

Introduction to AcqDemo

Jan 2026



Mission Forward Training

Administration



Introductions



Course Timing / Breaks



Mute Phone / Computer



Interact via Chat or “Raise Hand”





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

AcqDemo has been implemented in many ways since 1999; we'll be sharing best practices today.

Organizations may use different flexibilities. Always follow your AcqDemo Business Rules.



Suggested AcqDemo Curriculum Order

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

- Introduction to AcqDemo for New Employees/Supervisors
- Supervising AcqDemo Employees (if applicable)
- Writing Effective Contribution Statements
- Pay Pool Panel (if applicable)
- Pay Pool Administrator Spreadsheets (if applicable)



Documents/Info You Will Need

- ❑ Your Organization's:
(consult your supervisor or Pay Pool Administrator)
 - AcqDemo Business Rules
 - Strategic Plan and/or Pay Pool's Annual Goals
- AcqDemo Specific Information:
(www.dau.edu/acqdemo)
 - AcqDemo Factors (Classification and Appraisal Criteria)
 - An Employee Guide to CCAS



02

AcqDemo Background and Purpose



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
- Extension or Permanency expected after that



Purpose of AcqDemo

- ❑ **Contribution-Based Rewards:** Rewards actual contributions rather than time-in-grade
- ❑ **Greater Flexibility:** Streamlines hiring, staffing, and compensation for quicker, more agile decisions
- ❑ **Stronger Mission Focus:** Aligns employees with organization's most critical goals



What the Data Shows

- ❑ **Higher Satisfaction:** AcqDemo employees report 8% higher satisfaction than the rest of DoD
- ❑ **Stronger Mission Confidence:** 87% of AcqDemo employees believe their organization successfully accomplishes its mission, compared to 80% across DoD
- ❑ **Better Pay Outcomes:** AcqDemo employees earn an average of \$1,500-\$1,800 more per year than comparable GS employees

Rand studies and Red Gate AcqDemo Survey Results Report

What Stays the Same in AcqDemo





03

Human Resources

Topics of Discussion



Mission Forward Training

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



AcqDemo Classification

Job Title
Occupational Series

Use OPM classification standards to identify Title and Series

Career Path
NH NJ NK

Use AcqDemo Operating Guide to determine career path:

- NH - Business Management and Technical Management Professional
- NJ - Technical Management Support
- NK - Administrative Support

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



Mission Forward Training

Factor 3: Job Achievement and/or Innovation

NH - Business Management & Technical Management Professional

Level III Descriptors

- 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.

GS Conversion



DPMAP Closeout

Written closeout that ends your time in DPMAP



WGI Buy-In

Prorated calculation based on number of completed calendar days toward your 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



GS Grades to AcqDemo Broadbands



Mission Forward Training

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



Mission Forward Training

Business and Technical Management Professional (NH)

I	II	III	IV
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$82,938 (GS-5 - GS-11)	\$76,463 - \$118,204 (GS-12 - GS-13)	\$107,446 - \$164,301 (GS-14 - GS-15)

Technical Management Support (NJ)

I	II	III	IV
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$62,057 (GS-5 - GS-8)	\$52,727 - \$82,938 (GS-9 - GS-11)	\$76,463 - \$118,204 (GS-12 - GS-13)

Administrative Support (NK)

I	II	III	2026 AcqDemo Broadband Basic Pay Table (w/o Locality Pay)
\$22,584 - \$40,436 (GS-1 - GS-4)	\$34,799 - \$56,039 (GS-5 - GS-7)	\$47,738 - \$75,479 (GS-8 - GS-10)	

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
 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

11a. Acquisition Functional Area:

11b. Acquisition Category:

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

Version 1.0

- 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

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

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



04

Contribution-based Compensation and Appraisal System (CCAS)

Topics of Discussion



Mission Forward Training



- Oversight: Personnel Policy Board
- Design Overview
- The CCAS Cycle
- Appraisal Deliverables
- Factors-Descriptors and Discriminators
- Pay Pools
- Scoring Process
 - Quality of Performance
 - CCAS Results
 - Addressing Inadequate Contribution
 - CCAS Grievance Process



Who Provides Oversight?

Each Participating Organization will create a Personnel Policy Board made up of senior leaders, that will:

- Set the civilian pay budget
- Approve and publish all changes to organization's AcqDemo Business Rules
- Determine the composition of the pay pool(s)
- Administer funds to pay pool(s)
- Review results of pay pool process for fairness and consistency

CCAS Scoring Overview



Mission Forward Training

**Job Achievement
and/or Innovation**

**Communication
and/or
Teamwork**

Mission Support

- Each Factor is scored individually
- The three scores are averaged
- The result is the approved Overall Contribution Score (OCS)

Sample Factor Structure



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
<p>Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge of the organization's mission and requirements. Demonstrates the ability to identify, analyze and solve complex issues, as appropriate. Takes and displays personal accountability in leading, overseeing, guiding, and/or managing programs and projects within assigned areas of responsibility.</p> <p>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.</p> <p>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.</p>	<p>NH Level I (Score Range 0-29)</p> <ul style="list-style-type: none"> Proactively seeks opportunities to contribute to assigned task. Seeks and takes advantage of development opportunities. Takes steps to pursue completion of qualification requirements. Effectively accepts feedback on assigned and accomplished tasks and incorporates it to create a better end product. Resolves routine problems within established guidelines. Seeks assistance when required. Takes initiative in determining and implementing appropriate procedures. Conducts activities on a collective task; assists supervisor, or other appropriate personnel, as needed. <p>NH Level II (Score Range 22-66)</p> <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Leadership Role Creativity Scope/Impact Leadership Role Mentoring/Employee Development Accountability Complexity/Difficulty Creativity Scope/Impact

Used for Performance Scores

Used for Contribution Scores



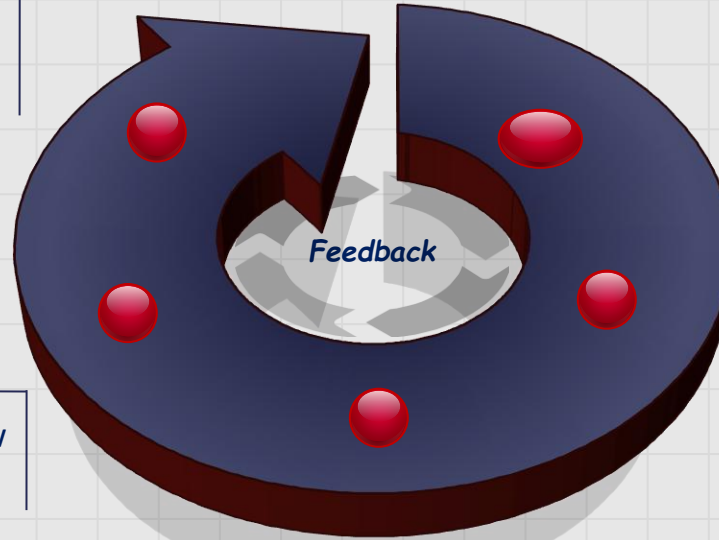
The CCAS Cycle: 01 Oct – 30 Sept (Fiscal Year)

Sept. – Oct.

Employee
Self-Assessment

October

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



March-April

Mid-Point Review

November - December

Pay Pool Panels

January

End-of-Cycle Discussion
and **Payout**

What is each deliverable used for?



Mission Forward Training

❑ Contribution Plans

- Planned contributions, results, and impacts to contribute appropriately for your current pay

❑ Midpoint Reviews

- **An update to the Contribution Plan written in the same format**
- Assesses progress toward goals and sets focus for the second half of the cycle
- Opportunity to stay on track or revise contribution statements as needed

❑ Annual Employee Self-Assessments

- **An update to the Midpoint Review written in the same format**
- Highlights important contributions that helped your organization move forward

❑ Annual Supervisor Assessments

- **A supplement to the employee's self-assessment**
- Reviews the employee's self-assessment for accuracy and provides justification for recommended performance and contribution scores to the pay pool

Sample Employee



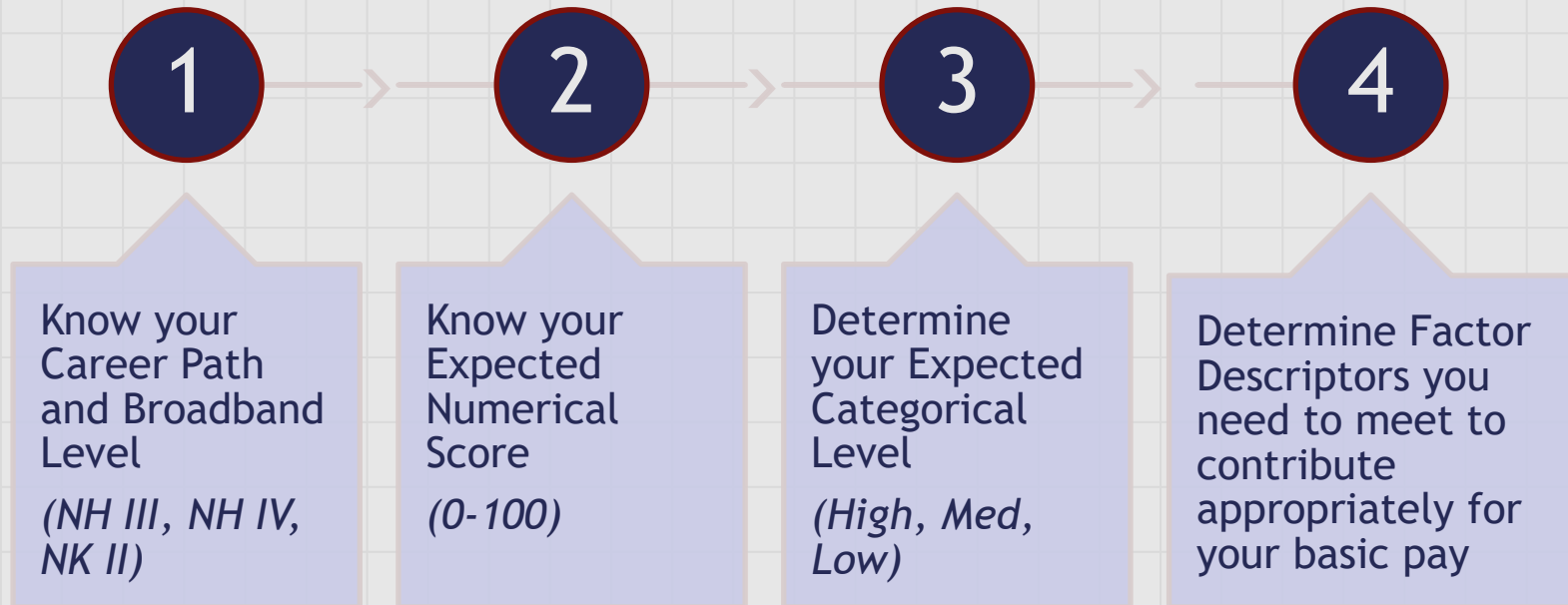
- Joe Contributor
- NH-0801-III, General Engineer
- Basic Pay = \$100,000

Factors	<u>Cat Score</u>	<u>Num Score</u>	<u>PAQL</u>	
Job Achievement and/or Innovation	3H	79	5	
Communication and/or Teamwork	3M	76	3	
Mission Support	3M	77	3	
	Overall Contribution Score	77	3.7	Raw Avg Rating
	Expected Contribution Score	75	3	Rating of Record
	Expected Contribution Range	72-79		

Contributing Appropriately for Basic Pay

CCAS is designed to align compensation with level of contribution

- Basic pay level translates to expected contribution level
- Focuses on contribution planning vs. performance objectives



Expected Numerical Score and Range

2026 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
\$100,000	NH	3	\$118,204	No		72	75	79

Pay Used in Calculation: \$100,000

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.

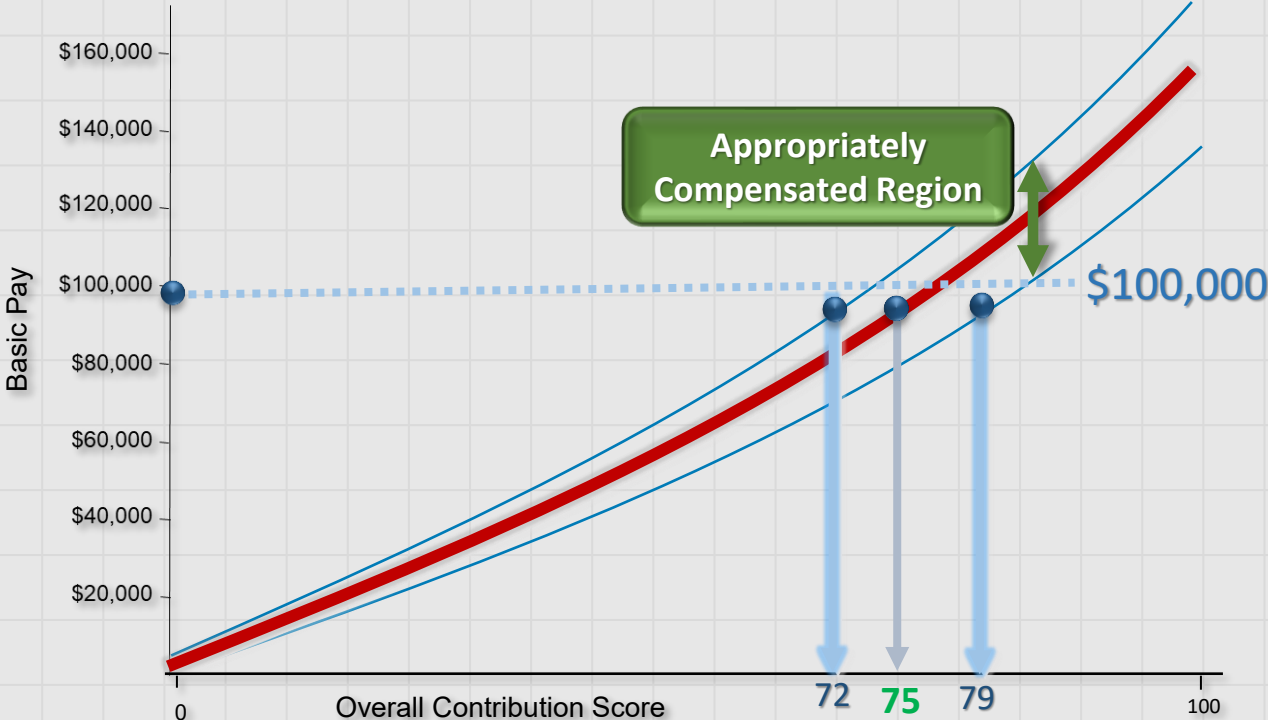
dau.edu/acqdemo/expected-contribution-range-calculator



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

Expected OCS and Range:
72 - 75 - 79

Expected Contribution Range (ECR)



Contribution matches compensation if OCS is between 72 and 79

Categorical 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	--
	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

Broadband-Specific Descriptors



Mission Forward Training

Factor 1: Job Achievement and/or Innovation
NH - Business Management & Technical Management Professional

Level III Descriptors

- 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.

Determining Categorical Scores



Mission Forward Training

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

Opportunities to Increase Basic Pay



Mission Forward Training

CCAS is designed to focus employees on creating impact

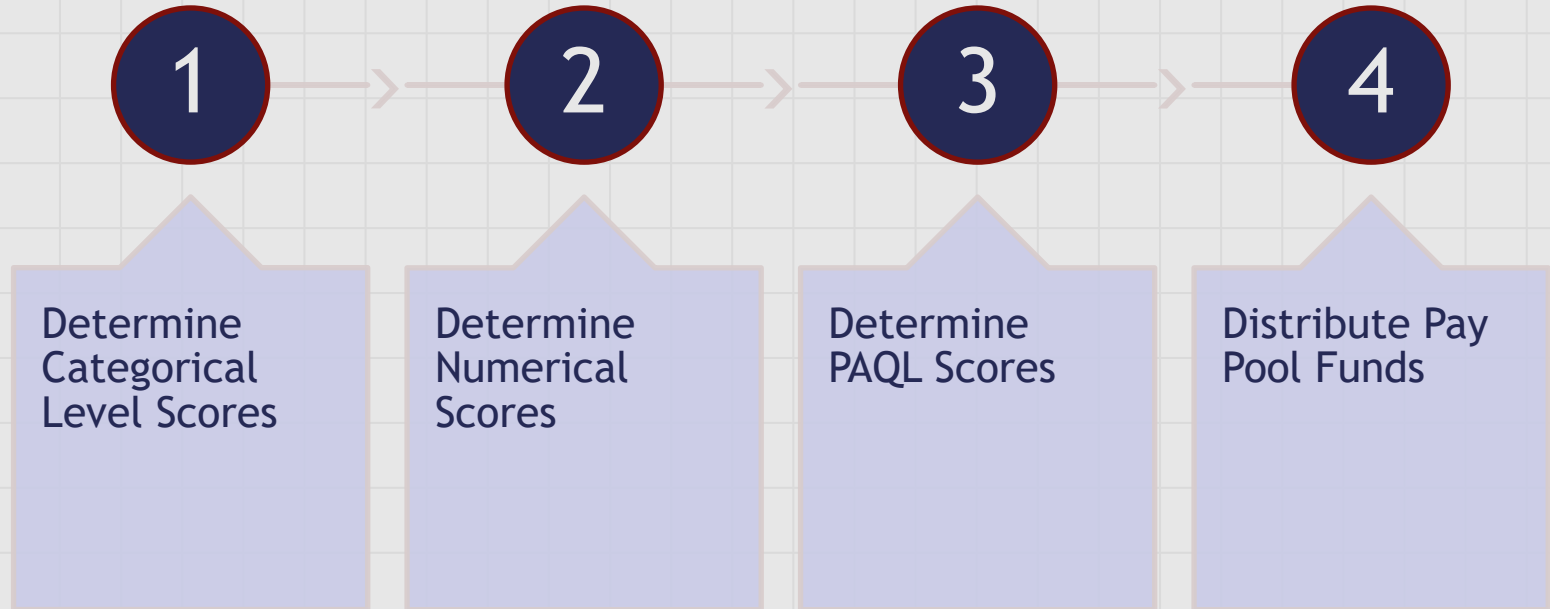
- ❑ Mission impact isn't only about big decisions made by senior leadership, it is:
 - How your daily work helps your organization succeed
 - How to make your immediate work area better
 - How your work connects to the bigger mission
- ❑ Pay Pool reviews employee self-assessment and supervisor assessments to determine appropriateness of compensation based on relative value of contributions to mission

Pay Pool Process Overview

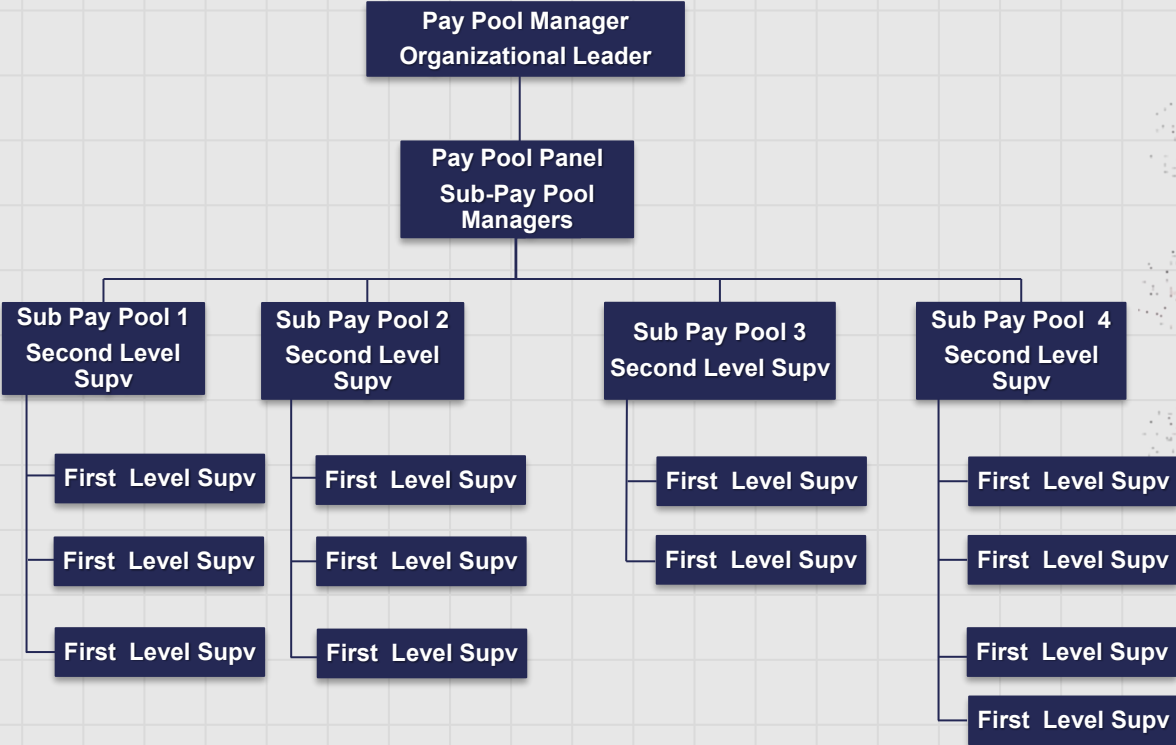


Mission Forward Training

- Employee submits Self-Assessment
- Supervisor submits Supervisor Assessment
- Pay Pool Administrator provides documents to Pay Pool Panel for review



Sample Pay Pool Structure



Approved 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 Level

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

Approved 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



$$232 \div 3 \approx 77$$

Overall Contribution Score (OCS)

Quality of Performance



- Inclusion as the primary basis for RIF
- 5/3/1 Score assigned to each Factor
- Rounded Average = Rating of Record
- Additional Component, Agency, or Business Rules may apply



PAQL Factor Benchmark



CAREER PATH: Business Management and Technical Management (NH)
FACTOR 2: Communication and/or Teamwork
FACTOR DESCRIPTION: This factor captures 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 NH career path.

Expected Contribution Criteria	Classification Level and Appraisal Descriptors	Discriminators
Effectively communicates, verbally and in writing, as needed, to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments and statuses. Actively seeks and promotes diverse ideas and inputs. Works well with and in groups, and with others to accomplish mission requirements. Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately. Classification Level and	NH Level I (Score Range 0-29) <ul style="list-style-type: none"> ■ Clearly explains status/results of assigned tasks. ■ Provides timely data and written analyses for input to management/technical reports or contractual documents. ■ Contributes ideas in own area of expertise. Interacts cooperatively with others. ■ Routinely completes assignments, as required, in support of team goals. 	<ul style="list-style-type: none"> ■ Oral ■ Written ■ Contribution to Team ■ Effectiveness
	NH Level II (Score Range 22-66) <ul style="list-style-type: none"> ■ Presents informational briefings. ■ Writes, or is a major contributor to, management/technical reports or contractual documents. ■ Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others. ■ Guides/supports others in executing team assignments. Proactively functions as an integral part of the team. 	<ul style="list-style-type: none"> ■ Oral ■ Written ■ Contribution to Team ■ Effectiveness

PAQL Expected Contribution Criteria

Expected Contribution Criteria

<p>Job Achievement and/or Innovation</p>	<p>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.</p> <p>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.</p> <p>For Supervisors (as appropriate): Recruits, develops, motivates, and retains quality team members in accordance with EEO 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.</p>
<p>Communication and/or Teamwork</p>	<p>Effectively communicates, verbally and in writing, as needed to coordinate work and keep chain-of-command, coworkers and customers informed of work-related issues, developments and statuses. Actively seeks and promotes ideas and inputs. Works well with and in groups, and with others to accomplish mission requirements.</p> <p>Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at the appropriate level. Personal and organizational interactions exhibit and foster teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.</p>
<p>Mission Support</p>	<p>Possesses an operational understanding of organizational goals and priorities and fully complies with administrative policies, regulations and procedures when performing job operations. Works with customers to develop a mutual understanding of their requirements. Probes for detail, as appropriate, and pays attention to crucial details of needs or requests. Monitors and influences cost parameters of work, tasks and projects, ensuring an optimum balance between cost and value. Establishes priorities that reflect mission and organizational needs.</p> <p>Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.</p>



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

PAQL Averaging



Pay Pool Funding



General Pay Increase (GPI)

- Across-the-board basic pay increase authorized by law or the President



Contribution Rating Increase (CRI)

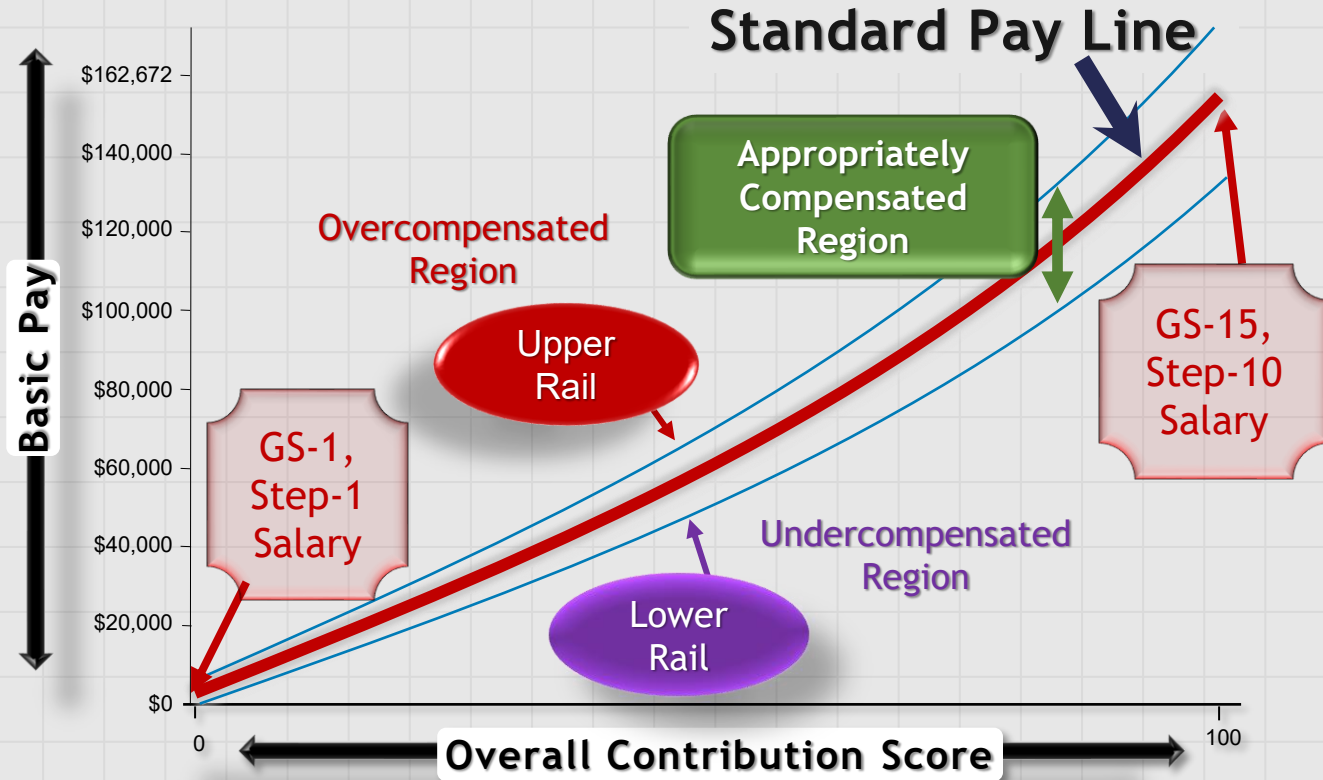
- Intended to be consistent with funds historically spent in GS on step increases and promotions
- Minimum **not less than 2%** of activity's basic pay - maximum set by DoD Program Manager



Contribution Awards (CA)

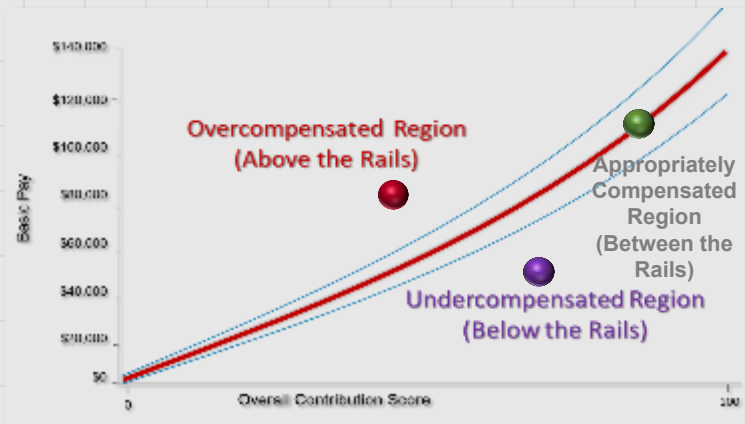
- Intended to be consistent with funds historically spent in GS on performance awards
- Minimum **not less than 1%** of activity's total adjusted pay - percentage set by Personnel Policy Board
- Minimum of 10% of total awards budget is withheld for things like Special Act and On-the-Spot awards distribution

The "Rails"



CCAS Payout Criteria

Compensation Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay
Appropriately Compensated	Yes	Yes - up to 6%	Yes	Yes
Undercompensated	Yes	Yes - up to 20%	Yes	Yes
Overcompensated	Can be given in full, reduced or denied	No	No	Yes



Payout Considerations

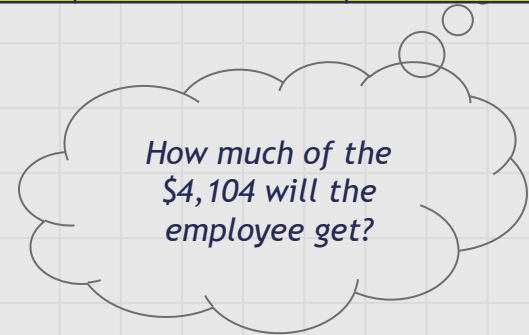
- CRI increases may not exceed max pay for current broadband
- CRI increases > 20% and CAs > \$10,000 require local commander's approval
- Total Adjusted Pay may not exceed Executive Level IV

Example of Delta OCS and Delta Pay



Employee Name	Expected OCS	Approved OCS	Current Basic Pay	CRI Target Pay	CRI Positive Delta Pay
Contributor, Joe	75	77	\$100,000	\$104,104	\$4,104

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



CRI Payout Calculations



* Example shows CRI eligibility is at Standard Pay Line (SPL)

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI <i>Positive</i> Delta Pay	Computed CRI
Contributor, Joe	75	77	2	\$100,000	\$104,104	\$4,104	\$3,115
Sayers, Rose	73	67	-6	\$96,159	\$85,364	(\$10,795)	\$0
Collins, James	73	73	0	\$96,159	\$96,159	\$0	\$0
Blaine, Rick	66	68	2	\$83,849	\$87,075	\$3,226	\$2,449
Wayne, Bruce	66	65	-1	\$83,849	\$82,042	(\$1,807)	\$0
Munroe, Cora	63	67	4	\$78,561	\$85,364	\$6,803	\$5,164
						\$14,133	75.9113%
							\$10,728

CRI Carryover



- When a resulting CRI (increase in basic pay) exceeds an employee's basic pay maximum (broadband maximum, pay lane or control point), the pay pool panel may authorize a CRI carryover award

CA Payout Calculations



* Example shows CA eligibility at Upper Rail (UR)

Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CA Target Pay	CA <i>Positive</i> Delta Pay	Computed CA
Contributor, Joe	75	77	2	\$100,000	\$112,432	\$12,432	\$3,554
Sayers, Rose	73	67	-6	\$96,159	\$92,193	(\$3,966)	\$0
Collins, James	73	73	0	\$96,159	\$103,852	\$7,693	\$2,199
Blaine, Rick	66	68	2	\$83,849	\$94,041	\$10,192	\$2,913
Wayne, Bruce	66	65	-1	\$83,849	\$88,606	\$4,757	\$1,360
Munroe, Cora	63	67	4	\$78,561	\$92,193	\$13,632	\$3,897
						\$14,133	75.9113%
							\$10,728

Time Off Awards



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- Employee may request that 25%, 50%, 75%, or 100% of their Contribution Award be converted to a Time-Off Award
- Request made when submitting a self-assessment in CAS2Net

Pay Pool Payouts



Employee Name	Expected OCS	Approved OCS	Delta OCS	Current Basic Pay	CRI Target Pay	CRI <i>Positive</i> Delta Pay	Computed CRI	CA Target Pay	CA <i>Positive</i> Delta Pay	Computed CA	
Contributor, Joe	75	77	2	\$100,000	\$104,104	\$4,104	\$3,115	\$112,432	\$12,432	\$3,554	
Sayers, Rose	73	67	-6	\$96,159	\$85,364	(\$10,795)	\$0	\$92,193	(\$3,966)	\$0	
Collins, James	73	73	0	\$96,159	\$96,159	\$0	\$0	\$103,852	\$7,693	\$2,199	
Blaine, Rick	66	68	2	\$83,849	\$87,075	\$3,226	\$2,449	\$94,041	\$10,192	\$2,913	
Wayne, Bruce	66	65	-1	\$83,849	\$82,042	(\$1,807)	\$0	\$88,606	\$4,757	\$1,360	
Munroe, Cora	63	67	4	\$78,561	\$85,364	\$6,803	\$5,164	\$92,193	\$13,632	\$3,897	
						\$14,133	75.9113%			\$14,133	75.9113%
							\$10,728			\$10,728	

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

Salary Appraisal Form



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Part I: CCAS Salary Appraisal Form 2025				
Name: Contributor, Joe	Appraisal Period: Frc 1-Oct-24 To: 30-Sep-25	Approved By: Bob Arnold, Pay Pool Manager Effective Date of Appraisal: January 1, 2026		
CAS2Net ID: 31				
Organization: AMC/LHBB				
Career Path: NH	2025 Contribution and Performance Details			
Series: 0801	Factors	Cat Score	Num Score	PAQL
Broadband Lvl: III	Job Achievement and/or Innovation	3H	79	5
	Communication and/or Teamwork	3M	76	3
	Mission Support	3M	77	3
Retained Pay: No		Overall Contribution Score	77	3.7 Raw Avg Rating
Presumptive:		Expected Contribution Score	75	3 Rating of Record
		Expected Contribution Range	72-79	

Salary Appraisal Form



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Compensation Detail			
\$99,050	Current Rate of Basic Pay as of 9/30/2025		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 October.
+ \$ 1,684	General Pay Increase	1.7%	
+ \$ 3,044	CRI (Salary Increase)	3.07%	
=	\$103,778 New Rate of Basic Pay		
+ \$17,455	Locality Pay @	16.82%	
=	\$121,233 New Total Salary		
\$ 3,504	Contribution Award		
+ \$ 658	Carryover from CRI		
= \$ 4,162	Total Award		

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 the basic pay increases and awards. The point on the graph below is the employee's appraisal results.	
	2026 Expected Contribution Level Expected Overall Contribution Score 76 Expected Contribution Range 73-80 Signatures _____ Supervisor _____ Date: _____ Employee _____ Date: _____ Note: Signature of employee does not constitute agreement with CCAS appraisal.

Inadequate Contribution



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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...

- Anytime during the appraisal cycle, if determined
- 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
- Reduction in Pay
- Removal from Federal Service

CCAS Grievance Process



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Employees may grieve:

- OCS Rating
- Quality of Performance Rating
- Supervisor Assessment



Process:

Through a Collective Bargaining Agreement; or through the Grievance Module in CAS2Net as follows:

- Employee submits reconsideration request to Supervisor
- Supervisor provides recommendation to Pay Pool Panel
- Pay Pool Panel may accept recommendation or reach independent decision
- Employee may accept Pay Pool decision or appeal to designated deciding higher official
- Deciding higher official renders final decision



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





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:**
<https://www.dau.edu/acqdemo>
- **Army AcqDemo website:**
<https://asc.army.mil/web/acqdemo/>

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



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