Army HRM
Human Resource Management (HRM)
Policy & Processes

(April 15 2011)
http://asc.army.mil/policies/AcqDemo.cfm
Welcome to AcqDemo HRM 101!

Course materials

Agenda

Logistics

Introductions:
- Name
- Background
- Role in Implementing AcqDemo

Signifies Army specific requirements
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!
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
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
Transitioning from NSPS to AcqDemo
## Transition From NSPS Time Line Overview

<table>
<thead>
<tr>
<th>Activity</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
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<tbody>
<tr>
<td>Establish Training Plan</td>
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<td>Prepare for AcqDemo Transition</td>
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<tr>
<td>Transition Guidance</td>
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<td>Deliver Senior Leader Training</td>
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<td>Deliver Workforce Training</td>
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<td>AcqDemo Transition Pilot</td>
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<td>AcqDemo Transition</td>
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<td>➡️</td>
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<tr>
<td>Establish AcqDemo Contribution Plan</td>
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<td>(NSPS Objectives)</td>
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</tr>
</tbody>
</table>
What's NOT Changing

- Benefits, retirement, health, life, and other benefits
- Leave
- Work Schedules
- Allowances & travel/subsistence expenses
- Veterans’ preference
- Prohibited personnel practices
- Merit system principles
- Fundamental due process
- Whistleblower protection
- Anti-discrimination laws

All remain the same!
Transition
Classification & Staffing
Highlights
# Classification & Staffing Terminology Crosswalk

<table>
<thead>
<tr>
<th>NSPS</th>
<th>ACQDEMO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Code</td>
<td>Occupational Series</td>
</tr>
<tr>
<td>Career Group</td>
<td>Career Path</td>
</tr>
<tr>
<td>Standard</td>
<td>Business Management and Technical Management Professional</td>
</tr>
<tr>
<td>Science &amp; Engineering</td>
<td>Medical</td>
</tr>
<tr>
<td>Medical</td>
<td>Technical Management Support</td>
</tr>
<tr>
<td>Fire &amp; Protective Service</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Pay Schedule</td>
<td>Pay Schedule</td>
</tr>
<tr>
<td>YA, YB, YC, YD, …..YP</td>
<td>NH, NJ, NK (No Supervisory pay Schedule)</td>
</tr>
<tr>
<td>Pay Band</td>
<td>Broadband</td>
</tr>
<tr>
<td>1, 2, 3, 4</td>
<td>I, II, III, IV</td>
</tr>
<tr>
<td>Position Description (PD)</td>
<td>Position Requirements Document (PRD)</td>
</tr>
</tbody>
</table>
Transition of NSPS Pay Bands to AcqDemo Broadbands
NSPS Student Education Employment Program (SEEP) to AcqDemo Business Management and Technical Management Career Path (NH)

<table>
<thead>
<tr>
<th>NSPS Schedule(s)</th>
<th>NSPS PB</th>
<th>Nonsupervisory AcqDemo CP</th>
<th>AcqDemo BB</th>
</tr>
</thead>
<tbody>
<tr>
<td>YP - STUDENT ED/EMPL PGM Position is classified as NH-01 or GS-01 or GS-02 or GS-03 or GS-04</td>
<td>YP-01</td>
<td>Not applicable</td>
<td>GS</td>
</tr>
<tr>
<td>YP - STUDENT ED/EMPL PGM Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11</td>
<td>YP-01</td>
<td>Not applicable</td>
<td>GS</td>
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</tbody>
</table>

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

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

NSPS Non-Supervisory Professional Analytical Career group to AcqDemo Business Management and Technical Management Career Path (NH)

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<tr>
<td>YA - STND - PROF/ANALYTICAL and YD - S&amp;E - PROF</td>
<td>YA-01</td>
<td>Not Applicable</td>
<td>GS</td>
</tr>
<tr>
<td>Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11</td>
<td>YD-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YA - STND - PROF/ANALYTICAL and YD - S&amp;E - PROF</td>
<td>YA-02</td>
<td>NH - BUS &amp; TECH MGT PROF</td>
<td>NH-02</td>
</tr>
<tr>
<td>Position is classified as NH-02 or GS-05 or GS-07 or GS-09 or GS-11</td>
<td>YD-02</td>
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<td></td>
</tr>
<tr>
<td>YA - STND - PROF/ANALYTICAL and YD - S&amp;E - PROF</td>
<td>YA-02</td>
<td>NH - BUS &amp; TECH MGT PROF</td>
<td>NH-03</td>
</tr>
<tr>
<td>Position is classified as NH-03 or GS-12 or GS-13</td>
<td>YD-02</td>
<td></td>
<td></td>
</tr>
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<td>YA - STND - PROF/ANALYTICAL and YD - S&amp;E - PROF</td>
<td>YA-03</td>
<td>NH - BUS &amp; TECH MGT PROF</td>
<td>NH-04</td>
</tr>
<tr>
<td>Position is classified as NH-04 or GS-14 or GS-15</td>
<td>YD-03</td>
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</tbody>
</table>
If you are a YA/YD-01

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
If you are a YA/YD-02

<table>
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<tr>
<th>YA/YD-01</th>
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<tbody>
<tr>
<td>26858 - 65371</td>
<td>40694 - 93175</td>
<td>79534 - 135995</td>
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If you are a YA/YD-03

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Retained Pay Alert
If you are a YH-01

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

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

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If you are a YH-03

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</tbody>
</table>

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

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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)**

<table>
<thead>
<tr>
<th>NSPS Schedule(s)</th>
<th>NSPS PB</th>
<th>Nonsupervisory AcqDemo CP</th>
<th>AcqDemo BB</th>
</tr>
</thead>
<tbody>
<tr>
<td>YB - STND-TECH/SUPPORT/YE- S&amp;E - TECH/SUPPORT Position is classified as NJ-01 or GS-01 or GS-02 or GS-03 or GS-04</td>
<td>YB-01 YE-01</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-01</td>
</tr>
<tr>
<td>YB - STND-TECH/SUPPORT/YE - S&amp;E TECH/SUPPORT Position is classified as NJ-02 or GS-05 or GS-06</td>
<td>YB-01 YE-01</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-02</td>
</tr>
<tr>
<td>YB - STND-TECH/SUPPORT/YE - S&amp;E-TECH/SUPPORT Position is classified as NJ-02 or GS-07 or GS-08</td>
<td>YB-02 YE-02</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-02</td>
</tr>
<tr>
<td>YB - STND-TECH/SUPPORT/YE - S&amp;E-TECH/SUPPORT Position is classified a NJ-03 or GS-09 or GS-10</td>
<td>YB-02 YE-02</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-03</td>
</tr>
<tr>
<td>YB - STND-TECH/SUPPORT/YE - S&amp;E-TECH/SUPPORT Position is classified a NJ-03 or GS-11</td>
<td>YB-03 YE-03</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-03</td>
</tr>
<tr>
<td>YB - STND-TECH/SUPPORT/YE - S&amp;E-TECH/SUPPORT Position is classified a NJ-03 or GS-12</td>
<td>YB-03 YE-03</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-04</td>
</tr>
<tr>
<td>YE - S&amp;E - TECH/SUPPORT Position is classified a NJ-04 or GS-13</td>
<td>YE-04</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-04</td>
</tr>
</tbody>
</table>
If you are a YB/YE-01

<table>
<thead>
<tr>
<th>YB/YE-01</th>
<th>YB/YE-02</th>
<th>YB/YE-03</th>
<th>YE-04</th>
</tr>
</thead>
<tbody>
<tr>
<td>17803 - 39748</td>
<td>33270 - 59501</td>
<td>49237 - 78352</td>
<td>66882 - 93175</td>
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<td>GS-01 to GS-06</td>
<td>GS-07 to GS-10</td>
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<td>GS-13</td>
</tr>
</tbody>
</table>

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

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If you are a YB/YE-02

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**Position is classified as**

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

**Retained Pay Alert**

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

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

Position is classified as NJ-04 or GS-12

Retained Pay Alert

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If you are a YE-04

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<td>GS-09 to GS-11</td>
<td>GS-12 to GS-13</td>
</tr>
</tbody>
</table>
## Transition from NSPS to AcqDemo; Pay Bands to Broadbands

NSPS Non-Supervisory Technical and Support Career Group to AcqDemo Administrative Support Career Path (NK)

<table>
<thead>
<tr>
<th>NSPS Schedule(s)</th>
<th>NSPS PB</th>
<th>Non-supervisory Acq Demo CG</th>
<th>AcqDemo BB</th>
</tr>
</thead>
<tbody>
<tr>
<td>YB - STND - TECH/SUPPORT / YI - MED - TECH/SUPPORT / YM – POLICE/SECURITY GUARD AND position is classified as NK-01 or GS-01 or GS-02 or GS-03 or GS-4</td>
<td>YB-01 YI-01</td>
<td>NK - ADMIN SPT</td>
<td>NK-01</td>
</tr>
<tr>
<td>YB - STND - TECH/SUPPORT / YI - MED - TECH/SUPPORT / YM – POLICE/SECURITY GUARD AND position is classified as NK-02 or GS-05 or GS-06 or GS-07</td>
<td>YB-01 YI-01</td>
<td>NK - ADMIN SPT</td>
<td>NK-02</td>
</tr>
<tr>
<td>YB - STND - TECH/SUPPORT / YI - MED - TECH/SUPPORT / YM – POLICE/SECURITY GUARD AND position is classified as NK-03 or GS-08 or GS-09 or GS-10</td>
<td>YB-02 YI-02</td>
<td>NK - ADMIN SPT</td>
<td>NK-03</td>
</tr>
<tr>
<td>YB - STND - TECH/SUPPORT / YI - MED - TECH/SUPPORT / YM – POLICE/SECURITY GUARD AND position is classified GS-11 or GS-12</td>
<td>YB-02 YI-02</td>
<td>Position Reclassification Or Pay Retention</td>
<td></td>
</tr>
</tbody>
</table>
### If you are a YB/YI/YM-01

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

<table>
<thead>
<tr>
<th>YB/YI/YM-01</th>
<th>YB/YI/YM-02</th>
<th>YB/YI-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>17803 - 39748</td>
<td>33270 - 59505</td>
<td>49237 - 78355</td>
</tr>
<tr>
<td>GS-01 to GS-06</td>
<td>GS-07 to GS-10</td>
<td>GS-11 to GS-12</td>
</tr>
</tbody>
</table>

### Retained Pay Alert

**Position is classified as NK-02 or GS-05 to GS-06**

<table>
<thead>
<tr>
<th>NK-01</th>
<th>NK-02</th>
<th>NK-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>17803 - 31871</td>
<td>27431 - 44176</td>
<td>37631 - 59505</td>
</tr>
<tr>
<td>GS-01 to GS-04</td>
<td>GS-05 to GS-07</td>
<td>GS-08 to GS-10</td>
</tr>
</tbody>
</table>

**If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band**
If you are a YB/YI/YM-02

<table>
<thead>
<tr>
<th>Position</th>
<th>YB/YI/YM-01</th>
<th>YB/YI/YM-02</th>
<th>YB/YI-03</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17803 - 39748</td>
<td>33270 - 59505</td>
<td>49237 - 78355</td>
</tr>
<tr>
<td>Class</td>
<td>GS-01 to GS-06</td>
<td>GS-07 to GS-10</td>
<td>GS-11 to GS-12</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Position</th>
<th>YB/YI/YM-01</th>
<th>YB/YI/YM-02</th>
<th>YB/YI-03</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17803 - 39748</td>
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<tr>
<td>Class</td>
<td>GS-01 to GS-06</td>
<td>GS-07 to GS-10</td>
<td>GS-11 to GS-12</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Position</th>
<th>NK-01</th>
<th>NK-02</th>
<th>NK-03</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>17803 - 31871</td>
<td>27431 - 44176</td>
<td>37631 - 59505</td>
</tr>
<tr>
<td>Class</td>
<td>GS-01 to GS-04</td>
<td>GS-05 to GS-07</td>
<td>GS-08 to GS-10</td>
</tr>
</tbody>
</table>

Retained Pay Alert
If you are a YB/YI-03

<table>
<thead>
<tr>
<th>YB/YI/YM-01</th>
<th>YB/YI/YM-02</th>
<th>YB/YI-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>17803 - 39748</td>
<td>33270 - 59505</td>
<td>49237 - 78355</td>
</tr>
<tr>
<td>GS-01 to GS-06</td>
<td>GS-07 to GS-10</td>
<td>GS-11 to GS-12</td>
</tr>
</tbody>
</table>

Initiate position review for possible reclassification action

<table>
<thead>
<tr>
<th>NK-01</th>
<th>NK-02</th>
<th>NK-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>17803 - 31871</td>
<td>27431 - 44176</td>
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<tr>
<td>GS-01 to GS-04</td>
<td>GS-05 to GS-07</td>
<td>GS-08 to GS-10</td>
</tr>
</tbody>
</table>

Retained Pay Alert
## Transition from NSPS to AcqDemo; Pay Bands to Broadbands

NSPS Supervisory Pay Schedules to AcqDemo Career Paths and Pay Schedules

<table>
<thead>
<tr>
<th>Supervisory NSPS Schedule(s)</th>
<th>NSPS PB</th>
<th>AcqDemo CP</th>
<th>AcqDemo BB</th>
</tr>
</thead>
<tbody>
<tr>
<td>YC - STND - SUPV/MGR</td>
<td>YC-01</td>
<td>NH - BUS &amp; TECH MGT PROF</td>
<td>NH-01</td>
</tr>
<tr>
<td>YF - S&amp;E- SUPV/MGR</td>
<td>YF-01</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-01</td>
</tr>
<tr>
<td>YJ - MED - SUPV/MGR</td>
<td>YJ-01</td>
<td>NK - ADMIN SPT</td>
<td>NK-01</td>
</tr>
<tr>
<td>YN – I&amp;P – SUPV/MGR</td>
<td>YN-01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YC - STND - SUPV/MGR</td>
<td>YC-02</td>
<td>NH - BUS &amp; TECH MGT PROF</td>
<td>NH-02</td>
</tr>
<tr>
<td>YF - S&amp;E- SUPV/MGR</td>
<td>YF-02</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NJ-02</td>
</tr>
<tr>
<td>YJ - MED - SUPV/MGR</td>
<td>YJ-02</td>
<td>NK - ADMIN SPT</td>
<td>NJ-03</td>
</tr>
<tr>
<td>YN – I&amp;P – SUPV/MGR</td>
<td>YN-02</td>
<td></td>
<td>NK-03</td>
</tr>
<tr>
<td>YC - STND - SUPV/MGR</td>
<td>YC-03</td>
<td>NH - BUS &amp; TECH MGT PROF</td>
<td>NH-03</td>
</tr>
<tr>
<td>YF - S&amp;E- SUPV/MGR</td>
<td>YF-03</td>
<td>NJ - TECH-MGMT SPT</td>
<td>NH-04</td>
</tr>
<tr>
<td>YJ - MED - SUPV/MGR</td>
<td>YJ-03</td>
<td>NK - ADMIN SPT</td>
<td>NJ-04</td>
</tr>
<tr>
<td>YN – I&amp;P – SUPV/MGR</td>
<td>YN-03</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Acq Demo Logo**
If you are a YC/YF/YN-01

<table>
<thead>
<tr>
<th>YC/YF/YN-01</th>
<th>YC/YF/YN-02</th>
<th>YC/YF/YN-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>33270 - 65371</td>
<td>59014 - 115610</td>
<td>82926 / 79535 - 135995</td>
</tr>
<tr>
<td>GS-06 to GS-11</td>
<td>GS-12 to GS-14</td>
<td>GS-15</td>
</tr>
</tbody>
</table>

Position is classified as NH-02 or NJ-02 or NK-02 or GS-06 to GS-11

<table>
<thead>
<tr>
<th>NH-01</th>
<th>NH-02</th>
<th>NH-03</th>
<th>NH-04</th>
</tr>
</thead>
<tbody>
<tr>
<td>17803 - 31871</td>
<td>27431 - 65371</td>
<td>60274 - 93175</td>
<td>84697 - 129517</td>
</tr>
<tr>
<td>GS-01 to GS-04</td>
<td>GS-05 to GS-11</td>
<td>GS-12 to GS-13</td>
<td>GS-14 to GS-15</td>
</tr>
<tr>
<td>NH-01</td>
<td>NH-02</td>
<td>NH-03</td>
<td>NH-04</td>
</tr>
<tr>
<td>17803 - 31871</td>
<td>27431 - 48917</td>
<td>41563 - 65371</td>
<td>60274 - 93175</td>
</tr>
<tr>
<td>GS-01 to GS-04</td>
<td>GS-05 to GS-08</td>
<td>GS-09 to GS-11</td>
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</tr>
<tr>
<td>NH-01</td>
<td>NH-02</td>
<td>NH-03</td>
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<td></td>
</tr>
</tbody>
</table>

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band
If you are a YC/YF/YN-02

<table>
<thead>
<tr>
<th>YC/YF/YN-01</th>
<th>YC/YF/YN-02</th>
<th>YC/YF/YN-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>33270 - 65371</td>
<td><strong>59014 - 115610</strong></td>
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</tr>
<tr>
<td>GS-06 to GS-11</td>
<td><strong>GS-12 to GS-14</strong></td>
<td>GS-15</td>
</tr>
</tbody>
</table>

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

If salary is Less Than minimum of classified broad band then increase base salary to minimum of the broad band.
If you are a YC/YF/YN-03

<table>
<thead>
<tr>
<th>YC/YF/YN-01</th>
<th>YC/YF/YN-02</th>
<th>YC/YF/YN-03</th>
</tr>
</thead>
<tbody>
<tr>
<td>33270</td>
<td>59014</td>
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<tr>
<td>GS-06 to GS-11</td>
<td>GS-12 to GS-14</td>
<td>GS-15</td>
</tr>
</tbody>
</table>

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

Position is classified as NH-04 or GS-15

<table>
<thead>
<tr>
<th>NH-01</th>
<th>NH-02</th>
<th>NH-03</th>
<th>NH-04</th>
</tr>
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<tbody>
<tr>
<td>17803</td>
<td>27431</td>
<td>60274</td>
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<td>GS-05 to GS-11</td>
<td>GS-12 to GS-13</td>
<td>GS-14 to GS-15</td>
</tr>
</tbody>
</table>

Retained Pay Alert for NH-04
Transition
Classification & Staffing
Highlights
(Continued)
Classification & Staffing  
Transition Highlights

• **PDs to PRDs** – The NSPS Position Description will be edited via pen and ink changes in FASCLASS to reflect the appropriate AcqDemo Pay Schedule, Series Number, Broadband Level and factors. If there are significant changes to duties, the NSPS PD will require reclassification of the position using AcqDemo Classification procedures.

• (DA) FASCLASS will;
  - (pre-transition) Remove all GS equivalency statements
  - (pre-transition) Based on DCPDS information (and corrections via the NSPS2GS (AcqDemo) Tool) change all pay schedules and pay bands
  - (Post transition) Remove any FES (Factors and Scores)
  - (Post transition) Add appropriate AcqDemo Factors
4.1.4 Vacancy Announcements. Determinations of appropriate areas of consideration and length of open periods for receipt of applications will be made by considering the nature of the positions covered by the examination; their career potential; and the characteristics of the labor market.

Army 4.1.4 (was Army 4.2.2) Vacancy Announcements. In addition to the above, refer to applicable provisions of the delegated examining agreement when determining appropriate area of consideration and length of open periods. A position has to be advertised representing the lowest equivalent GS step 1 to the highest equivalent GS step 10 in the broadband. Management will set the pay upon selection of the applicant consistent with qualifications/education and the expected contribution of the position.
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.
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.
g. An extension of an NSPS employee’s temporary or term appointment, consistent with 5 CFR 9901.511(d), when the request to extend the appointment is received by the HRO before April 10, 2011 and effected no later than the organization’s scheduled date of transition from NSPS.

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

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

• **Job offers.** Job offers for positions covered by NSPS will clearly indicate under which statutory pay system the selectee will be placed. If the selectee is to be placed under the NSPS statutory pay system, the selectee will be notified that the position is scheduled for transition from NSPS to AcqDemo by July 3, 2011.

• **Non-DoD individuals/employees** – permanent appointments **prior to April 10, 2011.** Prior to April 10, 2011, non-DoD individuals appointed to a position in an organization covered by NSPS may be placed on an appropriate AcqDemo position requirements document (PRD).

• **Non-DoD individuals/employees** – permanent appointments **as of April 10, 2011 and beyond.** Beginning on April 10, 2011, all non-DoD individuals/employees appointed to a position in an organization covered by NSPS **must** be placed on an appropriate AcqDemo PRD.
Internal placement.

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

**NSPS Employees.**

1. **Competitive placement.** Beginning April 10, 2011, NSPS Employees who are selected for an NSPS covered position that will transition to AcqDemo via a competitive process must be placed on an Appropriate AcqDemo PRD.
Internal placement (con’t).

NSPS Employees.

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

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

CPACs will review requested actions from compliance with regulatory requirements.

- Total time in promotion will be subject to the 120 limit upon transition. Any employee on a non-comp promotion that exceeds 120 days on the day of transition will terminate and not be able to continue.

- Any employee with less than 120 days served on the day of transition can continue up to the 120th day.

- Employees on temporary reassignments that become promotions upon transition will start the 120 limit on the day of transition.

- (Option) Organizations may choose to compete these positions instead before transition and not need to be concerned with the time limits.
Classification & Staffing
Transition Highlights

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

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

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

- **Deputies** - may be classified in the same broadband as the position to which they report
- **Supervisors** – classified per GS Supervisor Guide
  - Combination of technical & administrative direction of others
  - Major duty occupying at least 25% of position’s time
  - Meet at least the lowest level of Factor 3 (Managerial Authority)
- **Team Leaders** - classified per GS Leader Guide
  - Lead 3 or more employees (one or two grade level)
  - Major duty occupying at least 25% of positions time
  - Don’t fully meet the lowest level of Factor 3 (Managerial Authority)
Classification & Staffing
Transition Highlights

• **Interoccupational Positions**
  - The AcqDemo classification system **does not** support interoccupational position descriptions;
  - Prior to transition, positions must be reviewed to determine which single occupational series is most applicable to the duties, responsibilities and qualifications required of the position.
  - Normally this will be the occupational series of the current incumbent.
    
    (i.e. YF-0806-03 Supv Material Engineer & YF-0830-03 Supv Mechanical Engineer)

• **Interdisciplinary Positions**
  - An occupied interdisciplinary professional position is classified to the same AcqDemo series to which the NSPS position is classified.
    
    (i.e. Occ Series 1515 - Operations Research Analyst could be;
    - 1520 Mathematician)
## Classification & Staffing Highlights

<table>
<thead>
<tr>
<th>If the action is</th>
<th>Proposed Effective Date is</th>
<th>RPA must be to the CPAC NLT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Transition Reclassification / Reassignment Action</td>
<td>Prior to the effective date of transition</td>
<td>4 weeks prior to the effective date of transition</td>
</tr>
<tr>
<td>Award</td>
<td>Prior to the effective date of transition</td>
<td>2 weeks prior to the effective date of transition</td>
</tr>
<tr>
<td>Extension of Appointment (expiring during transition</td>
<td>Prior to the effective date of transition</td>
<td>2 weeks prior to the effective date of transition</td>
</tr>
<tr>
<td>Non-Pay Action (Reassignments, Realignment, etc)</td>
<td>Prior to the effective date of transition</td>
<td>2 weeks prior to the effective date of transition</td>
</tr>
<tr>
<td>Pay Action (Promotion, Change to Lower Grade, ACDP</td>
<td>Prior to the effective date of transition</td>
<td>4 weeks prior to the effective date of transition</td>
</tr>
<tr>
<td>etc)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Classification & Staffing Highlights

<table>
<thead>
<tr>
<th>RPA Submissions and Processing During NSPS Transition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If the action is</strong></td>
</tr>
<tr>
<td><strong>Accessions / New Hires</strong> <strong>(</strong>)</td>
</tr>
<tr>
<td><strong>Emergency Actions</strong> (Death, Removal, Suspension, Accessions Critical to Mission)</td>
</tr>
</tbody>
</table>

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

• As early as feasible, but prior to the organization’s transition date, supervisors will provide notification to all employees regarding their AcqDemo bands, using automated reports provided through command channels or the Transition Report in the NSPS2GS Tool.

• Supervisors will also advise employees who are on temporary assignments whether the temporary assignment will continue, be terminated, or be made permanent after transition.

• Organizations should notify employees on LWOP-US (those that are on leave without pay from the NSPS position because they are called to active duty) that the transition will occur, the date the organization is scheduled for transition, and the new AcqDemo band of the NSPS position they are assigned to.
Employee Notification Requirements

- Management will provide **written notice** to employees on **retain pay** as applicable

- Employee can download and review transition Notification of Personnel Action (SF-50) approximately two weeks after transition
Transition Compensation
## Contribution & Compensation Terminology Crosswalk

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

- **NSPS**: National Security Performance System
- **ACQDEMO**: Acquisition Decision Model

- **Performance**: The overall contribution to the organization's mission and goals.
- **Performance Review Authority (PRA)**: The body responsible for reviewing and approving performance ratings.
- **Performance Appraisal System (PAA)**: The system used to evaluate performance.
- **Rating Level**: The level at which an employee's performance is rated.
- **Rate Range Increase**: An increase in an employee's rate range.
- **Local Market Supplement**: A supplement to an employee's pay based on local market conditions.
- **Contribution**: The contribution made by an employee to the organization.
- **Personnel Policy Board (PPB)**: The board responsible for personnel policy decisions.
- **CAS2Net/CCAS Form**: The form used to document performance appraisals.
- **Contribution Rating Increase (CRI)**: An increase in contribution rating.
- **Contribution Award (CA)**: An award given for exceptional contribution.
- **Overall Contribution Score (OCS)**: The overall score for contribution.
- **General Pay Increase**: An increase in an employee's pay.
- **Locality Pay**: Pay based on locality.
Contribution & Compensation
Transition Related Pay Situations

• Not a Provision of AcqDemo
  – Accelerated Compensation for Developmental Positions (ACDP)
    (NOTE: Determine, prior to transition, if any developmental employees are eligible for promotion to a target grade or for an ACDP increase.)
  – Reassignment Pay Increase (up to 5%)
  – Target Local Market Supplement (Special Salary Rate)

• No Prorated Within-in Grade Increase Buy-in (WIGI Buy-in) will occur at transition

• By exception, there is no change in salary upon transition to AcqDemo
## Comparison Between NSPS/AcqDemo Additional or Special Pays

<table>
<thead>
<tr>
<th>Type of Pay</th>
<th>NSPS to GS/AcqDemo</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime – FLSA Exempt</td>
<td>Change</td>
<td>(5 U.S.C. 5541, 5542, 6123(a)(1); 5 CFR 550.114)</td>
</tr>
<tr>
<td>Night Pay</td>
<td>Change</td>
<td>(5 U.S.C. 5545(a); 5 CFR 550.121-122)</td>
</tr>
<tr>
<td>Sunday Pay</td>
<td>Change</td>
<td>(5 U.S.C. 5546; 5 CFR 550.171)</td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>Change</td>
<td>(5 U.S.C. 5546; 5 CFR 550.131)</td>
</tr>
<tr>
<td>Administratively Uncontrollable Overtime</td>
<td>Change</td>
<td>(5 U.S.C. 5545; 5 CFR 550.151)</td>
</tr>
<tr>
<td>Compensatory Time Off for Religious Observances</td>
<td>Change</td>
<td>(5 CFR part 550, subpart J)</td>
</tr>
<tr>
<td>Air Traffic Controller Differential</td>
<td>Different</td>
<td>all of 5 U.S.C. 5546a applies</td>
</tr>
</tbody>
</table>
# Comparison Between NSPS/AcqDemo Additional or Special Pays

<table>
<thead>
<tr>
<th>Type of Pay</th>
<th>NSPS to GS/AcqDemo</th>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Pay for Health Care Personnel</td>
<td>Different</td>
<td>5 USC, Chap 55 and 38 USC</td>
</tr>
<tr>
<td>Foreign Language Proficiency Pay</td>
<td>Change</td>
<td>10 USC 1596 and 1596a</td>
</tr>
<tr>
<td>Foreign Differentials and Allowances, including Living Quarters Allowance</td>
<td>Change</td>
<td>Dept State Stand Regs (DSSR), Sect 134.14c (Modified for Transition From NSPS to AcqDemo/GS)</td>
</tr>
</tbody>
</table>
Contribution & Compensation
Transition Related Pay Situations

- Indefinite Pay Retention under AcqDemo
  - 5 CFR, Chapter 5, Part 536 GRADE AND PAY RETENTION applies

- 3Rs In Connection with Retained Pay - Employees who transition with retained pay and are receiving installments for recruitment, relocation or retention incentives will have their incentive payments calculated on the basis of their retained pay
Introduction to AcqDemo
References

- Title VI - The Civil Service Reform Act, Title 5 U.S.C. 4703 (1978)
- Operating Procedures
Expected Demo Outcomes

A High-quality, Well-Trained AT&L Workforce for the 21st Century

The establishment of a highly-capable, qualified workforce.
Converting Into the AcqDemo
Conversion Process

Activity Timetable → Closeout Appraisals → Determine Employee Career Path & Broadband → Cancel Existing Position Descriptions (PD) → Establish New Position Requirements Documents (PRD)

Flow

Special Considerations:
- Pay Retention
- Temporary Promotions/Details
- Absentees
- Priority Clearances

Move Employee Into AcqDemo (Reassignment / Buy-In)
- SF 52

Conversion Document Generated
- SF 50
Conversion Steps

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

### Contracting Specialist, 1102, GS11

<table>
<thead>
<tr>
<th>Broadband</th>
<th>NH: Business and Technical Mgmt Professional</th>
<th>NJ: Technical Mgmt Support</th>
<th>NK: Administrative Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>GS 1 - 4</td>
<td>GS 1 - 4</td>
<td>GS 1 - 4</td>
</tr>
<tr>
<td>II</td>
<td>GS 5 - 11</td>
<td>GS 5 - 8</td>
<td>GS 5 - 7</td>
</tr>
<tr>
<td>III</td>
<td>GS 12 - 13</td>
<td>GS 9 - 11</td>
<td>GS 8 - 10</td>
</tr>
<tr>
<td>IV</td>
<td>GS 14 - 15</td>
<td>GS 12 - 13</td>
<td></td>
</tr>
</tbody>
</table>

- OPM Job Series Apply: Therefore, 1102 = 1102
- Career Path: Reference Table 2, Jan ‘99 Federal Register
### BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL (NH)

<table>
<thead>
<tr>
<th>SERIES NUMBER</th>
<th>SERIES TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011</td>
<td>BOND SALES PROMOTION</td>
</tr>
<tr>
<td>0018</td>
<td>SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT</td>
</tr>
<tr>
<td>0020</td>
<td>COMMUNITY PLANNING SERIES</td>
</tr>
<tr>
<td>0023</td>
<td>OUTDOOR RECREATION PLANNING PLANNING</td>
</tr>
<tr>
<td>0025</td>
<td>PARK RANGER</td>
</tr>
</tbody>
</table>

### TECHNICAL MANAGEMENT SUPPORT (NJ)

<table>
<thead>
<tr>
<th>SERIES NUMBER</th>
<th>SERIES TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0019</td>
<td>SAFETY TECHNICIAN</td>
</tr>
<tr>
<td>0021</td>
<td>COMMUNITY PLANNING TECHNICIAN</td>
</tr>
<tr>
<td>0102</td>
<td>SOCIAL SCIENCE AIDE</td>
</tr>
<tr>
<td>0181</td>
<td>PSYCHOLOGY AIDE AND TECHNICIAN</td>
</tr>
</tbody>
</table>

Excerpts from Table 2, January 8, 1999 Federal Register, p. 1445
## Determining Career Path / Broadband Level

### Contracting Specialist, 1102, GS11

<table>
<thead>
<tr>
<th>Broadband</th>
<th>NH</th>
<th>NJ</th>
<th>NK</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>GS 1 - 4</td>
<td>GS 1 - 4</td>
<td>GS 1 - 4</td>
</tr>
<tr>
<td>II</td>
<td>GS 5 - 11</td>
<td>GS 5 - 8</td>
<td>GS 5 - 7</td>
</tr>
<tr>
<td>III</td>
<td>GS 12 - 13</td>
<td>GS 9 - 11</td>
<td>GS 8 - 10</td>
</tr>
<tr>
<td>IV</td>
<td>GS 14 - 15</td>
<td>GS 12 - 13</td>
<td></td>
</tr>
</tbody>
</table>

### Business and Technical Mgmt Professional

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
Conversion Steps

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

- Move employee into AcqDemo position
  - Based on occupational series & current GS grade

- Employees on Grade and/or Pay retention
  - Placed in Broadband based on current GS grade

- Employees on Temporary Promotions/Details
  - Returned to position of record before entering the Demo

- Written notification to absent employees
  - Notification to employees on extended leave or absences

- Clearance of internal and external priorities
  - No clearances required

- Conversion documentation
  - Prepare SF-52 (Salary Change/Reassignment)
Conversion Steps

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

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

- Entering demonstration—GS-11/step 4, Series 1102 (Contracting Specialist)

- Nominal time between step 4 and 5 = 104 weeks.

- Assume employee has been a Step 4 for 90 of the 104 weeks for a within grade increase. The process to compute the employee’s new salary is:
  
  GS-11/Step 4 base rate of $55,315
  GS-11 within grade increase is $1,676
  90/104th (or .8654) of $1,676 is $1,450
  $55,315 + $1,450 = $56,765 then add Locality Pay

(This example uses the 2011 General Schedule Salary Table w/o Locality.)
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
- \((\text{time in step} / \text{time between steps}) \times \text{step increase}\) = Buy-in amount
  \[
  \frac{86}{104} \times \$2,009 = \$1,661
  \]
- Current base salary + Buy-in amount = New AcqDemo salary
  \[
  \$68,310 + \$1,661 = \$69,971
  \]

(Then add Locality Pay)

(This example uses the 2011 General Schedule Salary Table w/o Locality.)
**Conversion Tool for WIGI Buy-in**

**AcqDemo Conversion Tool**

Please populate the information in the yellow shaded areas:

<table>
<thead>
<tr>
<th>Name (optional):</th>
<th>Jane Doe</th>
<th>Current Grade (1-15)</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Series (4 digits):</td>
<td>1102</td>
<td>Current Step (1-10)</td>
<td>5</td>
</tr>
<tr>
<td>Occupation Description:</td>
<td>CONTRACTING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Locality Rate-% (optional):</td>
<td>14.16</td>
<td>Current Base Salary:</td>
<td>$68,310</td>
</tr>
<tr>
<td>Effective Date of Conversion is:</td>
<td>7 30 2011</td>
<td>[based on 2011 GS Pay Tables]</td>
<td></td>
</tr>
<tr>
<td>Last Within-Grade-Increase :</td>
<td>1 3 2010</td>
<td>[employees on retained pay are not eligible for a buy-in]</td>
<td></td>
</tr>
</tbody>
</table>

**AcqDemo Conversion Information:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Jane Doe</th>
<th>Time-Between-Steps:</th>
<th>104 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Path:</td>
<td>NH</td>
<td>Step Increase:</td>
<td>$2,009</td>
</tr>
<tr>
<td>Broadband:</td>
<td>III</td>
<td>Time-in-Step:</td>
<td>86 weeks</td>
</tr>
<tr>
<td>Base Salary Before Conversion:</td>
<td>$68,310</td>
<td>Buy-In Amount:</td>
<td>$1,661 $1,661.28</td>
</tr>
<tr>
<td>Locality Percentage:</td>
<td>14.16</td>
<td>Amount:</td>
<td>$9,908</td>
</tr>
<tr>
<td>New Base Salary:</td>
<td>$69,971</td>
<td>New Total Salary:</td>
<td>$79,879</td>
</tr>
</tbody>
</table>
Other Buy-in Scenarios
- Entering Demonstration:
  $55,743 Special Salary Rate (GS-11/5)
  Locality Payment of 9.08%

- Assume Employee Has Earned WGI Buy-In of $1639

- This Employee’s New Salary Will Include:
  Special Rate Divided by Locality Payment % for
  Demonstration Base Rate:  $55,743/1.0908 = $51,103

  Add WGI Buy-In to Demonstration Base Rate for the New
  Demonstration Base Salary:  $1639 + $51,103 = $52,742

- Multiply New Base Salary by Locality Payment, then add the sum
  to the New Base Salary for New Total

- Salary:  ($52,742*0.0908) + $52,742 = $57,531

(This example uses the 2011 General Schedule Salary Table.)
Quality Step Increase (QSI) Situation 1

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

How many weeks in Step?

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

OR

Last Regular WIGI: January 3, 2010
72 weeks / 104 weeks * $1,133 = $782
Quality Step Increase (QSI) Situation 2

<table>
<thead>
<tr>
<th>GS / Step</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
</table>

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?

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

OR

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

Situation 1

• No Buy-in for Individuals on Retained Pay
  – Salary exceeds maximum salary for broadband level
• Example
  – GS-14 Step 5 with base salary of $95,989
  – RIF’d / Involuntary Reassignment to GS-13 position
  – Maximum base salary for GS-13 Step 10 is $93,175
  – Retained Pay is $95,989
  – Retained Grade of GS-14
  – Existing Grade/Step is GS-13 Step 10
• Convert to AcqDemo as NH-III
  – NH-III with Retained Pay of $95,989 plus Locality
  – No buy-in because maximum salary for NH-III is $93,175
Retained Grade and Retained Pay
Situation 2

• Buy-in for individuals on Retained Grade
  – Salary does not exceed maximum salary for broadband level for existing grade

• Example
  – GS-14 Step 2 with base salary of $87,520
  – RIF’d /Involuntary Reassignment to GS-13 position
  – Maximum base salary for GS-13 Step 10 is $93,175
  – $87,520 btwn GS-13/Step 6 $86,008 and 13/Step 7 $88,937
  – Retained Pay NOT APPLICABLE
  – Retained Grade of GS-14
  – Existing Grade/Step is GS-13 Step 7 at $88,937

• Convert to AcqDemo as NH-III
  – Receive the Buy-in
Conversion Steps

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

Salary Adjustment (NOA 894)

Step-buy in

Reassignment (NOA 721)

Assign to new position
(Career Path/Broadband)

Dual Action

NOA 890

Misc Pay Adjustment

Conversion
Mass Conversion Process

Create PRDs

Build Positions in DCPDS

Complete Conversion Worksheet

Complete Conversion Worksheet

Run Mass Conversion in DCPDS

Generate Mass Upload File

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

- Calculates new Salary (buy-in)
- Includes new position number and sequence for each employee
- Contains new salary, and new position information
Administering
The AcqDemo initiatives
Broadbanding & Classification

• Objectives:
  – Simplify the assignment process by allowing managers maximum flexibility in assigning employees within broad descriptions
  – Simplify/automate the classification process with the use of a Position Requirements Document (PRD)

• Benefits:
  – Provide management the ability to set pay commensurate with the candidates’ skills and responsibilities
  – Duty assignments may be realigned among people within an organization, not constituting a position change
  – Broader latitude in assignments lead to greater retention of quality employee
<table>
<thead>
<tr>
<th>Contribution Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving</td>
</tr>
<tr>
<td>Teamwork/Cooperation</td>
</tr>
<tr>
<td>Customer Relations</td>
</tr>
<tr>
<td>Leadership/Supervision</td>
</tr>
<tr>
<td>Communication</td>
</tr>
<tr>
<td>Resource Management</td>
</tr>
</tbody>
</table>

- Each Factor has Descriptors for classifying duties and responsibilities
- Standard across DoD and may not be changed
- Career Path, Factors, Descriptors, and Discriminators constitute grading criteria for determining appropriate broadband level
# Career Path: Business Management & Technical Management Professional (NH)

## Factor 4: Leadership / Supervision

<table>
<thead>
<tr>
<th>LEVEL DESCRIPTORS</th>
<th>DISCRIMINATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL II</strong></td>
<td></td>
</tr>
<tr>
<td>• Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.</td>
<td>Leadership Role</td>
</tr>
<tr>
<td>• Proactively guides, coordinate, and consults with others to accomplish projects.</td>
<td>Breadth of Influence</td>
</tr>
<tr>
<td>• Identifies and pursues individual/team development opportunities.</td>
<td>Mentoring / Employee Development</td>
</tr>
<tr>
<td><strong>LEVEL III</strong></td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td>Leadership Role</td>
</tr>
<tr>
<td>• 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.</td>
<td>Breadth of Influence</td>
</tr>
<tr>
<td>• Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.</td>
<td>Mentoring / Employee Development</td>
</tr>
</tbody>
</table>
Classification Factors:
1. Problem Solving
2. Teamwork/Cooperation
3. Customer Relations
4. Leadership/Supervision
5. Communication
6. Resource Management
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
### Broadbanding

<table>
<thead>
<tr>
<th>Business Management and Technical Management Professional (NH)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NH-01</strong>&lt;br&gt;$17,803 - $31,871</td>
<td><strong>NH-02</strong>&lt;br&gt;$27,431 - $65,371</td>
<td><strong>NH-03</strong>&lt;br&gt;$60,274 - $93,175</td>
<td><strong>NH-04</strong>&lt;br&gt;$84,697 - $129,517</td>
<td></td>
</tr>
<tr>
<td>GS-01 to GS-04</td>
<td>GS-05 to GS-11</td>
<td>GS-12 to GS-13</td>
<td>GS-14 to GS-15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Management Support (NJ)</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NJ-01</strong>&lt;br&gt;$17,803 - $31,871</td>
<td><strong>NJ-02</strong>&lt;br&gt;$27,431 - $48,917</td>
<td><strong>NJ-03</strong>&lt;br&gt;$41,563 - $65,371</td>
<td><strong>NJ-04</strong>&lt;br&gt;$60,274 - $93,175</td>
<td></td>
</tr>
<tr>
<td>GS-01 to GS-04</td>
<td>GS-05 to GS-08</td>
<td>GS-09 to GS-11</td>
<td>GS-12 to GS-13</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administrative Support (NK)</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NK-01</strong>&lt;br&gt;$17,803 - $31,871</td>
<td><strong>NK-02</strong>&lt;br&gt;$27,431 - $44,176</td>
<td><strong>NK-03</strong>&lt;br&gt;$37,631 - $59,505</td>
<td></td>
</tr>
<tr>
<td>GS-01 to GS-04</td>
<td>GS-05 to GS-07</td>
<td>GS-08 to GS-10</td>
<td></td>
</tr>
</tbody>
</table>

Salary Tables as of January 1, 2010

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

*Salaries based on 2011 GS Pay Tables*
• New Position Requirement Document (PRD)
  – Elements
PRD Elements

- Position Information
- Organization Information
  - Mission
- Duties
- Factors
  - Problem Solving - Leadership/Supervision
  - Teamwork/Cooperation - Communications
  - Customers Relations - Resource Management
- Staffing KSA’s (component determination)
- Supplemental Items
New Position Requirement Document (PRD)
  - Elements
  - PRD Automated Development Process
Army Automated PRD Development Process

1st Level Supervisor may view or retrieve PRD in FASCLASS

1st Level Supervisor drafts new or modifies PRD

2nd Level Supervisor Approves PRD

HRO or CPAC Reviews and Submits PRD for verification in FASCLASS (Content & Format)

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

**Position Duties:**
1. Works under the general supervision of the [JPO/DR] on human resource management position structures. Prepares position description PDs, assuring that PDs are adequate for classification purposes, including management options, organization, requirements, and responsible for PDs on the JPO on job classification. 
2. Works closely with [JPO/DR] on budget/finance strategies for all Human Resources and HR-related programs. 
3. Initiates, develops, revises policy and procedure administrative issues. Writes and presents status reports on higher-level management. 
4. Provides guidance to individuals/bodies expert by others in the organization. 
5. Initiates, develops, revises policy and procedure administrative issues. Writes and presents status reports on higher-level management. 

**PRD 6 Factors & BBL Determination:**

**Factor 1: - Problem Solving Level III:**
- Work is timely, efficient, and of acceptable quality. 
- Flexibility, adaptability, and decisiveness exercised. 
- Individuals independently define, resolve, or lead high-level complex problems not susceptible to solution by acceptance of solutions to diverse, highly complex problems across development and action plans to ensure techniques fit the new situation to improve overall individual problem-solving techniques to enhance existing PDs.

**Factor 2: - Teamwork/Cooperation Level III:**
- Work is timely, efficient, and of acceptable quality. 
- Per cooperate and Perwork. 
- Flexibility, adaptability, and decisiveness exercised. 
- Individuals independently define, resolve, or lead high-level complex problems not susceptible to solution by acceptance of solutions to diverse, highly complex problems across development and action plans to ensure techniques fit the new situation to improve overall individual problem-solving techniques to enhance existing PDs.

**Factor 3: - Customer Relations Level III:**
- Work is timely, efficient, and of acceptable quality. 
- Flexibility, adaptability, and decisiveness exercised. 
- Individuals independently define, resolve, or lead high-level complex problems not susceptible to solution by acceptance of solutions to diverse, highly complex problems across development and action plans to ensure techniques fit the new situation to improve overall individual problem-solving techniques to enhance existing PDs.

**Factor 4: - Leadership/Supervision Level III:**
- Work is timely, efficient, and of acceptable quality. 
- Flexibility, adaptability, and decisiveness exercised. 
- Individuals independently define, resolve, or lead high-level complex problems not susceptible to solution by acceptance of solutions to diverse, highly complex problems across development and action plans to ensure techniques fit the new situation to improve overall individual problem-solving techniques to enhance existing PDs.

**Factor 5: - Communication Level III:**
- Work is timely, efficient, and of acceptable quality. 
- Flexibility, adaptability, and decisiveness exercised. 
- Individuals independently define, resolve, or lead high-level complex problems not susceptible to solution by acceptance of solutions to diverse, highly complex problems across development and action plans to ensure techniques fit the new situation to improve overall individual problem-solving techniques to enhance existing PDs.

**Factor 6: - Resource Management Level III:**
- Work is timely, efficient, and of acceptable quality. 
- Flexibility, adaptability, and decisiveness exercised. 
- Individuals independently define, resolve, or lead high-level complex problems not susceptible to solution by acceptance of solutions to diverse, highly complex problems across development and action plans to ensure techniques fit the new situation to improve overall individual problem-solving techniques to enhance existing PDs.

**KSAs:**
- Comprehensive knowledge of the principles of position classification authority principles and requirements. 
- Expert knowledge in applying analytical skills, conduct and document a variety of recommendations, and follow-up. 

**FLSA Evaluation Outline:**
- __Not Exempt__
- __Non-exempt__
- __90% test, if applicable__
- __80% test, if applicable__

**Classification Comments:**
- This is an Acquisition and Technology Workforce position. 
- The employee must meet DoD 7100.5-M requirements applicable to the duties of the position. 
- This is an Acquisition Position and requires Level II certification in Acquisition Career Field A.

**Position Evaluation:**
- **Not Listed**
Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS

http://cpol.army.mil

Select CAC Employee Login
1st Level Supervisor may view or retrieve PRD in FASCLASS.

Enter PIN and select OK.
Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

Select a Tab such as:
- Manager’s
- HR Specialist

1st Level Supervisor may view or retrieve PRD in FASCLASS
Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS

Select References & Tools

http://cpol.army.mil
Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS.
Select FASCLASS

Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS.
Viewing or Retrieving an AcqDemo Position Requirements Document (PRD)

1st Level Supervisor may view or retrieve PRD in FASCLASS

Select FASCLASS

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

Fully Automated System for Classification (FASCLASS) is a centralized system at HODA 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.
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, move the mouse over one of the menu items in the gray menu bar, as an example FASCLASS, to display the sub-menu item choices. If the sub-menu items do not display, simply click on the menu item, then click on the desired menu choice.

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

If you have any suggestions, please email us with your comments.

https://scopol.army.mil/fasclass/search_fs/search_fasclass.asp
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

<table>
<thead>
<tr>
<th>Position Duties:</th>
</tr>
</thead>
</table>
1. Works under the general supervision of JPEO/DJPEO on human resource/manpower position structures. Prepares position description (PDs) that are consistent with JPEO’s mission and JPEO’s policies, procedures, and instructions. Provides guidance in the development of PDs, ensuring that PDs are accurate, complete, and consistent with JPEO’s mission and JPEO’s policies, procedures, and instructions.
2. Works closely with JPEO budget/finance analysts in the development of PDs. Provides guidance in the development of PDs, ensuring that PDs are accurate, complete, and consistent with JPEO’s mission and JPEO’s policies, procedures, and instructions.
3. Evaluates and reports on the adequacy of PDs. Provides guidance in the development of PDs, ensuring that PDs are accurate, complete, and consistent with JPEO’s mission and JPEO’s policies, procedures, and instructions.

<table>
<thead>
<tr>
<th>V. KSAs:</th>
</tr>
</thead>
</table>
- Comprehensive knowledge of civil Service personnel management, in order to draft or modify PRD elements that reflect the needs of the Army.
- Knowledge of the principles of position classification.
- Expert knowledge in applying and interpreting GRP, conducting and documenting a variety of actions, and follow-up.

<table>
<thead>
<tr>
<th>FLSA EVALUATION OUTLINE</th>
</tr>
</thead>
</table>
- **FASCLASS JOB NUMBER:** AS150851
- **CPOC REGION:** NC
- **MACOM:**
  - Foreign Exemption
  - Executive Exemption
  - Exercises appropriate supervisory responsibility (primary duty)
  - Customarily and regularly exercises independent judgment
  - 80% test, if applicable (GS-5/6; Sit 1 & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9)
  - Professional Exemption
  - Professional work (primary duty)
  - Intellectual and varied work (more than dealing with procedures/precedents)
  - Discretion & independent judgment

Managers or Supervisors will draft new PRD elements or modify existing ones.
Drafting or Modifying an AcqDemo Position Requirements Document (PRD)

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

IV. Factors:

Factor 1. - Problem Solving Level III.
Work is timely, efficient, and of acceptable quality. Completed work meets program/project objectives. Flexibility, adaptability, and decisiveness are exercised appropriately. Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. Anticipates problems, develops sound solutions and action plans to ensure program/project accomplishments. Develops collaboration, negotiation, and mediation techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Factor 2. - Teamwork/Collaboration Level III.
Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Works with others to accomplish complex projects/programs. Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. Leads and guides others in formulating and executing team plans. Peer is sought expertise.

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

Factor 4. - Leadership/Supervision Level III.
Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately. Provides guidance to individuals/teams; resolves conflicts. Conducts a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. Defines, organizes, and assigns activities to accomplish project/program goals. Guides, motivates, and oversees the activities of individuals and teams with focus on project/program issues. Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

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

Factor 6. - Resource Management Level III.
Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately. Plans and allocates resources to accomplish multiple project/program goals. Effectively accomplishes multiple project/program goals within established guidelines.
Creating an AcqDemo Position Requirements Document (PRD)

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

Once Approved, the PRD is ready for submission into FASCLASS.
Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

Return to the FASCLASS Welcome Screen

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

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

If you have any suggestions, please email us with your comments.
Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

Select Login for FASCLASS
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.
Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

Select Create AcqDemo PRD

To begin, choose the appropriate menu button.

If you have any suggestions, please Email us with your comments.
Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

- Add Duties of the position
- Add Factors and Supplemental Info of the position
- Select Create Position when done

HRO or CPAC reviews and submits PRD for verification

Complete position information
Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

HRO or CPAC reviews and submits PRD for verification

Select:
- Reviewing Source
- CPAC Personnelist
- Servicing CPOC Center
Entering an AcqDemo Position Requirements Document (PRD) in FASCLASS

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
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.
Classification Appeals

- May Appeal at any time:
  - Occupational Series
  - Title
  - Broadband Level

- An employee may not appeal:
  - Accuracy of the position requirements document,
  - Demonstration project classification criteria,
  - Pay-setting criteria;
  - Propriety of a salary schedule; or
  - Matters grievable under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure.
Hiring & Appointment Authority Initiatives
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
External Hiring

- Delegated Examining
- Scholastic Achievement
- Appointment Authority
Hiring Process

- Position Vacant
- Supervisor Decides To Fill Competitively
  - Internal/Agency-wide
  - Federal Govt-wide
    - Use Normal Process
  - Scholastic Achievement
    - Modified Term
    - And Other Authorities
  - External
    - Delegated Examining Authority
      - Component Level
- Selecting Official
- Human Resources
- Supervisor Decides To Fill Non-Competitively
  - Use Normal Process
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.
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.
### Example of Rank Order

<table>
<thead>
<tr>
<th>Applicants Eligibility (Based on Quals)</th>
<th>Further Evaluation (Based on KSAs)</th>
<th>Assign Quality Group Scores (90, 80, 70)</th>
<th>Assign Vet Preference</th>
<th>Final Score</th>
<th>Quality Group Assignment (Based on Final Score)</th>
<th>No Positive Education Requirement</th>
<th>Positive Education Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>90</td>
<td>(CPS) 10pts</td>
<td>CPS-100</td>
<td>Quality Group 90 &amp; above (QG90) (Superior)</td>
<td>CPS-100</td>
<td>CPS-100</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>90</td>
<td>5 pts</td>
<td>TP-95</td>
<td>CPS-90</td>
<td>T-95</td>
<td>CPS-90</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>90</td>
<td></td>
<td>CPS-90</td>
<td>CPS-80</td>
<td>N-90</td>
<td>N-90</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>90</td>
<td></td>
<td>N-90</td>
<td>N-90</td>
<td>N-90</td>
<td>N-90</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>90</td>
<td></td>
<td>N-90</td>
<td>N-90</td>
<td>N-90</td>
<td>N-90</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>90</td>
<td></td>
<td>N-90</td>
<td>N-90</td>
<td>N-90</td>
<td>N-90</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>80</td>
<td>(CPS) 10pts</td>
<td>Moves to QG90</td>
<td>Quality Group 80 (QG80) (Highly Qualified)</td>
<td>T-85</td>
<td>Floated to QG90</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>80</td>
<td>5 pts</td>
<td>TP-85</td>
<td>CPS-80</td>
<td>N-80</td>
<td>CPS-80</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>80</td>
<td></td>
<td>CPS-80</td>
<td>N-80</td>
<td>N-80</td>
<td>N-80</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>80</td>
<td></td>
<td>N-80</td>
<td>N-80</td>
<td>N-80</td>
<td>N-80</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>70</td>
<td>(CPS) 10pts</td>
<td>Moves to QG80</td>
<td>Quality Group 70 (QG70) (Basically Qualified)</td>
<td>TP-75</td>
<td>N-70</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>70</td>
<td>5 pts</td>
<td>TP-75</td>
<td>N-70</td>
<td>N-70</td>
<td>N-70</td>
</tr>
<tr>
<td>X</td>
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<td></td>
<td>N-70</td>
<td>N-70</td>
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<td>N-70</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>70</td>
<td></td>
<td>N-70</td>
<td>N-70</td>
<td>N-70</td>
<td>N-70</td>
</tr>
</tbody>
</table>
Scholastic Achievement Authority
Scholastic Achievement Authority

• Given to the AcqDemo project to permit the appointment of candidates with degrees to positions in broadband level II.

• New hires may be paid at a higher level on the basis of their scholastic achievements.
  – Managers have the authority to set pay for new hires
  – HR Specialist advises the Manager on pay setting options
Scholastic Achievement Appointments

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

- Veterans’ Preference will apply when selecting candidates under this authority
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
Voluntary Emeritus Program
Voluntary Emeritus Program

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

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

Eligibility.

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

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

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

- Supervisor’s recommendation will be forwarded to the local authority for final consideration and decision.

- If the recommendation is approved, a volunteer work agreement will be formalized.
Voluntary Emeritus Program

Authorization.

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

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

• If favorable, the local authority will sign the volunteer work agreement and return it to the supervisor.

• The applicant will be notified in writing of his/her selection for the Voluntary Emeritus Program.

• All documentation of the selection decision process for each applicant (whether accepted or rejected) must be in writing and be retained throughout the assignment.

• Documentation of rejections will be maintained for at least two years after the date of decision.
Written Agreement.

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

- Agreement must be finalized before the assumption of duties and shall include a statement of understanding between the parties
Probationary Period Intervention
Flexible Probationary Period

- Provides supervisors sufficient time to properly, objectively, and completely evaluate NH employees.

- Training or education: Probation may be extended to length of educational or training assignment for employees in the Business Management and Technical Management Professional career path.

- Employee informed in advance in writing.
Contribution-Based Compensation and Appraisal System (CCAS)
Contribution-based Compensation and Appraisal System (CCAS)

• Objectives:
  − Provide equitable/flexible method for appraising and compensating the DoD AT&L workforce.
  − Correlate individual compensation to contribution to the organization’s mission.

• Benefits:
  − Increased employee involvement in the contribution-based appraisal process.
  − Increased communication between supervisors and employees.
  − Promote a clear accountability of contribution by each employee.
  − Provide an understandable basis for salary changes
### Pay Adjustment References

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

- Paid over 26 pay periods
- Counts toward retirement
- Current pay cannot be reduced through CCAS assessment -- only through adverse action

Often incorrectly known as COLA

GPI + CRI + Locality = New Pay

CA + Lump Sum

Acq Demo
CCAS Cycle

- Results & Grievance Period
- Pay Pool Panel
- Supervisor's Assessment
- Payout
- Meeting at Beginning of Appraisal Cycle
- Mid-Point Meeting
- Employee Self-Assessment

In Army the Meetings are Mandatory
### Factor 4: Leadership / Supervision

<table>
<thead>
<tr>
<th>LEVEL DESCRIPTORS</th>
<th>DISCRIMINATORS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LEVEL II</strong></td>
<td></td>
</tr>
<tr>
<td>Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.</td>
<td>Leadership Role</td>
</tr>
<tr>
<td>Proactively guides, coordinate, and consults with others to accomplish projects.</td>
<td>Breadth of Influence</td>
</tr>
<tr>
<td>Identifies and pursues individual/team development opportunities.</td>
<td>Mentoring / Employee Development</td>
</tr>
<tr>
<td><strong>LEVEL III</strong></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Leadership Role</td>
</tr>
<tr>
<td>Defines, organizes, and assigns activities to accomplish projects/programs goals.</td>
<td>Breadth of Influence</td>
</tr>
<tr>
<td>Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs goals.</td>
<td></td>
</tr>
<tr>
<td>Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.</td>
<td>Mentoring / Employee Development</td>
</tr>
</tbody>
</table>
At the following website, you will find a calculator that will calculate your expected contribution range (ECR) for this year.

Expected Contribution Range Calculator

<table>
<thead>
<tr>
<th>Base Salary Only</th>
<th>Expected Contribution Range = $83,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper Rail</td>
<td>SPL</td>
</tr>
<tr>
<td>74</td>
<td>78</td>
</tr>
</tbody>
</table>

http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm
NH-III
Base Salary is $83,000

To find Expected Contribution Range:
1. Go down the Upper Rail column and find closest value to Joe’s base salary
2. Next go down the SPL column and find closest value to Joe’s base salary
3. Next go down the Lower Rail column and find closest value to Joe’s base salary

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

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

<table>
<thead>
<tr>
<th>OCS</th>
<th>*1.08 Upper Rail</th>
<th>SPL</th>
<th>*0.92 Lower Rail</th>
</tr>
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<tbody>
<tr>
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<td>75611</td>
<td>70010</td>
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<td>85</td>
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<td>96173</td>
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</table>

*Salaries in SPL associated with 2011 GS Pay Tables
Base Salary and Expected Contribution Range (ECR)

Salary is consistent with contributions if OCS is 74 - 82
### Table 4. Point Ranges

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>Business and Technical Professional</th>
<th>Technical Support</th>
<th>Administrative Support</th>
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<tr>
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<td>115</td>
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<tr>
<td>IV</td>
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<td>Med 84–95</td>
<td>67–78</td>
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<tr>
<td></td>
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<td>High 79–83</td>
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<td>57–61</td>
</tr>
<tr>
<td>III</td>
<td>Med 67–78</td>
<td>52–61</td>
<td>47–56</td>
</tr>
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<td></td>
<td>Low 61–66</td>
<td>43–51</td>
<td>38–46</td>
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<td></td>
<td>High 62–66</td>
<td>47–51</td>
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<td>II</td>
<td>M-H 51–61</td>
<td>41–46</td>
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<td></td>
<td>Med 41–50</td>
<td>36–40</td>
<td>30–41</td>
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<td></td>
<td>M-L 30–40</td>
<td>30–35</td>
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</tr>
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<td></td>
<td>Low 22–29</td>
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<td>Med 6–23</td>
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<tr>
<td></td>
<td>Low 0–5</td>
<td>0–5</td>
<td>0–5</td>
</tr>
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</table>

Categorical Scores & Numerical Scores
### CCAS Scoring

#### Factor - Leadership / Supervision NH

<table>
<thead>
<tr>
<th>Level</th>
<th>Factor</th>
</tr>
</thead>
</table>
| **IV**     | • 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. |
|            | **High** 96-100                                                      |
|            | **Medium** 84-95                                                    |
|            | **Low** 79-83                                                       |
| **III**    | • Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.  
• Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues.  
• Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others. |
|            | **High** 79-83                                                      |
|            | **Medium** 67-78                                                    |
|            | **Low** 61-66                                                       |
| **II**     | • 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. |
|            | **High** 62-66                                                      |
|            | **Medium-High** 51-61                                               |
|            | **Medium** 41-50                                                    |
|            | **Medium-Low** 30-40                                                 |
|            | **Low** 22-29                                                       |
| **I**      | • Takes initiative in accomplishing assigned tasks.  
• Provides inputs to others in own technical/functional area.  
• Seeks and takes advantage of developmental opportunities. |
|            | **High** 24-29                                                      |
|            | **Medium** 6-23                                                     |
|            | **Low** 0-5                                                         |

#### Numerical Score each FACTOR

- Problem Solving: **3M 78**
- Teamwork/Cooperation: **3H 81**
- Customer Relations: **3H 80**
- Leadership/Supervision: **3M 78**
- Communication: **3H 78**
- Resource Management: **3H 83**

**Overall Contribution Score**

\[
\frac{478}{6} = 80
\]

*All AcqDemo employees’ contributions are measured against the same six factors (no modification)*
Base Salary and Expected Contribution Range (ECR)

Above the Rails:
Compensation ABOVE contribution

OCS of 73 or lower

Expected Contribution Range

<table>
<thead>
<tr>
<th>Rail Positions</th>
<th>General Pay Increase</th>
<th>Contribution Rating Increase (Salary Increase)</th>
<th>Contribution Award</th>
<th>Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriately Compensated - A (Above the Upper Rail)</td>
<td>Can be reduced or denied</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Base Salary and Expected Contribution Range (ECR)

Between the Rails:
Compensation CONSISTENT with contribution

OCS of 74 - 82

<table>
<thead>
<tr>
<th>Rail Positions</th>
<th>General Pay Increase</th>
<th>Contribution Rating Increase (Salary Increase)</th>
<th>Contribution Award</th>
<th>Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriately Compensated - C (Between the Rails)</td>
<td>Yes</td>
<td>Yes, up to 6%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Base Salary and Expected Contribution Range (ECR)

Below the Rails: Compensation BELOW contribution

OCS of 83 and higher

<table>
<thead>
<tr>
<th>Rail Positions</th>
<th>General Pay Increase</th>
<th>Contribution Rating Increase (Salary Increase)</th>
<th>Contribution Award</th>
<th>Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriately Compensated - B</td>
<td>Yes</td>
<td>Yes, up to 20%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(Below the Lower Rail)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CCAS
Special Situations
Eligibility for CCAS Rating

- In AcqDemo at least 90 days on September 30 to be eligible for a rating (NLT July 2);
- Less than 90 days on September 30 not eligible for CCAS distribution (but will receive full “G”);
- Away from normal duties for an extended period of time, (i.e., temporary promotion outside the parent organization or outside the demo, long-term full-time training, call to active duty, extended sick leave, leave without pay, etc.), then the rating official has two options:
  - Presumes that employee would have contributed consistently with employee’s expected level and will be given a expected rating;
  - Re-certifies employee’s last contribution appraisal.
• Army 6.4.d (was Army 6.4b) Rating Official Leaves Prior to the End of the Appraisal Period. There are no minimum periods for a rating official since the final rating is the result of a pay pool evaluation and not an individual’s evaluation. When the supervisor/rating official leaves before the end of the appraisal period, the departing supervisor/rating official will complete an interim Supervisor Assessment (Part II Supervisor Assessment of the CCAS Salary Appraisal Form), discuss the interim appraisal with the employee and provide copies to the employee and pay pool manager.

• Army 6.4.(3)b) (was Army 6.4c) Annual CCAS Appraisal Period. AcqDemo employees who leave before the end of the rating period (before September 30), will not receive a "close out" CCAS appraisal and will not be eligible for compensation from the pay pool. The employee, however, may be recommended for a special act award.

• Army AcqDemo employees who depart for another army AcqDemo position will be rated in by that new Supervisor.
## CCAS Special Situations
### Leaving After 30 September and Before the January Payout

<table>
<thead>
<tr>
<th>Situation</th>
<th>Rating Approved By</th>
<th>Computed CRI</th>
<th>Computed CA</th>
<th>Additional Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave AcqDemo for GS</td>
<td>Losing Pay Pool</td>
<td>Carry Over CRI and Add to CA</td>
<td>CRI + CA as Award</td>
<td>Memo and MIPR Award to Gaining Federal Agency</td>
</tr>
<tr>
<td>Leave AcqDemo to STRL Demo</td>
<td>Losing Pay Pool</td>
<td>Carry Over CRI and Add to CA</td>
<td>CRI + CA as Award</td>
<td>Memo and MIPR Award to Gaining Federal Agency</td>
</tr>
<tr>
<td>Leave AcqDemo to Another Federal Agency</td>
<td>Losing Pay Pool</td>
<td>Carry Over CRI and Add to CA</td>
<td>CRI + CA as Award</td>
<td>Memo and MIPR Award to Gaining Federal Agency</td>
</tr>
<tr>
<td>Retire</td>
<td>Losing Pay Pool</td>
<td>Carry Over CRI and Add to CA</td>
<td>CRI + CA as Award</td>
<td>Complete a SF 1034 and Forward to DFAS</td>
</tr>
<tr>
<td>Resign from Federal Service</td>
<td>Losing Pay Pool</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

Pay Pools will take every effort to get the payout to former employees.
Annual Pay Adjustment Process

Flow

Pay Pool Panel Payout Decision

Upload Spreadsheet Data To CAS²Net

CAS²NET Data Staged for Upload Into Modern DCPDS by CPOC

Service HR Centers Process Pay Upload Transactions

MDCPDS Updates DCPS (DFAS)

- SF 52

Post Cycle Activity

Print / Share Part I With Employee

CIP Eligible

CIP Initiated?

Yes

HRM Assists Rater

File Part I in Official Performance File (OPF)

File MFR

No

Payout

- SF 50
## CONTRIBUTION & COMPENSATION

### CCAS Results - Part I Form

#### Identifying info
- **Name:** Joe Contributor
- **CAS2Net ID:** 99999
- **Series:** 0340
- **Appraisal Period:** From 1-Oct-09 to 30-Sep-10

#### Pay info
- **Current Rate of Basic Pay:** $67,587
- **G Increase:** $3,560
- **CRI Increase:** $71,137
- **Locality Pay:** $17,229
- **New Total Salary:** $88,366
- **Contribution Award:** $1,731

#### OCS & rail positions
- **OCS plotted**
- **Upper Rail OCS:** 63
- **SPL OCS:** 67
- **Lower Rail OCS:** 71

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

### Employee Contribution Pay Comparison Chart

![Graph](chart.png)

#### Appraisal Detail
- Overall Contribution Score: 73
- Next Year's Expected SPL OCS: 71

#### Employee Signature
- **Date:** 21-Jan-11

#### Rating Official
- **Date:**

#### Remarks

Privacy Act Statement (5 U.S.C.)

1. **AUTHORITY:** Section II: D. Federal Register Notice dated January 8, 1999.
2. **PURPOSE:** This form summarizes the annual evaluation of an employee's contribution through CCAS assessment.
3. **ROUTINE USE:** This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PFM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
4. **DISCLOSURE:** Failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts. The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.
CONTRIBUTION & COMPENSATION CCAS Results - Part I Form

Expected Contribution Range and Expected OCS

Pay info

Appraisal Detail
- Overall Contribution Score: 73
- Next Year's Expected SPL OCS: 71

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.

<table>
<thead>
<tr>
<th>Compensation Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>$67,587 Current Rate of Base Pay</td>
</tr>
<tr>
<td>+ G Increase 0.0%</td>
</tr>
<tr>
<td>+ $3,550 CRI Increase 5.25%</td>
</tr>
<tr>
<td>= $71,137 New Rate of Basic Pay</td>
</tr>
<tr>
<td>+ $17,229 Locality Pay</td>
</tr>
<tr>
<td>= $88,366 New Total Salary</td>
</tr>
<tr>
<td>$1,731 Contribution Award</td>
</tr>
</tbody>
</table>

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 payout.

Privacy Act Statement (552a of 5 U.S.C.)
2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution through CCAS assessment.
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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
+ $16,370 Locality Pay 24.22%
$83,957 New Total Salary

$5,281 Contribution Award
(of which $3,550 was CRI Carryover)
Individual Factor Scores

**Part I: CCAS Salary Appraisal Form**

<table>
<thead>
<tr>
<th>Name</th>
<th>Joe Contributor</th>
</tr>
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<tbody>
<tr>
<td>CAS2Net ID</td>
<td>99999</td>
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<tr>
<td>Organization</td>
<td>1</td>
</tr>
<tr>
<td>Broadband Level</td>
<td>III</td>
</tr>
<tr>
<td>Retained Pay</td>
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<tr>
<td>Presumptive</td>
<td>None</td>
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<tr>
<td>Series</td>
<td>0346</td>
</tr>
<tr>
<td>Appraisal Period</td>
<td>From: 1-Oct-09</td>
</tr>
<tr>
<td></td>
<td>To: 30-Sep-10</td>
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</table>

<table>
<thead>
<tr>
<th>Factor</th>
<th>Category Score</th>
<th>Final Score</th>
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<tbody>
<tr>
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<td>Teamwork</td>
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<td>75</td>
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<tr>
<td>Customer Relations</td>
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<td>75</td>
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<td>Leadership</td>
<td>3M</td>
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<td>Communications</td>
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<td>Resource Management</td>
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<td>OCS</td>
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<tr>
<td>Relative Score</td>
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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:
• **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).
### Broadband Level Point Ranges

<table>
<thead>
<tr>
<th>Broadband Level</th>
<th>Business Management and Technical Professional</th>
<th>Technical Support</th>
<th>Administrative Support</th>
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<tbody>
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<td></td>
<td>Mid-Point</td>
<td>Mid-Point</td>
<td>Mid-Point</td>
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<td>96-100</td>
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<tr>
<td></td>
<td>0-5</td>
<td>0-5</td>
<td>0-5</td>
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</tbody>
</table>
## Mandatory CIP Scenario

### Inadequate Contribution

*(NH III Employee Score Sheet)*

<table>
<thead>
<tr>
<th>Level</th>
<th>Problem Solving</th>
<th>Teamwork/Cooperation</th>
<th>Customer Relations</th>
<th>Leadership/Supervision</th>
<th>Commun.</th>
<th>Resource Mgt</th>
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</thead>
<tbody>
<tr>
<td>II</td>
<td>High</td>
<td>High</td>
<td>Med</td>
<td>Low</td>
<td>65</td>
<td>46</td>
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<td>M-L</td>
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<tr>
<td></td>
<td>Low</td>
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<tr>
<td>NK-II 44</td>
<td>High</td>
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<tr>
<td>IV</td>
<td>Very High</td>
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<tr>
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<td>High</td>
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<tr>
<td></td>
<td>Med</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Percentages:**
- **High:** 80%
- **Medium:** 72%
- **Low:** 29%
• In the second case, when the overall contribution score falls in the “A” region, the CIP is Optional, therefore the rating official has two options:

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

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

  2. The supervisor may decide to issue a CIP, notifying the employee in writing that unless the contribution increases to—and is sustained at—a higher level, the employee may be reduced in pay, reassigned, changed to a lower broadband level, or removed.

<table>
<thead>
<tr>
<th>Rail Positions</th>
<th>General Pay Increase</th>
<th>Contribution Rating Increase (Salary Increase)</th>
<th>Contribution Award</th>
<th>Locality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriately Compensated - A (Above the Upper Rail)</td>
<td>Can be reduced or denied</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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
CCAS Grievance Process

• Employee may grieve:
  - Overall Contribution Score / Factor Score(s)
    - General Pay Increase (GPI)
    - Contribution Rating Increase (CRI)
    - Contribution Award (CA)
  - Narrative

• Bargaining Unit employees follow negotiated agreement, if any; if not

• Non-Bargaining Unit employees follow established administrative procedures, with supplemental instructions.
Grievance Process
Administrative Procedures

Employee Decides to Grieve

Supervisor Makes Recommendation to Pay Pool Panel

Pay Pool Panel Rules

Employee Agrees
- SF-52

Revise Personnel Action
- SF-50

Employee Disagrees

Appeals to Next Higher Official Above Pay Pool Manager

Within 15 days of Receipt of Written Decision, Submit Request for Reconsideration

Within 60 days of Date of Request for Reconsideration, Written Decision

Final Ruling

Change
- SF-52

No Change

Inform Employee

Within 15 days of Receipt of CCAS Part I, Submit Written Grievance

Within 10 days of Date of Grievance, Forward Recommendation and Grievance

Within 30 days of Date of Grievance, Written Decision

* Calendar Days
Reduction-In-Force (RIF)
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
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.
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
Retain Service Credit

• The demonstration project does not use summary level designators.

<table>
<thead>
<tr>
<th>RETENTION SERVICE CREDIT</th>
<th>APPRAISAL RATING LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Fully Successful or equivalent, Level 3</td>
</tr>
<tr>
<td>0</td>
<td>Unsuccessful, Level 1</td>
</tr>
</tbody>
</table>

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

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
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

\[
\begin{align*}
12 \text{ years for 2011} & \quad + \quad 20 \text{ Years for 2010} \\
& \quad + \quad 16 \text{ Years for 2009} \\
& \quad = \quad 48 \text{ Years} \\
& \quad \text{Divided by 3} \\
& \quad = \quad 16 \text{ Credit Years}
\end{align*}
\]

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

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

#### Annotated Master Retention List

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

- Promotion is normally a competitive action.

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

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

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.
Federal Employee (Entering from Outside of the Demo)

- Promotion is normally a competitive action

<table>
<thead>
<tr>
<th>Grade</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
<th>Step 5</th>
<th>Step 6</th>
<th>Step 7</th>
<th>Step 8</th>
<th>Step 9</th>
<th>Step 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>71,674</td>
<td>74,063</td>
<td>76,452</td>
<td>78,841</td>
<td>81,230</td>
<td>83,619</td>
<td>86,008</td>
<td>88,397</td>
<td>90,786</td>
<td>93,175</td>
</tr>
</tbody>
</table>

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

- A higher broadband level is one with a higher maximum rate of pay than the employee’s current broadband level.
Federal Employee (Entering from Outside of the Demo)

• Initial pay will be set at a level consistent with the individual's qualifications and the expected contribution of the position.

• Employees will enter the demonstration project at
  – their existing rate of pay,
  – the minimum salary for the broadband level, or
  – a rate determined by management.

• Hiring official will determine the starting salary based upon
  – available labor market considerations relative to special qualifications requirements,
  – scarcity of qualified applicants,
  – programmatic urgency, and
  – education/experience of the new candidates.
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

- The employee's salary shall not exceed the salary range of the new broadband level.
Pay Setting for AcqDemo Employee on Retained Pay

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

AcqDemo Employee

• Temporary promotions are only to positions at higher BB level

• Temporary promotion pay is computed based on position of record

• Rating is based on contributions in position of record

• Activity may insure employee is equitably treated
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 broadband 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.**
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.)
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)
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.).
(f) A temporary promotion or detail to a position in a higher broadband level for up to 120 days.

(g) Consideration of a candidate not given proper consideration in a prior competitive promotion action under the demonstration project.

(h) Conversion of an employee from a modified Term appointment to a Perm appointment in the same broadband level and Occ Series as the Modified Term Position

(i) Any other non-competitive action as determined by the Components.
(k) Accretion of Duties - The justification for the increase from a Broadband Level to a higher Broadband Level must be substantive and clear. Not only should the supervisor be able to demonstrate that the promotion was due to an accretion of duties, but the duties themselves should be explained in sufficient detail to fully support classification at that higher level. This documentation should be able to withstand later review by an independent authority.
Voluntary Change to Lower Broadband Level/Change in Career Path (except RIF).

• When an employee accepts a voluntary change to lower broadband level or a different career path, salary may be set at any point within the broadband level to which appointed, except that the new salary will not exceed the employee’s current salary or the maximum salary of the broadband level to which assigned, whichever is lower.

• An employee’s request for voluntary change to a lower broadband level or different career path should provide a reason(s) for the request. All actions shall be documented by use of an official personnel action and appropriately filed.
Involuntary Change to a Lower Broadband Level *Without* Reduction in Pay Due to Contribution-Based Action.

- Due to inadequate contribution, an employee may move to a lower broadband level as a result of receiving partial or no general pay increase. When an employee is changed to a lower broadband level due to such a situation, it is not considered an adverse action.

- Supervisors shall initiate an involuntary change to lower broadband level promptly after the pay pool manager approves the annual pay out. An official personnel action will be prepared to reflect this change.

- The employee’s rate of basic pay shall remain unchanged.
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.
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.
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.
Return to Limited or Light Duty from a Disability as a Result of Occupational Injury to a Position in a Lower Broadband Level or to a Career Path with Lower Salary Potential than Held Prior to the Injury.

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

- Employees on retained rate in the demonstration project will receive pay adjustments in accordance with 5 U.S.C. 5363 and 5 CFR 536.

- An employee receiving a retained rate is not eligible for a contribution rating increase, since such increases are limited by the maximum salary rate for the employee’s broadband level.

- Depending upon the employee’s rating (Overall Contribution Score, employees on retained pay may be eligible to receive CA.
Expanded Development Opportunities
Expanded Development Opportunities

• Objectives:
  – Expands educational opportunities to a larger section of the workforce
  – Permits employees to engage in sabbaticals that contribute to their development and effectiveness

• Benefits:
  – Assists in the recruiting and retaining of personnel
  – Provides opportunities for employees to acquire knowledge and expertise that cannot be acquired in the standard working environment
Extension of Degree and Certification Training Authority

• DAWIA authorized degree and certification training for acquisition-coded positions through the year 2012

• AcqDemo:
  – Extended for the duration of the project
  – Expanded coverage to all AcqDemo positions

• Authorizes local level approval
  – Funding, and procedures
  – Implementation—local responsibility
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.
These procedures are for the activity’s Human Resource Office, not the CPAC.

- Interested Employees will complete the application and forward it to his or her Supervisor.

- The Supervisor will complete the Supervisory Recommendation portion of the application and forward the package to HRO for further action.

- HRO will conduct an initial review the application to ensure the Employee meets the terms and conditions for a sabbatical.

- If the Employee meets the conditions, the HRO will distribute the application to each of the Pay Pool Panel Members.

- If the Employee does not meet the conditions described above, HRO will return the application with a written explanation of why the application is being rejected.
Sabbatical - Procedures

• After reviewing the Employee’s request and the Supervisory recommendation, each Pay Pool Panel Member will complete the Pay Pool Panel Member portion of the application and return it to HRO for further action.

• HRO will summarize the recommendations of the Supervisor and the Pay Pool Panel Members and forward the request to the Pay Pool Manager for final decision.

• The Pay Pool Manager will review application and post utilization assignment, if any, and make decision, and return the application to HRO.

• HRO will be responsible for notifying the Employee and the Supervisor of the results.

• Assuming the sabbatical is approved, the Employee will be required to provide a written report summarizing the results of the sabbatical. This report will include what was accomplished and the benefits derived for the Employee, the organization, and the acquisition community.
Determining GS Equivalency
Determining GS Equivalency

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

- Step 4 rule - compare AcqDemo salary to the highest grade in the broadband level and Step 4 of that highest grade.

- The Step 4 rule will be used anytime an employee is seeking a position where a GS Equivalency is needed.

- Equivalency determinations are always calculated using the salary which includes Locality Rate.
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
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*
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
Summary of Human Resources Management (HRM) Training Program

• Create a high quality, well trained AT&L Workforce for the 21\textsuperscript{st} 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.
DoD and Army Support

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

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- Visit DoD AcqDemo Website for latest transition information updates