



U.S. Army
Communications-Electronics Command
(CECOM)

Civilian Acquisition Workforce
Personnel Demonstration Project
(AcqDemo) Business Rules

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INTRODUCTION

This document provides business rules that will be in effect across the Communications-Electronics Command (CECOM) for the Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo). This document is intended only as a supplement to the DOD/Army Operating Procedures (AOP) found at <http://acqdemo.hci.mil/docs/2017/Operating%20Guide.pdf>. CECOM AcqDemo business rules are to be used in conjunction with the roles, functions, requirements, and responsibilities already defined by law, regulation, or DOD/DA policy. They speak only to those flexibilities that have been delegated for decision. These business rules are supplemented by a Memorandum of Agreement (MOA) between CECOM, AFGE Local 1904 and NFFE Local 476 which provides additional guidance and details on the implementation of the AcqDemo for all covered bargaining unit employees.

Adherence to these business rules is required. In the rare instance when a deviation from a business rule may be warranted, written permission by the CECOM Personnel Policy Board Chair is required. Supplementation is permitted provided the additional guidance and instructions are consistent with the information presented in these business rules.

CECOM's overarching principle in the administration of AcqDemo is the fair and equitable treatment of all employees in setting pay and distinguishing among levels of performance while adhering to Merit System Principles and negotiated union agreements.

If future agreements are reached between CECOM and other bargaining units to join AcqDemo, those MOAs will supplement these business rules for all covered bargaining unit employees.

POLICY BOARD AND CECOM COMMANDER FUNCTIONS

CECOM Commander Functions:

- Approves pay pool funding percentages for all pay pools within the command, based on input from the policy board.
- Approves the composition of pay pools within the command.

CECOM Personnel Policy Board: The board will establish and review overarching policies and procedures, ensure consistency in the application of key policies, and establish annual funding levels applicable to pay pools within the command. Decisions made by the policy board will be adhered to by all pay pools within CECOM. The composition of the policy board will be as follows:

- CECOM Deputy to the Commanding General (DCG) will serve as the Board Chair.
- Sub-organization Pay Pool Managers (PPMs).
- Director, G1
- Director, G8
- Union Representation, (1) AFGE Local 1904 and (1) NFFE 476
- Additional personnel may attend at the discretion of the members. Functions of the board include:
 - Meets at least annually to discuss command-wide funding levels, updates, and changes to business rules or other applicable policies.
 - Recommends funding levels and policy changes to the CECOM Commanding General for approval.

FUNCTIONS & COMPOSITION OF PAY POOLS WITHIN CECOM

Composition of the CECOM Pay Pool Panel:

All non-bargaining unit employees will be assigned to one of the seven pay pools described below. The non-bargaining unit pay pools' inclusions will be as listed below, and under no circumstance will any bargaining unit employee from American Federation of Government Employees (AFGE) or National Federation of Federal Employees (NFFE) be assigned to these pools.

All covered AFGE employees will be assigned to one of the six pay pools described below. The AFGE pay pools inclusions' will be as listed below, and under no circumstance will any non-bargaining unit employee or NFFE bargaining unit employee be assigned to these pools.

All covered NFFE employee' inclusions will be as listed below, and under no circumstance will any non-bargaining unit employee or AFGE bargaining unit employee be assigned to these pools.

Non-Bargaining Unit "Senior Pay Pool" Pay Pool includes: Pay pool panel members

AFGE "Technical" Pay Pool includes: 0391, 1150, 2130, and 2210

NFFE "Technical" Pay Pool includes: 0801, 0803, 0854, 0855, 1306, and 1550

Non-Bargaining Unit "Technical" Pay Pool includes: 0391, 0801, 0802, 0803, 0808, 0854, 0855, 0856 1150, 1152, 1306, 1550, 2130, and 2210

AFGE "Support" Pay Pool includes: 0018, 0170, 0301, (non-logistics), 0303, 0318, 0341, 0343, 1001, 1035, 1101, 1102, and 1601

Non-Bargaining Unit "Support" Pay Pool Includes: 0018, 0080, 0170, 0301 (non-logistics), 0303, 0306, 0318, 0341, 0342, 0950, 0986, 1035, 1101, 1102, and 1601

AFGE "Finance" Pay Pool includes: 0343, 0501, 0560, and 0561

Non-Bargaining Unit "Finance" Pay Pool includes: 0343, 0501, 0505, 0560, and 0561

AFGE "0346" Pay Pool includes: All 0346 employees in the unit

Non-Bargaining Unit "0346" Pay Pool includes: All 0346 employees in the unit

AFGE "Logistics" Pay Pool includes: 0301 (logistics), 1083, 1670, 2001, 2003, 2005, 2010, and 2032

Non-Bargaining Unit "Logistics" Pay Pool includes: 0301 (logistics), 1083, 1670, 2001, 2003, 2005, 2010, and 2032

NFFE "Business" Pay Pool Includes: 0170, 0510, 0511, 0905, 1222, and 1515

Non-Bargaining Unit "Business" Pay Pool includes: 0170, 0201, 0260, 0340, 0510, 0511, 0905, 1222, 1515, and 1801

AFGE "Trainee" Pay Pool includes: 0399, 0599, 0899, 1099, 1199, 1599, 2099, and 2299

NFFE "Trainee" Pay Pool includes: 0599, 0899, and 1599

Non-Bargaining Unit "Trainee" Pay Pool includes: 0399, 0599, 0899, 0999, 1099, 1199, 1599, 2099, and 2299

CECOM DCG Functions:

- Ensures final ratings, Contribution Rate Increases (CRIs), and Contribution Awards (CAs) are equitable within their pay pool(s).
- Adjudicates second-level grievances.
- Appoints Pay Pool Managers (PPMs).

PPM Functions:

- Appoints members of the pay pool panel.
- Appoints a pay pool administrator to provide administrative support and document panel decisions.
- Ensures supervisors complete contribution plans, midpoint reviews, annual reviews, and recommended ratings within established time frames.

- Ensures communication and notification requirements to pay pool members are completed within the established time frames.
 - Ensures pay pool is conducted in accordance with established policies and procedures.
 - Chairs pay pool panel and attends all pay pool panel meetings.
 - Contacts appropriate advisors (e.g., Human Resources (HR), Equal Employment Opportunity, Inspector General, Legal).
- for expert-level advice and assistance where necessary.
- Renders final decision on ratings, CRIs, and CAs in the event the panel cannot reach consensus.
 - Adjudicates first-level grievances.

Pay Pool Panel Functions: If designated pay pool panel members become unavailable (job change, separation, etc.), the new incumbents will automatically become pay pool panel members. Pay pool panel members will normally be directors of organizations and second-line supervisors or higher.

- Reviews recommended ratings, CRIs, CAs, and makes adjustments, which in the panel's view would result in greater equity and consistency across the pay pool.
- Contacts supervisors and/or sub-panel supervisors as needed for additional information.

Pay Pool Administrator Functions:

- Attends all pay pool panel meetings for assigned pay pools.
- Schedules pay pool panel meetings.
- Documents pay pool panel decisions.
- Prepares analysis of Contribution-Based Compensation and Appraisal System (CCAS) data for review by the PPM and the personnel policy board at least annually (and for identified projects).
- Responsible for oversight of the CCAS and pay pool administrator processes.
- Manages the CCAS reconsideration process and provides technical guidance to managers and employees.
- Ensures collection and computation of CCAS data is accurate and timely throughout the rating cycle.
- Populates, updates, downloads, and uploads the CAS2NET database and compensation workbench throughout the rating cycle and at panel meetings; monthly tracking of employee additions and deletions to the pay pool; updates database on a monthly basis; and validates accuracy of employees assigned to supervisors.
- Operates the automated tools during panel meetings to provide data for the panel's use.

Sub-Pay Pool Panel Functions:

- Reviews contribution ratings in a timely manner and ensures accuracy and compliance with requirements.

- Ensures equitable and consistent application of, and compliance with, rating requirements by all subordinate supervisors and revises subordinate supervisor's proposed ratings when necessary.
- Resolves inconsistencies between supervisor and employee assessments.
- Ensures supervisors counsel subordinate employees at least three times per year (initial, midpoint, and annual counseling).
- Sub-panels will be composed of directorates and their division and branch chiefs.

Supervisor Functions:

- Establishes employee contribution plans within 30 calendar days of the beginning of the rating cycle or no later than 30 calendar days after employee's assignment to position. A change in supervisor does not require establishment of a new contribution plan for the employee.
- At a minimum, conducts formal, contribution-related discussions at the beginning, midpoint, and end of each rating period.
- Prepares employee additional feedback in CAS2NET, or other documents as appropriate, at any other time the need for counseling arises.
- Prepares/finalizes employee closeout assessments or annual appraisals, as appropriate, in CAS2NET prior to supervisory departure from organization.
- Held personally accountable for meeting all established time frames through objectives stated in the contribution plan.
- Makes appropriate revisions to individual job objectives as soon as possible but no later than 90 calendar days before the end of the rating cycle. Plans may be modified within those 90 days in cases where an employee has a job change: i.e., promotion, reassignment.

Employee Functions:

- Establishes contribution plan in coordination with their supervisor.
- Keeps track of their contributions throughout the rating cycle.
- Prepares midpoint and annual self-assessments addressing their contributions and the results of these contributions, as related to their performance indicators and the organization's mission. Annual assessments must be done in accordance with published guidance.

Union Functions:

- Have observer status during bargaining unit pay pool meetings.

CONTRIBUTIONS, RATINGS, AND COUNSELING

Assessments: Employee assessments are encouraged but not required, while supervisor assessments are mandatory. Assessments are crucial to the pay pool panel members when they are reviewing ratings. Assessments will address each performance factor and how accomplishments contributed toward meeting job objectives. Also, assessments should address the impact of such accomplishments on

mission achievement. All assessments must contain sufficient information to justify the rating before a final rating is approved.

Midpoint assessments, if done by the employee, should be included/modified in the annual assessment in order to be rated by the pay pool panel at year end.

Inadequate Justifications: If a recommended rating lacks the information needed to justify that rating, efforts will be made to resolve the discrepancy as follows:

- Request additional justification from the supervisor.
- If additional information is not provided, or the information provided still does not justify the rating, the pay pool will recommend an appropriate rating to the PPM.

Inappropriately Compensated Employees (Category A – above the Upper Rail (UR)): Employees whose rating places them in the inappropriately compensated “A” category (above the UR) will receive the General Pay Increase (GPI).

Midpoint Counseling: Supervisors are required to:

- Provide employee feedback on specific accomplishments and their overall contribution.
- Identify deficiencies and discuss corrective action.
- Not disclose specific scores; however, supervisors may disclose the rail category, e.g., A, B, C. Only the rail category can be disclosed to employees during midpoint counseling, e.g., A, B, C. Scores are NOT to be discussed.

Inadequate Contributions: Will be identified by supervisors at any time during the appraisal period. Employees will be counseled on identified substandard contributions whenever they occur. Substandard contributions may be documented as Additional Feedback in CAS2NET, throughout the rating cycle. If it is determined an employee needs to be placed on a Contribution Improvement Plan (CIP), the supervisor will consult with the Civilian Personnel Advisory Center and local Organization HR point of contact (POC), if appropriate. CIP will be in place for a minimum of 30 days and maximum of 90 days.

Additional Counseling: Supervisors must utilize the Additional Feedback module of CAS2NET to document additional performance counseling conducted during the rating year.

Minimum Payout: Employees who have a delta score of zero or greater will receive a minimum payout (CRI and CA combined) of no less than \$350.

Higher Broadband Scoring: Supervisors will closely review contributions in relation to applicable factor descriptors and discriminators prior to assigning factor scores in the next higher broadband. Contributions must meet the requirements of the higher

broadband. Factor scoring in the next higher broadband does not warrant a change to the classification of a position but reflects that the employee contributed above what was expected for the rating cycle.

Grievances: Employees may formally grieve the OCS, the categorical or numerical scores, or the narrative. An administrative grievance procedure or the Alternative Dispute Resolution (ADR) process can be used to request reconsideration. Bargaining unit members shall refer to AcqDemo participation MOAs, if applicable, for proper grievance procedures.

A 15-calendar day window will be open after the primary pay pool panel has convened, and ratings/scores have been finalized and approved by the primary PPM.

The employee will submit the grievance through the pay pool administrator to the rating official no later than 15 calendar days following receipt and signature on the "CCAS Salary Appraisal Form – Parts I, II, and III." The employee must state what change is requested and the basis for the change.

The rating official will forward the grievance to the PPM within 10 calendar days of receipt of grievance from the employee, along with his/her recommendation and supporting rationale.

The PPM may accept the supervisor's recommendation or reach an independent decision. In the event that the PPM decision is different from the rating official's recommendation, appropriate justification must be provided. Within 30 calendar days of receipt of the rating official's recommendations, the PPM will render a decision.

The PPM decision is final unless the employee requests reconsideration by the CECOM Commander or his designee. The request must be submitted through the pay pool administrator to the CECOM Commander within 15 calendar days from the date the employee signs receipt of the PPM decision. The CECOM Commander will issue a written decision within 60 calendar days. The CECOM Commander's decision is final.

In lieu of resolving disputes through a grievance, the employee may use the ADR. For AcqDemo purposes, only disputes concerning the narrative portion of your rater's assessment of you can be dealt with through ADR. The ADR process can be done via email with your rater, the PPM, and the local Organization HR POC.

PAY POOL PANEL MEETINGS

Mock Pay Pool Panels: Midpoint, mock pay pool panel meetings are required for a pay pool's first rating cycle in AcqDemo. For subsequent rating cycles, the PPM determines if a mock pay pool panel meeting will be conducted.

Time Frames: Time frames for pay pool panel deliberations are limited; therefore, all individuals must adhere strictly to deadlines. This applies to preparation of self and

supervisory assessments, sub-panel manager functions, and especially requests from the pay pool panel for additional information pertaining to specific employees. As a general rule, inquiries sent out from the pay pool panel should be addressed by the recipient (or a designee) within the same workday. Pay pool panel dates are publicized; therefore, supervisors or their designee should be available to respond to questions and other issues surfaced during the pay pool panel meeting.

Consistent or deliberate failure to meet deadlines and publicized time frames will be reflected in future performance evaluations and could result in disciplinary action, placement in a non-supervisory position, etc.

Clarifying or supporting information that is received too late for consideration while the pay pool panel is convened may require the pay pool to reconvene. However, no further changes to ratings will be made once the pay pool panel's output has been forwarded to the PPM for final review.

Meetings: All pay pool panel meetings will occur face to face, subject to budgetary limitations and at the discretion of the PPM. Other pay pool panel discussions, e.g., follow-up meetings to deal with late appraisal information, may be held by video or teleconference at the discretion of the PPM.

Recommended Process:

- Each pay pool panel representative, in turn, represents their employees' contributions and proposed rating to the pay pool panel members.
- The PPM hears discussions from members, may poll the members, and determines the contribution objective rating and overall contribution rating for each employee.

Panel Deliberations: In assigning, reviewing, or modifying ratings, panel members will consider whether recommended ratings are appropriate, consistent with job objectives and scope of work, and properly documented. Compensation received during the rating cycle for incentive awards of \$501 or higher and/or promotions may be considered during pay pool panel deliberations.

Pay Pool Panel Member Ratings: Pay pool panel members will be rated by a senior pay pool, which is comprised of the PPM and higher-level officials not assigned to the pay pool, e.g., SES employees, commander/directors, etc. Peer ratings are not permitted. Contribution-related information on members of the pay pool panel, e.g., tentative/final ratings, will not be seen by panel members during regular pay pool deliberations. The senior pay pool will consist of the DCG, CoS, SEC Director, ILSC Director, and ISEC Commander.

CONTROL POINTS

Control Points: Each position will be assigned a control point that will be synonymous with a monetary limit for that particular type and level of work. Control points define

salary boundaries within the broadband and are based on the complexity, breadth, and impact of a position as determined by the duties and responsibilities assigned. The control point of a position will be assigned in accordance with the CECOM Control Point Policy and will be recorded on the Position Requirements Document before a job vacancy is announced. The control point of the position will be communicated to the employee upon its initial establishment and subsequently each year at the time the performance plan is initiated or modified.

New Control Points: The establishment of any new control point or change to existing control point requires written approval from the CECOM CG/DCG. The CECOM Personnel Policy Board will review control points every year and recommend changes. Any approved recommended changes affecting bargaining unit employees will be negotiated with AFGE Local 1904 and NFFE Local 476 before implementation.

Impact of Control Points on Payouts: Ratings will not be inflated to more closely align the employee's salary with the control point of the employee's current position. The CRI for employees whose salary is at or over their control point and who have no other documented, extenuating circumstances, will roll over and be added to the CA. The same applies for employees on retained pay (employee's salary is higher than the top of the broadband).

Impact of Control Points on GPI: Employees over their control point, but not on retained pay, receive 100 percent of the GPI. Employees on retained pay receive 50 percent of the GPI until their salary falls within their assigned pay band.

Temporary Actions: The control point for employees on a detail or temporary reassignment will not be changed. The employee's control point will remain the same as their permanent position of record.

DETERMINING FUNDING LEVELS

Funding Levels: Pay pool funding levels for CRIs and CAs will be established by the CECOM Policy Board and AMC Policy.

Funding is based on historical trends and/or Army guidance.

- CRI funds may be used for salary increases or rolled over into a CA.
- CA funds will be used for CAs only.

PAY SETTING/COMPENSATION

Compensation Policies: CECOM's overall compensation policy is based on complexity, breadth, and impact of the position. Positions within a broadband may differ substantially in terms of scope; therefore, not all positions will progress to the top of the broadband. All pay decisions will be fiscally responsible.

Approval Authority: Approval authority for salary increases of 0%-10% will be with the local Organizations Director/Commander. Any salary increase of more than 10% requires DCG approval. Supervisors/selecting officials will make salary recommendations for new hires and for employees who are being promoted. Recommendations will be reviewed by each local Command's HR prior to forwarding to the approving authority. Salary sheets will be maintained by each local Command's HR. All salary increases must be sufficiently justified and support the concept of pay equity within the command. The AcqDemo Salary Determination Worksheet (appendix A) will be used to calculate and document salary offers. This worksheet may be amended to add additional information to satisfy local needs.

New Hires: Pay for new hires will be based on the selectee's qualifications, the difficulty in filling like positions, and the pay level of other employees in like positions who have similar qualifications. Control points will not be exceeded.

Reassignments (within AcqDemo): There is no pay change with a reassignment if the employee is currently in AcqDemo. A reassignment is the movement from one position to another within the same broadband level and career path. A new/different position requirements document is required to support a reassignment when an individual's control point is changed. For example, if an employee's control point changes because of additional duties, those responsibilities must be outlined in a new/different position requirements document.

Reassignments and Lateral Transfers (from General Schedule (GS) positions to AcqDemo): Employees may be entitled to a Within-Grade Increase (WIGI) Buy-in if being reassigned from the GS system.

Promotions: Pay upon promotion will be set as follows:

- Employees within AcqDemo: Minimum base salary increase is 6 percent, and the maximum is 20 percent.
- Employees entering AcqDemo from a different pay system, (i.e., GS, Lab Demo, etc.); the minimum base salary increase is 0 percent, and the maximum is 20 percent.
- The PPM will recommend all promotion pay settings, which are subject to higher level approval.
- Promotions resulting from entry outside the AcqDemo or from within the AcqDemo will be limited to no more than 20 percent except to meet the minimum of the broadband.

Reduction in Band: Pay upon reduction in broadband:

- Reductions in pay will be approved by the PPM.
- Justifications for any reduction in pay will be part of the employee's adverse action file and will be maintained by the appropriate Management-Employee Relations program manager.

SPECIAL CIRCUMSTANCES

Presumptive Employees: Employees fall into one of two categories:

Presumptive Status “1” covers employees with less than 90 consecutive calendar days in AcqDemo. These employees will not be rated by the pay pool panel and will not receive a CRI or CA; however, they will receive the full GPI.

Presumptive Status “2” and “3” covers employees who cannot be readily evaluated by the normal CCAS appraisal process due to special circumstances that take the employee away from their normal duties or duty station for at least 8 months of the rating cycle (e.g., on extended sick leave, leave without pay, active military duty, long-term training, etc.). For employees in this situation, the pay pool panel has two options:

- Option 1: Recertify the employee’s last contribution appraisal

(Presumptive Status 3); or

- Option 2: Presume the employee is contributing consistently with his/her pay level and assign an expected rating (Presumptive Status 2).

CRI and/or CA may be withheld for employees receiving a Presumptive Rating (Status 2 or 3) when performance was negatively impacted due to 80 or more hours of absent without leave during the rating cycle. Negative impact to performance or organization’s mission can include, but is not limited to, other personnel taking on work assignments, taskings not completed or not completed timely, etc. Rationale for withholding will be documented in writing and maintained by the pay pool administrator.

Employees Promoted During the Rating Cycle:

Employees who are promoted any time during the rating cycle are rated for the entire rating cycle based on their contributions from both the previous and new positions. The CRI and CA is calculated based on the salary of the new position (as of 30 Sep).

For employees promoted on or after 2 July, the CRI may be carried over to their CA at the discretion of the PPM.

Prorating: Employees who enter AcqDemo during the rating cycle will have their CRI and CA prorated as follows:

1 Jan–31 Mar: 75 percent

1 Apr–2 Jul: 50 percent

Rating Official Departures:

Rating officials who depart prior to 1 Sep must complete Closeout Assessments in CAS2NET for each employee under their supervision. Closeout Assessments are not required if a midpoint appraisal was completed within 45 days prior to the rating official’s departure.

Rating officials who depart on or after 1 Sep must complete Annual Appraisals in CAS2NET for each employee under their supervision provided the employee will have more than 90 consecutive calendar days in AcqDemo by 30 Sep.

Temporary Promotions, Temporary Reassignments, Developmental Assignments, and Details:

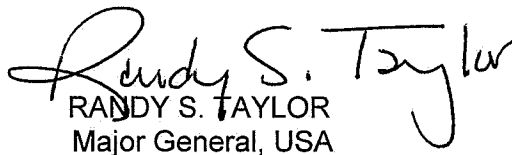
- Temporary promotions, temporary reassignments, developmental assignments and details for 120 calendar days or more require written contribution objectives and assessments by both the employee and his/her supervisor.
- The supervisor of record will solicit the required special rating from the temporary or detailed supervisor (CECOM and non-CECOM) at the end of the assignment or rating period, as applicable. Information provided in the special rating will be considered by the supervisor of record in preparing their supervisory assessment/rating for the annual appraisal.
- The sub-panel manager may determine that the temporary supervisor will complete the midpoint and/or annual appraisal dependent on the length, location, duties, and timing of the temporary assignment.
- Within 30 days of the employee's return from the assignment, the employee's objectives will be reviewed and revised as necessary.

Different Duty Location (employees with a different duty location than their supervisors):

To ensure that employees who are not physically located with their supervisors are treated fairly and equitably, supervisors are required to meet face to face or by video teleconference, telephone, etc., with these employees to perform the initial, midpoint, and year-end counseling.

PROPONENT: CECOM AcqDemo Team

REVIEWED AND APPROVED:


RANDY S. TAYLOR
Major General, USA
Commanding

GLOSSARY

Adjusted Salary – An employee's base salary plus any locality paid.

Appraisal Period – The period of time established under a performance management system for reviewing employee contributions. CECOM's contribution appraisal period is 1 Oct–30 Sep.

Appropriately Compensated – "C" Region – This region is the areas on or between the upper and lower rails of the normal pay range. Under CCAS, an employee whose salary versus OCS plots within this region **MUST** receive the full General Pay Increase, **MAY** receive a CRI, and **MAY** receive a CA.

Broadband Level – A broadband level is a pay range derived from the General Schedule pay rates.

Base Salary – Employee's pay before any deductions and exclusive of additional pay of any kind.

Career Path – One of three categories that an employee is placed in which corresponds to the employee's occupational series currently held.

CAS2NET – The automated performance management system for AcqDemo.

Classification – The process of analyzing and assigning a position to an occupational series, career path, pay schedule, broadband, and title for pay and other related purposes.

Competencies – The measurable or observable knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform a particular job or job function successfully.

Contribution – Accomplishment of work assignments or responsibilities and contribution to organizational goals, including behavior and professional demeanor (actions, attitude, and manner of performance) as demonstrated by the employee's approach to completing work assignments.

Contribution Assessment – The determination made by the PPM as to the impact, extent, and scope of accomplishment that the employee's contribution made to the organization's mission and goals.

Contribution Award (CA) – A lump sum payment based upon an individual's contribution to the mission of the organization. This award does not affect base salary.

Contribution-based Compensation and Appraisal System (CCAS) – CCAS is a contribution-based assessment system that links salary adjustments to the individual's overall contribution to the organization's mission.

Contribution Improvement Plan (CIP) – The CIP is a document issued by the supervisor that outlines specific areas in which the employee is inadequately contributing. This document states how the employee's contribution is inadequate, what improvements are required, recommendations on how to achieve increased contribution, and consequence of failure to improve.

Contribution Payout – The total monetary value of the CRI and CA resulting from CCAS.

Contribution Plan – A written or electronic document that contains at least one and generally three to five job objectives that outline the expected level of contribution of the employee for the rating period.

Contribution Rating Increase (CRI) – A CRI is a base salary increase based upon an individual's contribution to the mission of the organization.

Descriptors – Narrative statements that describe contributions typical for the broadband levels at increasing levels of contribution and are the basis for contribution assessment. Descriptors are not used individually to assess contributions but taken as a whole to derive a single evaluation for each factor.

Discriminators – Various categories in which an employee's contribution is assessed. Discriminators for each factor are the same for all career paths and broadband levels.

Expected Overall Contribution Score (OCS) – Represents an employee's expected level of contribution based upon their current base pay. It is derived by plotting base salary in relation to the Standard Pay Line.

Factors – The basis for assessing contributions. The same six factors (Problem-Solving, Teamwork/Cooperation, Customer Relations, Leadership/Supervision, Communications, Resource Management) apply to all career paths.

Higher Broadband – A pay band designated to be of a higher level of work than an employee's currently assigned band.

Inadequate Contribution – An employee is considered to be inadequately contributing if his/her contribution in any factor is at or less than the midpoint of the next lower broadband level (or a factor score of zero for broadband Level 1 employees). Additionally, when an employee's contribution plots in the area above the UR ("A" Region) of the normal pay range, the employee is considered to be contributing inadequately.

Inappropriately compensated – “A” Region: This region is the area above the UR of the normal pay range. Under CCAS, an employee whose salary versus OCS plots within this region could be denied part or all of the general pay increase and will receive no CRI or contribution award. This is NOT to be confused with employees on retained pay.

Inappropriately compensated – “B” Region: This region is the area below the lower rail of the normal pay range. Under CCAS, an employee whose salary versus OCS plots within this region must receive the general pay increase, may receive a CRI, and may receive a CA.

Incoming Selectees to CECOM – Incoming selectees are those employees new to ATEC. Includes GS and/or other Government pay systems (reassignments, transfers, etc.).

Interim Assessment – A narrative description of an eligible employee’s contributions under an approved performance plan at mid-cycle of the rating period or when the supervisor ceases to exercise duties relative to monitoring, developing, and rating contributions of the employee.

Implementing issuance(s) – A document(s) issued by the Secretary of the Army, Deputy Secretary, Principal Staff Assistance (as authorized by the Secretary), or Secretaries of the Military Departments to carry out a policy or procedure in implementing AcqDemo. These issuances may apply DOD-wide or to any part of DOD as determined by the Secretary at his or her sole and exclusive discretion. These issuances do not include internal operating guidance, handbooks, or manuals that do not change conditions of employment, as defined in the DOD/Army Operating Procedures.

Job Objectives – An expression of contribution expectations in the contribution plan that are linked to the organization’s goals and missions. They are used to communicate major individual, team, organizational responsibilities, contributions, and the related outcomes expected during the appraisal period.

Lateral Transfer (Federal Employee (Outside of the Demo) Entering the Demo) – Reassignment between agencies/components without change in basic pay except as provided by any WIGI or career ladder buy-in.

Locality – Additional pay to address labor market factors that are location and/or occupational specific.

Lower Broadband – A broadband designed to be of lower level work than an employee’s currently assigned band.

Lower Rail – The curved line that is below the standard pay line (SPL) by an 8 percent difference in salary from the SPL throughout the OCS range. It is used to define the lower bound of the Normal Pay Range (NPR).

Management Official – An individual employed in a position of duties and responsibilities of which require or authorize the individual to formulate, determine, or influence the policies of the organization.

Management-Directed Reassignment – A reassignment initiated or directed by management. While the employee may agree to be reassigned, this action normally does not include the employee applying through an advertised vacancy announcement.

Minimum Period of Performance – The period of time established by the Secretary of the Army during which an employee will perform under applicable contribution expectations before receiving a rating of record. Under AcqDemo; this period is 90 consecutive calendar days.

Mixed Position – Positions where work falls within more than one occupational series, pay schedule and/or broadband.

New Hire – The first appointment to a position as a civilian employee within the Federal Government.

Newly Promoted Employee – Employee (current or incoming) who received a 6 percent or greater increase during the current CCAS rating cycle.

Normal Pay Range (NPR) – The normal pay range is the region bounded by the upper and lower rails.

Occupational Series – Numeric designator that identifies lines of work under the present Government-wide classification system.

Overall Contribution Score (OCS) – The OCS is a numerical value that represents the employee's contribution to the mission of the organization. It is computed by averaging the scores of the six contribution factors.

Pay Pool – A group of employees among whom a certain amount of salary increase and award money is distributed. Each participant in the demonstration project is a member of only one pay pool.

Pay Pool Manager (PPM) – The manager of the pay pool who has annual pay adjustment authority and is designated to manage the pay pool, resolve discrepancies, and ensure consistency.

Pay Pool Panel – Includes the PPM and supervisors (who normally report to the PPM), conducts a final review of the OCSs and the recommended compensation adjustments for the pay pool members.

Position Requirements Document (PRD) – The PRD for each employee provides job-specific information, broadband level descriptors, and other information pertinent to the job, including staffing requirements and contribution expectations. It replaces the current position description.

Promotion (Federal employees within the demo) – The movement of an employee to a higher broadband level within the same career path or a different career path and level in which the new broadband level has a higher maximum salary rate than the broadband level from which the employee is being moved.

Promotion (Federal employee (outside of the AcqDemo) entering the Demo) – A current Federal employee selected to the AcqDemo position with a higher salary range than currently held or previously held.

Rails (Upper and Lower) – The rails are lined +/- 8 percent of salary from the standard pay line and define the normal pay range.

Rating of Record – The official rating (OCS) that is entered into the employee's official personnel file (or database).

Rating Official – See Supervisor.

Reassignment (Federal employee within the Demo) – The change of an employee from one position to another position within the same broadband level in the same career path or to a position in another career path and level in which the new broadband level has the same maximum salary rate that the broadband level from which the employee is being moved. There is NO change in salary for employees within the Demo.

Reassignment (Federal employee (outside of the Demo) Entering Demo) – Change of an employee from one competitive service position in any other pay system to an Acquisition Demo position without promotion or change to lower broadband. (Buy-in applies, refer to Federal Register Vol. 66, No. 98, 21 May 2001, Amendment to Federal Register Vol. 64, No. 05, 8 Jan 1999, Sec V A.)

Reduction in Band – The movement of an employee from one broadband to a lower broadband.

Reduction in Pay – A decrease in an employee's base salary. Base salary does not include locality or similar payments. Non-receipt of a pay increase is NOT a reduction in pay.

Retained Pay – Those employees whose adjusted base salary upon transition exceeded the top rate of the applicable broadband retained their pay and will receive 50 percent of any annual general pay increase for the maximum rate of their assigned broadband. Continues until pay falls within the pay range of the broadband.

Similar Position – Positions in which the duties performed are similar in nature and character and require substantially the same or similar qualifications, so that the incumbent could be interchanged among the positions without significant training or undue disruption in the work.

Standard Pay Line (SPL) – The SPL is a mathematical relationship between the contribution and salary. The SPL tracks from the lowest pay, GS-1/1, to the highest pay, GS-15/10. It is increased annually in accordance with the GS pay increases.

Sub-Panel Manager – The employee's representative on the pay pool panel.

Supervisor – The first-level supervisor is usually the individual who formally rates or appraises the employee for the annual contribution assessment (rating of record).

Unacceptable Performance – Performance by an employee that fails to meet one or more performance expectations, as amplified through work assignments or other instructions, for which the employee is held individually accountable.

Upper Rail (UR) – The curved line that is above the SPL by an 8 percent difference in salary from the SPL throughout the OCS range. It is used to define the upper bound of the NPR.