Appendix A

(Updated as of Mar 21, 2019)

"How to" Guidelines for Civilian Pay Rate Review

Index:

1. Changes to civilian rate process

Important guidance

One important focus of this drill is to verify that the execution data pulled from GFEBS and other source systems, used to build the POM rates, correctly reflect each command's actual execution.

In order to verify the execution data, commands should review their lines of accounting from GFEBS and other accounting systems for APE, MDEP and other errors. This review will provide valuable information, showing where data anomalies exist that need to be corrected as part of the POM 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 receive "***".
*Only RDTE rates receive a BA all others get "**".

Budget payment categories and abbreviations
    Basic Compensation...........................(BCOMP)
    Basic Benefits ....(BBENE)
    Other Compensation ....(OCOMP)
    Holiday Pay......................................(HOPAY)
    Overtime...(OTIME)
    Cash Award.......................................(CASHA)
    Former Employee Compensation.......(FECMP)
    Severance Pay ....(SVPAY)

Please take a look at the new Civilian Pay Rate FAQ if you have questions about the rates before contacting the CPWG.

Supplemental adjustment to account for hiring trends during the Army draw down has been removed.

Pay Raise of 1.9 % has been added in 2019 to account for the updated guidance.

Civilian Pay Rates do not include G&A or Divisional overhead based on the regulations in OMB Circular A-11: "Civilian pay and benefits means the amount of new budgetary resources used to fund personnel compensation and benefits for civilian personnel, consistent with the definitions for object classes 11.1 through 11.5 and 12.1"

Korean National CTYPES 105 and 204: The Civilian Pay Working Group will continue pulling the GFEBS component of Korean National end-of-year manpower execution data from ECCFI. Users should filter on document types Z6 and Z7 to ensure that they are only capturing Korean national payroll data. Users should not include document type LC. LC is the Korean government's payroll reimbursements. Because those payments are not necessarily distributed appropriately by commitment item, incorporating those records could lead to inaccurate commitment item-level details of the payroll figures.

After pulling your data from The GFEBS labor reporter with Source System filtered on ECCFI, you must adjust the Amount Paid (Summary)" values by multiplying them by 30% to account for those Korean government contributions, which cover roughly 70% of employee salaries. Because of this cost sharing arrangement, the cost to the US

government per-KN FTE is just ~30% of the payroll figures that post for them. Some Commands may pay more or less than 30%. If your command is in that situation, please let the Civilian Pay Working Group know. Non GFEBS Korean Local National data may also need to be adjusted by 30%. Please check the data source you are working with for this issue.

If you are trying to pull your foreign nationals with your other personnel, please note that the pay period end dates differ for DCPS and foreign national data. As a result, your foreign national data may not pull if pulling by DCPS pay period end dates. Also, ECCFI uses different key figures than you may regularly pull. Be sure you use Amount Paid (Summary) and Paid Hours (Summary) when pulling ECCFI data.

Rates include direct and reimbursable dollars and FTEs.

Small population rule: The Civilian Pay Working Group rolls up rates made with fewer than 25 FTEs to a rate with a larger population. In 2016, the Civilian Pay Working Group made the decision to quit publishing small population rates.

Cash award guidance 2019: The Civilian Pay Working Group will use the Cash award values: 1.5% for most civilians, 0 for CTYPE 130, and 5.0% for SES awards.

MDEP rates: The Civilian Pay Working Group publishes MDEP rates for CTYPEs 101/151, 102 and 121/150 only. The group also publishes MDEP level rates where rates deviate significantly from the SAG level rates.

CTYPEs 150 and 151: The Civilian Pay Working Group will cost CTYPES 150 and 151 at the prevailing rates for CTYPES 121 and 101 respectively, in the appropriate key match. The Civilian Pay Working Group will publish true CTYPE 150 and 151 rates once there is execution data.

CTYPES 131, 132, 133: In compliance with OUSDC requirement to separately identify US Hires in special pay schedules separately from general schedule, executive schedule, and wage earners, three new CTYPES have been established effective FY18. Execution data will be stratified into the appropriate CTYPE based on pay plan reported:

- Executive Schedule
  inclusive EX, ES, EI, IE will be codified as CTYPE 150 if Acquisition Work Force, or CTYPE 121 if otherwise.
- General Schedule and similar
  inclusive GS, GM, GG, and GL will be codified as CTYPE 130 if DA Interns, CTYPE 124 is Military Technician, CTYPE 151 if Acquisition Work Force, or CTYPE 101 if not part of any of these.
- Special Pay Schedules
  inclusive of AD, CA, DB, DE, DJ, DK, IP, NH, NJ, NK, SL, ST, et al., will be codified as CTYPE 132 if Acquisition Work Force, or CTYPE 131 otherwise.

- HQE and consultants, pay plan EE, will be recorded as CTYPE 133. No manpower will be programmed for these positions due to the temporary nature of their appointments.

CTYPES 131 and 132 in the execution data are not always being correctly separated. The CPWG determined the execution data for 131 and 132 should be combined and one rate should be generated that is used for both.

Some commands have reported that Living Quarters Allowance was not being included in the payroll reports because it had been moved under a voucher system. During last POM this was not true for all commands that had Living Quarter Allowance. Please check that LQA is being correctly included if it is included in your command.

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 the Civilian Pay Working Group builds the final set of rates and locks them. 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 and change problematic rates during the Command Review period.

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-subpopulations such as skill, grade, geographic location, special duty category, etc.

3. Prerequisites needed to analyze execution data

- Access to the official execution data.
- A method to pull data to represent the complete execution for a given command. Two possible methods being ACCESS and SQL.
- Commands usually analyze the data pulled with Excel.

4. Where to find the civilian execution data

Most data should be in the GFEBS or Legacy systems such as STANFINS (Standard Army Finance Information System), SOMARDS (Standard Operation and Maintenance Army Research and Development System), CEFMs (Corps of Engineers Financial Management System). The legacy data can be obtained from DFAS (The Defense Finance Accounting Service or ODS (Operational Data Store) or the respective systems directly. If your data is not in any of these systems, please pull it from your system and then follow the guidance in the sections below.

5. How to pull the data

a. What fields should be included in the data pull

Determine if your data is in GFEBS or (Legacy Accounting) systems and what data fields to include in the data pull:

i. *Legacy format when obtaining data from DFAS*

Include fields for DEPT, OA, SRC_FUND, ROC, PE8 (also called APE), EOR, APPN, AmtDet, and Data_CD. Select Data_CD BJ for the cumulative obligations data and Data_CD 38 for the man months.

ii. *GFEBS format*

For FY18, please continue to use the Detail Labor Management Report under the Payroll Audit Reporter role in order to obtain the pay plan field for the new CTYPEs 131, 132. In FY19, CTYPES 131 and 132 will appear under CTYPE in GFEBS execution data and the pay plan field will not be required.

Pulling Fiscal Year 2018 GFEBS execution data:

Source:
- Use DCPS (Defense Civilian Pay System) for US data
- Use FFPO (Foreign Forces Payroll Office)
- ILNPS (Italian Local National Pay System)
- MLN (Manual Pay Local Nationals Netherlands/Belgium)
- ECCFI (Korean Foreign Nationals) for Foreign National data

Fiscal Period:
- Select All

Fiscal Years 2018 and 2019:
- Include note on subsequent year when pulling from pay periods that end in the last month.

Cost Center:
- All of them (or whichever is pertinent)

Fund:
- Only include funds ending with 18 (question about multi-year funds)
- Only include Pay Period End dates within 2018 Fiscal Year. Pay Period End Dates use Calendar Year as their unit of measure. The first pay period end date is Oct 14 2017 and the last pay period end date is 13 Oct 2018.

- Include the direct and reimbursable funds for the TCs (first 4 characters of fund) that your command is under.

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

Note: Please derive UIC from "UIC for Manpower" a characteristic of Cost Center. This UIC is not the UIC that comes up automatically under the free characteristics. To access the UIC for Manpower right click on Cost Center, go to Properties, go to Characteristic, go to Attributes, Scroll down until you see the UIC for Manpower. The UIC for Manpower is very similar to the UIC under free characteristics. The Civilian Pay Working Group noted differences in the Local Nationals when they compared the two UIC fields.

CAUTION! The Detailed Labor Management Report contains Privacy Information. Please remove first name, last name middle name and personnel number from the reports and export them to excel if you send them to HQDA for review.

Derive SAG from program element.

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

Some additional guidelines:
- Use 2080 hours per FTE to convert hours to FTE for all CTYPES except for 202.
- Use 2004 hours per FTE to convert hours to FTE for CTYPE 202.
- Use 1786 hours per FTE to convert hours to FTE for Army Corps of Engineers data. (Note: May additionally need to remove overhead dollars from Basic Compensation and Benefit categories)

Note: 2080 hours is for FY 2018 data. Commands can find the number of hours per year to use in A-11 Section 85.

Possible Methods for dealing with GFEBS report size limit when pulling large datasets

GFEBS reports have a limit on how much data a single report can have. This limit is referred to by many users as the 500,000 cell limit. If a dataset is larger than 500,000 cells, then it must be pulled in multiple reports and the separate reports must be combined by the user.

In order to keep the GFEBS report under 500,000 cells in the result set users may have to use cell reduction techniques: such as pulling by pay period or pulling by fund or some other technique.

Below are instructions that contains some steps to limit the reports by fund using the OMA appropriation as an example:

_____

1. Find "Fund" among the many variables in the 3rd column of the filter screen or in the variable screen

2. At "Fund" click on the drop down arrow.

3. Select "edit"

4. At Show tool: single values select drop down arrow.

5. Select "value ranges"

Sign = include
Operator = between
From = 2020 (for OMA ONLY, RDTE, NG, Reserve and Defense Appropriations will use different numbers)
To = 2020ZZ (for OMA Only RDTE, NG, Reserve and Defense Appropriations will use different numbers)

6. Select "ok"

Note: A user may have to filter on additional fields, run multiple reports with different values, and track which values are in each report in order to pull the data for his or her target without missing data or duplicating records.

One Method some GFEBS data experts use to check that they have not missed any data or duplicated any data is to pull a second report with fewer key fields (to reduce the number of cells) and get the value of all of the data at a high level. Then compare the value of all of the data from the new report to the sum of the values for the more detailed reports. If the values are the same, the records pulled probably represent the dataset.

b. **Data to exclude from rate calculations**

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

Exclude the following:

- Military data (formerly in EORs ('1198', '1199', '1210', '1220', '1250')) (Most commands will not have any of these to delete.)
- Overtime   (Note: except for TC 4930)
  - CostElement 6100.11D0, 6100. 28D0
  - EORs with the first three characters in '11D', '14D', '16D', '28D'
- CTYPE 305 (EORs ending with 'W') (Most Commands won't have this CTYPE.)
- Separation Allowance
  - CostElement 6400.12R0, 6400.12V0, CTYPE not 105
  - CostElement 6100.28V0, CTYPE not 204
  - EOR ('12V', '15V', '17V', '28V','12R') (except for '12VR', '15VR', '28V1', '12RR')
- Civilian PCS costs:
  - CostElement 6100.12A2, 6100.12A3, 6100.12A5
  - EOR ('123') ('124') ('127') (EORs '153', '154', '157')
- Relocation/Retention/Recruitment Incentive/Bonuses
  - CostElement 6100.12A6, 6100.12E0, 6100.12F0
  - EOR ('128') ('12E', '15E', '17E') ('12F', '15F', '17F')
- All Object Class 13
  - 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 –
  - CostElement 6100.11C1, 6100.11C3
  - EORs '11C', '14C' , '16C' , '11ZB'
- All Special MDEP data (VINJ, VX01, VX03, VMTS, VUPC). Currently the EORs for Special MDEPS are:

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

- For SESs also exclude Premium Pays. Currently the EORs for Premium Pays are:
  - CostElement 6100.11H0, 6100.11J0, 6100.11L0, 6100.11T0, Ctype = 121
  - 11HF Hazardous Duty/Environmental Pay
  - 11JF Post Differential
  - 11LF Other Premium
  - 11RF Remote Work Site

- o   11TF Physician's Comparability
- Delete OCO Funding
- 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 use 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, derive CTYPE from EOR. Find EOR 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)
131 - Graded (non-GS) Employees – U.S. Citizens
132 - Graded (non-GS) AcqWF Employees – U.S. Hires
150 - Acquisition Senior Executive Service and Civilian Executive Schedule
151 - Acquisition Graded (GS) Employees – U.S. Citizens
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)
424 - Graded (GS) Employees – Converted DS MILTECHs
425 - Federal Wage Grade System – Converted DS MILTECHs

6. How to calculate approximate rates

a. How to annualize the data

The Civilian Pay Working Group makes the rates using twelve months of data. If doing a review that does not use twelve months of data, adjust execution data to approximate 12 months of data. For example, if performing a mid-year review using March data then 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 working with combined data or data in the DFAS format, you will need to convert man month data to whole work year full time equivalent (FTE) data for each record. Divide the man month data by 12 for each record.

If working with GFEBS data, then 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 the Civilian Pay Working Group calculates them 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 1.5% (changed from 0.96% in 2017) of the total for base pay '11B', '14B', and '16B' as the amount for awards. For CTYPE 121 at 5.0% (changed down from 4.8% 2017) 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, review the execution data to capture only the net Army cost. If the execution data does not reflect the true costs to the Army, then adjust the dollars according to the current burden sharing arrangement. Only use an official agreement to determine 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 the rate to determine which CTYPE Group to use. Pay adjust type F is for foreign currency and P is for Pay raise. Supplemental adjustment is S.

GS, GS AQ   = CTYPE 101, 151 .... PR, 2018 locality increase, no foreign
                                                          currency FC
Other US   = CTYPE 121, 124, 130, 150 .. PR, 2018 locality increase, no FC
Wage Board = CTYPE 102, 125 .... PR, 2018 locality increase no FC
German   = CTYPE 202
Japan   = CTYPE 205
Korean   = CTYPE 105, 204
Other   = CTYPE 110, 206 .... PR, no FC

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

For year of execution +2:
1) Find the Foreign currency adjustment, locality adjustment (Supplemental adjustment), pay raise, and pay raise month in the table above for the CTYPE and for the year you are calculating
2) Dollars per FTE before pay raise (DpFbeforePR) = Dollars per FTE after pay raise from previous year
3) Dollars per FTE after foreign currency (DpFafterFC) = DpFbeforePR*(1+FC)
   Note: if there is no foreign currency change then DpFbeforePR = DpFafterFC

4) Dollars per FTE after locality adjustment (DpFafterSA) = DpFafterFC*(1+SA)
   Note: if there is no locality adjustment then DpFafterFC = DpFafterSA
5) Dollars per FTE after pay raise = DpFafterSA*(1 + PR)
6) Fully Burdened AYSAL = AF*DpFafterSA + DpafterPR*(1-AF)

Example rate approximation OA 74 and CTYPE 101 APPN OMA SAG 121

This is for illustrative purposes only. For actual calculations, please use the Cost of Living Factors published in the current pay adjust table on the rates website.

Data definitions:

AYSAL = Average Yearly Salary   = BCOMP/FTE
BCOMP = Basic Compensation
BEPER = Basic Benefit Percent   = BBENE/BCOMP
OTPER = Overtime Percent = OTIME/BCOMP
OCPER = Other Compensation Percent   = OCOMP/BCOMP
HOPER = Holiday Pay Percent   = HOPAY/BCOMP
CAPER = Cash Awards Percent   = CASHA/BCOMP
FEPER   = Former Employee Compensation Percent = FECMP/BCOMP
SVPER = Severance Pay Percent   = SVPAY/BCOMP

Total Work Year Cost =
    AYSAL*(1+ BEPER + OCPER + OTPER + HOPER + FEPER + SVPER + CAPER)

Data FY 2014: OA 74 CTYPE 101 OMA SAG 121

BCOMP = Basic Compensation   = 2829687
OCOMP = Other Compensation   = 9280
BBENE = Basic Benefits   = 896047
CASHA = Cash Awards   = 11617
FECMP = Former Employee Compensation   = 0
HOPAY = Holiday Pay   = 2113
OTIME = Overtime   = 0
SVPAY = Severance Pay   = 0
FTE   = 39

Calculated data FY 2014:
AYSAL = BCOMP/FTE = 2829687/39 = 72556.07
CASHA = BCOMP*0.0096 = 27165
BBENE with 2015 increase = 896047 + (2829687*0.013) = 932832.9
Total Work Year Cost without BBENE increase = (BCOMP + OCOMP + BBENE + CASHA + FECMP + HOPAY +OTIME + SVPAY)/FTE = (2829687 + 896047 + 9280 + 27165 + 0 + 2113 +0 + 0)/39 = 96520.3
For 2015 bbene increase = (2829687 + 932832.9 + 9280 + 27165 + 0 + 2113 +0 + 0)/39 = 97463.54

Note: CPWG guidance to increase BEPER by 0.013 of Basic Compensation to address change in benefits for 2015 and out

Pay adjust data:

FY	Annualization Fraction before PR	Annualization Fraction after PR	Locality Adjustment (formerly Supplemental Adjustment)	Pay Raise
2014	.25	.75	0	0.01
2015	.25	.75	0.0165	0.01
2016	.25	.75	0.0165	0.013
2017	.25	.75	0.0165	0.013

For year of execution (2014):
1) Find the Foreign currency adjustment, pay raise, and pay raise month in the table above for the CTYPE and for the year to be calculated.
   FC = not used for execution year, PR = 1% or .01, Pay raise month = 4 (January)
2) Total WY Cost (or Fully Burdened AYSAL) = Total Dollars/FTE = 96520.3 dollars per FTE
3) Annualization Fraction (AF) = (PR 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 = ((96520.3)/(.25 + (1 + .01)*(1 - .25)))*(1 + 0.01) = 96759.8
   With BBENE increase:
   DpFafterPR = ((97463.54)/(.25 + (1 + .01)*(1 - .25)))*(1 + 0.01) = 97705.39

For year of execution + 1 (2015):
1) 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
2) FC =0, PR = 1% or .01, Pay raise month = 4, Supplemental Adjustment = 0.0165
3) Dollars per FTE before pay raise (DpFbeforePR) = Dollars per FTE after pay raise from previous year
   97705.39
4) Dollars per FTE after foreign currency (DpFafterFC) = DpFbeforePR*(1+FC)
   NOTE: if there is no foreign currency change then DpFbeforePR = DpFafterFC
   DpFafterFC = 97705.39 *(1+0) = 97705.39
5) Dollars per FTE after locality adjustment (DpFafterSA) = DpFafterFC*(1+SA)
   Note: if there is no locality adjustment then DpFafterFC = DpFafterSA
   DpFafterSA = 97705.39 *(1+ 0.0165) = 99317.53
6) Dollars per FTE after pay raise = DpFafterSA*(1 + PR)
   DpFafterPR = 99317.53 *(1 + 0.01) = 100301.7
7) Total WY Cost = AF*DpFafterSA + DpafterPR*(1-AF)
   Total WY Cost = .25*99317.53 + 100301.7*(1-.25) = 100055.7

For year of execution + 2 (2016):

1) Find the foreign currency adjustment, locality adjustment (formerly supplemental adjustment), pay raise, and pay raise month in the table above for the CTYPE and for the year you are calculating
   FC =0, PR = 1.3% or .013, Pay raise month = 4, supplemental adjustment = 0.0165
2) Dollars per FTE before pay raise (DpFbeforePR) = Dollars per FTE after pay raise from previous year
   100301.7
3) Dollars per FTE after foreign currency (DpFafterFC) = DpFbeforePR*(1+FC)
   Note: if there is no foreign currency change then DpFbeforePR = DpFafterFC
   DpFafterFC = 100301.7*(1+0) = 100301.7
4) Dollars per FTE after locality adjustment (DpFafterSA) = DpFafterFC*(1+SA)
   Note: if there is no locality adjustment then DpFafterFC = DpFafterSA
   DpFafterSA = 100301.7 *(1+ 0.0165) = 101956.7
5) Dollars per FTE after pay raise = DpFafterSA*(1 + PR)
   DpFafterPR = 101956.7 *(1 + 0.013) = 103282.1
6) Total WY Cost = AF*DpFafterSA + DpafterPR*(1-AF)
   Total WY Cost = .25*101956.7 + 103282.1*(1-.25) = 102950.8

For year of execution + 3 (2017):
1) Find the foreign currency adjustment, locality adjustment (formerly supplemental adjustment), pay raise, and pay raise month in the table above for the CTYPE and for the year you are calculating
   FC =0, PR = 1.3% or .013, Pay raise month = 4, supplemental adjustment = 0.0165
2) Dollars per FTE before pay raise (DpFbeforePR) = Dollars per FTE after pay raise from previous year
   103282.1
3) Dollars per FTE after foreign currency (DpFafterFC) = DpFbeforePR*(1+FC)
   Note: if there is no foreign currency change then DpFbeforePR = DpFafterFC
   DpFafterFC = 103282.1*(1+0) = 103282.1
4) Dollars per FTE after locality adjustment (DpFafterSA) = DpFafterFC*(1+SA)
   Note: if there is no locality adjustment then DpFafterFC = DpFafterSA
   DpFafterSA = 103282.1*(1+ 0.0165) = 104986.5
5) Dollars per FTE after pay raise = DpFafterSA*(1 + PR)
   DpFafterPR = 104986.5 *(1 + 0.013) = 106351.3
6) Total WY Cost = AF*DpFafterSA + DpafterPR*(1-AF)
   Total WY Cost = .25*104986.5   + 106351.3*(1-.25) = 106010.

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

The rate calculated above should be comparable to the generated rates. If a quick check of the raw data is within 5% of the rates generated, the rate is acceptable. No further analysis is required.

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). Convert paid hours and man months to FTEs.

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

a. Determine source of error

Calculated rates 5% different or more than published rates require in depth analysis. The typical cause for an abnormal rate is anomalies in the execution data. Commands will need to determine the source of the data error and the best course of action to correct the problem. Commands should also resolve the error in a manner to prevent recurrence. Ideally, Commands should review 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, the 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, the Command 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, the Commands identify a problem or multiple problems, **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.