

Introduction to AcqDemo

January 2025



Mission Forward Training

Administration

- Introductions
- Course Timing / Breaks
- Mute Phone / Computer
- Interact via Chat or “Raise Hand”
- Roll Call Throughout the Day



Course Objectives

To gain an understanding of:

- AcqDemo background
- GS to AcqDemo conversion
- AcqDemo broadbands and classification process
- AcqDemo Contribution-based Compensation and Appraisal System (CCAS)
- Transition and Support

Course Modules

01

Introduction

02

**AcqDemo
Background and
Purpose**

03

Human Resources

04

**Contribution-Based
Compensation and
Appraisal System**

05

Program Support



01

Introduction

Disclaimer

There are many ways AcqDemo can be implemented, but as it's been around since 1999, we'll be sharing best practices today.

However, there are many flexibilities available within AcqDemo, and your organization might do things a bit differently. If that's the case, it's important to follow your leadership's guidelines.

Suggested AcqDemo Curriculum Order

It is best to take your AcqDemo training courses in the following order:

- Introduction to AcqDemo
- AcqDemo for Supervisors (if applicable)
- Writing Effective Contribution Statements Throughout the Appraisal Cycle
- Pay Pools for Employees
- Supervisor Appraisal Writing and Scoring (if applicable)

Documents/Info You Will Need

- ❑ Your Organization's:
 - Strategic Plan and/or Pay Pool's Annual Goals
 - AcqDemo Business Rules

- ❑ AcqDemo Specific Information:
(AcqDemo.hci.mil)
 - Factor Classification and Scoring Criteria
 - Employee Guide to CCAS

02

AcqDemo Background and Purpose

Purpose of AcqDemo

- ❑ **Performance-Based Rewards:** AcqDemo rewards employees based on their contributions to mission, rather than longevity of employment, potentially offering faster salary growth and more opportunities for career development
- ❑ **Flexibility and Efficiency:** Gives managers more flexibility in hiring, staffing, and compensation, allowing for quicker decisions and a more agile workforce
- ❑ **Enhanced Workforce Management:** AcqDemo helps lead to improved processes and outcomes for the organization

AcqDemo History

- Implemented in 1999 and running continuously since
- Employee managed through an Executive Council (made up from participating components / organizations)
- Administered by a Ft. Belvoir, VA-based Program Office
- Modified in 2017 (less cumbersome writing)
- Authorized through 31 Dec. 2031 (5-year extension in latest NDAA)
- Extension or Permanency expected after that

Has It Worked

- AcqDemo scored 8% higher on the Employee Engagement and Global Satisfaction Index than the rest of DoD
- 87% of AcqDemo employees believe their organization successfully accomplishes its mission, versus 80% for DoD
- Overall, AcqDemo outperforms DPMAP and other federal systems in key areas

Rand studies and Red Gate AcqDemo Survey Results Report

WHAT'S IN IT FOR ME

- New hires entering into AcqDemo have an average pay that is 9.6%, or approx. \$13,000, greater than if they had been hired into GS
- Employees on average earned \$1,500-1,800 more each year than comparable GS employees
- While all positions will still plateau in pay at some point, AcqDemo employees on average reach their max salary faster

Rand studies and Red Gate AcqDemo Survey Results Report

What Changes in AcqDemo



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Broadbands
vs.
Grades/Steps

Classification
and Staffing

Rating and
Rewarding

Support
Tools

What Stays the Same in AcqDemo



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03

Human Resources

Topics of Discussion

- GS Conversion
- AcqDemo Broadbands
- Classification
- Factors and Descriptors
- Position Requirements Document (PRD)
- Classification Appeals
- Competitive and Non-Competitive Actions
- Internal Placement

GS/DPMAP 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)

DPMAP Conversion



DPMAP Closeout

Written closeout that ends your time in DPMAP



WGI Buy-In

Prorated calculation based on number of completed weeks toward the next Step Increase to pay for work successfully completed under DPMAP



AcqDemo Pay Pool Eligibility

Joined AcqDemo 3 July or sooner (90 consecutive days prior to end of fiscal year)



Appraisal Inclusion

Can only include work completed during time served under AcqDemo



Conversion Pay Setting

- **DPMAP 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

GS/DPMAP to AcqDemo Terminology Crosswalk

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



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Business and Technical Management Professional (NH)

I \$22,360 - \$40,038 (GS-1 - GS-4)	II \$34,454 - \$82,108 (GS-5 - GS-11)	III \$75,706 - \$117,034 (GS-12 - GS-13)	IV \$106,382 - \$162,672 (GS-14 - GS-15)
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Technical Management Support (NJ)

I \$22,360 - \$40,038 (GS-1 - GS-4)	II \$34,454 - \$61,449 (GS-5 - GS-8)	III \$52,205 - \$82,108 (GS-9 - GS-11)	IV \$75,706 - \$117,034 (GS-12 - GS-13)
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Administrative Support (NK)

I \$22,360 - \$40,038 (GS-1 - GS-4)	II \$34,454 - \$55,486 (GS-5 - GS-7)	III \$47,265 - \$74,733 (GS-8 - GS-10)	2025 AcqDemo Broadband Basic Pay Table (w/o Locality Pay)
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AcqDemo Classification

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 Factor broadband level descriptors to the duties and responsibilities to determine broadband level classification

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

Broadband-Specific Descriptors

Factor 3: Mission Support

NH - Business Management & Technical Management Professional

Level Descriptors	Discriminators
LEVEL III	
<ul style="list-style-type: none"> • 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. 	<p>Independence</p> <p>Customer Needs</p> <p>Planning/Budgeting Execution/Efficiency</p>
LEVEL IV	
<ul style="list-style-type: none"> • Defines, integrates, and implements strategic direction for vital programs with longterm 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. 	<p>Independence</p> <p>Customer Needs</p> <p>Planning/Budgeting Execution/Efficiency</p>

Position Requirements Document (PRD)



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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
 Reassignment
 Reestablishment
 Reorganization
 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

11. Acquisition Functional Area

12. Acquisition Category

13. If your answer was "Yes" to question 10, mark "N/A" for not others, identify if the non-AW position directly supports the AWF 51% of the time or more?
 Yes
 No
 N/A

WHR 2.5

- AcqDemo uses a Position Requirements Document (PRD) in place of the traditional position description
- Generic PRD written at top of the broadband level
- Candidates qualify (at a minimum) at bottom of broadband level
- Position classified by management
 - May be verified by local or regional HR professionals
- Fillable PRD templates for each career path broadband level are on the AcqDemo website:
acqdemo.hci.mil/PRD.html



Classification Appeals

- DoD is the final appellate level for AcqDemo employee appeals
 - 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



Competitive and Non-Competitive Actions



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Competitive

- Promotions - Movement to a higher broadband level within the same career path, or a different career path and broadband level, in which the new broadband level has a *higher maximum pay*
- Temporary Promotions exceeding a cumulative total of 1 year within any consecutive 24-month period

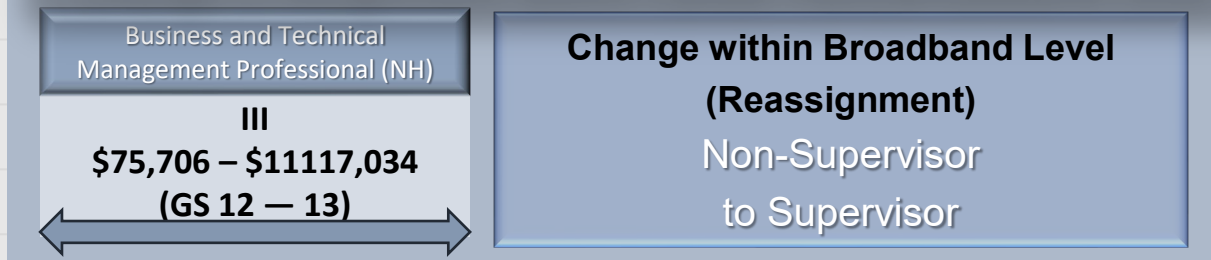
Non-Competitive

- 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 the same broadband level

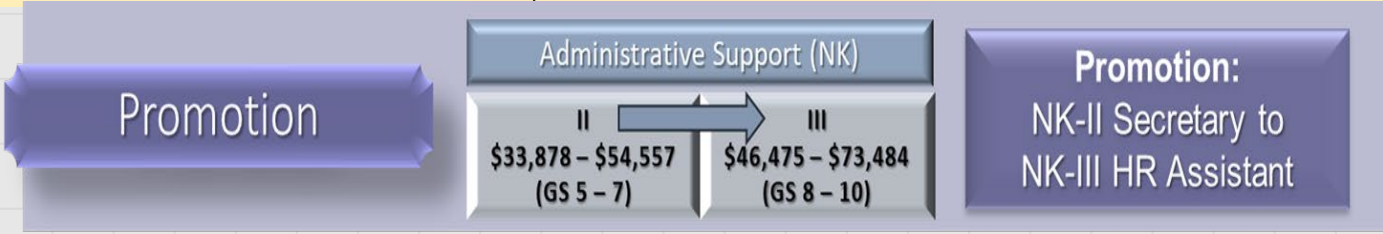
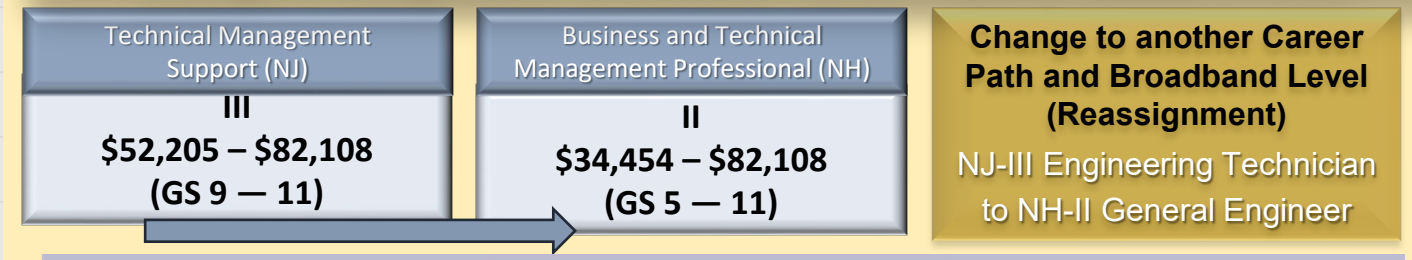


Internal Placement Actions

Change in Assignment within Career Path/Broadband Level



Change in Assignment to another Career Path/Broadband Level





04

Contribution-based Compensation and Appraisal System (CCAS)

Discussion Topics

- Design Overview
- Oversight: PPB
- Payout Criteria & Funding
- The CCAS Cycle
- Appraisal Deliverables
- Factors-Descriptors and Discriminators
- Scoring Process
- Contribution Recognition
- Quality of Performance
- CCAS Results
- Addressing Inadequate Contribution
- CCAS Grievance Process

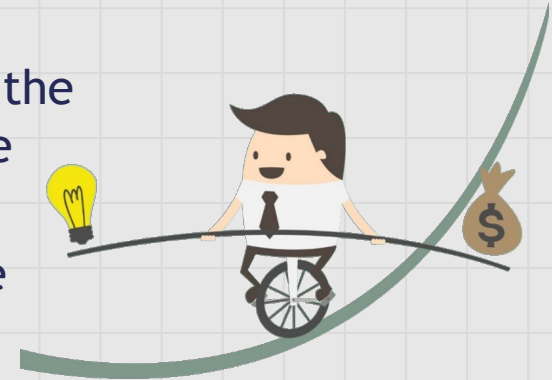


Design Overview

Another approach to performance management with two key differences:

1. Designed to 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



Design Overview

Another approach to performance management with two key differences:

2. 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



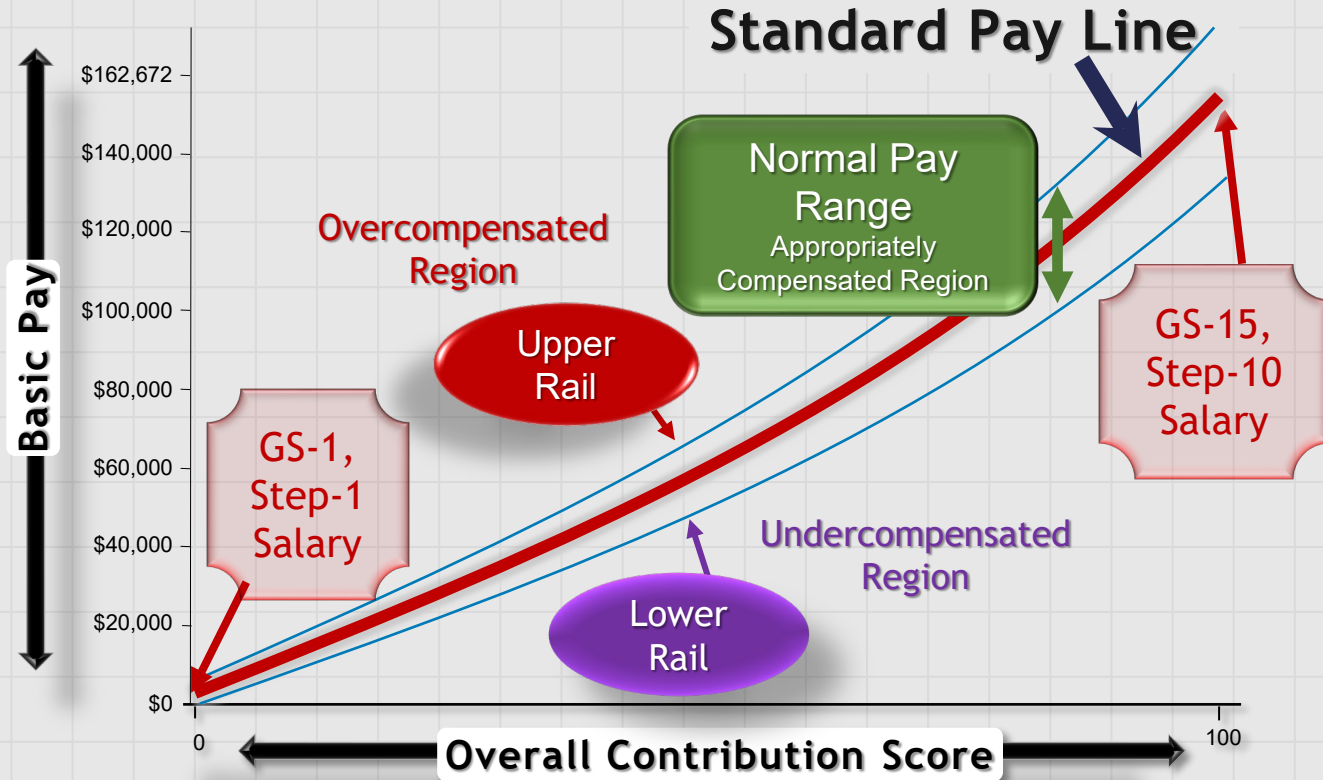
Personnel Policy Board

Each Participating Organization will create a Personnel Policy Board, or modify the charter of an existing group, typically made up of your senior leaders, that will:

- Approve and publish all changes to organization's AcqDemo Business Rules
- Establish guidance for a compensation management strategy
- Oversee the civilian pay budget
- Determine the composition of the pay pool(s)
- Administer funds to pay pool(s)
- Monitor award pool distributions
- Review results of pay pool process for fairness and consistency



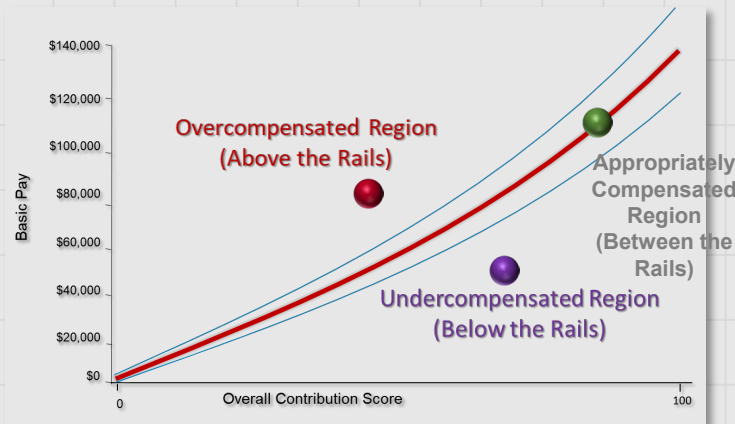
The Integrated Pay Schedule – The “Rails”





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% if OCS > EOCS	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 local commander's approval
- Intent of AcqDemo is to appropriately compensate all employees

Pay Pool Funding



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 not less than 2% of activity's basic pay - maximum set by DoD Program Manager annually



General Pay Increase (GPI)

- The across-the-board basic pay increase authorized by law or the President for the GS pay system. Funds allocated for the GPI that are not awarded will be transferred to the CRI Fund.

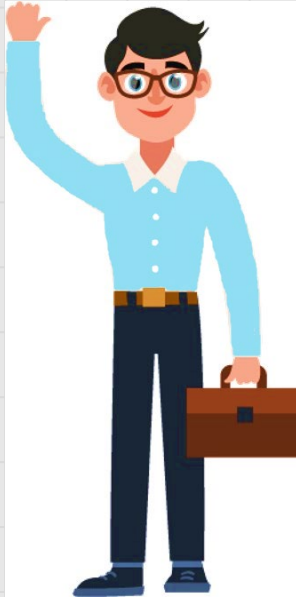


Contribution Awards (CA)

- Intended to be consistent with funds historically spent in GS on performance awards
- Minimum not less than 1% of activity's total adjusted pay – maximum set by DoD Program Manager annually
- 10% of organization's total awards budget is automatically withheld for Special Act and On-the-Spot awards distribution throughout the appraisal cycle.



Sample Employee



- Joe Contributor
- NH-0801-III, General Engineer
- Basic Pay = \$97,392
- Pay Pool Results

2023 Performance Details		PAQL	2023 Contribution Details		Cat Score	Num Score
Factors	Job Achievement and/or Innovation	5	Factors	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
	Average Raw Score	3.7		Overall Contribution Score		77
	Performance Rating of Record	3		Expected Contribution Score		75
				Expected Contribution Range		72-79

The CCAS Cycle: 01 Oct – 30 Sept (Fiscal Year)

Sept. – Oct.

Employee
Self-Assessment

October

- ◆ Start CCAS Cycle
- ◆ Contribution Planning
- ◆ Supervisor Annual Appraisal

April-May

Mid-Point Review

November - December

Pay Pool Panels

January

End-of-Cycle Discussion
and Payout





What is each deliverable used for?

- **Contribution Plans**
 - Describes the planned contributions, results, and impacts for the upcoming CCAS cycle for the employee to contribute appropriately for their current pay
- **Midpoint Reviews**
 - **An update to the Contribution Plan written in the same format as the Contribution Plan**
 - Assesses progress made toward achieving goals outlined in the Contribution Plan; determines focus for what still needs to be accomplished during the second half of the CCAS cycle
 - Provides an opportunity to stay on course or revise contribution statements if needed
- **Annual Appraisal Self- and Supervisory Assessments**
 - **An update to the Midpoint Review written in the same format**
 - Highlights significant contributions achieved during the CCAS cycle that moved the organization's strategic goals forward

ECR Calculator

2024 Expected Contribution Range Calculator

Basic Pay Only

Enter Base Pay/Retained Pay	Career Path	Broad-band	Max Pay	Retained Pay?	Expected Contribution Range =	Expected Contribution Range		
						Upper Rail	Standard Pay Line	Lower Rail
\$97,392	NH	3	\$115,079	No	72	75	79	

Pay Used in Calculation: \$97,392

Click on Boxes for Dropdown List to Select

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

acqdemo.hci.mil/tools



ECR is displayed in the CAS2Net Contribution Plan, Midpoint, and Annual Assessment:

Expected OCS and Range:
72 - 75 - 79

Broadband Level 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	--
I	Low	22 – 29	22 – 29	22 – 29
	High	24 – 29	24 – 29	24 – 29
	Med	06 – 23	06 – 23	06 – 23
	Low	00 – 05	00 – 05	00 – 05



The Three Factors

**Job Achievement
and/or Innovation**

**Communication
and/or Teamwork**

Mission Support

Contribution Plans should be analyzed to ensure they are targeting the proper contribution levels for each factor

For contribution scoring purposes, each of the 3 factors is scored separately and then averaged to determine the approved OCS



Broadband-Specific Descriptors

Factor 3: Mission Support

NH – Business Management & Technical Management Professional

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III	
<ul style="list-style-type: none">• 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	
<ul style="list-style-type: none">• Defines, integrates, and implements strategic direction for vital programs with longterm 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



Determining Categorical Scores

14 overall Factor Descriptors are used to determine a Categorical Score:

- **High:** Employee consistently and independently meets full intent of **ALL** factor descriptors during the appraisal cycle
 - e.g., Meet all 14 descriptors - 6 for Job Achievement and/or Innovation, and 4 for the other two factors
- **Medium:** Employee meets **MOST** (defined as more than half) factor descriptors during the appraisal cycle with minimal guidance
 - E.g., Meet 4-5 descriptors for Job Achievement and/or Innovation, and 3 for the other two factors
- **Low:** Employee consistently meets **LESS THAN MOST** factor descriptors during the appraisal cycle or needs greater than expected assistance in meeting them
 - e.g., Meet at least 1 descriptor per factor

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



Determining Categorical Scores

NH Contribution Matrix		Factors		
		Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
Very High	High			
	Med			
	Low			
Level IV	High			
	Med			
	Low			
Level III	High (79 - 83)	3H		
	Med (67 - 78)		3M	3M
	Low (61 - 66)			
Level II	High			
	M/H			
	Med			
	M/L			
	Low			

Determining Numerical Scores

- Review the Factor Discriminators and knowledge of employee's contributions to rank order the results to 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, Susan	83
Dan	82
Bruce, Rick	81
James	80
Rose, Joe	79

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

Determining Numerical Scores



NH Contribution Matrix		Factors		
		Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
Very High	High			
	Med			
	Low			
Level IV	High			
	Med			
	Low			
Level III	High (79 - 83)	3H (79)		
	Med (67 - 78)		3M (76)	3M (77)
	Low (61 - 66)			
Level II	High			
	M/H			
	Med			
	M/L			
	Low			



Overall Contribution Score

Factor Numerical Scores

79 Job Achievement and/or Innovation

76 Communication and/or Teamwork

77 Mission Support

232

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3

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77

Overall Contribution Score (OCS)



Example of Delta OCS and Delta Pay

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

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI <i>Positive</i> Delta Pay
Contributor, Joe	75	77	2	\$97,392	\$109,442	\$12,050

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

How much of the \$12,050 will the employee get?



CRI Payout Calculations

- Enter approved OCS and Target Pay
- Determine the Delta OCS and Delta Pay
- Consult Business Rules for Contribution Rating Increase (CRI) payout eligibility

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI Positive Delta Pay
Contributor, Joe	75	77	2	\$97,392	\$109,442	\$12,050
Sayers, Rose	73	67	-6	\$93,603	\$89,743	(\$3,859)
Collins, James	73	73	0	\$93,603	\$101,091	\$7,488
Blaine, Rick	66	68	2	\$81,463	\$91,542	\$10,079
Wayne, Bruce	66	65	-1	\$81,463	\$86,251	\$4,788
Munroe, Cora	63	67	4	\$76,755	\$89,743	\$12,989
						\$47,394

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



Total Positive Delta Pay of **\$47,394**

$\$10,486 \div \$47,394 = 22.1241\%$ 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 (CA) payout eligibility

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CA Target Pay	CA Positive Delta Pay
Contributor, Joe	75	77	2	\$97,392	\$109,442	\$12,050
Sayers, Rose	73	67	-6	\$93,603	\$89,743	(\$3,859)
Collins, James	73	73	0	\$93,603	\$101,091	\$7,488
Blaine, Rick	66	68	2	\$81,463	\$91,542	\$10,079
Wayne, Bruce	66	65	-1	\$81,463	\$86,251	\$4,788
Munroe, Cora	63	67	4	\$76,755	\$89,743	\$12,989
						\$47,394

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



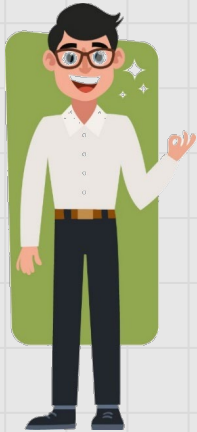
Total Positive Delta Pay of \$47,394

\$13,780 ÷ \$47,394 = 29.0762% 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	\$97,392	\$109,442	\$12,050	\$2,666	CRI
						\$12,050	\$3,504	CA



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



$$\$12,050 \times 22.1241\% = \$2,666$$

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

$$\$12,050 \times 29.0762\% = \$3,504$$



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	\$97,392	\$109,442	\$12,050	\$2,666	\$109,442	\$12,050	\$3,504
Sayers, Rose	73	67	-6	\$93,603	\$89,743	(\$3,859)	\$0	\$89,743	(\$3,859)	\$0
Collins, James	73	73	0	\$93,603	\$101,091	\$7,488	\$1,657	\$101,091	\$7,488	\$2,177
Blaine, Rick	66	68	2	\$81,463	\$91,542	\$10,079	\$2,230	\$91,542	\$10,079	\$2,931
Wayne, Bruce	66	65	-1	\$81,463	\$86,251	\$4,788	\$1,059	\$86,251	\$4,788	\$1,392
Munroe, Cora	63	67	4	\$76,755	\$89,743	\$12,989	\$2,874	\$89,743	\$12,989	\$3,777
						\$42,606	22.1241%			\$47,394
							\$10,486		\$13,780	29.0762%

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



Quality of Performance

- Inclusion as the primary basis for RIF
- 5/3/1 Score assigned to each Factor
- Rounded Average = Rating of Record
- May be used for merit promotion, awards, training opportunities, etc.
- Additional Component, Agency, or Business Rules may apply



Performance Appraisal Quality Level (PAQL) Definitions



Performance Appraisal Quality Level (PAQL)	PAQL 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 expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

PAQL Averaging



Performance Appraisal Quality Level (PAQL)	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”.



Salary Appraisal Form

Identifying info

Signatures

Appraisal Details

Part I: CCAS Salary Appraisal Form

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.			
_____ Supervisor Print/Sign		_____ Date	
_____ Supervisor Print / Sign		_____ Date	
2023 Performance Details		PAQL	2023 Contribution Details
Factors	Job Achievement and/or Innovation	5	Cat Score
	Communication and/or Teamwork	3	Num Score
	Mission Support	3	Job Achievement and/or Innovati
			3H
			Communication and/or Teamwo
			3M
		Mission Support	
		3M	
		Overall Contribution Score	
		77	
		Expected Contribution Score	
		75	
		Expected Contribution Range	
		72-79	
	Average Raw Score	3.7	
	Performance Rating of Record	3	

Salary Appraisal Form



Compensation Detail

\$97,392	Current Rate of Basic Pay as of 30 Sep 2023	
+	\$ 4,577 General Pay Increase	4.7%
+	\$ 3,044 CRI (Salary Increase)	3.13%
=	\$105,013 New Rate of Basic Pay	
+	\$ 17,663 Locality Pay	16.82%
=	\$122,676 New Total Salary	
	\$ 3,504 Contribution Award	
+	\$ - Carryover from CRI)	
=	\$3,504 Total Award	

2024 Expected Contribution Level

Expected Overall Contribution Score	78
Expected Contribution Range	75-82

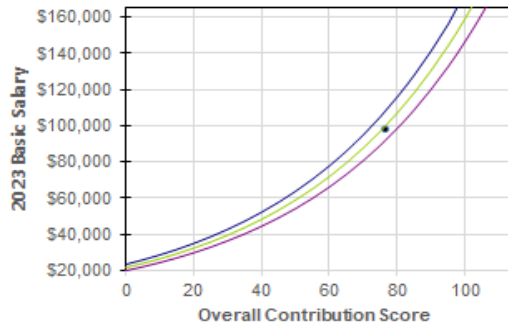
Remarks

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



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.



Privacy Act Statement (552a of 5 U.S.C.)

1. AUTHORITY: Section 81.D, Federal Register Notice dated November 9, 2017.

2. PURPOSE: This form summarizes the annual evaluation of an employee's contribution and performance through the CCAS assessment.

3. ROUTINE USE: This form is a computer generated form that is produced for each employee and contains the overall contribution score, performance rating of record and space for the signature of the supervisor, and the employee. The original of this form will be maintained in CAS2Net for no more than 4 years IAW 5 CFR Section 293.402 and in accordance with agency procedures.

4. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact



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...

- OCS plots in the **Overcompensated Region**
- Unacceptable performance in any factor
 - **PAQL of 1 (Unacceptable)**

Inadequate contribution could result in...

- Reassignment
- Change to Lower Broadband Level
- Reduction in Pay
- Removal from Federal Service

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 reconsideration to Supervisor
- Supervisor provides recommendation to Pay Pool Panel
- Pay Pool Panel may accept recommendation 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



05

Program Support

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



Program Support

AcqDemo Program Office

- **Operating Guide**
- **AcqDemo Website**
 - Reference Material
 - Conversion Tool Calculator
- **Training**
 - Workforce Overview
 - CCAS for Supervisors
 - HR Training
 - Business Rules Development
- **AcqDemo Website:**
acqdemo.hci.mil

eLearning

- *AcqDemo 101*
- *Contribution Planning*
- *Giving and Receiving Feedback*
- *CCAS Appraisal Feedback for Supervisors*
- *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*

QUESTIONS?

Thank you for Attending!

Introduction to AcqDemo



Mission Forward Training

*Please complete the Class Evaluation Form
and return it to your Training Coordinator*