

HRSC-SW Operating Procedure 12430.3a

Subj: PROCESSING DEMONSTRATION PROJECT PERFORMANCE-BASED PAY
ADJUSTMENTS

Encl: (1) DCPDS Report Request Form

1. **Purpose.** To establish procedures for processing Demonstration Project (DP) performance-based pay adjustments, including annual incentive and comparability increases.
2. **Cancellation.** HRSC-SW SOP 12430.3 of 25 Jun 2003
3. **Scope.** These procedures apply to all DP activities serviced by the Human Resources Service Center, Southwest (HRSC-SW).
4. **Background.** Demonstration Projects have a direct link between performance and compensation. In accordance with activity policies, permanent DP employees are eligible for salary increases that include a percentage increase based on comparability and incentive points or increment values. The effective date of these incentive pay actions, both continuing increases and bonuses, may vary depending on Command and/or local policies. Comparability increases are effective as authorized by the President (usually the first pay period in January). Personnel actions for pay adjustments are processed for both DP incentives and comparability increases. Employees will receive a Notice of Personnel Action, SF-50 for DP incentives and comparability increases. Management, the Human Resources Offices (HROs), and the HRSC-SW have key roles in the timely and accurate execution of the payouts.
5. **Responsibilities.** The HRSC-SW and its serviced customers are responsible for executing the procedures outlined below:
 - a. **Incentive Payouts**
 - (1) **HRSC-SW Responsibilities:**
 - (a) Provide salary data from the Defense Civilian Personnel Data System (DCPDS) to the HRO for download into activity DP performance databases.
 - (b) Coordinate with the HRO to ensure that necessary changes are made to the DCPDS database and to monitor the flow of associated Request for Personnel Actions (RPAs) into DCPDS.
 - (c) Upon receipt of the performance data file containing the final ratings and continuing and/or bonus pay increase determinations from the HRO, the HRSC-SW, Code 20, will upload the data into DCPDS.
 - (d) Print data verification reports prior to generating payout SF-50s.

(e) Print and distribute Pay Adjustment SF-50s via the HRO. Consult with the HRO in reviewing SF-50s and resolving problem areas.

(2) **HRO Responsibilities:**

(a) Provide advice and guidance to management in the administration of DP performance management programs and related payout issues.

(b) Download DCPDS salary data to activity performance database as required.

(c) Assist management in ensuring that all eligible DP employees are rated and that all ratings and/or payout determinations are entered in the performance database.

(d) Review data verification products.

(e) Coordinate with management to resolve any rating and points/increments problems (i.e., missing ratings, database errors, etc.) Make necessary corrections to the performance database.

(f) Print and review Notification of Rating Letters.

(g) Manually track late personnel actions or special cases that may require changes to local and/or DCPDS databases prior to payout (i.e., promotions, temporary promotions, retained pay, reconsideration rating and/or point/increment changes, supervisory designations, etc.). Coordinate with the HRSC-SW Code 53 HR Specialist to ensure that any RPAs associated with late actions are processed in DCPDS in advance of the payout.

(h) Provide the performance data file (i.e., ratings, continuing/bonus pay increase determinations) to the HRSC-SW, Code 20, for upload and input into DCPDS. Ensure that the data file provided to the HRSC-SW contains ratings or point/increment allocations for all eligible DP employees.

(i) Complete the "DCPDS Report Request Form", enclosure (1), and submit it to HRSC-SW Code 20. A spreadsheet will then be provided and forwarded to the requestor for completion of appraisal information needed in order to process the mass appraisal upload. It is recommended that this process be used in order to avoid typographical errors that may possibly occur (e.g., social security number, name, Unit Identification Code {UIC}, etc.) which could result in errors during the mass processing. Other acceptable forms include a spreadsheet specifically formatted with the data listed below. The spreadsheet must contain columns with the following information:

1. Social Security Number (Ex. 123-12-1234)

2. Appraisal Effective Date (Ex. 30-JUN-2003)

3. Rating

4. Appraisal Type (A=Annual)
5. Bonus Indicator (China lake Demo only)
6. Bonus Reason (China lake Demo only)
7. 10 commas as space holders
8. Demo Location Code (1=China Lake, 2=Spawar, 3=Warfare)

(j) Provide the HRSC-SW, Codes 20 and 53, with copies of the DP pay scales and the annual midpoint and incentive point/increment values. Notify the HRSC-SW of any DP unique remarks to be included on the SF-50s.

(3) **Management Responsibilities:**

(a) Evaluate the performance of DP employees and make associated pay determinations, including the approval of continuing and/or bonus increases.

(b) Input final ratings/pay determinations to activity DP databases. Maintain local performance database software.

(c) Provide original performance appraisals (Performance Planning, Appraisal Form and Notification of Rating Letter, or Performance Plan and Performance Assessment and Appraisal, etc.) to employees. Maintain complete copies of employee appraisals for four years.

(d) Adjudicate performance reconsiderations and notify the HRO of any subsequent changes made to ratings and/or points/increments.

b. **Comparability Payouts**

(1) **HRSC-SW Responsibilities:**

(a) Create data verification products.

(b) Coordinate with the HRO to ensure those personnel actions with payout implications are accurately and timely processed in DCPDS.

(c) Print and distribute Pay Adjustment SF-50s via the HRO. Consult with the HRO in reviewing SF-50s and resolving problems.

(2) **HRO Responsibilities:**

(a) Create and review data verification products.

(b) Track late personnel actions or special cases that may require changes to

5 January 2004

the DCPDS database prior to the comparability payout. Coordinate with the cognizant HRSC-SW Code 53 HR Specialist to ensure that any associated DCPDS actions processing has been completed.

(c) Develop new DP pay scales, including special salary rates and forward to OCHR San Antonio for update to DCPDS Tables and provide electronic copies to HRSC-SW, Codes 20 and 53.

(d) Review Pay Adjustment SF-50s and distribute to employees.

6. **Effective date:** 5 January 2004

DCPDS REPORT REQUEST FORM

Email request to:
HRSCSW.C20REQUESTS@navy.mil
DO NOT MARK PRIVATE

1. <input type="checkbox"/> New Report <input type="checkbox"/> Re-Run/Modification of Existing Report ID:		
2. Selection Criteria: List UIC(s)/Command: _____ List Organization Codes: _____ Employee Type: <input type="checkbox"/> Perm & Temp & Term <input type="checkbox"/> Perm ONLY <input type="checkbox"/> Temp ONLY <input type="checkbox"/> Term ONLY Other Selection Criteria: _____		
3. Data Requested on Report (e.g. Name, SSAN, PP-SER-GD, Psn Title etc.) List the order they should appear on the report. _____		
4. How do you want the report sorted? _____		
5. Purpose for report: _____		
6. Report Format: <input type="checkbox"/> PDF (Read Only) <input type="checkbox"/> Excel <input type="checkbox"/> Text <input type="checkbox"/> CSV (Comma Separated Value)		
7. Frequency of Report: <input type="checkbox"/> As Requested <input type="checkbox"/> Weekly <input type="checkbox"/> BiWeekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually		
8. Requestor:	Phone Number: <input type="checkbox"/> DSN	
Activity:		
Email Address: _____		
HRO AUTHORIZATION/APPROVAL (REQUIRED)		
Name:	Phone Number:	
E-Mail Address:	DSN:	
HRSC-SW CODE 20 USE		
Date Received:	Report ID:	
Date Completed:	Folder:	Initials:
Comments/Notes:		

Encl (1)