AcqDemo New Employee Orientation

DoD Civilian Acquisition Workforce Personnel Demonstration Project

Agenda

➤ Introduction

➤ AcqDemo Overview

➤ Classification and Staffing

➤ Contribution, Performance and Compensation

➤ Transition and Support

General Housekeeping

➤ Administration
- Briefing timing
- Introductions
- Expectations
- Parking Lot

➤ Ground Rules and Logistics
- Mute computer and/or phone as appropriate
- Do not place your phone on hold
- Interact via chat or voice

➤ Questions and Parking Lot review

Course Objectives

➤ Understand...

- AcqDemo background and purpose
- GS to AcqDemo conversion
- Broadbands and Classification
- Contribution-based Compensation and Appraisal System (CCAS)

➤ Know where to find...

- Transition information and support
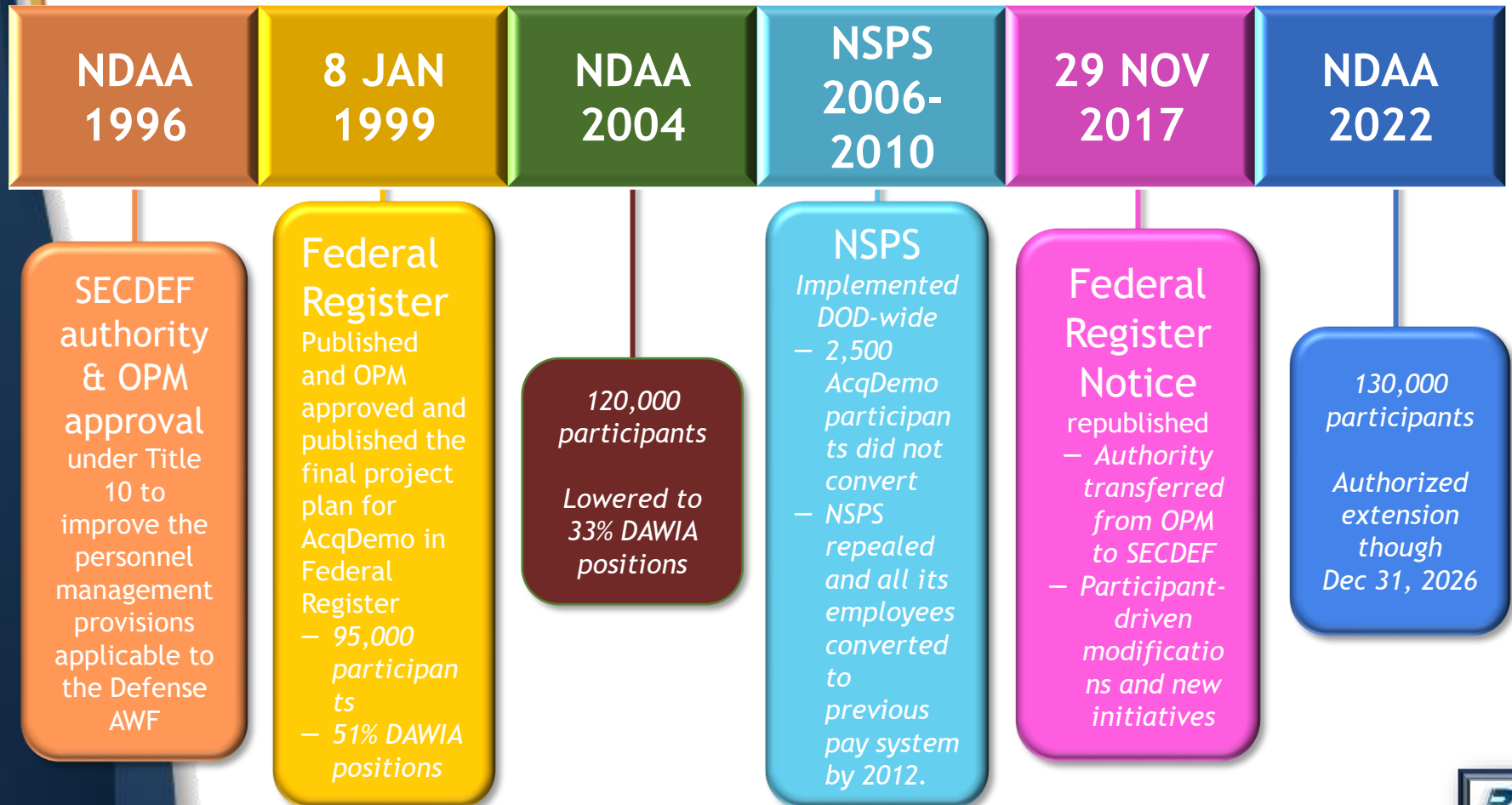
AcqDemo Overview

Discussion Topics

➤ Legislative History

➤ AcqDemo Workforce Demographics

➤ AcqDemo Purpose

➤ AcqDemo Flexibilities

➤ What Stays the Same
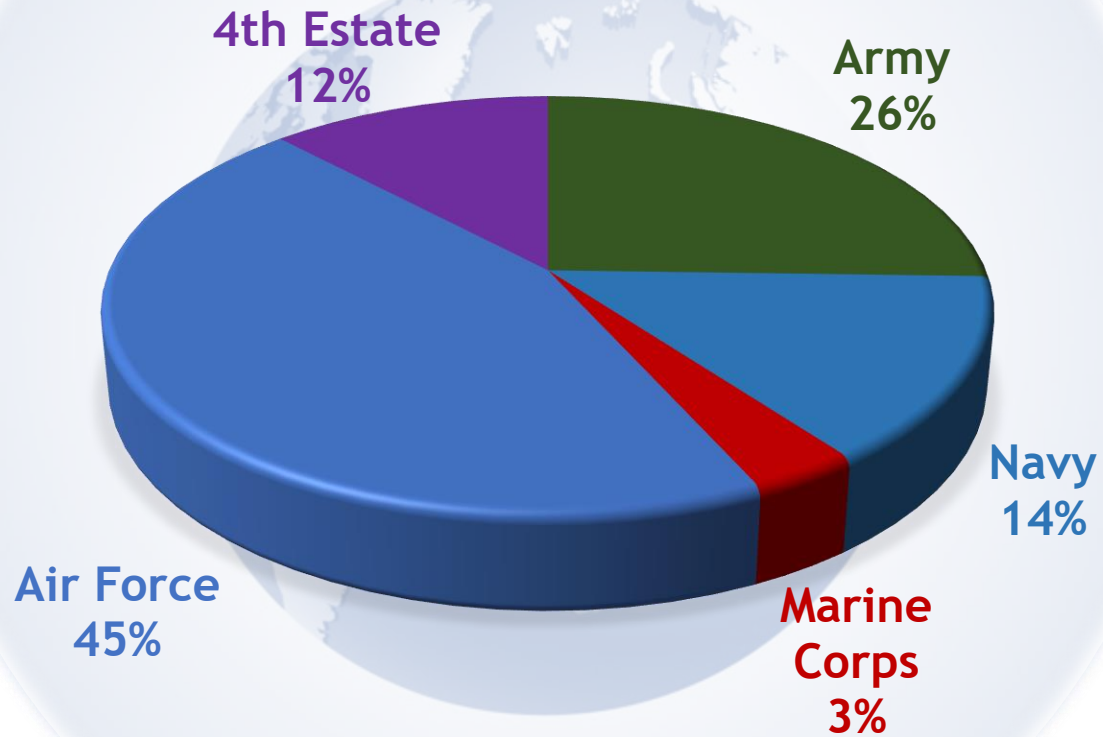
➤ What is Changing

➤ Key Highlights

Legislative History

DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) is a proven and innovative performance management system

NDAA 1996	8 JAN 1999	NDAA 2004	NSPS 2006-2010	29 NOV 2017	NDAA 2022

SECDEF authority & OPM approval under Title 10 to improve the personnel management provisions applicable to the Defense AWF

Federal Register Published and OPM approved and published the final project plan for AcqDemo in Federal Register
– *95,000 participants*
– *51% DAWIA positions*

120,000 participants

Lowered to 33% DAWIA positions

NSPS *Implemented DOD-wide*
– *2,500 AcqDemo participants did not convert*
– *NSPS repealed and all its employees converted to previous pay system by 2012.*

Federal Register Notice republished
– *Authority transferred from OPM to SECDEF*
– *Participant-driven modifications and new initiatives*

130,000 participants

Authorized extension though Dec 31, 2026

AcqDemo Population

- **4th Estate** 12%
- **Army** 26%
- **Navy** 14%
- **Marine Corps** 3%
- **Air Force** 45%

As of: December 2022

AcqDemo Purpose

To enhance the quality, professionalism, and management of the DoD acquisition workforce through improvements in the efficiency and effectiveness of the human resources management system.

It strives to support DoD's efforts to create a professional, agile, and motivated workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the warfighter.

Section I.A. of the Federal Register dated November 9, 2017

AcqDemo Flexibilities

➤ Broadbanding

- More competitive hiring by using broader pay ranges of the broadbands to set pay

- Wider range of reassignment possibilities

- Pay setting flexibilities to competitively attract and retain highly skilled professionals

- Broader range of pay available without a promotion

- Simplified classification

- Use of PRDs instead of PDs reduces grading criteria to just 3 factors for each career path

- Position classification delegated to heads of Participating Organizations

AcqDemo Flexibilities *(continued)*

- ➤ Contribution-based pay rather than longevity-based
  - Pay is linked to contribution to mission and relative value of the position
  - Rewards mission contributions (relative to pay) rather than time in position
  - Wide range of pay increases – rewards increase as contribution impact increases
- ➤ Flexible hiring authorities
- ➤ Helps Participating Organizations to better meet mission requirements

What Stays the Same in AcqDemo

Benefits, Retirement, Health, Life, and other Benefits

Leave

Work Schedules

Allowances & Travel/ Subsistence Expenses

Veterans' Preference

All remain the same!

Prohibited Personnel Practices

Merit System Principles

Fundamental Due Process

Whistleblower Protection

Anti-Discrimination Laws

What Changes in AcqDemo

Terms and Definitions

Broadbands vs. Grades/Steps

Classification and Staffing

Rating and Rewarding

Support Tools

Key Highlights

➤ New classification structure

➤ New contribution-based appraisal system

➤ New terminology

➤ *No loss of pay when converting into AcqDemo*

Classification and Staffing

Classification and Staffing

- Terminology Crosswalk
- GS to AcqDemo Classification Conversion
- Broadbands
- Conversion Pay Setting
- Classification Process
- Factors, Descriptors and Discriminators
- Position Requirements Document (PRD)

- Supervisory and Team Leader Cash Differentials
- Classification Appeals
- Competitive and Non-Competitive Actions
- Accelerated Compensation for Developmental Positions (ACDP)
- Internal Placement

GS to AcqDemo Terminology Crosswalk

General Schedule	AcqDemo
Occupational Series	**Occupational Series**
Occupational Groups	**Career Path & Pay Schedules** Business Management and Technical Management Professional Technical Management Support Administrative Support
Pay Plan Code: GS	**Pay Plan Designator:** NH, NJ, NK
Grades 1-15/Steps 1-10	**Broadband I, II, III, IV**
Position Description (PD)	**Position Requirements Document (PRD)**

GS to AcqDemo Classification Conversion

Broadband Level	NH – Business and Technical Management Professional	NJ – Technical Management 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	

Broadbands

Business and Technical Management Professional (NH)

I	II	III	IV
$20,999 - $37,597 (GS-1 – GS-4)	$32,357 - $77,112 (GS-5 – GS-11)	$71,099 - $109,908 (GS-12 – GS-13)	$99,908 - $152,771 (GS-14 – GS-15)

Technical Management Support (NJ)

I	II	III	IV
$20,999 - $37,597 (GS-1 – GS-4)	$32,357 - $57,709 (GS-5 – GS-8)	$49,028 - $77,112 (GS-9 – GS-11)	$71,099 - $109,908 (GS-12 – GS-13)

Administrative Support (NK)

I	II	III	2023 AcqDemo Broadband Basic Pay Table *(w/o Locality Pay)*
$20,999 - $37,597 (GS-1 – GS-4)	$32,357 - $52,106 (GS-5 – GS-7)	$44,389 - $70,190 (GS-8 – GS-10)	

Conversion Pay Setting

➤ **GS Employees Converting to AcqDemo**

- WGI buy-in is a prorated calculation based on number of completed weeks toward next Step increase. A tool is available on the AcqDemo website to determine individual buy-in amount, if applicable.

WGI Buy-In Calculation:

AcqDemo Basic Pay = (Time in Step ÷ Time Between Steps) x Step Increase + Current Base Pay

➤ **Career Ladder Promotion Buy-In**

- Prorated calculation based on the number of completed weeks towards the next higher grade

- If both step increase and career ladder buy-ins apply, calculate step increase buy-in first, then calculate career ladder buy-in

- Special Rate and Retained Rate policies also detailed in AcqDemo Operating Guide if applicable

AcqDemo Classification Process

Job Title

Occupational Series

➤ Based on assigned duties, identify title and series using OPM classification standards

Career Path

NH	NJ	NK

➤ Locate occupational series and title in Chapter 3, Appendix B of the AcqDemo Operating Guide to determine applicable Career Path

Broadband Level

I	II	III	IV

➤ Apply appropriate broadband level descriptors to the duties and responsibilities to determine broadband level classification

Classification and Contribution Factors

Job Achievement and/or Innovation

- Qualifications
- Critical Thinking
- Calculated Risks
- Problem Solving
- Leadership
- Supervision
- Personal Accountability

Communication and/or Teamwork

- Communication (verbal and written)
- Interactions with customers, coworkers, and groups
- Assignments crossing functional boundaries

Mission Support

- 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
- Establishing priorities that reflect mission and organizational goals

Descriptors and Discriminators

Factor 3: Mission Support
NH – Business Management & Technical Management Professional

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III	
• 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.	Independence Customer Needs Planning/Budgeting Execution/Efficiency
LEVEL IV	
• 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.	Independence Customer Needs Planning/Budgeting Execution/Efficiency

Position Requirements Document (PRD)

AcqDemo Position Requirements Document
NH Business and Technical Management Professional Career Path
(See Instructions for Assistance)

Part A. Position and Organization Information

1. Position Number

2. Career Path: NH

3. Broadband Level

4. Position Title and Occupational Series

5. Reason for Submission
- ○ New
- ○ Redescription
- ○ Reestablishment
- ○ Reassignment
- ○ Other: AcqDemo PRD

6. Employee Name (Last, First MI) or Position Title

7. Name and Location of Position's Organization

8. Duty Station

9. Purpose of the Position

10. Acquisition Workforce Position?
- ○ Yes
- ○ No

10a. Acquisition Functional Area

10b. Acquisition Category

11. If your answer was "Yes" to question #10, mark N/A. For all others, identify if the non-AWF position directly supports the AWF 51% of the time or more?
- ○ Yes
- ○ No
- ○ N/A

Version 3.3

- ➤ AcqDemo uses a Position Requirements Document (PRD) in place of the traditional position description

- ➤ PRD now contains additional elements that need to be provided such as maximum broadband level, % of time of supervisory duties, etc.

- ➤ PRDs are built using an online tool called FASCLASS

- ➤ User enters basic position information

- ➤ FASCLASS will add the classification and appraisal factors appropriate for the assigned broadband

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Classification Appeals

- Final appellate level for AcqDemo employee appeals now DoD rather than OPM
  - Only occupational series, title, or broadband level can be appealed

- DoD final AcqDemo appellate decisions are binding on all administrative, certifying, payroll, disbursing, and accounting offices within DoD

Supervisor → Organization Head → Component/ Agency Head Army G-1 (CP) → DoD/ DCPAS
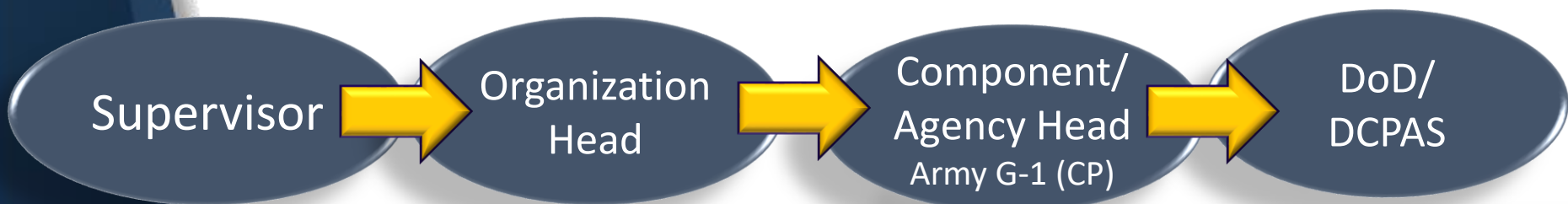
Competitive and Non-Competitive Actions

Competitive

➥ Promotions
Movement to a position with a *higher earning potential* than the current position

➥ Temporary Promotions exceeding a cumulative total of 1 year within any consecutive 24-month period

➥ Addition of supervisory duties to a position within its assigned broadband level that is to a *greater salary potential* due to potential to move beyond a control point

Non-Competitive

➥ Reassignments

➥ Re-Promotions

➥ Change in position having no greater earning potential than current position

➥ Accretion of Duties/
Impact of Person on the Job

➥ RIF placement

➥ Maximum Broadband Level Promotions

➥ Temporary Promotions NOT exceeding a cumulative total of 1 year within any consecutive 24-month period

➥ Candidates with priority consideration

➥ Addition of supervisory duties in same broadband level when there is *no greater earning potential*

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Internal Placement Actions

Change in Assignment within Career Path/Broadband Level

Business and Technical Management Professional (NH)	Change within Broadband Level (Reassignment)
IV **$99,908 - $152,771** **(GS 14 – 15)** ⟷	NH-IV General Attorney to NH-IV Patent Attorney

Change in Assignment to another Career Path/Broadband Level

Technical Management Support (NJ)	Business and Technical Management Professional (NH)	Change to another Career Path and Broadband Level (Reassignment)
III **$49,028 - $77,112** **(GS 9 – 11)**	**II** **$32,357 - $77,112** **(GS 5 – 11)**	NJ-III Engineering Technician to NH-II General Engineer

Promotion

Administrative Support (NK)

II	III
$32,357 – $52,106 (GS 5 – 7)	$44,389 – $70,190 (GS 8 – 10)

Promotion: NK-II Secretary to NK-III HR Assistant

Accelerated Compensation for Developmental Positions (ACDP)

Eligible employees…

… Are in acquisition positions OR non-acquisition positions supporting DAWIA-covered positions at least 51% of the time
(Classified to NH I, II, and III broadband levels)

… Participate in formal training programs, internships, or other developmental capacities

… Demonstrate successful or better growth and development in job-related competencies

… Exceed contribution expectations associated with their Expected Overall Contribution Score (EOCS)

ACDP

➤ Provides opportunity to increase basic pay twice per CCAS appraisal cycle

  ➥ Each basic pay increase may not exceed 10%

  ➥ Increase in basic pay will trigger an increase in employee's EOCS

  ➥ Employee is eligible for additional rating increase through the CCAS process

ACDPs will not be funded by pay pool allocations

ACDP

➤ Pathways Programs and Maximum Career Level Position employees eligible for the ACDP

➥ Internship Program employees hired into NH-I and NH-II positions

➥ Recent Graduates Program

➥ Presidential Management Program

➥ Career growth positions leading to higher maximum career level positions

Supervisory and Team Leader Cash Differentials

Intended to incentivize and compensate supervisors and team leaders

Can be effectively applied when…

… Inequities exist between supervisory and non-supervisory subordinate pay

… Positions are extremely difficult to fill

… Organizational level and scope, difficulty, and value of position warrants additional compensation

A cash differential is NOT included as part of basic pay

Supervisory and Team Leader Cash Differentials *(Continued)*

Some caveats…

➤ Supervisory differential may not exceed 10% of basic pay

➤ Team leader differential may not exceed 5% of basic pay

➤ Reviewed annually with CCAS Assessment to validate continuing need

   ➥ May be terminated or reduced

Supervisory and Team Leader Cash Differentials *(Continued)*

➤ A Request for Personnel Action (RPA) is not required to extend the cash differential if the dollar amount for basic pay remains constant

➤ A **new** RPA is required if basic pay changes as the result of an increase in pay (i.e., GPI, CRI, etc.)

➤ An RPA is also required to terminate the Cash Differential when an employee moves to a different position

CCAS—The Contribution-based Compensation and Appraisal System

Discussion Topics

- Design Overview
- Key Terms and Definitions
- Oversight
- The CCAS Cycle
- Contribution Planning
- Factors-Descriptors and Discriminators
- Self and Supervisory Assessments

- Scoring Process
- Contribution Recognition
- Quality of Performance
- CCAS Results
- Addressing Inadequate Contribution
- CCAS Grievance Process

Design Overview

Another approach to performance management…
…with two key differences:

1. **Designed to focus employees on creating impact**

   ➢ Acquisition is a knowledge-based business—we depend on people to use their knowledge to advance mission performance

   ➢ Discussing employee expectations will focus on contribution planning vs. performance objectives

   ➢ Shapes professional acquisition workforce by using three standard factors to score employee contributions

Design Overview

Another approach to performance management …two key differences:

2. **Designed to align compensation with level of contribution**

   ➢ Basic pay level translates to expected contribution level

   ➢ Assessed contribution level compared to the expected contribution level to determine compensation eligibility

   ➢ AcqDemo software applications facilitate equitable distribution of pay pool funds
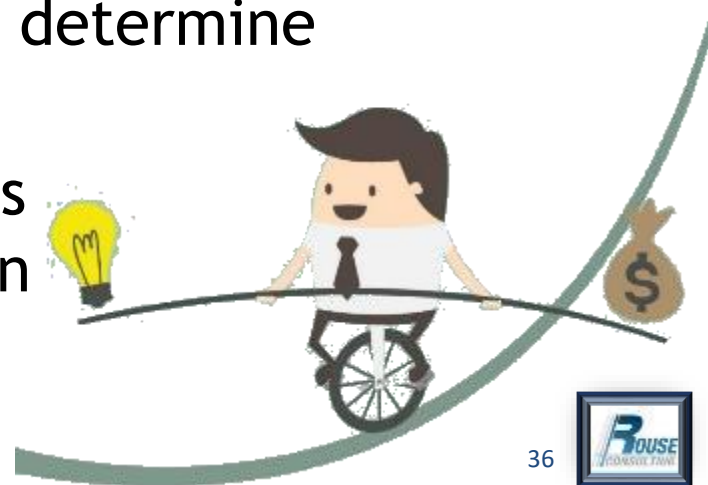
Key Terms and Definitions

AcqDemo

Personnel Policy Board (PPB)

Expected Overall Contribution Score (EOCS)

Expected Contribution Range (ECR)

Overall Contribution Score (OCS)

Performance Appraisal Quality Levels (PAQL)

Contribution Rating Increase (CRI)

Contribution Award (CA)

General Pay Increase (GPI)

Locality Pay

CAS2Net

Personnel Policy Board

➤ Each Participating Organization will create a Personnel Policy Board, or modify the charter of an existing group, that will:

➥ Approve and publish all changes to organization's AcqDemo Business Rules

➥ Oversee the civilian pay budget

➥ Address issues associated with separate pay systems

➥ Determine the composition of the pay pool(s)

➥ Review pay pool operations

➥ Provide guidance to pay pool and sub-pay pool managers

➥ Administer funds to pay pool(s)

➥ Review new hire and promotion pay

➥ Monitor award pool distributions

➥ Carry out other AcqDemo-related management requirements, as necessary

➥ Establish guidance for a compensation management strategy/AcqDemo Business Rules

➥ Review results of performance process for fairness and consistency

The CCAS Cycle

September

Employee Self-Assessment

October

- Start CCAS Cycle
- Contribution Planning
- Supervisor Annual Appraisal

April-May

Midpoint Review

November - December

Pay Pool Panels

Feedback

January

End-of-Cycle Discussion and Payout

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ECR Calculator

2023 Expected Contribution Range Calculator

Basic Pay Only

	Career Path	Broad-band	Max Pay	Retained Pay?		Expected Contribution Range		
							Standard Pay Line	
						Upper Rail		**Lower Rail**
Enter Base Pay/Retained Pay	$93,021	3	$109,908	No	**Expected Contribution Range =**	**72**	75	**79**

NH

Click on Boxes for Dropdown List to Select

Pay Used in Calculation: $93,021

Calculate an Expected Contribution Range (ECR) any time during the appraisal period using a calculator found at the AcqDemo website.

acqdemo.hci.mil/tools

Broadband Level Numerical Score Ranges

Levels	Categorical	NH Point Range	NJ Point Range	NK Point Range
Very High	High	115	95	70
	Med	110	91	67
	Low	105	87	64
IV	High	96 – 100	79 – 83	--
	Med	84 – 95	67 – 78	--
	Low	79 – 83	61 – 66	--
III	High	79 – 83	62 – 66	57 – 61
	Med	67 – 78	52 – 61	47 – 56
	Low	61 – 66	43 – 51	38 – 46
II	High	62 – 66	47 – 51	42 – 46
	Med High	51 – 61	41 – 46	--
	Med	41 – 50	36 – 40	30 – 41
	Med Low	30 – 40	30 – 35	--
	Low	22 –29	22 – 29	22 – 29
I	High	24 – 29	24 – 29	24 – 29
	Med	06 – 23	06 – 23	06 – 23
	Low	00 – 05	00 – 05	00 – 05

Contribution Statement Writing Goals

➤ Understand role in achieving organization mission/goals

➤ Determine work assignments in support of mission

➤ Define expectations of results, benefits, and/or impacts

➤ Understand relationship between expectations and factor descriptors

➤ Understand relationship between current basic pay and expected contribution range

➤ Use Organizational Strategic Plan and/or overall Army goals to tie into impacts

The "W-R-I Writing Model"

W — What

What are you going to do (e.g., task, project, program, policy, etc.) to contribute to the mission of the organization?

R — Results

Document descriptors met with examples in the results

I — Impact

Document impact on the organization's Strategic Plan

3 — Three Factors

Provide this information for each of the 3 Contribution Factors

Contribution Appraisal Criteria — The Factors

Job Achievement and/or Innovation

- Qualifications
- Critical Thinking
- Calculated Risks
- Problem Solving
- Leadership
- Supervision
- Personal Accountability

Communication and/or Teamwork

- Communication (Verbal and Written)
- Interactions with Customers, Coworkers, and Groups
- Assignments Crossing Functional Boundaries

Mission Support

- 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
- Establishing Priorities that Reflect Mission and Organizational Goals

A categorical and numeric contribution score is determined for EACH factor
➡ *Contributions to mission and quality of performance are scored separately*
➡ *Average 3 factor scores to get the Overall Contribution Score (OCS)*

Factor Level Descriptors and Discriminators

CAREER PATH: Business Management and Technical Management (NH)
FACTOR: 1—Job Achievement and/or Innovation
FACTOR DESCRIPTION: This factor captures qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability aspects appropriate for the positions classified to the broadband levels of the NH career path.

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
Produces desired results, to 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. Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Leadership and/or supervision effectively promotes commitment to organization goals. Flexibility, adaptability, and decisiveness are exercised appropriately. For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO/AA and Merit System Principles. Takes timely appropriate personnel actions, communicates mission and organizational goals. By example, creates a positive, safe, and challenging work environment, distributes work and empowers team members.	**NH Level I** **(Score Range 0-29)** • Proactively seeks opportunities to contribute to assigned tasks. • Seeks and takes advantage of development opportunities. Takes initiative to pursue completion of qualification requirements. • Effectively accepts feedback on assigned and accomplished work and incorporates it to create a better end product. • Resolves routine problems within established guidelines. Seeks assistance as required. • Takes initiative in determining and implementing appropriate procedures. • Conducts activities on a collective task; assists supervisor or other appropriate personnel as needed.	• Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty • Creativity • Scope/Impact
	NH Level II **(Score Range 22-66)** • Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. • Identifies and pursues individual/team development opportunities. Achieves and maintains qualification and certification requirements. • Proactively guides, coordinates, and consults with others to accomplish projects, assuming ownership of personal processes and products. • Identifies, analyzes, and resolves complex/difficult problems. • Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes. • Plans and conducts functional technical activities for projects/programs.	• Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty • Creativity • Scope/Impact
	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. • Pursues or creates certification/qualification, and/or developmental programs and opportunities for staff and others. • Guides, motivates and oversees the activities of individuals and teams with focus on project/program issues. Assumes ownership of processes and products, as appropriate. • Develops, integrates and implements solutions to diverse, highly complex problems across multiple areas and disciplines. • Develops plans and techniques to fit new situations to improve overall programs and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes. • Defines, directs, or leads highly challenging projects/programs	• Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty • Creativity • Scope/Impact
	NH Level IV **(Score Range 79-100)** • Recognized as a technical/functional authority within and outside of the organization. • Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development. • Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate. • Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures. • Works with senior management to establish new/fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies. • Defines, establishes and directs organizational focus on challenging and highly complex projects/programs.	• Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty • Creativity • Scope/Impact

	NH - VERY HIGH SCORE (Mid-Level Descriptors) **(Three scores available-105,110, or 115. Select one of these scores.)**
	• In addition to fully meeting the expected contribution criteria:
	  • Contributed results substantially beyond what was expected in the face of extremely difficult obstacles; contributions were exemplary in quality, quantity, and/or impact to the stated expectations for the goals/objectives described in the contribution plan.
	  • Created novel and innovative business methods and processes that contributed substantially beyond expectations to accomplishment of current work and the mission of the organization.
	  • Demonstrated the highest standards of professionalism establishing the model for others to follow. Accomplishments and outcomes were of such magnitude that they contributed to the extraordinary success of the organization to exceeding its mission goals and objectives for the year.	

Using Factor Descriptors and Discriminators

Factor 1: Job Achievement and/or Innovation for NH-III

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III	
• Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. • Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others. • Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate. • Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. • 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. • Defines, directs, or leads highly challenging projects/programs	• Leadership Role • Mentoring/Employee Development • Accountability • Complexity/Difficulty • Creativity • Scope/Impact

Employees use Descriptors for **Contribution Plans** and **Self-Assessments**

Supervisors use Discriminators for **Supervisor Appraisals** and to validate relative value

The Pay Pool Process

| Employee Self- and Supervisory Assessments | Prepare Pay Panel Forms and Tools | Sub-Panel Meetings | Pay Pool Panel Process | CCAS Pay Adjustments | Discuss CCAS Results (Individual and Group) |

Determining Categorical Scores

➤ Factor level descriptors are used to determine a categorical score

➤ Descriptors are written at the top of the broadband

- **High:** Employee consistently and independently meets full intent of **all** factor level descriptors as written during the appraisal cycle
  - At this level, all 14 descriptors are met - 6 for Job Achievement and/or Innovation, and 4 in other two factors

- **Medium:** Employee contributes at a level above the Low range but lower than the highest expectations as defined by the factor level descriptors as written **in more than half** of all descriptors for all factors
  - At a minimum, meet 4-5 descriptors for Job Achievement and/or Innovation, and 3 for other two factors at the Medium or High level

- **Low:** Employee contributions are at or slightly above factor level descriptors at the next lower broadband level or needs greater than expected assistance in meeting them
  - At a minimum, meet 1 descriptor per factor at the Low or higher level

Note: Suggested approach, but NOT the only possible criteria for rating. Check your Business Rules for guidance.

Determining Categorical Scores

Business Management and Technical Management Professional				
NH-I				
$20,999		to		$37,597
Pay appropriate in the **Low** end of the pay range		Pay appropriate in the **Medium** range of the broadband level		Pay appropriate in the **High** end of the pay range
NH-II				
$32,357		to		$77,112
Pay appropriate in the **Low** end of the pay range	Pay appropriate in the **Low** to **Medium** range of the broadband level	Pay appropriate in the **Medium** range of the broadband level	Pay appropriate in the **Medium** to **High** range of the broadband level	Pay appropriate in the **High** end of the pay range
NH-III				
$71,099		to		$109,908
Pay appropriate in the **Low** end of the pay range		Pay appropriate in the **Medium** range of the broadband level		Pay appropriate in the **High** end of the pay range
NH-IV				
$99,908		to		$152,771
Pay appropriate in the **Low** end of the pay range		Pay appropriate in the **Medium** range of the broadband level		Pay appropriate in the **High** end of the pay range

Numerical Score Determination

Review the factor discriminators to establish rank ordering

Job Achievement and/or Innovation

- Leadership role
- Mentoring/Employee Development
- Accountability
- Complexity/Difficulty
- Creativity
- Scope/Impact

Communication and/or Teamwork

- Oral
- Written
- Contribution to Team
- Effectiveness

Mission Support

- Independence
- Customer Needs
- Planning/Budgeting
- Execution/Efficiency

All broadbands and career paths have the same factor discriminators.
>> The discriminators help to establish relative value of contributions and place the degree of impact into context. <<

Numerical Scoring Considerations

➤ Factor Discriminators and knowledge of employee contributions are reviewed to rank order the results and determine the Numerical Score

➤ Numerical Score range must be associated with the respective Categorical Score

Factor 1: Discriminators
• Leadership Role
• Mentoring/Employee Development
• Accountability
• Complexity/Difficulty
• Creativity
• Scope/Impact

NH Career Path
Job Achievement and/or Innovation Factor

3 High (3H)	79-83
John, Dan	83
Susan	82
Bruce, Rick	81
James	80
Rose, Jo	79

Apply logic to your thought process and judgment when recommending numerical scores.

Overall Contribution Score

Factor Numerical Scores

79	**Job Achievement and/or Innovation**
76	**Communication and/or Teamwork**
77	**Mission Support**

232 ÷ **3** ≅ **77**

Overall Contribution Score

Quality of Performance

➤ CCAS includes assessment of the quality of performance an employee demonstrates in achieving his or her expected contribution results during an appraisal cycle

➤ Quality of Performance rating assigned to each factor in addition to contribution factor scores

- Average of three performance factor ratings translates to the annual rating of record for selection, awards, and RIF purposes
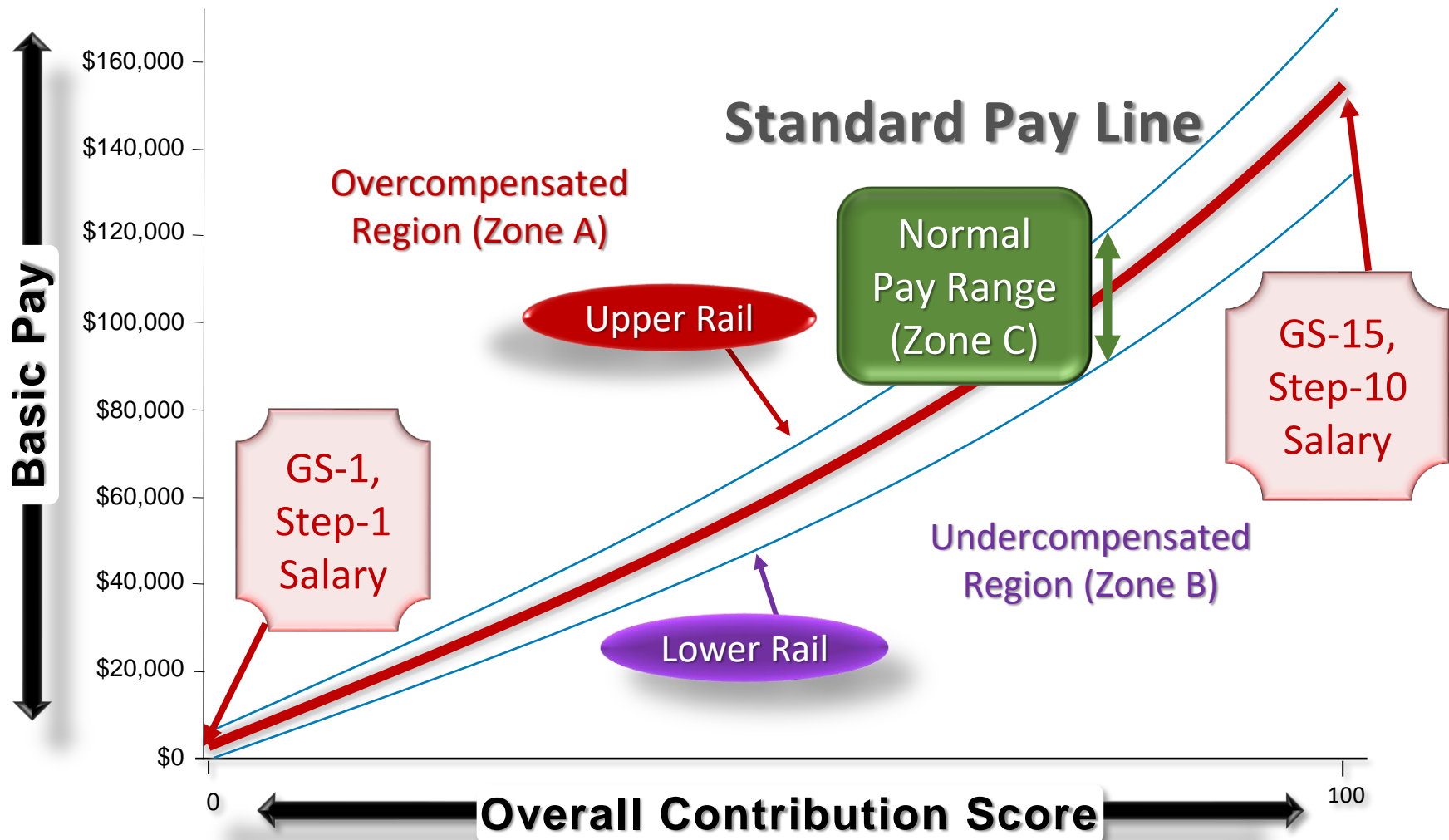
Determining PAQL Scores

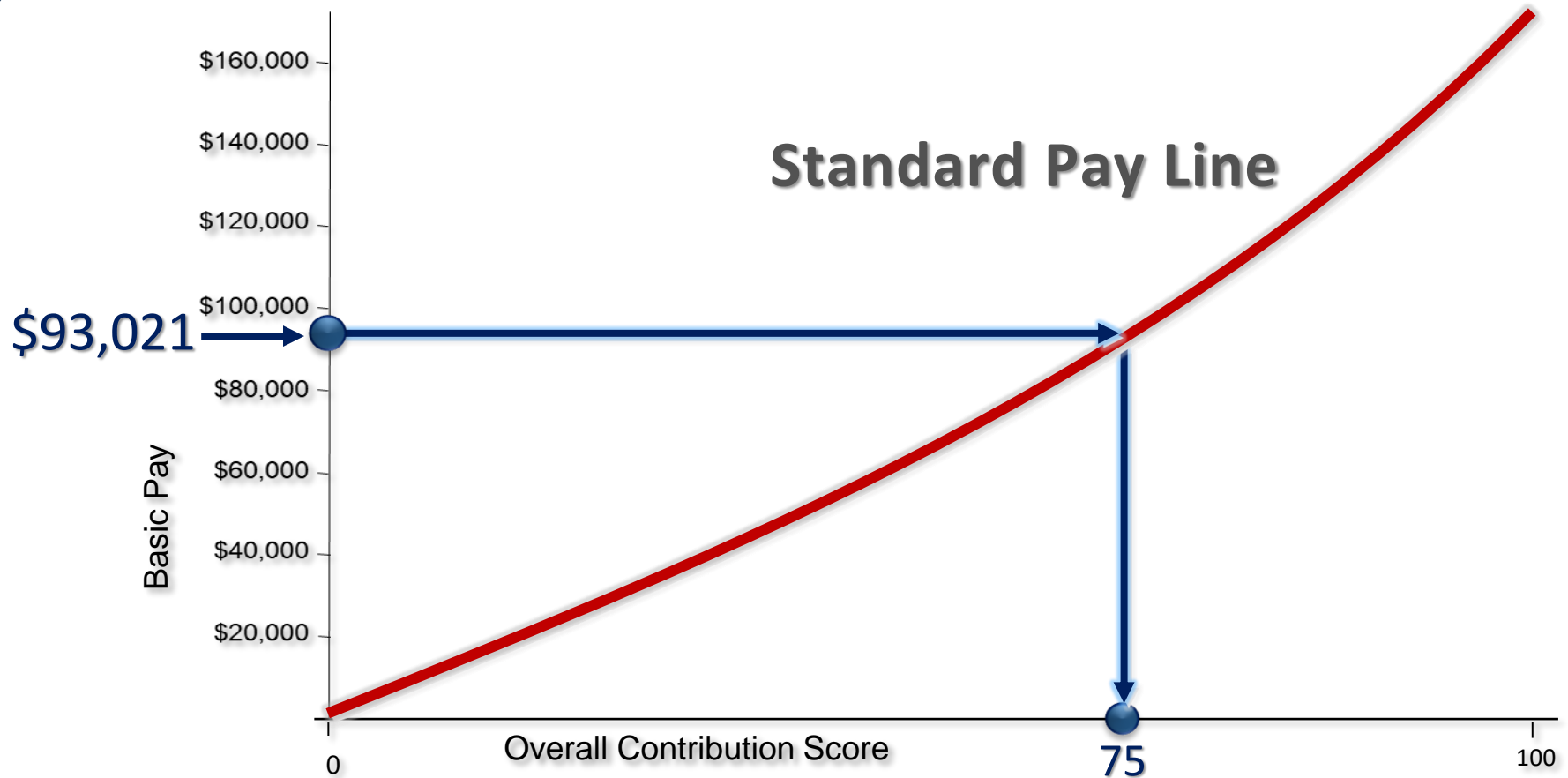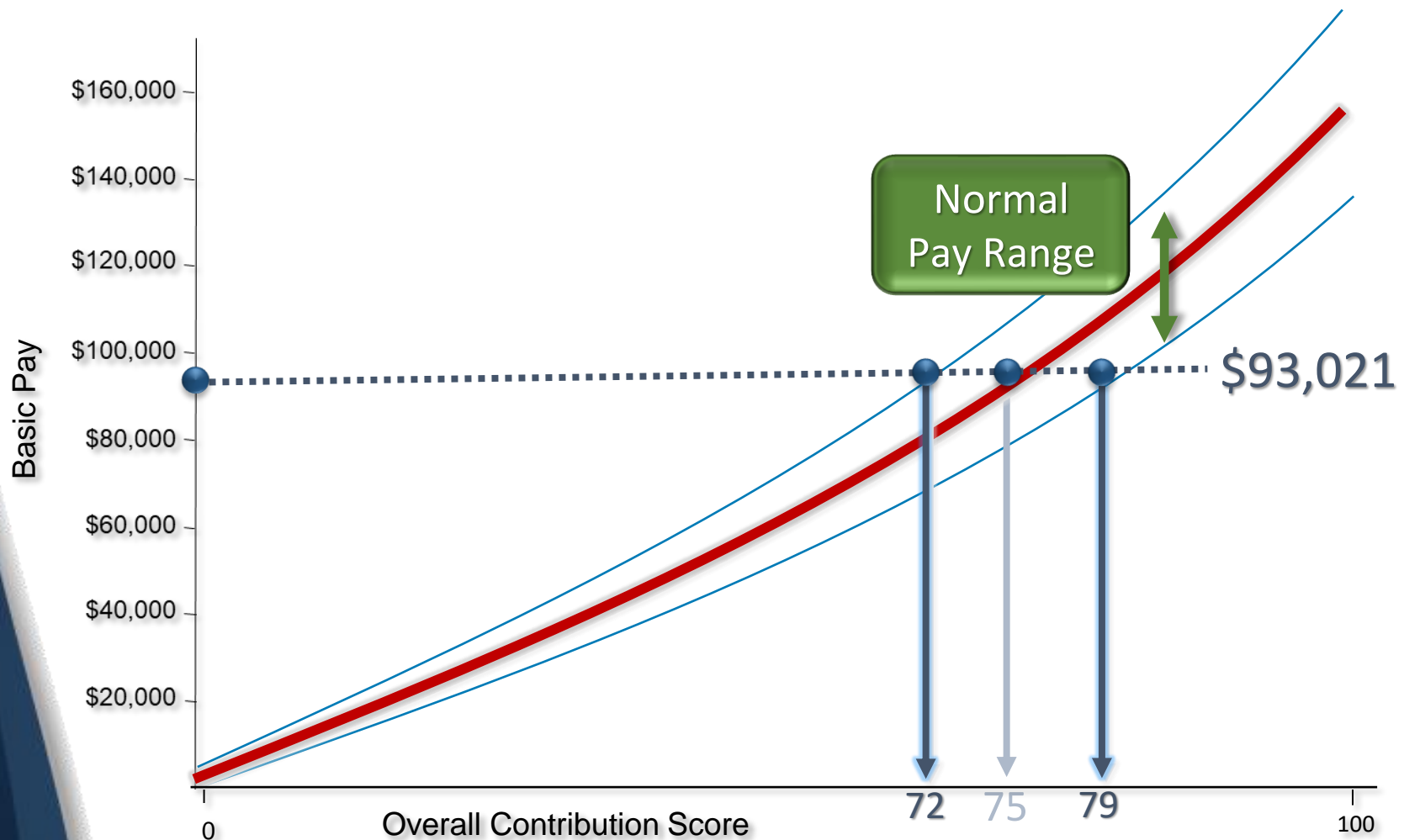| PAQL Score	PAQL Criteria	Examples	Rating Criteria
Level 5 — Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.	Employee's performance made distinguishable outcomes, set precedent, industry-wide recognition, etc.	Average of 3 Scores > 4.3 = **5**
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.	Employee's performance gets the job done and sometimes exceeds expectations.	Average of 3 Scores < 4.3 = **3**
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.	Employee's performance shows unsatisfactory quality, quantity or timeliness of work, incomplete, etc.	Any Single Score of 1 = Overall **1**

The Integrated Pay Schedule (IPS)

Standard Pay Line

Overcompensated Region (Zone A)

Normal Pay Range (Zone C)

Upper Rail

GS-15, Step-10 Salary

GS-1, Step-1 Salary

Undercompensated Region (Zone B)

Lower Rail

Basic Pay

$160,000
$140,000
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$0

0   100

Overall Contribution Score

Expected Overall Contribution Score (EOCS)

Standard Pay Line

Basic Pay (y-axis): $160,000 / $140,000 / $120,000 / $100,000 / $80,000 / $60,000 / $40,000 / $20,000

$93,021

Overall Contribution Score (x-axis): 0 ... 75 ... 100

Basic Pay of $93,021 = EOCS of 75

Expected Contribution Range (ECR)

Normal Pay Range

$93,021

Basic Pay

$160,000 —
$140,000 —
$120,000 —
$100,000 —
$80,000 —
$60,000 —
$40,000 —
$20,000 —

0

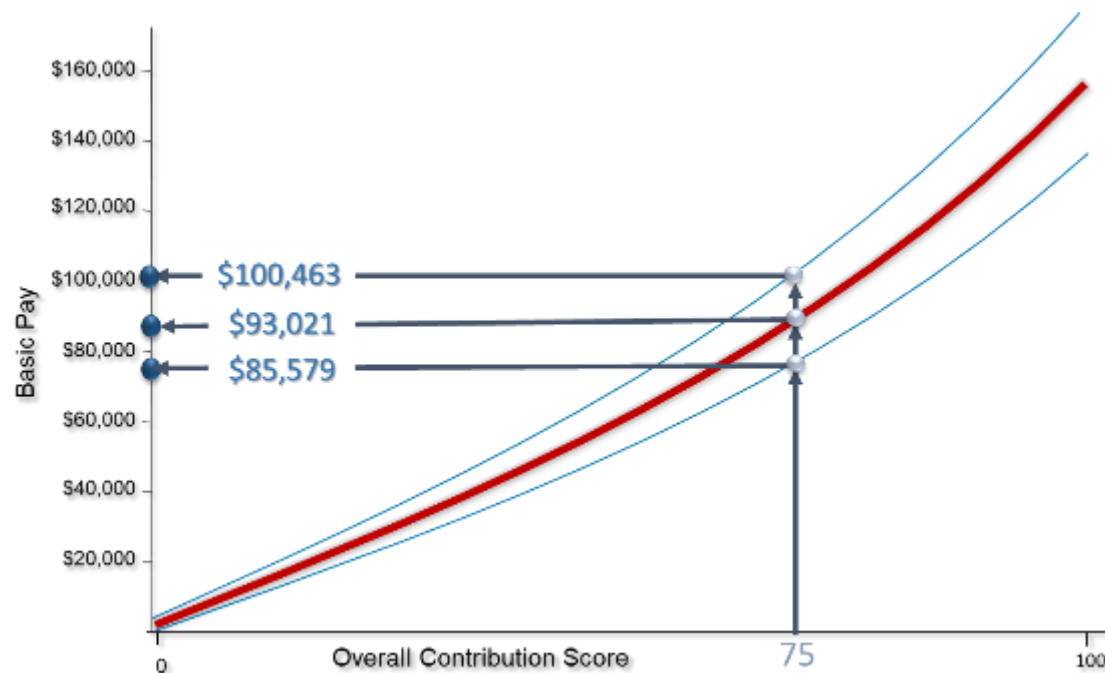Overall Contribution Score

72   75   79

100

Contribution matches compensation if OCS is between 72 and 79

Normal Pay Range and CCAS Payout Computations

➤ For every OCS, there are 3 basic pay values:

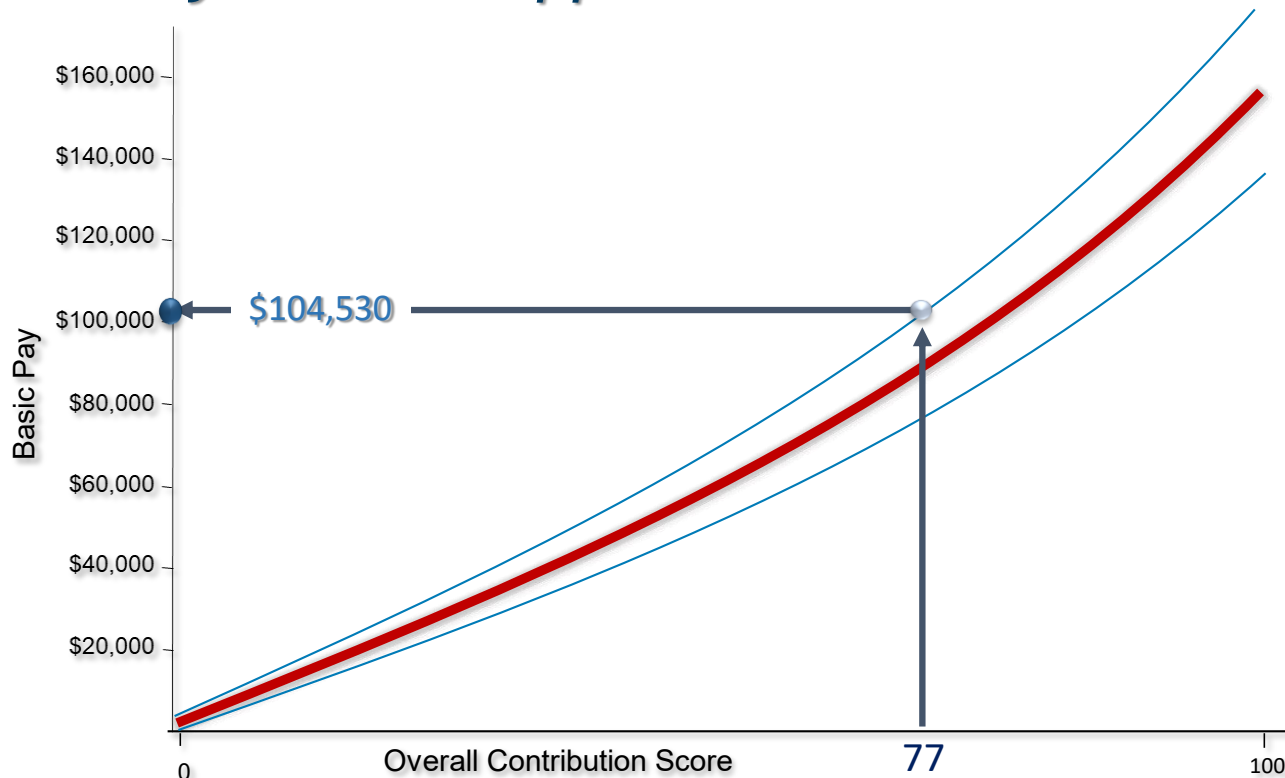- Standard Pay Line (SPL)
- Upper Rail (UR)
- Lower Rail (LR)

Delta Pay Using Upper Rail, Standard Pay Line, or Lower Rail				
		Upper Rail Pay	SPL Pay	Lower Rail Pay
Joe's Approved OCS	77	$104,530	$96,787	$89,044
Joe's Expected OCS & Current Basic Pay	75	$93,021	$93,021	$93,021
Delta OCS/Delta Pay	2	$11,509	$3,766	($3,977)

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Normal Pay Range and CCAS Payout Computations

➤ While every OCS has 3 corresponding dollar values, *the Army uses the Upper Rail value*

Delta Pay Using Upper Rail, Standard Pay Line, or Lower Rail				
		Upper Rail Pay	SPL Pay	Lower Rail Pay
Joe's Approved OCS	77	$104,530	$96,787	$89,044
Joe's Expected OCS & Current Basic Pay	75	$93,021	$93,021	$93,021
Delta OCS/Delta Pay	2	$11,509	$3,766	($3,977)

CCAS Payout Criteria

Compensation Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay
Overcompensated	Can be given in full, reduced or denied	No	No	Yes
Undercompensated	Yes	Yes – up to 20%	Yes	Yes
Appropriately Compensated	Yes	Yes – up to 6%	Yes	Yes
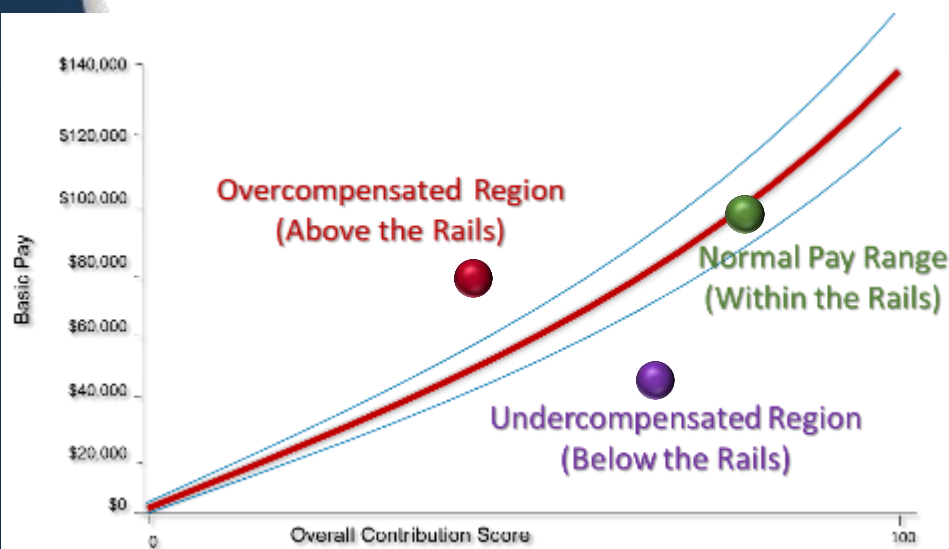
Payout Considerations
- Available funding guides pay decisions
- Total Adjusted Pay may not exceed Executive Level IV
- CRI increases may not exceed max pay for current broadband
- CRI increases > 20% and CAs > $10,000 require head of organization approval
- Intent of AcqDemo is to appropriately compensate all employees

Example of Delta OCS and Delta Pay

2023 Performance Details	PAQL
Factors Job Achievement and/or Innovation	5
Communication and/or Teamwork	3
Mission Support	3
Average Raw Score	3.7
Performance Rating of Record	3

2023 Contribution Details	Cat Score	Num Score
Factors Job Achievement and/or Innovation	3H	79
Communication and/or Teamwork	3M	76
Mission Support	3M	77
Overall Contribution Score		**77**
Expected Contribution Score		75
Expected Contribution Range		72-79

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI *Positive* Delta Pay
Contributor, Joe	75	77	2	$93,021	$104,530	$11,509

➤ Delta Pay is the difference between the current basic pay and the target basic pay* that corresponds with the approved Overall Contribution Score (OCS)

How much of the $11,056 will the employee actually get?

An increase of $11,509 would place the employee's basic pay on the Upper Rail

Pay Pool Funding Sources

Contribution Rating Increase (CRI)

- 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
- Minimum of 2% of activity's total basic pay budget of employees onboard as of 30 September for first cycle

General Pay Increase (GPI)

- Accounts for the cost of labor and percentage increase for the GS pay table

Contribution Awards (CA)

- Intended to be consistent with funds historically spent in GS on performance awards
- Minimum of 1% of activity's total adjusted basic pay.
- Most Army organizations withhold 10% of organization's total awards for Special Act and On-the-Spot awards distribution throughout the appraisal cycle. Bargaining Unit agreements may differ.

CRI Payout Calculations (CRI)

- Enter approved OCS and Target Pay

- Determine the Delta OCS and Delta Pay

- Consult Business Rules for Contribution Rating Increase (CRI) payout eligibility

  - e.g., CRI eligibility is below the Standard Pay Line (SPL)

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI *Positive* Delta Pay
Contributor, Joe	75	77	2	$93,021	$104,530	$11,509
Sayers, Rose	73	67	-6	$89,401	$85,715	($3,686)
Collins, James	73	73	0	$89,401	$96,553	$7,152
Blaine, Rick	66	68	2	$77,806	$87,433	$9,627
Wayne, Bruce	66	65	-1	$77,806	$82,380	$4,573
Munroe, Cora	63	67	4	$73,309	$85,715	$12,406

Available Dollars for CRI ÷ Total Positive Delta Pay = <u>Percent for CRI Payout</u>   **$45,267**

CRI Pot $10,015

Total Positive Delta Pay of **$45,267**

$10,015 ÷ $45,267 = 22.1241% of Positive Delta Pay for CRI

CA Payout Calculations

➤ Enter approved OCS and Target Pay

➤ Determine the Delta OCS and Delta Pay

➤ Consult Business Rules for Contribution Award payout eligibility

- e.g., CA eligibility is at or below the Upper Rail (UR)

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CA Target Pay	CA *Positive* Delta Pay
Contributor, Joe	75	77	2	$93,021	$104,530	$11,509
Sayers, Rose	73	67	-6	$89,401	$85,715	($3,686)
Collins, James	73	73	0	$89,401	$96,553	$7,152
Blaine, Rick	66	68	2	$77,806	$87,433	$9,627
Wayne, Bruce	66	65	-1	$77,806	$82,380	$4,573
Munroe, Cora	63	67	4	$73,309	$85,715	$12,406
Available Dollars for CA ÷ Total Positive Delta Pay = Percent for CA Payout						**$45,267**

CA Pot $13,126 / Total Positive Delta Pay of **$45,267**

$13,126 ÷ **$45,267** = 28.9963% of Positive Delta Pay for CA

Calculate Approved CRI and CA

Employee Name	Expected OCS	Approved OCS	Delta OCS	Basic Pay	Target Pay	Positive Delta Pay	Approved Payouts	
Contributor, Joe	75	77	2	$93,021	$104,530	$11,509	$2,546	CRI
						$11,509	$3,337	CA

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

$11,509   X   **22.1241%**   = $2,546

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

$11,509   X   **28.9963%**   = $3,337

Pay Pool Payouts

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI *Positive* Delta Pay	Computed CRI	CA Target Pay	CA *Positive* Delta Pay	Computed CA
Contributor, Joe	75	77	2	$93,021	$104,530	$11,509	$2,546	$104,530	$11,509	$3,337
Sayers, Rose	73	67	-6	$89,401	$85,715	($3,686)	$0	$85,715	($3,686)	$0
Collins, James	73	73	0	$89,401	$96,553	$7,152	$1,582	$96,553	$7,152	$2,074
Blaine, Rick	66	68	2	$77,806	$87,433	$9,627	$2,130	$87,433	$9,627	$2,791
Wayne, Bruce	66	65	-1	$77,806	$82,380	$4,573	$1,012	$82,380	$4,573	$1,326
Munroe, Cora	63	67	4	$73,309	$85,715	$12,406	$2,745	$85,715	$12,406	$3,597
						$40,694	22.1241%		$45,267	28.9963%
							$10,015			$13,126

CRI Pot $10,015

CA Pot $13,126

All the CRI and CA Pay Pool dollars are distributed!!!

CRI Carryover

➢ When a resulting CRI (increase in basic pay) exceeds a compensation maximum (broadband maximum, pay lane OR control point), the pay pool panel will authorize a CRI carryover

- Amount exceeding compensation maximum is added to the contribution award (CA)
- Compensation maximum established by position management structure or broadband maximum

CRI

CA

End-of-Cycle Discussion — Part I Form

Part I: CCAS Salary Appraisal Form

Identifying info

Name:	Joe Contributor	**Series:**	0801		**Appraisal Period:**	
CAS2Net ID:	31	**Broadband Level:**	III		From:	1-Oct-22
Organization:	AMC/LHBB	**Retained Pay:**	No		To:	30-Sep-23
Career Path:	NH	**Presumptive:**	None			

Approved By: Bob Arnold, Pay Pool Manager   **Effective Date of Appraisal: January 1, 2024**

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

Signatures

_____   _____
Supervisor Print/Sign   **Date**

_____   _____
Supervisor Print / Sign   **Date**

Appraisal Details

2023 Performance Details	PAQL		2023 Contribution Details	Cat Score	Num Score
Job Achievement and/or Innovation	5		Job Achievement and/or Innovation	3H	79
Communication and/or Teamwork	3		Communication and/or Teamwork	3M	76
Mission Support	3		Mission Support	3M	77
			Overall Contribution Score		**77**
Average Raw Score	3.7		Expected Contribution Score		75
Performance Rating of Record	3		Expected Contribution Range		72-79

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End-of-Cycle Discussion — Part I Form

Compensation Detail

Remarks

Compensation Detail

		$93,021	Current Rate of Base Pay as of 30 Sep 2023	
+	$	1,302	General Pay Increase	1.4%
+	$	2,546	CRI (Salary Increase)	2.74%
=		**$96,869**	**New Rate of Basic Pay**	
+	$	15,983	Locality Pay	16.50%
=		**$112,852**	**New Total Salary**	
	$	3,337	Contribution Award	
+	$	-	Carryover from CRI)	
=		$3,337	Total Award	

2024 Expected Contribution Level

Expected Overall Contribution Score	76
Expected Contribution Range	73-80

Employee Compensation Region Chart

The graph plots the employee's current basic pay versus the final OCS relative to the rails and standard pay line (SPL); relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Above the Upper Rail is the Overcompensated (Zone A). Undercompensated (Zone B) is below the Lower Rail. Appropriately Compensated (Zone C) is on or within the rails. Compensation regions determine the eligibility for basic pay increases and awards. The point on the graph below is the employee's appraisal results.
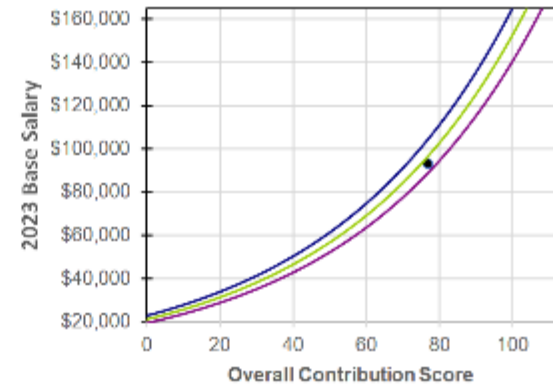
Remarks

*Basic pay on 30 September and does not include any promotion increase, temporary promotion increase, or ACDP basic that was approved o/a 1

Inadequate Contribution

Goal of System: Appropriate compensation for contribution to mission effectiveness

➤ Contribution Improvement Plans (CIPs) must be considered when…

➥ Contributions to mission accomplishment are inadequate

Inadequate contribution occurs…

➥ When employee's OCS plots in the Overcompensated Region
➥ Unacceptable performance in any contribution factor
  ▪ PAQL of 1 (Unacceptable) in any factor

Inadequate contribution could result in…

➥ Reassignment
➥ Reduction in Pay
➥ Removal from Federal Service

CCAS Grievance Procedure

➤ Employees may grieve:

- OCS Rating
- Quality of Performance Rating
- Supervisor Assessment

➤ Process

- Through a Collective Bargaining Agreement, or
- Administrative Grievance Procedure (5 CFR 771) as supplemented by local procedures
  - Employee submits grievance to supervisor
  - Supervisor provides recommendation to Pay Pool Panel
  - Pay Pool Panel may accept grievance or reach independent decision
  - Pay pool decision is final unless employee requests reconsideration by next higher official to Pay Pool Manager
  - Next higher official renders final decision

2022 CCAS Results

Release of Aggregate Results

➤ Pay Pool Manager will provide aggregate results of CCAS assessment process

- After conclusion of CCAS Feedback period
- Graphical representation of results
  - Pay pool scatter-plot, bar chart, etc.
- Data tables displaying number and percentage of employees
  - By career path and
  - By rail region
- Further delineation at the pay pool manager's discretion

➤ Data tables by career path and broadband level present…

- Average OCS
- Average CRI (dollars and percent of basic pay)
- Average CA (dollars and percent of aggregate pay)

2022 Rail and Quality of Performance Distribution

Rail Zone	NH Number	NH Percent	NJ Number	NJ Percent	NK Number	NK Percent	Total Number	Total Percent
A	16	0.1%	0	0.0%	0	0.0%	16	0.1%
C1	3,001	22.8%	23	6.7%	41	14.1%	3,065	22.2%
C2	9,451	71.8%	272	79.3%	227	78.3%	9,950	72.2%
B	688	5.2%	48	14.0%	22	7.6%	758	5.5%
Total	13,156	100.0%	343	100.0%	290	100.0%	13,789	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

Counts do not include personnel receiving presumptive OCS ratings due to time

	Number of Employees Not Rated	Rating of Record Distribution 1	3	5	1	3	5
Entire Population:	390	56	4,933	8,410	0.4%	36.8%	62.8%
Career Path							
NH	373	55	4,617	8,111	0.4%	36.1%	63.5%
NJ	9	0	142	192	0.0%	42.5%	57.5%
NK	8	1	174	107	0.4%	61.7%	37.9%

2022 Delta OCS Distribution
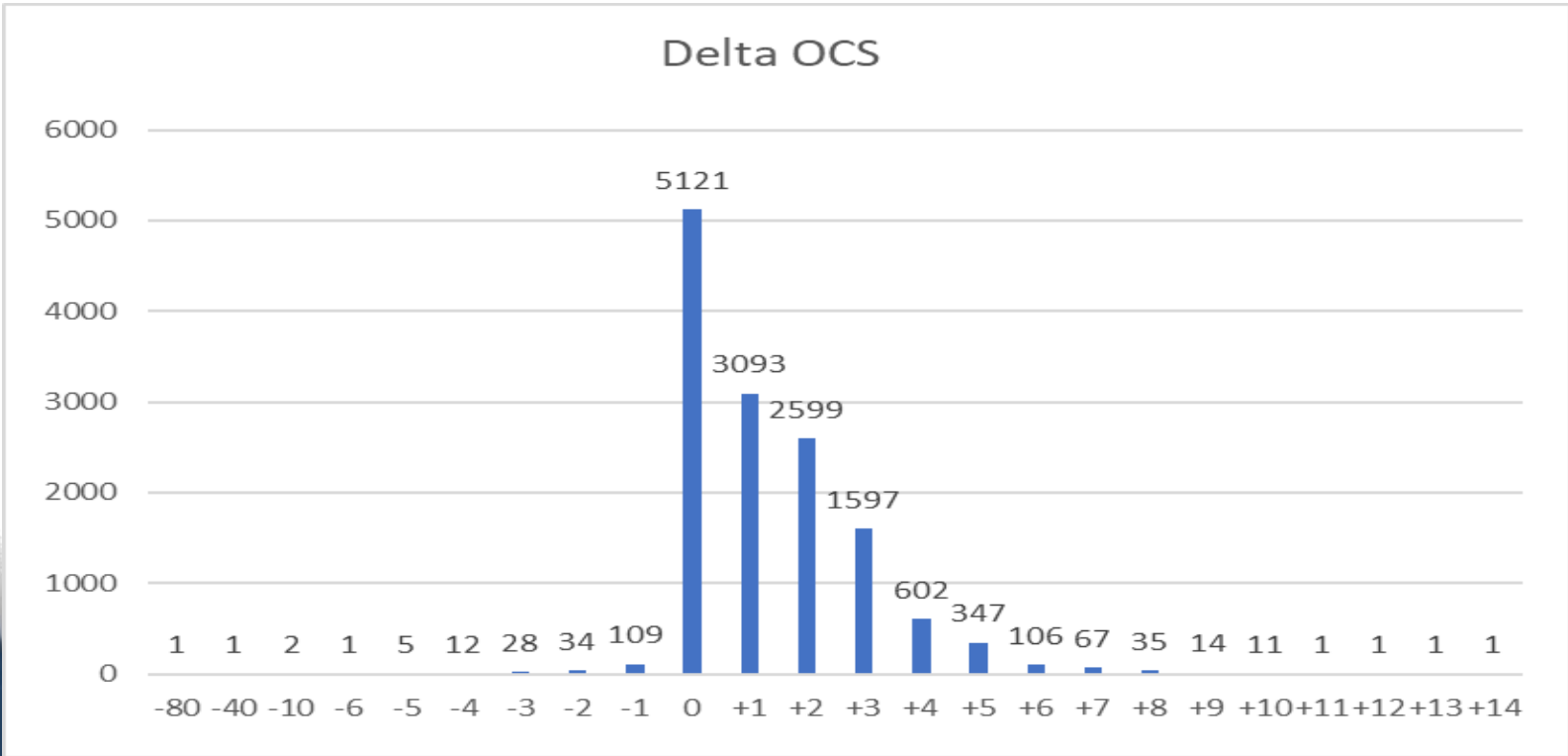
Army Average Delta OCS 1.4

2022 Payout Results

Payout Statistics by Group
------------ 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:	13399	79.7	1.4	9894	$2,160	2.32%	3884	$2,083	1.84%	13352	$3,008	2.45%
Career Path												
NH	12783	80.8	1.4	9397	$2,202	2.31%	3777	$2,109	1.84%	12737	$3,067	2.45%
NJ	334	66.1	2.0	250	$1,804	2.57%	37	$1,212	1.55%	334	$2,081	2.31%
NK	282	44.5	1.3	247	$919	1.95%	70	$1,106	2.07%	281	$1,457	2.48%

AcqDemo Program Highlights

➤ AcqDemo has been running continuously since 1999

➤ Provides a rapid ability to design and implement personnel management initiatives and processes for the Acquisition Community

➤ Pay setting flexibilities competitively attract highly-skilled professionals

➤ Broadbanded classification provides flexibility in assigning and moving personnel

➤ CCAS provides ability to advance basic pay based on contribution versus longevity

➤ Appraisal system allows organizations to reward high contributors while encouraging inadequate contributors to improve their contributions

AcqDemo Program Support

➤ Operating Guide

➤ AcqDemo Website
- Reference material
- Conversion Tool Calculator

➤ Training
- HR Training
- Workforce Overview
- CCAS for Supervisors
- Pay Pool Administration
- Pay Pool Training

eLearning
- *AcqDemo 101*
- *Giving and Receiving Feedback*
- *Contribution Planning*
- *Writing an Annual Appraisal Self-Assessment*
- *CCAS for Employees*
- *CCAS for Supervisors*
- *HR Flexibilities*
- *Understanding the Pay Pool Process*
- *Spreadsheets Training*
- *CAS2Net 2.0 for Employees and Supervisors*
- *CAS2Net 2.0 for Administrators*

AcqDemo New Employee Orientation

**DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)**

*Thank you
for attending!*