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

Employee Orientation Briefing

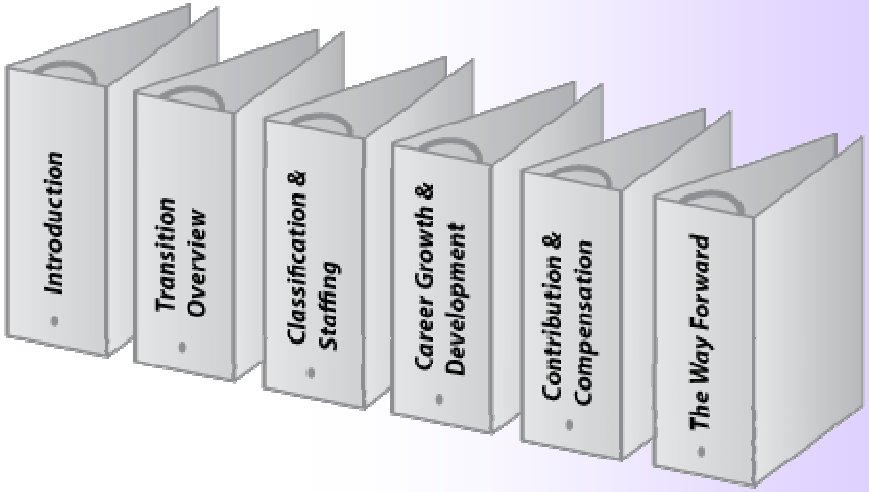
Presented by AcqDemo Program Office
Winter/Spring - 2011

ADMINISTRATIVE

- Cell Phones
- Rest Rooms
- Breaks
- Questions

OUTLINE

- Introduction
- Transition Overview
- Classification & Staffing
- Career Growth & Development
- Contribution & Compensation
- The Way Forward



I. INTRODUCTION

- Course Objectives
- Legislative History
- Purpose of AcqDemo

Course Objectives

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)

INTRODUCTION
Legislative NDAA History

- 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

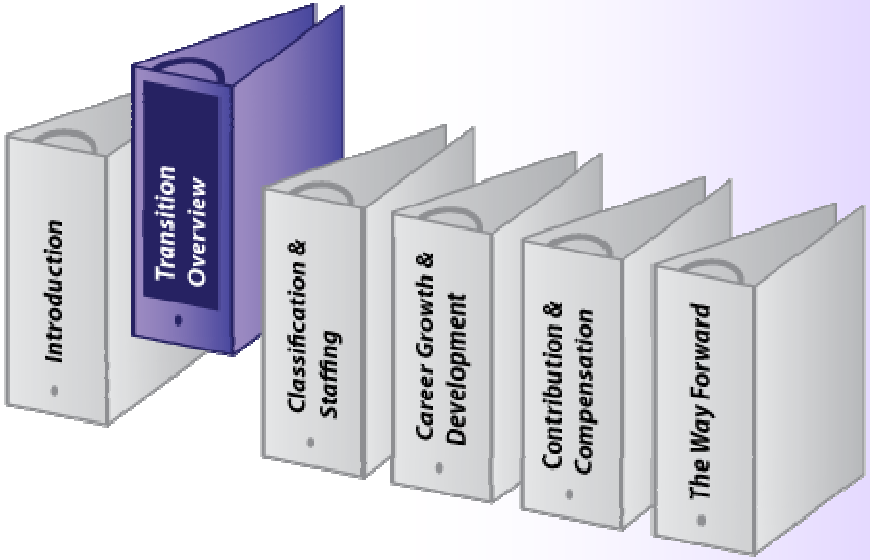
- FY 2010 – Directs NSPS termination and the transition of employees to the personnel system that last applied
- FY 2011 – Extends the duration of AcqDemo through FY 2017

"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 OVERVIEW
Key Highlights

- 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

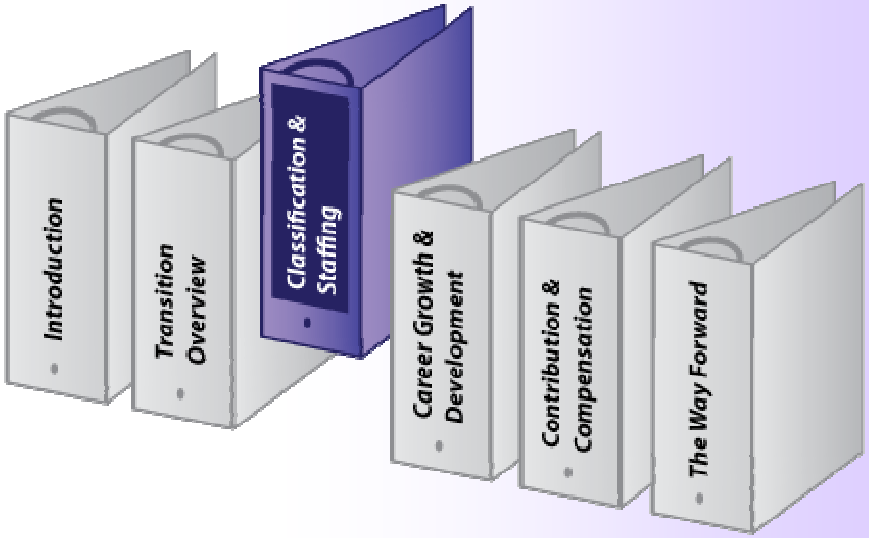
All remain the same!

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



CLASSIFICATION & STAFFING
Terminology Crosswalk

NSPS	ACQDEMO
Occupational Code	**Occupational Series**
Career Group Standard Science & Engineering Medical Fire & Protective Service	**Career Path** Business Management and Technical Management Professional Technical Management Support Administrative Support
Pay Schedule YA, YB, YC, YD, …..YP	**Pay Schedule** NH, NJ, NK
Pay Band 1, 2, 3, 4	**Broadband** I, II, III, IV
Position Description (PD)	**Position Requirements Document (PRD)**

CLASSIFICATION & STAFFING
Broadbands

BUSINESS AND TECHNICAL MANAGEMENT PROFESSIONAL (NH)			
I $17,803 - 31,871 (GS 1- 4)	II $27,431 - 65,371 (GS 5 – 11)	III $60,274 - 93,175 (GS 12 – 13)	IV $84,697 -129,517 (GS 14 – 15)

TECHNICAL MANAGEMENT SUPPORT (NJ)			
I $17,803 - 31,871 (GS 1- 4)	II $27,431 - 48,917 (GS 5 – 8)	III $41,563 - 65,371 (GS 9 – 11)	IV $60,274 - 93,175 (GS 12 – 13)

ADMINISTRATIVE SUPPORT (NK)		
I $17,803 - 31,871 (GS 1- 4)	II $27,431 - 44,176 (GS 5 – 7)	III $37,631 - 59,505 (GS 8 – 10)

2011 ACQDEMO BROADBAND TABLE
(w/o Locality Pay)

Career Path and Broadband Placement

- 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

Factors

Problem Solving	**Leadership/Supervision**
Teamwork/Cooperation	**Communication**
Customer Relations	**Resource Management**

- 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

CLASSIFICATION & STAFFING
Descriptors And Discriminators

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

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
• Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.	Leadership Role
• Proactively guides, coordinate, and consults with others to accomplish projects.	Breadth of Influence
• Identifies and pursues individual/team development opportunities.	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.	Leadership Role
• 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.	Breadth of Influence
• Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	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)

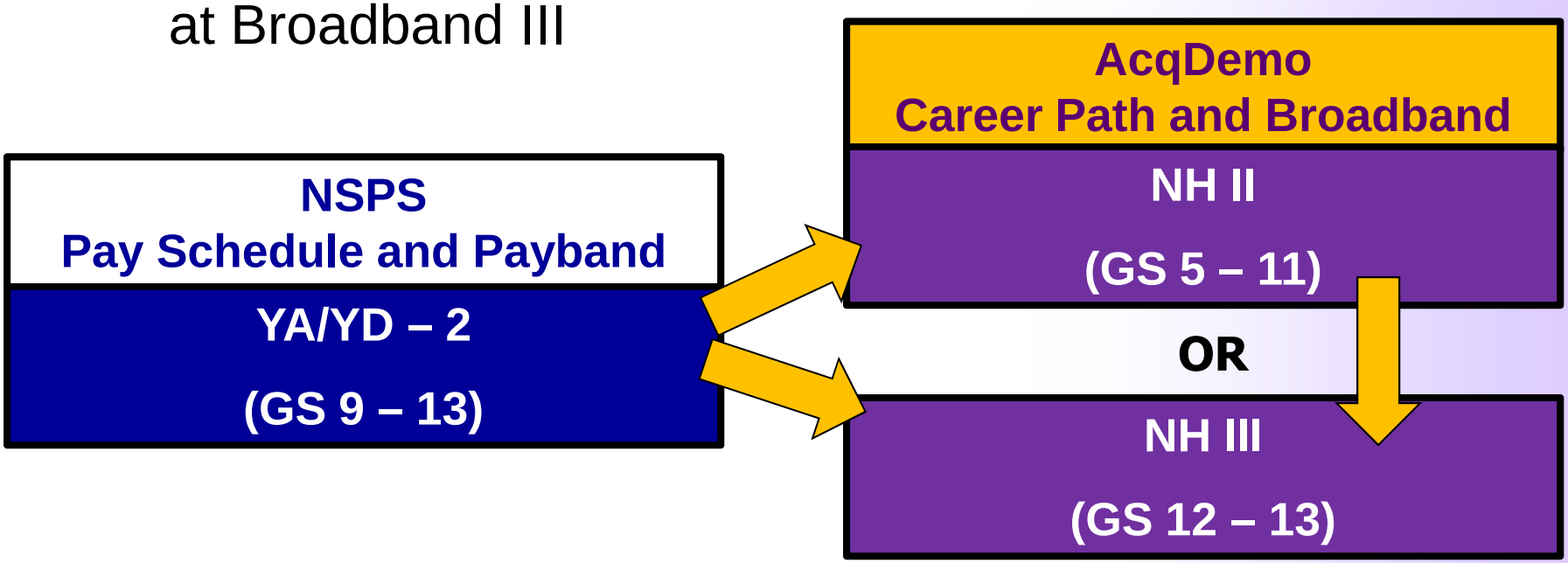
Position Requirements Document

- 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

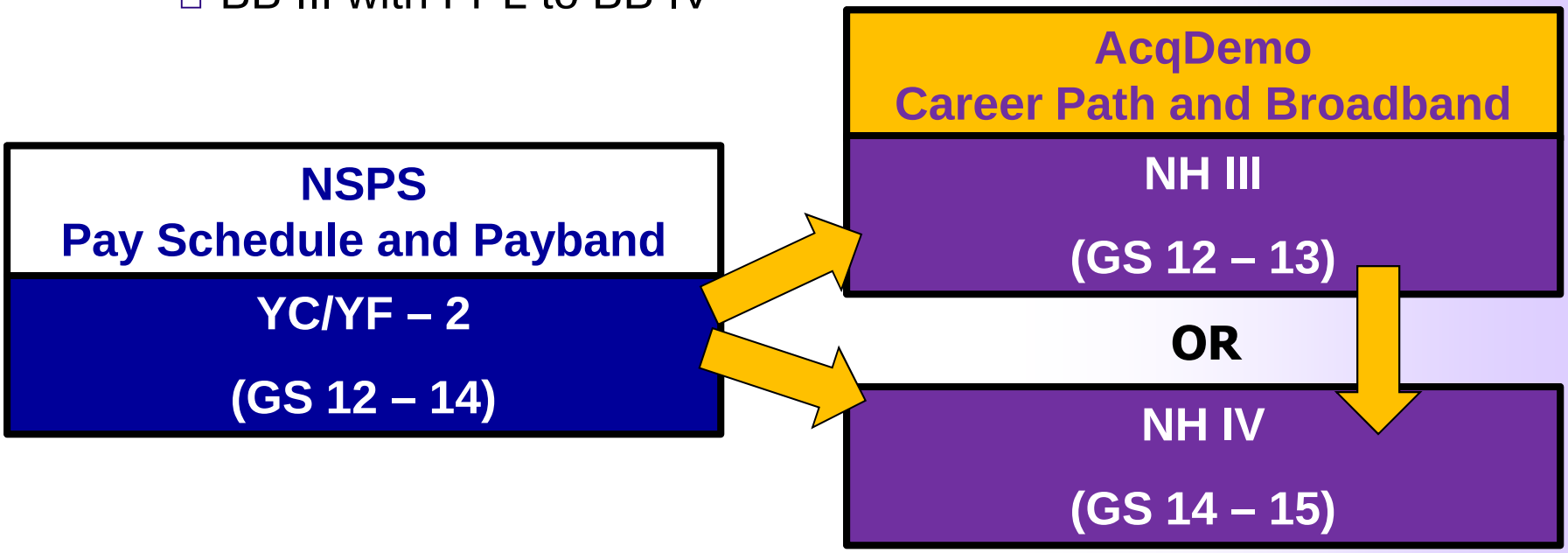
- Pay Band 3 Converts to NH-IV
- Duties/Responsibilities are equivalent

NSPS Pay Schedule and Payband	AcqDemo Career Path and Broadband
YA/YC/YD/YF – 03 (GS 14 – 15)	NH – IV (GS 14 – 15)

- 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



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

CLASSIFICATION & STAFFING
Internal Placement

- 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

NH			
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NK			
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Promotion

Lower Move

Reassignment

Reassignment

Promotion

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

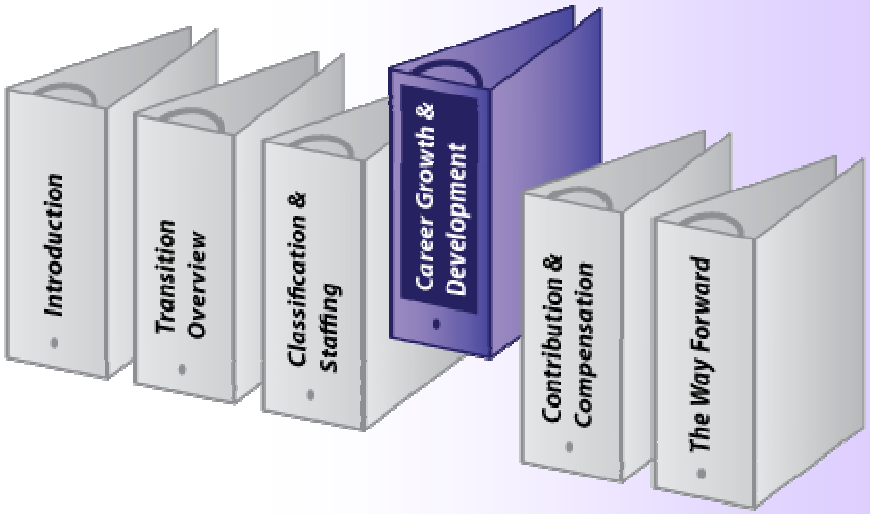
- Not a Provision of AcqDemo:
  - Accelerated Compensation for Developmental Positions (ACDP)
  - Reassignment Pay Increase (up to 5%)
  - Target Local Market Supplement (Special Salary Rate)

Revised Reduction-in-Force (RIF) Procedures

- Tenure and Veterans' Preference
  - Same as GS, per Title 5
- Competitive Areas
  - Separate area for AcqDemo employees
- Single Round vs. "Bump and Retreat"

IV. CAREER GROWTH AND DEVELOPMENT

- Scholastic Achievement Appointment Authority
- Academic Degree & Certificate Training
- Sabbaticals
- Voluntary Emeritus Program



CAREER GROWTH & DEVELOPMENT
Scholastic Achievement Appointment Authority

- 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

CAREER GROWTH & DEVELOPMENT
Academic Degree & Certificate Training

- 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

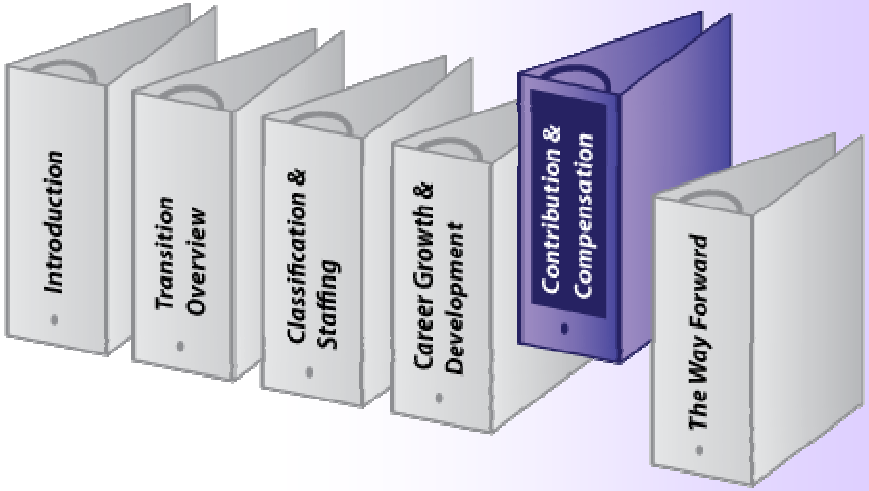
- Sabbaticals
  - Local authority approval
  - 3-12 month duration
  - Available to AcqDemo employees with 7+ years experience
  - Results in a product, service, report or study that benefits the acquisition community and increases the employee's effectiveness
  - Component specific guidance

CAREER GROWTH & DEVELOPMENT
Voluntary Emeritus Program

- 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



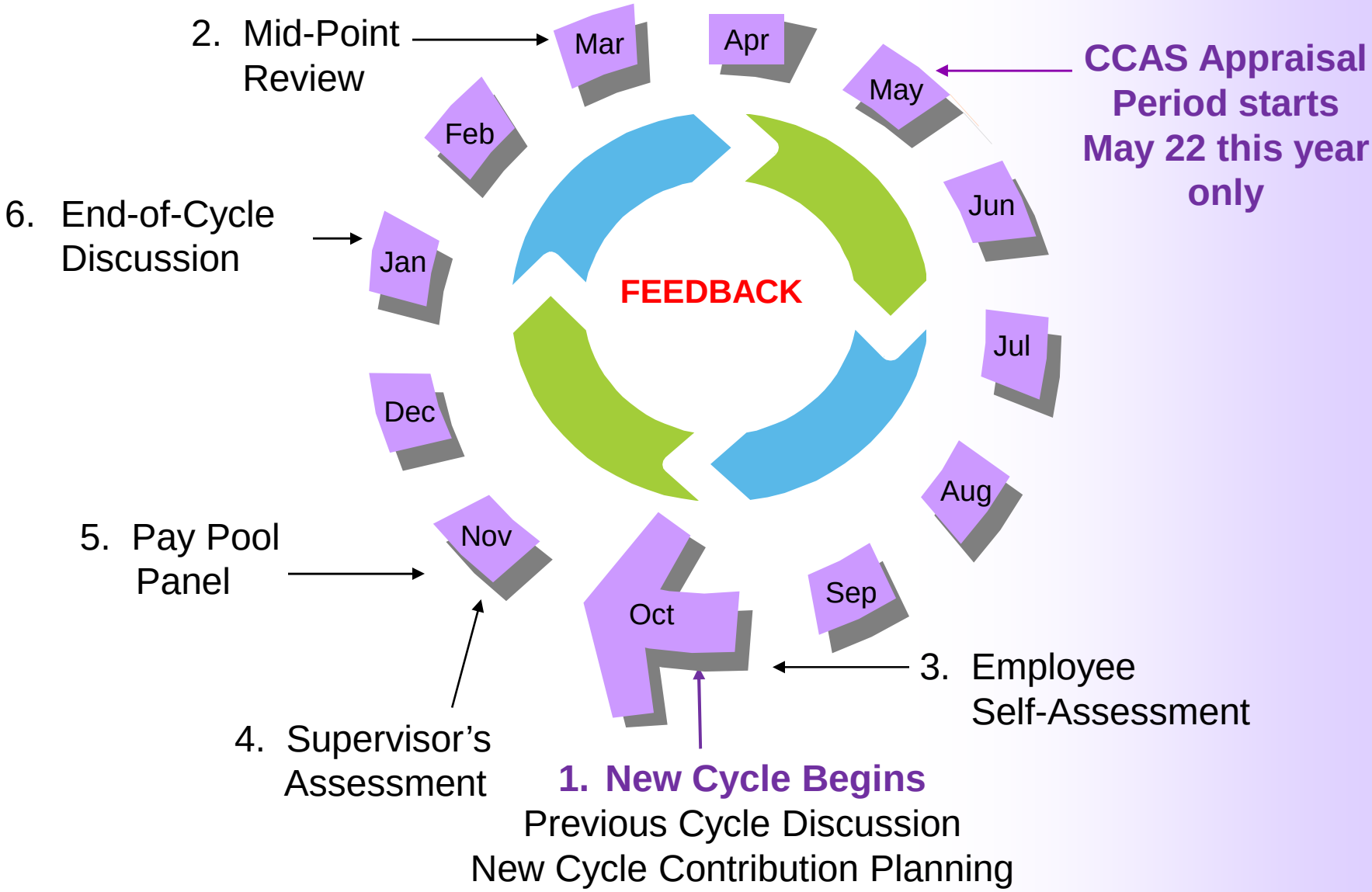
CONTRIBUTION & COMPENSATION
Changes in Terms and Definitions

NSPS	AcqDemo
Performance	Contribution
Performance Review Authority (PRA)	Personnel Policy Board (PPB)
Performance Appraisal System (PAA)	CAS2Net
5 Rating Levels	Overall Contribution Score (OCS)
Element 1 – Salary	Contribution Rating Increase (CRI)
Element 3 – Bonus	Contribution Award (CA)
Rate Range Increase	General Pay Increase
Local Market Supplement	Locality Pay

Personnel Policy Board

- 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



- 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

Factor Descriptors	NH	NJ	NK	Discriminators
Problem Solving	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	▪ Scope / Impact ▪ Complexity / Difficulty ▪ Independence ▪ Creativity
Teamwork/Cooperation	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	▪ Scope of Team Effort ▪ Contribution to Team ▪ Effectiveness
Customer Relations	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	▪ Breadth of Influence ▪ Customer Needs ▪ Customer Interaction Level
Leadership/Supervision	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	▪ Leadership Role ▪ Breadth of Influence ▪ Mentoring / Employee Development
Communications	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	▪ Level of Interaction (Audience) ▪ Written ▪ Oral
Resource Management	Level I Level II Level III Level IV	Level I Level II Level III Level IV	Level I Level II Level III	▪ Scope of Responsibility ▪ Planning / Budgeting ▪ Execution / Efficiency

- 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

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems.	Leadership Role
Proactively guides, coordinate, and consults with others to accomplish projects.	Breadth of Influence
Identifies and pursues individual/team development opportunities.	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.	Leadership Role
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.	Breadth of Influence
Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	Mentoring / Employee Development

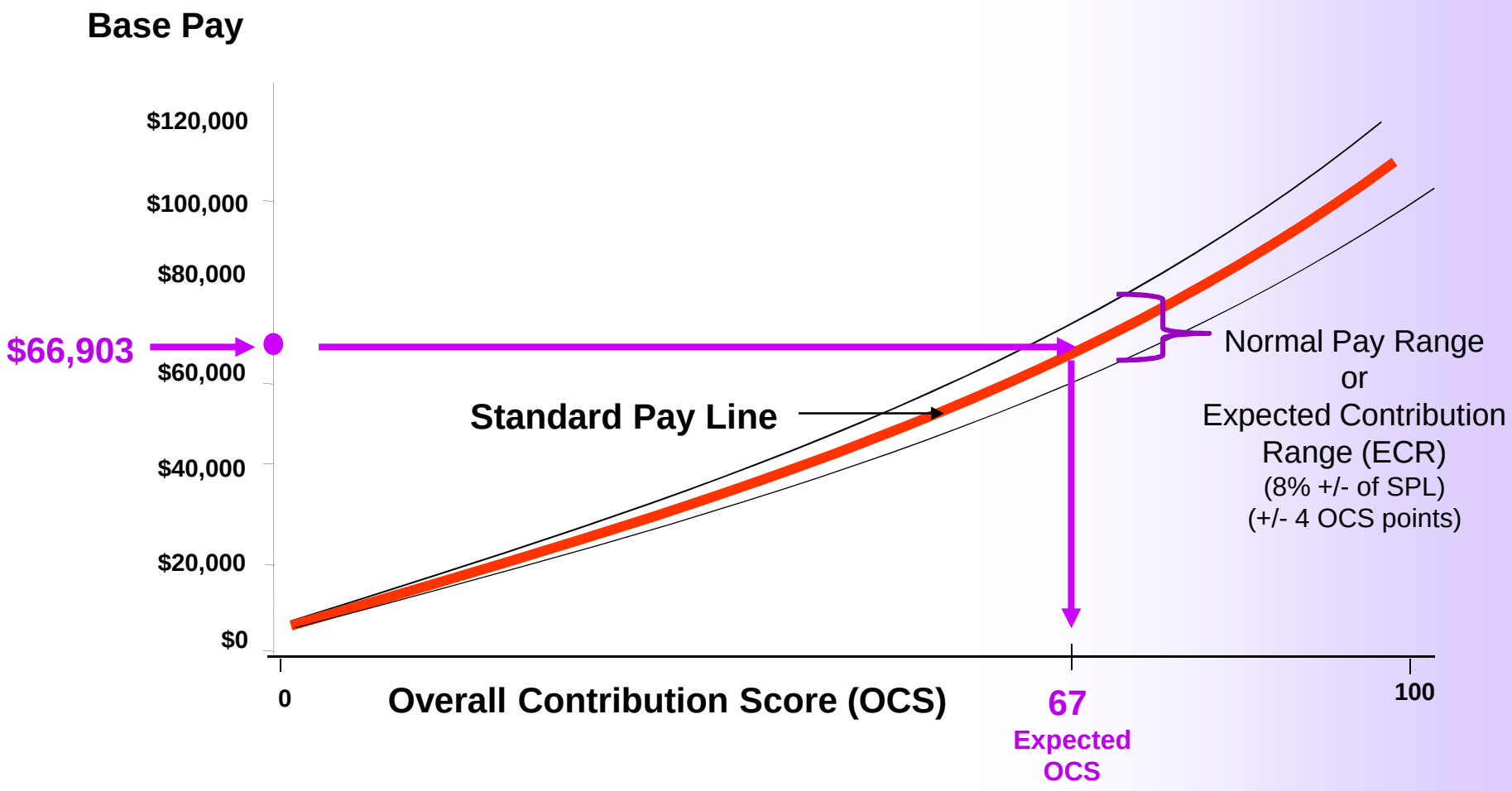
CONTRIBUTION & COMPENSATION
Broadband Level Point Ranges

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

CONTRIBUTION & COMPENSATION
Sample Employee

- 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

Base Salary Only

			Expected Contribution Range		
			Upper Rail	**SPL**	**Lower Rail**
Enter Base Salary	$66,903	Expected Contribution Range =	63	67	71

CONTRIBUTION & COMPENSATION
Determining Categorical Scores

NH Contribution Matrix		Factors					
		Problem Solving	Teamwork/ Cooperation	Customer Satisfaction	Leadership/ Supervision	Communi-cation	Resource Management
	Very High						
Level IV	High						
	Med						
	Low						
Level III	High (79 – 83)	*3H*					*3H*
	Med (67 – 78)		*3M*	*3M*	*3M*	*3M*	
	Low (61 – 66)						
Level II	High						
	M/H						
	Med						
	M/L						
	Low						
Level I	High						
	Med						
	Low						

CONTRIBUTION & COMPENSATION
Determining Numerical Scores

NH Contribution Matrix		Factors					
		Problem Solving	Teamwork/ Cooperation	Customer Satisfaction	Leadership/ Supervision	Communi-cation	Resource Management
	Very High						
Level IV	High						
	Med						
	Low						
Level III	High (79 – 83)	*3H (79)*					*3H (79)*
	Med (67 – 78)		*3M (72)*	*3M (72)*	*3M (69)*	*3M (70)*	
	Low (61 – 66)						
Level II	High						
	M/H						
	Med						
	M/L						
	Low						
Level I	High						
	Med						
	Low						

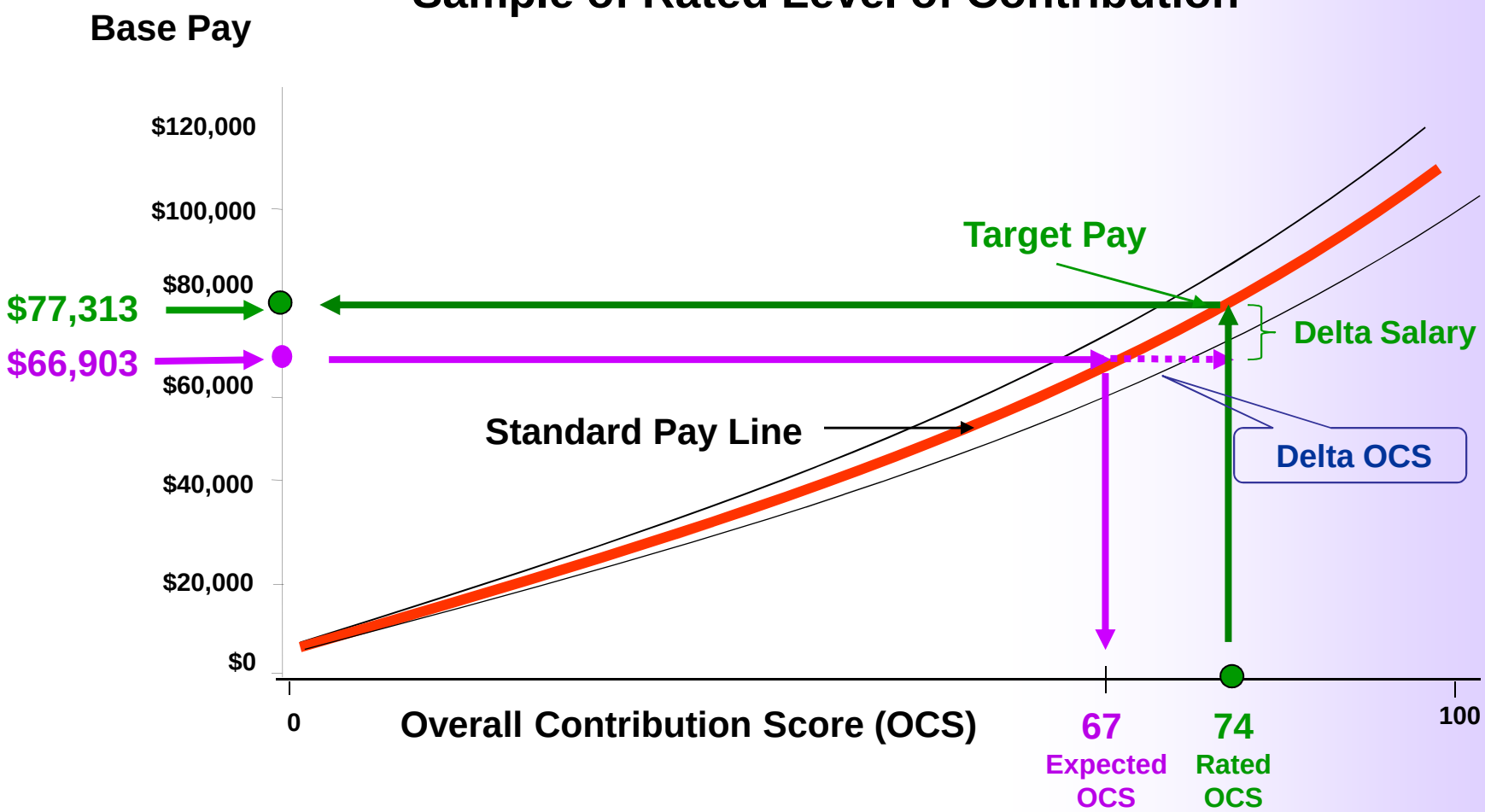
Numerical Score of Each Factor:

Problem Solving – 79
Teamwork/Cooperation – 72
Customer Relations – 72
Leadership/Supervision – 69
Communication – 70
Resource Management – 79
441

441 / 6 = 74 **Overall Contribution Score**

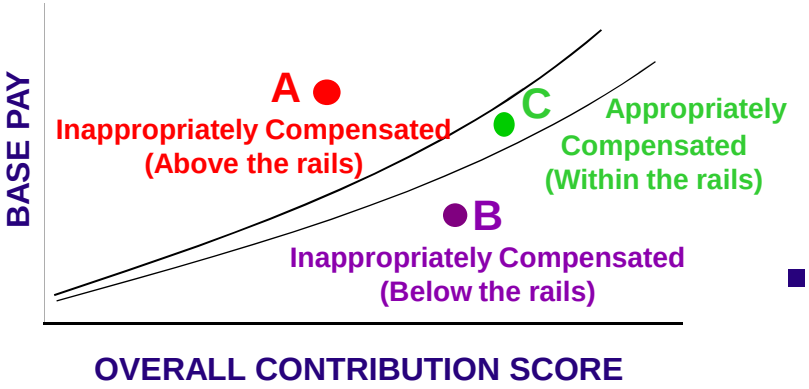
CONTRIBUTION & COMPENSATION
Final Overall Contribution Score

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

Compensation Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay
A	Can be given in full, reduced or denied	No	No	Yes
C	Yes	Yes – up to 6%	Yes	Yes
B	Yes	Yes – up to 20%	Yes	Yes

- 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

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

	Base Salary
Contributor, Joe	$66,903
Blaine, Rick	$57,408
Munroe, Cora	$70,010
Wayne, Bruce	$45,243
Sayers, Rose	$70,010

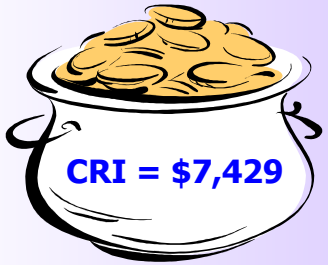
Total Base Salaries = $309,574

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%.

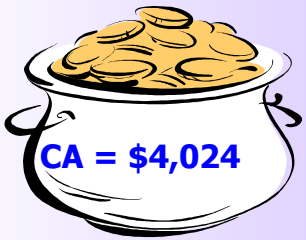
Total Base Salary * CRI Funding Level = CRI Pool

$309,574 X 2.4% = $7,429



Total Base Salary * CA Funding Level = CA Pool

$309,574 X 1.3% = $4,024



CONTRIBUTION & COMPENSATION
Payout Calculations

4. Enter approved OCS and Target Salaries.

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

5. Determine the Delta OCS and Delta Salaries.

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

Total Positive Delta Salary = $16,556

6. Calculate total *positive* Delta Salary.

7. Calculate percent of Delta Salary to be given.

Available Dollars for CRI ÷ Total Positive Delta = <u>Percent for CRI Payout</u>

Total Positive Delta Salary of $16,556

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

Available Dollars for CA ÷ Total Positive Delta = <u>Percent for CA Payout</u>

Total Positive Delta Salary of $16,556

$4,024÷ $16,556= 24.30539% of Positive Delta Salary for CA

8. Calculate approved CRI and CA.

	Expected OCS	Approved OCS	Delta OCS	Base Salary	Target Salary	Delta Salary
Contributor, Joe	67	74	7	$66,903	$77,313	$10,410

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

$10,410 X 44.87195% = $4,671

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

$10,410 X 24.30539% = $2,530

CONTRIBUTION & COMPENSATION
CCAS Results – Part I Form

Identifying info

Signatures

OCS & rail positions

OCS plotted

Part I: CCAS Salary Appraisal Form

Name:	Joe Contributor	**Series:**	0801	**Appraisal Period:**	
CAS2Net ID:	12345	**Broadband Level:**	III	From:	1-Oct-09
Organization:		**Retained Pay:**	No	To:	30-Sep-10
Career Path:	NH	**Presumptive:**	None		

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

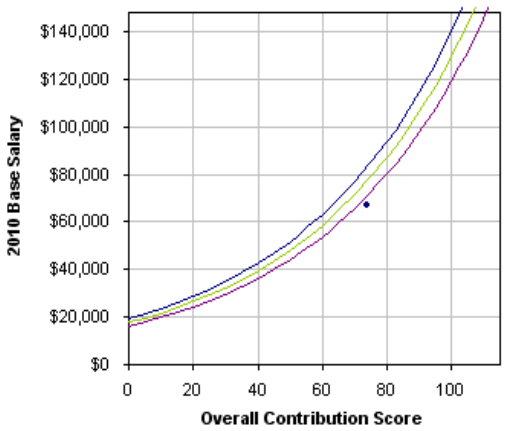
Pay Pool Manager	3-Dec-10 **Date**
	Date
	Date
Employee Signature	**Date**

Appraisal Detail

Overall Contribution Score	74	Upper Rail OCS	63
Next Year's Expected SPL OCS	68	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	
+	$ -	G Increase	0.0%
+	$ 4,671	CRI Increase	6.98%
=	**$71,574**	**New Rate of Basic Pay**	
+	$10,135	Locality Pay	@ 14.16%
=	**$81,709**	**New Total Salary**	
	$ 2,530	Contribution Award	

Remarks

Pay info

Remarks

CONTRIBUTION & COMPENSATION
CCAS Results – Part I Form

Appraisal Detail

Overall Contribution Score	74	Upper Rail OCS	63
Next Year's Expected SPL OCS	68	SPL OCS	67
		Lower Rail OCS	71

Employee Contribution Pay Comparison Chart

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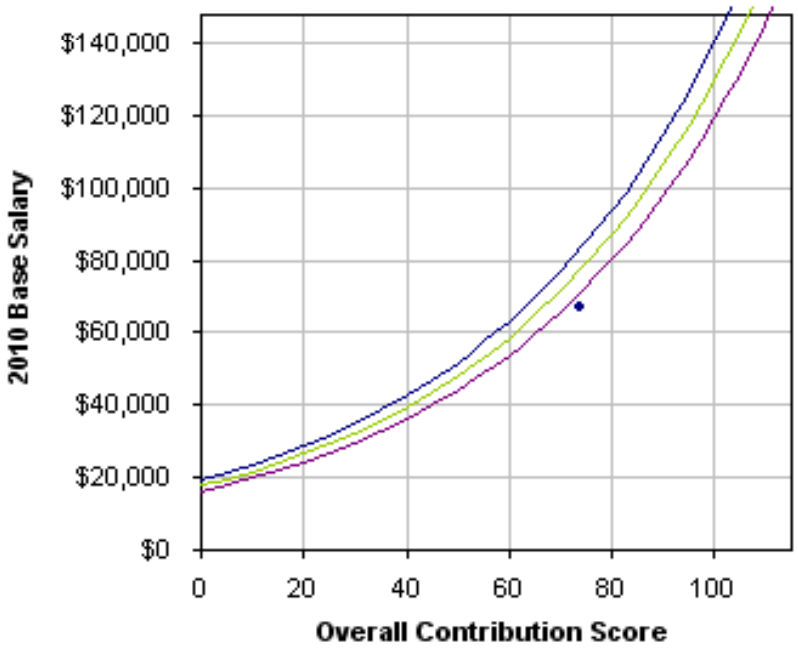

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	$ 2,530	Contribution Award	

Remarks

Individual **factor** scores:

Part I: CCAS Salary Appraisal Form

Page 2

Name:	Joe Contributor	**Series:**	0801	**Appraisal Period:**	
CAS2Net ID:	12345	**Broadband Level:**	III	From:	1-Oct-09
Organization:		**Retained Pay:**	No	To:	30-Sep-10
Career Path:	NH	**Presumptive:**	None		

Factor	Category Score	Final Score
Problem Solving	3H	79
Teamwork	3M	72
Customer Relations	3M	72
Leadership	3M	69
Communications	3M	70
Resource Management	3H	79
OCS		74

Inadequate Contribution

- Goal of System: Proper compensation for contribution to mission effectiveness

- Inadequate contribution could result in:
  - Reassignment
  - Reduction in Pay
  - Removal from Federal Service

Inadequate Contribution

- 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

	BB Lvl		FACTORS: Proble Solving	Teamwork/ Cooperation	Customer Relations	Leadership/ Supervision	Commun.	Resource Mgt
	IV	Very High						
		High						
		Med						
		Low						
Midpoint 72	III	High			80			
		Med	72					75
		Low				65		
Midpoint 44	II	High						
		M-H						
		Med					46	
		M-L						
		Low		29				
Midpoint 15	I	High						
		Med						
		Low						

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

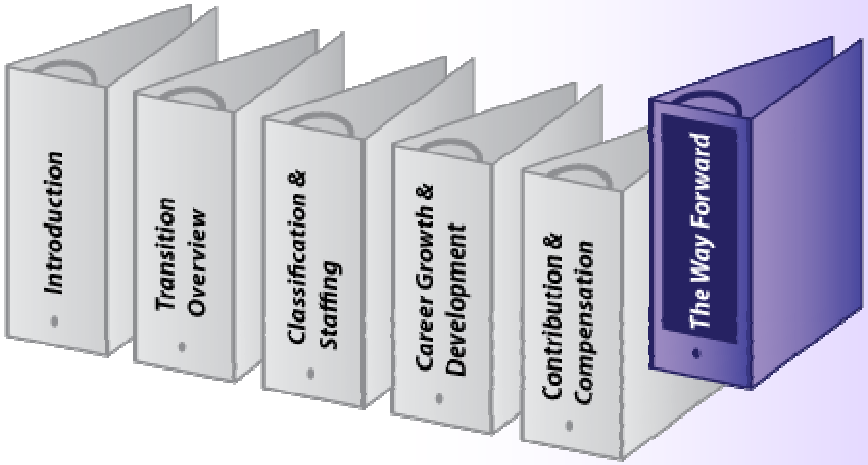
Establishing a Contribution Improvement Plan:

- 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



THE WAY FORWARD
Transition Summary

- 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

THE WAY FORWARD
Transition Support

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*
  - http://www.acq.osd.mil/dpap/ops/acqdemo.html

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!