Appendix A:
(Updated as of Apr 3, 2017)
“How to” Guidelines for Civilian Pay Rate Review

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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 Awards (CASHA),
Former Employee Compensation (FECMP), And
Severance Pay (SVPAY).

Korean National CTYPES 105 and 204: This year the Civilian Pay Working Group is 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 29% to account for those Korean government contributions, which cover roughly 71% of employee salaries. Because of this cost sharing arrangement, the cost to the US government per-KN FTE is just ~29% of the payroll figures that post for them. Some Commands may pay more or less than 29%.
your command is in that situation, please let the Civilian Pay Working Group know.

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: The Civilian Pay Working Group uses 0.96% for most civilians and 4.8% for SES awards.

Supplemental adjustment: In 2017, 2018, and 2019 the Civilian Pay Working Group adds a supplemental adjustment to CTYPEs 101/151 to adjust for Within Grade Increases. Commands can find this 0.60% adjustment listed in the Pay Adjust table.

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 (POM 19/20).

New 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 CTYPEx 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.

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, CTYType, 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

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) 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**

Please note the GFEBS Detailed Labor Cost Report and the GFEBS Detailed Labor Management Report are broken and will not pull at the Army level or for multiple commands. They still will pull one command at a time. Also, please do not use favorites based on the reports when they were still working at the Army or multiple command level. Testing indicates that running old reports from favorites does not pull all the data.

When pulling one command at a time, use the Detail Labor Management Report under the Payroll Audit Reporter role in order to obtain the pay plan field for the new CTYPERs 131, 132. Users without access to the Detail Labor Management Report can use the old Detail Labor Cost Report to check everything except the CTYPE 101s that will also contain CTYPE 131s and 132s. Commands should use the parameters below for both reports. (The Detail Labor Cost report does not contain Pay Plan at this time):

**Pulling Fiscal Year 2016 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), MLN (Manual Pay Local Nationals Netherlands/Belgium), and ECCFI (Korean Foreign Nationals) for Foreign National data. Please note that the drop down menu for the BI reports requiring source is currently broken. Users have to type in the source systems manually in the acronym format (DCPS; FFPO; ILNPS; MLN; ECCFI). If users select the source from the drop down menu, the report will not run. When typing in the source system, do not type in parenthesis. (Please see note about EFFCI on page 2.)

2) **Fiscal Period:** Select All

3) **Fiscal Year:** 2016 and 2017
a. Include note on subsequent year when pulling from pay periods that end in the last month.

4) Cost Center: All of them (or whichever is pertinent)
   a. Note that the GFEBS Detail Labor Cost Report and Summary Labor Report do not allow the user to select multiple Cost Centers because the report is presently broken. The Civilian Pay Working Group contacted the GFEB’S Help Desk to see when the repair is scheduled. The Help Desk is aware of the problem, but could not provide a date when the reports will be fixed.

5) Fund:
   a. Only include funds ending with 16 (question about multi-year funds)
   b. Only include Pay Period End dates within 2016 Fiscal Year. Pay Period End Dates use Calendar Year as their unit of measure. The first pay period end date is Oct 17 2015 and the last pay period end date is 1 Oct 2016.
   c. 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, 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:
1.) Use 2096 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 forCTYPE 202.
Note: 2096 hours is for FY 2016 data. Commands can find the number of hours per year to use in A-11 Section 85.

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'))
- Overtime, except for TC 4930 (EORs with the first three characters in '11D', '14D', '16D', '28D')
- CTY 035 (EORs ending with ‘W’)
- Separation Allowance
  - CostElement 6400.12R0, 6400.12V0 AND CTY 0000 not 005
  - CostElement 6100.28V0 AND CTY 0000 not 004
- 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
- All Object Class 13
  - CostElement 6400.13% (‘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
- All Special MDEP data (VINJ, VX01, VX03, VMTS, VUPC), Currently the EORs for Special MDEPS are:

<table>
<thead>
<tr>
<th>EOR</th>
<th>description</th>
<th>mdep</th>
</tr>
</thead>
<tbody>
<tr>
<td>12JB</td>
<td>Mass Transit Subsidy</td>
<td>VMTS</td>
</tr>
<tr>
<td>12RB</td>
<td>Civ Fed Employees Compensation Act</td>
<td>VINJ</td>
</tr>
<tr>
<td>13HB</td>
<td>VSIP TAX -15% Remittance to CSRDF</td>
<td>VX03</td>
</tr>
<tr>
<td>13TB</td>
<td>Civ Unemployment Compensation</td>
<td>VUPC</td>
</tr>
<tr>
<td>13Z*</td>
<td>Civ Separation Incentive - VERA VSIP</td>
<td>VX01</td>
</tr>
<tr>
<td>15JB</td>
<td>Mass Transit Subsidy</td>
<td>VMTS</td>
</tr>
<tr>
<td>17JB</td>
<td>Mass Transit Subsidy</td>
<td>VMTS</td>
</tr>
</tbody>
</table>
- For SESs also exclude Premium Pays. Currently the EORs for Premium Pays are:
  - CostElement 6100.11H0, 6100.11J0, 6100.11L0, 6100.11T0 AND CType = 121
  - 11HF Hazardous Duty/Environmental Pay
  - 11JF Post Differential
  - 11LF Other Premium
  - 11RF Remote Work Site
  - 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), CTPE, APPN, SAG (Sub Activity Group) level of detail.

d) How to determine CTPE

Execution data may not contain CTPE in the data fields. If you are using GFEBS, use the CTPE that is with the data. In DFAS, derive CTPE 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 0.96% (changed from 1% in 2015) of the total for base pay ‘11B’, ‘14B’, and ‘16B’ as the amount for awards. 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, 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.

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 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 + DpFafterPR*(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 + DpFafterPR*(1-AF)

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.
Example rate approximation OA 74 and CTYPE 101 APPN OMA SAG 121
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
FEPR = Former Employee Compensation Percent = FECMP/BCOMP
SVPER = Severance Pay Percent = SVPAY/BCOMP

Total Work Year Cost = AYSAL*(1+ BEPER + OCPER + OTPER + HOPER + FEPR 
+ 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:

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<th>FY</th>
<th>Annualization Fraction before PR</th>
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<th>Supplemental Adjustment</th>
<th>Pay Raise</th>
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<td>.25</td>
<td>.75</td>
<td>0.0165</td>
<td>0.013</td>
</tr>
</tbody>
</table>

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 supplemental adjustment (DpFafterSA) = DpFafterFC*(1+SA)
   NOTE: if there is no supplemental 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, 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 supplemental adjustment (DpFafterSA) = DpFafterFC*(1+SA)
   NOTE: if there is no supplemental 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 + DpFafterPR*(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, 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 supplemental adjustment (DpFafterSA) = DpFafterFC*(1+SA)
   NOTE: if there is no supplemental 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 + DpFafterPR*(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.