

## **Guidance for Civilian Pay Rates Review Timing and Procedures**

This section is designed to improve the civilian pay rates development process in two ways: (1) by explaining when rate reviews will occur and the types of changes that each review will address and (2) by outlining clear procedures for 3<sup>rd</sup> parties to follow when they disagree with the rates developed by Cost & Economics (DASA-CE). To assist the operating agencies in reviewing the rates DASA-CE will provide information on the data source used, what data is excluded in the rates, and recommend procedures for reviewing the rates (*See: Appendix A: “How to” Guidelines for Civilian Pay Rate Review.*)

### **Timing and Purpose**

The table below describes the types of changes each review addresses and provides the review period for each review. After the review period is over the rates will be locked for that event. DASA-CE will still accept rate reviews from all 3<sup>rd</sup> parties after the rates are locked, but no changes will be made in the official rates until the next open period for the type of change.

<b>Events</b>	<b>Review of Rates</b>	<b>Type of Change for Review</b>	<b>Lock on Rates</b>	<b>Parties Involved</b>
<b>POM</b>	<b>January --- February</b>	<b>Data Anomalies</b>	<b>March</b>	<b>MACOM, CE, ABO, G-1</b>
<b>PB</b>	<b>October ---December*</b>	<b>Official Civilian Pay Raises and foreign currency projections &amp; Fact of life changes from the POM process</b>	<b>December*</b>	<b>CE, ABO, G-1</b>

\* This date is dependent on when the final official OSD pay raises and foreign currency projections are released.

### **Procedures for Requesting Specific Issue Reviews**

The civilian pay rates development process is designed to develop an independent rate based on sound methodology, consistently applied. All rates must be defensible under an audit. The following procedures describe the most effective way to provide opportunities to correct possible issues with the rates, in a defensible position.

1. All requests for additional reviews should be submitted in writing by e-mail to a designated member of DASA-CE.
2. The requests should include the following information.
  - a. The specific rate in question
  - b. Analysis of the rate issue, including:
    - i. The suspected cause of the problem
    - ii. Recommended course of action to correct the issue
    - iii. Supporting documentation and data for the analysis provided

DASA-CE will review the analysis and determine the most reasonable course of action and may contact the submitting party for additional information. DASA-CE will notify the submitting party when the review is complete and the result of the additional review. DASA-CE will complete the additional reviews of all valid submissions before locking the rates.