Department of Defense
Civilian Acquisition Workforce Personnel Demonstration Project

2021 New Employee Training

Benefits, retirement, health, life, and other benefits

Leave

Work Schedules

Allowances & travel/ subsistence expenses

Veterans' preference

Stay the same, no change by AcqDemo

Prohibited personnel practices

Merit system principles

Fundamental due process

Whistleblower protection

Anti-discrimination laws

Acquisition Demonstration

Contribution-Based Compensation & Appraisal System (CCAS)

CAS2Net

Career Paths (NH, NJ, NK)

Broadband Levels

NH-I	NJ-I	NK-I
NH-II	NJ-II	NK-II
NH-III	NJ-III	NK-III
NH-IV	NJ-IV	

Determining Career Path / Broadband Level

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

Career Path: Reference Appendix C, November 9, 2017, Federal Register

NH			
0301	0343	0855	1102
0340	0346	0861	

NK
0318
1106

4

Determining Career Path / Broadband Level

GS-1102-12, Contracting

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

- OPM Job Series Apply: Therefore, 1102 = 1102

- Career Path: Reference Appendix C, November 9, 2017, Federal Register, 1102 = NH

- Broadband: Reference Table Above, GS 12 = NH III

What is the Buy-In?

- The buy-in is an ADJUSTMENT to the employee's base salary for step increase and non-competitive career ladder promotion.

- The buy-in will be computed based on the current value of the step or promotion increase and a prorated share based upon the number of weeks an employee has completed towards the next higher step or grade.

No Buy-In if:

- Step Increases are being withheld for Less Successful Performance

- On Performance-Improvement Plan

- On Retained Pay/Retained Grade - Salary Exceeding Maximum of Broadband Level
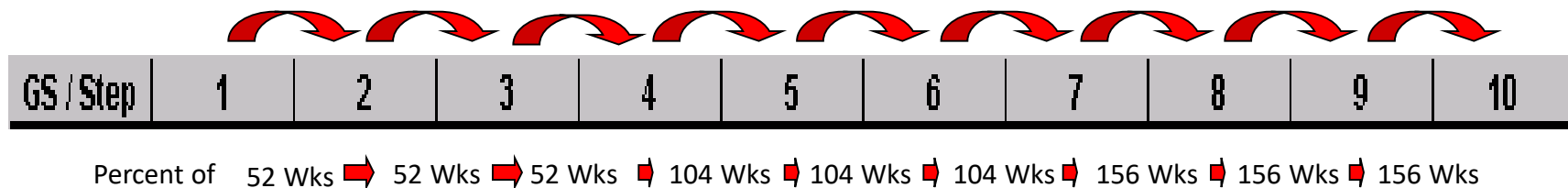
- Step 10

Special Situations:

- Special Salary Rates Not Applicable
  - Convert to GS non-special salary rate then buy-in

- Buy-in *Full Employee Protection Approach*

- Locality Adjustment—Added After Base Salary Is Computed

*2021 Locality Rates
Rest of U.S. - RUS 15.95%*

- Formula for Buy-In:

1. Determine Employee's Base Salary

2. Determine Value of Within-Grade Increase; then

[(time in step / time between steps) x step increase] + current salary = new AcqDemo base salary

GS / Step	1	2	3	4	5	6	7	8	9	10

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

8

- GS-12/Step 4, Series 1102 (Contracting)

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

- Assume employee has been a Step 4 for 90 of the 104 weeks for a within grade increase. The process to compute the employee's new salary is:

    GS-12/Step 4 base rate of $73,513

    GS-12 within step increase is $2,228

    90/104th (or .8654) of $2,228 is $1,928

    $73,513 + $1,928 = $75,441

    Then compute Locality Pay $75,441 * 15.95% = $12,033

    $12,033 + $75,441 = $87,474

2021 Locality Rates
Rest of U.S. - RUS 15.95%

(This example uses the 2021 General Schedule Salary Table w/o Locality.)

Conversion Tool for WIGI Buy-in
https://acqdemo.hci.mil/acqdemoconversioncalculator.html

To calculate your WIGI Buy-in, you will need:
1. 2021 Conversion Tool for WIGI Buy-in
2. SF-50 with your last regularly with-in grade increase
3. Most recent SF-50...3 Jan 2021
4. Date of Conversion to AcqDemo...24 Jan 2021

NOTIFICATION OF PERSONNEL ACTION

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

1. Name (Last, First, Middle)						2. Social Security Number	3. Date of Birth		4. Effective Date
Contributor, Joe						XXX-XX-1111	##-##-####		1-24-2021

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
GS	1102	12	04	$ 85,398	PA	NH	1102	03		$ 87,474	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$ 73,513	$ 11,885	$ 85,398		$ 75,441	$ 12,033	$ 87,474	

But if Joe was a Step 10, no buy-in.

NOTIFICATION OF PERSONNEL ACTION

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

1. Name (Last, First, Middle)						2. Social Security Number	3. Date of Birth		4. Effective Date
Contributor, Joe						XXX-XX-1111	##-##-####		6-23-2021

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
GS	1102	12	10	$ 100,739	PA	NH	1102	03		$ 100,739	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$ 86,881	$ 13,858	$ 99,741	$ 100,739	$ 86,881	$ 13,858	$ 100,739	

BASE SALARY TABLE - 2021 GS EFFECTIVE JANUARY 2021										
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
12	66,829	69,057	71,285	73,513	75,741	77,969	80,197	82,425	84,653	86,881

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Grade and/or Pay Retention.

An employee on <u>retained pay</u> whose salary exceeds the maximum pay of the broadband level (as determined by the employee's grade) is <u>not eligible</u> for a buy-in adjustment. Such an employee's rate of pay remains the same under AcqDemo as it was previously.

(1) Employees on <u>retained grade</u> at the time of conversion into AcqDemo will receive a "buy-in" for their within grade increase <u>provided they would have received a WGI prior to expiration of their retained grade</u>. Their salary will then be set at that rate in the broadband for their position of record.

(2) Employees on grade retention at the time of conversion into AcqDemo who would not receive a WGI prior to expiration of their grade retention will <u>not receive a buy-in for their WGI</u>. Their salary will be set at the rate in the broadband for their position of record. Employees whose pay exceeds the top rate of the broadband will have their pay retained.

12

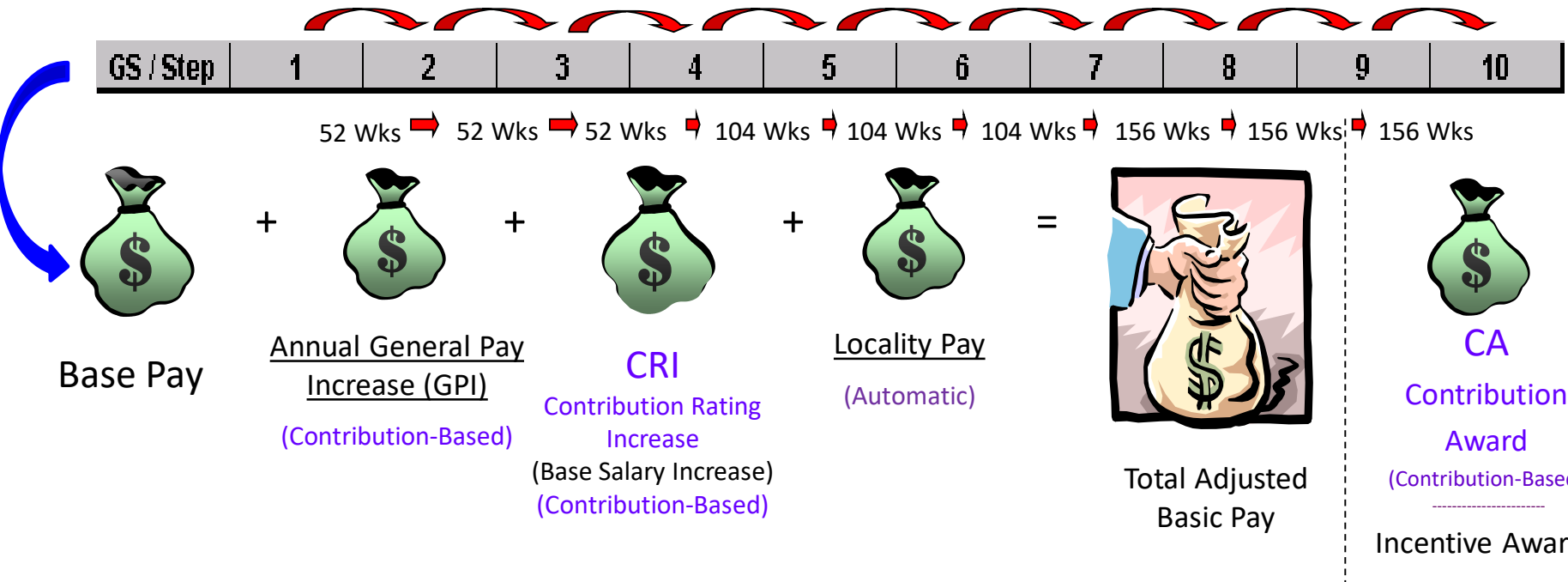# Questions?

Conversion
Buy-In

GS to AcqDemo

SALARY TABLE 2021-GS
INCORPORATING THE 1% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2021

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
1	$ 19,738	$ 20,400	$ 21,056	$ 21,709	$ 22,365	$ 22,749	$ 23,398	$ 24,052	$ 24,078	$ 24,690	VARIES
2	22,194	22,722	23,457	24,078	24,349	25,065	25,781	26,497	27,213	27,929	VARIES
3	24,216	25,023	25,830	26,637	27,444	28,251	29,058	29,865	30,672	31,479	807
4	27,184	28,090	28,996	29,902	30,808	31,714	32,620	33,526	34,432	35,338	906
5	30,414	31,428	32,442	33,456	34,470	35,484	36,498	37,512	38,526	39,540	1,014
6	33,903	35,033	36,163	37,293	38,423	39,553	40,683	41,813	42,943	44,073	1,130
7	37,674	38,930	40,186	41,442	42,698	43,954	45,210	46,466	47,722	48,978	1,256
8	41,723	43,114	44,505	45,896	47,287	48,678	50,069	51,460	52,851	54,242	1,391
9	46,083	47,619	49,155	50,691	52,227	53,763	55,299	56,835	58,371	59,907	1,536
10	50,748	52,440	54,132	55,824	57,516	59,208	60,900	62,592	64,284	65,976	1,692
11	55,756	57,615	59,474	61,333	63,192	65,051	66,910	68,769	70,628	72,487	1,859
12	66,829	69,057	71,285	73,513	75,741	77,969	80,197	82,425	84,653	86,881	2,228
13	79,468	82,117	84,766	87,415	90,064	92,713	95,362	98,011	100,660	103,309	2,649
14	93,907	97,037	100,167	103,297	106,427	109,557	112,687	115,817	118,947	122,077	3,130
15	110,460	114,142	117,824	121,506	125,188	128,870	132,552	136,234	139,916	143,598	3,682

Business Management and Technical Management Professional			
NH-01	NH-02	NH-03	NH-04
19738 - 35338	30414 - 72487	66829 - 103309	93907 - 143598
GS-01 to GS-04	GS-05 to GS-11	GS-12 to GS-13	GS-14 to GS-15

Technical Management Support			
NJ-01	NJ-02	NJ-03	NJ-04
19738 - 35338	30414 - 54242	46083 - 72487	66829 - 103309
GS-01 to GS-04	GS-05 to GS-08	GS-09 to GS-11	GS-12 to GS-13

Administrative Support		
NK-01	NK-02	NK-03
19738 - 35338	30414 - 48978	41723 - 65976
GS-01 to GS-04	GS-05 to GS-07	GS-08 to GS-10

Locality Pay is not included in the Pay Range Chart

GS / Step	1	2	3	4	5	6	7	8	9	10

52 Wks → 52 Wks → 52 Wks → 104 Wks → 104 Wks → 104 Wks → 156 Wks → 156 Wks → 156 Wks

Base Pay **+** Annual General Pay Increase (GPI) (Contribution-Based) **+** **CRI** Contribution Rating Increase (Base Salary Increase) (Contribution-Based) **+** Locality Pay (Automatic) **=** Total Adjusted Basic Pay

CA Contribution Award (Contribution-Based)

Incentive Awards

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Understanding AcqDemo Pay System Career Paths, Broadband Levels And How It Is Tied To The GS Salary Table

SALARY TABLE 2021-GS
INCORPORATING THE 1% GENERAL SCHEDULE INCREASE
EFFECTIVE JANUARY 2021

Annual Rates by Grade and Step

	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
NH-01	1	$ 19,738	$ 20,400	$ 21,056	$ 21,709	$ 22,365	$ 22,749	$ 23,398	$ 24,052	$ 24,078	$ 24,690	VARIES
	2	22,194	22,722	23,457	24,078	24,349	25,065	25,781	26,497	27,213	27,929	VARIES
	3	24,216	25,023	25,830	26,637	27,444	28,251	29,058	29,865	30,672	31,479	807
	4	27,184	28,090	28,996	29,902	30,808	31,714	32,620	33,526	34,432	35,338	906
NH-02	5	30,414	31,428	32,442	33,456	34,470	35,484	36,498	37,512	38,526	39,540	1,014
	6	33,903	35,033	36,163	37,293	38,423	39,553	40,683	41,813	42,943	44,073	1,130
	7	37,674	38,930	40,186	41,442	42,698	43,954	45,210	46,466	47,722	48,978	1,256
	8	41,723	43,114	44,505	45,896	47,287	48,678	50,069	51,460	52,851	54,242	1,391
	9	46,083	47,619	49,155	50,691	52,227	53,763	55,299	56,835	58,371	59,907	1,536
	10	50,748	52,440	54,132	55,824	57,516	59,208	60,900	62,592	64,284	65,976	1,692
	11	55,756	57,615	59,474	61,333	63,192	65,051	66,910	68,769	70,628	72,487	1,859
NH-03	12	66,829	69,057	71,285	73,513	75,741	77,969	80,197	82,425	84,653	86,881	2,228
	13	79,468	82,117	84,766	87,415	90,064	92,713	95,362	98,011	100,660	103,309	2,649
NH-04	14	93,907	97,037	100,167	103,297	106,427	109,557	112,687	115,817	118,947	122,077	3,130
	15	110,460	114,142	117,824	121,506	125,188	128,870	132,552	136,234	139,916	143,598	3,682

Business Management and Technical Management Professional			
NH-01	**NH-02**	**NH-03**	**NH-04**
19738 - 35338	30414 - 72487	66829 - 103309	93907 - 143598
GS-01 to GS-04	**GS-05 to GS-11**	**GS-12 to GS-13**	**GS-14 to GS-15**

Three Career Paths and Broadbands

1   **Business Management and Technical Management Professional Career Path**

- Includes professional and management positions in science, engineering, and business management. These positions often have positive degree requirements.

Business Management and Technical Management Professional			
NH-01	**NH-02**	**NH-03**	**NH-04**
19738 - 35338	30414 - 72487	66829 - 103309	93907 - 143598
GS-01 to GS-04	**GS-05 to GS-11**	**GS-12 to GS-13**	**GS-14 to GS-15**

2   **Technical Management Support Career Path**

- Includes nonprofessional positions that support science and engineering activities through application of various skills in areas such as the following: engineering, physical, chemical, biological and mathematical sciences.

Technical Management Support			
NJ-01	**NJ-02**	**NJ-03**	**NJ-04**
19738 - 35338	30414 - 54242	46083 - 72487	66829 - 103309
GS-01 to GS-04	**GS-05 to GS-08**	**GS-09 to GS-11**	**GS-12 to GS-13**

3   **Administrative Support Career Path**

- Includes clerical, secretarial and assistant work in nonscientific/engineering occupations.

Administrative Support		
NK-01	**NK-02**	**NK-03**
19738 - 35338	30414 - 48978	41723 - 65976
GS-01 to GS-04	**GS-05 to GS-07**	**GS-08 to GS-10**

Under the Acquisition Workforce Personnel Demonstration Project there are no grades/no steps, just broadband levels.

Business Management and Technical Management Professional			
NH-01	NH-02	NH-03	NH-04
19738 - 35338	30414 - 72487	66829 - 103309	93907 - 143598

Technical Management Support			
NJ-01	NJ-02	NJ-03	NJ-04
19738 - 35338	30414 - 54242	46083 - 72487	66829 - 103309

Administrative Support		
NK-01	NK-02	NK-03
19738 - 35338	30414 - 48978	41723 - 65976

2021 AcqDemo Broadband Base Pay Tables
(Locality Applied Based On Locality Region)

*AcqDemo pay tables change
whenever the GS pay tables change*

The AcqDemo performance evaluation system is the Contribution-based Compensation and Appraisal System (CCAS)

Base Pay

+

Annual General Pay Increase (GPI)

(Contribution-Based)

+

CRI

Contribution Rating Increase

(Base Salary Increase)

(Contribution-Based)

+

Locality Pay

(Automatic)

=

Total Adjusted Basic Pay

CA

Contribution Award

(Contribution-Based)

Incentive Awards

CCAS is a contribution-based appraisal system that goes beyond a performance-based rating system. That is, it emphasizes and **measures the value and effectiveness of the employee's contribution to the mission and goals of the organization**, rather than merely how well the employee performed a job as defined by a set of standards for the work to be accomplished.

Past experience with the existing civilian performance appraisal system indicates that standards in performance plans are often tailored to the individual's level of previous performance. Hence, an employee may have been rewarded by basic pay step increases meeting standards of performance beneath those actually needed to achieve the expected organizational mission outcomes. Under CCAS, **an employee's performance is a component of contribution that influences the employee's ultimate overall expectations and contribution assessment.**

CCAS **promotes basic pay adjustment decisions made on the basis of an individual's overall annual contribution to the mission of the organization when compared to the classification and appraisal factors and an employee's contribution plan, expected results, and the scope, level of difficulty, and value of the employee's position as well as recognizing quality of performance**.

Contribution Factors

The three factor when taken as a whole result in either a classification determination of the broadband level for the position or an overall contribution score (OCS) and performance appraisal level for an employee's contribution assessment depending on the action being addressed.

The *classification / contribution factors* for the three career paths are the same:

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support

- **Job Achievement and/or Innovation.** Describes the qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the career path.

- **Communication and/or Teamwork.** Describes the communication, both verbal and written; interactions with customers, coworkers, and groups; and assignments crossing functional boundaries appropriate for the positions classified to the broadband levels of the career path.

- **Mission Support.** Describes the understanding and execution of organizational goals and priorities; working with customers to develop a mutual understanding of their requirements; monitoring and influencing cost parameters or work, tasks, and projects; and establishing priorities that reflect mission and organizational goals appropriate for the positions classified to the broadband levels of the career path.

This structure in turn would be used to set the stage for determination of position classification, contribution assessment, and ultimately compensation decisions.

Department of Defense
Civilian Acquisition Workforce Personnel Demonstration Project
CLASSIFICATION and CONTRIBUTION FACTORS

Positions and employee contributions are assessed by *factors, expected contribution criteria, discriminators, and descriptors* which are fundamental to the success of an acquisition organization and capture the critical content of jobs in the three career paths. These factors, discriminators, and descriptors shall <u>not</u> be modified or supplemented.

Career Path: NH Business Management and Technical Management Professional

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities, and understanding of the technical requirements of the job. Achieves, demonstrates, and maintains the appropriate qualifications necessary to assume and execute key acquisition and/or support requirements. Demonstrates skilled critical thinking in identifying, analyzing, and solving complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility.	**NH Level III** **(Score Range 61 – 83)**	
	• Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.	• Leadership Role
	• Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.	• Mentoring / Employee Development
	• Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate.	• Accountability
	• Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.	• Complexity / Difficulty
	• Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem- solving techniques to enhance existing processes.	• Creativity
Work is timely, efficient and of acceptable quality. Completed work meets project/program	• Defines, directs, or leads highly challenging projects/programs.	• Scope / Impact

Eligibility for CCAS and Compensation

AS OF 30 SEPT

90 Days in AcqDemo

NLT 3 JULY
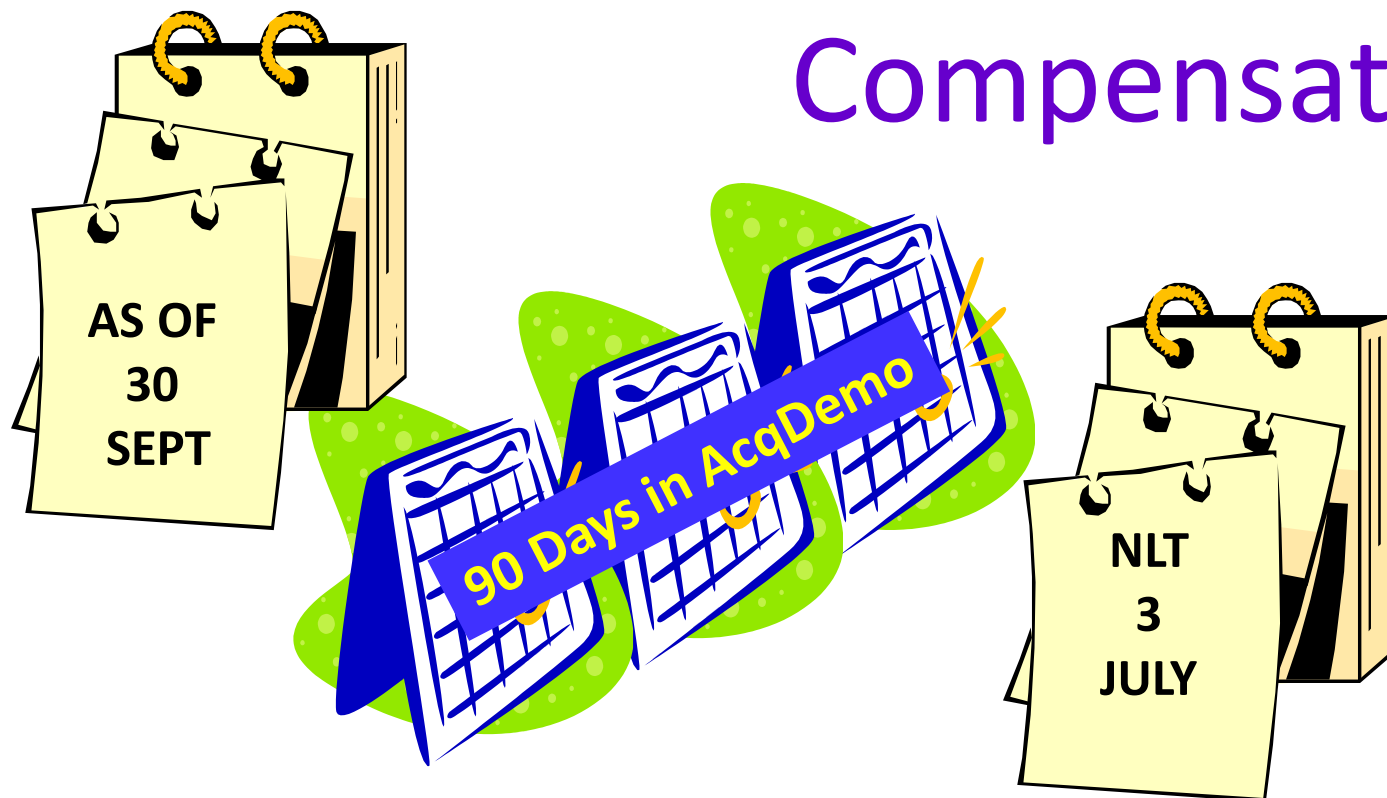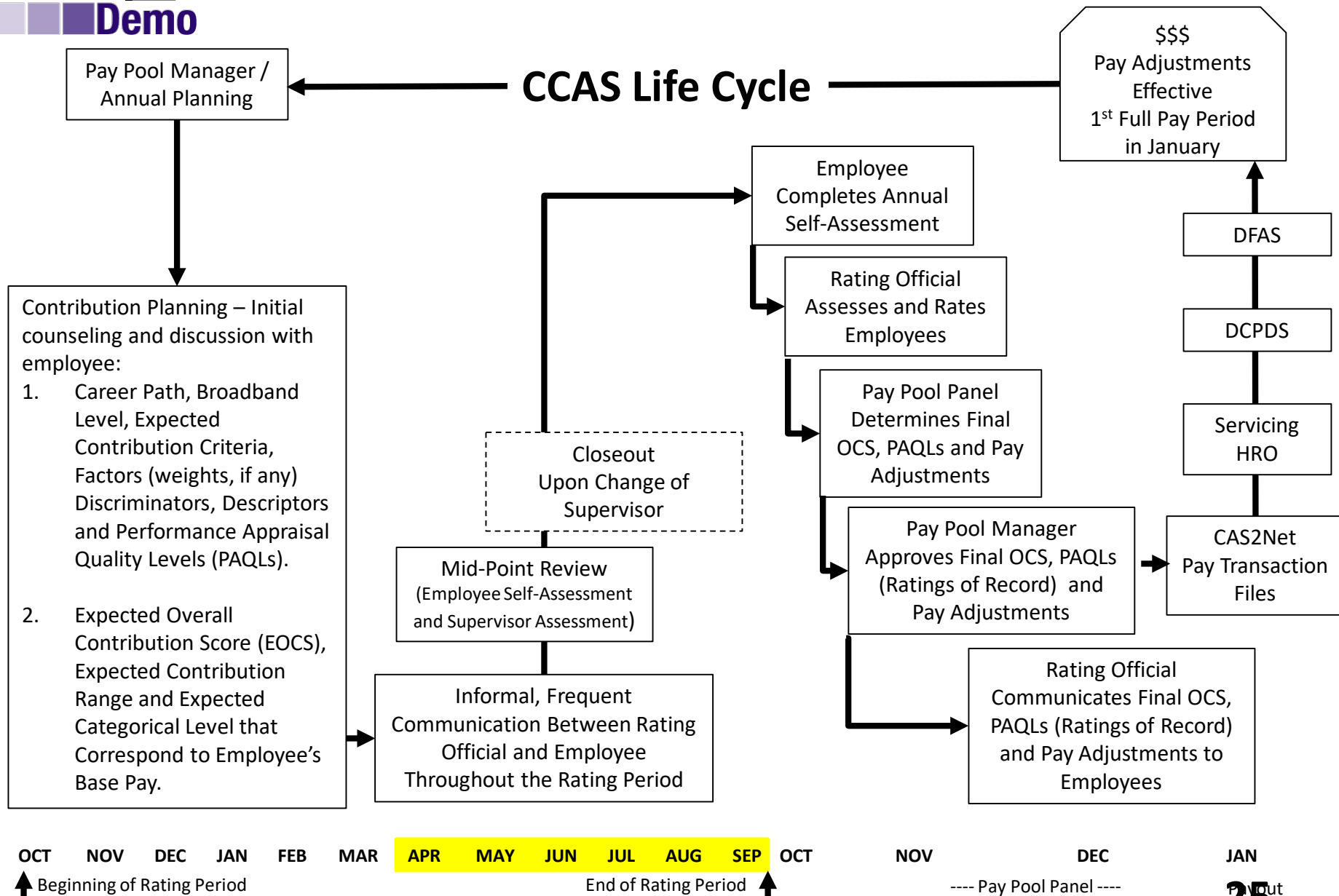
In AcqDemo at least 90 days or more immediately preceding September 30
to be eligible for a rating (NLT July 3)

Less than 90 days on September 30 not eligible for CCAS distribution
but will receive full General Pay Increase, as approved by the President and/or Congress
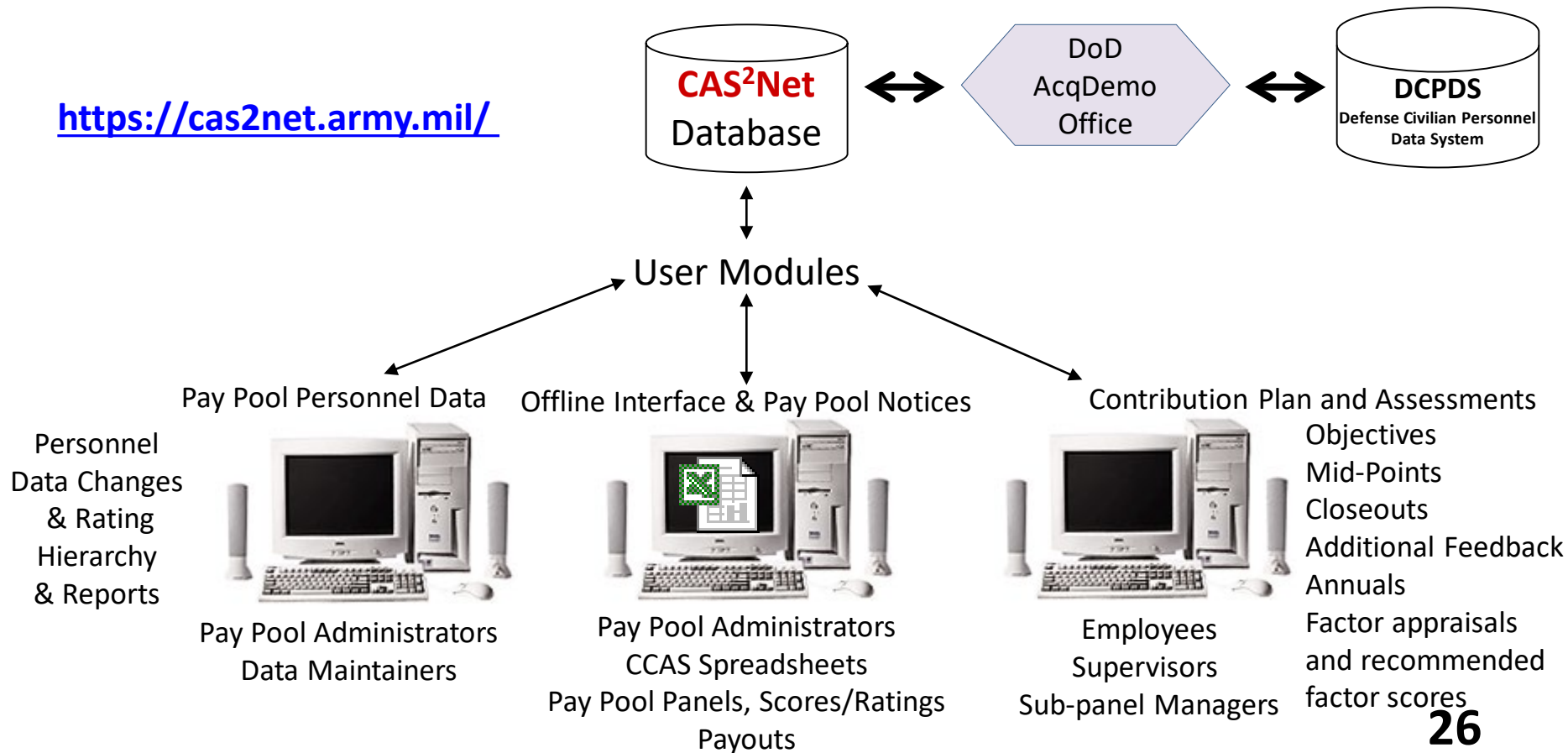
24

CCAS Life Cycle

Pay Pool Manager / Annual Planning

Contribution Planning – Initial counseling and discussion with employee:

1. Career Path, Broadband Level, Expected Contribution Criteria, Factors (weights, if any) Discriminators, Descriptors and Performance Appraisal Quality Levels (PAQLs).

2. Expected Overall Contribution Score (EOCS), Expected Contribution Range and Expected Categorical Level that Correspond to Employee's Base Pay.

Closeout Upon Change of Supervisor

Mid-Point Review (Employee Self-Assessment and Supervisor Assessment)

Informal, Frequent Communication Between Rating Official and Employee Throughout the Rating Period

Employee Completes Annual Self-Assessment

Rating Official Assesses and Rates Employees

Pay Pool Panel Determines Final OCS, PAQLs and Pay Adjustments

Pay Pool Manager Approves Final OCS, PAQLs (Ratings of Record) and Pay Adjustments

Rating Official Communicates Final OCS, PAQLs (Ratings of Record) and Pay Adjustments to Employees

$$$ Pay Adjustments Effective 1st Full Pay Period in January

DFAS

DCPDS

Servicing HRO

CAS2Net Pay Transaction Files

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN

Beginning of Rating Period   End of Rating Period   ---- Pay Pool Panel ----

CAS^{2}Net

CAS^{2}Net is the automated tool used to manage the AcqDemo performance management process called the Contribution-based Compensation and Appraisal System (CCAS)

https://cas2net.army.mil/

```
CAS²Net          DoD                    DCPDS
Database   ↔     AcqDemo    ↔     Defense Civilian Personnel
                 Office                  Data System
```

User Modules

Pay Pool Personnel Data

Personnel Data Changes & Rating Hierarchy & Reports

Pay Pool Administrators
Data Maintainers

Offline Interface & Pay Pool Notices

Pay Pool Administrators
CCAS Spreadsheets
Pay Pool Panels, Scores/Ratings
Payouts

Contribution Plan and Assessments

Objectives
Mid-Points
Closeouts
Additional Feedback
Annuals
Factor appraisals and recommended factor scores

Employees
Supervisors
Sub-panel Managers

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Once a CAS2Net record is created, you will be notified that you can access CAS2Net. A CAS2Net Orientation (step-by-step guide) will be available for your use.

General Information

Fiscal Year:
2021

Supervisor Level 1:

Supervisor Level 2:

Sub-Panel Manager:

Pay Pool Manager:

Broadband Level:
III

Occupational Series:
0017 - EXPLOSIVES SAFETY

Career Path:
NH - Business Management and Technical Management Professional

Expected OCS and Range:
0 - 0 - 0

Contribution Planning

Copy Objectives from Previous Plan

Effective Date:
10-01-2020

Individual Objectives:

Characters: 0/6000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Cancel Save Submit to Supervisor 1

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Supervisor - Review and Document Contribution Plan

Click Pie Chart to see list of employees

Supervisor - Review and Document Contribution Plan

ession will expire in 14:39 minutes.

CISCO ROUT

Ensure timely, safe and effective execution of the test mission through application of professional skills and knowledge.

Characters: 479/6000

Auto Save Timeout: 300

*Character count may differ from Microsoft Word

Supervisor 1 Approval

Method(s) of Communication
- ☐ Face To Face
- ☐ Tele-Conference
- ☐ Video Conference
- ☐ Email
- ☐ Other

Date Communicated

Communicated By ☐ Supervisor

Cancel | Save | Return to Employee | Approve

Supervisors can modify contribution plans thru July 3rd.

Modify Contribution Plan ✕

Are you sure you want to unlock the contribution plan? If so, this will clear the method of communication and date.

No | Yes

Every modification requires a review with the employee and documentation of the review in CAS2Net.

Cancel | Return to Employee | Modify

1) Scroll to the bottom;
2) Select date and method of communication and Approve, or
3) Return to employee for changes

30

Employees cannot submit a mid-point self-assessment unless an approved contribution plan exists.
If you receive this pop-up message ask your supervisor to approve your contribution plan.

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Supervisor Documentation of Mid-Point Review

1. 4,000 characters of white space per factor (3,600 if copying from MS Word)
2. Auto Save
3. Link to Factor Descriptions
4. Format Toolbar
5. Spell Check

36

Supervisor Annual Assessment with Recommended Scores

CCAS Scoring

Rating officials assess the contribution level of work against the employee's current compensation level indicated by the employee's EOCS (Expected Overall Contribution Score).

Each factor will receive two types of scores:

1. Contribution - the contribution scores will be for compensation determination (categorical and numerical) and

2. Performance - the performance appraisal quality level (PAQL) scores for the official rating of record to conform to the requirements of 10 U.S.C. §1597(f) for separation in a reduction in force.

Score each FACTOR
With Recommended Categorical and Numerical and PAQL

Job Achievement and/or Innovation **3M 78** PAQL **5**

Communication and/or Teamwork **3H 79** PAQL **3**

Mission Support **3M 77** PAQL **3**

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Score each FACTOR
With Recommended Categorical and Numerical and PAQL

Job Achievement and/or Innovation **3M** **78**   PAQL **5**

Communication and/or Teamwork **3H** **79**   PAQL **3**

Mission Support **3M** **77**   PAQL **3**

Recommended Categorical Score is where the employee should be compensated within the assigned broadband level:
- Low end of the broadband pay range, e.g., 1L, 2L, 3L, 4L
- Medium-to-Low end of the broadband pay range, e.g., 2ML
- Medium of the broadband pay range, e.g., 1M, 2M, 3M, 4M
- Medium-to-High end of the broadband pay range, e.g., 2MH
- High end of the broadband pay range, e.g., 1H, 2H, 3H, 4H

Business Management and Technical Management Professional														
NH-01			NH-02					NH-03			NH-04			
19738	-	35338	30414		-		72487	66829	-	103309	93907	-		143598
Pay at the **Low** End of the Pay Range	Pay at the **Med** Range of the Pay Range	Pay at the **High** End of the Pay Range	Pay at the **Low** End of the Pay Range	Pay at the **Med to Low** Range of the Pay Range	Pay at the **Med** Range of the Pay Range	Pay at the **Med to High** Range of the Pay Range	Pay at the **High** End of the Pay Range	Pay at the **Low** End of the Pay Range	Pay at the **Med** Range of the Pay Range	Pay at the **High** End of the Pay Range	Pay at the **Low** End of the Pay Range	Pay at the **Med** Range of the Pay Range	Pay at the **High** End of the Pay Range

Score each FACTOR

With Recommended Categorical and Numerical and PAQL

Job Achievement and/or Innovation **3M 78**   PAQL **5**

Communication and/or Teamwork **3H 79**   PAQL **3**

Mission Support **3M 77**   PAQL **3**

Recommended Numerical Score is what the employee should be compensated.

Business Management and Technical Management Professional																
NH-01				NH-02				NH-03				NH-04				
19738 - 35338				30414 - 72487				66829 - 103309				93907 - 143598				
Categorical Scores																
1L Low	1M Medium	1H High	2L Low	2ML Medium-Low	2M Medium	2MH Medium-High	2H High	3L Low	3M Medium	3H High	4L Low	4M Medium	4H High	Very High		
Numerical Scores																
0-5	6-23	24-29	22-29	30-40	41-50	51-61	62-66	61-66	67-78	79-83	79-83	84-95	96-100	115		

Career Paths, Broadband Levels and Salary Ranges
Numerical Scores and Categorical Scores

Business Management and Technical Management Professional

NH-01			NH-02				NH-03				NH-04			
19738 - 35338			30414 - 72487				66829 - 103309				93907 - 143598			

Categorical Scores														
1L Low	1M Medium	1H High	2L Low	2ML Medium-Low	2M Medium	2MH Medium-High	2H High	3L Low	3M Medium	3H High	4L Low	4M Medium	4H High	Very High
Numerical Scores														
0-5	6-23	24-29	22-29	30-40	41-50	51-61	62-66	61-66	67-78	79-83	79-83	84-95	96-100	115

Technical Management Support

NJ-01			NJ-02				NJ-03				NJ-04			
19738 - 35338			30414 - 54242				46083 - 72487				66829 - 103309			

Categorical Scores														
1L	1M	1H	2L	2ML	2M	2MH	2H	3L	3M	3H	4L	4M	4H	VH
Numerical Scores														
0-5	6-23	24-29	22-29	30-35	36-40	41-46	47-51	43-51	52-61	62-66	61-66	67-78	79-83	95

Administrative Support

NK-01			NK-02			NK-03			
19738 - 35338			30414 - 48978			41723 - 65976			

Categorical Scores									
1L	1M	1H	2L	2M	2H	3L	3M	3H	VH
Numerical Scores									
0-5	6-23	24-29	22-29	30-41	42-46	38-46	47-56	57-61	70

CCAS has a scoring range from 0 to 100 for NH, 0 to 83 for NJ, and 0 to 61 for NK with Very High score of 115, 95 and 70.

Score each FACTOR
With Recommended Categorical and Numerical and PAQL

Job Achievement and/or Innovation **3M 78** PAQL **5**

Communication and/or Teamwork **3H 79** PAQL **3**

Mission Support **3M 77** PAQL **3**

Performance Appraisal Quality Level (PAQL)	Performance Appraisal Quality Level Criteria
Level 5 - Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 – Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 - Unacceptable	An employee's performance fails to meet the expectations for quality of work and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Rating of Record	Rating Criteria
Level 5 Outstanding	The average score of the three PAQLs is 4.3 or greater, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "5".
Level 3 Fully Successful	The average score of the three PAQLs is less than 4.3, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "3".
Level 1 Unacceptable	Any contribution factor rated as "1".

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Contribution Scores – For Compensation

- Categorical Scores

- Numerical Scores

Performance Appraisal Quality Level (PAQL) scores - for Rating of Record IAW 10 U.S.C. §1597(f) for separation in a reduction in force

Categorical Score		Numerical Score		
		Business and Technical Management Professional (NH)	**Technical Management Support (NJ)**	**Administrative Support (NK)**
Broadband and Very High Score Levels	**Categorical Scores**	**Numerical Score Range**	**Numerical Score Range**	**Numerical Score Range**
Very High Score	High	115	95	70
	Medium	110	91	67
	Low	105	87	64
IV	High	96-100	79-83	--
	Medium	84-95	67-78	--
	Low	79-83	61-66	--
III	High	79-83	62-66	57-61
	Medium	67-78	52-61	47-56
	Low	61-66	43-51	38-46
II	High	62-66	47-51	42-46
	Medium High	51-61	41-46	--
	Medium	41-50	36-40	30-41
	Medium Low	30-40	30-35	--
	Low	22-29	22-29	22-29
I	High	24-29	24-29	24-29
	Medium	6-23	6-23	6-23
	Low	0-5	0-5	0-5

| Performance Appraisal Quality Level (PAQL)	Performance Appraisal Quality Level Criteria
Level 5 - Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 – Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 - Unacceptable	An employee's performance fails to meet the expectations for quality of work and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Questions?

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Assessment Writing

SMART Objectives

SMART is a framework for developing (and evaluating) contribution objectives:

Specific

- Specific regarding the result (not the activities to achieve that result)
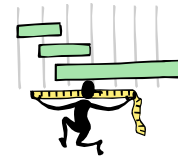
Measurable

- Quality, quantity, time, cost effectiveness/resources

Achievable

- Objectives link employee's work, work unit's goal, and organizational mission

Relevant

- "Relevant" means that the objective is important to the employee and the organization. The employee's work fits into the organization's goals and priorities. The organization's mission, function statement, and other strategic and project planning documents provide the basis and context for the work and its relationship to the greater Army/DoD mission. Establishing the "line of sight" is important because it underscores the importance of duties and how they support the organization.

Timely

- When will the objective start, or when will it be completed?

SMART Objectives

SMART is a framework for developing (and evaluating) contribution objectives:

Specific

- Specific regarding the result (not the activities to achieve that result)
- What needs to be accomplished?
- The objective must be sufficiently descriptive and specific in its relation to your organization's or department's goals. It should be something that is affected by organizational expenditures, policies, or other actions. In other words, it's a good way to measure the impact of what you are doing.
- The objective should be stated as simply, concisely, and explicitly as possible. This answers questions such as: how much, for whom, for what, and how often?

Measurable

- Quality, quantity, time, cost effectiveness/resources
- When, what or where is the objective target?
- This criterion is the gauge for quantifying the accomplishment of the objective. It stresses the need for criteria to measure progress toward the goal. If you don't know how to measure your progress, you can't write a measurable goal. Writing measurable standards allows for a clearer, more objective evaluation.
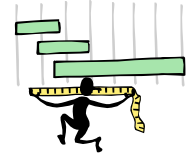
Achievable

- Objectives link employee's work, work unit's goal, and organizational mission
- Can the goal be accomplished with the resources, personnel, and time available?
- Is the goal sufficiently challenging but not so complex that it is unrealistic? Achieving the performance standard is something an employee or a team can reasonably be expected to do to support a work-unit goal. The performance standard is achievable with the resources and personnel available and within the time available.
- The performance standard should be achievable within the employee's control and not overly dependent on outside factors. The employee should be rated only on work for which he or she is responsible.

Relevant

- Why is the objective important?
- "Relevant" means that the objective is important to the employee and the organization. The employee's work fits into the organization's goals and priorities. The organization's mission, function statement, and other strategic and project planning documents provide the basis and context for the work and its relationship to the greater Army/DoD mission. Establishing the "line of sight" is important because it underscores the importance of duties and how they support the organization.
- The objective should have a direct and obvious link to organizational goals. It should be job-specific and focus on work important to the organization's success. When writing objectives, they should be created based on the organization goals.

Timely

- When will the objective start, or when will it be completed?
- If possible, objectives should outline a specific time frame. For some physical conditions, this may be a number of months; for some operational objectives, results can be tracked daily.
- Objectives may be written to reflect assignments or goals that are longer than the appraisal cycle because some objectives may be a multiple-phase project being evaluated. It is important to name the specific outcome that is expected for the current appraisal cycle.
- The timeframe associated with each objective needs to be understood and communicated clearly so that expectations for results and impacts are understood and acceptable.
- The objective should specify a timeframe associated with production of the product or service. Such timeframes help clarify performance expectations and ensure the work gets done in a timely manner. Timeframes can be within a certain period of time or by a certain date and may span multiple appraisal cycles.

Developing Contribution Objectives
Keep in Mind the Applicable Factor or Factors

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support

Job Achievement and/or Innovation

What will be the…

Task
Service
Project
Program
Problem
Issue
Concern
Etc.

…that you will work on?

Are you a…
-Technical
-Functional
-Subject-Matter

Expert?

For what?

Will you…
Lead?
Supervise?
Mentor?

Will you complete any training?

Communication and/or Teamwork

Oral
What will you do…
-Brief?
-Train?
-Discuss?
-Negotiate?
-Etc.?
Written
What will you write…
-Report?
-Analysis?
-Policy?
-Procedures?
-Travel Orders?
-Etc?.

Will you be part of a/an or will you work with a/an…

Team?
Branch?
Division?
Directorate?
PM?
PEO?
Staff?
Office?
DoD
AF/Navy/MC
Etc.

Mission Support

Who will be your…

Internal customer(s)?

External customer(s)?

What
Product(s)
Service(s)
Etc.

…will you provide?

Will you work with…

Funds?
Time?
Personnel?
Equipment?
Facility?
Supplies?
Etc.?

Acquisition Coded Position Mandatory <u>Employee</u> Objective

This requirement is only for non-supervisory acquisition coded position employees.

The following as a mandatory objective under the contribution factor <u>Job Achievement and/or Innovation</u>

"Reviews, discusses and updates, as needed, the Individual Development Plan (IDP) with the supervisor during initial performance review and mid-point review; and completes 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within the allotted grace period of assignment to the encumbered acquisition-coded position and at the appropriate level (I, II, or III)."

Supervisor Mandatory Objectives

- Develop/review/discuss/update IDPs at initial/mid-point/end of cycle for all assigned acquisition workforce members (shall ensure 95% of subordinate IDPs are discussed and updated every 6 months with a goal of 100 percent), actively engaged to ensure employees complete 80 CLPs within 2-year cycle (goal is 40 CLPs yearly), and, as applicable, ensuring employees attain required acquisition certification within the allotted grace period of assignment to encumbered positions. (for supervisors of acquisition workforce employees)

- Execute the full range of human resources and fiscal responsibilities within established timelines and in accordance with applicable regulations. Strictly enforce merit principles in all personnel actions and selections, and bring attention to any apparent violations. Develop a vision for the work unit; align performance expectations with organizational goals. Objectively assess employee performance/contributions, and provide clear and effective feedback to employees that will enable them to improve their performance and pursue professional development. Maintain a safe work environment and promptly address allegations of noncompliance. Ensure EEO/EC/SHARP principles are adhered to throughout the organization, take immediate corrective action if sexual harassment or other discriminatory/unfair treatment is observed, reported or suspected. Ensure continuing application of, and compliance with, applicable laws, regulations and policies governing prohibited personnel practices; promptly address allegations of prohibited discrimination, harassment, and retaliation." (all supervisors of AcqDemo employees)

- Complete required SRPE NLT 29 December or as required by the specific suspense as established by the Business Rules. (SRPE objective for supervisors)

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Employee Self-Assessment

Employees' self-assessment:

- describes how their contributions enabled mission accomplishment

Job Achievement and/or Innovation		Communication and/or Teamwork		Mission Support	
What did you complete	Did you state your -Technical -Functional -Subject-Matter-Expert expertise?	Oral What did you do… -Brief? -Train? -Discuss? -Negotiate? -Etc.? Written What did you write… -Report? -Analysis? -Policy? -Procedures? -Travel Orders? -Etc?	Name your role as part of a or who did you work with …	Who were your… Internal customer(s)?	Did you work with/ develop/plan …
Task Service Project Program Problem Issue Concern Etc. …that you will work on?	For what? Did you… Lead? Supervise? Mentor? Will you complete any training?		Team? Branch? Division? Directorate? PM? PEO? Staff? Office? DoD AF/Navy/MC Etc.	External customer(s)? What Product(s) Service(s) Etc. …did you provide?	Funds? Time? Personnel? Equipment? Facility? Supplies? Etc.? Did you execute as planned?

What is a Contribution?

A contribution is a specific, tangible, and/or discernable action which significantly or meaningfully contributed to the success of the organization.

Contribution statements should describe:

(1) the specific task, project or initiative performed, led or executed,

(2) the results achieved, and

(3) the impact to the organization.

The contribution statements included in an employee's annual assessment should not simply list the skills an employee possesses, but rather, should identify discrete actions performed by the employee, and illustrate how those actions directly contributed to the advancement or success of the organization.

Performance is the activity, Contribution is the result and impact from that activity!

Employees' self-assessment:

- describes how their contributions enabled mission accomplishment

- details achievements or recognition

- Includes completed training and developmental courses

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support

Self-assessment serve as a reminder to supervisors of significant accomplishments of their employees and can provide an opportunity for further discussion between the employee and supervisor and about employee performance.

Address each *performance element* ➡ contribution objective in the employee self-assessment.

Self-assessments should be factual, objective statements about how they accomplished each *element* ➡ objective.

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Strongly encourage using the

WHAT, RESULT, IMPACT
format

- WHAT: Begin with a named task, project, program, assignment, policy, etc.
- RESULT: Results achieved must be specific (use dollar figures, program names, time saved, percentages, etc.)
- IMPACT: For each statement, make sure it passes the **"SO WHAT"** test; ending with impact to the mission of the organization and/or customer

when developing your self-assessment. Employees must address all three factors.

Mandatory objectives cannot be the only objectives aligned to and addressed under the Job Achievement and/or Innovation factor.

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- The employee and supervisor assessments of contributions are crucial to the pay pool panel members when they review ratings.

- The assessments should address each job objective, indicate the results achieved, and clearly document how the employee's contributions fared against the factors, descriptors and expected contribution criteria.

- Rating recommendations reviewed by the pay pool panel must contain sufficient information to justify the rating before a final rating is approved.

The Self-Assessment

- The Self Assessment is **not a laundry list** of what was done during the rating period but rather a set of statements that indicate what you did and how it helped your office or division or directorate or PM or PEO or USAASC, ASA ALT or Army or DoD meet the mission.

- Employees must **be specific** when writing contribution statements. Do not leave it to others to presume contribution. For example, stating, "*I published three technical journal articles during this assessment period*," implies a contribution but does not state one. A more complete statement of contribution might be, "*This year, I published three technical journal articles on <technical subject> which resulted in <some desired advancement in the technology> in direct support of our mission to <specify goal>.*"

- It is important to remember that what an Employee may think of as a singular work activity may result in **contributions** that **apply to several contribution factors**. A contribution in an individual factor is not necessarily represented by a discrete activity; it may be but one facet of the activity.

- More simply put, a contribution for Job achievement/Innovation could have aspects to it that could/should be recorded under the factors of Communication/Teamwork and Mission Support. And, contributions to the Communication/Teamwork factor can correlate to Job Achievement/Innovation.

Are There Significant Accomplishments?
What Are Significant Accomplishments?

The following are characteristics of <u>significant</u> accomplishments:

- DoD-/Army-/Command/PEO/Program-wide Impact
- High Level of Difficulty
- Representing NGB/Army in Inter Agency Forums
- One of a Kind
- First Time
- High Visibility
- Wide Scope of Coordination
- Short Deadlines
- Competing Priorities
- Require Innovative Problem Solving

Supervisor Assessment

Supervisor Assessment

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support

The supervisor

- provides a written narrative on each contribution factor

- begins narrative with "I concur with employee self-assessment", "I partially concur with employee self-assessment, "I non-concur with employee self-assessment"

- details the employee's significant achievements or results and observable behaviors relative to the contribution plan's objectives and quality of performance

- considers obstacles encountered and overcome by the employee

- recommends a categorical and numerical scores for compensation calculation, and a performance appraisal quality level for each contribution factor (only for the annual assessment)

PAQL – 5 Outstanding

An employee's quality of performance exhibited in achieving his/her contribution results **substantially and consistently surpasses** the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives. These words would support a PAQL 5….

bad	special	foremost	capital	number 1	red-letter	predominant
distinguished	superior	greatest	celebrated	optimum	sans pareil	primo
dominant	superlative	highest	chief	out-of-sight	second to none	principal
eminent	well-known	incomparable	cool	outstanding	super	standout
exceptional	beyond compare	inimitable	crack	paramount	superlative	star
famous	champion	leading	eventful	peerless	supreme	steller
great	choicest	matchless	far-out	perfect	momentous	super
important	culminating	Nonpareil	greatest	preeminent	mostest	superstar
impressive	finest	A-1	hundred-proof	premium	number one	tops
magnificent	first	A-number-1	main	prime	out-of-sight	world-class
phenomenal	first-class	ace	major	primo	out-of-this-world	brilliant
Preeminent	first-rate	boss	Meritorious	principal	unparalleled	champion
brilliant	excellent	master	virtuoso	tough	unrivaled	
champion	expert	outstanding	terrific	transcendent	unsurpassed	
distinguished	great	superb	tops	unequaled	10	

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Supervisor Mid-Point Review screen showing:

- Menu items: Home, Supervisor, Contribution Plans, Midpoint Assessments, Annual Assessments, Additional Feedback, Closeout Assessments, eDocuments, Reports

- Tabs: Job Achievement and/or Innovation, Communication and/or Teamwork, Mission Support, Supervisor 1 Approval

Employee Assessment

WHAT: Provided a draft transition guide for CECOM.

RESULT: The draft guide saved development and research time by the transition team, which had a final guide out 45 days prior to conversion.

IMPACT: Across the command. Successful conversion of 2,437 employees to AcqDemo.

Supervisor 1 Assessment

Concur with employee's self assessment; the planning was detailed and informati... ...eeting all milestones that significantly contributed to a successful conversion and a well informed workforce.

Characters: 208/4000

Auto Save Timeout: 159

*Character count may differ from Microsoft Word

Buttons: Cancel, Save, Return to Employee, Approve

Overlay text (yellow banner): No categorical score, no numerical score, no PAQL for mid-point or closeout.

Overlay text (cyan banner): **Closeout is completed upon a change in supervisor during the rating period. Closeout is not the annual.**

CCAS Scoring

to

CCAS Pay Out

- All AcqDemo employees are rated on the three factors (categorical and numerical scores, and performance appraisal levels).

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
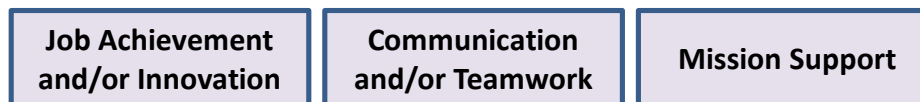
- CCAS has a point range from 0 to 100
  - Very High Score of 105, 110 or 115 for NH-IV
  - Very High Score of 87, 91 or 95 for NJ-IV
  - Very High Score of 64, 67 or 70 for NK-III

- Each AcqDemo employee has an Expected Contribution Score within the 0 – 100 point range that is computed using the employee's base pay (without locality)
  - Note: For Pay Retention/Retained Pay Employees, their Expected Overall Contribution Score (OCS) is the maximum score for their assigned broadband level.

SPL=Standard Pay Line

Normal Pay Range

Upper Rail

Delta OCS
~-4   to   ~+4

+8%
$$$$$
-8%

GS-1, Step-1

GS-15, Step-10

Lower Rail

Basic Pay

$143,598
$100,000
$80,000
$60,000
$40,000
$20,000
$0

Not To Scale

Overall Contribution Score

0

Not To Scale

100

63

For every salary there is a range of OCS's…

From the Upper Rail to the Standard Pay Line to the Lower Rail.
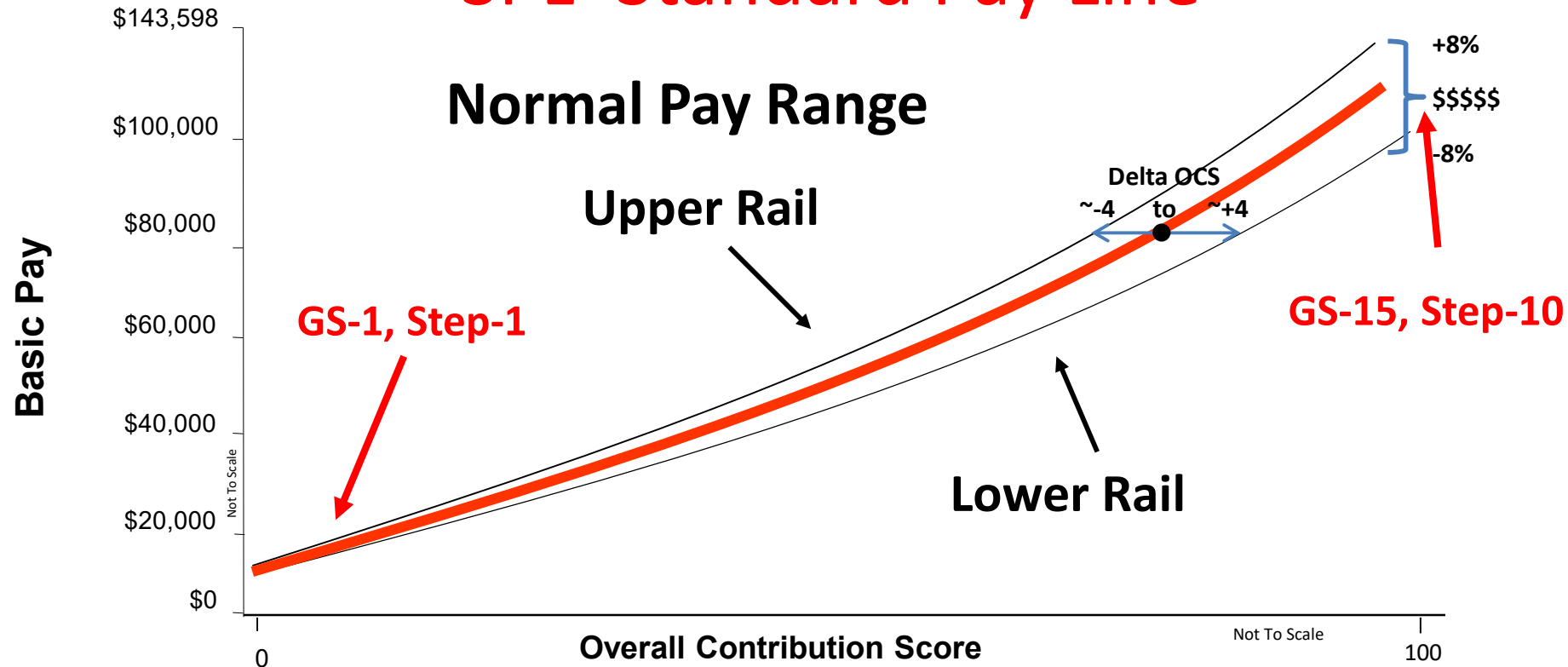
Expected Contribution Range

For every salary there is a range of OCS's…

From the Upper Rail to the Standard Pay Line to the Lower Rail.

65
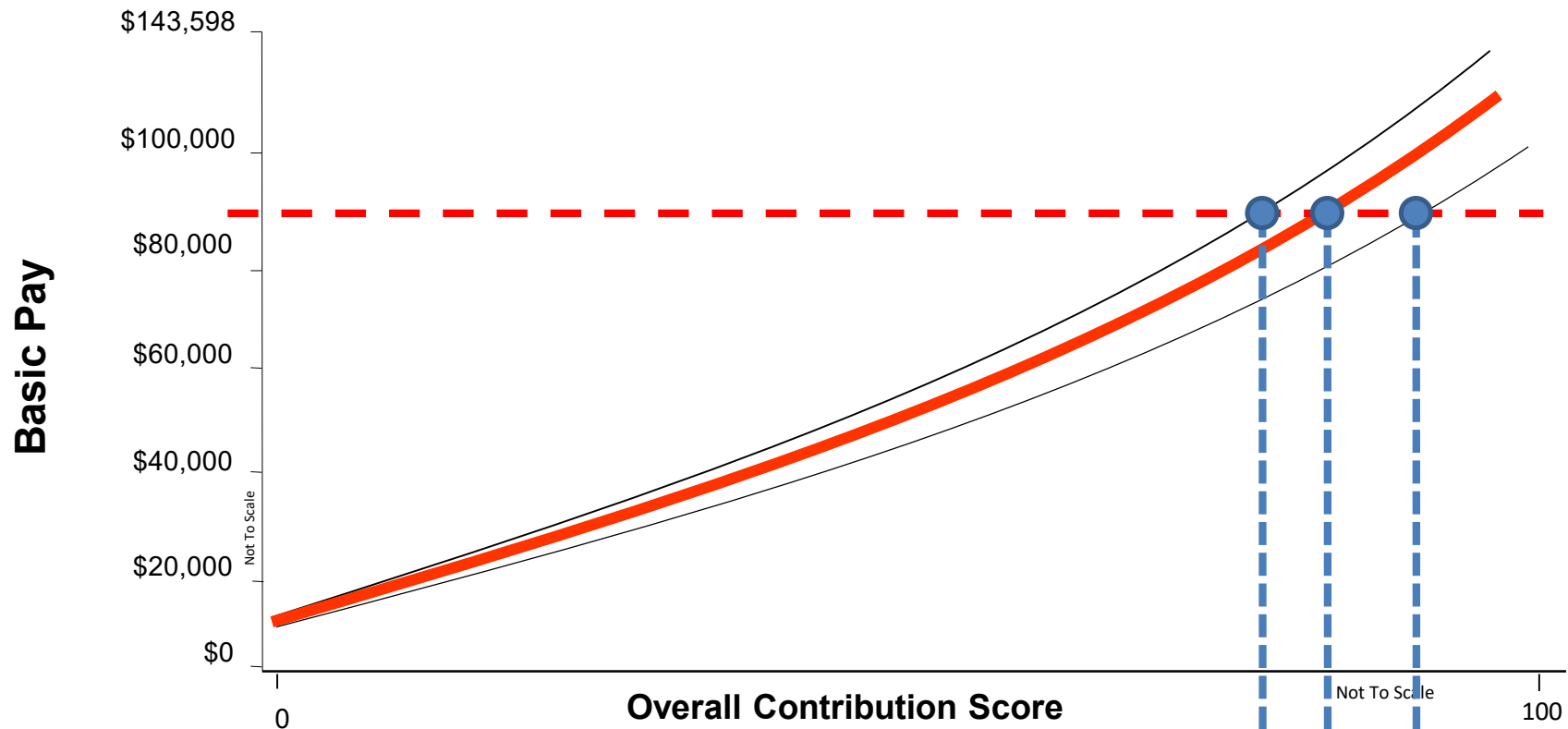
Normal Pay Range and CCAS Payout

For every OCS there are three dollar values… at the Lower Rail, SPL, and Upper Rail

Basic Pay

Not To Scale

Overall Contribution Score

$143,598
$100,000
$80,000
$60,000
$40,000
$20,000
$0
0

Upper Rail

SPL

Lower Rail

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
61	66,226	60,928	71,524
62	67,553	62,149	72,958
63	68,907	63,395	74,420
64	70,288	64,665	75,912
65	71,697	65,961	77,433
66	73,134	67,284	78,985
67	74,600	68,632	80,568
68	76,095	70,008	82,183
69	77,621	71,411	83,830
70	79,176	72,842	85,510

What Rail Should We Use?	
Approved OCS	68
Expected OCS / Joe's Base Pay	68
Potential Salary Increase	

Upper Rail	SPL	Lower Rail
$ 82,183	$76,095	$ 70,008
$ 75,441	$75,441	$ 75,441
$ 6,742	$ 654	$ -5,433

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

While every OCS has three dollar values…
the Army uses the value at the Upper Rail

Basic Pay (y-axis)

- $143,598
- $100,000
- $80,000
- $60,000
- $40,000
- $20,000
- $0

Not To Scale

Overall Contribution Score (x-axis), 0

Upper Rail

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
61	66,226	60,928	71,524
62	67,553	62,149	72,958
63	68,907	63,395	74,420
64	70,288	64,665	75,912
65	71,697	65,961	77,433
66	73,134	67,284	78,985
67	74,600	68,632	80,568
68	76,095	70,008	82,183
69	77,621	71,411	83,830
70	79,176	72,842	85,510

What Rail Should We Use?		Upper Rail	SPL	Lower Rail
Approved OCS	68	$ 82,183	$76,095	$ 70,008
Expected OCS / Joe's Base Pay	68	$ 75,441	$75,441	$ 75,441
Potential Salary Increase		$ 6,742	$ 654	$ -5,433

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

NH Score Range = 0 – 100

NJ Score Range = 0 – 83

NK Score Range = 0 – 61

What is your start point (Expected Contribution Score)?

Business Management and Technical Management Professional			
NH-01	NH-02	NH-03	NH-04
19738 - 35338	30414 - 72487	66829 - 103309	93907 - 143598

0 ·· 100 for NH

Technical Management Support			
NJ-01	NJ-02	NJ-03	NJ-04
19738 - 35338	30414 - 54242	46083 - 72487	66829 - 103309

0 ··· 83 for NJ

Administrative Support		
NK-01	NK-02	NK-03
19738 - 35338	30414 - 48978	41723 - 65976

0 ······································· 61 for NK
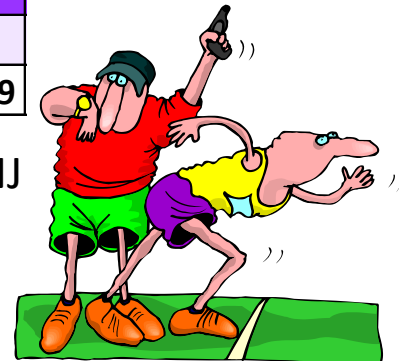
What is your start point?
What is your employee's start point?

Expected Overall Contribution Score (OCS)
Expected Contribution Range

The Expected OCS and Range are based on the employee's basic pay.

NOTIFICATION OF PERSONNEL ACTION

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

1. Name (Last, First, Middle)						2. Social Security Number	3. Date of Birth	4. Effective Date
Contributor, Joe						XXX-XX-1111	##-##-####	1-24-2021

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
GS	1102	12	04	$ 85,398	PA	NH	1102	03		$ 87,474	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$ 73,513	$ 11,885	$ 85,398		$ 75,441	$ 12,033	$ 87,474	

Employee's Expected OCS (Overall Contribution Score) and Range are shown in CAS2Net.

Expected OCS
64 – 68 - 71
(64-65-66-67-68-69-70-71)
Expected Contribution Range
(Between The Rails)

70

Your supervisor will complete an assessment on each factor, and will recommend a categorical score, a numerical score, and PAQL for each factor.

Score each FACTOR
With Recommended Categorical and Numerical and PAQL

Job Achievement and/or Innovation	3M 78	PAQL	5
Communication and/or Teamwork	3H 79	PAQL	3
Mission Support	3M 77	PAQL	3
	234		11

234/ 3 = 78 OCS   11/ 3 = 3.67 Average Raw Score = 3 Fully Successful

Recommended Rating of Record

Recommended OCS and Recommended Rating of Record

Let's follow Joe's CCAS journey!

Joe Contributor, NH-03, Base Salary $75,441

Employee Menu	Contribution Planning for Joe Contributor		
Contribution Planning	**Year: 2021** ▼		
Mid-Point Review Self Assessment	First Level Supervisor: Barry Burns		
Closeout Assessment	**Broadband Level:** III	**Occupational Series:** 1102 – Contracting	**Career Path:** NH- Business Management and Technical Management Professional	**Expected OCS Range:** 64 – 68 - 71
Annual Appraisal Self Assessment			
Reports	Contribution Planning Input		(Characters used: 0 of 6000)
eDocuments			

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

All Employees Start Off "Between The Rails"
(Expected Contribution Range)
Appropriately Compensated

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.
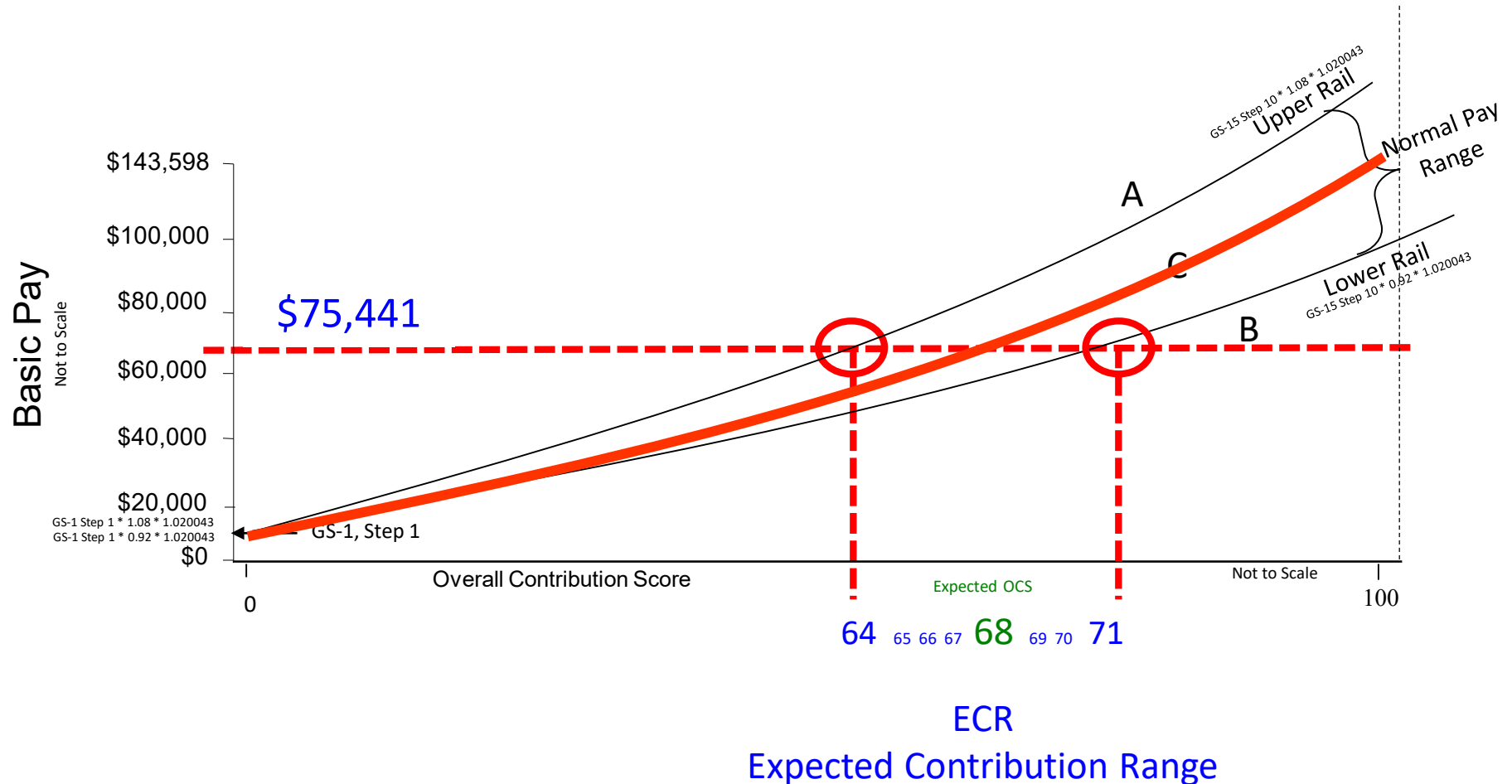
What happens when Joe is scored within his Expected Contribution Range (ECR)?

OCS of 64 - 71

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.
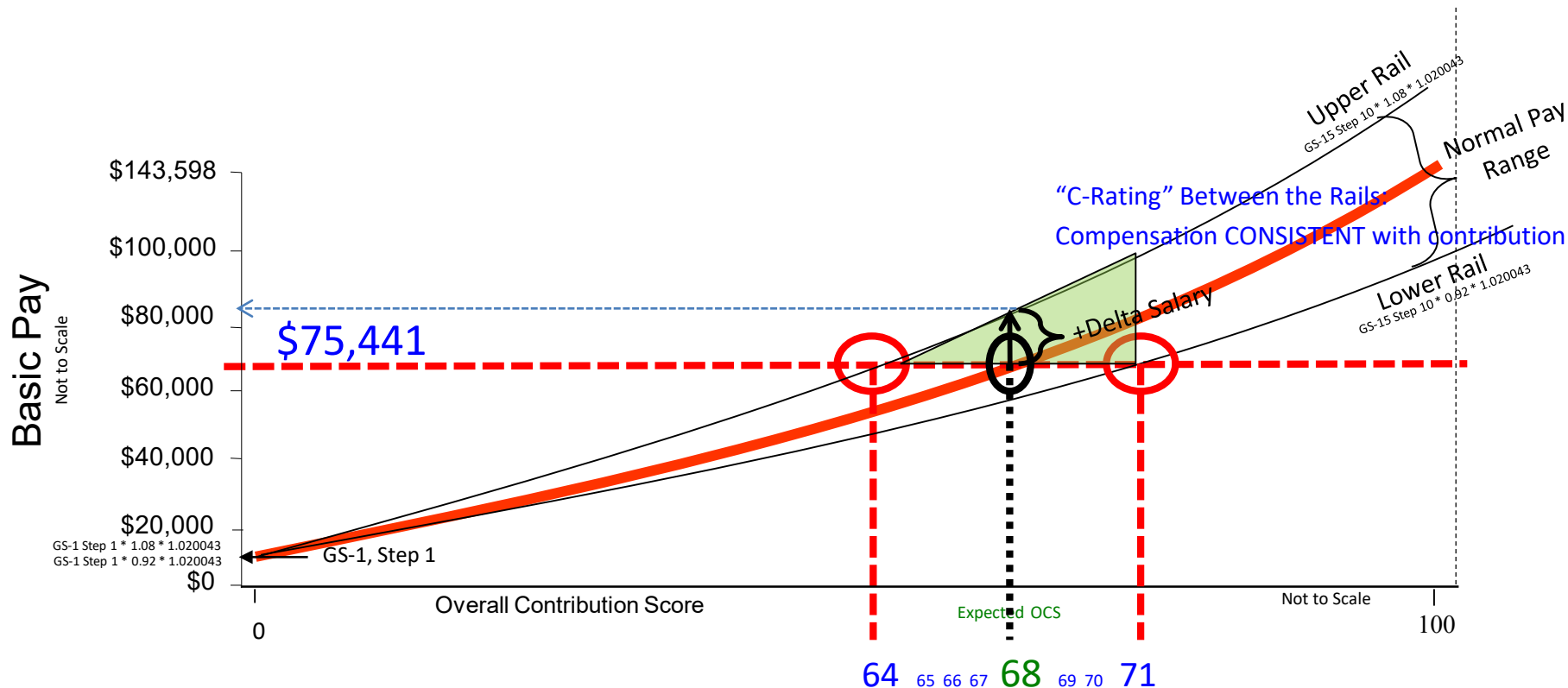
What happens when Joe is scored less than his Expected Contribution Range (ECR)?
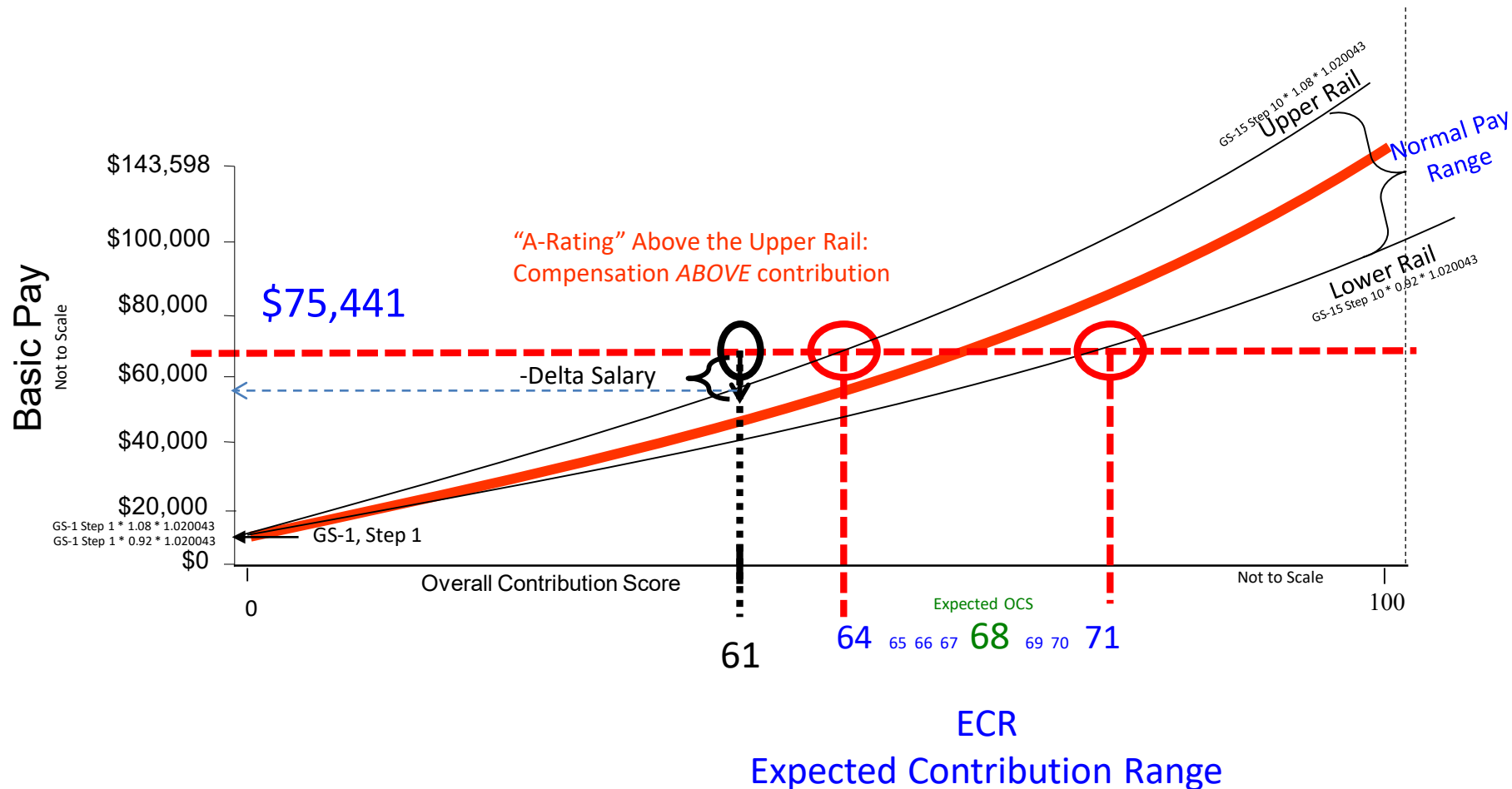
OCS of 63 or lower

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

What happens when Joe is scored greater than his Expected Contribution Range (ECR)?

Basic Pay (Not to Scale)

$143,598
$100,000
$80,000
$60,000
$40,000
$20,000
$0

$75,441

GS-1 Step 1 * 1.08 * 1.020043
GS-1 Step 1 * 0.92 * 1.020043
GS-1, Step 1

Overall Contribution Score

0

Expected OCS

64 65 66 67 **68** 69 70 **71**

73

Not to Scale   100

+Delta Salary

"B-Rating" Below the Lower Rail: Compensation *BELOW* Contribution

OCS of 72 or higher

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

76
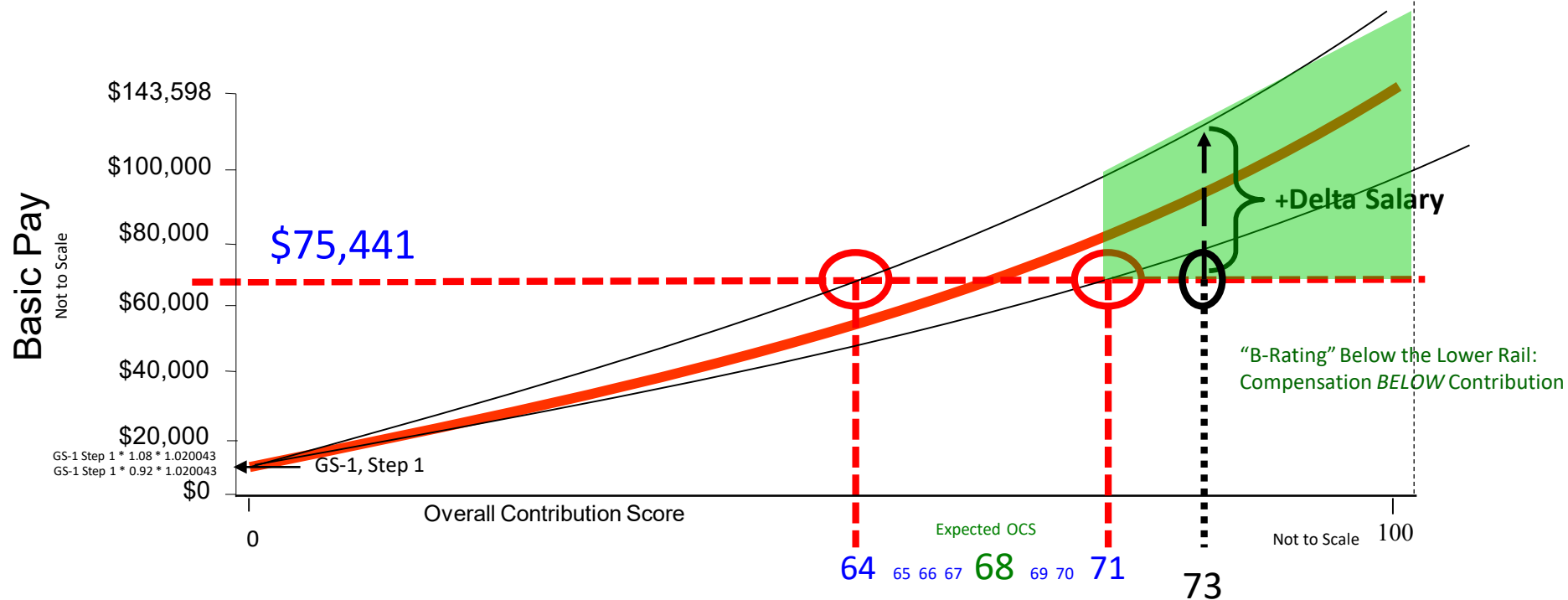
The Overall Contribution Score Will Dictate the Eligibility for Compensation

Basic Pay vs **Overall Contribution Score**

- Above the Upper Rail (Overcompensated – A Region)
- Between the Rails (Appropriately Compensated – C Region)
- Below the Lower Rail (Undercompensated – B Region)

Delta OCS ~-4 to ~+4

-8%
$$$$$
+8%

Not To Scale
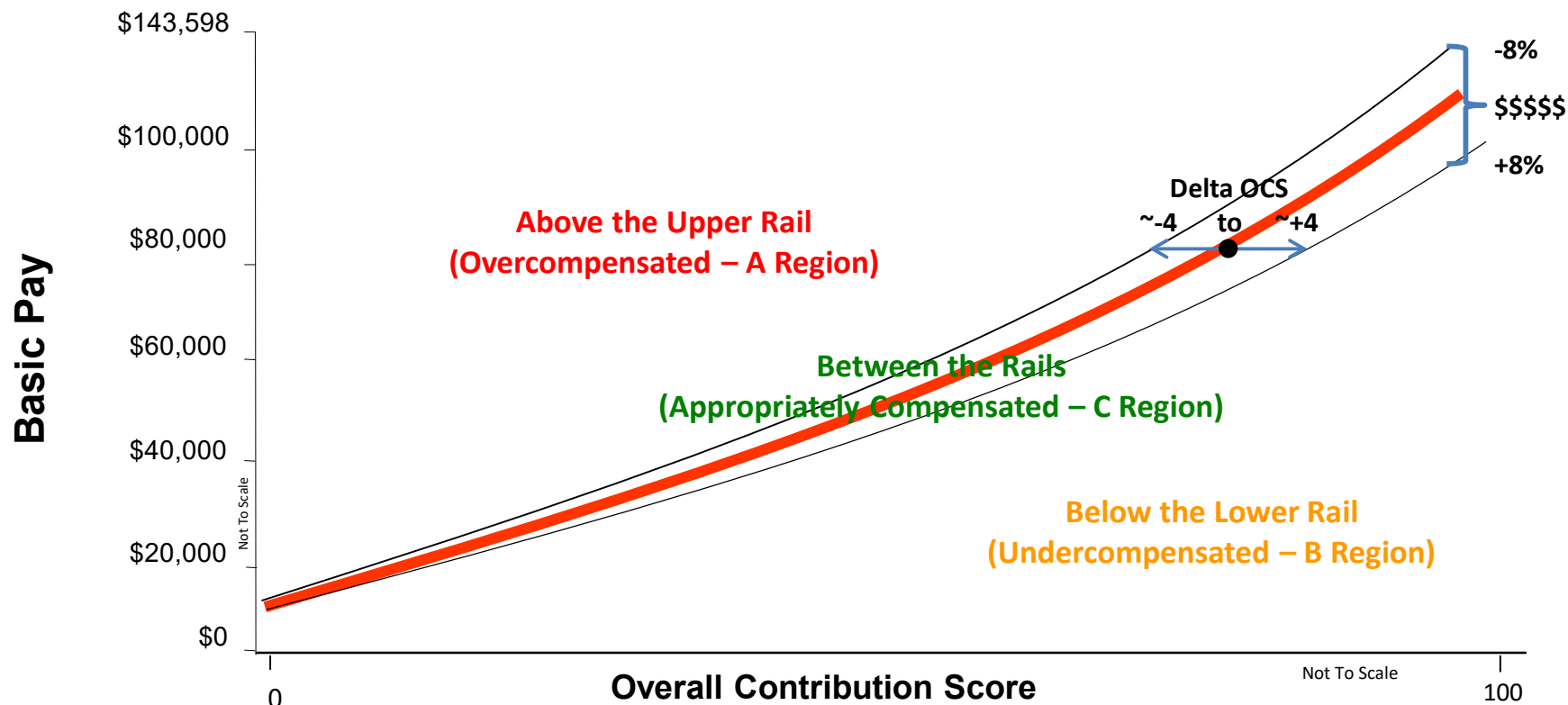
Compensation Category		General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay
A	(Above the Upper Rail)	Can be given in full, reduced or denied	No	No	Yes
C	(Between the Rails)	Yes	Yes – up to 6%	Yes	Yes
B	(Below the Lower Rail)	Yes	Yes – up to 20%	Yes	Yes

77

Scoring By the Supervisors

How to determine the Categorical Score and Numerical Score for a Contribution Factor

NH-01			NH-02					NH-03 ★			NH-04		

is an NH-03

Categorical Scores

1L Low	1M Medium	1H High	2L Low	2ML Medium-Low	2M Medium	2MH Medium-High	2H High	3L Low	3M Medium	3H High	4L Low	4M Medium	4H High

Numerical Scores

0-5	6-23	24-29	22-29	30-40	41-50	51-61	62-66	61-66	67-78	79-83	79-83	84-95	96-100

Factor – Mission Support NH

Can be scored less than ★ Can be scored more than

NH Level I (Score Range 0 – 29)
- Performs assigned tasks within area of responsibility; identifies situations to supervisor or other appropriate personnel when existing guidelines do not apply.
- Participates as a team member in meeting customer needs.
- Productively plans individual time and assigned resources to accomplish tasks.
- Effectively accomplishes assigned tasks.

NH Level II   (Score Range 22 – 66)
- Identifies and resolves conventional problems which may require deviations from accepted policies or instructions.
- Initiates meetings and interactions with customers to understand customer needs/expectations.
- Optimizes resources to accomplish projects/programs within established schedules.
- Effectively accomplishes projects'/programs' goals within established resource guidelines.

NH Level III (Score Range 61 – 83)
- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.
- Identifies and optimizes resources to accomplish multiple projects'/programs' goals.
- Effectively accomplishes multiple projects'/programs' goals within established guidelines.

NH Level IV (Score Range 79 – 100)
- Defines, integrates, and implements strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies.
- Assess and promulgate, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs/projects (e.g., problems that involve determining priorities and resolving conflicts among customers' requirements).
- Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources.
- Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.

Employee's contribution is within his level

Joe Contributor is a NH-3 ★ with an expected contribution score of 68 ★.

Once you determine the contribution level, you decide that Joe's contribution should be compensated at the medium range of the broadband level with a numerical range of 67-78.

Mission Support

3M 77

Job Achievement and/or Innovation

Communication and/or Teamwork

**Score each FACTOR
(Categorical and Numerical)**

Job Achievement and/or Innovation   3M 78
Communication and/or Teamwork   3H 79
Mission Support   3M 77
___
234

234/ 3 = 78

Recommended Overall Contribution Score

*All AcqDemo employees' contributions are assessed against the same three factors (no modification)

**Next Performance Appraisal Quality Level

80

Evaluate Quality of Performance By Assigning A Performance Appraisal Quality Level for Each Factor

Performance Appraisal Quality Level (PAQL)	Performance Appraisal Quality Level Criteria
Level 5 - Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 – Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 - Unacceptable	An employee's performance fails to meet the expectations for quality of work and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Rating of Record	Rating Criteria
Level 5 - Outstanding	The average score of the three appraisal levels is 4.3 or greater, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "5".
Level 3 – Fully Successful	The average score of the three appraisal levels is less than 4.3, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "3".
Level 1 - Unacceptable	Any contribution factor rated as "1".

Score each FACTOR
With Performance Appraisal Quality Level (PAQL)

Job Achievement and/or Innovation 3M 78   PAQL 5
Communication and/or Teamwork 3H 79   PAQL 3
Mission Support 3M 77   PAQL 3
234   11

234/ 3 = 78 OCS   11/ 3 = 3.67 Average Raw Score = 3 Fully Successful

Recommended Rating of Record

Recommended OCS and Recommended Rating of Record

Pay Pool Panel Process

CCAS is a contribution-based appraisal system that goes beyond a performance-based rating system. That is, it emphasizes and **measures the value and effectiveness of the employee's contribution to the mission and goals of the organization**, rather than merely how well the employee performed a job as defined by a set of standards for the work to be accomplished.

Past experience with the existing civilian performance appraisal system indicates that standards in performance plans are often tailored to the individual's level of previous performance. Hence, an employee may have been rewarded by basic pay step increases meeting standards of performance beneath those actually needed to achieve the expected organizational mission outcomes. Under CCAS, **an employee's performance is a component of contribution that influences the employee's ultimate overall expectations and contribution assessment.**

68   68   72

Pay Pool Panel

CCAS **promotes basic pay adjustment decisions made on the basis of an individual's overall annual contribution to the mission of the organization when compared to the classification and appraisal factors and an employee's contribution plan, expected results, and the scope, level of difficulty, and value of the employee's position as well as recognizing quality of performance**.

Pay Pool Panel Process

68 68 72

Pay Pool Panel

All Self-Assessments + Supervisor Assessments w Recommended Scores for Deliberation by Pay Pool Panel to Approved Pay Pool Results

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

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Contribution and Quality of Performance Assessment Consideration for Factor Scoring

Less Than Expected Contribution Range	Within Expected Contribution Range			Greater Than Expected Contribution Range
A – Region Above the Upper Rail	**C – Region** Between the Upper and Lower Rails			**B – Region** Below the LowerRail
Score **Less Than** Expected Contribution Range (A Region) Overcompensated	Score **Within** Expected Contribution Range (C Region) But Less Than Expected OCS	Score at Expected Contribution Score (C Region)	Score **Within** Expected Contribution Range (C Region) But More Than Expected OCS	Score **Greater Than** Expected Contribution Range (B Region) Undercompensated
Contributions less than current salary level and/or value of the position	Contributions warrant compensation consistent with value of the position but a smaller compensation because...	Contributions warrant compensation consistent with value of the position	Contributions warrant compensation consistent with value of the position	Contributions greater than current salary level and warrant compensation consistent with value of the position
Objectives stated results/impacts/benefits not achieved (failed contributions after intervention and documented by supervisor in CAS2Net mid-point/ closeout/additional feedback and/or other written documentation shared with the employee)	The employee's performance achieved stated results/impacts/ benefits for project/ program/task/objectives with more than expected guidance/ assistance /supervision and/or	The employee's performance **consistently achieves, and sometimes exceeds**, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives. (PAQL – 3 Fully Successful)		
	The employee's performance achieved stated results/impacts/ benefits for project/ program/task/objectives is occasionally untimely and/or inaccurate	The employee's quality of performance exhibited in achieving his/her contribution results **substantially and consistently surpasses** the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives. (PAQL – 5 Outstanding)		

PAQL 1	/	PAQL 3	PAQL 3	/	PAQL 5
Unacceptable	/	Fully Successful	Fully Successful	/	Outstanding

Once the Overall Contribution Scores Are Set, How Are Salaries Determined?
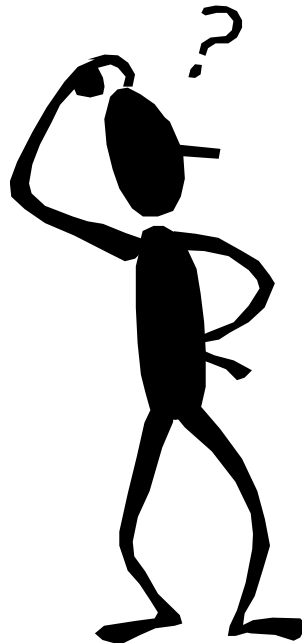
OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
51	54306	49961	58650
52	55394	50962	59826
53	56504	51984	61025
54	57637	53026	62248
55	58792	54089	63495
56	59970	55173	64768
57	61172	56279	66066
58	62398	57407	67390
59	63649	58557	68741
60	64925	59731	70119
61	66226	60928	71524
62	67553	62149	72958
63	68907	63395	74420
64	70288	64665	75912
65	71697	65961	77433
66	73134	67284	78985
67	74600	68632	80568
68	76095	70008	82183
69	77621	71411	83830
70	79176	72842	85510
71	80763	74302	87224
72	82382	75791	88972
73	84033	77310	90756

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

• Pay Pool Funding

Contribution Rating Increase (CRI)

- • Was intended to be consistent with funds historically spent in GS on within-grade increases, quality-step increases and promotions between grades that are now banded

- • *First year in CCAS, the minimum funding level for CRI is 2.4%.*

- • Subsequent years, minimum of 2% of sum of total salaries on board as of September 30th

Contribution Awards (CA)

- • Was intended to be consistent with funds historically spent in GS on performance awards

- • *The minimum funding level for CA is* 1% of total salaries on board as of September 30th

- • 90% of the funding percentage which will be awarded as bonus. The remaining 10% is to allow other awards not related to the CCAS process, e.g., on-the-spot awards and group awards.

Contribution & Compensation

Employees under AcqDemo as of September 30 are included in the pay pool.

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

	Base Salary
Contributor, Joe	$75,441
Blaine, Rick	$60,568
Munroe, Cora	$73,860
Wayne, Bruce	$74,999
Sayers, Rose	$75,342

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

Total Base Salaries = $360,210

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

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

The minimum funding level for CRI is 2.0% and CA is 1.0%.
DoD AcqDemo Funding Guidance for CRI is 2.0% to 2.26% and CA is 1.5%*.*
Our example has 2.26% funding for CRI and 1.5% for CA.

Total Base Salary * CRI Funding Level = CRI Pool
$360,210   *   2.26%   = $8,141

CRI = $8,141
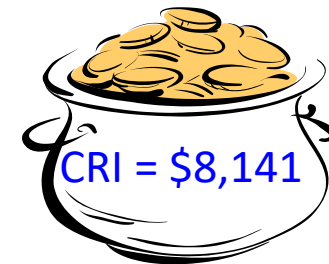
Total Adjusted Basic Salary * CA Funding Level = CA Pool
$417,664   *   90% of 1.5%   = $5,638
(with Locality) $417,664 * 1.5% = $6,265 * 90% = $5,638

CA = $5,638
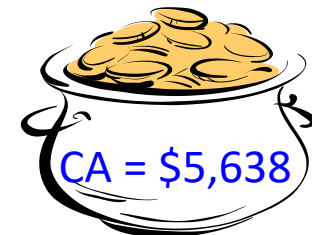
Why 90% of the CA funding level? The remaining 10% is to allow other awards
not related to the CCAS process, e.g., on-the-spot awards and group awards.

Acq **Demo**

(Base Salary determines Expected OCS)
(Approved OCS determines Target Salary)

4. Enter approved OCS and Target Salaries.

	Base Salary	Expected OCS	Approved OCS	Target Salary
Contributor, Joe	$75,441	68	70	$85,510
Blaine, Rick	$60,568	57	61	$71,524
Munroe, Cora	$73,860	67	68	$82,183
Wayne, Bruce	$74,999	68	68	$82,183
Sayers, Rose	$75,342	68	67	$80,568

OCS	SPL	*0.92 Lower Rail	*1.08 Upper Rail
61	66,226	60,928	71,524
62	67,553	62,149	72,958
63	68,907	63,395	74,420
64	70,288	64,665	75,912
65	71,697	65,961	77,433
66	73,134	67,284	78,985
67	74,600	68,632	80,568
68	76,095	70,008	82,183
69	77,621	71,411	83,830
70	79,176	72,842	85,510

5. Determine the Delta OCS and Delta Salaries.

(Target Salary – Base Salary = Delta Salary)

	Approved OCS	Expected OCS	Target Salary	Base Salary	Delta Salary
Contributor, Joe	70	68	$85,510	$75,441	$10,069
Blaine, Rick	61	57	$71,524	$60,568	$10,956
Munroe, Cora	68	67	$82,183	$73,860	$8,323
Wayne, Bruce	68	68	$82,183	$74,999	$7,184
Sayers, Rose	67	68	$80,568	$75,342	$5,226
			$401,968	$360,210	$41,758

6. Calculate total *positive* Delta Salary.

Total Positive Delta Salary = $41,758

7. Calculate percent of Delta Salary to be given.

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

CRI Pool
$8,141

Total Positive Delta Salary of $41,758

$8,141 ÷ $41,758 = 19.4951% of Positive Delta Salary for CRI

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

CA Pool
$5,638

Total Positive Delta Salary of $41,758

$5,638 ÷ $41,758 = 13.5027% of Positive Delta Salary for CA

8. Calculate approved CRI and CA.

	Approved OCS	Expected OCS	Target Salary	Base Salary	Delta Salary
Contributor, Joe	70	68	$85,510	$75,441	$10,069

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

$10,069   X   19.4951% = $1,963

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

$10,069   X   13.5027%   = $1,360

Compensation from the Pay Pool

	Approved OCS	Expected OCS	Target Salary	Base Salary	Delta Salary	Computed CRI	Computed CA
Contributor, Joe	70	68	$85,510	$75,441	$10,069	$1,963	$1,360
Blaine, Rick	61	57	$71,524	$60,568	$10,956	$2,136	$1,479
Munroe, Cora	68	67	$82,183	$73,860	$8,323	$1,623	$1,124
Wayne, Bruce	68	68	$82,183	$74,999	$7,184	$1,401	$970
Sayers, Rose	67	68	$80,568	$75,342	$5,226	$1,019	$706
					$41,758	19.4951%	13.5027%
						$8,141	$5,638

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

CRI Pool
$8,141

CA Pool
$5,638

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.
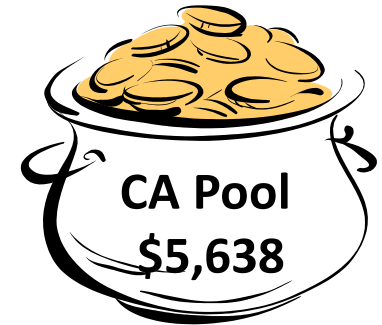
Compensation from the Pay Pool

	Approved OCS	Expected OCS	Base Salary	1% GPI	Approved CRI	New Base Salary	Plus Locality (RUS 15.95%)	Total Adjusted Basic Pay	CA
Contributor, Joe	70	68	$75,441	$754	$1,963	$78,158	$12,466	$90,625	$1,360
Blaine, Rick	61	57	$60,568	$606	$2,136	$63,310	$10,098	$73,408	$1,479
Munroe, Cora	68	67	$73,860	$739	$1,623	$76,221	$12,157	$88,378	$1,124
Wayne, Bruce	68	68	$74,999	$750	$1,401	$77,150	$12,305	$89,455	$970
Sayers, Rose	67	68	$75,342	$753	$1,019	$77,114	$12,300	$89,414	$706

CCAS promotes basic pay adjustment decisions made on the basis of an individual's overall annual contribution to the mission of the organization when compared to the contribution factors and an employee's contribution plan, expected results, and the scope, level of difficulty, and value of the employee's as well as recognizing quality of performance.

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

You will see the factor scores, the OCS, PAQLs and Rating of Record and the payout plus the supervisor narrative assessment

If on Pay Retention or at the Maximum of the Broadband or at a Control Point.

Compensation Detail		
$102,283	Current Rate of Base Pay	
$1,023	G Increase	1.00%
$ 3	CRI Increase	2.60%
$103,309	New Rate of Basic Pay	
+$31,489	Locality Pay	@15.95%
$134,798	New Total Salary	
$342	Contribution Award	
(+$2,232 Carryover from CRI)		
(=$2,574 Total Award)		

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

Results of the Annual Appraisal

Example is using 2021 SPL/NPR Table, rate of pay and locality rates.

Grievance Policy and Procedures

- Employee may grieve:

  - Overall Contribution Score / Factor Score(s)
  - Rating of Record
  - Narrative Annual Assessment
  - CCAS pay determinations
    - General Pay Increase (GPI)
    - Contribution Rating Increase (CRI)
    - Contribution Award (CA)

- Bargaining Unit employees follow negotiated agreement, if any; if not, use the administrative grievance procedure.

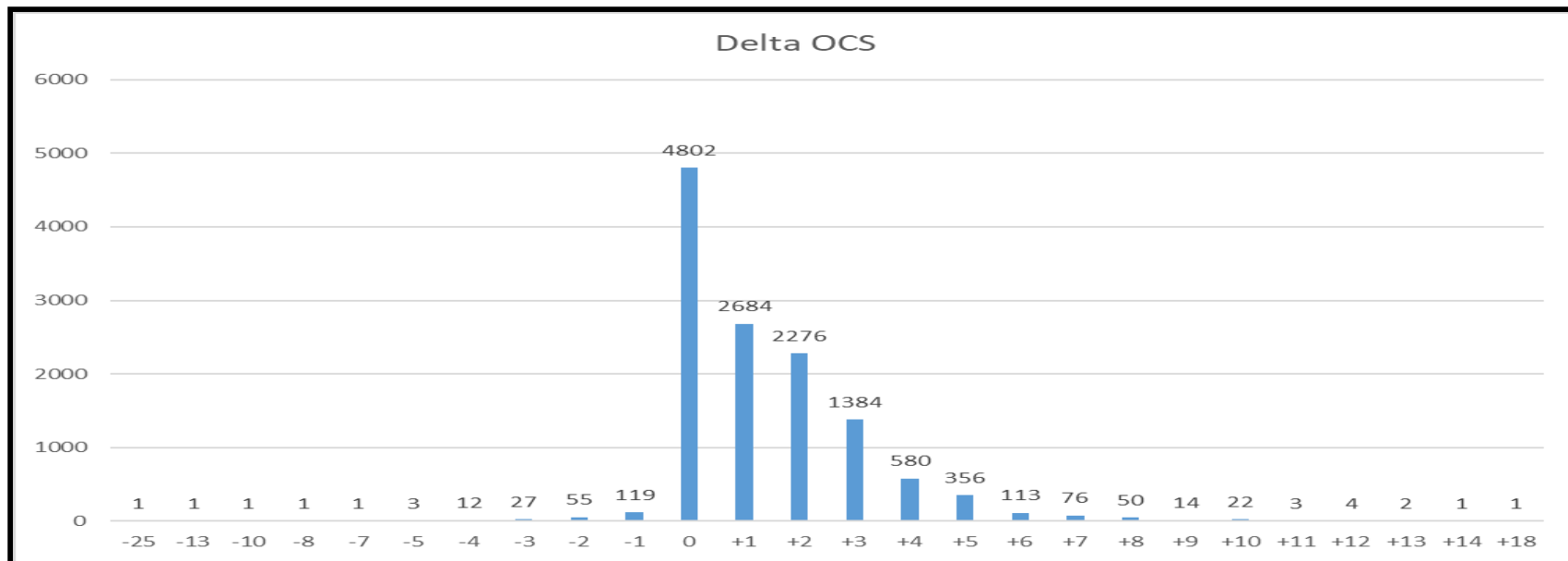- Non-Bargaining Unit employees use the following administrative procedures.

Grievance Process Administrative Procedures

Employee Decides to Grieve
(15 Calendar Days After Receipt of Part I)

→ **Supervisor Makes Recommendation to Pay Pool Manager**

↓

Pay Pool Manager [Pay Pool Panel May Meet] **Rules** (30 Days)

→ **Inform Employee**

→ **Approved or Approved with adjustments**
→ **Denied**

→ **If Employee Disagrees**

Approved or Approved with adjustments →
- Update CAS2Net as applicable
- Revise Parts I, II as applicable
- Revise Personnel Action(s) as applicable

→ **Employee**

* Calendar Days

Within 15 days* of Receipt of Written Decision, Submit Request for Final Review

↓

Appeals to Next Higher Official Above Pay Pool Manager

↓

Final Ruling

Within 60 days* of Date of Request for Final Review, Written Decision

↓

Inform Employee

→ **Approved or Approved with adjustments**
→ **Denied**

Approved or Approved with adjustments →
- Update CAS2Net as applicable
- Revise Parts I, II as applicable
- Revise Personnel Action(s) as applicable

→ **Employee**

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Pay Pool Result Feedback to Workforce

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total Percent
A	12	0.1%	0	0.0%	0	0.0%	12	0.1%
C1	2,631	21.7%	19	8.7%	40	15.6%	2,690	21.4%
C2	8,759	72.3%	147	67.1%	194	75.8%	9,100	72.3%
B	712	5.9%	53	24.2%	22	8.6%	787	6.3%
Total	12,114	100.0%	219	100.0%	256	100.0%	12,589	100.0%

Definition of Rail Zone

Inappropriately compensated above the rails
Appropriately compensated between the rails > SPL
Appropriately compensated between the rails <= SPL

Inappropriately compensated below the rails

	Number of Employees Not Rated	Rating of Record Distribution 1	3	5	1	3	5	Modal RoR
Entire Population:	380	40	5,695	6,474	0.3%	46.6%	53.0%	5
NH	370	38	5,427	6,279	0.3%	46.2%	53.5%	5
NJ	2	0	118	99	0.0%	54.4%	45.6%	3
NK	8	2	150	96	0.8%	60.5%	38.7%	3

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Delta OCS chart showing distribution of delta scores:

Delta	Count
-25	1
-13	1
-10	1
-8	1
-7	1
-5	3
-4	12
-3	27
-2	55
-1	119
0	4802
+1	2684
+2	2276
+3	1384
+4	580
+5	356
+6	113
+7	76
+8	50
+9	14
+10	22
+11	3
+12	4
+13	2
+14	1
+18	1

Overall Average Delta Score 1.4

Payout Statistics by Group

(Presumptive due to time excluded)

------------ Averaged Across Only Those Receiving the Payment --------------

	Number of Employees Analyzed	Average OCS	Average Delta OCS	Average CRI (Salary) Increase [1]			Average Carryover [1]			Average CA Award [2]		
				Number Receiving	$	%	Number Receiving	$	%	Number Receiving	$	%
Entire Population:	12209	80.0	1.4	9282	$2,020	2.22%	3605	$2,059	1.85%	12183	$2,613	2.19%
Career Path												
NH	11744	81.0	1.4	8889	$2,057	2.23%	3514	$2,087	1.85%	11720	$2,651	2.19%
NJ	217	65.7	2.6	171	$1,585	2.44%	15	$1,122	1.50%	217	$2,010	2.26%
NK	248	46.3	1.3	222	$886	1.83%	76	$958	1.89%	246	$1,340	2.25%

Questions?

Step Increase v CRI

Year(s) to Next Step Increase

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
	3.33%	3.23%	3.13%	3.03%	2.94%	2.86%	2.78%	2.70%	2.63%
	1 Year	1 Year	1 Year	2 Years	2 Years	2 Years	3 Years	3 Years	3 Years
Percent Increase If On An Annual Basis									
	3.33%	3.23%	3.13%	1.52%	1.47%	1.43%	0.93%	0.90%	0.88%
				1.52%	1.47%	1.43%	0.93%	0.90%	0.88%
							0.93%	0.90%	0.88%