

Appendix A:

(Updated as of Mar 01, 2016)

“How to” Guidelines for Civilian Pay Rate Review

Index:

- 1) Changes to Civilian Rate Process
- 2) Purpose
- 3) Prerequisites needed to analyze Execution Data
- 4) Where to find Civilian Pay Execution Data
- 5) How to pull the Data
 - a) What fields should be included in the data pull
 - b) What data should be excluded
 - c) How to pull a subset of the data for rates
 - i) How to determine CTYPE
- 6) How to Calculate Approximate Rates
 - a) How to annualize the data
 - b) How to convert man months to FTE
 - c) SES Rates
 - d) Accounting for Awards
 - e) How to account for special situation data
 - f) What to check for in the approximate rate
 - g) How to age the rate to compare against the generated rate
- 7) How to proceed when the approximate rate is not within guidelines
 - a) Determine source of error
 - b) Fact of life changes
 - c) Contacting DASA-CE with rate questions
- 8) Where to find timelines

1. Changes to Civilian Rate Process

The Civilian Pay Working Group (CPWG) changed the method of building civilian pay rates by adding MDEP, and BA (BA for RDTE) in 2016. These changes affect how rate levels are structured.

level 0: OA, CTYPE, APPN, SAG* or BA*, MDEP*

level 1: OA, CTYPE, APPN, SAG or BA

level 2: OA, CTYPE, APPN

level 3: CTYPE, APPN,

level 4: CTYPE

*Only OMA, OMAR, and OMNG rates receive a SAG all others are filled with “***”.

*Only RDTE rates receive a BA all others are filled with “***”.

Budget payment categories are referred to in this document as Basic Compensation (BCOMP), Basic Benefits (BBENE), Other Compensation (OCOMP), Holiday Pay (HOPAY), Overtime (OTIME), Cash Awards (CASHA), Former Employee Compensation (FECMP), And Severance Pay (SVPAY).

In POM 2018 a locality pay adjustment was added, BCOMP, BBENE, OCOMP, HOPAY were increased by 0.0037 in the following CTYPEs 101/151, 124, 130. This will be implemented in CY 2016 and reflected in FY2016 execution data.

In POM 2018 a Basic Benefit adjustment of 1% of Basic Compensation (BCOMP) was added after the locality pay adjustment for CYPES 101/151, 102, 121/150, 124, 125, 130

CTYPE 105 and 204 dollar values were adjusted to be 0.29 of the reported GFEBS value to account for the burden sharing agreement. The original GFEBS value for BCOMP was approximately 3.5 times greater than in previous years.

Rates include direct and reimbursable dollars and FTE.

Small Population Rule: Rates that are made with fewer than 25 FTE will be rolled up to a rate with a larger population. In 2016 these rates will no longer be published.

Cash Award guidance for most civilians uses 0.96% and for SES awards 4.8%.

In 2016, 2017, and 2018 a supplemental adjustment will be added to CTYPE 101/151 that will adjust for Within Grade Increases. This adjustment will be listed in the Pay Adjust table and will be 0.60%.

MDEP Rates: MDEP rates are published for 101/151, 102 and 121/150 only and where the rates deviate significantly from the SAG rate.

CTYPE 150 and 151 will be costed at the prevailing rates for 121 and 101 respectively, in the appropriate key match. CTYPE 150 and 151 rates will be published once there is execution data (POM 19/20).

2. Purpose of Rate Review Procedures

The purpose of this document is to give stakeholders in the civilian rates process guidance on how to review their execution data so that they can identify and fix data anomalies before rates are built and locked for the budget process. Periodic reviews of the data make the rate and end year execution process more efficient. These reviews also give stakeholders the ability to address concerns they have about their rates during the time when changes can be made.

Important Note: Rates are predictive only to the specificity of the key sub-population: OA/Command, ctype, and SAG (in the case of OMA), and not predictive of sub-sub-populations such as skill, grade, geographic location, special duty category, etc.

3. Prerequisites needed to analyze Execution Data

- a) Access to the official execution data.
- b) A method to pull data to represent the complete execution for a given command. Two possible methods being ACCESS and SQL.
- c) A method of analyzing data that is pulled. Excel is one possible analysis tool.

4. Where to find the Civilian Execution Data

Most data should be in the DFAS or GFEBS systems but not all data may be included. If your data is not in these two systems, please pull it from your system and then follow the guidance in the sections below.

5. How to pull the Data

Determine if your data is in GFEBS or in DFAS (Legacy Accounting) systems (Note: data that is in both systems and that has been combined will use DFAS guidance.)

a) What data fields should be included in the data pull:

i) DFAS format

In a data query you will need to include fields for DEPT, OA, SRC_FUND, ROC, PE8 (which is your APE), EOR, APPN, AmtDet, and Data_CD. First you will need to select Data_CD BJ for the cumulative obligations data and Data_CD 38 for the man months.

ii) GFEBS format

Use the Detail Labor Cost Report with these parameters:

Pulling Fiscal Year 2015 GFEBS execution data:

- 1) Source:
 - a. Use DCPS (Defense Civilian Pay System) for US data

- b. Use FFPO (Foreign Forces Payroll Office), ILNPS (Italian Local National Pay System), and MLN (Manual Pay Local Nationals Netherlands/Belgium) for Foreign National data
- 2) Fiscal Period: 1 – 12
- 3) Fiscal Year: 2015
- 4) Cost Center: All of them (or whichever is pertinent)
- 5) Fund:
 - a. Only include funds ending with 15
 - b. Only include Pay Period End dates within the 2015 fiscal year
 - c. Include the direct and reimbursable funds for the TCs (first 4 characters of fund) that your command is under.

Please include the fields for : Fiscal Year/Period, Source System, Date Paid, Pay Period End Date, Fund, Funds Center, UIC, Functional Area, Program Element, MDEP, Cost Element, GRC/Type Hour Code, Temp Position Code, Work Schedule, Civilian Type, Amount Paid (Detail), Paid Hours (Detail)

Note: UIC will preferably be derived from “UIC for Manpower” a characteristic of Cost Center.

Use the fields pulled to derive the fields for rate calculations. For example, Program Element can be used to derive SAG.

If needed, use the GFEBS_CivPay_CostElement_PaymentCat_Xwalk.pdf as a reference to help determine which Cost Elements are in each Payment Category.

Example of how to pull first pay period if it spans FY:

Pulling Fiscal Year 2015 first pay period GFEBS execution data:

In order to pull OCT 2015 to get the pay period that spanned between September of FY 2014 and October of FY 2015, one method that requires pulling less data, is to pull a new report with the parameters of Fiscal Period = 1 and Fiscal Year = 2015.

- 1) Source:
 - a. Use DCPS (Defense Civilian Pay System) for US data
 - b. Use FFPO (Foreign Forces Payroll Office), ILNPS (Italian Local National Pay System), and MLN (Manual Pay Local Nationals Netherlands/Belgium) for Foreign National data
- 2) Fiscal Period: 1
- 3) Fiscal Year: 2015
- 4) Cost Center: All of them (or whichever is pertinent)
- 5) Fund: Use the funds listed above

Please use the guidance above for the fields to include for the 2015 report.

Merge the 2014 and 2015 pay period 1 reports and use this data for rate analysis.

Some additional guidelines:

- 1.) Use 2088 hours per FTE to convert hours to FTE for all CTYPES except for 202.
- 2.) Use 2004 hours per FTE to convert hours to FTE for CTYPE 202.

Note: 2088 hours is for FY 2015 data. Hours will be 2096, 2016 . These numbers can be found in A-11 Section 85.

b) What data should be excluded:

Exclude department 97 data, including SOF data. Some SOF data is included in the official rates but is rolled up using complicated business rules. The total amount of SOF is not large enough to bias this calculation for most rates.

The following are excluded (with the special exceptions as described) when developing the civilian pay rates:

- Military data (formerly in EORs ('1198', '1199', '1210', '1220', '1250'))
- Overtime, except for TC 4930 (EORs with the first three characters in '11D', '14D', '16D', '28D')
- CTYPE 305 (EORs ending with 'W')
- Separation Allowance
 - o CostElement 6400.12R0, 6400.12V0 AND CTYPE not 105
 - o CostElement 6100.28V0 AND CTYPE not 204
 - o EOR ('12V', '15V', '17V', '28V', '12R') (except for '12VR', '15VR', '28V1', '12RR')
- Civilian PCS costs:
 - o CostElement 6100.12A2, 6100.12A3, 6100.12A5
 - o EOR ('123') ('124') ('127') (EORs '153', '154', '157')
- Relocation/Retention/Recruitment Incentive/Bonuses
 - o CostElement 6100.12A6, 6100.12E0, 6100.12F0
 - o EOR ('128') ('12E', '15E', '17E') ('12F', '15F', '17F')
-
- All Object Class 13
 - o Cost Element 6400.13%
 - o ('13*')
- Incentive/other Cash Awards 6100.11K0 ('11K', '14K', '16K')
- Performance Cash Awards 6100.11S0 ('11S', '14S', '16S')
- Terminal Leave Lump-sum –
 - o CostElement 6100.11C1, 6100.11C3
 - o EORs '11C', '14C', '16C', '11ZB'
- All Special MDEP data (VINJ, VX01, VX03, VMTS, VUPC), Currently the EORs for Special MDEPS are:

EOR	description	mdep
o 12JB	Mass Transit Subsidy	VMTS
o 12RB	Civ Fed Employees Compensation Act	VINJ
o 13HB	VSIP TAX -15% Remittance to CSRDF	VX03
o 13TB	Civ Unemployment Compensation	VUPC
o 13Z*	Civ Separation Incentive - VERA VSIP	VX01
o 15JB	Mass Transit Subsidy	VMTS
o 17JB	Mass Transit Subsidy	VMTS

- For SESs also exclude Premium Pays. Currently the EORs for Premium Pays are:
 - o CostElement 6100.11H0, 6100.11J0, 6100.11L0, 6100.11T0 AND Ctype = 121
 - o 11HF Hazardous Duty/Environmental Pay
 - o 11JF Post Differential
 - o 11LF Other Premium
 - o 11RF Remote Work Site
 - o 11TF Physician's Comparability
- OCO Funding – SAG 135, 137
- OCO Funding – MDEP 'VFRE', 'VIRQ', 'VOTS'
- Mass Transit - CostElement = '6100.12JC'

GFEBs GRCTypeHour Exclusion: When pulling data from GFEBs for hours worked only include hours with GRCTypeHourCode that begin C-, L-, R-, S-. and values that have a null indicator (# or not assigned or other) (Local Nationals may have null indicators).

Exclude all other hour codes.

Note: Only exclude hours do not exclude dollars based on the hour code.

c) How to pull a subset of the data for rates:

In order to do an analysis of the execution data and to check if a stakeholder's rates are within an acceptable range an analyst has to select the correct subset of data to review. Civilian pay rates are made at the summary ROC (first two characters of ROC), CTYPE, APPN, SAG (Sub Activity Group) level of detail.

d) How to determine CTYPE

Execution data may not contain CTYPE in the data fields. If you are using GFEBs, use the CTYPE that is with the data. In DFAS, CTYPE can be derived from the EOR and can be found in the DEF_EOR table in the Probe database. Here is a quick reference:

- 101 - Graded (GS) Employees and other White Collar Pay Plans- U.S. Citizens (EOR ending with B or Z)
- 102 - Federal Wage Grade System - U.S. Citizens (EOR ending with C)
- 105 - Koreans (Direct Hire) (EOR ending with R)
- 110 - Other Direct Hire Foreign Nationals (EOR ending with T)
- 121 - Senior Executive Service & Civilian Executive Schedule (EOR ending with F)
- 124 - Graded Reserve Component Technicians (EOR ending with J)
- 125 - Federal Wage Sys - Reserve Component Technicians (EOR ending with K)
- 130 - HQDA Interns (EOR ending with 7)
- 150 - Graded (GS) Employees Acquisition
- 151 - Senior Executive Service Acquisition
- 202 - German Nationals (EOR ending with 2)
- 204 - Korean Service Corps (EOR ending with 1)
- 205 – **No rates** for Japanese Master Labor Contract (MLC) (EOR ending with 4)
- 206 - Other Indirect Hire Foreign National (EOR ending with 5)

6. How to Calculate Approximate Rates

a) How to annualize the data

The Civilian Pay Rates are based on twelve months of data. If you are doing a review that does not use twelve months of data you must adjust your execution data to approximate 12 months of data. For example, if you are performing a mid year review using March data then you would multiply both dollars and man months by 12/6 to get an annualized rate that will better compare to published rates.

b) How to convert to FTE

If you are working with combined data or data in the DFAS format, you will need to convert your man month data to whole work year full time equivalent (FTE) data for each record. This is done by dividing man month data by 12 for each record.

If you are working with GFEBS data then you would use the number of hours per FTE listed in 5a above to convert the hours paid to FTE.

c) SES rates

The SES populations are too small to calculate reliable rates at the MACOM level, so they are calculated at the Army wide level.

d) Accounting for Awards

In the EOR exclusion section (4. b) Incentive/other Cash Awards ('11K', '14K', '16K') and Performance Cash Awards ('11S', '14S', '16S') were taken out. For CTYPES 101/151, 102, 105, 110, 124, and 125 add 0.96% (changed from 1% in 2015) of the total for base pay '11B', '14B', and '16B' as the amount for awards. And for CTYPE 121 at 4.8% (changed down from 5% 2015) of total base pay '11B'. (Base pay as used here includes locality pay.)

e) How to account for special situation data

If there is a special situation that reduces Army costs, such as a burden sharing arrangement, you will have to review the execution data to be sure you are only capturing the net Army cost. If the execution data does not reflect the true costs to the Army, then the dollars should be adjusted according to the current burden sharing arrangement. Only an official agreement can be used for determining the adjustment.

f) How to calculate an approximate rate in the year of execution

Once you have the data, there is a simple way to check the rates. Take the cumulative dollars for the different types of employees and divide them by the work years for that type of employee. This will yield a total work year cost or a fully burdened rate with all budget benefits included in the rate.

g) How to age the rate to compare against the generated rate

Use the Pay Adjustment table found on the Civilian Pay rates website to find the foreign currency percent change (FC), pay raise percent (PR), and pay raise fiscal month PM for the year you are calculating.

To find the correct information in the table use the CTYPE associated with your rate to determine which CTYPE Group to get your data from. Pay adjust type F is for Foreign currency and P is for Pay raise. Supplemental adjustment is S.

Classified = CTYPE 101, 151 PR, Supplemental Adjustment, no foreign currency

Classified = CTYPE 121, 124, 130, 150 PR only, no foreign currency

Wage Board = CTYPE 102, 125 PR only no foreign currency

German = CTYPE 202

Japan = CTYPE 205

Korean = CTYPE 105, 204

Other = CTYPE 110, 206 PR only no foreign currency

Take the rate created above and perform the following steps:

For year of execution:

- 1.) Find the Foreign currency adjustment, pay raise, and pay raise month in the table for the CTYPE and for the year you are calculating.
- 2.) Fully Burdened AYSAL = Total Dollars/FTE
- 3.) Annualization Fraction (AF) = (PR fiscal month-1)/12 (The pay raise occurs the first day of the month so a Jan 1 pay raise, PR fiscal month 4, is in effect for months 4-12 or 9 months. Making the Annualization fraction 3/12)
- 4.) Dollars per FTE after payraise (DpFafterPR) = ((Burdened AYSAL)/(AF + (1 + PR)*(1-AF)))*(1+PR)

For year of execution + 1:

- 5.) Find the Foreign currency adjustment, Supplemental adjustment, pay raise, and pay raise month in the table above for the CTYPE and for the year you are calculating
- 6.) Dollars per FTE before pay raise (DpFbeforePR) = Dollars per FTE after pay raise from previous year (rate calculated in 4).
- 7.) Dollars per FTE after foreign currency (DpFafterFC) = DpFbeforePR*(1+FC)
NOTE: if there is no foreign currency change then DpFbeforePR = DpFafterFC
- 8.) Dollars per FTE after supplemental adjustment (DpFafterSA) =
DpFafterFC*(1+SA)
NOTE: if there is no supplemental adjustment then DpFafterFC = DpFafterSA
- 9.) Dollars per FTE after pay raise = DpFafterSA*(1 + PR)
- 10.) Fully Burdened AYSAL = AF*DpFafterSA + DpafterPR*(1-AF)

For year of execution +2:

- 11.) Find the Foreign currency adjustment, Supplemental adjustment, pay raise, and pay raise month in the table above for the CTYPE and for the year you are calculating
- 12.) Dollars per FTE before pay raise (DpFbeforePR) = Dollars per FTE after pay raise from previous year
- 13.) Dollars per FTE after foreign currency (DpFafterFC) =
 $DpFbeforePR*(1+FC)$

NOTE: if there is no foreign currency change then DpFbeforePR = DpFafterFC

- 14.) Dollars per FTE after supplemental adjustment (DpFafterSA) =
 $DpFafterFC*(1+SA)$

NOTE: if there is no supplemental adjustment then DpFafterFC = DpFafterSA

- 15.) Dollars per FTE after pay raise = $DpFafterSA*(1 + PR)$
- 16.) Fully Burdened AYSAL = $AF*DpFafterSA + DpafterPR*(1-AF)$

This is for illustrative purposes only. For your actual calculations please use the Cost of Living Factors published in the Current Pay Adjust table on the Rates Website.

Example: Rate for CTYPE 202 and year of execution = 2011

Total dollars = 2,000,000 Total FTE = 200

For year of execution: 2011

- 1.) Find the Foreign currency adjustment, pay raise, and pay raise month in the table above for the CTYPE and for the year you are calculating.

FC = not used for execution year, PR = 2.2% or .022, Pay raise month = 4 (January)

- 2.) Fully Burdened AYSAL = Total Dollars/FTE
FB AYSAL = $2,000,000/200 = 10,000$ dollars per FTE

- 3.) Annualization Fraction (AF) = $(PR \text{ fiscal month}-1)/12$ (from table above)
AF = $(4-1)/12 = 3/12=0.25$

- 4.) Dollars per FTE after payraise (DpFafterPR) = $((AYSAL)/(AF + (1 + PR)*(1 - AF)))*(1+PR)$

$DpFafterPR = ((10000)/(.25 + (1 + .022000)*(1 - .25)))*(1 + 0.022) = 10054.1072$

For year of execution + 1: 2012

- 5.) Find the Foreign currency adjustment, Supplemental adjustment, pay raise, and pay raise month in the table above for the CTYPE and for the year you are calculating

FC = 3.18% or .0318, PR = 3.5% or .035, Pay raise month = 4, Supplemental Adjustment = 0.0

- 6.) Dollars per FTE before pay raise (DpFbeforePR) = Dollars per FTE after pay raise from previous year

10054.1072

7.) Dollars per FTE after foreign currency (DpFafterFC) = DpFbeforePR*(1+FC)

NOTE: if there is no foreign currency change then DpFbeforePR = DpFafterFC

$$\text{DpFafterFC} = 10054.1072 * (1 + 0.0318) = 10373.8278$$

8.) Dollars per FTE after supplemental adjustment (DpFafterSA) =
DpFafterFC*(1+SA)

**NOTE: if there is no supplemental adjustment then DpFafterFC =
DpFafterSA**

$$\text{DpFafterSA} = 10373.8278 * (1 + 0.0) = 10373.8278$$

9.) Dollars per FTE after pay raise = DpFafterSA*(1 + PR)

$$\text{DpFafterPR} = 10373.8278 * (1 + 0.35) = 10736.9118$$

10.) Fully Burdened AYSAL = AF*DpFafterSA + DpafterPR*(1-AF)

$$\text{Fully Burdened AYSAL} = .25 * 10373.8278 + 10736.9118 * (1 - .25) = 10646.1408$$

For year of execution +2: 2013

11.) Find the Foreign currency adjustment, Supplemental adjustment, pay raise, and pay raise month in the table above for the CTYPE and for the year you are calculating

FC = 4.29% or .0429, PR = 2.9% or 0.029, Pay raise month = 4, Supplemental adjustment = 0.0

12.) Dollars per FTE before pay raise (DpFbeforePR) = Dollars per FTE after pay raise from previous year

$$10736.9118$$

13.) Dollars per FTE after foreign currency (DpFafterFC) =
DpFbeforePR*(1+FC)

NOTE: if there is no foreign currency change then DpFbeforePR = DpFafterFC

$$\text{DpFafterFC} = 10736.9118 * (1 + 0.429) = 11197.5253$$

14.) Dollars per FTE after supplemental adjustment (DpFafterSA) =
DpFafterFC*(1+SA)

**NOTE: if there is no supplemental adjustment then DpFafterFC =
DpFafterSA**

$$\text{DpFafterSA} = 11197.5253 * (1 + 0.0) = 11197.5253$$

15.) Dollars per FTE after pay raise = DpFafterSA*(1 + PR)

$$\text{DpFafterPR} = 11197.5253 * (1 + 0.029) = 11522.2536$$

16.) Fully Burdened AYSAL = AF*DpFafterSA + DpafterPR*(1-AF)

$$\text{FB AYSAL} = .25 * 11197.5253 + 11522.2536 * (1 - .25) = 11441.07$$

NOTE: If needed, continue to apply the steps above to age rates additional years.

The rate you calculated above should be comparable to the generated rates. If your quick check of the raw data is within 5% of the rates generated, you are within an acceptable range and do not need to do further analysis.

The actual rates development process takes into account multiple other variables and uses complex algorithms to generate the rates. These processes include using several business rules in order to clean up and convert data from the raw data based on EORs into CTYPE data and in order to break out the dollar data into the dollar categories used in budget generation (BCOMP, OTIME, OCOMP, BBENE, CASHA, HOPAY, FECMP, SVPAY). Paid hours and Man Months are also converted to FTE.

7. How to proceed when the approximate rate is not within guidelines:

a) Determine source of error

If the rate you calculated is more than 5% different you will need to do a more in depth analysis of your data. The typical cause for an abnormal rate is anomalies in the execution data. You will need to determine the source of the data error and determine the best course of action to correct the data problem and ensure the problem does not recur. Ideally you should review your execution data throughout the year, so the problem has not accumulated over the year and become more costly and time consuming to resolve. In most cases your Finance and Accounting office will be able to make the adjusting entries necessary to correct the problem.

b) Fact of life changes

If a fact of life change has occurred you will need to analyze the impact of the change. The specifics of the change will have to be determined based on the specific case.

c) Contacting DASA-CE with rate problems

If after performing the detailed analysis described above, you believe there is a problem with a specific rate, please see section 8, Where to find rate timelines, and follow the guidance for contacting DASA-CE.

8. Where to find rate timelines and how to contact DASA-CE

Please consult the [Guidance for Civilian Pay Rates Review Timing and Procedures](#) document and follow the timeline and procedures found there.