DoD Civilian Acquisition Workforce Personnel Demonstration Project

AcqDemo

Contribution-based Compensation and Appraisal System

CCAS

version August 12, 2011

For Additional Information on AcqDemo and CCAS

http://live.usaasc.info/policies-main/army-acquisition-demonstration-project-acqdemo-policy-procedure/acqdemo-training/

What is CCAS?

Federal Register Notice, January 8, 1999, Section III.D.

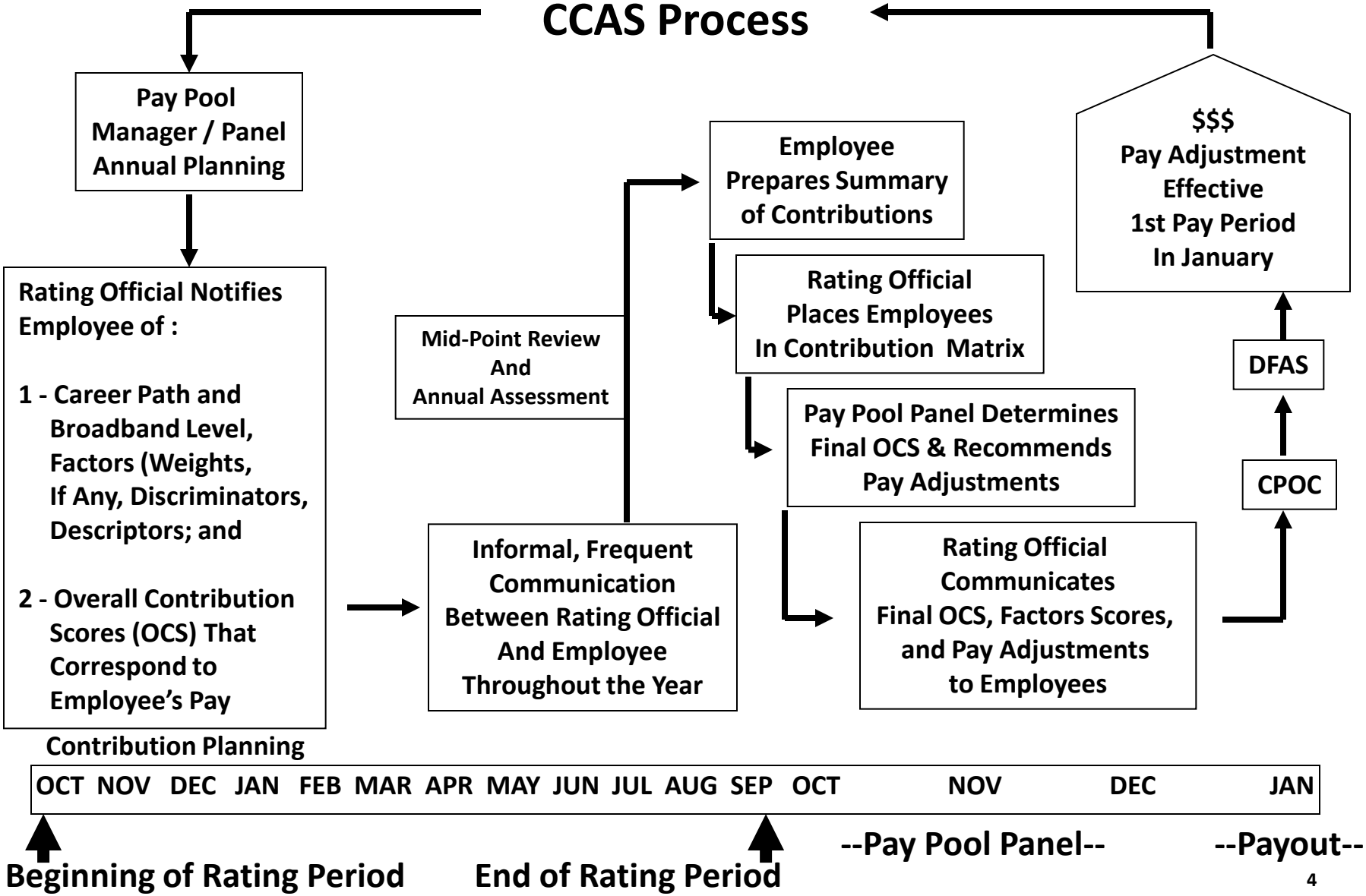
- CCAS is a contribution-based appraisal system that goes beyond a performance-based rating system. That is, it measures the employee's contribution to the mission and goals of the organization, rather than how well the employee performed a job as defined by a performance plan.
- CCAS promotes salary adjustment decisions made on the basis of an individual's overall annual contribution when compared to all other employees and level of compensation.
- An employee's performance is a component of contribution that influences the ultimate overall contribution score (OCS).
- Contribution is measured by using a set of factors, discriminators, and descriptors, each of which is relevant to the success of a DoD acquisition organization. Taken together, these factors, discriminators, and descriptors capture the critical content of jobs in each career path.
  - The factors, discriminators, and descriptors may not be modified or supplemented.
  - These factors, discriminators, and descriptors are the same as those used to classify a position at the appropriate broadband level.

Course of Instruction

- **Overview**
- **Introduction to CAS²Net (automated system)**
  - **Data Maintainers**
  - **Rating Officials/Supervisors**
  - **Employees**
- **Basic CCAS – Contribution-based Compensation and Appraisal System**
  - **Contribution**
    - **Six Factors**
    - **Expected Contribution Levels**
    - **Expected Contribution Range**
  - **Planning and Assessment**
    - **Contribution Planning (Objectives)**
    - **Midpoint**
    - **Annual**
      - **Ratings**
  - **Compensation**

This is the CCAS process with a 12-month rating period and 3-month appraisal/pay pool panel period.

CCAS Process



Course of Instruction

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      - Ratings
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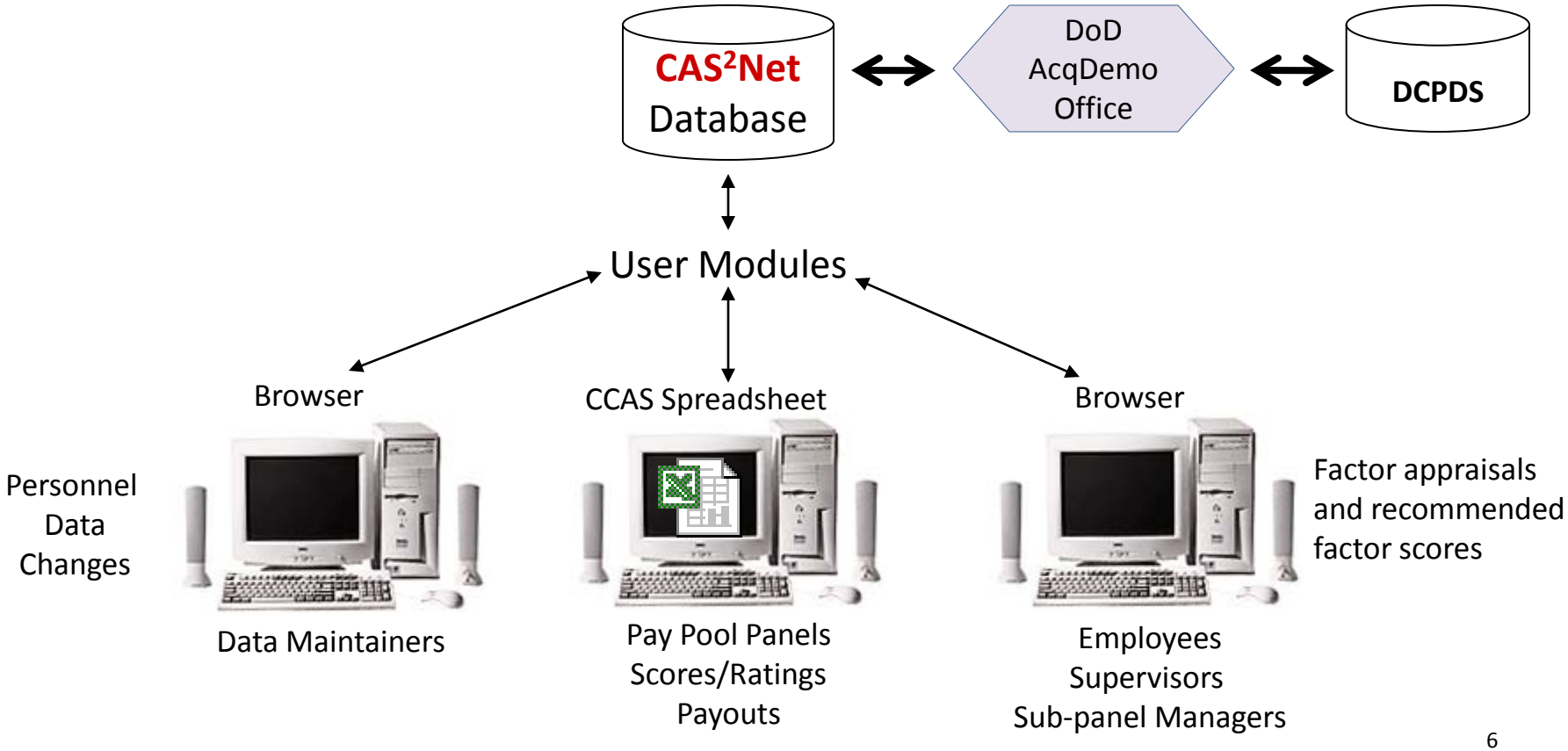
CAS²Net

CAS²Net is the automated tool used to manage the AcqDemo performance management process called the Contribution-based Compensation and Appraisal System (CCAS)

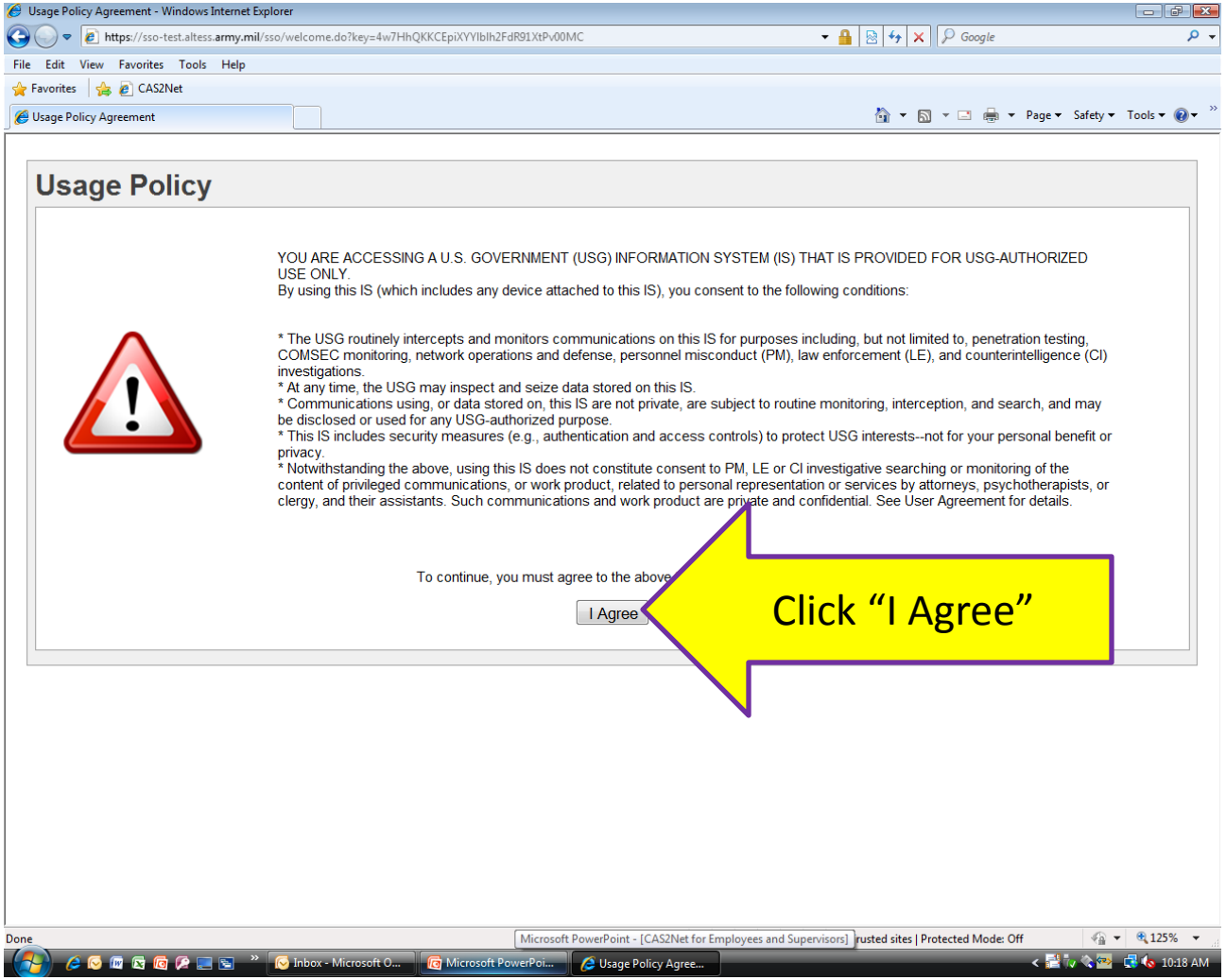


CAS2Net Automated Tool Login

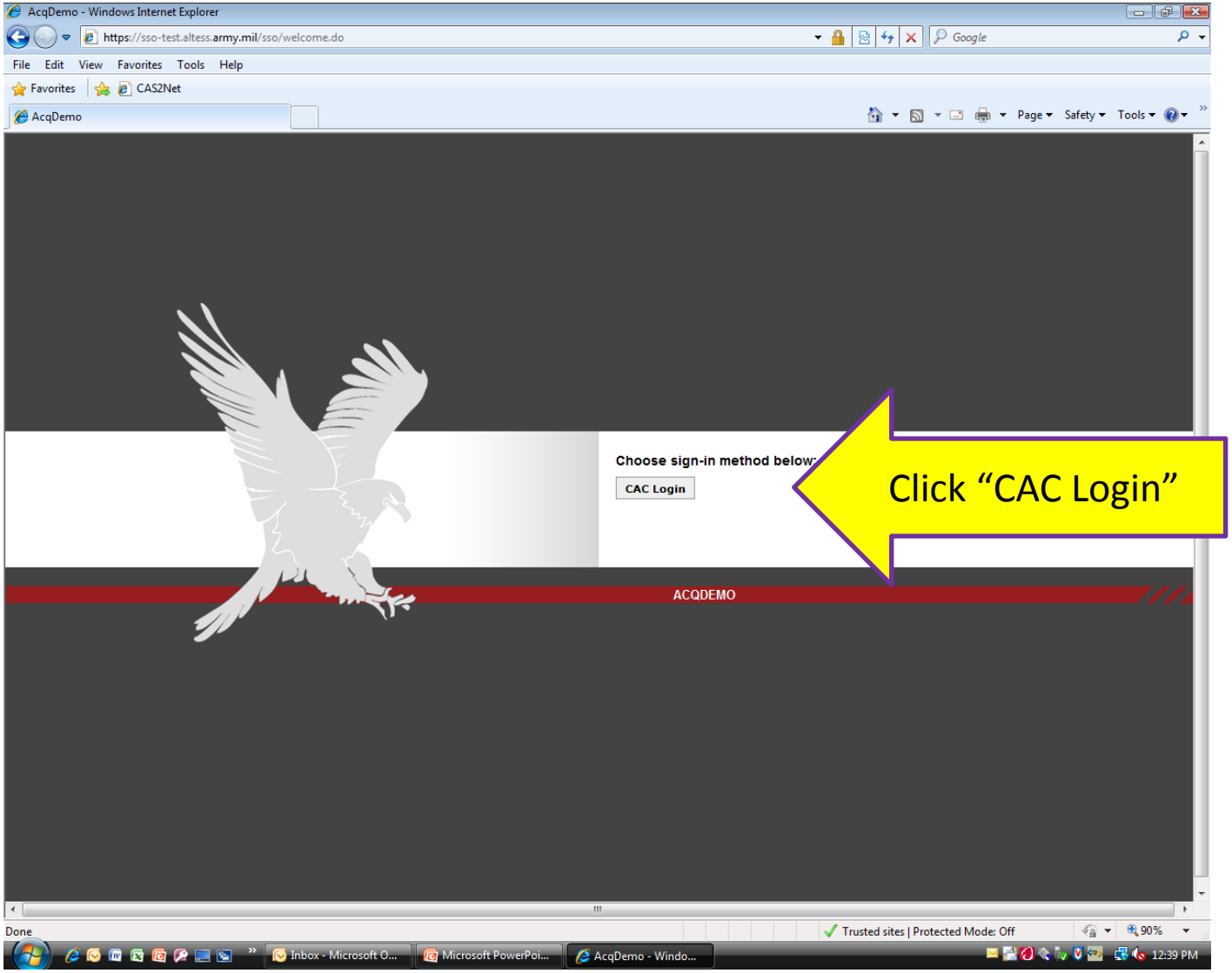
1. Open Internet Browser
2. Type in the URL

https://acqdemoii.army.mil/cac/cas2net

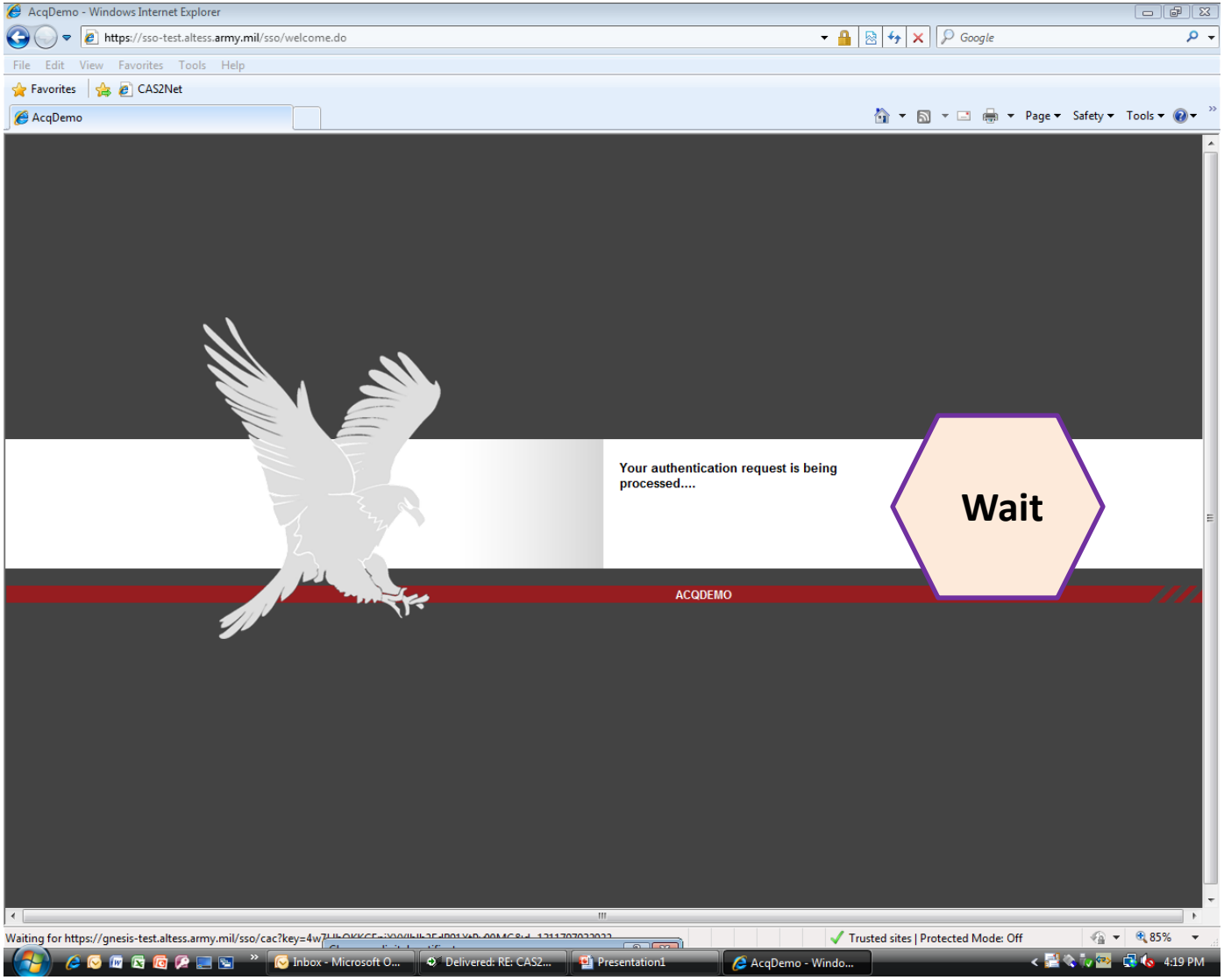
CAS2Net Login



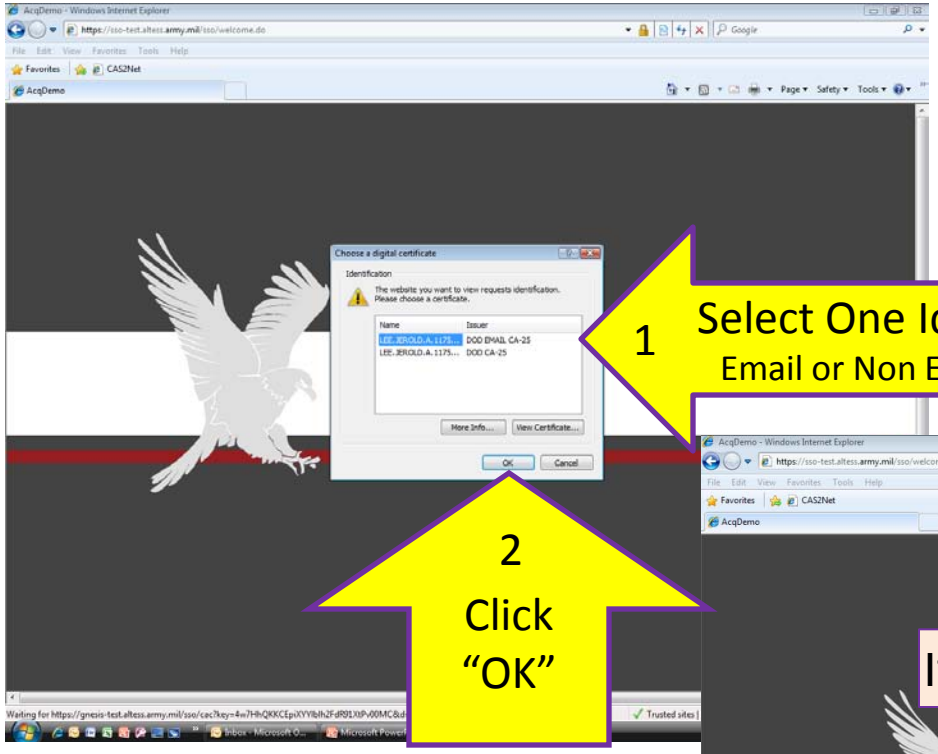
CAS2Net Login

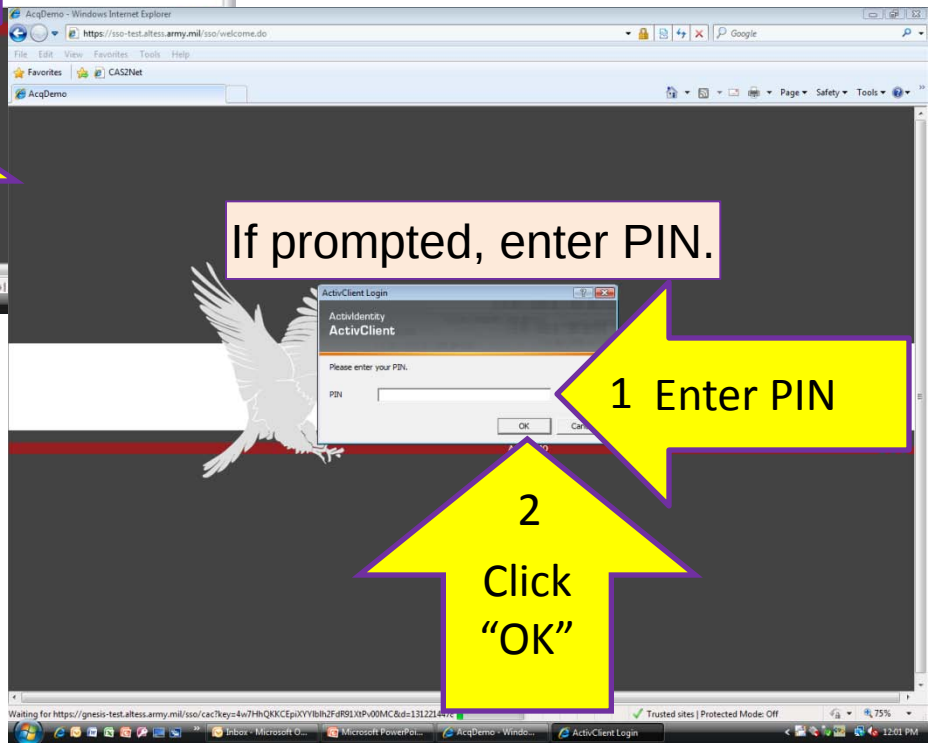


CAS2Net Login

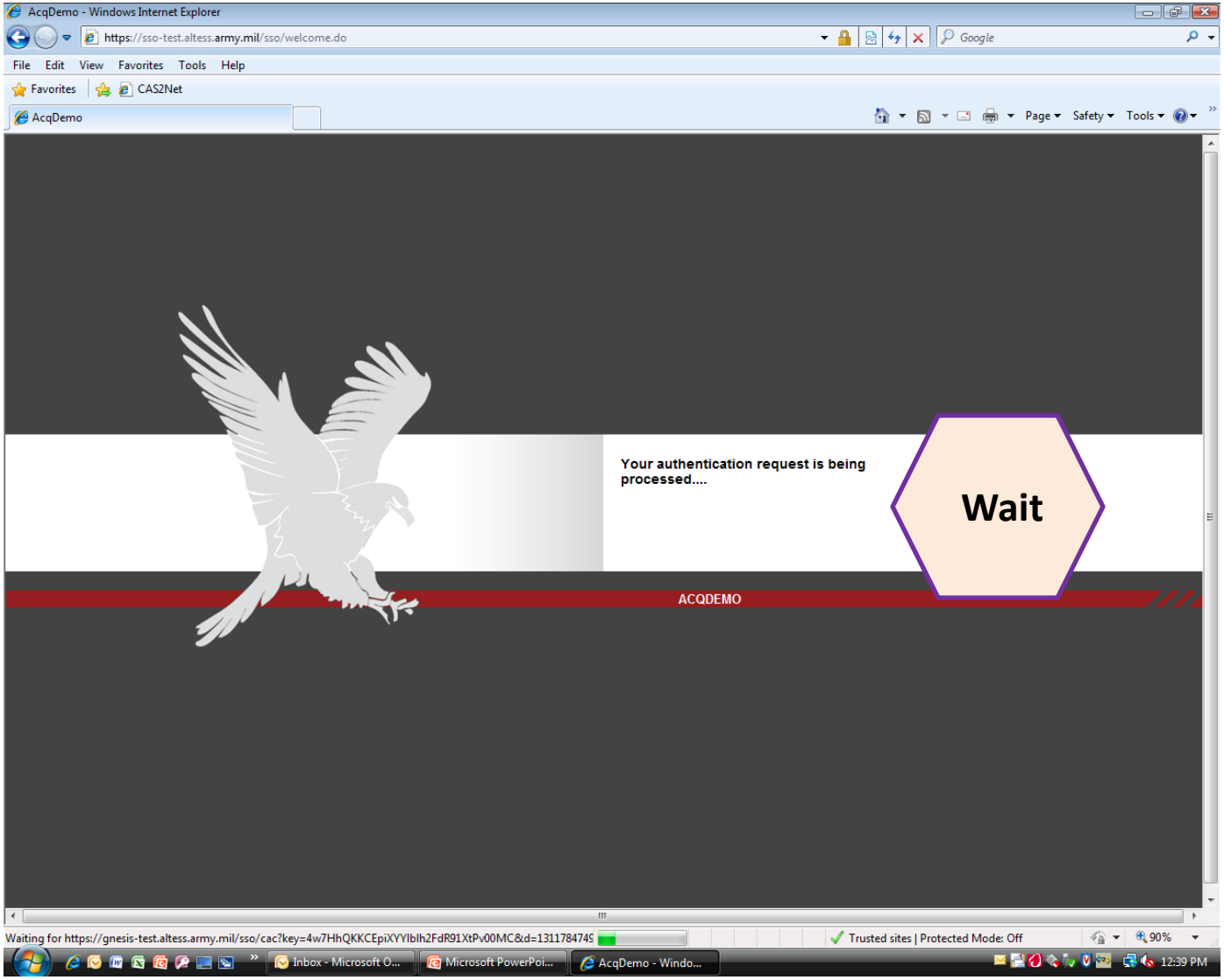


CAS2Net Login

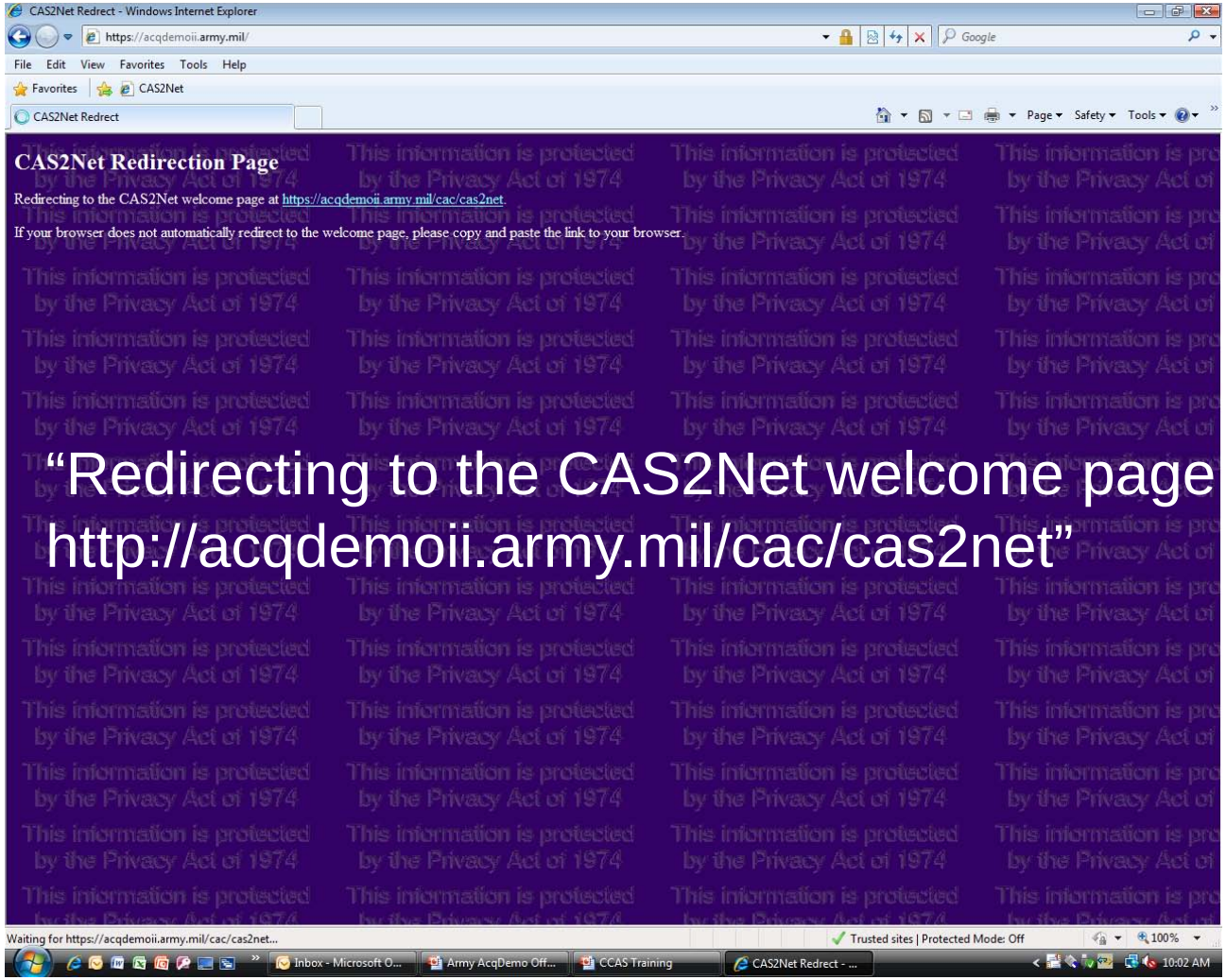




CAS2Net Login

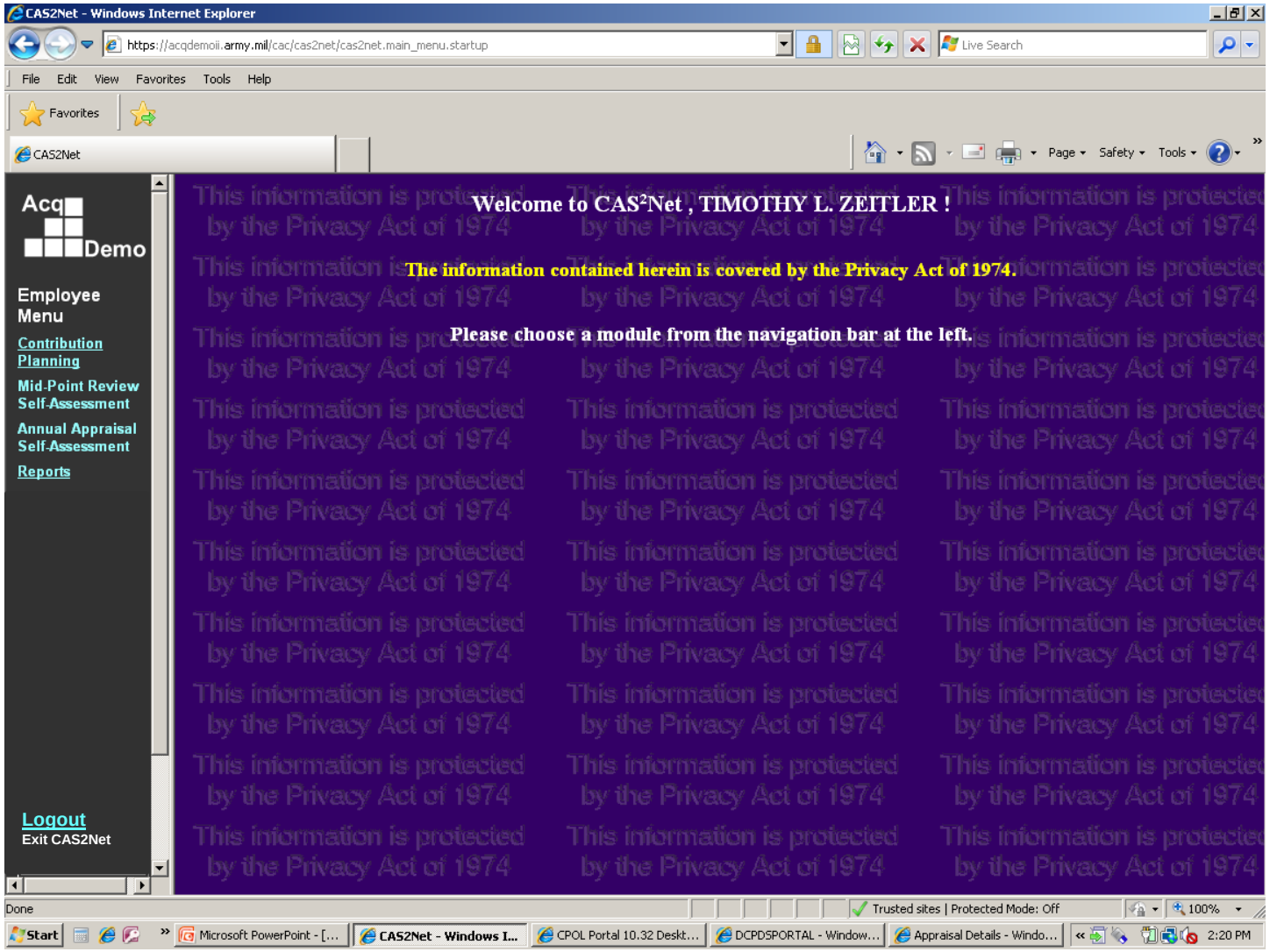


CAS²Net

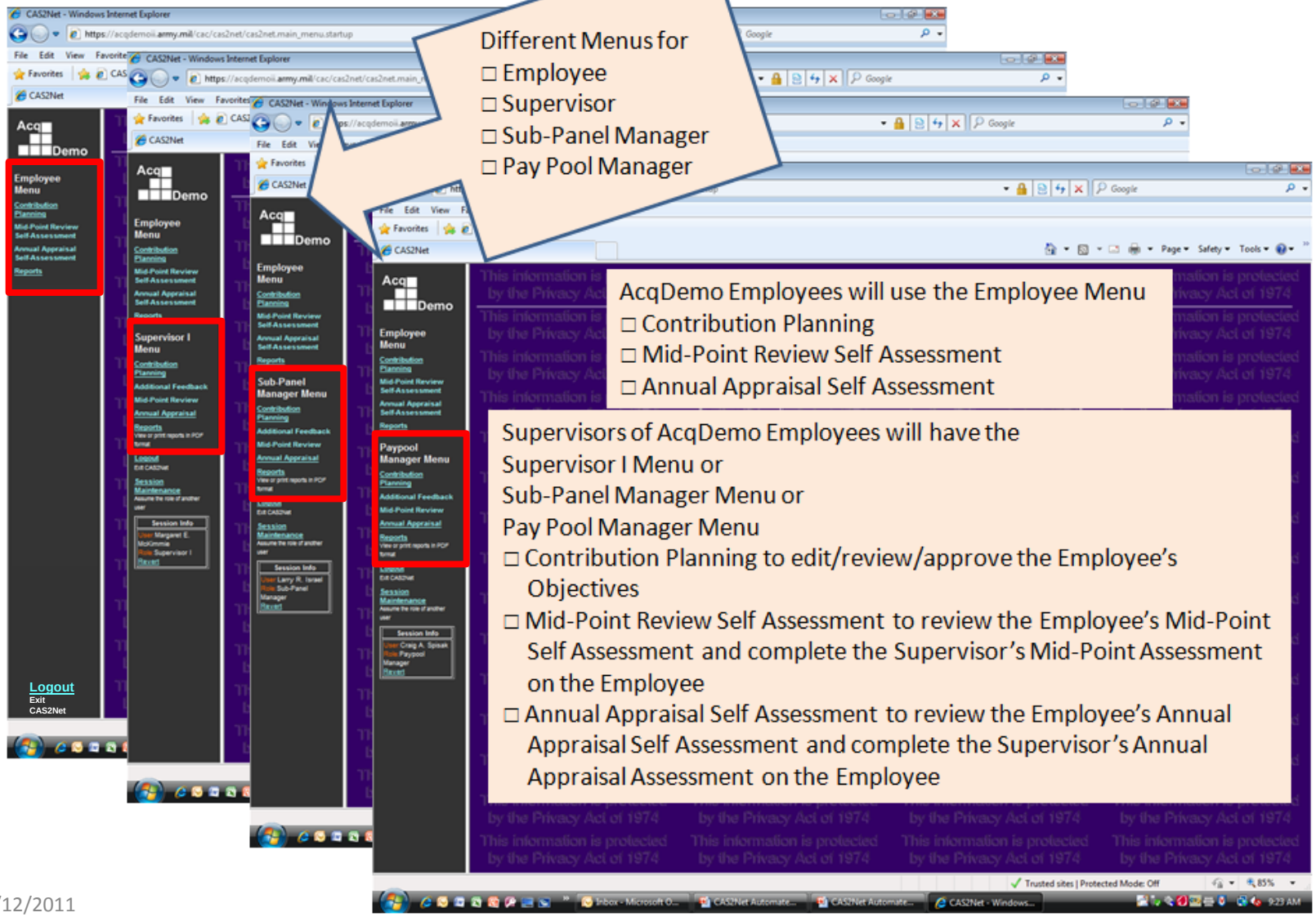


"Redirecting to the CAS2Net welcome page http://acqdemoii.army.mil/cac/cas2net"

CAS2Net – Employee Menu



CAS2Net – Different Menus

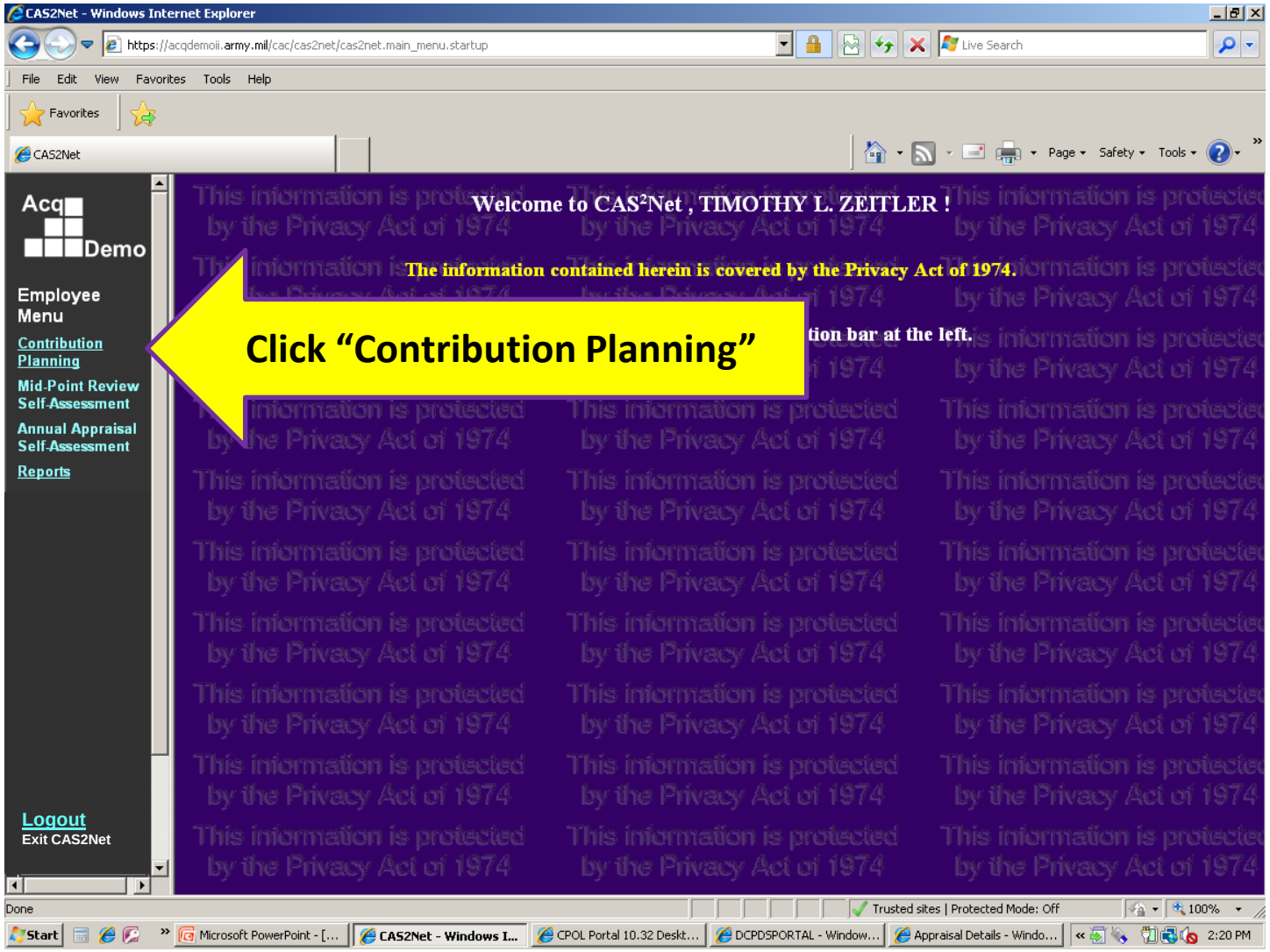


Different Menus for
- ☐ Employee
- ☐ Supervisor
- ☐ Sub-Panel Manager
- ☐ Pay Pool Manager

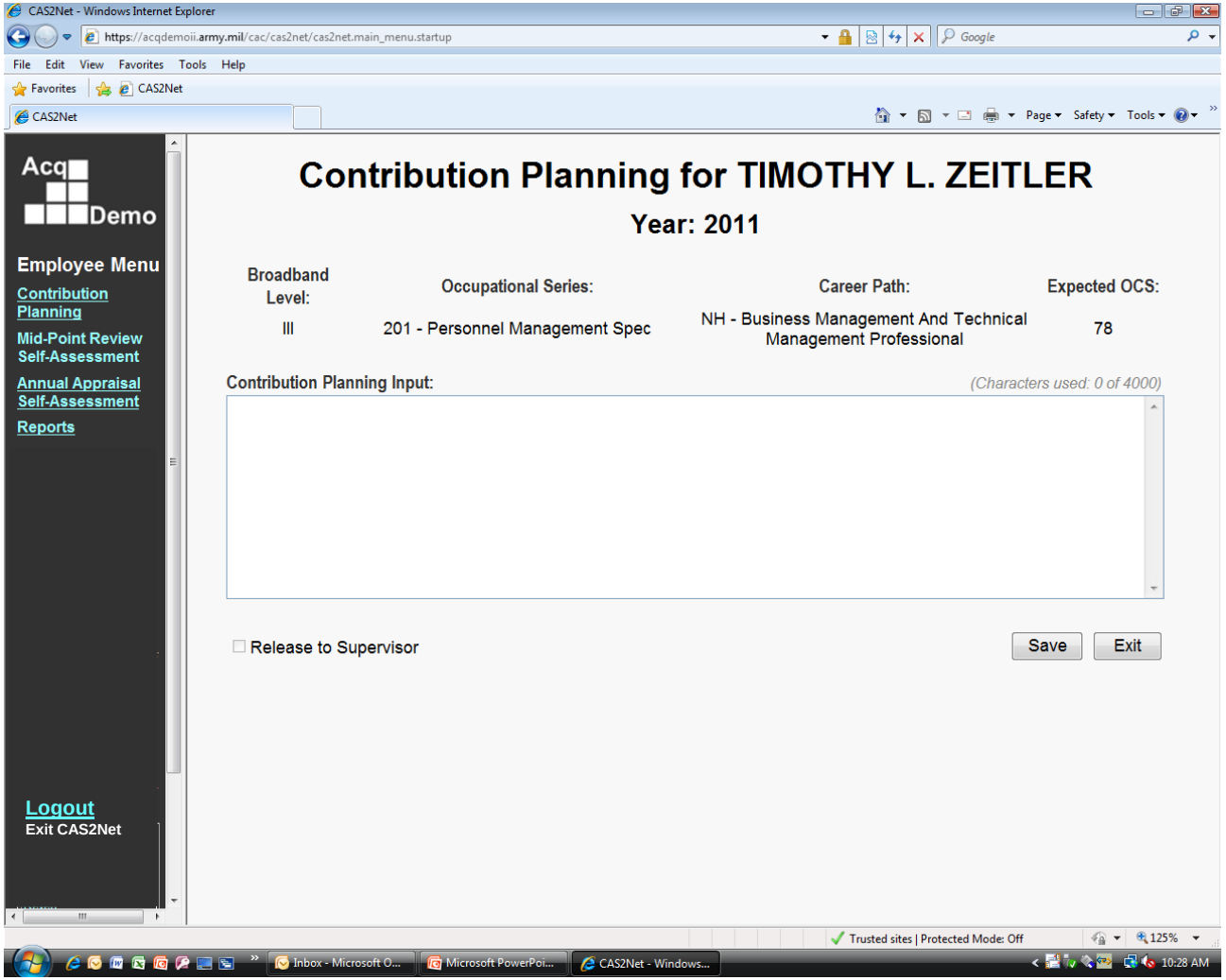
AcqDemo Employees will use the Employee Menu
- ☐ Contribution Planning
- ☐ Mid-Point Review Self Assessment
- ☐ Annual Appraisal Self Assessment

Supervisors of AcqDemo Employees will have the
Supervisor I Menu or
Sub-Panel Manager Menu or
Pay Pool Manager Menu
- ☐ Contribution Planning to edit/review/approve the Employee's Objectives
- ☐ Mid-Point Review Self Assessment to review the Employee's Mid-Point Self Assessment and complete the Supervisor's Mid-Point Assessment on the Employee
- ☐ Annual Appraisal Self Assessment to review the Employee's Annual Appraisal Self Assessment and complete the Supervisor's Annual Appraisal Assessment on the Employee

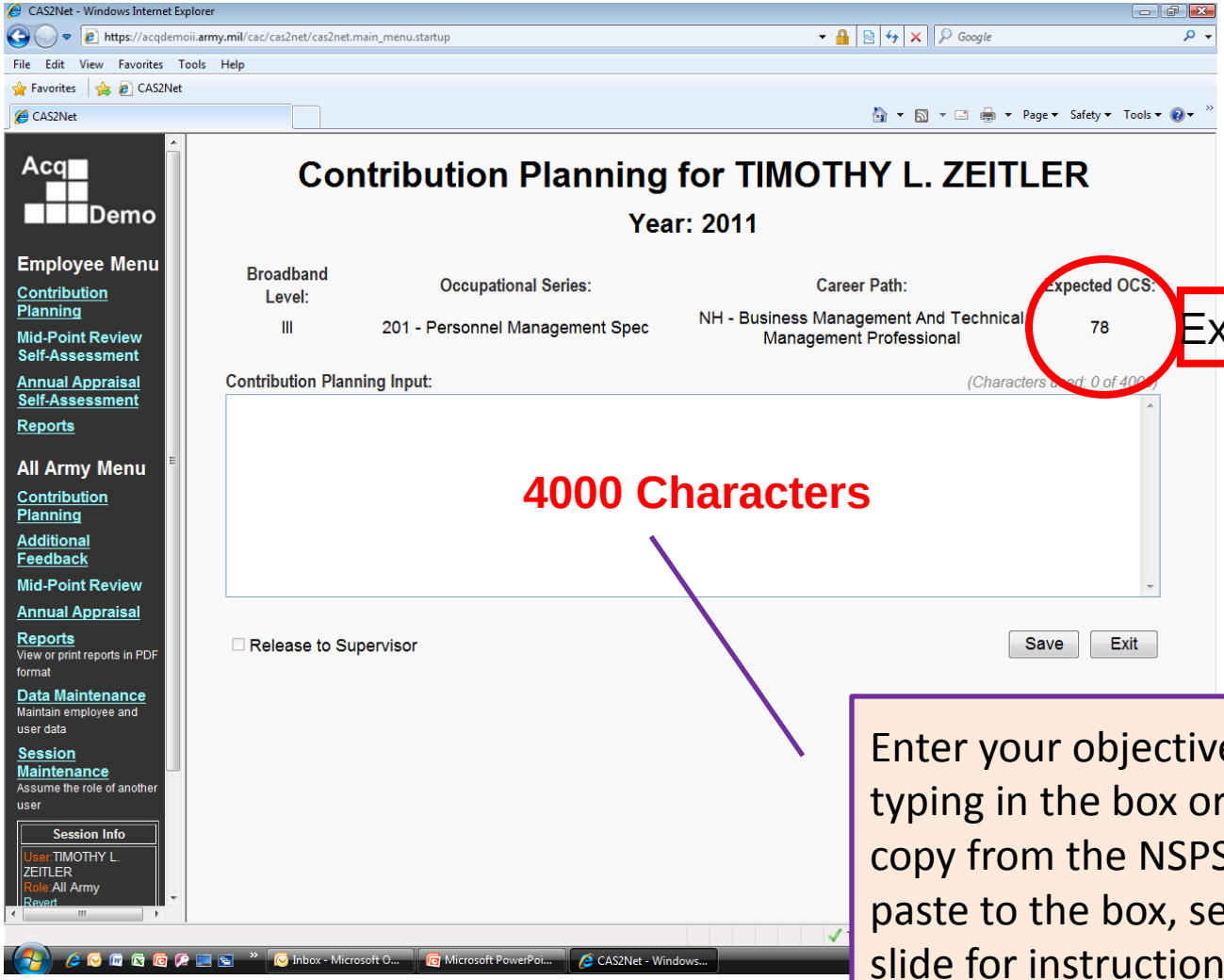
CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning



Expected OCS

Enter your objectives by typing in the box or you can copy from the NSPS PAA and paste to the box, see the next slide for instructions.

CAS2Net – Employee Contribution Planning

- For your objectives, go to one of the following
  - NSPS PAA
  - CCAS 3-in-1 Form
  - Word document

- COPY from NSPS PAA or CCAS 3-in1 Form or Word doc then PASTE to CAS2Net Contribution Planning

- Following slides are on how to copy from the NSPS PAA

CAS2Net – Employee Contribution Planning

Employee must have an approved performance plan in the NSPS PAA in order to copy the objectives from the PAA and paste to CAS2Net.

You will have to open another Internet browser for the PAA and keeping CAS2Net open for the copy and paste process.

The NSPS PAA URL is

http://www.cpol.army.mil

CAS2Net – Employee Contribution Planning

CAS2Net – Employee Contribution Planning

Civilian Personnel Online | cpol.army.mil - Windows Internet Explorer

http://cpol.army.mil/

Message from webpage

You are accessing a U. S. Government (USG) Information System (IS) that is provided forUSG-authorized use only. By using this IS (which includes any device attached to this IS), youconsent to the following conditions:

The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

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http://acpol.army.mil/announcements/user_agreement.html

OK

Click "OK"

Top Army Civilian Initiatives and News

Latest site update info is always at "What's New"

Harvard University Senior Executive Fellows (SEF) Program

Information and Resources for the Situation in Japan

HR Guidance for Emergencies

BRAC Information

Click here for Jobs and Career Opportunities

ARMY CIVILIAN EMPLOYMENT

Find Jobs & grow your career with Army Civilian Service!

Issues contacting AG-1 CP after E-mail Migration?

On 27 June 2011, AG-1 CP at the Hoffman Complex migrated to the DISA Enterprise E-mail (EE). The migration was accomplished with a 92% success rate for the initial

Employee Portal

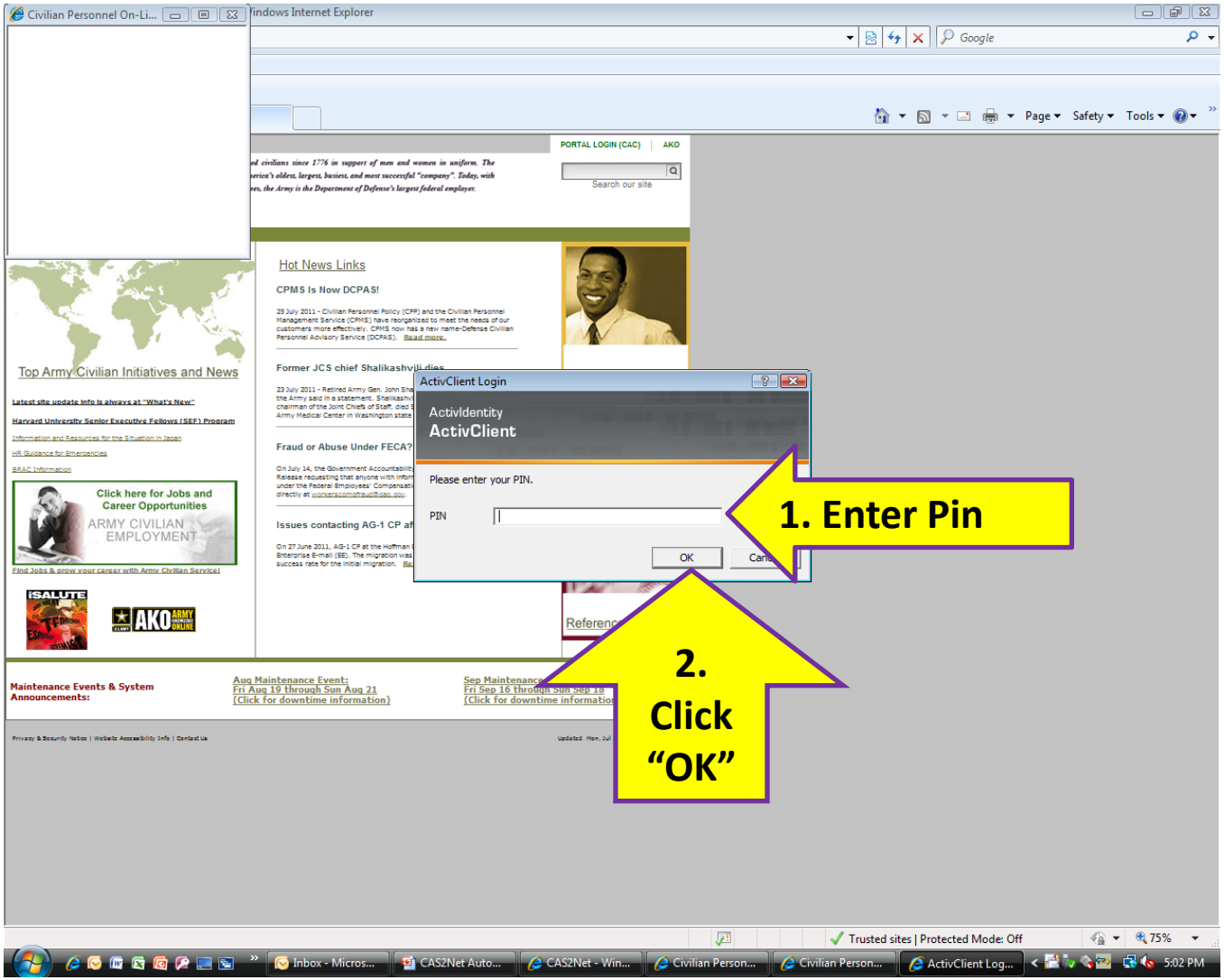
→ Portal CAC Employee Login (Using Common Access Card - CAC)

→ Click here for DCPDS/MyBiz/My Workplace/CSU (to enter NSPS Appraisal info or to view your SF-50)

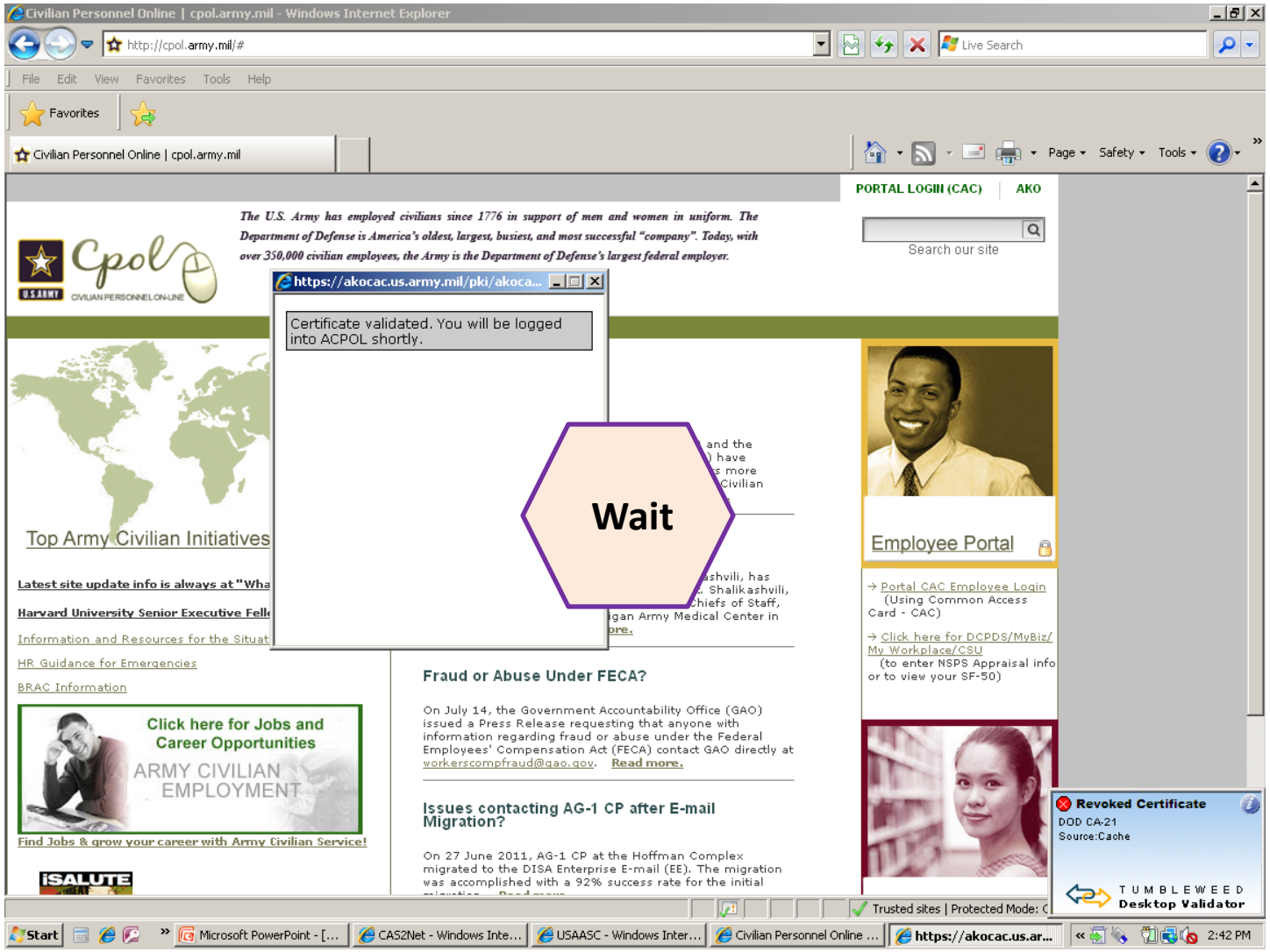
PORTAL LOGIN (CAC) | AKO

Search our site

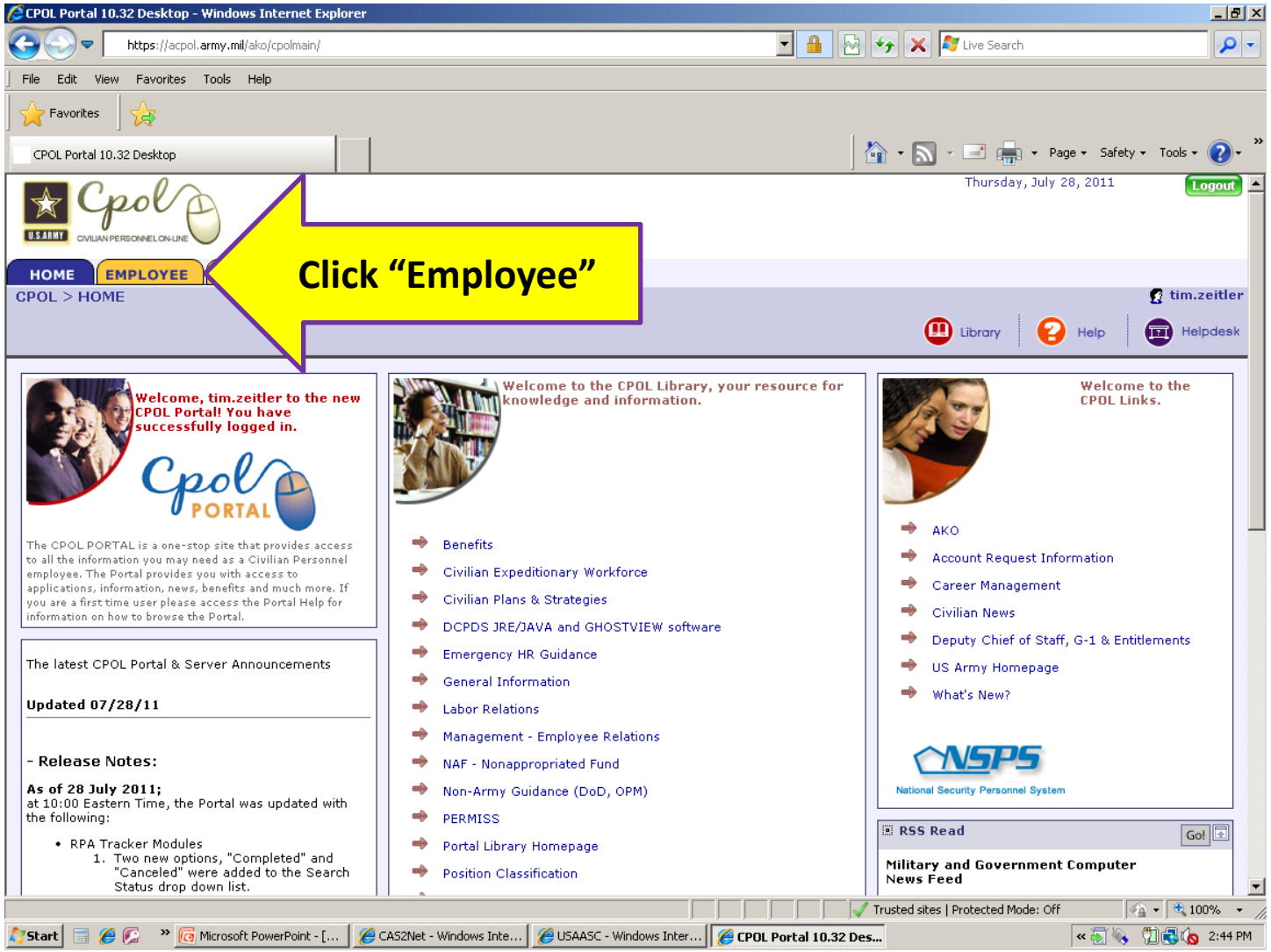
CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning

CPOL Portal 10.32 Desktop - Windows Internet Explorer

https://acpol.army.mil/ako/cpolmain/cpolmain.portal;JSESSIONID_cpolmain=QvpPTxtQb4CyDZVT0dqtrHbVGrXyP0H0sW16

Thursday, July 28, 2011

Logout

HOME | EMPLOYEE | MANAGER | REPORTS

CPOL > Employee Info

tim.zeitler

Library | Help | Helpdesk

My SF50 — Go!

This allows you to view your SF50 Information.

Your view is:

- SF 50's dating from present back to the late 1990's.
- Only SF 50's from Army employment appears.

My Position Description (PD) — Go!

This allows you to view your Position Description (PD).

- This is your most current view of your PD.

Employee Data — Go!

This allows you to view your own personnel information through the My Biz & My Workplace application within the Defense Civilian Personnel Data System (DCPDS).

You can:

- Access your account 24 hours a day/7 days a week from any workstation that is connected to (1)a .mil or .gov domain, or (2) a virtual private network (VPN) that is within a .mil or .gov domain.
- Access your personnel information immediately over a secure line.
- Access tab information for Appointment, Position, Personal, Salary, Benefits, Awards/Bonuses, and Performance information.
- Enter a Helpdesk Ticket to request a correction to your personnel record and/or provide feedback on the functionality of the tool.
- View Status of Helpdesk tickets you have entered.

Click "Go"

Link URL (include http(s))

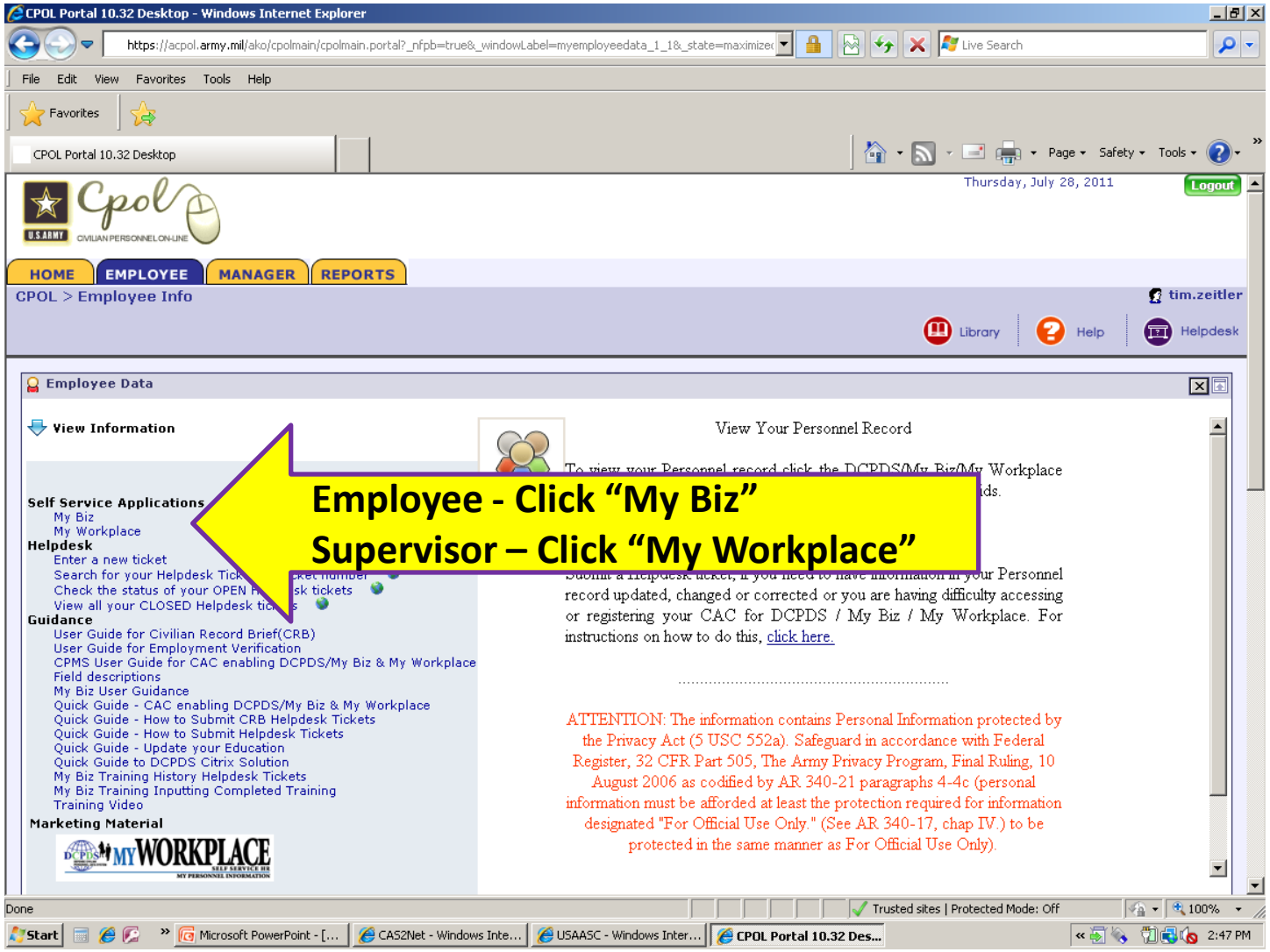
Add Link

Open in New Window

Links

- Army Benefits Center - Civilian (ABC-C)
- Army Exit Survey
- CHRTAS - Apply for Training
- Competency Management System (CMS)

CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning

CPOL Portal 10.32 Desktop - Windows Internet Explorer

https://acpol.army.mil/ako/cpolmain/cpolmain.portal?_nfpb=true&_windowLabel=myemployeedata_1_1&_state=maximize

Message from webpage

DOD NOTICE AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided
for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the
following conditions:

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including, but not limited to, penetration testing, COMSEC monitoring, network
operations and defense, personnel misconduct (PM), law enforcement (LE), and
counterintelligence (CI) investigations.

-At any time, the USG may inspect and seize data stored on this IS.

-Communications using, or data stored on, this IS are not private, are subject to routine
monitoring, interception, and search, and may be disclosed or used for any USG-
authorized purpose.

-This IS includes security measures (e.g., authentication and access controls) to protect
USG interests--not for your personal benefit or privacy.

-Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI
investigative searching or monitoring of the content of privileged communications, or
work product, related to personal representation or services by attorneys,
psychotherapists, or clergy, and their assistants. Such communications and work product
are private and confidential. See User Agreement for details.

OK

Click "OK"

CPOL Portal 10.32 Desktop

Thursday, July 28, 2011

Logout

HOME | EMPLOYEE | MANAG

CPOL > Employee Info

Employee Data

View Information

Self Service Applications
- My Biz
- My Workplace

Helpdesk
- Enter a new ticket
- Search for your Helpdesk Ticket b
- Check the status of your OPEN Hel
- View all your CLOSED Helpdesk tic

Guidance
- User Guide for Civilian Record Brie
- User Guide for Employment Verific
- CPMS User Guide for CAC enablin
- Field descriptions
- My Biz User Guidance
- Quick Guide - CAC enabling DCPD
- Quick Guide - How to Submit CRB
- Quick Guide - How to Submit Help
- Quick Guide - Update your Educati
- Quick Guide to DCPDS Citrix Solut
- My Biz Training History Helpdesk T
- My Biz Training Inputting Complete
- Training Video

Marketing Material

DOD CA-21
Source:Cache

TUMBLEWEED Desktop Validator

CAS2Net – Employee Contribution Planning

Login : DCPDS Portal - Windows Internet Explorer

DCPDS PORTAL

MyBIZ

MyWORKPLACE

News and Information
Last updated Jul 12, 2011
15:00 CDT

Announcing DoD's New *DCPDS Portal* - with a "News and Information" section for employees (My Biz), managers (My Workplace) and HR Professional users!

The Telework Enhancement Act of 2010 mandates supervisors to determine telework eligibility for their employees and notify them of their eligibility status. On Jul 11, 2011, HR personnel will be responsible for any modifications necessary to the position telework indicator. Supervisors will update the employee telework eligibility through My Workplace. In addition, Supervisors are able to run reports which provide position and employee telework information.

The Defense Civilian

Smart Card Access Help

Returning Smart Card user? Login and select your non-email certificate when asked to choose a digital certificate. Login

First time Smart Card user or need to **make name changes**? Register before logging in. Register

For [illegible]cal problems (i.e., Smart Card i[illegible]s, access problems, etc...) with the [illegible]pplication, select the **Contact List** for your organization's computer support Help Desk.

Authorized Non-Smart Card (Non-CAC) Access

Returning Non-Smart Card user (Non-CAC)? Use the username and password fields below to login.

Portal Username:

Portal Password:

Login

First time Non-Smart Card (Non-CAC) User? Before using the DCPDS system, you must first register. Register

Password problems? You may go here if you have configured your account for automatic password resets. Reset

Component Help Desk Information

If you are having problems accessing this site, please select Contact List to locate and directly contact your Component Help Desk.

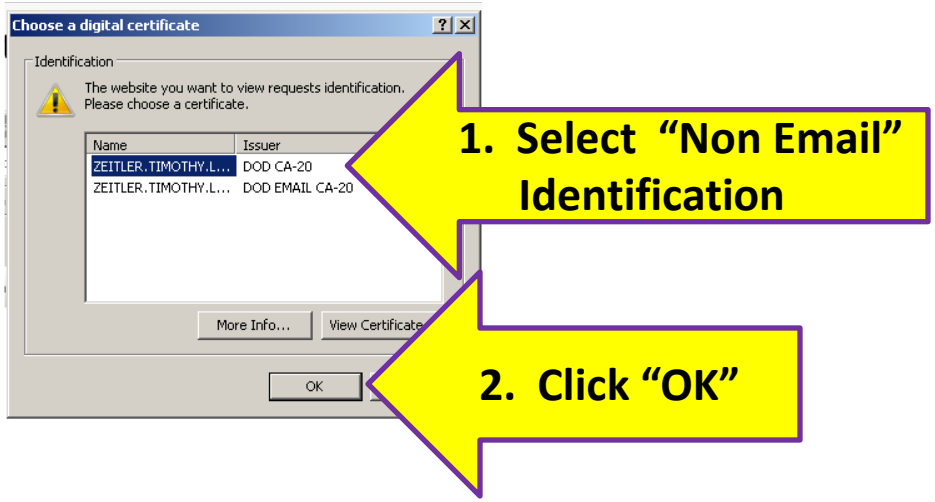
For additional information, check out our Frequently Asked Questions (FAQ)!

Privacy Act | Accessibility | Privacy and Security Policy | CPMS Information

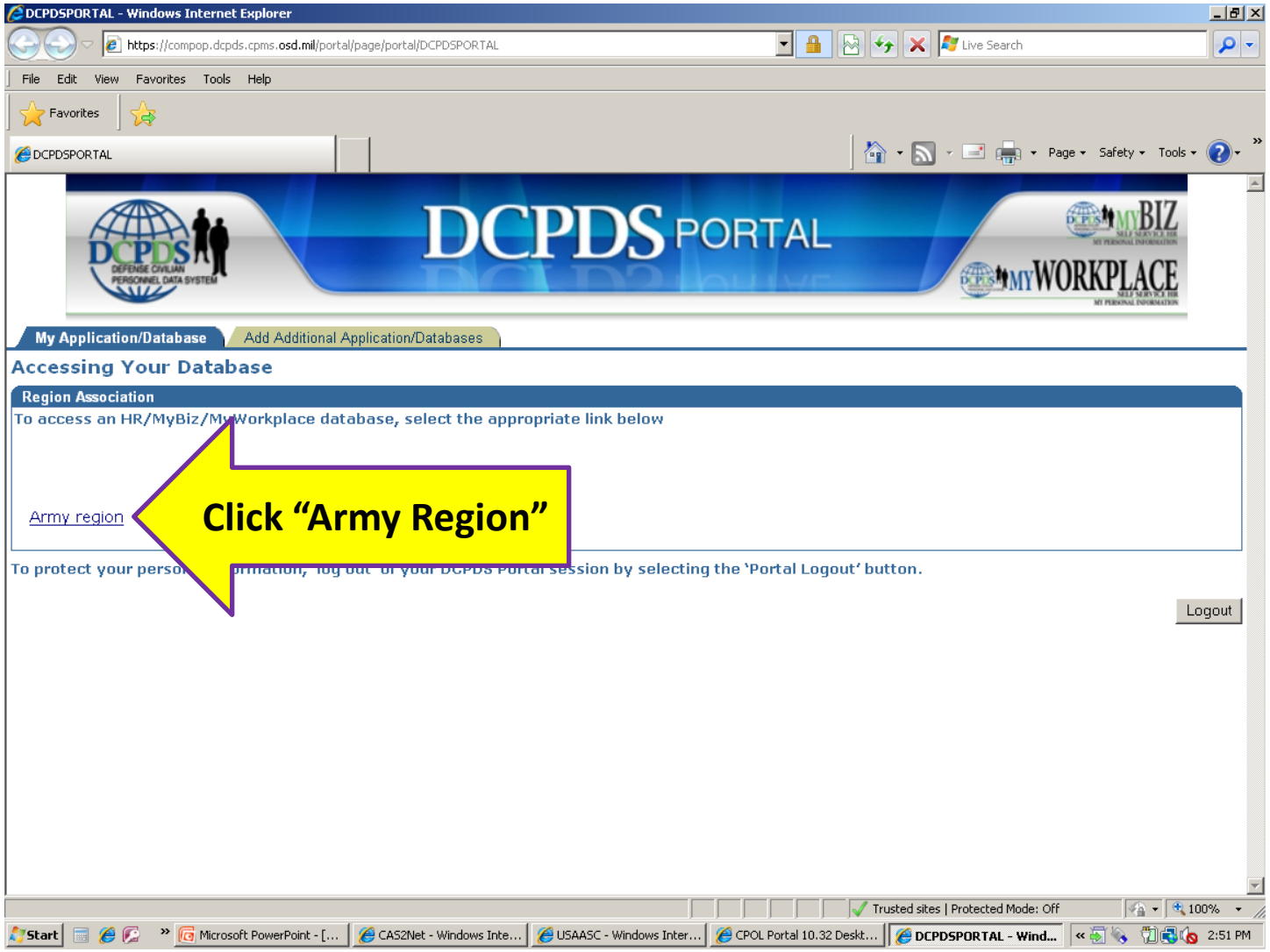
Start | Microsoft PowerPoint - [... | CAS2Net - Windows Inte... | USAASC - Windows Inter... | CPOL Portal 10.32 Deskt... | Login : DCPDS Portal -... | 2:50 PM

Click "Login"

CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning

Oracle Applications Home Page - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&homePage=Y&OAPB

File Edit View Favorites Tools Help

Favorites CAS2Net

Oracle Applications Home Page

Page Safety Tools

Department of Defense

Favorites ICE MyBiz ICE PAA V3 FAQ Logout Preferences Help

Employee - Click "My Biz"

Navigator

My Biz

My Workplace

"My Biz and associated web
to allow DoD personnel access
personnel within a .mil or dodea.
logo."

Favorites

Personalize

After using your browser to access DCPDS, close all of your browser windows and restart a new browser session. Sometimes the browser can hold that information in memory (e.g. cache, etc) and some web sites know where to look to find it. For more information Click here

New

My Biz: Coming in July 2011! Education will be updated to convert 129 outdated instructional program (IP) codes to new IP codes. Click here for more information.

My Workplace: On July 11, 2011, Supervisors will be able to update or change existing employee telework eligibility for employees in their hierarchy. The Telework Enhancement Act of 2010 mandates supervisors to determine telework eligibility for their employees and notify them of their eligibility status. Updates or changes to employee telework eligibility can be accomplished through My Workplace > My Employee Information > Personal Tab > Update/Change Telework Eligibility Link. A report is available for supervisor which provides position and employee telework information.

The Defense Civilian Personnel Data System (DCPDS) has been upgraded from Oracle® E-Business Suite 11i to Oracle® Release 12. Aside from the screen color changes, there are only a few minor changes users may encounter, none of them affecting functionality. To see what these specific minor changes are, please go to this link: R12 User Documentation(PDF)

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

- CPMS Homepage
- Federal Employees Dental and Vision Insurance Program
- Federal Long Term Care Insurance Program
- Flexible Spending Account
- MyPay
- NSPS Information
- OPM Health Benefits Homepage
- OPM Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- SF182

Done Trusted sites | Protected Mode: Off 90%

Slide 19 of 23 "Office Theme" 100%

Inbox - Micro... Microsoft Po... CAS2Net - W... CPOL Portal ... DCPDSPORT... Oracle Applic... 12:44 PM

CAS2Net – Employee Contribution Planning

Oracle Applications Home Page - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/HomePG&akRegionApplicationI

File Edit View Favorites Tools Help

Favorites CAS2Net

Oracle Applications Home Page

Page Safety Tools

Department of Defense

Favorites ICE MyBiz ICE PAA V3 FAQ Logout Preferences Help

Navigator

My Biz
My Workplace

My Biz
My Information
Update My Information
Employment Verification
Performance Appraisal Application (PAA)

"My Biz and associated web pages are web-based tools created by the Department of Defense (DoD) as part of the Defen
to allow DoD personnel access to and management of their personal personnel records. The DoD MyBiz and associated tools
personnel within a .mil or dodea.edu network. The DoD MyBiz tool has no association with any private or other enterprise using
logo."

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CPMS Homepage
Federal Employees Dental and Vision Insurance Program
Federal Long Term Care Insurance Program
Flexible Spending Account
MyPay
NSPS Information
OPM Health Benefits Homepage
OPM Homepage
OPM Life Insurance Homepage
OPM Retirement Homepage
SF182

Trusted sites | Protected Mode: Off 90%

Slide 20 of 23 "Office Theme" 100%

Inbox - Micro... Microsoft Po... CAS2Net - W... CPOL Portal ... DCPDSPORT... Oracle Applic... 12:44 PM

Click "Performance Appraisal Application"

CAS2Net – Employee Contribution Planning

My Appraisals - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/RF.jsp?function_id=1021641&resp_id=102056&resp_appl_id=8301&security...

File Edit View Favorites Tools Help

Navigator Favorites ICE MyBiz ICE PAA V3 Home Logout Preferences Help

PAA Main Page | Provide Guest Feedback | My Journal

Employee

Performance Appraisal Application Main Page

Need Help?

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of Zeitler, Timothy L.

Create New Plan: --Choose a Plan Type-- Go

Records Displayed 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Zeitler, Timothy L.	Zeitler, Timothy L.	Lee, Jerold Anthony	2012	1011134	20-Apr-2011	NSPS	Approved	Interim Review Completed	Update Go

Click "Go"

CAS2Net – Employee Contribution Planning

Appraisal Details - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaEmpMainApp

File Edit View Favorites Tools Help

Favorites

Appraisal Details

Page Safety Tools

Performance Appraisal Application (PAA)
Version 3.0

Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences

NSPS PAA

Transfer to Rating Official | Track Progress | Return to Main Page

Employee Information

Employee Name **Zeitler, Timothy L.**

Show Employee Details

Plan | Interim Reviews | Annual Appraisal | Oth

Plan Details | Mission Goals | Job Objectives

Click "Job Objectives"

Plan Details

Need Help?

This screen provides information about the status of your performance plan.

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay schedule and pay band will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

Change Rating Official and/or Higher Level Reviewer

* Appraisal Type **Annual Appraisal - NSPS**

Performance Plan Approval Date 20-Apr-2011

Auto saving in about 14 minute(s)

Trusted sites | Protected Mode: Off 100%

Start | Microsoft PowerPoi... | CAS2Net - Window... | USAASC - Windows... | CPOL Portal 10.32 ... | DCPDSPORTAL - Wi... | Appraisal Details... | 3:09 PM

CAS2Net – Employee Contribution Planning

Appraisal Details - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaEmpApprPG

Plan | Interim Reviews | Annual Appraisal | Other Assessments | Reports/Forms | Mock Pay Pool Info

Plan Details | Mission Goals | Job Objectives | Component Unique (Optional) | Approvals and Acknowledgments

Job Objectives

Need Help?

This screen allows you to add new Job Objectives, update pending Job Objectives if you have ownership of your Performance Plan, and view approved Job Objectives.

- To add a new Job Objective, select the 'Add Job Objective' button.
- To update a Job Objective, select the 'Update' button under the action column. (**Important:** You must have ownership of your Performance Plan to update your Job Objectives).
- All 'Approved' Job Objectives with assigned weights must equal a total of 100%.
- To view an existing Job Objective, select the 'View' button under the Action Column.

Important: If your Job Objective is approved, only your Rating Official may change/edit it.

Show Applicable Performance Indicators

Add Job Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action
Show	1	Pay for Performance Training	Technical Proficiency	APPROVED	40	View
Show	2	Pay-for-Performance Policy and Human Resources	Critical Thinking	APPROVED	40	View
Show	3	Support to PEOs/DPEOs/DRPMs and Other Elements	Customer Focus	APPROVED	20	View

<PREVIOUS NEXT>

ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences

Click "View" for objective

CAS2Net – Employee Contribution Planning

Add Job Objective - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaEmpApprPG

Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences

View Job Objective

* Indicates required field

Save and Return to Job Objectives Tab

Need Help?

Show Applicable Performance Indicators

This screen allows you to update a job objective and select the appropriate Contributing Factor.

- A Job Objective title is required.
- Make sure you use the appropriate Performance Indicator when writing the job objective.

Job Objective Number	1
* Job Objective Title	Pay for Performance Training
* Start Date	01-Oct-2010
Job Objective Status	APPROVED
Date Last Modified	20-Apr-2011

Job Objective

If you need help in writing job objectives, go to the **iSuccess** training course. Make sure you use the appropriate Performance Indicator when writing the job objective.

(Limit to 1000 characters)

Develop, modify and facilitate varied training courses to all Army stakeholders for National Security Personnel System (NSPS), Defense Intelligence Personnel System (DCIPS) and DoD/Army Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) personnel pay-for-performance systems. Serve as the subject matter expert and lead facilitator for the following NSPS, DCIPS and AcqDemo training courses for implementation and sustainment functions; Transition from NSPS to AcqDemo, Human Resource Management, Employee and Supervisor Overview, Writing Objectives & Assessments, Pay Pool Management, and Data Maintainer/Administrator for NSPS & DCIPS CWB and AcqDemo CCAS. (HQ, USAASC Strategy Map 1.0 and 2.0)

Your Objective

Auto saving in about 14 minute(s)

Start | Microsoft PowerPoi... | CAS2Net - Window... | USAASC - Windows... | CPOL Portal 10.32 ... | DCPDSPORTAL - Wi... | Add Job Objectiv... | 3:12 PM

Note two browsers open…CAS2Net and NSPS PAA

CAS2Net – Employee Contribution Planning

Add Job Objective - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaEmpApprPG

File Edit View Favorites Tools Help

Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences

View Job Objective

* Indicates required field

Save and Return to Job Objectives Tab

Need Help?

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Date Last Modified	20-Apr-2011

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Highlight objective statement

Auto saving in about 14 minute(s)

Trusted sites | Protected Mode: Off

CAS2Net – Employee Contribution Planning

Add Job Objective - Windows Internet Explorer

Either … Click "Edit" then "Copy"

File Edit View
Cut
Copy
Paste
Select All
Find on this Page…

Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences

View Job Objective

* Indicates required field

Save and Return to Job Objectives Tab

Need Help?

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Or… Right-mouse click then "Copy"

Auto saving in about 14 minute(s)

CAS2Net – Employee Contribution Planning

Add Job Objective - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaEmpApprPG

File Edit View Favorites Tools Help

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Select All Ctrl+A
Find on this Page... Ctrl+F

Navigator Favorites ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences

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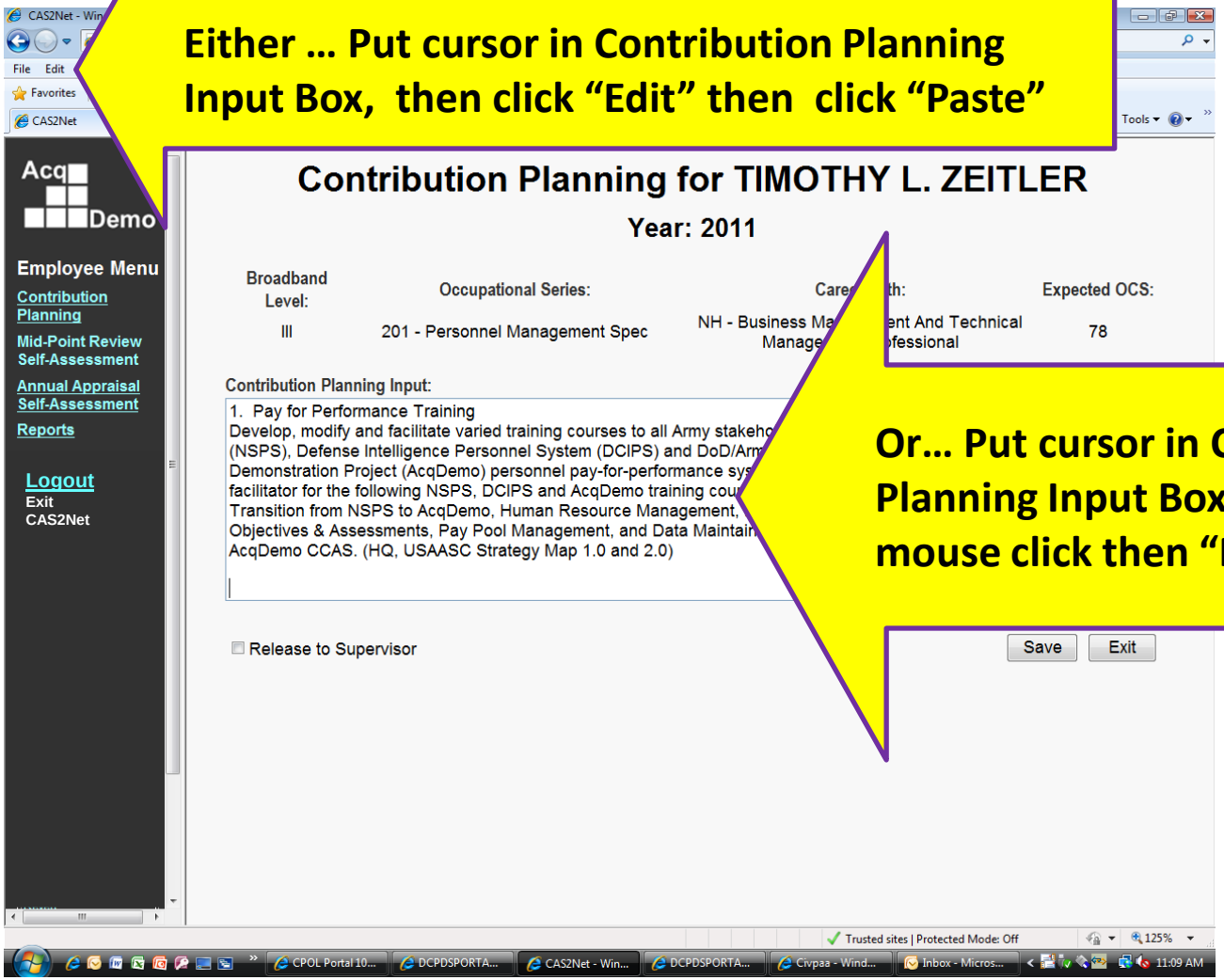
Click on the browser link for CAS2Net

Auto saving in about 14 minute(s)

Start | Microsoft PowerPoi... | CAS2Net - Window... | USAASC - Windows... | CPOL Portal 10.32 ... | DCPDSPORTAL - Wi... | Add Job Objectiv... | 3:20 PM

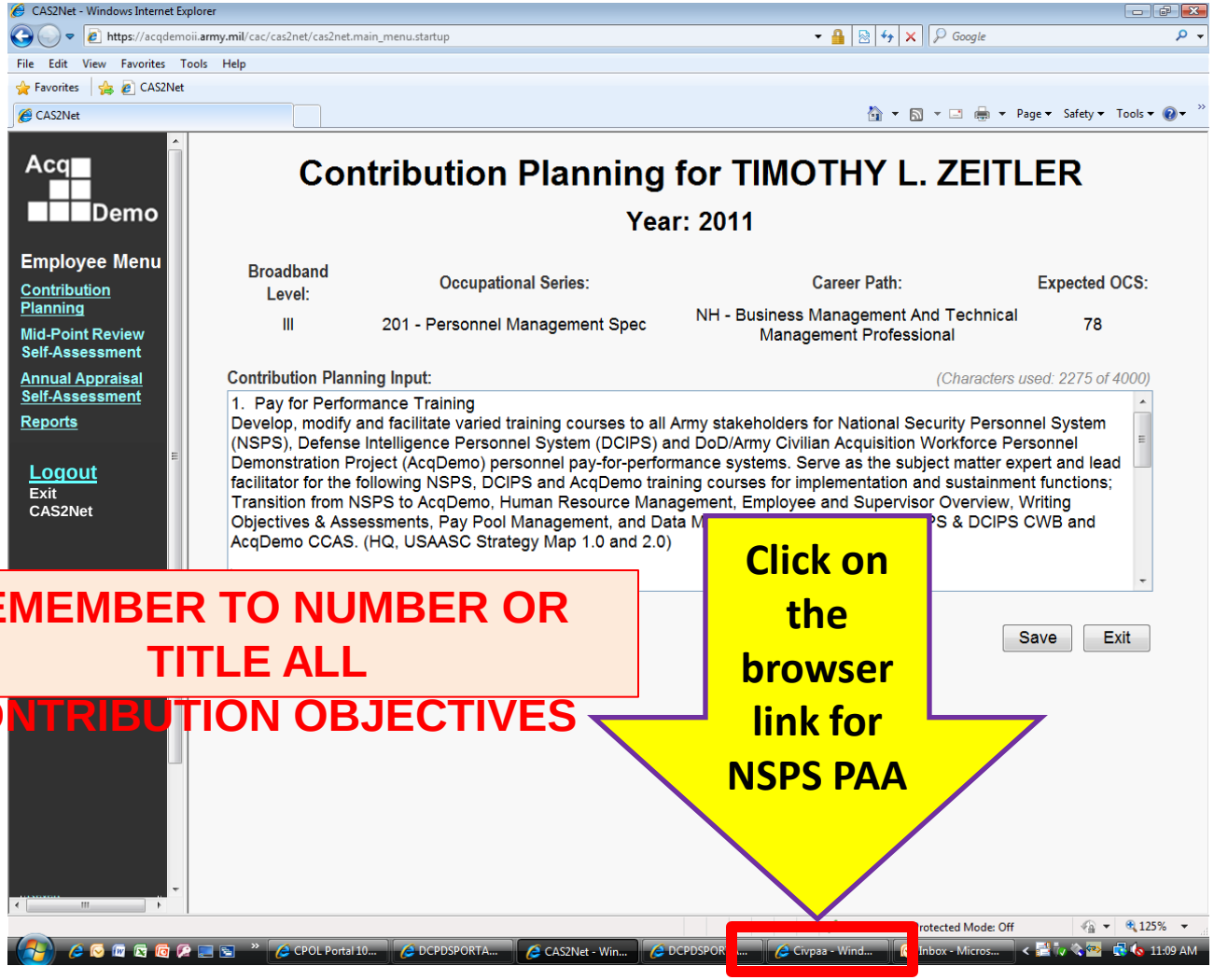
CAS2Net – Employee Contribution Planning

Either … Put cursor in Contribution Planning Input Box, then click "Edit" then click "Paste"



Or… Put cursor in Contribution Planning Input Box, right-mouse click then "Paste"

CAS2Net – Employee Contribution Planning



REMEMBER TO NUMBER OR TITLE ALL CONTRIBUTION OBJECTIVES

Click on the browser link for NSPS PAA

CAS2Net – Employee Contribution Planning

Appraisal Details - Windows Internet Explorer

https://pyxis.chrcs.army.mil:8007/OA_HTML/OA.jsp?page=/civdodhr/oracle/apps/per/nsps/paa/webui/CivPaaEmpApprPG

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Show Applicable Performance Indicators

Add Job Objective

Show All Details | Hide All Details

Details	Number	Job Objective Title	Contributing Factors	Status	Weight % (Optional)	Action
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Show	2	Pay-for-Performance Policy and Human Resources	Critical Thinking	APPROVED	40	View
Show	3	Support to PEOs/DPEOs/DRPMs and Other Elements	Customer Focus	APPROVED	20	View

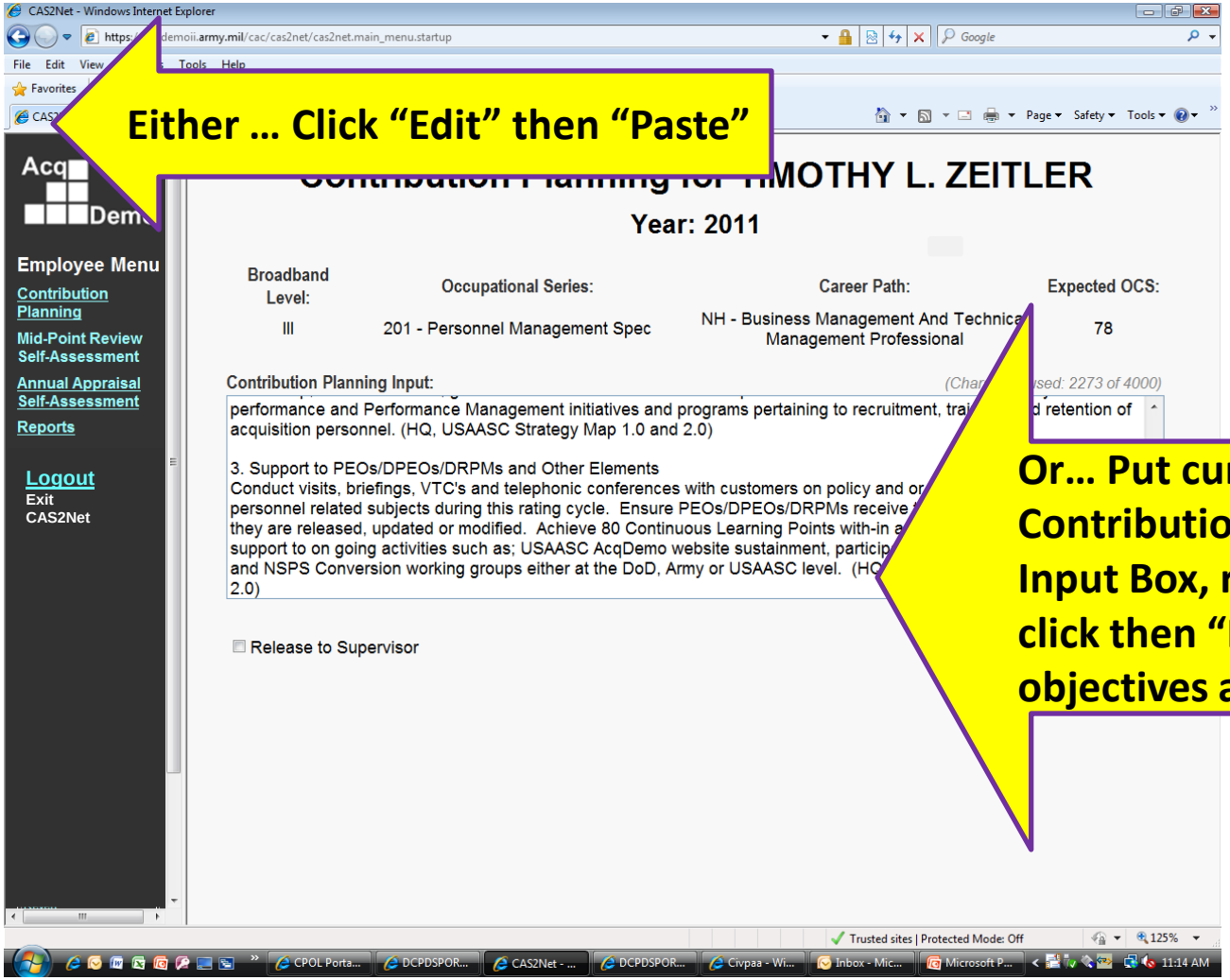
<PREVIOUS

ICE MyBiz ICE PAA V3 FAQ Home Logout Preferences

Auto saving in about 14 minute(s)

Click "View" for next objective and repeat the steps to Copy from the PAA and Paste to CAS2Net

CAS2Net – Employee Contribution Planning



Either … Click "Edit" then "Paste"

Or… Put cursor in Contribution Planning Input Box, right-mouse click then "Paste" until all objectives are pasted.

CAS2Net – Employee Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

File Edit View Favorites Tools Help

Favorites CAS2Net

Acq Demo

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Contribution Planning for TIMOTHY L. ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management And Technical Management Professional	78

Contribution Planning Input: (Characters used: 2273 of 4000)

performance and Performance Management initiatives and programs pertaining to recruitment, training, and retention of acquisition personnel. (HQ, USAASC Strategy Map 1.0 and 2.0)

3. Support to PEOs/DPEOs/DRPMs and Other Elements
Conduct visits, briefings, VTC's and telephonic conferences with customers on policy and or directives and other personnel related subjects during this rating cycle. Ensure PEOs/DPEOs/DRPMs receive the latest updated policies as they are released, updated or modified. Achieve 80 Continuous Learning Points with-in a two-year cycle. Provide direct support to on going activities such as; USAASC AcqDemo website sustainment, participation in the DCIPS, AcqDemo and NSPS Conversion working groups either at the DoD, Army or USAASC level. (HQ, USAASC Strategy Map 1.0 and 2.0)

Release to Supervisor

Save Exit

You may edit any objectives before saving

Click "Save" to save

Click "Exit" will not save

CAS2Net – Employee Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

File Edit View Favorites Tools Help

Favorites CAS2Net

CAS2Net

Page Safety Tools

Acq Demo

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Logout

Exit CAS2Net

Contribution Planning for TIMOTHY L. ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management And Technical Management Professional	78

Contribution Planning "In Progress": *active*

(Characters used: 2274 of 4000)

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☐ Release to Supervisor

Save Exit

When "Save"

Done

Trusted sites | Protected Mode: Off

125%

CAS2Net - Win... CPOL Portal 10... DCPDSPORTA... Civpaa - Wind... Inbox - Micros... Microsoft Pow... 11:34 AM

CAS2Net – Employee Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

Employee Menu
- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports
- Logout

Exit CAS2Net

Contribution Planning for TIMOTHY L. ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management And Technical Management Professional	78

Contribution Planning "In Progress": *active* (Characters used: 2274 of 4000)

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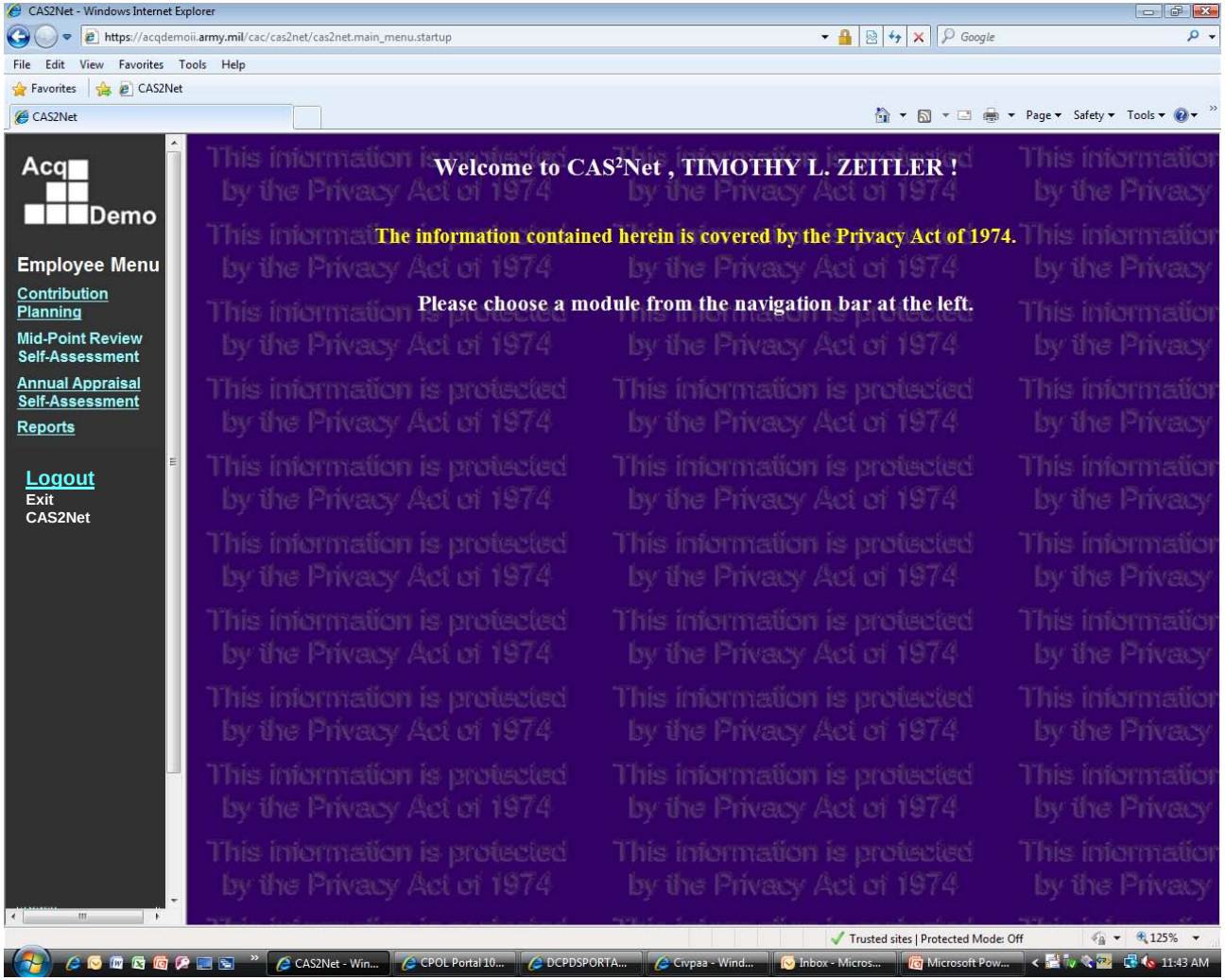
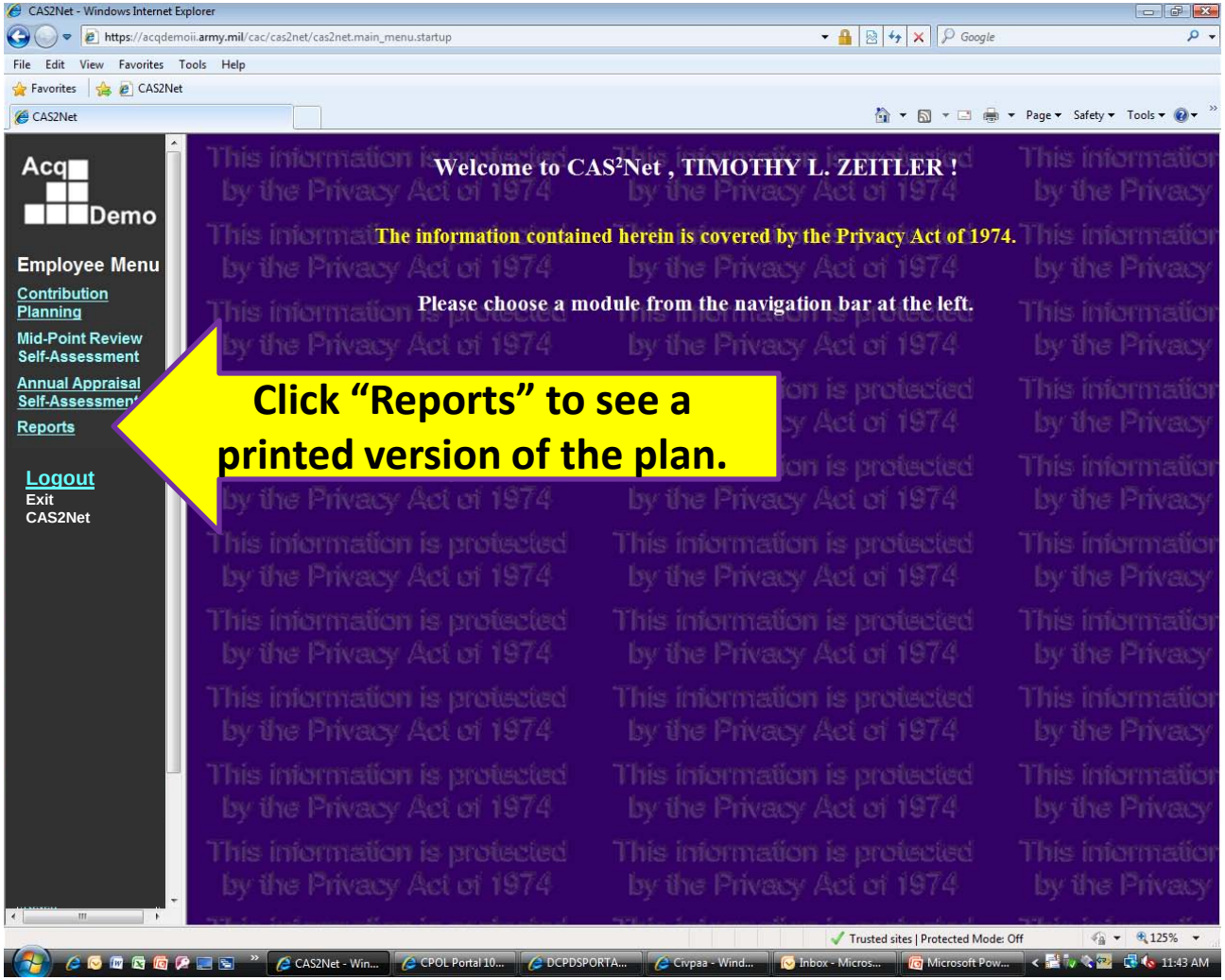
☑ Release to Supervisor

Save Exit

1. Check when objectives are ready for the supervisor's review.

2. Click "Save" to save


CAS2Net - Windows Internet Explorer
https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup
File Edit View Favorites Tools Help
Favorites
CAS2Net
Page Safety Tools
Acq Demo
Employee Menu
Contribution Planning
Mid-Point Review Self-Assessment
Annual Appraisal Self-Assessment
Reports
Logout
Exit CAS2Net
Welcome to CAS²Net , TIMOTHY L. ZEITLER !
The information contained herein is covered by the Privacy Act of 1974.
Please choose a module from the navigation bar at the left.
This information is protected by the Privacy Act of 1974
Trusted sites | Protected Mode: Off
125%
11:43 AM


CAS2Net - Windows Internet Explorer
https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup
File Edit View Favorites Tools Help
Favorites
CAS2Net
Page Safety Tools
Acq Demo
Employee Menu
Contribution Planning
Mid-Point Review Self-Assessment
Annual Appraisal Self-Assessment
Reports
Logout
Exit CAS2Net
Welcome to CAS²Net , TIMOTHY L. ZEITLER !
The information contained herein is covered by the Privacy Act of 1974.
Please choose a module from the navigation bar at the left.
Click "Reports" to see a printed version of the plan.
Trusted sites | Protected Mode: Off
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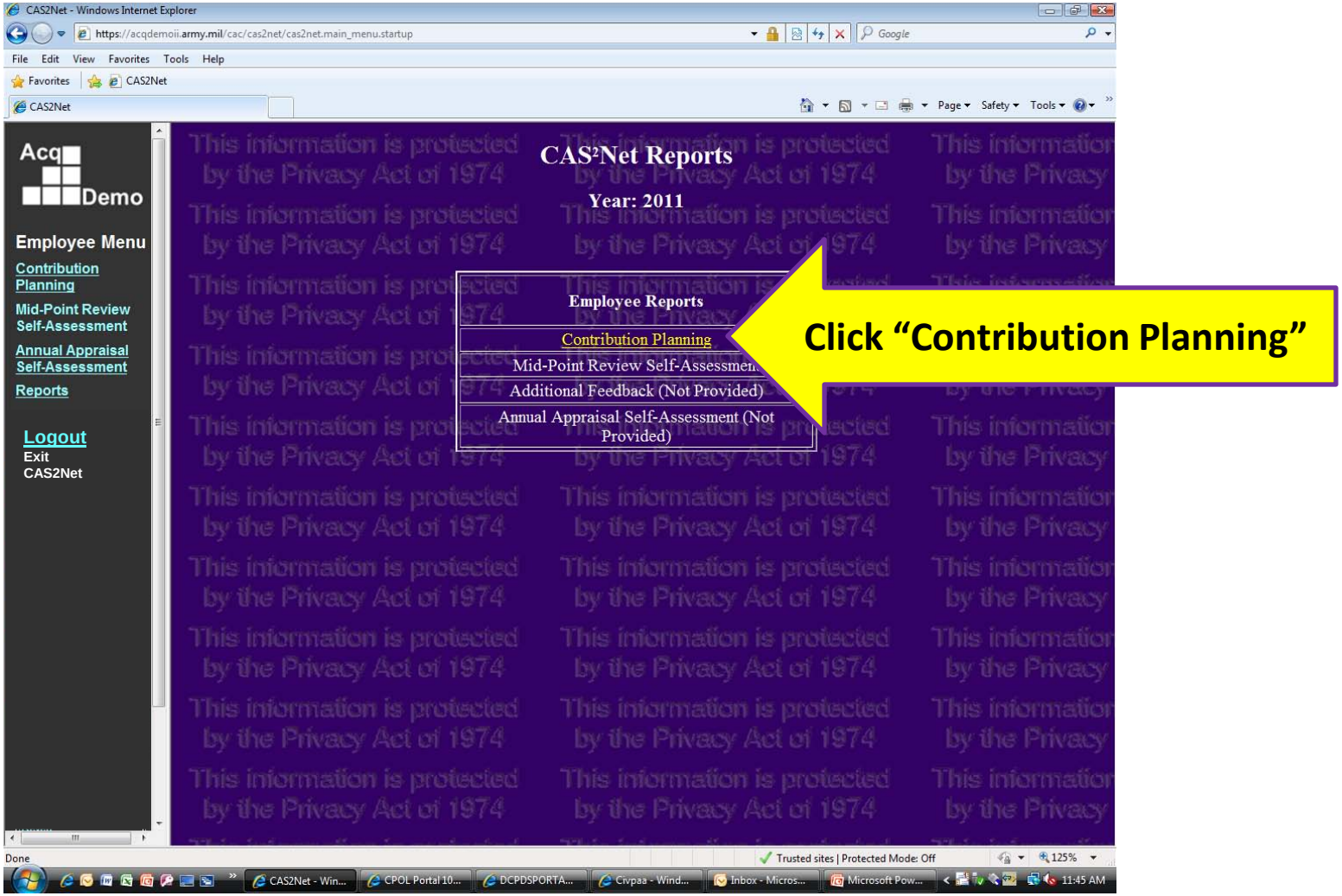
CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

File Edit View Favorites Tools Help

Favorites | CAS2Net

CAS2Net

Page Safety Tools

Acq Demo

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Logout

Exit CAS2Net

Contribution Planning for TIMOTHY L ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management and Technical Management Professional	78

Contribution Planning:

1. Pay for Performance Training

Develop, modify and facilitate varied training courses to all Army stakeholders for National Security Personnel System (NSPS), Defense Intelligence Personnel System (DCIPS) and DoD/Army Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) personnel pay-for-performance systems. Serve as the subject matter expert and lead facilitator for the following NSPS, DCIPS and AcqDemo training courses for implementation and sustainment functions; Transition from NSPS to AcqDemo, Human Resource Management, Employee and Supervisor Overview, Writing Objectives & Assessments, Pay Pool Management, and Data Maintainer/Administrator for NSPS & DCIPS CWB and AcqDemo CCAS. (HQ, USAASC Strategy Map 1.0 and 2.0)

2. Pay-for-Performance Policy and Human Resources

Develop, modify, coordinate and execute personnel & workforce management development program policy and processes. Provide technical guidance, assistance and advice to NSPS, AcqDemo and DCIPS stakeholders in the development of local policy, procedures and processes. Maintains contact with other groups and organizations performing related work and coordinates new ideas and developments. Keeps abreast of studies and projects being carried out by other DoD and DA elements that affect the Army NSPS, DCIPS and AcqDemo programs. Provide staff leadership, technical advice, guidance and assistance in the development and execution of several Army pay-for-performance and Performance Management initiatives and programs pertaining to recruitment, training, and retention of acquisition personnel. (HQ, USAASC Strategy Map 1.0 and 2.0)

3. Support to PEOs/DPEOs/DRPMs and Other Elements

Conduct visits, briefings, VTC's and telephonic conferences with customers on policy and or directives and other personnel related subjects during this rating cycle. Ensure PEOs/DPEOs/DRPMs receive the latest updated policies as they are released, updated or modified. Achieve 80 Continuous Learning Points with-in a two-year cycle. Provide direct support to on going activities such as; USAASC AcqDemo website sustainment, participation in the DCIPS, AcqDemo and NSPS Conversion working groups either at the DoD, Army or USAASC level. (HQ, USAASC Strategy Map 1.0 and 2.0)

Method of Communication: **Date Conducted:**

Done | Trusted sites | Protected Mode: Off | 125%

CAS2Net - Win... | CPOL Portal 10... | DCPDSPORTA... | Civpaa - Wind... | Inbox - Micros... | Microsoft Pow... | 11:46 AM

CAS2Net – Employee Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

File Edit View Favorites Tools Help

Favorites CAS2Net

CAS2Net

Page Safety Tools

Acq Demo

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Logout

Exit CAS2Net

Contribution Planning for TIMOTHY L ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management and Technical Management Professional	78

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Method of Communication: **Date Conducted:**

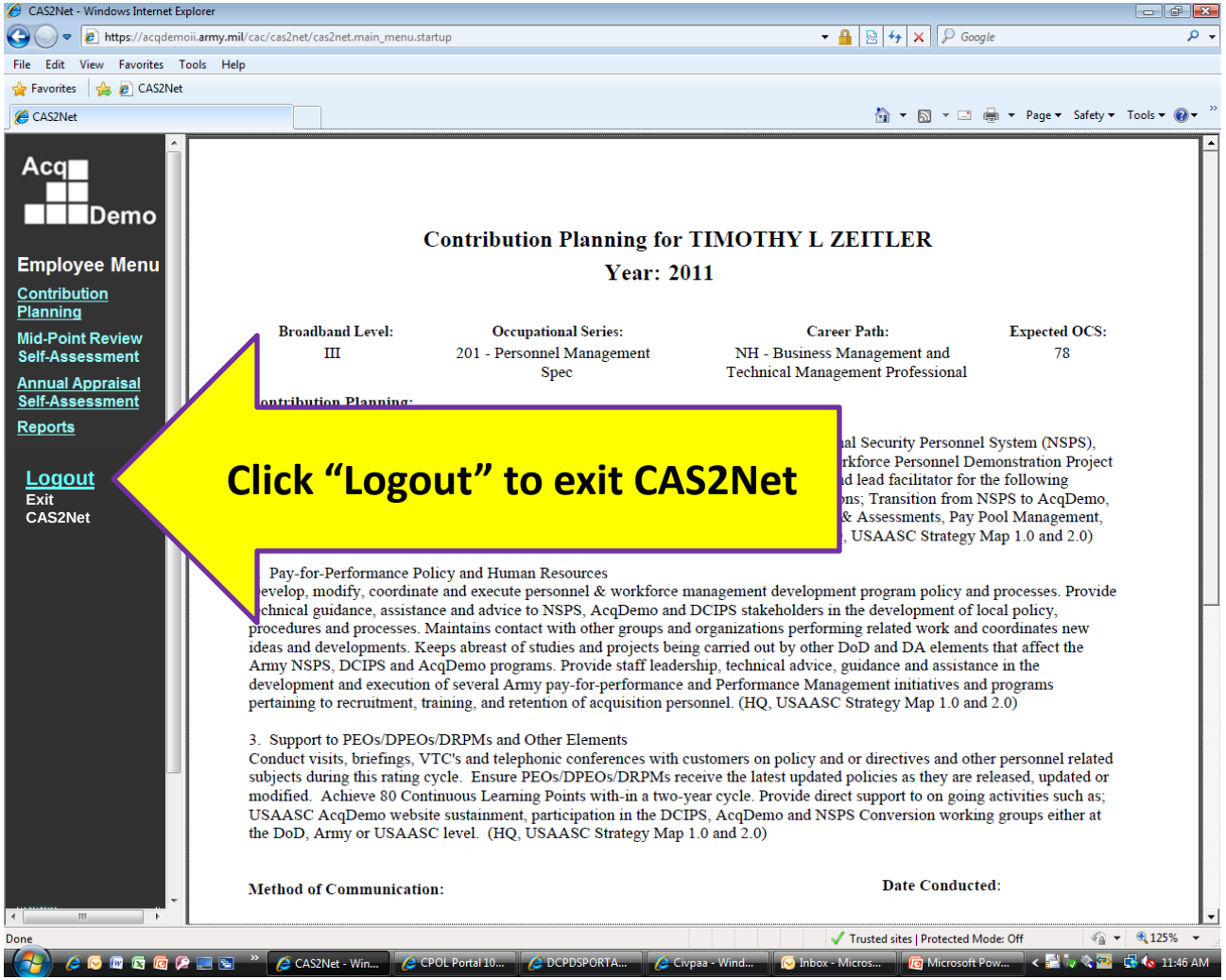
1 / 1

Done Trusted sites | Protected Mode: Off 125%

CAS2Net - Win... Wind... Inbox - Micros... Microsoft Pow... 11:46 AM

Click to Print

CAS2Net – Employee Contribution Planning



Click "Logout" to exit CAS2Net

Contribution Planning

Supervisor I

Sub-Panel Manager

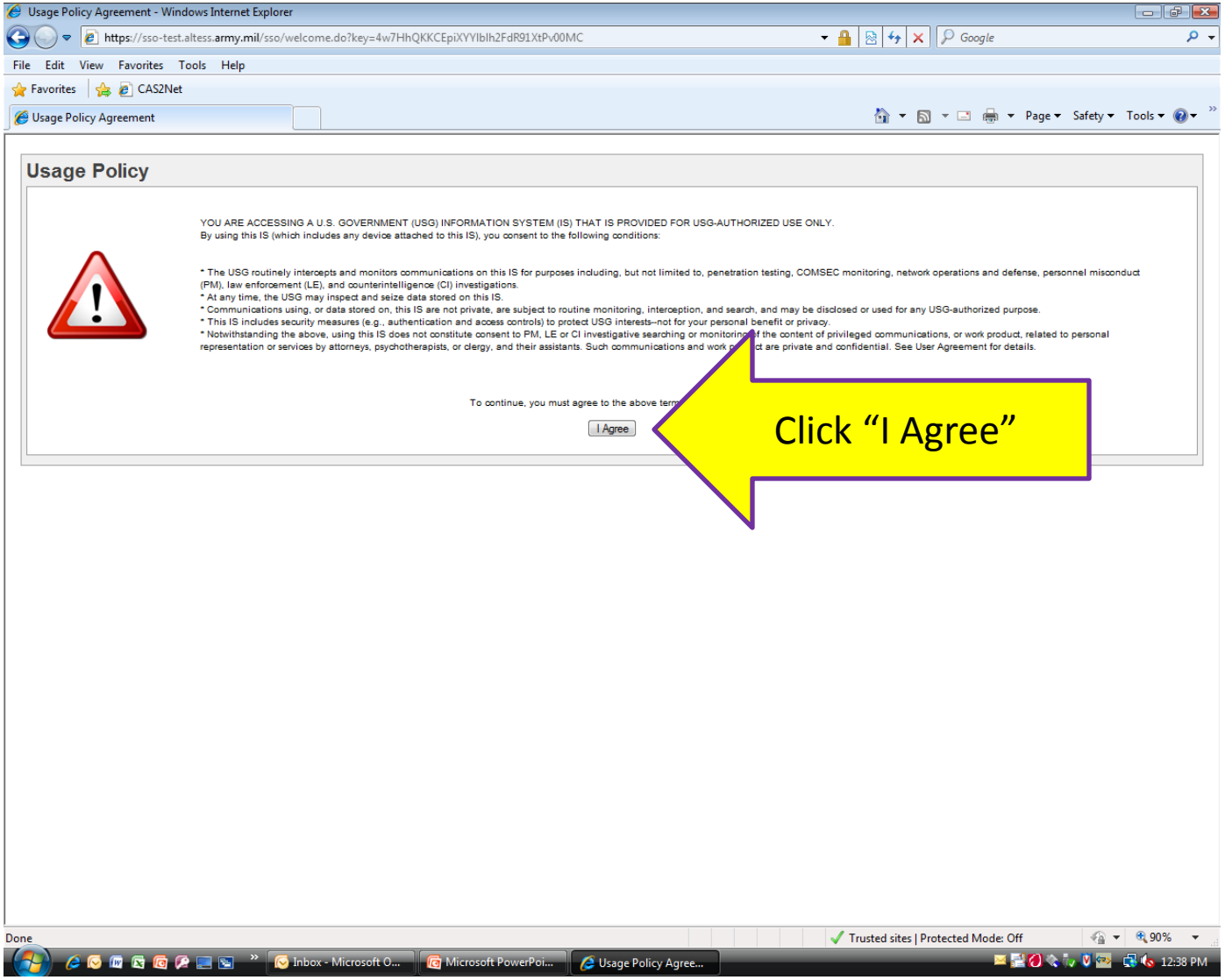
Pay Pool Manager

CAS2Net Automated Tool Login

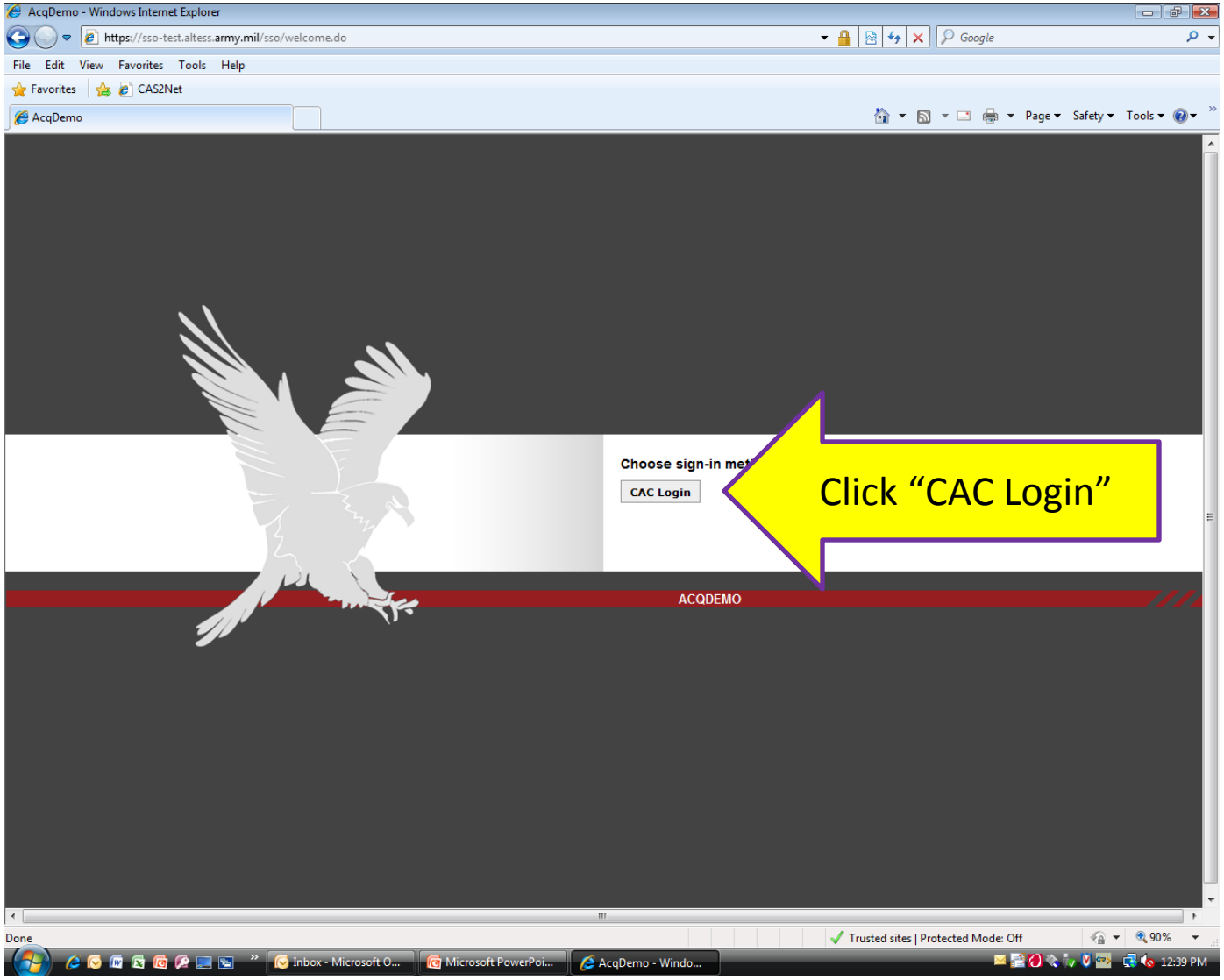
1. Open Internet Browser
2. Type in the URL

https://acqdemoii.army.mil/cac/cas2net

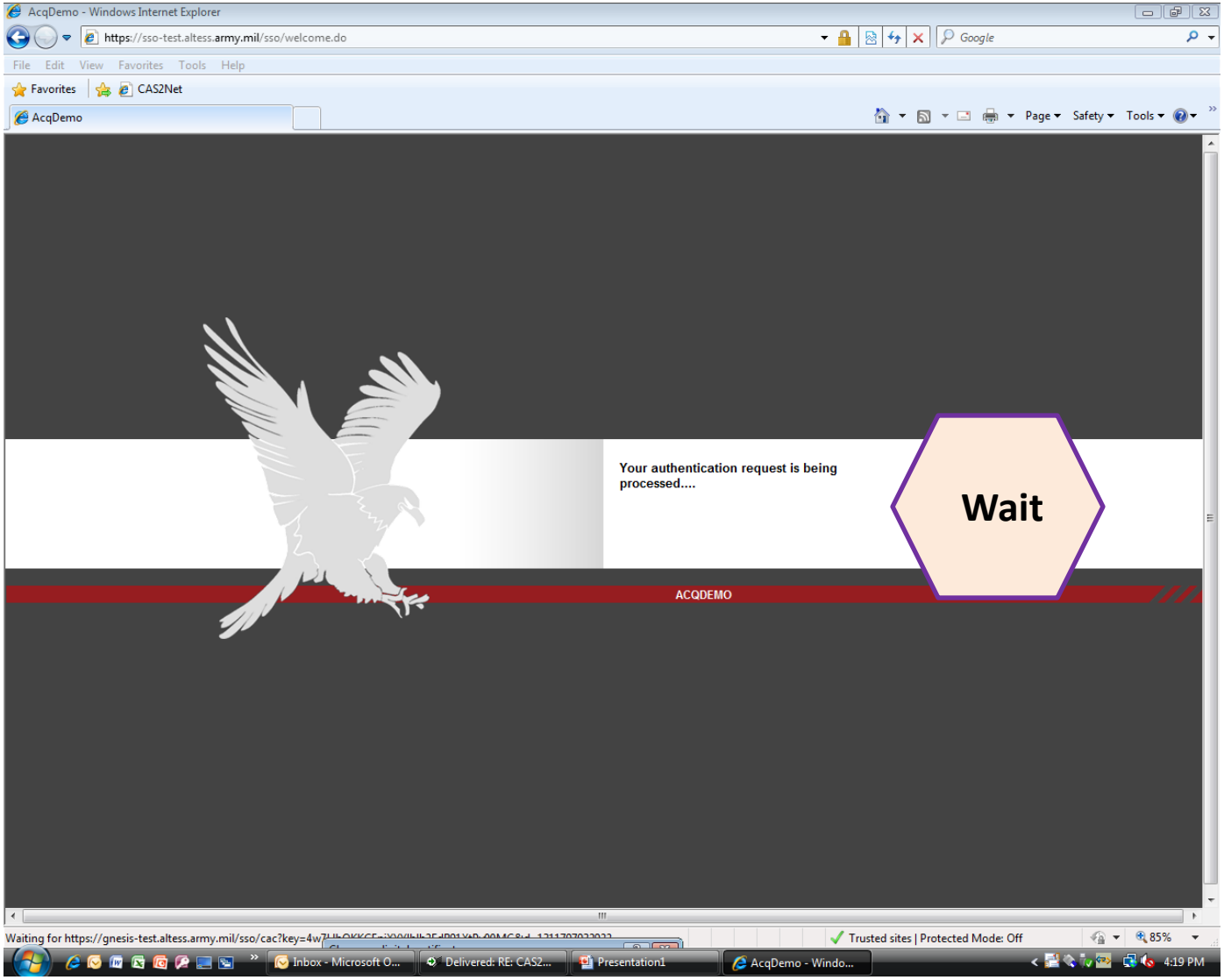
CAS2Net – Supervisor Contribution Planning



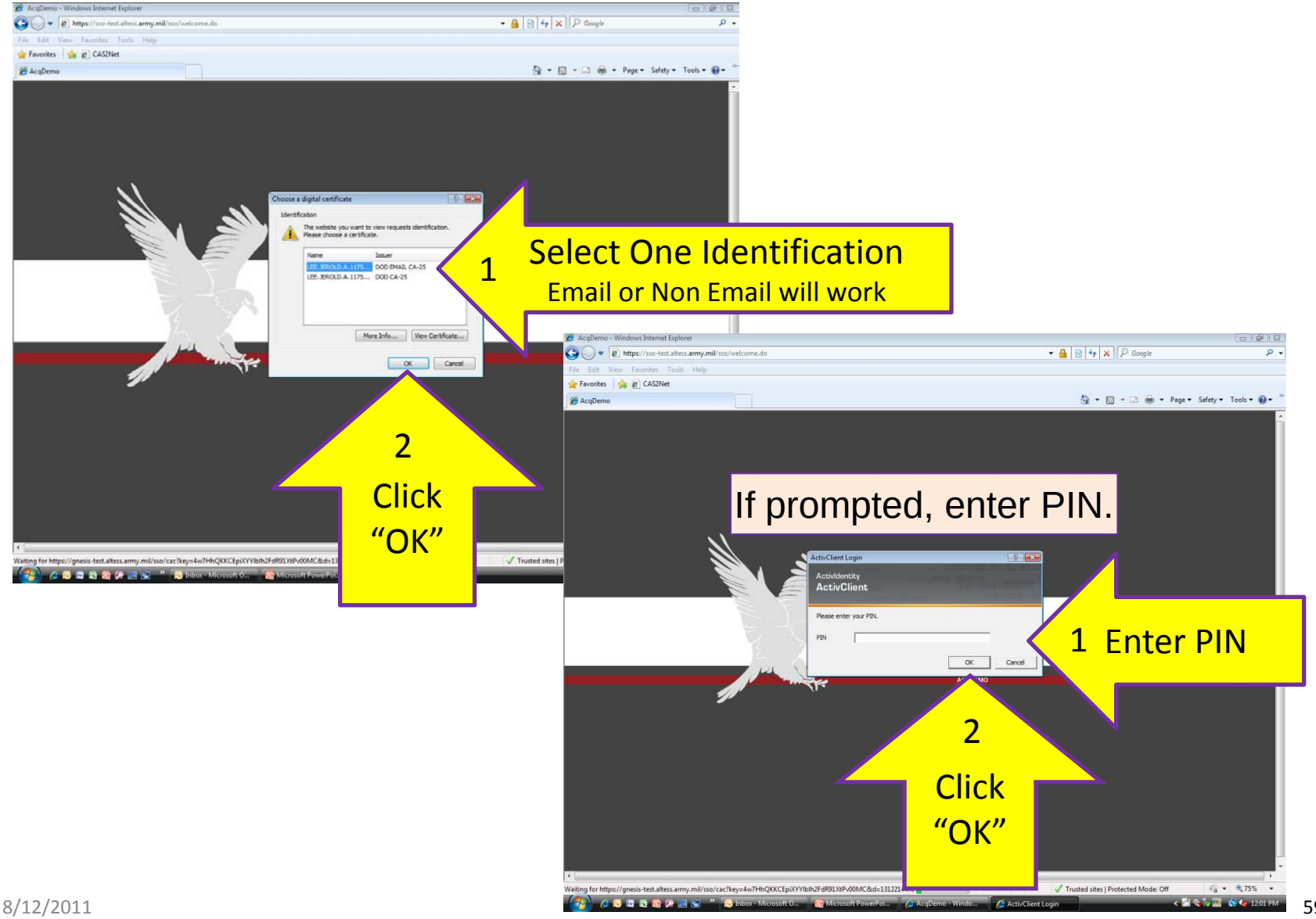
CAS2Net – Supervisor Contribution Planning



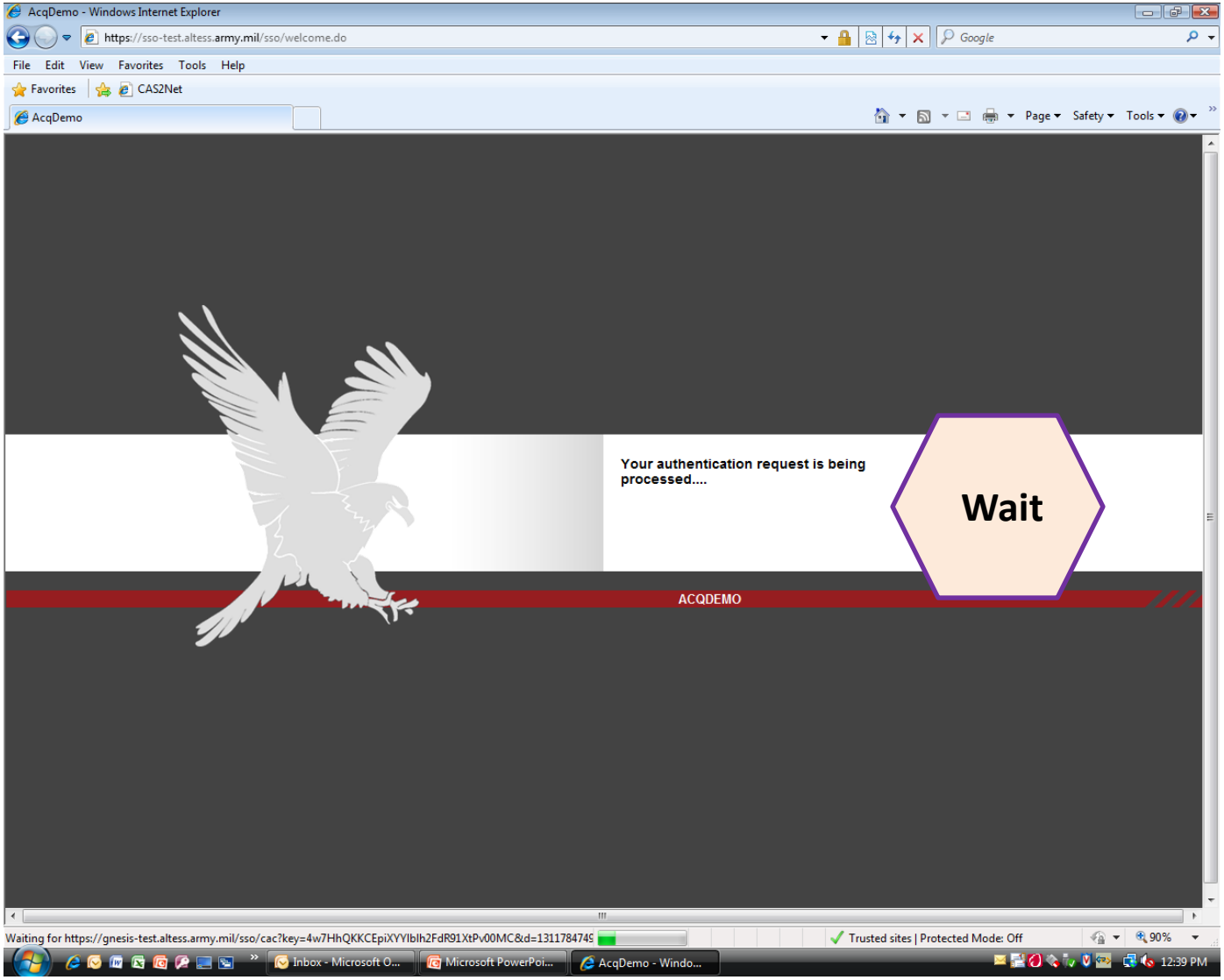
CAS2Net – Supervisor Contribution Planning



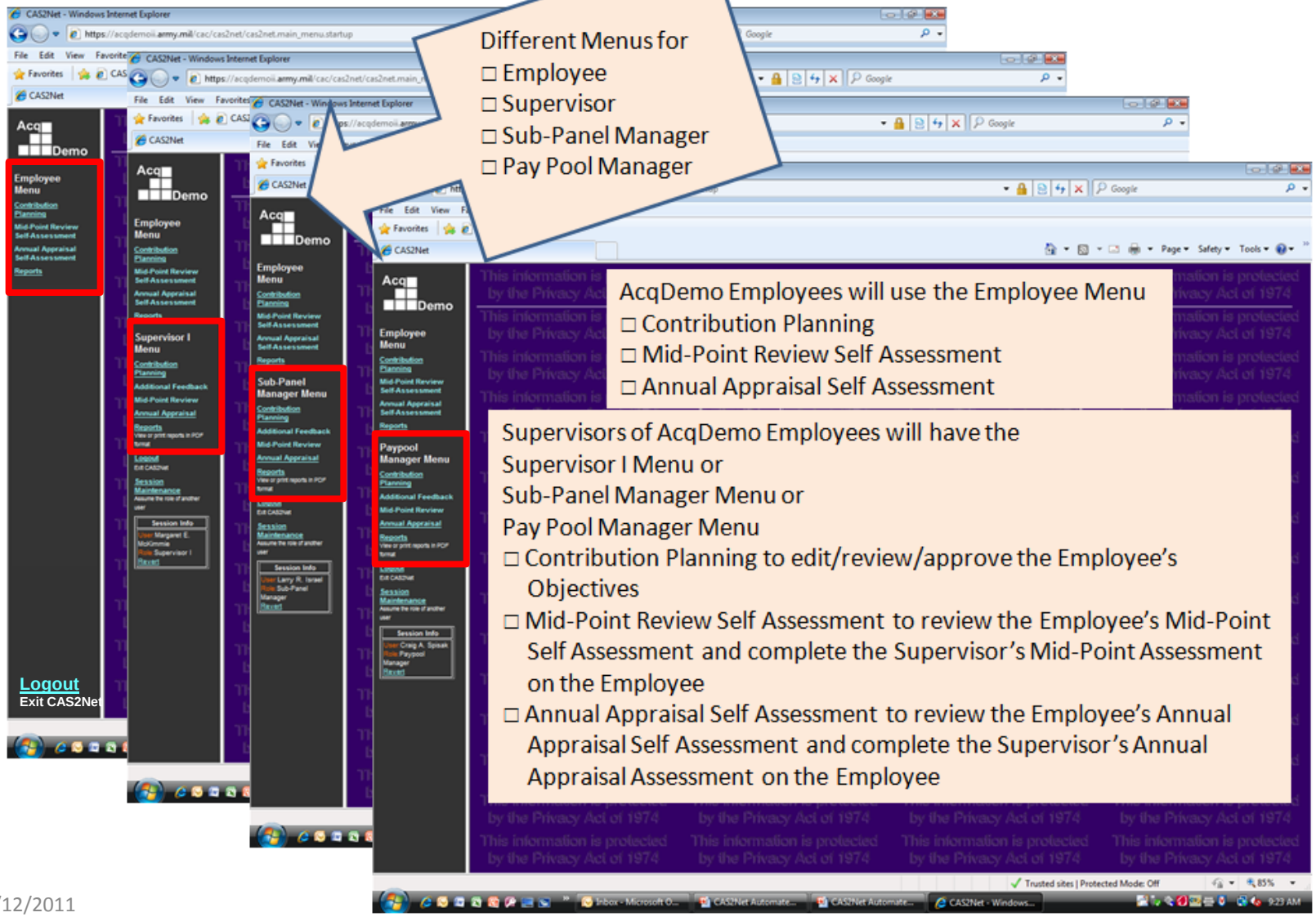
CAS2Net – Supervisor Contribution Planning



CAS2Net – Supervisor Contribution Planning



CAS2Net – Different Menus

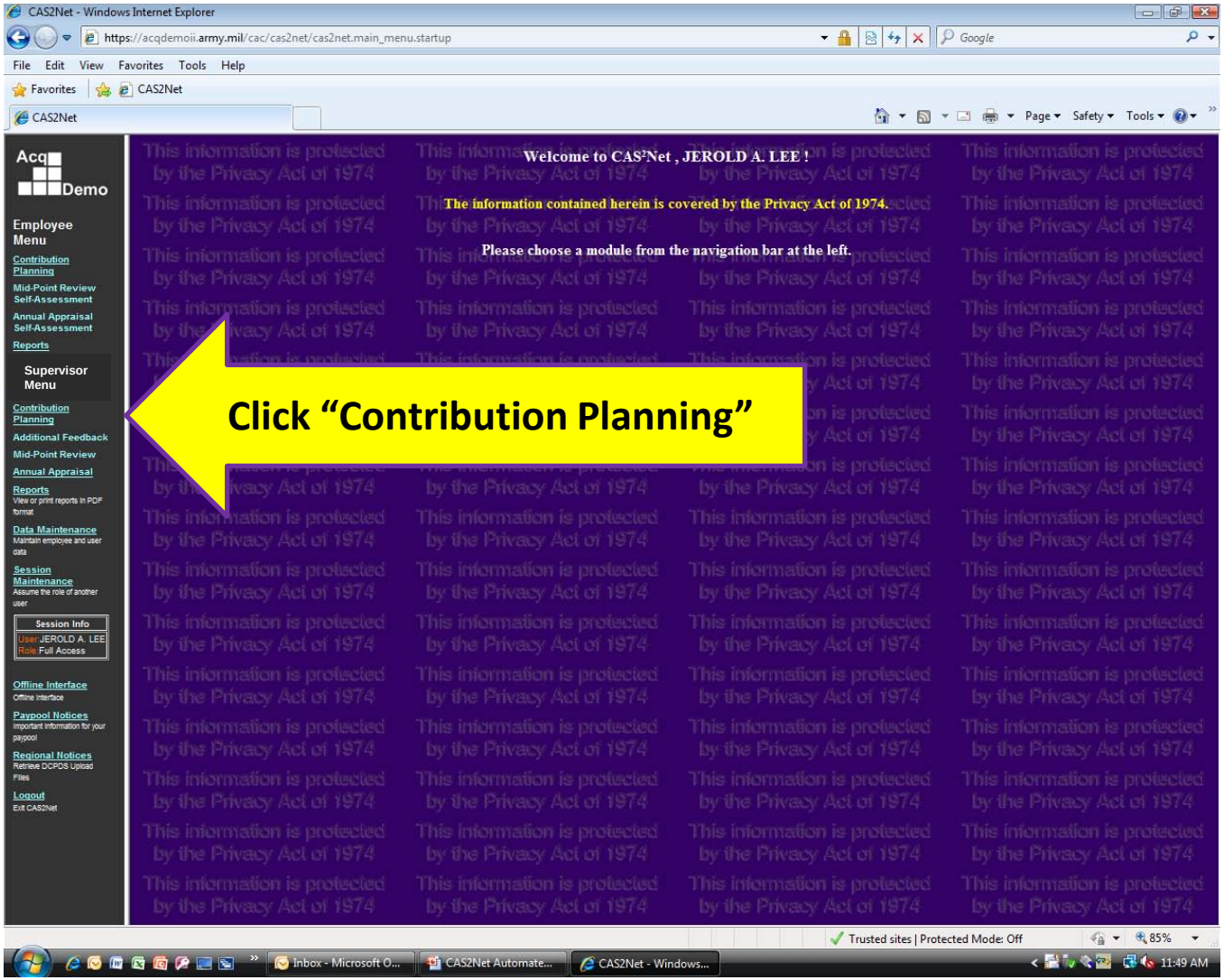


Different Menus for
- ☐ Employee
- ☐ Supervisor
- ☐ Sub-Panel Manager
- ☐ Pay Pool Manager

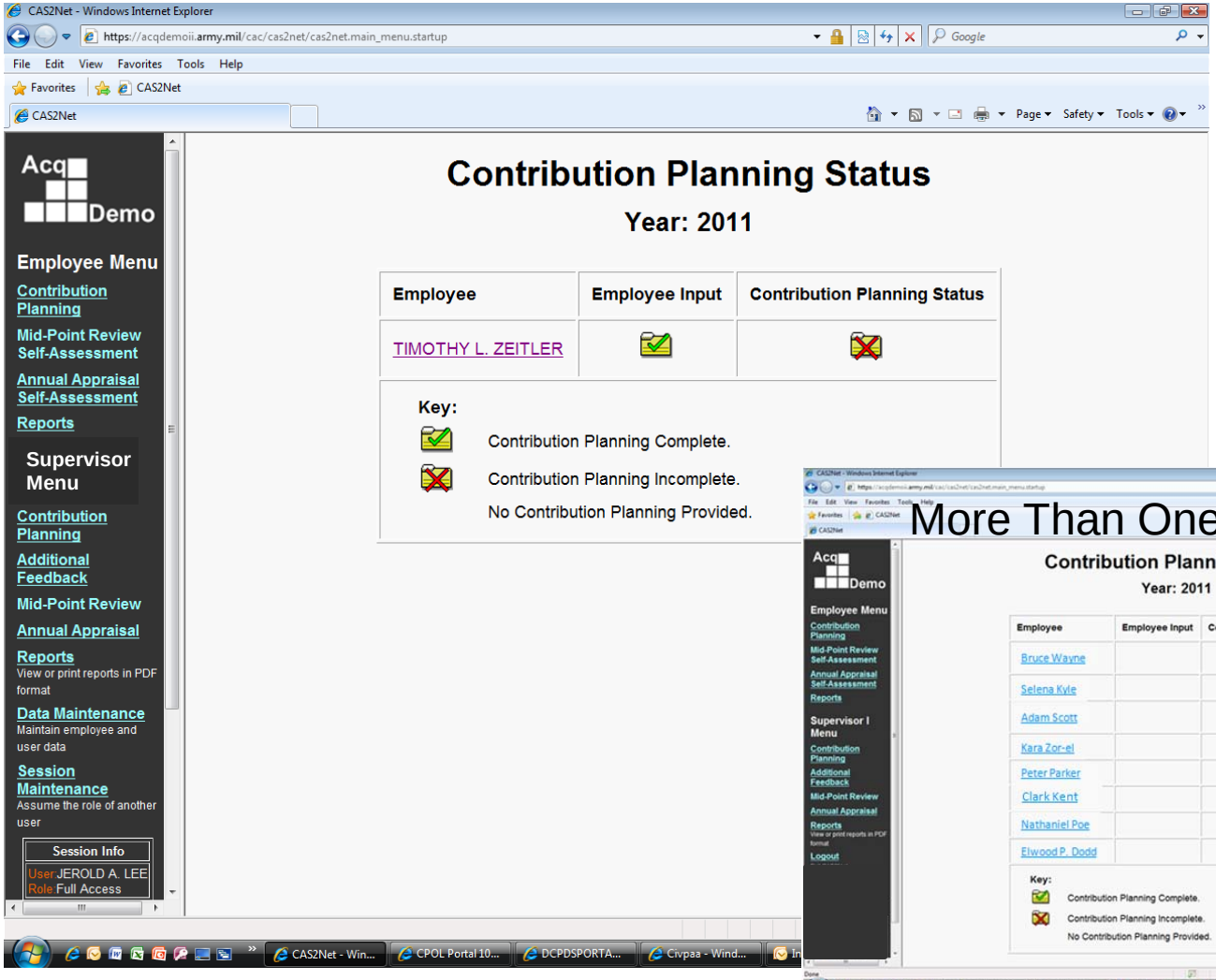
AcqDemo Employees will use the Employee Menu
- ☐ Contribution Planning
- ☐ Mid-Point Review Self Assessment
- ☐ Annual Appraisal Self Assessment

Supervisors of AcqDemo Employees will have the
Supervisor I Menu or
Sub-Panel Manager Menu or
Pay Pool Manager Menu
- ☐ Contribution Planning to edit/review/approve the Employee's Objectives
- ☐ Mid-Point Review Self Assessment to review the Employee's Mid-Point Self Assessment and complete the Supervisor's Mid-Point Assessment on the Employee
- ☐ Annual Appraisal Self Assessment to review the Employee's Annual Appraisal Self Assessment and complete the Supervisor's Annual Appraisal Assessment on the Employee

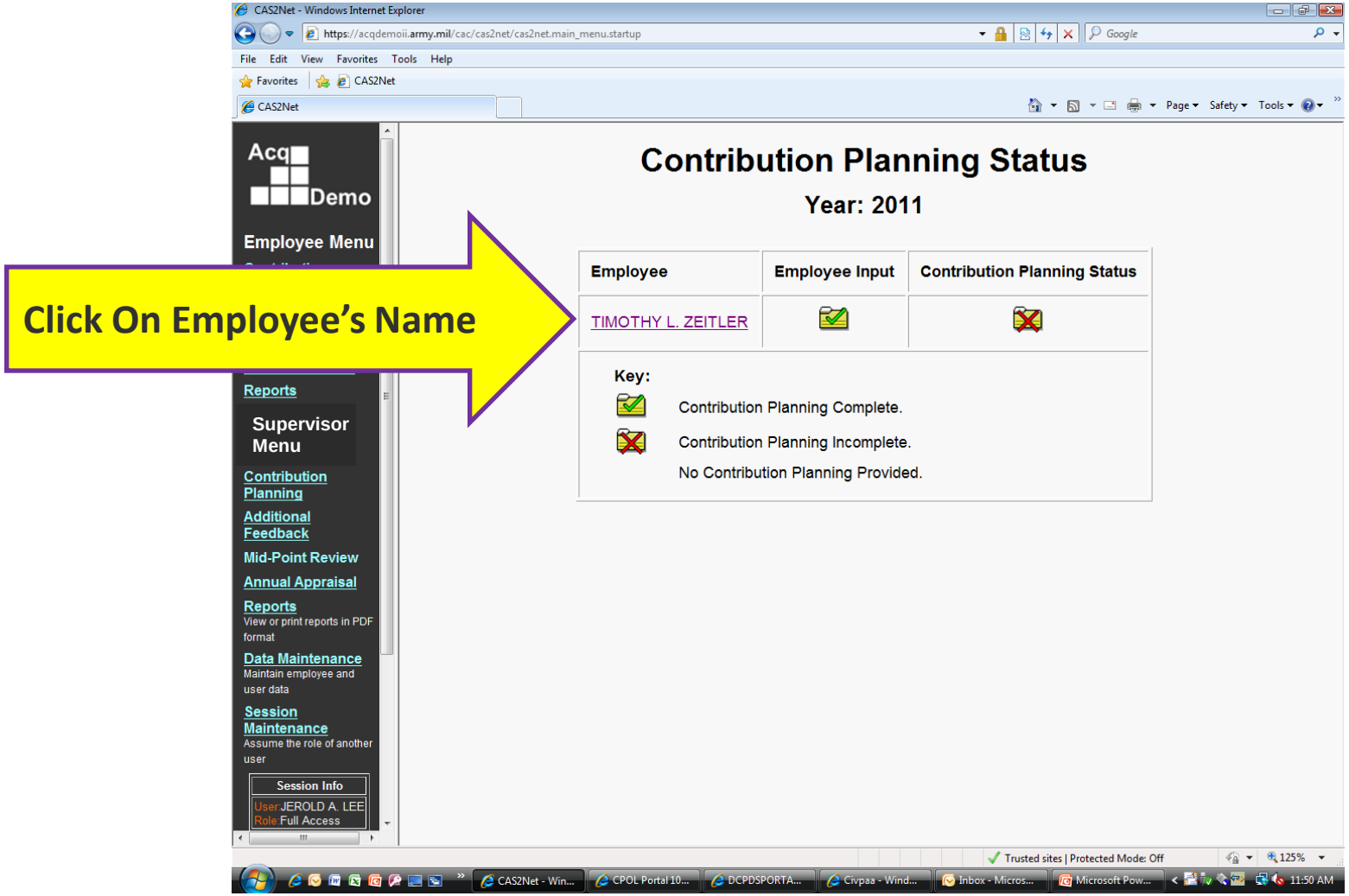
CAS2Net – Supervisor Contribution Planning



CAS2Net – Supervisor Contribution Planning



CAS2Net – Supervisor Contribution Planning



Click On Employee's Name

CAS2Net – Supervisor Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

File Edit View Favorites Tools Help

Favorites | CAS2Net

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Supervisor Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Reports — View or print reports in PDF format
- Data Maintenance — Maintain employee and user data
- Session Maintenance — Assume the role of another user

Session Info
User: JEROLD A. LEE
Role: Full Access

Contribution Planning for TIMOTHY L. ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management And Technical Management Professional	78

Contribution Planning "In Progress": *active* (Characters used: 2274 of 4000)

1. Pay for Performance Training
Develop, modify and facilitate varied training courses to all Army stakeholders for National Security Per[illegible] System (NSPS), Defense Intelligence Personnel System (DCIPS) and DoD/Army Civilian Acquisition Workfor[illegible] Demonstration Project (AcqDemo) personnel pay-for-performance systems. Serve as the subject [illegible] facilitator for the following NSPS, DCIPS and AcqDemo training courses for implementation and [illegible] Transition from NSPS to AcqDemo, Human Resource Management, Employee and Supervisor C[illegible] Objectives & Assessments, Pay Pool Management, and Data Maintainer/Administrator for NSPS & [illegible] AcqDemo CCAS. (HQ, USAASC Strategy Map 1.0 and 2.0)

2. Pay-for-Performance Policy and Human Resources

Objective 1

Review / Modify / Add

Method of Communication:

- Face to Face
- TeleConference
- Video Conference
- Email
- Other

Date Conducted:

August 2011

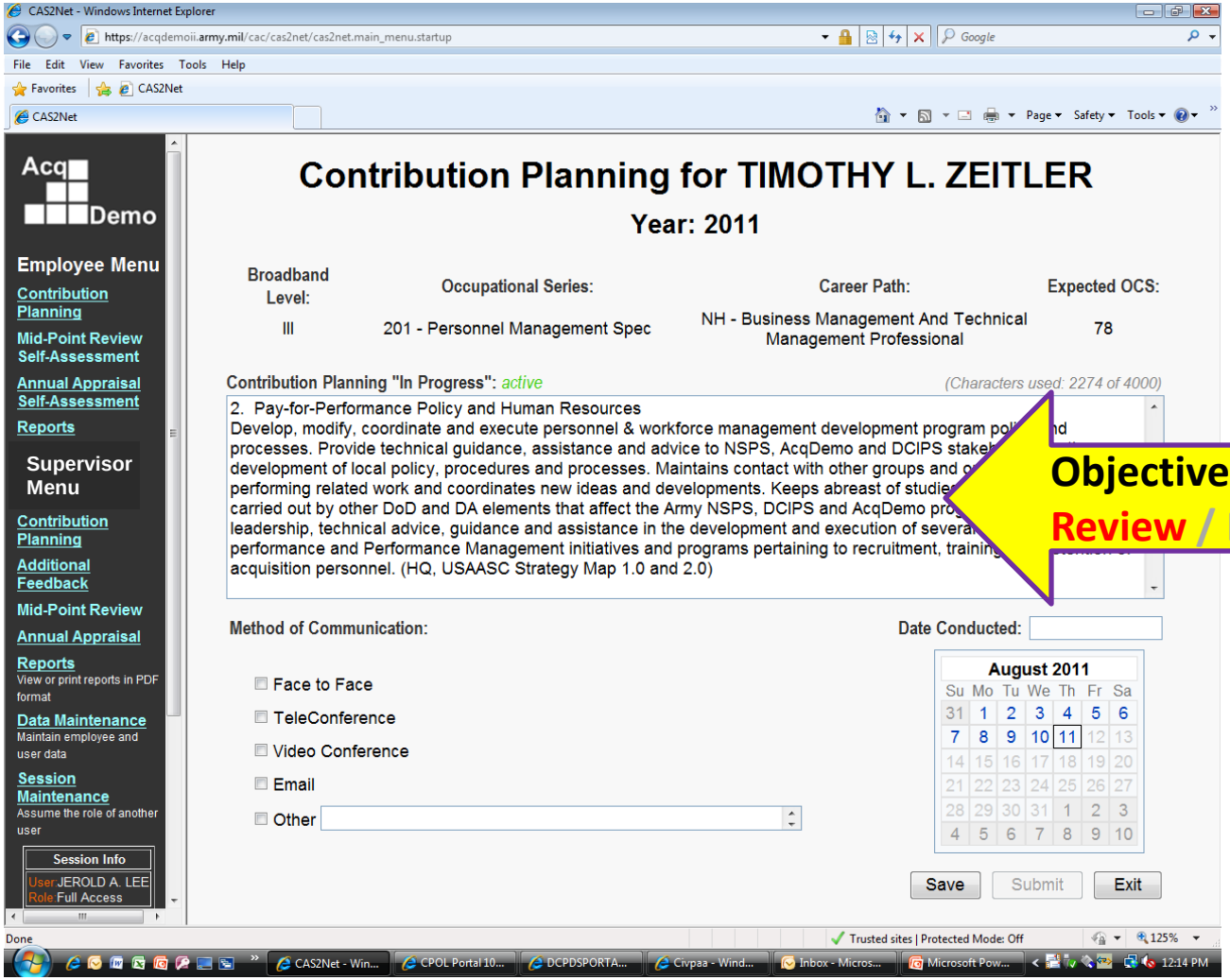
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Save | Submit | Exit

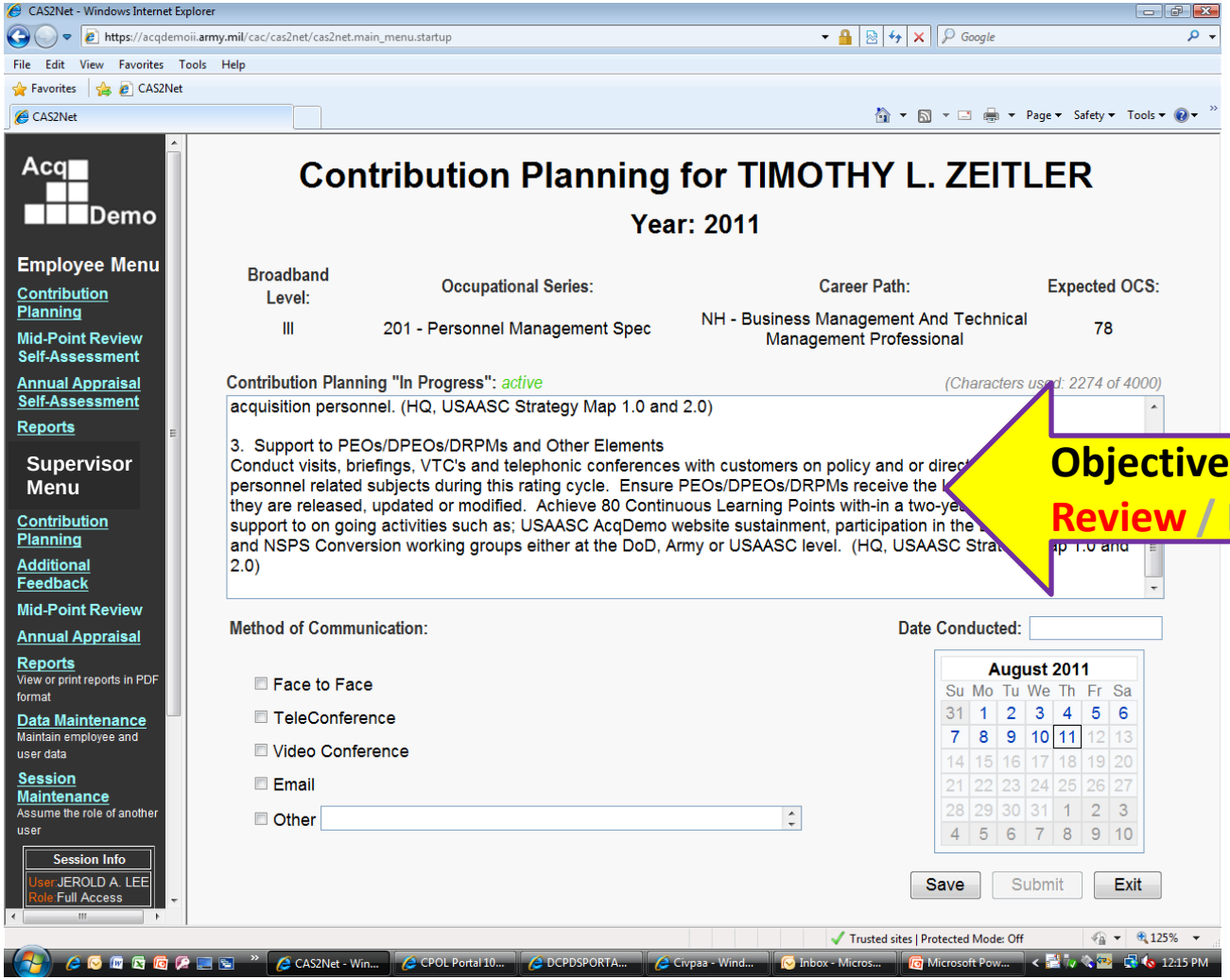
Done | Trusted sites | Protected Mode: Off | 125%

CAS2Net - Win... | CPOL Portal 10... | DCPDSPORTA... | Civpaa - Wind... | Inbox - Micros... | Microsoft Pow... | 12:13 PM

CAS2Net – Supervisor Contribution Planning



CAS2Net – Supervisor Contribution Planning



CAS2Net – Supervisor Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

File Edit View Favorites Tools Help

Favorites CAS2Net

CAS2Net

Page Safety Tools

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Supervisor Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Reports
  View or print reports in PDF format
- Data Maintenance
  Maintain employee and user data
- Session Maintenance
  Assume the role of another user

Session Info
User: JEROLD A. LEE
Role: Full Access

Contribution Planning for TIMOTHY L. ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management And Technical Management Professional	78

Contribution Planning "In Progress": *active* (Characters used: 2690 of 4000)

and NSPS Conversion working groups either at the DoD, Army or USAASC level. (HQ, USAASC Strategy Map 1.0 and 2.0)

4. Serve as Deputy Program Director, Army AcqDemo
In the absence of the Program Director and as directed, attend the DoD AcqDemo Executive Co
and Army-level meetings to represent the Army and/or Acqdemo, to ensure the Army and/or Acq
are represented, and to assist the DoD AcqDemo Project Office in the sustainment of AcqDemo. (
Strategy Map 1.0 and 2.0)

Objective 4

Review / Modify / Add

Method of Communication:

- Face to Face
- TeleConference
- Video Conference
- Email
- Other

Date Conducted:

August 2011

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Save Submit Exit

Trusted sites | Protected Mode: Off 125%

CAS2Net - Win... CPOL Portal 10... DCPDSPORTA... Civpaa - Wind... Inbox - Micros... CAS2Net.11.1 f... 12:20 PM

CAS2Net – Supervisor Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

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Favorites CAS2Net

CAS2Net

Page Safety Tools

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Supervisor Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Reports
  View or print reports in PDF format
- Data Maintenance
  Maintain employee and user data
- Session Maintenance
  Assume the role of another user

Session Info
User: JEROLD A. LEE
Role: Full Access

Contribution Planning for TIMOTHY L. ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management And Technical Management Professional	78

Contribution Planning "In Progress": *active* (Characters used: 2690 of 4000)

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Method of Communication:

- Face to Face
- TeleConference
- Video Conference
- Email
- Other

Date Conducted:

August 2011

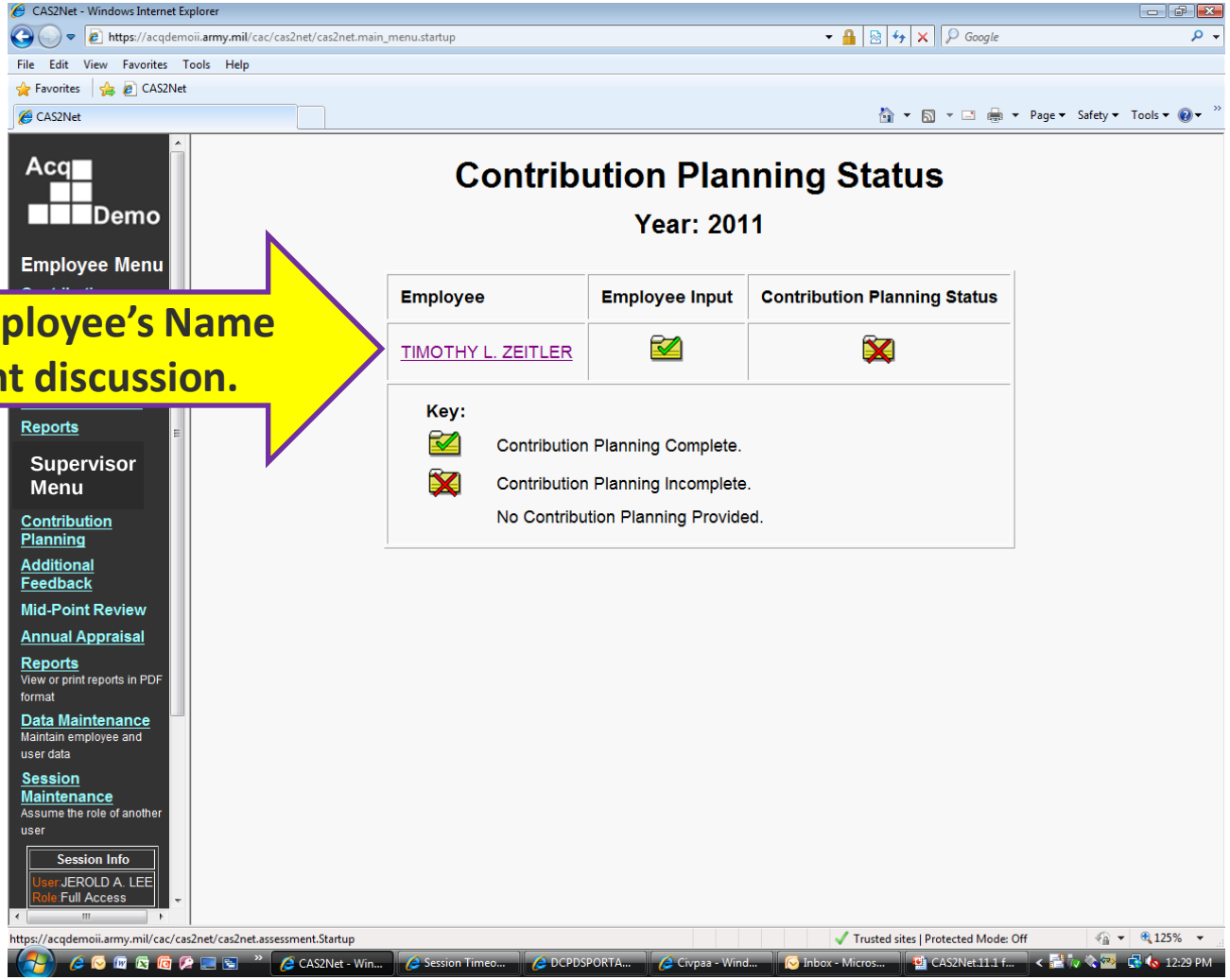
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Save Submit Exit

CAS2Net - Win... CPOL Portal 10... DCPDSPORTA... Civpaa - Wind... 12:20 PM

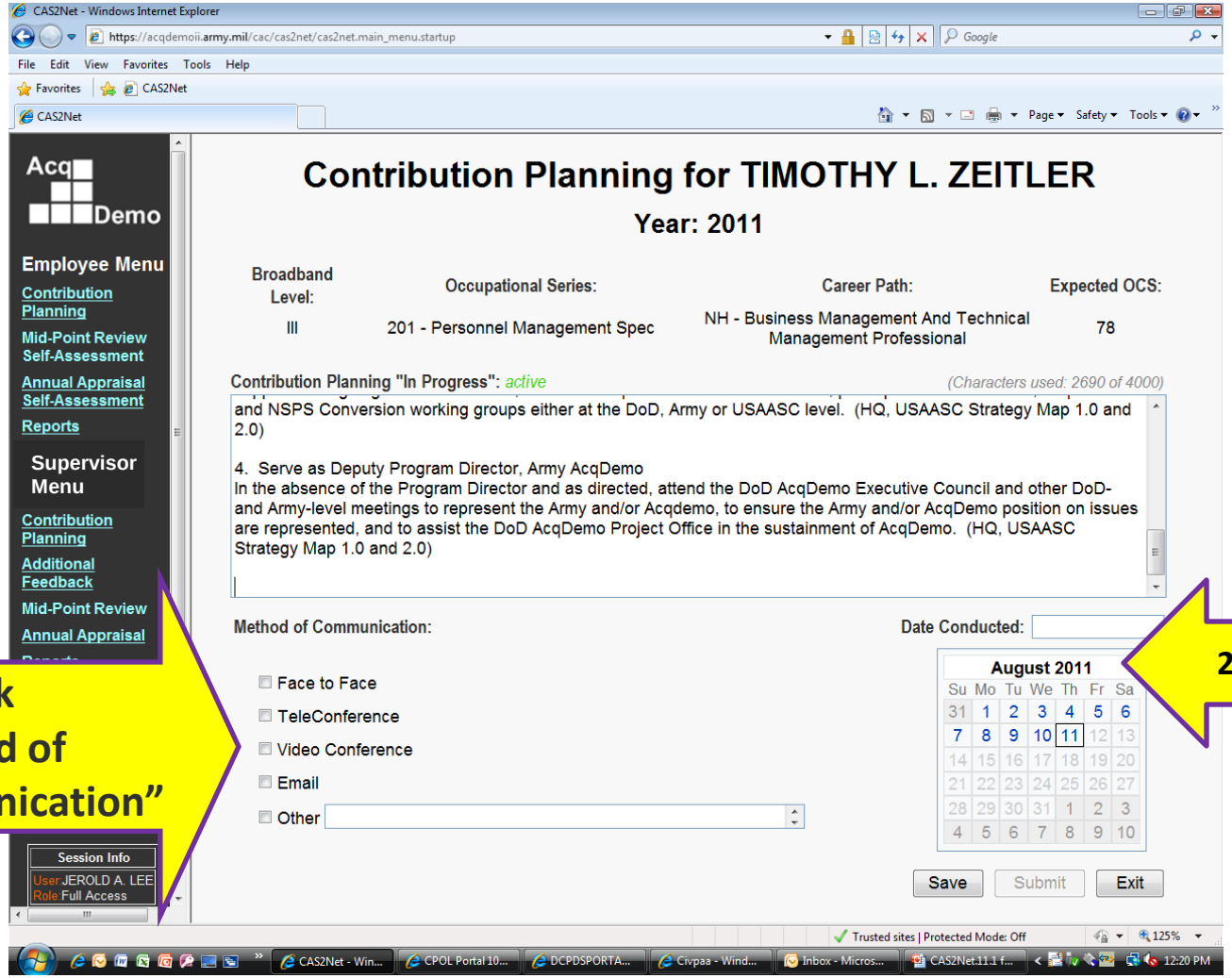
Click "Save"

CAS2Net – Supervisor Contribution Planning



Click On Employee's Name To document discussion.

CAS2Net – Supervisor Contribution Planning

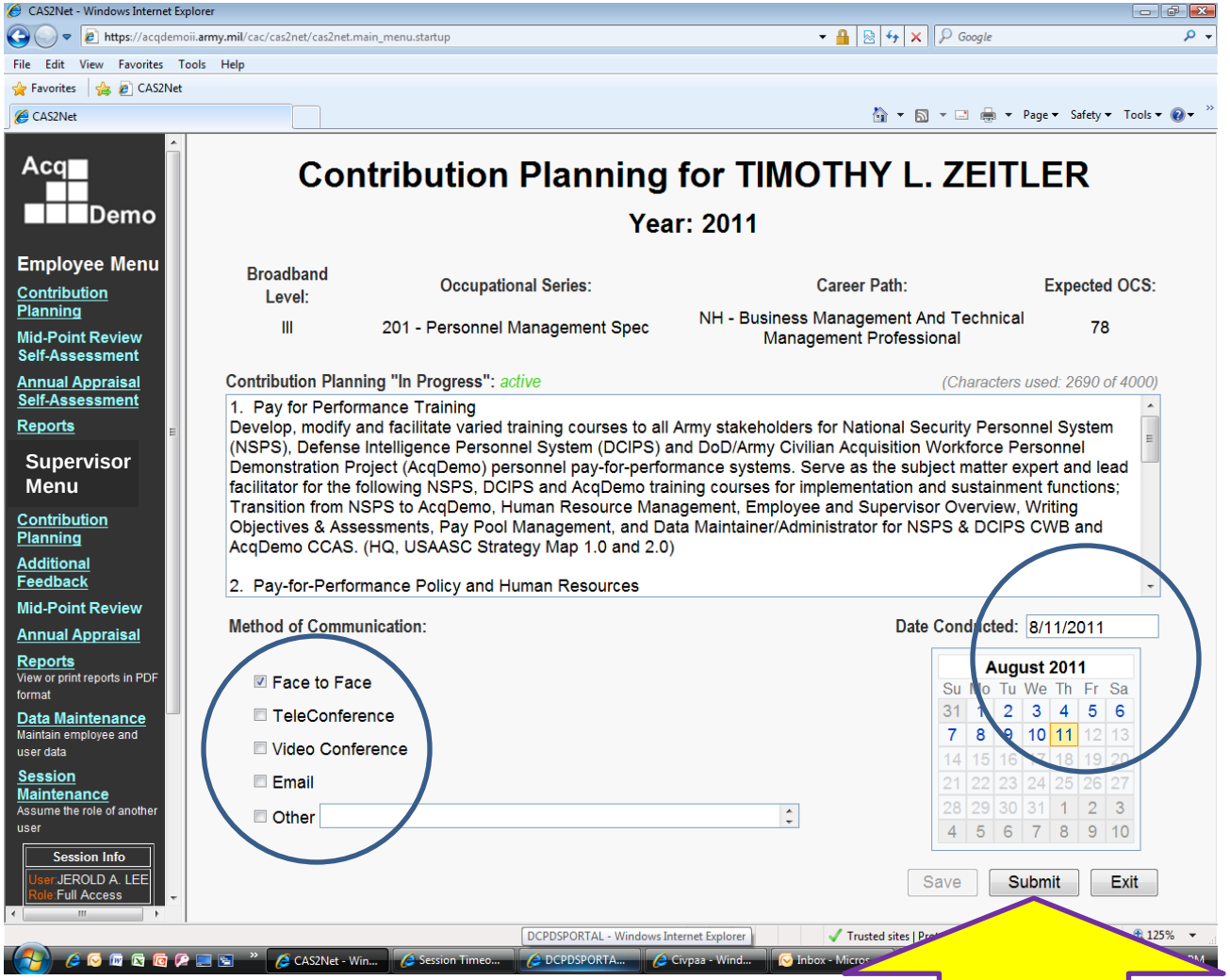


1. Check "Method of Communication"

2. Select Date

To change month and year, see next slide.

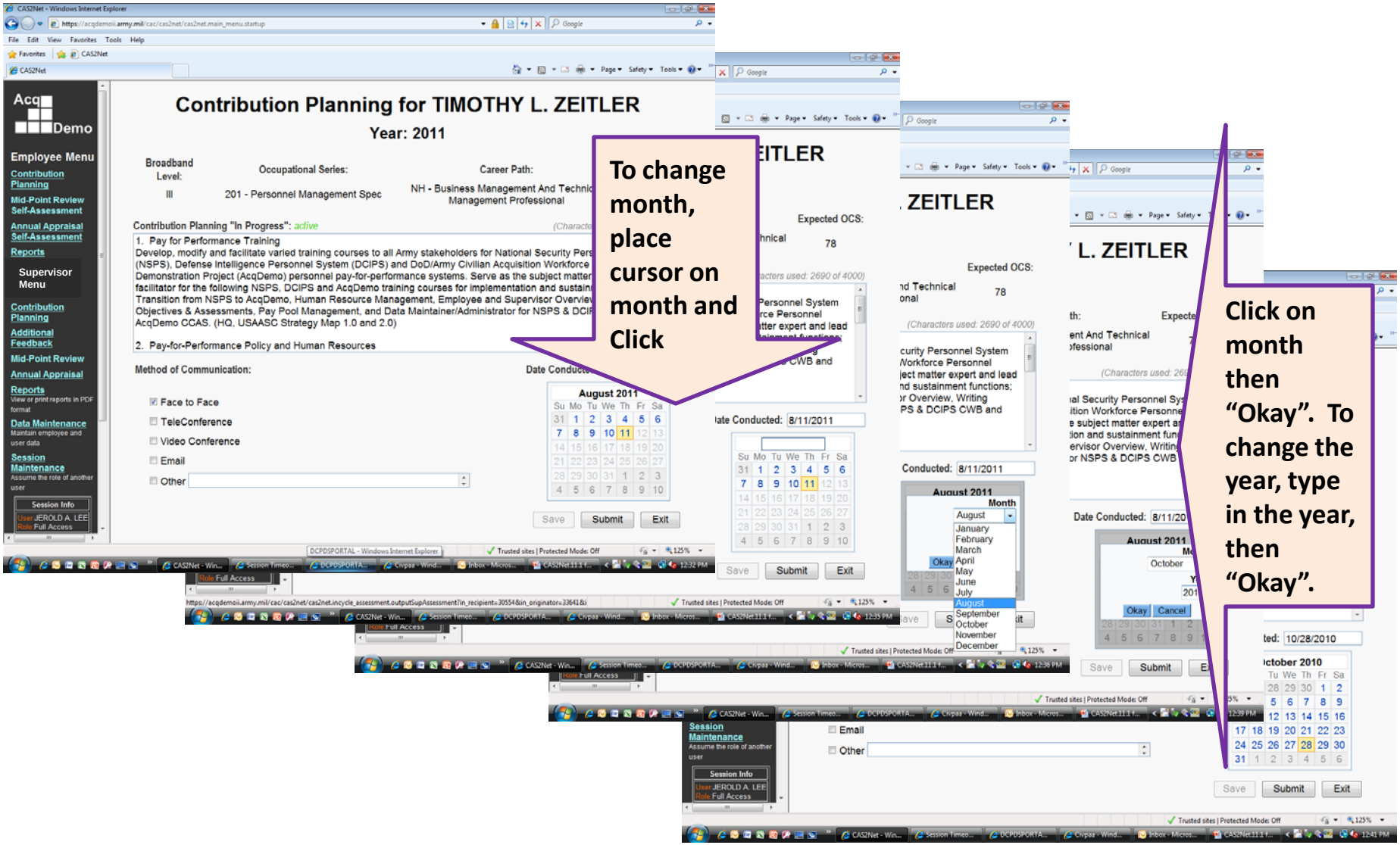
CAS2Net – Supervisor Contribution Planning



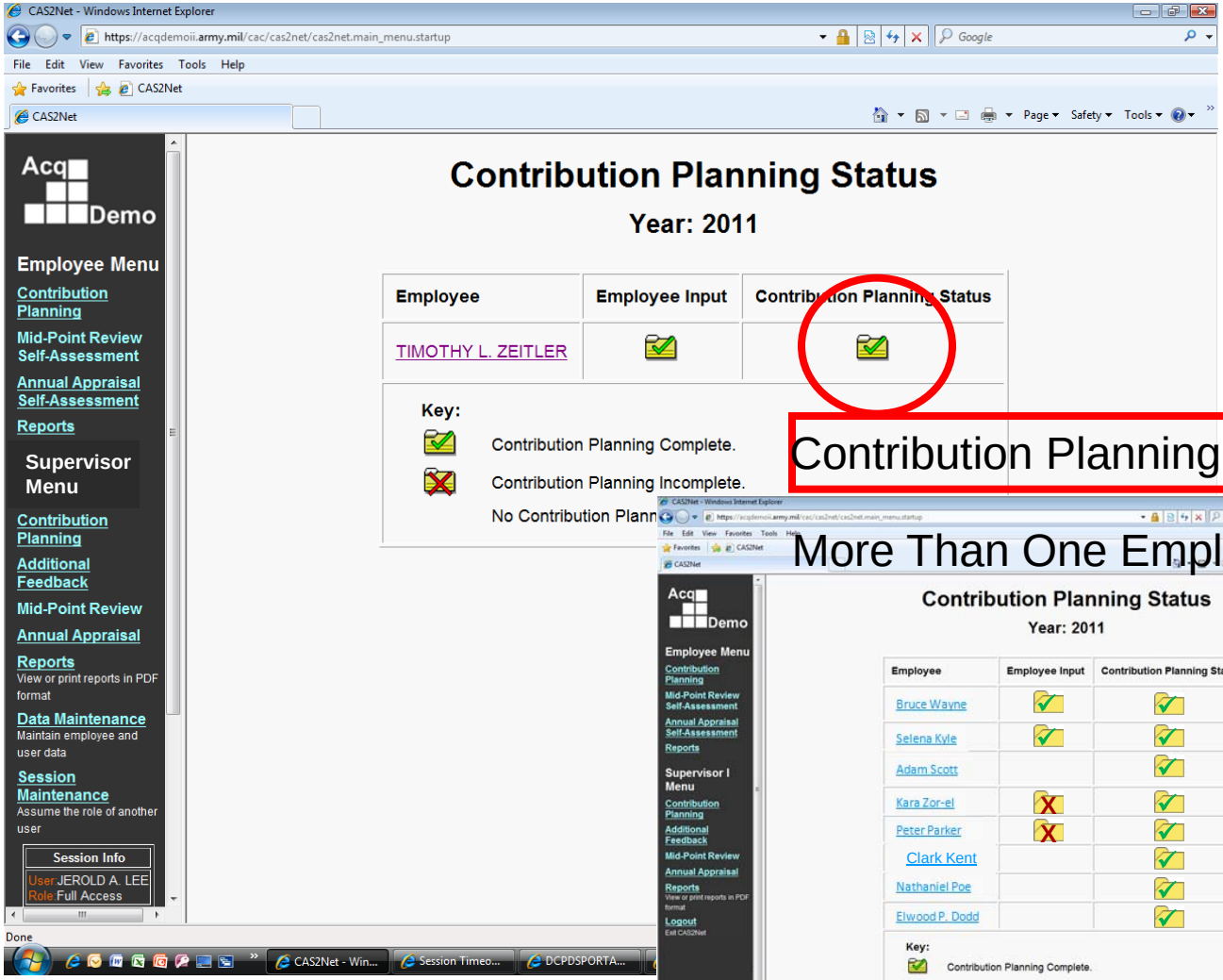
3. Click "Submit"

To change month and year, see next slide.

CAS2Net – Supervisor Contribution Planning

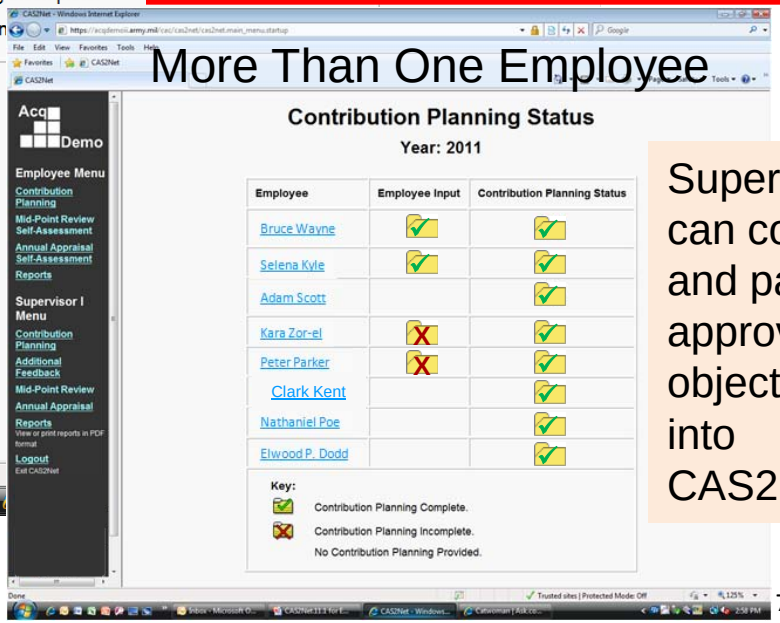


CAS2Net – Supervisor Contribution Planning



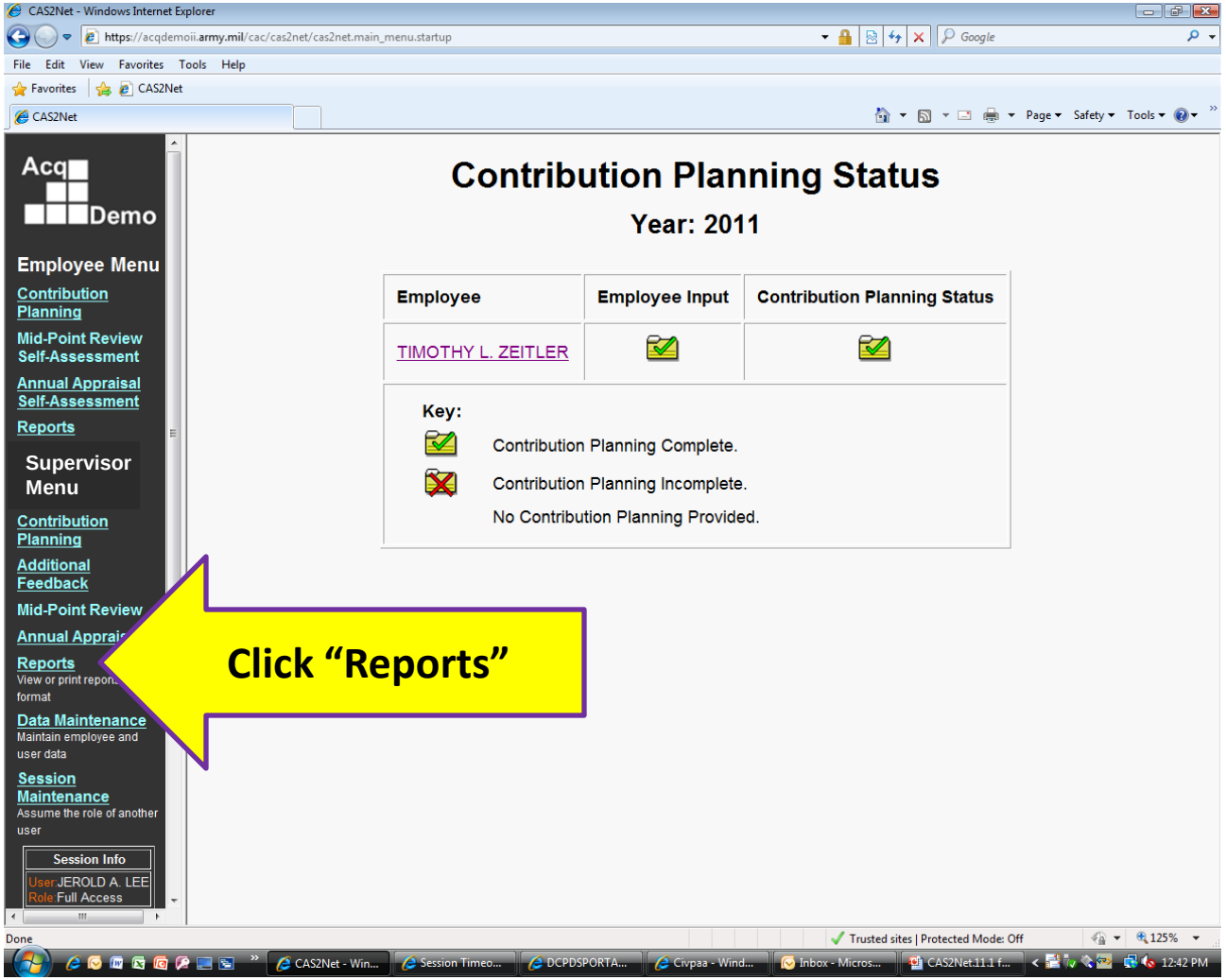
Contribution Planning Completed

More Than One Employee



Supervisor can copy and paste approved objectives into CAS2Net.

CAS2Net – Supervisor Contribution Planning



CAS2Net – Supervisor Contribution Planning

CAS2Net – Supervisor Contribution Planning

CAS2Net – Supervisor Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

File Edit View Favorites Tools Help

Favorites | CAS2Net

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
- Annual Appraisal Self-Assessment
- Reports

Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Reports
  View or print reports in PDF format
- Logout
  Exit CAS2Net

Contribution Plan

Report Generation Options

Selection Type	Self as supervisor
Supervisor Selection	Last, First MI
Supervisor Type	First Level Supervisor Sub-Panel Meeting Paypool Manager
Assessment Year	2011
Report Format	PDF format* is standard for all reports
Command	Generate

* Requires Adobe® Reader®

Get ADOBE® READER®

Return To Main Page

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CAS2Net – Supervisor Contribution Planning

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CAS2Net

Page Safety Tools

Acq Demo

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Supervisor I Menu

- Contribution Planning
- Additional Feedback
- Mid-Point Review
- Annual Appraisal
- Reports
  View or print reports in PDF format
- Logout
  Exit CAS2Net

Contribution planning for
Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
IV	905 - Attorney	NH - Business Management and Technical Management Professional	93

Contribution Planning:

Objective One: Provide accruate, timely and proactive legal advice, measured by a comprehensive development of facts, discussion of relevant authority, and appropriate advice and/or a recommended course of action for resolution of the issue, thereby enabling the client to accomplish its mission. Work product is sound and legally sufficient with applicable policies, procedures and rules. Comply with AR 27-26, Rules of Professional Responsibility.

Objective Two: Keep abreast of current information, issues and trends in those areas of law that affect official duties. Establishes a rapport with clients and appropriate offices within TACOM LCMC that allows prompt identification of client needs. Ensures a cooperative teamwork environment with supervisors, peers and administrative staff.

Objective Three: Provide effective and responsive representation of Army interests in administrative and/or judicial proceedings, as measured by thoroughly researched and comprehensive development of the facts and legal issues, appropriate case strategy, relevant and persausive advocacy in oral and written communications., and necessary coordination with stakeholders to facilitate mission accomplishment. Comply with AR 27-26, Rules of Professional Responsibility

Method of Communication: **Date Conducted:**

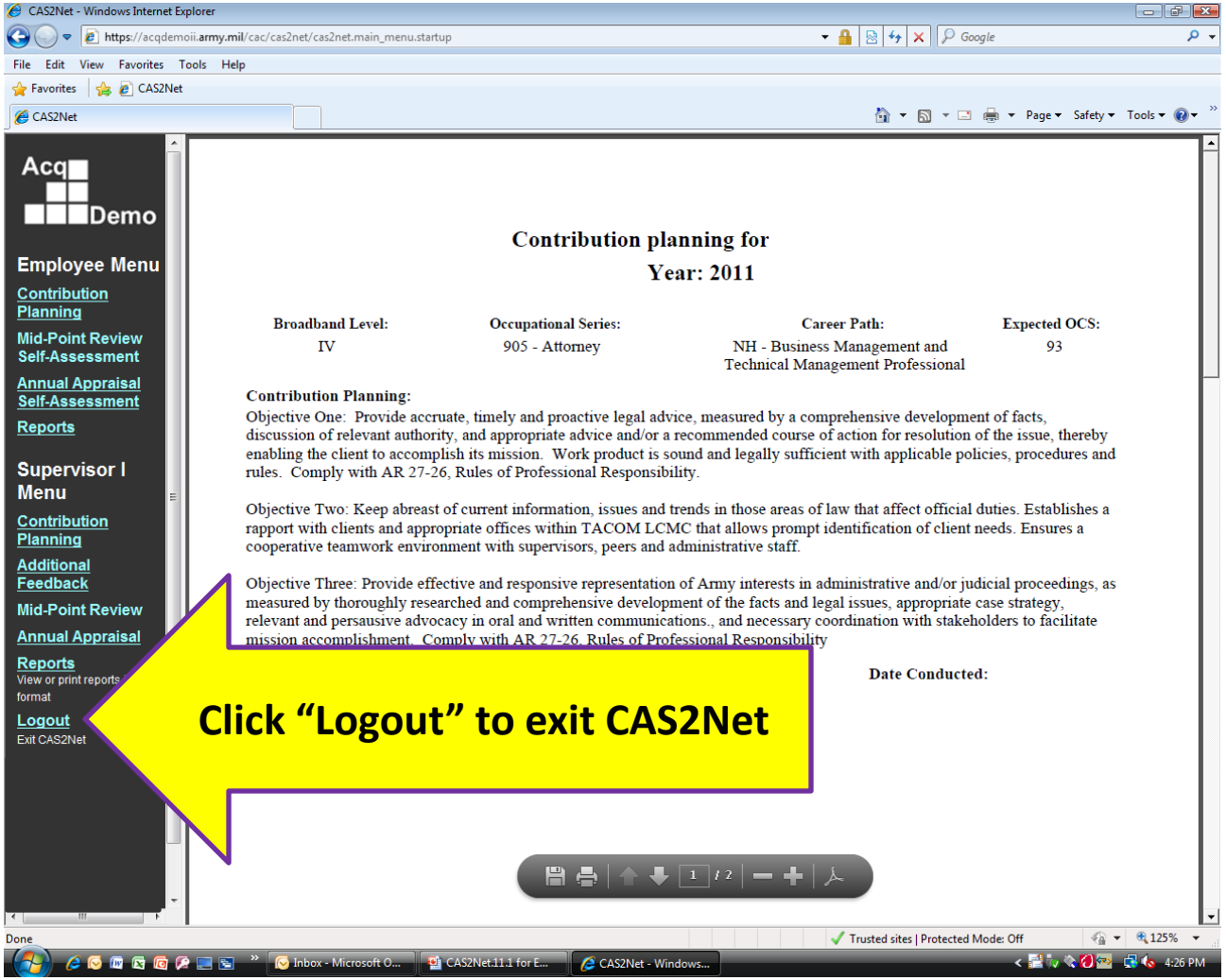
1 / 2

Done | Trusted sites | Protected Mode: Off | 125%

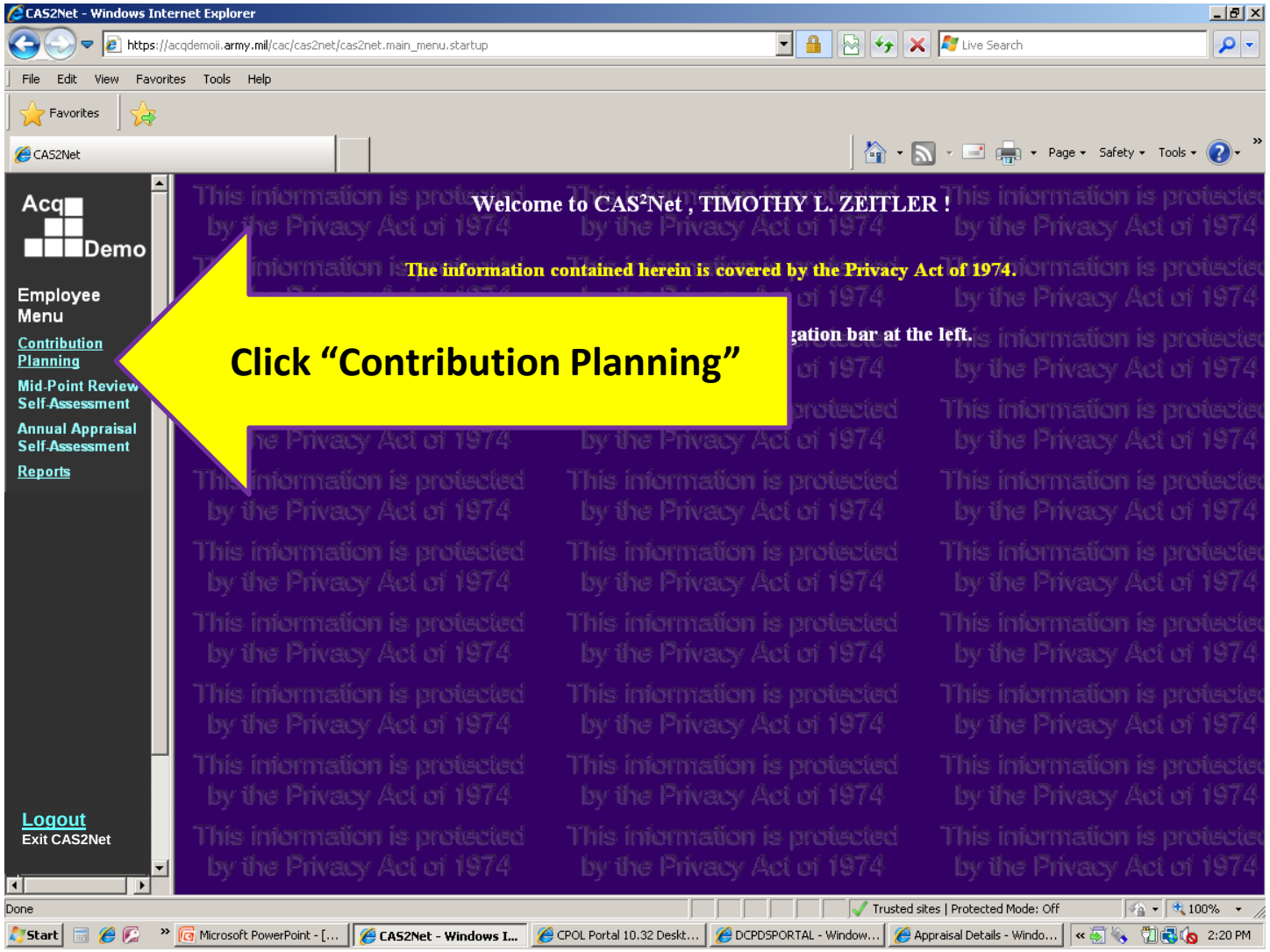
Inbox - Microsoft O... | CAS2Net.11.1 for E... | CAS2Net - Windows... | 4:26 PM

Scroll Down to See All The Plans

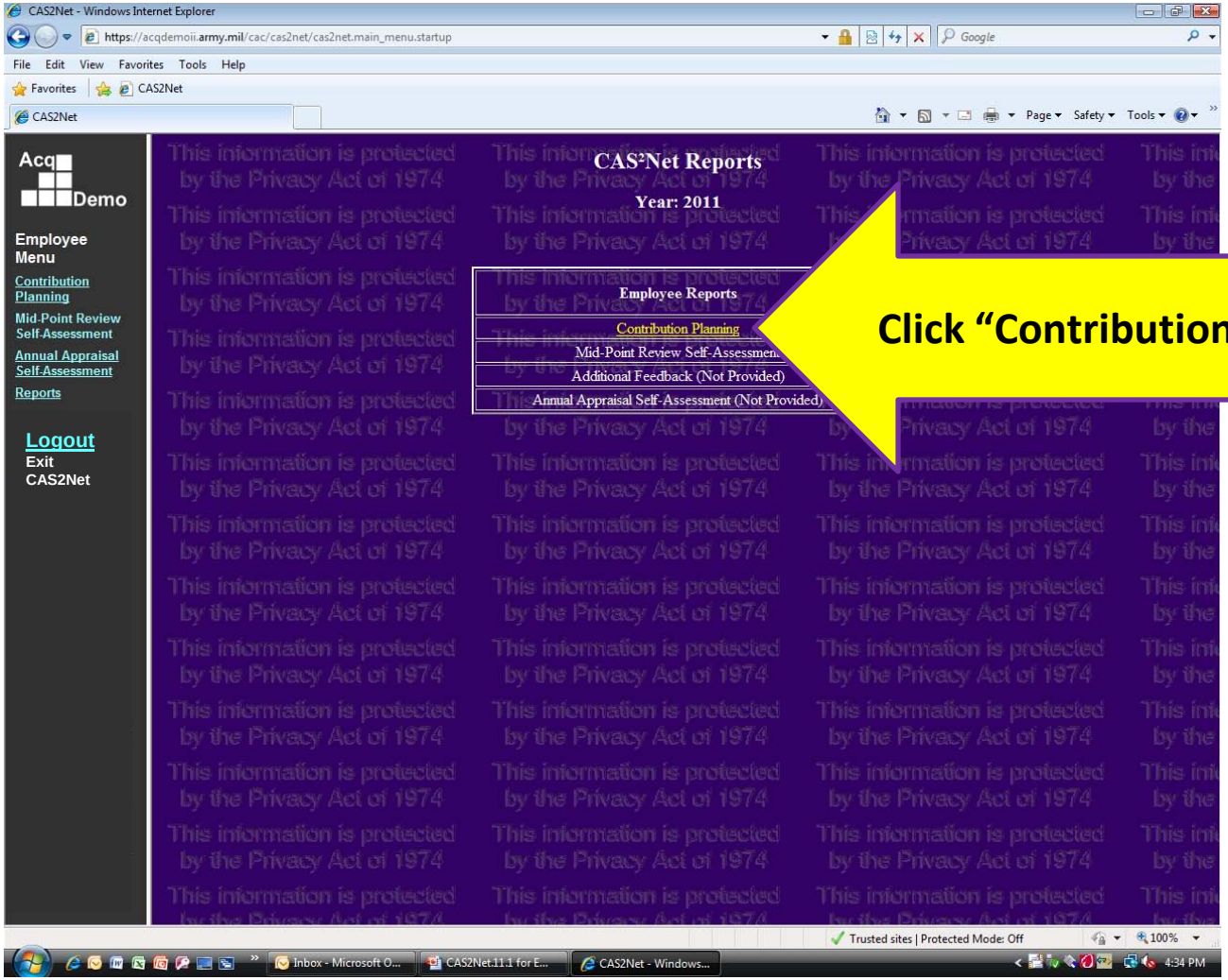
CAS2Net – Supervisor Contribution Planning



CAS2Net – Employee Menu



CAS2Net – Employee Contribution Planning



CAS2Net – Employee Contribution Planning

CAS2Net - Windows Internet Explorer

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Favorites | CAS2Net

CAS2Net

Page Safety Tools

Acq Demo

Employee Menu

Contribution Planning

Mid-Point Review Self-Assessment

Annual Appraisal Self-Assessment

Reports

Logout

Exit CAS2Net

Contribution Planning for TIMOTHY L ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management and Technical Management Professional	78

Contribution Planning:

1. Pay for Performance Training

Develop, modify and facilitate varied training courses to all Army stakeholders for National Security Personnel System (NSPS), Defense Intelligence Personnel System (DCIPS) and DoD/Army Civilian Acquisition Workforce Personnel Demonstration Project (AcqDemo) personnel pay-for-performance systems. Serve as the subject matter expert and lead facilitator for the following NSPS, DCIPS and AcqDemo training courses for implementation and sustainment functions; Transition from NSPS to AcqDemo, Human Resource Management, Employee and Supervisor Overview, Writing Objectives & Assessments, Pay Pool Management, and Data Maintainer/Administrator for NSPS & DCIPS CWB and AcqDemo CCAS. (HQ, USAASC Strategy Map 1.0 and 2.0)

2. Pay-for-Performance Policy and Human Resources

Develop, modify, coordinate and execute personnel & workforce management development program policy and processes. Provide technical guidance, assistance and advice to NSPS, AcqDemo and DCIPS stakeholders in the development of local policy, procedures and processes. Maintains contact with other groups and organizations performing related work and coordinates new ideas and developments. Keeps abreast of studies and projects being carried out by other DoD and DA elements that affect the Army NSPS, DCIPS and AcqDemo programs. Provide staff leadership, technical advice, guidance and assistance in the development and execution of several Army pay-for-performance and Performance Management initiatives and programs pertaining to recruitment, training, and retention of acquisition personnel. (HQ, USAASC Strategy Map 1.0 and 2.0)

3. Support to PEOs/DPEOs/DRPMs and Other Elements

Conduct visits, briefings, VTC's and telephonic conferences with customers on policy and or directives and other personnel related subjects during this rating cycle. Ensure PEOs/DPEOs/DRPMs receive the latest updated policies as they are released, updated or modified. Achieve 80 Continuous Learning Points with-in a two-year cycle. Provide direct support to on going activities such as; USAASC AcqDemo website sustainment, participation in the DCIPS, AcqDemo and NSPS Conversion working groups either at the DoD, Army or USAASC level. (HQ, USAASC Strategy Map 1.0 and 2.0)

4. Serve as Deputy Program Director, Army AcqDemo

In the absence of the Program Director and as directed, attend the DoD AcqDemo Executive Council and other DoD- and Army-level meetings to represent the Army and/or Acqdemo, to ensure the Army and/or AcqDemo position on issues are represented, and to assist the DoD AcqDemo Project Office in the sustainment of AcqDemo. (HQ, USAASC Strategy Map 1.0 and 2.0)

Method of Communication:

Face to Face

Date Conducted: 11-AUG-11

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Inbox - Microsoft O... | CAS2Net.11.1 for E... | CAS2Net - Windows... | 4:39 PM

CAS2Net – Employee Contribution Planning

CAS2Net - Windows Internet Explorer

https://acqdemoii.army.mil/cac/cas2net/cas2net.main_menu.startup

File Edit View Favorites Tools Help

Favorites | CAS2Net

Acq Demo

Employee Menu

- Contribution Planning
- Mid-Point Review Self-Assessment
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- Reports

Logout
Exit CAS2Net

Click "Logout" to exit CAS2Net

Contribution Planning for TIMOTHY L ZEITLER

Year: 2011

Broadband Level:	Occupational Series:	Career Path:	Expected OCS:
III	201 - Personnel Management Spec	NH - Business Management and Technical Management Professional	78

Contribution Planning:

1. Pay for Performance Training
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cilitator for the following
sition from NSPS to AcqDemo,
ments, Pay Pool Management,
SC Strategy Map 1.0 and 2.0)

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Method of Communication:
Face to Face

Date Conducted: 11-AUG-11

Done | Trusted sites | Protected Mode: Off | 100%

Inbox - Microsoft O... | CAS2Net.11.1 for E... | CAS2Net - Windows... | 4:39 PM

CAS2Net – Coming Soon

- Employee Menu

  Annual Appraisal Self Assessment

  By Factors

- Supervisor Menu

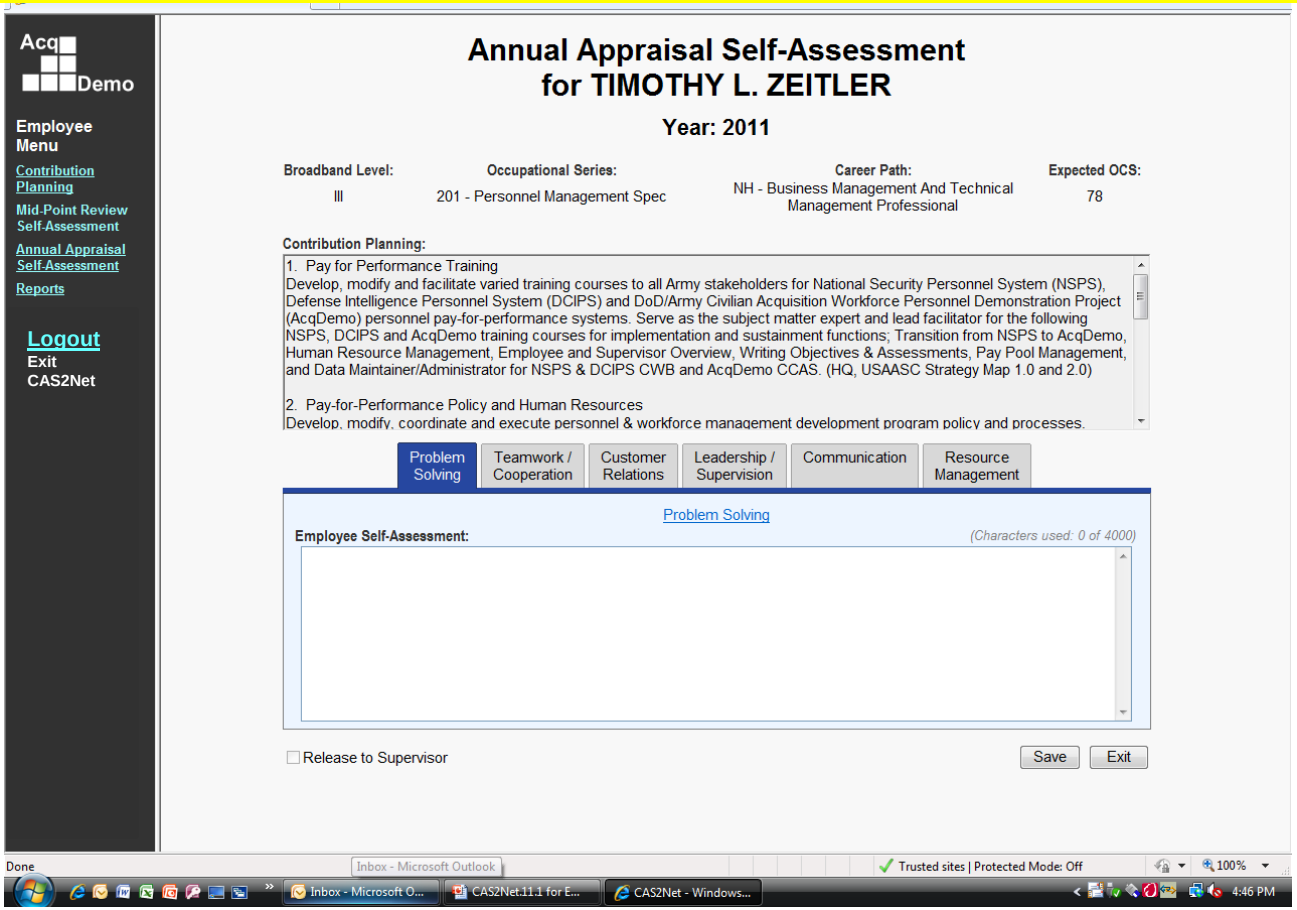
  Annual Appraisal By Factors

  Recommended Categorical Ratings

  Recommended Numerical Ratings

CAS2Net – Coming Soon

Fully Operational in September

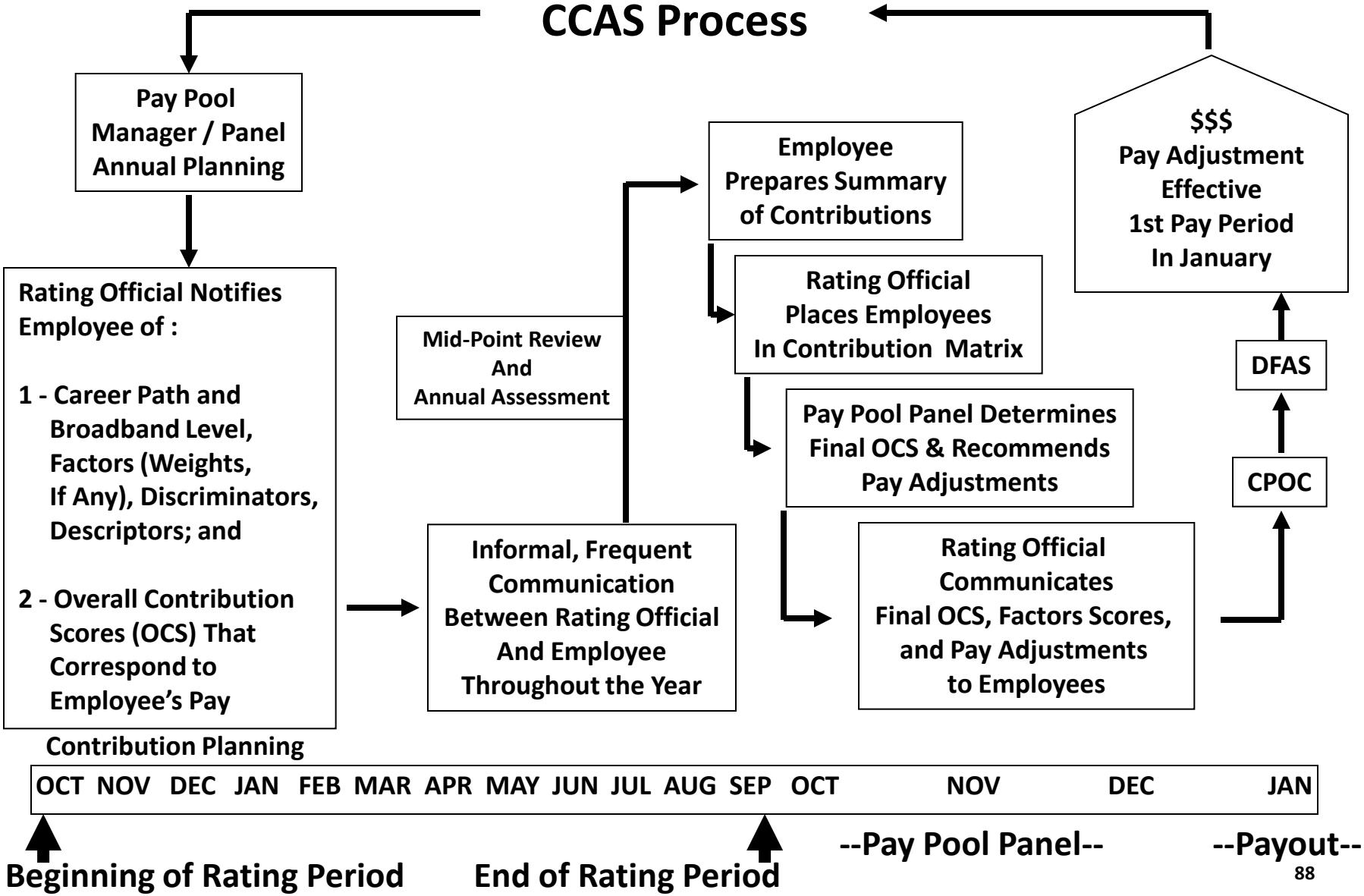


Course of Instruction

- Overview
- Introduction to CAS^{2}Net (automated system)
  - Data Maintainers
  - Rating Officials/Supervisors
  - Employees
- **Basic CCAS – Contribution-based Compensation and Appraisal System**
  - **Contribution**
    - **Six Factors**
    - **Expected Contribution Levels**
    - **Expected Contribution Range**
  - Planning and Assessment
    - Contribution Planning (Objectives)
    - Midpoint
    - Annual
      - Ratings
  - Compensation

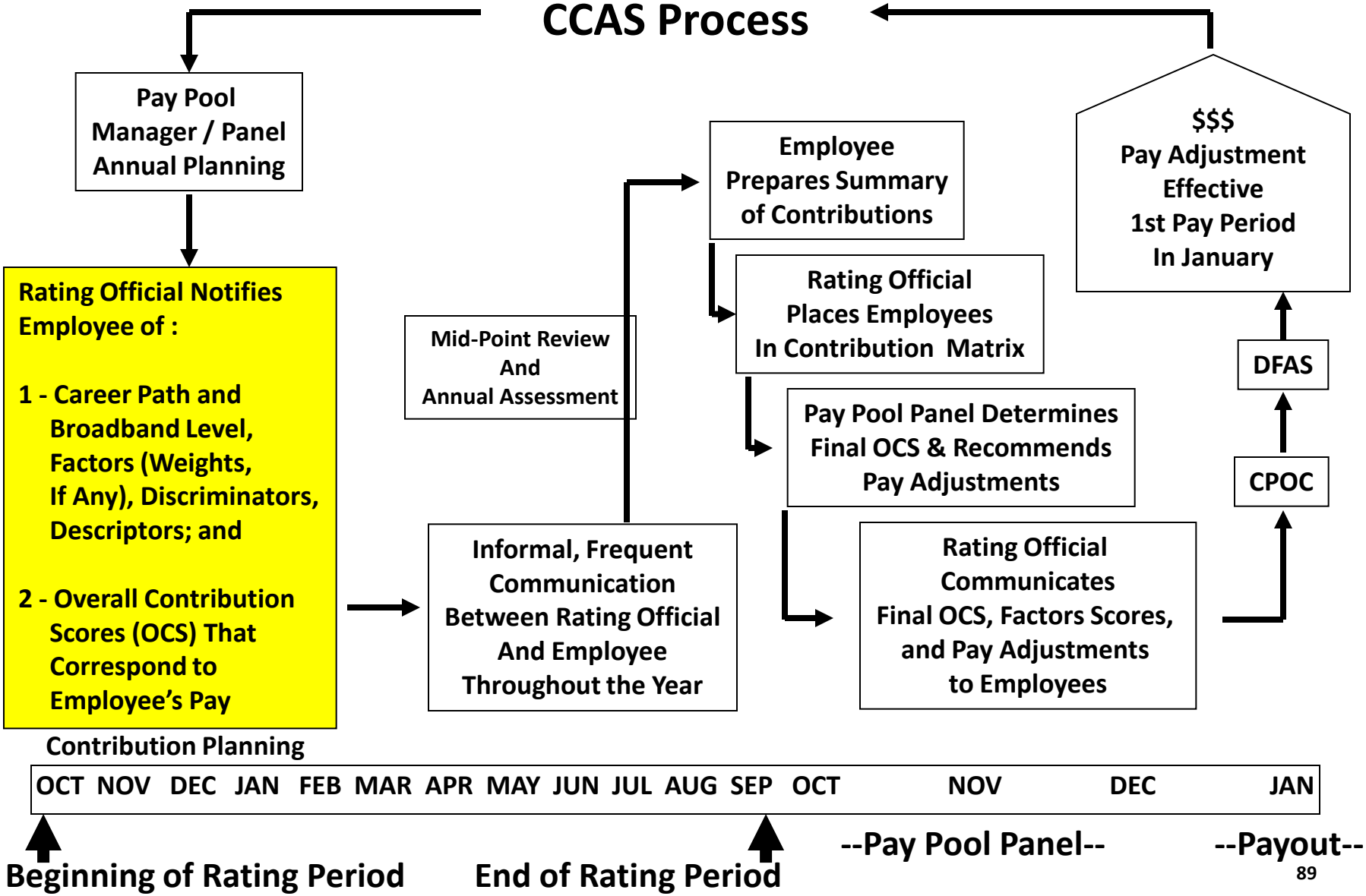
This is the CCAS process, 12-month rating period plus 3-month period for appraisals and pay pools.

CCAS Process



At the beginning of the rating period or within 30 days of an AcqDemo assignment….

CCAS Process



At the beginning of the rating period or within 30 days of an AcqDemo assignment….Career Path and Broadband Level

2011 AcqDemo Base Salary for Career Paths and Broadband Levels			
NH-01	NH-02	NH-03	NH-04
17803 - 31871	27431 - 65371	60274 - 93175	84697 - 129517

NJ-01	NJ-02	NJ-03	NJ-04
17803 - 31871	27431 - 48917	41563 - 65371	60274 - 93175

NK-01	NK-02	NK-03
17803 - 31871	27431 - 44176	37631 - 59505

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Factor Weights

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

Factors	Weights
Problem Solving	• Weighting May Be Used • Weighting Should Be Used Sparingly • Weight Range: 0.05 to 1.0 • At Least Three Factors Must Have a Weight of 1.0 • Employees Must Be Informed of any Weighting Before the Appraisal Period
Teamwork / Cooperation	
Customer Relations	
Leadership / Supervision	
Communication	
Resource Management	

Weights may be assigned any value, in increments of 0.1 from 0.5 to 1.0.
At least three factors must have a weight of 1.0

Contributing Factors	Numerical Contribution Score	Unweighted Multiplier	Unit Weight Score	Factor Weight	Weighted Score
Problem Solving	70	1	70	1	70
Teamwork/Cooperation	63	1	63	1	63
Customer Relations	74	1	74	1	74
Leadership/Supervision	62	1	62	1	62
Communication	64	1	64	0.7	44.8
Resource Mgt	57	1	57	0.5	28.5
	SUM	6	390	5.2	342.3
			390/6		342.3/5.2
		Average	65		65.8
		OCS	65		66

Weighting Example – Army Table 6-2

DoD Policy: All Factors are weighted 1.

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Factors, Discriminators, and Descriptors

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

Factors	Factor Description
Problem Solving	Describes/captures personal and organizational problem solving.
Teamwork / Cooperation	Describes/captures individual and organizational teamwork and cooperation.
Customer Relations	Describes/captures the effectiveness of personal and organizational interactions with customers (anyone to whom services or products are provided), both internal (within an assigned organization) and external (outside an assigned organization).
Leadership / Supervision	Describes/captures individual and organizational leadership and/or supervision to include that leaders/supervisors will recruit, develop, motivate, and retain quality team members in accordance with EEO/AA and merit principles. Takes timely/appropriate personnel actions, communicates mission and organizational goals; by example, creates a positive, safe, and challenging work environment; distributes work and empowers team members.
Communication	Describes/captures the effectiveness of oral/written communications.
Resource Management	Describes/captures personal and organizational utilization of resources to accomplish the mission. (Resources include, but are not limited to, personal time, equipment and facilities, human resources, and funds.)
EXPECTED PERFORMANCE CRITERIA (Applicable to all contributions at all levels): Work is timely, efficient, and of acceptable quality. Completed work meets projects/programs objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.	

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Factors, Discriminators, and Descriptors

Factors	Discriminators	Descriptors
Problem Solving	• Scope/Impact • Complexity/Difficulty • Independence • Creativity	Different by Career Paths and Broadband Levels See Next Slide
Teamwork / Cooperation	• Scope of Team Effort • Contribution to Team • Effectiveness	
Customer Relations	• Breadth of Influence • Customer Needs • Customer Interaction Level	
Leadership / Supervision	• Leadership Role • Breadth of Influence • Mentoring/Employee Development	
Communication	• Level of Interaction (Audience) • Written • Oral	
Resource Management	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency	

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Factors, Discriminators, and Descriptors

Click on a box or go to Slide # for the factors, discriminators, and descriptors for your career path and broadband level…

Rating Official Notifies Employee of :

1 - **Career Path and Broadband Level, Factors** (Weights, If Any), **Discriminators, Descriptors;** and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

NH-01 Slide 164	NH-02 Slide 165	NH-03 Slide 166	NH-04 Slide 167
NJ-01 Slide 168	NJ-02 Slide 169	NJ-03 Slide 170	NJ-04 Slide 171
NK-01 Slide 172	NK-02 Slide 173	NK-03 Slide 174	

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Factors, Discriminators, and Descriptors

If you had Click on NH-03 Slide 152, you would see…

NH PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. • Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. • Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. • Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NH LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. • Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues. • Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NH TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Works with others to accomplish complex projects/programs. • Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. • Leads and guides others in formulating and executing team plans. Expertise is sought by peers.	• Scope of Team Effort • Contribution to Team • Effectiveness

NH COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Communicates project or program results to all levels, internally and externally. • Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. • Presents briefings to obtain consensus/approval.	• Level of Interaction (Audience) • Written • Oral

NH CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. • Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. • Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving program/project problems (e.g., determining priorities and resolving conflict among customers' requirements).	• Breadth of Influence • Customer Needs • Customer Interaction Level

NH RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Plans and allocates resources to accomplish multiple projects/programs. • Identifies and optimizes resources to accomplish multiple projects/programs goals. • Effectively accomplishes multiple projects/programs goals within established guidelines.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Rating Official Notifies Employee of :

1 - **Career Path and Broadband Level, Factors** (Weights, If Any), **Discriminators, Descriptors;** and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Expected Contribution Range

The CCAS score range is 0 to 100 and to 115 for NH-IV's. Employees may determine their expected contribution range by locating the intersection of their salary with the rails of the normal pay range or by using the calculator shown at the next slide.

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - **Overall Contribution Scores (OCS) That Correspond to Employee's Pay**

Normal Pay Range and Standard Pay Line for 2011

(Based on 0% Increase)

	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail
GS01/1	0	19227	17803	16379																
	1	19613	18160	16707	26	32210	29824	27438	51	52900	48981	45063	76	86878	80443	74008	101	142682	132113	121544
	2	20006	18524	17042	27	32856	30422	27988	52	53960	49963	45966	77	88620	82055	75491	102	145542	134761	123980
	3	20407	18895	17383	28	33514	31032	28549	53	55041	50964	46887	78	90396	83700	77004	103	148459	137462	126465
	4	20816	19274	17732	29	34186	31654	29121	54	56145	51986	47827	79	92208	85377	78547	104	151435	140217	129000
	5	21233	19660	18087	30	34871	32288	29705	55	57270	53028	48785	80	94056	87089	80122	105	154470	143028	131585
	6	21658	20054	18450	31	35570	32935	30301	56	58418	54090	49763	81	95941	88834	81727	106	157566	145894	134223
	7	22093	20456	18820	32	36283	33595	30908	57	59589	55175	50761	82	97864	90615	83365	107	160724	148818	136913
	8	22535	20866	19197	33	37010	34269	31527	58	60783	56280	51778	83	99825	92431	85036	108	163945	151801	139657
	9	22987	21284	19582	34	37752	34956	32159	59	62001	57408	52816	84	101826	94283	86741	109	167231	154844	142456
	10	23448	21711	19974	35	38509	35656	32804	60	63244	58559	53874	85	103867	96173	88479	110	170583	157947	145311
	11	23918	22146	20374	36	39281	36371	33461	61	64511	59733	54954	86	105949	98101	90253	111	174002	161113	148224
	12	24397	22590	20783	37	40068	37100	34132	62	65804	60930	56056	87	108072	100067	92061	112	177489	164342	151195
	13	24886	23043	21199	38	40871	37843	34816	63	67123	62151	57179	88	110238	102072	93907	113	181047	167636	154225
	14	25385	23504	21624	39	41690	38602	35514	64	68469	63397	58325	89	112448	104118	95789	114	184675	170996	157316
	15	25894	23976	22058	40	42526	39376	36226	65	69841	64668	59494	90	114701	106205	97709	115	188377	174423	160469
	16	26413	24456	22500	41	43378	40165	36952	66	71241	65964	60687	91	117000	108334	99667				
	17	26942	24946	22951	42	44247	40970	37692	67	72669	67286	61903	92	119345	110505	101665				
	18	27482	25446	23411	43	45134	41791	38448	68	74125	68634	63144	93	121737	112720	103702				
	19	28033	25956	23880	44	46039	42629	39218	69	75611	70010	64409	94	124177	114979	105781				
	20	28595	26476	24358	45	46962	43483	40004	70	77126	71413	65700	95	126666	117283	107901				
	21	29168	27007	24847	46	47903	44354	40806	71	78672	72844	67017	96	129205	119634	110063				
	22	29752	27548	25345	47	48863	45243	41624	72	80249	74304	68360	97	131794	122032	112269				
	23	30349	28101	25853	48	49842	46150	42458	73	81857	75794	69730	98	134436	124478	114520				
	24	30957	28664	26371	49	50841	47075	43309	74	83498	77313	71128	99	137130	126973	116815				
	25	31577	29238	26899	50	51860	48019	44177	75	85171	78862	72553	100	139879	129517	119156				

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Expected Contribution Range

The CCAS score range is 0 to 100 and to 115 for NH-IV's. Employees may determine their expected contribution range by locating the intersection of their salary with the rails of the normal pay range.

NOTIFICATION OF PERSONNEL ACTION

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
YA	0346	02	00	$83,927	PA	NH	0346	03	00	$83,927	

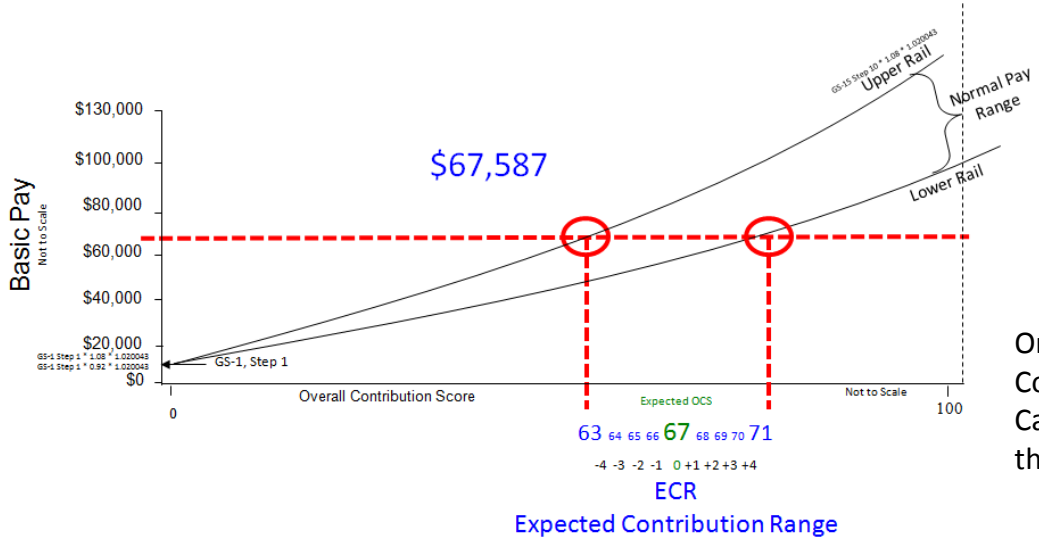
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$67,587	$16,340	$83,927		$67,587	$16,340	$83,927	

14. Name and Location of Position's Organization | 22. Name and Location of Position's Organization

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - **Overall Contribution Scores (OCS) That Correspond to Employee's Pay**



Or use the Expected Contribution Range Calculator shown on the next slide.

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Expected Contribution Range

NOTIFICATION OF PERSONNEL ACTION

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
YA	0346	02	00	$83,927	PA	NH	0346	03	00	$83,927	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$67,587	$16,340	$83,927		$67,587	$16,340	$83,927	

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

Expected Contribution Range Calculator

http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm

Basic Pay Only

		Pay Sched	Pay Band	Max Pay	Retained Pay?		Expected Contribution Range: Upper Rail	SPL	Lower Rail
Enter Base Pay/Retained Pay	$67,587	NH	3	$93,175	No	Expected Contribution Range =	63	67	71

NH
NJ
NK

1
2
3
4

-4 -3 -2 -1 0 +1 +2 +3 +4
Delta OCS

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Expected Contribution Range (Pay Retention)

NOTIFICATION OF PERSONNEL ACTION

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
YC	0346	03	00	$163,275	PA	NH	0346	04	00	$163,275	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$135,993	$27,282	$163,275		$163,275		$163,275	

14. Name and Location of Position's Organization | 22. Name and Location of Position's Organization

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

Expected Contribution Range Calculator

http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm

Basic Pay Only

		Pay Sched	Pay Band	Max Pay	Retained Pay?		Expected Contribution Range		
							Upper Rail	SPL	Lower Rail
Enter Base Pay/Retained Pay	$163,275	NH	4	$129,517	Yes	Expected Contribution Range =	96	100	104

NH, NJ, NK

1, 2, 3, 4

-4 -3 -2 -1 0 +1 +2 +3 +4

Delta OCS

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

At the beginning of the rating period or within 30 days of an AcqDemo assignment….Expected Contribution Level and Range

NH-III with Base Salary of $67,587 will have Expected Contribution Range of 63 – 71 and the Expected Contribution Level...

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any), Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

NH PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. • Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. • Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. • Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NH LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. • Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues. • Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NH TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Works with others to accomplish complex projects/programs. • Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. • Leads and guides others in formulating and executing team plans. Expertise is sought by peers.	• Scope of Team Effort • Contribution to Team • Effectiveness

NH COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Communicates project or program results to all levels, internally and externally. • Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. • Presents briefings to obtain consensus/approval.	• Level of Interaction (Audience) • Written • Oral

NH CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. • Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. • Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving program/project problems (e.g., determining priorities and resolving conflict among customers' requirements).	• Breadth of Influence • Customer Needs • Customer Interaction Level

NH RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Plans and allocates resources to accomplish multiple projects/programs. • Identifies and optimizes resources to accomplish multiple projects/programs goals. • Effectively accomplishes multiple projects/programs goals within established guidelines.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

Course of Instruction

- Overview
- Introduction to CAS^{2}Net (automated system)
  - Data Maintainers
  - Rating Officials/Supervisors
  - Employees
- **Basic CCAS – Contribution-based Compensation and Appraisal System**
  - Contribution
    - Six Factors
    - Expected Contribution Levels
    - Expected Contribution Range
  - **Planning and Assessment**
    - **Contribution Planning (Objectives)**
    - **Midpoint**
    - **Annual**
      - **Ratings**
  - Compensation

At the beginning of the rating period or within 30 days of an AcqDemo assignment…. Contribution Planning (Mid-Point Review and Annual Assessments)

CCAS Process

Pay Pool Manager / Panel Annual Planning

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any, Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

Informal, Frequent Communication Between Rating Official And Employee Throughout the Year

Mid-Point Review And Annual Assessment

Employee Prepares Summary of Contributions

Rating Official Places Employees In Contribution Matrix

Pay Pool Panel Determines Final OCS & Recommends Pay Adjustments

Rating Official Communicates Final OCS, Factors Scores, and Pay Adjustments to Employees

CPOC

DFAS

$$$ Pay Adjustment Effective 1st Pay Period In January

Contribution Planning

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

Let's review what is CCAS?

CCAS is a contribution-based appraisal system that goes beyond a performance-based rating system. That is, it measures the employee's contribution to the mission and goals of the organization, rather than how well the employee performed a job as defined by a performance plan.

An employee's performance is a component of contribution that influences the ultimate overall contribution score (OCS).

EXPECTED PERFORMANCE CRITERIA (Applicable to all contributions at all levels): Work is timely, efficient, and of acceptable quality. Completed work meets projects/programs objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Contribution is measured by using a set of factors, discriminators, and descriptors.

- Understand role in achieving organization mission/goals
- Determine work assignments in support of mission
- Define expectations of results, benefits, and/or impacts
- Understand relationship between expectations and factor descriptors
- Understand relationship between current salary and expected contribution range
- Must have written contribution objectives

Why Are Effective Contribution Objectives Important?

- Benefits associated with developing good contribution objectives:
  - Increases awareness of how your work supports overall departmental and organizational strategic initiatives and goals
  - Provides a useful guide to assess your progress in meeting your contribution objectives
- Serves as part of the basis for determining your compensation at the end of the rating cycle
- Promotes communication and shared understanding between you and your supervisor about what is important in your organization and what is expected of you

How to develop your objectives…

- Think about your work.
- Identify major categories of work.
- Think about the work you do over the course of a year.
- Cluster the duties, tasks, and activities you perform into 3-5 major categories of work.
- Not specific tasks
- Major areas

Translating your categories into desired or expected outcomes.

OUTCOME is something that happens as a result of an activity or process

- **For each category of work, describe what you expect to achieve.** *ACHIEVE is to get or reach (something), to reach a goal*
- **Ask yourself:**

  "What is important for me to accomplish in this category of work during the rating year?"

  "What would a finished work product (or service) for this category look like?"

CCAS Objectives

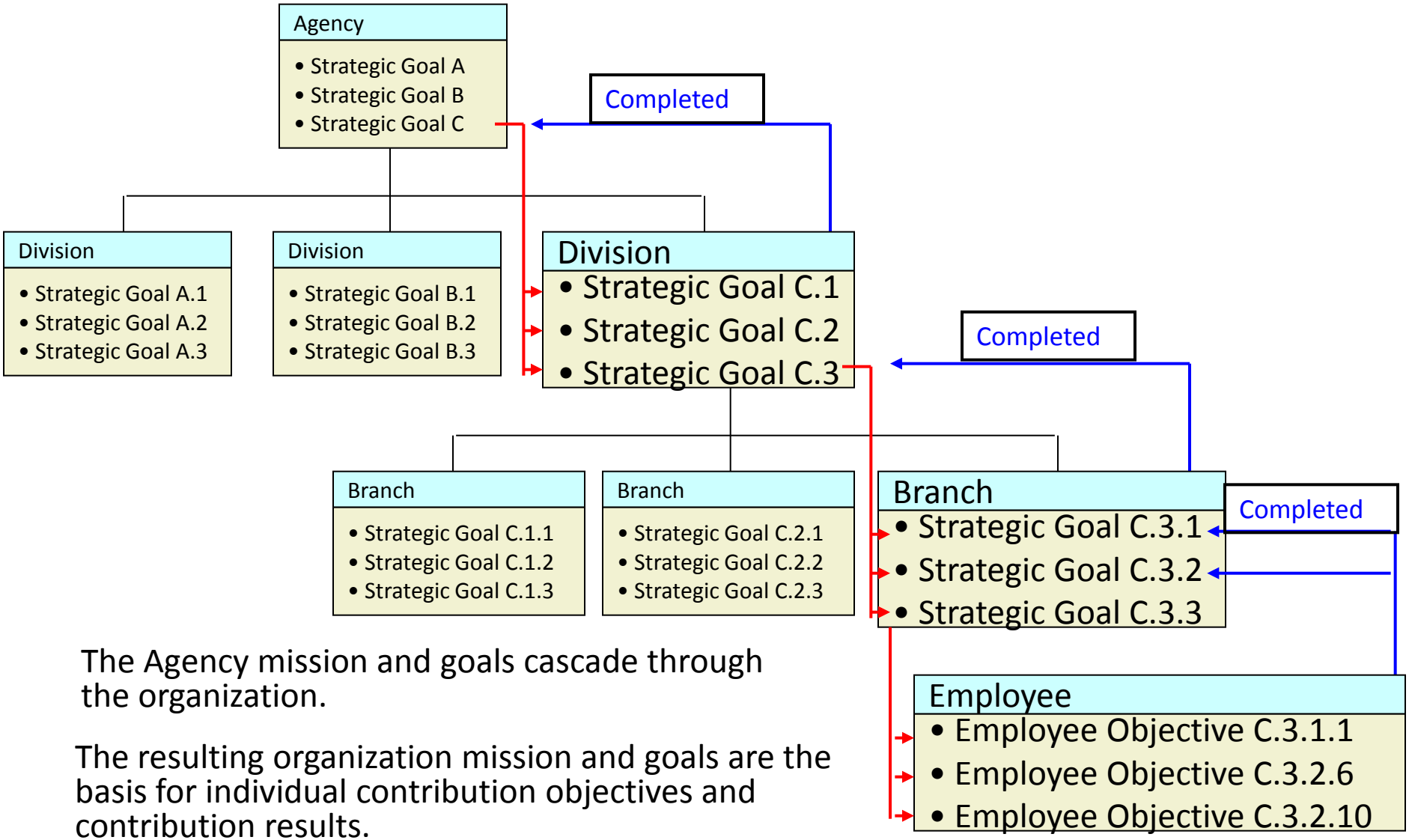
iSuccess

http://www.cpms.osd.mil/nsps/iSuccess/browser_check.htm?dlaunch=04_00_010

Align your objectives with your organization's missions and goals

- **What are your organization's missions, goals and/or priorities?**
- **Are your desired or expected results align with your organization's missions, goals and/or priorities**
- **Don't know organization's missions, goals and/or priorities?**
  - **Check your organization's web site.**
  - **Talk to your supervisor.**
  - **Speak with your peers.**

Contribution to Mission and Goals



The Agency mission and goals cascade through the organization.

The resulting organization mission and goals are the basis for individual contribution objectives and contribution results.

CCAS Objectives

iSuccess

http://www.cpms.osd.mil/nsps/iSuccess/browser_check.htm?dlaunch=04_00_010

Review your contribution objectives.

- **Do you have the means and resources to accomplish your objectives?**
- **Have you referred to the contribution factors, discriminators and descriptors to ensure that your objectives are in line with the expected contribution level for your career path and broadband level?**
- **Do your contribution objectives describe a product (or service) and a desired or expected results?**
- **If not, edit your objectives to make them more specific.**

Mandatory Objectives

Director of Acquisition Career Management Guidance Memorandum,
SUBJECT: Enforcement of Mandatory Acquisition Certification Requirements, dated August 18, 2010,

- **Acquisition workforce employees** will have the following as a mandatory objective under the contribution factor Leadership/Supervision:

  "Reviews, discusses and updates the Individual Development Plan (IDP) with the supervisor at counseling milestones to include as a minimum: initial performance review, mid-point review and end of cycle review; and completes 80 continuous learning points (CLPs) within the 2-year cycle (goal is 40 CLPs yearly). If applicable, ensures that IDP includes the timeline for attainment of acquisition certification within 24 months of assignment to the encumbered acquisition position and at the appropriate level (I, II, or III)."

- **Supervisors of acquisition workforce employees** will have the following as a mandatory objective under the contribution factor Leadership/Supervision:

  "Develop/review/discuss/update IDPs at initial/mid-point/end of cycle for all assigned acquisition workforce members, ensuring employees complete 80 CLPs within 2-year cycle (goal is 40 CLPs yearly), and, as applicable, ensuring employees attain required acquisition certification within 24 months of assignment to encumbered positions."

- In addition, supervisors will ensure incorporation of Business Transformation initiatives into contribution objectives by showing linkage to either specific Strategies/Initiatives Transformation in the activity's Balance Scorecard (BSC) or strategic plans; and incorporate / integrate Business Transformation activities into appropriate overarching contribution objectives.

How Do I Complete My Self Assessment?

Mid-Point and Annual

Modify thinking from

"WHAT" (the activity) and "HOW" (the level of contribution)

to include

"WHY" (the benefit that helps meet the mission) and "WHO" (the customer)

Remember to think in terms of cause and effect.

"I did X that resulted in Y and the impact was Z."

Make sure your assessment passes the "SO WHAT" test!

Writing Mid-Points and Annual Assessments

Tools

- Organization Mission/Goals
- PRD
- Contribution Plan
- Factors, Descriptors and Discriminators
- Records kept throughout the year
- Mid-Point Review
- Additional Feedback
- Appraisal Form / CAS2Net

Writing Mid-Points and Annual Assessments

Keeping Records of Contributions

- Written notes from employee-supervisor meetings during the appraisal cycle
- Notes to yourself when deadlines are met / missed
- Written formal feedback provided to you
- Notes to yourself about informal or verbal feedback provided
- Written or verbal feedback from colleagues / customers
- Other contribution documentation

Writing An Annual Appraisal

Annual Appraisal Self-assessment

- Optional but highly encouraged, subject to local policy / business rules
- May need more than one draft to best highlight the your contributions
  - Should highlight the contributions with the most impact made throughout the appraisal cycle
  - Should describe contributions in concise statements
  - Should use language that can be understood by all pay pool panel members

Writing An Annual Appraisal

Annual Appraisal Writing Steps

- Review your contribution planning documentation
- Review Mid-Point Review / Additional Feedback documentation
- Assess by factor, assess contributions against factor descriptors / discriminators
- Prepare succinct contribution impact statements for each factor
- Review Annual Appraisal Self-Assessment

Note: A contribution may warrant mention under more than one factor.

Writing An Annual Appraisal

Contribution Statements

- **Begin with a named task, followed by results achieved, and ending with impact to the mission of the organization**
- **Be specific (use dollar figures, program names, time saved, percentages, etc.)**
- **For each statement, make sure it passes the "SO WHAT" test**

"Employee X did A that resulted in B, and the impact of that contribution was C."

Writing An Annual Appraisal

Suggested Appraisal Writing Model

- **Identify the contribution to be addressed and make an *accomplishment* statement.**

- **Document the results.**
  Provide the quality, quantity, cost/budget, and timeliness details.

- **Provide scope and scale of the impact that the contribution has on the mission.**

- **Provide this information for each of the six contribution factors.**

What are Significant Accomplishments?

The following are characteristics of <u>significant</u> accomplishments:

- **Army-wide Impact**
- **High Level of Difficulty**
- **Representing Army in Inter Agency Forums**
- **One of a Kind**
- **First Time**
- **High Visibility**
- **Wide Scope of Coordination**
- **Short Deadlines**
- **Competing Priorities**
- **Require Innovative Problem Solving**

Helpful Activity Words

Accelerated
Accomplished
Achieved
Acquired
Activated
Adapted
Administered
Advanced
Advised
Advocated
Analyzed
Anticipated
Appointed
Appraised
Approved
Arranged
Assessed
Audited
Augmented
Authored
Averted
Avoided
Brought
Built
Captured
Centralized
Championed
Closed
Commanded
Conceived
Controlled
Converted
Coordinated
Corrected
Counseled
Created
Cultivated
Decentralized
Decreased
Defined
Demonstrated
Designed
Determined
Developed
Devised
Directed
Discovered
Displayed
Documented
Doubled
Edited
Employed
Enforced
Engineered
Ensured
Established
Estimated
Executed
Exhibited
Expanded
Expedited
Exploited
Extracted
Forecasted
Forged
Formed
Fostered
Framed
Galvanized
Hired
Implemented
Improved
Increased
Initiated
Inspected
Instigated
Instructed
Integrated
Interpreted
Interviewed
Introduced
Invented
Investigated
Launched
Led
Liquidated
Localized
Located
Maintained
Managed
Marketed
Minimized
Modernized
Monitored
Motivated
Negotiated
Obtained
Operated
Orchestrated
Organized
Originated
Performed
Pioneered
Planned
Prevented
Processed
Procured
Produced
Programmed
Promoted
Proved
Provided
Published
Purchased
Recommended
Recruited
Rectified
Redesigned
Reduced
Regulated
Rejected
Related
Renegotiated
Reorganized
Reported
Researched
Resolved
Reviewed
Revised
Revitalized
Revolutionized
Saved
Scheduled
Selected
Settled
Simplified
Sold
Solidified
Solved
Spearheaded
Standardized
Stimulated
Studied
Succeeded
Supervised
Supported
Surveyed
Systematized
Taught
Terminated
Tested
Tightened
Traded
Trained
Upgraded

Guidelines for Writing Assessments (Employee Self Assessments and Supervisor Assessments)

- **Contribution - Accomplishment:**
  - **Restate your understanding of your contribution objectives.**
  - **Highlight your most significant achievements for the rating cycle.**
  - **Make the connection between what you did and why that matters to your organization.**
  - **Address your accomplishments, actions or conduct in the appropriate contribution factor or factors.**
  - **Note challenges you faced and how you fared.**
  - **Address all objectives in the applicable contribution factors**
  - **Self-assess all six contribution factors**
  - ***Compare how you described your accomplishments against your objectives.***
- **Result:**
  - ***Compare outcomes to desired or expected outcomes***
  - ***Provide the results/outcomes to your accomplishments***
- **Impact:**
  - **Affect on the organization's missions, goals, or priorities**
  - **State how useful or helpful to someone or something**

Ineffective Contribution Statements

Problem Solving:

- Modified and added new filters to the (program name) tracking system.
- Provided instructors, training and logistical support for off-base activities.
- Reviewed and provided comments and recommendations in applying new or revised procurement regulations. Coordinated with our headquarters regarding these requirements and objectives.

Teamwork/Cooperation:

- Served as the key government representative on program change review board at contractor's facility.
- Established a configuration manager network between (customer) and (organization).
- Mentored staff on management of complex and critical tasks.

Customer Relations:

- Established myself as the liaison between the National Training Center and PM.
- Served as technical director and advisor to the PM on technical issues.
- Fully responsive to all requests for support from the Steering Committee, staff and PMs.

Ineffective Contribution Statements

Leadership/Supervision:

- Served as Acting Director of (name) Program.
- Assigned off-based training support.
- Approved all class schedules and curriculum.

Communication:

- Provided weekly status report to the PM on activities of the office.
- Attended all Executive Council meetings.
- Assisted in the preparation and presentation of the command position to higher headquarters in addition to the PM presentation.

Resource Management:

- Maximized the use of minimal resources.
- Developed/managed the PM staff and system.
- Hired an individual with contract management as the prime responsibility.

“Effective examples” of assessments provided by the DoD AcqDemo Program Office.

"Effective" Examples-Problem Solving

From the DoD AcqDemo Program Office

- Participated in the <XYZ> In-Progress-Review, identified and negotiated additional requirements and an acquisition strategy resulting in completion of the stalled effort. This allowed a drastically improved product to be delivered to ,customer, prior to a major operation.

- Developed a computer program to track material storage and delivery of weapon system parts from the Supply Department to the Operating Forces. This tracking system cut reorder costs by 20% and improved delivery time on average by 20 days.

- Implemented an automated process for tracking an average of 600 work requests per month. This new process saved $75K in overtime for the admin staff, saved time by having information readily available on-line and saved time and space by not having to file paperwork. It made the work requests much easier to read by maintenance personnel. Received letter of appreciation from Assistant Chief of Staff.

Do you see the Contribution / Accomplishment(s)– Result(s) – Impact?

"Effective" Examples-Teamwork/Cooperation

From the DoD AcqDemo Program Office

- Coordinated with a number of command elements and contractors to resolve a classified E-mail problem; this resulted in the enhancement of operational security for all parties involved. This solution was adopted DoD-wide.

- Served as team leader for the Integrated Baseline Review by interfacing with each contract work breakdown element to assure work was properly baselined. The end results verified the contractor's baseline in accordance with DoD 5000M and it expedited the milestone decision.

- Volunteered to work as a team member during the Open House by assisting guests with directions, assisting in the set up of project briefs, and designing handouts for the guests. Received many commendatory e-mail messages from project officers and senior personnel. This assistance saved project officers' time, gave a favorable impression of our command to the guests, and saved costs by doing the brochures in-house.

Do you see the Contribution / Accomplishment(s)– Result(s) – Impact?

"Effective" Examples-Customer Relations

From the DoD AcqDemo Program Office

- Forged strong working relationships with Base Payroll, DFAS, and RSC to resolve inaccurate pay for the workforce and reduce delays in payroll changes. New agreements and processes resulted in the timely processing of payroll actions and improved processes for prompt and accurate pay for the workforce.
- Visited the staff of the Regional Service Center (RSC) to discuss issues and share ideas to improve relations and customer service. These visits served to keep the Command apprised of changes resulting from regionalization, and have fostered a more efficient and effective working relationship.
- As the Help Desk Assistant, assisted over 300 Operating Forces customers monthly by providing accurate and timely responses to all questions and requests for assistance. This has resulted in improved relations between the help desk and the Operating Forces, favorable commendations to the Command, and improved communications between projects and the Operating Forces.

Do you see the Contribution / Accomplishment(s)– Result(s) – Impact?

“Effective” Examples-Leadership/Supervision

From the DoD AcqDemo Program Office

- Led a team of civilians, military, and contractors in testing a radar improvement initiative for the F-14 weapons system. The enhancement was developed on time and within budget, and passed interoperability testing with very minimal discrepancies. This team taught <customer> members and other services to use the new system during the testing efforts, saving TAD and training costs for over 60 personnel.

- Volunteered to take the lead in teaching six Microsoft Office 2000 classes and various administrative correspondence courses to other Office Automation Assistants and division personnel. This saved approximately $15K in TAD and vendor training costs.

- Served as Acting Branch Head during supervisor’s extended absence in addition to their regular duties, ensuring problems were solved which resulted in a continuation of service to customers.

Do you see the Contribution / Accomplishment(s)– Result(s) – Impact?

"Effective" Examples-Communication

From the DoD AcqDemo Program Office

- Established contact with matrix activities, HQ, and other services and agencies to provide/maintain accurate information on the <XYZ> program. This resulted in improved interoperability and assured uniform understanding of the mission.

- Developed quality training materials in PowerPoint. Gave classroom instruction for six Microsoft Office 2000 classes and various administrative correspondence course to other Office Automation Assistants and division personnel, resulting in $15K savings in ATD and vendor training and increased knowledge for the workforce.

- Developed written guidance on a variety of issues and posted it on the DAWIA web site. This provided advice and assistance to all levels of the workforce, resulting in favorable comments from the customers, increased participation in DAWIA classes, and a more informed and educated workforce.

Do you see the Contribution / Accomplishment(s)– Result(s) – Impact?

"Effective" Examples-Resource Management

From the DoD AcqDemo Program Office

- Provided improved budget procedures and guidance. Oversaw year-end closeout with all accounts meeting or exceeding HQ execution goals for the FY. The improved procedures saved $72K in funding due to timely reallocation of funding and resolution of errors.

- Created a more efficient process for government credit card ordering, automated file maintenance, and reconciliation of records. This has resulted in supplies being acquired more quickly and records being readily available when needed for budget coordination and audits.

- Designed and implemented a new procedure for handling TAD orders vis the Internet. This new procedure is less time consuming for the TAD office and eliminates the need for paper copies or faxes.

Do you see the Contribution / Accomplishment(s)– Result(s) – Impact?

CCAS Scoring

CCAS Process

Pay Pool Manager / Panel Annual Planning

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any, Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

Contribution Planning

Informal, Frequent Communication Between Rating Official And Employee Throughout the Year

Mid-Point Review And Annual Assessment

Employee Prepares Summary of Contributions

Rating Official Places Employees In Contribution Matrix

Pay Pool Panel Determines Final OCS & Recommends Pay Adjustments

Rating Official Communicates Final OCS, Factors Scores, and Pay Adjustments to Employees

CPOC

DFAS

$$$ Pay Adjustment Effective 1st Pay Period In January

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

Supervisor Needs to Know the Employee's Expected Contribution Range

Joe Contributor, NH-03, Base Salary $67,587

Expected Contribution Range Calculator

http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm

Basic Pay Only

		Pay Sched	Pay Band	Max Pay	Retained Pay?		Expected Contribution Range		
							Upper Rail	SPL	Lower Rail
Enter Base Pay/Retained Pay	$67,587	NH	3	$93,175	No	Expected Contribution Range =	63	67	71

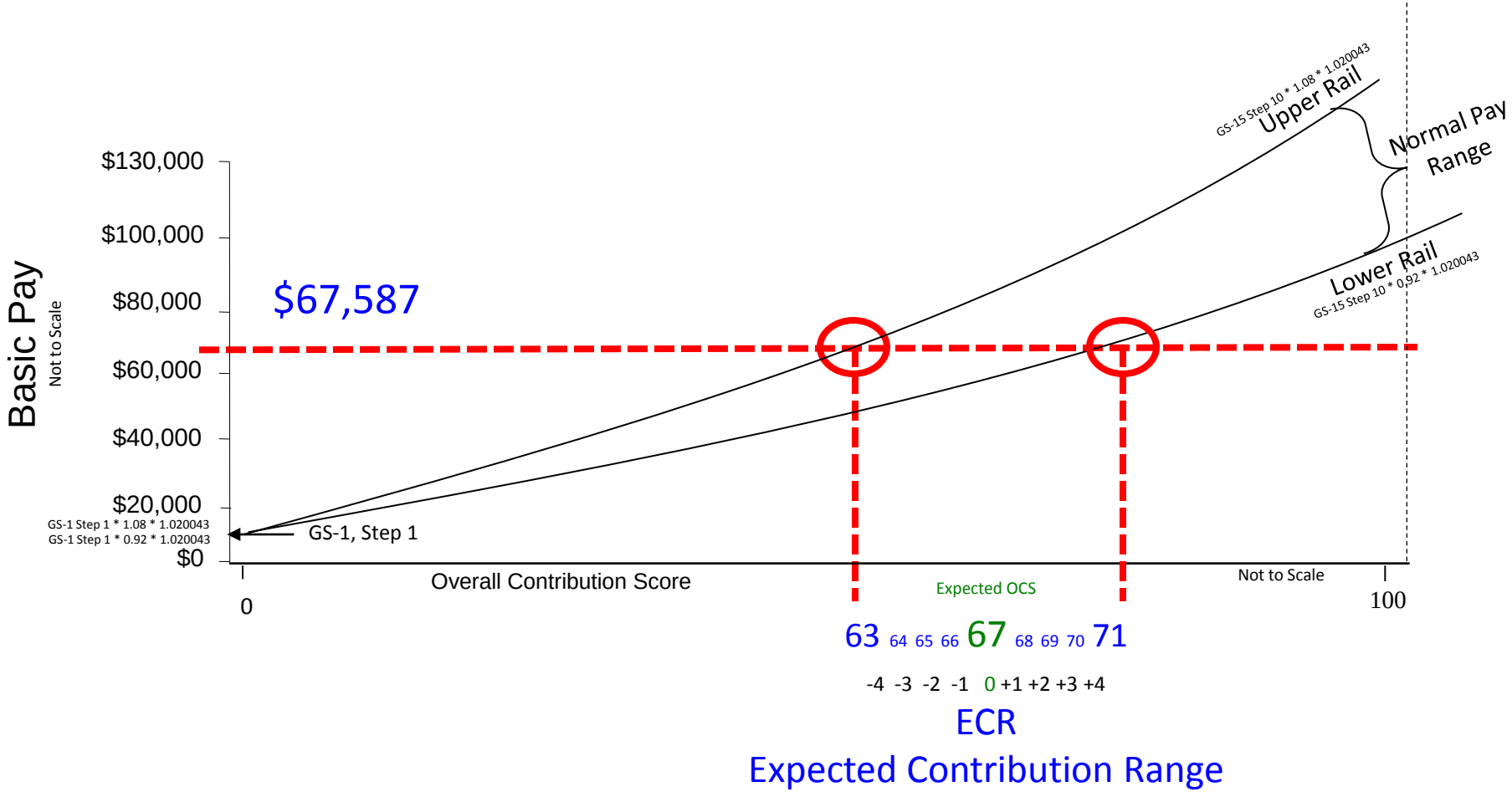
NH
NJ
NK

1
2
3
4

-4 -3 -2 -1 0 +1 +2 +3 +4
Delta OCS

http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm

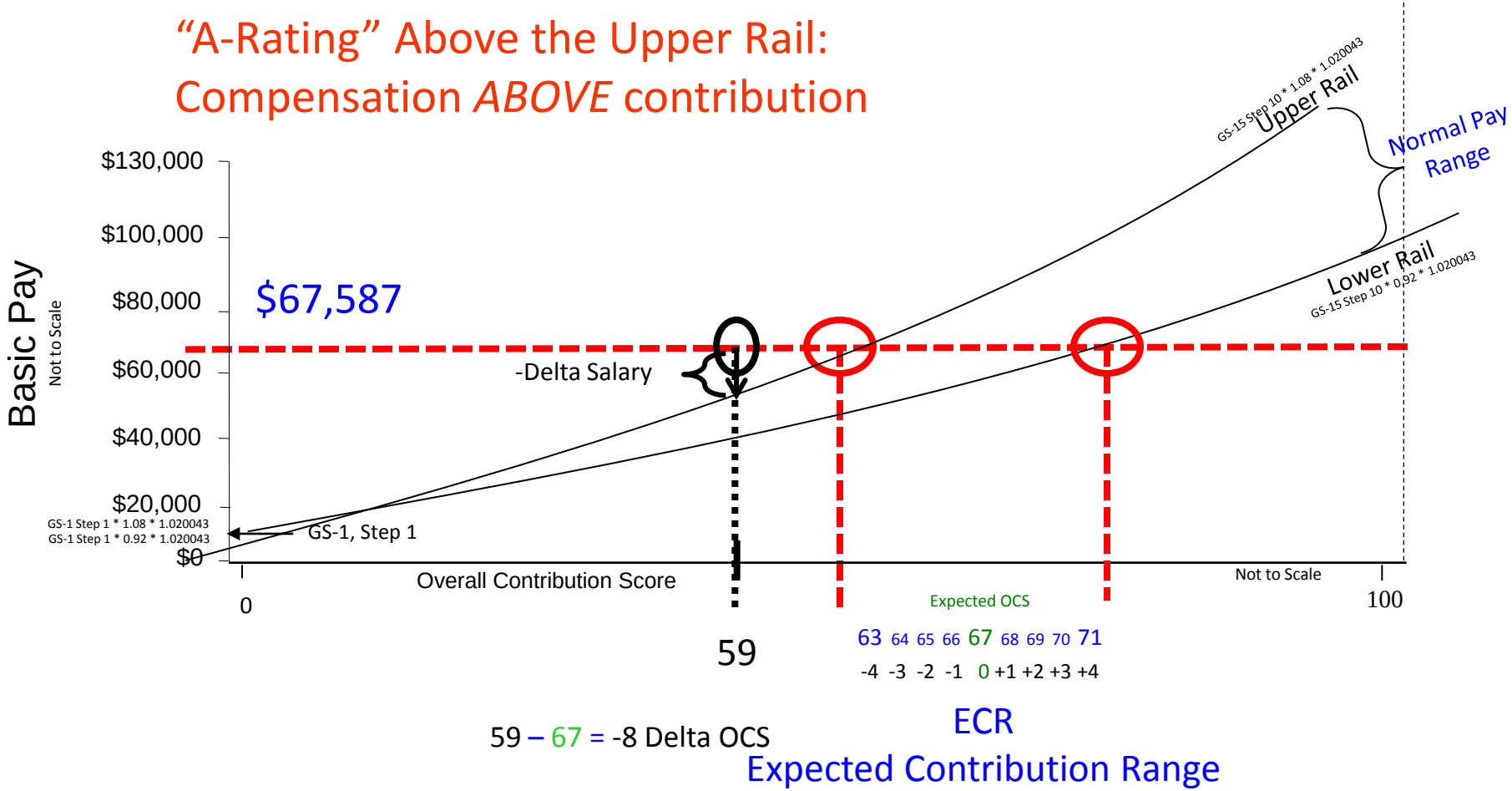
All Employees Start Off "Between The Rails" Appropriately Compensated



Salary is consistent with contributions if OCS is 63-71

If given an Overall Contribution Score less than your Expected Contribution Range (ECR)

"A-Rating" Above the Upper Rail:
Compensation *ABOVE* contribution



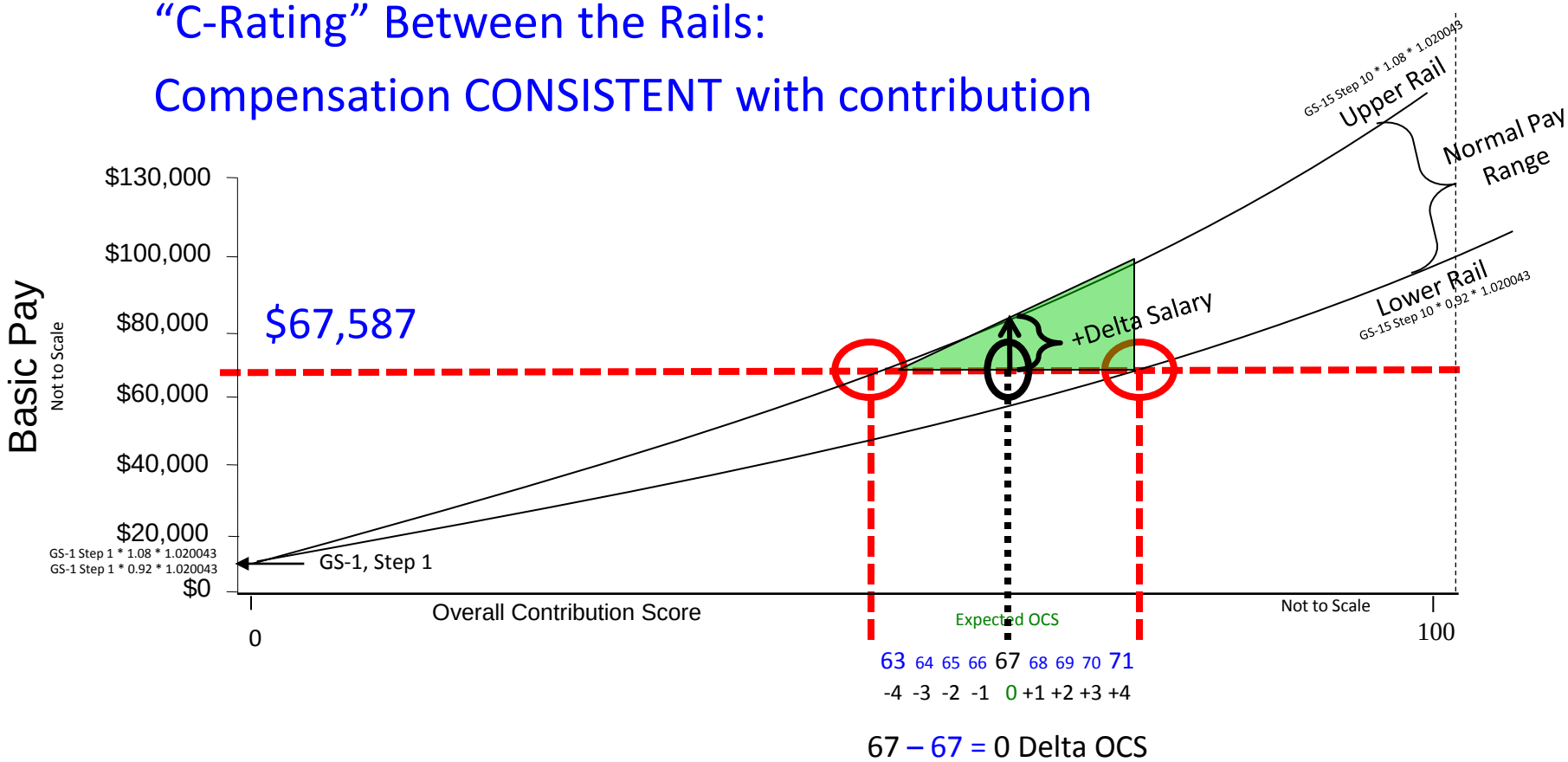
59 – 67 = -8 Delta OCS

OCS of 62 or lower

If given an Overall Contribution Score within your Expected Contribution Range (ECR)

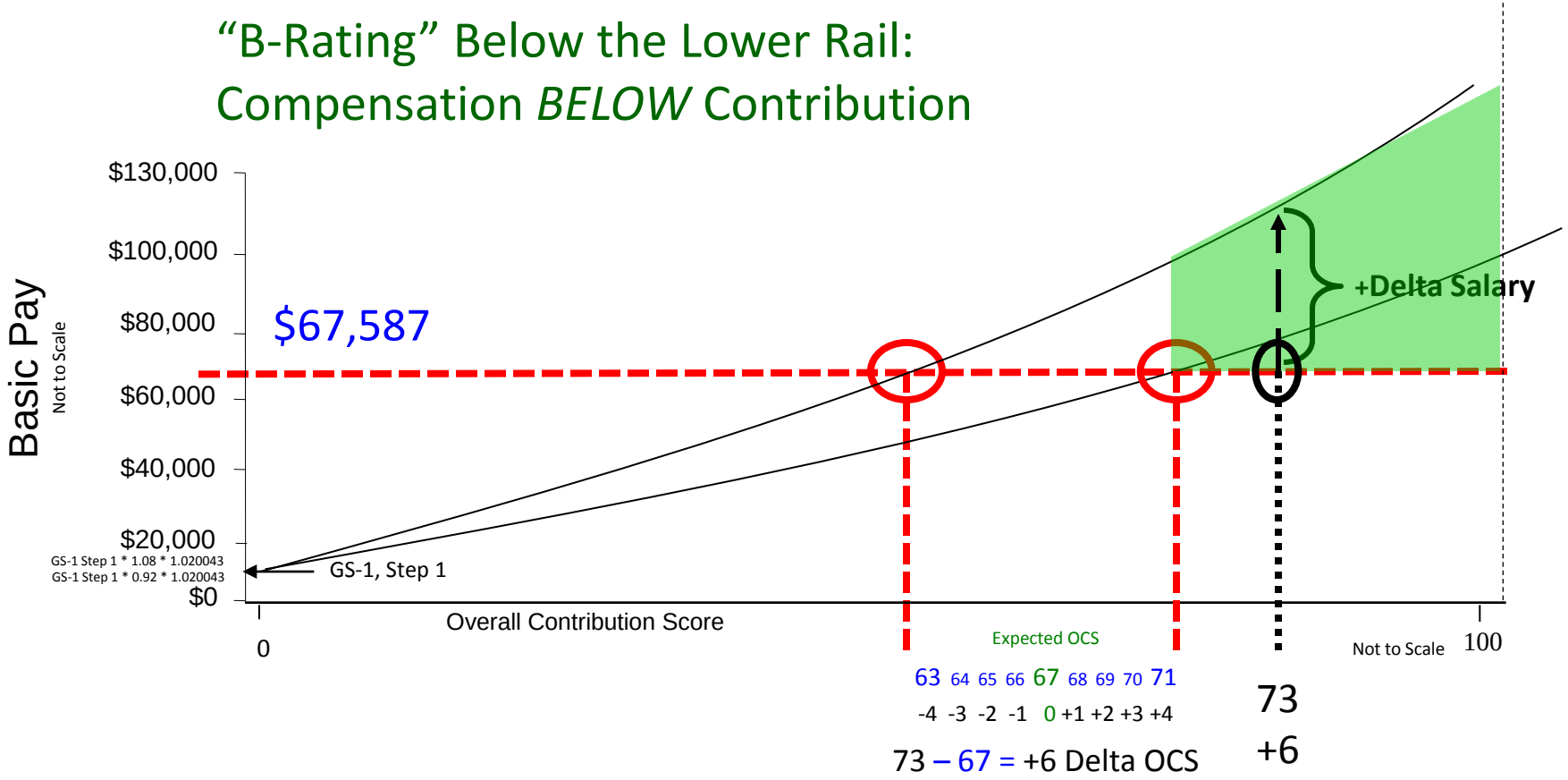
"C-Rating" Between the Rails:

Compensation CONSISTENT with contribution



OCS of 63 - 71

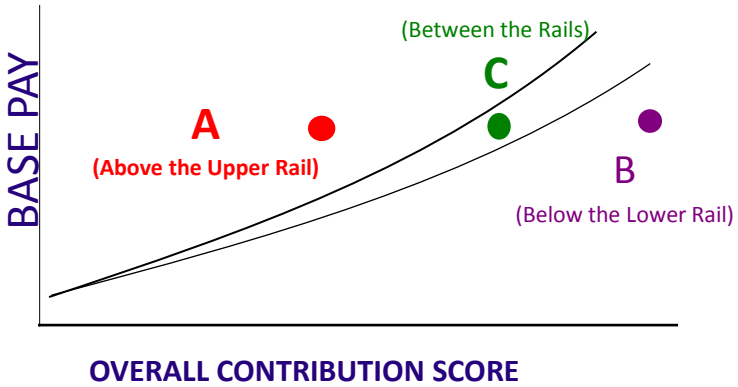
If given an Overall Contribution Score greater than your Expected Contribution Range (ECR)



OCS of 72 or higher

Contribution & Compensation
Eligibility for Compensation

Salary Adjustment Guidelines



- Three forms of compensation available depending on the category into which employee falls (see chart below)
- General Pay Increase (GPI) may be reduced or denied for "A-rated" Employees
- Locality Pay is not at risk

Compensation Category	General Pay Increase	Contribution Rating Increase	Contribution Award	Locality Pay
A (Above the Upper Rail) (-5 Delta OCS and higher)	Can be given in full, reduced or denied	No	No	Yes
C (Between the Rails) (~-4 to ~+4 Delta OCS)	Yes	Yes – up to 6%	Yes	Yes
B (Below the Lower Rail) (+5 Delta OCS and higher)	Yes	Yes – up to 20%	Yes	Yes

Supervisors will recommend both a Categorical Score and Numerical Score for each Contribution Factor.

Categorical Scores		NH Numerical Scores	NJ Numerical Scores	NK
LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96-100	79-83	
	Med	84-95	67-78	
	Low	79-83	61-66	
III	High	79-83	62-66	57-61
	Med	67-78	52-61	47-56
	Low	61-66	43-51	38-46
II	High	62-66	47-51	42-46
	M-H	51-61	41-46	
	Med	41-50	36-40	30-41
	M-L	30-40	30-35	
	Low	22-29	22-29	22-29
I	High	24-29	24-29	24-29
	Med	6-23	6-23	6-23
	Low	0-5	0-5	0-5
Categorical Scores		Numerical Scores		

Joe Contributor is an NH-03 and his expected contribution level is….

LEVELS		NH Business and Technical Professional	NJ Technical Support	NK Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96 - 100	79 - 83	
	Med	84 - 95	67 - 78	
			61 - 66	
III	High	79 - 83	62 - 66	57 - 61
	Med	67 - 78	52 - 61	47 - 56
	Low	61 - 66	43 - 51	38 - 46
			47 - 51	42 - 46
II	M -H	51 - 61	41 - 46	
	Med	41 - 50	36 - 40	30 - 41
	M -L	30 - 40	30 - 35	
	Low	22 - 29	22 - 29	22 - 29
I	High	24 - 29	24 - 29	24 - 29
	Med	6 - 23	6 - 23	6 - 23
	Low	0 - 5	0 - 5	0 - 5

Categorical Scores

Numerical Scores

Categorical Scores

Numerical Scores

Table 4. Point Ranges

Contribution Factor Scoring

Supervisor may score at the Expected Level, Below the Expected or Above the Expected

Factor – Leadership / Supervision NH		Very High	115
LEVEL IV - LEADERSHIP/SUPERVISION •Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. •Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. •Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.	IV	High	96-100
		Medium	84-95
		Low	79-83
LEVEL III - LEADERSHIP/SUPERVISION •Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. •Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues. •Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	III	High	79-83
		Medium ✓	67-78
		Low	61-66
LEVEL II - LEADERSHIP/SUPERVISION •Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. •Proactively guides, coordinates, and consults with others to accomplish projects. •Identifies and pursues individual/team development opportunities.	II	High	62-66
		Medium-High	51-61
		Medium	41-50
		Medium-Low	30-40
		Low	22-29
LEVEL I - LEADERSHIP/SUPERVISION •Takes initiative in accomplishing assigned tasks. •Provides inputs to others in own technical/functional area. •Seeks and takes advantage of developmental opportunities.	I	High	24-29
		Medium	6-23
		Low	0-5

Categorical Score

Score each FACTOR (Categorical and Numerical)

Problem Solving	3M 71
Teamwork/Cooperation	3M 73
Customer Relations	3M 73
Leadership/Supervision	3M 75
Communication	3M 74
Resource Management	3M 74
	440

440/ 6 = 73

Overall Contribution Score

***All AcqDemo employees' contributions are measured against the same six factors (no modification)**

Ratings to Compensation

- Overview
- Introduction to CAS²Net (automated system)
  - Data Maintainers
  - Rating Officials/Supervisors
  - Employees
- **Basic CCAS – Contribution-based Compensation and Appraisal System**
  - Contribution
    - Six Factors
    - Expected Contribution Levels
    - Expected Contribution Range
  - Planning and Assessment
    - Contribution Planning (Objectives)
    - Midpoint
    - Annual
      - Ratings
  - **Compensation**

An Overall Contribution Score has three dollar values…

at the Upper Rail, SPL (Standard Pay Line) or Lower Rail

Normal Pay Range and Standard Pay Line for 2011

(Based on 0% Increase)

	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail	OCS	*1.08 Upper Rail	SPL	*0.92 Lower Rail
GS01/1	0	19227	17803	16379																
	1	19613	18160	16707	26	32210	29824	27438	51	52900	48981	45063	76	86878	80443	74008	101	142682	132113	121544
	2	20006	18524	17042	27	32856	30422	27988	52	53960	49963	45966	77	88620	82055	75491	102	145542	134761	123980
	3	20407	18895	17383	28	33514	31032	28549	53	55041	50964	46887	78	90396	83700	77004	103	148459	137462	126465
	18	27482	25446	23411	43	45134	41791	38448	68	74125	68634	63144	93	121737	112720	103702				
	19	28033	25956	23880	44	46039	42629	39218	69	75611	70010	64409	94	124177	114979	105781				
	20	28595	26476	24358	45	46962	43483	40004	70	77126	71413	65700	95	126666	117283	107901				
	21	29168	27007	24847	46	47903	44354	40806	71	78672	72844	67017	96	129205	119634	110063				
	22	29752	27548	25345	47	48863	45243	41624	72	80249	74304	68360	97	131794	122032	112269				
	23	30349	28101	25853	48	49842	46150	42458	73	81857	75794	69730	98	134436	124478	114520				
	24	30957	28664	26371	49	50841	47075	43309	74	83498	77313	71128	99	137130	126973	116815				
	25	31577	29238	26899	50	51860	48019	44177	75	85171	78862	72553	100	139879	129517	119156				

For Example:

An OCS of 73 has a value of: $81,857 at the Upper Rail /$75,794 at the SPL /$69,730 at the Lower Rail

Army Policy is the Upper Rail

Contribution & Compensation
Pay Pool Funding

- **Pay Pool Funding**

  - **Contribution Rating Increase (CRI)**
    - Was intended to be consistent with funds historically spent in GS on within-grade increases, quality-step increases and promotions between grades that are now banded
    - Minimum of 2% of sum of total salaries on board as of September 30th

  - **Contribution Awards (CA)**
    - Was intended to be consistent with funds historically spent in GS on performance awards
    - Minimum of 1% of total salaries on board as of September 30th
    - 90% of the funding percentage which will be awarded as bonus. The remaining 10% is to allow other awards not related to the CCAS process, e.g., on-the-spot awards and group awards.

Contribution & Compensation

Employees under AcqDemo as of September 30 are included in the pay pool.

1. Determine who is in the Pay Pool as of the end of the rating period on September 30.

	Base Salary
Contributor, Joe	$67,587
Blaine, Rick	$57,123
Munroe, Cora	$69,544
Wayne, Bruce	$46,259
Sayers, Rose	$69,877

2. Add all the base salaries for the Pay Pool's total base salary.

Total Base Salaries = $310,390

3. **Calculate pay pool dollars allocated for salary increases (CRI) and awards (CA) using percentages of Total Base Salary.**

The minimum funding level for CRI is 2.0% and CA is 1.0%.

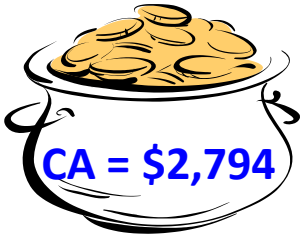
Our example has 2.4% funding for CRI and 1.0% for CA.

Total Base Salary * CRI Funding Level = CRI Pool

$310,390 * 2.4% = $7,449

Total Base Salary * CA Funding Level = CA Pool

$310,390 * 90% of 1.0% = $2,794



Why 90% of the CA funding level? The remaining 10% is to allow other awards not related to the CCAS process, e.g., on-the-spot awards and group awards.

Contribution & Compensation Payout Calculations

4. Enter approved OCS and Target Salaries.

(Base Salary determines Expected OCS.)
(Approved OCS determines Target Salary)

	Base Salary	Expected OCS	Approved OCS	Target Salary
Contributor, Joe	$67,587	67	73	$81,857
Blaine, Rick	$57,123	59	61	$64,511
Munroe, Cora	$69,544	69	70	$77,126
Wayne, Bruce	$46,259	48	45	$46,962
Sayers, Rose	$69,877	69	63	$67,123

5. Determine the Delta OCS and Delta Salaries.

(OCS – Expected OCS = Delta OCS)
(Target Salary – Base Salary = Delta Salary)

	Expected OCS	Approved OCS	Delta OCS	Base Salary	Target Salary	Delta Salary
Contributor, Joe	67	73	6	$67,587	$81,857	$14,270
Blaine, Rick	59	61	2	$57,123	$64,511	$7,388
Munroe, Cora	69	70	1	$69,544	$77,126	$7,582
Wayne, Bruce	47	45	-2	$46,259	$46,962	$703
Sayers, Rose	69	63	-6	$69,877	$67,123	-$2X54

6. Calculate total *positive* Delta Salary.

Total Positive Delta Salary = $29,943

7. Calculate percent of Delta Salary to be given.

Available Dollars for CRI ÷ Total Positive Delta = Percent for CRI Payout

Total Positive Delta Salary of $29,943

$7,449 ÷ $ 29,943= 24.87726% of Positive Delta Salary for CRI

Available Dollars for CA ÷ Total Positive Delta = Percent for CA Payout

Total Positive Delta Salary of $ 29,943

$2,794 ÷ $ 29,943= 9.33106% of Positive Delta Salary for CA

8. Calculate approved CRI and CA.

	Expected OCS	Approved OCS	Delta OCS	Base Salary	Target Salary	Delta Salary
Contributor, Joe	67	73	6	$65,787	$81,857	$14,270

Delta Salary * Percent of Delta Salary for CRI = Contribution Rating Increase

$14,270 X 24.87726% = $3,550

Delta Salary * Percent of Delta Salary for CA = Contribution Award

$14,270 X 9.33106% = $1,332

Compensation from the Pay Pool

	Expected OCS	Approved OCS	Delta OCS	Base Salary	Target Salary	Delta Salary	Computed CRI	Computed CA
Contributor, Joe	67	73	6	$67,587	$81,857	$14,270	$3,550	$1,332
Blaine, Rick	59	63	4	$57,123	$64,511	$7,388	$1,838	$689
Munroe, Cora	69	70	1	$69,544	$77,126	$7,582	$1,886	$707
Wayne, Bruce	47	45	-2	$46,259	$46,962	$703	$175	$66
Sayers, Rose	69	63	-6	$69,877	$67,123	-$2,754	$0	$0
					Total Base Salary	$29,943	24.87726%	9.33106%
							$7,449	$2,794

All the CRI and CA Pool Dollars are distributed!!!

CCAS Results to The Employees

CCAS Process

Pay Pool Manager / Panel Annual Planning

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any, Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay

Contribution Planning

Informal, Frequent Communication Between Rating Official And Employee Throughout the Year

Mid-Point Review And Annual Assessment

Employee Prepares Summary of Contributions

Rating Official Places Employees In Contribution Matrix

Pay Pool Panel Determines Final OCS & Recommends Pay Adjustments

Rating Official Communicates Final OCS, Factors Scores, and Pay Adjustments to Employees

CPOC

DFAS

$$$ Pay Adjustment Effective 1st Pay Period In January

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

Contribution & Compensation
CCAS Results – Part I: CCAS Salary Appraisal Form

Identifying info

Signatures

OCS & rail positions

OCS plotted

Part I: CCAS Salary Appraisal Form

Name:	Joe Contributor	**Series:**	0346	**Appraisal Period:**	
CAS2Net ID:	99999	**Broadband Level:**	III	From:	1-Oct-09
Organization:	1	**Retained Pay:**	No	To:	30-Sep-10
Career Path:	NH	**Presumptive:**	None		

Discuss evaluation with employee and obtain signature confirming discussion. Signature of employee does not constitute agreement with CCAS appraisal.

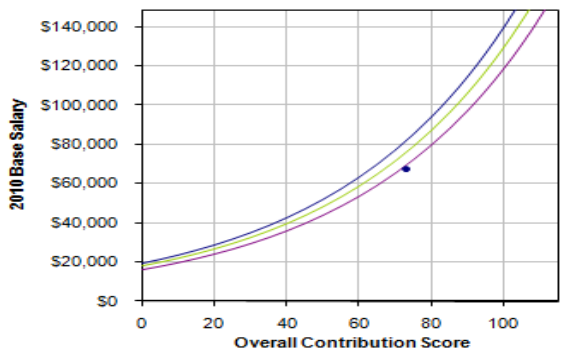
Ricky Martin **Pay Pool Manager**	21-Jan-11 **Date**
	Date
Rating Official	**Date**
Employee Signature	**Date**

Appraisal Detail

Overall Contribution Score	73	Upper Rail OCS	63
Next Year's Expected SPL OCS	71	SPL OCS	67
		Lower Rail OCS	71

Employee Contribution Pay Comparison Chart

The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point is the **Employee Appraisal**.



Compensation Detail

	$67,587	Current Rate of Base Pay	
+		G Increase	0.0%
+	$ 3,550	CRI Increase	5.25%
=	**$71,137**	**New Rate of Basic Pay**	
+	$17,229	Locality Pay	@ 24.22%
=	**$88,366**	**New Total Salary**	
	$ 1,332	Contribution Award	

Remarks

The General Pay Increase (GPI) and locality information on this form is based on 2010 rates and will be updated based on the decision of the Federal Government prior to the payout.

Privacy Act Statement (552a of 5 U.S.C.)
1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.
2. PURPOSE: This form summaries the annual evaluation of an employee's contribution through CCAS assessment.
3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
4. DISCLOSURE: Failure to verify the SSN may result in a delayed or erroneous processing of the individual's CCAS and applicable payouts. The information contained within this form is personal in nature and is restricted to those with appropriate permissions. Information collected on this form may be used for statistical and impact analysis.

Contribution & Compensation
CCAS Results – Part I: CCAS Salary Appraisal Form

Appraisal Detail

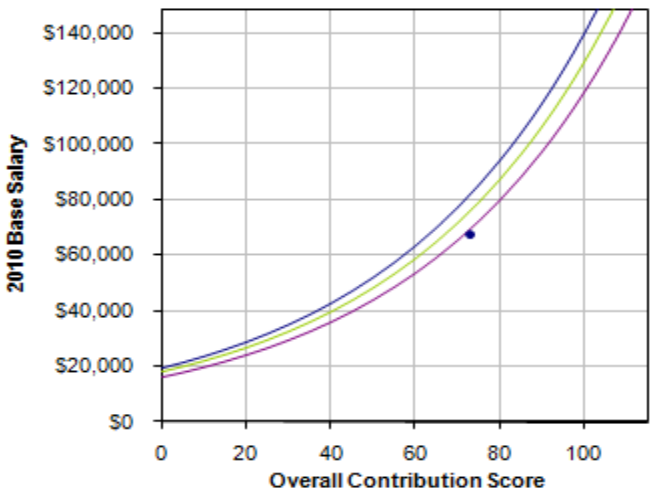
Overall Contribution Score	73
Next Year's Expected SPL OCS	71

Upper Rail OCS	63
SPL OCS	67
Lower Rail OCS	71

Expected Contribution Range And Expected OCS

Employee Contribution Pay Comparison Chart

The graph plots the Employee Appraisal relative to the standard pay line (SPL) and rails. The top and bottom lines are the **Upper and Lower Rails**. The middle line is the **SPL**. The point is the **Employee Appraisal**.



Compensation Detail

	$67,587	Current Rate of Base Pay	
+		G Increase	0.0%
+	$ 3,550	CRI Increase	5.25%
=	**$71,137**	**New Rate of Basic Pay**	
+	$17,229	Locality Pay	@ 24.22%
=	**$88,366**	**New Total Salary**	
	$ 1,332	Contribution Award	

Pay info

If on Pay Retention or at the Maximum of the Broadband

$67,587	Current Rate of Base Pay	
$ 0	G Increase	0.00%
$ 0	CRI Increase	0.00%
$67,587	New Rate of Basic Pay	
+$17,229	Locality Pay	@24.22%
$84,816	New Total Salary	
$4,882	Contribution Award	
(of which $3,550 was CRI Carryover)		

Privacy Act Statement (552a of 5 U.S.C.)
1. AUTHORITY: Section III.D, Federal Register Notice dated January 8, 1999.
2. PURPOSE: This form summaries the annual evaluation of an employee's contribution through CCAS assessment.
3. ROUTINE USE: This form is a computer-generated form that is produced for each employee and contains the overall contribution score and space for the signature of the PPM, the supervisor, and the employee. The original of this form will be maintained in accordance with agency procedures.
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Individual Factor Scores

Part I: CCAS Salary Appraisal Form

Page 2

Name:	Joe Contributor	Series:	0346	Appraisal Period:	
CAS2Net ID:	99999	Broadband Level:	III	From:	1-Oct-09
Organization:	1	Retained Pay:	No	To:	30-Sep-10
Career Path:	NH	Presumptive:	None		

Factor	Category Score	Final Score
Problem Solving	3M	75
Teamwork	3M	75
Customer Relations	3M	75
Leadership	3M	73
Communications	3M	70
Resource Management	3M	70
OCS		73
Delta OCS	6	
Relative Score	-13.05	

CCAS Payouts

CCAS Process

Pay Pool Manager / Panel Annual Planning

Rating Official Notifies Employee of :

1 - Career Path and Broadband Level, Factors (Weights, If Any, Discriminators, Descriptors; and

2 - Overall Contribution Scores (OCS) That Correspond to Employee's Pay Contribution Planning

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CPOC

DFAS

$$$ Pay Adjustment Effective 1st Pay Period In January

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC JAN

Beginning of Rating Period

End of Rating Period

--Pay Pool Panel--

--Payout--

CCAS Payouts

Effective Beginning of First Full Pay Period in January

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

NOTIFICATION OF PERSONNEL ACTION

NSPS to AcqDemo

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Contributor, Joe	XXX-XX-XXXX	XX-XX-XXXX	05-22-2011

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
YA	0346	02	00	$83,927	PA	NH	0346	03	00	$83,927	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$67,587	$16,340	$83,927		$67,587	$16,340	$83,927	

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

NOTIFICATION OF PERSONNEL ACTION

Contribution Rating Increase

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Contributor, Joe	XXX-XX-XXXX	XX-XX-XXXX	01-01-2012

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
NH	0346	03	00	$83,927	PA	NH	0346	03	00	$88,366	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$67,587	$16,340	$83,927		$71,137	$17,229	$88,366	

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management

NOTIFICATION OF PERSONNEL ACTION

Contribution Award

1. Name (Last, First, Middle)	2. Social Security Number	3. Date of Birth	4. Effective Date
Contributor, Joe	XXX-XX-XXXX	XX-XX-XXXX	01-01-2012

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary	21. Pay Basis
NH	0346	03	00	$88,366	PA	NH	0346	03	00	$1,332	

12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay
$71,137	$17,229	$88,366					

Not on pay retention

Pay Pool Payout

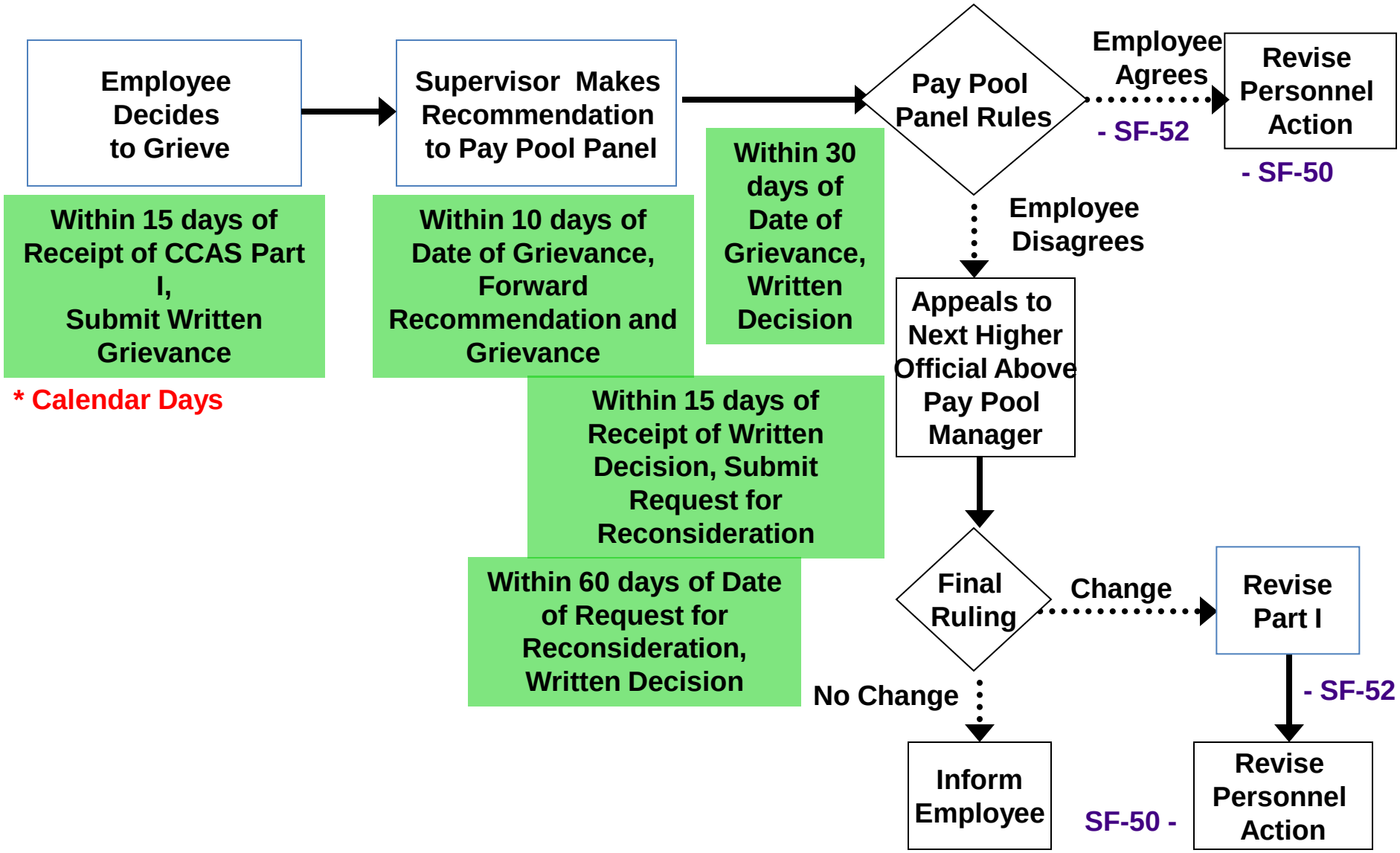
Leaving After 30 September and Before the January Payout

Situation	Rating Approved By	Computed CRI	Computed CA	Additional Action
Leave to Another AcqDemo Pay Pool	Losing Pay Pool	Pay By The Gaining AcqDemo Pay Pool	Pay By The Gaining AcqDemo Pay	NA
Leave AcqDemo for GS	Losing Pay Pool	Carry Over CRI and Add to CA	CRI + CA as Award	Memo and MIPR Award to Gaining Federal Agency
Leave AcqDemo to STRL Demo	Losing Pay Pool	Carry Over CRI and Add to CA	CRI + CA as Award	Memo and MIPR Award to Gaining Federal Agency
Leave AcqDemo to Another Federal Agency	Losing Pay Pool	Carry Over CRI and Add to CA	CRI + CA as Award	Memo and MIPR Award to Gaining Federal Agency
Retire	Losing Pay Pool	Carry Over CRI and Add to CA	CRI + CA as Award	Complete a SF 1034 and Forward to DFAS
Resign from Federal Service	Losing Pay Pool	NA	NA	NA
Pay Pools will take every effort to get the payout to former employees.				

CCAS Grievance Process

- Employee may grieve:
  - Overall Contribution Score / Factor Score(s)
  - Narrative Annual Assessment
  - CCAS pay determinations
    - ✓ General Pay Increase (GPI)
    - ✓ Contribution Rating Increase (CRI)
    - ✓ Contribution Award (CA)
- Bargaining Unit employees follow negotiated agreement, if any; if not, use the administrative grievance procedure.
- Non-Bargaining Unit employees use the following administrative procedures.

Grievance Process Administrative Procedures



Inadequate Contribution

- Goal of System: Proper Compensation for Contribution to Organization's Mission

- Inadequate Contribution could result in:
  - Reassignment
  - Reduction in Pay
  - Removal from Federal Service

- Consult With HR before beginning action

- Contribution Improvement Plans (CIP's) should be considered in the case of employees whose contributions to mission accomplishment are inadequate

- There are two types of situations where inadequate contribution could call for a CIP: Mandatory, Optional

Inadequate Contribution

Inadequate Contribution is evident when:

- Contribution in *any* factor is at or less than midpoint of next lower Broadband Level

  (Mandatory CIP)

Or

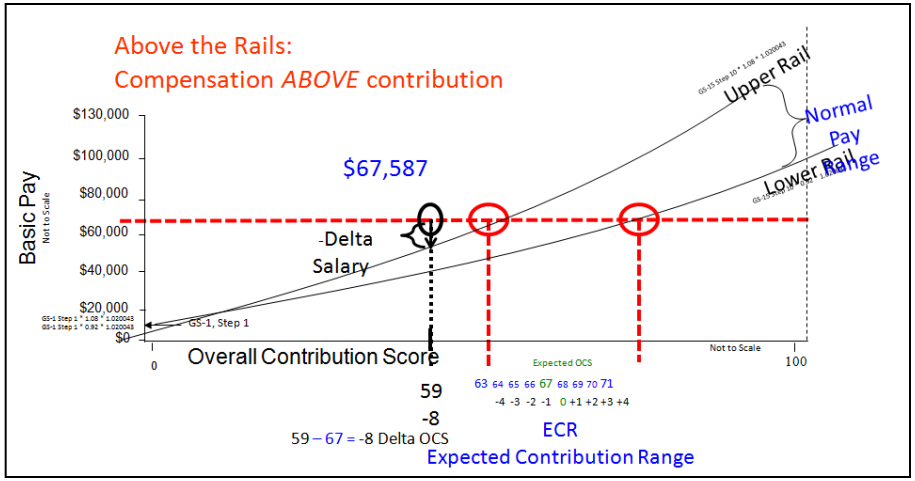
- OCS (Rating of Record) falls above the upper rail

  (A - zone -5, -6 or higher)

(Optional, must consider circumstances, is it due to Pay Retention (no CIP) or inadequate contribution (CIP)

Broadband Level Point Ranges

Broadband Level	Business Management and Technical Professional		Technical Support		Adminsitrative Support	
	115	Mid-Point	95	Mid-Point	70	Mid-Point
IV	96-100		79-83			
	84-95		67-78			
	79-83		61-66			
III	79-83		62-66		57-61	
	67-78	72	52-61	55	47-56	
	61-66		43-51		38-46	
II	62-66		47-51		42-46	
	51-61		41-46			
	41-50	44	36-40	37	30-41	34
	30-40		30-35			
	22-29		22-29		22-29	
I	24-29		0-29		0-29	
	6-23	15	6-23	15	6-23	15
	0-5		0-5		0-5	

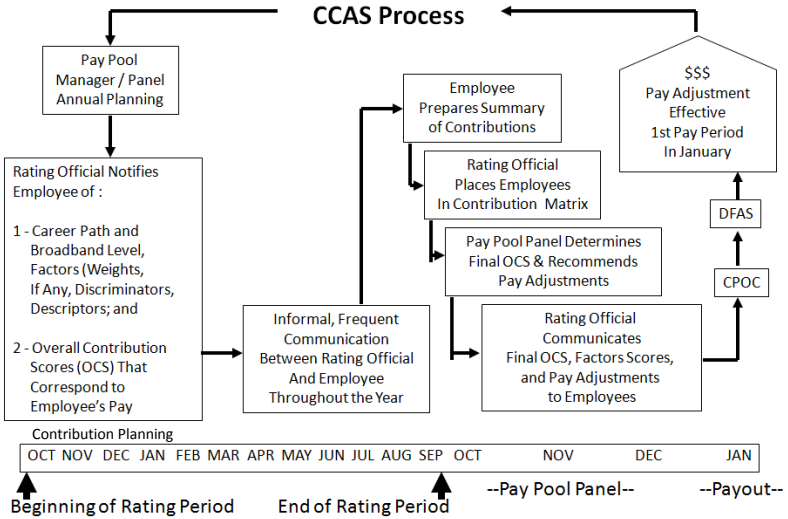


Inadequate Contribution

Establishing a Contribution Improvement Plan:

- Rating Official prepares Contribution Improvement Plan
  - Supervisors are advised to contact their HR Specialist for assistance
- Supervisor notifies employee in writing
- CIP must contain:
  - Specific areas in which the employee is inadequately contributing
  - Standards for adequate contribution
  - Actions required of the employee
  - Time in which contribution improvement must be accomplished
  - Assistance from the service or agency
  - Consequences of failure to improve
- Employee must sustain adequate contribution for two years

Summary



Expected Contribution Range Calculator

http://asc.army.mil/organization/acqdemo/acqdemo_ccas.cfm

Basic Pay Only

		Pay Sched	Pay Band	Max Pay	Retained Pay?		Expected Contribution Range: Upper Rail	SPL	Lower Rail
Enter Base Pay/Retained Pay	$67,587	NH	3	$93,175	No	Expected Contribution Range =	63	67	71

NH, NJ, NK

1, 2, 3, 4

-4 -3 -2 -1 0 +1 +2 +3 +4

Delta OCS

LEVELS		Business and Technical Professional	Technical Support	Administrative Support
		Point Range	Point Range	Point Range
IV	Very High	115	95	70
	High	96 - 100	79 - 83	
	Med	84 - 95	67 - 78	
	Low	79 - 83	61 - 66	
III	High	79 - 83	62 - 66	57 - 61
	Med	67 - 78	52 - 61	47 - 56
	Low	61 - 66	43 - 51	38 - 46
II	High	62 - 66	47 - 51	42 - 46
	M -H	51 - 61	41 - 46	
	Med	41 - 50	36 - 40	30 - 41
	M -L	30 - 40	30 - 35	
	Low	22 - 29	22 - 29	22 - 29
I	High	24 - 29	24 - 29	24 - 29
	Med	6 - 23	6 - 23	6 - 23
	Low	0 - 5	0 - 5	0 - 5

Table 4. Point Ranges

CAREER PATH: BUSINESS MANAGEMENT & TECHNICAL MANAGEMENT PROFESSIONAL- NH-III

Level III – PROBLEM SOLVING

- Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods.

➢Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines.

❖Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment.

o Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.

Level III - TEAMWORK/COOPERATION

- Works with others to accomplish complex projects/programs.

➢Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork.

❖Leads and guides others in formulating and executing team plans. Expertise is sought by peers.

Level III - CUSTOMER RELATIONS

- Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers.

➢Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects.

❖Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving program/project problems (e.g., determining priorities and resolving conflict among customers' requirements).

LEVEL III - LEADERSHIP/SUPERVISION

- Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance.

➢Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues.

❖Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.

LEVEL III - COMMUNICATION

- Communicates project or program results to all levels, internally and externally.

➢Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies.

❖Presents briefings to obtain consensus/approval.

LEVEL III . - RESOURCE MANAGEMENT

- Plans and allocates resources to accomplish multiple projects/programs.

➢Identifies and optimizes resources to accomplish multiple projects/programs goals.

❖Effectively accomplishes multiple projects/programs goals within established guidelines.

Questions?

Contact your local AcqDemo CCAS team

Questions?

Army AcqDemo Program Office

Jerry Lee, 703-805-5498 (Program Director)

jerold.a.lee.civ@mail.mil

Tim Zeitler, 703-805-1098

timothy.l.zeitler.civ@mail.mil

For Additional Information on AcqDemo and CCAS

http://live.usaasc.info/policies-main/army-acquisition-demonstration-project-acqdemo-policy-procedure/acqdemo-training/

CAREER PATH: NH-01
Expected Level

NH PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
Level I • Performs activities on a task; assists supervisor or other appropriate personnel. • Resolves routine problems within established guidelines. • Independently performs assigned tasks within area of responsibility; refers situations to supervisor or other appropriate personnel when existing guidelines do not apply. • Takes initiative in determining and implementing appropriate procedures.	• Scope/Impact • Complexity/ Difficulty • Independence • Creativity

NH TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
Level I • Works with others to accomplish routine tasks. • Contributes ideas in own area of expertise. Interacts cooperatively with others. • Regularly completes assignments in support of team goals.	• Scope of Team Effort • Contribution to Team • Effectiveness

NH CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
Level I • Independently carries out routine customer requests. • Participates as a team member to meet customer needs. • Interacts with customers on routine issues with appropriate guidance.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NH LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Takes initiative in accomplishing assigned tasks. • Provides inputs to others in own technical/functional area. • Seeks and takes advantage of developmental opportunities.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NH COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Communicates routine task status/results as required. • Provides timely data and written analyses for input to management/technical reports or contractual documents. • Explains status/results of assigned tasks.	• Level of Interaction (Audience) • Written • Oral

NH RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Uses assigned resources needed to accomplish tasks. • Plans individual time and assigned resources to accomplish tasks. • Effectively accomplishes assigned tasks.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NH-02
Expected Level

NH PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
Level II • Plans and conducts functional technical activities for projects/programs. • Identifies, analyzes, and resolves complex/difficult problems. • Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. • Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NH TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
Level II • Works with others to accomplish projects/programs. • Uses varied approaches to resolve or collaborate on projects/programs issues. Facilitates cooperative interactions with others. • Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.	• Scope of Team Effort • Contribution to Team • Effectiveness

NH CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
Level II • Guides the technical/functional efforts of individuals or team members as they interact with customers. • Initiates meetings and interactions with customers to understand customer needs/expectations. • Interacts independently with customers to communicate information and coordinate actions.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NH LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. • Proactively guides, coordinates, and consults with others to accomplish projects. • Identifies and pursues individual/team development opportunities.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NH COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Communicates team or group tasking results, internally and externally, at peer levels. • Writes, or is a major contributor to, management/technical reports or contractual documents. • Presents informational briefings.	• Level of Interaction (Audience) • • Written • Oral

NH RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Plans and utilizes appropriate resources to accomplish project goals. • Optimizes resources to accomplish projects/programs within established schedules. • Effectively accomplishes projects/programs goals within established resource guidelines.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NH-03
Expected Level

NH PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Independently defines, directs, or leads highly challenging projects/programs. Identifies and resolves highly complex problems not susceptible to treatment by accepted methods. • Develops, integrates, and implements solutions to diverse, highly complex problems across multiple areas and disciplines. • Anticipates problems, develops sound solutions and action plans to ensure program/mission accomplishment. • Develops plans and techniques to fit new situations to improve overall program and policies. Establishes precedents in application of problem-solving techniques to enhance existing processes.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NH LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Provides guidance to individuals/teams; resolves conflicts. Considered a functional/technical expert by others in the organization; is regularly sought out by others for advice and assistance. • Defines, organizes, and assigns activities to accomplish projects/programs goals. Guides, motivates, and oversees the activities of individuals and teams with focus on projects/programs issues. • Fosters individual/team development by mentoring. Pursues or creates training development programs for self and others.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NH TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Works with others to accomplish complex projects/programs. • Applies innovative approaches to resolve unusual/difficult issues significantly impacting important policies or programs. Promotes and maintains environment for cooperation and teamwork. • Leads and guides others in formulating and executing team plans. Expertise is sought by peers.	• Scope of Team Effort • Contribution to Team • Effectiveness

NH COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Communicates project or program results to all levels, internally and externally. • Reviews and approves, or is a major contributor to/ lead author of, management reports or contractual documents for external distribution. Provides inputs to policies. • Presents briefings to obtain consensus/approval.	• Level of Interaction (Audience) • Written • Oral

NH CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
Level III • Guides and integrates functional efforts of individuals or teams in support of customer interaction. Seeks innovative approaches to satisfy customers. • Establishes customer alliances, anticipates and fulfills customer needs, and translates customer needs to programs/projects. • Interacts independently and proactively with customers to identify and define complex/difficult problems and to develop and implement strategies or techniques for resolving program/project problems (e.g., determining priorities and resolving conflict among customers' requirements).	• Breadth of Influence • Customer Needs • Customer Interaction Level

NH RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Plans and allocates resources to accomplish multiple projects/programs. • Identifies and optimizes resources to accomplish multiple projects/programs goals. • Effectively accomplishes multiple projects/programs goals within established guidelines.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NH-04
Expected Level

NH PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
Level IV • Defines, establishes, and directs organizational focus (on challenging and highly complex project / programs). Identifies and resolves highly complex problems that cross organizational boundaries and promulgates solutions. Resolution of problems requires mastery of the field to develop new hypotheses or fundamental new concepts. • Assesses and provides strategic direction for resolution of mission critical problems, policies, and procedures. • Works at senior level to define, integrate, and implement strategic direction for vital programs with long-term impact on large numbers of people. Initiates actions to resolve major organizational issues. Promulgates innovative solutions and methodologies. • Works with senior management to establish new fundamental concepts and criteria and stimulate the development of new policies, methodologies, and techniques. Converts strategic goals into programs or policies.	• Scope/Impact • Complexity /Difficulty • Independence • Creativity

NH TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
Level IV • Leads/guides/mentors workforce in dealing with complex problems. • Solves broad organizational issues. Implements strategic plans within and across organizational components. Ensures a cooperative teamwork environment. • Leads/guides workforce in achieving organizational goals. Participates on high-level teams. Is sought out for consultation.	• Scope of Team Effort • Contribution to Team • Effectiveness

NH CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
Level IV • Leads and manages the organizational interactions with customers from a strategic standpoint. • Works to assess and promulgate political, fiscal, and other factors affecting customer and program/project needs. Works with customer at management levels to resolve problems affecting programs / projects(e.g., problems that involve determining priorities and resolving conflicts among customers' requirements). • Works at senior level to stimulate customer alliances for program/project support. Stimulates, organizes, and leads overall customer interactions.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NH LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Establishes and/or leads teams to carry out complex projects or programs. Resolves conflicts. Creates climate where empowerment and creativity thrive. Recognized as a technical/functional authority on specific issues. • Leads, defines, manages, and integrates efforts of several groups or teams. Ensures organizational mission and program success. • Fosters the development of other team members by providing guidance or sharing expertise. Directs assignments to encourage employee development and cross-functional growth to meet organizational needs. Pursues personal professional development.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NH COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Determines and communicates organizational positions on major projects or policies to senior level. • Prepares, reviews, and approves major reports or policies of organization for internal and external distribution. Resolves diverse viewpoints/controversial issues. • Presents organizational briefings to convey strategic vision or organizational policies.	• Level of Interaction (Audience) • Written • Oral

NH RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Develops, acquires, and allocates resources to accomplish mission goals and strategic objectives. • Formulates organizational strategies, tactics, and budget/action plan to acquire and allocate resources. • Optimizes, controls, and manages all resources across projects/programs. Develops and integrates innovative approaches to attain goals and minimize expenditures.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NJ-01
Expected Level

NJ PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Conducts activities on a task; assists supervisors or other appropriate personnel. • Resolves routine problems within established guidelines. • Works with others in solving problems with appropriate guidance. • Takes initiative in selecting and implementing appropriate procedures.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NJ TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Works with others to accomplish routine tasks. • Contributes ideas in own area of expertise. Interacts cooperatively with others. • Regularly completes assignments in support of team goals.	• Scope of Team Effort • Contribution to Team • Effectiveness

NJ CUSTOMER RELATIONS DESCRIPTORS	DISCRIMINATORS
LEVEL I • Assists customer support activities. • Participates as a team member to meet customer needs. • Interacts with customers on routine issues with appropriate guidance.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NJ LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Takes initiative in accomplishing assigned tasks. Asks for assistance as appropriate. • Provides input to others in technical/functional area. • Seeks and takes advantage of developmental opportunities.	• Leadership Role • Breadth of Influence • Mentoring /Employee Development

NJ COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Communicates routine task/status/results as required. • Provides data and accurate draft documentation of assigned tasks for input to reports or documents. • Explains status/results of assigned tasks.	• Level of Interaction (Audience) • Written • Oral

NJ RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Uses assigned resources to accomplish tasks. • Plans individual time to accomplish tasks. • Effectively accomplishes assigned tasks with appropriate guidance.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NJ-02
Expected Level

NJ PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
• Plans and conducts technical activities for projects.	• Scope/Impact
• Identifies and resolves non-routine technical problems utilizing established patterns and methods.	• Complexity/Difficulty
• Identifies and resolves problems; adapts accepted policies, procedures, or methods with moderate guidance.	• Independence
• Adapts existing plans and techniques to accomplish projects.	• Creativity

NJ TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
• Works with others in accomplishing projects.	• Scope of Team Effort
• Contributes ideas in own area of expertise. Facilitates cooperative interactions with others.	• Contribution to Team
• Supports others in executing team assignments. Proactively functions as an integral part of the team.	• Effectiveness

NJ CUSTOMER RELATIONS DESCRIPTORS	DISCRIMINATORS
LEVEL II	
• Actively participates with others to satisfy customer requests.	• Breadth of Influence
• Interacts with customers to respond to customer needs/expectations.	• Customer Needs
• Interacts with customers to communicate information and coordinate action.	• Customer Interaction Level

NJ LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
• Actively contributes as team member; takes initiative to accomplish assigned projects.	• Leadership Role
• Consults and coordinates with others to complete projects within established guidelines.	• Breadth of Influence
• Identifies and pursues individual/team developmental opportunities.	• Mentoring /Employee Development

NJ COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
• Communicates team or group project status/results at equivalent levels within the agency.	• Level of Interaction (Audience)
• Writes segments of management/technical reports or documents.	• Written
• Communicates group/team results.	• Oral

NJ RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II	
• Identifies and uses resources appropriately to accomplish projects.	• Scope of Responsibility
• Plans resources to achieve task schedules.	• Planning/Budgeting
• Independently accomplishes assigned tasks.	• Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NJ-03
Expected Level

NJ PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Plans and conducts challenging and difficult technical activities for projects/programs. • Develops, integrates, and implements solutions to complex problems on projects/programs. • Identifies problems; develops solutions and action plans with minimal guidance. • Develops plans and techniques to fit new situations.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NJ TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Works with others to accomplish complex projects/programs. • Guides others to resolve or collaborate on complex projects/programs issues. Promotes cooperative interactions with others. • Integrates technical expertise and guides activities to support team accomplishment.	• Scope of Team Effort • Contribution to Team • Effectiveness

NJ CUSTOMER RELATIONS DESCRIPTORS	DISCRIMINATORS
LEVEL III • Guides the technical efforts of individuals or teams as they relate with customers. Deviates from standard approaches when necessary. • Initiates meetings and interactions with customers to understand customer needs/expectations. • Interacts independently and proactively with customers to identify/define problems and to implement solutions.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NJ LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Actively contributes as team member or leader. Recognized for functional/technical expertise. • Defines, organizes, and assigns activities to accomplish goals. Guides, motivates and oversees others in accomplishing projects/programs. • Promotes developmental opportunities for self and team. Advises others to seek specific training.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NJ COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Communicates projects/programs status/results to management. • Consolidates input and writes management/technical reports/documents for projects/programs. • Presents projects/programs briefings.	• Level of Interaction (Audience) • Written • Oral

NJ RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Plans and utilizes appropriate resources to accomplish projects/programs. • Optimizes resources to accomplish projects within established milestones. • Effectively accomplishes projects/programs within established resource guidelines.	•Scope of Responsibility •Planning/Budgeting •Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NJ-04
Expected Level

NJ PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Identifies and resolves complex problems that may cross functional/technical boundaries and promulgates solutions. • Develops, integrates/implements solutions to diverse, complex problems which may cross multiple projects/programs or functional/technical areas. • Independently resolves and coordinates technical problems involving multiple projects/programs. • Develops plans and techniques to fit new situations and/or to address issues that cross technical/functional areas.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NJ TEAMWORK/COOPERATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Leads others to accomplish complex projects and programs. • Applies innovative approaches to resolve unusual/difficult technical/management issues. Promotes and maintains environment for cooperation and teamwork. • Leads and guides others in formulating and executing team plans. Expertise is sought by others.	• Scope of Team Effort • Contribution to Team • Effectiveness

NJ CUSTOMER RELATIONS DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Leads and coordinates technical efforts of individuals or teams in support of customer interactions. Develops innovative approaches to satisfy customers. • Establishes customer alliances; anticipates and fulfills customer needs and translates customer needs to projects/programs. Organizes and leads customer interactions. • Interacts proactively with customers to identify and define complex/controversial problems and to develop and implement strategies or techniques for resolving projects/programs issues.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NJ LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Provides guidance to individuals/teams; resolves conflicts. Serves as subject matter expert. • Guides, motivates, and oversees multiple complex projects/programs. • Directs assignments to encourage employee development and cross-technical/functional growth to meet organizational needs. Pursues self-development.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NJ COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Determines and communicates projects/programs positions at senior levels. • Prepares, reviews, and approves management/technical reports for internal and external distribution. • Presents projects/programs briefings to obtain consensus/approval. Represents the organization as technical subject matter expert.	• Level of Interaction (Audience) • Written • Oral

NJ RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL IV • Plans and allocates resources to accomplish multiple projects/programs goals. • Identifies and optimizes resources to accomplish multiple projects/programs goals. • Effectively accomplishes multiple projects/programs goals within established thresholds. Develops innovative approaches to attain goals and minimize resource expenditures.	• Scope of Responsibility • Planning/Budgeting • Execution /Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NK-01
Expected Level

NK PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Conducts activities on a segment of a task. Assists supervisor or other appropriate personnel. • Applies standard rules, procedures, or operations to resolve routine problems. • Independently carries out routine tasks. • Takes initiative in selecting and implementing appropriate procedures.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NK TEAMWORK/COOPERATIONLEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Works with others to accomplish routine tasks. • Contributes ideas on routine procedures. Interacts cooperatively with others. • Regularly completes tasks in support of team goals.	• Scope of Team Effort • Contribution to Team • Effectiveness

NK CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Assists customer support activities. • Meets routine customer needs. • Interacts with customers on routine issues within specific guidelines.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NK LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Takes initiative in accomplishing assigned tasks. Asks for assistance as appropriate. • Provides input in administrative/functional area. • Seeks and takes advantage of developmental opportunities.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NK COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Communicates routine task/status results as required. • Writes timely and accurate draft documentation. • Explains status/results of assigned tasks.	• Level of Interaction (Audience) • Written • Oral

NK RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL I • Uses assigned resources to accomplish tasks. • Plans individual time and assigned resources to accomplish tasks. • Effectively accomplishes assigned tasks.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NK-02
Expected Level

NK PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Plans and conducts administrative activities for projects. • Develops, modifies, and/or applies rules, procedures, or operations to resolve problems of moderate complexity/difficulty. • Independently plans and executes assignments; resolves problems and handles deviations. • Identifies and adapts guidelines for new or unusual situations.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NK TEAMWORK/COOPERATIONLEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Works with others to accomplish tasks. • Resolves administrative problems; facilitates cooperative interactions with others. • Guides others and coordinates activities in support of team goals. Proactively functions as an integral part of the team.	• Scope of Team Effort • Contribution to Team • Effectiveness

NK CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Guides the administrative efforts of individuals or team members as they interact with customers. • Independently interacts with customers to understand customer needs/expectations. • Interacts independently with customers to communicate information and coordinate actions.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NK LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Actively contributes as team member or leader; takes initiative to accomplish assigned projects. • Guides others in accomplishing projects. • Identifies and pursues individual/team developmental opportunities.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NK COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Interprets and communicates administrative procedures within immediate organization. • Prepares, coordinates, and consolidates documents, reports, or briefings. • Communicates/presents internal administrative/functional procedures and tasks internally and externally.	• Level of Interaction (Audience) • Written • Oral

NK RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL II • Identifies and uses resources to accomplish projects. • Plans resources to achieve project schedules. • Effectively accomplishes projects within established resource guidelines.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Click to Return to Training/Slide 94

CAREER PATH: NK-03
Expected Level

NK PROBLEM SOLVING LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Plans and conducts complex administrative activities. • Develops rules, procedures, or operations for complex/difficult organizational tasks. • Identifies issues and determines approaches and methods to accomplish tasks. Initiates effective actions and resolves related conflicts. • Identifies issues requiring new procedures and develops appropriate guidelines.	• Scope/Impact • Complexity/Difficulty • Independence • Creativity

NK TEAMWORK/COOPERATIONLEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Works with others on complex issues/problems that may cross functional areas. • Applies expertise in resolving complex administrative issues. Promotes and maintains environment for cooperation/teamwork. Sets tone for internal/external cooperation. • Leads and guides others in formulating and executing plans in support of team goals.	• Scope of Team Effort • Contribution to Team • Effectiveness

NK CUSTOMER RELATIONS LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Identifies, defines, and guides administrative efforts in support of customer interactions; coordinates and focuses activities to support multiple customers. • Establishes customer alliances and translates needs to customer service. • Works independently with customers at all levels to define services and resolve non-routine problems.	• Breadth of Influence • Customer Needs • Customer Interaction Level

NK LEADERSHIP/SUPERVISION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Provides guidance to individuals/teams; resolves conflicts. Expertise solicited by others. • Guides and accounts for results or activities of individuals, teams, or projects. • Promotes individual/team development; leads development of training programs for self and others.	• Leadership Role • Breadth of Influence • Mentoring/Employee Development

NK COMMUNICATION LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Develops and advises on administrative procedures and communicates them to all levels, both internally and externally. • Prepares, reviews, and/or approves documents, reports, or briefings. • Explains and/or communicates administrative/functional procedures at all levels.	• Level of Interaction (Audience) • • Written • Oral

NK RESOURCE MANAGEMENT LEVEL DESCRIPTORS	DISCRIMINATORS
LEVEL III • Plans, acquires, and allocates resources to accomplish objectives. • Coordinates resources across projects. • Optimizes resource utilization across projects.	• Scope of Responsibility • Planning/Budgeting • Execution/Efficiency

Click to Return to Training/Slide 94