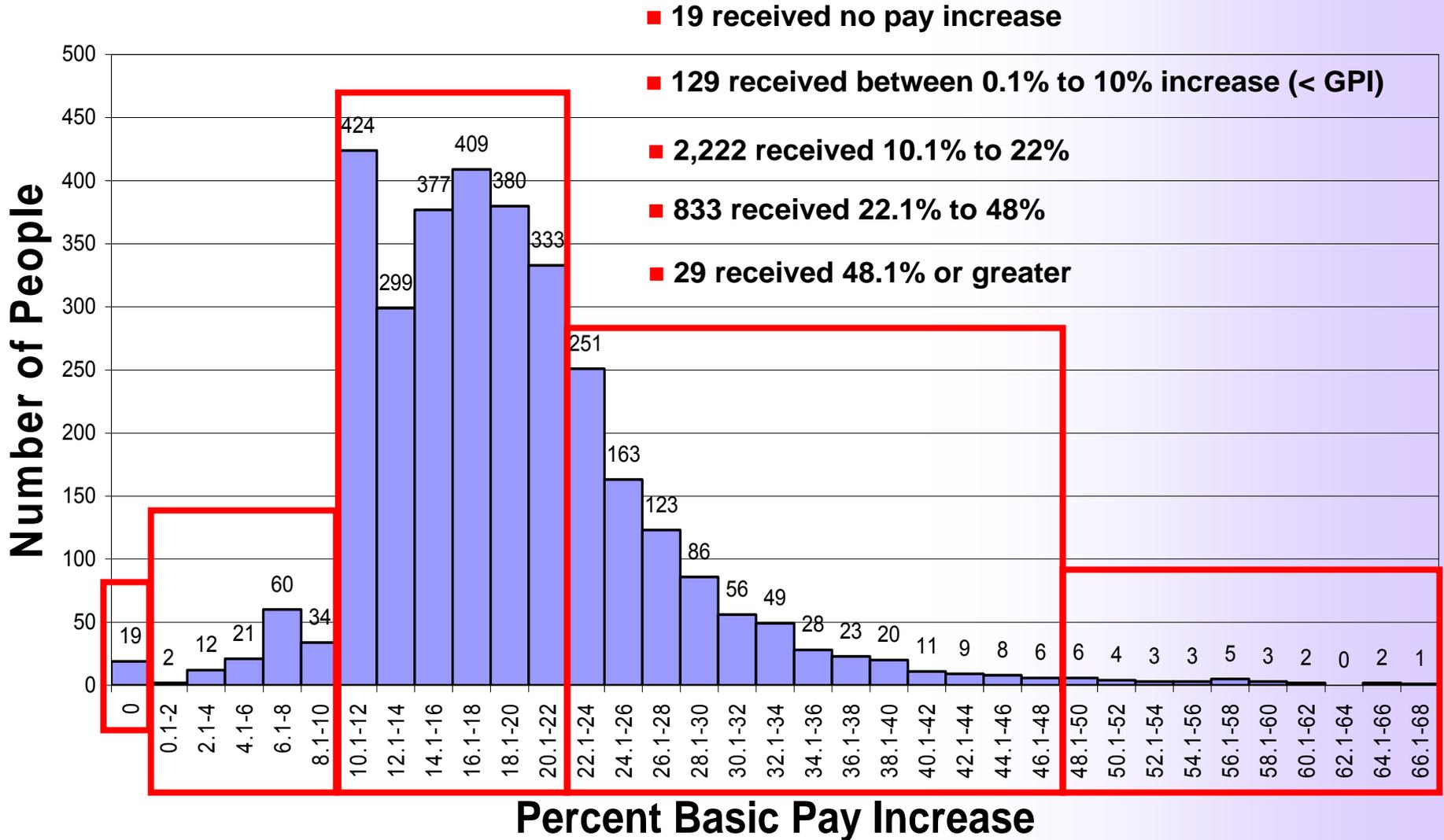
	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY2001</u>
Army	\$1,507 (2.70%)	\$1,640 (2.81%)	\$1,907 (3.09%)
Navy	\$1,504 (2.39%)	\$1,217 (1.80%)	\$1,293 (1.81%)
Air Force	\$1,265 (2.86%)	\$1,251 (2.70%)	\$1,332 (2.77%)
Marines	\$1,463 (2.87%)	\$1,439 (2.59%)	\$1,689 (2.96%)
OSD	NA	\$1,364 (1.88%)	\$1,140 (1.56%)
<b>AcqDemo</b>	<b>\$1,399 (2.74%)</b>	<b>\$1,396 (2.57%)</b>	<b>\$1,545 (2.72%)</b>

## Contribution Award \$

### All Participants

	<u>FY 1999</u>	<u>FY 2000</u>	<u>FY2001</u>
Army	\$1,397 (2.26%)	\$1,806 (2.78%)	\$2,054 (3.06%)
Navy	\$1,108 (1.64%)	\$1,133 (1.60%)	\$1,209 (1.60%)
Air Force	\$705 (1.56%)	\$788 (1.60%)	\$817 (1.61%)
Marines	\$933 (1.73%)	\$1,339 (2.22%)	\$1,605 (2.60%)
OSD	NA	\$1,781 (2.12%)	\$2,077 (2.39%)
<b>AcqDemo</b>	<b>\$1,008 (1.81%)</b>	<b>\$1,263 (2.07%)</b>	<b>\$1,426 (2.24%)</b>

# 3-Year Basic Pay Increase (%) From CCAS Only



# High Contribution Equals High Reward

## High Contributor Raises [ $\geq$ GPI + Promotion (6.7%)]

	<b>1999</b> ( $\geq 10.5\%$ )	<b>2000</b> ( $\geq 9.4\%$ )	<b>2001</b> ( $\geq 10.3\%$ )
<b>Army</b>	60 (1.4%)	70 (4.4%)	107 (6.4%)
<b>Navy</b>	59 (9.3%)	17 (2.9%)	7 (1.2%)
<b>Air Force</b>	193 (9.5%)	134 (6.7%)	169 (8.5%)
<b>Marine Corps</b>	32 (5.6%)	46 (7.6%)	58 (7.5%)
<b>OSD</b>	NA	9 (3.2%)	6 (2.1%)
<b>Total</b>	344 (7.3%)	276 (5.4%)	347 (6.5%)

## Largest Raise Dollars (CRI + GPI)

	<b>1999</b>	<b>2000</b>	<b>2001</b>
<b>Army</b>	\$10,699	\$17,063	\$17,135
<b>Navy</b>	\$11,294	\$11,334	\$9,893
<b>Air Force</b>	\$14,630	\$10,612	\$15,699
<b>Marine Corps</b>	\$10,878	\$12,529	\$11,737
<b>OSD</b>	N/A	\$9,372	\$12,436

## Largest Award Dollars (CA)

	<b>1999</b>	<b>2000</b>	<b>2001</b>
<b>Army</b>	\$9,008	\$13,346	\$14,606
<b>Navy</b>	\$5,709	\$7,660	\$7,605
<b>Air Force</b>	\$7,119	\$7,000	\$8,500
<b>Marine Corps</b>	\$15,622	\$14,851	\$15,769
<b>OSD</b>	N/A	\$12,374	\$10,000

# Broadband Level Averages for CRI 1999 - 2001

Army		CCAS 1999		CCAS 2000		CCAS 2001	
Minimum Funding Level		2.40%		2.00%		2.00%	
Actual Funding Level		2.90%		2.96%		3.69%	
		Average CRI	Average CRI % of 1999 Base Pay	Average CRI	Average CRI % of 2000 Base Pay	Average CRI	Average CRI % of 2001 Base Pay
NK Career Path							
NK	1	260	1.12%	154	0.69%	0	0.00%
NK	2	739	2.65%	816	2.74%	883	2.84%
NK	3	975	2.67%	975	2.51%	1250	3.11%
NJ Career Path							
NJ	2	763	2.61%	798	2.52%	712	2.18%
NJ	3	0	0.00%	0	0.00%	0	0.00%
NH Career Path							
NH	2	1315	3.76%	1465	3.80%	1512	3.74%
NH	3	1439	2.48%	1489	2.48%	1728	2.79%
NH	4	1753	2.17%	1807	2.17%	2190	2.55%
Average		905	2.18%	938	2.11%	1034	2.15%

# Broadband Level Averages for CA - 1999 - 2001

Army		CCAS 1999		CCAS 2000		CCAS 2001	
Minimum Funding Level		1.17%		0.90%		0.90%	
Actual Funding Level		1.70%		1.97%		2.34%	
NK Career Path		Average CA	Average CA % of 1999 Base Pay	Average CA	Average CA % of 2000 Base Pay	Average CA	Average CA % of 2001 Base Pay
NK	1	136	0.59%	151	0.65%	242	0.95%
NK	2	426	1.45%	668	2.16%	677	2.09%
NK	3	635	1.72%	729	1.88%	850	2.12%
NJ Career Path							
NJ	2	383	1.31%	372	1.17%	473	1.42%
NJ	3	0	0.00%				0.00%
NH Career Path							
NH	2	506	1.39%	648	1.66%	744	1.81%
NH	3	809	1.34%	1335	2.13%	1369	2.10%
NH	4	1459	1.75%	1886	2.19%	1921	2.16%
Average		915	1.49%	1325	2.07%	523	1.05%

## Broadband Level Averages for Total Award to include Carry Over from CRI plus CA - 1999 and 2001

Army		1999			2000			2001		
NK Career Path		Total Carry Over Award	Average Total Award	Total Award % of 1999 Base Pay	Total Carry Over Award	Average Total Award	Total Award % of 2000 Base Pay	Total Carry Over Award	Average Total Award	Total Award % of 2001 Base Pay
NK	1	10207	155	0.67%	1642	562	2.30%	1895	1190	4.66%
NK	2	91310	706	2.41%	23850	860	2.74%	46780	1088	3.38%
NK	3	135122	752	2.03%	1373	755	1.93%	1643	903	2.22%
NJ Career Path										
NJ	2	0	383	1.31%	223	419	1.32%	2306	584	1.78%
NJ	3	0	0	0.00%	0	0	0.00%	0	0	0.00%
NH Career Path										
NH	2	38	714	1.96%	28200	895	2.23%	78330	1193	2.87%
NH	3	10097	1237	2.04%	222813	1682	2.63%	395196	1976	3.00%
NH	4	1373	2006	2.36%	157205	2289	2.60%	238425	2480	2.77%
Average			1320	2.14%		1649	2.54%		1911	2.86%

# **Contribution-based Action Contribution Improvement Plan**

## Contribution-based Actions

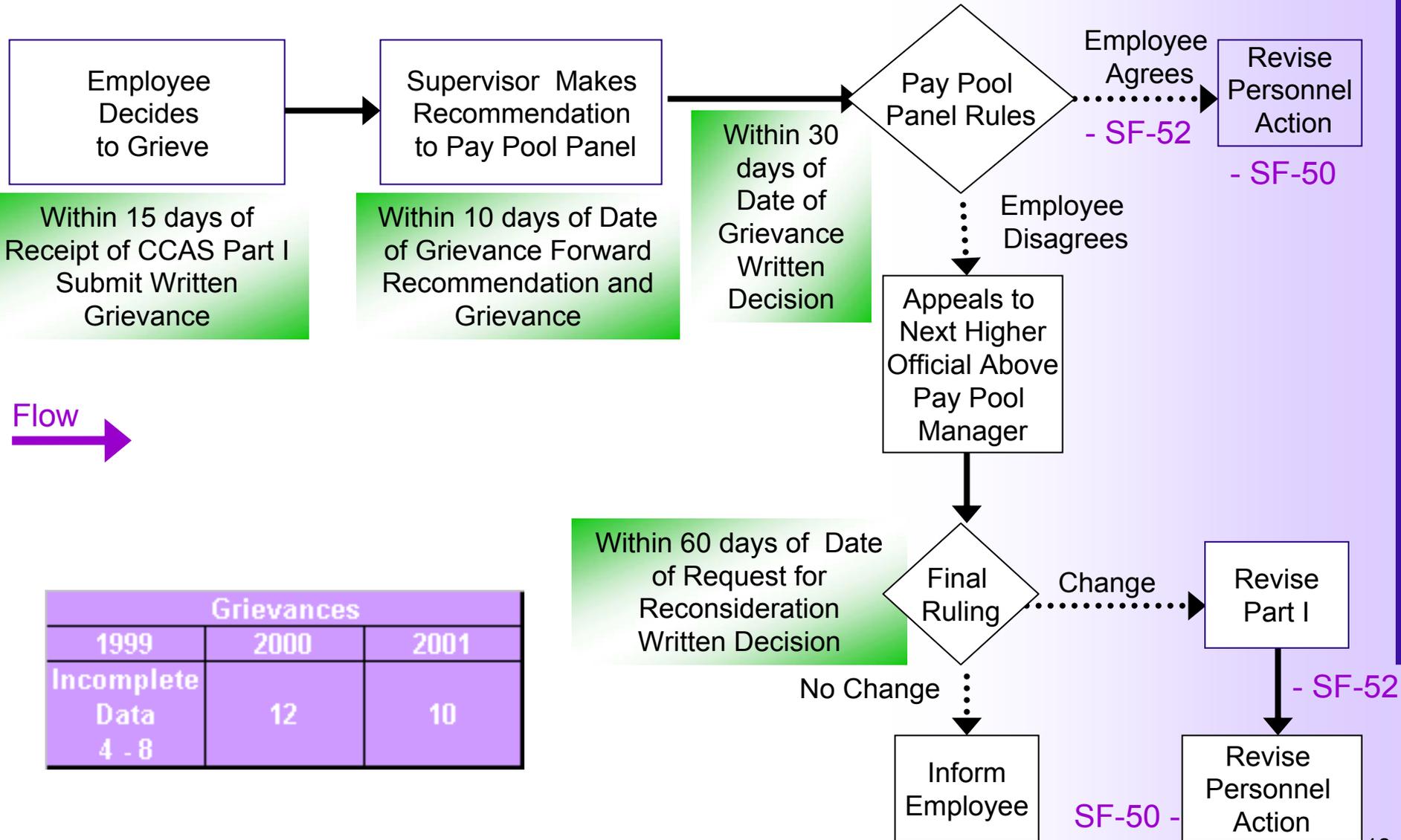
- Inadequate contribution in any one factor at any time during the appraisal period is considered grounds for initiation of reduction-in-pay or removal action (reassignment or removal from Federal service).
- However, written notification is mandatory to include a Contribution Improvement Plan.
- 5 U.S.C. 4303(e) provides the statutory authority for appeals of contribution-based actions.

# **Grievance Policy and Procedures**

# CCAS Grievance Process

- Employee may grieve:
  - OCS
  - General Pay Increase
  - CRI
  - CA
- Bargaining Unit employees follow negotiated agreement, if any; if not
- Non-Bargaining Unit employees follow established administrative procedures, with supplemental instructions.

# Grievance Process Administrative Procedures



Grievances		
1999	2000	2001
Incomplete Data 4 - 8	12	10

# Determining GS Equivalency

## 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
- **Centralized Selection Boards, Training and Education, Applying for non-AcqDemo vacancy announcements**
- **If the Demonstration Ends**
  - Convert the employee to an equivalent GS rate of pay
  - Pay is determined prior to 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 or to a lab demo position.

# Determining GS Equivalency

**2002 General Schedule**  
 INCORPORATING A 3.60% GENERAL INCREASE  
 Effective January 2002

Within  
Grade  
Increase

GS	1	2	3	4	5	6	7	8	9	10	Amount
1	\$ 14,757	\$ 15,249	\$ 15,740	\$ 16,228	\$ 16,720	\$ 17,009	\$ 17,492	\$ 17,981	\$ 18,001	\$ 18,456	VARIES
2	\$ 16,592	\$ 16,985	\$ 17,535	\$ 18,001	\$ 18,201	\$ 18,736	\$ 19,271	\$ 19,806	\$ 20,341	\$ 20,876	VARIES
3	\$ 18,103	\$ 18,706	\$ 19,309	\$ 19,912	\$ 20,515	\$ 21,118	\$ 21,721	\$ 22,324	\$ 22,927	\$ 23,530	\$603
4	\$ 20,322	\$ 20,999	\$ 21,676	\$ 22,353	\$ 23,030	\$ 23,707	\$ 24,384	\$ 25,061	\$ 25,738	\$ 26,415	\$677
5	\$ 22,737	\$ 23,495	\$ 24,253	\$ 25,011	\$ 25,769	\$ 26,527	\$ 27,285	\$ 28,043	\$ 28,801	\$ 29,559	\$758
6	\$ 25,344	\$ 26,189	\$ 27,034	\$ 27,879	\$ 28,724	\$ 29,569	\$ 30,414	\$ 31,259	\$ 32,104	\$ 32,949	\$845
7	\$ 28,164	\$ 29,103	\$ 30,042	\$ 30,981	\$ 31,920	\$ 32,859	\$ 33,798	\$ 34,737	\$ 35,676	\$ 36,615	\$939
8	\$ 31,191	\$ 32,231	\$ 33,271	\$ 34,311	\$ 35,351	\$ 36,391	\$ 37,431	\$ 38,471	\$ 39,511	\$ 40,551	\$1,040
9	\$ 34,451	\$ 35,599	\$ 36,747	\$ 37,895	\$ 39,043	\$ 40,191	\$ 41,339	\$ 42,487	\$ 43,635	\$ 44,783	\$1,148
10	\$ 37,939	\$ 39,204	\$ 40,469	\$ 41,734	\$ 42,999	\$ 44,264	\$ 45,529	\$ 46,794	\$ 48,059	\$ 49,324	\$1,265
11	\$ 41,684	\$ 43,073	\$ 44,462	\$ 45,851	\$ 47,240	\$ 48,629	\$ 50,018	\$ 51,407	\$ 52,796	\$ 54,185	\$1,389
12	\$ 49,959	\$ 51,624	\$ 53,289	\$ 54,954	\$ 56,619	\$ 58,284	\$ 59,949	\$ 61,614	\$ 63,279	\$ 64,944	\$1,665
13	\$ 59,409	\$ 61,389	\$ 63,369	\$ 65,349	\$ 67,329	\$ 69,309	\$ 71,289	\$ 73,269	\$ 75,249	\$ 77,229	\$1,980
14	\$ 70,205	\$ 72,545	\$ 74,885	\$ 77,225	\$ 79,565	\$ 81,905	\$ 84,245	\$ 86,585	\$ 88,925	\$ 91,265	\$2,340
15	\$ 82,580	\$ 85,333	\$ 88,086	\$ 90,839	\$ 93,592	\$ 96,345	\$ 99,098	\$ 101,851	\$ 104,604	\$ 107,357	\$2,753

# 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 \$66,910. Highest grade in NH Broadband III is GS-13.

Conversion:

- Compare \$ 69,310 to Step 4 of highest grade in the broadband:  
GS-13, Step 4 = \$65,349  
\$ 69,310 > \$65,349
- Therefore, assign as GS-13
- \$69,310 is between GS-13, Step 6 pay at \$69,309 and Step 7 pay at \$71,289
- Assign Step 7 = \$71,289 plus Locality Rate
- Convert out as GS-13, Step 7

# Determining GS Equivalency

Example of an employee whose salary does not equal or exceeds Step 4 of the highest grade:

The individual is a Business Management & Technical Management Professional Broadband III employee with a salary of \$55,000. Highest grade in NH Broadband III is GS-13.

Conversion:

- Compare \$55,000 to Step 4 of highest grade in the broadband:  
GS-13, Step 4 = \$65,349  
 $\$55,000 < \$65,349$
- Next compare \$55,000 to GS-12, Step 4 pay at \$54,954
- $\$55,000 > \$54,954$
- Therefore, assign as GS-12
- \$55,000 is between GS-12, Step 4 pay at \$54,954 and Step 5 pay at \$56,619
- Assign Step 5 = \$56,619 plus Locality Rate
- Convert out as GS-12, Step 5

## 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 \$65,000. Highest grade in NH Broadband III is GS-13.

#### Conversion:

- Compare \$65,000 to Step 4 of highest grade in the broadband:  
GS-13, Step 4 = \$65,349  
 $\$65,000 < \$65,349$
- Therefore, assign as GS-12; **but** GS-12, Step 10 pay is \$64,944
- Since  $\$65,000 > \$64,944$ , assign as GS-13
- \$65,000 is between GS-13, Step 3 pay at \$63,369 and Step 4 pay at \$65,349
- Assign Step 4 = \$65,349 plus Locality Rate
- Convert out as GS-13, Step 4

# AcqDemo Training

*Training Is Key to Successful Implementation*

- **Phase I – Pre-Implementation Training**
  - Web-based Tutorial at <http://www.acq.osd.mil/acqdemo>
  - Videos
  - Executive Overview
  - Union Outreach
  - “All-Hands” Overview
  - HRM in the AcqDemo (Professionals)
- **Phase II – Implementation Training**
  - CCAS Process, Writing Effective Assessments, CCAS Communication
  - Data Maintenance, CCAS Spreadsheet
  - Pay Pool Panel Training (Managers)
- **Phase III – Sustainment Training**
  - Data Maintenance Update, Spreadsheet Update

*Training Can Be Tailored to Meet Unit Needs*

# Summary

- Broadbanding
- Transition into the AcqDemo
  - TAPES Closeout
  - PRD
  - Buy-In
- CCAS
  - Eligibility for Compensation
  - Normal Pay Range – Rail Position
  - Expected Level of Contribution
  - Delta OCS and Delta Salary
  - Compensation from the Pay Pool
- Contribution-based Action and Grievance Process
- Determining GS Equivalency
- Training

# Questions?

# Comments?

Jerry Lee at 703-604-7027, DSN 664-7027 or [jerold.lee@saalt.army.mil](mailto:jerold.lee@saalt.army.mil)

# Backup Slides

# Interventions

Provides managers with:

- Recruitment methods to yield quality candidates
- Delegated Examining Authority
- Scholastic Achievement Appointment
- Three Appointment Authorities
- Voluntary Emeritus Program
- Extended Probationary Period

***Result - A flexible system that can restructure and renew the workforce quickly to meet diverse mission needs.***

# Simplified Classification System

- OPM classification standards used for identification of series/occupations
- CCAS broadband level descriptors used for broadband level determination
- Classification authority delegated to functional managers
  - Personnel specialists provide guidance
- New Position Requirements Document (PRD)
  - Combines position information, staffing requirements, and contribution expectations (linked to mission)
  - Automated
  - Provides more flexibility in work assignments

- Extends authority for DAWIA authorized degree and certificate training:
  - for the duration of the ACQDEMO
  - to all ACQDEMO participants
- 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

# Personnel Policy Board

## Personnel Policy Board

- Either Establish Personnel Policy Board Consisting of:
  - Senior Civilian in each PM/Directorate and
  - Chaired by Executive Director

OR

- Modify the Charter of Existing Group
- Union Representation is Encouraged

## Authorities of the Personnel Policy Boards:

- Oversee the civilian pay budget
- Determine the composition of the CCAS pay pool
- Provide guidance to pay pool managers
- Administer funds to pay pool managers
- Review hiring and promotion salaries
- Monitor award pool distribution by organization
- Assess the need for changes to demonstration project procedures and policies

## Personnel Policy Board

- Strategy
  - Balance Project Costs with Benefits
- Process
  - Establish the Baseline
  - Track Salaries by Year
  - Implementation Costs Are Tracked Separately
- Review Prior Year Dollars
- Report to the DoD Acquisition Workforce Demonstration Project Executive Steering Committee
- Next Year Funds Determined Based on Balancing of Appropriate Factors

## Personnel Policy Board

- Personnel Policy Board Sets the Rules for the Distribution of the Dollars for the Pay Pools
- Pay Pool Panels Execute the Rules
- Employees Are Informed of the Rules Before the Beginning of the Contribution-based Compensation and Appraisal System (CCAS) Rating Period October 1 - September 30 (but NLT July 2 - September 30)

# **Contribution Improvement Plan**

Inadequate Contribution

## Contribution Improvement Plans

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

- **In the first case**, when an employee's contribution **in any factor** is numerically at or less than the midpoint of the next lower broadband level (for broadband level I employees, a score of 0 in any factor), there is no supervisory discretion: **a CIP must be issued.**
- This is true regardless of where the employee's overall OCS falls (i.e. Category A, B, or C).

# Mandatory CIP Scenario - Below the Mid-Point of the Next Lower Broadband

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

# Mandatory CIP Scenario

Contribution in any factor is at or less than numerical midpoint of next lower broadband level. If this matrix is for a Broadband Level III employee, what ratings represent areas of inadequate contributions?

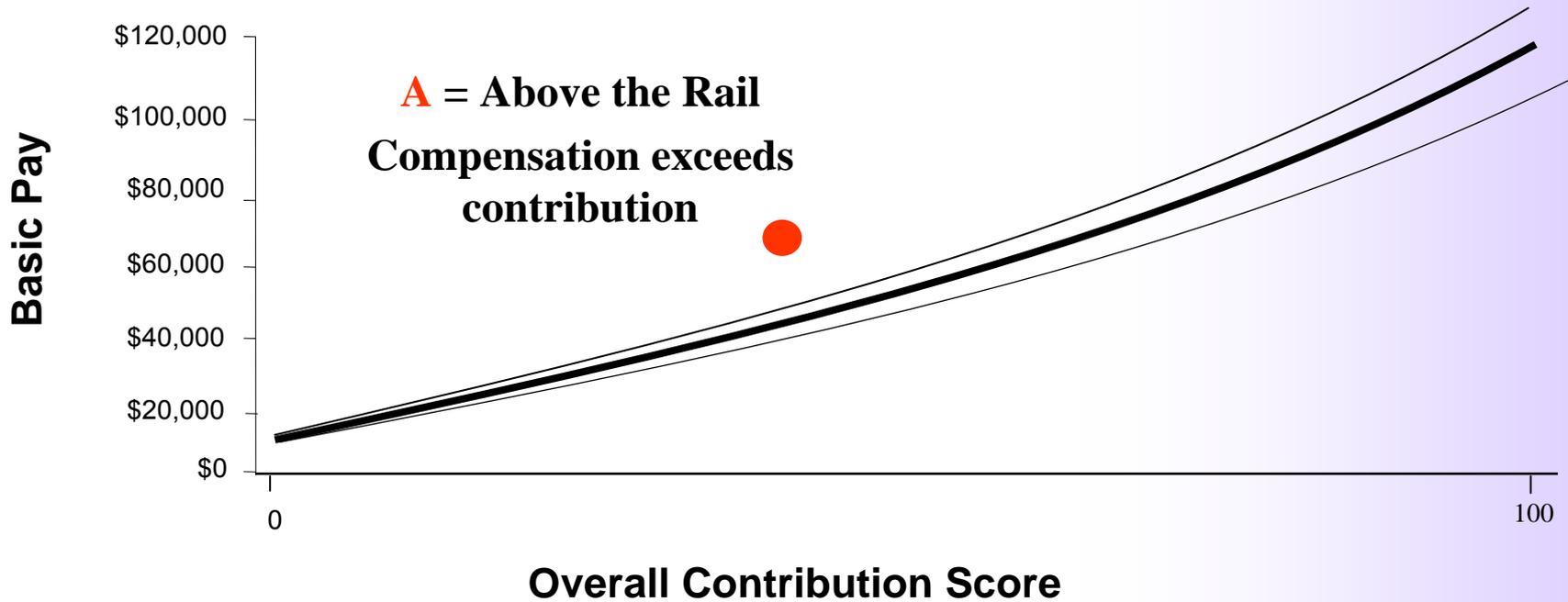
			FACTORS					
			Problem Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Commun.	Resource Mgt
Level	IV	Very High						
		High						
		Med						
		Low						
	III	High			X			
		Med	X					X
		Low				X		
	II	High						
		M-H						
		Med					X	
		M-L						
		Low		X				
	I	High						
		Med						
		Low						

Table 3. Sample Contribution for Business Management and Technical Management Professionals

## Contribution Improvement Plans

- **In the second case**, the **CIP is Optional**, therefore the rating official has a decision to make:
  - **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
  - **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

# Region A Rail Position – Optional CIP



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

# Contribution Improvement Plans

- **Supervisors contact CPAC 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**