# New Employee/Supervisor Introduction to AcqDemo

September 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

Mission Forward Training

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.waru.edu/acqdemo)
  - AcqDemo Factors (Classification and Appraisal Criteria)
  - An Employee Guide to CCAS

Mission Forward Training

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 DoW
- **Stronger Mission Confidence:** 87% of AcqDemo employees believe their organization successfully accomplishes its mission, compared to 80% across DoW
- **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

Mission Forward Training

03

# Human Resources

# Topics of Discussion

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

# AcqDemo Classification

| Career Path | | |
|---|---|---|
| NH | NJ | NK |

| Broadband Level | | | |
|---|---|---|---|
| I | II | III | IV |

Use OPM classification standards to identify Title and Series

Use AcqDemo Operating Guide to determine career path:

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

AcqDemo Conversion Calculator

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

# Factors

Mission Forward Training

## 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

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

| Level III Classification Level & Appraisal Descriptors | Score Range 61 – 83 |
|---|---|

- Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.
- Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.
- Identifies and optimizes resources to accomplish multiple projects'/programs' goals.
- Effectively accomplishes multiple projects'/programs' goals within established guidelines.

| Level IV Classification Level & Appraisal Descriptors | Score Range 83 - 100 |
|---|---|

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

# 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

| 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)

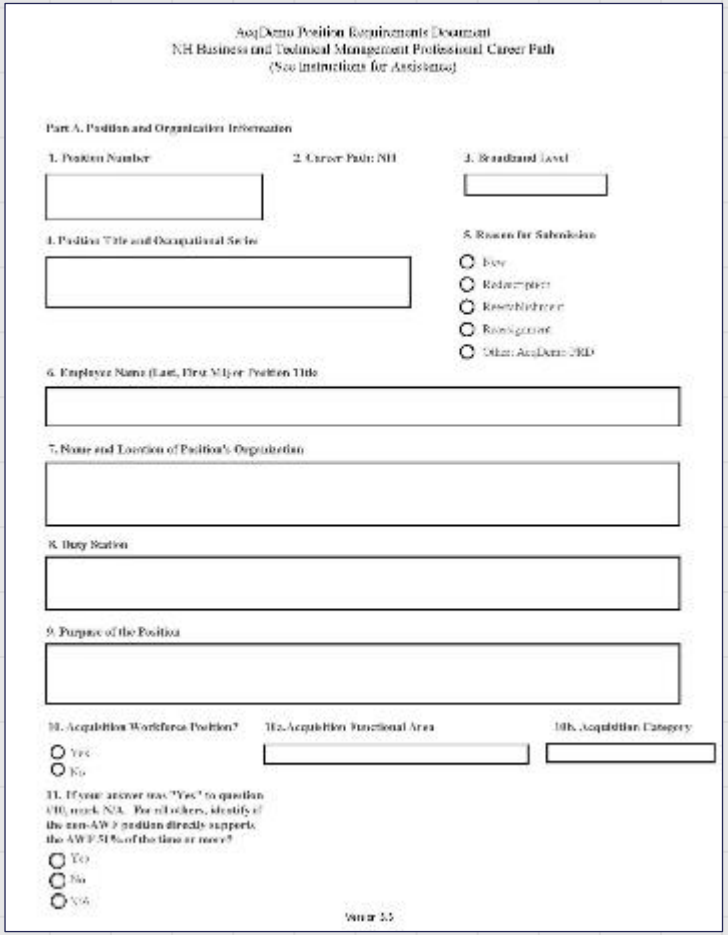
| I | II | III | IV |
|---|---|---|---|
| $22,584 - $40,436 (GS-1 – GS-4) | $34,799 - $62,057 (GS-5 – GS-8) | $52,727 - $82,938 (GS-9 – GS-11) | $76,463 - $118,204 (GS-12 – GS-13) |

## Administrative Support (NK)

| I | II | III |
|---|---|---|
| $22,584 - $40,436 (GS-1 – GS-4) | $34,799 - $56,039 (GS-5 – GS-7) | $47,738 - $75,479 (GS-8 – GS-10) |

2026 AcqDemo Broadband Basic Pay Table *(w/o Locality Pay)*

# 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

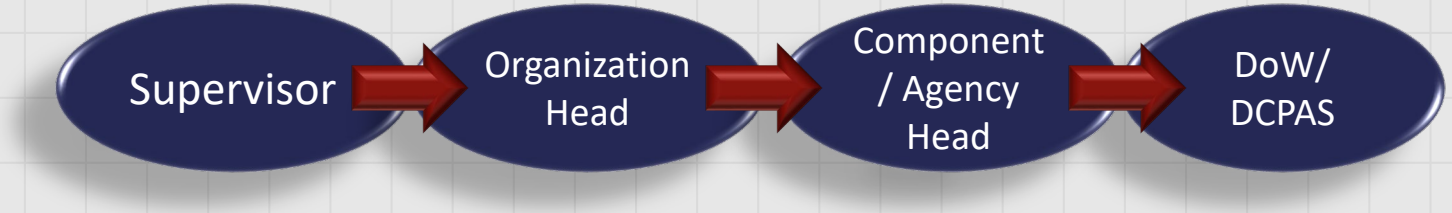
Version 3.5

- 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

# Classification Appeals

- DoW is the final appellate level for AcqDemo employee appeals
  - Only occupational series, title, or broadband level can be appealed

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



# Competitive and Non-Competitive Actions

Mission Forward Training

## Competitive

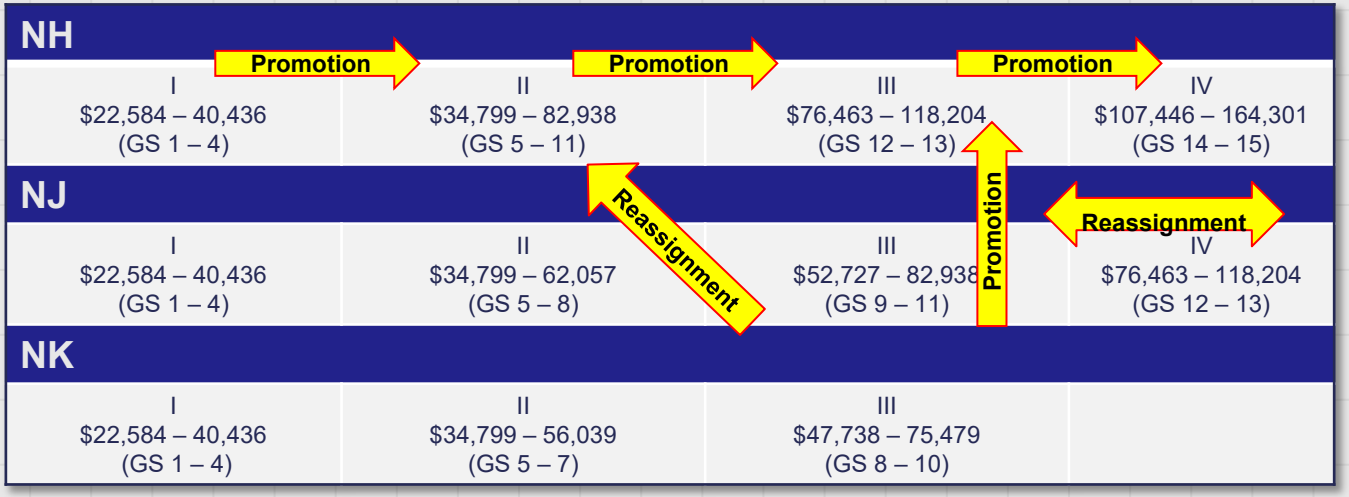
- Promotions – Movement to a higher broadband level within the same career path, or a different career path and broadband level, in which the new broadband level has a ***higher maximum pay***
- Temporary Promotions exceeding a cumulative total of 1 year within any consecutive 24-month period

## 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

- ***Promotion***
  - Movement to higher broadband level within the same career path
  - Movement to a different career path and level with a higher maximum pay rate
- ***Reassignment***
  - Change in assignment within career path/broadband level
  - Change to a position in another career path and level with same maximum pay rate



Mission Forward Training

04

# Contribution-based Compensation and Appraisal System (CCAS)

# Topics of Discussion

- 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

Mission Forward Training

**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, 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. P... assigned areas of responsibility.<br><br>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.<br><br>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 III** **(Score Range 61 – 83)**<br>• Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.<br>• Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.<br>• Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate.<br>• Develops, integrate... across multiple areas and disciplines.<br>• Develops plans an... policies. Establishes preceden... application of problem...<br>• Defines, directs, or leads highly challenging projects/programs. | • Leadership Role<br>• Mentoring/Employee Development<br>• Accountability<br>• Scope/Impact |
| | **NH Level IV** **(Score Range 79 – 100)**<br>• Recognized as a technical/functional authority within and outside of the organization.<br>• Fosters the development of others by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues professional self-development.<br>• Leads, defines, manages, and integrates efforts of several groups or teams. Assumes and assigns ownership of processes and products, as appropriate.<br>• Assesses and provides strategic direction for resolution of mission-critical problems, policies, and procedures.<br>• 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.<br>• Defines, establishes, and directs organizational focus on challenging and highly complex projects/programs. | • Leadership Role<br>• Mentoring/Employee Development<br>• Accountability<br>• Complexity/Difficulty<br>• Creativity<br>• Scope/Impact |

*Used for PAQL Scores (5, 3, 1)*

*Used for Categorical Scores (3H, 3M, 3L)*

*Used Numerical Scores (0-100)*

# 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**

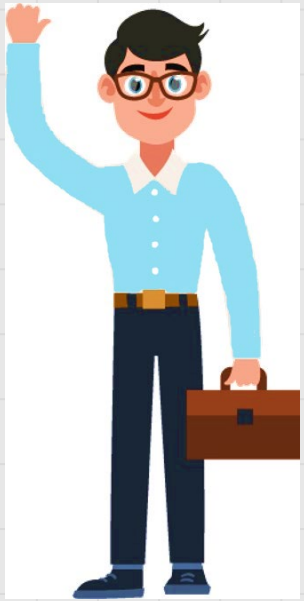
End-of-Cycle Discussion and **Payout**

# 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 | Cat Score | Num Score | PAQL | |
|---|---|---|---|---|
| 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

Mission Forward Training

## 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

1. Know your Career Path and Broadband Level *(NH III, NH IV, NK II)*
2. Know your Expected Numerical Score *(0-100)*
3. Determine your Expected Categorical Level *(High, Med, Low)*
4. Determine Factor Descriptors you need to meet to contribute appropriately for your basic pay

# Expected Numerical Score and Range

Mission Forward Training

## 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 |

Click on Boxes for Dropdown List to Select

Pay Used in Calculation: $100,000

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

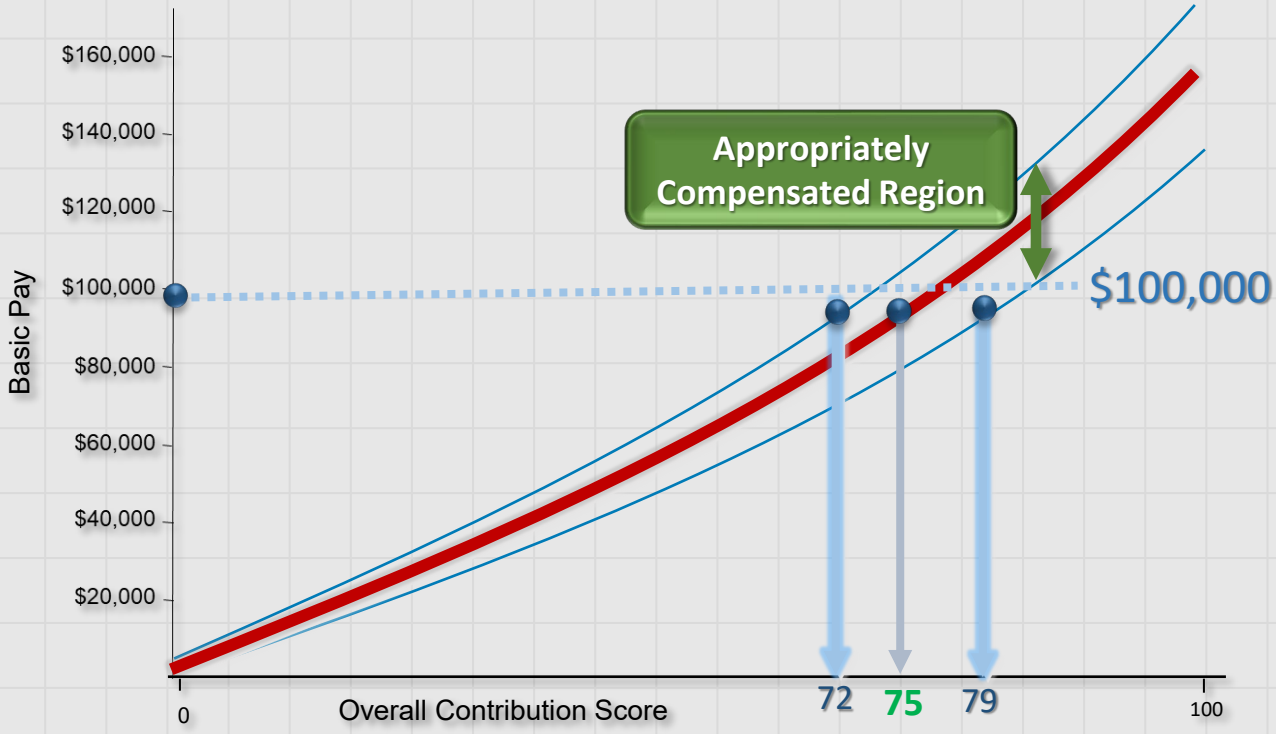
waru.edu/acqdemo/expected-contribution-range-calculator

***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.<br>• Pursues or creates certification, qualification, and/or developmental programs and opportunities for self and others.<br>• Guides, motivates, and oversees the activities of individuals and teams with focus on project/ program issues. Assumes ownership of processes and products, as appropriate.<br>• Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.<br>• 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.<br>• 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

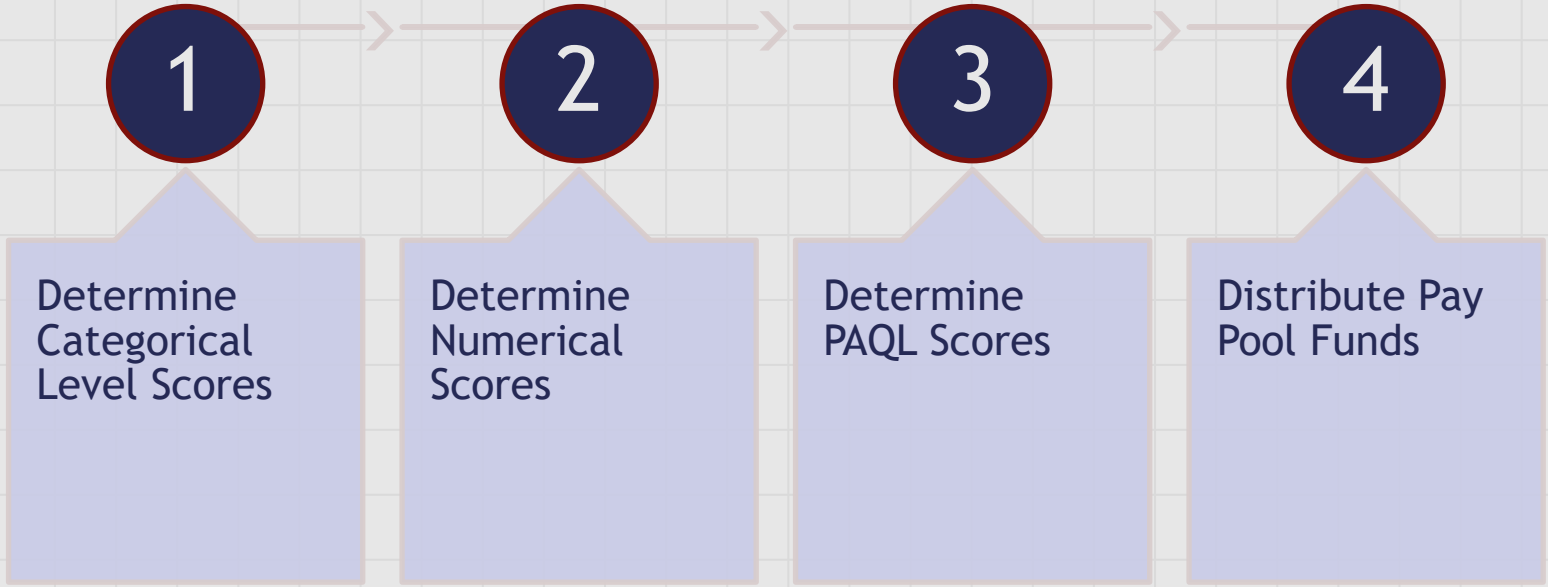
Mission Forward Training

## CCAS is designed to focus employees on creating impact

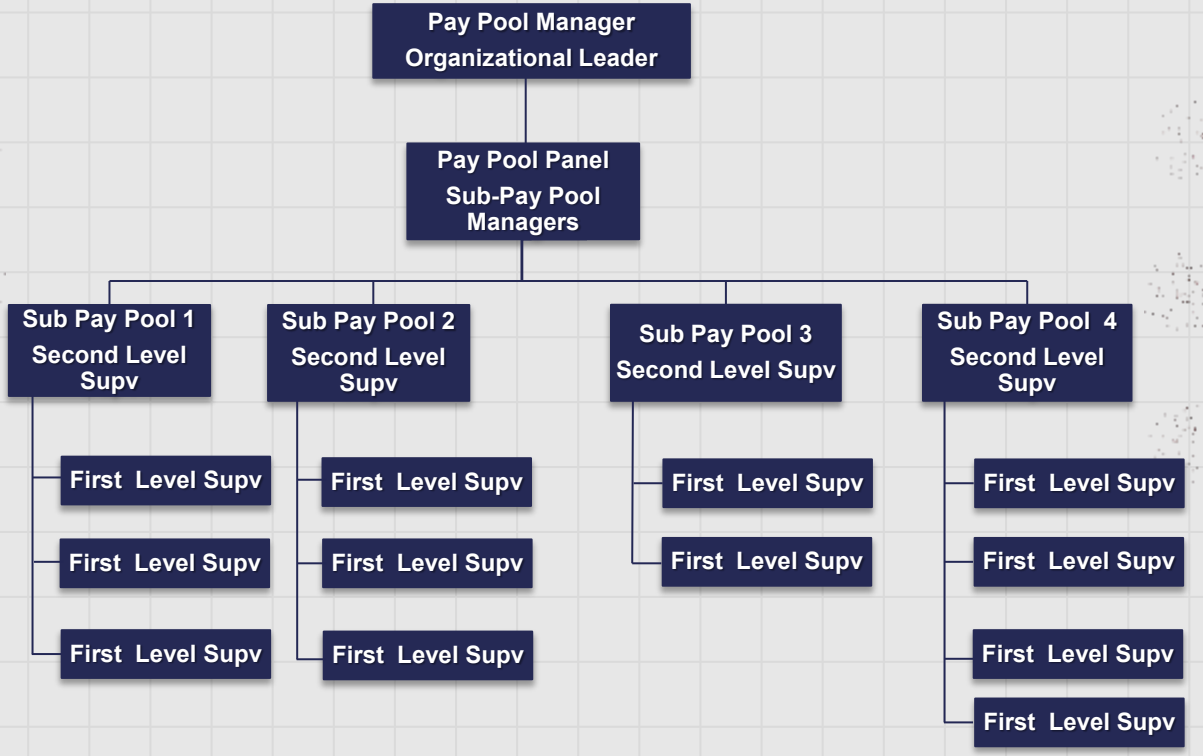
- Mission impact isn't only about big decisions made by senior leadership, it is:
  - How your daily work helps your organization succeed
  - How to make your immediate work area better
  - How your work connects to the bigger mission
- Pay Pool reviews employee self-assessment and supervisor assessments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

# Pay Pool Process Overview

- Employee submits Self-Assessment
- Supervisor submits Supervisor Assessment and Recommends 3 Scores per Factor
- Pay Pool Administrator provides documents to Pay Pool Panel for review



# Sample Pay Pool Structure



# Approved Categorical Scores

Mission Forward Training

| 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

Mission Forward Training

| 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

# 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

Mission Forward Training

**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**<br>**(Score Range 0-29)**<br>■ Clearly explains status/results of assigned tasks.<br>■ Provides timely data and written analyses for input to management/ technical reports or contractual documents.<br>■ Contributes ideas in own area of expertise. Interacts cooperatively with others.<br>■ Routinely completes assignments, as required, in support of team goals. | ■ Oral<br>■ Written<br>■ Contribution to Team<br>■ Effectiveness |
| | **NH Level II**<br>**(Score Range 22-66)**<br>■ Presents informational briefings.<br>■ Writes, or is a major contributor to, management/technical reports or contractual documents.<br>■ Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others.<br>■ Guides/supports others in executing team assignments. Proactively functions as an integral part of the team. | ■ Oral<br>■ Written<br>■ Contribution to Team<br>■ Effectiveness |

# PAQL Expected Contribution Crriteria

Mission Forward Training

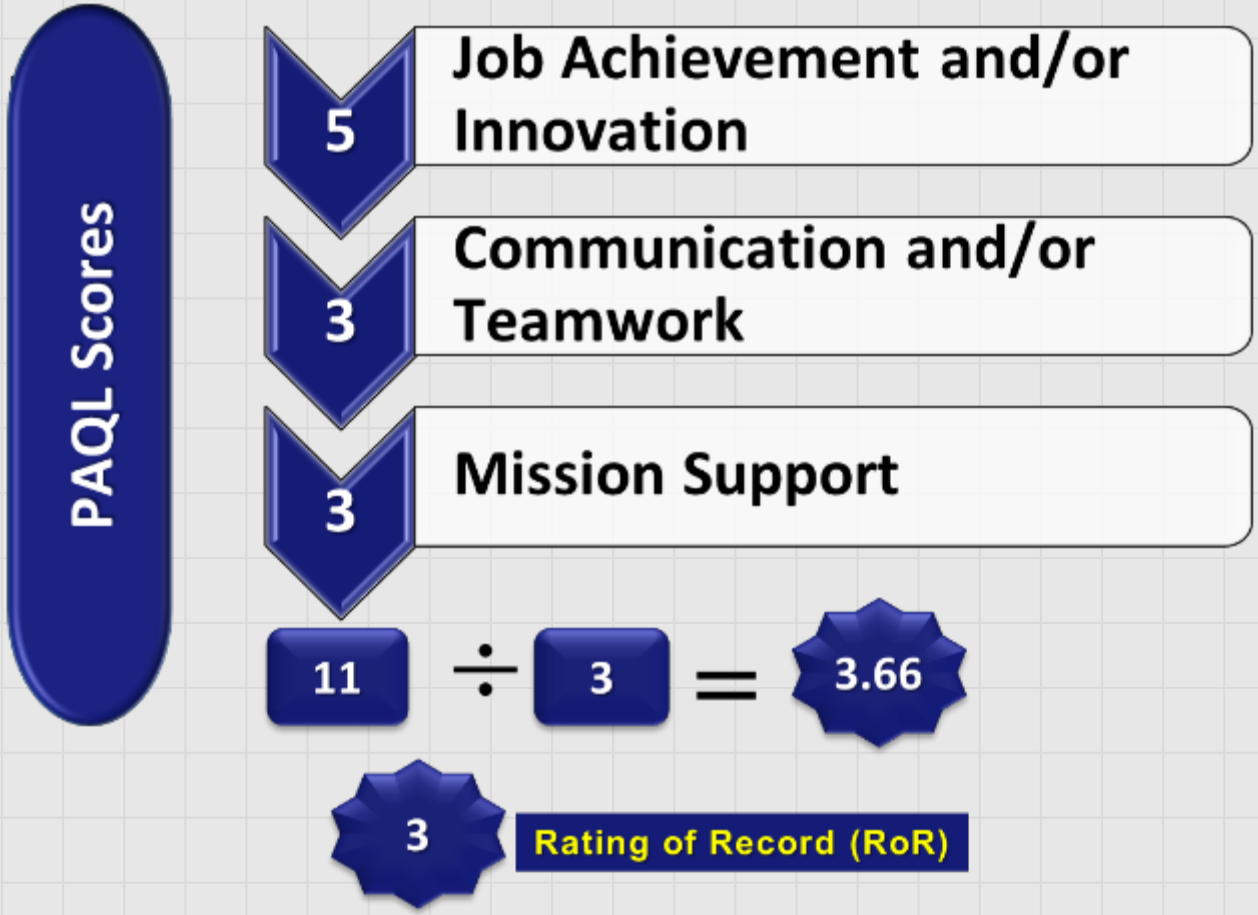
| Expected Contribution Criteria | |
|---|---|
| **Job Achievement and/or Innovation** | Produces desired results, in the needed timeframe, with the appropriate level of supervision through the use of appropriate knowledge, skills, abilities and understanding of the technical requirements of the job. 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.<br>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.<br>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. |
| **Communication and/or Teamwork** | 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.<br>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. |
| **Mission Support** | 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.<br>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. |

# Determining PAQL Scores

Mission Forward Training

| 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

Mission Forward Training

## 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 DoW Program Manager

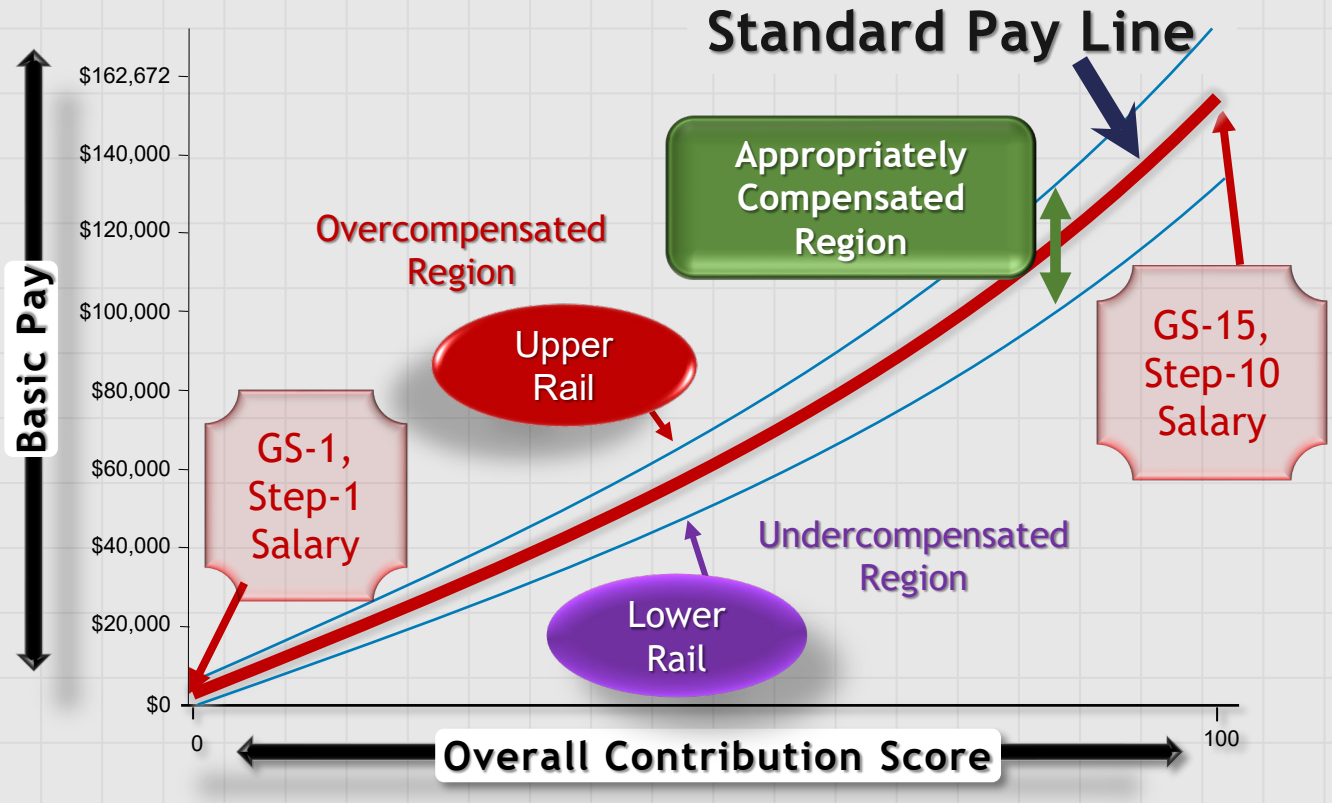
## Contribution Awards (CA)

· 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

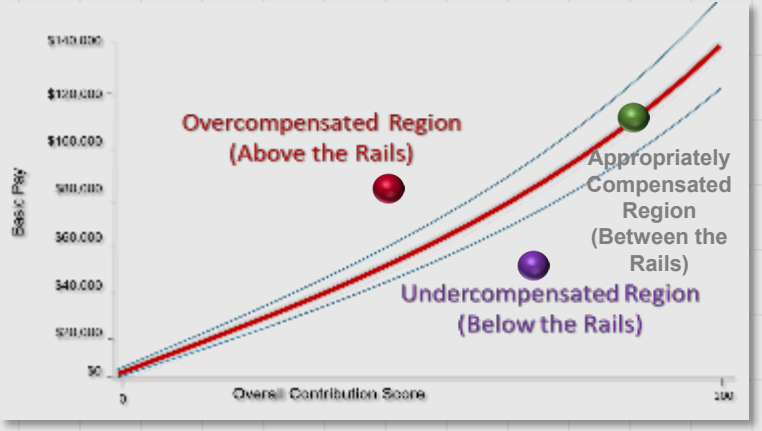
· Minimum of 10% of total awards budget is withheld for things like Special Act and On-the-Spot awards distribution

# The "Rails"


Standard Pay Line
Appropriately Compensated Region
Overcompensated Region
Upper Rail
GS-15, Step-10 Salary
GS-1, Step-1 Salary
Undercompensated Region
Lower Rail
Basic Pay
$162,672
$140,000
$120,000
$100,000
$80,000
$60,000
$40,000
$20,000
$0
0
100
Overall Contribution Score

# CCAS Payout Criteria

| Compensation Category | General Pay Increase | Contribution Rating Increase | Contribu(Ation Award | Locality Pay |
|---|---|---|---|---|
| Appropriately Compensated | Yes | Yes - up to 6% *(Army uses UR)* | Yes *(Army uses UR)* | Yes |
| Undercompensated | Yes | Yes - up to 20% *(Army uses UR)* | Yes *(Army uses UR)* | Yes |
| Overcompensated | Can be given in full, reduced or denied *(See Army Business Rules)* | No *(Army uses UR)* | No *(Army uses UR)* | 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 | $112,419 | $12,419 |

| Employee Name | Expected OCS | Approved OCS | Current Basic Pay | CA Target Pay | CA Positive Delta Pay |
|---|---|---|---|---|---|
| Contributor, Joe | 75 | 77 | $100,000 | $112,419 | $12,419 |

- 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 will the employee get?*

# CRI & CA Payout Calculations

Mission Forward Training

- Example shows CRI eligibility is at Upper Rail (aka Lowest Number in the ECR)
- Exa,[;e also shows CA eligibility is at the Upper Rail

| 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 C |
|---|---|---|---|---|---|---|---|---|---|---|
| Contributor, Joe | 75 | 77 | 2 | $100,000 | $112,419 | $12,419 | $2,718 | $112,419 | $12,419 | $3,504 |
| Sayers, Rose | 73 | 67 | -6 | $96,014 | $92,184 | ($3,830) | $0 | $92,184 | ($3,830) | $0 |
| Collins, James | 73 | 73 | 0 | $96,504 | $103,840 | $7,336 | $1,606 | $103,840 | $7,336 | $2,177 |
| Blaine, Rick | 66 | 68 | 2 | $83,779 | $94,031 | $10,252 | $2,244 | $94,031 | $10,252 | $2,931 |
| Wayne, Bruce | 66 | 65 | -1 | $83,504 | $88,597 | $5,093 | $1,114 | $88,597 | $5,093 | $1,392 |
| Munroe, Cora | 63 | 67 | 4 | $78,061 | $92,184 | $14,123 | $3,091 | $92,184 | $14,123 | $3,776 |
| | | | | | | $49,223 | 21.8922% | | $49,223 | 28.8321% |
| | | | | | | | $10,776 | | | $14,192 |

# 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

# Time-Off Awards

- 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

# Salary Appraisal Form

Mission Forward Training

## Part I: CCAS Salary Appraisal Form 2025

| | |
|---|---|
| **Name:** | Contributor, Joe |
| **CAS2Net ID:** | 31 |
| **Organization:** | AMC/LHBB |
| **Career Path:** | NH |
| **Series:** | 0801 |
| **Broadband Lvl:** | III |
| **Retained Pay:** | No |
| **Presumptive:** | |

**Appraisal Period:**
Frc 1-Oct-24
To: 30-Sep-25

**Approved By:** Bob Arnold, Pay Pool Manager

**Effective Date of Appraisal: January 1, 2026**

### 2025 Contribution and Performance Details

| Factors | Cat Score | Num Score | PAQL | |
|---|---|---|---|---|
| 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 | | |

# Salary Appraisal Form

Mission Forward Training

## Compensation Detail

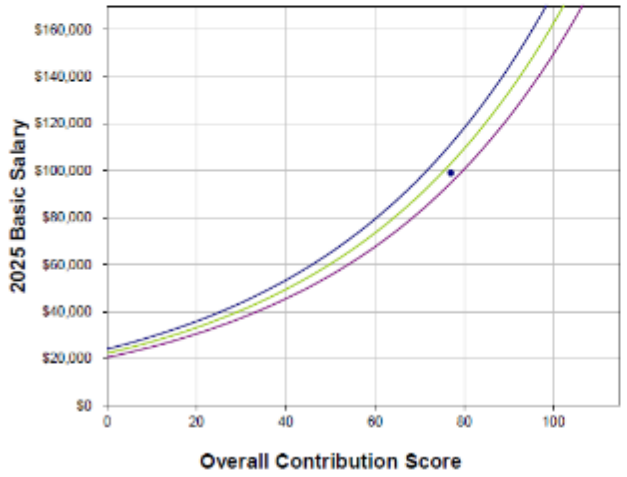
| | | | | |
|---|---|---|---|---|
| | $99,050 | Current Rate of Basic Pay as of 9/30/2025 | | |
| + | $ 1,684 | General Pay Increase | 1.7% | |
| + | $ 3,044 | CRI (Salary Increase) | 3.07% | |
| = | **$103,778** | **New Rate of Basic Pay** | | |
| + | $17,455 | Locality Pay | @ | 16.82% |
| = | **$121,233**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

**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.

## 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

Mission Forward Training

**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

Mission Forward Training

## 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

Requests are made in CAS2Net.
Please refer to your AcqDemo Business Rules for procedures

# 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)

Mission Forward Training

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.waru.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!

# New Employee/Supervisor Introduction to AcqDemo

Mission Forward Training