



March 2011

OACSIM Management Support Division (MSD) Newsletter

Providing administrative information to OACSIM personnel

MSD "One Stop" – As part of our customer service enhancement process, MSD has created "One Stop" files on a multitude of processes we control or directly/indirectly support. The goal is to provide readily accessible information and forms to answer questions such as "Where do I get information concerning..." or "How do I request...". The MSD "One Stop" files are located on the shared network at J:\ALL_Share\01A - MSD One Stop Files. For questions on the "One Stop" files, please contact Nancy Tennis at 695-6995 or E-mail: nancy.tennis@us.army.mil.

Upcoming Key Events –

1-31 March	Women's History Month
3 March	MSD Newcomers' Orientation
9 March	LTG Lynch Leadership Professional Development Session (COL/GS15 & Above)
11 March	Wounded Warrior Visit (Hosted by OACSIM & ASA[IE&E])
13 March	Daylight Savings Time Begins
20 March	Spring Equinox
31 March	LTG Lynch Leadership Professional Development Session (COL/GS15 & Above)

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Welcome to OACSIM! – The following personnel joined OACSIM since the publication of our February 2011 newsletter. Please welcome them to the team.

- Installation Services Directorate: John Housein (ISE), Amajtro Peterson (ISH), Lorri Schwartz (ISE)
- Operations Directorate: Asolde Ford-Gillett (ODC), Kathleen Walker-Starks (ODR)

MSD Newcomers' Orientation – To acclimate new employees, MSD provides a Newcomers' Orientation Program. This program is mandatory for all new employees as part of in-processing. The Newcomers' Orientation for personnel who in-processed in February 2011 will be held on 3 March 2011 from 1000-1200 in CR 5C137A (accessible via Room 5C140) in the Pentagon. MSD personnel will brief new employees on the various functions and support MSD provides to OACSIM personnel and we will address employee questions. A copy of the briefing is available on the MSD One Stop at J:\All_Share\01A - MSD One Stop Files\MSD Newcomers Orientation.

For more information, contact Mary Kay Collins, 695-7164, or E-mail: marykay.collins@us.army.mil.

Total Army Performance Evaluation System (TAPES) Update – All TAPES support forms for OACSIM personnel must be in an approved status with the exception of any new employees who have been on board for less than 30 days. As a reminder, support forms must be in place within 30 days of an employee's assignment to OACSIM. Per AR 690-400 employees must perform under an approved support form for a minimum of 120 days. Employees may not receive a special or annual TAPES appraisal until the minimum period of performance has been met.

OACSIM is now within 120 days of the end of the rating period for GS/WS-13 and above employees. Therefore, effective 1 Mar 11, no changes will be made to GS/WS-13 and above employee performance objectives in order for personnel to meet the minimum period of performance.

Rating officials are reminded that, if they depart their position within 120 days of the end of an employee's rating period AND the employee's support form has been in an approved status for 120 days, the rater must complete an early annual appraisal. If the minimum period of performance has not been met, the support form remains in place and the incoming rater will complete the annual appraisal at the normal end of the rating period. The OACSIM Personnel Systems Manager will deal directly with raters who are scheduled to depart OACSIM over the next few months to inform them of which TAPES requirements apply to them.

The OACSIM Performance Awards Council has approved three Performance Awards Pools for 2011. The Base System pool for all employees with a rating period of 31 Jan 11 will be held on 21 Mar 11, the Senior System pool for all employees with a rating period of 30 Jun 11 will be held in Aug 11, and the Senior System pool for all employees with a rating period ending 31 Oct 11 will be held in Dec 11. Business Rules for all three of these pools are being staffed with the OACSIM Performance Awards Council and will be published once approved. The next Council meeting will be held in the April/May timeframe. The new TAPES timeline is provided below.

Oct 10 – Dec 11	Continuous ongoing dialogue between employees and supervisors on performance expectations and assessment of their performance against expectations across all TAPES cycles
1 Nov 10	Start date of new TAPES rating cycle for all employees formerly under Special TAPES Rating Cycle and for all GS/WS 9-12 employees (Start date 1 Nov 10, end date varies based on applicable GS grade)
31 Jan 11	TAPES rating cycle ends for all Base System employees who were never NSPS
1 Feb 11	Start date of new TAPES rating cycle for all Base System employees who were never NSPS (1 Feb 11-31 Jan 12)
28 Feb 11	Completed annual appraisals (DA Form 7223 and 7223-1) for all Base System employees with a rating period ending 31 Jan 11 due to MSD Personnel Systems Manager
21 Mar 11	Performance Awards Pool for Base System employees with a rating period ending 31 Jan 11
NLT 31 Mar 11	Mid-point counselings completed for employees with a rating period ending 30 Jun 11
NLT 31 May 11	Mid-point counselings completed for employees with a rating period ending 31 Oct 11
30 Jun 11	Rating period ends for all GS/WS13 and above Senior System employees
1 Jul 11	Start date of new TAPES rating cycle for all GS/WS13 and above Senior System employees (1 Jul 11- 30 Jun 12)
NLT 15 Jul 11	Mid-point counselings completed for Base System employees with a rating period ending 31 Jan 12.
NLT 31 Jul 11	Completed annual appraisals (DA Form 7222 and 7222-1) for all GS/WS13 and above Senior System employees with a rating period ending 30 Jun 11 due to MSD Personnel Systems Manager
Aug 11	Performance Awards Pool for Senior System employees with a rating period ending 30 Jun 11
31 Oct 11	Rating period ends for all GS/WS 9-12 employees
1 Nov 11	Start date of new TAPES rating cycle for all GS/WS 9-12 Senior System employees (1 Nov 11–31 Oct 12)
NLT 30 Nov 11	Completed annual appraisals (DA Form 7222 and 7222-1) for all GS/WS 9-12 Senior System employees with a rating period ending 31 Oct 11 due to MSD Personnel Systems Manager
Dec 11	Performance Awards Pool for Senior System employees with a rating period ending 31 Oct 11

For more information, contact Nancy Tennis, 602-0987, or E-mail: nancy.tennis@us.army.mil.

FEEDBACK - If you have any feedback or recommendations on the content of this newsletter, please send responses to Ms. Marianne Eisenhauer-Wall, Chief, MSD, at 695-7161 or E-Mail: marianne.eisenhauerwall@us.army.mil, or Ms. Mary Kay Collins, Deputy, MSD, at 695-7164 or E-Mail: marykay.collins@us.army.mil.

General Fund Enterprise Business System (GFEBS) Lines of Accounting (LOAs) – Effective immediately Defense Travel System now holds GFEBS LOAs and associated funding. STANFINs LOAs are still available for you to close out any pending vouchers. Please start using the GFEBS LOAs, which all end with a "g".

For more information, contact Stacy Cribb, 695-7041, or E-mail: stacy.cribb@us.army.mil.

Military Army Physical Fitness Test (APFT) – Just a reminder that the OACSIM Semi-Annual APFT is right around the corner – it will be conducted from 1-29 April 2011. For more information on the requirements, visit the MSD One-Stop at J:\All_Share\01A - MSD One Stop Files\Military Personnel Info\Army Physical Fitness Test.

For more information, contact Mary Kay Collins, 695-7164, or E-mail: marykay.collins@us.army.mil

Award Information for Official Personnel File – In accordance with the Office of Personnel Management (OPM) Guide to Personnel Recordkeeping only certain awards are filed in an employee's Official Personnel File (OPF), all others are entered into the Defense Civilian Personnel Data System (DCDPS) and are not filed in the OPF. To ensure that employee files are kept current, it is management's responsibility to submit the completed DA 1256 and the award justification through the MSD for processing to the Civilian Personnel Advisory Center (CPAC). The CPAC will forward the documents to the appropriate office to update the employee's file in DCPDS, and, if applicable, to the OPF. Employees can, and are encouraged, to maintain their current award information via the "My Biz" portal at www.cpol.army.mil.

For more information contact Brenda Brown, 695-7072, or E-mail: Brenda.brown5@us.army.mil

OACSIM Summer Hire Program – MSD is currently preparing a summer hire program policy memorandum that will be staffed with all Directorates and Special Staff Offices in the near future. Until the policy memorandum is published, we request that you hold all requests for summer hire employment.

For more information contact Brenda Brown, 695-7072, or E-mail: Brenda.brown5@us.army.mil

Army Contracting Command (ACC) National Capital Region (NCR) FY11 Contracting Cut-Off Dates – Enclosure 1 contains the ACC NCR cut off dates for acquisition packages for FY 2011 requirements. Advanced acquisition planning is critical for all actions even those below the \$500,000 threshold. By working together from the beginning stages, the OACSIM acquisition team can develop a business approach that maximizes benefits to the Army. Please ensure a complete acquisition package is provided in a timely manner, preferably 4 to 6 months in advance of the required delivery date, to allow sufficient time for the review process and the contracting officer to make the award.

Request for Resource Funding forms and acquisition package guidance are found on the J Drive at J:\All_Share\01A - MSD One Stop Files\Contracting Management\Contract Staffing Package Folder\TAB B Resource Request Form. Early consultation with the OACSIM Acquisition Management Staff Officer is strongly encouraged.

For more information, contact Martha Milan, 695-7057, or E-mail: Martha.milan@us.army.mil

2011 Pay Freeze – Do you have any questions regarding the 2011 pay freeze? Enclosure 2 contains information and selected questions and answers (Q&As) related to the pay freeze that is in effect from 1 Jan

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11 through 31 Dec 12. OPM will post additional Q&As as needed. Go to www.opm.gov for more information.

Annuities – OPM published Q&As regarding the new tax changes and how they affect federal employee annuities. Please go to <http://www.opm.gov/fags/Search.aspx?q=withholding> to view the Q&As.

Upcoming Professional and Long-Term Training for the rest of FY2011 – Enclosure 3 provides upcoming Human Resources Management Directorate (HRMD) Professional and Long-Term Training Programs for the remainder of FY11. Senior Service College and DoD Defense Senior Leader Development Program application packets are due within the next couple of months and a tasker is forthcoming. Please note that the MSD suspense date will be at least two weeks prior to the HRMD suspense date shown at Enclosure 3 to allow time to panel applications. All suspense dates are subject to change.

For more information on any of the programs, please visit the ACTEDS Training Catalog at: <http://cpol.army.mil/library/train/catalog/toc.html>

For more information contact Roxann Dent, 695-7078, or E-mail: Roxann.dent@us.army.mil

Resumption of New Student Civilian Education System (CES) Foundation Course (FC) Enrollments – The new student enrollments for the CES FC have resumed. Technical problems that have prevented registration for the course have been resolved and all students interested in applying for this distance learning leadership course should sign up at <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>.

This course is an Army CES online course required for all Army civilian interns, team leaders, supervisors and managers hired after 30 September 2006. All other potential students may take this course as a pre-requisite for the CES Basic Course or as self-development training.

For more information, contact Roxann Dent, Workforce Development Program Manager, Management Support Division for additional information at (703) 695-7078, or email: Roxann.Dent@us.army.mil

Monthly Information & Technology Directorate Article – Knowledge Management (KM) – The Simple Math. (There will not be a test at the end). Continuing our learning and education about Knowledge Management, we'd like to take a step back and think about what it is that we are trying to manage. What is Knowledge?

Knowledge is simply Information in Motion. To put this in mathematical terms, $K=I^2M$ or $KIIM$. Information can be broken down into two types: *tacit* and *explicit*. Information stored in our brain housing group is considered *tacit* or thought of as information that is ready to be put into tactical operations at a moment's notice. Explicit knowledge on the other hand can be viewed as Information that we document and store in shared drives, folders and libraries. Don't confuse either of these with data. Data is the stack of papers on your desk that has not been touched in 6 months or the core component that makes up information in a database.

The logical way in which we all create folders on our hard drives, share drives and Portal sites, for quick retrieval of documents is **NOT** Knowledge Management. This is Information Management - a very important part of KM, but very distinct. Knowledge must be information in motion. (And throwing the in-processing packet at your cubicle mates to get their attention may be information in motion, but it is not Knowledge.) Shared (**M**) information (I^2), be it *tacit-to-tacit* or *explicit-to-tacit*, creates knowledge. How does this happen? With every bit and byte of information consumed, you make a decision based upon the context in which the

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information is received; taskers, requests, changes in policy, and even discussions over coffee. The decision you make is Knowledge, for yourself and perhaps others. What makes Knowledge so highly valuable is the tacit or explicit information that you receive plus the tacit information that you already possess. It is the decisions you make from this information, and ultimately the action you take that affects the success of the Installation Management Community. Your Knowledge affects more than you. It is for this reason that sharing information is critical to the success of the Installation Management Community.

The discipline of KM is connecting your “know” with those that “need to know”. There are many forums in which knowledge can be managed: discussions over coffee, the exchange of information and ideas during a meeting or DCO session, or the collaboration on a document via meetings or on-line. Implementing the Army KM Principles will help create an environment where people will want to share their information with others, sparking new ideas and generating a culture of collaboration for success.

We'll continue this in the April newsletter with “Knowledge Management – Did I Do That?” How are you making a difference? Knowledge Management Training can be found on the Knowledge Management site of the IMC SharePoint site, under Shared Service: https://km.oacsim-imcom.army.mil/Shared_Services/ITD-G6_CIO/KM/default.aspx?PageView=Shared.

For further information on Knowledge Management, contact Mr. Philip Quinn, 604-1447, or E-mail: Philip.e.quinn@us.army.mil.



CCNC

ARMY CONTRACTING COMMAND
NATIONAL CAPITAL REGION
200 STOVALL STREET
ALEXANDRIA, VA 22332

January 27, 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY11 Cut-Off Dates for Submission of Purchase Requests to the Army Contracting Command National Capital Region (ACC NCR)

1. ACC NCR is establishing its FY11 Cut-Off dates for receipt of procurement requirements that must be awarded by 30 September 2011. The establishment of and adherence to these dates will ensure that all categories of FY11 procurements, and certain FY12 requirements, are awarded prior to the end of the current fiscal year or are ready for continuation into the new fiscal year. Submission of requirements after the established cut-off date or submission of incomplete packages will be returned unless the procedures outlined in paragraph 7 below are followed.

2. All ACC NCR customers are urged to submit purchase requests and to work with the contracting office as soon as they identify a requirement throughout the fiscal year to ensure that acquisition needs are met. The established procurement lead time for contract award is affected by various factors and new guidance, such as: the Federal Acquisition Regulation (FAR) requirement to post pre-solicitation notices for all open market acquisitions over \$25K on the *FedBizOpps* web page; Department of Defense requirements for Central Contractor Registration of a successful offeror prior to award; the requirement for all holders of Multiple Award Schedule (MAS) contracts to have a fair opportunity to compete for task orders for services over \$150K; mandatory solicitation/contract review boards based on dollar thresholds, complexity and special interest items, and new competition standards that require re-soliciting whenever solicitations are open for less than 30 days and only one offer is received. For competitive contracts and task orders it is recommended that solicitations remain open at least 30 days, unless otherwise required. It is imperative that you meet the established cut-off dates.

3. Your requirement package must include all applicable documentation, including the Purchase Request, Market Research, the Independent Government Estimate, the Performance Work Statement and Quality Assurance Surveillance Plan (QASP) if required, and must be submitted via an approved electronic method (i.e. GFEBs or PRWEB/eDARTS until replaced by GFEBs). Each requirement package is unique but in general each package would contain the following:

- a. Purchase Request must have appropriate funds certified by a fiscal officer.
- b. Full description of services, when applicable. Please ensure contract action is appropriately identified i.e., a modification, a task order, an option exercise, a new contract, or purchase order.

- c. All Services requirements over \$150K must include the nomination of a properly trained Contracting Officer Representative (COR). The requirements for COR training are listed in the Army Contracting Command Pamphlet 70-1, "Interim Army Contracting Command – Contracting Officer's Representative Policy Guide." Nominations are required to be submitted via <https://arc.army.mil/COR>.
- d. Serial numbers and location of equipment (applicable to maintenance and lease services only).
- e. Any special instructions, i.e., DD Form 254, Security Requirements.
- f. Justification and Approval (Sole Source or Brand Name or Equal) **signed** by appropriate individuals within your organization.
- g. Army Policy for Civilian Hiring and Initiative/Continuation of Contracts for Services Personnel approval memorandum. (Services only – Army only)
- h. Conference Approval by Administrative Assistant to the Secretary of the Army (AASA) for Headquarters Department of the Army (HQDA) sponsored conferences.

Customers are strongly encouraged to discuss this requirement with their Contracting Officer to ensure all required documents are identified. Failure to comply with the above requirements will result in the purchase request being returned.

4. FY11 funded purchase requests for supplies, equipment, and services must be received at ACC NCR by the following dates to ensure that procurement reviews are complete and award is made by 30 September 2011:

Competitive Acquisitions

>\$1B.....	*(Lead Time)
\$250M<\$1B.....	*(Lead Time)
\$ 50M <\$250M.....	*(Lead Time)
\$ 10M <\$ 50M.....	25 February
\$ 3M <\$ 10M.....	04 March
\$500K <\$ 3M.....	15 April
\$150K <\$500K.....	15 July
\$ 3K <\$150K.....	01 August

Competitive under SBA 8(a) (see table above)

Sole Source under SBA 8(a) Less than \$4M.....**01 August**

GSA Schedule Procurements.....**15 July**

Task Orders/Delivery Orders against multiple award IDIQ contracts

Greater Than \$500K.....**15 July**

Task Orders/Delivery Orders against multiple award IDIQ contracts
Less Than \$500K.....**01 August**

Task Orders/Delivery Orders against single award IDIQ contracts. **12 August**
(Projects requiring certified pricing and audits will require additional lead time)

Contract Modifications.....**01 August**
Contract Modifications for incremental funding only.....**02 September**

Option Exercises.....**90 Days Prior to**
Expiration

Sole Source J&A's/Limited Sources Justification (to include Brand Name justifications)
>\$85.5M.....*(Lead Time)
\$12.5M - \$85.5M.....**15 July**
<\$650K - \$12.5M.....**12 August**
<\$650K.....**26 August**

Wireless to include Blackberry Requirements.....**02 September**

*The procurement lead time for these actions is twelve to eighteen months. Requirement packages should already be in ACC NCR as of the date of this memorandum.

5. If the cut-off date for an acquisition is approaching and funds are not yet available, addressees should consult with their Resource Manager to determine if the acquisition is suitable for solicitation as a "Subject to Availability of Funds (SAF)" acquisition with a high probability that the requirement will not be cancelled. Real funding or funds planned and programmed for FY award is intended. A Purchase Request for an SAF acquisition must contain the following statement signed by the Resource Manager: "This requirement is included or provided for in the financial plan for FY12. The accounting classification will be _____." This statement is not a commitment of funds."

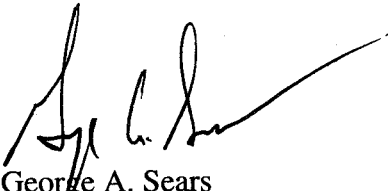
Please Note: The contractor cannot start performance on 1 October 2010, if funds are not made available by your Resource Management Office.

6. Notify ACC NCR by 30 June 2011 if you do not intend to continue contracting for a service. Purchase requests citing FY12 funds submitted before 1 October 2011 must contain the following statement signed by the Resource Manager: "This requirement is included or provided for in the financial plan for FY12. This statement is not a commitment of funds." If DoD is operating under an FY12 Continuing Resolution Authority, the Resource Manager must provide a certification statement of the amount of funding that is available for performance NLT 1 October 2011.

7. Any requirements received after the designated cut-off dates, must include a statement, approved by the requesting activity's director (SES or GO), identifying the impact to the activity

if the requirement is not processed during FY11. Only valid emergency requirements impacting soldier health and safety will be accepted. Best efforts will be made to accomplish those actions, however, successful award of the action cannot be guaranteed. ACC NCR has a finite capability to process requirements received after the above cutoff dates.

8. POC for this memorandum is Mr. Donald Bobby, Director, Customer Support Element & Quality Assurance. Mr. Bobby can be reached via email at Donald.J.Bobby @us.army.mil or by phone at (703) 428-0685. This letter will be posted at ACC NCR's sharepoint portal: https://acc.portal.amc.army.mil/contracting_centers/NCR/default.aspx, on eDARTS and on PRWeb.



George A. Sears
Executive Director

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Questions and Answers on the Pay Freeze

This attachment contains selected basic questions and answers (Qs & As) related to the pay freeze. These Qs & As must be read in conjunction with the guidance contained in this OPM memorandum and Attachment 3. OPM will post on its website additional Qs & As as needed. Go to www.opm.gov/oca/compmemo/2010/2011Freeze_Attach4.pdf.

Q1. What authority requires a pay freeze for Federal civilian employees?

A1. Section 147 of the Continuing Appropriations Act, 2011 (Pub. L. 111-242, September 30, 2010), as amended by section 1(a) of the Continuing Appropriations and Surface Transportation Extensions Act, 2011 (Pub. L. 111-322, December 22, 2010), freezes statutory pay adjustments for most Federal civilian employees. Also, President Obama issued a memorandum on December 22, 2010, which stated that agencies should forgo similar increases to pay schedules and rates that are set by administrative discretion. (See Attachments 1 and 2 of CPM 2010-24.)

Q2. When is the pay freeze effective?

A2. The pay freeze covers adjustments which would otherwise take effect between January 1, 2011, and December 31, 2012.

Q3. Which categories of employees are covered by the pay freeze?

A3. As explained in A1, the pay freeze is addressed in statute and the Presidential memorandum. The pay freeze legislation covers any Federal civilian employee, as defined in 5 U.S.C. 2105 (including an individual to whom subsection (a), (b), (c), or (f) of section 2105 pertains), who would otherwise receive a statutory pay adjustment. This includes, but is not limited to, General Schedule, prevailing rate, Foreign Service, Executive Schedule, Senior Foreign Service, Senior Executive Service, senior-level and scientific and professional (SL and ST) employees, and senior executive and senior-level employee equivalents. Special provisions apply to senior executive and senior-level employees.

The Presidential memorandum stated that agencies should forgo similar increases for covered Executive branch employees who are covered by pay systems or pay schedules adjusted by administrative discretion.

Q4. Which categories of employees are excluded from the pay freeze?

A4. Employees of the United States Postal Service and the Postal Regulatory Commission are not covered by the pay freeze, nor are members of the uniformed services (as defined in 37 U.S.C. 101(3), i.e., Army, Navy, Air Force, Marine Corps, Coast Guard, National

Oceanic and Atmospheric Administration, and Public Health Service). Except for Legislative branch employees covered by the General Schedule, the pay freeze legislation does not apply to employees outside the Executive branch. Please see the questions below for further information on these categories.

Q5. Which types of statutory pay adjustments are covered by the pay freeze?

A5. The pay freeze covers any pay adjustment to the General Schedule, the Foreign Service schedule, certain schedules for the Veterans Health Administration of the Department of Veterans Affairs required under 5 U.S.C. 5303, locality payments under 5 U.S.C. 5304 or 5304a (except for certain employees in nonforeign areas), the Executive Schedule under 5 U.S.C. 5318, prevailing rate systems covered by 5 U.S.C. 5343(a), and any similar adjustment required by statute for employees in an Executive agency.

Q6. Which senior executive and senior-level employees are covered by the special pay freeze provisions in the legislation?

A6. The special pay freeze provisions cover Senior Executive Service (SES) members, FBI-DEA SES members, Senior Foreign Service members, any member of any similar senior executive service in an Executive agency, and senior-level (SL) and scientific and professional (ST) employees in an Executive agency and covered by 5 U.S.C. 5376 or any similar authority.

Q7. How does the pay freeze legislation impact SES members, SL/ST employees, and similar senior executive and senior-level employees?

A7. The legislation prohibits all pay increases for SES members, SL/ST employees, and similar senior executive and senior-level employees, except that agencies may grant pay increases to such employees that are based on a change of position that results in a substantial increase in responsibility, or a promotion.

Q8. How does the pay freeze impact the 3-year transition from the nonforeign area cost-of-living allowance (COLA) to locality pay for employees in nonforeign areas?

A8. As explicitly provided in the pay freeze legislation, the Nonforeign Area Retirement Equity Assurance Act of 2009 (NAREAA) (subtitle B of title XIX of the National Defense Authorization Act for Fiscal Year 2010 (Public Law 111-84, October 28, 2009)) shall be applied using the appropriate locality-based comparability payments established by the President as the applicable locality payments for the nonforeign area. As provided under NAREAA, the locality rate for each nonforeign area will be set at two-thirds of the applicable locality rate in January 2011 and the full applicable locality rate in January 2012. (See the President's Executive order dated December 22, 2010, which includes nonforeign area locality rates for 2011, at Attachment 1 to CPM 2010-20.) Employees in nonforeign areas have corresponding reductions in their COLA payments when locality

rates increase. (For additional information on NAREAA, including its application to SES, SL, and ST employees, see CPM 2009-27.)

Q9. Does the pay freeze apply to performance awards and bonuses and other types of payments that are not part of an employee's base salary?

A9. No. Employees may continue to receive additional payments such as performance awards/bonuses; recruitment, relocation, and retention incentives; and premium payments (e.g., overtime pay) in accordance with requirements and limitations in law, regulations, and agency policy.

Q10. Will employees still be eligible for promotions and regular within-grade increases?

A10. Yes. Employees will continue to be eligible for promotions and periodic within-grade step increases based on fully successful level of performance and quality step increases for outstanding performance. However, if any senior executive or senior-level employee is in a pay schedule with steps, the pay freeze legislation would bar any within-grade step increase for such an employee, except if such increases are based on a change of position involving a substantial increase in responsibility, or a promotion.

Q11. Since the Executive Schedule (EX) is frozen, are pay limitations set equal to EX rates also frozen, such as the aggregate limitation on pay under 5 U.S.C. 5307 and premium pay limitations under 5 U.S.C. 5547?

A11. Yes. Pay limitations set equal to EX rates are frozen at the 2010 EX levels. For example, the aggregate limitation on pay for calendar years 2011 and 2012 will continue to be \$199,700 (equivalent to the rate for EX-I). SES members and employees in SL/ST positions who are covered by a certified performance appraisal system are subject to a higher aggregate limitation on pay of the Vice President's salary (\$230,700 in 2011, the same level as in 2010).

Q12. Can agencies continue to request special rates?

A12. OPM will not authorize increases in existing special rates or approve new special rates under 5 U.S.C. 5305, except in extraordinary circumstances. Executive branch agencies with separate but similar special rate authorities should follow the same guidelines and should consult with OPM to ensure special rate programs are administered consistently. OPM will continue to authorize reductions and terminations of special rates as requested by agencies.

Q13. Will the wage and salary surveys used to adjust Federal pay continue?

A13. Yes, surveys will continue. The Bureau of Labor Statistics (BLS) surveys are conducted for various reasons independent of Federal pay increases. As described in the President's FY 2011 budget request, BLS proposes to implement a new method that will provide

comparable data at lower cost. The Department of Defense prevailing rate surveys are required by law and will continue even though pay rates are frozen.

Q14. How should agencies handle Federal Wage System (FWS) wage schedules that have been delayed since the beginning of the fiscal year?

A14. The Department of Defense will continue to issue FWS wage schedules in FY 2011 following similar practices as in previous years. The wage rates on FY 2011 wage schedules with normal effective dates in the first quarter of the fiscal year are effective retroactively to the normal effective date prescribed on the wage schedule by the lead agency. For example, the wage schedule for the Washington, DC, FWS wage area has a normal effective date in FY 2011 of October 10, 2010. OPM provides official guidance to agencies on how to implement the pay freeze affecting prevailing rate pay adjustments and begin the FY 2011 FWS wage schedule issuance process in the Fiscal Year 2011 Prevailing Rate Pay Adjustments Compensation Policy Memorandum (CPM-2010-22, December 27, 2010). Public Law 111-322 (December 22, 2010) extends into FY 2011 the pay limitation provision of section 710 of Public Law 111-117 (December 16, 2009) and the floor pay adjustment provision under section 744. As extended, section 710 provides that pay increases for certain prevailing rate employees in FY 2011 may not exceed 0 percent. Section 744 provides that, notwithstanding section 710, pay adjustments for certain prevailing rate employees in FY 2011 may not be less than the January 2011 pay adjustments received by General Schedule (GS) employees where they work. Since GS employees are not entitled to an increase in pay in January 2011, the adjustment under section 744 is equal to 0 percent. Since rates are capped at 0 percent and the floor increase is 0 percent, the FY 2011 wage schedules will show the same rates as in FY 2010. Although wage schedule rates are frozen in FY 2011, agencies should use the wage schedule rates on FY 2011 wage schedules once DOD issues the relevant wage schedule.

Q15. Who should employees contact if they have questions about their pay?

A15. Employees should contact their employing agency's human resources office for further information on the pay freeze.

The ACTEDS Training Catalog

FY11 Calendar Of Professional And Long-Term Training Programs

(Click on Acronym for more info)

Acronym	Program Title	Program Length	Grade/Eligibility/GS/GM	HRMD Suspense Date	G-1/G-3/5/7 Nomination Suspense Date**	Class/Program Dates
ACFP	Army Congressional Fellowship Program	15 Months	12-15 (or payband equivalent)	22-Jul-11	12-Aug-11	May 2012 - Dec 2013
ASFP	Army Senior Fellows Program	2 years	14/15 (or payband equivalent)	TBA	TBA	TBA
DELDP	DOD Executive Leadership Development Program	10 Months	12/13/14 (or payband equivalent)	TBA	TBA	TBA
DSLDP	DOD Defense Senior Leader Development Program	2 years	14/15 (or payband equivalent)	13-May-11	15-Jun-11	Feb 2012 - Apr 2014
FEI	The Federal Executive Institute (FEI)**	4 weeks	15 (or payband equivalent)	4-Mar-11	18-Mar-11	15-27 May 11 & 21 Aug 11 - 2 Sep 11
				25-Mar-11	08-Apr-11	5 Jun 11 - 1 Jul 11
				06-May-11	20-May-11	24 Jul 11 - 19 Aug 11
				03-Jun-11	17-Jun-11	11 Sept 11 - 7 Oct 11
Harvard SEF	Harvard University Program for Senior Executive Fellows	4 weeks	14/15 (or payband equivalent)	Closed	Closed	18 Oct 10 - 12 Nov 10
				Closed	Closed	22 Feb 11 - 18 Mar 11
				Closed	Closed	18 Apr 11 - 13 May 11
NSMC	National Security Management Course	4 weeks	15 (or payband equivalent)	Closed	Closed	13 Mar 11 - 8 Apr 11
Senior Service College (SSC) Program						
AirWC	Air War College	10 Months	Open to DSLDP Candidates Only	See DSLDP		
AWC	Army War College - (Resident)	10 Months	14/15 (or payband equivalent)	13-May-11	15-Jun-11	Aug 2012 - Jun 2013
AWC-DE	Army War College - Distance Education Course	2 years	14/15 (or payband equivalent)	13-May-11	15-Jun-11	May 2012 - Jun 2014
ICAF	Industrial College of the Armed Forces	10 Months	14/15	13-May-11	15-Jun-11	Aug 2012 - Jun 2013

Acronym	Program Title	Program Length	Grade/Eligibility/GS/GM	HRMD Suspense Date	G-1/G-3/5/7 Nomination Suspense Date**	Class/Program Dates
NavalWC	Naval War College	10 months	Open to DSLDP Candidates Only			See DSLDP
NWC	National War College	10 months	Open to DSLDP Candidates Only			See DSLDP
* TBA = To Be Announced - Specific Dates not yet scheduled						
* Please note that suspense dates are subject to change .						
** FEI Suspense dates are for organizations who already have quotas assigned by HRMD for FY11 or Career Programs who need command endorsements for HQDA participants.						

For more information on the HRMD Suspense dates, please contact:

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