 Essentially a pre-requisite for all other eLearning courses, *AcqDemo 101* introduces you to the key elements and processes of the DoD Civilian Acquisition Workforce Personnel Demonstration Project, or "AcqDemo."

AcqDemo 101

DoD Civilian Acquisition Workforce

Personnel Demonstration Project

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Welcome to AcqDemo 101. This introductory course is designed to familiarize you with the Department of Defense Civilian Acquisition Workforce Personnel Demonstration Project, or AcqDemo for short, and is the foundation for understanding other available AcqDemo courses.

AcqDemo 101 Course Objectives

At the completion of this course, you will understand:

- The purpose and history of AcqDemo
- Factors, Descriptors and Discriminators
- Classification and Staffing
- CCAS, the AcqDemo Contribution-based Compensation and Appraisal System
- CAS2Net
- AcqDemo support and additional training opportunities

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After completing the course, you will have a better understanding of:

➢ The purpose and history of AcqDemo

➢ Factors, Descriptors and Discriminators

➢ Classification and Staffing

➢ CCAS, the AcqDemo Contribution-based Compensation and Appraisal System

➢ CAS2Net

➢ AcqDemo Support and Additional Training Opportunities

Purpose of AcqDemo

To enhance the quality, professionalism, and management of the DoD acquisition workforce through improvements in the efficiency and effectiveness of the human resources management system.

It strives to support DoD's efforts to create a professional, agile, and motivated workforce that consistently makes smart business decisions, acts in an ethical manner, and delivers timely and affordable capabilities to the warfighter.

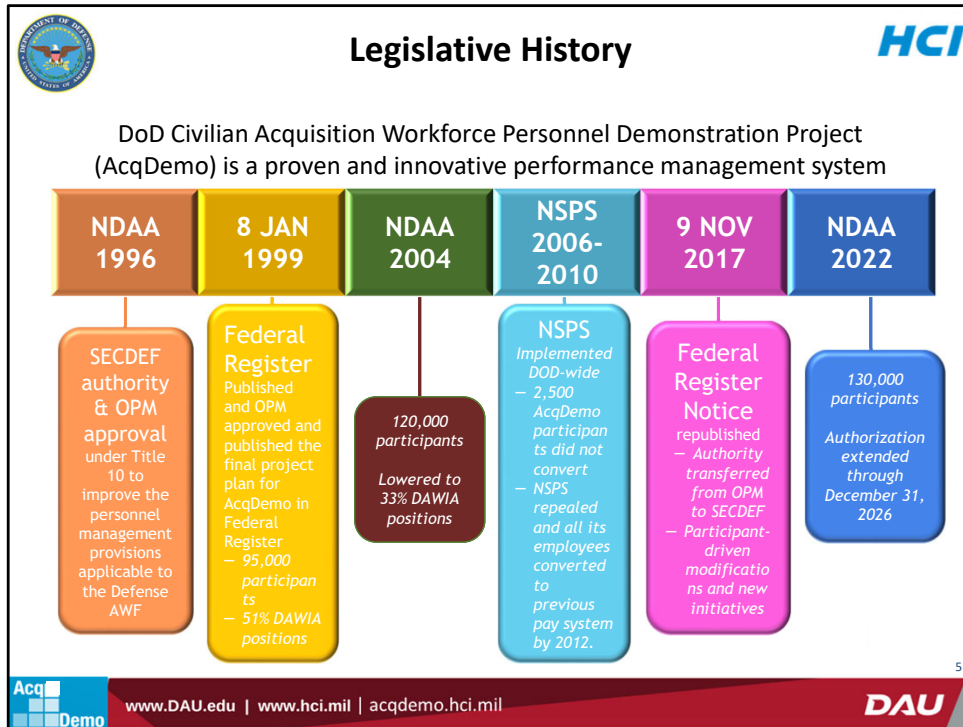Section I.A. of the Federal Register dated November 9, 2017

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AcqDemo was created to provide a flexible and responsive personnel system for DoD's Acquisition community—one that will continue to enhance the Department's ability to attract, retain, and motivate a high-quality acquisition workforce.

Federal employees who are familiar with the General Schedule, Title 5 and the Merit System Principles established in the Civil Service Reform Act of 1978, will find that many of the fundamental benefits of DoD employment remain unchanged. Among those things NOT affected by AcqDemo are benefits, leave, merit system principles, allowances and travel/subsistence expenses, and anti-discrimination laws.

Among the major goals of AcqDemo is to provide a system that retains, recognizes and rewards employees for their contribution, and also supports their personal and professional growth.

The phrase "rewards employees for their contribution" is really the key element that separates AcqDemo from other systems. AcqDemo focuses on the impact of contributions an employee makes to the mission of an organization. We discuss this unique concept further in other eLearning courses available on the AcqDemo website.

Legislative History

DoD Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) is a proven and innovative performance management system

NDAA 1996	8 JAN 1999	NDAA 2004	NSPS 2006-2010	9 NOV 2017	NDAA 2022
SECDEF authority & OPM approval under Title 10 to improve the personnel management provisions applicable to the Defense AWF	**Federal Register** Published and OPM approved and published the final project plan for AcqDemo in Federal Register — 95,000 participants — 51% DAWIA positions	*120,000 participants* *Lowered to 33% DAWIA positions*	**NSPS** *Implemented DOD-wide* — 2,500 AcqDemo participants did not convert — NSPS repealed and all its employees converted to previous pay system by 2012.	**Federal Register Notice** republished — Authority transferred from OPM to SECDEF — Participant-driven modifications and new initiatives	*130,000 participants* *Authorization extended through December 31, 2026*

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AcqDemo

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The National Defense Authorization Act (NDAA) of 1996 encouraged DoD to conduct a personnel demonstration project within the civilian acquisition workforce. A Process Action Team was chartered by the Secretary of Defense under the sponsorship of the Under Secretary of Defense for Acquisition and Technology, with representatives from each of the Services and DoD agencies along with civilian personnel experts.

More recently, the most extensive changes to AcqDemo since its implementation were made official with the formal publication of a completely re-written Federal Register Notice on 9 November 2017.

AcqDemo Key Features

- New classification structure
- New appraisal system
- New terminology
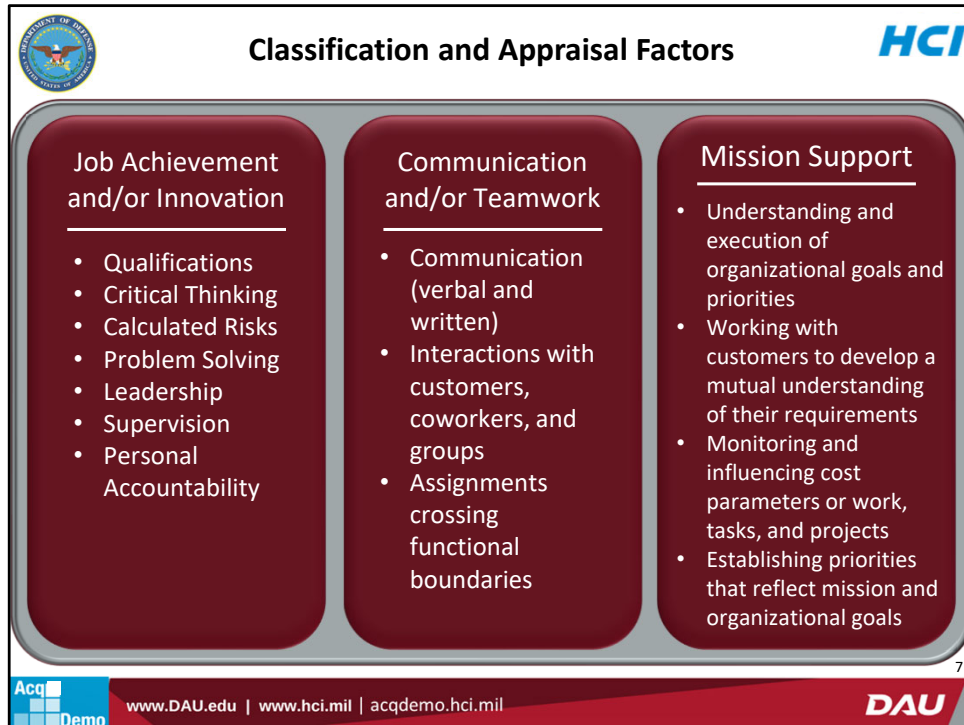- **No loss of pay from conversion to AcqDemo**

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The Process Action Team developed initiatives that, together, represented sweeping changes to the entire spectrum of Human Resource management for the DoD Acquisition Workforce. Several initiatives were designed to assist DoD Acquisition activities in hiring and placing the best people to fulfill mission requirements. Others focused on developing, motivating, and equitably compensating employees based on their contribution to the mission. Initiatives to maintain organizational excellence were also developed.

These initiatives were endorsed and accepted in total by acquisition leadership.

Classification and Appraisal Factors

Job Achievement and/or Innovation	Communication and/or Teamwork	Mission Support
• Qualifications • Critical Thinking • Calculated Risks • Problem Solving • Leadership • Supervision • Personal Accountability	• Communication (verbal and written) • Interactions with customers, coworkers, and groups • Assignments crossing functional boundaries	• 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 • Establishing priorities that reflect mission and organizational goals

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As an AcqDemo employee, it's important you understand the common criteria for both classifying a position and evaluating your contribution and quality of performance at the end of the cycle. These common criteria are called Factors.

In AcqDemo, there are three Factors. These Factors cover the tasks performed within a typical acquisition business environment. Each of the three Factors apply to all employees and are standard across all AcqDemo organizations. The three factors are:

Job Achievement and/or Innovation –recognizes qualifications, critical thinking, calculated risks, problem solving, leadership, supervision, and personal accountability

Communication and/or Teamwork – the focus of this factor is on communication, both verbal and written; interactions with customers, coworkers, and groups; and assignments crossing functional boundaries

Mission Support – Measures the understanding and execution of organizational goals and priorities; the effectiveness of working with customers to develop a mutual understanding of their requirements; monitoring and influencing cost parameters or work, tasks, and projects; and establishing priorities that are aligned with and reflect mission and organizational goals

Employees receive one score at the end of the appraisal cycle in each of these factor areas. The average of those three scores determines the employee's Overall Contribution Score, or OCS for short, which, in turn, determines any pay adjustments and contribution awards.

Sample Descriptors and Discriminators

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

LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III	
• Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. • Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. • Identifies and optimizes resources to accomplish multiple projects'/programs' goals. • Effectively accomplishes multiple projects'/programs' goals within established guidelines.	Independence Customer Needs Planning/Budgeting Execution/Efficiency
LEVEL IV	
• 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.	Independence Customer Needs Planning/Budgeting Execution/Efficiency

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Descriptors
Every Factor contains Descriptors for each respective broadband level within each career path. The Descriptors state what is important to the mission of the organization and describe employees' contributions at different broadband levels. Descriptors are developed at the top of the broadband level to foster employee growth within each broadband level.

Discriminators
The discriminators refine the descriptors to help define the type and complexity of work, degree of responsibility, and scope of contributions that need to be accomplished to reach the highest basic pay potential within a broadband level for an employee's position and contributions. They are the same for all levels of contribution.

Uses in Classification
Under the demonstration project's classification system, a position requirements document, or PRD, combines position information; staffing requirements; factors, descriptors, and discriminators; expected contribution criteria for the assigned broadband level; and position evaluation statement into a single document. Classification factors are the broadband level controlling information on the PRD, as they determine the appropriate broadband level for the classification.

Uses in Appraisal

For compensation and appraisal purposes, these three Factors are used to set expectations during the contribution planning process and later used to assess the level of contribution achieved at the end of the cycle.

General Schedule	AcqDemo
Occupational Series	Occupational Series
Occupational Groups	Career Paths & Pay Schedules Business Management and Technical Management Professional Technical Management Support Administrative Support
Pay Plan Code: GS	Pay Plan Designator: NH, NJ, NK
Grades 1-15/Steps 1-10	Broadband I, II, III, IV
Position Description (PD)	Position Requirements Document (PRD)

There are key differences between the classification structure of the General Schedule (GS) and AcqDemo.

The GS structure is comprised of 15 grades (GS-1 thru GS-15). Each grade has a base salary for each of the 10 steps (Step 1 thru Step 10 for all grades). The GS pay and classification structure's foundation is built on the scope, level of responsibility, and depth and breadth of knowledge required for the successful performance of the work. Compensation increases are proportionate to the scope, complexity, and level of responsibility associated with the work, AND the length of time the employee successfully performs that work — the greater scope and responsibility a position encompasses results in a higher grade. That, combined with the longer an employee successfully performs the work, will increase the level of compensation.

AcqDemo positions are first grouped into one of three Career Paths defined by the characteristics of the work performed:

NH - Business Management and Technical Management Professional

NJ - Technical Management Support

NK - Administrative Support

Each Career Path has a pay plan designator associated with it, and each pay plan designator is further delineated using three or four broadband levels. Compensation increases are based on employee contributions regardless of the amount of time the employee has been performing the work of the position. There are no steps within broadbands.

AcqDemo Classification

- Based on assigned duties, identify title and series using OPM classification standards

- Locate occupational series and title in Chapter 3, Appendix B of the AcqDemo Operating Guide to determine applicable Career Path

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

Job Title
Occupational Series

Career Path

NH	NJ	NK

Broadband Level

I	II	III	IV

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The following will typically be performed by your Human Resources office with input from the hiring officials.

There are three basic steps to classify a position in AcqDemo:

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1) First, identify the title and series from the Office of Personnel Management (OPM) Classification Standards (i.e., Contracting Specialist, 1102 or General Engineer, 0801)

~ CLICK ~

2) Next, determine the applicable career path based on Chapter 3, Appendix B of the AcqDemo Operating Guide. During this step, your position will be grouped into one of three separate and distinct career paths:

NH – Business Management and Technical Management Professional

NJ – Technical Management Support

~ CLICK ~

3) Finally, identify the appropriate broadband level by applying the broadband level descriptors to the duties and responsibilities of the position and the qualifications necessary to perform those duties and responsibilities to determine the correct broadband level classification.

Broadband Pay Scale

Business and Technical Management Professional (NH)			
I $21,986 - $39,361 (GS-1 – GS-4)	**II** $33,878 - $80,767 (GS-5 – GS-11)	**III** $74,441 - $115,079 (GS-12 – GS-13)	**IV** $104,604 - $159,950 (GS-14 – GS-15)

Technical Management Support (NJ)			
I $21,986 - $39,361 (GS-1 – GS-4)	**II** $33,878 - $60,416 (GS-5 – GS-8)	**III** $51,332 - $80,767 (GS-9 – GS-11)	**IV** $74,441 - $115,079 (GS-12 – GS-13)

Administrative Support (NK)			2024 AcqDemo Broadband Basic Pay Table *(w/o Locality Pay)*
I $21,986 - $39,361 (GS-1 – GS-4)	**II** $33,878 - $52,106 (GS-5 – GS-7)	**III** $46,475 - $73,484 (GS-8 – GS-10)	

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AcqDemo broadbands represent natural breaks in professional growth which are typical of acquisition business environments:

Level I = entry level positions
Level II = journeyman level positions
Level III = professional or master level positions
Level IV = senior management or master level positions, as well as experts within a particular functional specialty

This structure is designed to facilitate pay progression and internal assignment of duties, and to allow for more competitive recruiting of quality candidates at differing pay rates.

It is important to understand how broadbanding works, as professional growth and compensation relate directly to broadbanding. Advancement *within* broadband levels is contingent upon contribution to the mission. Advancement *to a higher* broadband level requires a promotion.

The AcqDemo design does not vary from the GS grade equivalent pay structure as the

minimums and maximums of each broadband level match the limits of the GS grades included.

Position Requirements Document (PRD) — HCI

- AcqDemo uses a Position Requirements Document (PRD) in place of the traditional position description
- PRD now contains additional elements that need to be provided such as maximum broadband level, % of time of supervisory duties, etc.
- Previous eleven PRD fillable templates have been updated, redesigned, and reduced to three—one for each career path.
- Fillable PRD templates for each career path broadband level are on the AcqDemo website at acqdemo.hci.mil/PRD.html

~ Additional Component / Agency policy may apply ~

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Under AcqDemo's classification system, a new Position Requirements Document (PRD) will replace the current agency-developed Position Description (PD) form.

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The PRD combines the position information; staffing requirements; factors, descriptors, and discriminators; expected contribution criteria for the assigned broadband level; and position evaluation statement into a single document.

PRD's are written at the top of the broadband to provide more flexibility in work assignments and to encourage employee growth and development within each broadband.

Each position under the demonstration project will have a designated maximum broadband level.
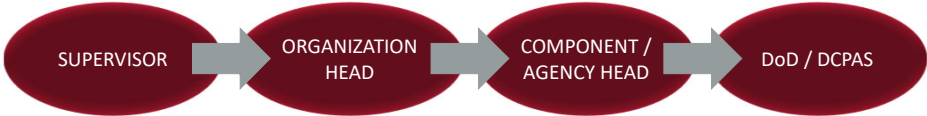
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This maximum broadband level will be identified as the top broadband level within a career path for a particular position and the broadband level to which an incumbent, selected competitively or through merit promotion for a lower broadband level, may be advanced without further competition. Maximum broadband levels may vary based upon occupation or career path.

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An employee's basic pay will be capped at the maximum rate for the designated broadband level until the employee has been promoted into the next higher broadband.

Classification Appeals

- DoD is the final appellate authority for classification appeals
- Final DoD AcqDemo appellate decisions are binding on all administrative, certifying, payroll, disbursing, and accounting offices within DoD

SUPERVISOR → ORGANIZATION HEAD → COMPONENT / AGENCY HEAD → DoD / DCPAS

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If unsatisfied with the position's classification, the employee may formally appeal the occupational series, title, or broadband level of their own position at any time.

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The employee must first raise the areas of concern to their supervisor. If dissatisfied with the supervisory response,

~ CLICK ~

then the appeal may be elevated to the Component or Agency level in accordance with instructions. If still dissatisfied with the Component or Agency decision,

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the employee may appeal to the DoD appellate level. Appellate decisions rendered by DoD are final.

An employee may not appeal the accuracy of the position requirements document, the demonstration project classification criteria, the pay-setting criteria, the propriety of a salary

schedule, or matters grievable under an administrative or negotiated grievance procedure or an alternative dispute resolution procedure.

Check your local policy for specific process timeline details.

Types of Appointments

Permanent appointments
➥ Career
➥ Career-conditional

Temporary/Term appointments
➥ Temporary Limited – NTE 1 year, two 1-year extensions
➥ Modified Term – NTE 5 years, +1 year extension

Excepted Service – e.g. Pathways Programs, or
Target Career Level Positions
➥ Eligibility determined by organization or component
➥ Recent graduates (within 2 years of completing academic course requirements, or up to 6 years if due to military service obligations)

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Under its Appointment Authority, AcqDemo provides three methods for expanding and contracting the workforce as needed. They are:

Permanent Appointments

Employees who are serving on permanent appointments (this matches the existing Career or Career-Conditional options under GS).

Temporary Appointments

AcqDemo temporary appointments match the existing GS authority for temporary appointments which is "not-to-exceed-one-year". Temporary appointments are for 1 year only, with an option for two 1-year extensions for a maximum total of 3 years of service. Employees who convert to AcqDemo during a temporary appointment will maintain their original "not-to-exceed date." Extensions of the temporary appointment after conversion not-to-exceed a total of 3 years may be granted.

Modified Term

The modified term is an appointment authority that is based on the existing term appointment but may extend up to five years with a one-year locally approved extension (maximum six years). The one-year extension must be approved by the commander or his designated representative. Reasons for making a modified term appointment include, but are not limited to, carrying out specific projects, staffing new or existing programs of limited duration, filling a position in activities undergoing review for reduction or closure, and replacing permanent employees who have been temporarily assigned to another position, are on extended leave, have entered military service, or hiring college students for the Acquisition Student Intern Program.

Accelerated Compensation for Developmental Positions (ACDP)

Eligible employees…

…Are in acquisition positions OR non-acquisition positions supporting DAWIA-covered positions at least 51% of the time
(Classified to NH I, II, and III broadband levels)

…Participate in formal training programs, internships, or other developmental capacities

…Demonstrate successful or better growth and development in job-related competencies

…Exceed contribution expectations associated with their Expected Overall Contribution Score (EOCS)

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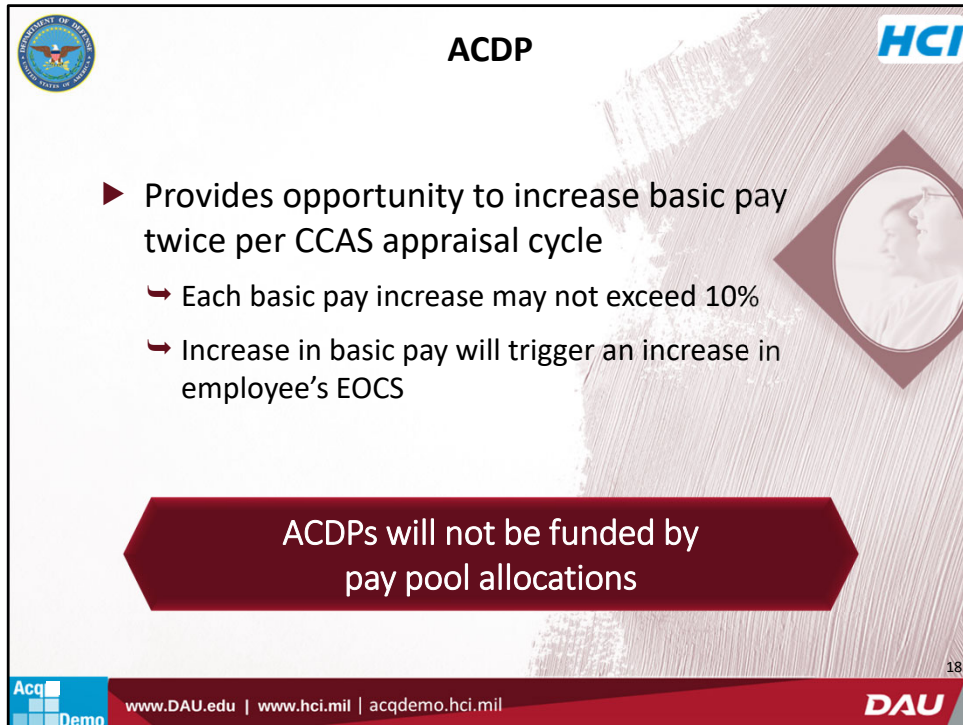
Accelerated Compensation for Developmental Positions, or ACDP for short, allows for more frequent basic pay increases for developmental positions than would normally occur with just the annual CCAS pay pool payout.

It recognizes employees in DAWIA-covered positions, and those in non-acquisition workforce positions requiring 51% or more time in direct support of acquisition positions, in an acquisition career field classified to Broadband Levels I, II, and III of the Business Management and Technical Management Professional (NH) Career Path who:

➢ Are participating in formal training programs, internships, or other developmental capacities;

➢ Have demonstrated successful or better growth and development in the attainment of job related competencies;

➢ Have demonstrated effective accomplishment of a level of work higher than that represented by an ACDP employee's current rate of basic pay.

The term "Career Ladder Position" is typically used for these types of appointments.

ACDP

▶ Provides opportunity to increase basic pay twice per CCAS appraisal cycle
  ➥ Each basic pay increase may not exceed 10%
 ➥ Increase in basic pay will trigger an increase in employee's EOCS

ACDPs will not be funded by pay pool allocations

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Standards by which ACDP increases will be provided and development criteria by which additional basic pay increases may be given will be established in combination with CCAS and documented in internal business rules, policies, and procedures of each Participating Organization. Check your local policy for additional information.

The amount of the ACDP increase may not cause the employee's basic pay to exceed the top of the employee's broadband level, the target pay for the employee's maximum broadband level, or compensation strategy set by internal business rules, policies, or procedures for both the position's value and employee's contributions.
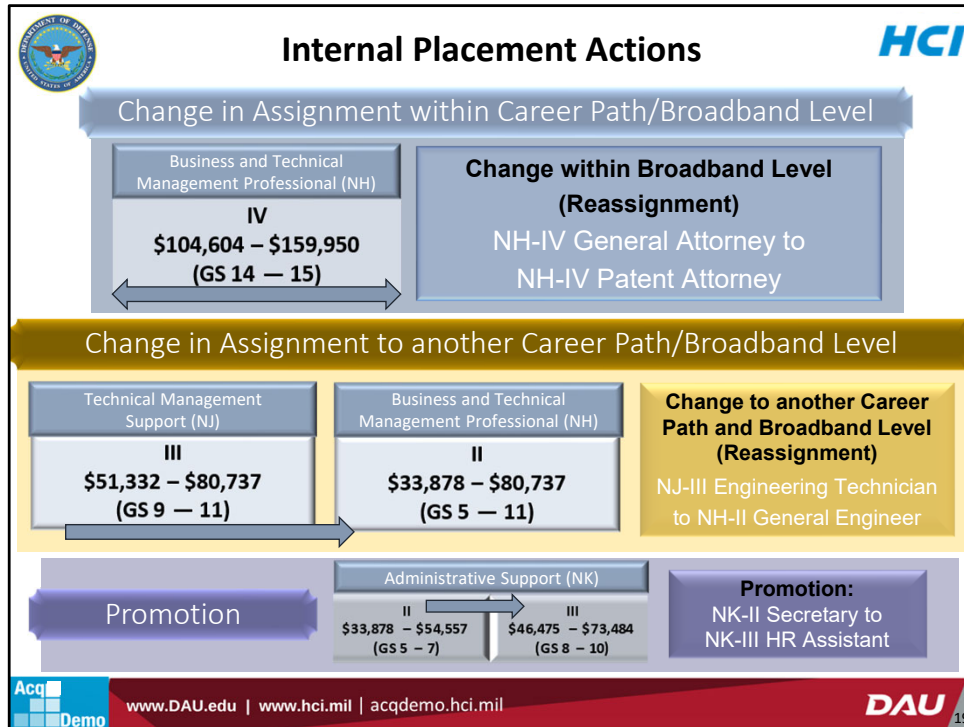
Change in Assignment

Today's working environment mandates organizations have maximum flexibility to assign individuals to the highest priority work. Broadbanding enables the organization to assign an employee work within broad descriptions, consistent with the needs of the organization and the individual's qualifications. Work assignments may be accomplished verbally if covered by the PRD or via pen-and-ink revisions if the new assignment does not constitute a classification change or a change to the rate of basic pay.

For instance, a technical expert can be assigned to any project, task, or function requiring similar technical expertise. Likewise, a manager could be assigned to manage any similar function or organization consistent with that individual's qualifications. This flexibility allows broader latitude in assignments and further streamlines the administrative process and system.

Promotion

A promotion within AcqDemo is considered to be to either a higher broadband level within the existing career path or to a different career path with a higher maximum basic pay potential.

An increase in basic pay, resulting from a promotion, will not exceed more than 20% of the employee's existing basic pay, unless 20% would not place the employee at the minimum basic pay of the higher broadband level to which he or she is being promoted. In this case a higher percentage may be applied so that the employee's basic pay is at least at the minimum basic pay of the higher broadband level.
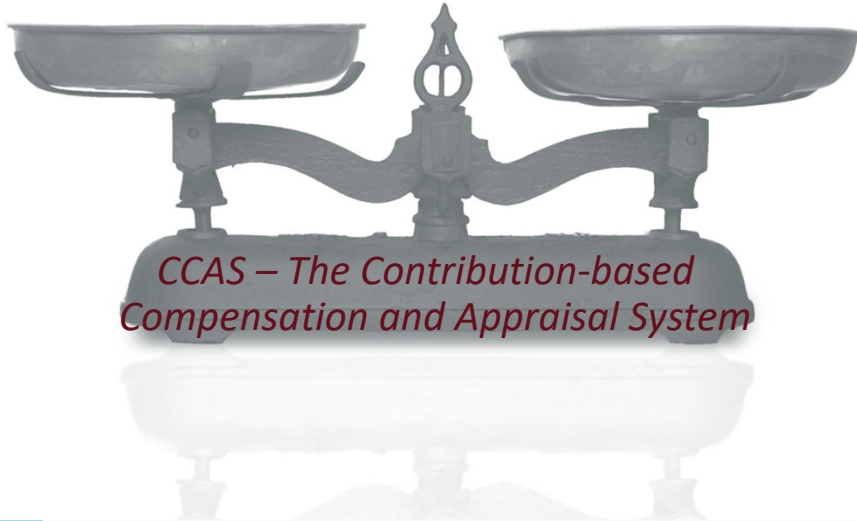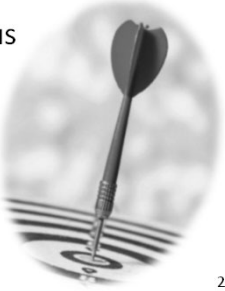
CCAS – The Contribution-based Compensation and Appraisal System

CCAS Design Purpose

Another approach to performance management…
…with two key differences:

1. Designed to focus employees on creating impact

➢ Acquisition is a knowledge-based business—we depend on people to use their knowledge to advance mission performance

➢ Discussing employee expectations will focus on contribution planning vs. performance objectives

➢ Shapes professional acquisition workforce by using three standard factors to score employee contributions

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CCAS is short for Contribution-based Compensation and Appraisal System. It is another approach to performance management with two key differences:

First, it is designed to focus employees on creating impact:

➢ Acquisition is a knowledge-based business–we depend on people to use their knowledge to advance mission performance;
➢ Discussing employee expectations will focus on contribution planning vs. performance objectives; and
➢ It shapes the professional acquisition workforce by using three standard factors to score employee contributions.

CCAS Design Purpose *(Continued)*

Another approach to performance management
…two key differences:

2. Designed to align compensation with level of contribution

➢ Basic pay level translates to expected contribution level

➢ Assessed contribution level compared to the expected contribution level to determine compensation eligibility

➢ AcqDemo software applications facilitate equitable distribution of pay pool funds

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Second, it is designed to align compensation with individual levels of contribution

➢ Basic pay level translates to an expected contribution level;
➢ The assessed contribution level is compared to the expected contribution level to determine compensation eligibility; and
➢ AcqDemo software applications facilitate equitable distribution of pay pool funds.
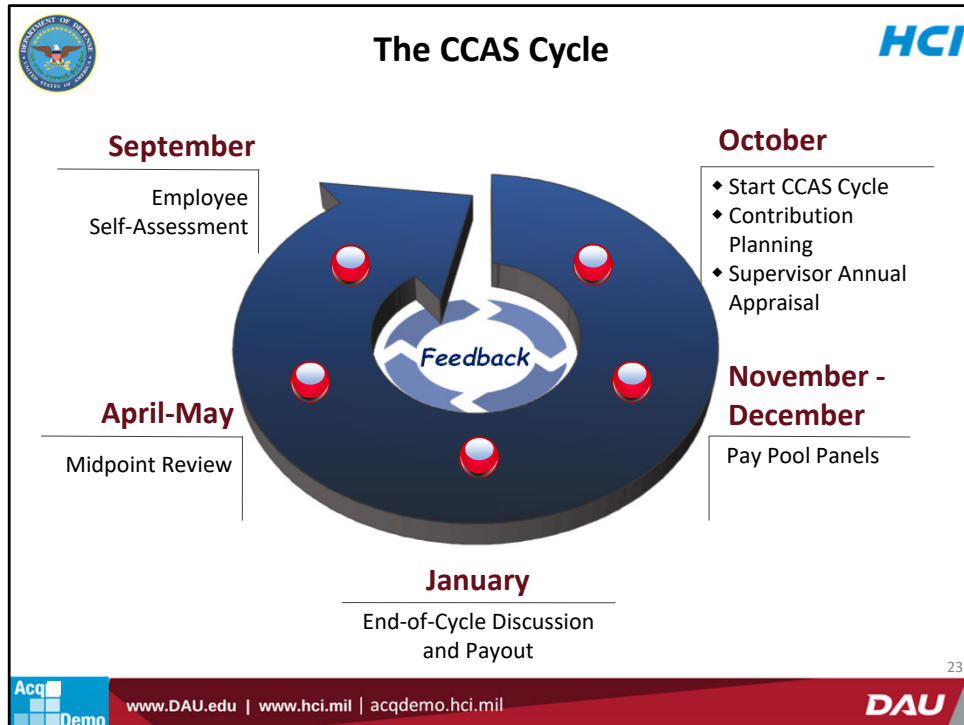
The CCAS appraisal period follows the government fiscal year, beginning on 1 October and ending on 30 September of the following year, with an effective date of the payout the beginning of the first full pay period in January after the end of the appraisal period.

To be eligible for a CCAS appraisal and a compensation payout, an employee must be under CCAS on 30 September and have served in an AcqDemo position under CCAS for 90 calendar days or more immediately preceding 30 September.

Three Required CCAS Conversations

- Contribution Planning Conversation
- Midpoint Review
- Annual Appraisal Conversation

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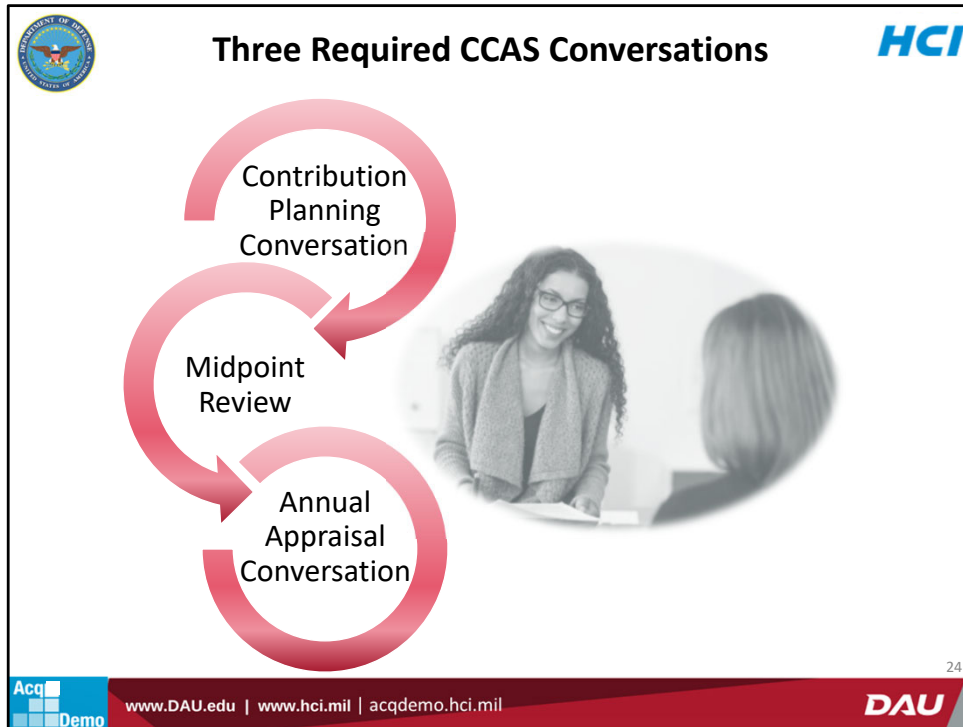
To promote a mutual understanding of expectations and transparency surrounding contribution-based pay, at a minimum, three CCAS conversations are required annually. These conversations are:

➢ Contribution Planning Conversation

➢ Midpoint Review

➢ Annual Appraisal Conversation (End-of-Cycle Discussion and Communicating Appraisal Results).

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 basic pay and expected contribution range
- Apply component specific guidance for documentation

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The Contribution Planning meeting is the first of three annual formal conversations that must be held between supervisors and employees and is focused on planning for the level of contribution anticipated for the new appraisal cycle. It should be held within 30 days of the start of each appraisal cycle.

It is imperative supervisors understand the mission, and more importantly the annual organizational goals, and convey that information to employees. This information is the driver for contribution planning purposes.

It is expected that not all work assignments will be known at the beginning of the appraisal cycle. Therefore, the contribution planning that takes place in October will likely need to be adjusted throughout the appraisal cycle as new contribution expectations materialize.

All three factors should be addressed in the Contribution Plan at a level appropriate to an employee's classification and pay, as all three factors must be scored at the conclusion of the appraisal period.

Check local policy for the format to be used to document the contribution planning discussion and its results.

Broadband Level Score Ranges

Levels	Categorical	NH Point Range	NJ Point Range	NK Point Range
Very High	High	115	95	70
	Med	110	91	67
	Low	105	87	64
IV	High	96 – 100	79 – 83	--
	Med	84 – 95	67 – 78	--
	Low	79 – 83	61 – 66	--
III	High	79 – 83	62 – 66	57 – 61
	Med	67 – 78	52 – 61	47 – 56
	Low	61 – 66	43 – 51	38 – 46
II	High	62 – 66	47 – 51	42 – 46
	Med High	51 – 61	41 – 46	--
	Med	41 – 50	36 – 40	30 – 41
	Med Low	30 – 40	30 – 35	--
	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

At the beginning of the appraisal cycle each employee receives an Expected Overall Contribution Score (EOCS) which is calculated using current basic pay. The score itself falls within a range of scores unique to the employee's current basic pay. The highest score in the range represents the top score (highest contributing score) and the lowest in the range represents the lowest contribution score the employee can earn to be considered appropriately compensated based on the employee's current pay. This becomes the expected target OCS and range within which employees should aim to contribute. This chart shows the different score ranges for each AcqDemo broadband level. Employee EOCSs will fall within one of these ranges and the expected contribution range for the employee's basic pay may cross more than one broadband level score range.

At the end of the performance cycle, Supervisors and Pay Pool Panels will rate the employee's level of contribution to the mission for each of the three factors. The rounded average of the three factor scores will create an Overall Contribution Score (OCS). The OCS is then compared with the Expected OCS to determine if and how much of a change in compensation is appropriate.

Scores outside the expected contribution range cause the employee's pay to be considered overcompensated (inadequate contribution for current pay) or undercompensated (contribution level beyond current pay or what was expected at the beginning of the cycle).

The goal of CCAS is to make basic pay consistent with employees' contributions to the mission of the organization.

Expected Contribution Range Calculator

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

https://acqdemo.hci.mil/tools

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

Expected OCS and Range: 72 – **75** - 79

Employees may determine their Expected Overall Contribution Score and Expected Contribution Range at any time by using the online Expected Contribution Range Calculator. The calculator provides the employee's expected score in the Standard Pay Line column, as well as the upper and lower ranges for appropriate contribution aligned with that basic pay.

Not all positions can be valued at the highest level of the broadband as not all positions are paid at the top end of a broadband. Your Expected Overall Contribution Score is the score that equates to your current basic pay. The Expected Contribution Range identifies the minimum and maximum score range appropriate for your pay and corresponds to the expected levels of contributions you are to make during the appraisal period. Receiving an Overall Contribution Score anywhere in this range means you are being appropriately compensated for the level of contributions you achieved during the appraisal period.

The Expected Contribution Range Calculator can be found on-line at: acqdemo.hci.mil/tools.

Midpoint Review

- March-April timeframe
- Employee
  - Self-Assessment optional but highly encouraged
    - Subject to local policy
  - Employee's contributions and impacts
- Supervisor
  - Provide feedback on contributions thus far
  - Clarify expectations
  - Discuss areas of improvement if needed
  - Review contribution plan and modify if needed
- Results recorded in CAS2Net

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The second required conversation during the appraisal cycle occurs in the March-April timeframe and is called the Midpoint Review.

As part of the Midpoint Review, a self-assessment is optional but highly encouraged, subject to local policy. Written by an employee, it is meant to portray a complete, concise picture of their contributions, and communicate the impact made to the organization's strategic goals through this part of the contribution cycle. It is an opportunity to see if the expected contributions identified during the contribution planning phase are on track to be met or if any course corrections need to be made.

At the end of the appraisal cycle, an Annual Appraisal Self-Assessment is optional but highly encouraged, subject to Component or local policy. Written by an employee, it is meant to portray a complete, concise picture of the employee's contributions, and communicate the impact made to the organization's strategic goals.

Supervisor's Annual Appraisal

A supervisor's annual appraisal does not need to document every one of the employee's contributions. Rather, the purpose is to highlight those contributions that had the greatest impact on accomplishing the goals of the organization.

Before beginning to write an appraisal, supervisors should obtain a copy of the factors for the broadband level to which the employee is assigned, as well as the levels immediately above and below. Seldom will an employee perfectly match all of the descriptors in the set for a particular level, and it is not necessary to write something to match every descriptor. Using the factor descriptors and discriminators, supervisors can write statements that describe how and what the employee has contributed that had a positive, significant impact to the mission.

Along with the written appraisal, the supervisor also recommends scores for each of the factors and submits this information to the pay pool for consideration.
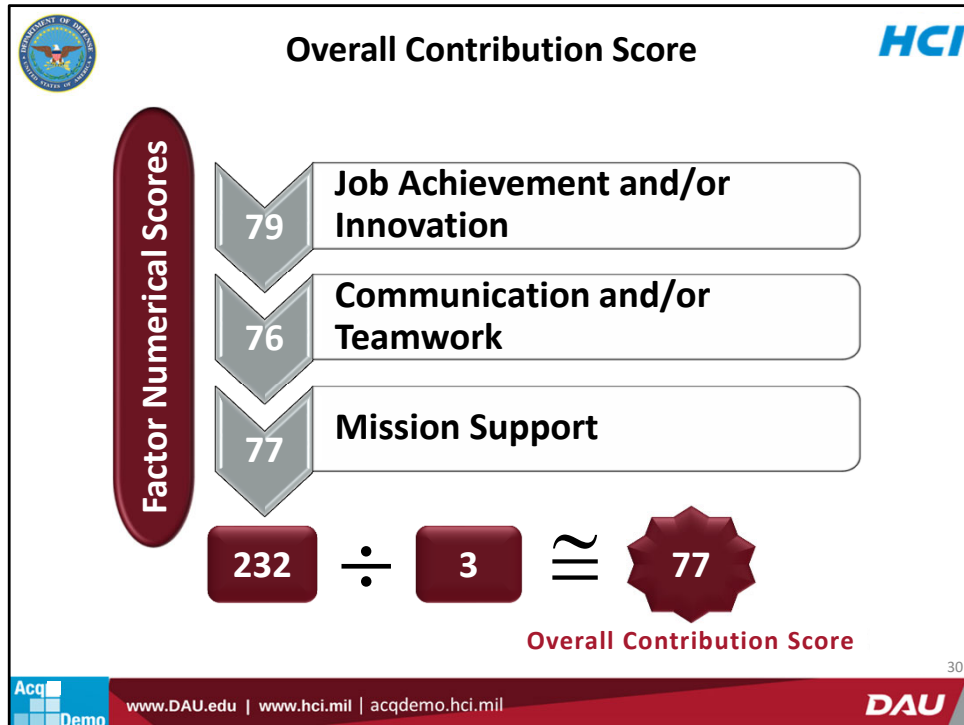
At the end of the appraisal cycle, the pay pool process begins.

Using assessments and recommended scoring information provided by the supervisor, and the employee's self-assessment if provided, the pay pool considers the context of the contributions of each member of the pay pool. Based on the value of the contributions made to the mission of the organization, numerical scores are then assigned to each of the three factors for each employee, and those scores are averaged and rounded to the nearest whole number to produce a preliminary Overall Contribution Score (OCS).

After considering each preliminary OCS for equity and consistency, the pay pool manager approves a final OCS for each employee.

Quality of Performance

- CCAS includes assessment of the quality of **performance** an employee demonstrates in achieving his/her expected contribution results during an appraisal cycle
- Quality of Performance rating assigned to each factor in addition to contribution factor scores
- Average of three performance factor ratings translates to the annual rating of record for awards and RIF purposes
    - Defined relative to job/position
    - Measures quality, quantity, timeliness (Expected Contribution Criteria)

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AcqDemo also has a Quality of Performance assessment in order to meet requirements mandated by Congress in the Fiscal Year 2017 National Defense Authorization Act (NDAA) that requires all reduction-in-force decisions to be based primarily on performance.

The Quality of Performance rating may be used for the selection of employees for assignments, training, awards, promotions (depending on local policy), and of course RIF purposes.

To appropriately capture performance, AcqDemo incorporates a performance assessment. The performance level assigned to each factor should reflect an employee's level of performance during the appraisal cycle as compared to the factor "Expected Contribution Criteria" language. A participating organization may supplement the generic criteria with additional standards that identify milestones, production, due dates, or other measurable aspects of success contributing to the organization's mission and are achievable during the appraisal cycle.

Performance Appraisal Quality Level (PAQL) Definitions

Performance Appraisal Quality Level (PAQL)	PAQL Criteria
Level 5 – Outstanding	An employee's quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee's contribution plan goals and objectives.
Level 3 – Fully Successful	An employee's performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1 – Unacceptable	An employee's performance fails to meet the expected contribution criteria and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Assign a PAQL rating for EACH factor
➥ *PAQL rating is the annual Rating of Record*
➥ *PAQL is NOT used for other contribution-based compensation decisions*
➥ *Additional Component/Agency criteria may apply*

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A preliminary performance appraisal level of either Level 5 –Outstanding, Level 3 –Fully Successful, or Level 1 -Unacceptable will be assigned by the rating official to each of the three contribution factors. To ensure fairness and consistency across the entire pay pool, the Pay Pool Panel will make final decisions on the level scores.

PAQL Values

- PAQL ratings assigned to each factor are averaged
- The average translates to the annual rating of record using the Rating Criteria, below:

Performance Appraisal Quality Level (PAQL)	Rating Criteria
Level 5 – Outstanding	The average score of the three appraisal levels is 4.3 or greater, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "5".
Level 3 – Fully Successful	The average score of the three appraisal levels is less than 4.3, with no contribution factor being rated a "1" (Unacceptable), resulting in a rating of record that is a "3".
Level 1 – Unacceptable	Any contribution factor rated as "1".

The three performance appraisal levels are then averaged to calculate the annual rating of record. The resulting quotient will be rounded to the nearest tenth of a decimal point.

Pay Pool Funding

Contribution Rating Increase (CRI)
· Intended to be consistent with funds historically spent in GS on within-grade increases, quality-step increases and promotions between grades that are now banded
· Minimum not less than 2% of activity's basic pay – maximum set by DoD Program Manager annually

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

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

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Based on the scoring results, the pay pool manager, in consultation with the pay pool panel, determines the potential salary adjustment and contribution award for each employee. Overall, there are three pots of money available to the pay pool for distribution at the end of each appraisal cycle:

The amount of money available within the pay pool for salary increases, here called a Contribution Rating Increase (or CRI), is determined by the money that traditionally would have been available in GS for quality and within-grade step increases, and career promotions. The CRI pool of money will be set at no less than 2% of the activity's total basic pay budget (without locality). Components may optionally set higher amounts within their budgetary limits, unless a ceiling amount is directed by the AcqDemo Program Office, OPM, and/or OMB within any given year.

The General Pay Increase (or GPI) is an optional annual increase recommended by the President of the United States and approved by Congress.

The Contribution Award (or CA) pot includes what were formerly performance awards under the General Schedule. This money will be used for awards given under the CCAS process. The fund will be set at no less than 1 % of the activity's total adjusted basic pay budget (with locality). This fund will not exceed 90% of the total awards budget, to allow for other awards

not related to the CCAS process, e.g., on the spot awards and group awards to be given throughout the year.

The dollar amounts to be included in the pay pool will be computed based on the total of the basic pay of all employees in the pay pool as of 30 September each year.

Annual Appraisal Conversation

- Occurs at the conclusion of the CCAS cycle
    - Normally in January
- Builds on the midpoint review
- If required, employee prepares a Self-Assessment
    - Describes employee's contributions and impacts
- Supervisor reviews…
    - Employee strengths and contributions for the appraisal cycle
    - Reviews factor descriptors and discriminators
    - Reviews Quality of Performance
- Results recorded in CAS2Net

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The final required conversation is the Annual Appraisal Conversation. Whereas the Midpoint Review covers progress for the first half of the appraisal period, the Annual Appraisal conversation covers employee contributions throughout the entire appraisal period and occurs in the January timeframe.

Once the Pay Pool review process is complete, the Pay Pool Manager finalizes and authorizes release of the ratings and payouts. The supervisor then leads a conversation with each one of their employees addressing the final appraisal narratives; factor scores including categorical and numerical; the overall contribution score; Performance Appraisal Quality Level and Rating of Record; and payout amounts.

Payouts affecting basic pay may include a General Pay Increase (GPI) and a Contribution Rating Increase (CRI). An employee's payout may also include a lump sum cash payout known as a Contribution Award (CA). If all the CRI dollar amount could not be added to the employee's basic pay because of a pay ceiling such as the broadband maximum, a control point, or some other regulated limitation on pay, the dollar amount that could not be awarded as a CRI can be carried over and added to the lump sum CA. This is called a

Carryover Award. In some circumstances, an employee may receive some or none of these contribution payouts.

End-of-Cycle Discussion – The CCAS Salary Appraisal Form

At the conclusion of the CCAS cycle once all pay pool decisions have been made final, an End-of-Cycle Discussion is held between each employee and their supervisor. The purpose is to discuss the employee's appraisal, OCS, Performance Appraisal Quality Level, and the pay pool payout decisions.

Supervisors and employees will review…

➢ The identifying information;

➢ Signature Lines; and

➢ Appraisal Details including your Overall Contribution Score, Expected Score, Expected Range, the Categorical Scores for each Factor and the Numeric Score for each Factor, and the Performance Appraisal Quality Level Rating (PAQL).

Salary Appraisal Form

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Compensation Detail

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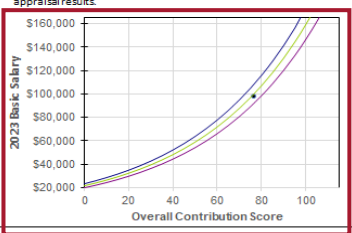
	$97,392	Current Rate of Basic Pay as of 30 Sep 2023	
+	$ 4,577	General Pay Increase	4.7%
+	$ 3,044	CRI (Salary Increase)	3.13%
=	$105,013	**New Rate of Basic Pay**	
+	$ 17,663	Locality Pay	16.82%
=	$122,676	**New Total Salary**	
	$ 3,504	Contribution Award	
+	$ -	Carryover from CRI)	
=	$3,504	**Total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

Employee Compensation Region Chart

The graph plots the employee's current basic pay versus the final OCS relative to the rails and standard pay line (SPL); relating contribution to compensation. The top and bottom lines are the Upper and Lower Rails, respectively. The middle line is the SPL. Above the Upper Rail is the Overcompensated (Zone A). Undercompensated (Zone B) is below the Lower Rail. Appropriately Compensated (Zone C) is on or within the rails. Compensation regions determine the eligibility for basic pay increases and awards. The point on the graph below is the employee's appraisal results.

2024 Expected Contribution Level

Expected Overall Contribution Score	78
Expected Contribution Range	75-82

Remarks

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

Privacy Act Statement (552a of 5 U.S.C.)
1. AUTHORITY: Section II.D, Federal Register Notice dated November 9, 2017.
2. PURPOSE: This form summaries the annual evaluation of an employee's contribution and performance through the CCAS assessment.
3. ROUTINE USE: This form is a computer generated form that is produced for each employee and contains the overall contribution score, performance rating of record and space for the signature of the supervisor, and the employee. The original of this form will be maintained in CAS2Net for no more than 4 years IAW 5 CFR Section 293.402 and in accordance with agency procedures.
4. DISCLOSURE: The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact

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The Appraisal Form also includes Compensation Detail including any General Pay Increase (GPI), Contribution Rating Increase (CRI) and/or Contribution Award (CA). Your New Salary is calculated including any applicable locality pay.

If basic pay increases, the expected OCS and range for the new cycle increase.

The form shows your OCS plotted in the graph and where it falls in relation to the upper and lower rails.

SS14	RE-RECORD
	Sharrie S, 2/9/2024

CCAS Grievance Process

- Employees may Request Reconsideration of:
  - OCS
  - Quality of Performance Rating
  - Supervisor Assessment

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

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An employee may request reconsideration of their OCS, Quality of Performance Rating, and Supervisor Assessment.

The process is either through a Collective Bargaining Agreement or an Administrative Grievance Procedure (5CFR 771) as supplemented by local procedures:

➢ Employee submits reconsideration to Supervisor

➢ Supervisor provides recommendation to Pay Pool Panel

➢ Pay Pool Panel may accept recommendation or reach independent decision

➢ Pay pool decision is final unless employee requires reconsideration by next higher official to Pay Pool Manager

➢ Next higher official renders final decision

Check with your Component for specific request for reconsideration process timeline details.
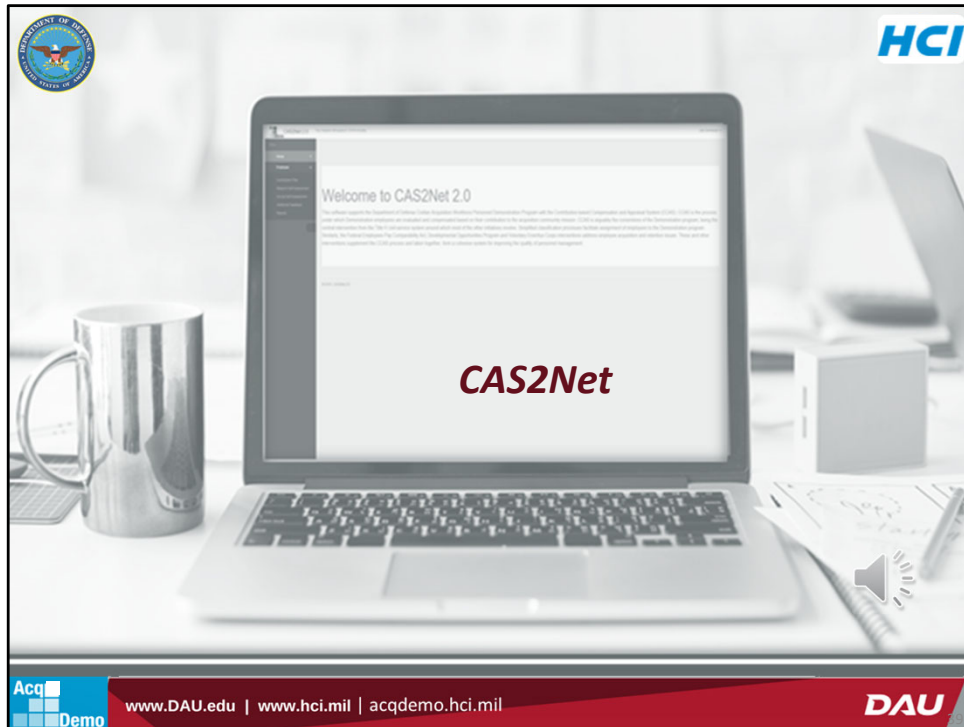
Now that you have been introduced to all of the individual components of CCAS, this section discusses the mechanism for electronically capturing CCAS-related data through AcqDemo's CAS2Net Information Technology system.

The Contribution-based Compensation and Appraisal System Software for the Internet, or CAS2Net for short, is a DoD-sponsored application which is maintained by the DoD AcqDemo Program Office. It is the software tool that is used to capture CCAS related data necessary in the annual appraisal cycle process.

Logging In to CAS2Net

You can access CAS2Net on a DoD government, CAC-enabled computer or laptop. Go to the website acqdemo.hci.mil. On the top of the screen is a link to the CAS2Net Login.

➢ For initial login, CAS2Net redirects to the ALTESS single sign-on site

➢ The Usage Policy screen is shown

➢ Click the "I Agree" button to continue

   From there, click the "CAC Login" button to sign-in. Once you have successfully logged in, the system screen appears.

CAS2Net includes modules for contribution plans, mid-point review data, employee self-assessments, supervisor annual appraisals, and any additional feedback a supervisor would like to record during the appraisal cycle.

The menu on the left-hand side of the screen is customized for each user to match their access rights to the modules available. Simply click on the name of any module to access a particular portion of the system.

If you are having any problems with the system, contact your local Pay Pool Administrator to report your issue.

Here are some AcqDemo highlights…

➢ AcqDemo has been running continuously since 1999.

➢ The system simplifies the implementation of new and improved management initiatives and processes for the Acquisition Community.

➢ Pay setting flexibilities can attract highly skilled professionals.

➢ The broadbanded classification structure provides greater flexibility to adapt to changing mission requirements by streamlining personnel assignments and internal moves.

➢ Replacing pay increases based on longevity with contribution-based pay

    … affords management with the ability to reward individual achievements and

    … encourages employees with inadequate contributions to improve.

AcqDemo Program Support

HCI

- Operating Guide
- AcqDemo Website
  - Reference Material
  - Conversion Tool Calculator
- Training
  - HR Training
  - Workforce Overview
  - CCAS for Supervisors
  - Pay Pool Administration
  - Pay Pool Training
- Electronic Contact Information
  - acqdemo.hci.mil
  - AcqDemo.Contact@dau.edu

eLearning
- ➤ *AcqDemo 101*
- ➤ *Giving and Receiving Feedback*
- ➤ *Contribution Planning*
- ➤ *Writing an Annual Appraisal Self-Assessment*
- ➤ *CCAS for Employees*
- ➤ *CCAS for Supervisors*
- ➤ *HR Flexibilities*
- ➤ *Understanding the Pay Pool Process*

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The AcqDemo Program Office provides a variety of support. These include overall program operating procedures; a website that includes reference material, tutorials, and newsletters.

The AcqDemo website also provides training on subjects including HR training, Workforce Overview, CCAS for Supervisors, Pay Pool Administration, and Pay Pool Training.

For program details, visit the AcqDemo website: acqdemo.hci.mil. For questions, contact your local AcqDemo team or email the AcqDemo Program Office at: AcqDemo.Contact@dau.edu.

The following e-Learning courses are also available:

- ➤ AcqDemo 101
- ➤ Giving and Receiving Feedback
- ➤ Contribution Planning
- ➤ Writing an Annual Appraisal Self-Assessment
- ➤ CCAS for Employees
- ➤ CCAS for Supervisors
- ➤ HR Flexibilities

➢ Understanding the Pay Pool Process

New courses will be developed, and existing courses updated as needed. Check the AcqDemo website for the latest training information.

Thank you for watching and please let us know how we can best support your continued success in AcqDemo.