Transition to DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo)

Employee Orientation Briefing

Presented by AcqDemo Program Office
Winter/Spring - 2011
- Cell Phones
- Rest Rooms
- Breaks
- Questions
- Introduction
- Transition Overview
- Classification & Staffing
- Career Growth & Development
- Contribution & Compensation
- The Way Forward
I. INTRODUCTION

- Course Objectives
- Legislative History
- Purpose of AcqDemo
To gain an understanding of:

- AcqDemo Background
- NSPS/AcqDemo Transition
- AcqDemo Broadbands and Classification Process
- AcqDemo Career Growth and Development Opportunities
- AcqDemo Contribution-Based Compensation and Appraisal System (CCAS)
FY 1996, as amended in FY98 – Encourages SECDEF to conduct personnel demonstration project for the civilian acquisition workforce

AcqDemo is the first demo that crosses DoD Component lines; implemented with issuance of Federal Register Notice, 8 Jan 99

FY 2003 – Extends the duration of AcqDemo through FY 2012
FY 2004 – Changes participation limit from 95K to 120K

NSPS implemented across DoD in FY2006/2007; intended to become DoD standard personnel system

FY 2010 – Directs NSPS termination and the transition of employees to the personnel system that last applied
FY 2011 – Extends the duration of AcqDemo through FY 2017
“The purpose of the project is to demonstrate that the effectiveness of DoD acquisition can be enhanced by allowing greater managerial control over personnel processes and functions and, at the same time, expand the opportunities available to employees through a more responsive and flexible personnel system. This project not only provides a system that retains, recognizes, and rewards employees for their contribution, but also supports their personal and professional growth.”

*Section II A of the Federal Register*
II. TRANSITION OVERVIEW

- Transition Key Highlights
- What IS NOT Changing
- What IS Changing
Transition set for May 22, 2011
DoD will transition approximately 14,000 NSPS employees from all Components in organizations that were previously AcqDemo
- New pay band structure
- New appraisal system
- Some differences in personnel features from NSPS
- AcqDemo Program Office coordinating transition guidance with NSPS Transition Office
- No loss of pay from conversion to AcqDemo
TRANSITION OVERVIEW
What is NOT Changing

Benefits, retirement, health, life, and other benefits
Leave
Work Schedules
Allowances & travel/subsistence expenses
Veterans’ preference
Prohibited personnel practices
Merit system principles
Fundamental due process
Whistleblower protection
Anti-discrimination laws

All remain the same!
TRANSITION OVERVIEW
What IS Changing

- Terms and Definitions
- Broadbands vs. Pay Bands
- Classification and Staffing
- Rating and Rewarding
- Support Tools
III. CLASSIFICATION & STAFFING

- Overview
- Broadband Structure
- Classification Process
- Deputies, Supervisors and Team Leaders
- Transition Examples 1-3
- Classification Appeals
- Appointment Authorities
- Internal Placements
- Pay Setting
- Reduction-in-Force
<table>
<thead>
<tr>
<th>NSPS</th>
<th>ACQDEMO</th>
</tr>
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<tbody>
<tr>
<td>Occupational Code</td>
<td>Occupational Series</td>
</tr>
<tr>
<td>Career Group</td>
<td>Career Path</td>
</tr>
<tr>
<td>Standard</td>
<td>Business Management and Technical Management Professional</td>
</tr>
<tr>
<td>Science &amp; Engineering</td>
<td>Technical Management Support</td>
</tr>
<tr>
<td>Medical</td>
<td>Administrative Support</td>
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<tr>
<td>Fire &amp; Protective Service</td>
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</tr>
<tr>
<td>Pay Schedule</td>
<td>Pay Schedule</td>
</tr>
<tr>
<td>YA, YB, YC, YD, .....YP</td>
<td>NH, NJ, NK</td>
</tr>
<tr>
<td>Pay Band</td>
<td>Broadband</td>
</tr>
<tr>
<td>1, 2, 3, 4</td>
<td>I, II, III, IV</td>
</tr>
<tr>
<td>Position Description (PD)</td>
<td>Position Requirements Document (PRD)</td>
</tr>
</tbody>
</table>
## BUSINESS AND TECHNICAL MANAGEMENT PROFESSIONAL (NH)

<table>
<thead>
<tr>
<th>Tier</th>
<th>Description</th>
<th>GS Range</th>
<th>Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td>1-4</td>
<td>$17,803 - 31,871</td>
</tr>
<tr>
<td>II</td>
<td></td>
<td>5-11</td>
<td>$27,431 - 65,371</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td>12-13</td>
<td>$60,274 - 93,175</td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td>14-15</td>
<td>$84,697 - 129,517</td>
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</table>

## TECHNICAL MANAGEMENT SUPPORT (NJ)

<table>
<thead>
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<th>Pay Range</th>
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<td>II</td>
<td></td>
<td>5-8</td>
<td>$27,431 - 48,917</td>
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<tr>
<td>III</td>
<td></td>
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## ADMINISTRATIVE SUPPORT (NK)

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<td></td>
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<td>$17,803 - 31,871</td>
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<tr>
<td>II</td>
<td></td>
<td>5-7</td>
<td>$27,431 - 44,176</td>
</tr>
<tr>
<td>III</td>
<td></td>
<td>8-10</td>
<td>$37,631 - 59,505</td>
</tr>
</tbody>
</table>

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2011 ACQDEMO BROADBAND TABLE *(w/o Locality Pay)*
Based on assigned duties, identify title & series using OPM classification standards

Locate occupational series and title in Table 2 of Federal Register to determine Career Path

Apply appropriate broadband level descriptors to the duties and responsibilities to determine broadband level classification
### CLASSIFICATION & STAFFING

**Factors**

<table>
<thead>
<tr>
<th>Problem Solving</th>
<th>Leadership/Supervision</th>
</tr>
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<tr>
<td>Teamwork/Cooperation</td>
<td>Communication</td>
</tr>
<tr>
<td>Customer Relations</td>
<td>Resource Management</td>
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</table>

- Each Factor has Descriptors and Discriminators for classifying duties and responsibilities.
- Career Path, Factors, Descriptors, and Discriminators constitute grading criteria for determining appropriate broadband level.
## Factor: Leadership / Supervision

**NH – Business Management & Technical Management Professional**

<table>
<thead>
<tr>
<th>LEVEL DESCRIPTORS</th>
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| • Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.  
  • Proactively guides, coordinate, and consults with others to accomplish projects.  
  • Identifies and pursues individual/team development opportunities. | Leadership Role  
  Breadth of Influence  
  Mentoring / Employee Development |
| **LEVEL III**                           |                                 |
| • Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.  
  • Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs goals.  
  • Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others. | Leadership Role  
  Breadth of Influence  
  Mentoring / Employee Development |
OPM Classification Standards used:

- Deputies - may be classified in the same broadband as the position to which they report
- Supervisors – classified per GS Supervisor Guide
  - Combination of technical & administrative direction of others
  - Major duty occupying at least 25% of position’s time
  - Meet at least the lowest level of Factor 3 (Managerial Authority)
- Team Leaders - classified per GS Leader Guide
  - Lead 3 or more employees (one or two grade level)
  - Major duty occupying at least 25% of position’s time
  - Don’t fully meet the lowest level of Factor 3 (Managerial Authority)
NSPS PDs to be converted to Position Requirements Document (PRD)

- PRDs must include:
  - Title, occupational series, career path, broadband level
  - Mission/purpose
  - Duties
  - Factors, descriptors and discriminators relevant to the classification of a position
  - Skills required
  - Selective requirements (clearance, certifications etc)

- PRDs are written at the top of the broadband to encourage growth and development
- Employees qualify at the minimum of the broadband and progress based on level of contribution
- Pay Band 3 Converts to NH-IV
- Duties/Responsibilities are equivalent
Non-Supervisory Pay Band 2 Positions

- Broadband II
- Broadband III
- Broadband II with Full Performance Level (FPL) at Broadband III
Supervisory Positions

- Determine Broadband level and FPL potential:
  - BB III
  - BB IV
  - BB III with FPL to BB IV

AcqDemo Career Path and Broadband

- NH III (GS 12 – 13)
- OR
- NH IV (GS 14 – 15)

NSPS Pay Schedule and Payband

- YC/YF – 2 (GS 12 – 14)
Employees have a right to appeal classification of position currently occupied

**What can be appealed?**
- Title
- Occupational Series
- Broadband level

**What cannot be appealed?**
- Accuracy of PRD
- AcqDemo Classification criteria
- Pay-setting Criteria
- Propriety of a Salary Schedule
- Matters grievable under an administrative or negotiated grievance procedure
### CLASSIFICATION & STAFFING

**Competitive and Non-Competitive Actions**

#### Competitive
- Promotions (6 – 20%, at least minimum but NTE maximum)
- Temporary Promotions > 120 days

#### Non-Competitive
- Re-Promotions
- GS employee entering equivalent broadband
- Movement to a position having no greater potential than current or previously held position
- RIF placement
- Career Ladder Promotions
- Temporary Promotions NTE 120 days
- Modified Term
- Candidates not given proper consideration
- Addition of supervisor duties in same broadband
Three appointment options:
- Permanent appointments – Career/Career Conditional
- Temporary Limited – NTE 1 year, +1 year extension
- Modified Term – NTE 5 years, +1 year extension

Extended Probationary Periods – NH Career Field
- Accommodates extended formal training periods
- In writing, prior to assignment to training
- Component specific guidance
Applicant Quality Groups:

- Candidates meeting minimum qualifications are further reviewed for knowledge, skills and abilities and are assigned a numerical score of 70, 80 or 90 and placed into one of three groups for referral to hiring official:
  - Basically qualified (70)
  - Highly qualified (80)
  - Superior (90)

- No “Rule of Three”
  - Selecting officials receive a reasonable number of candidates

- Veterans’ preference applies

Additional Component policy may apply
- Promotion (within Career Path/to another Career Path)
- Change in Assignment within Career Path/Broadband Level
- Change in Assignment to another Career Path/Broadband Level
- Movement to a Lower Broadband
  - Voluntary/Involuntary/RIF/Return Disability

<table>
<thead>
<tr>
<th></th>
<th>NH</th>
<th></th>
<th></th>
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<tbody>
<tr>
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<td>III</td>
</tr>
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<td>NK</td>
<td>$17,803 - 31,871 (GS 1 – 4)</td>
<td>II</td>
<td>$27,431 - 44,176 (GS 5 – 7)</td>
<td>III</td>
</tr>
</tbody>
</table>
New Hires from outside the Federal Government

- Salary set within the applicable broadband level range of the position

From within the Federal Government

- Salary set based on Component policy if lateral, transfer, or reassignment
  - w/ WIGI buy-in*, if applicable

*WIGI BUY-IN CALCULATION:

Base Salary = (Time in Step/Time Between Steps) x Step Increase + Current Salary

- Salary set w/ 6%-20% increase if promotion
- Salary set at least at the minimum of broadband level
- Pay Retention, if applicable
Not a Provision of AcqDemo:

- Accelerated Compensation for Developmental Positions (ACDP)
- Reassignment Pay Increase (up to 5%)
- Target Local Market Supplement (Special Salary Rate)
- Tenure and Veterans’ Preference
  - Same as GS, per Title 5
- Competitive Areas
  - Separate area for AcqDemo employees
- Single Round vs. “Bump and Retreat”
- Service Credit – as adjusted by contribution credit to produce a Retention Service Credit
  - Fully Successful or higher, and exception (on pay retention), ratings receive 12 years credit
  - Unsuccessful or equivalent ratings receive 0 years credit
  - Personnel without ratings receive 12 years credit
IV. CAREER GROWTH AND DEVELOPMENT

- Scholastic Achievement Appointment Authority
- Academic Degree & Certificate Training
- Sabbaticals
- Voluntary Emeritus Program
Candidates can be competitively appointed to NH Broadband II if:

- Position meets OPM basic qualification standards
- Position or occupation has a positive education requirement
- Employee achieves a cumulative 3.5 GPA (Bachelor’s) or 3.7 GPA (Master’s) or better in the field of study appropriate for the occupational series
- Employee achieves overall GPA of at least 3.0 GPA (Bachelor’s)
- Appointment is into a position at a pay lower than the top step of GS-7 (Bachelor’s) or GS-11 (Master’s)
- Veterans’ preference applies
Defense Acquisition Workforce Improvement Act (DAWIA) authorized degree and certification training for acquisition-coded positions through the year 2012

AcqDemo:
- Extended authority for the duration of the project
- Expanded coverage to all AcqDemo positions

Authorizes local level approval
- Funding, and procedures
- Implementation – local responsibility
Sabbaticals

- Local authority approval
- 3-12 month duration
- Available to AcqDemo employees with 7+ years experience
- Results in a product, service, report or study that benefits the acquisition community and increases the employee’s effectiveness
- Component specific guidance
Geared towards the NH career path

- Maintains ties with the acquisition community
- Permits higher level professionals to share knowledge via mentoring and training
- Does not affect retirement pay or buyout
- Allows for compensation of travel expenses and allowances
- Component specific guidance
V. CONTRIBUTION & COMPENSATION

- Changes in Terms and Definitions
- The CCAS Design
  - Oversight
  - Planning
  - Monitoring & Feedback
  - Appraisal Process
  - Reward Process
  - Addressing Inadequate Contribution
  - Grievance Process
## CONTRIBUTION & COMPENSATION
Changes in Terms and Definitions

<table>
<thead>
<tr>
<th>NSPS</th>
<th>AcqDemo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance</td>
<td>Contribution</td>
</tr>
<tr>
<td>Performance Review Authority (PRA)</td>
<td>Personnel Policy Board (PPB)</td>
</tr>
<tr>
<td>Performance Appraisal System (PAA)</td>
<td>CAS2Net</td>
</tr>
<tr>
<td>5 Rating Levels</td>
<td>Overall Contribution Score (OCS)</td>
</tr>
<tr>
<td>Element 1 – Salary</td>
<td>Contribution Rating Increase (CRI)</td>
</tr>
<tr>
<td>Element 3 – Bonus</td>
<td>Contribution Award (CA)</td>
</tr>
<tr>
<td>Rate Range Increase</td>
<td>General Pay Increase</td>
</tr>
<tr>
<td>Local Market Supplement</td>
<td>Locality Pay</td>
</tr>
</tbody>
</table>
Each activity is expected to create a Personnel Policy Board, or modify the charter of an existing group, that will:

- Oversee the civilian pay budget
- Address issues associated with separate pay systems
- Determine the composition of the pay pools
- Review operations of the pay pools
- Provide guidance to pay pool managers
- Administer funds to pay pool managers
- Review hiring and promotion salaries
- Monitor award pool distributions
- Assess the needs to changes to the demonstration procedures and policies
CONTRIBUTION & COMPENSATION
The CCAS Cycle

1. New Cycle Begins
   Previous Cycle Discussion
   New Cycle Contribution Planning

2. Mid-Point Review

3. Employee Self-Assessment

4. Supervisor’s Assessment

5. Pay Pool Panel

6. End-of-Cycle Discussion

CCAS Appraisal Period starts May 22 this year only
CONTRIBUTION & COMPENSATION
Contribution Planning

- Understand role in achieving organization mission/goals
- Determine work assignments in support of mission
- Define expectations of results, benefits, and/or impacts
- Understand relationship between expectations and factor descriptors
- Understand relationship between current salary and expected contribution range
- Apply component specific guidance for documentation
New Cycle discussion should include the following topics:

- Previous cycle review (following transition)
- Contribution expectations for new cycle
- Career Path broadband level factors, descriptors, and discriminators
- Expected contribution range corresponding to current salary
Roles and Responsibilities for New Cycle discussion:

**Employees**
- Understand organization mission/goals
- Be prepared to discuss expected contributions
- Assess training and development needs
- Ask questions

**Supervisors**
- Schedule meeting
- Review mission, goals, plans, priorities
- Establish contribution expectations
- Ensure employee understands your expectations
- Document the discussion
Mid-Point Review discussion should include the following topics:

- Discuss employee strengths and contributions to date
- Review changes in mission and goals
- Review contribution expectations and modify if needed
- Clarify expectations as needed
- Review factor descriptors and discriminators
- Discuss areas of improvement if needed
Roles and responsibilities for the Mid-Point Review discussion:

**Employees**
- Review contribution expectations
- Prepare to discuss accomplishments and contributions to date
- Prepare to discuss potential changes needed or obstacles to success
- Ask questions

**Supervisor**
- Schedule meeting
- Review mission, goals, plans, priorities, PRD
- Modify contribution expectations if needed
- Discuss areas of success and ways to improve if required
- Expectations for continued success
End-of-Cycle discussion will include:

- Final Supervisor Assessment, Factor Scores and Overall Contribution Score (OCS)
- Contribution Rate Increase (CRI)
- Contribution Award (CA)
- Areas of success and opportunities for greater contribution
- Areas for improvement
Roles and responsibilities for the End-of-Cycle discussion:

**Employees**
- Review accomplishments
- Understand the appraisal and Pay Pool processes

**Supervisor**
- Schedule meeting
- Communicate final outcomes of the Pay Pool Process
- Discuss performance of the previous period
- Discuss areas of success and ways to improve if required
# CONTRIBUTION & COMPENSATION

## Contribution Factors

<table>
<thead>
<tr>
<th>Factor Descriptors</th>
<th>NH</th>
<th>NJ</th>
<th>NK</th>
<th>Discriminators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problem Solving</td>
<td>Level I</td>
<td>Level I</td>
<td>Level I</td>
<td>▪ Scope / Impact</td>
</tr>
<tr>
<td></td>
<td>Level II</td>
<td>Level II</td>
<td>Level II</td>
<td>▪ Complexity / Difficulty</td>
</tr>
<tr>
<td></td>
<td>Level III</td>
<td>Level III</td>
<td>Level III</td>
<td>▪ Independence</td>
</tr>
<tr>
<td></td>
<td>Level IV</td>
<td>Level IV</td>
<td>Level III</td>
<td>▪ Creativity</td>
</tr>
<tr>
<td>Teamwork/Cooperation</td>
<td>Level I</td>
<td>Level I</td>
<td>Level I</td>
<td>▪ Scope of Team Effort</td>
</tr>
<tr>
<td></td>
<td>Level II</td>
<td>Level II</td>
<td>Level II</td>
<td>▪ Contribution to Team</td>
</tr>
<tr>
<td></td>
<td>Level III</td>
<td>Level III</td>
<td>Level III</td>
<td>▪ Effectiveness</td>
</tr>
<tr>
<td>Customer Relations</td>
<td>Level I</td>
<td>Level I</td>
<td>Level I</td>
<td>▪ Breadth of Influence</td>
</tr>
<tr>
<td></td>
<td>Level II</td>
<td>Level II</td>
<td>Level II</td>
<td>▪ Customer Needs</td>
</tr>
<tr>
<td></td>
<td>Level III</td>
<td>Level III</td>
<td>Level III</td>
<td>▪ Customer Interaction Level</td>
</tr>
<tr>
<td>Leadership/Supervision</td>
<td>Level I</td>
<td>Level I</td>
<td>Level I</td>
<td>▪ Leadership Role</td>
</tr>
<tr>
<td></td>
<td>Level II</td>
<td>Level II</td>
<td>Level II</td>
<td>▪ Breadth of Influence</td>
</tr>
<tr>
<td></td>
<td>Level III</td>
<td>Level III</td>
<td>Level III</td>
<td>▪ Mentoring / Employee Development</td>
</tr>
<tr>
<td>Communications</td>
<td>Level I</td>
<td>Level I</td>
<td>Level I</td>
<td>▪ Level of Interaction (Audience)</td>
</tr>
<tr>
<td></td>
<td>Level II</td>
<td>Level II</td>
<td>Level II</td>
<td>▪ Written</td>
</tr>
<tr>
<td></td>
<td>Level III</td>
<td>Level III</td>
<td>Level III</td>
<td>▪ Oral</td>
</tr>
<tr>
<td>Resource Management</td>
<td>Level I</td>
<td>Level I</td>
<td>Level I</td>
<td>▪ Scope of Responsibility</td>
</tr>
<tr>
<td></td>
<td>Level II</td>
<td>Level II</td>
<td>Level II</td>
<td>▪ Planning / Budgeting</td>
</tr>
<tr>
<td></td>
<td>Level III</td>
<td>Level III</td>
<td>Level III</td>
<td>▪ Execution / Efficiency</td>
</tr>
</tbody>
</table>
Each factor provides expected performance criteria:

Career Path: NH – Business Management & Technical Management Professional

Factor: Leadership/Supervision

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately. Descriptors indicate the type of contribution appropriate for the high end of each level. Descriptors are not to be used individually to assess contributions, but rather are to be taken as a group to derive a single evaluation of the factor.
### CONTRIBUTION & COMPENSATION
Descriptors And Discriminators

NH – Business Management & Technical Management  Professional Factor: Leadership and Supervision

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## CONTRIBUTION & COMPENSATION
### Broadband Level Point Ranges

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<th>Levels</th>
<th>Rating</th>
<th>NH Point Range</th>
<th>NJ Point Range</th>
<th>NK Point Range</th>
</tr>
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<tbody>
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<td>IV</td>
<td>Very High</td>
<td>115</td>
<td>95</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td>High</td>
<td>96 – 100</td>
<td>79 – 83</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Med</td>
<td>84 – 95</td>
<td>67 – 78</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Low</td>
<td>79 – 83</td>
<td>61 – 66</td>
<td>--</td>
</tr>
<tr>
<td>III</td>
<td>High</td>
<td>79 – 83</td>
<td>62 – 66</td>
<td>57 – 61</td>
</tr>
<tr>
<td></td>
<td>Med</td>
<td>67 – 78</td>
<td>52 – 61</td>
<td>47 – 56</td>
</tr>
<tr>
<td></td>
<td>Low</td>
<td>61 – 66</td>
<td>43 – 51</td>
<td>38 – 46</td>
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<tr>
<td>II</td>
<td>High</td>
<td>62 – 66</td>
<td>47 – 51</td>
<td>42 – 46</td>
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<tr>
<td></td>
<td>Med High</td>
<td>51 – 61</td>
<td>41 – 46</td>
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<td>41 – 50</td>
<td>36 – 40</td>
<td>30 – 41</td>
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<tr>
<td></td>
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<td>30 – 40</td>
<td>30 – 35</td>
<td>--</td>
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<td>Low</td>
<td>22 – 29</td>
<td>22 – 29</td>
<td>22 – 29</td>
</tr>
<tr>
<td></td>
<td>Med</td>
<td>06 – 23</td>
<td>06 – 23</td>
<td>06 – 23</td>
</tr>
<tr>
<td></td>
<td>Low</td>
<td>00 – 05</td>
<td>00 – 05</td>
<td>00 – 05</td>
</tr>
</tbody>
</table>
- Joe Contributor
- NH-0801-III, General Engineer
- Base Salary - $66,903
CONTRIBUTION & COMPENSATION
The “Rails”

Base Pay of $66,903 equates to Expected OCS of 67; Expected Contribution Range includes +/- 4 OCS points.
Calculate your Expected Contribution Range (ECR) for the year using a calculator found at the AcqDemo website.

### Expected Contribution Range Calculator

<table>
<thead>
<tr>
<th>Base Salary Only</th>
<th>Expected Contribution Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Base Salary</td>
<td>$66,903</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
## CONTRIBUTION & COMPENSATION
### Determining Categorical Scores

<table>
<thead>
<tr>
<th>NH Contribution Matrix</th>
<th>Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Problem Solving</td>
</tr>
<tr>
<td>Very High</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td></td>
</tr>
<tr>
<td>Med</td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>Level IV</td>
<td>High (79 – 83)</td>
</tr>
<tr>
<td></td>
<td>Med (67 – 78)</td>
</tr>
<tr>
<td></td>
<td>Low (61 – 66)</td>
</tr>
<tr>
<td>Level III</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>M/H</td>
</tr>
<tr>
<td></td>
<td>Med</td>
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<tr>
<td></td>
<td>M/L</td>
</tr>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Level II</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>M/H</td>
</tr>
<tr>
<td></td>
<td>Med</td>
</tr>
<tr>
<td></td>
<td>M/L</td>
</tr>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Level I</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Med</td>
</tr>
<tr>
<td></td>
<td>Low</td>
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</table>
## CONTRIBUTION & COMPENSATION

### Determining Numerical Scores

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<td>Problem Solving</td>
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<tr>
<td>Very High</td>
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<tr>
<td>Level IV</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Med</td>
</tr>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Level III</td>
<td>High (79 – 83)</td>
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<tr>
<td></td>
<td>Med (67 – 78)</td>
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<td></td>
<td>Low (61 – 66)</td>
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<td></td>
<td>M/H</td>
</tr>
<tr>
<td></td>
<td>Med</td>
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<tr>
<td></td>
<td>M/L</td>
</tr>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>Level I</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Med</td>
</tr>
<tr>
<td></td>
<td>Low</td>
</tr>
</tbody>
</table>
CONTRIBUTION & COMPENSATION
Recommended Overall Contribution Score

Numerical Score of Each Factor:

Problem Solving – 79
Teamwork/Cooperation – 72
Customer Relations – 72
Leadership/Supervision – 69
Communication – 70
Resource Management – 79

441 / 6 = 74 Overall Contribution Score
Sample of Rated Level of Contribution

Base Pay for Rated OCS of 74 = $77,313 vs. Expected OCS of 67 = $66,903
(creates a Delta OCS of 7 points and Delta Salary of $10,410)
Salary Adjustment Guidelines

- Three forms of compensation available depending on the category into which employee falls (see chart below)
- General Pay Increase (GPI) may be reduced or denied
- Locality Pay is not at risk

<table>
<thead>
<tr>
<th>Compensation Category</th>
<th>General Pay Increase</th>
<th>Contribution Rating Increase</th>
<th>Contribution Award</th>
<th>Locality Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Can be given in full, reduced or denied</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Yes</td>
<td>Yes – up to 6%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>Yes</td>
<td>Yes – up to 20%</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Pay Pool Funding

- **Contribution Rating Increase (CRI)**
  - Equivalent to Element 1 of NSPS
  - Was intended to be consistent with funds historically spent in GS on within-grade increases, quality-step increases and promotions between grades that are now banded
  - Minimum of 2% of sum of base salaries on board as of September 30th

- **General Pay Increase (GPI)**
  - Equivalent to remainder of Element 2 of NSPS

- **Contribution Awards (CA)**
  - Equivalent to Element 3 of NSPS
  - Was intended to be consistent with funds historically spent in GS on performance awards
  - Minimum of 1% of base salaries on board as of September 30th
  - Will not exceed 90% of organization total awards budget
CONTRIBUTION & COMPENSATION
Payout Calculations

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

<table>
<thead>
<tr>
<th>Contributor</th>
<th>Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributor, Joe</td>
<td>$66,903</td>
</tr>
<tr>
<td>Blaine, Rick</td>
<td>$57,408</td>
</tr>
<tr>
<td>Munroe, Cora</td>
<td>$70,010</td>
</tr>
<tr>
<td>Wayne, Bruce</td>
<td>$45,243</td>
</tr>
<tr>
<td>Sayers, Rose</td>
<td>$70,010</td>
</tr>
</tbody>
</table>

Total Base Salaries = $309,574

2. Add all the base salaries for the Pay Pool’s total base salary.
3. Calculate pay pool dollars allocated for salary increases (CRI) and awards (CA) using percentages of Total Base Salary.

The minimum funding level for CRI is 2.0% and CA is 1.0%.

**CRI = $7,429**

\[
\text{Total Base Salary} \times \text{CRI Funding Level} = \text{CRI Pool} \\
$309,574 \times 2.4\% = $7,429
\]

**CA = $4,024**

\[
\text{Total Base Salary} \times \text{CA Funding Level} = \text{CA Pool} \\
$309,574 \times 1.3\% = $4,024
\]
CONTRIBUTION & COMPENSATION
Payout Calculations

4. Enter approved OCS and Target Salaries.

<table>
<thead>
<tr>
<th></th>
<th>Expected OCS</th>
<th>Approved OCS</th>
<th>Base Salary</th>
<th>Target Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributor, Joe</td>
<td>67</td>
<td>74</td>
<td>$66,903</td>
<td>$77,313</td>
</tr>
<tr>
<td>Blaine, Rick</td>
<td>59</td>
<td>63</td>
<td>$57,408</td>
<td>$62,151</td>
</tr>
<tr>
<td>Munroe, Cora</td>
<td>69</td>
<td>70</td>
<td>$70,010</td>
<td>$71,413</td>
</tr>
<tr>
<td>Wayne, Bruce</td>
<td>47</td>
<td>45</td>
<td>$45,243</td>
<td>$43,483</td>
</tr>
<tr>
<td>Sayers, Rose</td>
<td>69</td>
<td>63</td>
<td>$70,010</td>
<td>$62,151</td>
</tr>
</tbody>
</table>

5. Determine the Delta OCS and Delta Salaries.

<table>
<thead>
<tr>
<th></th>
<th>Expected OCS</th>
<th>Approved OCS</th>
<th>Delta OCS</th>
<th>Base Salary</th>
<th>Target Salary</th>
<th>Delta Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contributor, Joe</td>
<td>67</td>
<td>74</td>
<td>7</td>
<td>$66,903</td>
<td>$77,313</td>
<td>$10,410</td>
</tr>
<tr>
<td>Blaine, Rick</td>
<td>59</td>
<td>63</td>
<td>4</td>
<td>$57,408</td>
<td>$62,151</td>
<td>$4,743</td>
</tr>
<tr>
<td>Munroe, Cora</td>
<td>69</td>
<td>70</td>
<td>1</td>
<td>$70,010</td>
<td>$71,413</td>
<td>$1,403</td>
</tr>
<tr>
<td>Wayne, Bruce</td>
<td>47</td>
<td>45</td>
<td>-2</td>
<td>$45,243</td>
<td>$43,483</td>
<td>($1,760)</td>
</tr>
<tr>
<td>Sayers, Rose</td>
<td>69</td>
<td>63</td>
<td>-6</td>
<td>$70,010</td>
<td>$62,151</td>
<td>($7,859)</td>
</tr>
</tbody>
</table>

Total Positive Delta Salary = $16,556

7. Calculate percent of Delta Salary to be given.

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

$7,429 ÷ $16,556 = 44.87195\%$ of Positive Delta Salary for CRI

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

$4,024 ÷ $16,556 = 24.30539\%$ of Positive Delta Salary for CA
8. Calculate approved CRI and CA.

<table>
<thead>
<tr>
<th>Contributor, Joe</th>
<th>Expected OCS</th>
<th>Approved OCS</th>
<th>Delta OCS</th>
<th>Base Salary</th>
<th>Target Salary</th>
<th>Delta Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>67</td>
<td>74</td>
<td>7</td>
<td>$66,903</td>
<td>$77,313</td>
<td>$10,410</td>
</tr>
</tbody>
</table>

\[
\text{Delta Salary} \times \text{Percent of Delta Salary for CRI} = \text{Contribution Rating Increase}
\]

\[
$10,410 \times 44.87195\% = \$4,671
\]

\[
\text{Delta Salary} \times \text{Percent of Delta Salary for CA} = \text{Contribution Award}
\]

\[
$10,410 \times 24.30539\% = \$2,530
\]
CONTRIBUTION & COMPENSATION
CCAS Results – Part I Form

Part I: CCAS Salary Appraisal Form

Name: Joe Contributor
Series: 0801
CAS2Net ID: 123456
Broadband Level: III
Organization:
Career Path: NH
Retained Pay: No
Presumptive: None
Appraisal Period:
From: 1-Oct-09
To: 30-Sep-10

This graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the Upper and Lower Rails. The middle line is the SPL. The point is the Employee Appraisal.

Employee Contribution Pay Comparison Chart

<table>
<thead>
<tr>
<th>Overall Contribution Score</th>
<th>Upper Rail OCS</th>
<th>Next Year's Expected SPL OCS</th>
<th>SPL OCS</th>
<th>Lower Rail OCS</th>
</tr>
</thead>
<tbody>
<tr>
<td>74</td>
<td>63</td>
<td>68</td>
<td>67</td>
<td>71</td>
</tr>
</tbody>
</table>

Compensation Detail

- $85,903 Current Rate of Basic Pay
- $5,671 CRI Increase @ 6.66%
- $71,574 New Rate of Basic Pay
- $10,135 Locality Pay @ 14.16%
- $81,709 New Total Salary
- $2,530 Contribution Award

Remarks

3-Dec-10
Date

Pay Pool Manager
Date

Employee Signature
Date

OCS & rail positions
Identifying info
Signatures
Pay info
Remarks
CONTRIBUTION & COMPENSATION
CCAS Results – Part I Form

Appraisal Detail
Overall Contribution Score 74
Next Year's Expected SPL OCS 68

Upper Rail OCS 63
SPL OCS 67
Lower Rail OCS 71

Employee Contribution Pay Comparison Chart
The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the Upper and Lower Rails. The middle line is the SPL. The point is the Employee Appraisal.

Compensation Detail
$66,903 Current Rate of Base Pay
+ $ 4,671 CRI Increase 6.98%
+ $10,135 Locality Pay @ 14.16%
= $81,709 New Total Salary
$ 2,530 Contribution Award

Remarks
Individual **factor** scores:

### Part I: CCAS Salary Appraisal Form

<table>
<thead>
<tr>
<th>Name:</th>
<th>Joe Contributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAS2Net ID:</td>
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<tr>
<td>Organization:</td>
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<tr>
<td>Career Path:</td>
<td>NH</td>
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<td>Series:</td>
<td>0801</td>
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<td>Broadband Level:</td>
<td>III</td>
</tr>
<tr>
<td>Retained Pay:</td>
<td>No</td>
</tr>
<tr>
<td>Presumptive:</td>
<td>None</td>
</tr>
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<td>Appraisal Period:</td>
<td>From: 1-Oct-09</td>
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<td></td>
<td>To: 30-Sep-10</td>
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</table>

<table>
<thead>
<tr>
<th>Factor</th>
<th>Category Score</th>
<th>Final Score</th>
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<tbody>
<tr>
<td>Problem Solving</td>
<td>3H</td>
<td>79</td>
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<tr>
<td>Teamwork</td>
<td>3M</td>
<td>72</td>
</tr>
<tr>
<td>Customer Relations</td>
<td>3M</td>
<td>72</td>
</tr>
<tr>
<td>Leadership</td>
<td>3M</td>
<td>69</td>
</tr>
<tr>
<td>Communications</td>
<td>3M</td>
<td>70</td>
</tr>
<tr>
<td>Resource Management</td>
<td>3H</td>
<td>79</td>
</tr>
</tbody>
</table>

| OCS                     |                | 74          |
Goal of System: Proper compensation for contribution to mission effectiveness

Inadequate contribution could result in:
- Reassignment
- Reduction in Pay
- Removal from Federal Service
Contribution Improvement Plans (CIP’s) should be considered in the case of employees whose contributions to mission accomplishment are inadequate.

There are two types of situations where inadequate contribution could call for a CIP:

- Mandatory
- Optional
**CONTRIBUTION & COMPENSATION**

**Inadequate Contribution**

- **Situation 1:** When an employee’s contribution *in any factor* is numerically at or less than the midpoint of the next lower broadband level (for broadband Level I employees, a score of 0 in any factor), *a CIP must be issued.*

Example: NH-III Employee with ratings at or below mid-point of NH-II BB Level

<table>
<thead>
<tr>
<th>BB Lvl</th>
<th>Problem Solving</th>
<th>Teamwork/Cooperation</th>
<th>Customer Relations</th>
<th>Leadership/Supervision</th>
<th>Commun.</th>
<th>Resource Mgt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midpoint 72</td>
<td>IV Very High</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>High</td>
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<td></td>
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</tr>
<tr>
<td>Midpoint 44</td>
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<td></td>
<td>80</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Med</td>
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<td></td>
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<tr>
<td>Midpoint 15</td>
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<td>M-H</td>
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<td></td>
<td>Low</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Table 3. Sample Contribution for Business Management and Technical Management Professionals
Situation 2: When the overall contribution score places the employee in the “A” region, the CIP is Optional, therefore the rating official has a decision to make:

- The supervisor may decide not to issue a CIP, documenting this decision in a memorandum for record, and a copy of the memo provided to the employee and to higher management; or

- The supervisor may decide to issue a CIP, notifying the employee in writing that unless the contribution increases to—and is sustained at—a higher level, the employee may be reduced in pay, reassigned, changed to a lower broadband level, or removed from Federal Service.
Establishing a Contribution Improvement Plan:

- Rating Official prepares Contribution Improvement Plan
  - Supervisors are advised to contact their HR Specialist for assistance
- Supervisor notifies employee in writing
- CIP must contain:
  - Specific areas in which the employee is inadequately contributing
  - Standards for adequate contribution
  - Actions required of the employee
  - Time in which contribution improvement must be accomplished
  - Assistance from the service or agency
  - Consequences of failure to improve
- Employee must sustain adequate contribution for two years
Employees May Grieve:
- OCS Rating

Process:
- Through a Collective Bargaining Agreement; or
- Administrative Grievance Procedure (5 CFR 771) as supplemented by local procedures
  - Employee submits grievance to Supervisor
  - Supervisor provides recommendation to Pay Pool Panel
  - Pay Pool Panel may accept recommendation or reach independent decision
  - Pay pool decision is final unless employee requires reconsideration by next higher official to Pay Pool Manager
  - Next higher official renders final decision
VI. THE WAY FORWARD

- Transition Summary
- Transition Support
Ongoing – AcqDemo Program Office and NSPS Transition Office developing guidance/resolving issues

Now through May 2011 –
  – Transition Teams preparing organizations
  – Training being delivered

March/April 2011 – Conduct NSPS interim assessment

May 22, 2011 – Convert from NSPS to AcqDemo

May/June 2011 – Establish AcqDemo contribution expectations

September 30, 2011 – End of first AcqDemo rating cycle
  – Review contributions with employees; prepare assessments
  – Communicate new cycle contribution expectations

October – December 2011 - Pay Pool Deliberations

January 2012 – Issue first AcqDemo rating/payout
Program Office Support

- Transition Guidance
  - Transition Guide
  - Checklist
  - Bi-Weekly Teleconference

- Operating Procedures

- AcqDemo Website
  - Reference Material
  - Tutorial
  - Newsletters

- Training
  - Senior Leader Brief
  - HR Training
  - Employee Training
  - Future Training TBD

Questions? Contact your local transition team or submit to:

DoD AcqDemo Helpdesk
- AcqDemo.Helpdesk@dau.mil

Visit DoD AcqDemo Website for latest transition information updates
Transition to
DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)

Questions?
Transition to
DoD Civilian Acquisition Workforce
Personnel Demonstration Project (AcqDemo)

Please complete the
Class Evaluation

Thank you for attending!